

## Lake Odessa Community Library Board Meeting

February 24, 2021

1. Meeting called to order, with participants attending via Zoom, by Pepper at 7:06pm.

Roll Call Present: Pepper - present (Village), Deardorff - present (Village), Beard - present (Township), Spitzley - present (Village), Goodemoot- present (Township), Miller - present (Township), Beglin - present (Township), Dillon - present (Village); Director Salgat. Absent: none.

2. Public Comment: Two public patrons attended the meeting without comment.

3. Motion by Goodemoot, supported by Miller, to approve the agenda as written. Roll Call Vote: Beard - yes, Beglin - yes, Deardorff - yes, Dillon - yes, Goodemoot- yes, Miller- yes, Pepper- yes, Spitzley- yes.

4. The minutes from the previous board meeting (January 2021) were reviewed. Motion by Deardorff, supported by Beard, to approve the meeting minutes as written. Roll Call Vote: Beard - yes, Beglin - yes, Deardorff - yes, Dillon - yes, Goodemoot- yes, Miller- yes, Pepper- yes, Spitzley- yes.

5. The treasurer's report was reviewed. Motion by Deardorff, supported by Beglin, to approve the report and pay the monthly bills. Roll Call Vote: Beard - yes, Beglin - yes, Deardorff - yes, Dillon - yes, Goodemoot- yes, Miller- yes, Pepper- yes, Spitzley- yes.

6. Librarian's Report: A gratitude wall has been used for patrons to place notes of what they are thankful for. More people are coming into the library and the curbside services have reduced. 10 new patron cards were distributed this month, and a local elementary teacher is using the library as a "reward" for her classroom which is exciting to hear.

7. Old Business: No "old" business to note this month.

8. New Business:

- Budget Amendments for FY 2020-2021
  - Motion by Goodemoot, supported by Beglin, to accept the proposed budget amendments for the 2020-2021 budget **per the attached document** provided by the director. Roll Call Vote: Beard - yes, Beglin - yes, Deardorff - yes, Dillon - yes, Goodemoot- yes, Miller- yes, Pepper- yes, Spitzley- yes.
- Public Hearing: 2021-2022 Budget
  - Motion by Deardorff, supported by Beard, to temporarily adjourn the regular meeting and convene the public hearing to review and discuss the 2021-2022 budget at 7:30pm. Roll Call Vote: Beard - yes, Beglin - yes, Deardorff - yes, Dillon - yes, Goodemoot- yes, Miller- yes, Pepper- yes, Spitzley- yes.
  - Review of Exhibit A: *Lake Odessa Community Library Proposed Budget for 03-01-21 thru 2-28-22*; **see attached**. Document was reviewed without public comment. After discussion, no further comment from the Board.
  - Motion by Beard, supported by Miller, to adjourn the Public Hearing and re-convene the regular board meeting at 7:51pm. Roll Call Vote: Beard - yes, Beglin - yes, Deardorff - yes, Dillon - yes, Goodemoot- yes, Miller- yes, Pepper- yes, Spitzley- yes.
    - The regular board meeting was re-convened at 7:53pm.
    - Motion by Deardorff, supported by Goodemoot, to approve the proposed budget FY 2021-2022 (Exhibit A) as presented in the Public Hearing. Roll Call Vote: Beard - yes, Beglin - yes, Deardorff - yes, Dillon - yes, Goodemoot- yes, Miller- yes, Pepper- yes, Spitzley- yes.

9. Friend's report: The Friends have offered to fund a few different programs/items, which is very helpful and appreciated.

10. Public Comment: none.

11. Motion by Goodemoot, supported by Beard, to adjourn the meeting at 7:59pm. Roll Call Vote: Beard - yes, Beglin - yes, Deardorff - yes, Dillon - yes, Goodemoot- yes, Miller- yes, Pepper- yes, Spitzley- yes.

Respectfully submitted,

Emily Spitzley - Secretary

# Fiscal Year 2020-21 Budget Amendments

Line Item	Budgeted	Amended	
729.1 Children/Teens programs	\$500.00	\$700.00	\$200.00
932 Building Repair & Maintenance	\$14,700.00	\$25,000.00	\$10,300.00
978 Equipment Rental	\$4,400.00	\$4,500.00	\$100.00

## Notes:

729.1 Children/Teens Programs

Butterfly Garden~Reimbursed by FOTL \$202.30

932 Building Repair & Maintenance

2 Furnace Replacements~Reimbursed by Insurance Claim \$11,820.09

Window cleaning \$395 and carpet cleaning \$553~ Reimbursed by FOTL

978 Equipment Rental

Lease agreement increased more than budgeted

Exhibit A: *Lake Odessa*  
*Community Library Proposed*  
*Budget for 03-01-21 thru 2-28-22*

**Proposed  
Budget**

**Ordinary Income/Expense**

**Income**

403 · Current property taxes -Special	8,064.52
569 · State of Michigan Indirect	96.77
592 · USAC - E Rate	109.68
603 · Miscellaneous Revenue	32.26
610 · Meeting Room Rental	3.23
612 · Lost/Damaged Items	16.13
631 · Photocopies	80.65
632 · DVD Rentals	64.52
634 · Fax Income	12.90
642 · Sale of Books	48.39
658 · Penal Fines	612.90
665 · Interest	32.26
675 · Donations - Private sources	
675.1 · Friends of the Library	206.45
675.3 · Memorial Contributions	32.26
675 · Donations - Private sources - Other	32.26
Total 675 · Donations - Private sources	270.97
680 · Grant Monies	
680.2 · State Grants	64.52
680.3 · Federal Grants	64.52
Total 680 · Grant Monies	129.04
<b>Total Income</b>	<b>9,574.22</b>

**Expense**

694 · Grant Expenditures	
694.1 · State	64.52
694.2 · Federal	64.52
Total 694 · Grant Expenditures	129.04
696 · Square Fees	3.23
702.1 · Dept. head wages	1,328.52
702.2 · Part Time wages	2,752.90
703 · Employer FICA	312.23
708 · Employer Simple IRA Contributio	117.10
710 · Workers Compensation	22.58
729 · Library & Office Supplies	129.03
729.1 · Children/Teen Programs	64.52
729.2 · Summer Program	64.52
729.3 · Adult Programs	32.26
730 · Books on CD	64.52
730.1 · DVD	64.52
735 · Postage	9.68
801 · Professional/Contractual serv.	193.55
811 · Property Casualty	161.29

820 · Education & Training	38.71
822 · Dues and Memberships	29.03
822.1 · Lakeland Co-op fees	516.13
823 · Collection Fees	1.61
850 · Communication	88.71
870 · Meals and Mileage	96.77
894 · Goodwill	32.26
900 · Printing and Publishing	48.39
921 · Gas and Electric	258.06
924 · Water & Sewer Expense	22.58
927 · Refuse removal	5.81
931 · Equipment repair & Maint.	112.90
932 · Building repair & maint	
932.3 · Building Cleaning	167.74
932.4 · Exterior Maint.	112.90
932 · Building repair & maint - Other	<u>193.55</u>
Total 932 · Building repair & maint	474.19
932.1 · County Drain Assessment Tax	1.61
978 · Equipment Rental	145.16
980 · Office Equipment and Furniture	32.26
980.1 · Computers-Hardware	129.03
982 · Books	483.87
982.1 · Computers-Software	25.81
982.2 · Subscriptions	112.90
982.3 · E Book	119.35
982.4 · Hoopla	116.13
995 · 2014 Expansion Loan	
995.1 · Principle	290.32
995.2 · Interest expense	<u>651.61</u>
Total 995 · 2014 Expansion Loan	<u>941.93</u>
Total Expense	<u>9,282.69</u>
Net Ordinary Income	<u>291.53</u>
Net Income	<u><u>291.53</u></u>