

MINUTES OF BOARD MEETING  
FEBRUARY 24, 2020

The meeting of the Trustees of Lane Public Library was held on Monday, February 24, 2020, with Trustees Mr. Ted Pickerill, Ms. Sandy Pizzano, Ms. Nancy O'Neill, Dr. Daniel Hall, Ms. Marcia Koenig, Dr. Brenda Dales, and Ms. Kelly Berry the new Board member, present.

Joseph Greenward, Director, and Rob Carringer, Fiscal Officer, and Mike Dingeldein, and Amy Hucke of Community Design Alliance were also in attendance.

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

**2) Director and Fiscal Officer Reports**

a. Director's Report

The 2019 annual statistics was distributed to the Board. We saw a 14% increase in circulation throughout the system, as well as increases in program attendance in each age group. We had a slight decrease in internet sessions, but a sizable increase in wireless sessions in our libraries.

The Fairfield branch along with Love Works and Ohio Means Jobs held a Community Volunteer Fair last month. Seventeen organizations were represented and over 100 people attended the fair. There was a nice article in the Journal News about the event.

One City, One Book has selected Eligible by Curtis Sittenfeld for this year's initiative. Eligible is a modern retelling of Pride and Prejudice that takes place in Cincinnati. The author has tentatively agreed to visit for an event, and we are currently working on the date and details for that program.

The Dolly Parton Imagination Library is set to launch in early April. A local event with First Lady DeWine is being planned. The Hamilton Community Foundation is working with the Butler County United Way on fundraising for this program.

We have received a quote of \$25,374 for replacing the reference desk at the Fairfield branch from Library Design. An additional quote of \$4,700 was included for some additional seating. The new desk would be smaller than the current one and free up some additional public space.

The Oxford branch held a Hobby Fair last month. There were 13 booths highlighting different hobbies for attendees to explore and we had over 100 patrons attend the event.

Our Circulation Committee is working on a proposal for the elimination of late fees. We will have more details in the coming months on that proposal.

b. Fiscal Officer's Report

The PLF for January 2020 was \$20 thousand higher than the same period a year ago. General Operating Expenses for January 2020 were \$767 thousand. This was comparable to January 2019. January expenses are usually higher than the monthly average due to annual payment of the McNaughton Book Leasing Agreement. Making this lump sum payment in January saves the Library about \$6 thousand.

Various labor unions in the State of Ohio are trying to get an amendment on the ballot to raise the minimum wage to \$13 per hour over the next five years. They have until July 1<sup>st</sup> to collect the valid signatures for the November ballot.

3) All items under the consent agenda were approved by a motion of Dr. Hall, seconded by Dr. Dales with all members present voting in the affirmative. The items under the consent agenda were:

- a. Approval of the minutes of January 13, 2020 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for January 2020 - \$18,826,868.17
- c. Approval of investments as of January 31, 2020 - \$15,868,818.43  
**(Exhibit #2020-01-01)**
- d. Approval and acknowledgement of gifts received in the month of January 2020  
**(Exhibit #2020-01-02)**
- e. Approval of staff changes for January 2020 **(Exhibit #2020-01-03)**
- f. January 2020 Stats **(Exhibit #2020-01-04)**

4) Citizen's Input: None

5) Old Business:

- a. Update on Lane Technology Center Renovation Project

Notice to Bid ads were placed in the local paper the early part of January 2020. The bid deadline was Monday, February 10<sup>th</sup> at 12:00 pm. A Pre-Bid Meeting was held on January 24, 2020, attended by about 20 contractors and sub-contractors. On February 10<sup>th</sup>, nine bids were received ranging from lowest bid of \$526,936 to high bid of \$656,000. The lowest bid was received from Kramer and Feldman, Inc. This company was the contractor for the renovation of our existing Tech Center several years ago.

Ms. Pizzano moved the Library accept the bid from Kramer and Feldman, Inc. with the total cost not to exceed \$575,000. This was seconded by Ms. Koenig and all those present voted ayes.

6) New Business

- a) Upgrade to Financial System Software

The Library has been currently using the CMI/Civica Finx Financial Software System since 1986. It is time to look at upgrading the system. Two options were reviewed; Civica Authority Finance and Software Solutions. Both systems were comparable to one another. Authority Finance from Civica is the upgrade to the current Finx System we are using. The initial cost for Authority Finance is about \$15,000 less than Software Solutions. In addition, the annual software maintenance cost for Authority Finance would be a few thousand less.

Ms. O'Neill presented a motion to approve purchase of the Civica Authority Finance Software System. This was seconded by Ms. Pizzano and all those present voted aye.

7) General Comments

- a. The meeting was adjourned at 4:40 p.m. on a motion from Ms. Pizzano, seconded by Dr. Dales with all members present voting aye.
- b. The next regularly scheduled meeting of the Board will be held on Monday, April 13, 2020 at 4:00 P.M

Respectfully submitted,

Mr. Ted Pickerill  
President

Ms. Nancy O'Neill  
Secretary

LPL INVESTMENTS  
As of January 2020

Exhibit #2020-01-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Feb 1 2020	\$ 81,888.62	30	1.40%	Feb 29 2020	\$ 94.23	12	GIFTS & MEM 110
FIRST FINANCIAL	Feb 1 2020	\$ 63,851.19	30	1.40%	Feb 29 2020	\$ 73.47	10	ARCHIVES FUND 220
FIRST FINANCIAL	Feb 1 2020	\$ 12,878.32	30	1.40%	Feb 29 2020	\$ 14.82	56	ARCHIVES 220
FIRST FINANCIAL	Feb 1 2020	\$ 38,200.74	30	1.40%	Feb 29 2020	\$ 43.96	22	FITTON FUND 130
FIRST FINANCIAL	Feb 1 2020	\$ 31,862.45	30	1.40%	Feb 29 2020	\$ 36.66	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Feb 1 2020	\$ 79,814.47	30	1.40%	Feb 29 2020	\$ 91.84	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Feb 1 2020	\$ 223,014.48	30	1.40%	Feb 29 2020	\$ 256.62	28	GENERAL FUND 101
FIRST FINANCIAL	Feb 1 2020	\$ 1,915.37	30	1.40%	Feb 29 2020	\$ 2.20	14	CALDWELL FUND 151
FIRST FINANCIAL	Feb 1 2020	\$ 10,011.13	30	1.40%	Feb 29 2020	\$ 11.52	31	ELMER B. & THELMA M. ROSE FUND 125
STAR OHIO	Feb 1 2020	\$ 207,953.15		VAR	Feb 29 2020		2	GENERAL FUND 101
STAR OHIO PLUS	Feb 1 2020	\$ 2,305,821.74	30	2.30%	Feb 29 2020	\$ 4,358.95	21	GENERAL FUND 101
STAR OHIO PLUS	Feb 1 2020	\$ 88,600.14	30	2.30%	Feb 29 2020	\$ 167.49	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Feb 1 2020	\$ 65,666.24	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Feb 1 2020	\$ 7,414,729.60	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 308,198.31					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 216,489.39					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 4,717,923.09					82/83	ROESEL FUND 165
<b>TOTAL INVESTMENTS</b>		<b>\$ 15,868,818.43</b>						

**GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2020-01-02**

<b>Jan-20</b>	<b>DONOR</b>	<b>PURPOSE OF DONATION</b>	<b>IN MEMORY/HONOR</b>	<b>LOCATION</b>	<b>AMOUNT</b>
2-Jan-2020	Samuel & Barbara Beeler	Unrestricted Contribution	Katherine & Hughes Beeler	LAC	\$150.00
9-Jan-2020	Lesley Hardy, Trustee / Ann Hardy Trust	Unrestricted Contribution	N/A	LAC	\$51,186.77
10-Jan-2020	Oxford Lions Club	Restricted Contribution - Large Print & Audio Books	N/A	OXB	\$1,500.00
13-Jan-2020	Rotary Club of Oxford	Restricted Contribution - Picture Books	N/A	OXB	\$250.00
13-Jan-2020	Friends of the Oxford Lane Library	Restricted Contribution	N/A	OXB	\$1,975.00
22-Jan-2020	Hamilton Community Foundation	Restricted Contribution - Children's Books	Eleanor House Stace Memorial Fund	LAC	\$554.00
22-Jan-2020	Edward Jones / Mary K Wright Trust Fund	Unrestricted Contribution	Mary K. Wright Trust Fund	SML	\$3,600.00
23-Jan-2020	Friends of the Hamilton- Fairfield Library	Unrestricted Contribution	N/A	FFB, LPL,BKM, CTC	\$3,000.00
24-Jan-2020	The Current Events Club	Unrestricted Contribution	N/A	LAC	\$25.00
					\$62,240.77

**Jan-20 STAFF CHANGES EXHIBIT #2020-01-03**

**Staff Changes: Hires**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	NONE					

**Staff Changes: Terminations**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	NONE					

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

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	NONE					

**Staff Changes: Promotions**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	NONE					

**Staff Changes: Transfers**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
4-Jan-2020	Zach Birkenheuer	Public Service Associate- Sub	0.0	3	1200	LPL

**Staff Changes: Pay Increase**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	NONE					

JANUARY 2020 STATS SHEET

Exhibit 2020-01-04

PATRON USAGE	BKM	BKM 2019	FFB	FFB 2019	LPL	LPL 2019	OXB	OXB 2019	TECH	TECH 2019	TOTAL	TOTAL 2019
Print	13,889	12,800	29,084	29,236	19,376	17,542	15,804	15,688			78,153	75,266
AV	941	907	19,814	21,383	18,869	19,608	9,071	8,935			48,695	50,833
Media Download (Freegal & Hoopla)											8,569	7,122
eBooks (Ohio, Zinio & Freading)											19,399	15,140
OhioLink & SearchOhio											3,750	2,626
Total CKO's	14,830	13,707	48,898	50,619	38,245	37,150	24,875	24,623			158,566	150,987
Year To Date	14,830	13,707	48,898	50,619	38,245	37,150	24,875	24,623			158,566	150,987
Internet Sessions			4,360	3,985	3,915	3,650	1,645	1,487	988	941	10,908	10,063
Internet Hours			3,526	3,250	2,982	3,290	1,489	1,513	1117	876	9,114	8,929
Self CKO's			21,725	24,324	12,738	17,157	9,480	9,827			43,943	51,308
Visitors			19,297	15,768	14,586	13,470	13,356	10,711	4169	1230	51,408	41,179

ADULT PROGRAMS	SMITH	SMITH 2019	FFB	FFB 2019	LPL	LPL 2019	OXB	OXB 2019	TECH	TECH 2019	TOTAL	TOTAL 2019
In Library # Conducted	0	0	6	3	9	4	0	19	3	2	18	28
In Library - Attendance	0	0	32	80	122	34	0	271	7	16	161	401
Outreach # Conducted	0	0	0	0	0	0	0	0	0	0	0	0
Outreach - Attendance	0	0	0	0	0	0	0	0	0	0	0	0
TEEN PROGRAMS												
In Library # Conducted	0	0	5	5	2	1	0	1	1	1	8	8
In Library - Attendance	0	0	136	111	20	12	0	0	6	19	162	142
Outreach # Conducted	0	0	0	1	4	4	0	0	0	0	4	5
Outreach - Attendance	0	0	0	14	63	83	0	0	0	0	63	97
CHILDREN PROGRAMS												
In Library # Conducted	0	1	20	18	12	12	0	26	1	1	33	58
In Library - Attendance	0	25	677	381	314	311	0	858	10	12	1001	1587
Outreach # Conducted	0	0	1	1	8	1	0	1	0	1	9	4
Outreach - Attendance	0	0	14	95	430	64	0	50	0	48	444	257