



Meeting Minutes
Tri-Township Public Library District
Tuesday, August 25, 2026
7:00 p.m. Regular Meeting
Meeting Room, Lower Level

Documents distributed to attendees:

1. Agenda
2. Meeting minutes (July 28 regular meeting)
3. Financial statements (Balance Sheet, Profit and Loss Report, Budget vs Actual, Amended Budget vs Actual for FY 26)
4. Director's report
5. Outreach activity report (Sierra)
6. Marketing report (Anya)
7. Social media usage summaries

A. Call to Order

The meeting was called to order by Vice-President Mary Ellen Akridge at 7 p.m.

B. Roll Call

1. Board present: Vice-President Mary Ellen Akridge, Secretary Katie Devany, Treasurer Liz Compton, Trustee Lyssa Mascote; Trustee Katie Serrano, Trustee Linda Taake.
Absent: President Michele Erschen
2. Public present: Elizabeth Fischer, Library Director; Karla Brown, Transcriber
3. Input of Agenda Items
 - Board: Compton added discussion on amended financial statement – see Treasurer's Report
 - Public: None

C. Approval of Minutes

Regular Meeting Minutes of July 28

Motion was made by Taake, seconded by Serrano, to accept the regular meeting minutes as presented. Ayes: Carried by acclamation; Absent: Erschen

D. Treasurer's Report

- Compton explained she and the bookkeeper determined the YTD budget numbers on the Budget vs Actual report where being calculated by Quickbooks differently than what the library preferred. Several hours were spent to identify the issue and re-enter the budget numbers for 2026 and produce the amended report. The FY27 numbers were also re-entered and, from now on, the budget column shows the total year's budget (instead of Quickbook's year-to-date calculation) and can be compared to the levy numbers. As FY26 was the first year using Quickbooks, it was a learning process and has now been rectified.
- The Balance Sheet shows the library is still in good standing.
- Serrano inquired as to when the library receives county deposits. Fischer explained they are received usually between mid-July and mid-March, but there is no set amount for each deposit. It depends on the county's collection and disbursement process.

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- To celebrate Library Card Sign up month, Anya put together a “Show your card and save” program and eight businesses are participating. Fischer said that businesses had been given a tally sheet to complete and return for analyzing the program’s success.
- Board members made suggestions including more social media posts on what the library offers including Dolly Parton’s Imagination Library program.
- Summer reading statistics will be available soon.
- Fischer is addressing some of the databases the library is offering and determining if they are cost effective to continue. The Consumer Report offering through EBSCO will not be renewed. Picture books, Novelist Plus, and Comics Plus are being considered as new offerings.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**

1. Nothing to report

- **Finance Committee**

1. Routine approvals were made for a few expenditures, but committee did not meet.

- **Policy Committee.**

1. Devany distributed the final Tuition Reimbursement Policy. Motion was made by Devany, seconded by Compton, to accept the Tuition Reimbursement Policy as presented. Ayes: Carried by acclamation; Absent: Erschen
The policy will be included as part of the Personnel Policy Manual and payments will be processed through the payroll system as non-taxable earnings.

- **Building and Grounds Committee**

1. Taake reported the committee met and discussed:
 - Pursuing new cleaning bids
 - Received a bid for removing the pergola
 - Reviewed two bids for roof replacement and wanting to get a third bid before making decision
 - Received two bids for pressure washing
 - Adding bench(es) to the front of the library
 - Adding permanent lighting

H. Communications

I. Old Business

J. New Business

K. Public Participation

L. Adjournment

Motion by Akridge, seconded by Compton, to adjourn the meeting at 7:41 p.m.
Ayes: Carried by acclamation

M. Announcements

Follow-up items for next meeting: