Bonneville County Library District **APPROVED** Budget FY 2024

Revenue		Expenses	
Household Fee	$1,250,000.00	Administrative Expenses	$6,200.00
Donations	$3,000.00	Circulation Expenses	$45,600.00
Grants	$20,000.00	Collection & Service Expenses	$240,000.00
Interest Income	$4,800.00	Furniture & Fixtures	$12,000.00
Other Income	$900.00	Grants Expense	$20,000.00
		Insurance	$6,342.00
		Miscellaneous	$1,338.00
		Office Supplies	$4,800.00
		Payroll Expenses	$660,000.00
		Professional Fees	$7,200.00
		Program Services	$28,800.00
		Rent	$182,400.00
		Utilities	$14,020.00
		Contingency	$50,000.00
Total Revenue	$1,278,700.00	Total Expenses	$1,278,700.00

Bonneville County Library District Budget FY 2023

Revenue		Expenses	
Household Fee	$1,146,400.00	Administrative Expenses	$7,000.00
Reserves	($138,600.00)	Collection & Service Expenses	$306,000.00
		Furniture & Fixtures	$22,000.00
		Insurance	$9,000.00
		Office Supplies	$12,000.00
		Payroll Expenses	$300,000.00
		Professional Services & Consortium Cost	$27,500.00
		Program Services	$24,000.00
		Rent	$162,300.00
		Utilities	$18,000.00
		Contingency	$120,000.00
Total Revenue	$1,007,800.00	Total Expenses	$1,007,800.00

Approved on August 10, 2023.

12-14-23

Bonneville County Library District

Minutes of the Bonneville County Library District Board of Trustees Meeting August 10, 2023

Called to order at 9:08 am by Board Chair Debra Haacke

Present: Debra Haacke, Karen Harris, Rebecca Blackson, Jennifer Crofts, Library Director Michelle Tolman, and District Clerk Myra Judkins. Jenni Cragun joined by phone. Attending members of the public were Shawn Tolman and Kathy Kula.

On a motion duly made and seconded after due deliberation, the following resolution passed:

RESOLVED, that the consent agenda was approved. The consent agenda included: the minutes from the previous meeting July 13th, the financial report for July, and the clerk hours reports for July. (Karen motioned; Rebecca seconded.)

There was no public comment on the budget or fines & fees. As treasurer, Michelle reported to the board that the amount received for household fees in July 2023 was higher than expected. She suggested that the proposed budget for FY 2024 show this increase in income which would then be allocated to a contingency fund. Michelle was given the go ahead to start the process to add PERSI.

On motions duly made and seconded after due deliberation, the following resolutions passed:

RESOLVED, that the budget proposal be updated to include a $50,000 increase in income and a contingency fund of $50,000 and then be accepted as posted and presented to the public according to law. (Rebecca motioned, Karen seconded.)

RESOLVED, that the circulation policy and accompanying fine and fee schedule include the new fine for torn pages as posted and presented to the public according to law. (Jen motioned, Karen seconded.)

RESOLVED, that the personnel policy be revised with suggested corrections and to include PERSI in the benefits section. (Jen motioned, Karen seconded.)

The Collection Policy and Patron Code of Conduct were discussed, but no changes were deemed necessary to either policy.

Michelle reported that the storage cubes for the Ammon branch are on the way which is something the library staff is very excited about. Cataloging continues as quickly as possible, while also trying to balance improving the records already in the system. The board is in agreement that a ramp in the sidewalk closer to the door of the Ammon branch would be desirable and Michelle may proceed on it without any further approvals from the board. FOIL hosted a creative writing course at the Iona library. The feedback at each branch has been positive, the atmosphere is welcoming, and the programs and activities offered are appreciated and growing in attendance. Swan Valley had their t-shirt printing party and the other branches' parties will be August 15th-17th. The library is looking at how to promote the Talking Books program and at the possibility of offering Linked in Learning in the computer labs. Some back to school night visits may be happening at the end of August. The library will be participating in the One World Fiesta at Thunder Ridge September 23rd.

Jen left during the director's report at 10:06.

Debra and Myra reported on their meeting with the county GIS department concerning the library district map.

There was no Friends of the Library report. The next FABL meeting will be at the Ammon branch on August 16th at 6:30.

As a member of the public, Kathy Kula commented on how wonderful she found the Iron Families, Iron Communities event on July 20th. She also let the board know about the many activities that The Daughters of the American Revolution have coming up with Constitution week in September and some books that the library can highlight to go with that celebration.

The next regular meeting will be held Thursday, September 14th, 2023 at 9:00 am at the Ammon Branch, 3015 S 25th E Ammon, ID 83406. The board will submit ideas to revise the mission statement and create a vision statement which will be discussed and decided at the September meeting.

The meeting was adjourned at 10:34 am by unanimous vote. (Karen motioned, Rebecca seconded.)

Sept 14 '23