

**MILLINGTON ARBELA DISTRICT LIBRARY
PERSONNEL/FINANCE COMMITTEE
Meeting Minutes
March 26, 2026**

Present: Carrie Petzold, Amy Yorke, Cindy Willson, Nila Schmandt, Sharona Rosnik and Lori TerBush

Absent: N/A

Call to Order: Meeting was called to order at 5:40 pm by C. Petzold.

Agenda: The primary focus of the meeting was to review the library's budget, with particular attention given to salary and tax expenses. This agenda item provided an opportunity for the group to assess current financial practices and ensure that both salary and tax expenditures align with the library's fiscal goals for the upcoming year.

Budget and Salary Expense Review

Before the meeting, the finance committee raised questions about specific line items in the budget and salary expenses. Sharona provided clarification on these points, noting that some expenses had been incorrectly categorized. For example, trivia expenses were initially placed under the miscellaneous category but should have been recorded under gifts and memorials.

The committee also discussed the significant increase in salaries and wages for the current fiscal year. This rise was attributed to the higher minimum wage and raises that were granted to staff.

Sharona presented the projected salary budget for the upcoming fiscal year, setting the amount at \$172,000.00. She noted that the current fiscal year's salary expenditure was \$174,089.72 and expressed her opinion that there is no need to increase the budgeted amount for next year. The committee discussed whether the proposed figure was appropriate and reflected the needs of the library. Sharona explained that cost-saving measures have already been implemented, including a reduction in staff hours during the winter months, which will help lower overall salary expenses. Additionally, she shared that one employee has recently submitted her notice to leave, and there are currently no plans to hire a replacement. Instead, the responsibilities of the departing staff member will be distributed among the remaining employees.

Cindy Willson presented a budget template indicating that, as of the current date, 63% of the annual salary budget has been utilized. The board emphasized the importance of closely monitoring upcoming staff raises to ensure that salary expenditures remain below 65% of the annual budget. Members expressed confidence in the proposed budget plan and agreed that it is ready to be presented to the full board at the meeting scheduled for April 2026.

Adjournment: Motion by A. Yorke, to adjourn the meeting at 6:10 pm, C. Willson supported. Motion carried.

