PUBLIC NOTICE

North Valley Public Library Board of Trustees Meeting

208 Main Street, Stevensville, MT 59870

Wednesday, August 21, 2024, at 3pm

Meetings are open to the public.

Agenda

- **CALL TO ORDER/ROLL CALL**
- **PUBLIC COMMENT**[1]
- **GUESTS**
- **APPROVAL OF MINUTES**
  - Board minutes from 07/17/2024.
- **FINANCES**
  - Statement of Revenue – Final statements for June 2024
  - Statement of Expenditure – Final statements for June 2024
  - Cash Report – Final statements for June 2024
  - Statement of Revenue – July 2024
  - Statement of Expenditure – July 2024
  - Cash Report – July 2024
  - **Library Budget & Permissive Medical Levy Adoption FYE 2025**
    - Tracking revenue for sales and services
    - The board will discuss and pass a preliminary budget, and permissive medical levy for health care premium increases.
    - Any taxpayer or resident of the Library District may appear for or against any part of the budget or levy.[2]
    - The board will consider making amendments, and then adopt a final budget and medical levy.
    - Board adopts resolutions for budget and permissive medical levy to be sent to Ravalli County for the inclusion in the County budget process.
- **NEW BUSINESS**
  - Director's work schedule
- **ONGOING & UNFINISHED BUSINESS**
  - New building plans, discussion & decisions
  - Foundation
- **PUBLIC COMMENT**
- **BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS**
  - Animal Wonders, Thursday August 22: 4pm children's session, 6pm adult session.
  - Director's upcoming vacations: Sept 2-Sept 6.
  - Reminder that September board meeting is Sept 11 for a training.
  - Foundation book sale October 4-5.
- **ADJOURNMENT**

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[1] If you are a member of the public and are unable to attend the Board meetings, the Board would still like to hear from you. Please email the Director at denisea@northvalleylibrary.org or you can email board members directly. A link to Trustee contact information can be found on our website at northvalleylibrary.org/board—information.

[2] DRAFT budgets and DRAFT resolutions can be viewed at the library and on the library website.

North Valley Public Library
Budget for Fiscal Year ending June 30, 2025
Fund Name: General Fund
Fund #:____1000_____

	CASH AVAILABLE, REVENUES, & OTHER FINANCING SOURCES	
		AMOUNT
1	**Cash Balance in County fund as of June 30th**	-
2	**Cash Balance outside the County as of June 30th. In General Fund (Cash Report as of 6/30) minus register ($25)**	217,111.00
3	**Outstanding warrants (checks) as of June 30th**	7,155.92
4	**Cash Available as of July 1st** *(4 = (1 + 2) - 3)*	209,955.08
	Revenues	**AMOUNT**
5	**Tax Revenue** (BARS Act: 311000)	430,861.00
6	*NON-TAX REVENUES & OTHER FINANCING SOURCES*	
	Special Assessments	
	License & Permits	
	Intergovernmental	
	Federal grants (specify below)	
	Erate reimbursement (BARS Act:332002)	
	CDBG for ADA portion of PAR BARS: 331010) Town	
	State grants (specify below)	
	Tamarack Federation (BARS Act: 334101)	3,616.98
	_____	
	State shared revenues (specify below)	
	State entitlement (BARS Act: 335230)	29,838.73
	State aid (BARS Act: 334100)	5,411.02
	_____	
	Charges for Services (346079)	2,000.00
	Lost/Damaged itmes (BARS Act: 346070)	
	Overdue Fines (BARS Act: 346071)	
	Photocopies (BARS Act: 346072)	1,500.00
	Sales of Books & AV (BARS Act: 346073)	
	ILL Fee & ILL Overdue (BARS Act: 346075)	
	Miscellaneous	
	Contribution & donations (BARS Acct 365000)	
	Private grants (BARS 365020)	
	Private grants (BARS 365020)	
	Private grants (BARS 365020)	
	NVPL Foundation contribution & donations (365040)	10,679.00
	(Per Rapp $4,235 and POC $5,083 for public PCs)	
	Other Financing Sources	
	(do not use to budget cash transfers between bank	
	Proceeds from long term debt	
	Proceeds from sale of capital assets	
7	**TOTAL TAX/NON-TAX REVENUES & OTHER FINANCING SOURCES:**	483,906.73
8	**Total Resources** (Total Resources *MUST* equal Total Requirements from page 2, 11) *(8 = 4 + 7)*	693,861.81

North Valley Public Library
Budget for Fiscal Year ending June 30, 2025
Fund Name: General Fund
Fund #:____1000_____

APPROPRIATIONS AND CASH RESERVE

9	Expenditures	AMOUNT	Expenditures	AMOUNT
	Personal Services (100)		**Fixed Charges (500) Rent & Insurance**	
	110-111 Salaries/Wages -	265,900.00	512 Liability/Property	12,158.00
	130 FICA, SS, Medicare	20,350.00	595 Election costs	9,240.00
	131 MPERA (Retirement)	24,120.00	Other (specify)	
	133 - Workers comp	1,000.00	**Debt Service (600)**	
	135 - Health Insurance	28,216.00	610 - Principal payments	10,050.00
	141 - Unemployment Insurance	400.00	620 - Interest payments	11,050.00
	Supplies (200)			
	200 - Office & Lib Supplies & Equipment	5,500.00		
	210 - Lib Sup & Equip -**GRANT**	1,360.00		
	220 - Bldg Supplies & Equipment	2,500.00		
	261 - Software & Application Fees	5,786.00		
	262 - Computer Equipment	3,111.00		
	263 - Computer Equip & Software -**GRANT**	9,319.00		
	271 - Periodicals	2,200.00		
	272-277 Collections (Books DVD etc.)	25,000.00		
	Purchased Services (300)			
	311 - Telecommunications	6,500.00	**Other (800)**	
	313 - OneCallNow Automated calling	120.00	Transfers to other funds	
	315 - Courier Service	2,200.00	820 -Transfer to Depreciation	20,550.00
	316 - Postage & Shipping	750.00		
	317 - ILL Postage & Shipping	1,000.00		
	320 - ILL Replacement Copies	50.00		
	333 Programs & events	3,500.00		
	334 Programs & events - **GRANT**	1,000.00	Town pump grant recd 4/14 RV1121	
	336 - PR, Advertising, Legal & Job notices	400.00		
	341 -Electricity and/or natural gas	8,000.00		
	342 - Water/Sewer	1,356.00		
	344 - Garbage	700.00	Increase & extra pickup included.	
	350 - Accounting & auditing	3,400.00		
	352 - IT Independent Contractor	10,150.00		
	355 - Contract Services other (architect etc)	500.00		
	356 - Legal	2,200.00		
	357 - Black Mountain	3,289.00		
	363 - Equipment (Photocopier)	1,000.00		
	364 - Janitorial/Cleaning Service	15,375.00		
	365 - Bld Improvement, Repair & Maintenance (Plumber, Electrician etc.)	3,500.00		
	370 - Travel mileage hotel	3,000.00		
	380 - Professional development - Tuition/registration costs	1,000.00		
	381 - Membership fees	120.00		
	391 - Montana Library2Go	4,012.00		
	392 - Montana Shared Catalog	5,300.00		
	393 - OCLC	1,605.82		
	TOTAL APPROPRIATIONS (EXPENDITURES): *(The total actual expenditures for the period stated shall not in any event exceed the total budgeted appropriations, unless a budget amendment in accordance with 7-6-4006, MCA has been passed.)*			537,837.82
10	**Cash Reserve** Criteria - If fund is budgeted to receive tax revenue in the fiscal year, the budgeted cash reserve amount cannot exceed 1/3 of appropriations. The cash reserve amount cannot be a negative amount. *(= a reserve to meet expenditures made from the fund during the months of July to November of the next fiscal year)*			156,024.00
11	**Total Requirements** (Total Requirements *MUST* equal Total Resources from page 1, 8) *(11 = 9 + 10)*			693,861.82

North Valley Public Library
Budget for Fiscal Year ending June 30, 2025
Fund Name: LIBRARY DEPRECIATION RESERVE
Fund #:__4000_____

	CASH AVAILABLE, REVENUES, & OTHER FINANCING SOURCES	
		AMOUNT
1		
2	**Cash Balance in Library Depreciaiton fund as of June 30th**	$ 138,316.10
3	**Outstanding warrants (checks) as of June 30th**	$ -
4	**Cash Available as of July 1st** *(4 = (1 + 2) - 3)*	$ 138,316.10

	Revenues	**AMOUNT**
6	*TRANSER FROM GENERAL FUND* Transfers in from other funds *(do not use to budget cash transfers between bank accounts)*	$ 20,550.00
	Investment earnings (Interest from CD)	
	Investment earnings (Interest from checking account)	
7	**TOTAL REVENUES & OTHER FINANCING SOURCES:**	20,550.00
8	**Total Resources** (Total Resources *MUST* equal Total Requirements from page 2, 11) *(8 = 4 + 7)*	158,866.10

North Valley Public Library
Budget for Fiscal Year ending June 30, 2025
Fund Name: LIBRARY DEPRECIATION RESERVE
Fund #:__4000_____

APPROPRIATIONS AND CASH RESERVE

9	Expenditures	AMOUNT	Expenditures	AMOUNT
	Personal Services (100)		**Fixed Charges (500)**	
			Insurance on trucks, buildings, etc.	
			Bank/Investment charges	
			Cooperative contracts/agreements	
	Supplies (200)			
	200 - Office & Lib Supplies & Equipment			
	220 - Repair & maint. Supplies & Equipment			
	262 - Computer Equipment		**Debt Service (600)**	
			Other (800)	
	Purchased Services (300)			
			Capital Outlay (900) *(expenditures budgeted to capital outlay MUST meet the local government's capitalization policy.)*	
			910 - Land	$ 158,866.10
			Building (BARS #920)	
			Improvement other than building	
			Machinery & equipment (list below)	
			941 - Office Machinery & Equipment	
			942 - Computer Equipment	
	365 - Building Improvements - Repair & Main.			
				$ 158,866.10
10	**Cash Reserve**			$ -
11	**Total Requirements** (Total Requirements *MUST* equal Total Resources from page 1, 8) *(11 = 9 + 10)*			$ 158,866.10

North Valley Public Library
Budget for Fiscal Year ending June 30, 2025
Fund Name: PERMISSIVE MEDICAL FOR GROUP BENEFITS
Fund #:__2372_____

	CASH AVAILABLE, REVENUES, & OTHER FINANCING SOURCES	
		AMOUNT
1		
2	**Cash Balance held outside the County as of June 30th (Cash report Permissive Medical balance6/20 balance)**	$ -
3	**Outstanding warrants (checks) as of June 30th**	$ -
4	**Cash Available as of July 1st** *(4 = (1 + 2) - 3)*	$ -

	Revenues	**AMOUNT**
5	**Tax Revenue** (BARS Act: 311000) **.34 MILLS**	$ 11,898.00
6		
7	**TOTAL TAX/NON-TAX REVENUES & OTHER FINANCING SOURCES:**	11,898.00
8	**Total Resources** (Total Resources *MUST* equal Total Requirements from page 2, 11) *(8 = 4 + 7)*	11,898.00

North Valley Public Library
Budget for Fiscal Year ending June 30, 2025
Fund Name: PERMISSIVE MEDICAL FOR GROUP BENEFITS
Fund #:__2372_____

APPROPRIATIONS AND CASH RESERVE

	Expenditures	AMOUNT	Expenditures	AMOUNT
9	**Personal Services (100)**			
	135 - Health Insurance increase over base year of 2018	$ 11,898.00		
	TOTAL APPROPRIATIONS (EXPENDITURES): *(The total actual expenditures for the period stated shall not in any event exceed the total budgeted appropriations, unless a budget amendment in accordance with 7-6-4006, MCA has been passed.)*			$ 11,898.00
10	**Cash Reserve**			$ -
11	**Total Requirements** (Total Requirements *MUST* equal Total Resources from page 1, 8) *(11 = 9 + 10)*			$ 11,898.00