

Albion District Library
Board of Trustees Meeting
Naomi Lane Room
September 22, 2022

The meeting was called to order by President Gilg at 6:06 pm.

Roll Call

Present: Carolyn Gilg, Laura Bollman, Kathryn Brautigam, Courtney Lehwald (6:07 pm),
Dixie Grant, LoriRene Koehn, Susan Farley
Absent: none

Public Comment

None

Approval of Agenda

Motion by Bollman, 2nd by Koehn. All in favor, motion carried.

Public Hearing for FY 2023 Budget

Open at 6:11pm.

No comment from public.

Public hearing closed at 6:12pm.

Old Business

August 25, 2022 Regular Meeting Minutes

Motion to accept minutes - made by Koehn, 2nd by Brautigam. All in favor, motion carried.

Financial Statement Review

Check Detail (June & July)

No issues with unusual business.

Consumers Energy and Semco gas bills are down slightly. No water bill this month (it's quarterly).

Profit and Loss (July)

Income at 91% of the amended budget at 66% through the fiscal year. Some revenue is still expected. PILOT (Payment In Lieu of Taxes) arrived from City of Albion at \$3,500 for the expected \$3,000. Expenses stand at 42.3% of the amended budget. ADL is living within our means.

Other Financial: Donations/Bequests

Bill Bloomquist, a long-time volunteer in the local history room. He remembered ADL in his estate planning, including a portion of the estate at large, and a small investment fund. Monies to be used in the local history room, and an endowment to support the local history room may be considered.

Donna Gaskell, a long-time Albion resident, teacher, school librarian, and literacy advocate, passed away in May at the age of 106. ADL was included in her living trust arrangements, and \$10,000 from her estate has been bequeathed to the general fund for best use.

Balance Sheet

The new bookkeeper is reviewing the last two years of audits and statements, and making payroll and reconciliation entries needed to get the books current.

Motion to accept financial statements as presented - made by Bollman, 2nd by Grant. Roll call vote: Gilg - yes, Bollman - yes, Brautigam - yes, Lehwald - yes, Grant - yes, Koehn - yes, Farley - yes. Motion carried.

Committee Reports

Personnel and Finance - Met in September to prepare draft FY2023 budget, including benefits package.

Policy - will be meeting shortly.

Facility - has not met.

New Business

FY 2023 Original Budget Adoption, Resolution, L-4029

Revenues

Per practice, ADL budgeting seeks to estimate realistically low in revenue, high in expenditure, given historical trends and current knowledge that may influence totals.

~ Millage taxes (80% of revenue): budgeted at FY2022 current totals with no increase/decrease. PILOT wasn't received until just before the meeting, so Director Stanczak proposed including it in the budget for next year. The \$3,500 received in is in line with the last several years of PILOT, making it somewhat reliable. It could be added now or at mid-year amendment next year.

~ Federal, State, Local grants: participation in the USAC E-rate program reimburses ADL 90% of the internet bill and is received as "federal grants." A one-time grant from the Emergency Connectivity Fund (funded through American Rescue Plan Act of 2021/ARPA) will fund 15 new hotspots with one-year of service between 2022-2023, also in this revenue line.

~ Local Community Stabilization Authority/LCSA: Estimated slight increase as the last remaining Renaissance Zone sunsets, budgeting conservatively within the range received in the last several years.

~ Overdue fines: \$500, which is exceptionally small in the scope of \$690,000 annual budget.

~ Penal fines: \$15,000, which comes primarily from traffic fines.

~ Investment and Rental Income: includes spendable amount from DPIL Endowment held at Albion Community Foundation.

~ Contributions and Donations: not budgeted until committed, amended as received.

~ Other Revenue: refunds/rebates, also not budgeted unless committed

~Total budget: \$692,820 (without \$3,500 Pilot) compared with current FY2022 amended budget of \$702,380.

~Proposed FY2023 total revenue is \$852,820, including 4 facility and technology projects identified by the Board as high-priority, and funded from the dedicated facility and technology funds. We have budgeted expenses realistically high with contingencies, hoping the actual annual cost of the projects to be lower. This money is already set aside.

Expenses

~FY2022 currently amended budget expenses are \$430,000. FY2023 budgeted expenses is \$440,000.

~Wages and salaries - merged PT with FT to one line item, as this data is not needed.

~Proposed employee benefits package, worked on by the Finance and Personnel Committees during the budget process, has few significant changes outside of the vendor for Employee Assistance Program (EAP). The proposed service, provided through Call-A-Doctor Plus, offers unlimited telehealth services to all staff (even part-time) and their families. It will save staff out-of-pocket copays; includes non-emergency appointments for common complaints (sinus infections, sprains, etc), mental health support, grief support, drug/alcohol misuse services, even tele-dermatology and tele-dentistry referrals, etc. This is an immense benefit for staff and the relative cost to ADL is very affordable. Budgeted amount increases from \$420 (current, less-comprehensive, and little-used vendor/product) to \$2,250 for all staff and families. This would be a great benefit for all staff, FT and PT.

~ Equipment and Supplies expecting a slight decrease. Not budgeting for purchase of network equipment.

~ Office Equipment - FY2022 included purchase of several pieces of needed furniture. Not expecting more purchases in the near future outside of regular needs.

~ Professional Services - budget for auditor, attorney if needed. This is the biggest drop because of IT Management decrease, now that much of the initial on-site work is complete.

~ Equipment Rental - all copiers, fax, printers are rental equipment, leased by usage, which includes service and all toner.

~ Utilities, Building and Grounds - 2nd largest expense cost center (\$100k). Utility prices are increasing. Telephone and internet are under contract. Expecting natural gas to increase due to global supply challenges.

~ Programming Budget: \$17,915 (slight increase)

~ Buildings, Additions, Improvements - this covers the 4 identified high-priority facility and technology projects.

~ Sponsored materials are funded by patrons at the discounted library rate. It's a less-used but still appreciated option for "power users," who would otherwise purchase new books independently and then donate them to the library after ADL had already purchased a copy for circulation.

~ Other services and charges...

Total estimated revenues: \$852,820, plus the PILOT check.

Budget Resolution read aloud by Director Stanczak. Motion to adopt proposed FY2023,

with the addition of \$3,000 PILOT revenue, made by Brautigam, 2nd by Koehn.
Amendment made on page 2 \$852,820 → \$855,820.

Roll call vote: Gilg - yes, Bollman - yes, Brautigam - yes, Lehwald - yes, Grant - yes, Koehn - yes, Farley - yes. Motion carried. Resolution passed. President Gilg and Secretary Lehwald signed L-4029 Millage Tax Levy for Director Stanczak to submit to county and district clerks and treasurers.

Director Update

Nothing to add to the report included in the packet.

There are two board positions open in January - City of Albion, Albion Township.

Motion to Excuse Absent Trustees

N/A

Public Comment

N/A

Board Comment

N/A

Adjournment

Motion to adjourn meeting made by Grant, 2nd by Farley. All in favor, motion carried.
Meeting adjourned at 7.49 pm.

Next meeting: October 27, 2022 - 6:00 pm