

MINUTES OF BOARD MEETING  
December 9, 2019

The meeting of the Trustees of Lane Public Library was held on Monday, December 9, 2019, at the Lane Administration Center with Trustees Dr. Daniel Hall, Ms. Sandra Pizzano, Ms. Sonja Kranbuhl, Ms. Nancy O'Neill, Ms. Marcia Koenig and Dr. Brenda Dales present. Mr. Ted Pickerill was absent.

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

1) The meeting was called to order by Dr. Hall

2 Director and Fiscal Officer Reports

a. Director Report

- We have continued to explore the possibility of bringing the Dolly Parton Imagination Library to Butler County. We are working with MidPointe to help coordinate this process. Butler County United Way has expressed a willingness to serve as the fiduciary agent for the program and most of the foundations in the county are willing to help with the funding. The total cost for the county would be around \$316,000 assuming 100% participation, but a more realistic number would be about 60% of that. It is also worth noting that the state will match our funds for the project, if it is a county-wide project.
- The parking lot issues related to a ramp and one of our accessible spaces at Oxford have been addressed. To the best of our knowledge, this is the last area that needs to be addressed in relation to parking at Oxford.
- A summary of the German Village Christmas Walk from Carol Bowling was distributed. Once again, Carol and her staff had the branch looking great and offered up fun and interesting programming for the event.
- Examples of the new holiday ornaments were shown to the Board. These ornaments were created by Inside Out studio and are available for \$10 at the Hamilton Branch.
- Celeste Swanson is working to set up Kindergarten Readiness stations at each of our locations. She has contacted each of the Kindergarten teachers in our service area to ensure that these stations address the needs of our teachers. Celeste is aiming to have these in place by March.
- There was a very nice article in the Oxford Observer about our first local art exhibit at the Oxford Branch.

b. Fiscal Officer Report

Through November 2019, our actual year-to-date total Operating Fund revenue is about \$130 thousand more than for the same period in 2018. This can be attributed to the State receipts from the Public Library Fund having increased \$219 thousand over the same period from last year, General Property Tax Revenues increased \$92 thousand for 2018, and Earnings on Investments increased \$130 thousand for 2018.

These were offset by contributions of \$300 thousand from the Koefler Fund at the Hamilton Community Foundation that were received in 2018 for the new Bookmobile.

The General Operating Fund Year-to Date expenditures through November 2019 are \$321 thousand less than for the same period in 2018. The \$321 thousand decrease in General Operating Fund Expenses does reflect the \$500 thousand transfer made to the Capital Project Funds in 2018. The 2019 transfer of \$500 thousand to Capital Project Funds will occur in December 2019.

Without the \$500 thousand transfer amount in 2018, General Operating Fund Expenses are \$180 thousand higher than for the same period in 2019.

For the FY 2019, the annual Operating Fund Revenues are projected to be \$8.356 million. This reflects a \$110 thousand increase from 2018 revenues. I project annual Operating Fund expenditures to be about \$7.45 million. This amount includes the \$500 thousand transferred to Capital Project Funds and \$133 thousand payment for the Butler Health Plan Buy-In. For 2018, the actual annual Operating Fund expenses were \$7.2 million. I am estimating a Net Surplus in the General Operating Fund of about \$900 thousand for 2019.

3) All items under the consent agenda were approved upon a motion from Ms. Kranbuhl, 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 11, 2019 Regular Board Meeting
- b. Acceptance of the Clerk's Financial Statements for November 2019 - \$19,034,035.25
- c. Approval of Investments as of November 30, 2019 - \$15,621,134.91  
**(Exhibit #2019-11-01)**
- d. Approval and acknowledgement of gifts received in the month of November 2019  
**(Exhibit #2019-11-02)**
- e. Approval of staff changes for November 2019 **(Exhibit #2019-11-03)**
- f. November 2019 Statistics **(Exhibit #2019-11-04)**

4) Citizen's Input

- a. None

5) Old Business

- a. Update on New Tech Center Facility

This month we met with CDA to finalize the furniture and construction plans for the new Tech Center. We also received an estimate on the construction work from a local contractor. The estimate was \$509,834. This number is only for budgeting purposes as the project will need to be publicly bid and some items and circumstances will likely change between now and the bidding process. This number does not include the furniture package from Library Design or the technology that we will be purchasing directly. We hope to have the bid documents finalized this month and ready to put out for bid in January.

6) New Business

a. Resolution for Health Savings Account (HSA) Employer Contributions for 2020

HEALTH SAVINGS ACCOUNT RESOLUTION  
#2-2019

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, 2020 through December 31, 2020;

WHEREAS, it has been determined by the Lane Public Library Board of Trustees that the Library will deposit half of the benefit for January 2020 and the other half for July 2020;

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. Kranbuhl presented a motion to approve the resolution for the Library to contribute to participants' Health Savings Accounts for the period January 1, 2020 through December 31, 2020. This was seconded by Dr. Hall and a roll call vote was taken:

Roll Call Vote

Dr. Daniel Hall	Aye
Mr. Ted Pickerill	Absent
Ms. Sonja Kranbuhl	Aye
Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye

b. Appropriations Budget for 2020

Mr. Carringer presented the 2020 Appropriations Budget to the Board for their review. Total Revenues for all funds are projected to be \$8,999,068. The General Operating Fund Revenues are estimated to be \$8,102,238. In addition, there is projected to be a transfer of funds from the General Fund to the Capital Project and Building Maintenance Funds for 2020. The total expenses for 2020 are the following:

General Operating Fund	\$ 8,546,037
General Funds – Other	\$ 1,384,199
Special Revenue Funds	\$ 440,079
Capital Projects Funds	\$ 720,000
Total Expenses	\$11,090,315

**RESOLUTION # 3-19 – 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, 2020 through December 31, 2020, 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	\$ 8,546,037.00
General Special Funds	\$ 1,384,199.00
Special Revenue Funds	\$ 440,079.00
Capital Projects	\$ 400,000.00
Building Maintenance	<u>\$ 320,000.00</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 11,090,315.00</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. Kranbuhl moved and Ms. O'Neill seconded that Resolution #3-19 be approved.

**Roll Call Vote:**

Dr. Daniel Hall	Aye
Mr. Ted Pickerill	Absent
Ms. Sonja Kranbuhl	Aye
Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye

c. Authorization to Transfer Funds between Accounts for 2020

**RESOLUTION #4-19 – 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, 2020 through December 31, 2020.

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.

Dr. Hall moved and Ms. Kranbuhl seconded that Resolution #4-19 be approved.

**Roll Call Vote:**

Dr. Daniel Hall	Aye
Mr. Ted Pickerill	Absent
Ms. Sonja Kranbuhl	Aye
Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye

d. Transfer from General Fund to Building Maintenance Fund for 2020

**RESOLUTION #5-19 – TRANSFER OF FUNDS**  
**GENERAL FUND TO BUILDING MAINTENANCE FUND**

BE IT RESOLVED, by the Board of Trustees of Lane Public Library, Butler County, Ohio, in regular session, that by December 31, 2019, \$300,000 be transferred from the General Fund (101) to the Building Maintenance Fund (405) for future library needs.

BE IT FURTHER RESOLVED, that any resolution, rule or order in conflict with the provision of this resolution be, and by the same, hereby repealed.

Ms. Kranbuhl moved and Ms. Pizzano seconded that Resolution #5-19 be approved.

**Roll Call Vote:**

Dr. Daniel Hall	Aye
Mr. Ted Pickerill	Absent
Ms. Sonja Kranbuhl	Aye
Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye

e. Transfer from General Fund to Capital Projects Fund for 2020

**RESOLUTION #6-19 – TRANSFER OF FUNDS**  
**GENERAL FUND TO CAPITAL PROJECTS FUND**

BE IT RESOLVED, by the Board of Trustees of Lane Public Library, Butler County, Ohio, in regular session, that by December 31, 2019, \$200,000 be transferred from the General Fund (101) to the Capital Projects Fund (401) for future library needs.

BE IT FURTHER RESOLVED, that any resolution, rule or order in conflict with the provision of this resolution be, and by the same, hereby repealed.

Ms. Kranbuhl moved and Ms. Koenig seconded that Resolution #6-19 be approved.

**Roll Call Vote:**

Dr. Daniel Hall	Aye
Mr. Ted Pickerill	Absent
Ms. Sonja Kranbuhl	Aye
Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye

f. Annual Salary Increase for Shelver Position

Annual wage increase for the Shelves has been tied to the minimum wage rate (\$8.55/hour for 2019) established annually by the State of Ohio. The State of Ohio's annual adjustment to the minimum wage rate for 2020 is \$.15 per hour (1.75% increase), For 2019, the Board approved an overall staff increase of about 3%. Mr. Carringer requested the Board approve an increase for current shelvees of about \$.25 per hour for 2020. This would reflect about a 3% increase.

Dr. Hall presented a motion to approve an increase not to exceed \$.25 per hour for current Shelver employees in 2020. These changes would become effective with the pay period beginning December 25, 2019. Ms. O'Neill seconded the motion and all those present voted aye.

7) General Comments

- a. This was Ms. Kranbuhl's last meeting as a member of the Board of Trustees of the Lane Public Libraries. Ms. Kranbuhl 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. Koenig and seconded by Ms. O'Neill. All members present voted aye.
- c. The next regularly scheduled meeting of the Board will be held at the Lane Administration Center on Monday, January 13, 2019 at 4:00 p.m.

Respectfully submitted,

Dr. Daniel Hall, President

Ms. Sandra Pizzano. Secretary

**LPL INVESTMENTS**  
As of November 2019

Exhibit #2019-11-01

<b>BANK</b>	<b>PURCHASE DATE</b>	<b>INVESTMENT AMOUNT</b>	<b>NO. OF DAYS</b>	<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>INTEREST TO BE EARNED</b>	<b>BANK NO.</b>	<b>FUND</b>
FIRST FINANCIAL	Dec 1 2019	\$ 81,659.90	30	1.40%	Dec 31 2019	\$ 93.96	12	GIFTS & MEM 110
FIRST FINANCIAL	Dec 1 2019	\$ 63,672.85	30	1.40%	Dec 31 2019	\$ 73.27	10	ARCHIVES FUND 220
FIRST FINANCIAL	Dec 1 2019	\$ 12,842.35	30	1.40%	Dec 31 2019	\$ 14.78	56	ARCHIVES 220
FIRST FINANCIAL	Dec 1 2019	\$ 38,094.05	30	1.40%	Dec 31 2019	\$ 43.83	22	FITTON FUND 130
FIRST FINANCIAL	Dec 1 2019	\$ 31,773.45	30	1.40%	Dec 31 2019	\$ 36.56	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Dec 1 2019	\$ 79,591.54	30	1.40%	Dec 31 2019	\$ 91.58	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Dec 1 2019	\$ 222,391.60	30	1.40%	Dec 31 2019	\$ 255.90	28	GENERAL FUND 101
FIRST FINANCIAL	Dec 1 2019	\$ 1,910.02	30	1.40%	Dec 31 2019	\$ 2.20	14	CALDWELL FUND 151
FIRST FINANCIAL	Dec 1 2019	\$ 9,983.17	30	1.40%	Dec 31 2019	\$ 11.49	31	ELMER B. & THELMA M. ROSE FUND 1
STAR OHIO	Dec 1 2019	\$ 207,310.27		VAR	Dec 31 2019		2	GENERAL FUND 101
STAR OHIO PLUS	Dec 1 2019	\$ 2,299,060.65	30	2.30%	Dec 31 2019	\$ 4,346.17	21	GENERAL FUND 101
STAR OHIO PLUS	Dec 1 2019	\$ 88,340.37	30	2.30%	Dec 31 2019	\$ 167.00	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Dec 1 2019	\$ 65,537.55	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 1
MEEDER INVST FUNDS	Dec 1 2019	\$ 7,400,234.51	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 308,197.93					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 216,481.18					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 4,494,053.52					82/83	ROESEL FUND 165
<b>TOTAL INVESTMENTS</b>		<b>\$ 15,621,134.91</b>						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2019-11-02

Nov-19	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
12-Nov-2019	Gilbert & Suzanne Siegel	Unrestricted Contribution	Phyllis Laursen, Aggie Usedly, & Douglas Taylor	OXB	\$75.00
25-Nov-2019	Ms. Janet Lockwood	Unrestricted Contribution	N/A	LPL	\$10.00
Total					\$85.00

Nov-19 STAFF CHANGES  
EXHIBIT #2019-11-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
28-Oct-2019	Jennifer Albinus	Public Services Assistant	20.0	2	1200	LPL
4-Nov-2019	Lance Hulley	Public Service Associate	20.0	3	1202	FFB
5-Nov-2019	Stephenieanne Richardson	Public Service Associate	20.0	3	1207	SML
13-Nov-2019	Robert Head	Public Service Associate	20.0	3	1201	BKM
25-Nov-2019	Emma Harrison	Shelver	15.0	0	1300	LPL

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: Salary Increase

Date	Name	Position	Hours	Grade	Dept	Location
25-Nov-2019	Matthew Leffler	Systems Technician	37.5	4	1105	LAC
Adjustment to salary when certification has been earned.						



NOVEMBER 2019 STATS SHEET

Exhibit 2019-11-04

PATRON USAGE	BKM	BKM 2018	FFB	FFB 2018	LPL	LPL 2018	OXB	OXB 2018	TECH	TECH 2018	TOTAL	TOTAL 2018
Print	14,801	6,273	28,527	26,054	20,553	16,053	16,774	15,364			80,655	63,744
AV	1,046	698	20,878	19,785	18,602	15,197	9,060	7,729			49,586	43,409
Media (Hoopla & Freegal)											6,507	6,850
eBooks (Ohio, Zinio & Freading)											15,831	12,972
OhioLink & SearchOhio											3,090	2,039
Total CKO's	15,847	6,971	49,405	45,839	39,155	31,250	25,834	23,093			155,669	126,975
Year To Date	130,511	77,562	578,067	573,375	419,884	332,543	283,355	277,396			1,699,691	1,483,376
Internet Sessions			3,991	4,043	3,303	3,646	1,175	2,077	1045	741	9,514	10,507
Internet Hours			3,041	3,280	2,660	3,552	1,007	1,999	1162	1145	7,870	9,976
Self CKO's			20,065	26,790	12,466	19,107	9,244	10,369			41,775	56,266
Visitors			18,604	20,994	12,579	14,504	11,401	12,706	3679	3456	46,263	51,660

ADULT PROGRAMS	SMITH	SMITH 2018	FFB	FFB 2018	LPL	LPL 2018	OXB	OXB 2018	TECH	TECH 2018	TOTAL	TOTAL 2018
In Library # Conducted	0	0	4	4	5	5	7	8	2	0	18	17
In Library - Attendance	0	0	15	109	41	29	87	88	2	0	145	226
Outreach # Conducted	0	1	0	0	0	0	0	0	0	0	0	1
Outreach - Attendance	0	21	0	0	0	0	0	0	0	0	0	21
TEEN PROGRAMS												
In Library # Conducted	0	0	5	4	3	1	3	4	2	0	13	9
In Library - Attendance	0	0	151	35	24	11	6	29	10	0	191	75
Outreach # Conducted	0	0	0	1	3	4	0	0	0	0	3	5
Outreach - Attendance	0	0	0	16	41	68	0	0	0	0	41	84
CHILDREN PROGRAMS												
In Library # Conducted	0	0	24	20	2	15	22	29	0	0	48	64
In Library - Attendance	0	0	505	503	349	364	440	535	0	0	1294	1402
Outreach # Conducted	0	0	2	2	3	3	7	3	0	0	12	8
Outreach - Attendance	0	0	100	243	183	63	123	55	0	0	406	361