

MINUTES OF BOARD MEETING

May 10, 2021

The meeting of the Trustees of Lane Public Library was held via video conference on Monday, May 10, 2021 with Trustees Ms. Sandy Pizzano, Ms. Nancy O'Neill, Ms. Marcia Koenig, Dr. Brenda Dales, and Mr. Jake Richards and were present. Mr. Ted Pickerill and Ms. Karen Whalen were absent.

Joseph Greenward, Director, Rob Carringer, Fiscal Officer, and Celeste Swanson, Youth Services Coordinator were also in attendance.

1) The meeting was called to order by Ms. Pizzano.

2) Director and Fiscal Officer Reports

a. Director's Report

We had no staff members out with COVID over the past month, and no disruption to services based on exposure or quarantines. We did cut our quarantine time on returned materials down to 3 days and plan to eliminate quarantining completely by June. We opened up the study rooms at Oxford, and started allowing family groups onto the bookmobile to browse at our public stops. We plan to start bringing some furniture back out and newspapers/magazines to the public service areas. We will no longer have a manager taking temperatures of staff as they arrive for work, but we will still have staff fill out the health attestation forms for now. Over the next month or two, we will continue to increase our services and reevaluate the current restrictions placed on patrons.

Our Conscious Child kits that were created by Caitlin at Oxford continue to be recognized by the wider library community being featured recently on the OCLC WebJunction website and in their newsletter. Caitlin is currently working on lesson plans with a teacher from Hamilton is planning to present on this initiative at future conferences if given the opportunity.

We received a grant from ALA in the amount of \$3,000 for Libraries Transforming Communities: Focus on Small and Rural Libraries at the Oxford branch. The focus for this grant is on discussion-based programming to tackle issues facing small and rural communities including media literacy, COVID-19 safety, and unemployment. Thanks to Sarah Gifford at Oxford for taking the initiative on this project.

Carol and Celeste are working with the Historical Society and Heritage Hall on planning a McCloskey storywalk in June. In addition, the Friends donated money for the purchase of McCloskey titles to be distributed at this 2-day self-guided walking tour.

Staff from Hamilton and Bookmobile attended the YMCA's Healthy Kids event at Camp Campbell Gard. We had poor weather, but they did get to interact with a number of families and issued some library cards.

Staff continue to do a great job with creating new programs and initiatives to continue serving the community during the pandemic. One highlight from this past month was the DIY Home Laboratory Kits. April's topic was Snack Study featuring Marshmallow Shooters. The kits contain all the supplies and instructions to complete the activities and Chris at Fairfield has been making excellent videos to go along with each kit.

We completed interviews for the Hamilton Branch Manager position that will be vacant due to Carol Bowling's upcoming retirement. Celeste and Valerie participated in the interviews with me and we have offered the position to Emmy Piatt who is currently the Support Services Supervisor at Hamilton.

Voters approved all 9 public library levies on the May ballot with an average approval rate of 81%. These levies included 8 renewals and 1 renewal with an increase. The millage ranged from 1 to 5.95 with most in the 2-3 range, while our current levy is at .75 millage for comparison.

b. Fiscal Officer's Report

The PLF (Public Library Fund) for the first five months of 2021 has reflected an increase of \$323K (16%) when compared to the first five months of 2020. This can be attributed to an increase in sales tax revenue and income tax revenue for the first five months of 2021. Income Tax receipts for the month of May 2021 were \$164K higher than Income Tax receipts for May 2020. This can be attributed to the tax return deadline extended to May 17, 2021 versus extended deadline of July 19th for 2020. The economy appears to be doing better than anticipated. First Half Real Estate Tax receipts reflected a \$42K increase for 2021. This was offset by Patron Fines and Fees for the first four months of 2021 have decreased about \$10K and Earnings on Investments for 2021 are about \$26K less than 2020.

General Operating Expenses are \$249K less for 2021 when compared to 2020:

- Salaries/Benefits	\$83K Decrease
- Supplies	4K Decrease
- Purchased & Contracted Services	69K Decrease
- Library Materials	68K Decrease
- Capital Outlays	42K Decrease
- Other	17K Increase

3) All items under the consent agenda were approved by a motion of Ms. Koenig, 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 April, 2021 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for April 2021 – \$21,406,988.74
- c. Approval of investments as of April 2021 - \$16,105,505.52
(Exhibit #2021-04-01)
- d. Approval and acknowledgement of gifts received in April 2021.
(Exhibit 2021-04-02)
- e. Approval of staff changes for April 2021 **(Exhibit #2021-04-03)**
- f. April 2021 Stats **(Exhibit #2021-04-04)**

4) Citizen's Input: None

5) Old Business:

- a. Update on Oxford Branch Controls Project

At this particular time, the work on the Oxford Branch HVAC Controls has been completed. The system will be monitored over the next several months to fix any components not working properly with the Controls. It will also be determined if

the HVAC System is working properly heating and cooling the Lane Oxford Library including the Smith History Library. The Smith History Library may need to have a separate HVAC System.

b. Hamilton HVAC System Project

The estimated start date for the Hamilton HVAC Project is mid-June. The equipment is estimated to be delivered by June 14th. We are planning to have a meeting at the end of May with Prodigy Building Solutions to discuss the installation schedule.

6) New Business

a. Summer Reading Program for 2021

Celeste Swanson, Youth Services Coordinator for the Library, presented to the Board Members an overview of the 2021 Summer Reading Program.

Summer Reading Adventure

This past October, Celeste met with the Children and Teen librarians to discuss what changes they would like to see for Summer Reading 2021. We decided to once again offer prize packs since they worked really well the previous summer. Instead of having three different prize levels, we decided that children 4-18 would be eligible to earn a prize pack when they reach 300 points, and kids ages 0-3 would earn a prize pack when they reach 200. Children and teens will be able to pick these up inside the library or at the drive-through throughout the summer. We will also award 2 grand prize baskets at the end of the summer, per age group.

Summer Programming

The take and make kits we provided last fall, winter, and this spring have been incredibly popular. We will plan to offer weekly teen take & make kits and biweekly take & make kits for young children and tweens this summer. The Tech Center is also planning to put together a paper circuit frog kit for kids this summer.

We will continue to offer a number of virtual programs. Some of the virtual offerings this summer include a virtual Lego club, a pizza competition with Jeff and Amy, virtual trivia, and a visit to a local farm for a program about chickens.

We are slowly moving back to offering limited in-person programming this summer. Each location is planning to offer a variety of outdoor storytimes. Hamilton and Fairfield will each be offering a Storytime in the Park series and Oxford staff will offer a Sidewalk Stories program throughout the summer.

Other in-person programs include a couple of game days on the veranda at Fairfield, Drop-in teen crafts at Hamilton, and a stuffed animal sleepover at Oxford. We will also be partnering with the Butler County Historical Society and Heritage Hall on a McCloskey Walk for families.

b. Review and Approve 2022 Tax Budget.

Mr. Carringer presented the 2022 Tax Budget to the Board for their review. Total Revenues for all funds are projected to be \$8,953,055. The General Operating Fund Revenues are estimated to be \$8,082,500. Total Expenses projected for 2022 are the following:

Tax Budget
2022

General Operating Fund	\$ 8,168,601
General Funds – Other	\$ 650,473
Special Revenue Funds	\$ 178,555
Capital Projects Funds	\$ 600,000
Total Expenses	\$ 9,597,629

Ms. Koenig made a motion to adopt the 2022 Tax Budget. This was seconded by Ms. Pizzano and all those present vote aye.

c. Tuition Reimbursement Requests – 2021 Summer Semester

Mr. Carringer presented to the Board the Tuition Reimbursement Requests for the 2021 Summer Semester. Mr. Carringer recommended the Board reimburse \$345.00 per credit hour.

On a motion by Mr. Richards with a second from Ms. O’Neill, and all present voting in the affirmative, the following reimbursement requests for MLIS courses for the 2021 Summer Semester were approved:

Akiko Urayama	\$ 1,035.00 each semester
Symantha Hankins	\$ 2,070.00 each semester

7) General Comments

- a. The meeting was adjourned at 4:30 p.m. on a motion from Dr. Dales, seconded by Ms. O’Neill with all members present voting aye.
- b. The next regularly scheduled meeting of the Board will be held on Monday, June 14, 2021 at 4:00 P.M

Respectfully submitted,

Ms. Sandy Pizzano
President

Ms. Marcia Koenig
Secretary

LPL INVESTMENTS
As of April 30, 2021

Exhibit #2021-04-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	May 1 2021	\$ 82,183.59	30	0.10%	May 31 2021	\$ 6.75	12	GIFTS & MEM 110
FIRST FINANCIAL	May 1 2021	\$ 64,081.20	30	0.10%	May 31 2021	\$ 5.27	10	ARCHIVES FUND 220
FIRST FINANCIAL	May 1 2021	\$ 12,924.72	30	0.10%	May 31 2021	\$ 1.06	56	ARCHIVES 220
FIRST FINANCIAL	May 1 2021	\$ 38,338.34	30	0.10%	May 31 2021	\$ 3.15	22	FITTON FUND 130
FIRST FINANCIAL	May 1 2021	\$ 31,977.26	30	0.10%	May 31 2021	\$ 2.63	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	May 1 2021	\$ 80,101.97	30	0.10%	May 31 2021	\$ 6.58	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	May 1 2021	\$ 223,817.82	30	0.10%	May 31 2021	\$ 18.40	28	GENERAL FUND 101
FIRST FINANCIAL	May 1 2021	\$ 1,922.27	30	0.10%	May 31 2021	\$ 0.16	14	CALDWELL FUND 151
FIRST FINANCIAL	May 1 2021	\$ 10,047.17	30	0.10%	May 31 2021	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	May 1 2021	\$ 400,282.54	30	0.10%	May 31 2021	\$ 32.90	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	May 1 2021	\$ 500,353.15	30	0.10%	May 31 2021	\$ 41.12	69	BUILDING MAINT 405
STAR OHIO	May 1 2021	\$ 209,171.92	30	0.10%	May 31 2021	\$ 17.19	2	GENERAL FUND 101
STAR OHIO PLUS	May 1 2021	\$ 2,316,458.95	30	0.10%	May 31 2021	\$ 190.39	21	GENERAL FUND 101
STAR OHIO PLUS	May 1 2021	\$ 89,008.84	30	0.10%	May 31 2021	\$ 7.32	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	May 1 2021	\$ 67,088.25	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	May 1 2021	\$ 7,574,903.50	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 313,086.75					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,822.40					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,970,934.88					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 16,105,505.52						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2021-04-02

Apr-21	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
9-Apr-2021	Anonymous	Unrestricted Contribution		LAC	\$20.00
9-Apr-2021	Hazen and Sawyer	Unrestricted Contribution	Esther M. Haubner	LAC	\$500.00
15-Apr-2021	Friends of The Hamilton-Fairfield Lane Libraries	Restricted Contribution	2021 Summer Reading & for Branches	HAM,FFB,BKM & LAC	\$7,500.00
	Total				\$8,020.00

Apr-21 STAFF CHANGES EXHIBIT #2021-04-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
26-Apr-2021	Kelly McKewin	Public Services Associate	20.0	3	1200	HAM

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

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
25-Apr-2021	Amanda Chafin	Librarian	37.5	4	1208	CTC

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
5-Apr-2021	Peter Bour	Public Services Associate	19.0	3	1202	FFB

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

VIRTUAL PROGRAMMING						
Exhibit #2021-04-04 PG2						
	SMITH	FFB	LPL	OXB	TECH	TOTAL
# Virtual Programs		4			1	
# Live Virtual Programs		2	1	4	1	4
Live Virtual Program Attendance		13			7	62
# Virtual Outreach Programs						
Virtual Outreach Attendance						
TEEN PROGRAMS						
# Virtual Programs			1			
# Live Virtual Programs						
Live Virtual Program Attendance						
# Virtual Outreach Programs						
Virtual Outreach Attendance						
CHILDREN PROGRAMS						
# Virtual Programs		2	2			
# Live Virtual Programs		2				
Live Virtual Program Attendance		50				
# Virtual Outreach Programs						
Virtual Outreach Attendance						
OTHER PROGRAMMING						
ADULT PROGRAMS						
	SMITH	FFB	LPL	OXB	TECH	TOTAL
# Take & Make Programs		1	2			
# Take & Make Kits Handed Out		30	82			
# Passive Programs						
# Passive Program Participants						
Outreach # Conducted						
Outreach - Attendance						
TEEN PROGRAMS						
# Take & Make Programs		1	2	1		1
# Take & Make Kits Handed Out			107			25
# Passive Programs						
# Passive Program Participants						
Outreach # Conducted						
Outreach - Attendance						
CHILDREN PROGRAMS						
# Take & Make Programs		1	4			3
# Take & Make Kits Handed Out		30	320			130
# Passive Programs						
# Passive Program Participants						
Outreach # Conducted						
Outreach - Attendance						