

## MINUTES OF BOARD MEETING

November 14, 2022

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, November 14, 2022.

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

Trustees Absent: Mr. Jake Richards

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

### 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 had a meeting with MidPointe staff this month to begin planning the county-wide early literacy initiative that we plan on rolling out to replace our involvement in the Dolly Parton Imagination Library. It was decided that we would focus on getting early literacy kits to the parents of every baby born in Butler County. Carrie and Celeste also had a meeting with Ft. Hamilton to talk about the logistics of this type of program and they were excited to help us out and support the program. To keep things simple each library system will be responsible for the hospitals in their service area, so that we can market our own libraries to the new parents, but it will be advertised as a partnership between the library systems.

Thanks to Rob and Chip, we will be receiving around \$109,500 from the emergency connectivity fund to purchase and circulate wireless hotspots. The exact number of hotspots we will have available has not been fully determined, but it will be a minimum of 250. These will circulate like most of our other materials, but for a 14-day period with no renewals allowed. If a patron does not return one, we can disable them remotely and they will be financially responsible for the replacement cost. The hotspots will be filtered and CIPA compliant.

We had a number of excellent and well-attended programs at our branches this month that deserve highlighting. The big one, as it is every October, is the Tiny Trunk or Treat at Fairfield, which attracted around 200 attendees this year. Another well attended program at Fairfield was Wolves: Fact vs Myth led by the Ohio Canid Center who brought a live wolf named Lucian to the event. Fairfield also offered an after-hours Amazing Race style program for adults that proved popular and even brought out a couple on date night that

ended up winning the contest. Hamilton offered teen and tween sessions of Haunted Laser Tag after hours on Friday 10/14 and Saturday 10/15. These sessions filled up very quickly, and the attendees were quite impressed with the spooky décor. Oxford also had a very impressive month of programming, drawing 140 participants to their Fall Leaves Scavenger Hunt, 50 to their Monster Mash and another 30 to their Frankentoys program. I would also like to note that Akiko has done an excellent job reviving Teen Services at Oxford and one of their most successful programs has been the Japanese Club she has started in partnership with community member Tomoko Brown.

Ohioans approved 18 out of the 19 public library ballot issues in this past election. The successful library ballot issues included 13 renewals, two additional/new, two replacements and one renewal with an increase. The average voter approval rating was 66%. The one that did not pass was adding an additional 1 mill to a current levy and it failed by 16 votes.

#### b. Fiscal Officer's Report

The PLF (Public Library Fund) through November 2022 has reflected an increase of \$301K (5.3%) when compared to November 2021. This can be attributed to an increase in sales tax revenue and income tax revenue for the first eleven months of 2022. Through October 2022, General Operating Fund YTD revenues were 3% higher than YTD October 2021. This can be attributed primarily to the PLF increase of \$287k for the year and this was offset by decrease of \$50k in Earnings on Investments through October 2022.

YTD General Operating Expenses through October 2022 are \$619K higher when compared to October 2021 ( this does not include transfer of funds made in September 2021):

- Salaries/Benefits	\$503K Increase
- Supplies	19K Increase
- Purchased & Contracted Services	79K Increase
- Library Materials	(3K) Decrease
- Capital Outlays	37K Increase
- Other	(16K) Decrease

For CY 2022, a Net Surplus of \$2 million is projected.

#### 3) Consent Agenda

All items under the consent agenda were approved by a motion of Ms. Pizzano, seconded by Ms. Whalen 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 October 2022 – \$24,535,964.96
- c) Approval of Investments as of October 31, 2022 - \$17,501,735.67 **(Exhibit #2022-10-01)**  
Approval and acknowledgement of gifts received in October 2022 – **(Exhibit #2022-10-02)**

- d) Approval of staff changes for October 2022 - **(Exhibit #2022-10-03)**
- e) October 2022 Stats **(Exhibit #2022-10-04)**

4) Citizen's Input – None

5) Old Business

- a) Update for New Fairfield Township Branch

The Library is still in the process of finalizing the purchase of the property for the New Fairfield Township Library. On November 2, 2022, Library Management met with Fairfield Township Administration and our corresponding legal counsels to discuss the specific Purchase Agreement language pertaining to the driveway and retention/detention pond easements. The township is working with Fairfield City School District and local government officials to work out these details. Hopefully, the purchase will be completed before the end of the year.

6) New Business

- a) 2023 Appropriations Budget Review

Mr. Carringer presented the 2023 Appropriations Budget to the Board for their review. Total Revenues for all funds are projected to be \$10,652,590. The General Operating Fund Revenues are estimated to be \$9,615,200. Total Expenses projected for 2023 are the following:

	Appropriations Budget 2023
General Operating Fund	\$ 9,997,793
General Funds – Other	\$ 586,669
Special Revenue Funds	\$ 298,488
Capital Projects Funds	<u>\$ 12,721,700</u>
Total Expenses	\$ 23,604,650

We will continue to monitor the economic situation as we move into 2023. Inflationary pressures continue to mount. We have accounted for cost increases in 2023. Our budget will put us in a flexible position to operate according to the current economic situation at the moment.

Some items factored into the 2023 Appropriations Budget are the following:

- Budgeted salary increase of up to 10% effective June 25, 2023. The actual Increase will probably be considerably less.
- No specific additional staff has been budgeted for in 2023, however, \$50k has been included in the 2023 budget to cover for additional hours worked and the unforeseen need to hire additional staff in 2023..

- The increases associated with salaries will also reflect higher OPERS and Medicare costs.
- An 18% increase for Health Insurance costs in 2023. The Library has also decided to absorb the employee increase for 2023.
- The new Fairfield Township Branch was totally budgeted (\$12.5 Million) for in 2023 but I really don't expect to spend all the funds in 2023. For 2022, the land should have been purchased. An architect will be hired and planning should be completed by the end of 2023. In early 2024, an estimate of the entire project cost should be provided by the architect. Depending on the current economic conditions and the estimated project cost, it will be determined if we delay or move forward with construction.
- The Library will receive about \$110k in 2023 from the Emergency Connectivity Fund to provide patrons with connectivity (hotspots) to the internet.
- Collection Development received an increase of about \$500k for our Digital Collection in 2022. We were able to use unrestricted funds for this purpose. For 2023, I budgeted the continuation of the \$500k from the General Operating Fund.
- Other Capital Outlays of about \$680k have been budgeted for 2023. We will review the potential listing to prioritize the items according to need.

The 2023 Appropriations Budget will be voted on at the December 12, 2022 Board Meeting. Any questions can be asked or changes made prior to the resolution being submitted at the Board Meeting.

b) Tuition Reimbursement Requests – 2023 Winter/Spring Semester

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

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

Chris Esposito	\$ 2,400.00 each semester
Emily Mays	\$ 2,400.00 each semester
Keely Moloney	\$ 2,400.00 each semester
Hannah Kuhn	\$ 2,400.00 each semester
Jackie Berberich	\$ 1,200.00 each semester

7) General Comments

- a) The meeting was adjourned at 4:30 p.m. on a motion from Ms. Koenig, seconded by Ms. Copas with all members present voting aye.
- b) The next regularly scheduled meeting of the Board will be held on Monday, December 12, 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 October 31, 2022

Exhibit #2022-10-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Nov 1 2022	\$ 82,603.37	30	0.10%	Nov 30 2022	\$ 6.79	12	GIFTS & MEM 110
FIRST FINANCIAL	Nov 1 2022	\$ 64,408.53	30	0.10%	Nov 30 2022	\$ 5.29	10	ARCHIVES FUND 220
FIRST FINANCIAL	Nov 1 2022	\$ 12,990.76	30	0.10%	Nov 30 2022	\$ 1.07	56	ARCHIVES 220
FIRST FINANCIAL	Nov 1 2022	\$ -	30	0.10%	Nov 30 2022	\$ -	22	FITTON FUND 130
FIRST FINANCIAL	Nov 1 2022	\$ -	30	0.10%	Nov 30 2022	\$ -	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Nov 1 2022	\$ 80,511.14	30	0.10%	Nov 30 2022	\$ 6.62	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Nov 1 2022	\$ 224,961.11	30	0.10%	Nov 30 2022	\$ 18.49	28	GENERAL FUND 101
FIRST FINANCIAL	Nov 1 2022	\$ -	30	0.10%	Nov 30 2022	\$ -	14	CALDWELL FUND 151
FIRST FINANCIAL	Nov 1 2022	\$ 10,098.45	30	0.10%	Nov 30 2022	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Nov 1 2022	\$ 2,503,264.33	30	0.10%	Nov 30 2022	\$ 205.75	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Nov 1 2022	\$ 181,384.83	30	0.10%	Nov 30 2022	\$ 14.91	69	BUILDING MAINT 405
STAR OHIO	Nov 1 2022	\$ 211,464.05	30	0.10%	Nov 30 2022	\$ 17.38	2	GENERAL FUND 101
STAR OHIO PLUS	Nov 1 2022	\$ 2,431,368.99	30	0.10%	Nov 30 2022	\$ 199.84	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Nov 1 2022	\$ 68,230.14	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Nov 1 2022	\$ 7,703,523.08	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ -					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,883.18					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,808,043.71					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 17,501,735.67						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2022-10-02

Oct-22	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
5-Oct-2022	Sharon R. Singh and Raman J. Singh	Restricted Donation	Non Fiction Materials	Elmer B. & Thelma M. Rose Fund	FFB	\$50,000.00
11-Oct-2022	James Martino	Unrestricted Donation			SML	\$100.00
12-Oct-2022	Anonymous	Unrestricted Donation	Appreciation for Paper Shredding Event		OXB	\$10.00
12-Oct-2022	Suzanne Siegel	Unrestricted Donation		Roger Cromer	OXB	\$25.00
17-Oct-2022	University of Illinois Press Ellison and Fred Bartenstein	Restricted Donation	Royalties for Industrial Strength Bluegrass		SML	\$2,567.23
TOTAL						\$52,702.23

Oct-22 STAFF CHANGES  
EXHIBIT #2022-10-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
11-Oct-2022	Angie Hawn	Public Services Assistant	20.0	2	1202	FFB
11-Oct-2022	Alexandra West	Public Services Assistant	20.0	2	1200	HAM
13-Oct-2022	Taylor Maddox	Public Services Assistant	20.0	2	1104	OXB

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					

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OCTOBER 2022 STATS SHEET														
EXHIBIT 2022-10-04														
PATRON USAGE	BKM	BKM 2021	FFB	FFB 2021	LPL	LPL 2021	OXB	OXB 2021	TECH	TECH 2021	TOTAL	TOTAL 2021		
Print	11,446	10,204	23,640	24,010	16,330	16,809	14,210	11,465			65,626	62,488		
AV	774	716	8,470	10,153	7,377	8,387	3,753	4,433			20,374	23,689		
eMedia (Freegal, Hoopla, Kanopy)											7,902	6,959		
eBooks (Ohio & Freading)											19,625	18,588		
SearchOhio (Borrows & Loans)											2,237	2,373		
Total CKO's	12,220	10,920	32,110	34,163	23,707	25,196	17,963	15,898			115,764	114,097		
Year To Date	83,003	55,177	322,570	348,322	230,313	252,429	185,092	196,804			1,123,125	1,131,419		
Internet Sessions			2,219	2,080	2,013	2,008	615	697	259	301	5,106	5,086		
Internet Hours			1,486	1,120	1,705	1,436	654	573	229	252	4,074	3,381		
Self CKO's			11,543	12,031	5,332	5,307	5,672	4,836			22,547	22,174		
Visitors			13,664	12,645	6,813	6,478	7,808	5,208	1220	1159	29,505	25,490		
ADULT PROGRAMS	SMITH	SMITH 2021	FFB	FFB 2021	LPL	LPL 2021	OXB	OXB 2021	TECH	TECH 2021	SYSTEMWIDE	SYSTEMWIDE 2021	TOTAL	TOTAL 2021
In Library # Conducted		0	8	5	4	2	10	4	8	1		0	30	12
In Library - Attendance		0	111	1150	58	31	149	61	22	8		0	340	1250
Outreach # Conducted		0	0	0	3	2	1	2		0		0	4	4
Outreach - Attendance		0	0	0	71	76	3	35		0		0	74	111
Virtual # Conducted		0	0	0		0		1	1	0		0	1	1
Virtual - Attendance		0	0	0		0		23	7	0		0	7	23
TEEN PROGRAMS														
In Library # Conducted		0	5	1	6	4	7	0	1	0		0	19	5
In Library - Attendance		0	85	60	82	61	84	0	2	0		0	253	121
Outreach # Conducted		0	0	0	3	3		1		0		0	3	4
Outreach - Attendance		0	0	0	49	50		27		0		0	49	77
Virtual # Conducted		0	0	1		0		0		0		0	0	1
Virtual - Attendance		0	0	3		0		0		0		0	0	3
CHILDREN PROGRAMS														
In Library # Conducted		0	19	14	16	9	20	11		0		0	55	34
In Library - Attendance		0	565	559	210	138	449	175		0		0	1224	872
Outreach # Conducted		0	2	2	4	2	5	5		0		0	11	9
Outreach - Attendance		0	720	475	465	80	120	139		0		0	1305	694
Virtual # Conducted		0	0	0		0		0		0		0	0	0
Virtual - Attendance		0	0	0		0		0		0		0	0	0