

Barberton Public Library
Regular Meeting Board of Trustees, December 21, 2017

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MEMBERS PRESENT

Jennifer Doll
Natalie Genet
Heather McMullen
Leon Ricks

ALSO PRESENT

Julianne Bedel, Director
Ken Cornelius, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer

MEMBERS EXCUSED

Caroline Brindo
Terri Masich
Christopher White

Acting President Genet called the meeting to order at 6:33 pm.

Genet stated the Friends of the Library had no meeting in December but will restart in January. She gave an update on the Little Free Libraries. Also the cart on the main floor is doing well and made \$12 last week.

Moved by Doll, seconded by Ricks to **accept the minutes of the November 2017 regular meeting**. Ayes: Doll, Genet, McMullen, and Ricks. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: November circulation was 25,185, which is 3% lower than last November. This month includes 3,039 eMedia (22% higher than last November) and 11,101 AV (10% lower than this month last year). Reviewing circulation by format over the year, AV is substantially down, books are holding steady or having a modest increase, and eMedia is substantially higher. These trends are comparable to trends at other libraries and sales in retail outlets. Circulation of adult materials was down 2.5%, teen was down 18%, and juvenile was down 8%. Year-to-date circulation was down 3% from last year. New items added totaled 1,117 while 565 items were withdrawn. 165 new patron cards were issued.

Programs & Publicity: 39 programs were attended by 821 individuals. 730 attended juvenile programs, 89 attended adult programs, and 2 attended a teen program. 47 outreach trips were made reaching 823 individuals. 695 of those visited were juveniles, 92 were adults, and 36 were teenagers.

Donations:

Ophelia Averitt - \$10
Martha Bidlingmyer - \$500
Frank Bischoff – 8 books
Marilyn Crenshaw – 2 bags of books
Friends of Barberton Public Library - \$1,250 (Discover Your Library benefit donation)
Fred Jennings – 43 books
Marilyn Kovacs - \$25 (In memory of Ann F. Johns)
Susan Marchiando - \$50 (In memory of Ann F. Johns)
Cindy McMahan - \$25 (In memory of Ann F. Johns)
Nancy Krstich – 37 books
Douglas & Carla McBain - \$200 (for children's, youth, or teen services)
Donald L. McCann, Jr. – 2 Harley Davidson books
Abigail Pickering – 7 toys
Zita Smith – 5 books
James M. Stewart - \$50
Jennifer Sturm – 10 DVDs
Treasure Chest – 330 books
Robert Weigand – Old payroll reports from Stirling Boiler Company
Anonymous - \$2,000 (for children's books or resources), 409 books, 23 magazines, 9 DVDs, & 1 audio book

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Moved by Doll, seconded by Ricks **to accept the donations.** Ayes: Doll, Genet, McMullen, and Ricks. Nays: None. Motion carried.

Other:

Children’s Room staff held a pop-up library at the Breakfast With Santa at West Elementary on Saturday, December 16.

Staff continuing education: Dia Thomas attended an ALA webinar *Librarycon Live!* Alison Huey attended a *Girls Who Code Q&A* webinar and is planning to start a local program here at BPL. Ken Cornelius attended two webinars: UAN End of Year Training and OLC Hinkle System Notes / Year End Reporting for Libraries.

Bedel discussed the recent vandalism that occurred to the west side of the building in the morning of December 1. Camera footage shows the vandal in the act but has not been identified. Repairs to the EIFIS should only be made when the temperature is above 45 degrees and relatively dry. Our contractor is aware of the urgent need for repair and will perform the reparations as the weather cooperates.

The donor display plaque has been installed on the wall in the lobby entrance. The balance of the book spines and the center panel will be installed in January. The recognition levels will be as follows:

- \$500 - \$999
- \$1,000 – 4,999
- \$5,000 - \$19,999 (Josephine Rodenbaugh Tholl)
- \$20,000 + (Margaret Jean Uhl)

Donations will be recognized starting January 1, 2017, going forward and any past donation over \$5,000.

FISCAL OFFICER’S REPORT

The Public Library Fund tax distribution for the month of December for the Barberton Public Library was \$77,185.51.

Moved by Ricks, seconded by Doll **to accept the financial report, bank reconciliations and bills** paid for the month of November, 2017. Ayes: Doll, Genet, McMullen, and Ricks. Nays: None. Motion carried.

RESOLUTION 29-2017 - **Moved** by Doll, seconded by McMullen **to adopt the 2018 temporary estimated revenue and appropriation budget** of \$1,815,452.00 as follows:

REVENUES			
	General Revenue Fund		
	General Property Tax / RE	583,300.00	648,300.00
	Homestead Rollback (PT Allocation)	65,000.00	
	Public Library Fund (PLF)		900,350.00
	Other Income		57,500.00
	Total Revenue		1,606,150.00
	Estimated Carryover of Unencumbered General Fund Balances		600,000.00
	TOTAL Revenue + Unencumbered Balance Carryover		2,206,150.00
	Less Inactive Funds		400,000.00
	Funds to be Appropriated in General Fund		1,806,150.00

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EXPENDITURES			
	100	Library Services	\$ 1,273,650.00
	200	Support Services	371,800.00
	760	Capital Outlay	95,000.00
	910	Transfers	45,700.00
	930	Contingencies	20,000.00
		Total General Fund Expenditures	\$ 1,806,150.00
		Capital Projects	9,302.00
	4001	Building & Equipment	9,302.00
		Total All Expenditures	\$ 1,815,452.00

Ayes: Doll, Genet, McMullen, and Ricks. Nays: None. Motion resolved

Cornelius stated that the state minimum wage has been increased to \$8.30 per hour effective January 1, 2018.

RESOLUTION 30-2017 - Moved by McMullen, seconded by Genet to **increase the minimum starting wage of the Page position from \$8.15 to \$8.30 per hour** effective January 1, 2018. Ayes: Doll, Genet, McMullen, and Ricks. Nays: None. Motion resolved.

RESOLUTION 31-2017 - Moved by Doll, seconded by McMullen to **allow reimbursement of approved library use of a vehicle for 2018 at the rate of 54.5 cents per business mile driven** as adopted by the Internal Revenue Service beginning on January 1, 2018. Ayes: Doll, Genet, McMullen, and Ricks. Nays: None. Motion resolved.

COMMITTEE REPORTS

Personnel Committee – No meeting held.

Building and Equipment Committee – No meeting held.

Finance and Audit Committee – No meeting held.

Summit County Library Trustees Council – None.

COMMUNICATIONS AND CORRESPONDENCE – None

OLD BUSINESS – The Trustees decided to maintain the 6:30 start time for Board meetings in 2018.

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NEW BUSINESS – Bedel would like to apply for a grant to update of Teen Central. Barberton Community Foundation Grant first quarter applications are due the first business day of 2018. BCF funds and existing BPL funds would be used to pay for the project. Estimated costs are:

\$15,000 – furniture

\$3,000 – lighting

\$2,000 – wall paper removal and painting

\$2,000 – reconfigure current magazine shelving and add bulletin boards

\$3,000 – mobile technology (flat screen, gaming system, cabinet on wheels)

\$25,000 – projected total – does not include flooring

RESOLUTION 32-2017 - Moved by Ricks, seconded by Genet to apply for a BCF Grant in the amount of \$15,000 to be used for the renovation and upgrade of Teen Central. Ayes: Doll, Genet, McMullen, and Ricks. Nays: None. Motion resolved

Moved by Doll, seconded by Ricks to adjourn the meeting at 7:22 pm.

Natalie Genet, Acting President

Leon Ricks, Acting Secretary