

Finance Committee Minutes - February 8th, 2023

Board Members Present: Robert Firth, Stacey Schmitt, Dalton Tornadoen

Staff: Joyce Elder, Brian Nyp, CPA.

Called to Order - 10:10a.m. - Bob Firth

Discussed:

1. Clarification of annual budget for director job posting
2. Requested CPA's assistance with Annual Financial Report for Annual Meeting to be completed within 3 weeks, on or near February 20th.
3. Committee laid out expectations with CPA of concluding the process of bringing the year end bookkeeping into proof up to and including 2022.
4. The CPA is to work with Gordon, CPA(Auditor) to complete library audit ASAP.
5. The Committee asked if the CPA would be able to assist with Budget preparation if the library was without a director when it was time to begin the budget process, CPA is available to assist with this process.

Adjourned, 10:56 a.m.

Submitted by Dalton Tornadoen, Board Secretary

Treasurer's Report  
for the  
Linwood Community Library  
Board Meeting  
February 28, 2023

General Fund (GF) Checking account balance as of 1-31-2023 was \$371,863.79. The GF Checking account has been proven to QuickBooks through 1-31-2023 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 1-31-2023 was \$151,174.64. The CIF Checking account has been proven to QuickBooks through 1-31-2023 noting no difference.

Petty Cash was counted by Teresa on 2-21-2023. She stated the balance was \$40.00.

FY2022

Fund	Beginning Cash	Revenue	Expense	Payable	Ending Cash
Capital Improvement	150,094.33	901.60			150,995.93
Employee Benefit	4,109.63	12,687.69	10,230.54		6,566.78
General Fund	127,731.53	273,676.41	193,827.64	128.66	207,708.96
<b>Total</b>	<u>281,935.49</u>	<u>287,265.70</u>	<u>204,058.18</u>	<u>128.66</u>	<u>365,271.67</u>

	Checking Account	214,275.74
	Capital Improvement account	150,995.93
		<u>365,271.67</u>

**Agenda**  
**Linwood Community Library Board Meeting**  
**2023 at 7:00 pm**  
**Public Notice**

Christy Brice (Chair)  
Dalton Tornadoen

Robert Firth  
Lisa Turney

Melanie Morris

Stacey Schmitt

**Call to Order**

Introduction of Guests, if present  
Changes or additions to the agenda, if needed

**Consent Agenda**

*All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on these items.*

- Previous Meeting Minutes – January 24<sup>th</sup> Board Meeting & January 30<sup>th</sup> Special Board Meeting
- Treasurer’s Report
- Communications for the Board

**Director’s Report**

- Financial reports
- Statistical report
- Hoopla Grant
- Trustee Training
- Xerox Upgrades

**Old Business**

- Evaluation Policy Changes
- Replacing Circulation Desk/Director computers

**Committee Reports**

- **Building & Equipment**
- **Financial**
- **Personnel and Policies**

**New Business**

- Bills for Payment
- Audit/EOY
- Hours change
- E-rate – Network/Internet Service
- 2023 KLE Participation
- Collection organization
- 2023 Annual Meeting

- Charge Card Limit Increase – Teresa Reetz

**Public Comments – Please state name and address. 2- minute time limit**

**Executive Session**

**Adjournment**

**Annual Board Meeting is March 7<sup>th</sup> at 7:30 at Linwood Community Library**

**Next Regular Board Meeting: Tuesday, March 28<sup>th</sup>, 2023 at 7:00 pm**



## Director's Report

Submitted by Dalton Torneden with assistance from Dennis Shelton and Nicole Oelschlaeger

February 28<sup>th</sup>, 2023

- We had Tony and Phil from Anthony's Bees in Lawrence Saturday, Feb 4 teach a beginners bee class. We had a great turnout, around 17 people (All Patrons and Linwood residents, not family and groupies). We feel this will provide a chance to do another class later in the year for the people who do begin bee keeping.
- We are having a very consistent turn out for Yoga with Aly every Monday night. Since we started Yoga late 2022, we have had a consistent turnout.
- Nicole started a new Saturday book club, "Cozy Tea Time" in February and had a good turnout of patrons who attended that were not attending other book clubs. This is in addition to Teresa's "Third Saturday" book club which is also consistently attended on a Saturday.
- We re-introduced the TV with events streaming above the circulation desk for our patrons. This has allowed us to take down some of the taped up flyers around the library and to try and have a consistent place for people to see upcoming events.
- We are looking into placing a second TV in the foyer facing out the window so people can quickly see events, notices, and schedules when they pull into a parking space.
- I think Nicole sent you some updates for the youth but I want to commend both Nicole and Teresa for reaching out to the schools and taking the time to go and speak to the kids. This is a great way to get the idea of visiting the library out to the kids. Nicole is able to spend a number of days each month talking to elementary kids at the school. Teresa will be visiting a De Soto High School class in March to talk about the importance of reading to youth and will be taking materials to share with High school students who are looking at going into early education. - *Dennis*

- The Pot Luck Lunch has developed a following, similar to our morning coffee club. We are having a Pot Luck Luncheon 1 day a month, each month.
- Thursday's Kidz Klub continues to be very hit and miss but we hope to grow it as Nicole continues to connect with the grade school aged children. Prior to leaving, Jayne set up communications with the school so we could get our events into the schools newsletter. I am continuing to send this out to the school each month until Jayne returns. I am also sending our events to the ELC (Early Learning Center) and they are placing the events into the ELC news letter they send out to parents.
- KB painting has not returned to finish the painting. I will reach out to them again and try to get a date locked down to get it completed.
- Due to weather we shut the library Thursday, Feb 16. We are rescheduling some of the programs, such as the mystery book club for this week.
- We are connecting with the school. I am going to kindergarten, 1st , & 2nd grade for storytime & crafts monthly. It has been very well received. Teresa will be doing a talk with a class at Desoto high school about literacy & children. Play group & storytime are doing well.- *Nicole*

## Evaluations

The library board shall annually conduct a written evaluation of the library Director's performance. The Director shall conduct an initial review with new employees at the 60 days mark. The Director shall annually conduct a written evaluation of the performance of all other library employees. The library Director will recommend to the library Board salary increases for other library employees based upon job performance, continuing education, and length of service.

## Evaluations

Director: The Personnel & Policy Committee of the Board shall conduct a 60-day initial review than bi-annually conduct a written evaluation, one of those reviews are to take place in December for the purpose of preparing a recommendation of salary raise/increase for the Board to review and approve at the December Board meeting.

Staff: The Director shall conduct an initial review with new employees within 60 days of employee start date. The Director shall conduct a written evaluation of the performance of all library employees in December prior to the December Board Meeting. The library Director will recommend salary increases for other library employees based upon job performance, continuing education, and length of service at the December Board Meeting, for the Board's review and approval. Approved salary increases will be effective from the date of the December Board Meeting and retroactive to any time passed since the conclusion of the most recent pay period.

Revised January 24, 2023