

The Chillicothe and Ross County Public Library
Board of Trustees
March 11, 2026

Present: Board Members Angela Hirsch, Lori Graves,
Tamra Lowe, Retha Simmons Jones
Rob Augg, James Garner, Andrea Oyer,
Ethan Queen Student Trustee

Others Present: James Hill, Executive Director
Cassie Stout, Chief Fiscal Officer
Wendy Payne, Deputy Fiscal Officer

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

PUBLIC COMMENT

Community Partner Presentation: Scott Graham, Executive Director, Chillicothe-Ross Community Foundation

Gen. Fin. "C"
Resolution 14-26

CONSENT AGENDA

R. Simmons Jones moved and A. Hirsch seconded the adoption of the following resolution.
That the minutes of the February 11, 2026 Regular meeting be approved as presented and,

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

That the bills listed under date of March 11, 2026 be approved for payment and,

That Then-and-Now Purchase Order #39-2026 to Overdrive for the library's required contribution to ODL per State Library MOU in the amount of \$9,495.12 be approved and,

That the following contributions be accepted:
\$10,000 unrestricted from the Carnegie Corporation of New York.

The roll being called, the vote resulted as follows:

A. Hirsch	Y	T. Lowe	Y	R. Augg	Y	L. Graves	Y
A. Oyer	Y	J. Garner	Y	R. Simmons Jones	Y		

Financial Report

Balance February 1, 2026	\$	4,436,696.55
February Receipts	\$	264,911.67
Total	\$	4,701,608.22

February Expenditures	\$	(379,502.51)
Ledger Balance February 28	\$	4,322,105.71
Outstanding Checks	\$	69,949.12
Total	\$	4,392,054.83
Petty Cash	\$	455.00
Doris T. Culp Fund - Stock	\$	10,500.00
A. R. Schlegel Fund - KNB CD	\$	10,147.15
Kingston Money Market	\$	117,209.22
Star Ohio	\$	3,930,151.96
LCNB/LPL Brokered CD	\$	240,000.00
JLCO Main/Annex Retainage	\$	11,025.61
Cr Card Not Posted	\$	64.73
Checking Balance	\$	72,501.16

Bills

FiNet	Jan Merchant Svc Fees	\$36.91
Bibliotheca	Self-Check Tablets PV & OU-C	\$5,736.00
City of Chillicothe	Pool Sponsor (Incl. free day & finale)	\$2,500.00
Liz Gibbons-Camp	Reimb. Air Travel PLA in Minneapolis	\$596.39
Robert Hitchens III	HRA Reimb	\$243.69
The Water Express	S Salem Water	\$9.95
Amazon	Books, Supplies	\$979.99
CenterPoint	Large Print Books	\$254.10
CenturyLink/Lumen	S Salem Phone	\$5.51
Charter/Spectrum	Adelphi Locker Internet	\$130.00
Demco	Cataloging Supplies	\$642.91
Gordon Flesch	Main/NS Copier Use	\$115.25
Jennifer Slone	HRA Reimb	\$249.48
Ingram	Books	\$11,852.91
JLS Building Svcs	NS & Annex HVAC Repair	\$1,968.99
Kim Baker	HRA Reimb	\$1,249.92
Lawrence Greene	BHM Program Honorarium	\$250.00
M&M Fabrication	Snow/Ice Removal 01/21-02/21	\$27,638.00
OverDrive	ODL Digital Books & St.Lib. Contribution	\$15,163.69
Pike Natural Gas	R Dale Svc	\$69.95
Sports Plus	Staff Name Tags	\$20.00
Screenpoint	Background Chk	\$55.00
CRCPL	Gross Payroll	\$91,699.40
IRS	Library's Share of Medicare	\$1,257.87
Anthem	Library's Share of Medical Insurance	\$36,247.44
OLC	Institutional Dues	\$9,126.00
Bainbridge Comm Cntr	Lease & Electric	\$3,267.20

Columbia Gas	Gas Svc (3)	\$2,730.84
Standard Insurance Co.	Library's Share of Vision/Dental	\$814.92
S Central Power	Electric (2)	\$495.00
KNB	Monthly Chk Acct Fee	\$20.49
FiNet	Feb Merchant Svc Fees	\$42.27
Amazon	Books, Supplies	\$1,719.75
AEP	Electric (8)	\$5,073.79
Ingram	Books	\$26,104.25
KNB CC	E-Readers Load, Supplies, Software	\$4,107.27
Lowes	Facilities Supplies	\$617.30
Quill	Toner, Office Supplies, Branch Supplies	\$8,309.55
Buckeye Propane	Frankfort Svc	\$130.00
Backstage Library Works	MARS Auth Control Processing	\$21.00
Chillicothe Utilities	Water/Sewer/NS Trash	\$741.40
DTB	Custodial Supplies	\$1,255.01
Midwest Tape	A/V Order & Hoopla	\$6,031.95
RD Sewer Distric	RD Service	\$17.94
Ross Co Water Co	RD Service	\$28.83
Sherwin Williams	Paint/Supplies	\$356.65
Stacy Knipp	HRA Reimb	\$67.61
United Way Ross Co	Imagination Library - Baby First Books	\$4,000.00
Village of Frankfort	Water/Sewer	\$33.00
Village of Kingston	Water/Sewer	\$62.70
Kelly Marcum	HRA Reimb	\$251.45
Robert Hitchens III	HRA Reimb	\$1,336.38
CRCPL	Gross Payroll 03/13	\$92,426.29
IRS	Library's Share of Medicare	\$1,268.37
Backstage Library Works	MARS Auth Control Processing	\$56.50
CenturyLink/Lumen	SS Phone	\$4.09
Charter/Spectrum	Zane & Clarksburg Internet	\$139.96
CJ Stephens	HRA Reimb	\$1,901.49
The Computer Workshop	E Lyons MS 365 Course -TechCred	\$309.55
Frontier	SS Phone	\$191.94
Kendra Kempton	HRA Reimb	\$2,917.70
Laura Fox	HRA Reimb	\$4,500.00
Midwest Tape	Hoopla Instants Digital Books Deposit	\$30,000.00
Pike Natural Gas	R Dale Svc	\$85.46
Standard Insurance Co.	Life & Ancillary Insurances	\$971.79
T-Mobile	Cell Svc	\$88.64
The Water Express	S Salem Water	\$9.95
GloFiber	Phone/Internet	\$5,125.85
Gordon Flesch	Admin Copier Use/Maintenance	\$493.39
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		\$416,226.87

Director's Report

Everyone welcomes the warmer temperatures that March has brought so far, but with it has come a lot of sick leave. We're looking forward to everyone staying healthy!

The library co-hosted a mini-conference last week with Ohionet. We had about 50 folks from around the state, mostly public librarians, for a day-long networking and information sharing event. I've only heard positive comments. Ohionet will share the evaluations with us in the coming days.

My next Antioch PhD residency is coming up at the end of the month. I'll be in Seattle again from Tuesday, March 24 through Sunday, March 29. Some of the topics this time will be unconscious bias, Servant Leadership, leadership identity, Embodied Leadership, and subjectivity in research.

The annual OLC Legislative Day is coming up next week, Wednesday, March 18. Jenn Slone and I are attending. The Governor and First Lady are expected to attend and receive the Andrew Carnegie Award.

Permanent Appropriations

There have been limited changes from the temporary appropriations passed in December, most notably: Increases in the book budgets due to the closure of our main book distributor at year-end; building maintenance increase for window seals at Main and new lighting; and an increase in motor vehicles to cover the cost of a new vehicle due to yesterday's accident. This budget maintains 3% for contingencies as we have in the past and transfers \$369,250 to the building fund at year-end.

Gen. Fin. "A"
Resolution 15-26

2026 Permanent Appropriations Resolution

A Hirsch moved and A. Oyer 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 Library Trustees, during the fiscal year, ending December 31st, 2026, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

GENERAL FUND - 1000

Salaries & Benefits

100 - Salaries	\$ 2,588,000.00	
200 - Employee Fringe Benefits	\$ 1,179,900.00	
Total Salaries & Benefits		<u>\$ 3,767,900.00</u>

Purchased & Contracted Services

300 - Purchased & Contracted Services		<u>\$ 1,059,130.00</u>
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Library Materials & Information

410 - Library Materials & Information		<u>\$ 673,250.00</u>
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Supplies

450 - Supplies		<u>\$ 194,475.00</u>
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Other (Dues/Memberships/Taxes/Refunds & Reimb)

500 - Other		<u>\$ 16,650.00</u>
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Capital Outlay

700 - Capital Outlay		<u>\$ 421,000.00</u>
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Other Financing Uses

910 - Transfers Out	\$ 369,249.80	
930 - Contingencies	\$ 201,082.00	
Total Other Financing Uses		<u>\$ 570,331.80</u>

TOTAL GENERAL FUND - 1000		<u>\$ 6,702,736.80</u>
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BUILDING FUND - 4001

Building Fund

700 - Capital Outlay	\$ 3,215,597.57	
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TOTAL BUILDING FUND - 4001		<u>\$ 3,215,597.57</u>
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DORIS T. CULP MEMORIAL FUND - 4501

Library Materials & Information

411 - Books & Pamphlets		\$ 3,482.30
750 - Equipment		<u>\$ 698.60</u>

TOTAL DORIS T. CULP MEMORIAL FUND - 4501		<u>\$ 4,180.90</u>
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ANNE R. SCHLEGEL MEMORIAL FUND - 4502

Library Materials & Information

411 - Books & Pamphlets		\$ 2,087.95
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TOTAL ANNE R. SCHLEGEL MEMORIAL FUND - 4502		<u>\$ 2,087.95</u>
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<u>GRAND TOTAL ALL FUNDS</u>		<u>\$ 9,924,603.22</u>
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The roll being called, the vote resulted as follows:

A. Hirsch Y T. Lowe Y R. Augg Y L. Graves Y
A. Oyer Y J. Garner Y R. Simmons Jones Y

2026 Mowing and Landscape Maintenance

The annual landscape RFQ was posted on social media and the library website for several weeks. We received one complete quote for all branches from M & M Fabrication (current provider) and one partial quote from Mad Buck Landscape. Mad Buck came in lower for one location but does not have the capacity to fully service Main and Northside. M & M has been our provider for many years, we are pleased with their services, and they are local. M & M's pricing has remained the same as the past two years.

Gen Fin. "B"
Resolution 16-26

2026 Mowing & Landscape Maintenance Contract

J. Garner moved and R. Augg seconded the adoption of the following resolution. That the library contract with M&M Fabrication at the per-visit rates provided for mowing and landscape maintenance at Frankfort, Kingston, Richmond Dale, Northside, and Main/Annex for the 2026 season.

The roll being called, the vote resulted as follows:

A. Hirsch Y T. Lowe Y R. Augg Y L. Graves Y
A. Oyer Y J. Garner Y R. Simmons Jones Y

Buildings Committee Report

The Buildings Committee met on 03/04 to review the current state of all of our facilities and identify future capital improvement projects.

Pers. "A"
Resolution 17-26

New Hire

R. Augg moved and R. Simmons Jones seconded the adoption of the following resolution. That Tyree Brown be hired as part-time Enrichment Clerk at Main at a rate of \$15.29 with all other benefits to accrue effective February 23, 2026.

The roll being called, the vote resulted as follows:

A. Hirsch Y T. Lowe Y R. Augg Y L. Graves Y
A. Oyer Y J. Garner Y R. Simmons Jones Y

Approve Vehicle Purchase

We are down two fleet vehicles; after the recent accident involving the Ford Focus, the Transit cargo van is in the shop with transmission issues. We previously budgeted to trade in an older fleet vehicle and purchase one new this year. The permanent budget now includes a second vehicle purchase to replace the Focus. We are waiting on quotes for comparison, but request approval to purchase a new small SUV, likely a Ford Escape, for no more than \$35,000, in the coming days. We will ratify the details at the April meeting.

Gen Fin. "B"
Resolution 18-26

Purchase Vehicle

R. Augg moved and R. Simmons Jones seconded the adoption of the following resolution. That the Chief Fiscal Officer be authorized to purchase a new fleet vehicle not to exceed \$35,000.

The roll being called, the vote resulted as follows:

A. Hirsch Y T. Lowe Y R. Augg Y L. Graves Y
A. Oyer Y J. Garner Y R. Simmons Jones Y

Schedule Personnel Committee meeting to discuss Executive Director and Chief Fiscal Officer Evaluations and review/revise July, August, and November regular meeting dates (discussion).

Bd. "C & D"
Resolution 19-26

Schedule Personnel Committee

A Hirsch moved and A. Oyer seconded the adoption of the following resolution. That the Personnel Committee will meet directly after the April Board meeting and That the July and August meeting be combined and moved to July 29th at 4:30 and That the November meeting be moved to November 18th due to holiday on the 11th.

The roll being called, the vote resulted as follows:

A. Hirsch Y T. Lowe Y R. Augg Y L. Graves Y
A. Oyer Y J. Garner Y R. Simmons Jones Y

Adjourn at 5:32 p.m.

Lori Graves, Secretary

Tamra Lowe, President