

**MINUTES OF THE AUDIT, BUDGET, & EXPENDITURE COMMITTEE  
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
July 16, 2024**

The Audit, Budget, & Expenditure Committee of the Scioto County Public Library met in an official committee meeting on this date at 12:01 p.m. to discuss the Payroll Clearing Account Transfer to Reconcile, Quarter 2 of 2024 Donations, Refunds, and Reimbursements, Budget Group Transfers within the General Fund, New ORC Fraud Training and Reporting Requirements, Updates on the Public Library Fund (PLF), and Board Member Notaries. The following committee members were present: Mr. Ryan Salmons, Mrs. Kara Tieman, and Mrs. Jennifer Schackart. Mr. Ryan Salmons called the meeting to order. Dr. Charles Kemp – President of the Board, Ms. Joan Roberts – Member, and Mrs. Tamela Morton – 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 to transfer \$13,444.21 from the General Bank Account to the Payroll Clearing Bank Account in order to reconcile the account, so that the balance equaled unremitted employee payroll liabilities.

2) The committee reviewed and recommends to the full board to approve the Quarter 2 of 2024 Donations, Refunds, and Reimbursements as follows:

From	Amount
Rush Township Volunteer Fire Dept. – Edward Fannin Memorial Donation	\$ 50.00
Paul and Susan O'Neill – Dave Fannin Memorial Donation	\$ 100.00
Timothy Wagner – Dave Fannin Memorial Donation	\$ 50.00
Scioto Foundation – Barbara & William Burke Family Fund – Summer Reading	\$ 1,000.00
Lynn and Beverly Grimshaw – Donation History Department	\$ 100.00
Southern Ohio Medical Center – Summer Reading Donation	\$ 3,000.00
George and Yvonne Mellert – David E. Fannin Memorial Donation	\$ 50.00
Betty Morgan – David Fannin Memorial Donation	\$ 100.00
Angela and Philip Biggs – David Fannin Memorial Donation	\$ 50.00
Gregory and Cathy Dunham – David Fannin Memorial Donation	\$ 100.00
Paige A Robbins – Dave Fannin Memorial Donation	\$ 100.00
Stephen and Michal Duncan – Dave Fannin Memorial Donation	\$ 50.00
Stewart and Lala Brumfield – Dave Fannin Memorial	\$ 50.00
Kroger Quarterly Community Rewards – Summer Reading	\$ 521.07
Steven & Melody Hagy – Dave Fannin Memorial Donation	\$ 100.00
R.F. Chapman Co. – Donation	\$ 500.00
<b>TOTAL</b>	<b>\$ 5,921.07</b>

From	Amount
SCPL – EE Medical Reimbursement (APR 2024)	\$ 10,102.80
SCPL – EE Medical Reimbursement (MAY 2024)	\$ 9,989.02
SCPL – EE Medical Reimbursement (JUN 2024)	\$ 9,989.02
<b>TOTAL</b>	<b>\$ 30,080.84</b>

3) The committee reviewed and recommended to the full board to approve the following budget group transfers within the General Fund, noting that they are not budget increases at this time:

1. \$55,000 move from 101-00-5-5510 Furniture & Equipment to the following accounts:
  - a. \$15,000 – 101-005-4300 Audio Visual Materials for Hoopla Increased Usage
  - b. \$15,000 – 101-00-5-3900 Other Contracts & Services for switching to 3 year Swank contract to save money and lock in price for 3 years
  - c. \$10,000 – 101-00-5-3300 Property Maintenance Repair to provide flexibility for 2nd half of year POs
  - d. \$15,000 – 101-00-5-3325 Electronic Services Maintenance to provide flexibility 2nd half of year POs

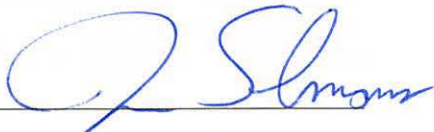
4) The committee discussed the new Fraud Training and Reporting as required by the updated Ohio Revised Code.

5). The committee discussed the downward trend of the State Public Library Fund noting that in 2024 it is now estimated the Library will received about \$50,000 less in total for the year than expected.

6). The committee discussed if any board members were commissioned as a notary in order to administer the annual oath for the Fiscal Officer, noting that Board Member Tamela Morton is a notary.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:08 p.m.

Approved this 20<sup>th</sup> day of August, 2024.



Mr. Ryan Salmons, Chair

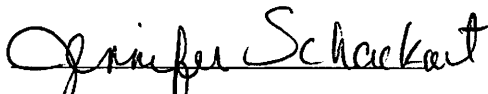
**MINUTES OF THE PROPERTY & EXTENSION COMMITTEE  
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
July 16, 2024**

The Property & Extension Committee of the Scioto County Public Library met in an official committee meeting on this date at 12:11 p.m. to discuss the Lucasville Erosion Project. The following committee members were present: Mr. Ryan Salmons and Mrs. Jennifer Schackart. Ms. Ruthann Brush – Member was absent. Mrs. Jennifer Schackart called the meeting to order. Dr. Charles Kemp – President of the Board, Ms. Joan Roberts – Member, Mrs. Kara Tieman – Member, and Mrs. Tamela Morton – 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* – Sands Decker and Skelly & Loy, Inc. have prepared the bidding documents and legal advertisement for the project. The library's legal counsel has reviewed and approved as to form all the documents including the bidding advertisement. Upon review, the Board will need to approve the legal bidding advertisement and give permission to proceed with the bidding process at the July meeting.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:23 p.m.

Approved this 20<sup>th</sup> day of August, 2024.

  
Mrs. Jennifer Schackart, Member

**MINUTES OF THE POLICY COMMITTEE  
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
July 16, 2024**

The Policy Committee of the Scioto County Public Library met in an official committee meeting on this date at 12:23 p.m. to discuss updating the Borrowing Policy and Board Operations Policy. The following committee members were present: Mrs. Jennifer Schackart – Chair, Mrs. Tamela Morton – Member, and Ms. Joan Roberts – Member. Ms. Ruthann Brush – Member was absent. Dr. Charles Kemp – President of the Board, Mr. Ryan Salmons – Vice President of the Board, and Mrs. Kara Tieman – Secretary of the Board were also present. Mrs. Jennifer Schackart, Chair, called the meeting to order. 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) Borrowing Policy:

## **Borrowing Policy**

### ***Obtaining a Library Card***

All persons who wish to borrow materials from the Library must obtain a library card. The library card must be presented each time materials are borrowed. For adults a picture ID may be accepted in lieu of a library card one time before a replacement card will be required. Children under 18 may verify their birthdate to check out in lieu of a library card. A physical library card does not need to be presented if a patron's photograph is attached to their circulation account. Photographs are optional when obtaining a library card.

The following persons may obtain a Scioto County Public Library card by presenting valid identification:

- Ohio Residents
- Kentucky Residents from Greenup and Lewis Counties
- Students attending educational institutions in Scioto County

Valid identification for persons 18 years and older will be defined as a valid state or federal issued picture ID such as a valid driver's license or valid state identification card and proof of current address. Responsible Party must present a valid picture ID and proof of current address to obtain a card for children under the age of 18 and the juvenile must be present. In some instances, official paperwork may be required to establish juvenile/adult relationships.

### ***Borrowing Policies***

A library card-holder may have a maximum of up to 25 items at any one time on their card. A total of ten (10) DVDs may be borrowed on an Adult card and a total of five (5) DVDs may be borrowed on a Juvenile card.

Materials Circulation Periods are:

- Regular Books including New, Holiday, Magazines and Audiobooks: 28 days
- New Author Reserve Books and DVDs: 14 days

- Wifi Hotspots: 28 days, Adult card only, Limit 1 on adult card, no renewals, \$100 lost fee and \$1.00 per day overdue fines
- Leap Pads: 28 days, Adult card only, Limit 1 on adult card, no holds, no renewals, \$100 lost fee and \$1.00 per day overdue fines
- Interlibrary Loans (ILL): Limit of 3 on a card, Adult card only, 14 days, no renewals, \$1.00 per day overdue fines.

All Bookmobile materials have a circulation period of twenty-eight (28) days.

Library items may be renewed up to three (3) times. Items with holds and items on an Educator's card cannot be renewed. Educator cards cannot borrow Wifi Hotspots, Leap Pads or Interlibrary Loans.

Damage Fees: Minimal and Repairable Damage - \$3.00 per item / Non-repairable and total damage – replacement cost of item (patron may have item upon full payment unless disposed of due to health and safety issues)

Lost Fees: Replacement cost of item

Any library card with:

- More than three (3) overdue items will be blocked until items are returned. ● A balance of more than \$5.00 will be blocked until it is paid below \$5.00.
- Items overdue more than 21 days will be charged replacement costs of the items until the materials are returned in good condition.

Effective 4/1/22

Revised 11/1/22

Revised 5/1/23

Revised 7/16/24

Effective 8/1/24

## 2) Board Operations Policy:

### OPERATION POLICIES

#### **Disbursement Procedure**

All checks with the exception of the payroll and associated expense checks require check signature authorization.

A separate checking account is maintained for the payroll account. At the end of each pay period, one transfer is initiated (drawn on the General Fund Checking Account) is deposited in the Payroll Clearance Account. All checks drawn on the payroll account (salary, deductions) require only one signature: Fiscal Officer or Deputy Fiscal Officer.

The commitment, disbursement, and approval for account classifications are as follows:

#### **1. Salaries and Associated Expenses (Accounts 1110 - 1999)**

Disbursement shall be made by the Fiscal Officer (according to approved salary schedule and related policies) within the authorized yearly budget. Total salaries and associated expenses are reported to the Library Board monthly.

#### **2. Materials and Supplies (Accounts 2100, 2200, 2300, 2900)**

Commitment of funds shall be made by the Director within the authorized yearly budget. The Monthly Financial Report will show disbursement.

### 3. Purchased and Contracted Services (Accounts 3100-3900)

Commitment is authorized by the Director for building and equipment repairs (Account Numbers 3300, 3320, 3325 and 3330) not to exceed \$20,000 for any single item within the authorized yearly budget. Any building equipment or motor equipment repair in excess of \$20,000 will be defined as Capital Improvement and requires Board authorization before commitment of funds.

Commitment of funds shall be made by the Director within the authorized yearly budget for:

- 3100 Travel and Meeting Expenses
- 3200 Printing and Publicity
- 3210 Telephone
- 3340 Groundskeeping and Snow Removal
- 3350 Cleaning and Janitorial Services
- 3360 Trash Hauling & Dumping
- 3370 Security and Monitoring
- 3560 Rents/Leases - Equipment
- 3599 Rents/Leases - All Other
- 3610, 3620, 3630 Utilities
- 3700 Professional Services
- 3760 Tax Collection Fees
- 3770 Election Board Fees
- 3800 Processing
- 3900 Other Contracts and Services

\*Mileage is reimbursed at the IRS rate. Fiscal Officer's monthly financial report will show the disbursement, which includes fees, accommodations, meals and mileage.

**3510 - Rents/Leases - Land & Building** requires Board authorization for the commitment of funds within the yearly authorized budget.

**3400 - Insurance** is authorized by the Library Board. The Fiscal Officer will make disbursement as required and will report disbursement on a monthly basis.

### 4. Library Services Materials (4100 - 4900)

This category includes books, periodicals, audio-visual materials, computer services, repair and restoration, and all other library materials. Commitment of funds is made by the Director within the yearly authorized budget. The monthly Fiscal Officer's report will show disbursement and a list of all materials purchased in the month may be requested by the Board.

### 5. Capital Outlay (5000 - 5710)

All land purchases, new buildings and motor vehicle purchases (5100, 5300, 5710) require Board authorization before commitment of funds.

Land improvements (5200) and building improvements (5400) items may be committed by the Director not to exceed \$20,000 or any single improvement. Any single improvement exceeding \$20,000 requires Board authorization before commitment of funds.

Furniture and equipment (5510, 5520, 5550) items may be committed by the Director not to exceed \$20,000 for any single item within the authorized yearly budget. Any equipment and furnishings item exceeding \$20,000 will be defined as Capital Expenditure and requires Board authorization before commitment of funds. All disbursements shall be made by the Fiscal Officer and will be reported monthly.

### 6. Other Objects (7000 - 7900)

Commitment is authorized by Director for expenditures from categories 7100, 7210, and 7900. All disbursements will be made by the Fiscal Officer and reported monthly.

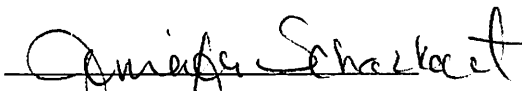
### 7. General Notes

Quotes on items over \$20,000 will be required and are recommended on all other items. Formal legal bidding is required on those items specified by law.

Adopted 7/16/24

There being no further business, adjournment was taken at 12:29 p.m.

Approved this 20<sup>th</sup> day of August, 2024.



Mrs. Jennifer Schackart, Chair