

MINUTES OF BOARD MEETING

March 11, 2024

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, March 11, 2024.

Trustees Present: Ms. Marcia Koenig, Dr. Brenda Dales, Mr. Jake Richards, Ms. Karen Whalen, Ms. Joni Copas, Mr. Chuck Goins, and Ms. Carol Harp

Management Present: Mr. Joseph Greenward, Director; Mr. Robert Carringer, Fiscal Officer; and Mr. Garrett Turner, Deputy Fiscal Officer

1) The meeting was called to order by Dr. Dales.

2) Director and Fiscal Officer Reports

a. Director's Report

We have been working on a new public website and calendar with the help of Library Market. We originally contacted them because we wanted a new calendar system for the website, but they also gave us a good price on the website redesign, which we needed at this point anyway. It will go public on April 22nd, and managers and staff are currently working through it to find any issues that need to be addressed before then.

We have received a good supply of eclipse glasses that we are handing out at each location. We have set limits on how many a family can take as we anticipate running out pretty quickly. In addition, we have agreed to close the library for an hour that day, so that staff can go outside and view the eclipse. We had numerous requests for taking the day off and felt this was a nice compromise that would keep us staffed, but also allow them to view the eclipse.

On February 2nd, Amanda Toth went to Berkeley Square to teach Smart Phones 101 as the first in a series of Tech Help programs for their residents. The class had 18 attendees, and she taught them the basics of Android vs Apple, important icons and symbols to know, and then spent the rest of the class time answering their specific questions - such as how to send a photo in a text message, how to save a photo, and how to adjust their text and brightness settings. They have since set up a time in March for a Tablets 101 session, and a Library On the Go (Digital Library) class will be in April. This is an excellent new partnership between the Tech Center and Berkeley Square.

The United Way has backed out of being the fiduciary agent for the Dolly Parton Imagination Library. Currently, the state of Ohio is running the program, but they will be looking for someone else to run it. We have had some conversations with MidPointe and made clear that we would be happy to go back to what we were doing before, which was promoting the program and working on the administrative end of it, but we can't be on the

hook for the ever-growing monthly cost of the program. This is just a heads-up as I don't know where this will go from here.

A question came up in our Council meeting about people going around to public buildings and doing what they call First Amendment Audits by filming inside of the buildings. It has happened to a few libraries, and doesn't particularly go well when they try to stop it. With legal guidance from OLC, we have decided that we will allow them to film with the caveat that they are not allowed to film patrons as they have a right to privacy in the library. Hopefully it won't come up, but staff have been informed how to handle it if it does.

Amanda Toth has been selected as the new branch manager at Fairfield. She was previously the Tech Center manager, and worked at Fairfield before she had that position.

b. Fiscal Officer's Report

General Operating Fund Revenues for Feb 2024

The Library's February 2024 YTD General Operating Fund Revenues were \$100,000 less when compared to February 2023 revenues. The \$100,000 decrease can be attributed to the following:

State Funds (PLF)	\$110K Decrease
Fines & Fees	1K Increase
Earnings on Investments	9K Increase

The Library's February 2024 YTD General Operating Expenses were \$104,000 higher when compared to February 2023. The \$104,000 increase can be attributed to the following:

- Salaries/Benefits	\$47K Increase
- Supplies	8K Decrease
- Purchased & Contracted Services	44K Increase
- Library Materials	2K Increase
- Capital Outlays	1K Increase
- Other	18K Increase

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

- a. Approval of the Minutes of January 2024 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for February 2024 - \$25,081,523.77
- c. Approval of Investments as of February 29, 2024 - \$20,834,434.43
(Exhibit #2024-02-01)
- d. Approval and Acknowledgement of Gifts Received in January and February 2024
(Exhibit #2024-01-02) & (Exhibit #2024-02-03)
- e. Approval of Staff Changes for January and February 2024 **(Exhibit #2024-01-01) & (Exhibit #2024-02-02)**
- f. Approval of February 2024 Stats **(Exhibit #2024-02-04)**

4) Citizen's Input: None

5) Old Business

a. Update on New Fairfield Township Library Project

Mike Dingeldein from Community Design Alliance (CDA) presented to the Board the conceptual floor plan for the new Fairfield Township Branch. He also answered questions from the Trustees.

Since the last Board meeting in January, the library committee and CDA reviewed the Request for Proposal and Request for Qualifications responses and conducted interviews with two construction manager firms. Following this process, the library committee chose HGC Construction to be the general contractor for the project.

Ms. Copas made a motion authorizing library management to negotiate a contract with HGC Construction with a maximum fee/cost of \$1.6 million, including a refundable contingency. Ms. Harp seconded the motion, and all present voted in the affirmative.

6) New Business

a. 2021 and 2022 Audit

Mr. Carringer informed the Board that the Auditor of State has completed the audit of the library's financial statements for the years 2021 & 2022. There were no major issues or discrepancies from the audit; the only changes were to reclassify a few of the funds between various investments, change the construction project fund from "restricted" to "committed" and correct a budget amount on financial statement.

b. Operating Levy Renewal

The library's current levy runs through the end of 2025. Management is seeking to place a continuous, renewal levy on the November 5, 2024 ballot. The first step in this process is for the Board to pass a Resolution requesting a Certificate of Estimated Property Tax Revenue from the Butler County Auditor. Ms. Koenig motioned for such a resolution, and Ms. Copas seconded. A roll call vote was called, and each member voted "Aye". **(Exhibit #2024-03-05)**

7) General Comments

- a. Ms. Koenig commended Brad Spurlock, manager of the Smith Library of Regional History and the Cummins Local History Room, for a speech he delivered to the P.E.O.—an international philanthropic organization that helps women advance through education. Brad delivered a twenty-minute presentation, then answered questions from the audience. Ms. Koenig praised Brad's passion for local history and said she is proud to serve on a Board for a library that encourages its staff members to share their knowledge with the community.

- b. Ms. Koenig also spoke highly of the support the Friends groups give to the library and encouraged her fellow Trustees to become members.

8) The meeting was adjourned at 4:30 p.m. on a motion from Mr. Richards, seconded by Ms. Harp, with all members present voting aye.

- a. In light of the upcoming solar eclipse, the next regularly scheduled meeting of the Board has been moved from Monday, April 8 to Monday, April 15, 2024 at 4:00 pm.

Respectfully submitted,

Dr. Brenda Dales
President

Ms. Karen Whalen
Secretary

MINUTES OF BOARD MEETING

LPL INVESTMENTS
As of Feb 29, 2024

Exhibit #2024-02-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	March 1, 2024	\$ 86,203.57	30	2.30%	March 31, 2024	\$ 162.96	12	GIFTS & MEM 110
FIRST FINANCIAL	March 1, 2024	\$ 67,215.73	30	2.30%	March 31, 2024	\$ 127.07	10	ARCHIVES FUND 220
FIRST FINANCIAL	March 1, 2024	\$ 13,556.94	30	2.30%	March 31, 2024	\$ 25.63	56	ARCHIVES 220
FIRST FINANCIAL	March 1, 2024	\$ 84,020.13	30	2.30%	March 31, 2024	\$ 158.83	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	March 1, 2024	\$ 236,952.12	30	2.30%	March 31, 2024	\$ 447.94	28	GENERAL FUND 101
FIRST FINANCIAL	March 1, 2024	\$ 155,186.53	30	2.30%	March 31, 2024	\$ 293.37	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	March 1, 2024	\$ -	30	2.30%	March 31, 2024	\$ -	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	March 1, 2024	\$ 189,290.30	30	2.30%	March 31, 2024	\$ 357.84	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	October 28, 2023	\$ 1,535,647.40	30	2.30%	April 28, 2024	\$ 2,903.00	5	CAPITAL PROJECTS 401
STAR OHIO	March 1, 2024	\$ 226,297.60	30	4.58%	March 31, 2024	\$ 851.87	2	GENERAL FUND 101
STAR OHIO	March 1, 2024	\$ 2,601,922.07	30	4.58%	March 31, 2024	\$ 9,794.63	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	March 1, 2024	\$ 69,697.70	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	March 1, 2024	\$ 7,868,822.90	30	VAR			38	GENERAL FUND 101
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,638,703.00					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,060,918.44					36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 20,834,434.43						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2024-01-02						
Jan-24	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
4-Jan-2024	Anonymous	Unrestricted Contribution			LAC	\$90,000.00
4-Jan-2024	Samuel Beeler	Unrestricted Contribution		Katherine Beeler	LAC	\$300.00
8-Jan-2024	Trust of Eunice Meadows	Unrestricted Contribution			LAC	\$2,000.00
9-Jan-2024	Anonymous	Unrestricted Contribution			OXB	\$10.00
12-Jan-2024	Trouveres Club	Unrestricted Contribution		Marge Belew	LAC	\$50.00
17-Jan-2024	Oxford Lions Club	Restricted Contribution	Large print books, books on CD or Playaways		OXB	\$1,500.00
18-Jan-2024	Friends of The Lane Public Libraries	Unrestricted Contribution			LAC	\$7,000.00
29-Jan-2024	Anonymous	Unrestricted Contribution			FFB	\$20.00
29-Jan-2024	Oxford Rotary Club	Restricted Contribution	Children's picture books		OXB	\$250.00
29-Jan-2024	Robert Sefton Smith	Restricted Contribution	DVDs		OXB	\$1,000.00
29-Jan-2024	Anonymous	Unrestricted Contribution			OXB	\$5.00
GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2024-02-03						
Feb-24	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
6-Feb-2024	Anonymous	Unrestricted Contribution			HAM	\$10.00
20-Feb-2024	Ryan D. Edwards	Restricted Contribution	Physical items to be utilized by The Community Technology Center. Items donated are: Sovol SV04 + laser module Prusa Mini + enclosure Ortur Laser Master 2 Pro + enclosure + air pump Miscellaneous supplies for above equipment		CTC	
20-Feb-2024	Suzanne Siegel	Unrestricted Contribution		Eric Eisin	OXB	\$25.00
29-Feb-2024	Mr. and Mrs. James Martino	Unrestricted Contribution			OXB	\$100.00

MINUTES OF BOARD MEETING

Jan-24 STAFF CHANGES
EXHIBIT #2024-01-01

Staff Changes: Hires
Date Name Position Hours Grade Dept Location

Staff Changes: Terminations
Date Name Position Hours Grade Dept Location

Staff Changes: From PT to FT or FT to PT
Date Name Position Hours Grade Dept Location

Staff Changes: Promotions
Date Name Position Hours Grade Dept Location

Staff Changes: Transfers
Date Name Position Hours Grade Dept Location
14-Jan-2024 Angie Hawn Public Service Assistant-SUB 0.0 2 1202 FFB

Staff Changes: Pay Increase
Date Name Position Hours Grade Dept Location

Feb-24 STAFF CHANGES
EXHIBIT #2024-02-02

Staff Changes: Hires
Date Name Position Hours Grade Dept Location
29-Feb-2024 Carly Goodman Shelver 15.0 0 1304 OXB

Staff Changes: Terminations
Date Name Position Hours Grade Dept Location
29-Feb-2024 Hannah Kuhn Public Service Assistant 37.5 3 1202 FFB

Staff Changes: From PT to FT or FT to PT
Date Name Position Hours Grade Dept Location

Staff Changes: Promotions
Date Name Position Hours Grade Dept Location
5-Feb-2024 Keely Moloney Public Service Librarian 37.5 4 1101 BKM
13-Feb-2024 Brittany Elmore Public Service Assistant 20.0 2 1202 FFB

Staff Changes: Transfers
Date Name Position Hours Grade Dept Location

Staff Changes: Pay Increase
Date Name Position Hours Grade Dept Location

FEBRUARY 2024 STATS SHEET														
Exhibit #2024-02-04														
PATRON USAGE	BKM	BKM 2023	FFB	FFB 2023	LPL	LPL 2023	OXB	OXB 2023	TECH	TECH 2023	TOTAL	TOTAL 2023		
Print	9,830	10,748	21,267	20,854	14,584	14,787	15,174	14,071			60,855	60,460		
AV	835	722	8,188	7,467	6,621	6,265	3,228	3,675			18,872	18,129		
eMedia (Freegal, Hoopla, Kanopy)											8,946	8,050		
eBooks (Ohio & Freading)											25,999	19,848		
SearchOhio (Borrows & Loans)												2,391		
Total CKO's	10,665	11,470	29,455	28,321	21,205	21,052	18,402	17,746			114,672	108,878		
Year To Date	18,156	24,594	60,170	59,039	42,767	43,092	37,752	36,142			232,860	226,255		
Internet Sessions			2,306	2,299	2,290	1,902	747	652	258	335	5,601	5,188		
Internet Hours			1,477	1,395	1,991	1,604	547	540	324	312	4,339	3,851		
Self CKO's			11,654	11,616	4,998	4,428	6,157	6,066			22,809	22,110		
Visitors			15,563	13,515	7,513	6,485	9,274	7,577	1171	1156	33,521	28,733		
ADULT PROGRAMS	SMITH	SMITH 2023	FFB	FFB 2023	LPL	LPL 2023	OXB	OXB 2023	TECH	TECH 2023	SYSTEMWIDE	STEMWIDE 20	TOTAL	TOTAL 2023
In Library # Conducted		0	8	7	8	6	17	7	5	7		0	38	27
In Library - Attendance		0	149	55	128	69	256	84	22	47		0	555	255
Outreach # Conducted		0	0	2	2	2		0	1	0		0	3	4
Outreach - Attendance		0	0	10	80	56		0	18	0		0	98	66
Virtual # Conducted		0	0	0		0		0	1	0		0	1	0
Virtual - Attendance		0	0	0		0		0	9	0		0	9	0
TEEN PROGRAMS														
In Library # Conducted		0	6	5	6	6	7	6		1		0	19	18
In Library - Attendance		0	102	103	98	74	34	95		7		0	234	279
Outreach # Conducted		0	0	0	5	3		1		0		0	5	4
Outreach - Attendance		0	0	0	62	52		340		0		0	62	392
Virtual # Conducted		0	0	0		0		0		0		0	0	0
Virtual - Attendance		0	0	0		0		0		0		0	0	0
CHILDREN PROGRAMS														
In Library # Conducted		0	19	19	17	13	29	24		0		0	65	56
In Library - Attendance		0	546	460	275	218	501	589		0		0	1322	1267
Outreach # Conducted		0	4	1	4	5	3	2		1		0	11	9
Outreach - Attendance		0	465	40	246	456	46	48		21		0	757	565
Virtual # Conducted		0	0	0		0		0		0		0	0	0
Virtual - Attendance		0	0	0		0		0		0		0	0	0

RESOLUTION NO. 1-2024 (Exhibit #2024-03-05)

RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE LANE PUBLIC LIBRARY DECLARING THE NECESSITY OF LEVYING A RENEWAL OF A TAX

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Lane Public Library; and

WHEREAS, it is necessary to levy a tax in excess of the ten-mill limitation for current expenses of the Lane Public Library; and

WHEREAS, Ohio Revised Code §§ 5705.03 and 5705.23 together require that a resolution declaring the necessity of levying a tax outside the ten-mill limitation for public library purposes [a] must be adopted and certified to the county auditor by a board of library trustees in order to permit consideration of the levy of such tax in a library district; and [b] must request that the county auditor certify the total current tax valuation of the library district, the dollar amount of revenue that would be generated by the specified number of mills for each one dollar of taxable value, and all other applicable calculations specified in Ohio Revised Code 5705.03(B)(2).

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lane Public Library, at least two-thirds of all members appointed thereto concurring, that it is necessary to levy a renewal of an existing tax of seventy-five hundredths (0.75) of a mill for each one dollar of taxable value upon the entire territory within the Lane Public Library District, constituting a tax in excess of the ten-mill limitation for the benefit of the Lane Public Library District, for the purpose of current expenses, as authorized by Ohio Revised Code § 5705.23, at a rate not exceeding seventy-five hundredths (0.75) of a mill for each one dollar of taxable value; and

BE IT FURTHER RESOLVED, that the tax levy is for a continuing period of time, commencing in tax year 2025, first due in calendar year 2026, if approved by a majority of the electors voting thereon; and

BE IT FURTHER RESOLVED, that the question of such tax levy shall be submitted by the Board of Education of the Hamilton City School District to all electors residing within the boundaries of the Lane Public Library District at the election to be held on November 5, 2024; and

BE IT FURTHER RESOLVED, that the Fiscal Officer is hereby directed to certify a copy of this resolution to the Butler County Auditor; and

BE IT FURTHER RESOLVED, that the Board of Library Trustees of the Lane Public Library hereby requests that the Butler County Auditor certify to this Board the total current tax valuation of the Lane Public Library District, Butler County, Ohio; the dollar amount of revenue, rounded to the nearest dollar, that would be generated by the specified number of mills for each one dollar of taxable value if approved by the electors; and all other applicable calculations specified in Ohio Revised Code 5705.03(B)(2).

Trustee Marcia Koenig moved for the adoption of the foregoing resolution. Trustee Jake Richards seconded the motion, and upon call of the roll, the vote resulted as follows:

- Brenda Dales AYE
- Jake Richards AYE
- Karen Whalen AYE
- Joni Copas AYE
- Chuck Goins AYE
- Carol Harp AYE
- Marcia Koenig AYE

Adopted: March 11, 2024

Attest: _____
Robert Carringer, Fiscal Officer
