

**MINUTES OF THE BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, FEBRUARY 29, 2016
6:30 p.m. Local Time**

AGENDA

CALL TO ORDER

The meeting was called to order by President Roger Moriarty at 6:30 p.m. Note that Kylene Crabb volunteered to be acting secretary.

PRESENT

Roger Moriarty, Kylene Crabb, Jill Gross, Dick Webb, Larry Yeiter, Stephen Boggs.

MINUTES

Moved by Jill Gross and seconded by Kylene Crabb that minutes of the January meeting be approved. Carried.

PUBLIC COMMENTS

TREASURERS REPORT

Filed for audit by Stephen Boggs.

CHILDREN'S DEPARTMENT REPORT

Purchased two used fish tanks. One will have fish, the other will have some sort of reptile, probably chameleons. I'm just waiting to get the water right before adding fish.

Story time was held each Wednesday. Five children have attended each week.

I attended a Children's Librarian Luncheon in Milford. It was very helpful to talk to other librarians about summer reading programs. I have lots of ideas and have booked two special speakers.

YA/PROGRAMMING REPORT

Zumba is still going at Bell Library every Monday.

Euchre for January we had 19 in attendance and February had 15.

February we made Valentine cards with two in attendance. We also made a Burlap Love Wall Hanging. There were 12 in attendance and they made a total of 15 wall hangings.

Working on demos for March, April, May, and June programs. I am working ahead so I

can finish working on my Teen Summer Reading program.

March and April's craft program demos are finished and on display.

Another CPR program is planned for March.

Anime in February had 14 in attendance.

Teen Gaming in January had 22 in attendance. Changing the age limit to 13 and up made a big difference in the program. I also passed out new rules and overall it was a very well behaved group. Teen Gaming for February was cancelled due to illness.

March's newsletter is done and ready to print.

News articles are written and ready to send to Warsaw Times Union and Inkfreenews.

Worked on YA book reviews, order was sent for February.

Attended a Teen Counterparts meeting in Culver on February 18th. Topic of discussion were Homeschoolers and those with handicaps.

Tax forms are finally here. I have made copies of some forms that they didn't send and they are displayed on a table in the library.

DIRECTOR'S REPORT

1. We received four FULL truck loads of donations from the Syracuse Public Library. Items included: @50 stackable chairs, @20 child size seating, wooden book shelves, two computer tables (one adjustable), two small storage cabinets.
2. Repairs to Senior Center are complete: faucet and counter top.
3. Purchased an electric "fireplace" for main library.



UNFINISHED BUSINESS

1. Discussion regarding policies that were distributed at the last meeting.

After good and relevant discussion it was moved by Larry Yeiter and seconded by Dick Webb to adopt the General Policies, Job Descriptions and Personnel Policies excepting the section regarding grievances which requires additional attention. Carried.

2. Additional Appropriation discussion and adoption.

Moved by Jill Gross and seconded by Dick Webb to proceed with the Additional Appropriation for \$15,800 as advertised on February 8, 2016 in the Warsaw Times Union. Carried.

NEW BUSINESS

1. Election of officers.

It was moved by Jill Gross that the current slate of officers continue to serve in that capacity. Seconded by Dick Webb. Carried.

President – Roger Moriarty

Vice-President – Dick Webb

Treasurer – Jill Gross

Secretary – Honey Kuhn

2. Director submitted for consideration and adoption a Resolution To Establish Internal Controls. Documents notes that the Bell Memorial Public Library will follow minimum internal controls as promulgated by the Indiana State Board of Accounts.

Moved by Larry Yeiter and seconded by Kylene Crabb. Carried.

3. Discussion of room reconfiguration project.

Options considered:

A. Close large conference room and put Young Adult in there. Put Children's Department in Bell-X room. Put Indiana materials, microfilm etc. and study tables in current YA area.

Pros: Using all available space.

Cons: Cost of cutting hole in Bell-X room, permission from county for building permit, visual control of little ones, alarms on south door of Bell-X as well as regular entrance to the room when staffing not available, cctv for visual control, cost of additional staff.

B. Put Children's Department in Bell-X and put Young Adults in current Children's Room. Indiana materials etc. in current YA area.

Pros and Cons were same as in "A" above.

Thoughts?

Would like to have a final decision no later than the March meeting if possible.

OTHER BUSINESS

1. Discussion was led by Roger Moriarty regarding the memorial paving bricks in the Reading Garden. He would like to have another drive to sell additional paving bricks. All agreed. An announcement will be placed in local newspapers, Facebook, the Library's website and newsletter as well as the electronic sign.

PAYMENT OF CLAIMS

Moved by Jill Gross and Dick Webb that claims be allowed. Carried.

ADJOURNMENT

Roger Moriarty, President

Kylene Crabb, Acting Secretary

Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 02/01/16 Period Ending Date 02/29/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
100 operating									
1 Personal Services									
100.1.01 Salary of Librarian	45,000.00	41,425.62	0.00	3,574.38	7,148.76	37,851.24	0.00	37,851.24	15.89%
100.1.02 Salary of assistants	175,000.00	163,904.54	0.00	11,034.11	22,129.57	152,870.43	0.00	152,870.43	12.65%
100.1.03 Wages of Janitors	14,000.00	12,942.39	0.00	1,041.55	2,099.16	11,900.84	0.00	11,900.84	14.99%
100.1.04 Employer share FICa	16,400.00	15,196.84	0.00	1,197.23	2,400.39	13,999.61	0.00	13,999.61	14.64%
100.1.05 Employers Contribution	12,000.00	11,174.34	0.00	825.66	1,651.32	10,348.68	0.00	10,348.68	13.76%
100.1.06 Employers Group Insura	20,000.00	18,374.79	0.00	1,625.21	3,250.42	16,749.58	0.00	16,749.58	16.25%
1 Personal Services Totals	282,400.00	263,018.52	0.00	19,298.14	38,679.62	243,720.38	0.00	243,720.38	13.70%
2 Supplies									
100.2.01 Operating Supplies	3,000.00	2,979.60	0.00	203.41	223.81	2,776.19	0.00	2,776.19	7.46%
100.2.05 Repair and Maintence S	3,000.00	3,000.00	0.00	131.32	131.32	2,868.68	0.00	2,868.68	4.38%
100.2.06 Stationery and Printing S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.2.07 Office Supplies	3,000.00	2,588.48	0.00	56.18	467.70	2,532.30	0.00	2,532.30	15.59%
100.2.08 children Program Suppli	3,250.00	3,250.00	0.00	100.00	100.00	3,150.00	0.00	3,150.00	3.08%
100.2.09 YA Program Supplies	2,300.00	2,286.10	0.00	16.00	29.90	2,270.10	0.00	2,270.10	1.30%
100.2.10 Adult Program Supplies	1,500.00	1,467.03	0.00	44.05	77.02	1,422.98	0.00	1,422.98	5.13%
2 Supplies Totals	16,050.00	15,571.21	0.00	550.96	1,029.75	15,020.25	0.00	15,020.25	6.42%
3 Other									
100.3.00 Professional Services	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00%
100.3.01 Telephone and Internet	7,000.00	6,849.56	0.00	151.26	301.70	6,698.30	0.00	6,698.30	4.31%
100.3.02 advertising and Publicati	150.00	150.00	0.00	24.61	24.61	125.39	0.00	125.39	16.41%
100.3.04 Gas	8,400.00	8,073.20	0.00	1,137.46	1,464.26	6,935.74	0.00	6,935.74	17.43%
100.3.05 Repairs Building and Str	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.06 Offical Bonds	850.00	700.00	0.00	0.00	150.00	700.00	0.00	700.00	17.65%
100.3.07 Dues	250.00	150.00	0.00	0.00	100.00	150.00	0.00	150.00	40.00%
100.3.08 Professional Meetings	750.00	750.00	0.00	0.00	0.00	750.00	0.00	750.00	0.00%

Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 02/01/16 Period Ending Date 02/29/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%	
100.3.09 Electricity	12,200.00	11,304.16	0.00	2,151.70	3,047.54	9,152.46	0.00	9,152.46	24.98%	
100.3.11 Water	2,200.00	2,015.27	0.00	184.73	369.46	1,830.54	0.00	1,830.54	16.79%	
100.3.12 Travel Expense	350.00	301.70	0.00	0.00	48.30	301.70	0.00	301.70	13.80%	
100.3.13 Waste Disposal Service	780.00	715.00	0.00	65.00	130.00	650.00	0.00	650.00	16.67%	
100.3.14 Postage	400.00	400.00	0.00	0.00	0.00	400.00	0.00	400.00	0.00%	
100.3.15 Taxes and Assessments	75.00	75.00	0.00	0.00	0.00	75.00	0.00	75.00	0.00%	
100.3.16 Maintenance-Equipment	4,000.00	3,268.99	0.00	0.00	731.01	3,268.99	0.00	3,268.99	18.28%	
100.3.19 Building insurance	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00	0.00%	
100.3.21 Publicity Promotional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
100.3.23 Maintenance of Building	3,000.00	2,685.00	0.00	494.09	809.09	2,190.91	0.00	2,190.91	26.97%	
100.3.24 Freight and Express	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
100.3.25 Repairs-Equipment	2,000.00	2,000.00	0.00	722.00	722.00	1,278.00	0.00	1,278.00	36.10%	
3 Other	Totals	52,905.00	49,937.88	0.00	4,930.85	7,897.97	45,007.03	0.00	45,007.03	14.93%
4 Capitol outlay										
100.4.00 Furniture	500.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00%	
100.4.01 Books-Children	5,700.00	5,368.28	0.00	478.12	809.84	4,890.16	0.00	4,890.16	14.21%	
100.4.02 Periodicals and newspa	1,800.00	690.05	0.00	59.90	1,169.85	630.15	0.00	630.15	64.99%	
100.4.03 DVD-Children	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00%	
100.4.04 DVds	7,500.00	7,429.29	0.00	492.68	563.39	6,936.61	0.00	6,936.61	7.51%	
100.4.05 Music CD	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00%	
100.4.06 Books on Cd	1,800.00	1,800.00	0.00	40.72	40.72	1,759.28	0.00	1,759.28	2.26%	
100.4.07 Equipment Technology	4,500.00	4,500.00	0.00	200.99	200.99	4,299.01	0.00	4,299.01	4.47%	
100.4.08 Books- Young Adult	3,500.00	3,443.07	0.00	415.20	472.13	3,027.87	0.00	3,027.87	13.49%	
100.4.09 Books-Adult	10,845.00	10,436.24	0.00	1,155.83	1,564.59	9,280.41	0.00	9,280.41	14.43%	
100.4.31 E-BOOKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
4 Capitol outlay	Totals	38,645.00	36,666.93	0.00	2,843.44	4,821.51	33,823.49	0.00	33,823.49	12.48%

Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 02/01/16 Period Ending Date 02/29/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%		
Fund Total	390,000.00	365,194.54	0.00	27,623.39	52,428.85	337,571.15	0.00	337,571.15	13.44%		
200 Payroll Fund											
1 Personal Services											
200.1.12	Perf Manaddorty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
1	Personal Services	Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
2 Supplies											
200.2.00	FEDERAL	0.00	0.00	0.00	907.35	1,861.58	0.00	0.00	0.00%		
200.2.03	MEDICARE INS.	0.00	0.00	0.00	226.92	454.97	0.00	0.00	0.00%		
200.2.04	STATE	0.00	1.00	0.00	527.19	1,058.29	0.00	0.00	0.00%		
200.2.05	COUNTY	0.00	0.00	0.00	181.58	364.90	0.00	0.00	0.00%		
200.2.06	INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
200.2.10	FICA	0.00	0.00	0.00	970.31	1,945.42	0.00	0.00	0.00%		
2	Supplies	Totals	0.00	1.00	0.00	2,813.35	5,685.16	0.00	0.00	0.00%	
Fund Total		0.00	1.00	0.00	2,813.35	5,685.16	0.00	0.00	0.00%		
300 GOB of 2002											
3 Other											
300.3.01	bond fee	750.00	750.00	0.00	0.00	0.00	750.00	0.00	750.00	0.00%	
300.3.02	Principal of bond	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00	0.00%	
300.3.03	Payments for interest	8,640.00	8,640.00	0.00	0.00	0.00	8,640.00	0.00	8,640.00	0.00%	
300.3.06	GOB Property tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
300.3.07	Interest Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
3	Other	Totals	39,390.00	39,390.00	0.00	0.00	0.00	39,390.00	0.00	39,390.00	0.00%

Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 02/01/16 Period Ending Date 02/29/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
Fund Total	39,390.00	39,390.00	0.00	0.00	0.00	39,390.00	0.00	39,390.00	0.00%
600 LEVY Excess									
3 Other									
600.3.01 Levy excess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
3 Other Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Fund Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
800 Rainy Day									
3 Other									
800.3.00 Technical Support	9,200.00	9,200.00	0.00	1,269.90	1,269.90	7,930.10	0.00	7,930.10	13.80%
800.3.25 Equipment Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
3 Other Totals	9,200.00	9,200.00	0.00	1,269.90	1,269.90	7,930.10	0.00	7,930.10	13.80%
4 Capitol outlay									
800.4.00 Technology Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
800.4.05 software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
800.4.07 technology Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4 Capitol outlay Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Fund Total	9,200.00	9,200.00	0.00	1,269.90	1,269.90	7,930.10	0.00	7,930.10	13.80%

Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 02/01/16 **Period Ending Date** 02/29/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
Total All Funds	438,590.00	413,785.54	0.00	31,706.64	\$59,383.91	384,891.25	0.00	384,891.25	13.54%

Appropriated Accounts with Receipts Posted to them

Fund	Account	MTD	YTD
200	200.2.00 FEDERAL	\$907.35	\$1,861.58
200	200.2.03 MEDICARE INS.	\$226.92	\$454.97
200	200.2.04 STATE	\$526.19	\$1,058.29
200	200.2.05 COUNTY	\$181.58	\$364.90
200	200.2.10 FICA	\$970.31	\$1,945.42
		\$2,812.35	\$5,685.16

2/29/2016 9:48:46 AM

Financial Report by Fund**Period Beginning Date:**

2/1/2016

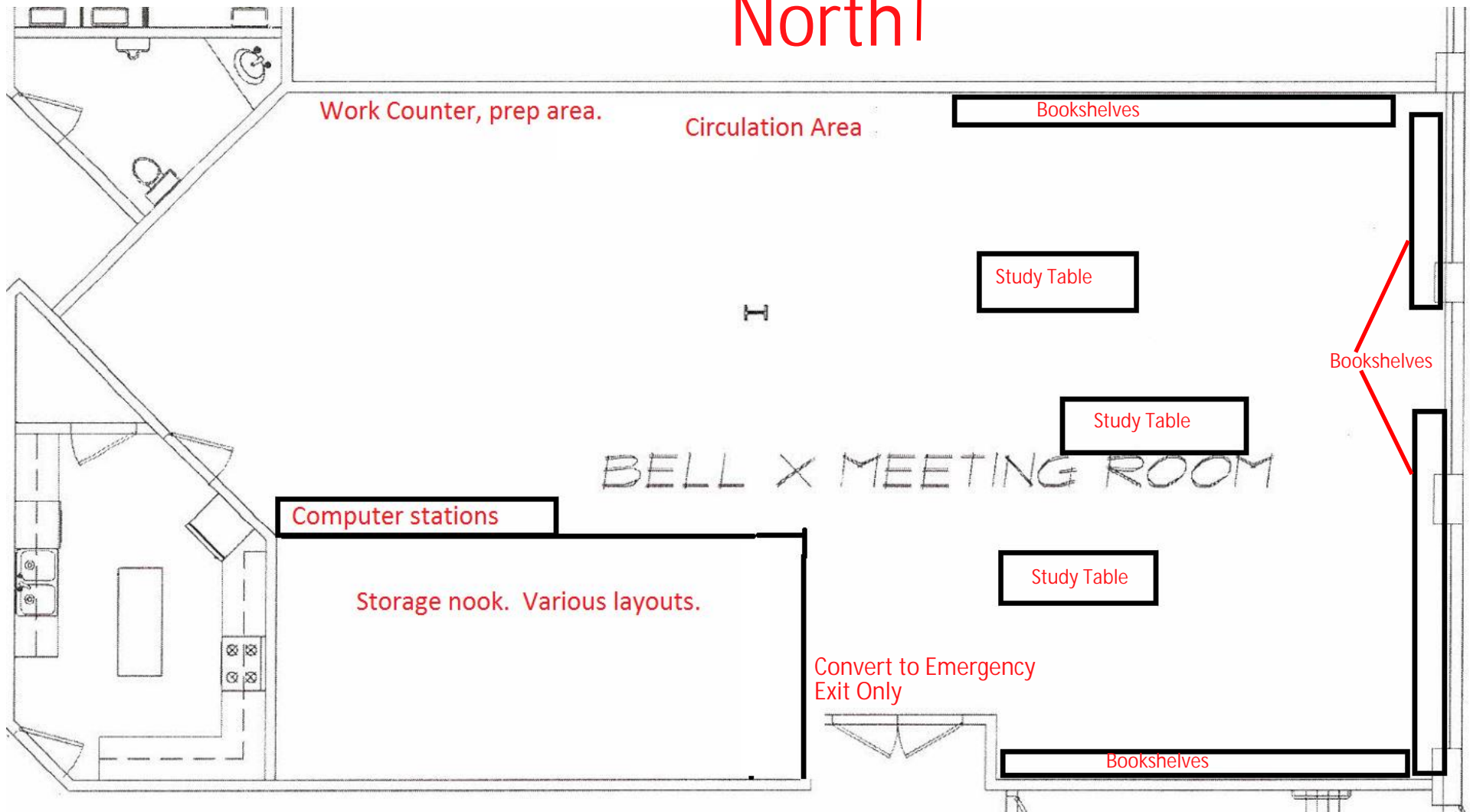
Bell Memorial Public Library

Period Ending Date:

2/29/2016

Fund Number and Description	Year Beginning Balance	Month Beginning Balance	Receipts This Month	Receipts Year to Date	Disbursements This Month	Disbursements Year to Date	Ending Balance	Invested	Available Balance
100 operating	130,777.33	114,154.17	12,653.85	20,836.15	28,475.30	53,280.76	98,332.72	0.00	98,332.72
141 LIRF	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00	300.00
150 PLAC	0.00	0.00	65.00	65.00	0.00	0.00	65.00	0.00	65.00
200 Payroll Fund	2,390.10	2,391.10	2,976.35	6,013.16	2,977.35	6,013.16	2,390.10	0.00	2,390.10
300 GOB of 2002	1,469.26	1,595.33	38.00	164.07	0.00	0.00	1,633.33	0.00	1,633.33
400 Gift Fund	71,809.24	75,850.24	1.80	4,042.80	0.00	0.00	75,852.04	51,234.83	24,617.21
401 gift-donation-program	714.16	724.36	1.00	11.20	0.00	0.00	725.36	0.00	725.36
500 Grants /Technology	3,569.42	3,449.42	0.00	0.00	605.00	725.00	2,844.42	0.00	2,844.42
600 LEVY Excess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
800 Rainy Day	55,802.18	55,441.52	0.00	0.00	1,269.90	1,630.56	54,171.62	0.00	54,171.62
Total of All Accounts	266,831.69	253,906.14	15,736.00	31,132.38	33,327.55	61,649.48	236,314.59	51,234.83	185,079.76

North ↑



North ↑

x

Shelving under windows

Existing Shelving

Table

YOUNG
ADULTS
AREA

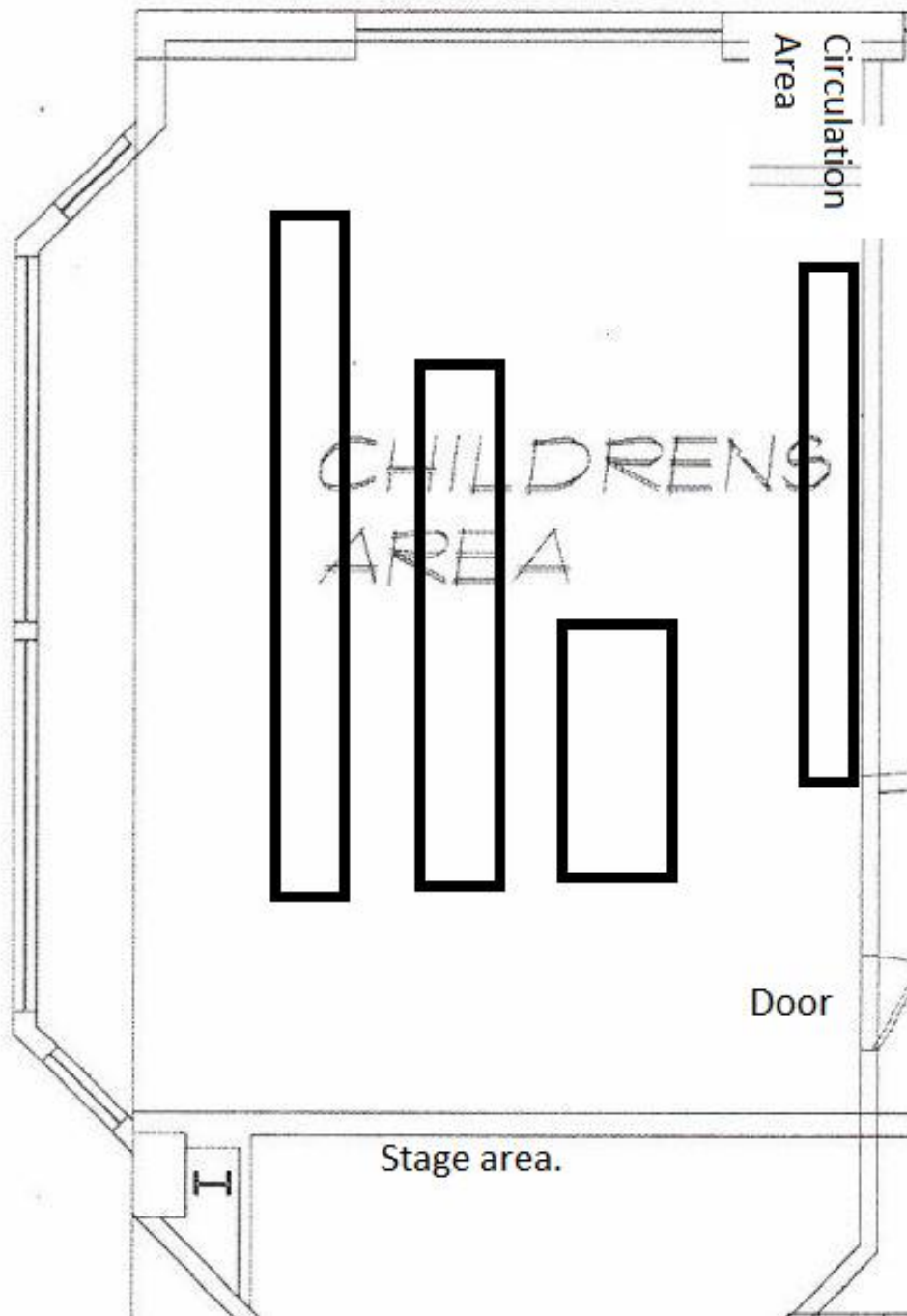
Table

Existing Shelving

Door to staff area

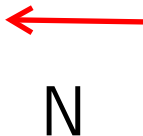
Existing Shelving

Ramp



Closet

Foyer



DAY
CARE
AREA

Large Conference Room

Windows

