

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Finance Committee Meeting
November 20, 2017

Attendance

Members Present: Mr. Cicarella, Mr. Meinhard, Ms. Williams
Staff Present: Ms. Beaver, Ms. Brodar, Ms. Brown, Ms. Switzer, Ms. Titas

Call to Order

Mr. Meinhard called the regular meeting of the Shaker Heights Public Library Board of Trustees Finance Committee to order at 7:10 p.m. in the Main Library Boardroom.

Roll Call: Mr. Cicarella, Mr. Meinhard, Ms. Williams

Minutes

Ms. Williams moved and Mr. Cicarella seconded the motion to approve the October 16, 2017 Finance Committee minutes.

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

Nays: None. Motion carried.

Financial Statements

Ms. Beaver presented the October 31, 2017 financial statements for review.

Ms. Williams moved and Mr. Cicarella seconded the motion and the committee recommended the October 31, 2017 financial statements to the full board for approval.

Modification of Appropriations

Ms. Beaver reported that revenue and expenditures are in line as projected. She is requesting two transfers as part of the modified appropriations. Reduce the supply category by \$8,000 and increase the purchased services category by \$5,000 and the "other" category by \$3,000 to cover potential overages in utilities and the pass-through monies for the artists' commissions. The library has continued to be thoughtful stewards of taxpayer dollars and has contained spending within the total appropriation approved in March.

Ms. Williams moved and Mr. Cicarella seconded the motion and the committee recommended the Modification of Appropriations to the full board for approval.

Resolution to Request Advance of the 2018 Property Taxes

The library is required to file an annual resolution with the County Budget Commission to request advances of real estate taxes.

The following resolution is requested for approval: “Request from the County Fiscal Officer to draw and to pay by draft or through wire transfer to the Fiscal Officer of the library all funds due the Shaker Heights Public Library that may be in the County treasury for the year 2018 except such amount that may be required by law to be paid State authorities.”

Mr. Cicarella moved and Ms. Williams seconded the motion and the committee recommended the Resolution to Request Advance of the 2018 Property Taxes to the full board for approval.

Resolution of Necessity and Request for Certification for Operating Levy

At its November meeting, the Library Board must adopt a resolution requesting levy certification from the Cuyahoga County Fiscal Officer. This certification includes the total current tax valuation of the subdivision and the dollar amount of revenue that would be generated by a specified number of mills.

Mr. Cicarella moved and Ms. Williams seconded the motion and the committee recommended the Resolution of Necessity and Request for Certification for Operating Levy to the full board for approval.

Public Library Fund Update

Ms. Switzer presented the current status of Public Library Fund revenue. The November 2017 PLF distribution is lower than both the revised estimate from the Ohio Department of Taxation (-0.4%) and the November 2016 distribution (-.72%). Year-to-date PLF distributions are 0.27% higher than the revised projections. Shaker Library’s YTD PLF revenue is 0.45% higher than last year through November.

2018 Minimum Wage Increase

Ms. Switzer said the minimum wage in Ohio will increase from \$8.15 to \$8.30 per hour effective January 1, 2018 requiring the Library to increase the minimum of Pay Range Level 101 to \$8.30 per hour.

Ms. Williams moved and Mr. Meinhard seconded the motion and the committee recommended the revision to Pay Range Level 101 due to the increase in the Ohio minimum wage to the full board for approval.

Adjournment

Since there was no further business to discuss, Ms. Williams moved and Mr. Meinhard seconded a motion to adjourn the finance committee meeting at 8:17 p.m. The committee unanimously agreed. The next Finance Committee meeting of the Shaker Heights Public Library Board of Trustees will be Monday, December 11, 2017 at 6:30 p.m. in the Main Library Boardroom.