

Albion District Library
Board of Trustees Public Hearing & Regular Meeting
Naomi Lane Room
November 16, 2023

The meeting was called to order by President Bollman at 6:14 pm.

Roll Call

Present: Laura Bollman, Carolyn Gilg, Kathryn Brautigam, LoriRene Koehn, Eric Krause
Absent: Courtney Lehwald, Phillip Kidder

Public Comment

No public present.

Approval of Agenda

Director Stanczak noted an amendment to the agenda to include a correction to the August 31, 2023 meeting minutes. Motion to approve revised agenda by Krause, 2nd by Koehn. All in favor, motion carried.

Old Business

Correction to August 31, 2023 Regular Meeting Minutes

Director Stanczak noted a correction needed in the record of the motion and adoption of the FY 2023 Mid-year Budget Amendment. Proposed correction to remove "table this item to the September meeting." Motion to approve the corrected minutes by Krause, 2nd by Koehn. All in favor, motion carried.

October 26, 2023 Regular Meeting Minutes

Motion to approve the minutes by Gilg, 2nd by Brautigam. All in favor, motion carried.

Financial Statements

Balance Sheet

No remarkable change, total assets stand at \$1,991,269, 8.3% increase year over year, which is consistent with the increase in the taxable value in our district. Treasurer Brautigam notes that the Library Trust accounts is lower than last year at this time because the funds were invested in CDs through Multi-bank Securities (MBS), which mature in December and March. Discussion of the investment agreement with Albion Community Foundation (ACF) in final drafts, and expected to come before the ADL Board in December.

Profit and Loss

Page 1

Fourth quarter Penal Fines (656.000) will arrive from Calhoun County in January, and the Local Community Stabilization Authority (LCSA) will arrive from the State of Michigan in March. Both will be moved back to this fiscal year during the FY 2023 audit in spring 2024.

Local Millage/Taxes, our largest revenue source, stands at 101.8% of amended budget,

including higher than expected delinquent real and personal property and payment in lieu of taxes (PILOT) from City of Albion.

Page 2

Fines & Forfeits (658.000) is under budget at \$750, but that's expected and in line with the consistent decrease of fines as a portion of library budget over the last 15 years. Discussion of moving to fine free, would come from the Policy Committee.

Page 3

Total Income/Revenue stands at \$833,937, 90.5% of budget, but that includes the projected transfer in of funds from the Facility Fund to cover the building and grounds work (security system, HVAC unit, etc), as budgeted. Personnel expenses stand at 78.4% of budget (original, not amended at mid-year). Trustee Krause asked about the funding level for ADL's retirement fund at MERS. ADL offers a designated contribution, rather than disbursement, program, vested at 3 years. ADL contributions to an unvested employee reverts to our forfeiture account to fund future contributions. Director Stanczak notes that the personnel cost center budget figures are from the original 2023 budget adopted in September 2022, because they've not yet needed to be amended. We're budgeting well, but we also had several part-time and one full-time positions open for the first few months. Only line that is over-budget is Overtime (713.000), due to covering sick and holiday leave requests with a short staff.

Page 4

Building & Grounds, 930.00 Bldg Maint & Repair, over-budget at last statement was corrected as budgeted Capital Improvement (975.000) items were mis-coded; now corrected, at 75.0% of amended budget, including utilities.

Page 5

Programming expense at 61.7%, but this includes the funds rolled over from FY 2022. Total Collection/Materials at 44.8%, which also includes FY 2022 rollover. Unspent programming and collection development funds will be requested to roll over into FY 2024 at the FY 2023 audit in spring 2024.

Total expenses at \$636,993, 70.1%, with two (2) months and the final expenses for the new security systems and remainder on new 20-ton rooftop HVAC still expected.

Check Detail

New HVAC system is now fully installed, and including the unit, crane, installation, electrical, and roof flashing, final cost was \$42,797 of the \$80,000 budgeted. Check #3230, \$1,467 to Braman Roofing was the purchase and installation of a replacement roof access hatch, installed the same day as the HVAC installation with the use of the crane already on-site.

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

Committee Reports

Finance

Will meet in early December to prepare the draft year-end budget amendment.

Personnel

See New Business item.

Policy

Has not met. Trustee Gilg offered to remain on the committee as a member of the public after her term ends in December.

Facility

Has not met.

New Business

Request to Implement 2024 Pay Rates in December 2023

Director Stanczak, with the support of Treasurer Brautigam, requests that the Board approve implementing the 8.5% base wage increase included in the approved FY 2024 budget, for current staff for the last two (2) payrolls in December 2023. Estimates, based on highest 2023 payrolls, with increased per hour rates and considerable cushion, puts personnel expenses still under budget. This base wage increase represents the proposed new Michigan minimum wage, should the Michigan Supreme Court issue their decision in support.

Motion to approve by Krause, 2nd by Gilg. Roll call vote: Bollman - yes, Gilg - yes, Brautigam - yes, Lehwald - absent, Koehn - yes, Krause - yes, Kidder - absent. Motion carried.

Director Update

Report included in packet. No changes.

Public Comment - None

Board Comment - President Bollman reminded us that our December meeting will be potluck.

Motion to Excuse Absent Trustees

Motion to excuse Courtney Lehwald and Phillip Kidder, made by Gilg, 2nd by Brautigam. All in favor, motion carried.

Adjournment

Meeting adjourned at 7:12 pm.

Next meeting: December 14, 2023 - 6:00 pm