NORTHLAND PUBLIC LIBRARY AUTHORITY
Finance Committee
BOARD MEETING - Held in person and virtually, using Microsoft Teams
July 10, 2025 7:00 p.m.
MINUTES

I. Call to Order: Karrie Lukin called the Meeting to order at 7:00 PM

II. Roll Call: Tom Kosmala, Karrie Lukin, John Schwend, Bob Lukitsch, Susan Claus, Amy Steele, Dana Getz

III. Comments from the Public: (5 mins.) None

IV. New Business:

A. Review 2025 salary budget in consideration of possible construction related staff bonuses

1. Projection of approximately $59,000 available due to budgeting a larger than usual salary contingency for possible bonuses plus savings due to higher than usual turnover.

Typically have money left in the salary budget. Additional money set aside plus additional money accumulated from transitions. The Authority Board was not aware of this and has not approved this ahead of time. Staff are letting board know funds are available in case they want to award bonuses. Question was asked what we normally do for bonuses. We have done 6-7 one-time bonuses over the past few years, but not the norm. Usually a nominal amount. This is more because of the construction project. Always have some leeway in budget in case of OT or need to hire contract employee. Typically between 25-35k per year, but always have fluctuations.

B. Proposed New Schedule for 2026 Finance Committee Meetings (5 mins.)

1. Begin in May to review Draft Audit Report and recommendations for transfers and review budget assumptions

2. Meet in May, July and September going forward.

Typically we have been late in getting audits finished due to former auditor's schedule. Stressful for staff. We have a new auditor now who can audit on an earlier schedule (possibly by end of 1st quarter), which works with auditor's schedule. We can have a smoother and more organized process moving forward. Would like first meeting in early May for finance meeting. Will continue to be held Thursdays at 7pm. Committee meetings were already approved by board, so will need to request a revision to switch governance and finance in May and June. In the future, staff would like board to approve audit, depreciation and reserve in May board meeting.

C. Proposed Additional Capital Fund and Operating Reserve Transfers (15 mins.)

1. 2023 Depreciation (not transferred in 2024 plus interest) - $142,946 + $6,796

2. RAD One-time grant funding 2023 - $206,000

3. ERTC Receipts - $346,789

Committee recommends the Board approve transferring the 2023 depreciation, RAD one-time grant funding and ERTC receipts, along with interest, to capital account as it was not moved previously. 2024 depreciation was transferred correctly. Will present for board approval in July 2025.

D. FY 2025 Current & Projected Financials with Draft Projected 2026 Budget (45 mins.)

Amy apologized for delay in getting budget to the committee. Always a bit of a scramble as we wait for end of June for formula. What was presented is the first run draft. Some numbers still need to be adjusted as costs were just made in 2nd half of 2025 including processing costs, staff training, etc. Went through line items and staff provided commentary about projections. Staff will review items based on committee questions and comments to make revisions. Foundation will approve their 2026 contribution at their next finance meeting. Staff will review and revise budget later this month, and will circulate to finance committee before September meeting.

V. Old Business: None

Circulated June meeting minutes. John motioned to approve. Tom seconded. 3 abstentions – Dana, Susan and Karrie. Motion passed

VI. Comments from the Public: (5 mins.) None

VII. Adjournment: Tom made a motion to adjourn the meeting, Dana seconded and the motion carried at 8:24 PM.