

## MINUTES OF BOARD MEETING

October 14, 2024

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, October 14, 2024.

Trustees Present: Ms. Marcia Koenig, Dr. Brenda Dales, Ms. Joni Copas, and Ms. Carol Harp

Trustees Absent: Mr. Jake Richards, Ms. Karen Whalen, and Mr. Chuck Goins

Management Present: Mr. Joseph Greenward, Director; 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

- The Supporters of Lane Libraries report that they have raised around \$8,600 for the levy campaign, which covers all of their expenses with \$800 to spare. All of the large 4x4 signs have been placed and they are keeping up well with regular yard sign placement. The billboards have also been installed. They had a good presence at Operation Pumpkin with yard signs being available at Community Design Alliance's Office and eighty yard signs were distributed. Committee members and other volunteers have also attended farmers' markets and other community events throughout our service area.
- We will be going through a staffing reshuffle in the Collection Development and Processing area with two upcoming retirements. Our processing clerk, which is a full-time position, and our order clerk, which is a part-time position will be retiring in the coming year. We will not be filling the order clerk position and will turn the processing clerk into a part-time position. This will allow us to add an adult materials collection development librarian in a cost neutral manner. This change means we will have focused selection in youth and adult areas while allowing the manager to focus on personnel, budget, vendor selection and contracts, staff training, reports, inventory, collection management and marketing among other things. This will be especially important over the coming year as we have to purchase an entire opening day collection for the Fairfield Township branch.

b. Fiscal Officer's Report

General Operating Fund Revenues

For September 2024, YTD General Operating Revenues were down about \$110,000 compared to September 2023. The main reason for being down continues to be due to the Public Library Fund received from the State, which is about \$319,000 less when compared to this time last year. On the upside, property tax revenue is up nearly \$45,000, and miscellaneous revenue is up \$16,000. The library continues to benefit from high interest rates, with earnings from investments being up over \$150,000 so far this year.

General Operating Expenses

September YTD expenses are up about \$581,000 compared to September 2023. The biggest reasons are: Salary and benefits, which are around \$227,000 higher so far this year; purchased/contracted services, which are up nearly \$49,000, though this number is comparable to where we were back in April; and materials, which are up over \$378,000. This large increase in expenditure for materials was expected and mostly results from an expansion of the library's e-book collection. Additionally, capital outlays are down around \$60,000, and miscellaneous expenses are down over \$13,000.

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 September 16, 2024 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for September 30, 2024 – \$26,534,492.59
- c) Approval of Investments as of September 30, 2024 - \$20,764,842.11 **(Exhibit #2024-09-01)**
- d) Approval and acknowledgement of gifts received September 2024 – **(Exhibit #2024-09-02)**
- e) Approval of staff changes for September 2024 - **(Exhibit #2024-09-03)**
- f) September 2024 Circulation Statistics – **(Exhibit #2024-09-04)**

4) Citizen's Input – None

5) Old Business

- a) Update for New Fairfield Township Branch

Mike Dingeldein, owner of Community Design Alliance (CDA), gave a presentation to the Board of the updated plans for the new Fairfield Township Branch. The biggest change

was to reduce the size of the adult collection area. This change was necessitated by inflationary pressures, which caused construction cost estimates to far exceed the original budget. With this updated layout, the budget will only need to rise about half as much as it would have under the original plan. Additional cost-saving opportunities will be pursued throughout the construction process.

## 6) New Business

### a) Health Insurance for 2025

Due to the price point and low participation, the High-deductible plan is being dropped for 2025. This leaves eligible employees with the choice of the traditional PPO or the Truecost plan. For 2025, total premiums will increase 11.9% for PPO and 8.9% for Truecost. As a result of this large increase, the premium split between the Library and the staff will remain the same, with the Library paying 82% of the premium and the employee paying the remaining 18%. The rates for our Dental and Vision Plans will remain the same in 2025 as they were in 2024.

### b) Privacy Policy for Systems Department

The Systems department has been working with the collection agency the library utilizes to change the way SMS notices are sent. When one of the library's phone lines was submitted for this change, AltaFiber denied the request because our current website lacks a privacy policy. The Systems department then proposed the privacy policy that follows, the wording of which was cleared by the Butler County Prosecutor's Office:

#### **Privacy Policy**

The Lane Libraries website is provided for information purposes only.

The Lane Libraries collect no personal information from website visitors.

The Lane Libraries use cookies to collect traffic data for analysis, and the Lane Libraries use Google Analytics to track general use, but do not track or permanently record information about individuals and their visits.

While the information contained within the website is periodically updated, no guarantee is given that the information provided in the website is correct, complete, and up-to-date.

Through the website you are able to link to other websites which are not under the control of the Lane Libraries. The Lane Libraries have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

All users of the website agree to hold the Lane Libraries harmless from any and all claims, losses, damages, obligations or liabilities, directly or indirectly relating to the website and/or the networked information available via the website, caused thereby or

arising therefrom.

In no event shall the Lane Libraries have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the Lane Libraries are advised of the possibility of such damages.

Ms. Koenig presented a motion to approve the new Privacy Policy for the Library's website. This was seconded by Ms. Harp, and all those present voted aye.

7) General Comments

None.

8) Adjournment

- a) The meeting was adjourned at 4:40 p.m. on a motion from Ms. Koenig, seconded by Ms. Harp, with all members present voting aye.
  
- b) The next regularly scheduled meeting of the Board will be held on Monday, November 11, 2024 at 4:00 P.M.

Respectfully submitted.

Dr. Brenda Dales  
President

Mr. Garrett Turner  
Acting Secretary

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		LPL INVESTMENTS				Exhibit #2024-09-01			
		As of Sep 30, 2024							
BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND	
FIRST FINANCIAL	October 1, 2024	\$ 87,971.72	30	2.30%	October 31, 2024	\$ 166.30	12	GIFTS & MEM 110	
FIRST FINANCIAL	October 1, 2024	\$ 68,594.41	30	2.30%	October 31, 2024	\$ 129.67	10	ARCHIVES FUND 220	
FIRST FINANCIAL	October 1, 2024	\$ 13,835.02	30	2.30%	October 31, 2024	\$ 26.15	56	ARCHIVES 220	
FIRST FINANCIAL	October 1, 2024	\$ 85,743.50	30	2.30%	October 31, 2024	\$ 162.09	70	GIFT-MEM OXB FUND 140	
FIRST FINANCIAL	October 1, 2024	\$ 241,812.32	30	2.30%	October 31, 2024	\$ 457.12	28	GENERAL FUND 101	
FIRST FINANCIAL	October 1, 2024	\$ 158,369.63	30	2.30%	October 31, 2024	\$ 299.38	31	ELMER B. & THELMA M. ROSE FUND 125	
FIRST FINANCIAL	October 1, 2024	\$ -	30	2.30%	October 31, 2024	\$ -	41	CAPITAL PROJECTS 401	
FIRST FINANCIAL	October 1, 2024	\$ 193,172.90	30	2.30%	October 31, 2024	\$ 365.18	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	October 1, 2024	\$ 233,587.14	30	4.58%	October 31, 2024	\$ 879.31	2	GENERAL FUND 101	
STAR OHIO	October 1, 2024	\$ 2,179,448.76	30	4.58%	October 31, 2024	\$ 8,204.28	4	CAPITAL PROJECTS 401	
MEEDER INVST FUNDS	October 1, 2024	\$ 70,693.06	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125	
MEEDER INVST FUNDS	October 1, 2024	\$ 7,980,938.27	30	VAR			38	GENERAL FUND 101	
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,690,514.56					82	ROESEL FUND 165	
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,140,367.27					36	GENERAL FUND 101	
TOTAL INVESTMENTS		\$ 20,764,842.11							

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2024-09-02						
Sep-24	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
16-Sep-2024	Jan C Reinhart	Unrestricted Donation			OXB	\$100.00
19-Sep-2024	Patricia Dean Whalen	Restricted Donation	Bookmobile/Outreach Services Home Delivery Service		BKM	\$50.00

**Sep-24 STAFF CHANGES  
EXHIBIT #2024-09-03**

**Staff Changes: Hires**

Date	Name	Position	Hours	Grade	Dept	Location
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**Staff Changes: Terminations**

Date	Name	Position	Hours	Grade	Dept	Location
9/6/2024	Kylie Rice	Public Service Assistant	20.0	2	1204	OXB
9/7/2024	Odalis Jimenez	Public Service Associate	20.0	3	1202	FFB
9/20/2024	Elizabeth Meadows	Public Service Associate	25.0	3	1201	BKM
9/28/2024	Carly Goodman	Shelver	15.0	0	1204	OXB

**Staff Changes: From PT to FT or FT to PT**

Date	Name	Position	Hours	Grade	Dept	Location
9/7/2024	Chris Esposito	Public Service Assistant	20.0	3	1202	FFB
9/10/2024	Justine Bader	Public Service Assistant	37.5	2	1202	FFB

**Staff Changes: Promotions**

Date	Name	Position	Hours	Grade	Dept	Location
9/10/2024	Brittany Houchins	Public Service Associate	37.5	3	1202	FFB
9/25/2024	Zinnia Mearns	Public Service Associate	20.0	3	1202	FFB

**Staff Changes: Transfers**

Date	Name	Position	Hours	Grade	Dept	Location
9/25/2024	Haleigh Miller	Public Service Assistant	25.0	2	1204	OXB

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Sep 2024 STATS SHEET															
Exhibit #2024-09-04															
PATRON USAGE	BKM	BKM 2023	FFB	FFB 2023	LPL	LPL 2023	AXB	AXB 2023	TECH	TECH 2023	TOTAL	TOTAL 2023			
Print	8,001	4,641	22,997	22,488	15,048	15,860	14,742	14,542			60,788	57,531			
AV	852	476	7,992	7,935	6,011	6,179	3,015	3,512			17,870	18,102			
eMedia (Freegal, Hoopla, Kanopy)											11,072	9,527			
eBooks (Ohio & Freading)											26,842	22,151			
SearchOhio (Borrows & Loans)											1,318	2,168			
Total CKO's	8,853	5,117	30,989	30,423	21,059	22,039	17,757	18,054			117,890	109,479			
Year To Date	68,930	72,059	286,283	287,907	195,272	204,764	169,850	171,072			1,059,795	1,037,304			
Internet Sessions			2,154	2,169	2,040	2,155	624	615	322	223	5,140	5,162			
Internet Hours			1,424	1,388	2,082	1,802	465	439	373	229	4,344	3,858			
Self CKO's			11,268	11,517	4,598	4,792	5,479	5,794			21,345	22,103			
Visitors			14,009	13,806	7,459	6,905	8,364	7,796	1208	1132	31,040	29,639			
ADULT PROGRAMS	SMITH	SMITH 2023	FFB	FFB 2023	LPL	LPL 2023	AXB	AXB 2023	TECH	TECH 2023	SYSTEMWIDE	STEMWIDE 20	TOTAL	TOTAL 2023	
In Library # Conducted		0	10	7	8	8	13	11	8	8			0	39	34
In Library - Attendance		0	3168	92	89	63	356	81	30	39			0	3643	275
Outreach # Conducted		0	0	1	1	1	1	1	2	0			0	4	3
Outreach - Attendance		0	0	100	50	50	8	45	73	0			0	131	195
Virtual # Conducted		0	0	0	0	0	0	0	1	1			0	1	1
Virtual - Attendance		0	0	0	0	0	0	0	2	8			0	2	8
TEEN PROGRAMS															
In Library # Conducted		0	6	8	6	6	2	4	1	1			0	15	19
In Library - Attendance		0	119	169	128	98	25	0	6	0			0	278	267
Outreach # Conducted		0	2	0	3	3		0		0			0	5	3
Outreach - Attendance		0	208	0	61	74		0		0			0	269	74
Virtual # Conducted		0	0	0	0	0	0	0		0			0	0	0
Virtual - Attendance		0	0	0	0	0	0	0		0			0	0	0
CHILDREN PROGRAMS															
In Library # Conducted		0	15	23	14	14	27	25	2	0			0	58	62
In Library - Attendance		0	420	498	279	244	309	293	8	0			0	1016	1035
Outreach # Conducted		0	6	4	5	4	6	4		0			0	17	12
Outreach - Attendance		0	241	507	242	197	124	94		0			0	607	798
Virtual # Conducted		0	0	0	0	0	0	0		0			0	0	0
Virtual - Attendance		0	0	0	0	0	0	0		0			0	0	0