



MEAD PUBLIC LIBRARY FINANCE COMMITTEE MINUTES

August 13, 2025 at 5:00 p.m.

Mead Public Library, PCR2, 710 N 8th Street

Finance Committee members present: Maeve Quinn, and Mike Close.

City staff present: Garrett Erickson, Evan Grossen, and Pattie Pilz

1. Call to Order and Determination of Quorum
Close called the meeting to order at 5:00 p.m. and determined a quorum.
2. Approval of Minutes
Quinn moved to approve the April 22, 2022, minutes. Close seconded. Motion passed.
3. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts, and Donations). Receive Budget Status Report to date.
 - a. Grossen presented July 2025 Accounts Payable Listing and Financial Statement reports.
 - b. \$2.4 million total expenses to date
 - c. Overall variance \$1 million
 - d. Second installment of levy is expected from the County. A total of \$3.5 million has been collected out of an expected \$4.30 million.
 - e. Salaries and benefits are currently at 50% of what was budgeted to date.
 - f. Erickson to follow up on status of Monarch's invoice for contracted services.
 - g. Roof replacement update
 - i. PO was entered by purchasing agent in Finance
 - ii. Start date expected end of August 2025
 - iii. ARPA funds pay for ½ as long as repair is done by end of next year
 - h. Quinn moved to recommend that the full Board of Trustees approve payment of current expenditures, including payroll and special revenues (grants, gifts, and donations). Close seconded. Motion passed.
4. 2026 Budget
 - a. Two budgets were reviewed 1) 2026 budget with maintenance team remaining as Mead Library staff and 2) 2026 budget without maintenance team - transferred to City Facilities Department
 - b. Mead will ask City for funds to pay for inflationary costs on materials
 - c. Payroll raises are tied to the Social Security Cost-of-Living Adjustment estimated to be 2.6%
 - d. Temp cleaning service is being used due to maintenance staff on leave
 - e. 3-4 new software subscription contracts were added to increase staff efficiency
 - f. Close asked Grossen to bump up photo copy revenue from the budgeted \$8K
 - g. Mead is not sure if parking costs for maintenance team will be included in City budget if maintenance staff are moved over. Grossen to include comments in resolution to note parking costs are covered.
 - h. Quinn asked Grossen to change title of Vehicle and Parking Expenses line item as it may be implied that Mead has a vehicle
 - i. Draft resolution
 - i. Erickson's draft resolution language for the relocation of maintenance staff from Mead to the City was discussed

- ii. Grossen to work on budget elements of resolution
- iii. Close asked to modify #7 of resolution to include text for when a ticketing system is established that Mead will receive the same level of service which a ticket is submitted into the system. Mead should be a part of the work rotation. Close also commented on how work that is patron-centered should get priority over staff-centered work. Close to share examples of such verbiage with Erickson.
- j. Close moved to recommend to the Board of Trustees to accept the 2026 budget without maintenance staff assuming that the staff will be moved to the City budget. Discussion followed. The motion failed.

5. Fund Balance

- a. Money from leftover operating funds at the end of each year feed this fund. Most of the leftover funds come from temporarily vacant positions during the year.
- b. Costs for the following will be paid for from this fund
 - i. Roof replacement (Mead responsible for half the cost)
 - ii. Automatic Materials Handling machine replacement
 - iii. Youth services door replacement for improved security, ADA accessibility
- c. Pilz to share any Mead policies that mention Fund Balance with committee
- d. Close moved to accept and file fund balance. Quinn seconded. Motion passes

6. Review Mead Finance Policies

- a. Language in Mead policy replaces Administrative Services Manager with City Finance Department designee.
- b. Quinn moved to accept Finance policy changes with above referenced modification. Close seconded. Motion passed.

7. Upcoming Meeting

8. Motion to Adjourn

Meeting adjourned at 5:55 p.m.

7. Next Meeting Date

Will reconvene after 2026 budget is approved.