

Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for March 10, 2025

6:30 p.m.

1. CALL TO ORDER

The meeting was called to order by President Alaina Kwiatkowski at 6:30 p.m. All present.

Approval of Agenda

A motion to amend the agenda was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed. Amended items include:

- Reserved time for President comments
- Discussion about the CD under the Treasurer's report
- Discussion about the Circulation Assistant wage rate

A motion to approve the amended agenda was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

2. MINUTES

Motion to approve the minutes of the board meeting on February 25, 2025, was made by Sonja DeJong and supported by Alaina Kwiatkowski. The motion passed.

3. RESERVED TIME: BOARD PRESIDENT

Comments made by Alaina Kwiatkowski, Patmos Library Board President:

“Before we get started tonight, I wanted to clarify our budget discussion from February's meeting as it seems there has been confusion in the community regarding the discussion and the board's intentions with our 2025/2026 budget.

- At our February 10 meeting, the board discussed the long term need for the library to have a balanced budget. We also estimated a net loss of \$43,500 for our 2025/2026 fiscal year to be able to fully fund the library without needing to cut important library services. To be clear, the board is not and was not recommending that we cut services for the 2025/2026 fiscal year. We discussed the current unbalanced budget to highlight the need long term for increased funding via a millage for the library. We would much rather balance the budget by increasing our funding as opposed to cutting back services.
- We also recognize that the community may not be ready this year to approve an increased millage. This is something we will be working on and discussing more in the coming months.

- To start a transparent and honest discussion about library funding levels, the board asked our administrative director to put together a theoretical proposal for what it would look like to balance the budget under our current level of funding. The purpose behind this is to start to show the community exactly what increased funding is needed for. We currently have funds that can be used to make up the deficit spending, but these funds are not endless.
- Our long-term goal for the library is to grow its funding to a more sustainable level. An important part of this process is transparency with the community about the library's budget and current funding shortfalls. This will take time, but we are committed to seeing a thriving library in this community".

4. PUBLIC COMMENT

Comments made by:

- Marcia Frobish, Canyon Run Drive: noted the library has \$100,00 in a CD and \$200,000 in checking, winter taxes of about \$230,000 will be received soon. Our excess money can support overages in the budget for five years.
- Tricia Kryda- Suntree Ave: Requests the library board speaks with the staff before any cuts.

5. TREASURER'S REPORT

- A motion to approve the February bills and cash disbursements was made by Alaina Kwiatkowski and seconded by Donna Rotman. The motion passed.
- The CD of \$100,000 matures in April. The board treasurer recommends the board liquidate the CD so the money is visible and accessible in the library's checking account.
- For full transparency of library funds, a motion was made by Alaina Kwiatkowski to liquidate the CD in April and deposit the value in the library checking account. The motion was supported by Betty Besteman. The motion passed.

6. LIBRARY REPORT

- Children's Services attendance was 586. Most popular programming included Little Listeners Storytime (77) and Saturday Storytime (42).
- Adult Services attendance was 181. Mah Jongg (16) and Charcuterie 101 (14) were the most popular in-person February activities.

7. PERSONNEL COMMITTEE REPORT

- Donna Rotman made a motion to proceed with second interviews for two candidates for the open Adult Services and Head Librarian position. Alaina Kwiatkowski seconded the motion. The motion passed. Interviews will take place on Tuesday the 18th at 6:00 PM and 7:00 PM. The meeting will begin at 5:45 PM.

8. UNFINISHED BUSINESS

- Budget 2025-2026. (Reference: the initial budget proposal discussed in February was \$305,600, which is a projected loss of \$43,000). The library has savings to cover the projected loss.

In response to the February board request for the Administrative Director to provide theoretical balanced budgets looking at programming as one example and salary adjustments as a second example to highlight the need for additional funding, three budgets were proposed:

- Option 1: Proposed budget of \$297,900
 - Option 2: Proposed budget of \$307,700
 - Option 3: Proposed budget of \$322,700
 - Following a lengthy line-item discussion by the board, a motion was made to approve a budget of \$317,900, which includes 277,700 in projected revenue and \$40,200 from savings accounts. See Appendix A for the 2025/2026 approved budget. A motion was made by Alaina Kwiatkowski to approve the 2025/2026 budget of \$317,900 and supported by Bridgette Leyendecker. The motion passed.
 - The approved '25-'26 budget is consistent with spending from last year's budget. No expenses can be incurred over the approved budget without consultation with the board to work through any overages.
 - We have savings to cover continued budget losses for a small number of years. The library will require additional funding or be forced to make drastic cuts down the road.
 - The board discussed how our millage funds expire after this year, and we will need a millage request on an off-election year (2025).
 - Moving forward, the administrative director has been asked to eliminate umbrella accounts in the budget for full transparency, and the board discussed that capital expenditures will be itemized in the budget.
- Part Time Employee Paid Time Off. The recommendation submitted by the Administrative Director for annual paid vacation time for part-time employees was:

Hours Worked Per Week	Annual Paid Vacation Time
1 – 9 hours	7.5 hours
10 – 19 hours	15 hours
20 – 29 hours	30 hours
30 – 39 hours	60 hours

The board suggested a revision for the April meeting creating a prorated amount of yearly vacation for part time employees based on the current policy for full-time employees of 30 hours weekly receiving 60 hours annual vacation. The Administrative Director will submit a proposal in April for part time employees will receive the same percentage accrual of vacation time.

- Adult Services and Head Librarian Job Description. A motion was made by Betty Besteman to reinstate the physical demand far vision requirement of 20 feet or further and

the near vision requirement at 20 inches or less. Motion was seconded by Alaina Kwiatkowski. The motion passed.

- The Administrative Director submitted a proposal for payment to library staff covering the duties of the vacant position, Adult Services and Head Librarian. The hours will be tracked by a spreadsheet created by the Administrative Director and for each hour worked in this role the employee will receive \$4 additional per hour. A motion was made by Alaina Kwiatkowski to approve \$4 an hour additional to staff when working hours directed related to Head Librarian and Adult Services through a document tracked by the Administrative Director. The motion was seconded by Betty Besteman. The motion passed.
- Circulation Assistant Wage Rate: the chair of the Personnel Committee, Donna Rotman, brought a recommendation that the wage rate for this position be raised to \$14. The current rate is the same as high school shelvers hourly wage. A motion to raise the rate for the Circulation Assistant to \$14, effective immediately, was made by Donna Rotman and seconded by Alaina Kwiatkowski. The motion passed.

. NEW BUSINESS

- Patmos Library Staff Evaluation Form. The updated form created by the Administrative Director was supported by the board. A motion to approve the new Patmos Library Staff Evaluation form was made by Alaina Kwiatkowski and supported by Tahnee Mitchell. The motion passed. See Appendix B for the updated form.
- Final Interview Questions. The two final candidates for the position of Adult Services and Head Librarian will be interviewed for 45 minutes each at a special board meeting on Tuesday, March 18. The meeting begins at 5:45 p.m. Following discussion and input, the final interview questions were identified. A motion to approve interview questions was made by Alaina Kwiatkowski and seconded by Betty Besteman. The motion passed.

10. BOARD MEMBER COMMENTS

None.

11. ADJOURNMENT

A motion to adjourn the meeting at 8:04 p.m. was made by Alaina Kwiatkowski and supported by Donna Rotman. The motion passed.

Appendix A:

2025-2026 Budget

Revenues				
Account Description	23-24 Actual	23-24 Budget	Proposed Budget	Amended Budget
Taxes	\$ 237,031.60	\$ 193,725.34	\$ 237,000.00	
Delinquent Taxes	\$ 735.41	\$ 100.00	\$ 600.00	
State Grant - Library	\$ 10,834.53	\$ 6,817.24	\$ 10,000.00	
Bear Revenue - Library	\$ 872.39	\$ -	\$ -	
Local Community Stabilization Share	\$ 4,577.31	\$ -		
Penal Fines	\$ 28,954.72	\$ 28,439.57	\$ 25,000.00	
Fines	\$ 2,747.82	\$ 750.00	\$ 550.00	
Interest	\$ 4,643.27	\$ 100.00	\$ 2,500.00	
Property Hall Rental	\$ 825.00	\$ 1,000.00	\$ 500.00	
Materials Rental	\$ 361.17	\$ 1,500.00	\$ 250.00	
Reimbursements	\$ 5,433.96	\$ 200.00	\$ -	
Donations	\$ 1,306.04	\$ 1,200.00	\$ 1,300.00	
Additional Income	\$ 2,799.02	\$ -	\$ -	
Transfer IN - (TWP) General Fund		\$ -	\$ -	
Transfer IN - General 949		\$ 64,630.85	\$ 30,200.00	
Capital Projects Fund		\$ -	\$ 10,000.00	
Total Revenues	\$ 301,122.24	\$ 298,463.00	\$ 317,900.00	

Expenditures				
Account Description	23-24 Actual	23-24 Budget	25-26 Proposed Budget	25-26 Amended Budget
Salaries & Stipends	\$ 128,410.44	\$ 150,000.00	\$ 155,000.00	
Social Security Taxes	\$ 6,612.16	\$ 4,060.00	\$ 7,500.00	
Medicare Taxes	\$ 1,861.96	\$ 1,771.00	\$ 2,200.00	
Employer Pension Plan	\$ 1,305.83	\$ 7,500.00	/	
Supplies	\$ 18,651.34	\$ 10,000.00	\$ 11,000.00	
Books	\$ 29,331.47	\$ 34,500.00	\$ 30,000.00	
Digital Services	\$ 6,131.16		\$ 20,000.00	
Computers	\$ 11,099.32	\$ 6,532.00	\$ 4,000.00	
Contracted Services	\$ 23,421.25	\$ 32,000.00	\$ 25,000.00	
Insurance		\$ -	\$ -	
Workman's Comp	\$ 1,759.16	\$ 3,000.00	\$ 2,000.00	
Accounting and Payroll Services	\$ 1,545.24	\$ 2,000.00	\$ 1,600.00	
Auditing Services	\$ 500.00	\$ 600.00	\$ 600.00	
Legal Services	\$ 36,756.00	\$ -	\$ 5,000.00	
Miscellaneous	\$ 3,899.96	\$ 3,500.00	\$ 2,000.00	
Programming	\$ 14,133.83	\$ 14,000.00	\$ 15,000.00	
Repairs & Maintenance	\$ 15,190.09	\$ 7,000.00	\$ 5,000.00	
Utilities	\$ 17,034.19	\$ 15,000.00	\$ 17,000.00	
Telephone	\$ 8,208.14	\$ 7,000.00	\$ 5,000.00	
Capital Outlay	\$ 17,850.00	\$ -	\$ 10,000.00	
Total Expenditures	\$ 347,091.67	\$ 298,463.00	\$ 317,900.00	

Total Excess (Deficit) of Revenue over Expenditures	\$ 45,969.43	\$0.00	\$0.00	
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Projected Beginning Fund Balance	667,231.21	Not included	554,961.78	
Projected End Fund Balance	\$ 621,262.17	Not included	\$ 514,761.78	

Appendix B

Patmos Library Staff Evaluation Form

Employee Name: _____ Date: _____
 Employee Job Title: _____ Library Director: _____

5	4	3	2	1
Outstanding	Meets Expectations	Room for Improvement	Improvement Required	Action Necessary
Category	Points to Consider	Rating	Notes	
Expectations & Professionalism	<ul style="list-style-type: none"> — Organizational skills — Self-motivation and/or initiative — Punctuality and dependability — Maintains professional demeanor and image — Ability to prioritize and problem solve — Willingness to ask for help and learn from mistakes — Familiar with policies and procedures 			
Job Knowledge & Skills	<ul style="list-style-type: none"> — Consistently delivers high-quality work in a timely manner — Performs an appropriate mix of duties — Takes ownership over accuracy and quality of work — Ability to perform duties without direct oversight 			
Adaptability & Growth	<ul style="list-style-type: none"> — Assumes temporary work assignments as needed — Shows flexibility in adapting to changing conditions — Embraces continued education and grasps new ideas, techniques, and technology 			
Patron & Staff Interaction	<ul style="list-style-type: none"> — Positive communication with coworkers and patrons — Contributes to a friendly environment — Demonstrates a positive attitude verbally and physically — Approaches criticism positively — Willingness to teach patrons skills they need to locate materials 			
Library Resources & Technology	<ul style="list-style-type: none"> — Ability to assist patrons and coworkers or refer them to the appropriate staff member — Ability to handle all aspects of ILS — Ability to conduct subject, etc. searches — Ability to troubleshoot technology errors 			

Wage Recommendation: _____

Notes – Comments / Justifications / Accolades / Improvement Plans:

Employee Signature: _____ Director Signature: _____

By signing this document both parties agree with the above assessment and/or performance improvement plans



Patmos Library SELF Evaluation Form

Employee Name: _____ Date: _____

Employee Job Title: _____ Library Director: _____

5	4	3	2	1
Outstanding	Meets Expectations	Room for Improvement	Improvement Required	Action Necessary

Category	Points to Consider	Rating	Notes
Expectations & Professionalism	<ul style="list-style-type: none"> — Organizational skills — Self-motivation and/or initiative — Punctuality and dependability — Maintains professional demeanor and image — Ability to prioritize and problem solve — Willingness to ask for help and learn from mistakes — Familiar with policies and procedures 		
Job Knowledge & Skills	<ul style="list-style-type: none"> — Consistently delivers high-quality work in a timely manner — Performs an appropriate mix of duties — Takes ownership over accuracy and quality of work — Ability to perform duties without direct oversight 		
Adaptability & Growth	<ul style="list-style-type: none"> — Assumes temporary work assignments as needed — Shows flexibility in adapting to changing conditions — Embraces continued education and grasps new ideas, techniques, and technology 		
Patron & Staff Interaction	<ul style="list-style-type: none"> — Positive communication with coworkers and patrons — Contributes to a friendly environment — Demonstrates a positive attitude verbally and physically — Approaches criticism positively — Willingness to teach patrons skills they need to locate materials 		
Library Resources & Technology	<ul style="list-style-type: none"> — Ability to assist patrons and coworkers or refer them to the appropriate staff member — Ability to handle all aspects of ILS — Ability to conduct subject, etc. searches — Ability to troubleshoot technology errors 		

Where do you see room for growth?

What are you most proud of?

What are you looking forward to?

Any feedback, comments, or concerns?
