

Albion District Library  
Board of Trustees Regular Meeting  
Elsie Munro Room  
July 27, 2023

The meeting was called to order by Vice President Gilg at 6:10 pm.

### **Roll Call**

Present: Carolyn Gilg, Kathryn Brautigam, Courtney Lehwald, LoriRene Koehn, Eric Krause, Philip Kidder

Absent: Laura Bollman, excused

### **Public Comment**

No public present.

### **Approval of Agenda**

Motion to accept agenda as presented, subject to emergency revision by Kidder, 2nd by Koehn. All in favor, motion carried.

Revision proposed by Director Stanczak: table the item under New Business (Resolution to Invest Funds with Albion Community Foundation) until August Board Meeting.

### **Old Business**

*June 22, 2023 Regular Meeting Minutes*

Motion to approve the minutes as presented by Koehn, 2nd by Kidder. All in favor, motion carried.

### *Financial Statement Review*

Note by Treasurer Brautigam and Director Stanczak that the financial statements do not yet include the auditor journal entries moving items between fiscal years.

### Balance Sheet (June 30, 2023)

Not quite up-to-date

#### *Page 1*

Total assets up 11%. Expecting this to climb, with increasing bank and investment interest.

### Profit and Loss (January-June 2023)

#### *Page 2*

Total 665.000 Interest rate is up. 104.1%

#### *Page 3*

Total Payroll Expenses - Personnel Jan-June 47.9% (under budget)

#### *Page 4*

852.001 Hotspots - This will need to be addressed at mid-year amendment.

#### *Page 5*

Total Collection/Materials - Under budget at 32.8%, but adding more materials monthly. Will be adding a teen non-fiction collection.

Miscellaneous 955.000 - \$735.31 - we need to check what this amount is for. (budget \$100) Director Stanczak thinks it includes the Staff Appreciation dinner, sponsored (and reimbursed by) Friends of ADL.

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Total expenses at 41.7%

Check Detail (June 2023)

*Page 2*

Check 5 - Blue Ox dormant fee Question - what is this about?

*Page 5*

Check 3111 - refunding patron for earbuds purchased at desk that didn't work.

Motion to adopt financial statements as presented by Krause, 2nd by Koehn. Roll call vote: Bollman - absent, Gilg - yes, Brautigam - yes, Lehwald - yes, Koehn - yes, Krause - yes, Kidder - yes. Motion carried.

## **Committee Reports**

### Finance

We have not met. Waiting for the auditor journal entries to be entered. Will meet in August to discuss the Audit/Mid-year Amendment and again in September to prepare the 2024 Original Budget.

### Personnel

Bollman is absent, no report.

### Policy

Is formed and will start working.

### Facility

Gathering financial information on facility projects that might be considered for 2024. Focusing on forward planning for next year's projects, including the Facility Assessment.

## **New Business**

### *Resolution to Invest Funds with Albion Community Foundation*

Motion to table this item to the August meeting made by Koehn, 2nd by Kidder. All in favor, motion carried.

## **Director Update**

Enclosed in the packet, no changes. There's a lot of financial movement between accounts going on all at once, as we've discussed at the last few meetings. HVAC meeting (Pres. Bollman, Treas. Brautigam, Dir. Stanczak) delayed due to several

circumstances. The Landscaping project is complete, (one more bench and a bike rack will be coming soon), looks very nice.

**Public Comment** - None

**Board Comment** - None

**Motion to Excuse Absent Trustees**

Motion to excuse Laura Bollman made by Krause, 2nd by Koehn. All in favor, motion carried.

**Adjournment**

Motion to adjourn by Krause, 2nd by Koehn. All in favor, motion carried.  
Meeting adjourned at 7:10 pm.

Next meeting: August 24, 2023 - 6:00 pm