

MINUTES OF BOARD MEETING

October 10, 2022

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, October 10, 2022.

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

Also Present: Mr. Joseph Greenward, Director; Mr. Robert Carringer, Fiscal Officer; Carrie Mancuso, Public Relations Manager; and Jenn Acus-Smith, Street Spark

1) Call to Order

- a. The meeting was called to order by Ms. O'Neill.

2) Director and Fiscal Officer Reports

- a. Director's Report

We held our 2nd Hispanic Heritage Festival on September 24th at the Fairfield Branch and throughout the Village Green area. Our door count for the day was 1693. A typical Saturday at Fairfield sees around 400 patrons at this point. There were also likely many people only outside for the Village Green so the number of attendees is higher than that number. We had a nice sponsorship from Telhio Credit Union to cover the cost of our headlining music group, Daglio. We received a full suite of radio advertisements from La Mega free of charge to us. We also received a proclamation from the Mayor's office, declaring Sept. 15 - Oct. 15 Hispanic Heritage Month in the city of Fairfield. To top it off, Odalis, April, and Valerie presented at the OLC Conference in Toledo about the event which was very well received and well reviewed by attendees.

Valerie wanted to be sure to communicate how critical Abriljoanna (April) and Odalis are to the creation, execution, and promotion of this program. There is no way the festival and expo would have taken place, and certainly not at an authentic, meaningful level, without them. They have poured their hearts into this event. Odalis has become something of a local celebrity and has been asked to present to a variety of groups, including the Regional Empowered and Determined Women at Miami University Voice of America Learning Center in West Chester. April and Odalis have been invited to a few different Hispanic Heritage events to table. They have built a community of support for the Hispanic community that reaches beyond our library and the immediate Fairfield community.

After a two-year hiatus we finally held the Sandy Hormell Book Celebration on Thursday, September 15. Kekla Magoon was the guest author and her novel *The Season of Styx Malone* was the featured book. We had 65 attendees to her lecture at the library. The next day she spoke to all grades at the Talawanda middle school and held a writing workshop with students who applied to attend it.

Jinjuan She, an assistant professor at Miami University, contacted the Tech Center to discuss our Virtual Reality set up, and her current research project. We have been discussing having her come in to do some special Virtual Reality demos, as well as some programming around virtual reality and engineering/manufacturing. We will also be adding a vinyl printer at the Tech Center over the coming months. This will get a good deal of use internally with our PR department able to print banners for programs and community events, but will also be available for use by the public.

The One City, One Book author event with Catherine Grace Katz will take place on Thursday, October 20th, 7:00 pm at Parrish Auditorium. This is a joint program between One City, One Book and the Michael J. Colligan History Project. If you have yet to read Daughters of Yalta, pick up a copy at the library.

As mentioned at our last meeting, Baker & Taylor had been unable to operate normally due to a ransomware attack on their network. That issue has been resolved and we are back to business as usual with our book ordering through them.

A document created by Katrina Bate outlining how we handle book challenges was distributed to the Board and discussed.

b. Fiscal Officer's Report

The PLF (Public Library Fund) receipts through October 2022 reflected an increase of \$287K (5.6%) when compared to the same period in 2021. Total receipts through September 2022 have increased \$212k (2.8%) when compared to the same period last year. The State of Ohio Funds (PLF) have increased about \$269K through September 2022. This has been offset by decrease in Earnings on Investments of \$51K for the period.

General Operating Expenses have increased \$584K through September 2022 when compared to 2021:

- Salaries/Benefits	\$473K Increase
- Supplies	17K Increase
- Purchased & Contracted Services	114K Increase
- Library Materials	41K Decrease
- Capital Outlays	37K Increase
- Other	16K Decrease

Salaries and Benefits can be attributed to the significant salary increase during the latter part of 2021 and the projected 9% increase in Health Insurance costs for 2022. In addition, Cataloging & Processing Service expenses have increased about \$80K for 2022. Primarily the result of software renewals and RFID tag purchases.

3) Consent Agenda

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

- a) Approval of the minutes of October 10, 2022 Board Meeting
 - b) Acceptance of the Fiscal Officer's Financial Statements for September 2022 – \$24,537,520.39
 - c) Approval of Investments as of September 30, 2022 - \$17,444,252.04 **(Exhibit #2022-09-01)**
Approval and acknowledgement of gifts received in September 2022 – **(Exhibit #2022-09-02)**
 - d) Approval of staff changes for September 2022 - **(Exhibit #2022-09-03)**
 - e) September 2022 Stats **(Exhibit #2022-09-04)**
- 4) Citizen's Input – None
- 5) Old Business
- a) Update for New Fairfield Township Branch

The Library is still in the process of purchasing the property for the New Fairfield Township Library. The township is working with Fairfield City School District and local government officials to work out the details concerning road/driveway access to school district property located just north of the potential Library property. In addition, clarification is needed by local government officials whether a retention or detention pond will be required on township property just east of the potential Library parcel. The Township has given the Library permission to use the property to facilitate water run-off. An easement with specific details will be needed for both items.

- b) Exterior Mural at the Lane Hamilton Branch Library

Ms. Jenn Acus-Smith from Street Spark was asked to attend the October 2022 Board Meeting to help clarify some questions Board Members had about the Exterior Mural Project at the Hamilton Lane Library.

Jenn Acus-Smith, StreetSpark Program Manager, explained the details of the potential mural project to the board. She went over the process and timeline as well as the breakdown of the budget and Lane's financial responsibility. We are asked to pay one third of the cost at the beginning of the process to help cover costs for artists creating mural designs to be submitted for a vote. We will pay the rest of our portion after the mural has been chosen. Carrie Mancuso will be designated the liaison for Lane Libraries on the mural committee. She will bring design options to the board in the coming months for a final to be chosen as our vote on the mural committee. Slight design changes can be made during this process as things are finalized. The mural will be installed during the summer of 2023.

Ms. Koenig presented a motion to move forward with the Exterior Mural Project at the Lane Hamilton Branch. The Library cost is not to exceed \$10,000 and the Library can discontinue participation in the project if a design cannot be agreed on. This was seconded by Dr. Dales and all those present voted aye.

6) New Business

a) Update Meeting Policy

A revised meeting room policy was presented to the Board for consideration. The changes are minor and include putting a maximum of four meeting room reservations in a 90 day period, the requirement for completion of an online application and the addition of vaping to the existing no smoking section.

b) Health Insurance for 2023

The Library's health insurance for full-time employees is with the Butler Health Plan. This is a consortium made of public entities (primarily school districts) in the southwestern part of Ohio. The Library has paid 80% of the premium while employees pay 20%.

For 2023, our insurance premiums will increase by 18%. Library Management is requesting the employee portion of the premium remain the same for 2023 as it was for 2022. Instead of the usual 80%/20% split, there would be a 83%/17% split for 2023. In future years, the intent would be to gradually return to the 80%/20% split.

Ms. Koenig presented a motion to approve the health insurance premium split of 83%/17% for 2023. This was seconded by Ms. Whalen and all those present voted aye.

2) General Comments

a) The meeting was adjourned at 5:00 p.m. on a motion from Ms. Pizzano, seconded by Ms. Copas with all members present voting aye.

b) The next regularly scheduled meeting of the Board will be held on Monday, November 14, 2022 at 4:00 P.M

Respectfully submitted.

Ms. Nancy O'Neill
President

Dr. Brenda Dales
Secretary

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LPL INVESTMENTS
As of September 30, 2022

Exhibit #2022-09-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Oct 1 2022	\$ 82,500.53	30	0.10%	Oct 31 2022	\$ 6.78	12	GIFTS & MEM 110
FIRST FINANCIAL	Oct 1 2022	\$ 64,328.34	30	0.10%	Oct 31 2022	\$ 5.29	10	ARCHIVES FUND 220
FIRST FINANCIAL	Oct 1 2022	\$ 12,974.59	30	0.10%	Oct 31 2022	\$ 1.07	56	ARCHIVES 220
FIRST FINANCIAL	Oct 1 2022	\$ -	30	0.10%	Oct 31 2022	\$ -	22	FITTON FUND 130
FIRST FINANCIAL	Oct 1 2022	\$ -	30	0.10%	Oct 31 2022	\$ -	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Oct 1 2022	\$ 80,410.90	30	0.10%	Oct 31 2022	\$ 6.61	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Oct 1 2022	\$ 224,681.03	30	0.10%	Oct 31 2022	\$ 18.47	28	GENERAL FUND 101
FIRST FINANCIAL	Oct 1 2022	\$ -	30	0.10%	Oct 31 2022	\$ -	14	CALDWELL FUND 151
FIRST FINANCIAL	Oct 1 2022	\$ 10,085.88	30	0.10%	Oct 31 2022	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Oct 1 2022	\$ 2,500,147.71	30	0.10%	Oct 31 2022	\$ 205.49	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Oct 1 2022	\$ 181,159.00	30	0.10%	Oct 31 2022	\$ 14.89	69	BUILDING MAINT 405
STAR OHIO	Oct 1 2022	\$ 210,923.52	30	0.10%	Oct 31 2022	\$ 17.34	2	GENERAL FUND 101
STAR OHIO PLUS	Oct 1 2022	\$ 2,425,154.12	30	0.10%	Oct 31 2022	\$ 199.33	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Oct 1 2022	\$ 68,063.10	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Oct 1 2022	\$ 7,684,708.42	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ -					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,873.79					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,780,241.11					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 17,444,252.04						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2022-09-02

Sep-22	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
1-Sep-2022	The Friends of the Lane Libraries	Restricted Contribution	Laptop for Oxford Branch Cricut Machine		OXB	\$3,439.80
16-Sep-2022	The Friends of the Lane Libraries	Restricted Contribution	Wish List for Branches		ALL	\$3,500.00
19-Sep-2022	Staseline Garden Club	Restricted Contribution	Materials to be purchased pertaining to Horticulture		LAC	\$50.00
27-Sep-2022	Telhio Credit Union	Restricted Contribution	Sponsorship for Hispanic Heritage Festival		FFB	\$600.00
	Total					\$7,589.80

Sep-22 STAFF CHANGES
EXHIBIT #2022-09-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
7-Sep-22	Jubilynn Sigrah Huston	Public Service Associate	20.0	3	1200	HAM
14-Sep-2022	Hanna Rhodis	Public Service Associate	20.0	3	1208	TC
21-Sep-2022	Cas Rogers	Public Service Associate	20.0	3	1200	HAM

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					

Meeting Rooms (Exhibit 2022-09-05)

Community groups whose purpose are non-profit, civic, cultural or educational may schedule meetings when the rooms are not being used for library related activities.

No admission, attendance charge, or required donation may be assessed by any non-Library group using a meeting room. Meeting rooms may not be used for social activities, private parties, commercial endeavors, or those which advertise a product or service.

By submitting your request, you acknowledge that you have read and agree to abide by the Lane Public Library System's Meeting Room Policy.

A request does not secure the meeting room space. You will be contacted by a Lane Libraries staff member 24 – 48 hours after the request submission and will be formally notified as to whether or not the booking can be accommodated. For bookings requested with less than 48 hours notice, please call the library location directly and speak with a staff person. Requests are subject to meeting room availability and library programs take precedence.

To inquire about reserving a Meeting Room, click the links below:

- [Hamilton Lane Library Meeting Room](#) (2 – 50 people)
- [Fairfield Lane Library Meeting Room](#) (8-50 people with chairs/tables, 72 with no furniture)
- [Fairfield Lane Library Computer Lab](#) (2 – 12 people)
- [Oxford Lane Library Havighurst Meeting Room \(upstairs\)](#) (7 – 162 people)
- [Oxford Lane Library Helen Weinberger Activity Room \(downstairs\)](#) (2 – 64 people)

Room occupancy levels may be subject to change due to COVID or other health regulations

For more information about the rooms:

Hamilton – Meeting Room – (513) 894-7156, ext. 1105

Fairfield – Meeting Rooms – (513) 858-3238, ext. 1315

Oxford – Meeting Rooms – (513) 523-7531, ext. 1215

Meeting Room Policy

1. Activities under the direction of the library shall have first priority for the use of the meeting room.
2. No admission, attendance charge, or required donation may be assessed by any non-Library group using a meeting room
3. We encourage community groups to reserve the meeting rooms for non-profit, civic, cultural or educational purposes.
4. Meeting rooms may not be used for social activities, private parties, commercial endeavors or gatherings which advertise a product or service.
5. Scheduling will be done on a first-come, first served basis, therefore the library is unable to guarantee room availability for regularly-scheduled meetings. A maximum of 4 meeting room reservations will be accepted up to 90 days in advance.
6. Reservations for the meeting room may be made by phone, but an online application form must be submitted. A request does not secure the meeting room space. You will be contacted by a Lane Libraries staff member 24 – 48 hours after the request submission and will be formally notified as to whether or not the booking can be accommodated.
7. If you are unable to make an upcoming reservation, please call or email to cancel. Three no show/no calls will result in a patron being barred from booking the meeting room in the future.
8. Groups using the meeting room must leave 15 minutes before the library closes.
9. A request for use of space by minors must be made by an adult who will agree to be present and responsible for the meeting.
10. The organization using the room is responsible for any damage or breakage to the premises or its contents by members or guests of the group. The room is to be left in the condition in which it was found, and all trash disposed of in the container provided.
11. The library will not be responsible for loss or damage to any property belonging to the organization or its members and guests.
12. No smoking, vaping or flammable products permitted.
13. Alcoholic beverages are prohibited. Cooking is not permitted in the meeting rooms.
14. The organization is responsible for providing supervision of children accompanying adults attending the organization's meeting.
15. A/V equipment may be requested for use, subject to availability.
16. Meeting room capacities must not be exceeded.
17. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library.
- 18. The library reserves the right to revoke permission to use the facilities at any time.**

Reserve a Study Room

You may reserve a study room at the Oxford or Fairfield Lane Libraries by clicking one the links below.

- [Oxford Lane Library Avis Cullen Study Room A](#) (1 – 2 people)
- [Oxford Lane Library Avis Cullen Study Room B](#) (1 – 4 people)
- [Oxford Lane Library Avis Cullen Study Room C](#) (1 – 6 people)
- [Fairfield Lane Library Clock Tower Study Room](#) (1 – 3 people)
- [Fairfield Lane Library Tutor Room Study Room](#) (1 – 5 people)
- [Fairfield Lane Library Conference Room](#) (1 – 8 people)
- [All Available Study Rooms](#)

Study rooms may not be used for social activities, private parties, commercial endeavors or gatherings which advertise a product or service. By reserving a study room, you are agreeing to the following policies:

- Rooms are booked in half hour increments up to 2 hours.
- Patrons may have a maximum of 2 reservations daily.
- Patrons may have a maximum of 4 total reservations at any given time.
- Patrons cannot have multiple rooms reserved for the same reservation time.
- Reservations can be made up to 90 days in advance.
- A valid email address is required (only 1 email address per person) to reserve a study room.
- Study rooms will close 15 minutes prior to library closing.
- If you do not plan to fulfill your reservation, please cancel your reservation. Failure to do so limits study room availability. Recurring abuse may result in a ban from the study rooms.
- Reservations may be canceled by library staff if not occupied 15 minutes after the beginning of the reservation period.
- The room is to be left in the condition in which it was found. All trash should be disposed of in the containers provided so that the room is ready for the next user.
- The library will not be responsible for loss of or damage to any personal property.
- Patron is responsible for any damage to the study room or its contents.
- Study rooms are not soundproof. Conversations must be kept at an appropriate level. Groups that are excessively noisy and disturb others may be asked to vacate the study room.
- Behavior in the study rooms should be consistent with the Code of Conduct Policy.
- Patrons may use study room equipment to stream or cast materials from personal computers; however, content use must adhere to the Lane Libraries' Internet Use Policy.

- Study room capacities, as listed, must not be exceeded.
- The library reserves the right to revoke permission to use the facilities at any time.