

Hamtramck Public Library
Library Board
2360 Caniff Ave., Hamtramck, MI 48212
Minutes from March 10, 2022

Board Members present at the meeting: Raymond Bittner, George Gorday, Sandra Jabril, Jerzy Dabrowski (by proxy), Kathy Kristy and Tamara Sochacka (on Zoom).

Absent: None

The meeting was opened at 6:00 PM. All participants had an opportunity to pick up the report prior to the meeting.

As first order of business - agenda was adopted on a **motion by Mr. Gorday**, seconded by Ms. Jabril, passed.

Minutes from February 10, 2022 meeting were read and adopted, on a **motion by Mr. Gorday**, seconded by Ms. Jabril, passed.

Financial reports and invoice listings were discussed and adopted on a **motion by Mr. Gorday**, seconded by Ms. Jabril, passed.

Under old business, the following were discussed:

Update on the Library staff

Activities of the Friends of the Library

Update of charges for the energy cost (increase) reduction program, that were not approved by the Library Board but imposed on the library by the city despite objections, were noted as follows:

1. January electric bill \$633.83 - Cost savings additional charge of \$409.66 increased the cost of energy by 65% - instead of cost savings
2. February electric bill \$662.48 - Cost savings additional charge of \$409.66 increased the cost of energy by 62% - instead of cost savings
3. March electric bill \$677.50 - Cost savings additional charge of \$409.66 increased the cost of energy by 61% - instead of cost savings
4. April electric bill \$587.36 - Cost savings additional charge of \$409.66 increased the cost of energy by 70% - instead of cost savings
5. May electric bill \$657.46 - Cost savings additional charge of \$409.66 increased the cost of energy by 62% - instead of cost savings
6. June electric bill \$837.75 - Cost savings additional charge of \$409.66 increased the cost of energy by 49% - instead of cost savings

7. July electric bill \$1268.41 - Cost savings additional charge of \$406.66 increased the cost of energy by 32% - instead of cost savings
8. August electric bill \$1318.81 - Cost saving additional charge of \$409.66 increased the cost of energy by 31% - instead of cost savings
9. September electric bill \$1093.09 - Cost savings additional charge of \$409.66 increased the cost of energy by 37% - instead of cost Savings
10. October electric bill \$813.12 - Cost savings additional charge of \$409.66 increased the cost of energy by 50% - instead of cost savings
11. November electric bill \$746.94 - Cost savings additional charge of \$409.66 increased the cost of energy by 55% - instead of cost savings
12. December electric bill \$635.39 – Cost savings additional charge of \$409.66 increased the cost of energy by 65% - instead of cost Savings
13. January electric bill \$716.36 – Cost savings additional charge of \$409.66 increased the cost of energy by 57% - instead of cost Savings

A report was presented on the acquisitions made under the ARPA grant program. It included computer, monitors, scanner and DVD writer for the audio/visual lab. The security system had been ordered and will be installed within a month. The copier/printer has been selected and we expect delivery in about a month. The video cameras shall be ordered as soon credit on the City credit card will allow it and the installation of broadcast equipment in the library will start as soon as the agreement between Library and the City is reached.

A report was presented on the equipment received under TLN administered grant. So far, we have received a canon still camera set, green screen, USB microphone, one high end laptop, five low priced laptops and a six-foot tripod.

There was no progress on the re-establishment of the bank account for Library Fund. It would give the Library Board a better control on withdrawals of money from the Library Fund as well as provide the library with monthly statements on the account standing (as provided by the State Law).

A report was made on the progress of Comcast broadcasting studio. The engineering study has been completed on February 1, 2022 and Comcast has now provided us with cost estimates for dedicated fiber optic line and equipment required for transmission. Currently we are waiting for a decision by the City regarding participation and extent of participation in this venture.

Under new business,

In the Directors report, Ms. Sochacka informed the Board on the children's programs that will be conducted by Rev. Sharron Buttry

The need to change the library open schedule with at least one day a week (Thursday) changed to later operating hours (11 am to 7 pm) to meets the needs of the community.

Library Director informed the Board on the cooperation with Piast Institute on research conducted with involvement of University of Michigan on Eastern European studies.

Library Director also meet with the President of the School Board discussing possible funding that could allow for expansion of Library facility to provide additional space for book collection and programs for school children.

A report was presented on a new grant application for books on art and music.

The Board was informed that the children's book of the month for March is about cats, and the author has recorded for our library a presentation that is available to children on the library website.

With the changes in COVID advisories and mandates, a new library use policy is being prepared for the approval by the Board during the next meeting.

With the new interest about Ukraine, the library has identified book collection that contains historical information on that country.

For the last two weeks, we have been trying to transition from the DUNS number to the UEI number, which is required starting on April 4, 2022 for receipt of federal funds. The transition requires agreement of the "Parent Entity" which in our case is the City of Hamtramck. Up to date, 13 requests have been made to the City of Hamtramck by the Federal Government to permit library to complete that transition. The contact persons supplied to the Federal Government were Kathleen Angerer and Susan Hendricks. Both, Ms. Angerer and Ms. Hendricks were informed by the library that we need to transition and their participation is required. We are still waiting for that process to be completed.

The Library Board was reminded that the Michigan House Bill #HB 5689 (2022) allows Library Boards to continue ZOOM meetings in addition to meetings in person. That change was added to the Open Meetings Act.

A report has been prepared, based on the data from the City's BS&A accounting system. It documents, that during the months of June and July 2021 the City withdrew \$60,177.06 for the two months of payrolls and FICA payment, while the actual expense for that period

were \$29,539.86. The amount withdrawn in excess of actual expenses equals \$30,637.20.

Also, money withdrawn from the Library Fund for accounting expenses totaled \$45,333.36, while the approved accounting fees (twice as high as those charged by a CPA) amounted to \$8,000.00. The unauthorized withdrawals for accounting fees are equal \$37,333.36.

The total unauthorized withdrawals by the City from the Library Fund (which include the two categories listed above) amount to \$67,970.56. Those funds must be returned to the library.

The Library Board was informed that this year, Mr. Robert Przygocki has made another annual donation to the library in the amount of \$2,800.00. Total donations by Mr. Przygocki from 2008 till March of 2022 amount to \$34,750.00. A thank you letter has been sent in appreciation of his financial support of the library.

The statistics for library use for the month of February were presented. Also, a printout from the Library of Michigan shows the current service population and classification of the library for the current fiscal year.

A new version of manual "Public Library Financial Management Guide" has been published by the Library of Michigan. It describes types of library accounting systems, which include: in-house accounting by library staff, third party accounting contracted with private bookkeeping firms, and accounting contracted with the municipal accounting department. Library Funds must be kept in a separate bank account, and periodical accounting reports must be submitted to the municipality on regular basis. This manual, over a hundred pages, was presented during a financial seminar conducted by the Library of Michigan, and three individuals from library staff and Board of Directors participated.

The library has applied for LSTA grant to cover some of the cost of the Summer Reading Program for children. The application has been filed on time, however award of the grant is conditional on the permission of the City to transition the DUNS number to UEI number, and signature of the city's fiscal agent allowing the library to receive the funding. At the time of February Board meeting, the city has not completed those requirements.

The February report for the Library Board also includes email copies and dates of correspondence regarding unauthorized transfers of money from the Library Fund to the City's General Account. The requests ask for return of money in excess of actual expenses, however the responses do not address the questions asked. Instead, the responses talk about the accuracy of actual expenses, which were not in question. It seems that the city does not understand the issue, or their intent is to change the subject without answering the disputed information.

Next the Library Budget for the fiscal year 2022-2023 was discussed. The budget categories were based on the actual income and expenses as they occurred in the 2020-

2021 fiscal year. The most significant change in the budget was in the area of reimbursements. Since reimbursements are not the same as income, they were inserted as credits along with expense categories. The reason for including them with the expense categories is because they are one-time refunds of actual expense. They are not a revenue stream. This method does not inflate the budget totals and presents more accurate picture of library finances. After detailed discussion the budget was approved on a motion made by Mr. Gorday, seconded by Ms. Kristy, passed.

The Library Board was presented with current update on the loss of money created by the Energy Cost (increase) Reduction Program. This program imposed by the city without approval of the Library Board is increasing the cost of energy between 30% to 70% (depending of actual energy use). This additional expense close to \$5000.00 a year replaces the \$200.00 a year cost of replacing burned out light bulbs. Over 10-year period it will drain close to \$50,000.00 from the Library Fund, without providing any real benefit. The Library Board wants to remove the library from that program, to stop the future loses.

A motion was made by Mr. Gorday to reschedule the next meeting of the Library Board planned for April 14, a day before "Good Friday" the week of "Easter" to April 21, 2022. It was seconded by Ms. Kristy, passed.

The meeting was adjourned at 8:00 pm on a motion made by Mr. Gorday, seconded by Ms. Kristy, passed.

Minutes taken by Gregory Kirchner