

Edna Ralston Library Board Minutes

July 31st, 2024, 8:30AM

Members Present: Heather Novak: President, Lindsey Pietron: Vice President, Kaitlyn Larson: Secretary, Melissa Lehman: Librarian, Jen Fryman: Treasurer, Mikki Behm, John Suchor

Meeting was called to order by Heather Novak, at 8:37AM

1) Budget:

- a. Change line “Summer Reading Program” to “Programs” in order to cover all season’s activities.
- b. Salaries: 6% increase in 2025, adjusts to \$15,370.
- c. Change line “Supplies” to “Office/Janitorial Supplies”
- d. Combine lines “Buildings and Grounds” and “Repairs”, \$500 total
- e. Change line CHS to CHS/DNG
- f. Remove line “Workshop”

Revenues	End of 2023 Amounts	Budget in 2024	Amount Received as of June 2024		Proposed Budget for 2025
1. City Support	8000.00	8000.00	8000.00		8000.00
2. State Aid	0.00	0.00	0.00		1000.00
3. Sales & Fines	0.00	0.00	0.00		0.00
4. Donations/Memorials	25545.57	0.00	15942.50		0.00
5. Interest on Savings	117.00	0.00	0.00		0.00
6. Misc.	0.00	0.00	0.00		0.00
Total Revenue:	33662.57	8000.00	23942.50		9000.00

Expenditures	End of 2023 Amounts	Budget in 2024	Amount Spent as of June 2024	% of Budget Spent as of June 2024	Proposed Budget for 2025
Salaries	12536.77	14500.00	7116.31	49.08%	15370.00
Workers Comp. Ins. (WSI)	250.00	250.00	250.00	100.00%	250.00
FICA (7.65%)	961.15	1200.00	544.39	45.37%	1200.00
Supplies	510.52	5600.00	2865.36	51.17%	2000.00
Postage	184.34	200.00	186.00	93.00%	200.00
Equipment	2557.00	300.00	0.00	0.00%	500.00
Buildings & Grounds/Repairs	856.64	800.00	244.99	30.62%	500.00
Xcel Energy	864.43	1000.00	369.79	36.98%	900.00
CHS/DNG	2906.35	1500.00	0.00	0.00%	1500.00
Books	12025.68	6000.00	1976.54	32.94%	6000.00
Programs (Summer, Winter, Larimore D	1238.20	1500.00	624.07	41.60%	2500.00
Promotions	50.00	900.00	4021.00	446.78%	500.00
Misc.	157.22	400.00	621.59	155.40%	400.00
Total Expenses:	35098.30	34150.00	18820.04	55.11%	31820.00

- g. Motion to approve 2025 budget made by Jen Fryman, 2nd by Kaitlyn Larson,
Motion passed

- 2) Consent Agenda:
 - a. Motion to amend financial spreadsheet From Feb. 2024 to current was made by Kaitlyn Larson, second by Lindsey Pietron. Motion passed.
- 3) Adjourn:
 - a. Meeting was adjourned by Heather Novak, 2nd by Lindsey Pietron . Motion passed. Meeting adjourned at 9:31AM
- 4) Next Meeting: November 7th at 7:00PM