

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee April 18, 2019

Board President John Emig and Library Director Katie Ringenbach reviewed the March 2019 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes April 18, 2019

Present: Board Members John Emig, Dawn Tolchinsky, Judy Starr, Kristine Thompson; Katie Ringenbach and Deputy Fiscal Officer Patti Cross.

The Meeting was called to order at 7:00 PM by Board President John Emig.

Meeting Minutes:

20-2019 With no additions or corrections to the March 14, 2019 regular meeting minutes Dawn Tolchinsky moved to accept the minutes. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Financial Statement:

Notice: In February the transfer between the General fund and the Capital Improvements fund was not reported. Please note the difference between the ending balances in February and beginning balances in March.

Beginning Cash Balance	February '19	March '19
General Fund	\$ 236,954.28	\$ 214,847.31
June Macek Fund	\$ 21,029.04	\$ 21,009.20
Reading Garden	\$ 9,410.34	\$ 9,421.62
Launch a Young Reader	\$ 3,465.28	\$ 3,469.44
Pfouts Memorial Fund	\$ 4,111.26	\$ 4,116.19
Capital Improvements Fund	\$ 72,639.74	\$ 170,519.00
Total Beginning Cash Balance	\$ 347,609.94	\$ 423,382.76
Receipts		
General Fund	\$ 146,667.33	\$ 123,064.24
June Macek Fund	\$ 25.16	\$ 27.15
Reading Garden	\$ 11.28	\$ 12.15
Launch a Young Reader	\$ 4.16	\$ 81.58
Pfouts Memorial Fund	\$ 4.93	\$ 4.72
Capital Improvements Fund	\$ 204.26	\$ 220.33
Total Receipts	\$ 146,917.12	\$ 123,410.17
Expenses		
General Fund	\$ 68,774.30	\$ 71,571.24
June Macek Fund	\$ 45.00	\$ 45.00
Reading Garden	\$ -	\$ 46.90
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ 500.00
Capital Improvements Fund	\$ 2,325.00	\$ -
Total Expenses	\$ 71,144.30	\$ 72,163.14
Ending Cash Balance		
General Fund	\$ 314,847.31	\$ 266,340.31
June Macek Fund	\$ 21,009.20	\$ 20,991.35
Reading Garden	\$ 9,421.62	\$ 9,386.87
Launch a Young Reader	\$ 3,469.44	\$ 3,551.02
Pfouts Memorial Fund	\$ 4,116.19	\$ 3,620.91
Capital Improvements Fund	\$ 70,519.00	\$ 170,739.33
Total Ending Cash Balance	\$ 423,382.76	\$ 474,629.79

March interest earned from Middlefield Banking Company was \$31.07.
 First quarter interest received from Middlefield Bank was \$49.41.
 March interest received from STAR Ohio was \$561.90.

21-2019 Judy Starr moved to accept the March 2019 Financial Statement. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the March meeting: General Fund - \$485, 15th Annual Fund Drive - \$30, 16th Annual Fund Drive - \$1,000, Launch-A-Young Reader Fund - \$50

22-2019 Dawn Tolchinsky moved to accept the \$1,000 donation from Charlie Caputo for the 16th Annual Fund Drive. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

- 2) Fiscal Officer Rebecca Herrick is attending the CPIM (Fiscal Officer's) Conference in Columbus today. Deputy Fiscal Officer Patricia Cross is attending the meeting in her place.

Director's Report:

Statistics: March statistics show an increase from last March. Last April Clevnet initiated system-wide automatic renewal of all eligible items; therefore, the monthly increases experienced this past year may not continue. Forty children signed up for our new Juvenile NV (No Video) library cards. Burton Elementary Principal Mandy Randles expressed her appreciation for the services provided by the Library. RB Digital is off to a slow start, but digital resources take time to grow, and at this point we are only charged for what we use.

- The Friend's Annual Meeting was held on April 11. The new officers are: President-Nancy Dallos, Vice-President-Bunny Carter, Secretary-Jesse Huge and Treasurer-Steve Macek. The March Book Sale generated \$451.
- A local astronomy club has contacted Katie regarding a donation of a telescope to circulate to the public. The logistics are under consideration. The group would like to participate in our Summer Reading Kick-Off party to promote interest in astronomy. This year's Summer Reading theme is "A Universe of Stories".
- Katie attended Legislative Day on April 9. Governor Mike DeWine proposed that the PLF be 1.68 percent, current law has the PLF at 1.66 percent. There are proposed amendments to the budget for the PLF to be 1.75 percent, 1.9 percent and 2 percent.
- On Wednesday, April 17 Katie met with representatives from the State Library of Ohio to discuss a new strategic plan for BPL. Development can be up to an eight-month process. Surveying the community will take six to eight weeks. There will be three focus groups consisting of the staff, the Board and the community. After collecting the data, the State Library will provide a report of the information collected and five suggested priorities. Drafts of the survey questions were provided. Board members will bring suggestions to the May meeting.
- Katie expressed thanks to Dawn, Judy and Kathy for judging this year's Edible Book Festival. The judges expressed the need for more recognition of juvenile participants to alleviate hurt feelings of children
- Katie worked the Writer's Showcase event on April 13. Participant feedback was primarily very positive; however, the program was not as well attended as organizers hoped. There were only a few Burton patrons in attendance, while there were numerous attendees from Cuyahoga County.
- Adult Services Assistant Michael Fillinger submitted his letter of resignation due to scheduling conflicts with his other employment.

Unfinished Business: Dawn read a thank-you card from the family of Judy Beaumier expressing Judy's love of Burton Library.

New Business: Salary Review: The Board requested the Fiscal Officer provide information on which to base mid-year increases, similar to what is presented annually with the following rates: .5 percent, 1 percent, 1.5 percent and 2 percent increases. The issue was tabled for the next Board meeting.

Public Library Fund Agreement: Katie presented changes to the PLF funding agreement between the Geauga County Public Library and the Burton Public Library. The new agreement was voted on and approved by the GCPL board and signed by the Geauga County Budget Commission. The changes were precipitated by the request from the Russell Citizen's Park District Board (discussed at the March Board meeting) to participate in the funding allotment provided to parks from the PLF. The issue was tabled for the next meeting of the full Board.

Fund Drive Update: The Fund Drive has received \$19,270 from 125 donors. The annual fund drive request was for updating the 2nd floor public restrooms. Katie and Rebecca met with IAP Governmental Services Group of Columbus, OH on April 3 regarding the project.

Public comments: No public present.

23-2019 Kris Thompson moved to adjourn the meeting. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:45 PM.

Respectfully submitted,

Patricia A. Cross
Deputy Library Fiscal Officer