

William K. Kohrs Memorial Library
Board of Trustees Meeting Agenda
July 20, 2023

The regular meeting of the Wm. K. Kohrs Memorial Library trustees will be Thursday, July 20, 2023 at 5:00 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 June and July approval

Reports:

- Budget

Unfinished Business:

New Business:

Closing:

The next regular meeting will be Thursday, September 21, 2023 at 5:00 pm in the library meeting room.

Meeting adjourns.

William K. Kohrs Memorial Library
Library Statistics May 2023

People count: 1,442

Children's programs: 6 programs, total attendance: 78

Pre-school storytime: 16 children, 14 adults

Garrison School: 15 children, 3 adults

Avon School: 27 children, 3 adults

Meeting room usage: 122

Computer users: 153

New library cards issued: 8

Photocopies: 671

Montana Library 2 Go: 535

Interlibrary Loans:

Borrowed in state: 12

Borrowed out of state: 8

Loaned in state: 0

Loaned out of state: 3

Children's materials: 398

Total Checkouts: 1193

William K. Kohrs Memorial Library
Board of Trustees
Meeting Minutes
May 18, 2023

Attendance:

Board members: Warner Bair, Jami Eads, Mary Ann Fraley, Kathy Bair, Rose Sena
Staff: Cindy Grieshaber; City council: John Molendyke

Call to order: Warner called the meeting to order at 5:00 pm.

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

Public comment: Jami congratulated Mary Ann on her appointment as vice president to the Powell County Senior Center.

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

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

Reports:

Budget: Cindy presented an update on the current state of the library budget. We have completed 83% of the fiscal year with expenses at 81%.

Unfinished business:

Warner proposed we add the election of a vice chair to Article IV of the Board of Trustee Bylaws. Mary Ann made a motion to amend the bylaws per Warner's proposal. Jami seconded the motion. The motion carried unanimously. Mary Ann made a motion to nominate Kathy as vice chair; Jami seconded the motion. The motion carried unanimously.

New Business:

Cindy presented a draft of the library budget for fiscal year ending June 2024. The budget draft includes an increase in salaries and wages to allow for a \$1.00 per hour raise for all library staff. A copy of the draft is attached to this document. Mary Ann made a motion to approve the budget draft. Warner seconded the motion. The budget draft was approved unanimously.

Jami led a discussion on changing the time of the regular board meetings from 4:00 pm to 5:00 pm. Jami made a motion to change the time of the meetings to 5:00 pm. Mary Ann seconded the motion. The motion carried unanimously.

Closing: The meeting adjourned at 5:20 pm.

The next regular meeting of the Library Board of Trustees will be Thursday, July 20, 2023 at 5:00 pm in the library meeting room.

An educational tour of the library was conducted after the meeting to count toward trustee continuing education.

William K. Kohrs Memorial Library
Budget Draft FYE 2024



2220 LIBRARY	2022		2023		2024
	BUDGET		BUDGET	BUDGET	
310000 TAXES	REVENUE	ACTUAL	REVENUE	PROJECTED	REVENUE
311010 REAL PROPERTY TAXES	\$ 60,000.00	\$ 62,000.00	\$ 62,000.00	\$ 64,000.00	\$ 65,000.00
311020 PERSONAL PROPERTY TAXES	\$ 600.00	\$ 500.00	\$ 500.00	\$ 600.00	\$ 700.00
312000 PENALTY & INTEREST	\$ 400.00	\$ 300.00	\$ 300.00	\$ 400.00	\$ 400.00
GROUP TOTALS	\$ 61,000.00	\$ 62,800.00	\$ 62,800.00	\$ 65,000.00	\$ 66,100.00
320000 LICENSES AND PERMITS					
322030 FRANCHISE FEES	\$ 18,000.00	\$ 16,865.89	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
GROUP TOTALS	\$ 18,000.00	\$ 16,865.89	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
330000 INTERGOVERNMENTAL REVENUES					
335230 STATE ENTITLEMENT SHARE	\$ 11,718.00	\$ 11,728.96	\$ 11,718.00	\$ 12,000.00	\$ 12,000.00
337000 LOCAL GRANTS	\$ 2,127.00	\$ 2,021.17	\$ 3,050.00	\$ 3,342.75	\$ 4,150.00
338000 LOCAL SHARED REVENUE	\$ 6,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
GROUP TOTALS	\$ 19,845.00	\$ 20,750.13	\$ 21,768.00	\$ 22,342.75	\$ 23,150.00
360000 MISCELLANEOUS REVENUE					
362000 MISCELLANEOUS REVENUE	\$ 2,600.00	\$ 2,610.62	\$ 2,500.00	\$ 2,000.00	\$ 2,500.00
365000 CONTRIBUTIONS/DONATIONS	\$ 8,900.00	\$ 8,956.20	\$ 9,000.00	\$ 9,500.00	\$ 9,500.00
GROUP TOTALS	\$ 11,500.00	\$ 11,566.82	\$ 11,500.00	\$ 11,500.00	\$ 12,000.00
INVESTMENT EARNINGS	\$ 300.00	\$ 25.54	\$ 60.00	\$ 400.00	\$ 500.00
GRAND TOTAL	\$ 110,645.00	\$ 112,008.38	\$ 114,128.00	\$ 117,242.75	\$ 119,750.00
460100 LIBRARY SERVICES	EXPENDITURES	ACTUAL	EXPENDITURES	PROJECTED	EXPENDITURES
110 SALARIES AND WAGES	\$ 64,000.00	\$ 64,311.73	\$ 67,500.00	\$ 66,600.00	\$ 72,000.00
141 UNEMPLOYMENT INSURANCE	\$ 350.00	\$ 418.73	\$ 420.00	\$ 432.00	\$ 475.00
143 SOCIAL SECURITY	\$ 3,900.00	\$ 3,987.34	\$ 4,200.00	\$ 3,097.00	\$ 4,500.00
144 PERS	\$ 5,000.00	\$ 4,964.91	\$ 5,500.00	\$ 5,362.00	\$ 6,000.00
145 HEALTH INSURANCE	\$ 10,560.00	\$ 10,557.00	\$ 10,560.00	\$ 10,560.00	\$ 10,560.00
147 WORKERS COMPENSATION	\$ 350.00	\$ 397.48	\$ 420.00	\$ 360.00	\$ 500.00
148 MEDICARE	\$ 950.00	\$ 932.52	\$ 950.00	\$ 965.00	\$ 1,100.00
200 SUPPLIES	\$ 3,000.00	\$ 1,879.44	\$ 2,000.00	\$ 1,500.00	\$ 2,000.00
226 LIBRARY BOOKS/MAGS/NEWS	\$ 5,000.00	\$ 4,252.74	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
310 POSTAGE	\$ 1,200.00	\$ 1,006.04	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
330 SUBSCRIPTION SERV./PUBLICITY	\$ 2,200.00	\$ 2,584.18	\$ 2,700.00	\$ 2,500.00	\$ 2,700.00
341 GAS/ELECTRIC	\$ 4,500.00	\$ 5,254.00	\$ 5,200.00	\$ 5,065.00	\$ 5,500.00
343 TELEPHONE INTERNET	\$ 1,300.00	\$ 1,259.28	\$ 1,300.00	\$ 1,275.00	\$ 1,300.00
350 PROFESSIONAL SERVICES	\$ 350.00	\$ 683.00	\$ 500.00	\$ 275.00	\$ 300.00
360 REPAIRS/ MAINTENANCE	\$ 5,500.00	\$ 5,673.50	\$ 6,000.00	\$ 5,500.00	\$ 6,000.00
370 TRAINING	\$ 100.00		\$ 100.00	\$ 100.00	\$ 100.00
510 INSURANCE	\$ 500.00	\$ 500.00	\$ 500.00	\$ 620.79	\$ 650.00
GRAND TOTAL	\$ 108,760.00	\$ 108,661.89	\$ 113,850.00	\$ 110,211.79	\$ 119,685.00

William K. Kohrs Memorial Library
Library Statistics June 2023

People count: 1,543

Children's programs: 4 programs, total attendance: 180

Summer Reading: 137 children, 43 adults

Meeting room usage: 48

Computer users: 55

New library cards issued: 11

Photocopies: 683

Montana Library 2 Go: 502

Interlibrary Loans:

Borrowed in state: 8

Borrowed out of state: 10

Loaned in state: 2

Loaned out of state: 1

Children's materials: 514

Total Checkouts: 1440

MONTHLY CLAIMS
July 2023

CITY #	VENDOR	INVOICE#	DESCRIPTION	BUDGET LINE	AMOUNT	LINE TOTAL
	Salaries and wages		Monthly wages	460100110	\$ 6,191.20	\$ 6,191.20
705	MMIA		Monthly benefits	460100141	\$ 1,050.00	\$ 1,050.00
921	Petty cash		Health insurance	460100145	\$ 879.75	\$ 879.75
1104	Center Point Large Print		Supplies	460100200	\$ 9.90	\$ 9.90
921	Petty cash		Large Type Books	460100226	\$ 49.14	\$ 49.14
33	Northwestern Energy		Postage	460100311	\$ 50.64	\$ 50.64
1196	Spectrum Business		Gas and Electric	460100341	\$ 422.00	\$ 422.00
1507	Beast Mowed	10717	Internet and telephone	460100343	\$ 104.07	\$ 104.07
1466	Elissa Girky		Lawn care	460100360	\$ 240.00	\$ 240.00
			cleaning	460100360	\$ 144.00	\$ 384.00
					\$ 9,140.70	\$ 9,140.70