

MINUTES OF BOARD MEETING

March 13, 2023

The meeting of the Trustees of Lane Public Library was held at the Lane Oxford Branch Library on Monday, March 13, 2023.

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

Also Present: Mr. Joseph Greenward, Director; Mr. Robert Carringer, Fiscal Officer; Carrie Mancuso, Public Relations Manager; Emmy Piatt, Lane Hamilton Library Branch Manager; Rebecca Smith, Lane Oxford Library Branch Manager; and Jenn Acus-Smith, Street Spark

1) Call to Order

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

2) Director and Fiscal Officer Reports

- a. Director's Report

Our Winter Reading Challenge ran from January 1st through the 31st. We had over 600 participate in the two challenges, which were a reading challenge and a bingo activity card challenge. In total, around 6,5000 badges were earned and 4,000 books were logged into the software. The feedback on the initiative was quite positive, and we will work to continue to grow this program.

The Hamilton Branch reworked the Teen area over the past month to enclose it and separate it from the Children's section. In order to achieve this, they decided to get rid of the quiet study room on that level, which was minimally used. They were able to reuse the glass walls from the quiet study area to create a nice separate space for their teens that keep them separated from children and parents in the Children's area. This change also allows them to add some additional computers for teen use.

Brad Spurlock met with Kim Nuxhall, Bonnie Nuxhall, Phil Nuxhall, and Tyler Bradshaw, Executive Director at The Nuxhall Foundation at the Fairfield Lane Library on February 1. The Nuxhall family wanted to discuss the possibility of digitizing the personal archives of Joe Nuxhall, curation/archiving of the digital archives, and assistance with establishing a physical archive as part of the expansion of the Joe Nuxhall Miracle League facility currently being undertaken in Fairfield. Also, in attendance at the meeting were Sam Brandenburg, City of Fairfield Neighborhood Development Manager, Valerie Simmons, and Bill Modrow, Head of The Walter Havighurst Special Collections and The University

Present:

03/20/2023

Page 2

Archives for Miami University. Examples, from the collection were shown to the group by Kim Nuxhall and general guidance on how to properly preserve the materials was given by Brad and Bill Modrow. Discussion over possible options for digitization was had, during which time it was offered that Smith History Library/Cummins Room could handle the majority of the digitization work in house and would also be the best entity to archive the collection. Miami University also acknowledged this and offered additional assistance with digitizing materials from the collection as a collaboration to the project. Miami University has some equipment that is not possessed by Smith History Library, including a new 3D scanner for artifacts. Audio and Audio/Visual material held in the collection would have to be outsourced for digitization. Additionally, Smith History Library was already in the process of purchasing a new large-scale scanner, to replace an old/broken unit. At the conclusion of the meeting, the Nuxhall Family and Tyler Bradshaw were very appreciative of the guidance and assistance offered and said they would discuss what we had talked about and would be in touch.

In February, Fairfield held another sensory friendly movie showing at the Community Arts Center with a showing of Minions: The Rise of Gru. I mention this program because Valerie and her staff have worked hard to gain some traction with this program series and grow their attendance, and they managed to do that this month with a total attendance of 85 at the program, nearly filling the auditorium. Participants were in large part groups from day programs such as Inside Out Studios. Fairfield has also been hosting class visits every few weeks for the Fairfield Freshmen class of special needs students. It worked out that they were able to arrange transportation and join the group as well. It's great to see Fairfield's hard work paying off, and a program that can't be found elsewhere in the community get that kind of attention and attendance.

Jessica Dooley from OPLIN reached out Amanda Toth at the Tech Center about offering cyber security training sessions and bootcamps through the Ohio Cyber Range Institute (OCRI) at the Tech Center, both asynchronous and synchronous. We are in talks about offering the courses at the Tech Center, and how they would run with OCRI providing all the materials, and staff running the classes. Amanda had a meeting with Mark Bell of OCRI on February 14th to discuss the Tech Center being the pilot location for OCRI to move into public libraries. They will be meeting again soon to show him the space, and talk specifics.

Staff at the Fairfield branch submitted a proposal to start a small food pantry at their location, which I approved. They already have a large rolling cabinet that can be used for this purpose and all food will come from staff and patron donations, as well as a possible partnership with Shared Harvest, so there are no associated costs for the library. The MidPointe Library system offers a similar food pantry out of their West Chester location.

The Lane Libraries will be partnering with the One City, One Book Committee on this year's edition of the program. Last year, One City, One Book partnered with the Colligan History Project as the selected title was a historical non-fiction book. This year, the committee wanted to select a fiction title for the program, so the library will work with them on title selection, hosting an author event, scheduling book clubs and other associated programming, and promoting the event. The Committee's first choice for the

book at this point is Circe by Madeline Miller. We have an offer out to her agent for an author event in the fall and are waiting to hear back. This program will be rolled into our Roesel Lecture Series and the fees for the author will come from the Roesel Fund.

b. Fiscal Officer's Report

The PLF (Public Library Fund) receipts through March 2023 reflected an increase of \$81K (5.3%) when compared to the same period in 2022. Total receipts through February 2023 have increased \$52k (4.7%) when compared to the same period last year. For February 2023, the State of Ohio General Revenue Fund exceeded estimates by 6.5%.

General Operating Expenses have increased \$126K through February 2023 when compared to 2022:

- Salaries/Benefits	\$56K Increase
- Supplies	17K Increase
- Purchased & Contracted Services	26K Increase
- Library Materials	62K Increase
- Capital Outlays	17K Decrease
- Other	18K Decrease

Salaries and Benefits can be attributed to the salary increase during the latter half of 2022 and the 18% increase in Health Insurance costs for 2023. In addition, the Library Materials increase is the result of purchasing more digital content for our patrons.

3) Consent Agenda

All items under the consent agenda were approved by a motion of Ms. Whalen, seconded by Ms. O'Neill with all members present voting in the affirmative. The items under the consent agenda were:

- a) Approval of the minutes of January 8, 2023 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for February 2023 – \$24,262,323.96
- c) Approval of Investments as of February 28, 2023 - \$17,468,818.41 **(Exhibit #2023-02-01)**
Approval and acknowledgement of gifts received in January and February 2023 – **(Exhibit #2023-02-02)**
- d) Approval of staff changes for January and February 2023 - **(Exhibit #2023-02-03)**
- e) February 2023 Stats **(Exhibit #2023-02-04)**

4) Citizen's Input – None

5) Old Business

- a) Update on Mural for the Lane Hamilton Library Branch

Ms. Jenn Acus-Smith from Street Spark came back to the March 2023 Board Meeting to Present the four final design options the Mural Committee had selected for the exterior mural to be painted on the north side of the Lane Hamilton Branch Library. The Library Board Members and other attendees of the meeting were able to ask questions, give their opinions and make suggestions concerning the designs. Ms. Acus-Smith would take the feedback from

Present:

03/20/2023

Page 4

the Board Meeting back to her Committee and the artists for further evaluation and to make possible changes in the designs before the Mural Committee finalized its selection for the Lane Hamilton Branch Library Project.

b) Update for New Fairfield Township Branch

The Library signed the Land Purchase Agreement for the New Fairfield Township Library Project but no funds were exchanged at this time. We are waiting for a legal description of the property to be finalized.

c) Update on Hiring Process for New Fiscal Officer

Mr. Greenward presented the following timetable for the hiring of the New Fiscal Officer:

- August 1, 2023 - Post the position for resumes
- October 1, 2023 – Begin Interview Process
- December 1, 2023 – Start date

The Board will need to decide its participation in the interview process. Mr. Carringer confirmed he would stay during the transition process if needed.

6) New Business

a) Update on Lane Oxford Library Branch

Rebecca Smith, Manager of the Lane Oxford Branch Library, gave the Board highlights of the various activities and programs the staff are providing to the patrons of the Library.

Ms. Smith thanked the Board for all of the support over the last few years. The staff of Oxford Branch greatly appreciated their support.

Adult Reference Dept.

Artist Marker Space

The Artist Maker Space was introduced in the fall of 2022. It's available every other Saturday - Sunday from 1 - to close. Jackie Berberich creates a new art challenge to introduce patrons to new ideas. Some challenges included: felting; card making with the Cricut; embroidery; rock painting with posca pens - higher end crafting.

Seed Library

Today is the kick off of our first program in our Spring Garden Series.

Present:

03/20/2023

Page 5

The Seed Library is in its third year at Oxford. Last year we had 185 varieties of seeds; 122 individual patrons took seeds for a total of 502 packets given out. Our seed donations are increasing as well.

Local Artist Display Space

The branch provides an area where local artists can display their art. This has been well received by our patrons and provides exposure for our local artists that otherwise would be difficult to get.

Recent Successful Programs

- **Totally Awesome 80s Trivia Contest** – Wow, lots of people want to relive their high school days!
- **Wil Haygood** visited in conjunction with his visit to MU. We took him to the high school where he spoke to Grade 11 - 12 students. It was set up with a panel of students asking questions based on his latest book Colorization. We have made a strong connection with the English chair at the high school.
- **Bobcats Homeward Bound program** with Steve Gifford was very successful with 82 people in attendance. Bobcats are back and have been sighted on the Western trails.
- **Book clubs** are holding steady with a core group. Long time standing programs.

Youth Services

Teen Services is an area with our greatest growth. Akiko Urayama was a Children's services librarian who was doing some teen programming. Recently she decided that Teen Services was where she would like to focus her attention. She has done a really fantastic job of reviving Teen Services starting with programming.

Conscious Child Kits

Caitlin Campbell created the Conscious Child Kits that are making their way into the classroom. The aims of the Conscious Child: Family Book Discussion Kits are: 1) To celebrate diverse voices; and 2) to help facilitate family discussions about racial equity, identity, and justice. Included in the kits are discussion questions for each book, and a list of further recommended reading.

This idea has been implemented at the following libraries:

Present:

03/20/2023

Page 6

- Hawaii State Public Library System
- Bloomfield Public Library, CT
- Berkeley Public Library, CA
- Shaler North Hills Library, PA
- Marin County Free Library, CA
- Nashville Public Library, TN
- Omaha Public Library, NE
- Dayton Metro Library, OH

Kindergarten Readiness Kits were launched this winter as a system wide program. The overall goal was to help increase school readiness for kids in our area. Each kit is based on the Kindergarten Readiness Assessment developed by the Ohio Department of Education. We also surveyed teachers to see where students need the most support. Very popular with our young patrons.

Story Walk at the Oxford Community Park. This quarter we are featuring JaNay Brown-Wood's book Miguel's Community Garden. She will also visit schools in Oxford and Hamilton in April. She will hold a public visit on Saturday, April 22. It was going to be at the library but I just found out that the Kiwanis pancake breakfast and Fresh Air Fair is scheduled for that day and there is no point in competing with pancakes! It's such a popular event in Oxford that working with Caitlin Campbell (OXB's children's librarian) we did a quick pivot and will hold the author visit at the Fresh Air Fair - where the entire community will already be!

Branch Displays

Staff picks in the lobby are becoming more and more popular.

The kid's picks displayed in the youth department are very popular. There are 20 children on the waitlist to be able to display their favorite books.

Community Partnerships

Kramer Breakfast Club

Kramer's social worker and 1st Grade teacher started a Breakfast Club at Kramer for at-risk children (mostly from Parkview Arms) They provide a good breakfast, and reading enrichment

Present:

03/20/2023

Page 7

activities. Akiko Urayama attends each Wednesday morning for the 45 minutes before school starts to read with the children and support the teachers. .

Students Helping Students. It is year two for this tutoring program. It involves MU education students who tutor Talawanda Middle school students in either math or Language arts. It runs from 4 - 7 p.m. on Tuesdays and a student can book a 30-minute tutoring session. Typically, all slots are filled each week.

Art Explorers is our longest standing community partnership with the Miami Art Museum. Oxford staff is responsible for storytime and museum staff plan a craft program.

A tour of the Library will be given after the Board meeting was adjourned.

7) General Comments

- a) Brad Spurlock's Seminar on the history of the Italian Community in Butler County was very well received. From his presentation, you could tell he spent a significant amount of time on researching his information.
- b) The meeting was adjourned at 5:05 p.m. on a motion from Ms. O'Neill, seconded by Ms. Copas with all members present voting aye.
- c) The next regularly scheduled meeting of the Board will be held on Monday, April 10, 2023 at 4:00 P.M

Respectfully submitted.

Ms. Marcia Koenig
President

Mr. Jake Richards
Secretary

LPL INVESTMENTS
As of February 28, 2023

Exhibit #2023-02-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Mar 1 2023	\$ 83,228.59	30	2.30%	Mar 31 2023	\$ 157.34	12	GIFTS & MEM 110
FIRST FINANCIAL	Mar 1 2023	\$ 64,896.05	30	2.30%	Mar 31 2023	\$ 122.68	10	ARCHIVES FUND 220
FIRST FINANCIAL	Mar 1 2023	\$ 13,089.09	30	2.30%	Mar 31 2023	\$ 24.74	56	ARCHIVES 220
FIRST FINANCIAL	Mar 1 2023	\$ 81,120.52	30	2.30%	Mar 31 2023	\$ 153.35	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Mar 1 2023	\$ 226,663.83	30	2.30%	Mar 31 2023	\$ 428.49	28	GENERAL FUND 101
FIRST FINANCIAL	Mar 1 2023	\$ 10,174.88	30	2.30%	Mar 31 2023	\$ 19.23	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Mar 1 2023	\$ 2,522,211.56	30	2.30%	Mar 31 2023	\$ 4,768.02	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Mar 1 2023	\$ 182,757.72	30	2.30%	Mar 31 2023	\$ 345.49	69	BUILDING MAINT 405
STAR OHIO	Mar 1 2023	\$ 214,469.50	30	4.58%	Mar 31 2023	\$ 807.35	2	GENERAL FUND 101
STAR OHIO	Mar 1 2023	\$ 2,465,925.08	30	4.58%	Mar 31 2023	\$ 9,282.69	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Mar 1 2023	\$ 68,475.77	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Mar 1 2023	\$ 7,731,189.83	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,804,615.99					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 17,468,818.41						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2023-02-02

Feb-23	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
6-Feb-2023	Melissa Lewis	Unrestricted Contribution		Sharon Broshear	HAM	\$50.00
24-Feb-2023	Yvonne Benson	Unrestricted Contribution		Sharon Broshear	LAC	\$25.00
24-Feb-2023	The Friends of the Lane Public Library	Restricted Contribution	Library Staff Luncheons and Books for Author Talk		LAC	\$1,025.00
Total						\$1,100.00

**Feb-23 STAFF CHANGES
EXHIBIT #2023-02-03**

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
13-Feb-2023	Sondra (Sasha) Levine	Public Services Associate	37.5	3	1204	OXB
22-Feb-2023	Isobella Dale	Public Services Associate	20.0	3	1207	SML

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
23-Feb-2023	Sherri Zavala	Public Services Associate	20.0	3	1201	BKM

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
26-Jan-2023	Jennifer Albinus	Public Services Associate	20.0	3	1200	HAM

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Present:

03/20/2023

Page 10

FEBRUARY 2023 STATS SHEET														
Exhibit 2023-02-04														
PATRON USAGE	BKM	BKM 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2022	TECH	TECH 2022	TOTAL	TOTAL 2022		
Print	10,748	10,160	20,854	26,071	14,787	19,129	14,071	14,995			60,460	70,355		
AV	722	383	7,467	2,765	6,265	1,511	3,675	1,240			18,129	5,899		
eMedia (Freegal, Hoopla, Kanopy)											8,050	6,501		
eBooks (Ohio & Freading)											19,848	18,701		
SearchOhio (Borrows & Loans)											2,391	2,154		
Total CKO's	11,470	10,543	28,321	28,836	21,052	20,640	17,746	16,235			108,878	103,610		
Year To Date	24,594	22,060	59,039	57,896	43,092	44,060	36,142	32,680			226,255	214,526		
Internet Sessions			2,299	1,847	1,902	1,577	652	580	335	226	5,188	4,230		
Internet Hours			1,395	1,098	1,604	1,268	540	599	312	172	3,851	3,137		
Self CKO's			11,616	10,641	4,428	4,577	6,066	5,190			22,110	20,408		
Visitors			13,515	10,585	6,485	5,492	7,577	5,107	1156	1053	28,733	22,237		
ADULT PROGRAMS	SMITH	SMITH 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2022	TECH	TECH 2022	SYSTEMWIDE	SYSTEMWIDE 2022	TOTAL	TOTAL 2022
In Library # Conducted		0	7	6	6	2	7	6	7	0		0	27	14
In Library - Attendance		0	55	106	69	11	84	55	47	0		0	255	172
Outreach # Conducted		0	0	0	2	2		0		0		0	2	2
Outreach - Attendance		0	0	0	56	66		0		0		0	56	66
Virtual # Conducted		0	0	0		0		0		0		0	0	0
Virtual - Attendance		0	0	0		0		0		0		0	0	0
TEEN PROGRAMS														
In Library # Conducted		0	5	2	6	5	6	4	1	0		0	18	11
In Library - Attendance		0	103	63	74	32	95	55	7	0		0	279	150
Outreach # Conducted		0	0	0	3	4	1	0		0		0	4	4
Outreach - Attendance		0	0	0	52	48	340	0		0		0	392	48
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	19	11	13	9	24	14		0		0	56	34
In Library - Attendance		0	460	202	218	126	589	417		0		0	1267	745
Outreach # Conducted		0	1	1	5	2	2	1	1	0		0	9	4
Outreach - Attendance		0	40	115	456	120	48	22	21	0		0	565	257
Virtual # Conducted		0	0	0		0		0		0		0	0	0
Virtual - Attendance		0	0	0		0		0		0		0	0	0