

Madison County Library  
Board of Directors Meeting  
Minutes (draft)  
November 15, 2023

**Attending:** Charles Carter, Katy Cashman, Sam Cate, Joe Goodall, Diane Heckel, Gary Jones, Ruth Miles, Jill Quinley, Kate Rakowski, and Bonnie Utz

**Unable to Attend:** Tracy Tanner Bond, Lorie Davis, Jim Jewett, and Cindy Taylor

**Opening:**

Diane called the meeting to order at 7:01 PM.

Katy pointed out that Bonnie was listed as attending and unable to attend in the draft minutes of our September 20, 2023 meeting. The minutes were corrected to read she was unable to attend. Katy moved for our approval of the amended minutes, Ruth seconded, and the board approved the corrected minutes.

**Library Director's Report**

**Library Statistics 7/1/23 thru 11/13/23**

Circulation totals: **18,418**

Overdrive e-book usage: **1,572** by **162** patrons

Patrons Added: **70** Adult **28** Child

Updated Patrons: **483**

WiFi usage: **1,983** sessions **2704** hrs

Titles added: **672**

**Update**

Since our last meeting, the staff and I have been busy. We have had 11 story times, 11 visits to the Early Learning Center, 3 to the Head Start Classes at the Primary School.

Once to help the Primary School with "Read for the Record", a national campaign to bring young children together with valued grownups in their lives to read the same book, on the same day, in communities all over the world. Most importantly, I went once to talk to the parents of the Head Start children to re-enforce just how important reading is! I also went to the English as a Second Language picnic to pass out Library literature in both English and Spanish.

The LVA has done some work on our new website and has requested the staff to look at the individual pages and see what we would like to keep and what we need to change. I would welcome you all to look at and evaluate our pages.

**Activities**

The Medicare Program with Nancy Williams is scheduled for Nov 18<sup>th</sup> at 2:00. She does a wonderful job of explaining your choices of options, without making your choices for you or pushing you to buy theirs.

The Fraud program rescheduled until January 18<sup>th</sup> at 2:30 because of training reasons at the sheriff's office.

Gary and I are working on the Bibliostat state report that is due Dec. 15<sup>th</sup>.

I am working on the MCEF grant application due Dec. 1.  
 I have entered 195 and written 185 Thank you letter to donors.  
 I'll be attending the Region 6 Directors meeting on Friday the 17<sup>th</sup>.  
 We have purchased some Vox children's books to see if our patrons will like them. For those who no longer have a CD player these are great.

**Treasurer's Report:** Gary reported the July 1, 2023 to October 31, 2023 account summary. The library received \$131,025.63 in income for the period. Expenses for the period were \$31,206.36. Aid from the Virginia State Library was \$34,012.67 with \$25,616.13 already expended. Friends of the Library's balance is \$4,139.73. Donations total \$13,298.25. The annual fund-raising letter response to date totals \$18,508 donated less \$4,798.75 in expenses for net of \$13,709.24.

**Budget Request:** Bonnie and Gary presented the proposed July 1, 2024 to June 30, 2025 library budget. Bonnie shared with the board that the median local government contribution to their libraries was \$30 per citizen. Madison contributes \$19 per citizen.

2024-2025 Library Budget	2023-2024	2024-2025	Change
<b>Virginia Library State Aid/ Expense Items</b>	<b>Budgeted</b>		
Audio	\$6,000.00	\$ 6,000.00	\$0.00
Blue Ridge Consortium/ EBooks	3,000.00	3,000.00	0.00
Books	32,900.00	32,900.00	0.00
Business Travel/Books	450.00	450.00	0.00
Computer Software/Hardware	4850.00	4,000.00	(850.00)
Dues Associations	150.00	150.00	0.00
E-Rate Services and E Books	2,000.00	2,000.00	0.00
Furniture Fixtures (State Aid related)	4,765.00	4,266.00	(499.00)
Maintenance copier contract	450.00	450.00	0.00
Story Hour	2,447.00	2,447.00	0.00
Summer Reading Program	5,149.00	5,149.00	0.00
TLC Catalog System	8,930.00	8,930.00	0.00
Video/Micro Film	250.00	250.00	0.00
<b>Total State Aid</b>	<b>\$71,341.00</b>	<b>\$ 69,992.00</b>	<b>(\$ 1,349.00)</b>
<b>Personnel</b>			
Payroll	\$147,523.00	154,900.00	\$7,377.00
Employer's Share of Payroll Taxes	17,385.00	18,254.00	869.00
Workman's Compensation	350.00	400.00	50.00
Health Insurance	3,215.00	3,500.00	285.00
<b>Total</b>	<b>\$168,473.00</b>	<b>\$ 177,054.00</b>	<b>\$8,581.00</b>
<b>Utilities/Services</b>			
Electricity	\$ 8,324.00	\$ 8,740.00	\$416.00
Propane	2,234.00	2,346.00	112.00
Telephone Internet	10,800.00	11,500.00	700.00
Trash Pickup	510.00	535.00	25.00

Water/Sewage	1,000.00	1,050.00	50.00
<b>Total</b>	<b>\$22,868.00</b>	<b>24,171 .00</b>	<b>\$1,303.00</b>

**Program**

Scholarship	<b>\$1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 0.00</b>
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<b>Other Expenses</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Change</b>
Advertising	\$ 100.00	\$ 100.00	\$ 0.00
Audit	3,300.00	3,300.00	0.00
local business/travel	100.00	100.00	0.00
Miscellaneous	200.00	200.00	0.00
<b>Totals</b>	<b>\$3,700.00</b>	<b>\$ 3,700.00</b>	<b>\$ 0.00</b>

**Fund Raising Promotional Expenses**

FOL Fund Raising Expenses	\$ 400.00	\$ 400.00	\$ 0.00
BOD Fund Raising Expenses	4,900.00	\$4,900.00	\$ 0.00
<b>Total</b>	<b>\$5,300.00</b>	<b>\$5,300.00</b>	<b>\$ 0.00</b>

**Building/Office**

Building Maintenance	\$4,825.00	\$ 5,066.00	\$241.00
Contracted Services	10,500.00	14,000.00	3, 500.00
Furniture/fixture	2,000.00	2,000.00	0.00
Insurance General Building	3,000.00	3,950.00	950.00
Intuit Subscription	1,000.00	1,450.00	450.00
Janitorial Supplies	500.00	500.00	0.00
Office Supplies	4,000.00	4,000.00	0.00
Postage	1,150.00	1,500.00	350.00
<b>Total</b>	<b>\$26,975.00</b>	<b>\$ 32,466.00</b>	<b>\$5,491.00</b>

<b>Total Budget</b>	<b>\$299,657.00</b>	<b>\$ 313,683.00</b>	<b>\$14,076.00</b>
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<b>REVENUES</b>	<b>2023-2024</b>	<b>2024-2025</b>	
Total State Aid	\$ 71,341.00	\$ 69,992.00	(1,349.00)
Total County Aid-Requested	170,600.00	184,400.00	13,800.00
Town of Madison- Requested	1,000.00	1,000.00	0.00
Library Revenue-Estimated	51,873.00	55,000.00	3,127.00
<b>Totals</b>	<b>\$294,814.00</b>	<b>\$ 311,392.00</b>	<b>\$ 15,578.00</b>

**County Budget Increase Requested** **\$ 13,800.00**

Kate moved that the board approve the proposed budget for presentation to the Madison County Board of Supervisors. Ruth seconded the motion, and the board approved it.

**Committee Reports:**

Jill reported that **The Friends of the Library** plans an event on December 9 at 3 PM at the library. Members of the Madison Forensics team will present their pieces. Attendees will have a opportunity to donate to the Forensics team's travel fund and enjoy a dessert social.

Reporting for the **Grounds and Maintenance Committee** Charles reported that the sign had been moved. In moving the sign some of the track had become loose enough to allow the letters to fall through. Kate said she would stay in contact with the company to ensure that they repaired the letter track.

Gary said that the shrubs had been pruned and the handicap designations in front of the library painted over with black paint.

Kate, reporting for the **Nominating Committee**, said that Charles Carter, Gary Jones and Jill Quinley have all agreed to serve another four-year term. Kate moved, Ruth seconded, and the board elected Charles, Gary and Jill to the board.

Bonnie shared that she had been thinking about **Expansion Committee** first meeting with David Puckett, of FPW Architects. She was having second thoughts about having just meeting spaces downstairs and was wondering about possibly locating the children's section and services down there. The board decided that we would not schedule a second meeting with Mr. Puckett until our January meeting.

Our next meeting will be Wednesday January 17, 2024 at 7 PM.

Charles moved, Ruth seconded for adjournment and the meeting adjourned at 8:37 PM.