

**MINUTES OF THE
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, APRIL 25, 2016
6:30 p.m. Local Time**

CALL TO ORDER

The meeting was called to order by Vice-President Dick Webb at 6:30 p.m.

PRESENT

Dick Webb, Larry Yeiter, Sandi Schaeffer, Honey Kuhn and Stephen Boggs

MINUTES

It was moved by Sandi Schaeffer and seconded by Larry Yeiter that the minutes of the March meeting be approved. Carried.

NOTE – THE MAY MEETING ORIGINALLY SCHEDULED FOR MAY 30 HAS BEEN RE-SCHEDULED TO MAY 31, DUE TO THE MEMORIAL DAY HOLIDAY.

PUBLIC COMMENTS

Karissa Cody will present during New Business.

TREASURERS REPORT

Filed for audit by Stephen Boggs.

CHILDREN'S DEPARTMENT REPORT

Andre the anole now lives in the children's department. He is fun to watch as he eats live crickets.

Thirty children and their parents attended the spring break movie - The Good Dinosaur.

Story time has had 7 or 8 children each week. We have used the outdoor area the last two weeks! Books and the outdoors are a great combination for this group of kids.

Kids Night Out had one in attendance.

Lego Club had one in attendance. Lego club will not be held again until fall. Saturday afternoons are too busy during nice weather.

Summer reading club plans are almost finalized. The programs are scheduled - Ronald McDonald and Professor Steve. We will host a movie each Monday, an activity each Wednesday, and a fitness activity each Friday. I am working on getting more prizes donated. The Mad Ants (Fort Wayne Basketball) contacted me on Friday about partnering with their reading program to give tickets. They are to send an email with more info.

PROGRAMMING/YOUNG ADULT REPORT

YA/Adult Programming Report

Zumba is still going at Bell Library every Monday.

Euchre March 28th had 20 in attendance. April's Euchre night is tonight.

April's program is a butterfly wreath Tuesday, April 26th. There are 24 people signed up for the program

Teen Summer Reading Program is ready to go. Still need to contact local businesses for donations. Will need to fill out request forms at Walmart and Meijer for gift cards. Received donated items from the Packers and Purdue for TSR. Some of the DIY program items for the teens are on display.

I will be going to the TVJH to promote the teen summer reading program in May.

Teen Summer Reading Newsletter is finished. Some dates need to be confirmed yet before printing.

Sharon and I met with Karla Hayden, The Happy Paint Brush. We have two adult painting programs planned in August and November, and one children's program for July.

I will be contacting The Akron Area Arts League to see if they are planning on doing another art program for children this summer at our library.

Anime in April we had 18 teens in attendance.

Teen Gaming in April will be this Friday.

May's newsletter will be finished today and ready to be printed.

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

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

MAINTENANCE

1. Finished painting over the dark blue vinyl wallpaper in hall to Media as well as hall to the Senior Center; door frames were also painted. Next will be the foyer, though going to switch-up the color just a tad bit; doing the grey on top with a soft green on the bottom as an accent.
2. Receiving quotes for sealing the parking lot.
3. Waiting on call backs for painters.
4. Request for a quote has been sent to Certified Landscapers for black mulch etc. Will also see what I can do about the pea sized gravel. I don't want to just get rid of it, may use some over black landscaping plastic immediately behind building outside of the Reading Garden.
5. Perennials purchased, planting to begin soon.

DIRECTOR'S REPORT

1. Additional Appropriation approved by County Council with one member voting no. Forms

have been forwarded to the DLGF.

2. Plan to attend the ILF District I conference on May 10, in Michigan City.
3. Only one hour of computer time at most.
4. Building insurance has been switched to Selective Insurance.
5. Closing Sundays for the summer effective May 29, and re-open on the Sunday after Labor Day.

UNFINISHED BUSINESS

1. Personnel Policy – grievance procedure. Adoption will be at the May meeting.

NEW BUSINESS

1. Karissa Cody and later Sharon Kindig informed the Trustees of the necessity for the Jack and Jill Pre-School to find a new temporary or permanent location. The Methodist Church will no longer be sponsoring the pre-school, thus the search for a new “home.” Both were inquiring of the Trustees about the potential of the pre-school being housed at the Library and using the Large Conference Room. Classes would be held Monday - Wednesday and possibly Thursday.

Following are some of the points both for and against the having the pre-school here:

- Bad experience from the day care when it was at the Library.
- No decision can be made until the end of June at the absolute soonest.
- Who would be the governing body of the pre-school, the school would only be “renting” the space and would not be under the Library’s “umbrella.”
- Has not-for-profit status been secured
- Liability insurance with the Library and Board of Trustees as additional insureds.
- Emergency procedures for weather hazards as well as fire.
- Totally accessible.
- Easy location.
- Pick-up, drop off locations
- Availability of storage for pre-school items.
- If plans proceed with the Young Adult department moving into the Bell-X room, the Library would have no available space for meetings during pre-school times.

Boggs asked for a program plan be submitted for the Trustee’s consideration. The plan would cover the scope of the mission of the pre-school, when classes would begin/end, responsible parties etc. Boggs also noted that in lieu of a formal contract that a “Memo of Understanding” be considered so that all parties are informed as to the responsibility of all concerned.

The item will appear under Unfinished Business for the next Board meeting on May 31.

OTHER BUSINESS

PAYMENT OF CLAIMS

Moved by Sandi Schaeffer and seconded by Larry Yeiter that claims be allowed. Carried.

ADJOURNMENT

Meeting declared adjourned at 7:28.

Dick Webb, Vice-President

Honey Kuhn, Secretary

Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 04/01/16 Period Ending Date 04/30/16

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	32,489.67	0.00	3,679.64	16,189.97	28,810.03	0.00	28,810.03	35.98%	
100.1.02	Salary of assistants	175,000.00	136,129.10	0.00	10,554.70	49,425.60	125,574.40	0.00	125,574.40	28.24%	
100.1.03	Wages of Janitors	14,000.00	10,377.34	0.00	896.96	4,519.62	9,480.38	0.00	9,480.38	32.28%	
100.1.04	Employer share FICa	16,400.00	12,192.19	0.00	1,157.51	5,365.32	11,034.68	0.00	11,034.68	32.72%	
100.1.05	Employers Contribution	12,000.00	9,102.24	0.00	840.58	3,738.34	8,261.66	0.00	8,261.66	31.15%	
100.1.06	Employers Group Insura	20,000.00	16,618.68	0.00	1,625.21	5,006.53	14,993.47	0.00	14,993.47	25.03%	
1	Personal Services	Totals	282,400.00	216,909.22	0.00	18,754.60	84,245.38	198,154.62	0.00	198,154.62	29.83%
2 Supplies											
100.2.01	Operating Supplies	3,000.00	2,470.30	0.00	76.39	606.09	2,393.91	0.00	2,393.91	20.20%	
100.2.05	Repair and Maintence S	3,000.00	2,731.51	0.00	133.76	402.25	2,597.75	0.00	2,597.75	13.41%	
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	2,107.16	0.00	15.26	908.10	2,091.90	0.00	2,091.90	30.27%	
100.2.08	children Program Suppli	3,250.00	3,102.97	0.00	384.32	531.35	2,718.65	0.00	2,718.65	16.35%	
100.2.09	YA Program Supplies	2,300.00	2,270.10	0.00	162.45	192.35	2,107.65	0.00	2,107.65	8.36%	
100.2.10	Adult Program Supplies	1,500.00	1,302.64	0.00	119.68	317.04	1,182.96	0.00	1,182.96	21.14%	
2	Supplies	Totals	16,050.00	13,984.68	0.00	891.86	2,957.18	13,092.82	0.00	13,092.82	18.42%
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	5,797.23	0.00	756.23	1,959.00	5,041.00	0.00	5,041.00	27.99%	
100.3.02	advertising and Publicati	150.00	125.39	0.00	60.75	85.36	64.64	0.00	64.64	56.91%	
100.3.04	Gas	8,400.00	6,556.18	0.00	329.06	2,172.88	6,227.12	0.00	6,227.12	25.87%	
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	50.00	0.00	0.00	200.00	50.00	0.00	50.00	80.00%	
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 04/01/16 Period Ending Date 04/30/16

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	8,061.58	0.00	1,121.06	5,259.48	6,940.52	0.00	6,940.52	43.11%
100.3.11 Water	2,200.00	1,645.81	0.00	198.10	752.29	1,447.71	0.00	1,447.71	34.20%
100.3.12 Travel Expense	350.00	273.52	0.00	0.00	76.48	273.52	0.00	273.52	21.85%
100.3.13 Waste Disposal Service	780.00	585.00	0.00	65.00	260.00	520.00	0.00	520.00	33.33%
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	36.39	36.39	38.61	0.00	38.61	48.52%
100.3.16 Maintenance-Equipment	4,000.00	1,947.65	0.00	0.00	2,052.35	1,947.65	0.00	1,947.65	51.31%
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	1,890.91	0.00	0.00	1,109.09	1,890.91	0.00	1,890.91	36.97%
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	1,278.00	0.00	0.00	722.00	1,278.00	0.00	1,278.00	36.10%
3 Other Totals	52,905.00	40,636.27	0.00	2,566.59	14,835.32	38,069.68	0.00	38,069.68	28.04%
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	4,835.06	0.00	64.66	929.60	4,770.40	0.00	4,770.40	16.31%
100.4.02 Periodicals and newspa	1,800.00	630.15	0.00	0.00	1,169.85	630.15	0.00	630.15	64.99%
100.4.03 DVD-Children	1,000.00	982.04	0.00	92.00	109.96	890.04	0.00	890.04	11.00%
100.4.04 DVds	7,500.00	6,285.37	0.00	291.44	1,506.07	5,993.93	0.00	5,993.93	20.08%
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	1,250.44	0.00	370.57	920.13	879.87	0.00	879.87	51.12%
100.4.07 Equipment Technology	4,500.00	4,299.01	0.00	0.00	200.99	4,299.01	0.00	4,299.01	4.47%
100.4.08 Books- Young Adult	3,500.00	2,749.18	0.00	336.98	1,087.80	2,412.20	0.00	2,412.20	31.08%
100.4.09 Books-Adult	10,845.00	8,877.29	0.00	687.22	2,654.93	8,190.07	0.00	8,190.07	24.48%
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	31,908.54	0.00	1,842.87	8,579.33	30,065.67	0.00	30,065.67	22.20%

Appropriation Financial Report

Bell Memorial Public Library

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Fund Total	390,000.00	303,438.71	0.00	24,055.92	110,617.21	279,382.79	0.00	279,382.79	28.36%
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	0.00%
1 Personal Services Totals	0.00	0.00	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	897.86	4,149.53	0.00	0.00	0.00	0.00%
200.2.03 MEDICARE INS.	0.00	0.00	0.00	219.38	1,016.91	0.00	0.00	0.00	0.00%
200.2.04 STATE	0.00	0.00	0.00	511.83	2,366.21	0.00	0.00	0.00	0.00%
200.2.05 COUNTY	0.00	0.00	0.00	178.13	817.40	0.00	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	0.00%
200.2.10 FICA	0.00	0.00	0.00	938.13	4,348.41	0.00	0.00	0.00	0.00%
2 Supplies Totals	0.00	0.00	0.00	2,745.33	12,698.46	0.00	0.00	0.00	0.00%
Fund Total	0.00	0.00	0.00	2,745.33	12,698.46	0.00	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%

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Bell Memorial Public Library

Period Beginning Date 04/01/16 Period Ending Date 04/30/16

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%		
3	Other	Totals	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	5,876.62	0.00	1,063.99	4,387.37	4,812.63	0.00	4,812.63	47.69%	
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	5,876.62	0.00	1,063.99	4,387.37	4,812.63	0.00	4,812.63	47.69%
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%	
Fund Total											
	9,200.00	5,876.62	0.00	1,063.99	4,387.37	4,812.63	0.00	4,812.63	47.69%		

Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 04/01/16 **Period Ending Date** 04/30/16

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	348,705.33	0.00	27,865.24	\$127,703.04	323,585.42	0.00	323,585.42	29.12%

Appropriated Accounts with Receipts Posted to them

Fund	Account	MTD	YTD
200	200.2.00 FEDERAL	\$897.86	\$4,149.53
200	200.2.03 MEDICARE INS.	\$219.38	\$1,016.91
200	200.2.04 STATE	\$511.83	\$2,366.21
200	200.2.05 COUNTY	\$178.13	\$817.40
200	200.2.10 FICA	\$938.13	\$4,348.41
		\$2,745.33	\$12,698.46

Financial Report by Fund

Period Beginning Date:

4/1/2016

Bell Memorial Public Library

Period Ending Date:

4/30/2016

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	72,472.61	8,086.92	37,195.40	24,055.92	111,469.12	56,503.61	0.00	56,503.61
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	0.00	65.00	0.00	65.00	0.00	0.00	0.00
200 Payroll Fund	2,390.10	2,390.10	2,909.33	13,436.46	2,909.33	13,436.46	2,390.10	0.00	2,390.10
300 GOB of 2002	1,469.26	1,635.92	-0.10	166.56	0.00	0.00	1,635.82	0.00	1,635.82
400 Gift Fund	71,809.24	75,864.04	302.03	4,356.83	682.97	682.97	75,483.10	51,234.83	24,248.27
401 gift-donation-program	714.16	736.05	2.00	23.89	0.00	0.00	738.05	0.00	738.05
500 Grants /Technology	3,569.42	2,844.42	0.00	0.00	0.00	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	52,118.14	0.00	0.00	1,063.99	4,748.03	51,054.15	0.00	51,054.15
Total of All Accounts	266,831.69	208,361.28	11,300.18	55,244.14	28,712.21	131,126.58	190,949.25	51,234.83	139,714.42