TIPPECANOE COUNTY PUBLIC LIBRARY
SPECIAL YEAR-END BOARD MEETING
627 South Street, Lafayette, Indiana
December 20th, 2023

MINUTES

PRESENT:
Stephen Bultinck, President
Grant Fischer, Vice-President
Kay Walton, Treasurer
Mida Grover, Secretary
Connie Harper, Member
Terry Ashlock, Member
Mary Springer, Member

ABSENT:

GUESTS
Jos N. Holman, County Librarian

Board President Stephen Bultinck called the meeting to order at 4:33 p.m. Mr. Bultinck led the Board in reciting the Pledge of Allegiance.

After a few remarks, President Bultinck permitted County Librarian, Jos N. Holman to provide background information to help with the flow of the meeting. Using the AV projector, Mr. Holman presented detailed information on the 2023 year-to-date expenditures based on the operating budget. He pointed out and commented on various budget lines that were overspent and the factors associated with those budget lines. Mr. Holman continued with additional financial information and responded to questions about specific financial matters. Within the context of the meeting and by Board action, negative budget lines will be increased in order to have a positive balance and a couple of encumbrances will be presented. Also, the 2024 Salary schedule will be approved and a set of invoices to close out the year. Mr. Holman reiterated the two payrolls for December 2023 have yet to be added to the year-end balances.

Under the heading of **New Business**, Board member Connie Harper moved to approve the 2024 Salary Ordinance as presented. Board Secretary, Mida Grover seconded the motion. The County Librarian mentioned the Salary Ordinance is the same as 2023 without any changes made to the ranges. It is the Board's intent to conduct a formal review of the salary ranges information every four years. The vote was taken and the motion passed. Mrs. Grover moved to approve the Resolution of Transfer of Funds to the 2023 Operating budget to decrease the specified appropriation balances and transfer funds to the appropriate budget lines. Board member Terry Ashlock seconded the motion and the motion passed.

The County Librarian then commented on two specific encumbrances of the 2023 budget to help utilize existing budget lines and defray the cost of these items in 2024. The first encumbrance is a repeat of the 2022

encumbrance for maintenance of the 24-Hour Library. The annual maintenance expense was about $15,999 in 2023 and is expected to increase to $16,600 in 2024. This work is usually completed in late fall. If we carry over the major part of this amount from the Equipment and Repair budget line, it will have less of an impact in 2024. The second request presented by the County Librarian was for the advanced purchase of moveable shelving as part of the downtown renovation project. The moveable shelving is available through DEMCO, Inc. a regular library vendor. The shelving will be ordered and delivered in the spring of 2024. A purchase order for $45,672.40 was created based on the quote for the shelving. Mrs. Springer moved to approve the 2023 Operating Fund Encumbrances, which totaled $62,272.91. Mrs. Grover provided a second and the motion passed.

Under **Other Business**, Board Treasurer Kay Walton moved to approve the claims listing as presented by the County Librarian. The actual claims numbered 952 – 977 for a grand total of $398,338.80. The total includes $334,572.50 in bond payments for January 15, 2024. Mrs. Springer seconded the motion and it passed unanimously.

There was no **Old Business.**

Board Vice-President, Grant Fischer moved to adjourn the meeting at 5:05 p.m. Mrs. Springer seconded the motion and it carried.

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Grant Fischer, Vice President

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