

DIRECTOR
Jenny Marr

BOARD OF DIRECTORS
Judeen Bartos
Meghan Evoy
Kelly Farrah
Adrienne Fazzolara
Amanda Hanlin
Erin Hooper
Kevin Yezbick



222 East Nine Mile Rd., Ferndale, MI 48220
248-546-2504 fadl.org

*Strengthening the community by
providing access to materials
and services that inform, enrich,
entertain and empower.*

Library Board Meeting

AGENDA

April 20, 2023 - 6:30 PM

Board Meeting

1. Call to order
2. Roll call
3. Approval of agenda
4. Public comment – *Total time not to exceed 30 minutes, 3 minutes per speaker*
5. Minutes: Approve March 16, 2023 **regular** meeting
Minutes: Approve March 16, 2023 **closed** session
6. Director's report: Jenny Marr
7. Acceptance of expenditures and finance reports for the month of March
8. Board Bylaws/Policies Revision Recommendations:
 - a. Children and Vulnerable Adults in the Library Policy
 - b. Volunteer Policy
9. Juneteenth discussion and motion
10. Board Calendar of Events
11. Committee reports
 - A. Art & Exhibitions – Erin
 - B. Friends of the FPL – Kelly
 - C. Equity, Diversity and Inclusion - Amanda
 - D. Finance – Judeen and Kevin
 - E. Personnel – Adrienne
 - F. Schools – Meghan
12. ***Closed Session to be convened – For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing, in accordance with Sec. 8(1)(c) of the Open Meetings Act (OMA) MCL 15.268.
13. Committee membership appointments as needed
14. Review action items
15. Announcements/comments from board members
16. Adjourn

Proposed minutes of this meeting will be available for public inspection at the Ferndale Area District Library, located at 222 East Nine Mile Road, Ferndale, eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved (in accordance with Open Meetings Act, Public Act 267.)

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Library Board Meeting

Minutes

March 16, 2023 - 6:30 PM

Board Meeting

1. Call to order: Meeting called to order by Judeen Bartos at 6:30PM.
2. Roll call: Judeen Bartos, Meghan Evoy, Kelly Farrah, Adrienne Fazzolara, Amanda Hanlin, Erin Hooper, Kevin Yezbick. Director Jenny Marr and Assistant Director/Recording Secretary Wright also present. Architect Seth Penchansky arrived 6:35PM.
3. Approval of agenda
A MOTION by Evoy and seconded by Farrah to approve the agenda as presented; passed unanimously
4. Public comment:
5 non-residents spoke in support of the Ferndale Library Workers Union, 3 of whom expressed skepticism regarding the necessity of the library acquiring legal representation during the collective bargaining process.
5. Minutes: Approve February 16, 2023 regular meeting minutes
A MOTION by Yezbick and seconded by Hanlin to approve minutes from the February 16 meeting as proposed; passed unanimously
Minutes: Approve February 16, 2023 closed session minutes
A MOTION by Farrah and seconded by Yezbick to approve minutes from the closed session on February 16th as proposed; passed unanimously
6. Capital Projects – Penchansky presentation
Seth Penchansky of Daniels and Zermack Architects discussed plans, drawings, timelines, and estimates of multiple capital projects including single stall, gender neutral bathroom additions, repurposing the computer lab to meeting room space, and a courtyard pavilion project. Marr emphasized the need for the projects and reminded the board that only funds previously earmarked for Capital Improvements will be utilized. Penchansky will start bidding out the projects to general contractors.
7. Director's report: Jenny Marr
See supporting documents.
8. Guardian Environmental Services – Contract Renewal
The board discussed renewing an existing maintenance contract for the library's HVAC systems. The cost increased \$200 from the previous year.
A MOTION by Evoy and seconded by Yezbick to approve the proposed planned maintenance contract with Guardian Environmental Services for 2023-24 in the amount of \$9560; passed unanimously.
9. Strategic Planning – Quarterly Review
Marr highlighted the library's increased community outreach efforts and her legislative advocacy work with the Michigan Library Association.
10. FY 2024 budget process continues – board input
No input from the board. Marr mentioned that the library is considering purchasing, with the help of potential sponsors, a book bike for community outreach.

11. Acceptance of expenditures and finance reports for the month of February

A MOTION by Hanlin and seconded by Farrah to accept expenditures and finance reports for the month of February; passed unanimously

12. Board Bylaws/Policies Revision Recommendations: Children and Vulnerable Adults in the Library Policy
Board members will review the policy and revisit its adoption during the April meeting.

13. Board Calendar of Events

14. Committee reports

A. Art & Exhibitions – Erin

The Library purchased the painting *Moby Dick* by local Ferndale artist Mike Ross. The next art exhibit is being installed Saturday and the exhibition will be at the end of the month.

B. Friends of the FPL – Kelly

Total Friends revenue was \$1050 in February. There is an ongoing used book drive at Ferndale Project. Friends meetings have been moved meetings to the 3rd Monday of the month.

C. Equity, Diversity and Inclusion – Amanda

No report

D. Finance – Judeen and Kevin

Report attached.

E. Personnel – Adrienne

Marr will deliver self-evaluation to the board next month.

F. Schools – Meghan

Library staff continues extensive outreach to FPS and a local cooperative preschool.

15. *Closed Session to be convened –** For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing, in accordance with Sec. 8(1)(c) of the Open Meetings Act (OMA) MCL 15.268.

A MOTION by Yezbick and seconded by Evoy to enter a closed session at 8:05PM.

Roll call vote:

Yes: Bartos, Evoy, Farrah, Fazzolara, Hanlin, Hooper, Yezbick

No: 0

Returned from closed session at 9:27PM

16. Committee membership appointments as needed

None.

17. Review action items

None.

18. Announcements/comments from board members

Fazzolara noted that she loves the PageTurner newsletter and architectural proposals.

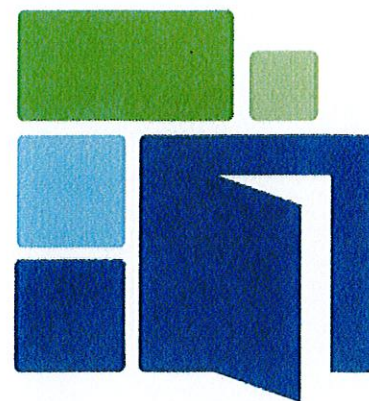
19. Adjourn

A MOTION by Evoy and seconded by Hanlin to adjourn at 9:32pm; passed unanimously.

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Ferndale

AREA DISTRICT LIBRARY



March 2023 Events at FADL

222 E Nine Mile Rd. Ferndale, MI 48220

248.546.2504

fadl.org

Hours:

Monday — Thursday: 10am - 8pm

Friday: 10am - 6pm

Saturday — Sunday: 12pm - 5pm



In-Person Weekly Early Literacy Programming

Tuesdays, the 7th, 14th, & 21st

Baby Storytime Up to age 2

2:00pm

First come, first served. Learn more at fadl.org/baby

Thursdays, the 2nd, 9th, & 16th

Toddler Storytime Ages 2-4

10:30am

First come, first served. Learn more at fadl.org/toddler

Email Everett@fadl.org with questions

Children and Teen Programming

For more information about any of these programs, please visit www.fadl.org

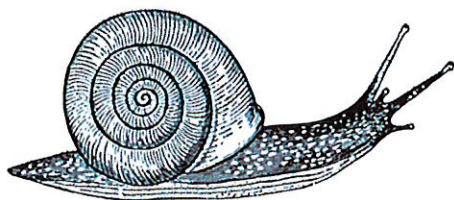
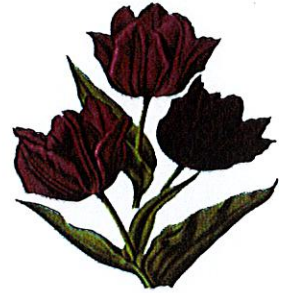
- Wednesday, March 1 Lower Elementary Book Club (Hybrid) 6:30pm
Reading *Encounter* by Brittany Luby
Sign up at www.fadl.org/lebc
- Thursday, March 2 Middle Grade Tabletop RPG Group 6:00—7:00pm
Explore tabletop games including *Dungeons & Dragons*
Grades 6-8, sign up at www.fadl.org/rpg
- Wednesday, March 8 Upper Elementary Book Club (Hybrid) 6:30pm
Reading *You Don't Know Everything, Jilly P.* by Alex Gino
Sign up at www.fadl.org/uebc
- Thursday, March 9 Pizza and Politics (UHS students only) 3:00—4:00pm
At University High School, with guest speaker Dr. Peter Trumbore
More information at www.fadl.org/pizza-politics
- Thursday, March 9 Middle School Board Game Club 6:00—7:30pm
Learn how to play awesome board games!
Grades 6-8, sign up at www.fadl.org/msbg
- Wednesday, March 15 Pokémon Club 6:00—7:00pm
Ages 7-12, sign up at www.fadl.org/pokemon
- Thursday, March 16 Middle Grade Tabletop RPG Group 6:00—7:00pm
Explore tabletop games including *Dungeons & Dragons*
Grades 6-8, sign up at www.fadl.org/rpg
- Tuesday, March 28 Reading Rainbow 4:00-5:00pm
Co-hosted with Affirmations, 290 West 9 Mile Road
Queer-centric, in-person book club for ages 8—12
More information at www.fadl.org/reading-rainbow



Adult Programming

For more information about any of these programs, please visit www.fadl.org

- | | |
|--------------------|--|
| Sunday, March 5 | Motor Om Yoga 12:00pm
Register at www.fadl.org/yoga |
| Tuesday, March 7 | DDA Business Beat 11:00am
Monthly gathering of local business owners |
| Tuesday, March 7 | The Year's Best Pictures: Oscars Preview 6:30pm
Film enthusiast Greg Black highlights the best of the past year in film
Register at www.fadl.org/oscars |
| Wednesday, March 8 | Science Fiction Book Club (Hybrid) 6:30pm
Discussing <i>Time Travel, A History</i> by James Gleick
Register at www.fadl.org/sfbc |
| Friday, March 10 | First Stop Friday Concert Doors at 7:30pm, music at 8:00pm
Featuring Mariachi punk rockers Pancho Villa's Skull
All ages, more information at www.fadl.org/pvs |
| Monday, March 13 | Friends of the Library Meeting 6:30pm |
| Tuesday, March 14 | Film Club 7:00pm
Discussing the noir drama <i>Sunset Boulevard</i>
Register at www.fadl.org/film-club |
| Thursday, March 16 | Library Board Meeting 6:30pm |
| Sunday, March 19 | Irish Folk Song Program 2:00pm
Musician/historian Terry Murphy leads a song-filled look at folk music
Register at www.fadl.org/irish |
| Tuesday, March 21 | Live Model Drawing 6:30pm
Clothed in a Tolkien-esque wizard costume, supplies provided
Register at www.fadl.org/sketch |



See Back for More Programming

Adult Programming Continued

Saturday, March 25

Art Reception 2:00—4:00pm

Showcasing art by Nancy J. Rodwan and Saffell Gardener

Featuring live music by John Duffy and light refreshments

More information at www.fadl.org

Sunday, March 26

Ringwald Theater Play Reading Event 2:00pm

Reading *Bloom* by Andrew Morton

More information at www.fadl.org/ringwald

Tuesday, March 28

Ferndale Project Book Club 6:30pm

Offsite: hosted by Ferndale Project, 567 Livernois

Reading *True Biz* by Sarah Novic

Register at www.fadl.org/fpbc



Ferndale

AREA DISTRICT LIBRARY



March 2023 Statistics

New Items Added

Adult Books: 300
 CDs: 32
 DVDs/Blu-rays: 73
 Audiobooks: 33
 Children's Books: 218
 Teen Books: 31
 Magazines: 88
 Puzzles/Board Games: 12
 Video Games: 14
 Library of Things: 4
Total: 805
 Overdrive Advantage Titles
 added: 263

Library Revenue

Total earnings (does not include Friends): \$1,948.02
 Fees: \$88.00
 Fax: \$36.50
 Printing: \$1,280.85
 Computer: \$122.00
 Copier: \$325.00
 Lost Items: \$54.99
 Non-Resident Cards: \$25.00
 Board Fundraising: \$0
 Misc: -\$0.24
 Donations: \$7.92
 Earbuds/Flash drives: \$8.00

Total Programs Offered: 34
Total Program Attendance: 866

Library Usage

Library Visits: 9,431
 Home Delivery: 3
 New Users Added: 196
 Public Computer Sessions: 1,253
 Web Sessions: 10,447
 Page views: 16,386

Total Friends earnings

Book Store: \$540.85
 Shirts and Bags: \$15.00
 Amazon Sales: \$215.18

Total questions/requests

Reference desk: 1,563
 Youth desk: 517
 Circulation desk: 1,343

Circulation by Media Type

Print Books	13,471
Audio Music	907
Audiobooks	126
Visual Media	2,475
Magazine	108
Board games/puzzles	305
Video games	193
Library of Things	42
Other	24

Total Library Checkouts: 17,651
Total Digital Checkouts: 4,707
Items Loaned through ILL: 2,032
Items Loaned through MelCat: 154
Items Borrowed through ILL: 2,970
Items Borrowed through MelCat: 51

Digital Circulation

Overdrive:

Total Downloads: 2,875
Total Users: 705
New Users: 61

Hoopla:

Total Downloads: 958
Total Users: 294
New Users: 23

Kanopy:

Video Plays: 448
Total User Accounts: 169

Freegal:

Streaming - Users: 6 Total Songs Streamed: 413
Downloads - Users: 2 Total Downloads: 13

Social Media – March

Insights from our social media...

Podcast – 1,018 downloads

Main Facebook Page

New Page Likes: 15
New Page Followers: 34
Engagement: 2,000
Page Reach: 8,800
Page Views: 1,000
Story Reach: 995
Post Reach: 8,700

Tik Tok

Followers: 4,716 (+124)
Total Likes: 150,510
Monthly Video Views: 30,000
Monthly Likes: 2,600
Monthly Profile Visits: 185
Monthly Shares: 55

Instagram:

Impressions: 62,000
Reach: 11,000
Interactions: 2,400
IG Profile Visits: 525
Follower Growth Rate: 3,119 (2%)

Youth Services Facebook Page

New Page Likes: 9
New Page Followers: 9
Post Engagement: 240
Video Views: 150
Page Views: 210
Post Reach: 3,085

Teen Instagram:

Impressions: 11,100
Reach: 5,600
Interactions: 1,170
Profile Visits: 155
Follower Growth Rate: 450 (7.6%)

March 2023 Adult Programs

Date	Program	In Person	Zoom	Total
3/5/2023	Motor Om Yoga	15		15
3/7/2023	Oscars Preview	19		19
3/8/2023	Sci Fi Book Club	14		14
3/10/2023	First Stop Friday: Pancho Villa's Skull	48		48
3/14/2023	Film Club	13	1	14
3/19/2023	Irish Folk Music	47		47
3/21/2023	Model Drawing	21		21
3/25/2023	Art Reception	44		44
3/26/2023	Ringwald Play Reading	14		14
3/28/2023	Ferndale Project Book Club	30		30
Total	10 Programs	265	1	266

March 2023 Youth Programs

DATE	Program	Adults	Children	Total
3/1/2023	March take-home kit (DIY wand & crown)		25	25
3/1/2023	LEBC		5	5
3/2/2023	Toddler Storytime	6	8	14
3/2/2023	Middle Grade Tabletop RPG		5	5
3/6/2023	Drayton Outreach		46	46
3/7/2023	Baby Storytime	8	7	15
3/8/2023	FECC Storytime Outreach	17	118	135
3/8/2023	UEBC		1	1
3/9/2023	Toddler Storytime	6	6	12
3/9/23	Pizza & Politics		14	14
3/9/2023	Middle School Board Game Club		4	4
3/13/2023	Drayton Outreach		46	46
3/14/23	Baby Storytime			0
3/14/2023	Black Excellence Outreach		17	17
3/14/2023	Read Woke		9	9
3/15/2023	Pokemon Club		25	25
3/16/2023	Toddler Storytime	7	6	13
3/16/2023	Middle Grade Tabletop RPG		3	3
3/18/2023	Spring Scavenger Hunt (3/12-3/18)		14	14
3/20/2023	Drayton Outreach		46	46
3/20/2023	Reading Night FLEL Outreach	41	49	90
3/21/2023	Baby Storytime	6	4	10
3/25/2023	Spring Scavenger Hunt (3/19-3/25)		27	27
3/26/2023	Reading Rainbow		5	5
3/31/2023	Spring Scavenger Hunt (3/26-3/31)		19	19
Total	18 Programs / 6 Outreach	91	509	600

Balance Sheet

Ferndale Area District Library As at 31 March 2023

31 Mar 2023

Assets

Cash and Cash Equivalents	
001.000 - General Account	1,200,979
Capital Projects Account	557,206
Total Cash and Cash Equivalents	1,758,185
Total Assets	1,758,185

Liabilities and Equity

Liabilities

Current Liabilities	
202.000 - Accounts Payable	8,336
257.000 - Wages Payable	490
Total Current Liabilities	8,827
Total Liabilities	8,827

Equity

320.000 - Retained Earnings	1,042,621
Current Year Earnings	706,738
Total Equity	1,749,359
Total Liabilities and Equity	1,758,185

FY 2023 Budget
Ferndale Area District Library

General Fund - 101

March 2023

**FY 2023
YTD
as of 3/31/2023**

**FY 2023
Budget
Amended 1/19/23**

Revenue

101-271-404.000 - Voted Property Taxes	\$ 41,215.71	\$ 2,116,420.36	\$ 2,230,747.00
101-271-404.001 - Voted Property Taxes - Personal	\$ -	\$ 39,971.30	\$ 39,970.00
101-271-567.000 - Library State Aid	\$ -	\$ 9,496.10	\$ 18,700.00
101-271-581.000 - Grants	\$ -	\$ -	\$ -
101-271-607.000 - Fees for Services	\$ 25.00	\$ 708.75	\$ 600.00
101-271-627.000 - Charge for Services	\$ 1,423.84	\$ 9,890.03	\$ 9,000.00
101-271-645.000 - Print Sales & Copies	\$ 348.51	\$ 1,763.66	\$ 1,500.00
101-271-656.000 - Other Fees & Fines	\$ -	\$ 28,674.98	\$ 28,674.00
101-271-660.000 - Fines & Forfeitures	\$ 88.00	\$ 1,046.06	\$ 1,200.00
101-271-675.001 - Individual Donations & Honorariums	\$ 207.92	\$ 4,482.47	\$ 4,200.00
101-271-675.002 - Contributions from Library Friends	\$ -	\$ 890.00	\$ 1,000.00
101-271-675.003 - Special Event Proceeds	\$ -	\$ -	\$ -
101-271-675.004 - Library Board Fundraising	\$ -	\$ 170.52	\$ 100.00
101-271-693.000 - Sale of Property	\$ 54.99	\$ 2,070.17	\$ 2,000.00
101-271-695.000 - Miscellaneous Income	\$ 0.01	\$ 5,810.97	\$ 7,000.00
101-271-699.401 - Contributions from Capital Fund	\$ -	\$ -	\$ 50,000.00
Total Revenue	\$ 43,363.98	\$ 2,221,395.37	\$ 2,394,691.00

General Fund - 101

March 2023

**FY 2023
YTD
as of 3/31/2023**

**FY 2023
Budget
Amended 1/19/23**

Expenses

101-271-706.001 - Salaries - Full-time	\$ (44,717.93)	\$ (422,780.26)	\$ (595,000.00)
101-271-706.002 - Salaries - Part-time	\$ (12,780.20)	\$ (127,055.97)	\$ (180,000.00)
101-271-706.003 - Salaries - Subs	\$ (1,679.06)	\$ (11,381.69)	\$ (15,000.00)
101-271-715.001 - Social Security - Employee	\$ (4,807.65)	\$ (47,750.02)	\$ (62,000.00)
101-271-715.002 - Social Security - Employer	\$ (4,807.69)	\$ (42,721.73)	\$ (62,000.00)
101-271-716.100 - Health Insurance	\$ (7,829.29)	\$ (76,887.65)	\$ (111,000.00)
101-271-717.000 - Life Insurance - EE	\$ (648.01)	\$ (5,308.53)	\$ (7,000.00)
101-271-718.000 - Pension- ICMA-RC 401	\$ (3,815.32)	\$ (31,135.22)	\$ (40,000.00)
101-271-720.001 - Medicare - Employee	\$ (1,124.40)	\$ (11,167.41)	\$ (15,000.00)
101-271-720.002 - Medicare - Employer	\$ (1,124.41)	\$ (9,991.65)	\$ (15,000.00)
101-271-721.001 - Federal Income Tax - Employee	\$ (6,815.21)	\$ (60,250.41)	\$ (84,700.00)
101-271-721.002 - Federal Unemployment - Employer	\$ -	\$ -	\$ -
101-271-722.001 - MI Income Tax - Employee	\$ (2,915.80)	\$ (28,548.43)	\$ (40,000.00)
101-271-723.001 - Local Income Tax - Employee	\$ (95.42)	\$ (861.18)	\$ -
101-271-725.000 - Workers Compensation	\$ -	\$ (1,161.00)	\$ (2,000.00)
101-271-730.000 - Postage, Mail Processing	\$ -	\$ -	\$ -
101-271-740.000 - Operating Supplies	\$ (1,638.71)	\$ (26,535.44)	\$ (34,000.00)
101-271-742.000 - Books	\$ (6,138.01)	\$ (59,149.54)	\$ (89,000.00)
101-271-743.000 - Periodicals	\$ (182.00)	\$ (9,171.04)	\$ (9,000.00)
101-271-745.000 - Audio-Visual, Video	\$ (2,280.96)	\$ (25,178.92)	\$ (37,000.00)
101-271-746.000 - Other Non Book	\$ (7,317.09)	\$ (71,750.83)	\$ (91,500.00)
101-271-748.000 - Materials Processing Supplies	\$ (252.86)	\$ (6,264.81)	\$ (6,500.00)

General Fund - 101	March 2023	FY 2023 YTD as of 3/31/2023	FY 2023 Budget Amended 1/19/23
101-271-775.000 - Repair & Maintenance	\$ (986.94)	\$ (25,249.50)	\$ (30,000.00)
101-271-802.000 - Audit/Actuarial Fees	\$ -	\$ (4,900.00)	\$ (4,900.00)
101-271-803.000 - The Library Network	\$ (2,311.44)	\$ (44,703.57)	\$ (55,000.00)
101-271-818.000 - Contractual Services	\$ (18,683.06)	\$ (64,361.41)	\$ (60,000.00)
101-271-853.000 - Phone/Communications	\$ (540.49)	\$ (4,885.61)	\$ (7,000.00)
101-271-885.000 - Special Programs	\$ (1,961.13)	\$ (19,082.35)	\$ (35,000.00)
101-271-900.000 - Printing & Publishing	\$ (5,815.92)	\$ (16,153.31)	\$ (24,000.00)
101-271-914.000 - Liability Insurance	\$ -	\$ (13,776.00)	\$ (16,000.00)
101-271-920.000 - Utilities	\$ (4,526.90)	\$ (30,070.10)	\$ (42,000.00)
101-271-931.000 - Facilities Maintenance	\$ (2,505.00)	\$ (24,887.00)	\$ (50,000.00)
101-271-943.000 - Equipment Rental	\$ (720.59)	\$ (5,772.58)	\$ (7,200.00)
101-271-956.000 - Miscellaneous	\$ (73.25)	\$ (1,971.06)	\$ (1,500.00)
101-271-957.000 - Training/Education	\$ (1,956.50)	\$ (16,114.72)	\$ (18,000.00)
101-271-958.000 - Memberships & Dues	\$ (288.00)	\$ (3,656.62)	\$ (8,500.00)
101-271-960.000 - County Delinquent Tax Chargeback	\$ -	\$ -	\$ -
101-271-965.401 - Contributions to Capital Fund	\$ -	\$ -	\$ -
101-271-977.000 - Capital Outlay	\$ (150.00)	\$ (131,671.88)	\$ (150,000.00)
101-271-992.000 - Debt Svc- Principal	\$ -	\$ -	\$ (325,000.00)
101-271-994.000 - Interest Expense	\$ -	\$ (32,350.00)	\$ (64,700.00)
Total Expenses	\$ (151,489.24)	\$ (1,514,657.44)	\$ (2,394,500.00)
Net Income / (Loss):	\$ (108,125.26)	\$ 706,737.93	\$ 191.00
Fund Balance Change:	\$ (108,125.26)	\$ 706,737.93	\$ 191.00
Fund Balance at the Beginning of the FY:			\$ 468,392.72
Fund Balance at the End of the FY:			\$ 468,583.72

FY 2023 Budget
Ferndale Area District Library

Capital Projects Fund - 401	March 2023	FY 2023 YTD as of 3/31/2023	FY 2023 Budget Amended 1/19/23
Revenue			
401-271-699.101 - Contributions from General Fund	\$0.00	\$0.00	\$0.00
Total Revenue	\$0.00	\$0.00	\$0.00

Capital Projects Fund - 401	March 2023	FY 2023 YTD as of 3/31/2023	FY 2023 Budget Amended 1/19/23
Expenses			
401-271-965.101 - Contributions to General Fund	\$0.00	\$0.00	(\$50,000.00)
Total Expenses	\$0.00	\$0.00	(\$50,000.00)

Capital Fund Balance Change:	\$0.00	\$0.00	-\$50,000.00
Capital Fund Balance at the Beginning of the FY:			\$557,206.00
Capital Fund Balance at the End of the FY:			\$507,206.00

Income Statement

Ferndale Area District Library For the month ended 31 March 2023

	Mar-23	Feb-23	Jan-23	Dec-22	Nov-22	Oct-22	Sep-22	Aug-22	Jul-22	YTD
Revenue										
404.000 - Voted Property Taxes	41,216	31,080	46,349	57,001	60,365	64,291	79,701	1,529,490	206,928	2,116,420
404.001 - Voted Property Taxes - Personal	-	-	-	-	-	39,971	-	-	-	39,971
567.000 - Library State Aid	-	-	-	-	-	-	-	-	9,496	9,496
607.000 - Fees for Services	25	25	149	-	-	460	-	-	50	709
627.000 - Charge for Services	1,424	1,169	1,170	882	1,075	1,088	1,142	1,027	912	9,890
645.000 - Print Sales & Copies	349	190	216	193	155	175	169	176	140	1,764
656.000 - Other Fees & Fines	-	-	-	-	-	-	-	28,675	-	28,675

Income Statement

	Mar-23	Feb-23	Jan-23	Dec-22	Nov-22	Oct-22	Sep-22	Aug-22	Jul-22	YTD
660.000 - Fines & Forfeitures	88	24	29	41	88	530	117	91	38	1,046
675.000 - Contributions	-	-	5	-	-	-	-	-	-	5
675.001 - Individual Donations & Honorariums	208	15	22	199	4	2,059	819	1,149	3	4,477
675.002 - Contributions from Library Friends	-	500	390	-	-	-	-	-	-	890
675.004 - Library Board Fundraising	-	-	76	-	95	-	-	-	-	171
693.000 - Sale of Property	55	103	103	45	72	1,525	51	32	85	2,070
695.000 - Miscellaneous Income	-	14	5,767	-	-	20	-	10	-	5,811
Total Revenue	43,364	33,120	54,274	58,361	61,854	110,120	82,000	1,560,650	217,653	2,221,395
Gross Profit	43,364	33,120	54,274	58,361	61,854	110,120	82,000	1,560,650	217,653	2,221,395

Income Statement

	Mar-23	Feb-23	Jan-23	Dec-22	Nov-22	Oct-22	Sep-22	Aug-22	Jul-22	YTD
Operating Income / (Loss)	43,364	33,120	54,274	58,361	61,854	110,120	82,000	1,560,650	217,653	2,221,395
Other Income and Expense										
706.001 - Salaries - Full-time	(44,718)	(45,528)	(45,522)	(45,340)	(68,010)	(45,340)	(46,533)	(48,811)	(32,980)	(422,780)
706.002 - Salaries - Part-time	(12,780)	(12,542)	(12,083)	(13,101)	(20,395)	(15,398)	(14,868)	(16,087)	(9,804)	(127,056)
706.003 - Salaries - Subs	(1,679)	(1,150)	(1,140)	(1,449)	(2,178)	(1,094)	(685)	(1,187)	(821)	(11,382)
715.001 - Social Security - Employee	(4,808)	(4,759)	(4,720)	(4,819)	(7,297)	(4,974)	(7,477)	(5,256)	(3,640)	(47,750)
715.002 - Social Security - Employer	(4,808)	(4,759)	(4,720)	(4,819)	(7,297)	(4,974)	(2,448)	(5,256)	(3,640)	(42,722)
716.100 - Health Insurance	(7,829)	(7,829)	(7,829)	(7,829)	(7,829)	(7,829)	(7,829)	(7,829)	(14,253)	(76,888)
717.000 - Life Insurance - EE	(648)	(648)	(648)	(648)	(740)	(556)	(556)	(479)	(386)	(5,309)
718.000 - Pension- ICMA-RC 401	(3,815)	(3,815)	(3,815)	(3,977)	(4,096)	(4,311)	(2,797)	(2,132)	(2,377)	(31,135)

Income Statement

	Mar-23	Feb-23	Jan-23	Dec-22	Nov-22	Oct-22	Sep-22	Aug-22	Jul-22	YTD
720.001 - Medicare - Employee	(1,124)	(1,113)	(1,104)	(1,127)	(1,707)	(1,163)	(1,749)	(1,229)	(851)	(11,167)
720.002 - Medicare - Employer	(1,124)	(1,113)	(1,104)	(1,127)	(1,707)	(1,163)	(573)	(1,229)	(851)	(9,992)
721.001 - Federal Income Tax - Employee	(6,815)	(6,044)	(5,958)	(6,398)	(9,638)	(6,605)	(6,781)	(7,438)	(4,575)	(60,250)
722.001 - MI Income Tax - Employee	(2,916)	(2,924)	(2,906)	(3,002)	(4,548)	(3,095)	(3,087)	(3,322)	(2,748)	(28,548)
723.001 - Local Income Tax - Employee	(95)	(95)	(95)	(95)	(143)	(95)	(95)	(100)	(45)	(861)
725.000 - Workers Compensation	-	(38)	-	-	-	-	-	-	(1,123)	(1,161)
740.000 - Operating Supplies	(1,639)	(4,906)	(3,445)	(1,867)	(2,924)	(2,774)	(3,010)	(3,164)	(2,806)	(26,535)
742.000 - Books	(6,138)	(8,330)	(8,445)	(2,314)	(8,297)	(7,792)	(5,474)	(5,862)	(6,498)	(59,150)
743.000 - Periodicals	(182)	(449)	(962)	161	(6,595)	(390)	(182)	-	(572)	(9,171)
745.000 - Audio-Visual, Video	(2,281)	(1,693)	(2,435)	(2,859)	(3,783)	(1,017)	(2,592)	(3,546)	(4,974)	(25,179)

Income Statement

	Mar-23	Feb-23	Jan-23	Dec-22	Nov-22	Oct-22	Sep-22	Aug-22	Jul-22	YTD
746.000 - Other Non Book	(7,317)	(7,937)	(8,169)	(7,578)	(4,461)	(8,325)	(8,341)	(14,991)	(4,632)	(71,751)
748.000 - Materials Processing Supplies	(253)	(190)	(660)	(1,598)	(62)	(494)	(465)	(890)	(1,653)	(6,265)
775.000 - Repair & Maintenance	(987)	(487)	(3,986)	(1,898)	(2,497)	(6,385)	(1,199)	(4,579)	(3,231)	(25,250)
802.000 - Audit/Actuarial Fees	-	-	-	(2,150)	(2,750)	-	-	-	-	(4,900)
803.000 - The Library Network	(2,311)	(390)	(11,465)	-	-	(16,840)	-	(5,035)	(8,663)	(44,704)
818.000 - Contractual Services	(18,683)	(7,830)	(5,234)	(9,363)	(3,885)	(6,659)	(2,756)	(6,856)	(3,095)	(64,361)
853.000 - Phone/Communications	(540)	(540)	(537)	(537)	(537)	(539)	(539)	(539)	(574)	(4,886)
885.000 - Special Programs	(1,961)	(1,740)	(1,541)	(774)	(2,797)	(1,200)	(4,797)	(1,026)	(3,246)	(19,082)
900.000 - Printing & Publishing	(5,816)	(2,071)	-	(70)	(70)	(115)	(5,766)	(2,071)	(174)	(16,153)
914.000 - Liability Insurance	-	-	-	-	-	-	1,491	-	(15,267)	(13,776)

Income Statement

	Mar-23	Feb-23	Jan-23	Dec-22	Nov-22	Oct-22	Sep-22	Aug-22	Jul-22	YTD
920.000 - Utilities	(4,527)	(3,561)	(3,683)	(3,997)	(2,496)	(2,566)	(3,281)	(3,069)	(2,889)	(30,070)
931.000 - Facilities Maintenance	(2,505)	(4,847)	(2,505)	(2,505)	(2,505)	(2,505)	(2,505)	(2,505)	(2,505)	(24,887)
943.000 - Equipment Rental Alloc.- General Fund Motor Pool	(721)	(671)	(1,360)	-	(569)	(584)	(701)	(599)	(569)	(5,773)
956.000 - Miscellaneous	(73)	(87)	(562)	(467)	(337)	(208)	(84)	(84)	(70)	(1,971)
957.000 - Training/Education	(1,957)	(27)	(443)	(1,022)	(1,368)	(5,554)	(3,224)	(2,110)	(410)	(16,115)
958.000 - Memberships & Dues	(288)	(118)	57	(120)	(57)	-	(228)	-	(2,903)	(3,657)
977.000 - Capital Outlay	(150)	(29,728)	(900)	(11,999)	(16,618)	(37,457)	(11,050)	(13,923)	(9,847)	(131,672)
996.000 - Interest Expense	-	-	-	-	-	-	(32,350)	-	-	(32,350)
Total Other Income and Expense	(151,489)	(167,961)	(147,921)	(144,687)	(198,194)	(198,002)	(182,529)	(171,204)	(152,671)	(1,514,657)
Net Income / (Loss) before Tax	(108,125)	(134,841)	(93,647)	(86,326)	(136,339)	(87,882)	(100,529)	1,389,446	64,982	706,738

Income Statement

	Mar-23	Feb-23	Jan-23	Dec-22	Nov-22	Oct-22	Sep-22	Aug-22	Jul-22	YTD
Net Income	(108,125)	(134,841)	(93,647)	(86,326)	(136,339)	(87,882)	(100,529)	1,389,446	64,982	706,738
Total Comprehensive Income	(108,125)	(134,841)	(93,647)	(86,326)	(136,339)	(87,882)	(100,529)	1,389,446	64,982	706,738

Income Statement

Ferndale Area District Library 1 March 2023 to 31 March 2023

	31 Mar 23	31 Mar 22	31 Mar 21
Revenue			
404.000 - Voted Property Taxes	41,216	17,377	-
607.000 - Fees for Services	25	25	-
627.000 - Charge for Services	1,424	1,094	-
645.000 - Print Sales & Copies	349	133	-
660.000 - Fines & Forfeitures	88	43	-
673.000 - Sale of Property (pre-FYE2022)	-	137	-
675.001 - Individual Donations & Honorariums	208	1	-
693.000 - Sale of Property	55	-	-
695.000 - Miscellaneous Income	-	1	-
Total Revenue	43,364	18,811	-
Gross Profit	43,364	18,811	-
Operating Income / (Loss)	43,364	18,811	-
Other Income and Expense			
706.001 - Salaries - Full-time	(44,718)	(35,338)	(26,639)
706.002 - Salaries - Part-time	(12,780)	(9,963)	(11,693)
706.003 - Salaries - Subs	(1,679)	(1,036)	-
715.001 - Social Security - Employee	(4,808)	(3,805)	(3,134)
715.002 - Social Security - Employer	(4,808)	(3,805)	(3,134)
716.100 - Health Insurance	(7,829)	(7,995)	(6,692)
717.000 - Life Insurance - EE	(648)	(298)	(354)
718.000 - Pension- ICMA-RC 401	(3,815)	(4,004)	(3,271)
720.001 - Medicare - Employee	(1,124)	(890)	(733)
720.002 - Medicare - Employer	(1,124)	(890)	(733)
721.001 - Federal Income Tax - Employee	(6,815)	(4,652)	(4,121)
722.001 - MI Income Tax - Employee	(2,916)	(2,199)	(1,692)
723.001 - Local Income Tax - Employee	(95)	-	-
740.000 - Operating Supplies	(1,639)	(1,994)	(3,160)
742.000 - Books	(6,138)	(6,518)	(4,466)
743.000 - Periodicals	(182)	29	-
745.000 - Audio-Visual, Video	(2,281)	(2,234)	(1,803)
746.000 - Other Non Book	(7,317)	(10,522)	(5,142)
748.000 - Materials Processing Supplies	(253)	(1,069)	(249)
775.000 - Repair & Maintenance	(987)	(2,922)	(81)
803.000 - The Library Network	(2,311)	(2,448)	(379)
818.000 - Contractual Services	(18,683)	(17,573)	(14,020)
853.000 - Phone/Communications	(540)	-	(448)
873.000 - Training/Education (pre-FYE2022)	-	(889)	(22)

Income Statement

	31 Mar 23	31 Mar 22	31 Mar 21
885.000 - Special Programs	(1,961)	(2,299)	(1,741)
900.000 - Printing & Publishing	(5,816)	(5,485)	(63)
920.000 - Utilities	(4,527)	(1,913)	(3,994)
931.000 - Facilities Maintenance	(2,505)	(2,505)	(2,285)
943.000 - Equipment Rental Alloc.- General Fund Motor Pool	(721)	(569)	(606)
956.000 - Miscellaneous	(73)	(70)	(70)
957.000 - Training/Education	(1,957)	-	-
958.000 - Memberships & Dues	(288)	(28)	-
977.000 - Capital Outlay	(150)	(15,523)	(13,841)
992.000 - Debt Svc- Principal	-	(310,000)	(295,000)
996.000 - Interest Expense	-	(37,000)	(41,425)
Total Other Income and Expense	(151,489)	(496,408)	(450,993)
Net Income / (Loss) before Tax	(108,125)	(477,597)	(450,993)
Net Income	(108,125)	(477,597)	(450,993)
Total Comprehensive Income	(108,125)	(477,597)	(450,993)

FERNDALE AREA DISTRICT LIBRARY
CHILDREN AND VULNERABLE ADULTS
IN THE LIBRARY POLICY

I. Purpose

Children and vulnerable adults are welcome and encouraged to use the Ferndale Area District Library ("Library") at all times. The Library desires to make each visit an important one. The Ferndale Area District Library Board ("Library Board") adopts the following Children and Vulnerable Adults in the Library Policy ("Policy") with regard to children and vulnerable adults at the Library.

II. Definitions

- A. "Child" means a minor under the age of 18.
- B. "Vulnerable Adult" means an individual age 18 or over who, because of developmental disability, mental illness, physical disability or other similar reasons, (1) requires supervision or personal care or (2) lacks the personal and social skills required to live independently.
- C. "Responsible Caregiver" is an individual who is responsible for monitoring or caring for a child or vulnerable adult and who must be at least 16 years old.

III. Rules and Regulations Regarding Children

- A. All patrons, including children, are expected to comply with the Library's policies, including its Patron Behavior Policy. Parents, guardians, or Responsible Caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
- B. Parents, guardians, and Responsible Caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library.
- C. Library Staff will not be expected to provide child care, supervise or monitor children's behavior.
- D. Children under the age of 10 must be attended by a parent, guardian, or Responsible Caregiver. The parent, guardian, or Responsible Caregiver shall remain in the Library at all times. If a child under the age of 10 is attending a Library-sponsored program on the premises, the parent, a guardian, or Responsible Caregiver is either to remain on the premises for the duration of the program or else the child should have the contact information of someone who can help them in an emergency.
- E. Children of any age who, because of developmental disability, mental illness, physical disability, or other similar reason, require supervision or personal care shall be attended by a parent, guardian, or Responsible Caregiver at all times.

- F. Children under the age of 10 must be within the visual contact of a parent, guardian, or Responsible Caregiver at all times, including visits to the restroom. Children under the age of 10 may not be left in the Children's Area alone.
- G. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of Library policy.
- H. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and Responsible Caregivers need to be aware of when the Library closes.
- I. Children 10 years or older must know, or have in writing with them, their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

III. Rules and Regulations Regarding Vulnerable Adults

- A. All patrons, including vulnerable adults are expected to comply with the Library's policies, including its Patron Behavior Policy. Parents, guardians, or Responsible Caregivers shall review and be fully aware of all Library policies, particularly the Internet Use Policy.
- B. Parents, guardians, and Responsible Caregivers are responsible for the behavior and supervision of the vulnerable adult in their care while in the Library or on Library property.
- C. Vulnerable adults who are unable or unwilling to care for themselves or who do not have the ability to use the Library independently may not be left alone in the Library and must have adequate supervision while in the Library.
- D. Vulnerable adults who can understand and follow the Patron Behavior Policy and who can care for themselves are allowed to be in the Library unattended. They should have contact information for someone who can assist them in an emergency.
- E. We request that all vulnerable adults be picked up at least ten minutes before closing time. Parents, guardians and Responsible Caregivers need to be aware of when the Library closes.
- F. Vulnerable adults must know, or have in writing with them, their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your vulnerable adult if the Library calls.

IV. Contact with Parent or Guardian for Unattended Child or Vulnerable Adult

- A. Library staff will attempt to contact a parent, legal guardian, or Responsible Caregiver when:
 - 1. The health or safety of an unattended child or vulnerable adult is in doubt;
 - 2. A child or vulnerable adult is frightened while alone at the Library;
 - 3. The behavior of an unattended child or vulnerable adult violates Library policy.
 - 4. The unattended child under the age of 10 or vulnerable adult has not been met by a parent, legal guardian, custodian, or Responsible Caregiver at closing time. An individual is considered an unattended vulnerable adult when he/she/they is not picked up by closing time and needs assistance procuring transportation. A child is considered unattended at closing time if the child is under the age of 10 or a child of any age needs assistance procuring transportation.
- B. If a parent, legal guardian, or Responsible Caregiver cannot be reached within 15 minutes after closing, fails to arrive within a reasonable time after being contacted, or arrives 30 minutes or more after the Library closes, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child or vulnerable adult. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.
- C. If the parent, legal guardian, Responsible Caregiver can be reached within 15 minutes after closing and arrives in a reasonable time, the staff member shall explain the Library's policy and provide a copy of this Policy.
- D. Two Library staff members shall remain with the unattended child or vulnerable adult until the Responsible Caregiver or law enforcement arrives.

V. Violation; Enforcement; Appeal

The Library Director or the Library Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs for violations this Policy. When necessary, the local police may be called to intervene.

- A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron if possible. A copy of the suspension of privileges letter should be attached, if applicable.

- B. Violation of the Policy – Suspension of Privileges. Even if the police have been called to intervene, the Library may still take action to suspend privilege for violations as follows:
1. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he/she/they will be asked to leave the building for the day. If he/she/they refuses, the police may be called.
 2. Subsequent Violations: The Library Director or the Library Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Reinstatement. If requested by the Director, the patron whose privileges have been limited or suspended shall attend a meeting with the Library Director or the Library Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director may impose conditions for the reinstatement.
- D. Right of Appeal. Patrons may appeal (1) a decision to limit or suspend privileges or (2) the conditions placed on reinstatement by sending a written appeal to the Library Board within 10 business days of the date of the decision. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

VOLUNTEER POLICY

The Ferndale Area District Library recognizes the need for and welcomes community volunteers. Volunteers are individuals who give their time and talents to the Library without compensation. The Library Director shall have the authority to approve the use of volunteers.

Volunteers will be recruited without regard to any individual's age, race, creed, color, national origin, religion, disability, genetic information, marital status, gender identification or expression, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers under the age of 18 must have parental approval and cannot work more than four (4) hours per day. Generally, the Library will not accept volunteers under the age of 14 without special permission from the Library Director.

Volunteers will work under the direction of the Library Director or staff person designated by the Library Director and will follow all Library policies and standards, including the policies and laws regarding privacy of Library records. Training and information will be provided for the assigned tasks.

Volunteers may not:

- Perform activities that could reveal confidential patron information
- Use the Integrated Library System (ILS)

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.



4/20/2023

**FADL Board of Directors
Request for Board Action**

From: Jenny Marr

Subject: Holiday Closure - Summer 2023

Summary:

For the last 2 years the library has been closed on June 19 for the Juneteenth holiday. Due to rain, the Library did open the building to host the City of Ferndale Juneteenth celebration in 2021. In 2022 the celebration was at Green Acres Park in Hazel Park. In 2021 and 2022, Juneteenth was on a Saturday and Sunday, respectively, so it was not a paid holiday, but in 2023 it will on a Monday.

Does the library board want to add Juneteenth to our holiday policy as an annual closure day? Should it be a paid or unpaid holiday for staff?

For reference, the current FADL holiday policy is below. Juneteenth is currently declared a Federal holiday but not a holiday for the State of Michigan. Ferndale City Hall will be open on June 19.

HOLIDAY POLICY

The following dates shall be recognized as paid holidays for regular full and part-time employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Library closures, not paid holidays:

- Easter Sunday
- Sunday before Memorial Day
- Dream Cruise Saturday
- Sunday before Labor Day
- Thanksgiving Saturday

In order to qualify for holiday pay, the employee must be on duty on their scheduled shift immediately before and after the holiday. Pre-approved authorized absence with pay will be considered as being on duty.

Holiday-related closures may be adjusted at the discretion of the Library Director for the best interest of service to the public.



4/20/2023

**FADL Board of Directors
Request for Board Action**

From: Jenny Marr

Subject: Board Calendar of Events 2023 – Updated April 2023

Summary:

Here are some recurring annual events and deadlines for the Board calendar in 2023:

January:

- *Mid-Year Budget Amendments (Completed)
- *Board Offices and Committee Chairs (Completed)

February:

- *Due: Feb. 1st, Annual State Library Survey (Completed)
- *Send out RFP for Audit Services (In progress)
- *FY 2024 budget process begins (In progress)

March:

- *Strategic Planning – Quarterly Review (Completed)
- *FY 2024 budget process continues – board input (Completed)

April:

- *FY 2024 draft budget presented to board (in progress)
- *Library Director Personnel Review – Director submits self-evaluation (Completed)

May:

- *Library Director Personnel Review – Library Board completes Director evaluation forms
- *FY 2024 Budget Hearing

June:

- *Due: L-4029 signed millage tax rate form to Oakland County & City of Ferndale
- *Final budget amendments for FY 2023
- *Approve renewal of Library General Property & Liability Insurance policy for FY 2024
- *Director's Annual Evaluation – Closed Session
- *Strategic Planning – Quarterly Review

July:

- *Begin new FY 2024

August:

*Library Board meeting August 10, 2022 due to Dream Cruise

September:

*Strategic Planning – Quarterly Review

October:

*Conduct the annual library financial audit

*MLA Annual Conference (Kalamazoo) October 17-20

November:

December:

*Presentation of library audit

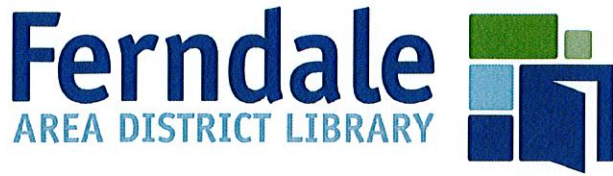
*Due: Audit must be filed with the State of Michigan by December 31

*Due: Annual continuing disclosure paperwork for the library bond must be filed by December 31

*Strategic Planning – Quarterly Review

Recommended Action:

No action needed, informational only. Additional events will be added throughout the year.



Finance Committee Report

April 17, 2023, 5:00 pm Virtual Meeting

Attendance: Board members –Judeen Bartos, Kevin Yezbick; Director Jenny Marr.

Finance Reports – March reports were not available yet.

General Updates –

Marr gave some general library updates.

FY 2024 Budget – Marr gave an overview about the 2023 Oakland County tax valuation and what the Headlee Rollback would be for FY 2024. She talked about some of the larger revenue and expenses that would affect the budget in 2023-24. She is currently working on the draft budget and plans to have it ready by the first week of May for finance committee review before sending it out to the Board and publishing online. The budget hearing is scheduled for May 18, 2023.

Announcements/Comments - None.

Next meeting not yet scheduled.