

**Minerva Public Library  
Board of Trustees Meeting Minutes  
May 25, 2016**

**Attendance**

Trustees Virginia Birks, Louanne Kiko, 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 6:30 p.m. in the Library Board Room.

**Adjustments to the Agenda**

None

**Public Participation**

None

**Minutes:** Louanne Kiko moved and Phil Zbasnik seconded to approve the minutes of the April 27, 2016 Board Meeting. The motion passed unanimously.

**Old Business**

**Appointment of Trustees:** School Superintendent Chaddock has confirmed that Roger Bartley and Dick Rutledge were appointed to the Library Board at the May 16, 2016 School Board meeting. Their terms will run until December, 2022.

**Unique Management:** Unique Management has provided the library a further report showing the cumulative recovery of materials and money from patrons sent to collection from 2012-2015 broken down by amount owed to the library. A copy of that report is included in the Board Packet. It provides a different way of looking at the information provided at last month's meeting that summarized the cash and materials recovered during the past four years of the company's interactions with Minerva patrons. Over the library's entire history with Unique the general statistics are:

- Number of Patrons referred to Unique Management: 1,114
- Number of Patrons Credit Reported: 477
- Number of Patrons who pay their account in full after being credit reported: 50
- Percent of Patron who pay their account in full after being credit reported: 10.5%

The chart provided this month shows that the 74% of the patrons sent to collection owed the library between \$25-\$75 in materials and fees, and approximately 18% of the total owed by those patrons was recovered in cash; the dollar value of materials recovered from this group was 19.6% of the total owed, and staff waived an additional 11.6%, leaving roughly half of the amount

owed unrecovered. The goal of using the collection agency is to bring long-overdue materials back to the library, and it seems reasonable to focus UMS on those patrons who have checked out materials but not returned them, rather than also chasing patrons who have accumulated large overdue fines. There was general discussion among the Trustees and staff about the purpose of using a collection agency and how effective UMS is at retrieving materials. The return on investment is more than double and the most effective retrieval is from patrons who owe lower amounts of money. Director Dillie pointed out that fewer patrons will now hit the \$25.00 threshold from fines alone because the library the DVD fine rate to 10 cents a day at the beginning of this year. Trustees did agree that it made sense to focus the attention of UMS on retrieving materials rather than collecting large overdue fines.

**Resolution 16-05-01:** Virginia Birks moved and Rebecca Miller seconded to revise as presented the library's public service policy regarding sending delinquent patron accounts to Unique Management Services effective June 1, 2016. The motion passed unanimously.

### **2.35 Collection Agency**

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A patron account with ~~total~~ billed charges of \$25.00 or more for unreturned library materials that is 54 days past due will be sent to UMS and a \$10.00, non-refundable, service charge will be added to the account. UMS will contact the patron by phone and letter over the following 120 days in hopes of resolving the problem. ~~At the end of the 120-day period, UMS reports accounts that remain delinquent to three major credit agencies.~~

### **Fiscal Officer's Report**

**Monthly financial Reports:** Phil Zbasnik moved and Louanne Kiko seconded to accept the monthly financial reports for April, 2016. The motion passed unanimously.

**PLF Distribution:** The May distribution was \$57,151.63 down 19.9% from last May and down 2.2% year to date. This is \$6,372.74 less than the PLF at this time last year. The Ohio Dept. of Taxation has attributed part of this shortfall to a reduction in income tax collections in April. Fiscal Officer Smith pointed out the renewal of the property and liability insurance and the audit fee were one-time annual expenditures that cost over \$11,000 together and more that accounted for the negative position in April.

#### Net Position:

April Revenue	= \$50,797	YTD Revenue	= \$232,758
April Expenses	= <u>\$61,078</u>	YTD Expenses	= <u>\$240,459</u>
Difference	= -\$10,281	Net Position	= -\$ 7,701

**Unique Management:** Unique Management's April invoice was \$53.70 for 6 placements.

**2017 Tax Budget:** The library must file a tax budget for next year with the Auditors' Offices. We do not have revenue estimates for 2017 and this document serves only as placeholder. It is essentially a restatement of the current 2016 budget. A copy of the tax budget was included in the Board packet.

**Resolution 16-05-02:** Virginia Birks moved and Louanne Kiko seconded to approve the 2017 Tax Budget in summary form as submitted. The motion passed unanimously.

**Reallocated Appropriations:** None

### **New Business**

**Guiding Ohio Online:** The State of Ohio manages an AmeriCorps program to provide volunteers who do technology training for patrons in Ohio public libraries. This library applied for a part-time AmeriCorps volunteer and was successful. The volunteer will work in the library between September 19, 2016 and August 19, 2017 providing 900 hours of service. The library will provide matching funds of \$1,250.00 to the State Library of Ohio which in turn uses grant money to provide the rest of the volunteer's stipend. The AmeriCorps volunteer is not considered an employee of either Minerva Public Library or the State Library of Ohio. Because the library is in effect accepting grant money for this service, the Board should formally approve the library's participation in the program.

**Resolution 16-05-03:** Louanne Kiko moved and Virginia Birks seconded to participate in the Guiding Ohio Online AmeriCorps Program between September 19, 2016 and August 19, 2017, and to provide matching funds of \$1,250.00. The motion passed unanimously.

**State-wide Delivery Contract:** The State Library Ohio has informed participating libraries of the new rates for delivery service to begin July 1. The annual fee for five-day-a-week delivery and pick-up is \$8,023.47, a \$270.27 increase over the current annual contract, for an average cost of \$32.00 a day, Monday through Friday. In 2015 the library loaned 37,248 items to other SEO libraries and borrowed 11,595 for Minerva patrons, a total of 48,843 items. If one counts two trips, sending and receiving, for each item, the cost per item trip under the new contract is still only 8.2 cents.



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\*Includes \$25.00 given by Robert Gallina in memory of Conrad Rinto

\*Includes \$50.00 given by Connie Ruth in memory of Mary Ann Hays

**In-kind Gifts**

Charles Fitterer

6 DVDs

anonymous

6 hardcovers; 7 trade  
paperbacks; 13 mass market; 8  
DVDs; 1 audiobook

**Adjournment**

The meeting adjourned at 7:29 p.m.

The next Regular Board Meeting will be held on June 22, 2016 at 6:30 pm in the  
Minerva Public Library Board Room.