

Milford Public Library  
Minutes April 15, 2024

President Lois Studte called meeting to order at 10:07 AM

**Present:** Lois Studte, Ray Lynch, Joe Zurzolo, Patti Calhoun

**Staff Present:** Lea Rosell, Vivian Erickson

**Minutes of March Meeting:** Ray moved; Patti seconded we accept minutes.

**Director's Report:**

Lois asked Lea if we had an updated organizational chart. Lea handed out the updated chart. She will add the updated titles to it and resubmit when she has it completed.

Evaluations are going fine. Trying to minimize the feeling of pressure for the employees with no surprises. There are 3 parts to evaluations, Lea completes her part, superior does their part and then the employee completes a self-evaluation.

Circulation: New books will remain available for 4 months rather than 3. Since this section sees a lot of checkouts, the area may look sparse at times. This is a good thing. It means that we are seeing the foot traffic we need.

Slow month for adult attendance, not sure why. Hopefully will improve next month.

There were some employee issues last month and Lea has spoken with them and is confident that the issues are going to improve.

**Financial Reports:**

Better off on our funding. Net income is high. Lea wants to know our process in the event the library has a surplus. In the past there was no set process, if any surplus the money was transferred to savings and would be used when necessary. The Board would like to hold off on putting procedures in writing for now. The reciprocal borrowing is going away and we are not sure yet how we are proceeding. Lea has suggested that some of the surplus be added to her budget going forward with some going to income. Going forward we are going to have an annual fundraiser. It is too late to put this in place for this year. It should not be an issue for FY 25. Will be trying to get the community involved and Lea will come up with a 3-year plan. This will also be included in the budget going forward. There is an effort being made to try to get some kind of county funds in the future. The county is working on the next steps, Lea will keep us posted on the outcome. Also trying to put in place a process where the music in the park will have a separate sponsor from the community for each concert.

Joe made a motion to except financials and Patti seconded.

**Old Business:****Grant Updates:**

Vivian has a meeting on Friday about the HVAC grant. She needs to also find out when the cut off is for the use of the fund, not sure if it is December 31, 2025.

No news on the \$838,550, not sure when we will get the funds. The bond request is in the Governor's recommended budget.

Working on getting letters submitted for the Lisa Blunt Rochester bond for fiscal year 25. Last year asked for \$450,000, received \$200,000. This year, asking for \$425,000 she used last year's amount we did not receive and added 15% and added expenses for updates to the Minner Room. This year there was a lot more paperwork and a shorter time frame to apply.

Waiting on the \$700.00 Grant and the funds will go towards Comic Con.

We received a \$2500.00 Health related grant and funds from this are going to be used for Yoga classes for staff and the community. Funds will also be used for the Childrens area for the Mispillion Walk.

Still have the Grants from the Lions Club for \$5000.00 and Perdue for language database are outstanding.

**Needs Assessment:**

Had 600 users from face book within 48 hours complete the survey. Heather compiled the results and sent them to Becker Morgan. Lea will send the board the results from the surveys this week. The results show there is an overall reluctance for change. We appear to only be serving around 20% of our community. What seems to be working for the 20% is not working for the other 80%. Change is going to be a requirement. The survey was also done in many different languages. ESL was given the surveys. Heather had to translate their responses to English. They want more computer time. Also, would like a tour of the library to better understand what is available to them. The old process for using our computers is now done, a new more user-friendly process is now in effect. The cut off for the surveys was March 31. Becker Morgan is now compiling those results.

**Board Vacancy:**

The first interview will be on April 29<sup>th</sup>. The interview will consist of 2 employees and 2 board members. There are 2 applicants to interview.

**New Business:****FY 25 Budget and SWB:**

Lea gave out print outs for the board to review. The highlighted one is comparisons with the operating budget over the past years and how it has been done. Shows a realistic picture of the budget, if surplus and what it ended up being. Shows realistic picture of what happens. The recommended one for Salaries Wages Benefits ends in \$516,136.19. There is a rationale reason behind Lea's recommendations.

The Salaries Wages Benefits that have the red highlights is basically giving everyone just the minimum wage increases which is \$510,561.07. This is a flat 3% increase.

There are two different printouts on the budget. There are 2 different sheets per budget. One budget uses the lowest income from the county with worst case scenarios. The one with blue block at bottom is the recommended.

The \$78,000 difference in budgets is made up of all the decreases that are on the right side of the sheets. The income has no transfer or surplus included.

Page 3 of 3, The recommended budget with the \$819,062 expenses the payroll taxes s/b the \$35,595. Raised the deficit more. When you take out the transfer and look at the income it becomes \$735,256 which is the \$819,062 minus the \$83,806. If you take payroll tax, salaries and wages it becomes over \$500,000, which is 68% of income. This is a number the board is not comfortable with. The reality is that we need more income. Not so much salary and wage problem but an income issue. Lea is not going to be able to move fast enough to bring in the donations for fiscal year 25. Historically we have been around 60% or 61%. That is generally where you want it to be. Again, just need to bring in more income. Lea just needs the time to do that. Lea feels going forward she will be able to generate more income from the meeting rooms, she is going to advertise in August. She feels the community does not realize that they can use the space. There is a lot of potential going forward.

Basically, there are 2 budgets, one for \$740,000 and \$819,000 with salaries of \$516,000 or \$510,000. To get back to the 60%, we will need \$100,000 more in revenue to accomplish. It is going to take more than one year to get the donations coming and to get the income from the rooms and music in the park to become sponsored events. Hopefully the final budget is not going to be either of these. Still need a lot of scrutinizing of the expenses to accomplish this and as we get closer, we should know more on what we are getting from the government agencies. This is just a draft to review. Board is okay with the \$516,000 for the payroll. At the May board meeting will have the real draft to review and vote on at the June meeting. Terms accepted will remain the same with the chance of a change in July when we find out about funding. Salaries will go into effect first pay in July.

The Friends of the Library are electing new officers this week. Going to be rebuilding and moving forward. Hoping to get them moved into new area so they can start to generate more income. They are recruiting and excited to start generating income.

#### **Community connection and outreach:**

Had a robust month of outreach that we should continue. Were able to get out more and go to the high school and school science fairs, family nights, Vivian and Kylie went to the middle school where they met with over 100 kids. Also participated in the community expo, spoke with the Chamber of Commerce.

#### **Administrative Matters & Public Comments:**

No public comments.

Kay Hudson Fund: Need to make sure we are using the money. There is a balance of \$4586.00. Lea will research get back with the status.

**Adjourn:** Joe moved to adjourn meeting at 11:30 AM, Patti seconded

The next board meeting will be held at 10:00 AM on Monday May 20, 2024