

MINUTES OF BOARD
MEETING

December 13, 2021

The meeting of the Trustees of Lane Public Library was held at Lane Administration Center on Monday, December 13, 2021 with Trustees Ms. Sandy Pizzano, Ms. Nancy O'Neill, Mr. Ted Pickerill, Dr. Brenda Dales, Mr. Jake Richards and Ms. Karen Whalen were present. Ms. Marcia Koenig was absent.

Joseph Greenward, Director, and Rob Carringer, Fiscal Officer, were also in attendance.

1) The meeting was called to order by Ms. Pizzano.

2) Director and Fiscal Officer Reports

a. Director's Report

We had no COVID cases in the organization over the past month and no disruptions to service. As of last week, we've distributed 15,535 COVID test kits. We are still getting shipments from the State, but they are smaller and not keeping up with the demand at this point. The state will be transitioning from the proctored tests that we are currently distributing to the Abbott over the counter test kits, but supply issues have delayed this transition.

We got the environmental assessment back for the property in Fairfield Township, and in addition to the originally identified wetland, there is also a small area just to the west of the original one, both of which would be regulated by the Ohio EPA. Development is still possible in that area, but not without mitigation efforts that could be costly. The good news is that there are 7 viable and unaffected acres on the west side of the property that we could still use, which would be more than sufficient for our plans in that area. We are currently working with Cynamon Trokhan to draft an LOI for those 7 acres, which we will send over to the Township when completed.

We've signed up as a founding partner for an exciting new initiative called the Library Speakers Consortium. The Consortium will plan 2-4 virtual author events per month, which will be available to all libraries in the service, but will be white labeled with our branding, so it looks like we are putting on the event. We can hold in-library programs to show these events, but they will also be accessible by patrons at their homes with a Lane library card. This organization, PBC, has been running a similar service for alumni groups for a number of years, and the quality of speakers has been excellent. As a founding library, we get in for half-price for the first 3 years, which is \$7,500, about what we would pay for 1 or 2 of these events on our own. This initiative will launch in July, 2022.

At a recent lunch with library directors around the southwest Ohio area, the main topic of conversation was the common need to put on a massive push to re-establish library use habits among our patrons. Because all of us share media markets and overlapping patron bases, it was decided that a joint media and outreach campaign could prove most effective at accomplishing this goal. The participating libraries would be Cincinnati, Dayton, Clermont, Greene Co., MidPointe and Lane. The first phase of this campaign would start in the spring to coincide with the promotion of summer reading. A proposal is being hashed out now, and we don't have a specific budget at this time, but after discussing this idea with Carrie, we think a joint campaign would be beneficial and cost effective for Lane.

The 30th German Village Christmas Walk took place on December 5th, and the Hamilton branch once again put a great deal of work into making this event a success. The following summary from Emmy Piatt illustrates the work they put into it, and how successful the event was.

“In late summer it was decided by the GV Christmas Board that the 30th Christmas Walk would be held outside this year. (As the event heavily involves historic home tours in the Village and most residents felt uncomfortable with this still). LPL offered children's crafts as usual (adapted as a 'Take and Make' this year instead of the regular children's department craft stations). The children's craft was 'Mini Holiday Wreaths'. As we didn't host music events this year, we also offered adult/teen level crafts to take and make (DIY Winter Scenes). In addition to crafts we had children's gifts (a hot chocolate packet, holiday bookmark and candies) and adult gifts (red wrapped Seed Library flower or vegetable seed packets, holiday book marks, and candy canes).

Michaela offered holiday story times on the North front porch, but instead to the planned 12:00, 1:00, 2:00 and 3:00 time schedule she ended up flexing to offer story times multiple times an hour when there was a crowd. The traffic inside was moderately higher, with a lot of visitors coming inside to explore, get their pictures taken in front of the Octagon Room Christmas tree. Notably, many out of town visitors who had heard about the event and library came in look at the building, many had tours from Amy, all saying how much they loved our historic and beautiful building. We had great weather, and due to this attendance was excellent. The event was extremely busy from 12-2 especially, our visitor total would easily have to have been over 500 visitors outside. As for crafts, I would estimate about within the first 2.5 hours over 250 crafts, 150 children's gifts, 100 seed packets and 150 adult bookmarks were all gone. If we had made over 500 crafts and presents, it still wouldn't have been enough.

This year for the first time the GV Christmas Board offered food-- soft pretzels, grilled brats and sauerkraut, cider and hot chocolate were made in the Carriage House. The Board has gotten older, so Amy and I ended up going back and forth all day from the library to help speak to people, help Michaela and give out crafts and then cooking food for the Association, and back again. I wouldn't say it was ideal, but hopefully when we get numbers back we will have made money for next year's Christmas Walk fund.”

b. Fiscal Officer's Report

The PLF (Public Library Fund) through December 2021 has reflected an increase of \$764K (14.2%) when compared to December 2020. This can be attributed to an increase in sales tax revenue and income tax revenue for 2021. Through November 2021, General Operating Fund YTD revenues were 8% higher than YTD November 2020. This can be attributed primarily to the PLF increase of \$716k for the year and Real Estate Tax receipt increase of \$35K for 2021. This was offset by Patron Fines and Fees YTD decrease through November 2021 of \$8k and YTD Earnings on Investments through November 2021 of \$103k.

YTD General Operating Expenses through November 2021 are \$92K less when compared to November 2020 (this does not include transfer of funds made in September 2021):

- Salaries/Benefits	\$27K Decrease
- Supplies	10K Increase
- Purchased & Contracted Services	13K Increase
- Library Materials	32K Decrease
- Capital Outlays	78K Decrease
- Other	22K Increase

The 2019-2020 Audit has been completed. There were no material citations noted on the official Audit Report, however, there were a couple verbal items mentioned and one item in the Management Letter. The one verbal item on how we prepare our Appropriations Budget was incorrect. Our process was reviewed with the Auditor again and this issue was removed from the Verbal Issues Listing. The other verbal issue was for re-filing our December 31, 2020 and December 31, 2019 Annual Reports because of revisions made based on our audit. The original Annual Reports for 2020 and 2019 were filed in a timely manner. In the future, I will do my best to ensure the original annual reports do not have to be re-filed. The Management Letter finding was for not having a signed acknowledgement that our Records Manager had received a copy of our Public Records Policy. This was corrected and a signed Acknowledgement of Receipt was sent to the Auditor.

3) All items under the consent agenda were approved by a motion from Mr. Pickerill, and seconded by Ms. O'Neill with all members present voting in the affirmative. The items under the consent agenda were:

- a. Approval of the minutes of November 15, 2021 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for November 30, 2021 – \$22,536,937.36
- c. Approval of Investments as of November 30, 2021 - \$17,712,094.91
(Exhibit #2021-11-01)
- d. Approval and acknowledgement of gifts received in November 2021
(Exhibit 2021-11-02)
- e. Approval of staff changes for November 2021 **(Exhibit #2021-11-03)**
- f. November 2021 Stats **(Exhibit #2021-11-04)**

4) Citizen's Input: None

5) Old Business:

- a. Hamilton HVAC System Project

The heat exchanger gasket has been received and installation is being arranged.

6) New Business

- a. Resolution for Health Savings Account (HSA) Employer Contributions for 2022

HEALTH SAVINGS ACCOUNT RESOLUTION
#04-2021

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 \$750.00 for single coverage participants and \$1500.00 for family coverage participants for the time period January 1, 2022 through December 31, 2022;

WHEREAS, it has been determined by the Lane Public Library Board of Trustees that the Library will deposit half of the benefit for January 2022 and the other half for July 2022;

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. O'Neill moved and Ms. Pizzano seconded that Resolution #4-2021 be approved.

Roll Call Vote

Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Ms. Marcia Koenig	Absent
Mr. Ted Pickerill	Aye
Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye
Ms. Karen Whalen	Aye

b. 2022 Appropriations Budget

Mr. Carringer presented the 2022 Appropriations Budget to the Board. Total Revenues for all funds are projected to be \$8,702,990. The General Operating Fund Revenues are estimated to be \$8,265,000. Total Expenses projected for 2022 are the following:

	Appropriations Budget 2022
General Operating Fund	\$ 8,359,474
General Funds – Other	\$ 973,420
Special Revenue Funds	\$ 351,271
Capital Projects Funds	<u>\$ 12,308,120</u>
Total Expenses	\$ 21,992,285

We will continue to monitor the economic situation as we move into 2022. Inflationary pressures continue to mount. We have accounted for cost increases in 2022. 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 2022 Appropriations Budget are the following:

- Projected 16% Salary increase for 2022.
- No new positions have been budgeted for 2022.
- Health Insurance premiums will increase 9% for 2022
- Digital Collection costs will increase about \$500k for 2022

For 2022, a transfer between funds is not being proposed again. The New Fairfield Township Branch has been totally budgeted for in the Capital Projects Fund but I don't expect most of those funds will be spent in 2022. For 2022, land should be purchased, an architect hired, and building plans completed. In 2023, the bidding process should be completed and construction should be starting. Project completion is estimated to be completed by mid-2024 if not sooner.

RESOLUTION # 05-2021 – 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, 2022 through December 31, 2022, 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	\$ 8,359,474.00
Other General Funds	\$ 973,419.40
Special Revenue Funds	\$ 351,270.62
Capital Projects	\$ 12,123,924.85
Building Maintenance	<u>\$ 184,195.30</u>
TOTAL APPROPRIATIONS	\$ 21,992,284.17

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 Mr. Pickerill seconded that Resolution #05-2021 be approved.

Roll Call Vote:

Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Ms. Marcia Koenig	Absent
Mr. Ted Pickerill	Aye
Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye
Ms. Karen Whalen	Aye

c. Authorization to Transfer Funds between Accounts for 2022

RESOLUTION #06-2021– 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, 2022 through December 31, 2022.

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.

Mr. Richards moved and Ms. Pizzano seconded that Resolution #06-2021 be approved.

Roll Call Vote:

Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Ms. Marcia Koenig	Absent
Mr. Ted Pickerill	Aye
Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye

d. Annual Salary Increase for Shelver Position

Annual wage increase for the Shelves has been tied to the minimum wage rate (\$8.80/hour for 2021) established annually by the State of Ohio. The State of Ohio's annual adjustment to the minimum wage rate for 2022 is \$.50 per hour (\$9.30 per hour, 5.68% increase). For 2022, Mr. Carringer requested the Board approve a 5.68% increase for current shelves.

Ms. Pizzano presented a motion to approve an increase of 5.68% for current Shelver employees in 2022. These changes would become effective with the pay period beginning December 25, 2021. Ms. Whalen seconded the motion and all those present voted aye.

e. Adjust the Salary Range for Shelves

The salary range for Shelver employees needs to be adjusted. The just approved Shelver pay increase for 2022 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 \$9.30 per hour for 2022 and the ending maximum wage rate at \$11.69 per hour.

Mr. Richards presented a motion to approve the 2022 Shelver Salary Range beginning with the State of Ohio Minimum Wage Rate of \$9.30 and to end at the Maximum Wage Rate of \$11.69 per hour. This was seconded by Ms. O'Neill and all those present voted aye.

f. Tuition Reimbursement Request for 2022 Winter/Spring Semester

Mr. Carringer presented to the Board the Tuition Reimbursement Requests for the 2022 Winter/Spring Semester. Mr. Carringer recommended the Board reimburse \$345.00 per credit hour.

On a motion by Ms. O'Neill with a second from Ms. Whalen, and all present voting in the affirmative, the following reimbursement requests for MLIS courses for the 2022 Winter/Spring Semester were approved:

Chris Esposito	\$ 2,070.00 each semester
Emily Mays	\$ 2,070.00 each semester
Keely Moloney	\$1,035.00 each semester

7) General Comments

- a. This was the last meeting for Mr. Pickerill as a member of the Board of Trustees of the Lane Public Libraries. Mr. Pickerill was thanked for his diligent service to the Libraries over the last nine years.
- b. At the December Board Meeting, Chapter 3 of the Trustee By-Laws was reviewed. Chapter 4 of the By-Laws will be reviewed at the January 2022 Board Meeting.
- c. The meeting was adjourned at 4:45 p.m. on a motion from Mr. Pickerill, seconded by Ms. Whalen with all members present voting aye.

- d. The next regularly scheduled meeting of the Board will be held on Monday, January 10, 2022 at 4:00 P.M.

Respectfully submitted,

Ms. Sandy Pizzano
President

Mr. Robert Carringer
Acting Secretary

LPL INVESTMENTS
As of November 30, 2021

Exhibit #2021-11-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Dec 1 2021	\$ 82,241.94	30	0.10%	Dec 31 2021	\$ 6.76	12	GIFTS & MEM 110
FIRST FINANCIAL	Dec 1 2021	\$ 64,126.69	30	0.10%	Dec 31 2021	\$ 5.27	10	ARCHIVES FUND 220
FIRST FINANCIAL	Dec 1 2021	\$ 12,933.91	30	0.10%	Dec 31 2021	\$ 1.06	56	ARCHIVES 220
FIRST FINANCIAL	Dec 1 2021	\$ 38,365.55	30	0.10%	Dec 31 2021	\$ 3.15	22	FITTON FUND 130
FIRST FINANCIAL	Dec 1 2021	\$ 31,999.98	30	0.10%	Dec 31 2021	\$ 2.63	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Dec 1 2021	\$ 80,158.85	30	0.10%	Dec 31 2021	\$ 6.59	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Dec 1 2021	\$ 223,976.74	30	0.10%	Dec 31 2021	\$ 18.41	28	GENERAL FUND 101
FIRST FINANCIAL	Dec 1 2021	\$ 1,923.64	30	0.10%	Dec 31 2021	\$ 0.16	14	CALDWELL FUND 151
FIRST FINANCIAL	Dec 1 2021	\$ 10,054.29	30	0.10%	Dec 31 2021	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Dec 1 2021	\$ 2,492,310.74	30	0.10%	Dec 31 2021	\$ 204.85	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Dec 1 2021	\$ 180,591.13	30	0.10%	Dec 31 2021	\$ 14.84	69	BUILDING MAINT 405
STAR OHIO	Dec 1 2021	\$ 209,267.33	30	0.10%	Dec 31 2021	\$ 17.20	2	GENERAL FUND 101
STAR OHIO PLUS	Dec 1 2021	\$ 2,406,592.37	30	0.10%	Dec 31 2021	\$ 197.80	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Dec 1 2021	\$ 67,518.03	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Dec 1 2021	\$ 7,623,313.51	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 313,104.79					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,826.58					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,754,788.84					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 17,712,094.91						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2021-11-02

Nov-21	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
8-Nov-2021	Jenny L. Carson	Restricted Contribution -Books for Children	Dorothy Williamson	FFB	\$30.00
15-Nov-2021	Cynthia Kelley	Unrestricted Contribution	Henry Cepluch	HAM	\$30.00
15-Nov-2021	Greater Hamilton Civic Theater	Unrestricted Contribution	Henry Cepluch	HAM	\$50.00
	Total				\$110.00

Nov-21 STAFF CHANGES
EXHIBIT #2021-11-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
1-Nov-2021	Noah Mackinnon	Public Service Assistant	20.0	2	1204	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					

