

MINUTES OF BOARD MEETING

June 13, 2022

The meeting of the Trustees of Lane Public Library was held at Lane Administration Center on Monday, June 13, 2022 with Trustees Ms. Nancy O'Neill, Ms. Marcia Koenig, Dr. Brenda Dales, Ms. Sandy Pizzano, Mr. Jake Richards, Ms. Karen Whalen and Ms. Joni Copas were present.

Joseph Greenward, Director, and Rob Carringer, Fiscal Officer, and patron Ms., Tomoko Brown were also in attendance.

1) The meeting was called to order by Ms. O'Neill.

2) Director and Fiscal Officer Reports

a. Director's Report

Summer Reading is off to an excellent start. Families have been excited to be back in our libraries for programs and the kickoff scavenger hunt was well received at all locations. We also held the Party on the Plaza event at Hamilton, which included music by Gerhard Albinus, a tie-dye station and s'mores. We had 65 attendees at that event. In conjunction with the kickoff of summer reading, we launched the Only Here outreach campaign. Hopefully, everyone has seen emails and our Facebook posts for this. Since its launch, we've had another local library join the initiative, bringing the number of participating libraries to seven.

We had a great turnout at our booth at the Hamilton Pride event. Over 300 people stopped by our booth to make buttons, sign the banner and make washi tape flags. The Tech Center 3d printed 90 earrings and keychains and we ran out in the first hour. We had another 185 people visit the bookmobile with a significant number of checkouts and new cards registered.

We have been approached for a partnership opportunity with the City of Hamilton Planning Department, Historic Hamilton, and CHAPS to update the Ohio Historic Inventory. This is an important project that is long overdue and would ensure that a large number of historically and/or architecturally significant structures in Hamilton are preserved. The project would mainly include historical research on properties and assisting with the grant writing process. Brad Spurlock will lead our efforts to help with this project.

As a heads up, the Ohio House and Senate have passed HB 140, The Ballot Language Bill. The bill makes several changes to the way information about a proposed tax levy is presented to voters in required ballot advertising and on the ballot. The bill proposes conveying a property tax levy's rate in dollars for each \$100k of a county auditor's appraised value instead of in dollars for each \$100 of taxable value. The bill also requires election notices and ballot language to display the estimated amount the levy would collect annually. OLC opposed the bill and testified against it, but it now just awaits the Governor's signature.

b. Fiscal Officer's Report

The PLF (Public Library Fund) for the first six months of 2022 has reflected an increase of \$253K (8.4%) when compared to the first six months of 2021. This can be attributed to an increase in sales tax revenue and income tax revenue for the first six months of 2022. Non-Auto Sales Tax receipts for the month of May 2022 were 7% higher than the estimated State Sales Tax receipts. Personal Income Tax receipts for the month of May 2022 were 2.9% higher than estimated State Personal Income Tax Receipts. This was offset by Grant receipts for the first five months of 2022 having decreased about \$3K and Earnings on Investments for 2022 are about \$38K less than 2021.

General Operating Expenses increased \$363K for 2022 when compared to 2021:

| | |
|-----------------------------------|-----------------|
| - Salaries/Benefits | \$276K Increase |
| - Supplies | 16K Increase |
| - Purchased & Contracted Services | 16K Increase |
| - Library Materials | 5K Decrease |
| - Capital Outlays | 76K Increase |
| - Other | 16K Decrease |

3) All items under the consent agenda were approved by a motion of Ms. Koenig, seconded by Ms. Joni Copas, with all members present voting in the affirmative. The items under the consent agenda were:

- a. Approval of the minutes of May 9, 2022 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for May 2022 – \$23,562,808.40
- c. Approval of investments as of May 2022 - \$17,518,051.97
(Exhibit #2022-05-01)
- d. Approval and acknowledgement of gifts received in May 2022.
(Exhibit 2022-05-02)
- e. Approval of staff changes for May 2022 **(Exhibit #2022-05-03)**
- f. May 2022 Stats **(Exhibit #2022-05-04)**

4) Citizen's Input: From Ms. Tomoko Brown, patron from Oxford Lane Library

A library patron, Ms. Tomoko Brown, is concerned the Oxford Branch did not have a display for AAPI (Asian American and Pacific Islander) Heritage Month in May. The Branch has had displays in other months for various ethnicities such as Black History Month and Hispanic Heritage. Ms. Brown feels the Asian Community has contributed to the history of the United States and the world and should be recognized accordingly.

Mr. Greenward, Library Director, shared that a book list was created for AAPI Heritage Month that should've been available at all locations, but a display would've also been appropriate. The Library will review its process for deciding on our thematic book displays.

5) Old Business:

- a. New Fairfield Township Library Branch Project

The Library received a plot plan on where the proposed driveway would be on the property. On review of the plan, the Library asked the Township if the driveway could be moved closer to the eastern boundary of the property and also where the retention pond would need to be? We hope the Township will get back to us in the next several weeks.

6) New Business

a. Revise Educational Reimbursement Policy

Mr. Carringer has requested the Board to remove the annual allowed reimbursement amount of \$5,000 per participant from the Educational Reimbursement Policy. The annual budget amount will determine maximum funds available for disbursement. The two-course limit per semester and number of participants in the program will also determine the amount each participant could be reimbursed annually.

Ms. Pizzano presented a motion to remove the annual maximum \$5,000 cap per participant in the Educational Reimbursement Policy, This was seconded by Ms. Whalen and all those present vote aye.

b. Tuition Reimbursement Requests – 2022 Fall Semester

Mr. Carringer presented to the Board the Tuition Reimbursement Requests for the 2022 Fall Semester. Mr. Carringer recommended the Board reimburse \$400.00 per credit hour.

On a motion by Mr. Richards with a second from Ms. Pizzano, and all present voting in the affirmative, the following reimbursement requests for MLIS courses for the 2022 Fall Semester were approved:

| | |
|----------------|--------------------------|
| Chris Esposito | \$ 2,400.00 per semester |
| Emily Mays | \$ 2,400.00 per semester |
| Keely Moloney | \$ 2,400.00 per semester |
| Hannah Kuhn | \$ 2,400.00 per semester |

c. 2022 Salary Increase effective June 25, 2022

Effective June 25, 2022, Library Management has requested an across-the-board increase for staff of 5.0%. High inflationary pressures can be attributed to the amount of the increase. This increase does not include staff hired or promoted as of March 1, 2022 or after, Shelves were given an increase effective December 25, 2021. The Library Director and Fiscal Officer were included in this increase.

Ms. Copas presented a motion to approve the salary increase effective June 25, 2021 as stated above. This was seconded by Ms. Pizzano and all those present voted aye.

7) General Comments

a. The meeting was adjourned at 4:30 p.m. on a motion from Dr. Dales, seconded by Mr. Richards with all members present voting aye.

b. The next regularly scheduled meeting of the Board will be held on Monday, September 12, 2022 at 4:00 P.M

Respectfully submitted,

Ms. Nancy O'Neill
President

Dr. Brenda Dales
Secretary

LPL INVESTMENTS
As of May 31, 2022

Exhibit #2022-05-01

| BANK | PURCHASE DATE | INVESTMENT AMOUNT | NO. OF DAYS | INTEREST RATE | MATURITY DATE | INTEREST TO BE EARNED | BANK NO. | FUND |
|--------------------------|----------------------|--------------------------|--------------------|----------------------|----------------------|------------------------------|-----------------|------------------------------------|
| FIRST FINANCIAL | June 1 2022 | \$ 82,300.55 | 30 | 0.10% | June 30 2022 | \$ 6.76 | 12 | GIFTS & MEM 110 |
| FIRST FINANCIAL | June 1 2022 | \$ 64,172.42 | 30 | 0.10% | June 30 2022 | \$ 5.27 | 10 | ARCHIVES FUND 220 |
| FIRST FINANCIAL | June 1 2022 | \$ 12,943.14 | 30 | 0.10% | June 30 2022 | \$ 1.06 | 56 | ARCHIVES 220 |
| FIRST FINANCIAL | June 1 2022 | \$ - | 30 | 0.10% | June 30 2022 | \$ - | 22 | FITTON FUND 130 |
| FIRST FINANCIAL | June 1 2022 | \$ 32,022.78 | 30 | 0.10% | June 30 2022 | \$ 2.63 | 81 | JOHN W SMITH FUND 235 |
| FIRST FINANCIAL | June 1 2022 | \$ 80,215.99 | 30 | 0.10% | June 30 2022 | \$ 6.59 | 70 | GIFT-MEM OXB FUND 140 |
| FIRST FINANCIAL | June 1 2022 | \$ 224,136.41 | 30 | 0.10% | June 30 2022 | \$ 18.42 | 28 | GENERAL FUND 101 |
| FIRST FINANCIAL | June 1 2022 | \$ 1,925.02 | 30 | 0.10% | June 30 2022 | \$ 0.16 | 14 | CALDWELL FUND 151 |
| FIRST FINANCIAL | June 1 2022 | \$ 10,061.44 | 30 | 0.10% | June 30 2022 | \$ 0.83 | 31 | ELMER B. & THELMA M. ROSE FUND 125 |
| FIRST FINANCIAL | June 1 2022 | \$ 2,494,087.39 | 30 | 0.10% | June 30 2022 | \$ 204.99 | 41 | CAPITAL PROJECTS 401 |
| FIRST FINANCIAL | June 1 2022 | \$ 180,719.88 | 30 | 0.10% | June 30 2022 | \$ 14.85 | 69 | BUILDING MAINT 405 |
| STAR OHIO | June 1 2022 | \$ 209,585.20 | 30 | 0.10% | June 30 2022 | \$ 17.23 | 2 | GENERAL FUND 101 |
| STAR OHIO PLUS | June 1 2022 | \$ 2,409,766.36 | 30 | 0.10% | June 30 2022 | \$ 198.06 | 4 | CAPITAL PROJECTS 401 |
| MEEDER INVST FUNDS | June 1 2022 | \$ 67,899.81 | 30 | VAR | | \$ - | 40 | ELMER B. & THELMA M. ROSE FUND 125 |
| MEEDER INVST FUNDS | June 1 2022 | \$ 7,666,316.81 | 30 | VAR | | | 38 | GENERAL FUND 101 |
| NATIONAL RETIREMENT | GOVT FUNDS | \$ - | | | | | 45 | LATTA FUND 175 |
| NATIONAL RETIREMENT | MUTUAL FUND | \$ 118,862.57 | | | | | 19 | HAVIGHURST FUND 254 |
| NATIONAL RETIREMENT | MUTUAL FUND | \$ 3,863,036.20 | | | | | 82/83 | ROESEL FUND 165 |
| TOTAL INVESTMENTS | | \$ 17,518,051.97 | | | | | | |

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2022-05-02

| May-22 | DONOR | TYPE OF DONATION | PURPOSE OF DONATION | IN MEMORY/HONOR | LOCATION | AMOUNT |
|-------------|---------------|------------------|-------------------------------|--|----------|----------|
| 17-May-2022 | Mitzi Ganelin | Restricted | Children's Library Collection | In Honor of Morton Ganelin's 93rd Birthday | OXB | \$100.00 |
| | Total | | | | | \$100.00 |

May-22 STAFF CHANGES
EXHIBIT #2022-05-03

Staff Changes: Hires

| Date | Name | Position | Hours | Grade | Dept | Location |
|-------------|--------------------|--------------------------|-------|-------|------|----------|
| 11-May-2022 | Bernadette Miranda | Public Service Assistant | 20.0 | 2 | 1200 | HAM |
| 11-May-2022 | Rylee Del Rio | Shelver | 15.0 | 0 | 1202 | FFB |
| 16-May-2022 | Morgan Abrams | Public Service Assistant | 37.5 | 2 | 1200 | HAM |
| 16-May-2022 | Meliessa Lunsford | Public Service Assistant | 20.0 | 2 | 1204 | OXB |

Staff Changes: Terminations

| Date | Name | Position | Hours | Grade | Dept | Location |
|-------------|-------------------|---------------------------|-------|-------|------|----------|
| 5-May-2022 | Peyton Braunstein | Public Services Associate | 20.0 | 3 | 1208 | CTC |
| 25-Apr-2022 | Emily Spencer | Public Services Associate | 20.0 | 3 | 1204 | OXB |

Staff Changes: From PT to FT or FT to PT

| Date | Name | Position | Hours | Grade | Dept | Location |
|------|------|----------|-------|-------|------|----------|
| | NONE | | | | | |

Staff Changes: Promotions

| Date | Name | Position | Hours | Grade | Dept | Location |
|------|------|----------|-------|-------|------|----------|
| | NONE | | | | | |

Staff Changes: Transfers

| Date | Name | Position | Hours | Grade | Dept | Location |
|------|------|----------|-------|-------|------|----------|
| | NONE | | | | | |

Staff Changes: Pay Increase

| Date | Name | Position | Hours | Grade | Dept | Location |
|------|------|----------|-------|-------|------|----------|
| | NONE | | | | | |

| | | | | | | | | | | | | | | |
|----------------------------------|--------|------------|---------|----------|---------|----------|--------|----------|------|-----------|------------|-----------------|-------|------------|
| MAY 2022 STATS SHEET | | | | | | | | | | | | | | |
| Exhibit 2022-05-04 | | | | | | | | | | | | | | |
| PATRON USAGE | | | | | | | | | | | | | | |
| | BKM | BKM 2021 | FFB | FFB 2021 | LPL | LPL 2021 | OXB | OXB 2021 | TECH | TECH 2021 | TOTAL | TOTAL 2021 | | |
| Print | 5,151 | 3,928 | 22,596 | 21,140 | 14,570 | 16,129 | 14,198 | 13,663 | | | 56,515 | 54,860 | | |
| AV | 464 | 273 | 8,729 | 10,141 | 7,347 | 7,530 | 4,043 | 4,954 | | | 20,583 | 22,898 | | |
| eMedia (Freegal, Hoopla, Kanopy) | | | | | | | | | | | 7,129 | 6,429 | | |
| eBooks (Ohio & Freading) | | | | | | | | | | | 20,385 | 19,372 | | |
| SearchOhio (Borrows & Loans) | | | | | | | | | | | 2,225 | 2,363 | | |
| Total CKO's | 5,615 | 4,201 | 31,325 | 31,281 | 21,917 | 23,659 | 18,241 | 18,617 | | | 106,837 | 105,922 | | |
| Year To Date | 48,751 | 22,724 | 151,767 | 173,307 | 110,929 | 124,085 | 87,946 | 100,692 | | | 545,941 | 561,669 | | |
| Internet Sessions | | | 2,050 | 2,059 | 1,971 | 1,591 | 590 | 476 | 356 | 172 | 4,967 | 4,298 | | |
| Internet Hours | | | 1,240 | 878 | 1,764 | 833 | 541 | 251 | 368 | 118 | 3,913 | 2,080 | | |
| Self CKO's | | | 10,875 | 10,132 | 4,581 | 4,093 | 6,261 | 4,291 | | | 21,717 | 18,516 | | |
| Visitors | | | 12,728 | 9,650 | 6,150 | 5,516 | 6,564 | 3,567 | 1201 | 581 | 26,643 | 19,314 | | |
| ADULT PROGRAMS | | | | | | | | | | | | | | |
| | SMITH | SMITH 2021 | FFB | FFB 2021 | LPL | LPL 2021 | OXB | OXB 2021 | TECH | TECH 2021 | SYSTEMWIDE | SYSTEMWIDE 2021 | TOTAL | TOTAL 2021 |
| In Library # Conducted | | 0 | 3 | 0 | 5 | 0 | 3 | 0 | 8 | 0 | | 0 | 19 | 0 |
| In Library - Attendance | | 0 | 22 | 0 | 28 | 0 | 36 | 0 | 20 | 0 | | 0 | 106 | 0 |
| Outreach # Conducted | | 0 | 1 | 2 | 3 | 3 | | 1 | | 0 | | 0 | 4 | 6 |
| Outreach - Attendance | | 0 | 20 | 80 | 138 | 90 | | 40 | | 0 | | 0 | 158 | 210 |
| Virtual # Conducted | | 0 | 0 | 5 | | 1 | | 2 | 1 | 3 | | 0 | 1 | 11 |
| Virtual - Attendance | | 0 | 0 | 47 | | 6 | | 9 | 8 | 9 | | 0 | 8 | 71 |
| TEEN PROGRAMS | | | | | | | | | | | | | | |
| In Library # Conducted | | 0 | 2 | 0 | 6 | 0 | | 0 | 1 | 0 | | 0 | 9 | 0 |
| In Library - Attendance | | 0 | 100 | 0 | 74 | 0 | | 0 | 19 | 0 | | 0 | 193 | 0 |
| Outreach # Conducted | | 0 | 0 | 1 | 2 | 1 | | 1 | | 0 | | 0 | 2 | 3 |
| Outreach - Attendance | | 0 | 0 | 40 | 26 | 40 | | 30 | | 5 | | 0 | 26 | 115 |
| 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 | 17 | 3 | 10 | 0 | 6 | 0 | | 0 | | 0 | 33 | 3 |
| In Library - Attendance | | 0 | 278 | 28 | 226 | 0 | 103 | 0 | | 0 | | 0 | 607 | 28 |
| Outreach # Conducted | | 0 | 2 | 2 | 2 | 4 | 1 | 8 | | 0 | | 0 | 5 | 14 |
| Outreach - Attendance | | 0 | 163 | 280 | 100 | 320 | 30 | 356 | | 0 | | 0 | 293 | 956 |
| Virtual # Conducted | | 0 | 0 | 5 | | 1 | | 0 | | 0 | | 0 | 0 | 6 |
| Virtual - Attendance | | 0 | 0 | 157 | | 14 | | 0 | | 0 | | 0 | 0 | 171 |

