

Draft Agenda
Board of Trustees—MidPointe Library System
September 21, 2021
4:00 p.m. Regular Meeting
Liberty Center – Sabin Hall



- I. Call to Order
- II. Opening Exercise
- III. Roll Call
- IV. Adoption of Agenda
- V. Public Comment
- VI. Approval of Minutes
Approve the **August 17, 2021 Meeting Minutes**
- VII. Fiscal Officer's Report
 - a. **August 2021 Financial Report**, Investments, and Donations
 - b. **Levy Proceeds**
 - c. PLF
- VIII. Director's Report**
 - a. Project Updates
 - b. Social Worker
- IX. Public Services Report**
- X. Community Engagement Report**
- XI. Human Resources Report
 - a. **Staffing and HR Updates**
 - b. Policy Update
- XII. Board Comments
- XIII. Adjournment

Enclosures:

Draft of the August 17, 2021 Meeting Minutes
August 2021 Financial Report
Director's Report
Public Services Report
Community Engagement Report
Staffing and HR Updates

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Trenton Library, Community Room
Tuesday, August 17, 2021, 4:00 p.m.**

I Call to Order by President

Mrs. Anita Shew, President, called the meeting to order at 4:04 p.m.

II Opening Exercise

III Roll Call

The roll was called, and the following members were present:

Mrs. Kristin Bramblett, Mrs. Anita Shew, Mrs. Eleanor Stewart, Mr. Richard Szopinski, and Mr. Keith Wright.

Absent: Mr. Bruce Hughley

Also present were Mr. Travis Bautz, Library Director; Ms. Allison Doliboa, Youth Programming Coordinator; Mrs. Brielle Maynor, Public Services Director; Mr. Steve Mayhugh, Facilities Director; Mrs. Jennifer Riley-Johnson, Trenton Branch Manager; Mrs. Deborah Slater, Fiscal Officer; and Ms. Kathy Stengel, Human Resources Director.

IV Adoption of Agenda

Mr. Szopinski motioned, seconded by Mr. Wright, to approve the agenda as presented.

“Aye” Bramblett, Shew, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 21-56

V Public Comment

There was no public comment.

VI Approval of Minutes

Mr. Szopinski motioned, seconded by Mr. Wright, to approve the minutes of the regular board meeting of July 20, 2021.

“Aye” Shew, Stewart, Szopinski

“Nay” None

“Abstain” Bramblett, Wright

Motion Approved 21-57

VII Fiscal Officer’s Report

Financial Report, Investments, and Donations:

Mrs. Slater reported that she and Mr. Bautz met with the county auditor regarding, in particular, the library’s general fund balance. It was a productive meeting where they discussed future plans for expansion and decided that moving a substantial amount from the general fund to the capital improvement fund would lower the general fund balance to their acceptable level. The county tracks our balances and specifically two items, the balance versus general fund expenses and they don’t want it to go over 100%, they would like it to be at 50% or lower. If it does go over 100%, that triggers a review that they will

perform. In order to move the money between funds, a budget transfer and appropriation amendment will need to be passed by the board. Mrs. Slater added that the federal census was completed and advised the auditor that MidPointe would be looking at the census data since the population has increased in our service area and decreased in Lane Library's service area, and that we would be working with Lane Library to use the new population figures to change the county split and distribution of the PLF in 2022. Mrs. Shew asked for a motion to move the \$7,000,000. Mr. Wright motioned, seconded by Mrs. Stewart, to move \$7,000,000 from the General Fund to the Capital Improvement Fund.

"Aye" Bramblett, Shew, Stewart, Szopinski, Wright

"Nay" None

Motion Approved 21-58

Mrs. Slater reported that the appropriation needs to be amended due to moving the \$7,000,000. She read the resolution.

Mr. Jones arrived at 4:18 pm.

Mr. Wright motioned, seconded by Mr. Szopinski, to approve the Appropriation Amendment as presented.

"Aye" Bramblett, Shew, Stewart, Szopinski, Wright

"Nay" None

"Abstain" Jones

Motion Approved 21-59

Mrs. Slater reviewed the July 2021 financial report.

Mr. Szopinski motioned, seconded by Mr. Wright, to approve the Financial Statement, Investments, and Donations for July 2021 as presented by Mrs. Slater.

"Aye" Bramblett, Jones, Shew, Stewart, Szopinski, Wright

"Nay" None

Motion Approved 21-60

(Report on file in Fiscal Officer's office)

VIII Director's Report

Library Use Statistics:

Mr. Bautz reported that July was a good month and circulation was up 28% overall. Liberty was up 417%; LOW was down; a manager was hired for Monroe and the branch will be opening after staff are hired and trained; Middletown was up by 40%; Monroe was up by approximately 50%; Trenton was up by 24%; West Chester was up by 32% and is almost to pre-covid circulation levels. Overall, books were up by 50%; audio-visual was up by 24%; digital was down slightly and hoopla was up by 50%; patron visits were up by 72%; program attendance is continually increasing; PC use was up by 30%; WiFi use was up by 20%; meeting room use was up and patrons are returning to in-person visits. 59 passports were processed at Liberty; collection maintenance continues; community engagement had approximately 2,600 virtual minutes watched; there were approximately 5,000 social media engagements; we now have 8,000 social media followers; 526 new patrons were registered; and 65 hours of calls were answered in July by the call center.

Project updates:

Liberty: Mr. Bautz reported that the Liberty property acquisition process is continuing. The timeline includes a September trustee meeting, a 30 day wait for community feedback, then another trustee meeting in October where the trustees will vote. The zoning meeting had residents that spoke out against the library, mainly the residents who live behind the property and are wary of any new development that would remove trees that would buffer a parking lot and parking lot lights. The final vote was for the zoning in our favor.

West Chester: A meeting was held with the architect for the possible expansion of the West Chester Library in collaboration with the township. Mr. Bautz distributed drawings of the different conceptual options from the architect. The township officials prefer the options that do not extend far into the water retention pond and would like another option with just a community room expansion. The board discussed county stimulus money that this project could qualify for; that the senior community prefers their own dedicated space that no one else would use; that this expansion would benefit the community as a whole and not just one sector of the community; and that the ultimate scenarios chosen would then get cost information.

Copier/Printer Contract:

Mr. Bautz said any contract that is a multi-contract needs board approval. The distributed spreadsheet shows five different copier bids that were received. The recommended contract is with the current provider ComDoc. It is a 4-year lease, provides for new and upgraded copiers, coin-op service for customers and fax accounts. The current contract expires 10/31/2021. Mr. Wright motioned, seconded by Mrs. Bramblett to authorize the Director to execute a new copier/printer contract with ComDoc for 48 months, effective with the expiration of the current agreement in fall of 2021.

"Aye" Bramblett, Jones, Shew, Stewart, Szopinski, Wright

"Nay" None

Motion Approved 21-61

Guest:

Mr. Mayhugh reported that they have been busy keeping the buildings infrastructure particularly at Middletown since the building is over 40 years old. One big current project is that one of the chillers in the Middletown multi-system has failed and the other is running at 50% and being supplemented with rented portable air conditioning units and fans. The library was closed for several days due to the temperature reaching 90 degrees inside the building due to no air conditioning. The chiller units are due to be replaced in 2025 but will not last that long and will need replacement in early in 2022. It will cost approximately \$200,000 for the current system to be removed and install the new chiller units. Once ordered, it should take up to 24 weeks for the units to be delivered. Other improvements include the parking lot asphalt replacement and sidewalk repairs, French drains installed to facilitate drainage from rain, and landscape enhancements at Middletown. Future West Chester repairs include one of the multi-system boilers, a Duke easement along West Chester Road for underground cable, and parking lot repairs. At Trenton, he is getting an estimate for a roof replacement and landscaping enhancements were completed. He is currently looking for a new snow removal company for the branches.

IX Public Services Report:

Mrs. Maynor reported that the newly passed state budget included a directive to libraries to provide free copies of government issued pieces of identification; the statewide resource sharing network has changed couriers which has resulted in delivery delays; several area nonprofits will receive surplus library computers that have been taken out of service; an American Rescue Plan Act grant application has been submitted; she was elected to the OLC Adult Services Division Action Council; and West Chester community room tables will be replaced. Mrs. Maynor reported that at Liberty 520 items were borrowed from the hold lockers in July, the food service program was very successful, the manager was elected to the OLC Children's Services Division Action Council; and was invited to serve on the review panel for the West Chester Liberty Chamber Alliance's Women of Excellence Award. At LOW, they continue to operate the curbside services at Monroe; and the bookmobile service will begin at the schools with teacher only visits. At Middletown, the building infrastructure is being worked on. At Monroe, in preparation to open the branch, a branch manager has been hired and the remodeling of the former café area is almost complete. Mrs. Riley-Johnson reported that the summer food service program had extended service into August and distributed over 20,000 food packets over the summer; a Touch a Truck event was the first event since March 2020 and was well attended with over 150 families in attendance; the Trenton city strategic planning committee has received community feedback which indicated that there is a high interest in the park system; teacher school visits have begun; and next week a partnership with Atrium and Premier Community Health will begin monthly health screenings and vaccinations in the library community room. Mrs. Maynor reported that West Chester food program was very successful; the Women 4 Women monthly meeting was held in the library; the senior group has notified the library that they will begin meeting primarily at the Boys & Girls Club of West Chester Liberty; the branch manager is working with the Edge Teen Center to partner on teen programming for this school year; and Mrs. Young, the branch manager has tendered her resignation as she has accepted the Library Director opening at the Reed Memorial Library.

X Community Engagement Report

Ms. Doliboa, Youth Programming Coordinator reported that 2,687 minutes of virtual programming was watched in July; some virtual programming will continue due to the popularity of several programs; the final participation number for the summer reading program will be available next month; the fine free policy change has begun and we have received an overwhelmingly positive patron response; in-person, in-library programming will return on September 7th with 72 programs scheduled and more to be added; a collection of 14 posters from a released poster exhibit from the 9/11 Memorial & Museum will be on display in West Chester and Middletown in mid-August; student eCards will be provided on an e-platform for efficiency and accessibility reasons; the Imagination Library now has 9,909 children enrolled in the program; and upon suggestion from MidPointe staff, Liberty Center's Change for Charity program donated \$5,000 to the Imagination Library.

XI Human Resources

Staffing and HR Report:

Mr. Wright motioned, seconded by Mrs. Stewart, to approve the following personnel changes:

Approve the employment of Fran Peet, effective 8/4/2021, full time, non-exempt, West Chester, library specialist, makerspace, at pay level three;
Approve the employment of Mimi Lee, effective 8/9/2021, part time, non-exempt, Liberty, library associate, public services, at pay level one;
Approve the employment of Elizabeth Kunesh, effective 8/9/2021, part time, non-exempt, Middletown, library specialist, public services, at pay level three; and
Approve the employment of Lindsay Ross-Roberts, effective 8/9/2021, part time, non-exempt, Liberty, library specialist, public services, at pay level three.

“Aye” Bramblett, Jones, Shew, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 21-62

Ms. Stengel reported that an additional two employees achieved a level in the wellness incentive program which ended 7/30/2021. Recruiting is continuing as we prepare for the expansion of hours in September and the recruiting for the Monroe branch has begun.

XII Board Comments

Mr. Jones reported that he now has a board attendance conflict due to personal reasons at the current day and time and asked for board guidance. Mr. Bautz added that the board bylaws are silent regarding the date and time that the board meetings are held. The board discussed various times that the meetings could be held. Mr. Bautz offered to send out a trustee survey to indicate what times would be most convenient for all trustees. The board agreed to complete a survey.

XIII Adjournment

Mrs. Shew adjourned the meeting at 5:18 p.m.
21-63

President

Secretary

**MIDPOINTE LIBRARY SYSTEM
STATEMENT OF CASH POSITION
AUGUST 2021**

FUND	DESCRIPTION	BEGINNING BALANCE	MONTH-TO-DATE RECEIPTS	MONTH-TO-DATE EXPENSES	UNEXPENDED BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
101	GENERAL FUND	12,709,422.70	1,363,326.82	7,444,441.60	6,628,307.92	1,223,159.68	5,405,148.24
401	CAPITAL IMPROVEMENT FUND	3,290,893.83	7,000,000.00	28,813.12	10,262,080.71	60,535.50	10,201,545.21
702	MEMORIAL FUND	21,697.52	0.93	0.00	21,698.45	0.00	21,698.45
704	DOUGLAS J BEAN PROGRESS FUND	11,363.37	0.49	0.00	11,363.86	0.00	11,363.86
705	ROTHWELL FUND	69,155.87	1.51	24,797.24	44,360.14	10,000.00	34,360.14
Grand Total		16,102,533.29	8,363,329.75	7,498,051.96	16,967,811.08	1,293,695.18	15,674,115.90

**MIDPOINTE LIBRARY SYSTEM
STATEMENT OF CASH POSITION
AUGUST 2021**

FUND	DESCRIPTION	BEGINNING BALANCE	YEAR-TO-DATE REVENUE	YEAR-TO-DATE EXPENSE	UNEXPENDED BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
101	GENERAL FUND	11,370,445.75	6,862,582.08	11,604,719.91	6,628,307.92	1,223,159.68	5,405,148.24
401	CAPITAL IMPROVEMENT FUND	3,736,811.57	7,000,000.00	474,730.86	10,262,080.71	60,535.50	10,201,545.21
702	MEMORIAL FUND	19,114.00	2,584.45	0.00	21,698.45	0.00	21,698.45
704	DOUGLAS J BEAN PROGRESS FUND	10,857.69	506.17	0.00	11,363.86	0.00	11,363.86
705	ROTHWELL FUND	70,187.28	30.80	25,857.94	44,360.14	10,000.00	34,360.14
706	CARES ACT FUND	38.59	0.00	38.59	0.00	0.00	0.00
Grand Total		15,207,454.88	13,865,703.50	12,105,347.30	16,967,811.08	1,293,695.18	15,674,115.90

**MIDPOINTE LIBRARY SYSTEM
GIFTS
AUGUST 2021**

ACCOUNT	DATE	DONOR	DESCRIPTION	AMOUNT
GENERAL FUND				
101.000.46507		Various	Unrestricted	\$ 1.00
101.000.46503		Various	Unrestricted	\$ 1.00
TOTAL DONATIONS				\$ 2.00

**MIDPOINTE LIBRARY SYSTEM
CASH RECONCILIATION
AUGUST 2021**

Fifth Third Checking Account Balance	\$ 6,056,318.58
Investments	\$ 10,960,966.77
Change Fund	\$ 1,275.00
Petty Cash	\$ 1,000.00
Payroll Clearing Fund	\$ 2,000.00
TOTAL	\$ 17,021,560.35
Deduct: Outstanding Warrants	\$ (53,749.27)
GRAND TOTAL	\$ 16,967,811.08

I hereby certify the foregoing to be correct to the best of my knowledge and belief Deborah M. Slater Deborah M. Slater, Fiscal Officer

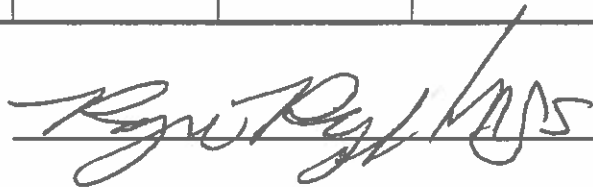
OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
(REV. CODE, SECTION 5705.36)

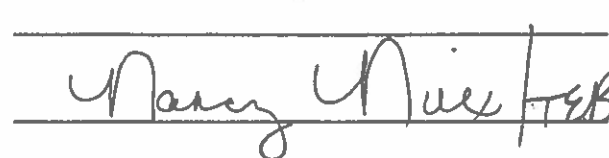
Office of the Budget Commission of the County of Butler, Hamilton, Ohio. To the taxing authority of the **Midpointe Library System**.
The following is the Official Certificate of Estimated Resources for the fiscal year beginning January 1st, 2022,
as revised by the Budget Commission of said county, which shall govern the total appropriations made at any time
during such fiscal year.

FUND	UNENCUMBERED BALANCE JAN. 1, 2022	TAXES	OTHER SOURCES	TOTAL
GENERAL FUND	10,894,321.00	3,300,500.00	5,581,000.00	19,775,821.00
SPECIAL REVENUE FUNDS	0.00	0.00	0.00	0.00
DEBT SERVICE FUNDS	0.00	0.00	0.00	0.00
CAPITAL PROJECT FUNDS	3,636,813.00	0.00	0.00	3,636,813.00
SPECIAL ASSESSMENT FUNDS	0.00	0.00	0.00	0.00
ENTERPRISE FUNDS	0.00	0.00	0.00	0.00
INTERNAL SERVICE FUNDS	0.00	0.00	0.00	0.00
FIDUCIARY FUNDS	100,157.00	0.00	3,450.00	103,607.00
TOTAL	14,631,291.00	3,300,500.00	5,584,450.00	23,516,241.00

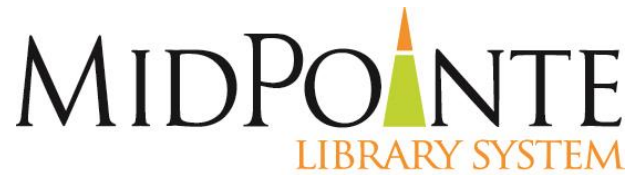
* DENOTES CHANGE

DATE: August 19, 2021

 BUDGET

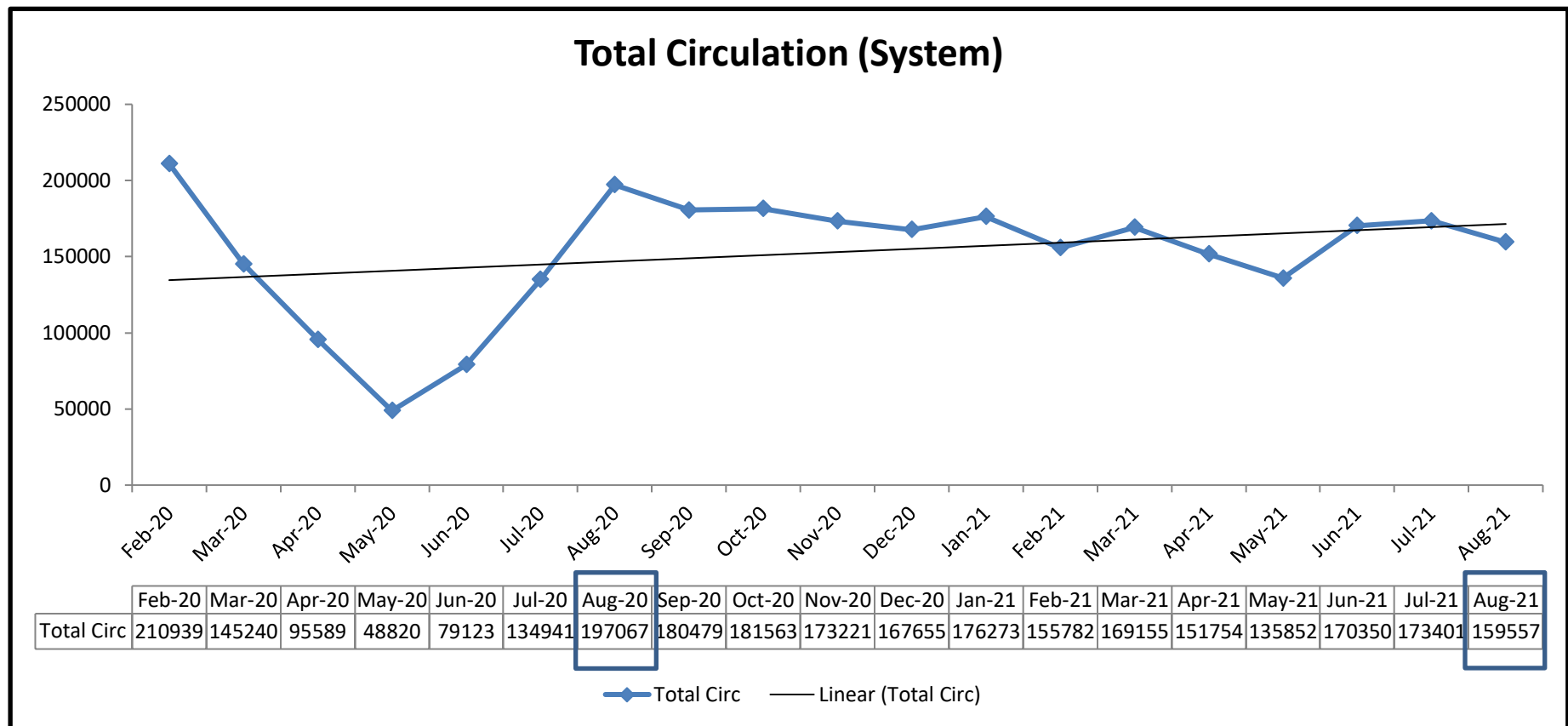
 COMMISSION
MEMBERS

FUND		UNENCUMBERED BALANCE JAN. 1, 2022	Taxes	OTHER SOURCES	TOTAL
GENERAL FUND					PLF
General Fund	101	10,894,321.00	3,300,500.00	5,581,000.00	19,775,821.00
<u>SPECIAL REVENUE FUNDS</u>					
TOTAL SPECIAL REVENUE FUNDS		0.00	0.00	0.00	0.00
<u>DEBT SERVICE FUNDS</u>					
BOND RETIREMENT FUND		0.00		0.00	0.00
					0.00
TOTAL DEBT SERVICE FUNDS		0.00	0.00	0.00	0.00
<u>CAPITAL PROJECT FUNDS</u>					
BUILDING & REPAIR FUND	401	3,636,813.00		0.00	3,636,813.00
					0.00
					0.00
TOTAL CAPITAL PROJECT FUNDS		3,636,813.00	0.00	0.00	3,636,813.00
<u>SPECIAL ASSESSMENT FUNDS</u>					
					0.00
					0.00
					0.00
TOTAL SPECIAL ASSESSMENT FUNDS		0.00	0.00	0.00	0.00
<u>ENTERPRISE FUNDS</u>					
					0.00
TOTAL ENTERPRISE FUNDS		0.00	0.00	0.00	0.00
<u>INTERNAL SERVICE FUNDS</u>					
					0.00
					0.00
TOTAL INTERNAL SERVICE FUNDS		0.00	0.00	0.00	0.00
<u>FIDUCIARY FUNDS</u>					
EDUCATION FUND	701	0.00		0.00	0.00
MEMORIAL FUND	702	19,113.00		2,250.00	21,363.00
PROGRESS FUND	704	10,857.00		1,100.00	11,957.00
ROTHWELL FUND	705	70,187.00		100.00	70,287.00
TOTAL FIDUCIARY FUNDS		100,157.00	0.00	3,450.00	103,607.00



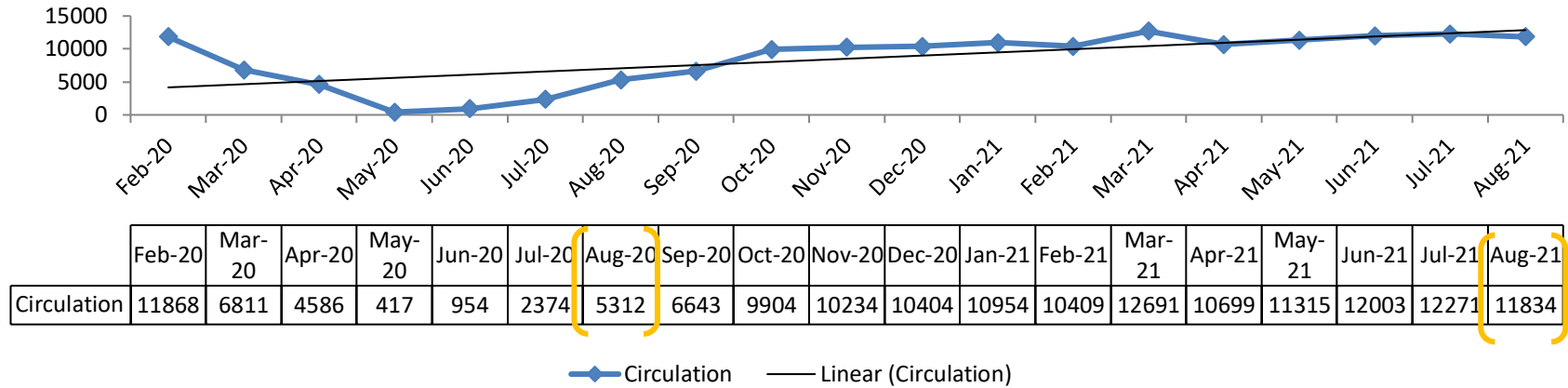
Board Report – August 2021
Submitted by: Travis Bautz, Library Director

Year in Review— See the charts below for a comparison of key statistics.



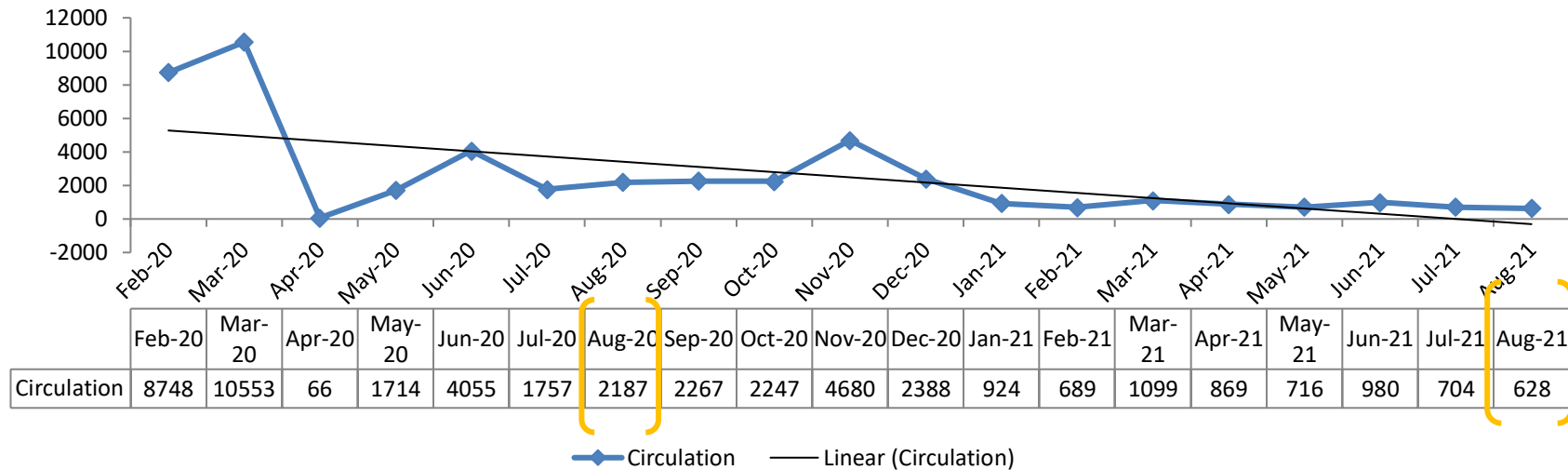
COVID-19 Closing started March 14, 2020

Liberty Circulation

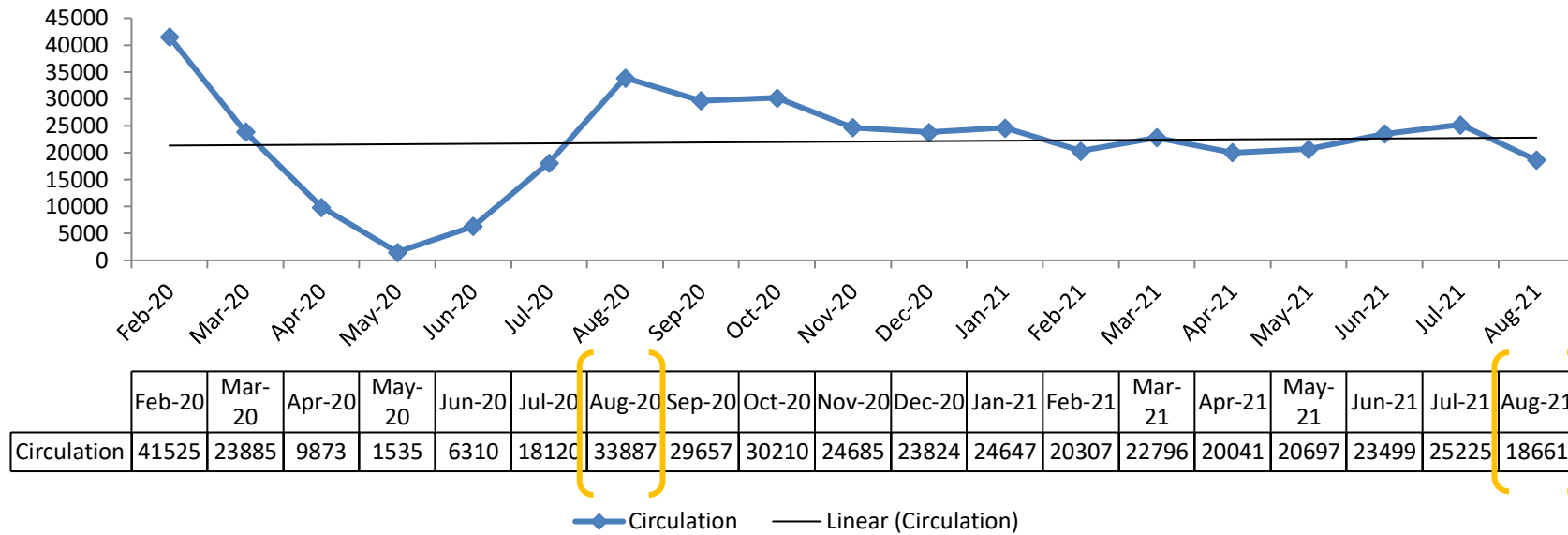


Liberty opened 11/2/2018

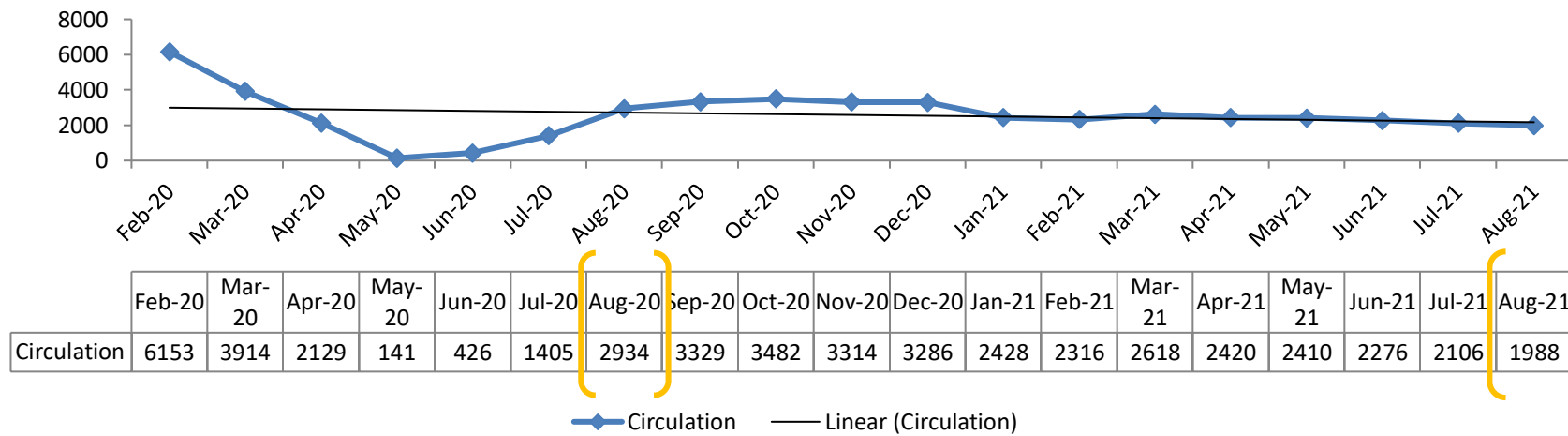
Library on Wheels Circulation



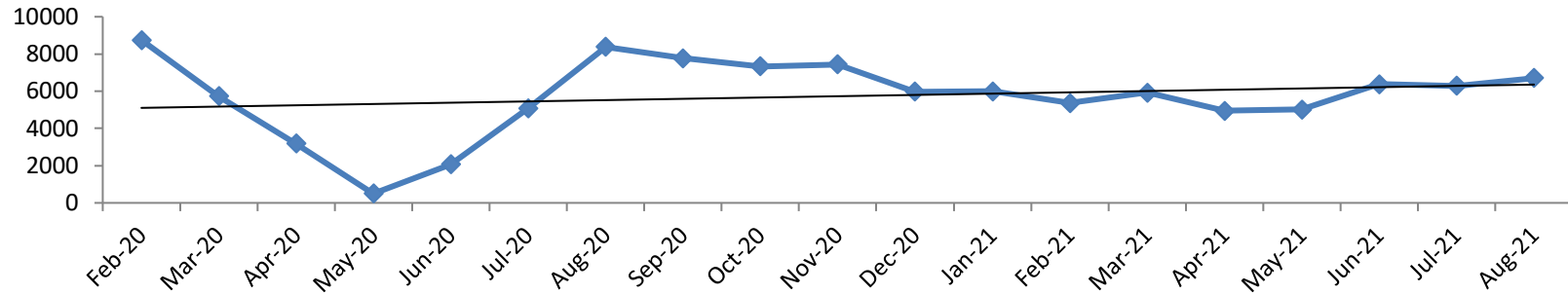
Middletown Circulation



Monroe Circulation



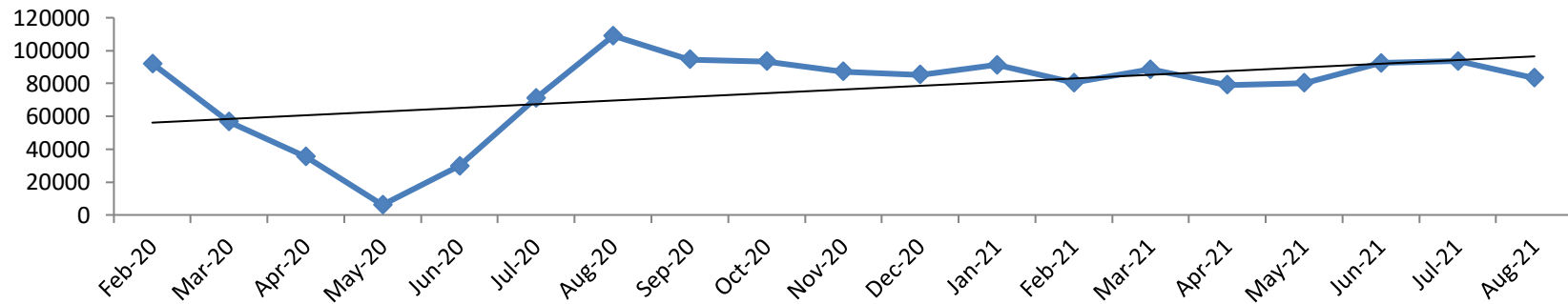
Trenton Circulation



	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Circulation	8748	5730	3191	496	2066	5090	8387	7773	7336	7448	5974	5996	5373	5918	4944	5019	6383	6287	6710

—●— Circulation — Linear (Circulation)

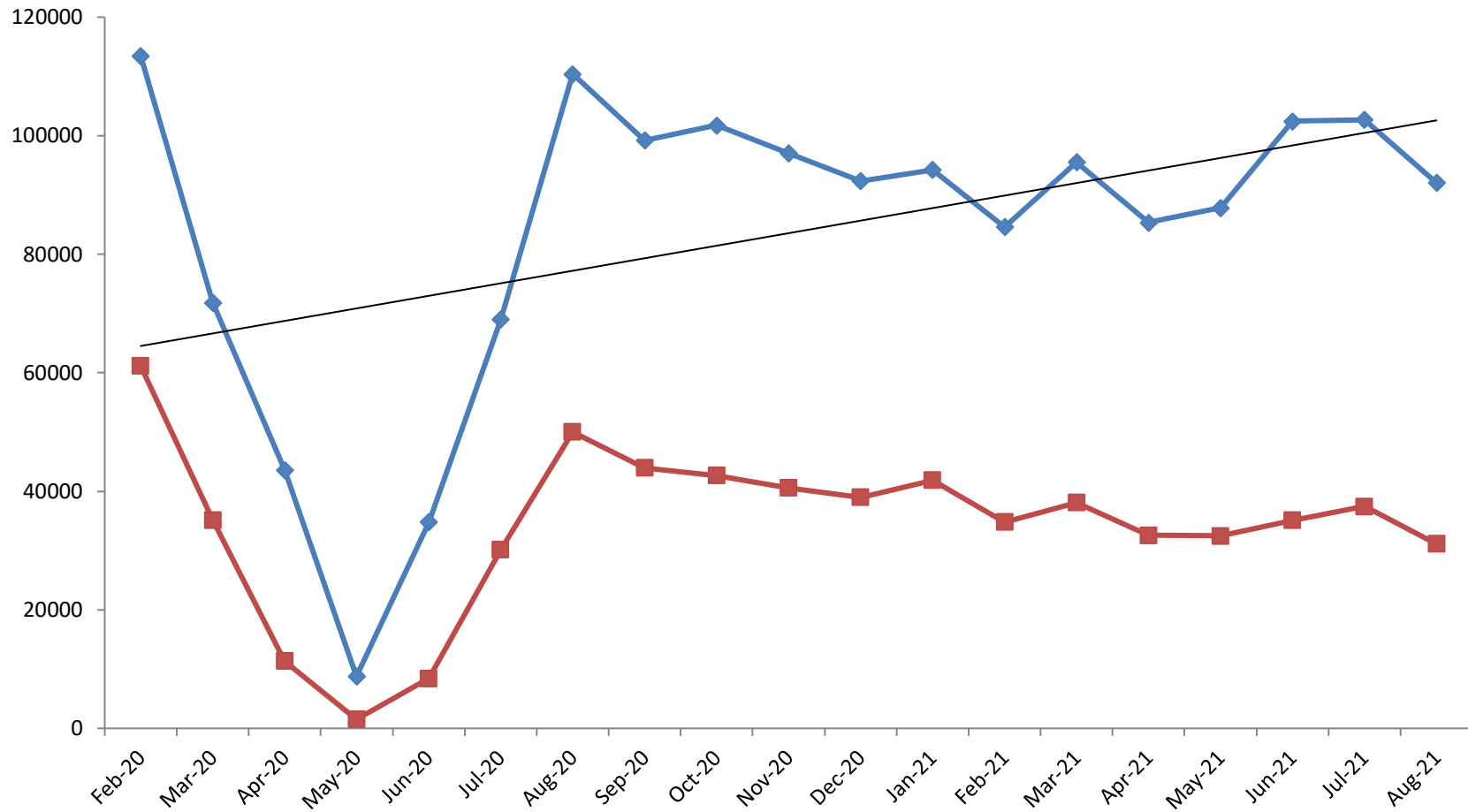
West Chester Circulation



	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Circulation	92125	56741	35470	6110	29849	71130	109031	94544	93360	87155	85316	91223	80341	88553	79018	80219	92407	93573	83397

—●— Circulation — Linear (Circulation)

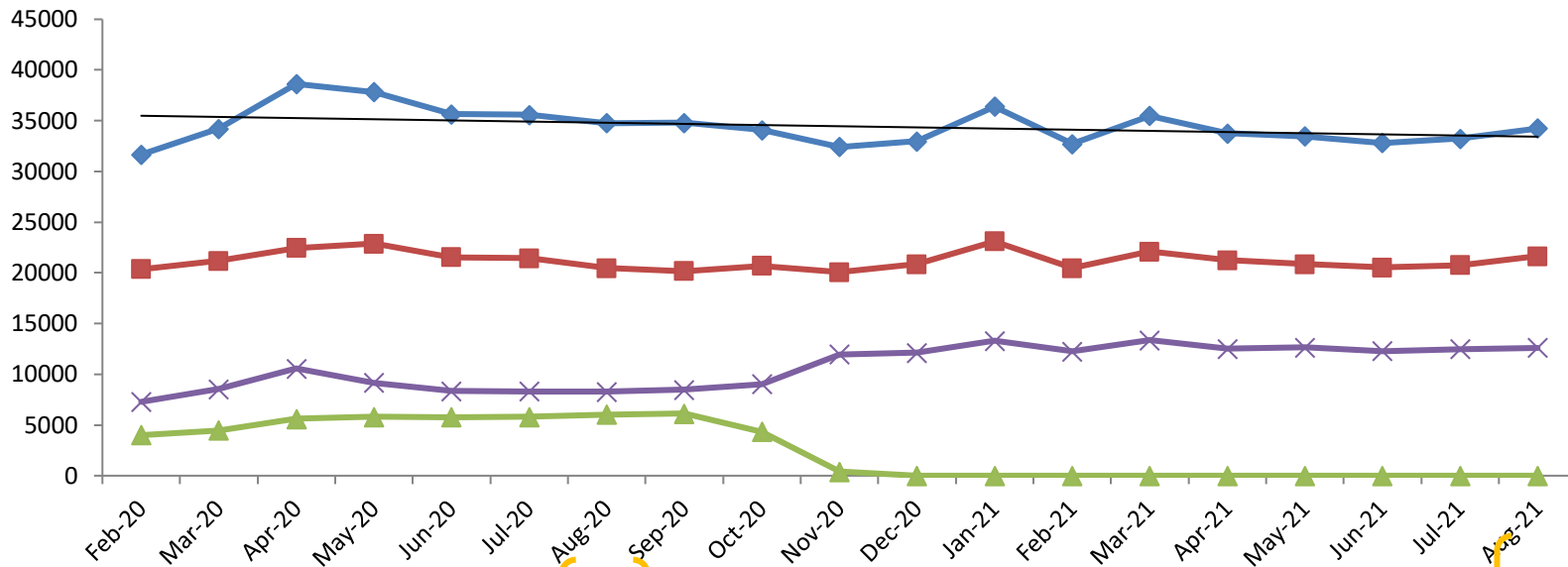
Physical Items Circulation



	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Print Circ	113439	71861	43620	8757	34831	68998	110401	99214	101761	97028	92378	94276	84631	95551	85359	87851	102448	102698	92087
A/V Circ	61146	35172	11347	1517	8438	30145	50042	43964	42683	40574	39008	41896	34804	38095	32590	32484	35097	37458	31131

◆ Print Circ
 ■ A/V Circ
 — Linear (Print Circ)

Digital Items Circulation

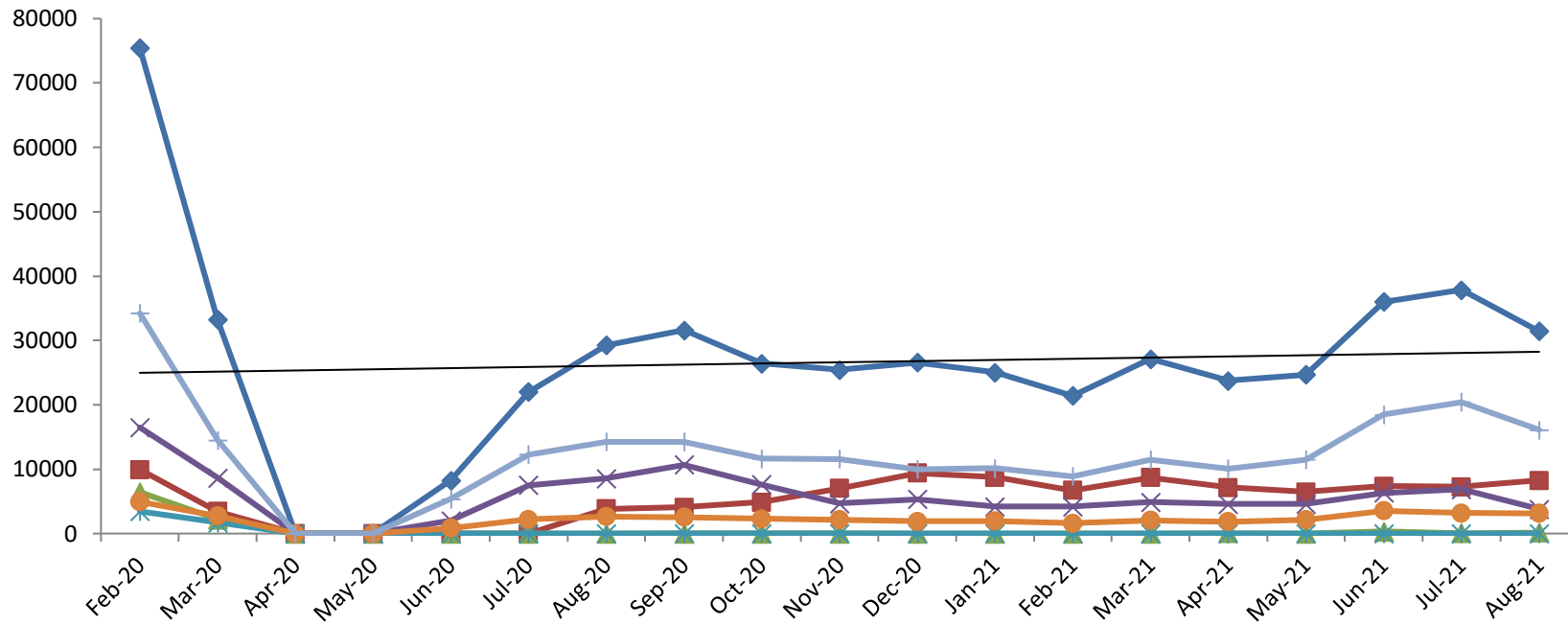


	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Total	31670	34204	38627	37838	35639	35569	34767	34802	34075	32411	32986	36381	32725	35480	33763	33476	32805	33245	34242
Digital Library	20384	21192	22450	22870	21532	21458	20454	20178	20696	20077	20845	23094	20467	22105	21246	20843	20523	20765	21630
Cloud Library	4001	4458	5606	5811	5772	5794	6030	6139	4353	384	0	0	0	0	0	0	0	0	0
Hoopla	7285	8554	10571	9157	8335	8317	8283	8485	9026	11950	12141	13287	12258	13375	12517	12633	12282	12480	12612

◆ Total
 ■ Digital Library
 ▲ Cloud Library
 × Hoopla
 — Linear (Total)

Cloud Library Replaced November 2020 (merged with Hoopla)

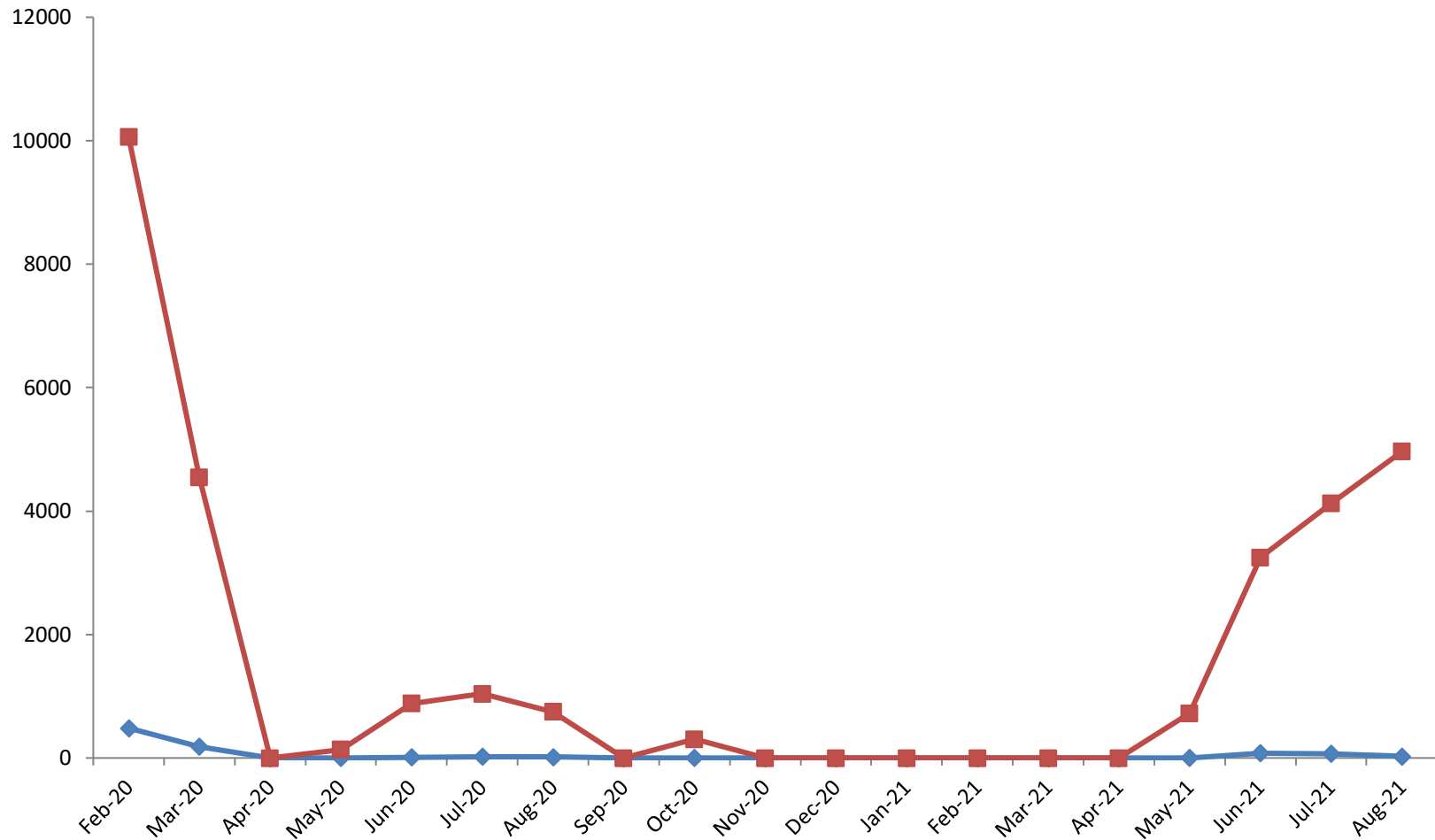
Patron Visits



	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Total	75444	33205	0	0	8257	22015	29272	31614	26431	25452	26592	25029	21415	27128	23741	24669	36019	37853	31423
Liberty	9943	3429	0	0	0	0	3821	4089	4858	7027	9375	8730	6735	8721	7173	6466	7346	7283	8243
LOW	6430	2178	0	0	0	0	0	5	6	7	0	0	0	0	83	0	321	76	142
MID	16483	8653	0	0	1998	7525	8545	10687	7618	4693	5310	4187	4178	4868	4560	4588	6308	6875	3766
MON	3446	1704	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRE	4926	2738	0	0	884	2194	2662	2556	2300	2130	1910	1947	1618	2071	1833	2144	3547	3197	3166
WC	34216	14503	0	0	5375	12296	14244	14277	11649	11595	9997	10165	8884	11468	10092	11471	18497	20422	16106

◆ Total
 ■ Liberty
 ▲ LOW
 × MID
 ✱ MON
 ● TRE
 + WC
 — Linear (Total)

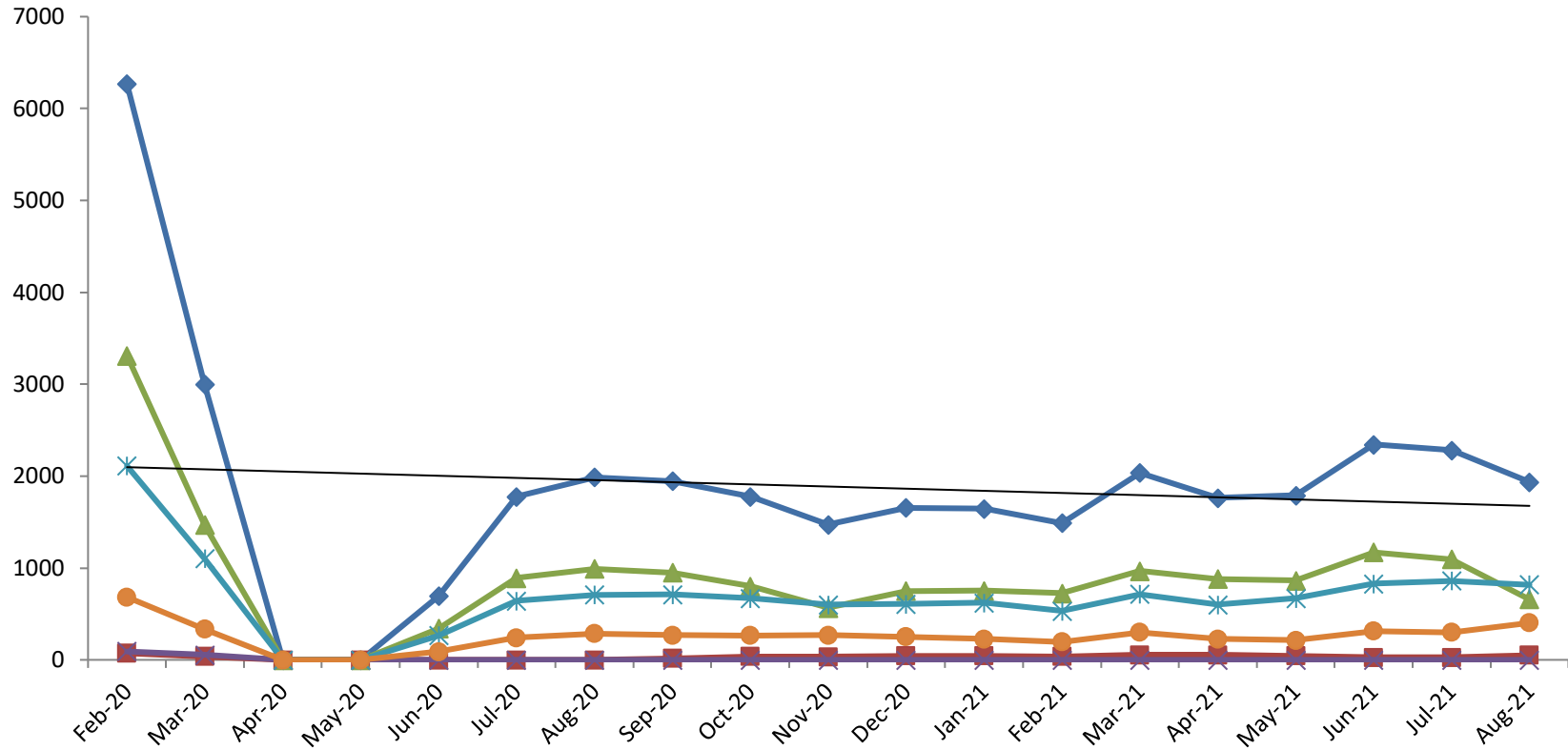
Programs and Attendance



	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Programs	484	185	0	2	14	23	17	0	2	0	0	0	0	0	0	4	77	68	28
Attendance	10059	4543	0	137	882	1042	747	0	302	0	0	0	0	0	0	722	3248	4121	4965

◆ Programs ■ Attendance

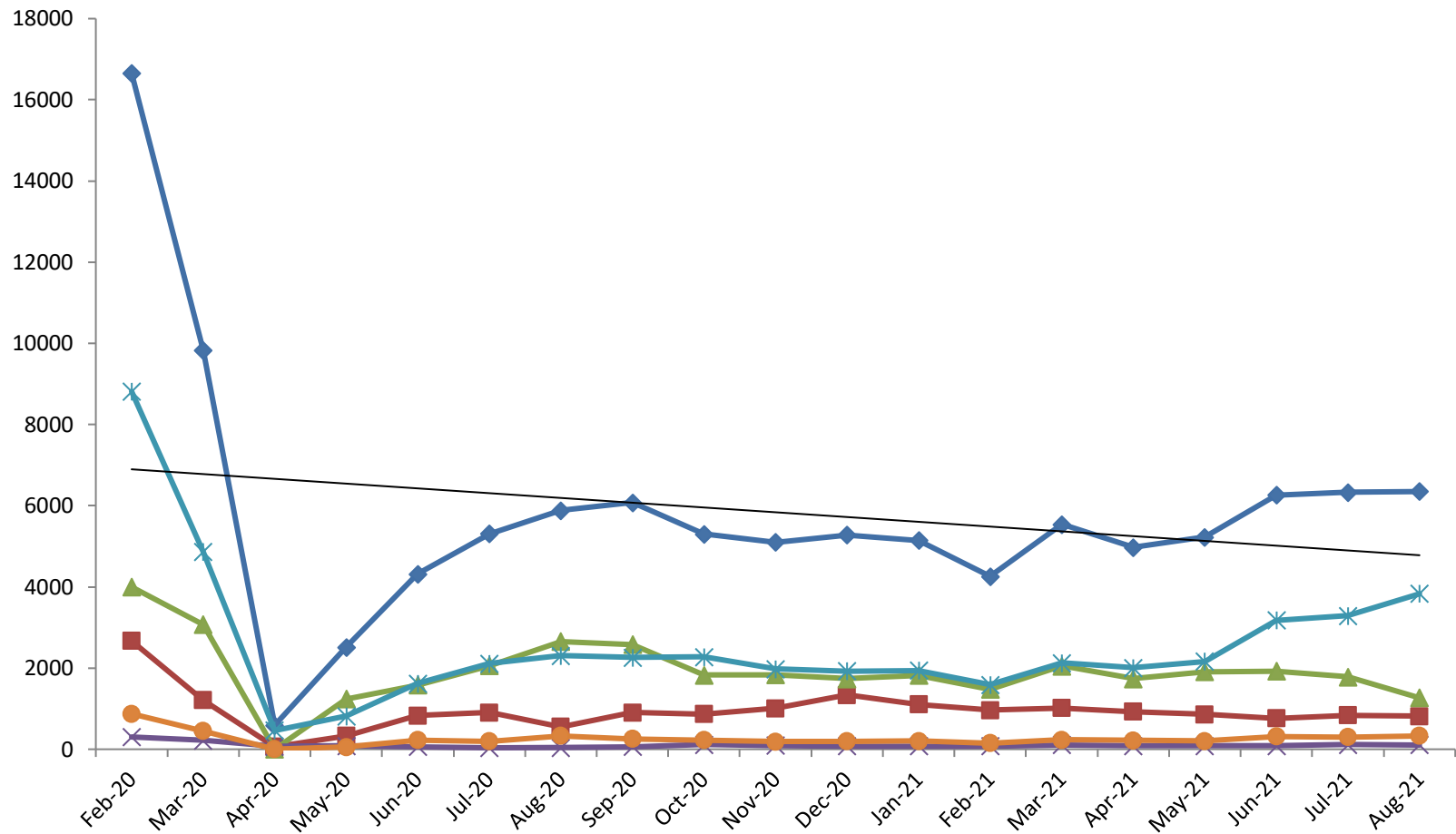
Computer Use



	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Total	6267	2996	0	0	694	1776	1987	1947	1775	1471	1655	1645	1489	2035	1762	1790	2343	2281	1934
Liberty	72	38	0	0	0	0	0	18	36	35	45	44	37	53	53	43	27	27	52
MID	3311	1467	0	0	342	891	993	950	802	567	749	753	725	967	880	862	1172	1096	661
MON	91	54	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WC	2110	1101	0	0	264	643	709	710	671	601	609	622	532	716	600	671	829	859	817
TRE	683	336	0	0	88	242	285	269	266	268	252	226	195	299	229	214	315	299	404

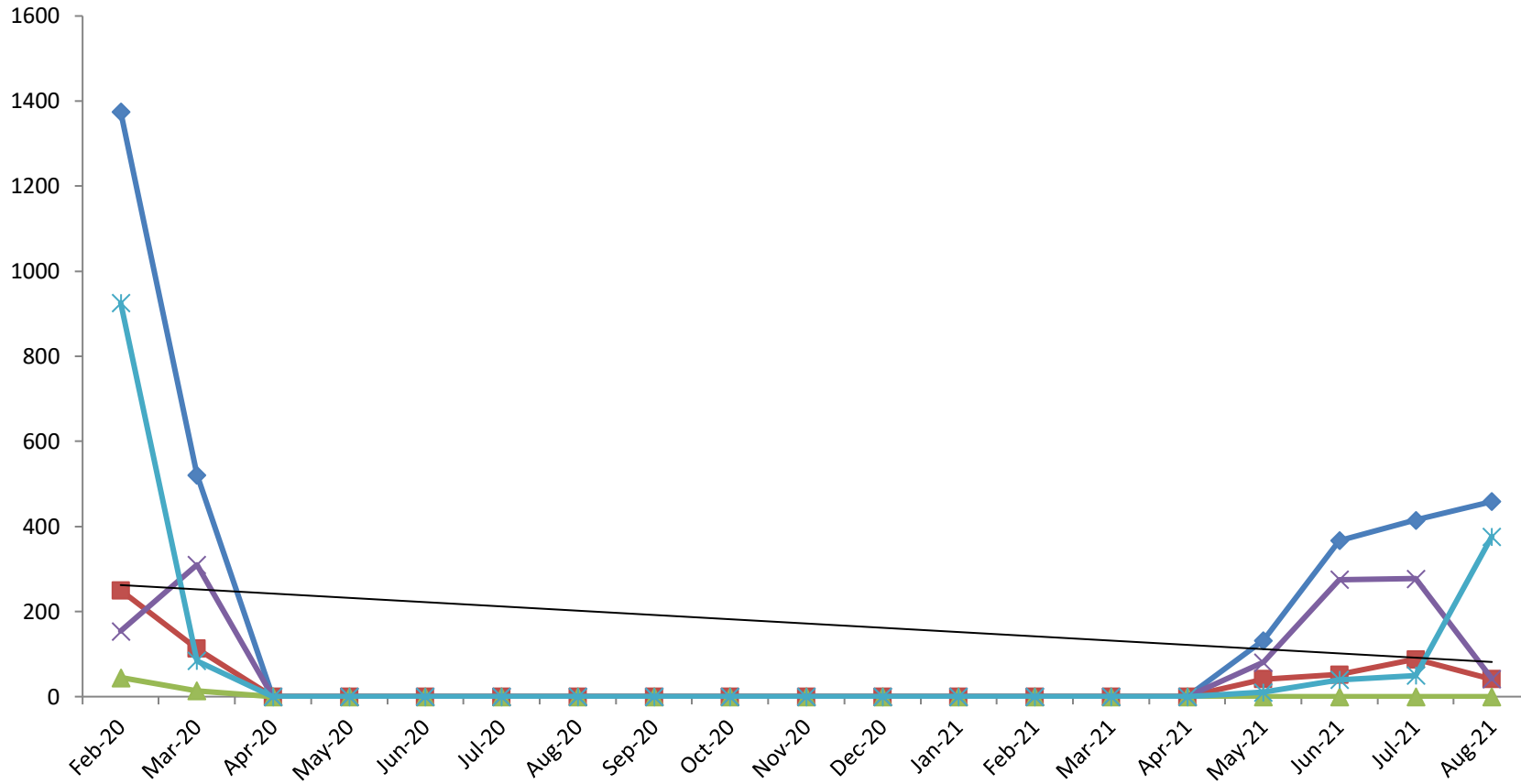
◆ Total
 ■ Liberty
 ▲ MID
 × MON
 ✱ WC
 ● TRE
 — Linear (Total)

Wi-Fi Use



	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
—◆— Total	16658	9823	594	2515	4317	5307	5885	6073	5305	5100	5278	5145	4261	5538	4977	5228	6266	6327	6355
—■— Liberty	2669	1212	60	327	830	905	552	908	866	1007	1339	1105	965	1019	924	861	759	835	815
—▲— MID	3999	3074	0	1237	1583	2060	2653	2584	1828	1837	1737	1823	1479	2055	1741	1912	1925	1783	1270
—×— MON	302	222	71	83	61	36	39	65	115	89	80	79	79	104	87	84	86	117	104
—*— WC	8815	4863	461	815	1619	2110	2308	2263	2273	1979	1923	1938	1590	2129	2005	2164	3177	3290	3832
—●— TRE	873	452	2	53	224	196	333	253	223	188	199	200	148	231	220	207	319	302	334

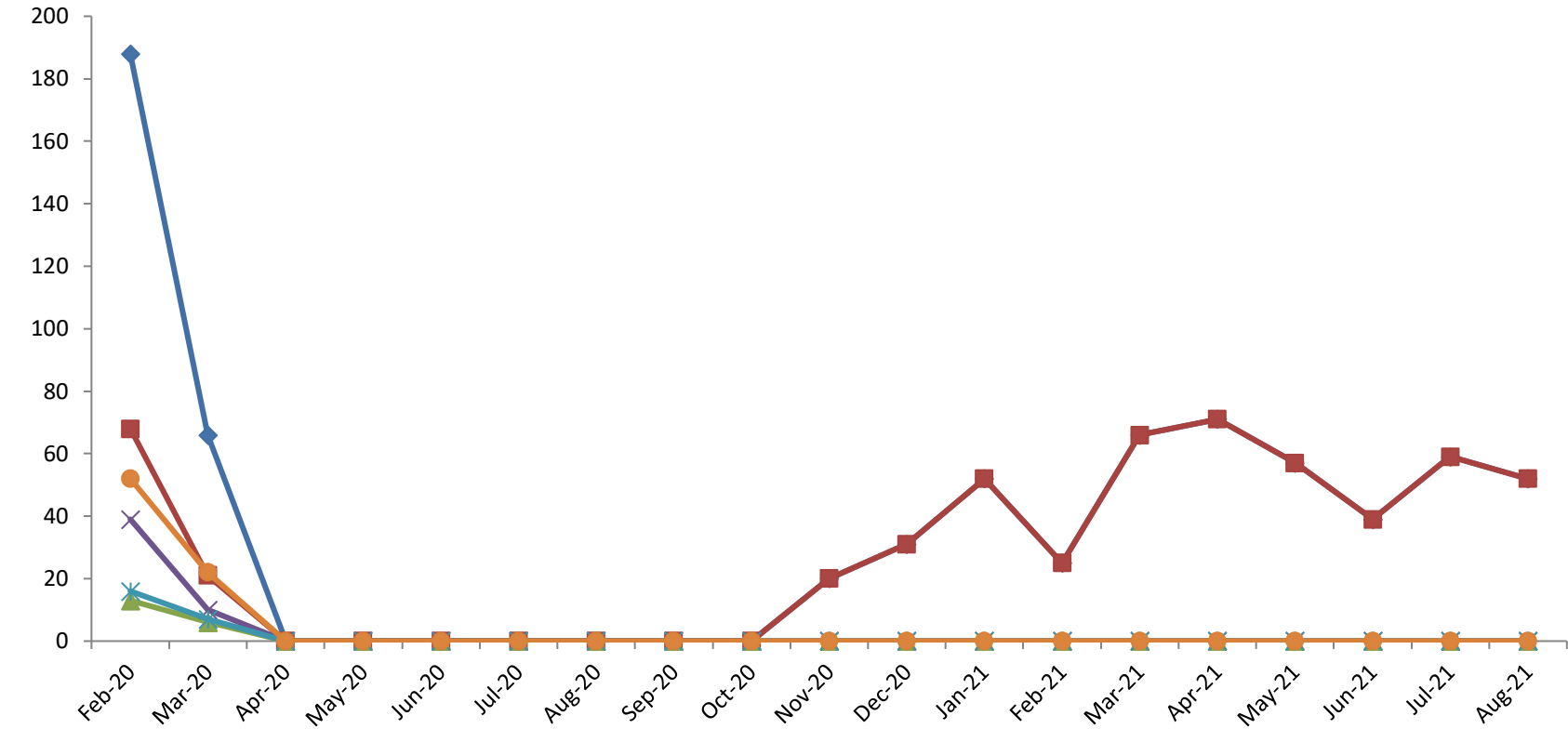
Meeting Room Use



	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Total	1375	521	0	0	0	0	0	0	0	0	0	0	0	0	0	132	367	415	459
MID	250	113	0	0	0	0	0	0	0	0	0	0	0	0	0	41	52	88	41
MON	45	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WC	154	310	0	0	0	0	0	0	0	0	0	0	0	0	0	81	275	277	42
TRE	926	84	0	0	0	0	0	0	0	0	0	0	0	0	0	10	40	50	376

◆ Total
 ■ MID
 ▲ MON
 × WC
 ✱ TRE
 — Linear (Total)

Passports

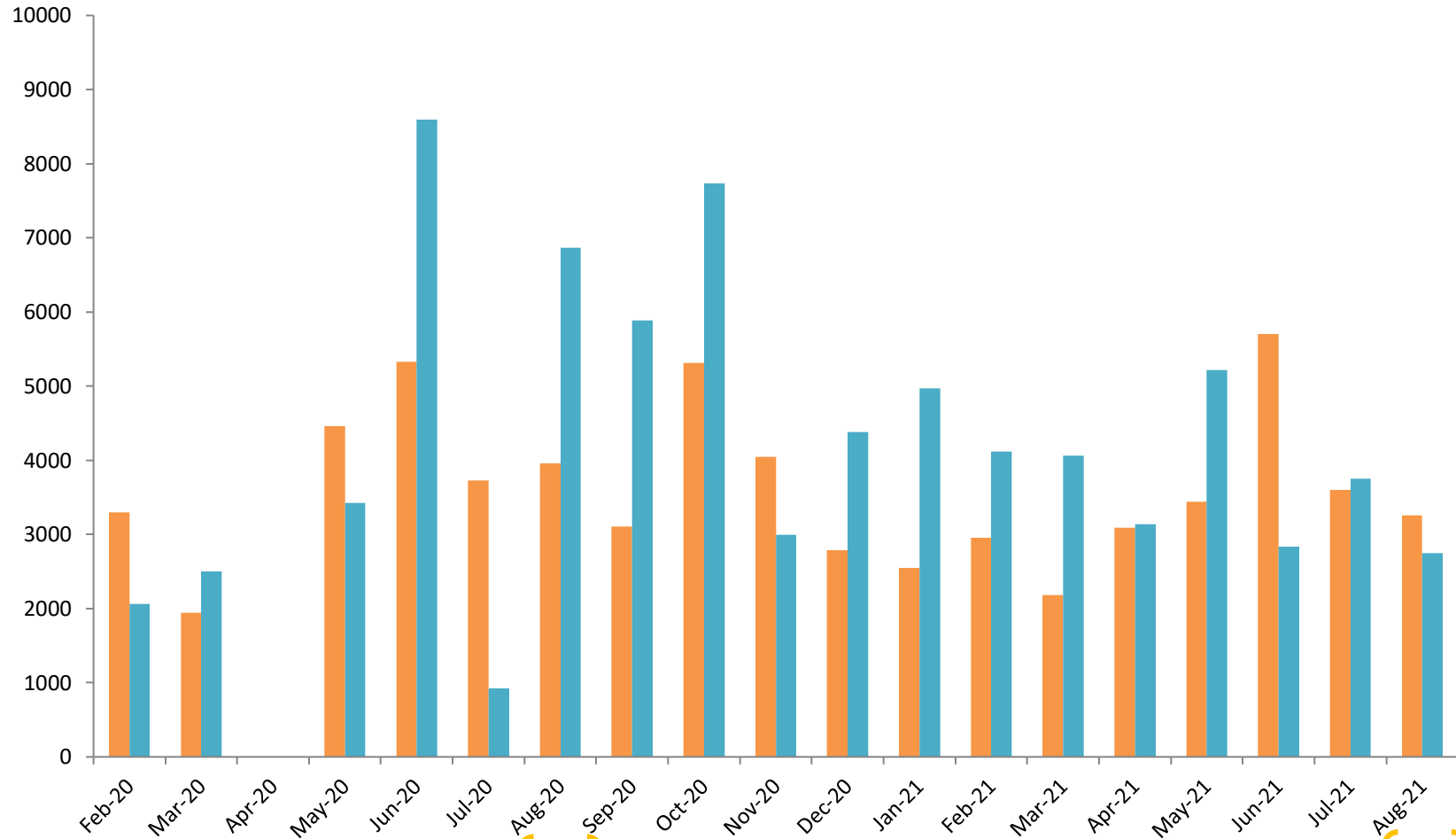


	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Total	188	66	0	0	0	0	0	0	0	20	31	52	25	66	71	57	39	59	52
Liberty	68	21	0	0	0	0	0	0	0	20	31	52	25	66	71	57	39	59	52
MID	13	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MON	39	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRE	16	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WC	52	22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

◆ Total
■ Liberty
▲ MID
✕ MON
✱ TRE
● WC

* Passport services started post COVID November 2020

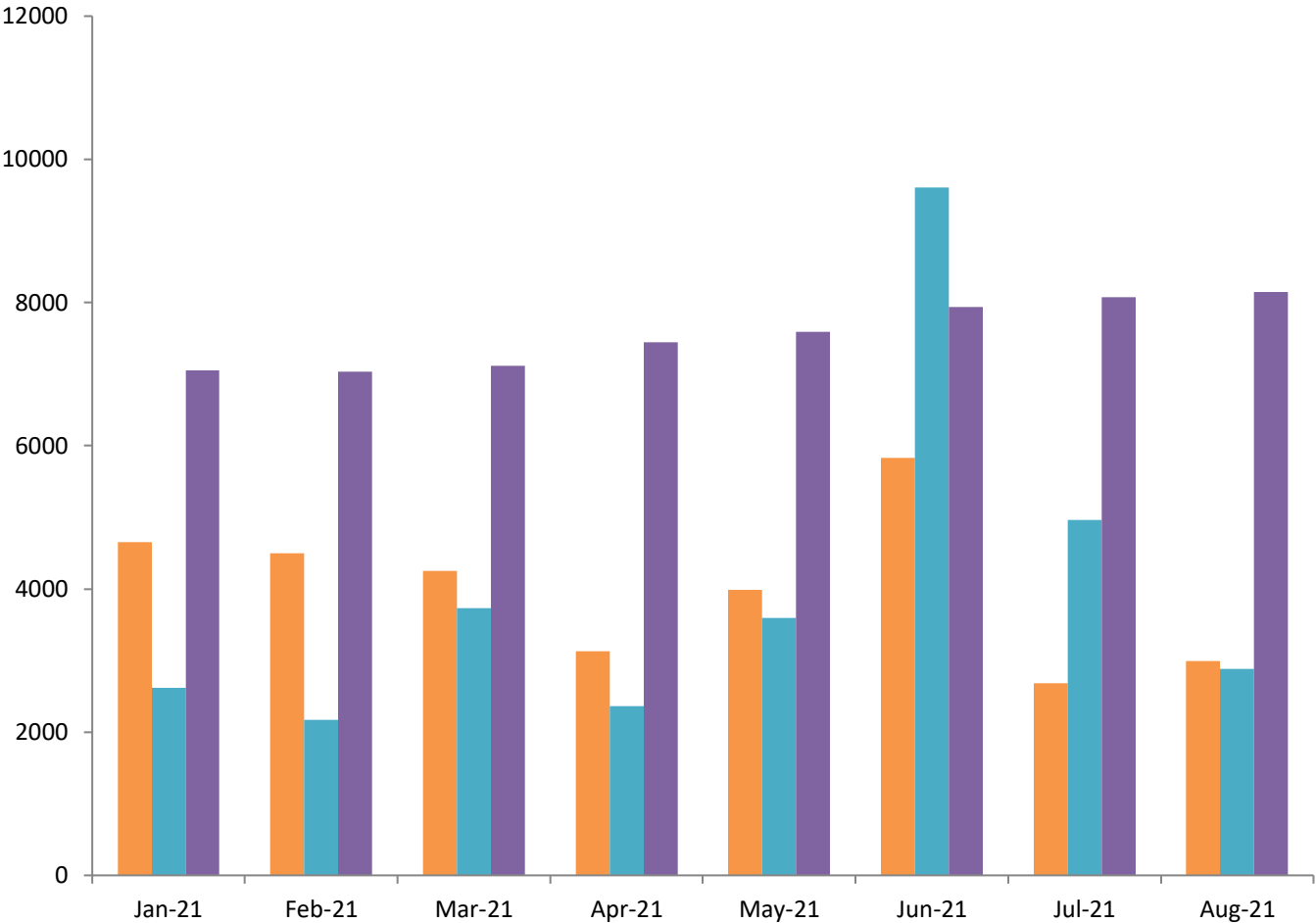
Collection Maintenance



	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Additions	3302	1943	0	4463	5328	3729	3959	3104	5315	4050	2789	2551	2957	2186	3091	3439	5702	3597	3258
Deletions	2067	2500	0	3426	8599	923	6863	5887	7735	2999	4379	4969	4116	4066	3142	5218	2835	3752	2752

■ Additions ■ Deletions

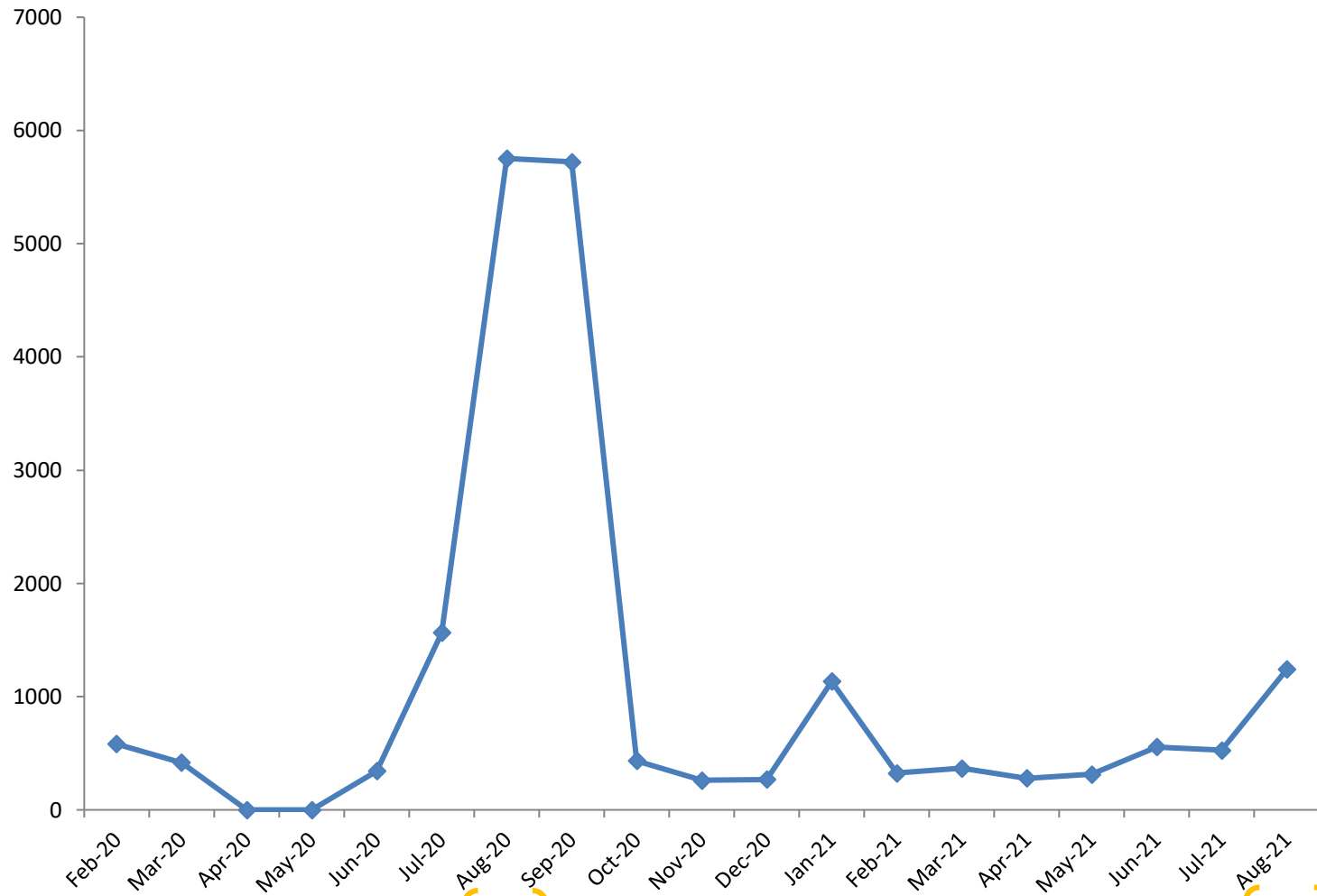
Community Engagement



	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Virtual Programs Watched (Minutes)	4655	4498	4256	3126	3986	5833	2687	2994
Social Media Engagements	2619	2172	3732	2360	3592	9603	4963	2885
Social Media Followers	7049	7036	7115	7444	7589	7940	8078	8143

Virtual Programs Watched (Minutes) Social Media Engagements Social Media Followers

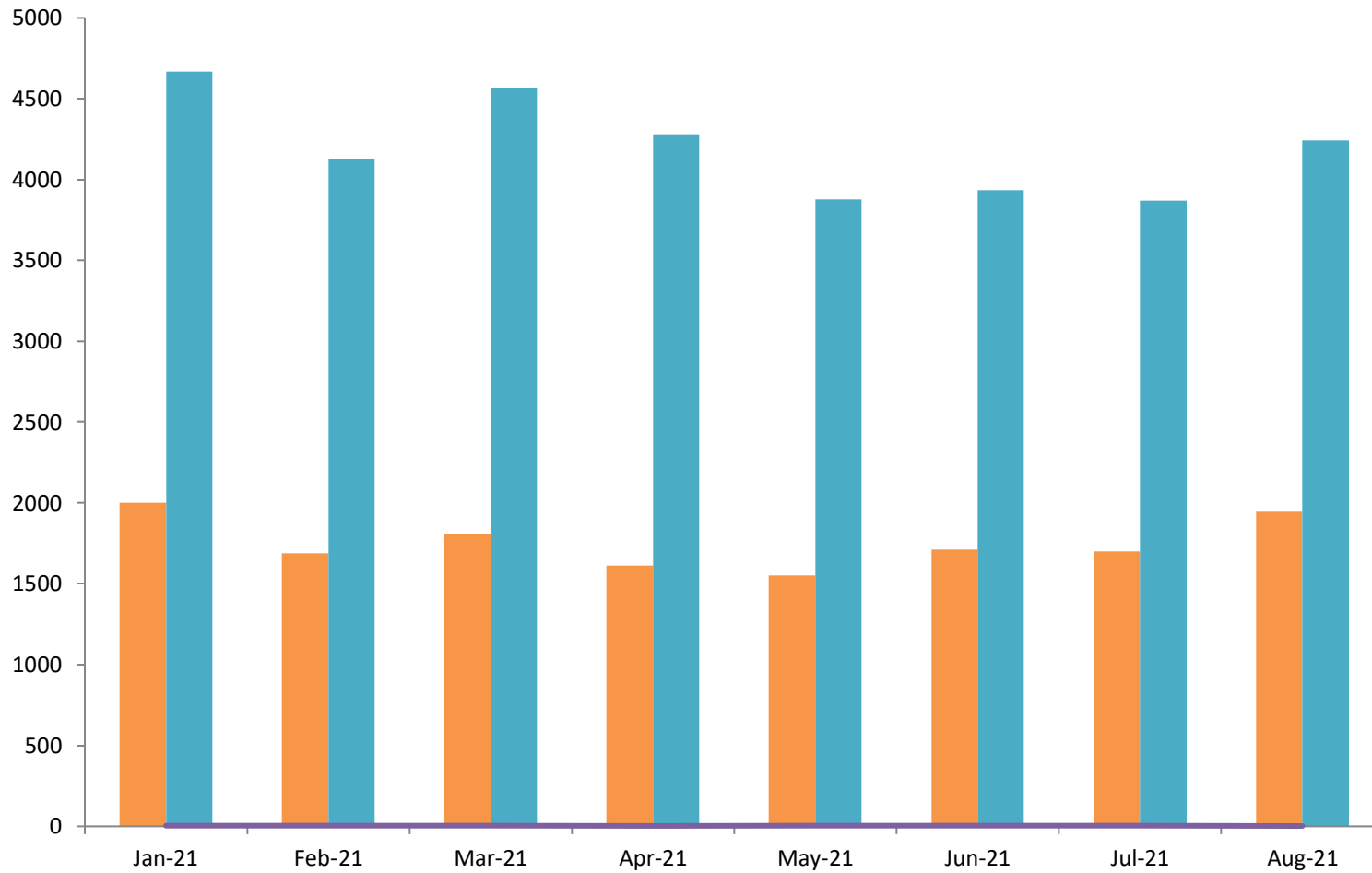
New Patron Registrations



	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
New Patron Registrations	582	418	0	0	344	1565	5753	5723	433	262	269	1136	325	367	279	314	556	526	1242

—◆— New Patron Registrations

Call Center



	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
# of Calls Received	1998	1688	1809	1612	1552	1710	1700	1952
Total Call Minutes	4668	4125	4567	4280	3876	3936	3870	4243
Average Call Duration	2.34	2.44	2.52	2.66	2.50	2.30	2.28	2.17

■ # of Calls Received
 ■ Total Call Minutes
 — Average Call Duration

MidPointe Library System
Board of Trustees
Public Services Director's Report
September 2021

- General
 - We have had COVID-19 test kits available from the Ohio Department of Health since March
 - Demand has really surged since the beginning of August
 - Liberty and West Chester have offered the tests since the beginning
 - Middletown has just started
 - We have begun accepting checks again at the service desks for fees owed directly to the library
 - We have remained cashless in order to simplify patron interactions and to save staff time
 - Brielle received an update regarding the application we submitted for American Rescue Plan Act funds via the State Library of Ohio's ARPA Outreach Grant
 - Our proposal was for starting up Lobby Stop service
 - We continue to work out the details for hosting a social worker from another organization in the community
 - Amy Abernathy, Middletown/interim West Chester Branch Manager, ordered replacement Community Room tables for both branches, since the current ones are showing their age, along with other items for patron service
- Liberty
 - 617 items borrowed from the lockers during the month of August
 - Allison Knight, Branch Manager, will give a report on branch activities during the meeting
- Library on Wheels
 - 1 item borrowed from the Wayne Township lockers during the month of August
 - Regularly scheduled Bookmobile visits to the schools have started back up for the first time since March 2020!
 - In just the first 2 weeks, we have had nearly 1300 patrons on board
- Middletown
 - Passport training of staff is underway and we expect to resume passport service in October
 - Facilities
 - Steve Mayhugh, Facilities Director, is working on the scope of work to finish sealing the coping caps on the roof
 - A number of chairs at computer stations have been changed out for non-wheeled chairs, since some patrons have struggled with chairs rolling away from underneath them
 - Steve is also compiling the scope of work for the replacement chiller unit to go out to bid
 - Portable air conditioning units are still operating on site until the daily temperatures become more dependably fall-like
 - The boiler inspection was completed

- Monroe
 - Paul Gabbard, Branch Manager, arranged for Joe Morgan Honda to take the exterior book drop into their auto body shop, repair the dents and dings, and give it a fresh coat of paint
 - They are performing the work for free as a service to the community
 - The new furniture, shelving, and cabinetry have been installed to complete the interior rearrangement around the café renovation
 - Interviews are ongoing for staffing the branch
- Trenton
 - School outreach visits have begun
 - Passport training of staff is underway and we expect to resume passport service in October
- West Chester
 - Innovation Pointe Express fulfilled 12 patron requests for vinyl or 3D print jobs in August
 - 1 request was for 27 welcome back to school banners for the Lakota schools!
 - AARP has been in touch about expanding tax preparation assistance to West Chester next year
 - They have offered it at Middletown for a number of years



Community Engagement Board Report

August 2021

Digital Platforms and Virtual Programming Update

- 2994 minutes of virtual programming watched in August.
- We have nearly 400 subscribers to MidPointe's YouTube page, with some of the more popular videos racking up over 1000 views.
- MidPointe's website saw increased traffic in the latter half of August. We attribute this jump to "back to school" and the eCards students have registered for in the last few weeks.

Summer Reading Program Wrap Up

- 3005 patrons participated in MidPointe's Summer Reading 2021 Program.
- MidPointe locations distributed 55,464 meals as a part of the Summer Food Service Program.
- Planning is already underway for 2022 with the theme "Oceans of Possibilities."

Community Events & Partnerships

- MidPointe continues to partner with Middletown City Schools, CBI and the MetroParks to bring Storywalks® to the community. New books were recently installed at Amanda Elementary, Douglass Park and Elk Creek MetroPark Meadow Ridge Area.

Promotions

- The MidPointe Digital Archives now host a number of Lakota and Union Township yearbooks, dating from 1939 to 2015. They join previously digitized versions of yearbooks from Middletown, Monroe and Madison.



Library Programs and Events

- In-person, in-library programming returned September 7. The calendar will continue to grow as staff is hired.
- With the success of Summer Food Service, multiple MidPointe locations will potentially be after-school snack pick up point(s) as well.
- Best-selling author Will Hillenbrand is visiting to celebrate the one-year anniversary of the Fort Liberty Storywalk® on October 7 at 11:30 AM. He will be sharing his story, featured Storywalk® book, "Sneeze, Big Bear, Sneeze."



**MidPointe Library System
Human Resources Report
Board of Trustees Meeting
9/21/2021**

Staffing Update:								
First Name	Last Name	Reason	Effective Date	Employee Type	Branch	Position	Department	Pay Level
Hannah	Williams	New hire	8/18/21	part time, non-exempt	Trenton	Library Associate	Public Services	1
Alexceunna	Krewson	New hire	8/23/21	part time, non-exempt	Trenton	Library Associate	Public Services	1
Jane	Terrill	New hire	8/23/21	part time, non-exempt	Liberty	Library Associate	Public Services	1
Holly	Perry	New hire	8/23/21	part time, non-exempt	West Chester	Library Specialist	Public Services	3
Josh	Chase	New hire	8/30/21	full time, non-exempt	West Chester	Library Specialist	Community Engagement	3
Cora	Kehr	New hire	9/1/21	part time, non-exempt	Middletown	Library Associate	Public Services	1
Emma	Vincent	New hire	9/1/21	part time, non-exempt	Middletown	Library Associate	Public Services	1
Ariel	Yisrael	New hire	9/7/21	part time, non-exempt	West Chester	Library Associate	Public Services	1
Melissa	Sheppard	New hire	9/7/21	part time, non-exempt	West Chester	Library Associate	Public Services	1
Tori	Dimerling	New hire	9/7/21	part time, non-exempt	West Chester	Library Associate	Public Services	1
Nicole	Robertson	New hire	9/7/21	part time, non-exempt	West Chester	Library Associate	Public Services	1
Deavon	Arnold	hours	8/22/2021	part time to full time, non-exempt	MID to WC	library associate	Public Services	1
Amy	Abernathy	Temporary Interim Branch Manager	9/5/21	Exempt	WC	Branch Manager	Public Services	additional 10%
Aubrey	Weaver	Resigned	8/17/21	Full time, Non-exempt	Liberty	Library Specialist	Public Services	
Amy	Young	Resigned	9/2/21	Full time, Exempt	West Chester	Branch Manager	Public Services	
Emma	Vincent	Resigned	9/6/21	part time, non-exempt	Middletown	Library Associate	Public Services	
Nicole	Robertson	Resigned	9/10/21	part time, non-exempt	West Chester	Library Associate	Public Services	

Human Resources Update:

- Change to the Education Assistance Program
- Performance Assessments

Current Openings:

- Recruiting for the September hours expansion is continuing at Liberty, MID & WC
- Recruiting for the Monroe branch has begun