

Revised 6/10/15

**WHITEFISH COMMUNITY LIBRARY  
BOARD OF TRUSTEES**

**MINUTES OF MEETING ON WEDNESDAY May 13, 2015 7:00 P.M.  
WHITEFISH COMMUNITY LIBRARY, 9 SPOKANE AVENUE**

Members Present: Anne Shaw Moran, Chair; Roger Barber, Tamarack Representative; Mary Vail, Treasurer; and Alison Pomerantz, Secretary.

Members Absent: Marge Fisher, Vice Chair

Others Present: Joey Kositzky, Director

**CALL TO ORDER**

The meeting was called to order at 7:10 p.m.

**COMMUNICATIONS FROM THE PUBLIC**

None.

**OLD BUSINESS**

**Director's Report**

- Joey Kositzky reported that she and Sally were finalizing the details for the Summer Reading Program. In addition to a lineup of speakers for the "Heroes" theme, there will be a French/Spanish language sing-a-long for kids on Mondays from 10:15 – 11 am June 15- Aug. 31
- Director Station is dying. MSC is trying to get Sirsi/Synix to reimburse them for a new server.
- "Go to Meeting" free trial will end in June. Since we don't use it, see no reason to renew.
- The updated MT shared catalog is very colorful and inviting.
- Checked with Rocky regarding a new WiFi password to alleviate the bandwidth strain. He discouraged such action and recommended purchasing additional bandwidth instead.
- Sally and Joey attended the MT Shared Catalog meeting in Helena last week.
- Joey mentioned a new option for instant communication and notifications via text called "Shout Bomb" to patrons offered by MSC. The cost is \$400 per year, so we may hold off for now.
- Karen Spangler recently started on Tuesdays for a couple of hours as a new WCL volunteer.

**Approve 4/8/15 Meeting minutes**

**MOTION:**

Roger Barber moved to approve the 4/8/15 minutes. Mary Vail seconded the motion. The motion passed unanimously.

**Whitefish Library Association Report**

Anne Shaw Moran reported that there was a going away party honoring Cheryl Hyland. The Great Fish Challenge kicks off on June 9. Still need to learn more in order to take full advantage of the fundraising

opportunity. Jerry Hanson and Anne will be teaming up to offer an orientation about WCL/WLA and how they work together.

#### Public Outreach

After brainstorming methods of outreach last week, Anne recommended we brainstorm who might be ideal recipients to which to communicate potential changes.

#### 2016 WCL Budget Update

#### **MOTION:**

Roger Barber moved to approved the city's slight changes to the WCL budget. Mary Vail seconded the motion. The motion passed unanimously.

#### Other Old Business items

Anne suggested Joey make a checklist for Mel, including furnace maintenance, monitoring sprinklers and so forth. She also added that there is a 5:30pm budget meeting at the City and encouraged us all to attend. WCL received the green light for reimbursement for the water damage to our books thanks to the sprinkler malfunction.

#### NEW BUSINESS

#### Policies and Procedures

Reviewed the Library Card policy. Roger Barber is consolidating a few other policies and streamlining them into a single policy. Board may review it next month.

#### **MOTION:**

Mary Vail moved to approve the Whitefish Community Library Card Policy. Alison Pomerantz seconded it. The motion passed unanimously.

#### Financial Report

None.

#### Review and Approve Invoices:

None.

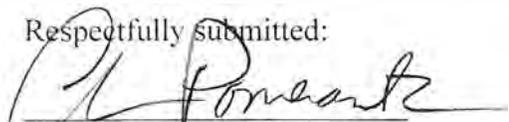
#### Other New Business:

Discussed library awards and criteria for receiving such honors.

#### ADJOURNMENT

The meeting was adjourned at 9:00 p.m.

Respectfully submitted:

  
Alison Pomerantz, Secretary

Approved by the Whitefish Community Library Board of Trustees on:

June 10, 2015

Anne Shaw Moran  
Anne Shaw Moran, Chair

*Attached to  
May minutes*

# Library Fund

FY 2016

## Purpose

Title 22, Chapter 1, Part 3 of the Montana Code Annotated provides for the establishment and laws related to free public libraries. The Whitefish Community Library was created as a City Library via Resolution 10-48 on November 15, 2010 after the City Council had voted to terminate an Interlocal Agreement with the Flathead County Library Board of Trustees for the consolidated county-wide library service. This fund provides for the collection of property taxes, donations, fines and other revenues and the appropriations for the Whitefish Community Library.

## FY 2016 Objectives

The objective of the Library Fund for this fiscal year is to provide budget authority for the Whitefish Community Library.

Significant policy issues in the FY 2016 Budget are:

Item/Project	Amount
<b>Revenue Changes</b>	
• Misc donations, fundraising, & grants	\$25,000
<b>Expenditure Changes</b>	
• Operating contingency continued increase is due to the increase in property tax revenue of 0.8 mill in FY 2015	\$24,500

# Library Fund - 2220

4/30/2015

Revenues	Actual FY 2013	Actual FY 2014	Budget FY 2015	Actual YTD 3-31-15	Proposed Budget FY 2016
<b>Taxes</b>					
311010 Real Property Taxes	113,815	113,230	141,814	98,535	140,396
311020 Personal Property Taxes	1,205	1,080		701	
	<u>\$ 115,020</u>	<u>\$ 114,310</u>	<u>\$ 141,814</u>	<u>\$ 99,236</u>	<u>\$ 140,396</u>
<b>Intergovernmental</b>					
334100 State Aid		2,640	2,353	4,716	2,353
	<u>\$ -</u>	<u>\$ 2,640</u>	<u>\$ 2,353</u>	<u>\$ 4,716</u>	<u>\$ 2,353</u>
<b>Charges for Services</b>					
346070 Library Collections	12,125	12,182	12,500	8,761	12,500
	<u>\$ 12,125</u>	<u>\$ 12,182</u>	<u>\$ 12,500</u>	<u>\$ 8,761</u>	<u>\$ 12,500</u>
<b>Miscellaneous Revenue</b>					
365010 Private Gifts and Bequests	40,229	65,104	18,000	20,926	25,000
	<u>\$ 40,229</u>	<u>\$ 65,104</u>	<u>\$ 18,000</u>	<u>\$ 20,926</u>	<u>\$ 25,000</u>
<b>Other Financing Sources</b>					
383004 General Fund Operating Transfer	34,371	34,371	34,371	25,778	34,371
	<u>\$ 34,371</u>	<u>\$ 34,371</u>	<u>\$ 34,371</u>	<u>\$ 25,778</u>	<u>\$ 34,371</u>
<b>Total Fund Revenue</b>	<b>\$ 201,745</b>	<b>\$ 228,606</b>	<b>\$ 209,038</b>	<b>\$ 159,417</b>	<b>\$ 214,620</b>
101000 Beginning Available Cash			\$ 59,348		\$ 66,068
<b>Total Resources</b>			<b>\$ 268,386</b>		<b>\$ 280,688</b>

# Library Fund - 2220

4/30/2015

Expenditures	Actual FY 2013	Actual FY 2014	Budget FY 2015	Actual YTD 3-31-15	Proposed Budget FY 2016
460120					
<b>Personal Services</b>					
110 Salaries	47,672	49,024	51,802	36,373	53,983
112 Permanent Part Time	52,631	49,970	55,084	35,094	64,961
120 Overtime		60	65	865	818
140 Employer Contributions	36,887	34,357	41,290	20,752	33,395
	<b>\$ 137,190</b>	<b>\$ 133,411</b>	<b>\$ 148,241</b>	<b>\$ 93,084</b>	<b>\$ 153,157</b>
<b>Materials and Services</b>					
210 Office Supplies/Materials	958	2,375	5,600	1,243	3,000
220 Operating Supplies	7,640	5,924	12,400	2,901	5,000
221 Library Materials	164	2,747	5,000	5,806	9,000
229 Library Materials Processing				947	3,000
230 Repair & Maintenance Supplies	1,046	284	800		500
310 Communication & Transportation	3,516	2,524	4,800	3,425	6,000
330 Publicity, Subscriptions & Dues	1,632	8,997	4,800	5,716	6,200
340 Utility Services	14,321	14,663	13,960	10,493	16,000
360 Repair & Maintenance Services	5,867	8,854	2,100	7,850	2,800
362 Office Machinery & Computers				70	1,000
370 Travel & Training	2,675	1,924	3,000	1,066	3,000
390 Other Purchased Services	674		360	1,223	1,400
397 Contracted Services	560	781	920	65	750
510 Insurance	6,806	5,253	5,254	4,528	5,654
540 Special Assessments-Co. Lnd Fll		189	200	189	200
880 Administrative Costs	3,338	3,818	3,223	2,008	3,077
	<b>\$ 49,196</b>	<b>\$ 58,333</b>	<b>\$ 62,417</b>	<b>\$ 47,530</b>	<b>\$ 66,581</b>
870 Operating Contingency			21,799		24,500
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,799</b>	<b>\$ -</b>	<b>\$ 24,500</b>
<b>Total Expenditures</b>	<b>\$ 186,386</b>	<b>\$ 191,744</b>	<b>\$ 232,457</b>	<b>\$ 140,614</b>	<b>\$ 244,238</b>
<b>Ending Available Cash</b>			<b>\$ 35,929</b>		<b>\$ 36,450</b>
<b>Total Fund</b>			<b>\$ 268,386</b>		<b>\$ 280,688</b>

