

The Chillicothe and Ross County Public Library  
Board of Trustees  
February 8, 2023

Present: Board Members Tamra Lowe, Lori Graves,  
Angela Hirsch, Susan Congrove,  
Cathy Adams and John Owens  
and Retha Simmons Jones

Absent: Allison Lutz, Student Trustee

Others Present: James Hill, Executive Director  
Cassie Stout, Chief Fiscal Officer  
Wendy Payne, Deputy Fiscal Officer

The meeting was called to order at 4:30 p.m. by Tamra Lowe, President.

**PUBLIC COMMENT**

Gen. Fin. "C"  
Resolution 7-23

**CONSENT AGENDA**

C. Adams moved and J. Owens seconded the adoption of the following resolution.

That the minutes of the January 11, 2023 Regular meeting be approved as presented and,

That the financial reports as presented from Fiscal Officer's records and the monthly financial statements of the Fiscal Officer for January be received and filed for audit and,

That the bills listed under date of February 8, 2023 be approved for payment and,

That the following donations be accepted:

\$500 from Junior Civic League for Bookworm

\$400 from Junior Civic League (unrestricted)

\$20 from an individual with League of Women Voters in conjunction with LWV's food collection for the warming station

That Then & Now Purchase Order #3-2023 in the amount of \$11,940 to Bridgeall Libraries Ltd for Collection HQ & ESP Professional be approved

That Then & Now Purchase Order #71-2023 in the amount of \$8,108 to Overdrive Inc. for Digital Books be approved

The roll being called, the vote resulted as follows:

|             |   |           |   |                  |   |          |   |
|-------------|---|-----------|---|------------------|---|----------|---|
| T. Lowe     | Y | A. Hirsch | Y | R. Simmons Jones | Y |          |   |
| S. Congrove | Y | L. Graves | Y | C. Adams         | Y | J. Owens | Y |

**Jan. Financial Report**

|  |   |                            |
|--|---|----------------------------|
| Clerk's Balance January 1, 2022          |   | \$5,174,670.98             |
| January Receipts                         | + | \$265,907.10               |
| Total                                    |   | <u>\$5,440,578.08</u>      |
| January Expenditures                     | - | \$353,128.12               |
| Ledger Balance January 31, 2022          |   | <u>\$5,087,449.96</u>      |
| Outstanding Checks                       | + | \$29,760.03                |
| Total                                    |   | <u>\$5,117,209.99</u>      |
| Petty Cash                               | - | \$520.00                   |
| Doris T. Culp Fund - Stock               | - | \$10,500.00                |
| Anne R. Schlegel Fund - KNB CD           | - | \$10,000.00                |
| Kingston Money Market                    | - | \$356,951.88               |
| Star Ohio                                | - | <u>\$4,400,790.55</u>      |
| UBS/LPL Financial Certificate of Deposit | - | <u>\$235,000.00</u>        |
| Cr Card Not Posted                       | - | <u>\$16.00</u>             |
| Checking Balance                         |   | <u><u>\$103,431.56</u></u> |

### Approval of Bills February 8, 2023

|                                    |  |             |
|------------------------------------|--|-------------|
| Abby Kunz                          | Mileage  | \$27.51     |
| All State Termite & Pest Control   | Quarterly Treatment                            | \$340.00    |
| BP                                 | Vehicle Fuel                                   | \$281.11    |
| Center Point                       | Large Print Books                              | \$243.30    |
| Lowe's                             | Building/Maintenance Supplies                  | \$582.68    |
| M & M Fabrication                  | Snow & Ice Removal                             | \$4,480.00  |
| Ohio Library Council               | Institutional Membership                       | \$9,186.00  |
| Pike Natural Gas                   | Richmond Dale Svc                              | \$117.21    |
| Ross Co Social Services Council    | Agency Membership                              | \$25.00     |
| Spectrum/Charter                   | Clarksburg Book Hive Internet                  | \$84.98     |
| Village of Kingston                | Water & Sewer Svc                              | \$45.00     |
| Chillicothe & Ross Co Pub Library  | Gross Payroll 01/20/23                         | \$80,152.18 |
| Internal Revenue Service           | Library's Share of Medicare 01/20/23           | \$1,107.97  |
| Amazon Business                    | Admin & Programming Supplies, Marketing Camera | \$3,786.26  |
| Bainbridge Community Center        | Monthly Rent & Library's Share of Electric     | \$1,796.19  |
| Columbus Dispatch                  | Northside, Kingston, Bainbridge Subscriptions  | \$2,613.80  |
| Delta Dental                       | Monthly Dental Premium                         | \$1,147.66  |
| Gordon Flesch                      | Copier Use & Maintenance                       | \$453.55    |
| Kandice Trainer                    | Mileage 01/20/23                               | \$66.29     |
| Overdrive                          | Digital Books                                  | \$3,272.43  |
| Printex                            | Envelopes                                      | \$350.00    |
| Rhoads Landscaping                 | Kingston Site Improvement Pay App #3           | \$20,276.44 |
| SEBO                               | Guardian Group Term Life Ins Premium           | \$193.05    |
| South Central Power                | Kingston & Frankfort Svc                       | \$335.00    |
| Treasurer of State - State Library | SEO Consortium Fees                            | \$13,623.84 |
| VSP                                | Library's Share of Monthly Vision Premium      | \$582.03    |

|                                      |   |                     |
|--------------------------------------|---|---------------------|
| Ohio Bureau of Workers' Comp         | BWC True Up Premium Due                     | \$296.00            |
| AEP                                  | Main/Annex/Nside/Rdale/Maint Electric       | \$3,279.72          |
| Buckeye Propane                      | Frankfort Propane Fill                      | \$553.51            |
| Columbia Gas                         | Kingston, Main/Annex, Nside Svc             | \$1,845.92          |
| Davis & Newcomer Elevator            | Maintenance Agmt                            | \$936.00            |
| Designing Local                      | Landscape Site Visit                        | \$1,112.50          |
| Jo Ann Brown                         | December South Salem Program                | \$50.00             |
| Ohio Library Council                 | Trustee Workshop - T Lowe                   | \$95.00             |
| ProCon                               | Kingston Patio Grave/Mulch                  | \$9,125.00          |
| Richmond Dale Sewer Distr.           | R. Dale Svc                                 | \$17.94             |
| Tammy Newlun                         | HRA Reimbursement                           | \$40.73             |
| Village of Kingston                  | Water & Sewer Svc                           | \$30.00             |
| Chillicothe & Ross Co Public Library | Gross Payroll 02/03/23                      | \$80,831.57         |
| Internal Revenue Service             | Library's Share of Medicare 02/03/23        | \$1,113.27          |
| Kingston National Bank               | Monthly Checking Acct Svc Charge            | \$23.67             |
| First Data / Clover                  | Monthly Credit Card Processing Fees         | \$56.19             |
| Anthem                               | Library's Share of Medical Ins Premium      | \$31,092.57         |
| Baker & Taylor                       | Books                                       | \$12,595.26         |
| Chillicothe Municipal Utilities      | Main, Annex, Maint., N Side Water & Sewer   | \$594.81            |
| Carrie Bowdle                        | HRA Reimbursement                           | \$695.35            |
| Central Center Hardware              | Facilities/Maint Supplies                   | \$40.28             |
| Cengage                              | Books                                       | \$1,455.97          |
| Gordon Flesch                        | Copier Lease                                | \$340.76            |
| Horizon                              | February Telephone & Internet Svc           | \$5,925.31          |
| Jennifer Slone                       | HRA Reimbursement                           | \$66.25             |
| Kingston National Bank Credit Card   | Supplies, Banners, Warming Station Supplies | \$1,648.18          |
| Library Works Inc                    | Group Webinar Registration                  | \$100.00            |
| Midwest Tape                         | Hoopla Flex, Hoopla Instants, A/V Orders    | \$25,323.50         |
| M & M Fabrication                    | January Snow Removal All Locations          | \$4,528.00          |
| Overdrive                            | Digital Books                               | \$8,108.00          |
| Treas of State-OH Dept of Commerce   | Elevator Certificate                        | \$346.25            |
| Ohio Net                             | Nat Geo Kids Online                         | \$910.00            |
| Quill                                | Admin Supplies, Copier Toner                | \$5,670.91          |
| Ross Co Genealogical Society         | Genealogical Book Order                     | \$132.00            |
| Ross Co Water                        | R Dale Water                                | \$26.12             |
| State Electric Supply                | Facilities/Maint Supplies                   | \$9.15              |
| T-Mobile                             | Staff Cellular Service & HotSpot            | \$131.59            |
| Village of Kingston                  | Kingston Water & Sewer                      | \$45.00             |
| Wendy Payne                          | HRA Reimbursement                           | \$5,000.00          |
|                                      | Total                                       | <b>\$349,361.76</b> |

## Director's Report

The bus stop book bench has generated a lot of buzz. The *Gazette* featured a photo on January 30. The artwork has several clear coats on it, so we're hopeful it will weather okay and not be subjected to vandalism.

The warming station continues to be very popular. More than once in January we've surpassed 70 attendees over the course of a day. It's taking a lot of pressure off Main during the colder weather. However, since the warming station is not open on weekends, the issues (like overcrowding and "camping out") can be exasperated then, not necessarily on staff, but on regular patrons who visit on weekends.

We're still waiting on the final drawings and estimates for the Annex renovations. We don't have a schedule in place yet, but we're still aiming for early summer. The remaining bit of landscape work at the Annex should be completed in early April.

The Ohio Library Council continues to prepare for April's Legislative Day and the biennial budget process. Governor DeWine outlined several spending priorities in his recent State of the State address, including a focus on early literacy and libraries, so there is optimism that the Public Library Fund (PLF) will continue to receive broad support. In his proposed budget, known as the Bluebook, DeWine recommended setting the PLF at 1.7% of general revenue, which is what we've had temporarily for the past two years—the statutory rate is 1.66%. The governor's request puts the legislature in the position of having to argue why libraries shouldn't be funded. We're starting from a good position.

### **New Administrative Policy 12—Fixed Asset Policy**

Cassie has been working on a new policy to address our inventory accession and deaccession processes. We don't have a current policy, so this would update and formalize our current procedures. She drafted this policy based on OLC's guidelines and after reviewing policies from other libraries.

Currently, we tag any non-expendable that's valued at more than \$100 (was previously \$50); this policy increases that threshold to \$300. IT already keeps their own list of computers and related equipment. For audit purposes, we are already required to keep an updated building list and data processing software list. This policy includes non-circulating artwork (like the large *Cinderella* painting at Main) and also formalizes the disposal process.

Pols. "C"  
Resolution 8-23

### **Fixed Asset Policy**

S. Congrove moved and L. Graves seconded the adoption of the following resolution.  
That the Administrative Policy 12 - Fixed Asset Policy be approved as proposed

The roll being called, the vote resulted as follows:

|             |   |           |   |                  |   |          |   |
|-------------|---|-----------|---|------------------|---|----------|---|
| T. Lowe     | Y | A. Hirsch | Y | R. Simmons Jones | Y |          |   |
| S. Congrove | Y | L. Graves | Y | C. Adams         | Y | J. Owens | Y |

**Fixed Asset Policy**  
Proposed 2/8/2023

It is the policy of Chillicothe & Ross County Public Library to maintain accurate records of fixed, or capital, assets. The fixed asset program shall be administered by the Chief Fiscal Officer and shall contain sufficient information to permit:

- Identification and cost of the fixed asset
- Adequate insurance coverage and records in the event of a loss
- Control and accountability of assets for the Board of Trustees

**Records of fixed assets shall include:**

1. **Building List** of library-owned buildings to be updated annually:
  - Year constructed and year(s) of any major alterations/additions
  - Square footage
  - Type of construction
  - Purpose of structure
  - Latest valuation of building
2. **Asset Inventory** of items having a useful life greater than one year and an initial cost of \$300 or greater. This includes assets such as vehicles, furniture, computer equipment, phone systems, etc.
  - Information recorded shall include: Item description, serial/VIN number, asset (inventory) tag number, initial cost, current location
  - Computers and related equipment may be maintained by the IT Manager as part of a dedicated IT inventory list
3. **Data Processing Software List** sufficient for insurance and audit purposes. Backups of business-necessary software shall be completed often and protected/stored offsite as necessary.
4. **Non-Circulating Valuable Artwork List** to include artist, date, and appraised value, if applicable.
5. **Library Materials List** can be created from the circulation system; library materials are not inventoried as part of this policy. However, the Chief Fiscal Officer shall ensure circulated materials are adequately insured.

**Disposal of Assets**

The Executive Director is authorized to approve the sale or disposal of library materials, furniture, and equipment that is no longer functional or useful. The Chief Fiscal Officer will administer the sale or disposal of such items in the most cost effective and efficient manner. When an item no longer has value to the library, it will be removed from inventory and handled as follows:

1. Books and other material, no longer deemed appropriate for the collection, may be donated to the Friends of the Library or non-profit charitable organizations.
2. Furniture, equipment, or other items no longer of use to the library may be donated to a non-profit charitable organization to be repurposed.

3. Items not donated may be sold through auction (including on-line auction) or publicly advertised sale with any proceeds from such sale being deposited to the General Fund of the Library. The notification will advise potential buyers that items will be sold as is and must be removed at the buyer's expense by a specified deadline. Prior to such sale, the Chief Fiscal Officer will prepare a list of those items to be included in the sale for approval by the Board of Trustees.
4. If an item is determined by the Chief Fiscal Officer to have marginal or no resale value, or it does not sell through auction or publicly advertised sale, it may be sold, recycled, or discarded in the best interest of the library.
5. The Chief Fiscal Officer is authorized to accept trade-in allowances on any item of equipment being replaced or upgraded for which a trade-in allowance is offered.
6. In an instance where an item of surplus inventory is determined by the Executive Director or Chief Fiscal Officer to have unusual, historic or artistic value such items may be referred to the Board for determination of value which determination may include the services of a professional appraiser or outside expert opinion.

**Update HR Policy 4.5—Holidays**

A few years ago we changed our holiday policy to allow part-timers who are normally scheduled on a day that is a holiday to receive holiday pay. As new staff have been hired, the current language has caused some confusion, so I asked Kelly to clarify that holiday pay is intended only to keep your schedule whole, not to add hours to your week beyond your normal schedule.

Pols. "B"  
Resolution 9-23

**Holiday Policy**

J. Owens moved and C. Adams seconded the adoption of the following resolution.  
That HR Policy 4.5 – Holidays be revised as proposed.

The roll being called, the vote resulted as follows:

|             |   |           |   |                  |   |          |   |
|-------------|---|-----------|---|------------------|---|----------|---|
| T. Lowe     | Y | A. Hirsch | Y | R. Simmons Jones | Y |          |   |
| S. Congrove | Y | L. Graves | Y | C. Adams         | Y | J. Owens | Y |

**4.5 HOLIDAYS revised 2/8/2023**

The purpose of the holiday policy is to ensure that eligible employees paid hours remain consistent with their regularly scheduled hours, but do not exceed their regularly scheduled hours when the library is closed due to a recognized holiday.

CRCPL recognizes the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day

- Labor Day
- Veterans Day
- Thanksgiving
- Christmas Eve
- Christmas Day

Prorated defined: paid holiday hours approved based on each employees regular weekly schedule.

Holidays with pay for regular part-time employees working at least 30 hours weekly shall be prorated. If an eligible employee is scheduled to work on a holiday, they will not work that day and will receive regular pay for the week. If the holiday occurs on a regular day off, they will receive time off to be taken that week on a prorated basis to the nearest whole hour, according to the percent of full-time which is normally worked. For example, a 30-hour per week employee could be eligible to receive up to six hours off during a week when a holiday fell during their normal day off.

Holidays on days off will be taken during the same week in which the holiday falls, according to scheduling determined by their scheduler. A holiday which falls within a vacation period will not be counted as a vacation day.

When a part-time employee is regularly scheduled to work the day of the week that a recognized holiday falls, they will receive holiday pay on a prorated basis up to six hours not to exceed their normal weekly-scheduled hours.

---

#### **4.5 HOLIDAYS current**

CRCPL recognizes the following holidays with pay for regular full-time & regular part-time employees are:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Christmas Eve
- Christmas Day

Holidays with pay for regular part-time employees working at least 30 hours weekly shall be on a pro-rata basis. If an eligible employee is scheduled to work on a holiday, they will not work that day and will receive regular pay for the week. If the holiday occurs on a regular day off, they will receive time off to be taken that week on a pro-rata basis to the nearest whole hour, according to the percent of full-time

which is normally worked. For example, a 30 hour a week employee would receive 6 hours off during a week when a holiday fell during their normal day off.

Holidays on days off will be taken during the same week in which the holiday fell, according to scheduling by the scheduler for that building. A holiday which falls within a vacation period will not be counted as a vacation day.

When a part-time employee is regularly scheduled to work the day of the week that a recognized holiday falls, they will receive holiday pay on a pro-rata basis up to six hours.

### **Huntington Library**

Last week we started hearing rumors that the Huntington School Board was not going to renew our lease for the high school library space. I reached out to Superintendent Pete Ruby, but wasn't able to make contact until several days later (he'd been out with COVID). Mr. Ruby told me that the board hasn't had a formal discussion, but he has had one-on-one conversations with some members and two have expressed a desire to take back the space—not because of our relationship or any dissatisfaction, but simply because they need the space to create more offices. It would be a blow to the students who use our services. Our current 2-year lease ends May 31, 2022. We need to decide how/if we want to proceed with a presence in Huntington.

Adjourn at 5:30 p.m.

---

Retha Simmons-Jones, Secretary

---

Tamra Lowe, President