

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Tuesday, January 9, 2012

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 6:45 p.m. in the Main Library Boardroom.

Approval of Minutes

Ms. Shatten asked for a motion to approve the December 12, 2011 regular meeting minutes.

2012-06 Ms. Allen moved and Mr. Anderson seconded the motion to approve the December 12, 2011 regular meeting minutes as submitted.

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

Nays: None. Motion carried.

President's Report

A. Trustee Search

Ms. Shatten asked Mr. McGovern to act as liaison to the School Board in reviewing applications to replace Dr. Whyte. She said the Board of Education is accepting applications until the end of January.

B. Board Bylaws Review

Ms. Shatten asked Dr. Whyte to perform the annual review of the Board Bylaws and to present recommendations at the February Board meeting. Dr. Whyte said that she would review them and submit recommendations for Board discussion.

Fiscal Officer's Report

A. Financial Statements

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

Revenue Summary

- Year-to-date revenue was \$5,159,458.36, which is \$66,314.74 less than 2010.
- Month-to-date revenue was \$166,158.80, which is \$29,070.62 more than 2010. The major revenue differences include PLF (\$8,780.67), CEO Grant Reimbursement \$28,719.90, Friends of Shaker Library \$7,300.
- The Library received a \$7,645 disbursement from the Wilmar McLaughlin estate through Huntington Bank. The Library was anticipating \$50,000 based on Huntington Bank's estimate from the sale of assets.
- Sprint has approved the cell tower agreement and is processing the contract for signature. Sprint will make retroactive payments for past due cell tower rent.

Expenditure Summary

- Year-to-date expenditures were \$4,800,502.13, which is \$69,881.06 less than 2010. Salaries were \$661.34 more than 2010.
- Month-to-date expenditures were \$518,660.60, which is \$32,280.37 more than 2010. December was a three pay month.
- Year-to-date health insurance is \$48,629.96 less than 2010 due to lower enrollment, change in HRA 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.
- The current year \$13,243.10 in incentive salaries will be a 2012 savings since the Library is not offering a retirement incentive.

Bank Reports

- Month-to-date deposits of \$166,158.80 were \$352,501.80 less than month-to-date withdrawals of \$518,660.60. The ending cash balance was \$1,537,663.71.
- Year-to-date deposits of \$5,159,458.36 were \$358,956.23 greater than year-to-date withdrawals of \$4,800,502.13.

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

- The General Fund had an unexpended balance of \$1,453,651.56, \$191,655.68 in encumbrances, and an unencumbered balance of \$1,261,995.88.
- The Library received a \$28,719.90 reimbursement check for the CEO Fund 215, which zeroed out the fund.
- The Connect Ohio Fund 216 received only \$28.04 in reimbursements for November.
- The OHRAB-NHPRC Fund 218 was fully spent during the grant period.
- All Library Funds had an unexpended balance of \$1,537,663.71, \$206,506.06 in encumbrances, and an unencumbered balance of \$1,331,157.65.

Investment Report

- The Star Ohio investment balance was \$802,786.25 as of December 31 and the interest rate increased to 0.04% from 0.02% in November.

2011 General Fund Operating Results

Mr. Piskac reported the following summary year-to-date General Fund operating results for 2010 and 2011:

- 2011 revenue was \$5,057,692, which is \$117,762 less than 2010.
- 2011 expenditures were \$4,699,378, which is \$117,599 less than 2010
- 2011 operating surplus is \$358,314, which is \$163 less than the 2010 operating surplus of \$358,477
- A detailed break down of the Other line item was reviewed

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

2012-07 Ms. Allen moved and Mr. Anderson seconded the motion to accept the December 31, 2011 financial statements as submitted.

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

Nays: None. Motion carried.

B. Approval of 2011 Final and 2012 Temporary Appropriation Adjustments

Mr. Piskac recommended the following 2011 Final and 2012 Temporary Appropriation adjustments for approval as submitted. He said the 2011 total appropriation amount did not change, except for the \$7,300 of Friends of the Shaker Library funds received during December.

2011 Final Appropriation Adjustments

General Fund

Account	Account Description	2011 Appropriation	Revised Appropriation	Difference
3130	Conference/Meeting Travel	12,807.63	13,181.71	374.08
3320	Equip & Furniture Repair	61,000.00	51,583.39	(9,416.61)
3330	Motor Vehicle Repair	4,500.00	6,985.62	2,485.62
3799	Professional Fees – Other	32,500.00	35,919.91	3,419.91
4120	Books – Standing Orders	47,028.27	39,528.27	(7,500.00)
4320	Video	130,979.70	138,479.70	7,500.00
7110	Organizational Memberships	14,000.00	17,137.00	3,137.00
	Total General Fund	5,126,958.72	5,126,958.72	0.00

Special Revenue Funds

204 Walter N. Lawson Fund

4520	Software	0.00	64.99	64.99
7599	Other Refunds & Reimbursements	100.00	34.01	(64.99)
	Total Walter N. Lawson Fund	100.00	100.00	0.00

211 Friends of the Shaker Library

77.7599	Flowers	72.40	372.40	300.00
79.7599	Reading Garden	2,000.00	3,000.00	1,000.00
82.7599	Retirement	1,197.28	1,797.28	600.00
83.7599	System Hospitality	981.18	1,231.18	250.00
84.7599	Staff Incentive Gifts	736.49	986.49	250.00
85.7599	Volunteer Recognition	450.00	600.00	150.00
86.7599	Director Discretionary	309.86	659.86	350.00
97.7599	Staff Development Day	1,000.00	3,400.00	2,400.00
98.7599	SHPL 75th Celebration	0.00	2,000.00	2,000.00
	Total Friends of the Shaker Library	6,747.21	14,047.21	7,300.00

2012 Temporary Appropriation Modifications

<u>Account</u>	<u>Account Description</u>	<u>2012 - Temporary Appropriation</u>	<u>Revised Appropriation</u>	<u>Difference</u>
205 Elaine Boots Fisher Trust				
4110	Books	3,000.00	3,153.09	153.09
	Total Elaine Boots Fisher	3,000.00	3,153.09	153.09
206 Sheldon Skip Baumoel Trust				
2110	Supplies	1,979.59	1,981.19	1.60
	Total Sheldon Skip Baumoel	1,979.59	1,981.19	1.60
209 Marilyn Kammer Memorial Fund				
4110	Books	500.00	796.64	296.64
	Total Marilyn Kammer	500.00	796.64	296.64
211 Friends of the Shaker Library				
76.7599	Equipment	6,326.06	5,474.82	(851.24)
77.7599	Flowers	72.40	181.92	109.52
79.7599	Reading Garden	2,000.00	3,000.00	1,000.00
82.7599	Retirement	158.06	758.06	600.00
83.7599	System Hospitality	216.16	226.06	9.90
84.7599	Staff Incentive Gifts	66.49	316.49	250.00
85.7599	Volunteer Recognition	450.00	600.00	150.00
86.7599	Director Discretionary	0.00	350.00	350.00
97.7599	Staff Development Day	0.00	1,943.03	1,943.03
98.7599	SHPL 75th Celebration	0.00	2,000.00	2,000.00
	Total Friends of the Shaker Library	9,289.17	14,850.38	5,561.21

212.51 MyCom Grant – 2011/2012 School Year

1100	Regular Wages & Salary	8,900.39	7,458.71	(1,441.68)
1410	OPERS	1,321.24	1,044.21	(277.03)
1680	Medicare	138.19	109.50	(28.69)
	Total MyCom Grant	10,359.82	8,612.42	(1,747.40)

216 Connect Ohio ECO Grant

1100	Trainer	3,282.89	3,254.85	(28.04)
3290	Public Relations/Advertising	2,869.61	2,582.65	(286.96)
5510	Equipment – Computers	0.00	0.00	0.00
8999	Unallocated Appropriation	4,072.00	4,072.00	0.00
	Total Connect Ohio ECO Grant	10,224.50	9,909.50	(315.00)

218 OHRAB/NHPRC Grant

1100	Salaries	224.06	0.00	(224.06)
1410	OPERS	39.26	0.00	(39.26)
1650	Workers' Compensation	2.80	0.00	(2.80)
1680	Medicare	4.07	0.00	(4.07)
	Total OHRAB/NHPRC Grant	270.19	0.00	(270.19)

2012-08 Dr. Whyte moved and Mr. Anderson seconded the motion to approve the 2011 Final and 2012 Temporary Appropriation adjustments as submitted.

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

Nays: None. Motion carried.

C. 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 for trustees. The refreshments must be for formal or informal meetings and gifts are for recognition of service. These expenditures should be authorized each year.

2012-09 Mr. Anderson moved and Mr. Miller seconded the motion to authorize the expenditure of library funds for refreshments for formal or informal meetings and gifts in recognition of service of trustees.

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

Nays: None. Motion carried.

D. Authorize Fiscal Officer to invest available funds in U.S. Securities or certificates of deposit with PNC Bank or Star-Ohio.

2012-10 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 PNC Bank or Star-Ohio.

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

Nays: None. Motion carried.

E. Authorize the Fiscal Officer to make intra-fund transfers when necessary during calendar year 2012.

2012-11 Dr. Hutt moved and Mr. Anderson seconded the motion to authorize the Fiscal Officer to make intra-fund transfers when necessary during calendar year 2012.

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

Nays: None. Motion carried.

F. 2011 Final Revenue Budget

Mr. Piskac reviewed the 2011 Final Revenue Budget and reported the General Fund budget was \$5,002,043.61 and actual revenue was \$5,055,074.95, which is \$53,031.34 more than estimated. The Special Revenue Funds budget was \$197,050.24 and actual revenue was \$180,899.47, which is \$16,150.77 less than estimated. He said the Final 2011 Certificate of Estimated Resources will be updated using the actual revenue.

Mr. Piskac recommended the Board of Trustees approve the 2011 Final Revenue Budget as submitted.

2012-12 Dr. Whyte moved and Mr. Anderson seconded the motion to approve the 2011 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. Library Truck Insurance Claim Update

Mr. Piskac reported the Library truck was stolen before Thanksgiving from the Bertram Woods parking lot. He said the truck was recovered, but the snowplow was missing and the truck was damaged from the theft. The insurance claim was \$12,296.85 to date and did not include loss of truck services. He said that Mr. Harchar is going to have anti-theft devices installed on the truck, improve the outdoor lighting, and possibly add or reposition the security cameras where the truck is parked.

H. 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 2012. He said the names of some service providers were updated from the 2011 list such as the change of HVAC maintenance service contracts from McQuay to Gardiner Trane for Main Library,

which will save the Library approximately \$15,000 per year. Gardiner Trane will provide the same HVAC services in addition to covering the HVAC equipment for the newly renovated area in Main Library.

Aetna (Employee Health Insurance)
Aetna Life Insurance Company (Life Insurance)
Alphagraphics (Public Relations Printing)
AT&T (Telephone and DS1 Service)
Avizent (Manage Worker's Compensation)
BBC Audio Books America
Baker & Taylor (Books)
Behavior Management Associates (EAP)
Blackstone Audio Books
Book Wholesalers, Inc.
BookFlix/Scholastic Library
CASS Information (Dominion East Ohio Gas Co-op)
CMI (Business Office Software Maintenance)
City of Cleveland - Division of Water and Sewer
City of Shaker Heights
Cleveland Public Library (CLEVNET)
ComDoc (All Copiers)
Dell Marketing, L.P. (Computer equipment)
Demco
EBSCO
Enviro Chemical
Evanced Solutions (meeting room and event software)
Family Connections (formerly Shaker Family Center)
FedEx Office (Public Relations Printing)
G.T.C. Graphics, Inc.
Gale Group
Gardiner Trane (HVAC Maintenance – Bertram Woods)
Glacial Energy
Grainger
Grey House Publishing
Home Depot Credit Services
Ingram Book Company
Jakprints
Library Automation Technology
McPhillips Plumbing
Midwest Tape Exchange
OPERS
Office Depot
Ohio Bureau of Workers' Compensation
PNC Bank (Banking & Credit Card Processing Services)
Paycor (Payroll Service)
Porath Print Source (Public Relations Printing)
Proquest, LLC
Random House
Recorded Books, LLC
Shamrock Graphics
Sovereign Industries
Standard & Poor's

Stanley Security (Main Fire and Security alarm)
Staples
State Library of Ohio (Daily Delivery Service)
Structured Employee Benefits of Ohio (Employee Benefits)
Sun News
Superior Dental
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
UNUM (Disability Insurance)
United States Postal Service
Verizon Wireless (Cellular Phones)
West Group

Mr. Piskac recommended renewal of the above contracts and services for 2012.

2012-13 Dr. Whyte moved and Mr. Miller seconded the motion to authorize the renewal of the above 2012 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.

I. Approve institutional membership and the payment of dues to the following organizations in 2012:

Mr. Piskac recommended the renewal of the following institutional memberships for 2012

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

2012-14 Dr Whyte moved and Ms. Allen seconded the motion to approve institutional membership and the payment of dues to the above organizations in 2012.

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

Nays: None. Motion carried.

J. Reclassification of Computer Center Employees

Mr. Piskac reported Mr. Lesch, the supervisor of the Computer Center, submitted a request to Mrs. Cullers, Human Resources Coordinator, to reclassify the Computer Center staff from their current level of 105 to level 106 primarily due to work related changes created by the move to the new Computer Center. He said Mrs. Cullers and the Executive Team reviewed the request and

recommended Computer Center employees be moved from level 105 to level 106 at their current rate of compensation.

Mr. Piskac recommended the Board of Trustees approve reclassifying Computer Center staff from level 105 to level 106 at their current rate of compensation.

2012-15 Mr. McGovern moved and Mr. Miller seconded the motion to approve reclassifying Computer Center employees from level 105 to level 106 at their current rate of compensation.

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

Nays: None. Motion carried.

K. 2012 Employee Wage Increase Recommendation

Mr. Piskac reviewed the current \$358,314 operating surplus and said the Library received partial funding for Public Utility reimbursements and CAT revenue, which were eliminated in the current State biennium budget. He said the Library would lose \$10,611 of 2011 Public Utility reimbursements, and \$8,347.18 in CAT revenue. He also said PLF revenue is expected to be reduced by \$82,000. On the expenditure side, he said the Library is not expecting any building lease payments or grant matching transfers, which will eliminate the \$55,133.33 transfer expense. During 2011, over \$20,000 in HVAC repairs were completed, which will not reoccur for many years. He anticipates Capital expenditures and Building and Equipment maintenance to create operating deficits in the future. Mr. Piskac reviewed incremental raise costs based on 2011 employee compensation totals and recommended the Board of Trustees approve a 3% increase from the pay range midpoint for all staff. Mr. Miller inquired about health insurance expense and related employee contributions. Mr. Miller asked why Library employees do not pay anything towards health insurance. Mr. Piskac said the \$10 or so a month does not produce enough financial offset for the effort to collect it. Ms. Shatten said because the employee contribution would be low, it would not be worth it to collect. Mr. Piskac said the Library currently has about 43 employees enrolled in the health insurance plan. Mr. Miller said the school employees pay 12% and wanted to know what that would cost Library employees. Mr. Piskac said Library employees would pay approximately \$55 per month at 12%. Mr. Miller asked how much revenue would be generated based on our health insurance enrollment. Mr. Piskac said approximately \$25,000 per year. Mr. Piskac said the Library has not traditionally charged employees for health insurance premiums because our employees are paid lower in comparison to other local entities. He also said employees pay higher out of pocket costs for office visits and prescriptions, which is reflected in the lower current year health insurance expense to the Library. He said, for example, an employee on the school's health insurance policy would pay very little for an office visit, whereas, the Library health insurance policy would require a significantly higher out of pocket expense for the same visit. Mr. Piskac also said the Library has saved money by providing employees with a monthly \$200 stipend to participate in the waiver of health insurance coverage. Mr. Dickinson said he participates in the health insurance waiver program, which saves the Library almost \$300 per month in premium. Mr. Miller said the school's require their employees to be on their spouse's plan with no stipend. Mr. Miller suggested that all staff eligible for health insurance should pay something because it has value. Mr. Piskac suggested that employee contributions might cause financial hardship and require some employees that are paying for non-single coverage to pay even more for insurance. He also said any future employee wage increases would be offset by any health insurance premium increases, which may exceed an employee wage increase. Mr. Miller and Mr. Anderson requested information on the employee cost of health insurance and various levels of contribution percentages by employees, as well as levels of

coverage among other libraries in the County. Mr. Dickinson said he would prepare a report for the March meeting.

Ms Shatten asked for a motion to approve a 3% raise for all employees, from the midpoint of the 2012 pay ranges effective with the January 28, 2012 pay, including the Director and Fiscal Officer.

2012-16 Mr. McGovern moved and Mr. Miller seconded the motion to approve a 3% raise for all employees, from the midpoint of the 2012 pay ranges effective with the January 28, 2012 pay, including the Director and Fiscal Officer.

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 attended.
- He said the OLC was supporting legislation that would permit local governments to hold their organizational meetings in December so the slate of officers could officially start on January 1.

B. 2011 Circulation Report

Mr. Dickinson reviewed the 2011 library circulation statistics and said overall circulation increased by 2% over 2010. He said video circulation was the highest ever. He said Overdrive circulation increased by 66% over last year and anticipates it to become a larger percentage of overall circulation in the near future. He reported 2011 non-print circulation increased by 7.79% over 2010. Fourth quarter computer sessions increased by 26.39% over 2010 and he anticipates computer sessions will continue to increase with the new Computer Center and Training Lab. Lastly, he shared an article from *USA Today* regarding the surge in eBook sales after the holidays.

C. Strategic Planning Update

Mr. Dickinson thanked Ms. Switzer, Mr. Anderson, and the Balanced Scorecard Team for their presentation at the Board Retreat on January 7, 2012 at the Shaker Community Building. Ms. Shatten said everyone did an outstanding job and the presentation was run very well with good input from attendees. Dr. Whyte thanked Ms. Allen for keeping the meeting on task during the brainstorming sessions.

D. 2012 Policy Review Schedule

Mr. Dickinson reviewed the 2012 Policy Review Schedule and noted that it follows a similar process as was used in 2011.

E. Staff Room Improvements

Mr. Dickinson said Mrs. Cullers was heading the committee for staff room improvements at Main and Bertram Woods. He commented the staff refrigerator at Main is frequently not working, the sink is worn, the flooring is worn, and furniture in both staff rooms will be evaluated by the committee and recommendations will be made for improvements.

F. 2012 Supervisory Training

Mr. Dickinson reviewed several supervisory training topics for 2012, which can be presented and discussed as part of Administrative Team meetings during the year. He also said the Administrative Team will be the Strategic Implementation Team for the Library Strategic Plan. Lastly, he said the Library will be looking at options to partner with area libraries for joint supervisory training and networking.

G. CEO/CTC Update

Mr. Dickinson said the CEO/CTC open house is scheduled for Wednesday, January 25 from 5-7 p.m. He distributed brochures and invited everyone to attend.

New Business

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

Restricted Contribution Individual (101-6110)		
Betty Jarmusch		
In memory of Mary Downing Daley		\$30.00
Unrestricted Contribution Individual (101-6510)		
Gilbert Brucken		
In honor of Lois Brucken		\$25.00
Elliot Morse		\$15.00
Joan Steinberg		
In honor of Kate and David Burleigh		\$50.00
Eileen and James Wilkoff		\$100.00
Bertram Woods Branch Landscaping & Garden (208-79-4610)		
Patricia Freiberg and Steven Schulman		
In memory of Helen and Donald Freiberg		\$100.00

2012-17 Mr. Miller moved and Ms. Allen 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.

Community Comments

None

Announcements

None

Adjournment

Since there was no further business, Ms. Shatten requested a motion for adjournment. Mr. Miller moved and Mr. McGovern seconded the motion and Board members agreed unanimously to adjourn the regular board meeting at 8:22 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, February 13, 2012 at 6:30 p.m. in the Main Library Boardroom.

Jeanne Shatten, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary