



## Board of Trustees Meeting Minutes

March 18, 2025

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The regular meeting of the Worthington Libraries Board of Trustees was held on Tuesday, March 18, 2025, at 6 p.m. in the meeting room at Old Worthington Library with Abigail Poklar presiding. Members present were Kyla Dembowski, Elizabeth Grieser, Emma Mulvaney, Haze Saputra and Joe Saverimuttu. Also present were Lauren Robinson, Director/CEO; Jeremie Stevens, CFO; Susan Allen, Director of Public Services; Theresa Messenger, Executive Assistant; Sam Lewis, Systems Administrator, and Becky Princehorn, President of Friends Foundation of Worthington Libraries.

Public participation: None

Becky Princehorn gave an update on the Friends Foundation. The Friends board meeting is next week and four new trustees are up for vote approval to fill four of the five vacancies. Groups like the Friends need to step up in support of libraries and their funding.

A presentation was given by Renee Downing and Kevin Kennedy of HBM Architect on the Master Facilities Plan for all three buildings that included:

- Community/Staff Survey
- Building Condition
- Building and User Data
- Peer Comparison Data
- Functionality Assessment
- Ideas for Improvement
- Cost Projections

A motion was made by Ms. Dembowski and seconded by Ms. Grieser to approve RESOLUTION #03-01-25 to accept and approve the items under the consent agenda at one time.

- Minutes—Regular Meeting—Tuesday, February 18, 2025
- Fiscal Officer's Report of the Payment of Bills for February in the amount of \$1,114,575.62
- Fiscal Officer's Financial Statement and Investment Report for February 2025
- Gifts for February  
General Fund — \$1,685.00 from the Betty Jane Meyer Fund of the Columbus Foundation

Roll call: Ms. Dembowski, aye; Ms. Grieser, aye; Ms. Mulvaney, aye; Ms. Poklar, aye; Ms. Saputra, aye; and Mr. Saverimuttu, aye. Motion passed.

The following information items were presented:

- Director's Report – February 2025

**EMPLOYEE ENGAGEMENT**

- Attended Boss to Coach II with all Supervisors

**COMMUNITY INVOLVEMENT**

- Attended Leadership Worthington meetings
- Attended Leadership Roundtable
- Attended and spoke at Groundhogs Day event
- Attended MAC Board meeting
- Attended ETM
- Attended CLC Governing Council meeting

**FUTURE PLANNING**

- Master Facilities Plan – attended touch base meeting for updates on the progress of the MFP. Reviewed updated bubble diagrams with ET.

**LIBRARY NEWS**

- Legislative Day is on April 8

February 2025

Key Performance Indicators

	Current month	Change from last month	Change from last year	Sparkline
	February 2025	January 2025	February 2024	January 2023 – February 2025
Total first-time circulation	68,976	-12% ▼	-10% ▼	
- Browse circulation	41,894	-12% ▼	-11% ▼	
- Hold circulation	27,082	-13% ▼	-10% ▼	
Digital circulation	71,074	-6% ▼	9% ▲	
Total door counts	50,610	1% ●	-1% ●	
- OWL door counts	25,085	1% ●	3% ●	
- NWL door counts	14,904	0% ●	-7% ▼	

	Current month	Change from last month	Change from last year	Sparkline
	February 2025	January 2025	February 2024	January 2023 – February 2025
- WPK door counts	10,621	2% ●	-4% ●	
Program attendance	7,119	71% ▲	15% ▲	
Meeting room reservations	66	-1% ●	22% ▲	
Study room reservations	1,412	12% ▲	10% ▲	
Website sessions	92,466	-14% ▼	-3% ●	
Pages printed	243,326	-7% ▼	52% ▲	

➤ Organizational Highlights – February 2025

## Organizational Highlights

February 2025

### A. Library Program Highlights

#### Seed Starting Basics



Columbus Garden School founder Tisa Watkins and Librarian Desiree Thomas had 32 budding gardeners attend a seed starting basics class at NWL on February 23. Attendees learned about the proper light timing for seedlings, direct sow vs starting plants indoors, optimal soil temperatures for germination and more. They were brimming with questions for Tisa and there was a request for more garden programming in the future.

### True Crime Café

On February 8, Lead Librarian Chaz Carey hosted True Crime Café at WPK. Ten participants discussed famous cases, their first experiences with the genre and shared recommendations over cups of coffee. Patron Nancy said she loved the program and hopes for more regular true crime programming.

### Bluey Party



February 9 was an exciting day for Bluey enthusiasts and their families as it was Bluey Party day at NWL. Library Associate Kathy Irvin and volunteers hosted a fun party for 150 attendees who played games - The Floor Is Lava and Keepy Uppy - made character headbands and put together their own Muffin picture. Plus, they stayed busy with the Bluey Busy Book and matching games. Many happy faces were seen and nice comments heard including "This was a lot of fun" and "This program was very nicely planned."

### Valentine's Day Crafts



On February 12, Librarian Emma Rumley and Library Associate Carmi Dearing hosted Valentine's Day Crafts at NWL. Forty-three people came to design cards and make heart wreaths for their nearest and dearest. Emma and Carmi were even given valentines!

### Breakout the Books Escape Room

Library associates Sarah Norman and Muna Omar hosted a Breakout the Books escape room on February 19. Nine tweens and teens attended and solved the library and book-themed puzzles, successfully saving the titles the Anti-Reader had locked away. Patrons enjoyed using different ways of thinking to solve the puzzles.

### Junk Art Fashion Show



On February 22, 35 people enjoyed some fabulous fun at NWL's Junk Art Fashion Show, organized and hosted by Library Associate Ashley Brown. Kids and their families had very creative and innovative ways of showing off their style, using recyclable materials. There was a red-carpet catwalk for flaunting "trash"ionable creations and a photo station! Families had fun together and expressed interest in attending similar programs.

### **B. Service Highlights**

#### Meeting Room Use Policy

Changes to the Meeting Room Use Policy went into effect on February 1. Meeting room reservations are no longer limited to non-profit groups.

### **C. Patron Highlights**

Patron Richard Boggs left the following 5-star Google Business review for NWL: "Quiet, books, helpful staff"

An older couple approached the accounts desk at OWL after the final February by the Fire concert to express their appreciation for the opportunity to listen to live music in their favorite place and to get away from the world. They particularly applauded performer Paisha Thomas and said her music "touched their hearts."

A mother and her young daughter arrived at OWL's pop desk looking for a particular book for a school assignment. The title had several active holds and all copies were checked out except for one at a nearby partner library. Library Associate Jason Robinson called the library and asked if they could do a shelf check and hold the item. The mother was delighted and repeatedly thanked Jason for helping them as they departed to pick up the book.

### **D. Staff Highlights**

Human Resources Coordinator **Fevan Keflom** has been selected for the New American Leadership Academy, through the City of Columbus, Department of Neighborhoods. This is an eight-month professional development program, March-November, that focuses on civic engagement with diverse leaders across the city representing New American communities.

Staff Development Coordinator **Jenn Eyer** was chosen to chair the planning committee for OLC's Unconventional to Conventional Conference at OCLC in Dublin on June 12. This conference will highlight what were once unconventional library services, programs or procedures that have now become part of the norm.

**Emily Mogavero**, NWL circulation assistant, has resigned. Emily has accepted a full-time position with another employer. "Thank you for the opportunity to work at the library." Emily's last day was February 25.



**Desi Thomas** has been appointed to our new outreach librarian position, starting March 3. Desi joined our team as OWL teen librarian on August 15, 2016. Desi brought 16 years of library experience, all of which had been at various branches of Columbus Metropolitan Library (library services aide, customer service associate, customer service specialist, teen information specialist and youth services supervisor). Desi has been a presenter or moderator at many conferences and workshops, published many professional articles and served on many community boards and OLC committees throughout the years. Desi earned an MLIS from Kent State University and a Bachelor of Arts in English from The Ohio State University.

**Erin Wilson**, WPK circulation manager since December 1, 2014, has been appointed to NWL circulation manager. Her debut with Worthington Libraries was as NWL circulation team leader on July 14, 2014. Erin held several supervisory positions at different Walmart stores in Ohio (2007-2014). She was also a circulation page and clerk for Ashland Public Library (2004-2009). Erin graduated magna cum laude with a Bachelor of Science in Child and Family Studies from Ashland University. Erin's start date at NWL is to be determined.

**Courtney Cousins**, WPK circulation team leader since June 21, 2022, has been appointed to WPK circulation manager, effective March 16. Courtney's library experience includes library associate for Grandview Heights Public Library (2018-2022) and circulation associate at Delaware County District Library (2016-2017). Courtney earned a Bachelor of Arts in English Literature and Writing from Loyola University.

**Gray Takahashi** (he/they) joined our team as NWL circulation assistant on March 17. Gray's most recent employment includes Starbucks barista at Target (2023-2025) and circulation student worker and then research tutor for the Courtright Memorial Library at Otterbein University (2021-2023). Gray earned a Bachelor of Arts in Biology, English Literary Studies and Women's, Gender and Sexuality Studies from Otterbein University.

#### Finance Operations

##### ➤ Finance Report

#### Personnel

Appointment	Position	Department	Location	Repl/ New	Date
Desiree Thomas	outreach librarian	community relations	OWL	N	03/03/25
Erin Wilson	circulation manager	circulation	NWL	R	TBD
Courtney Cousins	circulation manager	circulation	WPK	R	03/17/25

Appointment	Position	Department	Location	Repl/ New	Date
Gray Takahashi	circulation assistant	circulation	NWL	R	03/17/25

Ms. Mulvaney moved with a second by Mr. Saverimuttu to adopt RESOLUTION #03-02-25 to approve the 2025 Permanent Appropriations with Estimated Resources by Fund in the amount of \$35,294,587 in the General Fund, \$716,500 in the Building Fund, \$374,618 in the Technology Fund, \$312,910 in the Termination Benefits/27th Pay Fund, \$5,000 in the Unclaimed Monies Agency Fund and \$85,800 in the Friends Foundation Grant Fund

	2025 Perm Approp
<b>GENERAL FUND REVENUE</b>	
State Tax-PLF	\$ 3,010,506
General Property Tax-Levy	\$ 8,346,487
Homestead Rollback Tax	\$ 441,900
<b>Subtotal Property Taxes</b>	<b>\$ 8,788,387</b>
<b>Subtotal State and Property Taxes</b>	<b>\$ 11,798,893</b>
Patron Fines and Fees	\$ 42,000
Earnings on Investments	\$ 580,000
Contributions and Gifts	
Refunds and Reimbursements	
CML Contribution	\$ 990,682
FOL Contribution	\$ 2,500
<b>Subtotal Other Revenue</b>	<b>\$ 1,615,182</b>
Carryover	\$ 21,880,512
Transfers from Other Funds	
<b>Total Revenue</b>	<b>\$ 13,414,075</b>
<b>Total Revenue Plus Carryover</b>	<b>\$ 35,294,587</b>
<b>101 - GENERAL FUND EXPENSES</b>	
<b>1000-Salaries and Benefits</b>	
1100 Salaries and Leave Benefits	\$ 7,942,498
1400 Retirement Benefits	\$ 1,111,963
1600 Insurance Benefits	\$ 1,755,809
1900 Other Employee Benefits	\$ 26,364
<b>Total Salaries and Benefits</b>	<b>\$ 10,836,634</b>
<b>2000-Supplies</b>	
2100 General Administrative Supplies	\$ 177,050
2200 Property Maint/Repairs, Supplies & Parts	\$ 61,000
2300 Motor Vehicle Fuel, Supplies and Parts	\$ 2,000
2900 Other Supplies	\$ 14,000
<b>Total Supplies</b>	<b>\$ 254,050</b>
<b>3000-Purchased and Contracted</b>	

<b>Services</b>	
3100 Travel and Meeting Expenses	\$ 81,275
3200 Communications, Printing & Publicity	\$ 146,650
3300 Property Maintenance, Repair and Security Services	\$ 629,735
3400 Insurance	\$ 63,600
3500 Rents/Leases	\$ 687,194
3600 Utilities	\$ 181,000
3700 Professional Services	\$ 680,615
3800 Library Materials Control Services	\$ 334,305
3900 Other Contracts & Purchased Services	\$ 78,150
<b>Total Purchased and Contracted Services</b>	<b>\$ 2,882,524</b>
<b>4000-Library Materials and Information</b>	
4100 Books and Pamphlets	\$ 1,927,850
4200 Periodicals	\$ 63,700
4300 Audio-Visual Materials	\$ 139,500
4400 Circulating Materials	\$ 122,000
4500 Computer Services and Information	\$ 275,300
4600 Interlibrary Loan Fees/ Charges	\$ 2,500
<b>Total Materials and Information</b>	<b>\$ 2,530,850</b>
<b>5000-Capital Outlay</b>	
5500 Furniture and Equipment	\$ 138,000
5700 Motor Vehicles	\$ -
<b>Total Capital Outlay</b>	<b>\$ 138,000</b>
<b>7000-Other Objects</b>	
7100 Organizational Memberships	\$ 22,100
7200 Taxes and Assessments	\$ 1,000
7300 Judgments and Findings	\$ 10,000
7500 Refunds and Reimbursements	\$ 750
7900 Other Miscellaneous Expenses	
<b>Total Other Objects</b>	<b>\$ 33,850</b>
<b>8000-Contingency</b>	
8900 Contingency	\$ 150,000
<b>Total Contingency</b>	<b>\$ 150,000</b>
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>\$ 16,537,908</b>
<b>Total General Fund Expenses Including Capital &amp; Contingency</b>	<b>\$ 16,825,908</b>
<b>9000-Interfund Transfers</b>	
9900 Transfers Out	\$ 497,380
<b>Total Interfund Transfers</b>	<b>\$ 497,380</b>
<b>GRAND TOTAL GENERAL FUND</b>	<b>\$ 17,323,288</b>



<b>401 - BUILDING FUND</b>	
Transfers from Other Funds	\$ 249,454
CML Capital Contribution	
Carryover	\$ 677,016
<b>Total Revenue</b>	<b>\$ 926,470</b>
<b>5000-Capital Outlay</b>	
5100 Land	
5300 Buildings	
5400 Building Improvements	\$ 716,500
5500 Furniture and Equipment	
5900 Other Capital Outlay	
<b>Total Capital Outlay</b>	<b>\$ 716,500</b>
<b>GRAND TOTAL BUILDING FUND</b>	<b>\$ 716,500</b>
<b>402 - TECHNOLOGY FUND</b>	
Transfers From Other Funds	\$ 179,041
Earnings on Investments	
Carryover	\$ 234,475
<b>Total Revenue</b>	<b>\$ 413,516</b>
3500 Software	\$ 117,317
3700 Professional Fees	\$ 29,200
5500 Capital Outlay Furniture and Equipment	\$ 228,101
<b>GRAND TOTAL TECHNOLOGY FUND</b>	<b>\$ 374,618</b>
<b>200 - TERMINATION BENEFITS/27th PAY FUND</b>	
Transfers From Other Funds	\$ 66,645
Earnings on Investments	
Carryover	\$ 246,265
<b>Total Revenue</b>	<b>\$ 312,910</b>
1100 Salaries and Leave Benefits	\$ 305,481
1400 Retirement Benefits	\$ 3,000
1600 Insurance Benefits	\$ 4,429
<b>GRAND TOTAL TERM BENEFITS/27TH PAY FUND</b>	<b>\$ 312,910</b>
<b>502 - UNCLAIMED MONIES AGENCY FUND</b>	
Transfers From Other Funds	\$ 2,240
Carryover	\$ 2,760
<b>Total Revenue</b>	<b>\$ 5,000</b>
7100 Other Objects	\$ 5,000
<b>GRAND TOTAL UNCLAIMED MONIES AGENCY FUND</b>	<b>\$ 5,000</b>
<b>212 - FRIENDS FOUNDATION GRANT FUND</b>	
Grants from Friends Foundations	\$ 65,468
Carryover	\$ 20,332
<b>Total Revenue</b>	<b>\$ 85,800</b>
<b>GRAND TOTAL FRIENDS FOUND. GRANT FUND</b>	<b>\$ 85,800</b>

Roll call: Ms. Dembowski, aye; Ms. Grieser, aye; Ms. Mulvaney, aye; Ms. Poklar, aye; Ms. Saputra, aye; and Mr. Saverimuttu, aye. Motion passed.

Jeremie Stevens led a discussion on the Long-Range Financial Plan Summary.

A Personnel Committee meeting has been scheduled for Thursday, April 10, at 9 a.m. in the Director's office to discuss employee recognition awards.

A motion was made by Ms. Grieser and seconded by Ms. Dembowski to approve RESOLUTION #03-03-25 to approve 24 chairs, two technology cabinets, four coin/bill towers and three printer carts to be sold at auction or donated as surplus furniture and equipment.

Roll call: Ms. Dembowski, aye; Ms. Grieser, aye; Ms. Mulvaney, aye; Ms. Poklar, aye; Ms. Saputra, aye; and Mr. Saverimuttu, aye. Motion passed.

Ms. Poklar moved the adjournment of the meeting at 7:35 p.m.

Bank Balance as of February 28, 2025: \$24,457,209.14

This meeting was digitally recorded and is maintained on file by the Worthington Public Library.

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