

## **LIBRARIAN REPORT**

### **January 10, 2023**

#### **Building**

##### **Lawn/Snow Maintenance**

There was a briefly mentioned question a few months ago about how long Outdoor Concepts has conducted our Lawn/Snow Maintenance, which is believe has been since 2007 (16 years). Would the board like us to continue with Outdoor Concepts or would you like additional quotes at our next meeting, if available.

#### **Budget**

##### **Cash flow**

Now with our tax amounts given in our 1782 notice and we have reached the end of 2022. I have attached the most current cash flow document and the projected 2023 cash flow document. I increased the disbursements by 5% and account for only the minimum for tax revenue. We are seeing a 5.65% increase of LIT and a 5% increase of property tax. Our LIT distribution is based on a 3-year average of Local income tax for the county and it is encouraging to see it go up after the decrease from 2020 to 2021. I am still keeping a cash flow balance for January 1 that is between 50-60% of our 2023 budget in case our LIT numbers do not continue to recover in 2023 or the price of goods/services continues to climb in price.

#### **Policy and By-laws – Review Only Item**

The policies for review this month are donor recognition and small purchases.

#### **Year-end Housekeeping Resolutions 23-1 and 23-2-Voting Item**

The December 2022 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 2022 budget as possible and reduce the number of encumbrances we will need to make. The board needs to approve the encumbering of 2022 funds to cover all outstanding orders. We will be carrying over funds into the 2023 operating budget and increasing the designated appropriation lines. This is covered with resolution 23-1. Resolution 23-2 is the reconciliation of operating accounts. As usual, we have overspent in certain 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 2022 year-end

financial report. We had enough carry-over money to transfer the full \$100,000 budgeted for LIRF. We will have \$44,554.04 less in our beginning operating balance than we did last year; however, we are beginning 2023 with 57% of our budget in the bank, which gives us a healthy cash flow. The state suggests that we carry-over 50-60% of our new budget at the beginning of the year. I left 57% of our budget in our Operating fund as we typically do not see the effects of an economic downturn for 2-3 years in government budgets and I want us to have a more than strong cash balance. Also, the \$100,000 transfer into LIRF is still spendable funds for large building purchases.

Even though these resolutions 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 working on the library's annual report for the state.

### **West End Boiler Replacement- Voting Item**

The next large HVAC units that are on our list to replace are the west end boilers. FelgerHart have provided us with a quote for replacement. Nate and I anticipated this repair for 2023 and have budgeted our LIRF accordingly with \$75,000 for equipment repairs. The total cost of the project quoted is \$35,075. This includes all materials, labor and the use of a crane. The units will have a 10-year limited heat exchanger warranty, 5-year limited parts warranty. There is a 10-week lead time on the ordering of the units, so we would be looking at the end of March or later.

### **Amazon Account- Voting Item**

As discussed at our last meeting, Amazon is ending their Business Line of Credit program. We were under the impression that we would be able to obtain an Amazon Store Card. Even though it was listed as an option for us to sign-up for, it turns out that for a business to have a limited store card, it must be in a person's name and cannot be associated with the business. I am not comfortable with opening an Amazon Store Card in my name only to be used by the library. Upon further investigation, that only option available to a business is an Amazon Business Prime card. We would still receive 5% back on all Amazon purchases up to \$120,000 a year and business shipping for \$69/year, which we would easily make back in our 5% back on charges. The only downside is the Amazon Business Prime card is a credit card instead of a store card. We are proposing to sign-up for an Amazon Business Prime card and change policy to state that this credit card would be used for Amazon Purchases only.

**Library Closed:**  
All Day February 20<sup>th</sup>

**Director Updates**  
Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting  
Chamber Board meeting  
Chamber Strategic Planning Meetings  
Rotary Meetings  
Wells County Foundation Board

**Meeting Updates inside the library:**

**Department Head meeting** –Patron Point, New Employee training, Mini-Golf fundraiser, Goal 3 of current long range plan, Staff policy review. Reviewed policies: Investment, Credit Card, Donor Recognition and Small Purchase.

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

**-Children's Book Festival** - Save the date for October 14, 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.

**Grants/Donations:**

Benches/tables and outside donations are now possible through the attached form or online here: <https://wellscolibrary.org/donation-information/>

We have different levels of giving which will be recognized on a main plaque outside (as well as the names on our donor wall) and amenity items with picnic tables and benches, which will have plaques on the item.

The levels of giving are:

Bronze-\$250

Silver-\$500

Gold-\$750

Bench-\$1,000 – only 2 left

Picnic Table-\$2,000-only 1 left