

Bristol-Washington Township Public Library

Board of Trustees Meeting

January 30, 2025

The meeting was called to order at 5:45 P.M.

Members present: President Scott Smith, Secretary Laura Elliott, Dennis Badke, Cathy Schaefer. Also present were Library Director Carol Reeves and Treasurer Dawn Powell.

Absent members: Vice President Jacquie Strickland, Nancy Morgan, Kathy Greene.

Secretary's Minutes. The minutes of the December 26, 2024, meeting were approved unanimously. (Motion: Dennis Badke; Second: Cathy Schaefer).

Treasurer's Report. The Treasurer provided a written report for the month of January, 2025 and reviewed it with the Board. Also provided was the accountant's report for January..

The beginning balance for January was \$224,130. The ending balance was \$214,902. Income (deposits) for January totalled \$14,405. Expenses were \$43,633. January expenses included two bills totalling about \$1,600 for the Online Computer Library Center, Inc. (OCLC) services; these services make the Library's catalog available for viewing on the WorldCat website and help enable interlibrary loans.

The trustees signed the voucher sheet for January, 2025.

Director's Report. Regular programs continued throughout January, including Bingo, Brushstrokes, Book Club and Pre-K Storytime.

Valentine Day programs coming in February will include the annual Valentine Day kids' party, a Parents Date Night, a Resin With Love workshop, and a Resin Valentines program. There will be two special painting classes, "Look Forward to Spring" and Bad Art Night. A Gardening Conversations program will be held February 20th, as Spring approaches. A braided bracelets workshop is scheduled for February 12th.

The Library is starting a Scholar's Avenue, to be held every Thursday from 10:00 a.m. to 7:00 p.m. The program will encourage students to use the Library as a study space; two free cups of coffee and use of noise cancelling headphones will be available to each student. (The Library is available for study anytime it is open, but Scholar's Avenue will help encourage students to use this resource.)

The Cold Case File program has been well received during January and continues into February.

The volunteer reading tutor, Kathleen Puckett, now sees 13 students. The Board expressed appreciation for her efforts on behalf of the children.

Annual Transfer of Funds Among Line Items. The Board approved a written Resolution to Transfer Funds Within the Library Operation Fund Major Categories. It was signed by all Trustees present.

Additional Appropriations Request. Director Reeves has received instructions and advice for preparing an Additional Appropriations Request to fund needed repair, replacement and refurbishing of the building's roof, carpeting, restrooms and other areas.

Work continues on improving the weatherstripping around ceiling light fixtures.

Groundskeeping Expenses. John Stark, who provides groundskeeping services for the Library, has requested a minimum monthly payment for the winter months. Due to lack of snowfall in recent years, payments for wintertime groundskeeping have fallen off drastically. Mr. Stark appeared at the meeting to explain his request, which he believes will help his business meet necessary overhead expenses in winter months.

The Board reviewed actual groundskeeping expenses. Ms. Reeves also provided an estimate from another contractor for the purpose of comparison.

A motion was made to authorize minimum monthly payments to John Stark for the months of January, February and March, in the amounts of \$400.00 for January, \$400.00 for February, and \$200.00 for the first two weeks of March each year. The minimum monthly payment is to be made only if actual groundskeeping charges are less than the minimum. If actual charges equal or exceed the minimum, actual charges will be paid instead of the minimum amount. The effective date of the minimum-payment arrangement is to be February 1, 2025. Mr. Stark is asked to provide a proposed written contract for the Board's review and approval. After discussion, the motion was approved unanimously. (Motion: Dennis Badke; Second: Cathy Schaefer)

Adjournment. The meeting was adjourned at 6:45 p.m. The next meeting will be February 27, 2025, at 5:30 P.M.

Prepared by Rita Parsons-Rice

Approved and Submitted by Laura Elliott, Secretary

Bristol-Washington Township Public Library

Board of Trustees Meeting

February 27, 2025

The meeting was called to order at 5:32 P.M.

Members present: President Scott Smith, Vice President Jacquie Strickland, Secretary Laura Elliott, Dennis Badke, Kathy Greene, Cathy Schaefer. Also present were Library Director Carol Reeves and Treasurer Dawn Powell.

Absent members: Nancy Morgan.

Secretary's Minutes. The minutes of the January 30, 2025, meeting were approved unanimously. (Motion: Jacquie Strickland; Second: Cathy Schaefer, Dennis Badke).

Treasurer's Report. The Treasurer provided a written report for the month of February, 2025 and reviewed it with the Board. Also provided was an accountant's report for February.

The beginning balance for February was \$199,497. The ending balance was \$165,211. Income (deposits) for February totalled \$9,834. Expenses were \$44,120.

The trustees signed the voucher sheet for February, 2025.

Director's Report. Regular programs continued throughout February, including Bingo, Brushstrokes, Book Club and Pre-K Storytime. The Cozy Corner Family Storytime will move to 4:00 p.m. on the first Friday of each month.

March programs will include a Dr. Seuss's birthday event and a Women's Trivia night in celebration of Women's History Month. In addition, the Indiana Historical Society will lend a traveling exhibit on women's suffrage in Indiana; it can be viewed at the Library throughout March.

Actor Leslie Goddard will portray Lucille Ball in a special presentation on March 10th. Ms. Goddard previously appeared at the Library for a well received program about Amelia Earhart. In

conjunction with the presentation, there will be a Lucy look-alike contest, candy-wrapping competition and selfie station.

March events will also include a gaming craft for gaming enthusiasts and a programme on making green tea sugar scrubs.

The next Red Cross blood drive will take place April 7th.

The Library will host an Antique and Artisan Show on May 9th. Vendors are sought and may register at the Library.

Plans are underway for the June 14th summer festival. Library staff are working with the Bristol Parks Department. Children's events are planned for Cummins Park. Entertainment for all ages, including music and food vendors, is planned for later that day in Congdon Park. The Library plans to be closed June 14th so that staff can assist with the festival.

The volunteer reading tutor, Kathleen Puckett, now sees 14 students.

Trash Service: The Library will be hiring a new trash collection service, L.R.S. Waste Management Services. Their charges will be substantially less than what is now being paid to Himco Waste-Away Services. (About \$112/month to L.R.S. versus about \$377/month charged by Himco.)

Groundskeeping Expenses. John Stark, who provides groundskeeping services for the Library, has forwarded his proposed written contract for services for the period starting February, 2025. The Board will review it at the March meeting.

Annual Report. The 2024 Indiana Public Library Annual Report has been submitted to the Indiana State Library. (The due date is March 1st of each year.) The Report was signed by Board President Scott Smith. Copies of the report are available for inspection by Board members and the public.

Funding Issues. Indiana's legislature is presently debating property tax reform and developing a two-year State budget. Board members expressed concern about possible changes in property tax collection that could affect Library funding. Director Reeves reported that donations are being received from local businesses to help with such projects as the summer festival and Summer Reading Program.

Adjournment. The meeting was adjourned at 6:17 p.m. The next meeting will be March 27, 2025, at 5:30 P.M.

Prepared by Rita Parsons-Rice

Approved and Submitted by Laura Elliott, Secretary

Bristol-Washington Township Public Library

Board of Trustees Meeting

March 27, 2025

The meeting was called to order at 5:30 P.M.

Members present: President Scott Smith, Secretary Laura Elliott, Dennis Badke, Kathy Greene, Cathy Schaefer. Also present was Library Director Carol Reeves.

Absent members: Nancy Morgan; Vice President Jacquie Strickland

Secretary's Minutes. The minutes of the February 27, 2025, meeting were approved unanimously. (Motion: Dennis Badke; Second: Kathy Greene).

Treasurer's Report. The Treasurer provided a written report for the month of March, 2025, which Director Reeves reviewed with the Board. A report from Phoenix Bookkeeping and Tax Services was also provided.

The beginning balance for March was \$173,279. The ending balance was \$140,274. Income (deposits) for March totalled \$10,891. Expenses were \$43,896, including a check for \$13,017.90 to TLC.¹

The trustees signed the voucher sheet for March, 2025.

Director's Report. Library staff prepared a 2024 Recap of information about the library's circulation services, digital access, library foot traffic, and 159 total programs for patrons. A copy of the Recap was provided to Board members.

Regular programs continued throughout March, including Bingo, Brushstrokes, Book Club and Pre-K Storytime.

¹ This TLC expense was originally included in the February expenditures, but the check was returned due to an error. The check was re-written in March. As a result, February expenditures were \$13,017.90 less than originally reported.

The Lucille Ball program with actor Leslie Goddard was a big success, 30 people attending. Women's History Month events were also well received, including the Indiana Historical Society's traveling exhibit on women's suffrage. The Living History Room added more interviews to its collection.

April should see the start of a Family Pass program that will allow patrons to check out one-day family passes to various museums, Wellfield Botanic Gardens and the Potawatomi Zoo.

There will be a Cozy Corner family storytime event on April 4th. April 5th will see the April Fools Petting Zoo with animals from Mark's Ark. National Library Week starts April 7th. Family Fun Day will be April 11th from 5:00-7:00 P.M. On the 14th, Dawn Powell will present a class on making bottle cap turtles, and on the 17th, Green Space will conduct a class on making kokedamas (plants grown in moss balls).

Plans are proceeding for the June 16th festival and kick-off of the Summer Reading Program. The Library will have a booth. Staff member Seanna will help promote the event on radio.

Trash Service: There will be a delay in ending the Himco Waste-Away Services contract, which does not expire until December, 2025. Himco will insist on a "bin removal fee" and a "liquidated damages"² amount if the Library cancels early. In view of this extra cost, Ms. Reeves recommends continuing the current contract through December. (Also, Himco has agreed to a slight reduction in its monthly fees for the rest of 2025.) Director Reeves will review the issues near the end of the year.

Groundskeeping Expenses. John Stark, who provides groundskeeping services for the library, has forwarded his proposed written contract. The Board reviewed the contract and voted unanimously to approve it. (Motion: Kathy Greene; Second: Dennis Badke) The term of the contract is January 1, 2025 to March 15, 2026.

Funding of Repair, Replacement, and Remodelling. Director Reeves reported on her ongoing research into funding for renovations and repairs at the library building. As noted at previous meetings, approximately \$180,000.00 would be needed to pay for all projects.³ Ms. Reeves said two options are open, Additional Appropriation or a loan through the Indiana Bond Bank. She has researched the additional appropriation option, talking with Department of Local

² Liquidated damages are a contractual agreement to pay a certain amount of money in the event of a breach of contract (e.g., terminating the contract early), in this case \$1,200.00.

³ Roof and gutter replacement; HVAC unit replacement; carpeting and bathroom remodelling; repair/resurfacing of the parking lot. More details appear in the August 29, 2024, Board minutes.

Government Finance personnel and reviewing their budgetary projections. A written outline of the DGLF's projections was provided to the Board.

An Additional Appropriation is available from the Library's cash reserves, which are the extra funds in the bank as of December 31, 2024.⁴ However, it is projected that a \$100,000.00 Additional Appropriation now could completely drain the cash reserves by the end of 2028 (leaving a cash reserve deficit of about \$30,000.00). With only a \$60,000 Additional Appropriation, there is an estimated positive cash reserve of about \$29,000 at the end of 2028. Ms. Reeves pointed out that these are only estimates and projections.

Sixty thousand dollars (\$60,000.00) would be enough to replace the HVAC system.

Additional Appropriations require notice and a public hearing, as well as approval by the Bristol Town Council, which is the Library's governing body. In addition, approval by the Department of Local Government Finance (DLGF) is required.

Ms. Reeves did not recommend proceeding with the Additional Appropriation request. She recommended that the Board consider a loan through the Bond Bank. She will look into that option before the next meeting. She estimates the interest rate might be around Six Percent (6%) per year, with the interest payments being an added expense not required for an Additional Appropriation. The possible length of the loan would need to be determined.

There was some discussion about amortization, with Ms. Reeves noting that all of the loan information would have to be provided by August of 2025, before the 2026 budget is submitted to the State. However, no loan dollars would be distributed before July of 2026. Also, a loan would require additional budget oversight by the Bristol Town Council.

Adjournment. The meeting was adjourned at 6:15 p.m. The next meeting will be April 24, 2025, at 5:30 P.M.

Prepared by Rita Parsons-Rice

Approved and Submitted by Laura Elliott, Secretary

⁴ As discussed, additional cash balances at the end of each year help to fund the following year's budget but could also pay for an Additional Appropriation if more money is needed for such things as building renovations. According to the DGLF's 1782 Notice Notes Report, the cash balance on December 31, 2024, was \$225,202. That balance is projected to decrease to about \$198,890 by the end of 2025 because some of the balance is being used to fund the 2025 budget. A large Additional Appropriation would simply drain the cash reserves more quickly—according to DGLF projections.

Bristol-Washington Township Public Library

Board of Trustees Meeting

April 24, 2025

The meeting was called to order at 5:30 P.M.

Members present: Vice President Jacquie Strickland, Nancy Morgan, Kathy Greene, Cathy Schaefer. Also present were Library Director Carol Reeves and Treasurer Dawn Powell.

Absent members: President Scott Smith, Secretary Laura Elliott, Dennis Badke,

Secretary's Minutes. The minutes of the March 27, 2025, meeting were approved unanimously. (Motion: Kathy Greene; Second: Cathy Schaefer).

Treasurer's Report. The Treasurer provided a written report for the month of April, 2025, and reviewed it with the Board. A report from Phoenix Bookkeeping and Tax Services was also provided.

The beginning balance for April was \$140,875. The ending balance was \$118,679. Income (deposits) for April totalled \$11,911. Expenses were \$34,107.

The trustees signed the voucher sheet for April, 2025.

Director's Report. Twelve people attended the Library's first puzzle showdown. There was discussion about scheduling the next showdown for later in the day, or possibly scheduling two sessions so that more people could attend.

Nineteen patrons attended the kokedama class, and more classes from Greenspace may be scheduled.

The Patron Pass program has begun operation. Popular passes thus far have been ones for the Potawatomi Zoo and the Kurt Vonnegut Museum. A Patron Pass Guide has been prepared by Library staff.

Regular programs continued throughout April, including Bingo (17 attendees), Brushstrokes (13 persons), Book Club (15 participants) and Pre-K Storytime (10 children per week, an increase from last month's attendance).

The Spice Club will begin offering programs on the first Thursday of each month, highlighting one spice each month and a dish made with that spice.

An Alice In Wonderland scavenger hunt will be held from May 5th through May 8th. The Artisan and Antique Show will be held May 9th and 10th.

Volunteer reading tutor Kathleen Puckett continues to see students on Tuesdays and Thursdays. Reports about her success are encouraging.

Funding of Repair, Replacement, and Remodelling. Director Reeves reported on her ongoing research into funding for renovations and repairs at the library building. As noted at previous meetings, approximately \$180,000.00 (current estimates) would be needed to pay for all projects.¹

Ms. Reeves has found that a loan through the Indiana Bond Bank would require a \$30,000.00 participation fee and possibly the requirement that the lender have a security interest in the things bought with loan funds.²

She noted that an Additional Appropriation from cash reserves has become less desirable due to the anticipated decrease in projected property tax collections over the next three years.³

After a discussion, the Board unanimously voted to authorize Director Reeves to consult an attorney familiar with matters of local government finance. (Motion: Kathy Greene; Second: Nancy Morgan) It is hoped that an attorney could provide more information about the Board's financing options, procedures involved, and cost.

¹ Roof and gutter replacement; HVAC unit replacement; carpeting and bathroom remodelling; repair/resurfacing of the parking lot. More details appear in the August 29, 2024, Board minutes.

² The Indiana Bond Bank gives local units of government an alternative to issuing revenue bonds, which can be a costly and time consuming process. The Bond Bank accepts applications and determines eligibility and loan terms. The cost to participate in the Bond Bank is \$30,000.00 for a loan of up to ten years. The Bond Bank helps finance projects such as building/renovating local fire stations, libraries, etc., under its Community Funding Resource program. Assistance from an experienced attorney may be needed to handle the Bond Bank application process.

³ Due to changes made by the State Legislature, local property tax collections will not reach levels originally projected over the next three years. The property tax reduction will affect most units of local governments.

Full-time Employees may be paid early for unused Personal Time. Under current Library policy, full-time employees may be paid in December of each calendar year for unused personal time-off (a maximum of 96 hours per year). The Board voted unanimously to authorize Director Reeves, in her discretion, to make such payments before the end of each year, in amounts and at times she deems appropriate. The resolution applies only to full-time employees. (Motion: Nancy Morgan; Second: Kathy Greene)

Adjournment. The meeting was adjourned at 5:59 p.m. The next meeting will be May 29, 2025, at 5:30 P.M.

Prepared by Rita Parsons-Rice

Approved and Submitted by Laura Elliott, Secretary