MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
August 14, 2018

Katie Porteus opened the meeting at 6:00 p.m. Ms. Murray did a roll call in the reading room of the library with the following present: Athena Abraham, Lorelei Heineman, Monty Maceyko, Katie Porteus, Kathy Schelb, and Jeff Youngs. Ed Wahl was absent. Also attending: Lisa Murray, Director/Fiscal Officer.

PUBLIC PRESENTATIONS - None

CORRESPONDENCE

There was an 85% refund check from BWC for $207.85.

Notes from patrons in support of the GLBT Book Month display were passed around, a message left from the Richland Coalition on the answering machine was typed up. Sarah Cleveland sent a package with a letter, scriptures and some personal testimonials. There was some discussion that the board should not respond right away after public presentations in the future, but to wait and respond after the board has had time to review or consider requests.

APPROVAL OF MINUTES

Lorelei Heineman moved to approve the June 12, 2018 Regular Meeting Minutes as written. Second by Monty Maceyko. Motion carried unanimously.

TREASURER'S REPORT

Ms. Murray gave the financial report for June, 2018.

Account	May 31, 2018 Balances	June Receipts	June Disbursements	June 30, 2018 Balances
Checking - FC	$57,338.47	$23,531.03	$26,049.94	$54,819.56
Prime Money - FC	$111,622.96	$33.70	$0.00	$111,656.66
24-mo. CD FF	$13,443.06	$13.41	$0.00	$13,456.47
49-Month CD-FC	$50,249.32	$0.00	$0.00	$50,249.32
Cash Drawer	$278.07	$489.70	$596.40	$171.37
Totals	$232,931.88	$24,067.84	$26,646.34	$230,353.38

Library cash assets totaled $230,353.38 on June 30, 2018. Total income in June was $23,484.22. Receipts included Public Library Fund monies totaling $22,097.41. Net Income in June was a loss of $2,731.12.

In the Transaction Detail by Account report, Ms. Murray noted the significant expenses in June: A registration fee for the OLC Beyond Books & Programs conference. Property Insurance, Street fair and SRP. The Guiding Ohio Online Contract Services and the two Intell Computer Sticks with 4 year warranty. The Budget vs. Actual Report and the Statement of Projected Cash Flows were also reviewed.

program seemed positive. Many businesses donated items for the prize baskets. The only cost to the library was a quarter share of the grand prize, a Kindle. Things went well this first year but there is room for improvement and growth in future years.

Book Talk: Lisa E. developed a discussion guide for the July 9 session attended by seven to discuss "A Man Called Ove" by Frederick Backman. She also created the September flyer, sent emails, and created Facebook posts.

Guiding Ohio Online (GOO) program: During July, Marc completed the handouts and lesson plans for an online marketplace class and a social media class. Eight classes were offered in July: Online Job Search Skills and Resume Strategies, a 2-part class was offered twice; Introduction to Microsoft Office was offered one time in four parts. None of the classes were attended. Marc provided 6 hours of training in 4 Aspire classes at MTC, training 19 students total. Marc also spent 19.5 hours providing one-on-one assistance to 18 patrons (7 scheduled; 11 drop-ins) and 3.17 hours providing troubleshooting assistance to 18 patrons. Two additional weekly one-on-one sessions were added to Marc's schedule. Four programming languages were researched for a 4th quarter class and books were ordered for the collection. Marc set up the 4th quarter class schedule and created a promotional brochure.

Sweet Corn Festival: The library manned the library booth at the Sweet Corn Festival for two hours on July 21. The Morrow County Libraries shared a booth in the kids' zone offering a corn toss, corn tic tac toe, a newspaper hat craft, and a bucket with items hidden in corn. Children who completed one activity were given a freezer pop. The time of day, rain, and chilly temperatures contributed to low attendance at the booth.

STEPS Story Time: Hillary planned themes and ordered the books for the first three weeks of the story time program year which begins September 11. She also created the agendas for the first three weeks and the homework sheets for the first four weeks. The story time cabinets were organized following the move back to meeting room 126.

Christmas in Cardington: Annie and Hillary started planning for Christmas in Cardington to be held on December 13. They decided on a Buffalo Plaid theme and started planning the photo booth and the decorations. Hillary created an initial flyer for the library activities scheduled during the event.

Displays: Various patrons contributed musical instruments for the SRP display in the main case during July. The children's display featured the SRP music theme, "rockin' reads" and the teen fiction display was a mixture of "summer" reads. Cieria and Marc set up new displays using new acrylic holders purchased last month for government publications in the following topic areas: Veteran Benefits, Financial Literacy, and Health Information. Marty created signage to highlight the new displays.

Facebook: During July, the staff created 22 posts on Facebook: 6 promoting library books and services, 9 promoting events and programs, and 7 general interest topics. The top three posts: SRP grand prize winners reached 825 people, received 36 reactions, comments and shares and 83 post clicks; the first of two library survey posts reached 391 people and received 10 reactions, comments and shares and 34 post clicks; Happy birthday, Harry Potter! reached 353 people, received 14 reactions, comments and shares and 3 post clicks. The library has 889 followers on Facebook.

Collection Development/Management

Cieria, Lisa E., Lisa M. and Hillary reviewed bestsellers, reviews, trend reports, patron requests, and the missing/damaged/lost report to make material purchases. Cieria and Lisa E. processed 252 new and donated youth and adult materials. To aid this effort, Hillary assigned call numbers for all the new Youth Services materials.

A total of 486 items were removed from Evergreen in July and moved through the weeding process in preparation for the lobby book sale. Cieria worked with Lisa M to implement new procedures for handling items in the lobby book sale. Using a colored dot system, the library can avoid a build-up of discarded books.

Lisa E. resumed efforts to update call numbers in adult fiction on items that were migrated in 2012. OhioNET has not completed the research to automate this effort.

The recorded cost to mail 65 overdue notices in July was $32.50. Four were 30-day notices.

Strategic Plan: Lisa M. completed the final version of the library survey with considerable input from all staff and board members. The survey was set up on SurveyMonkey and distributed via Facebook and the library website. A paper copy of the survey is available at the front desk. An account was established on MailChimp. Email distribution of the survey is planned for mid-August.

Lisa M. attended the Chamber Luncheon on July 17 and the Cardington Economic Development Task Force meeting on July 24.

Financial

Lisa M. completed the Guiding Ohio Online LSTA grant third quarter Narrative and Budget reports for the State Library on July 11. She also worked with Marc to ensure all grant funds will be encumbered by the end of the program year, September 30. This required an immediate pay increase to next year's rate of $13 per hour but did not require an additional report to move funds between categories.

The library received the 2018-2019 Guiding Ohio Online grant contract on July 20, indicating the State Library Board formally approved the application in their July meeting. The award amount was $20,232. The State Library announced the award on August 1.

Quarter-end payroll reports were completed July 20.

The Ohio Department of Taxation released a certified estimate of the PLF entitlement for the remainder of 2018 late in June. An *Amended Official Certificate of Estimated Resources* was created and delivered to the Morrow County Auditor on July 23. The 2019 Tax Budget was also delivered to the Morrow County Auditor on July 23, prior to the arrival of the certified estimate of the PLF entitlement for 2019 late in July. The 2019 entitlement for Cardington Library is $247,234.50, higher than anticipated and higher than the amount filed with the Tax Budget on July 23.

On July 25, Lisa M. filed two eRate Form 472 BEAR requests for reimbursement for funding year 2017-2018. The two reimbursements total $554.85. eRate Form 486 for funding year 2018-2019 was also filed to communicate the start of eRate services for the new funding year.

18 - 15
Katie Porteus moved to approve the 2019 Asking Tax Budget as represented by 2019 Estimate of the PLF of $275,463. Jeff Youngs seconded.

Ms. Murray took a roll call vote: (Lorelei Heineman left meeting early, so was not included in this vote)

Aye: Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, and Jeff Youngs
Nay: None

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 7:35 p.m.

Katie Porteus
Katie Porteus, President

Athena Abraham
Athena Abraham, Secretary