

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Tuesday, January 18, 2011

Attendance

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

Members Absent:

Staff Present: 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 6:41 p.m. in the Main Library Boardroom.

Approval of Minutes

Ms. Shatten asked for a motion to approve the December 14, 2010 regular meeting minutes.

2011-06 Mr. McGovern moved and Mr. Anderson seconded the motion to approve the December 14, 2010 regular meeting minutes as submitted.

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

Dr. Hutt arrived at 6:44 p.m.

President's Report

A. New President's Remarks

Ms. Shatten thanked Dr. Whyte for her two years of service as Board President and her leadership in helping make tough decisions during difficult times.

B. Board Retreat Date Selection

Ms. Shatten said the Library Board had a retreat about five years ago, which started the current Library strategic plan. She offered Saturday, May 7, from 1 to 5 p.m. as a tentative date for the Board retreat. Board members agreed to the date and suggested various off-site locations. Ms. Shatten said that she would research the suggested locations and would provide them to the Board at the February meeting.

C. Other

Ms. Shatten discussed the option of returning monthly Board meetings to Mondays. Board members said they would check their schedules for any potential conflicts and the option would be discussed at the February Board meeting.

Fiscal Officer's Report

A. Financial Statements

Mr. Piskac reviewed the December 2010 revenue and expenditure financial statements and reported the following:

Revenue Summary

- Mr. Piskac reported year-to-date revenue was \$5,225,773.10 (\$5,567,846.44 – 2009), which is \$342,073.34 lower than 2009 revenue.
- Mr. Piskac reported year-to-date PLF receipts were \$90,528.68 less than 2009. Mr. Piskac said the Ohio Library Council reported that the January 2011 distribution was 5.1% higher than January 2010 distribution, but 13.1% lower than January 2008 distribution. Mr. Piskac said the Ohio Library Council reported the Ohio Department of Taxation figures for the first six months of 2011 show increases in monthly PLF distributions, but no projection is provided after June 30, 2011. Mr. Dickinson said PLF distributions are expected to be around 3.6% higher for the first months in comparison to 2010 levels.
- He reported year-to-date Real Estate Property Tax was \$263,606.17 lower than estimated and the related Intergovernmental revenue was \$37,384.22 lower.
- Fines and Fees revenue was \$6,552.55 less than 2009.
- Meeting Room revenue was \$3,344.29 higher than 2009.
- He said the year-to-date Refunds and Reimbursements line item is higher than 2009 due to more grant reimbursements under the MyCom grant, Community Gardening grant, and the Gates grant.

Expenditure Summary

- Mr. Piskac reported year-to-date expenditures were \$4,870,383.19 (\$5,403,864.68 – 2009), which is \$533,481.49 less than 2009. He said \$387,796.22 of the reduction was due to lower salary and wages due to furloughs, reduced working hours of non-full time staff and not filling vacant positions. He also said \$110,000 of the \$387,796.22 was related to the three-pay month of January in 2009. The month-to-date Salaries expenditure line item was \$19,988.43 less than 2009.
- He reported related payroll Retirement Benefits were \$37,433.51 less due to the lower salary and wage expenditures.
- He said the Library's health insurance was approximately \$71,470.51 less than last year due to changes in the HRA coverage and premium reductions.
- He reported overall supply expenditures were less than last year.
- He said the total year-to-date expenditure line items for Books and Pamphlets, Periodicals and Audiovisual Material were \$445,390.17, which is \$48,646.64 less than \$494,036.81 for 2009.
- He reported overall month-to-date expenditure activity was within budget.

Bank Reports

Mr. Piskac reported the month-to-date deposit of \$137,088.18 was less than the month-to-date withdrawal of \$486,380.23. 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 \$5,225,773.10 and year-to-date expenditures were \$4,870,383.19 and the ending bank balance was \$1,178,707.48, which is \$355,389.91 higher than the January 1, 2010 beginning balance.

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

Mr. Piskac reported the General Fund had an unexpended balance of \$1,095,337.20, \$55,525.52 in encumbrances, and an unencumbered balance of \$1,039,811.68. Mr. Piskac also reported the unexpended balance for all funds was \$1,178,707.48, \$60,943.36 in encumbrances, and \$1,117,764.12 in unencumbered funds.

Investment Report

Mr. Piskac reported the December 2010 investment balance was \$727,725.15 and the Star Ohio interest rate decreased to 0.12% from 0.14% in November.

2010 General Fund Financial Summary

Mr. Piskac reviewed December financial activity in the 4th Quarter projection and highlighted the following:

Revenue – Overall revenue for the month was \$123,822 with the December PLF distribution making up \$108,682 of the total revenue.

Expenditure – Overall expenditures were \$500,251. He noted the total Materials budget for all accounts was \$110,999 under spent.

Overall, total annual operating revenue was \$262,946 more and operating expenditures were \$306,565 less than budget estimates. He said the ending unencumbered balance was \$1,039,812.

Historical General Fund Balances

Mr. Piskac reviewed a twenty-year history of the General Fund Unencumbered ending balance from 1990 to 2010. He noted the various ending balance amounts and said levy activity in early 2000 increased the General Fund balance as well as building improvements decreased the available General Fund balance during those years. Dr. Whyte asked how much the Library should maintain in the General Fund. Mr. Dickinson said the rule of thumb for Ohio public libraries has always been three months of funds or approximately \$1,250,000 to maintain operations.

Mr. Piskac recommended the Board of Trustees approve the December 31, 2010 financial statements and reports as submitted.

2011-07 Mr. Anderson moved and Ms. Allen seconded the motion to accept the December 31, 2010 financial statements and reports.

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

2011-08 Dr. Hutt moved and Dr. Whyte 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. McGovern, Mr. Miller, 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, PNC Bank, or in Star-Ohio

2011-09 Mr. Anderson moved and Dr. Whyte seconded the motion to authorize the Fiscal Officer to invest available funds in U.S. Securities or certificates of deposit with Fifth Third Bank, PNC Bank, or in Star-Ohio.

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

Nays: None. Motion carried.

D. Authorize the Fiscal Officer to make intra-fund transfers when necessary during calendar year 2011.

2011-10 Dr. Hutt moved and Ms. Allen seconded the motion to authorize the Fiscal Officer to make intra-fund transfers when necessary during calendar year 2011.

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

Nays: None. Motion carried.

E. Approval of December 2010 Modification of Appropriations

Mr. Piskac recommended the following modification of appropriations for December 2010 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	101.00.53240	150.00	Neopost postage rate update for 2011
101.00.51120	101.00.53799	1,000.00	Reserve for additional services
101.00.51120	101.00.51194	28.28	Red Cross
101.00.51120	101.00.51680	1,400.00	Cover Medicare Insurance for final pay
101.00.51120	101.00.53750	1,000.00	Cover legal services
101.00.51120	101.00.53920	1,045.00	Cover annual Fire Alarm Service Contract
101.00.51120	101.00.51610	6,830.15	Cover January Health Insurance Premium
101.00.51120	101.00.51185	19.09	Book drop compensation
101.00.51197	101.00.53799	500.00	Cover balance of Unique Invoice
101.00.51197	101.00.55510	495.00	New snow thrower for branch
101.00.51197	101.00.53780	1,500.00	Cover banking fees (payroll)
101.00.51197	101.00.51620	423.15	Cover December Dental Insurance Premium (retro)

101.00.51197	101.00.51610	6,081.85	Cover January Health Insurance Premium
101.00.54370	101.00.54110	7,000.00	Reclass Materials Budget for book order
101.00.54710	101.00.54520	200.00	Software

2011-11 Dr. Hutt moved and Mr. McGovern seconded the motion to approve the December 2010 modification of appropriations as submitted.

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

Nays: None. Motion carried.

F. 2010 Final Revenue Budget

Mr. Piskac reviewed the 2010 Final Revenue Budget and reported the General Fund had \$5,912,313.79 and Special Revenue Funds had \$337,595.53 available for appropriation. Mr. Piskac recommended the Board of Trustees approve the 2010 Final Revenue Budget as submitted.

2011-12 Mr. Anderson moved and Mr. McGovern seconded the motion to approve the 2010 Final Revenue Budget as submitted.

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

Nays: None. Motion carried.

G. Authorization to Create Fund 217 – OPLIN Filtering Grant

Mr. Piskac reported the Library recently received approval for a \$4,494.10 grant from the State Library to install filtering software on the new training lab and CEO grant computers. He said the filtering grant would cover the purchase of a server and filtering software and recommended the creation of Fund 217 to account for the grant.

2011-13 Dr. Whyte moved and Mr. McGovern seconded the motion to approve the creation of Fund 217 to account for the OPLIN Filtering grant.

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

Nays: None. Motion carried.

H. Insurance Safety Credit

Mr. Piskac reported the Library qualified again for a \$300 insurance premium credit, which is applied towards the 2011 insurance premium under the Ohio Plan insurance. He said Library expenses such as safety equipment for employees and staff registration fees for NEO and OLC workshops qualify towards the credit.

I. Glacial Energy Update

Mr. Piskac reviewed the first electric billing cycle under the new electric supplier Glacial Energy. He said under the prior electrical supplier, The Illuminating Company, the Library would have paid

6.25840 cents per KWH. Under the Glacial Energy program, the Library paid 4.39600 cents per KWH, which resulted in a savings of \$2,192.77 for the November to December billing. He said the Library still has to pay The Illuminating Company for transportation and generation related costs, but the Library realizes almost a 2 cent per KWH savings with Glacial Energy. He said that he would monitor Glacial Energy rates to ensure the Library is receiving the best price for electricity.

J. Security Camera Proposal

Mr. Piskac reviewed a proposal from Zadar Technology, Inc to install six security cameras in the current renovation area. The proposal includes wiring the Adult Services workroom, Maintenance workroom and the Friends book sorting room for cameras if these areas are used for public use in the future. Mr. Piskac said the proposal was for \$9,954.21, which is slightly over the \$9,000 security budget, but he said the inclusion of the pre-wiring for the three rooms is less expensive to do now than in the future. He said the cameras in the renovation area would be tied into the existing monitoring station on the first floor. Mr. Piskac said Zadar Technology was the company that installed the first floor camera system and the employee fob access system at Main. Mr. Piskac recommended the Board of Trustees approve the proposal from Zadar Technology, Inc. to install security cameras and related wiring in the second floor renovation area, which will be paid out of the Library bond fund.

2011-14 Dr. Whyte moved and Mr. McGovern seconded the motion to approve the Zadar Technology, Inc. security camera and related wiring proposal for the Main Library second floor renovation area, to be paid from the Library bond fund.

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

Nays: None. Motion carried.

K. 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 2011. He said the names of some service providers were updated from the 2010 list.

- Aetna (Employee Health Insurance)
- 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 equipment)

Demco
EBSCO
Enviro Chemical
Evanced Solutions (meeting room software)
Family Connections (formerly Shaker Family Center)
FedEx Office (Public Relations Printing)
Gale Group
Gardiner Trane (HVAC Maintenance – Bertram Woods)
Glacial Energy
Grainger
Grey House Publishing
Guardian
G.T.C. Graphics, Inc.
Home Depot Credit Services
Ingram Book Company
Jakprints
Library Automation Technology
McQuay Service (Air Conditioning Chiller)
McPhillips Plumbing
Midwest Tape Exchange
Office Depot
Ohio Bureau of Worker’s Compensation
OPERS
Paycor (Payroll Service)
Porath Print Source (Public Relations Printing)
PNC Bank (Banking & Credit Card Processing Services)
Proquest, LLC
Random House
Recorded Books, LLC
Shamrock Graphics
Sovereign Industries
Standard & Poor’s
Stanley Security (Main Fire and Security alarm)
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
United States Postal Service
UNUM (Disability Insurance)
Verizon Wireless (Cellular Phones)
West Group

Mr. Piskac recommended renewal of the above contracts and services for 2011.

2011-15 Mr. Anderson moved and Ms. Allen seconded the motion to authorize the renewal of the above 2011 contracts and services over \$2,000 per year.

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

Nays: None. Motion carried.

G. Approve institutional membership and the payment of dues to the following organizations in 2011:

Mr. Piskac recommended the renewal of the following institutional memberships for 2011

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

2011-16 Dr Whyte moved and Ms. Allen seconded the motion to approve institutional membership and the payment of dues to the above organizations in 2011.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

- Mr. Dickinson provided a brief summary of meetings he's attended.
- He reported the construction project was on schedule and any construction problems are being handled as they come up.
- The new Children's desk is installed at Main Library and was primarily funded by the generosity of Friends of Shaker Library.
- He read a response from the National Passport Center stating that no new Passport Acceptance Centers were being considered at this time. Mr. Dickinson commented that the National Passport Center was focusing on improving the customer experience at current locations, but he would still pursue obtaining approval for the Main Library to become a Passport Acceptance Center.
- Mr. Dickinson said he received a letter from the Bureau of Worker's Compensation congratulating the Library on successful completion of the first year requirements to receive a discount on our worker's compensation premium.

B. Annual Circulation Report for 2010

Mr. Dickinson reviewed the 2010 library circulation statistics and said overall circulation decreased by 7.15% over 2009 and the net decrease is 6.93% if the circulation of downloadable material from Overdrive is included. He said Overdrive circulation is about 0.63% of current circulation and anticipates it to become a larger percentage of overall circulation in the near future. He reported 2010 fourth quarter computer sessions increased by 5.06% over 2009 and anticipates them to increase further in 2011. Mr. Dickinson reviewed line graphs for monthly Library circulation, print circulation and movie circulation from 2008 to 2010 and noted circulation for all three followed the same pattern, but 2010 levels were generally lower than 2008 and 2009 levels. There was a late upswing in book and movie circulation late in 2010 due to increased expenditures for new materials. Movie circulation also increased due to limits on the number of movie checkouts that were removed in October.

C. Change Open Time to 10:30 a.m. for All Staff Meeting Dates

Mr. Dickinson recommended the opening time of the Library on March 18, June 17, and December 16 be changed from 10:00 a.m. to 10:30 a.m. to ease scheduling conflicts for employees attending the all staff meetings on these dates.

2011-17 Ms. Allen moved and Dr. Whyte seconded the motion to approve the change in opening time of the Library on March 18, June 17, and December 16 from 10:00 a.m. to 10:30 a.m.

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

D. Special Services, Confidentiality of Customer Records, and Public Access to Library Records Policies, 1st Review

Mr. Dickinson asked Ms. Switzer to review the Special Services, Confidentiality of Customer Records, and Public Access to Library Records Policies. Ms. Switzer said the Special Services policy covered services such as voting, exam proctoring, copies and Buckeye cards. She said the Confidentiality of Customer Records covers what is considered confidential customer information and what is exempt from a public records request. Mr. Dickinson asked Board members to review the proposed policies so they can be recommended for approval at the February meeting.

E. Outreach Services and Interagency Relationships Policy, 2nd Review

Mr. Dickinson said the Outreach Services and Interagency Relationships Policy was distributed and reviewed at the December Board meeting. Ms. Switzer briefly reviewed the highlights of the policies and asked if there were any questions or clarifications. Hearing none, Mr. Dickinson recommended the Board of Trustees approve the policy as submitted.

2011-18 Dr. Hutt moved and Mr. Miller seconded the motion to approve the Outreach Services and Interagency Relationships Policy as submitted.

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

F. 2011 Policy Review Schedule

Mr. Dickinson reviewed the 2011 Policy Review Schedule and noted that it follows a similar process as was used in 2010.

G. Resolution of Commendation for Marcia Strojny

Mr. Dickinson recommended the Board of Trustees approve a Resolution of Commendation for Ms. Marcia Strojny for 45 years of service with the library. He said Mrs. Strojny is currently working in the Technical Services Department.

2011-19 Dr. Whyte moved and Mr. Miller seconded the motion to approve the Resolution of Commendation for Mrs. Marcia Strojny for forty-five years of service with the library.

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

Nays: None. Motion carried.

H. Other

Mr. Dickinson read some comments from Ms. Linda Murray of the Ohio Library Council regarding items that are being discussed by Ohio legislators to alleviate Ohio's budgetary shortfalls. He commented that Ms. Murray said legislators are considering shifting a portion of the employer portion of OPERS to employees, examining the tangibles tax, and the homestead exemption.

Mr. Dickinson said Legislative Day was now set for March 24, 2011, which is about two weeks earlier than originally scheduled.

New Business

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

Restricted Contribution Individual (101-6110)	
Ruth Webb	\$200.00
Unrestricted Contribution Individual (101-6510)	
Kenneth Danford	
In honor of Susan and Peter Danford	\$100.00
Joan Steinberg	
In honor of Kate and David Burleigh	\$50.00
Bertram Woods Branch Fund (208-6510)	
Anonymous	\$700.00
Rebecca and George Dent, Jr.	\$200.00
Barbara and Aaron Saltzman	\$100.00
Lori Schafer	
In memory of Shirley Gendel	\$25.00
Marilyn Kammer Memorial Fund (209-6510)	
Margaret Prejean	\$50.00
Frances Belman Fund (210-6110)	
Ira and Marsha Moses	\$500.00
Lissa Moses	
In honor of Marsha Moses	\$100.00

Mr. Dickinson announced that a \$200 check towards the Library's 75th anniversary celebration was received, unsolicited from Ruth Lawson Webb, the daughter of Walter Lawson for whom one of our special funds is named.

2011-20 Ms. Allen moved and Mr. Miller seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Actions

Nila Haky, Technical Services Assistant, retired effective December 31, 2010

Reclassification of Circulation Services Manager

Mr. Dickinson recommended the level of the Circulation Services Manager be reclassified from level 111 to level 113. Ms. Shatten asked Mr. Piskac when the change would take effect in payroll. Mr. Piskac said the change would be in effect for the January 28, 2011 pay date and the position would be starting at the minimum rate of level 113 pay range with no additional mid-point raise approved by the Board last month.

2011-21 Ms. Allen moved and Mr. Miller seconded the motion reclassify the Circulation Services Manager position from level 111 to the minimum starting rate of level 113 pay range.

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

Nays: None. Motion carried.

Community Comments

None

Announcements

Dr. Whyte shared that she was one of twenty-five women participating in panel discussions for the Women of a New Tribe workshop and exhibit to be held at Cleveland Public Library Main Library on February 3, 2011. Dr. Whyte said the exhibit is currently on display at the CPL Martin Luther King, Jr. branch.

Adjournment

Since there was no further business, Ms. Shatten requested a motion for adjournment. Ms. Allen moved and Mr. McGovern seconded the motion and Board members agreed unanimously to adjourn the regular board meeting at 7:48 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Tuesday, February 15, 2011 at 6:30 p.m. in the Main Library Boardroom.

Jeanne Shatten, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary