

MINUTES OF BOARD MEETING

MAY 9, 2022

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, May 9, 2022 with Trustees Ms. Nancy O'Neill, Ms. Marcia Koenig, Dr. Brenda Dales, Ms. Sandy Pizzano, and Mr. Jake Richards were present. Ms. Karen Whalen and Ms. Joni Copas were absent.

Joseph Greenward, Director, and Rob Carringer, Fiscal Officer, were also in attendance.

1) The meeting was called to order by Ms. O'Neill.

2) Director and Fiscal Officer Reports

a. Director's Report

We are currently working toward tagging all items in our collections with RFID tags, which is approximately 250,000 items that need tagged. We have teams of staff working diligently to accomplish this by the end of the summer. We've been tagging DVD's and CD's for years, motivated by theft, but not print materials. Having all items tagged will speed up the checkout process for patrons and the check-in process for staff and provide us with much better shelf maintenance and inventory controls. Each book tag is approximately \$0.10 and the total project cost is \$70,000. Once caught up, we will evaluate having new items delivered pre-tagged.

The schedule for our first round of online author events through the Library Speakers Consortium has been finalized. The first event is July 7th with Alka Joshi, author of *The Henna Artist*, which was a NYT bestseller and Reese Witherspoon book club pick. We have 2-3 author events every month and you can currently see the list and register for events at libraryc.org/lanep. Once we've finalized the look of that website, we will link it from our website and feature the events on there as well.

Summer Reading kicks off on June 1st with registration already open. The theme is Oceans of Possibilities. All locations kick off with a scavenger hunt on May 29th, and Hamilton will have a party on the plaza on May 28th. We have quite a few outdoor events again, but we're also able to add back our regular indoor programming. It all culminates with a Pirate Pool Party for Oxford, an Under the Sea End of Summer Bash at Fairfield and the Bright Star Touring Theatre presenting *Treasure Island* at Hamilton.

We had a number of excellent programs over the past month that deserve to be highlighted. Fairfield celebrated El Dia del Nino on April 30th. This was an all-day event with several stations throughout the library. Families came through and completed the activities at their own pace, filling out an Activities Passport. Once completed, they could receive a free bilingual book. We also had local author and poet Victor Velez read his latest children's book, *You Live Inside* during a special storytime. In Oxford, we partnered with the Parks Department for a Birds of Prey outdoor program that had 100 attendees. Another great partnership was with the Miami Education Department called Students Helping Students. This initiative partnered Miami education students

with Talawanda students in grades 5-8 to help them with either Math or Language Arts. Rebecca reports that it was one of the most successful teen initiatives they've offered. At Hamilton, we hosted the kickoff event for the YWCA's Stand Against Racism challenge. Dr. Bernyce Hamilton, Director of Miami University Regionals Center for Diversity, Equity and Inclusion spoke at the event, as well as Carla Hale, the YWCA Director of Racial Justice. We also ran the Teen Writing Contest through the month of April. I don't have total numbers yet, but Hamilton alone had 70 entries, which is a significant increase from even pre-COVID numbers. The awards ceremony will be held May 19th at the Fairfield branch.

The Friends of the Hamilton-Fairfield Lane Libraries annual booksale was held this past weekend at Queen of Peace Parish Gymnasium. It was an incredibly successful sale for the Friends as they grossed over \$9,000.

On May 3rd, Ohioans approved all 6 public library levies on local ballots. The successful library ballot issues included 3 renewals, 2 renewals with an increase and 1 replacement. The levies passed with an average approval rate of 71%.

b. Fiscal Officer's Report

The General Operating Fund Revenues through April 2022 have increased \$96K compared to 2021 General Operating Fund Revenues. This can be attributed to the Public Library Fund (PLF) increase of \$135k and Earnings On Investments decrease of \$33k.

General Operating Fund Expenses have increased \$283K through April 2022 when compared to April 2021:

- Salaries/Benefits	\$225K Increase
- Supplies	12K Increase
- Purchased & Contracted Services	2K Increase
- Library Materials	16K Decrease
- Capital Outlays	75K Increase
- Other	15K Decrease

The significant increase in Salaries/Benefits of about 16% can be attributed to the large salary increases made in October 2021 and the 9% increase in Health Insurance costs for 2022. Capital Outlays increase of \$75K was for various items such as new computer servers and notebook PC's, copiers for PR and Fairfield Branch, and updated employee Door Access Systems for all locations.

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

- a. Approval of the minutes of April 2022 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for April 2022 – \$23,473,512.53
- c. Approval of investments as of April 2022 - \$17,500,849.04
(Exhibit #2022-04-01)

- d. Approval and acknowledgement of gifts received in April 2022. **(Exhibit 2022-04-02)**
- e. Approval of staff changes for April 2022 **(Exhibit #2022-04-03)**
- f. April 2022 Stats **(Exhibit #2022-04-04)**

4) Citizen's Input: None

5) Old Business:

- a. Update on Fairfield Township Property

The Subsurface Investigation and Geotechnical report by Alt and Witzig has been completed with no significant concerns discovered. We are still waiting on the Township to complete the lot split determination and for their proposal on the driveway easement. We hope to have both of those issues addressed in the next month and we will be meeting with Mike Dingeldein and Cynamon Trokhan to discuss those items before finalizing the purchase of the land.

6) New Business

- a. Review and Approve 2023 Tax Budget

Mr. Carringer presented the 2023 Tax Budget to the Board for their review. Total Revenues for all funds are projected to be \$9,002,569. The General Operating Fund Revenues are estimated to be \$8,520,200. Total Expenses projected for 2023 are the following:

	Tax Budget 2023
General Operating Fund	\$ 9,146,553
General Funds – Other	\$ 544,631
Special Revenue Funds	\$ 322,730
Capital Projects Funds	\$ 9,584,709
Total Expenses	\$19,598,623

The 2023 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. In addition, health insurance costs were budgeted for a 12% increase. The most significant part of the 2023 Tax Budget pertains to the Capital Project Fund. We have budgeted funds for construction of the new Lane Fairfield Township Library Branch. We are not sure if construction will begin in 2023. The economic conditions in early 2023 will determine if the project should proceed.

Mr. Richard made a motion to adopt the 2023 Tax Budget. This was seconded by Ms. Pizzano and all those present vote aye.

7) General Comments

- a. Ms. Koenig requested new Library Trustees be encouraged to attend the the Ohio Library Council New Trustee Workshop. She felt it would definitely be worth their time to get a better understanding of Trustee duties and responsibilities.

Ms. Koenig also requested there should be a Strategic Plan Update periodically. Since the Strategic Plan is for a three-year period, updates would be beneficial for the Trustees.

- b. The meeting was adjourned at 4:30 p.m. on a motion from Ms. Koenig, seconded by Ms. Pizzano with all members present voting aye.
- c. The next regularly scheduled meeting of the Board will be held on Monday, June 13, 2022 at 4:00 P.M

Respectfully submitted,

Ms. Nancy O'Neill
President

Dr. Brenda Dales
Secretary

LPL INVESTMENTS
As of April 30, 2022

Exhibit #2022-04-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	May 1 2022	\$ 82,282.83	30	0.10%	May 31 2022	\$ 6.76	12	GIFTS & MEM 110
FIRST FINANCIAL	May 1 2022	\$ 64,158.60	30	0.10%	May 31 2022	\$ 5.27	10	ARCHIVES FUND 220
FIRST FINANCIAL	May 1 2022	\$ 12,940.35	30	0.10%	May 31 2022	\$ 1.06	56	ARCHIVES 220
FIRST FINANCIAL	May 1 2022	\$ -	30	0.10%	May 31 2022	\$ -	22	FITTON FUND 130
FIRST FINANCIAL	May 1 2022	\$ 32,015.89	30	0.10%	May 31 2022	\$ 2.63	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	May 1 2022	\$ 80,198.72	30	0.10%	May 31 2022	\$ 6.59	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	May 1 2022	\$ 224,088.15	30	0.10%	May 31 2022	\$ 18.42	28	GENERAL FUND 101
FIRST FINANCIAL	May 1 2022	\$ 1,924.61	30	0.10%	May 31 2022	\$ 0.16	14	CALDWELL FUND 151
FIRST FINANCIAL	May 1 2022	\$ 10,059.27	30	0.10%	May 31 2022	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	May 1 2022	\$ 2,493,550.44	30	0.10%	May 31 2022	\$ 204.95	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	May 1 2022	\$ 180,680.97	30	0.10%	May 31 2022	\$ 14.85	69	BUILDING MAINT 405
STAR OHIO	May 1 2022	\$ 209,446.06	30	0.10%	May 31 2022	\$ 17.21	2	GENERAL FUND 101
STAR OHIO PLUS	May 1 2022	\$ 2,408,166.57	30	0.10%	May 31 2022	\$ 197.93	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	May 1 2022	\$ 67,807.46	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	May 1 2022	\$ 7,655,913.85	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ -					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,829.53					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,858,785.74					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 17,500,849.04						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2022-04-02

Apr-22	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
11-Apr-2022	Mr. and Mrs. Frank J. Froelke	Unrestricted			HAM	\$500.00
28-Apr-2022	Donna L. Jordan	Unrestricted		Lucy Dudek	FFB	\$10.00
	Total					\$510.00

Apr-22 STAFF CHANGES
EXHIBIT #2022-04-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
11-Apr-2022	Mitchell Meikle	Public Services Associate	20.0	3	1200	HAM
28-Apr-2022	Hailey Mearns	Public Service Assistant	20.0	2	1202	FFB

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-2022	Noah MacKinnon	Public Services Associate	37.5	3	1204	OXB

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

APRIL 2022 STATS SHEET

Exhibit 2022-04-04

PATRON USAGE	BKM	BKM 2021	FFB	FFB 2021	LPL	LPL 2021	OXB	OXB 2021	TECH	TECH 2021	TOTAL	TOTAL 2021
Print	9,446	3,290	21,842	22,695	14,711	15,876	14,163	14,702			60,162	56,563
AV	435	363	8,876	11,659	7,055	8,700	4,265	5,821			20,631	26,543
eMedia (Freegal, Hoopla, Kanopy)											8,146	5,588
eBooks (Ohio & Freading)											19,993	18,294
SearchOhio (Borrows & Loans)											945	2,351
Total CKO's	9,881	3,653	30,718	34,354	21,766	24,576	18,428	20,523			109,877	109,339
Year To Date	43,136	18,523	120,442	142,026	89,012	100,426	69,705	82,075			439,104	455,747
Internet Sessions			2,406	2,015	1,835	1,558	672	591	379	111	5,292	4,275
Internet Hours			1,389	865	1,545	809	34,055	311	728	67	37,717	2,052
Self CKO's			11,148	10,901	4,524	3,933	5,661	4,103			21,333	18,937
Visitors			13,509	9,583	6,414	5,486	7,500	3,545	1367	693	28,790	19,307

ADULT PROGRAMS	SMITH	SMITH 2021	FFB	FFB 2021	LPL	LPL 2021	OXB	OXB 2021	TECH	TECH 2021	SYSTEMWIDE	SYSTEMWIDE 2021	TOTAL	TOTAL 2021
In Library # Conducted		0	5	0	6	0	5	0	4	0		0	20	0
In Library - Attendance		0	71	0	41	0	74	0	19	0		0	205	0
Outreach # Conducted		0	1	2	2	2	1	4		1		0	4	9
Outreach - Attendance		0	50	61	72	60	19	138		9		0	141	268
Virtual # Conducted		4	0	10		1		3	1	2		0	1	20
Virtual - Attendance		119	0	196		8		38	11	9		0	11	370
TEEN PROGRAMS														
In Library # Conducted		0	2	0	5	0	3	0		0		0	10	0
In Library - Attendance		0	10	0	72	0	94	0		0		0	176	0
Outreach # Conducted		0	0	1	4	1	1	1		0		0	5	3
Outreach - Attendance		0	0	40	42	40	1035	20		0		0	1077	100
Virtual # Conducted		0	0	0		1		0		0		0	0	1
Virtual - Attendance		0	0	0		30		0		0		0	0	30
CHILDREN PROGRAMS														
In Library # Conducted		0	21	2	10	0	11	0		0		0	42	2
In Library - Attendance		0	443	7	202	0	202	0		0		0	847	7
Outreach # Conducted		0	1	1	4	5	3	6		0		0	8	12
Outreach - Attendance		0	90	20	150	360	245	232		0		0	485	612
Virtual # Conducted		0	0	0		0		0		0		0	0	0
Virtual - Attendance		0	0	0		0		0		0		0	0	0