

# 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**

**Consent Agenda** *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

### **Adjournment**

**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 25<sup>th</sup>,2023 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board**

**Linwood Community Library Staff**



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

	FY2022	FY2023 as of 02/28/2023			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
<b>Employee Benefit Revenue</b>						
Property Tax	12,687.69	7,789.91	14,181.00	(6,391.09)	54.93%	16.67%
<b>Revenue Total</b>	<b>12,687.69</b>	<b>7,789.91</b>	<b>14,181.00</b>	<b>(6,391.09)</b>		
<b>Expense</b>						
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)	0.00%	16.67%
<b>Expense Total</b>	<b>10,230.54</b>	<b>1,077.86</b>	<b>18,456.00</b>	<b>(17,378.14)</b>		
<b>Employee Benefit Fund Total</b>	<b>2,457.15</b>	<b>6,712.05</b>				
Treasurers Balance 12/31/2022	6,566.78	6,566.78				
Treasurers Balance 12/31/2023		13,278.83				

	FY2022	FY2023 as of 02/28/2023			% Used	% flat target
	Actual	Actual	*Budget	Budget diff Over (Under)		
<b>General Fund Revenue</b>						
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%
<b>Revenue Total</b>	<b>273,676.41</b>	<b>162,425.59</b>	<b>295,646.00</b>	<b>(133,220.41)</b>		
<b>Expense</b>						
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%
<b>Expense Total</b>	<b>193,827.64</b>	<b>29,159.38</b>	<b>432,660.00</b>	<b>(403,500.62)</b>		
<b>General Fund Total</b>	<b>79,848.77</b>	<b>133,266.21</b>				
Treasurers Balance 12/31/2022	207,580.30	207,580.30				
Treasurers Balance 12/31/2023		340,846.51				

