

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, August 18, 2011, 5:00 p.m.
Main Library, 351 6th Street, Lorain, OH
Regular Business Meeting

Roll Call

Mr. Petersen called the meeting to order at 5:02 p.m.

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

Regular Business

#2011-075 Approval of Minutes

Mr. Kovach moved, Ms. Penwell seconded that the minutes of the June 16, 2011 meeting be approved.

Roll Call: yeas, unanimous

#2011-076 Approval of Chief Financial Officer's (CFO's) Report

Mr. Kovach moved, Ms. Penwell seconded that the CFO's Reports for the months ending June 30 and July 31, 2011 be approved.

Mr. Wilson said good evening and hoped that everyone enjoyed the pizza. He then said he would be presenting the Financials for both June and July at this evening's meeting.

Mr. Wilson reported to the Board that the month end cash balance for June, 2011 was \$8,587,741. Of the month end cash balance, \$4,746,458 were operating funds, of which \$3,677,576 were unencumbered. Year-to-Date Revenues were \$4,847,478, 52% of the estimated \$9,289,402 Annual Revenues without transfers or advances. Expenses year-to-date were \$3,954,942, 39% of the budgeted \$10,205,178. Expenses plus encumbrances totaled \$5,585,348, or about 55% of the budget. Mr. Wilson noted that half the Total Revenues were attained by midpoint of the year, and that larger expenditures were forthcoming during the second half of the year.

Mr. Wilson reported to the Board that the month end cash balance for July, 2011 was \$8,346,555. Of the month end cash balance, \$4,520,680 were operating funds, of which \$3,506,841 were unencumbered. Year-to-Date Revenues were \$5,245,592, 58% of the estimated \$9,079,914 Annual Revenues without transfers or advances. Expenses year-to-date were \$4,594,242, 45% of the budgeted \$10,205,178. Expenses plus encumbrances totaled \$6,163,294, or about 60% of the budget.

Mr. Wilson reviewed operating projections based on the updated PLF information, and the 2010 census distribution of the PLF to branch communities. Avon and North Ridgeville Branch Libraries will receive larger proportions of the reduced PLF revenues. This will have the largest negative impacts for the Main Library, the South Branch Library and the Domonkas Branch Library.

Mr. Wilson noted three Letters of Correspondence had been received; 1) City of Sheffield Lake requesting permission to display fireworks near the Domonkas Branch Library- permission was granted, 2) Budget Commission of Lorain County advising LPLS that the PLF estimate was reduced, 3) Columbia Township informing LPLS that they will repair and restripe the Columbia Branch Library parking lot in 2012 and have requested the Lorain County Engineer to do an engineering study and prepare a drainage plan to alleviate the water problem at the Columbia Branch Library.

Mr. Wilson said there were two additional agenda items added this month; the Approval of Commercial Insurance Renewal, with a small increase, and the Decrease to Expected Revenues.

Mr. Edwin Kovach, Board Trustee, asked Mr. Wilson if the recent Columbia Branch Library flooding affected the budget, to which Mr. Wilson replied, "Only by \$25,000, and we were pleased that it didn't increase our insurance."

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said good afternoon and welcome to Lorain. She then thanked Mr. Wilson, Ms. Frederick and Ms. Whitney for the refreshments.

Ms. Eldridge informed the Board that Governor Kasich signed Ohio's 2012-13 Biennium Budget on June 30, 2011, which will cause reduction of the PLF funding. Other notable measures are the increase of the state prevailing-wage threshold on new construction, and cutting local government funding by about \$630 million over two years. Ms. Eldridge also noted that all of the public pension reform was removed from the final budget.

Ms. Eldridge thanked the Board for the opportunity to attend the ALA Annual Conference this year, held in New Orleans. Ms. Eldridge noted she was able to provide staff the opportunity to attend the ALA Virtual Conference as well.

Ms. Eldridge thanked staff who worked and will be working at the summer community events, and also thanked all staff who made this year's Summer Reading an enjoyable time.

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

07.07.11 – Facilitated a mayor's forum for Councilwoman Anne Molnar.

07.27.11 – Attended City of Lorain meeting regarding making downtown Lorain safe. Ms. Eldridge was agitated that attendees were stating that there wasn't a homeless problem downtown.

08.11.11 – sent letter to Columbia Township Trustees regarding storage barn.

Ms. Eldridge said thirty three staff are attending the Ohio Library Council's Convention and Expo on Thursday, October 27, 2011, in Toledo, Ohio. Thirty of the attendees are riding the bus from the Main Library to Toledo and back. She re-invited the Board members, and said if they changed their minds, to please come along.

Ms. Eldridge then thanked Ms. Julie Cowan, Administrative Clerk, for a great job on conference registrations, and noted that none have been missed over the last few years.

Regarding the Columbia Branch Library restoration, Ms. Eldridge said that it was not quite where she wanted it to be, and that 75% of the carpet has been replaced. Ms. Whitney will be meeting with the property restoration company regarding repainting due to the color of the carpet being wrong.

Statistically speaking, Ms. Eldridge noted that the 'loans sent' numbers were down and she was trying to figure out why. Mr. Douglas Petersen, Board Trustee, asked why the 'groups using meeting rooms' numbers were down. Ms. Eldridge replied that part of the reduction is due to Columbia Branch Library's meeting room being temporarily unusable, and also due to programming at the libraries.

In closing, Ms. Eldridge said two donations had been received this month. The LPLS received \$100,000 from the estate of Vernetta Mae Super, and also \$1,500 from the Lorain Rotary's Gerald Prucha Memorial Fund. Ms. Eldridge thanked Mr. Wilson for being a Rotarian, and said it helps with keeping us involved in the community.

Report of the Assistant Director

Ms. Eldridge spoke on behalf of Ms. Whitney, who was absent due to a family commitment.

One full time, Library Specialist position was eliminated at the North Ridgeville Branch Library, and a part time position was created. There were no grievances filed by the SEIU #1199.

Committee Reports

Mr. Douglas Petersen, Chair, of the Finance, Audit and Properties Committee, reported on the recent meeting held Thursday, July 21, 2011. Mr. Petersen said copies of the Lorain County Budget Commission's PLF reduction letter were passed out by Mr. Wilson. Mr. Petersen stated that with changes made for the 2010 population shifts, both Avon and North Ridgeville Branch Libraries will be receiving proportionately larger shares of the LPLS internal PLF distribution, and that this was very significant. Other items discussed at the meeting were the Strategic Plan Action Grid, the Update to Internal Fund Allocation Policy, the Strategic Plan Objective-Fund Balance Policy, Upcoming Capital Projects and the Columbia Renovation Upgrade.

Mr. Homer Virden, Chair, of the Library Services and Personnel Committee, thanked Ms. Eldridge for her meeting notes, and reported on the recent meeting held Thursday, July 21, 2011. Exempt Policies, new Personal Information Policy, 2010 Library Service Population, change in Wednesday Hours at the Avon Branch, Circulation Policy Change, CLEVNET Consortium Alternatives (noted that the comparison was difficult to understand), new PR Position Classification Summary, Columbia Branch Library Renovation Update, 2012 Stocker Grant Proposal, Library Media Box (Mr. Peterson asked if potential locations had been identified, to which Ms. Eldridge replied that Avon YMCA was a possibility), and other topics were discussed.

Communications

Three communications were received, as noted in Mr. Wilson's report.

Audience Participation

Supervisors

Ms. Terri Frederick, Public Relations Officer, greeted the Board and distributed business cards and other information. Ms. Frederick said that as a department, Public Relations had been busy with the levies, a lot of programming, and now into the Fall with the Fall Family Read Aloud. She noted that Fall Family Read Aloud received funds from Emerson Network Power and the Lorain Public Library System Foundation, Inc.

Ms. Frederick then listed the upcoming highlights of the Fall season at the library;

- Author Terry Pluto book signing/discussions at various branch locations through October 1st. Ms. Frederick commented that he is delightful, and please attend.
- Food author and cook Michael Ruhlman is making appearances for book discussions and food demonstrations during September and October at various branches, as well as one appearance at the Lorain Palace Theater, as part of the Lorain County Reads Program. Ms. Frederick Board Members asked to please promote this among friends and neighbors.
- Ms. Frederick noted that traditional promoting of events is still done with the media, and that the LPLS gets a lot of local coverage, which luckily promotes programming. She referenced an article and editorial appearing in today's Morning Journal, which she provided to the Board, about recent donations to the LPLS.

Ms. Frederick remarked on the business cards she handed out for the Board members, saying that it was Mr. Leandry's idea and that they were printed on glossy stock, but one could still write their name on them. She also made reference to the provided Face Book business cards. She then thanked the Board for funds to explore Social Media and internet marketing (there have been 2700 email blasts to patrons thus far).

Mr. Leandry then proposed an idea to Ms. Frederick and the Board, about having a V.I.P. Reception on a leadership level, for Michael Ruhlman. Mr. Leandry said it could be an opportunity for the Board to interact with local leaders to garner support and also get the word out about Mr. Ruhlman's upcoming appearances.

Friends of the Library

The Avon Friends next meeting will be held September 1, 2011. The Avon Friends will be hosting the Friends Exchange on September 17, 2011.

The Columbia Friends next meeting will be held August 29, 2011. The Columbia Friends book sale is going on now, from August 15-20th. The Columbia Friends fundraiser at the Columbia Township Homecoming raised \$775.

The Domonkas Friends next meeting will be held September 13, 2011. The Domonkas Branch Library is the only branch that doesn't have the meeting room upgrade. Funds are being requested from the Domonkas Friends Group for the meeting room upgrade.

The Lorain Friends next meeting will be held October 25, 2011. The Lorain Friends last meeting was held on July 26, 2011 at the South Branch Library, during which the meeting room sound system was demonstrated. The Lorain Friends next book sale will be held on September 15-20th at the Main Library.

The North Ridgeville Friends next meeting will be held September 7, 2011. The North Ridgeville Friends last book sale netted \$3,419.25. The North Ridgeville Friends Car Show/Ice Cream Social was very busy! The North Ridgeville Friends participated in the Corn Festival this past weekend, and they are looking forward to the upcoming Holiday on the Ridge on December 3, 2011. The North Ridgeville Friends Group has over \$30,000, as well as great attendance and volunteerism!

Other

Ms. Eldridge commented regarding the Lorain Public Library System Foundation, Inc. (LPLSF). The LPLSF will include a payroll deduction program for revenue stream, and encourages charitable donations, that are tax deductible.

New Business

#2011-077 Approval to donate scrap computer equipment to the Lorain County Solid Waste Management District, or to the OneCommunity Green Computing Program.

Mr. Virden moved, Mr. Kovach seconded to approve the donation of scrap computer equipment to the Lorain County Solid Waste Management District's *Electronic Collections Days* or to the OneCommunity Green computing Program.

Surplus List for Board August 8, 2011			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Computer	Systemax PVW-T800 Venture	003604830	222
Computer	Dell OptiPlex GX260T	G7WFM21	1802
Computer	Dell OptiPlex GX260T	3CWFM21	1803
Computer	Dell OptiPlex GX260T	HN8GM21	1811
Computer	Dell OptiPlex GX260T	H9WFM21	1812
Computer	Dell OptiPlex GX260T	J5WFM21	1813
Computer	Dell OptiPlex GX260T	5P8GM21	1814
Computer	Dell OptiPlex GX260T	1BWFM21	1944
Computer	Dell OptiPlex GX260T	1S8GM21	1953
Computer	Dell OptiPlex GX260T	7BWFM21	1968
Computer	Gateway M350WVN	0032455755	2839
Computer	Gateway M350WVN	0032455757	2840
Computer	Gateway M350WVN	0032455758	2912
Computer	Gateway M350WVN	0032455763	2913
Computer	Gateway M350WVN	0032455760	2918
Computer	A&J Socket T	D72500513200032	3074
Computer	A&J Socket T	D72500513200168	3081
Computer	Dell GX280	cznv281	3145
Computer	Gateway M350WVN	0032962315	5482

Surplus List for Board August 8, 2011			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Monitor	ViewSonic GS771	JY94577882	375
Monitor	ViewSonic GS771	JY94577706	420
Monitor	ViewSonic GS771	FQ93101035	446
Monitor	ViewSonic GS773	DL00301633	1032
Monitor	Compaq V75	809CF23AZ688	1127
Monitor	ViewSonic GS773	20E003501688	1391
Monitor	Gateway VX720	P105304569	1444
Monitor	ViewSonic GS773	20E012101506	1524
Monitor	ViewSonic GS773	20E011200637	1576
Monitor	ViewSonic Graphics Series G70F	23T023600550	1867
Monitor	ViewSonic Graphics Series G70F	23t04200853	1875
Monitor	ViewSonic Graphics Series G70F	23t023600470	1895
Monitor	ViewSonic Graphics Series G70F	23t023600554	1896
Monitor	Samsung SyncMaster 940BX	HA19H9NP901334Y	5939
Printer	HP LaserJet 1100	USHP024904	607
Printer	Epson LX-300	1YLY192092	699
Printer	Okidata Microline 420	402B2005888	2965
Printer	Okidata Microline 420	402B2005488	2966
Printer	Okidata Microline 420	AE51034819B0	3031
Printer	Okidata Microline 420	AE51034945B0	3032
Printer	Okidata Microline 420	AE5B051260B0	5707

Roll Call: yeas, unanimous

#2011-078 Acceptance of Donation from The Estate of Vernetta M. Super

Ms. Penwell moved, Mr. Leandry seconded to accept the \$100,000 donation from the estate of Vernetta M. Super, for the benefit of the Lorain Libraries.

Roll Call: yeas, unanimous

#2011-079 Approval of Commercial Insurance Renewal

Mr. Kovach moved, Ms. Penwell seconded to authorize the CFO to renew the contract of commercial insurance for 2011-2012 with *The Ohio Plan* at a renewal rate of Thirty-Five Thousand, Seven Hundred and Fifty Dollars (\$35,750).

Roll Call: yeas, unanimous

#2011-080 Approve Revision to the Internal Fund Allocation Policy

Mr. Virden moved, Ms. Penwell seconded to revise the Internal Fund Allocation Policy, to reflect the change in statewide library funding from the *Library Local Government Support Fund* to the *Public Library Fund*.

INTERNAL FUND ALLOCATION POLICY (~~1990-12-20~~ 2011-08-18 Revd.) 2.03

The goal and purpose of allocating base funding to library units by the Lorain Public Library Trustees is to work toward equitable and quality library service for all persons served by the Library System. What constitutes "equitable" and "quality" will be determined by generally recognized standards or measures of public library service. A key principle of fund distribution is flexibility that allows for periodic adjustments in allocation formulas to address changing needs or to take advantage of unique opportunities. Stability and continuity of service is prime consideration when adjusting fund allocations, so that no major unit of service is faced with sudden or drastic reductions in service. At times when loss of base funding or drastic reductions in funding occur, across-the-board reductions will be considered as a first alternative in a budget reduction process, except that the preservation and maintenance of key centralized resources which benefit all units and persons served should take precedence over individual units of service. At times when base funding is growing, real growth (growth after inflation) should be directed to those units or areas of service with the greatest need.

The Library Trustees recognize and affirm that base funding for the library system from the ~~LLGSF~~ **Public Library Fund** is not sufficient to provide the level and quality of public library service that is expected and required by the communities the library serves. Therefore, supplemental funding for the library through operating levies and bond issues will be sought to achieve an adequate level and quality of library service for all areas and users of the library district.

Supplemental taxes raised by a local community for the library are expended for the benefit of that community's library branch and/or programs.

Roll Call: yeas, unanimous

#2011-081 Adopt New Fund Balance Policy

Mr. Kovach moved, Mr. Virden seconded to adopt the following Fund Balance Policy.

FUND BALANCE POLICY (2011-08-18 Adopted) 2.031

1. PURPOSE

The Board of Trustees of the Lorain Public Library System considers that it is prudent to establish a policy for its fund balances. The purpose of the Fund Balance Policy is threefold: to enable realistic long-term planning, to assist with effective development of annual budgets, and to promote clear communications with the general public, staff, and administration. The elements of the policy are created by the Library Board for its own purposes and may, therefore, be revised by the Board as needed in the future.

2. DEFINITIONS

Fund Balances – Under the Other Comprehensive Basis of Accounting (OCBOA), fund balances reflect the total of the Library System's dollars in the form of cash, bank deposits and investments that are divided between General Operating Funds, Special Revenue Funds, Debt Service Funds and Capital Funds.

New Business Continued (Resolution 2011-081)

General Operating Funds – the dollars held from the receipt of the state Public Library Fund (PLF), local property tax revenues, fines and fees from Library operations, interest income, donations not designated for particular libraries and miscellaneous income.

Special Revenue Funds – the dollars held from the receipt of branch-specific donations, program-specific donations, and grants or bequests that restrict the use to particular purposes.

Debt Service Funds – the dollars held for the exclusive use of paying interest and principle payments on Library obligations that have been issued in the form of notes or bonds for Library improvement projects.

Capital Funds – the dollars that are being held for major building, furniture, fixture and equipment purchases that have been designated for that use by the Library Board of Trustees.

Estimated Resources – the dollars that will be available for appropriation by the Library Board of Trustees, as certified by the Lorain County Budget Commission. Those dollars include internal carryover of funds, estimated PLF revenues, estimated property tax revenues and estimated receipts from fines and fees, interest income, donations and miscellaneous income.

Appropriations – the Library Board's approved expenditure budget that assures that budgeted expenditures are no more than the estimated resources in any fund.

Encumbrances – those dollars which are reserved for anticipated purchases through the issuance of purchase orders, reduced by any amounts already paid against open purchase orders.

Purchase Order – a numbered order from the office of the Chief Fiscal Officer, to purchase certain goods or services for a dollar amount not to be exceeded. These orders are issued with the attestation that funds are available to pay any goods or services purchased as per the order.

Unencumbered Funds – the dollars in any fund, reduced by the total of outstanding encumbrances in that particular fund.

3. RATIONALE

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund. Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with that policy.

The adequacy of unrestricted fund balance in the general fund should be assessed based upon a government's own specific circumstances. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances. Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time.

In establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

New Business Continued (Resolution 2011-081)

- *The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);*
- *Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);*
- *The potential drain upon general fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund);*
- *Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained); and*
- *Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose).*

Furthermore, governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

Naturally, any policy addressing desirable levels of unrestricted fund balance in the general fund should be in conformity with all applicable legal and regulatory constraints. In this case in particular, it is essential that differences between GAAP fund balance and budgetary fund balance be fully appreciated by all interested parties.

Approved by the GFOA's Executive Board, October, 2009.

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 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.

Special Revenue Funds

For Special Revenue Funds, it is the policy of the Board that all appropriations and expenditures will be consistent with the legal and donative requirements of the specific fund, and that there are no other limitations on the balances to be maintained in those funds.

Debt Service Funds

Debt Service Funds will maintain balances in conformity with legal requirements, and conditions as established in the associated debt obligation agreements.

New Business Continued (Resolution 2011-081)

Capital Funds

The Building and Repair Fund (401) and the Capital Improvement Fund (451) are to be expended in accordance with the ***Library's Internal Fund Allocation Policy 2.03***. Fund balances will be reviewed with the Library's Finance, Audit and Properties Committee, as well as, the Library Board of Trustees in assessing the current and anticipated capital needs of the Library.

Roll Call: yeas, unanimous

#2011-082 Adopt Personal Information Policy

Mr. Kovach moved, Ms. Penwell seconded to adopt the following Personal Information Policy.

PERSONAL INFORMATION POLICY (2011-08-18 Adopted)

1.031

1. PURPOSE

This policy is adopted pursuant to Section 1347.05(B) of the Ohio Revised Code, and is intended to establish rules and procedures for use and maintenance of personal information systems.

2. DEFINITIONS

2.1 "Personal information" means any information that describes anything about a person, or that indicates actions done by or to a person, or that indicates that a person possess certain personal characteristics, and that contains, and can be retrieved from a system by, a name, identifying number, symbol, or other identifier assigned to a person. [R.C. 1347.01(E)]

2.2 "System" means any collection or group of related records that are kept in an organized manner and that are maintained by a state or local agency, and from which personal information is retrieved by the name of a person or by some identifying number, symbol or other identifier assigned to the person. "System" includes both records that are manually stored and records that are stored using electronic data processing equipment. "System" does not include collected archival records in the custody or administered under authority of the Ohio Historical Society, published directories, reference materials or newsletters, or routine information that is maintained for the purpose of internal office administration, the use of which would not adversely affect a person. [1347.01(F)]

2.3 "Local agency" means any municipal corporation, school district, special purpose district, or township of the state or any elected officer or board, bureau, commission, department, division, institution, or instrumentality of a county. [R.C. 1347.01(B)]

2.4 Exempted from Chapter 1347 regulations regarding personal information systems are: any agency that performs as its principal function any activity relating to the enforcement of criminal laws, including police efforts to prevent, control, or reduce crime or to apprehend criminals; criminal courts; prosecutors; any agency that is a correction, probation, pardon or parole authority; or systems comprised of investigatory material compiled for law enforcement purposes

New Business Continued (Resolution 2011-082)

3. OPERATING PROCEDURES

3.1 The Board of Trustees of the Lorain Public Library System has designated the Library's Fiscal Officer as the Library's Personal Information Designee ("P.I.D.") to be responsible for maintaining any personnel information system kept by the Lorain Public Library System, its employees, departments or agencies. This person will be the same person designated to respond to public records' requests pursuant to Section 149.43 of the Revised Code.

3.2 The P.I.D. shall be responsible for compliance with the duties of the Lorain Public Library System as set forth hereafter and in Section 1347.05 of the Revised Code.

3.3 This policy will be kept with the public records policy required by Section 149.43 of the Revised Code and be made readily available to members of the public and employees. This policy will be posted with the public records policy.

3.4 No employee shall release or distribute personal information without consultation with the P.I.D. Any questions regarding propriety of release of information should be directed to the office of the Prosecuting Attorney of Lorain County.

3.5 The P.I.D. shall periodically review and update information contained in a personal information system and eliminate any information no longer necessary or relevant in accordance with the Lorain Public Library System's retention policy.

3.6 Upon request and proper identification, the P.I.D. shall inform any person or authorized representative of the existence of personal information concerning that person and allow inspection of such personal information in accordance with Section 1347.08(A) of the Revised Code.

3.7 Any disputes regarding personal information coming within the purview of Section 1347.09 of the Revised Code shall be referred to the P.I.D. which shall investigate the matter as set forth in Section 1347.09.

3.8 The P.I.D. shall notify the Library Board of Trustees of any breach of security in the computerized storage of personal information as defined in Section 1347.12 of the Revised Code and the P.I.D. shall promptly provide notification as provided in Divisions (B) and (C) of that Section.

3.9 Violation of this policy shall be deemed as grounds for disciplinary action pursuant to the Lorain Public Library System's policies, or under any other provisions of law providing for the discipline or removal of personnel

Roll Call: yeas, unanimous

#2011-083 Adopt Fraud Hotline Policy

Mr. Kovach moved, Mr. Virden seconded to adopt the following Fraud Hotline Policy.

FRAUD HOTLINE POLICY (2011-08-18 Adopted)

1.032

1. PURPOSE

The Board of Trustees of the Lorain Public Library System is committed to the highest standards of legal and ethical behavior. The Lorain Public Library System Fraud Hotline has been established to provide employees and the public at large, with a confidential method of reporting suspicious activity, which is a significant step in deterring and detecting fraud.

New Business Continued (Resolution 2011-083)

2. RESPONSIBILITIES

Managers and administrators at all levels are responsible for maintaining a system of internal controls which prevent, detect, or deter fraudulent or dishonest conduct. Each member of the management team

is expected to recognize risks and exposures inherent within his or her area of responsibility and to be alert for any indication of irregularity.

Employees who know or suspect that other employees, business partners or vendors are engaged in a fraudulent act have a responsibility to report such activity to the Chief Fiscal Officer or the Lorain Public Library System Fraud Hotline. Employees who, in good faith, report suspected fraudulent activity will be protected from reprisal or retaliatory actions.

3. CHIEF FISCAL OFFICER AND/OR HOTLINE ADMINISTRATOR

The Hotline Administrator is the Chair of the Library Board's Finance Audit and Properties Committee. The Hotline Administrator is in charge of the operations of the Hotline. The Hotline Administrator is responsible for the following:

- Incident receipt
- Preliminary screening of the incident to determine whether it is actionable.
- Determination of type of investigation to conduct
- Incident assignment
- Dissemination of the incident to Investigator(s) and/or Board Members
- Monitor the investigation
- Assign tasks to investigator(s)
- Receive investigative reports
- Formulate opinion
- Present opinion to the Director, Chief Fiscal Officer, Library Board of Trustees, Ohio Ethics Commission or law enforcement agencies as required
- Publicize Hotline to employees and the Public

4. REPORTABLE INCIDENTS

The Fraud Hotline is designed to accept reports of fraud or theft only. This Hotline is not designed to accept reports of discrimination, harassment or any other employee/employer related incident. If anyone files a report of an incident outside the scope of the Hotline they will be notified that the incident will not be investigated, if they have left contact information at the time of their report.

5. NOTICES TO BE POSTED AT EACH LOCATION

LORAIN PUBLIC LIBRARY SYSTEM – FRAUD HOTLINE

The Fraud Hotline is designed to accept reports of fraud or theft only. This Hotline is not designed to accept reports of discrimination, harassment or any other employee/employer related incident. If anyone files a report of an incident outside the scope of the Hotline they will be notified that the incident will not be investigated, provided that they have left contact information at the time of their report.

1(440)244-1192 x805

Roll Call: yeas, unanimous

#2011-084 Approve Revision to the Circulation Policies

Mr. Leandry moved, Ms. Penwell seconded to revise the Library's Circulation Policies.

CIRCULATION POLICIES (2011-3-17 REV 2011-8-18)

5.01

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 Discs CD-ROMs Videos (VHS & DVD)	35 Days	No Charge
Books by Mail	Videos (VHS & DVD)	14 Days	No Charge
Bookmobile	Books Magazines Audio Books Compact Discs CD-ROMs Videos (VHS & DVD) Video Games	14 Days 14 Days 14 Days 14 Days 14 Days 7 14 Days 7 14 Days	No Charge

Roll Call: yeas, unanimous

#2011-085 Approve Revision to the Wage, Leave & Benefit Policies for Bargaining Unit Exempt Staff

Mr. Kovach moved, Mr. Leandry seconded to revise the Library's Wage, Leave & Benefit Policies for Bargaining Unit Exempt Staff.

Roll Call: yeas, unanimous

#2011-086 Decrease to Expected Revenues

Mr. Kovach moved, Mr. Virden seconded to authorize the following decrease to expected revenues, base on reductions certified by the Ohio Department of Taxation and the Lorain County Budget Commission:

Decrease	Amount
101-00-41110 Public Library Fund	\$209,487.65

Roll Call: yeas, unanimous

#2011-087 Change to Hours of Operation at the Avon Branch Library

Mr. Virden moved, Mr. Leandry seconded to authorize the following changed hours of operation at the Avon Branch Library:

Wednesdays ~~2:00 p.m.~~ Noon – 8:30 p.m.

Roll Call: yeas, unanimous

#2011-088 Establishment of New Public Relations Associate Position Classification

Mr. Kovach moved, Mr. Leandry seconded to establish a new job classification for a Public Relations Associate.

Job Title:	Public Relations Associate	Date:	August 18, 2011
Grade:	EI	FLSA:	Yes

Basic Function:

Assists Public Relations Officer with development and execution of library publicity, public relations, and marketing program.

Distinguishing Features of the Class:This classification is under the general supervision of the Public Relations Officer and assists with publicizing library programs, services and events by utilizing communications tools, implementing marketing and public relations strategies, participating in library activities, and promoting the library to the community. The Public Relations Associate must be able to work a flexible schedule.

Characteristic Duties and Responsibilities:

Write, proofs, edits and coordinates the design, production, and distribution of public relations materials, as approved. Prepares presentations using PowerPoint, Excel and Word and supporting documents for speaking engagements by library staff.

Prepares press releases, newsletter and event announcements.

Makes simple content changes to website and Intranet.

Promotes LPLS via social media, including but not limited to Facebook, Twitter and You Tube.

Serves as liaison to the library system's website host and database vendors to troubleshoot problems and works with website host and Technology staff to implement enhancements and upgrades.

Meets regularly with the Website Review Committee to plan website updates and content changes.

Facilitates staff training on using the library system's website/Internet resources and Intranet resources.

Works with technology staff and other staff to plan, implement and support staff Intranet resources and services.

Maintains a cooperative working relationship with community organizations.

Represents the library at community events.

Assists with library special events.

Knowledge, Skills and Abilities:

Good knowledge of library policies and procedures. Thorough knowledge of public relations principles and techniques. Ability to apply web technology, marketing and public relations strategies in the public library environment. Ability to speak effectively in public; excellent communications skills (written and verbal); ability to use basic software applications (i.e. Microsoft Office Excel, Word and PowerPoint); tact and courtesy; ability to work in a team environment; sound judgment, highly organized, creative and resourceful; ability to multitask; detail-oriented; exercise initiative and meet strict deadlines with the ability to prioritize, ability to research; highly motivated; willingness to learn and adapt to new responsibilities. Some knowledge of public library programming is desirable.

Education, Training and Experience:

Bachelor's degree in Journalism/Communications, English, Public Relations, or related field and a minimum of two (2) years experience in public relations demonstrated by writing ability and related experience.

Roll Call: yeas, unanimous

#2011-089 Approval to Donate *Bi-Folkal* Kits to the North Ridgeville Historical Society

Mr. Kovach moved, Ms. Penwell seconded to authorize the donation of used *Bi-Folkal Kits* to the North Ridgeville Historical Society.

Roll Call: yeas, unanimous

#2011-090 Approval to Enter Into Contract for New Lighting at Avon and Domonkas

Mr. Kovach moved, Ms. Penwell seconded to authorize the Fiscal Officer to enter into capital improvement contracts to replace the existing fluorescent lighting at the Avon and Domonkas Branch Libraries with energy efficient lighting, in amounts not to exceed a total of \$15,673.

Roll Call: yeas, unanimous

#2011-091 Acceptance of Donation from the Rotarian Gerald Prucha Fund

Mr. Virden moved, Mr. Leandry seconded to accept the donation of \$1,500 from the Rotarian Gerald Prucha Fund at the Community Foundation of Greater Lorain County, for the benefit of the Lorain Libraries.

Roll Call: yeas, unanimous

#2011-092 Approval to Increase Appropriations

Mr. Kovach moved, Mr. Leandry seconded to increase the appropriation for the Book Memorial Fund, to allow the South Branch Library to purchase Spanish materials with the 2011 donation from the Rotarian Gerald Prucha Fund.

215-13-54110	Books	\$1,500.00
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Roll Call: yeas, unanimous

#2011-093 Approval to Join the Sourcing Office Purchasing Consortium

Mr. Kovach moved, Mr. Virden seconded to authorize the Chief Fiscal Officer to enter into a no-cost *Affiliate Cooperative Purchasing Agreement* with the Sourcing Office as a part of the program established with the Ohio Library Council

Roll Call: yeas, unanimous

#2011-094 Approval to Submit Grant Application to the Stocker Foundation

Mr. Kovach moved, Mr. Leandry seconded that the board approve the submission of a grant application to the Stocker Foundation for a grant of Twenty-Eight Thousand and One Hundred and Fifty Dollars (\$28,150) to support the 2012 Summer Reading Program.

Roll Call: yeas, unanimous

#2011-095 Decrease to Expected Revenues

Mr. Kovach moved, Mr. Virden seconded to authorize the following decrease to expected revenues, based on additional reductions certified by the Ohio Department of Taxation and the Lorain County Budget Commission, as of August 12, 2011:

Decrease	Amount
101-00-41110 Public Library Fund	\$ 25,767.15

Roll Call: yeas, unanimous

Other Agenda Items

Board of Trustees
August 18, 2011

0080-2011

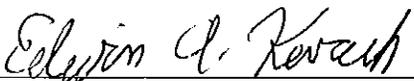
Next Meeting

September 15, 2011 at 5 p.m.
Columbia Branch Library

Adjournment Time: 5:55 p.m.

Attest:


_____, President


_____, Secretary