

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee May 16, 2019

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

Board Meeting Minutes May 16, 2019

Present: Board Members John Emig, Dawn Tolchinsky, Judy Starr, Kathy Beten, Matt Connors; Katie Ringenbach and Deputy Fiscal Officer Patti Cross. Public: Al Tolchinsky (arrived ~7:20 PM)

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

Meeting Minutes:

24-2019 With no additions or corrections to the April 18, 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:

	March '19	April '19
Beginning Cash Balance		
General Fund	\$ 214,847.31	\$ 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	\$ 170,519.00	\$ 170,739.33
Total Beginning Cash Balance	\$ 423,382.76	\$ 474,629.79
Receipts		
General Fund	\$ 123,064.24	\$ 44,654.50
June Macek Fund	\$ 27.15	\$ 25.08
Reading Garden	\$ 12.15	\$ 11.36
Launch a Young Reader	\$ 81.58	\$ 4.32
Pfouts Memorial Fund	\$ 4.72	\$ 4.40
Capital Improvements Fund	\$ 220.33	\$ 207.63
Total Receipts	\$ 123,410.17	\$ 44,907.29
Expenses		
General Fund	\$ 71,571.24	\$ 70,834.03
June Macek Fund	\$ 45.00	\$ 369.00
Reading Garden	\$ 46.90	\$ 46.92
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ 500.00	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 72,163.14	\$ 71,249.95
Ending Cash Balance		
General Fund	\$ 266,340.31	\$ 240,160.78
June Macek Fund	\$ 20,991.35	\$ 20,647.43
Reading Garden	\$ 9,386.87	\$ 9,351.31
Launch a Young Reader	\$ 3,551.02	\$ 3,555.34
Pfouts Memorial Fund	\$ 3,620.91	\$ 3,625.31
Capital Improvements Fund	\$ 170,739.33	\$ 170,946.96
Total Ending Cash Balance	\$ 474,629.79	\$ 448,287.13
April interest earned from Middlefield Banking Company was \$42.91.		
April interest received from STAR Ohio was \$544.49.		

25-2019

Matt Connors moved to accept the April 2019 Financial Statement. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the March meeting: General Fund - \$220, Joseph Durket Launch-A-Young Reader Fund - \$30.
- 2) Rebecca Herrick presented a brief report on the CPIM (Fiscal Officer's) Conference that she attended on April 17 and 18. Changes to the credit card policy may be presented in the future.
- 3) Michelle Francis, Ohio Library Council's Director of Government and Legal Services, sent an email regarding state tax revenues for April. Personal income tax exceeded expectations by about 40 percent. Because overall state tax receipts for April exceeded estimates, the May Public Library Fund (PLF) distributions are considerably high, approximately \$7 million more than the estimate. Burton Library's PLF for May is \$53,154.74; over \$9,000 more than May of 2018.

Director's Report:

Statistics: April statistics show a slight decrease from last April, down by 316 items. The physical items count is down by 13.5 percent although this statistic saw a disproportional gain in 2018. Last April Clevnet initiated system-wide automatic renewal of all eligible items; from here forward any increases in circulation are a more accurate comparison. Home Services currently has 115 families receiving book deliveries.

- Radioactive Electronics from Middlefield will be upgrading the computer wiring throughout the building starting May 21.
- Katie attended the Ohio Library Council's (OLC) Community Engagement Conference where BPL's Children's Services Supervisor Christina Mihalic and Children's Outreach Librarian Carol Gardener, along with Geauga County Public Library's (GCPL) Patrick Culliton, spoke about outreach services to schools. Katie was there for support; she felt that their speech to the packed room went very well.
- Another staff member resigned; Teresa Shively (Desk Clerk) and her family will be moving to Utah. Teresa's position has been posted.
- Circulation Desk Clerk Carlina Sweigert has been promoted to Adult References Assistant, effective May 20.
- June 7 is Summer Reading Kick-Off at 2 PM. Chardon Polka Band will be entertaining those in attendance.
- On May 9 Katie and Tech Services Supervisor Rochelle Baker met with Library Design for a second time regarding the renovations at the Circulation Desk. A quote for the work discussed should be received in early June. One change will be combining Adult Reference to the east end of the Circulation Desk.
- Circulation Supervisor Nancy Carlson has proposed to discontinue offering plastic bags to patrons. Using the same model as Home Services, we would have canvas/cloth bags for patrons to checkout. The Board agreed that this would be better for the environment and save the library money.
- Katie questioned the relevance of some of the community survey provided by the State Library of Ohio. Many of the questions will not provide useful information. She reviewed other library surveys, notably GCPL's survey that consisted of five questions. Katie requested a Board volunteer to be on a committee with Library staff members to create a survey that will provide beneficial results. The survey will be held for 8 weeks. Katie would like to have the survey ready for the June 7 Summer Reading Kick-Off; attendees will be asked to complete the survey.

Unfinished Business: Salary Review: The Fiscal Officer presented to the Board a schedule of proposed increases at .5 percent, 1 percent, 1.5 percent and 2 percent. To discuss this the Board went into Executive Session:

26-2019 Dawn Tolchinsky moved to go into Executive Session at 7:30 PM to discuss the possible salary increases. Matt Connors seconded the motion and the Board passed the resolution unanimously.

At 7:35 PM the Board left Executive Session.

27-2019 Matt Connors moved to increase staff salaries by .5 percent starting with the first pay in July 2019. Dawn Tolchinsky seconded the motion and the Board passed the resolution with the following voice vote:

Matt Connors – Aye	Dawn Tolchinsky – Aye	Judy Starr – Abstained
Kathy Beten – Aye	John Emig – Aye	

Public Library Fund Agreement: Katie presented to the Board *Exhibit A*, (copy to follow) the only page from the current Funding Agreement between GCPL and BPL that is changed. The Funding Agreement is for distribution of the Public Library Fund. The change to the Agreement is the addition of another park in Russell Township; distribution to Chesterland, Thompson and two parks in Russell (four parks total, not three). The amount of money distributed to the parks remains the same at .44 percent of the total distribution into the county. A discussion resulted in the following resolution.

28-2019 Dawn Tolchinsky moved to accept the updated Public Library Fund Agreement that distributes .44 percent to four parks. Matt Connors seconded the motion and the resolution was passed by voice vote:

Matt Connors – Aye Dawn Tolchinsky – Aye Judy Starr – Aye
 Kathy Beten – Aye John Emig – Aye

New Business: 2020 Tax Budget: The Fiscal Officer presented the 2020 Tax Budget to the Board and a discussion followed.

2020 Tax Budget			
General Fund			
Cash Balance at Jan. 1, 2020	\$	69,235.34	
Revenues:		Expenditures:	
Real Estate Tax	\$	391,315.00	Salaries & Benefits \$ (641,625.56)
Public Library Fund	\$	491,922.00	Purchased & Contracted Services \$ (128,549.00)
Miscellaneous Taxes	\$	10,000.00	Materials \$ (138,500.00)
Donations	\$	20,000.00	Supplies \$ (31,000.00)
Miscellaneous	\$	8,915.00	Other Objects \$ (4,600.00)
Total Revenues	\$	991,387.34	Capital Outlay \$ (3,000.00)
Total Revenues and Balances			Total Expenditures \$ (947,274.56)
			Contingencies \$ -
			Cash Balance at December 31, 2020 \$ 44,112.78
Special Revenue Funds			
	Estimated Balance	Estimated	Expenditures
	for Jan 1, 2020	Revenue	
June Macek Fund	\$ 16,595.17		
Projected Income		\$ 7,300.00	
Conferences/Meetings			\$ (9,000.00)
Travel to Conferences/Meetings			\$ (2,000.00)
Membership			\$ (1,000.00)
Totals		\$ 23,895.17	\$ (12,000.00)
Projected Ending Balance			\$ 11,895.17
Luxenberg Family Reading Garden Fund	\$ 6,879.88		
Projected Income		\$ 900.00	
Maintenance and Repair			\$ (2,000.00)
Land Improvements			\$ (900.00)
Totals		\$ 7,779.88	\$ (2,900.00)
Projected Ending Balance			\$ 4,879.88
Joseph Durket Launch-A-Young Reader Fund	\$ 1,771.00		
Projected Income		\$ 400.00	
General Admin. Supplies			\$ (2,000.00)
Total		\$ 2,171.00	\$ (2,000.00)
Projected Ending Balance			\$ 171.00
Pfouts Memorial Fund	\$ 2,114.64		
Projected Income		\$ 60.00	
Local History Project Expense			\$ (1,000.00)
Projected Ending Balance		\$ 2,174.64	\$ (1,000.00)
			\$ 1,174.64
Capital Improvements Fund	\$ 22,572.75		
Projected Income		\$ 2,000.00	
Building Improvements			\$ (10,000.00)
Furniture and Equipment			\$ (10,000.00)
Totals		\$ 24,572.75	\$ (20,000.00)
Projected Ending Balance			\$ 4,572.75

29-2019 Dawn Tolchinsky moved to accept the 2020 Tax Budget as presented. Matt Connors seconded the motion and the resolution was passed by the following voice vote:

Matt Connors – Aye Dawn Tolchinsky – Aye Judy Starr – Aye
Kathy Beten – Aye John Emig – Aye

Fund Drive Update: There is no update at this time.

Public comments: None.

30-2019 Kathy Beten 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 7:50 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer