

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*September 14, 2023*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, September 13, at 12:40 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, Mr. Brian Kimmel, and Ms. Ann Kemerley. Ms. Laurie Scheck was absent. Also present were Director Kathleen Whitt, community member Betsy Corfman, and Brian Hemminger of the *Daily Chief-Union*.

President Jenny Romich asked for public comments. Hearing none, Ms. Romich asked if there were corrections or additions to the minutes of the August 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 asked if staff would need to use leave hours for the library closing on the date of the total solar eclipse on April 8, 2024. The Board said that since the library will be closed on that date, staff will not have to use their paid leave hours, but it will be treated as a Calamity Day.

Ms. Whitt then suggested an alternative to rehangng the old donor recognition boards. The proposal involves installing a large screen smart TV in a prominent area, which will play a slide show recognizing our donors, as well as promoting library events. The cost would be under \$300 for the equipment; a quote for installation of an electrical outlet has been requested. The motion was made and seconded to approve the purchase of the TV and mount, as well as up to \$300 for the electrical work; in a roll call vote, all present approved the motion.

Under new business, a motion was made and seconded to change the time of the regular Board meetings to 12:40 p.m. on the second Thursday of every month, at least through January 2024. All present approved the motion.

The next item on the agenda was nomination of a new trustee to fill the vacancy left by Laurie Scheck, who is moving out of the county. A motion was made and seconded to adopt a Resolution selecting Benjamin Buckland to fill the vacancy; the motion was approved by all present. Ms. Whitt will submit the resolution to the Board of the Upper Sandusky Exempted Village Schools, who will appoint a new trustee to the Library Board.

Ms. Whitt then submitted a request to purchase an Advantage Membership for the ScanPro digital microfilm scanner. The staff have begun to have some errors in using the scanner, and it was suggested that this plan will assist with upgrades and better service terms. The Board had some questions about the terms of the Membership. Ms. Whitt will contact the ScanPro representative to learn the answers and report back to the Board.

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The last item on the agenda was National Friends of the Libraries Week, October 15-21. The Board said it would be appropriate to recognize the support of our Friends by showcasing them on social media and a display in the library.

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

1. The Friends of the Library's annual book sale was held on August 10-12, with a members-only presale from 6:00-8:00 on August 9. FOL president Jerry Sedgwick said the sale was very successful; they made about \$1500 this year.
2. With local schools back in session, That Thursday Thing after school activity hour returned on August 31, story times resumed at the library the week of September 4, and STEAMPunks on September 11.
3. We had a back-to-school to school cookout on August 23, which was very well attended. We've been averaging about 15 kids after school for these first few weeks. While we've had a few of the normal discipline issues, there have been no serious problems.
4. Adult programming in August was limited to book clubs and the Lunch Bunch, but in September we return to a full schedule, with Craft Party on the 14<sup>th</sup>, Taste of the World on the 18<sup>th</sup>, Local Author Night on the 20<sup>th</sup>, Succulents Workshop on the 25<sup>th</sup>, and our Fall Plant Swap from September 26-30.
5. I am planning to send staff members involved in our Holocaust awareness efforts to the Marshall, Illinois, library next week. The town is about half the size of Upper Sandusky, and the Americans and the Holocaust Exhibit is visiting there. We are interested in seeing how a small library is handling the exhibit, with accompanying programming, etc. There is just enough funding remaining in the annual travel budget for this visit.
6. We began having problems with the telephone lines starting on Tuesday, September 5: people would try to call in and the phone would ring once, then disconnect. The problems appeared to be finally resolved on Friday, September 8, but we did experience intermittent problems again this week. Sometimes we were able to call out, others we could not make outgoing calls. This was not only frustrating to our patrons, but also to the library staff, who are unhappy that we are not able to help the people who want to get hold of us.
7. We have been awarded a grant from the McCarthy Family Fund through the Wyandot County Community Foundation to install a Story Walk® at Steeping Stones Park. The City Department of Parks and Recreation is working with us on this, and will install the posts (which they are supplying) and signboards to display the story pages. This will be in addition to our existing downtown Story Walk®, which remains popular with our families.
8. We have received a grant from David H. and Mary Lois Stansbery Endowment Fund of the Columbus Foundation in the amount of \$6,330.15 for media and programming to promote the study of science, history and philosophy.
9. The Wyandot County Budget Commission met with representatives of the Dorcas Carey, Forest Jackson, Mohawk, and Upper Sandusky Libraries on August 30. Representatives of each library had the opportunity to share the work we are doing and the expenses we have incurred this year and expect to have in the next year. The Commission planned to meet the week of September 4 and will let us know what the PLF distributions will be for 2024. Wyandot County Auditor Bill Kitzler informed those present that it is possible that in the future a formula for determining distributions may be required by the state of Ohio.

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10. The Ohio Department of Taxation (ODT) posted the August 2023 Public Library Fund (PLF) distribution of \$36,506,297 – which is \$2.2 million (- 5.67%) below ODT’s original estimate that was issued in July 2022; and \$652,821 (- 1.76%) below ODT’s updated estimate issued in December 2022.
11. The Ohio Department of Taxation (ODT) posted the September 2023 Public Library Fund (PLF) distribution of \$45,969,149 – which is \$125,201 or -0.27% below ODT’s original estimate that was issued in July 2022; and \$2,725,843 or +6.3% above ODT’s updated estimate issued in December 2022. So, as you can see, the PLF has rebounded from last month. The PLF Calendar Year (CY) 2023 year-to-date total is \$383,655,065. According to the Office of Budget and Management’s (OBM), the state’s General Revenue Fund (GRF) tax receipts for August 2023 came in about \$37.7 million or 1.4% above estimate. OLC is still working to get information from ODT and OBM so that they can update PLF estimates for the remainder of CY2023.
12. There were no Memorial Donations in August.

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 1:30 p.m.

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President

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Secretary