

# Harrisburg Public Library District

## Board of Trustees

Feb 26, 2025

The Harrisburg District Library Board of Trustees monthly meeting was called to order Feb. 26, 2025 at 4:55 pm by vice-president Kelly Phelps. This meeting was one week later than usual due to inclement weather the prior week causing a library shut-down. Those in attendance were Kelly Phelps, Bob DeVillez, Sally Wofford, Emily Sumner, Emily Bergman, and David Berry. Also in attendance was Mark Dallas from KEB, LLP, an accounting firm.

Sally Wofford moved that we accept the Consent Agenda. David Berry seconded. A roll call vote was held, all voting to accept.

Mark Dallas then gave a report regarding the library's audit. He pointed out that the board was responsible for the financial statements of the library. An audit, although not required, is in everyone's (tax payers and board members) best interest. Cost of the audit was \$15,000. He said that they review the financials and give an opinion as to the validity of the statement. The library received a "Clean Opinion". More details are in the report and handout that he gave us. No recommendations were made regarding the methods we are currently using.

Our accountant, Shirley Fearheiley, had sent a question regarding ear-marked CD's. She wanted to know if they must remain ear-marked, especially if the need was no longer there. Emily Bergman and Mark Dallas both said they would be checking on that.

Special Reserve checking account is making very little interest. Looking at the historical needs for this account showed that only \$22,140 has been used in the past. This is only a temporary need and is replaced within a short period of time. We will be moving \$100,000 from this account to a CD. First Mid Bank said that,

as of now, we could receive 5.15% annual interest yield for a 6-month CD. We voted and approved to moving the \$100,000 to a CD.

Building and Grounds – Cameras have not been recording. Emily B. is looking for a new company because we are not getting desired response from the current one. Emily will check with the Marion library to see who they use. Snow removal cost has increased. No action has been taken but a new company may be sought in the future.

We discussed Emily Bergman's review and whether it is necessary as she has been the director for less than a year. We felt that she would like the feedback, though. This will be put on the agenda for next month.

Sherry Hinant is the only employee who is currently a notary and said that she is not interested in renewing her credentials. We may have to refer people to other places. The board felt that this was a service that the library should continue to offer if possible. Emily B. will ask if other employees would be interested. The library will allow the employee to train on the job and pay for the test. No extra pay would be involved.

E-Rate – We are asking for bids and will decide after bids have come in.

There has been a \$5.00 increase in mowing costs. No board approval is needed.

This is the 25<sup>th</sup> anniversary of the library being in our current building. It is also the 115<sup>th</sup> anniversary of the library being in existence. The anniversary (April 1<sup>st</sup>) will coincide with Library Week. Plans will be made and reported at the next meeting.

Emily Sumner moved that the meeting be adjourned and Bob DeVillez seconded. Meeting was adjourned at 6:18 pm.

Respectfully submitted by David Berry, Trustee.