

RESOLUTION NO. 20-00630

In the matter of approval of prior meeting) County Commissioners’ Office,
minutes from the regular session held on) Wood County, Ohio
June 4, 2020.) June 9, 2020

WHEREAS, in accordance with §121.22 (“Sunshine Law”), and §305.11, Revised Code of Ohio, “immediately upon the opening of each day’s session of the board of county commissioners, the records of the proceedings of the session of the previous day shall be read by the clerk of the board, or provided to each commissioner in written form, and, if correct, approved and signed by the commissioners”; and

WHEREAS, the Board of County Commissioners met in regular session on the 4th day of June 2020 with the following members present: THEODORE H. BOWLUS and CRAIG LAHOTE (DORIS I. HERRINGSHAW joined via teleconference); and

WHEREAS, the Commissioners’ Agenda for June 4, 2020 was as follows:

I. 9:18 a.m. -- Reading of minutes from preceding meeting

Commissioner Herringshaw called the meeting to order and requested the reading of the prior meeting minutes. Assistant Administrator Carri Stanley, Clerk Sandy Long, WBGU Radio host Clint Corpe and Wood County District Public Library Director Michael Penrod were present.

*II. -- Consider Approval of Resolutions immediately following item I
See Resolution Listing*

The personnel actions submitted were from Job and Family Services to request medical leave without pay for Protective Services Worker 3 employees Sydney Jevince and Elizabeth Harden; from Wood Haven for the resignation of STNA Abigail Bateson.

Commissioner LaHote moved to approve the resolutions on the attached listing and Commissioner Bowlus seconded the motion. All voted aye and the motion carried.

III. -- Staff Reports

Wood County District Public Library Director Michael Penrod re: Levy Renewal (9:25 a.m.) – Mr. Penrod shared the attached information which was referenced throughout the discussion. He stated that in 2019 the number of borrowers grew by 5% and there was a 7.6% increase in card holders. Mr. Penrod stated that in March the District Public Library Board of Trustees voted to place the 0.8 mill renewal levy on the ballot in November. These levy dollars are used to pay current expenses of the public library. Mr. Penrod noted this levy was originally placed on the ballot in 2010 and passed with a 58% approval. The levy was renewed in 2014 with a 70% approval. Mr. Penrod stated the borrowing of library books and other materials has increased by 43% since 2011. Mr. Penrod asked the Commissioners to consider placing the 0.8 mill renewal levy on the ballot in November. Commissioner Herringshaw asked Mr. Penrod to explain how the library would be affected if the current petitions submitted by a number of parcel owners requesting to secede from the Bowling Green School District are approved. Mr. Penrod stated that libraries are required by state law to follow school district boundaries. If the petitions are successful the library would see about a 3%

drop in levy dollars equaling approximately \$32,000. He also stated that bond issues are attached to parcels and could result in less revenue. The Commissioners thanked Mr. Penrod for the update. The meeting concluded at 9:45 a.m. Mr. Penrod exited at this time.

Commissioner LaHote moved to recess until the next scheduled meeting. Commissioner Bowlus seconded the motion. All voted aye and the motion carried at 9:45 a.m.

Third Public Hearing for PY20 Community Development Block Grant (CDBG) (10:00 a.m.) – Commissioner Herringshaw called the hearing to order with Commissioners LaHote and Bowlus, Mrs. Stanley, Ms. Long, Planning Director Dave Steiner, Planner Jamie Stanley, City of Northwood Administrator Bob Anderson and Northwest Water and Sewer District Engineer Tom Stalter present. Mr. Steiner shared the recommendations from the Planning Commission for funding of projects for the Program Year 2020 CDBG program. Commissioner LaHote moved to approve resolution 20-00612 and Commissioner Bowlus seconded the motion. All voted aye and the motion carried. Please see resolution for further details. The hearing concluded at 10:09 a.m. Commissioner LaHote moved to recess until the next scheduled meeting. Commissioner Bowlus seconded the motion. All voted aye and the motion carried at 10:09 a.m.

Fourth Public Hearing for PY20 Community Development Block Grant (CDBG)/Residential Public Infrastructure Grant (RPIG) (10:15 a.m.) – Commissioner Herringshaw called the hearing to order with Commissioners LaHote and Bowlus, Mrs. Stanley, Ms. Long, Planning Director Dave Steiner, Planner Jamie Stanley, City of Northwood Administrator Bob Anderson and Northwest Water and Sewer District Engineer Tom Stalter present. Mr. Steiner and Mr. Stalter explained the grant funding available for the RPIG program. If awarded the grant, the funding would be used to construct a new sanitary sewer system for an affected area located along Sugar Ridge Road and Mercer Road in Center and Middleton Townships. Commissioner Bowlus moved to approve resolution 20-00615 and Commissioner LaHote seconded the motion. All voted aye and the motion carried. Please see resolution for further details. The hearing concluded at 10:22 a.m. Commissioner Herringshaw moved to recess until the next scheduled meeting. Commissioner Bowlus seconded the motion. All voted aye and the motion carried at 10:22 a.m.

Conference Call with Hancock County Commissioners re: Ditch Maintenance Projects (11:00 a.m.) – Commissioner Herringshaw called the meeting back to order with Commissioners LaHote and Bowlus, Ms. Long and Drainage Technician Nick Stahl present. A conference call was held with Hancock County Commissioners to review joint county ditch maintenance assessment projects. Resolutions 20-00613 and 20-00614 were approved. Please see resolutions for further details. The meeting concluded at 11:03 a.m.

IV. -- Open Forum Citizens Comments/Concerns

There were no comments from the public. Commissioner LaHote moved to adjourn and Commissioner Bowlus seconded the motion. All voted aye and the motion carried at 11:03 a.m.

The Board of County Commissioners will attempt to provide reasonable accommodations for any disabled person. Requests for special accommodations shall be made to the Office of the County Commissioners twenty-four (24) hours prior to the time such accommodations are required; now therefore, be it

RESOLVED, by the Board of County Commissioners of Wood County, Ohio, that the foregoing minutes be and are hereby approved; and be it further

RESOLVED, that these proceedings shall be kept on file in the office of the County Commissioners and open at all time to public inspection.

Commissioner Lahote moved and Commissioner Bowlus seconded the motion and the roll being called on its adoption, the vote resulted as follows:

DR. THEODORE H. BOWLUS

yes

Theodore H. Bowlus

CRAIG LAHOTE

yes

Craig Lahote

DORIS I. HERRINGSHAW, Ed.D.

yes

Doris I. Herringshaw

Board of County Commissioners,
Wood County, Ohio

Attest:

Sandy A. Long
Clerk of said Board

RESOLUTION INDEX

BUD - BUDGET/APPROPRIATIONS -ALL

20-00627 06/04/2020 ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS

COMM - COMMISSIONERS

20-00610 06/04/2020 APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 6/2/2020

20-00611 06/04/2020 AUTHORIZE PAYMENT OF VOUCHERS

20-00612 06/04/2020 PUBLIC HEARING NO. 3 FOR CITIZENS' INPUT FOR EXPENDITURE OF MONIES RECEIVED UNDER THE PROGRAM YEAR 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND AUTHORIZING APPLICATION OF PROJECTS TO THE STATE OF OHIO

20-00613 06/04/2020 AUTHORIZING COLLECTION OF MAINTENANCE ASSESSMENTS FOR VARIOUS DITCHES FOR DUPLICATE YEAR 2020 BASED ON APPRAISED BENEFITS (WOOD & HANCOCK COUNTIES)

20-00614 06/04/2020 AUTHORIZING COLLECTION OF MAINTENANCE ASSESSMENTS FOR DUPLICATE YEAR 2020 ON FRANK FUNK JOINT COUNTY DITCH #32-A BASED ON THE ENGINEER'S ESTIMATE (WOOD AND HANCOCK COUNTIES, OHIO).

20-00615 06/04/2020 PUBLIC HEARING NO. 4 FOR CITIZENS' INPUT FOR EXPENDITURE OF MONIES RECEIVED UNDER THE PROGRAM YEAR 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT (RPIG)

20-00616 06/04/2020 AUTHORIZING HEALTH INSURANCE COVERAGE FOR JUNE 2020 WITH MERITAIN HEALTH FROM THE WOOD COUNTY EMPLOYEE HEALTH CARE TRUST FUND

20-00617 06/04/2020 AUTHORIZING PRESCRIPTION INSURANCE COVERAGE FOR JUNE 2020 WITH PHARMACY BENEFIT DIRECT FROM THE WOOD COUNTY EMPLOYEE HEALTH CARE TRUST FUND

20-00618 06/04/2020 AUTHORIZE VISION INSURANCE COVERAGE FOR JUNE 2020 FROM THE WOOD COUNTY EMPLOYEE HEALTH CARE TRUST FUND

20-00619 06/04/2020 AUTHORIZE DENTAL INSURANCE COVERAGE FOR JUNE 2020 WITH DELTA DENTAL OF OHIO FROM THE WOOD COUNTY EMPLOYEE HEALTH CARE TRUST FUND

20-00620 06/04/2020 AUTHORIZE LIFE INSURANCE COVERAGE FOR JUNE 2020 WITH METROPOLITAN LIFE FROM THE WOOD COUNTY EMPLOYEE HEALTH CARE TRUST FUND

20-00621 06/04/2020 APPROVE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES

20-00622 06/04/2020 AUTHORIZING PAYMENT FOR THE PATIENT CENTERED OUTCOMES RESEARCH INSTITUTE (PCORI) FEE MANDATED BY HEALTH CARE REFORM FOR PLAN YEAR 2019 PAID IN 2020, FROM THE WOOD COUNTY EMPLOYEE HEALTH BENEFITS TRUST FUND.

RESOLUTION INDEX

20-00624 06/04/2020 AUTHORIZING THE ACCEPTANCE OF PAYMENTS BY FINANCIAL TRANSACTION DEVICES FOR COUNTY EXPENSES.

20-00626 06/04/2020 AUTHORIZE VARIOUS PERSONNEL ACTIONS

JFS - JOB & FAMILY SERVICES (Eff. 7/1/2000)

20-00623 06/04/2020 AUTHORIZE AGREEMENT WITH BLACK AND WHITE TRANSPORTATION FOR THE PURCHASE OF VARIOUS TRANSPORTATION SERVICES FOR WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES.

PC - PLANNING COMMISSION

20-00625 06/04/2020 PO#134643 - VARIOUS VENDORS - AUTHORIZING THE PURCHASE OF A DELL OPTIPLEX 3070 COMPUTER AND TWO ACER 27" MONITORS FOR THE WOOD COUNTY PLANNING COMMISSION OFFICE \$1,129.41

PJC - PROBATE/JUVENILE COURTS - ALL

20-00629 06/04/2020 APPROVING COMPENSATION PAID TO APPOINTEES OF THE PROBATE JUDGE WHICH EXCEEDS THE TOTAL FEES EARNED BY THE PROBATE COURT DURING THE PROCEEDING YEAR

SHER - SHERIFF

20-00628 06/04/2020 AUTHORIZE TOW OPERATOR AGREEMENT WITH MADISON MOTOR SERVICE, PURSUANT TO OHIO REVISED CODE SECTION 4513.61.

WH - WOOD HAVEN (eff. 11/9/03 formerly Wood County Nursing Home)

20-00609 06/04/2020 AUTHORIZE AGREEMENT WITH RHINO31, INC. DBA SENIOR HELPERS OF NORTHWEST OHIO TO PROVIDE TEMPORARY STAFFING ASSIGNMENTS FOR WOOD HAVEN HEALTH CARE. TABLED FROM 6/02/20



- In 2019, the number of books, e-books, audio books, large print books, etc., borrowed by our community grew by 5% to a total of 783,166 check-outs system wide, including:
 - Bowling Green 480,961
 - Walbridge 67,037
 - Bookmobile 23,396
 - WC Jail Library 16,753
 - E-books, digital content 195,019
- Since 2012, the number of items borrowed increased 29% (605,799 in 2012).
- Number of cardholders increased 7.6% (to 29,827), even after purging 2,630 inactive accounts.
- We offered 1,472 programs attended by 29,864 people:
 - 293 adult programs with 5,198 attendees.
 - 1,179 youth programs with 24,666 attendees.
- 2,113 Summer Reading registrants enjoyed a Universe of Stories.
- The library owns a collection of 197,679 physical items.
 - 15,562 physical items were added.
 - Plus, 2,464 digital items were added.
 - 12,929 physical items were withdrawn.
- Volunteer hours increased 5% (3,880 hours) thanks to our dedicated corps of Volunteers.
- The tally of questions answered by the staff grew 2% (to 111,2020).

2019 Highlights:

- The Foundation's Novel Night gala auction raised over \$154,000 for the purchase of new books, audio books, e-books, large print books, and picture books.
- The 1974 chiller plant and 1994 condenser unit were replaced to ensure effective and efficient air conditioning of the BG building.
- Author visits: Hank Phillippi Ryan headlined Crime Solvers Weekend, Beth Macy kicked off the Foundation Series, Nate Blakeslee (Foundation Series), and Amy Stewart (Community Reads).

251 North Main Street
Bowling Green, OH 43402
419.352.5104

108 North Main Street
Walbridge, OH 43465
419.666.9900

www.wcdpl.org

We're Your Library.

2019 Revenue:

<u>Source:</u>	<u>Amount:</u>	<u>Percentage:</u>
• State Public Library Fund	\$1,585,466	54.39%
• Local Levy	\$1,050,814	36.05%
• Fees, Misc.	\$94,505	3.24%
• Foundation & Friends	\$184,376	6.32%
Total	\$2,915,161	

2019 Expenditures:

<u>Category:</u>	<u>Amount:</u>	<u>Percentage:</u>
• Personnel	\$1,457,856	59.66%
• Supplies	\$31,477	1.29%
• Services	\$448,071	18.34%
• New Books, Etc.	\$423,246	17.32%
• FFE & Technology	\$69,838	2.86%
• Other	\$13,178	0.54%
Total	\$2,443,466	

- 0.8 mill, 5-year levy passed in November 2010 with 58% approval.
- Levy RENEWED for 6 years in November 2014 with 70% approval.
- Levy funding accounts for 40% of the library's tax revenue support.
- The current levy will next be on the ballot in November 2020.
- State funding for libraries is set at 1.70% of General Revenue.
- As the economy improves and state revenues grow, so does support for libraries. As General Revenue decreases (or is cut), so does support for libraries.
- State funding accounts for 60% of the library's tax revenue support.





WOOD COUNTY DISTRICT PUBLIC LIBRARY

WCDPL Levy Details:

- The 0.8 mills, 5-year levy passed in November 2010 with 58% approval.
- The levy was RENEWED in November 2014 for 6-years with 70% approval.
- The community has trusted us. We continue to work hard to maintain this trust.
- In 2019, levy funds accounted for 40% of WCDPL's tax revenues.
- **The levy will next be on the ballot in November 2020.**

What has the levy allowed the library to do for the community?

1. Restore and expand the delivery of modern, in-demand library services to the community throughout the entire legal service district.

With community support, we have been able to keep popular and high-quality books, movies, picture books, other materials, and library services growing to meet demand.

Borrowing of library books and other items since the levy passed:

<u>Location:</u>	<u>2011:</u>	<u>2019:</u>	
Bowling Green	471,000	480,000	
Walbridge	43,000	67,000	
Bookmobile	12,000	23,000	
WC Jail Library	15,000	16,000	
Ebooks/Digital	5,000	195,000	
TOTAL	547,000	783,000	(up 43%)

Other 2011 vs 2019 comparisons:

Cardholders	21,000	29,000	(up 38%)
Program number	729	1,472	
Program attendance	20,000	29,000	(up 45%)
Adult prog #/attend.	81/2700	293/5,200	
Youth prog #/attend.	648/17,000	1,100/24,000	
Collection count	180,000 items	197,000 items (+digital)	
Patron questions	85,000	111,000	(up 31%)

We're Your Library.

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www.wcdpl.org

2. **Invest in the buildings to improve delivery of library services to the community:**
 - a. Open Carter House (2013) to the community for library events and private rentals.
 - b. Refurbished children's story-time room and activity area due to wear (2013).
 - c. Created additional meeting room and two new group study rooms (2015).
 - d. Expanded and renovated the Walbridge Library in order to provide modern library services to the 14,000 residents of Lake and Northwood school districts (2017).
 - e. Replaced the 1974 AC chiller plant and the 1994 AC condenser unit for the BG facility since both had exceeded end-of-life (2019).
 - f. We follow a technology replacement schedule (core hardware every 3 years & computers every 4 years before warranties expire) and a maintenance schedule.
3. **Set-aside small amounts of funds each year into a Capital Repair Account to maintain the buildings entrusted to us by the taxpayer.**
 - a. Current balance of \$998,000.
 - b. Long-term projections call for \$3,200,000 over the next 20 years just to maintain the buildings.
 - i. In the next 6 years, we will need to spend \$1,000,000 to:
 - replace lighting control panels (\$50,000)
 - finish migration to LED bulbs/fixtures (\$100,000)
 - replace flat roof sections from 2003 (\$50,000)
 - replace the BG heating plant prior to end of life (\$150,000)
 - replace carpet as areas wear-out (\$250,000)
 - tuck-point brick & caulk seams/windows for areas from 1974, 1987, and 2003 (\$60,000)
 - replace the bookmobile (\$175,000 to \$300,000)
4. **Stabilize the financial position of the library so that we can serve the public effectively and efficiently with the dollars entrusted to us.**
 - a. Mortgages paid-off early, saving thousands in interest payments, and freeing up dollars within the budget for use in maintaining the buildings.
 - b. A public entity should maintain a cash reserve of 5-8 months, for when the unexpected happens.
 - o During the Great Recession, library reserves shrank to less than 1-month (thus the need for furloughs and closures).
 - o The library currently has a 6-month reserve in undesignated funds.

We appreciate that state funding has stabilized and experienced modest recovery since the Great Recession. However, when factoring in inflation, 2019 receipts are still down 19% compared to 2008.

While the dollar amounts from the state may have recovered, those dollars do not have the buying power they used to have. Therefore, the need for local support remain critical.

- An ebook that costs you \$10 on Amazon costs the library \$80.
- A hardcover book used to cost \$25, but it now costs \$30.

Michael Penrod, Director, February 17, 2020

Covid-19 Update, May 13, 2020: State funding for libraries has been impacted by the closed economy. The state's Public Library Fund monthly distribution for April was about 10% below estimate and the May distribution was 34% below estimate. The uncertainty of the Public Library Fund makes the funds from the current levy even more important.

Receipts from the current Levy:

- 2018 actual levy receipts of \$1,026,875
- 2019 actual levy receipts of \$1,050,814 (but the pipeline funds are under appeal)
- 2020 estimated levy receipts of \$1,091,000 (incl. a 2nd pipeline that is under appeal)

The numbers below are from the Wood County Auditor as of March 12, 2020.

Renewal of existing 0.8 mills	\$1,092,128
Renewal of existing 0.8 mills plus additional 0.1 mill	\$1,243,609
Renewal of existing 0.8 mills plus additional 0.2 mills	\$1,395,091
REPLACEMENT of existing 0.8 mills	\$1,211,852
REPLACEMENT of existing 0.8 mills plus additional 0.1 mill	\$1,363,333
REPLACEMENT of existing 0.8 mills plus additional 0.2 mills	\$1,514,815

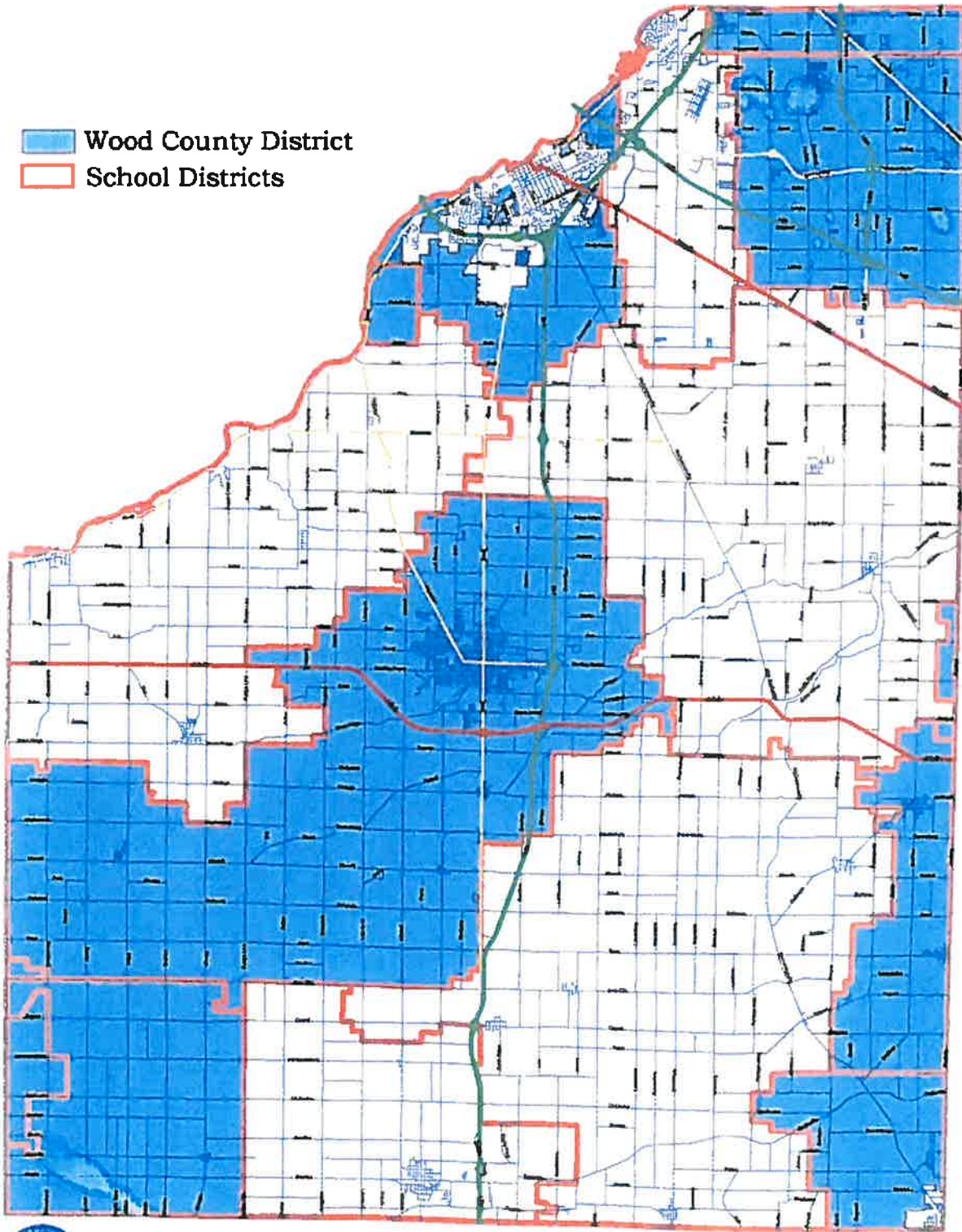
On March 14, 2020, the WCDPL Board of Trustees voted to begin the process to RENEW the current levy for another 6-year term (no changes in the dollars asked for, nor in the length of levy term).

We appreciate the strong support of voters in 2010 and 2014. With the current economic conditions due to the COVID-19 pandemic, it is the proper thing to do to ask for a simple renewal of the levy that accounts for 40% of the library's tax revenue.

Michael Penrod
May 13, 2020

Wood County District Public Library

-  Wood County District
-  School Districts



Michael Sibbersen Auditor



WOOD COUNTY
DISTRICT PUBLIC
LIBRARY

Vision:

Deemed an essential asset by the community, WCDPL strives to engage everyone with learning opportunities and creative experiences.

Mission:

WCDPL encourages lifelong learning and advances knowledge through literature, information, and exploration.

Core Values:

- **Accountability.** We take responsibility for our resources, actions, services, materials, and facilities.
- **Expertise.** We deliver quality, user-focused library services and materials through a skilled staff.
- **Freedom.** We are free and open to all. We support the free exchange of knowledge.
- **Innovation.** We explore new ways of doing things and new things to do.
- **Passion.** We love our communities and the role libraries can serve in them.
- **Respect.** We treat everyone with dignity.
- **Teamwork.** We celebrate our diverse experience. We build connections and trust with everyone.

Core Services:

- We offer traditional and virtual library services to our entire legal service district.
- We provide quality, in-demand, diverse materials to meet the needs of our diverse community.
- We are the "doorway to learning" for babies, preschoolers, and families to build early literacy skills.
- We collect and share the history, genealogy, and stories of our service district.
- We link our patrons to our materials with learning, literary, and cultural opportunities.
- We provide welcoming community gathering spaces.
- We offer entertainment in a variety of formats and through partnerships.



WCDPL CARES

Our Core Values Guide WCDPL's Response to COVID-19

Because we value:

- **Accountability.** We will take seriously our legal mandate to provide a healthy space for staff and visitors.

- **Expertise.** We will follow science-based guidelines to protect the health and safety of all.

- **Respect.** We will treat all with courtesy.

- **Teamwork.** We will get through this together.

Occupancy limits in place and face coverings required of visitors.

