

MINUTES OF BOARD MEETING

January 13, 2025

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, January 13, 2025.

Trustees Present: Mr. Jake Richards; Ms. Karen Whalen; Dr. Brenda Dales; Ms. Carol Harp; and Ms. Linda DiBenedetto, the new Board Member.

Trustees Absent: Ms. Joni Copas, Mr. Chuck Goins

Management Present: Mr. Joseph Greenward, Director; Mr. Garrett Turner, Fiscal Officer

1) The meeting was called to order by Dr. Dales.

2) The Oath of Office was administered to Ms. Linda DiBenedetto by Mr. Turner. Ms. DiBenedetto was appointed to her term by the Hamilton City School Board of Education, to serve January 2025 through December 2031.

3) Ms. Whalen moved and Mr. Richards seconded the motion for the board to adjourn its regular meeting and to enter its Annual Reorganizational Meeting. All members present voted aye.

4) The Lane Public Library Board of Trustees for 2025 are the following:

Dr. Brenda Dales
Mr. Jake Richards
Ms. Karen Whalen
Ms. Joni Copas
Mr. Chuck Goins
Ms. Carol Harp
Ms. Linda DiBenedetto

5) The following slate of officers for 2025 was accepted by a motion from Ms. Harp, seconded by Ms. Whalen, with all members present voting aye:

President – Mr. Jake Richards
Vice-President – Ms. Karen Whalen
Secretary – Ms. Joni Copas

6) Ms. Harp moved and Ms. Whalen seconded the motion to appoint Mr. Joseph Greenward as Director and Mr. Garrett Turner as the Fiscal Officer for 2025. The motion carried with all members present voting aye.

7) a. Dr. Dales made a motion that the reorganizational meeting adjourn and the regular Board meeting be restarted. This was seconded by Ms. Whalen, and all those present voted aye.

b. The regular Board Meeting was called to order and presided over by the newly-appointed President, Mr. Richards.

8) Director and Fiscal Officer Reports

a. Director's Report

- The Winter Reading Challenge started on January 1st and runs through the end of the month. Perfect for anyone who had reading more as a New Year's resolution. Participants can choose from "Cozy Up and Read", which just logs total amount read, or "Brr-ingo", which allows users to complete tasks to fill out a bingo card for a chance at prizes. Children aged 0-4 can win a stuffed yeti, ages 5-11 can win the SnowBrawl game and ages 12 and up can win a Lane Mug with hot chocolate and other items. In addition, we are running a Winter Art Contest for children 7-11, teens 12-17, and adults. Submissions will be displayed for the community to see and vote for their favorites. We will kick off the voting with an opening night art gala at each Lane location.
- We are partnering with the One City, One Book Committee again this year to facilitate a city-wide reading program in Hamilton with corresponding programs and book clubs. As usual, there will be free copies of the chosen book distributed throughout the city, and additional copies of the book will be purchases in all formats for library usage. We are still finalizing the selection and checking on author availability to ensure that the event will culminate with an evening with the author. In addition, the Oxford branch is seeking an NEA Big Read grant for their community. Their chosen book is Lab Girl by Hope Jahren. Their Friends group has committed \$5,000 to the program and \$5,000 would be taken from the Oxford programming budget for a total of \$10,000 that would be matched by the NEA if they are successful in their grant application.
- There have been concerns among staff regarding the Hispanic Heritage Festival and what seems to be an impending crackdown on immigrants. This issue expands beyond the Festival and into everyday library usage by our immigrant communities. In order to better understand what we can do to help our patrons, we'll be meeting with Mayra Jackson, Executive Director of the Immigrant and Refugee Law Center. We'll report back to the Board and what actions we can and will take to assist our patrons.
- Oxford will begin a redesign of their reference workroom in the coming months. They have need for some additional storage, and storage that is easier to access than the cabinets that they currently have. The total cost of this project is estimated to be \$14,000.
- We are in the process of hiring a new Branch Manager for the Fairfield Branch. We are currently collecting applications, but have not received many to date. It is possible that we will utilize an outside firm if we cannot identify an excellent candidate. If we do use a firm, we will attempt to hire a Branch Manager for the Fairfield Township branch at the same time. We are also hiring a new Maintenance Manager for the Hamilton branch. If we get two good candidates, we would hire them both in anticipation of the opening of Fairfield Township. That would give us 3 maintenance guys for the 4 locations as Oxford has never had one. As part of all the upcoming hiring, we will be doing a salary survey in the coming months to make sure that we are remaining competitive with other similar sized libraries throughout the state.
- AARP Tax Assistance will begin here at the Administration Center on February 3rd and run through April 15th. Appointments must be made on their website in advance and our facility will be open Mon-Fri from 8:45 to 3:00 with appointment. We have been their busiest location in Butler County the past two years, so we expect to be busy with folks coming and going for their appointments.

b. Fiscal Officer's Report

General Operating Fund Revenues for December 2024

For December 2024, YTD General Operating Revenues were down about \$150,000 compared to December 2023. The Public Library Fund received from the State was about \$346,000 less in 2024 than it was in 2023. Property tax revenue was around \$45,000 higher for the year. Grant revenue was down \$1,000; patron fines and fees were down \$2,400; and gifts and contributions to the general fund were down \$3,000. Miscellaneous revenue increased almost \$2,000, but the biggest boost to revenue was earnings on investments, which were up by more than \$156,000 for the year.

General Operating Expenses

At year end, general operating expenses were down about \$111,000 compared to the year end of 2023. Salary and benefits were around \$263,000 higher this year. Expense for supplies was up about \$15,000. Purchased and contracted services were around \$37,000 less during the month of December, making the total expense for the year around \$112,000 higher compared to 2023. Expense for Materials dropped more than \$300,000 during December, which made the total expenditure for materials \$33,000 less for the year. Capital outlays were up around \$45,000, and miscellaneous expenses decreased \$14,000.

9) All items under the consent agenda were approved by a motion of Ms. Whalen, 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 December 2024 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for December 2024 - \$26,574,851.31
- c. Approval of investments as of December 31, 2024 - \$21,221,578.55
(Exhibit #2024-12-01)
- d. Approval and acknowledgement of gifts received in the month of December 2024
(Exhibit #2024-12-02)
- e. Approval of staff changes for December 2024 **(Exhibit #2024-12-03)**
- f. December 2024 Stats **(Exhibit #2024-12-04)**

10) Citizen's Input: None

11) Old Business

a. Update on New Fairfield Township Library Project

The design for the new branch is essentially complete. On February 12, Mr. Goins, Mr. Greenward, and Mr. Turner will attend a State of the Community luncheon, jointly hosted by the City of Fairfield and Fairfield Township. The Library's Public Relations Manager, Carrie Mancuso, and representatives from Community Design Alliance and HGC Construction will also be in attendance. It is at this luncheon that the Library will officially announce the new Township branch to the public.

12) New Business

a. Permission to sell/discard library materials

Ms. Harp moved and Ms. Whalen seconded the motion to give the Library the approval to sell and discard library materials throughout the year. All members present voted aye.

b. Director and Fiscal Officer Signing Authority

During the normal course of library business with investment firms, legal counsel, and other vendors, the Director and Fiscal Officer are asked to prove they have the authority to sign documents for the library. This authorization is requested from the Board on an annual basis.

Ms. Whalen presented a motion to authorize the Director and Fiscal Officer to sign documents for the Library. This was seconded by Ms. Harp, and all those present voted aye.

c. 2025 Trustee Listing and Board Committee Appointments

The Board was given a listing of current Board Trustees with contact information and Board Committee assignments.

13) General Comments

a. None

14) The meeting was adjourned at 4:40 p.m. on a motion from Ms. Harp, seconded by Ms. Whalen, with all members present voting aye.

The next regularly scheduled meeting of the Board will be held on Monday, February 10, 2024 at 4:00 pm.

Respectfully submitted,

Mr. Jake Richards
President

Mr. Garrett Turner
Acting Secretary

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LPL INVESTMENTS						Exhibit #2024-12-01		
As of Dec 31, 2024								
BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	January 1, 2025	\$ 88,632.92	30	2.30%	January 31, 2025	\$ 167.55	12	GIFTS & MEM 110
FIRST FINANCIAL	January 1, 2025	\$ 69,109.96	30	2.30%	January 31, 2025	\$ 130.65	10	ARCHIVES FUND 220
FIRST FINANCIAL	January 1, 2025	\$ 13,939.00	30	2.30%	January 31, 2025	\$ 26.35	56	ARCHIVES 220
FIRST FINANCIAL	January 1, 2025	\$ 86,387.95	30	2.30%	January 31, 2025	\$ 163.31	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	January 1, 2025	\$ 243,629.79	30	2.30%	January 31, 2025	\$ 460.56	28	GENERAL FUND 101
FIRST FINANCIAL	January 1, 2025	\$ 159,559.94	30	2.30%	January 31, 2025	\$ 301.63	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	January 1, 2025	\$ -	30	2.30%	January 31, 2025	\$ -	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	January 1, 2025	\$ 194,624.79	30	2.30%	January 31, 2025	\$ 367.92	69	BUILDING MAINT 405
FIRST FINANCIAL - CD	April 29, 2024	\$ 1,048,189.00	30	2.30%	April 29, 2025	\$ 1,981.51	6	GENERAL FUND 101
FIRST FINANCIAL - CD	April 29, 2024	\$ 1,608,810.75	30	2.30%	April 29, 2025	\$ 3,041.31	5	CAPITAL PROJECTS 401
STAR OHIO	January 1, 2025	\$ 236,462.29	30	4.58%	January 31, 2025	\$ 890.13	2	GENERAL FUND 101
STAR OHIO	January 1, 2025	\$ 2,206,274.85	30	4.58%	January 31, 2025	\$ 8,305.26	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	January 1, 2025	\$ 71,121.78	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	January 1, 2025	\$ 8,029,229.52	30	VAR			37	CAPITAL PROJECTS 401
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,977,432.00					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,188,174.01					36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 21,221,578.55						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2024-12-02						
Dec-24	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
2-Dec-2024	Jan C Reinhart	Unrestricted Donation			OXB	\$500.00
23-Dec-2024	Suzanne Siegel	Restricted Donation	Bookmobile and Outreach Services	Barbara Skipper	BKM	\$25.00

Dec-24 STAFF CHANGES EXHIBIT #2024-12-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
2-Dec-2024	Marie Rossiter	Public Services Associate	25.0	3	1201	BKM

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
12-Dec-2024	Dalton Burks	Public Services Associate	20.0	3	1206	TC
23-Dec-2024	Jeff Baker	Reference Librarian (Teen)	37.5	3	1100	HAM

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
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Dec 2024 STATS SHEET															
Exhibit #2024-12-04															
PATRON USAGE	BKM	BKM 2023	FFB	FFB 2023	LPL	LPL 2023	OXB	OXB 2023	TECH	TECH 2023	TOTAL	TOTAL 2023			
Print	10,011	3,227	18,525	20,694	12,035	14,111	13,050	14,050			53,621	52,082			
AV	1372	566	8,892	8,592	6,668	6,537	3,431	3,466			20,363	19,161			
eMedia (Freegal, Hoopla, Kanopy)											12,867	9,229			
eBooks (Ohio & Freading)											27,197	24,797			
SearchOhio (Borrows & Loans)											1,329	2,138			
Total CKO's	11,383	3,793	27,417	29,286	18,703	20,648	16,481	17,516			115,377	107,407			
Year To Date	103,208	85,877	374,131	379,453	255,970	270,178	222,231	226,611			1,416,113	1,375,838			
Internet Sessions			1,819	1,962	1,963	2,277	654	726	244	213	4,680	5,178			
Internet Hours			1,187	1,281	2,128	2,081	605	612	362	241	4,282	4,215			
Self CKO's			9,761	10,072	3,711	4,111	4,487	4,887			17,959	19,070			
Visitors			12,428	11,851	6,186	6,393	7,580	7,919	996	841	27,190	27,004			
ADULT PROGRAMS	SMITH	SMITH 2023	FFB	FFB 2023	LPL	LPL 2023	OXB	OXB 2023	TECH	TECH 2023	SYSTEMWIDE	STEMWIDE 20	TOTAL	TOTAL 2023	
In Library # Conducted	0	0	11	9	6	8	15	10	4	10	0	0	36	37	
In Library - Attendance	0	0	77	128	64	150	219	84	32	39	0	0	392	401	
Outreach # Conducted	0	0	0	0	1	1	1	0	0	0	0	0	2	1	
Outreach - Attendance	0	0	0	0	20	50	9	0	0	0	0	0	29	50	
Virtual # Conducted	0	0	0	0	0	0		0	1	1	0	0	1	1	
Virtual - Attendance	0	0	0	0	0	0		0	4	10	0	0	4	10	
TEEN PROGRAMS															
In Library # Conducted	0	0	5	4	6	6	2	2	1	0	0	0	14	12	
In Library - Attendance	0	0	64	62	83	86	8	10	0	0	0	0	155	158	
Outreach # Conducted	0	0	0	0	2	5		0	0	0	0	0	2	5	
Outreach - Attendance	0	0	0	0	28	73		0	0	0	0	0	28	73	
Virtual # Conducted	0	0	0	0	0	0		0	0	0	0	0	0	0	
Virtual - Attendance	0	0	0	0	0	0		0	0	0	0	0	0	0	
CHILDREN PROGRAMS															
In Library # Conducted	0	0	12	13	13	17	12	16	1	0	0	0	38	46	
In Library - Attendance	0	0	260	363	237	453	132	214	4	0	0	0	633	1030	
Outreach # Conducted	0	0	5	3	6	2	4	1	0	0	0	0	15	6	
Outreach - Attendance	0	0	155	62	426	100	99	11	0	0	0	0	680	173	
Virtual # Conducted	0	0	0	0	0	0		0	0	0	0	0	0	0	
Virtual - Attendance	0	0	0	0	0	0		0	0	0	0	0	0	0	