

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee March 24, 2022

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

## Board Meeting Minutes March 24, 2022

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NWZiOWYwOWItZWiwMC00MjI3LWE4OTAtNWQ5NDExYjg4YTJi%40thread.v2/0?cont%20ext=%20%7b%22id%22%3a%22892462e0-6630-4d5b-a311-b900ff1e4337%22%2c%22oid%22%3a%226de162bb-23d2-40e4-b67f-5d00dd861686%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWZiOWYwOWItZWiwMC00MjI3LWE4OTAtNWQ5NDExYjg4YTJi%40thread.v2/0?cont%20ext=%20%7b%22id%22%3a%22892462e0-6630-4d5b-a311-b900ff1e4337%22%2c%22oid%22%3a%226de162bb-23d2-40e4-b67f-5d00dd861686%22%7d)

Meeting was held in-person with the option for one Board member and the public to join virtually.

**Present:** Board Members Judy Starr, Kathy Beten, Matt Connors, Dawn Tolchinsky, Sue Miller and (virtually via teams) Kristine Thompson; Katie Ringenbach and Fiscal Officer Rebecca Herrick.

Board President Matt Connors called the Meeting to order at 7:01 PM.

### Meeting Minutes:

**17-2022** With no additions or corrections to the February 17, 2022 regular meeting minutes Dawn Tolchinsky moved to accept the minutes. Kristine Thompson seconded the motion and the resolution was passed unanimously by the Board

### Financial Statement:

	January 2022	February 2021
<b>Beginning Cash Balance</b>		
General Fund	\$ 528,104.06	\$ 549,658.67
June Macek Fund	\$ 41,091.34	\$ 39,302.72
Reading Garden	\$ 8,082.72	\$ 7,313.41
Launch a Young Reader	\$ 4,810.27	\$ 4,810.56
Pfouts Memorial Fund	\$ 3,766.81	\$ 3,767.04
Coronavirus Relief Fund	\$ 1,082.46	\$ 0.60
Capital Improvements Fund	\$ 196,092.42	\$ 181,235.90
<b>Total Beginning Cash Balance</b>	<b>\$ 783,030.08</b>	<b>\$ 786,088.90</b>
<b>Receipts</b>		
General Fund	\$ 76,638.62	\$ 142,261.55
June Macek Fund	\$ 2.38	\$ 3.09
Reading Garden	\$ 0.44	\$ 0.58
Launch a Young Reader	\$ 0.29	\$ 45.39
Pfouts Memorial Fund	\$ 0.23	\$ 0.30
Coronavirus Relief Fund	\$ -	\$ -
Capital Improvements Fund	\$ 10.98	\$ 14.32
<b>Total Receipts</b>	<b>\$ 76,652.94</b>	<b>\$ 142,325.23</b>
<b>Expenses</b>		
General Fund	\$ 55,084.01	\$ 65,024.54
June Macek Fund	\$ 1,791.00	\$ 26.40
Reading Garden	\$ 769.75	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 1,081.86	\$ 0.60
Capital Improvements Fund	\$ 14,867.50	\$ -
<b>Total Expenses</b>	<b>\$ 73,594.12</b>	<b>\$ 65,051.54</b>
<b>Ending Cash Balance</b>		
General Fund	\$ 549,658.67	\$ 626,895.68
June Macek Fund	\$ 39,302.72	\$ 39,279.41
Reading Garden	\$ 7,313.41	\$ 7,313.99
Launch a Young Reader	\$ 4,810.56	\$ 4,855.95
Pfouts Memorial Fund	\$ 3,767.04	\$ 3,767.34
Coronavirus Relief Fund	\$ 0.60	\$ -
Capital Improvements Fund	\$ 181,235.90	\$ 181,250.22
<b>Total Ending Cash Balance</b>	<b>\$ 786,088.90</b>	<b>\$ 863,362.59</b>
Middlefield Bank (MBC) February savings account earned \$6.19. MBC February checking account interest received was \$13.86. STAR Ohio February dividend received was \$54.32 STAR Ohio current balance is \$508,009.86.		

**18-2022** Judy Starr moved to accept the February 2021 Financial Statements. Dawn Tolchinsky seconded the motion and the resolution was passed unanimously by the Board.

**Fiscal Officer's Remarks:**

- 1) Donations received since the February 2022 meeting: General Fund - \$648.61, 18th Annual Fund Drive - \$100, Joseph Durket Launch-A-Young Reader Fund - \$45. One donation exceeding \$249 was \$433.61 from the James Endowment Fund.

**19-2022** 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) Middlefield Banking Company Investment accounts report: Interest Business Checking, current Rate of Return (RoR) Annual Yield .07 percent - February 28, 2022 balance - \$201,204.01, today - \$351,351.94. Business Super Saver, current RoR Annual Yield .05 percent, balance - \$161,323.82.
- 3) STAR Ohio investment: current RoR 30 day yield .15 percent, balance - \$508,009.86.
- 4) March disbursement of Public Library Fund (PLF) exceeded the July and December 2021 estimates by \$6,017.87 and \$5,743.08 respectively. Currently, PLF received exceeds the budgeted amount by \$17,025.07.
- 5) Audit proceedings have begun. The auditor is expected in house on or after April 7.
- 6) The boiler replacement is scheduled for May 24 and 25, 2022.
- 7) Rebecca discussed attending the CPIM conference in Columbus on April 13/14 with the Board; she will attend.

**Director's Report:**

**Statistics:** Direct circulation was up for the month of February 2022 by 2.1 percent, but the total physical circulation was down by 10.5 percent. Other statistics are following the current trend regarding door count and computer usage. One statistic that stands out is that OverDrive usage is down rather significantly; this may have something to do with collection development.

- Youth Services Assistant Amy Minor is doing a very good job planning and implementing programming without a department manager in place. She arranged to have a maple program proved by the Log Cabin. We continue to utilize outside contractors for programming.
- The Book Sale is set up and ready for Saturday, March 26. Sale volunteers include a Board Member.
- The Edible Book Festival will be held this year, on April 23. Katie asked the Board to volunteer to be judges; Dawn, Judy and Kathy volunteered.
- Two Berkshire High School seniors will be shadowing at the Library.
- The position of Children's Librarian is still unfilled. A discussion began regarding reimbursing tuition toward staff MLIS degrees; currently there is no policy in place for this. Katie said she would work on presenting a policy. The policy will cover amount of reimbursement and commitment by the applicant to BPL. Funding for this would come from the June Macek Fund, a use approved by Steve Macek
- Library hours: Without the Library fully staffed, it is still operating with reduced hours. Katie inquired about resuming evening hours. One additional evening was proposed. It was decided that Thursday evening would be preferable.
- The Clevnet Director has resigned, leaving the organization unstable. Katie is on the Directors Panel, which is equivalent to the Clevnet Board. The resignation of the Director has increased her commitment from once monthly to multiple times a week.
- Legislative Day: Katie spoke regarding the benefits or lack there of in attending. The Board left the decision up to Katie. The decision to go could be influenced by any significant issue that may arise.
- BPL Fun Fact: There was a bat in the Library last week, flying around the Merritt Room. Patrons were seemingly unaffected by its presence.

**Unfinished Business:** None

**New Business:** None

**Fund Drive Update:** The Fund Drive has received \$24,025 from 116 donors.

**Public comments:** No public present.

**20-2022** Kathy Beten moved to adjourn the meeting. Dawn Tolchinsky seconded the motion and the resolution passed unanimously by the Board.

The meeting adjourned at 7:29 PM.

Respectfully submitted,  
Rebecca S. Herrick  
Library Fiscal Officer