

## MINUTES OF BOARD MEETING

May 8, 2023

The meeting of the Trustees of Lane Public Library was held at the Lane Fairfield Branch Library on Monday, May 8, 2023.

Trustees Present: Dr. Brenda Dales, Ms. Nancy O'Neill, Mr. Jake Richards, Ms. Karen Whalen, and Ms. Joni Copas

Trustees Absent: Ms. Marcia Koenig and Chuck Goins

Management Present: Mr. Joseph Greenward, Director; and Mr. Robert Carringer, Fiscal Officer

### 1) Call to Order

- a. The meeting was called to order by Dr. Dales.

### 2) Director and Fiscal Officer Reports

- a. Director's Report

Registration for our Summer Reading Club opened on May 1<sup>st</sup>, and the program runs June 1<sup>st</sup> through August 1<sup>st</sup>. Our theme this year is "Camp Lane". Children and teens will earn points for minutes read with 20 points being given for every 20 minutes read. 200 points allows them to select a book or item from the treasure chest. Adults earn points by books read with 100 points being earned for every book completed. 200 points allows them to choose a small prize at the library. New this year, for every 100 points a patron earns after 400 they will be given a ticket for our drawings, and they will be able to select which prize they'd like to be in the drawing for. Drawings will take place at the end of June and again at the end of the program. The prizes are all camp themed like binoculars, campfire playset, etc. You can see all the available prizes in our Beanstack app. Hamilton and Fairfield will be kicking off the program with a Camp Lane Kickoff at their locations and Oxford will be hosting a Bigfoot Scavenger Hunt.

Work on the mural selected for the Hamilton Branch will begin on May 30<sup>th</sup>. The title of the mural is Stream of Consciousness and the artist is Anissa Pulcheon. Anissa is an artist, organizer and musician in Cincinnati. She is currently the Mural Studio Manager at ArtWorks, and an adjunct professor at the Art Academy of Cincinnati. Anissa also helps run Girls Rock Cincinnati, a non-profit that fuels joy through art and music for girls and gender-expansive youth, and writes music in a band called Wavelette.

Last month, we had a Miami University student, Maryam Nawaz, contact us about extending hours at the Oxford branch. She is an off-campus senator for the associated student government at Miami and one of her initiatives is providing students that live off-campus with more study spaces and resources. I discussed this request with Rebecca,

and while it is not possible for us to permanently extend hours at the Oxford branch, we did decide that we could accommodate it for exam week at Miami, which runs May 8-12. As a result, we were open 1:00 pm - 12:00 am last night and will be open 9:00 am - 12:00 am Monday through Thursday of this week. Maryam was very pleased with this outcome. We will reevaluate if this is something we want to continue doing during exam weeks based on the student traffic we see this week.

AARP completed their annual tax aide service last month here at the Administration Center. In total, they completed over 1,000 returns, which is a 20% increase from last year and makes our Administration Center the busiest site in the state in number of returns. Their clients here had an average income of just over \$35,000 with many well under that and 84% were over 60 and the oldest client was 97. They saw many returning clients as well as many new clients, which was great to see. While not back to the 2019 pre-COVID levels, they are getting closer.

b. Fiscal Officer's Report

The PLF (Public Library Fund) receipts through May 2023 reflected a decrease of \$42K (1.6%) when compared to the same period in 2022. The month of May 2023 had a decrease of \$126k when compared to May 2022. Hopefully, the PLF will gain positive momentum over the remaining months of 2023.

General Operating Expenses have increased \$209K through April 2023 when compared to 2022:

- Salaries/Benefits	\$108K Increase
- Supplies	15K Increase
- Purchased & Contracted Services	33K Increase
- Library Materials	87K Increase
- Capital Outlays	(38K) Decrease
- Other	4K Increase

There has been an across the board increase in all expenses, except Capital Outlays, through May 2023.

3) Consent Agenda

All items under the consent agenda were approved by a motion from Ms. O'Neill, seconded by Ms. Copas with all members present voting in the affirmative. The items under the consent agenda were:

- a) Approval of the minutes of April 10 , 2023 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for April 2023 – \$25,258,181.48
- c) Approval of Investments as of April 30, 2023 - \$21,681,476.33 **(Exhibit #2023-04-01)**
- d) Approval and acknowledgement of gifts received in April 2023 – **(Exhibit #2023-04-02)**
- e) Approval of staff changes for April 2023 - **(Exhibit #2023-04-03)**
- f) April 2023 Circulation Statistics – **(Exhibit #2023-04-04)**

4) Citizen's Input – None

5) Old Business

a) Update for New Fairfield Township Branch

It is our understanding the lot split and property legal description have been sent to Butler County for review and approval. Maybe we can close before the end of May 2023

6) New Business

a) Review and Approve 2024 Tax Budget

Mr. Carringer presented the 2024 Tax Budget to the Board for their review. Total Revenues for all funds are projected to be \$10,165,900. The General Operating Fund Revenues are estimated to be \$9,615,000. Total Expenses projected for 2024 are the following:

	Tax Budget 2024
General Operating Fund	\$ 9,583,048
General Funds – Other	\$ 551,614
Special Revenue Funds	\$ 146,157
Capital Projects Funds	<u>\$11,750,000</u>
Total Expenses	\$22,030,819

The 2024 General Operating Fund Expenses do reflect a 5% increase for salaries and \$50,000 for additional hours worked or for new part-time employees hired. The budget also reflects adding a full-time Maintenance Tech for the Oxford Branch. The increase in salaries will also reflect higher OPERS and Medicare costs. In addition, health insurance costs were budgeted for a 20% increase. The most significant part of the 2024 Tax Budget pertains to the Capital Project Fund. We have budgeted funds for construction of the new Lane Fairfield Township Library Branch. We are not sure when or if construction will begin in 2024. The economic conditions in 2024 will determine if the project should proceed.

Ms. Copas made a motion to adopt the 2024 Tax Budget. This was seconded by Ms. O'Neill and all those present vote aye.

b) Tuition Reimbursement Requests for the 2023 Summer Semester

Mr. Carringer presented to the Board the Tuition Reimbursement Requests for the 2023 Summer Semester. Mr. Carringer recommended the Board reimburse \$400.00 per credit hour.

On a motion by Ms. O'Neill with a second from Ms. Copas, and all present

voting in the affirmative, the following reimbursement requests for MLIS courses for the 2023 Summer Semester were approved:

Emily Mays	\$ 2,400.00 for the semester
Keely Moloney	\$1,600.00 for the semester

7) General Comments

- a) The meeting was adjourned at 4:35 p.m. on a motion from Mr. Richards, seconded by Ms. Copas with all members present voting aye.
- b) The next regularly scheduled meeting of the Board will be held on Monday, June 12, 2023 at 4:00 P.M

Respectfully submitted.

Ms. Brenda Dales  
Vice - President

Mr. Jake Richards  
Secretary

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LPL INVESTMENTS  
As of April 30, 2023

Exhibit #2023-04-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	May 1 2023	\$ 83,610.51	30	2.30%	May 31 2023	\$ 158.06	12	GIFTS & MEM 110
FIRST FINANCIAL	May 1 2023	\$ 65,193.85	30	2.30%	May 31 2023	\$ 123.24	10	ARCHIVES FUND 220
FIRST FINANCIAL	May 1 2023	\$ 13,149.16	30	2.30%	May 31 2023	\$ 24.86	56	ARCHIVES 220
FIRST FINANCIAL	May 1 2023	\$ 81,492.76	30	2.30%	May 31 2023	\$ 154.05	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	May 1 2023	\$ 1,229,824.49	30	2.30%	May 31 2023	\$ 2,324.87	28	GENERAL FUND 101
FIRST FINANCIAL	May 1 2023	\$ 150,518.44	30	2.30%	May 31 2023	\$ 284.54	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	May 1 2023	\$ 2,533,785.47	30	2.30%	May 31 2023	\$ 4,789.90	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	May 1 2023	\$ 183,596.35	30	2.30%	May 31 2023	\$ 347.07	69	BUILDING MAINT 405
STAR OHIO	May 1 2023	\$ 216,248.45	30	4.58%	May 31 2023	\$ 814.04	2	GENERAL FUND 101
STAR OHIO	May 1 2023	\$ 2,486,379.14	30	4.58%	May 31 2023	\$ 9,359.68	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	May 1 2023	\$ 68,692.30	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	May 1 2023	\$ 7,755,579.96	30	VAR			38	GENERAL FUND 101
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,809,465.52					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,003,939.93					36	GENERAL FUND 101
<b>TOTAL INVESTMENTS</b>		<b>\$ 21,681,476.33</b>						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2023-04-02

<b>Apr-23</b>	<b>DONOR</b>	<b>TYPE OF DONATION</b>	<b>PURPOSE OF DONATION</b>	<b>IN MEMORY/HONOR</b>	<b>LOCATION</b>	<b>AMOUNT</b>
10-Apr-2023	Barry and Mary Lou Hartley	Unrestricted Donation		Alwyn Wiebe	FFB	\$100.00
13-Apr-2023	Richard and Elaine Hayden	Unrestricted Donation		Sharon Broshear	LAC	\$50.00
13-Apr-2023	Diane and Greg McDonald	Unrestricted Donation		Rebecca Carringer	LAC	\$200.00
17-Apr-2023	Anonymous	Unrestricted Donation			OXB	\$5.00
18-Apr-2023	Tom and Sharon Wilmore and Family	Unrestricted Donation		Alwyn Wiebe	LAC	\$100.00
20-Apr-2023	The Trouveres Club of Hamilton	Unrestricted Donation		Mrs. Kay Foster	LAC	\$35.00
26-Apr-2023	Deborah A. King	Unrestricted Donation			HAM	\$30.00
	TOTAL					\$520.00

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**STAFF CHANGES**  
**EXHIBIT #2023-04-03**

**Staff Changes: Hires**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
26-Apr-2023	Sammy Haven	Public Service Assistant	20.0	2	1200	HAM

**Staff Changes: Terminations**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	NONE					

**Staff Changes: From PT to FT or FT to PT**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	NONE					

**Staff Changes: Promotions**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	NONE					

**Staff Changes: Transfers**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	NONE					

**Staff Changes: Pay Increase**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	NONE					

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APRIL 2023 STATS SHEET														
EXHIBIT #2023-04-04														
PATRON USAGE	BKM	BKM 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2022	TECH	TECH 2022	TOTAL	TOTAL 2022		
Print	10,072	9,446	22,596	21,842	15,224	14,711	14,829	14,163			62,721	60,162		
AV	543	435	8,016	8,876	6,903	7,055	3,559	4,265			19,021	20,631		
eMedia (Freegal, Hoopla, Kanopy)											9,717	8,146		
eBooks (Ohio & Freading)											20,931	19,993		
SearchOhio (Borrows & Loans)											2,267	945		
Total CKO's	10,615	9,881	30,612	30,718	22,127	21,766	18,388	18,428			114,657	109,877		
Year To Date	48,427	43,136	122,295	120,442	89,182	89,012	75,687	69,705			465,970	439,104		
Internet Sessions			2,486	2,406	1,940	1,835	643	672	287	379	5,356	5,292		
Internet Hours			1,532	1,389	1,559	1,545	535	568	17128	728	20,754	4,230		
Self CKO's			11,566	11,148	4,662	4,524	5,796	5,661			22,024	21,333		
Visitors			13,654	13,509	6,629	6,414	7,657	7,500	1021	1367	28,961	28,790		
ADULT PROGRAMS	SMITH	SMITH 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2022	TECH	TECH 2022	SYSTEMWIDE	SYSTEMWIDE 2022	TOTAL	TOTAL 2022
In Library # Conducted		0	9	5		6		5	6	4		0	15	20
In Library - Attendance		0	60	71		41		74	25	19		0	85	205
Outreach # Conducted		0	0	1		2	1	1		0		0	1	4
Outreach - Attendance		0	0	50		72	5	19		0		0	5	141
Virtual # Conducted		0	0	0		0		0	1	1		0	1	1
Virtual - Attendance		0	0	0		0		0	11	11		0	11	11
TEEN PROGRAMS														
In Library # Conducted		0	7	3	7	5	7	3	1	0		0	22	11
In Library - Attendance		0	140	88	78	72	88	94	5	0		0	311	254
Outreach # Conducted		0	0	0	3	4		1		0		0	3	5
Outreach - Attendance		0	0	0	57	42		1035		0		0	57	1077
Virtual # Conducted		0	0	0		0		0		0		0	0	0
Virtual - Attendance		0	0	0		0		0		0		0	0	0
CHILDREN PROGRAMS														
In Library # Conducted		0	24	21	17	10	23	11		0		0	64	42
In Library - Attendance		0	524	443	280	202	429	202		0		0	1233	847
Outreach # Conducted		0	2	1	4	4	8	3		0		0	14	8
Outreach - Attendance		0	305	90	388	150	932	245		0		0	1625	485
Virtual # Conducted		0	0	0		0		0		0		0	0	0