

**MINUTES FOR THE MEETING OF THE
CARNEGIE-SCHADDE MEMEORIAL PUBLIC LIBRARY
BOARD OF TRUSTEES
FINANCE COMMITTEE**

Members noticed must notify the person who prepared the agenda (see below) at least 24 hours before the meeting if they will not be able to attend.

Date and Time: Tuesday July 19, 2022, 11:00am
Location: Carnegie-Schadde Memorial Public Library, Lower Level Meeting Room. 230 4th Ave Baraboo, WI
Members Present: F. Hartmann, J. Ellington
Others Present: J. Bergin

- I. Called to order at 11:00am
 - A. Noted compliance with Open Meeting Law
- II. Approve meeting minutes from 6-14-21, Motion by FH, Motion passes unanimously.
- III. Approve agenda, Motion by JE, Motion passes unanimously.
- IV. Action Items
 - A. Discussion and recommendation regarding funds held with Third Oak. FH motion to leave funds as they are now with Third Oak until we need to use them. Motion passes unanimously.
- V. Information items
 - A. Detail report of building project fund expenditures. -- Discussed asking P.Cannon to have access to invoices to answer questions at board meetings, and having detail ledger included with monthly finance reports. J. Bergin will talk to P. Cannon and L. Laux to have these next month's meeting.
- VI. Adjourned 11:30am

Agenda Posted by _____ on _____
Agenda prepared by J.Bergin

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Library Director, 230 4th Avenue, or phone 356-6166, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, **other than the Council, committee, commission or board identified in the caption of this notice. FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH**

Report of Library Trust Funds

Baraboo Public Library

Jun-22

TRUST FUNDS		Account Number	Balance
Checking Acct Balance	06/30/22	104551192	\$100,854.03
INVESTMENTS:			
Total Investments			\$0.00
Total Investments & Checking			\$100,854.03 37.43%
Invested with LPL Financial	Principal Value	\$154,025.69	Market Value
			\$168,572.88 62.57%
Total Trust			\$269,426.91

Income Statement		June
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6/1/2022		
Checking Account		\$101,305.14
Trust Fund Investments		0.00
		\$101,305.14
INCOME		
Interest - Checking		20.79
Interest - Investments		
Daily Regular Deposits		38.60
		\$59.39
EXPENSE		
Expenses		510.50
Transfer to CDA		
		\$510.50
Total Funds 6/30/2022:		\$100,854.03

GENERAL FUND SURPLUS RESERVES - YE 2021	\$66,199.42
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LIBRARY IMPACT FEES - 2022 Activity	
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Balance 1/1/22		\$5,814.28
Income: Impact Fees Collected	\$2,075.00	
Interest Earned	\$2.18	
		\$2,077.18
Expense: Transfer to CDA Building Construction	\$7,476.00	
Professional Services	\$0.00	
		\$7,476.00
Total Funds 6/30/2022:	Checking	\$415.46

LIBRARY BUILDING FUND - 2022 Activity	
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1/1/2022		\$120,147.29
Income: Donations	\$203.00	
Sale of Assets	\$1,036.50	
Interest Earned	\$34.12	
		\$1,273.62
Expense: Building Expenses	\$1,508.53	
Professional Services	\$193.36	
Tfr to CDA Building Construction Fund	\$115,000.00	
		\$116,701.89
Checking	\$4,719.02	
Total Funds 6/30/2022:		\$4,719.02

CDA LIBRARY BUILDING CONSTRUCTION FUND - 2022 Activity	
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Balance 1/1/22		\$3,979,350.41
Income: Contribution from the Library	\$1,956,600.10	
Debt Proceeds (Line of Credit)	\$50,000.01	
Interest Earned	\$9,872.09	
		\$2,016,472.20
Expense: Vogel Brothers	\$478,873.80	
Insurance	\$4,656.00	
Professional Services	\$32,880.00	
Architectural Services	\$46,840.00	
Service and supplies	\$657.40	
Equipment Purchases	\$61,610.00	
		\$625,517.20
Total Funds 6/30/2022:	LGIP/Checking	\$5,370,305.41

Lori Laux, Treasurer

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Prof Services - Management							
			01/01/2022 (00/22) Balance	987-67-41000-212-0			.00
02/15/2022	AP	505	TRDMS LLC **VendorNo: 2540 **Inv. No: LIB-2021-009 **Desc: LIB- OWNERS REP SERVICES FROM 1/15/22 THRU 2/14/22 **Inv. Date: 2/15/2022 **PO No:		360.00		
					360.00	.00	360.00
03/16/2022	AP	448	TRDMS LLC **VendorNo: 2540 **Inv. No: LIB-2022-010 **Desc: LIB-FEB 15- MAR 14, 2022 SERVICES **Inv. Date: 3/16/2022 **PO No:		360.00		
					360.00	.00	720.00
04/21/2022	AP	299	TRDMS LLC **VendorNo: 2540 **Inv. No: LIB-2022-011 **Desc: LIB-MAR 15-APR 14, 2022 TEAMS MEETINGS SERVICES **Inv. Date: 4/21/2022 **PO No:		180.00		
					180.00	.00	900.00
05/16/2022	AP	839	TRDMS LLC **VendorNo: 2540 **Inv. No: LIB-2022-012 **Desc: LIB-APR 15-MAY 14, 2022 SERVICES **Inv. Date: 5/16/2022 **PO No:		3,600.00		
					180.00	.00	900.00
06/30/2022	AP	613	CANNON, PATRICK **VendorNo: 414 **Inv. No: 2022-6B-LIB **Desc: LIB-MANAGEMENT SERVICES **Inv. Date: 6/30/2022 **PO No:		2,000.00		
					5,600.00	.00	6,500.00
YTD Encumbrance	.00	YTD Actual	6,500.00 Total	6,500.00 YTD Budget	36,000.00 Unexpended	29,500.00	
Prof Services - Legal							
			01/01/2022 (00/22) Balance	987-67-41000-213-0			.00
07/26/2021	AP	60	BOARDMAN & CLARK LLP **VendorNo: 340 **Inv. No: 239452 **Desc: LIB-INTER CON PROPOSAL **Inv. Date: 7/26/2021 **PO No:		120.00		
02/28/2022	AP	507	VONBRIESEN & ROPER S.C. **VendorNo: 2657 **Inv. No: 384052 **Desc: LIB-USDA LOAN-LIBRARY RENOVATION **Inv. Date: 2/28/2022 **PO No:		760.00		
					880.00	.00	880.00
					.00	.00	880.00
YTD Encumbrance	.00	YTD Actual	880.00 Total	880.00 YTD Budget	.00 Unexpended	(880.00)	
Special Services							
			01/01/2022 (00/22) Balance	987-67-41000-270-0			.00
03/08/2022	AP	391	AKRIVIS **VendorNo: 4125 **Inv. No: kMXettlpCwQEzkwJ10OLN **Desc: LIB-RESTRICTED APPRAISAL REPORT **Inv. Date: 3/8/2022 **PO No:		500.00		
					500.00	.00	500.00
04/28/2022	AP	724	QUARLES & BRADY LLP **VendorNo: 2024 **Inv. No: 6475192 **Desc: LIB-INTERIM DEVELOPMENT BOND - BARABOO STATE BANK **Inv. Date: 4/28/2022 **PO No:		25,000.00		
					25,000.00	.00	25,500.00
					.00	.00	25,500.00
YTD Encumbrance	.00	YTD Actual	25,500.00 Total	25,500.00 YTD Budget	.00 Unexpended	(25,500.00)	
Prof Services - Engineering							
			01/01/2022 (00/22) Balance	987-67-75000-215-0			.00
01/28/2022	AP	389	MSA PROFESSIONAL SERVICES INC **VendorNo: 1711 **Inv. No: 18603003-23 **Desc: LIB-EXPANSION PROJECT BIDDING 12/26/21 TO 1/29/22 **Inv. Date: 1/28/2022 **PO No:		12,500.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/22/2022	AP	390	MSA PROFESSIONAL SERVICES INC **VendorNo: 1711 **Inv. No: 18603003-24 **Desc: LIB-EXPANSION PROJECT BIDDING 1/30/22 TO FEB 26,2022 **Inv. Date: 2/22/2022 **PO No:		10,000.00		
02/28/2022 (02/22) Period Totals and Balance					22,500.00	.00	22,500.00
03/25/2022	AP	261	MSA PROFESSIONAL SERVICES INC **VendorNo: 1711 **Inv. No: 030030-25 **Desc: LIB-BIDDING, CONSTRUCTION 2/27-3/26/2022 **Inv. Date: 3/25/2022 **PO No:		7,540.00		
05/31/2022 (05/22) Period Totals and Balance					7,540.00	.00	30,040.00
05/27/2022	AP	771	MSA PROFESSIONAL SERVICES INC **VendorNo: 1711 **Inv. No: 030030-27 **Desc: LIB-PROF SERVICES FROM 5/1-5/28/22 **Inv. Date: 5/27/2022 **PO No:		16,800.00		
06/30/2022 (06/22) Period Totals and Balance					16,800.00	.00	46,840.00
YTD Encumbrance	.00	YTD Actual	46,840.00 Total	46,840.00 YTD Budget	6,000.00 Unexpended	(40,840.00)	

Number of Transactions: 13	Number of Accounts: 4	Debit	Credit	Proof
Total Library Building Fund:		79,720.00	.00	79,720.00
Number of Transactions: 13	Number of Accounts: 4	Debit	Credit	Proof
Grand Totals:		79,720.00	.00	79,720.00

Report Criteria:

- Actual Amounts
- Accounts With Balances Or Activity
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Print Bold Totals
- Include Vendor Number, Invoice Number, Description, Invoice Date, and Purchase Order Number Comments
- Print Transactions In Date Order
- Include FUNDS: 987
- Page and Total by FUND
- Exclude ACCOUNTS: All
- Exclude REVENUES: All
- Include OBJECT CODES: 200-290
- All Segments Tested for Total Breaks