

MINUTES OF BOARD MEETING

January 12, 2026

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, January 12, 2026.

Trustees Present: Ms. Karen Whalen, Ms. Joni Copas, Mr. Chuck Goins, Mr. Jake Richards, Ms. Carol Harp, and Ms. Linda DiBenedetto

Trustees Absent: Dr. Brenda Dales

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

1) The meeting was called to order by Mr. Richards.

2) 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.

3) The Lane Public Library Board of Trustees for 2026 are the following:

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

4) The following slate of officers for 2026 was accepted by a motion from Ms. Harp, seconded by Mr. Richards, with all members present voting aye:

President – Ms. Karen Whalen
Vice-President – Ms. Joni Copas
Secretary – Mr. Chuck Goins

5) Ms. Copas moved, and Ms. DiBenedetto seconded the motion, to appoint Mr. Joseph Greenward as Director and Mr. Garrett Turner as Fiscal Officer for 2026. The motion carried with all members present voting aye.

6) Ms. Copas 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.

7) The meeting was called to order by Ms. Whalen.

8) Director and Fiscal Officer Reports

a) Director's Report

- There is a new ADA law taking effect in April 2026 focusing on website compliance. This relates to how a website is built and coded, and how it works with users' own assistive technologies. We currently have the accessibility toolbar in place. This is an overlay tool that allows our online visitors to make real time customizations to our website, helping ensure a more inclusive experience for everyone. The toolbar doesn't make our website compliant. Library Market, who we use for our website and calendar, have implemented fixes across the calendar environment throughout last year. Their next step is reviewing individual website themes and then performing audits so they can make any necessary changes and send a report with any recommendations or notes (especially if they are more content-related than theme-related). They've been working through sites, and it looks like we have a ticket to have them apply theme fixes on our site (after which they can complete a full audit).
- The new van is scheduled to be wrapped January 19-23, so you should start seeing it out on the streets shortly after that.
- The focus groups presented to the managers last week. The next step in the process will be for the managers to work together to come up with responses to their recommendations and concerns. These will be presented to the Board and to all staff when the process is completed.
- AARP Foundation TaxAide will offer free tax preparation services for Tax Year 2025. The dates will be 2/2/26 through 4/15/26. They are doing all in-person returns. They will have volunteers weekly at 5 sites in Butler & Warren Counties. The sites are Mason Community Center, South Lebanon Community Center, Lane Administration Building, MidPointe Library West Chester, and Oxford Seniors. Clients can use their Site Locator website, https://www.aarp.org/money/taxes/aarp_taxaide/locations.html, to get information on all sites. The Site Locator website should be active after 1/15/26. Other regional AARP sites include Middletown, Wilmington, Dayton & Cincinnati. AARP started sending emails to all prior clients on 1/2/26. They are asking clients to use their website to make their appointment. One exception is that Oxford makes appointments by phone 513-523-8100, not the website. They understand that some clients are not able to or do not like to use websites or phones, so clients can come to one of the sites during open hours, starting 2/2/26, and they will make an appointment for them.
- Search Ohio will be (hopefully) returning on February 9th. OhioLink is set to return a week later, on February 16th. Lane's website will have the link for the new catalog on February 9th. This catalog will be for Search Ohio AND OhioLink items
- On January 2, 2026, the Oxford Lane Library celebrated National Science Fiction Day with a special in-person visit from Hugo Award-winning author John Scalzi! Following a dinner at Krishna Oxford, Mr. Scalzi donated his time by joining us for an interview-style

discussion and audience Q&A. He shared his career experiences and offered writing advice and his engaging experiences of embracing challenges and life's absurdities to a delighted audience of sixty-one attendees. The after-hours event on a chilly Friday evening was a great success, with many guests purchasing books from The Bookshelf and participating in raffles for commemorative "mug of Scalzi's mug" coffee cups (the art included his photo) and some space puzzles. We would like to extend a special thanks to the PR Department and the Tech Center for their work on the event merchandise. The night concluded with a fun book signing for all in attendance.

- Bright Wall Collective is currently creating the mural that was included in the Big Read grant. The Big Read theme is "OUR NATURE: How our Physical Environment Can Lead us to Seek Hope, Courage, and Connection. The mural was designed around this theme while making connections to the library and the Oxford community. The mural is titled "How to Grow a Dream". This mural tells a story of connection—between people, nature, and imagination. What begins as a single seed blossoms into ideas and dreams, reflecting how curiosity and creativity can flourish when nurtured. It speaks to how the smallest beginnings can grow into hope, courage, and positive change. "How to Grow a Dream" invites viewers to explore, discover, and imagine—reminding us that, like stories within a library, our dreams can take root and flourish when we give them space to grow. It encourages library visitors to seek adventure, inspiration and lifelong learning within and beyond the library walls.
- HB 309 was signed by the Governor on December 19th and becomes effective on March 18th, 2026. This is the bill that authorizes County Budget Commissions to reduce property tax levies, provided they are not otherwise required to approve them without modification, to avoid unnecessary and excessive collections. It defines unnecessary collections as those beyond the reasonably anticipated financial needs of the taxing authority for the specific purpose of the tax after accounting for current fund balances, projected expenditures, and other available funding sources. It defines excessive collections as those in an amount or a rate that exceeds what is required to provide services at a level that is consistent with statutory obligations.

b) Fiscal Officer's Report

General Operating Fund Revenues

Revenue from the Public Library Fund was about \$92,500 lower during the month of December when compared to December 2024. For the entire year of 2025, the revenue from the Public Library Fund was up a little over \$149,000 (2.4%) compared to 2024.

Year-to-date, our other sources of revenue have changed as follows: Fines and Fees are up \$27,700; Earnings on Investments are down \$13,200; Contributions are up \$3,800; and Miscellaneous Revenues have increased by \$102,400. Overall, General Fund revenues are up about \$247,000 (2.7%) for the year.

General Operating Expenses

In 2025, General Operating Expenses increased by \$444,000 (5.3%) compared to General Operating Expenses in 2024. The biggest portion of this comes from Purchased & Contracted Services, which was up about \$254,000 for the year. As mentioned at a previous Board meeting, most of this increase comes from material processing, annual property and business insurance premiums, and repairs from the fire at the Oxford branch, though it's important to note that this last expense was reimbursed by insurance. Capital Outlays increased by \$47,000 for just the month of December due to the purchase of a new delivery van, resulting in the expense for Capital Outlays to be up \$36,600 for the year.

Other expenses that have increased in comparison to last year include: Salaries & Benefits, which are up \$110,500; Materials, which are up about \$47,000 (though, this number dropped by \$43,000 during December); and Miscellaneous Expenses, which were up \$14,700. On the other hand, YTD Expenses for Supplies decreased by \$18,600.

9) All items under the consent agenda were approved by a motion of Mr. Richards, seconded by Mr. Goins, with all members present voting in the affirmative. The items under the consent agenda were:

- a) Approval of the minutes of the December 2025 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for December 2025 - \$28,074,869.08
- c) Approval of investments as of December 31, 2025 - \$17,304,522.21
(Exhibit #2025-12-01)
- d) Approval and acknowledgement of gifts received in the month of December 2025
(Exhibit #2025-12-02)
- e) Approval of staff changes for December 2025 **(Exhibit #2025-12-03)**
- f) December 2025 Stats **(Exhibit #2025-12-04)**

10) Citizen's Input: None

11) Old Business

- a) Update on New Fairfield Township Library Project

Except for the final connection to the building, sanitary piping has been completed. Storm drains and site electric rough-ins are 75% complete. Underground plumbing and electrical work are complete. Exterior framing has begun, and shear walls have been framed. Structural concrete has been completed, and the south stairs are in progress. The installation of the mass timber is substantially complete.

Work planned for January includes: Installing Plumbing and Electrical Hangers, framing and sheathing of exterior walls, installing insulation and TPO for the roofing, completing the concrete for the south stairs, and pour back column box outs.

As of now, the estimated project completion date is September 24, 2026.

12) New Business

a) Permission to sell/discard library materials

Ms. Harp moved, and Mr. Richards seconded, 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. Copas presented a motion to authorize the Director and Fiscal Officer to act as signers for the Library. This was seconded by Ms. Harp, and all those present voted aye.

c) Update Job Descriptions

The Business Office currently has two staff positions: A Bookkeeper and an Office Coordinator. The title of "Bookkeeper" is considered somewhat outdated for our purposes, so the first change that we are proposing is to update the job title from "Bookkeeper" to "Accounting Specialist". This change will put us in alignment with the titles other library systems use for this position.

Secondly, both the Bookkeeper and Office Coordinator roles are currently Grade 3 positions. Both of these positions require unique skillsets that set them apart from other Grade 3 positions. With this in mind, we are proposing that both of these positions be moved up to Grade 4. This would put them in line with some of our other, skill-based Grade 4 positions, such as Cataloger, Maintenance Tech, Systems Administrator, and Marketing & Graphic Design Specialist. The intent is also to have both of these positions be cross-trained with each other, and this is best achieved with both positions being the same grade.

Ms. DiBenedetto made a motion to change the title of Bookkeeper to Accounting Specialist and to re-classify that position and the Office Coordinator position from Grade 3 to Grade 4. Mr. Richards seconded this, and all those present voted aye.

d) Update Salary Grade and Ranges Chart

Changing the Bookkeeper title and moving it and the Office Coordinator positions to Grade 4 necessitates an update in the salary grade and ranges chart. Also, it has been pointed out that the current chart has a higher ending salary for Grade 4s than it does for Grade

5s. To remedy this, we are proposing to set the ending salary for Grade 5s to \$87,500 per year, while leaving the ending salary for Grade 4s at \$85,000 per year.

Ms. Copas made a motion to set the ending salary for Grade 5s to \$87,500 per year. This was seconded by Ms. Harp, and all those present voted aye.

e) 2026 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) Adjournment

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

The next regularly scheduled meeting of the Board will be held on Monday, February 9, 2026 at 4:00 pm.

Respectfully submitted,

Ms. Karen Whalen
President

Mr. Chuck Goins
Secretary

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LPL INVESTMENTS
As of Dec 31, 2025

Exhibit #2025-12-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	January 1, 2026	\$ 91,146.97	30	2.80%	January 31, 2026	\$ 209.76	12	GIFTS & MEM 110
FIRST FINANCIAL	January 1, 2026	\$ 71,070.25	30	2.80%	January 31, 2026	\$ 163.56	10	ARCHIVES FUND 220
FIRST FINANCIAL	January 1, 2026	\$ 14,334.37	30	2.80%	January 31, 2026	\$ 32.99	56	ARCHIVES FUND 220
FIRST FINANCIAL	January 1, 2026	\$ 88,838.32	30	2.80%	January 31, 2026	\$ 204.45	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	January 1, 2026	\$ 250,540.32	30	2.80%	January 31, 2026	\$ 576.59	28	GENERAL FUND 101
FIRST FINANCIAL	January 1, 2026	\$ 164,085.83	30	2.80%	January 31, 2026	\$ 377.62	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	January 1, 2026	\$ -	30	2.80%	January 31, 2026	\$ -	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	January 1, 2026	\$ 200,145.29	30	2.80%	January 31, 2026	\$ 460.61	69	BUILDING MAINT 405
FIRST FINANCIAL - CD	April 29, 2025	\$ 1,097,366.88	30	3.70%	April 29, 2026	\$ 3,337.20	6	GENERAL FUND 101
FIRST FINANCIAL - CD	April 29, 2024	\$ -	30	3.70%	October 29, 2025	\$ -	5	CAPITAL PROJECTS 401
STAR OHIO	January 1, 2026	\$ 247,027.00	30	4.37%	January 31, 2026	\$ 887.27	2	GENERAL FUND 101
STAR OHIO	January 1, 2026	\$ 2,304,847.15	30	4.37%	January 31, 2026	\$ 8,278.51	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	January 1, 2026	\$ 73,671.86	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	January 1, 2026	\$ 5,248,205.81	30	VAR		\$ -	37	CAPITAL PROJECTS 401
WAVERLY ADVISORS	MUTUAL FUND	\$ 4,145,426.57	30	VAR		\$ -	82	ROESEL FUND 165
WAVERLY ADVISORS	MUTUAL FUND	\$ 3,307,815.59	30	VAR		\$ -	36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 17,304,522.21						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2025-12-02						
Dec-25	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
8-Dec-2025	James Martino	Unrestricted Donation			OXB	\$100.00
9-Dec-2025	Anonymous	Unrestricted Donation		Ann Wiechert Peterhans	LAC	\$50.00
9-Dec-2025	Carol Bowling	Unrestricted Donation		Gale Logan	LAC	\$100.00
9-Dec-2025	Robert Carringer	Unrestricted Donation		Gale Logan	LAC	\$100.00
22-Dec-2025	Donald and Tari Tharp	Unrestricted Donation			OXB	\$100.00
22-Dec-2025	Suzanne Siegel	Unrestricted Donation		Jane Burns	OXB	\$50.00
22-Dec-2025	Suzanne Siegel	Unrestricted Donation		Len Kreuter	OXB	\$25.00
22-Dec-2025	Suzanne Siegel	Unrestricted Donation		Chuck Skipper	OXB	\$25.00
23-Dec-2025	Bernadette Unger	Restricted Donation	Employee Wellness Yoga Classes - discounted her fees for 2025 totaling a value of \$375.00		LAC	\$375.00

**Dec-25 STAFF CHANGES
EXHIBIT #2025-12-03**

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
8-Dec-2025	Tamara Brooks	Librarian	37.5	4	1102	FFB
23-Dec-2025	Robyn Pittenger	Shelver	15.0	0	1300	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
15-Dec-2025	Marie Rossiter	Librarian	37.5	4	1101	BKM

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
7-Dec-2025	Gabriella Vega	Public Services Associate	SUB	3	1208	TC

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
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