



Board of Trustees of the Louisville Public Library  
Board Meeting Minutes  
May 20, 2024 6:00 PM

Board of Trustee members present:

Bill Jeffries, Courtney Aljancic  
Angie Burick, Brian Kandel  
Cindy Walton

Board of Trustee members absent:

Michelle Biery, Becky Kiko

Staff members present:

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

1. The meeting was called to order at 6:00 p.m. by Vice President Brian Kandel.
2. Public Participation – None
3. Additions/corrections to the Agenda / Correspondence to the Board of Trustees
  - a. Louisville Library: Exterior Signage
4. Motion to approve items on the Consent Agenda:
  - a. Approval of the Minutes:
    - i. April 15, 2024 Regular Board Meeting Minutes
  - b. Acceptance of Gifts, Honoraria, Reimbursements and Claims

**Gifts, Honoraria, Reimbursements and Claims**

Amy Simpkins	PayPal	Donation for New Bldg.	\$500.00
Bill & Laurie Soliday		Donation for New Bldg.	\$100.00
Judith Lasure		Donation for New Bldg.	\$100.00
Clyde & Sherry Lepley		Donation for New Bldg.	\$100.00
Stephen & Deborah Daskalov		Donation for New Bldg.	\$50.00
Ruth & John France		Donation for New Bldg.	\$100.00
Nimishillen Grange		Donation for New Bldg.	\$10,000.00
William & Deborah Long		Donation for New Bldg.	\$200.00
Biery Family Foundation		Donation for New Bldg.	\$20,000.00

Emily & Kirk Chambers		Donation for New Bldg.	\$100.00
Luba & Thomas Davis		Donation for New Bldg.	\$300.00
Billie Sue Norris	PayPal	Donation for New Bldg.	\$100.00
Emily Severns	PayPal	Donation for New Bldg.	\$100.00
Mr. & Mrs. Paul L. Green		Donation for New Bldg.	\$1000.00
James & Janice Caruthers		Donation for New Bldg.	\$150.00
Aljancic Family/Morgan Stanley Fnd.		Donation for New Bldg.	\$4000.00
FOL		Christmas Party 2023	\$300.00
		<b>Total</b>	<b>\$37,200.00</b>

c. Acceptance of the Staff Continuing Education Report

Migdalia Soza

April 3-5 – PLA 2024 Conference

April 9 – Auditor of State – Certified Public Records Training

April 18-19 – CPIM Public Library Fiscal Officer Conference

Ambritt Green

April 5 – UAN Payroll Module Training – Departments, Vendors, Withholdings

April 18-19 – CPIM Public Library Fiscal Officer Conference

Brock Hutchison

April 24 – Library Legislative Day

d. Acceptance of the Personnel Changes

Gregg Marteney was hired as an Acquisitions Assistant effective April 17, 2024

Diane Johnson moved from General Substitute to an Acquisitions Assistant effective April 29, 2024

e. Disposal of Inventory

Equipment                      839

f. Acceptance of the Monthly Statistical Report – April 2024

**R50-2024** Mr. Jeffries moved/Ms. Aljancic seconded a motion to accept the consent agenda as presented.

ROLL CALL:

AYES: Angie Burick, Bill Jeffries, Brian Kandel, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

6. Report of the Fiscal Officer

a. Financial Report

The Financial Statements for all the funds for the month of April (Appendix A) and the Payment Listing (Appendix B) were distributed to the Board.

b. Chart of Accounts

Added: None

c. Transfers from Contingency

\$3,000 to Maintenance & Repair Account/Electrical Repairs for Church St. House

d. Then and Now PO

None

e. Approval of the Records Retention Schedule RC-2 and RC-3 (Appendix C&D)

Before any retention periods can be considered in effect they need to be submitted through the State Archives on a records retention schedule using the RC-2 form. The RC-2 should be signed by a local responsible official and local records commission chair, the State Archives, and the State Auditor's Office.

**R51-2024** Ms. Burick moved/Mr. Jeffries seconded a motion to approve RC-2 and RC-3 to be submitted for approval to the Ohio History Connection State Archives of Ohio.

ROLL CALL:

AYES: Angie Burick, Bill Jeffries, Brian Kandel, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

f. Transfer of \$1,200 to 21<sup>st</sup> Century Fund

In 2022 \$1,200 was donated in memory of Joseph Zwick. The family made the decision to have the donations transferred into the 21<sup>st</sup> Century Fund.

**R52-2024** Mr. Jeffries moved/Ms. Aljancic seconded a motion to approve the transfer of \$1,200 into the 21<sup>st</sup> Century Fund.

ROLL CALL:

AYES: Angie Burick, Bill Jeffries, Brian Kandel, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

g. Transfer of \$1,000 into the 21<sup>st</sup> Century Fund

In 2020 the Library was given a \$1,000 grant from the Rotary Club for a paved patio. The paved patio was never created and in 2023 they gave permission for the \$1,000 to be transferred into the 21<sup>st</sup> century fund.

**R53-2024** Ms. Burick moved/Ms. Aljancic seconded a motion to approve the transfer of \$1,000 into the 21<sup>st</sup> Century Fund.

ROLL CALL:

AYES: Angie Burick, Bill Jeffries, Brian Kandel, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

h. Amend Estimated Resources

\$153,769.72 was deposited into our General Fund checking account for the sale of the Church St. house. This revenue was not appropriated for and therefore we will need to send an Amendment for our Estimated Resources as well as an Amendment for our Appropriations.

**R54-2024** Mr. Jeffries moved/Ms. Burick seconded a motion to approve sending to our Stark County Auditor an Amendment for our Estimated Resources as well as an Amendment for our Appropriations totaling \$155,969.72.

This total includes the \$153,769.72 for the sale of the Church St. house, the \$1,200 Zwick donations and the \$1,000 Rotary Grant.

ROLL CALL:

AYES: Angie Burick, Bill Jeffries, Brian Kandel, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

Cindy Walton arrived at 6:24 p.m.

i. Discovery Center

Fiscal Officer Soza distributed the revenue and appropriation spreadsheet for the Discovery Center for the 2023 year. (Appendix E)

j. Church Street Property

Fiscal Officer Soza distributed the revenue and appropriation spreadsheet for the Church Street property for the 2023 year. (Appendix F)

7. Old Business

a. Church Street House Sales

Church Street House closed on May 6, 2024. The property sold for \$180,000 and the Library received \$153,769.72, because of closing costs and the excavation work coming out of the home sale.

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8. New Business

a. NatureWorks Grant

**RECORD OF RESOLUTION:**

Resolution # R55-2024

Passed: May 20, 2024

Director Hutchison is working with Arbor Hill Consulting to apply for the Ohio Department of Natural Resource's NatureWork Grant. This grant requires the local municipality to be the applicant.

\*\*\*Being a Resolution authorizing the Library Director to submit a State of Ohio NatureWorks Program Grant through the City of Louisville.

**Whereas**, the Louisville Public Library is constructing a new facility in Mary C. Metzger Park on a leased site owned by the applicant City of Louisville, and applying through the City of Louisville for a grant of a proposed project of a walking and bicycle path with avian-friendly landscaping, and

**Whereas**, the projected cost of this project is \$72,920, the request plus local match and not to exceed \$75,000 for the grant application. Louisville City Council will allocate this funding through an Appropriations Ordinance to be reimbursed by the Ohio Department of Natural Resources and the Louisville Public Library, if the grant is received.

**Whereas**, the Louisville Public Library agrees to reimburse the City of Louisville for the 25% local match.

**Now, therefore, be it resolved by the Louisville Public Library Board of Trustees:**

**Section One:** Allowing the Library Director to work with the City of Louisville to submit an application of a NatureWorks grant to be submitted by the City of Louisville on behalf of the Louisville Public Library.

**Section Two:** The Louisville Public Library will reimburse the City of Louisville for the 25% local match.

**Section Three:** That this Resolution shall take effect and be in force from and after its passage.

PASSED AND ADOPTED by the Louisville Public Library Board of Trustees on this 20<sup>th</sup> day of May, 2024.

Moved by Ms. Burick/Seconded by Ms. Walton.

ATTEST:

Angie Burick

Cindy Walton

Bill Jeffries

Courtny Aljancic

Brian Kandel

b. Major Donor Tours And Invitations

Director Hutchison let the Board know that he would like to begin scheduling site tours with potential major donors. Appendix A is the recommended invitation.

9. Report of the Library Director

a. My Calendar of Events

April 16 – Director’s Advisory Committee  
April 18 – STEM at the Stadium  
April 19 – Preconstruction Meeting  
April 24 – Library Legislative Day  
April 27 – Groundbreaking Ceremony  
April 29 – Preconstruction Meeting  
April 29 – Interior Design Meeting  
April 30 – Rotary Board Meeting  
May 1 – Nimishillen Grange Meeting  
May 6 – Staff Interior Design Meeting  
May 7 – Rotary Board Meeting  
May 8 – Staff Interior Design Meeting  
May 9 – Staff Interior Design Meeting  
May 10 – Second Friday Event  
May 14 – Louisville Elementary Science Fair  
May 14 – Staff Interior Design Meeting  
May 14 – Louisville-Nimishillen Historical Society Dinner

b. Current Library Dumbwaiter

During a routine inspection, the Library’s dumbwaiter was found to have rusting on the lines. The Library’s vendor, Gable Elevator, recommended replacement of the lines for \$7,498.

As a response, The Library has closed down the dumbwaiter and marked it with “out of order” signs.

Critical parts of the Library’s operation were stationed upstairs and relied heavily on the dumbwaiter, such as shipping to other libraries and Acquisitions.

In order to avoid using the dumbwaiter and carrying a significant amount of material up and down the stairs, Director Hutchison has closed the Makerspace Annex and relocated shipping and the Acquisitions department to the first floor. While not ideal, it is only temporary, until the new Library is complete. One shelving row of books, two tables and chairs and a few pieces of equipment were relocated to make this possible.

c. Groundbreaking Ceremony

The Groundbreaking Ceremony was a success with approximately 130 people in attendance.





d. Assistant Library Director's Report

**Department Goals for 2024**

1. Shrink A&E's footprint for the new building by planning crafts and activities to use up materials the library already has.
2. Assess programming three times per year, and use assessments to inform program planning.
3. Develop more staff specialization, while maintaining the freedom to program across demographics.
4. Track program details and survey patrons so the library can plan more effective programs.

Running now: survey regarding when to offer programs



April 2023: 31 programs Total attendance: 738

April 2024: 39 programs Total attendance: 1929 (note 1000 solar eclipse anomaly)

## **Summer Reading Program 2024: Adventure Begins at Your Library!**

June 1 - July 29

- Participants or their parent/guardian must be cardholders
- Patrons must register
- Early birds who register May 26- June1 will be entered into a drawing for 4 Kings Island tickets

Ticketing system for prizes:

- To earn tickets, attend programs, check out materials, or fulfill challenges.
- Patrons can then enter their tickets for whichever prize package they choose.
- Most pages read in each age group in June and July win 100 bonus tickets each.
- Monday, July 29: all incentive sheets and tickets must be turned in
- Winners will be drawn and notified July 30.

### **Weekly programs**

#### Monday

Story Time (kids 0-5) & Sibling Shenanigans (kids 6-17) 10:30 @ LPL

Pokemon (kids 6-14) 3-5pm @ LPL

Monthly Pokemon GO! Excursions in city parks, dates TBD

#### Tuesday

An Amble in the Park (all ages) 6pm @ Metzger Park

#### Wednesday

Story Time (kids 0-5) & Sibling Shenanigans (kids 6-17) 10:30 @ DC

Sensory Appointment 2-3pm

#### Thursday

Game On! & Teen Chill 3-5pm (teens 13-17) @ LPL

Sensory Appointment 6-7pm

#### Friday

Kidwatch (kids 0-5) 9am @ LPL

YCare (kids 6-14) 10a @ Louisville Middle School

#### Story Time Themes

- June 3/5 Week 1 Adventures in Camping/Hiking
- June 10/12 Week 2 Adventures in Space/Dark
- June 17/19 Week 3 Adventures in ways to travel (transportation)
- June 24/26 Week 4 Adventures in Nature (animals/bugs)
- July 1/3 Week 5 Adventures in the great outdoors/Jungle
- July 8/10 Week 6 Adventures in Cooking
- July 15/17 Week 7 Adventures in Superhero/Imagination

- July 22/24 Week 8 Adventures in New Places (travel/destinations)

## **One-off programs**

### June

- Saturday, June 1 **Summer Reading Kickoff Party** 2-4pm @ LPL
- Saturday, June 8 **Caturday** 12-2 @ LPL, crafts, activities and cat adoption from the Stark County Humane Society
- Monday, June 10 **Family Learn to Draw** ("Drawing with Mark" video) 6pm @ LPL
- Monday, June 17 **Hiker Chicks Adventures on the Buckeye Trail** (Tricia Adkins) 6pm @ LPL
- Monday, June 24 **Strange, Weird and Unusual Vegetables** (Rudy Moyer) 6pm @ LPL (Rudy Moyer, Horticulture Manager, Pegasus Farms & OSU Extension Agent)
- Friday, June 28 **Off the Beaten Path with Auntie Kayte!** 2pm @ LPL

### July

- Monday, July 1 **Adventure in Antarctica** (Wally & Susan Anderson) 6pm @ LPL
- Monday, July 8 **Family Learn to Draw** ("Drawing with Mark" video) 6pm @ LPL
- Monday, July 15 **Lost Cities** (McKinley Museum) 6-7pm @ LPL
- Saturday, July 20 **Dog Days of Summer** 12-2 @ LPL; crafts, activities and dog adoption from the Stark County Humane Society
- Monday, July 22 **Family Learn to Draw** ("Drawing with Mark" video) 6pm @ LPL
- Monday, July 29 **Bigfooting Adventures in Ohio** (Glenn Adkins) 6pm @ LPL

### e. Dollar General Grant Outcomes

Expected Outcomes:

**Preschool teachers will use collections with new books more than they used previous collections, by 20%.**

In the pre-grant survey, 75% of teachers reported using between 75% and 99% of the books in their collections, while 25% used all of them. In the post-grant survey, the numbers were reversed, with 75% of preschools using all of the books in their collections, while only 25% used between 75-99%.

When asked why any books remained unused from the collections, in the pre-grant survey teachers reported that some were not the correct reading level for their kids, they just didn't get to all the books in a month, or the kids were uninterested in those particular books. In the post-grant survey, the only reported reason for not using all the books was a mismatch in reading levels. The Library purposefully purchased high-interest and on-theme books, which were used with higher frequency.

There was a considerable increase in teacher satisfaction with the collections. Before the grant, half of teachers ranked their school collections from the library at 4/5, with half rating them 5/5. Clearly, the teachers were satisfied with their monthly collections even before the grant, but that satisfaction increased after the grant. Seventy-five percent of teachers gave the school collections the highest score (5/5), and 25% rated their monthly collections 4/5.

## **Students will increase pre-reading activities by 20%.**

Teachers reported that their kids are more interested in reading at the end of the grant period. In fact, teachers rated their kids' interest in reading *books from the library monthly collections* higher than the kids' general interest in reading.

Broken down into specific pre-reading activities, encouraging trends appear:

- Teachers reported an increase in word recognition by their kids. Children recognized words on a daily basis far more often, and all of the teachers reported word recognition, whereas before the grant, 25% of preschool teachers reported that their charges never recognized words.
- Fifty percent of preschool students could correctly answer 3 questions about a book or theme daily, which increased to 75%.
- Students could predict what would happen in a text more frequently, recall a story on re-reading, and draw pictures of their favorite parts of books with higher frequency after the grant.

As one teacher wrote: “This grant really helped. Thank you. Much better selection of themed read-alouds for the kids.”

### f. Fundraising Update

The Library has currently raised \$578,736, which includes actual money, pledges and in-kind donations.

The donor leaf program has raised \$17,825.

Naming Opportunities have raised \$107,200 and \$8,800 in pledges.

#### **Naming Opportunities Completed:**

Children’s Area

Gardens A-C

#### **Naming Opportunities Actively In-Progress:**

Gardens D-E

## 12. Adjournment

**R56-2024** Ms. Walton moved/Ms. Aljancic seconded a motion to adjourn the meeting at 6:51 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