



11345 North Cedarburg Road, Mequon, WI 53092

**FINANCE COMMITTEE
MEETING AGENDA
Wednesday, August 23, 2023, 3pm
Second Floor Conference Room**

- I. Call to Order, Verification of Posting, Roll Call**
- II. New Business**
 - a. Discussion and Possible Recommendation: 2024 Budget
- III. Future Meeting Dates**
 - a. City of Mequon Budget Workshop, August 29, 2023
 - b. Board of Trustees Meeting: September 20, 2023
 - c. Other Meetings:
- IV. Adjourn**

Graham Baxter, Finance Committee Chair

Posted: August 18, 2023



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**Meeting of the Finance Committee
of the Frank L. Weyenberg Library Board of Trustees
Tuesday, November 29, 2021, 8am
Second Floor Conference Room**

- I. Call to Order, Verification of Posting, Roll Call**

Chairman Jennifer Bogli called the meeting to order at 8:06am.
Meeting was posted November 26, 2021
Present: Jennifer Bogli, Tedd Lookatch, JanaLee Hitchcock, Rachel Muchin Young
- II. Approval of Minutes**

Lookatch moved to approve the minutes of the October 12, 2021 Finance Committee Meeting; Hitchcock seconded the motion. Motion carried.
- III. Projected Year End Expenditures**

We will end the year with the unbudgeted surplus mainly due to the ARPA funds received in advance of the 2022 budget year.
- IV. 2022 Final Budget Review**

There have been no changes in benefit costs.
- V. Cash Management Procedures Review**

Put a system in place to have two people count the cash register. The first count should be done by the Access Services Manager, and the final count should be done by the Business Manager. Additionally, a Polaris report will be generated at least monthly to determine what funds should be credited to Fines, and what funds should be credited to Fees. If Access Services Manager is unavailable, Library Director serves as back-up. These changes should be added to job descriptions.

VI. Other Business

Should the format of the Balance Sheet be changed?

VII. Adjourn

Hitchcock moved to adjourn the meeting. Lookatch seconded the motion.

Motion carried. Meeting adjourned at 8:44am.

Respectfully submitted,

R. Muchin Young

Rachel Muchin Young

Acting Secretary

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