

MINUTES OF BOARD MEETING
APRIL 11, 2022

The meeting of the Trustees of Lane Public Library was held at the Lane Hamilton Library Branch on Monday, April 11, 2022 with Trustees Ms. Nancy O'Neill, Dr. Brenda Dales, Ms. Sandy Pizzano, Mr. Jake Richards, and Ms. Karen Whalen were present. Ms. Marcia Koenig and Ms. Joni Copas were absent.

Joseph Greenward, Director, Rob Carringer, Fiscal Officer, and Emmy Piatt, Lane Hamilton Library Branch Manager were also in attendance.

1) The meeting was called to order by Ms. O'Neill.

2) Director and Fiscal Officer Reports

a. Director's Report

We are starting to see modest increases again in our usage. Print circulation is up in February/March by about 60,000 over the same months last year. Our visitor counts are up by about 16,000 and internet sessions by 2,000. Ebook circulation is up by 3,500 over that same period. The one rather large negative is our physical A/V circulation, which is down by about 30,000 over those two months as compared to 2021. We'll see if this continues, but it is very possible that our patrons' viewing habits changed significantly over the pandemic as they transitioned to more streaming services.

Another bright spot that can't really be compared to last year is our programming. We're starting to see patrons and families get back into our programs, and our staff are creating some great ones. These include the Space Station Escape Room created by Adam at Fairfield, the pop-up Mini-Maker Fair at the Tech Center, our sensory showing of Scoob at the Fairfield Community Arts Center, the 'Hear My Name' program at Hamilton for Black History Month that showcased local young black singers and poets, and the Hamilton's Architectural Eras series that Brad offered at Hamilton.

Tied into trying to get our usage back up, we are continuing to work with other local libraries on the regional marketing campaign. As of now, the participating libraries are Dayton, Greene County, Washington-Centerville, Clermont County, MidPointe and Lane. The theme for the campaign is "Only Here" and will focus on direct mail, email, social media and videos with patrons' stories. The total budget is approximately \$60,000 for the design company and the video production, which will be split between the six libraries. The campaign will launch on June 1st.

Our statewide delivery service for libraries has become a big issue over the past several months, which greatly affects our SearchOhio and Ohiolink services. The Department of Administrative Services switched courier services last year and it has not worked out. As a result, they are switching back to Priority Courier Service as of April 15th. Ultimately, this means that our patrons will not be able to utilize SearchOhio and Ohiolink between March 11th and April 30th. Hopefully the transition will be smooth and we'll return to the good service that we used to receive.

Below is an update from Celeste Swanson on the partnership between Lane and Miami University's Ohio Writing Project:

The Lane Libraries partnered with the Miami University "Ohio Writing Project" to host a read-in and workshop for area teachers. This event was held on March 5 and 6 at the Fairfield Lane Library. Celeste Swanson, Valerie Simmons, Sarah Hedrick, and Tammy Brooks met with Beth Rimer from Miami University to plan the initial event. Part of the workshop on Saturday included a read-in for teachers. Sarah Hedrick and Jen Stapleton pulled in all of the books for the read-in and organized them into boxes. We had over 600 books available for teachers to look at during the read-in. Sarah Hedrick, Tammy Brooks, Debbie Bond, Amanda Toth, and Celeste Swanson also put together several book lists for teachers. On Saturday afternoon Caitlin Campbell gave a presentation about the Oxford Conscious Child kits that she created, and teachers were given time to look at the kits. On Sunday morning Celeste gave a presentation about the catalog, teacher cards, and teacher collections. Amanda then spoke about all of the youth databases available at Lane. Teachers then broke into small groups for mini-sessions developed by Lane staff. Sarah discussed Young Adult Fiction for the Classroom, Celeste discussed Nonfiction for Middle School and High School, Tammy discussed new picture books, Debbie discussed diverse books for elementary teachers, Amanda discussed graphic novels and the Tech Center, and Mike talked about Bookmobile services and the Teen Writing Contest. This was a fantastic way for us to connect with teachers. We had over 30 teachers who participated on both days. After the workshop, we have had several teachers reach out to Lane staff looking for book suggestions and ideas for incorporating book choice in the classroom. We also received quite a bit of positive feedback from teachers who filled out the evaluation form at the end of the workshop.

b. Fiscal Officer's Report

The PLF (Public Library Fund) for the first quarter of 2022 has reflected an increase of \$89K when compared to the first quarter of 2021. This can be attributed to an increase in sales tax revenue and income tax revenue for the first quarter of 2022. Property Tax receipts for the first half of 2022 are comparable to the amount received in 2021. Earnings on Investments for the first quarter of 2022 are about \$15K less than 2021.

General Operating Expenses are \$210K more for 2022 when compared to 2021:

- Salaries/Benefits	\$170K Increase
- Supplies	5K Increase
- Purchased & Contracted Services	9K Increase
- Library Materials	17K Decrease
- Capital Outlays	58K Increase
- Other	15K Decrease

The large increase in salaries of about 13% in October 2021 and the 9% increase in Health Insurance costs for 2022 attributed to the increase in Salaries and Benefits Expenses for the first quarter of 2022. Based on first quarter expenses, we are on track to have General Operation Expenses of about \$6.7 million. I believe the amount will be closer to \$7.0 million.

3) All items under the consent agenda were approved by a motion of Ms. Pizzano, seconded by Dr. Dales with all members present voting in the affirmative. The items under the consent agenda were:

- a. Approval of the minutes of February, 2022 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for March 2022 – \$23,489,127.08
- c. Approval of investments as of March 2022 - \$17,488,477.77
(Exhibit #2022-03-01)
- d. Approval and acknowledgement of gifts received in March 2022.
(Exhibit 2022-03-02)
- e. Approval of staff changes for March 2022 **(Exhibit #2022-03-03)**
- f. March 2022 Stats **(Exhibit #2022-03-04)**

4) Citizen's Input: None

5) Old Business:

- a. Update on Fairfield Township Property

The letter of intent with Fairfield Township has been executed. We have contracted with Alt & Witzig Engineering for subsurface investigation and geotechnical recommendations. The Township is working on the lot split determination, which should be done by April 19th. When that is complete, Cynamon will proceed with the title examination. We are also waiting on a shared driveway easement proposal from the Township who is working with Fairfield Schools. We have transferred \$10,000 in earnest money to the Great Miami Title Agency.

6) New Business

- a. Lane Hamilton Library Branch

The Hamilton Branch Manager, Emmy Piatt, introduced herself to the Board and shared some of her background within the community. She discussed the return to 'normal' in-person programming that began again this Spring. The summer season always brings an increase in Children's programming and this summer will be the first full season of the Summer Reading Adventure and full programming since 2019. This will be a new experience as we now have mostly newer staff members in the Youth Department, but overall staffing levels are almost back to pre-pandemic levels and we feel well prepared for the summer workload.

For over 20 years the Adult Summer programming has centered around 'Reading and All that Jazz', a weekly rotating book review or jazz music performance on Tuesday afternoons. This summer we have chosen to partner with some community groups (The Hamilton Parks Conservancy, The Great Miami Rowing Center) and offer interactive, often outdoor programming on evenings in hopes of including patrons who work during normal hours in the summer programs. We hope our new adult summer program ideas will help us attract adults in historically underrepresented (in our library programming) groups (ages 20's - 40's), yet still be exciting and inclusive to all ages.

Emmy was also available at the end of the Board Meeting to provide a tour of the Branch for any Board Members interested.

b. Strategic Plan Update

Mr. Greenward gave a review of the updated Lane Public Library Strategic Plan for 2022 – 2025:

**Strategic Plan
2022-2025**

Vision

The Lane Libraries provide opportunities within our communities to learn, work, play, connect and discover.

Mission

Find it at the Lane!

The Lane Libraries provide materials, services and technology aimed at satisfying the curiosity, intellect and imagination of our patrons throughout our communities, on our website and by engaging in strategic partnerships.

Strategic Goals

- **Support our community’s interest in reading, personal growth and learning.**
 1. Enhance discoverability of the collection to increase staff and community resource awareness with features such as natural language collection signage, and digital outreach through services such as BookLetters and social media.
 2. Take a data-driven approach to evaluating our current resources and determining community interests and needs through more focused use of analytics and analysis, a new community needs survey, and updated program surveys.
 3. Expand the current range of educational resources and staff training in order to better support our communities through reader’s advisory, trauma-informed tools and interpersonal skills, etc.
 4. Increase focus on underserved populations through a collection diversity audit and targeted special collections.
 5. Explore fresh options for community learning experiences such as area tours and community conversations on locally relevant interests.

- **Foster our community’s culture, diversity, and history.**
 1. Emphasize cultural diversity to the community
 2. Preserve and disseminate the history, genealogy, and cultural heritage of the families and communities of Butler County and Southwestern Ohio by engaging with historical, preservation, and educational organizations and agencies, archiving and curating community based historical collections, and continued efforts to digitize materials and build a digital history repository.
 3. Create and post a Lane Diversity Policy.
 4. Develop advisory groups composed of local experts/organizations in an effort to inform Lane staff about initiatives that would improve patrons’ user experiences, such as collection needs, programming efforts, and patron communication strategies.
 5. Implement a variety of communication strategies to better connect with the community.
 6. Invest in immigrant and underserved populations through staff training and community partnerships.
 7. Provide library spaces and programming options that offer inclusivity to all patrons, recognizing the different abilities of each member of the community.

- **Keep our communities connected and competitive in a digital world.**
 1. Provide access to and training on software, hardware, portable devices, and emerging technologies for patrons and staff at all levels.

2. Offer assistance to job seekers and patrons utilizing E-government resources, as well as technology, training, and support to small businesses and nonprofits.
3. Offer original programming and technology to support educational initiatives in K-12 and lifelong learning environments.
4. Develop outreach that provides training and hands-on experiences for older adults, schools, students, and non-English speakers.
5. Deliver a dynamic, comprehensive, and accessible alternative to our branch libraries through databases, e-resources, virtual programming and local history collections at www.lanepl.org and on social media.

- **Help families and youth in our community build a strong future.**

1. Provide safe, accessible, and engaging library spaces to encourage lifelong learning through library use.
2. Increase and strengthen partnerships with educational providers and community organizations, with the goal of supporting curriculum and connecting patrons with vital resources.
3. Provide and promote flexible and adaptable mobile library resources through Bookmobile and outreach services.
4. Build diverse, accessible, and inclusive programs focused on the unique needs of each community through staff collaboration, community partnerships and outreach.
5. Maintain our focus on research-based best practices by pursuing ongoing professional development and extending that knowledge to the community.
6. Meet the technological needs of youth by incorporating current and emerging technology into library programming, outreach, and resources.
7. Curate a diverse and accessible collection that supports the needs of children, teens, and families both in-person and digitally.

Mr. Richards presented a motion to approve the Strategic Plan for 2022 – 2025. This was seconded by Ms. Whalen and all those present voted aye.

c. Tuition Reimbursement Requests for the 2022 Summer Semester

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

On a motion by Ms. Pizzano with a second from Dr. Dales, and all present voting in the affirmative, the following reimbursement requests for MLIS courses for the 2022 Summer Semester were approved:

Emily Mays	\$ 2,070.00 for the semester
Keely Moloney	\$1,035.00 for the semester

7) General Comments

a. The meeting was adjourned at 4:40 p.m. on a motion from Mr. Richards, seconded by Ms. Whalen with all members present voting aye.

b. The next regularly scheduled meeting of the Board will be held on Monday, May 9, 2022 at 4:00 P.M

Respectfully submitted,

Ms. Nancy O'Neill
President

Dr. Brenda Dales
Secretary

LPL INVESTMENTS
As of March 31, 2022

Exhibit #2022-03-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Apr 1 2022	\$ 82,274.72	30	0.10%	Apr 30 2022	\$ 6.76	12	GIFTS & MEM 110
FIRST FINANCIAL	Apr 1 2022	\$ 64,152.27	30	0.10%	Apr 30 2022	\$ 5.27	10	ARCHIVES FUND 220
FIRST FINANCIAL	Apr 1 2022	\$ 12,939.07	30	0.10%	Apr 30 2022	\$ 1.06	56	ARCHIVES 220
FIRST FINANCIAL	Apr 1 2022	\$ -	30	0.10%	Apr 30 2022	\$ -	22	FITTON FUND 130
FIRST FINANCIAL	Apr 1 2022	\$ 32,012.73	30	0.10%	Apr 30 2022	\$ 2.63	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Apr 1 2022	\$ 80,190.81	30	0.10%	Apr 30 2022	\$ 6.59	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Apr 1 2022	\$ 224,066.05	30	0.10%	Apr 30 2022	\$ 18.42	28	GENERAL FUND 101
FIRST FINANCIAL	Apr 1 2022	\$ 1,924.42	30	0.10%	Apr 30 2022	\$ 0.16	14	CALDWELL FUND 151
FIRST FINANCIAL	Apr 1 2022	\$ 10,058.28	30	0.10%	Apr 30 2022	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Apr 1 2022	\$ 2,493,304.53	30	0.10%	Apr 30 2022	\$ 204.93	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Apr 1 2022	\$ 180,663.15	30	0.10%	Apr 30 2022	\$ 14.85	69	BUILDING MAINT 405
STAR OHIO	Apr 1 2022	\$ 209,375.67	30	0.10%	Apr 30 2022	\$ 17.21	2	GENERAL FUND 101
STAR OHIO PLUS	Apr 1 2022	\$ 2,407,357.21	30	0.10%	Apr 30 2022	\$ 197.86	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Apr 1 2022	\$ 67,683.37	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Apr 1 2022	\$ 7,641,936.03	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ -					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,828.99					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,861,710.47					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 17,488,477.77						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2022-03-02

Mar-22	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
9-Mar-2022	Marta Wendt	Restricted	For Oxford Branch Reference		OXB	\$25.00
24-Mar-2022	Anne Palmer	Unrestricted		Lucy Dudek	FFB	\$50.00
31-Mar-2022	Mr. & Mrs. Michael Hammann	Unrestricted		Lucy Dudek	FFB	\$25.00
31-Mar-2022	Ingrid Weber	Unrestricted		Lucy Dudek	FFB	\$50.00
31-Mar-2022	Kim Sorentino	Unrestricted		Lucy Dudek	FFB	\$50.00
	Total					\$200.00

Mar-22 STAFF CHANGES
EXHIBIT #2022-03-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
27-Feb-2022	Sarah Gifford	Librarian	37.5	4	1104	OXB
4-Mar-2022	Jacob Urmston	Shelver	15.0	0	1302	HAM

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
18-Mar-2022	Camille Dainton	Public Service Assistant-Sub	37.5	2	1200	HAM

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

MARCH 2022 STATS SHEET
 EXHIBIT 2022-03-04

PATRON USAGE	BKM	BKM 2021	FFB	FFB 2021	LPL	LPL 2021	OXB	OXB 2021	TECH	TECH 2021	TOTAL	TOTAL 2021
Print	10,558	3,896	22,515	23,976	15,642	16,464	14,532	15,532			63,247	59,868
AV	637	502	9,313	12,240	7,544	10,464	4,065	6,214			21,559	29,420
eMedia (Freegal, Hoopla, Kanopy)											8,592	7,051
eBooks (Ohio & Freading)											20,853	18,727
SearchOhio (Borrows & Loans)											450	2,537
Total CKO's	11,195	4,398	31,828	36,216	23,186	26,928	18,597	21,746			114,701	117,603
Year To Date	33,255	14,870	89,724	107,672	67,246	75,850	51,277	61,552			329,227	346,408
Internet Sessions			2,485	2,097	1,985	1,825	729	557	332	147	5,531	4,773
Internet Hours			1,552	911	1,673	925	609	305	305	83	4,139	2,224
Self CKO's			12,033	10,569	5,509	4,633	6,323	4,946			23,865	20,148
Visitors			14,406	9,637	6,755	6,150	6,907	3,629	1293	789	29,361	20,205

ADULT PROGRAMS	SMITH	SMITH 2021	FFB	FFB 2021	LPL	LPL 2021	OXB	OXB 2021	TECH	TECH 2021	SYSTEMWIDE	SYSTEMWIDE 2021	TOTAL	TOTAL 2021
In Library # Conducted		0	6	0	7	0	5	0	11	0		0	29	0
In Library - Attendance		0	100	0	77	0	85	0	29	0		0	291	0
Outreach # Conducted		0	1	2	1	2	1	1		0		0	3	5
Outreach - Attendance		0	20	60	36	60	40	40		0		0	96	160
Virtual # Conducted		1	0	5		1		4	1	5		0	1	16
Virtual - Attendance		36	0	45		6		48	14	12		0	14	147
TEEN PROGRAMS														
In Library # Conducted		0	2	0	6	0	2	0		0		0	10	0
In Library - Attendance		0	14	0	40	0	88	0		0		0	142	0
Outreach # Conducted		0	0	1	2	1		0		0		0	2	2
Outreach - Attendance		0	0	40	39	40		0		0		0	39	80
Virtual # Conducted		0	0	0		1		0		0		0	0	1
Virtual - Attendance		0	0	0		30		0		0		0	0	30
CHILDREN PROGRAMS														
In Library # Conducted		0	19	2	11	0	15	0		0		0	45	2
In Library - Attendance		0	317	6	165	0	273	0		0		0	755	6
Outreach # Conducted		0	2	2	2	6		5		0		0	4	13
Outreach - Attendance		0	59	160	120	240		260		0		0	179	660
Virtual # Conducted		0	0	4		0	1	0		0		0	1	4
Virtual - Attendance		0	0	20		0	18	0		0		0	18	20