

## **LIBRARIAN REPORT**

**August 13, 2024**

### **Budget – reference only**

Due to the Indiana Legislature passing HEA 1499; which caps the MLGQ at 4% for 2024 and 2025, our MLGQ will be 4%. This cap is being done to help taxpayers with increasing property tax bills. 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, Deb (Chair), Dustin and John were provided the suggested budget for 2025 last month, which we will all look at and approve further down the agenda. I have attached the Department of Local Government and Finance budget calendar to the agenda. The dates that mostly pertain to us are:

June 30-Maximum Levy Growth Quotient (MLGQ) is provided-4%

July 15-Receive maximum allowable budget

July 15-Receive our estimate of the miscellaneous revenue

July 18-Department Budget Workshops

July 28-Circuit Breaker estimates

August 1-Receive Net Assessed values

**August 13-Board meeting:**

**-Approve Salary Resolution and Proposed 2025 Budget**

August 16-Deadline for release of 2025 LIT estimates

September 10-Board meeting:

Public Hearing on Proposed Budget

October 1-Deadline for second 2025 LIT estimates

October 8- Board Meeting:

Adopt 2025 budget

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

The policies/information for review this month are Employee Benefits Policy.

### **Public Awareness/Outreach**

Our 2 new board members are: Lauren Andrews and Joe McFarren. Lauren has been appointed by the County Council and will be taking Kim's appointment. Joe was appointed by the County Commissioners and will be taking John's appointment.

### **2025 Budget Approval**

You will find all the 2025 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:

2025 Detailed Budget – This is the detailed spreadsheet of proposed expenses for next year’s funds. Also, there is the total expenditures from the 2023 budget and where we stand at mid-year in this 2024 budget.

2025 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.

2025 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 changed/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 2025. 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.

2025 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. This is the form that is attached to the agenda for approving the budget amounts for the different funds. 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 \$3,872,212. We can budget up to \$4,027,000 this year without Binding Review. The budget total I am presenting you is \$3,814,772. 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 8th. 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.

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

Attached is a breakdown of 3 building insurance quotes. Scott’s comments on the quotes are below:

“Attached you will find the proposals from three outlets you instructed us to provide for you and the Board to review. Your incumbent, Hastings Mutual Ins. Co. has been granted a final look to see if they can improve on the overall premium number. I expect to hear back from them today or by the latest on Monday. Once I receive it, I will pass along to you to amend the proposal you see on the spread sheet. We felt compelled to allow them this accommodation as we believe highly in developing the relationship between the insured and the insurance carrier who covers the risk for the insured. That’s why the library had such a long relationship for many years with Cincinnati Ins Co. Not only had they been a strong carrier, but they had been a great partner in risk protection. Unfortunately, as you can see, they still struggle with being competitive due to their higher property base rate as well as the auto rate.

It would our recommendation to continue with Hastings Mutual Ins. Co. for the renewal to continue building a new relationship as they have a solid Loss Control Dept. Especially if they can tweak their overall renewal costs

some for you. They have factored the claim for the auto in part of the renewal which Selective did not have to account for. Selective Ins. Co. is a fine carrier. We have much business thru our agency with them as well. We think it prudent to not jump carrier to carrier though as it can reflect negatively on the insureds account when other carrier underwriters review your account season to season. The goal is always to retain a high-risk profile as an insured with carrier underwriters. Please review and reach out with any questions you may have. We have and always will be thankful and appreciative of our relationship for your insurance needs.”

Updated: 8/13/24

Hastings Mutual has offered credits to get their total premium for package, auto and umbrella down to \$14,677. Revised spreadsheet is attached.

Package renewal was \$14,728, with credits offered revised to \$12,525.

### **Street Fair Request-approval item**

The Street Fair Committee would again like to rent the Library’s lot next to the Annex for the period from Saturday, September 14 through Sunday, September 22, 2024. The Street Fair Committee will pay the library \$150.00 for this rental period and provide liability insurance. They are requesting to serve alcohol on our lot during events. This request has now been included in the attached letter.

#### **Library Closed:**

August 31-September 2

#### **Director Updates**

Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting

Chamber Board meeting

Rotary Meetings

Wells County Foundation Board

Purdue Extension Health Advisory Board

#### **Meeting Updates inside the library:**

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

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

##### **-Friends of the Library Book sales**

Next Book Sales will be:

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