

MINUTES OF REGULAR BOARD MEETING
November 9, 2020

The Regular Board Meeting of the Trustees of Lane Public Library was held via video conferencing on Monday, November 9, 2020, with Trustees Ted Pickerill, Sandy Pizzano, Nancy O'Neill, Brenda Dales, and Jake Richards present. Daniel Hall and Marcia Koenig were absent.

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

1) The meeting was called to order by Mr. Pickerill.

2) The Oath of Office was administered to Mr. Jake Richards by Rob Carringer. Mr. Richards was appointed to the Board by the Hamilton City School Board of Education to replace Ms. Kelly Berry who resigned her position earlier this year. Mr. Richards will serve through December 2026.

3) Director and Fiscal Officer Reports

a. Director's Report

On October 24th, a patron hid out in the South Reading Room before closing time and fell asleep. He was not seen by the staff before they left. He woke up after 6:30 pm, wandered through the building, ate food and drank soda from the staff refrigerator and was apparently planning to leave when he noticed police cars in the parking lot. He had tripped the alarm, and although he evaded capture for a few minutes, he was eventually caught and arrested and was arraigned for B&E on 10/29. Emmy Piatt appeared in Court on 10/29 to fill in the timeline, and the case was bound over to the County Prosecutor. This patron had received an indefinite ban in 2015 after Officer Arbino found drug paraphernalia on his person. We don't yet know if they will pursue charges and if Emmy will have to return to court, but that patron has been permanently banned from all Lane facilities, and staff have been instructed to do a more thorough walk through before leaving the library after closing.

On November 3, voters approved 16 out of the 17 public library issues on local ballots around Ohio. The successful library ballot issues included 14 renewals, one additional, and one replacement levy. The levies passed by significant margins with the average voter approval rate of 66% percent.

We were not able to offer our traditional Tiny Trunk or Treat event due to the pandemic, but Tammy reworked it and instead offered a Spooky Story Walk. Participants were scheduled throughout the day into time slots with no more than 10 in a group at a time. Storybook pages were stationed around the perimeter of the Village Green Park, and inside we had goodie bags, a costume contest, and the Friends offered a free book to each child participant. Photos of the event including costume contest winners are posted on Facebook. We received very positive feedback on the event and saw quite a few new patrons who had never been to our library! Having everyone spaced out throughout the day allowed us to spend more time interacting with the families. It felt good to be able to provide an event to our community in person again. We counted 165 patrons who participated in the event.

The Butler County United Way contacted us to discuss funding for the Dolly Parton Imagination Library. We currently have 8,100 kids enrolled in the program, with about 4,000 of those being from our service area. With that number enrolled, the program runs approximately \$8,000/month to operate. The Butler County United Way have raised \$100,000. So far, donations have come from Duke Energy, Hamilton City Schools, MidPointe Library, and the Middletown Community Foundation. At this point, we are

putting \$20,000 into the budget next year for this initiative, but we've also asked the Untied Way to provide us with a fundraising plan to demonstrate sustainability going forward.

In addition to our Take and Make Craft Kits that we are distributing for all ages, we've added Take and Make Kindergarten Readiness Kits. The first two kits were a Pumpkin Seed Book and Monster Alphabet Match. We've distributed over 200 of these kits to date. Under the guidance of Celeste Swanson, our youth services staff continue to come up with innovate ways to keep the children of our community engaged with the library.

b. Fiscal Officer's Report

OPERATING REVENUES

The October 2020 PLF of \$442 thousand was \$800 less than October 2019. The October 2020 YTD PLF of \$4,447 million is \$34 thousand less than October 2019 (.77%). Overall YTD Revenues are \$203k (2.73%) less than October 2019. In addition to the PLF decrease, Property Taxes (\$22k), Fines (24k), Earnings on Investments (\$81k), and Refunds and Reimbursements (\$34k) also reflected YTD decreases.

OPERATING EXPENSES

October YTD Operating Expenses of \$5,215 million are \$503k less than YTD October 2019. This decrease can be attributed to the following:

Salaries/Benefits:	(\$10k - .3% less)
Supplies	(\$15k – 25% less)
Contracted Services	(\$162k – 15% less)
Materials	(\$317k – 26% less)
Capital Outlays	(\$7k – 6% higher)
Other	(\$6k – 8% less)

OTHER

The 2020-year end projections for operating revenues is about \$8.1 million. Operating Expenses for 2020 are estimated to be about \$6.3 million. This does not include the \$500 thousand transfer from the General Fund to the Capital Projects Funds before year end.

4) All items under the consent agenda were approved by a motion of Ms. O'Neill, 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 12, 2020 Board Meeting
- b. Acceptance of the Clerk's Financial Statement for October 31, 2020- \$20,377,280.45
- c. Approval of Investments as of October, 2020 - \$15,096,879.63
(Exhibit #2020-10-01)
- d. Approval and acknowledgement of gifts received in the month of October 2020
(Exhibit #2020-10-02)
- e. Approval of staff changes for October 2020 **(Exhibit #2020-10-03)**
- f. October 2020 Circulation Statistics **(Exhibit #2020-10-04)**

5) Citizen's Input: None

6) Old Business

a. Update Hamilton Exterior Painting and Cupola Renovation Project

The Hamilton Exterior Painting and Cupola Projects are complete.

b. Update Oxford HVAC Controls Project.

Oxford HVAC Controls Upgrade is progressing. Significant amount of the equipment in the Mechanical Room has been integrated to the new controls' software. The air handling system and the VAV's are to be added to the system this week. Overall this project has moved along better than anticipated. The initial programming was a mess. The second phase of the project will determine what equipment will need to be replaced or reconfigured for 2021.

7) New Business

a. Discontinue Fines on Past Due Materials

In an effort to follow the ALA Resolution on Monetary Library Fines as a Form of Social Inequity, and eliminate barriers to usage for all patrons, our Circulation Team has proposed eliminating fines for overdue materials. In addition to eliminating fines moving forward, the proposal also includes the elimination of all late fines currently accrued on our patrons' accounts. This does not apply to fines incurred for lost or damaged materials. These details are all included in the proposed policy change included as exhibit 2020-10-05.

Ms. O'Neill presented a motion to have the Library discontinue charging fines on past due materials only. Fees for damaged or lost materials will remain in effect. This was seconded by Mr. Richards and all those present voted aye.

b. 2021 Winter/Spring Semester Tuition Reimbursement

Mr. Carringer presented to the Board the Tuition Reimbursement Requests for the 2021 Winter/Spring Semester. Mr. Carringer recommended the Board reimburse \$345.00 per credit hour. For FY 2021, the Tuition Reimbursement Budget is projected to be \$25,000.

On a motion by Ms. Pizzano with a second from Ms. O'Neill, and all present voting in the affirmative, the following reimbursement requests for MLIS courses for the 2020 Summer and Fall Semesters were approved:

Akiko Urayama	\$ 2,070.00 each semester
Symantha Hankins	\$ 2,070.00 each semester

c. 2021 Appropriations Budget Review

Mr. Carringer presented the 2021 Appropriations Budget to the Board for their review. Total Revenues for all funds are projected to be \$8,787,460. The General Operating Fund Revenues are estimated to be \$7,857,500. Total Expenses projected for 2021 are the following:

	Appropriations Budget 2021
General Operating Fund	\$ 8,298,201
General Funds – Other	\$ 736,535
Special Revenue Funds	\$ 440,404
Capital Projects Funds	<u>\$ 500,000</u>
Total Expenses	\$ 9,975,140

We will continue to monitor the economic situation as we move into 2021. At this time, our 2021 expenditures will be similar to 2020. 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 2021 Appropriations Budget are the following:

- Projected 2.5% Salary increase for 2021.
- Facility Manager position budgeted for full year.
- No new positions have been budgeted for 2021.
- Health Insurance premiums will increase 6% for 2021
- Material costs for 2021 should about the same as 2020.

We have factored an increase in COVID -19 expenses for 2021 in the General Fund. This includes PPE supplies and cleaning services. There are also grant funds budgeted in the Special Revenue Fund for 2021. We will only use one of these options for 2021.

For 2021, a transfer between funds is being proposed again. Mr. Carringer is requesting \$500,000 be transferred from the General Fund to the Capital Project Funds. These funds will be used toward future capital expenditure projects over the next few years. For CY 2021, the HVAC Systems at the Hamilton and Oxford Branches are scheduled to be updated.

The 2021 Appropriations Budget will be voted on at the December 14, 2020 Board Meeting. Any questions can be asked or changes made prior to the resolution being submitted at the Board Meeting.

8. Adjourn Meeting

Ms. O'Neill presented a motion to adjourn the meeting. This was seconded by Ms. Pizzano and all those present voted aye.

Respectfully Submitted,

Ted Pickerill, President

Nancy O'Neill, Secretary

LPL INVESTMENTS
As of October 31, 2020

Exhibit #2020-10-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Nov 1 2020	\$ 82,115.04	30	0.20%	Nov 30 2020	\$ 13.50	12	GIFTS & MEM 110
FIRST FINANCIAL	Nov 1 2020	\$ 64,027.75	30	0.20%	Nov 30 2020	\$ 10.53	10	ARCHIVES FUND 220
FIRST FINANCIAL	Nov 1 2020	\$ 12,913.94	30	0.20%	Nov 30 2020	\$ 2.12	56	ARCHIVES 220
FIRST FINANCIAL	Nov 1 2020	\$ 38,306.36	30	0.20%	Nov 30 2020	\$ 6.30	22	FITTON FUND 130
FIRST FINANCIAL	Nov 1 2020	\$ 31,950.58	30	0.20%	Nov 30 2020	\$ 5.25	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Nov 1 2020	\$ 80,035.15	30	0.20%	Nov 30 2020	\$ 13.16	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Nov 1 2020	\$ 223,631.12	30	0.20%	Nov 30 2020	\$ 36.76	28	GENERAL FUND 101
FIRST FINANCIAL	Nov 1 2020	\$ 1,920.66	30	0.20%	Nov 30 2020	\$ 0.32	14	CALDWELL FUND 151
FIRST FINANCIAL	Nov 1 2020	\$ 10,038.79	30	0.20%	Nov 30 2020	\$ 1.65	31	ELMER B. & THELMA M. ROSE FUND 125
STAR OHIO	Nov 1 2020	\$ 209,064.77		0.14%	Nov 30 2020		2	GENERAL FUND 101
STAR OHIO PLUS	Nov 1 2020	\$ 2,315,253.47	30	0.20%	Nov 30 2020	\$ 380.59	21	GENERAL FUND 101
STAR OHIO PLUS	Nov 1 2020	\$ 88,962.52	30	0.20%	Nov 30 2020	\$ 14.62	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Nov 1 2020	\$ 66,671.97	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Nov 1 2020	\$ 7,528,013.23	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 313,071.22					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 218,814.79					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,812,088.27					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 15,096,879.63						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2020-10-02

Oct-20	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
19-Oct-2020	Sharon R Singh and Raman J. Singh	Restricted Contribution	Elmer B. and Thelma M. Rose	FFB	\$25,000.00
	Total				\$25,000.00

**Oct-20 STAFF CHANGES
EXHIBIT #2020-10-03**

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
19-Oct-2020	Vejer Cox	Facilities Manager	37.5	2	1103	LAC

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
28-Sep-2020	Chad Wonsik	Public Service Librarian	37.5	4	1204	OXB
30-Sep-2020	Lisa Hires	Cataloger	37.5	4	1106	LAC
23-Oct-2020	Matthew Benzing	Public Service Associate	20.0	3	1208	CTC

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
19-Oct-2020	Bradley Spurlock	Smith History Library Manager	37.5	5	1207	SML

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
	None					

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	None					

OCTOBER 2020 STATS SHEET

Exhibit 2020-10-04

PATRON USAGE

	BKM	BKM 2019	FFB	FFB 2019	LPL	LPL 2019	OXB	OXB 2019	TECH	TECH 2019	TOTAL	TOTAL 2019
Print	4,100	15,329	25,260	31,414	17,629	21,660	15,155	17,950			62,144	82,328
AV	463	1,132	14,227	22,511	12,352	19,002	6,174	9,312			33,216	51,269
Media (Hoopla & Freegal)											8,480	6,955
eBooks (Ohio, Zinio & Freading)											17,373	15,805
OhioLink & SearchOhio											3,465	0
Total CKO's	4,563	16,461	39,487	53,925	29,981	40,662	21,329	27,262			124,678	156,357
Year To Date	64,624	114,664	293,427	528,662	230,610	380,729	165,154	257,521			1,044,750	1,506,032
Internet Sessions			2,019	4,803	1,610	3,830	505	1,466	98	979	4,232	11,078
Internet Hours			934	3,745	783	3,090	266	1,246	74	984	2,057	9,065
Self CKO's			11,306	22,547	4,652	13,116	4,008	9,913			19,966	45,576
Visitors			9,065	22,426	6,041	13,425	3,607	12,564	851	4252	19,564	52,667

ADULT PROGRAMS

	SMITH	SMITH 2019	FFB	FFB 2019	LPL	LPL 2019	OXB	OXB 2019	TECH	TECH 2019	TOTAL	TOTAL 2019
In Library # Conducted	0	0	0	10	0	7	0	10	1	2	1	29
In Library - Attendance	0	0	0	142	0	60	0	224	9	23	9	449
Outreach # Conducted	0	0	0	0	0	0	0	5	1	0	1	5
Outreach - Attendance	0	0	0	0	0	0	0	91	46	0	46	91
TEEN PROGRAMS												
In Library # Conducted	0	0	0	5	0	3	0	1	0	3	0	12
In Library - Attendance	0	0	0	278	0	68	0	6	0	32	0	384
Outreach # Conducted	0	0	0	1	0	3	0	1	0	0	0	5
Outreach - Attendance	0	0	0	20	0	59	0	42	0	0	0	121
CHILDREN PROGRAMS												
In Library # Conducted	0	0	0	22	0	21	0	27	0	0	0	70
In Library - Attendance	0	0	0	709	0	501	0	559	0	0	0	1769
Outreach # Conducted	0	0	0	3	0	3	0	5	0	2	0	13
Outreach - Attendance	0	0	0	387	0	325	0	351	0	26	0	1089

Fine Free Proposal - Recommended Policy Changes Exhibit #2020-10-05

It is our goal to follow the [ALA Resolution on Monetary Library Fines as a Form of Social Inequity](#) and eliminate barriers to usage for all patrons, increase access to materials, increase circulation of materials and recover materials.

1. Lost items - Library materials checked out on a patron's account that are not returned will be declared lost twenty-eight (28) calendar days after the due date or when declared Lost by the patron.
 - a. Patrons will have one year to return a Lost item and the replacement fee will be waived upon return. After one-year, Lost items will not be accepted (due to material most likely being outdated by that time) and the patron will be responsible for the full replacement cost.
 - b. Patrons will continue to be billed for Damaged items
2. Update the timeframe for notices as follows:

Proposed Timeframe

3 days before due date	Item renewal report alerting of successful or unsuccessful renewals is sent to borrowers who have email notification
3 days after due date	First Overdue Notice for email notification
3 days after due date	TeleCirc calls borrower (TeleCirc will try for 3 days to reach borrower.)
14 days after due date	Second notice for email notification (may need to change wording in this notice re: items set to lost after 28 days past due)
28 days after due date	Convert to LOST/ BILLED (Replacement cost added to account)
30 Days after items enter LOST/BILLED status	Patron and staff accounts with balances of \$35 or more are sent to Unique Collection Agency

Current Timeframe

3 days before due date	Item renewal report alerting of successful or unsuccessful renewals is sent to borrowers who have email notification
3 days after due date	First Overdue Notice for email notification
3 days after due date	TeleCirc calls borrower (TeleCirc will try for 3 days to reach borrower.)
14 days after due date	Second notice for email notification
40 days after due date	Convert to BILLED (Replacement cost added to fines)

15 Days after items enter LOST/BILLED status	Patron and staff accounts with balances of \$35 or more are sent to Unique Collection Agency
60 days after billed for FINES	Patron and staff accounts with balances of \$35 or more are sent to Unique Collection Agency.

3. Blocked Accounts - Once a patron reaches a \$10.00 threshold in lost fees, they are blocked from library services (not including internet access).
4. Existing Fines - Waive all existing overdue fines (not Lost or Damaged fees). This will mean fewer accounts being sent to collections along with affecting accounts already in collections. *Must coordinate with Unique Management on this.*