

## **Knoxville Public Library Board Meeting**

**November 5<sup>th</sup>, 2024**

**Call to Order:** The November 2024 meeting of the Knoxville Public Library Board was called to order by president Rose Garrison. The following members were in attendance: Rae Slaton, Kathy Breeden, Ann Peck, Pam Eagle, and Pat Rose. Angie Hillier of the City Council was present as well. Kaarina Stanley, Val Morris, and Doug Slaton were not in attendance.

**Public Comment:** None

**Secretary's Report:** The October 2024 minutes were read by Rae Slaton. There were no corrections or additions made. Pam Eagle made a motion to approve the minutes, and Ann Peck seconded it. The minutes were then approved by the board.

**Treasurer's Report:** The October 2024 treasurer's report was presented to the board. No one had any questions or corrections. Rae Slaton made a motion to approve the report and Kathy Breeden seconded it. The treasurer's report was then approved by the board.

**Bills Presented for Payment:** The monthly bills for October were distributed to the members to review. Pam Eagle made a motion to approve the bills for payment, and Ann Peck seconded it. The motion was then approved unanimously by the board.

**Librarian's Report:** The library was visited 459 times in October 2024. There were 6 new adult cards issued during the month. The smoke and carbon monoxide detectors were replaced by the city. The new door was unable to be hung due to the hinges not being correct. The door also had a scratch on it, and it will need to be sanded and repainted. There is currently no timeline on when the door will be replaced.

**Unfinished Business:** None

**New Business:** None

**Maintenance:** None

**Council Report:** The City Christmas party will be held on December 15, and the Knoxville Christmas Parade will be held on December 7<sup>th</sup> at 4:00p.

**Adjournment:** The meeting was adjourned at 7:13p.

Respectfully Submitted:

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**Knoxville Public Library-Treasurer's Report for December 1, 2024**

**General Checking Account**

Balance in checking for November 1, 2024

**\$27,058.91**

Fiscal year 5-1-24 to 4-30-25

	<u>Monthly Revenue</u>	<u>Budget for 2024/2025</u>	<u>Year to date</u>
Income:			
Library cards	\$175.00		\$1,400.00
Copies	\$106.90		\$613.00
Faxes	\$19.00		\$142.50
Book sales	\$22.00		\$408.50
Lost Item	\$0.00		\$12.00
MWES Fund raiser	\$0.00		\$0.00
Donation	\$0.00		\$25.00
Online Fines	\$0.00		\$17.30
Reimbursement from Michelle	<u>\$36.36</u>		<u>\$75.18</u>
Total	<u>\$359.26</u>	\$3,500.00	<u>\$2,693.48</u>
Real Estate Taxes	\$0.00	\$43,500.00	\$41,153.07
Replacement tax	\$0.00	\$3,500.00	\$3,221.44
Per Capita Grant	\$0.00	\$4,300.00	\$4,307.99
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	\$20.00
Check voided	\$0.00	\$0.00	\$0.00
Miscellaneous	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total	<u>\$359.26</u>	<u>\$72,550.00</u>	<u>\$51,395.98</u>

	<u>Monthly Expense</u>		
Disbursements:			
Librarian Salary	\$3,161.25	\$40,950.00	\$26,387.77
Part-time salaries	\$266.00	\$5,336.00	\$2,838.00
Fica tax	\$253.95	\$3,541.00	\$2,172.47
Unemployment tax	\$0.00	\$260.00	\$112.82
Retirement contribution	\$158.06	\$2,050.00	\$1,319.38
Custodian salary	\$260.00	\$3,200.00	\$1,820.00
Phone/internet	\$162.53	\$1,800.00	\$980.26
Technology expense	\$31.53	\$1,000.00	\$358.82
Books/Periodicals	\$236.67	\$8,000.00	\$3,712.64
Supplies	\$30.82	\$1,500.00	\$774.57
Summer reading	\$0.00	\$500.00	\$292.34
Building repair/mtn	\$50.00	\$500.00	\$408.27
Fixtures for Library	\$0.00	\$700.00 kids table	\$0.00
Equipment Purchase Computer	\$0.00	\$1,500.00 computer	\$1,268.00
Miscellaneous Expense:			
Michelle CC error Lost book/other	\$36.36	\$0.00	\$137.93
Bank Service Charge ONE	\$0.00	\$0.00	\$20.00
Floral Arrangement	\$79.00	\$0.00	\$79.00
Wreaths for door	\$0.00	\$100.00	\$40.00
Web-site hosting	\$0.00	\$300.00	\$0.00
Mileage for Librarian	\$0.00	\$70.00	\$0.00
Treasurer's Bond	\$0.00	\$180.00	\$0.00
RSA Membership	\$0.00	\$2,090.00	\$2,090.00
ADML Membership	\$0.00	\$375.00	\$500.00
IL Library Assoc. membership	<u>\$0.00</u>	<u>\$85.00</u>	<u>\$85.00</u>
<b>Grand total of expenses</b>	<b><u>\$4,726.17</u></b>	\$74,037.00	<u>\$45,397.27</u>

Balance in checking for November 30, 2024

**\$22,692.00**

Checking account bank balance as of 11/30/24 is \$22,742.00. \$50.00 check has yet to clear account.

<b>Savings Account balance November 1, 2024</b>	\$ 3,388.61
Deposits	\$ -
Paid 1/4ly Interest paid on account	\$ -
<b>Savings Account balance December 1, 2024</b>	<b>\$ 3,388.61</b>