

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee January 20, 2022

Board President Matt Connors and Library Director Kathryn Ringenbach reviewed the December 2021 Management Reports produced by the UAN System. The Committee signed off on the reports.

## Board Meeting Minutes January 20, 2022

**Present:** Board Members Matt Connors, Dawn Tolchinsky, Sue Miller, Judy Starr, Kathy Beten and Forrest Burt; Kathryn Ringenbach and Fiscal Officer Rebecca Herrick. Kristine Thompson listened via phone but did not participate.

The Meeting was called to order at 7:00 PM by Board President Matt Connors.

### **Board Reorganization:**

- **Swearing-In of Board Member:** Sue Miller took the oath of office in the presence of Notary Patricia Cross on the morning of January 18, 2022.
- **Election of Officers for the Year 2022:** Judy Starr proposed the following slate of Officers: Matt Connors - President, Sue Miller - Vice President and Kathy Beten - Secretary. There were no other nominations.

**1-2022** Judy Starr moved to accept the slate of Officers of the Board of Trustees of the Burton Public Library as stated above for the year 2022. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

- **Appoint Fiscal Officer and Deputy Fiscal Officer:**

**2-2022** Dawn Tolchinsky moved to rehire Rebecca Herrick as Fiscal Officer with an hourly rate of \$25.09 for 32 hours per week and to reappoint Patricia Cross as Deputy Fiscal Officer with an hourly rate of \$20.32 per hour for 2022. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

Rebecca Herrick will take the Oath of Office on Friday, January 21 when Notary Patricia Cross is available to administer the oath.

- **Approve Bond for Fiscal Officer:** The cost of the required \$50,000 bond provided by Zurich North America Surety for the Fiscal Officer and Deputy Fiscal Officer will remain the same at \$173 as 2021.

**3-2022** Sue Miller moved to approve the 2022 bond for the Fiscal Officer and Deputy Fiscal Officer at a cost of \$173. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

- **Set Date and Time for Regular Meetings:**

**4-2022** Dawn Tolchinsky moved to set the Regular Board meetings at 7:00 PM on the third Thursday of the month, excluding August. Sue Miller seconded the motion and the resolution was passed unanimously by the Board.

• **Designate Newspaper of Record:**

**5-2022** Forrest Burt moved to designate *The Geauga County Maple Leaf* as the newspaper of record for the Burton Public Library. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

• **Appoint Standing Committees:**

**Proposed Standing committees are as follows:**

2022 Personnel Committee: Kathy Beten, Susan Miller and Dawn Tolchinsky (members alternate with the Salary Committee each year).

2022 Salary Committee: Judy Starr, Kristine Thompson and Forrest Burt (members alternate with the Personnel Committee each year).

2022 Building Committee: Matt Connors, Forrest Burt, Lon Miller and Sean Thompson with Katie Ringenbach and Rebecca Herrick.

2022 Records Committee: Chair Susan Miller, all available Board members and Rebecca Herrick.

**6-2022** Judy Starr moved to approve the Committees as listed above. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

**Meeting Minutes:**

**7-2022** With no additions or corrections to the December 16, 2021 regular meeting minutes Forrest Burt moved to accept the minutes. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board with Matt Connors abstaining.

**Financial Statement:**

	<b>November 2021</b>	<b>December 2021</b>
<b>Beginning Cash Balance</b>		
General Fund	\$ 579,683.34	\$ 561,691.74
June Macek Fund	\$ 29,251.73	\$ 29,164.96
Reading Garden	\$ 8,116.64	\$ 7,982.07
Launch a Young Reader	\$ 2,932.93	\$ 4,789.90
Pfouts Memorial Fund	\$ 3,766.31	\$ 3,766.51
Coronavirus Relief Fund	\$ 2,298.54	\$ 1,997.64
Capital Improvements Fund	\$ 196,066.28	\$ 196,076.59
<b>Total Beginning Cash Balance</b>	<b>\$ 822,115.77</b>	<b>\$ 805,469.41</b>
<b>Receipts</b>		
General Fund	\$ 52,943.31	\$ 65,450.06
June Macek Fund	\$ 1.53	\$ 12,003.13
Reading Garden	\$ 0.43	\$ 100.65
Launch a Young Reader	\$ 2,127.19	\$ 20.37
Pfouts Memorial Fund	\$ 0.20	\$ 0.30
Coronavirus Relief Fund	\$ 0.05	\$ 0.02
Capital Improvements Fund	\$ 10.31	\$ 15.83
<b>Total Receipts</b>	<b>\$ 55,083.02</b>	<b>\$ 77,590.36</b>
<b>Expenses</b>		
General Fund	\$ 70,934.91	\$ 99,037.74
June Macek Fund	\$ 88.30	\$ 76.75
Reading Garden	\$ 135.00	\$ -
Launch a Young Reader	\$ 270.22	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 300.95	\$ 915.20
Capital Improvements Fund	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 71,729.38</b>	<b>\$ 100,029.69</b>
<b>Ending Cash Balance</b>		
General Fund	\$ 561,691.74	\$ 528,104.06
June Macek Fund	\$ 29,164.96	\$ 41,091.34
Reading Garden	\$ 7,982.07	\$ 8,082.72
Launch a Young Reader	\$ 4,789.90	\$ 4,810.27
Pfouts Memorial Fund	\$ 3,766.51	\$ 3,766.81
Coronavirus Relief Fund	\$ 1,997.64	\$ 1,082.46
Capital Improvements Fund	\$ 196,076.59	\$ 196,092.42
<b>Total Ending Cash Balance</b>	<b>\$ 805,469.41</b>	<b>\$ 783,030.08</b>

Middlefield Bank (MBC) December savings account earned \$6.85.  
MBC fourth quarter savings account interest received was \$20.33.  
MBC December checking account interest received was \$20.33.  
STAR Ohio December dividend received was \$22.56  
STAR Ohio current balance is \$307,928.33.

**8-2022** Dawn Tolchinsky moved to accept the December 2021 Financial Statements. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

**Fiscal Officer's Remarks:**

- 1) Donations received since the December 2021 meeting: General Fund - \$775, 18th Annual Fund Drive - \$11,415. The donations that exceeded \$249 are: \$250 each from: John and Debra Epprecht and Junction Auto Sales; \$400 from Joann Miller; \$500 from Jim and Lora Myers; \$1,500 from Bill and Becky Crowley; \$3,000 from Michael and Kareen Caputo; and \$3,500 from the William and Margaret Clark Charitable Foundation, all given for the Annual Fund Drive

**9-2022** Kathy Beten moved to accept the donations as listed above. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

- 2) December 31, 2022, Judy Starr's term in office ends.
- 3) The IRS has set the mileage reimbursement rate for 2022 at \$0.585 per mile for business use. Resolution 57-2016 was passed stating that the BPL mileage rate will match the IRS mileage rate until the Library Board acts to rescind the aforementioned resolution.
- 4) Permanent appropriations will not be presented at this meeting. There is an item that can be discussed; the carryover for the year is over \$500,000. This due to receiving \$144,000 in excess of the estimate in Public Library Fund money as well as other categories, such as donations that were up 269 percent over the budgeted amount. A discussion followed and included how much to be transferred to the Capital Improvements Fund. The transfer can be budgeted but not executed until closer to the end of the year or when the money is needed. Final numbers will be considered after the Amended Certificate is received.
- 5) The annual Fiscal Officers conference held by Ohio Library Council is in person in Columbus this year on April 13 and 14. The Fiscal Officer stated that she is not comfortable attending due to the current spread of COVID-19. Final registration date will be determined and depending on the current statistics regarding COVID-19, attendance will be decided.
- 6) After speaking to Mike Ozinga at Geauga Mechanical, the Fiscal Officer learned the contract that was received was intended to be continuous. There is a statement in the contract to cover cost increases due to industry standards. Forrest Burt stated that since the Library is a public entity an open-ended/continuous contract is not an option. Geauga Mechanical will be contacted regarding the contract.

**Director's Report:**

**Statistics:** Katie pointed out that the December 2020 circulation was the highest December circulation since 2013 and that December 2021 circulation was higher than that in 2016 and 2017; even though 2021 total physical items circulation was down by 17.5 percent from 2020. Year-end circulation increased 20.2 percent over 2021. Katie also disclosed that when comparing 2019 year-end circulation to 2021, BPL had a decrease of 12.91 percent. The Board was given a spreadsheet (copy to follow) showing how all Clevnet libraries year-end circulations numbers compare between 2019 and 2021. She noted that BPL had a decrease of 12.9 percent, the lowest of all the consortium libraries. Statistically, 2020 was the only year that circulation went below 200,000. In 2021 the Library experienced delivery issues; the issues were improving but have declined again. At worst there were over 1,000 items in transit; currently there are over 800. Normally there are about 500 in transit. Home Service circulation has affected numbers as well; patrons are not ready for their scheduled pickups. Letters were given to the patrons asking them to be mindful of delivery dates. In the future if the bags of books are not ready for pick-up, the patrons will have to wait five weeks for their next deliver of books. E-media circulation shows increases; Overdrive circulation was the highest since its start in 2011 and Hoopla was its highest since starting in 2015. Door count was is up from the preceding year but well below 2019 due to a lack of in-person programming. Many statistics are below those of 2019 but are increasing slowly.

- Amy Minor, who recently moved into the Youth Services Assistant position and is very interested in programming. There is still hesitation to begin full programming on the part of the staff. Carrie Rosen has been hired to do a series of five programs for children. Her program on Friday, January 14 was very well attended by approximately 45 people. Also, Amy will begin limited story time programs. The toys will not be reinstated in the Children's Room. The Library's best programing statistics happened in 2019 with 15,681 attendees; while 2020 and 2021 statistics has been much lower due to the pandemic.
- Katie told the Board that Geauga County Public Library has a Meeting Owl PRO, this device is utilized during virtual meetings and has a 360-degree speaker/microphone system enabling the camera to

follow the speaker. This device could be very helpful for Book Club and other meetings. The Board felt that this would be a worthy investment.

- Staffing: Amy Minor was promoted from a Desk Clerk to Youth Services Assistant effective December 27, 2021. Youth Services Manager Cheryl Rich's last day was January 7; she stayed an additional week to train Amy. Positions still open are Circulation Clerk and Youth Services Manager.
- BPL Friends Group is experiencing challenges, the Treasurer is not interested in continuing and the Secretary relocated out of state. The Friends Board has not met since April of 2020. Katie has emailed Ohio Library Council legal council regarding sales tax on book sales. The Library is exempt from collecting sales tax if it only sells items the Library has discarded. BPL can therefore organize volunteers and sell the two years of collected discards without having to pay sales tax. The Friends must still be active to pay for Summer Reading grand prizes; the Library is not permitted to make these purchases.

### **Unfinished Business:**

**Application of credit card reward points to outstanding balance:** The Fiscal Officer spoke with Chris Pratt at Middlefield Bank and was told that the account balance cannot be reduced by the points earned on the credit card.

### **New Business:**

**Approve Permanent Appropriations:** Not available at this time.

**Fund Drive Update:** The Fund Drive has received to date \$23,525; \$2,100 going into the Joseph Durket Launch-A-Young Reader Fund and \$21,425 into the General Fund. There have been 110 donors. The 18<sup>th</sup> Annual Fund Drive has the highest proceeds to date. A list of all the Fund Drive proceeds was presented to the Board (copy to follow).

**Public Comments:** No public present

**10-2022** Kathy Beten moved to adjourn the meeting. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:46 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer