# Linwood Community Library Board Meeting: March 28, 2023

## Call to Order

Board Members present: Lea Chrisman, Robert Firth, Melanie Morris, Stacey Schmitt, Lisa Turney

**Staff Members present:** 

**Guests: Fletcher Turney, Mike McDonald (NEKLS)** 

The meeting was called to order at: 7:00 P.M. by Lisa Turney

<u>Consent Agenda</u> All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.

**Minutes of Previous Meetings:** February 28th, 2023 & March 2, 2023 **Treasurer's Report**:

General Fund: Account balance as of 2/28/23 was \$368,504.79, has not been proven to QuickBooks.

Capitol Improvement: Account balance as of 2/28/23 was \$151,331.20, has not been proven to QuickBooks.

Petty Cash counted by Teresa on 3/23/23, she stated the balance as \$40.89.

Communications: 0 communications received and reviewed by the board

Election of Board Officers & Selection of Committees Stacey nominated LIsa as the Chairman. Bob seconded. Lisa accepted. Motion carried 5-0. Bob nominated Melanie as vice chairman. Stacey seconded. Melanie accepted. Motion carried 5-0. Stacey nominated Bob as Treasurer. Melanie seconded. Bob accepted. Motion carried 5-0. Bob nominated Stacey as vice treasurer. Lea seconded. Stacey accepted. Motion carried 5-0. Lisa nominated Dalton as secretary. Bob seconded. Motion carried 5-0.

**Approval:** Bob moved to approve the consent agenda. Stacey seconded. Motion carried 5-0.

#### **Director's Report**

reported on key events, circulation and program updates.

- Financial reports: Bob encouraged replenishing the collection. Mike explained the standard spent on collection development should be no less than 12% of the budget.
- Statistical report:
- New computers were installed in the Director's office and Circulation desk.

• Library Giving Day on April 4<sup>th</sup>. Library's goal is \$1,000 to add to WonderBook Collection. (See press release for more information)

## **Old Business**

 Blackstone Bill Joyce sees no accrued late fees. She is in the process of checking invoices.

#### **Committee Reports**

**Building & Equipment:** Driveway maintenance has started. The south awning has been

installed.

Finance: No meetings

Personnel & Policy: The Committee continues to oversee the Director Search with no new

developments noted.

### Action Items:

#### **New Business**

- Bills For Payment: Bob made a motion to approve March bills as presented. Stacey seconded. Motion carried 5-0.
- Mowing Bids Lisa made a motion to approve Kevin Reetz as our lawn care provider. Bob seconded. Motion carried 5-0.

## **Public Comments**

None

#### **Executive Session:**

Enter: Lisa made a motion to enter executive session to discuss personnel matters for 30 minutes at 7:45 P.M. Bob seconded. Motion carried 5-0.

Exit: Stacey made a motion to exit the executive session at 8:12 P.M. Bob seconded. Motion carried 5-0

# <u>Adjournment</u>

Approval: Lisa made a motion to adjourn the meeting at 8:14 P.M. Bob seconded. Motion carried 5-0.

#### **Next Meeting**

The next regular Board meeting will be Tuesday, April 25th, 2023 at 7:00 P.M.

Submitted by: Dalton Torneden; Board Secretary

Lisa Turney; Chair (03/2026)Open Position, Director Melanie Morris; Vice- Chair Jayne Hopkins; Youth Services (03/2027)Robert Firth; Treasurer (03/2025)Dennis Shelton; Teen and Marketing Stacey Schmitt; Vice-Treasurer (03/2024) Theresa Reetz; Adult Programing/Collection Dalton Torneden; Secretary (03/2025)Joyce Elder; Bookkeeper Lea Chrisman (03/2026)Amy Rosewicz, Programming Assistant Open Position (03/2027)

# **Linwood Community Library Board Committees** (03/2023)

Building & Equipment: Melanie Morris Robert Firth

Personnel & Policy: Stacey Schmitt Dalton Torneden Lisa Turney

Finance: Lea Chrisman Stacey Schmitt Robert Firth

Officer and Committee appointments updated March 28, 2023

Lisa Turney, Chairperson	Date:
Dalton Torneden, Secretary	Date:

	FY2022	FY2023 as of 02/28/2023			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Capital Improvement						
Revenue						
Interest on Idle Funds	901.60	335.27	-	335.27		
Transfer	-	-	-	-		
Revenue Total	901.60	335.27	-	335.27		
Capital Improvement Fund Total	901.60	335.27				
Treasuers Balance 12/31/2022	150,995.93	150,995.93				
Treasuers Balance 12/31/2023		151,331.20				

	FY2022	FY2023 as of 02/28/2023				% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Employee Benefit						
Revenue						
Property Tax	12,687.69	7,789.91	14,181.00	(6,391.09)	54.93%	16.67%
Revenue Total	12,687.69	7,789.91	14,181.00	(6,391.09)		
Expense Payroll Expenses	10,230.54	1,077.86	13,956.00	(12,878.14)	7.72%	16.67%
Cash carry forward	-	-	4,500.00	(4,500.00)		
Expense Total	10,230.54	1,077.86	18,456.00	(17,378.14)	]	
Employee Benefit Fund Total	2,457.15	6,712.05				
Treasuers Balance 12/31/2022	6,566.78	6,566.78				
Treasuers Balance 12/31/2023		13,278.83				

	FY2022		FY2023 as of 02/2	28/2023	% Used	% flat target
	Actual	Actual	*Budget	Budget diff Over (Under)		-
General Fund						
Revenue						
Donations	8,975.03	1,113.60	8,053.00	(6,939.40)	13.83%	16.67%
Interest on Idle Funds	2,107.22	1,788.49	-	1,788.49	N/A	N/A
Property Tax	262,594.16	159,523.50	287,593.00	(128,069.50)	55.47%	16.67%
Revenue Total	273,676.41	162,425.59	295,646.00	(133,220.41)		
Expense						
Collection and Programs	21,605.24	3,598.45	41,813.00	(38,214.55)	8.61%	16.67%
Operating Expense	66,311.18	13,145.37	80,358.00	(67,212.63)	16.36%	16.67%
Wages	105,911.22	12,415.56	128,989.00	(116,573.44)	9.63%	16.67%
Capital	-	-	16,500.00	(16,500.00)	0.00%	16.67%
Cash carry over	-	-	165,000.00	(165,000.00)	0.00%	16.67%
Expense Total	193,827.64	29,159.38	432,660.00	(403,500.62)		
General Fund Total	79,848.77	133,266.21				
Treasuers Balance 12/31/2022	207,580.30	207,580.30				
Treasuers Balance 12/31/2023		340,846.51				

7:00 PM 03/28/23

# Linwood Community Library Dist No 1 10 72 7 Check Detail March 1 - 28, 2023

March 1 - 28, 2023

Гур	Num	Date	Name	1 1 - 28, 2023 Memo	Iteraccour Amount	Original Amount
,	,					
	Ebill	03/10/2023	Xerox Financial Services	Copy machine le	ease	-389.99
	Ebill	03/28/2023	VISA	Dennis 0535		-963.54
	Ebill	03/28/2023	VISA	Teresa 0576		-702.33
	Ebill	03/28/2023	City of Linwood	Water		-62.01
	Ebill	03/28/2023	Atmos Energy	Gas		-154.34
1	Ebill	03/28/2023	Evergy	Electric		-315.34
)	Ebill	03/28/2023	MIDCONTINENT COMMUNICATION	s		-240.03
	Ebill	03/28/2023	UniFirst	3281004491	4 1 - 1 1	-97.20
	Îns	03/01/2023	American Family Insurance	,	Auto Debit	-737.66
	IRS 3-2:	03/27/2023	Bank 941	<b>48-0874640</b> ξ	Electronic Debit	-1,552.62
	Ks 3-23	03/27/2023	Kansas Dept of Revenue	036-480874640F	01 Electronic Debit	-214.00
	10727	03/10/2023	Office of Chief of Financial Officer	For audit		-175.00
	10728	03/27/2023	Elder, Joyce L			-205.51
	10729	03/27/2023	Oelschlaeger, Nicole R.			-1,732.78
	10730	03/27/2023	Reetz, Teresa A			-1,686.32
	10731	03/27/2023	Shelton, Dennis K			-1,507.02
	10732	03/27/2023	Rosewicz, Amy L			-645.31
	10733	03/27/2023	Security Benefit Group	122000		-188.17
	10734	03/27/2023	Kansas Employment Security Fund	351154		-19.54
	10735	03/28/2023	Midwest Tape	Cust # 20000135	18 Inv # 503310076 50343935!	-291,42
	10736	03/28/2023	Gordon CPA, LLC	216-21-1		-770.00
	10737	03/28/2023	Northeast Kansas Library System	Next Shared Aut	omation	-1,500.00
	10738	03/28/2023	Northeast Kansas Library System	Courier Service		-1,700.00
	10739	03/28/2023	Cintas Fire 636525	OF58675937		-101.47
	10740	03/28/2023	NYP CPA, LLC	INV-0254		-468.75
	10741	03/28/2023	THE MIRROR	0005705		-42.00
	10742	03/28/2023	Teresa Reetz	Reimbursement	for books	-30.16
	10743	03/28/2023	Amy Rosewicz	Mileage		-3.45
	10744	03/28/2023	Ingram Library Services	20X0872		-789.22
	10745	03/28/2023	Happy Face Entertainment	Deposit for June	29 performance	-125.00
	10746	03/28/2023	Aly Evans	4X March yoga		-140.00
	10747	03/28/2023	Expert Cleaning on Demand	000125 March cle	aning	-320.00
	10748	03/28/2023	D. R. Harrison Contracting LLC	Inv #1777 Parkii	ng lot maint	-400.00
	10749	03/28/2023	Northeast Kansas Library System	2 Computers 1 m	onitor 2 Mocrosoft Office	-2,505.00
	10750	03/28/2023	T.E.Sines Construction Co.	lnv # 440351		-200.00