

MINUTES OF BOARD MEETING

June 12, 2023

The meeting of the Trustees of Lane Public Library was held at the Lane Fairfield Branch Library on Monday, May 8, 2023.

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

Trustees Absent: None

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

1) Call to Order

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

2) Director and Fiscal Officer Reports

- a. Director's Report

Our Summer Reading Club is off to a great start. Program numbers are significantly higher than last year and our registrations are already 100 higher than our total number from last year. Thank you to our Youth Services staff for putting in all the outreach and promotion that has made this a successful initiative.

Our Raise a Reader program will launch in the next month. This is the initiative that gives a bag including a book, a rattle, a bib, and early literacy and library info to every baby born at Ft. Hamilton Hospital. As a reminder, this is the initiative that we started after pulling out of the Dolly Parton program, and we will look to expand to the other birthing centers in our service area over the coming year.

Everything is finalized for the One City, One Book author event. Bonnie Garmus, author of Lessons in Chemistry, will be at Parrish Auditorium on October 24th at 7:00. Dr. Kelli Johnson has agreed to moderate the discussion with the author. We will have 300 copies of the book in local businesses for free. 1C1B is purchasing 50 copies and we will be purchasing the rest out of the Roesel Fund.

In May, Ohioans approved 6 out of 7 public library levies. The successful library ballot issues included 5 renewals and 1 renewal with an increase. The 6 levies passed by significant margins with an average approval rate of 72%.

We experienced a significant accident involving our bookmobile this month. The bookmobile missed a turn and was attempting to turn around at the Gateway Springs healthcare campus. There wasn't enough clearance going through the covered entryway and significant damage was done to both the bookmobile and the overhang. The skylight and AC unit on top of the bookmobile were destroyed. The bookmobile will be out of action for an extended period of time as we wait for the repairs to be done.

b. Fiscal Officer's Report

The PLF (Public Library Fund) receipts through May 2023 reflected a decrease of \$42K (1.6%) when compared to the same period in 2022. The month of May 2023 had a decrease of \$126k when compared to May 2022. Hopefully, the PLF will gain positive momentum over the remaining months of 2023.

General Operating Expenses have increased \$378K through May 2023 when compared to 2022:

- Salaries/Benefits	\$146K Increase
- Supplies	17K Increase
- Purchased & Contracted Services	82K Increase
- Library Materials	93K Increase
- Capital Outlays	32K Increase
- Other	9K Increase

There has been an across the board increase in all expenses through May 2023.

3) Consent Agenda

All items under the consent agenda were approved by a motion from Ms. O'Neill, 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 May 8, 2023 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for May 31, 2023 – \$25,337,366.12
- c) Approval of Investments as of May 31, 2023 - \$21,717,476.12 **(Exhibit #2023-05-01)**
- d) Approval and acknowledgement of gifts received in May 2023 – **(Exhibit #2023-05-02)**
- e) Approval of staff changes for May 2023 - **(Exhibit #2023-05-03)**
- f) May 2023 Circulation Statistics – **(Exhibit #2023-05-04)**

4) Citizen's Input – None

5) Old Business

- a) Update for New Fairfield Township Branch

The lot split and legal description have been completed. We expect to close on the land purchase by the end of June 2023.

6) New Business

- a) Tuition Reimbursement Requests for 2023 Fall Semester

Mr. Carringer presented to the Board the Tuition Reimbursement Requests for the 2023 Fall Semester. Mr. Carringer recommended the Board reimburse \$400.00 per credit hour.

On a motion by Ms. Whalen with a second from Ms. Copas, and all present voting in the affirmative, the following reimbursement requests for MLIS courses for the 2023 Fall Semester were approved:

Chris Esposito	\$ 2,400.00 for the semester
Jackie Berberich	\$1,200.00 for the semester

Two previous participants in the program, Emily Mays and Keely Moloney, will graduate with a Masters in Library Science in August 2023.

b) Salary Increases effective June 25, 2023

Effective June 25, 2023, Library Management has requested an across-the-board increase for staff of 5.1%. The continuing high inflationary pressures can be attributed to the amount of this increase. This increase does not include staff hired or promoted as of March 1, 2023 or after, and Shelves were given an increase effective December 25, 2022 . The Library Director and Fiscal Officer were included in this increase.

Ms. O'Neill presented a motion to approve the salary increase of 5.1% effective June 25, 2023. This was seconded by Ms. Whalen and all those present voted aye.

7) General Comments

- a) The meeting was adjourned at 4:45 p.m. on a motion from Mr. Goins, seconded by Mr. Richards with all members present voting aye.
- b) The next regularly scheduled meeting of the Board will be held on Monday, September 11, 2023 at 4:00 P.M

Respectfully submitted.

Ms. Marcia Koenig
President

Mr. Jake Richards
Secretary

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LPL INVESTMENTS
As of May 31, 2023

Exhibit #2023-05-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	June 1 2023	\$ 83,826.75	30	2.30%	June 30 2023	\$ 158.47	12	GIFTS & MEM 110
FIRST FINANCIAL	June 1 2023	\$ 65,362.46	30	2.30%	June 30 2023	\$ 123.56	10	ARCHIVES FUND 220
FIRST FINANCIAL	June 1 2023	\$ 13,183.17	30	2.30%	June 30 2023	\$ 24.92	56	ARCHIVES 220
FIRST FINANCIAL	June 1 2023	\$ 81,703.52	30	2.30%	June 30 2023	\$ 154.45	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	June 1 2023	\$ 230,418.88	30	2.30%	June 30 2023	\$ 435.59	28	GENERAL FUND 101
FIRST FINANCIAL	June 1 2023	\$ 150,907.72	30	2.30%	June 30 2023	\$ 285.28	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	June 1 2023	\$ 1,036,459.17	30	2.30%	June 30 2023	\$ 1,959.33	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	June 1 2023	\$ 184,071.18	30	2.30%	June 30 2023	\$ 347.97	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	\$ 1,500,000.00	30	2.30%	Oct 28 2023	\$ 2,835.62	5	CAPITAL PROJECTS 401
STAR OHIO	June 1 2023	\$ 217,203.06	30	4.58%	June 30 2023	\$ 817.64	2	GENERAL FUND 101
STAR OHIO	June 1 2023	\$ 2,497,355.03	30	4.58%	June 30 2023	\$ 9,401.00	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	June 1 2023	\$ 68,776.80	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	June 1 2023	\$ 7,765,096.95	30	VAR			38	GENERAL FUND 101
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,813,832.78					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,009,278.65					36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 21,717,476.12						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2023-05-02

May-23	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
1-May-2023	Suzanne Siegel	Unrestricted Donation		Mike Curry	AXB	\$50.00
1-May-2023	James and Karen Martino	Unrestricted Donation			AXB	\$100.00
8-May-2023	Charles Ganelin	Unrestricted Donation		Morton Ganelin (94th Birthday)	AXB	\$500.00
22-May-2023	The W.E. Smith Family Charitable Trust Joseph W. Smith Fund/Silicon Valley	Restricted Donation	Digitization of area high school yearbooks		SML	\$3,000.00
26-May-2023	Community Foundation	Restricted Donation	Maintaining the Smith Library of Regional History		SML	\$79,567.56
30-May-2023	Anonymous	Unrestricted Donation			AXB	\$5.00
	Tptal					\$83,222.56

May-23

**STAFF CHANGES
EXHIBIT #2023-05-03**

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
2-May-2023	Hannah Denney	Public Service Associate - SUB		3	1202	FFB
3-May-2023	Savannah Usher	Public Service Assistant - SUB		2	1202	FFB
3-May-2023	Jubilynn Sigrah Huston	Public Services Associate		3	1200	HAM
15-May-2023	Janelle Rainey	Public Service Assistant		2	1204	AXB
24-May-2023	Camille Dainton	Public Service Assistant		2	1200	HAM

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
10-May-2023	Bernadette Miranda	Public Services Associate	20.0	3	1200	HAM
31-May-2023	Kenzie Rouse	Public Services Assistant	20.0	2	1200	HAM

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

MAY 2023 STATS SHEET														
EXHIBIT 2023-05-04														
PATRON USAGE	BKM	BKM 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2022	TECH	TECH 2022	TOTAL	TOTAL 2022		
Print	5,269	5,151	23,654	22,596	15,073	14,570	14,832	14,198			58,828	56,515		
AV	447	464	8,135	8,729	6,809	7,347	3,389	4,043			18,780	20,583		
eMedia (Freegal, Hoopla, Kanopy)											9,620	7,129		
eBooks (Ohio & Freading)											21,397	20,385		
SearchOhio (Borrows & Loans)											2,233	2,225		
Total CKO's	5,716	5,615	31,789	31,325	21,882	21,917	18,221	18,241			110,858	106,837		
Year To Date	54,143	48,751	154,084	151,767	111,064	110,929	93,908	87,946			576,828	545,941		
Internet Sessions			2,521	2,050	2,061	1,971	125	590	290	356	4,997	4,967		
Internet Hours			1,519	1,240	1,683	1,764	67	541	294	368	3,563	3,913		
Self CKO's			12,498	10,875	4,624	4,581	5,662	6,261			22,784	21,717		
Visitors			14,735	12,728	6,463	6,150	7,527	6,564	1189	1201	29,914	26,643		
ADULT PROGRAMS	SMITH	SMITH 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2022	TECH	TECH 2022	SYSTEMWIDE	TEMWIDE 2	TOTAL	TOTAL 2022
In Library # Conducted		0	10	4	6	5	6	3	5	8			0	27
In Library - Attendance		0	68	31	61	28	78	36	20	20			0	227
Outreach # Conducted		0	0	1	1	3		0		0			0	1
Outreach - Attendance		0	0	20	36	138		0		0			0	36
Virtual # Conducted		0	0	0		0		0	1	1			0	1
Virtual - Attendance		0	0	0		0		0	10	8			0	10
TEEN PROGRAMS														
In Library # Conducted		0	7	2	7	6	3	0	1	1			0	18
In Library - Attendance		0	139	100	77	74	33	0	0	19			0	249
Outreach # Conducted		0	0	0	3	2	1	0		0			0	4
Outreach - Attendance		0	0	0	55	26	7	0		0			0	62
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	16	17	11	10	12	6		0			0	39
In Library - Attendance		0	282	278	154	226	172	103		0			0	608
Outreach # Conducted		0	2	2	3	2	5	1		0			0	10
Outreach - Attendance		0	70	163	160	100	411	30		0			0	641
Virtual # Conducted		0	0	0		0		0		0			0	0
Virtual - Attendance		0	0	0		0		0		0			0	0