



**PICKERINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AGENDA FOR January 22, 2023**

1. Call to Order
 - a. Roll Call
 - b. Excused Absences
2. Reorganization of the Board
 - a. Election of Officers
 - b. Appointment of Board Committees
 - i. FAB – Finance Advisory Board
 - ii. Library Fund – Board Representative
 - iii. Personnel
 - iv. Fundraising
 - v. Facilities Master Planning
 - vi. Materials Request for Reconsideration – Board Representative
 - vii. Pickerington Public Library Political Action Committee
 - viii. Strategic Planning Committee
3. Secretary's Report
 - a. Consent Agenda
 1. Minutes
 - a. December 13 Special Board Meeting minutes

- b. December 18, 2023 Regular Board meeting minutes
 - 2. Donations
 - a. Joyce Vaughn donated 27 new “bestselling” popular fiction titles throughout 2023 at a value of \$782.86
- 4. Public Participation
- 5. Friends of the Library Report
- 6. Finance Committee
 - a. Fiscal Officer’s Report
- 7. Other Committee Reports
 - a. Fundraising Committee
 - b. Personnel Committee
- 8. Director’s Report
- 9. Executive Manager – Community Engagement Report
- 10. Old Business
- 11. New Business
 - a. Resolution to appoint Tony Howard Fiscal Officer and Colleen Bauman Deputy Fiscal Officer
 - b. Resolution to appoint Charles “Chuck” Ressler Fiscal Officer replacing Tony Howard effective February 8, 2024
 - c. Resolution to appoint Colleen Bauman as the Library’s Credit Card Compliance Officer
 - d. Resolution to approve the Board President, Board Vice President, Board Secretary, Colleen Bauman, and Tony Howard as Check Signers
 - e. Resolution to approve Charles “Chuck” Ressler as a Check Signer effective February 8, 2024
 - f. Resolution to approve Huntington and Fifth Third Bank as the Depository of Public Funds.

- g. Resolution to re-invest the 2024 interest allocated back into the fund generated
- h. Resolution to approve Individual Surety Bond in the amount of \$50,000 for Fiscal Officer Charles “Chuck” Ressler
- i. Resolution to approve the transfer of \$12,000 from 1000-230-390-3111 Other-Purchased and Contracted Services (Legal Fees) to 1000-120-419-4160 Other – Library Materials and Information (E-Services)
- j. Resolution to authorize the Director, Fiscal Officer and Deputy Fiscal Officer to transfer funds between appropriations accounts up to \$25,000
- k. Resolution to appoint Charles “Chuck” Ressler as the Prevailing Wage Coordinator for the Main Library Carpet Project effective February 8, 2023
- l. Resolution to approve December “Then and Now” Purchase Orders in the amount of \$4891.43
 - a. \$300.00 (PO 1124-2023) for Friends of the Library
 - i. As an increase in original PO for higher reimbursement from sales
 - b. \$17.45 (PO 1133-2023) for South Central Power and \$684.00 (PO1141-2023)
 - i. As an increase in original PO for Security services due to increased costs
 - ii. To cover December Electricity bill for Main Library
 - c. \$120.00 (PO 1134-2023) for McKee Door
 - i. To cover additional labor to fix front gate at Main Library
 - d. \$44.19 (PO 1135-2023) for West Group
 - i. Not enough money added to original PO for monthly standing order purchases
 - e. \$755.02 (PO 1137-2023) for Baker and Taylor
 - i. Closed POs before paying everything out
 - f. \$67.64 (PO 1136-2023) for Midwest
 - i. Closed POs before paying everything out
 - g. \$32.39 (PO 1142-2023) for Paychex
 - i. To cover additional costs resulting from a change approved by Fiscal Officer Brenda Oliver before she left the Library
 - h. \$2700.00 (PO 1143-2023) for InfoUSA Marketing Inc.
 - i. I didn't not realize this annual contractual expenditure didn't have a PO already created when billed
 - i. \$68.75 (PO 1144-2023) for Ingram Library Services

- i. Closed POs before paying everything out
- j. \$25.79 (PO 1145-2023) for Martin Carpet Cleaning Services
 - i. Not enough money added to original PO for monthly standing contract fees
- k. \$10.20 (1149-2023) for Fifth Third Bank
 - i. Not enough money added to original PO for monthly standing order MailChimp purchases
- l. \$66.00 (1150-2023) for Randy's Aquarium
 - i. To cover additional labor to set up new aquarium at Main Library

m. Resolution to approve January "Then and Now" Purchase Order for the Central Library Consortium in the amount of \$35,256.14

n. Executive Session - To discuss Public Employee Compensation per ORC 121.22 (G)(1) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code

12. For the good of the order

13. Adjournment

Next Board Meeting:

Regular Board Meeting - Monday, February 19, 2024 at Main Library

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
December 13, 2023

The Board of Trustees of the Pickerington Public Library met in special session on December 13, 2023, at 7:00 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Alissa Henry, Beth Muncy, Ashley Hughes. Staff members present: Tony Howard, Library Director

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Mike Jones, Todd Stanley, Mary Herron
Unexcused Absence(s):

12-01-23 Motion to go into Executive Session- To discuss Personnel Employment, Fiscal Officer Appointment, and Compensation per ORC 121.22 (G)(1) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code

Cristie Hammond made a motion to approve the Consent Agenda items. Ashley Hughes seconded.

Roll Call: Alissa Henry-yes, Ashley Hughes-yes, Cristie Hammond-yes, Beth Muncy-yes. Motion passed

Went in to Executive Session at 7:05pm.

12-02-23 Motion to come out of Executive Session-

Cristie Hammond made a motion to approve. Alissa Henry seconded.

Roll Call: Ashley Hughes-yes, Cristie Hammond-yes, Alissa Henry-yes, Beth Muncy-yes. Motion passed.

Came out of Executive Session at 8:40pm.

Adjournment

Cristie Hammond adjourned the meeting at 8:40 p.m.

Next Board Meeting

FAB Committee Meeting

February 19, 2023 @ 6:00 p.m. at Main Library

Regular Board Meeting

January 22, 2023 @ 7:00 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary

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PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
December 18, 2023

The Board of Trustees of the Pickerington Public Library met in regular session on December 18, 2023, at 7:00 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mary Herron, Alissa Henry, Beth Muncy, Ashley Hughes, and Todd Stanley. Student Trustee Representatives present: Mikayla Wagner. Staff members present: Tony Howard, Library Director

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Mike Jones

Unexcused Absence(s):

12-03-23 Motion to go into Executive Session-

- To discuss Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule 3358:17-1-04.2 (A)(4) of the Administrative Code
- To discuss Personnel Employment, Fiscal Officer Appointment, and Compensation per ORC 121.22 (G)(1) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code

Cristie Hammond made a motion to move into Executive Session. Beth Muncy seconded.

Roll Call: Alissa Henry-yes, Ashley Hughes-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Beth Muncy-yes. Motion passed

Went in to Executive Session at 7:03pm.

12-04-23 Motion to come out of Executive Session

Cristie Hammond made a motion to approve. Mary Herron seconded.

Roll Call: Ashley Hughes-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Beth Muncy-yes, Mary Herron-yes. Motion passed.

Came out of Executive Session at 9:00pm.

12-05-23 Motion to Authorize Tony Howard-Director/Fiscal Officer to offer and negotiate salary for Fiscal Officer position to Chuck Ressler.

Cristie Hammond made a motion to approve. Todd Stanley seconded.

Roll Call: Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Beth Muncy-yes, Mary Herron-yes, Ashley Hughes-yes. Motion passed.

Secretary's Report

Consent Agenda

Cristie Hammond read the Consent Agenda items

1. Minutes
 - a. November 20, 2023 Regular Board meeting minutes
2. Then and Now Purchase Orders
 - a. \$300.00 for Friends of the Library Reimbursements
 - i. November Booksales were higher than what was originally set aside

12-06-23 Motion to approve Consent Agenda.

Mary Herron made a motion to approve the Consent Agenda items. Alissa Henry seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Alissa Henry-yes, Ashley Hughes-yes, Mary Herron-yes, Beth Muncy-yes. Motion passed.

Public Participation

None

Friends of the Library Report

None

Fiscal Officer's Report

The focus is on opening UAN in Temporary mode so work can be completed for 2023 while working in 2024.

Other Committee Reports

None

Director's Report

Quarterly Strategic Focus

Inspire Knowledge

Significant Issues

- Internal
 - Parking Lot Repairs
 - Frank has been trying for several months to get two qualified quotes for the parking lot repairs. We finally were able to get two quotes.

- Quote 1 Felix Construction \$53,780.00
- Quote 2 Brecks Paving \$55,955.00
- This project falls under the \$75,000 threshold for Bid requirements.
- We usually get three quotes before moving forward. Unfortunately, with the current concrete construction market, we have not been successful.
- **Board Action Requested** – Decide if you want Frank to continue to search for an additional quote or is the lowest quote acceptable. If acceptable, resolve to approve Director/Fiscal Officer, Tony Howard in entering into contract with Felix Construction for repairs to parking lot and sidewalks at Main Library in the amount of \$53,780.00.

Points of Information

- Main Remodel
 - This project is almost complete. The construction company changed project managers and we are now back on track to complete by the end of the year.



September Board Meeting



October Board Meeting



November Board Meeting



December Board Meeting



Fish Tank space October



Fish tank area November



Counter/cabinets December



Fish Tank December



Staff Workstation December

Staff Member Highlight

Frank Moriconi has been the Library's Facility Manager for five years and four months. He is committed to the success of the organization. Frank has taken on the main responsibility of transporting materials and supplies between locations in addition to maintaining each facility. He is our team's go to person when anything breaks. Frank is always looking to save the library money. Several times this year, he was able to negotiate contractor fees down to avoid unnecessary costs. For these reasons, Frank is being recognized before the Board of Trustees.

ELT PTO Dates

Tony is off Thursday December 21, 2023. Additionally, there may be a couple of days between Christmas and New Year's but this depends on the fiscal Year end workflow.

Colleen is off from December 18 through at least December 26, 2023

12-07-23 Motion to for Tony Howard to enter into contract with Felix Construction for repairs to the parking lot and sidewalk in the amount of \$53,783.00 .

Todd Stanley made a motion to approve. Beth Muncy seconded.

Roll Call: Mary Herron-yes, Todd Stanley-yes, Beth Muncy-yes, Cristie Hammond-yes, Alissa Henry-yes, Ashley Hughes-yes. Motion passed.

Executive Manager - Community Engagement's Report

None

Old Business

New Business

12-08-23 Resolution for Tony Howard-Fiscal Officer to ask County Auditor for tax advances for 2024.

Mary Herron made a motion to approve. Todd Stanley seconded.

Roll call: Beth Muncy-yes, Ashley Hughes-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Resolution passed.

12-09-23 Motion to approve 2024 Temporary Appropriations.

**2024
Estimated Revenue**

2024 Temp Budget Request

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Personnel

Account Number	Appropriation Description	2023 Budget	2024 Budget Request	2024 Budget	2024 Temp Budget
1000-110-110-0000	Salaries (Public Service and Programs)	580,000	675,000	645,000	215,000
1000-110-211-0000	OPERS	83,500	87,736	85,260	28,420
1000-110-213-0000	Medicare	8,500	9,660	9,400	3,133
1000-110-221-0000	Medical/Hospitalization	75,000	90,500	90,500	30,167
1000-110-222-0000	Life Insurance	500	600	600	200
1000-110-223-0000	Dental Insurance	3,000	3,100	3,100	1,033
1000-110-224-0000	Vision Insurance	600	600	600	200
1000-110-225-0000	Workers' Compensation	850	0	0	0
1000-110-299-0000	Other-Other Employee Fringe Benefits	1,500	1,500	1,500	500
1000-110-311-0000	Dues & Fees	1,800	2,000	2,000	667
1000-110-312-0000	Travel and Meeting Expenses	4,650	5,000	5,000	1,667
1000-120-110-0000	Salaries (Collection Development and Processin	65,000	75,000	68,250	22,750
1000-120-211-0000	OPERS	9,200	10,500	9,555	3,185
1000-120-213-0000	Medicare	975	1,100	990	330
1000-120-221-0000	Medical/Hospitalization		10,000	0	0
1000-120-222-0000	Life Insurance	50	50	50	17
1000-120-223-0000	Dental Insurance		400	0	0
1000-120-224-0000	Vision Insurance		100	0	0
1000-120-225-0000	Workers' Compensation	125	0	0	0
1000-120-299-0000	Other-Other Employee Fringe Benefits	0	0	0	0
1000-120-311-0000	Dues & Fees	30	30	30	30
1000-120-312-0000	Travel and Meeting Expenses	350	500	500	300
1000-210-110-0000	Salaries (Facilities)	60,000	63,000	63,000	21,000
1000-210-211-0000	OPERS	7,800	8,820	8,820	2,940
1000-210-213-0000	Medicare	825	915	915	305
1000-210-221-0000	Medical/Hospitalization	0	11,000	11,000	3,667
1000-210-222-0000	Life Insurance	50	50	50	17

1000-210-223-0000	Dental Insurance	400	400	400	133
1000-210-224-0000	Vision Insurance	100	100	100	33
1000-210-225-0000	Workers' Compensation	100	0	0	0
1000-210-311-0000	Dues & Fees	0	50	50	50
1000-210-312-0000	Travel and Meeting Expenses	50	400	200	67
1000-220-110-0000	Salaries (Information Services)	61,000	64,000	64,000	21,333
1000-220-211-0000	OPERS	8,400	9,000	9,000	3,000
1000-220-213-0000	Medicare	900	930	870	290
1000-220-221-0000	Medical/Hospitalization Insurance	10,000	11,000	11,000	3,667
1000-220-222-0000	Life Insurance	50	50	50	17
1000-220-223-0000	Dental Insurance	500	500	500	167
1000-220-224-0000	Vision Insurance	100	100	100	33
1000-220-225-0000	Workers' Compensation	100	0	0	0
1000-220-311-0000	Dues & Fees	30	30	30	10
1000-220-312-0000	Travel and Meeting Expenses	50	200	200	200
1000-230-110-0000	Salaries (Business Admin)	315,000	352,000	330,000	110,000
1000-230-211-0000	OPERS	45,000	46,200	46,200	15,400
1000-230-213-0000	Medicare	4,500	4,800	4,800	1,600
1000-230-221-0000	Medical/Hospitalization Insurance	65,000	75,000	75,000	25,000
1000-230-222-0000	Life Insurance	200	200	200	67
1000-230-223-0000	Dental Insurance	2,000	2,000	2,100	700
1000-230-224-0000	Vision Insurance	300	400	325	108
1000-230-225-0000	Workers' Compensation	1,100	2,300	2,300	767
1000-230-291-0000	Unemployment Benefits	8,000	8,000	8,000	2,667
1000-230-299-0000	Other-Other Employee Fringe Benefits	500	500	500	500
1000-230-311-0000	Dues & Fees	3,200	4,000	3,500	4,000
1000-230-312-0000	Travel and Meeting Expenses	22,675	12,000	14,500	6,000
	Total	1,453,560	\$ 1,651,321	\$ 1,580,045	\$ 531,335

2024 Budget Request

Branch Personnel

Account Number	Appropriation Description	2023 Budget	2024 Budget Request	2024 Budget	2024 Temp Budget
1000-110-110-6000	Salaries (Public Service)	240,000	258,000	252,000	84,000
1000-110-211-6000	OPERS	35,000	35,280	35,280	11,760
1000-110-213-6000	Medicare	3,500	3,654	3,654	1,218
1000-110-221-6000	Medical/Hospital Insurance	25,000	27,500	27,500	9,167
1000-110-222-6000	Life Insurance	175	200	200	67
1000-110-223-6000	Dental Insurance	1,500	1,600	1,600	533
1000-110-224-6000	Vision Insurance	325	325	325	108
1000-110-225-6000	Workers' Compensation	450	0	0	0
1000-110-299-6000	Other - Other Employee Fringe Benefits	1,000	1,000	1,000	333
1000-110-311-6000	Dues and Fees	325	450	450	450
1000-110-312-6000	Travel and Meeting	2,650	2,750	2,750	1,500
1000-230-225-6000	Workers' Compensation	0	500	500	167
1000-230-311-6000	Dues and Fees	600	1,000	750	500
1000-230-510-6000	Dues and Memberships	400	500	500	500
	Total	\$ 310,925	\$ 332,759	\$ 326,509	\$ 110,303

2024 Temp Budget

Operations

Account Number	Appropriation Description	2023 Budget	2024 Budget Request	2024 Budget	2024 Temp Budget
1000-110-324-0000	Printing (Public Service)	1,250	1,500	1,500	500
1000-110-351-3560	Rents & Leases (Lease Equipment)	2,300	2,500	2,500	833
1000-110-390-3910	Other Contracts - All Other	250	12,300	12,300	4,100
1000-110-390-3913	Other Contracts - Adult Programs	3,500	28,500	4,500	1,500
1000-110-390-3914	Other Contracts - YS Programs	9,500	9,500	9,500	3,167
1000-110-390-3915	Other Contracts - Teen Programs	2,000	2,000	2,000	667
1000-110-414-0000	Computer Services & Info	4,000	4,000	4,000	1,333
1000-110-451-2113	General Admin Supplies - Adult Programs	2,600	2,600	2,600	867
1000-110-451-2114	General Admin Supplies - YS Programs	6,000	6,000	6,000	2,000
1000-110-451-2115	General Admin Supplies - Teen Programs	1,000	1,000	1,000	333
1000-110-459-0000	Other Supplies	2,500	2,500	2,500	833
1000-120-415-0000	Interlibrary Loan fees/Charges	17,400	19,000	19,000	6,333
1000-120-451-2130	General Admin Supplies - Cataloging	3,000	6,000	6,000	2,000
1000-210-321-0000	Telephone (Facilities)	4,250	5,000	5,000	1,667
1000-210-331-0000	Maint and Repair Facilities	60,000	75,000	60,000	40,000
1000-210-332-0000	Maint and Repair Equipment	25,000	25,000	25,000	20,000
1000-210-333-0000	Security Services	1,000	1,000	1,000	1,000
1000-210-339-0000	Other - Property Maint, Repair and Security	3,500	5,000	3,500	3,000
1000-210-361-0000	Electricity	60,000	70,000	70,000	23,333
1000-210-362-0000	Water and Sewage	4,500	5,000	5,000	1,667
1000-210-363-0000	Natural Gas	15,000	15,000	15,000	5,000
1000-210-390-3910	Other Contracts - All Other	7,000	7,000	7,000	2,333
1000-210-452-0000	Property Maint/Repair/Supplies & Parts	7,000	7,000	7,000	2,333
1000-210-590-5520	Computer Software	1,375	1,450	1,450	1,450
1000-220-332-0000	Maint & Repair Equipment - Information Services	3,095	3,200	3,200	1,067
1000-220-390-3910	Other Contracts - All Other	10,000	10,000	10,000	3,333
1000-220-390-3950	Other Contracts - Consortium Exps	46,000	65,000	50,000	30,000
1000-220-590-5520	Computer Software	25,000	30,000	25,000	20,000
1000-230-321-0000	Telephone (Business Admin)	700	800	800	267
1000-230-322-0000	Postage	1,500	2,000	2,000	667
1000-230-323-0000	Postage Meter Rental	350	400	400	133
1000-230-324-0000	Printing	3,150	6,000	5,000	3,000
1000-230-325-0000	Advertising	11,280	20,000	15,000	10,000
1000-230-329-0000	Other Communications, printing and advertising	6,000	10,000	8,000	5,000
1000-230-341-0000	Property Insurance Premiums	10,770	11,500	11,500	3,833
1000-230-342-0000	Liability Insurance Premiums	4,100	4,800	4,800	1,600
1000-230-343-0000	Fidelity Bond Premiums	400	450	450	150
1000-230-351-3560	Rents & Leases (Lease Equipment)	1,200	1,500	1,500	500
1000-230-371-0000	Auditing Services	7,000	0	0	0
1000-230-372-0000	Uniform Accounting Network	4,000	4,050	4,050	1,350
1000-230-373-0000	County Auditor's and Treasurer's Fees	25,000	26,000	28,500	9,500
1000-230-379-0000	Other Professional Services	62,000	20,000	10,000	3,333
1000-230-390-3111	Other Contracts - Legal	10,000	100,000	10,000	50,000
1000-230-390-3910	Other Contracts - Other	14,750	20,000	17,500	10,000
1000-230-451-2110	General Admin - Office	7,500	7,500	7,500	2,500
1000-230-454-0000	Supplies Purchased for Resale	5,000	5,000	5,000	2,500
1000-230-459-0000	Other - Supplies	200	300	300	100
1000-230-510-0000	Dues & Memberships	8,000	9,000	9,000	6,000
1000-230-520-0000	Taxes - Assessment	100	100	100	100

2024 Temp Budget

1000-230-530-0000	Judgements and Findings	40,000	0	0	40,000
1000-230-550-0000	Refunds & Reimbursements	8,000	8,000	8,000	5,000
1000-230-590-0000	Other Miscellaneous Expenses	2,500	3,000	3,000	1,500
1000-230-590-5520	Computer Software	15,000	20,000	15,000	10,000
	Total	\$ 576,520	\$ 702,450	\$ 528,950	\$ 347,683

2024 Temp Budget

Branch Operations

Account Number	Appropriation Description	2023 Budget	2024 Budget Request	2024 Budget	2024 Temp Budget
1000-110-324-6000	Printing (Public Service)	750	1,000	1,000	333
1000-110-351-6560	Rents and Leases (Branch Lease Equipment)	2,300	2,500	2,500	833
1000-110-390-6910	Other Contracts - Other	250	300	300	100
1000-110-390-6913	Other Contracts - Adult Programs	2,600	4,000	4,000	2,000
1000-110-390-6914	Other Contracts - YS Programs	3,000	4,000	4,000	2,000
1000-110-390-6915	Other Contracts - Teen Programs	1,000	1,500	1,500	750
1000-110-414-6000	Computer Services & Information	2,500	2,500	2,500	2,500
1000-110-451-6113	General Admin Supplies - Adult Program	3,200	4,500	4,500	2,250
1000-110-451-6114	General Admin Supplies - YS Program	1,500	2,500	2,500	1,250
1000-110-451-6115	General Admin Supplies - Teen Program	750	1,000	1,000	500
1000-110-459-6000	Other - Supplies	1,000	1,000	1,000	500
1000-210-321-6000	Telephone - Facilities	500	600	600	200
1000-210-331-6000	Maint and Repair Facilities	21,000	22,000	22,000	10,000
1000-210-332-6000	Maint and Repair Equipment	9,500	10,000	10,000	6,000
1000-210-333-6000	Security Services	500	500	500	167
1000-210-334-6000	Trash Removal	1,655	1,800	1,800	600
1000-210-339-6000	Other - Property Maint. Repair & Security	4,500	5,000	5,000	2,500
1000-210-351-6000	Rents and Leases - Branch	95,000	95,200	95,200	40,000
1000-210-361-6000	Electricity (Branch)	16,000	18,500	18,500	6,167
1000-210-362-6000	Water and Sewage (Branch)	1,800	2,000	2,000	667
1000-210-363-6000	Natural Gas (Branch)	7,500	7,000	7,000	2,333
1000-210-369-6000	Other - Utilities	13,500	2,500	2,500	833
1000-210-390-6910	Other Contracts - Other	6,500	6,500	6,500	2,167
1000-210-452-6000	Property Maint./Repair Supplies & Parts (Branch)	3,500	3,500	3,500	1,167
1000-210-520-6000	Taxes and Assessments	18,500	21,500	21,500	10,000
1000-220-332-6000	Maint and Repair on Equipment - Information Service	595	750	750	250
1000-220-390-6910	Other Contracts - Other	6,000	6,000	6,000	2,000
1000-220-390-6950	Other Contracts - Consortium Exps	10,700	18,000	12,500	12,500
1000-230-341-6000	Property Insurance Premiums - Business Admin	4,180	4,500	0	0
1000-230-390-6910	Other Contracts - Other	6,000	7,000	6,000	2,000
1000-230-451-6110	General Admin Supplies - Office	1,500	2,000	2,000	667
	Total	\$ 247,780	\$ 259,650	\$ 248,650	\$ 113,233

2024 Budget Request

Outreach

Account Number	Appropriation Description	2023 Budget	2024 Budget Request	2024 Budget	2024 Temp Budget
1000-110-321-3916	Telephone - Outreach	700	\$ 800	\$ 800	\$ 267
1000-110-390-3916	Other - Purchased & Contracted Services - Outreach	1000	\$ 2,000	\$ 2,000	\$ 667
1000-110-451-2116	General Admin Supplies - Outreach	1000	\$ 2,000	\$ 2,000	\$ 667
1000-110-459-2116	Other - Supplies - Outreach	200	\$ 1,200	\$ 1,200	\$ 400
1000-210-332-3330	Maint and Repair on Equipment - Outreach	5000	\$ 5,000	\$ 5,000	\$ 2,500
1000-210-453-3330	Motor Vehicle Fuel, Supplies and Parts - Outreach	6000	\$ 6,000	\$ 6,000	\$ 2,000
1000-230-341-3330	Property Insurance Premium - Outreach Vehicles	1450	\$ 1,550	\$ -	\$ -
	Total	\$ 15,350	\$ 18,550	\$ 17,000	\$ 6,500

2024 Budget

Collection					
Account Number	Appropriation Description	2023 Budget	2024 Budget Request	2024 Budget	2024 Temp Budget
1000-120-411-4111	Books - Adult Fiction	46,000	48,000	48,000	16,000
1000-120-411-4115	Books - Adult Non-Fiction	33,000	33,000	33,000	11,000
1000-120-411-4116	Books - Adult GN	7,000	15,000	7,000	2,333
1000-120-411-4130	Books - Teen	9,000	12,000	12,000	4,000
1000-120-411-4135	Books - Juvenile Fiction	52,000	52,000	52,000	17,333
1000-120-411-4136	Books - Juvenile Non-Fiction	22,000	25,000	25,000	8,333
1000-120-411-4137	Books - Juvenile GN	8,000	10,000	10,000	3,333
1000-120-412-0000	Periodicals	10,000	8,000	10,000	3,333
1000-120-413-4140	AV Materials - Adult DVD	25,000	20,000	25,000	8,333
1000-120-413-4142	AV Materials - Video Games	10,000	16,000	16,000	5,333
1000-120-413-4147	AV Materials - Adult Audio Books	5,000	5,000	5,000	1,667
1000-120-413-4150	AV Materials - Juvenile Audio Materials	3,000	6,000	6,000	2,000
1000-120-413-4155	AV Materials - Juvenile DVDs	6,000	4,000	6,000	2,000
1000-120-413-4156	AV Materials - Early Literacy	2,000	2,000	2,000	667
1000-120-414-0000	Computer Services and Information	7,200	8,000	8,000	2,667
1000-120-416-0000	Library Material Repair & Restoration	1,000	1,000	1,000	1,000
1000-120-419-0000	Other - Library Materials and Information	20,000	25,000	25,000	15,000
1000-120-419-4160	Other - Library Materials and Information - E-Services	110,000	160,000	130,000	70,000
	Total	\$376,200	\$450,000	\$421,000	\$174,333

2024 Budget Request

Equipment and Furniture					
Account Number	Appropriation Description	2023 Budget	2024 Budget Request	2024 Budget	2024 Temp Budget
1000-760-750-5510	Furniture	\$ 60,000	\$ 90,000	\$ 80,000	\$ 90,000
1000-760-750-5512	Equipment	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
1000-760-750-5514	Computer Equipment	\$ 22,000	\$ 40,000	\$ 30,000	\$ 40,000
1000-760-750-5515	Computer Equipment (Outreach)	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
1000-760-750-6510	Furniture (Branch)	\$ 15,000	\$ 15,000	\$ 25,000	\$ 15,000
1000-760-750-6512	Equipment (Branch)	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
1000-760-750-6514	Computer Equipment (Branch)	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000
	Total	\$ 147,000	\$ 204,000	\$ 194,000	\$ 204,000
Special Funds					
		2023	2024	2024	2024
		Perm Budget	Budget Request	Budget	Temp Budget
2005 - Homework Help Center		850.00	600.00	600.00	600.00
2008 - Guiding Ohio Online		13,296.36	0.00	5,903.50	5,903.50
2016- NEA Big Read					0.00
		2023	2024	2024	
Appropriation Description	Budget	Budget Request	Temp Budget	Year over year % change	
Personnel	\$ 1,453,560	\$ 1,651,321	\$ 531,335	13.61%	
Branch Personnel	\$ 310,925	\$ 332,759	\$ 110,303	7.02%	
Operations	\$ 576,520	\$ 702,450	\$ 347,683	21.84%	
Branch Operations	\$ 247,780	\$ 259,650	\$ 113,233	4.79%	
Outreach Services	\$ 15,350	\$ 18,550	\$ 6,500	20.85%	
Collection	376,200	\$ 450,000	\$ 174,333	19.62%	
Equipment and Furniture	\$ 147,000	\$ 204,000	\$ 204,000	38.78%	
Transfers - Out	\$ 15,000	\$ 15,000	\$ 5,000	0.00%	
Total General	\$	\$	\$		

Fund	335	3,142,	730	3,633,	1,492,
					388
Capital Projects		870,000		140,000	140000

2024 Budget Request

Special Funds				
Account Number	Appropriation Description	2023 Perm Budget	2024 Budget Request	2024 Temp Budget
Homework Help Center				
2005-120-411-4111	Books (Adult Fiction)			
2005-120-411-4115	Books (Adult Non-Fiction)	\$ 450.00	\$ 200.00	\$ 200.00
2005-120-411-4130	Books (Teen)			
2005-120-411-4135	Books (Juvenile Fiction)			
2005-120-411-4136	Books (Juvenile NF)	\$ 200.00	\$ 200.00	\$ 200.00
2005-110-451-2115	Admin. Supplies (Teen Program)	\$ 200.00	\$ 200.00	\$ 200.00
	Homework Help Center Total	\$850.00	\$600.00	\$600.00
		2023	2024	2024
Guiding Ohio Online Grant		Perm Budget	Budget Request	Temp Budget
2008-110-311-0000	Dues and Fees	\$57.00	\$0.00	\$28.50
2008-110-312-0000	Travel and Meeting Expense	\$ 246.19	\$ -	\$ 25.00
2008-110-390-3913	Other-Purchased and Contracted Services (Programs)	\$ 12,993.17	\$ -	\$ 5,850.00
		\$ -	\$ -	\$ -
		\$13,296.36	\$0.00	\$5,903.50
		2024		
NEA Big Read Grant		Temp Budget		

2024 Budget Request

2016-110-325-0000	Advertising		
2016-110-451-2112	General Admin Supplies (Program)		
		\$0.00	

Public Service &

Account Number	Appropriation Description	2024 Budget Request	2024 Budget
1000-110-110-0000	Salaries (Main)	675,000	645,000
1000-110-110-6000	Salaries (Branch)	258,000	252,000
1000-110-211-0000	Ohio Public Employees Retirement System (Main)	87,736	85,260
1000-110-211-6000	Ohio Public Employees Retirement System (Branch)	35,280	35,280
1000-110-213-0000	Medicare (Main)	9,660	9,400
1000-110-213-6000	Medicare (Branch)	3,654	3,654
1000-110-221-0000	Medical/Hospitalization Insurance (Main)	90,500	90,500
1000-110-221-6000	Medical/Hospitalization Insurance (Branch)	27,500	27,500
1000-110-222-0000	Life Insurance (Main)	600	600
1000-110-222-6000	Life Insurance (Branch)	200	200
1000-110-223-0000	Dental Insurance (Main)	3,100	3,100
1000-110-223-6000	Dental Insurance (Branch)	1,600	1,600
1000-110-224-0000	Vision Insurance (Main)	600	600
1000-110-224-6000	Vision Insurance (Branch)	325	325
1000-110-299-0000	Other Employee Fringe Benefits (Main)	1,500	1,500
1000-110-299-6000	Other Employee Fringe Benefits (Branch)	1,000	1,000
1000-110-311-0000	Dues and Fees (Main)	2,000	2,000
1000-110-311-6000	Dues and Fees (Branch)	450	450
1000-110-312-0000	Travel and Meeting Expense (Main)	5,000	5,000
1000-110-312-6000	Travel and Meeting Expense (Branch)	2,750	2,750
1000-110-321-3916	Telephone (Outreach)	800	800
1000-110-324-0000	Printing (Main)	1,500	1,500
1000-110-324-6000	Printing (Branch)	1,000	1,000
1000-110-351-3560	Rents and Leases (Main Lease Equipment)	2,500	2,500
1000-110-351-6560	Rents and Leases (Branch Lease Equipment)	2,500	2,500
1000-110-390-3910	Other - Purchased & Contracted Services (All Other)	12,300	12,300
1000-110-390-3913	Other - Purchased & Contracted Services (Adult Programs)	28,500	4,500

Public Service &

1000-110-390-3914	Other - Purchased & Contracted Services (YS Programs)	9,500	9,500
1000-110-390-3915	Other - Purchased & Contracted Services (Main Teen Programs)	2,000	2,000
1000-110-390-3916	Other - Purchased & Contracted Services (Outreach Programs)	2,000	2,000
1000-110-390-6910	Other - Purchased & Contracted Services (Branch All Other)	300	300
1000-110-390-6913	Other - Purchased & Contracted Services (Branch Adult Programs)	4,000	4,000
1000-110-390-6914	Other - Purchased & Contracted Services (Branch YS Programs)	4,000	4,000
1000-110-390-6915	Other - Purchased & Contracted Services (Branch Teen Programs)	1,500	1,500
1000-110-414-0000	Computer Services and Information	4,000	4,000
1000-110-414-6000	Computer Services and Information (Branch)	2,500	2,500
1000-110-451-2113	General Admin Supplies (Adult Program)	2,600	2,600
1000-110-451-2114	General Admin Supplies (YS Program)	6,000	6,000
1000-110-451-2115	General Admin Supplies (Teen Program)	1,000	1,000
1000-110-451-2116	General Admin Supplies (Outreach Program)	2,000	2,000
1000-110-451-6113	General Admin Supplies (Branch Adult Program)	4,500	4,500
1000-110-451-6114	General Admin Supplies (Branch YS Program)	2,500	2,500
1000-110-451-6115	General Admin Supplies (Branch Teen Program)	1,000	1,000
1000-110-459-0000	Other - Supplies (Main)	2,500	2,500
1000-110-459-2116	Other - Supplies (Outreach)	1,200	1,200
1000-110-459-6000	Other - Supplies (Branch)	1,000	1,000
	Total	1,309,655	1,246,919

Collection Development & Processing

Account Number	Appropriation Description	2024 Budget Request	2024 Budget
1000-120-110-0000	Salaries (Main)	75,000	68,250
1000-120-211-0000	Ohio Public Employee Retirement System (Main)	10,500	9,555
1000-120-213-0000	Medicare (Main)	1,100	990
1000-120-221-0000	Medical/Hospitalization Insurance (Main)	10,000	0
1000-120-222-0000	Life Insurance (Main)	50	50
1000-120-223-0000	Dental Insurance (Main)	400	0
1000-120-224-0000	Vision Insurance (Main)	100	0
1000-120-299-0000	Other Employee Fringe Benefits (Main)	0	0
1000-120-311-0000	Dues and Fees (Main)	30	30
1000-120-312-0000	Travel and Meeting Expense (Main)	500	500
1000-120-411-4111	Books and Pamphlets (Adult Fiction)	48,000	48,000
1000-120-411-4115	Books and Pamphlets (Adult Non-Fiction)	33,000	33,000
1000-120-411-4116	Books and Pamphlets (Adult GN)	15,000	7,000
1000-120-411-4130	Books and Pamphlets (Teen)	12,000	12,000
1000-120-411-4135	Books and Pamphlets (Juvenile Fiction)	52,000	52,000
1000-120-411-4136	Books and Pamphlets (Juvenile Non-Fiction)	25,000	25,000
1000-120-411-4137	Books and Pamphlets (Juvenile GN)	10,000	10,000
1000-120-412-0000	Periodicals	8,000	10,000
1000-120-413-4140	Audiovisual Materials (Adult DVDs)	20,000	25,000
1000-120-413-4142	Audiovisual Materials (Video Games)	16,000	16,000
1000-120-413-4147	Audiovisual Materials (Adult Audio Books)	5,000	5,000
1000-120-413-4150	Audiovisual Materials (Juvenile Audio Materials)	6,000	6,000
1000-120-413-4155	Audiovisual Materials (Juvenile DVDs)	4,000	6,000
1000-120-413-	Audiovisual Materials (Early Literacy)	2,000	2,000

Collection Development & Processing

4156			
1000-120-414-0000	Computer Services and Information	8,000	8,000
1000-120-415-0000	Interlibrary Loan Fees/Charges	19,000	19,000
1000-120-416-0000	Library Material Repair and Restoration	1,000	1,000
1000-120-419-0000	Other - Library Materials and Information	25,000	25,000
1000-120-419-4160	Other- Library Materials and Info (E-Services)	160,000	130,000
1000-120-451-2130	General Administrative Supplies (Cataloging)	6,000	6,000
	Total	572,680	525,375

Facilities Operation & Maintenance

Account Number	Appropriation Description	2024 Budget Request	2024 Budget
1000-210-110-0000	Salaries (Main)	63,000	63,000
1000-210-211-0000	Ohio Public Employees Retirement System (Main)	8,820	8,820
1000-210-213-0000	Medicare (Main)	915	915
1000-210-221-0000	Medical/Hospitalization Insurance (Main)	11,000	11,000
1000-210-222-0000	Life Insurance (Main)	50	50
1000-210-223-0000	Dental Insurance (Main)	400	400
1000-210-224-0000	Vision Insurance (Main)	100	100
1000-210-299-0000	Other - Other Employee Fringe Benefits (Main)	0	0
1000-210-311-0000	Dues and Fees (Main)	50	50
1000-210-312-0000	Travel and Meeting (Main)	400	200
1000-210-321-0000	Telephone (Main)	5,000	5,000
1000-210-321-6000	Telephone (Branch)	600	600
1000-210-331-0000	Maintenance and Repair on Facilities (Main)	75,000	60,000
1000-210-331-6000	Maintenance and Repair on Facilities (Branch)	22,000	22,000
1000-210-332-0000	Maintenance and Repair on Equipment (Main)	25,000	25,000
1000-210-332-3330	Maintenance and Repair on Equipment (Outreach Vehicles)	5,000	5,000
1000-210-332-6000	Maintenance and Repair on Equipment (Branch)	10,000	10,000
1000-210-333-0000	Security Services (Main)	1,000	1,000
1000-210-333-6000	Security Services (Branch)	500	500
1000-210-334-6000	Trash Removal (Branch)	1,800	1,800
1000-210-339-0000	Other - Property Maintenance, Repair and Security (Main)	5,000	3,500
1000-210-339-6000	Other - Property Maint. Repair & Security Services (Branch)	5,000	5,000
1000-210-341-3330	Property Insurance Preimums - Outreach Vehicles	0	1,550
1000-210-341-	Property Insurance Preimums - Branch	0	4,500

Facilities Operation & Maintenance

6000			
1000-210-351-6000	Rents and Leases (Branch)	95,200	95,200
1000-210-361-0000	Electricity (Main)	70,000	70,000
1000-210-361-6000	Electricity (Branch)	18,500	18,500
1000-210-362-0000	Water and Sewage (Main)	5,000	5,000
1000-210-362-6000	Water and Sewage (Branch)	2,000	2,000
1000-210-363-0000	Natural Gas (Main)	15,000	15,000
1000-210-363-6000	Natural Gas (Branch)	7,000	7,000
1000-210-369-6000	Other - Utilities (Branch)	2,500	2,500
1000-210-390-3910	Other-Purchased and Contracted Services (Other)	7,000	7,000
1000-210-390-6910	Other-Purchased and Contracted Services (Branch Other)	6,500	6,500
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts (Main)	7,000	7,000
1000-210-452-6000	Property Maintenance/Repair Supplies & Parts (Branch)	3,500	3,500
1000-210-453-3330	Moter Vehicle Fuel, Supplies and Parts (Outreach Vehicles)	6,000	6,000
1000-210-520-6000	Taxes and Assessments (Branch)	21,500	21,500
1000-210-590-5520	Other - Other(Computer Software)	1,450	1,450
	Total	508,785	498,135

Information Services

Account Number	Appropriation Description	2024 Budget	2024 Budget
1000-220-110-0000	Salaries (Main)	64,000	64,000
1000-220-211-0000	Ohio Public Employees Retirement System (Main)	9,000	9,000
1000-220-213-0000	Medicare (Main)	930	870
1000-220-221-0000	Medical/Hospitalization Insurance (Main)	11,000	11,000
1000-220-222-0000	Life Insurance (Main)	50	50
1000-220-223-0000	Dental Insurance (Main)	500	500
1000-220-224-0000	Vision Insurance (Main)	100	100
1000-220-299-0000	Other - Other Employee Fringe Benefits (Main)	0	0
1000-220-311-0000	Dues and Fees (Main)	30	30
1000-220-312-0000	Travel and Meeting Expense (Main)	200	200
1000-220-332-0000	Maint and Repair Equipment (main)	3,200	3,200
1000-220-332-6000	Maint and Repair Equipment (Branch)	750	750
1000-220-390-3910	Other - Purchased and Contracted Services(Main-Other)	10,000	10,000
1000-220-390-6910	Other - Purchased and Contracted Services(Branch-Other)	6,000	6,000
1000-220-390-3950	Other - Purchased and Contracted Services (Consortium Exp)	65,000	50,000
1000-220-390-6950	Other - Purchased and Contracted Services (Branch Consortium)	18,000	12,500
1000-220-590-5520	Other-Other (Computer Software)	30,000	25,000
	Total	218,760	193,200

Business

Account Number	Appropriation Description	2024 Budget	2024 Budget
1000-230-110-0000	Salaries (Main)	352,000	330,000
1000-230-211-0000	Ohio Public Employees Retirement System (Main)	46,200	46,200
1000-230-213-0000	Medicare (Main)	4,800	4,800
1000-230-221-0000	Medical/Hospitalization Insurance (Main)	75,000	75,000
1000-230-222-0000	Life Insurance (Main)	200	200
1000-230-223-0000	Dental Insurance (Main)	2,000	2,100
1000-230-224-0000	Vision Insurance (Main)	400	325
1000-230-225-0000	Workers' Compensation (Main)	2,300	2,300
1000-230-225-6000	Workers' Compensation (Branch)	500	500
1000-230-291-0000	Unemployment Benefits	8,000	8,000
1000-230-299-0000	Other - Other Employee Fringe Benefits (Main)	500	500
1000-230-311-0000	Dues and Fees (Main)	4,000	3,500
1000-230-311-6000	Dues and Fees (Branch)	1,000	750
1000-230-312-0000	Travel and Meeting Expense (Main)	12,000	14,500
1000-230-321-0000	Telephone (main)	800	800
1000-230-322-0000	Postage (Main)	2,000	2,000
1000-230-322-6000	Postage (Branch)	0	0
1000-230-323-0000	Postage Meter Rental (Main)	400	400
1000-230-324-0000	Printing (Main)	6,000	5,000
1000-230-325-0000	Advertising (Main)	20,000	15,000
1000-230-329-0000	Other Communications, printing and advertising	10,000	8,000
1000-230-341-0000	Property Insurance Premiums	11,500	11,500
1000-230-341-3330	Property Insurance Premiums (Outreach)	1,550	0
1000-230-341-6000	Property Insurance Premiums (Branch)	4,500	0
1000-230-342-0000	Liability Insurance Premiums	4,800	4,800
1000-230-343-0000	Fidelity Bond Premiums	450	450
1000-230-351-	Rents and Leases (Lease Equipment)	1,500	1,500

Business

3560			
1000-230-371-0000	Auditing Services	0	0
1000-230-372-0000	Uniform Accounting Network Fees	4,050	4,050
1000-230-373-0000	Tax Collection Fees	26,000	28,500
1000-230-379-0000	Other - Professional Services	20,000	10,000
1000-230-390-3111	Other - Purchased and Contracted Services (Legal Fees)	100,000	10,000
1000-230-390-3910	Other - Purchased and Contracted Services (Other)	20,000	17,500
1000-230-390-6910	Other - Purchased and Contracted Services (Branch)	7,000	6,000
1000-230-451-2110	General Administrative Supplies (Main Office)	7,500	7,500
1000-230-451-6110	General Administrative Supplies (Branch Office)	2,000	2,000
1000-230-454-0000	Supplies Purchased for Resale	5,000	5,000
1000-230-459-0000	Other - Supplies	300	300
1000-230-510-0000	Dues and Memberships	9,000	9,000
1000-230-510-6000	Dues and Memberships (Branch)	500	500
1000-230-520-0000	Taxes and Assessments	100	100
1000-230-530-0000	Judgements and Findings	40,000	0
1000-230-550-0000	Refunds and Reimbursements	8,000	8,000
1000-230-590-0000	Other - Other	3,000	3,000
1000-230-590-5520	Other - Other(Computer Software)	20,000	15,000
	Total	844,850	664,575

Account Number	Appropriation Description	2023 Budget	2024 Budget Request	2024 Budget
1000-760-750-5510	Furniture and Equipment{Furniture}	60,000	90,000	80,000
1000-760-750-5512	Furniture and Equipment{Equipment}	20,000	20,000	20,000
1000-760-750-5514	Furniture and Equipment (Computer Equipment)	22,000	40,000	30,000
1000-760-750-5515	Furniture and Equipment (Outreach Computer Equipment)	0	4,000	4,000
1000-760-750-6510	Furniture and Equipment{Branch Furniture}	15,000	15,000	25,000
1000-760-750-6512	Furniture and Equipment{Branch Equipment}	15,000	15,000	15,000
1000-760-750-6514	Furniture and Equipment (Branch Computer Equipment)	15,000	20,000	20,000
	Total	147,000	204,000	194,000

Mary Herron made a motion to approve. Todd Stanley seconded.

Roll call: Cristie Hammond-yes, Mary Herron-yes, Beth Muncy-yes, Todd Stanley-yes, Alissa Henry-yes, Mike Jones-yes, Ashley Hughes-yes. Motion passed.

12-10-23 Motion to approve Board of Trustees' Meeting Schedule.

-Third Monday of each month at 7 pm unless the Library is closed. On occasions when the Library is closed, the Board meeting moved to the 4th Monday of the month. All Board Committee meetings are schedule out of necessity when workflow dictates.

Alissa Henry made a motion to approve. Beth Muncy seconded.

Roll call: Alissa Henry-yes, Cristie Hammond-yes, Beth Muncy-yes, Ashley Hughes-yes, Mary Herron-yes, Todd Stanley-yes. Motion passed.

For the good of the order

Adjournment

Cristie adjourned the meeting at 9:40 p.m.

Next Board Meeting

FAB Committee Meeting
February 19, 2023 @ 6:00 p.m. at Main Library

Regular Board Meeting
January 22, 2023 @ 7:00 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary



Memorandum

To: Cristie Hammond; Michael Jones; Alissa Henry; Beth Muncy; Mary Herron; Todd Stanley; Ashley Henry; Mikayla Wagner

From: Tony Howard

Date: January 22, 2024

Subject: Transfer of Funds

Executive Summary

Every year the Board authorized the Director and Fiscal Officer to transfer funds in order to conduct business between Board meetings when the need arises. This year, we are asking to add the Deputy Fiscal Officer to be added to this approval.

Additionally, we need to make the following transfer:

Transfer of \$12,000 from 1000-230-390-3111 Other-Purchased and Contracted Services (Legal Fees) to 1000-120-419-4160 Other – Library Materials and Information (E-Services)

When creating the Temporary Budget for 2024, we underestimated the amount of funds needed for electronic databases and electronic resources during the first quarter.

Background

The past practice of transferring funds requires a two person checks and balance. One person to approve/initiate the transfer and the second to actually transfer the funds.

ELT Recommendation

Approve the transfer of funds.

Action Requested

- Resolution to approve the transfer of \$12,000 from 1000-230-390-3111 Other-Purchased and Contracted Services (Legal Fees) to 1000-120-419-4160 Other – Library Materials and Information (E-Services)

- Resolution to authorize the Director, Fiscal Officer and Deputy Fiscal Officer to transfer funds between appropriations accounts up to \$25,000



Memorandum

To: Cristie Hammond; Michael Jones; Ashley Hughes; Mary Herron; Alissa Henry; Beth Muncy; Todd Stanley; Mikayla Wagner

From: Tony Howard

Date: January 22, 2024

Subject: Then and Now Purchase order Updates

Executive Summary

There were twelve purchase orders (Total \$4891.43) in December that were created as “Then and Now. Meaning we create the purchase order after the expense is incurred. Furthermore, we had several reasons for creating these purchase orders this way in December. Each reason is outlined in the Action Requested section of this document.

When creating the temporary budget, we did not factor in enough money to cover all Database expenses for the first quarter of 2024. We have to transfer money into the appropriate account to cover all of the CLC expenses invoiced. This means I was not able to create a purchase order for the CLC consortium before it was billed on January 16, 2024.

Once the Board approves the transfer of funds and approved the then and now purchase order, we will be able to move forward.

Background

The State Auditor expects Library Board knowledge and approval of high dollar then and now purchase orders (\$3000+). Purchase orders are generally created when the pricing is agreed upon.

Action Requested

- Resolution to approve December “Then and Now” Purchase Orders in the amount of \$4891.43
 - a. \$300.00 (PO 1124-2023) for Friends of the Library
 - i. As an increase in original PO for higher reimbursement from sales
 - b. \$17.45 (PO 1133-2023) for South Central Power and \$684.00 (PO1141-2023)
 - i. As an increase in original PO for Security services due to increased costs
 - ii. To cover December Electricity bill for Main Library
 - c. \$120.00 (PO 1134-2023) for McKee Door

- i. To cover additional labor to fix front gate at Main Library
 - d. \$44.19 (PO 1135-2023) for West Group
 - i. Not enough money added to original PO for monthly standing order purchases
 - e. \$755.02 (PO 1137-2023) for Baker and Taylor
 - i. Closed POs before paying everything out
 - f. \$67.64 (PO 1136-2023) for Midwest
 - i. Closed POs before paying everything out
 - g. \$32.39 (PO 1142-2023) for Paychex
 - i. To cover additional costs resulting from a change approved by Fiscal Officer Brenda Oliver before she left the Library
 - h. \$2700.00 (PO 1143-2023) for InfoUSA Marketing Inc.
 - i. I didn't not realize this annual contractual expenditure didn't have a PO already created when billed
 - i. \$68.75 (PO 1144-2023) for Ingram Library Services
 - i. Closed POs before paying everything out
 - j. \$25.79 (PO 1145-2023) for Martin Carpet Cleaning Services
 - i. Not enough money added to original PO for monthly standing contract fees
 - k. \$10.20 (1149-2023) for Fifth Third Bank
 - i. Not enough money added to original PO for monthly standing order MailChimp purchases
 - l. \$66.00 (1150-2023) for Randy's Aquarium
 - i. To cover additional labor to set up new aquarium at Main Library
- Resolution to approve January "Then and Now" Purchase Order for the Central Library Consortium in the amount of \$35,256.14