

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*November 9, 2023*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, November 9, at 12:40 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Mr. Ben Buckland, and Mr. Todd Leightey. Ms. Dianne Grafmiller, Mr. Brian Kimmel, and Ms. Ann Kemerley were absent. Also present was Director Kathleen Whitt.

President Jenny Romich asked for public comments. Hearing none, Ms. Romich asked if there were corrections or additions to the distributed minutes of the October meeting. Hearing none, Ms. Romich declared that the minutes stand as distributed.

Next on the agenda was ratification of the payment of the bills. Ms. Romich asked if there were any questions about the bills. Hearing none, the motion was made and seconded to ratify the payment of bills; in a roll call vote, all present approved the bills.

Under old business, Ms. Whitt reported that the cost of passes to the Fantasy of Lights has doubled this year. The Board noted that most staff members would probably only visit the display once during the season. It was moved and seconded to give each staff member one pass to the Fantasy of Lights this year instead of two. In a roll call vote, all present approved the motion.

The Board then discussed a year-end bonus for library staff. In order to show the Board's appreciation for the hard work and dedication of the staff, it was moved and seconded to award \$150 to each part-time staff member and \$300 to full-time staff members. In a roll call vote, all present approved the motion.

It was then moved and seconded that the Board move to executive session in order to discuss a personnel matter. In a roll call vote, all present approved the motion. The Board entered executive session at 12:54.

At 1:36, the regular session was resumed.

In response to the Deputy Fiscal Officer's request for a revision in the job description and a pay increase, the Board approved the updated job description submitted by the director, which more accurately describes the duties of this position. The job description is attached to these minutes. In recognition of the responsibilities of this position, it was moved and seconded to change the status from an hourly position to salaried non-exempt, with a pay range of \$28,847-\$55,000 per year, and to raise the salary of the current Deputy Fiscal Officer to \$46,000 per year, effective the beginning of the next time period. In a roll call vote, all present approved the motion.

The next topic of discussion was the pay schedule for 2024. It was moved and seconded to revise the entire pay schedule upwards 3.5% in connection with the 3.5% increase in the state minimum wage to be effective January 1, 2024, at the same time raising the upper limit to \$55,000 for the Assistant Director and the Deputy Fiscal Officer. In a roll call vote, all present approved the motion.

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The Board next considered cost-of-living adjustments for staff. The Board reviewed the cost projections of cost-of-living adjustments and annual merit increases for each staff member which Mrs. Whitt had submitted. It was moved and seconded to give each staff member a 3.5% cost-of-living adjustment, effective January 2024, except for the Deputy Fiscal Officer, who is considered to have already received this consideration in the salary increase just awarded, and for any new hire, whose pay rate would include this adjustment at the date of hire. In a roll call vote, all present approved the motion.

The last item on the agenda was the annual budget and appropriations request for 2024. Mrs. Whitt submitted the appropriations request together with an estimate of revenues expected. She explained that the appropriations spreadsheet reflects a new requirement for 2024 for expenditures to be divided among costs for public services, business operations, facilities maintenance, collections maintenance, and information services. She said that she would like the Board to authorize funds to be moved among these categories as regards salaries if needed, since she could only estimate at this time how much time would be spent by various staff members doing the various types of work. It was moved and seconded to approve the 2024 budget request at the category level, as presented by the Director; in a roll call vote, all present approved the motion.

There was no new business.

In the Director's Report, Ms. Whitt reported that:

1. At their October 16 meeting, the Board of the Upper Sandusky Exempted Village School District reappointed Jenny Romich to the Upper Sandusky Community Library Board of Trustees through December 31, 2030.
2. We were able to correct the recent problem with the microfilm scanner's operation in advancing the film. For now it is trouble-free.
3. Holly Higgins, Adult Outreach and IT Specialist, has accepted a position with another organization; her last day at the library will be November 17. I am accepting applications for a replacement for the Adult Outreach and general library functions. Unless we find someone with the requisite skills to fill both specialist aspects of her position, I anticipate relying more on Buckeye IT to assist with the technology part of Holly's job, as we did before that was added to her responsibilities.
4. On Halloween evening, we hosted an outdoor S'more Party and Pumpkin Glow. Patrons were invited to bring their carved pumpkins to help create the glow and made s'mores to enjoy. We had about 35 people attend this event, despite the Christmassy weather!
5. Our Book Turkey workshop scheduled for November 2 filled up so quickly that Miss Rachel offered to host a second evening to allow more people to attend. The second event was held on November 7.
6. On November 4, we held our second annual DiNovember kickoff event. Families enjoyed a special story time stomp with Miss Jill riding her dinosaur, and were able to create dinosaur crafts, excavate dinosaur bones and hatch a dinosaur egg. We will have dinosaur activities and scavenger hunts throughout the month.
7. Other November programs include Patti and Tony Davidson's "Taste of the World" with Israeli kibbeh and tahini cookies, a travel photography presentation by Russ Lyon, Miss Jill's

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traditional Gingerbread House Workshop, and an interactive movie event featuring the film “Elf.”

8. The Ohio Department of Taxation (ODT) recently posted the November 2023 Public Library Fund (PLF) distribution of \$42,022,696 — which is \$1 million or – 2.33% below ODT’s original estimate that was issued in July 2022; and \$1.77 million or + 4.44% above ODT’s updated estimate issued in December 2022. This illustrates the changing economy over the past year and how ODT updated their distribution estimates. The PLF Calendar Year (CY) 2023 year-to-date total is \$466,035,486.
9. According to the Office of Budget and Management (OBM), overall state tax receipts for the month of October came in \$162.6 million or 7.2% above expectations.
10. Memorial/Honor/Donations:

In memory of:

Chad R. Cover  
Jane Woods

Donor(s):

Larry & Angie Franz  
Todd & Ann Leightey  
Marilyn Baughman  
Rhonda Woods  
John & Ruth Vogel  
Dan & Jerry Leightey  
Donald Woods  
Carl & Helen Shinn  
Lisa Reinbolt

There were no Items Not on the Agenda.

Ms. Romich asked whether there were any additional items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 1:52 p.m.

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President

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Secretary

**JOB TITLE:** Deputy Fiscal Officer/Technology Coordinator/Assistant Manager for Facilities

**SALARY:** \$28,847 - \$55,000 per year

**JOB STATUS:** Salaried, Non-exempt

**HOURS:** 40 hours per week; must be available to work at least 1 evening per week and rotating Saturday hours

**SUPERVISION RECEIVED:** Works under the general supervision of the Director within the general procedural and policy guidelines.

**SUPERVISION EXERCISED:** Supervision of Information Technology Specialist. May occasionally oversee volunteers under the direction of the Director.

**GENERAL STATEMENT OF RESPONSIBILITIES:** The Deputy Fiscal Officer/Technology Coordinator/ Assistant Manager for Facilities is responsible for maintaining the accounts of the Library according to State law and general accounting practices, and for ensuring the computers and other technology are maintained in good working order. Regularly processes information and documents that are confidential and discretionary. Maintains facilities and technology inventory and maintenance schedules and coordinates with contractors. Provides direct customer service, including reader's advisory, circulation, and reference services.

**EXAMPLES OF JOB DUTIES:**

- Keeps the accounts of the Library, including maintenance of appropriations and receipts.
- Performs accounts payable, accounts receivable, payroll, tax payment and retirement system functions.
- maintains awareness of State requirements for bookkeeping in public monies.
- Manages the investments of the Library;
- Assists with budget planning.
- Researches and applies for grants at federal, state and local levels to support library programming and other needs.
- Keeps computers and other technology in good working order; recommends the purchase of new equipment as needed; maintains technology inventory.
- Maintains awareness of trends in technology for public libraries; participates in technology planning.
- Coordinates facilities maintenance, contacting and working with contractors; maintains maintenance schedule for both interior and exterior of the Library.
- Records memorial donations and prepares thank you and acknowledgement letters.
- Prepares monthly and year-end reports for the Board regarding Library finances.
- Prepares reports and memos for the Library Director as requested.
- Assists in reviewing programs, services and policies for evaluation and improvement.
- Attends meetings and participates in professional library organizations.
- Provides direct customer service to all library users including circulation, reader's advisory and reference. Assists patrons in the use of copier, fax, computers, microfilm reader and other equipment.
- Performs general library duties and participates in library special projects as needed.

**PHYSICAL DEMANDS:** Performs work most often in a climate-controlled environment; may be required to participate in outdoor events occasionally. Routinely works with computers. May be required to lift light-to-medium weights, e.g. lifting books and audiovisual equipment and pushing book carts. Position entails bending, stooping, reaching, and standing on a daily basis. Some degree of stress in public contact. Must be able to deal with frequent interruptions. Required to drive for training opportunities, etc.

**MINIMUM QUALIFICATIONS:** Minimum of a bachelor's degree in business or finance. Prefer master's degree. One year's experience in maintaining computers required. Three years' experience maintaining business accounts required. Government fund accounting experience preferred.