

**MINUTES OF THE AUDIT, BUDGET & EXPENDITURE COMMITTEE
 SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
 June 18, 2024**

The Audit, Budget & Expenditure Committee of the Scioto County Public Library met in an official committee meeting on this date at 12:00 p.m. to discuss the 2025 Estimated Revenue and Appropriations, increasing the Bookmobile's starting cash, and Director Delegation to Deputy Directory in VIP when Director is out of the office. The following committee members were present: Mrs. Jennifer Schackart. Mrs. Jennifer Schackart called the meeting to order. Dr. Charles Kemp – President of the Board; Ms. Joan Roberts – Member; and Ms. Ruthann Brush – Member were also present. Representing the library were Paige Williams – Director; Linda Berry – Deputy Director; Travis McNeilan – Fiscal Officer; and Katie Williams – Marketing Manager. The following visitors were present: Joseph Horsley.

1) The committee reviewed and recommends to the full board the following initial temporary 2025 Estimated Revenues and Appropriations:

**Scioto County Public Library
 2025 Estimated Revenues & Appropriations
 REV. #1 - June 2024 Board Meeting**

ALL FUNDS

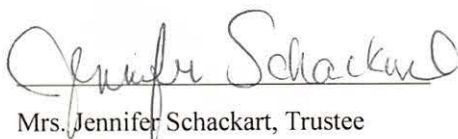
<u>Estimated Revenue</u>		
101-00-4-1100	Public Library Fund (PLF)	3,087,000
101-00-4-1200	Property Tax, Intergov. and Payments in Lieu of Taxes	1,095,300
101-00-4-3000	Parson Fines & Fees	23,000
101-00-4-4000	Interest	230,000
101-00-4-6000	Contributions	15,000
101-00-4-8000	Sale of Surplus, Rental & Reimbursement	123,600
201-00-4-4101	Interest - Zella H. Besco Bequest	600
401-00-4-9900	Transfer - IN - Capital Outlay Fund	200,000
TOTAL Estimated Receipts:		\$ 4,774,500
<u>Appropriation:</u>		
General Fund (101)		
101-00-5-1000	Payroll & Benefit:	\$ 3,522,000
101-00-5-2000	General Operating Supplies:	141,500
101-00-5-3000	Utilities & Maintenance	530,000
101-00-5-4000	Library Material Expense:	294,500
101-00-5-5000	Building & Equipment Expense:	390,000
101-00-5-7000	Entry Due: & Memberships	13,000
101-00-5-9000	Transfers:	200,000
GRAND TOTAL FUND 101		\$ 5,091,000
<u>Appropriation:</u>		
Building & Repair Fund (401)		
101-00-5-5000	Building & Equipment Expense:	200,000
GRAND TOTAL FUND 401		\$ 200,000
GRAND TOTAL ALL FUNDS		\$ 5,291,000

2) The committee reviewed and recommends to the full board to increase the Bookmobile starting cash drawer by \$35 from \$15 to \$50.

3) The committee reviewed and recommended to the full board to approve the Delegation of Authority for Requisition/Purchase Order Approval in VIP from the Director to the Deputy Director when the Director is out of the office.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:05 p.m.

Approved this 16th day of July, 2024.


 Mrs. Jennifer Schackart, Trustee

**MINUTES OF THE PROPERTY & EXTENSION COMMITTEE
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
June 18, 2024**

The Property & Extension Committee of the Scioto County Public Library met in an official committee meeting on this date at 12:10 p.m. to discuss the Lucasville Erosion Project, Portsmouth Branch Window Painting, and Wheelersburg Ceiling Repair. The following committee members were present: Ms. Ruthann Brush and Mrs. Jennifer Schackart. Ms. Ruthann Brush called the meeting to order. Dr. Charles Kemp – President of the Board and Ms. Joan Roberts – Member were also present. Representing the library were Paige Williams – Director; Linda Berry – Deputy Director; Travis McNeilan – Fiscal Officer; and Katie Williams – Marketing Manager. The following visitors were present: Joseph Horsley.

- 1) *Lucasville Erosion Project (Informational)* – The Director shared the following update on the project: Sands Decker and Skelly & Loy, Inc. are working together to prepare the bidding documents. Once the documents are completed, the library’s legal counsel will then need to review them including the bidding advertisement. Upon review, the Board will need to approve the documents at the July meeting.

- 2) *Portsmouth Branch Window Painting* – The windows of the Portsmouth Branch were re-glazed within the last two years, but now they need painted. Upon contacting several contractors, Roger Hemming Contractor LLC was the only one to submit an estimate. The following Roger Hemming quote for painting the windows at the Portsmouth Branch was reviewed:

Roger Hemming Contractor LLC

Client:	Portsmouth Public Library- PAINT	Home:	(740) 285-0405
library:	Gallia St Portsmouth, OH 45662		
Operator:	ERICOLIV		
Estimator:	darren o		
Company:	Roger Hemming Contractor LLC		
Type of Estimate:			
Date Entered:	5/21/2024	Date Assigned:	
Price List:	OHPOBX_MAY24		
Labor Efficiency:	Restoration/Service/Remodel		
Estimate:	PORTSMOUTHLIBRARY-PA		

ESTIMATE IS NOT A GUARANTEED SCOPE OF WORK.

Roger Hemming Contractor LLC

PORTSMOUTHLIBRARY-PA						
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
18. Painter - per hour - INCLUDES PAINT & SUPPLIES	160.00 HR	0.00	55.38	0.00	3,278.50	12,139.30
21. Boom or spider lift - 50'-60' reach (per week)	2.00 WK	0.00	1,414.11	0.00	1,046.44	3,874.66
Total: PORTSMOUTHLIBRARY-PA				0.00	4,324.94	16,013.96
Line Item Totals: PORTSMOUTHLIBRARY-PA				0.00	4,324.94	16,013.96

- 3) *Wheelersburg Ceiling Repair* - The ceiling above the entrance door at the Wheelersburg Branch is in need of repair again. Several years ago a repair was made as the drywall in the ceiling began to sag and crack. As the same issues have occurred again, a more permanent repair will have to be made. The following Roger Hemming quote for repairing the Wheelersburg Branch ceiling was reviewed:

Roger Hemming Contractor LLC

Client: Wheelersburg Public Library Home: (740) 285-0405
 Property: WEST PORTSMOUTH, OH 45663
 LIBRARY: 10745 Gallia Pike
 Wheelersburg, OH 45694
 Operator: ERICOLIV
 Estimator: darren o
 Company: Roger Hemming Contractor LLC
 Type of Estimate: Other
 Date Entered: 6/6/2024 Date Assigned:
 Price List: OHPO8X_JUN24
 Labor Efficiency: Restoration/Service/Remodel
 Estimate: WHEELERSBURGLIBRARY

ESTIMATE IS NOT A GUARANTEED SCOPE OF WORK.

Roger Hemming Contractor LLC

WHEELERSBURGLIBRARY							
DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Install 1/2" drywall - SCREW ONLY	1,730.00 SF		0.00	1.03	0.00	659.30	2,441.20
3. Texture drywall - smooth / knock down current texture	1,730.00 SF		0.00	1.59	21.32	1,025.65	3,797.67
4. Texture drywall - light hand texture	1,730.00 SF		0.00	1.08	13.80	696.42	2,578.62
5. Detach & Reset Fluorescent - one tube - 4' - fixture w/lens	39.00 EA	77.68	0.00	0.00	0.00	1,120.92	4,150.44
7. Detach & Reset Ceiling diffusers/grills - 12"-15" diameter	12.00 EA	20.40	0.00	0.00	0.00	90.58	335.38
9. Detach & Reset Exit sign - wired in	4.00 EA	69.56	0.00	0.00	0.00	102.94	381.18
10. Mask per square foot for drywall work	1,730.00 SF		0.00	0.27	8.78	176.08	651.96
Total: WHEELERSBURGLIBRARY					43.90	3,871.89	14,336.45
Labor Minimums Applied							
DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
8. Heat, vent, & air cond. labor minimum	1.00 EA		0.00	4.95	0.00	1.84	6.79
Totals: Labor Minimums Applied					0.00	1.84	6.79
Line Item Totals: WHEELERSBURGLIBRARY					43.90	3,873.73	14,343.24

There being no further business, on motion duly made and seconded, adjournment was taken at 12:17 p.m.

Approved this 16th day of July, 2024.

Ms. Ruthann Brush

Ms. Ruthann Brush, Chair