

MINUTES OF BOARD MEETING
APRIL 12, 2021

The meeting of the Trustees of Lane Public Library was held via video conference on Monday, April 12, 2021 with Trustees Ms. Sandy Pizzano, Ms. Nancy O'Neill, Ms. Marcia Koenig, Dr. Brenda Dales, Mr. Jake Richards, and Ms. Karen Whalen were present. Mr. Ted Pickerill was absent.

Joseph Greenward, Director, Rob Carringer, Fiscal Officer, and Brad Spurlock, Smith History Library and Cummins Room Manager were also in attendance.

1) The meeting was called to order by Mr. Pizzano.

2) Director and Fiscal Officer Reports

a. Director's Report

We had no staff members out with COVID over the past month, and no disruption to services based on exposure or quarantines. We did update our procedures to reflect the new CDC guidance on vaccinated staff that eliminates quarantine time as a result of exposure or travel, if they show proof of vaccination, and are two weeks out from their second vaccination.

Oxford launched their Seed Library this month. The Des Fleurs Garden Club donated the initial collection of seeds and \$300 for a new cabinet. Oxford is following the same procedures as the Hamilton Branch's Seed Library. The feedback so far has been very positive, and most of the seeds were quickly claimed by our patrons.

Oxford also installed their 2nd Storywalk, which is Run Wild by David Covell. There was a nice article in the Oxford Press and the Oxford community seems to have really embraced this program.

Morgan Sackenheim at the Fairfield Branch created a fun series of "Behind the Scenes" videos for National Library Week. She covered Bookmobile, deliveries, virtual storytime creation, and our processing procedures for new materials. Staff also created a series of Virtual Spring Break videos that covered Exploring National Parks, Museums and Art and Water Adventures. Our staff have done an excellent job creating a wide range of virtual programs over the past year, and while they don't replace in-person programming, the community response has been very positive and many of our videos are getting 50-60 views.

We partnered with the Hoxworth Blood Center to host blood donation events at each of our locations, allowing them to bring their mobile unit into our parking lots and helping promote the events. We had over 100 people participate in the blood drives between the 3 branches, and Hoxworth has expressed an interest in continuing to partner on this in the future.

Jacob Stone-Welch from Hamilton's Department of Neighborhoods contacted our Hamilton branch about using our drive-thru as a distribution point for COVID vaccine applications. In the first week, we distributed around 70 forms, and many of those who came through to get one were unaware that we offered drive-thru services in Hamilton, so it worked out well for everyone involved.

The Fairfield Branch will be creating a butterfly garden to honor the life our staff member, Tabitha Peel who passed away early last year. The City of Fairfield has approved the plans and we will be using the flower bed close to the entrance, and will include a plaque with her name on it.

b. Fiscal Officer's Report

The PLF (Public Library Fund) for the first four months of 2021 has reflected an increase of \$159K (9.6%) when compared to the first four months of 2020. This can be attributed to an increase in sales tax revenue and income tax revenue for the first four months of 2021. The economy is doing better than anticipated. Patron Fines and Fees for the first three months of 2021 have decreased about \$10K and Earnings on Investments for 2021 are about \$21K less than 2020.

General Operating Expenses are \$149K less for 2021 when compared to 2020:

- Salaries/Benefits	\$65K Decrease
- Supplies	7K Decrease
- Purchased & Contracted Services	5K Decrease
- Library Materials	46K Decrease
- Capital Outlays	42K Decrease
- Other	16K Increase

3) All items under the consent agenda were approved by a motion of Ms. O'Neill, seconded by Ms. Koenig with all members present voting in the affirmative. The items under the consent agenda were:

- a. Approval of the minutes of March, 2021 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for March 2021 – \$20,057,466.98
- c. Approval of investments as of March 2021 - \$16,091,349.97
(Exhibit #2021-03-01)
- d. Approval and acknowledgement of gifts received in March 2021.
(Exhibit 2021-03-02)
- e. Approval of staff changes for March 2021 **(Exhibit #2021-03-03)**
- f. March 2021 Stats **(Exhibit #2021-03-04)**

4) Citizen's Input: None

5) Old Business:

- a. Update on Oxford Branch Controls Project

At this particular time, the work on the Oxford Branch HVAC Controls has been completed. The system will be monitored over the next several months to fix any components not working properly with the Controls. It will also be determined if the HVAC System is working properly heating the Lane Oxford Library including the Smith History Library. The Smith History Library may need to have a separate HVAC System.

- b. Hamilton HVAC System Project

The contract for the Hamilton HVAC System with Prodigy Building Solutions has been signed. The contractors can be scheduled once the equipment has been ordered and lead times have been determined. We are planning a meeting within the next couple of weeks to review these items.

6) New Business

a. Smith Regional History Library and Cummins Room

Brad Spurlock, Manager of the Smith Regional History Library and the Cummins Room, was at the Board Meeting to give insight into the operation of these two history libraries. Brad has been with Lane Libraries since January 2012 and became Manager of the Smith Regional History Library and the Cummins Room in October 2020

Both the Smith History Library and Cummins Room provide historical information and collections about Butler County and some of the surrounding areas.

Because of the COVID virus, these two areas are open by appointment only. Hopefully, In the very near future, it will be safe enough to reopen to the public on a regular basis.

We continue to work on finishing the inventory of unprocessed collections, Cataloging Integration, and digitizing and archiving the collections so access can be made readily available. This will also help with digital curation and hosting digital content.

Maintaining and enhancing community engagement by working with the various cities and townships as well as the historic and preservation boards throughout our service area. We also want to work with our local schools developing unit plans, offering field trips/tours, and teaching lessons.

For the future, we will need to have a location that can provide the historical data and collections for our patrons with current technology.

7) General Comments

- a. The meeting was adjourned at 4:30 p.m. on a motion from Ms. O'Neill, seconded by Ms. Whalen with all members present voting aye.
- b. The next regularly scheduled meeting of the Board will be held on Monday, May 10, 2021 at 4:00 P.M

Respectfully submitted,

Ms. Sandy Pizzano
President

Ms. Marcia Koenig
Secretary

LPL INVESTMENTS
As of March 31, 2021

Exhibit #2021-03-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Apr 1 2021	\$ 82,172.11	30	0.10%	Apr 30 2021	\$ 6.75	12	GIFTS & MEM 110
FIRST FINANCIAL	Apr 1 2021	\$ 64,072.25	30	0.10%	Apr 30 2021	\$ 5.27	10	ARCHIVES FUND 220
FIRST FINANCIAL	Apr 1 2021	\$ 12,922.91	30	0.10%	Apr 30 2021	\$ 1.06	56	ARCHIVES 220
FIRST FINANCIAL	Apr 1 2021	\$ 38,332.98	30	0.10%	Apr 30 2021	\$ 3.15	22	FITTON FUND 130
FIRST FINANCIAL	Apr 1 2021	\$ 31,972.79	30	0.10%	Apr 30 2021	\$ 2.63	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Apr 1 2021	\$ 80,090.78	30	0.10%	Apr 30 2021	\$ 6.58	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Apr 1 2021	\$ 223,786.55	30	0.10%	Apr 30 2021	\$ 18.39	28	GENERAL FUND 101
FIRST FINANCIAL	Apr 1 2021	\$ 1,922.00	30	0.10%	Apr 30 2021	\$ 0.16	14	CALDWELL FUND 151
FIRST FINANCIAL	Apr 1 2021	\$ 10,045.77	30	0.10%	Apr 30 2021	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Apr 1 2021	\$ 400,226.62	30	0.10%	Apr 30 2021	\$ 32.90	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Apr 1 2021	\$ 500,283.25	30	0.10%	Apr 30 2021	\$ 41.12	69	BUILDING MAINT 405
STAR OHIO	Apr 1 2021	\$ 209,158.50	30	0.10%	Apr 30 2021	\$ 17.19	2	GENERAL FUND 101
STAR OHIO PLUS	Apr 1 2021	\$ 2,316,325.68	30	0.10%	Apr 30 2021	\$ 190.38	21	GENERAL FUND 101
STAR OHIO PLUS	Apr 1 2021	\$ 89,003.72	30	0.10%	Apr 30 2021	\$ 7.32	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Apr 1 2021	\$ 66,932.59	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Apr 1 2021	\$ 7,557,369.92	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 313,084.18					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,821.42					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,974,825.95					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 16,091,349.97						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2021-03-02

Mar-21	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
3-Mar-2021	Hamilton Fairfield New comers and Neighbors Club	Unrestricted Contribution	William Cox	FFB	\$25.00
9-Mar-2021	Cassingham Elementary School	Unrestricted Contribution	Shari Farmer	OXB	\$50.00
30-Mar-2021	Silicon Valley Community Foundation	Restricted Contribution/Operating Support	Joseph W. Smith Fund	SML	\$72,748.70
Total					\$72,823.70

Mar-21 STAFF CHANGES EXHIBIT #2021-03-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
10-Mar-2021	Anthony Stephens	Maintenance Technician	37.5	4	1402	FFB

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
	None					

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
	None					

Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
	None					

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
	None					

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	None					

MARCH 2021 STATS SHEET												
Exhibit #2021-03-04												
PATRON USAGE	BKM	BKM 2020	FFB	FFB 2020	LPL	LPL 2020	OXB	OXB 2020	TECH	TECH 2020	TOTAL	TOTAL 2020
Print	3,896	6,268	23,976	14,376	16,464	9,295	15,532	8,838			59,868	38,777
AV	502	428	12,240	9,861	10,464	9,122	6,214	5,151			29,420	24,562
Media Downloads											7,051	8,198
eBooks (Ohio, Zinio & Freading)											18,727	19,894
OhioLink & SearchOhio											2,537	1,341
Total CKO's	4,398	6,696	36,216	24,237	26,928	18,417	21,746	13,989			117,603	91,431
Year To Date	14,870	37,501	107,672	120,202	75,850	94,746	61,552	62,883			346,408	402,967
Internet Sessions			2,097	1,884	1,825	1,562	557	691	147	460	4,626	5,057
Internet Hours			911	1,327	925	1,123	305	531	83	429	2,224	3,839
Self CKO's			10,569	10,834	4,633	5,913	4,946	5,775			20,148	22,522
Visitors			9,637	9,660	6,150	6,415	3,629	6,710	789	1089	20,205	23,874
ADULT PROGRAMS	SMITH	SMITH 2020	FFB	FFB 2020	LPL	LPL 2020	OXB	OXB 2020	TECH	TECH 2020	TOTAL	TOTAL 2020
In Library # Conducted	0	0	0	3	0	6	0	15	0	1	0	25
In Library - Attendance	0	0	0	30	0	42	0	242	0	3	0	317
Outreach # Conducted	0	1	0	1	0	1	0	1	0	0	0	3
Outreach - Attendance	0	15	0	25	0	70	0	14	0	0	0	109
TEEN PROGRAMS												
In Library # Conducted	0	0	0	3	0	1	0	3	0	1	0	8
In Library - Attendance	0	0	0	120	0	16	0	33	0	3	0	172
Outreach # Conducted	0	0	0	0	0	2	0	1	0	0	0	3
Outreach - Attendance	0	0	0	0	0	34	0	165	0	0	0	199
CHILDREN PROGRAMS												
In Library # Conducted	0	0	0	9	0	8	0	25	0	0	0	42
In Library - Attendance	0	0	0	205	0	231	0	589	0	0	0	1025
Outreach # Conducted	0	0	0	1	0	0	0	4	0	0	0	5
Outreach - Attendance	0	0	0	65	0	0	0	120	0	0	0	185