

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, February 16, 2017
5:00 p.m. Avon Branch, 37485 Harvest Drive, Avon, OH
Regular Business Meeting

President Tomas called the meeting to order at 5:17 p.m.

Roll Call

Present: Dr. Badillo, Mr. Dore, Ms. Hatch, Ms. Novak, Ms. Tomas, Mr. Virden

Regular Business

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

#2017-023 Approval of Minutes

Ms. Hatch moved, Ms. Novak seconded that the minutes of the January 19, 2017, meeting be approved.

yeas, unanimous

#2017-024 Approval of Fiscal Officer's Report

Mr. Dore moved, Ms. Novak seconded that the Fiscal Officer's Report for the month ending January 31, 2017, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of January 31, 2017, was \$9,519,012. Of the January month end cash balance, \$7,966,632 was in Operating/Governmental Funds, of which \$6,176,890 was unencumbered. Revenues for the month totaled \$381,800 which represented 3.7% of estimated revenue without transfers and/or advances. January Expenses were \$629,343 which represented 5.8% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$2,732,490 or about 25.1% of the *estimated* annual expenses for 2017. The \$247,543 loss Year-to-Date, compared to \$138,644 loss Year-to-Date in 2016 is mostly due to a quick start on 2017 purchasing.

yeas, unanimous

Fiscal Officer's Report continued:

Public Records Request

Mr. Wilson responded to American Transparency regarding their public records request. Mr. Wilson advised them that they must first remit payment for the copies they requested. Mr. Wilson's response was also sent to our County Prosecutor and the Ohio Attorney General. The Lorain Public Library System is quick in responding to even out of state requests. They have been known to make requests in the hopes that they have a legal basis to sue, when the entities do not respond. Mr. Wilson acted proactively in order to protect the library from unwarranted litigation.

Agenda

There were additional personnel appointments added to the agenda along with resolutions for Food for Fines, Revision of Circulation Policies and a memorandum of understanding to be moved by Library Services and Personnel Committee.

Report of the Director

Ms. Diamond-Ortiz, Garalynn Tomas, Mr. Wilson and Ethel Schiemann will be attending the meet and greet at the North Ridgeville Branch with Senator Gayle Manning and Representative Nathan Manning on February 17, 2017. On March 23, 2017, the Trustees of the libraries of Lorain County are invited to Oberlin Inn Hotel in Oberlin for a trustees event highlighting new and upcoming technology. The Library System will be renting a bus for anyone who wants to attend Legislative Day in Columbus. Ms. Diamond-Ortiz extended this invitation to board members. The Library System will be utilizing more services offered by Clevnet that are included in the membership. These services will offset many library costs.

Report of the Assistant Director

Ms. Whitney has completed interviews and hiring of the five professional positions that needed filled. The new library supervisor at Domonkas did have the opportunity to work with Ms. Coghlan before she retired. Ms. Coghlan was celebrated at two retirement events that she was most appreciative of. Ms. Whitney and Jennie Patterson attended the Annual Lorain County Chamber Meeting where they passed out dimensions and pens. Ms. Whitney attended the meet and greet with Representative Dick Stein at Herrick Memorial Library in Wellington. February 9, 2017, started the first go round of labor negotiations.

Committee Reports

Library Services and Personnel Committee

The last meeting was February 16, 2017, just prior to this board meeting. The committee move passage of circulation policy updates and a memorandum of understanding regarding a developer applying for a low income housing tax credit in order to fund a project using the old Spitzer Hotel. These resolutions have been added to the agenda.

Communications

None

Audience Participation

Supervisors

Ms. Kelly stated this is an exciting time with the new employees that have just started. Ms. Kelly expressed how much freedom she will now have for professional level projects now that she has a Librarian at her branch. Ms. Kelly will be using that time to increase relationships and partnerships in the community. Ms. Kelly is already involved with the inclusive playground project that she will use for story times and story walks. Ms. Kelly will partner with the Avon Hospital to promote access to library services for in-house patients. Ms. Kelly is working with senior living residents to offer education regarding our emedia services. The Senior Reading Buddies Program has been very well received by all involved. This program has been offered at the Avon branch and at senior living facilities. Ms. Kelly gave a short presentation on the new Launch Pads that will be available for patron's to borrow. Avon branch will be piloting these Launch Pads which promote early childhood literacy.

Friends of the Library

Avon Friends last meeting was January 5, 2017.

Columbia Friends next meeting is February 21, 2017.

Domonkas Friends last meeting was in January and they will be having their book cart sale in March.

North Ridgeville Friends netted over \$3000 in their last book sale. Ms. Tomas wanted to thank publicly Jay and Suzanne of the Lorain Friends for their help along with the Key Club students.

Lorain Friends last met on January 30, 2017, and netted \$2265 at their last book sale.

Audience Participation Continued:

Foundation

The Foundation is just a couple dollars shy of raising \$10,000 for the Summer Reading program. The carry over money from 2016 will be merged with the donations from 2017. The Foundation will donate \$5000 to the library for the Dolly Parton Imagination Library Project. Mr. Ellis joined the Foundation Board.

New Business

#2017-025 Approval of Personnel Appointments

Ms. Novak moved, Mr. Virden seconded to approve the following personnel appointments:

- Marleen Watling, Branch Librarian Supervisor at the Domonkas Branch Library, full-time, effective January 30, 2017, at an hourly rate of \$22.773 per hour, grade EK.
- Cassandra Rodriguez, Student Library Aide, at the Main Library, part-time, effective January 30, 2017, at an hourly rate of \$8.150 per hour, grade EA.
- Corey Knick, Library Associate II/Assistant to the Branch Librarian Supervisor, Public Services at the Avon Branch, full-time, effective February 13, 2017, at an hourly rate of \$17.780 per hour, grade UI, step 1.
- Justin Scardami, Library Associate II/Assistant to the Branch Librarian Supervisors-Floater, Public Services at TSD and the South and Domonkas Branch Libraries, full-time, effective February 13, 2017, at an hourly rate of \$17.780 per hour, grade UI, step 1.
- Joseph Vaughn, Student Library Aide, at the South Branch Library, part-time, effective February 13, 2017, at an hourly rate of \$8.150 per hour, grade EA.

yeas, unanimous

#2017-026 Acceptance of Donations/Grants

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

The Lorain Rotary Club	\$600.00	Children Board Books 2016-17
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yeas, unanimous

#2017-027 Approval for *Food for Fines Month*

Ms. Novak moved, Mr. Virden seconded to approve *Food for Fines Month* from March 1-31, 2017, that will offer overdue fine forgiveness in exchange for food donations of the non-perishable food items most in demand at local hunger centers. The procedures to implement the food for fines program will be developed by Administrative staff. .

yeas, unanimous

New Business Continued:

#2017-028 Approval to Enter into Executive Session to Discuss Personnel Matters

Mr. Dore moved, Ms. Novak seconded at 5:45 p.m. to approve adjourning to Executive Session to discuss personnel matters.

yeas, unanimous

Reconvened: 6:15 p.m.

Other Agenda Items

The Library Services and Personnel Committee Moved the Following Four Resolutions (2017-029, 2017-030, 2017-031, 2107-032):

2017-029 Revise and Separate Circulation Policies from Periods and Fees

CIRCULATION POLICIES (~~2016-03-17~~ 2017-02-16 REV)

5.01

Library Card Eligibility

All Ohio residents are eligible for a free Lorain Public Library System card. Only one card is permitted per individual with the exceptions of the Browser Card issued to children 12 years old and under and the Teen Card issued to youth 13-17 years of age with borrowing privileges restricted to print and eMedia only. Lorain Public Library honors the library cards of other CLEVNET libraries for the circulation of materials. Special cards issued by other libraries (similar to our Browser and Teen Cards) may have restrictions governed by policies set up by Library administration.

Applying for a Library Card

Standard card: A standard library card allows access to all circulating materials and all eMedia. A standard library card must be applied for in person. Children up through 8th grade must have the signature of a parent or a guardian on the registration form. Parents must be present to provide identification and verification of address. Adults, and children who do not need a parent's signature, must provide valid government-issued photo identification and current, permanent address. (A post office box is not acceptable as an address). Acceptable forms of photo identification include a driver's license, state ID card, passport, school issued ID, and US. Military ID. Acceptable proof of a current address is either a printed personal check showing the address on the application or an envelope, utility bill, or postcard with a recent (within last 30 days) postmark received at the address shown on the application. A birth date is required. Children 9th grade and above, who do not have valid government-issued photo identification must have a

Other Agenda Items continued (Resolution #2017-029):

signature of a parent or guardian on the registration form. Parents must be present to provide identification and verification of address. If applying for a card for a child under 18, the child must be present with the parent at the time of application. Children under the age of 18 may not be issued a standard card if their custodial parent or guardian has an account that has been sent to collections for outstanding fines and/or bills owed to the library. These children would be eligible for a Browser or Teen card as an alternative to a standard card.

Browser or Teen Card: A Browser Card is issued to children twelve years of age or under and provides access to three juvenile print materials and all eMedia. A Teen card is issued to youth thirteen to seventeen years of age and provides access to three print materials and all eMedia. To be issued, both cards require a completed application including name, address, telephone number and birth date. A parent's signature or photo identification is not required. A child under the age of 18 may have either one Browser or one Teen card if the borrowing privileges on their Standard card have been suspended due to fines or lost materials.

eCard: An eCard provides access to all eMedia but not print or audiovisual materials. To issue an eCard, the requester must not already have a standard CLEVNET borrower's card. The requester must live, work, own property, or attend school in Ohio. The requester must submit a completed online application including name, address, telephone number, birthday, and valid email address.

Library cards must be renewed once every two years, with the exception of eCards. Library cards are not renewed for borrowers who have outstanding fines, fees, or unreturned overdue items.

Borrower Responsibilities

Borrowers must present a valid library card when charging out materials. If the patron does not have the library card but still wishes to charge out materials, valid photo identification will be accepted. Borrowers are responsible for paying any fines or other charges imposed for the late return of materials, loss, or damage to library materials. Parents or guardians who sign a library card application on behalf of an applicant aged 17 or under are financially responsible for all materials borrowed on the card. Borrowers are responsible for reporting any changes in the account information in a timely fashion. It is the borrower's responsibility and choice as to who has access to the library card for the account. A patron may allow a family member or friend to use his or her library card to check out materials, pick up materials on hold, and pay fines that are outstanding on that card. However, a valid library card must be presented and the Library reserves the right to ask a borrower for photo identification to verify identity before charging out materials.

Lost or Stolen Library Card

If the borrower's card is lost or stolen, it is the borrower's responsibility to report the loss or theft to Lorain Public Library or to another CLEVNET-member library immediately. A police report is required when a patron claims materials were checked out without permission. A new library card must be issued for lost, damaged or stolen cards; the cost

Other Agenda Items continued (Resolution #2017-029):

for a replacement card is \$1.00. All charges or loans attached to the lost card will be transferred to the new card.

Borrowing Guidelines

A total of fifty circulating items may be on a borrower's record at any given time. Loan periods depend upon the type of material being loaned; borrowers should note the due dates on the receipt provided at checkout. The Library upholds the circulation policy and loan periods for items owned by CLEVNET member libraries although they may differ from the loan periods of Lorain Public Library. Most Lorain Public Library materials are renewable, and, depending on the item, may be renewed up to five times, provided there are no reservation requests pending and the patron has not accumulated more than \$9.99 in fines and/or fees on the account. Patrons may renew items by telephone, Internet and in person without bringing the items into the library, provided that the borrower's account is not delinquent, the items to be renewed are not overdue, and providing the Circulation System is not down.

Fines & Fees

Once library materials are overdue, the cardholder will be charged overdue fines according to the Fines & Fees Schedule, approved by the Lorain Public Library Board of Trustees. The Library will accept payment for lost or damaged materials, overdue fines and fees associated with materials owned by other CLEVNET member libraries at any Lorain Public Library location. The Library will not waive any fines or fees associated with materials owned by other CLEVNET member libraries. If an item owned by another CLEVNET member library is found at a later date, the patron must return the item to the owning library to request a refund. Lorain Public Library will not issue refunds for materials owned by another library system. The Library does not charge overdue fines for circulating materials borrowed by patrons aged 60 and over or those who qualify for a Golden Buckeye card due to a permanent disability. To qualify, the patron must present a permanent Golden Buckeye card issued by the Ohio Department of Aging at the time of application. Patrons aged 60 and over or those who qualify for a Golden Buckeye card due to a permanent disability are still responsible for lost or damaged item charges. Once an item is twenty-eight (28) or more days overdue, the Library will mail the borrower a bill for the cost of the item. The Lorain Public Library does not issue refunds in the event an item that was paid for is found by a patron at a later date. In the event that a borrower believes that an item was returned on time, the borrower should contact the owning library to ask staff to check the shelf for the item. If the item is owned by Lorain Public Library and not found after a shelf check, it is the sole discretion of the library manager to grant or deny CLAIMS RETURNED status for the item.

Fines do not accumulate on children's books and magazines. However, a billing notice is sent for items which are more than 42 days overdue. Items not returned at that point are then considered LOST in circulation and the borrower will be billed for the cost of the item. This may result in the borrower's account becoming delinquent.

Other Agenda Items continued (Resolution #2017-029):

LOSS OF BORROWING PRIVILEGES

A patron is unable to borrow materials when fines and/or fees are in excess of \$9.99, 10 or more items are overdue, more than 50 items are already charged out, the patron's library card has expired, or the account has been referred for material recovery services. Youth aged 17 and under whose borrowing privileges have been suspended are eligible to apply for a Browser or Teen card.

MATERIALS RECOVERY

Accounts of borrowers with fines and/or fees in excess of \$49.99 on their account are referred to material recovery services for processing. A collection fee will be assessed to the patron when the account is referred for material recovery services. A patron's borrowing privileges will be restored once the balance on the user's account is zero.

CONFIDENTIALITY OF LIBRARY RECORDS

In keeping with the Library's Policy on Confidentiality and the Privacy of Library Records, family members or friends are not given information about the accounts of the borrowers whose cards they are using, except in situations specified by Section 149.432 of Ohio Revised Code, e.g., a parent can get the account information of a minor child. A parent or guardian may request overdue information and information about current items charged out on a minor child's library card, if the parent or guardian has the minor child's card, or the parent or guardian has photo identification with same address as that listed in the minor child's registration and proof of parentage or guardianship satisfactory to the Library.

~~**LIBRARY CARD ELIGIBILITY REQUIREMENTS**~~

- ~~1. All Ohio residents are eligible for a free Lorain Public Library System card.~~
- ~~2. Lorain Public Library System offers four types of library cards:
 - ~~— A. Standard card — applied for in person at a library service location~~
 - ~~— B. Browser card — for children twelve and under which provides access to three juvenile print materials and all eMedia~~
 - ~~— C. Teen card — for children thirteen to seventeen which provides access to three print materials and all eMedia~~
 - ~~— D. eCard — provides access to all eMedia but not print or audiovisual materials~~~~
- ~~3. Cards are issued for one year and must be renewed every year with the exception of eCards.~~
- ~~4. Library cards are not renewed for borrowers who have outstanding fines, fees, or unreturned overdue items.~~
- ~~5. The following rules apply in order to have a standard library card issued:~~

Other Agenda Items continued (Resolution #2017-029):

~~A. Children up through 8th grade must have the signature of a parent or a guardian on the registration form. Parents must be present to provide identification and verification of address.~~

~~B. Adults, and children who do not need a parent's signature, must provide photo identification and current, permanent address. (A post office box is not an acceptable form of identification). A birth date is required.~~

~~C. Children 9th grade and above, who do not have photo identification must have a signature of parent or guardian on the registration form. Parents must be present to provide identification and verification of address.~~

~~D. Children under the age of 18 may not be issued a standard card if their custodial parent or guardian has a blocked account or an account that has been sent to collection for outstanding fines and/or bills owed to the library. These children would be eligible for a Browser or Teen card as an alternative to a standard card.~~

~~6. The following rules apply to have a Browser or Teen card issued:~~

~~A. A completed application including name, address, telephone number and birth date. A parent's signature or photo identification is not required.~~

~~7. The following rules apply to have an eCard issued:~~

~~A. The requester must not already have a standard CLEVNET borrower's card.~~

~~B. The requester must live, work, own property or attend school in Ohio.~~

~~C. The requester must submit a completed online application including name, address, telephone number, birthday and valid email address.~~

~~8. A person must be 18 years of age to borrow audiovisual equipment or art prints.~~

~~9. An active LPLS or CLEVNET card with the borrower's current name will be honored at any LPLS agency.~~

~~10. A registered borrower must present an active LPLS or CLEVNET card in order to charge out items.~~

~~11. A patron is responsible for all items checked out using his/her borrower's card. A patron must report the loss or theft of his/her library card immediately.~~

GENERAL INFORMATION

Fees:

~~Patrons will be assessed fees for all lost or damaged materials.~~

~~The fee for replacement of a lost card will be \$1.00.~~

~~If a lost item is returned within six (6) months of payment, a refund will be given less a \$5.00 processing fee (receipt required).~~

~~Debt Collections: A delinquent account may be sent to a collection agency. If your delinquent account is sent to a collection agency you will also be charged an additional fee.~~

Other Agenda Items continued (Resolution #2017-029):

~~Magazines:~~

~~Some current issues may not be borrowed. Practices vary throughout the system. Check with Circulation staff for details.~~

~~Microfilm and/or Photocopy Research Fees:~~

~~The Library charges a fee of \$2.50 per obituary or other microfilm/book information lookup request that is to be copied and mailed/mailed to the requester. An additional fee of \$10.00 is charged if the requester expressed an urgent need to have the information provided within 48 hours of the Library's receipt of the information request.~~

~~Video Games:~~

~~Upon presentation of a valid library card, a borrower may take out two (2) video game titles per valid library card. No reserves may be placed on video games and items may not be renewed.~~

~~Framed Art Prints:~~

~~Borrowers may have no more than two framed art prints checked out at one time. Borrowers must be 18 years or older.~~

~~Special Loan Fees:~~

~~Any charge levied by the lending agency shall be paid by the borrower.~~

~~Ohio Obituary Index:~~

~~It costs \$2.50 per name to order an obituary and is limited to ten names per transaction with fees payable in advance. \$1.00 per page will be assessed per page for photocopies from the LPLS collection.~~

~~Placing Holds:~~

~~The Library accepts requests for any materials except those designated "no hold." or reference.~~

~~Renewals:~~

~~Items, except for DVDs, videos, and video games, may have five (5) renewals provided there are no holds requests waiting. Except for new DVDs and "no hold", all DVDs and videos may have two (2) renewals, provided that there are no holds waiting for the item. Video games may not be renewed.~~

~~Framed art prints may have two (2) renewals.~~

~~Outreach items, except for DVDs and videos, may have two (2) renewals provided there are not any holds requests waiting.~~

~~Patrons may renew items by telephone, Internet and in person without bringing the items into the library, provided that the borrower's account is~~

Other Agenda Items continued (Resolution #2017-029):

~~not delinquent, the items to be renewed are not overdue, there are no outstanding requests on the items, and providing that the Circulation System is not down.~~

~~**Golden Buckeye Cards:**~~

~~Borrowers with Golden Buckeye cards will not be charged fines on overdue print materials and compact discs. However, card holders will be charged fines on overdue DVDs and videos, damage to equipment, and the value of damaged or lost items.~~

~~**Suspension of Borrowing Privileges:**~~

~~Borrowing privileges will be suspended when fines and/or fees exceed \$10.00.~~

~~**LOAN PERIODS, FINES, FEES & MISCELLANEOUS INFORMATION**~~

Type of Material	Loan Period	Fines
Books**	21 Days	10 Cents per day, per item
Magazines**	7 Days	10 Cents per day, per item
Audio Books (any format)	21 Days	10 Cents per day, per item
New DVDs	7 Days	\$1.00 per day, per item
DVDs and Videos	7 Days	10 Cents per day, per item
Video Games	7 Days	\$1.00 per day, per item
Multi-media kits	21 Days	10 Cents per day, per item
Compact Discs	21 Days	10 Cents per day, per item
Framed Art Print (Limit Two)	21 Days	25 Cents per day, per item

Other Agenda Items continued (Resolution #2017-029):

OUTREACH SERVICES: LOAN PERIODS, FINES, FEES & MISCELLANEOUS INFORMATION

Loan Periods and Fees For Outreach Services			
Type of Service	Materials	Loan Period	Fines
Books by Mail	Books Magazines Audio Books Compact Dises Videos (VHS & DVD)	35 Days	No Charge
Outreach	Books Magazines Audio Books Compact Dises Videos (VHS & DVD) Video Games	14 Days 14 Days 14 Days 14 Days 7 Days 7 Days	No Charge

***Sundays are not considered in computing fines for overdue materials. Maximum overdue fine is \$3.00 per item.**

****Fines do not accumulate on children's books or magazines. However, a billing notice is sent for items which are more than 42 days overdue. Items not returned at that point are then considered lost in circulation and the borrower will be billed for the cost of the item. This may result in the borrower's account becoming delinquent.**

Other Agenda Items Continued:

2017-030 Revise Circulation Periods and Fees

CIRCULATION PERIODS & FEES [\(2017-02-16 NEW SECTION\)](#)

5.01A

LOAN PERIODS, FINES, FEES & MISCELLANEOUS INFORMATION

Type of Material	Loan Period	Fines
Books**	21 Days	10 Cents per day, per item
Magazines**	7 Days	10 Cents per day, per item
Audio Books (any format)	21 Days	10 Cents per day, per item
New DVDs	7 Days	\$1.00 per day, per item
DVDs and Videos	7 Days	10 Cents per day, per item
Video Games	7 Days	\$1.00 per day, per item
Multi-media kits	21 Days	10 Cents per day, per item
Compact Discs	21 Days	10 Cents per day, per item
Framed Art Print (Limit Two)	21 Days	25 Cents per day, per item

Loan Periods and Fees For Outreach Services			
Type of Service	Materials	Loan Period	Fines
Books by Mail	Books Magazines Audio Books Compact Discs Videos (VHS & DVD)	35 Days	No Charge
Outreach	Books Magazines Audio Books Compact Discs Videos (VHS & DVD) Video Games	14 Days 14 Days 14 Days 14 Days 7 Days 7 Days	No Charge

Other Agenda Items continued (Resolution #2017-030):

OUTREACH SERVICES: LOAN PERIODS, FINES, FEES & MISCELLANEOUS INFORMATION

<u>Loan Periods:</u>	
<u>7 Days</u>	<u>New DVDs Launchpads</u>
<u>21 Days</u>	<u>Books, Magazines, DVDs and Videos, AudioBooks (any format), Multi-media Kits, CDs, Framed Art Prints (Limit 2)</u>

Fines:

<u>10 cents per day per item</u>	<u>Books, Magazines, AudioBooks (any format), DVDs and Videos, Multi-Media Kits, Compact Discs Launchpads</u>
<u>\$1.00 per day per item</u>	<u>New DVDs</u>
<u>25 cents per day per item</u>	<u>Framed Art prints (Limit 2)</u>

Renewal Limits:

<u>5 Renewals</u>	<u>Books, Magazines, AudioBooks (any format), Multi-Media Kits, CDs</u>
<u>2 Renewals</u>	<u>DVDs and Videos, Framed Art Prints (Limit 2)</u>
<u>No Renewals</u>	<u>New DVDs Launchpads</u>

Framed Art Prints may only be borrowed by patrons 18 years of age and older. Only 2 such prints may be checked out by a patron at a time.

Sundays are not considered in computing fines for overdue materials. Maximum overdue fine is \$3.00 per item

Outreach Loan Periods, Fines, and Renewal Limits

Books by Mail

<u>Loan Period</u>	<u>Fines</u>	<u>Renewal Limit</u>	
<u>35 Days</u>	<u>None</u>	<u>2 Renewals</u>	<u>Books, Magazines, AudioBooks (Any Type), CD's</u>
<u>35 Days</u>	<u>None</u>	<u>No Renewals</u>	<u>DVDs, New DVDs, Videos</u>

Other Agenda Items continued (Resolution #2017-030):

Outreach

<u>Loan Period</u>	<u>Fines</u>	<u>Renewal Limit</u>	
<u>14 Days</u>	<u>None</u>	<u>2 Renewals</u>	<u>Books, Magazines, AudioBooks (Any Type), CD's</u>
<u>14 Days</u>	<u>None</u>	<u>No Renewals</u>	<u>DVDs, New DVDs, Videos</u>

Outreach patrons may renew items as long as there are no outstanding requests on the items and providing the Circulation System is not down.

Fees for Library Service

Microfilm and/or Photocopy Research Fees: The Library charges a fee of \$2.50 per obituary or other microfilm/book information lookup request that is to be copied and mailed/emailed to the requester. An additional fee of \$10.00 is charged if the requester expressed an urgent need to have the information provided within 48 hours of the Library's receipt of the information request.

Ohio Obituary Index: It costs \$2.50 per name to order an obituary and is limited to ten names per transaction with fees payable in advance. \$1.00 per page will be assessed per page for photocopies from the LPLS collection.

*Sundays are not considered in computing fines for overdue materials. Maximum overdue fine is \$3.00 per item.

**Fines do not accumulate on children's books or magazines. However, a billing notice is sent for items which are more than 42 days overdue. Items not returned at that point are then considered lost in circulation and the borrower will be billed for the cost of the item. This may result in the borrower's account becoming delinquent.

Other Agenda Items Continued:

2017-031 **Replace Printer, Photocopier & Fax Fees with Miscellaneous Fees**

~~PRINTER, PHOTOCOPIER & FAX FEES (2008-2-21 Rev.)~~

MISCELLANEOUS FEES (2017-2-16 Rev)

5.06

~~Ten cents (\$.10) per sheet will be charged in excess of five (5) sheets printed by patrons on black and white computer printers.—~~

~~The photocopy machines used by the public are to be used only through the use of the coin mechanism. Copies are 15 per photocopy for a black and white copy.~~

~~Fifty cents (\$.50) per sheet will be charged for printouts made on color photocopiers or computer printers by staff for patrons.~~

<u>Printers: Black and White</u>	<u>.10/page</u>
<u>Printers: Color</u>	<u>.20/page</u>
<u>Faxing: (Outgoing Only)</u>	<u>.50/page</u>
<u>Photocopies: Black and White 8 ½ x 11</u>	<u>.10/page</u>
<u>Photocopies: Color 8 ½ x 11</u>	<u>.20/page</u>
<u>Photocopies: Black and White 11 x 17</u>	<u>.10/page</u>
<u>Photocopies: Color 11 x 17</u>	<u>.20/page</u>
<u>Flash Drives</u>	<u>\$3.00</u>
<u>Ear Buds</u>	<u>\$1.00</u>

Staff providing reference service to patrons may waive fees for printouts when the printouts are produced to complete a reference transaction with the patrons.

~~At Library locations that offer fax service, the charge is \$1.00 per page for each outgoing fax, whether local or long distance.~~

Other Agenda Items Continued:

2017-032 Approve Memorandum of Understanding (MOU) with the 301 Broadway Partners LLC in Their Application for Low Income Housing Credits

2017-032

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

LORAIN PUBLIC LIBRARY, 351 SIXTH STREET, LORAIN, OHIO 44052

(Third-party Service Provider)

AND

301 Broadway Partners LLC

(Sponsor / Owner)

THAT IS THE SPONSOR/OWNER ENTITY FOR

The Broadway Building

(Project Name)

The Sponsor / Owner identified above is applying for Low Income Housing Tax Credits for the 2017 application through the Ohio Housing Finance Agency. The Sponsor / Owner is proposing to redevelop an apartment community to provide a total of about 59 affordable apartments in the downtown area of Lorain to seniors earning at or below 60% AMI (\$28,020/1-person; \$31,980/2 people). To further empower the beneficiaries of the identified residential community, the Third-party Service Provider identified above wishes to make available the following programs and/or services to eligible residents of the proposed project named above.

What is the duration of the partnership for offering supportive services to residents of the project?	The partnership is intended to be ongoing. This MOU is at-will and may be modified by agreement of the parties or terminated if needed.
What are the services and/or programs provided by the service provider?	The Lorain Public Library provides information in-person and by telephone. In-building resources that can be borrowed include books, magazines, newspapers, music CDs, audio books, DVDs and framed art prints. Digital resources can be downloaded to computers or mobile devices. Free access to the internet as well as free Wi-Fi is available inside the Main Library and its other system locations. Educational, informational, craft, health, local history and recreational programs are often presented in the building. Local groups such as the Yarn Club, the Sewing Club, a Chess Club, Yoga, Zumba and line dancing meet regularly and provide a social outlet for their participants. Arrangements for local history and other presentation at external locations can be made upon request of the off-site group.
What are the methods of delivering the services and/or programs?	Methods vary depending upon service requested.
How will services and/or programs be accessed by residents of the project?	The Library's mobile Book Truck service can be scheduled for stops at the 301 Broadway building. The Book Truck carries library materials on book carts that can be wheeled inside a building for examination and borrowing. Programs can be presented to interested groups in meeting room spaces on site. Outreach Department staff are also available to teach how to access the library's digital resources one-on-one to residents as well as assist in signing up for library cards. Digital resources include books, magazines, audio books, streaming video and educational courses that can be downloaded at no charge to library card holders.

What's the experience and history of the service provider serving the target area and/or population?	The Lorain Public Library has been providing outreach services to its community for more than 80 years using a variety of mobile delivery options such as bookmobiles, the current "book truck" and books by mail where outgoing and incoming postage is paid by the library.
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The intent to provide the above outlined programs and/or services is hereby affirmed and agreed to by the Project Sponsor/ Owner and the Third-party Service Provider. Together, we agree that the programs and/or services will be provided for the benefit of the qualified households/tenants who will reside in the project, subject to determination of eligibility and desire of the household to receive the service and incur the related cost, if any.

AGREED TO AND SIGNED this 16 day of February, 2017.

Sponsor / Owner Name (Typed)

Lorain Public Library System

Third-party Service Provider Name (Typed)

Sponsor / Owner Signature

Amatusi D. Ortiz

Third-party Service Provider Signature

Attach a brochure, published information, or other available material that specifically demonstrates that the Third-party Service Provider has a proven history of fostering a positive impact on the lives of the residents and offers such programs or services as described and committed to above.

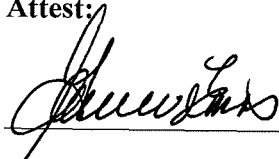
yeas, unanimous

Next Meeting

March 16, 2017 at 5 p.m.
South Branch Library

Adjournment Time: 6:17 p.m.

Attest:

, President

James A. Vukobratovic, Secretary ~~Vice President~~