

LORAIN PUBLIC LIBRARY SYSTEM

LORAIN, OHIO

Minutes

Thursday, December 17, 2020, 5:00 p.m.

Streaming on the Library's You Tube Channel

Dr. Tomas called the meeting to order at 5:02 p.m. and welcomed all.

Dr. Tomas asked the Board if any member will have a conflict of interest to please state so. Ms. McClelland stated she had a conflict with #2020-120 Approval to Renew Purchasing Digital Content from Overdrive for 2021.

Roll Call

Present: Dr. Tomas, Dr. Badillo, Ms. McClelland, Ms. Torres, Ms. Snipes joined the meeting at 5:30 p.m.

#2020-118 Approval of Minutes of the November 19, 2020 Meeting

Dr. Badillo moved, Ms. Torres seconded that the minutes of the November 19, 2020 be approved.

Roll Call: Dr. Tomas, yes; Ms. Torres, yes; Ms. McClelland, yes; Dr. Badillo, yes

#2020-119 Approval of Fiscal Officer's Report

Dr. Badillo moved, Ms. McClelland seconded that the Fiscal Officer's report for November be approved.

Roll Call: Dr. Tomas, yes; Ms. Torres, yes; Ms. McClelland, yes; Dr. Badillo, yes.

The November Financials were included in the Board packets. There was a cash balance at month end of \$25,894,907. The cash balance in operating funds was \$12,493,817 and operating funds after encumbrances was \$11,636,218. The total unencumbered cash balance as of November 30, 2020 was \$24,021,670. The revenues year-to-date were at \$20,039,974 which was 102% of the estimated annual revenues without advances or transfers. The expenses year-to-date were \$8,103,523 which was 56% of the estimated expenses without advances or transfers. Expenses with encumbrances total \$9,705,398 which was 67% of the annual estimated expenses.

There was an update on the Fiscal Office's staffing changes. Georgina Cogley who was slated to start last week as the Assistant Fiscal Officer, decided not to accept the position due to personal

reasons. Connie Wilson, the new AP/AR Assistant started two weeks ago and is exceeding expectations. She has been a tremendous addition to the team.

There was no correspondences or public records requests.

Report of the Director

Director Ms. Diamond-Ortiz provided a summary of the projects on the 2020 Program of Work. Despite the pandemic, the Library successfully completed most of the projects slated for 2020. Ms. Diamond-Ortiz and Chief Operating Officer Cheryl Grizzell presented the 2021 Program of Work. The 2021 Program of Work includes capital projects at Avon and North Ridgeville, levies in Lorain and Sheffield Lake, a commemoration of the 20th anniversary of 9/11, development of an LTE network in Lorain and several strategic initiatives designed to strengthen the organization.

Ms. Diamond-Ortiz shared a report with the Board detailing the vast array of digital inclusion initiatives undertaken by the Library in 2020. Many of these projects were sparked by the pandemic and will continue into 2021.

Ms. Diamond-Ortiz shared updates from GPD on the Avon project. The schematic design process is almost complete and some renderings will be shared with the Board and the public once cost estimating is completed. Mr. Roger Riachi from RFC Contracting was on hand to answer questions about the project and stated that things are moving along and the project is still on track to begin construction in mid-2021.

Ms. Diamond-Ortiz encouraged the Board and the public to attend the virtual signing of the HB 325 on Monday, December 21st. HB 325 will be signed into law by Governor DeWine and will officially declare February 18 as Toni Morrison Day in Ohio. Librarian Cheri Campbell and Ms. Diamond-Ortiz were invited to participate virtually at the signing. The Today Show was at the Main Branch today filming for a program on the life and work of Toni Morrison. The filming at the Main Library featured the winners of the Toni Morrison essay contest from Toni Morrison Day 2020. The program will air later this month.

Monthly Statistical Report

Ms. Diamond-Ortiz gave the November Activity Report.

Special Report: Technology During the Pandemic

Highlights of the Technology During the Pandemic include: Hot spots provided to students in Avon, Lorain, North Ridgeville, and Sheffield Lake school systems for remote learning. Managers created Ask a Librarian email service. Customers can renew library cards from the LPLS website. Hoopla checkout limits have been increased. The Library has subscribed to Tutor.com. Quick Assist has been installed on all public computers which allows staff to help users remotely. LibChat software has been implemented. Managers worked with CLEVNET to pilot the self-checkout app.

Committee Reports-The Finance & Audit Committee met on December 11, 2020. Items discussed were: 2021 Budget, Capital Projects, and naming rights for spaces for the Avon Branch.

#2020-120 Approval to Renew Purchasing Digital Content from Overdrive for 2021

Ms. Torres moved, Dr. Badillo seconded to renew OverDrive Advantage in the amount of fifty thousand dollars (\$50,000) to provide patrons with digital books, audiobooks, and magazines.

Roll Call: Dr. Tomas, Dr. Badillo, yes; Ms. McClelland, abstain, Ms. Torres, yes.

#2020-121 Approval to Renew Purchasing Digital Content from Hoopla for 2021

Dr. Badillo moved, Ms. Torres seconded to renew Hoopla purchases in the amount of fifty thousand dollars (\$50,000) to provide patrons with downloaded books, music, and videos.

Roll Call: Dr. Tomas, yes; Dr. Badillo, yes; Ms. McClelland, yes; Ms. Torres, yes.

#2020-122 Approval to Renew Institutional Membership in Ohio Library Council for 2021

Ms. Torres moved, Dr. Badillo seconded to authorize the expenditure of an amount not to exceed fifteen thousand dollars (\$15,000) for the Library's institutional membership in the Ohio Library Council for 2021.

Roll Call: Dr. Tomas, yes; Dr. Badillo, yes; Ms. McClelland, yes; Ms. Torres, yes.

#2020-123 Approval to Update the Payee for the Main Library Culinary Makerspace Construction Project from Bialosky to RFC

Ms. McClelland moved, and Ms. Torres seconded Approval to issue payment in the amount of one hundred seventy-eight thousand nine hundred and eighty-nine dollars (\$178,989). RFC issued payment to Bialosky as the project management group.

Roll Call: Dr. Tomas, yes; Dr. Badillo, yes; MS. McClelland, yes; Ms. Torres, yes.

#2020-124 Approval to Renew Contract with Emerge for 2021

Dr. Badillo moved and Ms. McClelland seconded to renew contract with Emerge to host and support the Library's website not to exceed twenty-one thousand six hundred dollars (\$21,600).

Roll Call: Dr. Tomas, yes; Dr. Badillo, yes; Ms. McClelland, yes; Ms. Torres, yes.

#2020-125 Approval to Enter into Contract with Bodnar Printing for Four Issues of Library Newsletter for 2021

Ms. McClelland moved, Ms. Torres seconded to authorize the Library to enter into an agreement with Bodnar Printing for an amount not to exceed one hundred four thousand, three hundred sixty-eight dollars (\$104,368) to print issues of the Library's newsletter and distribute for placement in local newspapers.

Roll Call: Dr. Tomas, yes; Dr. Badillo, yes; Ms. McClelland, yes; Ms. Torres, yes.

#2020-126 Approval to Purchase Hold Locker Expansions for the Main and South Library Branches

Dr. Badillo moved, Ms. McClelland seconded to authorize the expenditure of an amount not to exceed eighteen thousand seven hundred and ninety dollars (\$18,790) to expand the hold locker equipment due to increased demand from COVID. Expense will be covered by the COVID Relief Sub-grant awarded to the Library from the City of Lorain.

Roll Call: Dr. Tomas, yes; Mr. Badillo, Ms. McClelland, yes; Ms. Torres, yes.

#2020-127 Approval of 2021 Estimated Revenues-General and Levy Funds

Ms. McClelland moved, Ms. Torres seconded to approve the estimated revenues for the general and levy funds for 2021:

FUND	GEN FUND	LORAIN LEVY	AVON LEVY	DOMONKAS LEVY	N RIDGEVILLE LEVY	COLUMBIA LEVY	TOTAL
1100 PUBLIC LIBRARY FUND	\$ 3,853,408						\$ 3,853,408
1200 TAX LEVIES	\$ -	\$ 3,354,418	\$ 1,262,989	\$ 439,962	\$ 1,430,947	\$ 404,059	\$ 6,892,375
3000 FINES, FEES, ETC.	\$ 23,000	-	-	-	-	-	\$ 23,000
4000 INTEREST ON INVEST	\$ 14,250	1,800	250	155	1,400	170	\$ 18,025
5000 SERVICES PROVIDED	\$ -	-	-	-	-	-	\$ -
6000 GIFTS/BEQUESTS	\$ 750		-	-	-	-	\$ 750
8000 SALES/REFUNDS/MISC.	\$ 3,700		-	-	-	-	\$ 3,700
9000 FUND TRANSFERS	\$ -	59,137	19,598	12,135	27,252	6,971	\$ 125,093
TOTAL ESTIMATED REVENUE	\$ 3,895,108	\$ 3,415,355	\$ 1,282,837	\$ 452,252	\$ 1,459,599	\$ 411,200	\$ 10,916,351

Ms. Ventura gave a presentation on the 2021 estimated revenues for the general and levy funds and stated the interest and gifts and donation amounts were very conservative.

Roll Call: Dr. Tomas, yes; Dr. Badillo, yes; Ms. McClelland, yes; Ms. Torres, yes.

#2020-128 Approval of 2021 Estimated Revenues-Other Funds:

Dr. Badillo moved, Ms. Torres seconded to approve the estimated revenues for other funds for 2021:

Approval of 2021 Estimated Revenues – Other Funds					
moved, seconded to approve the estimated revenues for other funds for 2021:					
Fund No.	Fund Name	Account Name	Amount		
206	State Library Grant Funds	Grant Contributions	\$ 50,000		
215	Book Memorial Fund	Interest	1,000		
		Contributions Main	10,000		
		Contributions Avon	500		
		Contributions Columbia	-		
		Contributions Domonkas	1,000		
		Contributions N. Ridgeville	50		
		Contributions Outreach	-		
		Contributions South	-		
330	Debt Service	Interest on Investments	180		
	For Avon Construction Project	Transfer-in from Gen Fund	660,000		
401	Building & Repair Fund	Interest on Investments	1,500		
		Transfer-in from Gen Fund	340,000		
430	Construction Fund (Avon Building Proj.)	Interest on Investments	4,000		
451	Capital Improvements Fund	Interest on Investments	50		
701	Hageman Trust Fund	Interest on Investments	500		
		Contributions	-		
702	Stocker Trust Fund	Interest on Investments	40		
801	Kurtz/Male	Interest on Investments	5		
803	Domonkas Trust	Interest on Investments	50		
TOTALS			\$ 1,068,875		

Ms. Ventura gave a presentation on the 2021 estimated revenues-other funds and stated the amounts were very conservative.

Roll Call: Dr. Tomas, yes; Dr. Badillo, yes; Ms. McClelland, yes; Ms. Snipes, yes; Ms. Torres, yes.

#2020-129 Approval of 2021 Permanent Appropriations Budget

Ms. Torres, moved, Ms. McClelland seconded to approve the permanent appropriations budget for 2021:

Fund	Name	Amount	
101	GEN FUND	\$ 5,033,986	
110	IN RIDGEVILLE LEVY	2,683,400	
112	AVON LEVY	831,938	
120	COLUMBIA LEVY	632,230	
122	DOMONKAS LEVY	552,345	OPERATING
130	LORAIN LEVY	4,407,393	\$ 14,141,292
206	State Library Grant	50,000	
215	BOOK MEMORIAL	155,200	
330	Debit Service	574,944	
401	BUILDING & REPAIR	1,300,000	
430	CONSTRUCTION FUND	4,000,000	
451	CAPITAL IMPROVEMENT	55,000	
701	HAGEMAN	52,600	
702	STOCKER	3,500	
801	KURTZ-MALE	1,000	
803	DOMONKAS TRUST	40,000	
TOTALS		\$ 20,373,536	

Ms. Ventura gave a presentation and stated the Operating total is one million higher than last year.

Roll Call: Dr. Tomas, yes; Dr. Badillo, yes; Ms. McClelland, yes; Ms. Torres, yes; Ms. Snipes, yes.

#2020-130 Approval to Modify Appropriations for Funds #207 COVID Relief Grant, #208 Covid Relief Subgrant-Lorain, and #430 Construction Fund

Ms. Torres moved, Ms. McClelland seconded to approve the increase to appropriations for the following funds:

Fund #207 by \$31.47 due to interest earnings

Fund #208 by \$6.83 due to interest earnings

Fund #430 by \$267,000 for construction expenses related to the Avon Building Construction Project for 2020.

Roll Call: Dr. Tomas, yes; Dr. Badillo, yes; Ms. McClelland, yes; Ms. Snipes, yes; Ms. Torres, yes.

#2020-131 Approval of Library Closings in 2021

Ms. Torres moved, Ms. Snipes seconded the motion to approve the following closures of the Library to the public in 2021:

January 1 -- New Year's Day	May 31 -- Memorial Day	July 5 -- Independence Day
September 6 -- Labor Day	October 11 --- Staff Development Day	November 24 -- All locations close at 6 pm
November 25 -- Thanksgiving Day	December 24 -- Christmas Eve	December 25 -- Christmas Day

Roll Call: Dr. Tomas, yes; Dr. Badillo, yes; Ms. McClelland, yes; Ms. Snipes, yes; Ms. Torres, yes.

Dr. Tomas wished the Board and all the employees of the Lorain Public Library System a very Merry Christmas and a healthy New Year.

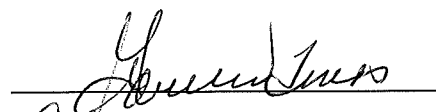
Dr. Tomas adjourned the meeting at 5:43 p.m.

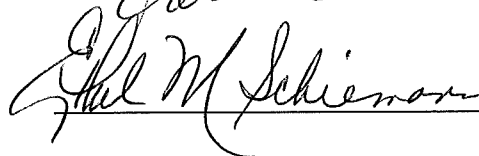
Next Meeting:

Organizational Meeting of the Library Board, January 21, 2021 at 4:00 p.m.

Regular Business Meeting of the Board, January 21, 2021 at 5:00 p.m.

ATTEST

 , President

 , Secretary