

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

2023 Tax Budget Hearing May 19, 2023

Meeting Commenced: 6:45 PM

Present: Board President Matt Connors, Dawn Tolchinsky, Judy Starr, Forrest Burt, and Kristine Thompson; Director Katie Ringenbach and Fiscal Officer Rebecca Herrick; no public attended.

Present Tax Budget: The 2023 tax budget was presented (copy to follow).

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

Public Comments: None

Meeting Adjourned: 6:55 PM

Audit Committee May 19, 2022

Board President Matt Connors and Library Director Katie Ringenbach reviewed the April 2022 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes May 19, 2022

Present: Board members: Matt Connors, Dawn Tolchinsky, Judy Starr, Forrest Burt, and Kristine Thompson; Director Katie Ringenbach and Fiscal Officer Rebecca Herrick; no public attended.

Board President Matt Connors called the Meeting to order at 7:00 PM.

Meeting Minutes:

27-2022 With no additions or corrections to the April 21, 2022 regular meeting minutes Kristine Thompson moved to accept the minutes. Dawn Tolchinsky seconded the motion and the resolution was passed unanimously by the Board

Financial Statement:

	March 2022	April 2022
Beginning Cash Balance		
General Fund	\$ 626,895.68	\$ 723,966.67
June Macek Fund	\$ 39,279.41	\$ 38,443.12
Reading Garden	\$ 7,313.99	\$ 7,315.19
Launch a Young Reader	\$ 4,855.95	\$ 4,856.76
Pfouts Memorial Fund	\$ 3,767.34	\$ 3,767.96
Capital Improvements Fund	\$ 181,250.22	\$ 181,280.13
Total Beginning Cash Balance	\$ 863,362.59	\$ 959,629.83
Receipts		
General Fund	\$ 163,251.06	\$ 45,859.17
June Macek Fund	\$ 6.36	\$ 7.57
Reading Garden	\$ 1.20	\$ 1.45
Launch a Young Reader	\$ 0.81	\$ 27.97
Pfouts Memorial Fund	\$ 0.62	\$ 0.75
Capital Improvements Fund	\$ 29.91	\$ 36.10
Total Receipts	\$ 163,289.96	\$ 45,933.01
Expenses		
General Fund	\$ 66,180.07	\$ 59,627.36
June Macek Fund	\$ 842.65	\$ 416.13
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 67,022.72	\$ 60,043.49
Ending Cash Balance		
General Fund	\$ 723,966.67	\$ 710,198.48
June Macek Fund	\$ 38,443.12	\$ 38,034.56
Reading Garden	\$ 7,315.19	\$ 7,316.64
Launch a Young Reader	\$ 4,856.76	\$ 4,884.73
Pfouts Memorial Fund	\$ 3,767.96	\$ 3,768.71
Capital Improvements Fund	\$ 181,280.13	\$ 181,316.23
Total Ending Cash Balance	\$ 959,629.83	\$ 945,519.35
<p>Middlefield Bank (MBC) April savings account earned \$5.61. MBC April checking account interest received was \$17.37. STAR Ohio April dividend received was \$170.84 STAR Ohio current balance is \$508,300.46.</p>		

28-2022 Dawn Tolchinsky moved to accept the April 2021 Financial Statements. Kristine Thompson seconded the motion and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the April 2022 meeting: General Fund - \$175, 18th Annual Fund Drive - \$50, Joseph Durket Launch-A-Young Reader Fund - \$22. No donations exceed \$249.
- 2) Middlefield Banking Company Investment accounts report: MBC – Interest Business Checking, current Rate of Return (RoR) Annual Yield remains unchanged at .07 percent, account balance at April 29, 2022 - \$296,354.35. Business Super Saver, current RoR Annual Yield, steady at .05 percent, account balance - \$141,336.89. Service fees were refunded in May. No change in Rate of Return on both accounts.
- 3) STAR Ohio Investment report: current RoR 30 day yield .41 percent, an increase of .05 percent; account balance - \$508,300.46.
- 4) May disbursement of Public Library Fund (PLF) exceeded the July and December 2021 estimates by \$22,897.99 and \$23,085.41, respectively. Currently, PLF received exceeds the budgeted amount by \$47,222.59.
- 5) After the Building Committee meeting Katie discovered the window replacement happened in 1994, not 1982 as previously thought.
- 6) The Fiscal Officer suggested a resolution to set spending minimums for the Capital Improvements Fund; the Board felt that this was not necessary.
- 7) The Health Insurance increase for July 1, 2022 through June 30, 2023 is proposed to be 7.35 percent for medical only; dental and vision will be unchanged, A vote to confirm the rate increase will be held June 13.

Director's Report:

Statistics: Katie expressed that the downward trend in circulation is in part due to the stressed delivery system. She is hopeful that when delivery gets back to normal the numbers will increase.

- Staffing: Eli Millette started as the Children's Services Supervisor on Tuesday, May 17. There have been two interviews for the Circulation Desk Clerk position and another one scheduled for Friday.
- Two Berkshire High School Senior Shadows were here recently. Allowing two Shadows was appreciated by their supervisor.
- Evening hours were resumed this week. All eight computers are now available in the Children's area; the children are staying until 7 PM using the computers.
- The Friends of the Library met on May 12; attendance was low possibly due to the late in-home arrival of the newsletter. Another meeting has been scheduled for July 14.
- Two Book Sales in March netted \$526; the two sales in April produced \$285.90 for a total of \$811.90. Many books were sold.
- Programs have resumed and have been well attended. The newsletter did go out. The lighter weight paper did not affect the quality of the newsletter. With Newbury Printing unable to print this issue, the paper was purchased from them and taken to POV in Chagrin Falls for printing.

Unfinished Business:

Tuition Reimbursement Policy: Katie presented a draft policy (copy to follow). Katie shared that tuition at Kent State University (the only American Library Association accredited institution of higher learning in Ohio) is \$26,800 for the program. The draft included a \$2,000 reimbursement per year; the Board changed that parameter to semester. Also, the requirement that an applicant must be employed for a year prior to requesting reimbursement was changed to six months of employment at BPL. It was highly suggested to design the application as one page, and had to add a statement indicating if the applicant leaves employment early, the tuition will be deducted from accrued vacation and holiday balances.

New Business:

2023 Tax Budget presented for approval: The following 2023 Tax Budget that was presented and discussed at the Budget Hearing:

2023 Tax Budget			
General Fund			
Cash Balance at Jan. 1, 2023 \$ 171,456.20			
Revenues:		Expenditures:	
Real Estate Tax	\$ 391,059.00	Salaries & Benefits	\$ (671,076.56)
Public Library Fund	\$ 550,916.33	Purchased & Contracted Services	\$ (121,786.40)
Miscellaneous Taxes	\$ 10,439.00	Materials	\$ (147,280.00)
Donations	\$ 20,000.00	Supplies	\$ (20,000.00)
Miscellaneous	\$ 9,451.00	Other Objects	\$ (2,900.00)
Total Revenues	\$ 981,865.33	Capital Outlay	\$ (15,000.00)
Total Revenues and Balances		Total Expenditures	\$ (978,042.96)
		Contingencies	\$ -
		Cash Balance at December 31 ,2022	\$ 3,822.37
Special Revenue Funds			
	Estimated Balance for Jan 1, 2023	Estimated Revenue	Expenditures
June Macek Fund	\$ 27,291.34		
Projected Income		\$ 12,025.00	
Misc. Contracted Svcs			\$ (3,800.00)
Conferences/Meetings			\$ (5,000.00)
Travel to Conferences/Meetings			\$ (2,000.00)
Membership			\$ (3,000.00)
Totals		\$ 39,316.34	\$ (13,800.00)
Projected Ending Balance			\$ 25,516.34
Luxenberg Family Reading Garden Fund	\$ 7,568.15		
Projected Income		\$ 1,500.00	
Maintenance and Repair			\$ (2,000.00)
Land Improvements			\$ -
Totals		\$ 9,068.15	\$ (2,000.00)
Projected Ending Balance			\$ 7,068.15
Joseph Durket Launch-A-Young Reader Fund	\$ 3,210.27		
Projected Income		\$ 400.00	
General Admin. Supplies			\$ (2,000.00)
Total		\$ 3,610.27	\$ (2,000.00)
Projected Ending Balance			\$ 1,610.27
Pfouts Memorial Fund	\$ 1,796.81		
Projected Income		\$ 10.00	
Local History Project Expense			\$ (1,000.00)
Projected Ending Balance		\$ 1,806.81	\$ (1,000.00)
			\$ 806.81
Capital Improvements Fund	\$ 314,557.42		
Projected Income		\$ 200.00	
Building Improvements			\$ (200,000.00)
Furniture and Equipment			\$ (10,000.00)
Totals		\$ 314,757.42	\$ (210,000.00)
Projected Ending Balance			\$ 104,757.42

29-2022 Kristine Thompson moved to accept the minutes. Forrest Burt seconded the motion and the resolution was passed by the following voice vote:

Kristine Thompson – Yes Forrest Burt – Yes Matt Connors – Yes
Dawn Tolchinsky – Yes Judy Starr – Yes

Fund Drive Update: The Fund Drive has received \$24,075 from 117 donors.

Public comments: No public present.

30-2022 Dawn Tolchinsky moved to adjourn the meeting. Judy Starr seconded the motion and the resolution passed unanimously by the Board.

The meeting adjourned at 7:49 PM.

Respectfully submitted,
Rebecca S. Herrick
Library Fiscal Officer

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