

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, September 20, 2018
5:00 p.m. Avon Branch Library, 37485 Harvest Drive, Avon, OH
Regular Business Meeting

Mr. Dore called the meeting to order at 5:03 p.m.

Roll Call

Present: Col. Belanger, Mr. Dore, Ms. Schiemann, Ms. Torres,

Regular Business

No board member indicated a conflict of interest with today's agenda.

#2018-107 Approval of Minutes

Ms. Schiemann moved, Ms. Torres seconded that the minutes of the August 16, 2018 meeting be approved.

Roll Call: yeas, unanimous

#2018-108 Approval of Fiscal Officer's Report

Ms. Torres moved, Ms. Schiemann seconded that the Fiscal Officer's Report for the month ending August 31, 2018 be approved.

Mr. Wilson reported to the Board that the month end cash balance as of August 31st was \$13,206,076. The Operating funds cash balance was \$10,232,433, of which \$9,312,015 was unencumbered. The unencumbered cash balance overall as of August 31st was \$11,721,019. The revenues to date were \$8,444,978, that was 83.4% of estimated annual revenues without advances or transfers. Year to date expenses of \$6,283,941, represent 59% of the estimated expenses without advances or transfers. Expenses plus encumbrances was \$7,768,998, which was 72.9% of annual estimated expenses.

Mr. Wilson stated the library has received most of the estimated taxes for the year. North Ridgeville's levy funds are expected later in September.

The Library received correspondence from Attorney Martin J. Conry, informing us that one of our donors had passed away and designated that 25% of her net trust estate be transferred to the Community Foundation of Greater Lorain County.

Fiscal Officer's Report continued:

Of that transfer, 20% of the annual income is to be distributed to the Domonkas Branch Library. A very early estimate is that the Domonkas Branch Library will receive approximately \$10,000 annually.

Mr. Wilson noted he has been getting positive feedback from the community about the Main renovation.

There were no Public Records' Requests.

The fiscal office staff attended the SSI Annual Users Group Conference in Sandusky at Kalahari. In reviewing the upgrade to the current accounting software, we will make some changes to our current account structure in order to better utilize the new VIP software. Mr. Wilson stated that in order to have a clean year-end in 2018, and to give all parties adequate time to adjust to the new software and purchasing procedures, the Library will ask SSI to plan implementation of the VIP software for the beginning of 2019. Mr. Wilson stated that the library will utilize SSI's GAAP Reporter software for 2018 year-end reporting, and he does not know if it is fully compatible with the new VIP software.

Mr. Wilson stated the library is in the process of reviewing hardware changes to allow cash registers to work with SIRSI and credit cards.

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz welcomed everyone to the Avon Branch. Ms. Diamond-Ortiz invited the Trustees to attend the Candidate Forum on October 12, 2018 at 8 am at the Oberlin Public Library.

Ms. Diamond-Ortiz discussed the proposed expansion of the Avon Branch Library with the Avon City Council. Ms. Diamond-Ortiz and Donna Kelly-Sprinkle will be attending a meeting with Mayor Jensen Monday, September 24, 2018 to present the initial site plan. The library hopes to build momentum and buy in for building a new library to serve the Community.

Ms. Diamond-Ortiz asked Elaine Betting, Director of Community Engagement, to share results of the 2018 Summer Reading Program. The Summer Reading participation nearly doubled over 2017. This year the program tracked reading differently and was well received by parents and their children.

Report of the Director Continued:

Ms. Betting stated 13,000 people participated in the LPLS Summer Reading programs, including 1,000 adults. Ms. Betting stated that for the first time, Avon had more attendance than North Ridgeville. South Branch had 140 teens enrolled this year. Ms. Betting stated the Library gave out books upon sign up. The Library purchased a wide variety of books in different genres for prizes. Ms. Betting stated the kickoff for next year's Summer Reading is June 2nd 2019.

Committee Reports

None

Audience Participation

Supervisor

Avon Branch Manager, Donna Kelly Sprinkle welcomed the Trustees to Avon Branch and shared some of the thoughts that were collected about the future of the Avon Branch Library. "The Avon Library of the Future" poster on the floor with post it notes for patrons to add their own ideas on a new library.

Ms. Kelly Sprinkle read aloud an anonymous note of appreciation she received from a patron.

Friends of the Library

Book sales are currently happening at Domonkas, Main and Avon.

Avon will be having a membership drive on October 11 at 7pm. Jennifer Black, Director of Marketing, will help promote.

Ms. Schiemann shared that the scavenger hunt designed by the Columbia branch staff was well received at the Community Days event in Columbia Township.

Foundation

The Foundation of the LPLS, Inc. is currently working on an annual appeal to support *Discovery on the Go*. The LPLS Foundation members will be attending a training session on a new software fundraising program.

Other

Facilities Manager, Rick Gerena updated the Board on the Main Library renovation project. Mr. Gerena noted many projects are completed and a few are delayed but are close to completion. Mr. Gerena mentioned the response from patrons has been positive.

New Business

#2018-109 Approval of Personnel Appointments

Ms. Torres moved, Ms. Schiemann seconded to approve the following personnel appointments:

- Breanna Bouton, Student Library Aide at the Avon Branch Library, part-time, effective August 27, 2018, at an hourly rate of \$8.300, grade A.
- Dawn Woodward, Librarian, Public Services at the Main Library, full-time, effective September 12, 2018, at an hourly rate of \$20.182, grade UJ step 1.
- Katherine Nix, Content Marketing Strategist, full-time, effective September 17, 2018, at an hourly rate of \$20.25, grade E.
- Tara Kuriger, Student Library Aide at the North Ridgeville Branch Library, part-time, effective August 27, 2018, at an hourly rate of \$8.300, grade A.

Roll Call: yeas, unanimous

#2018-110 Acceptance of Donations/Grants

Ms. Schiemann moved, Col. Belanger seconded to accept donations/grants as follows:

Lorain Rotary Gerald Prucha Fund - Books for Main & South \$ 1,000.00

Roll Call: yeas, unanimous

#2018-111 Appropriation Budget Increase

Ms. Torres moved, Ms. Schiemann seconded to approve the following Appropriation (Expense) Budget increase in the amount of Five Hundred Thousand Dollars (\$500,000), for the completion of the Main Library Renovation project and other system-wide repairs that have been identified as needing to be undertaken in 2018.

401 Fund Building and Repair Fund \$ 500,000

Roll Call: yeas, unanimous

New Business Continued:

#2018-112 Revisions to the Board's Credit Card Policy

Ms. Schiemann moved, Ms. Torres seconded to approve the revisions to the Library's Credit Card Policy 2.08

CREDIT CARD POLICY (Rev. ~~2017-11-16~~ 2018-9-20)

2.08

The Board of Trustees shall permit the following staff members to use credit cards for expenses incurred while traveling as official representatives of Lorain Public Library System, and for other purchases not available through standard purchase order procedure: The Director, Assistant Director, Fiscal Officer, Facilities/Fleet Manager, Administrative Clerk for Purchasing, Technical Services Manager, Technology Manager, Human Resources Manager and Marketing Communications Manager. The credit cards shall have a limit of \$10,000, except that the Administrative Clerk for Purchasing card shall have a limit of \$20,000. Credit cards with limits of \$1,000 may be issued to Branch Librarian Supervisors for the purchase of on-line postage for passport transmittals. Credit cards shall list the Lorain Public Library as cardholder, and shall be housed with the Fiscal Officer. The Director, Assistant Director and Board shall periodically review usage and credit limits of the cards to ensure that their use is in the best interest of the library. ~~Expenditure Requests (Form A-55-02-rev)~~ Purchase Orders must be ~~completed~~ issued prior to by the above staff members ~~prior to~~ purchasing items using the credit card.

As per the Ohio Revised Code, the Library Director shall act as the Library's Compliance Officer, and shall review credit card transactions at least quarterly. The Fiscal Officer shall act as the Compliance Officer for the Library Director's credit card and shall review credit card transactions monthly.

The Fiscal Officer must file an annual report with the Library Board of Trustees detailing any and all rewards received from credit card accounts.

Per the Ohio Revised Code, the Finance, Audit and Properties Committee of the Board of Trustees must review the following at least semi-annually: the number of cards issued, the number of active cards issued, the cards' expiration dates, and the card's credit limits.

Officers and employees shall not use Library credit cards for personal use. Any officer or employee who suspects the loss, theft, or possibility of unauthorized use of a credit card must notify the Library Board of Trustees immediately.

Roll Call: yeas, unanimous

New Business Continued:

#2018-113 Revision to the Board’s Policy on Miscellaneous Fees

Ms. Torres moved, Ms. Schiemann seconded to approve a One Dollar (\$1.00) minimum-payment convenience charge for fees paid with credit or debit cards or other electronic point-of-service payment methods, Miscellaneous Fess 5.06:

MISCELLANEOUS FEES (~~2017-6-15~~ 2018-9-20 Rev)

5.06

Printers: Black and White	.10/page
Printers: Color	.20/page
Photocopies: Black and White 8 ½ x 11	.10/page
Photocopies: Color 8 ½ x 11	.20/page
Photocopies: Black and White 11 x 17	.10/page
Photocopies: Color 11 x 17	.20/page
Flash Drives	\$ 3.00
Ear Buds	\$ 1.00
Library Passport Execution Fee	\$ 2 35.00
Photograph Fee	\$ 11.00 each
Overnight Express Delivery Fee	\$ 24.00
<u>Credit or Debit Minimum-Payment Convenience Fee (applied to amount owed)</u>	<u>\$ 1.00</u>

Roll Call: yeas, unanimous

#2018-114 Approval to Contract to Develop Digital Local History Website

Ms. Torres moved, Ms. Schiemann seconded to authorize the Director to investigate and the CFO to approve a contract with Cleveland State University’s Digital Humanities Department, to utilize their services to develop a digital local history website, in an amount not to exceed Fifteen Thousand Dollars (\$15,000).

Roll Call: yeas, unanimous

Board of Trustees
September 20, 2018

00103-2018

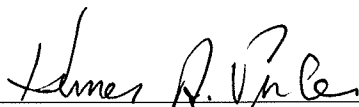
Other Agenda Items

Next Meeting

Regular Business Meeting
October 18, 2018 at 5 p.m.
Main Library

Adjournment Time: 5:33 p.m.

Attest:


_____, ^{v. c. v.} President


_____, Secretary