

Knoxville Public Library Board Meeting

October 3, 2023

Call to Order: The October 2023 meeting of the Knoxville Public Library Board was called to order by president Rose Garrison. The following members were in attendance: Ann Peck, Val Morris, Pat Rose, Doug Slaton, Kaarina Stanley, Kathy Breeden, Rae Slaton, and Pam Eagle. Angela Hillier from the City Council was present as well.

Public Comment: None

Secretary's Report: The September 2023 minutes were read by Rae Slaton. The minutes were corrected to state that Val Morris was in attendance at the August meeting as well as changing July to August. Doug Slaton made a motion to approve the minutes, and Kathy Breeden seconded it. The minutes were then approved by the board.

Treasurer's Report: The September treasurer's report was presented by treasurer Doug Slaton. The check for the Register-Mail was found, and it has finally cleared the account. The months on the savings account were corrected, and Doug stated there was a small math error at the end of the report. It should have read 25 cents instead of 23. Pam made a motion to approve the treasurer's report, and Kaarina seconded it. It was then unanimously approved by the board.

Bills Presented for Payment: The monthly bills for September were distributed to the members to review. There were no concerns. Doug Slaton made a motion to approve the bills for payment, and Ann seconded it. The bills were approved for payment.

Librarian's Report: The library was visited 383 times in September 2023. There were 2 new adult and 2 non-resident users created. Friday Story Hour resumed on September 8th where attendees did painting. The next one will be held on Friday October 13th. A new book club has been formed and the first title is "Me before You" by Jojo Moyes. The group will meet on the third Thursday of the month. A patron, Thomas Helms, has been abusing the computer/internet privileges over the last few months, and on Saturday September 23rd, he became agitated and angry, and his behavior worried the worker Tracy enough to call the police. They asked him to calm down, but did not make him leave. She had a hard time removing him at closing, and when she left, he stood across the street and cursed at her. This patron will be banned from the library, and Michelle and Rose Garrison crafted a letter asking him not to return. It was sent certified mail on September 27th.

Unfinished Business: None

New Business: Michelle presented the board with an updated internet policy due to issues with a patron getting upset that his information was on the computer. The board talked about adding more safeguards for external memory devices as well as informing patrons that anything saved on the computers would be visible to anyone else who used the computer. Purchasing a mirror in order to observe patrons without leaving the desk was discussed as well. The library has a new book club, and they are interested in having wine at their meetings. Michelle is going to check into this as well as any concerns regarding special insurance. The internet policy was not approved and will be discussed at the

next meeting.

Maintenance: None.

Council Report: The city workers hours have been changed to 7:00a-3:30p.

Adjournment: The meeting was adjourned at 7:40p.

Respectfully Submitted:

Knoxville Public Library-Treasurer's Report for November 7, 2023

General Checking Account

Balance in checking for September 30, 2023 **\$36,905.65**

	<u>September income</u>	<u>Budget for 23/24</u>	<u>Year to date</u>
Income:			
Library cards	\$280.00		\$945.00
Copies	\$79.65		\$557.01
Faxes	\$12.00		\$118.00
Book sales	\$0.00		\$284.00
Lost Item	\$0.00		\$109.67
MWES Fund raiser	\$0.00		\$167.38
Donation	<u>\$0.00</u>		<u>\$35.00</u>
Total	\$371.65	\$3,500.00	\$2,216.06
Real Estate Taxes	\$11,758.05	\$43,000.00	\$40,217.77
Replacement tax	\$0.00	\$4,450.00	\$4,455.16
Per Capita Grant	\$0.00	\$5,000.00	\$4,278.98
Fr City	\$0.00	\$16,600.00	\$0.00
Fr Memorial Fund	\$0.00	\$0.00	\$0.00
Bank charge-refunded	\$0.00	\$0.00	\$12.05
Check # 9934 voided	\$0.00	\$0.00	\$24.95
Miscellaneous	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.25</u>
Total	\$12,129.70	\$72,550.00	\$51,205.22
	<u>September exp</u>		
Disbursements:			
Librarian Salary	\$3,047.63	\$41,000.00	\$23,929.02
Part-time salaries	\$273.00	\$4,600.00	\$3,536.00
Fica tax	\$244.51	\$3,500.00	\$2,039.74
Unemployment tax	\$0.00	\$250.00	\$223.25
Retirement contribution	\$152.39	\$2,100.00	\$1,196.48
Custodian salary	\$260.00	\$3,200.00	\$1,820.00
Phone/internet	\$137.91	\$1,800.00	\$953.01
Technology expense	\$20.98	\$600.00	\$223.85
Books/Periodicals	\$532.78	\$8,000.00	\$3,658.43
Supplies	\$27.63	\$1,250.00	\$758.17
Summer reading	\$0.00	\$500.00	\$336.74
Building repair/mtn	\$50.00	\$500.00	\$226.80
Fixtures for Library	\$0.00	\$310.00 kids table	\$0.00
Equipment Purchase	\$0.00	\$1,500.00 computer	\$0.00
Miscellaneous Expense:			
Lost book/othr	\$0.00	\$300.00	\$28.95 Bank chg & lost book
Wreaths for do	\$0.00	\$100.00	\$71.49
Web-site hostir	\$0.00	\$300.00	\$0.00
Treasurer's Bond	\$0.00	\$180.00	\$180.00
RSA Membership	\$0.00	\$2,100.00	\$1,925.00
ADML Membership	\$0.00	\$375.00	\$375.00
IL Library Assoc. membership	<u>\$0.00</u>	<u>\$85.00</u>	<u>\$85.00</u>
Grand total of expenses	\$4,746.83	\$72,550.00	\$41,566.93

Balance in checking for October 31, 2023 **\$44,288.52**

**Check #9981 in the amount of \$50.00 had not clear account as of 10-31-23 reflecting the Bank balance \$44,338.52 on Oct. 31st.

Savings Account balance September 30, 2023	\$ 3,243.28
Memorial Deposit Margaret Derham	\$ 50.00
Interst paid on account	\$ -
Savings Account balance October 31, 2023	\$ 3,293.28