

CROWN POINT COMMUNITY PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, July 24, 2017

President Patrick Schuster called the Board of Trustees meeting to order at 5:01pm.

I. Roll Call

Present: President Patrick Schuster, Trustees Janet Katich, Mary Malloy-Rhee and Chris Mallers. Also present were Director, Selina Gomez-Beloz; Business Manager, Kate Lodovisi; Head of Youth Services, Kristal Rada; and Head of Winfield Branch, Brenda Thompson.

Not Present: Fiona McCarroll

President Pat Schuster moves to approve minutes of Regular Meeting on 06/19/2017 and Special Meeting on 6/5/17. Trustee Katich moves to approve, Trustee Mallers seconds, motion carried.

II. Financial Report

- A. Approval of warrants #22455-#22524
- B. Approval of two transfer warrants for payroll on 7/31/17 & 8/15/17
- C. Approval of net payroll deposits
- D. Approval of payroll related warrants #1262-#1265, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue

President Pat Schuster motions to approve, Trustee Kendall seconds, motion carried.

III. President's Report: None

- IV. Director's Report – Selina loved participating in the 4th of July parade. Thanks go out to Julie for organizing everything. Notes that she received many compliments on our Winfield branch at Director's Meeting. Nothing broken this month, yay! Lupe has resigned as our courier and currently working on filling that position. Will be going to workshop with the DLGF and confirming budget numbers for next year.

V. Old Business

- A. Program Reports – Selina passes out Kristal's report as she is on vacation.

- 1. Brenda Thompson- Summer Reading had 284 kids sign up. My School still coming on Wednesday with 60 kids. Pat asks if Summer Reading numbers have

changed in new building. Brenda says they don't have numbers to compare from last year, but thinks sign up numbers are larger and steady. Programs this month included, Rube Goldberg Contraptions, Scavenger Hunt, Egg Drop, Lego and a Coding class with 19 attendees. Adult reading program numbers are down. Adult movie was "A Dog's Purpose" with 11 attendees. Received Grant Match checks for \$250.00 and \$887.00. Interviewing for open position of Winfield Clerk.

2. Mary Harrigan – Computer use was lower with only 556 uses. No more ILL as of July 1st. 1600 reference questions, 178 study rooms. Weeding Reference collection. Patron commented on how quiet our Library and Reference area was. Molly the Trolley was used for 4 Historic Tours (all full). Great comments on how knowledgeable Jeanene was. Tours created more interest and visits to the Indiana Room. Planning future tours for September. A donation was made of 100 years of records of the Crown Point Women's Club, who reached out to Kate, as well as articles of history and will be ongoing projects.
 3. Julie Wendorf - June had 38 programs with attendance at 21, 3 partnership programs with 31 attendees. Library Box Kits were delivered to Bickford and Wittengburg Senior Centers, very successful. 438 sign-ups for Adult Summer Reading, Weekly logs showed 720 books read. Winfield had 65 sign-ups with 296 books read. Historical Tours were program highlights. Watercolor class led by Laura Clemons, Growing and using Herbs led by Mark Lyons were very popular programs. Mark Lyons will be back in August for a Cheese-Making program. CP Police and Fire Dept. meeting went well, thanks to Kate for stepping in and taking over program for Julie. Story Walk very successful. Upcoming programs will include a Best Selling Author visit from Elizabeth Berg, Rock Painting (all ages) and Solar Eclipse (all ages). Julie thanks the Board for letting her attend ALA, gives them a handout outlining the many events she attended. Highlight was being able to connect and network with others. Pat asks about Library in a Box, and how that is distributed. Julie explains that the Big Idea Grant funds pay for this and they will distribute to more centers in the future.
- B. Travel Report –Report is passed out with final ALA costs, but CYPD final costs were not in yet.

VI. New Business

A. Library Projects – None

Selina asks if they can skip ahead to Reviewing the Policies before the Budget Discussion, Board agrees.

- B. 2018 Budget Discussion – Selina hands out summary of her discussion regarding budget. She notes we meet all State standards. Her chart is broken down in percentages at 100, 95, 90, 85 and 81%. State says our max allowable budget amount is \$1,948,031, for 2018. Ten year history reflects we work at 81% overall. Selina says numbers are fairly accurate. The estimated revenue for 2018 should be 95% of Certified Levy, Selina says she has added \$50,000.00 in revenue to that, but thinks it is a high estimate. Shows us at a shortfall of \$435,000 if we budget to the \$1.9 million. Selina asks the Board where they would like to go with this shortfall. If we use budget at 100% we could go for only 2 years before we would have to make difficult decisions again.

Trustee Kendall asks what was spent last year 2016, Selina responds that our total expenditures were \$1.67 million, with annual budget appropriation at \$1.76 million. We received \$1.3 million. We have no other revenue source. Pat asks what we receive of the Levy. Kate says 95% collections rate of the Certified Levy is a fair estimate, but notes that the Circuit Breaker could affect us. The DLGF budget webinar that Kate and Selina participated in stated that the County will be collecting less due to the Circuit Breaker credits, and those losses will be passed on to the individual units. Pat feels that we should never start out budgeting over 95% of the levy.

Kate notes, that in our \$1.87 million budget, we should put the difference in a particular line item, and then don't spend from that line item. It's easier for the Board to track the amount that way on the reports. Selina says either way we are going to come up short. Kate says we can use some surplus, but need to watch so we don't deplete our Operating fund reserves. Trustee Kendall asks to clarify what we budgeted for previous year, was it \$1.76 million and spent \$1.67 million, but what we were given was \$1.3 million, and Selina says yes. Rose comments that is considerably less than 95%. Selina notes that is 95% of the certified Levy not of the budget. The certified Levy for 2017 is \$1,480,007. 95% of that number is \$1,406,006. Estimated Certified Levy for 2018 is \$1,539,207 and we estimate we will receive 95% of that, which would be \$1,482,592. Then we estimate \$50,000 in additional miscellaneous revenue. Trustee Kendall notes we should budget to \$1.4 million and Pat say that is the question.

Kate says that they could decide to use some of the surplus and to decide on a number and she and Selina can take it from there. Trustee Kendall asks what we spent for 2017. Selina notes that our expenditures are not complete for the year, but we have budgeted to \$1.873 million, everything the state said we could and we were certified to \$1.480 million. Selina says for 2018 we are looking at about \$300,000.00 that will need to come out of our accounts. Kate notes, if we stay on track, make some cuts in personnel, supplies and capital outlays, we could be fine. Selina comments that with capital outlay, that state mandates that a certain percentage of that total has to be spent on materials.

Rose asks how Selina will reduce \$100,000 from Services. Selina does not know. Says she changed the number and is guesstimating so that they fit the percentages of what we usually do. Says she might not be able to take out \$100,000.00 and that money will have to come from somewhere else. Pat says we really have to look at whether we can proceed with that or not. Selina we could create a line item for special projects. It is noted that we will still be going \$300,000.00 into our reserves. Selina confirms. It is noted that we will deplete our reserve operating monies in 2 years if we continue doing that.

Kate points out that Rainy Day Fund transfer should not be reflected as operating money, and breaks down distribution of funds for the next six months. Rose says that we seem to be overspending. Selina notes that budgeting to the state approved amount is ok, but it can't be maintained. Kate notes that is not historically how it has been, and has only come into play because the DLGF is tightening up the budget process, and establishing limits on the Certified Levy for all units. The Circuit Breakers could also affect our distributions.

Selina shows what the state says we can spend, and then shows the Certified Levy of what we will receive, and no more than that amount. Total expenditures from 2017 to what we received shows that we are overspending. Kate says if we keep budget the same, and let levy keep increasing by the Average Growth Quotient (AVGQ), we could eventually close the gap. There is no gain at going to 100%. Selina says when she conferred with the State Library, she felt that if you have money sitting on investment accounts, that you could be considered as not being in need. Want to be careful how we spend money. Kate would like to verify that with the DLGF and State Board of Accounts.

Pat asks Selina if she would have a problem budgeting to what we spent this year. Selina says no, but will have a problem spending it and wants to know what the Board would like her to spend. Kate indicates that we cannot spend more than what's appropriated. Selina asks if the Board is ok with padding the \$1.4 million to \$1.5 million. Kate notes there are some ways we can make cuts this year by cutting book accounts, supplies, freeze hiring of open positions, discontinue part-time staff making up holidays, vacation and sick time. Also, review service contracts, have Jacob get additional training, allowing us to cancel Chester contract. Closing on Sundays was mentioned by Trustee Klein. Discussion about whether it is worth it for us to be open and how many patrons come in. Selina says about 200 people on Sunday at this point. Trustee Malloy-Rhee ask about programming on Sundays. Selina says Youth Services shows a movie, and Julie says she also on occasion shows a movie or has special event.

Selina says she will look at numbers starting with the 1.9 million, and subtract from there. They will meet again on August 15th to go over the information before we ask for the Board's approval to publish. Trustee Klein asks if she will be including the

line item they discussed, Selina says yes and it will be listed as Special Projects at \$400,000.00.

Trustee Kendall asks if the Board is all in agreement to pad the budget by \$100,000. They agree. Selina will calculate and bring back to Special Meeting.

C. Review of Policies –Selina notes that she updated the four policies first year here and put on renewal schedule. Acceptable Use – 17 and under and 18 and older is only change needed for this policy. Meeting Room, Study Room and Unattended Children in the Library policies needed grammatical changes only and they just need approval, Pat moves to approve, Trustee Kendall motions, Trustee Klein seconds, motion carried.

D. Professional Travel

09/01 Director's Meeting, Westchester PL - S. Gomez-Beloz

Trustee Malloy-Rhee moves to approve, Trustee Katich seconds, motion carried.

VII. Acknowledgments

A. Monetary donation from Rose Desenfants in honor of Mary Ann Zander

VIII. Public Comments

IX. Adjournment – Trustee motions to adjourn, Trustee Mallers seconds, motion carried. Meeting adjourned at 6:20 pm.

*****Date of Next Meeting*****

MONDAY AUGUST 28, 2017 – 5:00pm