



**MINUTES  
BOARD OF TRUSTEES MEETING  
DECEMBER 20, 2023  
WEDNESDAY, 4:15 PM**

**BOARD MEMBERS PRESENT:** Greg Marquart, Secretary/Treasurer; Tony Werner, Edward Phillips, Cheryl Harshman

**BOARD MEMBERS ABSENT:** Jimmie McCamic, Board Chairman

**ALSO PRESENT:** Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Kimberly Miller, Superintendent, and Steven Bieniek, Business Manager, of Ohio County Schools; Aimee Tickerhoof of Kozicki Hughes Tickerhoof, PLLC

**CALL TO ORDER:** Mr. Marquart called the meeting to order at 4:15 pm.

Mr. Marquart changed the order of the agenda to address the Library Funding Levy.

**NEW BUSINESS**

**LIBRARY FUNDING LEVY**

**EXECUTIVE SESSION**

At 4:17 pm, Mr. Werner motioned to enter Executive Session to discuss the funding amount to be requested in the proposed Library Levy to be run by the Ohio County Board of Education. Mr. Phillips seconded.

<b>VOTE:</b>	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES

Mrs. Harshman arrived at the meeting at 4:22pm.

Mr. Phillips moved to exit Executive Session at 4:31 pm. Mrs. Harshman seconded.

<b>VOTE:</b>	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES
	Mrs. Harshman	YES

Mr. Werner stated that the trustees have come to a unanimous decision. He then motioned to seek the restoration of OCPL's full funding prior to the funding decrease in the fiscal year ending June 30, 2022. The Library will request a sum that equates to \$0.03 per every \$100 of assessed property value in Ohio County in the special levy proposed by the Ohio County Board of Education. Mrs. Harshman seconded.

<b>VOTE:</b>	Mr. Marquart	YES
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Mr. Werner	YES
Mr. Phillips	YES
Mrs. Harshman	YES

Mr. Marquart welcomed Kimberly Miller, Superintendent, and Steven Bieniek, Business Manager, of Ohio County Schools to the meeting. He stated that the trustees have agreed to seek the restoration of the Library's funding prior to the cut in Fiscal Year 2021-2022. Mr. Marquart explained that this original level of funding was established in 1882, when the Wheeling school system secured the necessary legislation to provide for the establishment, maintenance, and support of a public library in their district. He said that this level of funding continued for 139 years, until the cut in 2021. Mr. Marquart asked if it would be possible in the proposed special Library Levy to seek the original amount of \$0.03 per every \$100 of assessed Ohio County property values, or would it be necessary to instead seek a percentage or millage that would equal that amount. Mr. Bieniek said he conducted some research and found that, due to the four tax classes, it would not be possible to ask for a straight amount. However, the levy could be written in such a way to closely match OCPL's original funding from the Board of Education. Mr. Bieniek explained that the Library's requested amount would be subject to a vote by the Board of Education members. If approved, Mr. Bieniek stated that the Library's special levy would be run separately from the Board of Education's excess levy. He added that, if OCPL's levy fails to receive the appropriate votes in May 2024, the Board of Education would be able to run the special levy again in November 2024. Dr. Miller and Mr. Bieniek said they would share the trustees' decision with the other members of the Board of Education at their next meeting. If approved, Mr. Bieniek said a draft of the Excess Levy will then be submitted to the WV State Auditor's Office. The trustees thanked Dr. Miller and Mr. Bieniek for attending tonight's meeting and said they look forward to working with the Board of Education further with the hopes that both the OCPL and the Board of Education levies will be successful. Dr. Miller and Mr. Bieniek left the meeting at 4:43pm.

Aimee Tickerhoof arrived to the meeting at 4:45pm. Mr. Marquart amended the agenda of the meeting so that Ms. Tickerhoof of Kozicki Hughes Tickerhoof could give the annual presentation of the Library's most recent audit.

**AUDIT REPORT, FY 2021-2022, PRESENTED BY AIMEE TICKERHOOF**

Ms. Tickerhoof thanked the trustees for selecting Kozicki, Hughes, Tickerhoof, PLLC, to perform the Library's audit. She apologized for the delays caused from the unusual circumstances that presented during the coronavirus pandemic. Ms. Tickerhoof said she is happy to report that the firm is now back on track with completing OCPL's audits. She then shared the FY 2021-2022 audit report with the trustees. Ms. Tickerhoof said they were able to issue a clean audit opinion that the financial statements present fairly the financial condition of the Library in all material respects as of June 30, 2022. She then reviewed the audited financial statements and supplementary information for the trustees. Ms. Tickerhoof noted a change on OCPL's Statement of Net Position for fiscal year ending June 30, 2022. She explained that the Net pension and Net OPEB are listed as Assets instead of Liabilities for this fiscal year. For the fiscal year ending June 30, 2023, these items will be listed as Liabilities again. Ms. Tickerhoof stated that there had been a one-year lag on the actuarial data which, for FY2021-2022, will slightly skew the reporting of OCPL's assets. She also noted that OCPL's net position decreased during FY2021-2022. The decrease is partially due to the loss of revenue from the Ohio County Board of Education and partially due to losses that the Library's investment accounts experienced. Fortunately, Ms. Tickerhoof said OCPL received some large donations during the fiscal year that helped to offset the lost revenue. The trustees thanked Ms. Tickerhoof for her presentation, and she left the meeting at 5:06 p.m.

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**MINUTES:** Mrs. Harshman motioned to approve the November 15, 2023, board meeting minutes as presented. Mr. Phillips seconded.

**VOTE:** Mr. Marquart YES  
Mr. Werner YES  
Mr. Phillips YES  
Mrs. Harshman YES

Mr. Werner motioned to approve the November 29, 2023 minutes as tendered. Mrs. Harshman seconded.

**VOTE:** Mr. Marquart YES  
Mr. Werner YES  
Mr. Phillips YES  
Mrs. Harshman YES

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	20,869.98
WesBanco Payroll Account Checking		20,243.25
WesBanco Capital Money Market Savings		530,674.14
WesBanco Operating Money Market Savings		778,672.15
WesBanco UOVHR Fund Account Checking		10,807.84
Main Street Bank Archive Nonprofit Savings		37,178.66
United Bank Operating CD		114,886.90
Main Street Bank Operating CD		112,420.07
Main Street Bank Capital CD		114,501.11
<b>TOTAL</b>	<b>\$</b>	<b>1,740,254.10</b>

**Revenue received: November 2023**

County Commission	\$	291,523.16
Board of Education		55,822.58
State Basic Grants-in-aid		3,138.00
Fines		309.67
Photocopies		611.90
Contributions		35,299.65
Interest Earned		809.13
Endowment Interest		-
Book Sale		32.50
Out of State Patrons		70.00
Other:		165,956.80
Operating Supply CR		109.00
Capital CD Interest		1,571.03
Operating CD Interest		571.95
City of Whg Arts & Culture Commission Grants		3,000.00
CNX Royalties/Interest		160,658.93
Archival Supply CR		35.89
UOVHR CR		10.00

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	<b>TOTAL</b>	<b>\$</b>	<b>553,573.39</b>
<b>CONTRIBUTIONS:</b>			
<b>Memorial Contributions</b>			
In memory of Frances Drennan		\$	100.00
Jimmie Ann McCamic			
<b>General Contributions</b>			
Thomas Haley			100.00
Hess Family Foundation – Public Seating & Library of Things			35,000.00
Anonymous			99.65
	<b>TOTAL</b>	<b>\$</b>	<b>35,299.65</b>
<b>INVOICES:</b>			
November 2023 Operating #2 Account		\$	109,191.49
November 2023 Transfer to Payroll			41,031.90
November 2023 Capital Account			22,381.00
November 2023 UOVHR Fund			190.00
November 2023 Operating #2 Account Voided Checks	-		203.75
	<b>TOTAL</b>	<b>\$</b>	<b>172,590.64</b>
<b>WARRANTS:</b>			
November 2023 Operating #2 Account		\$	109,191.49
Warrants #33398 - #33470			
November 2023 Transfer to Payroll			41,031.90
November 2023 Capital Account			22,381.00
Warrants #665 - #666			
November 2023 UOVHR Fund			190.00
Warrant #108			
November 2023 Operating #2 Account Voided Checks	-		203.75
Warrant #33420			
	<b>TOTAL</b>	<b>\$</b>	<b>172,590.64</b>
<b>VERIFICATIONS:</b>			
Total <b>Operating Balances</b> as of October 2023		\$	614,385.88
+ November 2023 Revenue			553,573.39
-November 2023 Expenditures			172,590.64
	<b>SUBTOTAL</b>	<b>\$</b>	<b>995,368.63</b>
United Bank Operating CD			114,314.95
Main Street Bank Operating CD			112,420.07
Main Street Bank Capital CD			112,930.08
	<b>CD SUBTOTAL</b>	<b>\$</b>	<b>339,665.10</b>
<b>Capital Balances as of October 2023</b>			<b>357,057.03</b>
<b>Archive Fund Balances as of October 2023</b>			<b>37,175.50</b>
<b>UOVHR Fund Balances as of October 2023</b>			<b>10,987.84</b>
	<b>TOTAL</b>	<b>\$</b>	<b>1,740,254.10</b>

**INVOICES AND WARRANTS:** Mr. Werner motioned to approve the November Financial Report as presented. Mr. Phillips seconded.

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**VOTE:** Mr. Marquart YES  
Mr. Werner YES  
Mr. Phillips YES  
Mrs. Harshman YES

**PUBLIC INPUT/PRESENTATIONS:** Ms. Kastigar shared a letter from Steve Kellas of WesBanco Trust and Investment Services. In the letter, Mr. Kellas states that the Trustees of the Hess Family Foundation have made a 2023 charitable contribution to OCPL in the amount of \$35,000. Ms. Kastigar said that the contribution has been designated to purchase new public seating and to be used for the Library of Things collection.

Ms. Kastigar also shared a comment regarding the recent Wheeling Santa Facebook post on Archiving Wheeling. She said the comment was shared by Sean Duffy, Adult Programming Coordinator, and it was from Terri Murray. Ms. Murray posted that she visits the Library every two weeks, and she is looking forward to seeing the Santa display on her next trip. Ms. Murray went on to say that OCPL is a fabulous place and referred to the Library as a gem in our city.

**ANNOUNCEMENTS:** There were no announcements.

**DIRECTOR'S REPORT:** Ms. Kastigar reported on the following:

The November and December tax distributions from the Ohio County Board of Education, each in the amount of \$55,822.58, have been received. The Ohio County Commission has also sent the September distribution in the amount of \$250,599.18, as well as the October tax distribution which totaled \$40,923.98.

The Awesome Author creative writing contest was once again successful. The awards ceremony for the fifth and sixth grade contestants was held on November 30. A total of 136 entries were received from Ohio County students, and there were 28 finalists. Ms. Kastigar said that 141 people attended the event, and contest winners included 5<sup>th</sup> grader Gianna White from The Linsly School, 6<sup>th</sup> Grader Tesla Joseph from Wheeling Country Day School, and the Awesome Author was 5<sup>th</sup> grader Kamden McNamara from St. Michael Parish School for his story entitled "The Nest."

Ms. Kastigar stated that she spoke with Jeanne Finstein earlier this month regarding the future of the Wheeling Area Genealogical Society. Ms. Finstein indicated that WAGS would probably be disbanding in January 2024. Ms. Kastigar said she plans to meet with the members in January once the final decision has been made to determine what to do with WAGS's materials currently being housed in the Library's Storage Room.

On December 1, the WV High School Regional Science Bowl was held downstairs at the Library. Pat Durkin, Science Chair for Wheeling Park High School, contacted OCPL when their previous arrangements fell through earlier this year. Mr. Durkin informed her that the lower level of OCPL worked well for the Science Bowl, and he considered the event a success. Ms. Kastigar said she encouraged Mr. Durkin to contact the Library again next year, and that we would be happy to provide space again for the event.

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OCPL participated again this year as a drop off location for the Neighbors Helping Neighbors food drive. A total of six boxes and three bags of food were collected for the project. The Library is also a drop off site for clothes donations for Boy Scout Troop 212 to benefit the House of the Carpenter. Ms. Kastigar said Troop 212 has plans to resurrect the clothing drive on January 2, and the Library has volunteered to take part in the program.

The “Born of Rebellion” Exhibit is available to be viewed on the Main Floor of the Library, next to the Circulation Desk. The travelling exhibit is free and open to the public until January 12. “Born of Rebellion” is the flagship history exhibit of the WV Humanities Council and gives different perspectives on WV as it claimed statehood during the Civil War. The exhibit also features several photographs from OCPL’s collection.

The audit review committee, consisting of Mr. Marquart, Ms. Berisford, and Ms. Kastigar, are in the process of reviewing the proposals for OCPL’s three-year audit contract. The proposals need to be scored, then a candidate can be selected, and the contract can then be awarded to the winning firm.

Yahn Technology, Security and Fire will begin work on the Auditorium audiovisual renovations on December 28. There was some delay in getting all the needed equipment, but Ms. Kastigar said that she and Mr. Duffy met with Trey Dunlevy of YTSF on December 18. He reported that once the work commences on the A/V system, the renovations should be completed within two weeks.

The Envisionware Tablet Station has been installed on the main floor of the Library, adjacent to OCPL’s new Library of Things Collection. Ms. Kastigar said that Laura Carroll, Assistant Director, is in the process of programming the tablets to meet the Library’s specifications. Once programmed, the tablets will have an adult view and a children’s view, and both will be loaded with all the Library’s Apps, such as Libby, Hoopla, and Tumblebooks, as well as a web browser that will be subject to OCPL’s filter in accordance with Children’s Internet Protection Act.

**OLD BUSINESS:**

**DISPOSITION OF STARKEY SETTLEMENT**

Ms. Kastigar reported that the balance of the Settlement regarding the Library’s mineral rights from the bequest of Elizabeth Starkey as well as the 2023 Third Quarter CNX Royalties have been deposited into the Capital Account. Moving forward, Ms. Kastigar asked the trustees if they would like the funds to remain in the Capital Account or if they would prefer to place some or all the funds in either a Certificate of Deposit, or in one of OCPL’s investment accounts. Mr. Marquart said he recommended that the royalties continue to be deposited into the Capital Account. However, he suggested moving the balance of the Starkey Settlement into one of the Library’s investment accounts so the funds can continue to grow and build. After discussion, Mr. Werner moved to transfer the Starkey Settlement balance of \$160,304.66 to OCPL’s existing investment account at Security National Trust. Mr. Phillips seconded.

<b>VOTE:</b>	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES
	Mrs. Harshman	YES

**NEW BUSINESS (CONTINUED):**

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**AMENDMENT OF FY 2023-2024 BUDGET**

Ms. Kastigar said she contacted Julie Shank of WesBanco Trust and Investment Services regarding the Library's required annual distribution from the Endowment Fund. Instead of the \$20,000 initially quoted, Ms. Shank informed Ms. Kastigar that OCPL would receive a total income of \$53,079.33 from the Endowment Fund. Due to the increase in the amount of income to be received from the Endowment Fund, as well as the additional Grants-In-Aid monies from the Library Section of the WV Department of Art, Culture, & History, the Library's 2023-2024 Annual Budget will need to be amended so that all revenues and expenses are accurately reflected. Ms. Berisford distributed copies of the proposed changes to the Library's current Annual Budget to the trustees. She said OCPL's WV GIA amount has increased by \$3,138. These funds are designated for use for Personnel Expenses including retirement benefits, health, and life insurance for Library staff. Ms. Kastigar stated that the additional funds budgeted for these line items, along with savings from recent personnel changes, can now be reallocated to other areas of OCPL's budget. Due to the rising cost of supplies, the proposed changes to the budget include an additional \$5,000 for Operating Supplies. Ms. Kastigar said she is also proposing to increase the budget for the Conferences/Travel line item since the 2024 Public Library Association Conference will be held in Columbus, Ohio this year. With the additional revenue, savings from the Personnel Expenses, and including the proposed increases to the Operating Supplies and Conference/Travel line items, an additional \$37,733 would be available to be added to OCPL's Annual Transfer to Capital. Mr. Werner motioned to amend the 2023-2024 Annual Budget as proposed by the Library Director. Mr. Phillips seconded.

<b>VOTE:</b>	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES
	Mrs. Harshman	YES

**PROPOSED POSITION IN CHILDREN'S SERVICES**

Ms. Kastigar said she is happy to report that circulation statistics for OCPL's physical collection continue to grow. She said the recent statistics for OCPL's new services and collections are good examples of how changing focus can change outcomes regarding library use. Recently, while searching for a Children's Specialist, Ms. Kastigar said the Library received an overwhelming response from qualified applicants. Sarah Cribbs, formerly of the Bethel Park Public Library, has been hired as OCPL's Children's Specialist and will begin work on January 1, 2023. However, while developing the updated job description for the open position, Ms. Kastigar stated that she wanted to offer more services to children, both at the Library and through the Children's Department Outreach Services. Given the wealth of candidates from the Children's Specialist search, she is proposing adding an additional position in the Children's Department. With the recently approved amended budget, the funds are still available to add the new position. Ms. Kastigar stated that, while offering additional programs and activities to children, the new position's primary focus would be outreach services. Mrs. Harshman said she was able to attend the interview candidates' Storytimes, and they were wonderful storytellers who would be fabulous with parents and their children. She said OCPL's Lunch with Books program reaches a huge audience, and it would be wonderful to offer a vibrant program for the Library's younger audience as well. After discussion, Mr. Werner motioned to approve the full-time Children's Outreach Services Specialist position. Mrs. Harshman seconded.

<b>VOTE:</b>	Mr. Marquart	YES
	Mr. Werner	YES

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Mr. Phillips	YES
Mrs. Harshman	YES

**RENEWAL OF UNITED BANK OPERATING CD**

Ms. Berisford distributed a chart listing the current Certificate of Deposit rates and terms from local area banks to the trustees. She said the United Bank CD will mature on December 30, 2023, and will automatically renew for another thirteen-month term at that time unless the trustees would like to make other arrangements. After reviewing and discussing the current CD rates and terms, Mrs. Harshman moved to allow the United Bank Operating CD to mature and use the funds to accept WesBanco Bank's CD offer with an interest rate of 5.0% for a term of 14 months. Mr. Werner seconded.

<b>VOTE:</b>	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES
	Mrs. Harshman	YES

There being no further business, Mr. Werner moved to adjourn the meeting at 5:46 pm. Mrs. Harshman seconded.

<b>VOTE:</b>	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES
	Mrs. Harshman	YES

Respectfully submitted,



Amanda Berisford  
Administrative Assistant