



Milford Public Library

Board Meeting Minutes

February 10, 2025

President Lois Studte called the meeting to order at 11:02 AM

Present: Lois Studte, Ray Lynch, Joe Zurzolo, Patti Calhoun and Averi Smith non-voting member

Staff Present: Lea Rosell

Minutes of January 13 ,2025 meeting: Joe moved; Ray seconded to accept the minutes.

Director Report:

The state gave us \$1,000.00 because of the computer virus. The updated circulation numbers for total circulation for January 25 are 10,440, that changes our overall circulation to 82,466. E-books were 2,896 for January, that moves the total to 19,500. Child ephemera is when they give out stem to go kits and craft kits which counts as program attendance. This is kept separately. The new user registration is 156, that takes the total to 978. The major difference between those two numbers is they went to an ESL on site open house at the High School last year and did a ton of first time cards for all the classes. If your library card is in active for 3 years, the state will purge those the first of the month. When Lea does her report each month, it is included and accurate. Those deleted would need to get a new card if they want to use the library again. It used to be 5 years and now is done in 3 years to cut down on some of the problems.

Teen attendance is doing good. She is trying a bunch of new things like a ramen bar, books and bagels book club. The teens come in and talk about the current books they are reading. Teens like that it is less structured. She is fitting in well with the teens. She is not intimidating in any way and makes them feel welcome. Lea will have Amanda maybe come to our board meeting in May to formally introduce her to the board. That way it is before our summer reading program starts.

Adult attendance should start to pick up. Music in the park model is being updated, Lea has reached out to a booking agency called the Bash, pricing out the cost of having a steele drum band, calypso bands and a country music act. Going to rehire On the Edge again this year instead of Glass Onion, felt they did a better job. Basically, have three performances to fill and will be filling them hopefully with new bands. Going to start again this year with the Army Band.

We should see an increase in attendance numbers through April due to tax prep, which is bringing in 5 to 8 people a day. Nehemiah Gateway, CDC is the name of a tax preparation company. The people doing the work are all volunteers.

The DLA/MLA numbers look good this year. It will cost \$3,000 for ruffly the 6-management people to attend in Ocean City, MD from Wednesday May 7th through Friday May 9th. Amanda won't be able to attend. The board is fine with the 6 attending.

The FY 26 Community Reinvestment Fund application is open. Will submit request based on the needs assessment detail and board priority list.



PFML is the personal family leave act, the maximum number is \$5500, which is less than was anticipated.

Security cameras received an update, a sensor above the main door was replaced.

Lea gave out a handout on the funding allocations for FY 2025 and FY 2026 to show the possible distribution for the lower state libraries. SWB is salaries, wages and benefits. Still no reciprocal borrowing in the future. All the libraries presented. The Library Advisory Committee was there trying to stress that more funds are needed for the libraries also to reinstate reciprocal borrowing.

Financial Reports:

On the Income and Expense Prev Year Comparison, the column highlighted in pink is this fiscal year vs last. It shows if there was significant change or something to be noted. The second table page is basically where we are now versus the budget. This is Ray's dream analysis page.

Lea gave out a handout First Revised Forecast with some of the highlights. The Sussex County Mobile Home Income, we are not going to make the \$18,000. The updated estimate is \$13,500. General operating dollars are down versus FY24. However, this is a result of our inability to serve our patrons during the computer hack that took place. Lea feels it is still possible we will reach our numbers. Our expenses security seems to be over blown now, which is a timing variance. Spending last year was similar. There was a correction to the maintenance contract line, there was a repair of \$1316.63 that was removed which put us back on budget. Miscellaneous expenses moved \$1,142.18 to Staff Appreciation which was for kitchen food. Also, in miscellaneous was a new microwave, costs of Halloween Parade supplies and 2 new office chairs. Toner and paper MPL incurred unexpected costs associated with the replacement of staff printers and required new toner. This was a result of the server hack and required hardware re-imaging. The revised estimate for FY 2025 is \$5,575. Office includes storage and organization containers for the Children's storage room. One time cost, likely to finish within the budget range. Supplies other disregard, this is an uncategorized credit card payment for \$3,436. Basically, the summary is we are in great shape. We are slightly ahead of our income goals and slightly behind YTD expenses. The above highlights are unlikely to have a significant impact on MPL's overall operating budget. Overages are currently offset by spending shortfalls.

To limit the need for investment support, Lea would like to implement a sponsorship opportunity package for MIP series and begin work on annual appeal planning.

Word press training was completed by everyone, so they are updating the website properly. Going to add a new page called partners. Might do a featured partner of the month. Lea is still the only one doing the newsletter for now.

Lea is going to start working on a preliminary budget this month.

Patti made a motion to accept the financial reports; Ray seconded.

Old Business:

No old business.

New Business:

MIP fundraising:



Joe made a motion to approve the sponsorship for MIP fundraising; Patti seconded

Fulton CD funds:

Fulton CD reached maturity on 2/6/25. Lea is going to check with Shore United to see what their rates are.

Joe made a motion to approve moving the maturing CD from Fulton Bank to Shore United Bank; Patti seconded

Sussex County handout:

The bottom two on the first page is a random estimate, Sussex Counties estimate of state allocation. No one really knows based on the Governor's budget. It looks like we will basically maintain our same funding. The top two and the three on the back page are funding formulas for approval and adoption for FY 26. These are all the different ways they are breaking down the money to be allocated for Sussex County. The Directors could ask for it to be based on square footage or per capita, there is no simple formula or rule for how it is to be allocated. So, these are just possibilities. Trying to make sure that the off set for larger libraries and smaller libraries is fair. Attendance at programs is still a big issue. Everyone is now using door counters. No more independent meetings.

Administrative matters & public comments:

No administrative matters or public comments.

Adjourn:

Joe moved and Patti seconded to adjourn the meeting at 11:41 AM.

The next regular board meeting will be held at **10:00 AM** on **Monday March17, 2025**, in the Bailey room at MPL.