

The Delaware County District Library Board of Trustees met in a regular session at the Liberty Branch of the Delaware County District Library on November 18, 2025 at 5:00 PM. Present were board members Ike, Kipfer, Kenter, Kraft, Skinner, and Tiede. Mr. Howard, Director, Ms. Grossenbacher, Fiscal Officer, and members of the public were also in attendance.

Public Participation – there were no requests for public participation. Ms. Kipfer handed out an invitation for a holiday party in December.

**(2025-075) Motion moved, seconded, and carried – Skinner / Kenter**

To approve the minutes of the regular meeting of October 13, 2025.

President's Report – Mr. Tiede shared that he had met with both Mr. Howard and Ms. Grossenbacher.

Fiscal Officer Report – Ms. Grossenbacher shared information about revenues and expenditures. She described the budget process and walked through the information provided in the board packet. She shared various projections based upon differing scenarios. Discussion was held and questions were answered.

**(2025-076) Motion moved, seconded, and carried – Ike / Kraft**

To approve the October financial reports, payment transaction listing, investments and bank reconciliation.

**(2025-077) Motion moved, seconded, and carried– Skinner / Kenter**

To approve giving the Fiscal Department permission to reallocate appropriations within the fund but outside of object classification for the remainder of the 2025 fiscal year. A schedule of any adjustments between object classifications will be reported to the board at the next meeting.

**(2025-078) Motion moved, seconded, and carried by roll call vote – Skinner / Kenter**

To approve the proposed 2026 Temporary Appropriations Budget as presented.

Mr. Ike – yes, Ms. Kipfer – yes, Mr. Kenter – yes, Ms. Kraft – no, Ms. Skinner – yes, Mr. Tiede – yes

**(2025-079) Motion moved, seconded, and carried – Kipfer / Skinner**

To approve with gratitude the following donations:

- From Josh Ard (unrestricted)
- From Olentangy Lions Club in Memory of Lion Craig S. Reich (adult)

Director's Report – Mr. Howard directed the board to his written report and asked if there were any questions. He indicated that he would provide an update on union negotiations in executive session. He also shared that during his tenure with DCDL management has been fiscally responsible and conservative with funding. In order to provided needed services that the public

has requested, we need budget availability. Expenditures are growing because the organization is growing.

Friends of the Library Report – Ms. Klatte shared that the group has been extremely busy in the last month. She shared information about used book events, auxiliary board updates, past and upcoming author events, a survey, and plastic collection.

#### Committee Reports:

Facilities – Nothing to report. We are still awaiting a lease agreement for the Operations Center.

Finance – a meeting was held to review the proposed temporary appropriations budget and other financial items.

HR – Ms. Kipfer passed out folders containing information for the Director's evaluation. She asked trustees to review the information for discussion at the December meeting. Information was shared about policy updates. Discussion was held and questions were answered.

#### **(2025-080) Motion moved, seconded, and carried – Kipfer / Skinner**

To approve a title change and revisions to the Continuing Education Policy as well as the Professional Membership Policy.

Nominating – officers and committee selections will be presented at the December meeting.

Policy – no meetings have been held

#### Unfinished Business:

#### **(2025-081) Motion moved, seconded, and carried through rollcall vote – Kipfer / Kenter**

To go into Executive Session to discuss, prepare for, conduct, or review collective bargaining issues and to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official at 5:53 PM

Mr. Ike – yes, Ms. Kipfer – yes, Mr. Kenter – yes, Ms. Kraft – yes, Ms. Skinner – yes, Mr. Tiede – yes

The Director, Fiscal Officer, Deputy Director, HR and Communications Coordinators were requested to remain for the collective bargaining update and the HR Coordinator for the 2<sup>nd</sup> topic of the Executive Session.

**(2025-082) Motion moved, seconded, and carried through rollcall vote – Skinner / Kenter**

To come out of Executive Session at 6:38 PM

Mr. Ike – yes, Ms. Kipfer – yes, Mr. Kenter – yes, Ms. Kraft – yes, Ms. Skinner – yes,  
Mr. Tiede – yes

New Business: There was no new business.

**(2025-083) Motion moved, seconded, and carried – Kipfer / Skinner**

To adjourn the meeting at 6:38 PM.

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Scott Tiede, President

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Connie Skinner, Secretary

**Temporary Appropriations Budget - 2026**  
**DELAWARE CO. DISTRICT LIBRARY, DELAWARE COUNTY**

<b>Account Code</b>	<b>Account Name</b>	<b>2026 Appropriation</b>
1000-110-110-0000	Salaries	3,777,084.99
1000-120-110-0000	Salaries	885,044.41
1000-210-110-0000	Salaries	539,870.98
1000-220-110-0000	Salaries	375,423.23
1000-230-110-0000	Salaries	2,228,246.02
1000-230-110-9998	Salaries{Contingency}	100,000.00
1000-110-211-0000	Ohio Public Employees Retirement System	528,792.11
1000-120-211-0000	Ohio Public Employees Retirement System	123,906.32
1000-210-211-0000	Ohio Public Employees Retirement System	75,581.99
1000-220-211-0000	Ohio Public Employees Retirement System	52,559.27
1000-230-211-0000	Ohio Public Employees Retirement System	311,954.27
1000-110-213-0000	Medicare	54,767.76
1000-120-213-0000	Medicare	12,833.12
1000-210-213-0000	Medicare	7,828.14
1000-220-213-0000	Medicare	5,443.66
1000-230-213-0000	Medicare	32,309.58
1000-110-221-0000	Medical / Hospitalization Insurance	415,427.35
1000-120-221-0000	Medical / Hospitalization Insurance	122,429.67
1000-210-221-0000	Medical / Hospitalization Insurance	106,208.27
1000-220-221-0000	Medical / Hospitalization Insurance	44,355.97
1000-230-221-0000	Medical / Hospitalization Insurance	411,145.10
1000-230-221-1001	Medical / Hospitalization Insurance{COBRA}	5,000.00

## Record Of Proceedings

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Held November 18<sup>th</sup> 2025

1000-110-223-0000	Dental Insurance	12,782.30
1000-120-223-0000	Dental Insurance	3,214.31
1000-210-223-0000	Dental Insurance	2,501.39
1000-220-223-0000	Dental Insurance	1,640.52
1000-230-223-0000	Dental Insurance	9,497.75
1000-110-224-0000	Vision Insurance	2,422.34
1000-120-224-0000	Vision Insurance	599.86
1000-210-224-0000	Vision Insurance	474.11
1000-220-224-0000	Vision Insurance	262.56
1000-230-224-0000	Vision Insurance	1,762.45
1000-110-225-0000	Workers' Compensation	10,434.82
1000-120-225-0000	Workers' Compensation	3,781.67
1000-210-225-0000	Workers' Compensation	1,760.52
1000-220-225-0000	Workers' Compensation	1,266.37
1000-230-225-0000	Workers' Compensation	7,758.63
1000-230-291-0000	Unemployment Benefits	10,000.00
1000-230-292-0000	Employee Reimbursement Benefits	10,000.00
1000-110-311-0000	Dues and Fees	4,675.00
1000-120-311-0000	Dues and Fees	1,100.00
1000-210-311-0000	Dues and Fees	1,925.00
1000-220-311-0000	Dues and Fees	1,100.00
1000-230-311-0000	Dues and Fees	2,200.00
1000-110-312-0000	Travel and Meeting Expense	11,000.00
1000-120-312-0000	Travel and Meeting Expense	5,500.00
1000-210-312-0000	Travel and Meeting Expense	6,050.00
1000-220-312-0000	Travel and Meeting Expense	1,650.00
1000-230-312-0000	Travel and Meeting Expense	35,750.00
1000-230-312-1002	Travel and Meeting Expense{HR - Employee In-Service}	15,000.00
1000-210-321-0000	Telephone	81,000.00
1000-230-322-0000	Postage	7,000.00
1000-230-324-0000	Printing	5,000.00
1000-230-324-2000	Printing{Public Relations}	38,500.00
1000-230-325-0000	Advertising	1,000.00
1000-230-325-1000	Advertising{Human Resources}	3,000.00
1000-210-331-4001	Maintenance and Repair on Facilities{Building & Site}	72,600.00
1000-210-331-4002	Maintenance and Repair on Facilities{Equipment & Furniture}	1,650.00
1000-210-331-4003	Maintenance and Repair on Facilities{Groundskeeping}	122,210.00
1000-210-331-4004	Maintenance and Repair on Facilities{Janitorial Services - }	445,300.00
1000-210-331-4005	Maintenance and Repair on Facilities{PM-Contracts}	63,525.00
1000-210-333-0000	Security Services	25,000.00
1000-210-334-0000	Trash Removal	6,825.00
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	
1000-210-341-0000	Property Insurance Premiums	70,000.00

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Held November 18<sup>th</sup> 2025

1000-230-343-0000	Fidelity Bond Premiums	1,050.00
1000-230-351-0000	Rents and Leases	200,196.00
1000-230-359-0000	Other - Rents and Leases	1,500.00
1000-210-361-0000	Electricity	173,250.00
1000-210-362-0000	Water and Sewage	25,000.00
1000-210-363-0000	Natural Gas	38,720.00
1000-230-371-0000	Auditing Services	6,500.00
1000-230-372-0000	Uniform Accounting Network Fees	4,500.00
1000-230-373-0000	Tax Collection Fees	210,000.00
1000-210-374-0000	Engineering Services	
1000-110-379-0000	Other - Professional Services	
1000-230-379-0000	Other - Professional Services	65,000.00
1000-230-379-1000	Other - Professional Services{Human Resources}	1,000.00
1000-230-379-4005	Other - Professional Services{PM-Contracts}	2,500.00
1000-220-390-0000	Other - Purchased and Contracted Services	369,000.00
1000-220-390-3005	Other - Purchased and Contracted Services{IT - Contracts/Ag}	65,270.00
1000-220-390-9999	Other - Purchased and Contracted Services{Other}	69,282.50
1000-230-390-0000	Other - Purchased and Contracted Services	65,000.00
1000-230-390-0003	Other - Purchased and Contracted Services - Facilities Master Plan	175,000.00
1000-230-390-0005	Other - Purchased and Contracted Services{Copier Contracts}	84,000.00
1000-230-390-0010	Other - Purchased and Contracted Services{Learning and Development}	20,000.00
1000-230-390-2000	Other - Purchased and Contracted Services{Public Relations}	33,000.00
1000-230-390-9998	Other - Purchased and Contracted Services{Contingency}	10,000.00
1000-230-390-9999	Other - Purchased and Contracted Services{Other}	10,000.00
1000-120-411-6001	Books and Pamphlets{Adult Services}	251,850.00
1000-120-411-6002	Books and Pamphlets{Young Adult Services}	-
1000-120-411-6003	Books and Pamphlets{Youth Services}	250,700.00
1000-120-411-9003	Books and Pamphlets{Source Point LP Books}	11,500.00
1000-120-411-9999	Books and Pamphlets{Other}	1,725.00
1000-120-412-0000	Periodicals	46,000.00
1000-120-413-6001	Audiovisual Materials{Adult Services}	38,500.00
1000-120-413-6003	Audiovisual Materials{Youth Services}	
1000-120-413-6011	Audiovisual Materials{Audio - Adult}	26,400.00
1000-120-413-6013	Audiovisual Materials{Audio - Juvenile}	29,700.00
1000-110-414-9001	Computer Services and Information{Source Point Healthy Agin}	
1000-120-414-0000	Computer Services and Information	247,500.00
1000-120-415-0000	Interlibrary Loan Fees / Charges	500.00
1000-110-419-3001	Other - Library Materials and Information{Maker Studios}	75,000.00
1000-110-419-6001	Other - Library Materials and Information{Adult Services}	2,575.00
1000-110-419-6101	Other - Library Materials and Information{A/S Delaware}	1,000.00
1000-110-419-6201	Other - Library Materials and Information{A/S Liberty}	1,000.00
1000-110-419-6301	Other - Library Materials and Information{A/S Orange}	1,000.00

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1000-110-419-6401	Other - Library Materials and Information{A/S Ostrander}	700.00
1000-110-419-6501	Other - Library Materials and Information{A/S Powell}	150.00
1000-110-419-6601	Other - Library Materials and Information{A/S Outreach}	200.00
1000-110-419-6991	Other - Library Materials and Information{A/S SRC}	2,000.00
1000-110-419-6002	Other - Library Materials and Information{Young Adult Servi}	
1000-110-419-6003	Other - Library Materials and Information{Youth Services}	20,550.00
1000-110-419-6103	Other - Library Materials and Information{Y/S Delaware}	3,000.00
1000-110-419-6203	Other - Library Materials and Information{Y/S Liberty}	3,000.00
1000-110-419-6303	Other - Library Materials and Information{Y/S Orange}	3,000.00
1000-110-419-6403	Other - Library Materials and Information{Y/S Ostrander}	2,000.00
1000-110-419-6503	Other - Library Materials and Information{Y/S Powell}	500.00
1000-110-419-6603	Other - Library Materials and Information{Y/S Outreach}	500.00
1000-110-419-6803	Other - Library Materials and Information{Y/S Lrg Events}	6,000.00
1000-110-419-6993	Other - Library Materials and Information{Y/S SRC}	50,000.00
1000-110-419-7000	Other - Library Materials and Information{Friends of the Li}	-
1000-110-419-7001	Other - Library Materials and Information{Morrison Music Fu}	13,828.00
1000-110-419-7002	Other - Library Materials and Information{FOL - Weiler Fund}	-
1000-110-419-7003	Other - Library Materials and Information{FOL - Polaris Com}	-
1000-120-419-0000	Other - Library Materials and Information	300,000.00
1000-120-419-6099	Other - Library Materials and Information{Games}	13,200.00
1000-120-419-9999	Other - Library Materials and Information{Other}	40,900.00
1000-120-451-0001	General Administrative Supplies{Processing}	38,500.00
1000-220-451-3000	General Administrative Supplies{Technology Services (IT)}	16,500.00
1000-230-451-0000	General Administrative Supplies	64,600.00
1000-230-451-0002	General Administrative Supplies{Strategic Planning}	
1000-230-451-0010	General Administrative Supplies{Learning & Development}	10,000.00
1000-230-451-1000	General Administrative Supplies{Human Resources}	10,000.00
1000-230-451-2000	General Administrative Supplies{Public Relations}	25,000.00
1000-230-451-9999	General Administrative Supplies{Other}	3,300.00
1000-210-452-4000	Property Maintenance/Repair Supplies & Parts{Maintenance}	75,000.00
1000-210-453-5000	Motor Vehicle Fuel, Supplies and Parts{Vehicles}	17,000.00
1000-230-459-9998	Other - Supplies{Contingency}	11,000.00
1000-230-510-0000	Dues and Memberships	40,000.00
1000-230-520-0000	Taxes and Assessments	1,000.00
1000-110-550-0000	Refunds and Reimbursements	500.00
1000-230-590-0000	Other - Other	1,500.00
1000-760-710-0000	Land	1,000,000.00
1000-760-750-0000	Furniture and Equipment	60,000.00
1000-760-750-3000	Furniture and Equipment{Technology Services (IT)}	107,380.00
1000-760-750-3001	Furniture and Equipment{Maker Studios}	26,000.00
1000-760-750-9002	Furniture and Equipment{DCBDD - ARPA Grant}	-
1000-760-770-0000	Motor Vehicles	250,000.00
1000-760-770-9001	Motor Vehicles{Source Point Healthy Aging}	-

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1000-760-770-9002	Motor Vehicles{DCBDD - ARPA Grant}	-
1000-800-810-0000	Redemptions of Principal	805,000.00
1000-800-820-0000	Interest Payments	166,350.00
1000-910-910-0000	Transfers - Out	4,916,871.55
1000-920-920-0000	Advances - Out	
1000-930-930-0000	Contingencies	8,563,904.16
<b>Total General Funds</b>		<u>30,608,584.01</u>
		-
<b>Minor Capital Funds:</b>		
4001-760-790-4001	Other - Capital Outlay{Building & Site}	409,740.80
<b>Major Capital Funds:</b>		
4002-760-730-0000	Buildings	790,209.30
<b>Total All Funds</b>		<u>31,808,534.11</u>