

## **LIBRARIAN REPORT**

### **August 8, 2023**

#### **Budget – reference only**

Our MLGQ (Maximum Levy Growth Quotient), formerly known as the AVGQ, for the State is 5%. This is a .7% increase from last year. The MLGQ is the percentage we are allowed to increase our budget total and Maximum Levy. Your budget still must be fully funded no matter what the MLGQ is. The meeting with our DLGF rep went well. The Budget Committee, Dustin (Chair), Deb and Angie were provided the suggested budget for 2023 last month, which we will all look at and approve further down the agenda. I have attached the Department of Local Government and Finance calendar to the agenda. The dates that mostly pertain to us are:

June 30-Maximum Levy Growth Quotient (MLGQ) is provided

July 15-Receive maximum allowable budget

July 15-Receive our estimate of the miscellaneous revenue

July 19-Beginning of Department Budget Workshops

August 1-Circuit Breaker estimates

August 1-Receive Net Assessed values

#### **August 9-Board meeting:**

**-Approve Salary Resolution and Proposed 2023 Budget**

August 17-Deadline for release of 2023 LIT estimates

September 13-Board meeting:

Public Hearing on Proposed Budget

October 1-Deadline for second 2023 LIT estimates

October 11- Board Meeting:

Adopt 2023 budget

#### **Policy and By-laws-review only**

The policies/information for review this month are Employee Benefits Policy and chapter 4 of the *IN the Public Trust* trustee manual.

#### **Public Awareness/Outreach**

Our 2021-2022 Audit has been finalized. The only issue mentioned was a negative in PLAC money at the end of 2022. This was because someone bought a PLAC card on the last day we were open of the year and it wasn't deposited until the first day we were open for the next year. This wasn't a big enough issue for them to include it as a major in our final report.

#### **New Hire-voting item**

Kinlie Thomas, one of our shelvees, will be leaving us soon to head to college. This opens a shelvee position and we are asking for approval to hire Claudia Stauffer as a shelvee for 10-12 hours/week at \$11.19/hour. Claudia has been our student intern this summer and has been amazing. She is very dependable and capable of tasks beyond most first year interns.

### **FMLA Request**

Hilary Habegger is requesting FMLA leave to be enacted for her over the next 12 months. Her husband was recently in an accident which has caused mobility issues until he can heal. She doesn't plan to be off consistently, but she will need time off to assist with doctor/physical therapy appointments. Her request letter is attached to the agenda.

### **2024 Budget Approval**

You will find all the 2024 budget forms that I do have, in the budget menu on the board drive. The files you need to approve are linked to the agenda for your convenience. At this point, we are approving totals for advertising. We no longer need to advertise in the newspapers, but our budgets are advertised and available for public view on the Gateway site. Budgets will not actually be adopted until the October meeting.

In the budget materials menu you will also find:

2024 Detailed Budget – This is the detailed spreadsheet of proposed expenses for next year's funds. Also, there is the total expenditures from the 2022 budget and where we stand at mid-year in this 2023 budget.

2024 Equipment-Software-Database Budget List -- This itemizes some of the expenses we plan to take out of some of the categories. These tend to be the higher dollar areas of our budget and the ones we actually have some control over.

2024 Salary Resolution --- This is the resolution of salaries that will need approval this month before we approve the budget. This resolution allows for a 3% cost of living as well as step increases for staff as specified in the salary schedules. If you see a person's name in parenthesis on the salary schedule, that is an assumed rate of pay dependent on finishing schooling, increasing certification levels or a possible title advancement that should happen sometime in 2024. Their name should be on the schedule without parenthesis and this is their actual rate of pay until they obtain their increase. We always budget for the rate in parenthesis.

2024 Form 1 Budgets for all Funds --- This form comes from Gateway and includes a less detailed version of the operating fund as well as the Rainy Day, Debt Service (B&I), and LIRF. The green bar divides the funds. The debt service amounts reflect the bond payments for next year. The Rainy Day and LIRF are "just in case" budgets of money in areas where we are most likely to need it. The amount budgeted is based on the money we have in that fund and how much we have left or are able to budget in order to keep the total of all budgets at or under the

4% increase over last year. Last year our certified budget was \$3,723,507. We can budget up to \$3,872,446 this year without Binding Review. The budget total I am presenting you is \$3,872,212. We are still asking for our Max Levy but are in a non-binding review and will not need to go before County Council Review.

Forms 1, 2, and 4B are Gateway forms. All the funds are listed one right after the other in the following order: Rainy Day, General, Debt Service, Library Improvement Reserve Fund. Note: Gateway refers to our Operating Fund as General Fund; Gateway's Debt Service Fund is our Bond & Interest Fund.

Nothing done to date is final and may be changed by the board. Even the published figures are not final. You can make changes (as long as the advertised levies are not increased) up until you actually adopt the budget on October 11th. Once you have approved the notice to the taxpayers (Form 3), I will submit it and it will appear on the Gateway site. <https://gateway.ifionline.org>. Following our October adoption, everything will be submitted to Gateway for public review.

### **Resolution 23-04**

It is time to renew the library's membership in the Indiana State Library Consortium for Public Library Internet Access for the July 2024 – June 2025 funding year. I do not see any reason not to continue our membership. The state bids out our Internet service and ENA has provided consistent and quality service. Being a part of this consortium gives us an 80% savings in internet/wireless costs.

### **Building Insurance Renewal – voting item**

Our current building insurance (which has a 3-year term) is up for renewal. The quote comparison is attached to the agenda and Scott's thoughts are below.

"Please see the attached spread sheet of the markets who responded favorably for the library's insurance risk program. As you and the board discern thru the information, please know that the Cincinnati quote is for a one-year term like the rest of the market options. To retain a three-year locked program the annual premium would adjust to \$17,233 per term. Cincinnati Ins. Co. has applied maximum account credits to your account as well.

I have also provided a statement from Hastings Ins. Co.'s underwriter explaining their approach to Loss Control services. This very much mimics Cincinnati's who you have used over the years, and Selective Ins. Co.'s. Selective has submitted a very solid program for the library as well. Central Ins. Co. was not as impressive to us in the way of "competing" for your account as the others. They are a solid carrier as all the carriers who submitted a proposal. All carriers are AM Best rated A- or better.

Once you have met, please reach out to share with us what you'd like us to do for the library's account for the next renewal term. Again, the Hastings underwriter's response to loss control is below.

Thank you,

Scott Smith

Hastings has our own internal Loss Control department that can work with insureds to provide a wide variety of assistance. They can help insured's to create work safety programs, return-to-work programs, etc.. Depending on the size of the account, they can even set insured's up for annual servicing where they would go out and survey the risk annually and provide feedback/recommendations."

**Library Closed:**

September 2-4

**Director Updates**

Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting

Chamber Board meeting

Chamber Executive Meeting

Chamber HR sub committee

Rotary Meetings

Wells County Foundation Board

**Meeting Updates inside the library:**

**Department Head meeting** – We do not meet in August.

**Current Projects/Big Programs/News:**

**-Friends of the Library Book sales**

Next Book Sales will be:

The June book sale brought in \$2,097.41

2023

October 25-28, 2023 with Friends Only Sale on October 24th

2024

February 7-10, 2024 with Friends Only Sale on February 6th

June 26-29, 2024 with Friends Only Sale on June 25th

October 23-26, 2024 with Friends Only Sale on October 22nd

**-Children's Book Festival** - Save the date for **October 7, 2023**. If you have kids/grandkids come out for a fun time. We are always looking for volunteers for this program, if you are interested.