

MINUTES OF THE TRUSTEES OF THE SCIOTO COUNTY PUBLIC LIBRARY
June 18, 2024

The Trustees of the Scioto County Public Library met on this date at 12:17 p.m. On roll call, the following members were present: Dr. Charles Kemp – President of the Board; Ms. Ruthann Brush – Board Member; Ms. Joan Roberts – Board Member; and Mrs. Jennifer Schackart – Board Member. 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.

Dr. Charles Kemp, President of the Board, appointed Joan Roberts as Secretary Pro Tempore.

Dr. Charles Kemp was sworn in as a Board Member by reading and signing the Oath of Office. Dr. Kemp's term expires on June 30, 2031.

On motion of Ms. Roberts, seconded by Mrs. Schackart, the minutes of the Library Records Commission Meeting and the Regular Meeting – May 21, 2024, are approved and ordered filed. On roll call, the members voted as follows: Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

On motion of Ms. Brush, seconded by Ms. Roberts, the May 2024 financial reports are approved, subject to audit. On roll call, the members voted as follows: Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

On motion of Mrs. Schackart, seconded by Ms. Roberts, to approve the May 2024 bills in the amount of \$376,901.46 (Including Payroll) are approved. On roll call, the members voted as follows: Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

Audit, Budget & Expenditures

On motion of Mrs. Schackart, seconded by Ms. Brush, to approve the following initial temporary 2025 Estimated Revenues and Appropriations REV. #1:

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

ALL FUNDS

Estimated Revenue

| | | |
|----------------|---|-----------|
| 101-00-4-1100 | Public Library Fund (PLF) | 3,087,000 |
| 101-00-4-1200s | Property Tax, Intergov. and Payments in Lieu of Taxes | 1,095,300 |
| 101-00-4-3000s | Patron Fines & Fees | 23,000 |
| 101-00-4-4000s | Interest | 230,000 |
| 101-00-4-6000s | Contributions | 15,000 |
| 101-00-4-8000s | Sale of Surplus, Rental & Reimbursements | 123,600 |
| 201-00-4-4101 | Interest - Zella H. Besco Bequest | 600 |
| 401-00-4-9900 | Transfers - IN - Capital Outlay Fund | 200,000 |

TOTAL Estimated Receipts: \$ 4,774,500

Appropriations:

General Fund (101)

| | | |
|----------------|-------------------------------|--------------|
| 101-00-5-1000s | Payroll & Benefits | \$ 3,522,000 |
| 101-00-5-2000s | General Operating Supplies | 141,500 |
| 101-00-5-3000s | Utilities & Maintenance | 530,000 |
| 101-00-5-4000s | Library Materials Expenses | 294,500 |
| 101-00-5-5000s | Building & Equipment Expenses | 390,000 |
| 101-00-5-7000s | Entry Dues & Memberships | 13,000 |
| 101-00-5-9000s | Transfers | 200,000 |

GRAND TOTAL FUND 101 \$ 5,091,000

Appropriation:

Building & Repair Fund (401)

| | | |
|----------------|-------------------------------|---------|
| 101-00-5-5000s | Building & Equipment Expenses | 200,000 |
|----------------|-------------------------------|---------|

GRAND TOTAL FUND 401 \$ 200,000

GRAND TOTAL ALL FUNDS \$ 5,291,000

On roll call, the members voted as follows: Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

On motion of Mrs. Schackart, seconded by Ms. Brush, to approve increasing the Bookmobile starting cash drawer by \$35 from \$15 to \$50. On roll call, the members voted as follows: Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

On motion of Mrs. Schackart, seconded by Ms. Roberts, to approve allowing the Director to grant Delegation of Authority for Requisitions/Purchase Order Approvals in VIP to the Deputy Director when the Director is out of the office. On roll call, the members voted as follows: Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

Records Project Update (Informational) – On June 29th, 2024 from 10 am to 1 pm, Livingston & Co Inc. located in Portsmouth will be bringing their newly acquired shred truck to the Portsmouth branch to shred the 40 boxes of records that were approved for disposal last month. We are using this time and money to also host a Community Shred Day. Lots of other libraries offer this yearly and have reported great turnout and success. The next step for the records project is to perform a detailed inventory all the remaining records. Then going forward,

especially if the shred day is a success, we can dispose of our records on an annual basis to keep up with our retention schedules.

Fiscal Office Procedure Manual (Informational) – The Fiscal Officer created an organized manual for all the Fiscal Office procedures and responsibilities in order to systematically document every task that the Fiscal Office is responsible for with clear step by step instructions. This helps ensure consistency with all Fiscal Office duties, so that a process or step in the process is never missed or only missed one time before being updated to catch it next time. It will serve as a living manual that is used and improved upon every day that should be able to drastically improve training and orientation for the current and future Fiscal Officers or for fellow admin staff if they need arises for them perform a Fiscal Office duty.

Miscellaneous Updates (Informational) – The Library should now receive all 4 “StaRS” from the Auditor of State in our next audit. This is an improvement from previously receiving 3 “StaRS.” We should now have all 7 best practices implemented instead 4 which is indicative of “excellence in open and transparent government.” Keely should be returning in late August. The educational assistance process has now been streamlined to clearly lay out the steps and forms involved to help library staff take advantage of this benefit and ensure consistency with the process.

Property & Extension

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.

On motion of Ms. Brush, seconded by Mrs. Schackart, to approve the agreement with Roger Hemming Contractor LLC in the amount of \$16,013.96 to paint the windows at the Portsmouth location. On roll call, the members voted as follows: Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

On motion of Ms. Brush, seconded by Ms. Roberts, to approve the agreement with Roger Hemming Contractor LLC in the amount of \$14,343.24 to repair the ceiling at the Wheelersburg location. On roll call, the members voted as follows: Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

Personnel

It is noted that the Personnel Committee has nothing to report at this time.

Materials & Equipment

New Bookmobile Update (Informational) – Farber Inc. has begun work on the interior of the Library’s new bookmobile. Unfortunately the delivery timeline has been moved to August, so it will not be available for the Scioto County Fair. The final design of the exterior wrap is complete and was presented at the meeting.

Policy

It is noted that the Policy Committee has nothing to report at this time.

Report of the Director

Summer Reading Programs (Informational) – Summer Reading has started. The library system is offering patrons of all ages many exciting programs throughout June and July as well as great incentives for completing the reading programs. Programming will end with a finale on Saturday, July 20.

Vacation – July 1-6 (Informational) – The Director will be on vacation from July 1-7 and will return to the office on July 8. It was requested that the Board approve a motion to allow the Deputy Director (Linda Berry) to have the authority to approve Purchase Orders in the Director’s absence. One of the Essential Functions of the Deputy Director is “Assumes responsibility for the operations of the library system in the absence of the Director”. Approving Purchase Orders would be included in this function but a Board-approved motion clarifying this would be prudent for future auditing purposes.

Unfinished Business

There is no unfinished business to report.

New Business

On motion of Ms. Roberts, seconded by Mrs. Schackart and unanimously carried, to excuse Mr. Ryan Salmons, Mrs. Kara Tieman, and Mrs. Tamela Morton from the June 18, 2024 Board meeting is approved.

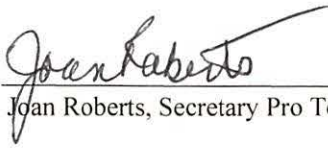
Public Comment

The Board did not receive any public comment.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:43 p.m. Approved this 16th day of July, 2024.



Dr. Charles Kemp, President



Joan Roberts, Secretary Pro Tempore