

## **Gary Byker Memorial Library of Hudsonville**

Library Advisory Board Meeting

April 19, 2016

### **MINUTES**

#### **Call to order**

The meeting was called to order by Arlen Dykema at 7 pm. Those present were John Blom, Arlen Dykema, Laura Fox, Phil Leerar, Don Williams and Melissa Huisman.

#### **Board Minutes**

*--Oct. 20, 2015*

A motion was made by Blom and supported by Leerar to approve the minutes from the October 20, 2015 meeting. The motion carried.

#### **Financial Reports**

The City Expenditure/Revenue Report for funds 271, 272, and 275 were reviewed, as well as the new telephone system quote. Huisman noted that the phone system will be paid for in this fiscal year using the 271 repair/maintenance line.

The in-house library revenue was reviewed. Huisman noted the extra money received for non-resident programs due to 22 Georgetown families taking part in our spring story times. The Lakeland "due to" account will be eliminated and any bills for Lakeland items will be paid for by transferring money from the 271 "lost and damaged" line.

*--FY 2016/2017 budget* The FY 2016/2017 budget was reviewed. Huisman noted that due to the increased hours and materials (requested and approved by the commission) that the library will, for the third year in a row, operate at a deficit. This will be the case in FY 2017/2018 as well and should completely exhaust our fund balance. This money comes from the 1 mill dedicated for library operations from the city's general fund.

Complicating this is the fact that the extra voted .75 millage for just the building will only be collected through FY 2016/2017, but the last \$80,000 payment is still due in FY 2017/2018. We will have no regular operating fund balance to cover that payment – and hopefully will have just enough to cover the regular operating budget deficit mentioned above. Another obstacle is that the .75 millage was reduced to .33 for a period of time, and then raised to .5 for the last few years – so much less money was raised for the building debt then projected.

The proposal is to cover the \$80,000 FY 2017/2018 payment using a combination of library/city funds and then to start anew in FY 2018/2019. At this point the city hopes to be able to allocate an additional .5 mill (or whatever is deemed necessary) to the already allocated 1 mill operating. This extra money will be asked to do 4 things:

1. Take care of any operational deficit.
2. Build up the library fund balance again to a healthy level.
3. Set money aside for building repairs/improvements, etc.
4. Set money aside for technological improvements.

### **Communications**

-- *Directors' Report*      The Library Director's report for April, 2016 was reviewed.

### **Old Business**

#### **Policy**

-- *Unattended Children*      The Unattended Children policy was updated to be a bit more specific. A motion was made by Leerar and supported by Fox to approve the updated policy. The motion carried.

#### **Endowment**

-- *Interest & investing.*      Huisman was advised to ask the City Treasurer to rollover the funds for the two Library Endowment CD's maturing on April 30. No interest will be spent.

The 12 month CD purchased on 5/1/15 for \$19,671.02 is to be invested for another 12 months and come due on April 30, 2017. The 24 month CD purchased on 4/30/14 for \$8,066.93 is to be invested for 9 months and come due in January of 2017.

#### **Next Meeting**

Our next meeting will be on July 19, 2017 at 7 pm.

#### **Adjournment**

The meeting was adjourned at 8 pm.

MH 04/20/2016