

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*September 12, 2024*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, September 12, 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. Ben Buckland, Mr. Todd Leightey, and Ms. Ann Kemerley. Mr. Brian Kimmel was absent. Director Kathleen Whitt, Deputy Fiscal Officer Patti Davidson, and Brian Hemminger of the *Daily Chief-Union* were also present.

Ms. Romich asked for public comments. Hearing none, she asked if there were corrections or additions to the minutes of the August meeting; hearing none, she 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. Mr. Leightey asked about a payment to Bowling Green State University. Ms. Whitt replied that this is for microfilming of the *Daily Chief-Union*. Hearing no further questions, the motion was made and seconded to ratify the payment of bills; in a roll call vote, all present approved the bills.

There was no old business.

Under new business, Ms. Whitt recalled that the library remained closed on the date of the Saturday Autumn Cruise in 2022 and 2023, since the streets and alleys around the library are closed off before 10:00 a.m., preventing patrons and staff from parking in our lots and on adjacent streets, and blocking them in if they arrive before 10:00. Staff who worked the date of the car show in 2021 said only one or two people even came in to use the restrooms that day. Therefore, Ms. Whitt proposed that the date of the annual Autumn Cruise be added to the Holiday and Closing Policy. It was moved and seconded that the library be closed on September 28, 2024, and that the date of the annual Autumn Cruise be added to the Holiday and Closing Policy as a date the library will not be open, but will not be a paid holiday. All present approved the motion.

Ms. Davidson then asked the Board to allow her to permit a CD with Premier Bank to roll over upon maturation later this month. The amount is under \$1,000, and therefore not sufficient to open a new CD with Edward Jones. She plans to close the CD in November, and combine it with another, larger, CD that is due to mature then. The motion was made and seconded to approve this plan. In a roll call vote, four members approved the motion, with two abstaining due to conflict of interest.

The next item on the agenda was a request to appropriate additional funds for Electrical Utilities and Maintenance and Repair on Equipment. Electricity costs this year have risen to the extent that there is not enough left on the line item to pay bills for the rest of the year, despite cost-saving measures that have been implemented. In addition, multiple service calls for repairs of one of the air conditioning units have exhausted the funds appropriated for this purpose, and there is not enough left to pay an outstanding service invoice. It was moved and seconded to appropriate an additional \$3,000 for Electricity and \$10,000 for Maintenance and Repair on Equipment. Ms. Romich also wondered whether HVAC repairs should properly be paid out of Maintenance and Repair on Equipment, or Maintenance and Repair on Facilities. This will be checked before the 2025 appropriations request is submitted.

The last item on the agenda was consideration of quotes from three contractors to upgrade the outdoor message board to an LED display. Ms. Whitt explained that it can be very physically challenging for staff to update messages with the current reader board, especially in inclement weather. In addition, a digital display would make it possible to update more frequently, and to display additional information about library events. The reader board is limited to three lines of static text. The three quotes are difficult to compare, as the specifications are not expressed in comparable terms. Board members had a number of questions, which Ms.

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Whitt and Ms. Davidson will research and bring back to the board at the next meeting. It was also suggested that the library seek funding and grants from local charitable organizations to assist in the cost of the upgrade.

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

1. The condensate pump was installed in the elevator shaft on August 20. It is working great, and Lynn Gottfried no longer has to empty the dehumidifier bucket manually. We are grateful to finally have a solution to this problem.
2. SEO ran the annual purge of expired patrons on August 21. As a result of the Board's decision to expunge patron fines and fees dating from 2014 and prior, 1,110 expired inactive borrowers were removed from the database.
3. The Friends of the Library's annual book sale was held August 15-17, with a presale for FOL members on August 14. This year, instead of set prices, the Friends accepted donations for attendees' selections. This worked out very well, as they took in \$2,386.88, exceeding receipts in 2023 (\$1,594.00) by nearly 50% and 2022 (\$1,482.25) by 57%.
4. Story times with Miss Jill have resumed after a break at the end of the summer reading programs. We had a back-to-school cook out on August 21. Our after-school lineup includes Middle School Story Time on Mondays, Wednesday Hangout for teens and tweens, That Thursday Thing for all school-aged kids, and a quarterly page-to-screen reading club for high school students.
5. September's adult programs include Taste of History on September 16, with English dishes from the 1600's, and our fall plant swap the week of September 23, as well as Common Readers (*The First Ladies*, by Marie Benedict & Victoria Christopher), Inglorious Bookworms (*The Lies of the Ajungo*, by Moses Ose Utomi) and Lunch Bunch (Paula Deen recipes). Craft Party is not meeting this month, since it would fall during Fair Week.
6. This year we are making our first attempt at hosting a booth at the Wyandot County Fair. We are sharing the space with the Forest Jackson Library and Mohawk Community Library. The Dorcas Carey Library decided not to participate this year. We are very grateful to Board Members and Friends of the Library who were able to volunteer to help at the booth.
7. The Wyandot County Budget Commission has set the following distributions of 2024 Public Library Funds:

Dorcas Carey Public Library	36.00%	\$332,370.72
Forest-Jackson Public Library	6.61%	61,026.96
Mohawk Community Library	21.39%	197,483.60
Upper Sandusky Community Library	36.00%	332,370.72

The distribution percentages are the same as in recent years. The amount estimated for the Upper Sandusky Community Library is \$1,863.72 (0.56%) above that estimated for 2024. The figures are based on the state distribution estimate of \$923,252.00 for Wyandot County, although at the meeting County Auditor Bill Kitzler advised library representatives that the state's estimates for the 2025 calendar year are probably optimistic. The Budget Commission encourages "all library boards to engage in conversation to develop a mutually acceptable formula for future distributions of Public Library Funds."

8. The Ohio Department of Taxation (ODT) posted the August 2024 Public Library Fund (PLF) distribution of \$36,593,122 – which is \$553,802 (or + 1.54%) above ODT's original estimate that was issued in July 2023; and \$578,563 (or + 1.61%) above ODT's updated estimate issued in December 2023.
9. The Ohio Department of Taxation (ODT) posted the September 2024 Public Library Fund (PLF) distribution of \$44,451,050 – which is \$1.05 million (or + 2.43%) above ODT's original estimate that was issued in July 2023; and \$1.12 million (or + 2.58%) above ODT's updated estimate issued in December 2023. As indicated in previous communications, OLC is monitoring state revenues, and will have more information later this week as OBM updates their FY 2025 state revenue estimates. Even though the September PLF distribution slightly exceeded estimates, the overall PLF year-to-date is still well below 2023 funding.

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10. Memorial/Honor/Donations:

In memory of:

Betty Grossman

Emily (Orians) Young

Donor(s):

Mark & Rebecca Romich

Jon & Elaine Grundtisch

Under Items Not on the Agenda, Ms. Whitt said she had received a call from Scott Moore of the Rotary Club. Mr. Moore said the Rotary are looking into installing a Peace Pole in Upper Sandusky and were considering the library grounds as a possible location. The pole would read “May Peace Prevail on Earth” in four languages significant in the community: English, Spanish, German and Wyandot. The Board thought this was a good idea and found it an honor to be considered.

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 12:38 p.m.

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President

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Secretary