

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
 August 10, 2021
 (Meeting scheduled for July 13 was cancelled.)

Soledad Baker called the meeting to order at 6:00 p.m. in meeting room 128 with the following present: Monty Maceyko, Kathy Schelb, Soledad Baker, Jeff Youngs, Ed Wahl and Katie Porteus. Lorelei Heineman was absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

PUBLIC PRESENTATIONS – None

CORRESPONDENCE –

- 1- Lisa M shared the resignation letter received from Youth Services Librarian, Angela Curren.
- 2- Katie Porteus shared that she would need to resign from her Trustee position after the next Board meeting.

Jeff Youngs had questions regarding the Personnel Items on the Agenda. Lisa M stated that she had one item dealing with the open Youth Services position and Soledad stated that she had one item to be discussed in an Executive Session without the Director. Jeff did not believe the Executive Session item was appropriate for the Board Meeting, and shared supporting documents with everyone. The first document outlined Board bylaws regarding open meetings and Board vs. Director roles at the library. Soledad Baker resigned from the Board. Jeff requested that a new patron grievance policy be put on the Agenda for next meeting. He also offered a new process for Board elections. The rest of the meeting was conducted by Vice President, Monty Maceyko.

APPROVAL OF MINUTES

Katie Porteus moved to approve the June 8, 2021 regular Meeting Minutes as written. Second by Kathy Schelb. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for June and July 2021.

Account	May 31, 2021 Balances	June Receipts	June Disbursements	Jun 30, 2021 Balances
Checking - FC	\$32,078.12	\$32,380.69	\$39,551.98	\$24,906.83
Prime Money - FC	\$112,568.78	\$9.34	\$0.00	\$112,578.12
24-mo. CD - FF	\$13,605.42	\$13.57	\$0.00	\$13,618.99
49-mo. CD - FC	\$53,351.49	\$0.00	\$0.00	\$53,351.49
Cash Drawer	\$287.71	\$206.70	\$357.27	\$137.14
Totals	\$211,891.52	\$32,610.30	\$39,909.25	\$204,592.57

Fund	May 31, 2021 Balances	June Receipts	June Disbursements	Jun 30, 2021 Balances
General Fund	\$181,891.52	\$32,610.30	\$39,909.25	\$174,592.57
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Totals	\$211,891.52	\$32,610.30	\$39,909.25	\$204,592.57

Jeff Youngs moved that the June Treasurer's Report be approved. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Jeff Youngs, Katie Porteus, Ed Wahl
Nay: None

Account	Jun 30, 2021 Balances	July Receipts	July Disbursements	Jul 31, 2021 Balances
Checking - FC	\$24,906.83	\$36,227.00	\$32,359.64	\$28,774.19
Prime Money - FC	\$112,578.12	\$6.48	\$0.00	\$112,584.60
24-mo. CD - FF	\$13,618.99	\$0.00	\$0.00	\$13,618.99
49-mo. CD - FC	\$53,351.49	\$266.03	\$0.00	\$53,617.52
Cash Drawer	\$137.14	\$326.79	\$342.18	\$121.75
Totals	\$204,592.57	\$36,826.30	\$32,701.82	\$208,717.05

Fund	Jun 30, 2021 Balances	July Receipts	July Disbursements	Jul 31, 2021 Balances
General Fund	\$174,592.57	\$36,826.30	\$32,701.82	\$178,717.05
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Totals	\$204,592.57	\$36,826.30	\$32,701.82	\$208,717.05

Library cash assets totaled \$208,717.05 on July 31, 2021. Total income in July was \$36,484.12. Receipts included Public Library Fund monies totaling \$29,067.82, and a Guiding Ohio Online grant payment totaling \$4,385.00. Net Income in July was \$5,133.62.

The significant expenses in July included repairs to entrance doors and the access lift, Junior Library Guild annual fee, fee for Statewide Salary survey, and the remaining balance on the server replacement.

Jeff Youngs moved that the July Treasurer's Report be approved. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Jeff Youngs, Katie Porteus, Ed Wahl
Nay: None

DIRECTOR'S REPORT FOR JUNE

Programs/Services

3rd Thursday Craft Society: The June make-it-and-take-it craft program was offered in-person and provided participants with the supplies and instruction needed to create five different greeting cards using a variety of techniques. The class was limited to ten. Six attended, including

instructor Barb Schneider. Barb provided all the supplies, equipment and instruction without charge. Refer to the program report for more details.

2021 Reading Challenge (priority #22): Two patrons completed the reading challenge in June. Kelsey is managing the program and creates the Facebook posts. She also displayed books that fit the June challenge categories: Coming of age story, Childhood favorite, Book you own but haven't read.

Bicycle Lending Service: Lisa M completed a review and update of the policy and procedures for lending bicycles. The board approved the recommended changes in the June board meeting. The forms were finalized and the procedural changes were communicated to the staff. The bikes were made available to patrons on June 24. Kelsey created a flyer to promote the service in the library and at the Cardington Street Fair. She also promoted the service on Facebook.

Cardington Street Fair: The Friends of Cardington hosted the annual Cardington Street Fair on June 25 and 26. The library participated on June 26 with a Story Walk. Angela chose the book *Goldfish on Vacation* by Sally Lloyd-Jones for the story boards. Goldfish crackers were given to each of the 50 children who completed the story walk and answered three simple questions. 39 adults participated with the children. Kelsey and Madison manned the booth, which included set up and teardown activities.

Circulation: Circulation of library-owned physical materials in June was 2,411. Hotspots circulated 24 times.

COSI STEM Lunchboxes: COSI donated 50 Space-themed activity boxes to each library in Ohio. Each box included 5-days of activities, one admission to COSI, and other items. Lisa M picked up the lunchboxes at the Mansfield Public Library on June 24. They will be given to the first 50 children who finish the SRP and turn in their reading logs.

COVID-19 Test Kits: In June, the library distributed twelve COVID-19 test kits free of charge. Kelsey continues to stock the test kits and report the number distributed to a state website.

Guiding Ohio Online (GOO) program: Digital Literacy Trainer (DLT), Kelsey Wicker, taught a total of 17 students in three ASPIRE classes covering the following topics: [liveworksheets.com](https://www.liveworksheets.com), [typingclub.com](https://www.typingclub.com), [Khan Academy](https://www.khanacademy.com), English Grammar Assistance, and One-on-One individual assistance. She spent two hours responding to troubleshooting questions from 24 patrons and staff. She spent 6.25 hours in one-on-one sessions (4 scheduled; 2 unscheduled), assisting six patrons with specific technology needs. Kelsey spent 45 hours in June supporting the SRP by creating flyers, videos, and Facebook posts. She also manned the Story Walk and created eight different "Like the TV show/movie, Read the Series" flyers for the DVD shelves.

Libraries Transforming Communities (LTC): No update for June.

Summer Story Time: The summer program began June 10 and three sessions were held in June with an average attendance of 7.67 children. Each session started with the children being the live audience for the Facebook Live Teacher Readings, a SRP event, followed by educational play, songs, alphabet, counting, and two stories. During one session, the children toured the post office.

Adult Summer Reading Program (ASRP): Lisa E trained the staff on the program rules. Every adult received a raffle ticket for each book, audiobook or magazine checked out. A prize winner was drawn weekly and pictures were taken.

Summer Reading Program (SRP): Registration started June 1 and the official program began June 7. With 271 children registered, the numbers are down a little from pre-COVID years, but way up from last year. Events each week included Tail Waggin' Tutors, craft time, an educational entertainer, teacher readings and a prize drawing on Facebook Live, and reading tutoring services. Two dog training classes were held in June. The African Safari escape room opened June 14 and the scavenger hunt began the last week of June. Participation in all events in June totaled 833 (541 children, 245 adults, and 47 staff/tutors). Refer to Angela's June program report for more details.

Inter-library Loan Service: The State Library of Ohio signed a contract with a new courier service for moving inter-library loans throughout Ohio. Lisa M completed a survey for the transition from Priority Dispatch to STATcourier. The transition began June 28 and has not been a smooth change.

Displays: The SRP drawing prizes were on display in the large display case during the month of June. As prizes were given away, the names of the winners were posted. Ohio Native Plants remained the theme in the small display case. The donated wooden villages hand crafted by the late Dave Rausch of Jefferson City, Tennessee will remain on display in the Adult Reference area until the end of the SRP.

Facebook: Kelsey created most of the 49 Facebook posts in June. 40 related to the SRP, 2 library services posts, 6 related to other library events, and 1 general interest post. The top three posts: 06/29/21 Promo for the Columbus Zoo visit reached 3,264 people, received 109 reactions, comments and shares, and 151 post clicks; 06/08/21 Promo for new Friday hours reached 685 people, received 27 reactions, comments and shares, and 4 post clicks; 06/12/21 Promo for Dog Training Classes reached 540 people, received 19 reactions, comments and shares, and 25 post clicks. The library has 1,142 followers on Facebook.

Personnel

Time Off: Brooklyn was on vacation June 23 through June 30. Other days off were in single-day increments.

Volunteers: Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in June working the circulation desk and covering books. Volunteers during June for Youth Services were Ashlyn Troyer, October Curren, Victoria Curren, and Gannon Curren. Ashlyn was especially amazing at developing ideas for the escape room decor.

Staff Development: Angela attended one webinar in June: Weeding the Garden of Library Books. Cieria attended a series of seven Microsoft Excel training classes via Zoom. Kelsey attended the following webinars: Online Database Overview of Chilton Library, Food Access and Seed Libraries in Rural Public Libraries, Metadata Mini-grant webinar, Statewide Digital Resource Finder, and Fights: How to prevent and stop them (safely!). Lisa M attended the following webinars: Heading to Kindergarten, Weeding the Garden of Library Books, Digital Resource Finder, Census Bureau Data for Libraries.

Open Circulation Library Aide: Lisa M interviewed two individuals for the last available library aide position. Since Olivia Holt was only looking for summer work, she was hired as a temporary Adult Services Library Aide and is working for Lisa E. Kaya Barnett was hired as a permanent Library Aide and will serve as both a Circulation Library Aide and a Youth Services

Library Aide. She will replace Madison Brehm who is the current temporary Youth Services Library Aide. Olivia started June 22 and Kaya's first day was June 28.

Technology

COOL: The COOL Executive Committee (directors) met in-person at OhioNET on June 16 to review and discuss updates related to recruiting, production, projects, and cataloging. A few of the development updates are noted below. The virtual Evergreen conference was recorded and is now available online. Each library provided an overview of safety practices following the lifting of the pandemic orders. Some libraries have not gotten back to normal.

Evergreen Development: Michael (OhioNET) will replace existing custom carousels with native Evergreen carousels. The documentation for the new carousels (priority #34) is on the staff wiki for any COOL member library that wants to implement them. Adjustments were made to the popularity badge functionality. Syndetics Unbound was moved into production in June. The feature provides a great deal of information in the "Additional Content" section when reviewing a record in the patron catalog, i.e. about the author, series information, you may also like, reviews, etc.

Server Replacement Project: After reporting the incorrect time issue on three different occasions, Dynamic Networks wrote a script to keep the time accurate on each desktop.

Smart Library Program: Two Smart HotSpot™ tablets were ordered June 4. The smartbooks combine the functionality of a traditional hotspot plus the ability to access the internet without a secondary device. The devices will be available for checkout the last week in July.

Website Updates: In preparation for content changes on the library website, Kelsey ordered a free website audit through OPLIN. The results were received June 14 and yielded useful information for the website update project that will begin in July.

AWE Usage: The early learning workstation was used ten times for a total of 248 minutes in June.

Collection Development/Processing

Acquisitions/Processing: Angela, Lisa E, and Lisa M reviewed bestsellers, reviews, trend reports, patron requests, and the missing/damaged/lost report to make material purchases. Lisa E and Cieria processed 256 new and donated youth and adult materials. New benchmarks were set for new books in Adult Services and Mary Lou re-shelved all the older titles.

Weeding/Collection Maintenance: Cieria repaired 22 items. With assistance from Brooklyn, she removed 468 items from Evergreen and moved them through the weeding process in preparation for the lobby book sale or recycling. Brooklyn was trained by Lisa M, using procedures written by Cieria, to weed the magazines and will continue to maintain the area on an ongoing basis. Kelly continued to prepare the "Something About the Author" collection for recycling. Volumes 121 to 168 remain. Olivia was trained by Lisa E to shelf read/inventory titles, pull titles for weeding and change end cap displays in Adult Services.

Youth Services Shelving Location Project: Angela completed the Dr. Seuss portion of the project. She also began weeding the oversized picture books to free up space on the shelf and prevent books from damage. Angela has had a lot of help for shelf reading in June. Many lost items were found and a large mis-shelving problem was identified and corrected in the non-

fiction shelving location. The appearance of the collection in Youth Services is significantly improved and, in fact, looks fantastic.

Notices: The recorded cost to mail 10 overdue notices in June was \$5.50. There was one 30-day notice.

Financial

Guiding Ohio Online (GOO) program: The State Library LSTA Review Committee recommended the library's 2021-2022 GOO LSTA grant application for funding. Final approval is expected in the July State Library Board meeting.

American Rescue Plan Act (ARPA): In the June board meeting, Lisa M reviewed the three LSTA competitive grant programs available to libraries available through the State Library of Ohio. The board opted to apply for the Outreach and Education grant to implement the 1,000 Books Before Kindergarten program (priority #16). The application deadline is August 1.

FCC Emergency Connectivity Fund: Lisa M and Cieria attended another webinar, but few new details about the program were learned. The filing window opened on June 29. It will close August 13, after which USAC will have 60 days to make funding decisions. Lisa M requested a quote from T-Mobile for five additional hotspots and 8 additional smartbooks.

System for Award Management (SAM): Lisa M assisted Cieria with the annual registration process.

Management

Pandemic: All state level health orders ended on June 2. Lisa M created new "mask optional" signage for the entrances. All other COVID-related signage was taken down. The Board rescinded the Pandemic Response and Emergency Suspension of Policy Resolution in the June regular meeting. Lisa M reported results of the COVID-19 safety measures survey to the board and recommended procedures be modified in accordance with the results of the survey. The board concurred. Official communication to the staff was delayed until July, but all modified practices are in place.

Library Hours (priority #14): Friday hours were introduced June 11. The library is now open 3:00 pm to 7:00 pm on Fridays. The number of visits ranged from 5 to 11 each Friday in June.

Space Planning (priority #1): Lisa M documented the notes from the staff space planning meeting and presented them in the June board meeting. The next steps were defined. The project has been temporarily on hold during new hire orientation and training.

Procedure Documentation (priority #36): Lisa E completed a usable draft of procedures for Evergreen 3.5.4 Circulation Tasks for new hire training. Lisa M used the documentation to train three new hires. The lack of a training plan and adequate procedural documentation in other areas significantly hindered the onboarding process for new hires.

Other Management: Lisa M attended the Chamber Lunch on June 15, a State Budget update webinar on June 21, and a Equinox webinar previewing the open source research guide product called SubjectPlus. Cieria attended the monthly BWC webinar on June 24.

Facilities

Alarm: Lisa E came in to the library when the alarm went off on June 4, an hour after Lisa M left for the day. She walked through the building with police. Lisa M arrived and noticed items out of place in Meeting Room 126. The alarm was set and sounded again an hour later. Lisa M found a patron in the meeting room setting up for a party that was not being held until the next day. The patron insisted she had permission to use the library on Friday and Saturday. Mary Lou also responded to an alarm on June 26. The police found the courtyard door unlocked during the Cardington Street Fair.

Library Clean-up (priority #7): Meeting Room 128 was cleared out and cleaned up to ready it for the SRP Safari Escape Room.

Rotary Literature Stand: A 20-pocket rotary literature stand was ordered for Youth Services to more efficiently display reading recommendations for SRP participants. The stand arrived with two parts jammed together due to a packaging issue. Lisa M damaged the parts trying to get them apart. The stand was returned and a replacement was reordered. It also arrived damaged due to the way the product had been packaged for shipping. The distributor is currently working with the manufacturer to resolve.

Access Lift: A maintenance call was placed after Lisa E could not use the lift for the 3rd Thursday Craft Society event. The lock on the outside door had shifted, got stuck, and prevented the lift from operating. It was repaired on June 21. The library was charged for the service.

Door Handles: The handle on the rear main entrance door required maintenance to prevent it from breaking. While in the library on July 1, the locksmith also examined other door handles and repaired the locking mechanism at the front entrance. Lisa M requested a quote for pull handles for both doors to replace the residential door handles that are not holding up in a commercial environment.

DIRECTOR'S REPORT FOR JULY

Programs/Services

3rd Thursday Craft Society: The July make-it-and-take-it craft program was offered in-person and provided participants with the supplies and instruction needed to create a pot of painted "cacti" from rocks. Six attended, including instructor Lisa Ebert. Kelsey set up a laptop and projector, so Lisa could play and replay a video demonstration of the craft. This worked well. Refer to the program report for more details.

2021 Reading Challenge (priority #22): Three patrons completed the reading challenge in July. Kelsey is managing the program and creates the Facebook posts. She also displayed books that fit the July challenge categories: Summer read, an author you love, a book turned into a movie.

Book Talk: Lisa E organized the book discussion held in July. Six attended the in-person program facilitated by Lisa. To prepare, she created discussion questions for "Friday the Rabbi Slept Late" by Harry Kemelman. The group selected titles for the next two sessions. Lisa also presented information about the mobile hot spot lending service, of which no one was aware.

Circulation: Circulation of physical materials in July was 1,570. Hotspots circulated 26 times. Bicycles circulated 6 times.

COVID-19 Test Kits: In July, the library distributed 13 COVID-19 test kits free of charge. Kelsey continues to stock the test kits and report the number distributed to a state website.

Guiding Ohio Online (GOO) program: Kelsey spent 1.5 hours responding to troubleshooting questions from 22 patrons and staff. She spent 12 hours in one-on-one sessions (7 scheduled; 8 unscheduled), assisting 15 patrons with specific technology needs. No classes were taught in the ASPIRE program in July. Whether or not we will return to MTC will be reevaluated in the fall. Kelsey spent 30 hours in July supporting the SRP by creating Facebook posts, livestreams, content for the website, and automatic calculations for enrollment and books read.

Libraries Transforming Communities (LTC): No update for July.

Summer Story Time: Four sessions were held in July with an average attendance of seven children. The summer program ended July 22. Attendees were the live audience for the SRP Facebook Live Teacher Readings on July 1 and 8. Each session included educational play, songs, alphabet, counting, and two stories.

Adult Summer Reading Program (ASRP): Adult patrons were invited to earn a raffle ticket for every book, audiobook or magazine checked out between June 7 and July 10. Participating patrons had a chance to win one prize each week and a second prize drawn from the total tickets after the last week. 20 adult patrons returned 70 tickets. Refer to the program report for more details.

Summer Reading Program (SRP): Events each week in July included Tail Waggin’ Tutors, craft time, an educational entertainer, teacher readings and a prize drawing on Facebook Live, and reading tutoring services. A dog adoption event was held on July 3. The African Safari escape room operated in July and the scavenger hunt that began June 28 ended on July 6. Participation in all events in July totaled 304. The program ended on July 15 with a pool party for finishers. Program participation nearly fully rebounded to pre-pandemic levels. Angela and her crew did an outstanding job creating a fun interactive summer learning program. Refer to the program report for more details. Key statistics for the 2021 SRP:

273	Youth and teens (37) registered
156	Completed the program (57% completion rate)
4,053	Books read birth through grade 3
43,604	Minutes read grade 4 through 12
1,032	Participants in library events
350	Take-home crafts handed out
1,024	Engagements with Facebook Live teacher readings
595	Engagements with Facebook Live prize wheel drawings
1,736	Incentive prizes distributed

Inter-library Loan Service: Even though the library saw regular deliveries beginning the last week in July, the transition from Priority Dispatch to STAT Courier continues to be a problem. With only one of five hubs operating in July, every transited item between Ohio libraries (public, school, and academic) was routed to Columbus. Sorting the items for delivery in the Columbus hub has been delayed by the lack of crates. At the end of July, COOL had 338 items in transit longer than 30 days. The normal over 30-day count for the consortium January-June 2021 ranged from 7 to 13. Many of the library directors in the consortium physically transported items July 16 and 21. STAT Courier set our delivery days to Tuesday and Thursday. Our contracted days are Monday and Wednesday. Libraries have little recourse except to report problems through the

normal channels. This issue has been highly visible to patrons waiting for materials that may never arrive.

Displays: The SRP drawing prizes were on display in the large display case during the month of July. As prizes were given away, the names of the winners were posted. Ohio Native Plants remained the theme in the small display case. The donated wooden villages hand crafted by the late Dave Rausch of Jefferson City, Tennessee remained on display in the Adult Reference area.

Facebook: Kelsey created most of the 42 Facebook posts in July. 20 related to the SRP, 3 related to other library events, 11 related to library services, and 8 related to community services/events. The top three posts: 07/01/21 Mrs. Ruehrmund's Facebook Live reading reached 1,209 people, received 109 reactions, comments and shares, and 495 post clicks; 07/19/21 Link to the Morrow County Mobility Transportation Survey reached 967 people, received 3 reactions, comments and shares, and 47 post clicks; 07/02/21 Promo for Dog Adoption Event reached 956 people, received 11 reactions, comments and shares, and 4 post clicks. The library has 1,142 followers on Facebook.

Personnel

Time Off: Brooklyn was on vacation July 1 through July 7. Brittany was on vacation July 2-3 and July 8-10. Madison was on vacation July 10-17. Lisa M was on vacation July 19-24. Lisa E was on call during Lisa M's vacation. Other days off were in single-day increments.

Volunteers: Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in July working the circulation desk and covering books. Ashlyn Troyer assisted Angela in Youth Services during the SRP.

Staff Development: On July 14, Cieria passed a Microsoft Excel certification exam. Kelsey attended the following webinars in July: Can I Post/Copy/Digitize That?, Emerging Tech Lab, and From Elevator Speech to Front Page News.

Open Position: Angela resigned from the library on July 26, earlier than planned. The Navy has given her family only a short amount of time to relocate to a base in Chicago. Options are being investigated/evaluated to determine what job will actually be posted. Kaya has agreed to take over the 2021-2022 Story Time program beginning in September.

Technology

COOL: The COOL Executive Committee (directors) met in-person at OhioNET on July 21 to review and discuss updates related to recruiting, production, projects, and cataloging. Lisa M did not attend and minutes are not yet available.

Evergreen Development: Evergreen will be upgraded to release 3.7 in the fall, date TBD. Michael continues to experiment with Popularity Badges to deliver useful results for patrons. A problem with bounced SMS renewal notifications was determined to be caused by delays in delivering each message, not that the messages went undelivered. Carousels were implemented in the online catalog in July with no effort required by the library (priority #34).

Smart Library Program: Delivery of two Smart HotSpot™ tablets was delayed a week. Implementation was deferred to August. The Lisa E and Lisa M attended a Premier Wireless onboarding webinar on July 12. Lisa E set up an account and reviewed the site. She also reviewed the MARC criteria for the new smartbooks and started to create a MARC record.

Website Updates (priority #24): Kelsey completed a major revamp of the library website in July. The main menu bar was changed and pages were moved accordingly. A new feature was purchased to stick the library header to the top of the page so it doesn't move when scrolling down the page. Missing links to the Ohio Web Library research databases were added. Information about the Ohio Governor's Imagination Library was added. More changes are planned, but the changes made in July greatly improved usability of the website and provides a logical organization to build upon.

Civil War Monument Project: Lisa M and Kelsey met with Patrick Drouhard on July 13 to aid the Civil War Monument Committee in providing public access via the library website to 300+ Civil War Veteran reports authored by Pat. A new module will be purchased to provide an index to the names for quick online access. Visitors to the monument will be able to scan a barcode at the site that will take them to the library website to read a story about a veteran whose name is on the monument.

Printing: Because of the timing, it seemed that a power surge during a thunderstorm on July 8 broke the connection for printing from the desktops to the networked printer/copier. It took considerable time to narrow the issue to a Windows update problem that broke the print driver on the server, affecting only the staff computers. The only solution available was to stop using the print driver on the server. Lisa M loaded a local print driver onto each staff computer to get around the problem.

AWE Usage: July statistics were unavailable. Access to the customer portal was denied. A support ticket was submitted.

Collection Development/Processing

Acquisitions/Processing: Angela, Lisa E, and Lisa M reviewed bestsellers, reviews, trend reports, patron requests, and the missing/damaged/lost report to make material purchases. Lisa E and Cieria processed 143 new and donated youth and adult materials. Lisa E set a new adult nonfiction benchmark and pulled books outside the range.

Weeding/Collection Maintenance: Cieria repaired 14 items. With assistance from Brooklyn and Olivia, she removed 956 items from Evergreen and moved them through the weeding process in preparation for the lobby book sale or recycling. Kelly and Brittany continued to prepare the "Something About the Author" collection for recycling. Only 25 of 168 volumes remain. Olivia worked with Lisa E to shelf read/inventory, pull titles, change displays, affix spine labels, and move shelves. Lisa E created multiple Evergreen reports to aid this effort.

Youth Services Shelving Location Project: Angela completed her shelving location project with the exception of some additional weeding needed in the area. Cieria supported the project by relabeling all the Beginner Reader Non-Fiction and updating Evergreen to include a reading level. Angela also had a lot of shelf reading help from Madison. Madison verified the order of books on the shelves and located a number of lost items. The straightened, reduced size collection gives the youth room a very organized clean look.

Notices: The recorded cost to mail 20 overdue notices in July was \$11. There was one 30-day notice.

Financial

Guiding Ohio Online (GOO) program: The library received notification from the State Library Board of final approval for the 2021-2022 GOO LSTA grant application. With input from Kelsey, Lisa M and Cieria completed the 3rd quarter LSTA Narrative and Financial reports for the 2020-2021 program year.

American Rescue Plan Act (ARPA): In preparation for applying for the LSTA Outreach and Education grant, Angela and Kaya created a rough plan for the 1,000 Books Before Kindergarten program (priority #16). Estimates for the cost of the program did not meet the minimum application amount for the grant. Funding this project will be sought from the Consolidated Electric Foundation's People Fund. To take advantage of the ARPA funding available, the focus shifted to an LSTA Outreach Initiative Proposal for the purchase of a transit cargo van. The \$59,576 proposal requires no matching funds from the library. Angela, Cieria, Kaya, Lisa E, and Lisa M worked hard to submit the application on July 31.

FCC Emergency Connectivity Fund: Lisa M and Cieria attended a webinar on July 6 to learn how to complete Form 471. Lisa M met with Premier Wireless and T-Mobile on July 7 to review a quote for five additional hotspots and 8 additional smartbooks. The filing window opened on June 29. It will close August 13, after which USAC will have 60 days to make funding decisions.

Management

Closings and Cancellations: The library was closed on Monday, July 5, for Independence Day. The July Regular Board Meeting was cancelled.

Pandemic: Lisa M has begun to more closely monitor the spread of the Delta variant of COVID-19 to ensure the library remains a safe space for the staff and public. Masks remain optional.

Library Hours (priority #14): The library is open 3:00 pm to 7:00 pm on Fridays. The number of visitors ranged from 7 to 18 on Fridays in July, an increase from June's attendance number.

Space Planning (priority #1): The project has been temporarily on hold during new hire orientation/training and grant writing. Activities will restart August.

Other Management: Lisa M attended a Deferred Compensation webinar on July 13, a State Budget Update webinar on July 26, the Cardington Economic Development Task Force meeting on July 27, and a Statewide Delivery Service Update webinar on July 28. Cieria attended the monthly BWC webinar on July 13.

Facilities

Security/Fire System: Lisa M completed a building walkthrough with the entire fire department the evening of July 13. It was a training exercise for the firemen. They were provided a floorplan and marked the location of the fire panel, each electric panel, the outdoor lockbox, and other items of interest. Updated library contact information was provided for the lockbox.

Phone System: On July 2, Lisa M had the phone system updated for the new Friday hours and had a problem fixed to enable picking up the director's ringing line from another phone. She reviewed and updated the phone system instructions and recorded new messages.

Front Entrance Improvements (priority #2): Lisa M secured loose and fallen lettering using screws as a temporary fix to improve the look of the “Public Library” sign in the front of the building. She has been unable to loosen the screws on the “Parking in Rear” sign that needs repainted. Lisa also met with Marissa Graham about replacing the Pirates Cove Pizza sign with one shared with the library. She gave the approval to move ahead with a project.

Concrete (priority #4): Two calls were made in July to Carl George Masonry. No response.

Library Clean-up (priority #7): A “Volunteer Day” at the library has been scheduled for August 13. The volunteers are Yutaka employees taking part in a community program. Lisa M created a list of 16 items from cleaning and painting to equipment installation projects. Cleaning supplies, diaper changing stations, new restroom signs, wall-hung chair racks, and cabinets were ordered for the project.

Door Handles: The anticipated quote for pull handles for both main entrance doors has not arrived. Follow up is required in August.

OLD BUSINESS

American Rescue Plan Act Grant Application Update

Angela and Kaya created a plan for 1,000 Books Before Kindergarten which revealed that the project could be implemented for less than the minimum \$5,000 available through this grant. To make better use of potential grant funds, a new plan was created for purchasing a cargo van for the library. Lisa M believes that we have around a 50/50 chance of receiving the \$59,576 grant. There is no local match required for the grant, however the library would need to spend about \$5,000 per year for insurance, gas, program supplies, and advertising. Additional staffing was not factored in, but may be necessary as well. Lisa M gave the Board the option to veto the project if they wished, due to the project of the grant changing since the last meeting. There were no objections.

NEW BUSINESS

Review and Approve the 2022 Tax Budget

21 - 21

Jeff Youngs moved that the 2022 Tax Budget be approved. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

Aye: Kathy Schelb, Katie Porteus, Jeff Youngs, Monty Maceyko, Ed Wahl
Nay: None

CIC Loan Opportunity

Ms. Murray shared a loan opportunity that is available for the businesses in the community to improve curb appeal. The amount would be \$5,000 to update signage on the front of the building. The interest rate would be 1% with only \$4,500 needing to be paid back.

21 - 22

Katie Porteus moved to authorize Cieria Burgett and Lisa Murray to apply for the CIC loan without further action by the Board. Second by Jeff Youngs. Mrs. Burgett took a roll call vote:

Aye: Kathy Schelb, Katie Porteus, Jeff Youngs, Monty Maceyko, Ed Wahl
Nay: None

Personnel Item

Kaya was hired as a Circulation Aide/Youth Services Assistant at the end of June. Lisa M would now like her to replace Angela's position.

21 - 23

Katie Porteus moved to update the non-MLIS Librarian position title to now be called Coordinator. Second by Ed Wahl. Mrs. Burgett took a roll call vote:

Aye: Kathy Schelb, Katie Porteus, Jeff Youngs, Monty Maceyko, Ed Wahl
Nay: None

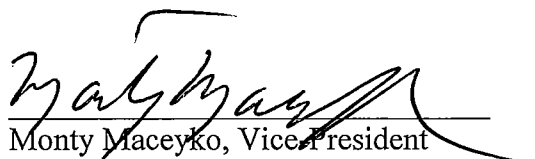
21 - 24

Jeff Youngs moved to waive the Bachelor's degree requirement for Kaya Barnett for the Youth Services Coordinator position. Katie Porteus seconded. Mrs. Burgett took a roll call vote:

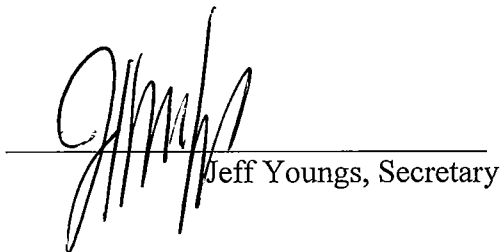
Aye: Kathy Schelb, Katie Porteus, Jeff Youngs, Monty Maceyko, Ed Wahl
Nay: None

ADJOURNMENT

With no further business to come before the Board, Jeff Youngs moved to adjourn the meeting. Monty Maceyko seconded. The meeting was adjourned at 7:09 p.m.



Monty Maceyko, Vice President



Jeff Youngs, Secretary

Submitted by: Cieria Burgett