

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Budget Hearing Minutes May 15, 2025

Meeting Commenced: The meeting was called to order at 6:45 PM by Board President Sue Miller.

Present: Board Members Sue Miller, Judy Starr, Matt Connors, Kristine Thompson, Heather Tromba and Julie Ziemak; Director Katie Ringenbach and Fiscal Officer Marie Schwindl; no public attended.

Present Tax Budget: The 2026 Tax Budget was presented, Attachment A.

Discuss Tax Budget: The group discussed the 2026 Tax Budget; no changes were suggested.

Public Comments: None.

27-2025 Kristine Thompson moved to adjourn the meeting. Matt Connors seconded the motion and the resolution was passed unanimously by the Board.

The meeting adjourned at 6:54PM.

Board Meeting Minutes May 15, 2025

Present: Board Members Sue Miller, Judy Starr, Matt Connors, Kristine Thompson, Heather Tromba, and Julie Ziemak; Library Director Katie Ringenbach and Fiscal Officer Marie Schwindl; no public attended.

The meeting was called to order at 7:00PM by Sue Miller.

Meeting Minutes:

28-2025 Heather Tromba moved to accept the April 17, 2025 meeting minutes as presented. Kristine Thompson seconded the motion and the resolution was passed unanimously by the Board.

Financial Statement:

Discussion took place regarding the financial statements for April 2025, Attachment B.

29-2025 Matt Connors moved to accept the April 2025 Financial Statements. Judy Starr seconded the motion and the resolution was passed unanimously by the Board.

Fiscal Officer's Report:

Donations: One donation of \$50 was received since the April 2025 Board Meeting from Lisa and Anthony Formica in memory of Arnold Paul Volkmann.

Health Care Rate Increases for 2025-2026: Stark County Schools Council of Governments has published the proposed Health Care increases for the July 1, 2025 through June 30, 2026 fiscal year. Only Medical will increase by 4.97%. There will be no increase for dental or vision. This increase is expected to be approved at the Stark County Schools Council of Governments June Board meeting.

Directors Remarks:

Statistics: April again saw a significant decrease in door count, circulation and youth programming numbers. The ongoing youth services vacancy is likely the major cause of this. A positive highlight is that adult program attendance more than doubled compared to April 2024.

Staffing Update: The Youth Supervisor position was offered to and accepted by Nadia Wheeler. Nadia does not have her MLS. However, she has worked as a pre-school teacher for eight years and has library experience in youth services for four years. Nadia starts on May 27.

Madi Wagner, Home Services Assistant, will be leaving to go to college at Kent on August 8. Aaron Minor, Page, will also be leaving at the end of the summer for college.

Summer Reading Kickoff: Summer Reading Kickoff is set for June 2 at 1:00PM.

Summer/Fall Newsletter: The summer/fall newsletter is being mailed out May 16.

Clevnet Security Measures: Katie will be sending out training and testing information with the company KnowBe4, working with Clevnet to increase security measures.

Unfinished Business:

***Elevator Modernization Update:** The application for the grant has been submitted. The Geauga County Commissioners are having a public meeting on May 29 at 10:00am and will announce the winner(s).

New Business:

***2026 Tax Budget Presented for Approval:** The 2026 Tax Budget, Attachment A, was presented and discussed at the Budget Hearing.

30-2025 Kristine Thompson made a motion to accept the 2026 Tax Budget as presented. Heather Tromba seconded the motion and the resolution was passed by the following voice vote:

| | | |
|-------------------------|----------------------|--------------------------|
| Kristine Thompson - Yes | Heather Tromba - Yes | Judy Starr - Yes |
| Matt Connors - Yes | Sue Miller - Yes | Julie Ziemak - Abstained |

***Ahola Payroll System:** The Ahola Payroll System was presented and discussed. Questions were addressed.

31-2025 Judy Starr made a motion to accept the Ahola Payroll System. Matt Connors seconded the motion and the resolution was passed unanimously by the Board with Julie Ziemak abstaining.

***Virtual Meetings Policy:** The Virtual Meetings Policy was presented and discussed.

32-2025 Kristine Thompson made a motion to adopt the Virtual Meetings Policy as presented. Heather Tromba seconded the motion and the resolution was passed unanimously by the Board with Julie Ziemak abstaining.

Fund Drive Update: To date the Fund Drive has received \$18,665 from 86 donors.

Public Comments: No public present.

33-2025 Kristine Thompson moved to adjourn the meeting. The motion was seconded by Heather Tromba and the resolution was passed unanimously by the Board.

The meeting was adjourned at 7:41PM.

Respectfully submitted,
Marie Schwindl
Fiscal Officer

| | |
|-------|----------------|
| _____ | President |
| _____ | Secretary |
| _____ | Fiscal Officer |

Attachment A

| 2026 Tax Budget | | | |
|---|---|---------------------------------|--------------------------------------|
| <u>General Fund</u> | <u>Estimated Balance at 1/1/2026</u> | <u>Estimated Revenue</u> | <u>Estimated Expenditures</u> |
| Fund Balance 1/1/2026 | \$ 555,495.49 | | |
| Real Estate Tax | | \$ 408,339.00 | |
| Public Library Fund | | \$ 608,531.00 | |
| Miscellaneous Taxes | | \$ 10,900.00 | |
| Donations | | \$ 19,000.00 | |
| Miscellaneous (Int, Desk Rec, Rent) | | \$ 21,001.00 | |
| Total Revenues | | \$ 1,067,771.00 | |
| <u>Expenditures:</u> | | | |
| Salaries & Benefits | | | \$ (733,403.02) |
| Purchased & Contracted Services | | | \$ (237,401.00) |
| Materials | | | \$ (172,200.00) |
| Supplies | | | \$ (38,500.00) |
| Other Objects | | | \$ (3,400.00) |
| Capital Outlay | | | \$ (32,000.00) |
| Total Expenditures | | | \$ (1,216,904.02) |
| Contingencies | | | \$ (50,000.00) |
| Projected Ending Balance at 12/31/2026 | | | \$ 356,362.47 |

| <u>Special Revenue Funds</u> | | | |
|---|---|---------------------------------|--------------------------------------|
| | <u>Estimated Balance at 1/1/2026</u> | <u>Estimated Revenue</u> | <u>Estimated Expenditures</u> |
| <u>June Macek Fund</u> | | | |
| Projected Income | \$ 8,060.45 | \$ 5,000.00 | |
| Misc. Contracted Svcs | | | \$ (1,825.00) |
| Conferences/Meetings | | | \$ (4,000.00) |
| Travel to Conferences/Meetings | | | \$ (2,000.00) |
| Supplies | | | \$ (1,000.00) |
| Membership | | | \$ (3,000.00) |
| Totals | | \$ 5,000.00 | \$ (11,825.00) |
| Projected Ending Balance | | | \$ 1,235.45 |
| <u>Luxenberg Family Reading Garden</u> | | | |
| <u>Fund</u> | | | |
| Projected Income | \$ 3,613.56 | \$ 2,000.00 | |
| Maintenance and Repair | | | \$ (2,500.00) |
| Land Improvements | | | \$ (2,500.00) |
| Totals | | \$ 2,000.00 | \$ (5,000.00) |
| Projected Ending Balance | | | \$ 613.56 |
| <u>Joseph Durket Launch-A-Young</u> | | | |
| <u>Reader Fund</u> | | | |
| Projected Income | \$ 246.89 | \$ - | |
| General Admin. Supplies | | | \$ (246.89) |
| Totals | | \$ - | \$ (246.89) |
| Projected Ending Balance | | | \$ - |

Attachment B

| Burton Public Library | | |
|--|------------------------|------------------------|
| Financial Statement to the Board of Trustees | | |
| Beginning Cash Balance | March 2025 | April 2025 |
| General Fund | \$ 830,435.84 | \$ 924,360.58 |
| June Macek Fund | \$ 22,899.25 | \$ 22,834.25 |
| Reading Garden | \$ 5,789.72 | \$ 5,729.76 |
| Launch a Young Reader | \$ 3,722.89 | \$ 3,159.97 |
| Pfouts Memorial Fund | \$ 3,832.80 | \$ 3,832.80 |
| Capital Improvements Fund | \$ 206,499.66 | \$ 206,499.66 |
| Total Beginning Cash Balance | \$ 1,073,180.16 | \$ 1,166,417.02 |
| Receipts | | |
| General Fund | \$ 166,532.38 | \$ 47,665.04 |
| June Macek Fund | \$ - | \$ - |
| Reading Garden | \$ - | \$ - |
| Launch a Young Reader | \$ - | \$ 27.00 |
| Pfouts Memorial Fund | \$ - | \$ - |
| Capital Improvements Fund | \$ - | \$ - |
| Total Receipts | \$ 166,532.38 | \$ 47,692.04 |
| Expenses | | |
| General Fund | \$ 72,607.64 | \$ 66,681.48 |
| June Macek Fund | \$ 65.00 | \$ 282.68 |
| Reading Garden | \$ 59.96 | \$ - |
| Launch a Young Reader | \$ 562.92 | \$ - |
| Pfouts Memorial Fund | \$ - | \$ - |
| Capital Improvements Fund | \$ - | \$ - |
| Total Expenses | \$ 73,295.52 | \$ 66,964.16 |
| Ending Cash Balance | | |
| General Fund | \$ 924,360.58 | \$ 905,344.14 |
| June Macek Fund | \$ 22,834.25 | \$ 22,551.57 |
| Reading Garden | \$ 5,729.76 | \$ 5,729.76 |
| Launch a Young Reader | \$ 3,159.97 | \$ 3,186.97 |
| Pfouts Memorial Fund | \$ 3,832.80 | \$ 3,832.80 |
| Capital Improvements Fund | \$ 206,499.66 | \$ 206,499.66 |
| Total Ending Cash Balance | \$ 1,166,417.02 | \$ 1,147,144.90 |
| *Middlefield Banking Company April savings account interest earned \$172.97. Rate of Return: 1.21 percent annual yield, month-end balance \$175,290.08. | | |
| *MBC April checking account interest received \$232.11. Rate of Return: .70 percent annual yield, month-end balance \$389,040.96. | | |
| *STAR Ohio April dividend received \$2,134.11. Rate of Return: 4.47 percent 30-Day Yield, month-end balance \$582,383.93. | | |