

**MINUTES OF THE COATESVILLE CLAY TOWNSHIP PUBLIC  
LIBRARY BOARD OF TRUSTEES**

**Tuesday, August 11, 2020**

**5:30 PM**

COATESVILLE CLAY TOWNSHIP PUBLIC LIBRARY

4928 Milton Street

Coatesville, Indiana

**DETERMINATION OF A QUORUM-** Board members present; Shelly Starbuck, Jackie Cramer, Kathy Blake, Carla Gill, Korleen Bledsoe, Library Director

**APPROVAL OF MINUTES-** minutes from July 14, 2020, Board meetings were read and approved.

**OLD BUSINESS**

- Historical Society is sponsoring a "Capturing Coatesville" photo contest; info. is available at <https://coatesvilleindiana.org/PhotoContest.html>
- Virtual Summer Reading finished up July 22. Only two children turned in reading logs to qualify for prizes.
- Overdrive digital circulations decreased a little after opening the library to the public in July; 123 titles were borrowed. This number was down 63% from June, but up 33% from January.
- Curbside Pick-Up has decreased, but is still being utilized.
- Declaration of Fiscal Body Form- Hendricks County Council will be binding fiscal supervisor for library.

**NEW BUSINESS**

- 2021 Budget Data; met with Department of Local Government Finance (DLGF) representative on August 5<sup>th</sup>: on-line forms are near completion and will be submitted before the August 29<sup>th</sup> deadline.
- Discussion of budget proposal for 2021 (see attached). Jackie Cramer made a motion to accept the proposed budget, Kathy Blake seconded and the motion passed.
- September 8<sup>th</sup> meeting will be Public Hearing for Budget Estimates; October 13<sup>th</sup> meeting will be Budget Adoption.

# COATESVILLE CLAY TWP. PUBLIC LIBRARY

## BUDGET PROPOSAL FOR 2021

		<b>CURRENT</b>	<b>PROPOSED</b>	<b>CHANGE</b>	
		<b>2020</b>	<b>2021</b>		
<b>PERSONAL SERVICES</b>					
SALARY OF LIBRARIAN		\$32,000.00	\$32,000.00	\$0.00	
SALARY OF ASSISTANTS		\$23,500.00	\$23,500.00	\$0.00	
SALARY OF TREASURER		\$7,500.00	\$8,400.00	\$900.00	625 to 700 p/mo
WAGES OF JANITOR		\$6,500.00	\$6,500.00	\$0.00	janitor + mow ing
EMPLOYEE BENEFITS		\$32,500.00	\$32,500.00	\$0.00	FICA 9,600
OTHER PERS. SERVICES		\$15,000.00	\$15,000.00	\$0.00	PERF 9,000 Other 13,900
			<b>\$117,900.00</b>		
<b>SUPPLIES</b>					
OFFICE SUPPLIES		\$2,650.00	\$2,900.00	\$250.00	
OPERATING SUPPLIES		\$4,410.00	\$5,450.00	\$1,040.00	
REPAIR AND MAINTENANCE SUPPL		\$1,700.00	\$2,200.00	\$500.00	
			<b>\$10,550.00</b>		Postage 750
<b>OTHER SERV. AND CHARGES</b>					
COMM. AND TRANSP.		\$8,600.00	\$8,600.00	\$0.00	Telephone 4,325
PRINT AND ADV.		\$1,000.00	\$1,000.00	\$0.00	Travel 3,525
INSURANCE	Gas 6,100	\$7,700.00	\$8,000.00	\$300.00	Bond 100
UTILITY SERVICES	Elec 6,150	\$12,250.00	\$12,250.00	\$0.00	Insurance 7,900
REPAIR AND MAINT		\$8,000.00	\$12,000.00	\$4,000.00	
RENTALS		\$0.00	\$0.00	\$0.00	Bldg 4,750
DUES, INT., AND TAXES		\$2,800.00	\$3,300.00	\$500.00	Evergreen
PROFESSIONAL SERVICES		\$3,100.00	\$3,600.00	\$500.00	Overdrive
L.I.R.F.		\$100.00	\$100.00	\$0.00	
			<b>\$48,850.00</b>		
<b>CAPITAL OUTLAYS</b>					
LAND, BLDG., AND IMPROVEMENT		\$700.00	\$2,000.00	\$1,300.00	
FURN. AND EQUIPMENT		\$12,200.00	\$12,300.00	\$100.00	Books & Other Media 23,650
BOOKS		\$18,900.00	\$21,900.00	\$3,000.00	-----
PERIODICALS AND NEWSPAPERS		\$2,500.00	\$2,500.00	\$0.00	Overdrive 4,000
NONPRINT MATERIALS		\$3,150.00	\$4,000.00	\$850.00	Total 27,650
			<b>\$42,700.00</b>		
		<b>\$206,760.00</b>	<b>\$220,000.00</b>	<b>\$13,240.00</b>	
<i>Budgeted for Debt Service</i>					
		\$120,000.00			
<i>Plus Operating</i>					
		\$220,000.00			
<b>GRAND TOTAL</b>		<b>\$340,000.00</b>			
.2% AVGQ this year. Max % amt: \$13,723.92		<b>Asking: \$13,240</b>	Operating	\$13,240.00	
(alue Growth Quotient) Max Goal: \$340,482			Debt	\$0.00	
			<b>TOTAL</b>	<b>\$13,240.00</b>	