

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Tuesday, January 12, 2010

Attendance

Members Present: Mr. Anderson, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte
Members Absent: Ms. Allen, Dr. Hutt
Staff Present: Mr. Dickinson, Ms. Miller, Mr. Piskac, Ms. Switzer
Others: Evelyn Krent, League of Women Voters Representative

Dr. Whyte called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:48 p.m. in the Main Library Boardroom. Dr. Whyte said Ms. Allen and Dr. Hutt are delayed due to heavy traffic.

Approval of Minutes

Dr. Whyte asked for a motion to approve the December 15, 2009 regular meeting minutes.

2010-06 Mr. McGovern moved and Mr. Miller seconded the motion to approve the December 15, 2009 regular meeting minutes as submitted.

Roll Call: Ayes: Mr. Anderson, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte
Nays: None. Motion carried.

President's Report

A. Renewal of Directors Contract

Dr. Whyte discussed the renewal of Mr. Dickinson's employment for a three-year period (February 1, 2010 to January 31, 2013). Dr. Whyte said the terms of the new contract are the same as the previous contract except the dates are changed and the salary has been updated to the 2009 level. Dr. Whyte recommended that Mr. Dickinson's employment contract be extended for the three-year period.

2010-07 Ms. Shatten moved and Mr. McGovern seconded the motion to extend Mr. Dickinson's employment contract for a three-year period (February 1, 2010 to January 31, 2013).

Roll Call: Ayes: Mr. Anderson, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte
Nays: None. Motion carried.

Ms. Allen and Dr. Hutt arrived approximately 6:51 p.m.

B. Reappointment of Mr. Anderson

Dr. Whyte reported the Shaker Heights School Board is going to take action on the reappointment of Mr. Anderson for a full seven-year term starting April 1 at their regular Board meeting tonight.

Fiscal Officer's Report

A. Financial Statements

Mr. Piskac reviewed the December 2009 revenue and expenditure financial statements and reported the following:

Revenue Summary

Mr. Piskac said the library received \$5,567,846.44 in revenue as of December 31, 2009, which is \$278,403.18 more than 2008 after inter-fund transfers and advances are removed. He reported the Public Library Fund – State Revenue was \$1,495,798.52 for 2009, which was \$323,948.57 lower than 2008. He said the Ohio Department of Taxation 2010 estimate for the Public Library Fund is \$1,357,998.02, which is \$137,800.50 less than 2009. He also reported that the combined 2009 Real Estate Property Tax, Tangible Personal Property Tax, Intergovernmental revenue was \$719,220.43 higher than 2008 revenue. Mr. Piskac said the library investment interest revenue decreased approximately 86% due to lower available cash for longer-term investments and significantly lower interest rates. He also reported Meeting Room revenue was \$8,505.50, which was approximately \$1,000 higher than 2008. Mr. Piskac reported that overall revenue was \$239,935.72 higher than estimated.

Expenditure Summary

Mr. Piskac reported the total year-to-date expenditures less transfers and advances were \$5,403,864.68 (\$5,434,493.89 – 2008) as of December 31, 2009, which is \$30,629.21 less than 2008. Mr. Piskac reported that the net employee activity of hires, separations and an across the board salary increase resulted in a \$195,536.01 increase to the Salaries and Employee Benefits expenditure line item. Mr. Piskac also reported lower overall expenditures in the supplies and library material budgets contributed to the overall lower spending. He said total year-to-date expenditures less transfers and advances were \$5,403,864.68, which is \$362,868.89 less than the total \$5,766,451.57 2009 combined appropriations less transfers, advances and unallocated appropriations. Mr. Piskac said the library has made significant reductions throughout the year and will need to continue close monitoring of expenses during 2010.

Bank Reports

Mr. Piskac reported the month-to-date deposit of \$127,025.39 was less than the month-to-date withdrawal of \$469,218.99. He said the library did not receive any real estate tax payments and December was a three-pay month. Mr. Piskac also reported the year-to-date deposits were \$5,567,846.44 and year-to-date expenditures were \$5,403,864.68 and the ending bank balance was \$823,317.57, which is \$163,981.76 higher than the January 1, 2009 beginning balance.

Combined Month-to-Date/Year-to-Date Fund Report

Mr. Piskac reported the General Fund had an unexpended balance of \$736,860.04, \$82,984.14 in encumbrances, and an unencumbered balance of \$653,875.90. Mr. Piskac also reported the unexpended balance for all funds was \$823,317.57, \$97,654.11 in encumbrances, and \$725,663.46 in unencumbered funds.

Investment Report

Mr. Piskac reported the December 2009 investment balance was \$668,926.61 and the Star Ohio interest rate decreased to 0.10% from 0.12% in November. He said the library transferred \$50,000 from the regular Star Ohio account to the library operating account to cover the December 30 payroll. He said the library would have to transfer additional funds to cover January payroll until the library receives the second real estate advance later this month.

2009 Three-Month General Fund Financial Projection Update

Mr. Piskac reviewed the financial activity for the 2009 calendar year and reported total General Fund revenue of \$5,537,958 exceeded the budgetary estimate of \$5,295,018 by \$242,940. He said the Public Library Fund (PLF) received \$33,258 more than estimated by the Ohio Department of Taxation. He further said the library budgeted for a 20% reduction in PLF funding and the actual reduction was approximately 18%. He said the collection percentage of Real Estate Property Tax revenue and collection of delinquencies was slightly higher than expected. He also said the library received \$74,000 in real estate advances during 2009 instead of 2010. Mr. Piskac reported total General Fund expenses were \$5,364,218 resulting in a \$173,740 operating surplus. He said all expenditure line items were lower than budgetary estimates, which were reduced several times throughout the second half of 2009 to compensate for revenue losses. Mr. Piskac said the \$173,740 operating surplus, which includes \$74,000 in real estate advances, would be used to offset 2010 revenue reductions in the PLF and real estate property tax.

Mr. Piskac reported that he provided each Board member with a 2009 Board Discretionary Fund summary. He said the summary shows receipts from Board dues and expenditures made to provide refreshments at Board meetings. He also said the 2010 Board dues received in December 2009 would appear on the 2010 summary.

Mr. Piskac recommended the Board of Trustees approve the December 31, 2009 financial statements as submitted.

2010-08 Mr. Anderson moved and Mr. McGovern seconded the motion to accept the December 31, 2009 financial statements.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

B. Resolution regarding expenditures for board meetings

Mr. Piskac reported that by law the Board is allowed to use library funds to pay for meeting refreshments and departing gifts to trustees. The refreshments must be for formal or informal meetings and gifts are for recognition of service. These expenditures should be authorized each year.

2010-09 Dr. Hutt moved and Mr. McGovern seconded the motion to authorize the expenditure of library funds for refreshments for formal or informal board meetings and awards in recognition of service of library trustees.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

C. Authorize Fiscal Officer to invest available funds in U.S. Securities or certificates of deposit with Fifth Third Bank, Charter One, or Star-Ohio

2010-10 Mr. Anderson moved and Mr. McGovern seconded the motion to authorize the Fiscal Officer to invest available funds in U.S. Securities or certificates of deposit with Fifth Third Bank, Charter One, or Star-Ohio.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

D. Authorize the Fiscal Officer to make intra-fund transfers when necessary during calendar year 2010.

2010-11 Mr. McGovern moved and Mr. Anderson seconded the motion to authorize the Fiscal Officer to make intra-fund transfers when necessary during calendar year 2010.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

E. Establish Fund 213 – Gates Grant

Mr. Piskac reported the Business Office created a new Special Revenue Fund 213 to account for the new Bill & Melinda Gates Foundation Opportunity Online Hardware Grant Program. Mr. Piskac said the library received \$3,900 for phase one of the grant in December.

Mr. Piskac recommended the Board of Trustees approve the establishment of Special Revenue Fund 213 to account for the Bill & Melinda Gates Foundation Opportunity Online Hardware Grant Program.

2010-12 Mr. Miller moved and Mr. McGovern seconded the motion to approve the establishment of Fund 213 to account for the Bill & Melinda Gates Foundation Opportunity Online Hardware Grant Program.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

F. Gates Grant Matching Fund Transfer

Mr. Piskac said under the terms of phase one of the Gates Grant, the library is required to match 25% of the \$5,200 grant. Mr. Piskac recommended the Board of Trustees approve a \$1,300 transfer from the General Fund (101) to the Gates Grant Special Revenue Fund (213) to satisfy phase one grant requirements.

2010-13 Ms. Shatten moved and Mr. Miller seconded the motion to approve a \$1,300 transfer from the General Fund (101) to the Gates Grant Special Revenue Fund (213) to satisfy phase one grant requirements.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

G. Approval of December 2009 Modification of Appropriations

Mr. Piskac recommended the following modification of appropriations for December 2009 for approval as submitted. He said the total appropriation amount did not change.

| <u>Transfer From</u> | <u>Transfer To</u> | <u>Amount</u> | <u>Description</u> |
|----------------------|--------------------|---------------|--|
| 101.00.51120 | 101.00.51197 | 622.80 | Employee Vacation Conversion Benefit |
| 101.00.51120 | 101.00.51680 | 782.20 | Medicare Increase |
| 101.00.51120 | 101.00.51160 | 2,247.58 | Increase for Maintenance, Security Payroll |
| 101.00.51120 | 101.00.51680 | 1.05 | Additional Medicare Adjustment |
| 101.00.52110 | 101.00.53440 | 145.00 | 2010 Fiscal Officer Bond |
| 101.00.53310 | 101.00.52250 | 1,500.00 | Increase in Maintenance Supplies |
| 101.00.53310 | 101.00.53330 | 500.00 | Motor Vehicle Repair |
| 101.00.53310 | 101.00.53920 | 500.00 | Annual Backflow Inspection |
| 101.00.53320 | 101.00.52250 | 394.43 | Increase in Maintenance Supplies |
| 101.00.53620 | 101.00.53780 | 1,500.00 | Payroll & Banking Fees |
| 101.00.53760 | 101.00.53780 | 368.52 | Payroll & Banking Fees |
| 101.00.54120 | 101.00.54110 | 3,910.75 | End of Year Materials Budget Adjustment |
| 101.00.54120 | 101.00.54320 | 1,760.95 | End of Year Materials Budget Adjustment |
| 101.00.54120 | 101.00.54370 | 7,350.00 | End of Year Materials Budget Adjustment |
| 101.00.54215 | 101.00.54370 | 3,000.00 | End of Year Materials Budget Adjustment |

2010-14 Ms. Allen moved and Mr. McGovern seconded the motion to approve the December 2009 modification of appropriations as submitted.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

H. Revised Friends of the Shaker Library 2009 Final and 2010 Temporary Appropriation Budget

Mr. Piskac reviewed the following Friends of the Shaker Library 2009 Final and 2010 Temporary Appropriation Budget. He said the library received an additional reimbursement from the Friends in late December, which slightly increased both 2009 & 2010 budgetary amounts. He commented that these funds are advances from the Friends for designated library use.

| 211 FRIENDS OF SHAKER LIBRARY | | 2010 Temporary Appropriation | 2009 Final Appropriation |
|-------------------------------|----------------------------------|---------------------------------|-----------------------------|
| 1150 | Salary & Wages - Homework Helper | | 558.25 |
| 1410 | OPERS - Homework Helper | | 78.16 |

| | | | |
|--|--|-----------|-----------|
| 1680 | Medicare - Homework Helper | | 7.14 |
| 75.7599 | Summer Reading | 568.16 | 568.16 |
| 76.7599 | Equipment | | |
| 77.7599 | Flowers | 283.95 | 283.95 |
| 78.7599 | Art Gallery | | |
| 79.7599 | Reading Garden | 1,000.00 | 1,000.00 |
| 80.7599 | Staff Day | 2,548.74 | 2,548.74 |
| 81.7599 | Movie License | 450.00 | 450.00 |
| 82.7599 | Retirement | 1,154.43 | 1,154.43 |
| 83.7599 | System Hospitality | 326.89 | 471.52 |
| 84.7599 | Staff Incentive Gifts | 1,200.00 | 1,200.00 |
| 85.7599 | Volunteer Recognition | 300.00 | 300.00 |
| 86.7599 | Director Discretionary | 495.05 | 706.39 |
| 87.7599 | Adult Programs | 337.09 | 628.09 |
| 88.7599 | Teen Programs | | 146.06 |
| 89.7599 | Children's Programs | 356.07 | 356.07 |
| 90.7599 | Homework Helper | 610.80 | 610.80 |
| 91.7599 | Book Sale | | |
| 92.7599 | FOSL Purchases by Library | | |
| 93.7599 | Bertram Woods 50th Anniversary | 750.00 | 750.00 |
| 94.7599 | Video Game Collection | 700.00 | 700.00 |
| 95.7599 | Other Refunds | | |
| 7599 | FOSL Disbursements (Old 2009 Project Code) | | 17,136.03 |
| <i>TOTAL FRIENDS OF SHAKER LIBRARY</i> | | 11,081.18 | 29,653.79 |

Mr. Piskac recommended the Board of Trustees approve the Friends of the Shaker Library revised 2009 Final & 2010 Temporary Appropriation as submitted.

2010-15 Dr. Hutt moved and Mr. McGovern seconded the motion to approve the Friends of the Shaker Library revised 2009 Final & 2010 Temporary Appropriation as submitted.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

I. 2009 Final Revenue Budget

Mr. Piskac reviewed the 2009 Final Revenue Budget and reported the General Fund had \$6,098,077.96 and Special Revenue Funds had \$293,899.45 available for appropriation. He said all available funds were not appropriated except for some Special Revenue grant funds. Mr. Piskac recommended the Board of Trustees approve the 2009 Final Revenue Budget as submitted.

2010-16 Ms. Shatten moved and Mr. Anderson seconded the motion to approve the 2009 Final Revenue Budget as submitted.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

J. Vendor Late Fees – Business Office Procedures

Mr. Piskac reported the library was charged for late fees on three invoices during December totaling approximately \$80. He said vendors are becoming more aggressive in charging late fees due to the economy and reported the library does receive a few invoices late due to external mail delivery. Mr. Piskac said he is reviewing and going to discuss the current invoice process with staff involved in purchasing and recommend that they date and sign each invoice. Mr. Piskac said adding the date to an invoice will help identify lags in the invoice payment process.

K. Revised Meeting Room Policy

Mr. Piskac reported the library currently accepts meeting room payments at the Main Library circulation desk or with the Administrative Services Secretary. He said permitting Bertram Woods circulation desk to accept meeting room payments would increase the flexibility of making meeting room payments. Mr. Piskac said either circulation desk would accept only cash or check for meeting room payments and online meeting room registration would allow credit card payment. Mr. Piskac recommended the Board of Trustees approve the acceptance of meeting room payments of cash or check at Bertram Woods.

2010-17 Mr. Anderson moved and Mr. Miller seconded the motion to approve the acceptance of meeting room payments of cash or check at Bertram Woods.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

L. Authorize the renewal of the following contracts and services over \$2,000 per year:

Mr. Piskac reviewed the following list of contracts and services the library anticipates using during 2010. He said some names of service providers were updated from the 2009 list.

- Aetna Life Insurance Company (Life Insurance)
- Alphagraphics (Public Relations Printing)
- AT&T (Telephone and DS1 Service)
- Avaya (Telephone System Maintenance)
- Avizent (Manage Worker's Compensation)
- Baker & Taylor (Books)
- BBC Audio Books America
- Behavior Management Associates (EAP)
- Blackstone Audio Books
- Book Wholesalers, Inc.
- BookFlix/Scholastic Library
- CASS Information (Dominion East Ohio Gas Co-op)
- City of Cleveland - Division of Water and Sewer
- City of Shaker Heights
- Cleveland Public Library (CLEVNET)
- CMI (Business Office Software Maintenance)

ComDoc (All Copiers)
Dell Marketing, L.P. (Computer purchases)
Demco
EBSCO
Enviro Chemical
Evanced Solutions (meeting room software)
Family Connections (formerly Shaker Family Center)
FedEx Office (Public Relations Printing)
Fifth Third Bank (Banking & Credit Card Processing Services)
Gale Group
Gardiner Trane (HVAC Maintenance – Bertram Woods)
Grainger
Grey House Publishing
G.T.C. Graphics, Inc.
H.A.M. Landscaping (Bertram Woods)
Home Depot Credit Services
Ingram Book Company
Jakprints
Library Automation Technology
McQuay Service (Air Conditioning Chiller)
McPhillips Plumbing
Metlife
Midwest Tape Exchange
Office Depot
Ohio Bureau of Worker's Compensation
OPERS
Paycor (Payroll Service)
Porath Print Source (Public Relations Printing)
Proquest, LLC
Random House
Recorded Books, LLC
Shamrock Graphics
Sovereign Industries
Standard & Poor's
Stanley Security (Main Fire and Security monitoring)
State Library of Ohio (Daily Delivery Service)
Structured Employee Benefits of Ohio (Employee Benefits)
Sun News
Tantor Media
Tech Depot
The Edward H. Sutton Insurance Company (General Insurance, D & O, Bonds)
The Illuminating Company
The WIT Group
Thyssenkrupp Elevator Corp (Elevator Maintenance)
Treasurer of State
UnitedHealthcare (Employee Health Insurance)
United States Postal Service
UNUM (Disability Insurance)
Verizon Wireless (Cellular Phones)
West Group

Mr. Piskac recommended renewal of the above contracts and services for 2010.

2010-18 Mr. McGovern moved and Mr. Miller seconded the motion to authorize the renewal of the above 2010 contracts and services over \$2,000 per year.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

G. Approve institutional membership and the payment of dues to the following organizations in 2010:

Employers Resource Council
Northeast Ohio Regional Library System (NEO-RLS)
Ohio's Cooperative Purchasing Program
Ohio Library Council
OHIONET

2010-19 Ms. Allen moved and Mr. Miller seconded the motion to approve institutional membership and the payment of dues to the above organizations in 2010.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

Director's Report

A. Written Report

Mr. Dickinson provided a summary of meetings he attended.

He said on December 19, the library held a special retirement farewell for several library employees and that December 31 was a library furlough day.

He noted that during the January 6 Executive Team meeting, current library policies were being reviewed and will be eventually compiled into one resource notebook. He said policy revisions and new policies may be brought to the Board on a section by section basis for approval during the course of the year and recommended the Board of Trustees review the current Board bylaws as part of the review process.

He said the library is implementing the use of Unique Management for library debt collection purposes. He said the Board approved in June 2006 the use of Unique Management to collect fees for lost library materials, but CLEVNET is still resolving software issues to make the debt collection process automatic. He also reported that he sampled delinquent library accounts exceeding \$100 and found approximately 90% of them involved lost library materials, rather than just fines.

He said the Administrative Team would be discussing the proposed staff suggestions for the second floor renovation project during their January 14 meeting with the architect.

B. Annual Circulation Report for 2009

Mr. Dickinson reviewed the 2009 library circulation statistics and said overall circulation decreased by 2% over 2008 and the library fell short on its 2009 Circulation Challenge. He said video usage declined and the interlibrary loan ratio decreased. He believes the library net lender ratio and

circulation in general decreased due to the decrease in the Materials budget, Sunday closures and furlough days also hurt circulation. Mr. Dickinson reported computer use sessions increased 15-20% month to month in comparison to 2008. Dr. Hutt asked Mr. Dickinson if the library used any tools to block or restrict undesirable websites. Mr. Dickinson said the library does not filter (block) patron website choices and library policy does not permit adults to use computers in the Children's area. He also said computer screens are in view of library staff and appropriate action is taken if needed.

C. Strategic Planning Progress Report, Fourth Quarter

Mr. Dickinson deferred the report until the February Board meeting pending collection of statistics.

D. 2010 MLK Award Presentation

Mr. Dickinson reported the 12th Annual MLK Student Writing Contest Awards ceremony will be held at 4:30 p.m., Friday, January 15 at the Main Library.

New Business

A. Gifts to be accepted and appropriated to the designated funds

| | |
|--|----------|
| Unrestricted Contribution Individual (101-6510) | |
| Joan Steinberg | \$50.00 |
| Christmas gift in honor of Kate and David Burleigh | |
| Bertram Woods Branch Fund (208-6510) | |
| Ethel Nathanson | \$10.00 |
| Frances Belman Fund (210-6110) | |
| In memory of Frances Belman | |
| Donna Dekle | \$50.00 |
| Marilyn and Michael Gardner | \$150.00 |

2010-20 Mr. Miller moved and Mr. McGovern seconded the motion to accept and appropriate the above gifts.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

 Nays: None. Motion carried.

B. Personnel Actions (information only)

Margie Bashaw, Librarian, retired effective December 31, 2009

Tricia Springstubb, Children's Associate, retired effective December 19, 2009

Annie Strickland, Page II, retired effective December 18, 2009

Betty Ann Toth, Senior Technical Services Assistant, retired effective December 31, 2009

Janis Williams, Senior Reference Librarian, retired effective December 31, 2009

Mr. Dickinson read a card that he received from Ms. Betty Ann Toth.

Dr. Whyte commented that she noticed during the December Special Retirement Farewell party at Main Library that retiring staff expressed genuine appreciation working for the library.

Community Comments

The League of Women Voters will hold its annual public officials reception at Ms. Jeanne Shatten's home the evening of Tuesday, January 26.

Announcements

Mr. Dickinson said Friends of the Shaker Library were hosting the "Feast-ival of Chocolate" on Thursday, February 4 from 7:00 to 8:30 p.m. at Main Library.

Adjournment

There being no further business, Ms. Allen moved and Ms. Shatten seconded the motion and Board members agreed unanimously to adjourn the regular board meeting at 7:35 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Tuesday, February 9, 2010 at 6:30 p.m. in the Main Library Boardroom.

Dr. Donna Whyte, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary