

**MINUTES**  
**CARDINGTON-LINCOLN PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
August 13, 2019

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

**PUBLIC PRESENTATIONS** – None

**CORRESPONDENCE** – A thank you note from Mary Lou Dowalter was passed around for the board to read.

**APPROVAL OF MINUTES**

Monty Maceyko moved to approve the July 9, 2019 regular Meeting Minutes as written. Second by Kathy Schelb. Motion carried unanimously.

**TREASURER'S REPORT**

Mrs. Burgett gave the financial report for July 2019.

Account	June 30, 2019 Balances	July Receipts	July Disbursements	July 31, 2019 Balances
Checking - FC	\$47,301.45	\$29,636.15	\$26,718.24	\$50,219.36
Prime Money - FC	\$112,080.53	\$38.51	\$0.00	\$112,119.04
24-mo. CD - FF	\$13,510.38	\$0.00	\$0.00	\$13,510.38
49-mo. CD - FC	\$51,261.87	\$255.61	\$0.00	\$51,517.48
Cash Drawer	\$263.43	\$554.99	\$692.67	\$125.75
Totals	\$224,417.66	\$30,485.26	\$27,410.91	\$227,492.01

Library cash assets totaled \$227,492.01 on July 31, 2019. Total income in July was \$29,669.69. Receipts included Public Library Fund monies totaling \$23,262.58 and \$5,058.00 in Federal Grants. Net Income in July was \$2,717.44.

The significant items noted in the Variance report were barcodes not being ordered this month, JLG annual fee lower than budgeted, underspending on DVDs, statewide delivery service being paid earlier in the year, and not purchasing new back office chairs in July.

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

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

## DIRECTOR'S REPORT

### Programs

*2019 Summer Reading Program (SRP):* The program officially ended July 13. Reading logs were accepted through July 18 when the pool party for finishers was held. In July, two entertainment programs were held at the American Legion Park. Two Tail Waggin Tutor sessions, two craft sessions and two LEGO Club sessions were held at the library. A total of 312 children participated in the SRP program. The completion rate was 61%. In all, 3,528 books were read to/by children ages 0 to grade 4. Children grade 5 and older read a total of 67,947 minutes. All staff and volunteers went above and beyond to make the SRP a great experience for everyone despite losing Youth Services Librarian, Hillary, the end of May.

*Book Talk:* Six people attended the July *Book Talk* to discuss “The Woman in the Window” by AJ Finn. Lisa E promoted the event on Facebook, the library website, and with flyers in the library. She also prepared discussion questions and pulled new titles to share with the group. Following the discussion group, Lisa E announced the remaining 2019 *Book Talk* titles on Facebook and created the flier for the September *Book Talk*.

*2018-19 Guiding Ohio Online (GOO) program:* Eight classes were offered in the library in July but none had attendance. Summer is traditionally a slow period but even the popular classes were unattended despite distributing flyers to more places. Marc also presided over two LEGO Club activities for the SRP with a total attendance of 30. Marc spent 12.25 hours providing one-on-one assistance to 13 patrons (7 scheduled; 6 drop-ins) and a total of 3.6 hours providing troubleshooting assistance to 19 patrons. Lesson plans were created for two SRP LEGO Club activities. Lisa M and Marc created the third quarter narrative report. Lisa M created the third quarter financial report.

*Building Better Readers:* On July 16, Lisa M. met with retired educator, Barbara Byrd, to review her program for building better readers in the Cardington-Lincoln Local School District. Lisa M. then introduced the concept to Superintendent, Brian Petrie. He was open to a meeting which was scheduled in August.

*Displays:* No display changes were made in July.

*Facebook:* During July, Lisa M and Marty created 16 posts on Facebook: 1 promoting library books and services, 13 promoting events and programs, and 2 general interest topics. The top three posts: 07/18/19 SRP Pool Party Reminder post reached 706 people, received 21 likes, comments and shares and 28 post clicks; 07/22/19 SRP Grand Prize Winners reached 687 people and received 56 likes, comments and shares and 77 post clicks; 07/05/19 Bike Lending Name Contest Winner reached 667 people and received 36 likes, comments and shares and 51 post clicks. The library has 977 followers on Facebook.

### Personnel

*Time Off:* Andy was on vacation July 1 through July 6. Lisa E was on vacation July 8 through July 10. Marty was on vacation July 10 through July 18.

*Staffing Updates:* The third candidate was interviewed for the Youth Services position. Two candidates were called back to perform an abbreviated Story Time. Ian Ferguson was hired to fill the position. His scheduled start date is August 5. One person applied for the custodian position. Randy Fox has requested to stay on longer than planned.

*Volunteers:* Volunteer Mary Lou Dowalter continues to be a huge help in the library. Patty McAvoy covered books each week, freeing staff for other duties. Her sister has been helping her in July. Teen volunteers, Mallory Caulkins and Oriana Wilson, helped to set up and monitor the SRP craft activities in July.

*Staff Development:* No activity in July.

### Technology

*COOL:* The COOL Executive Committee (directors) met at OhioNET on July 17 to review and discuss updates related to recruiting, production, projects, and cataloging. Updates to the consortium bylaws and principles of cooperation were distributed for review. A vote on the minor changes will occur at the next meeting. A committee was set up to set goals for the contingency fund and determine the appropriate annual contribution to meet the goals. All resource sharing with Germantown has ended in preparation for their exit from COOL. OhioNET implemented a dashboard to display the status of Evergreen services. It will be useful in determining if any slowdowns are due to Evergreen or something in the library environment.

*Website Redesign:* The third and final design prototype for the new website template was reviewed and approved in July. Andy, Marc, and Lisa M created a design document for the content to be added to the website once the template conversion took place on July 23. Andy and Marc have been working tirelessly to add the new content to the website. Working with the new features required Andy, Marc, and Lisa M to watch three tutorials (multiple times). Creating content in the new template can be cumbersome.

*Staff Computer Replacement Project:* Lisa M. created a requirements document to for the replacement of seven staff computers. It was submitted to Dynamic Networks on July 25.

*Other:* The AWE Early Literacy Workstation was used 47 times for a total of 1,570 minutes in July.

### Collection Development/Processing

*Bike Lending Service:* The bike lending committee met on July 22 and by email thereafter. The official launch day was moved to Saturday, August 10 to allow more time to plan the Kickoff Party and to gather and process the bikes, helmets, and locks. Lisa E and Lisa M defined all the system requirements for processing the bikes, helmets, and locks. Lisa M requested changes from OhioNET which were implemented by Derek. Lisa E researched the cataloging requirements for equipment. She constructed MARC, copy templates and copy notes. These were sent to the COOL Cataloging Committee for input. The Lisa's worked through the physical processing of each piece of equipment with input from the Officer Jason Kiefer. Lisa M purchased all the necessary supplies. Books were purchased to give away at the kickoff.

*Hot Spot Lending Service:* No activity in July.

*Acquisitions/Processing:* Cieria, Lisa E., and Lisa M. reviewed bestsellers, reviews, trend reports, patron requests, and the missing/damaged/lost report to make material purchases. Cieria and Lisa E. processed 148 new and donated youth and adult materials.

*Weeding/ Collection Maintenance:* 146 items were removed from Evergreen in July and moved through the weeding process in preparation for the lobby book sale. Lisa E provided reports for staff to weed the overcrowded JP Oversize and YA Graphic sections in Youth Services. She also continued to try to relieve shelf crowding in Adult Fiction J - L.

*Notices:* The recorded cost to mail 36 overdue notices in June was \$19.80. Four were 30-day notices.

### Financial

*2019-20 Guiding Ohio Online (GOO) program:* The grant application was approved by the State Library Board on July 18.

*Fundraiser:* On July 2, Lisa M participated at Pizzaburg in a fundraiser organized by Howard Hanna & Associates in Mount Gilead. A portion of the profits were donated to the four Morrow County Libraries. Pictures were taken with a big check. The actual checks are still in the mail.

*2020 Tax Budget:* Lisa M. created the initial draft of the 2020 Salary Budget, documenting the procedure for future reference. The salary budget and other budget assumptions were provided to Cieria for creation of the 2020 Tax Budget.

*Lobby Book Sale:* In July, green dot items were free and blue dot items were priced at 25 cents. All other colored dot items were \$1.00 each. Monthly sales totaled \$25.25.

### Management

*Strategic Plan:* Lisa E worked seven hours writing objectives for the Strategic Plan. Work on the plan was once again put on hold to prep the Bike Lending Service.

*Cardington Community Food Pantry:* Jean Smith requested library cards as a way to provide food pantry patrons a number that can be used to anonymously register when accessing the food pantry. Most people already carry key FOBs for the grocery, etc. but some people have nothing. Lisa E designed an envelope to hold a library card, information about the library, and an invitation to visit the library to activate the card.

*Dollar Tree:* Lisa M met with Brent Mauer, JobsOhio, on July 25 and helped facilitate use of a library meeting room for Dollar Tree job interviews on August 1.

*Other Management:* Lisa M attended the Chamber Luncheon on July 16 and the Cardington Economic Development Task Force meeting on July 23.

### Facilities

*Network Copier/Printer:* The copier broke down on July 1 and needed a new control board. It was down for two days. The repair response time was as good as it could have been given the part had to be shipped overnight.

*Lighting:* An entire section of lightbulbs in Adult Services burned out at approximately the same time. Most of the supply of bulbs has been used, escalating the priority of the lighting project.

## OLD BUSINESS

### Strategic Plan Update

No update.

### Levy Planning Discussion

No update.

### Open Library Positions

Ms. Murray introduced Ian Ferguson as the new Youth Services Librarian. Ian just recently finished his Master's degree in Library and Information Science, and was previously working at the Delaware County Library. He continues to work weekends there, in addition to his new full-time position at Cardington. Ian is already working to prepare Storytimes for September.

Randy Fox had told Lisa M of his intention to retire, but has since reconsidered how soon he will do so. A candidate for the new custodian position was already interviewed and is currently going through the process of a background check. Ms. Murray proposed that the potential new custodian be hired to work a few hours per week in addition to Randy's services. There would be plenty of work to be done, as custodial hours have been well below the desired level due to budget cuts made years ago. Having both Randy and the new custodian would greatly improve the cleanliness and maintenance of the facilities.

### Bike Lending Program Kick-off Party

The kick-off for the bike lending program went well on August 10<sup>th</sup>. Tim Maceyko was there selling and signing his children's books (including his new release), as well as providing lunch for everyone and a bouncy house. Pastor Paul gave away free bells, locks, and helmets. Officer Jason Kiefer supplied all of the bike locks and a few helmets. Jeff Youngs provided and taught bike maintenance throughout the event, with the help of Clint Knipper and Richard Luthas. 21 adults and 21 children attended the event with 16 bikes being repaired (including the five library bikes). Ms. Murray shared that the Morrow County Sentinel will soon run an article about the event with photos.

So far this week, bikes have been checked out five times by three children ages 12-14. This has given the staff a good opportunity to test out the current paperwork and check-in/check-out processes. A few small adjustments may need to be made, as well as several other tasks that still need completed in relation to the program. Lisa M handed out packets to the Board which contained all of the current paperwork used for the process. Jeff suggested that the library do a bike maintenance event again in the spring. Tim Maceyko also brought up doing it during the Street Fair next year. He also brought up the idea of stockpiling unusable bikes for spare parts, and adding handicap-accessible bicycles to our collection in the future.

## **NEW BUSINESS**

### Budget Commission Meeting Update

The Budget Commission met on August 5 to decide how to split the newly passed 1.7% of the General Revenue Fund that makes up the Public Library Fund. Morrow County is estimated to receive \$1,025,566.98 in 2020, and the Budget Commission decided to split the funds evenly between the four libraries in the county, as in recent years. This leaves Cardington with an estimated \$256,392 for next year. The meeting was attended by the three members of the Budget Commission, Lisa M, Cieria, and the Fiscal Officer from Perry Cook. When the Commission asked what the funds would be used for, Ms. Murray explained that libraries are still receiving less money than in the past. If funding levels had been frozen in 2001 instead of steadily decreasing, the library would have received \$1,035,958 more over the course of 20 years. She also introduced the idea of libraries lending unconventional items such as tools, bicycles, 3-D printers, and Wi-Fi hotspots. The Commission was surprised and excited to hear this new information. Lisa M also suggested that our library may reopen on Fridays, since hours were cut due to budget constraints.

### New Reading Partnership with the Schools

Ms. Murray distributed a handout to the Board that outlined this new reading program. She was approached by Barbara Bird, a retired educator, about implementing the program. Barbara had researched reading scores in the county and outlined a plan to improve them, using her experience doing so in grades 5-8 throughout her career. She asked Lisa M to approach the school for a partnership in implementing this plan. The plan entails students reading around 25 self-chosen books in a school year, which 10 years of experience shows will increase reading scores by 1-3.5 levels. The program would require each student to sign a contract at the beginning of the grading period pledging how many books they will read. The teacher would then conduct conferences to check if each student has read their book. At the end of the grading period, a grade will be assigned in relation to how well the student achieved their goal. If a satisfactory grade is not achieved, the student will work with the teacher to set a more attainable goal, so that all students can achieve success according to their abilities.

The library's role would be to provide books and book overviews, as well as access to the consortium's collection. All of the kids would sign up for library cards, if they do not already have them, and Ian would do monthly presentations to the 4<sup>th</sup> grade students at the school and leave books for the children. The Youth Services position would drop work on less related responsibilities, such as Christmas in Cardington, to fit this program into the schedule. The program would help the library achieve the goal of increasing childhood literacy, as well as increasing general circulation.

The program would need at least two of the 4<sup>th</sup> grade teachers to participate, or ideally all four. The plan was presented to the school principal, with Katie Porteus giving much support. An answer to the proposal is not expected until after school starts and teachers have had a chance to review the program. If all goes well with the 4<sup>th</sup> graders, Katie would like to bring the program to the 5<sup>th</sup> graders in the future as well.

## ADJOURNMENT

With no further business to come before the Board Monty Maceyko moved to adjourn the meeting. Jeff Youngs seconded. The meeting was adjourned at 6:45 p.m.

*Katie Porteus*

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Katie Porteus, President

*Lorelei Heinema*

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Lorelei Heineman, Secretary

Submitted by: Cieria Burgett

