

The Chillicothe and Ross County Public Library
Board of Trustees
December 13, 2023

Present: Board Members Tamra Lowe, Angela Hirsch in @4:33, Rob Augg out @4:35
Susan Congrove, Retha Simmons-Jones,
and Student Trustee Jackson Kohls

Absent: Cathy Adams and Lori Graves

Others Present: James Hill, Executive Director
Cassie Stout, Chief Fiscal Officer
Wendy Payne, Deputy Fiscal Officer
Erin Lyons, Enrichment Director
Jenn Slone, Access Director
Liz Gibbons-Camp, Enrichment Svcs Manager
Erin Kelsey, State Library of Ohio
Andrea Oyer

The meeting was called to order at 4:30 p.m. by Tamra Lowe, President.

PUBLIC COMMENT

Pam McGinnis was in attendance.

Gen. Fin. "C"
Resolution 63-23

CONSENT AGENDA

S. Congrove moved and R. Augg seconded the adoption of the following resolution.

That the minutes of the November 8, 2023 Regular meeting be approved as presented and,

That the following donation be accepted: \$50 from Alpha Gramma Chapter and,

That the financial reports as presented from Fiscal Officer's records and the monthly financial statements of the Fiscal Officer for November be received and filed for audit and,

That the bills listed under date of December 13, 2023 be approved for payment.

The roll being called, the vote resulted as follows:

T. Lowe Y R. Simmons-Jones Y R. Augg Y S. Congrove Y

November Financial Report

Clerk's Balance November 1, 2023	\$6,095,616.90
November Receipts	\$309,783.97
Total	\$6,405,400.87
November Expenditures	-\$560,843.32
Ledger Balance November 30, 2023	\$5,844,557.55

Outstanding Checks	\$163,707.52
Total	\$6,008,265.07
Petty Cash	-\$475.00
Doris T. Culp Fund - Stock	-\$10,500.00
Anne R. Schlegel Fund - KNB CD	-\$10,000.00
Kingston Money Market	-\$400,822.39
Star Ohio	-\$5,373,062.40
UBS/LPL Certificate of Deposit	\$0.00
Johnson-Laux Constr. Retainage Sav.	-\$49,284.03
Cr Card Not Posted	<u>-\$20.00</u>
Checking Balance	\$164,101.25

Approval of Bills December 13, 2023

Bibliotheca	Annual Self Checkout Kiosk Software	\$7,205.00
Buckeye Propane	Frankfort Svc	\$155.00
Cheryl Adams	Mileage 07/26-10/09	\$44.54
Charter/Spectrum	Internet: 2 BookHives	\$87.26
CDW	Computer Equipment	\$16,144.26
Davis Tire	Ford Focus Oil Change	\$69.95
Frontier	South Salem Phone	\$123.18
Gordon Flesch	Copier Use/Maint	\$482.19
Maggie & Me	144 Candles for Resale	\$2,592.00
M & M Fabrication	Landscape, Mowing, Trimming	\$6,925.00
Midwest Tape	Hoopla Digital Book	\$180.00
Rumpke	Trash Svc Main, R Dale, F Fort, King	\$529.42
Sports Plus	Employee Nametags	\$32.00
Stephanie Cartee	Line Dancing Program Instructor	\$60.00
T-Mobile	Cell Svc	\$131.56
ALA	J Hill Membership Renewal	\$247.00
The Camera Guys	Security Cameras Installation	\$4,800.00
CenterPoint	Lg Print Books	\$243.30
DTB	Custodial Supplies	\$134.50
Erin Lyons	Mileage 02/15-11/07	\$130.38
Jennifer Slone	HRA Reimbursement	\$277.63
Johnson-Laux Constr.	Pay App # 4 Annex Reno	\$144,440.00
Kapco	TP Supplies	\$274.75
Lumen	South Salem Phone	\$4.12
Pike Natural Gas	R Dale Svc	\$23.57
ProCon	Frankfort Water Line Repair	\$1,806.50
Sports Plus	Staff Service Awards	\$84.00
State Electric	Wiring Supplies	\$63.00
CRCPL	Gross Payroll 11/22	\$82,476.47
IRS	Library's Share of Medicare	\$1,135.81
Anthem	Library's Share of Medical Ins	\$31,127.05

Amazon	Books, Beyond Books, Supplies	\$1,783.84
Delta Dental	Library's Share of Dental Ins	\$1,216.47
Demco	Supplies	\$283.25
Gordon Flesch	Copier Use/Maint	\$456.87
Keystone Ridge	Kingston Patio Furniture	\$6,449.00
R Dale Sewer	Water/Sewer	\$17.93
SEBO	Group Term Life Ins	\$239.85
Screenpointe	PreEmployment Background Chk	\$55.00
State Chemical	Air Care Program	\$183.39
VSP	Library's Share of Vision Ins	\$612.05
Water Express	S Salem Water Cooler	\$9.95
AEP	Svc Main, Annex, Northside, R Dale	\$3,489.05
Bainbridge Comm Cntr	Monthly Lease & Electric	\$1,401.73
Cassandra Stout	HRA Reimbursement	\$21.34
Columbia Gas	Main, Kingston, NS Svc	\$1,343.76
Eric Harris	9 Santa Visits	\$900.00
Laura Erwin	Mileage 03/23-11/13	\$189.07
Quill	Toner & Supplies	\$1,674.87
South Central Power	Kingston & F Fort Svc	\$313.00
Secure by Design	Ninite Software	\$600.00
Kingston National Bank	Monthly Chk Acct Svc Fee	\$17.68
First Data/Clover	Monthly Merchant Svc Fees	\$65.76
LCNB Nat'l Bank	Open New CD	\$245,000.00
CRCPL	Gross Payroll 12/08	\$82,722.62
IRS	Library's Share of Medicare	\$1,139.41
OPERS	Library's Share of OPERS	\$23,125.28
Baker & Taylor	Books	\$18,726.33
BP	Vehicle Fuel	\$428.45
Cengage	Large Print Books	\$2,364.68
Central Center Hrdwr	Building Supplies	\$37.99
Chillicothe Utilities	Water/Sewer & N Side Trash	\$608.16
Chillicothe Gazette	Main & R Dale Subscriptions	\$1,487.18
DTB	Outdoor Trash Cans	\$2,381.33
Findaway/Playaway	Adult/Juv A/V	\$3,065.63
Gordon Flesch	Copier Lease	\$340.76
Horizon	Telephone	\$578.64
KNB Cr Card	Supplies, IT Software & Equipment	\$7,464.15
Library Corp	Barcode Labels	\$632.00
Library Ideas	VOX Books	\$1,084.92
Midwest Tape	Hoopla Digital Books & A/V Orders	\$3,667.37
OLC	Eclipse Webinar	\$175.00
OverDrive	Ohio Digital Library Books	\$3,383.91
Pitney Bowes	Postage Machine Lease	\$132.42
Playaway	Outreach A/V	\$3,896.45
R Dale Sewer	Sewer Svc	\$19.73
Screenpointe	PreEmployment Background Chks	\$137.00
Sherwin-Williams	Paint & Supplies	\$481.69
Treas State of Ohio	Q1 2024 UAN Fees	\$1,005.00

Tammy Newlun	Mileage	\$35.37
Times-Gazette	S Salem Subscription	\$160.00
Village of Kingston	Water/Sewer	\$45.00
Village of Frankfort	Water/Sewer	\$30.00
WT Cox	Periodicals	\$8,592.79
Belson Outdoors	Bus Stop Shelter @ Adelphi BookHive	\$4,846.18
C & D Monitoring	Alarm @ Annex, Main, Nside, Maint	\$1,114.20
Captain Steamer	Bainbridge & Annex Carpet/Tile	\$1,636.00
D-Tech	Adelphi & Massieville Book Lockers	\$49,810.00
Frontier	S. Salem Phone	\$123.18
Fultz's	Instal Shelter @ Adelphi Hive	\$1,000.00
Gordon Flesch	Copier Use/Maint	\$470.30
JoAnn Brown	S. Salem Christmas Piano Performance	\$50.00
Jennifer Slone	HRA Reimbursement	\$1,239.72
Lowe's	Facilities Supplies	\$1,452.11
Rumpke	Trash Svc Main, R Dale, F Fort, King	\$520.59
RinehartWaltersDanner	2nd Installment Prop/Liab Insurance	\$9,307.00
Ross Co Water	R Dale Svc	\$26.87
Spectrum	Clarksburg & Zane Internet	\$139.96
T-Mobile	Cell Svc	\$131.56
Zoobean	Beanstack Software Renewal	\$2,489.00
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		\$810,659.23

Budget Committee Report—Trustee Simmons-Jones, Chair

Approve temporary budget: Retha, Rob, Cassie and James met on November 29 and went over the 2024 budget details. The Budget Committee recommends approval of the proposed 2024 temporary budget.

Gen. Fin. "A"
Resolution 64-23

Approve 2024 Temporary Appropriations

A Hirsch moved and R. Augg seconded the adoption of the following resolution.

BE IT RESOLVED by the Board of Library Trustees of the Chillicothe and Ross County Public Library, Ross County, Ohio that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending December 31, 2024, for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

Chillicothe & Ross County Public Library - 2024 Temporary Appropriations

GENERAL FUND - 1000

Salaries & Benefits

100 - Salaries	\$ 2,370,000.00	
200 - Employee Fringe Benefits	\$ 1,075,000.00	
Total Salaries & Benefits		<hr/>
		\$ 3,445,000.00

Purchased & Contracted Services

300 - Purchased & Contracted Services		<hr/>
		\$ 1,155,675.00

Library Materials & Information

410 - Library Materials & Information	\$ 599,350.00
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Supplies

450 - Supplies	\$ 164,975.00
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Other (Dues/Memberships/Taxes/Refunds & Reimb)

500 - Other	\$ 20,650.00
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Capital Outlay

700 - Capital Outlay	\$ 472,045.00
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Other Financing Uses

910 - Transfers Out	\$ 575,129.00	
930 - Contingencies	\$ 198,000.00	
Total Other Financing Uses		\$ 773,129.00

TOTAL GENERAL FUND - 1000	\$ 6,630,824.00
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BUILDING FUND - 4001**Building Fund**

300 - Purchased & Contracted Services	\$ -
700 - Capital Outlay	\$ 3,321,302.00

TOTAL BUILDING FUND - 4001	\$ 3,321,302.00
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DORIS T. CULP MEMORIAL FUND - 4501**Library Materials & Information**

411 - Books & Pamphlets	\$ 4,802.40
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TOTAL DORIS T. CULP MEMORIAL FUND - 4501	\$ 4,802.40
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ANNE R. SCHLEGEL MEMORIAL FUND - 4502**Library Materials & Information**

411 - Books & Pamphlets	\$ 965.92
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TOTAL ANNE R. SCHLEGEL MEMORIAL FUND - 4502	\$ 965.92
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<u>GRAND TOTAL ALL FUNDS</u>	<u>\$ 9,957,894.32</u>
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The roll being called, the vote resulted as follows:

T. Lowe	Y	A. Hirsch	Y	R. Simmons-Jones	Y
R. Augg	Y	S. Congrove	Y		

Director's Report

Congratulations to Susan Congrove on her pending retirement. This her last meeting. Her replacement, Andrea Oyer has been appointed by the County Commissioners and will be sworn

in at the January meeting. Tamra, Cassie and I met with Andrea for on-boarding earlier this month.

The Community Survey is live and we've had good response so far. Courtney Lewis and I have spoken to the Gazette and did a Facebook live interview with Litter Media. The survey is available online and in paper from until January 5.

I attended a reception at Ohio University Chillicothe with the new president, Lori Stewart Gonzalez. It was a nice event with many local movers and shakers. I had the chance to talk to several folks and gave Dr. Lewatis McNeal, the Vice Provost for Regional Higher Education, a quick tour of the community collection in the Quinn Library.

The staff holiday party is Thursday, December 21 at 8 a.m. The board is welcome to join us for a gift exchange and ugly sweater contest and other fun. Gifts are \$5 or less or homemade or re-gifts. Refreshments will be served.

I will be out of the state from December 31 until January 8 with limited cell phone and email access at the Grand Canyon and southern Utah. The other Directors and Cassie will be available for troubleshooting and handling any situations that arise.

Renew Bonds for Chief, Deputy Fiscal Officers No changes to the policy to bond Cassie and Wendy.

Pers. "B"
Resolution 65-23

Renew Bonds for Chief Fiscal Officer and Deputy Fiscal Officer

A Hirsch moved and S. Congrove seconded the adoption of the following resolution.

That bonds for Cassie Stout and Wendy Payne be renewed at \$50,000 each and purchased from the Cincinnati Insurance Company (Weisenberger Ins. Services), at a cost of \$210 and \$158, respectively, for a total of \$368.

The roll being called, the vote resulted as follows:

T. Lowe Y A. Hirsch Y R. Simmons-Jones Y S. Congrove Y

Transfer to Dues & Memberships We have unspent funds in our Conferences & Workshops line item that we would like to transfer to Dues & Memberships in order to pay 2024 OLC memberships. Early payment will allow for early-bird discounts on 2024 PLA attendance.

Gen. Fin. "C"
Resolution 66-23

General Fund Transfer to Dues & Memberships

A Hirsch moved and S. Congrove seconded the adoption of the following resolution.

That \$3,000.00 be transferred to 1000-100-510-0000 (Dues & Memberships) from 1000-100-319-0053 (Other Travel & Workshops: Conferences).

The roll being called, the vote resulted as follows:

T. Lowe Y A. Hirsch Y R. Simmons-Jones Y S. Congrove Y

Building Fund Transfer Our annual transfer from the General to Building Fund as budgeted at the start of 2023

Transfer from General to Building Fund

A Hirsch moved and S. Congrove seconded the adoption of the following resolution.
That \$1,447,480.89 be transferred to 4001-931-0000 (Transfers In) from 1000-910-910-0000 (Transfers Out).

The roll being called, the vote resulted as follows:

T. Lowe Y A. Hirsch Y R. Simmons-Jones Y S. Congrove Y

Annual Report of Credit Card Rewards Our Procurement Policy stipulates that an annual report of all credit card rewards earned be submitted to the board. In the prior 12 months, we have redeemed 71,300 in ScoreCard Rewards points on the Kingston National Bank credit card, equivalent to \$713.00, and \$255.79 in Sam’s Cash from Sam’s Club. These rewards are earned on everyday purchases that the library makes during routine business and are used toward Staff Day and Staff Christmas Party.

Hire full-time custodian, effective December 22, 2023

Scott, Cassie, Kelly and James held interviews for the new 2nd/3rd shift custodial position. After some deliberations, we offered the position to Don Turner. Don’s first day will be December 22. Don and Dustin will split the cleaning of Annex, Main, and Northside with Don having a work station at Northside

Pers. "B"
Resolution 68-23

Approve Hiring Don Turner as Full-time Custodian

S. Congrove moved and A. Hirsch seconded the adoption of the following resolution.
That Don Turner be hired as full-time custodian at a rate of \$15.00 with all other benefits to accrue effective December 22, 2023.

The roll being called, the vote resulted as follows:

T. Lowe Y A. Hirsch Y R. Simmons-Jones Y S. Congrove Y

Annex renovation update We’re still hopeful to move completely into the north end of the Annex this month. The delays in state drawings has meant delays in ordering some equipment—we couldn’t place the order until the state approved the specs. Phase three of the renovation will probably stretch into 2024.

Building Fund Transfer to Furniture and Approve new Library Design Quote The Board approved the original quote for Outreach shelving & furniture in September for \$49,658, but we have updated that quote and it came out \$602 more than the original. Requesting a transfer of the additional \$602 to the Building Fund Furniture line item and approval of the new quote in the amount of \$50,206.

Gen. Fin. "C"
Resolution 69-23

Transfer from Building Improvements to Furniture

A Hirsch moved and S. Congrove seconded the adoption of the following resolution.
That \$602.00 be transferred to 4001-760-750-0000 (Furniture) from 4001-760-740-0000 (Building Improvements).

The roll being called, the vote resulted as follows:

T. Lowe Y A. Hirsch Y R. Simmons-Jones Y S. Congrove Y

Gen Fin. "B"
Resolution 70-23

Ratify Updated Library Design Quote for Outreach Furniture

A Hirsch moved and S. Congrove seconded the adoption of the following resolution.
That the Executive Director be authorized to contract with Library Design for Outreach Shelving and Furniture in the amount of \$50,206.00

The roll being called, the vote resulted as follows:

T. Lowe Y A. Hirsch Y R. Simmons-Jones Y S. Congrove Y

Ratify drip edge quote

While replacing the gutters, there were several rotted areas on the behind the old gutters. There wasn't an existing drip edge, so some rain was able to run between the fascia and gutter. This drip edge and seal will effectively tie the gutter to the roofing material and prevent this from happening in the future. Due to the timeline and nature of the work (before new gutter was installed), I approved the work to proceed already, so I'm asking the board to ratify the added expenditure.

Gen Fin. "B"
Resolution 71-23

Ratify B&B Roofing Drip Edge Installation

A Hirsch moved and S. Congrove seconded the adoption of the following resolution.
That the Executive Director be authorized to contract with B&B Roofing to replace gutter drip-edges on the Annex building at a total cost of \$5,508.00.

The roll being called, the vote resulted as follows:

T. Lowe Y A. Hirsch Y R. Simmons-Jones Y S. Congrove Y

Schedule 2024 Organizational and Records Commission meeting date—January 10 at 4:30 pm would be the normal meeting day.

Board "D"
Resolution 72-23

Schedule January Organizational & Records Commission Meeting

S. Congrove moved and A. Hirsch seconded the adoption of the following resolution
That the January 2024 meeting be held on the 10th at 4:30 pm in meeting room A of the Library Annex.

The roll being called, the vote resulted as follows:

T. Lowe Y A. Hirsch Y R. Simmons-Jones Y S. Congrove Y

Schedule committee meetings for the first quarter

Per Ohio Revised Code, the January meeting is board's Organizational meeting. In addition to regular business, the annual calendar is set, officers are elected, and committees are assigned. I would also like to set a meeting for each committee sometime in the first quarter of the year.

Adjourn at 4:52 p.m.

Retha Simmons-Jones, Secretary

Tamra Lowe, President

PRESENTATION: Erin Kelsey, State Library of Ohio, Strategic Planning session to immediately follow the board meeting.