

**LORAIN PUBLIC LIBRARY SYSTEM**  
**Lorain, Ohio**

Minutes

Lorain Public Library System  
Thursday, December 15, 2011, 5:00 p.m.  
Main Library, 351 6<sup>th</sup> Street, Lorain, OH  
Regular Business Meeting

**Roll Call**

Ms. Tomas called the meeting to order at 5:04 p.m.

Present: Mr. Campana, Mr. Kovach, Ms. Penwell, Mr. Petersen, Ms. Tomas, Mr. Leandry (5:06 p.m.), Mr. Virden (5:22 p.m.)

**Regular Business**

**#2011-121 Approval of Minutes**

Mr. Campana moved, Ms. Penwell seconded that the minutes of the November 17, 2011 meeting be approved.

**Roll Call:** yeas, unanimous

**#2011-122 Approval of Chief Financial Officer's (CFO's) Report**

Mr. Kovach moved, Mr. Petersen seconded that the CFO's Report for the month ending November 30, 2011 be approved.

Mr. Wilson wished a happy and joyous holiday season to all.

Mr. Wilson said there was one public records request from Blue Technologies, asking for a listing of all contracts and prices to competing vendors.

Mr. Wilson noted several additions to this evening's agenda to include contracts for Schill Landscaping, Highland PR and Kuno Creative.

Mr. Wilson attended the Auditor of State's program on GASB54, and also an update with the State Employment Relations Board.

Mr. Wilson reported to the Board that the month end cash balance for November 2011 was \$8,668,988. Of the month end cash balance, \$5,383,863 were operating funds, of which \$4,935,503 were unencumbered. Year-to-Date Revenues were \$8,758,973, 97% of the estimated \$9,054,147 Annual Revenues without transfers or advances. Expenses year-to-date were \$7,765,189, 76% of the budgeted \$10,205,178. Expenses plus encumbrances totaled \$8,268,226, or about 81% of the budget.

**Roll Call:** yeas, unanimous

### Report of the Director

Ms. Eldridge said good afternoon and happy holidays!

Ms. Eldridge spoke to Ms. Molly Carver, President of the Ohio Library Council, regarding LPLS not renewing/paying the institutional dues for 2012. Ms. Eldridge noted that Ms. Carver's response seemed 'canned'.

Regarding personnel Ms. Eldridge thanked Mrs. Valerie Smith for coordinating the Clothe-a-Child fundraising efforts, which raised about \$800.

Ms. Eldridge mentioned these past and upcoming networking and community events, library programs and community relations:

*11.29.11* – Elyria Library Director Janet Stoffer's retirement event. The new director is Lyn Kraus, who will start on February 1, 2012.

*12.01.11* – Lorain County Library Administrators Council (LCLAC) meeting.

*12.02.11* – Lorain County Community Alliance (LCCA) meeting.

*12.16.11* – Behavioral Health Services Open House at Mercy Regional Medical Center in Lorain.

*12.28 – 12.29.11* – Kwanzaa celebrations and events.

Ms. Eldridge said the hazardous materials were removed from the incinerator on December 12, 2011, monitored by Mr. Dale Girt.

Ms. Eldridge said Mrs. Terri Frederick, Public Relations Officer, shared copies of the stained glass window article published by the North Ridgeville Press. Ms. Eldridge said Mrs. Frederick was currently getting pictures taken for the Fall Family Read Aloud.

Statistically speaking, Ms. Eldridge stated that there was a slight decrease in library circulation, while visits were slightly up. Ms. Eldridge said the budget reduction plan affected the statistics somewhat.

Donations received in the month of December included \$100 from Ms. Mary Rawlings in memory of Ms. Mary Conser, and book memorial funds in memory of Marge Kerney, an Avon resident.

### **Report of the Assistant Director**

Ms. Whitney said, “Good evening everyone, and I apologize for not having my reports in the Board Packet, you should have received them tonight.”

Ms. Whitney attended the LCLAC meeting on December 4<sup>th</sup> and was glad to be given the opportunity to say goodbye to Elyria’s retiring library director, Mrs. Janet Stoffer.

Ms. Whitey said many visitors observing North Ridgeville Branch Library’s stained glass window have commented how beautiful it is, and that there has been positive feedback from the community.

Regarding SEIU #1199, Ms. Whitney noted a discharge hearing on November 4<sup>th</sup>, and mediation on November 23<sup>rd</sup> regarding the December 23<sup>rd</sup> closing. A Memorandum of Understanding was reached, and the library is waiting for signed copies from the SEIU #1199. Ms. Whitney also thanked Ms. Eldridge and Mrs. Smith for co-interviewing candidates for the Avon Branch Librarian Supervisor, conducted November 1<sup>st</sup>, 3<sup>rd</sup> and 7<sup>th</sup>, 2011. Ms. Donna Kelly was selected, and began her duties on December 13, 2011.

Ms. Whitney said the Maintenance and IT departments have been busy at the Domonkas Branch Library installing the technology upgrades to the meeting room. Ms. Whitney thanked Mr. Joel Riedy, Computer Network Specialist and Mr. Ben Bonaminio, Maintenance Worker, for their hard work. The installation is almost complete and should be done tomorrow or early next week.

### **Committee Reports**

Mr. Douglas Petersen reported that the Finance, Audit and Properties Committee met on December 6, 2011. Topics discussed included an update on Strategic Planning, Goal 3, Objective F, an update on planned capital improvement projects and a review of the 2012 Temporary Appropriations Budget. The committee also brainstormed revenue generating ideas for 2012.

Mr. James Wilson reported that the Records Commission sent a listing of items scheduled for destruction to the Ohio Historical Society.

Mr. Petersen reported there were no messages left on the Fraud Hotline. Mr. Petersen requested that the monthly Final Agenda list Fraud Hotline as letter E., under the Committee Reports section of the agendas!

## **Communications**

There were no Communications received.

## **Audience Participation**

### *Supervisors*

Mr. Dale Girt, Facilities Manager, said hello and good evening. He then handed out his Projected Capital Project Plan for the next ten years to the Board. Mr. Girt discussed the twelve projects listed, ranking numbers 1 (replace second sewer pump at Main), 6 (lining of two roof drain lines at Main) and 12 (replace emergency batteries at Main) as the most important.

### *Audience Participation*

Mr. James Leonard, SEIU #1199 Executive Board Member, wished Happy Holidays to all!

### *Friends of the Library*

The Avon Friends next meeting is January 26, 2012. The Avon Friends November book sale netted \$579.17.

The Columbia Friends next meeting and holiday party will be held December 19, 2011. The Columbia Friends November book sale netted \$592.00

The Domonkas Friends next book sale will be held January 25-28, 2012.

The Lorain Friends next meeting will be held April 24, 2012. The Lorain Friends next book sale will be held January 12-16, 2012. The Lorain Friends are having their Annual Membership Meeting on February 26, 2012 at 1:30 p.m., at the Main Library.

The North Ridgeville Friends next meeting will be held January 23, 2012. The North Ridgeville Friends next book sale will be held January 26-29, 2012. The North Ridgeville Friends were thanked for the wonderful stained glass window, and for sponsoring Holiday on the Ridge.

The Lorain Public Library System Foundation, Inc. next meeting will be held December 27, 2011. The LPLSF has received over \$600 in donations of memoriam of Charlotte Picha's mother. Ms. Garalynn Tomas thanked anyone who had donated. Ms. Tomas said that both the American Express and Rock Pile accounts gained a few dollars in 2011.

**#2011-123 Approval of Personnel Appointments**

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

- Madison Kovalik, Student Library Aide position at the Domonkas Branch Library, temporary, part-time, effective December 5, 2011 at an hourly rate of \$7.40.

**Roll Call:** yeas, unanimous

**#2011-124 Decrease to 2011 Expected Revenues**

Mr. Petersen moved, Ms. Penwell seconded to authorize the following One Hundred and Ten Thousand, Nine Hundred and Ninety-Three Dollar (\$110,993) decrease to expected revenues, based on additional reductions certified by the Ohio Department of Taxation and the Lorain County Budget Commission, as of November 14, 2011:

<b>Decrease</b>		<b>Amount</b>
110-00-41330	North Ridgeville – State Personal Property Reimbursement	\$ 37,933.00
112-00-41330	Avon – State Personal Property Reimbursement	\$ 28,108.00
120-00-41330	Columbia – State Personal Property Reimbursement	\$ 4,814.00
122-00-41330	Domonkas – State Personal Property Reimbursement	\$ 5,660.00
130-00-41330	Lorain – State Personal Property Reimbursement	\$ 34,478.00

**Roll Call:** yeas, unanimous

**#2011-125 Approval of 2012 Estimated Revenues – General and Levy Funds**

Mr. Kovach moved, Mr. Petersen seconded to approve the estimated revenues for the general and levy funds for 2012:

<b>2012</b>		<b>GEN FUND</b>	<b>LORAIN LEVY</b>	<b>AVON LEVY</b>	<b>DOM LEVY</b>	<b>NR LEVY</b>	<b>COL LEVY</b>	<b>TOTAL</b>
1100	PUBLIC LIBRARY FUND	\$3,517,232						\$3,517,232
1200	TAX LEVIES	-	\$2,637,778	\$435,324	\$332,233	\$1,173,102	\$368,208	4,946,645
3000	FINES, FEES, ETC.	127,000						127,000
4000	INTEREST ON INVEST	1,750	360	250	55	350	65	2,830
5000	CONTRACTS/OTHER ENT	-						-
6000	GIFTS/BEQUESTS	1,000						1,000
8000	SALES/REFUNDS/MISC.	6,600						6,600
9000	FUND TRANSFERS		613,207	238,645	102,864	331,908	84,897	1,371,521
<b>TOTAL EST. REVENUE</b>		<b>\$3,653,582</b>	<b>\$3,251,345</b>	<b>\$674,219</b>	<b>\$435,152</b>	<b>\$1,505,360</b>	<b>\$453,170</b>	<b>\$9,972,828</b>

**Roll Call:** yeas, unanimous

**#2011-126 Approval of 2012 Estimated Revenues – Other Funds**

Mr. Petersen moved, Mr. Virden seconded to approve the estimated revenues for other funds for 2012:

<b>Fund No.</b>	<b>Fund Name</b>	<b>Account Name</b>	<b>Amount</b>
203	Summer Reading	Contributions	\$ 37,270.00
204	Family Read Aloud	Contributions	6,500.00
215	Book/Memorial Fund	Interest on Investments	100.00
		Contributions	500.00
		Contributions Avon	500.00
		Contributions Columbia	200.00
		Contributions Domonkas	200.00
		Contributions N. Ridgeville	500.00
		Contributions South	200.00
401	Building & Repair Fund	Interest on Investments	10,000.00
451	Capital Improvements Fund	Interest on Investments	200.00
701	Hageman Trust Fund	Interest on Investments	100.00
		Contributions	9,000.00
702	Stocker Trust Fund	Interest on Investments	20.00
801	Kurtz/Male	Interest on Investments	5.00
803	Domonkas Trust	Interest on Investments	40.00
<b>TOTAL</b>			<b>\$ 65,335.00</b>

**Roll Call:** yeas, with Ms. Penwell abstaining

**#2011-127 Approval of 2012 Temporary Budget**

Mr. Campana moved, Mr. Petersen seconded to approve the temporary appropriations budget for 2012:

<b>Fund</b>	<b>Name</b>	<b>Amount</b>	
101	General Fund	\$ 4,084,130	
110	N Ridgeville	1,420,370	
112	Avon	593,090	
120	Columbia	455,133	
122	Domonkas	470,391	
130	Lorain	3,441,732	\$ 10,464,846
203	Summer Reading	40,000	
204	Family Read Aloud	6,500	
205	Project Lite	0	
215	Book Memorial	250,000	
401	Building & Repair	300,000	
451	Capital Improvement	40,000	
701	Hageman	30,660	
702	Stocker Trust	5,000	
<b>Total</b>		<b>\$ 11,137,006</b>	

**Roll Call:** yeas, with Ms. Penwell abstaining

**#2011-128 Approval of Wage Increases to New Ohio Minimum Wage of \$7.70 Hour**

Mr. Petersen moved, Mr. Kovach seconded to approve 2012 wage increases to \$7.70 per hour for the following employees:

Amanda Aten	Nathanial Box	Sherri Buck
Erin Burton	Marie Cesaratto	Cynthia Cruz
Kelsey DeCoste	Anthony Feliciano	Helena Flasher
James Fudale	Alexandra Gardella	Peter Harlan
Mallory Haslage	Madison Kovalik	Jennifer Laraway
Alexander Medina	Anthony Nieves	Lauren Raicevich
Kelsey Sikon	Sylvia Wootten	

**Roll Call:** yeas, unanimous

**#2011-129 Approval to Submit Grant Application to the Nord Family Foundation**

Mr. Petersen moved, Mr. Leandry seconded that the board approve the submission of a grant application to the Nord Family Foundation for a grant of Nine Thousand, One Hundred and Twenty Dollars (\$9,120) to support the 2012 Teen Summer Reading Program.

**Roll Call:** yeas, unanimous

**#2011-130 Approval Revision to Fund Balance Policy**

Mr. Petersen moved, Mr. Kovach seconded to revise the Fund Balance Policy.

**FUND BALANCE POLICY (~~2011-08-18 Adopted~~ 2011-12-15 Revised) 2.031**

**4. STATED POLICY**

**General Operating Funds**

The General Fund (101) is primarily funded through monthly PLF receipts. The General Fund will be budgeted to provide for a carry-forward fund balance of at least three (3) months of operating expenses for the purpose of covering expenditures and encumbering funds. The funds within the General Fund (101) are to be expended in accordance with the *Library's Internal Fund Allocation Policy 2.03*.

Other General Operating Funds (100's) – it is the policy of the Library Board of Trustees that for any given fiscal year, each of the Library's *other* general operating funds will be budgeted to provide for at least six (6) months of operating expenses to be carried over into the following year for the purpose of covering expenditures and encumbering funds in any fund primarily receiving receipts from local property taxes. *The amount needed to be carried forward may be supplemented with the PLF funds that have been budgeted to be transferred to Other General Operating Fund (100's) from the General Fund (101) in the coming year.*

**Roll Call:** yeas, unanimous

**#2011-131      Approve Renewal of Contract with Schill Landscaping to Provide Lawn Service for the Main Library and the South and Domonkas Branches**

Mr. Petersen moved, Mr. Leandry 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 2012.

**Roll Call:** yeas, unanimous

**#2011-132      Renew PR Consulting Contract**

Mr. Petersen moved, Mr. Campana seconded to authorize the CFO to renew the consulting services contract with Highland PR, for the Three Thousand, Seven Hundred and Fifty (\$3,750) per month, or Forty-Five Thousand Dollars (\$45,000) for the year.

**Roll Call:** yeas, unanimous

**#2011-133      Approval to Purchase Print and Electronic Media Coverage Through Highland PR**

Mr. Petersen moved, Mr. Kovach seconded to authorize the CFO to enter into an agreement with Highland PR to purchase up to Fifty-One Thousand, Nine Hundred and Forty-Five Dollars (\$51,945) of print and electronic media coverage from local media outlets in 2012.

**Roll Call:** yeas, unanimous

**#2011-134      Approval to Enter into Contract for Community Engagement Consulting Services From Highland PR**

Mr. Campana moved, Mr. Petersen seconded to authorize the CFO to enter into an agreement with Highland PR for community engagement services for an amount not to exceed Ten Thousand Dollars (\$10,000).

**Roll Call:** yeas, unanimous



**#2011-135 Approval to Enter into Contract with Kuno Creative Strategic Marketing to Maintain Social Media Sites for Library Publicity**

Mr. Kovach moved, Mr. Petersen seconded to authorize the CFO to enter into an agreement with Kuno Creative to maintain social media Internet sites for the Library in 2012, in an amount not to exceed Eighteen Thousand Dollars (\$18,000).

**Roll Call:** yeas, unanimous

**#2011-136 Approval to Enter into Contracts with Kuno Creative Strategic Marketing for Support Services Related to the Library Website**

Mr. Campana moved, Mr. Petersen seconded to authorize the CFO to enter into an agreement with Kuno Creative for website support services in 2012, in an amount not to exceed Twelve Thousand Dollars (\$12,000), and for webhosting services in 2012 for an amount not to exceed One Thousand, Two Hundred Dollars (\$1,200).

**Roll Call:** yeas, unanimous

**#2011-137 Approval to Enter into Contract with Bodnar Printing for the Printing of Four Issues of the Library's 2012 Dimensions Newsletter**

Mr. Petersen moved, Mr. Kovach seconded to authorize the CFO to enter into an agreement with Bodnar Printing for the printing of two separate editions of all four 2012 issues of the Library's Dimensions Newsletter, for an amount not to exceed Sixty-Three Thousand, One Hundred and Twenty Dollars and ninety-Six Cents (\$63,120.96).

**Roll Call:** yeas, unanimous

**#2011-138 Approval to Enter into Executive Session to Discuss Personnel Matters.**

Mr. Petersen moved, Mr. Leandry seconded at 5:50 p.m. to approve adjourning to Executive Session to discuss administrative salaries.

**Roll Call:** yeas, unanimous

Board of Trustees  
December 15, 2011

00117-2011

Reconvened: 6:42 p.m.

**Other Agenda Items**

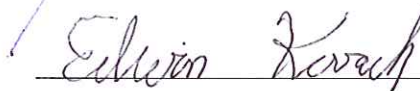
**Next Meeting**

2012 Organizational Meeting  
January 19, 2011 at 5 p.m., at the North Ridgeville Branch Library

**Adjournment Time:** 6:43 p.m.

**Attest:**

 \_\_\_\_\_, President

 \_\_\_\_\_, Secretary