

Knoxville Public Library Board Meeting

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July 1, 2025

AUG 11 2025

CITY OF KNOXVILLE

Call to Order: The July, 2025 Board Meeting was called to order by President Rose Garrison.

Attending members:

Kathy Breeden
Rose Garrison
Val Morris
Ann Peck
Pat Rose

Kaarina Stanley
Doug Slaton
Rae Slaton

Angie Hillier, Knoxville City Council

Pam Eagle-Absent
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Public Comment: None

(All notes refer to the July, 2025 Board Meeting)

Secretary's Report: Secretary Val Morris read the Board Meeting minutes.

Motion to Approve Secretary's Report: Doug Slaton
Seconded: Kaarina Stanley
Secretary's Report was approved by the Board

Treasurer's Report: Treasurer Doug Slaton presented the Treasurer's Report.

Motion to Approve Treasurer's Report: Rae Slaton
Seconded: Ann Peck
Treasurer's Report approved by the Board.

Bills Presented for Payment: Bills were reviewed by the board.

Motion to Approve Bills for Payment: Pat Rose
Seconded: Kathy Breeden
The bills were approved for payment.

Librarian's Report: Librarian Michelle Walker reported the following for July, 2025:

Library visited: 553 times
Circulation: 1209 items
New cards: 5 new adults, 2 students & 1 non-resident card

On June 17, Michelle discovered the 2 air conditioning units were not working. Ring Sheet Metal placed a few pounds of freon in the older unit on the east side of the building. The older unit will need to be replaced in the next year or so. John Nelson will provide a quote for a new high efficiency air conditioning system to the City Council.

We received donations of \$70.00 in memory of Sally Hutchcroft.

The summer reading program took place in June. The new bingo card system was a success and the participants enjoyed the challenges.

Michelle received a letter from the Secretary of State advising we were awarded a per capita grant in the amount of \$4278.98. To date, we are awaiting the check.

In late May, Michelle received information about a technology grant. Michelle applied for the grant and we have been awarded \$12,500 to be used toward technology improvements to the library. We have until June, 2027 to spend the money.

Unfinished Business: None

New Business: Michelle asked permission to purchase 2 public access computers with the grant money. RSA & ADML will probably take the balance of the unused grant money.

Motion: Pat Rose made a motion to give Michelle permission to purchase the two computers once the grant money has been received.

Seconded: Kathy Breeden

Motion was passed.

Maintenance: None.

Council Report: Angie Hillier advised that the City Council will appropriate and vote in July for the \$16,600 we requested.

The City of Knoxville will pay for the A/C costs/repairs.

Adjournment:

Motion to Adjourn: Rae Slaton

Seconded: Ann Peck

The meeting was adjourned: 7:21 pm

Respectfully submitted by,

Val Morris

Knoxville Public Library-Treasurer's Report for August 1, 2025

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General Checking Account

Balance in checking for July 1, 2025 \$ 5,927.34

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

CITY OF KNOXVILLE

	<u>Monthly Revenue</u>	<u>Budget for 2024/2025</u>	<u>Year to date</u>
Income:			
Library cards	\$140.00		\$385.00
Copies	\$75.20		\$251.75
Faxes	\$23.50		\$51.00
Book sales	\$21.00		\$46.00
Lost Item	\$0.00		\$0.00
MWES Fund raiser	\$0.00		\$0.00
Donation Knoxville Student Council	\$0.00		\$58.26
Fines	\$0.00		\$0.00
Online Fines	\$0.00		\$0.00
Reimbursement from Michelle	\$0.00		\$0.00
Total	\$259.70	\$3,500.00	\$792.01
Real Estate Taxes	\$8,348.17	\$43,500.00	\$8,348.17
Replacement tax	\$0.00	\$3,500.00	\$0.00
Per Capita Grant	\$0.00	\$4,300.00	\$0.00
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	\$0.00
Check voided	\$0.00	\$0.00	\$0.00
Miscellaneous Credit Card Refund	\$0.00	\$0.00	\$0.00
Total	\$8,607.87	\$72,550.00	\$9,140.18

	<u>Monthly Expense</u>		
Disbursements:			
Librarian Salary	\$3,307.63	\$40,950.00	\$9,737.39
Part-time salaries	\$318.75	\$5,336.00	\$888.75
Fica tax	\$268.14	\$3,541.00	\$785.06
Unemployment tax	\$0.00	\$260.00	\$79.70
Retirement contribution	\$165.38	\$2,050.00	\$486.87
Custodian salary	\$260.00	\$3,200.00	\$780.00
Phone/internet	\$151.25	\$1,800.00	\$452.37
Technology expense	\$20.55	\$1,000.00	\$121.67
Books/Periodicals	\$539.76	\$8,000.00	\$2,130.01
Supplies	\$0.00	\$1,500.00	\$98.89
Summer reading	\$157.85	\$500.00	\$157.85
Building repair/mtn	\$50.00	\$500.00	\$143.30
Fixtures for Library	\$0.00	\$700.00	\$0.00
Equipment Purchase Computer	\$0.00	\$1,500.00	\$0.00
Miscellaneous Expense:			
Michelle CC error	\$0.00	\$0.00	\$0.00
Bank Service Charge ONE	\$0.00	\$0.00	\$0.00
Floral Arrangement	\$0.00	\$0.00	\$0.00
Wreaths for door	\$0.00	\$100.00	\$0.00
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	\$0.00
ADML Membership	\$0.00	\$375.00	\$0.00
IL Library Assoc. membership	\$0.00	\$85.00	\$85.00
Grand total of expenses	\$5,239.31	\$74,037.00	\$15,946.86

Balance in checking for July 31, 2025 \$ 9,295.90

Bank balance on 7-31-25 is \$9,345.90. Chcek #10148 for \$50.00 to Blaine's Brite-Way has not been cashed.

Savings Account balance July 1, 2025	\$ 3,483.87
(Sally Hutchcraft) Deposits	\$ 50.00
Paid 1/4ly Interest paid on account	\$ -
Savings Account balance July 31, 2025	\$ 3,533.87