

## Public Library Fiscal Officer Conference

### Course Description Quick Guide

| Course Name   | Course Description   |
|---|--|
| <b>Basic Investment Strategies</b><br>Ryan K. Nelson, CFA, Co-Founder/ Portfolio Manager, RedTree Investment Group          | <p>Description: The session will provide an update on the current economic environment and how it is influencing interest rates. Current hot topics in the investment market will be discussed giving attendees up-to-date guidance on how to prudently invest funds.</p> <p>Learning Objectivesa. Discussion on key economic indicators and how they will influence the Federal Reserve's decision on the direction of interest rates.b. Understanding of how to prepare the Library's investments for potential rate increases in 2018c. Discussion on how to best utilize allowable investment options to maximize interest earnings while mitigating investment risks</p> <p>Attendees will obtain information that will increase their knowledge and awareness of economic indicators as well as learning how decisions made by the Federal Reserve influences interest rates. Attendees will gain a better understanding of how to prepare Library's investments if there is a continued increase in interest rates and what investment options are available to maximize earnings while minimizing risk.</p>  |
| <b>Fraud Case Study</b><br>Elizabeth McGinnis, Senior Audit Manager, Public Integrity Assurance Team, Ohio Auditor of State | <p>The importance of Internal Controls and Separation of Duties to prevent Fraud and Abuse within their organization by learning from weaknesses found in the case study.</p>  |
| <b>We Need a Levy - But Which Kind?</b><br>Mike Sobul, Consultant, Public Finance Resources, Inc.                           | <p>This course will review property tax levy options available to Ohio's seven different types of libraries and levy terminology as applicable, including special elections, rollbacks and the homestead exemption. In addition, the course will highlight the recent Budget Bill changes to levy substance and process under RC 5705.03, such as coordination with a taxing authority, required board resolutions, ballot language, and statutory deadlines, and amendments to RC 3375.404 regarding pledging levy proceeds to secure debt. Participants will learn the terminology and requirements applicable to property tax levies to help guide their Library's Board of Trustees in selecting and placing a property tax levy on the ballot. Property tax collection issues will also be discussed.</p> <p>Currently, 197 of Ohio's 251 public libraries have a property levy that provides local revenue to complement their funding from the state's Public Library Fund (PLF). The number of libraries with levies has increased by 60% in the past 10 years – growing from 123 in 2007 to today's current total. As state funding through the PLF has decreased in recent years, libraries are relying more heavily on income generated through property taxes to continue offering library services to meet the needs of their communities. Therefore, the library fiscal officer needs to understand the types of property tax levies, how much income may be received due to the millage amount, the process of getting a levy on the ballot, and how long property tax income may last for future year budgeting.</p> |
| <b>Ohio Ethics Law: Can I Do That?</b><br>Susan Willeke, Education & Communications Administrator, Ohio Ethics Commission   | <p>The Ohio Ethics Law course assists public employees and public officials in expanding their knowledge of the relationship between their public agencies and the Ethics Commission. It helps them understand the conflict of interest restrictions imposed upon public officials and employees and how to respond appropriately and legally when faced with such a conflict. Furthermore, the class outlines statutory limitations regarding gifts offered to those in public service from vendors, potential vendors, regulated communities, and interested parties.</p> <p>The session also focuses on helping attendees understand the definition of public contracts under the Ohio Ethics Law and outlines the ethics prohibitions related to public contracts. This includes information regarding illegal authorization of public contracts, selling goods and services to public agencies, and nepotism prohibitions. A better grasp of this information will increase government effectiveness in public servants' ability to understand and comply with the Ethics Law while accommodation the needs of their public entities.</p>   |
| <b>Credit Cards and HB 312</b><br>David Shoemaker, Assistant Chief Auditor, Ohio Auditor of State                           | <p>This presentation will focus on the hot topic of House Bill (HB) 312 and credit card policies for public libraries. The training will enhance participants' knowledge of current law and pending legislation related to credit card use by public entities. It will also cover internal controls and best practices.</p>  |

### Evaluating and Improving Your Procurement Processes

Keith McDevitt, Vice President  
of Business Development ,  
Sourcing Alliance

The purpose of the discussion is to identify specific best practices that libraries can incorporate into their request for proposal (RFP) process to achieve their procurement objectives more often and more consistently. The goal is for each attendee to come away with at least one immediately actionable takeaway.

Discussion of the three alternative methods public sector entities can utilize to purchase/spend taxpayer dollars and the pros and cons of each

1. Public Procurement Process, issuing RFP
2. State Term Contract
3. Group Purchasing Group/Cooperative

Review the steps of a typical RFP: Develop RFP package: including specifications, scope of work and requirements

Identify potential respondents

Finalize and distribute RFP package

Respond to supplier questions

Receive Proposals in public forum at date and time specified in the RFP

Score proposal- three step process

1. Initial Qualifying Criteria
2. Technical Proposal
3. Cost Proposal

Identify finalists by combining each proposal's Technical and Cost scores

Interview finalists and updating proposal scores

Determine lowest responsive and responsible respondent

Negotiate final contract terms

Implement contractDiscussion of typical challenges faced by libraries and other public sector entities when conducting their own RFP process:

Recommendations and highlights of the best practices we have seen utilized with very positive results:

- Focus on total cost of ownership (TCO) not just price – scoring. Example: Managed Print Services
  - Engage stakeholders
  - Solicit input from external colleague with recent experience leveraged
  - Identify cost and service expectations
- Meet/speak with potential respondents – this is an opportunity for free consulting
  - Proactively distribute RFP in addition to posting it