

Albion District Library  
Board of Trustees Regular Meeting  
Naomi Lane Room  
December 14, 2023

The meeting was called to order by President Bollman at 6:36 pm.

### **Roll Call**

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

### **Public Comment**

No public present.

### **Approval of Agenda**

Motion to accept agenda as presented by Gilg, 2nd by Krause. All in favor, motion carried.

### **Old Business**

*November 16, 2023 Regular Meeting Minutes*

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

### *Financial Statements*

#### Balance Sheet

##### *Page 1*

Total assets up 8.9% over the same period last year. Of note, the Library Trust accounts (HSB, Blue Ox) and the Facility Fund are currently invested with Multi-bank Securities (MBS/Brokerage) under "Other Current Assets" and will be either re-invested in CDs or invested/endowed with the Albion Community Foundation, based on the outcome of the item under New Business.

#### Profit and Loss

Budget figures reflect the mid-year budget amendment totals, and some will be updated with the proposed year-end budget amendment, found on this agenda under New Business.

##### *Page 3*

Total Income, 91.3% of budget.

Total Personnel (Expense), 86.3% of budget. Treasurer Brautigam notes that these cost center totals, with the exception of overtime, are actually the original budget amounts (adopted in September 2022). Three (3) payrolls in December remain and one (1) week of the first payroll in January 2024, which the auditors will move back to this fiscal year during the audit.

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Total Collection/Materials, 50.2% of budget, which includes the funds rolled over from FY 2022. Total expenses, 75.5% of budget.

Check Detail

Nothing unusual or of particular note.

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

**Committee Reports**

Finance

Discussion of benefits of seeking 501c3 tax status, including additional grant eligibility and discounts on services and software through Google and TechSoup. Director Stanczak will request a quote and timeline for the process with the Library's attorney firm.

Personnel

Proposed amendment to 2024 Benefits Package regarding the approved life, accidental death, and long-term disability insurance extended to part-time staff (see New Business).

Policy

Nothing to report.

Facility

Director Stanczak has researched curtains/panels/doors to partition the Naomi Lane Room from the Elisabeth Merrill Room. The initial quote used for the original FY 2024 budget in September 2023 will, based on her additional research of options, not meet the anticipated needs for limiting sound transmission. Sound-proofing enough to allow a film to be shown in one room, and the other to host a program or meeting will require a different and more expensive product - operable partition doors. The upside is that installation and service are more common and available for this more expensive product, including a few options in Michigan.

**New Business**

*FY 2023 Year-end Budget Amendment*

Spreadsheet provided in the packet includes cost center and line items totals, with columns for the original 2023 budget (adopted Sept 2022), mid-year amendment (adopted July 2023), original 2024 budget (adopted Sept 2023), and the proposed year-end 2023 budget figures. Proposed line item amendments are found in the '\$ Change' column, and new lines are highlighted, for easy reference.

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*Revenue, Cost center: Local Millage/Taxes*

Increases to Current property taxes from City of Albion, Delinquent Personal Property Tax, and Payment in lieu of Taxes (PILOT).

*Cost center: Federal, State, & Local Gov't Grants*

Increase to Federal Grant (USAC E-rate) line to reflect higher cost and therefore reimbursement of our fiber internet and wireless hotspot contracts, and the new internet firewall. Small increase to State Grants (State Aid).

*Cost center: Charges for Services, Sales, & Usage*

Small decrease to Sales (imprinted merchandise (bags, etc) and convenience items (charging cords and blocks, burnable CDs, etc). Small increase to out-of-area library cards to reflect current total. Increase for Sales from Friends of the Library, a pass-through revenue/expense, which includes the year-round sales of donated books on the Friends shelf and the \$1/bag sale portion of the annual Festival Book Sale in September, and is paid to the Friends in January each year, once the previous fiscal year ends (see expense line 956.000).

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*Cost center: Fines & Forfeits*

Slight increase to account for actual/received Overdue Fees, and slight decrease to Lost/Damaged Items. Total cost center adjustment +\$100.

*Cost center: Investment & Rental Income*

Notable increase to Bank Interest (\$4,500) reflecting increased interest rates in the last year and our new use of the Insured Cash Sweep (ICS) program through Homestead Savings Bank (HSB). Decrease/zero-out to the DPIL Endowment Interest that reflects the decision not to request a spendable amount from the Albion Community Foundation (ACF) DPIL Endowment, as we still have a credit balance with Dollywood Foundation. Increase to Investment Interest (ACF/MBS) reflecting the interest received on our two Library Trust CDs that matured in December. Small increases to reflect actual/received for Insurance and Credit Card Dividends, and small decrease to Rents (ADL room rental).

*Cost center: Donations & Grants*

Increase to Private/Institutional Donations, Contributions from Friends of ADL, Contributions from Private Individuals, and Contributions to Equipment, to reflect actual/received in 2023. Decrease/zero-out to Contributions from ACF that reflects the decision not to request the spendable from the Joseph Volney Wilcox Memorial Library Book Fund.

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The significant entry in Contributions to LHR reflects the final total of the bequest by long-time LHR volunteer William K. Blomquist, who passed away in January 2021, and whose estate was settled earlier this year. The bequest is restricted to support for the

Local History Room. At the recommendation of Director Stanczak and Treasurer Brautigam, it will be transferred to a separate account at HSB from our main checking account until the Board decides whether to also endow it with ACF.

*Cost center: Other Revenue*

Increases to Insurance Recovery and Refunds/Rebates to reflect actual/received, which includes insurance recovery following the brown-out damage to a rooftop HVAC unit in spring 2023.

Change to Interfund Transfer In (-\$67,803) reflects the changed priorities and final costs of facility and technology projects planned in 2023, and includes replacement of the 20-ton rooftop HVAC unit serving the main floor; modernization of our burglary prevention, fire detection, close-circuit camera systems, and the addition of a computerized door access/key-card control system; and the roll-over of unspent LHR supply, programming, and collection development funds from FY 2022.

Total Estimated Revenues: \$1,029,580; \$922,480 without the Interfund Transfer In.

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*Expenditures, Cost center: Personnel Expenses*

Small adjustments to Salaries & Wages (which includes the merger of two previous wage lines), payroll taxes (Social Security, Medicare), Overtime, Pension, Hospitalization Insurance, Retiree Health Savings Contribution, Life & LTD Insurance, and Cash in Lieu of Benefits (insurance opt-out and unused vacation) related to actual/paid and reflecting general rounding of totals.

*Cost center: Equipment & Supplies*

Increase to Grant-funded Equipment (donations from Men Who Give for the Makerspace equipment that arrived after the books for FY 2022 had closed) and Library Supplies for additional book processing and miscellaneous in-house processing supplies.

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*Cost center: Contractual Services*

Increases to Professional Services for the land border survey and initial invoice by the grant writer, and to Contractual Services for increases to software costs, including costs for the Google domain emails. Small increase to Homer Library Contract related to higher than expected Albion Township and LCSA income.

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*Cost center: Utilities, Building, & Grounds*

Small increases to Phone and Trash utilities. New Maintenance, Repair, and Contingency line items under Building & Grounds to break up the large category for better tracking and transparency, with budget totals allocated as appropriate from the 930.000 line and with amended totals to reflect actual/paid expenses per line.

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*Cost center: Programming*

New expenses lines for Grant-funded Programming, Imprinted Items, and Grant-funded Imprinted Items, with totals allocated as appropriate from the main Programming (882.000) line. Decrease in DPIL expense to mirror the adjusted DPIL Endowment (ACF) revenue line.

*Cost center: Capital Outlay*

Significant decrease to Buildings, Additions, and Improvements, to reflect actual/final 2023 building project costs. Director Stanczak will, once the budget amendment is adopted, transfer the final figure from the dedicated Facility Fund at HSB to repay the General Fund/main checking before the end of the fiscal year (Dec 31).

*Cost center: Collection Development/Material Outlay*

Two (2) new expense lines to reflect the creation of our new Library of Things - both an expense line and a corresponding Grant-funded/Sponsored Library of Things. Small transfer within the cost center to Library of Things, and increase to Periodicals to reflect that two years of magazine subscriptions landed in one fiscal year (2023 for 2023, and 2023 for 2024).

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*Cost center: Other Services & Charges*

Small increases to Postage; Professional Dues, Books, Periodicals, and Memberships; and Software. Year-end total to Friends of ADL expense that mirrors the pass-through revenue line (652.001). Final total for Transfer Out (999.000) to reflect the Blomquist bequest moving from the general fund to a separate account at HSB (see note in revenue section), and transfer of Investment Interest (MBS) on matured Library Trust CDs to the dedicated Facility Fund (currently at HSB).

Total Estimated Revenue, \$1,029,580. Total Estimated Expense/Appropriations, \$985,614. Estimated Budget Surplus: \$43,966.

Motion to adopt the FY 2023 year-end budget amendment made by Krause, 2nd by Gilg. Roll call vote: Bollman - yes, Gilg - yes, Brautigam - yes, Lehwald - yes, Krause - yes, Kidder - yes. Motion carried.

*Amendment to FY 2024 Personnel Benefits Package*

Director Stanczak reported that, upon contacting our current life insurance provider to extend benefits to part-time Library staff, she learned that the provider cannot provide two different plans to the same employer. However, another option tied not to a fixed amount of death benefit, but rather to 1x annual salary, is available and would be more equitable to staff, and a more affordable option than extending the current fixed figure benefit to all staff.

Motion to adopt the amended 2024 Personnel Benefits Package as presented made by Gilg, 2nd by Krause. Roll call vote: Bollman - yes, Gilg - yes, Brautigam - yes, Lehwald -

yes, Krause - yes, Kidder - yes. Motion carried.

*Investment Agreements with Albion Community Foundation (ACF)*

Board reviewed the proposed investment agreements from ACF. They've been reviewed by the Library's attorney, and some verbiage updated by Director Stanczak and Shane Williamson, Executive Director of ACF.

Motion to adopt the ADL-ACF Technology Fund Endowment agreement and fund it at \$250,000 from the CDs currently at MBS and set to mature Feb-Mar 2024, made by Krause, 2nd by Gilg. Roll call vote: Bollman - yes, Gilg - yes, Brautigam - yes, Lehwald - yes, Krause - yes, Kidder - yes. Motion carried.

Motion to adopt the ADL-ACF Library Trust Endowment agreement and fund it at \$386,000 from the two (2) matured CDs currently in escrow at MBS, made by Krause, 2nd by Gilg. Roll call vote: Bollman - yes, Gilg - yes, Brautigam - yes, Lehwald - yes, Krause - yes, Kidder - yes. Motion carried.

Motion to adopt the ADL-ACF Facility Fund Endowment agreement and fund it with the moneys currently held in the dedicated Facility Fund account at HSB, minus the total which Director Stanczak will repay the general fund for the approved 2023 facility projects, and plus the interest received from the recently matured Technology Fund CDs at MBS. Total to be determined when the MBS funds are transferred and fiscal year is complete. Motion made by Gilg, 2nd by Krause. Roll call vote: Bollman - yes, Gilg - yes, Brautigam - yes, Lehwald - yes, Krause - yes, Kidder - yes. Motion carried.

Motion to designate Director Stanczak and a Trustee to approve and facilitate these transfers, made by Krause, 2nd by Gilg. Roll call vote: Bollman - yes, Gilg - yes, Brautigam - yes, Lehwald - yes, Krause - yes, Kidder - yes. Motion carried.

### **Director Update**

### **Public Comment**

No public present.

### **Board Comment**

President Bollman thanked Trustee Gilg and Trustee Koehn (absent) for their years of service on the Board. Trustee Gilg reiterated her support of the Library and its mission, and her willingness to serve on the Policy Committee as a member of the public.

### **Motion to Excuse Absent Trustees**

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

### **Adjournment**

Meeting adjourned at 8:38 pm.

Next meeting: January 25, 2024 - 6:00 pm