

MINUTES OF BOARD MEETING

December 12, 2022

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, December 12, 2022.

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

Trustees Absent: Ms. Marcia Koenig

Management Present: Mr. Joseph Greenward, Director.

Management Absent: 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

The Ohio Department of Taxation (ODT) posted the December 2022 Public Library Fund (PLF) distribution for the state of \$43,227,920 – which is \$4.2 million (+10.8%) above ODT's original estimate that was issued in July 2021. This brings the PLF Calendar Year (CY) 2022 total to \$502,387,686 which exceeds ODT's estimate by more than \$59 million (+13.38%). Big picture takeaways: - 2022 Total Distribution is \$37.98 million (+8.18%) more than 2021 - 2022 Total Distribution is \$92.98 million (+22.71%) more than 2020. In regards to Lane, the total PLF revenues for 2022 were \$6,487,019, which reflects 5.45% increase over the total 2021 PLF revenues of \$6,152,038.

As mentioned at our previous Board meeting, we will be receiving around \$109,500 from the emergency connectivity fund to purchase and circulate wireless hotspots. We have purchased 300 mobile hotspots for circulation and are just waiting for cases to come in to begin circulating them. 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.

PressReader is a digital service that we have been offering for quite a while. It provides access to over 7,000 newspapers and magazines from around the world. However, these publications were only available in their original languages. They have now added an auto-translate feature that allows our patrons to access this wide selection of publications in whatever language works for them.

Our programming at all locations continued to be strong and show excellent attendance numbers. Here are a couple highlights from the past month. Odalis Jimenez has been working hard to network and promote her Storytime en Espanol monthly program. She had an all-time high number of participants on November 21 with 21 people. Brad Spurlock continued to expand our local history program offerings with his Little Chicago series. This program series was very popular and saw at least 36 participants per session. We are thankful to Brad that he is willing to build in programming opportunities for local history highlights in all Lane locations.

The Hamilton City School Board approved Chuck Goins as a new Trustee for the Lane Board. Mr. Goins is the Assistant Administrator and Zoning Administrator for Fairfield Township, and is a resident of the Township.

b. Fiscal Officer's Report

Since Mr. Carringer was absent, no Fiscal Officer's Report was given.

3) Consent Agenda

All items under the consent agenda were approved by a motion of Ms. Whalen, 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 November 13, 2022 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for November 2022 – \$24,399,920.21
- c) Approval of Investments as of November 30, 2022 - \$17,527,009.44 **(Exhibit #2022-11-01)**
- d) Approval and acknowledgement of gifts received in November 2022 – **(Exhibit #2022-11-02)**
- e) Approval of staff changes for November 2022 - **(Exhibit #2022-11-03)**
- f) November 2022 Stats **(Exhibit #2022-11-04)**

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. The township is working with Fairfield City School District and local government officials to work out these details for the Driveway and retention pond. Hopefully, the purchase will be completed before the end of the year.

6) New Business

a) 2023 Appropriations Budget

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.

RESOLUTION # 02-22 – 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, 2023 through December 31, 2023, 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	\$ 9,997,793.00
Other General Funds	\$ 586,669.00
Special Revenue Funds	\$ 298,488.00
Capital Projects	\$ 12,500,000.00
Building Maintenance	<u>\$ 221,700.00</u>
TOTAL APPROPRIATIONS	\$ 23,604,650.00

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. Dales moved and Ms. Copas seconded that Resolution #02-2022 be approved.

Roll Call Vote:

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

Ms. Joni Copas Aye

b. RESOLUTION #03-22 – 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, 2023 through December 31, 2023.

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. Whalen moved and Ms. Pizzano seconded that Resolution #03-2022 be approved.

Roll Call Vote:

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

c. **HEALTH SAVINGS ACCOUNT RESOLUTION
#04-2022**

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 for family coverage participants for the time period January 1, 2023 through December 31, 2023;

WHEREAS, it has been determined by the Lane Public Library Board of Trustees that the Library will deposit half of the benefit for January 2023 and the other half for July 2023;

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.

Mr. Richards moved and Ms. Copas seconded that Resolution #04-2022 be approved.

Roll Call Vote

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

d. Annual Salary Increase for Shelver Position

Annual wage increase for the Shelves has been tied to the minimum wage rate (\$9.30/hour for 2022) established annually by the State of Ohio. The State of Ohio's annual adjustment to the minimum wage rate for 2023 is \$.80 per hour (\$10.10 per hour, 8.60% increase). For 2023, Library Management has requested the Board approve an 8.60% increase for current shelves.

Ms. Pizzano presented a motion to approve an increase of 8.60% for current Shelver employees in 2023. These changes would become effective with the pay period beginning December 25, 2022. Ms. Whalen seconded the motion and all those present voted aye.

d. Revised Borrowing Policy

The Library will begin letting patrons borrow hotspots in 2023. Our Borrowing Policy has been revised to allow patrons to borrow one hotspot for 14-day period.

Ms. Copas presented a motion to approve the revised Borrowing Policy to loan Mobile Hot Spots to patrons beginning in 2023. Ms. Pizzano seconded the motion and all those present voted aye.

7) General Comments

- a) This was the last meeting for Ms. Pizzano as a member of the Board of Trustees of the Lane Public Library. Ms. Pizzano 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. Copas, seconded by Ms. Whalen with all members present voting aye.
- c) The next regularly scheduled meeting of the Board will be held on Monday, January 9, 2023 at 4:00 P.M

Respectfully submitted.

Ms. Nancy O'Neill
President

Dr. Brenda Dales
Secretary

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LPL INVESTMENTS
 Exhibit #2022-11-01
 As of November 30, 2022

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Dec 1 2022	\$ 82,705.21	30	0.10%	Dec 31 2022	\$ 6.80	12	GIFTS & MEM 110
FIRST FINANCIAL	Dec 1 2022	\$ 64,487.94	30	0.10%	Dec 31 2022	\$ 5.30	10	ARCHIVES FUND 220
FIRST FINANCIAL	Dec 1 2022	\$ 13,006.78	30	0.10%	Dec 31 2022	\$ 1.07	56	ARCHIVES 220
FIRST FINANCIAL	Dec 1 2022	\$ -	30	0.10%	Dec 31 2022	\$ -	22	FITTON FUND 130
FIRST FINANCIAL	Dec 1 2022	\$ -	30	0.10%	Dec 31 2022	\$ -	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Dec 1 2022	\$ 80,610.40	30	0.10%	Dec 31 2022	\$ 6.63	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Dec 1 2022	\$ 225,238.46	30	0.10%	Dec 31 2022	\$ 18.51	28	GENERAL FUND 101
FIRST FINANCIAL	Dec 1 2022	\$ -	30	0.10%	Dec 31 2022	\$ -	14	CALDWELL FUND 151
FIRST FINANCIAL	Dec 1 2022	\$ 10,110.90	30	0.10%	Dec 31 2022	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Dec 1 2022	\$ 2,506,350.55	30	0.10%	Dec 31 2022	\$ 206.00	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Dec 1 2022	\$ 181,608.45	30	0.10%	Dec 31 2022	\$ 14.93	69	BUILDING MAINT 405
STAR OHIO	Dec 1 2022	\$ 212,106.35	30	0.10%	Dec 31 2022	\$ 17.43	2	GENERAL FUND 101
STAR OHIO PLUS	Dec 1 2022	\$ 2,438,754.00	30	0.10%	Dec 31 2022	\$ 200.45	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Dec 1 2022	\$ 68,289.86	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Dec 1 2022	\$ 7,710,249.91	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ -					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,893.26					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,814,597.37					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 17,527,009.44						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2022-11-02

Nov-22	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
4-Nov-2022	Reforma	Restricted Contribution	Noche Mini Grant for Hispanic Heritage Festival		FFB	\$300.00
7-Nov-2022	The Current Events Club	Unrestricted Contribution		Laura Smith	LAC	\$35.00
9-Nov-2022	Suzanne Siegel	Unrestricted Contribution		T. J. Stalzer, Jr.	OXB	\$25.00
28-Nov-2022	The W.E. Smith Family Charitable Trust	Restricted Contribution	Cummins Local History Room Publication		CUMMINS-HAM	\$2,500.00
28-Nov-2022	The W.E. Smith Family Charitable Trust	Restricted Contribution	Booklet Reprinting for Smith Library		SML-OXB	\$2,500.00
	Total					\$5,360.00

Nov-22 STAFF CHANGES
EXHIBIT #2022-11-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
16-Nov-2022	Emily Cunningham	Public Services Associate	20.0	3	1201	BKM

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
11/15/2022	Hailey Meams	Public Service Assistant	37.5	2	1202	FFB

Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
11-Nov-2022	Savannah Usher	Public Service Assistant	SUB	2	1202	FFB

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

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NOVEMBER 2022 STATS SHEET														
Exhibit 2022-11-04														
PATRON USAGE	BKM	BKM 2021	FFB	FFB 2021	LPL	LPL 2021	OXB	OXB 2021	TECH	TECH 2021	TOTAL	TOTAL 2021		
Print	10,673	10,382	21,838	21,982	15,238	15,201	14,390	13,059			62,139	60,624		
AV	695	705	8,127	9,787	7,421	7,937	3,811	4,680			20,054	23,109		
eMedia (Freegal, Hoopla, Kanopy)											8,012	6,255		
eBooks (Ohio & Freading)											19,368	18,010		
SearchOhio (Borrows & Loans)											2,132	2,235		
Total CKO's	11,368	11,087	29,965	31,769	22,659	23,138	18,201	17,739			111,705	110,233		
Year To Date	94,371	66,264	352,535	380,091	252,972	275,567	203,293	214,543			1,234,830	1,241,652		
Internet Sessions			2,042	1,961	1,879	1,776	661	633	298	226	4,880	4,596		
Internet Hours			1,344	1,134	1,715	1,470	545	698	329	250	3,933	3,552		
Self CKO's			11,142	11,094	5,044	4,477	6,042	4,934			22,228	20,505		
Visitors			12,381	10,718	6,253	6,237	6,958	4,935	1151	1094	26,743	22,984		
ADULT PROGRAMS	SMITH	SMITH 2021	FFB	FFB 2021	LPL	LPL 2021	OXB	OXB 2021	TECH	TECH 2021	SYSTEMW	SYSTEMWIDE	TOTAL	TOTAL 2021
In Library # Conducted		0	9	5	5	1	0	0	11	3		0	25	9
In Library - Attendance		0	139	48	40	9	0	0	32	13		0	211	70
Outreach # Conducted		0	0	1	2	1	0	0		0		0	2	2
Outreach - Attendance		0	0	75	56	36	0	0		0		0	56	111
Virtual # Conducted		0	0	0		0	0	0	1	1		0	1	1
Virtual - Attendance		0	0	0		0	0	0	5	11		0	5	11
TEEN PROGRAMS														
In Library # Conducted		0	3	1	6	6	0	0		0		0	9	7
In Library - Attendance		0	14	88	92	67	0	0		0		0	106	155
Outreach # Conducted		0	0	0	3	4	0	0		0		0	3	4
Outreach - Attendance		0	0	0	61	56	0	0		0		0	61	56
Virtual # Conducted		0	0	0		0	0	0		0		0	0	0
Virtual - Attendance		0	0	0		0	0	0		0		0	0	0
CHILDREN PROGRAMS														
In Library # Conducted		0	16	17	14	11	0	0		0		0	30	28
In Library - Attendance		0	343	225	203	183	0	0		0		0	546	408
Outreach # Conducted		0	2	1	2	2	0	0		0		0	4	3
Outreach - Attendance		0	91	90	100	90	0	0		0		0	191	180
Virtual # Conducted		0	0	0		0	0	0		0		0	0	0
Virtual - Attendance		0	0	0		0	0	0		0		0	0	0