

Crawfordsville District Public Library Board of Trustees minutes, September 12, 2024

Public Hearing for Proposed 2025 Budgets

Vice President Smith called the public hearing on the proposed 2025 budgets to order at 4:07 p.m. Mr. Steven Parke, a prospective board member, was the only member of the public present. Trustees Ms. Smith, Mrs. Helms, Mr. Foster, and Dr. Benedicks were present. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director, were also present. There being no public questions or comments, the meeting adjourned at 4:10 p.m.

Monthly Board Meeting for September

Vice President Smith called the monthly meeting of the Board of Trustees to order at 4:10 p.m. Trustees present were Ms. Smith, Dr. Benedicks, Mrs. Helms and Mr. Foster. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Mr. Steven Parke, prospective board member, was also present.

Public Comments: Mr. Parke commented that he feels the public library is amazing, in both size and those who work here.

Minutes: Dr. Benedicks made a motion to accept the minutes from the August 8, 2024 meeting with Mrs. Helms seconding. Motion carried.

Claims: Ms. Tyner presented claims of \$369,893.36 for the period of August 9, 2024 to September 13, 2024 explaining that this voucher list includes 5 weeks of bills, and 3 payrolls. Dr. Benedicks motioned to approve, seconded by Mr. Foster. Motion carried.

Committee Reports: In the absence of Mr. Bennett, Ms. Steelman Wilson read the summary of the August 19, 2024 Main Street board meeting, with Ms. Tyner providing additional detail.

Board representative Ms. Smith had a report from the Parks & Rec board. Two new parks will be opening soon. The Farmers Market ends in October and is looking for a winter location. The installation of a Walnut Street Trail Tale near the library has been approved.

Ms. Smith also had a report from the August 12, 2024 Friends of the CMMC meeting. One CMMC staff member has left to take a position elsewhere, and upcoming Museum events include Brain Day, Photos with Santa, and the Crawfordsville Schools Arts opening.

The Finance Committee has not met since the last board meeting.

Old Business: none.

Director's Report:

Ms. Tyner said that overall, circulation numbers are steadily increasing, with a slight dip from last month due to the end of the summer reading program.

Ms. Tyner said that she and Mr. Foster met with the DLGF representative regarding the proposed library budget for 2025. The representative recommended that the library preserve a full budget levy by placing \$103k in the Rainy Day fund as a placeholder, \$278K in LIRF, and \$371 in the Operating Fund. A drop of \$26k in Local Income Tax funding is expected in 2025. The drop in 2026 will be about \$100,000.

Dr. Benedicks expressed concerns for reducing spending in light of the drop in LIT. Ms. Tyner said that the transfer to LIRF line could absorb the 2025 drop, with the goal for the transfer being around \$69,000 per year for HVAC. The transfer has been over \$100K for three of the past four years.

Ms. Tyner will discuss with managers to decrease prizes, etc. to reduce spending.

Dr. Benedicks suggested investigating alternative ways to bring in money. Ideas discussed for raising funds included: naming the meeting rooms; placing purchased bookplates in memorial books or classic/favorite books, and holding a gala event. Ms. Tyner will work on a policy for naming library areas.

Mrs. Helms suggested a list be made of specific projects needed for the future, including carpet replacement, solar panels, and security cameras.

Ms. Tyner investigated the Polaris mobile app, which a patron recommended. It would be a great possibility for the library to offer, but the cost is very high.

Ms. Tyner and Ms. Janna Bennett, curator of the CMMC, have determined the architect and conservator for the CAP Assessment project.

Interviews are underway for a new CMMC educator, an Adult Services Library Assistant, and a Youth Services Library Assistant.

The 1909 Digital quote to handle maintenance for both websites is \$400 per month, but EdgeIT may be able to handle these tasks.

The in-house circulating laptops are ready to be checked out, and we will begin to advertise soon.

Financial Reports:

Ms. Tyner presented the financials with brief explanations. It may be necessary to temporarily borrow from the LIRF fund at the end of the year due to the timing of the December property tax receipts.

With 33.3% of the year left, there is 35.5% of the budget left to expend. Copier overage expenses have been placed under the lease payments line of 4.11. Future payments may be placed in Office Supplies, 2.13.

New Business:

Ms. Tyner presented a potential meeting rooms policy revision increasing the fee for room usage. After some discussion, the item was tabled, and Ms. Tyner will investigate fees charged by comparable meeting venues to help determine future action.

Ms. Tyner presented a proposal from 1909 Digital to update and improve the local history resource pages within the new library website. Dr. Benedicks motioned to approve the proposal to make the local history resource pages more functional. Mrs. Helms seconded. Motion carried.

Adjournment: Motion to adjourn was made by Dr. Benedicks, and the meeting adjourned at 5:43 p.m.