

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

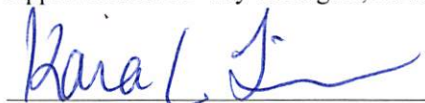
**July 17, 2025**

The Audit, Budget, & Expenditure Committee of the Scioto County Public Library met in an official committee meeting on this date at 12:00 p.m. to discuss closing the STAR Ohio Besco account, 2025 Budget Increases, an Interfund Transfer, Donations, Refunds, and Reimbursements for 2025 Quarter 2, Corrected Cash on Hand Adjustment for General Bank Reconciliation, and the 2023-2024 Audit Final Update. The following committee members were present: Mrs. Kara Tieman and Dr. Charles Kemp. The following committee members were absent: Mrs. Jennifer Schackart. Mrs. Kara Tieman called the meeting to order. Mr. Ryan Salmons – President of the Board, Ms. Joan Roberts – Vice President of the Board, and Ms. Ruthann Brush – Secretary of the Board, were also present. Representing the library were Paige Williams – Director, Linda Berry – Deputy Director, Travis McNeilan – Fiscal Officer, Keely Woloschek – HR Manager, and Katie Williams – Marketing Manager. The following visitors were present: Joseph Horsley.

- 1) The committee reviewed and recommends to the full board closing the STAR Ohio Besco account once the July interest posts and then moving the money to the General account.
- 2) The committee reviewed and recommends to the full board establishing accounts *201-00-5-5200 SW Besco – Land – Improvements* and *201-00-5-5400 SW Besco – Building Improvements* and increasing the 2025 budget for these accounts by the amount of the Besco fund (estimated \$25,000 total).
- 3) The committee reviewed and recommends to the full board increasing account *101-00-5-9900 Transfers Out* by \$35,000.00 to match the Capital Fund Transfers In to correct an error.
- 4) The committee reviewed and recommends to the full board an Interfund Transfer of \$11,765.15 from General 101 to Capital Projects 401 for the new furniture at the Portsmouth Branch.
- 5) The committee reviewed and recommends to the full board approving the Donations, Refunds, and Reimbursements – 2025 Q2.
- 6) The committee discussed the new adjustment amount for the General Bank reconciliation to correct and account for all cash on hand. The General Bank reconciliation has always had a \$50 adjustment which represented the cash that was kept in the Fiscal Safe in order to make change. In January 2024, this was corrected to \$100 because there was always \$100 in change in the safe. Finally for the May 2025 reconciliations this was corrected again after realizing it should include all cash we keep on hand in every possible location. The adjustment is now \$865 which is comprised of \$100 kept in Fiscal Office safe, \$25 kept in a small admin safe, \$50 for the bookmobile's starting drawer, \$600 for the 4 branches \$150 each starting drawers, and then \$90 for the starting bags at each department at the main Portsmouth branch. This update helps to better document within VIP exactly where and how much all cash is for better verification. A supporting write up was created for the adjustment and copies were saved in many locations to make the information easy to obtain to see why the adjustment increased and it will now be documented in the minutes.
- 7) The committee discussed the 2023-2024 Audit Final Update. The audit report was finalized and included in the board packet. There is no longer a management letter item due to the auditors reviewing materiality and determining the item was trivial. Therefore, the Library had a truly clean full audit report. This should allow the Library to get an AUP next period to save \$5,000 in audit costs. Lastly, the Library received a certificate for 4 out of 4 "StARS" from the Ohio Auditor of State which is the "Highest Achievement in Open and Transparent Government."

There being no further business, on motion duly made and seconded, adjournment was taken at 12:08 p.m.

Approved this 21<sup>st</sup> day of August, 2025.

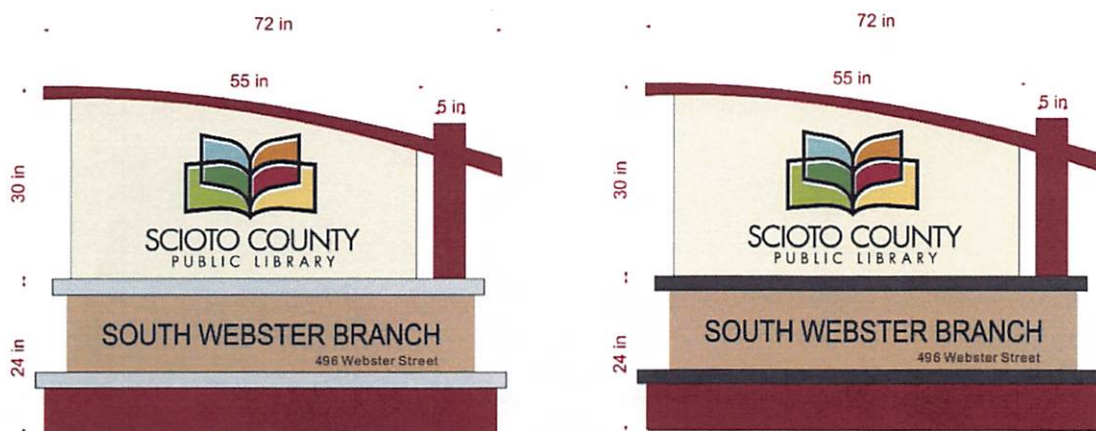


Mrs. Kara Tieman, Committee Chair

**MINUTES OF THE PROPERTY & EXTENSION COMMITTEE MEETING  
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
July 17, 2025**

The Property & Extension Committee of the Scioto County Public Library met in an official committee meeting on this date at 12:10 p.m. to discuss the Portsmouth Roof Replacement, South Webster Library Exterior Signage, System-wide Parking Lot Re-sealing and Repairs, Portsmouth Library Front Steps Replacement Project, and Contacting the city about fallen tree branches. The following committee members were present: Ms. Ruthann Brush – Chair and Dr. Charles Kemp - Member. Mrs. Jennifer Schackart – Member was absent. Ms. Ruthann Brush called the meeting to order. Mr. Ryan Salmons – President of the Board, Ms. Joan Roberts – Vice President of the Board, and Mrs. Kara Tieman – Board Member were also present. Representing the library were Paige Williams – Director, Linda Berry – Deputy Director, Travis McNeilan – Fiscal Officer, Keely Woloschek – HR Manager, and Katie Williams – Marketing Manager. The following visitors were present: Joseph Horsley.

- 1) Portsmouth Roof Replacement (Informational) – The flat portion of the roof of the Portsmouth building needs to be replaced. The repairs will be completed by Cosam using Duro-Last products but the billing will be through TIPS, a state purchasing cooperative, which allows public entities to hire companies or purchase goods without having to bid out. The proposed cost of the replacement is \$187,992.45. However, the Library is requesting a new proposal that uses a higher quality of product in order to obtain a better warranty. We will present both proposals at the Property & Extension meeting for review. The proposal will then need to be reviewed by legal counsel for the Board to officially approve at the August meeting.
- 2) The committee reviewed quotes for the South Webster exterior sign from Abbot Image Solutions for \$18,126.67 and Sun Sign Company for \$19,160. The committee recommends to the full board the following design and quote from Sun Sign Company, LLC for the South Webster Library Exterior Signage:



*Portsmouth Public Library Sign Project*



copyright David Williams / SUN SIGN COMPANY, Wheelersburg, OH



## Estimate

Date	Estimate #
7/8/2025	2594-1

Portsmouth Public Library  
ATTN: Travis McNeilan  
1220 Gallia Street  
Portsmouth, OH 45662

Phone # **740-456-1111**  
E-mail **scrdaw@gmail.com**  
Web Site **www.SunSignCompany.com**

Terms	Project	Project Description
Due on receipt	PPL South Webster Sign	Fab / Install new sign

Materials and Labor	Total
<p>Fabricate and install 1 quantity double-sided non-illuminated sign at the South Webster branch of the Portsmouth Public library. Sign to be manufactured from .125 aluminum in dimensions as per the accompanying sheet. Lower cabinets coated all sides with LineX and painted as per approved colors. Top cabinet to be smooth, painted finish in approved color in gloss or matte as preferred. Top bar and support of .125 aluminum, painted as approved gloss or matte. Printed Logo on .250 acrylic and black lettering cut from .250 acrylic, both logo and lettering stud mounted to front and back of sign. Painted steel poles inside the sign 6x6x.187 and of sufficient length to facilitate direct burial in concrete with lifting rings to aid in installation. Structural engineering included and permitted if required. Includes all parts, labor and hardware, crane and fuel. Disturbed sod around the newly installed sign to be backfilled with topsoil and leveled. Does not include landscaping or planting of any kind.</p> <p>NOTE: Deduct \$1300 if no engineering or permitting required</p>	19,160.00

Thank you for choosing Sun Sign Company!	<b>Subtotal</b> \$19,160.00
	<b>Sales Tax (7.25%)</b> \$0.00
	<b>Total</b> \$19,160.00

NOTE: ESTIMATES BECOME INVALID AFTER 30 DAYS FROM DATE WRITTEN  
IF NOT CONVERTED INTO REPAIR ORDER PRIOR TO THAT DATE

- 3) Upon discussion about the re-sealing of the parking lots, the Board decided not to recommend the re-sealing of the Portsmouth branch parking lot. They recommend researching into having a new expanded parking lot designed and created in the near future. The committee then reviewed and recommends to the full board the following quotes from All Pro Paving for Parking Lot Re-sealing and Repairs at the other branches:

7/3/25, 2:32 PM

Tami Isaac - Order No: 5656

**All Pro Paving**  
& SEALCOATING**All Pro Paving & Sealcoating**

708-D Fairground Road

Lucasville, OH 45648

<https://allpropave.com/>[todd@allpropave.com](mailto:todd@allpropave.com)

Phone: (740) 330-5150

**Quote Number**

5656

**Asphalt Sealcoating**

Type: Material and Labor

Date: 07/03/2025

Expires on: 08/02/2025

Salesperson: Todd Crabtree

Email: [todd@apexohio.net](mailto:todd@apexohio.net)**Customer Information****Company Name:** Scioto County Public Library**Customer Name:** Tami Isaac**Address:** 1220 Gallia St, Portsmouth, OH 45662**Email:** [tisaac@yourppl.org](mailto:tisaac@yourppl.org)**Cell Phone:** (740) 285-0405**Main Phone:** (740) 370-6736**Service Site Details****Address Title:** South Webster Library**Address:** 496 Webster Street, South Webster, OH 45682**Contact Name:** Tami Isaac**Email:** [tisaac@yourppl.org](mailto:tisaac@yourppl.org)**Cell Phone:** (740) 285-0405**Item****Description/Area****Asphalt & Sealcoating**

Asphalt Sealcoating

**Total** \$3,771.00**Grand Total** \$3,771.00**Scope of work**

- Sealcoat the currently paved areas of the parking lot.
- Re-stripe the existing lines.

\* This price includes all materials and labor for everything listed here.

**Customer Agreement****FLOORING ESTIMATE AGREEMENT AND DISCLAIMER****ESTIMATE TERMS AND CONDITIONS*****Preliminary Nature of Estimate***

The estimate provided herein is preliminary and non-binding. Final costs may vary based on actual site conditions, material requirements, and labor considerations discovered during the course of work.

7/3/25, 2:32 PM

Tamir Isaac - Order No: 5656

#### *Price Modifications*

Customer acknowledges and agrees that: a) The final price may differ from the initial estimate; b) Changes may arise due to unforeseen circumstances or conditions; c) Additional charges will be communicated to Customer for approval before proceeding.

#### FLOOR ASSESSMENT AND CONDITIONS

##### *Pre-Installation Assessment*

Customer understands that: a) Complete floor assessment can only be conducted upon commencement of work; b) Contractor's installers maintain final authority in determining floor conditions; c) Subfloor damage, leveling requirements, or other structural issues may be discovered during installation.

##### *Additional Charges*

Any necessary remedial work identified during installation may result in additional charges beyond the initial estimate, subject to Customer approval.

#### SPECIAL ORDER MATERIALS

##### *Non-Refundable Status*

All special order materials, including but not limited to custom flooring selections, are: a) NON-RETURNABLE; b) NON-REFUNDABLE; c) NON-CANCELABLE once ordered.

##### *Customer Responsibility*

Customer assumes full responsibility for special order selections and acknowledges the binding nature of such orders.

#### MATERIAL PRICING AND AVAILABILITY

##### *Market Conditions*

Customer acknowledges that: a) Material prices are subject to change based on supplier conditions; b) Material availability may vary and affect project timeline; c) Contractor will promptly notify Customer of any significant changes.

#### ACKNOWLEDGMENT

By clicking to accept the Customer acknowledges: a) Receipt and review of this Agreement; b) Understanding of all terms and conditions; c) Agreement to be bound by these terms.



◀ Prev

✖ Revise

✔ Approve

7/3/25, 10:48 AM

Tami Isaac - Order No: 5660



**All Pro Paving & Sealcoating**  
708-D Fairground Road  
Lucasville, OH 45648  
<https://allpropave.com/>  
[todd@allpropave.com](mailto:todd@allpropave.com)  
Phone: (740) 330-5150

Quote Number  
5660

Asphalt Sealcoating

Type: Material and Labor

Date: 07/03/2025

Expires on: 08/02/2025

Salesperson: Todd Crabtree

Email: [todd@apexohio.net](mailto:todd@apexohio.net)

#### Customer Information

Company Name: Scioto County Public Library  
Customer Name: Tami Isaac  
Address: 1220 Gallia St, Portsmouth, OH 45662  
Email: [tisaac@yourppl.org](mailto:tisaac@yourppl.org)  
Cell Phone: (740) 285-0405  
Main Phone: (740) 370-6736

#### Service Site Details

Address Title: Lucasville Library  
Address: 103 Ohio 728, Lucasville, OH 45648  
Contact Name: Tami Isaac  
Email: [tisaac@yourppl.org](mailto:tisaac@yourppl.org)  
Cell Phone: (740) 285-0405

Item	Description/Area
------	------------------

#### Asphalt & Sealcoating

Asphalt Sealcoating	
---------------------	--

Total	\$2,976.88
-------	------------

Grand Total	\$2,976.88
-------------	------------

#### Scope of work

- Sealcoat the currently paved areas of the parking lot.
- Re-stripe the existing lines.

\* This price includes all materials and labor for everything listed here.

#### Customer Agreement

#### FLOORING ESTIMATE AGREEMENT AND DISCLAIMER

#### ESTIMATE TERMS AND CONDITIONS

#### *Preliminary Nature of Estimate*

The estimate provided herein is preliminary and non-binding. Final costs may vary based on actual site conditions, material requirements, and labor considerations discovered during the course of work.

7/3/25, 10:01 AM

Tami Isaac - Order No: 5659



## All Pro Paving & SEALCOATING

### All Pro Paving & Sealcoating

708-D Fairground Road

Lucasville, OH 45648

<https://allpropave.com/>

[todd@allpropave.com](mailto:todd@allpropave.com)

Phone: (740) 330-5150

Quote Number

5659

Asphalt Sealcoating

Type: Material and Labor

Date: 07/03/2025

Expires on: 08/02/2025

Salesperson: Todd Crabtree

Email: [todd@apexohio.net](mailto:todd@apexohio.net)

#### Customer Information

Company Name: Scioto County Public Library

Customer Name: Tami Isaac

Address: 1220 Gallia St, Portsmouth, OH 45662

Email: [tisaac@yourppl.org](mailto:tisaac@yourppl.org)

Cell Phone: (740) 285-0405

Main Phone: (740) 370-6736

#### Service Site Details

Address Title: New Boston Library

Address: 3850 Rhodes Avenue, New Boston, OH  
45662-4939

Contact Name: Tami Isaac

Email: [tisaac@yourppl.org](mailto:tisaac@yourppl.org)

Cell Phone: (740) 285-0405

Item	Description/Area
------	------------------

#### Asphalt & Sealcoating

Asphalt Repairs

Asphalt Sealcoating

Total	\$5,598.74
-------	------------

Grand Total	\$5,598.74
-------------	------------

#### Scope of work

- Attempt to level two large cracks that have become trip hazards.
- Sealcoat the currently paved areas of the parking lots (west side and east side of the building).
- Re-stripe the existing lines.

\* If you desire, instead, to cut out the two cracked areas, install new base, and install new asphalt, the additional cost above this quote would be \$4,600.00.

\* This price includes all materials and labor for everything listed here.



✕ Revise

✓ Approve

7/3/25, 9:42 AM

Tami Isaac - Order No: 5657



**All Pro Paving & Sealcoating**  
708-D Fairground Road  
Lucasville, OH 45648  
<https://allpropave.com/>  
[todd@allpropave.com](mailto:todd@allpropave.com)  
Phone: (740) 330-5150

**Quote Number**  
5657

**Asphalt Sealcoating**

**Type:** Material and Labor

**Date:** 07/03/2025

**Expires on:** 08/02/2025

**Salesperson:** Todd Crabtree

**Email:** [todd@apexohio.net](mailto:todd@apexohio.net)

**Customer Information**

**Company Name:** Scioto County Public Library  
**Customer Name:** Tami Isaac  
**Address:** 1220 Gallia St, Portsmouth, OH 45662  
**Email:** [tisaac@yourppl.org](mailto:tisaac@yourppl.org)  
**Cell Phone:** (740) 285-0405  
**Main Phone:** (740) 370-6736

**Service Site Details**

**Address Title:** Wheelersburg Library  
**Address:** 10745 Gallia Pike, Wheelersburg, OH 45694  
**Contact Name:** Tami Isaac  
**Email:** [tisaac@yourppl.org](mailto:tisaac@yourppl.org)  
**Cell Phone:** (740) 285-0405

Item	Description/Area
------	------------------

Asphalt & Sealcoating	
-----------------------	--

Asphalt Sealcoating	
---------------------	--

<b>Total</b>	<b>\$3,265.92</b>
--------------	-------------------

<b>Grand Total</b>	<b>\$3,265.92</b>
--------------------	-------------------

**Scope of work**

- Sealcoat the currently paved areas of the parking lot.
- Re-stripe the existing lines.

\* This price includes all materials and labor for everything listed here.



✕ Revise

✓ Approve

- 4) The committee reviewed and recommends to the full board the following quote from Tom Rayburn & Son Masonry, LLC for the Portsmouth Library Front Steps Replacement Project:

**Tom Rayburn & Son Masonry LLC**

2566 Maple Benner Road  
Portsmouth, OH 45662

**Estimate**

Date	Estimate #
7/16/2025	104


Name / Address
Portsmouth Public Library 1220 Gallia Street Portsmouth, OH 45662

			Project
Description	Qty	Rate	Total
REMOVE & REPLACE 6 STONE STEPS ON THE FRONT OF THE LIBRARY			
1. Materials		10,200.00	10,200.00
2. Equipment		2,500.00	2,500.00
3. Labor		12,700.00	12,700.00
email to Lindsey Reed			
<b>Total</b>			\$25,400.00

- 5) The committee discussed and recommended contacting the City about the fallen tree branches at the Portsmouth Branch.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:48 p.m.

Approved this 21<sup>st</sup> day of August, 2025.



Ms. Ruthann Brush, Committee Chair