

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday January 15, 2018**

The meeting was called to order at 7:00 pm by President Shubert

PRESENT

Christina Gary, Vice President; Craig Mancuso, Pastor Brad Jagger, Tom Shubert, President; Richard Bedell, David Renninger, Secretary

ABSENT

Sara Kline

OTHERS PRESENT

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

PUBLIC

There is no public comment.

ACTION ITEMS

MOTION NO. 180115-1 APPROVE DECEMBER 18, 2017 MINUTES

Mancuso moved, Renninger seconded:

RESOLVED: That the Board Minutes of December 18, 2017 regular meeting be accepted and approved.

The roll being called on its adoption, the vote resulted as follows:

AYES: Gary, Jagger, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 180115-2 APPROVE DECEMBER TREASURER’S REPORT

Gary moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for December 2017.

MTD BANK REPORT FOR MONTH 12-STOW-MUNROE FALLS PUB LIB

BANK	DESCRIPTION	Begin Mo Bal	MTD Deposit	MTD Withdrawal	MTD Tran In	MTD Tran Out	Balance
1	MAIN CHECKING ACCOUNT	513,052.85	105,074.36	316,259.08	0.00	0.00	301,868.13
2	PAYROLL CHECKING ACCOUNT	0	0	0	0.00	0.00	0.00
4	BUILDING PROJECT CHECKING ACCT	0	0	0	0.00	0.00	0.00
9	IMPREST FUNDS	300.00	0	0	0.00	0.00	300.00
20	CERTIFICATES OF DEPOSIT	0	0	0	0.00	0.00	0.00
21	STAR OHIO - INVESTMENTS	303,147.98	339.79	0	0.00	0.00	303,487.77
24	STAR OHIO BLDG - INVESTMENTS	76,316.87	85.54	0	0.00	0.00	76,402.41
29	STAR PLUS OHIO - INVESTMENTS	509,810.89	411.35	0	0.00	0.00	510,222.24
		1,402,628.59	105,911.04	316,259.08	0.00	0.00	1,192,280.55

The roll being called on its adoption, the vote resulted as follows:

AYES: Jagger, Mancuso, Renninger, Bedell, Gary, Shubert

NAYS:

Motion carried.

MOTION NO. 180115-3 APPROVE DONATION LIST OF 2017

Mancuso moved, Gary seconded:

RESOLVED: That the Board of Trustees approves the following Donation List of 2017:

MONTH YR/2017	AMOUNT	DESCRIPTION
JANUARY	\$ 40.72	GENERAL DONATION FROM COFFEE COLLECTION
	\$ 50.00	IN MEMORY OF G. MOULD FROM: K&J SMITH
	\$ 50.00	IN MEMORY OF G. MOULD FROM: KENT BIRTHDAY CLUB
	\$ 120.00	IN MEMORY OF G. MOULD FROM: \$50-MEYER FAMILY, \$40-MR. & MRS. J. PAISLEY, AND \$30-R&J BOROWY
	\$ 18.00	GENERAL DONATION FROM ANONYMOUS

	\$ 100.00	IN MEMORY OF DELORES FRASER FROM: NORTHMINSTER BOOK CLUB FOR CHILDREN'S BOOKS
	\$ 100.00	IN MEMORY OF G. MOULD FROM: \$50-CENTURY 21 WILBUR REALTY AND \$50-C&V SHALLENBERGER
FEBRUARY	\$ 50.00	IN MEMORY OF G. MOULD FROM LANDMARK TITLE GROUP LLC
	\$ 39.68	GENERAL DONATION FROM COFFEE COLLECTION
	\$ 258.00	IN MEMORY OF G. MOULD FROM BEDFORD HIGH SCHOOL CLASS OF 1955
APRIL	\$ 10.00	IN MEMORY OF J. DOMBROWSKI FROM: C. KIRSCHMAN
	\$ 53.15	GENERAL DONATION FROM COFFEE COLLECTION
MAY	\$ 21.70	GENERAL DONATION FROM ANONYMOUS
	\$ 25.00	GENERAL DONATION FROM: H. KELLEY LAVELY
	\$ 2.00	GENERAL DONATION FROM ANONYMOUS
	\$ 45.92	GENERAL DONATION FROM COFFEE COLLECTION
JUNE	\$ 1.00	GENERAL DONATION FROM ANONYMOUS
	\$ 10.00	FROM: K. JACOBY FOR CHILDREN'S BOOK
JULY	\$ 40.52	GENERAL DONATION FROM COFFEE COLLECTION
	\$ 300.00	FROM: MOMS CLUB OF STOW FOR CHILDREN'S DEPARTMENT
AUGUST	\$ 39.16	GENERAL DONATION FROM COFFEE COLLECTION
SEPTEMBER	\$ 10.00	GENERAL DONATION FROM ANONYMOUS
	\$ 4.45	GENERAL DONATION FROM D. COSTA
	\$ 50.00	GENERAL DONATION FROM P.E.O. SISTERHOOD CHAPTER AJ
OCTOBER	\$ 43.47	GENERAL DONATION FROM COFFEE COLLECTION
	\$ 50.00	GENERAL DONATION FROM STOW CLASS OF '67
	\$ 25.00	IN HONOR OF J&L SCHLADEMAN FROM T&M GARABEDIAN
	\$ 5.05	GENERAL DONATION FROM ANONYMOUS
NOVEMBER	\$ 4.55	GENERAL DONATION FROM ANONYMOUS
DECEMBER	\$ 66.27	GENERAL DONATION FROM COFFEE COLLECTION
	\$1,075.00	\$75 FROM FRANCES C. HOUSER FOR LIBRARY PROGRAMS, AND \$1000 FROM WITHERSPOON TRUST FOR PURCHASE OF POPULAR BOOKS
	\$ 100.00	GENERAL DONATION FROM MEDITATION GROUP
ANNUAL TOTAL	\$2,808.64	

The roll being called on its adoption, the vote resulted as follows:

AYES: Mancuso, Renninger, Bedell, Gary, Jagger, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 180115-4 ACCEPT DIRECTOR'S REPORT

Mancuso moved, Gary seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the months of December 2017 and January 2018.

Mr. Dotterer stated the following:

1. Elyria Public Library System is visiting the library on Friday January 19, 2018
2. The library is no longer doing business with Gilmore Securities
3. A tree located in front of the library had a split down the trunk, Stow City was contacted and they removed the tree because it was a danger to the right of way
4. For the February meeting Mr. Dotterer will have a report on the Fines for Food Project

The roll being called on its adoption, the vote resulted as follows:

AYES: Mancuso, Renninger, Bedell, Gary, Jagger, Shubert

NAYS:

Motion carried.

DISCUSSION ITEMS

BOARD COMMITTEES

BUILDING & GROUNDS

Mr. Shubert stated nothing to report.

FINANCE

Mrs. Gary stated the Finance Committee met prior to the Library Organizational Meeting and reviewed the 2017 Financial Reports. Mrs. Gary stated the library had \$1.113 million dollars in the bank and were ahead by \$31,000 for the year in revenue.

HUMAN RESOURCES

Mr. Mancuso stated the Human Resources Committee will meet in Executive Session.

LEGISLATION/RULES

Mrs. Gary stated nothing to report.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee will not meet until after the Parking Lot Project.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 180115-5 MOTION TO ADJOURN TO EXECUTIVE SESSION

Gary moved, Renninger seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to consider the purchase of property.

The roll being called on its adoption, the vote resulted as follows:

AYES: Gary, Jagger, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

MOTION NO. 180115-6 MOTION TO RETURN TO OPEN SESSION

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees moves to return to open session.

All were in favor.

Motion carried.

MOTION NO. 180115-7 MOTION TO ADJOURN TO EXECUTIVE SESSION

Gary moved, Mancuso seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to discuss the Director and Fiscal Officer evaluations.

The roll being called on its adoption, the vote resulted as follows:

AYES: Jagger, Mancuso, Renninger, Bedell, Gary, Shubert

NAYS:

Motion carried.

MOTION NO. 180115-8 MOTION TO RETURN TO OPEN SESSION

Gary moved, Mancuso seconded:

RESOLVED: That the Board of Trustees moves to returns to open session.

All were in favor.

Motion carried.

Mr. Mancuso stated the Human Resources Committee recommends:

MOTION NO. 180115-9 CONTRACT - DIRECTOR

RESOLVED: That the Board of Trustees hereby employs, and the Director, Doug Dotterer hereby accepts, employment in that position for a period commencing January 1, 2018, and ending December 31, 2018 at a salary of \$102,600.57.

The roll being called on its adoption, the vote resulted as follows:

AYES: Mancuso, Renninger, Bedell, Gary, Jagger, Shubert

NAYS:

Motion carried.

Mr. Mancuso stated the Human Resources Committee recommends:

MOTION NO. 180115-10 CONTRACT – FISCAL OFFICER

RESOLVED: That the Board of Trustees hereby employs, and the Fiscal Officer, Linda Sutherland hereby accepts, employment in that position for a period commencing January 1, 2018, and ending December 31, 2018 at a salary of \$69,503.62.

The roll being called on its adoption, the vote resulted as follows:

AYES: Renninger, Bedell, Gary, Jagger, Mancuso, Shubert

NAYS:

Motion carried.

MOTION NO. 180115-11 AJOURNMENT

Gary moved, Renninger seconded to adjourn the meeting at 8:25pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda D. Sutherland
Fiscal Officer

INFORMATION SERVICES 2017 HIGHLIGHTS

Adult Outreach / Homebound Services made **235 visits** to **17 senior facilities**. In **2017**, we provided **service to 1,263 patrons**.

ADULT SUMMER READING
4,088 entries and 872 participants

77,613 questions were answered by the Information Services Staff in 2017

Tech Tuesday and **Tech Thursday** continued to be successful in 2017! **Diana Parker** and **Gretchen Quinn** assisted **555 patrons** this year. There were **148 sessions**. When needed, at least **6** other Information Services members assisted with this service.

Trivia Night @ SMFPL was held on the first Thursday evening of the months of August through December. **Gretchen Quinn** planned these events and was assisted by **Chris Caccamo** and **Alissa Nivens**. Total number of participants was **95**.

Book Discussions

We offered six (6) different groups to patrons in house and one at Stow Glen Cedar. During the year, **693 participants attended 67 different discussions**.

eMedia Downloads
122,974 items
Freegal and Freegal Streaming: **32,824**
Hoopla: **13,253**
Ohio Digital Library: **75,512**
Flipster: **1,385**

Gretchen Quinn was the mastermind behind our Pop Up Libraries this year. Staff from all departments of the library were able to take part in these community outreach events. Our most successful Pop Ups were at the Stow-Munroe Falls-Hudson Relay for Life where we interacted with **150 people** and the Stow Harvest Festival where we reached **159 people**. Additionally, Pop Up Libraries traveled to SKiP Park, Adell Durbin Park and Silver Springs Park. Total attendance was **372**.

TEEN SCENE

- ♦ **717** teens attended **24** programs
- ♦ Teen Summer Reading boasted **223** teens reading **633** books
- ♦ Some unique programming included: Chocolate Fest, Silent Library, Totally 80's Escape Room, Murder Mystery Party and Lifesize Monopoly
- ♦ High School Book Club participants = **220 students**
- ♦ Middle School Book Club participants = **287 students**
- ♦ **Christina Getrost** presented at an impressive **8** webinars/workshops throughout the year

PASSPORT SERVICES

- **1714** applications (**\$42,850**)
 - **1475** photos (**\$17,700**)
= **\$60,525** in 2017
- Since May 2011, we have accepted **8936** applications (**\$223,400**) and taken **7237** photos (**\$80,830**) for a grand total of **\$304,230**

LOCAL HISTORY

- **Beth Daugherty** led three groups on a **Walking Tour of Stow Corners** on June 29th, August 11th and September 14th. She led a group on a **Walking Tour of Stow Cemetery** on October 20th. There were **61** participants total.

Notarized **712 signatures** this year

- **Sarah Filiberto** joined our team in January as the Adult Outreach Librarian
 - **Beth Daugherty** retired in December after 17 years of service

- ♦ **Amy Garrett and Jess Alloggia** attended Overdrive's Digipalooza 2017 at the Huntington Convention Center of Cleveland, August 7-8.
- ♦ **Christina Getrost** attended the **Ohio Library Council Convention and Expo** in Dayton, October 4-6 where she staffed an exhibit hall booth for her work with the Buckeye Children's and Teen Book Awards Council

Shelving Services Department 2017 Highlights

- This department is comprised of **7** part-time staff members
- Connie Jarrett is responsible for cleaning all computers in the library; this is done Monday, Wednesday and Friday from 8 AM to 9 AM
- Laurie Chevalley and Mary Hagat work the daytime shifts during the week
- Allie Calvin, Joni Fellers, Isaac Srinivasan and Ryan Volcansek work evenings, weekends and some daytime as the schedule allows

Shelving Pages picked up **4,261** items around the library throughout 2017. These items were left on tables, chairs, floors, etc. around the building.


Cart Statistics
Adult Carts = **1,325**
New Book Carts = **72**
Adult AV Carts = **63**
Juvenile Carts = **1,447**
Juvenile AV Carts = **493**
Total Carts= **3,400**

In addition to putting away library materials, Shelving Pages pull the holds list twice a day, assist the Circulation department by pulling items for SearchOhio holds, take donation carts to the Friends back room, shelf read and shift collections, and assist librarians by pulling items from withdraw lists. This department is the backbone of this library. They ensure our materials are put away in a timely fashion. They also make sure the materials are put away correctly so that staff and more importantly, patrons, can find what they are looking for.



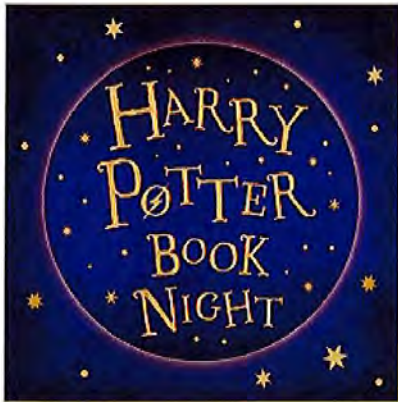
2017 SPIKE'S PLACE ANNUAL REPORT

We had an all-time high attendance at story times of 6,955 people and 2,478 of them participated in our kindergarten readiness crafts held after story times for ages 2-6. Bow Wow Book Buddies reached an all-time record number of 1,013 readers this year, including this little girl who read for the very first time by herself to Gina, one of the participating therapy dogs.



Summer Reading Participants

	2017 Number of Children	2016 Number of Children
In Library	1,680	1,547
Daycares (7)	580	380
Total	2,260	1,927



The library participated in the Harry Potter Book Night Celebration for the first time in 2017, and we had 240 participants making wands, finding magical beasts, and much more.





 Our holiday programs, Life-size Candy Land and Santa Stories, had all-time high attendance in 2017. Candy Land had 364 participants and Santa Stories had 202 participants.

Marketing & Public Relations

2017 Annual Report • Ann Malthaner

11th Annual Dessert Extravaganza

Tickets (Qty. = 128) \$6,400
 Silent Auction \$4,366
 Sponsorships \$ 6,750

TOTAL \$17,516

The 11th Annual Dessert Extravaganza, held at the Silver Lake Country Club on April 20, was another success. The fundraiser generated **\$17,516** for the Stow-Munroe Falls Public Library Foundation. The night was filled with desserts/appetizers from local restaurants and an abundance of auction items. 128 people were in attendance.



Dessert Extravaganza 2017



Library Upgrades and Marketing Displays

We were able to source/design/or implement the following: new **Connect Zone**, new **Art Gallery** and **Newspaper Rack Storage** and redesign of our **Community Room** wall graphics.

Social Marketing

From 1/2/17 - 12/31/17, our adult Facebook page gained 305 organic likes.



New Connect Zone




Advertising

Sue and Cheryl produced: 12 newsletters, newspaper ads, promotional materials (signs, flyers, posters, etc.) for approximately 105 programs, slide shows for 3 different events monitors (front desk, teen and children's), marketing materials for special events, 23 promotional videos (up from 3 videos in 2016 and 5 videos in 2011-2014), Powerpoint presentations (for NEO-RLS, Rotary Club & the Library Board), a graphics standards booklet, banners for displays, shelf talkers, monthly DVD brochures, rotating advertisements for website, Facebook graphics, Summer T-shirt design, "Today's Events" signs, new Library Card design, and miscellaneous in-house signs as needed.


New Art Gallery for Local Artists



Programming



Imani Winds
Sunday Musical Association
Tues, January 24, 2017
7 - 8 PM



Essential Oils 101
Thurs, April 27, 2017
7 - 8 PM

Library Awareness Piece



Summer Reading




Most Successful Programming

- Imani Winds
- St. Nicholas Balalaika Orchestra
- Phyllis Diller—Night of Hollywood Fashion
- Essential Oils
- Investigating Bigfoot
- Terry Pluto—Meet the Author

Total Program Attendance for 2017:
3,272 patrons attended 105 programs

Library Awareness Piece & Welcome Brochure

Two major marketing pieces completed in 2017 were an updated Welcome Brochure and a companion Library Awareness piece. Both detail library services and benefits. New cardholders will receive a Welcome Brochure when they sign up for a card at the library, while people at community events will receive the Library Awareness piece, which includes a quickstart application and stylus pen.

Leadership, Stow Chamber & Conferences

- Ann is completing another two year term for the **Stow Chamber of Commerce Board of Trustees**.
- **Library Marketing and Communication Convention** in Dallas (Ann).
- **NEO-RLS Presentation on Graphic Design and Marketing for Libraries** (3 hours).

Summer Reading

Our library-wide Summer Reading 2017 Program had the highest level of adult participation ever, and the second highest level of child participation. Total participation for all ages increased by 18% compared to 2016. A sidewalk graphic at the library's front entrance (shown at left) increased program awareness and cost less than 1¢ per impression. Other marketing included an animated Facebook video that reached 2,041 people and was viewed by 1,181 people. The video's targeted reach was expanded for \$20, which calculates to 1.7¢ per view.



Technical Services 2017

busy

making good things happen

**BUDGET
2017**

This was the first year that acquisitions tried to maintain a quarterly budget spreadsheet in an attempt to keep spending regulated in each department. The budget for each line item was divided into quarterly allowances and each selector was responsible for maintaining their spending. It worked out very well and we had minimal overspending. Over the year, we found the spreadsheet that we created had a few glitches which made it more complicated than it needed to be. We discussed the situation with Diana Parker, and with her help have rectified our problems for 2018. Monitoring the spending has helped our department with workflow—we did not have everything coming in at once.

**DO
MORE
with
LESS.**

Over the past two years we have lost two very productive employees through retirement. At the time, we decided to wait and see if we needed to replace both, one, or maybe add a few additional hours to the staff we currently employ in the department. We chose the latter, and have been extremely proud of how the staff has maintained the accuracy needed to perform their job responsibilities and maintained a steady workflow. All of us have accepted new responsibilities and learned new skills that have made our department more efficient. In 2016 our staff consisted of 4 full time employees and 1 part-time at 185 hours per pay. In 2017 we were 40 hours less at 145 per pay with 3 full time and 1 part time employee. We added 15,661 new items in 2016 with a staff of 5 employees. In 2017, we added 15,997 new items with a staff of 4. We are proud that we can successfully do more with less.



With the additional funding for materials in 2017, the staff of the Technical Services Department had to hustle and our numbers are proof.

New Items Added to the Collection : 15,997

Electronic Items Added to Collection : 21,141

With lots of new material, it requires maintenance of the older items in the collection.

Items Withdrawn From the Collection : 17,046

Items Mended or Cleaned and Returned to the Collection : 2,489

**Wednesday Movies
At The Library**

Our department has been sponsoring a Wednesday afternoon movie for the past 6 years.

This year, we made a concerted effort to give our viewers what they wanted to see.

And it has paid off in increased attendance and positive feedback.

Our average attendance for the 29 movies that were shown in 2017 was 32 patrons per movie.



With the increase in the budget for materials, we had originally decided that special projects would be put on hold for 2017. However, requests kept coming in from different departments. Consequently, we ended fitting in a number of special projects into our busy schedule.

- * Adventure genre stickers added to JE series Geronimo Stilton and Merlin Mission series relabeled to reflect the reissue of the series with new book numbers.
- * Relabeled J Board books with large alpha stickers at the top of book and author/title spine labels at the bottom.
- * Change Teacher Kits in bins to backpack kits.
- * Approximately 90 Launchpads were switched from old cases to the newly redesigned cases with new cover-art.
- * Moved Teen books into Teen Series.
- * Changed New Tween books in KOHA to the location code of Children's New Shelve.
- * Began the process of relabeling all Adult paperbacks with faded labels.

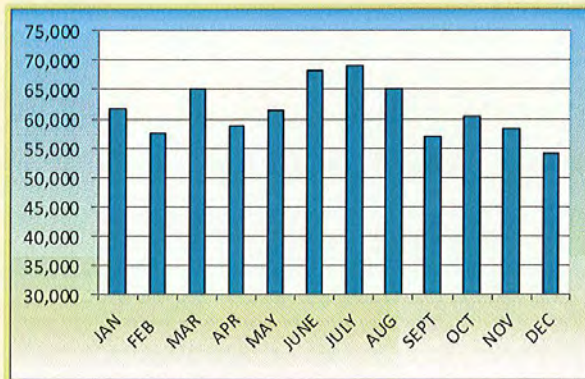


2017

ANNUAL REPORT
BY ALISHA GREENAWALT

CIRCULATION SERVICES

Circulation



Total circulation for 2017 was **736,583**.

Patron Statistics

Visitors to the library

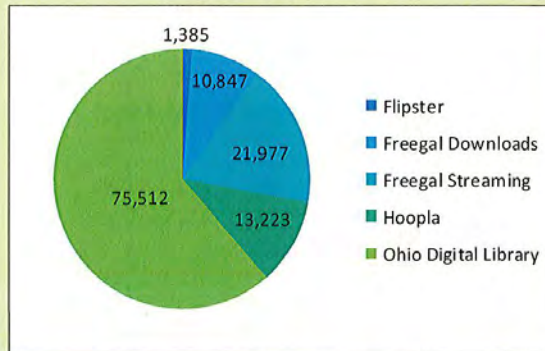


253,726 people visited in 2017.

Distinct patrons

12,206 people were responsible for all 736,583 items checked out in 2017. Each person checked out an average of 60 items this year.

Digital Circulation



Total digital circulation this year was a **record 122,944 checkouts**. This is an **increase of 15%** from 2016. Digital items accounted for 17% of all items checked out in 2017.

New Cards



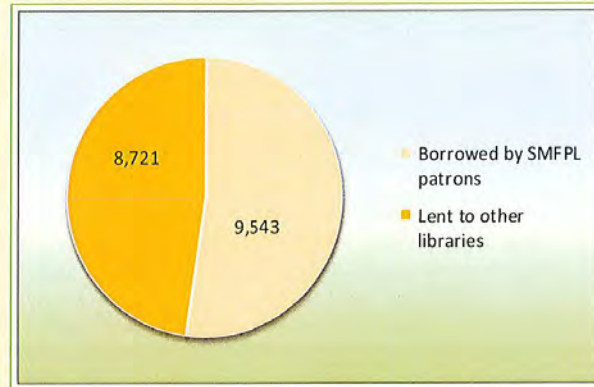
The library added **2,603 new patrons** in 2017!

Unique Management Services

This year, SMFPL sent **373 new accounts** to Unique Management Services, and recovered **\$8,329.80**.

Since August 2007, SMFPL has sent **6,566 accounts** to Unique Management Services, which has led to a total of **\$231,811.02** being recovered in fines.

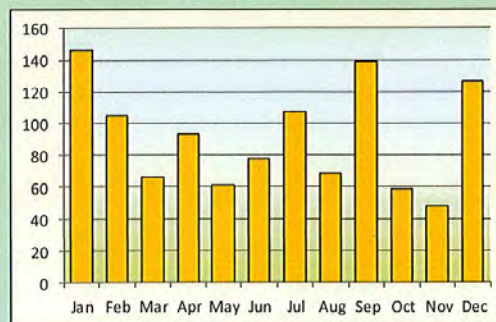
SearchOhio



SearchOhio continues to be popular with patrons; it now accounts for **4% of physical items** checked out. This year a **record 9,543 items** were requested by our patrons. Items lent to other libraries were down slightly this year due to Geauga County Public Library leaving, and Portage County Public Library Consortium dropping out temporarily in the fall for a system upgrade; however, Circulation staff still processed **18,268 items**.

The Central Library Consortium (consisting of 14 libraries near, and including, Columbus) joined near the end of 2017, and is set to go live in January 2018. CLC adds five million requestable items to SearchOhio and OhioLINK.

Fine Free Fridays for Food

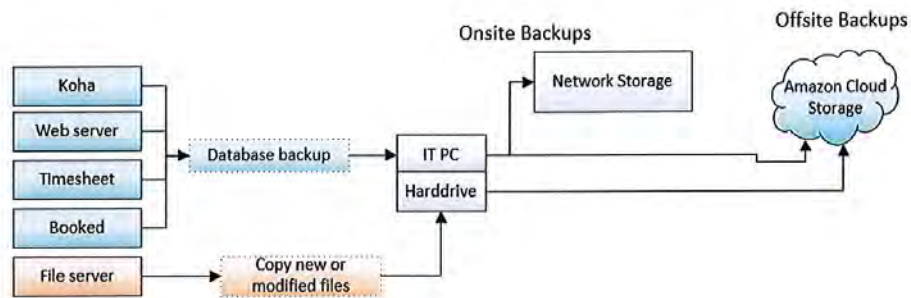


Patrons donated **1,097 items** in lieu of paying fines.

IT Yearly Report 2017

Our best line of defense against hacking is backups and maintaining updated software. We have redundant backups and patch software as soon as updates are released.

Offsite Backup using Amazon Cloud (AWS S3) – We have switched to using the Amazon Cloud as our offsite backup solution instead of 4 rotating external drives. Using the cloud will allow us to create offsite backups every day not just workdays.



WiFi Security Update



Recently a security flaw in the WPA2 protocol was discovered. Named KRACK (Key Reinstallation Attack) the flaw affected most wireless devices. Together with AtNetPlus, we patched the wireless controller and the 4 access points.



HP Printers

Systems performed firmware updates on all (11) HP printers. Each printer required downloading a separate firmware update and performing the update.

Windows 7 upgraded to Windows 10

Systems upgraded 25 computers to Windows 10. We now have 53 computers running Windows 10 and 30 still running Windows 7.



Major Software Upgrades

The following software systems were upgraded in 2017

Envisionware – Controls patron usage of public computers.

GFI Languard – Allows for remote patching of patron and staff computers.

Symantec – A Comprehensive security suite with antivirus and antimalware.

Quiet Study

A new room display was installed for the Quiet Study room. The scripts for all the rooms were modified and access given to PR so that they can put a different header on the display for special occasions.



Koha Upgrade



We have spent considerable time testing different upgrades and operating systems. The upgrade contains major revisions to some of Koha's core systems and that has impacted a lot of our custom scripts.

Scripts for Automated Calling, Search Ohio and custom reports had to be modified or rewritten.

We were not able to make the upgrade in 2017 but we will soon.