

## MINUTES OF BOARD MEETING

December 11, 2023

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, December 11, 2023.

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

Trustees Absent: Ms. Karen Whalen and Mr. Chuck Goins

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

As some of you may have noticed, our mobile app is not working. We contracted through SirsiDynix, our catalog provider, and they used a third-party company called Solus to provide the mobile app. Solus has recently announced that they have pulled all support for the app, so it is no longer functional. Luckily, SirsiDynix recently announced that they are going to develop their own mobile app in the near future. Hopefully this new app will be available in the 1st or 2nd quarter of 2024. In the meantime, our website functions well on mobile devices and the catalog can be searched from there.

The Raise a Reader program is going really well at Fort Hamilton Hospital. To date, we have distributed 191 English language bags to newborns at the hospital and an additional 72 Spanish language bags. Ft. Hamilton donated \$2,500 for the first year of the program. We hope to expand this program to the rest of our service area in the future.

Valerie Simmons, our Fairfield Branch Manager, has submitted her resignation as she has accepted the position of Director at the Elkhart Public Library in Indiana. We hate to lose her, but this is an excellent opportunity for her and takes her closer to family. We will post the position shortly and conduct interviews after the Holidays.

Carol Harp will be our new Lane Trustee once the School Board approves her at their December 14th meeting. Carol has worked in Hamilton Schools libraries for many years and she is currently an educational assistant. Her experience will be a great asset to the Board.

b. Fiscal Officer's Report

The Year-to-Date PLF (Public Library Fund) receipts through November 2023 reflected an increase of \$89K (1.5%) when compared to the same period in 2022. The month of November 2023 had an increase of \$28k when compared to November 2022. Hopefully, the PLF amount for 2024 will at least be comparable to the prior year.

General Operating Expenses have increased \$537K through November 2023 when compared to 2022:

- Salaries/Benefits	\$310K Increase
- Supplies	13K Increase
- Purchased & Contracted Services	29K Increase
- Library Materials	158K Increase
- Capital Outlays	19K Increase
- Other	8K Increase

As of November 2023, the library has a surplus of \$1.8 million for the year. This is a decrease of \$335k when compared to last year.

3) Consent Agenda

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

- a) Approval of the minutes of November 2023 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for November 2023 – \$25,785,127.47
- c) Approval of Investments as of November 30, 2023 - \$21,165,343.13 (**Exhibit #2023-11-01**)
- d) Approval and acknowledgement of gifts received in November 2023 – (**Exhibit #2023-11-02**)
- e) Approval of staff changes for November 2023 - (**Exhibit #2023-11-03**)
- f) November 2023 Stats (**Exhibit #2023-11-04**)

4) Citizen's Input – None

5) Old Business

- a) Update on New Fairfield Township Branch

The library's design team met with Community Design Alliance (CDA) to discuss aspects of the pre-construction planning phase for the New Fairfield Township Library.

6) New Business

a) 2024 Appropriations Budget

Mr. Carringer presented the 2024 Appropriations Budget to the Board for their review. Total Revenue for all funds is projected to be \$9,919,400. The General Operating Fund Revenue is estimated to be \$9,213,000. Total Expenses projected for 2024 are the following:

	Appropriations Budget 2024
General Operating Fund	\$ 10,371,235
General Funds – Other	\$ 584,928
Special Revenue Funds	\$ 276,061
Capital Projects Funds	\$ 12,150,000
Building Maintenance	<u>\$ 721,700</u>
Total Expenses	\$ 24,103,924

We will continue to monitor the economic situation as we move into 2024. Inflationary pressures continue to mount. We have accounted for cost increases in 2024. 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 2024 Appropriations Budget are the following:

- Budgeted salary increases of up to 5% effective June 25, 2024.
- Added full-time maintenance tech position for Oxford branch.
- \$50k has been included in the 2024 budget to cover potential additional hours and/or the unforeseen need to hire additional staff in 2024.
- The increases associated with salaries also cause higher OPERS and Medicare costs.
- A 6% increase for Health Insurance costs in 2024. The Library has also decided to increase the employee portion for health insurance premiums from 17% in 2023 to 18% in 2024.
- The new Fairfield Township Branch was totally budgeted for (\$12.1 Million) in 2024, but I really don't expect to spend all the funds in 2024. For 2023, the land was purchased, and an architect was hired. Bids for a general contractor will be publicized soon. Design planning should be completed by mid-2024, and the architect's entire projected cost should be available in the latter half of 2024. Depending on the current economic conditions and the estimated project cost, it will be determined if we delay or move forward with construction.
- In 2023, the Library received about \$110k from the Emergency Connectivity Fund to provide patrons with connectivity (hotspots) to the internet. For 2024, the Library will continue this program at its own expense. I've budgeted about \$75k for the program. We will start with about 160 hotspots and can add additional hotspots if necessary.

- 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, and it looks like this will probably be used by year end. In 2024, I have budgeted another \$500k from the general operating fund, but we may only spend about \$250k.
- Other Capital Outlays of about \$709k have been budgeted for 2024. We will review the potential listing to prioritize the items according to need.

**RESOLUTION #03-2023 – APPROPRIATIONS**

BE IT RESOLVED, By the Board of Trustees of Lane Public Library, Butler County, Ohio that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, January 1, 2024 through December 31, 2024, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows:

General Operating Fund	\$ 10,371,235.00
Other General Funds	\$ 584,928.00
Special Revenue Funds	\$ 276,061.00
Capital Projects	\$ 12,150,000.00
Building Maintenance	<u>\$ 721,700.00</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 24,103,924.00</b>

AND BE IT FURTHER RESOLVED, That any resolution, rule or order in conflict with the provisions of this resolution shall be held naught and wholly void.

Ms. O'Neill moved and Ms. Copas seconded that Resolution #03-2023 be approved.

**Roll Call Vote:**

Ms. Nancy O'Neill	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye
Ms. Karen Whalen	Absent
Ms. Joni Copas	Aye
Mr. Chuck Goins	Absent

**RESOLUTION #04-2023 – TRANSFERS FROM ACCOUNT TO ACCOUNT**

BE IT RESOLVED, By the Board of Trustees of Lane Public Library, in regular session assembled, that the Fiscal Officer be given authority to transfer monies between accounts without being required to submit each request to the Board of Trustees. This authority shall be given from January 1, 2024 through December 31, 2024.

AND BE IT FURTHER RESOLVED, That any resolution, rule or order in conflict with the provisions of this resolution shall be held naught and wholly void.

Ms. O’Neill moved and Dr. Dales seconded that Resolution #04-2023 be approved.

**Roll Call Vote:**

Ms. Nancy O’Neill	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye
Ms. Karen Whalen	Absent
Ms. Joni Copas	Aye
Mr. Chuck Goins	Absent

**RESOLUTION #05-2023 – HEALTH SAVINGS ACCOUNT**

WHEREAS, it has been determined that Lane Public Library will continue for its full-time employees receiving medical health insurance benefits a Health Savings Account,

WHEREAS, it has been determined by the Lane Public Library Board of Trustees that the Library will provide \$500.00 for single coverage participants and \$1,000.00 for family coverage participants for the time period January 1, 2024 through December 31, 2024;

WHEREAS, it has been determined by the Lane Public Library Board of Trustees that the Library will deposit half of the benefit for January 2024 and the other half for July 2024;

NOW THEREFORE BE IT RESOLVED, that Robert Carringer, Fiscal Officer of Lane Public Library, be authorized to execute the Health Savings Accounts for eligible Lane Library staff.

Ms. Copas moved and Mr. Richards seconded that Resolution #05-2023 be approved.

**Roll Call Vote:**

Ms. Nancy O'Neill	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye
Ms. Karen Whalen	Absent
Ms. Joni Copas	Aye
Mr. Chuck Goins	Absent

b) Annual Salary Increase for Shelver Position

Annual wage increase for the Shelves has been tied to the minimum wage rate (\$10.10/hour for 2023) established annually by the State of Ohio. The State of Ohio's annual adjustment to the minimum wage rate for 2024 is \$0.35 per hour (\$10.45/hour, 3.47% increase). For 2024, Library Management has requested the Board approve wage increases of \$0.35 per hour to \$0.41 per hour for the current shelves.

Ms. O'Neill presented a motion to approve the wage increases recommended by Management for Shelver employees in 2024. These changes would become effective with the pay period beginning December 25, 2023. Ms. Copas seconded the motion and all those present voted aye.

c) Adjust the Salary Range for Shelver Position

The salary range for Shelves needs to be adjusted since the just approved Shelver pay increase for 2024 will put some employees over the maximum allowed salary range for Shelves. Mr. Carringer recommends the Board set the Shelver beginning pay rate at the State of Ohio Minimum Wage rate of \$10.45 per hour for 2024 and the ending maximum wage rate at \$13.00 per hour.

Mr. Richards presented a motion to approve the 2024 Shelver Salary Range beginning with the State of Ohio Minimum Wage Rate of \$10.45 and to end at the Maximum Wage Rate of \$13.00 per hour. This was seconded by Ms. O'Neill and all those present voted aye.

7) General Comments

- a) This was the last meeting for Ms. O'Neill as a member of the Board of Trustees of the Lane Public Library. Ms. O'Neill was thanked for her diligent service to the Libraries over the last seven years.
- b) The meeting was adjourned at 4:30 p.m. on a motion from Ms. O'Neill, seconded by Dr. Dales, with all members present voting aye.
- c) The next regularly scheduled meeting of the Board will be held on Tuesday, January 16, 2024 at 4:00 P.M

Respectfully submitted,

Ms. Marcia Koenig  
President

Mr. Jake Richards  
Secretary

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LPL INVESTMENTS Exhibit #2023-11-01  
As of November 30, 2023

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Dec 1 2023	\$ 85,382.59	30	2.30%	Dec 31 2023	\$ 161.41	12	GIFTS & MEM 110
FIRST FINANCIAL	Dec 1 2023	\$ 66,575.59	30	2.30%	Dec 31 2023	\$ 125.86	10	ARCHIVES FUND 220
FIRST FINANCIAL	Dec 1 2023	\$ 13,427.84	30	2.30%	Dec 31 2023	\$ 25.38	56	ARCHIVES 220
FIRST FINANCIAL	Dec 1 2023	\$ 83,219.95	30	2.30%	Dec 31 2023	\$ 157.32	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Dec 1 2023	\$ 234,695.46	30	2.30%	Dec 31 2023	\$ 443.67	28	GENERAL FUND 101
FIRST FINANCIAL	Dec 1 2023	\$ 153,708.59	30	2.30%	Dec 31 2023	\$ 290.57	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Dec 1 2023	\$ 342,703.89	30	2.30%	Dec 31 2023	\$ 647.85	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Dec 1 2023	\$ 187,487.55	30	2.30%	Dec 31 2023	\$ 354.43	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	\$ 1,535,647.40	30	2.30%	Oct 28 2023	\$ 2,903.00	5	CAPITAL PROJECTS 401
STAR OHIO	Dec 1 2023	\$ 223,204.39	30	4.58%	Dec 31 2023	\$ 840.23	2	GENERAL FUND 101
STAR OHIO	Dec 1 2023	\$ 2,566,357.08	30	4.58%	Dec 31 2023	\$ 9,660.75	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Dec 1 2023	\$ 69,343.09	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Dec 1 2023	\$ 7,828,881.65	30	VAR			38	GENERAL FUND 101
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,714,117.86					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,060,590.20					36	GENERAL FUND 101
<b>TOTAL INVESTMENTS</b>		<b>\$ 21,165,343.13</b>						



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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2023-11-02

Nov-23	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
9-Nov-2023	Sandra Leibold	Restricted Donation	Books and materials	Gale Long	FFB	\$100.00
10-Nov-2023	Barbara B. Wilson	Unrestricted Donation			OXB	\$100.00
20-Nov-2023	Anonymous	Unrestricted Donation			OXB	\$3.00
22-Nov-2023	Stateline Garden Club	Restricted Donation	Purchase books that encourage gardens and flowers to patrons		LAC	\$50.00
22-Nov-2023	Badin High School	Restricted Donation	Teen after school snack program		HAM	\$1,716.95
22-Nov-2023	W.E. Smith Family Charitable Trust	Restricted Donation	Newspaper digitization project		CUMMINS	\$3,000.00
22-Nov-2023	W.E. Smith Family Charitable Trust	Restricted Donation	Digitization of City Directories for Hamilton/Fairfield/Oxford		SML	\$3,000.00
TOTAL						\$7,969.95

Nov-23 STAFF CHANGES  
EXHIBIT #2023-11-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
14-Nov-2023	Andrew Thompson	Shelver	15.0	0	1304	OXB
27-Nov-2023	Andrew Swatzell	Maintenance Technician	37.5	4	1402	FFB
28-Nov-2023	Garrett Turner	Fiscal Officer	37.5			LAC

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					

NOVEMBER 2023 STATS SHEET															
EXHIBIT 2023-11-04															
PATRON USAGE	BKM	BKM 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2022	TECH	TECH 2022	TOTAL	TOTAL 2022			
Print	4,429	10,673	22,412	21,838	15,401	15,238	15,532	14,390			57,774	62,139			
AV	403	695	8,240	8,127	6,483	7,421	3,606	3,811			18,732	20,054			
eMedia (Freegal, Hoopla, Kanopy)											9,844	8,012			
eBooks (Ohio & Freading)											25,880	19,368			
SearchOhio (Borrows & Loans)											2,373	2,132			
Total CKO's	4,832	11,368	30,652	29,965	21,884	22,659	19,138	18,201			114,603	111,705			
Year To Date	82,084	94,371	350,167	352,535	249,530	252,972	209,095	203,293			1,268,431	1,234,830			
Internet Sessions			2,295	2,042	2,423	1,879	769	661	267	298	5,754	4,880			
Internet Hours			1,499	1,344	2,281	1,715	573	545	349	329	4,702	3,933			
Self CKO's			11,876	11,142	4,901	5,044	6,278	6,042			23,055	22,228			
Visitors			13,795	12,381	6,790	6,253	8,336	6,958	1168	1151	30,089	26,743			
ADULT PROGRAMS	SMITH	SMITH 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2021	TECH	TECH 2022	STEMWIDE 20	STEMWIDE 2021	TOTAL	TOTAL 2021	
In Library # Conducted		0	11	9	6	5	11	0	6	11			0	34	25
In Library - Attendance		0	145	139	66	40	321	0	38	32			0	570	211
Outreach # Conducted		0	0	0	1	2	2	0		0			0	3	2
Outreach - Attendance		0	0	0	50	56	9	0		0			0	59	56
Virtual # Conducted		0	0	0		0		0	1	1			0	1	1
Virtual - Attendance		0	0	0		0		0	11	5			0	11	5
TEEN PROGRAMS															
In Library # Conducted		0	7	3	8	6	4	0	1	0			0	20	9
In Library - Attendance		0	127	14	121	92	57	0	4	0			0	309	106
Outreach # Conducted		0	0	0	5	3		0		0			0	5	3
Outreach - Attendance		0	0	0	75	61		0		0			0	75	61
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	20	16		14	24	0		0			0	44	30
In Library - Attendance		0	516	343		203	419	0		0			0	935	546
Outreach # Conducted		0	2	2		2	6	0		0			0	8	4
Outreach - Attendance		0	160	91		100	95	0		0			0	255	191
Virtual # Conducted		0	0	0		0		0		0			0	0	0
Virtual - Attendance		0	0	0		0		0		0			0	0	0