

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee May 22, 2018

Board President Dawn Tolchinsky and Library Director Katie Ringenbach reviewed the April 2018 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes May 22, 2018

Present: Board Members Dawn Tolchinsky, Judy Starr, Kathy Beten, Matt Connors, Kris Thompson and John Emig. Also: Katie Ringenbach and Fiscal Officer Rebecca Herrick.

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

Meeting Minutes:

26-2018 Kathy Beten moved to accept the April 17, 2018 (after adding, under New Business: "copy to follow" in regards to the document presented) regular meeting minutes. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Financial Statement:

April 2018	
Beginning Cash Balance	
General Fund	\$293,053.50
June Macek Fund	\$25,056.70
Reading Garden Fund	\$9,002.82
Launch-a-Young Reader Fund	\$4,060.66
Pfouts Memorial Fund	\$3,962.96
Capital Improvements Fund	<u>\$100,083.51</u>
Total Beginning Cash Balance	\$435,220.15
Receipts	
General Fund	\$37,480.04
June Macek Fund	\$0.00
Reading Garden Fund	\$0.00
Launch-a-Young Reader Fund	\$0.00
Pfouts Memorial Fund	\$0.00
Capital Improvements Fund	<u>\$0.00</u>
Total Receipts	\$37,480.04
Expenses	
General Fund	\$62,849.21
June Macek Fund	\$1,061.85
Reading Garden Fund	\$0.00
Launch-a-Young Reader Fund	\$0.00
Pfouts Memorial Fund	\$0.00
Capital Improvements Fund	<u>\$0.00</u>
Total Expenses	\$63,911.06
Ending Cash Balance	
General Fund	\$267,684.33
June Macek Fund	\$23,994.85
Reading Garden Fund	\$9,002.82
Launch-a-Young Reader Fund	\$4,060.66
Pfouts Memorial Fund	\$3,962.96
Capital Improvements Fund	<u>\$100,083.51</u>
Total Ending Cash Balance	<u>\$408,789.13</u>
The April 2018 interest earned at Middlefield Banking Company was \$97.29.	

27-2018 John Emig moved to accept the April 2018 Financial Statement. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the April meeting: 15th Annual Fund Drive - \$1,000 and Joseph Durket Launch-A-Young Reader Fund - \$30. One donation exceeded the \$249 threshold for disclosure to the Board; \$1,000 from Charlie Caputo for the 15th Annual Fund Drive. A resolution is required.

28-2018

Kathy Beten moved to accept the donations in excess of \$249 as listed above. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

- 2) An error was made in the January meeting minutes and the Permanent Appropriations Resolution. The Board approved the appropriations based on the Excel document that included appropriations to the Pfouts Fund in the amount of \$2,000: Juvenile books - \$1,900 (2004-100-411-3331) and Ohio Chautauqua - \$100 (2004-220-370-1800). This was never included in the official resolution that went to the County Auditor or the meeting minutes. Therefore, a resolution is being requested for Permanent Supplemental Appropriation of \$2,000 for the Pfouts fund.

29-2018

Kris Thompson moved to approve Permanent Supplemental Appropriations for the Pfouts Memorial Fund for a total of \$2,000: Juvenile books - \$1,900 (2004-100-411-3331) and Ohio Chautauqua - \$100 (2004-220-370-1800). The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

- 3) The Visa credit card accumulates points that may be redeemed for merchandise. Recently 27,800 points were used to purchase a Shark Vacuum for the second floor of the Library. There is a balance of over 7,300 points remaining.
- 4) An account has been opened with STAR Ohio and money has been transferred; interest will be reported separately at the next meeting.

Director's Report:

Statistics: Monthly statistics are up over 20 percent, due mostly to the start of auto renewals.

- The Spring/Summer newsletter will be mailed this week.
- The kick-off for the summer reading program will be in the afternoon of June 6. The Children's Department will have the Chardon Polka Band, face painting, jumbo games, balloon animals and more.
- The North Coast Showcase (the collaboration of libraries to bring authors into the Lake/Geauga County area) event was covered by the News Herald newspaper. The group will be getting together to bring more authors into the area.
- Staffing change: Kateri Solok has been hired as a new page. One staff member may be leaving this summer.
- Recently, the Library was the chosen entity for a job shadow by a Berkshire High School senior. She was shadowing for 25 hours and visited all the departments.
- Paula Wagner and Becky Wiegman, the Library's Reference Department, taught a class about infusing art into adult library programming. This event was sponsored by the North East Ohio-Regional Library System.
- A few weeks ago a car in the front parking area was hit by another car. The insurance company for the victim called and requested security camera footage in order to discover the identity of the offender. Unfortunately, the cameras do not cover the area. Katie was advised by Legal Counsel Michelle Francis of Ohio Library Counsel that a Security Camera Records Policy needs to be adopted and listed on the Records Retention Schedule. This will be presented at the next meeting.
- The Library provides life insurance to staff members that work 20 or more hours per week. This can cause confusion because some positions are hired at a range of hours per week. Katie proposed providing this benefit to all staff. After a discussion, it was decided that the qualification for staff to receive this benefit would be by position. Therefore, any staff in the position other than Page will be covered by life insurance. This change will be presented for vote by the Board with the other changes to the Personnel Policy next month.

Unfinished Business:

PRIME: The voters of the Berkshire School District passed the Bond issue this month and a new school complex will be built. The Library Board has decided that the Library will not be moving to the new school building. Katie recently read an article covering the decline in numbers of librarians in public schools. Ohio has experienced a 32 percent reduction since 2009. Berkshire Schools currently does not have a librarian employed in any of its buildings. Children's Services Supervisor Christiana Mihalic is covering the outreach to Burton Elementary for the kindergartners and the third graders only. She does not have time for additional visits; therefore, Katie proposed that Burton Public Library (BPL) could support the school and employ a part-time outreach librarian. The scope of the job will be teaching library skills; BPL will not

administer the library or offer check-in/check-out services. In the summer months this person will assist with the summer reading program. The document supporting her proposal follows. The Board was very positive regarding the proposed addition to staff. Katie will present the idea to Berkshire School Superintendent John Stoddard and report to the Board.

New Business:

2019 Tax Budget presented: The Fiscal Officer presented 2019 Tax Budget.

2019 Tax Budget		
<u>General Fund</u>		
Cash Balance at Jan. 1, 2019	\$	96,013.31
<u>Revenues:</u>		
Real Estate Tax	\$	375,457.00
Public Library Fund	\$	467,107.00
Miscellaneous Taxes	\$	10,022.00
Donations	\$	20,000.00
Miscellaneous	\$	13,110.00
Total Revenues	\$	981,709.31
Total Revenues and Balances		
<u>Expenditures:</u>		
Salaries & Benefits	\$	(618,931.66)
Purchased & Contracted Services	\$	(124,566.31)
Materials	\$	(135,649.88)
Supplies	\$	(31,000.00)
Other Objects	\$	(5,100.00)
Capital Outlay	\$	(25,000.00)
Total Expenditures	\$	(940,247.85)
Contingencies	\$	-
Cash Balance at December 31, 2018	\$	41,461.46
<u>Special Revenue Funds</u>		
	Estimated Balance	Expenditures
	for Jan 1, 2019	
<u>June Marie Macek Distinguished Employee Fund</u>		
	\$ 14,946.03	
Projected Income	\$ 7,600.00	
Conferences/Meetings		\$ (9,000.00)
Travel to Conferences/Meetings		\$ (2,000.00)
Totals	\$ 22,546.03	\$ (11,000.00)
Projected Ending Balance		\$ 11,546.03
<u>Reading Garden Fund</u>		
	\$ 1,882.00	
Projected Income	\$ 1,030.00	
Maintenance and Repair		\$ (2,000.00)
Land Improvements		\$ (900.00)
Totals	\$ 2,912.00	\$ (2,900.00)
Projected Ending Balance		\$ 12.00
<u>Launch-A-Young Reader Fund</u>		
	\$ 2,309.15	
Projected Income	\$ 312.00	
General Admin. Supplies		\$ (2,000.00)
Total	\$ 2,621.15	\$ (2,000.00)
Projected Ending Balance		\$ 621.15
<u>Pfouts Memorial Fund</u>		
	\$ 3,860.51	
Local History Project Expense		\$ (2,000.00)
Projected Ending Balance		\$ 1,860.51
<u>Capital Improvements Fund</u>		
	\$ 21.50	
Projected Income	\$ 50.00	
Building Improvements		\$ -
Furniture and Equipment		\$ -
Totals	\$ 71.50	\$ -
Projected Ending Balance		\$ 71.50

A discussion followed, resulting in:

30-2018 John Emig moved to accept the 2019 Tax Budget as presented above. The motion was seconded by Judy Starr and the resolution was passed with the following voice vote:

Matt Connors – Yes
Judy Starr – Yes

Kris Thompson – Yes
Kathy Beten – Yes

Dawn Tolchinsky – Yes
John Emig - Yes

Fund Drive Update: Since the last meeting, one donation was made to the 15th Annual Fund Drive for \$1,000.

Public comments: No public present.

31-2018 Kathy Beten moved to adjourn the meeting. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:40 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer