

Board of Trustees of the Upper Sandusky Community Library
Minutes
March 13, 2025

The Upper Sandusky Community Library Board of Trustees convened on Thursday, March 13, 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 and Brian Hemminger of the *Daily Chief-Union* were 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 January 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 noted that the new LED outside message board has been installed. Both the electrical wiring and installation of the sign were completed quickly. Public comments have been positive, and we are very pleased with it. Newsletter editor and display coordinator Rachel Keirns-Moore is in charge of keeping the content updated. She was able to learn to use the software very quickly and the message displays are very interesting and attractive. Board members also expressed their satisfaction with the sign, though the message boards don't fit flush into the cabinet as had been expected.

Under new business, Ms. Whitt asked the Board to formally designate Deputy Fiscal Officer Patti Davidson as its representative to manage the library's Visa credit card accounts. Ms. Davidson needs this authorization in order to discuss the accounts with the bank, since she is experiencing difficulties with payments being accepted. The card holders are Lisa Andres, Cheryl Lyon, Jill Stansbery, and Kathleen Whitt. The Board wanted to ascertain what this role would empower Ms. Davidson to do. It was found that this will permit her to discuss the account statements and payment information with Visa, but not to change credit limits or other higher-level activities. It was moved and seconded to designate Deputy Fiscal Officer Patti Davidson as its representative for the library's Visa credit card accounts; all present approved the motion.

The next item on the agenda was discussion of Board documents posted on the library's website. Ms. Whitt said that website manager Krystal Smalley is working to keep the website up to date and well organized. In connection with the Board of Trustees page, it was suggested that the meeting minutes on the page be limited to the current year and one previous year, with a notice that those interested in older minutes can contact the library for that information. Ms. Whitt also noted that the library's annual report has not previously been posted on the website, but asked if the Board would like to have them added. Response to both suggestions was affirmative.

The next item under consideration was participation in the 2025 Wyandot County Fair. Ms. Whitt said she was interested in staffing a booth at the fair with the other county libraries, but the fee listed on the contract was much lower than last year's, so she's not sure it's correct. The Board asked her to check on this so they know how much money to authorize for this event.

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The last item on the agenda was discussion of remodeling the meeting room kitchenette. Ms. Whitt said that the refrigerator is no longer working, all of the appliances are old, and the space is not adequate for many of the programs we are now offering. The adjacent cloak room is no longer used by patrons to hang their coats, and is mostly just kitchenette-related storage. She said she would like to get an estimate to have this area updated, and apply for a grant from the Wyandot County Community Foundation to help with the project. It was agreed that this is a worthwhile project, and that Ms. Whitt should proceed with seeking the estimate from a general contractor.

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

1. Our LED message board sign was installed on February 24-25. We are enjoying the benefits of displaying more, and more timely information in an eye-catching display. Hoepf Electric installed the wiring for us at very short notice, but we will have to wait for the ground to thaw before they are able to move the wiring underground. The Friends of the Library contributed \$3,000 towards the cost of the sign.
2. Our adult winter reading program, "Idita-READ," took place January 6 to February 15. Participants received a scratch-off ticket for an opportunity to win an instant prize each time they checked out books. Interest was very high this year, with 93 people registered and 275 scratch-off tickets issued. Weekly prizes included hoodie blankets, a heated blanket, an Agatha Christie jigsaw puzzle, and a Snow Trails package, including lessons for two. Participants who sent us a picture reading to their dog were also entered into a drawing for a doggie prize basket.
3. February programming included a Chocolate Talk by Debbie Frey from Neumeister's Candy Shoppe, as well as Rachel's Craft Party, featuring a Valentine Photo Frame. Lunch Bunch's Theme was "Soup and Bread." Common Readers discussed *The Book Woman's Daughter*, by Kim Michele Richardson, and the Inglorious Bookworms read Sarah J. Maas's *A Court of Thorns and Roses*.
4. On Wednesday, April 9 at 6:00 p.m., as part of National Library Week (April 6-12), we will be hosting a preview version of "Free for All: The Public Library," followed by a panel discussion with local community members. "Free for All: The Public Library" tells the story of the quiet revolutionaries who created a civic institution where everything is free and the doors are open to all. We will also be partnering with WBGU to promote this event. We'll also be offering a take-home book craft as part of the week's celebrations. "Free for All: The Public Library" will debut on April 29, 2025, at 10 p.m. on PBS.
5. March is Makers Month. This year we are again hosting a swap of craft supplies. Due to fewer entries for last year's community art show, we have decided to alternate years between the swap and the art show. Other March programming includes "Taste of History: the Decades," featuring the 1930's, "The Road Less Traveled," featuring Russ Lyon's travel photography, and Painting with Lisa – a paint party for adult participants. Craft Party participants will make a mosaic planter, and Lunch Bunch will feature recipes from Dolly Parton. The Common Readers are reading *Horse*, by Geraldine Brooks, and the Inglorious Bookworms will read Deanna Raybourn's *Killers of a Certain Age*.
6. Also for Makers Month, we are offering take home crafts for children and adults. There will be a different craft available (while supplies last) each week.

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7. Kids in That Thursday Thing have recently enjoyed a snowman name game and food craft, as well as a caterpillar food craft and caterpillar paper craft and caterpillar race. Middle School Story Time has been making duck stick puppet music videos. And this month we are taking a penguin paper craft to the after-school students at the HUB.
8. Library trustees are invited to participate in a Legal Webinar on Ohio's new Virtual Meetings Law on March 17, and to attend the Ohio Library Council's Annual Trustee Dinner in Bowling Green on April 3. Let me know if you are interested, and I will get you registered.
9. We received a \$350 grant from Armadillo Solar to have our upholstered furniture and meeting rooms cleaned. Lena's Cleaners performed the work for us.
10. The Ohio Department of Taxation (ODT) posted the February 2025 Public Library Fund (PLF) distribution of \$48,079,306 – which is \$3.99 million (or + 9.07%) above ODT's original estimate that was issued in July 2024; and \$2.33 million (or + 5.11%) above ODT's updated estimate issued in December 2024. According to the Office of Budget and Management (OBM), total General Revenue Fund (GRF) tax receipts for the month of January came in \$172.5 million (+ 6.6%) above estimate. So far, the fiscal year (FY) 2025 total tax revenues are about \$525.3 million (or + 3.2%) over estimates.
11. The Ohio Department of Taxation (ODT) posted the March 2025 Public Library Fund (PLF) distribution of \$37,744,508 – which is \$887,936 (or - 2.30%) below ODT's original estimate that was issued in July 2024; and \$620,326 (or + 1.67%) above ODT's updated estimate issued in December 2024. According to the Office of Budget and Management (OBM), total General Revenue Fund (GRF) tax receipts for the month of February came in \$93.9 million (- 4.2%) below estimate with three of the four major categories failing to meet expectations. The Commercial Activity Tax underperformed by 9.4% and the Personal Income Tax collections came in 5.4% below estimates.
12. Memorial/Honor/Donations:

<u>In memory of:</u>	<u>Donor(s):</u>
Czerny Eyestone	USHS Class of 1957

Under Items Not on the Agenda, Ms. Whitt asked if the Board had any questions for her to ask about the property and liability insurance with Rinehart, Walters and Danner, as the time for renewal is approaching. There were no questions. Ms. Whitt has not yet received the quote for the renewal, although it is to be expected that there will be an increase over last year.

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 12:37 p.m.

President

Secretary