

The Delaware County District Library Board of Trustees met in a regular session at the Liberty Branch of the Delaware County District Library on January 21, 2025 at 5:07 PM. Present were board members Allen, Ike, Kipfer, McCoy, Quaine, Skinner and Tiede. Mr. Howard, Director, Ms. Grossenbacher, Fiscal Officer, Delaware County Auditor Kaitza, and members of the public were also in attendance.

Discussion about the resolution requesting the County Auditor to certify the Current Tax Valuation was held. The prior resolution inadvertently did not include the adjacent counties that are supported by the library system. An updated resolution needs approved and submitted to the Auditor.

**(2025-001) Motion moved, seconded, and carried by roll call vote – Skinner / Quaine**

Mr. Allen – abstain, Mr. Ike – Abstain, Ms. Kipfer – yes, Mr. McCoy – Yes, Ms. Quaine – yes, Ms. Skinner – yes, Mr. Tiede – yes

RESOLUTION REQUESTING THE DELAWARE COUNTY AUDITOR TO CERTIFY THE CURRENT TAX VALUATION OF THE DELAWARE COUNTY DISTRICT LIBRARY AND THE AMOUNT TO BE GENERATED DURING THE FIRST YEAR OF COLLECTION OF AN ADDITIONAL TAX LEVY FOR CURRENT EXPENSES OF THE DELAWARE COUNTY DISTRICT LIBRARY AND RELATED MATTERS

(R.C. Sections 5705.03, 5705.23)

Additional Library Operating Levy

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the Library the question of an additional tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Delaware County District Library, Delaware, Franklin, Marion, Morrow and Union Counties, Ohio, two-thirds of all of the members appointed thereto concurring, that:

Section 1. The Delaware County Auditor is hereby requested to certify the current tax valuation of the Library and the amount to be generated during the first year of collection of an additional tax levy for the benefit of the Library for current expenses at a rate not exceeding 1 mills for each \$1 of taxable value, and the corresponding amount in whole dollars for each \$100,000 of the County Auditor's appraised value, for current expenses of the Library, for 15 years, commencing in 2025, first due in calendar year 2026.

Section 2. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Delaware County Auditor. The question of such levy shall be submitted to all the electors of the Library at the election to be held therein on May 6, 2025. All the Library's service area is in Delaware, Franklin, Marion, Morrow and Union Counties, Ohio.

Section 3. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

The signed and approved resolution was presented to Auditor Kaitsa. He left the room at 5:30 PM to review and approve the resolution. He returned at 5:36 to present the Certificate of Estimated Property Tax Revenue to the Board.

**(2025-002) Motion moved, seconded, and carried by roll call vote – Skinner / Quaine**

Mr. Allen – abstain, Mr. Ike – Abstain, Ms. Kipfer – yes, Mr. McCoy – Yes, Ms. Quaine – yes, Ms. Skinner – yes, Mr. Tiede – yes

RESOLUTION REQUESTING DELAWARE COUNTY, OHIO TO  
SUBMIT TO THE ELECTORS OF THE LIBRARY THE QUESTION  
OF AN ADDITIONAL TAX LEVY FOR CURRENT EXPENSES OF  
THE DELAWARE COUNTY DISTRICT LIBRARY

(R.C. Sections 5705.03, 5705.23)

Additional Library Operating Levy

WHEREAS, the Delaware County Auditor (“County Auditor”) has certified that the above-referenced tax will generate \$10,459,000 during the first year of collection, based on the current tax valuation of the Library of \$10,459,320,080, and that 1 mill for each \$1 of taxable value amounts to \$35 for each \$100,000 of the County Auditor’s appraised value;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Delaware County District Library, Delaware, Franklin, Marion, Morrow and Union Counties, Ohio, two-thirds of all of the members appointed thereto concurring, that:

Section 1. It is hereby found, determined, declared and recited, that (a) the Library was established prior to September 4, 1947, by resolution adopted by Delaware County as a free public library to serve Delaware County; and (b) this Board wishes to initiate proceedings for the submission to the electors of the Library the question of an additional tax levy for current expenses of the Library.

Section 2. It is hereby found, determined and declared that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and it is necessary to levy an additional tax in excess of such limitation for current expenses of the Library.

Section 3. This Board hereby requests the Board of County Commissioners of Delaware County to pass a resolution under Section 5705.23, Ohio Revised Code, and other applicable provisions of law to submit to all the electors of the Library at an election to be held therein on May 6, 2025, the question of such additional tax levy for current expenses of the Library. All the Library’s service area is in Delaware, Franklin, Marion, Morrow and Union Counties. The Library shall reimburse Delaware County for costs of the election as certified by the Board of Elections of Delaware County.

Section 4. Such additional tax levy shall be at a rate not exceeding 1 mill for each \$1 of taxable value, which amounts to \$35 for each \$100,000 of the County Auditor’s appraised value, for 15 years.

Section 5. Such additional tax levy shall be placed upon the tax list and duplicate for the 2025 tax year, commencing in 2025, first due in calendar year 2026, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the levy of the tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in Delaware County and for the residents of Delaware County.

Section 7. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to Delaware County.

Section 8. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Public Participation – Friends of the Library President Klatte shared some thoughts.

**(2025-003) Motion moved, seconded, and carried – Skinner / Quaine**

To approve the minutes of the regular meeting of December 17, 2024.

Mr. Tiede discussed Committee Appointments for the board. Discussion was held and the following committees will exist for 2025:

**HR:** Ms. Kipfer (chair), Ms. Skinner, Mr. Tiede  
**Finance:** Mr. Allen (chair), Mr. Ike, Mr. Tiede  
**Liberty:** Ms. Quaine (chair), Mr. Tiede  
**Policy:** Mr. McCoy, Mr. Ike, Mr. Tiede  
**Nominating:** Ms. Kipfer (chair), Ms. Skinner, Mr. Tiede

Ms. Grossenbacher provided the Fiscal Officer's report.

She referred the board to the narrative contained in the packet for revenues and expense information.

She shared that the 2023 Audit is now complete.

There were no transfers between object classifications needed to close the 2024 financial books.

She shared the desire to move from excel generated monthly reports to system generated reports. Questions were answered and she will provide a comparative document to explain the transition from the old report to the system reports and how to ready them.

She talked about the investments and some very low performing holdings. Permission was given to sell those holdings and reinvest in new items with better returns.

**(2025-004) Motion moved, seconded, and carried – Ike / Quaine**

To approve the December financial reports, payment transaction listing, and investments.

**(2025-005) Motion moved, seconded, and carried – Kipfer / Skinner**

To approve with gratitude the following donations:

- From Chris Stevens in Honor of Lacey Stevens (teen)
- From Willian Josh Ard (Unrestricted)
- From Ralph and Peggy Benziger (unrestricted)
- From Melinda Long in Honor of Rebecca Longsmith (adult cookbooks)

Mr. Howard encouraged the Board to read his written Director's report for pertinent information. He also asked the board to present a unified front within the community. He ask the board to help make the library the best it can be and to help position DCDL for success.

Friends of the Library report – Ms. Klatte shared information from the written report as well as other information.

**Committee Reports:**

Finance – no updates available

Liberty – two new leaks, address in spring

HR – Explanation and discussion related to the updates Compensation Chart.

**(2025-006) Motion moved, seconded, and carried – Skinner / Kipfer**

To approve the updates/changes to the 2025 Compensation Chart retroactively to December 28, 2024.

Policy – Mr. Tiede requested that a meeting be scheduled. Mr. Ike asked for an update on the project to notify parents of child's checkouts.

Nominating Committee – no updates available

Unfinished Business – there was no unfinished business.

**(2025-007) Motion moved, seconded, and carried – Kipfer / Skinner**

To adjourn the meeting at 6:36 PM.

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Scott Tiede, President

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Connie Skinner, Secretary

**Delaware County District Library  
2025 Compensation Chart**

Effective December 28, 2024

EXEMPT			Hourly			Annualized		
Level	Classification	FLSA	Min	Mid	Max	Min	Mid	Max
57		E	\$45.55	\$56.94	\$68.32	\$94,741.56	\$118,426.95	\$142,112.34
56	Deputy Director	E	\$41.41	\$51.76	\$62.11	\$86,128.69	\$107,660.86	\$129,193.03
55		E	\$37.64	\$47.05	\$56.47	\$78,298.81	\$97,873.51	\$117,448.21
54	Adult Services and Collections Coordinator	E	\$34.22	\$42.78	\$51.33	\$71,180.74	\$88,975.92	\$106,771.10
	Communications Coordinator							
	Facilities and Administrative Support Coordinator							
	Human Resources Coordinator							
	Learning and Development Coordinator							
	Information Technology Coordinator							
	Technical Services Coordinator							
Youth Services and Programming Coordinator								
53	Branch Manager	E	\$31.11	\$38.89	\$46.67	\$64,709.76	\$80,887.20	\$97,064.64
	Outreach Manager							
52	Assistant Branch Manager - Adult Services Supervisor	E	\$28.28	\$35.35	\$42.42	\$58,827.06	\$73,533.82	\$88,240.58
	Assistant Branch Manager - Youth Services Supervisor							
	Deputy Fiscal Officer							
51	Circulation Supervisor	E	\$25.71	\$32.14	\$38.57	\$53,479.14	\$66,848.93	\$80,218.72
	Maker Studio Supervisor							
50	Adult Services Librarian	E	\$23.37	\$29.22	\$35.06	\$48,617.40	\$60,771.75	\$72,926.10
	Cataloging Librarian							
	Page Supervisor							
	Youth Services Librarian							
<b>NON-EXEMPT</b>								
Level	Classification	FLSA	Min	Mid	Max	Min	Mid	Max
36		NE	\$26.58	\$33.23	\$39.88	\$55,286.40	\$69,118.40	\$82,950.40
35	Communications Specialist	NE	\$24.17	\$30.21	\$36.25	\$50,273.60	\$62,836.80	\$75,400.00
	Information Technology Specialist							
	Information Technology Training Specialist							
34		NE	\$21.97	\$27.46	\$32.95	\$45,697.60	\$57,116.80	\$68,536.00
33	Facilities Specialist	NE	\$19.97	\$24.96	\$29.95	\$41,537.60	\$51,916.80	\$62,296.00
	Information Technology Associate							
32	Adult Services Specialist	NE	\$18.15	\$22.69	\$27.23	\$37,752.00	\$47,195.20	\$56,638.40
	Fiscal Specialist							
	Outreach Specialist							
	Technical Services Associate							
31	Branch Associate	NE	\$16.50	\$20.63	\$24.76	\$34,320.00	\$42,910.40	\$51,500.80
	Outreach Associate							
30	Circulation Associate	NE	\$15.00	\$18.75	\$22.50	\$31,200.00	\$39,000.00	\$46,800.00
<i>*Substitutes paid at the minimum of classification subbed</i>								
11	Senior Page	NE	\$11.84	\$12.84	\$13.84	\$24,627.20	\$26,707.20	\$28,787.20
10	Page	NE	\$10.70	\$11.85	\$13.00	\$22,256.00	\$24,648.00	\$27,040.00