

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, November 16, 2017
5:00 p.m. Columbia Branch Library, 13824 West River Rd, N, Columbia Twp, OH
Regular Business Meeting

President Tomas called the meeting to order at 5:03 p.m.

Roll Call

Present: Dr. Badillo (*arrived 5:08*), Mr. Dore (*arrived 5:07*), Ms. Hatch, Ms. Schiemann, Ms. Tomas, Mr. Virden

Regular Business

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

#2017-123 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Virden moved, Ms. Schiemann seconded at 5:04 p.m. to approve adjourning to Executive Session to discuss personnel matters.

yeas, unanimous

Reconvened: 6:37 p.m.

#2017-124 Approval of Minutes

Ms. Hatch moved, Dr. Badillo seconded that the minutes of the October 19, 2017, meeting be approved.

yeas, unanimous

#2017-115 Approval of Fiscal Officer's Report

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

Mr. Wilson reported to the Board that the month end cash balance as of October 31, 2017, was \$11,892,563. \$9,549,386 was in Operating/Governmental Funds, of which \$8,774,355 was unencumbered. Revenues Year-To-Date totaled \$9,546,004 which represented 94.2% of annual estimated revenues without transfers and/or advances. Expenses year-to-date without transfers or advances as of October 31, 2017, were \$7,419,995 or 67.4% of the estimated annual expenses. Year-to-Date Expenses plus

Fiscal Officer's Report Continued:

encumbrances totaled \$8,649,947 or about 78.6% of the *estimated* annual expenses for 2017.

Mr. Wilson advised there was no correspondence and no Public Records Requests. Ms. Lanning attended the Ohio Library Fiscal Officers Association (OLFOA) Meeting October 20, 2017. Mr. Wilson will be attending a meeting of the Northeast Ohio Regional Library Fiscal Officers in early December and will also be doing webinars with the Auditor of State and our accounting software's year-end training. The Fiscal Office is working with our payroll processor, Paycor, to see if their HR module and interactive employee systems will allow us to move HR functions, time sheets, scheduling, benefit-time scheduling and HR on-boarding with our current Paycor payroll/ACA reporting system.

yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz introduced Richard Gerena, the new Facilities Manager for the Library System. She told the board about Mr. Gerena's background as a union electrician, facilities manager at Oberlin College and Amherst fireman. Ms. Diamond-Ortiz noted that the Avon and North Ridgeville Libraries are ready to start processing passports in the coming weeks. The facility renovations at the South Branch are complete, and board members are encouraged to attend the open house from 2:00 to 4:00 p.m., on Saturday, December 16th. Interviews for the Manager of Technology and Assistant Director positions are being scheduled.

Committee Reports/Communications

None

Audience Participation

Supervisors

Ms. Spivey thanked the board for holding the meeting at her branch. She noted that former board member Ed Kovach had brought the cake for the evening's board meeting. Ms. Spivey then introduced several members of the Columbia Historical Society, who had come to make a presentation on shared resources.

Officers of the Columbia Historical Society were present to discuss the new partnership between the group and the Columbia Branch. The library has purchased three large filing cabinets to store local historical documents that are currently located in the Bronson House. This will serve to better preserve the items and provide more access to the community. President Blanche Nemeth discussed the importance of making this information available so that newer members of the community can better understand its

Audience Participation (*Supervisors*) **continued:**

history. Treasurer Mary Melnyk thanked the Board and appreciates their willingness to store the items and still allow the Columbia Historical Society to retain ownership of them.

Ms. Diamond-Ortiz stated that Ms. Wagner and Mr. Gerena will be attending future board meetings to provide information to the board on community marketing efforts and facilities projects.

Ms. Wagner spoke about the new design for the *Dimensions* newsletter. The size will have a smaller height and width, and the current two-color processing will be replaced with full four-color processing, at a slightly lower price. Ms. Wagner also told the board about content enhancements that will include stories about the Library's outreach efforts and program outcomes, such as providing library materials for in-patients in local hospitals. The board expressed pleasure with the revised dimensions. Ms. Wagner noted that there is a survey in the new issue that will seek feedback on the changes to *Dimensions*. The library has several donated gift cards that can be awarded to readers offering feedback.

Friends of the Library

Ms. Tomas reported that the North Ridgeville Friends held their meeting and fall book sale in October. The book sale raised almost \$3,500. Ms. Tomas received feedback that the *Friends' Calendar* showing planned book sales at all of the branch libraries was very well received by some of their regular book-sale patrons.

Columbia Friends will be holding a special holiday reception in December to thank all of the volunteers who have helped at the Friend's book sales throughout the year.

Mr. Wilson thanked the Lorain Friends for their support of the library's trivia team at the Lorain Rotary Club's trivia contest.

Foundation

Ms. Tomas noted that the Foundation will be meeting in December.

New Business

Ms. Tomas noted the lateness of the hour and suggested that, without objection, resolutions under **New Business** could be moved and voted as a block.

Mr. Dore moved, Dr. Badillo seconded that resolutions #2017-126 through #2017-138 be approved as presented.

Ms. Diamond-Ortiz and Mr. Wilson reviewed the resolutions.

#2017-126 Resolution Approving New Job Classification Summary for Content Marketing Strategist

Job Title:	Content Marketing Strategist	Date:	August 9, 2017 (New)
Grade:	EI	FLSA:	Non-Exempt

Basic Function:

Writes, edits and produces integrated content across multiple internal and external Lorain Public Library System channels according to brand guidelines to drive positive customer behavior. Creates written, photographic and video content for social media, digital, website, intranet, mobile, print, media and in-person communications. Monitors and responds to social media. Continually gathers market channel/industry data, analyzes and prepares reports. Manages shared database of content, photos, graphics and information. Incorporates new trends, technology and information into daily work.

Distinguishing Features of the Class:

This classification is responsible for writing, creating, repackaging, and managing content that is distributed across the Library's internal and external marketing channels. The Content Marketing Strategist ensures that all content is on-brand, consistent in style, quality and tone of voice, optimized for search and user experience and follows AP guidelines. The position reports to the Senior Marketing Manager who supervises calendar creation and work prioritization. The Content Marketing Strategist works directly with managers, staff and community contacts. Some nights and weekends required.

Characteristic Duties and Responsibilities:

- Writes, edits, proofreads, distributes and analyzes media assets including social media, releases, print and digital newsletters, eblasts, advertising and web content.
- Under the supervisor's direction, manages the Library's editorial calendar across channels.
- Produces engaging, timely content including written, photographic, graphic, edited video and live streaming content for all library social media channels.
- Populates the Library's intranet and internet with interactive, fresh, brand consistent content to meet internal and external customer needs.

New Business Continued (Resolution 2017-126):

- Participates in web page design to facilitate delivery of library services via the website. Manages the Google AdWords program.
- Develops/distributes media releases, news alerts and calendar listings. Monitors and maintains media contact and databases.
- Gathers data, interprets analytics and prepares reports to make recommendations based on those results.
- Develops standards, systems and best practices (both human and technological) for real-time creation and implementation, distribution, maintenance, retrieval and repurposing of content.
- Works with supervisor to establish workflow for requesting, creating, editing, publishing and retiring content. Manages multiple projects, reprioritizes as necessary and meets deadlines.
- Works with supervisor to develop and coordinate consistent graphic look/content across all internal and external platforms. Oversees Library information and resources publications.
- Serves as liaison to library vendors to troubleshoot problems and implement enhancements and upgrades.
- Maintains professional awareness of current library and technology trends through professional reading, conference/workshop attendance, organization participation, etc.
- Continually learns and incorporates the latest platforms, technology and marketing solutions.

Knowledge, Skills and Abilities:

Thorough knowledge of marketing principles and techniques; ability to apply marketing, web and public relations strategies in the public library environment; expertise in graphic design principles and practices; experience using HTML and CMS; excellent writing, editing and proofreading skills; knowledge of how the media works; able to manage and complete multiple projects within tight deadlines; tact and courtesy; detail oriented; ability to work in a team environment; sound judgment; ability to speak effectively in public; Proficient in Microsoft Office, Adobe Creative Suite and content management software. Able to work nights and weekends on occasion.

Education, Training and Experience:

Requires a bachelor's degree in public relations, journalism or a related field and three to five years of related experience, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

#2017-127 Approval of Personnel Appointments

- Janae Garrett, Content Marketing Strategist in Public Relations/Administration at the Main Library, full-time, effective October 31, 2017, at an hourly rate of \$21.770, grade EI.
- Richard Gerena, Facilities Manager for the Library System, full-time, effective November 8, 2017, at an hourly rate of \$32.90, grade EK.

#2017-128 Approval of Participation in NEO-RLS for 2018-2019

To approve participation in the Northeast Ohio Regional Library System for the period July 1, 2018 through June 30, 2019.

#2017-129 Approval of Notice of Intent to Withdraw from NEO-RLS July 1, 2019

To approve a notice of intent to withdraw from the Northeast Ohio Regional Library System effective July 1, 2019.

New Business Continued:

#2017-130 Approval of Memorandum of Understanding (MOU) for *Rising Titans*

To authorize the CFO to enter into an MOU with Neighborhood Alliance, Lorain City Schools, Lorain County Community Action Agency, Little Lighthouse Learning Center, Lorain County Community College, and United Way of Greater Lorain County, to create a system so parents are aware of the learning opportunities at birth; to collect and share child data of children ages 0-5 whose families reside within the Lorain City School District.

#2017-131 Approval of Recommendation for Appointment of Library Trustees

The Trustee Development and Nominating Committee moved, to recommend to the Lorain City School District, Board of Education the appointment of Milagros Torres to fulfill the remainder of the term ending December 31, 2019 as Library Trustee, and Keith Belanger for a seven-year term as Library Trustee, commencing in January 1, 2018.

#2017-132 Resolution of Appreciation for Robert Wenz, Upon His Retirement

WHEREAS, the Lorain Public Library System is fortunate to have many employees who are dedicated and committed to the Library; and

WHEREAS, Robert Wenz came to Lorain Public Library System in 1997, finding that the Library had about 50 computers, one server and a technology staff of one. There were 56K modem connections to our branches and a T1 connection to CLEVNET. The public had dial access from the outside world to our public catalog. Our Bookmobile had no online access. There was no wireless networking within our buildings; and

WHEREAS, Robert Wenz supervised the Technology Department during dramatic changes in libraries, upgrading the library computers through a series of platforms, from Windows NT to Windows 95 to Windows 98 to Windows 2000 to Windows XP to Windows 7 to Windows 10 and integrating technology into new and existing buildings, including creating public and staff training labs, developing traveling notebook computer sets for training, and wiring meeting rooms for hi-definition video and sound; and

WHEREAS, Robert Wenz saved the Library an estimated \$700,000 by administering the Library's E-rate program and was integral to successful levy campaigns by identifying frequent library users and voters and generating mailing lists and calling lists for levy committees; and

WHEREAS, Robert Wenz leaves the Lorain Public Library System remarkably better than how he found it, with nearly 200 public computers offering Internet access and a rapidly changing range of applications, online access for Outreach, and 100mb fiber connections to Main Library and 200mb connection to CLEVNET; and now

THEREFORE, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Robert Wenz and his contribution to the library system and extends its heartfelt appreciation on behalf of the library board and staff.

New Business Continued:

#2017-133 Approval of Change Order for Main Library HVAC Project Phase II

To approve the following change order for the Main Library HVAC Project Phase II, in the amount of Nine Hundred and Fifty-Three Dollars, and Ninety-Six Cents (\$ 953.96):

Change Order #M-001 – Review and obtain city permits for Phase II \$ 953.96

#2017-134 Revisions to the Board’s Circulation Policy

To approve the revisions to the Library’s Circulation Policies 5.01

CIRCULATION POLICIES ~~(2017-02-16 REV)~~ (2017-11-16 REV) 5.01

Library Card Eligibility

All Ohio residents are eligible for a free Lorain Public Library System card. Only one standard 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 member 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. Library cards must be renewed once every two years, with the exception of eCards that must be renewed every five years; Educator Cards must be renewed annually.

Applying for a Library Card

Standard Card:

A Standard ~~library~~ Card allows access to all circulating materials, ~~and all~~ eMedia and public computer access. A standard library card must be applied for in person. Children from birth to those in 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 in 9th grade and above, who do not have valid government-issued photo identification must have a 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~~ an Access Card as an alternative to a Standard Card.

Access Card

An Access Card is for anyone with a Standard Card that is blocked or anyone who is unable to qualify for a Standard Card. The Access Card provides access to ten print materials, all eLibrary resources, and public computer access at all Lorain Public Library System locations. Application for this card must be made in person by providing name, address, telephone number, and date of birth. No parent/guardian signature is required for children. No photo ID required.

New Business Continued (Resolution 2017-134):

Educator Card

Teachers from public and private, parochial, and charter schools as well as licensed child care centers can apply annually for a Lorain Public Library System Educator Card. Apply for this card in person at any Lorain Public Library System location by providing name, address, telephone number and date of birth. A photo ID with current, permanent address AND one of the following forms of acceptable identification for educators is required:

- A current school-issued or program-issued photo ID;
- A current letter on the school's or program's letterhead confirming employment and state issued photo ID; or, during a class visit, a state issued photo ID (no letter necessary).

Educator Cards must be renewed annually. Valid photo identification, current proof of address and updated acceptable identification for educators must be presented when renewing library privileges.

eCard

This card provides access to only eMedia. To apply for this card, you must live, work, own property or attend school in Ohio. Click here to apply for this card through the online application that requires name, address, telephone number, date of birth and valid email address.

~~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.

New Business Continued (Resolution 2017-134):

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 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 blocked, 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~~ [Circulation Periods and Fees Policy](#), approved by the Lorain Public Library [System](#) 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~~ [28](#) 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.

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~~ [Patrons](#) whose borrowing privileges have been suspended are eligible to apply for ~~a Browser or Teen card~~ [an Access Card](#).

New Business Continued (Resolution 2017-134):

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.

#2017-135 Revisions to the Board's Circulation Periods and Fees 5.01A

To approve the revisions to the Library's Circulation Periods and Fees 5.01:

CIRCULATION PERIODS & FEES ~~(2017-02-16 NEW SECTION)~~ (2017-11-16 REV) 5.01A

Loan Periods:

7 Days	New DVDs Launchpads
21 Days	Books, Magazines, DVDs and Videos, AudioBooks (any format), Multi-media Kits, CDs, Framed Art Prints (Limit 2)

Fines:

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

Renewal Limits:

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

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

New Business Continued (Resolution 2017-135):

Outreach Loan Periods, Fines, and Renewal Limits

Books by Mail

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

Outreach

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

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.~~

New Business Continued:

#2017-136 Revisions to the Board’s Credit Card Policy

To approve the revisions to the Library’s Credit Card Policy 2.08

CREDIT CARD POLICY (Rev. 2017-06-15 2017-11-16)

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 ~~Clerk-Treasurer~~, ~~The~~ Facilities/Fleet Manager, ~~the library’s~~ Administrative Clerk for Purchasing, ~~the~~ Technical Services Manager, ~~the~~ Technology Manager and Marketing Communications Manager. The credit cards shall have a limit of \$10,000. 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) must be completed by the above staff members prior to purchasing items using the credit card.

#2017-137 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, Goodwill of Lorain County, or the Friends of the Library

To approve the donation of scrap computer equipment to the Lorain County Solid Waste Management District’s *Electronic Collections Days*, Goodwill of Lorain County or the Friends of the Library.

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Computer	A&J Server		5762
Computer	A&J Server		5924
Computer	A&J		5933
Computer	Dell Latitude D830	6dg7vf1	6104
Computer	Dell Latitude D830	DDG7VF1	6112
Computer	Dell Latitude D830	3FG7VF1	6120
Computer	Dell Latitude D830	4DG7VF1	6121
Computer	Dell Latitude D830	3DG7VF1	6122
Computer	Dell Latitude D830	5FG7VF1	6124
Monitor	Samsung SyncMaster 920N	MJ19H9NL352262	5747
Monitor	Samsung SyncMaster 245T	HU24HVRQ103004K	6092
Monitor	Samsung SyncMaster 943T	MY19H9NS413960V	6354
Monitor	NEC MultiSync LCD175M-BK	1X171742NA	7236
Monitor	NEC MultiSync LCD175M-BK	1Y1773101730NA	7273
Monitor	NEC MultiSync LCD175M-BK	1Y177314NA	7281

Printer	HP LaserJet 6P	USCD025603	1271
Printer	HP LaserJet 4100N	USBNH29508	1508
Printer	Brother HL-5170DN	U60966F5J891629	5006
Printer	Brother HL-5250DN	U61444F7J138127	5990
Printer	Star TSP650	331280100068	6260
Printer	Brother DCP-585CW	U62046J8F262615	6385
File Cabinet	Standard 2 drawer	NA	
Chair	Standard Office	NA	01568

#2017-138 Approval of Change Order for South Branch Painting

To approve the following change order for the South Branch Library Painting (Resolution 2017-080), in the amount of Five Hundred and Forty-Nine Dollars (\$ 549.00):

Change Order SO-001 – Painting completed after other trades work \$ 549.00

yeas, unanimous

Other Agenda Items

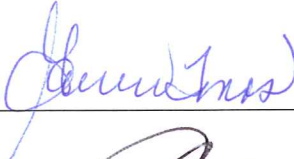
None


Next Meeting

December 21, 2017 at 5 p.m.
North Ridgeville Branch Library

Adjournment Time: 7:17 p.m.

Attest:


_____, President


_____, Secretary