

NORTHERN PLAINS PUBLIC LIBRARY

BOARD MEETING AGENDA

FOR THE MEETING OF:

January 11, 2024

CALL MEETING TO ORDER

GUEST(S):

Minutes - December 14, 2023

CORRESPONDENCE

TREASURERS REPORT:

Bills not rec'd: Xcel, Waste Mgmt
Atmos, AT & T, Ingram, Credit card

DIRECTORS REPORT:

OLD BUSINESS:

Standards of Procedure
IGA Update
Sound solutions

NEW BUSINESS:

2024 Board election
Library patron revocation appeal
Director annual review
Mission Statement

NORTHERN PLAINS PUBLIC LIBRARY

BOARD MEETING

DATED:

December 14, 2023

BOARD & ASSOCIATE MEMBERS:

OFFICE

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER

MEMBER

ROB PIOTROWSKI
SCOTT RILEY
KAY BACKSTRUM

JASON KAUFFMAN
JENNIFER WEICHEL
DESTINI BREWER
ANALICIA ANASTASIA
ROXI ALLEN

X
X
X
X
X
X
X

DIRECTOR
ACCOUNTANT
TOWN BOARD REP

President Rob called the meeting to order at 7:00 pm.

GUEST(S): Kathryn Schroeder, Linn Miller

MINUTES: November 9, 2023. Scott moved, Destini seconded to approve minutes as presented. Motion carried unanimously.

CORRESPONDENCE: Letters of intent for board position opening January 1, 2024. See old business.

DISCUSSION: Bills not received: Xcel, Waste Mgmt, AT & T, Atmos

MOVED TO PAY BILLS: Kay **SECONDED:** Scott

BILLS APPROVED: YES

CLOSING CHECKLIST: Rob

DIRECTORS REPORT: Copy attached to permanent minutes

OLD BUSINESS

Standards of Procedure - Discussion of the draft. Board will review before finalizing.

IGA Update - Possible meeting in January

Sound solutions - Destini provided options. She will see about getting samples

Open Board Position - Letters of intent from Linn & Kathryn. Board discussed possible conflict of interest with Linn, as she is the grounds keeper and custodian. They didn't think it was a problem.

Rob called for a ballot vote. Linn received three (3) votes, Kathryn received two (2) votes. Linn is elected. Roxi will mail letter to Town of Ault for appointment approval. Kathryn may be interested in heading The Friends of the Library.

NEW BUSINESS

2023 Bonuses/Gift cards - Destini moved, Jen seconded to approve bonuses as presented. Motion carried unanimously. Kay moved, Destini seconded to approve purchases of gift cards in the amount of \$100 each for staff. Motion carried unanimously.

Creating assistant direct title - AnaLicia requested that Christine be named as Assistant Director. Christine would be able to fill in for AnaLicia as required. Kay moved, Destini seconded to name Christine as Assistant Director and increase her pay by \$1.00 per hour beginning January 1, 2024.

2024 Budget update - Due to the passage of SB23B-001, the projected amount of revenue to receive in 2024 will decrease by approximately \$21,109

Custodial/Groundskeeping bids - Kay moved, Scott seconded to approve the bids for custodial and groundskeeping. Motion carried unanimously.

No further business. Meeting adjourned at 8:08 pm.

Approved this 11th day of January, 2024

Rob Piotrowski, President

Northern Plains Public Library
Cash Disbursements Journal

For the Period From Dec 1, 2023 to Dec 31, 2023

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/1/23	120123	61750 10800	Programs Expense AMAZON	9.99	9.99
12/4/23	11181	62300 10200	Utilities Expenses ATMOS ENERGY	226.35	226.35
12/4/23	120223	61750 10800	Programs Expense AMAZON	22.99	22.99
12/4/23	120323	61750 10800	Programs Expense AMAZON	24.27	24.27
12/4/23	120423	61750 10800	Programs Expense AMAZON	117.59	117.59
12/5/23	120523	61750 10800	Programs Expense AMAZON	503.93	503.93
12/6/23	120623	61400 10800	Miscellaneous Expenses HERITAGE MARKET	8.46	8.46
12/6/23	120723	61400 10800	Miscellaneous Expenses DOLLAR GENERAL	36.90	36.90
12/6/23	120823	61750 10800	Programs Expense ANN LINCOLN	350.00	350.00
12/7/23	120923	61750 10800	Programs Expense WALMART	55.52	55.52
12/7/23	121023	61750 10800	Programs Expense TARGET	57.66	57.66
12/7/23	121123	61750 10800	Programs Expense MICHAELS	64.81	64.81
12/8/23	1212231	61750 10800	Programs Expense WEST LAKE	17.10	17.10
12/8/23	121323	61750 10800	Programs Expense HOBBY LOBBY	64.11	64.11
12/11/23	00221874	23400 10200	Federal Payroll Taxes Payable UNITED STATES TREASURY	3,552.65	3,552.65
12/11/23	121423	61200 10800	Library Supplies THE LIBRARY STORE	946.08	946.08
12/11/23	121523	61750 10800	Programs Expense HERITAGE MARKET	59.00	59.00
12/13/23	11182	60500 10200	Continuing Education ANALICIA ANASTASIA	49.56	49.56
12/13/23	11183	60600 61000 10200	Custodial Expense Grounds Maintenance LAVINIA MILLER	650.00 375.00	1,025.00
12/13/23	11193	60200 10200	Books ELAN FINANCIAL SERVICES	858.50	858.50
12/13/23	11193V	60200 10200	Books ELAN FINANCIAL SERVICES	858.50	858.50
12/13/23	11194	60800	Dues/Subscriptions	219.95	

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		10200	MIDWEST COMPANIES		219.95
12/13/23	11195	61750 10200	Programs Expense BE WELL CLINIC	400.00	400.00
12/13/23	11196	60800 10200	Dues/Subscriptions HIGH PLAINS LIBRARY DISTRICT	148.17	148.17
12/13/23	11197	61200 61750 10200	Library Supplies Programs Expense AMAZON CAPITAL SERVICES	218.25 1,350.07	1,568.32
12/13/23	11198	62300 10200	Utilities Expenses TOWN OF AULT	52.74	52.74
12/13/23	11199	60150 61700 10200	Bookkeeping Expenses Postage Expense OKEY DOKEY CORP	1,000.00 9.30	1,009.30
12/13/23	11201	10800 10200	Programs Account - New NORTHERN PLAINS PUBLIC LIBRARY	1,034.68	1,034.68
12/14/23	11200	10200	VOID		
12/18/23	11203	10200	VOID		
12/18/23	11205	10200	VOID		
12/18/23	11208	10200	VOID		
12/18/23	11210	10200	VOID		
12/18/23	11215	60175 61400 10200	Bank/Fin. Charge/Interest Miscellaneous Expenses ELAN FINANCIAL SERVICES	51.21 37.57	88.78
12/22/23	122623	61400 10800	Miscellaneous Expenses AMAZON	600.00	600.00
12/26/23	122623	60500 10200	Continuing Education BURSAR LSU	1,665.00	1,665.00
12/26/23	122723	61400 10800	Miscellaneous Expenses AMAZON	100.00	100.00
12/27/23	11217	10200	VOID		
12/27/23	11226	61400 10200	Miscellaneous Expenses ANALICIA ANASTASIA	9.26	9.26
12/27/23	11227	62100 10200	Telephone/Website Expense AT & T	44.51	44.51
12/27/23	122823	61750 10800	Programs Expense AMAZON	47.08	47.08
12/29/23	11228	62300 10200	Utilities Expenses XCEL ENERGY	388.04	388.04
12/29/23	11229	62300 10200	Utilities Expenses ATMOS ENERGY	336.58	336.58
12/31/23	BAL	61750 10800	Programs Expense AMAZON	1,894.15	1,894.15

Northern Plains Public Library
Cash Disbursements Journal

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			Total	18,515.53	18,515.53

Northern Plains Public Library
Employee List

Filter Criteria includes: 1) Active Employees; 2) Sales Reps only. Report order is by ID.

Employee	Title	Address Line 1 City State Zip	Home Phone	Mobile Phone	Employee E-mail	Term Expires
DESTINI BREWER		901 3RD STREET PIERCE CO 80650	970-691-5332		dbrewer9811@gmail.co	2024
JASON KAUFFMAN	Treasurer	PO BOX 112 AULT CO 80610		870-204-2202	jasonk.enterprise@gmail.	2025
JENNIFER WEICHEL		PO BOX 1374 AULT CO 80610	970-381-2992			2025
KAY BACKSTRUM	Secretary	PO BOX 433 AULT CO 80610	970-834-2321	970-673-2048	kay.backstrum@yahoo.c	2024
LINN MILLER		PO BOX 42 AULT CO 80610	970-443-7144		millerjbare@hotmail.com	2026
ROB PIOTROWSKI	President	PO BOX 1476 AULT CO 80610	834-1218	396-2890	robp791@aim.com	2023
SCOTT RILEY	Vice President			590-8346	SRiley@townofault.org	2025

Northern Plains Public Library

Cash Flow
December 31, 2023

<u>Income</u>	<u>Budget</u>	<u>Amount Received</u>	<u>Amount To Receive</u>
Programs Donations	300.00	1,000.00	(700.00)
Contributions/Memorials	300.00	100.00	200.00
Copier User Fee/Faxes/Printing	650.00	339.00	311.00
Damaged/Lost Books	300.00	95.92	204.08
Earnings on Investments	10,200.00	68,983.49	(58,783.49)
Library Fines-Late Fees	0.00	162.01	(162.01)
Other Revenues & Reimbursement	500.00	624.25	(124.25)
Other Rev & Reimb - Xcel	1,250.00	1,095.85	154.15
Weld Library Dist. Tax Revenue	1,041,284.00	1,034,488.21	6,795.79
Total Income	(1,054,784.00)	(1,106,888.73)	52,104.73
<u>Expenses</u>		<u>Amount Spent</u>	<u>Amount To Spend</u>
Audit Service	15,000.00	11,500.00	3,500.00
Bookkeeping Expenses	12,000.00	12,000.00	0.00
Bank/Fin. Charge/Interest	200.00	61.21	138.79
Books	41,000.00	50,675.66	(9,675.66)
Furniture & Fixtures	4,000.00	0.00	4,000.00
Technology & Computers	5,000.00	4,003.95	996.05
Continuing Education	7,000.00	6,591.04	408.96
Custodial Expense	8,000.00	9,029.08	(1,029.08)
Dues/Subscriptions	2,300.00	3,190.58	(890.58)
Fica Expense	19,723.00	17,266.29	2,456.71
Grounds Maintenance	5,000.00	8,820.94	(3,820.94)
Insurance & Bonds	5,200.00	5,095.00	105.00
Library Supplies	12,000.00	8,728.19	3,271.81
Mileage Reimbursement	1,100.00	1,930.05	(830.05)
Miscellaneous Expenses	4,000.00	3,202.83	797.17
Office Supplies	1,700.00	2,525.94	(825.94)
Postage Expense	250.00	124.21	125.79
Programs Expense	30,000.00	25,087.15	4,912.85
Repairs & Maintenance Exp.	3,000.00	3,372.60	(372.60)
Salaries	257,821.00	224,320.23	33,500.77
Telephone/Website Expense	5,000.00	934.40	4,065.60
Unemployment Insurance-State	773.00	192.54	580.46
Utilities Expenses	12,000.00	10,136.64	1,863.36
Workers Compensation	1,600.00	957.00	643.00
Monies Available for Colotrust	601,117.00	0.00	601,117.00
Total Expenses	1,054,784.00	409,745.53	645,038.47