The Delaware County District Library Board of Trustees met in a regular session at the Liberty Branch of the Delaware County District Library on September 17, 2024 at 5:00 PM. Present were board members Allen, Ike, Kipfer, Skinner and Tiede. Mr. Howard, Director, Ms. Grossenbacher, Fiscal Officer, and members of the public were also in attendance.

Public Participation – there were no requests for Public Participation

**(2024-065) Motion moved, seconded, and carried – Skinner / Ike**

To approve the minutes of the regular meeting of August 23, 2024.

Mr. Tiede had nothing to share for the President’s Report.

Ms. Grossenbacher provided the Fiscal Officer’s report.

She spoke about PLF receipts. The PLF receipt was flat for August. Levy funds were received and realized a 1.47% increase over the 2023 amount received.

Provided in the packet are estimates for revenues for 2025 from the Delaware County Auditor. She explained the revenue budget process and asked for the board to approve the estimates from Delaware County. Per the Certificate of Estimated Resources for 2025 received 8/29/24, Delaware County estimates our Real Estate Tax (levy) receipts to be $6,194,063.95 and PLF receipts to be $3,085,789.75.

Expenditures remain in line with those of 2023. In all, the library remains in a strong position for 2024. Revenues as well as expenditures will continue to be monitored and adjustments made as the year progresses.

Annual Bond Note related reporting has been submitted and notice was received that the filing is complete.

Information from Charles Harris and Associates has been received related to the library’s 2023 Financial Report Audit. The owner of the firm passed away unexpectedly. The business is regrouping and determining how they proceed going forward. Audits are on hold until the sale of the business goes through. My contact will keep me informed as the sale progresses. In the meantime, information will be requested and provided to keep things progressing. The goal is to have Charles Harris representatives onsite at the beginning of October.

Work on the 2025 Appropriations Budget continues. Email will be sent to the finance committee to get a preliminary review meeting scheduled.

**(2024-066) Motion moved, seconded, and carried – Ike / Allen**

To approve the August financial reports, payment transaction listing, and investments.

**(2024-067) Motion moved, seconded, and carried by Roll Call – Skinner / Allen**

To approve a resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor.

Roll Call Vote – Allen-yes, Ike-yes, Kipfer-yes, Skinner-yes, Tiede-yes

**(2024-068) Motion moved, seconded, and carried – Kipfer / Skinner**

To approve with gratitude the following donations:

* From William Warner (in support of our participation with Libby)
* From the No Name Book Club in honor of Marianne Townsend (adult)

Mr. Howard provided the Director’s Report. He asked Ms. Cochran and Ms. Dougherty to provide an overview and update on Summer Reading Program 2024. They spoke about how the program worked, what services and programs it provides, and numbers related to participation. They also spoke about teen volunteers and the service they provide.

Mr. Howard shared with the board about the 2025 Budget meeting held that afternoon. He talked about property tax receipts and how our current levy amount is based on 2008 housing values. He spoke about amounts for potential salary increases for 2025. He also let the board know that costs related to unionization are being incurred in 2024 and will be a significant addition to the 2025 budget. Discussion about long term planning also was held during the budget meeting.

The union election will likely be held in December and certified in early 2025. An agreement might be in place by late 2025 or early 2026. The agreement will affect future budgeting.

Mr. Howard provided an update on children’s library cards. There is a check box in the record that can be activated to have an email sent to a parent/legal guardian with a list of items checked out on the child’s library card.

Discussion was held about Hoopla – digital materials – and how we’ve had to limit patron use of items in this platform. There is significant need for additional funding for electronic resources.

Friends of the Library report – Ms. Klatte shared information from the written report. Additionally, she shared that a long-time member who was their historian and current secretary passed away. She will be greatly missed.

Committee Reports:

 Finance – nothing to report at this time

Liberty – nothing to report at this time

HR – please return your evaluation feedback for the Director to Connie.

Policy – nothing to report at this time

Unfinished Business – There was no Unfinished Business.

New Business – There was no New Business

**(2024-069) Motion moved, seconded, and carried – Skinner / Allen**

To adjourn at 6:17 PM