

LaGrange County Public Library Board Meeting
Thursday, December 19, 2024
Community Room, LaGrange County Public Library main branch
203 W. Spring Street
LaGrange, IN. 46761

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

Board members absent: Rita Lehner

Others Present: Richard Kuster, Anna Mendoza and Sarah Walker

Jody Blake called the meeting to order at 5:35 pm.

Jody called for a review of the minutes. **Jerry made a motion to approve the November 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: None

Treasurer's Report: Sarah presented the Treasurer's Report to the Board. In the month of November disbursements were \$124,306.41 out of the Operating Account, \$146.67 out of the Grant Account, \$366.68 out of the Gift Account and \$7,269.00 out of the Rainy-Day Fund. After disbursements, at the end of November total funds were \$1,661,586.87. Investment Accounts currently have \$588,984.06 and \$731,884.03. There were several categories that were over budget for the year. Dues – 424% over budget, E-Book Services – 106% over budget, Other Professional Services – 225% over budget, Building and Structures – 243% over budget, Equipment – 181% over budget, Technology and Technology Services – 285% and 115% over budget, and Furniture – 107% over budget. We received our tax distribution. Those numbers will not show up on November's statement, they will reflect on the December statement. **Sam made a motion to approve the Treasurer's Report as presented. Dan seconded the motion. Motion approved by unanimous voice vote of the board with no further discussion.**

Reports and Claims: Anna presented reports and claims – Claims included checks 30431 through 30482 that were written out of the Operating Account, checks 1081 through 1083 that were written out of the Gift Account, and checks 1040 (voided check) through 1041 that were written out of the Grant Account for a grand total of \$131,795.42. **Jerry made a motion to approve the Reports and Claims as presented. Gloria seconded the motion. Motion approved by unanimous voice vote of the board with no further discussion.**

Director's Report:

- Board Appointment – Jody's board appointment is January 13th through the county council.
- 2025 Budget Order – The library has not received the State of Indiana Budget Order. Richard thinks he may receive the budget order by the 31st of December. Budget is ready to be submitted for 2025. Richard presented the board with a proposed line-item budget for 2025. The numbers for the general fund, debt services fund, and rainy-day fund are very similar and right on schedule. On January 1, 2025, the new budget will go into effect. The 2025 budget shows the general fund with an amount \$1,576,000.00, the debt service fund with an amount of \$566,650.00 and the rainy-day fund with an amount of \$256,465.00. \$250,000.00 of the rainy-day fund will go towards the Shipshewana addition. **Sam made a motion to approve the 2025 Budget as presented. Maranda seconded the motion. Motion approved by unanimous voice vote of the board with no further discussion.**
- Transfer \$200,000.00 from the Operating Fund to Rainy-Day Fund – we can only transfer up to 10% of our total budget. We do this every year. The transfer will take place in December. The money will then get moved into the Trust IN account. **Jerry made a motion to approve the transfer of \$200,000.00. Sam seconded the motion. Motion approved by unanimous voice vote of the board with no further discussion.**

- Trust IN – The threshold is currently 1.2million. Once the transfer is made the threshold will exceed 1.3million. This is due to the interest that has been earned. Richard and Sarah are asking for the threshold to be moved to 2million. **Sam made a motion to approve the new threshold of 2million for the TrustIN investment account. Maranda seconded the motion. Motion approved by unanimous voice vote of the board with no further discussion.**
- Resolution to encumber \$307,000 for Shipshewana Construction Project – The base number for the construction is \$557,000.00. We do not have that money appropriated, so the county council must approve. Richard presented it to the county council, and they approved the appropriation. We will not spend all that money in 2024 so we will have to encumber \$307,000.00 from the rainy-day fund. **Sam made a motion to encumber \$307,000.00 in 2024 so we can spend the money in 2025 for the Shipshewana addition. Jerry seconded the motion. Motion approved by unanimous voice vote of the board with no further discussion.**
- Shipshewana Addition – The construction contract has been signed by Richard, the architect and the contractor. We have a change order. Richard had the contractor add a study area. The current drawing only had one study area. With the change order, there will now be two study areas, which will cost us an additional \$5,000.00. The contractor is also changing the exterior glass coating, revising refuse bin enclosure, reducing size of exterior concrete patio, deleting R-5 board insulation, and changing mechanical equipment to Lennox. **Jerry made a motion to approve the change order with the addition of a second study room along with other changes made by the contractor. Sam seconded the motion. Motion approved by unanimous voice vote of the board with no further discussion.**
- Strategic Plan 2025-2029 – Richard has inserted the word “Facilities” into the mission statement. Richard has come up with 6 focus areas/points. Each one will need a written plan. **Sam made a motion to approve the new mission statement along with the 6 focus areas. Maranda seconded the motion. Motion approved by unanimous voice vote of the board with no further discussion.**
- 2025 Library Holidays & Board Meeting Schedule – A copy was given to each board member. Meeting times will start at 5:30pm on the 3rd Thursday of each month.

Committee Report: None

Correspondence to the Board: None

Old Business: Jody asked that the leaves get cleaned up along the building/landscaping. She also asked for the front door (north side of the building) to be taken care of.

New Business: Richard will be announcing his retirement within the next couple of months. He would like to be retired by June 30, 2025. We will need to start the process of hiring a new Director and possibly an Assistant Director.

At 6:53pm Jerry made a motion to adjourn the meeting. Gloria 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 - _____ Jerry White- _____

Maranda Randol - _____ Dan Hobbs - _____

Sam Plew - _____ Gloria Sherwood - _____

Rita Lehner - _____