

Board of Trustees of the Upper Sandusky Community Library

Minutes

August 14, 2025

The Upper Sandusky Community Library Board of Trustees convened on Thursday, August 14, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Mr. Todd Leightey, and Ms. Ann Kemerley. Mr. Ben Buckland and Mr. Brian Kimmel were absent. Director Kathleen Whitt was also present.

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

Next on the agenda was a motion to ratify 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 submitted an updated draft revision of the library Code of Conduct (Policy on Visitor Behavior) and an updated draft of a Petitions and Solicitation Policy; these now include an appeals process, as recommended by Wyandot County Prosecuting Attorney Eric Figlewicz. It was moved and seconded to adopt the revised Code of Conduct as well as the Petitions and Solicitation Policy. All present approved the motion. Both policies are appended to these minutes.

Under new business, Ms. Whitt submitted the annual Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor. The motion to adopt the Resolution was moved and seconded; in a roll call vote, all present approved the motion.

The last item on the agenda was consideration of placing an advertisement in the Wyandot County Magazine. It was stated that it would be good to support this publication, and to take advantage of this opportunity. It was moved and seconded to place a 1/8th page (business card-sized) ad for the published cost of \$350. In a roll call vote, all present approved the motion.

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

1. Deputy Fiscal Officer Patricia Davidson has moved the Certificates of Deposit from WesBanco to 1st Citizens National Bank. We had received notifications that they were under-collateralized. In addition, WesBanco was not able to supply monthly statements in a timely manner.
2. Mizick Miller & Company has selected the Upper Sandusky Community Library as a recipient of their 2025 Pedal for a Purpose Campaign. Donation boxes are located at various locations in the community, and they will be collecting them at the end of the month.
3. One of the line items included in HB96 (the Ohio State budget for FY2026-2027) was a provision reducing terms for school district library trustees from seven to four years. This provision is effective as of September 30, 2025. Current terms will not be curtailed, but new and renewed terms will be for four years.
4. While storytimes for young children are taking a break in August, our local schools will be back in session starting August 20. After school programming at the library will start right away, with Middle School Story Time on Mondays, a Wednesday Hangout for 6th-12th graders, and That Thursday Thing for all school-aged children. We are also starting a monthly Middle School Book Club the last Monday of each month. The first Thursday Thing will be a Welcome Back Party, featuring hotdogs and snow cones for participants, as well as sidewalk chalk art.
5. CraftParty is taking a break this month and next, but we will have Craft Packs (to clear out leftover crafting supplies) available for crafters to pick up on the second Thursday of the month. Common Readers (*The*

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Curious Incident of the Dog in the Night-Time by Mark Hadden) and *Inglorious Bookworms* (Caleb Carr's *The Alienist*) are back this month. The Lunch Bunch theme this month is Produce from your Garden.

6. The Friends of the Library held their annual book sale from August 7 to 9, with a Friends Only presale the evening of August 6. FOL president Jerry Sedgwick said it seemed that not as many people came for the sale this year; that is supported by the fact that they received \$1,665 in donations this year, as against \$2,386 in 2024. The Friends put in an enormous amount of work, organizing all of the book donations to prepare for the sale, and then sorting the leftovers to be sent on to other organizations or to be recycled. We extend our heartfelt thanks for this endeavor, which helps find new homes for many books, and serves as the major fundraising project, allowing the Friends to support programming and other projects at the library.
7. The Wyandot County Budget Commission will meet to discuss distribution of 2026 Public Library Funds on Monday, August 25, at 10:00-12:00 at the Wyandot County EMS Meeting Room, 401 N. Warpole St. Each library may bring two presenters, but this is a public meeting, so other interested persons are welcome. I encourage our board members to come and support the library as they are able.
8. The Ohio Department of Taxation (ODT) posted the August 2025 PLF distribution of \$39,787,909 – which is \$3,054,901 (or + 8.32%) above ODT's original estimate that was issued in July 2024; and \$852,298 (or + 2.19%) above ODT's updated estimate issued in December 2024. The PLF Calendar Year (CY) 2025 year-to-date total is \$333,029,710. Even though the PLF is now a line-item appropriation, the monthly distributions to the county level will slightly change each month.
9. Memorial/Honor/Donations:

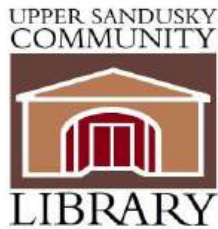
<u>In memory of:</u>	<u>Donor(s):</u>
Becky Carpenter	Nancy Nocera

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 12:35 p.m.

President

Secretary



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USCL Code of Conduct

Adopted by the Board of Trustees

Date: 3/14/2019; Revised 2/13/2020, 8/14/2025

The Upper Sandusky Community Library seeks to provide quality library service to all users. The following Code of Conduct has been developed in order to protect the ability of everyone to enjoy the library in a manner consistent with its purpose, which is primarily to be a place of reading, study, and quiet community gatherings.

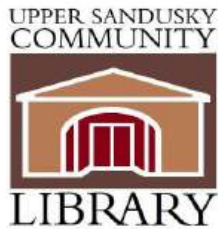
The following are not permitted:

- Loud or disruptive noise, or loud talking
- Profane, abusive or obscene language; racial, ethnic, religious, gender, or sexual orientation epithets
- Disruptive or rowdy behavior, including shouting, running, jumping, chasing, hitting or pushing
- Fighting, challenging someone to fight, physical abuse or assault
- Harassing patrons or staff, including deliberate or repeated language or behavior that is intimidating, hostile, or offensive, or that adversely impacts staff work performance or patron use of the library
- Inappropriate use of furniture (sitting on tables, feet on tables and chairs, etc.)
- Intentionally damaging, destroying or stealing property belonging to the library, other patrons, or staff
- Eating (including candy) in the library, except for meeting rooms or for a library program
- Littering
- Standing in front of or interfering with access to entrances and other areas of the library
- Inappropriate physical contact, engaging in or soliciting a sexual act, or indecent exposure
- Inappropriate dress, including bare feet, no shirt, and uncovered swimsuits
- Inappropriate use of the Internet or violation of the library's [Internet Safety Policy](#), available at the circulation desk.
- Smoking, using tobacco or using electronic nicotine delivery devices (e.g. e-cigarettes, vaping) in the library or on library property. Receptacles located at the entrances for disposal of cigarettes before entering are not to be used as "smoking areas."
- Being under the influence of or possessing alcohol or drugs, or selling drugs or alcoholic beverages
- Bringing animals other than ADA-defined service animals into the library
- Posting, selling, or distributing materials without permission from library staff
- Asking patrons or staff for money or other donations, or selling or attempting to sell merchandise to library patrons or staff
- Playing in or walking and running through landscaping stones, bushes, and trees
- Using roller blades, roller skates, skateboards, spiked shoes, cleats or other sports equipment in the library or on library property
- Taking photographs or recording videos of library staff or patrons without their permission
- Possessing weapons of any kind, either concealed or in plain view, in the library, unless the person in possession of the weapon is a law enforcement officer
- Entering library property when banned, or remaining on library property after having been restricted or directed to leave

The examples above are not a complete list of violations but are intended to provide guidance. The director and other library staff are authorized to determine what constitutes disruptive behavior.

For the safety and comfort of our visitors, please observe the following:

- Put book bags, instrument cases, etc. on or under tables and out of the way.
- Place coats on the back of your chair or on a table and out of the way.
- Beverages in covered containers are permitted, except at computer workstations.



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- Leave the area you were using clean and in order for the next user.
- Return all game pieces, etc., to their boxes and return to the shelf.
- Bring any books or other materials you have been using to the circulation desk, unless you have checked them out.

PERSONAL BELONGINGS

The library is not responsible for lost, stolen or forgotten items. It is recommended that patrons do not leave personal belongings unattended.

EMERGENCIES

In the event of an emergency, patrons shall comply with instructions from library staff.

PLEASE NOTE:

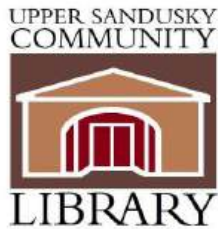
- Warnings will be issued to the entire group causing a disturbance, and all will be asked to leave if the behavior continues, regardless of a specific individual's participation in the disturbance.
- Parents or other caregivers are responsible for their children's behavior while in the library. Failure to keep children under control will result in the child and caregiver being asked to leave the library, with the understanding that they are welcome to return at a time when the child can behave appropriately, according to this Code of Conduct.
- The library does not assume or accept responsibility for unattended minors.
- Criminal or potentially dangerous activity will be reported to the police.

Violators of this policy will be warned once by library staff. If the behavior is continued, the violator will be asked to leave the library property, including the outdoor grounds. In cases of gross misconduct, violators will not receive a warning and will be asked to leave the library property immediately. If the violator does not leave when asked by library staff, the police will be called. In case of serious or repeated infractions, violators may be banned from the library either temporarily or permanently. Serious infractions include threats or violence to library users or staff, use of abusive or obscene language, and deliberate damage of library property or the belongings of others.

Administration of this policy shall be the responsibility of the Library Director, and enforcement of this policy shall be the responsibility of all library employees.

APPEALS

A library patron who has been banned from using library facilities may appeal the suspension of privileges by submitting a written petition to the Director. The petition should state why the person's library privileges should be reinstated. The Library Director will bring a recommendation on the appeal to the Upper Sandusky Community Library Board of Trustees at the next regular Board meeting, where it will be discussed in open session. The patron is not required to attend the meeting, but has the right to request the opportunity to speak to the Board at this time. The decision regarding the appeal shall be final and mailed to the patron within seven days of the Board's decision.



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USCL Petitions and Solicitation Policy

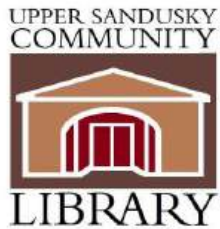
Adopted by the Board of Trustees

Date: August 14, 2025

The Upper Sandusky Community Library (USCL) is considered a limited public forum under Ohio law and is therefore obligated to permit the public to exercise those rights that are consistent with the nature of a library and consistent with the government's purpose in establishing a library. Accordingly, this policy sets forth conditions for signature petitions and solicitation on USCL property to protect both the free exercise of individual rights and to maintain a safe and welcoming environment for all persons who visit USCL facilities.

This policy is content neutral and applies to all petitioning regardless of the candidate, organization, issue, or cause. Petitioners, as with all visitors to USCL, must abide by USCL's Code of Conduct.

1. Circulating petitions for signature, requesting money or other types of donations, or selling anything inside the library building, including meeting rooms, is prohibited.
2. Circulating petitions for signature outside of the library, at a distance of 20 feet or more from doorways is allowed.
3. Petitioners are not permitted to occupy areas designated as traffic lanes or parking areas.
4. Petitioners shall not block, hinder, interfere, or otherwise impede persons from entering or exiting USCL facilities or from accessing the outdoor book return or bicycle racks.
5. Petitioners shall not prevent or hinder persons from getting in or out of vehicles, use abusive language, harass, intimidate, or behave in any way that violates USCL's Code of Conduct.
6. Only one person at a time is permitted to approach an individual or group of visitors to solicit signatures for a petition or distribute leaflets. Petitioners shall not gather in a group of more than two persons in front of or behind the library.
7. Petitioners must provide their own supplies and equipment. USCL will not provide tables, chairs, or supplies.
8. Petitioners may not place signs on library property, or place materials or leaflets on cars in the library's parking lots. They may wear garments or carry signs with messages supporting their cause.
9. Solicitation for the purposes of selling items, merchandise, tickets, or other for-profit activities is not permitted in USCL facilities or on USCL property.
10. Nonprofit fundraising activities are not permitted in USCL facilities or on USCL property when the purpose is to benefit a group or organization other than USCL, the Friends of the Upper Sandusky Community Library, or other groups affiliated with USCL.



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11. The library has the right to ask any person circulating petitions or leafleting to provide his or her name and/or their supervisor's name, address, and a copy of the petition or leaflet to library staff.

Persons who fail to comply with this policy will be asked to leave USCL premises and may be barred from the right to petition at USCL in the future.

Administration of this policy shall be the responsibility of the Library Director, and enforcement of this policy shall be the responsibility of all library employees. Appeals may be made to the Library's Board of Trustees at a regularly scheduled meeting, according to Part VI Section G of the [Library Board Bylaws](#). Copies are available at the circulation desk.

USCL will not assume responsibility for any harm or injury suffered by persons circulating petitions or leaflets, or by those who are signing a petition.

The presence of a person circulating petitions or distributing leaflets outside a library facility does not constitute the USCL's endorsement of any candidate, initiative or referendum, policies, beliefs, or political affiliations of any person or group circulating petitions or distributing leaflets.

APPEALS

A person who has been banned from circulating petitions or distributing leaflets on library property may appeal the ban by submitting a written petition to the Director. The petition should state why the person's privileges should be reinstated. The Library Director will bring a recommendation on the appeal to the Upper Sandusky Community Library Board of Trustees at the next regular Board meeting, where it will be discussed in open session. The person is not required to attend the meeting, but has the right to request the opportunity to speak to the Board at this time. The decision regarding the appeal shall be final and mailed to the person within seven days of the Board's decision.