

The Delaware County District Library Board of Trustees met in a regular session at the Delaware Branch of the Delaware County District Library on February 18, 2025 at 5:03 PM. Present were board members Allen, Ike, Kipfer, McCoy, Skinner, and Tiede. Mr. Howard, Director, Ms. Grossenbacher, Fiscal Officer, and members of the public were also in attendance.

Public Participation – Ann Wennberg indicated she would like to help with levy promotion, Ms. Kipfer spoke about learning a lot while being on the board, and Mr. Howard shared an email received from Simon Xaio.

(2025-011) Motion moved, seconded, and carried – Skinner / McCoy

To approve the minutes of the organizational meeting of January 21, 2025.

(2025-012) Motion moved, seconded, and carried – Skinner / McCoy

To approve the minutes of the regular meeting of January 21, 2025.

President's Report – Mr. Tiede shared that he attended the Finance Committee Meeting and learned a lot. He has had conversations with both Mr. Howard and Ms. Grossenbacher – there is a lot happening right now.

Fiscal Officer Report – Ms. Grossenbacher spoke about the updated financial reports shared in the packet which are mostly system generated reports. She asked for and answered questions. She pointed out the change in investments and the disposal of the lower earning holding that will pay for itself in 2025 and add approximately an additional \$75,000 of earnings over the life of the holding. She shared the 2025 Permanent Budget and talked about the changes from the Temporary to Permanent Budget and the adjustments made by the Delaware County Auditor on the updated 2025 Certificate of Estimated Resources.

(2025-013) Motion moved, seconded, and carried – Skinner / Ike

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

(2025-014) Motion moved, seconded, and carried – Allen / Ike

To approve the 2025 Permanent Appropriations Budget

(2025-015) Motion moved, seconded, and carried – Kipfer / Skinner

To approve with gratitude the following donations:

- From Meghan Hilyard in Honor of Cole Hilyard's 1st Birthday (children's)

Mr. Howard shared metrics and statistics that compare local libraries. He spoke of growth and funding amounts. A levy document has been created to tell our story and was shared with the board. It will be presented during an all staff zoom meeting on Thursday to educate staff on the levy process.

Friends of the Library report – Ms. Klatter shared information from the written report as well as other information. The Friends' group has a lot going on right now. Please save plastic bags for the bench project.

Committee Reports:

Finance – no updates available

HR – no updates available

Liberty – two new leaks, address in spring, electrical issues fixed, approaching 2 year anniversary of opening, while cleaning the fireplace Marker broke the glass and will have to replace it.

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

New Business - none

Unfinished Business –

(2025-016) Motion moved, seconded, and carried through role call vote – Kipfer / Skinner

To go into Executive Session to discuss, prepare for, conduct, or review collective bargaining issues at 5:43 PM

Mr. Allen – yes, Mr. Ike – yes, Ms. Kipfer – yes, Mr. McCoy – yes, Ms. Skinner – yes, Mr. Tiede – yes

The Director, Fiscal Officer, Deputy Director, Deputy Fiscal Officer, and HR Coordinator were requested to remain for the Executive session.

(2025-017) Motion moved, seconded, and carried through role call vote – Skinner / Kipfer

To come out of Executive Session at 6:08 PM

Mr. Allen – yes, Mr. Ike – yes, Ms. Kipfer – yes, Mr. McCoy – yes, Ms. Skinner – yes, Mr. Tiede – yes

(2025-018) Motion moved, seconded, and carried – Kipfer / Skinner

To adjourn the meeting at 6:09 PM.

Scott Tiede, President

Connie Skinner, Secretary

Record Of Proceedings

Regular Meeting

Held February 18th 2025

Delaware County District Library
2025 Permanent Appropriations

Account Code	Account Name	Permanent Appropriation
1000-110-110-0000	Salaries	2,392,413.31
1000-120-110-0000	Salaries	811,964.15
1000-210-110-0000	Salaries	373,478.05
1000-220-110-0000	Salaries	252,486.95
1000-230-110-0000	Salaries	1,271,421.14
1000-230-110-9998	Salaries{Contingency}	15,000.00
1000-110-211-0000	Ohio Public Employees Retirement System	333,468.64
1000-120-211-0000	Ohio Public Employees Retirement System	112,415.54
1000-210-211-0000	Ohio Public Employees Retirement System	51,953.09
1000-220-211-0000	Ohio Public Employees Retirement System	35,384.19
1000-230-211-0000	Ohio Public Employees Retirement System	174,700.38
1000-110-213-0000	Medicare	34,723.59
1000-120-213-0000	Medicare	11,772.56
1000-210-213-0000	Medicare	5,417.63
1000-220-213-0000	Medicare	3,665.87
1000-230-213-0000	Medicare	18,434.63
1000-110-221-0000	Medical / Hospitalization Insurance	337,214.13
1000-120-221-0000	Medical / Hospitalization Insurance	148,306.34
1000-210-221-0000	Medical / Hospitalization Insurance	61,434.95
1000-220-221-0000	Medical / Hospitalization Insurance	33,611.94
1000-230-221-0000	Medical / Hospitalization Insurance	268,975.70
1000-230-221-1001	Medical / Hospitalization Insurance{COBRA}	4,000.00
1000-110-223-0000	Dental Insurance	8,714.16
1000-120-223-0000	Dental Insurance	3,203.42
1000-210-223-0000	Dental Insurance	1,506.46

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1000-220-223-0000	Dental Insurance	917.28
1000-230-223-0000	Dental Insurance	4,709.88
1000-110-224-0000	Vision Insurance	1,982.96
1000-120-224-0000	Vision Insurance	728.96
1000-210-224-0000	Vision Insurance	423.08
1000-220-224-0000	Vision Insurance	268.93
1000-230-224-0000	Vision Insurance	1,091.82
1000-110-225-0000	Workers' Compensation	7,034.41
1000-120-225-0000	Workers' Compensation	2,387.40
1000-210-225-0000	Workers' Compensation	1,098.17
1000-220-225-0000	Workers' Compensation	742.31
1000-230-225-0000	Workers' Compensation	3,737.71
1000-230-291-0000	Unemployment Benefits	5,000.00
1000-230-292-0000	Employee Reimbursement Benefits	7,500.00
1000-110-311-0000	Dues and Fees	1,750.00
1000-120-311-0000	Dues and Fees	1,000.00
1000-210-311-0000	Dues and Fees	1,750.00
1000-220-311-0000	Dues and Fees	1,000.00
1000-230-311-0000	Dues and Fees	2,000.00
1000-110-312-0000	Travel and Meeting Expense	10,000.00
1000-120-312-0000	Travel and Meeting Expense	5,000.00
1000-210-312-0000	Travel and Meeting Expense	4,000.00
1000-220-312-0000	Travel and Meeting Expense	1,500.00
1000-230-312-0000	Travel and Meeting Expense	34,000.00
1000-230-312-1002	Travel and Meeting Expense{HR - Employee In-Service}	7,500.00
1000-210-321-0000	Telephone	63,500.00
1000-230-322-0000	Postage	6,500.00

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1000-230-324-0000	Printing	3,500.00	
1000-230-324-2000	Printing{Public Relations}	35,000.00	
1000-230-325-1000	Advertising{Human Resources}	1,500.00	
1000-210-331-4001	Maintenance and Repair on Facilities{Building & Site}	60,000.00	
1000-210-331-4002	Maintenance and Repair on Facilities{Equipment & Furniture}	500.00	
1000-210-331-4003	Maintenance and Repair on Facilities{Groundskeeping}	101,000.00	
1000-210-331-4004	Maintenance and Repair on Facilities{Janitorial Services - }	300,000.00	
1000-210-331-4005	Maintenance and Repair on Facilities{PM-Contracts}	55,000.00	
1000-210-333-0000	Security Services		-
1000-210-334-0000	Trash Removal	6,500.00	
1000-210-339-0000	Other - Property Maint. Repair & Security Svc		-
1000-210-341-0000	Property Insurance Premiums	60,000.00	
1000-230-343-0000	Fidelity Bond Premiums	850.00	
1000-230-351-0000	Rents and Leases	1,000.00	
1000-230-359-0000	Other - Rents and Leases	1,500.00	
1000-210-361-0000	Electricity	150,000.00	
1000-210-362-0000	Water and Sewage	20,000.00	
1000-210-363-0000	Natural Gas	32,000.00	
1000-230-371-0000	Auditing Services	274.70	
1000-230-372-0000	Uniform Accounting Network Fees	4,500.00	
1000-230-373-0000	Tax Collection Fees	206,550.00	
1000-210-374-0000	Engineering Services		-
1000-110-379-0000	Other - Professional Services		-
1000-230-379-0000	Other - Professional Services	200,000.00	
1000-230-379-1000	Other - Professional Services{Human Resources}	1,000.00	
1000-230-379-4005	Other - Professional Services{PM-Contracts}	2,000.00	
1000-220-390-0000	Other - Purchased and Contracted Services	275,000.00	
1000-230-390-0000	Other - Purchased and Contracted Services	55,000.00	
1000-230-390-0005	Other - Purchased and Contracted Services{Copier Contracts}	45,000.00	

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1000-230-390-2000	Other - Purchased and Contracted Services{Public Relations}	16,500.00
1000-220-390-3005	Other - Purchased and Contracted Services{IT - Contracts/Ag}	61,000.00
1000-230-390-9998	Other - Purchased and Contracted Services{Contingency}	10,000.00
1000-220-390-9999	Other - Purchased and Contracted Services{Other}	65,000.00
1000-230-390-9999	Other - Purchased and Contracted Services{Other}	8,500.00
1000-120-411-6001	Books and Pamphlets{Adult Services}	204,000.00
1000-120-411-6002	Books and Pamphlets{Young Adult Services}	18,000.00
1000-120-411-6003	Books and Pamphlets{Youth Services}	190,000.00
1000-120-411-9003	Books and Pamphlets{Source Point LP Books Grant}	10,000.00
1000-120-411-9999	Books and Pamphlets{Other}	1,500.00
1000-120-412-0000	Periodicals	40,000.00
1000-120-413-6001	Audiovisual Materials{Adult Services}	30,000.00
1000-120-413-6003	Audiovisual Materials{Youth Services}	-
1000-120-413-6011	Audiovisual Materials{Audio - Adult}	24,000.00
1000-120-413-6013	Audiovisual Materials{Audio - Juvenile}	22,000.00
1000-120-414-0000	Computer Services and Information	183,000.00
1000-120-415-0000	Interlibrary Loan Fees / Charges	500.00
1000-120-419-0000	Other - Library Materials and Information	163,720.00
1000-110-419-3001	Other - Library Materials and Information{Maker Studios}	35,000.00
1000-110-419-6001	Other - Library Materials and Information{Adult Services}	6,000.00
1000-110-419-6002	Other - Library Materials and Information{Young Adult Servi}	-
1000-110-419-6003	Other - Library Materials and Information{Youth Services}	69,500.00
1000-120-419-6099	Other - Library Materials and Information{Games}	12,000.00
1000-110-419-7000	Other - Library Materials and Information{Friends of the Li}	25,000.00
1000-110-419-7001	Other - Library Materials and Information{Morrison Music Fu}	14,542.00
1000-120-419-9999	Other - Library Materials and Information{Other}	31,000.00
1000-230-451-0000	General Administrative Supplies	55,000.00
1000-120-451-0001	General Administrative Supplies{Processing}	35,000.00
1000-230-451-0002	General Administrative Supplies{Strategic Planning}	-

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1000-230-451-1000	General Administrative Supplies{Human Resources}	5,000.00
1000-230-451-2000	General Administrative Supplies{Public Relations}	17,500.00
1000-220-451-3000	General Administrative Supplies{Technology Services (IT)}	15,000.00
1000-230-451-9999	General Administrative Supplies{Other}	3,000.00
1000-210-452-4000	Property Maintenance/Repair Supplies & Parts{Maintenance}	50,000.00
1000-120-453-5000	Motor Vehicle Fuel, Supplies and Parts{Vehicles}	-
1000-210-453-5000	Motor Vehicle Fuel, Supplies and Parts{Vehicles}	12,000.00
1000-230-459-9998	Other - Supplies{Contingency}	10,000.00
1000-230-510-0000	Dues and Memberships	25,000.00
1000-230-520-0000	Taxes and Assessments	1,000.00
1000-110-550-0000	Refunds and Reimbursements	200.00
1000-230-590-0000	Other - Other	1,500.00
1000-760-710-0000	Land	-
1000-760-750-0000	Furniture and Equipment	45,000.00
1000-760-750-3000	Furniture and Equipment{Technology Services (IT)}	51,180.00
1000-760-770-0000	Motor Vehicles	-
1000-800-810-0000	Redemptions of Principal	800,000.00
1000-800-820-0000	Interest Payments	174,350.00
1000-910-910-0000	Transfers - Out	200,000.00
1000-920-920-0000	Advances - Out	-
1000-930-930-0000	Contingencies	-
	Total General Funds	<u>\$11,301,956.43</u>
4001-760-790-4001	Minor Capital - Building & Site	500,000.00
4002-760-730-0000	Permanent Improvement - Buildings	150,000.00
	Total All Funds	<u>\$11,951,956.43</u>