

Scenic Regional Library
Board Minutes – October 19, 2010

The Scenic Regional Library Boards of Trustees met on October 19, 2010 at the Union Library. Dan Wilson presided at the meeting. Those attending the meeting were JoAnn Schweissguth, John Barry, Diann Wacker, Bob Niebruegge, Carla Robertson, Susan Richardson, Louise Baker, Joy Dufrain, Karen Holtmeyer, Vivienne Beckett and Ken Rohrbach. Kathi Ham, Christine Schmidt, Jim Davis, John Cheatham and Carol Bell were absent.

Dan Wilson asked if there were any corrections to the minutes of the previous board meeting. Hearing none he stated that the minutes of the September 21, 2010 meeting would stand approved as presented.

**Approval of
Minutes**

The Financial Report was reviewed. Ken Rohrbach noted the following: The Warren County D/I certificate of deposit was renewed at Heritage Bank, the Vossbrink Bequest Account has been combined into the Gift & Endowment Account, percent of expenditures in budget categories, renewal of the Ancestry.com database and the Tutor.com service. The MOREnet fee for FY2011 was \$9,818.50 because it included only the circuit costs for Union. The circuit contracts for all other Scenic locations will expire in FY2013. *Joy Dufrain made the motion to approve the Financial Report and transfer of funds. Susan Richardson seconded the motion. The motion was approved unanimously.*

**Financial
Report &
Transfer of
Funds**

Dan Wilson and Joy Dufrain reported on the MLA conference. Ken Rohrbach stated that the staff had attended 38 separate sessions and events which were overwhelmingly worthwhile. An extension has been granted on the Website Grant with the final report now due on May 30, 2011. The 2009 Branch Expense report was distributed and explained. FY11 state aid was reduced by 10 per cent, meaning that the library will receive 50 cents per capita instead of 55 cents. Vivienne Beckett highlighted library events. Ken Rohrbach noted that the circulation pattern for Scenic is virtually the same as for Trails Regional Library, comprised of two counties bordering on the Kansas City metropolitan area.

Reports

Ken Rohrbach detailed the ongoing exploration of the old post office in St. Clair as a possible library site. Washington Engineering has toured the building and will be preparing a remodeling estimate. Charles Gillick will be performing an appraisal of the current library property. It has been suggested that the library get an inspection of the old post office. The consensus of the board was to wait until the economic feasibility of the project has been determined. It was requested that a small committee from the Franklin County Board be formed in order to keep the process moving. There was no objection to this. A sheet listing potential 2010 funds available for the 2011 budget and also funding options for the St. Clair facility was distributed and reviewed. Bob Niebruegge noted that the two subtotals on funds available did not add up to the total amount. The discrepancy will be corrected.

**Potential St.
Clair Library
Facility**

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A preliminary estimate of income and general expense categories for the 2011 budget was distributed. Ken Rohrbach stated that the increases in tax levy income were based on assessed valuation trends over the past three years. Other income categories reflected current information and assumes using funds in the county accounts as funds forward. In all likelihood the 2011 budget will need to be revised at least twice to adjust for the St. Clair project if it becomes a reality and to adjust for changes in personnel. Expenses for personnel reflected the same level of increase that was given in 2010, a flat \$500 raise for full time employees and a 1% raise for part time employees. This increase was proposed to help offset the higher deductible employees will have with health insurance. The other budget categories were generally estimated and will contain more information at the November board meeting. It was noted that the proposed budget percentages of 23.15% for materials kept the library as one of the highest in the state when surveying similar libraries and 53.3% for personnel remained one of the lowest.

Preliminary
2011 Budget
Income and
Expenses

Ken Rohrbach also stated that the method for establishing the pro-rata distribution of monthly bills is under examination. While the current distribution is based on income, it appears that using expenses as the basis may provide a more accurate distribution. The board was referred to the Annual Income to Expense Report from the 2009 Branch Expense Report to illustrate this issue.

Pro-rata
Method of
Distribution

Bob Niebruegge made a motion to adjourn the meeting. Karen Holtmeyer seconded the motion. The meeting was adjourned

Secretary

Approved: _____
 President, Scenic Regional Library Boards of Trustees

Date: _____