11-10-2025 at 6:00pm in the Library Conference Room - Board Meeting: Library Budget, Construction Bids, and QuickBooks Adoption

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1. Meeting Information

- **Topic:**Financial report review; budget organization for building projects; fee schedule implementation; bid/vote planning; library operations update; events recap; facilities, finances, and staffing support; QuickBooks adoption; credit card policy and limit; staff Christmas bonuses; grants received; IT message discussion; construction bids, bond, timing, and scope
- **Date & Time:**11-10 at 6pm
- **Participants:**(Indicate key decision-makers)
    - Joni Rowland
    - Denise Bradley
    - Jennifer Kohler
    - Connie Prezek
    - Ed Sacco
    - Caitlin Vanover
    - Ed Sacco
    - Janice
    - Blanchard (guest)
    - Sharon (office manager/lead speaker)
    - Pat

2. Discussion Overview

- **Agenda Item 1:**Meeting opening, agenda and minutes approval, public comments

    - **Key Points:**
        - Caitlyn: "Oh, I guess make a motion to start. Yes. Oh, motion first, me, Caitlyn. Denise will second. We have a quorum. Blanchard is a guest, and Janice. Do we accept the agenda?"

- Joni: "I'm going to accept the agenda. Caitlyn will second. Do we have an approval for the minutes from October? Denise, motions to approve. Do we have any public comments? Got anything to say? Got anything to say, public?"
    - **Points of Divergence:**None recorded
    - **Interim Conclusion:**Agenda accepted; October minutes approved; no public comments

- **Agenda Item 2:**Financial report; building-related costs; fee schedule timing

    - **Key Points:**
        - Sharon: "In your packet, I sent out the September balance sheet and reconciliation."
        - Sharon: "That is our financials, and that's the end of our fiscal year."
        - Sharon: "First page, it tells us our ending balance of the year, $[975,836]."
        - Sharon: "Total revenue… we've got [134%], so that was way over what we were on the budget. So the budget was supposed to be $[352,000], and we ended up with $[472,000]."
        - Sharon: "In expenditures, our budget was $[374,938], and we spent $[363,216]."
        - Sharon: "$[108,918]… excess of revenues over expenditures for the year."
        - Sharon: "Electric bill is still a little high, $[1,024]. We did have to pay flood insurance. That was $[2,331]."
        - Sharon: "Books and audio-visual, Ingram, that's at $[1,160]."
        - Sharon: "Furniture is on here as well… $[2,775]."
        - Sharon: "The maintenance… $[12,000]… plumbing and the hot water heater and the vacuuming out, the ducts. Oh, the HVAC."
        - Sharon: "Other new building costs… lintel was $[6,775], the $[3,478]… that was the concrete… the 460 was the fire extinguisher services."
        - Denise: "Do we know how much the architect's going to cost? I, he did not tell me yet at all."
        - Sharon: "Did we do a bid… when we decided to go with him instead of Bacon? …We didn't do a newspaper bid, but we did get… prices for each one of them. I did… it was like $[1,200], wasn't it? Or, I don't know, I'd have to look at it."
        - Sharon: "General building supplies [172%] of our… budget… I had to double check… Maybe all of these can go in one."
        - Sharon: "I could add that as a line on the new budget."

- - Sharon: "Building supplies/furniture… chairs and stuff… it won't be that much next year."
    - Caitlyn: "Photocopying and printing… does that incorporate our new prices… No, not yet… that's a new year thing."
    - Sharon: "We were going to start in [December 1]. …Card prices will go up. Other prices are going up a little bit and change."

- Sharon: "Tonight, we can think about a number everyone feels comfortable with for spending on construction and these bids and review all these bids in full."

- Caitlyn: "We're going to review all bids tonight and vote tonight."

- **Points of Divergence:**

- Need to clarify "general building supplies" categorization

- overall, budget was discussed in detail. All numbers are in great shape. It was discussed adding in a building/construction column into the budget to accomodate updates to the library.

- **Interim Conclusion:**Fiscal year ended with surplus; agreement to organize budget lines for building projects; fee schedule communication to start on [December 1]; plan to set construction spending cap/contingency in December; intention to bid or vote

- **Agenda Item 3:**Director's Report and programs

  - **Key Points:**
    - Sharon: "On my director report, apparently I'm working on the public library survey… I'm about to turn that in."
    - Sharon: "This month, or actually October, Andrea and I went to the MLA conference… we learned a lot of things that we're hopefully going to do here."
    - Sharon: "We had a circus murder mystery in October. We had a full house."
    - Sharon: "This Friday, if anybody wants to join us at the Murder Mystery, we need more people to participate."
    - Sharon: "The tuck pointing and painting is finished… They did a wonderful job."
    - Sharon: "The sale they just had… they probably made about $[1,000]… the book sale."
    - Sharon: "And I think the chili dinner, probably a little over $[2,000]… but that's in my next month's report."

- Sharon: "102 people came."
- Janice: "there were [46] tickets turned in at the door... and we uh have [102] people attend and i know there were a lot of tickets sold that they just used as like donations."
- Sharon: "everything was pretty much donated except for maybe $[40]... and that was probably about $[5] $[450] i think donated."
- Sharon: "Total children's program attendance, [480]. Adult program attendance, [188]."
- Sharon: "3,700 for total library users... [3,700] people for the month."
- Sharon: "And a lot of people come exercise. [118], that's pretty good."
- Sharon: "We have Pup Tales with Darcy, and then we have another dog coming in, but I don't know the name yet of the dog."
- Joni: "Well, Joni makes a motion to approve the Director's Board."
- Ed: "Ed seconds."
- **Points of Divergence:**
  - Ideas for a further chili events
  - ideas for possible BBQ events
  - Overall the library is doing really well. Program attendance it up with lots of participation.
- **Interim Conclusion:**Motion made by Joni and seconded by Ed to approve the Director's report

- **Agenda Item 4:**Facilities, finances, staffing support, and payroll software

  - **Supporting Data:**
    - Sharon: "tuck point and update... It's done, but they haven't sent me a bill yet, but I know it's going to be around $[40,000]."
    - Sharon: "the new software is... it's going to be... $[5,200] instead of $[8,000]... For the payroll thing... Beginning of [January]."

- **Recommended Actions:**

  - Possible Christmas bonuses for staff discussed

- Speaking to city hall with regards to possibly adopting QuickBooks

- Tuck Pointing went really well, the building looks great.

- Lots of praise from the city and patrons on the work done on the building

- **Agenda Item 5:**QuickBooks adoption

  - **Key Points:**
    - Connie: "I do Quicken at work. I've done QuickBooks in the past."

- [Ed] : "Connie's the bookkeeper."
- Jen: "It's like $[2,400] to take a QuickBooks class... if you get QuickBooks and you do it monthly, it's like $[140] for like the best package... all your Excel spreadsheets will convert to their spreadsheets."
- Jen: "If we want to reduce the package to like $[40] a month... after the transition... our data... they said, yeah, you wouldn't lose... your data that you transferred."
- Sharon: "I'd probably do that $[140] monthly thing... maybe start [December 1] to... start QuickBooks."
- Sharon: "Tasha said she... could have access to the QuickBooks too and Janice would have access... right now Tasha doesn't have access to our excel sheets... so with QuickBooks she'd be able to."
- Denise: "QuickBooks Online versus the QuickBooks desktop version... I think... mostly going towards that... it probably is the best option to be more seamless."
- Sharon: "If you all agree, I will probably start QuickBooks beginning in [December]. Do you need a motion?
- Denise: Yes. I make the motion that we purchase QuickBooks."
- Jen: Seconds.
- [Ed] : "Does that mean you're going to pay her the payroll then."
- Sharon: "No, she will still... I think it's Emily now... Because there needs to be accountability... Mainly because we fall underneath their audit."
- Sharon: "I think the Excel sheets are kind of dated too. It's time to probably get them all up."
  - **Points of Divergence:**
    - Clarification on payroll responsibilities
    - Quickbooks will assist in city hall doing payroll for library, elimiating extra steps.
  - **Interim Conclusion:**Motion made to purchase QuickBooks and start in [December]; vote outcome passed

- **Agenda Item 6:**Credit card policy and limit

  - **Supporting Data:**
    - Sharon: "Tasha said... having just a debit card was not a good idea, she thinks that we need to get a credit card, and only use a credit card."
    - Sharon: "First State Community Bank... Doug... said we would just have to agree... how much, and... who's going to use it."
    - Sharon: "We would use that to... pay some bills if it's under $[10,000]."
    - Denise: "Would our credit card say DeSoto Public Library?

- - - Caitlyn: Yes.
    - Joni: "Joni makes a motion for the credit card. Caitlin seconds."
    - Jonie: "I'll make a motion to have Sharon's name on the credit card ."
    - Caitlyn: Seconds.
    - [Ed] : "It reduces the liability, I think. Credit card means not direct access to library funds in case of fraud. Plus, card is in Library name and can limit libility too."
  - Overall, using a credit card can keep library funds safe from fraud. Library name to be on the credit card. Card policy at the library will apply and approval from board to use card will apply.

- **Agenda Item 7:**Staff Christmas bonuses

  - **Key Points:**
    - Sharon: "They do a bonus for... the staff... would you approve that... we've done every year."
    - Janice: "They... get a $[100] check."
    - Joni: "Joni makes a motion to approve the Christmas bonuses. Caitlin's second."
  - **Points of Divergence:**
    - Conintuing to provide christmas bonuses for staff
  - **Interim Conclusion:**Motion to approve bonuses and passed

- **Agenda Item 8:**Grants received

  - **Key Points:**
    - Sharon: "I got the TechMini grant for $[12,915] for computers... and then we got the $[5,000] grant for the hygiene bags from the Jefferson Foundation."
    - Sharon: "Next year... for the Jefferson Foundation... it has to be health-related... Maybe ADA tables... height adjustable... One's broke... That's health-related, right?"
    - Sharon: "Now I've got to follow up on them."
  - **Interim Conclusion:**Grants received; follow-ups needed

- **Agenda Item 9:**IT message discussion

  - **Key Points:**

    - Going over the possible need for new IT at the library. Reviewing what the library has now.

    Interim Conclusion: Proposal to hold a closed session; no decision recorded

- **Agenda Item 10:** Construction bids, bond, timing, payments, and scope
    - **Key Points:**
        - Sharon: "Biggest difference in the bids, union, non-union?"
        - Ed: "They might use… sub out… few union people… supervise the non-union… which… would explain why his bid's… lower."
        - Sharon: "We only had one person show up. That was Madden."
        - Denise "I think its great he appeared and answered questions. No one else appeared which is a bummer."
        - Discussion was had over the bids. Each bid packet was passed around and reviewed completely. Further discussion had over contents of each bid; what bids were easier to understand, which bids contained a bond and the importance of a bond or no bond.
        - Pat: "Award the bid for Madden… amount… $[209,986], plus… add the performance bond for $[6,500]…"
        - Denise: "Do we need to have a bond legally? Do we have to have a bond."
        - Ed: "I don't think we do legally." / "We don't have to. According to the bylaws, we don't have to." / "But common sense tells you you should."
        - Caitlyn: "Not legally, but with the amount of money that there is, I probably would." / "What all does a bond cover?.. It usually will cover up to the amount that's being bid." / "Liability. I mean, I feel like if we're going all in at [209,000], we might as well add that." / "Todd… said, if it's over [75,000], they want a prevailing… wage and a bond. But he didn't say we had to."
        - Sharon: "generally we'll get [a third] when we start… then… a second, third, and then the final… like [20%], and then just hold back like [10 or 15%]… like [30 days]… peace of mind."
        - Denise: " at least we can get it locked in to where no material prices will change."
        - Sharon: start options: "[December 1]" or "[January 1]" with duration "[six weeks]".
        - Denise: "can you ask him to add that floor up by the desk?" / "electrical should be bumped up… that's up there with the roof."
    - **Points of Divergence:**
        - Legal requirement for performance bond vs. prudence
        - Union vs. non-union bidding considerations
        - Extensive discussion on bids
    - **Interim Conclusion:** Bid preference expressed for Madden; bond viewed as prudent; start timing flexible; additional scope (floor/electrical) to be quoted

- - Pat motions to accept Madden Bid
  - Joni Seconds
  - roll call on vote: unanimous vote from all board members (minus guests and board director)

3. Decisions Made

- **Confirmed Items:**
  - ★ "Joni going to accept the agenda. Caitlyn will second."
  - ★ "Denise, motions to approve" [October minutes]
  - ★ Sharon: "We have a quorum."
  - ★ "We were going to start in [December 1]... start advertising our price changes." [copying and scanning]
  - ★ "Joni makes a motion to approve the Director's Board." / "Ed seconds."
  - ★ Motion made "that we purchase QuickBooks" and to start in [December]. (Vote outcome unanimous decision by all board members)
  - ★ "Joni makes a motion for the credit card. Caitlin seconds."
  - ★ "Joini makes a motion to have Sharon's name on the credit card Caitlin seconds."
  - ★ "Joni makes a motion to approve the Christmas bonuses. Caitlin's second."
  - ★ Award contractor bid at $[209,000] (roll call approvals recorded)
- **Items Pending Verification:**
  - ◆ Architect cost: "He did not tell me yet at all... it was like $[1,200]... I'd have to look at it."
  - ◆ Prior bid process details vs. Bacon
  - ◆ Categorization and totals for "general building supplies" ([172%]) require double-checking.
  - ◆ Specifics of"vote tonight" outcomes recorded and voted on.
  - ◆ Tuck pointing invoice amount: "they haven't sent me a bill yet, but I know it's going to be around $[40,000]."
  - ◆ Payroll software start timing "Beginning of [January]" (formally confirmed by vote).
  - ◆ QuickBooks package selection and monthly amount $[140] vs. reduced $[40] after transition.
  - ◆ Credit card limit set at $[10,000] and finalized authorized user list/policy wording.
  - ◆ Bonus amounts; timing "first paycheck of [December]."
  - ◆ Legal requirement for performance bond $[6,500]; final award amount referenced as $[209,986] vs. $[209,000].

- - ◆ IT closed session scheduling and invite decision.
  - ◆ Material price lock confirmation timing; inclusion of flooring and electrical in scope.

4. Actions

- **Task:**Add a dedicated budget line for building/construction/remodeling costs
  - **Responsible Person:**@Sharon
  - **Deadline:**Not specified
- **Task:**Clarify entries under "general building supplies" and reconcile with "other new building costs"
  - **Responsible Person:**@Sharon
  - **Deadline:**Not specified
- **Task:**Advertise fee schedule changes (card prices and other prices) starting [December 1]
  - **Responsible Person:**@Sharon; @Janice
  - **Deadline:**[December 1]
- **Task:**Follow up with City Hall (Todd) and Mark Bishop regarding stipend for Tasha re Quickbooks; consider gift certificate alternative
  - **Responsible Person:**@Sharon
  - **Deadline:**Not specified
- **Task:**Implement new payroll software at start of [January]
  - **Responsible Person:**@Sharon
  - **Deadline:**[January]
- **Task:**Initiate QuickBooks Online subscription and transition (include access for Tasha and Janice)
  - **Responsible Person:**@Sharon
  - **Deadline:**[December 1]
- **Task:**Contact First State Community Bank (Doug) to set up organizational credit card; implement policy and limit; record motions in minutes and provide to bank
  - **Responsible Person:**@Sharon
  - **Deadline:**Not stated
- **Task:**Determine and communicate Christmas bonus amounts; execute by first paycheck of [December]
  - **Responsible Person:**@Sharon; coordination with @Tasha at city hall
  - **Deadline:**First paycheck of [December]
- **Task:**Follow up on TechMini grant $[12,915] and Jefferson Foundation grant $[5,000]
  - **Responsible Person:**@Sharon

- ○ **Deadline:**Not stated
- **Task:**Notify contractor of awarded bid; request inclusion of floor by the desk; confirm start timing and price lock; initiate electrical review via engineering
  - ○ **Responsible Person:**@Sharon
  - ○ **Deadline:**Before next board meeting in [December]
- **Task:**Set payment schedule aligned with contractor's terms ([one-third] at start; subsequent progress payments; final [20%] with [10–15%] holdback for [30 days])
  - ○ **Responsible Person:**@Board Treasurer/Finance
  - ○ **Deadline:**Prior to project start
- **Task:**Determine bond requirement and proceed if prudent
  - ○ **Responsible Person:**@Board
  - ○ **Deadline:**Not specified
- **Task:**Arrange closed session to discuss IT message; decide on inviting IT party
  - ○ **Responsible Person:**@Sharon and Board
  - ○ **Deadline:**Not stated