

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Monday, April 11, 2011

Attendance

Members Present: Ms. Allen, Dr. Hutt, Mr. McGovern, Ms. Shatten, Dr. Whyte

Members Absent: Mr. Anderson, Mr. Miller

Staff Present: Mr. Dickinson, Ms. Miller, Mr. Piskac, Ms. Switzer

Others: Evelyn Krent, League of Women Voters Representative  
Joanne Federman, Director, Family Connections

Ms. Shatten called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:35 p.m. in the Main Library Boardroom.

Presentation - Ms. Joanne Federman, Director, Family Connections

Ms. Federman said the mission of Family Connections is to train parents to help their children develop from birth to age six. Ms. Federman said Family Connections started from a 1992 pilot study and has grown to serve over 2,000 families in the Cleveland, Maple Heights, Cleveland Heights, Shaker Heights, and University Heights areas. Ms. Federman explained some of the programs Family Connections offers such as Play and Learn Station, which is located at the Main Library, and offers a free early childhood literacy activity center for families and caregivers with children ages birth to 5; the Patricia S. Mearns Family Playroom, which offers drop in sessions for parents and their children from birth to age five. These sessions provide parents an opportunity to meet other parents, share experiences and get information on child development and parenting challenges. Another program offered by Family Connections is Learning English as a Family (LEAF) program, which is a free literacy program for non-English speaking families with children ages 2½ to 5 years. Ms. Federman said the LEAF program is possible due to the generous financial support from the Dollar General Literacy Foundation, Help Me Grow of Cuyahoga County and the Reinberger Foundation. Ms. Allen asked Ms. Federman how many eligible participants actually participate in Family Connections programs. Ms. Federman said 2009 statistics show approximately 15,000 children were served and 2010 statistics are expected to be higher, but she said funding limits participation and services offered. Ms. Federman thanked the Board of Trustees for their support and collaboration with Family Connections.

President's Report

A. Board Bylaws Review

Ms. Shatten asked Dr. Whyte if she had any recommendations for consideration from the last Board meeting. Dr. Whyte reported that she read over the Board Bylaws and commented that they were a reflection of Board activities and did not have any proposed changes for discussion.

B. OLC Trustee Dinner

Ms. Shatten reported that Mr. Anderson, Ms. Allen, Dr. Whyte, and she are attending the OLC Trustee Dinner on April 27 in Independence.

### C. Board Retreat Update

Ms. Shatten said Mr. Dickinson and she will meet April 20 to discuss the agenda, and Mr. Anderson, Mr. Dickinson and Mr. Piskac are meeting April 22 to discuss the financial portion in preparation for the Board Retreat. Ms. Shatten also mentioned that Ms. Allen's recommendation about Board member responsibilities would also be discussed.

### D. Other

Ms. Shatten asked Board members to review their contact information listed on the Board roster and to verify the information for accuracy.

### Approval of Minutes

Ms. Shatten asked for a motion to approve the March 14, 2011 regular meeting minutes.

2011-37 Mr. McGovern moved and Ms. Allen seconded the motion to approve the March 14, 2011 regular meeting minutes as submitted.

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

Nays: None. Motion carried.

### Fiscal Officer's Report

#### A. Financial Statements

Mr. Piskac reviewed the March 2011 revenue and expenditure financial statements and reported the following:

#### Revenue Summary

- Mr. Piskac reported year-to-date revenue was \$1,827,553.66, which is \$25,708.50 lower than 2010 revenue.
- Mr. Piskac reported year-to-date PLF receipts were \$16,484.56 more than 2010.
- He reported March year-to-date Real Estate Property Tax collections were \$88,000 lower than 2010 year-to-date collections. He said the Library received a \$183,000 first half real estate distribution this week.
- The Library received \$10,611 in Public Utility Reimbursement from the State as indicated on the revenue projection.
- Current month Fines and Fees revenue was approximately \$2,000 less than 2010 and year-to-date Fines and Fees were approximately \$5,000 less than 2010.
- Interest on Investments includes \$755 accrued interest from the maturing certificates of deposit.
- He said the current month Refunds and Reimbursements line item is higher than 2010 due to a recent grant reimbursement from Starting Point for the December/January MyCom grant reimbursement (\$6,302.91), Friends of Shaker Library Summer Reading Program donation (\$4,000), and the \$20,000 transfer from the Cleveland Foundation for the Main Library Computer Center computer purchase.

#### Expenditure Summary

- Mr. Piskac reported year-to-date expenditures were \$1,150,877.27, which is \$28,617.28 less than 2010. He said if the Retirement Incentive and Vacation & Sick Payouts line items were removed, the Library spent \$11,892.82 more than 2010. He said the Library Material Budget spending was approximately \$23,000 higher than 2010 and the Furniture & Equipment line item includes \$32,444.83 in payments for computer purchases for the Gates Grant, Computer Center and the CEO grant. He also said the Refunds and Reimbursements line item includes a \$10,000 payment for the Main Library Children's desk, which was paid by the Friends of Shaker Library.
- He noted the overall expenditures were in line with budgetary estimates.

#### Bank Reports

Mr. Piskac reported the month-to-date deposits of \$166,513.74 were \$206,477.30 less than month-to-date withdrawals of \$372,991.04. He also reported the year-to-date deposits of \$1,827,553.66 were \$676,676.39 greater than year-to-date withdrawals of \$1,150,877.27. He said the ending cash balance was \$1,855,373.87, which is due to a higher 2011 beginning cash balance and real estate revenue receipts.

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

Mr. Piskac reported the General Fund had an unexpended balance of \$1,752,844.81, \$1,022,749.30 in encumbrances, and an unencumbered balance of \$730,095.51. Mr. Piskac also reported the unexpended balance for all funds was \$1,855,393.87, \$1,069,393.13 in encumbrances, and \$786,990.74 in unencumbered funds.

#### Investment Report

Mr. Piskac reported the March 2011 investment balance was \$631,285.92 and the Star Ohio interest rate remained at 0.11%. He said the Fifth Third certificates of deposit that matured March 18, 2011 were deposited into PNC Bank for future short-term investments. Mr. Piskac also said funds from the Star Ohio account were transferred to the PNC operating account to increase the accumulation of a monthly investment credit to offset banking fees.

Mr. Piskac also provided an update for the 2011 revenue schedule. He said the Library is expecting to meet or exceed PLF and real estate property tax revenue estimates for the first six months of 2011. He said the real estate tax revenue is already \$168,899 more than the first half estimate. Mr. Piskac said while the Library is expecting to reach the first half revenue estimates, he said the actual revenue is significantly lower than in prior years and is expected to decline further starting with the next biennium budget.

Mr. Piskac recommended the Board of Trustees approve the March 31, 2011 financial statements as submitted.

2011-38            Dr. Whyte moved and Mr. McGovern seconded the motion to approve the March 31, 2011 financial statements.

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

Nays: None. Motion carried.

#### B. OHRAB/NHPRC Grant Fund 218

Mr. Piskac reported the Library was awarded and received a \$3,500 grant through the Ohio Historical Records Advisory Board/National Historical Publications and Records Commission for digitizing approximately 9,200 building index cards on file at City Hall. He added, the grant funds can only be used for additional work hours above Mrs. Hays' regular work schedule with the Library. Volunteers will perform the actual scanning of the index cards. Once the project is completed, the Library and City will be able to access the building index cards online. Mr. Dickinson commented the project is scheduled for completion this December, on the eve of the City's Centennial.

Mr. Piskac recommended the Board of Trustees approve the creation of Fund 218 to account for the OHRAB/NHPRC grant.

2011-39 Ms. Allen moved and Dr. Hutt seconded the motion to approve the creation of Fund 218 to account for the OHRAB/NHPRC grant.

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

Nays: None. Motion carried.

### Director's Report

#### A. Written Report

- Mr. Dickinson provided a brief summary of meetings he attended.
- He noted this week is National Library Week
- The Friends of the Shaker Library Spring Book Sale starts Thursday, April 14, and runs through Sunday, April 17.
- He reported the Library is co-sponsoring the program "Not Your Mother's Politics: It's Yours", with the League of Women Voters of Shaker Heights and Case Western Reserve University's Flora Stone Mather Center for Women, which will be held at Main Library on April 21.
- He said the High School Art Exposed II will be held at Main Library on April 29 from 7 to 9 p.m.

#### B. Legislative Update

Mr. Dickinson reported Ms. Allen, Board member, Ms. Switzer, Deputy Director, Ms. Sharon Heslin, President, Friends of Shaker Library, Ms. Stephanie Jonas, Vice President of Volunteers, Friends of Shaker Library, and he attended Legislative Day on March 24. They met with Rep. Armond Budish and Senator Nina Turner's legislative aide.

Mr. Dickinson distributed Ms. Allen's PLF summary of budgetary concerns that highlights the importance of Ohio Public Libraries and the increased reliance on them during difficult economic times.

Mr. Dickinson handed out an informational summary on the potential effects of HB 153 on Shaker Heights Public Library. He said the projections were based on estimates from the Ohio Library Council. Mr. Dickinson said the proposed State budget has funding for OPLIN and the Library for the Blind and Physically Handicapped taken out of the PLF with no reimbursement from the General Fund for these services. He said under the current biennium budget, the General Fund reimbursed the PLF for these services. The proposed State biennium budget is also eliminating the CAT and Public Utility Reimbursement revenue to the Library. He said calendar year 2010 was used as a benchmark for comparing the revenue impact to our Library for the next biennium budget. For

calendar year 2011, under HB 153, we anticipate losing approximately \$38,063 in State related funding during the second half of the year. For calendar year 2012, the Library is anticipating losing \$121,419 in State related funding and \$12,555 for the first six months of 2013. He said the timing of State receipts affects the revenue loss amount during the last six months of calendar year 2011 and the first six months of calendar year 2013.

Mr. Dickinson also handed out a legal analysis from the Ohio Library Council legal counsel Vorys, Sater, Seymour and Pease on SB 5. He pointed out some SB 5 items that may impact public libraries. He said merit pay and non-discrimination in payoffs were identified as potential items of concern for libraries. Because the Library is not unionized, provisions of SB 5 affecting collective bargaining and public employee health insurance premiums do not affect the Library. Since Library employees are not considered civil service, the vacation and sick accrual rates do not apply.

#### C. Renovation Update

Mr. Dickinson said the construction renovation is approximately 99% complete and the Library is waiting for the results from the water testing, which is scheduled for this week. He said high-pressure water would be sprayed at various locations on the exterior brick to determine the entry of water and an appropriate cost effective solution to remedy the problem. Mr. Dickinson said after the water issue is resolved the remaining construction items could be completed. He said the carpet in the hallway is scheduled for installation this week after the floor patch epoxy is dried. Mr. Dickinson said he will give a tour of the renovated area this evening. Mr. Dickinson also mentioned that the unexpected expense to resolve the water problem might use up all remaining bond funds. If that occurs, the Library may have to use approximately \$25,000 in operating funds to purchase furniture.

#### D. Quarterly Circulation Statistics

Mr. Dickinson reviewed the first quarter circulation statistics and reported total Library circulation increased by 3.51% and noted Bertram Woods year-to-date circulation is still down. He said new card registration and computer sessions are down from 2010. He said video circulation is higher than 2010, which may be due to the checkout limit change that took effect October 1 last year.

#### E. Administrative Policies, 1st Review

Mr. Dickinson said the Administrative Policies are included in the Board packets. He asked Board members to review these policies so they can be approved at the May meeting. Ms. Switzer reviewed some of the proposed changes, which include a new section on PCI Compliance for credit cards, some language revisions to the purchasing policy and clarification on ownership of Library Credit Cards.

### New Business

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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

|                                 |         |
|---------------------------------|---------|
| In memory of Mona Jahjah Ashchi | \$25.00 |
| In memory of Steve Lee          | \$25.00 |
| In memory of Mark Leimsieder    | \$50.00 |
| In honor of Noa Sylvia Stember  | \$25.00 |

Luren Dickinson donated a previously owned Kenmore washer

Author Anita Sanchez donated one copy each of *The Teeth of the Lion* and *The Invasion of Sandy Bat*

2011-40 Dr. Hutt moved and Ms. Allen seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

#### Community Comments

None

#### Announcements

None

#### Other - Renovation Tour

Mr. Dickinson provided Board members and other attendees a tour of the Main Library second floor renovation area including the new computer center, training lab, maintenance and Friends of Shaker Library workrooms, adult services manager's office and adjoining staff workroom. He pointed out the various areas above several windows where water dripped during rainstorms. After the tour, trustees returned to the Boardroom.

#### Adjournment

Since there was no further business, Ms. Shatten adjourned the regular board meeting at 8:06 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, May 9, 2011 at 6:30 p.m. at Main Library Boardroom.

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Jeanne Shatten, President

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David D. Piskac, Fiscal Officer

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Kurt Miller, Secretary