

Librarian's Report

January 12, 2016

Board of Finance Meeting

The Board of Finance will meet following the regular meeting. Graig is president and Steve is secretary. Please review our investment and credit card policies. We will review these policies as part of the finance meeting rather than the regular meeting.

I also attached the tax receipt calculations for 2015. This is a spreadsheet that Danielle keeps for me listing the amounts we expect to receive from tax distributions, what we do receive, and the total year-end balance for both the operating and debt service funds.

Year-End Housekeeping

The December 2015 register of claims will have many more items than normal on it. Danielle included all the invoices that we had to pay through December 31st. This allows us to spend as much of our 2015 budget as possible and reduce the number of encumbrances we will need to make.

The board needs to approve the encumbering of 2015 funds to cover all outstanding orders. We will be carrying over funds into the 2016 operating budget and increasing the designated appropriation lines. This is covered with resolution 16-01.

Resolution 16-02 is the reconciliation of operating accounts. As usual, we have overspent in a few accounts and have extra money in others, but our carryover is adequate. This resolution will allow Danielle to move money from one line to another within the same major category to cover all expenditures, eliminating all negative line item balances in our final 2015 year-end financial report.

I felt we had enough carry-over money to easily transfer \$75,000 to LIRF even though we only had budgeted \$50,000. Since we do not need to spend it now, we might as well save it for future needs. We have approximately the same in our beginning operating balance for 2016 as we did for 2015. We are beginning the year with almost ½ of our budget in the bank, giving us a nice cash flow.

Even though these are routine financial board actions, I pulled these resolutions out of the consent agenda. Following the passage of these resolutions, Danielle will make the transfers and adjustments and provide you with a final year-end report at the February meeting. I will also begin work on the library's annual report for the state.

Staff Presentations

Circulation head Teresa Dustman will share information about a new program she is kicking off this January.

Building Updates

The restroom project is getting underway. Glenn and I met with Steve Park before Christmas to choose colors. We are going with a brown and grey palette to compliment the carpet colors in the library. I will bring samples to the meeting. Construction is set to begin on Monday, January 18th. They are not willing to budge on the 4 week timeframe. They are hoping that we are pleasantly surprised by an early completion, but they do not want to be held to that.

I have the contract for approval.

I have not heard from Luther Mock concerning the roof repairs, but I did reach out to him. Hopefully, I will have something to report to you.

Since we received a grant for the book scanner, saved money on the microfilm reader, and had to put off purchasing a new phone system until this year, I had extra dollars in the budget. I planned to put a couple security cameras at Ossian, so I applied some of that money there. I decided on 5 cameras at Ossian, added 6 cameras to Main and replaced 2 of the analog cameras. This is a \$10,000 expenditure.

I also ordered some new desks for the teen librarians and new chairs for both the teen/reference office and the Indiana Room. Next year I hope to do the same to the children's office. Not all the office furniture was updated in the remodeling project. In fact the desks that I am replacing were used in the Carnegie building. This is another \$10,000 expenditure.

I also replaced the Indiana Room copier and Travis ordered a few pieces of hardware that he budgeted for 2016.

IN Public Trust

We discussed last month that perhaps we should take a break from policy review (except for those that we are mandated to review annually) and review the Trustee Manual IN the Public Trust this year. It is a great idea since none of us have probably looked at since we first took our positions. I linked the first introduction chapter to your agenda. It provides a list of things a board member should know. If you each review that list, we can discuss any answers you cannot locate.

Staff News

The staff enjoyed Nancy's cheese tray for several days. Thanks so much. It was so thoughtful.

We are again hosting Susan Dailey's Caldecott Workshop this Friday, January 8th.