

**Library Board Agenda
January 22, 2024**

Members

President : Chris Nelson

Mary Pursley

Vice-President: Bill Noyes

Gloria Gill

Treasurer : Rebekah Parks

Amanda Turnbull

Director : Sharon Brown

Julia Morgenweck

Gloria Guinn

Call Meeting To Order:

Public Comment Period :

Review of November 2023 Minutes :

Review of Financial Report for November & December 2023 :

Review of Investments for November & December 2023 :

Committee Reports :

Director's Report :

Unfinished Business

New Business

Adjournment:

Committees:

Personnel: Gloria Guinn, Amanda Turnbull, President

Building & Grounds: Chris Nelson, Bill Noyes, Gloria Guinn

Governance: Mary Pursley, Gloria Gill ,

Finances: Rebekah Parks, Julia Morgenweck, Gloria Gill

Next meeting is on February 19, 2024 @5:30 P.M.

Library Board Minutes

November 20, 2023

President : Chris Nelson
Vice President : Bill Noyes
Treasurer : Rebekah Parks
Director : Sharon Brown
Amanda Turnbull

Mary Pursley
Gloria Gill

Julia Morgenweck
Gloria Guinn

ROLL CALL : Chris Nelson, Sharon Brown Director ,Julia Morgenweck,Bill Noyes, Gloria Guinn, Gloria Gill

NOT IN ATTENDANCE: Amanda Turnbull , Mary Pursley , Rebekah Parks

CALL MEETING TO ORDER: President called the meeting to order at 5:28pm

PUBLIC COMMENT : None.

REVIEW OF October MINUTES: Bill Noyes motioned to approve,Gloria Guinn second . All approved.

REVIEW OF FINANCIAL REPORT FOR October : Bill Noyes motioned to approve . Chris Nelson second. All approved.

REVIEW OF September INVESTMENTS: None.

COMMITTEE REPORT: None.

DIRECTOR'S REPORT: Director reported that the city council approved the budget for 2024. The elevator was discussed and director will call Hannah Jordon at Otis Elevators and will call D.W. Auto in Columbia about a what a new lift would cost. Director reported that Shirley Baker has resigned at the end of November 2023. Director hired a high school girl for 10 hours a week. Board motioned to reinstate Asst. Library Director position with benefits and 40hours a week . Bill Noyes made the motion, Gloria Guinn second and all approved. The second step of this will be done in January 2024. Director will bring a job description for Asst. Library Director to next board meeting. Board approved the dates for 2024 library meetings. Julia Morgenweck made the motion. Gloria Gill second and all approved. Board approved Christmas bonuses . Director will receive \$100.00 anyone working over 27 hours a week or 10 years or more will get \$60.00 and everyone else will get \$40.00. Chris Nelson made the motion and Gloria Guinn second and all approved. All employees will receive a 4% pay raise on January 2. 2024. Gloria Guinn made the motion and Bill Noyes second the motion and all approved. The director will send flowers to board member Mary Pursley who is in the hospital.

UNFINISHED BUSINESS : None.

NEW BUSINESS. None

Adjournment at 6:27 pm. Bill Noyes motioned Julia Morgenweck second and all approved.

Next Meeting
November 20,2023 @ 5:30 pm

MACON PUBLIC LIBRARY
FINANCIAL STATEMENTS
NOVEMBER 30, 2023 AND 2022

Grimshaw & Associates, LLC
Certified Public Accountants

PO Box 126
Macon, MO 63552
Telephone (660) 395-5292

Macon Public Library
Statements of Assets, Liabilities, and Fund Balance
Regulatory Basis

	Nov 30, 23	Nov 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10400 · General Checking	205,865.03	201,048.91	4,816.12
10502 · Van Meter MM	54.84	162,146.18	(162,091.34)
10600 · Endowment Checking	3,059.92	3,059.92	0.00
10700 · Payroll Checking	4,025.11	18,072.74	(14,047.63)
Total Checking/Savings	213,004.90	384,327.75	(171,322.85)
Other Current Assets			
10300 · Due From City	37,465.69	55,069.96	(17,604.27)
Total Other Current Assets	37,465.69	55,069.96	(17,604.27)
Total Current Assets	250,470.59	439,397.71	(188,927.12)
Other Assets			
10902 · MA Investments	1,522,018.86	1,329,830.08	192,188.78
Total Other Assets	1,522,018.86	1,329,830.08	192,188.78
TOTAL ASSETS	1,772,489.45	1,769,227.79	3,261.66
LIABILITIES & EQUITY			
Equity			
31510 · Fund Balance	1,856,519.75	1,866,728.97	(10,209.22)
Net Income	(84,030.30)	(97,501.18)	13,470.88
Total Equity	1,772,489.45	1,769,227.79	3,261.66
TOTAL LIABILITIES & EQUITY	1,772,489.45	1,769,227.79	3,261.66

No assurance provided. Disclosures omitted.

Macon Public Library
Statements of Revenues and Expenditures
Regulatory Basis

	Nov 23	Nov 22	\$ Change
Ordinary Income/Expense			
Income			
40055 · City Tax	37,465.69	30,385.60	7,080.09
40100 · Donations/Memorials	300.00	0.00	300.00
40110 · Fines and Fees	677.34	774.00	(96.66)
40150 · Interest Income	11,048.36	915.32	10,133.04
40325 · State Aid	2,610.52	4,526.91	(1,916.39)
Total Income	52,101.91	36,601.83	15,500.08
Gross Profit	52,101.91	36,601.83	15,500.08
Expense			
50000 · Accounting	650.00	600.00	50.00
50050 · Bank Charges	20.92	31.36	(10.44)
50055 · Books and Materials	1,291.81	1,341.47	(49.66)
50110 · Contractual Services	9.99	3,613.05	(3,603.06)
50140 · FICA	733.05	439.17	293.88
50160 · Group Insurance	552.03	522.47	29.56
50185 · LAGERS	266.40	237.70	28.70
50210 · Maintenance and Repairs	286.06	218.37	67.69
50225 · Medicare	171.45	102.74	68.71
50240 · Miscellaneous Expense	105.00	45.00	60.00
50290 · Prof Fees/Dues/Subs	60.00	40.00	20.00
50320 · Salaries	11,971.25	7,207.99	4,763.26
50345 · Supplies	769.86	480.22	289.64
50350 · Telephone	239.55	234.73	4.82
Total Expense	17,127.37	15,114.27	2,013.10
Net Ordinary Income	34,974.54	21,487.56	13,486.98
Net Income	34,974.54	21,487.56	13,486.98

No assurance provided. Disclosures omitted.

Macon Public Library
Statements of Revenues and Expenditures
Regulatory Basis

	Jan - Nov 23	Jan - Nov 22	\$ Change
Ordinary Income/Expense			
Income			
40055 · City Tax	78,126.33	100,088.50	(21,962.17)
40100 · Donations/Memorials	2,108.97	5,698.06	(3,589.09)
40110 · Fines and Fees	7,130.17	5,824.52	1,305.65
40131 · Summer Reading Program Income	174.00	154.05	19.95
40150 · Interest Income	28,364.16	10,288.00	18,076.16
40230 · Miscellaneous	4.10	0.00	4.10
40325 · State Aid	9,194.12	6,748.55	2,445.57
Total Income	125,101.85	128,801.68	(3,699.83)
Gross Profit	125,101.85	128,801.68	(3,699.83)
Expense			
50000 · Accounting	7,050.00	6,550.00	500.00
50050 · Bank Charges	5,944.13	260.98	5,683.15
50055 · Books and Materials	19,957.58	19,833.22	124.36
50095 · Computer/Electronics	1,806.31	2,325.34	(719.03)
50110 · Contractual Services	8,156.73	10,151.88	(1,995.15)
50120 · Donations/Memorials Expense	43.00	0.00	43.00
50140 · FICA	5,710.14	5,358.26	351.88
50160 · Group Insurance	6,072.33	5,747.17	325.16
50185 · LAGERS	2,958.27	2,844.35	113.92
50210 · Maintenance and Repairs	31,134.56	58,452.73	(27,318.17)
50225 · Medicare	1,335.54	1,253.30	82.24
50235 · MIRMA	11,255.64	12,990.25	(1,734.61)
50240 · Miscellaneous Expense	460.00	55.00	405.00
50290 · Prof Fees/Dues/Subs	719.00	40.00	679.00
50320 · Salaries	93,727.76	87,797.71	5,930.05
50330 · Summer Reading Program	925.05	865.54	59.51
50345 · Supplies	9,465.47	9,218.49	246.98
50350 · Telephone	2,610.64	2,558.64	52.00
Total Expense	209,132.15	226,302.86	(17,170.71)
Net Ordinary Income	(84,030.30)	(97,501.18)	13,470.88
Net Income	(84,030.30)	(97,501.18)	13,470.88

No assurance provided. Disclosures omitted.

Macon Public Library
 Statements of Revenues and Expenditures - Regulatory Basis
 Budget to Actual
 For the Months Ended November 30, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Variance Favorable/ (Unfavorable)
Revenues:				
City Tax	\$ 37,465.69	\$ 78,126.33	\$ 192,000.00	\$ (113,873.67)
Donations/Memorials	300.00	2,108.97	500.00	1,608.97
Fines and Fees	677.34	7,130.17	5,000.00	2,130.17
Interest	11,048.36	28,364.16	17,000.00	11,364.16
Miscellaneous	-	4.10	-	4.10
State Aid	2,610.52	9,194.12	-	9,194.12
Summer Reading Program Income	-	174.00	-	174.00
Total Revenues	52,101.91	125,101.85	214,500.00	(89,398.15)
Expenditures:				
Accounting	650.00	7,050.00	7,200.00	150.00
Bank Charges	20.92	5,944.13	290.00	(5,654.13)
Books and Materials	1,291.81	19,957.58	23,500.00	3,542.42
Computer/Electronics	-	1,606.31	4,700.00	3,093.69
Contractual Services	9.99	8,156.73	12,000.00	3,843.27
Donations/Memorials	-	43.00	100.00	57.00
FICA	733.05	5,710.14	7,500.00	1,789.86
Group Insurance	552.03	6,072.33	6,500.00	427.67
LAGERS	266.40	2,958.27	3,200.00	241.73
Maintenance and Repairs	286.06	31,134.56	4,500.00	(26,634.56)
Medicare	171.45	1,335.54	1,800.00	464.46
MIRMA	-	11,255.64	14,000.00	2,744.36
Miscellaneous	105.00	460.00	500.00	40.00
Prof Fees/Dues/Subs	60.00	719.00	110.00	(609.00)
Salaries	11,971.25	93,727.76	120,000.00	26,272.24
Summer Reading Program	-	925.05	1,000.00	74.95
Supplies	769.86	9,465.47	4,700.00	(4,765.47)
Telephone	239.55	2,610.64	2,800.00	189.36
Training/Education	-	-	100.00	100.00
Total Expenditures	17,127.37	209,132.15	214,500.00	5,367.85
Revenues Over/(Under) Expenditures	34,974.54	(84,030.30)	-	(84,030.30)
Other Financing Sources/(Uses):				
Transfer from Reserves	-	-	-	-
Total Other Financing Sources/(Uses)	-	-	-	-
Revenues and Other Financing Sources/(Uses) Over/(Under) Expenditures	\$ 34,974.54	\$ (84,030.30)	\$ -	\$ (84,030.30)

No assurance provided. Disclosures omitted.

DRAFT

**MACON PUBLIC LIBRARY
FINANCIAL STATEMENTS
DECEMBER 31, 2023 AND 2022**

Grimshaw & Associates, LLC
Certified Public Accountants

PO Box 126
Macon, MO 63552
Telephone (660) 395-5292

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Macon Public Library
Statements of Assets, Liabilities, and Fund Balance
Regulatory Basis

	<u>Dec 31, 23</u>	<u>Dec 31, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10400 · General Checking	224,986.38	225,819.65	(833.27)
10502 · Van Meter MM	54.89	162,558.98	(162,504.09)
10600 · Endowment Checking	3,059.92	3,059.92	0.00
10700 · Payroll Checking	3,441.43	4,080.03	(638.60)
Total Checking/Savings	<u>231,542.62</u>	<u>395,518.58</u>	<u>(163,975.96)</u>
Other Current Assets			
10300 · Due From City	121,886.34	131,171.09	(9,284.75)
Total Other Current Assets	<u>121,886.34</u>	<u>131,171.09</u>	<u>(9,284.75)</u>
Total Current Assets	<u>353,428.96</u>	<u>526,689.67</u>	<u>(173,260.71)</u>
Other Assets			
10902 · MA Investments	1,522,018.86	1,329,830.08	192,188.78
Total Other Assets	<u>1,522,018.86</u>	<u>1,329,830.08</u>	<u>192,188.78</u>
TOTAL ASSETS	<u><u>1,875,447.82</u></u>	<u><u>1,856,519.75</u></u>	<u><u>18,928.07</u></u>
LIABILITIES & EQUITY			
Equity			
31510 · Fund Balance	1,856,519.75	1,866,728.97	(10,209.22)
Net Income	18,928.07	(10,209.22)	29,137.29
Total Equity	<u>1,875,447.82</u>	<u>1,856,519.75</u>	<u>18,928.07</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,875,447.82</u></u>	<u><u>1,856,519.75</u></u>	<u><u>18,928.07</u></u>

No assurance provided. Disclosures omitted.

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Macon Public Library
Statements of Revenues and Expenditures
Regulatory Basis

	Dec 23	Dec 22	\$ Change
Ordinary Income/Expense			
Income			
40055 · City Tax	121,886.34	106,486.73	15,399.61
40100 · Donations/Memorials	110.00	200.00	(90.00)
40110 · Fines and Fees	574.73	368.00	206.73
40150 · Interest Income	0.05	782.84	(782.79)
Total Income	<u>122,571.12</u>	<u>107,837.57</u>	<u>14,733.55</u>
Gross Profit	122,571.12	107,837.57	14,733.55
Expense			
50000 · Accounting	650.00	600.00	50.00
50050 · Bank Charges	20.92	20.96	(0.04)
50055 · Books and Materials	1,826.03	1,399.80	426.23
50095 · Computer/Electronics	1,721.25	2,324.95	(603.70)
50110 · Contractual Services	0.00	173.05	(173.05)
50120 · Donations/Memorials Expense	164.00	0.00	164.00
50140 · FICA	545.24	750.68	(205.44)
50160 · Group Insurance	584.79	552.03	32.76
50185 · LAGERS	399.60	237.70	161.90
50210 · Maintenance and Repairs	197.91	114.36	83.55
50225 · Medicare	127.52	175.58	(48.06)
50240 · Miscellaneous Expense	80.00	152.49	(72.49)
50290 · Prof Fees/Dues/Subs	234.00	65.00	169.00
50320 · Salaries	8,905.61	12,255.76	(3,350.15)
50345 · Supplies	3,916.38	1,488.14	2,428.24
50350 · Telephone	239.50	235.11	4.39
Total Expense	<u>19,612.75</u>	<u>20,545.61</u>	<u>(932.86)</u>
Net Ordinary Income	<u>102,958.37</u>	<u>87,291.96</u>	<u>15,666.41</u>
Net Income	<u><u>102,958.37</u></u>	<u><u>87,291.96</u></u>	<u><u>15,666.41</u></u>

No assurance provided. Disclosures omitted.

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Macon Public Library
Statements of Revenues and Expenditures
Regulatory Basis

	Jan - Dec 23	Jan - Dec 22	\$ Change
Ordinary Income/Expense			
Income			
40055 · City Tax	200,012.67	206,575.23	(6,562.56)
40100 · Donations/Memorials	2,218.97	5,898.06	(3,679.09)
40110 · Fines and Fees	7,704.90	6,192.52	1,512.38
40131 · Summer Reading Program Income	174.00	154.05	19.95
40150 · Interest Income	28,364.21	11,070.84	17,293.37
40230 · Miscellaneous	4.10	0.00	4.10
40325 · State Aid	9,194.12	6,748.55	2,445.57
Total Income	<u>247,672.97</u>	<u>236,639.25</u>	<u>11,033.72</u>
Gross Profit	247,672.97	236,639.25	11,033.72
Expense			
50000 · Accounting	7,700.00	7,150.00	550.00
50050 · Bank Charges	5,965.05	281.94	5,683.11
50055 · Books and Materials	21,783.61	21,233.02	550.59
50095 · Computer/Electronics	3,327.56	4,650.29	(1,322.73)
50110 · Contractual Services	8,156.73	10,324.93	(2,168.20)
50120 · Donations/Memorials Expense	207.00	0.00	207.00
50140 · FICA	6,255.38	6,108.94	146.44
50160 · Group Insurance	6,657.12	6,299.20	357.92
50185 · LAGERS	3,357.87	3,082.05	275.82
50210 · Maintenance and Repairs	31,332.47	58,567.09	(27,234.62)
50225 · Medicare	1,463.06	1,428.88	34.18
50235 · MIRMA	11,255.64	12,990.25	(1,734.61)
50240 · Miscellaneous Expense	540.00	207.49	332.51
50290 · Prof Fees/Dues/Subs	953.00	105.00	848.00
50320 · Salaries	102,633.37	100,053.47	2,579.90
50330 · Summer Reading Program	925.05	865.54	59.51
50345 · Supplies	13,381.85	10,706.63	2,675.22
50350 · Telephone	2,850.14	2,793.75	56.39
Total Expense	<u>228,744.90</u>	<u>246,848.47</u>	<u>(18,103.57)</u>
Net Ordinary Income	<u>18,928.07</u>	<u>(10,209.22)</u>	<u>29,137.29</u>
Net Income	<u><u>18,928.07</u></u>	<u><u>(10,209.22)</u></u>	<u><u>29,137.29</u></u>

No assurance provided. Disclosures omitted.

DRAFT

Macon Public Library
Statements of Revenues and Expenditures - Regulatory Basis
Budget to Actual
For the Months Ended December 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Variance Favorable/ (Unfavorable)
Revenues:				
City Tax	\$ 121,886.34	\$ 200,012.67	\$ 192,000.00	\$ 8,012.67
Donations/Memorials	110.00	2,218.97	500.00	1,718.97
Fines and Fees	574.73	7,704.90	5,000.00	2,704.90
Interest	0.05	28,364.21	17,000.00	11,364.21
Miscellaneous	-	4.10	-	4.10
State Aid	-	9,194.12	-	9,194.12
Summer Reading Program Income	-	174.00	-	174.00
Total Revenues	122,571.12	247,672.97	214,500.00	33,172.97
Expenditures:				
Accounting	650.00	7,700.00	7,200.00	(500.00)
Bank Charges	20.92	5,965.05	290.00	(5,675.05)
Books and Materials	1,826.03	21,783.61	23,500.00	1,716.39
Computer/Electronics	1,721.25	3,327.56	4,700.00	1,372.44
Contractual Services	-	8,156.73	12,000.00	3,843.27
Donations/Memorials	164.00	207.00	100.00	(107.00)
FICA	545.24	6,255.38	7,500.00	1,244.62
Group Insurance	584.79	6,657.12	6,500.00	(157.12)
LAGERS	399.60	3,357.87	3,200.00	(157.87)
Maintenance and Repairs	197.91	31,332.47	4,500.00	(26,832.47)
Medicare	127.52	1,463.06	1,800.00	336.94
MIRMA	-	11,255.64	14,000.00	2,744.36
Miscellaneous	80.00	540.00	500.00	(40.00)
Prof Fees/Dues/Subs	234.00	953.00	110.00	(843.00)
Salaries	8,905.61	102,633.37	120,000.00	17,366.63
Summer Reading Program	-	925.05	1,000.00	74.95
Supplies	3,916.38	13,381.85	4,700.00	(8,681.85)
Telephone	239.50	2,850.14	2,800.00	(50.14)
Training/Education	-	-	100.00	100.00
Total Expenditures	19,612.75	228,744.90	214,500.00	(14,244.90)
Revenues Over/(Under) Expenditures	102,958.37	18,928.07	-	18,928.07
Other Financing Sources/(Uses):				
Transfer from Reserves	-	-	-	-
Total Other Financing Sources/(Uses)	-	-	-	-
Revenues and Other Financing Sources/(Uses) Over/(Under) Expenditures	\$ 102,958.37	\$ 18,928.07	\$ -	\$ 18,928.07

No assurance provided. Disclosures omitted.