

Minutes

March 23rd, 2021

Commissioners present: Timothy Bechtol, Michael Pepple and William Bateson.

Also Present: Tammy Erwin, Phil Johnson, Jim Maurer, Charity Rauschenberg and Mary Ann LaRoche.

Commissioner Bechtol opened the meeting at 9:30 a.m. in the Commissioner's 1st floor conference room. The Pledge of Allegiance was recited. Minutes from March 18th, 2021 meeting were read with William Bateson making a motion to approve, Michael Pepple seconded. Motion passed 3-0.

The Assistant Clerk presented the following resolutions for consideration:

Resolution #163-21 – Authorizing payment of the listed and/or attached purchase orders. William Bateson made a motion to approve, Michael Pepple seconded. Motion passed 3-0.

Resolution #164-21 – Transfer of funds from Indigent Defense to General Fund (February, 2021) - \$1,840.44. William Bateson made a motion to approve, Michael Pepple seconded. Motion passed 3-0.

Resolution #165-21 – Additional appropriation within the Auditor's certification – Commissioner's to appropriate to Community Development Block Grant. William Bateson made a motion to approve, Michael Pepple seconded. Motion passed 3-0.

Resolution #166-21 – Transfer of funds from Tier Fee to Litter Landing. William Bateson made a motion to approve, Michael Pepple seconded. Motion passed 3-0.

Resolution #167-21 – Additional appropriation within the Auditor's certification – Commissioner's to appropriate to Jail Diversion. William Bateson made a motion to approve, Michael Pepple seconded. Motion passed 3-0.

The Commissioners approved payroll for their office and signed for approval of payment to Squire Patton Boggs. They also initialed two travel requests for the Auditor.

Phil Johnson presented the following resolution for consideration:

Resolution #168-21 – Authorizing entry into Change Order #1 to the contract with TTL Associates, Inc. for performance of Tier 1 Delineation and Tier 2 Evaluation activities upon real property at 136 North Main St. in Findlay. Phil stated that the original amount was \$17,400 but as directed by the Fire Marshal, after removal of storage tanks and environmental follow up with TTL Associates, \$3,200 needs to be added for the installation of a monitoring well. This resolution would approve the \$3,200 Change Order for that purpose. Timothy Bechtol asked if the well would be there forever? Phil believes so but he did not ask that question. Timothy brought up

that the area will be part of the benching. He stated that since they now know the location of monitoring well, when they do the benching, they could adjust its location accordingly. Phil stated that they could approve the resolution with the provision of finding out exactly where it will be located and make sure that the people installing it know where the benching will be going on. Michael Pepple asked if this is a result of EPA Voluntary Action Plan and will this result in no further action? Phil stated no, this was the result of directives from the State Fire Marshal's office as a result of the removal of storage tanks. He did not think that it was related to any EPA order, but has been suggested to ensure compliance with the Fire Marshal's directives. Michael Pepple asked if any one has looked into a "No further Action" letter? Phil stated no. Timothy Bechtol asked if the Commissioners would like to get a "No Further Action" letter and they concurred. William Bateson made a motion to approve, Michael Pepple seconded. Motion passed 3-0.

Phil requested an executive session to discuss potential litigation.

Meetings/Reports

Charity would like to chat with Sarah regarding the State of the County. She also wanted to remind the Commissioners about the Tax Incentive Review on Thursday. Timothy Bechtol stated that they would attend through Zoom.

William Bateson attended the Elected Officials meeting on Friday where Jon Cross attended giving an update on the state.

Michael Pepple also attended the Elected Officials meeting. He also attended a Habitat for Humanity Zoom meeting on Friday.

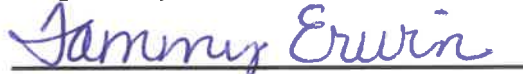
Timothy Bechtol attended the Elected Officials meeting on Friday as well.

At 9:44 a.m., Timothy Bechtol made a motion to enter into executive session to discuss potential litigation. Michael Pepple seconded. Roll call resulted as follows: Timothy Bechtol, yes; Michael Pepple, yes; William Bateson, yes. At 10:13 a.m., Timothy Bechtol made a motion to come out of executive session having discussed potential litigation with no action taken. Michael Pepple seconded. Motion passed 3-0.

At 2:00 p.m. the Commissioners met with the Library Board to discuss future plans. Those present included Sarah Clevidence, Julie McIntosh, Roger Miller, Tammy Erwin, Lucinda Land and Jim Maurer. Sarah gave an update on future expansion plans that they would like to see happen on the two lots south of the library. She discussed the huge growth in reading programs and youth services and the lack of space for them. Also, in 2019 there were 1000 meetings that took place in their meeting rooms, most of them not library related. Sarah discussed the parking space and stated that the covered parking garage would allow 37 parking spots and a covered drive thru drop off. In the new addition, they would have a new glass entry to greet people,

allow more seating room and would include a new check out area for library materials. She stated that they would also do some renovations in the original library. The estimated cost would be \$17,776,000, up from an estimate in 2018 of around \$15,393,000. Sarah stated that there is a possibility of expanding above the second floor in the future if needed. Land acquisition is the beginning phase of the project, then fundraising would begin. Timothy Bechtol said they had other downtown projects to consider and would get back with them after those were completed. Julie McIntosh thanked the Commissioners for their continuing support. Please see the attached handouts that were given out at the meeting.

Respectfully submitted,

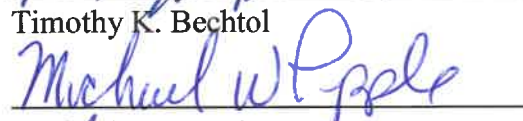


Tammy Erwin, Assistant Clerk

Reviewed and approved by:



Timothy K. Bechtol



Michael W. Pepple



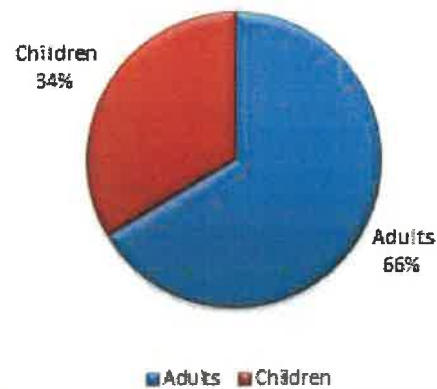
William L. Bateson

YOUTH SERVICES

FINDLAY - HANCOCK COUNTY
PUBLIC LIBRARY



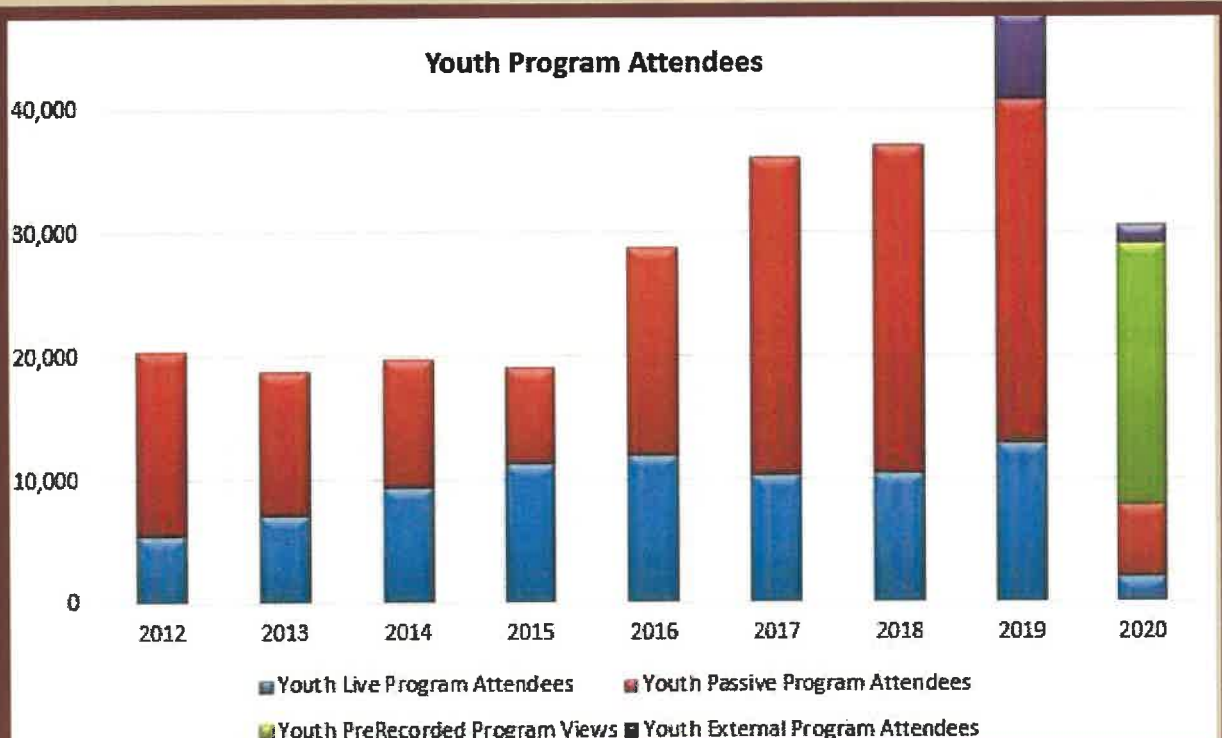
2019 Circulation of Physical Items by Age



Programs for Youth

- Babytime
- Storytime
- Makerspace
- Early Literacy Night & Preschool Fair
- Cupcake Wars
- Under the Sea Tea Party
- Kindness Club
- K-2 Explorers
- Young Writer's Workshop
- Interactive Movie Night

Youth Program Attendees





Storytime



Symphony Storytime



Bear Hunt



Noon Year's Eve Party



School Visit



Babytime



SummerREAD Kickoff



Storytime



Monster Storytime

Findlay-Hancock County Public Library

Meeting Rooms

Current

Lindamood Room

- Lower Level
- Seats 60 with chairs only



Blanchard Room

- Lower Level
- Seats 25 with chairs only



Tutor Rooms

- Lower Level
- Rooms #1 and #2 each seat 2
- Room #3 seats 4



Children's Program Room

- Main Level
- Used for small youth programs

Proposed

Lindamood Room

Blanchard Room

Tutor Rooms #1, #2 and #3

Large Meeting Room

- Level 2
- Seats 156 with chairs
- Could be divided into 2 meeting spaces for smaller groups

Small Meeting Room

- Level 2
- Seats 10 around shared table

Small Meeting Room

- Level 2
- Seats 8 around shared table

Study Rooms (2)

- Level 2
- Each seats 4

Study Rooms (2)

- Main Level
- Each seat 4

Youth Program Room

- Level 2
- Large enough to hold most youth programs

In 2015-2019, 30-40% of the library's meeting room reservations were for non-library groups, up to 380 reservations per year. Groups were frequently turned away due to lack of available meeting room space.

2020 YEAR IN REVIEW

FINDLAY - HANCOCK COUNTY PUBLIC LIBRARY



Library Administration

Sarah Clevidence, Director
Kelly Conine, Fiscal Officer
Lynnette Coppler, Media Services
Brittany Lutes, Youth Services
Joel Mantey, Adult Services
Sharon Mason, Technical Services
Kayleen Veit, Extension & Outreach Services
Holly Walter, Circulation Services
Courtney Ward, Information Technology/Human Resources
James Wicker, Facilities Services

Board of Trustees

Dr. Julie McIntosh, President
Mr. John J. Preston, Vice-President
Mrs. Karen Flanagan, Secretary
Mr. Jerry Casey
Dr. James Darrach
Mr. Roger Miller
Mrs. Rosemary Rooker

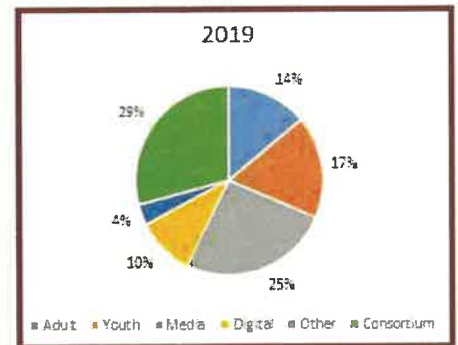
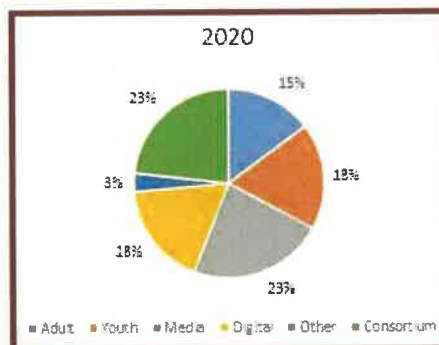
Our Mission

The Findlay-Hancock County Public Library encourages and supports lifelong reading, viewing, and listening in the pursuit of knowledge and joy.

Circulation

Adult	125,723
Digital	149,539
Media	195,476
Youth	154,433
Other	27,192
Consortium	196,925
Total Circulation	849,288

2020 vs. 2019



2020 Financial Review

Revenue

Public Library Fund	\$2,258,951
Local Levy	\$826,332
Grants	\$81,949
Fines/Fees/Copies	\$17,182
Investment Earnings	\$42,728
Gifts/Donations	\$10,733
Misc.	\$51,385

Total Operating Revenue \$3,289,260

Expenses

Salaries & Benefits	\$1,973,325
Library Materials	\$439,509
Supplies	\$90,173
Contracted Materials	\$285,477
Capital Improvements	\$211,366
Misc.	\$15,642

Total Operating Expenses \$3,015,492

2020 TIMELINE

Library Closed

Staff logged **1371.25 Hours**
of continuing education
in March & April

March
14

March
16-20

*Launched Digital Library Cards
and Virtual Reference Desk*

891 digital cards issued
in 2020

1st Virtual Youth Program

27,715 patron views of
youth programs
165

March
24

March
25

*Premiered Virtual Book
Recommendations*

5,920 patron views
in 2020

Launched Curbside Service

Curbside used **4,912**
times in 2020

May
12

April
28

1st Virtual Adult Program

10,136 patron views of
adult programs
100

June
1

First Virtual SummerREAD

8,361 books read by
patrons
623

Reopened Library Buildings

177 patrons visited
on the first day open

June
15

November
1

Premiered Crafty Kits for Kids

286 kits shared in
2020

First Pop Up StoryWalk

Partnered with **13** local
businesses

December
1

December
8

Board Approved Strategic Plan

27 objectives
to complete



FINDLAY-HANCOCK COUNTY PUBLIC LIBRARY

HBM ARCHITECTS, LLC

HBM ARCHITECTS
INTERIOR DESIGNERS



FINDLAY-HANCOCK COUNTY PUBLIC LIBRARY

HBM ARCHITECTS, LLC

HBM ARCHITECTS
INTERIOR DESIGNERS



FINDLAY-HANCOCK COUNTY PUBLIC LIBRARY

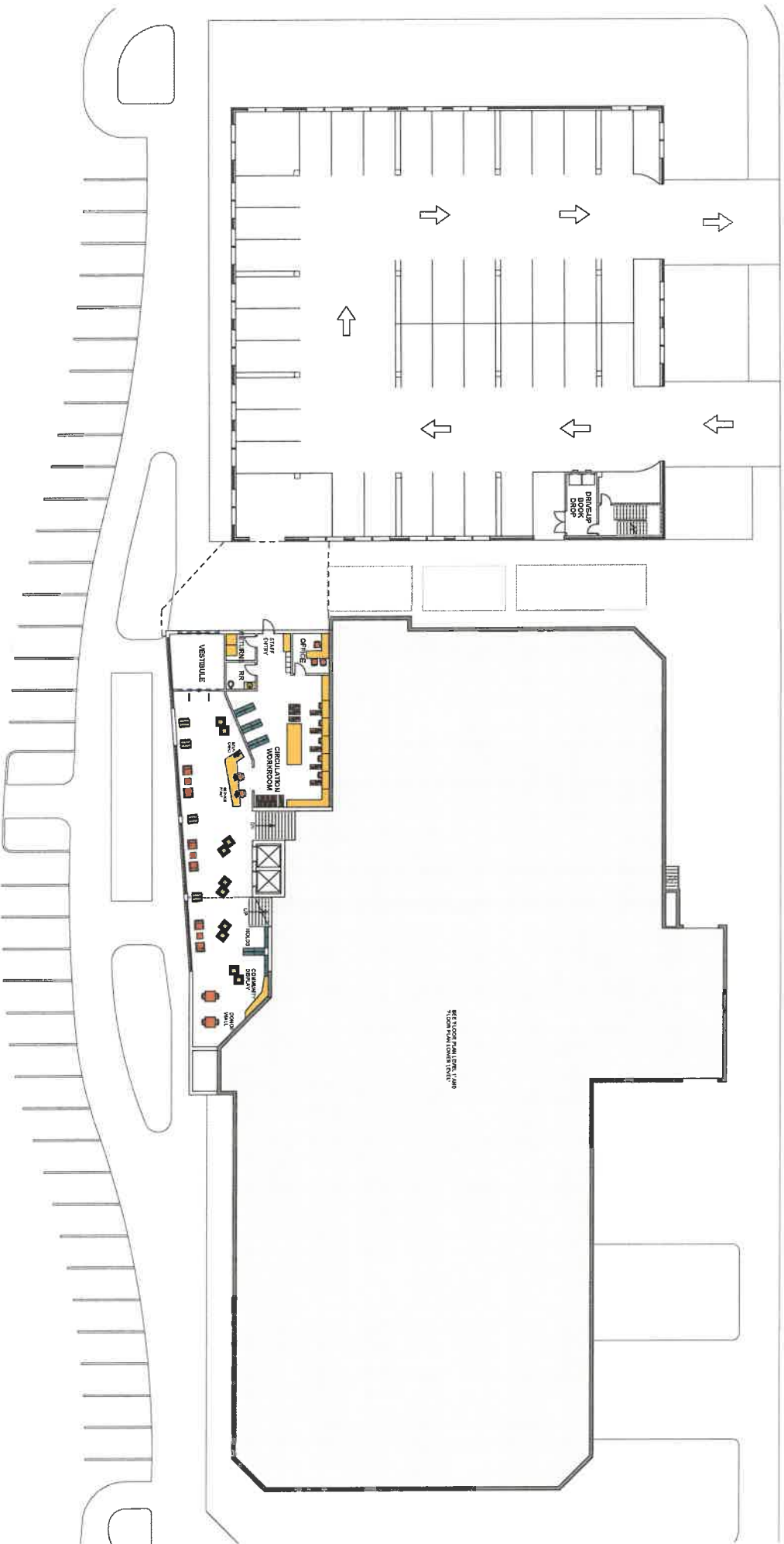
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HBM ARCHITECTS
INTERIOR DESIGNERS



FINDLAY-HANCOCK COUNTY PUBLIC LIBRARY

HBM ARCHITECTS, LLC



RECEPTION, STAFF, AND
COMPUTER AREA

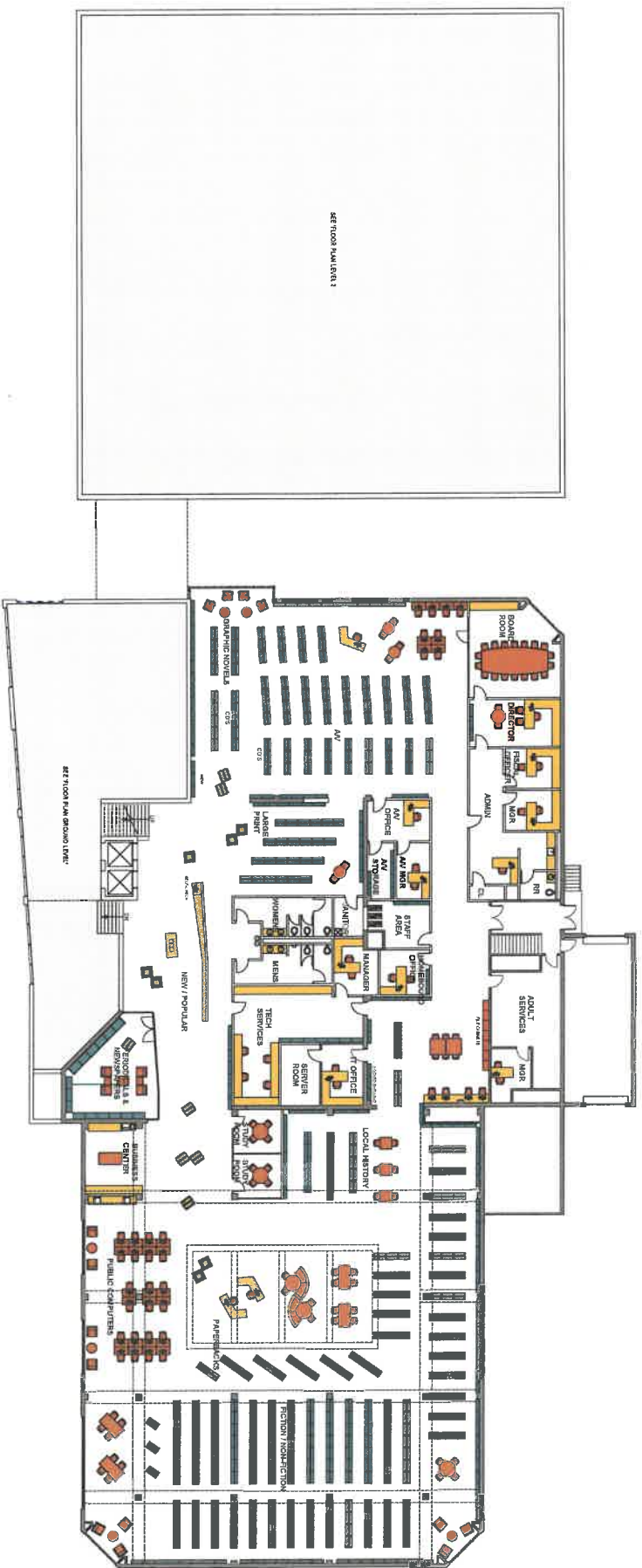
FLOOR PLAN GROUND LEVEL



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HBM ARCHITECTS
INTERIOR DESIGNERS

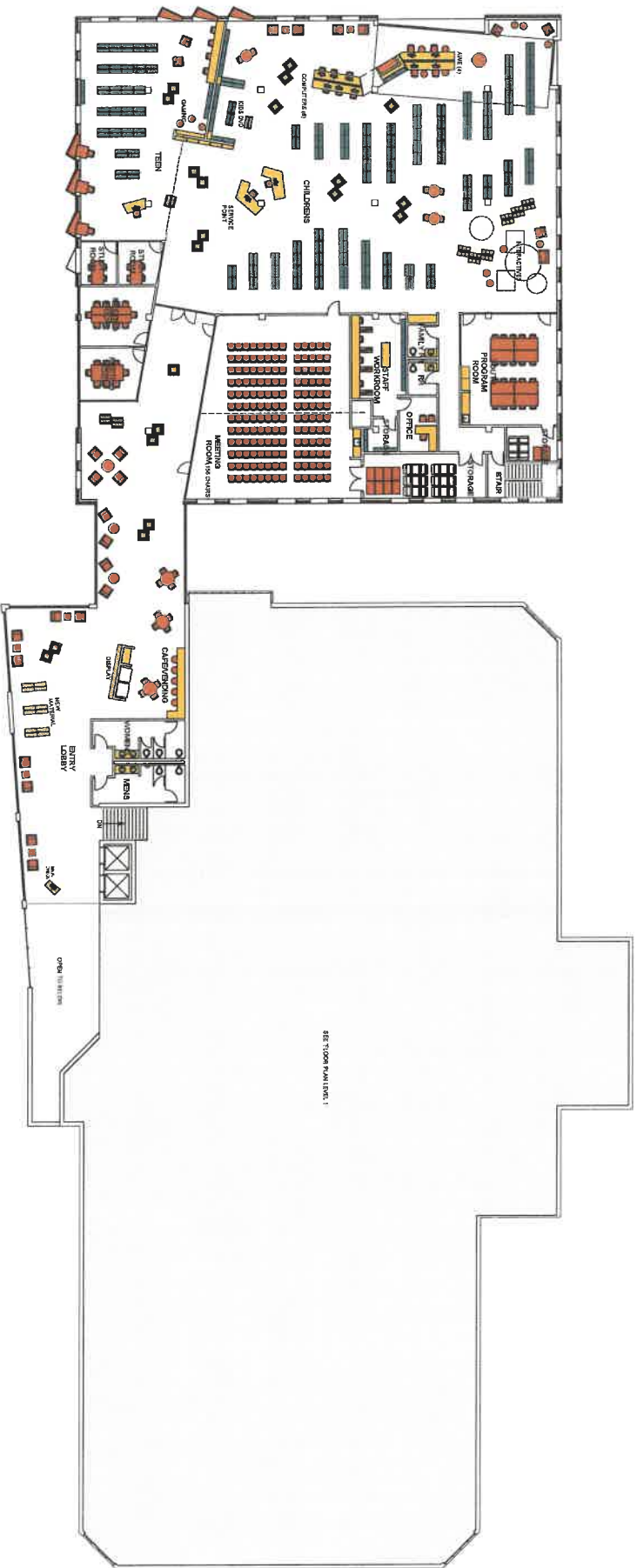


FLOOR PLAN LEVEL 1



FINDLAY-HANCOCK COUNTY PUBLIC LIBRARY

HBM ARCHITECTS, LLC



⊕
FLOOR PLAN LEVEL 2

5 10 20
3/32" = 1'-0"

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HBM ARCHITECTS
INTERIOR DESIGNERS



HBM ARCHITECTS, LLC





BEFORE



AFTER

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BEFORE



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