PICKERINGTON
PUBLIC LIBRARY

PICKERINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AGENDA FOR December 16, 2019

1. Call to Order
    a. Roll Call
    b. Excused Absences
2. Secretary's Report
    a. Consent Agenda
        1. November 18, 2019 Regular Board Meeting and FAB meeting
        2. December 7, 2019 FAB Meeting
        3. Donations
            a. Camcorder valued at $169.00 by Erikka Sawdey
            b. New release books donated on a monthly basis by Joyce Vaughn valued at $884.91
            c. $50 donation from Woodstream Homeowner's Association.
        4. New Staff
            a. Amanda Grubbs - Customer Service Assistant - main - $9.73 an hour - started November 26th (Last Day December 8th)
3. Public Participation
4. Friends of the Library Report
5. Finance Committee
    a. Fiscal Officer's Report
6. Other Committee Reports
7. Director's Report

8. Community Engagement Manager's Report

9. Old Business

10. New Business

    a. Resolution to direct the Fiscal Officer to request the County Auditor to provide tax advances in 2020 year as they are received
    b. Resolution to approve the 2020 Temporary Appropriations
    c. Discussion and approval of the 2020 Library Board meeting schedule
    d. Library Board Appointment Recommendation discussion – Mary Herron
    e. Executive Session - staff compensation

11. For the good of the order

12. Adjournment

Next Board Meeting:

FAB Committee Meeting

To Be Determined

Regular Board Meeting

To Be Determined

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
November 18, 2019

The Board of Trustees of the Pickerington Public Library met in regular session on November 18, 2019 at 7:03 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present were Cristie Hammond, Mike Jones, Mary Herron, Jennifer Hess, Michelle Shirer, Todd Stanley and Berneice Ritter. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Colleen Bauman, Community Engagement Manager and Norma Lockney, Deputy Fiscal Officer. Also in attendance: Kathy Bowden, President of the Friends.

Call to Order

Roll Call

Excused Absences

Secretary's Report

Consent Agenda

a. Consent Agenda
    i. Approval of Minutes
        1. October 21, 2019 Regular Board Meeting and FAB meeting
    ii. New Staff
    iii. Donations
        1. OPVBA Pickerington Village Association - $50.00

11-01-19 Motion to approve the Consent Agenda

Mary Herron made a motion to approve the Consent Agenda items. Jennifer Hess seconded. Consent Agenda items were approved with no changes.

Roll Call: Mike Jones-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Berneice Ritter-yes, Jennifer Hess-yes. Motion passed.

Public Participation

Friends of the Library Report

The book sale was very successful, making about $4,200. With the extra books leftover, the Friends are shipping out pallets to thrift stores.

Michelle Shirer entered the meeting at 7:11 p.m.

Finance Committee

Fiscal Officer's Report

Brenda shared with the Board what the Finance Committee discussed. Brenda asked if there were any questions from the financial reports. There were none.

Other Committee Reports

Mike Jones reported that the personnel meeting will be sometime in December.

Director's Report

Current projects:
- Main Library Structural roofing issue update: Engineers continue to survey for the project. The Library's project team will meet with Mikel Coulter in December to review the initial set of drawings. Mikel expects to be able to put out for bid around 2nd week in January for 3 weeks. Take bids in middle of February, review bids for 1 week and then have the library award the contract for early spring start. Expect a firmer schedule in December. The timing of this project may impact when the library will need to approve our permanent appropriations.
- Parking Lot restriping: Met with the company owner and the concerns will be addressed before payment is rendered. Nothing new at this time.
- Customer Service Desk: Will move to new business. This topic was discussed in the FAB Committee meeting.
- Boiler Pump: The newly replaced pump for the boiler went out. The pump is covered under the warranty and will be replaced by GTC at no cost.

Miscellaneous:
- Children's Music Garden: Handyman Matters installed the instruments, and they look great. Grand opening is on Wednesday, November 20, at 10:30am. Mr. Gorgas with the high school band will come over with 6 high schoolers to play the instruments.
- Healthy After School Snack: The Library has an opportunity to partner with the Pickerington Food Pantry to provide a healthy afterschool snack to customers under 18 years of age. The Main Library has consistently had between 200 and 400 visits by minor customers during afterschool hours throughout the school week. The Branch has consistently had between 15 and 25 visits by minor customers during afterschool hours throughout the school week. ***These numbers fluctuate dependent on the day with Wednesday's being the busiest day. Many of these customers stay at the library for 2 or more hours. Cost estimates put this project at about $3000 annually during the school year. The library is working on a joint grant proposal with Ohio Health for funding. The goal is to get kids into the Homework Help Center, which is where they can get the snacks.
- Binge Boxes: We began circulating the first of our Binge Boxes. This is a new product from Midwest Tape. 12 titles so far with more to come. 8 checked out in the first couple of days.

Community Engagement Report

- Social Media: Colleen shared some recent posts.
- Website: Working with the different departments to clean up and update pages.
- Mobile app: In testing, model IOS testing first – then testing will move to Android.

Programming:
- Trick or Treat: Thursday, October 31, 2019, Circulation stats: 1,481, Door Count: 975 - Comparison: Thursday, Oct 24, Circulation: 423 Door count: 564
- Do you want to build a snowman….again: Saturday, November 9, 2019, Circulation stats: 1,605, Event: 125, Door Count: 458 - Comparison: Saturday, Nov 16, Circulation: 1,315 Door Count: 303

Upcoming events/classes:
- Santa Saturday: Saturday, December 7, 2:00 - 4:00 p.m., Santa, Crafts, etc!
- Coloring and Cookies: Saturday, December 14, 2:00 - 4:00 p.m. at Sycamore Plaza Library - Allow your brain to rest and refocus; let the stress from the holiday hustle and bustle fade away while you color! All ages are welcome and supplies are provided. No registration is required.
- Noon Year's Eve: Tuesday, December 31, 11:00 a.m. - 12:30 p.m. at Pickerington Public Library Main & Sycamore Plaza Library. Ring in the New Year early with a family friendly countdown to noon! Partygoers will enjoy a noontime balloon drop, crafts, games, and mocktail toast. Celebrate with us without having to stay up till midnight. This event will be hosted at both library locations. Registration is required for Sycamore Plaza location.

Marketing: Newsletter, new design for print and website.

Old Business

Friends of the Pickerington Public Library Agreement effective January 1, 2020 through December 31, 2021

The Friends have approved the agreement, with no changes.

11-02-19 Resolution to approve the changes to the Friends of the Pickerington Public Library Agreement effective January 1, 2020 through December 31, 2021

Mike Jones made a motion to approve the changes to the Friends of the Pickerington Public Library Agreement effective January 1, 2020 through December 31, 2021. Mary Herron seconded.

Roll Call: Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Jennifer Hess-yes, Mary Herron-yes. Motion passed.

New Business

2020 Holidays and Closing Schedule

Tony shared the proposed holidays and closing schedule for 2020. The Staff Development Days were chosen as February 24 and October 19, 2020 with all other days following Board policy.

11-03-19 Resolution to approve the 2020 Holidays and Closing Schedule

Mike Jones made a motion to approve the 2020 Holidays and Closing Schedule. Mary Herron seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Berneice Ritter-yes, Mary Herron-yes, Jennifer Hess-yes. Motion passed.

Bloodborne Pathogens Policy

The grant for the lift required us to review and update certain safety policies, including the Bloodborne Pathogens Policy. The library has two staff members that the library would be required to pay for their Hepatitis B vaccination, if those staff members so choose. Once the policy is approved, the library can tell the BWC that we have met all requirements.

11-04-19 Resolution to approve the Bloodborne Pathogens Policy

Mike Jones made a motion to approve the Bloodborne Pathogens Policy. Michelle Shirer seconded.

Roll Call: Mary Herron-yes, Mike Jones-yes, Todd Stanley-yes, Jennifer Hess-yes, Cristie Hammond-yes, Michelle Shirer-yes, Berneice Ritter-yes. Resolution passed.

Meal/Rest Break Policy

Other local libraries provide a fifteen-minute rest break instead of ten minutes. The ten-minute break was put into effect when the library had shorter hours, and this policy was not changed when the hours expanded. Due to the library's location, we would also like to give the option for a one hour uncompensated lunch break after coordinating with their supervisor.

11-05-19 Resolution to approve the changes to the Meal/Rest Break Policy

Mike Jones made a motion to approve the changes to the Meal/Rest Break Policy. Mary Herron seconded.

Roll call: Jennifer Hess-yes, Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Mary Herron-yes. Resolution passed.

Public Records Policy

The current Public Records policy was last updated in June 2009. The changes provide a clearer format on how we handle records requests.

11-06-19 Resolution to approve the changes to the Public Records Policy

Todd Stanley made a motion to approve the changes to the Public Records Policy. Mary Herron seconded.

Roll call: Mary Herron-yes, Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Berneice Ritter-yes, Jennifer Hess-yes. Resolution passed.

Transfer of $7,500 from Other-Purchased and Contracted Services (Legal) 1000-100-390-3111 and $32,500 from Furniture and Equipment (Furniture) 1000-760-750-5510 to Other-Purchased and Contracted Services (All Other) 1000-100-390-3910

The project transformed from originally purchasing a new customer service to using our current furniture, but expanding the workroom in order to improve staff working conditions, workflow and efficiencies. To accomplish this, we need to transfer funds.

11-07-19 Resolution to approve the transfer of $7,500 from Other-Purchased and Contracted Services (Legal) 1000-100-390-3111 and $32,500 from Furniture and Equipment (Furniture) 1000-760-750-5510 to Other-Purchased and Contracted Services (All Other) 1000-100-390-3910

Mike Jones made a motion to approve the transfer of $7,500 from Other-Purchased and Contracted Services (Legal) 1000-100-390-3111 and $32,500 from Furniture and Equipment (Furniture) 1000-760-750-5510 to Other-Purchased and Contracted Services (All Other) 1000-100-390-3910. Mary Herron seconded.

Roll call: Michelle Shirer-yes, Mike Jones-yes, Cristie Hammond-yes, Jennifer Hess-yes, Berneice Ritter-yes, Mary Herron-yes, Todd Stanley-yes. Resolution passed.

Director to enter into contract with Pepper Construction for up to $42,305 for the purpose of remodeling the Customer Service Department workroom at Main Library

$42,305 is the total amount that the library will spend if Pepper Construction is not willing to negotiate pricing options.

11-08-19 Resolution to approve the Director in entering into contract with Pepper Construction for up to $42,305 for the purpose of remodeling the Customer Service Department workroom at Main Library

Mike Jones made a motion to approve the Director in entering into contract with Pepper Construction for up to $42,305 for the purpose of remodeling the Customer Service Department workroom at Main Library. Berneice Ritter seconded.

Roll call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Jennifer Hess-yes, Michelle Shirer-yes, Mary Herron-yes, Berneice Ritter-yes. Resolution passed.

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:21 p.m.

Next Board Meeting:

FAB Committee Meeting
December 7, 2019 @ 9:00 a.m. at Main Library

Regular Board Meeting
December 16, 2019 @ 7:00 p.m. at Sycamore Plaza Library

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PICKERINGTON PUBLIC LIBRARY
Finance Committee
Minutes
November 18, 2019

Committee Members Present:	Cristie Hammond Mary Herron Mike Jones
Staff Members Present:	Brenda Oliver Tony Howard Colleen Bauman Norma Lockney
Board Member Attending:	Berneice Ritter
Public Attending:	None

Meeting Began: 6:32 p.m.
Meeting Ended: 7:03 p.m.

Cristie brought the meeting to order.

Brenda shared the October financials:

October 2019 financials
Checking balance - $647,375.52
General Fund Investments - $2,460,848.40
Capital Fund investments – Star Ohio - $587,535.73
October General Fund Revenue - $104,103.45

Revenue Highlights:

PLF - $94,346.86
Customer Fees & lost items- $1,115.01
Unrestricted Contrib. – Foundation - $2,157.89
Interest - $4,224.31
Sale of Supplies - $1,191.00 (Friends credit card book sales)
Capital Projects interest income $1,022.28
Special Revenue Income - $17,372 ($7,445 Federal portion, $9,927 Transfer-in for Guiding Ohio Online Grant)

Expenditure Highlights:

Main Personnel - $81,065 ($1,118 OLC Conference fees)
Branch Personnel - $16,738
Main Operations - $33,079
Branch Operations - $13,518
Collection - $19,087
Equipment and Furniture - $1,287 (2 Book return drop carts)

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October General Fund Expenditures - $174,701

Mike Jones requested a comparison on the checking/investment balances sheet with the previous month's amounts.

RFP for Banking Services

Brenda noticed that Huntington increased our banking fees, which would cost the library an additional estimated $423.60 per year. She was able to get them to agree to the prices they were previously charging us. She also put out a Request for Banking Services to ensure the library is getting the best rates, with only one response to date.

Roof Project

First set of drawings should be available mid-December. January will start the bidding process. Bids will be due mid-February. Tony will hopefully have a firm timeline in December.

Customer Service Area – Main Project

The project started as a purchase for a new Customer Service desk. However, looking at workflows and services, we felt it was necessary to increase the workroom. We determined to relocate the same furniture and pull out the wall to increase efficiencies for customers and staff. The estimates have come back way above what expected. The project is too big for a smaller company and too small for a bigger company. Tony is requesting a resolution to contract with Pepper Construction for up to $42,305, but is still in discussion with Pepper over the total proposed costs. If approved, they should be done by the end of the year.

Next Meeting: December 7, 2019

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PICKERINGTON
PUBLIC LIBRARY

Memorandum

To: **Cristie Hammond; Michael Jones; Berneice Ritter; Mary Herron; Michelle Shirer; Jennifer Hess; Todd Stanley**

From: **Tony Howard**

Date: **December 16, 2019**

Subject: **Temporary Appropriations for 2020**

Executive Summary

This year's annual budget is similar to previous year's annual budgets with the expected normal increases to cover market increases. The General Fund is standard; however, there are a few line items to highlight.

There is a difference in the Main Personnel category due to the major reorganization of upper administration of the library. In operations, you will see higher amounts in the printing category due to the "Down with Dewey" project we have this coming year. These increases will go to support new wayfinding signage. In addition, County Auditor's fees are expected to increase with the collection of additional tax levy dollars.

The final item to note is the $30,000 for an additional outreach vehicle. In order to expand service to the northwest portion of the library's service area while using branch staff effectively, we need to begin providing outreach services from the branch. Initially, we planned to hire an Outreach specialist. However, this would require additional annual costs in salaries and benefits. A vehicle is a one-time major expense minus the minor standard upkeep. Furthermore, requiring staff to perform regular outreach from their personal vehicles could potentially result in repair and upkeep claims of their privately owned vehicles.

Background

Temporary appropriations are required in order for the library to continue operations beginning January of the following year. The Library has until March 31 of the following year to approved permanent appropriations. We must wait until the previous year's books are closed in order to finalize permanent appropriations.

Recommendation

Approve the Temporary Appropriations budget for 2020

Action Requested

Resolution to approve the 2020 Temporary Appropriations as follows:

General Fund	$ 2,457,480
Homework Help Center Fund	$ 100
Guiding Ohio Online Grant Fund	$ 8,405.50
Capital Projects Fund	$ 40,000

2020 Estimated Revenue

	Description	Estimated 2019 revenue	Estimated 2020 Revenue
GENERAL FUND			
1000-121-0000	General Property Tax	$ 752,500	$ 1,384,000
1000-240-0000	PLF	$ 1,127,241	$ 1,168,847
1000-250-0000	Property Tax Allocation	$ 94,500	$ 96,500
1000-310-0000	Customer Fees	$ 15,000	$ 12,000
1000-330-0000	Professional Services Rendered	$ 600	$ 600
1000-340-0000	Customer Coin-Operated Machines	$ 9,000	$ 9,000
1000-612-0000	Restricted Contributions-Businesses	$ -	$ -
1000-651-0000	Unrestricted Contributions - Individuals	$ 300	$ 300
1000-652-0000	Unrestricted Contributions - Businesses	$ 300	$ 300
1000-653-0000	Unrestricted Contributions - Foundations		
1000-701-0000	Interest on Investments	$ 25,000	$ 40,000
1000-820-0000	Sale of Supplies	$ 5,000	$ 5,000
1000-871-0000	Refunds for Overpayment	$ 100	$ 100
1000-879-0000	Refunds & Reimbursements	$ 1,000	$ 1,000
1000-891-0000	Miscellaneous Operating	$ 2,000	$ 2,000
1000-912-0000	Sale of Surplus Property	$ 300	$ 300
1000-190-0000	Other - Local Taxes	$ 200	$ 200
	Total	**$ 2,033,041**	**$ 2,720,147**
	Carryover	**$ 3,183,360**	**$ 2,317,471**
	Total available for appropriation	**$ 5,216,401**	**$ 5,037,618**
	Total appropriated	**$ 2,898,930**	**$ 2,457,480**
	Total unappropriated	**$ 2,317,471**	**$ 2,580,138**
CAPITAL PROJECTS			
4001-701-0000	Interest/Dividends		$ 750
4001-931-0000	Transfers-In		$ -
	Total	**$ -**	**$ 750**
Guiding Ohio Online Grant Fund			
2008-212-0000	Restricted Federal Grants-In-Aid		**$22,335**

2020 Temp Budget

Personnel

Account Number	Appropriation Description	2018 Perm Budget	2019 Perm Budget	2020 Budget Request	2020 Temp Budget
1000-100-110-1120	Salaries - Professional	$ 460,000	$ 540,000	$ 510,000	$ 500,000
1000-100-110-1140	Salaries - Office & Clerical	$ 310,000	$ 320,000	$ 345,000	$ 345,000
1000-100-110-1180	Salaries - Facilities	$ 62,500	$ 60,000	$ 60,000	$ 70,000
1000-100-211-1120	OPERS - Professional	$ 65,000	$ 80,000	$ 75,000	$ 75,000
1000-100-211-1140	OPERS - Clerical	$ 45,000	$ 46,000	$ 52,000	$ 50,000
1000-100-211-1180	OPERS - Facilities	$ 9,000	$ 9,000	$ 9,000	$ 10,500
1000-100-213-0000	Medicare	$ 12,500	$ 14,000	$ 14,000	$ 14,000
1000-100-221-1120	Medical-Hospital Insurance - Professional	$ 65,000	$ 81,000	$ 75,000	$ 75,000
1000-100-221-1140	Medical-Hospital Insurance - Clerical	$ 30,000	$ 30,000	$ 30,000	$ 30,000
1000-100-221-1180	Medical-Hospital Insurance - Facilities	$ 9,000	$ -	$ -	$ -
1000-100-222-0000	Life Insurance	$ 900	$ 1,000	$ 1,000	$ 850
1000-100-223-0000	Dental Insurance	$ 5,000	$ 6,000	$ 6,000	$ 5,500
1000-100-224-0000	Vision Insurance	$ 1,500	$ 1,000	$ 1,000	$ 750
1000-100-225-0000	Worker's Compensation	$ 3,250	$ 4,200	$ 4,200	$ 4,200
1000-100-291-0000	Unemployment Compensation	$ 8,000	$ 8,000	$ 8,000	$ 8,000
1000-100-299-0000	Other Employee Benefits	$ 2,500	$ 2,500	$ 2,500	$ 2,500
1000-100-311-0000	Dues & Fees	$ 4,000	$ 4,500	$ 5,000	$ 5,000
1000-100-312-0000	Travel & Meeting	$ 12,500	$ 12,500	$ 13,000	$ 14,000
	Total	**$ 1,105,650**	**$ 1,219,700**	**$ 1,210,700**	**$ 1,210,300**

2020 Temp Budget

Branch Personnel

Account Number	Appropriation Description	2018 Perm Budget	2019 Perm Budget	2020 Budget Request	2020 Temp Budget
1000-100-110-6120	Salaries - Professional	$ 85,000	$ 112,000	$ 112,000	$ 112,000
1000-100-110-6140	Salaries - Office & Clerical	$ 40,000	$ 90,000	$ 95,000	$ 95,000
1000-100-211-6120	OPERS - Professional	$ 12,000	$ 16,500	$ 16,500	$ 16,500
1000-100-211-6140	OPERS - Clerical	$ 5,750	$ 13,500	$ 14,000	$ 14,000
1000-100-213-6000	Medicare	$ 1,850	$ 3,200	$ 3,400	$ 3,200
1000-100-221-6120	Medical-Hospital Insurance - Professional	$ 15,000	$ 13,000	$ 15,000	$ 13,500
1000-100-222-6000	Life Insurance	$ 120	$ 120	$ 120	$ 120
1000-100-223-6000	Dental Insurance	$ 1,000	$ 800	$ 900	$ 900
1000-100-224-6000	Vision Insurance	$ 200	$ 100	$ 100	$ 100
1000-100-225-6000	Worker's Compensation	$ 750	$ 1,000	$ 1,250	$ 1,200
1000-100-299-6000	Other Employee Benefits	$ 600	$ 600	$ 1,000	$ 1,000
1000-100-311-6000	Dues & Fees	$ 600	$ 1,100	$ 1,100	$ 1,100
1000-100-312-6000	Travel & Meeting	$ 1,500	$ 3,000	$ 3,000	$ 2,000
	Total	**$ 164,370**	**$ 254,920**	**$ 263,370**	**$ 260,620**

2020 Temp Budget

Operations

Account Number	Appropriation Description	2018 Perm Budget	2019 Perm Budget	2020 Budget Request	2020 Temp Budget	
1000-100-321-0000	Telephone	$ 5,500	$ 6,000	$ 6,500	$ 6,000	
1000-100-322-0000	Postage	$ 3,500	$ 2,000	$ 2,500	$ 2,000	
1000-100-323-0000	Postage Machine Rental	$ 400	$ 400	$ 1,200	$ 1,200	
1000-100-324-0000	Printing	$ 3,500	$ 3,500	$ 3,500	$ 11,300	
1000-100-325-0000	Advertising	$ 3,500	$ 5,000	$ 5,000	$ 5,000	
1000-100-331-0000	Maintenance & Repair on Facilities	$ 14,000	$ 14,000	$ 16,000	$ 15,000	
1000-100-332-0000	Maintenance & Repair on Equipment	$ 10,000	$ 10,000	$ 1,000	$ 4,000	
1000-100-332-3330	Maintenance & Repair on Equip.-Outreach Vehicle	$ 1,500	$ 1,500	$ 1,500	$ 1,500	
1000-100-333-0000	Security Services	$ 14,500	$ 5,000	$ 1,000	$ 1,000	
1000-100-341-0000	Property Insurance Premiums	$ 5,700	$ 8,300	$ 9,000	$ 8,500	
1000-100-341-3330	Property Insurance Premiums-Outreach Vehicle	$ 650	$ 550	$ 600	$ 1,100	* 2nd Van
1000-100-342-0000	Liability Insurance Premiums	$ 2,600	$ 3,250	$ 3,750	$ 4,000	
1000-100-343-0000	Fidelty Bond Premiums	$ 500	$ 500	$ 500	$ 400	
1000-100-351-3560	Rents & Leases - Lease Equipment	$ 14,500	$ 14,500	$ 14,500	$ 14,500	
1000-100-361-0000	Electricity	$ 60,000	$ 60,000	$ 60,000	$ 60,000	
1000-100-362-0000	Water & Sewage	$ 4,000	$ 2,500	$ 2,500	$ 2,500	
1000-100-363-0000	Natural Gas	$ 10,000	$ 10,000	$ 10,000	$ 8,000	
1000-100-371-0000	Auditing Services	$ -	$ 3,000	$ -	$ -	
1000-100-372-0000	Uniform Accounting Network	$ 4,000	$ 4,000	$ 4,000	$ 4,000	
1000-100-373-0000	County Auditor's and Treasurer's Fees	$ 15,000	$ 15,000	$ 22,500	$ 26,000	
1000-100-379-0000	Other Professional Services	$ 5,000	$ 5,000	$ 5,000	$ 2,500	
1000-100-390-3111	Other Contracts - Legal	$ 8,000	$ 8,000	$ 5,000	$ 2,000	
1000-100-390-3910	Other Contracts - All Other	$ 65,000	$ 65,000	$ 65,000	$ 55,000	
1000-100-390-3912	Other Contracts - Info & Research Programs	$ 12,000	$ 12,000	$ 12,000	$ 4,000	
1000-100-390-3914	Other Contracts - YS Programs				$ 8,000	
1000-100-390-3950	Other Contracts - Consortium Expenses	$ 58,000	$ 60,000	$ 65,000	$ 60,000	
1000-100-451-2110	General Admin Supplies - Office	$ 7,000	$ 7,000	$ 7,000	$ 7,000	
1000-100-451-2112	General Admin Supplies - Info & Research Program	$ 7,000	$ 7,000	$ 7,000	$ 2,500	
1000-100-451-2114	General Admin Supplies - YS Program				$ 5,500	
1000-100-451-2130	General Admin Supplies - Cataloging	$ 7,000	$ 5,000	$ 5,000	$ 5,000	
1000-100-452-0000	Property Maintenance/Repair, Supplies & Parts	$ 10,000	$ 10,000	$ 8,500	$ 6,000	
1000-100-453-3330	Motor Vehicle Fuel, Supplies & Parts-Outreach Vehicle	$ 1,000	$ 1,200	$ 1,200	$ 750	
1000-100-454-0000	Supplies Purchased for Resale	$ 5,000	$ 3,000	$ 3,000	$ 1,500	
1000-100-459-0000	Other - Supplies	$ 2,000	$ 1,900	$ 2,000	$ 5,500	
1000-100-510-0000	Dues & Memberships	$ 5,000	$ 5,000	$ 5,000	$ 5,500	
1000-100-520-0000	Taxes - Assessment	$ 500	$ 100	$ 100	$ 100	
1000-100-550-0000	Refunds & Reimbursements	$ 3,000	$ 4,500	$ 4,500	$ 6,000	
1000-100-590-0000	Other Miscellaneous Expenses	$ 3,500	$ 3,000	$ 3,000	$ 3,000	
1000-760-590-5520	Computer Software	12,000	31,000	31,000	31,000	
	Total	**$ 384,350**	**$ 397,700**	**$ 394,850**	**$ 386,850**	

December 2019

2020 Temp Budget

Branch Operations

Account Number	Appropriation Description	2018 Perm Budget	2019 Perm Budget	2020 Budget Request	2020 Temp Budget
1000-100-321-6000	Telephone - Branch	$ 400	$ 500	$ 550	$ 500
1000-100-331-6000	Maintenance and Repair on Facilities - Branch	$ 1,500	$ 1,500	$ 1,500	$ 1,500
1000-100-332-6000	Maintenance and Repair on Equipment - Branch	$ 1,100	$ 2,500	$ 2,500	$ 2,500
1000-100-333-6000	Security Services - Branch	$ 1,500	$ 500	$ 500	$ 500
1000-100-334-6000	Trash Removal - Branch	$ 1,300	$ 1,300	$ 1,400	$ 1,400
1000-100-341-6000	Property Insurance Premiums - Branch	$ 2,000	$ 600	$ 700	$ 600
1000-100-351-6000	Rents & Leases - Branch	$ 65,000	$ 68,000	$ 72,000	$ 72,000
1000-100-351-6560	Rents & Leases - Lease Equipment	$ 3,000	$ 2,500	$ 2,500	$ 2,500
1000-100-361-6000	Electricity - Branch	$ 6,500	$ 6,500	$ 7,000	$ 7,000
1000-100-362-6000	Water & Sewage - Branch	$ 750	$ 1,200	$ 1,000	$ 1,200
1000-100-363-6000	Natural Gas - Branch	$ 3,500	$ 2,500	$ 2,500	$ 2,500
1000-100-369-6000	Other - Utilities - Branch	$ 11,000	$ 11,000	$ 11,000	$ 11,000
1000-100-390-6910	Other Contracts - All Other	$ 5,000	$ 6,000	$ 8,000	$ 7,000
1000-100-390-6912	Other Contracts - Info & Research Programs	$ 2,000	$ 4,000	$ 4,000	$ 1,200
1000-100-390-6914	Other Contracts - YS Programs				$ 2,800
1000-100-390-6950	Other Contracts - Consortium Expenses	$ 17,000	$ 20,500	$ 23,500	$ 20,000
1000-100-451-6110	General Admin Supplies - Office	$ 1,500	$ 1,500	$ 1,500	$ 1,500
1000-100-451-6112	General Admin Supplies - Info & Research Program	$ 2,000	$ 2,000	$ 2,000	$ 600
1000-100-451-6114	General Admin Supplies - YS Program				$ 1,400
1000-100-452-6000	Property Maintenance/Repair, Supplies & Parts	$ 2,000	$ 2,000	$ 2,000	$ 2,000
1000-100-459-6000	Other - Supplies	$ 200	$ 400	$ 500	$ 1,500
1000-100-590-6000	Other Miscellaneous Expenses	$ 1,000	$ -		
	Total	**$ 128,250**	**$ 135,000**	**$ 144,650**	**$ 141,200**

2020 Temp Budget

Collection					
Account Number	Appropriation Description	2018 Perm Budget	2019 Perm Budget	2020 Budget Request	2020 Temp Budget
1000-100-411-4111	Books - Adult Fiction	$ 51,000	$42,180	$42,180	$45,561
1000-100-411-4115	Books - Adult Non-Fiction	$ 40,000	$37,681	$37,680	$34,038
1000-100-411-4120	Books - E-Books & Audio	$ 35,000	$35,150	$35,150	$35,150
1000-100-411-4125	Books - Juvenile NF	$ 48,000	$69,773	$75,000	$15,317
1000-100-411-4130	Books- Young Adult	$ 18,000	$12,092	$12,092	$11,036
1000-100-411-4135	Books - Juvenile Fiction				$61,674
1000-100-412-0000	Periodicals	$ 11,000	$9,842	$9,842	$10,000
1000-100-413-4120	AV Ebooks/Audio	$ 6,000	$12,000	$12,000	$12,000
1000-100-413-4130	AV Materials - Young Adult	$ 5,000	$0	$0	$0
1000-100-413-4140	AV Materials - DVD	$ 39,000	$49,210	$49,210	$49,000
1000-100-413-4142	AV Materials - Video Games	$ 6,000	$4,675	$4,675	$6,000
1000-100-413-4145	AV Materials - Adult Audio Music	$ -	$6,643	$6,643	$0
1000-100-413-4147	AV Materials - Adult Audio Books	$ 16,000	$6,573	$6,573	$6,000
1000-100-413-4150	AV Materials - Juvenile Audio Materials	$ 4,000	$2,496	$3,300	$3,000
1000-100-413-4155	AV Materials - Juvenile DVDs	$ 14,000	$16,696	$16,696	$16,734
1000-100-414-0000	Computer Services & Information	$ 46,500	$46,500	$46,500	$46,000
1000-100-416-0000	Library Material Repair & Restoration	$ -	$0	$0	$0
1000-100-419-0000	Library Materials & Information		$0	$0	$0
1000-100-380-0000	Library Material Control services	$ 12,000	$0	$0	$0
	Total	**$ 351,500**	**$351,510**	**$357,541**	**$351,510**

2020 Temp Budget

Special Funds					
Account Number	Appropriation Description	2018 Perm Budget	2019 Perm Budget	2020 Budget Request	2020 Temp Budget
Homework Help Center					
2005-100-411-4111	Books (Adult Fiction)	$200.00	$100.00	$100.00	
2005-100-411-4115	Books (Adult Non-Fiction)	$ 200.00	$ 100.00	$ 100.00	
2005-100-411-4125	Books (Juvenile)	$ 200.00	$ 100.00	$ 100.00	
2005-100-411-4125	Books (Young Adult)	$ 200.00	$ 100.00	$ 100.00	
2005-100-451-2112	Admin. Supplies (Program)	$ 1,000.00	$ 750.00	$ 1,000.00	$ 100.00
2005-760-750-5510	Furniture & Equip. (Furniture)		$ 500.00	$ 500.00	
2005-760-750-5512	Furniture & Equip. (Equipment)	$ 500.00	$ 500.00	$ 500.00	
	Homework Help Center Total	**$2,300.00**	**$2,150.00**	**$2,400.00**	**$100.00**
Guiding Ohio Online Grant					
2008-100-311-0000	Dues and Fees				$0.00
2008-100-312-0000	Travel and Meeting Expense				$ 50.00
2008-100-390-3912	Other-Purchased and Contracted Services (Programs)				$ 8,355.50
					$8,405.50

2020 Temp Budget

Equipment and Furniture						
Account Number	Appropriation Description	2018 Perm Budget	2019 Perm Budget	2020 Budget Request	2020 Temp Budget	
1000-760-750-5510	Furniture	$ 27,500	$ 40,000	$ 40,000	$ 33,000	
1000-460-750-5512	Equipment	$ 40,000	$ 40,000	$ 40,000	$ 35,000	
1000-760-750-6510	Furniture (Branch)	$ 2,500	$ 5,100	$ 5,000	$ 5,000	
1000-760-750-6512	Equipment (Branch)	$ 5,000	$ 5,000	$ 5,000	$ 4,000	
1000-760-770-3330	Motor Vehicles (Outreach Vehicle)				$ 30,000	
	Total	**$ 75,000**	**$ 90,100**	**$ 90,000**	**$ 107,000**	

Special Funds						
	Special Funds	**2019 Perm Budget**	**2020 Temp Budget**			
2005	Homework Help Center	2,150	100.00			
2008	Guiding Ohio Online	19,276	8,405.50			
		2019 Perm Budget	**2020 Temp Budget**	**% of Budget**		
	Appropriation Description					
	Personnel	1,219,700	1,210,300	**49.25%**		
	Branch Personnel	254,920	260,620	**10.61%**		
	Operations	397,700	386,850	**15.74%**		
	Branch Operations	135,000	141,200	**5.75%**		
	Collection	351,510	351,510	**14.30%**		
	Equipment and Furniture	90,100	107,000	**4.35%**		
	Transfers - Out	450,000	0			
	Total General Fund	**$2,898,930**	**$2,457,480**			
	Capital Projects	**630,500**	**40,000**			

2020 Temp Budget

Capital Projects					
Account Number	**Appropriation Description**	**2018 Perm Budget**	**2019 Perm Budget**	**2020 Budget Request**	**2020 Temp Budget**
4001-100-320-0000	Communications, Printing & Publicity		$ 1,500		
4001-100-374-0000	Engineering Services	$ 20,000	$ 60,000		
4001-100-390-3910	Other - Purchased and Contracted Services (Other)	$ 20,000	$ 20,000		
4001-760-720-0000	Land Improvement	$ 100,000	$ 49,000	$ 40,000	$ 7,000
4001-760-740-0000	Building Improvement	$ 100,000	$ 500,000		$ 33,000
4001-760-750-0000	Furniture & Equipment				
	Total Capital Projects	**$ 240,000**	**$ 630,500**	**$ 40,000**	**$ 40,000**