

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

Attendance

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

Members Absent: Mr. Anderson, Mr. McGovern

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

Others: Evelyn Krent, League of Women Voters Representative  
Debra Dickson – Practicum Student

Ms. Shatten called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:10 p.m. in the Main Library Boardroom.

The Fiscal Officer notes that Dr. Hutt arrived at 6:28 p.m. and Mr. Anderson was Skyped to participate in the Strategic Planning Committee report and discussion.

Approval of Minutes

Ms. Shatten asked for a motion to approve the June 13, 2011 regular meeting minutes.

2011-67 Dr. Whyte moved and Mr. Miller seconded the motion to approve the June 13, 2011 regular meeting minutes as submitted.

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

Nays: None. Motion carried.

Fiscal Officer's Report

A. Financial Statements

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

Revenue Summary

- The August PLF receipt was \$95,904.50, which is \$6,965.92 (6.77%) lower than August 2010. He said the 2011 August PLF distribution was anticipated to be lower than last year based on the State Biennium budget and the remaining 2011 disbursements would be also lower than 2010. He reported year-to-date PLF receipts were \$72,681.10 more than 2010, which was also anticipated. Mr. Piskac said he received a few revised PLF funding notices from the County during the summer months reflecting current calendar year decreases to PLF funding. He said the January 2011 estimate was \$1,500,713.14 and the final July 2011 estimate was \$1,436,683.46, which is \$64,029.68 less than the January estimate. He said the 2012 estimate is \$1,365,667.22, which is \$74,016.24 less than the current 2011 estimate. The total PLF decline is estimated to be approximately \$135,045.92 or 9% from the January 2011 estimate.

- Mr. Dickinson reviewed the PLF Comparisons for the State of Ohio and noted PLF funding for August and September was less than 2011 estimates. He said actual PLF receipts for the first seven months of 2011 were equal or higher than estimated. He said August was 21.8% and September was 19.5% less than estimated and the trend for the remainder of the year is expected to be below estimate due to funding reductions in the biennium budget.
- August year-to-date Real Estate Property Tax collections were \$39,536.18 higher than 2010 year-to-date collections. He said the Library is still waiting for the Final Settlement disbursement, which should increase annual receipts to approximately \$2.9M.
- The Library is not going to receive any more Public Utility Reimbursements or CAT revenue from the State due to recent legislation. He said the Library lost approximately \$14K from the Public Utility Reimbursement and approximately \$46K under CAT revenue.
- The cell tower line item is zero due to negotiations with Sprint to continue the cell tower lease after the vacancy by Verizon. He said a new agreement with Sprint should be completed very soon and retroactive payments will be made beginning with May.
- The current month Refunds and Reimbursements line item is higher than 2010 due to higher grant reimbursement activity.
- Mr. Piskac reported year-to-date revenue was \$4,302,188.47 before fund advances and transfers, which is \$59,547.75 higher than 2010 revenue. He estimates net 2011 revenue to be approximately the same amount as 2010 revenue.

#### Expenditure Summary

- Year-to-date expenditures were \$3,191,311.18 before advances and transfers, which is \$93,133.71 or 2.9% less than 2010.
- Year-to-date salary expense was \$3,796.18 less than 2010 due to staff vacancies and reduced staff hours.
- The year-to-date Library health insurance expense is approximately \$50,000 less than 2010 due to less enrollment and policy changes to the HRA portion of the plan.
- He commented the smaller 2011 final renovation note payment of \$35,000 is material to the operating expenditure variance explanation when comparing to 2010.
- He noted the Library material expenditures were higher than 2010 but still within budgetary amounts.
- Overall expenditures are in line with budgetary estimates.

#### Bank Reports

Mr. Piskac reported the month-to-date deposits of \$547,054.28 were \$171,559.82 higher than month-to-date withdrawals of \$375,494.46. He also reported the year-to-date deposits of \$4,302,188.47 were \$1,110,877.29 greater than year-to-date withdrawals of \$3,191,311.18. He said the ending cash balance was \$2,289,584.77, which is higher than the beginning of the year balance due to July and August real estate advances.

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

Mr. Piskac reported the General Fund had an unexpended balance of \$2,176,872.20, \$800,293.01 in encumbrances, and an unencumbered balance of \$1,376,579.19. Mr. Piskac also reported the unexpended balance for all funds was \$2,289,584.77, \$861,448.69 in encumbrances, and \$1,428,136.08 in unencumbered funds.

#### Investment Report

Mr. Piskac reported the August 2011 investment balance was \$1,604,257.73 and the Star Ohio interest rate decreased from 0.05% in May to 0.04% in June to 0.02% in July and increased to 0.04% in August.

Mr. Piskac recommended the Board of Trustees approve the June 30, July 31 and August 31, 2011 financial statements as submitted.

2011-68 Dr. Whyte moved and Ms. Allen seconded the motion to approve the June 30, July 31 and August 31, 2011 financial statements as submitted.

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

Nays: None. Motion carried.

Dr. Hutt arrived at 6:28 p.m.

#### B. Annual Library Budget Hearing

Mr. Piskac reported that the Annual Library Budget Hearing will be held Tuesday, September 20, 2011 at Euclid Public Library. He and Mr. Dickinson will attend.

#### C. Cleveland Foundation Report

Mr. Piskac reported that as of June 30, 2011, the Cleveland Foundation Endowment Fund had an ending balance of \$119,438.71 and net earnings of \$5,358.68 for the period. He said the \$20,000 distribution from the fund was for computers in the new computer center. Mr. Dickinson said the Cleveland Foundation was offering a Fund Forum on Wednesday, September 28, 2011 titled "Engaging Your Board: Dispelling Endowment Myths and Apprehensions". He said that Ms. Shatten, Mr. Piskac and he are planning to attend the workshop.

### Director's Report

#### A. Written Report

- Mr. Dickinson provided a brief summary of meetings he attended.
- He announced the new Computer Center and Training Lab on the second floor are now open to the public as of August 26 and September 1 respectively.
- He reported activity statistics for the Summer Reading Program were at near record levels this summer.
- He said the CMHA housing lottery application website did not function on their August 15 kick-off date, but they were able to restore their website service around 7 p.m. that evening. He said the Library committed the computers in the new computer center for the housing lottery.
- He reported a Swedish Library delegation visited Shaker Heights Public Library on August 26.

#### B. OLC Funding Update

Mr. Dickinson said the Ohio Library Council (OLC) is reviewing draft recommendations to improve Library law in Ohio. One change would be to mandate that all Library Boards have seven members. He said some libraries have an even number of board members, which can create ties. He also mentioned that temporary appropriations may be a thing of the past with Libraries being allowed to create an annual budget without going through the temporary budget process. He also said the Bill

includes language to move the Organizational Meeting from January to December, which would streamline the changing of officers.

Mr. Dickinson noted that OLC is changing the calculation of the annual institutional dues it charges public libraries due to declining PLF revenue, which results in less OLC dues revenue. In order to maintain high service levels, OLC is adding a small percentage in the dues calculation from each library that receives real estate revenue. He said our OLC dues would increase from approximately \$3,800 to \$5,500 under the new dues calculation.

#### C. Grants Update

- Mr. Dickinson reported equipment for the Community Entrepreneurial Office (CEO) grant was going to be ordered this month.
- He said the Library has the opportunity to purchase up to 16 laptop computers under the existing Connect Ohio grant. The grant would pay the first \$400 of each laptop and the laptops could be used for in-house check out in the Library as well as for external training purposes. He said the Library would be able to order the laptops in October.

#### D. 2012 Calendars

Mr. Dickinson reviewed the 2012 Board calendar dates and the hours of operations schedule for the Library and said there would be no furlough days during 2012 and a full staff day would be reinstated in the fall.

Mr. Dickinson recommended the Board of Trustees approve the 2012 calendars as submitted.

2011-69 Ms. Allen moved and Mr. Miller seconded the motion to approve 2012 Board Meeting Schedule and the Library operating schedule at submitted.

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

Nays: None. Motion carried.

#### F. Personal Manual, 1st Review

Mr. Dickinson asked Ms. Switzer to review the recommended employee Personnel Manual changes. Ms. Switzer said the changes were very minor and many changes were clarifications. She reviewed a few of the proposed changes and asked if there were any questions. Mr. Dickinson asked Board members to review these proposed changes so they can be approved at the October meeting.

#### G. Resolutions of Commendation for Joyce Becker and Marny Jean Careaga

Mr. Dickinson recommended the Board of Trustees approve a Resolution of Commendation for Mrs. Joyce Becker for twenty-five years of service and Mrs. Marny Jean Careaga for twenty-two years of service with the library.

2011-70 Dr. Hutt moved and Mr. Miller seconded the motion to approve the Resolutions of Commendation for Mrs. Joyce Becker and Mrs. Marny Jean Careaga for their years of service with the library.

Roll Call: Ayes: Ms. Allen, 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 honor of Hank Coxe	\$25.00
In memory of Ilse Gottlieb	\$25.00
In memory of David Harrington	\$25.00
In memory of Linde Klein	\$25.00
In memory of Gertrude Llewellyn	\$25.00
In memory of Carolyn Mahan	\$25.00
In memory of Maurice Needle	\$25.00
In honor of Laine Silverfield	\$25.00
In memory of Bennett Yanowitz	\$25.00

Ruth Levenson Fund for Children (219-6110)

In memory of Ruth Levenson

Edith Allen	\$35.00
Priscilla Carter	\$30.00
Kay Clark	\$25.00
Mary and William Compton	\$30.00
Susan and Robert Curtis	\$100.00
Vera and Ron Dombcik	\$10.00
Elaine and Roman Frayman	\$10.00
Bobbie Friedlander	\$10.00
Sally Ann Good	\$50.00
Leah Graham	\$20.00
Debra and Peter Guren	\$50.00
Jean Healy	\$20.00
Connie and Barry Hershey	\$500.00
May and Robert Hershey	\$25.00
Jeannie McLane Jones	\$25.00
Virginia Klaus	\$25.00
Judith Klein	\$25.00
Julie Lackner	\$5.00
Mary and Joseph Miller	\$25.00
Pat and Hadley Morgenstern-Clarren	\$36.00
Lenore and Nathan Oscar	\$20.00
Luise and Steve Rosoff	\$25.00
Rose Rubin	\$25.00
Sally and Lawrence Sears	\$100.00
Louis Seidman	\$25.00
Suzy Margot Slavin	\$50.00
Mina Wirtshafter	\$25.00
Anne Woodbury	\$25.00

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

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

Nays: None. Motion carried.

B. Personnel Action (information only)

Halbert Ezell, Custodian, Level 105, half-time, hired effective June 30, 2011

Susan Scheps, Youth Services Manager, Level 113, retired effective June 30, 2011

Michael Broome, promoted from Substitute to Custodian, Level 105, half-time, effective July 3, 2011

Halbert Ezell, Custodian, Level 105, resigned effective July 11, 2011

Larry Simmons, Custodian, Level 105, half-time, hired effective July 13, 2011

Mr. Dickinson recommended the Board of Trustees approve a temporary \$2 per hour increase effective April 5, 2011 for Mr. Richard Camp while he is performing additional technology related duties for the Library.

2011-72 Dr. Hutt moved and Dr. Whyte seconded the motion to approve a temporary \$2 per hour increase effective April 5, 2011 for Mr. Camp while he is performing additional technology related duties for the Library.

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

Nays: None. Motion carried.

Community Comments

None

Announcements

None

C. Strategic Planning Committee Report and Discussion

Mr. Anderson was Skyped into the Board meeting to participate in the Strategic Planning Committee report and discussion.

Since the Board retreat in May, Ms. Shatten said the Strategic Planning Committee held teleconferences with four area Library Directors to discuss their in-house strategic planning process. Ms. Shatten reviewed the challenges identified at the Board retreat and wanted to include them in the strategic plan. The Board discussed the proposed strategic plan charter (strategic plan design), which includes the objectives, deliverables, team members and their roles, and the strategic plan design timeline. The Board also discussed various potential surveys and consulting services to assess customer needs and actual Library services used by customers.

Ms. Shatten recommended the Board of Trustees approve the proposed strategic plan charter (strategic plan design), which includes the objectives, deliverables, team members and their roles,

and the strategic plan design timeline. In addition, up to \$12,000 in consulting services for surveys, data analysis and other professional services as needed.

2011-73 Ms. Allen moved and Dr. Whyte seconded the motion to approve the strategic plan charter (strategic plan design), which includes the objectives, deliverables, team members and their roles, and the strategic plan design timeline. In addition, up to \$12,000 in consulting services for surveys, data analysis and other professional services as needed.

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

Nays: None. Motion carried.

Mr. Anderson's Skype session was terminated.

### Adjournment

Ms. Shatten motioned and Board members unanimously approved to adjourn the regular meeting at 8:51 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, October 10, 2011 at 6:30 p.m. in the 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