

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library, at Putnam County Educational Service Center, Ottawa, Ohio at 10:30 a.m., Thursday, November 18, 2010

Board: Keith Kahle, Janice Crawfis, Dale Nienberg, Ginger O'Malley, and Mary Lieb

Administration: Kelly Ward, Director; Nancy Stauffer, Fiscal Officer; Michelle Johns, Administrative Assistant

Public: David Kortokrax, Rose Ellerbrock, Judi Parker, Marlena Ballinger, Nancy Kline, and Jim Maurer

PLEDGE OF ALLEGIANCE

2011 BUDGET DISCUSSION. There was extensive discussion among the Board of Trustees of the Putnam County District Library in regards to the 2011 budget for the Putnam County District Library. Nancy Stauffer, Fiscal Officer, presented the board with handouts on the Public Library Fund (PLF) Revenue, a comparison of 2009 to current Appropriations, and a comparison of 2010 Estimated Budget with projection of 2011 budget.

Kelly Ward, Director, discussed with the board what some of the other county libraries are doing for the 2011 budget. Defiance County has two branches, a levy, and will cut another 10% of budget. Holmes County will close a majority of the branches, has no levy, and is cutting 10% of budget. Van Wert County has five branches, has a levy, and will cut 20% of budget with an additional 10% cut in July. Williams County has 6 branches, has a levy, and cut 40% last year.

The Board of Trustees discussed the following issues, questions, and concerns related to the 2011 budget.

1. Keith Kahle stated that Linda Murray thought that a 10% cut to the budget should be a good number. With the projections now at a 10% cut, the library would be short approximately \$30,000.00. Would we use reserves, cut materials, cut supplies, or cut people? The board needs to discuss in further detail what appropriate actions should be taken.
2. The comparison of 2009 to current appropriations handout was thoroughly discussed. It is based on everyone maintaining current hours and no raises. The Total Purchased Services and the Total Supplies budget for the library will be hard to cut. These are the necessities for the libraries to operate. The Total Library Materials can be adjusted. The Ohio Library Council suggests that 20% of your budget should be on materials. Kelly Ward stated that we can only do 14% of the budget. Dale Nienberg questioned if we could track what is used the most versus what is used the least so we can cut accordingly? Kelly stated she does have a big report she looks at to track what is used. Kelly also stated that she could ask the Friends of the Putnam County District Library to donate some of the reference materials for the library. Periodicals have been cut drastically. Many patrons come to read the papers. Patrons want the current issues, not the past issues. It would be very hard to make further cuts in periodicals.

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3. Where do we cut? We are already limited on staff. Ginger O'Malley wanted a breakdown of expenses for each of the branches. The villages provide the building, trash, electric, and repairs. Phone service, internet, all contents (shelving, books, computers, etc.), insurance for contents, inter-library loan, some fire equipment, and the personnel who are working at the branches to keep them open are all expenses for the Putnam County District Library.
4. The board discussed possible scenarios that could happen. Some suggestions were to cut hours of operation for all libraries, try furloughs, and lay-off some staff. Discussion on cutting hours of operation results in staff losing hours. Some staff would end up losing their insurance. If the library would do a furlough, would it generate enough money? How can the library lay-off staff due to previous cuts. How would all the libraries operate?

Some of the comments that the Board of Trustees of the Putnam County District Library made were as follows:

1. Janice Crawfis commented that we have no local control because of the levy failing. We are now at the mercy of the state. Janice is amazed at how the libraries are being operated considering the cuts that have been made. Normally, Directors and Fiscal Officers of libraries don't work circulation. She applauds Kelly Ward, Director, and Nancy Stauffer, Fiscal Officer, for working circulation.
2. Mary Lieb commented that many people don't realize what the Friends of the Library do for all the libraries. The Craft Show is a great help.
3. Keith Kahle stated that the 10% budget cut is very optimistic. Keith also stated that we are lucky we are not paying thousands of dollars towards flood insurance if we were still in the old building. Where would we be then? We will have to wait until we know more on what the percentage of budget cuts the library will have to make.

The Board of Trustees of the Putnam County District Library agreed that there will be much more discussion about the budget in the near future. As of now, the library is not sure exactly how much the cut from the state will be. The Board of Trustees discussed that the library should know more in mid January to early February. The Board of Trustees agreed that there will be some very tough decisions ahead. No action was taken by the Board of Trustees of the Putnam County District Library. More discussions on the budget will take place in the first part of 2011.

ADJOURNMENT. There being no further business the meeting was adjourned at 11:45 a.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, December 21, 2010, at 4:30 p.m. at the Putnam County Educational Service Center.

Secretary

President