

William K. Kohrs Memorial Library
Board of Trustees Meeting Agenda
February 17, 2022

The regular meeting of the Wm. K. Kohrs Memorial Library trustees will be Thursday, February 17, 2022 at 4:00 pm in the library meeting room. The agenda is posted in the library and at City Hall.

Opening:

- Call to order / attendance
- Adoption of the agenda
- Public comment
- Minutes of previous meeting approval
- Claims for February approval

Reports:

- Budget

Unfinished Business:

- Update on conversion of fluorescent light fixtures

New Business:

- Budget FYE 2023 first draft

Closing:

The next regular meeting will be Thursday, March 17, 2022 at 4:00 pm in the library meeting room.

Meeting adjourns.

William K. Kohrs Memorial Library
Board of Trustees
Meeting Minutes
January 20, 2021

Attendance:

Board members: Warner Bair, Jami Eads, Mary Ann Fraley, Kathy Bair, Rose Sena
Staff: Cindy Grieshaber

Call to order: Warner called the meeting to order at 4:00 pm.

The Board welcomed Rose Sena as the newly appointed trustee.

Adoption of the Agenda: Jami moved to adopt the agenda. Kathy seconded the motion. The agenda was adopted unanimously.

Public comment: There was no public comment

Minutes from previous meeting: Jami moved to approve the minutes from the previous meeting. Mary Ann seconded the motion. The minutes were approved unanimously.

Claims for January: Jami moved to approve the claims for January. Mary Ann seconded the motion. The claims were approved unanimously.

Reports:

Foundation: Mary Ann reported on the December 7 Foundation meeting. Her detailed notes are attached.

Budget: Cindy presented an update on the current state of the library budget. As of December 31, 2021 we have finished 50% of the fiscal year, with 52% of revenue in, spending is at 51%.

A budget draft for 2022/2023 will be presented to the Board at the March meeting.

Unfinished business:

There was no unfinished business to discuss.

New Business:

Cindy presented an estimate from Stoddard Services to convert the Library's fluorescent light fixtures to LED for \$5,225.00. Kathy suggested finding out if the estimate includes all parts and labor, and how much money is required up front, then notifying the board via email. Warner suggested that the Foundation be contacted with a request to fund this project.

Closing: The meeting adjourned at 4:25 pm.

The next regular meeting of the Library Board of Trustees will be Thursday, January 20, 2022, at 4:00 pm in the library meeting room.

MONTHLY CLAIMS
FEBRUARY 2022

| CITY # | VENDOR | INVOICE# | DESCRIPTION | BUDGET LINE | AMOUNT | LINE TOTAL |
|--------|--------------------------|----------|------------------------|-------------|-------------|-------------|
| | Salaries and wages | | Monthly wages | 460100110 | \$ 5,230.40 | \$ 5,230.40 |
| | | | Monthly benefits | 460100141 | \$ 884.36 | \$ 884.36 |
| 705 | MMIA | | Health insurance | 460100145 | \$ 879.75 | \$ 879.75 |
| 921 | Petty Cash | | supplies | 460100200 | \$ 68.50 | \$ 68.50 |
| 1104 | Center Point Large Print | | Large Type Books | 460100226 | \$ 46.74 | |
| 1098 | Amazon | | Books | 460100226 | \$ 189.79 | \$ 236.53 |
| 921 | Petty cash | | Postage | 460100311 | \$ 129.38 | \$ 129.38 |
| 33 | Northwestern Energy | | Gas and Electric | 460100341 | \$ 422.00 | \$ 422.00 |
| 1196 | Spectrum Business | | Internet and telephone | 460100343 | \$ 107.00 | \$ 107.00 |
| 1466 | Elissa Girky | | cleaning | 460100360 | \$ 144.00 | |
| 1047 | Mountain West Dynamark | 2018 | security contract | 460100360 | \$ 204.00 | \$ 348.00 |
| | | | | | \$ 8,305.92 | \$ 8,305.92 |

WILLIAM K. KOHRS LIBRARY BUDGET REPORT FYE 2022

REVENUE

| Column1 | EXPECTED | JULY | AUGUST | SEPT. | OCT. | NOV. | DEC. | JAN. | FEB. | MARCH | APRIL | MAY | JUNE | TOTALS | % |
|---------------|---------------|-------------|-------------|-------------|--------------|--------------|--------------|-------------|------|-------|-------|-----|------|--------------|------|
| TAXES REAL | \$ 60,000.00 | \$ 770.87 | \$ 246.95 | \$ 384.32 | \$ 271.31 | \$ 33,176.81 | \$ 2,702.21 | | | | | | | \$ 37,552.47 | 63% |
| PERSONAL | \$ 600.00 | \$ 107.80 | \$ 40.60 | \$ 2.07 | \$ 28.06 | \$ 40.43 | \$ 50.82 | | | | | | | \$ 269.78 | 45% |
| PENALTY | \$ 400.00 | \$ 56.46 | \$ 16.11 | \$ 35.69 | \$ 17.60 | \$ 2.54 | \$ 17.60 | | | | | | | \$ 204.19 | 51% |
| GROUP TOT. | \$ 61,000.00 | \$ 935.13 | \$ 303.66 | \$ 422.08 | \$ 33,219.78 | \$ 2,770.63 | | | | | | | | \$ 38,026.44 | 62% |
| FRANCHISE | \$ 18,000.00 | | | | | | | | | | | | | | 0% |
| STATE | \$ 11,718.00 | | \$ 2,929.62 | | | \$ 2,929.62 | | | | | | | | \$ 5,859.24 | 50% |
| LOCAL | \$ 2,127.00 | | | | | | \$ 2,021.17 | | | | | | | \$ 2,021.17 | 95% |
| COUNTY | \$ 6,000.00 | \$ 7,000.00 | | | | | | | | | | | | \$ 7,000.00 | 117% |
| GROUP TOT. | \$ 19,845.00 | \$ 7,000.00 | \$ 2,929.62 | | | \$ 4,950.79 | | | | | | | | \$ 14,880.41 | 75% |
| LIB REV | \$ 2,600.00 | \$ 280.00 | \$ 280.00 | \$ 284.00 | \$ 278.00 | \$ 364.00 | \$ 278.00 | | | | | | | \$ 1,206.00 | 46% |
| LIB DON. | \$ 8,900.00 | \$ 72.00 | \$ 310.00 | \$ 425.00 | \$ 1,430.00 | \$ 5,107.75 | \$ 1,430.00 | | | | | | | \$ 7,344.75 | 83% |
| GROUP TOT. | \$ 11,500.00 | \$ 72.00 | \$ 590.00 | \$ 709.00 | \$ 1,708.00 | \$ 5,471.75 | \$ 1,708.00 | | | | | | | \$ 8,550.75 | 74% |
| Invest. Earn. | \$ 300.00 | \$ 3.34 | \$ 2.60 | \$ 1.89 | \$ 1.32 | \$ 4.58 | | | | | | | | \$ 16.35 | 5% |
| TOTALS | \$ 110,645.00 | \$ 7,072.00 | \$ 1,528.47 | \$ 3,235.88 | \$ 1,133.70 | \$ 376.95 | \$ 43,643.64 | \$ 4,483.21 | | | | | | \$ 61,473.95 | 56% |

EXPENSES

| BUDGET | 8% | 16% | 25% | 33% | 42% | 50% | 58% | 67% | 75% | 83% | 92% | 100% | TOTALS | % |
|--------|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----|-----|-----|------|--------------|------|
| 110 | \$ 64,500.00 | \$ 4,713.24 | \$ 5,681.54 | \$ 5,949.68 | \$ 5,079.37 | \$ 5,497.42 | \$ 4,983.13 | \$ 5,230.40 | | | | | \$ 37,134.78 | 58% |
| 141 | \$ 350.00 | \$ 31.35 | \$ 36.92 | \$ 38.67 | \$ 33.02 | \$ 35.73 | \$ 32.39 | \$ 33.99 | | | | | \$ 242.07 | 69% |
| 143 | \$ 3,900.00 | \$ 292.23 | \$ 352.25 | \$ 368.89 | \$ 314.92 | \$ 340.84 | \$ 308.96 | \$ 324.28 | | | | | \$ 2,302.37 | 59% |
| 144 | \$ 4,900.00 | \$ 370.01 | \$ 440.89 | \$ 438.32 | \$ 405.83 | \$ 436.54 | \$ 392.51 | \$ 418.24 | | | | | \$ 2,902.34 | 58% |
| 145 | \$ 10,560.00 | \$ 879.75 | \$ 879.75 | \$ 879.75 | \$ 879.75 | \$ 879.75 | \$ 879.75 | \$ 879.75 | | | | | \$ 6,158.25 | 58% |
| 147 | \$ 280.00 | \$ 31.05 | \$ 35.69 | \$ 37.16 | \$ 31.08 | \$ 33.64 | \$ 30.51 | \$ 32.01 | | | | | \$ 231.14 | 66% |
| 148 | \$ 950.00 | \$ 68.34 | \$ 82.39 | \$ 86.27 | \$ 73.65 | \$ 79.71 | \$ 72.26 | \$ 75.84 | | | | | \$ 538.46 | 57% |
| 200 | \$ 3,000.00 | | \$ 783.98 | \$ 356.00 | | \$ 121.86 | \$ 115.10 | \$ 57.49 | | | | | \$ 1,434.43 | 48% |
| 226 | \$ 5,000.00 | \$ 46.74 | \$ 398.09 | \$ 469.32 | \$ 183.74 | \$ 521.55 | \$ 380.18 | \$ 283.88 | | | | | \$ 2,283.50 | 46% |
| 310 | \$ 1,200.00 | \$ 23.06 | \$ 126.20 | \$ 84.80 | \$ 48.45 | \$ 52.68 | \$ 70.31 | \$ 47.22 | | | | | \$ 452.72 | 38% |
| 330 | \$ 2,200.00 | \$ 2,067.18 | | | | | | | | | | | \$ 2,067.18 | 94% |
| 341 | \$ 4,500.00 | \$ 306.00 | \$ 306.00 | \$ 422.00 | \$ 422.00 | \$ 422.00 | \$ 422.00 | \$ 422.00 | | | | | \$ 2,722.00 | 60% |
| 343 | \$ 1,300.00 | \$ 104.94 | \$ 107.82 | \$ 107.82 | \$ 104.94 | \$ 102.06 | \$ 102.06 | \$ 104.94 | | | | | \$ 734.58 | 57% |
| 350 | \$ 350.00 | | | | \$ 204.00 | | | | | | | | \$ 204.00 | 58% |
| 360 | \$ 5,500.00 | \$ 183.00 | \$ 420.00 | \$ 340.00 | \$ 1,592.00 | \$ 288.00 | \$ 777.00 | \$ 180.00 | | | | | \$ 3,780.00 | 69% |
| 370 | \$ 100.00 | | | | | | | | | | | | \$ - | 0% |
| 510 | \$ 500.00 | \$ 500.00 | | | | | | | | | | | \$ 500.00 | 100% |
| TOTALS | \$ 109,090.00 | \$ 9,616.89 | \$ 9,651.52 | \$ 9,578.68 | \$ 9,168.75 | \$ 9,015.78 | \$ 8,566.16 | \$ 8,090.04 | | | | | \$ 63,687.82 | 59% |

William K. Kohrs Memorial Library
Library Statistics January 2022

People count: 1,585

Children's programs: Total programs: 7, Total attendance: 92

Preschool storytime: 28 children, 22 adults

Avon School: 25 children

Garrison School: 12 children

Gold Creek School: 5 children

Meeting room usage: 116

Computer users: 150

New library users: 13

Photocopies: 831

Montana Library 2 Go: 431

Interlibrary Loans:

Borrowed in state: 15

Borrowed out of state: 9

Loaned in state: 10

Loaned out of state: 11

Children's materials: 252

Total Circulation: 1,319