

MINUTES OF BOARD MEETING

March 10, 2025

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, March 10, 2025.

Trustees Present: Dr. Brenda Dales, Mr. Jake Richards, Ms. Karen Whalen, Ms. Joni Copas, Mr. Chuck Goins, and Ms. Linda DiBenedetto

Trustee Absent: Ms. Carol Harp

Management Present: Mr. Joseph Greenward, Director; Mr. Garrett Turner, Fiscal Officer; and Mr. Bryan Isay, Human Resources Manager

1) Call to Order

- a. The regular meeting was called to order by Mr. Richards.

Executive Session

- b. A motion was presented by Ms. Copas to go in to Executive Session to discuss Personnel Matters. This was seconded by Mr. Richards, and all those present voted aye.
- c. A motion was presented by Mr. Richards to leave Executive Session and restart the regular Board Meeting. This was seconded by Mr. Goins, and all those present voted aye.

2) Director and Fiscal Officer Reports

a. Director's Report

- The Lane Art Contest was open to everyone ages 7 and older. We offered three age ranges: 7-11, 12-17, and 18+. Community members could submit up to three art pieces in any medium. We had 123 artists submit entries for the contest. LPL: 27 participants FFB: 16 participants OXB: 80 participants. Community members were able to vote for their favorite pieces at each library location, and based on the total votes, one winner was selected for each age group. Winners were awarded a \$50 Gift Card from the Dick Blick art store. Each library location also hosted a Gala to celebrate the artists. The Gala at Oxford was especially successful. They had 157 patrons come to view and vote on the entries. Students from the Oxford Music Academy played the piano throughout the hour, and they also had a group of teens who volunteered to be servers for the event. Each of our branch representatives did a great job coordinating the program at their location. This includes Akiko Urayama and Jackie Berberich at Oxford, Abriljoanna Huerta at Fairfield,

and Michaela Davenport at Hamilton. They all did a fantastic job hanging the show and organizing the art gala for their 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. The selection for this year is Lady Tan's Circle of Women by Lisa See. The author event will be held on October 21st at 7:00 at Parrish Auditorium.
- This January, we offered two Winter Reading Challenges. Brr-INGO allowed participants to complete different activities to fill their Bingo cards. Cozy Up and Read allowed participants to earn points for each book they read. We had 326 participants overall with several people participating in both challenges. At each location, we selected two winners from each age group and the prizes included a stuffed yeti animal, SnowBrawl game and a Lane-branded mug and wintery treats.
- We've added a new accessibility feature to our public website called ReciteMe. This feature allows patrons to customize their website experience with a screen reader, reading aides, fully customizable styling options and a translation tool with over 100 languages. In the couple weeks that we've had it, we've had 660 uses of the screen reader with English being the number one language followed by Afrikaans, German and Arabic. We've had 205 uses of the translation tool with Afrikaans being the number one language followed by German, Latin and Arabic. There have been 331 uses of the styling options including screen color, font color, background color, etc.
- Google has added an AI feature to their email and workspaces, which Council has decided to leave turned off at this time. We will be forming a committee to address AI particularly as it relates to potential policy changes. Amanda Toth and Amanda Bull Chafin will lead this committee and report back to Council at a future meeting.
- We have hired a new Branch Manager for the Fairfield branch. His name is Mark Roma. Has has spent 13 years as a Branch Manager in the Dayton Metro system and 10 years previous to that as a Circulation Manager for Greene County Public Libraries. Mark will start on Wednesday, March 12.

b. Fiscal Officer's Report

General Operating Fund Revenues for February 2025

As of the end of February, YTD General Operating Revenues were up over \$130,000, or 12.5% when compared to the end of February 2024. The biggest factor in this amount is that the revenues we received from the Public Library Fund were up by more than \$127,000. Additionally, fines and fees are down \$2,600, and Earnings from Investments were up \$6,200. We have not yet received any grants or property tax funds so far this year.

General Operating Expenses

YTD General Operating Expenses were down about \$42,400, or 2.8% compared to the end of February 2024. This lower amount comes from less spending in nearly all areas across the board: Expense for supplies was \$8,000 less; Purchased and Contracted

services were around \$12,000 less; Materials were down \$26,000; Miscellaneous expenses were down \$19,000; and Capital Outlays were down \$1,300. The only General Operating Expense that has increased compared to last year is Salary and Benefits, which was around \$24,000 higher. The salary portion is higher due to various staffing changes, as well as due to the pay increase given out last summer. Higher benefit amounts are tied to staffing levels and also include the change in insurance premiums at the start of the year. Overall, the expense for salary and benefits looks to be on target and within the expected range.

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

- a. Approval of the Minutes of January 2025 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for February 2025 - \$26,225,879.31
- c. Approval of Investments as of February 28, 2025 - \$21,284,107.80
(Exhibit #2025-02-01)
- d. Approval and Acknowledgement of Gifts Received in January and February 2025
(Exhibit #2025-01-02) & (Exhibit #2025-02-02)
- e. Approval of Staff Changes for January and February 2025 **(Exhibit #2025-01-03) & (Exhibit #2025-02-03)**
- f. Approval of February 2025 Stats **(Exhibit #2025-02-04)**

4) Citizen's Input: None

5) Old Business

- a. Update on New Fairfield Township Library Project

On February 12, Mr. Goins, Mr. Greenward, and Mr. Turner attended the State of the Community Luncheon, jointly hosted by the City of Fairfield and Fairfield Township. Also in attendance on behalf of Lane were Ms. Carrie Mancuso (Public Relations Manager) and representatives from HGC Construction and Community Design Alliance. Following an introduction by Ms. Mancuso, Mr. Tony Rawe from Community Design Alliance gave a slideshow presentation on the new Township branch. Afterward, attendees had the opportunity to view renderings of the proposed design and ask questions. The new branch was well received by the attendees.

6) New Business

- a. The only New Business was the Executive Session mentioned in 1b & 1c above.

7) General Comments

- a. Ms. Copas commended Brad Spurlock, manager of the Smith Library of Regional History and the Cummins Local History Room, for his presentation entitled "Hamilton's German Heritage". The program was engaging and entertaining for the attendees.

- 8) The meeting was adjourned at 5:00 p.m. on a motion from Ms. Copas, seconded by Dr. Dales, with all members present voting aye.

Respectfully submitted,

Mr. Jake Richards
President

Ms. Joni Copas
Secretary

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LPL INVESTMENTS As of Feb 28, 2025						Exhibit #2025-02-01		
BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	March 1, 2025	\$ 89,044.87	30	2.30%	March 31, 2025	\$ 168.33	12	GIFTS & MEM 110
FIRST FINANCIAL	March 1, 2025	\$ 69,431.18	30	2.30%	March 31, 2025	\$ 131.25	10	ARCHIVES FUND 220
FIRST FINANCIAL	March 1, 2025	\$ 14,003.78	30	2.30%	March 31, 2025	\$ 26.47	56	ARCHIVES 220
FIRST FINANCIAL	March 1, 2025	\$ 86,789.46	30	2.30%	March 31, 2025	\$ 164.07	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	March 1, 2025	\$ 244,762.14	30	2.30%	March 31, 2025	\$ 462.70	28	GENERAL FUND 101
FIRST FINANCIAL	March 1, 2025	\$ 160,301.55	30	2.30%	March 31, 2025	\$ 303.04	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	March 1, 2025	\$ -	30	2.30%	March 31, 2025	\$ -	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	March 1, 2025	\$ 195,529.37	30	2.30%	March 31, 2025	\$ 369.63	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	March 1, 2025	\$ 238,190.14	30	4.58%	March 31, 2025	\$ 896.64	2	GENERAL FUND 101
STAR OHIO	March 1, 2025	\$ 2,222,396.25	30	4.58%	March 31, 2025	\$ 8,365.95	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	March 1, 2025	\$ 71,396.40	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	March 1, 2025	\$ 8,060,161.27	30	VAR			37	CAPITAL PROJECTS 401
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,982,189.36					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,192,912.28					36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 21,284,107.80						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2025-01-02						
Jan-25	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
21-Jan-2025	Anonymous	Unrestricted Contribution			OXB	\$2.00
27-Jan-2025	Oxford Rotary Club	Restricted Contribution	Children's Books	Rotary Club Speakers	OXB	\$500.00
30-Jan-2025	Friends of Lane Public Library Oxford Branch	Restricted Contribution	Western College Walking Tour Booklet Update and Reprinting		SML	\$1,250.00
30-Jan-2025	Ann Regan	Unrestricted Contribution		Robert Regan	FFB	\$1,000.00
GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2025-02-02						
Feb-25	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
10-Feb-2025	Lions Club of Oxford	Restricted Contribution	Large print books and audio books		OXB	\$1,500.00
18-Feb-2025	Anonymous	Unrestricted Contribution			HAM	\$50.00
24-Feb-2025	Friends of The Lane Public Library, Inc.	Restricted Contribution	Staff Appreciation Luncheons		LAC	\$975.00
28-Feb-	Suzanne Siegel	Restricted Contribution	Bookmobile Outreach	Robert Christen	BKM	\$25.00
28-Feb-2025	Friends of The Lane Library Oxford Branch	Restricted Contribution	Smith Library Digitization of Directories Project		SML	\$7,196.14

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Jan-25

STAFF CHANGES EXHIBIT #2025-01-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
7-Jan-2025	Gabriella Vega	Public Service Associate	20.0	3	1208	CTC

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
16-Jan-2025	Sammy Alix Haven	Librarian	37.5	4	1100	HAM
21-Jan-2025	Wyatt Pierce	Public Service Associate	20.0	3	1204	AXB
21-Jan-2025	Haleigh Miller	Public Service Associate	20.0	3	1204	AXB

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
15-Jan-2025	Kenzie Rouse	Processing Clerk	20.0	2	1206	LAC

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
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Feb-25

STAFF CHANGES EXHIBIT #2025-02-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
10-Feb-2025	Jocelyn Broder	Public Service Associate	20.0	3	1200	HAM

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
31-Jan-2025	Connie Yeager	Processing Clerk	37.5	2	1206	LAC

Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
17-Feb-2025	Morgan Abrams	Public Service Associate	Sub	2	1200	HAM

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
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FEB 2025 STATS SHEET														
Exhibit #2025-02-04														
PATRON USAGE	BKM	BKM 2024	FFB	FFB 2024	LPL	LPL 2024	AXB	AXB 2024	TECH	TECH 2024	TOTAL	TOTAL 2024		
Print	11,326	9,830	19,995	21,267	13,549	14,584	14,535	15,174			59,405	60,855		
AV	1050	835	7,220	8,188	5,877	6,621	2,937	3,228			17,084	18,872		
eMedia (Freegal, Hoopla, Kanopy)											10,383	8,946		
eBooks (Ohio & Freeding)											26,954	25,999		
SearchOhio (Borrows & Loans)											1,557	1,561		
Total CKO's	12,376	10,665	27,215	29,455	19,426	21,205	17,472	18,402			115,383	116,233		
Year To Date	24,752	18,156	54,430	60,170	38,852	42,767	34,944	37,752			234,340	234,421		
Internet Sessions			2,099	2,306	1,531	2,290	613	747	161	258	4,404	5,601		
Internet Hours			1,446	1,477	1,569	1,991	499	547	192	324	3,706	4,339		
Self CKO's			9,971	11,654	4,186	4,998	5,139	6,157			19,296	22,809		
Visitors			13,534	15,563	6,516	7,513	8,457	9,274	896	1171	29,403	33,521		
ADULT PROGRAMS	SMITH	SMITH 2024	FFB	FFB 2024	LPL	LPL 2024	AXB	AXB 2024	TECH	TECH 2024	SYSTEMWIDE	STEMWIDE 20	TOTAL	TOTAL 2024
In Library # Conducted		0	13	8	9	8	10	17	5	5		0	37	38
In Library - Attendance		0	127	149	183	128	216	256	22	22		0	548	555
Outreach # Conducted		0	0	0	2	2	1	0	0	1		0	3	3
Outreach - Attendance		0	0	0	15	80	9	0	0	18		0	24	98
Virtual # Conducted		0	0	0		0		0	1	1		0	1	1
Virtual - Attendance		0	0	0		0		0	4	9		0	4	9
TEEN PROGRAMS														
In Library # Conducted		0	5	6	2	6	3	7	1	0		0	11	19
In Library - Attendance		0	87	102	21	98	53	34	1	0		0	162	234
Outreach # Conducted		0	0	0	2	5	1	0	0	0		0	3	5
Outreach - Attendance		0	0	0	11	62	37	0	0	0		0	48	62
Virtual # Conducted		0	0	0		0		0	0	0		0	0	0
Virtual - Attendance		0	0	0		0		0	0	0		0	0	0
CHILDREN PROGRAMS														
In Library # Conducted		0	16	19	14	17	24	29	1	0		0	55	65
In Library - Attendance		0	394	546	184	275	396	501	30	0		0	1004	1322
Outreach # Conducted		0	8	4	5	4	2	3	2	0		0	17	11
Outreach - Attendance		0	502	465	284	246	43	46	58	0		0	887	757
Virtual # Conducted		0	0	0		0		0	0	0		0	0	0
Virtual - Attendance		0	0	0		0		0	0	0		0	0	0