

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Virtual Finance Committee Meeting
Via Zoom Webinar

<https://tinyurl.com/SHPL-Fin-12-20>

Passcode:

December 14, 2020

Attendance

Members Present: Mr. Cicarella, Mr. Meinhard

Members Absent: Ms. Hirsch

Other Members Present: Mr. Bertsch

Staff Present: Ms. Ritchey, Ms. Switzer

Call to Order

Mr. Meinhard called the regular meeting of the Shaker Heights Public Library Board of Trustees Finance Committee to order at 6:31 p.m.

Roll Call: Mr. Cicarella, Mr. Meinhard

Minutes

Mr. Cicarella moved and Mr. Bertsch seconded the motion to approve the November 9, 2020 Finance Committee minutes.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard

Nays: None. Motion carried.

Fiscal Officer's Report:

Public Library Fund (PLF) Update

Ms. Switzer reported year-to-date Shaker Library has received \$15,997 less than budgeted in PLF revenue for the year.

Financial Statements

Ms. Ritchey reviewed the November 2020 financial statements.

General Fund through November 2020

Total 2020 Operating Revenue	\$ 6,190,587.94
Total 2020 Operating Expenditures	\$ 3,726,073.64

All Funds through November 2020

Beginning Year balance	\$15,182,473.47
2020 Receipts	\$ 6,608,383.91

<u>2020 Expenditures</u>	<u>\$ 6,124,047.12</u>
Unexpended Balance	\$15,666,810.26
<u>Encumbrances</u>	<u>\$ 1,444,396.04</u>
Unencumbered Balance	\$ 14,222,414.22

Mr. Cicarella moved and Mr. Bertsch seconded the motion and the committee recommended the November 2020 financial statements to the full Board for approval.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard

Nays: None. Motion carried.

Year-End Projections

Ms. Ritchey shared the year-end projections.

2020 Final Appropriations Budget and Transfer to Special Funds

Ms. Ritchey reviewed the increase to the CARES Grant Fund and the Transfers to the Building and Vehicle and Technology Funds.

Mr. Cicarella moved and Mr. Bertsch seconded the motion and the committee recommended the resolution to approve the 2020 Final Appropriations Budget and Transfer \$390,000 to the Building and Vehicle Fund and \$300,000 to the Technology fund, to the full Board for approval.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard

Nays: None. Motion carried.

Five-Year Forecast

Ms. Ritchey shared the five-year forecast and the assumptions leading to the figures.

2021 Temporary Appropriations with Raises

Ms. Ritchey reviewed the 2021 temporary appropriations with the suggested 3 percent raise. Ms. Switzer justified the 3 percent raise for the limited staff currently employed by the library.

Mr. Cicarella moved and Mr. Bertsch seconded the motion and the committee recommended the resolution to approve the 2021 temporary appropriations to the full Board for approval.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard

Nays: None. Motion carried.

Contracts and Services over \$50,000

Ms. Ritchey presented the routine contracts and services to be utilized during 2021.

Mr. Cicarella moved and Mr. Bertsch seconded the motion and the committee recommended to the full Board the resolution to authorize the renewal of annual expenditures over \$50,000 per year as listed in the board packet and within the approved budget.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard

Nays: None. Motion carried.

Main Library Renovation Furniture and Technology Purchases

Ms. Switzer shared the main library renovation furniture and technology purchases for approval.

The furniture to be purchased requires a down payment in 2020. The total purchases approved include:

- E4b \$137,344
- Ohio Desk \$250,000

The technology purchases will be during 2021.

- Solutionz \$151,000
- CDWG and GovConnections \$140,000

Mr. Cicarella moved and Mr. Bertsch seconded the motion and the committee recommended to the full Board the resolution to authorize the purchase of the above renovation items.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard

Nays: None. Motion carried.

New Business

Ms. Ritchey shared a revision to the Building and Vehicle and Technology Funds budgets to be brought to the Board of Trustees for Approval.

Adjournment

Since there was no further business to discuss, Mr. Cicarella moved and Mr. Bertsch seconded a motion to adjourn the finance committee meeting at 7:39 p.m. and the committee unanimously agreed. The next Finance Committee meeting of the Shaker Heights Public Library Board of Trustees will be Monday, January 11, 2020 at 6:30 p.m.