

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 COMMENT¹**
- **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**

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.

MINUTES OF THE NORTH VALLEY PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, August 21, 2024, at 3pm

CALL TO ORDER/ROLL CALL Dianne called the meeting to order at 3:01pm

Board Present: Dianne Snedigar, Margy Gilbertson, Kim Tiplady, Victoria Howell, Caitlin Dunn

Board Absent: None

Staff Present: Denise Ard, Library Director

PUBLIC COMMENT No public was present therefore there was no public comment.

GUESTS No guests attended.

APPROVAL OF MINUTES

Caitlin made a motion approve the 7/17/2024 minutes and Kim seconded the motion. The motion passed unanimously.

FINANCES

Financial Statements Caitlin made a motion to approve the final June statements, and the July financial statements and Kim seconded the motion. The motion passed unanimously.

Library Budget & Permissive Medical Levy Adoption FYE 2025

The director suggested revenue for lost/damaged items, overdue fines, sales, and ILL fees should be streamlined into one category and entered it that way on the draft budget. The director said the average revenue is just \$45 a week and says the four categories takes extra staff time. The board agreed. Going forward those will be combined into BARS acct 346079. Photocopies 346072 will remain separate. The monthly revenue report will reflect that change.

Denise explained the budget line by line, both the revenue and expenditures. The board and director compared the draft budget with last year's expenditures and large changes were explained. Denise pointed out where cushions were built into the budget. Denise pointed out the line items that could be changed and those that were without wiggle room. Victoria made a motion to accept the budget as presented and Kim seconded the motion. The motion passed unanimously.

The board asked questions about the calculations. Denise said she has an Excel worksheet from the department of administration and fills in the new numbers as per the instructions and it calculates the mills and revenue. Margy made a motion to approve the permissive medical levy. Kim seconded the motion. The motion passed unanimously.

The Chair called for public comment on the budget, for anyone for or against. No public was present or joined to comment on the budget. The board moved to final acceptance of the budget and resolutions.

Dianne read the budget resolution aloud. Caitlin made a motion to approve and adopt the final library budget for inclusion in the Ravalli County budget process, Resolution No. 2024-08-21.1. Kim seconded the motion. The motion passed unanimously.

Dianne read the permissive medical levy aloud. Margy made a motion to approve and adopt a permissive medical levy for health care premium increases for .24 mills. Resolution and permissive medical levy budget to be sent to Ravalli County for inclusion in the County budget process, Resolution No. 2024-08-21.2. Kim seconded the motion. The motion passed unanimously.

NEW BUSINESS

Director's work schedule

The director suggested changing her working days to Wednesday-Saturday, 9-hour days, because of staffing issues. As a short-term solution, the board thought that was reasonable but there were concerns with the long term and the ongoing scheduling issues, and the director getting burnt out. The director said she would still hire for those vacated hours so she could get her admin work done. Dianne said Denise should only be a backup. The board talked about the current job opening in relation to the director's schedule and the hours of the advertised position, the benefits, and the applicant pool. The board decided that they need to discuss further a potential full-time position with benefits, to widen the applicant pool, to take the burden off the director, as well as the other staff that find it difficult to cover all open hours when staff are on vacation or sick, especially when weekend staff want time off. Since allowing a new full-time position and diverting budget funds for that purpose was outside of the scope of the agenda item, it was decided to put a "new full-time position" on the September 11 agenda.

ONGOING & UNFINISHED BUSINESS

Building plans, discussion & decisions

No update since last month. Still waiting to hear back from the County commissioners. Waiting for Rob Horlacher to cost-saving ideas for the new building request for proposal.

Foundation Golf tournament was well attended and enjoyed by participants. The proceeds are unknown. Denise reminded the board that the Foundation says they cannot start a capital campaign without firmer plans on the location of the building.

PUBLIC COMMENT No public joined the meeting, therefore there was no public comment.

BOARD/DIRECTORS ANNOUNCEMENTS & COMMENTS

As per the agenda items above.

Denise also informed the board that Bitterroot Library Director, Mark Wetherington, who will provide the board training on September 11, will invite his board members to attend as well. The board thought they should provide snacks. Victoria said she would provide the cookies and Dianne said she would bring bottled water.

ADJOURNMENT Kim made a motion to adjourn, and Margy seconded. The meeting adjourned at 4:52

Minutes by Caitlin Dunn and Denise Ard

CASH AVAILABLE, REVENUES, & OTHER FINANCING SOURCES

AMOUNT

<u>1</u>	Cash Balance in County fund as of June 30th	-
<u>2</u>	Cash Balance outside the County as of June 30th. In General Fund (Cash Report as of 6/30) minus register (\$25)	217,111.00
<u>3</u>	Outstanding warrants (checks) as of June 30th	7,155.92
<u>4</u>	Cash Available as of July 1st (4 = (1 + 2) - 3)	209,955.08

Revenues

AMOUNT

<u>5</u>	Tax Revenue (BARS Act: 311000)	430,861.00
<u>6</u>	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 Act: 365000)	
	Private grants (BARS 365020)	
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	Private grants (BARS 365020)	
	NVPL Foundation contribution & donations (365040) (Per Rapp \$4,235 and POC \$5,083 for public PCs)	10,679.00
	Other Financing Sources	
	<i>(do not use to budget cash transfers between bank</i>	
	Proceeds from long term debt	
	Proceeds from sale of capital assets	

TOTAL TAX/NON-TAX REVENUES & OTHER FINANCING SOURCES:

483,906.73

<u>8</u>	Total Resources (Total Resources <u>MUST</u> equal Total Requirements from page 2, 11) (8 = 4 + 7)	693,861.81
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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)		Other (800)	
	311 - Telecommunications	6,500.00	Transfers to other funds	
	313 - OneCallNow Automated calling	120.00	820 -Transfer to Depreciation	20,550.00
	315 - Courier Service	2,200.00		
	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):			
	<i>(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.)</i>			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
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11	Total Requirements (Total Requirements <i>MUST</i> equal Total Resources from page 1, 8) (11 = 9 + 10)	693,861.82
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**North Valley Public Library
Resolution No. 2024-08-21.1**

BUDGET ADOPTION FYE 2025

Whereas, the North Valley Public Library Board of Trustees met in a public meeting on August 21, 2024 on the proposed 2024-2025 North Valley Public Library District Budget as required by MCA 22-1-708;

Now Be It Therefore Resolved, the Board of the North Valley Public Library District, Ravalli County, Montana approves and adopts the final library district budget to be sent to Ravalli County for inclusion in the County budget process.

Adopted this 21st day of August 2024
NORTH VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES

ATTESTED BY:


Chair


Vice Chair

**North Valley Public Library
Resolution No. 2024-08-21.2**

PERMISSIVE MEDICAL LEVY FYE 2025

Whereas, the North Valley Public Library Board of Trustees met in a public meeting on August 21, 2024, on the proposed Permissive Medical Levy for health care premium increases for Fiscal Year Ending 2025 as required by MCA 2-9-212;

Now Be It Therefore Resolved, the Board of the North Valley Public Library District, Ravalli County, Montana approves and adopts a permissive medical levy for health care premium increases for .34 Mills for a total generated tax revenue of \$11,989.00. Resolution and permissive medical levy budget to be sent to Ravalli County for inclusion in the County budget process.

Adopted this 21st day of August 2024
NORTH VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES

ATTESTED BY:


Chair


Vice Chair