

MINUTES OF BOARD MEETING

September 12, 2022

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, September 12, 2022.

Trustees Present: Ms. Nancy O'Neill, Ms. Marcia Koenig, Dr. Brenda Dales, Ms. Sandy Pizzano, Ms. Karen Whalen, and Ms. Joni Copas

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

Absent: Mr. Jake Richards

- 1) The meeting was called to order by Ms. O'Neill.
- 2) The Board went into Executive Session by a motion from Ms. Pizzano, seconded by Ms. Copas and all those present voting aye. The Executive Session was to review the Director's and Fiscal Officer's performance for FY 2021-2022 and goals for FY 2022-2023. Ms. Koenig presented a motion to end the Executive Session and go back into the regular Board Meeting. This was seconded by Ms. Copas and all members present voting aye.
- 3) Director and Fiscal Officer Reports
 - a. Director's Report

Our largest vendor for new materials, Baker & Taylor, has been under a ransomware cyberattack since the weekend of 8/20. The attack leaves their computer systems unavailable until the situation is resolved. Until then, Baker & Taylor cannot ship out orders of materials already placed, and libraries cannot place new orders. Currently no timeline has been shared with us. They could be back up tomorrow, or in a few weeks. What does this mean for Lane? Materials that we've already ordered from Baker & Taylor are at risk for being late to arrive. Some release dates have been missed already for new books, and others are at risk. Extra copies previously ordered to meet hold lists won't arrive in a timely manner. Baker & Taylor is not our only vendor. We do have alternative options for placing new orders for many, though not all, items. Our leased new books collection is the big exception, because they are under contract with Baker & Taylor. We're working to mitigate the issues, but until the Baker & Taylor ransomware attack is resolved, titles may arrive late and hold lists may move slower.

We were contacted by Tyler Bradshaw, the Executive Director of the Nuxhall Foundation about the possibility of partnering with them to help preserve and protect the Nuxhall archives. With Donzeta Nuxhall's recent passing, they are ready to get rolling on creating a publicly accessible archive. We could provide them with expertise in building a digital/physical archive of materials and, depending on their needs, could also possibly accession their digitized materials into one of our repositories as a Manuscript Group for the Nuxhall Family and/or a Record Group of the Joe Nuxhall Miracle League. In addition to this, we could also be of assistance with the actual digitization process. Depending on the size of their collection, we may be able to digitize some materials in house for them, but we could also direct them to agencies and funding sources that may be able to help with the project.

Eventually they would like to house this archive at the Hope Center, but that is years down the road, so there is the possibility that it will be housed at Lane until that time.

We have largely completed our RFID tagging of the entire Lane collection. This will allow patrons and staff to checkin or checkout materials by placing a stack on the RFID pad rather than scanning each item individually. This has been a large project and a significant amount of work for staff, but it will benefit everyone once we are fully up and running with it.

Along with MidPointe Library, we have withdrawn from the Dolly Parton Imagination Library partnership with the Butler County United Way. We sent a joint letter to Krystal Tipton at the United Way and to the Ohio coordinator for the Imagination Library. The United Way will continue to run the program and we will promote it, but we will no longer be administering the program through the two library systems. Instead, Lane and MidPointe will be focusing our efforts on a separate joint early literacy initiative that we are in the early stages of planning, but we will look to focus on reaching new parents with books, learning tools, early literacy materials and library information.

OLC and COSI partnered once again this year to provide libraries with 100 free learning lunchboxes/STEAM kits. The theme this year was Dinosaur Science, and the kits once again were very well done. We distributed our kits out of the Hamilton branch and the Tech Center, as well as sending 35 kits to the East Avenue Boys and Girls Club.

Celeste's report on the summer reading program was distributed to the Board.

b. Fiscal Officer's Report

The PLF (Public Library Fund) receipts through August 2022 reflected an increase of \$245K (6.0%) when compared to the same period in 2021. The State of Ohio continues to have increases in tax receipts even though the economic environment has changed and amount of future revenue is unknown. This increase was offset by a decrease in Earnings on Investments of \$52K in 2022.

General Operating Expenses have increased \$492K through August 2022 when compared to 2021:

- Salaries/Benefits	\$420K Increase
- Supplies	11K Increase
- Purchased & Contracted Services	86K Increase
- Library Materials	37K Decrease
- Capital Outlays	32K Increase
- Other	16K Decrease

Salaries and Benefits can be attributed to the significant salary increase during the latter part of 2021 and the projected 9% increase in Health Insurance costs for 2022.

4) Consent Agenda

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

- a) Approval of the minutes of June 13, 2022 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for August 2022 – \$23,374,585.81
- c) Approval of investments as of August 31, 2022 - \$17,424,082.47 (Exhibit #2022-08-01)
- d) Approval and acknowledgement of gifts received in June, July and August 2022 – (Exhibit #2022-08-02)
- e) Approval of staff changes for June, July, and August 2022 - (Exhibit #2022-08-03)
- f) August 2022 Stats (Exhibit #2022-08-04)

5) Citizen's Input – None

6) Old Business

- a) Update for New Fairfield Township Branch

Cynamon Trokhan sent a draft purchase agreement to Fairfield Township for their review. A couple items that were previously discussed at a Board meeting were largely resolved to our satisfaction before drafting the proposal. These items include the placement and funding of the access road that the Library will share with Fairfield Schools and the water retention situation.

7) New Business

- a) Resolution Accepting Levy Amounts and Rates for 2023

RESOLUTION

#01-2022

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(Board of Trustees)

Rev. Code, Secs. 5704.34, 5705.35

WHEREAS, This Board in accordance with the provision of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2023: and

WHEREAS, the Budget Commission of Butler County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten-mill tax limitation; therefore, be it

RESOLVED, By the Board of Trustees of the Lane Public Library, Butler County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten-mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	AMOUNT APPROVED BY BUDGET COMMISSION INSIDE 10 MILL LIMITATION	AMOUNT TO BE DERIVED FROM LEVIES OUTSIDE 10 MILL LIMITATION	COUNTY AUDITOR'S ESTIMATE OF TAX RATE TO BE LEVIED	
			INSIDE 10 MILL LIMIT	OUTSIDE 10 MILL LIMIT
GENERAL FUND		2,400,000.00		0.75
GENERAL BOND RETIREMENT FUND				
PARK FUND				
RECREATION FUND				
POLICE PENSION				
FIRE PENSION				
CHARTER AMENDMENT				
ONE MILL IMPROVEMENT				
MIAMI CONSERVANCY				
LIBRARY BONDS				
TOTAL	0.00	2,400,000.00	0.00	0.75

**SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

FUND	COUNTY AUDITOR'S ESTIMATE OF YIELD OF LEVY (Carry to Schedule A)	MAXIMUM RATE AUTHORIZED TO BE LEVIED
GENERAL FUND Current expense levy authorized by voters on not to exceed years.		
TOTAL GENERAL FUND OUTSIDE 10 MILL LIMITATION	0.00	0.00
SPECIAL LEVY FUNDS: Levy authorized by voters on , not to exceed years.		

and be it further

RESOLVED, That the Clerk of this Board be, and she is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Ms. Koenig presented a motion to accept the resolution for amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. This was seconded by Ms. Pizzano and roll call vote was taken.

Roll Call Vote:

Ms. Nancy O'Neill	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye
Ms. Sandra Pizzano	Aye
Mr. Jake Richards	Absent
Ms. Karen Whalen	Aye
Ms. Joni Copas	Aye

b) Exterior Mural at the Lane Hamilton Branch Library

The Library was approached by Street Spark about using one of the exterior walls at the Hamilton Branch for a mural. The total cost of the mural would be \$32,5000 with Lane responsible for \$10,000 of the total cost. We would have a representative on the Selection Committee and Lane and our Board would make the final selection out of the 3-4 finalists. This would need approval from the Architectural Design Review Board. The call to artists would go out in November, then the scoring and selection meetings would take place in February with the mural being installed next summer.

The Board wanted some further clarification on the timeline for the whole process and specifically at what point the Library would be committed to moving forward with the project, so we have invited Jenn Acus-Smith from Street Spark to attend the October Board meeting.

8) General Comments

- a) The meeting was adjourned at 4:45 p.m. on a motion from Ms. Copas, seconded by Ms. Whalen with all members present voting aye.
- b) The next regularly scheduled meeting of the Board will be held on Monday, October 10, 2022 at 4:00 P.M

Respectfully submitted.

Ms. Nancy O'Neill
President

Dr. Brenda Dales
Secretary

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		LPL INVESTMENTS				Exhibit #2022-08-01			
		As of August 31, 2022							
BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND	
FIRST FINANCIAL	Sept 1 2022	\$ 82,432.78	30	0.10%	Sept 30 2022	\$ 6.78	12	GIFTS & MEM 110	
FIRST FINANCIAL	Sept 1 2022	\$ 64,275.51	30	0.10%	Sept 30 2022	\$ 5.28	10	ARCHIVES FUND 220	
FIRST FINANCIAL	Sept 1 2022	\$ 12,963.93	30	0.10%	Sept 30 2022	\$ 1.07	56	ARCHIVES 220	
FIRST FINANCIAL	Sept 1 2022	\$ -	30	0.10%	Sept 30 2022	\$ -	22	FITTON FUND 130	
FIRST FINANCIAL	Sept 1 2022	\$ -	30	0.10%	Sept 30 2022	\$ -	81	JOHN W SMITH FUND 235	
FIRST FINANCIAL	Sept 1 2022	\$ 80,344.86	30	0.10%	Sept 30 2022	\$ 6.60	70	GIFT-MEM OXB FUND 140	
FIRST FINANCIAL	Sept 1 2022	\$ 224,496.51	30	0.10%	Sept 30 2022	\$ 18.45	28	GENERAL FUND 101	
FIRST FINANCIAL	Sept 1 2022	\$ -	30	0.10%	Sept 30 2022	\$ -	14	CALDWELL FUND 151	
FIRST FINANCIAL	Sept 1 2022	\$ 10,077.60	30	0.10%	Sept 30 2022	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125	
FIRST FINANCIAL	Sept 1 2022	\$ 2,498,094.49	30	0.10%	Sept 30 2022	\$ 205.32	41	CAPITAL PROJECTS 401	
FIRST FINANCIAL	Sept 1 2022	\$ 181,010.22	30	0.10%	Sept 30 2022	\$ 14.88	69	BUILDING MAINT 405	
STAR OHIO	Sept 1 2022	\$ 210,484.86	30	0.10%	Sept 30 2022	\$ 17.30	2	GENERAL FUND 101	
STAR OHIO PLUS	Sept 1 2022	\$ 2,420,110.48	30	0.10%	Sept 30 2022	\$ 198.91	4	CAPITAL PROJECTS 401	
MEEDER INVST FUNDS	Sept 1 2022	\$ 68,012.56	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125	
MEEDER INVST FUNDS	Sept 1 2022	\$ 7,679,016.46	30	VAR			38	GENERAL FUND 101	
NATIONAL RETIREMENT	GOVT FUNDS	\$ -					45	LATTA FUND 175	
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,871.98					19	HAVIGHURST FUND 254	
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,773,890.23					82/83	ROESEL FUND 165	
TOTAL INVESTMENTS		\$ 17,424,082.47							

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2022-08-02

Aug-22	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
1-Aug-2022	Rotary Club of Oxford	Restricted	Children's Picture Books		OXB	\$250.00
8-Aug-2022	Friends of The Lane Libraries	Restricted	Cricut for Oxford Branch		OXB	\$657.95
	Total					\$907.95

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2022-07-02

Jul-22	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
15-Jul-2022	Hamilton Bourbon Guild	Unrestricted	Cummins Room		HAM - Cummins Rm	\$333.00
19-Jul-2022	Michelle Faridi	Unrestricted/Gift Card	For Hamilton Branch Children's / Teen Area		HAM	\$100.00
19-Jul-2022	Anonymous	Unrestricted			OXB	\$20.00
	Total					\$453.00

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2022-06-02

Jun-22	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
7-Jun-2022	The W.E. Smith Family Charitable Trust	Restricted	New amplification equipment for production of printed handouts for Oxford Historic Walking Tours		SML	\$1,100.00
9-Jun-2022	The W.E. Smith Family Charitable Trust	Restricted	Digitizing the History Room's collection of Hamilton City Directories		Cummins Room	\$3,000.00
	Total					\$4,100.00

Aug-22

STAFF CHANGES

EXHIBIT #2022-08-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
25-Aug-2022	Emily Cunningham	Public Services Associate	20.0	3	1201	BKM

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
28-Jul-2022	Christina Sloan	Public Services Associate	20	3	1201	BKM
6-Aug-2022	Stephanie Dittman	Public Services Associate	20.0	3	1200	HAM
8-Aug-2022	Kristen Howard	Public Services Assistant	20.0	2	1200	HAM
9-Aug-2022	Sujay Pandey	Public Services Associate	20.0	3	1208	TECH CNTR

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
8/10/2022	Hannah Kuhn	Public Service Assistant	37.5	2	1202	FFB

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					

Jul-22

STAFF CHANGES

EXHIBIT #2022-07-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
11-Jul-2022	Naomi Cole	Public Services Assistant	20.0	2	1204	OXB
18-Jul-2022	Stephanie Dittman	Public Services Associate	20.0	3	1200	HAM
25-Jul-2022	Niles French	Public Services Associate	20.0	3	1200	HAM
26-Jul-2022	Savannah Slaby	Public Services Associate	20.0	3	1200	HAM

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
1-Jul-2022	Meliessa Lunsford	Public Service Assistant	20.0	2	1204	OXB
8-Jul-2022	Christy Ott	Public Services Associate	20.0	3	1200	HAM
15-Jul-2022	Melissa Thompson	Public Services Assistant	37.5	2	1202	FFB

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					

Jun-22

STAFF CHANGES

EXHIBIT #2022-06-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
26-May-22	MacKenzie Fields	Public Service Associate	20.0	3	1208	CTC
27-Jun-2022	Elizabeth Franz	Librarian	37.5	4	1104	OXB

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
15-Jun-2022	Mitch Meikie	Public Service Associate	20.0	3	1100	HAM

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					

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AUGUST 2022 STATS SHEET														
EXHIBIT #2022-08-04														
PATRON USAGE	BKM	BKM 2021	FFB	FFB 2021	LPL	LPL 2021	OXB	OXB 2021	TECH	TECH 2021	TOTAL	TOTAL 2021		
Print	4,413	4,380	25,780	24,550	17,569	17,357	15,412	15,167			63,174	61,454		
AV	410	500	9,843	10,219	7,699	8,291	4,941	4,955			22,893	23,965		
eMedia (Freegal, Hoopla, Kanopy)											9,549	6,409		
eBooks (Ohio & Freading)											21,461	19,400		
SearchOhio (Borrows & Loans)											2,599	2,096		
Total CKO's	4,823	4,880	35,623	34,769	25,268	25,648	20,353	20,122			119,676	113,324		
Year To Date	63,000	37,832	258,405	280,975	183,587	203,731	148,512	162,688			896,310	909,114		
Internet Sessions			2,499	2,319	1,986	2,113	789	724	436	573	5,710	5,729		
Internet Hours			1,501	1,090	1,661	1,190	683	480	431	366	4,276	3,126		
Self CKO's			13,122	12,171	5,365	5,395	6,912	5,614			25,399	23,180		
Visitors			15,003	11,196	7,063	6,559	7,392	5,024	1417	1364	30,875	24,143		
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	4	1	4	0	6	0	4	0		0	18	1
In Library - Attendance		0	28	3	25	0	50	0	15	0		0	118	3
Outreach # Conducted		0	3	3	1	3	1	4		0		0	5	10
Outreach - Attendance		0	484	460	36	90	65	84		10		0	585	644
Virtual # Conducted		0	0	3		1		0	1	1		0	1	5
Virtual - Attendance		0	0	23		7		0	10	9		0	10	39
TEEN PROGRAMS														
In Library # Conducted		0	2	1	5	0		0		0		0	7	1
In Library - Attendance		0	64	43	46	0		0		0		0	110	43
Outreach # Conducted		0	0	0	1	0		0		0		0	1	0
Outreach - Attendance		0	0	0	80	0		0		0		0	80	0
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	16	6	7	0	7	12		0		0	30	18
In Library - Attendance		0	848	190	175	0	202	187		0		0	1225	377
Outreach # Conducted		0	1	4	1	3	9	7		0		0	11	14
Outreach - Attendance		0	20	605	50	442	420	309		0		0	490	1356
Virtual # Conducted		0	0	0		0		0		0		0	0	0
Virtual - Attendance		0	0	0		0		0		0		0	0	0