

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, December 12, 2011

Attendance

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

Members Absent:

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

Others: Evelyn Krent, League of Women Voters Representative

Ms. Shatten called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:03 p.m. in the Bertram Woods Dietz Community Room. Ms. Shatten said Ms. Allen, Mr. McGovern and Dr. Whyte are running a little late tonight.

Approval of Minutes

Ms. Shatten asked for a motion to approve the November 15, 2011 regular meeting minutes.

2011-91 Dr. Hutt moved and Mr. Miller seconded the motion to approve the November 15, 2011 regular meeting minutes.

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

Nays: None. Motion carried.

Dr. Whyte arrived at 6:05 p.m.

President's Report

A. Annual Performance Reviews for Director and Business Manager/Fiscal Officer

Ms. Shatten reviewed the annual evaluation process for the Director and Fiscal Officer. She said Board Officers met individually with the Director and Fiscal Officer on December 7 to review their respective Board evaluation and both were commended for their outstanding service. Ms. Shatten said a short Executive Session will be held later in the meeting to discuss their evaluations.

Ms. Allen arrived at 6:09 p.m.

B. Nominating Committee Report

Ms. Shatten asked Ms. Allen for the Nominating Committee report. Ms. Allen said the Nominating Committee is recommending the same slate of 2011 officers for 2012 as follows:

Ms. Shatten – President
Mr. Anderson – Vice President
Mr. Miller – Secretary

Ms. Allen said a formal recommendation will be made at the 2012 January Organizational meeting.

Fiscal Officer's Report

A. Financial Statements

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

Revenue Summary

- Year-to-date revenue was \$4,993,299.56, which is \$95,385.36 less than 2010.
- Month-to-date revenue was \$378,861.47, which is \$70,779.51 less than 2010. The major revenue differences include PLF \$7,712.23, Real Estate Advance \$29,000, timing difference in E-rate receipt \$7,033.20 and loss of CAT receipt (State reimbursement) \$23,220.21. The Library did receive the second half payment of \$218,396.03 for HERB, which was slightly less than 2010.
- The Library received only \$555 from the recent tax lien sale.

Expenditure Summary

- Year-to-date expenditures were \$4,281,841.53, which is \$102,161.43 less than 2010. Salaries were approximately \$1,300 less than 2010, due to open staff positions, filling vacant full-time positions with non-full-time hires, and reduced hours for non-full-time employees.
- Month to date expenditures were \$343,846.73, which is \$30,719.62 less than 2010.
- Year-to-date health insurance is approximately \$49,000 less than 2010 due to lower employee enrollment, change in HRA plan coverage for office visits and prescription coverage.
- The final \$35,000 Library lease payment for 2011 is material to the operating expense reduction in comparison to the average \$155,000 lease payment paid in prior years.

Bank Reports

- Month-to-date deposits of \$378,861.47 were \$35,014.74 more than month-to-date withdrawals of \$343,846.73. The ending cash balance was \$1,890,165.51.
- Year-to-date deposits of \$4,993,299.56 were \$711,458.03 greater than year-to-date withdrawals of \$4,281,841.53. The \$1,890,165.51 ending cash balance will decrease significantly for the month of December due to a three-pay month and no real estate receipts.

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

- The General Fund had an unexpended balance of \$1,840,860.74, \$509,074.49 in encumbrances, and an unencumbered balance of \$1,331,786.25.
- MyCom Fund 212 has a small negative balance and the fund advance presented later in the agenda will maintain a positive balance in the fund until the grant period ends in May 2012.
- The Library received a \$28,719.90 reimbursement check for the CEO Fund 215 last week, which will zero out the fund in December.
- The Connect Ohio Fund 216 received only \$28.04 in reimbursements for November.
- All Library Funds had an unexpended balance of \$1,890,165.51, \$534,885.02 in encumbrances, and an unencumbered balance of \$1,355,280.49.

Investment Report

- The Star Ohio investment balance was \$1,002,854.65 as of November 30 and the interest rate decreased to 0.02% from 0.03% in October.

Mr. Piskac recommended the Board of Trustees approve the November 30, 2011 financial statements as submitted.

2011-92 Mr. Anderson moved and Dr. Hutt seconded the motion to accept the November 30, 2011 financial statements as submitted.

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

Nays: None. Motion carried.

B. 2011 Projection

Mr. Piskac reported the following year-to-date General Fund Summary and fourth quarter projection:

- As of September 30, 2011, total revenue was \$4,331,554 and total expenditures were \$3,436,759, which resulted in an \$894,795 operating surplus.
- Reviewed actual monthly activity under Column D for October and November.
- Reviewed the revenue projection for December under Column D
 - December PLF revenue is estimated to be 5.75% less than December 2010.
 - Included in the Other revenue line item is the notification by Huntington Bank Trust Officer Mr. Gregory Klucher that the Wilmar McLaughlin estate will issue a check to the Library for \$50,000, which the Library will receive by month end.
- Reviewed the expenditure projection for December under Column D
 - There are three pay dates under Salaries and Leave Benefits line item
 - All other expenditure line item categories are based on estimates
 - Total expenditures are estimated at \$485,000 and do not include the annual HVAC contract or repairs that are still works-in-progress.

Revenue – Overall actual and estimated revenue for 2011 is projected to be approximately \$103,333 higher than estimate.

Expenditure – Overall actual and estimated expenditures for 2011 are projected to be approximately \$455,594 less than budget.

Overall net operating surplus is projected to be approximately \$438,011 and the unexpended balance is projected to be \$1,533,348. The carryover encumbrances are estimated to be \$200,000, which include the recent various maintenance projects and operating contracts. The ending General Fund balance is expected to be \$1.3 million, which is an increase over 2010.

C. 2012 Temporary Appropriation

Mr. Piskac reviewed the 2012 temporary appropriation and reported the total General Fund temporary appropriation is \$1,995,909.31 and the total Special Revenue fund is \$60,662.46. The total temporary appropriation amount is \$2,056,571.77. He said the 12/31/2011 Special revenue fund amount will be adjusted to reflect expenditure activity for the remainder of the month. Mr. Piskac said he will present the final appropriation budget at the March Board meeting.

Mr. Piskac recommended the Board of Trustees approve the \$2,056,571.77 temporary appropriation as submitted.

2011-93 Ms. Allen moved and Dr. Hutt seconded the motion to approve the \$2,056,571.77 temporary appropriation as submitted.

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

D. 2011 Final Appropriation

Mr. Piskac reviewed the 2011 final appropriation and reported the General Fund appropriation is \$5,126,958.72 and Special Revenue funds are \$233,371.91. The combined final appropriation amount is \$5,360,330.63, which is less than the total amount of estimated resources.

Mr. Piskac recommended the Board of Trustees approve the \$5,360,330.63 final appropriation as submitted and authorize him to make appropriation modifications as needed for December. He said that he would report any appropriation modifications at the January meeting for approval.

2011-94 Ms. Allen moved and Dr. Hutt seconded the motion to approve the \$5,360,330.63 final appropriation as submitted and authorize him to make appropriation modifications as needed for December.

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

E. 2012 Revised Salary Schedule

Mr. Piskac reported the Library salary schedule was revised to reflect the increase in the minimum wage to \$7.70, which takes effect January 1, 2012. He said the minimum wage increase is approximately 4% and affects the minimum for levels 101 and 102. He also said the midpoint for both levels was recalculated as a result of the increase in the pay range minimum.

Mr. Piskac recommended the Board of Trustees approve the 2012 revised salary schedule as submitted.

2011-95 Ms. Allen moved and Dr. Hutt seconded the motion to approve the 2012 revised salary schedule.

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

F. Advance to MyCom Fund 212

Mr. Piskac reported that MyCom Fund 212 has a negative balance due to Library incurred expenses that have not yet been reimbursed by Starting Point. He said Starting Point is about 90 days in arrears for reimbursements. Mr. Piskac said a \$4,000 advance from the General Fund is necessary to

ensure a positive year-end fund balance. He said the advance will be returned to the General Fund next year once all expenditures are reimbursed by Starting Point, which will be around mid-summer.

Mr. Piskac recommended the Board of Trustees approve an advance of \$4,000 from the General Fund to MyCom Fund 212 which will be returned during 2012.

2011-96 Ms. Allen moved and Mr. Anderson seconded the motion to approve an advance of \$4,000 from the General Fund to MyCom Fund 212 which will be returned during 2012.

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

Nays: None. Motion carried.

G. Revised Neothink Contract

Mr. Piskac said the current \$11,400 Neothink contract for consulting and other computer related services to reconfigure the Library network computer system needs to be increased. He said the Library used a large portion of the contracted hours and requires up to another \$3,600 for a total of \$15,000 in order to complete the reconfiguration of the Library computer network. He said the additional expenditure will be covered by bond funds.

Mr. Piskac recommended the Board of Trustees approve up to \$3,600 in additional funding to complete the reconfiguration of the Library computer network using bond funds.

2011-97 Ms. Allen moved and Dr. Hutt seconded the motion to approve up to \$3,600 in additional funding to complete the reconfiguration of the Library computer network from the Library Bond Fund.

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

Nays: None. Motion carried.

H. Audit Update

Mr. Piskac said the State Auditors completed their audit report and will issue an unqualified opinion with no audit citations. He said during his annual evaluation that Mr. Anderson and Ms. Shatten wanted the auditor to present their report to the Board. Mr. Piskac said he spoke with Mr. Lally, Audit Manager regarding the request. Mr. Lally said that he would be able to provide their report at a Board meeting or another scheduled meeting that would not fall under the sunshine laws. Mr. Piskac also reported that Mr. Lally has three verbal recommendations for the Library. First, the Library should not permit employees to make Library purchases with their personal credit card if the employee receives any benefit from the use of their credit card. Second, Mr. Lally said some of the grant reimbursements should be coded from the Refunds and Reimbursements revenue line item and moved to the Intergovernmental revenue line item. The overall revenue amount would not change but the revenue classification would change. Mr. Piskac said he was going to reclassify some of the special revenue funds for 2011 so the revenue will be comparable with 2012. Lastly, Mr. Lally said that he was going to get clarification on the third recommendation. Ms. Shatten instructed Mr. Piskac to schedule a meeting with the auditors before the start of a monthly Board meeting.

Director's Report

A. Written Report

- Mr. Dickinson provided a summary of meetings he attended.
- The Library held a staff luncheon on Thursday, December 8 to celebrate Melvil Dewey's birthday.
- On Friday, December 16, the Library held a staff meeting from 9 to 10 a.m.
- He participated in the Library observational study on November 19 at Main Library

B. PLF Funding Review

Mr. Dickinson reported the overall 2011 PLF was approximately 5% below estimate, which may be slightly different than what Mr. Piskac reports because he is reporting on a Statewide basis. He said actual PLF amounts were above estimate for the first seven months and then below estimate for the remaining months of 2011. He said the actual 2011 PLF was 4.8% higher than the actual 2010.

C. Technology Plan

Mr. Dickinson reviewed the Library Technology Plan for January 2012 to December 2014. He said the Technology Plan includes hardware and software improvements for staff, self-checkout machines, and a new Library website. He recommended the Board of Trustees approve the 2012-2014 Technology Plan as submitted.

2011-98 Dr. Whyte moved and Mr. Anderson seconded the motion to approve the 2012 - 2014 Technology Plan as submitted.

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

D. 2012 Board Presentations

Mr. Dickinson reviewed the following 2012 presentations to the Board of Trustees

February 13	Amy Switzer, Strategic Planning
April 9	Joyce Braverman, City Planning
June 11	Wilbur Headen, Security
September 10	Maureen Brodar, Youth Services
November 12	Lynne Miller, Bertram Woods Branch

E. Customer Conduct and Library Security Policies, 2nd Review

Mr. Dickinson said the Customer Conduct and Library Security Policies were distributed at the October Board meeting and reviewed at the November meeting. Ms. Switzer very briefly reviewed the highlights of the policies and asked if there were any questions. Hearing none, Mr. Dickinson recommended the Board of Trustees approve them as submitted.

2011-99 Mr. Miller moved and Ms. Allen seconded the motion to approve the Customer Conduct and Library Security Policies as submitted.

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

New Business

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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Minerva Decker \$25.00

In memory of Bema Denilauler \$25.00

2011-100 Mr. Miller moved and Dr. Hutt seconded the motion to accept and appropriate the above gifts.

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

B. Personnel Action (information only)

Maureen Brodar, promoted to full-time Youth Services Manager from full-time Youth Services Librarian, effective November 28, 2011

Denene Mason, promoted to half-time Circulation Assistant from Circulation Substitute, effective November 7, 2011

Announcements

None

Community Comments

None

F. Strategic Planning Update

Ms. Switzer said the Board will hold a strategic planning meeting from 1-5 p.m. on Saturday, January 7, 2012 at the Shaker Community Building. She said the Balanced Scorecard Team members, Management, and Board members will attend the meeting. After the meeting, the Balanced Scorecard Team members will create a draft strategic plan to be presented at the February Board meeting.

Mr. McGovern arrived at 7:45 p.m.

Mr. Anderson asked Board members to give a brief summary of their stakeholder interviews. Overall, all stakeholders support the Library and value the services the Library offers. Some stakeholders expressed concern that future Library funding will force the Library to either reduce services or merge with the County Library system.

Ms. Switzer summarized the following OrangeBoy market survey results and reported some highlights from the 153-page report.

- A high level of education in the Shaker Heights community
- A projected 6% decline in the population of Shaker Heights
- 35% of Shaker Heights residents checked out material at the Library in the past 12 months
- 39% of Shaker Heights School District registered voters are cardholders
- 26% of Library customers read over 40 books per year

Mr. Anderson moderated a Board discussion on reviewing the current Library Mission, Vision, and Values statements. He presented the proposed statements from the Balanced Scorecard Team. After reviewing and discussing the various proposed statements among Board members, Mr. Anderson recommended the following Library Mission, Vision, and Values statements for Board approval.

Mission Statement

Shaker Heights Public Library builds community and enriches lives by bringing together people, information, and ideas

Vision Statement

Shaker Heights Public Library is an indispensable part of our community, known for:

- A wide range of resources
- Innovative, customer-driven services
- Vibrant and welcoming spaces
- A knowledgeable and passionate staff

Values Statement

We value:

- Literacy and lifelong learning
- Intellectual freedom and equal access
- Customer service excellence
- Integrity and accountability
- Innovation
- Diversity and inclusiveness
- Outstanding employees
- Our Shaker Heights Community

2011-101 Mr. Miller moved and Dr. Hutt seconded the motion to approve the proposed Library Mission, Vision, and Values statements as submitted.

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

Nays: None. Motion carried.

Executive Session

Ms. Shatten requested a motion to enter executive session to discuss items of personnel regarding the Director and Fiscal Officer annual evaluations. She said no Board action will be taken after the executive session.

2011-102 Ms. Allen moved and Mr. Anderson seconded the motion to enter executive session to discuss items of personnel regarding the Director and Fiscal Officer annual evaluations.

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

Nays: None. Motion carried.

Trustees entered executive session at 8:40 p.m.
Trustees returned to regular session at 8:55 p.m.

Adjournment

Since there was no further business to discuss, Ms. Shatten moved and Board members unanimously seconded the motion to adjourn the regular board meeting at 8:57 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, January 9, 2012 at 6:30 p.m. in the Main Library Boardroom.

Ms. Shatten, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary