

**MINUTES OF THE AUDIT, BUDGET & EXPENDITURE COMMITTEE
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
January 17, 2023**

The Audit, Budget & Expenditure Committee of the Portsmouth Public Library met in an official committee meeting on this date at 11:49 a.m. to discuss the 2023 Estimated Revenue and Appropriations. The following committee members were present: Mr. Ryan Salmons, Chair; Mrs. Kara Tieman, Member and Mrs. Jennifer Schackart, Member. Mrs. Tamela Moore-Morton, President of the Board and Dr. Charles Kemp, Vice-President of the Board were also present. Representing the library were Paige Williams, Director; Linda Berry, Deputy Director; Dylan Markins, Fiscal Officer; Keely Woloschek, Deputy Fiscal Officer and Katie Williams, Marketing Manager. The following visitors were present: Joseph Horsley.

The committee reviewed and recommends to the full board the following 2023 estimated revenue and appropriations:

**Scioto County Public Library
2023 Estimated Revenues & Appropriations**

General Fund 101

Estimated Revenue

101-00-4-1100	Public Library Fund (PLF)	3,227,682
101-00-4-1210	General Property Tax	1,075,000
101-00-4-3000s	Patron Fines & Fees	23,000
101-00-4-4000s	Interest	175,000
101-00-4-6000s	Contributions	15,000
101-00-4-8000s	Sale of Surplus, Rental & Reimbursements	130,000

TOTAL Estimated Receipts	\$ 4,645,682
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Appropriations

101-00-5-1000s	Payroll & Benefits	\$ 3,384,500
101-00-5-2000s	General Operating Supplies	110,000
101-00-5-3000s	Utilities & Maintenance	561,500
101-00-5-4000s	Library Materials Expenses	267,500
101-00-5-5000s	Building & Equipment Expenses	150,000
101-00-5-7000s	Entity Dues & Memberships	10,000

GRAND TOTAL FUND 101	\$ 4,483,500
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There being no further business, on motion duly made and seconded, adjournment was taken at 11:52 a.m.

Approved this 21st day of February, 2023.



Mr. Ryan Salmons, Chair

**MINUTES OF THE SPECIAL MEETING
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
January 17, 2023**

The Trustees of the Portsmouth Public Library met in a special meeting on this date at 11:53 a.m. to discuss 2022 donations, 2022 refunds and reimbursements, 2022 bank transfer (HRA), adjustment of 2022 estimated revenue at the year-end to actual revenue is approved on the amended certificate and closing the books for the year 2022. On roll call, the following members were present: Mrs. Tamela Moore-Morton – President of the Board; Dr. Charles Kemp – Vice-President; Mrs. Kara Tieman – Secretary; Mr. Ryan Salmons – Board Member and Mrs. Jennifer Schackart – Board Member. Representing the library were Paige Williams – Director, Linda Berry – Deputy Director, Dylan Markins – Fiscal Officer, Keely Woloschek – Deputy Fiscal Officer and Katie Williams – Marketing Manager. The following visitors were present: Joseph Horsley.

On motion of Mrs. Tieman, seconded by Mr. Salmons, to accept the following donations from July 1 – September 30, 2022 in the amount of \$2,405.85:

From:	Amount:
Dane & Belinda Allen – Memorial Donation (Betty Richey)	\$100.00
Betsy Murray – Memorial Donation (Betty Richey)	\$75.00
Sharon Danzer – Memorial Donation (Karen Beasley)	\$50.00
Sharon Danzer – Memorial Donation (Betty Richey)	\$50.00
FLUOR-BWXT Portsmouth, LLC. – Juneteeth Donation	\$502.50
Michelle Teeters – Juneteeth Donation	\$50.00
Kroger Community Rewards - Donation	\$578.35
Barbara & William Burke Family Fund -	\$1,000.00
<u>Total:</u>	<u>\$2,405.85</u>

On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mr. Salmons, seconded by Dr. Kemp, to accept the following donations from October 1 – December 31, 2022 in the amount of \$2,150.49:

From:	Amount:
Barbara S. Brant Living Trust - Donation	\$50.00
R.F. Chapman Company – Donation	\$500.00
WSAZ Children’s Charity Fund – Donation	\$1,000.00
Anonymous – Donation	\$50.00
Kroger – Community Rewards	\$550.49
<u>Total:</u>	<u>\$2,150.49</u>

On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Dr. Kemp, seconded by Mrs. Schackart, to accept the following refunds and reimbursements from July 1 – September 30, 2022 in the amount of \$35,979.92:

From:	Amount:
PPL – EE Medical Reimbursements July	\$9,058.56
PPL – EE Medical Reimbursements August	\$9,058.56
PPL – EE Medical Reimbursements September	\$9,179.58
PPL – EE Medical Reimbursements October	\$8,682.22
Total:	\$35,979.92

On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mr. Salmons, seconded by Dr. Kemp, to accept the following refunds and reimbursements from October 1 – December 31, 2022 in the amount of \$20,383.73:

From:	Amount:
Universal Service Admin. Co. – E-Rate Reimbursement	\$431.89
PPL – EE Medical Reimbursements November	\$9,287.60
Mary McKenzie – EE Medical Reimbursement (Liability Correction)	\$1,620.40
PPL – EE Medical Reimbursements December	\$9,043.84
Total:	\$20,383.73

On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mrs. Tieman, seconded by Dr. Kemp, to approve transfer from US Bank Account 3390 (General) to Account 4181 (HRA) in the amount of \$30,000:

From:		To:	
U.S. Bank – General (3390)	\$30,000.00	U.S. Bank – HRA (4181)	\$30,000.00

On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mrs. Tieman, seconded by Mrs. Schackart, to approve the adjusting of the 2022 Estimated Revenue actual receipts as of December 31, 2022 and approve a request for an additional Amended Certificate from the Scioto County Auditor as of December 31, 2022. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mr. Salmons, seconded by Dr. Kemp, to accept and close the books for 2022 year-end with an ending balance of \$6,136,764.22. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mrs. Tieman, seconded by Mr. Salmons and unanimously carried, to excuse Ms. Ruthann Brush from the January 17, 2023 Special Board meeting is approved.

4-2023

There being no further business, on motion of Dr. Kemp and seconded by Mrs. Schackart, adjournment was taken at 11:58 p.m.

Approved this 15th day of February, 2023.



Tamela Morton, President



Kara Tieman, Secretary