

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*November 10, 2022*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, November 10, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Ms. Laurie Scheck, Mr. Todd Leightey, and Mr. Brian Kimmel. Ms. Ann Kemerley was absent. Director Kathleen Whitt and Brian Hemminger of the *Daily Chief-Union* were also present.

President Jenny Romich asked for public comments. Hearing none, Ms. Romich asked if there were corrections or additions to the distributed minutes of the October meeting. Hearing none, Ms. Romich declared that the minutes stand as distributed.

Next on the agenda was a motion to ratify the payment of the bills. Ms. Romich asked if there were any questions about the bills. There was a question about a payment of \$120 to the Fantasy of Lights. Ms. Whitt said this was for the purchase of passes for the staff in accordance with the Board's directions in October. Mr. Leightey noted that the amount listed for Receipts on the Bank Reconciliation report does not match the amount in the Receipt Listing in the Financial Report. Ms. Whitt will check with Deputy Fiscal Officer Patti Davidson on the reason for the discrepancy and report back to the Board. Hearing no further questions, the motion was made and seconded to ratify the payment of bills; in a roll call vote, all present approved the bills.

Under old business, Ms. Whitt submitted a policy for providing 3D printing services to the public, which had been revised according to suggestions from the Board. It was moved and seconded to adopt the policy as submitted; all present approved the motion. The 3D printing policy is attached to these minutes.

Under new business, the Board reviewed the 2023 library goals that Ms. Whitt presented. In connection with library services, it was asked if patrons who don't have a regular library card or whose card is blocked for lost materials are able to get an account to borrow digital materials only. Ms. Whitt said that since the library closed for COVID in 2020, SEO made it possible to have digital only accounts as well as temporary accounts that patrons can self-register for on the library's website. In addition, patrons with blocks on their library cards do still have access to digital resources. Board members had no other questions about the goals.

The next topic of discussion was the pay schedule for 2023 and the question of cost-of-living adjustments due to the increase in minimum wage to take effect in January 2023.

It was moved and seconded that the Board move to executive session in order to discuss the pay schedule and cost-of-living adjustments. In a roll call vote, all present approved the motion. The Board entered executive session at 12:08.

At 12:23, the regular session was resumed.

The Finance Committee reported that they had met and made the following recommendations:

- Since an across-the-board cost-of-living adjustment of 5.8% was made in January 2022, and since other similar-sized businesses in the area report that they are not planning to

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make this type of adjustment, the committee does not recommend making a COLA at this time;

- The lower limits of the pay ranges that currently fall below the \$10.10 2023 Ohio Minimum Wage should be adjusted to \$10.10 (no current staff will be impacted by this increase);
- Staff will be eligible to receive merit increases at their service anniversary, according to the schedule established on January 1, 2016.

It was moved and seconded to accept the Finance Committee's recommendations here stated. In a roll call vote, all present approved the motion.

The Board then reviewed the 2023 budget submitted by Ms. Whitt. Since the appropriations request had made provision for a potential cost-of-living adjustment in salaries, the Board asked Ms. Whitt to revise the request and resubmit it in December. In addition, they suggested Ms. Whitt consider increasing the projected amounts for materials and programming due to anticipated price increases.

In the Director's Report, Ms. Whitt reported that:

1. At the October Board meeting, there was a question about a \$0.20 payment to US BANK, in addition to one for \$374.64. The \$0.20 was a correction required due to a typographical error resulting in an underpayment.
2. On the evening of Saturday, October 22, USCL hosted "Trail of Terror 2: Campfire Edition" in the woods at Harrison-Smith Park. About 65 guests were entertained with spooky tales based on "Scary Stories to Tell in the Dark." One person stopped into the library the next week just to say how much she enjoyed the event, and was telling all her friends about it.
3. Our annual clothing swap on November 2-4 was very well attended. We received plenty of clothes and accessories the week before, then had over 150 people stop in to shop the swap. Leftovers were donated to Open Door.
4. On Saturday, November 4, we held a Dinosaur Story Time Stomp. Miss Jill escorted groups around our downtown Story Walk®, while other staff offered snacks, songs and crafts. We used this event to kick off distribution of the COSI Dinosaur experiment kits. About 50 children and parents attended this event.
5. We are beginning to visit South School to offer stories and experiments at after school programs for 1<sup>st</sup> and 2<sup>nd</sup> graders. We will be there once a month for each group.
6. At her November visit to the HUB, Miss Lisa will distribute more COSI Dinosaur experiment boxes and guide students through several of the activities.
7. The November STEAMPunks meeting will again feature dinosaurs, using Oculus 3D vision headsets, as well as our 3D printer and 3D pens.
8. Other November programs will include a card-making workshop by Joy Wilson, a Health Department presentation on the flu, and a Jurassic Park Trivia contest, as well as the monthly

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Craft Party, Lunch Bunch and book clubs for adults; for youngsters we have a visit from author Michelle Houts and our annual Gingerbread House Workshop.

9. The Ohio Department of Taxation (ODT) posted the November 2022 Public Library Fund (PLF) distribution of \$39,855,858 – which is \$3.55 million (+ 9.78%) above ODT’s original estimate that was issued in July 2021. The PLF Calendar Year (CY) 2022 year-to-date total is \$459,159,767 which exceeds ODT’s estimates by \$55 million (+ 13.6%).

10. The PLF distribution for the Upper Sandusky Community Library represents 44% of our revenue this year. Over 52% of our revenue has come from our levy.

11. Memorial/Honor/Donations:

In memory of:

Scott Linhart

Donation of projection screen for meeting room

Donor(s):

Steve & Vicki Washburn

United Health Care

Under Items Not on the Agenda, it was suggested that the December meeting might have a demonstration of the 3D printer.

Ms. Romich asked whether there were any additional items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 12:38 p.m.

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President

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Secretary



301 North Sandusky Avenue  
Upper Sandusky, Ohio 43351

419-294-1345  
419-294-4499 (fax)

[uscl@seolibraries.org](mailto:uscl@seolibraries.org)  
<https://usclibrary.org>

## **3D Printing Policy**

USCL's 3D printing service is available to anyone 18 years or older with a library card through USCL or another SEO library, and with no unpaid fines or fees. Minors must submit projects through a parent or guardian.

All printed items must be paid for and picked up within 14 days or the item will be charged to your account and will become property of the library.

The library reserves the right to refuse any 3D printing request for reasons including but not limited to:

- Any item that is unsafe, harmful or prohibited by law
- Any item that is inappropriate for the library environment
- Any item that violates the intellectual property rights of an individual or corporation

If an object is printed and later determined to be in violation of these terms, the cost of the materials will be applied to the patron's account as a fine and the object destroyed.

## 3D Printing Procedures

USCL staff will print your project on the Dremel 3D40 3D printer, using the file you submit. You can search Thingiverse.com for ready-to-print designs, or create your own designs with websites such as Tinkercad.com or Sketch.com.

- Files must be submitted in .stl format.
- We will not modify your files. We print files exactly as they are submitted to us.
- We will not “finish” completed projects. You will receive them as they come out of the printer, with supports attached.
- If a print fails due to a design flaw or file error, the library will not be responsible, and you will be charged for the cost of materials expended.
- If the print fails due to a mechanical problem with the 3D printer, you will not be charged.
- Projects will be attempted no more than three times.
- The size of the completed object must be no more than 10” (254 mm) long x 6” (154 mm) wide x 6.7” (170 mm) high.

Cost: \$.15 per gram, with a \$1.00 minimum charge – we will provide you with an estimate before printing, but the exact cost will be determined after the print job is complete.

You may submit up to two jobs at a time, which will be completed as time permits with respect to other customer orders and library projects. Library projects will take priority.

## How to Request a 3D Print from USCL

- Make sure you have a library card from USCL or another SEO consortium library.
  - Library cards are free and can be obtained by visiting the library. We require a photo ID and proof of current address, if the address on your ID is not current.
- Find a design:
  - Choose a free ready-to-print design: [www.thingiverse.com](http://www.thingiverse.com), OR
  - Create your own design: [www.tinkercad.com](http://www.tinkercad.com)
- Download the design as an .stl file, and
  - save to a flash drive, OR
  - email to: [uscl@seolibraries.org](mailto:uscl@seolibraries.org) with subject line: 3D printing request
- Complete a [3D Printing Request Form](#) and submit it with your flash drive or email.
  - USCL will contact you with an estimate of cost and wait time.
- Approve the quote.
- USCL will contact you when your print job is complete.
- Remember to pick up your print job within 14 days of notification of completion.