

The Delaware County District Library Board of Trustees met in a regular session at the Main Delaware Branch of the Delaware County District Library on May 20, 2025 at 5:00 PM. Present were board members Ike, Kipfer, McCoy, Quaine, Skinner, and Tiede. Mr. Howard, Director, Ms. Grossenbacher, Fiscal Officer, and members of the public were also in attendance.

Public Participation – Ms. Kipfer thanked people for reaching out to check in with her last month during her husband's illness.

(2025-028) Motion moved, seconded, and carried – Quaine / Skinner

To approve the minutes of the regular meeting of April 15, 2025.

President's Report – Mr. Tiede shared thoughts and feelings about the passage of the property tax levy passage.

Fiscal Officer Report – Ms. Grossenbacher provided an update on revenues. Revenues for the year are on track and comparative to prior years. The PLF remains strong. Levy funds were received in April and increased 5.3% from the prior year's first distribution. We are still waiting on the payment of the Rollback funds from the State.

Expenses are on track for the timing in the fiscal year. The dashboard information and graph were not included as there are too many unanswered questions to make the information useful. As we make decisions and have a better spending plan for the future, the information will be updated and once again shared.

Ms. Grossenbacher drew attention to the Supplemental Budget included in the packet and spoke about what is included to begin fulfillment of levy campaign promises. The Supplemental Budget allows for an additional \$1,094,097 of appropriated expenses. She does not anticipate that the whole amount will actually be spent as the calculations cover six months of salary for the additional FTE needed to extend hours. It will take time to get people to apply, interview and then make offers and get them started.

She also shared that a decision has been made to fill the open Fiscal Specialist position. There is need for the additional person.

(2025-029) Motion moved, seconded, and carried – Quaine / Ike

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

(2025-030) Motion moved, seconded, and carried – Ike / Quaine

To approve the Supplement Budget Appropriations as presented.

(2025-031) Motion moved, seconded, and carried – Kipfer / Skinner

To approve with gratitude the following donations:

- From Jane Fletcher-Waterworth in Memory of Wanda Harmon (unrestricted)
- From the Ecumenical Youth Council in Memory of Wanda Harmon (unrestricted)

Mr. Howard directed the board to the information contained in his director's report in the packet. He also thanked everyone for all of their help and efforts during the levy campaign. He gave specific shoutouts to Ms. Kipfer for all of her efforts and support, as well as, Ms. Skinner for being willing to step in as the treasurer for the organization.

Friends of the Library Report – Ms. Klatte shared insights about many of the Friends' programs that were held. The Behind-the-Scenes tour with Bryan was a great success and participants learned a lot about the library. The next Behind the Scenes event will be in September at Orange. The Night at the Races fund raising event was a great success. Three members of the group were nominated and won a reward from COSI. Their memorial scholarship has been given to its first recipient. An author visit will be held on June 19 in Powell at Board and Brush. The bins for the plastic bag recycling initiative are now out at each branch.

Committee Reports:

Finance – met to go over monthly financials and Supplemental Budget proposal

HR – an executive session will be needed

Liberty – have finally received the certification of final occupancy. This includes the electrical review by SHP and the City of Powell.

Policy – no updates available

Nominating Committee – will need to select a new Vice President. It was agreed to table the selection for this month. Mr. McCoy informed the Board that he has been appointed to a Magistrate in the Delaware County Courts and will not be able to remain on the library's board. This will be his last meeting as a Board Member.

Unfinished Business –

(2025-032) Motion moved, seconded, and carried through rollcall vote – Kipfer / Quaine

To go into Executive Session to discuss, prepare for, conduct, or review collective bargaining issues and to consider the appointment, employment, dismissal, discipline, promotions, demotion, or compensation of a public employee or official at 5:31 PM

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

The Director, Fiscal Officer, Deputy Director, and HR and Communications Coordinators were requested to remain for the collective bargaining section of the Executive session. The HR Coordinator was asked to remain for the second topic.

(2025-033) Motion moved, seconded, and carried through rollcall vote – Quaine / Ike

To come out of Executive Session at 6:04 PM

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

(2025-034) Motion moved, seconded, and carried – McCoy / Skinner

To approve an increase to make the Director's salary \$152,533 retroactively to
12/28/2024.

(2025-035) Motion moved, seconded, and carried – McCoy / Skinner

To adjourn the meeting at 6:07 PM.

Scott Tiede, President

Connie Skinner, Secretary

Delaware County District Library				
2025 Supplemental Appropriations				
Account Code	Account Name	Permanent Appropriation	Supplemental Amount	Adjusted 2025 Appropriation
1000-110-110-0000	Salaries	\$2,392,413.31	373,335.84	2,765,749.15
1000-120-110-0000	Salaries	\$811,984.15	41,880.43	853,824.58
1000-210-110-0000	Salaries	\$373,478.05	39,183.81	412,641.86
1000-220-110-0000	Salaries	\$252,488.95	39,100.36	291,587.31
1000-230-110-0000	Salaries	\$1,271,421.14	70,282.40	1,341,703.54
1000-230-110-9998	Salaries(Contingency)	\$15,000.00	-	15,000.00
1000-110-211-0000	Ohio Public Employees Retirement System	\$333,468.84	52,267.02	385,735.86
1000-120-211-0000	Ohio Public Employees Retirement System	\$112,415.54	5,880.43	118,275.97
1000-210-211-0000	Ohio Public Employees Retirement System	\$51,953.09	5,482.95	57,436.04
1000-220-211-0000	Ohio Public Employees Retirement System	\$35,384.19	5,474.08	40,858.27
1000-230-211-0000	Ohio Public Employees Retirement System	\$174,700.38	9,839.53	184,539.91
1000-110-213-0000	Medicare	\$34,723.59	5,413.41	40,137.00
1000-120-213-0000	Medicare	\$11,772.56	607.00	12,379.56
1000-210-213-0000	Medicare	\$5,417.83	567.88	5,985.51
1000-220-213-0000	Medicare	\$3,665.87	566.92	4,232.79
1000-230-213-0000	Medicare	\$18,434.83	1,019.10	19,453.73
1000-110-221-0000	Medical / Hospitalization Insurance	\$337,214.13	62,309.82	399,523.95
1000-120-221-0000	Medical / Hospitalization Insurance	\$148,308.34	3,110.32	151,418.66
1000-210-221-0000	Medical / Hospitalization Insurance	\$61,434.95	7,020.13	68,455.08
1000-220-221-0000	Medical / Hospitalization Insurance	\$33,611.94	9,180.34	42,792.28
1000-230-221-0000	Medical / Hospitalization Insurance	\$268,975.70	12,417.08	281,392.78
1000-230-221-1001	Medical / Hospitalization Insurance(COBRA)	\$4,000.00	-	4,000.00
1000-110-223-0000	Dental Insurance	\$8,714.16	1,908.06	10,622.22
1000-120-223-0000	Dental Insurance	\$3,203.42	93.49	3,296.91
1000-210-223-0000	Dental Insurance	\$1,506.46	215.21	1,721.67
1000-220-223-0000	Dental Insurance	\$917.28	282.24	1,199.52
1000-230-223-0000	Dental Insurance	\$4,709.88	382.20	5,092.08
1000-110-224-0000	Vision Insurance	\$1,982.96	434.21	2,417.17
1000-120-224-0000	Vision Insurance	\$728.96	21.27	750.23
1000-210-224-0000	Vision Insurance	\$423.08	48.95	472.03
1000-220-224-0000	Vision Insurance	\$268.93	64.25	333.18
1000-230-224-0000	Vision Insurance	\$1,091.82	86.97	1,178.79
1000-110-225-0000	Workers' Compensation	\$7,034.41	773.79	7,808.20
1000-120-225-0000	Workers' Compensation	\$2,387.40	262.61	2,650.01
1000-210-225-0000	Workers' Compensation	\$1,098.17	120.80	1,218.97
1000-220-225-0000	Workers' Compensation	\$742.31	81.65	823.96
1000-230-225-0000	Workers' Compensation	\$3,737.71	411.15	4,148.86
1000-230-291-0000	Unemployment Benefits	\$5,000.00	-	5,000.00
1000-230-292-0000	Employee Reimbursement Benefits	\$7,500.00	-	7,500.00
1000-110-311-0000	Dues and Fees	\$1,750.00	2,500.00	4,250.00
1000-120-311-0000	Dues and Fees	\$1,000.00	-	1,000.00
1000-210-311-0000	Dues and Fees	\$1,750.00	-	1,750.00
1000-220-311-0000	Dues and Fees	\$1,000.00	-	1,000.00
1000-230-311-0000	Dues and Fees	\$2,000.00	-	2,000.00
1000-110-312-0000	Travel and Meeting Expense	\$10,000.00	-	10,000.00
1000-120-312-0000	Travel and Meeting Expense	\$5,000.00	-	5,000.00
1000-210-312-0000	Travel and Meeting Expense	\$4,000.00	-	4,000.00
1000-220-312-0000	Travel and Meeting Expense	\$1,500.00	-	1,500.00
1000-230-312-0000	Travel and Meeting Expense	\$34,000.00	-	34,000.00
1000-230-312-1002	Travel and Meeting Expense(HR - Employee In-Service)	\$7,500.00	-	7,500.00
1000-210-321-0000	Telephone	\$63,500.00	7,500.00	71,000.00
1000-230-322-0000	Postage	\$6,500.00	-	6,500.00
1000-230-324-0000	Printing	\$3,500.00	-	3,500.00
1000-230-324-2000	Printing(Public Relations)	\$35,000.00	-	35,000.00
1000-230-325-1000	Advertising(Human Resources)	\$1,500.00	1,500.00	3,000.00
1000-210-331-4001	Maintenance and Repair on Facilities(Building & Site)	\$60,000.00	6,000.00	66,000.00
1000-210-331-4002	Maintenance and Repair on Facilities(Equipment & Furniture)	\$500.00	1,000.00	1,500.00
1000-210-331-4003	Maintenance and Repair on Facilities(Groundskeeping)	\$101,000.00	10,100.00	111,100.00
1000-210-331-4004	Maintenance and Repair on Facilities(Janitorial Services -)	\$300,000.00	50,000.00	350,000.00
1000-210-331-4005	Maintenance and Repair on Facilities(PM-Contracts)	\$55,000.00	5,500.00	60,500.00
1000-210-333-0000	Security Services	\$0.00	-	-

Delaware County District Library
2025 Supplemental Appropriations

Account Code	Account Name	Permanent Appropriation	Supplemental Amount	Adjusted 2025 Appropriation
1000-210-334-0000	Trash Removal	\$8,500.00	-	8,500.00
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	-	-
1000-210-341-0000	Property Insurance Premiums	\$60,000.00	-	60,000.00
1000-230-343-0000	Fidelity Bond Premiums	\$850.00	-	850.00
1000-230-351-0000	Rents and Leases	\$1,000.00	-	1,000.00
1000-230-359-0000	Other - Rents and Leases	\$1,500.00	-	1,500.00
1000-210-361-0000	Electricity	\$150,000.00	15,000.00	165,000.00
1000-210-362-0000	Water and Sewage	\$20,000.00	2,000.00	22,000.00
1000-210-363-0000	Natural Gas	\$32,000.00	3,200.00	35,200.00
1000-230-371-0000	Auditing Services	\$274.70	-	274.70
1000-230-372-0000	Uniform Accounting Network Fees	\$4,500.00	-	4,500.00
1000-230-373-0000	Tax Collection Fees	\$206,550.00	-	206,550.00
1000-210-374-0000	Engineering Services	\$0.00	-	-
1000-110-379-0000	Other - Professional Services	\$0.00	-	-
1000-230-379-0000	Other - Professional Services	\$200,000.00	-	200,000.00
1000-230-379-1000	Other - Professional Services(Human Resources)	\$1,000.00	-	1,000.00
1000-230-379-4005	Other - Professional Services(PM-Contracts)	\$2,000.00	-	2,000.00
1000-220-390-0000	Other - Purchased and Contracted Services	\$275,000.00	-	275,000.00
1000-230-390-0000	Other - Purchased and Contracted Services	\$55,000.00	110,412.00	165,412.00
1000-230-390-0005	Other - Purchased and Contracted Services(Copier Contracts)	\$45,000.00	-	45,000.00
1000-230-390-2000	Other - Purchased and Contracted Services(Public Relations)	\$16,500.00	-	16,500.00
1000-220-390-3005	Other - Purchased and Contracted Services(IT - Contracts/Ag)	\$61,000.00	-	61,000.00
1000-230-390-9998	Other - Purchased and Contracted Services(Contingency)	\$10,000.00	-	10,000.00
1000-220-390-9999	Other - Purchased and Contracted Services(Other)	\$65,000.00	-	65,000.00
1000-230-390-9999	Other - Purchased and Contracted Services(Other)	\$8,500.00	-	8,500.00
1000-120-411-6001	Books and Pamphlets(Adult Services)	\$204,000.00	20,000.00	224,000.00
1000-120-411-6002	Books and Pamphlets(Young Adult Services)	\$18,000.00	-	18,000.00
1000-120-411-6003	Books and Pamphlets(Youth Services)	\$190,000.00	10,000.00	200,000.00
1000-120-411-9003	Books and Pamphlets(Source Point LP Books Grant)	\$10,000.00	-	10,000.00
1000-120-411-9999	Books and Pamphlets(Other)	\$1,500.00	-	1,500.00
1000-120-412-0000	Periodicals	\$40,000.00	-	40,000.00
1000-120-413-6001	Audiovisual Materials(Adult Services)	\$30,000.00	5,000.00	35,000.00
1000-120-413-6003	Audiovisual Materials(Youth Services)	\$0.00	-	-
1000-120-413-6011	Audiovisual Materials(Audio - Adult)	\$24,000.00	-	24,000.00
1000-120-413-6013	Audiovisual Materials(Audio - Juvenile)	\$22,000.00	5,000.00	27,000.00
1000-120-414-0000	Computer Services and Information	\$183,000.00	10,000.00	193,000.00
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$500.00	-	500.00
1000-120-419-0000	Other - Library Materials and Information	\$163,720.00	30,000.00	193,720.00
1000-110-419-3001	Other - Library Materials and Information(Maker Studios)	\$35,000.00	13,000.00	48,000.00
1000-110-419-6001	Other - Library Materials and Information(Adult Services)	\$6,000.00	1,500.00	7,500.00
1000-110-419-6002	Other - Library Materials and Information(Young Adult Servi)	\$0.00	-	-
1000-110-419-6003	Other - Library Materials and Information(Youth Services)	\$69,500.00	7,500.00	77,000.00
1000-120-419-6099	Other - Library Materials and Information(Games)	\$12,000.00	-	12,000.00
1000-110-419-7000	Other - Library Materials and Information(Friends of the Li)	\$20,000.00	-	20,000.00
1000-110-419-7002	Other - Library Materials and Information(FOL - Weiler Fund)	\$6,000.00	-	6,000.00
1000-110-419-7003	Other - Library Materials and Information(FOL - Polaris Com)	\$25,000.00	-	25,000.00
1000-110-419-7001	Other - Library Materials and Information(Morrison Music Fu)	\$14,542.00	-	14,542.00
1000-120-419-9999	Other - Library Materials and Information(Other)	\$31,000.00	-	31,000.00
1000-230-451-0000	General Administrative Supplies	\$55,000.00	6,500.00	61,500.00
1000-120-451-0001	General Administrative Supplies(Processing)	\$35,000.00	-	35,000.00
1000-230-451-0002	General Administrative Supplies(Strategic Planning)	\$0.00	-	-
1000-230-451-1000	General Administrative Supplies(Human Resources)	\$5,000.00	-	5,000.00
1000-230-451-2000	General Administrative Supplies(Public Relations)	\$17,500.00	-	17,500.00
1000-220-451-3000	General Administrative Supplies(Technology Services (IT))	\$15,000.00	-	15,000.00
1000-230-451-9999	General Administrative Supplies(Other)	\$3,000.00	-	3,000.00
1000-210-452-4000	Property Maintenance/Repair Supplies & Parts(Maintenance)	\$50,000.00	5,000.00	55,000.00
1000-120-453-5000	Motor Vehicle Fuel, Supplies and Parts(Vehicles)	\$0.00	-	-
1000-210-453-5000	Motor Vehicle Fuel, Supplies and Parts(Vehicles)	\$12,000.00	1,320.00	13,320.00
1000-230-459-9998	Other - Supplies(Contingency)	\$10,000.00	-	10,000.00
1000-230-510-0000	Dues and Memberships	\$25,000.00	-	25,000.00
1000-230-520-0000	Taxes and Assessments	\$1,000.00	-	1,000.00

Delaware County District Library**2025 Supplemental Appropriations**

Account Code	Account Name	Permanent Appropriation	Supplemental Amount	Adjusted 2025 Appropriation
1000-110-550-0000	Refunds and Reimbursements	\$200.00	-	200.00
1000-230-550-0000	Other - Other	\$1,500.00	-	1,500.00
1000-760-710-0000	Land	\$0.00	-	-
1000-760-750-0000	Furniture and Equipment	\$45,000.00	5,500.00	50,500.00
1000-760-750-3000	Furniture and Equipment (Technology Services (IT))	\$51,180.00	9,000.00	60,180.00
1000-760-770-0000	Motor Vehicles	\$0.00	-	-
1000-800-810-0000	Redemptions of Principal	\$800,000.00	-	800,000.00
1000-800-820-0000	Interest Payments	\$174,350.00	-	174,350.00
1000-910-910-0000	Transfers - Out	\$200,000.00	-	200,000.00
1000-920-920-0000	Advances - Out	\$0.00	-	-
1000-930-930-0000	Contingencies	\$0.00	-	-
	Total General Funds	\$11,327,956.43	\$1,094,097.70	\$12,422,054.13
4001-760-790-4001	Minor Capital - Building & Site	\$500,000.00	-	500,000.00
4002-760-730-0000	Permanent Improvement - Buildings	\$150,000.00	-	150,000.00
	Total All Funds	\$11,977,956.43	\$1,094,097.70	\$13,072,054.13