

**REGULAR MEETING OF THE
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY BOARD
August 7, 2012**

The Jeffersonville Township Public Library Board of Trustees met in regular session August 7, 2012, in the Board Room of the Jeffersonville Township Public Library at 211 E. Court Avenue, in Jeffersonville. The Board meeting was called to order at 4:10 p.m. by Shea, president. Those present were Shea, president; Palmquist, vice-president; Gibson, treasurer; Kendrick-Appiah, secretary; Kovert, trustee; Throckmorton, trustee; and Wilson, trustee; guests: Belvia Gray and Jessica Eckerle, Umbaugh & Associates; staff members: Pollard, Library Director; Gillenwater; Seabolt; and Jackson.

Kimberly Jackson, Circulation Supervisor, represented the Staff Association at the meeting. Pam Seabolt, Clarksville Branch Manager, visited the meeting so that she could be introduced to the Board. She told the Board about her past employment and educational background.

Belvia Gray and Jessica Eckerle, are with Umbaugh Associates. Jessica visited the library a couple of weeks ago to work with us on the budget. [Kovert arrived at 4:15 p.m.]

Consent Agenda

Approval of Checks for July 2012

Included in the claims was the annual payment to Infor Global Solutions for the maintenance of the ILS (Integrated Library System) in the amount of \$20,134.03.

Gibson made the motion with Kendrick-Appiah seconding to approve claims numbered 467 to 538 in the amount of \$195,177.87. Motion approved unanimously.

Approval of June 5, 2012, Minutes

Palmquist made the motion with Wilson seconding to approve the minutes of the July 3, 2012 meeting. Motion approved unanimously.
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Financial Report

The Board discussed the financial report for July. We have spent 50% of the appropriations for Personal (personnel) Services. For supplies, we have spent 60%, on Other Services and Charges, we have spent 42% and we have spent 30% for Capital Outlays. We are where we should be at this time of the year. Pollard is going to meet with the staff who orders materials in the next couple of days. Pollard gives them authorization to spend a certain amount for the first six months

of the year and we are cautious since we do not know what the tax draw will bring. The Library is required to spend a minimum of 7.5% of the budget on materials.

Transfers Between Appropriation Accounts

One transfer between appropriations is needed at this time. It is from Internet Access to Cleaning and Sanitation Supplies. When we did the budget, we were not sure how much we needed in the Cleaning and Supplies account. We are required to budget the full cost of Internet Access in case the grant does not come through. We appropriated \$31,000. Pollard asked the Board to approve a transfer of \$10,000 to cleaning supplies. What is not spent can be used for cash flow.

Kendrick-Appiah made the motion with Throckmorton seconding to approve the transfer of appropriations from 432.6 Internet Access to 422.1 Cleaning and Sanitation Supplies in the amount of \$10,000. Motion approved unanimously.
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A question was raised since the appropriation for 431.6 Lawn Services is nearly depleted. Walnut Ridge has been doing the mowing at this location. The mowing service at the Clarksville Branch charges \$80 per mow. Walnut Ridge charges \$90 per mow here. The appropriation also includes the cost of chemicals that are applied by Lawn Cure. When the budget was prepared, we did not know that we would be using a mowing service at this location. There is \$48,000 appropriated for Personal Services and the Contingency can be used for any purpose. Our maintenance/custodian position use to do the mowing but it left very little time for other landscaping needs such as pruning, weeding, mulching, watering and planting. Pollard decided to hire someone to do the mowing so Keith Conn could maintain the landscaping.

Checks Received

The Library has received the new Clark County Youth Coalition Grant in the amount of \$3,250.

The quarterly commission check for FAX24 has been received in the amount of \$38.36. It does not cost us anything to provide the public use of a fax machine.

We received the monthly CAGIT check in the amount of \$49,010.81.

Community Foundation Endowment Fund

The Library has received a report from the Community Foundation of Southern Indiana. We have \$875 that is available for grants. It was the general consensus of the Board to let it continue to grow. The balance of the fund is \$20,327. The principal cannot be spent. The Friends of the Library use to put money in the fund in the name of the Library but we stopped this practice since we could not spend the money after we gave it to the Community Foundation. [Seabolt left at 4:34 p.m.]

2013 Budget

The Board needs to approve the 2013 budget estimate for advertising purposes. Prior to the Board meeting, Pollard met with Jessica Eckerle and Barbara Gillenwater and Pollard provided appropriation estimates for each account. Belvia Gray and Jessica Eckerle, Umbaugh Associates, presented the budget estimate to the Board. Once the Board approves the estimate, Eckerle will submit the Notice to Taxpayers to the *News and Tribune* for advertising. The public hearing is scheduled for September 4 and the budget needs to be adopted at the October 2 meeting. The County Council's non-binding review will be held at the end of September. We cannot approve our budget until it has been reviewed by the County Council. A non-binding review is required each year but if the unit's budget exceeds the average growth quotient than a binding review is necessary. The AVQ is based on the previous six years of non-farm income. The growth quotient for the 2013 budget is 2.8%. To calculate, take the 2012 total budget and multiply by 102.8%. This number is the maximum budget for 2013 that does not require a binding review. The budget estimate for 2013 is \$2.4 million. This is higher than we will actually spend. The Library usually spends about \$1.9 million each year. We have a balanced budget. Our disbursements do not exceed our receipts for any year. Our Operating Balance was \$785,018.88 at the end of the year. Our Operating Balance is 41%. That exceeds the suggested minimum of 15-20%. A lot of units have problems getting their Operating Balance down to the suggested 10%. The Library will not have to borrow money for cash flow because we have saved our Operating Balance.

The maximum that can be transferred to the Rainy Day Fund is 10% of your previous year's budget. The maximum that we could transfer is \$287,000. Once money is transferred to the Rainy Day Fund, it has to be spent from the Rainy Day Fund. LIRF funds have far more restrictions on how money can be spent than the Rainy Day Fund. Money set aside for savings should be placed in the Rainy Day Fund. The money can sit in the Rainy Day Fund as long as needed. There are no time restrictions on spending the money for either the Rainy Day Fund or LIRF. A transfer to LIRF has to be appropriated in the budget.

September 10 is the date of the non-binding review. The County Council can make suggestions, but they have not done so in the past. We had one binding review which was the result of getting the wrong growth quotient from the DLGF representative.

In order to prepare the budget estimate, Gray used the Net Assessed Valuation that is lower. We will be held to the highest rates or levies that are advertised. The net assessed valuation that she used was \$1.46 billion. Trending has caused some fluctuations. The maximum levy has been set at \$1,325,734. The current levy is \$1,317,625. In the past year, the Library has received undistributed CAGIT from 2011 and PTRC from 2011 and 2012 that had not been included in last year's budget so they were put in the Levy Excess Fund. After the first of the year, the Levy Excess Fund is transferred to the Operating Fund. Next year the levy will be closer to the estimate. Gray included a 10% inflation figure in the current tax levy. The budget for BIRF is based on the amortization schedule. The current levy is \$1.86 million. The tax caps are included in the cash flow projections that have been prepared. If we spend the \$1.9 million, that takes into account the circuit breakers. We can assume that approximately 11.7% of the budget will be lost due to the circuit breaker. The 2013 Debt Service will be made whole first and the rest goes to the Operating Fund.

All circuit breaker loss will be borne by the Operating Fund. Umbaugh is preparing and submitting documents on Gateway. DLGF made the Gateway website so that the general public can see the budgets of all the units.

Pollard submitted a spreadsheet to the Board which listed the 2011 expenditures in each appropriation and how much had been spent as of June 30, 2012. In some appropriations there is a big difference. When she prepares the budget, she tries to get as close as possible to what she thinks we need, but you do not know what next year will bring. The appropriations for personal costs have been increased to allow for a 2% salary increase. That increase will be presented to the Board and voted on at the January 2013 meeting.

The appropriations for supplies were discussed. The appropriation for cleaning and sanitation supplies has been increased to \$13,000. The spreadsheet lists the appropriation balance at the end of last year, the actual appropriations for 2012, the year-to-date disbursements for 2012, and the suggested 2012 appropriations. Under Other Services and Charges, Pollard added money to the appropriation for Counseling since we do not know what Umbaugh will charge for the next year. The Legal Services appropriation is \$5,000. The appropriation for ADP is the cost of the payroll services. E-book purchases have been separated from the databases in a new appropriation account. Pollard has appropriated \$30,000 for e-books. She will continue to add to that appropriation each year. We may need to transfer money from the appropriation for print materials.

Throckmorton asked if we had requested bids for the mowing at the Jeffersonville location. Pollard contacted Walnut Ridge and requested a quote on the cost to mow the main library. Pollard selected Walnut Ridge because she knew that this company had been used by the library for the landscaping that was installed when the building was renovated. In addition, Pollard used them last year to make some landscaping improvements and they did a very good job. Pollard felt that the price they quoted was in line with what we were paying at the Clarksville branch. Pollard asked the board if they had any suggestions for companies she could call for mowing. There might be companies that do both mowing and snow removal to keep their income most of the year.

A new appropriation account has been set up called Programs. The appropriation account number is 431.91. Up until now, programming has been paid for by donations. Adult Services and the Branch do not get donations like Youth Services. Some libraries have a Friends of the Library group that pays for their programming. Pollard has allocated \$10,000 for 2013 programming. She will allow each department: Branch, Adult, and Youth to spend \$2,000 each. Pollard has increased the Telephone and Travel appropriations so more staff can attend conferences and retain their certification. The amount appropriated for Internet Access is the total of the contract through the Indiana State Library. Our water expenses were up last year because we had a leak in our irrigation system. The water company would not give us a credit for the leak. They do not give credits for leaks to governmental entities. We have two water bills, but only one sewer bill. The irrigation system is on a separate water meter and we do not pay for sewer on it. The amount appropriated for repairs has been increased. We have recently spent a lot of money on light bulbs. We do not know why there were 150 bulbs that were out at the Branch and had not been replaced.

The appropriation for Repairs, Computer Software was increased to \$30,000. The Rentals, Real Estate appropriation is for the \$1 that we send to Pfau for the lease on the parking lot. The

term of that lease is up and Pollard asked the Board about getting it extended. They told Pollard to keep sending the \$1 a year. The appropriation for Staff Development is the money that will be used for the Staff Institute Day in October. The appropriation for Print Materials, Books is \$40,000. It will be divided between the Main Library and the Branch; 60% for the Main and 40% for the Branch.

The new roof has not been installed at the Branch. They are still waiting for the materials to be delivered. Frederick's Roofing will send someone over to fix the leaks. Pollard and Kovert will both contact Frederick's to see when he can start on the roof. A question was raised on why the equipment appropriation is set so much lower than in 2012. The HELP lease for the furniture and equipment for this building has been paid off. The Library will no longer need to pay the \$13,259.45 each quarter. We want to improve our music selection so Pollard is looking into getting a subscription with Freegal that would allow access to the entire Sony Catalog. The Library would buy tokens and one token is used to purchase one song. The service is free to our patrons. This could boost our collection without having to purchase a physical CD. The songs can be downloaded and kept forever. CDs are going the way of 8 track tapes. Another new appropriation account is for Computer Games. Teenagers want to check out computer games. We would buy a base collection. The appropriation for audio books on CD will be set at \$15,000. The audio book lease is also available. The appropriation for computer software is for new versions of our software, they are not circulated. Electronic Resources is for the genealogy databases that the Library purchases.

Pollard asked the managers to submit requests to her for equipment, furniture, etc. Youth Services wants to rework the teen area. They want to make it look more like a teen space. Pollard has put money in the budget to add an Indiana Room Librarian. Several patrons have complained about our Indiana Room. We do not have any staff in the Indiana Room. Patrons have to go to the Reference Desk to ask for help. The Board asked if we could apply for a grant to support the position in the future. Pollard informed the Board that grants are usually not for salaries, but one can be applied for to support the cost of digitization. It was the general consensus of the Board that Pollard should go ahead and fill this position. The cost of new signage for our building and collection has been added to the budget.

The Board needs to approve the budget estimate for advertising purposes. Umbaugh will submit it to the newspaper on our behalf. The public hearing will be held at the next Board meeting. The adoption of the budget will be done at the October meeting. The budget form that the Board needs to approve has the budget estimate in Column 2, the proposed tax levy in Column 3, any excessive levy appeals in Column 4, and the current tax levy in Column 5.

Kendrick-Appiah made the motion with Kovert seconding to approve the 2013 budget estimate for advertising purposes. Motion approved unanimously.
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Gray spoke with the Board about transfers between appropriations. It is very common for units to need to transfer appropriations. The utilities appropriation is one area where you cannot predict what they will cost next year. We are preparing the budget a year in advance. [Gray and Eckerle left at 5:44 p.m.]

A letter from the Jeffersonville Redevelopment Commission has been received. It was

addressed to Lynn Wilson. Kovert received one at his office as well. The letter was basically saying that they did not have any extra money that they could distribute to the local taxing units. They are required to report if there are any excess TIF funds. We received letters from three different organizations.

Correspondence/Publicity

An announcement for the Stars Wars Party was in the newspaper. There was a wonderful crowd at the event. *Star Troopers* from Indianapolis were hired for this event and were a big hit.

On July 21, the *News and Tribune* printed announcements of upcoming programs for the Library. One program was on tattoos. Another program was *True Tales of a Health Inspector*. On August 3, the *News and Tribune* again announced the *Book Bursts* program. Another program will be presented by the author Donna McCreary on August 23. She is a Lincoln historian and she will talk about Mary Lincoln.

The Library has purchased an ad in *Snapshot* published by the *News and Tribune*. The *Snapshot* is handed out by realtors when people are looking to move into the area. Lots of organizations distribute copies.

Staff Association

Kimberly Jackson, Circulation Supervisor, represented the Staff Association at the meeting. Erin Coulter has left her employment at the Library. Andrea Grunden has been hired as Erin's replacement. She worked here in 2007.

Old Business

Clarksville Roof

Frederick Roofing was supposed to start working on the Clarksville Branch roof the first of July. They have not started yet. Kovert called them in the middle of July and they were waiting for the insulation to come in. Kovert has informed them that the roof is leaking and Frederick agreed to go to the Branch and fix the leaks. The insulation should come in this week. Pollard and Kovert will both call him to see when he will start on the roof.

New Phone System

The training for the new telephone system was supposed to be done in the middle of July. We got a call on the Friday before the installation and were told that AT&T had not done what they were supposed to do. After we hear that AT&T has finished their part, then we will reschedule the training.

Media Equipment Installation

The money for the new media equipment is from the UEZ grant. It has taken six weeks so far to install the equipment. There were several issues throughout the project. Pollard will write a letter to the company that outlines the issues but she did not feel that we could hold payment any

longer. They did not show up on the days they said they would be here. The equipment is great. Pollard was told that they are not making any money on us. We paid approximately \$16,570 and we owe them \$7,139.28.

Executive Session at September Meeting

The Board will hold an Executive Session in September before the regular board meeting. It will start at 4:00 p.m. It will have to be advertised. It should not last longer than 15 minutes.

Request for Reconsideration of the DVD “In the Cut”

A second request for reconsideration of a DVD has been received. It was submitted from the same person. We think that he filled out this form before he received Pollard’s letter about the last request that he submitted. The movie is “In the Cut” with Meg Ryan. He said the reason for complaining was female nudity. This DVD was added to the Library’s collection in April. Since that time, it has been checked out 26 times. The box is labeled Uncut Director’s Collection. The movie was rated R in the theatre. Pollard will handle this request in the same way that the Board told her to last month. He is a regular patron.

Insurance Claim

The patron that fell gave the insurance adjustor a different story when she interviewed her. She told us that she fell in the area between the two sets of doors. She told the adjustor that she fell after she went through the security gates. We have not heard anything since. Palmquist told the Board that it might be three to six months before we hear anything else. When the incident happened, the lady told the desk staff that she fell, but she did not say that she was hurt. A couple of days after the accident, she called Kimberly Jackson, Circulation Supervisor, to say that she had a lawyer.

Moving Children’s DVDs

We need 54 shelves in order to move the Children’s DVDs upstairs to the Youth Services Department. This does not include the VHS tapes. We are not sure Youth Services has enough space to add them. We would have to get rid of a lot of books in order to make room for them.

New Business

Overdrive Reciprocal Borrowing

It has taken a long time, but we are up with the New Albany-Floyd County Public Library and the Charlestown-Clark County Public Library with Overdrive. Our patrons can go to the NAFCL website and check out electronic books. They will use their library card for our library to download the books. We did not think that Overdrive would agree to this. We have people in our databases that are reciprocal borrowers that do not live in Floyd or Clark Counties. Overdrive has blocked them. The other two libraries are committed to spending money for the collection.

Acquisitions Module Implementation

We have the Acquisitions Module. It was included in the software package that we purchased from Infor that includes the Circulation and Cataloging modules. The Acquisitions Module has never been utilized. Pollard has been working with Tackett to get her to start using the program. Pollard and Tackett had a conference call last week and an Infor staff member explained the screens to Tackett. She is now on board and wants to start using the module. The information the system can provide is invaluable to the public services staff. Technical Services might get a notice that a book is out of stock. Once a librarian places an order that is all she knows until it arrives. The accounting system will not be linked to the program.

Director's Report

Family Fun Day will be held at the Main Library on September 8. Everything is free to the public. We will have hot dogs and popsicles. There will be a fire engine and a canine officer with a police dog. There will be games and a bounce house. A face painter and a balloon maker will be here. There will also be a band playing. It will be held in the parking lot closest to the building. The hours will be from 11 a.m. to 2 p.m.

Jennifer Wyatt, Branch Public Services Librarian, has been nominated to attend the first Indiana State Library Leadership Academy. She will stay a week at a state park. Those attending will have a group project to complete. We have to work with the younger staff to get them prepared to take on more responsibilities.

Umbaugh does a wonderful job for the Library. During Pollard's first year as Director, she had problems with getting the information printed correctly in the newspaper. The DLGF representative told us that the growth quotient was 4% which was incorrect. Our budget had to have a binding review with the County Council. The County Council and the County Commissioners are using consultants to help prepare their budgets. The tax laws and statutes are very complicated.

Oath of Office, Ted Throckmorton

Throckmorton has been appointed by the Clark County Council. Shea administered the oath of office for his new term starting July 1, 2012.

A copy of the statistics from the Summer Reading Club Program was submitted to the Board. There were 1326 children in the club.

There being no further business to discuss, the meeting was adjourned.