

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

AGENDA

CALL TO ORDER

The meeting was called to order by Dick Webb at 6:30.

PRESENT

Dick Webb, Honey Kuhn, Larry Yeiter, Sandy Schaeffer, Kylene Crabb, Stephen Boggs.

The Board wished to express their condolences to Roger Moriarty on the passing of his mother.

MINUTES

Minutes of the July meeting. Moved for acceptance as distributed by Jill Gross.  
Seconded by Kylene Crabb. Carried.

PUBLIC COMMENTS

No members of the general public were in attendance.

TREASURERS REPORT

1. Funds transfer due to Quine invoice for repair to A/C for server room.  
From Line 100.3.04 Gas to Line 100.3.25 Repairs Equipment \$2,109.00.

2. Funds transfer due to photocopier service contract and overage.  
From Line 100.3.19 Building Insurance to Line 100.3.25 Repairs Equipment \$1,582.33.

Moved by Larry Yeiter and seconded by Honey Kuhn that the above noted transfers be allowed. Carried.

3. Requesting by resolution a transfer between major categories due to shortage in line 100.3.09 Electricity. Balance is currently \$331.02. Anticipate requiring \$6,000 until the end of the year.

Need to add \$6,000.00 to line 100.3.09 Electricity bringing the Appropriation to \$18,200.00. Transferring (reducing) \$2,000 from each of the following line items:

100.4.01 Books Children  
100.4.07 Equipment Technology  
100.4.09 Books Adult

A resolution is required for this major category transfer.

After a discussion it was requested of the Director to request an Energy Audit by NIPSCO to determine why the Library's electric costs have increased. Was also requested that we subscribe to a budget plan from NIPSCO, especially for budgetary purposes.

The transfer of funds between major classifications. Moved by Sandy Schaeffer and seconded by Kyleene Crabb that the resolution be passed and the transfer be made. Carried.

## CHILDREN'S DEPARTMENT REPORT

Story time is meeting on Wednesdays at 3:00 with 4-8 children in attendance each week. Two mothers of small children (who don't attend story time) were asked if a Friday morning story time would be better. They both said no, that Wednesday afternoon is fine, they just get busy and forget to attend.

As a reward for summer reading club participation, Karla Hayden led a painting class on August 20. Each child in attendance painted a canvas with either a race car or a peony. The paintings were beautiful and everyone had a great time.

Lego club and kids night out will resume in September.



## August 2016 Jack and Jill Preschool

Report for Bell Memorial Library

We are off to a great start. We love the room. We are able to see the sunshine and weather changes. Arrival and dismissal work great by using the door that goes directly outside.

The air conditioning is working well. We do have a light out and ceiling tiles that need replaced.

Nineteen children attend on Monday-Wednesdays and 8 attend on Thursday.

As per the Board's directive at the last meeting, all documents were received by the Library pertaining to the Jack and Jill Preschool's legal status etc. Trustees requested a copy, Director will forward by e-mail or regular mail.

## PROGRAMMING/YOUNG ADULT REPORT

Director is still looking for someone to fill the position.

Honey Kuhn noted that a concerned Library patron did contact her in regard to adult programming and the newsletter.

## MAINTENANCE

1. Martha Shultz was hired for the Custodial position.

2. A/C unit is repaired for the server room etc.
3. Contractor Rhett Jones was at the Library about a week ago. He brought with him an electrical contractor and an HVAC contractor to investigate the potential remodeling in the Bell-X room. No word yet from him regarding a contract price.

Posted a notice on Facebook and our website for a request for proposal for the job, but have had no response. Not quite at the point of putting in a legal ad (very pricey). Will ask Dallas Richardson and Leon Beery as well, but I don't know if they do commercial work.

The company Bob Miller Construction in Claypool, IN. was put forth as a potential contact, though they frequently want architectural drawings to follow. Director will inquire and report.

4. Pavers were installed by Landscaper. Bill was \$403.70.
5. Next area to be painted will probably be the Children's Department; no date set yet. All posters for the Summer Reading Program are down, so now is a good time before Halloween.

#### DIRECTOR'S REPORT

1. Received an initial quote for our photocopier service contract of \$3,600.00, was just over \$1,900.00 the previous year. Big portion of the increase was due to printing items in color (even if just one letter were in color, the machine would register a color print) which was the reason behind a majority of the increase. Spoke to Joe at Sands and a Technician came out to edit how patrons and staff print to the machine. Black and White copies go directly to the print que, but color copies now require a pin number to be entered prior to color copies being sent for printing.

The price we pay per copy for both b/w and color has increased which warranted that we increase the price charged per copy. Black and white copies are now 15 cents and color copies are now 50 cents.

Updated contract is now \$2,352.00. Will have copy of invoice at the meeting.

2. Have had a small number of applications for the Clerk position. Position was posted around the Library, our Facebook page and the website. Will proceed with placing a help wanted ad in the Rochester and Warsaw papers. Helped wanted ads have become quite costly.
3. Finished weeding the DVD collection. After we have double checked that the titles have been deleted we will eventually begin an inventory of the Media department.
4. All documents requested from the pre-school have been received. If you didn't receive a copy of them, please let me know.
5. Budget has been posted on the Gateway site. Director will also be posting it in-house and on the web page.

6. The Oklahoma State Department of Corrections has a free service to public library for the digitization of high school yearbooks. Many Libraries in the state have participated and we will also be participating.

7. Brenda Cody has tendered her resignation effective 9/22. Best of luck always.

#### UNFINISHED BUSINESS

#### NEW BUSINESS

1. With implementation of stronger internal controls we need to have a policy regarding Petty Cash. A resolution will be available at the meeting. Tabled until next meeting. Amount of Petty Cash in-house was not immediately available.

2. First public hearing for the 2017 budget.

3. Director requires guidance in regard to rates of pay for new hires.

Trustees requested updated copies of all current job descriptions.

#### OTHER BUSINESS

1. Picked up discussion regarding status of new hires. Is there still a probationary period for new hires in the policies? If not, one ought to be considered for inclusion.

2. Discussion about the Library's Customer service training and abilities. Trustees want to make sure that all staff are trained to make eye contact with patrons as they enter the library as well as being sure patrons are welcomed. Discussed this as a possible in-house training event with an outside trainer.

#### PAYMENT OF CLAIMS

Moved by Jill Gross and seconded by Honey Kuhn that the claims be allowed. Carried.

#### ADJOURNMENT

Meeting adjourned at 7:19.

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Dick Webb, Vice President

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Honey Kuhn, Secretary

# Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 08/01/16      Period Ending Date 08/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%		
<b>100 operating</b>											
<b>1 Personal Services</b>											
100.1.01	Salary of Librarian	46,000.00	18,771.11	0.00	5,519.46	32,748.35	13,251.65	0.00	13,251.65	71.19%	
100.1.02	Salary of assistants	174,000.00	92,554.79	0.00	16,094.45	97,539.66	76,460.34	0.00	76,460.34	56.06%	
100.1.03	Wages of Janitors	14,000.00	6,310.22	0.00	1,656.25	9,346.03	4,653.97	0.00	4,653.97	66.76%	
100.1.04	Employer share FICa	16,400.00	7,498.23	0.00	0.00	8,901.77	7,498.23	0.00	7,498.23	54.28%	
100.1.05	Employers Contribution	12,000.00	5,739.92	0.00	1,260.87	7,520.95	4,479.05	0.00	4,479.05	62.67%	
100.1.06	Employers Group Insura	20,000.00	8,623.53	0.00	1,625.21	13,001.68	6,998.32	0.00	6,998.32	65.01%	
1	Personal Services	Totals	282,400.00	139,497.80	0.00	26,156.24	169,058.44	113,341.56	0.00	113,341.56	59.86%
<b>2 Supplies</b>											
100.2.01	Operating Supplies	3,000.00	1,915.91	0.00	25.25	1,109.34	1,890.66	0.00	1,890.66	36.98%	
100.2.05	Repair and Maintence S	3,000.00	1,860.15	0.00	270.23	1,410.08	1,589.92	0.00	1,589.92	47.00%	
100.2.07	Office Supplies	3,000.00	1,218.19	0.00	117.51	1,899.32	1,100.68	0.00	1,100.68	63.31%	
100.2.08	children Program Suppli	3,250.00	1,812.14	0.00	34.83	1,472.69	1,777.31	0.00	1,777.31	45.31%	
100.2.09	YA Program Supplies	2,300.00	1,743.55	0.00	659.95	1,216.40	1,083.60	0.00	1,083.60	52.89%	
100.2.10	Adult Program Supplies	1,500.00	369.37	0.00	0.00	1,130.63	369.37	0.00	369.37	75.38%	
2	Supplies	Totals	16,050.00	8,919.31	0.00	1,107.77	8,238.46	7,811.54	0.00	7,811.54	51.33%
<b>3 Other</b>											
100.3.00	Professional Services	3,000.00	878.00	0.00	334.00	2,456.00	544.00	0.00	544.00	81.87%	
100.3.01	Telephone and Internet	7,000.00	3,707.22	0.00	753.89	4,046.67	2,953.33	0.00	2,953.33	57.81%	
100.3.02	advertising and Publicati	150.00	64.64	0.00	0.00	85.36	64.64	0.00	64.64	56.91%	
100.3.04	Gas	8,400.00	5,991.43	0.00	34.91	2,443.48	3,632.77	0.00	3,632.77	1.43%	
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	120.00	270.00	580.00	0.00	580.00	31.76%	
100.3.07	Dues	250.00	-214.75	0.00	0.00	464.75	0.00	0.00	0.00	271.80%	
100.3.08	Professional Meetings	750.00	675.00	0.00	0.00	75.00	675.00	0.00	675.00	10.00%	
100.3.09	Electricity	12,200.00	2,299.53	0.00	1,968.51	11,868.98	331.02	0.00	331.02	97.29%	

# Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 08/01/16      Period Ending Date 08/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%	
100.3.11      Water	2,200.00	829.16	0.00	211.47	1,582.31	617.69	0.00	617.69	71.92%	
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	390.00	0.00	195.00	585.00	195.00	0.00	195.00	75.00%	
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	38.61	0.00	0.00	36.39	38.61	0.00	38.61	48.52%	
100.3.16      Maintenance-Equipment	4,000.00	1,947.65	0.00	485.00	2,537.35	1,462.65	0.00	1,462.65	63.43%	
100.3.19      Building insurance	7,500.00	2,099.00	0.00	0.00	5,401.00	1,979.31	0.00	1,979.31	70.42%	
100.3.23      Maintenance of Building	3,000.00	-119.69	0.00	0.00	3,119.69	0.00	0.00	0.00	107.98%	
100.3.25      Repairs-Equipment	2,000.00	1,278.00	0.00	2,108.89	2,830.89	1,278.11	0.00	1,278.11	246.99%	
<b>3    Other</b> <b>Totals</b>	<b>52,905.00</b>	<b>21,237.32</b>	<b>0.00</b>	<b>6,211.67</b>	<b>37,879.35</b>	<b>15,025.65</b>	<b>0.00</b>	<b>15,025.65</b>	<b>71.60%</b>	
<b>4    Capitol outlay</b>										
100.4.00      Furniture	500.00	-191.83	0.00	47.06	738.89	-47.06	0.00	-47.06	186.14%	
100.4.01      Books-Children	5,700.00	4,582.22	0.00	38.50	1,156.28	4,543.72	0.00	4,543.72	20.29%	
100.4.02      Periodicals and newspa	1,800.00	498.15	0.00	159.00	1,460.85	339.15	0.00	339.15	81.16%	
100.4.03      DVD-Children	1,000.00	820.09	0.00	35.40	215.31	784.69	0.00	784.69	21.53%	
100.4.04      DVDs	7,500.00	4,830.96	0.00	351.86	3,020.90	4,479.10	0.00	4,479.10	40.28%	
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	755.18	0.00	249.45	1,294.27	505.73	0.00	505.73	71.90%	
100.4.07      Equipment Technology	4,500.00	4,299.01	0.00	0.00	200.99	4,107.18	0.00	4,107.18	0.20%	
100.4.08      Books- Young Adult	3,500.00	812.13	0.00	345.02	3,032.89	467.11	0.00	467.11	86.65%	
100.4.09      Books-Adult	10,845.00	5,986.42	0.00	593.25	5,451.83	5,393.17	0.00	5,393.17	50.27%	
100.4.31      E-BOOKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
<b>4    Capitol outlay</b> <b>Totals</b>	<b>38,645.00</b>	<b>23,892.33</b>	<b>0.00</b>	<b>1,819.54</b>	<b>16,572.21</b>	<b>22,072.79</b>	<b>0.00</b>	<b>22,072.79</b>	<b>42.88%</b>	
<b>Fund Total</b>		<b>390,000.00</b>	<b>193,546.76</b>	<b>0.00</b>	<b>35,295.22</b>	<b>231,748.46</b>	<b>158,251.54</b>	<b>0.00</b>	<b>158,251.54</b>	<b>59.42%</b>

# Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 08/01/16      Period Ending Date 08/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%	
<b>200 Payroll Fund</b>										
<b>1 Personal Services</b>										
200.1.12 Perf Manaddorty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>1 Personal Services</b> <b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2 Supplies</b>										
200.2.00 FEDERAL	0.00	0.00	0.00	0.00	6,848.57	1,387.91	0.00	1,387.91	0.00%	
200.2.03 MEDICARE INS.	0.00	0.00	0.00	0.00	1,687.20	337.40	0.00	337.40	0.00%	
200.2.04 STATE	0.00	0.00	0.00	0.00	3,923.57	780.70	0.00	780.70	0.00%	
200.2.05 COUNTY	0.00	0.00	0.00	0.00	1,358.24	271.03	0.00	271.03	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	0.00	7,214.57	1,442.75	0.00	1,442.75	0.00%	
<b>2 Supplies</b> <b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,032.15</b>	<b>4,219.79</b>	<b>0.00</b>	<b>4,219.79</b>	<b>0.00%</b>	
<hr/>										
<b>Fund Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,032.15</b>	<b>4,219.79</b>	<b>0.00</b>	<b>4,219.79</b>	<b>0.00%</b>	
<hr/>										
<b>300 GOB of 2002</b>										
<b>3 Other</b>										
300.3.01 bond fee	750.00	750.00	0.00	750.00	750.00	0.00	0.00	0.00	100.00%	
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
300.3.06 GOB Property tax	0.00	29,302.46	0.00	0.00	0.00	29,302.46	0.00	29,302.46	0.00%	
300.3.07 Interest Bonds	8,640.00	4,053.75	0.00	0.00	4,586.25	4,053.75	0.00	4,053.75	53.08%	
<b>3 Other</b> <b>Totals</b>	<b>39,390.00</b>	<b>64,106.21</b>	<b>0.00</b>	<b>750.00</b>	<b>5,336.25</b>	<b>63,356.21</b>	<b>0.00</b>	<b>63,356.21</b>	<b>13.55%</b>	
<hr/>										
<b>Fund Total</b>	<b>39,390.00</b>	<b>64,106.21</b>	<b>0.00</b>	<b>750.00</b>	<b>5,336.25</b>	<b>63,356.21</b>	<b>0.00</b>	<b>63,356.21</b>	<b>13.55%</b>	

# Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 08/01/16      Period Ending Date 08/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
<b>600 LEVY Excess</b>									
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 <span style="float: right;">Totals</span>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<hr/>									
<b>Fund Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<hr/>									
<b>800 Rainy Day</b>									
3 Other									
800.3.00 Technical Support	25,000.00	21,769.85	0.00	694.00	3,924.15	21,075.85	0.00	21,075.85	15.70%
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 <span style="float: right;">Totals</span>	25,000.00	21,769.85	0.00	694.00	3,924.15	21,075.85	0.00	21,075.85	15.70%
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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 <span style="float: right;">Totals</span>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<hr/>									
<b>Fund Total</b>	25,000.00	21,769.85	0.00	694.00	3,924.15	21,075.85	0.00	21,075.85	15.70%



# Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 08/01/16      Period Ending Date 08/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
Total All Funds	454,390.00	279,422.82	0.00	36,739.22	\$262,041.01	246,903.39	0.00	246,903.39	57.67%

### Appropriated Accounts with Receipts Posted to them

Fund	Account	MTD	YTD
200	200.2.00 FEDERAL	\$1,387.91	\$8,236.48
200	200.2.03 MEDICARE INS.	\$337.40	\$2,024.60
200	200.2.04 STATE	\$780.70	\$4,704.27
200	200.2.05 COUNTY	\$271.03	\$1,629.27
200	200.2.10 FICA	\$1,442.75	\$8,657.32
300	300.3.06 GOB Property tax	\$0.00	\$29,302.46
		\$4,219.79	\$54,554.40

### Internal Transfers

Fund	Account	MTD	YTD
100	100.3.04 Gas	(\$2,323.75)	(\$2,323.75)
100	100.3.07 Dues	\$214.75	\$214.75
100	100.3.19 Building insurance	(\$119.69)	(\$119.69)
100	100.3.23 Maintenance of Building & Structure	\$119.69	\$119.69
100	100.3.25 Repairs-Equipment	\$2,109.00	\$2,109.00
100	100.4.00 Furniture	\$191.83	\$191.83
100	100.4.07 Equipment Technology	(\$191.83)	(\$191.83)
		\$0.00	\$0.00

8/29/2016 8:32:09 AM

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

8/1/2016

Bell Memorial Public Library

**Period Ending Date:**

8/31/2016

<b>Fund Number and Description</b>	<b>Year Beginning Balance</b>	<b>Month Beginning Balance</b>	<b>Receipts This Month</b>	<b>Receipts Year to Date</b>	<b>Disbursements This Month</b>	<b>Disbursements Year to Date</b>	<b>Ending Balance</b>	<b>Invested</b>	<b>Available Balance</b>
100 operating	130,777.33	146,902.73	8,238.03	221,668.58	35,295.22	232,600.37	119,845.54	0.00	119,845.54
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	260.00	0.00	195.00	65.00	0.00	65.00
200 Payroll Fund	2,390.10	2,390.10	4,428.79	26,690.94	0.00	22,262.15	6,818.89	0.00	6,818.89
300 GOB of 2002	1,469.26	24,262.04	92.01	32,057.29	750.00	9,922.50	23,604.05	0.00	23,604.05
400 Gift Fund	71,809.24	76,605.16	3.26	7,319.37	403.70	2,923.89	76,204.72	0.00	76,204.72
401 gift-donation-program	714.16	821.56	16.25	292.14	0.00	168.49	837.81	0.00	837.81
500 Grants /Technology	3,569.42	2,404.42	0.00	0.00	0.00	1,165.00	2,404.42	0.00	2,404.42
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	67,179.47	0.00	14,968.10	694.00	4,284.81	66,485.47	0.00	66,485.47
<b>Total of All Accounts</b>	266,831.69	320,865.48	12,843.34	303,256.42	37,142.92	273,522.21	296,565.90	0.00	296,565.90