

Board of Trustees
October 16, 2014

0093-2014

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System

Thursday, October 16, 2014

5:00 p.m. Columbia Branch, 13824 W. River Rd. North, Columbia Township, OH
Regular Business Meeting

Mr. Virden called the meeting to order at 5:00 p.m.

Roll Call

Present: Mr. Dore, Ms. Hatch, Mr. Kovach, Ms. Tomas, Mr. Virden

Regular Business

#2014-089 Approval of Minutes

Ms. Tomas moved, Mr. Kovach seconded that the minutes of the September 18, 2014 meeting be approved.

Roll Call: yeas, unanimous

#2014-090 Approval of Chief Fiscal Officer's (CFO's) Report

Mr. Dore moved, Ms. Hatch seconded that the Treasurer's Report for the month ending September 30, 2014 be approved.

Mr. Wilson reported to the Board that the month end cash balance as of September 30, 2014 was \$10,000,249.00. Of the September month end cash balance, \$7,750,307 was in Operating/Governmental Funds, of which \$6,789,121 was unencumbered. Revenues for the year totaled \$7,292,737 which represented 87.6% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$6,203,046 which is 64.4% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$8,720,467 or 78.6% of the *estimated* annual expenses for 2014. The unencumbered cash balance as of September 30, 2014 is \$8.9 million, which was less than the September 30, 2008 balance of \$9.9 million.

Mr. Wilson received a letter from the Auditor of State's Office advising that approval for the new HRA 901 Fund is not necessary, as the library is not a political subdivision under R.C. 5705.

No public records requests.

Regular Business Continued (*Fiscal Officer's Report continued*):

Mr. Wilson attended the Ohio Association of Public Treasurers Annual Conference.

Mr. Wilson was in attendance for several webinars offered by Hyland Software and visited North Ridgeville's IT Director, since they use OnBase Software. This was done to follow up on real time information access by the board.

Mr. Wilson and Sheila Lanning, Assistant Fiscal Officer, will attend the Ohio Library Fiscal Officers Association Fall Conference on October 17, 2014.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed everyone to the Columbia Branch and thanked the Columbia Friends for providing food for the meeting. Ms. Eldridge reminded the board that the Ohio Library Council (OLC) is asking all library directors to contact local newspapers to discuss restoring the Public Library Fund (PLF) to 2.22% of General Fund Revenues. Ms. Eldridge is working with Lyn Crouse and Mary Crehore to speak with editors of local newspapers. Ms. Eldridge and Mr. Virden will send letters and resolutions to the governor and state elected officials. Ms. Eldridge will send a PDF copy of the letter to board members. Ms. Eldridge asked if the board has any other ideas and to please let her know.

Board/Personnel

The recruitment of the new Community Service Manager position has been put on hold. The Manager On-Call has been used more than anticipated.

Community Events

On September 30, 2014 Lorain Admiral King Elementary was evacuated. Since then, the Main Library has become a bus stop for some of the children.

September 25 and October 2, 2014, were the dates of the Tours of the Library. Although not as many people as anticipated were in attendance, it was rewarding to see the beauty of local libraries showcased.

Ms. Eldridge attended Second Harvest Foundation Fundraiser on September 28, 2014.

Report of the Director (*Community Events continued*):

On October 9, 2014, Ms. Eldridge attended the Arthritis Foundation Fundraiser.

Facilities

Lorain County has offered to help resolve the flooding issues at the Columbia Branch.

The Main Library's Sixth Street replacement is complete. Ms. Eldridge sent a thank you letter to the Mayor and City Council.

Statistics

After reviewing the five year statistics for Overdrive and other e-media venues, Ms. Eldridge concluded the library has a menu of e-media items offered and it is too premature to conclude which venue is best. Ms. Eldridge believes having the diversity in e-media gives the patrons an opportunity to use different formats and the ability to research which format is easiest for them to operate.

Report of Assistant Director

Ms. Whitney welcomed everyone to the Columbia Branch. Ms. Whitney advised a couple of grievances by Ms. Wimmer were received from SEIU 1199. One of the Grievances has moved up to a Level 4, and Mediation for the Grievance has been scheduled.

Lorain County has stepped in to help along with Columbia Township for the flood remediation at the Columbia Branch. Ms. Whitney thanked maintenance for installing additional carpet squares to level out the floor in the meeting room at Columbia. Installation of the fireplace facade back on the wall in the meeting room is pending.

Domonkas Branch's front door and sidewalk leading up to the front door are being replaced. While this project is underway the front door will be roped off and patrons will be directed to the side door.

North Ridgeville Branch's landscape and bulb replacement for track lighting have been completed. Chair replacements in the Children's area are on order. Artwork for the Reading Room is being ordered. The stone benches for the entryway and the re-lettering of the interior directional signs are underway. Ms. Whitney thanked North Ridgeville Friends for their \$15,000.00 donation for building enhancements.

Report of Assistant Director continued:

Office chairs have been ordered to replace the old chairs at South Branch. The front door repair is progressing and they are working on the color palette for flooring replacement and painting.

Ms. Whitney gave a presentation at the Avon Branch during the Bus Tour. Ms. Whitney thanked Susan Spivey for her presentation on e-media at the North Ridgeville Branch during the Bus Tour. The fireplace that was donated by the Friends of the library was installed and art work will be purchased for the Quiet Reading Room.

Committee Reports

No Committee or Fraud Hotline reports.

Audience Participation

Supervisor:

Susan Spivey, Librarian Supervisor of the Columbia Branch, expressed her gratitude for everyone in attendance. Ms. Spivey was eager to let everyone know what will be happening at the Columbia Branch in the month of October. Christine Benedict, a local author, will be at the Columbia Branch Saturday, October 18, 2014, introducing her book *Anonymous*. There is a Family Story Time Series, a Ghost Hunters presentation and a Boosting Technology education also going on during the month of October. Ms. Spivey thanked everyone for what they do for the Library System and thanked the Columbia Friends for providing the refreshments for the Board Meeting.

Friends of the Library

Columbia Friends book sale last week turned out well, netting over \$700.00. The next meeting will be October 21, 2014. Mr. Kovach gave kudos to Ms. Spivey as two weeks prior one of the friends of the library left his briefcase at the Columbia Branch and called Mr. Kovach concerned. Mr. Kovach made several phone calls and at 8:30am the following morning Ms. Spivey met the gentleman at the Columbia Branch to safely return his briefcase.

North Ridgeville Friends held their last meeting on October 6, 2014. The next book sale is October 20, 2014. The Noon Year's Eve Celebration will be coming up in December 31st. On December 6, 2014, they will be taking part in Holiday on the Ridge.

Domonkas Friends book sale netted over \$700.00. Their next meeting will be held in January. There will be no book sale in January due to weather concerns.

Audience Participation (*Friends of the Library continued*):

Lorain Friends will hold their next meeting on October 21, 2014 at the South Branch. They netted almost \$2400 from the book sale including on line sales.

Avon Friends donated \$1300 toward the fireplace. There is no meeting scheduled at this time. The next book sale will be held in November.

Foundation

No report per Ms. Tomas.

Other

None

VIII. New Business

#2014-119 Approval of Personnel Appointments

Mr. Kovach moved, Ms. Hatch seconded to approve the following personnel appointments:

- Debra Jackson, Manager-on-Call, temporary, full-time, system-wide for the Lorain Public Library System, effective September 29, 2014, as needed through December 31, 2014, and may be terminated at anytime subject to the needs of the Library, at an hourly rate of \$20.00, grade EK.
- Sydney Fickel, Library Aide, part-time, Public Services at the Main Library, at an hourly rate of \$7.968, grade UA, step 2.

Roll Call: yeas, unanimous

#2014-120 Acceptance of Donations/Grants

Ms. Hatch moved, Mr. Kovach seconded to accept donations/grants as follows:

Lorain Rotary Club – for the purchase of books	-	\$ 600.00
Lorain Rotary Gerald Prucha Fund – Library Svcs.	-	\$ 1,000.00
Friends of the North Ridgeville Branch Library	-	\$ 3,409.98

Roll Call: yeas, unanimous

New Business Continued:

#2014-121 Resolution Accepting the Tax Levy Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor

Ms. Hatch introduced the following resolution and moved its passage, Ms. Tomas seconded the motion:

WHEREAS, The Library Board of Trustees in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2015; and

WHEREAS, The Budget Commission of Lorain County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Library Board of Trustees of the Lorain Public Library System, Lorain County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A					
Summary of Amounts Required From General Property Tax Approved By Budget Commission, and County Auditor's Estimated Rates					
FUND	Amount Requested of Budget	Amount Approved by Budget	Amount to be Derived From Levies	County Auditor's Estimate of Tax Rate to be Levied	
	Commission Levies Outside 10 Mill Limitation	Commission Inside 10 Mill Limitation	Outside 10 Mill Limitation	Inside 10 Mill Limit	Outside 10 Mill Limit
Column I	Column II	Column III	Column IV	Column V	Column VI
Lorain CSD			2,253,216		4.08
Sheffield Lake City			324,218		2.20
Avon City			438,654		1.20
North Ridgeville City	Levy Passed 05/06/14		1,243,611		1.91
Columbia Township			360,019		1.74
TOTAL ALL FUNDS	0		0 4,619,718	0	11.13

New Business Continued (*Resolution 2014-121*):

SCHEDULE B		
Levies Outside 10 Mill Limitation, Exclusive of Debt Levies		
Fund	Maximum Authorized To be Levied	
General Fund: Lorain CSD Current Expense Levy authorized by voters on 05/03/2011 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016	4.08	
Local Levy Funds: Sheffield Lake City Library Levy authorized by voters on 05/03/2011 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016	2.20	
A Library Levy authorized by voters on 05/06/2014 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016 Levy Passed 05/06/14	1.20	
North Ridgeville City Library Levy authorized by voters on 05/05/2009 not to exceed 5 years. Beginning 2014 Duplicate Expiring Last	1.91	
Columbia Township Library Levy authorized by voters on 5/04/2010 not to exceed 5 years. Beginning 2010 Duplicate Expiring Last Collection 2015	1.74	

Roll Call: yeas, unanimous

#2014-122 Increase to Appropriations for Maximum Potential “Employer Share” of Health Insurance Deductibles on Library’s Health Insurance Plan

Mr. Kovach moved, Ms. Tomas seconded to approve the increase in appropriations of One Hundred and Twenty-Nine Thousand, Five Hundred Dollars (\$129,500) for the maximum potential employer-portion of health insurance deductions arising from the adoption of the partially self-funded 2014-2015 COSE/Medical Mutual Plan.

New Business Continued (*Resolution #2014-122*):

101-01-51611	Employer Deductions – Administration	\$ 12,250.00
101-11-51611	Employer Deductions – Outreach	\$ 8,750.00
101-12-51611	Employer Deductions – Public Relations	\$ 5,250.00
101-14-51611	Employer Deductions – Technical Services	\$ 15,750.00
101-16-51611	Employer Deductions – Technology	\$ 7,000.00
112-04-51611	Employer Deductions – Avon	\$ 3,500.00
120-07-51611	Employer Deductions – Columbia	\$ 7,000.00
122-08-51611	Employer Deductions – Domonkas	\$ 5,250.00
110-10-51611	Employer Deductions – North Ridgeville	\$ 10,500.00
130-02-51611	Employer Deductions – Adult Services	\$ 21,000.00
130-03-51611	Employer Deductions – Circulation/Operations	\$ 15,750.00
130-05-51611	Employer Deductions – Childrens Services	\$ 10,500.00
130-09-51611	Employer Deductions – Maintenance	\$ 1,750.00
130-13-51611	Employer Deductions – South	\$ 5,250.00

Roll Call: yeas, unanimous

#2014-123 Approve New Contract with Schill Landscaping to Provide Snow Removal Service for the Main Library, South, Avon, Domonkas and North Ridgeville Branches

Mr. Kovach moved, Ms. Tomas seconded to authorize the CFO to enter into a new three-year contract with Schill Landscaping to provide annual snow removal services with three percent (3%) increases, in an amount not to exceed Twelve Thousand, Six Hundred and Forty Dollars (\$12,640) for basic parking lot and sidewalk clearing, plus additional charges for sidewalk salt and ancillary services as needed, for the 2014-15 winter season.

Roll Call: yeas, unanimous

#2014-124 Approve Renewal of Contract with Schill Landscaping to Provide Lawn Service for the Main Library and the South and Domonkas Branches

Ms. Tomas moved, Mr. Kovach seconded to authorize the CFO to renew the contract with Schill Landscaping to provide annual landscaping services in the amount of \$18,112.12, for the year 2015.

Roll Call: yeas, unanimous

New Business Continued:

#2014-125 Resolution Requesting the Restoration of Full Public Library Funding

Mr. Kovach moved, Ms. Tomas seconded to approve the following resolution:

WHEREAS, Public libraries in Ohio are open to all citizens more than 2.1 million hours a year; and

WHEREAS, 1.8 million children and 7.1 million adults are card holders at public libraries in Ohio; and

WHEREAS, Annual visits to Ohio's public libraries recently reached more than 85 million; and

WHEREAS, State funding for public libraries ensures all Ohioans have access to any library in the state regardless of where they live; and

WHEREAS, Public libraries provide public access to the Internet, computers, and the latest technology; and

WHEREAS, Public libraries help Ohioans find jobs, offer literacy and homework help centers, and provide life-long learning opportunities and programming for all ages; and

WHEREAS, State funding for public libraries has been cut by more than \$105 million since 2008 resulting in a 24% loss in funding; and

WHEREAS, Public libraries currently receive the same level of state funding they received in 1996;

THEREFORE BE IT RESOLVED, that we, the members of the Lorain Public Library Board of Trustees, respectfully request that the Governor and members of the Ohio General Assembly restore the Public Library Fund (PLF) to 2.22% of the total General Revenue Fund (GRF).

Roll Call: yeas, unanimous

#2014-126 Resolution Thanking Columbia Township and Lorain County for Their Action in Remediating Flooding Issues at the Columbia Branch Library

Ms. Tomas moved, Mr. Kovach seconded to approve the following resolution:

WHEREAS, the Columbia Branch Library plays an essential role in the Columbia Township community by improving the quality of life as a gateway to the world of lifelong learning; and

WHEREAS, providing library services that are utilized by the Columbia Township community is essential; and

WHEREAS, it is essential for the Lorain Public Library System to work with the Columbia Township Trustees and Lorain County to prevent flooding from recurring in the future

THEREFORE BE IT RESOLVED, the Lorain Public Library Board of Trustees offers its gratitude and appreciation to the Columbia Township Trustees; Lorain County Administrator James Cordes; Lorain County Community Development Director Donald Romancak; staff of the Lorain County Stormwater Management District; the staff from Ken Carney, Lorain County Engineer, and any other Lorain County officials and staff for working with the Library to provide a dry and secure Columbia Branch Library that can be used by everyone.

Roll Call: yeas, unanimous

Board of Trustees
October 16, 2014

00102-2014

IX. Other Agenda Items

X. Next Meeting

Library Services and Personnel Committee
October 16, 2014 (*immediately following this Board Meeting*)
Columbia Branch Library

Board of Trustees Regular Business Meeting
November 20, 2014 at 5 p.m.
South Branch Library

XI. Adjournment Time: 5:39 p.m.

Attest:

 Homer A. Vander , President

 Susan J. Hatch , Secretary