

## MINUTES OF BOARD MEETING

December 15, 2025

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, December 15, 2025.

Trustees Present: Dr. Brenda Dales, Mr. Jake Richards, Ms. Karen Whalen, Ms. Joni Copas, Mr. Chuck Goins, and Ms. Linda DiBenedetto

Trustees Absent: Ms. Carol Harp

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

### 1) Call to Order

a) The meeting was called to order by Mr. Richards.

### 2) Director and Fiscal Officer Reports

#### a) Director's Report

- We were one of the only area libraries open on December 14th, and I want to thank the staff that made it out to keep our branches open. All of our branches are listed as warming centers, so we think it is important to be available for that need, as long as the roads aren't too treacherous. We received a nice shout out on Facebook from Hamilton's Vice Mayor, Lauren Copas Smallwood, who said, "I want to extend a sincere thank you to the Lane Libraries for opening their doors and providing a warm, safe space during these extremely cold temperatures. Their willingness to step up reflects the very best of our community. Supporting our unhoused neighbors matters year-round, but during periods of extreme cold it becomes especially critical. Access to warmth can be the difference between safety and serious harm, and community partners like Lane Public Library play an essential role in protecting lives. Thank you to the library staff and all who continue to show compassion, leadership, and a commitment to caring for our neighbors when it matters most."
- Bookmobile has developed a new partnership with Ross High School. Ross posted news about it titled, "Bringing Books to Ross High School". They continued, "We're excited to announce a new partnership with The Lane Libraries made possible through the leadership of Mrs. Sackenheim, to get more high-interest books into the hands of our students. Seeing a need at the high school level, Mrs. Sackenheim coordinated for the bookmobile to visit RHS every Tuesday from 10-12:30, giving students easy access during lunch. Lane Libraries will also visit on December 17<sup>th</sup> to help students sign up for a new book delivery service, with the first deliveries coming after break. Families can learn more during our upcoming Curriculum Night, where Lane Libraries will be available to share details. This is the Ross experience in action – connecting school, home and community to support our students as readers and learners."

- Registration for our Winter Reading Challenge opens today. The challenge format remains the same as last year, though the Brr-INGO board includes new challenges. Patrons have two options, Cozy Up and Read and Brr-INGO, and they may participate in one or both. We have four age ranges: 0-4, 5-11, 12-17, and 18+. Two winners will be drawn from each age range at every library location. Prizes for the 12-17 category include a tumbler, hot chocolate and other items, and for the 18+ category it is a mug, hot chocolate, and other items. Prizes are still being sorted out for the younger categories.
- The Staff Focus Groups that were created in response to the staff survey have finished their work and presented their concerns and recommendations to Administration and Karen Whalen as the Board representative. The areas they focused on were Pay and Benefits, Communication, and Trust. The focus groups will present again to the full management team in January, and we will work together to come up with a plan to address their specific concerns and requests. Once management has had a chance to draft its plan, we will present that to the Board, as well as, the specific information from the Focus Group's presentations.
- SearchOhio and OhioLink are still down, and at this point, we have not been given a date as to when they might be available again.
- We are in the process of purchasing a 2026 Ford Transit Cargo Van to replace the one that was involved in a crash earlier in the year. The cost of the new van is \$50,874, and we should have it later this week. It will still need to be wrapped with the Lane logo and graphics, so it probably won't be on the road until after the first of the year.
- Brock Restoration did an excellent job cleaning the department. They wiped down all items on the first floor that were impacted by the fire and managed to keep the items in order. They also wiped down the walls, ceiling, windows, chairs, desks etc. The entire department was cleaned. On Monday, October 27 Jim Hunter (Fire and Explosion Consultants) and the fire investigator for Innovative Electric were on site to do the joint inspection. After this inspection the light fixture was removed and the entire site was turned back over to us. That same afternoon Pristine Cleaning was on site and started the fire remediation cleaning of the carpet and several pieces of furniture. This was a two day process and they did an incredible job of cleaning the carpet. The cleaning of the ductwork started on Thursday, Oct. 30 and went to about the middle of Nov. On Monday, November 3 the fire damaged carpet tiles were removed and a worker from Brock Restoration installed the new carpet tiles. Pristine Cleaning did such a good job cleaning the carpet that the new tiles did not stand out and blended in nicely with the 10 year old carpet. For the rest of Monday Rebecca and the staff put furniture back in place and created new displays and started to reshelve returned materials. On Tuesday, November 4 the tarp was pulled down and the downstairs was reopened. It was perfect timing because the schools were closed that day for elections. Preschool story time returned to the children's meeting room and kids loved the new toys that the Friends of OXB had purchased. When Rebecca unlocked the door that morning and told the mother and little boy that the department was reopened and that he was the first kid into the opened dept. he jumped up and down with excitement. The entire OXB staff handled this situation very well. We only cancelled storytimes on the Tuesday and Wednesday of the week the fire happened. All other story times were either held in our Havighurst meeting room or in the

corner of our lobby. Any stand alone children's or teen programs were held in the Havighurst meeting room. The staff just pivoted and continued to do the best they could in serving the community at this time. We also staged a ton of carts set up in the lobby of returned children's books, DVDs, adult best sellers and large print to allow patrons to browse some of the materials that were behind the tarp.

- There are still a few outstanding issues that need to be addressed. The linear light fixtures still need to be installed. They are onsite, but we are still working to find an electrician to do the installation. We are waiting on information from the insurance company about the replacement of the sound baffles. The computer desk has been ordered through Library Design, and it should be installed at the beginning of the year. The birthday party for the branch has been rescheduled for Friday, April 17<sup>th</sup> when Oxford will be exactly 10 ½ years old.
- The School Board appointed Connie Malone as our new Trustee, but unfortunately, Connie decided she couldn't serve at this time given her personal and professional commitments. Connie has been a great supporter of Lane Libraries through her work with the Friends group and volunteer work on our levy campaign. Rather than going through the process again of searching for a new applicant, I called Dr. Brenda Dales, and she was willing to serve an additional four year term in addition to the seven year term that she is just finishing. A huge thank you to Brenda for her continued service and support of our Library.
- Akiko Urayama was selected to replace Celeste Swanson as our Youth Services Coordinator. Akiko has previously served as the teen librarian at the Oxford Branch. She will continue to help out in Oxford until that position is filled. We will invite Akiko to a future Board meeting to introduce herself after she's had a chance to get comfortable in her new role.
- There are two pieces of legislation that directly affect public libraries as we have previously discussed. HB 137 would allow a taxing authority, in our case the Hamilton City School Board, to deny a public library access to the ballot. This means they could prevent public libraries from putting a property tax levy on the ballot and deny voters a say in their local property taxes. This bill has passed through Committee, but has not been voted on by the House at this time. HB 96 is the other bill and it authorizes County Budget Commissions to reduce property tax levies, provided they are not otherwise required to approve them without modification, to avoid unnecessary and excessive collections. It defines unnecessary collections as those beyond the reasonably anticipated financial needs of the taxing authority for the specific purpose of the tax after accounting for current fund balances, projected expenditures, and other available funding sources. It defines excessive collections as those in an amount or a rate that exceeds what is required to provide services at a level that is consistent with statutory obligations. This bill has been passed by both the House and Senate, but has not yet been signed into law by the Governor.

b) Fiscal Officer's Report

#### General Operating Fund Revenues

Revenue from the Public Library Fund was about \$37,600 higher during the month of October and about \$2,200 lower during the month of November when compared to their respective months last year. As of the end of November, year-to-date revenue from the Public Library Fund, is up around \$242,000 (4.3%) compared to this time last year.

Year-to-date, our other sources of revenue have changed as follows: Fines and Fees are up \$22,900; Earnings on Investments are down \$12,800; Contributions are up \$3,800; and Miscellaneous Revenues have increased by \$87,200. Overall, General Fund revenues are up about \$317,000 (3.7%) for the year.

#### General Operating Expenses

YTD General Operating Expenses have increased by \$378,000 compared to the end of November 2024. The biggest portion of this comes from Purchased & Contracted Services, which is up about \$219,000 for the year. Most of this increase comes from material processing, annual property and business insurance premiums, and repairs from the fire at the Oxford branch, though it's important to note that this last expense was reimbursed by insurance.

Other expenses that have increased in comparison to last year include: Salaries & Benefits, which are up \$91,000; Materials, which are up about \$90,000; and Miscellaneous Expenses, which are up \$13,500. Expenses that have decreased are: Supplies, which are down \$24,400; and Capital Outlays, which have decreased by \$10,300.

3) Consent Agenda

All items under the consent agenda were approved by a motion of Ms. Copas, seconded by Ms. Whalen, with all members present voting in the affirmative. The items under the consent agenda were:

- a) Approval of the minutes of October 2025 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for November 2025 – \$28,578,852.01
- c) Approval of Investments as of November 30, 2025 - \$18,175,250.45 (**Exhibit #2025-11-01**)
- d) Approval and acknowledgement of gifts received in October & November 2025 – (**Exhibit #2025-10-02**) & (**Exhibit #2025-11-02**)
- e) Approval of staff changes for October & November 2025 - (**Exhibit #2025-10-03**) & (**Exhibit #2025-11-03**)
- f) November 2025 Circulation Statistics (**Exhibit #2025-11-04**)

4) Citizen's Input – None

5) Old Business

a) Update on New Fairfield Township Branch

The concrete foundations are complete and the concrete floor has been poured. Steel components to allow longer span for wood mass timber have been installed. The mass timber building structure was scheduled to be onsite 12/15 with erection of the building complete by mid-January. Exterior framing and sheathing will start in mid-January.

6) New Business

a) 2026 Appropriations Budget

Mr. Turner presented the 2026 Appropriations Budget to the Board for their review. Total Revenue for all funds is projected to be \$10,028,205. The General Operating Fund Revenue is estimated to be \$9,256,030. Total Expenses projected for 2026 are the following:

Appropriations Budget 2026	
General Operating Fund	\$ 11,899,997
General Funds – Other	\$ 1,294,123
Special Revenue Funds	\$ 263,600
Capital Projects Funds	\$ 10,238,440
Building Maintenance	\$ 550,000
Total Expenses	\$ 24,246,160

We will continue to monitor the economic situation as we move into 2026. Inflationary pressures continue to mount. We have accounted for cost increases in 2026. 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 2026 Appropriations Budget are the following:

- Budgeted salary increases of up to 5% effective June 25, 2026.
- Added full-time maintenance tech position for Oxford branch.
- Added Deputy Director position
- \$50k has been included in the 2026 budget to cover potential additional hours and/or the unforeseen need to hire additional staff in 2026. This covers our current staffing levels. For the new branch, an estimate of 1 year's salaries totaling roughly \$554,000 was added. Actual expense will be much less because most of the staff for the new branch will not need to be hired until at least the 3<sup>rd</sup> Quarter of 2026.
- The increases associated with salaries also cause higher OPERS and Medicare costs.
- Both the Truecost & PPO health plan premiums are rising 9.0% in 2026. The employee portion of health insurance premiums will remain at 18%.

- The new Fairfield Township Branch has total approved budget of \$14,038,917, including adjustments that were made at previous meetings of the Board of Trustees. Approximately \$4.25-4.5 million of this will be spent in 2025, with the remainder being spent in 2026. Construction is well underway, and the new branch is expected to be completed in the 3<sup>rd</sup> Quarter of 2026.
- The budget for Collection Development is roughly the same as last year for our already-established physical and digital collections. An additional \$620,000 was allocated for the collection at the new branch. Processing costs are factored into this number. Not all materials for the new branch will be new; some materials are coming from the re-evaluation and reorganization of our current collection.
- Other Capital Outlays of about \$608,000 have been budgeted for 2026. We will review the potential listing to prioritize the items according to need.

### **RESOLUTION #02-2025 – APPROPRIATIONS**

BE IT RESOLVED, By the Board of Trustees of Lane Public Library, Butler County, Ohio that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, January 1, 2026 through December 31, 2026, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows:

General Operating Fund                    \$ 11,899,997.00

Other General Funds                    \$ 1,294,123.00

Special Revenue Funds                    \$ 263,600.00

Capital Projects                            \$ 10,238,440.00

Building Maintenance                    \$ 550,000.00

**TOTAL APPROPRIATIONS                    \$ 24,246,160.00**

AND BE IT FURTHER RESOLVED, That any resolution, rule or order in conflict with the provisions of this resolution shall be held naught and wholly void.

Mr. Goins moved and Ms. Copas seconded that Resolution #02-2025 be approved.

#### **Roll Call Vote:**

Mr. Jake Richards	Aye
Ms. Karen Whalen	Aye
Ms. Joni Copas	Aye

Dr. Brenda Dales	Aye
Mr. Chuck Goins	Aye
Ms. Carol Harp	Absent
Ms. Linda DiBenedetto	Aye

b) Resolution for Transfers between Accounts for 2026

**RESOLUTION #03-2025 – TRANSFERS FROM ACCOUNT TO ACCOUNT**

BE IT RESOLVED, By the Board of Trustees of Lane Public Library, in regular session assembled, that the Fiscal Officer be given authority to transfer monies between accounts without being required to submit each request to the Board of Trustees. This authority shall be given from January 1, 2026 through December 31, 2026.

AND BE IT FURTHER RESOLVED, That any resolution, rule or order in conflict with the provisions of this resolution shall be held naught and wholly void.

Ms. Copas moved and Mr. Richards seconded that Resolution #03-2025 be approved.

**Roll Call Vote:**

Mr. Jake Richards	Aye
Ms. Karen Whalen	Aye
Ms. Joni Copas	Aye
Dr. Brenda Dales	Aye
Mr. Chuck Goins	Aye
Ms. Carol Harp	Absent
Ms. Linda DiBenedetto	Aye

c) Salary Range Update & Salary Increase for Shelves

Effective January 1, 2026, Ohio minimum wage is increasing from \$10.70 per hour to \$11.00 per hour, an increase of 2.8%. Typically, Shelves receive a wage increase based on this percentage, but this year Library Management is proposing a 4% increase for permanent, non-substitute Shelves to match the increase the rest of the staff received in June 2025. For individual Shelves, this increase ranges from \$0.43 - \$0.50 per hour. Substitute Shelves will not receive an increase, except to be brought up to the minimum wage of \$11.00. These changes will be effective for the pay period beginning December 25, 2025, and will first be paid out on January 15, 2026.

Dr. Dales presented a motion to approve the wage increase for Shelves in 2026. Ms. Whalen seconded the motion, and all those present voted aye.

As a result of the Shelfer increase, the minimum salary range for Shelves needs to be adjusted to reflect the increase in minimum wage. Mr. Turner recommends the Board set

the Shelver beginning pay rate at the State of Ohio Minimum Wage rate of \$11.00 per hour, with a maximum wage rate of \$14.00 per hour. Additionally, the Office Coordinator position that was previously approved at the October Board meeting needs to be added to the positions listed under the Grade 3 range.

Mr. Goins presented a motion to approve the salary range increases, as well as add the Office Coordinator position to the Grade 3 range. Ms. Copas seconded the motion, and all those present voted aye.

d) Tuition Reimbursement Requests – 2026 Spring Semester

Mr. Turner presented to the Board the Tuition Reimbursement Requests for the 2026 Spring Semester. Mr. Turner recommended the Board reimburse \$420.00 per credit hour.

On a motion by Ms. Copas, with a second from Ms. Whalen, and all present voting in the affirmative, the following reimbursement requests for MLIS courses for the 2026 Spring Semester were approved:

Jackie Berberich	\$1,680.00 for the semester
Sammy Haven	\$5,040.00 for the semester
Wyatt Pierce	\$2,520.00 for the semester
Mackenzie Rouse	\$2,520.00 for the semester

e) Print/copy Pricing

Due to increased costs, Management feels the time has come to increase the price we charge patrons for printing and copying. At this time, we are proposing that Black-and-white copies/printing be raised to \$0.20 (from \$0.10) and Color to \$0.40 (from \$0.30).

Ms. Whalen presented a motion to approve the new print and copy pricing for patrons. Dr. Dales seconded the motion, and all those present voted aye.

f) Circulation of Mobile Hotspots

The circulation of mobile hotspots has been an ongoing issue for a while now. Hotspots often come back late or not at all. The previous steps that we have taken to remediate these issues have not produced satisfactory results. Additionally, while these hotspots were initially covered by a grant, the Library has covered the costs for a while now. With all of these issues in mind, Management recommends that mobile hotspot circulation be discontinued.

Mr. Richards presented a motion to approve the discontinuation of mobile hotspots. Dr. Dales seconded the motion, and all those present voted aye.

g) Board of Trustees By-laws Update (**Exhibit #2025-11-05**)

There are a few items that need to be updated in the Board of Trustees By-laws. First, beginning in 2026, Trustee terms will now be 4 years in length, instead of 7, a change that was mandated in this year's State budget. The only other changes to the by-laws were the inclusion of the Fairfield Township branch as one of our locations and the inclusion of a new version of ALA's ethics statement for Library Trustees.

Ms. Copas presented a motion to approve the updated Board of Trustees bylaws. Mr. Goins seconded the motion, and all those present voted aye.

7) General Comments

- a) This meeting was originally scheduled to be the last for Dr. Dales, as her term was coming to a close. However, Dr. Dales has graciously agreed to serve an additional four-year term. Dr. Dales was thanked for her service to the Board over the last seven year and also for her willingness to serve another term.

8) Adjournment

- a) The meeting was adjourned at 4:55 p.m. on a motion from Mr. Goins, seconded by Ms. Whalen, with all members present voting aye.
- b) The next regularly scheduled meeting of the Board will be held on Monday, January 12, 2026 at 4:00 P.M

Respectfully submitted,

Mr. Jake Richards  
President

Ms. Joni Copas  
Secretary

## LPL INVESTMENTS

Exhibit #2025-11-01

As of Nov 30, 2025

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	BANK FUND
FIRST FINANCIAL	December 1, 2025	\$ 90,964.42	30	2.80%	December 31, 2025	\$ 209.34	12	GIFTS & MEM 110
FIRST FINANCIAL	December 1, 2025	\$ 70,927.91	30	2.80%	December 31, 2025	\$ 163.23	10	ARCHIVES FUND 220
FIRST FINANCIAL	December 1, 2025	\$ 14,305.66	30	2.80%	December 31, 2025	\$ 32.92	56	ARCHIVES FUND 220
FIRST FINANCIAL	December 1, 2025	\$ 88,660.39	30	2.80%	December 31, 2025	\$ 204.04	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	December 1, 2025	\$ 250,038.53	30	2.80%	December 31, 2025	\$ 575.43	28	GENERAL FUND 101
FIRST FINANCIAL	December 1, 2025	\$ 163,757.19	30	2.80%	December 31, 2025	\$ 376.87	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	December 1, 2025	\$ -	30	2.80%	December 31, 2025	\$ -	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	December 1, 2025	\$ 199,744.43	30	2.80%	December 31, 2025	\$ 459.69	69	BUILDING MAINT 405
FIRST FINANCIAL - CD	April 29, 2025	\$ 1,097,366.88	30	3.70%	April 29, 2026	\$ 3,337.20	6	GENERAL FUND 101
FIRST FINANCIAL - CD	April 29, 2024	\$ -	30	3.70%	October 29, 2025	\$ -	5	CAPITAL PROJECTS 401
STAR OHIO	December 1, 2025	\$ 246,198.17	30	4.37%	December 31, 2025	\$ 884.29	2	GENERAL FUND 101
STAR OHIO	December 1, 2025	\$ 2,297,113.92	30	4.37%	December 31, 2025	\$ 8,250.73	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	December 1, 2025	\$ 73,297.02	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	December 1, 2025	\$ 6,464,112.41	30	VAR		\$ -	37	CAPITAL PROJECTS 401
WAVERLY ADVISORS	MUTUAL FUND	\$ 3,811,370.58	30	VAR		\$ -	82	ROESEL FUND 165
WAVERLY ADVISORS	MUTUAL FUND	\$ 3,307,392.94	30	VAR		\$ -	36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 18,175,250.45						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2025-10-02							
	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR		LOCATION	AMOUNT
6-Oct-2025	Linda Simmons	Unrestricted Donation				OXB	\$100.00
10-Oct-2025	Milton and Charles Ryan	Unrestricted Donation				CUMMINS RM	\$100.00
31-Oct-2025	The Browning Club	Unrestricted Donation		Pat Everhart	LAC	\$50.00	
31-Oct-2025	The Browning Club	Unrestricted Donation		Mary Spoerl	LAC	\$50.00	
31-Oct-2025	Suzanne Siegel	Unrestricted Donation		Judy Morgan	BKM	\$30.00	
31-Oct-2025	Suzanne Siegel	Unrestricted Donation		Jane Burns and Jean Vance	BKM	\$50.00	
31-Oct-2025	Suzanne Siegel	Unrestricted Donation		Mrs. Robert Purdy	BKM	\$25.00	

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2025-11-02

	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
3-Nov-2025	Anonymous	Unrestricted Donation			OXB	\$5.00
5-Nov-2025	Mrs. Sharon R. Singh and Mr. Raman J. Singh	Restricted Donation	Non-Fiction Materials	Elmer B. and Thelma M. Rose Fund	LAC	\$50,000.00
12-Nov-2025	Ruwan Alwis	Unrestricted Donation			HAM	\$20.00
17-Nov-2025	Anonymous	Unrestricted Donation			FFB	\$1.50
21-Nov-2025	James Winkle Trust	Unrestricted Donation			LAC	\$394,253.87
26-Nov-2025	Anonymous	Unrestricted Donation			FFB	\$1.01

October & November 2025

STAFF CHANGES

EXHIBITS #2025-10-03 & #2025-11-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
2-Oct-2025	Celeste Swanson	Youth Services Coordinator	37.5	6	1103	LAC
11-Nov-2025	Keely Moloney	Librarian	37.5	4	1101	BKM

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
27-Oct-2025	Brittney Houchins	Office Coordinator	37.5	3	1203	LAC

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
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NOVEMBER 2025 STATS SHEET												
Exhibit #2025-11-04												
PATRON USAGE	BKM	BKM 2024	FFB	FFB 2024	LPL	LPL 2024	OXB	OXB 2024	TECH	TECH 2024	TOTAL	TOTAL 2024
Print	9,781	10,533	19,277	21,736	13,612	14,798	12,236	14,315			54,906	61,382
AV	1,453	1,056	6,635	7,586	4,340	5,703	2,086	3,112			14,514	17,457
eMedia (Freegal, Hoopla, Kanopy)											12,400	11,408
eBooks (Ohio & Freading)											29,691	28,011
SearchOhio (Borrows & Loans)											5	1,294
Total CKO's	11,234	11,589	25,912	29,322	17,952	20,501	14,322	17,427			111,516	119,552
Year To Date	97,841	91,825	316,572	346,714	213,501	237,267	220,199	205,750			1,319,711	1,300,736
Internet Sessions			1,906	1,930	1,698	2,020	514	668	243	263	4,361	4,881
Internet Hours			1,369	1,363	1,776	2,149	444	575	286	313	3,875	4,400
Self CKO's			9,364	10,778	3,942	4,574	3,604	5,396			16,910	20,748
Visitors			10,151	13,894	7,511	7,684	7,592	8,251	1127	1128	26,381	30,957
ADULT PROGRAMS	SMITH	SMITH 2024	FFB	FFB 2024	LPL	LPL 2024	OXB	OXB 2024	TECH	TECH 2024	SYSTEMWIDE	STEMWIDE 2024
In Library # Conducted		0	9	12	8	4	16	8	1	7		0
In Library - Attendance		0	80	137	86	40	194	129	3	32		0
Outreach # Conducted		0	0	0		2		1	0	1		0
Outreach - Attendance		0	0	0		75		6	0	4		0
Virtual # Conducted		0	0	0		0		0	1	1		0
Virtual - Attendance		0	0	0		0		0	3	3		0
TEEN PROGRAMS												
In Library # Conducted		0	3	5	3	6	4	6	1	1		0
In Library - Attendance		0	135	56	264	116	43	61	63	3		0
Outreach # Conducted		0	0	0	3	3		1	0	0		0
Outreach - Attendance		0	0	0	33	62		49	0	0		0
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	10	16	15	14	24	22	2	1		0
In Library - Attendance		0	386	327	252	233	411	557	12	1		0
Outreach # Conducted		0	1	8	2	6	2	5	0	2		0
Outreach - Attendance		0	130	787	74	503	41	121	0	10		0
Virtual # Conducted		0	0	0		0		0	0	0		0
Virtual - Attendance		0	0	0		0		0	0	0		0
MIXED-AGE PROGRAMS												
In Library # Conducted			4				8		2			
In Library - Attendance			15				56		2			
Outreach # Conducted			0		1	1,500			0			
Outreach - Attendance			0						0			
Virtual # Conducted			0						0			
Virtual - Attendance			0						0			

## **Library Bylaws (Exhibit #2025-11-05)**

### **Bylaws of the Board of Trustees of the Lane Public Library**

#### **Article I. Name and Location**

##### **Section A. The Library Board**

This organization shall be called the Board of Library Trustees of the Lane Public Library (the "Board"). Its mailing address shall be:

Board of Library Trustees of the Lane Public Library  
1396 University Blvd.  
Hamilton, OH 45011

##### **Section B. The Library**

The library shall be called the Lane Public Library (commonly referred to as Lane Libraries). Its administrative offices are located at 1396 University Blvd., Hamilton, OH 45011.

The library is organized as a school district library in accordance with Section 3375.14, et seq. of the Ohio Revised Code and serves an extended service area approved by the State Library Board, which, in addition to the Hamilton City School District, includes the Fairfield City School District, the Talawanda City School District, the Ross Local School District, the New Miami Local School District, and a portion of the Edgewood Local School District.

Its libraries are:

- Hamilton Lane Library, 300 North Third Street, Hamilton, OH 45011
- Fairfield Lane Library, 1485 Corydale Drive, Fairfield, OH 45014
- Oxford Lane Library, 441 South Locust Street, Oxford, OH 45056
- Fairfield Township Lane Library, 2950 Hamilton Mason Road, Fairfield Township, OH 45011
- Lane Community Tech Center, 228 Court Street, Hamilton, OH 45011

#### **Article II. Membership**

Pursuant to Section 3375.15 of the Ohio Revised Code, the Board of Library Trustees consists of seven members who are appointed by the Hamilton City School District Board of Education.

##### **Section A. Tenure and Qualifications**

Each library trustee is appointed to a four-year term. Appointments are staggered such that no more than two trustees' terms are scheduled to expire in the same year.

A trustee must be either a qualified elector of the Hamilton City School District or a qualified elector who resides outside of the Hamilton City School District but

within the extended service area of the Lane Public Library. By law, a majority of the trustees (at least four) must be qualified electors of the Hamilton City School District. No one is eligible for membership of the library's Board of Trustees who is, or has been in the year previous to his or her appointment, a member of the Hamilton City School District Board of Education. Pursuant to Section 3375.63 of the Ohio Revised Code, no person shall be ineligible for membership on the Board of the Library Trustees because of his/her employment by a school district or other political subdivision, provided that a majority of the members of the Board shall be persons not employed by school districts or other political subdivisions.

All library trustees serve without compensation. In general, trustees are guided in the performance of their duties by the most recent edition of the *Ohio Public Library Trustees' Handbook*.

### **Section B. Attendance**

The insight and attention of each trustee is a valuable asset to the board and the library. Therefore, regular attendance is expected.

Every effort should be made to inform the director of necessary absences at least 24 hours before the meeting in order to assure a quorum for the transaction of business.

### **Section C. Filling Vacancies**

Vacancies on the board will be given public notice, with sufficient opportunity for interested citizens to make their interest known to the Hamilton City School District Board of Education. The Hamilton City School District Board of Education will appoint a qualified candidate, taking into consideration the recommendation of the Lane Public Library Board of Library Trustees.

### **Section D. Resignations**

A trustee may resign from the Board at any time by submitting a written letter of resignation, which shall be effective as of the date of the receipt thereof by any officer of the Board or the Director or Fiscal Officer, unless a later date of effectiveness is specified therein.

## **Article III. Duties and Powers of the Board**

The Board of Library Trustees is a body politic and corporate, and as such is capable of suing and being sued, contracting, acquiring, holding, possessing, and disposing of real and personal property, and of exercising such other powers and privileges as are conferred upon it by law. The Board shall have the control and management of the library and in the exercise of such control and management shall be governed by sections 3375.33 to 3375.41 of the Ohio Revised Code. The Board shall determine and establish in accordance with the law, the basic policies of the library with respect to:

- The appropriation and budgeting of funds.
- The establishment and maintenance of the library and library services.
- The acquisition, improvement, maintenance, insurance, use, and disposition of properties.

- The hiring, compensation, and responsibilities of, and the personnel policies concerning, library employees.
- The selection, collection, lending, and disposition of library materials.
- The acceptance of gifts.

The policies approved by the board shall remain in effect until changed or rescinded by further action of the board. These policies shall be administered by library staff. The library shall maintain a file of all policies established by the board for consultation and distribution as directed by the board and as required by law.

The Board shall be responsible for hiring the library director and appointing the library fiscal officer, and for ensuring that the director and fiscal officer carry out the policies of the library in an effective, efficient, and lawful manner.

In order to speak with a consistent voice, all news of board actions or statements by the board released to the media shall be made by the board president or library director speaking for the board. No one board member, other than the president, shall speak for the board unless directed to do so by a majority of board members voting at a scheduled board meeting.

All powers of the library board are vested in it as a board, and none at all in its individual members. An individual trustee has no power to act for the board in any way, unless authorized to do so by the board itself. The Lane Public Library will provide reasonable coverage to indemnify trustees in the performance of their duties.

#### **Article IV. Officers of the Board**

At the annual *organization* meeting the board shall elect from its membership a president, vice-president, and secretary, each of whom shall serve a term of one year, commencing immediately upon election and continuing to the election of officers at the next annual *organization* meeting.

No board member shall hold more than one office at a time.

No member shall be eligible to serve more than two consecutive terms in the same office.

Vacancies in office shall be filled by vote at a *regular* meeting of the board as soon as possible after the vacancy occurs.

Either the president, vice-president, or secretary shall sign, along with the fiscal officer, each check issued by the library. The president and secretary shall sign any conveyance of real property.

#### **Section A. President**

The president shall preside at all meetings of the board; authorize calls for any special meetings; appoint all committees, with the consent of the board; execute all documents authorized by the board; and perform all other duties generally

associated with that office. The president serves as an ex-officio voting member of all committees.

### **Section B. Vice President**

If the president is absent or unavailable, or declines to act in the capacity of his office, or if the office of president is vacant, the vice-president shall have all the powers and duties of the president except as otherwise provided by law.

### **Section C. Secretary**

The secretary shall preside at board meetings in the absence of the president and vice-president. The secretary shall keep, or cause to be kept, a true and accurate record of meetings of the board. The secretary shall ensure that a true and accurate record of meetings of the Board is kept by the library director, for approval by the president and secretary of the Board.

## **Article V. Board Meetings**

### **Section A. Regular and Organization Meetings**

The regular meetings shall be scheduled for each month excepting July and August, the date and hour to be set by the Board. The board will hold an organizational meeting in January of each year as part of the regular board meeting to elect officers, appoint a fiscal officer, and perform other administrative tasks. The fiscal officer shall execute and deliver to the Secretary a bond in the amount of \$50,000, payable to the Board, and conditioned for the faithful performance of the official duties required. The bond shall be secured by surety selected by the Director and approved by the Board; the premium associated with such bond shall be paid by the Library. Alternatively, at the Board's direction, the library may purchase an "employee dishonesty and faithful performance of duty policy" in place of a surety bond.

### **Section B. Agenda**

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit.

1. Call to Order
2. Director's and Fiscal Officer's Reports
3. Minutes of previous regular meeting and any intervening special meeting
4. Acceptance of Fiscal Officer's financial statement
5. Approval of investments
6. Approval of staff changes
7. Approval and acknowledgement of gifts
8. Citizens Input
9. Old Business
10. New Business
11. Adjournment

### **Section C. Public Participation**

Public comments will be entertained during the designated time for Citizens Input at each Board meeting. The presiding officer may set a time limit for the

comments. Each speaker will give his/her name and address. At the end of each visitor's comments, Board members may ask questions. Board members may respond to the speaker's questions and/or concerns or refer them to the appropriate Board committee for review. The committee will report back to the Board after review of the concerns.

### **Section D. Quorum and Rules of Proceedings**

The quorum necessary for the board to transact business shall be four members. Lack of a quorum either at the time specified for the commencement of the meeting or occurring during a meeting will automatically adjourn a board meeting. Reasonable efforts will be made to reschedule a meeting cancelled or adjourned for lack of quorum. Meetings of the board will follow parliamentary procedures as outlined in Roberts Rules of Order, latest edition, when not inconsistent with these bylaws.

Except when a larger majority is required by law, an affirmative vote of the majority of Trustees present at a meeting at which a quorum exists shall be necessary to approve any action before the board. The president may make or second a proposal before the board, may participate fully in discussions, and may vote upon all proposals. Each board member shall have one vote.

### **Section E. Special Meetings**

Special meetings may be called by the president, or at the request of three or more members, for the transaction of business as stated in the call for the meeting.

### **Section F. Regulation for and notice of public meetings of the Board**

1. Meetings Declared Public. All meetings, including all committee meetings and any prearranged discussion of the public business, of the Board of Library Trustees of the Lane Public Library, except as provided herein, are declared to be public meetings open to the public at all times.
2. Minutes of Meetings. The minutes of said meetings, whether regular or special, shall be promptly recorded and open to public inspection. The minutes of executive sessions, as hereinafter provided, need only reflect the general subject matter of items discussed in said executive sessions.
3. Notice of Meetings. Notice of the time and place of all regular meetings and notice of the time, place and purpose of all special meetings of the Board of Trustees of the Lane Public Library shall, in the case of a regular meeting, be posted on the library's website at least seventy-two hours prior to such regular meeting and shall, in the case of a special meeting, be given to the news media that have requested notification at least twenty-four hours prior to such special meeting. In the event of an emergency requiring official action, the member or members calling the meeting shall notify the news media that have requested notification immediately of the time, place and purpose of the emergency meeting. Meetings will also be posted on the library's website.
4. Written Request for Notification. Any person may, upon written request, receive advance notification of all meetings at which any type of public business is to be discussed. The director will make arrangements to give

advance notice of board meetings to members of the public who wish to be notified by e-mail or phone prior to scheduled meetings. Members of the public should provide the director with self-addressed, stamped envelopes or an e-mail address for that purpose.

5. Executive Session. The board or a committee appointed pursuant to these bylaws, may enter into executive session for purposes as described in the *Ohio Open Meetings Act O.R.C. 121.22(G)*. The motion to hold an executive session shall state the purpose of such a session, and the motion must be approved in open meeting in a roll call vote by a majority of the quorum of the board or committee.
6. Validity of Action. A resolution, policy statement, or formal action of any kind is invalid unless adopted in an open meeting of the Board of Trustees of the Lane Public Library. A resolution, policy statement or formal action adopted in an open meeting that results from deliberations in a meeting not open to the public is invalid unless the deliberations were for a purpose specifically authorized by applicable Ohio law and conducted at an executive session held in compliance with applicable Ohio law.

## **Article VI. Committees**

The standing committees of the board shall be the Finance Committee, the Personnel Committee, the Building Committee, the Planning Committee and the Records Commission. Ad hoc or temporary committees may be appointed and charged with specific tasks by the board president as required; such committees are automatically dissolved upon completion of the assigned tasks. Trustees are appointed to committees by the president with the consent of the board. Committees serve an advisory role and make recommendations to the board; a committee has no other power, unless, by suitable action of the board, it is granted a specific power to act. All committee actions are subject to approval by a majority of the board. In general, committees will work in conjunction with the director and fiscal officer.

### **Section A. Finance Committee**

The committee shall advise the board on all matters relating to the library budget, appropriations, funds, investments, finances, receipts, and disbursements.

### **Section B. Personnel Committee**

The committee shall advise the board on objectives and policies relating to personnel practices, standards, and problems. The committee shall study personnel needs, review job classifications and salary schedules.

### **Section C. Building Committee**

The committee shall advise the board concerning the condition, maintenance, and improvement of the library grounds, building, furniture, fixtures, and equipment.

### **Section D. Planning Committee**

The committee shall discuss with and advise the director and staff on options for the library's future, near and long term, and make recommendations to the board.

The committee reviews possible changes in library services and recommends policy changes to the board as appropriate.

### **Section E. Records Commission**

The Records Commission shall consist of the Board of Trustees and the fiscal officer. The commission shall meet at least once every twelve months and shall be responsible for overseeing the Library's compliance with the Ohio Records Law as described in Chapter 149 of the *Ohio Revised Code*.

### **Article VII. Library Director**

The board shall appoint and fix the compensation of the library director. The director shall have full charge of the administration and operations of the library in accordance with the objectives and policies adopted by the board and under the direction and review of the board. The library director has the authority to administer, and is responsible for, the care of all buildings, furnishings, and equipment; for the employment and direction of library staff; for the selection, acquisition, and disposition of library materials; and for maintaining excellent library service.

The director shall serve at the discretion of the board. His or her employment shall be governed by the policies of the library as adopted by the Board of Trustees.

### **Article VIII. Fiscal Officer**

The board shall appoint and fix the compensation of the fiscal officer. The fiscal officer is the library's chief financial officer and acts as the Board's financial agent in library matters. The fiscal officer shall administer and manage the funds of the library in accordance with law and with the objectives and policies adopted by the board and under the direction and review of the board. The fiscal officer has the authority to administer, and is responsible for, the receipt, deposit, and expenditure of, funds; the internal control of library expenditures; and the documenting and reporting of financial activity.

The fiscal officer shall serve at the discretion of the board and is appointed for a one-year term at the annual *organization* meeting of the Board of Trustees. His or her employment shall be governed by the policies of the library as adopted by the Board of Trustees.

### **Article IX. Ethics**

The Board of Trustees subscribes to the statement of principles promulgated by the American Library Trustee Association as listed below, and is bound by the applicable statutes of the Ohio Ethics Law and the rulings of the Ohio Ethics Commission.

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals

Approved by the United for Libraries Board, a Division of the American Libraries Association, January 2012.

## **Article X. Amending of Bylaws**

When necessary, the Finance/Operations Committee will review the bylaws and recommend changes to the board.

These bylaws may be amended at any board meeting by the affirmative vote of a majority of the full membership of the Board of Trustees provided that a notice of the proposed amendment shall have been included in the agenda for the meeting.

## **Article XI. Indemnification**

Members of the Board of Trustees are covered by the library's Director's and Officer's Liability Policy, including their liability resulting from either institutional or individual lawsuits.

Adopted by the Board of Trustees of the Lane Public Library, December 15, 2025