

MINUTES OF BOARD MEETING

September 16, 2024

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, September 16, 2024.

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

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

- Celeste Swanson's report on the Summer Reading Club: This summer's theme was "Camp Lane." The Collection Development team put together several "Camp Lane"-themed book lists for participants. The Public Relations department created all of the graphics and logos for the program and also designed the shirts for staff and patrons. Although registration stats were down 10% from last year, we did see an increase in participation. Last year, only 47% of participants completed the challenge (reached 400 pts.). This year, 55% of participants completed the challenge.

Hamilton focused on "Space Camp" for its programming this summer and had a lot of success with the Space Explorer and Destination: Deep Space program series.

Boonshoft's Planetarium program was really popular, and over 70 people attended. Teen program attendance picked up later in the summer, and the gaming, Gremlins, and outdoor fun programs had the best attendance.

At Fairfield, the Touch a Motorcycle program was incredibly successful. The kids who attended enjoyed interacting with the motorcycles, and Kona Ice was an added bonus. Dr. Jerry's NitroBlast program was also really popular. FFB staff also visited the Fairfield City Schools Latchkey program throughout the summer and provided fun stories and activities for the kids who attended. Teen program attendance was down this summer, but those who did attend were incredibly engaged in each activity.

Patrons enjoyed the Summer Reading Kick-off with the Good Green Earth Farm at Oxford. Caitlin also had excellent attendance at the Paw Patrol Party. The End of Summer Reading Party with the Cincinnati Rope Twisters was also really successful. Art-related programs were the most popular with teens this summer. Akiko had excellent

attendance for the Teen Art Afternoon series and 68 participants for the rock-painted snake passive program.

The Summer Reading missions were more successful than ever at the Tech Center, with 36 participants in June and 37 in July. The systemwide Camp Lane fishing program drew roughly 65 patrons and fostered community partnerships with the Fairfield Optimist Club and Hamilton Bait and Tackle. The large-format printer also saw a lot of action this summer. The Robert McCloskey Museum featured our prints in their July 4 exhibit.

- Linsey Milillo's report on the Hispanic Heritage Festival: This year was our 4th installment of this wonderful event. We've had the immense privilege of witnessing our community's support and appreciation since 2021. This event, which has quickly turned into our biggest event of the year, not only celebrates Hispanic Heritage and culture through music, food, arts and crafts, among others, but it also serves as an invaluable resource for our community. We have many people gathering together in one space, over 50 local agencies, businesses and organizations, willing to share their resources and opportunities with those in attendance.

The HHFE consisted of Odalis Jimenez, Abril Huerta, Josh Cardona and Linsey Milillo. We went into this year's event with a few goals to make it more impactful for our community and the Lane Libraries. One goal was more media exposure. We had a press release in the Journal News that circulated online via Facebook and Linsey reached out to WCPO Channel 9. On August 29, Abril and Josh were featured on Cincy Lifestyles and shared the history of the event and what to expect for this year. The radio station, La Mega 97.7, also featured the event multiple times in late August. Another goal was more authentic food options and the addition of at least one more performer.

Last Saturday was overwhelmingly successful. We estimate participation of around 3000 people, up 1000 from last year and emphasizing that the additional promotion was worth it. Fairfield's Mayor Mitch Rhodus read a Proclamation to ring in the event. We had nearly a dozen food vendors, authentic crafts from around Latin America and three musical acts: Son del Caribe, Daglio, and the Dayton Salsa Project. Other highlights were Gary the FC Cincinnati mascot mingling with the audience, the Fairfield Fire Department, and STEM programming from GE. The HHFE committee and Lane were deeply appreciative of our event sponsors including First Financial Bank, Bohlke Veneer and Vinylmax.

We plan to continue to host this event and have set a date of September 6, 2025. The plan is to form a community committee to foster more support in planning and facilitating future events. The reason for this being that the HHFE has grown so much that Lane branch staff need more support in order to continue to provide the experience and level of excellence to date

- The Supporters of the Lane Libraries Levy Committee has begun activities related to the upcoming levy campaign. The chairs of the campaign are Mike and Cindy Dingeldein with Sandy Pizzano serving as the Fairfield Community Chair and Connie Malone as the Oxford Community Chair. Fundraising letters have been sent out and the committee estimates that they need to raise around \$9,000 for the planned campaign activities.

These include yard signs, larger 4x4 signs and use of our billboards for a month leading up to election day. The Committee is currently focused on collecting addresses for yard sign placement and identifying locations for the larger signs.

- We are partnering with MidPointe Library to ensure the continued availability of the Dolly Parton Imagination Library in Butler County. MidPointe will be serving as the fiduciary agent, and we will be supporting them through help with fundraising and assistance on data entry and processing information for those enrolled in the program.
- The carpeting project at the Hamilton branch is complete. We decided to close the branch for one day to get the bulk of the work done while minimizing the disturbance to patrons. The feedback from patrons and staff on the new carpet has been very positive.

b. Fiscal Officer's Report

General Operating Fund Revenues for August 2024

Revenue

Through the end of August 2024, the Public Library Fund was down nearly \$300,000 (7%) in comparison to the same period in 2023. For the month of August 2024 itself, however, the PLF was \$1,100 higher than August 2023. Overall, total revenue in the general operating fund was up \$1.1million for the month of August, and \$960,000 for the year-to-date. Just as in the spring, property tax revenues were received one month earlier this year than they were last year, which helped boost August's numbers. When accounting for this, August was really only up around \$30,000, most of which came from earnings on investments. The library continues to significantly benefit from the income on high-interest accounts.

Expenses

August YTD General Operating Expenses are up about \$483,000 compared to August 2023. The biggest factors in this amount are: salaries and benefits, which are up \$213,000; library materials, which are up \$260,000; and contracted services, which are up \$98,000. On the other hand, capital outlays are down almost \$80,000.

3) Consent Agenda

All items under the consent agenda were approved by a motion from Ms. Koenig, 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 June 10, 2024 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for August 31, 2024 – \$26,571,585.34
- c) Approval of Investments as of August 31, 2024 - \$20,722,177.99 (**Exhibit #2024-08-01**)
- d) Approval and acknowledgement of gifts received in June, July and August 2024 – (**Exhibits #2024-06-02, #2024-07-02 & #2024-08-02**)
- e) Approval of staff changes for June, July, and August 2024 - (**Exhibits #2024-06-03, #2024-07-03 & #2024-08-03**)
- f) August 2024 Circulation Statistics – (**Exhibit #2024-08-04**)

4) Citizen's Input – None

5) Old Business

a) Update for New Fairfield Township Branch – Architect RFQ

The designing and planning phases are progressing. The Library's design team continues to regularly meet with Community Design Alliance and HGC construction to work out the final details of the design. Some modifications to the original design were necessary due to inflationary pressures in order to keep the project closer to its original budget. CDA, HGC, and the library team will continue to work together to keep costs under control as much as possible. The formal contract between HGC and the Library was signed over the summer.

6) New Business

a) Resolution Accepting Levy Amounts and Rates for 2025

RESOLUTION

#06-2024

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(Board of Trustees)

Rev. Code, Secs. 5704.34, 5705.35

WHEREAS, This Board in accordance with the provision of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2025; and

WHEREAS, the Budget Commission of Butler County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten-mill tax limitation; therefore be it

RESOLVED, By the Board of Trustees of the Lane Public Library, Butler County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten-mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	AMOUNT APPROVED BY BUDGET COMMISSION INSIDE 10 MILL LIMITATION	AMOUNT TO BE DERIVED FROM LEVIES OUTSIDE 10 MILL LIMITATION	COUNTY AUDITOR'S ESTIMATE OF TAX RATE TO BE LEVIED	
			INSIDE 10 MILL LIMIT	OUTSIDE 10 MILL LIMIT
GENERAL FUND		2,600,000.00		0.75
GENERAL BOND				
RETIREMENT FUND				
PARK FUND				
RECREATION FUND				
POLICE PENSION				
FIRE PENSION				
CHARTER AMENDMENT				
ONE MILL IMPROVEMENT				
MIAMI CONSERVANCY				
LIBRARY BONDS				
TOTAL	0.00	2,600,000.00	0.00	0.75

**SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

FUND	COUNTY AUDITOR'S ESTIMATE OF YIELD OF LEVY (Carry to Schedule A)	MAXIMUM RATE AUTHORIZED TO BE LEVIED
GENERAL FUND Current expense levy authorized by voters on not to exceed years.		
TOTAL GENERAL FUND OUTSIDE 10 MILL LIMITATION	0.00	0.00
SPECIAL LEVY FUNDS: Levy authorized by voters on , not to exceed years.		

and be it further

RESOLVED, That the Clerk of this Board be, and she is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Ms. Whalen presented a motion to accept the resolution for amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. This was seconded by Mr. Richards, and a roll call vote was taken.

Roll Call Vote:

Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye
Ms. Karen Whalen	Aye
Ms. Marcia Koenig	Aye
Ms. Joni Copas	Aye
Mr. Chuck Goins	Aye
Ms. Carol Harp	Aye

7) General Comments

- a) The meeting was adjourned at 4:45 p.m. on a motion from Ms. Harp, seconded by Ms. Copas, with all members present voting aye.

- b) The next regularly scheduled meeting of the Board will be held on Monday, October 14, 2024 at 4:00 P.M

Respectfully submitted,

Dr. Brenda Dales
President

Ms. Karen Whalen
Secretary

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LPL INVESTMENTS
As of Aug 31, 2024

Exhibit #2024-08-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	September 1, 2024	\$ 87,731.54	30	2.30%	September 30, 2024	\$ 165.85	12	GIFTS & MEM 110
FIRST FINANCIAL	September 1, 2024	\$ 68,407.13	30	2.30%	September 30, 2024	\$ 129.32	10	ARCHIVES FUND 220
FIRST FINANCIAL	September 1, 2024	\$ 13,797.25	30	2.30%	September 30, 2024	\$ 26.08	56	ARCHIVES 220
FIRST FINANCIAL	September 1, 2024	\$ 85,509.40	30	2.30%	September 30, 2024	\$ 161.65	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	September 1, 2024	\$ 241,152.12	30	2.30%	September 30, 2024	\$ 455.88	28	GENERAL FUND 101
FIRST FINANCIAL	September 1, 2024	\$ 157,937.24	30	2.30%	September 30, 2024	\$ 298.57	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	September 1, 2024	\$ -	30	2.30%	September 30, 2024	\$ -	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	September 1, 2024	\$ 192,645.49	30	2.30%	September 30, 2024	\$ 364.18	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	September 1, 2024	\$ 232,576.19	30	4.58%	September 30, 2024	\$ 875.51	2	GENERAL FUND 101
STAR OHIO	September 1, 2024	\$ 2,170,016.22	30	4.58%	September 30, 2024	\$ 8,168.77	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	September 1, 2024	\$ 70,508.59	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	September 1, 2024	\$ 7,960,159.53	30	VAR			38	GENERAL FUND 101
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,681,829.45					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,140,114.29					36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 20,722,177.99						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2024-06-02						
Jun-24	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
13-Jun-2024	The W.E. Smith Family Charitable Trust	Restricted Donation	Smith Library Miami Whitewater Region Project		SML	\$3,000.00
13-Jun-2024	The W.E. Smith Family Charitable Trust	Restricted Donation	Digitization of Newspapers Project		CUMMINS RM	\$3,000.00
13-Jun-2024	Anonymous	Unrestricted Donation			BKM	\$20.00
14-Jun-2024	Suzanne Siegel	Unrestricted Donation		Mary Ruffennach	OXB	\$25.00
24-Jun-2024	The Friends of The Lane Public Library	Unrestricted Donation	Funds for Hamilton, Fairfield, Tech Center and Bookmobile (HAM, FFB, TC - \$1,500; BKM - \$1,000)		LAC	\$5,500.00
GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2024-07-02						
Jul-24	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
18-Jul-2024	First Financial Bank	Restricted Donation	2024 Hispanic Heritage Festival and Expo		FFB	\$1,300.00
18-Jul-2024	Joe Nuxhall Foundation	Restricted Donation	Digitization Project for Nuxhall Memorabilia		SML	\$1,000.00
22-Jul-2024	Friends of the Oxford Lane Library	Restricted Donation	Books for author visits		OXB	\$638.18
22-Jul-2024	Oxford Rotary Club	Restricted Donation	Children's picture books		OXB	\$250.00
22-Jul-2024	FC Cincinnati	Restricted Donation	2024 Summer Reading Program (Player autographed Rally Towel valued at \$50)		LAC	
22-Jul-2024	Ronald Schwieterman	Unrestricted Donation			FFB	\$1,000.00
29-Jul-2024	James Martino	Unrestricted Donation			FFB	\$100.00
GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2024-08-02						
Aug-24	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
6-Aug-2024	M. Bohlke Veneer	Restricted Donation	Hispanic Heritage Festival and Expo		FFB	\$650.00
29-Aug-2024	Samuel and Barbara Beeler	Unrestricted Donation		Katherine and Hughes Beeler	LAC	\$350.00
30-Aug-2024	Daniel and Tari Tharp	Unrestricted Donation		Glenda Rhodes	OXB	\$100.00
30-Aug-2024	Curt Ellison	Restricted Donation	Printed materials for the Oxford Walking Tours		SML	

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Jun-24

STAFF CHANGES
EXHIBIT #2024-06-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
11-Jun-2024	Elizabeth Meadows	Public Service Associate	25.0	3	1201	BKM

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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Jul-24

STAFF CHANGES
EXHIBIT #2024-07-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
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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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Aug-24

STAFF CHANGES
EXHIBIT #2024-08-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
8/9/2024	Elizabeth Franz	Public Services Librarian	37.5	4	1104	OXB

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
8/12/2024	Sarah Gifford	Public Services Librarian	37.5	4	1104	OXB

Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
8/12/2024	Jackie Berberich	Public Services Librarian	25.0	4	1104	OXB

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
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Aug 2024 STATS SHEET															
Exhibit #2024-08-04															
PATRON USAGE	BKM	BKM 2023	FFB	FFB 2023	LPL	LPL 2023	OXB	OXB 2023	TECH	TECH 2023	TOTAL	TOTAL 2023			
Print	4,680	4,102	24,791	24,932	15,893	16,924	15,650	14,859			61,014	60,817			
AV	555	441	8,922	8,474	5,978	6,683	3,412	3,798			18,867	19,396			
eMedia (Freegal, Hoopla, Kanopy)											10,626	10,311			
eBooks (Ohio & Freading)											28,477	22,278			
SearchOhio (Borrows & Loans)											1,489	2,542			
Total CKO's	5,235	4,543	33,713	33,406	21,871	23,607	19,062	18,657			120,473	115,344			
Year To Date	60,077	66,942	255,294	257,484	174,213	182,725	152,093	153,018			941,905	927,825			
Internet Sessions			2,315	2,706	2,336	2,751	663	678	312	368	5,626	6,503			
Internet Hours			1,589	1,676	2,382	2,384	361	470	361	368	4,693	4,898			
Self CKO's			13,107	13,093	4,684	5,274	5,970	6,337			23,761	24,704			
Visitors			16,535	16,284	7,555	7,771	8,131	8,010	1375	1472	33,596	33,537			
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	8	7	3	6	8	5	4			0	29	23
In Library - Attendance		0	95	2070	80	12	40	62	30	9			0	245	2153
Outreach # Conducted		0	3	3	1	1	3	1	1	0			0	8	5
Outreach - Attendance		0	330	538	50	50	107	60	5	0			0	492	648
Virtual # Conducted		0	0	0		0		0		1			0	0	1
Virtual - Attendance		0	0	0		0		0		15			0	0	15
TEEN PROGRAMS															
In Library # Conducted		0	4	7	5	6	1	3		1			0	10	17
In Library - Attendance		0	84	152	107	92	3	30		5			0	194	279
Outreach # Conducted		0	0	0	2	2		0	1	0			0	3	2
Outreach - Attendance		0	0	0	93	86		0	4	0			0	97	86
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	12	12	7	9	16	19	2	0			0	37	40
In Library - Attendance		0	512	297	88	155	243	299	19	0			0	862	751
Outreach # Conducted		0	0	1	3	4	6	6		0			0	9	11
Outreach - Attendance		0	0	300	211	335	201	179		0			0	412	814
Virtual # Conducted		0	0	0		0		0		0			0	0	0
Virtual - Attendance		0	0	0		0		0		0			0	0	0