Maltman Memorial Library Board

Meeting Minutes

February 15, 2023

Matt called the meeting to order at 6:03 pm.

Open Meetings Act acknowledged.

Roll Call: Mary Harders, Matt Troyer-Miller, Nate Canfield and Anna Fehringer and Director Veronica Kaufman were present. Tracy Jakubowski was absent.

Minute Approval: Nate moved and Anna seconded approval of the January 25, 2022 minutes.

Approved 4/0.

Financial Report:

Veronica provided members with an actual versus budget expense comparison for October 2022 through February 2023. There were no significant expenses in the last month. Mary moved and Anna seconded approving the expenses Anna reviewed for the Board and Veronica's budget comparison. Approved 4/0.

City Budget: City Treasurer Christina Wemhoff responded to Veronica's inquiry about expense variances by providing two reports detailing all financial transactions for the library for the current budget year, a General Ledger Account Activity 10/1/22-9/30/23 and a Payments Journal (Summary) 10/1/22-9/30/23. Using these reports, Ana and Veronica compiled a city actual expense to budget comparison. There is a big difference between what the city shows as expenses versus what the library shows. Veronica and board members discussed the reports and have some questions. Mary suggested Veronica continue to ask for general ledger and payment journal reports to keep apprised of expense items charged to the library. This will allow the Library Board to continue to understand the city budget better.

Remaining Questions about budget:

1) The city paid for the new software system on 11/8/22 to Biblionix for $2,000. The Board and Veronica intended for this expense to be included in the 2021-2022 budget year. Veronica's credit card wouldn't work when she attempted payment in the summer of 2022, so she took the invoice to the city office for them to pay. It seems a miscommunication happened because the invoice didn't get paid until the fall. Also, the city charged the software purchase to book expense on the general ledger instead of software expense. Therefore, the city shows the library used 67% of its book budget through the first 4 months of the budget year. Veronica's budget comparison shows the library used 36% of its book budget.

2) The new copier $899 credit card charge was paid on 10/4/22 when the Board and Veronica had intended for the expense to be in 2021/2022 budget expense. We didn't realize credit card expenses are recorded when paid for by the city rather than when charged to the card.

3) On 1/3/23 a credit card expense of $6,105.60 was charged to the library's other expense account that library personnel did not originate. After questioning the charge, Veronica was told that the entire credit card bill was entered into the library expenses and had not been broken out yet. Christina said corrections will be made and she would redo the financial report.

4) There are expenses and charges on the library general ledger that Veronica was not aware of, such as lawyer fees and salary expenses for Christina and Ashley. These things can add up and affect our budget.

Audience Participation: None

Library Directors Report

Activities: Will be making glitter jars this coming Saturday. Book Club met this past Monday. The summer reading program is ready to go. Veronica applied for a $1,500 Dollar General grant to help fund it. "All Together Now" is the summer reading program theme. Stem puzzles will be given as prizes.

New Telephone system: Fax is now internet based so it's done through the computer.

Old Business:

Telescope: Veronica still trying to find a case for use in transporting the telescope.

Vacation: Veronica has employees scheduled to cover for her when on vacation this spring.

New Business:

Auctioned items: At a recent city council meeting the city auctioned off excess inventory. Veronica was not aware any library excess inventory was scheduled for disposal.

Adjournment: Anna moved and Matt seconded to adjourn at 7:15 pm. Approved 4/0.

Next Meeting: To be determined later. Possibly March 8 or 29rd, 2023 at 6:00 pm at the library.