



Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Ann Schneider Branch, called the Public Libraries of Saginaw Board Meeting to order on October 19, 2023, at 5:04 p.m., at the Hoyt Main Library. Board members present were: Ms. Ann Schneider Branch, Ms. Trisha Baker, Ms. Cecelia Hopkins, Ms. Sarah Keenan-Lechel, and Ms. Diane Kloc. Ms. Pamela Clark and Mr. Ralph Martin were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler and Ms. Maria McCarville. Ms. Jamie Rivette from Yeo & Yeo was present.

PRESENTATION OF AGENDA

The President asked all attendees to review the agenda.

Ms. Diane Kloc motioned to move Jamie Rivette up to review the audit as part of the Finance Committee. Ms. Schneider Branch seconded the motion. There was no discussion. The motion carried unanimously.

PUBLIC COMMENTS

Mr. Matthew Turner, a Social Work Master's student is doing a field worker internship at Hoyt in partnership with PLOS and SVSU. He gave his background and said he will be doing 240 hours of fieldwork toward a therapist license through SVSU. His goal here is to support patrons and staff. He is at Hoyt 16 hours/week, and offers programs at both Butman-Fish and Zael. There was some discussion. His last day this semester is December 8, but will resume hours again in January.

Ms. Stephanie Reinhardt, Branch Head at Butman-Fish Library informed the Board that she was accepted into the Financial Management for Public Libraries certificate program provided by the Library of Michigan. This program runs monthly through August 2024 and is funded by the Library of Michigan.

She also spoke about the Great Lakes Bay Read, that brings PLOS into partnership with Grace A. Dow Library, the Marshall Fredericks Sculpture Museum and Bay County Library to host programming around the pick for this year, *Firekeeper's Daughter*. The author visit is scheduled for Saturday, April 13, 2024 at 7:00 p.m. at the Pit & Balcony Theater in Saginaw. There was some discussion. Ms. Reinhardt said the press release went out yesterday with details.

APPROVAL OF MINUTES

The President asked all to review the minutes of the August 17, 2023 meeting.

The President entertained a motion to approve the minutes of the August 17, 2023 Library Board meeting as presented. Ms. Diane Kloc so moved, and Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously.

COMMITTEE REPORTS – REVIEW OF 2022-2023 AUDIT

Ms. Rivette, audit partner with Yeo & Yeo specializes in government audits. She advised that she met earlier in the week with the Finance Committee to review the recent audit. She stated that the Public Libraries of Saginaw has received an Unmodified Opinion, the highest grade with a clean audit. She reviewed the overall revenues noting they are up \$635,000 due to ARPA grants and loan interest from funds provided to the Trust, as well as penal fine funds for the prior year that were received after the end of the previous fiscal year. Taxes are up \$73,000 compared to last year. She noted salaries and benefits total 59% of the budget, \$252,000 parking lot repairs were done during the year. This year revenues exceeded expenditures. Ms. Rivette thanked the staff and committee for having everything ready for the audit. Ms. McCarville asked about the 990's. Ms. Rivette said they were sent to Ms. Clark for review. There were no further questions.

The President entertained a motion to approve the 2022-2023 PLOS Audit as presented. Ms. Diane Kloc so moved. Ms. Cecelia Hopkins seconded the motion. The motion carried unanimously

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville reviewed the August-September, 2023 PLOS checks list, covering checks numbered 82595-82711. She highlighted check #82613 to Rotary Club of Saginaw where Stephanie Reinhardt is an active member. The library will cover dues for staff active in a service organization. Check #82646 to MWN Investigations for Security Guard services in July, and Check #82710 to Yeo & Yeo in the amount of \$22,500.00 for partial payment on the PLOS audit. Ms. Kloc questioned Check #82632 to CDW-G for \$25,404.07. Ms. McCarville replied it was for routine upgrades of computers. Ms. Keenan-Lechel questioned Check #82704 to Saginaw Public Schools for \$22,500.00. Ms. McCarville said this is an annual fee we pay to piggy-back on their fiber for high

speed internet service. Check #82595 to Accident Fund for \$6,191.00 is our annual fee for Worker's Compensation. There were no questions.

The President entertained a motion to approve the PLOS August-September 2023 checks list as presented. Ms. Trisha Baker so moved, with a second by Ms. Diane Kloc. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the PLOS expenditures through the end of September 2023. First quarter salaries equal 24% of the budgeted amount, and benefits equal 20%. Line 270 Life Insurance is higher than budgeted and will require an adjustment as the price increased in July. Line 280 Workers' Compensation was a one-time fee and is at 83% spent. Line 342 Downloadable Materials' current month expenses were \$7,502.01 as we keep up with demand that is increasing. Next year's budget will show a decrease in print and an increase in downloadables. Line 461 Security Guard Service has no expenditures as funds from Line 236 Salaries – Custodian/Monitor were used. Line 534 Staff Training's current month expenses were \$4,170.00 which included charges for Beth Wahler's presentation for 2 sessions and MLA Annual Conference that 3 staff attended. Total expenditures were \$251,454.05, 20.9% of the budgeted amount. Ms. Baker questioned Line 470 Insurance for \$37,603.00. Ms. McCarville stated that cost covers the Middle Cities annual payment for the building, property, bookmobile vehicle and a price hike. The Risk Management conference is in November and since they are a self-insured trust they can re-issue funds back to us. They also cover cyber insurance and director's error & omissions. She noted that if needed, an adjustment will be done in December. Line 561 Contractual Expense – Cooperative is 113.5% spent. We get state aid, and we reimburse half of the payment. Our state aid increased and that amount was higher than anticipated. This will be adjusted as well. There were no further questions.

Ms. McCarville reviewed the September 2023 Zauel expenditures. She will double-check figures as some appear off. Line 235 Salaries-Substitutes current month expenses are \$2,222.92 for 31.2% of the budgeted amount. Staff illness at Zauel caused them increased substitute need. Line 270 Life Insurance reflects the same as PLOS budget. Total current month expenditures are 21.4% of the budgeted amount at \$76,619.55. Ms. Kloc asked if Zauel's computers are also upgraded, and Ms. McCarville replied yes. She also said in December we will do backups using tape instead of the cloud. A grant from MMLC for \$15,000 will cover the tape system. There were no further questions.

Revenue Report

Ms. McCarville reviewed the PLOS September 2023 report, noting that Line 110 Current Local Taxes received \$509,623.63 this month, and is at 105.9% received. Line 120 Income from Grants received \$750.00 from the Humanities Council to cover costs of programs related to the Great Michigan Read. Ms. Schneider Branch asked if Penal

Fines are done for the year. Ms. McCarville said yes, she budgeted conservatively, but it was hard to budget. There were no further questions.

The Zauel revenue report for September 2023 was reviewed. A total of \$177,742.54 was received. Line 131 Copy Machines totaled \$106.10, 16% of budgeted amount. Line 141 Fax Fees totaled \$84.00. There were no questions.

DIRECTOR'S REPORT

Ms. McCarville advised that the Library of Michigan is offering a webinar October 31, 2023 at 2:00 p.m. Clair Membiela is the Library Law Consultant, and will focus on issues currently faced by libraries including materials challenges, community conflicts, funding struggles and difficult relationships. A recording is available with sign-up. Ms. McCarville then advised that the library is taking part with the City of Saginaw on a food survey, and working with the YMCA offering snacks to students after school. The YMCA would prepare the food and we would distribute it (not full meals). She then highlighted the October Library Appreciation Month Proclamation. After reviewing activities at all branches, she spoke about the new signage at Hoyt, noted that Narcan dispensers have been installed in the restrooms at all branches and we are working with the City on a possible Narcan dispensing machine. She is proposing that the City funds training for the public regarding Narcan and possibly workshops as well. An article written by Library Substitute Della Wilder was highlighted. Ms. Wilder often works in our Local History and Genealogy Department and for years has researched WWII military people. Her article is included in the packet, and will be included in the November newsletter as a Veteran's Day article.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Ms. McCarville stated that she will bring budget adjustments to the next meeting December 21, 2023.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Trisha Baker
Secretary
