

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 8th, 2023– 6:00pm.**

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Board Room on November 8th, 2023. Board President Alan Greene presided and called the meeting to order at 6:01pm.

Members Present:

Notice is hereby given that a majority of a quorum of the members of City Council of the City of Freeport may be present at the above-referenced meeting. No action on the part of City Council will be taken.

Betty Butler	LouAnn Stambaugh-Hayes (attended via phone call)	RoseMarie Brubaker
Alan Greene	Lucas Kramer	Renee Barr
Julie Reynolds	Mary Kaufman	

Members Absent:

Tasha Mazique		
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Also, present, Executive Director Ashley Huffines.

Kya Eckert acted as Recording Secretary.

II. CHANGES/CORRECTIONS TO THE AGENDA

New Business will exclude item D: Approval of the Non-Resident Fee for 2024, and be rearranged to the order of C, B, A, E

III. QUESTIONS/COMMENTS FROM THE PUBLIC/MEDIA

None.

IV. APPROVAL OF MINUTES

(Kramer/Barr) Motion to accept the minutes from the meeting on October 11th, 2023.

9 in favor/0 opposed. Motion carries.

V. FINANCIAL REPORT

Kaufman discussed the financial report with the board. She commented that not much has changed, although there are funds in accounts payable pending this month. She went on to explain the budget report and FY2023 reappropriation. The few items highlighted are the Periodicals line item that had historically been inaccurate, but that entry has now been corrected. Looking at interest income, there is almost \$30,000 more than what we put into the budget, so it was a really good year for interest income. Kaufman asked if we are still waiting on

foundation funds. Huffines replied we should be seeing that deposit at the end of next week. The board should see that reflected in the budget report for December.

(Reynolds/Butler) Motion to accept the financial report as presented.

9 in favor/0 opposed. Motion carries.

VI. PRESIDENT'S REPORT

None.

VII. DIRECTOR'S REPORT

Huffines reported that the library is still seeing strong program attendance and room usage through the fall. We also have started to notice an increase in online traffic to the website and our Facebook page. Hannah Rosemeier started as a Clerk 4 and is already fitting in well with the team and is rocking customer service. Huffines is waiting to hear back about a quote about the long-term HCAV plan from Fehr Graham. Huffines reported a few minor facilities maintenance projects that were completed as well as many IT advancements have been made last month. Outreach included Women's Enrichment Network, Rotary, and the FSD Parent Night on October 18th. Current projects include progress on people counting software and next steps for document retention.

VIII. MANAGEMENT REPORTS

Adult Services: There were 156 attendees for adult programs in October. Many of which were for the two rather successful historical presentations we hosted last month. Also, the new therapeutic recreation programs have proven to be very popular! These are monthly crafts geared towards adults with developmental disabilities. Greene asked about the GED program statistics. Huffines replied that they are averaging between 5 and 7 attendees. Kaufman brought up the newest addition to our collection, the plant propagation station. Huffines shared that the post circulated quite a bit on Facebook with over 200 likes and almost 70 shares.

Circulation: Circulation did go down in October, but that is typical for this time of year. Last month we welcomed our third option for digital collections, Boundless! We have multiple digital collection softwares for more opportunity to give access to titles across different platforms. Katy Weigert, the Circulation and Marketing Manager, has been attending Leadership Institute for the past few weeks as well.

Youth Services: Some of the October statistics may change because Amanda Meyers, the Youth Librarian, retrieved them remotely. She reported 306 in-house program attendees. Also, there were 17 attendees for teen programs, which is very exciting! This year's pumpkin decorating contest was very popular this year as well with 50 pumpkin entries!

IX. UNFINISHED BUSINESS

None.

X. NEW BUSINESS

1/C: Reappropriation for Fiscal Year 2023:

Reappropriation is when we double check the budget, closer to the end of the year, to make sure we used the budget the way we planned and adjust it based on the library's needs. Huffines reviewed these reappropriations line by line. She also wanted to remind the board that rates for everything are increasing. So with that in mind, \$20k was added to Contracted Equipment and maintenance. \$5k was added to Digital Resources. Marketing was decreased by \$2k since it wasn't used the way we expected to this year. Machinery and Equipment > 1000 was decreased by \$20k, and Machinery and Equipment < 1000 was brought down to \$0 since it was not used.

(Kaufman/Brubaker) Motion to accept the FY2023 reappropriation report as presented.

9 in favor/0 opposed. Motion Carries.

2/B: : Approval of FY2024 Levy and Assessment of Taxes for the Fiscal Year Beginning January 1, 2024, and Ending December 31, 2024, for the Public Library of City of Freeport, County of Stephenson and State of Illinois.

Huffines reported that she had several meetings with the city finance director to work on adjusting the Levy. She presented a 5 year plan for all veiled funds except corporate. The library has nearly \$250,000 in restricted reserves that need to be used. Huffines expressed her intentions to be responsible with taxpayer money. The tax cap for Library corporate is 4%. The total cap total for all lines can not be more than 5%. The EAV is only going up half a percent this year, so Huffines explained that she is only going to add \$10,000 to the corporate. She also reminded the board that the library did receive the PPRT back, which was \$100,000. So, that makes up for the difference. The IMRF restricted funds were over-levied by \$140,000 over the past 6 years. It is projected that the other lines will be worked down over 1 - 2 fiscal years. The IMRF will take the longest to spend down. She discussed the difference between the 2024 Levy and Budget and the plan to spend down these reserves. She also emphasized that her presentation of the Levy is a simplified version so it's easier to understand but if anyone needs more information she would be happy to provide it. Kaufman acknowledged Huffines fiscal responsibility and that this isn't something that happened overnight and it won't be fixed overnight. Overall, the effect on a \$100,000 home if the EAV does not change, would be a 7\$ tax decrease per household.

(Kaufman/Brubaker) Motion to approve FY2024 Levy and Assessment of Taxes for the Fiscal Year Beginning January 1, 2024, and Ending December 31, 2024, for the Public Library of City of Freeport, County of Stephenson and State of Illinois as presented.

9 in favor/0 opposed. Motion carries.

3/A: FY2024 Approval of the Final Budget

Huffines first reminded the board that they have full control over the library budget. Huffines explained the decrease in revenue lines and increases for NB AFSCME employees and all personnel lines. She then mentioned a significant increase to the health insurance line due to a rate increase of 7% for next year. Huffines said she intentionally did not reappropriate that line, so it is known how important it is to budget that line correctly in the future. Library specific accounts: books, DVDS, other media and programming all stay the same. We did a great job of budgeting for maintenance this year, so that remains the same as well. We were under natural gas expenses due to warm weather this year. She brought attention to an increase in the legal line for legal advice separate from the city. Periodicals will be dropped down because magazines aren't as popular. Greene brought up that the printing line went from \$2500 - \$6500. Huffines explained our goal to send a newsletter to all residents in Freeport for May 2024 advertising the Summer Reading Program. Barr thought it was a fantastic idea and the board showed some excitement for that.

(Kaufman/Brubaker) Motion to approve the FY2024 Final Budget as presented.

9 in favor/0 opposed. Motion carries.

4/E: Approval of the Disaster and Emergency Response Plan

Huffines went over the purpose of the Disaster and Emergency Response Plan. This Disaster & Emergency Response Plan summarizes the preparations for and prevention of a disaster or emergency at the library. If a disaster or emergency occurs, this plan contains the procedures the library team will follow to respond and recover. It includes procedures for almost any emergency that could occur and contact lists for anyone we might need. Kaufman said this is very impressive and well done. Greene asked Huffines if the library could be a crisis center in the event of a disaster. She let him know that the set crisis center for Freeport is the fire department but the library would do whatever the city needed including being a satellite for an emergency, but we are not the main place for that.

(Reynolds/Barr) Motion to accept the Disaster & Emergency Response plan as presented with the proviso that the contacts lists are updated as necessary.

9 in favor/0 opposed. Motion carries.

XI. DISCUSSION

"Well done!" - Kaufman

XII. ADJOURNMENT

(Reynolds/Kaufman) Motion to adjourn at 6:55pm.

9 in favor/0 opposed. Motion carries.

Submitted by Kya Eckert