

MINUTES OF BOARD MEETING

June 10, 2024

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, June 10, 2024.

Trustees Present: Ms. Marcia Koenig, Dr. Brenda Dales, Mr. Jake Richards, Ms. Karen Whalen, Mr. Chuck Goins, and Ms. Carol Harp

Trustees Absent: Ms. Joni Copas

Management Present: Mr. Joseph Greenward, Director; and Mr. Garrett Turner, Fiscal Officer

1) Call to Order

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

2) Director and Fiscal Officer Reports

a. Director's Report

- Our Summer Reading program kicked off at all locations on June 1st. The theme once again is Camp Lane as our librarians found this a useful theme for planning a wide variety of programs and keeping our patrons engaged. All age groups can participate in the challenge by keeping track of their reading, completing activities, and reading books from our "Recommended Reads" book lists. Participants earn a free book at the 200 and 400 point level, and then begin earning tickets into raffle drawings for specific prizes for every 100 points beyond that. We have a wide range of programming for all ages and have partnered with a number of community organizations to make the programs more diverse than we can accomplish in house.
- The Bookmobile is partnering with food programs through Hamilton City Schools, Fairfield City Schools and Oxford TOPSS to be present at locations where food is being distributed this summer. A few of these locations include Jungle Jim's, Booker T. Washington Center, most of Hamilton's parks, Darrtown, Collinsville Community Center, Somerville Community Church and a number of other locations. In order to accommodate all these stops, we've made some modifications to our delivery van. These modifications allow us to put a bookcase in the van that is attached to a guide rail at the top when the van is in use, and the bookcase gets pulled to the back of the van for browsing at the community stops.
- There are two censorship bills floating around the Ohio House that we are keeping an eye on and getting regular updates and guidance from OLC on. The first is HB 556 introduced by Rep. Adam Matthews from Lebanon. The proposed bill would establish criminal liability for certain teachers and librarians for the offense of pandering obscenity. Specifically, it would charge teachers and school district librarians with fifth-degree felonies for creating, reproducing,

publishing, promoting or advertising obscene materials. While this bill is directed at schools, it does include school district public libraries, which is what we are. The second bill is HB 622 introduced by Rep. Al Cutrona from Canfield, and it is specifically directed at public libraries. The legislation would mandate that all public libraries incorporate a policy for children under the age of 18 to have parental consent to obtain or view any material that is deemed harmful to juveniles. It would also require all libraries to conceal from viewing certain materials by placing them behind blinder racks, wrapping or covering the material, or locating it so that it is not open to the view of juveniles. Residents would be able to file a complaint with the State Library Board who would investigate and if it finds that the library is not in compliance, send a report to the county treasurer with directions to withhold distributions of the public library fund until the library complies

- In April, the US Dept of Labor released its final rule raising the salary thresholds for being exempt from overtime under the Fair Labor Standards Act. The current minimum salary for exempt employees is \$35,568 and it will increase to \$43,888 on July 1st and then again to \$58,656 on January 1st, 2025. We currently had only one exempt employee slightly below the threshold that takes effect on July 1st, so we've adjusted that salary in the proposed salary increases to be considered at today's meeting. It is still possible that there will be a last-minute challenge to this new rule as happened last time they attempted to increase it, but since it only requires one small increase, we thought it best to be in compliance for the July 1st change if it does go through. Further changes would obviously need to be made for the January increase if the rule does take effect.

b. Fiscal Officer's Report

General Operating Fund Revenues for May 2024

For May 2024, YTD General Operating Revenues were down about \$85,000 when compared to May 2023. The biggest factor for this continues to be the Public Library Fund we receive from the state, which is down about \$229,000 compared to this time last year. On the upside, however, the State reported that this month's PLF came in on target with their initial estimate (actually up 0.36%). This is the first time the PLF has been close to the estimate this year; hopefully this is that start of a trend in the right direction. Additionally, interest rates have remained high, and the library's earnings from investments are up over \$145,000 YTD.

Expenses

May YTD expenses are up about \$59,000 compared to May 2023. The biggest factors in this amount is that salary and benefits are around \$132,000 higher so far this year, purchased and contracted services are up nearly \$20,500, and library materials are up about \$25,000. On the other hand, expenditures for supplies are down \$8,800, and capital outlays are down more than \$106,000 so far.

3) Consent Agenda

All items under the consent agenda were approved by a motion from Mr. Richards, seconded by Ms. Koenig with all members present voting in the affirmative. The items under the consent agenda were:

- a) Approval of the minutes of May 13, 2024 Board Meeting
- b) Approval of the minutes of May 17, 2024 Special Meeting
- c) Acceptance of the Fiscal Officer's Financial Statements for May 31, 2024 – \$26,062,997.20
- d) Approval of Investments as of May 31, 2024 - \$21,077,746.74 (**Exhibit #2024-05-01**)
- e) Approval and acknowledgement of gifts received in May 2024 – (**Exhibit #2024-05-02**)
- f) Approval of staff changes for May 2024 - (**Exhibit #2024-05-03**)
- g) May 2024 Circulation Statistics – (**Exhibit #2024-05-04**)

4) Citizen's Input – None

5) Old Business

- a) Update for New Fairfield Township Branch

The library's design team is continuing to meet with Community Design Alliance (CDA) to fine-tune the new branch's design. Representatives from HGC Construction, the project's construction manager, have also been in attendance at these meetings.

6) New Business

- a) Presentation from 9258 Wealth Management

Bill Groth and Pete Bohrofen from 9258 Wealth Management gave a presentation discussing investments and account balances that they manage for the library. They also answered questions from the Board. In order to complete the Fiscal Officer transition, Mr. Groth and Mr. Bohrofen requested the Board pass a motion authorizing Mr. Turner to enter into an agreement with 9258 Wealth Management as a representative of the library. Ms. Harp so motioned, and Ms. Whalen seconded, with all members present voting "Aye".

- b) Tuition Reimbursement Requests for 2024 Fall Semester

Mr. Turner presented to the Board the Tuition Reimbursement Requests for the 2024 Fall Semester. Mr. Turner recommended the Board reimburse \$420.00 per credit hour.

On a motion by Mr. Goins, with a second from Ms. Koenig, and all present voting in the affirmative, the following reimbursement requests for MLIS courses for the 2024 Fall Semester were approved:

Chris Esposito	\$2,940.00 for the semester
Jackie Berberich	\$2,520.00 for the semester
Mackenzie Rouse	\$2,520.00 for the semester
Isobella Dale	\$2,520.00 for the semester

c) Executive Session – Personnel Matter

A motion was presented by Ms. Koenig to go in to Executive Session to discuss Personnel Matters. This was seconded by Ms. Whalen, and all those present voted aye.

A motion was presented by Ms. Harp to leave Executive Session and restart the regular Board Meeting. This was seconded by Ms. Koenig, and all those present voted aye.

d) Salary Increases, effective June 25, 2024

Library Management is requesting an across-the-board increase for staff of 3%, to be effective June 25, 2024. This increase does not include staff hired or promoted after March 1, 2024, nor Shelves, who were given an increase effective December 25, 2023. The Library's Director and Fiscal Officer were included in this increase.

Ms. Koenig presented a motion to approve the salary increase of 3.0%, effective June 25, 2024. This was seconded by Mr. Goins, and those present voted "Aye".

e) Salary Range Increase

The just-approved salary increases will put a few staff members above the maximum salary range for their respective grades/positions. As result, Library Management is also proposing an increase to the maximum salary range to keep these employees within the range.

Ms. Harp presented a motion to approve the proposed salary range increases, effective June 25, 2024. This was seconded by Mr. Goins, and all those present voted aye.

7) General Comments

- a) Dr. Dales read to the Trustees a Thank You card the Board received from Mr. Carringer, the recently-retired Fiscal Officer.
- b) The Board of Trustees does not typically meet in July and August. The next regular meeting is scheduled for September 9, 2024. Owing to the Labor Day holiday and the delays it may cause in closing out the month of August, Library Management requested to move the next meeting from September 9 to September 16. This request was approved by the Trustees.

8) Adjournment to Monday, September 16, 2024

- a) The meeting was adjourned at 5:15 p.m. on a motion from Ms. Koenig, seconded by Mr. Richards, with all members present voting aye.
- b) The next regularly scheduled meeting of the Board will be held on Monday, September 16, 2024 at 4:00 P.M

Respectfully submitted,

Dr. Brenda Dales
President

Ms. Karen Whalen
Secretary

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LPL INVESTMENTS

Exhibit #2024-05-01

As of May 31, 2024

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	June 1, 2024	\$ 86,964.20	30	2.30%	June 30, 2024	\$ 164.40	12	GIFTS & MEM 110
FIRST FINANCIAL	June 1, 2024	\$ 67,808.81	30	2.30%	June 30, 2024	\$ 128.19	10	ARCHIVES FUND 220
FIRST FINANCIAL	June 1, 2024	\$ 13,676.57	30	2.30%	June 30, 2024	\$ 25.85	56	ARCHIVES 220
FIRST FINANCIAL	June 1, 2024	\$ 84,761.50	30	2.30%	June 30, 2024	\$ 160.23	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	June 1, 2024	\$ 239,042.89	30	2.30%	June 30, 2024	\$ 451.89	28	GENERAL FUND 101
FIRST FINANCIAL	June 1, 2024	\$ 156,555.84	30	2.30%	June 30, 2024	\$ 295.95	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	June 1, 2024	\$ -	30	2.30%	June 30, 2024	\$ -	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	June 1, 2024	\$ 190,960.53	30	2.30%	June 30, 2024	\$ 360.99	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	\$ 1,571,604.55	30	2.30%	October 29, 2024	\$ 2,970.98	5	CAPITAL PROJECTS 401
STAR OHIO	June 1, 2024	\$ 229,422.17	30	4.58%	June 30, 2024	\$ 863.63	2	GENERAL FUND 101
STAR OHIO	June 1, 2024	\$ 2,637,847.85	30	4.58%	June 30, 2024	\$ 9,929.87	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	June 1, 2024	\$ 70,109.76	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	June 1, 2024	\$ 7,915,235.83	30	VAR			38	GENERAL FUND 101
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,652,406.81					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,113,160.43					36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 21,077,746.74						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2024-05-02						
May-24	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
13-May-2024	Anonymous	Unrestricted Donation			OXB	\$13.00
14-May-2024	Charles Ganelin	Unrestricted Donation		Morton Ganelin's 95th Birthday	OXB	\$400.00
15-May-2024	Vinylmax	Restricted Donation	Hispanic Heritage Festival and Expo		FFB	\$500.00
15-May-2024	Margaret Lewis	Unrestricted Donation		Joan Green	OXB	\$25.00

May-24

STAFF CHANGES
EXHIBIT #2024-05-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
6-May-2024	Julia Lemon	Public Service Associate	30.0	3	1200	HAM
30-May-2024	Wren Burks	Public Service Associate	20.0	3	1206	CTC
10-May-2024	Sam Bloom	Collection Development Librarian - Children's	37.5		1103	LAC

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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MAY 2024 STATS SHEET														
Exhibit #2024-05-04														
PATRON USAGE	BKM	BKM 2023	FFB	FFB 2023	LPL	LPL 2023	OXB	OXB 2023	TECH	TECH 2023	TOTAL	TOTAL 2023		
Print	5,815	5,269	23,303	23,654	15,233	15,073	15,072	14,832			59,423	58,828		
AV	547	447	8,504	8,135	5,966	6,809	2,998	3,389			18,015	18,780		
eMedia (Freegal, Hoopla, Kanopy)											9,178	9,620		
eBooks (Ohio & Freading)											25,402	21,397		
SearchOhio (Borrows & Loans)											1,219	2,233		
Total CKO's	6,362	5,716	31,807	31,789	21,199	21,882	18,070	18,221			113,237	110,858		
Year To Date	46,552	54,143	152,691	154,084	108,326	111,064	93,374	93,908			584,436	576,828		
Internet Sessions			2,308	2,521	2,060	2,061	719	125	246	290	5,333	4,997		
Internet Hours			1,481	1,519	1,979	1,683	498	67	314	294	4,272	3,563		
Self CKO's			12,214	12,498	4,713	4,624	5,812	5,662			22,739	22,784		
Visitors			15,189	14,735	7,039	6,463	8,664	7,527	1032	1189	31,924	29,914		
ADULT PROGRAMS	SMITH	SMITH 2023	FFB	FFB 2023	LPL	LPL 2023	OXB	OXB 2023	TECH	TECH 2023	SYSTEMWIDE	STEMWIDE 2023	TOTAL	TOTAL 2023
In Library # Conducted		0	11	10	10	6		6	5	5		0	26	27
In Library - Attendance		0	121	68	97	61		78	25	20		0	243	227
Outreach # Conducted		0	2	0	1	1		0	2	0		0	5	1
Outreach - Attendance		0	135	0	50	36		0	8	0		0	193	36
Virtual # Conducted		0	0	0		0		0	1	1		0	1	1
Virtual - Attendance		0	0	0		0		0	9	10		0	9	10
TEEN PROGRAMS														
In Library # Conducted		0	5	7	6	7		3	0	1		0	11	18
In Library - Attendance		0	73	139	101	77		33	0	0		0	174	249
Outreach # Conducted		0	1	0	5	3		1		0		0	6	4
Outreach - Attendance		0	20	0	55	55		7		0		0	75	62
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	5	16	5	11		12	0	0		0	10	39
In Library - Attendance		0	147	282	65	154		172	0	0		0	212	608
Outreach # Conducted		0	9	2	6	3		5		0		0	15	10
Outreach - Attendance		0	609	70	1470	160		411		0		0	2079	641
Virtual # Conducted		0	0	0		0		0		0		0	0	0
Virtual - Attendance		0	0	0		0		0		0		0	0	0