

**Minerva Public Library
Board of Trustees Meeting Minutes
July 27, 2016**

Attendance

Trustees Roger Bartley, Virginia Birks, Rebecca Miller, Richard Rutledge, and Phil Zbasnik; Library Director Tom Dillie, Fiscal Officer Mary Jane Smith.

Call to Order

The meeting was called to order at 6:34 p.m. in the Library Board Room.

Adjustments to the Agenda

None

Public Participation

None

Minutes: Virginia Birks moved and Phil Zbasnik seconded to approve the minutes of the June 22, 2016 Board Meeting. The motion passed unanimously.

Old Business

None

Fiscal Officer's Report

Monthly Financial Reports: Richard Rutledge moved and Rebecca Miller seconded to accept the monthly financial reports for June 2016. The motion passed unanimously.

PLF Distribution: The July distribution was \$66,733.02 up 2.2% from last July and up 1.1% year to date. July's PLF came in \$8,743 higher than the \$57,990 which was estimated by the Ohio Department of Taxation.

Net Position:

June Revenue	= \$62,112	YTD Revenue	= \$353,996
June Expenses	= <u>\$59,642</u>	YTD Expenses	= <u>\$355,996</u>
Difference	= \$ 2,470	Net Position	= -\$ 2,000

Public Library Fund Update: The latest estimate of the 2016 PLF as of June 22, 2016 is \$691,194.65, which leaves \$287,206.85 for August through December. The latest estimate of the PLF for 2017 from the Ohio Department of Taxation is \$720,563.88 as of 7/25/16. This is a 4.32% increase over the current estimate for 2016. ODT will update the 2017 estimates again in December 2016. Please keep in mind that the PLF will receive 1.7% of the General Fund until June 30, 2017. The rate then reverts back to 1.66% on July 1, 2017, unless it is changed in the next state budget for the FY18-19.

Unique Management: Unique Management's June invoice was \$98.45 for 11 placements.

Reallocated Appropriations: None

New Business

Amend Current Appropriation: Last month the Board approved moving appropriated funds within the capital projects accounts in order to make money available for replacement and upgrade of the HVAC controller. In the past month, two more capital projects have come up which would require an increase in amount appropriated to the Furniture and Equipment fund.

Replacing the microfilm reader/printer—the library has an older model reader/printer that does not provide very good images of the newspaper microfilm and is not easy to use. Allied Infotech has provided quotes for purchasing either an Alos ZScan 46-II reader/printer that uses a projected image and prints from the machine to a linked printer at \$9000, or an Indus 4601 digital film scanner that creates an HD digital image of the microfilm that is then viewed, edited, and printed from a linked PC and printer at \$9400. Both require an external printer, and would be connected to the networked printers already owned by the library. The digital imaging device also requires a linked PC which would cost about \$1000. Information sheets on both choices will be presented at the Board meeting. This project will be paid for from the large donation received in 2015 to support capital projects.

Replacing/Upgrading the parking lot cameras—as was discussed at the June Board meeting, the parking lot security camera has failed and needs to be replaced. The upgraded camera software will now support additional USB cameras. Rather than replace the panning camera, Director Dillie would like to add three fixed cameras to cover the parking lot and an additional camera to the building entrance. The price from 21st Century Alarm for four external cameras is \$3500 installed. This project would be paid for as a regular library capital expenditure.

Resolution 16-07-01: Rebecca Miller moved and Richard Rutledge seconded to amend the 2016 Appropriations Budget to add \$25,000 to the \$8,000 previously appropriated to the Capital Projects Fund Account 4001-760-750-0000 Furniture and Equipment to have available to purchase a new microfilm digital reader and associated computer for approximately \$10,500, and to add fixed cameras to the entire parking lot for \$3,500, and to make an \$11,000 available in the fund for the remainder of 2016. The motion passed unanimously.

Correspondence

None

Travel and Meetings

None for June

Director's Report

Phil Zbasnik moved and Rebecca Miller seconded to accept monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

Annual Library Statistics: We have now seen six months of steady increases over 2015. May continues the trend of increased activity of 2015. Door counts were up 5.8% for the month and are now up 8.9% for the year; the increases lately have been in the upstairs count, with the side-door student-visit down a bit. In-house circulation was up 11.5% for the month and

is now up 11.2% year-to-date. Total circulation, which includes in-house circ, loans to SEO libraries, and downloadable content, was up 10.3% for the month and now up 10% for the year. Downloadable content circ is up 44% year-to-date. The library's loans to and borrows from other SEO libraries are pretty much flat, so the increase we see is more use of Minerva materials by Minerva patrons. A spreadsheet comparing circulation by general collection type for the first six months of 2015 and 2016 is included in the Board packet.

Accept Gifts

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Contributions	\$ 26.10	06/01/2016
Contributions	\$ 35.95	06/14/2016
Contributions	\$ 14.30	06/20/2016
Contributions	\$ 29.50	06/29/2016
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Total Restricted and Unrestricted	\$ 105.85	

In-kind Gifts

Anonymous

31 hardcovers, 21 trade paperbacks, 9 mass market paperback; 3 DVDs; 1 audiobook

Adjournment

The meeting adjourned at 7:20 p.m.

The next Regular Board Meeting will be held on August 24, 2016 at 6:30 pm in the Minerva Public Library Board Room.