

Albion District Library
Board of Trustees Public Hearing & Regular Meeting
Naomi Lane Room
October 26, 2023

The meeting was called to order by President Bollman at 6:07 pm.

Roll Call

Present: Laura Bollman, Carolyn Gilg, Kathryn Brautigam, LoriRene Koehn, Eric Krause, Philip Kidder

Absent: Courtney Lehwald, excused

Public Comment

No public present.

Approval of Agenda

Motion to approve agenda by Krause, 2nd by Gilg. All in favor, motion carried.

Old Business

August 31, 2023 Regular Meeting Minutes

Motion to approve by Krause, 2nd by Gilg. Gilg asks regarding "Motion to table this item to the August meeting..." on page 4. Amend to "September." All in favor, motion carried. (See additional correction requested by Director Stanczak at November 16 meeting.)

Financial Statement Review

Check Detail

Page 2, Homer Public Library, \$4,195.55, 25% of the Local Community Stabilization Authority (LCSA, state replacement of loss personal property tax) funding received from Albion Township, as per the District Library Agreement (DLA).

Page 2, Guardian Alarm, \$24,996, down payment on our new security systems, with remainder due at completion.

Profit and Loss

Page 1

Millage tax revenue remains above amended budget, 101.8%.

Page 3

675.003 Contributions to LHR, \$123,863.55 is the final total of the bequest by William (Bill) Blomquist.

Total revenue at the end of September stands at 89.3% of amended budget, but that includes the estimated \$30,000 in LCSA we will receive in March-May 2024 and the auditors will move back into this fiscal year during the audit.

Personnel expenses stands at 70.2% of budget (original, not amended at mid-year) with 25% of fiscal year remaining.

Building & Grounds, 930.00 Bldg Maint & Repair, \$83,726.26 of \$62,515.00 budget, Director Stanczak suspects this a simple miscoding of the expenses related to the new HVAC. She will investigate and report back to Treasurer Brautigam.

Page 5

Programming expense at 55.8%.

Total Collection/Materials at 40.4%, but adding more materials monthly and can be rolled over into 2024 at mid-year amendment.

Total expenses at 61.9%, with the final expenses for the new security systems and remainder on new 20-ton rooftop HVAC still expected.

Balance Sheet

No remarkable change, total assets stand at \$2,058,249.90, 8.1% increase over month end in 2022.

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 - yes. Motion carried.

Committee Reports

Finance

No report. Will meeting in December to prepare draft year-end budget amendment.

Personnel

Has not met.

Policy

Has not met.

Facility

Has not met.

New Business

Adoption of 2024 Personnel Benefits Package (Draft)

Director Stanczak presented the draft benefits package, which included some small grammatical changes; confirmation of the 2024 health insurance plan; phasing out of grandfathered partial health insurance coverage for spouses and dependents of eligible employees (only one remaining eligible employee, Director Stanczak); offer of \$15,000 life and accidental death insurance, and long-term disability insurance for our part-time staff through our current provider (Dearborn Life Insurance); and updates to provider information. All changes with financial impact were discussed with the Personnel and Finance committees during the 2024 Original Budget preparation and included in that budget.

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

Change to November Meeting Date

Discussion of moving November 9, 2023, scheduled meeting to November 16. Motion

by Kidder, 2nd by Brautigam. All in favor. Motion carried.

Director Update

Report included in packet. No changes.

Public Comment - None

Board Comment - None

Motion to Excuse Absent Trustees

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

Adjournment

Motion to adjourn by Krause, 2nd by Gilg. All in favor, motion carried.

Meeting adjourned at 7:12 pm.

Next meeting: November 16, 2023 - 6:00 pm