

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING MAY 13, 2024, 6:15PM AT THE LIBRARY

Members Present: Kevin Kelsey, Carrie Heimann, Mike Cunningham, Susie Baker, Stevi Stutzman

Not Present: Kristen Streeter, Scott Schaumann

Also Present: John Howard, Tammy Caputo, Ashley Elson

Kevin Kelsey opened the meeting by reading the library's mission statement: "Together we create a welcoming community that empowers everyone to learn, connect, create, and grow."

Approval of the Regular Meeting Minutes for April 8, 2024

Susie Baker moved to approve the minutes for April 8, 2024. Stevi Stutzman seconded. The motion passed unanimously.

Susie Baker pointed out that her name was misspelled under the director's report.

Treasurer's Report

A. Financial Report

Carrie Heimann moved to approve the financial report for April 2024. Stevi Stutzman seconded. Roll call vote; all trustees voted in favor of the motion. There was no discussion.

B. Check Register

Carrie Heimann moved to approve the check register for March 2024. Mike Cunningham seconded. Roll call vote; all trustees voted in favor of the motion.

Carrie Heimann mentioned to take note of the Ameren bill, \$3,200. John Howard asked if the amount was for one or two months. Carrie responded one month and that the bill has been consistently going up. (Later in the meeting, Carrie noted that she double checked and that it was for two months.)

John Howard pointed out that the Mahomet-Seymour retro for \$273 was for purchasing four yearbooks that were missing from the library's archive.

Kevin Kelsey asked about Kara DiFilippo for \$1,000. John Howard responded that Kara was the practicum student for this year, and he said that it was decided to give a general reimbursement for the semester on expenses such as travel, etc.

Director's Report

John Howard submitted the director's report before the meeting.

Mike Cunningham asked about the medical emergency that happened. John Howard explained that a patron was working at one of the public computers, started feeling lightheaded, and headed for the restrooms but collapsed on the floor near the security gates. Carol Sohns immediately called 911 and gained his attention at a nearby table notarizing documents. It took the paramedics about ten minutes to arrive, and the patron left in her own vehicle after the incident. It was hard to say whether the incident was due to an existing medical issue or substance abuse. Mike Cunningham asked what the normal protocol is for this kind of emergency. John Howard said to try and have two staff members involved; one with the patron and one calling 911. He said to try to keep the patron in place as much as possible without having to physically restrain them. Mike Cunningham then asked John Howard if he felt like the protocol was followed and he said yes. John added that the patron was lucid and conscious by the time he was able to get to her yet still very shaky. Kevin Kelsey asked if the patron wanted to leave before the paramedics arrived, could she. John Howard responded that it is not really his job to prevent somebody from doing that, but he would have strongly discouraged it.

Kevin Kelsey asked John Howard to talk about Kathy Leathers. John said that the library was excited when Kathy spoke up about wanting the bookkeeping position. She has a lot of bookkeeping experience, has a lot of knowledge of the

library, and has a high level of attention to detail. She has even worked with numbers in the past for the library. This made the library feel comfortable to place her in bookkeeping. Kate Smith is also in favor and confident in Kathy's skills for the position. Kathy will receive some training including excel. This will not be a full-blown accountant position. Kevin feels this is a great fit and that this will energize Kathy. John added that he will be working with Tammy on ensuring all administrative tasks are in place and everyone will know who does what.

Stevi Stutzman exclaimed that she is so excited about the new hires, Kay Coulson and Jennifer Spafford. She was pleased that there were several strong candidates that applied that now can be kept in the library's back pocket. Kevin Kelsey agreed that he is also thrilled about the new hires. He even felt Kay Coulson could be a potential board member. John Howard said that Kay and Jen were the first people to interview, and he pretty much knew he wanted to hire them. John Howard added he has wanted to hire Kay for four and a half years.

John Howard mentioned that statistics are still being put together but they are accurate this month. There is a 3% increase in total circ, and an increase in program attendance and counts.

John Howard talked about Mitchel Meyerhoff and his graduation. John said that Mitchel has been an outstanding hire, and that Mitchel is going to be hard to replace when he finds a library job.

Audience Comments – No Comments.

Committee Reports

A. Finance Committee

a. Discussion/Approval of 2024-2025 Operating Budget

Carrie Heimann stated that the finance committee met together on May 2nd to discuss the proposed budget for 2024-2025. This was submitted before the meeting. The goal is to always have 0 in the last row. She talked about revenue first, property taxes increased, the plan is to add more into the budget for this category while also remaining conservative. She said the other revenue expenses are small compared to the taxes.

John Howard then explained interest. There was \$5,500 budgeted for interest this year, it is now showing \$35,000 in interest, and \$34,000 is being projected for next year. There is \$1.2 million operating in general fund reserve, at four it would be \$48,000 and at five that would be \$60,000. John felt there is some sense in budgeting conservatively, but the library cannot move forward if things it needs are not being bought. With realistic projections, the library was able to hire a youth assistant, add hours to the marketing position, and get new marketing software. Kevin Kelsey added that inflation is one of the reasons that interest rates are high, will remain high, and explained that the number underneath the interest (labeled "Investment Gains and Losses") is only relevant in case we liquidate an investment such as a CD before its maturity date. We don't do this, so it does not count as interest.

Carrie Heimann continued with expenses. It is now budgeted \$100,000 on collection expenses. There is an increase in personal salaries and benefits due to new roles and the minimum wage increase. Under utilities, the Ameren bill was doubled by mistake and will be corrected. However, the bill is still steadily increasing. The water bill is up by 18% - 20% this time because of a prior leakage in the sprinklers. Carrie moved on to say that the programming and supplies/events budget and professional development has gone up. Mike Cunningham added that he feels with the renovations coming up, the public would be surprised and appreciate seeing how much money we spend on them so he cannot stress enough about communicating with the public about everything. Carrie Heimann replied that there was a discussion on how to get this information out to the public. Kevin Kelsey said he is proud of this budget because we are budgeting more money for the people while limiting other expenses. Mike Cunningham raised concern that \$22,000 was spent on programs and events in 2022-2023 when we asked for a \$2,000 increase. John Howard said that the projections are based on a formula. Kevin Kelsey added that people would be shocked to see how much the library does for so little money so in general, do not be afraid to spend money on programs and events.

Kevin Kelsey asked Carrie Heimann how she feels about the operating budget. Carrie Heimann responded that she felt good about the budget because the library is being responsible while also spending money in the right places. John Howard added that this budget is a little more aggressive this year after being more conservative in previous years. Goals that were made in the strategic plan are almost all complete. He feels the concern is with the time, not the money. Mike Cunningham said the library is conservative in nature, which is good but either loosen up on saying no to things or change

the budget. Kevin Kelsey and John Howard stated that we are projecting a \$92,000 surplus in the current year. Carrie Heimann added that the group needs to begin thinking about philosophically how the library is operating responsibly with the surplus. If personnel is maxed out with the amount of staff/space it has, does the library continue to ask for increases in what we bring in?

Kevin Kelsey said that his library tax on his property bill went down \$6 but everyone else's went up. John Howard explained that he and Kate Smith went back and looked at the tax levy. It was found that back in 2019, the debt on the library building was refinanced, which is set to be paid off in 2028. At that time, a quarter of a million dollars was saved in interest expenses by lowering the interest rate on the bonds. Knowing that the expansion project was coming and knowing they wanted to keep tax rates level if possible, those savings were placed on the last five years of the bonds instead of spreading it out evenly across nine years. The thought at the time was that, by 2024, we might have already passed a levy for expansion, and that the interest savings in 2024 would cover the interest on that. Therefore, the general operating levy went up as planned this year but the levy for bonds went down about \$35,000 because of the decrease in interest that we got from the refinancing of the bonds. He added that the total amount the library got from the taxpayers this year is less and that the library may see a lowered overall ask from the taxpayers this year and next year.

Carrie Heimann moved to approve the 2024-2025 operating budget. Susie Baker seconded. The motion passed unanimously.

New Business

A. Discussion of Meeting time for 2024-2025 (Ordinance in June)

The motion carries to keep meeting time for every second Monday at 6:15pm for 2024-2025.

B. Approval of non-resident fee formula for 2024-2025

John Howard submitted the non-resident fee formula before the meeting.

John Howard explained that the new tax rate is lower than last year being 0.002655 because of the bonds. Kevin Kelsey pointed out the EAV is going up. John responded that the vote is on offering non-resident cards and if the vote is yes, there needs to be an approval of the fee schedule. He said the \$45 for renters remains the same. Mike Cunningham asked how many renter cards are made a year. John Howard responded that it is maybe 20 to 25 people a year. He said we lowered budget for nonresident fees when we added the intergovernmental agreement cards a few years ago. However, these continue to increase in numbers every year. Income has never been lost on non-resident cards.

Mike Cunningham moved to approve the non-resident fee formula for 2024-2025. Susie Baker seconded. Roll call vote; all trustees voted in favor of the motion.

C. Appointment of two trustees to perform the Secretary's Audit

John Howard said at the fiscal year's end, someone makes sure all the minutes for board meetings are in the official binder and signs off on it. An additional person will need to look at the closed session minutes, and sign off on it, which happens every six months. Mike Cunningham and Kevin Kelsey volunteered to perform the Secretary's Audit.

D. iLead Online Training for Trustees

John Howard said the iLead online training from Heartland/MILS is now ready, he will be sending out a link for access. He said it takes a couple of hours to get through the training but feels everyone will benefit from it and become better trustees. Kevin Kelsey asked what kind of training the trustees should do and take note after the training if there is anything additional the trustees would like to know about. John Howard said there is a survey at the end of the training. Mike Cunningham asked how to access the training. John Howard responded that first, you need an L2 account, and then you can sign up for the iLead training.

Strategic Planning – No Comments

Board Advocacy

a. Discussion of Ice Cream Social Sunday, July 21st from 2-4

John Howard said that the ice cream social event is a community appreciation event like last year. He is going to see if the Main Scoop would like to sponsor providing the ice cream, otherwise the library will provide it. This event is going to be outside weather permitting and will have live music. Carrie Heimann asked if the yard games would be present and if we would have a tent from the village to provide shade for the elders. John Howard answered yes to the yard games and advised against having a tent from the village but would investigate it. Kevin Kelsey mentioned the sign-up sheet next month. Mike Cunningham added to count the bowls at the beginning of the event.

b. Sign-up to help at I Spy Summer May 25th

John Howard was looking for more volunteers to help at the I Spy Summer Event. He passed out the volunteer sign-up sheet around the room and explained what was covered and what was still needed. John mentioned that the route of the I Spy Walk is being improved this year including additional shade and a shorter walk.

Trustee Comments

Kevin Kelsey asked about elections. John Howard responded that officer elections happen in June and officers are elected one year at a time. He added that if anyone is interested in not continuing in their existing office or would like to try and get someone else into office, talk to Kevin Kelsey. Mike Cunningham asked who the officers were and their positions. John Howard answered that there are four officers; Kevin Kelsey being the president, Susie Baker being the vice president, Carrie Heimann being the treasurer, and Kristen Streeter being the secretary.

Adjournment

Mike Cunningham moved to adjourn the meeting. Stevi Stutzman seconded; the motion passed. The meeting adjourned at 7:19pm.

Respectfully Submitted by Ashley Elson, Library Clerk.