

Licking County Library
Board of Trustees
Minutes for May 21, 2009 Regular Meeting

The Board of Trustees of the Licking County Library met in regular session on Thursday, May 21, 2009 in second floor Conference Room of the Newark Library. President Barry M. Riley called the meeting to order at 4:00 p.m. the following trustees answered Secretary Pro-Tem Martha (Marty) Morrison's roll call: Mr. Martin (Marty) Altmaier, Ms. Martha (Marty) Morrison, Mrs. Kathy Myers, Mr. Barry M. Riley and Mr. Don Urban.

Trustees excused: Mrs. Laura A. Appleman and Mr. Thad Claggett

Staff present: Mr. Steven Hawk, Mrs. Babette Wofter, Ms. Amber Schaaf, Mr. Doug Stout and Mr. John Jordan

Staff excused: Mrs. Sandra Lodge

Ms. Morrison MOVED, and Mr. Altmaier SECONDED, and it was unanimously approved to adopt the agenda as presented for the meeting. Roll call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

09-027

Adoption of
Agenda

Public Comments

None

Ms. Morrison MOVED, and Mr. Urban SECONDED, and it was unanimously approved the minutes of the March 26, 2009 meeting as submitted. Roll call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

09-028

Approval of
Minutes

Announcements, Presentations & Correspondence

Mr. Hawk announced the arrival of Evan Randall Lodge born on May 2, 2009 to Fiscal Officer Sandra Lodge.

Mr. Riley reported that he received a letter from a patron, Terry Mooney regarding the changes to the 2nd floor of the Newark Library. Mr. Riley noted that he will send a response to Terry Mooney's letter.

Mr. Hawk publicly thanked Doug Stout and John Jordan on all the hard work they have done on rearranging the shelves and furniture at the Newark Library on each floor.

**Licking County Library
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Deputy Fiscal Officer's Report

It was noted that the Finance Committee reviewed the March 2009 financial reports, bills payrolls and investments and recommended the approval at their meeting on April 16, 2009. The balance in the General Fund at the end of March was \$365,154.22. Receipts in the General Fund at the end of March were \$175,220.60 which included the State Income Tax distribution of \$161,974.67. Disbursements in the General Fund for March totaled \$242,634.95. Receipts in the Building & Repair Fund for March totaled \$90.82 and disbursements totaled \$9,733.30. Receipts in the Criss Fund for March totaled \$41.81 and disbursements totaled \$5,002.13. Ms. Morrison MOVED, and Mr. Urban SECONDED, that the March financial reports, bills, payrolls and investments be approved. Roll call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

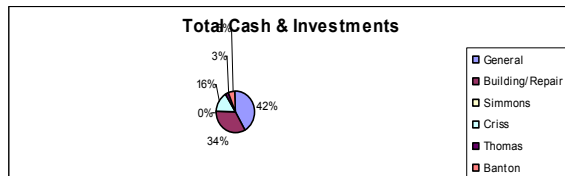
09-029

Approval of
March Financial
Reports

	<p>Licking County Library Cash & Investments Fiscal 2009 - March</p>
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Balances as of March 31, 2009

<u>Fund</u>	<u>Cash</u>	<u>Investments</u>	<u>Total</u>
General	\$116,355.53	\$247,583.90	\$363,939.43
Building/Repair	\$26,085.97	\$267,441.82	\$293,527.79
Simmons	\$0.00	\$334.87	\$334.87
Criss	\$25,969.14	\$116,853.90	\$142,823.04
Thomas	\$0.00	\$27,536.66	\$27,536.66
Banton	\$0.00	\$45,611.12	\$45,611.12
Totals	\$168,410.64	\$705,362.26	\$873,772.90
		Petty Cash	\$1,211.40
Total Cash & Investments			\$874,984.30



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Investment Activity through April 3, 2009

Star Ohio Account (monthly yield = .41%):

Fund	March Balance	April	As of 4/3/09
General Fund	\$247,583.90	\$0.00	\$247,583.90
Building/Repair	\$267,441.82	\$0.00	\$267,441.82
Simmons	\$334.87	\$0.00	\$334.87
Criss Fund	\$116,853.90	\$0.00	\$116,853.90
Thomas Fund	\$27,536.66	\$0.00	\$27,536.66
Banton Fund	\$45,611.12	\$0.00	\$45,611.12
TOTAL	\$705,362.26	\$0.00	\$705,362.26

Estimated April 2009 General Fund Cash Activity

General Fund Cash as of 3/31	\$116,355.53
Conversion of Investments for Cash Management Purposes	\$0.00
Petty Cash/Change	\$1,211.40
Total Available	\$117,566.93
Est. April State Tax Revenue	\$161,974.67
Patron Fines / Fees	\$9,400.00
Cash Available	\$288,941.60
Estimated Bills & Payrolls	(\$255,434.21) ¹
Conversion of Excess Cash to Investments	\$0.00
TOTAL	\$33,507.39

Estimated April 2009 Criss Fund Cash Activity

Criss Fund Cash	\$25,969.14
Conversion of Investments for Cash Management Purposes	\$0.00
Monthly Bill of \$5,000	(\$5,000.00)
Total	\$20,969.14

Notes:

¹ 2 Payrolls (April 9 & April 23) + Bills to be paid in April

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Mr. Altmaier MOVED, and Mrs. Myers SECONDED, that the April financial reports, bills, pay-rolls and investments be approved. Roll call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

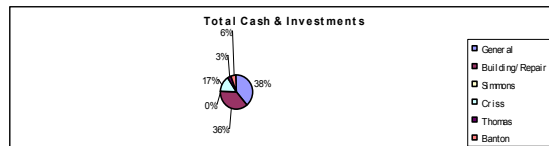
09-030

Approval of April
 Financial
 Reports

	Licking County Library Cash & Investments Fiscal 2009 - April	revised 7/3/09
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Balances as of April 30, 2009

<u>Fund</u>	<u>Cash</u>	<u>Investments</u>	<u>Total</u>
General	\$71,467.98	\$247,663.64	\$319,131.62
Building/Repair	\$26,047.01	\$267,527.95	\$293,574.96
Simmons	\$0.00	\$334.98	\$334.98
Criss	\$20,949.79	\$116,891.53	\$137,841.32
Thomas	\$0.00	\$27,545.52	\$27,545.52
Banton	\$0.00	\$45,625.81	\$45,625.81
Totals	\$118,464.78	\$705,589.43	\$824,054.21
		Petty Cash	\$1,175.11
Total Cash & Investments			\$825,229.32



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Investment Activity through May 3, 2009

Star Ohio Account (monthly yield = .39%):

<u>Fund</u>	<u>April Balance</u>	<u>May</u>	<u>As of 4/3/09</u>
General Fund	\$247,663.64	\$0.00	\$247,663.64
Building/Repair	\$267,527.95	\$0.00	\$267,527.95
Simmons	\$334.98	\$0.00	\$334.98
Criss Fund	\$116,891.53	\$0.00	\$116,891.53
Thomas Fund	\$27,545.52	\$0.00	\$27,545.52
Banton Fund	\$45,625.81	\$0.00	\$45,625.81
TOTAL	\$705,589.43	\$0.00	\$705,589.43

Estimated May 2009 General Fund Cash Activity

General Fund Cash as of 4/30	\$71,467.98
Conversion of Investments for Cash Management Purposes	\$0.00
Petty Cash/Change	\$1,175.11
Total Available	\$72,643.09
Est. May State Tax Revenue	\$296,198.69
Patron Fines / Fees	\$8,900.00
Cash Available	\$377,741.78
Estimated Bills & Payrolls	(\$239,920.97) ¹
Conversion of Excess Cash to Investments	\$0.00
TOTAL	\$137,820.81

Estimated May 2009 Criss Fund Cash Activity

Criss Fund Cash	\$20,949.79
Conversion of Investments for Cash Management Purposes	\$0.00
Monthly Bill of \$5,000	(\$5,000.00)
Total	\$15,949.79

Notes:

¹ 2 Payrolls (May 7 & May 21) + Bills to be paid in May

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Gifts

Mr. Urban MOVED, and Ms. Morrison SECONDED, that the following gifts be accepted:

09-031

Gifts

Restricted: None

Unrestricted: None

Items: 24 Paperback Books from Barbara Palacios
28 Videocassettes from Rhonda Stalling
1 Copy of "90 Minutes in Heaven and "Heaven is Real" by Don Piper
From Cletus and Shirley Beam in honor of Ted & Deb Beam
5 Audio books from John Bou
1 Copy of "Cane River" by Lalita Tademy from Sherri Somers
In honor of Hazel Almendinger
A Copy of "My People; A History of the Native Americans",
"Native Americans" "Wilbur Wrights Flights in France" and
"The Best Christmas Crafts Ever" from Hazel Almendinger
in memory of Mary K. Elizabeth Butt

Roll call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

Other

Mr. Hawk reported that the Licking County 2009 Audit is wrapping up, a few more questions needed to be answered and then it could be signed off on.

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Mr. Urban MOVED and Mr. Altmaier SECONDED, to waive board members from attending class for 3 hours.

09-032

Approval to Waive Board Members from Classes

Finance Committee Meeting

Ms. Morrison reported on the April 16, 2009 Finance Committee meeting. She reported that after reviewing both insurance quotes from Tony Szymczak from Hylant Group and J.P. Stephens from Madison, Collins and Stephens that the library would stay with its current broker, J.P. Stephens with Madison, Collins and Stephens. Ms. Morrison MOVED and Mrs. Myers SECONDED to stay with Madison, Collins and Stephens. Roll call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

09-033

Approval to Stay With Madison, Collins & Stephens

Mr. Riley invited Tim Bubb to speak about the levy planning, timelines and a campaign strategy for a successful levy. Mr. Hawk, Mrs. Wofter and Mr. Riley had attended a levy campaign strategy workshop and Mr. Hawk also donated a web domain name, "Citizen's for Your Library's Future" to the levy campaign. Mr. Riley is currently looking into a chair person, co-chair and treasurer to head up a levy campaign.

The Director presented a proposed General Fund 2010 Budget Request based on 2009 year to date activity and projections, planned transfers of funds from the Building & Repair Fund, and planned disbursements. Ms. Morrison MOVED, and Mr. Altmaier SECONDED that approval be given to the 2010 General Fund Budget. Roll call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

09-034

Approval for 2010 General Fund Budget

Director's Report

Personnel

None

Technology Plan

Mr. Hawk presented a draft of a working document for a Technology Plan that runs through 2011. The plan is necessary for the library's growing Technology needs and qualifies the library for e-rate reimbursements. The Technology Plan could be problematic because it requires substantial sums of money and a stable growing PLF along with a voter approved operating levy. Mr. Altmaier MOVED, and Ms. Morrison SECONDED that approval be given to continue work on the Technology Plan. Roll call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

09-035

Approval to Continue to Work on Technology Plan

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Public Library Fund

Mr. Hawk spoke about the reduction to the Public Library Fund. The May 2009 distribution to the PLF was 26% below the amount distributed in May 2008. OLC now estimates that the PLF for calendar 2009 will be between 15 and 20% less than 2008. If the shortfall is 15% below 2008, we will need to reduce our General Fund operating budget by an additional \$91,882 by the end of 2009. If the shortfall is 20% below 2008, we will have to reduce the budget by \$245,017. A mid-point of 17% than 2008 would require a reduction of \$153,136 by the end of the year.

Mr. Hawk spoke to the staff responsible for selecting library materials for LCL and informed them that their budgets for materials for June, July and August would be reduced by 90% below their regularly monthly allocations.

Other

Mrs. Wofter reported that the Newark Library will host the Recycled Art Show.

Old Business

Mr. Riley announced that Mrs. Appleman has asked that she not be re-appointed as a Licking County Library Board of Trustee when her term expired in July 2009.

New Business

None

There being no further business, the President declared the meeting adjourned at 5:00 p.m.

The next meeting will be held on Thursday, July 23, 2009, at 4:00 p.m. in the 2nd floor Conference Room at the Newark Library of the Licking County Library.