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Board of Trustees of the Louisville Public Library  
Board Meeting Minutes  
July 14, 2025 6:10 PM

Board of Trustee members present:

Michelle Biery, Brian Kandel,  
Becky Kiko, Bill Jeffries

Board of Trustee members absent:

Angie Burick, Courtney Aljancic,  
Cindy Walton

Staff members present:

Brock Hutchison, Director  
Migdalia Soza, Fiscal Officer  
Deborah Long, Assistant Director  
Ambritt Green, Deputy Fiscal Officer

1. The meeting was called to order at 6:10 p.m. by President Michelle Biery.
2. Public Participation – None
3. Additions/corrections to the Agenda / Correspondence to the Board of Trustees
  - a. Sheet on Automation Information
4. Motion to approve items on the Consent Agenda:
  - a. Approval of the Minutes:
    - i. May 19, 2025 Regular Meeting Minutes
  - b. Acceptance of Gifts, Honoraria, Reimbursements and Claims

**Gifts, Honoraria, Reimbursements and Claims**

William & Deborah Long	Donation for New Bldg.	\$200.00
Joel Zwick	Donation for New Bldg.	\$500.00
Kay E. Lange	Donation for New Bldg.	\$750.00
LCF Anderson Fund	Donation for New Bldg.	\$500.00
Louisville Rotary Club	Reimbursement for Mural	\$400.00
FOL	Donation for Demo Kitchen	\$1000.00
FOL	Donation for Continuing Ed.	\$1595.00
Anonymous	Donation for A&E Summer Reading	\$300.00
Nimishillen Grange	Donation for A&E Summer Reading shirts	\$500.00
Casey Holton    PayPal	Donation for New Bldg.	\$200.00
Amy Shelhamer    PayPal	Donation for New Bldg.	\$100.00

Steve & Christina Patient	Donation for New Bldg.	<u>\$100.00</u>
		<b>Total: \$6,145.00</b>

c. Acceptance of the Staff Continuing Education Report

Migdalia Soza

May 1<sup>st</sup> & May 2<sup>nd</sup> - CPIM - Public Library Fiscal Officer Conference

May 27<sup>th</sup> – CPIM – Basics of Investing

June 25<sup>th</sup> – OLC – State Budget Webinar

Ambritt Green

May 1<sup>st</sup> & May 2<sup>nd</sup> - CPIM - Public Library Fiscal Officer Conference

d. Acceptance of the Personnel Changes

None

e. Disposal of Inventory

None

f. Acceptance of the Monthly Statistical Report – May & June 2025

**R42-2025** Mr. Jeffries moved/Ms. Kiko seconded a motion to accept the consent agenda as presented.

ROLL CALL:

AYES: Michelle Biery, Brian Kandel, Bill Jeffries, Becky Kiko

NAYS: None

Motion carried with all voting in the affirmative.

5. New Business

a. Ohio Library Funding Update

The new fiscal year (FY26) began on July 1, and unfortunately, Ohio's public libraries are facing a reduction in funding compared to last year. The Public Library Fund (PLF) closed out FY25 at \$504.6 million. In FY26, however, the amount available to public libraries will decrease to \$479.7 million.

Now, the PLF is no longer calculated as a percentage of the state's General Revenue Fund. It is a flat line-item appropriation.

The state budget allocates:

- \$490 million to the PLF for FY26
- \$500 million for FY27

However, annual transfers of \$10.3 million (totaling \$20.6 million over the biennium) will be deducted from the PLF to support:

- The State Library of Ohio
- Ohio Public Library Information Network (OPLIN)
- Library for the Blind
- Regional Library Systems
- Ohioana Library Association

After accounting for these transfers, the actual amount available for distribution to Ohio's public libraries is:

- \$479.7 million in FY26
- \$489.7 million in FY27

While the funding changes take effect immediately, it's important to note that policy provisions included in the state budget do not take effect until 90 days after the governor's signature (unless otherwise stated).

We expect these cuts will result in an approximate \$36,000 cut to our budget yearly.

b. Other State Budget Items

Governor DeWine issued the following vetoes, pertaining to the proposed budget and accompanying legislation related to public libraries:

- A requirement that libraries place material related to sexual orientation or gender identity or expression in a portion of the library that is not primarily open to the view of those under the age of 18.
- The elimination of the option for local governments to seek a replacement levy.
- Specific language regarding County Budget Commissions (partial veto).

c. Considering Staff Increases

Director Hutchison and Fiscal Officer Soza were asked to bring the question of staff raises before the Board mid-year. Due to the uncertainty of the Public Library Fund, Director Hutchison and Fiscal Officer Soza recommend reconsidering staff wage increases at the end of the year, as is normal practice.

d. Louisville Public Library Endowment Fund

As a way to offset some of the Public Library Fund cut Director Hutchison is focused on growing the Endowment Fund held at the Stark Community Foundation, which currently stands at \$111,593.20.

The Friends of the Library have paid for Director Hutchison to attend a class with the Lilly School of Philanthropy, called Developing Major Gifts.

Director Hutchison is also hoping to attend a few other classes to establish a base knowledge for how to use the momentum from our capital campaign to continue growing the endowment fund.

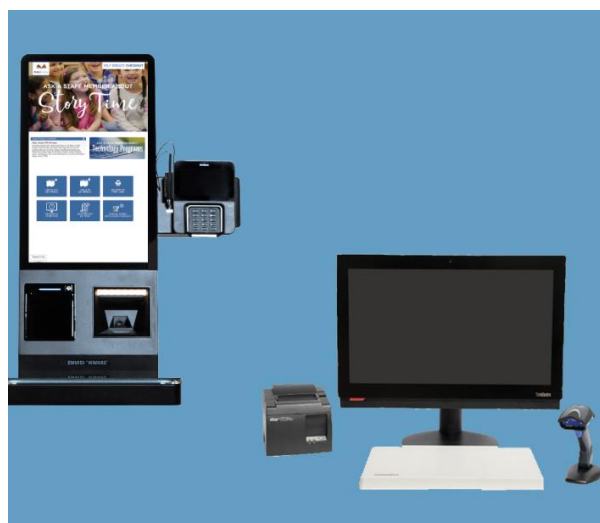
e. Automation

The Library is facing three big challenges right now – a budget cut from the State of Ohio, a slimmed down staff and a significantly increased work load.

While on a tour of the new Library, Tom Strouble sat down with Director Hutchison and explained how Timken would deal with situations like this. Tom suggested automating some functions to relieve the pressure. He said that he would be willing to take a proposal to the Timken Foundation with Director Hutchison for automated technology.



*Automated returns*



*Self-Checkout*

f. RFID Tagging And Automation

Radio Frequency Identification (RFID) is widely used within the library industry because, when compared to traditional barcode and item security systems, RFID brings substantial cost and labor savings to the library workflow. These savings allow library staff to focus less on repetitive circulation tasks and more on patron engagement and outreach.

RFID tags are paper-thin adhesives with microchips containing data. These tags are affixed to items and are inactive until they receive a signal from an RFID antenna.

**RFID BENEFITS**

1. Streamlined circulation
2. Quicker and more accurate circulation functions
3. Manage shelved items in real time
4. Reduce time, effort and repetitive motion
5. Streamlined self-check out

g. Considering Patron Services Manager

Since the previous manager retired from this position, Director Hutchison has filled in as the Department Manager.

While examining cost savings options, Director Hutchison looked at the amount of substitute hours that are currently being used.

Substitute hours are allocated for the Circulation Department each week. Director Hutchison has been using these hours for vacations and for filling in during heavy traffic periods at the Circulation Desk.

From April-June, \$2,234.19 for a total of 182 hours have been spent on substitutes at the Circulation Desk.

Expanding out over the entire year, an estimated \$8,936.76 will be spent on substitutes at the Circulation Desk.

Promoting a member of the Circulation Team to Patron Services Manager would cost \$11,579.79 – a difference of \$2,643.03. Promoting from within would give us even more hours than substitutes currently provide, allow for a position with a focus on providing great customer service, training the Circulation Team and offer more competent and efficient hours than a substitute.

While doing our best to be budget conscious, this is a small, worthwhile investment. If promoted from within, no position will be hired to backfill the empty position and substitute hours will be dramatically reduced.

For context, the last manager retired making \$47,157.76. A new Patron Services Manager would start making \$32,000. The position that would not be replaced makes \$20,420 and we can estimate saving an additional \$7,000 on substitute hours (some sub hours will still be needed). This means we will still expect a cost-savings between \$40,000-43,000 from structuring staff this way compared to the 2024 structure.

***\*Appendix A – Statistical evaluation of items discussed related to automation and Patron Services Manager.***

The Board agreed with Director Hutchison that hiring a Patron Services Manager should be pursued.

## 6. Report of the Fiscal Officer

### a. Financial Report

The Financial Statements for all the funds for the month of May (Appendix A) and the month of June (Appendix B) as well as the Payment Listings (Appendix C & D) were distributed to the Board.

### b. Chart of Accounts

Added: None

### c. Transfers from Contingency

FOL Donation-Continuing Education	\$1,595.00
Anonymous Doner SRP	\$ 300.00
Maker Space	\$2,000.00
Utilities	\$4,000.00
Custodial Supplies	\$2,000.00
General Administration Supplies	\$2,000.00
Nimishillen Grange Donation	\$ 500.00
<b>Total</b>	<b>\$12,395.00</b>

### d. 23/24 Audit

Rebecca Bramer from the AOS office contacted me to let me know that they are running behind this year on Audits and they may not get to ours until September or October. If they are able to get in any sooner, she will let me know.

### e. Amended Appropriations

The community's enthusiasm for the new library has increased patron traffic, which has increased the demand for administrative, custodial and makerspace supplies among other things.

I would like approval to send an Amendment of our Appropriations to our Stark County Auditor for \$12,141.28.

Here is the breakdown:

Custodial Supplies	\$2,000.00
General Supplies	\$2,000.00
Purchased & Contracted	\$1,000.00
Utilities	\$1,000.00
Library Lab	\$2,500.00

Full-Time Patron Services Manager	
Salary	\$3,154.00
Opers	441.55
Medicare	<u>45.73</u>
<b>Total</b>	<b>\$12,141.28</b>

**R43-2025** Mr. Kandel moved/Mr. Jeffries seconded a motion to approve an Amended Appropriations for \$12,141.28 to our Stark County Auditor.

ROLL CALL:

AYES: Michelle Biery, Brian Kandel, Bill Jeffries, Becky Kiko

NAYS: None

Motion carried with all voting in the affirmative.

f. Alternative Tax Budget

The ATB will need to be approved sometime in August.  
We will need to determine a special date to pass the resolution.

7. Directors Report

a. My Calendar of Events

May 28 – Landscape Meeting with Caplea Studio Architects, Fred Olivieri  
Construction and Envirosapes  
June 23 – Meeting with Walsh University  
June 25 – Rotary Banquet  
June 27 – Library Directors Meeting  
July 1 – Meeting with Whitaker-Myers Insurance  
July 1 – New Library Tour with Tom and Susie Strouble  
July 8 – Rotary Board Meeting  
July 10 – Developing Major Gifts Class  
July 11 – Friends of the Library Meeting  
July 11 – Library Book Bike at Second Fridays

b. Rotarian of the Year

Director Hutchison was awarded Rotarian of the Year at the Annual Louisville Rotary Banquet for the new Library and various roles with the Louisville Rotary Club.



c. Landscaping

There were several issues with the landscaping not being completed correctly. The landscaper is fixing the issues, but the gardenwalk project has been delayed due to the fixes taking them into the summer. The gardenwalk will be installed in the Fall.

d. Facebook Stats 6/11/25 - 7/8/25 (3.4K followers)  
(*compared to previous 28 days*)

- Page Views - 45,056
  - +171.2%
- Interactions (reactions, saves, comments, shares and replies on your content) - 904
  - +378% from previous 28 days
- Net Follows (the number of follows minus the number of unfollows in the selected time period) - 32
  - +19%

e. Assistant Director's Report

**Summer Reading 2025: Color Our World**

- As of 7/9/25, we have **965 patrons registered for Summer Reading**. The goal is 1000.



- So far, those 965 patrons have read and logged over 125,000 pages of reading since June 2.
- In 3 programs, we have tie-dyed around 200 shirts and tote bags, plus another 30 shirts for staff. The Nimishillen Grange donated \$500 to support this program. Our last Tie-Dye program is Wednesday, August 6, from 6-8pm (rain date August 13).
- 4 major events remain, 3 Art for All Friday programs and Carl Winters, Kalimba King

## Story Time

Our Story Time attendance is approaching 100 every Monday and Wednesday morning. We have indoor and outdoor setups, depending on the weather. Each setup requires at least 4 staff. This includes Sibling Shenanigans, for school-aged children, though they are always encouraged to attend Story Time. Our tagline is “Bring ALL the kids to Story Time.”

**Indoors**, we have spread the activities over 4 separate spaces to accommodate the crowd:

- Meeting Room (40): Story Time
- Wiseman Discovery Center (28): open play, with overflow into the play area of the Children’s Department
- Conference Room A (10): Sibling Shenanigans for school-aged kids
- Vestibule: free-range art activities

Staff perform Story Time twice, and we rotate groups to keep within waving distance of the fire code occupancy limits.

**Outdoors**, we use three spaces

- West patio: sensory play and Story Time performance
- Aljancic Family Patio: Sibling Shenanigans, including bubbles, sidewalk chalk, bug kits, and other outdoor activities
- Wiseman Discovery Center: open play

Staff perform Story Time once at 10:45am, with open sensory and outdoor play before and after.

Starting the week of July 14, we will offer **water play outdoors** when the weather permits.

- West patio: sensory play and Story Time performance
- Aljancic Family Patio: Sibling Shenanigans, including bubbles, sidewalk chalk, sprinkler, water guns and “reusable water balloons” (sponges)
- Wiseman Discovery Center: open play

Staff perform Story Time once at 10:45am, with open sensory and outdoor water play before and after.

In September, we will roll out an **additional Story Time Wednesdays at 1pm**, to thin out the morning crowds and draw in those whose kids are at preschool during morning Story Times.

## A&E Midyear Adjustments

In order to focus our resources where they will do the most good, we are making some changes:

- **Reduce underperforming programs**, while maintaining at least one program per demographic group. Bedtime Story Time is the first casualty.
- **Simplify program prep**; scale back the complexity, so there is less prep and the program requires fewer staff
- **Catch up on prep**, to meet the established timelines (Department Goal for 2025)
  - Prepare "on paper" as far ahead as you like
  - make all preparation documents available through the A&E shared drive
  - Ask for materials to be purchased 1 month before the program
  - Completely prepared 2-3 week ahead of time
- **Eliminate programs with outside groups**, like YMCA. We will continue to do events at their invitation, like Halloween or Winter Blast
- **Adjust time/frequency of programs**. Reduce tween & teen program times to 1 hour, and frequency to twice per month instead of weekly
- **Restructure programs** to be class-like, and not open-house, which require more staff to run.
- **Use more volunteers for programming.**
- **Separate or combine simultaneous programs**, e.g., Game on and Teen Chill, which we are combining and renaming. Sibling Shenanigans is the exception.
- **(Re)assign WDC monitoring** to clarify who is on call, and to fill gaps

### 8. Adjournment

**R44-2025** Mr. Jeffries moved/Mr. Kandel seconded a motion to adjourn the meeting at 7:33 p.m.

Respectfully submitted,

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Michelle Biery, President  
Louisville Public Library Board of Trustees

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Mr. Bill Jeffries, Secretary  
Louisville Public Library Board of Trustees