



**PICKERINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AGENDA FOR December 16, 2024**

1. Call to Order
 - a. Roll Call
 - b. Excused Absences
2. Secretary's Report
 - a. Consent Agenda
 1. Minutes
 - a. November 18, 2024 Regular Board meeting minutes
 2. Staff
 - a. Yelena Nedlina starts January 6, 2025 as a full-time Teen Librarian at Main Library at a rate of \$22.00
 - b. Ayan Fatah started on December 9, 2024 as a Contracted Tech Trainer at a rate of \$15.00 per hour. Her contract ends on June 30, 2025
 - c. Charlotte Houghton started on November 26, 2024 as a part-time Teen Librarian at Sycamore Plaza Library Branch at a rate of \$19.55 per hour
 3. Donations
 - a. Joyce Vaughn donated 18 best selling new books in 2024 at a value of \$557.93
 - b. On November 21, 2024, while processing donations, the Technical Services staff discovered a card inside one of the donated books containing five crisp \$100 bills. Fiscal Officer Chuck Ressler collaborated with the team to locate and contact the individual named on the card, Thomas Laughery. Upon retrieving his card and the cash, Mr. Laughery generously donated \$100 to the library.

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. Public Service Director's Report
9. Old Business
 - a. Ashley Hughes Library Board Reappointment
 - i. On December 9, 2024, the Pickerington Local School Board voted to reappoint Ashley to another term on the Pickerington Public Library Board.
 - ii. Oath of Office – Ashly Hughes – Library Board Member completing a partial term and entering her first full term beginning January 1, 2025 through December 31, 2032
 - iii. Dorinda Ellinger – Human Resources Generalist & Public Notary
issuing Oath of Office

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Pickerington Public Library, in Fairfield County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

10. New Business

- a. Resolution to approve changing the Collection Development Policy with an effective date of December 23, 2024
- b. Resolution to direct the Fiscal Officer to request the County Auditor to provide tax advances in 2025 year as they are received
- c. Resolution to approve the 2025 Temporary Appropriations of \$2,850,164 General Fund, \$13,290 for the Guiding Ohio Online Grant Fund, \$2,000 for the Healthy Snack Fund, and \$1,500,000 for the Capital Projects Fund.
- d. Discussion and approval of the 2025 Board meeting schedule
- e. Executive Session
 - i. To discuss Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule 3358:17-1-04.2 (A)(4) of the Administrative Code
 - ii. To discuss Personnel Compensation per ORC 121.22 (G)(1) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code

11. For the good of the order

12. Adjournment

Next Board Meeting:

Regular Board Meeting - Monday, December 16, 2024 at Main Library

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
November 18, 2024

The Board of Trustees of the Pickerington Public Library met in regular session on November 18, 2024 at 7:00 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, Ashley Hughes, and Todd Stanley. Staff members present: Tony Howard- Library Director, Chuck Ressler- Fiscal Officer, Dorinda Ellinger-Human Resource Generalist. Also in attendance: Theresa Wessel, President of the Friends of the Pickerington Public Library.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Beth Muncy
Unexcused Absence(s):

Secretary's Report

Consent Agenda

1. Minutes
 - a. October 21,2024 Regular Board meeting minutes
2. Staff
 - a. Stephanie Quensenberry- Branch Customer Service- DOH 10/28/2024-\$14.00
 - b. M. Rebekah Hughes-Branch Research Assistant- Transfer- 11/17/2024-\$14.81
 - c. Caden O'Boyle-IT Specialist-DOH- 11/17/2024-\$21.21

11-01-24 Motion to approve the Consent Agenda

Mary Herron made a motion to approve the Consent Agenda items. Mike Jones seconded.

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Ashley Hughes-yes. Motion passed with no changes.

Public Participation

Beth Marshall, Grace Walker, Moth Meuser, Miles Reinhart, Becca Seeds, Debbie Madison, Michelle Petersen all present

Friends of the Library Report

Book Sale was \$4200.00 and Treasure report \$44,260.00, Also, approved a part-time position for 10 hours a week at \$15.00 per hour. In the process of developing a job description to utilize this position to help with memberships, book sales and volunteer programs and recruitment. Next Friends meeting December 11, 2024

Finance Committee

Fiscal Officer's Report

1. Chuck Ressler shared with the Board what the Finance Committee discussed. Chuck Ressler asked if there were any questions from the financial reports. There were none.
2. There was an update By Chuck and Tony regarding the Overtime Exempt Rule being overturned and vacated by the Federal Courts. The Board told Tony Howard-Library Director and Chuck Ressler-Fiscal Officer that they have authority to change employees from non-exempt status to exempt as long as they are informed in the Consent Agenda of a Board meeting.

Other Committee Reports

1. Combustion musical bingo fundraiser- 12/4/2024, Next FAB meeting is 12/9/2024 at 7:00 p.m.
2. Personnel Committee meeting 12/2/2024 at 6:30 p.m.

Director's Report

Quarterly Strategic Focus

Connecting Community!

Significant Issues

Internal

- Future Construction and funding
As the Pickerington Public Library continues to grow alongside the community it serves, the Board faces critical decisions regarding funding for future operations and capital projects. Below is an overview of key considerations to guide strategic discussions and planning:

- Current Financial Context
 - The library has begun deficit spending in 2024 and 2025, a situation anticipated given levy-based funding cycles.
 - Based on 10-year financial projections, the library will deplete its investment funds by 2029 without securing additional funding.
 - As the community's needs expand, it is essential to identify sustainable funding sources for both operating expenses and major building projects, especially post-construction.

Facilities Master Plan

- The ongoing Facilities Master Plan will provide estimated costs for construction projects, offering a foundation for financial and operational planning. These estimates will be critical in determining future funding needs, including potential levy adjustments.

Board Considerations

Resolutions and Deadlines

- The timeline for placing a levy on the ballot depends on the election date:
 - **Fall Election:** The first Board resolution must be passed by late March.
 - **Primary Election:** The first Board resolution must be passed by late September.
- **Election Context:** The Board should evaluate whether the chosen election date aligns with favorable voter turnout and other ballot initiatives or candidates that may influence voter sentiment.

Levy Type and Millage Rate

- The library currently operates under a **continuing levy**, ensuring a fixed dollar amount that diminishes in purchasing power as the community grows. This creates a challenge of maintaining services and addressing new demands.
- **Options for Board Discussion:**
 1. Renew the existing levy with an increase.
 2. Propose an additional levy, deciding between:
 - **Continuing Levy:** Provides indefinite funding at a set millage rate.
 - **Term Levy:** Provides funding for a specific number of years, allowing for periodic voter approval.
- Data from the Facilities Master Plan and updated expense projections should inform the millage rate and overall levy strategy.

Additional Considerations

- **Community Engagement:** Establishing early and transparent communication with the public is essential to build support for the levy. Outreach efforts should emphasize the importance of the proposed funding to maintaining and improving library services.
- **Partnerships:** Collaborating with community leaders, local organizations, and other stakeholders can enhance advocacy efforts and align the library's funding needs with broader community goals.
- **Long-Term Sustainability:** The Board should balance immediate funding needs with strategies to ensure financial sustainability over the next decade, considering projected population growth and service demands.

Board Action: • This discussion is presented for Board awareness, particularly regarding the timeline for resolutions and decisions on levy type and millage rate.

- • Further guidance will be provided as more data becomes available from the Facilities Master Plan and updated financial projections.

External

- This week, the Senate Government Oversight Committee held a hearing on Sub. House Bill (HB) 257 which would authorize members of certain public bodies, including public library boards, to hold and attend meetings by means of video conference. During the committee hearing on Wednesday, November 13th, OLC provided proponent testimony in support of the bill. This was the third hearing on HB 257 in the Senate Government Oversight Committee.
- It is expected that this bill will be acted on by the time the Senate Adjourns before Christmas.
- **HVAC Update**
 - Last month the Board approved Phase 1 of this project.
 - Phase 1 – Replacing the units that provide heating and cooling to Meeting Rooms A and C, Information staff workroom, and the IT Office with one unit.
 - The estimated cost of this project would be \$152,500

- Recently, Facilities Manager, Frank Moriconi found a leak in our pipes providing water to the pump system.
 - The estimates for repair are a little over \$24,000



- Recently, we met with the Architects and engineers from the Equalis Group and learned that separating the project into multiple phases could increase our permitting and mobilization costs up to an additional \$40,000
- Phase 2 – Adding two 30-ton units to control the air handling on the Public areas of the Library.
 - Phase 2 would cost \$226,250
- Phase 3 Replacing the boilers and chiller with 2 15-ton units that control most staff areas and the barn.
 - Phase 3 would cost \$226,250
- Additional costs of \$56,894 include general conditions, permits and bonds, and demolition.
- **Board Action:** Provide guidance on whether the Board would like the Library to move forward with repairing the leaky pipes and continue with the phased approach to conduct the repairs.

Or,

Is the Board preference to move forward with this project as a single-phase project in order to reduce expenses?

- If the Board decides to move to a single-phase project, we would need the Board to approve a transfer of \$500,000 from StarOhio General Fund account to StarOhio Capitol fund Account.
- Westerville Public Library is coming to CLC
 - On November 18, 2024 the Westerville Public Library is joining the CLC (publicly)
 - From November 15, 2024 until they go live, our staff will be working in an offline mode in Polaris
 - We are finalizing plans to manage the transition of this change without team.
 - This will bring the CLC to 18 Libraries.
 - **Board Action:** None, Information for awareness
- Teen Library Assistant Change
 - The Teen Library Assistant left for another job.
 - Instead of filling this position, we want to transfer the FT Teen Librarian to Main Library and use the hours to create a PT Teen Librarian at the Branch.
 - This change adds about \$2000 in cost, but is still covered in the budget.
 - This change will add stability to the schedule at both locations.
 - **Board Action:** Let us know if anyone is opposed to the change in positions.

Points of Information

- SERB Academy
 - Dorinda Chuck and I attended the SERB Academy where we learned from SERB staff, Union Reps and Management Reps on many aspects of managing a union organization.
- Library marketing snapshot

Jul '22 - Jun '23		Jul '23 - Jun '24	Increase	%	Notes
Facebook					
Posts	331	509	+178	53.8%	# posts
Total Page Likes	3,860	3,930	+70	1.8%	People who like PPL Page
Total Reach	115,876	188,810	+72,934	62.9%	# people who have seen content from our page
Instagram					
Posts	237	491	+254	107.2%	# posts
Total Page Likes	1,198	1,311	+113	9.4%	People who like PPL Page
Total Reach	32,965	46,252	+13,287	40.3%	# unique accounts who viewed posts or stories
Twitter					
Posts	194	451	+257	132.5%	# posts
Total Followers	1,566	1,542	-24	-1.5%	People who like PPL Page
Total Reach					Loomly doesn't record this stat
Share (Retweet)		34			Loomly doesn't record this stat in 2022

- Union Negotiation Dates
 - November 8 with Mediation

- Keynote Speaker at the OLC Leadership and Management Conference
 - Friday October 25, 2024
 - Topic: Harnessing Emotional Intelligence: Key Skills for Effective Leadership

PTO Dates

Tony – None

Old Business

New Business

11-02-24 Motion to reappoint Ashley Hughes to the Board of Trustees

Mike Jones made a motion to approve. Alissa Henry seconded.

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

11-03-24 Resolution to Authorize Finalization of Negotiations and Execution of Architect Agreement

Mike Jones made a motion to approve. Mary Herron seconded.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 7:53 p.m.

Next Board Meeting

FAB Committee Meeting
December 4, 2024 @ 7:00 p.m. at Main Library

Regular Board Meeting
December 16, 2024 @ 7:00 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary



Memorandum

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

From: Rafael Ortiz

Date: December 16, 2024

Subject: Collection Development Policy

Executive Summary

During a review of the **Collection Development Policy**, several updates and clarifications were made to modernize and better align the policy with current library operations, community expectations, and professional standards.

We looked at the following Libraries when making updates to our policy; CML, Irving Public Library in Texas, Six Mile Regional Library District, Shaker Heights, Dayton Metro, Cincinnati Public

Key enhancements are outlined below:

1. **Mission Statement Update:**

- The revised mission statement focuses on fostering curiosity, understanding, and enjoyment for all customers while emphasizing equitable representation of diverse viewpoints and ideas.
- The prior version emphasized serving as a general center of information and ideas but lacked the explicit commitment to diversity and equitable representation.

2. **Digital Materials:**

- The updated policy explicitly recognizes the importance of digital formats (eBooks, streaming media, and databases) and applies the same selection principles as physical materials.
- This is absent in the older version, which primarily focused on physical materials.

3. **Reconsideration Process Enhancements:**

- The proposed policy introduces a **Reconsideration Committee** with specific roles (Library Director, Public Services Director, department manager, subject librarian, and a Board member) to review challenges.
- A structured appeals process and limitations on reconsideration frequency (minimum five years) provide transparency and prevent repeated challenges.
- The prior version outlined reconsideration generally but lacked detailed procedures or committee structure.

4. **Expanded Selection Criteria:**

- New criteria include **equitable representation of viewpoints** and considerations for **digital formats, accessibility, and licensing agreements**.
- While the old policy mentioned general criteria like community needs and literary merit, it did not account for modern considerations such as digital accessibility.

5. **Donation Guidelines:**

- The updated policy emphasizes alignment of donated materials with selection criteria and includes a clear process for transferring unwanted items to the Friends of the Library.
- The previous policy also allowed for donations but was less structured in outlining how they were assessed or disposed of.

6. **Collection Maintenance:**

- Criteria for removing digital materials (e.g., low usage, outdated formats) are detailed in the proposed policy.
- The earlier policy addressed weeding of physical materials but lacked provisions for digital resources.

These updates modernize the policy, ensuring alignment with the library's mission, technological advances, and evolving community needs. The inclusion of both Board-level policy and administrative procedures provides a clear framework for staff and public accountability.

Action Requested

- Resolution to approve changing the Collection Development Policy with an effective date of December 23, 2024



Collection Development Policy

Board Policy

Date Approved: 12/16/2024

Effective Date: 12/23/2024

Replacing Policy Effective: 05/12/2003

The Pickerington Public Library is dedicated to being a dynamic community resource that fosters curiosity, understanding, and enjoyment for all customers. Our collection supports education, the quest for information, and leisure activities, serving as a comprehensive, accessible hub for equitable representation of diverse viewpoints and ideas.

In a free society, access to a broad spectrum of viewpoints is essential. The library strives to reflect this equitable representation by curating materials that support varied informational, educational, and recreational needs. Materials are selected based on criteria including timeliness, accuracy, community interest, and diverse representation.

The Board of Trustees affirms its commitment to intellectual freedom as outlined in the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements. Materials will not be excluded based on the author's background or beliefs. Selection of materials does not imply endorsement of their content but reflects the library's mission to provide access to a wide range of viewpoints for independent inquiry and decision-making.

The Board recognizes the growing importance of digital formats, including eBooks, streaming media, and databases, and authorizes their inclusion in the collection based on the same principles as physical resources.

The Board supports periodic evaluation of the collection for relevance, condition, and community alignment, including the removal of outdated, low-demand, or worn materials. Customers may request reconsideration of library materials through a formal process outlined in the administrative procedures.

The Board expects the Library Director or their designee to ensure the effective implementation and enforcement of this policy, maintaining its alignment with the library's mission and community needs.

Administrative Procedure

Date Approved: 12/16/2024

Effective Date: 12/23/2024

Replacing Administrative Procedure: New

A. Responsibility for Selection

- a. The Library Director or their designee oversees materials selection, collaborating with qualified staff who provide expertise based on community interests, educational trends, and demand.
- b. Staff use reputable journals, professional reviews, and bibliographies to guide selections. Community input is gathered through surveys, focus groups, and other engagement opportunities.
- c. The Library Director or their designee, in collaboration with qualified staff, oversees the selection process and ensures this policy is effectively implemented and enforced.

B. Selection Criteria

Materials are selected based on:

- a. Alignment with the library's mission, vision, and goals.
- b. Timeliness and relevance to contemporary society.
- c. Demand and lasting value.
- d. Factual accuracy, literary merit, and objectivity in nonfiction.
- e. Equitable representation of viewpoints.
- f. Readability and suitability for the intended audience.
- g. Local interest, community standards, and specific requests.
- h. Author/publisher reputation and authority.
- i. Availability and budget considerations.
- j. Suitability of physical or digital formats and their value to the collection.

C. Digital Materials

- a. Digital resources follow the same selection principles as physical materials, with additional considerations for:
 - i. Format compatibility and ease of use.
 - ii. Licensing agreements and intellectual property rights.
 - iii. Accessibility across devices.
 - iv. Usage restrictions, such as concurrent use limits.
 - v. Community demand and cost-effectiveness.

D. Equitable Representation of Viewpoints

- a. The library actively upholds intellectual freedom and maintains materials that reflect multiple perspectives.
- b. Selection and displaying of materials does not imply endorsement but ensures access to diverse perspectives for independent inquiry and decision-making.

E. Labeling and Content Advisory

- a. The library does not label materials based on personal opinions or controversies. Advisory labels provided by publishers are maintained, but the library does not add additional labels.

F. Collection Maintenance and Weeding

- a. Materials are reviewed regularly to ensure relevance, accuracy, and good condition.
- b. Items may be removed due to outdated information, low circulation, or physical wear.
- c. Removed items transferred to the Friends of the Library per a written contractual agreement.
- d. **Digital Material Weeding:**
 - i. Digital resources are reviewed for:
 1. Low usage or demand.
 2. Outdated or inaccurate information.
 3. Obsolete formats or platforms.
 4. Licensing agreements that expire or are no longer cost-effective.

G. Donations of Library Materials

- a. Donations are evaluated using the same selection criteria as purchased materials.
- b. Items not added to the collection or used by the library in any other way are transferred to the Friends of the Library. Financial donations are managed by the Library Director or their designee and coordinated with donors.

H. Request for Reconsideration of Library Materials

- a. Customers may challenge the inclusion of materials by submitting a Request for Reconsideration of Library Materials form.
- b. The Library Director will review all requests and coordinate a Reconsideration Committee meeting.
 - i. Reconsideration Committee Composition:
 1. **Library Director as Chair of the Committee:** Provides leadership, facilitates discussions, and ensures adherence to library policy.
 2. **Public Services Director:** Represents the operational perspective of public-facing library services.
 3. **A Librarian from the Discipline Where the Item is Being Challenged:** Provides subject-specific expertise relevant to the challenged item.
 4. **A Department Manager:** Offers administrative insight and broader operational context.
 5. **A Member of the Board of Trustees:** Ensures alignment with the library's governance and policies.
- c. The Process
 - i. The Committee reviews the challenged material or service, the Collection Development Guidelines, Mission, Vision and Strategies, and the ALA's Principles of the Freedom to Read.
 - ii. Once reviews are complete, the Committee will meet and make a recommendation for retention, removal, or replacement.
 - iii. The Director or their designee informs the customer of the Committee's decision.

- iv. At the first Board meeting following the decision, the Director will report the Committee's decision directly to the Board of Trustees.
- v. Appeals to the Board of Trustees may be made if the requester disagrees with the decision.
- d. Request Limitations:
 - i. The requester must have reviewed the material in its entirety.
 - ii. The requestor must live within the funding boundaries of the Pickerington Public Library. Specifically, Fairfield County and Franklin County (PLF Funds).
 - iii. Materials and services cannot be reconsidered until at least five years have passed since the last decision.

MISSION STATEMENT AND PHILOSOPHY

Mission Statement

The Pickerington Public Library is a dynamic community resource providing library services to foster an inquisitive mind and the desire to know, understand and enjoy the world.

Philosophy of Collection Development

In a free society, information on many points of view, in many fields of endeavor, must be readily available. The Pickerington Public Library serves the public as a general center of information and diverse ideas. It has the responsibility of providing materials reflecting a diversity of views and expression. Materials are intended to aid in the pursuit of education, the search for information and the enjoyable use of leisure time.

The library recognizes that it has limited financial resources and has a responsibility to use its public funds to serve the entire community. Consequently, the library's collection reflects the collective needs of the community as opposed to any one individual's interests. The library uses other available avenues—interlibrary loan, appropriate referral, or redirection to serve the individual whose interests go beyond the scope of the library's collection.

The library believes in the right and obligation of parents and guardians to guide the moral development of their children. The decision as to what library material a minor may use is the responsibility of the parent or guardian.

SELECTION PROCESS

Principles of Selection

Selection is based on the merits of a work in relation to the needs, interests and demands of the community. The library supports and is supported by the American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements which affirm that free and convenient access to ideas, information, and the creative experience is of vital importance to every citizen today. The selection of library

materials is predicated on the library patron's right to read and his/her freedom from censorship by others.

Responsibility for Selection

The responsibility for the selection of materials rests with the Library Director. The Director may include professional and para-professional staff in the selection process, thus allowing a variety of input based on knowledge and expertise in particular subject areas. Any book and/or library material so selected shall be held to be selected by the Library Board.

Criteria for Selection

Selectors consider some or all of the following criteria when selecting library materials:

- _____ Contemporary significance, demand, and/or permanent value
- _____ Factual accuracy and/or objectiveness of non-fiction materials
- _____ Community needs, standards and/or requests
- _____ Readability and/or literary or artistic merit
- _____ Presentation of various subjects and/or viewpoints
- _____ Reputation and authority of author and/or publisher
- _____ Price and/or availability
- _____ Suitability of physical format for library purposes
- _____ Value in accomplishing library mission
- _____ Inclusion in standard bibliographies or indexes
- _____ Professional journal reviews
- _____ Availability of material in other area libraries
- _____ Relationship to existing collection in the same subject field

A resource will not be excluded from selection solely for the reason of the race, color, religion, gender, sexual preference, national origin, disability, age, ancestry or other characteristic of the author or the source.

The addition of material to the library does not constitute or imply agreement with or approval of its content, but assures that a variety of differing points of view are represented.

Donations of Library Materials

The library welcomes gifts of books and audiovisual materials. Gifts are accepted from the donor with the full understanding that all gifts become the property of the library. Gifts must meet the above selection standards before they can become a permanent part of the collection. The library reserves the right to dispense with gifts in any manner that it deems appropriate. Donations which are not placed in the collection may be given to and then sold by the Friends of the Library for fund-raising purposes to benefit the library.

The library does not appraise gifts materials for tax purposes. A letter of receipt stating the number of items given may be sent, upon request, to the donor.

The library will accept donations of money for the purchase of materials to serve as memorials or to honor individuals. The Library Director will work with the donor to purchase materials which are meaningful to the family and the donor.

COLLECTION MAINTENANCE

Materials no longer deemed useful in the library will be disposed of according to accepted professional practices at the discretion of the Library Director. The weeding of library materials is a continuing process and one that is essential to maintaining a quality collection.

The process and decision to weed an item takes into account the same criteria used when the item was first selected for inclusion in the collection. In addition, criteria such as obsolete information, insufficient use, excessive wear and tear, space availability and changing user interests are considered. Duplicate copies and items superseded by newer editions are reviewed for possible weeding.

Discarded materials become surplus property and may be given to and then sold by the Friends of the Library for fund-raising purposes to benefit the library.

PROCEDURE FOR RECONSIDERATION OF MATERIAL

The Request

Any person at least eighteen (18) years of age, a registered patron of the library, and a resident of the Pickerington Local School District may question the inclusion of materials in the library collection by submitting a "Request for Reconsideration of Library Materials" form. Materials will remain in circulation during the reconsideration process.

- This form must be completed in full, signed by the person, and forwarded to the Library Director for review.
- The person must have read, viewed, or listened to the material in its entirety.
- It is most helpful if the specific material in question is sent along with the form.

The Library Response

- The Library Director, in consultation with the appropriate staff, will review the written comments.
- If the material meets the criteria for selection, the person and the Board of Trustees will be notified in writing of the Library Director's decision.
- If the Library Director finds the material does not meet the criteria for selection, the Library Director will remove the material and notify the person, and the Board of Trustees.

Patron Appeal

- If the person requesting the reconsideration is not satisfied with the Library Director's decision, such person may, within fourteen (14) days of such decision, file a notice of appeal in writing with the Library Director who shall promptly notify the Reconsideration Committee.
- The Reconsideration Committee will then be called together to review the material in question.

The Reconsideration Committee

The Reconsideration Committee will consist of a professional staff member selected by the Board, a registered patron of the Pickerington Public Library who resides within the library's district, and one member of the Board of Trustees. The patron representative shall be appointed annually by the Board.

The committee, with input from the staff, the person making the appeal, and/or other interested parties, will undertake the following:

- Read, view, or listen to the material in question in its entirety
- Review the selection process and criteria for selection.
- Check reviews and recommended lists to determine recommendations by experts and critics
- Meet to discuss the material in question
- Make a recommendation for retention, removal, or replacement

The Board of Trustees, the Library Director and the person making the appeal, will be notified of the recommendation of the Reconsideration Committee. If the person making the appeal or the Library Director is not satisfied with the Reconsideration Committee's finding, within fourteen (14) days of the decision by the Reconsideration Committee, such party may file, with the Board of Trustees, a written notice of the appeal containing such person's objections, and the copy of the "Request for Reconsideration of Library Materials." The decision of the Board of Trustees will be final.

No book or other library material will be reconsidered until at least five years have elapsed from the final decision of any prior reconsideration.

Revised 5/12/03



Memorandum

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

From: Chuck Ressler, Fiscal Officer

Date: December 13, 2024

Subject: 2025 Temporary Budget

Executive Summary

The 2025 Temporary Budget includes \$2,850,164 for the General Fund, \$13,290 for the Guiding Ohio Online Grant Fund, \$2,000 for the Healthy Snack Fund, and \$1,500,000 for the Capital Projects Fund. This budget covers the 1st quarter of 2025 for the library.

Background

The library needs to approve a temporary budget for the first quarter of 2025, so the library is able to appropriate and pay for expenditures starting January 1st, before the permanent budget is approved by March 2025.

Action Requested

Resolution to approve the 2025 Temporary Appropriations of \$2,850,164 General Fund, \$13,290 for the Guiding Ohio Online Grant Fund, \$2,000 for the Healthy Snack Fund, and \$1,500,000 for the Capital Projects Fund.

2025 Budget Request

Equipment and Furniture				
Account Number	Appropriation Description	2024 Budget	2025 Budget Request	% of Change
1000-760-750-5510	Furniture	\$ 90,000	\$ 77,000	
1000-760-750-5512	Equipment	\$ 20,000	\$ 25,000	
1000-760-750-5514	Computer Equipment	\$ 40,000	\$ 30,000	
1000-760-750-5515	Computer Equipment (Outreach)	\$ 4,000	\$ 3,000	
1000-760-750-6510	Furniture (Branch)	\$ 15,000	\$ 8,000	
1000-760-750-6512	Equipment (Branch)	\$ 15,000	\$ 10,000	
1000-760-750-6514	Computer Equipment (Branch)	\$ 20,000	\$ 20,000	
	Total	\$ 204,000	\$ 173,000	
Special Funds				
	2024	2025		
	Perm Budget	Budget Request		
2005 - Homework Help Ctr	\$ 2,000.00	\$ -		
2008 - Guiding Ohio Online	\$ 13,296.36	\$ 13,290.00		
Healthy Snack Fund	\$ 2,000.00	\$ 2,000.00		
	2024	2025	% of	% of Change
Appropriation Description	Budget	Budget Request	Budget	FY24 - FY25
Personnel	\$ 1,650,821	\$ 1,779,159	46.21%	7.77
Branch Personnel	\$ 332,759	\$ 323,602	8.40%	-2.75
Operations	\$ 727,400	\$ 789,253	20.50%	8.50
Branch Operations	\$ 211,150	\$ 287,050	7.46%	35.95
Outreach Services	\$ 15,450	\$ 15,100	0.39%	-2.27
Collection	469,000	\$ 483,000	12.54%	2.99
Equipment and Furniture	\$ 204,000	\$ 173,000	4.49%	-15.20
Transfers - Out	\$ 15,000	\$ -	0.00%	
Total General Fund	\$ 3,625,580	\$ 3,850,164	100.00%	6.19
				Overall Increase
Capital Projects	\$ 870,000.00	\$ 1,500,000.00		

2025 Budget Request

Personnel

Account Number	Appropriation Description	2024 Budget	2025 Budget Request
1000-110-110-0000	Salaries (Public Service and Programs)	\$ 675,000.00	\$ 690,000.00
1000-110-211-0000	OPERS	\$ 87,736.00	\$ 96,600.00
1000-110-213-0000	Medicare	\$ 9,660.00	\$ 10,200.00
1000-110-221-0000	Medical/Hospitalization	\$ 90,500.00	\$ 84,000.00
1000-110-222-0000	Life Insurance	\$ 600.00	\$ 1,170.00
1000-110-223-0000	Dental Insurance	\$ 3,100.00	\$ 8,500.00
1000-110-224-0000	Vision Insurance	\$ 600.00	\$ 1,850.00
1000-110-299-0000	Other-Other Employee Fringe Benefits	\$ 1,500.00	\$ 3,000.00
1000-110-311-0000	Dues & Fees	\$ 2,000.00	\$ 2,000.00
1000-110-312-0000	Travel and Meeting Expenses	\$ 5,000.00	\$ 8,000.00
1000-120-110-0000	Salaries (Collection Development and Processing)	\$ 75,000.00	\$ 75,000.00
1000-120-211-0000	OPERS	\$ 10,500.00	\$ 10,500.00
1000-120-213-0000	Medicare	\$ 1,100.00	\$ 1,100.00
1000-120-221-0000	Medical/Hospitalization	\$ 10,000.00	\$ 11,500.00
1000-120-222-0000	Life Insurance	\$ 50.00	\$ 120.00
1000-120-223-0000	Dental Insurance	\$ 400.00	\$ 1,160.00
1000-120-224-0000	Vision Insurance	\$ 100.00	\$ 255.00
1000-120-311-0000	Dues & Fees	\$ 30.00	\$ 50.00
1000-120-312-0000	Travel and Meeting Expenses	\$ 500.00	\$ 1,000.00
1000-210-110-0000	Salaries (Facilities)	\$ 63,000.00	\$ 63,000.00
1000-210-211-0000	OPERS	\$ 8,820.00	\$ 8,900.00
1000-210-213-0000	Medicare	\$ 915.00	\$ 920.00
1000-210-221-0000	Medical/Hospitalization	\$ 11,000.00	\$ 11,500.00
1000-210-222-0000	Life Insurance	\$ 50.00	\$ 117.00
1000-210-223-0000	Dental Insurance	\$ 400.00	\$ 1,155.00
1000-210-224-0000	Vision Insurance	\$ 100.00	\$ 255.00
1000-210-225-0000	Workers' Compensation	\$ -	\$ 1,000.00
1000-210-311-0000	Dues & Fees	\$ 50.00	\$ 50.00
1000-210-312-0000	Travel and Meeting Expenses	\$ 400.00	\$ 400.00
1000-220-110-0000	Salaries (Information Services)	\$ 64,000.00	\$ 60,000.00
1000-220-211-0000	OPERS	\$ 9,000.00	\$ 8,400.00
1000-220-213-0000	Medicare	\$ 930.00	\$ 900.00
1000-220-221-0000	Medical/Hospitalization Insurance	\$ 11,000.00	\$ 11,500.00
1000-220-222-0000	Life Insurance	\$ 50.00	\$ 117.00
1000-220-223-0000	Dental Insurance	\$ 500.00	\$ 1,200.00
1000-220-224-0000	Vision Insurance	\$ 100.00	\$ 255.00
1000-220-311-0000	Dues & Fees	\$ 30.00	\$ 50.00
1000-220-312-0000	Travel and Meeting Expenses	\$ 200.00	\$ 1,000.00
1000-230-110-0000	Salaries (Business Admin)	\$ 352,000.00	\$ 400,000.00
1000-230-211-0000	OPERS	\$ 46,200.00	\$ 56,000.00
1000-230-213-0000	Medicare	\$ 4,800.00	\$ 6,600.00
1000-230-221-0000	Medical/Hospitalization Insurance	\$ 75,000.00	\$ 75,000.00
1000-230-222-0000	Life Insurance	\$ 200.00	\$ 600.00
1000-230-223-0000	Dental Insurance	\$ 2,000.00	\$ 5,000.00
1000-230-224-0000	Vision Insurance	\$ 400.00	\$ 1,035.00
1000-230-225-0000	Workers' Compensation	\$ 2,300.00	\$ 2,000.00
1000-230-291-0000	Unemployment Benefits	\$ 8,000.00	\$ 4,000.00
1000-230-299-0000	Other-Other Employee Fringe Benefits	\$ -	\$ 13,000.00
1000-230-311-0000	Dues & Fees	\$ 4,000.00	\$ 4,200.00
1000-230-312-0000	Travel and Meeting Expenses	\$ 12,000.00	\$ 35,000.00
	Total	\$ 1,650,821.00	\$ 1,779,159.00

2025 Budget Request

Branch Personnel

Account Number	Appropriation Description	2024 Budget	2025 Budget Request
1000-110-110-6000	Salaries (Public Service)	\$ 258,000.00	\$ 250,000.00
1000-110-211-6000	OPERS	\$ 35,280.00	\$ 35,000.00
1000-110-213-6000	Medicare	\$ 3,654.00	\$ 3,800.00
1000-110-221-6000	Medical/Hospital Insurance	\$ 27,500.00	\$ 23,000.00
1000-110-222-6000	Life Insurance	\$ 200.00	\$ 352.00
1000-110-223-6000	Dental Insurance	\$ 1,600.00	\$ 2,400.00
1000-110-224-6000	Vision Insurance	\$ 325.00	\$ 550.00
1000-110-299-6000	Other - Other Employee Fringe Benefits	\$ 1,000.00	\$ 3,000.00
1000-110-311-6000	Dues and Fees	\$ 450.00	\$ 750.00
1000-110-312-6000	Travel and Meeting	\$ 2,750.00	\$ 2,750.00
1000-230-225-6000	Workers' Compensation	\$ 500.00	\$ 500.00
1000-230-311-6000	Dues and Fees	\$ 1,000.00	\$ 500.00
1000-230-510-6000	Dues and Memberships	\$ 500.00	\$ 1,000.00
	Total	\$ 332,759.00	\$ 323,602.00

Operations 2025 Budget Request

Account Number	Appropriation	2024 Budget	2025 Budget Request
1000-110-324-0000	Printing (Public Service)	\$ 1,500.00	\$ 2,500.00
1000-110-351-3560	Rents & Leases (Lease Equipment)	\$ 2,500.00	\$ 2,000.00
1000-110-390-3910	Other Contracts - All Other	\$ 12,300.00	\$ 20,000.00
1000-110-390-3913	Other Contracts - Adult Programs	\$ 28,500.00	\$ 10,000.00
1000-110-390-3914	Other Contracts - YS Programs	\$ 9,500.00	\$ 10,000.00
1000-110-390-3915	Other Contracts - Teen Programs	\$ 2,000.00	\$ 5,000.00
1000-110-414-0000	Computer Services & Info	\$ 4,000.00	\$ 4,000.00
1000-110-451-2113	General Admin Supplies - Adult Programs	\$ 2,600.00	\$ 4,000.00
1000-110-451-2114	General Admin Supplies - YS Programs	\$ 6,000.00	\$ 7,000.00
1000-110-451-2115	General Admin Supplies - Teen Programs	\$ 1,000.00	\$ 2,500.00
1000-110-459-0000	Other Supplies	\$ 2,500.00	\$ -
1000-110-459-2113	Other - Supplies (Adult)	\$ -	\$ 1,000.00
1000-110-459-2114	Other - Supplies (Youth Services)	\$ -	\$ 1,000.00
1000-110-459-2115	Other - Supplies (Teen)	\$ -	\$ 1,000.00
1000-120-415-0000	Interlibrary Loan fees/Charges	\$ 19,000.00	\$ 22,000.00
1000-120-451-2130	General Admin Supplies - Cataloging	\$ 6,000.00	\$ 7,500.00
1000-210-321-0000	Telephone (Facilities)	\$ 7,000.00	\$ 7,000.00
1000-210-331-0000	Maint and Repair Facilities	\$ 75,000.00	\$ 75,000.00
1000-210-332-0000	Maint and Repair Equipment	\$ 25,000.00	\$ 50,000.00
1000-210-333-0000	Security Services	\$ 1,000.00	\$ 1,500.00
1000-210-339-0000	Other - Property Maint, Repair and Security	\$ 5,000.00	\$ 5,000.00
1000-210-361-0000	Electricity	\$ 62,000.00	\$ 70,000.00
1000-210-362-0000	Water and Sewage	\$ 4,600.00	\$ 6,000.00
1000-210-363-0000	Natural Gas	\$ 7,000.00	\$ 6,000.00
1000-210-390-3910	Other Contracts - All Other	\$ 6,500.00	\$ 8,000.00
1000-210-452-0000	Property Maint/Repair/Supplies & Parts	\$ 3,500.00	\$ 7,000.00
1000-210-590-5520	Computer Software	\$ 4,800.00	\$ 5,000.00
1000-220-332-0000	Maint & Repair Equipment - Information Services	\$ 3,200.00	\$ 25,000.00
1000-220-390-3910	Other Contracts - All Other	\$ 10,000.00	\$ 15,000.00
1000-220-390-3950	Other Contracts - Consortium Exps	\$ 65,000.00	\$ 86,000.00
1000-220-590-5520	Computer Software	\$ 30,000.00	\$ 44,000.00
1000-230-321-0000	Telephone (Business Admin)	\$ 800.00	\$ 800.00
1000-230-322-0000	Postage	\$ 2,000.00	\$ 1,500.00
1000-230-323-0000	Postage Meter Rental	\$ 400.00	\$ 500.00
1000-230-324-0000	Printing	\$ 6,000.00	\$ 18,000.00
1000-230-325-0000	Advertising	\$ 20,000.00	\$ 21,000.00
1000-230-329-0000	Other Communications, printing and advertising	\$ 10,000.00	\$ 15,000.00
1000-230-341-0000	Property Insurance Premiums	\$ 11,500.00	\$ 10,200.00
1000-230-342-0000	Liability Insurance Premiums	\$ 4,800.00	\$ 4,000.00
1000-230-343-0000	Fidelity Bond Premiums	\$ 450.00	\$ 450.00
1000-230-351-3560	Rents & Leases (Lease Equipment)	\$ 1,500.00	\$ 2,000.00
1000-230-371-0000	Auditing Services	\$ -	\$ 8,000.00
1000-230-372-0000	Uniform Accounting Network	\$ 4,050.00	\$ 4,252.50
1000-230-373-0000	County Auditor's and Treasurer's Fees	\$ 26,000.00	\$ 27,000.00
1000-230-379-0000	Other Professional Services	\$ 20,000.00	\$ 15,000.00
1000-230-390-3111	Other Contracts - Legal	\$ 100,000.00	\$ 70,000.00
1000-230-390-3910	Other Contracts - Other	\$ 20,000.00	\$ 22,500.00
1000-230-451-2110	General Admin - Office	\$ 7,500.00	\$ 2,000.00
1000-230-454-0000	Supplies Purchased for Resale	\$ 5,000.00	\$ 1,000.00
1000-230-459-0000	Other - Supplies	\$ 300.00	\$ 500.00
1000-230-510-0000	Dues & Memberships	\$ 9,000.00	\$ 9,450.00
1000-230-520-0000	Taxes - Assessment	\$ 100.00	\$ 100.00
1000-230-530-0000	Judgements and Findings	\$ 40,000.00	\$ -
1000-230-550-0000	Refunds & Reimbursements	\$ 8,000.00	\$ 5,000.00
1000-230-590-0000	Other Miscellaneous Expenses	\$ 3,000.00	\$ 5,000.00
1000-230-590-5520	Computer Software	\$ 20,000.00	\$ 36,000.00
	Total	\$ 727,400.00	\$ 789,252.50

Branch Operations 2025 Budget Request

Account Number	Appropriation Description	2024 Budget	2025 Budget Request
1000-110-324-6000	Printing (Public Service)	\$ 1,000.00	\$ 2,500.00
1000-110-351-6560	Rents and Leases (Branch Lease Equipment)	\$ 2,500.00	\$ 2,000.00
1000-110-390-6910	Other Contracts - Other	\$ 300.00	\$ 1,000.00
1000-110-390-6913	Other Contracts - Adult Programs	\$ 4,000.00	\$ 4,000.00
1000-110-390-6914	Other Contracts - YS Programs	\$ 4,000.00	\$ 4,000.00
1000-110-390-6915	Other Contracts - Teen Programs	\$ 1,500.00	\$ 2,000.00
1000-110-414-6000	Computer Services & Information	\$ 2,500.00	\$ 2,500.00
1000-110-451-6110	General Admin Supplies - Office	\$ -	\$ 2,000.00
1000-110-451-6113	General Admin Supplies - Adult Program	\$ 4,500.00	\$ 3,500.00
1000-110-451-6114	General Admin Supplies - YS Program	\$ 2,500.00	\$ 3,500.00
1000-110-451-6115	General Admin Supplies - Teen Program	\$ 1,000.00	\$ 1,500.00
1000-110-459-6000	Other - Supplies	\$ 1,000.00	\$ 1,000.00
1000-210-321-6000	Telephone - Facilities	\$ 600.00	\$ 6,000.00
1000-210-331-6000	Maint and Repair Facilities	\$ 22,000.00	\$ 29,000.00
1000-210-332-6000	Maint and Repair Equipment	\$ 10,000.00	\$ 18,000.00
1000-210-333-6000	Security Services	\$ 500.00	\$ 1,000.00
1000-210-334-6000	Trash Removal	\$ 1,800.00	\$ 1,800.00
1000-210-339-6000	Other - Property Maint. Repair & Security	\$ 5,000.00	\$ 5,000.00
1000-210-351-6000	Rents and Leases - Branch	\$ 70,000.00	\$ 124,000.00
1000-210-361-6000	Electricity (Branch)	\$ 9,250.00	\$ 18,000.00
1000-210-362-6000	Water and Sewage (Branch)	\$ 3,500.00	\$ 2,000.00
1000-210-363-6000	Natural Gas (Branch)	\$ 3,000.00	\$ 3,000.00
1000-210-369-6000	Other - Utilities	\$ 7,000.00	\$ -
1000-210-390-6910	Other Contracts - Other	\$ 7,000.00	\$ 5,000.00
1000-210-452-6000	Property Maint./Repair Supplies & Parts (Branch)	\$ 6,000.00	\$ 4,000.00
1000-210-520-6000	Taxes and Assessments	\$ 1,450.00	\$ 1,450.00
1000-220-332-6000	Maint and Repair on Equipment - Information Services	\$ 750.00	\$ 1,000.00
1000-220-390-6910	Other Contracts - Other	\$ 7,000.00	\$ 7,000.00
1000-220-390-6950	Other Contracts - Consortium Exps	\$ 18,000.00	\$ 20,000.00
1000-230-341-6000	Property Insurance Premiums - Business Admin	\$ 4,500.00	\$ 4,000.00
1000-230-390-6910	Other Contracts - Other	\$ 7,000.00	\$ 7,300.00
1000-230-451-6110	General Admin Supplies - Office	\$ 2,000.00	\$ -
	Total	\$ 211,150	\$ 287,050

2025 Budget Request

Outreach

Account Number	Appropriation Description	2024 Budget	2025 Budget Request
1000-110-321-3916	Telephone - Outreach	\$ 700.00	\$ 800
1000-110-390-3916	Other - Purchased & Contracted Services - Outreach	\$ 1,000.00	\$ 2,000
1000-110-451-2116	General Admin Supplies - Outreach	\$ 1,000.00	\$ 2,000
1000-110-459-2116	Other - Supplies - Outreach	\$ 200.00	\$ 500
1000-210-332-3330	Maint and Repair on Equipment - Outreach	\$ 5,000.00	\$ 3,000
1000-230-341-3330	Property Insurance Premium - Outreach Vehicles	\$ 1,550.00	\$ 1,800.00
1000-210-453-3330	Motor Vehicle Fuel, Supplies and Parts - Outreach	\$ 6,000.00	\$ 5,000
	Total	\$ 15,450	\$ 15,100

2025 Budget Request

Collection			
Account Number	Appropriation Description	2024 Budget	2025 Budget Request
1000-120-411-4111	Books - Adult Fiction	48,000	48,000
1000-120-411-4115	Books - Adult Non-Fiction	33,000	33,000
1000-120-411-4116	Books - Adult GN	15,000	15,000
1000-120-411-4130	Books - Teen	12,000	12,000
1000-120-411-4135	Books - Juvenile Fiction	52,000	52,000
1000-120-411-4136	Books - Juvenile Non-Fiction	25,000	23,000
1000-120-411-4137	Books - Juvenile GN	10,000	10,000
1000-120-412-0000	Periodicals	8,000	8,000
1000-120-413-4140	AV Materials - Adult DVD	20,000	12,000
1000-120-413-4142	AV Materials - Video Games	16,000	20,000
1000-120-413-4147	AV Materials - Adult Audio Books	5,000	0
1000-120-413-4150	AV Materials - Juvenile Audio Materials	6,000	8,000
1000-120-413-4155	AV Materials - Juvenile DVDs	4,000	2,000
1000-120-413-4156	AV Materials - Early Literacy	2,000	4,000
1000-120-414-0000	Computer Services and Information	8,000	10,000
1000-120-415-0000	Interlibrary Loan Fees/Charges	19,000	22,000
1000-120-416-0000	Library Material Repair & Restoration	1,000	1,000
1000-120-419-0000	Other - Library Materials and Information	25,000	26,000
1000-120-419-4160	Other - Library Materials and Information - E-Service	160,000	177,000
	Total	\$469,000	\$483,000

2025 Budget Request

Special Funds	2025 Budget Request	
Account Number	Appropriation Description	2024 Perm Budget
Guiding Ohio Online Grant		
2008-110-311-0000	Dues and Fees	\$57.00
2008-110-312-0000	Travel and Meeting Expense	\$ 246.19
2008-110-390-3913	Other-Purchased and Contracted Services (Programs)	\$ 12,993.17
		\$13,296.36
Healthy Snack Fund		2024
2015-110-451-2115	General Administrative Supplies (Teen Program)	\$2,000.00
		\$2,000.00

2025 Budget Request

2025 Budget Request
\$ 120.00
\$ 13,170.00
\$13,290.00
2025
\$2,000.00
\$2,000.00

Public Service & Programs

Account Number	Appropriation Description	2024 Budget	2025 Budget
1000-110-110-0000	Salaries (Main)	\$ 675,000.00	\$ 690,000.00
1000-110-110-6000	Salaries (Branch)	\$ 258,000.00	\$ 250,000.00
1000-110-211-0000	Ohio Public Employees Retirement System (Main)	\$ 87,736.00	\$ 96,600.00
1000-110-211-6000	Ohio Public Employees Retirement System (Branch)	\$ 35,280.00	\$ 35,000.00
1000-110-213-0000	Medicare (Main)	\$ 9,660.00	\$ 10,200.00
1000-110-213-6000	Medicare (Branch)	\$ 3,654.00	\$ 3,800.00
1000-110-221-0000	Medical/Hospitalization Insurance (Main)	\$ 90,500.00	\$ 84,000.00
1000-110-221-6000	Medical/Hospitalization Insurance (Branch)	\$ 27,500.00	\$ 23,000.00
1000-110-222-0000	Life Insurance (Main)	\$ 600.00	\$ 1,170.00
1000-110-222-6000	Life Insurance (Branch)	\$ 200.00	\$ 352.00
1000-110-223-0000	Dental Insurance (Main)	\$ 3,100.00	\$ 8,500.00
1000-110-223-6000	Dental Insurance (Branch)	\$ 1,600.00	\$ 2,400.00
1000-110-224-0000	Vision Insurance (Main)	\$ 600.00	\$ 1,850.00
1000-110-224-6000	Vision Insurance (Branch)	\$ 325.00	\$ 550.00
1000-110-299-0000	Other Employee Fringe Benefits (Main - Tuition Reimb.)	\$ 1,500.00	\$ 3,000.00
1000-110-299-0000	Other Employee Fringe Benefits (Branch Tuition Reimb)	\$ 1,000.00	\$ 3,000.00
1000-110-311-0000	Dues and Fees (Main)	\$ 2,000.00	\$ 2,000.00
1000-110-311-6000	Dues and Fees (Branch)	\$ 450.00	\$ 750.00
1000-110-312-0000	Travel and Meeting Expense (Main)	\$ 5,000.00	\$ 8,000.00
1000-110-312-6000	Travel and Meeting Expense (Branch)	\$ 2,750.00	\$ 2,750.00
1000-110-321-3916	Telephone (Outreach)	\$ 800.00	\$ 800.00
1000-110-324-0000	Printing (Main)	\$ 1,500.00	\$ 2,500.00
1000-110-324-6000	Printing (Branch)	\$ 1,000.00	\$ 2,500.00
1000-110-351-3560	Rents and Leases (Main Lease Equipment)	\$ 2,500.00	\$ 2,000.00
1000-110-351-6560	Rents and Leases (Branch Lease Equipment)	\$ 2,500.00	\$ 2,000.00
1000-110-390-3910	Other - Purchased & Contracted Services (All Other)	\$ 12,300.00	\$ 20,000.00
1000-110-390-3913	Other - Purchased & Contracted Services (Adult Programs)	\$ 28,500.00	\$ 10,000.00
1000-110-390-3914	Other - Purchased & Contracted Services (YS Programs)	\$ 9,500.00	\$ 10,000.00
1000-110-390-3915	Other - Purchased & Contracted Services (Main Teen Programs)	\$ 2,000.00	\$ 5,000.00
1000-110-390-3916	Other - Purchased & Contracted Services (Outreach Programs)	\$ 2,000.00	\$ 2,000.00
1000-110-390-6910	Other - Purchased & Contracted Services (Branch All Other)	\$ 300.00	\$ 1,000.00
1000-110-390-6913	Other - Purchased & Contracted Services (Branch Adult Programs)	\$ 4,000.00	\$ 4,000.00
1000-110-390-6914	Other - Purchased & Contracted Services (Branch YS Programs)	\$ 4,000.00	\$ 4,000.00
1000-110-390-6915	Other - Purchased & Contracted Services (Branch Teen Programs)	\$ 1,500.00	\$ 2,000.00
1000-110-414-0000	Computer Services and Information	\$ 4,000.00	\$ 4,000.00
1000-110-414-6000	Computer Services and Information (Branch)	\$ 2,500.00	\$ 2,500.00
1000-110-451-2111	Customer Service Supplies	\$ -	\$ 2,000.00
1000-110-451-2113	General Admin Supplies (Adult Program)	\$ 2,600.00	\$ 4,000.00
1000-110-451-2114	General Admin Supplies (YS Program)	\$ 6,000.00	\$ 7,000.00
1000-110-451-2115	General Admin Supplies (Teen Program)	\$ 1,000.00	\$ 2,500.00
1000-110-451-2116	General Admin Supplies (Outreach Program)	\$ 2,000.00	\$ 2,000.00
1000-110-451-6110	General Admin Branch Supplies	\$ -	\$ 2,000.00
1000-110-451-6113	General Admin Supplies (Branch Adult Program)	\$ 4,500.00	\$ 3,500.00
1000-110-451-6114	General Admin Supplies (Branch YS Program)	\$ 2,500.00	\$ 3,500.00
1000-110-451-6115	General Admin Supplies (Branch Teen Program)	\$ 1,000.00	\$ 1,500.00
1000-110-459-0000	Other - Supplies (Main)	\$ 2,500.00	\$ -
1000-110-459-2113	Other - Supplies (Adult)	\$ -	\$ 1,000.00
1000-110-459-2114	Other - Supplies (Youth Services)	\$ -	\$ 1,000.00
1000-110-459-2115	Other - Supplies (Teen)	\$ -	\$ 1,000.00
1000-110-459-2116	Other - Supplies (Outreach)	\$ 1,200.00	\$ 500.00
1000-110-459-6000	Other - Supplies (Branch)	\$ 1,000.00	\$ 1,000.00
	Total	\$ 1,309,655.00	\$ 1,333,722.00

Collection Development & Processing

Account Number	Appropriation Description	2024 Budget	2025 Budget
1000-120-110-0000	Salaries (Main)	\$ 75,000.00	\$ 75,000.00
1000-120-211-0000	Ohio Public Employee Retirement System (Main)	\$ 10,500.00	\$ 10,500.00
1000-120-213-0000	Medicare (Main)	\$ 1,100.00	\$ 1,100.00
1000-120-221-0000	Medical/Hospitalization Insurance (Main)	\$ 10,000.00	\$ 11,500.00
1000-120-222-0000	Life Insurance (Main)	\$ 50.00	\$ 120.00
1000-120-223-0000	Dental Insurance (Main)	\$ 400.00	\$ 1,160.00
1000-120-224-0000	Vision Insurance (Main)	\$ 100.00	\$ 255.00
1000-120-311-0000	Dues and Fees (Main)	\$ 30.00	\$ 50.00
1000-120-312-0000	Travel and Meeting Expense (Main)	\$ 500.00	\$ 1,000.00
1000-120-411-4111	Books and Pamphlets (Adult Fiction)	\$ 48,000.00	\$ 48,000.00
1000-120-411-4115	Books and Pamphlets (Adult Non-Fiction)	\$ 33,000.00	\$ 33,000.00
1000-120-411-4116	Books and Pamphlets (Adult GN)	\$ 15,000.00	\$ 18,000.00
1000-120-411-4130	Books and Pamphlets (Teen)	\$ 12,000.00	\$ 12,000.00
1000-120-411-4135	Books and Pamphlets (Juvenile Fiction)	\$ 52,000.00	\$ 52,000.00
1000-120-411-4136	Books and Pamphlets (Juvenile Non-Fiction)	\$ 25,000.00	\$ 28,000.00
1000-120-411-4137	Books and Pamphlets (Juvenile GN)	\$ 10,000.00	\$ 10,000.00
1000-120-412-0000	Periodicals	\$ 8,000.00	\$ 8,000.00
1000-120-413-4140	Audiovisual Materials (Adult DVDs)	\$ 20,000.00	\$ 14,000.00
1000-120-413-4142	Audiovisual Materials (Video Games)	\$ 16,000.00	\$ 20,000.00
1000-120-413-4147	Audiovisual Materials (Adult Audio Books)	\$ 5,000.00	\$ -
1000-120-413-4150	Audiovisual Materials (Juvenile Audio Materials)	\$ 6,000.00	\$ 8,000.00
1000-120-413-4155	Audiovisual Materials (Juvenile DVDs)	\$ 4,000.00	\$ 2,000.00
1000-120-413-4156	Audiovisual Materials (Early Literacy)	\$ 2,000.00	\$ 4,000.00
1000-120-414-0000	Computer Services and Information	\$ 8,000.00	\$ 10,000.00
1000-120-415-0000	Interlibrary Loan Fees/Charges	\$ 19,000.00	\$ 22,000.00
1000-120-416-0000	Library Material Repair and Restoration	\$ 1,000.00	\$ 1,000.00
1000-120-419-0000	Other - Library Materials and Information	\$ 25,000.00	\$ 26,000.00
1000-120-419-4160	Other- Library Materials and Info (E-Services)	\$ 160,000.00	\$ 177,000.00
1000-120-451-2130	General Administrative Supplies (Cataloging)	\$ 6,000.00	\$ 7,500.00
	Total	\$ 572,680.00	\$ 601,185.00

Facilities Operation & Maintenance

Account Number	Appropriation Description	2024 Budget	2025 Budget
1000-210-110-0000	Salaries (Main)	\$ 63,000.00	\$ 63,000.00
1000-210-211-0000	Ohio Public Employees Retirement System (Main)	\$ 8,820.00	\$ 8,900.00
1000-210-213-0000	Medicare (Main)	\$ 915.00	\$ 920.00
1000-210-221-0000	Medical/Hospitalization Insurance (Main)	\$ 11,000.00	\$ 11,500.00
1000-210-222-0000	Life Insurance (Main)	\$ 50.00	\$ 117.00
1000-210-223-0000	Dental Insurance (Main)	\$ 400.00	\$ 1,155.00
1000-210-224-0000	Vision Insurance (Main)	\$ 100.00	\$ 255.00
1000-210-299-0000	Other - Other Employee Fringe Benefits (Main)	\$ -	\$ 1,000.00
1000-210-311-0000	Dues and Fees (Main)	\$ 50.00	\$ 50.00
1000-210-312-0000	Travel and Meeting (Main)	\$ 400.00	\$ 400.00
1000-210-321-0000	Telephone (Main)	\$ 7,000.00	\$ 7,000.00
1000-210-321-6000	Telephone (Branch)	\$ 600.00	\$ 6,000.00
1000-210-331-0000	Maintenance and Repair on Facilities (Main)	\$ 75,000.00	\$ 75,000.00
1000-210-331-6000	Maintenance and Repair on Facilities (Branch)	\$ 22,000.00	\$ 29,000.00
1000-210-332-0000	Maintenance and Repair on Equipment (Main)	\$ 25,000.00	\$ 50,000.00
1000-210-332-3330	Maintenance and Repair on Equipment (Outreach Vehicles)	\$ 5,000.00	\$ 3,000.00
1000-210-332-6000	Maintenance and Repair on Equipment (Branch)	\$ 10,000.00	\$ 18,000.00
1000-210-333-0000	Security Services (Main)	\$ 1,000.00	\$ 1,500.00
1000-210-333-6000	Security Services (Branch)	\$ 500.00	\$ 1,000.00
1000-210-334-6000	Trash Removal (Branch)	\$ 1,800.00	\$ 1,800.00
1000-210-339-0000	Other - Property Maintenance, Repair and Security (Main)	\$ 5,000.00	\$ 5,000.00
1000-210-339-6000	Other - Property Maint. Repair & Security Services (Branch)	\$ 5,000.00	\$ 5,000.00
1000-210-351-6000	Rents and Leases (Branch)	\$ 70,000.00	\$ 124,000.00
1000-210-361-0000	Electricity (Main)	\$ 62,000.00	\$ 70,000.00
1000-210-361-6000	Electricity (Branch)	\$ 9,250.00	\$ 18,000.00
1000-210-362-0000	Water and Sewage (Main)	\$ 4,600.00	\$ 6,000.00
1000-210-362-6000	Water and Sewage (Branch)	\$ 3,500.00	\$ 2,000.00
1000-210-363-0000	Natural Gas (Main)	\$ 7,000.00	\$ 6,000.00
1000-210-363-6000	Natural Gas (Branch)	\$ 3,000.00	\$ 3,000.00
1000-210-369-6000	Other - Utilities (Branch)	\$ 7,000.00	\$ -
1000-210-390-3910	Other-Purchased and Contracted Services (Other)	\$ 6,500.00	\$ 8,000.00
1000-210-390-6910	Other-Purchased and Contracted Services (Branch Other)	\$ 7,000.00	\$ 5,000.00
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts (Main)	\$ 3,500.00	\$ 7,000.00
1000-210-452-6000	Property Maintenance/Repair Supplies & Parts (Branch)	\$ 6,000.00	\$ 4,000.00
1000-210-453-3330	Moter Vehicle Fuel, Supplies and Parts (Outreach Vehicles)	\$ 6,000.00	\$ 5,000.00
1000-210-520-6000	Taxes and Assessments (Branch)	\$ 1,450.00	\$ 1,450.00
1000-210-590-5520	Other - Other(Computer Software-Facility Dude)	\$ 4,800.00	\$ 5,000.00
	Total	\$ 444,235.00	\$ 554,047.00

Information Services

Account Number	Appropriation Description	2024 Budget	2025 Budget
1000-220-110-0000	Salaries (Main)	\$ 64,000.00	\$ 60,000.00
1000-220-211-0000	Ohio Public Employees Retirement System (Main)	\$ 9,000.00	\$ 8,400.00
1000-220-213-0000	Medicare (Main)	\$ 930.00	\$ 900.00
1000-220-221-0000	Medical/Hospitalization Insurance (Main)	\$ 11,000.00	\$ 11,500.00
1000-220-222-0000	Life Insurance (Main)	\$ 50.00	\$ 117.00
1000-220-223-0000	Dental Insurance (Main)	\$ 500.00	\$ 1,200.00
1000-220-224-0000	Vision Insurance (Main)	\$ 100.00	\$ 255.00
1000-220-299-0000	Other - Other Employee Fringe Benefits (Main)	\$ -	\$ 1,000.00
1000-220-311-0000	Dues and Fees (Main)	\$ 30.00	\$ 50.00
1000-220-312-0000	Travel and Meeting Expense (Main)	\$ 200.00	\$ 1,000.00
1000-220-332-0000	Maint and Repair Equipment (main)	\$ 3,200.00	\$ 25,000.00
1000-220-332-6000	Maint and Repair Equipment (Branch)	\$ 750.00	\$ 1,000.00
1000-220-390-3910	Other - Purchased and Contracted Services(Main-Other)	\$ 10,000.00	\$ 15,000.00
1000-220-390-6910	Other - Purchased and Contracted Services(Branch-Other)	\$ 7,000.00	\$ 7,000.00
1000-220-390-3950	Other - Purchased and Contracted Services (Consortium Exp)	\$ 65,000.00	\$ 86,000.00
1000-220-390-6950	Other - Purchased and Contracted Services (Branch Consortium)	\$ 18,000.00	\$ 20,000.00
1000-220-590-5520	Other-Other (Computer Software)	\$ 30,000.00	\$ 44,000.00
	Total	\$ 219,760.00	\$ 282,422.00

Business Administration

Account Number	Appropriation Description	2024 Budget	2025 Budget
1000-230-110-0000	Salaries (Main)	\$ 352,000.00	\$ 400,000.00
1000-230-211-0000	Ohio Public Employees Retirement System (Main)	\$ 46,200.00	\$ 56,000.00
1000-230-213-0000	Medicare (Main)	\$ 4,800.00	\$ 6,600.00
1000-230-221-0000	Medical/Hospitalization Insurance (Main)	\$ 75,000.00	\$ 75,000.00
1000-230-222-0000	Life Insurance (Main)	\$ 200.00	\$ 600.00
1000-230-223-0000	Dental Insurance (Main)	\$ 2,000.00	\$ 5,000.00
1000-230-224-0000	Vision Insurance (Main)	\$ 400.00	\$ 1,035.00
1000-230-225-0000	Workers' Compensation (Main)	\$ 2,300.00	\$ 2,000.00
1000-230-225-6000	Workers' Compensation (Branch)	\$ 500.00	\$ 500.00
1000-230-291-0000	Unemployment Benefits	\$ 8,000.00	\$ 4,000.00
1000-230-299-0000	Other - Other Employee Fringe Benefits (Staff Events)	\$ 500.00	\$ 13,000.00
1000-230-311-0000	Dues and Fees (Main)	\$ 4,000.00	\$ 4,200.00
1000-230-311-6000	Dues and Fees (Branch)	\$ 1,000.00	\$ 500.00
1000-230-312-0000	Travel and Meeting Expense (Main)	\$ 12,000.00	\$ 35,000.00
1000-230-321-0000	Telephone (main)	\$ 800.00	\$ 800.00
1000-230-322-0000	Postage (Main)	\$ 2,000.00	\$ 1,500.00
1000-230-323-0000	Postage Meter Rental (Main)	\$ 400.00	\$ 500.00
1000-230-324-0000	Printing	\$ 6,000.00	\$ 18,000.00
1000-230-325-0000	Advertising (Main)	\$ 20,000.00	\$ 21,000.00
1000-230-329-0000	Other Communications, printing and advertising	\$ 10,000.00	\$ 15,000.00
1000-230-341-0000	Property Insurance Premiums	\$ 11,500.00	\$ 10,200.00
1000-230-341-3330	Property Insurance Premiums (Outreach)	\$ 1,550.00	\$ 1,800.00
1000-230-341-6000	Property Insurance Premiums (Branch)	\$ 4,500.00	\$ 4,000.00
1000-230-342-0000	Liability Insurance Premiums	\$ 4,800.00	\$ 4,000.00
1000-230-343-0000	Fidelity Bond Premiums	\$ 450.00	\$ 450.00
1000-230-351-3560	Rents and Leases (Lease Equipment)	\$ 1,500.00	\$ 2,000.00
1000-230-371-0000	Auditing Services	\$ -	\$ 8,000.00
1000-230-372-0000	Uniform Accounting Network Fees	\$ 4,050.00	\$ 4,252.50
1000-230-373-0000	Tax Collection Fees	\$ 26,000.00	\$ 27,000.00
1000-230-379-0000	Other - Professional Services	\$ 20,000.00	\$ 15,000.00
1000-230-390-3111	Other - Purchased and Contracted Services (Legal Fees)	\$ 100,000.00	\$ 70,000.00
1000-230-390-3910	Other - Purchased and Contracted Services (Other)	\$ 20,000.00	\$ 22,500.00
1000-230-390-6910	Other - Purchased and Contracted Services (Branch)	\$ 7,000.00	\$ 7,300.00
1000-230-451-2110	General Administrative Supplies (Main Office)	\$ 7,500.00	\$ 2,000.00
1000-230-451-6110	General Administrative Supplies (Branch Office)	\$ 2,000.00	\$ -
1000-230-454-0000	Supplies Purchased for Resale (For Library)	\$ 5,000.00	\$ 1,000.00
1000-230-454-5000	Supplies Purchased for Pickerington Friends	\$ 5,000.00	\$ 5,000.00
1000-230-459-0000	Other - Supplies	\$ 300.00	\$ 500.00
1000-230-510-0000	Dues and Memberships	\$ 9,000.00	\$ 9,450.00
1000-230-510-6000	Dues and Memberships (Branch)	\$ 500.00	\$ 1,000.00
1000-230-520-0000	Taxes and Assessments	\$ 100.00	\$ 100.00
1000-230-530-0000	Judgements and Findings	\$ 40,000.00	\$ -
1000-230-550-0000	Refunds and Reimbursements	\$ 8,000.00	\$ 5,000.00
1000-230-590-0000	Other - Other	\$ 3,000.00	\$ 5,000.00
1000-230-590-5520	Other - Other(Computer Software and Programs)	\$ 20,000.00	\$ 36,000.00
	Total	\$ 849,850.00	\$ 901,787.50

Capital Outlay

Account Number	Appropriation Description	2024 Budget	2025 Budget
1000-760-750-5510	Furniture and Equipment{Furniture}	\$ 90,000.00	\$ 77,000.00
1000-760-750-5512	Furniture and Equipment{Equipment}	\$ 20,000.00	\$ 25,000.00
1000-760-750-5514	Furniture and Equipment (Computer Equipment)	\$ 40,000.00	\$ 30,000.00
1000-760-750-5515	Furniture and Equipment (Outreach Computer Equipment)	\$ 4,000.00	\$ 3,000.00
1000-760-750-6510	Furniture and Equipment{Branch Furniture}	\$ 15,000.00	\$ 8,000.00
1000-760-750-6512	Furniture and Equipment{Branch Equipment}	\$ 15,000.00	\$ 10,000.00
1000-760-750-6514	Furniture and Equipment (Branch Computer Equipment)	\$ 20,000.00	\$ 20,000.00
	Total	\$ 204,000.00	\$ 173,000.00