

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: August 16, 2023

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The Board of Trustees Regular Meeting was held from 5:30 PM to 6:45 PM at Ashtabula Public Library

President Westlake called the meeting to order at 5:30PM with the following Trustees, staff and guests present:

Trustees: Hamper, Kohler, Misener, Skleres (arrived at 5:50 PM), Westlake

Director Neubauer, Fiscal Officer Williams

Absent and excused: Trustees Avsec and Butler

Absent: None

Guests: Ashtabula Branch Manager Ryan Whelpley, Ric Consiglio

Public Comments / Announcements / Communications

1. None

Board Announcements

President Thomas Westlake reviewed the attached construction and board meeting timeline.

Consent Agenda

Westlake asked if the monthly excel reports could have a larger font to make them easier to read on a computer.

Misener moved and Hamper seconded motion to approve the Consent Agenda as presented, all Ayes.

2023-37.

Ashtabula Branch Update

Branch Manager Whelpley provided the following update:

- Youth registration for the Summer Reading Program (“SRP”) was less than 2022, but completion rates were substantially higher than 2022 (SRP stats attached);
- Most of the programming is focused on kids – STEAM & STEM;
- Hayley Nieves and Teresa Rivera are corroborating on art projects;
- Storytime remains very popular;
- Stephen Moncrief (Youth Services Manager) has programming planned out through the end of the year and has coordinated with Marketing;
- Tina Conrad is now based in Ashtabula, but she will continue programs in both buildings;
- Future programs include programs geared towards Home Schoolers, and the launch of “1,000 Books Before Kindergarten”;
- Trustees are encouraged to attend the Youth Services Open House on 09/06/2023 from 5:00-7:30 PM in Ashtabula.

CultureGrams Database Overview

Ric Consiglio reviewed the CultureGrams database (summary attached).

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Old Business

1. Geneva Project Update

- Director Penny Neubauer provided the following update
 1. Meeting with the Ashtabula Foundation next week at Geneva Public Library;
 2. Meeting with the Robert S. Morrison Foundation next week.(TBD);
 3. ACDL is going to wait for the decisions from the two (2) foundations mentioned above, and perhaps a third foundation, along with the building cost estimate, before proceeding with fund raising.

New Business

1. Approval of CMR contracts with Regency Construction Services

Misener moved and Skleres seconded motion to approve the CMR contracts with Regency Construction Services. Upon roll call, all voted Aye.
2023-38.

2. Resolution to approve 2024 Tax Budget

- Trustee Irene Skleres informed the Board that the Finance Committee recommends approving the 2024 Tax Budget as presented.

Skleres moved and Misener seconded motion to approve the 2024 Tax Budget. Upon roll call, all voted Aye.
2023-39.

3. Approval of Revised Personnel Policy P5.4 Harassment

Misener moved and Hamper seconded motion to approve revised Personnel Policy P5.4 Harassment as presented, all Ayes.
2023-40.

4. Updated Organizational Chart

- Neubauer reviewed the attached Organizational Chart

5. ACDL Foundation Fundraiser Request

- Trustee Carmen Hamper reported the ACDL is having a “Books & Brews” fundraiser at the Ashtabula Library on 10/21/2023 and requested ACDL waive the usual cost for after-hours use of the Library.

Skleres moved and Kohler seconded motion to waive the cost as requested, all Ayes.
2023-41.

- After the vote, Hamper informed the Board that tickets can be purchased online or from individuals selling tickets (ticket needed), and that volunteers are needed for the fundraising event itself. Signups @ SignUpGenius.

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ASHTABULA COUNTY DISTRICT LIBRARY

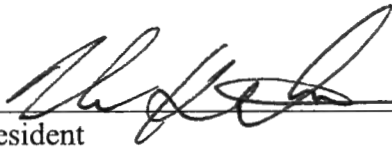
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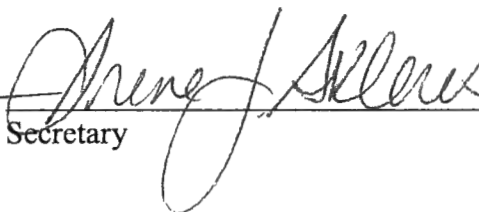
Items Too Late for Agenda

Westlake reported the next Capital Campaign committee meeting will be in October after the decisions from the Ashtabula Foundation and the Robert S. Morrison Foundation are (hopefully) known and the expected cost of the expansion is known.

Hearing no further action, Westlake adjourned the meeting at 6:45 PM.



President



Secretary

Next Board Meeting: **Regular Meeting**
 Ashtabula Public Library
 September 20, 2023
 5:30 PM

Financial Worksheet - Budget

2024 Tax Budget

Year 2023

Fund Classification: 1000 General

Fund Name: General

Description	2021	2022	Current 2023	2024
Fund Balance 1/1	\$2,009,176.91	\$1,031,291.04	\$1,472,559.90	\$1,493,701.60
Fund Balance Adjustments	\$0.00	-\$0.02	\$0.00	\$0.00
Revenues				
Property and Other Local Taxes				
Real Estate Tax	\$1,377,421.15	\$1,375,741.78	\$1,377,134.00	\$1,377,134.00
Personal Property Tax	\$0.00	\$0.00	\$0.00	\$0.00
Other - Local Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Intergovernmental				
Grants - In - Aid	\$5,850.00	\$69,448.74	\$51,080.00	\$39,080.00
Public Library Fund - State	\$1,595,922.24	\$1,726,445.75	\$1,696,160.00	\$1,689,999.10
Property Tax Allocation	\$41,582.72	\$0.00	\$0.00	\$0.00
Patron Fines and Fees	\$15,954.37	\$20,910.14	\$20,910.00	\$20,910.00
Services Provided to Other Entities	\$0.00	\$0.00	\$0.00	\$0.00
Contributions, Gifts and Donations	\$9,766.15	\$10,225.34	\$10,225.00	\$10,225.00
Earnings on Investments	\$17,100.66	\$24,311.28	\$24,312.00	\$24,312.00
Miscellaneous	\$10,323.08	\$16,806.53	\$956.00	\$956.00
Total Revenue	\$3,073,920.37	\$3,243,889.56	\$3,180,777.00	\$3,162,616.10
Expenditures				
Library Service - Salaries	\$1,014,513.47	\$1,168,644.68	\$1,327,354.30	\$1,377,176.00
Library Service - Other	\$927,018.74	\$1,118,556.00	\$1,293,365.00	\$1,399,153.00
Debt Service - Other	\$8,814.00	\$8,820.00	\$8,820.00	\$8,820.00
Total Expenditures	\$1,950,346.21	\$2,296,020.68	\$2,629,539.30	\$2,785,149.00
Other Financing Sources & Uses				
Sources				
Sale of Bonds	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Notes	\$0.00	\$0.00	\$0.00	\$0.00
Other Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfers - In	\$1,000.03	\$0.00	\$0.00	\$0.00
Advances - In	\$0.00	\$0.00	\$0.00	\$0.00
Special Items	\$0.00	\$0.00	\$0.00	\$0.00
Extraordinary Items	\$0.00	\$0.00	\$0.00	\$0.00
Other - Other Financing Sources	\$0.00	\$0.00	\$0.00	\$2,500,000.00
Uses				
Transfers - Out	-\$2,095,854.28	-\$500,000.00	-\$500,000.00	-\$2,907,000.00
Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00
Contingencies	\$0.00	\$0.00	-\$22,996.00	-\$24,000.00
Other - Other Financing Uses	-\$6,605.78	-\$6,600.00	-\$7,100.00	\$0.00
Total Other Financing Sources & Uses	-\$2,101,460.03	-\$506,600.00	-\$530,096.00	-\$431,000.00
Fund Balance 12/31	\$1,031,291.04	\$1,472,559.90	\$1,493,701.60	\$1,440,168.70
Less: Encumbrances 12/31	\$0.00	\$9,391.30	\$0.00	\$0.00

Financial Worksheet - Budget

2024 Tax Budget

Year 2023

Fund Classification: 1000 General

Fund Name: General

Description	2021	2022	Current 2023	2024
Less: Reserve Balance 12/31	\$0.00	\$0.00	\$0.00	\$0.00
Unencumbered Undesignated 12/31	\$1,031,291.04	\$1,463,168.60	\$1,493,701.60	\$1,440,168.70

Each Fund Balance 1/1 reflects the prior year's Fund Balance 12/31, not its Unencumbered Undesignated 12/31. Encumbrances 12/31 and Reserve Balance 12/31 should become expenditures in subsequent years.

Financial Worksheet - Budget

2024 Tax Budget

Year 2023

Fund Classification: 3001 Debt Service

Fund Name: Debt Service

Description	2021	2022	Current 2023	2024
Fund Balance 1/1	\$30,496.52	\$0.00	\$0.00	\$0.00
Fund Balance Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Revenues				
Property and Other Local Taxes				
Real Estate Tax	\$0.00	\$0.00	\$0.00	\$0.00
Personal Property Tax	\$0.00	\$0.00	\$0.00	\$0.00
Other - Local Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Intergovernmental				
Grants - In - Aid	\$0.00	\$0.00	\$0.00	\$0.00
Public Library Fund - State	\$0.00	\$0.00	\$0.00	\$0.00
Property Tax Allocation	\$0.00	\$0.00	\$0.00	\$0.00
Patron Fines and Fees	\$0.00	\$0.00	\$0.00	\$0.00
Services Provided to Other Entities	\$0.00	\$0.00	\$0.00	\$0.00
Contributions, Gifts and Donations	\$0.00	\$0.00	\$0.00	\$0.00
Earnings on Investments	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00
Expenditures				
Debt Service - Other	\$1,893,069.18	\$0.00	\$0.00	\$140,220.00
Total Expenditures	\$1,893,069.18	\$0.00	\$0.00	\$140,220.00
Other Financing Sources & Uses				
Sources				
Sale of Bonds	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Notes	\$0.00	\$0.00	\$0.00	\$0.00
Other Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfers - In	\$1,863,572.69	\$0.00	\$0.00	\$142,000.00
Advances - In	\$0.00	\$0.00	\$0.00	\$0.00
Special Items	\$0.00	\$0.00	\$0.00	\$0.00
Extraordinary Items	\$0.00	\$0.00	\$0.00	\$0.00
Other - Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00
Uses				
Transfers - Out	-\$1,000.03	\$0.00	\$0.00	\$0.00
Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00
Contingencies	\$0.00	\$0.00	\$0.00	\$0.00
Other - Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Financing Sources & Uses	\$1,862,572.66	\$0.00	\$0.00	\$142,000.00
Fund Balance 12/31	\$0.00	\$0.00	\$0.00	\$1,780.00
Less: Encumbrances 12/31	\$0.00	\$0.00	\$0.00	\$0.00
Less: Reserve Balance 12/31	\$0.00	\$0.00	\$0.00	\$0.00
Unencumbered Undesignated 12/31	\$0.00	\$0.00	\$0.00	\$1,780.00

Financial Worksheet - Budget

2024 Tax Budget

Year 2023

Fund Classification: 3001 Debt Service

Fund Name: Debt Service

Description	2021	2022	Current 2023	2024
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Each Fund Balance 1/1 reflects the prior year's Fund Balance 12/31, not its Unencumbered Undesignated 12/31.
Encumbrances 12/31 and Reserve Balance 12/31 should become expenditures in subsequent years.

Financial Worksheet - Budget

2024 Tax Budget

Year 2023

Fund Classification: 4007 Capital Projects

Fund Name: Development Fund

Description	2021	2022	Current 2023	2024
Fund Balance 1/1	\$604,358.78	\$764,324.69	\$1,229,447.44	\$1,362,001.44
Fund Balance Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Revenues				
Property and Other Local Taxes				
Real Estate Tax	\$0.00	\$0.00	\$0.00	\$0.00
Personal Property Tax	\$0.00	\$0.00	\$0.00	\$0.00
Other - Local Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Intergovernmental				
Grants - In - Aid	\$0.00	\$0.00	\$0.00	\$0.00
Public Library Fund - State	\$0.00	\$0.00	\$0.00	\$0.00
Property Tax Allocation	\$0.00	\$0.00	\$0.00	\$0.00
Patron Fines and Fees	\$0.00	\$0.00	\$0.00	\$0.00
Services Provided to Other Entities	\$0.00	\$0.00	\$0.00	\$0.00
Contributions, Gifts and Donations	\$10,000.00	\$1,201.26	\$0.00	\$350,000.00
Earnings on Investments	\$9,592.97	\$15,810.01	\$11,328.00	\$11,328.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$19,592.97	\$17,011.27	\$11,328.00	\$361,328.00
Expenditures				
Library Service - Other	\$84,483.65	\$45,888.52	\$208,099.00	\$2,500,000.00
Collection Development and Processing - C	\$6,000.00	\$6,000.00	\$21,000.00	\$0.00
Capital Outlay - Other	\$1,425.00	\$0.00	\$149,675.00	\$660,000.00
Total Expenditures	\$91,908.65	\$51,888.52	\$378,774.00	\$3,160,000.00
Other Financing Sources & Uses				
Sources				
Sale of Bonds	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Notes	\$0.00	\$0.00	\$0.00	\$0.00
Other Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfers - In	\$232,281.59	\$500,000.00	\$500,000.00	\$2,765,000.00
Advances - In	\$0.00	\$0.00	\$0.00	\$0.00
Special Items	\$0.00	\$0.00	\$0.00	\$0.00
Extraordinary Items	\$0.00	\$0.00	\$0.00	\$0.00
Other - Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00
Uses				
Transfers - Out	\$0.00	\$0.00	\$0.00	\$0.00
Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00
Contingencies	\$0.00	\$0.00	\$0.00	\$0.00
Other - Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Financing Sources & Uses	\$232,281.59	\$500,000.00	\$500,000.00	\$2,765,000.00
Fund Balance 12/31	\$764,324.69	\$1,229,447.44	\$1,362,001.44	\$1,328,329.44
Less: Encumbrances 12/31	\$0.00	\$0.00	\$0.00	\$0.00

Financial Worksheet - Budget

2024 Tax Budget

Year 2023

Fund Classification: 4007 Capital Projects

Fund Name: Development Fund

Description	2021	2022	Current 2023	2024
Less: Reserve Balance 12/31	\$0.00	\$0.00	\$0.00	\$0.00
Unencumbered Undesignated 12/31	\$764,324.69	\$1,229,447.44	\$1,362,001.44	\$1,328,329.44

Each Fund Balance 1/1 reflects the prior year's Fund Balance 12/31, not its Unencumbered Undesignated 12/31. Encumbrances 12/31 and Reserve Balance 12/31 should become expenditures in subsequent years.

Financial Worksheet - Budget

2024 Tax Budget

Year 2023

Fund Classification: 5001 Enterprise

Fund Name: Lakeside HS Library Fund

Description	2021	2022	Current 2023	2024
Fund Balance 1/1	\$0.00	\$0.00	\$0.00	\$10,000.00
Fund Balance Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Revenues				
Property and Other Local Taxes				
Real Estate Tax	\$0.00	\$0.00	\$0.00	\$0.00
Personal Property Tax	\$0.00	\$0.00	\$0.00	\$0.00
Other - Local Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Intergovernmental				
Grants - In - Aid	\$0.00	\$0.00	\$0.00	\$0.00
Public Library Fund - State	\$0.00	\$0.00	\$0.00	\$0.00
Property Tax Allocation	\$0.00	\$0.00	\$0.00	\$0.00
Patron Fines and Fees	\$0.00	\$0.00	\$0.00	\$0.00
Services Provided to Other Entities	\$0.00	\$0.00	\$0.00	\$0.00
Contributions, Gifts and Donations	\$0.00	\$0.00	\$0.00	\$0.00
Earnings on Investments	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$93,310.00	\$93,310.00
Total Revenue	\$0.00	\$0.00	\$93,310.00	\$93,310.00
Expenditures				
Public Service and Programs - Salaries	\$0.00	\$0.00	\$25,022.00	\$41,511.00
Public Service and Programs - Other	\$0.00	\$0.00	\$58,288.00	\$54,589.00
Total Expenditures	\$0.00	\$0.00	\$83,310.00	\$96,100.00
Other Financing Sources & Uses				
Sources				
Sale of Bonds	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Notes	\$0.00	\$0.00	\$0.00	\$0.00
Other Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfers - In	\$0.00	\$0.00	\$0.00	\$0.00
Advances - In	\$0.00	\$0.00	\$0.00	\$0.00
Special Items	\$0.00	\$0.00	\$0.00	\$0.00
Extraordinary Items	\$0.00	\$0.00	\$0.00	\$0.00
Other - Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00
Uses				
Transfers - Out	\$0.00	\$0.00	\$0.00	\$0.00
Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00
Contingencies	\$0.00	\$0.00	\$0.00	\$0.00
Other - Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Financing Sources & Uses	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance 12/31	\$0.00	\$0.00	\$10,000.00	\$7,210.00
Less: Encumbrances 12/31	\$0.00	\$0.00	\$0.00	\$0.00
Less: Reserve Balance 12/31	\$0.00	\$0.00	\$0.00	\$0.00

Financial Worksheet - Budget

2024 Tax Budget

Year 2023

Fund Classification: 5001 Enterprise

Fund Name: Lakeside HS Library Fund

Description	2021	2022	Current 2023	2024
Unencumbered Undesignated 12/31	\$0.00	\$0.00	\$10,000.00	\$7,210.00

Each Fund Balance 1/1 reflects the prior year's Fund Balance 12/31, not its Unencumbered Undesignated 12/31. Encumbrances 12/31 and Reserve Balance 12/31 should become expenditures in subsequent years.