# NORTH VALLEY PUBLIC LIBRARY

# Agenda Public Hearing Special Board of Trustees Meeting Thursday, September 3, 2020 at 3pm

## Agenda

Call to Order/Roll Call

3:00 Public Hearing – Permissive Medical Levy – Any taxpayer or resident of the Library District may appear for or against any part of the budget.

3:15 Public Hearing – Final Budget – Any taxpayer or resident of the Library District may appear for or against any part of the budget.

Resolutions adopting medical levy & budget

Adjournment

ONLINE via Zoom

Taxpayers may join my phone by calling in or use a Wi-Fi capable device to join. Join Zoom Meeting https://mt-gov.zoom.us/j/96276704289 Meeting ID: 962 7670 4289 Dial by Telephone +1 646 558 8656 or +1 406 444 9999 Meeting ID: 962 7670 4289 Find your local number: https://mt-gov.zoom.us/u/a9Si4pSM

# North Valley Public Library

208 Main Street, Stevensville, MT 59870

# Public Hearings of Permissive Medical Levy and Fiscal Year Library Budget 20-21 Special Board of Trustees Minutes followed hearings.

September 3, 2020

#### CALL TO ORDER/ROLL CALL OF PERMISSIVE MEDICAL LEVY HEARING

The hearing was called to order at order at 3 pm

#### **BOARD MEMBERS PRESENT**

Leon Theroux Dianne Snedigar Kim Tiplady Caitlin Dunn, Vice Chair Victoria Howell, Chair

HOST Tracy Cook, State Library

#### STAFF PRESENT Denise Ard, Director

**PUBLIC COMMENT** The Chair asked if any public was in attendance and for public comment. The board waited for public to attend and public comment for 14 minutes. No public arrived so there was no public comment. The Chair concluded the public hearing for the permissive medical levy at 3:14

## CALL TO ORDER/ROLL CALL OF BUDGET HEARING

The hearing was called to order at order at 3:15 pm

#### **BOARD MEMBERS PRESENT**

Leon Theroux Dianne Snedigar Kim Tiplady Caitlin Dunn, Vice Chair Victoria Howell, Chair

HOST Tracy Cook, State Library

STAFF PRESENT Denise Ard, Director

**PUBLIC COMMENT** The Chair asked if any public was in attendance and for public comment. The chair asked if any public would like to comment. Tracy said no one has joined the meeting. The board waited for public to attend and to hear public comment. No public arrived. The chair concluded the public hearing at 3:20.

#### CALL TO ORDER/ROLL CALL SPECIAL BOARD MEETING ON BUDGETS

The meeting was called to order at order at 3:20pm

#### **BOARD MEMBERS PRESENT**

Leon Theroux Dianne Snedigar Kim Tiplady Caitlin Dunn, Vice Chair Victoria Howell, Chair

HOST Tracy Cook, State Library

#### STAFF PRESENT Denise Ard, Director

The Chair said they needed to approve the budgets. The Chair read Resolution No. 2020-09-1

#### PERMISSIVE MEDICAL LEVY FYE 2021

**Whereas**, the North Valley Public Library Board of Trustees met in a public hearing on September 3, 2020, on the proposed Permissive Medical Levy for health care premium increases for Fiscal Year 2021 as required by MCA 2-9-212;

**Now Be It Therefore Resolved,** in accordance with the MCA 2-9-212, the Board of the North Valley Library District, Ravalli County, Montana approves and adopts a permissive medical levy for health care premium increases for a total generated tax revenue of \$3,866 (0.19 mills).

Dianne made a motion to approve. Leon seconded the motion. The motion passed unanimously and the resolution was adopted.

The Chair then read Resolution No. 2020-09-2

#### **BUDGET ADOPTION FYE 2021**

Whereas, the North Valley Public Library Board of Trustees met in a public hearing on September 3, 2020 on the proposed 2020-2021 North Valley Public Library District Budget as required by MCA 7-6-4030;

Now Be It Therefore Resolved, in accordance with the MCA 7-6-4030, the Board of the North Valley Library District, Ravalli County, Montana approves and adopts the final library district budget. Caitlin made a motion to approve. Kim seconded the motion. The motion passed unanimously and the resolution was adopted.

The business of the meeting being concluded, Caitlin motioned to adjourn Kim seconded.



## North Valley Public Library Resolution No. 2020-09-2

#### **BUDGET ADOPTION FYE 2021**

Whereas, the North Valley Public Library Board of Trustees met in a public hearing on September 3, 2020 on the proposed 2020-2021 North Valley Public Library District Budget as required by MCA 7-6-4030;

**Now Be It Therefore Resolved,** in accordance with the MCA 7-6-4030, the Board of the North Valley Library District, Ravalli County, Montana approves and adopts the final library district budget.

Adopted this 3<sup>rd</sup> day of September, 2020 NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES By:

Chairman

ATTEST

Vice Chair



## North Valley Public Library Resolution No. 2020-09-1

#### PERMISSIVE MEDICAL LEVY FYE 2021

Whereas, the North Valley Public Library Board of Trustees met in a public hearing on September 3, 2020, on the proposed Permissive Medical Levy for health care premium increases for Fiscal Year 2021 as required by MCA 2-9-212;

Now Be It Therefore Resolved, in accordance with the MCA 2-9-212, the Board of the North Valley Library District, Ravalli County, Montana approves and adopts a permissive medical levy for health care premium increases for a total generated tax revenue of \$3,866 (0.19 mills).

Adopted this 3rd day of September, 2020 NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES Bv:

Chairman

ATTEST

Vice Chair

#### North Valley Public Library Budget for Fiscal Year ending June 30, 2021 Fund Name: PERMISSIVE MEDICAL FOR GROUP BENEFITS Fund #:\_\_\_2372\_\_\_\_\_

	CASH AVAILABLE, REVENUES, & OTHER FINANCING SOURCES		
		A	MOUNT
1			
2	Cash Balance all accounts held outside the County as of June 30th (Cash report 6/20 balance)	\$	402.96
3	Outstanding warrants (checks) as of June 30th	\$	-
F			
4	<u>Cash Available as of July 1st</u> ( <u>4</u> = ( <u>1</u> + <u>2</u> ) - <u>3</u> )	\$	402.96
Ľ			
	Revenues	I	
5	Tax Revenue (BARS Act: 311000)	\$	3,866.00
<u>6</u>			
_	IUIAL IAX/NUN-IAX KEVENUES & UIHEK		
<u>7</u>	FINANCING SOURCES:		3,866.00
	Total Resources (Total Resources <u>MUST</u> equal Total		
8	Requirements from page 2, <u>11</u> ) ( $\underline{8} = \underline{4} + \underline{7}$ )		4,268.96
<u>o</u>			7,200.90

#### North Valley Public Library Budget for Fiscal Year ending June 30, 2021 Fund Name: PERMISSIVE MEDICAL FOR GROUP BENEFITS Fund #:\_\_\_2372\_\_\_\_\_

		APPROPRIATIONS	AND CASH RESERVE		
<u>9</u>	Expenditures	AMOUNT	Expenditures	AMOUNT	
	Personal Services (100)				
	135 - Health Insurance increase	\$ 4,268.96			
		<u> </u>			
		<u> </u>			
			TOTAL APPROPRIATIONS		
			(EXPENDITURES):		
			penditures 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	\$ 4,268.96	
	Cash Reserve				
<u>10</u>				\$ -	
	Total Requirements (Total Requir	ements <i>MUST</i> equal T	Total Resources from page 1, 8)		
11	$(\underline{11} = \underline{9} + \underline{10})$	<u> </u>	- r-J- / =/	\$ 4,268.96	

	AMOUNT
T	
Cash Balance in County fund as of June 30th	
Cash Balance all accounts held outside the County as of June 30th	20F 7
	205,70
Outstanding warrants (checks) as of June 30th	6,90
) Г	
Cash Available as of July 1st	
$(\underline{4} = (\underline{1} + \underline{2}) - \underline{3})$	198,79
Revenues	AMOUNT
Tax Revenue (BARS Act: 311000)	341,46
-	,
NON-TAX REVENUES & OTHER FINANCING SOURCES	
Special Assessments	
Intergovernmental	
Federal grants (specify below)	
Erate reimbursement (BARS Act:332002)	5,54
Ctate grapts (cpecify below)	
State grants (specify below) Tamarack Federation (BARS Act: 334101)	3,36
	5,5
State shared revenues (specify below)	
State entitlement (BARS Act: 335230)	26,7
State aid (BARS Act: 334100)	3,7
Charges for Services	
Lost/Damaged itmes (BARS Act: 346070)	3
Overdue Fines (BARS Act: 346071)	
Photocopies (BARS Act: 346072)	1,9
Sales of Books & AV (BARS Act: 346073)	1
ILL Fee & ILL Overdue (BARS Act: 346075)	1
Nonresident card fee (BARS Act: 346076)	4
USB Flash Drive Sales (BARS Act: 346077)	
Miscellaneous	1,5
	_/0
NVPL Foundation contribution & donations (365040)	2,8
Investment earnings (BARS Act: 371000)	
Other Financing Sources	
( <u>do not use</u> to budget cash transfers between bank	
Proceeds from long term debt	
Proceeds from sale of capital assets	
1 -	
FINANCING SOURCES:	388,0
<b>IOTAL RESOURCES</b> (TOTAL RESOURCES <u>19031</u> equal TOTAL	
Requirements from page 2, <u>11</u> )	586,87

Fund #:\_\_\_\_1000\_\_\_

AFFK	OPRIATIONS AND C	ASH RESERVE	
Expenditures	AMOUNT	Expenditures	AMOUNT
Personal Services (100)		Fixed Charges (500) Rent & Insu	
110-111 Salaries/Wages -	220,178.75	510 Officers Liability Insurance	
130 FICA, SS, Medicare	15,405.00	511 Insurance Property	
131 MPERA (Retirement)	13,848.00	512 Liability/Property	7,868.
133 - Workers comp	1,082.00	595 Election costs	11,830.
135 - Health Insurance	5,614.10		
141 - Unemployment Insurance	303.00	Other (specify)	
Supplies (200)	505100	Debt Service (600)	
200 - Office & Lib Supplies & Equipment	6,000.00	610 - Principal payments	4,506.
220 - Bldg Supplies & Equipment	4,031.00	620 - Interest payments	670
261 - Software & Application Fees	3,000.00	Mortgage extra	070
262 -Computer Equipment	2,000.00		
272-277 Collections (Books DVD etc.)	35,000.00		
271 - Periodicals	2,000.00		
278 Electronic materials	3,378.00		
Purchased Services (300)	0,070100		
	12 (20.00	Other (200)	
311 - Telecommunications	13,638.00	<u>Other (800)</u>	
313 - OneCallNow Automated calling	305.90	Transfers to other <u>funds</u>	
315 - Courier Service	3,100.00	820 -Transfer to Depreciation	
316 - Postage & Shipping	265.00		
317 - ILL Postage & Shipping	900.00		
331 Adult programs & events	1,875.00		
	· · · · · · · · · · · · · · · · · · ·		
Youth Adult program & events	2,300.00		
336 - PR, Advertising, Legal & Job notices	400.00		
341 -Electricity and/or natural gas	6,500.00		
342 - Water/Sewer	1,004.00		
344 - Garbage	504.00		
350 - Accounting & auditing	6,500.00		
352 - IT Contract Services	5,000.00		
355 - Contract Services Other	0.00		
356 - Legal	150.00		
357 - Black Mountain	1,806.00		
	16,000.00		
363 - Equipment (Photocopier)			
364 - Janitorial/Cleaning Service 365 - Bld Improvement, Repair &	9,000.00		
Maintenance (Plumber, Electrician etc.)	23,540.00		
370 - Travel	1,000.00		
380 - Professional development -	2,000100		
Tuition/registration costs	300.00		
381 - Membership fees	555.00		
	555.00		
391 - Montana Library2Go	2,700.00		
392 - Montana Shared Catalog	4,600.00		
393 - OCLC	1,500.00		
		TOTAL APPROPRIATIONS	
		(EXPENDITURES): enditures for the period stated shall not in	
		e total budgeted appropriations, unless a	
		in accordance with 7-6-4006, MCA has	440,158.
		in accordance many o 1000, men has	-TU,130
Cash Reserve			
Criteria - If fund is budgeted to receive tax rever		-	
exceed 1/3 of appropriations. The cash reserve a		-	
(= a reserve to meet expenditures made from th	ne fund during the mor	nths of July to November of the next	
fiscal year)			146,719.
		rac from page (1, 9)	
Total Requirements (Total Requirements MUS	) equal lotal Resourc		

	CASH AVAILABLE, REVENUES, & OTHER FINANCING SOURCES		
		AMOUNT	
1			
	Cash Balance in Library Depreciaiton fund as of June 30th		00 100 10
2		\$	90,133.12
<u>3</u>	<u>Outstanding warrants (checks) as of June 30th</u>	\$	-
4	Cash Available as of July 1st $(\underline{4} = (\underline{1} + \underline{2}) - \underline{3})$	\$	90,133.12
Ľ		<b>.</b>	90,155.12
_	Revenues		AMOUNT
<u>5</u>			
6	NON-TAX REVENUES & OTHER FINANCING SOURCES		
	<u>Miscellaneous</u>		
	Contribution & donations (BARS Acct 365000)	\$	1,214.95
	Friends of the Library contributions & donations (365030) NVPL Foundation contribution & donations (365040)		
	Investment earnings		
	Other Financing Sources Transfers in from other funds		
	( <u>do not use</u> to budget cash transfers between bank		
	accounts)		
	Transfer in from General Fund		
<u>7</u>	IUIAL IAX/NUN-IAX REVENUES & UIHER FINANCING SOURCES:		1,214.95
		·	·
	Total Resources (Total Resources <u>MUST</u> equal Total Requirements from page 2, <u>11</u> )		
8	$(\underline{8} = \underline{4} + \underline{7})$		91,348.07

#### North Valley Public Library Budget for Fiscal Year ending June 30, 2021 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 & Equ	\$ 1,214.95			
	220 - Repair & maint. Supplies &				
	262 - Computer Equipment	\$ -	Debt Service (600)		
	202 - Computer Equipment	<b>р</b> -			
			Principal payments		
			Interest payments		
			Other (specify)		
			<u>Other (800)</u>		
			Transfers to other funds		
			( <u>do not use</u> to budget cash transfers		
	Purchased Services (300)	· 5		\$ -	
			Depreciation		
			Losses (bad debt) Enterprise funds only		
			Capital Outlay (900)		
			(expenditures budgeted to capital outlay		
			MUST meet the local government's		
			capitalization policy.)		
			Land		
			Building (BARS #920)		
			Improvement other than building		
			Machinery & equipment (list below)		
			941 - Office Machinery & Equipment		
			· · · · ·		
			942 - Computer Equipment	\$ -	
	365 - Building Improvements -				
	Repair & Main.				
			AL APPROPRIATIONS (EXPENDITURES):		
		•	xpenditures for the period stated shall not in		
		,	the total budgeted appropriations, unless a		
		budget amendment	t in accordance with 7-6-4006, MCA has been		
			passed.)	\$ 1,214.95	
	Cash Pesenve ( #1,000 for insuran	ce deductible: the ren	nainder saved for emergencies & future bldg		
	<b>Cash Reserve</b> (\$1,000 for insurance deductible; the remainder saved for emergencies & future bldg purchase/renovation/construction.)				
10	ירומאברי בווטימנוטוו/ נטוואנו עננוטוו.)			¢ 00 122 12	
110				\$ 90,133.12	
	Total Requirements (Total Require	ements <u>MUST</u> equal T	otal Resources from page 1, 8)		
<u>11</u>	$(\underline{11} = \underline{9} + \underline{10})$			\$ 91,348.07	
<u> </u>					