

LaGrange County Public Library Board Meeting

Thursday, June 20, 2024

**Community Room, LaGrange County Public Library main branch
203 W. Spring Street
LaGrange, IN. 46761**

Board members present: Jody Blake, Rita Lehner, Maranda Randol, Dan Hobbs, Sam Plew, and Gloria Sherwood

Board members absent: Jerry White

Others Present: Richard Kuster and Anna Mendoza

Jody Blake called the meeting to order at 5:31pm.

Jody called for a review of the minutes of the May 2024 meeting. **Gloria made a motion to approve the May 2024 minutes. Sam seconded the motion. Minutes were approved with no additional changes by unanimous voice vote of the board with no further discussion.**

Public Comments: Stewart Godfrey from KRM Architect – Stewart presented the board with a proposed project schedule for the addition of the Shipshewana Branch. He explained how the timeline will take place and what is expected by each date that is outlined. Meetings will be held once a month to keep members up to date. The proposed start date of construction is December of 2024. For the most part, the branch will stay open during construction. KRM will be our advocates during construction.

Treasurer's Report: Anna presented the Treasurer's Report – In May we received an extra disbursement from the county. Receipts will show higher due to this. Technology line items are showing over budget. We paid \$17,000 for E-Rate but received \$14,000 in E-Rate reimbursement. This is not reflecting yet. Sam asked why Dues were over budget. Anna stated that the yearly bill for the shipping service came out of that line item, and it was not supposed to. R&M Buildings and Structure is over budget. The yearly maintenance bill for the elevators came out of this line item and was not supposed to. Those items are being re-coded.

Reports and Claims: Anna presented reports and claims – Claims included checks 30114 through 30156 that were written out of the Operating Account. Checks 1030 and 1031 were written out of the Grant Account totaling \$135,442.31. **Sam made a motion to approve the Reports and Claims as presented. Rita seconded the motion. Motion approved by unanimous voice vote of the board with no further discussion.**

Director's Report:

- Trust Indiana Account is still at 5.3%
- We received a tax distribution in the amount of \$888,000.00. This was mostly from Spring Property Taxes and Excise Taxes.
- The July installment of the bond payment has been made.
- Insurance re-newel is fast approaching. At our next meeting we will have a proposal to review. The insurance is for the building, auto and general liability. After the construction is complete at the Shipshewana Branch we will have to adjust the insurance.
- Richard presented the board with a budget comparison worksheet. It is time to start the budget for the year 2025. On the worksheet it shows that for the year 2024 we had an appropriation amount of \$2,306,843.00. That amount can increase by 4% by the year 2025. Making the new appropriation amount \$2,399,115.00. These are the spending amounts authorized by the state. If we were to

exceed the amounts by more than 4% those numbers would need to be approved by the county council. In 2024 the Tax Levy was \$842,499.00. For the year 2025 the Tax Levy amount will be \$876,197.00 which increased by 4%.

- We will need to have our 5-year strategic plan in place by the end of 2024. Lisa Crawl from Midwest Collaborative for Library Services will help us develop the plan. She will be attending July's meeting.
- Richard asked that we review the Monthly Report on our own, keeping in mind that school is out for the summer.
- Sam has asked that we provide Lakeland Elementary with a book vending machine. Prairie Heights Elementary currently has a book vending machine that was provided by the PTO. Richard asked Maranda to please find out the name of the company that it was purchased from along with the amount that it was purchased for. The library will maintain the vending machine. The cost of the machine starts at \$5,000. You can customize the vending machine. The vending machine that will be provided to Lakeland will have a customized wrap that says LaGrange County Public Library along with custom book trays. The vending machine should hold approximately 250 books varying from chapter books to picture books (Kindergarten to 2nd grade). After the customization and the cost of shipping the ending price should be around \$6,270.00. Gloria asked what budget this would come out of. Richard suggested the Rainy-Day fund. **Rita made a motion to approve \$6,500 to be used towards a book vending machine. Gloria seconded the motion. Motion approved by unanimous voice vote of the board with no further discussion.**

Personnel Committee Report: None

Facilities Report: None

Policy Committee Report: None

Correspondence to the Board: None

Old Business: None

New Business: Daughters of 1812 had a Volume 1 of gravesites verified in the State of Indiana donated to the Genealogy department. July meeting will be held in Topeka. August meeting will be held in Shipshewana.

At 6:35pm Rita made a motion to adjourn the meeting. Dan seconded the motion. Motion approved by unanimous voice vote of the board with no further discussion.

Maranda A Randol

Minutes recorded, typed, and respectfully submitted by Maranda A Randol
LaGrange County Public Library Board of Directors Secretary

Jody Blake _____

Rita Lehner _____

Maranda Randol - _____

Dan Hobbs _____

Sam Plew - _____

Gloria Sherwood - _____