

Albion District Library
Board of Trustees Public Hearing & Regular Meeting
Elsie Munro Room
September 28, 2023

The meeting was called to order by President Bollman at 6:05 pm.

In absence of Secretary Lehwald and Director Stanczak (default back-up secretary), the Board appoints Trustee Krause to act as secretary pro tem for this meeting.

Roll Call

Present: Laura Bollman, Carolyn Gilg, Kathryn Brautigam, LoriRene Koehn, Eric Krause, Philip Kidder
Absent: Courtney Lehwald, excused; Director Stanczak, excused

Public Comment

Jennifer Conley Darling, Darling & Company; Syd Dulaney, Friends of ADL, thanked the Library for support during and hosting of the annual Festival Book Sale.

Approval of Agenda

Motion to amend agenda to add grant-writing by Jennifer Conley Darling under New Business, by Gilg, 2nd by Koehn. All in favor, motion carried.

Public Budget Hearing for FY 2024 Original Budget

Public hearing for FY 2024 original budget opened at 6:09pm.

Review of draft budget by Treasurer Brautigam.

Revenue: budgeting for 4% increase (county reports 8.8% increase in taxable value over 2022) in tax revenue, increase in e-rate reimbursement (committed); increase in LCSA (based on 4-year statistics); increase in investment income (based on current and forecasted interest rates, see notes); and includes \$110,000 for planned technology and facility projects, transferred in from those dedicated funds. Total estimated revenue, including transfers in: \$955,295.

Expenses: increase in personnel (including additional part-time position, increasing base wage to \$13/hr in advance of MI Supreme Court decision, extended life/AD&D/LTD insurance to part-time employees, and extended library open hours); increase to materials processing; increases to estimated contracted services (audit, addition of grant-writing, Homer Public Library per district library agreement and relative to increase in estimated Albion Township tax revenue); increase to estimated utilities and internet expenses; increase in estimated building and grounds maintenance and new security monitoring; increase for imprinted promotional items for community outreach and marketing; increase for new materials and collections (teen non-fiction, homeschool parent-educator resources, graphic novel/comic book, magazine and newspaper subscriptions, OverDrive); increase for expanded outreach and

programming; increase in estimated membership rates; increased software costs (including Google Workspace emails). Total estimated expenditures, including technology and facility projects: \$948,529. Estimated \$6,766 budget surplus (0.71%). Public comment: none. Motion to close the public hearing at 6:36 pm by Gilg, 2nd by Koehn. All those in favor, budget hearing closed.

Resolution to adopt FY 2024 Original Budget read by VP Gilg, offered by Gilg, 2nd by Kidder. Roll call vote: Bollman - yes, Gilg - yes, Brautigam - yes, Lehwald - absent, Koehn - yes, Krause - yes, Kidder - yes. Resolution is adopted. Secretary Pro Tem Krause will sign the Resolution. L-4029 Tax Rate Request form was completed by Director Stanczak, and signed by President Bollman and Treasurer Brautigam, and sent as directed to the Calhoun County Equalization Department, the clerk and treasurer/supervisor of each district (city and townships).

Old Business

August 31, 2023 Regular Meeting Minutes

Not available. Will be presented for approval at the October meeting.

Financial Statement Review

Check Detail

Page 3, 08/03/23, Diamond Cut Lawn & Snow, check #3148 for \$9,350 includes the garden remodel and installation of the new garden equipment.

Page 5, 08/21/23, Ajax Heating & Cooling, check #3166 for \$19,823 is down payment for the new 20-ton rooftop HVAC unit.

Profit and Loss

Page 1

Millage tax revenue above amended budget, 101.8%

Page 2

Insurance dividend, first year eligible. Small but good to see.

Page 3

Total budgeted revenue, 89% of budget received.

Personnel expense with budget at 62.1%.

Page 5

Programming expense at 53.7%, but picking up with Summer Reading.

Total Collection/Materials at 33.3%, but adding more materials monthly and can be rolled over into 2024 at mid-year amendment.

Total expenses at 52.9%, with the 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 \$2,129,810.73, 9.2% increase over month end in 2022.

Motion to adopt financial statements as presented by Krause, 2nd by Gilg. Roll call vote:

Bollman - yes, Gilg - yes, Brautigam - yes, Lehwald - absent, Koehn - yes, Krause - yes, Kidder - yes. Motion carried.

Committee Reports

Finance

Met in September to prepare the 2024 Original Budget.

Personnel

Met in September to prepare the personnel benefits and expenses as part of the 2024 Original Budget.

Policy

Has not met. Director Stanczak will reach out.

Facility

Met in September to prepare the facility priorities and projected costs as part of the 2024 Original Budget.

New Business

Proposed Contract for Grant-writing

Jennifer Conley Darling, Darling & Company

ADL seeks Michigan Arts & Culture Council (MACC) grant funding for Capital Improvement and historical landmark designation. MACC's Capital Improvement grant is a competitive matching grant for nonprofit arts and cultural organizations and municipalities, and provides funding assistance for the expansion, renovation, or construction of facilities; upgrade of equipment and furnishings to provide an up-to-date environment; provide or increase accessibility to persons with disabilities, or integrate energy efficient products and technologies. The grant range is \$5,000-100,000, and must be matched by the entity 1:1. Ms. Darling has successfully written grants for MACC grants for several clients and can provide assistance in writing the application and identifying other grant resources for such projects. Proposed rate is \$65/hour and estimated at 8 hours/month through the application deadline in June 2024. While success is not guaranteed, the Board agreed that the potential grant support is worth this investment to seek. Director Stanczak included this contracted cost in the adopted FY 2024 original budget as a contracted expense. As such, no other motion is required and Director Stanczak will be directed to begin work with Ms. Darling.

Note: Trustee Krause reports/disclosed that his son, Tim Krause, is one of the several reviewers for the MACC grant applications, and, in the event that our application is randomly assigned to him, he will recuse himself and have it directed to another MACC reviewer. After discussion, it was agreed that Trustee Krause did not need to recuse himself from his participation on the Library's grant application.

Director Update

Not available. Will be presented for approval at the October meeting.

Public Comment - None

Board Comment - Trustee Gilg notes that two Trustee positions, one for City of Albion (currently held by Koehn) and one for Marshall School District (currently held by Gilg), will open in January and encouraged active recruitment of potential trustees now to avoid any unfilled positions in the new year.

Motion to Excuse Absent Trustees

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

Adjournment

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

Meeting adjourned at 7:17 pm.

Next meeting: October 26, 2023 - 6:00 pm