

MINUTES OF BOARD
MEETING

November 15, 2021

The meeting of the Trustees of Lane Public Library was held at Lane Administration Center on Monday, November 15, 2021 with Trustees Ms. Sandy Pizzano, Ms. Nancy O'Neill, Ms. Marcia Koenig, Dr. Brenda Dales, and Ms. Karen Whalen were present. Mr. Ted Pickerill and Mr. Jake Richards were 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. We've distributed over 9,000 COVID home test kits provided by the State and have received another shipment, so we still have adequate stock. On November 5th, OSHA released an Emergency Temporary Standard on COVID-19. The ETS requires employers with 100 or more employees to ensure their workforce is fully vaccinated or require weekly negative tests and the wearing of masks in order to work. The OSHA requirements do not apply to Ohio's public libraries. There are some situations where the Ohio BWC adopts OSHA's rules, which would apply to us, but it is highly unlikely that they will do so in this case.

The site survey for the property in Fairfield Twp is complete and Mike is reviewing it. The engineers identified a wet area on the property, so we have brought in an environmental consultant to review the site. We are waiting for their final report, but they did notify us that there is a wetland on the site, which would make that portion unbuildable. There is still 7-8 acres west of the wetland area that would be appropriate for our project, but further testing is being done to ensure that land is suitable. Mike is recommending that we would want at least 6 acres of the total 13-acre site, which would give us room to expand in the future. We'll be working with Cynamon Trokhan to create a letter of intent to send over to the township over the next month.

Fairfield held their annual Tiny Trunk or Treat event on October 28th, which is one of our most popular programs every year. It was an indoor event this year and we had 14 vendors and community groups passing out items for the children in attendance. We also provided a spooky fun photo opportunity and crafts for the kids. We had approximately 250 patrons attend and enjoy this event.

Our Friends of Hamilton and Fairfield Lane Libraries group held pop-up book sales at the Hamilton and Fairfield libraries this month. They raised around \$2,000, and expressed an interest in continuing with the pop-up sales, which we certainly support.

We'll be adding a new digital service in the next month called Northstar Digital. This service is made available to us by OPLIN through and IMLS grant from the State

Library. Northstar focuses on teaching basic through advanced technology skills. It provides assessments in 14 digital skills areas along with self-directed online learning and detailed lesson plans that we can use for instructor-led training at our libraries.

Voters approved all public library levies on the ballot this month including 13 renewals, 1 new, and 1 renewal with an increase. The levies passed with an average voter approval of 67%.

b. Fiscal Officer's Report

The PLF (Public Library Fund) through November 2021 has reflected an increase of \$717K (14.6%) when compared to November 2020. This can be attributed to an increase in sales tax revenue and income tax revenue for the first eleven months of 2021. Through October 2021, General Operating Fund YTD revenues were 8% higher than YTD October 2020. This can be attributed primarily to the PLF increase of \$679k for the year and First Half Real Estate Tax receipt increase of \$35K for 2021. This was offset by Patron Fines and Fees YTD decrease through October 2021 of \$7K and YTD Earnings on Investments through October 2021 of \$91k.

YTD General Operating Expenses through October 2021 are \$46K less when compared to October 2020 (this does not include transfer of funds made in September 2021):

- Salaries/Benefits	\$66K Decrease
- Supplies	3K Increase
- Purchased & Contracted Services	30K Increase
- Library Materials	34K Increase
- Capital Outlays	69K Decrease
- Other	22K Increase

3) All items under the consent agenda were approved by a motion from Ms. O'Neill, and 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 October 18, 2021 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for October 31, 2021 – \$22,536,291.06
- c. Approval of Investments as of October 31, 2021 - \$17,695,216.26 (Exhibit #2021-10-01)
- d. Approval and acknowledgement of gifts received in October 2021 (**Exhibit 2021-10-02**)
- e. Approval of staff changes for October 2021 (**Exhibit #2021-10-03**)
- f. October 2021 Stats (**Exhibit #2021-10-04**)

4) Citizen's Input: None

5) Old Business:

- a. Hamilton HVAC System Project

The installation of the Hamilton HVAC is complete but there appears to be an issue with condensation on the rooftop unit. Daikin has accepted responsibility and believes the heat exchanger gasket needs to be replaced. This gasket is on order and is expected

to be delivered around November 15th. Installation should occur shortly after the gasket has been delivered. With the current supply chain difficulties, I believe it may take longer for the gasket to be delivered.

b. Carry-Over Balance Issue with Butler County Auditor

On November 4, 2021, Joseph Greenward and Robert Carringer attended the Butler County Budget Commission Meeting to discuss whether the Library should continue to receive Operating Tax Levy Funds for 2022. The Library has accumulated a large surplus balance over the years.

The Butler County Budget Commission members are Roger Reynolds, Butler County Auditor; Nancy Nix, Butler County Treasurer and Dan Ferguson, Chief Prosecutor of the Civil Division for the Butler County Prosecutor's Office.

During our initial meeting with the Auditor's office, the Library explained the funds were to be used for a new Branch location in Fairfield Township and a new facility for the current Hamilton Branch Library. Based on this meeting, the Library amended their 2021 Appropriations Budget by transferring \$12 million from General Operating Fund to the Capital Projects Fund. This reduced our General Operating Fund balance to about \$4 million.

We shared with the Budget Commission a listing of our funds and their balance at October 31, 2021, potential property site for new Fairfield Township and estimated cost to build the new Fairfield Township Branch. In addition, we also would be interested in purchasing property for the new Hamilton Branch.

The Library asked why this was the first time in at least 13 years we had been contacted by our taxing authority, Hamilton City Schools and the Butler County Auditor's Office about the carry-over balance. If we had known this was an issue, we believe this matter could have been addressed sooner with better communication. The Library always had the intent to use these funds for major construction or renovation projects. The Budget Commission noted they hadn't been very diligent following up on carry-over balances until recently.

The Library asked about any appeal process if we didn't agree with the Budget Commission's decision. Dan Ferguson explained the Prosecutor's Office couldn't represent either party in future legal action due to conflict of interest. Therefore, both parties we need to obtain outside legal counsel at their own expense.

Based on the discussion between both parties, the Butler County Budget Commission ruled the Library will continue to receive Operating Tax Levy Receipts for 2022. The Library will keep the Auditor's Office informed of our current Capital Projects.

6) New Business

a. Sick-Leave for Part-Time Staff

Library Management has requested the maximum accrued Sick Leave balance for part-time employees be doubled. This will not change how much sick leave they can earn per month. It will only affect the maximum allowed balance.

Sick Leave Policy Change		
Hours Work Per Week	Cuurent Maximum Balance	New Maximum Balance
15	15	30
16	16	32
20	20	40
25	25	50

Ms. Pizzano presented a motion to approve doubling the maximum allowed sick leave balance for part-time employees. This was seconded by Ms. Koenig and all those present voted aye.

b. PLF Distribution Percentage between Lane Libraries and MidPointe Library System

The Butler County PLF amount is distributed between Lane Libraries and the MidPointe Library System based on the official census population data of the respective Library communities within Butler County every ten years. Based on the 2020 Census Population Data, the PLF distribution should be the following:

PLF Distribution Percentage
Based on 2020 Census

	Lane Libraries	MidPointe Library
2020 PLF Distribution Percentage	48.99%	51.01%
2010 PLF Distribution Percentage	50.26%	49.74%

Ms. Whalen presented a motion to approve the change to the PLF distribution percentage between Lane Libraries and MidPointe Library System. The new percentage for Lane Libraries will be 48.99% and the new percentage for Midpointe Library System will be 51.01%. This was seconded by Ms. Koenig and all those present voted aye.

c. 2022 Appropriations Budget Review

Mr. Carringer presented the 2022 Appropriations Budget to the Board for their review. 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.

The 2022 Appropriations Budget will be voted on at the December 13, 2022 Board Meeting. Any questions can be asked or changes made prior to the resolution being submitted at the Board Meeting.

7) General Comments

- a. At the November Board Meeting, Chapter 2 of the Trustee By-Laws was reviewed. Chapter 3 of the By-Laws will be reviewed at the December Board Meeting.
- b. The meeting was adjourned at 4:40 p.m. on a motion from Ms. Whalen, seconded by Ms. O'Neill with all members present voting aye.
- c. The next regularly scheduled meeting of the Board will be held on Monday, December 13, 2021 at 4:00 P.M.

Respectfully submitted,

Ms. Sandy Pizzano
President

Ms. Marcia Koenig
Secretary

LPL INVESTMENTS
As of October 31, 2021

Exhibit #2021-10-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Nov 1 2021	\$ 82,233.83	30	0.10%	Nov 30 2021	\$ 6.76	12	GIFTS & MEM 110
FIRST FINANCIAL	Nov 1 2021	\$ 64,120.37	30	0.10%	Nov 30 2021	\$ 5.27	10	ARCHIVES FUND 220
FIRST FINANCIAL	Nov 1 2021	\$ 12,932.63	30	0.10%	Nov 30 2021	\$ 1.06	56	ARCHIVES 220
FIRST FINANCIAL	Nov 1 2021	\$ 38,361.77	30	0.10%	Nov 30 2021	\$ 3.15	22	FITTON FUND 130
FIRST FINANCIAL	Nov 1 2021	\$ 31,996.82	30	0.10%	Nov 30 2021	\$ 2.63	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Nov 1 2021	\$ 80,150.94	30	0.10%	Nov 30 2021	\$ 6.59	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Nov 1 2021	\$ 223,954.65	30	0.10%	Nov 30 2021	\$ 18.41	28	GENERAL FUND 101
FIRST FINANCIAL	Nov 1 2021	\$ 1,923.45	30	0.10%	Nov 30 2021	\$ 0.16	14	CALDWELL FUND 151
FIRST FINANCIAL	Nov 1 2021	\$ 10,053.30	30	0.10%	Nov 30 2021	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Nov 1 2021	\$ 2,492,064.95	30	0.10%	Nov 30 2021	\$ 204.83	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Nov 1 2021	\$ 180,573.32	30	0.10%	Nov 30 2021	\$ 14.84	69	BUILDING MAINT 405
STAR OHIO	Nov 1 2021	\$ 209,253.25	30	0.10%	Nov 30 2021	\$ 17.20	2	GENERAL FUND 101
STAR OHIO PLUS	Nov 1 2021	\$ 2,406,473.69	30	0.10%	Nov 30 2021	\$ 197.79	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Nov 1 2021	\$ 67,420.89	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Nov 1 2021	\$ 7,612,371.56	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 313,102.27					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,826.04					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,749,401.53					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 17,695,215.26						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2021-10-02

Oct-21	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
4-Oct-2021	Howard Stringfellow	Unrestricted Contribution	N/A	SMITH	\$20.00
22-Oct-2021	Sharon R & Raman J Singh	Restricted Contribution	The Elmer B & Thelma M Rose Fund	FFB	\$50,000.00
TOTAL					\$50,020.00

Oct-21 STAFF CHANGES
EXHIBIT #2021-10-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
5-Oct-2021	Michelle Giraud	Public Service Assistant	25.0	3	1201	BKM

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
11-Oct-2021	Hannah Kuhn	Public Service Assistant	20.0	2	1202	FFB

