



Milford Public Library
Board Meeting Agenda
March 17, 2025

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

Present: Lois Studte, Joe Zurzolo, Patti Calhoun Ya'nelle Powell and Averí Smith non-voting member

Staff Present: Lea Rosell

Minutes of February 10, 2025, Meeting:

Joe moved; Ya'nelle seconded to accept the minutes.

Director's Report:

Things are good, our circulation is up, traffic is up. Computer figures are still not back on track. Music in the Park is going to have a lot of variety this year. New groups were added. This year we are going to do sponsorships, and Lea is going to send out letters to local businesses. We already have some interests from Fur- Baby and The Pharmacy. The funds we receive from the City of Milford is really supposed to be part of the funding for Music in the Park. Lea is following up with the City of Milford today to see what we are receiving in funding from them. Lea met with Dave Wilson this past Thursday and he said he will also reach out to the city to hopefully get the increase Lea asked for.

Doing an all-ages mind craft mini golf event in between the stacks, going to be putt putt throughout the library. Going to have a mind craft theme. Mind craft is still having unbelievable success with people of all ages.

Circulation, February was MPL best February since before the pandemic. Teen circulation is the best since we have been keeping track, this is due to Amanda taking over that area. Teen collections are circulating the best in all areas since we started keeping track. Our new nonfiction collection, which was super weak when Lea first started, continues to circulate well.

In February there was a lot happening. There was a Sussex County staff development day, library legislative day, Lea did a presentation to the City of Milford Council. Lea also met with Tom from the Milford Museum along with a group of others who are working on a plan for a podcast on Southern Delaware history. It seems like it is going to be a great project. Lea is going to lend her support for this any way that she can. The group has many diverse people from the area.

Lea asked the City of Milford for \$40,000 this year instead of \$25,000. Lea is going to follow up so that they can explain exactly how the pie is split up. Lea would like to know how the funds are allocated and who gets what. The library serves almost 375 people a day. Lea is hoping to have a conversation with them today.



Joe moved; Patti seconded to accept the director's report.

Financial Reports:

Employee benefits other the \$7,004.06, thinking it was parked there in error. Lea will check on that and get back to the board. There should not be anything listed under employee benefits other. Are we going to hit the budget \$420,000 for income or are we going to come up short, we are already there. As of today, we are already there. The statements we have are not showing the correct figure yet. It is just a timing variance. Just missing the \$28,000 from the City of Milford. Lea is going today to collect the check.

Joe moved; Patti seconded to accept the financial reports.

Old Business:

Becker Morgan Group: Lea just received the agreement documenting their services and compensation. The board needs to review. Lea is going to send out a follow-up email asking for thoughts and comments from the board, before accepting the proposal.

New Business:

Federal EO impacts IMLS:

President Trump issued an executive order on Friday to basically dismantle the IMLS. IMLS stands for the Institute for Museum and Libraries services. The impact of this would affect our transit, and the technological backbone, which is the e rate that pays for our internet. However, the grants to states cover 2-year increments. An impact would not be felt in FY2026. The damage would be in FY2027. This is just a heads up, given all the court filings and litigations surrounding this, who knows what is going to stick and what is not. Lea will email with the executive order number so we can review the order.

FY 2026 Budget:

Lea gave out a handout on the FY2026 budget. She was able to bring down the overall budget quite a bit. Most of that comes from staffing. Last year we had people leave and new ones coming in, where this year we are more balanced out. We were able to save \$50,000, the health insurance was straightened out and brought that down over what was anticipated. This year's number will look a lot like the FY2026 budget. This is where you will see significant changes. Lea has done worst case scenario income, which is basically what she would like to do, that way we get good news and can only inflate income rather than then decrease it. She did include an Osaic/Woodbury transfer, line 41336 on front page for \$34,262.31, she would love to not have to do that. This will depend on what we are able to raise with the annual appeal. Mike DiPaolo, stopped by to see Lea, he is southern Delaware president of DCF they talked about annual appeals, he is thinking we should have a good chance of raising funds since we have not done this in the past. Lea is hopeful but she is not going to overextend herself. We have not locked down the extended lease yet on rental at 10 SE Front Street. She kept this figure even since this had not been decided. The rent goes to \$1800/ a month until this September. The new rate begins in October of this year. We have estimates and the price looks decent. May need to add in the for bills the library is paying. Maybe start at \$2000 work from there. Need to lock this down as soon as possible. Maybe a 3-year lease. Lea will work on this. The parking lot may need to have some work done on it. Heather is going to get estimates.



Salaries/wages and benefits, Lea did a 2% increase for everyone. Trying to keep the budget tight. If Lea must make cuts, she will start with part-time employees and will have full time fill in if that happens. Lea made an announcement at the last staff meeting that departments wide should all be prepared for a freeze. Need to work within the budget. The only exception is music in the park where an extra \$500 was added. Hoping to get more money from the Friends of the library, they are having their book sale soon. The book sale is this weekend, and the vintage jewelry sale is during the Bug and Bud Festival. Chick-fil-A is providing volunteers to help set up for the vintage jewelry sale.

Everyone is to review the budget. Ray and Lea and Patti are to meet and work further on the budget. It is a great start. Lea will follow up with one email on all the things she needs to check on.

Board Updates:

Lois read a letter to the board addressed to Lea and the board dated March 17, 2025. It was titled Resignation. Lois has decided to resign following our board meeting today. Lois served as a commissioner for the library for more than 12 years with most of her time serving as President. In June of 2023 when her appointment was up for renewal she stayed on since we were having issues with the present director leaving and needing to find a new director. The board was so fortunate to have Lea come on board as the new director. The board was so fortunate to have Lois stay on during that time of uncertainty. Lois felt that it was time for her to leave due to family and medical issues and she was confident in the direction the library is taking with Lea as the director. Thanks to Lois for her leadership during a time with so many changes. She will be missed, and we wish her the best. A luncheon will be planned in the future. Lea will submit a letter to have Averi appointed to serve the remaining term Lois has left on the board. At the next board meeting new officers will be chosen. Lea will start the process of finding a new board member.

Administrative Matters & Public Comments:

No administrative matters & public comments.

Adjourn:

Ya'nelle moved and Joe seconded to adjourn at 10:52 AM

The next regular board meeting will be held at 10:00 AM on Monday **April 21, 2025**, in the Bailey room at MPL.