

**LORAIN PUBLIC LIBRARY SYSTEM  
LORAIN, OHIO**

**REGULAR MEETING MINUTES**

Thursday, September 15, 2022

President Dr. Gloria Badillo called the meeting to order at 5:19 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, yes; Ms. Melissa Perez Ramirez.

**Oath of Office:** Melissa Perez Ramirez was sworn in as a Trustee for the Board of the Lorain Public Library System by Executive Assistant Kathy Niehm. All in attendance welcomed Ms. Perez Ramirez to the Board.

The Library Services and Personnel Committee met this afternoon at 4:30 p.m.

**#2022-41 Resolution to Approve the July 21, 2022 Regular Meeting Minutes**

Mr. Ackerman moved, and Ms. Snipes-Martin seconded to approve the July 21, 2022 Regular Meeting Minutes.

**Roll Call: yeas, unanimous**

**#2022-42 Resolution to Approve the July/August 2022 Fiscal Officer Report**

Ms. Torres moved, Ms. Snipes-Martin seconded to approve the July/August 2022 Fiscal Officer's report.

**Roll Call: yeas, unanimous**

CFO Maria Robinson gave Trustees a breakdown of the July financial statement. Ms. Robinson stated the unexpended cash fund balance of all funds as of 7/31/2022 was \$25,970,296. Operating funds (cash) \$16,758,130 decreased from \$16,877,983 last month and operating funds (after encumbrances) \$13,770,727 up from \$13,629,185 last month. Encumbrances for all funds totaled \$8,560,184.

Ms. Robinson stated the balance in the checking accounts as of 7/31/2022 was \$1,187,092 and the balance in all holdings as of 7/31/2022 was \$25,970,296.

Ms. Robinson commented the revenues for the month of July (without transfers or advances) totaled \$523,566. The PLF revenues received for the month of July totaled \$497,596. Total revenues (without transfers or advances) at 7/31/2022 of \$7,662,152 are 61.5% of the estimated \$12,458,372.

Ms. Robinson stated the expenses for the month of July (without transfers or advances) totaled \$1,673,649. Expenses year-to-date (without transfers or advances) at 7/31/2022 of \$10,460,509 are at 38.6% of the "budgeted" \$27,144,620 Annual Expenses (without transfers or advances). Expenses plus encumbrances for the year totaled \$19,020,693 or about 70.1% of the "budgeted" expenses without transfers or advances.

CFO Maria Robinson gave Trustees a breakdown of the August financial statement. Ms. Robinson stated unexpended cash fund balance of all funds as of 8/31/2022 was \$26,341,916. Ms. Robinson commented that the operating funds (cash) \$7,873,013 increased from \$16,758,130 last month. Operating funds (after encumbrances) \$15,402,769 up from \$13,770,727 last month. Encumbrances for all funds totaled \$7,313,272.

Ms. Robinson stated the balance in the checking accounts as of 8/31/2022 was \$2,683,796. The balance in all holdings as of 8/31/2022 was \$26,341,916.

Revenues for the month of August (without transfers or advances) totaled \$2,049,879. PLF revenues received for the month of August totaled \$373,027. At 8/31/2022 the library has received \$3,529,377 (74.9%) of the estimated annual \$4,714,738. Total revenues (without transfer or advances) at 8/31/2022 of \$9,712,031 are 78.0% of the estimated \$12,458,372.

Ms. Robinson stated the expenses for the month of August (without transfers or advances) totaled \$1,678,259. Expenses year-to-date (without transfers or advances) at 8/31/2022 of \$12,138,768 are at 44.7% of the "budgeted" \$27,144,620 annual expenses (without transfers or advances). Expenses plus encumbrances for the year totaled \$19,452,039 or about 71.7% of the "budgeted" expenses without transfer or advances.

Ms. Robinson stated STAR Ohio was yielding 2.28% as of 8/31/2022. Interest earned in July and August totaled \$11,764 and \$16,173, respectively. Ms. Robinson stated the Board's investments as of 7/31/2022 and 8/31/2022 were \$24,782,224 and \$23,657,240 respectively.

Ms. Robinson stated there were no public records requests for July or August. In regard to JP Morgan Chase, Ms. Robinson stated the ACH Debt Blocker and Positive Pay Programs are working as planned with no issues.

Ms. Robinson stated there were two disposals of outdated microfiche machines from Columbia and North Ridgeville.

Ms. Robinson notified Trustees she received renewal documents for the Ohio Plan renewal from Hylant. Ms. Robinson also stated the asset amounts were increased due to inflation by 5% and overall, the premiums have increased 3% with a new premium of \$48,874. Ms. Robinson stated due to the increasing possibility of cyber security issues, she is suggesting raising the coverage

for cyber security to \$1,000,000 which results with a premium increase of \$1,943. Trustees had a discussion and suggested the coverage amount to be raised to \$1,000,000.

**#2022-42B Resolution to Increase Cyber Security Coverage from Hylant to \$1,000,000 with a Premium Increase of \$1,943**

Mr. Ackerman moved, and Ms. Torres seconded to increase cyber security coverage to \$1,000,000 with a premium increase of \$1,943.

**Roll Call: yeas, unanimous.**

**REPORT OF THE DIRECTOR**

Highlights of the Director's Report for July:

- Avon Branch programming continues to have weekly Grab and Go bags; Storytime in the Woods was held this Summer
- Main Branch had many Summer culinary literacy programs
- City Fresh is going well this season
- Crafting programs remain popular at the South Branch
- There were a lot of fun and popular programs at the Domonkas Branch
- The North Ridgeville Branch partnered with the North Ridgeville Parks and Rec Department and Senior Center to host Senior Reading Buddies.
- Outreach: Staff facilitated a STEM activity with thirty-six participants at The Nest Preschool (Avon)
- Public Relations: The Chronicle ran a photo and story about the Mamava lactation pod at Main; The Morning Journal ran a photo and story about the Maker in Residence Robert Wagner and his paintings; North Ridgeville Senior Center and Senior Years newspaper ran a list of programs for seniors in their newsletter; an ad ran in LaPrensa to promote the Financial Education program and Family Gardening Program at South
- IT: All Maker Space equipment has been received at the Avon Branch; LPLS analog telephone lines have been upgraded to digital, with a savings of \$15,000 per year
- Facilities: Domonkas hardscapes in progress; Domonkas fire alarm system replacement in progress.

Highlights of the Director's Report for August

- Summer Lunch Programs ended with a total of 1055 lunches served from Main, South, and Domonkas Branches
- The summer Reading Program ended on August 6 with a total of 2,800 individuals participating
- Staff interacted with over 1200 people at the North Ridgeville Corn Festival

## Highlights of the Director's Report for August-Continued

- Through the generosity of Operation Warm and funders of the Stocker Foundation, Main hosted its first shoe giveaway which served eighty-two families and distributed 124 pairs of shoes
- Main program included Glowforge charcuterie boards where participants laser engraved their own board
- Columbia Branch featured vintage toys from the collection of Friends of the Columbia Library member Bob Ponton
- North Ridgeville Branch distributed school bags with giveaways included
- North Ridgeville Branch processed thirty-nine passport appointments and took fifty-two passport photographs
- Outreach: Staff assisted with a STEM activity with 15 participants at Big Brothers Big Sisters of Lorain; staff also facilitated a Zine making activity to 80 participants at Art in the Park
- Public Relations: Morning Journal ran a photo and story about the Beginner Pilates program at Domonkas; The Chronicle ran a photo and story about the Senior Volunteering program at the North Ridgeville Branch; an ad ran in "All About Kids" supplement in the Westlife newspaper promoting kids' programs at the North Ridgeville and Avon Branches; WNZN radio spots highlighted specific programs at Main and South
- IT: PC Reservation in the Cloud pilot completed at Main will roll out to branches later in September; Avon Staff and Patron computer configuration and testing is complete
- Facilities: Domonkas Story Walk installation in progress; North Ridgeville ramp, sidewalk, and parking lot compete; South Freedge installation complete; Avon renovation and expansion ongoing; Domonkas sidewalk removal and repour concrete

**#2022-43 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
Robert Isom	PSP	8/15/2	FT	UI/1	\$18.873	38	Main	Katie O'Keefe
Lisa Work	PSA Floater	8/8/22	FT	UH	\$17.328	38	South/Main	Promotion
Peter Harlan	PSA	8/8/22	PT	UH	\$16.988	29	Domonkas	Promotion
Antwaync Smith	PSA Floater	8/8/22	FT	UH	\$17.328	38	Columbia/NOR	Promotion
Lauren Wing	Student Library Aide	8/29/22	PT	A	\$9.30	15	NOR	New
Natalie Leszcz	Student Library Aide	9/12/22	PT	A	\$9.30	15	NOR	New
Lillian Feliciano	Student Library Aide	8/15/22	PT	A	\$9.30	15	South	Adelisse Carrasco
Kim Edsell	Assistant Manager	9/5/22	FT	E	\$25.87	38	Avon	Promotion

Ms. Snipes-Martin moved, Ms. McClelland seconded to approve staff appointments.

**Roll Call: yeas, unanimous.**

**Avon Construction-** Mr. Roger Riachi, RFC Contracting, stated the first phase of the Avon construction is complete and presently they are working on the other section of the building. Mr. Riachi stated they are also working on the final completion date, and he will have more information at the October Board meeting.

**Presentation- Facilities Master Plan-**Mr. Riachi stated they are working with the Library Facilities Director, Richard Gerena, for all the Library facilities. Mr. Riachi stated they will be working on immediate concerns for each building.

**#2022-44 Resolution to Approve Then and Now Payment to Prenax, Inc.**

Approve a Then and Now Payment to Prenax, Inc. for Calendar Year 2023 Magazine Subscriptions as Follows:

Check #	Purchase Order #	Expenditure Line	Amount
1442	2022000357	130.03.54210	\$4,498.25
		101.16.54210	\$107.95
		112.04.54210	\$4,725.19
		120.07.54210	\$2,891.40
		122.08.54210	\$1,909.80
		101.14.54210	\$106.49
		110.10.54210	\$5,654.24
		130.13.54210	\$2,469.69
		101.14.54210	\$1,008.99

Ms. McClelland moved, Ms. Schiemann seconded to approve the Then and Now payment to Prenax, Inc. in the amount of \$23,372.

**Roll Call: yeas, unanimous**

**Public Relations:** Ms. Jennifer Black, Public Relations and Marketing Director informed the Board on items happening within the system. Ms. Black stated the Mamava Lactation Pod has been installed at the Main Branch. The Pod is located in the Children's section of the Main Branch. The PR department received many comments on social media in regard to the Mamava Lactation Pod. Ms. Black stated the new Freedge located outside of the South Branch received the most comments of any other project that has been on the Library's social media sites. The Freedge project also made the local Cleveland news. Ms. Black stated in the future the Main Branch will also have a Freedge.

**Facilities:** Mr. Richard Gerena stated the Facility Dude work order software program has been working great. In 2021 (the first year of the new program) there were ninety-eight work orders (the Library started using the program in late October). To date in 2022 there have been 735 work orders. Mr. Gerena also expressed interest in hiring a fourth maintenance employee.

## **COMMITTEE REPORTS**

### **Friends of the Library**

Ms. Ethel Schiemann stated the Columbia Friends of the Library held a Membership Drive and welcomed eight new members. Ms. Schiemann also stated their next book sale is October 4, 2022 to October 8, 2022 and Columbia has a lot of left-over books from their previous sale. The Columbia Friends of the Library will also ask the Columbia Township Trustees if they can use a storage building to store extra books. Ms. Schiemann also stated the Friends would like to install a Little Library in the Columbia park.

## **Foundation of the Lorain Public Library System**

Mr. Ackerman reviewed the Lorain County Imagination Library Milestones & Impact report with the Board Trustees, and he noted Dolly Parton started the Imagination Library so children ages 0 to 5 years could have much needed access to books. Mr. Ackerman stated Ms. Parton stated her father's biggest regret was not being able to read.

Mr. Ackerman stated the Foundation had received an exceptionally large donation from a retired Lorain teacher and the Foundation wishes to hire a financial consultant. Mr. Ackerman stated he will have more information in regard to this matter for the Trustees in October.

Mr. Akerman stated the Foundation will plan to have a golf program in 2023.

President Badillo asked Mr. John Guscott, Branch Manager, to review what has been happening at the Columbia Branch. Mr. Guscott stated currently there were quilts on display in the library. Mr. Guscott stated the fall programming has started at Columbia including next Friday there will be alpacas at the Branch. Next week Mr. Guscott stated the Library will be decorating for the Fall season in the Children's Department. Mr. Guscott commented on Saturday's their Maker in Residence will have a song writing course.

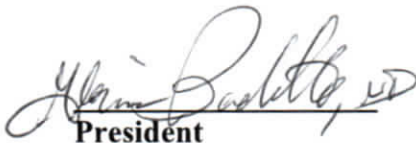
Trustees will hold a Work Session on October 8, 2022 at 10:00 a.m.

The next Regular Board meeting will be October 20, 2022 at 5:00 p.m. at the Main Branch.

Following the Regular Business Board Meeting this evening there will be a presentation of the Strategic Planning Survey Analysis 2022, Executive Summary Lorain Public Library System.

With no further business to come before the Board, the meeting was adjourned at 6:20 p.m. with all Board members in agreement.

**ATTEST:**

  
President

  
Secretary