

**Lake Odessa Community Library Board Meeting
February 28, 2024**

1. Meeting called to order by Pepper at 6:04pm.
 - a. Present: Pepper, Beglin, Dillon, Spitzley, Beard, Miller, Director Salgat. Absent: Deardorff, Goodemoot
2. Public Comment: none.
3. Motion by Beard, supported by Beglin, to approve the agenda as written. Ayes all. Carried.
4. The minutes from the previous board meeting (January 31, 2024) were reviewed. Motion by Beglin, supported by Beard, to approve the meeting minutes as written. Ayes all. Carried.
5. The treasurer's reports (through Jan 31, 2024 and February 28, 2024) were reviewed. Motion by Miller, supported by Dillon, to approve the reports and pay the monthly bills in both reports. Ayes all. Carried.
6. Librarian's Report:
 - a. Three computers have been replaced. Due to snow days, some library programming days were canceled. Sixteen new patron cards were issued in January. Library staff attended the Lakewood Chamber of Commerce Awards Banquet as the library and Jennifer were both nominated for awards. Home-based Education continues to be popular with 48 students signed up for January.
7. Old Business:
 - a. No news to share.
8. New Business:
 - a. **2023-2024 Budget Amendments (Exhibit A)**
 - i. Motion by Miller, supported by Beard, to accept the proposed budget amendments for the 2023-2024 budget per the attached document (Exhibit A) provided by the director. Roll Call Vote: Beglin - yes, Beard - yes, Miller- yes, Pepper- yes, Spitzley- yes, Dillon - yes. Absent: Deardorff, Goodemoot
 - b. **Public Hearing: 2024-2025 Budget (Exhibit B)**
 - i. Motion by Beglin, supported by Dillon, to temporarily adjourn the regular meeting and convene the public hearing to review and discuss the 2024-2025 budget at 6:50pm. Roll Call Vote: Beglin - yes, Beard - yes, Miller- yes, Pepper- yes, Spitzley- yes, Dillon - yes. Absent: Deardorff, Goodemoot
 - ii. Review of Exhibit B: *Lake Odessa Community Library Proposed Budget for 03-01-24 thru 2-28-25*; see attached. Document was reviewed without public comment. After discussion, no further comment from the Board.
 - iii. Motion by Beard, supported by Miller, to adjourn the Public Hearing and re-convene the regular board meeting at 7:00pm. Roll Call Vote: Beglin - yes, Beard - yes, Miller- yes, Pepper- yes, Spitzley- yes, Dillon - yes. Absent: Deardorff, Goodemoot
 1. The regular board meeting was re-convened at 7:00pm.
 2. Motion by Miller, supported by Beglin, to approve the proposed budget FY 2024-2025 (Exhibit B) as presented in the Public Hearing. Roll Call Vote: Beglin - yes, Beard - yes, Miller- yes, Pepper- yes, Spitzley- yes, Dillon - yes. Absent: Deardorff, Goodemoot
9. Friend's report
 - a. The Newsletter has been sent out for the month, and their Program is set for April 27th.
10. Motion by Beard, supported by Miller, to adjourn the meeting at 7:11pm. Ayes all. Carried.

Respectfully submitted,

Emily Spitzley – Secretary

EXHIBIT A

**Fiscal Year 2023-24 Budget
Amendments
As of 2/29/24**

Line Item	Budgeted	Amended
702.6 Workers Compensation	\$500.00	\$543.00
729.3 Computer-Software	\$500.00	\$693.50
732.5 Hoopla	\$4,200.00	\$5,295.37
801.3 Property Casualty	\$6,200.00	\$6,511.00
801.8 Meals & Mileage	\$2,500.00	\$3,093.04
932.4 Build Repair & Maint Other	\$8,700.00	\$14,081.56
980.2 Office Equip & Furniture Other	\$1,000.00	\$1,473.59

Notes:

702.6 Workers Compensation
Fee increased more than anticipated.

729.3 Computer-Software
Increased for new email host software.

732.5 Hoopla
Usage increased more than
anticipated.

801.3 Property Casualty
Fee increased more than anticipated.

801.8 Meals & Mileage
Airline tickets for convention in Kansas.

932.4 Build Repair & Maint Other
Several basement/sewage flooding incidents.

980.2 Office Equip & Furniture Other
Purchase of book binder (FOTL Reimbursed).

EXHIBIT B

Lake Odessa Community Library

Proposed Budget for FY 24/25

Income

403 · Current Property Taxes -Special	300,000.00
569 · State of Michigan Indirect	3,500.00
592 · USAC - E Rate	3,000.00
603 · Miscellaneous Revenue	1,200.00
612 · Lost/Damaged Items	800.00
631 · Photocopies	5,000.00
632 · DVD Rentals	1,000.00
642 · Sale of Books	1,800.00
658 · Penal Fines	19,000.00
665 · Interest	7,200.00
675 · Donations - Private sources	
675.1 · Friends of the Library	5,500.00
675.3 · Memorial Contributions	1,000.00
675.4 · Donations-Private Sources-Other	1,000.00
Total 675 · Donations - Private sources	<u>7,500.00</u>
680 · Grant Monies	
680.4 · Local	500.00
Total 680 · Grant Monies	<u>500.00</u>
Total Income	350,500.00

Expense

694 · Grant Expenditures	
694.3 · Local	500.00
Total 694 · Grant Expenditures	<u>500.00</u>
696 · Square Fees	100.00
702 · Personnel Services	
702.1 · Dept. Head Wages	55,000.00
702.2 · Part Time Wages	110,000.00
702.3 · Employer FICA	12,000.00
702.4 · Employer Simple IRA Contribution	4,500.00
702.6 · Workers Compensation	600.00
Total 702 · Personnel Services	<u>182,100.00</u>
729 · Library & Office Supplies	
729.1 · Supplies	4,000.00
729.2 · Postage	300.00
729.3 · Computer-Software	750.00
Total 729 · Library & Office Supplies	<u>5,050.00</u>
732 · Patron Services/Community Development	
732.1 · Books	15,000.00
732.3 · E Books	5,000.00
732.4 · DVD	1,500.00
732.5 · Hoopla	7,200.00

732.6 · Subscriptions	4,200.00
732.7 · Children/Teen Programs	2,000.00
732.8 · Adult Programs	1,000.00
732.9 · Summer Programs	3,900.00
Total 732 · Patron Services/Community Development	39,800.00
801 · Professional/Contractual Services	
801.1 · Audit	3,700.00
801.2 · Payroll	3,000.00
801.3 · Property Casualty	7,000.00
801.4 · Education & Training	1,000.00
801.5 · Dues & Memberships	650.00
801.6 · Lakeland Co-op fees	15,000.00
801.7 · Collection Fees	100.00
801.8 · Meals & Mileage	2,500.00
Total 801 · Professional/Contractual Services	32,950.00
850 · Communication	3,500.00
894 · Goodwill	1,000.00
900 · Printing & Publishing	1,500.00
921 · Utilities	
921.1 · Gas & Electric	9,900.00
921.2 · Water & Sewer Expense	800.00
921.3 · Refuse removal	250.00
Total 921 · Utilities	10,950.00
931 · Equipment Repair & Maint.	4,500.00
932 · Building Repair & Maint	
932.1 · Building Cleaning	6,500.00
932.3 · Exterior Maint. & Plowing	4,800.00
932.4 · Build Repair & Maint Other	10,000.00
Total 932 · Building Repair & Maint	21,300.00
940 · Equipment Rental	4,500.00
980 · Office Equipment & Furniture	
980.1 · Computers-Hardware	3,000.00
980.2 · Office Equip & Furniture Other	1,000.00
Total 980 · Office Equipment & Furniture	4,000.00
990 · 2014 Expansion Loan	
990.1 · Principal	10,000.00
990.2 · Interest Expense	19,100.00
Total 990 · 2014 Expansion Loan	29,100.00

Total Expense

340,850.00

Net Income

9,650.00