

Library Fiscal Officer 102

Course Description Quick Guide

Course Name	Course Description
History of the Public Library Fund & Legislative Update Michelle Francis, Executive Director, Ohio Library Council, Jay Smith, Director of Government and Legal Services, Ohio Library Council	<p>Gain a better understanding of how the Public Library Fund (PLF) has historically been funded and distributed to counties and how current state revenues have affected recent distributions.</p> <p>Learn more about the various resources that the OLC can provide to fiscal officers and directors to help you perform your job duties effectively.</p> <p>This presentation will also provide an update on legislation that affects public libraries including the impact of the state's current biennial budget.</p>
OPERS Board of Trustees Update Stewart A Smith, Director of Finance, Columbus Metropolitan Library	<p>This will be a brief update about the Ohio Public Employees Retirement System (OPERS) and its Board of Trustees. The Board of Trustees is responsible for the administration and management of OPERS. The board meets monthly to review and formulate policies concerning the members, contributors and benefit recipients of OPERS, and the OPERS office staff. While elected by a specific group, all members of the Board of Trustees have a fiduciary duty to act solely in the interest of all members of the system, not just those that elected them. The board members also authorize the investments made with the system's funds.</p>
Library Fiscal Officer Calendar Robert Dolan, Assistant Director - Finance/Deputy Fiscal Officer, Cuyahoga County Public Library, Lisa Havlin, Fiscal Officer, Geauga County Public Library, Amie Lynn, Fiscal Officer, Massillon Public Library	<p>This course will discuss recurring monthly receipts, payroll, expenditures, quarterly events, semi-annual tasks, annual events and to-do lists according to the month that are relevant to the Library Fiscal Officer job duties.</p>
AOS Detailed Reporting Joey Jones, Chief Auditor, Ohio Auditor	<p>These guidelines will ensure that reports, invoices and notifications submitted to the Auditor of State are properly received.</p>
OPERS Reporting and Library Reporting RUTH MORRISON, EMPLOYER COMPLIANCE SPECIALIST, OPERS	<p>Gain a better understanding of the Fiscal Officer's responsibilities with respect to OPERS reporting and applicable library policy. You will learn what comprises earnable salary, how to properly handle a retire / rehire, how to navigate the Employer Contribution System, and how to meet the requirements for the PEDACKN Independent Contractor Forms. This session will use real-life scenarios and examples to assist you along the way.</p>