

Albion District Library
Board of Trustees Regular Meeting
Naomi Lane Room
May 23, 2024

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

Roll Call

Present: President Laura Bollman, Vice President Eric Krause, Treasurer Kathryn Brautigam, Secretary Phillip Kidder, Trustee Cary Soltis
Absent: Trustee Alma Morgan

Public Comment

None

Approval of Agenda

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

Old Business

Regular Meeting Minutes April 25, 2024

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

Financial Statements

Balance Sheet (April 2024)

Treasurer Brautigam presented. Total Assets: \$2,347,451.66; from up 4.8% the same period last year (pg1). Director Stanczak noted that for clarity, accounts on the balance sheet that have been closed, now include (CLOSED) in their names. As the anniversary of the account closure passes, these accounts will fall off the report.

Profit and Loss (April 2024)

Total revenue : \$755,899.91; 79.1% of total budget. Total expense \$495,668.44; 27.5% of total budget (pg5). Total Local Millage/Taxes: \$658,397.15; 96.8% budget, with Delinquent Real Property expected from Calhoun County Treasurer very soon.

Treasurer Brautigam and Director Stanczak noted that the LCSA (573.000) revenue received at \$60,034.5, will be moved back to the 2023 fiscal year during the audit. Personnel Expenses: \$142,617.02; 26.8% budget (pg3).

Check Detail (April 2024)

04/17/24, (ARSL) Association for Rural & Small Libraries, \$0.00: check (for membership) was delayed in postage, so the fee was paid with the library credit card instead. When the check finally arrived at the ARSL office, they contacted us and sent the check back to be voided.

Motion to approve financial statements review by Soltis, 2nd by Krause. Roll call vote: Bollman - yes, Krause - yes, Brautigam - yes, Kidder - yes , Soltis - yes, Motion carried.

Committee Reports

Finance: Meeting set June or July to work on mid-year amendment, after the audit is complete.

Facility: Meet with Fishbeck in June on Zoom call go over report. Draft spreadsheet of noted items distributed.

Personnel: Evaluation form handed out for trustee input on Director's performance. ADL Director Annual Performance Evaluation Self-Evaluation Form 2023-2024. Director's self-evaluation was distributed, including answers on questions presented to Cynthia Stanczak. Board to please review Director's response, fill out evaluation return to Laura Bollman.

Director Update

Report included in packet.

Open house by Friends of ADL on June 6 at 4 pm.

Public Comment

None

Board Comment

Krause requested an update on the Homeschool & Parent/Education Resource collection, and asked if ADL could have a presence at Briton Bash on campus in the fall.

Motion to Excuse Absent Trustees

Motion to excuse Trustee Morgan made by Krause, 2nd by Soltis. All in favor, motion carried.

Meeting adjourned at 7:11 pm.

Next Meeting: June 27, 2024 - 6:00 pm