

**FRIENDS OF THE DELTA TOWNSHIP DISTRICT LIBRARY  
FRIENDS' BOARD MEETING MINUTES  
October 11, 2022**

**Call to Order:** at 1:00 p.m. by President Jane Thomas in the Elmwood Room

**Meeting Attendance:**

**Board Members Present:** Sandi Carter, Candy Chatfield, Ellen Dionise, Evelyn Fratzke, Mindy Hummel, Carole Reynaert, Jim Schweitzer, Jan Small Jane Thomas, Terri Westmoreland, and Candace Winiarski

**Absent:** Don Turner

**Library Staff:** Mary Rzepczynski

**Board of Trustees Representative:** None

**Approval of the September 13, 2022 Board Meeting Minutes submitted by Terri Westmoreland:**

Sandi Carter reported one needed correction on the September 13, 2022 minutes. With this correction Jane Thomas made the motion to accept the September 13, 2022 Board minutes as corrected. The motion was seconded and approved by the Board.

**Approval of the September 2022 Treasurer Reports Submitted by Evelyn Fratzke:**

Evelyn Fratzke provided a brief review of the September Treasurer's Report. Jane made the motion to accept the Treasurer's Report as presented. The motion was seconded and approved by the Board. Evelyn reported that she had paid the \$20.00 annual LARA payment (Licensing and Regulatory Affairs).

**Library Director's Report: Mary Rzepczynski:**

Staff:

- The Library's staff in-service was held on Monday, October 10. Sessions included De-escalation training. Township Manager Brian Reed and Human Resources Director Kyla Moore were also in attendance.

Outreach:

- 161 Take-It-&-Make-It Kits for kids and adults were handed out in September.
- DTDL continues to provide free Grab & Go Meal Kits to families this fall in partnership with the Great Lansing Food Bank. We distributed 66 kits in September.

Programs & Services:

- A new dog, Bella, was added to our rotation of Paws for Reading therapy dogs this fall. We currently work with three dogs. Hobbes, (Cavalier King Charles Spaniel), Graham (Old English Sheepdog) and Bella (Golden Retriever).
- Game On, our after-school gaming program is back for the first time since before COVID. Attendance has been growing each week.

- Adult Services resumed Sunday afternoon passive programming, which provides patrons with a variety of activities centered around mental health and mindfulness.
- Becca hosted the community stakeholder meeting for the Michigan Legal Help partnership as Adult Services works at finalizing the Library as an official Self-Help-Center. Adult Services staff will be completing a specialized legal information training provided by the staff attorneys at Michigan Legal Help.

### **Board of Trustees Report: Mary Rzepczynski:**

The Library Board approved financial statements and minutes at their September Board Meeting.

## **STANDING COMMITTEE REPORTS**

### **Bookstore Manager's Report – Jim Schweitzer:**

Jim reported that the new book carts have been well received by everyone.

- DVDs have been relocated to across from the Clerk's desk to provide more visibility to our patrons.
- The price for greeting cards will be increased to twenty-five cents on November 1. The cost for hand made cards remains at \$1.00.
- Kris Fry has again assumed the responsibility of purchasing candy bars to sell in the Bookstore.
- A volunteer is needed to furnish books in the Small Free Library in the Brookside neighborhood. Margaret Galey, who was responsible for this task for many years, has recently relocated out-of-state. Anyone interested in accepting this responsibility, is requested to contact Jim Schweitzer.
- Jim reported that many non-fiction categories need additional space. (history, government, politics)
- Jim continues to bring books from the storage unit into the Bookstore. He estimates that there are less than 80 boxes remaining.
- Also from the Storage Unit twenty boxes were recently donated to Charlotte Library for a book sale; which resulted in a first day sale of over \$2,000. Charlotte only has one book sale a year and uses Book Sale Finder to advertise their sales. Candy reported that she also uses Book Sale Finder for our sales.
- The monthly charge for the storage unit is \$130.00 and has been paid by a volunteer. If it is determined that the storage unit is needed after December of this year the cost of the storage unit will be paid by the Bookstore. This item will be on the November agenda.
- Clerks are reminded to not permit customers into the Sorting Room.
- Last week the book seller from Ludington purchased \$900 worth of books for his bookstore.

### **eBay Committee – Jane Thomas:**

Jane provided an eBay Sales Report, September 4 to October 4, 2022

Items Sold	45
Average Price Per Item	\$34.00
Total Sales:	\$1,526
Net Sales:	\$1,003

## **OLD BUSINESS**

### **Item 1 – Volunteer Appreciation Event - Candy Chatfield, Ellen Dionise and Candy Winiarski:**

The team reported that the event was very successful with many new volunteers attending. The cost of the event was under budget but was much more work for the coordinators.. The TV was won by Betty Simons. Attendees seemed to enjoy sharing conversation more than the games. A possible theme for next year is a High Tea held in the afternoon. (attachment three).

Mary reminded the Board that she needs to sign the township required form whenever alcohol is served in the Library Building.

### **Item 2 – I Bonds - Jim Schweitzer:**

Jim reminded the Board of the discussion from the last month's Board meeting. The current rate of interest is 9.62% which the \$5,000 will earn for the first six months. This is a five year commitment, understanding that we could not touch the funds for the first year; and after that period early withdrawal will cost the previous two months earned interest. After discussion, Jim made the motion to purchase an I Bond for \$5,000. Evelyn will make this purchase.

### **Item 3 –CD Mature Date - Evelyn Fratzke:**

The MSU CD (\$7,021.32) matures in March. This item will be discussed at a meeting after the first of next year, 2023.

### **Item 4 –Membership Cards- Sandi Carter:**

Sandi reported that new memberships are down; therefore her current inventory of new membership cards should be sufficient. Sandi will report at the November Board meeting the cost to purchase more numbered membership cards. Sandi also reported that she and Mindy will be meeting to begin the transfer of Membership Director responsibilities to Mindy Hummel. Sandi will follow-up before the next meeting regarding books to the Charlotte Hospice Store

### **Item 5 - Old Lap Top Computer - Jane Thomas:**

Because of the age of the lap top (more than seven years) , after discussion it was agreed to dispose of the computer.

### **Item 6 - Criteria for Board Member:**

Sandi suggested that access to email be a requirement to be a member of the Board; as periodically motions are made and approved electronically. This item will be added to next month's agenda.

## **NEW BUSINESS**

### **Item 1 - Bookstore and Library Budgets 2023 - Evelyn Fratzke:**

Evelyn provided copies for the two recommended budgets.

The Bookstore Budget had two changes from 2022 budget: (attachment five)

1. Postage/Printing - decreased \$100.
2. Volunteer Appreciation - increased \$200.

Proposed Budget for 2023 - increased \$100. 2022 - \$5,400 / 2023 - \$5,500.

The Library's recommended budget is increased from \$52,000 to \$56,000 for 2023.

Jane requested that the amount earned from eBay sales each month be reduced from \$2,000 to \$1,500.

Evelyn made the motion to accept the proposed Library budget for \$56,000 for 2023. The motion passed.

## **Item 2 - Waverly Schools Librarian Request - Jane Thomas:**

Rhonda Snook, Library Media Specialist for Waverly Community Schools contacted Becky LeBoeuf asking if the Library could donate books to the schools. Becky forwarded this request to Jane Thomas. Rhonda explained to Jane that they had recently received a large donation of books and distributed them to students which was a huge success. Rhonda will gladly transport the books. The Board supported this new opportunity and Jane will contact Rhonda to find out what type of books she would like and report back to the Board at the next board meeting. Jane made the motion that when excess books are available they will be donated to the Waverly School system to be distributed to students. This motion passed.

## **Added Items:**

1. Jim suggested that we offer a BOGO sale November 10-12 (Thursday-Saturday) and another one in February. Jim reported that he will be transporting books from the storage unit before the sale (many are fiction and mystery books.) Jim made the motion to hold a BOGO sale November 10-12, 2022. The motion passed.
2. The Sexual Abuse form no longer needs to be signed annually. Therefore, only new volunteers need to sign this form.

Meeting Adjourned at approximately 2:20.

## **Motions Approved/Accepted:**

Approved: September 13, 2022 Minutes  
Approved: September 2022 Treasurers Report  
Approved: Purchase I Bond  
Approved: Donating Books to Waverly Schools  
Approved: BOGO sale November 10-12, 2022  
Approved: 2023 Library Budget

## **Reminders:**

Next Board Meeting                      November 8, 2022

## Attachment One:

### FRIENDS OF THE DELTA TOWNSHIP DISTRICT LIBRARY

#### TREASURER'S REPORT

September 2022

	September	2022 YTD	Sept 2021	2021 YTD
<b>Income</b>				
Book Store	2,329.15	24,444.14	2,594.05	2,986.55
Book Sale	0.00	2,363.15	0.00	1,290.35
Bake Sale	0.00	433.21	0.00	0.00
Ebay Sales	1,051.68	17,714.77	1,690.82	14,090.92
Candy/Granola				
Bars	83.00	565.00	42.00	64.50
Memberships	5.00	953.00	122.00	122.00
Donations	15.85	1,393.87	10.50	697.50
Other Income	0.00	266.94	97.07	276.34
<b>Total Income</b>	<b>3,484.68</b>	<b>48,134.08</b>	<b>4,556.44</b>	<b>19,528.16</b>

#### Operating Expenses

Office Supplies	0.00	101.49	0.00	20.12
Postage & Printing	0.00	318.64	0.00	132.78
MI Sales Tax & Lic Reg Fees	0.00	599.29	20.00	20.00
FOML	0.00	45.00	0.00	0.00
Publicity & Promotional	0.00	21.62	0.00	0.00
Annual Luncheon/treats	0.00	211.10	0.00	0.00
Ebay Expenses	0.00	121.96	0.00	109.86
Misc	0.00	212.00	0.00	0.00
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>1,631.10</b>	<b>20.00</b>	<b>282.76</b>

#### Operating Exp Budget \$5,400

Beg Balance	Payments	End Balance
3,768.90	0.00	3,768.90

#### Capital Asset Budget \$3,000

Beg Balance	Purchase	End Balance
1,803.35	934.33	869.02

#### Candy/Granola Bar Account

Sales	Purchases	Net Profit
83.00	18.99	64.01
YTD	565.00	331.16
		233.84

#### Library Budget \$52,000

2022 Budget	Beg Balance	Payment	End Balance
	21,821.85	2,062.44	19,759.41

#### Gift Certificates Redeemed

	12.00
YTD	160.00
LYTD	3.00

#### Summary of

<b>Accounts:</b>	Beg Balance	Income	Expenses	End Balance
------------------	-------------	--------	----------	-------------

Checking	8,958.68	2,433.00	3,015.76	8,375.92
*Ebay checking	9,898.90	1,051.68	7,010.33	3,940.25
Savings	18,598.76	5,000.19	0.00	23,598.95
CD	5,012.73	2,008.59	0.00	7,021.32
<b>Total Funds 9/30/2022</b>	<b>42,469.07</b>	<b>10,493.46</b>	<b>10,026.09</b>	<b>42,936.44</b>

## Attachment Two:

### SEPTEMBER 2022 - DEPOSITS AND EXPENSES

<u>DATE</u>	<u>ACTION</u>	<u>CHECK#</u>	<u>AMOUNT</u>	<u>WHOM</u>	<u>TO/FROM</u>	<u>NOTE</u>
	Beginning balance		\$8,958.68			
9/1	Payment	2414	(\$934.33)	The Library Store		Capital exp.
9/13	Deposit		\$761.50	Bookstore (\$753.65); Donations (\$2.85); Membership (\$5)		
9/20			\$492.00	Bookstore (\$788.50 [Seller- \$21.50]); Donations (\$3.50)		
9/22	Payment	2415	(\$18.99)	Virginia Noble - candy		30 bars
9/22	Payment	2416	(\$2,062.44)	Delta Twp. District Library		Budget payment
10/1	Deposit		\$1,179.50	Bookstore (\$1,170); Donations (\$9.50)		
	Ending balance		\$8,375.92			
Gift certificates				Candy - 83*\$1 = \$83		
\$0.50	8	\$4.00				
\$1.00	2	\$2.00				
\$3.00	2	\$6.00				

## Attachment Three:

Board Report October 11, 2022

Volunteer Appreciation Report

60 volunteers were in attendance and enjoyed the social/games time while connecting with new and current volunteers. The weather was ideal for the event. Many door prizes were

donated by anonymous donors and the winning of prizes was fun and satisfying for the winners.

RSVP's remain a concern, but thankfully, those that did not respond were offset by those who didn't RSVP, but came anyway.

Our thanks to Joyce Brennan, Don Turner, Nan Pearson, and Jane Thomas for set up help. Many folks helped with the cleanup @ 7PM, also appreciated.

The meal was well received and many were pleased with the tasty variety of choices.

Jane Thomas gave Years of Service awards to 25 volunteers for 10, 15, 20, 25 30 Service years. Remarks of appreciation were given to the 19 members eBay team as the recipients of the Bette Phelan Volunteer of the Year award. This group sustained our organization through the pandemic & Library closure.

Jane also stated that this award was started in 1987 to recognize one volunteer each year. Now, with our growth of folks volunteering & exhibiting outstanding behavior, it is difficult to choose just one person for the award. The Board has approved the ending of this award.

The committee of Ellen Dionise, Candy Winiarski and Candy Chatfield spent \$505.58 for food and beverages, paper products, plaque engraving.

Certificates/awards were purchased by Jane Thomas at the cost of \$72.37.

The total cost for the event was \$577.95.

#### **Attachment Four - Proposed Bookstore Operating Budget:**

PROPOSED OPERATING BUDGET				
	2022 Budgeted amount	2022 Used to date	2021 Expenses	Proposed for 2023
Office Supplies	\$200.00	\$101.49	\$20.12	\$200.00
Postage/Printing	\$700.00	\$318.64	\$168.11	\$600.00
Sales Tax/Licensing	\$2,400.00	\$599.29	\$20.00	\$2,400.00

FOML	\$100.00	\$45.00	\$0.00	\$100.00
Publicity/Promotion	\$350.00	\$21.62	\$0.00	\$350.00
Volunteer Appreciation	\$1,000.00	\$211.10	\$0.00	\$1,200.00
Ebay Expenses	\$400.00	\$121.96	\$342.69	\$400.00
Miscellaneous	<u>\$250.00</u>	<u>\$212.00</u>	<u>\$0.00</u>	<u>\$250.00</u>
<b>TOTAL</b>	<b>\$5,400.00</b>	<b>\$1,631.10</b>	<b>\$550.92</b>	<b>\$5,500.00</b>

## Attachment Five- Proposed Library Budget:

### PROPOSED 2023 LIBRARY BUDGET

<u>SOURCE</u>	<u>CURRENT</u>	<u>EXPECTED</u>	<u>COMMITTED</u>	<u>AVAILABLE</u>		<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>AVERAGE</u>
Checking	\$8,375.92	\$32,400.00	*\$10,100	<b>\$30,775.92</b>	Books/sales	\$38,550.00	\$40,500.00	\$8,400.00	\$10,650.42	\$24,525.11
eBay checking	\$3,940.25	<b>\$18,000.00</b>	**\$2,000	<b>\$19,940.25</b>	eBay	<u>\$14,517.00</u>	<u>\$16,400.00</u>	<u>\$17,603.00</u>	<u>\$20,095.16</u>	<u>\$17,153.79</u>
Savings	\$23,598.95	\$23,600.00	\$19,759.41	\$3,840.59	Total	\$53,067.00	\$56,900.00	\$26,003.00	\$30,745.58	\$41,678.90
CD (matures on 3-1-2023)	\$7,021.32	\$7,050.00	\$0.00	<b>\$7,050.00</b>						
<b>TOTAL</b>	<b>\$42,936.44</b>	<b>\$81,050.00</b>	<b>\$31,859.41</b>	<b>\$61,606.76</b>						
					Total (donations+ memberships+candy, etc.)	\$58,079.00	\$61,000.00	\$28,590.00	\$34,739.43	\$45,602.11

\*\$1500(Minimum in checking)+**\$5500**(Operating)+\$3000(Capital)

\*\* Minimum required in checking

Recommendation is to set 2023 budget at \$56,000, assuming the library remains open. This represents a \$4,000 increase (7.7%) over the 2022 budget of \$52,000.