

MINUTES OF BOARD MEETING

May 13, 2024

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, May 13, 2024.

Trustees Present: Ms. Marcia Koenig, Dr. Brenda Dales, Mr. Jake Richards, Ms. Karen Whalen, and Ms. Joni Copas

Trustees Absent: Mr. Chuck Goins and Ms. Carol Harp

Management Present: Mr. Robert Carringer, Fiscal Officer; and Mr. Garrett Turner, Deputy Fiscal Officer

Management Absent: Mr. Joseph Greenward, Director

1) Call to Order

- a. The meeting was called to order by Dr. Dales.

2) Appoint New Fiscal Officer for Lane Public Library

- a. Ms. Whalen presented a motion to officially appoint Mr. Garrett Turner as the new Fiscal Officer for Lane Public Library. The motion was seconded by Ms. Koenig, and all those present voted aye.

3) Director and Fiscal Officer Reports

a. Director's Report

As Mr. Greenward was unable to attend the Board Meeting, no director's report was given.

b. Fiscal Officer's Report

General Operating Fund Revenues for Apr 2024

For April 2024, YTD General Operating Revenues were up about \$69,000 compared to April 2023. Like last month, this increase is a matter of timing: We received our portion of rollback, homestead property taxes in April this year, but last year we did not receive this money until May. When that is taken into account, YTD revenues are actually down about \$63,000 when compared to April 2023 revenues. The main reason for being down is that the Public Library Fund received from the State is about \$155,000 less when compared to this time last year. According to the State, the PLF came out less than the State originally projected due to "higher-than-expected personal income tax refunds." On the upside, earnings from investments are up over \$88,000 YTD. The library

continues to benefit from high interest rates, including the payout from two CDs that matured during April.

Expenses

April YTD expenses are up about \$112,000 compared to April 2023. The biggest reason for this amount is that salary and benefits are around \$106,000 higher so far this year. Other factors contributing are: Purchased/contracted services, which are up nearly \$49,000; and various other items, such as memberships and fees the library pays are up about \$1,300. However, supplies are down \$4,800, library materials are down \$2,200, and capital outlays are down \$37,000 so far.

Other Items

In April, I attended the Public Library Fiscal Officer Conference in Lewis Center (just outside of Columbus). This two-day conference included presentations from the State Auditor's Office, an investment group, and the Ohio Ethics Commission. By attending this conference, I was able to fulfill the State's requirement of 6 hours of continuing education credit that Fiscal Officers must complete each year.

4) Consent Agenda

All items under the consent agenda were approved by a motion from Mr. Richards, 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 April 2024 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for April 2024 – \$26,355,058.09
- c) Approval of Investments as of April 30, 2024 - \$20,986,835.83 **(Exhibit #2024-04-01)**
- d) Approval and Acknowledgement of Gifts Received in April 2024 – **(Exhibit #2024-04-02)**
- e) Approval of Staff Changes for April 2024 - **(Exhibit #2024-04-03)**
- f) April 2024 Circulation Statistics – **(Exhibit #2024-04-04)**

5) Citizen's Input – None

6) Old Business

- a) Update for New Fairfield Township Branch

We are still in the pre-construction phase for the project. The library design teams have continued to meet with Community Design Alliance and HGC Construction in order to finetune the design details.

6) New Business

a) Review and Approve 2025 Tax Budget

Mr. Turner presented the 2025 Tax Budget to the Board for their review. Total Revenues for all funds are projected to be \$9,819,350. The General Operating Fund Revenues are estimated to be \$9,438,500. Total Expenses projected for 2025 are the following:

	Tax Budget 2025
General Operating Fund	\$10,280,391
General Funds – Other	\$ 396,765
Special Revenue Funds	\$ 131,108
Capital Projects Funds	<u>\$ 9,313,500</u>
Total Expenses	\$20,121,764

The 2025 General Operating Fund Expenses do reflect a 5% increase for salaries and \$50,000 for additional hours worked or for new part-time employees hired. The budget also reflects adding a full-time Maintenance Tech for the Oxford Branch. The increase in salaries will also reflect higher OPERS and Medicare costs. In addition, health insurance costs were budgeted for a 10% increase. The most significant part of the 2025 Tax Budget pertains to the Capital Project Fund. We have budgeted funds for construction of the new Lane Fairfield Township Library Branch. If everything is in order, construction is expected to begin in the fall of 2024.

Ms. Copas made a motion to adopt the 2025 Tax Budget. This was seconded by Ms. Whalen, and all those present vote aye.

b) Operating Levy Renewal

The library's current levy runs through the end of 2025. Management is seeking to place a continuous, renewal levy on the November 5, 2024 ballot. In order to proceed with the levy renewal, the Board of Trustees must pass two separate resolutions at two separate meetings. These two resolutions were previously passed by the Board of Trustees at the March and April Board Meetings. However, when the resolutions were sent back to the person who wrote them at the county prosecutor's office, an error was discovered that invalidates them. As a result, the renewal process had to begin again.

The first step in this process was for the Board to pass a resolution rescinding the previously-passed levy resolutions. Mr. Richards motioned for such a resolution,

and Dr. Dales seconded. A roll call vote was called, and each member present voted "Aye" when his/her name was called. **(Exhibit #2024-05-01)**

The second step in this process is for the Board to pass a Resolution requesting a Certificate of Estimated Property Tax Revenue from the Butler County Auditor. Ms. Koenig motioned for such a resolution, and Dr. Dales seconded. A roll call vote was called, and each member present voted "Aye" when his/her name was called. **(Exhibit #2024-05-02)**

7) General Comments

- a) This was Mr. Carringer's final regular Board Meeting after nearly sixteen years as Lane's Fiscal Officer. Mr. Carringer thanked the Board and expressed his gratitude for their support over the years.
- b) The meeting was adjourned at 4:45 p.m. on a motion from Ms. Whalen, seconded by Ms. Copas, with all members present voting "Aye".
- c) The next regularly scheduled meeting of the Board will be held on Monday, June 10, 2024 at 4:00 P.M.

Respectfully submitted,

Dr. Brenda Dales
President

Ms. Karen Whalen
Secretary

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LPL INVESTMENTS
As of Apr 30, 2024

Exhibit #2024-04-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	May 1, 2024	\$ 86,707.16	30	2.30%	May 31, 2024	\$ 163.91	12	GIFTS & MEM 110
FIRST FINANCIAL	May 1, 2024	\$ 67,608.39	30	2.30%	May 31, 2024	\$ 127.81	10	ARCHIVES FUND 220
FIRST FINANCIAL	May 1, 2024	\$ 13,636.14	30	2.30%	May 31, 2024	\$ 25.78	56	ARCHIVES 220
FIRST FINANCIAL	May 1, 2024	\$ 84,510.97	30	2.30%	May 31, 2024	\$ 159.76	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	May 1, 2024	\$ 238,336.34	30	2.30%	May 31, 2024	\$ 450.55	28	GENERAL FUND 101
FIRST FINANCIAL	May 1, 2024	\$ 156,093.11	30	2.30%	May 31, 2024	\$ 295.08	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	May 1, 2024	\$ -	30	2.30%	May 31, 2024	\$ -	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	May 1, 2024	\$ 190,396.11	30	2.30%	May 31, 2024	\$ 359.93	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	\$ 1,537,207.33	30	2.30%	October 29, 2024	\$ 2,905.95	5	CAPITAL PROJECTS 401
STAR OHIO	May 1, 2024	\$ 228,366.60	30	4.58%	May 31, 2024	\$ 859.66	2	GENERAL FUND 101
STAR OHIO	May 1, 2024	\$ 2,625,711.08	30	4.58%	May 31, 2024	\$ 9,884.18	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	May 1, 2024	\$ 69,994.63	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	May 1, 2024	\$ 7,902,268.26	30	VAR			38	GENERAL FUND 101
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,647,672.76					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,090,137.95					36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 20,986,835.83						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2024-04-02						
Apr-24	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
1-Apr-2024	Mike McCloy	Unrestricted Donation			SML	\$20.00
1-Apr-2024	Anonymous	Unrestricted Donation			OXB	\$10.00
1-Apr-2024	Joseph W. Smith Fund/Silicon Valley Community Foundation	Restricted Donation	Maintaining the Smith Library of Regional History		SML	\$80,523.56
8-Apr-2024	Trouveres Club of Hamilton	Unrestricted Donation		Jo Fenimore	LAC	\$50.00
8-Apr-2024	Anonymous	Unrestricted Donation			OXB	\$5.00
17-Apr-2024	Friends of The Lane Public Library, Inc.	Restricted Donation	Summer Reading Program 2024		LAC	\$3,500.00
17-Apr-2024	Tommie Milillo	Restricted Donation	Performer Fee for Hispanic Heritage Festival		FFB	\$600.00
18-Apr-2024	Anonymous	Unrestricted Donation			FFB	\$5.00
29-Apr-2024	Anonymous	Unrestricted Donation			SML	\$4.00

Apr-24 STAFF CHANGES EXHIBIT #2024-04-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
25-Apr-2024	Lucy Markowski	Public Service Assistant	20.0	2	1200	HAM

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
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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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APRIL 2024 STATS SHEET														
Exhibit #2024-04-04														
PATRON USAGE	BKM	BKM 2023	FFB	FFB 2023	LPL	LPL 2023	OXB	OXB 2023	TECH	TECH 2023	TOTAL	TOTAL 2023		
Print	9,647	10,072	22,074	22,596	15,995	15,224	15,071	14,829			62,787	62,721		
AV	793	543	7,853	8,016	6,266	6,903	3,332	3,559			18,244	19,021		
eMedia (Freegal, Hoopla, Kanopy)											8,919	9,717		
eBooks (Ohio & Freading)											25,484	20,931		
SearchOhio (Borrows & Loans)											1,348	2,267		
Total CKO's	10,440	10,615	29,927	30,612	22,261	22,127	18,403	18,388			116,782	114,657		
Year To Date	40,190	48,427	120,884	122,295	87,127	89,182	75,304	75,687			471,199	465,970		
Internet Sessions			2,375	2,486	2,226	1,940	761	643	229	287	5,591	5,356		
Internet Hours			1,535	1,532	2,089	1,559	598	535	13133	285	17,355	3,911		
Self CKO's			11,894	11,566	4,974	4,662	5,446	5,796			22,314	22,024		
Visitors			17,147	13,654	7,621	6,629	9,322	7,657	1163	1021	35,253	28,961		
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	11	9	13	5	0	0	6	6		0	30	20
In Library - Attendance		0	122	60	183	64	0	0	30	25		0	335	149
Outreach # Conducted		0	0	0	1	1	0	0	1	0		0	2	2
Outreach - Attendance		0	0	0	50	36	0	0	5	10		0	60	41
Virtual # Conducted		0	0	0	0	0	0	0	2	1		0	2	1
Virtual - Attendance		0	0	0	0	0	0	0	21	11		0	21	11
TEEN PROGRAMS														
In Library # Conducted		0	5	7	6	7	0	7	0	1		0	11	22
In Library - Attendance		0	110	140	130	78	0	88	0	5		0	240	311
Outreach # Conducted		0	0	1	4	3	0	0	0	0		0	4	4
Outreach - Attendance		0	0	5	65	57	0	0	0	0		0	65	62
Virtual # Conducted		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
CHILDREN PROGRAMS														
In Library # Conducted		0	19	24	22	17	0	23	0	0		0	41	64
In Library - Attendance		0	609	524	300	280	0	429	0	0		0	909	1233
Outreach # Conducted		0	5	2	3	4	0	8	1	0		0	9	14
Outreach - Attendance		0	218	305	160	388	0	932	15	0		0	393	1625
Virtual # Conducted		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

RESOLUTION NO. 3-2024 (Exhibit #2024-05-01)

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE LANE PUBLIC LIBRARY
RESCINDING PRIOR TAX LEVY RESOLUTIONS**

WHEREAS, on March 11 2024, and on April 15, 2024, the Board of Library Trustees (“Board”) of the Lane Public Library District (“District”), adopted [1] Resolution No. 1-2024 declaring the necessity for renewal of the existing Lane Public Library tax levy and requesting certain calculations from the County Auditor; and [2] Resolution No. 2-2024 requesting that the Hamilton City School District Board of Education proceed with submitting to all electors within the Lane Public Library District the question of the renewal of the existing tax levy; and

WHEREAS, the foregoing prior resolutions of the Board and calculations of the County Auditor resulted in inaccurate tax valuation of the District and inaccurate calculation of estimated tax revenue, rendering them invalid for use in the furtherance of the tax levy renewal process; and

WHEREAS, it is necessary to adopt new resolutions and obtain accurate calculations in furtherance of the tax levy renewal process; and

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lane Public Library District that the Board hereby rescinds Resolution No. 1-2024 and Resolution No. 2-2024.

Trustee Mr. Richards moved for the adoption of the foregoing resolution. Trustee Dr. Dales seconded the motion, and upon call of the roll, the vote resulted as follows:

Brenda Dales AYE Chuck Goins ABSENT

Jake Richards AYE Carol Harp ABSENT

Karen Whalen AYE Marcia Koenig AYE

Joni Copas AYE

Adopted: May 13, 2024

RESOLUTION NO. 4-2024 (Exhibit #2024-05-02)

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE LANE PUBLIC LIBRARY
DECLARING THE NECESSITY OF LEVYING A RENEWAL OF A TAX**

WHEREAS, the Board of Library Trustees of the Lane Public Library ("Board") is the board of library trustees having authority over the Lane Public Library District, which is a school district public library district, organized and existing pursuant to Ohio Revised Code Chapter 3375; and

WHEREAS, the Lane Public Library District was generally defined by the boundaries of certain school district territories as of May 12, 1981, by Resolution 81-2 of the State Library Board of Ohio, as follows: Hamilton City School District, Talawanda Local School District (which was in the Counties of Butler and Preble and later renamed Talawanda City School District), Ross Local School District, Fairfield Local School District (later renamed Fairfield City School District), New Miami Local School District, and those portions of the Edgewood Local School District (later renamed Edgewood City School District) located in Milford Township, Hanover Township, and St. Clair Township, excluding the Village of Seven Mile; and

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Lane Public Library District; and

WHEREAS, it is necessary to levy a tax in excess of the ten-mill limitation for current expenses of the Lane Public Library District; and

WHEREAS, Ohio Revised Code §§ 5705.03 and 5705.23 together require that a resolution declaring the necessity of levying a tax outside the ten-mill limitation for public library purposes [a] must be adopted and certified to the county auditor by a board of library trustees in order to permit consideration of the levy of such tax in a library district; and [b] must request that the county auditor certify the total current tax valuation of the library district, the dollar amount of revenue that would be generated by the specified number of mills for each one dollar of taxable value, and all other applicable calculations specified in Ohio Revised Code 5705.03(B)(2).

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lane Public Library District, at least two-thirds of all members appointed thereto concurring, that it is necessary to levy a renewal of an existing tax of seventy-five hundredths (0.75) of a mill for each one dollar of taxable value upon the entire territory within the Lane Public Library District, constituting a tax in excess of the ten-mill limitation for the benefit of the Lane Public Library District, for the purpose of current expenses, as authorized by Ohio Revised Code § 5705.23, at a rate not exceeding seventy-five hundredths (0.75) of a mill for each one dollar of taxable value; and

BE IT FURTHER RESOLVED, that the tax levy is for a continuing period of time, commencing in tax year 2025, first due in calendar year 2026, if approved by a majority of the electors voting thereon; and

BE IT FURTHER RESOLVED, that the question of such tax levy shall be submitted by the Board of Education of the Hamilton City School District to all electors residing within the boundaries of the Lane Public Library District at the election to be held on November 5, 2024; and

BE IT FURTHER RESOLVED, that the Fiscal Officer is hereby directed to certify a copy of this resolution to the Butler County Auditor; and

BE IT FURTHER RESOLVED, that the Board of Library Trustees of the Lane Public Library hereby requests that the Butler County Auditor certify to this Board, as prescribed in Ohio Revised Code 5705.03, the total current tax valuation of the Lane Public Library District, Counties of Butler and Preble, Ohio; the dollar amount of revenue, rounded to the nearest dollar, that would be generated by the specified number of mills for each one dollar of taxable value if approved by the electors; and all other applicable calculations specified in Ohio Revised Code 5705.03(B)(2).

Trustee Ms. Koenig moved for the adoption of the foregoing resolution. Trustee Dr. Dales seconded the motion, and upon call of the roll, the vote resulted as follows:

Brenda Dales	<u>AYE</u>
Jake Richards	<u>AYE</u>
Karen Whalen	<u>AYE</u>
Joni Copas	<u>AYE</u>
Chuck Goins	<u>ABSENT</u>
Carol Harp	<u>ABSENT</u>
Marcia Koenig	<u>AYE</u>

Adopted: May 13, 2024