

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Budget Hearing Minutes
May 16, 2024

Meeting Commenced: The meeting was called to order at 6:45 PM by Board President Dawn Tolchinsky.

Present: Board Members Dawn Tolchinsky, Judy Starr, Kathy Beten, Sue Miller, Kristine Thompson, Matt Connors, and Forrest Burt; Director Kathryn Ringenbach and Fiscal Officer Marie Schwindl; no public attended.

Present Tax Budget: The 2024 Tax Budget was presented (copy to follow).

Discuss Tax Budget: The group discussed the 2024 Tax Budget; no changes were suggested.

2024 Tax Budget presented for approval: The following 2024 Tax Budget that was presented and discussed:

2025 Tax Budget			
General Fund			
Cash Balance at 1/1/2025	\$ 510,108.95		
Revenues:		Expenditures:	
Real Estate Tax	\$ 424,388.00	Salaries & Benefits	\$ (744,284.28)
Public Library Fund	\$ 580,000.00	Purchased & Contracted Services	\$ (190,041.05)
Miscellaneous Taxes	\$ 11,329.00	Materials	\$ (158,750.00)
Donations	\$ 19,000.00	Supplies	\$ (34,487.20)
Miscellaneous	\$ 26,701.00	Other Objects	\$ (4,463.86)
Total Revenues	\$1,061,418.00	Capital Outlay	\$ -
		Total Expenditures	\$ (1,132,026.39)
		Contingencies	\$ (30,000.00)
		Cash Balance at December 31, 2025	\$ 409,500.56
Special Revenue Funds			
	Estimated Balance	Estimated	Expenditures
	for 1/1/2025	Revenue	
June Macek Fund	\$ 27,787.88		
Projected Income		\$ -	
Misc. Contracted Svcs			\$ (1,000.00)
Conferences/Meetings			\$ (5,000.00)
Travel to Conferences/Meetings			\$ (3,000.00)
Membership			\$ (3,000.00)
Totals		\$ 27,787.88	\$ (12,000.00)
Projected Ending Balance			\$ 15,787.88

Luxenberg Family Reading Garden Fund	\$ 5,691.56		
Projected Income		\$ 2,000.00	
Maintenance and Repair			\$ (2,000.00)
Land Improvements			\$ -
Totals		\$ 7,691.56	\$ (2,000.00)
Projected Ending Balance			\$ 5,691.56
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Joseph Durket Launch-A-Young Reader Fund	\$ 1,695.54		
Projected Income		\$ 200.00	
General Admin. Supplies			\$ -
Total		\$ 1,895.54	\$ -
Projected Ending Balance			\$ 1,895.54
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Pfouts Memorial Fund	\$ 3,842.80		
Projected Income		\$ -	
Local History Project Expense			\$ -
Projected Ending Balance		\$ 3,842.80	\$ -
			\$ 3,842.80
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Capital Improvements Fund	\$175,843.41		
Projected Income		\$ -	
Building Improvements			\$ -
Furniture and Equipment			\$ -
Totals		\$175,843.41	\$ -
Projected Ending Balance			\$ 175,843.41

28-2024 Forrest Burt made a motion to accept the 2024 Tax Budget. Sue Miller seconded the motion and the resolution was passed by the following voice vote:

Forrest Burt – Yes Sue Miller – Yes Dawn Tolchinsky – Yes
 Judy Starr – Yes Kathy Beten – Yes Kristine Thompson – Yes
 Matt Connors - Yes

29-2024 Kathy Beten moved to adjourn the meeting. Judy Starr seconded the motion and the resolution was passed unanimously by the Board.

The meeting adjourned at 6:55 PM.

Board Meeting Minutes

May 16, 2024

Present: Board Members Dawn Tolchinsky, Judy Starr, Kathy Beten, Sue Miller, Kristine Thompson, Matt Connors, and Forrest Burt; Director Kathryn Ringenbach and Fiscal Officer Marie Schwindl; no public attended.

The meeting was called to order at 7:00 PM by Board President Dawn Tolchinsky.

Meeting Minutes:

30 –2024 Forrest Burt moved to accept the April 18th, 2024, meeting minutes with the following corrections:

- 1) remove Matt Connors from Present as he was not in attendance,
- 2) in 26-2024 add an "r" to Forest, making it Forrest, and
- 3) add last names throughout the minutes to make them consistent.

Kristine Thompson seconded the motion and the resolution was passed.

Financial Statement

Discussion took place regarding the financial statements for April 2024. There were no questions. There was a question from the previous month's statements that Kristine Thompson had. Marie Schwindl will address this prior to the next Board Meeting.

31-2024 Matt Connors moved to accept the April 2024 Financial Statements. Sue Miller seconded the motion and the resolution was passed unanimously by the Board.

Discussion took place regarding the financial statements presented monthly and a request was made to add back a previous schedule, Financial Statement to the Board of Trustees. There was Board consensus on this, and it will be added.

Fiscal Officer's Report:

Marie Schwindl thanked the Board for allowing her to attend the Local Government Officials Conference in March and the 2024 Public Library Fiscal Officer Conference in April. Both were very beneficial in content and in contacts made.

Marie Schwindl presented four (4) donations totaling \$308; no donations exceeded \$249.

The library received a grant from the Library Services and Technology Act (LSTA) for summer youth programming of \$2,000 in April. Marie Schwindl asked that the Board approve the cash received from the LSTA Grant Project and also to approve the increase to the youth programming appropriations for 2024.

32-2024 Kathy Beten made a motion to accept the \$2,000 LSTA Grant and to increase the youth programming appropriations by \$2,000. Judy Starr seconded the motion and the resolution was passed unanimously by the Board.

Director's Remarks:

Katie Ringenbach reported on the April statistics. Physical circulation, electronic circulation, door count, and computer usage were up. Program attendance was down, primarily due to

less outreach.

Katie Ringenbach said there is again no staffing update, although the library did host a Berkshire Senior Shadow from May 6th through May 11th. Additionally, the Summer Reading Kick-Off is coming up on Tuesday, June 4th.

Unfinished Business:

Window Replacement Update:

Katie Ringenbach stated that work commenced on April 30th and has been going smoothly. Just Add Tech removed the security cameras from the window frame in the garden for the window installation. The security system was installed about 7 years ago and is not compatible with the most recent operating systems. Katie Ringenbach asked the Board if it would like her to get a quote for upgrading the security cameras. It indicated that getting a quote would be helpful.

Marie Schwindl and Katie Ringenbach had a conference call with Laura Bowman of Bricker Graydon LLP regarding prevailing wage and the information that she had prepared for the Windows Replacement Project. It was determined that Marie Schwindl should go ahead and update the information for the project now that the project is nearing its completion.

During this call, it was determined that in moving forward there may be a need for an addendum to the original agreement with Bricker Graydon LLP regarding the elevator modernization.

Fund Drive Update: Katie Ringenbach then reported we have had no additional donations to the Annual Fund Drive since the last meeting.

Katie Ringenbach then asked about having the Children's Services Supervisor, Eli Millete, participate in Leadership Geauga and using the June Macek Fund for the fee. This was discussed and the Board reached a consensus and this was approved.

33-2024 Kathy Beten moved to adjourn the meeting. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

The meeting was adjourned at 7:30 PM.

Respectfully submitted,
Marie Schwindl
Fiscal Officer

President

Secretary



Fiscal Officer