

LORAIN PUBLIC LIBRARY SYSTEM
LORAIN, OHIO

REGULAR MEETING MINUTES

Thursday, July 21, 2022

President Dr. Gloria Badillo called the meeting to order at 5:02 p.m. and welcomed everyone. No Trustees indicated a conflict with the business being considered this evening.

Roll Call: President Dr. Badillo, yes; Mr. Ackerman, yes; Ms. Torres, yes; Ms. Schiemann, yes; Ms. McClelland, yes. Ms. Monica Snipes-Martin was absent.

#2022-035 Approval to Enter Into Executive Session

Ms. McClelland moved, and Ms. Schiemann seconded adjourning to Executive Session to discuss collective bargaining matters and imminent legal action.

Roll Call: yeas, unanimous

The Board exited the Regular Session and opened the Executive Session at 5:04 p.m.

The Board exited the Executive Session and re-opened the Regular Session at 5:50 p.m.

#2022-036 Resolution to Approve the June 16, 2022, Regular Meeting Minutes

Mr. Ackerman moved, and Ms. Schiemann seconded to approve the June 16, 2022, regular meeting minutes.

Roll Call: yeas, unanimous

#2022-037 Resolution to Approve the June 2022 Fiscal Officer's Report

Ms. Torres moved, and Ms. McClelland seconded to approve the June 2022 Fiscal Officer's Report.

Roll Call: yeas, unanimous

Fiscal Officer Maria Robinson stated the unexpended cash fund balance of all funds was \$27,120,379. Operating funds (Cash) \$16,877,983 decreased from \$18,051,608 last month. Operating funds (after encumbrances) \$13,629,185 down from \$14,388,605 last month. Encumbrances for all funds totaled \$9,843,927. Ms. Robinson stated the balance in the checking

accounts as of 6/30/2022 was \$1,091,581 and the balance in all holdings was \$27,120,379. Revenues for the month of June (without transfers or advances) totaled \$496,785.

PLF Revenues received for the month of June were \$464,603. As of 6/30/2022 the Library has received \$2,658,754 (56.4%) of the estimated annual of \$4,714,738. Ms. Robinson further stated as of 7/14/2022, the Lorain County Auditor's office sent notification that the Department of Taxation has revised Lorain County's Calendar Year 2022 PLF estimate from \$10,352,695 to \$11,161,661 (increase of \$808,966). The Library's portion of this increase is \$368,229. Ms. Robinson stated the Total Revenues (without transfers or advances) at 6/30/2022 of \$7,138,584 are 57.3% of the estimated \$12,458,372.

Ms. Robinson stated the expenses for the month of June (without transfers or advances) totaled \$1,620,730. Ms. Robinson further stated the large expenses for the month were for the Avon Project and the July 5th payroll hitting the books on June 30 due to the bank being closed for the holiday. Expenses year-to-date (without transfers or advances) at 6/30/2022 of \$8,786,834 are at 32.4% of the budgeted \$27,144,620 Annual Expenses (without transfers or advances). Ms. Robinson further stated expenses plus encumbrances for the year totaled \$18,630,761 or about 68.6% of the budgeted expenses without transfers or advances.

Ms. Robinson stated STAR Ohio was yielding 1.15% as of 6/30/2022. Interest earned in June totaled \$8,982 and the total of the Board's investments as of 6/30/2022 was \$25,928,584.

Ms. Robinson stated there were no public records request for the month of June.

Ms. Robinson stated the Library currently banks with Northwest Bank, JP Morgan Chase, STAR Ohio, and First Federal of Lakewood and the Library will transfer a significant amount of money into other financial institutions that provide better customer service than Northwest Bank and is a better value for the Library.

In regard to the JP Morgan chase account, Fiscal met with the Library's bank representative to add fraud protection to the JP Morgan checking accounts. Ms. Robinson gave an overview of the Positive Pay system and stated only checks issued by the CFO will clear the bank and for the correct amount, also added is an ACH Debit Block which is to ensure only approved companies can electronically withdraw money from the Library's accounts.

Ms. Robinson stated her office has added fraud protection to the JP Morgan Checking Accounts. She further stated Check Fraud Protection has also been added to ensure the checks issued will clear the bank for the correct amount.

REPORT OF THE DIRECTOR

On June 21, Trustee Torres and Director Diamond-Ortiz met with representatives from the libraries that share the PLF funds for Lorain County. It was a spirited conversation that traversed many topics related to library service and the nature of the population-based formula. The group ultimately came to a consensus that would allow for a four-year phase-in to include the prison population in Lorain County as part of the PLF formula. The libraries agreed that the existing population-based formula should remain in place, with the inclusion of the prison populatio

being the only change. The formula will be reconsidered after the publication of the 2030 Decennial Census. Each library will pass the same resolution which will then be submitted to the County Auditor in August.

From June 23-28, Director Diamond-Ortiz attended the American Library Association Conference in Washington, DC. She was invited to be a panel member for the ALA Top Tech Trends panel discussion. She also wrapped up her term as Chair of the Public Library Association Technology Committee. There were many hot topics at the conference, including First Amendment audits, book challenges, looking at librarianship through the equity lens, and inclusive service design.

The Library provided wireless routers for 12 Ukrainian families and signed them up for library cards. Further, the Library is ordering children's books in Ukrainian for the families to share.

Through the partnership with the United Way for tax preparation, **406** tax returns were prepared which resulted in **\$545,327** in refunds brought back to the community. It is estimated that **\$110,838** was saved by taxpayers for using free tax prep at the Library instead of paying a tax preparer.

The Library is working with NEO-RLS on the 2023-2025 strategic planning process. The first step is a community survey that will be open August 1-31. NEO-RLS staff will facilitate a planning session with the Board at the September 15, 2022, meeting as well as sessions with staff and leadership to follow.

2022 Program of Work

2022 Monthly Statistics Report

2022 Strategic Goals

COMMITTEE REPORTS

Friends of the Library: The Columbia Branch held a book sale and raffle July 5th-9th.

Foundation of the Lorain Public Library System: The Foundation received a donation from the Estate of Joan Stevens for \$300,000. Ms. Stevens taught in the Lorain School System previously.

NEW BUSINESS

#2022-038 Resolution to Approve Lorain County PLF (Public Library Fund) Distribution Formula

WHEREAS, the public libraries eligible to receive a portion of the Public Library Fund (PLF) designated for Lorain County, then known as the Library and Local Government and Support Fund (LLGSF), mutually agreed at a March 22, 2005, meeting of Lorain County Boards of Trustees that population of the districts as verified by the Ohio Department of Development, excluding the population counts of the Ohio Department of Rehabilitation & Correction institutions, should be the sole determining factor in the distribution of the proceeds of the Library and Local Government and Support Fund (LLGSF). Further, it was deemed at said meeting that such equalized distribution shall be a phased process over a five-year period; and

WHEREAS, each library board passed a resolution in 2005 memorializing this agreement and communicated the formula to the Lorain County Budget Commission. This modified population-based formula remained in effect with adjustments for the 2010 and 2020 Decennial Census population figures, and

WHEREAS, the libraries mutually agreed at a June 21, 2022, meeting to include the population counts of Ohio Department of Rehabilitation & Correction (ODRC) institutions when determining the distribution of the PLF designated for Lorain County. Further, the libraries agreed to a phased process over a four-year period to include the population counts for the ODRC in the distribution formula; now therefore be it

RESOLVED, that all public libraries eligible to receive a portion of the Public Library Fund (PLF) designated for Lorain County agree to the following:

- 1) In calendar year 2023, 25% of the total population counts of Ohio Department of Rehabilitation & Correction (ODRC) institutions in Lorain County will be included in the PLF distribution formula.
- 2) In calendar year 2024, 50% of the total population counts of Ohio Department of Rehabilitation & Correction (ODRC) institutions in Lorain County will be included in the PLF distribution formula.
- 3) In calendar year 2025, 75% of the total population counts of Ohio Department of Rehabilitation & Correction (ODRC) institutions in Lorain County will be included in the PLF distribution formula.
- 4) In calendar year 2026, 100% of the total population counts of Ohio Department of Rehabilitation & Correction (ODRC) institutions in Lorain County will be included in the PLF distribution formula. And be it further

RESOLVED, that this PLF population-based distribution will remain in effect until January 1 following the publication of detailed census block data from the 2030 Decennial Census.

Mr. Ackerman moved, and Ms. McClelland seconded to approve the Lorain County PLF (Public Library Fund) Distribution Formula.

Roll Call: yeas, unanimous

#2022-039 Resolution to Approve Staff Appointments

APPOINTMENTS								
NAME	POSITION	DATE	PT/FT/TEMP	GRADE/STEP	SALARY	HOURS	DEPT/BRANCH	REASON FOR CHANGE: PROMOTION/HOURS SALARY/TRANSFER RESIGNATION
Isabell Lash	Student Library Aide	7/11/22	PT	A	\$9.30	15	Main	New
Jahzaire Brown	Student Library Aide	7/11/22	PT	A	\$9.30	15	Main	New
Joy Walk	Librarian	7/18/22	FT	UJ/6	\$23.185	38	Main	Linnea Fox

Mr. Ackerman moved, and Ms. Torres seconded to approve staff appointments.

Roll Call: yeas, unanimous

#2022-40 Approval of Recommendation for Lorain Public Library System Board of Trustees Member

Ms. Schiemann moved, Ms. McClelland seconded to recommend to the Lorain City School District Board of Education the appointment of Melissa Perez Ramirez to fill the unexpired term of Thomas Dake II as Trustee, for the period of September 1, 2022, through December 31, 2024.

Roll Call: Unanimous

With no further business to come before the Board, the meeting was adjourned at 6:34 p.m.

ATTEST:


President


Secretary

