

MINUTES OF BOARD MEETING

October 9, 2023

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, October 9, 2023.

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

Management Present: Mr. Robert Carringer, Fiscal Officer and Bryan Isay, Human Resources Manager

Management Absent: Mr. Joseph Greenward, Director

1) Call to Order

- a. The meeting was called to order by Ms. Koenig.

2) Director and Fiscal Officer Reports

- a. Director's Report

Since the Director did not attend the Board Meeting, no Director's Report was given.

- b. Fiscal Officer's Report

The PLF (Public Library Fund) receipts through September 2023 reflected an increase of \$63k when compared to the same period in 2022. The month of September 2023 had an increase of \$33k when compared to September 2022.

General Operating Expenses have increased \$553K through September 2023 when compared to 2022. All expense categories are reflecting an increase through September 2023.

- Salaries/Benefits	\$268K Increase
- Supplies	21K Increase
- Purchased & Contracted Services	72K Increase
- Library Materials	123K Increase
- Capital Outlays	59K Increase
- Other	10K Increase

3) Consent Agenda

All items under the consent agenda were approved by a motion from Ms. O'Neill, 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 September 11, 2023 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for September 30, 2023 – \$25,779,501.14
- c) Approval of Investments as of September 30, 2023 - \$21,158,414.24 **(Exhibit #2023-09-01)**
- d) Approval and acknowledgement of gifts received September 2023 – **(Exhibit #2023-09-02)**
- e) Approval of staff changes for September 2023 - **(Exhibit #2023-09-03)**
- f) September 2023 Circulation Statistics – **(Exhibit #2023-09-04)**

4) Citizen's Input – None

5) Old Business

- a) Update for New Fairfield Township Branch – Architect Agreement

Based on the Boards approval last month to begin negotiations for Architectural Services, Mr. Carringer and Mr. Cox, Lane Facilities Manager, had a meeting with Mike and Cindy Dingeldein, owners of Community Design Alliance (CDA) on Wednesday, September 27th.

Our discussion covered various items for the new Fairfield Township Branch:

- Total square footage between 20,000 to 25,000
- No Geothermal System, prefer high efficiency boiler system
- We will utilize the same HVAC Control System used at our Hamilton Branch, Oxford Branch, and Lane Administration Center facilities.
- Will use Prodigy Building Solutions as HVAC Consultant
- LEED Certification not necessary
- Library will look at providing various electronic items such as the Fire Alarm and Security System, Camera System, and employee access system

This project is going to use the Construction Manager at Risk (CMAR) delivery model. The Library has previously used the Design – Bid – Build method. The CMAR method hires the General Contractor (GC) at the beginning of the design process. This can benefit the project by giving the GC more time to grasp the scope and details of the project, better cost feedback during the design process, and more time for the owner, design team, and contractor to develop a better understanding and trust prior to the start of construction. The project will require competitive bids be received from multiple subcontractors for all major trades.

Mr. Dingeldein presented a draft of CDA's Agreement for architect services that contained a significant amount of legalese and cost of \$848,500, 7.0% of the estimated project cost. This appears to be in line with the average cost for architectural services. The Agreement was forwarded to our attorney for review. All legal changes were accepted by CDA.

The next step is to have the initial meeting between the Library's and CDA's design teams. At that time, the process will begin to hire the GC for the project.

Mr. Carringer asked the Board to accept CDA's Agreement for Architect Services for the New Lane Fairfield Township Library Branch.

Ms. O'Neill presented a motion to approve CDA's Agreement for Architect/Design Services for the new Lane Fairfield Township Library Branch at the cost of \$848,500.00. This was seconded by Ms. Copas and all those present voted aye.

b) Fiscal Officer Position

Mr. Isay shared three resumes of possible candidates for the Fiscal Officer position. On paper, the candidates appeared to have the experience and background for the position but the interview will determine the overall capabilities of the candidates.

He did mention that in addition to the Director and himself, a Board Member was needed to be on the Interview Committee. Dr. Dales, Board Vice-President, agreed to participate in the interviews. A date and time will be setup for the interviews.

6) New Business

- a) Revised Resolution Accepting Levy Amounts and Rates for 2024. The Butler County Auditor requested the amount on the original resolution be changed from \$2,450,00.00 to \$2,500,000.

REVISED RESOLUTION

#02-2023

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, 2024: 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		2,500,000.00		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	2,500,000.00	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.

Mr. Richards 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. O'Neill and roll call vote was taken.

Roll Call Vote:

Ms. Marcia Koenig Aye
 Dr. Brenda Dales Aye
 Mr. Jake Richards Aye
 Ms. Nancy O'Neill Aye
 Ms. Karen Whalen Aye
 Ms. Joni Copas Aye
 Mr. Chuck Goins Aye

b) Health Insurance for 2024

Mr. Isay let the Board know our Health Insurance rates for 2024 will increase 6%. In addition to the PPO and High Deductible plans, a new plan called True Cost will be added. The True Cost Plan does not have any deductibles, only copays for most services, and lower maximum out-of-pocket costs than the PPO and HDHP plans.

In 2023, our Health Insurance premiums increased by 18%, however, that increase was not passed on to the employees. During 2023 the Library paid 83% of the premium and employees paid 17%. For 2024, employees will pay 18% of the premium and the Library will pay 82% of the premium. The plan is to get back to an 80%/20% premium split by 2026.

The rates for our Dental and Vision Plans will remain the same for 2024.

7) General Comments

a) The meeting was adjourned at 5:10 p.m. on a motion from Ms. Copas, seconded by Mr. Goins with all members present voting aye.

b) The next regularly scheduled meeting of the Board will be held on Monday, November 13, 2023 at 4:00 P.M

Respectfully submitted.

Ms. Marcia Koenig
President

Mr. Jake Richards
Secretary

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LPL INVESTMENTS **Exhibit #2023-09-01**
As of September 30, 2023

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Oct 1 2023	\$ 84,885.34	30	2.30%	Oct 31 2023	\$ 160.47	12	GIFTS & MEM 110
FIRST FINANCIAL	Oct 1 2023	\$ 66,187.87	30	2.30%	Oct 31 2023	\$ 125.12	10	ARCHIVES FUND 220
FIRST FINANCIAL	Oct 1 2023	\$ 13,349.64	30	2.30%	Oct 31 2023	\$ 25.24	56	ARCHIVES 220
FIRST FINANCIAL	Oct 1 2023	\$ 82,735.30	30	2.30%	Oct 31 2023	\$ 156.40	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Oct 1 2023	\$ 233,328.66	30	2.30%	Oct 31 2023	\$ 441.09	28	GENERAL FUND 101
FIRST FINANCIAL	Oct 1 2023	\$ 152,813.43	30	2.30%	Oct 31 2023	\$ 288.88	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Oct 1 2023	\$ 340,708.06	30	2.30%	Oct 31 2023	\$ 644.08	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Oct 1 2023	\$ 186,395.67	30	2.30%	Oct 31 2023	\$ 352.36	69	BUILDING MAINT 405
FIRST FINANCIAL - CD	April 28 2024	\$ 1,000,000.00	30	2.30%	April 28 2024	\$ 1,890.41	6	GENERAL FUND 101
FIRST FINANCIAL - CD	April 28 2024	\$ 1,500,000.00	30	2.30%	Oct 28 2023	\$ 2,835.62	5	CAPITAL PROJECTS 401
STAR OHIO	Oct 1 2023	\$ 221,143.89	30	4.58%	Oct 31 2023	\$ 832.47	2	GENERAL FUND 101
STAR OHIO	Oct 1 2023	\$ 2,542,665.87	30	4.58%	Oct 31 2023	\$ 9,571.57	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Oct 1 2023	\$ 69,068.80	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Oct 1 2023	\$ 7,797,986.93	30	VAR			38	GENERAL FUND 101
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,852,298.03					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,014,846.75					36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 21,158,414.24						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2023-09-02

Sep-23	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
	NONE					

Sep-23 STAFF CHANGES EXHIBIT #2023-09-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
14-Sep-23	Kendra Walker	Shelver	12.0	0	1302	FFB
27-Sep-23	Megan Russo	Public Service Associate	20.0	3	1200	HAM
30-Aug-2023	Fabio Chirinos	Public Service Associate	20.0	3	1204	OXB

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
16-Aug-2023	Emily Mays	Public Service Associate	20.0	3	1200	HAM
14-Aug-2023	Cas Rogers	Public Service Associate	20.0	3	1200	HAM
26-Aug-2023	Cathie Elliott	Public Service Assistant	20.0	2	1204	OXB
30-Aug-2023	Naomi Cole	Public Service Assistant	20.0	2	1204	OXB
11-Sep-2023	Camille Dainton	Public Service Assistant-Sub	0.0	2	1200	HAM
25-Aug-2023	Connie Van Frank	Public Service 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
5-Sep-2023	Emma Darby	Public Service Associate	SUB	3	1202	FFB

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

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SEPTEMBER 2023 STATS SHEET														
Exhibit 2023-09-04														
PATRON USAGE	BKM	BKM 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2022	TECH	TECH 2022	TOTAL	TOTAL 2022		
Print	4,641	7,282	22,488	23,451	15,860	16,236	14,542	14,674			57,531	61,643		
AV	476	501	7,935	8,604	6,179	6,783	3,512	3,943			18,102	19,831		
eMedia (Freegal, Hoopla, Kanopy)											9,527	7,095		
eBooks (Ohio & Freading)											22,151	20,175		
SearchOhio (Borrows & Loans)											2,168	2,307		
Total CKO's	5,117	7,783	30,423	32,055	22,039	23,019	18,054	18,617			109,479	111,051		
Year To Date	72,059	70,783	287,907	290,460	204,764	206,606	171,072	167,129			1,037,304	1,007,361		
Internet Sessions			2,169	2,316	2,155	2,092	615	659	223	282	5,162	5,349		
Internet Hours			1,388	1,457	1,802	1,706	439	504	229	217	3,858	3,884		
Self CKO's			11,517	12,123	4,792	5,639	5,794	5,974			22,103	23,736		
Visitors			13,806	14,960	6,905	6,865	7,796	7,958	1132	1176	29,639	30,959		
ADULT PROGRAMS	SMITH	SMITH 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2022	TECH	TECH 2022	SYSTEMWIDE	TEMWIDE 2	TOTAL	TOTAL 2022
In Library # Conducted		0	7	5	8	6	11	9	8	8			0	34
In Library - Attendance		0	92	1746	81	38	81	86	39	44			0	293
Outreach # Conducted		0	1	5	1	2	1	0		0			0	3
Outreach - Attendance		0	100	263	50	76	45	0		0			0	195
Virtual # Conducted		0	0	0		0		0	1	1			0	1
Virtual - Attendance		0	0	0		0		0	8	7			0	8
TEEN PROGRAMS														
In Library # Conducted		0	8	5	6	5	4	8	1	1			0	19
In Library - Attendance		0	169	21	98	73		105	0	9			0	267
Outreach # Conducted		0	0	0	3	3		0		0			0	3
Outreach - Attendance		0	0	0	74	63		0		0			0	74
Virtual # Conducted		0	0	0		0		0		0			0	0
Virtual - Attendance		0	0	0		0		0		0			0	0
CHILDREN PROGRAMS														
In Library # Conducted		0	23	19	14	15	25	24		0			0	62
In Library - Attendance		0	498	336	244	256	293	395		0			0	1035
Outreach # Conducted		0	4	3	4	2	4	9		0			0	12
Outreach - Attendance		0	507	165	197	100	94	286		0			0	798
Virtual # Conducted		0		1		0		0		0			0	1