

Barberton Public Library
Regular Board of Trustees Meeting, May 26, 2022

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MEMBERS PRESENT

Caroline Brindo
Kenneth Cheatham
Jennifer Doll
C. Racyne Leskanic
Terri Masich
Heather McMullen
Holly Miller

ALSO PRESENT

Ann Hutchison, Director
Michael DeSan, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
Lori Cochran, Children's Services Librarian
Gretchen Quinn, Reference Services Manager
Jennifer Reynard, Cuyahoga Falls Public Library

Vice President Doll called the meeting to order at 6:35 p.m. This meeting was held in-person and virtually using Zoom. Doll attended virtually; all other attendees were present at the Library.

President Brindo arrived and took control of the meeting at 6:36 p.m.

Hutchison introduced new staff members Cochran and Quinn to the Board, as well as Reynard, and the Board introduced themselves to their guests.

Cochran left the meeting at 6:39 p.m.

Moved by Masich, seconded by Miller, **to accept the minutes** of the April 2022 Board meeting. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

Brindo and Doll reported that at their May 18 meeting, the Friends of the Library approved a \$5,000 donation to BPL for 2022, to be used as the Library sees fit. This will leave approximately \$2,000.00 in the Friends' checking account. The Friends plan to close their savings account and move the balance to their checking but will maintain separate accounts for grant money when applicable. A laptop has been purchased for use by the Treasurer, and the topic of vendors' license and credit card reader has been tabled until January 2023, when a new Executive Board will be appointed. The FOL will now offer lifetime memberships, at the cost of \$150.00 per individual.

There was a discussion regarding the Friends' decision to only donate to the Library's Political Action Committee, which funds BPL's levy campaigns, during levy years. The Friends cited conflicting information from Ohio Library Council as the reason behind their decision. Brindo will contact Jay Smith, OLC's Director of Government and Legal Services, for further clarification.

Hutchison reported that the Friends of the Library are planning a Get to Know Your Friends event on Tuesday, June 14 from 4:00 to 7:00 p.m. in hopes of increasing awareness of their organization as well as membership. At their spring book sale, held May 14, the Friends earned \$789.75 and an additional \$192.00 in raffle basket ticket sales. The City of Barberton's Change for Change event benefitting the FOL was held last Friday, May 20 at Pregame Tavern, and raised \$475.00. The Friends will hold a Christmas in July sale on July 16 and are planning to hold a sale during Barberton's Mum Festival.

DIRECTOR'S REPORT

Circulation: April 2022 circulation was 20,819, down 21.3% from April 2021, and down just slightly from March 2022. Year to date, circulation is 83,745, down 10.5% from 2021. eMedia circulation through Overdrive was 5,142 in April 2022, up 1.4% from April 2021. An additional 305 eMedia titles were borrowed through Hoopla in April 2022, up 32% from last April. Circulation of audiovisual materials was 5,227, down 32.8% from April 2021, and accounting for 25.1% of the month's total circulation.

McMullen entered the meeting at 6:49 p.m.

In April 2022, 7,268 people visited the Library, up 86.8% from April of 2021. Of those visitors, 63 received curbside service and 101 visited the Community Health Library. Staff issued 99 new patron cards, up 62.3% from April 2021,

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answered 1,789 reference questions, and made 45 homebound deliveries. The Library's website was visited 2,705 times and there were 1,304 computer-use sessions. In April, 739 items were added to the collection and 1,006 items were withdrawn.

Programs & Publicity: Hutchison distributed the April 2022 publicity packet. In April 2022, 962 people attended 52 live programs and outreach events, either in person or via Zoom or Facebook Live, showing a decrease of 42.2% in the number of programs and 39.2% in attendance as compared to April 2021. An additional 791 people participated in or viewed 22 passive and recorded programs and outreach events in April, for a total of 1,753 participants at 74 events. Additionally, 255 people attended 41 non-Library programs in April 2022.

Upcoming programs of note include In Search of Bigfoot presented by Ohio Night Stalkers on June 4, and Summer Reading Club for all ages, which begins on June 6. The SRC theme for 2022 is Oceans of Possibilities, and June programs will include a kick-off party on June 8 featuring a Zoom program with the Greater Cleveland Aquarium, the Akron ZooMobile on June 13, the Bubble Lady on June 20, and the Magic of Michael Mage on June 27. Several area daycare programs have reached out to inquire if they may bring groups of students to SRC performances, which will boost attendance at the programs.

Hutchison shared that the Library is exploring new advertising methods. BPL partnered with the Parrot Film Company to create a promotional video for Summer Reading Club, which is playing before features at Lake 8 Cinema. Two billboard locations have been secured on Wooster Road, which will also be used to promote SRC for all ages. Additionally, chalk footprints were drawn on the sidewalks at Lake Anna and throughout downtown to promote the upcoming Bigfoot program.

Donations:

Friends of Barberton Public Library - \$275, for Mojo zydeco concert
Michele Hughes - 94 books, CDs, and DVDs
Debi Merlo - 50 books
Peggy Richardson - 40 books

Carl Sauers - 40 books
Phil Sherman - 50 books
Jeff Sunderland - 11 books
Anonymous - 1,529 books, 11 CDs, 46 DVDs, & 5 puzzles

Moved by Masich, seconded by Leskanic, **to accept the donations.** Ayes: Doll, Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

Mission Moment: Hutchison shared the following from Children's Service Manager Alison Huey about Cochran: "Lori came with me to the Middle School last Tuesday for book club and we had a few minutes of down time. She told me her dad has a lot of pride in Barberton and she didn't really understand it until she started working here. She'd had a conversation with him over the weekend about how she knew she would like to work at the Library, but she didn't realize how much pride it would give her. She said she just loves the Library and being here, and she wants everyone who comes in to have a great experience. Her dad said, "You have pride in it, and you treat it like your house," and she said it just kind of clicked with her, that yeah, she does. You can see this if you observe her, she is so kind and cheerful with patrons, greeting everyone, making small talk with people as she helps them with the copier, complimenting people, walking around, and tidying up, asking if she can vacuum."

Other: Hutchison reported that the Library's leadership team is working on action items for the Strategic Plan, and that the process should be complete by the end of June.

Hutchison presented the Board with a report of continuing education and training completed by Library staff in the first quarter of 2022.

The Friends of the Library have agreed to assist BPL in hosting a book signing event featuring a variety of local authors. Several staff members are working to coordinate the event, and Hutchison would welcome suggestions for featured authors.

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Hutchison shared that the Akron Summit County Public Library will operate a new history museum in Akron that is projected to open in September 2023.

Hutchison informed the Board that the provision allowing for virtual meetings expires July 1, 2022. Unless extended, virtual attendance will not be acceptable after the Board's June meeting.

Hutchison and Cheatham assisted with a financial literacy event at Barberton Middle School on May 17, where eighth grade students were assigned occupations, incomes, and families, then given the opportunity budget and shop accordingly.

Quinn talked briefly about her previous library experience and goals for the Reference Department.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of May 2022 for the Barberton Public Library was \$139,510.56.

DeSan reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of April 2022.

There was a discussion regarding how to appropriately dispose of unneeded items throughout the building and BPL's surplus furniture and equipment policy.

Moved by McMullen, seconded by Cheatham, **to accept the financial report, bank reconciliations, reappropriations, and bills** paid for the month of April 2022. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

RESOLUTION 14-2022 - **Moved** by Cheatham, seconded by Leskanic, **to accept the 2023 tax budget** as presented. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted. See page 2502.

COMMITTEE REPORTS

Finance and Audit Committee: No meeting held.

Personnel Committee: No meeting held.

Building and Equipment Committee: No meeting held.

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Cheatham, DeSan, Futrell, Hutchison and McMullen attended OLC's Trustee Dinner in Independence on May 12, 2022.

OLC has partnered with the Center of Science and Industry (COSI) to distribute Learning Lunchboxes for free to Ohio public libraries this summer. The STEM kits will feature a dinosaur theme with five days' worth of learning content for children, and COSI has also created a toolkit that corresponds with the Summer Reading Club theme, Oceans of Possibilities. The normal price of each kit is \$35.00, and BPL will be receiving 100 to distribute, primarily to children at Van Buren Homes.

Hutchison informed the Board that House Bill 327, which would prohibit schools, universities, state agencies, and political subdivisions, including public libraries, from teaching, promoting, and offering instruction or training on certain divisive topics, may be voted on in the House State and Local Government Committee next week. If so, it is

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likely that the full House will schedule it for a floor vote shortly thereafter, which will be just before they recess for the summer. The sponsors of the bill claim that its latest version, which has not been formally accepted by the committee, addresses the concerns of public libraries, though OLC has not approved the updated language. The new version still requires public libraries to ensure that none of the prohibited concepts are promoted, acted upon, or compelled by the library, and would include compliance requirements for public libraries and their boards. Library directors and trustees are encouraged to contact their local representatives to inform them of the detrimental impact this proposed legislation would have on public libraries.

Community Correspondence: Hutchison shared a thank you letter she received from a couple from Hudson, who had an appointment at an office on 5th Street NE in Barberton earlier this month. On the day of their appointment, their GPS led them to downtown Barberton, and a staff member in Customer Service assisted them with directions and provided a map to their destination.

Hutchison shared a message received through BPL's website chat software from a preschool music teacher, expressing their gratitude for the fingerplays on the Children's Department page: "My students love them, and they make lesson planning much more fun!"

OLD BUSINESS

None.

NEW BUSINESS

Hutchison informed the Board that McMullen's term expires on June 30, 2022. A Resolution to extend her term or Motion to accept her resignation will be needed at the June meeting. Should her term be extended, Hutchison will arrange for an elected official to attend the July meeting to administer the oath of office.

DeSan informed the Board that he will be unable to attend the June 23, 2022 meeting, and requested that it be rescheduled for either June 16 or June 30.

RESOLUTION 15-2022 - Moved by Masich, seconded by Leskanic, **to reschedule the June 23, 2022 Board meeting** for Thursday, June 30, 2022 at 6:30 p.m. The public records commission will meet prior to the meeting at 6:15 p.m. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

The Building and Equipment committee will meet at 5:30 p.m. on Thursday, June 30.

Brindo informed the Board of her intention to resign when her term as President expires.

Moved by Masich, seconded by Leskanic, **to adjourn** the meeting at 7:33 p.m. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

Caroline Brindo, President

Holly Miller, Secretary

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Barberton Public Library
2023 Tax Budget

		ACTUAL	ACTUAL	CURRENT YEAR	BUDGET YEAR
		2020	2021	Estimated	Estimated
1000	General Revenue Fund			2022	2023
	Beginning Cash Fund Balance 1/1	1,141,247	1,352,812	1,699,053	1,798,562
	REVENUES				
	General Property Tax / RE	713,177	693,469	660,000	660,000
	Public Library Fund (PLF)	979,951	1,126,416	1,005,657	1,010,000
	Other Revenue	48,415	35,949	55,000	55,000
	Total Revenue	1,741,543	1,855,834	1,720,657	1,725,000
	EXPENDITURES				
	Library Services				
110	Public Service - Salaries & Benefits	1,057,907	1,076,187	1,140,757	1,174,977
110	Public Service & Programs - Other	12,570	15,927	16,427	17,500
120	Collection Development & Processing	140,090	151,058	155,558	160,000
	Total Library Services	1,210,567	1,243,172	1,312,742	1,352,477
	Support Services				
210	Facilities Operation & Maintenance	72,200	81,418	83,858	86,358
220	Information Services	102,415	98,060	101,000	104,030
230	Business Administration	50,474	71,408	73,548	75,754
	Total Support Services	225,089	250,886	258,406	266,142
	Capital Outlay	39,322	15,535	50,000	50,000
	Contingencies	-	-		
	Total Expenditures	1,474,978	1,509,593	1,621,148	1,668,619
	Cash Flow from Operations	266,565	346,241	99,509	56,381
	Transfers In/(Out)	(55,000)	-	-	-
	Revenue over/(under) Expenditures	211,565	346,241	99,509	56,381
	Ending Cash Fund Balance	1,352,812	1,699,053	1,798,562	1,854,943
	Less Encumbrances	-	-	-	-
	Ending Unencumbered Fund Balance 12/31	1,352,812	1,699,053	1,798,562	1,854,943
	INACTIVE FUNDS BALANCE	700,000	500,000	500,000	500,000
	BANK BALANCE	652,812	1,199,053	1,298,562	1,354,943
	Capital Projects				
4001	Building & Equipment				
	Beginning Cash Fund Balance 1/1	1,597	-	-	
	Revenues				
	Expenditures	1,597	-	-	
	Transfers In/(Out)	-	-	-	
	Revenue over/(under) Expenditures	(1,597)	-	-	
	Ending Cash Fund Balance	-	-	-	
	Less Encumbrances				
	Ending Unencumbered Fund Balance 12/31	0	0	0	