

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, December 17, 2009, 5:00 p.m.
Main Library, 351 W. 6th Street, Lorain, Ohio
Regular Business Meeting

Roll Call

Mr. Petersen called the meeting to order at 5:03 p.m.

Present: Mr. Petersen, Mr. Kovach, Mr. Leandry, Mr. Virden, Ms. Penwell, Ms. Tomas

Regular Business

#2009-128 Approval of Minutes of the November 19, 2009 Meeting

Mr. Kovach moved, Ms. Penwell seconded that the minutes of the November 19, 2009 meeting be approved.

Roll Call: yeas, unanimous

#2009-129 Approval of Minutes of the December 7, 2009 Meeting

Ms. Tomas moved, Ms. Penwell seconded that the minutes of the December 7, 2009 meeting be approved.

Roll Call: yeas, unanimous

#2009-130 Approval of Chief Fiscal Officer's (CFO's) Report

Mr. Kovach moved, Mr. Virden seconded that the CFO's Report for the month ending November 30, 2009 be approved.

Mr. Wilson reported to the Board that the month end cash balance was \$8,888,072. Of the month end cash balance, \$3,269,967 was operating funds, of which \$2,779,456 were *unencumbered*. Revenues for the year were \$8,660,449, 66.7% of the estimated \$8,997,809 annual revenues without transfers or advances. Expenses plus encumbrances totaled \$9,770,848 or about 71.0% of the budget.

There were no public records requests received. One piece of correspondence was received, a *Notice of Hearing on Debts of Estate and Report of Insolvency*.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed all to the Main Library. Ms. Eldridge wished a Merry Christmas to all, and to their families.

Regarding the Public Library Fund, Ms. Eldridge stated that there was a 17.8% drop of funding when comparing 2008 to 2009. She also noted that Lorain County's share of the PLF is \$548,331. Ms. Eldridge informed the Board that an agreement on the House Bill #318, had been reached, and that voting on the issue would be today. This House Bill is for fixing the budget shortfalls, and Ms. Eldridge is hoping it will pass!

Ms. Eldridge commended the LPLS staff on their generous pledge of over \$4,000 to the United Way's 2010 campaign and a white elephant sale conducted at the Main Library for the annual Clothe-A-Child Fundraiser.

Ms. Eldridge invited all to a retirement party for Ms. Sheila Ives on December 31st.

Ms. Eldridge mentioned her attendance at, and upcoming attendance at these events:

- 11.23.09 – Columbia Branch Library Pre-levy Committee meeting.
- 12.04.09 – Lorain City Schools inquiry.
- 12.10.09 – Columbia Branch Library Levy Committee meeting.
- 12.28.09 – Kwanza program presenter at Harrison Community Cultural Center.
- 01.21.10 – State of the City of North Ridgeville Mayor's Address*
- 02.26.10 – Leadership Lorain County Difference Makers Gala

* there have been several calls and emails from Mayor Gillock regarding the North Ridgeville Library budget, to which Ms. Eldridge responded.

Speaking on the subject of Facilities, Ms. Eldridge mentioned that there had been a water main break at South Branch Library, and that there were limited bathroom facilities for a short time.

In closing, Ms. Eldridge told the Board that the Circulation Statistics were higher than ever, at this time of the year! The largest change was from November of 2008, to November of 2009, for the South Branch Library. Ms. Eldridge feels this is due to the niche market of Hispanics in South Lorain, as well as due to voting and increased program attendance. South Branch Library held both Hispanic Heritage Month, and Black History Month events. She also mentioned that the decline in Columbia Branch Library's circulation is likely due to the open hours reduction.

Report of the Assistant Director

Ms. Whitney said good evening and thanked the Board for all their hard work this year.

Ms. Whitney said that she has been very busy with the Budget Reduction Planning for several months, to include this past month.

Recapping the year of 2009, Ms. Whitney noted the following events/meetings:

- Attendance at OLC Legislative Day, the PLA and ALA Annual Conferences.
- Changed service hours at Columbia Branch Library.
- Successful North Ridgeville Branch Library Levy Campaign (won with 82%).
- Architect selection for the Main Library renovation/update.
- Avon Levy Committee Meetings, and Avon Community Engagement Meetings
- Lorain County Fair & Fair Breakfast
- Michael Dirda Luncheon (2 yrs. in planning, culminating in a wonderful event).
- Mtgs. with Exec. Board & Organizers regarding effects of Budget Reduction.

Ms. Whitney ended by saying, "Thank you very much"!

Committee Reports

No Committee Reports

Communications

Notice of hearing on Debts of Estate and Report of Insolvency

Audience Participation

District 1199

Ms. Linda Meredith represented the SEIU District 1199. Ms. Meredith stated that she felt the entire budget reduction process has been fatally flawed from the beginning. She informed the Board that the Union feels that many other items took priority over the budget reduction process, and that valuable time was wasted. She asked that the Board take steps to retain the current staff levels, and to transfer capital funds to the operational budget to save these positions, if necessary. She also asked the Board to take measures to enable the Director to take the burden of the budget reduction off the back of the bargaining unit.

Supervisors

Ms. Debra Jackson, Public Services Coordinator for the Main Library, said hello to the Board. Ms. Jackson then informed the Board that the circulation for the library has almost doubled within the last couple of years. She stated that she knew the Board receives multiple spreadsheets regarding circulation, and that all of this information falls into two different circulation numbers. The first type, Clevnet Circulation by Owning Library, measures loans of a units' collection, regardless of the location of the borrower. This first type is actually more hands on work for the library, vs. the second type of circulation, Clevnet Circulation by Transacting Library, which measures the loans at an individual location. She closed by saying "Happy Holidays"!

Friends of the Library

The Avon Friends next meeting will be held January 28, 2010. The Avon Friends last book sale on November 18th – 20th netted \$600. Some of the upcoming events for the year 2010 sponsored by the Avon Friends will be; Tea Party, Art Show, Art Reception and the Duct Tape Parade.

The Columbia Friends meeting held on December 15, 2009 was very nice according to Ms. Toni Whitney. Ms. Whitney also said the last book sale held on December 5th and 6th, was a mini book sale and netted \$200. Some of the upcoming events for the year 2010 sponsored by the Columbia Friends will be; Friends Flea Market and Columbia Library Festival of the Arts.

The Domonkas Friends next meeting will be held on January 12, 2010. Their next book sale is scheduled for January 13th – 16th.

The Lorain Friends next meeting will be held on January 26, 2010 at 6:30 p.m. Their next book sale is scheduled for January 7th – 11th. The Lorain Friends will host the 2010 Annual Membership Meeting on February 28, 2010 @ 2:00 p.m.

The North Ridgeville Friends next meeting will be held January 7, 2010. The next book sale will be held January 14th – 17th. Some of the upcoming events for the year 2010 sponsored by the North Ridgeville Friends will be; Corn Festival, Friends Exchange Sponsor and a Car Show.

Other

New Business

#2009-131 Approval of 2010 Estimated Revenues – General and Levy Funds

Mr. Kovach moved, Mr. Leandry seconded to approve the estimated revenues for the general and levy funds for 2010:

2010		GEN FUND	LORAIN LEVY	AVON LEVY	DOM LEVY	NR LEVY	COL LEVY	TOTAL
1100	PUBLIC LIBRARY FUND	\$3,351,334						\$3,351,334
1200	TAX LEVIES	-	\$2,816,778	\$466,701	\$339,446	\$1,177,480	\$216,084	5,016,489
3000	FINES, FEES, ETC.	115,000						115,000
4000	INTEREST ON INVEST	5,000	2,000	400	150	1,000	150	8,700
5000	CONTRACTS/OTHER ENT	-						-
6000	GIFTS/BEQUESTS	1,000						1,000
8000	SALES/REFUNDS/MISC.	5,000						5,000
9000	FUND TRANSFERS		210,242	49,008	27,058	81,000	120,893	488,201
TOTAL EST. REVENUE		\$3,477,334	\$3,029,020	\$516,109	\$366,654	\$1,259,480	\$337,127	\$8,985,724

Roll Call: yeas, unanimous

#2009-132 Approval of 2010 Estimated Revenues – Other Funds

Ms. Tomas moved, Mr. Virden seconded to approve the estimated revenues for other funds for 2010:

Fund No.	Fund Name	Account Name	Amount
203	Summer Reading	Contributions	\$ 10,000.00
204	Family Read Aloud	Contributions	5,000.00
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	2,000.00
		Contributions South	200.00
330	Debt Service Fund	Fund Transfer	476,460.00
401	Building & Repair Fund	Interest on Investments	30,000.00
451	Capital Improvements Fund	Interest on Investments	1,500.00
701	Hageman Trust Fund	Interest on Investments	500.00
		Contributions	9,000.00
702	Stocker Trust Fund	Interest on Investments	50.00
801	Kurtz/Male	Interest on Investments	10.00
803	Domonkas Trust	Interest on Investments	80.00

TOTAL \$ 536,300.00

Roll Call: yeas, unanimous

#2009-133 Approval of 2010 Temporary Budget

Mr. Kovach moved, Mr. Leandry seconded to approve the temporary appropriations budget for 2010:

Fund	Name	Amount	
101	General Fund	\$ 3,577,334	
110	N Ridgeville	1,471,191	
112	Avon	722,285	
120	Columbia	375,216	
122	Domonkas	460,890	
130	Lorain	3,426,402	\$ 10,033,318
203	Summer Reading	10,000	
204	Family Read Aloud	5,000	
205	Project Lite	5,000	
215	Book Memorial	21,750	
330	Debt Svc	476,460	
401	Building & Repair	650,000	
451	Capital Improvement	150,000	
701	Hageman	40,660	
702	Stocker Trust	500	
	Total	\$ 11,392,688	

Roll Call: yeas, unanimous

#2009-134 Resolution of Appreciation for Sheila Ives

Ms. Tomas moved, Mr. Leandry seconded to approve the following Resolution of Appreciation for Sheila Ives:

WHEREAS, Sheila Ives has made a major contribution in serving library patrons for 31 years as a Reference Librarian in the Adult Services Department; and

WHEREAS, she has consistently demonstrated a commitment to applying her skills and efforts in finding information requested by the public and in assisting fellow reference staff to do the same; and

WHEREAS, Sheila Ives has served as the Collection Development Specialist for the library system; and

WHEREAS, she has shown a commitment to her own lifelong learning in the new skills of her profession; and

WHEREAS, Sheila Ives has shared her knowledge and dedication to readers' advisory services as a trainer at LPLS staff training sessions; and

WHEREAS, she has shared her expertise through published book reviews; and

WHEREAS, Sheila Ives has provided exemplary customer service by treating all patrons with respect and courtesy;

THEREFORE, BE IT RESOLVED that the Lorain Public Library System's Board of Trustees does publicly acknowledge Sheila Ives and her contributions to the library system, and extends its appreciation on behalf of the Board and Staff.

Roll Call: yeas, unanimous

#2009-135 Approve Revisions to the Wage, Leave & Benefits Policies for Exempt Staff, effective January 1, 2010.

Mr. Kovach moved, Ms. Penwell seconded to approve the following revision to the WAGE, LEAVE & BENEFIT POLICIES FOR BARGAINING UNIT EXEMPT STAFF:

V. TEMPORARY FULL-TIME OR PART-TIME EMPLOYEES, STUDENT LIBRARY AIDES, SUBSTITUTE EMPLOYEES

Temporary full-time or part-time employees, Student Library Aides, and substitutes shall be compensated at an hourly rate within the position classification and salary scale of appointment and shall receive no leave benefits or premium payment for Sundays or worked holidays. Such employees may be eligible for certain benefits as outlined below:

Temporary and substitute employees may work up to a maximum of thirty-eight (38) hours per week. Student Library Aides may work a regular schedule of up to nineteen (19) hours per week consistent with Ohio Law. However, Student Library Aides who are at least eighteen years of age and are high school graduates or who have passed their GED equivalency exam may also work up to a maximum of thirty-eight (38) hours per week.

Temporary employees, Student Library Aides, and substitutes are not eligible for membership in the Collective Bargaining Unit.

Student Library Aides

a. Part-time employees hired in the Library Aide position classification are designated "Student" Library Aides if they are enrolled at least half time in a high school, vocational, trade school, or college program of study. Such employees must provide certification of their student status for each enrollment period and must provide notice of any change in student status immediately.

b. Student Library Aides will be allowed to continue employment for maximum of ~~six (6)~~ **twelve (12)** months following the date of his/her graduation, withdrawal or separation from a program of study as defined above.

Roll Call: yeas, unanimous

#2009-136 Resolution Requesting Auditor Certification and Submission of Tax Levy.

Ms. Tomas moved, and Ms. Penwell seconded the following resolution:

RESOLUTION REQUESTING THE BOARD OF TOWNSHIP TRUSTEES OF COLUMBIA TOWNSHIP, LORAIN COUNTY, OHIO, TO REQUEST THAT THE LORAIN COUNTY AUDITOR CERTIFY THE CURRENT TAX VALUATION OF COLUMBIA TOWNSHIP, LORAIN COUNTY, OHIO AND THE DOLLAR AMOUNT OF REVENUE TO BE GENERATED BY A REPLACEMENT WITH AN INCREASE TAX LEVY; AND TO SUBMIT TO THE ELECTORS OF THE TOWNSHIP THE QUESTION OF A REPLACEMENT WITH AN INCREASE TAX LEVY FOR CURRENT EXPENSES OF THE LORAIN PUBLIC LIBRARY SYSTEM, INCLUDING OPERATING THE BRANCH LIBRARY LOCATED IN THE TOWNSHIP.

(R.C. Sections 5705.03, 5705.19(D), 5705.192)
Public Library Operating Levy Replacement with an Increase

WHEREAS, the Township of Columbia (the "Township") is currently levying a one and forty-four hundredths (1.44) mill, ten-year levy for the purpose of providing current expenses for the Lorain Public Library System, including operating the branch library located in the Township, approved by the voters of the Township on November 7, 2000, and first placed on the tax list and duplicate in 2000 (Tax Collection Years 2001-2010) (the "Original Levy"); and

WHEREAS, this Board wishes to request that the Board of Township Trustees of the Township initiate proceedings for the submission to the electors of the Township the question of a replacement with an increase of the Original Levy for current expenses of the Lorain Public Library System, including operating a branch library located in the Township;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library System, Lorain County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is hereby found, determined, declared and recited, that (a) the Lorain Public Library System was established prior to September 4, 1947, by resolution adopted by the Board of Education of the School District as a free public library; (b) the Columbia Branch of the Lorain Public Library System has been established as a free public library to serve the Township; and (c) this Board wishes to initiate proceedings for the submission to the electors of the Township the question of a replacement with an increase of an existing tax levy for current expenses of the Lorain Public Library System, including operating a branch library located in the Township.

Section 2. The Board of Trustees of the Township is hereby requested to request that the Lorain County Auditor certify the current tax valuation of the Township and the dollar amount to be generated by replacement of all of the Original Levy, with an increase of three tenths (0.3) mills, for the benefit of the Library, at a total rate not exceeding one and seventy-four hundredths mills (1.74), for each one dollar of valuation, which amounts to \$0.174 for each hundred dollars of valuation, for a period of five (5) years, for the purpose of providing current expenses of the Lorain Public Library System, including operating the branch library located in the Township.

Section 3. Pursuant to Section 3375.42, Ohio Revised Code, this Board hereby finds and determines it to be necessary to enter into an agreement with the Township relating to the operation of the Columbia Branch of the Library and to the use of the proceeds of the tax levy to be voted on by the electors as contemplated in this resolution and of other funds available for the operation of the Columbia Branch of the Library. That agreement shall be in substantially the form attached hereto as Exhibit A ("Agreement").

Section 4. The Agreement is hereby approved in substantially the form attached hereto as Exhibit A, with such changes therein as are not inconsistent with this resolution and not substantially adverse to the Board as shall be approved by the officers executing the Agreement; provided that the approval of those changes by those officers, and their character as not being substantially adverse to the Board, shall be evidenced conclusively by their execution of that Agreement.

Section 5. The President and Chief Fiscal Officer of the Board of Library Trustees are hereby authorized and directed, for and in the name and on behalf of this Board, to execute and deliver the Agreement in substantially the form attached hereto as Exhibit A.

Section 6. This Board hereby requests that the Board of Trustees of the Township pass a resolution under section 5705.192, Ohio Revised Code, and other applicable provisions of law to submit to the electors of the Township at an election to be held therein on May 4, 2010, the question of such replacement with an increase tax levy for current expenses of the Library.

Section 7. Such replacement with an increase tax levy shall be placed upon the tax list and duplicate commencing in 2010, first due in calendar year 2011, if a majority of the electors voting thereon vote in favor thereof.

Section 8. This Board finds, determines and declares that the levy of the tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in Columbia Township, Lorain County, Ohio and for the residents of Columbia Township, Lorain County, Ohio.

Section 9. The Chief Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Board of Trustees of the Township.

Section 10. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll Call: yeas, unanimous

#2009-137 AGREEMENT BETWEEN THE LIBRARY AND COLUMBIA TOWNSHIP.

Mr. Kovach moved, and Mr. Virden seconded the following resolution:

This Agreement dated as of _____, 20__ by and between Columbia Township, Ohio (the "Township") and the Board of Library Trustees (the "Board") of the Lorain Public Library System

AGREEMENT

This Agreement dated as of _____, 2010 by and between Columbia Township, Lorain County, Ohio (the "Township") and the Board of Library Trustees (the "Board") of the Lorain Public Library,

WITNESSETH:

WHEREAS, the Board has maintained since prior to September 4, 1947 and continues to maintain a free public library, free and open to all of the inhabitants of the Township; and

WHEREAS, the Board and the Township desire to obtain and raise funds for operating the Columbia Branch of the Lorain Public Library System by a tax levy.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth and other good and valuable consideration, the parties hereto agree as follows:

1. The Township agrees to submit, on the ballot at the May 4, 2010 election, the question of a tax levy, at a rate not exceeding one and seventy-four hundredths mills for each one dollar of valuation, which amounts to \$.174 for each one hundred dollars of valuation, for five (5) years (the "Tax Levy") for the purpose of the current expenses of the Lorain Public Library System, including operating the branch library located in the Township. Pursuant to Section 3375.42, Ohio Revised Code, the Township further agrees that, in the event the Tax Levy is approved by the voters of the Township, it will provide for the collection of the Tax Levy and disburse all proceeds of the Tax Levy to the Board.

2. The Board agrees that all funds raised and paid to the Board from the collection of the Tax Levy will be expended for operation of the Columbia Branch of the Lorain Public Library System.

3. The Board further agrees to provide to the Board of Township Trustees of the Township, at least once a year during the period of the collection the Tax Levy, an itemized report as to the expenditure of the moneys derived from the Tax Levy.

4. The parties mutually agree that any equipment or materials purchased by the Board from the moneys derived from the Tax Levy shall remain the property of the Board for use in the Township by the Columbia Branch.

5. In the event that the Board shall consolidate with or transfer all of its assets to another public library system governed by the provisions of Chapter 3375, Ohio Revised Code, the rights and obligations under this Agreement shall inure to and become the rights and obligations of the resulting public library system for the benefit of the branch of that public library located in the Township.

Roll Call: yeas, unanimous

#2009-138 Approval to Enter into Executive Session for Performance Appraisals with the Director and CFO.

Mr. Leandry moved, Mr. Virden seconded at 5:37 p.m. to approve adjourning to Executive Session for performance appraisals of the Director and CFO.

Roll Call: yeas, unanimous

Reconvened: 6:48 p.m.

Other Agenda Items


Next Meeting

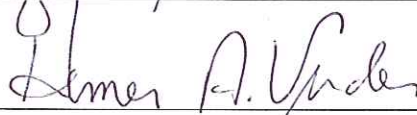
January 21, 2010 at 5 p.m. – Work Session - South Branch Library

January 28, 2010 at 5 p.m. – 2010 Organizational Meeting – North Ridgeville Library

Adjournment Time: 6:49 p.m.

Attest:


_____, President


_____, Secretary