

MINUTES OF BOARD MEETING

November 13, 2023

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, November 13, 2023.

Trustees Present: Ms. Marcia Koenig, Dr. Brenda Dales, Ms. Nancy O'Neill, Ms. Karen Whalen, Ms. Joni Copas and Mr. Chuck Goins

Trustee Absent: Mr. Jake Richards

Management Present: Joseph Greenward, Director; Mr. Robert Carringer, Fiscal Officer and Bryan Isay, Human Resources Manager

1) Call to Order

- a. The regular meeting was called to order by Ms. Koenig.

Executive Session

- b. A motion was presented by Ms. O'Neill to go in to Executive Session to discuss Personnel Matters. This was seconded by Ms. Whalen and all those present voted aye.
- c. A motion was presented by Ms. O'Neill to leave Executive Session and restart the regular Board Meeting. This was seconded by Ms. Whalen and all those present voted aye

2) Director and Fiscal Officer Reports

a. Director's Report

We had an incredible turnout for the One City, One Book event with the author, Bonnie Garmus. The crowd was estimated to be around 600, which is beyond the capacity of Parrish, so we'll work in advance with the Parrish staff to have a better plan of action if we are ever lucky enough to have that kind of success again. A big thank you goes to the One City, One Book team of Niki Motley, Honi Cohen and Karen Whalen, as well as our volunteer moderator for the night, Dr. Kelli Johnson.

Ohioans approved 25 out of 26 levies on the November ballot. The successful ballot issues included 16 renewals, four new/additional levies, one renewal with an increase, 3 replacement levies and one renewal with a decrease.

b. Fiscal Officer's Report

The Year-to-Date PLF (Public Library Fund) receipts through October 2023 reflected an increase of \$61k when compared to the same period in 2022. The month of October 2023 had a decrease of \$2k when compared to October 2022.

Year-to-Date General Operating Expenses have increased \$529K through October 2023 when compared to 2022. All expense categories are reflecting an increase through October 2023.

- Salaries/Benefits	\$293K Increase
- Supplies	18K Increase
- Purchased & Contracted Services	85K Increase
- Library Materials	66K Increase
- Capital Outlays	57K Increase
- Other	10K Increase

3) Consent Agenda

All items under the consent agenda were approved by a motion from Ms. Copas, 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 October 9, 2023 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for October 31, 2023 –\$25,871,709.50
- c) Approval of Investments as of October 31, 2023 - \$21,279,483.14 **(Exhibit #2023-10-01)**
- d) Approval and acknowledgement of gifts received October 2023 – **(Exhibit #2023-10-02)**
- e) Approval of staff changes for October 2023 - **(Exhibit #2023-10-03)**
- f) October 2023 Circulation Statistics – **(Exhibit #2023-10-04)**

4) Citizen's Input – None

5) Old Business

- a) Update for New Fairfield Township Branch – Architect Agreement

The Library's first design meeting with CDA is scheduled for this week.

- b) Fiscal Officer Position

The Library's Fiscal Officer Committee (Mr. Joseph Greenward, Mr. Bryan Isay, and Dr. Brenda Dales) interviewed several candidates for the Fiscal Officer position. The Board met in executive to interview and then discuss the candidate selected by the Committee for the Fiscal Officer position.

The Board made the decision to offer the Fiscal Officer position to Mr. Garrett Turner. Mr. Goins presented a motion to hire Mr. Turner as Deputy Fiscal Officer at \$82,000 annual salary during the transitional period. When the transitional period is completed within the next few months, Mr. Turner will be appointed Fiscal Officer of the Lane Public Library at an annual salary of \$85,000. This motion was seconded by Ms. O'Neill and all those present voted aye.

6) New Business

a) Collection Development Policy Update

We are currently updating the whole Collection Development Policy, but wanted to bring this section on book challenges to the Board for approval early given the current climate. This policy does not change the way we currently handle the process, but it is clearer in outlining that process and it affirms our stance against censorship and our commitment to diversity, equity and inclusion in our collections and services.

Ms. Whalen presented a motion to approve the update to the Collection Development Policy. The motion was seconded by Ms. Copas and all those present voted aye.

b) Tuition Reimbursement Requests – 2024 Winter/Spring Semester

Mr. Carringer presented to the Board the Tuition Reimbursement Requests for the 2024 Winter/Spring Semester. Mr. Carringer recommended the Board reimburse \$420.00 per credit hour.

On a motion by Mr. Goins with a second from Ms. O'Neill, and all present voting in the affirmative, the following reimbursement requests for MLIS courses for the 2024 Winter/Spring Semester were approved:

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

c) 2024 Appropriations Budget Review

Mr. Carringer presented the 2024 Appropriations Budget to the Board for their review. Total Revenues for all funds are projected to be \$9,919,400. The General Operating Fund Revenues are estimated to be \$9,213,000. Total Expenses projected for 2024 are the following:

	Appropriations Budget 2023
General Operating Fund	\$ 10,371,235
General Funds – Other	\$ 584,928
Special Revenue Funds	\$ 276,061

Capital Projects Funds	<u>\$ 12,871,700</u>
Total Expenses	<u>\$ 24,103,924</u>

We will continue to monitor the economic situation as we move into 2024. Inflationary pressures are a concern, therefore, we have accounted for cost increases in 2024. Our budget will put us in a flexible position to operate according to the current economic situation at the moment.

Some items factored into the 2024 Appropriations Budget are the following:

- Budgeted salary increases of up to 5% effective June 25, 2024. The actual Increase will probably be less.
- New Maintenance Tech position for the Oxford Branch has been added to the staff budget for in 2024. In addition, \$50k has been included in the 2024 budget to cover for additional hours worked and the unforeseen need to hire additional staff.
- The increases associated with salaries will also reflect higher OPERS and Medicare costs.
- A 6% increase for Health Insurance costs in 2024. The Library has also decided to increase the employee portion for health insurance premiums from 17% in 2023 to 18% for 2024.
- The new Fairfield Township Branch was totally budgeted (\$12.1 Million) for in 2024 but I don't expect to spend all the funds in 2024. For 2023, the land was purchased and an architect was hired. The general contractor should be hired by the end of 2023. Design planning should be completed by mid-2024 and an estimate of the entire project cost should be provided by the architect in the latter half of 2024. Depending on the current economic conditions and the estimated project cost, a decision will be made to delay or move forward with construction.
- The Library received about \$110k in 2023 from the Emergency Connectivity Fund to provide patrons with connectivity (hotspots) to the internet. The Library will continue this program at our own expense for 2024. About \$100,000 has been budgeted for the program. Initially, we will start with 160 hotspots and will add extras if necessary.
- Collection Development received an increase of about \$500k for our Digital Collection in 2022. We were able to use unrestricted funds for this purpose. For 2023, we continued to budget an additional \$500K from the General Operating Fund. In 2024, this addition \$500K amount will be budgeted but not sure how much will be used.
- Other Capital Outlays of about \$709K have been budgeted for 2024. We will review the potential listing to prioritize the items according to need.

The 2024 Appropriations Budget will be voted on at the December 11, 2023 Board Meeting. Any questions can be asked or changes be made prior to the resolution being submitted at the Board Meeting.

7) General Comments

- a) The meeting was adjourned at 5:20 p.m. on a motion from Ms. O'Neill, seconded by Ms. Copas with all members present voting aye.
- b) The next regularly scheduled meeting of the Board will be held on Monday, December 11, 2023 at 4:00 P.M

Respectfully submitted.

Ms. Marcia Koenig
President

Mr. Robert Carringer
Acting Secretary

MINUTES OF BOARD MEETING

LPL INVESTMENTS
As of October 31, 2023

Exhibit #2023-10-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Nov 1 2023	\$ 85,137.67	30	2.30%	Nov 30 2023	\$ 160.95	12	GIFTS & MEM 110
FIRST FINANCIAL	Nov 1 2023	\$ 66,384.62	30	2.30%	Nov 30 2023	\$ 125.49	10	ARCHIVES FUND 220
FIRST FINANCIAL	Nov 1 2023	\$ 13,389.32	30	2.30%	Nov 30 2023	\$ 25.31	56	ARCHIVES 220
FIRST FINANCIAL	Nov 1 2023	\$ 82,981.24	30	2.30%	Nov 30 2023	\$ 156.87	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Nov 1 2023	\$ 234,022.25	30	2.30%	Nov 30 2023	\$ 442.40	28	GENERAL FUND 101
FIRST FINANCIAL	Nov 1 2023	\$ 153,267.68	30	2.30%	Nov 30 2023	\$ 289.74	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Nov 1 2023	\$ 341,720.86	30	2.30%	Nov 30 2023	\$ 645.99	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Nov 1 2023	\$ 186,949.75	30	2.30%	Nov 30 2023	\$ 353.41	69	BUILDING MAINT 405
FIRST FINANCIAL - CD	April 28 2023	\$ 1,000,000.00	30	2.30%	April 28 2024	\$ 1,890.41	6	GENERAL FUND 101
FIRST FINANCIAL - CD	April 28 2023	\$ 1,535,647.40	30	2.30%	Oct 28 2023	\$ 2,903.00	5	CAPITAL PROJECTS 401
STAR OHIO	Nov 1 2023	\$ 222,187.13	30	4.58%	Nov 30 2023	\$ 836.40	2	GENERAL FUND 101
STAR OHIO	Nov 1 2023	\$ 2,554,660.81	30	4.58%	Nov 30 2023	\$ 9,616.72	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Nov 1 2023	\$ 69,264.67	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Nov 1 2023	\$ 7,820,048.76	30	VAR			38	GENERAL FUND 101
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,863,339.92					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,050,481.06					36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 21,279,483.14						

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LANE PUBLIC LIBRARY
GIFTS AND ACKNOWLEDGEMENTS
OCTOBER 2023
EXHIBIT #2023-10-02

Oct-23	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
11-Oct-2023	Sharon R and Raman J Singh	Restricted Donation	Non Fiction Materials	Elmer B. & Thelma M. Rose Fund	FFB	\$50,000.00
11-Oct-2023	Curt Ellison and Fred Bartenstein	Restricted Donation	Royalties from sales of Industrial Strength Bluegrass		SML	\$255.46
16-Oct-2023	Anonymous	Unrestricted Donation			OXB	\$10.00
27-Oct-2023	Anonymous	Unrestricted Donation			FFB	\$8.52
30-Oct-2023	Johnnie Lewis	Unrestricted Donation	To thank Peter Bour for his kindness and service to patrons		FFB	\$20.00
	Total					\$50,293.98

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Oct-23

STAFF CHANGES

EXHIBIT #2023-10-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
2-Oct-2023	Joshua Cardona	Public Service Associate	20.0	3	1202	FFB
10-Oct-2023	Brittney Elmore	Shelver	15.0	0	1202	FFB
10-Oct-2023	Wyatt Pierce	Public Services Assistant	20.0	2	1204	OXB

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
29-Jul-2023	Kylee Pauley	Public Service Associate	20.0	3	1204	OXB
4-Aug-2023	Conner Lewis	Shelver	15.0	0	1202	FFB
15-Sep-2023	Jacob Lee	Public Service Associate	20.0	3	1208	TC
6-Oct-2023	Anthony Stephens	Maintenance Technician	37.5	4	1402	FFB
19-Oct-2023	Brooklyn Agin	Public Service Assistant - Sub	0.0	2	1202	FFB

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
10/10/2023	Brittany Houchins	Public Service Assistant	37.5	2	1202	FFB

Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
27-Oct-2023	Emma Estridge	Public Service Associate	20.0	3	1202	FFB

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
26-Sep-2023	Hailey Means	Public Service Assistant	SUB	2	1202	FFB

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

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OCTOBER 2023 STATS SHEET														
Exhibit #2023-10-04														
PATRON USAGE	BKM	BKM 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2022	TECH	TECH 2022	TOTAL	TOTAL 2022		
Print	4,839	11,446	23,388	23,640	16,204	16,330	15,294	14,210			59,725	65,626		
AV	354	774	8,220	8,470	6,678	7,377	3,591	3,753			18,843	20,374		
eMedia (Freegal, Hoopla, Kanopy)											10,531	7,902		
eBooks (Ohio & Freading)											24,783	19,625		
SearchOhio (Borrows & Loans)											2,642	2,237		
Total CKO's	5,193	12,220	31,608	32,110	22,882	23,707	18,885	17,963			116,524	115,764		
Year To Date	77,252	83,003	319,515	322,570	227,646	230,313	189,957	185,092			1,153,828	1,123,125		
Internet Sessions			2,374	2,219	2,276	2,013	655	615	236	259	5,541	5,106		
Internet Hours			1,513	1,486	1,949	1,705	469	654	252	229	4,183	4,074		
Self CKO's			12,063	11,543	4,913	5,332	6,140	5,672			23,116	22,547		
Visitors			14,322	13,664	7,420	6,813	8,334	7,808	1052	1220	31,128	29,505		
ADULT PROGRAMS	SMITH	SMITH 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2022	TECH	TECH 2022	SYSTEMWIDE	STEMWIDE 20	TOTAL	TOTAL 2022
In Library # Conducted		0	7	8	7	4	19	10	6	8			0	39
In Library - Attendance		0	118	111	83	58	308	149	20	22			0	529
Outreach # Conducted		0	0	0	2	3	4	1		0			0	6
Outreach - Attendance		0	0	0	250	71	24	3		0			0	274
Virtual # Conducted		0	0	0		0		0	1	1			0	1
Virtual - Attendance		0	0	0		0		0	11	7			0	11
TEEN PROGRAMS														
In Library # Conducted		0	6	5	12	6	7	7	1	1			0	26
In Library - Attendance		0	49	85	131	82	90	84	0	2			0	270
Outreach # Conducted		0	0	0	3	3	1	0		0			0	4
Outreach - Attendance		0	0	0	74	49	68	0		0			0	142
Virtual # Conducted		0	0	0		0		0		0			0	0
Virtual - Attendance		0	0	0		0		0		0			0	0
CHILDREN PROGRAMS														
In Library # Conducted		0	9	19	18	16	22	20		0			0	49
In Library - Attendance		0	617	565	386	210	264	449		0			0	1267
Outreach # Conducted		0	3	2	7	4	8	5		0			0	18
Outreach - Attendance		0	3064	720	1638	465	169	120		0			0	4871
Virtual # Conducted		0	0	0		0		0		0			0	0
Virtual - Attendance		0	0	0		0		0		0			0	0