

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

March 17, 2025

The Milford Public Library Board of Directors met with board members present: Clay Brooks, Mindy Brooks, Dee Kinney, Katy Stoller, Sally Cline and Oscar Hernandez. Visitors Mary Duncan and Nancy Levernier from Friends of the Library attended. Janna Stollery will be sworn in at the next board meeting. Julie Frew was present for the meeting. Guests Tammy Cotton and Crystal Lewallen came to talk to the board about renting our building.

After reviewing the minutes of the January regular board meeting and Finance Board annual meeting, Dee made a motion to accept the minutes as presented, Oscar 2nd the motion, it was passed.

The February Financial Report was reviewed by the board. Katy made a motion to accept the report, Dee 2nd the motion, it was passed.

LIBRARIANS REPORT

- Open 24 days, 16 new patron cards
- Summary of 2024 Library Statistics:
 - o Resident Users = 1,217
 - o Paid Non-Resident Users=49
 - o Non-Resident School Employees=6
 - o Non-Resident Library Employees=3
 - o TOTAL # REGISTERED USERS=1,275
 - o Total Assessed Valuation=\$421,715,280
 - o Operating Tax Rate = 0.0559
 - o Population Served=4,903
 - o Total Operating Income=\$369,849
 - o Total Operating Expenditures=\$328,736
 - o Total Circulation=54,522
 - o Total in-person, onsite library programs=130
 - o Total attendance at in-person, onsite programs=1,715
 - o Total in-person, offsite library programs=42
 - o Total attendance at in-person, offsite library programs=330
- Stephanie Byler won a \$25 Subway gift card on the 21st. She is one of 59 adults signed up for the Adult Reading Club this year.

- Kristina took STG to New Beginnings to read stories about Polar Bears to 4 children (3-5 years) and 2 adults.
- Felicia had ST on the 26th. Her theme was Snowmen. AM had 4 adults and 5 children. PM had 4 adults and 3 children.
- Amber Haab won a \$25 gift card to Kohl's in our ARC drawing on the 28th.
- February LEGO Challenge had 8 participants build a heart. Edyn Flora, age 5, won the challenge and took home a new LEGO kit for her prize.
- LEGO Saturday was March 1st. There were 2 adults and 2 children attending.
- Laura Green said she could work here this summer. This will be her third summer with us. She will make \$11.03 an hour. That means Julie only has to hire one summer helper.
- Kristina took STG to New Beginnings on the 4th. She had 2 adults and 6 children listen to stories.
- Friends met at 1pm with 11 attending. Julie attended the meeting and asked for money for the Bob Shea author visit and for help paying for the new children's furniture. After answering questions, Julie left their meeting so they could discuss. They said no to the requests. Julie called Brenda Bethel (President of Friends) and asked if the Friends were saving the money for something she didn't know about. No.
- Kristina took STG to New Beginnings on March 11. She had 3 adults and 5 children attend.
- Felicia did ST on the 12th. Her theme was St. Patrick's Day. AM had 5 adults and 4 children. PM had 5 adults and 3 children. That was the last Winter ST. Spring ST begins April 16th due to Spring Break.
- Operating income for February was \$7,577.10.

COMMITTEE REPORTS

- Personnel –

- o Clay Brooks

- o Mindy Brooks

- o Dee Kinney

- o Karl Stutzman is the candidate the board selected, some final details are being worked out with start date and insurance/pay balance. He has asked that we do not make any type of announcement until his current employer has found a replacement and are ready to announce the change on their end. Julie would like for Karl to see some of Summer Reading to know how it works. It runs June through July.

- Facilities – Rental property and lighting project – have not advertised building for rent yet. It is on the library web site.

- o Clay Brooks

- o Sally Cline

- o Dee Kinney

- o Sally got quotes for electrical work from Ritter electric. An itemized bill was reviewed. The Facilities committee will review the details and make a recommendation to the board to move forward with.

- Computers

- o Clay Brooks

- o Oscar Hernandez

- o Katy Stoller

- o Mindy Brooks

- Finance

- o Clay Brooks

- o Katy Stoller

- o Oscar Hernandez

- o Mindy Brooks

- Succession Committee

- o Clay Brooks

- o Oscar Hernandez

- o Mindy Brooks

- o Sally Cline

- o Katy Stoller

GUESTS

Tammy Cotton and Crystal Lewallen from LITE (Living in Transition Effectively) visited to present information on a new program they are starting for youth in the area. They are interested in renting the annex building. They are currently using the Methodist Church and Parsonage building. They are a 501C3 faith-based organization. They have an Indiana recovery community certification through the state for two years. They have been asked to serve 6 counties now and have been asked to add 3 more. They work with organizations within the counties to collaborate for services. They have five different arms of their organization.

Recovery Café started in Seattle, there are now 25 in Indiana, only 77 across the rest of the US. There are strict requirements to qualify, and all staff is trained. They currently have about 50 members. Life skills programs are presented at each meeting.

Teen support group (RISE) has been added since 2023 for teens aged 13-19 on Sunday nights. Have partnered with Teen Court and Juvenile probation with referrals too. All are welcome to attend. It has expanded to have an additional office in Warsaw.

The new project is Discovery Café - young people 13-17 years old facing mental health, substance use or other challenges. Recovery support for any issues or trauma are available. The timeline – application through We Bloom February 28 due. 501C3 required, along with application and membership as Recovery Café. They are working on a three- year grant through the state (Rural communities Opioid Response program) to provide for startup costs, staffing, supplies. If approved, training will start April 25. Launch day planned for September 1, 2025 if all goes as planned. They plan to open with the existing staff. Two days a week for approximately 4 hours planned, on Mondays and Thursdays. There would be a social activity once a month, usually on Saturdays.

Office space is needed for 2-3 staff. There is something planned 7 days a week at the church now, other groups may start meeting as well. There are usually 2 people in the church office during the week. The office space would be used part time.

To get the facility functional for what they need, they would like to paint the main room, adding some comfy furniture. The grant would provide tables for the dining areas and utilities. They receive a lot of offers for donations for furniture and other items to fill the space. Expecting that July 1 would be a good time to start setup. Most meals would be prepared at the church and the small existing kitchen would be used for warming, etc. They would probably need to add a refrigerator. They would carry their own insurance. The previous renters took care of grass and snow shoveling. They work with Kyle, so would probably continue with him. Wireless Internet would be required, they would get access to that. The group discussed funding for rent, it would be covered in the grant. They are estimating somewhere between \$500-1,000. They will hear back about the grant at the end of March. April 14 is the due date for the funding grant. They should know by mid-May if they have funding.

OLD BUSINESS

- Director's office remodel – drawers are in, and locks are now working. The invoice from Kenny is received, the additional work was \$315 for the drawers. \$3,655 was paid in December from LIRF.
- o The Ritter electric quote was reviewed and the facilities committee recommends adding a second internet jack as recommended by Blue Byte. The estimated amount is \$2,400.
- o The storage bins from Lori are being emptied. Julie estimates they are keeping 50% of the bins provided.
- o To cover the above remaining costs to finish the office remodel, Dee proposed allocating an additional \$4,500 from LIRF. Oscar seconded the motion, which was passed.
- Children's furniture - two tables and 8 chairs have been ordered. Chairs were around \$2,000, tables were around \$1,700. Chairs and tables have arrived and thanks to Oscar, are assembled and in the children's department.
- Dynamic landscaping sent a quote for three visits – spring cleanup \$350-1,200 – pre-emergent and mulch, summer maintenance \$350-750 per visit, fall cleanup – pre-emergent, trimming, leaf removal \$350-1,500. May need an additional summer weed visit or two. Clay will follow up to get a proposal.
- Author Bob Shea visit was discussed. Julie is waiting to hear back from Nappanee to see their interest. Nappanee PL would like to have him in the morning. Milford's visit would be at 2pm and Warsaw PL

would have him late afternoon if approved. Julie received an anonymous donation of \$1,900 specifically to be used for the author visit. The rest of the cost will be split between Nappanee and Warsaw if approved by their boards. The board does still need to vote on having this event.

NEW BUSINESS

- Blue Byte bid for four laptops to replace the adult laptops that are scheduled for replacement this year. \$2,500 total is the quote for the hardware and software. Oscar made a motion to accept the proposal, Dee 2nd, the motion passed
- This year's Kosciusko Community Foundation grant for 2025 was \$6,139. Katy made a motion to reinvest back into the endowment. Sally 2nd, the motion passed.
- Senate Bill 1 was discussed. Last Friday an executive order was issued that would eliminate the only federal source that helps to fund libraries, the Institute of Museum and Library Services . It helps to pay for Evergreen, the courier service and other services. It is estimated that we would lose the following amounts: \$13,530 in 2026, \$25,900 in 2027, \$34,670 in 2028. There is a possibility that the funding requirement would be pushed to the state and/or county. It is all indefinite now, but all are encouraged to write letters to their local representatives.
- Dee made a motion to pay the bills, Oscar 2nd and the motion and it was passed.
- Dee made a motion to adjourn the meeting, Mindy 2nd and the motion was passed.

Mindy A. Berg 4/21/25