

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee March 16, 2023

Board President Dawn Tolchinsky and Library Director Kathryn Ringenbach reviewed the February 2023 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes March 16, 2023

Present: Board Members Dawn Tolchinsky, Matt Connors, Sue Miller, Judy Starr, and Kathy Beten; Kathryn Ringenbach and Fiscal Officer Rebecca Herrick. No public present.

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

Meeting Minutes:

20-2023 With one correction (“Star” changed to “Starr”) to the March 9 special meeting minutes and no correction to the February 16 regular meeting minutes, Sue Miller moved to accept the minutes. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board with Matt Connors abstaining regarding the March 9 meeting.

Financial Statement:

Beginning Cash Balance	January 2023	February 2023
General Fund	\$ 481,339.80	\$ 497,807.70
June Macek Fund	\$ 36,235.51	\$ 35,781.40
Reading Garden	\$ 8,414.71	\$ 7,660.87
Launch a Young Reader	\$ 3,753.38	\$ 3,782.45
Pfouts Memorial Fund	\$ 3,805.11	\$ 3,814.27
Capital Improvements Fund	\$ 419,104.67	\$ 420,113.02
Total Beginning Cash Balance	\$ 952,653.18	\$ 968,959.71
Receipts		
General Fund	\$ 83,172.70	\$ 191,110.13
June Macek Fund	\$ 85.89	\$ 69.08
Reading Garden	\$ 18.40	\$ 15.73
Launch a Young Reader	\$ 29.07	\$ 7.78
Pfouts Memorial Fund	\$ 9.16	\$ 7.84
Capital Improvements Fund	\$ 1,008.35	\$ 858.63
Total Receipts	\$ 84,323.57	\$ 192,069.19
Expenses		
General Fund	\$ 66,704.80	\$ 69,866.58
June Macek Fund	\$ 540.00	\$ 2,158.30
Reading Garden	\$ 772.24	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ 2,250.00
Total Expenses	\$ 68,017.04	\$ 74,274.88
Ending Cash Balance		
General Fund	\$ 497,807.70	\$ 619,051.25
June Macek Fund	\$ 35,781.40	\$ 33,692.18
Reading Garden	\$ 7,660.87	\$ 7,676.60
Launch a Young Reader	\$ 3,782.45	\$ 3,790.23
Pfouts Memorial Fund	\$ 3,814.27	\$ 3,822.11
Capital Improvements Fund	\$ 420,113.02	\$ 418,721.65
Total Ending Cash Balance	\$ 968,959.71	\$ 1,086,754.02

Middlefield Banking Company February savings account interest earned was \$146.17.
 Rate of Return: 1.21 percent annual yield, month-end balance \$158,716.36.
 MBC February checking account interest received was \$330.04.
 Rate of Return: 1.21 percent annual yield, month-end balance: \$415,049.19.
 February dividend received from STAR Ohio was \$1,898.53.
 Rate of Return: 4.76 percent 30-Day Yield; current balance is \$520,491.75.

21-2023 Matt Connors moved to accept the February 2023 Financial Statements. 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 February 2023 meeting: General Fund - \$460.74, 19th Annual Fund Drive - \$25, Joseph Durket Launch-A-Young Reader Fund - \$26. One donation exceeded \$249; \$460.74 from the James Endowment Fund.

22-2023 Kathy Beten moved to accept the donation exceeding \$249 as listed above. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

- 2) The IRS mileage rate for 2023 increased to 65.5 cents per mile. That is a 3-cent increase from the previous year and the rate that will be used for 2023.

Director’s Report:

Statistics: Katie is encouraged by the February 2023 statistics. The total items circulation showed a four and a half (4.5) percent increase over February 2022, lowering the annual decrease in circulation to only one-point-one (1.1) percent. The children are still not at the library after school but the door count increased six-point-five (6.5) percent over last year. Computer usage and programing both increased.

Staffing update:

- The staff retirement party for Home Services Supervisor Dixie Richardson, Administrative Assistant Patti Cross and Fiscal Officer Rebecca Herrick will be held on April 30 at 1PM. The combined years of experience for the three retirees is 62 years. This is a lot but not compared to the three members of the Board of Trustees that have been members the longest for 78 years total! Former employees and a few family members will be invited to the party. The Friends will be paying for catering.
- The Home Services staffing transition went very smoothly because Crystal Kick, the new department supervisor, was the Home Services assistant for many years. Gennah Brown has worked as Circulation Desk Clerk and a Page prior to taking additional hours in the Home Service department. She will no longer be performing Page duties.
- Two people have been interviewed for the Page position, and the position was offered to one of them.
- Cara Nelson started March 6 as Administrative Assistant; she will have a month of training with Patti Cross before Patti retires. Cara created the invitations for the retirement party. With Patti’s help she made the Board packets.
- Katie spoke to Ed Worso after the meeting on Thursday and offered him the job; he accepted enthusiastically. After the Fiscal Officer returned from vacation, it was decided that Ed’s first day would be April 3. A staff meeting will be held soon after he starts to allow him to reassure staff that he will be focusing on fiscal matters only. If staff feels that he is overstepping, they are to promptly tell Katie. Ed’s attendance at the annual OLC Fiscal Officer training was discussed and strongly encourage by the Board.
- As Panel Chair, Katie is also on the hiring committee for the new CLEVNET Director of IT.
- There is a book sale this weekend.
- The Edible Book Festival is April 1st; Youth Services Supervisor Eli Millette would like the judges to arrive at 10 AM. There are changes to how the festival will be held with instructions will be given prior to the start.

Unfinished Business:

New Business: Attendance at the CPIM conference requires a resolution for accommodations.

23-2023 Sue Miller moved that the Library will pay for an OLC membership, the CPIM conference, overnight accommodations and mileage for Ed Worso to attend. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

Fund Drive Update: The Fund Drive has received to date \$19,325 from 94 donors to date.

Public Comments: No public present

24-2023 Kathy Beten moved to adjourn the meeting. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:21 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer

_____ President
 _____ Secretary
 _____ Fiscal Officer