

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Finance Committee Meeting
December 8, 2025

Attendance

Members Present: Dr. Rogen, Ms. Tendulkar, Mr. Yépez

Staff Present: Ms. Brown, Ms. Ritchey, Ms. Smith, Ms. Switzer

Call to Order

Ms. Tendulkar called the regular meeting of the Shaker Heights Public Library Board of Trustees Finance Committee to order at 6:31 p.m. in the Main Library Ludlow Room.

Roll Call: Dr. Rogen, Ms. Tendulkar, Mr. Yépez

Minutes

Mr. Yépez moved, and Ms. Tendulkar seconded the motion to approve the November 10, 2025, Finance Committee minutes.

Roll Call: Ayes: Dr. Rogen, Ms. Tendulkar, Mr. Yépez

Nays: None. Motion carried.

Fiscal Officer's Report

Financial Statements – November 30, 2025

Ms. Ritchey presented the November 2025 Financial Statements.

General Fund through November 2025	
Total 2025 Operating Revenue	\$ 7,096,780.68
Total 2025 Operating Expenditures	\$ 5,962,036.57
All Funds through November 2025	
Beginning Year balance	\$ 12,821,445.19
2025 Receipts	\$ 8,051,746.85
2025 Expenditures	\$ 6,712,734.00
Unexpended Balance	\$ 14,160,458.04
Encumbrances	\$ 1,033,437.99
Unencumbered Balance	\$ 13,127,020.05

Ms. Tendulkar moved, and Mr. Yépez seconded the motion, and the committee recommended the November 2025 financial statements to the full Board for approval.

Roll Call: Ayes: Dr. Rogen, Ms. Tendulkar, Mr. Yépez

Nays: None. Motion carried.

Transfers to Special Funds

Ms. Ritchey presented transfers to special funds for approval during 2025 and 2026.

Ms. Tendulkar moved, and Mr. Yépez seconded the motion to recommend approval to the full Board for the transfer of \$200,000 from the General Fund to the Building and Vehicle Fund (401) and \$100,000 from the General Fund to the Technology Fund (403) in December 2025.

They also recommend approval to the full Board for the transfer of \$664,000 from the General Fund to the Facility Financing Fund (405) and \$203,450 from the General Fund to the Bertram Woods Branch Facility Financing Fund (407) in January 2026 to meet repayment obligations.

Roll Call: Ayes: Dr. Rogen, Ms. Tendulkar, Mr. Yépez

Nays: None. Motion carried.

Five-Year Financial Forecast and General Fund Year-End Projection

Ms. Ritchey presented the five-year forecast and year-end projections for review.

2026 Temporary Appropriation Budget

Ms. Ritchey presented the 2026 Temporary Appropriation Budget for review and approval.

**SHAKER HEIGHTS PUBLIC LIBRARY
2026 TEMPORARY APPROPRIATION
GENERAL FUND**

	2025 Original Budget	2025 Amended Budget	2025 Year-End Projections	2026 Temporary Appropriation
Revenue				
PLF	1,865,307.00	1,952,993.58	1,922,342.87	1,884,693.59
Property Taxes	4,142,131.00	4,276,158.00	4,281,271.90	3,982,156.00
Other Intergovernmental	10,000.00	20,000.00	7,500.00	11,750.00
HERB	390,685.00	390,685.00	389,836.97	378,000.00
Fines and Fees	97,171.00	97,171.00	104,480.14	91,275.72
Interest Earnings	494,500.00	494,500.00	468,018.29	401,903.00
Donations	500.00	2,000.00	9,761.00	8,000.00
Miscellaneous	4,150.00	14,025.00	88,555.35	15,436.00
Total Revenue	7,004,444.00	7,247,532.58	7,271,766.52	6,773,214.31
Advance In/Tranfer In				-
Total Revenue & Transfer In	7,004,444.00	7,247,532.58	7,271,766.52	6,773,214.31
Expenditures				
Salaries and Benefits	4,160,516.00	4,046,277.00	3,831,469.33	4,002,323.00
Supplies	74,300.00	82,760.21	55,247.00	71,797.00
Purchased Services	1,266,949.00	1,325,056.70	1,159,375.00	1,150,681.00
Materials	692,602.00	767,206.42	760,607.00	721,294.00
Capital	16,215.00	17,051.03	10,274.00	13,510.00
Other	26,390.00	24,119.00	20,115.00	25,615.00
Total Expenditures	6,236,972.00	6,262,470.36	5,837,087.33	5,985,220.00
Transfers to Other Special Funds				
Transfers to Capital Funds	300,000.00	300,000.00	300,000.00	250,000.00
Transfers for Main Renovation Repayment	666,200.00	666,200.00	666,200.00	664,000.00
Transfers for Woods Renovation Repayment	195,886.18	195,886.18	195,886.18	203,450.00
Advance Out				
Expenditures & Transfers	7,399,058.18	7,424,556.54	6,999,173.51	7,102,670.00
Surplus/(Deficit)	(394,614.18)	(177,023.96)	272,593.01	(329,455.69)

**SHAKER HEIGHTS PUBLIC LIBRARY
2026 TEMPORARY APPROPRIATION
SPECIAL FUNDS**

		2025 Original Budget	2025 Amended Budget	2025 Year-End Projection	2026 Temporary Appropriation
	Revenue				
	204 - Walter N. Lawson Trust Fund	400.00	400.00	433.38	360.00
	205 - Elaine Boots Fisher Trust	40.00	40.00	35.00	25.00
	206 - Sheldon Skip Baumoe Trust	35.00	35.00	45.00	35.00
	207 - Barbara Luton Art Fund	1,000.00	1,000.00	1,160.00	1,025.00
	208 - Bertram Woods Branch Fund	325.00	325.00	455.00	350.00
	209 - Marilyn Kammer Fund	25.00	25.00	375.00	5.00
	210 - Frances Bellman Fund	45.00	45.00	265.00	60.00
	211 - Friends of Shaker Library	28,585.00	28,585.00	14,155.38	16,000.00
	212 - MyCom - OST Grant	-	-	-	-
	219 - Ruth Levenson Fund	475.00	475.00	775.00	740.00
	401 - Building & Vehicle Fund	241,000.00	241,000.00	251,040.00	195,000.00
	403 - Technology Fund	129,500.00	129,500.00	129,660.00	128,000.00
	405 - Facility Financing Fund	666,205.00	666,205.00	666,261.49	664,000.00
	407 - Bertram Woods Branch Note Retirement	195,886.18	195,886.18	195,886.18	203,450.00
Nov 2025 Unencumbered Balance	Total Revenue	1,263,521.18	1,263,521.18	1,260,546.43	1,209,050.00
	Expenditures				
10,041.73	204 - Walter N. Lawson Trust Fund	2,750.00	2,750.00	1,269.21	1,500.00
749.28	205 - Elaine Boots Fisher Trust	500.00	500.00	500.00	500.00
1,241.42	206 - Sheldon Skip Baumoe Trust	-	-	-	-
28,119.88	207 - Barbara Luton Art Fund	-	-	-	-
9,968.08	208 - Bertram Woods Branch Fund	4,000.00	4,000.00	1,000.00	5,000.00
412.91	209 - Marilyn Kammer Fund	405.00	421.77	416.77	375.00
1,662.14	210 - Frances Bellman Fund	200.00	200.00	200.00	205.00
4,807.02	211 - Friends of Shaker Library	32,200.00	32,200.00	13,027.57	16,000.00
14,295.24	212 - MyCom - OST Grant	-	-	-	-
17,920.87	219 - Ruth Levenson Fund	105.00	105.00	105.00	700.00
1,144,301.33	401 - Building & Vehicle Fund	480,000.00	779,874.00	359,985.00	292,065.00
635,480.31	403 - Technology Fund	208,622.32	218,483.84	236,769.32	192,715.00
486,091.10	405 - Facility Financing Fund	666,200.00	666,200.00	666,200.00	664,000.00
143,325.00	407 - Bertram Woods Branch Note Retirement	206,650.00	206,650.00	206,650.00	203,450.00
	Total Expenditures	1,601,632.32	1,911,384.61	1,486,122.87	1,376,510.00

Ms. Tendulkar moved, and Mr. Yépez seconded the motion, and the committee recommended the 2026 Temporary Appropriation Budget to the full Board for approval as submitted.

Roll Call: Ayes: Dr. Rogen, Ms. Tendulkar, Mr. Yépez

Nays: None. Motion carried.

Renewal of Contracts and Services Over \$50,000

Ms. Ritchey reviewed the contracts and services over \$50,000 with the committee.

- Argent Institutional Trust Company (COPs and library note payments)
- Brodart (library materials)
- Cleveland Public Library (CLEVNET)
- Cuyahoga County Auditor (property tax collection fees)
- FirstEnergy (utilities)
- Ingram (library materials)
- Integrated Precision Systems, Inc (cameras and access control)
- GovConnection, Inc (Computers, Monitors, Lending laptops, miscellaneous accessories)
- Jan-Pro of Greater Cleveland (cleaning company)
- Midwest Tape (library materials)
- OPERS (employee retirement)
- OverDrive, Inc. (library materials)
- PNC Bank (procurement card payments)
- Squire, Patton, Boggs (legal services)
- Stark County Council of Governments (employee benefits)
- Visual Computer Solutions, Inc (off-duty police officers)

Mr. Yépez moved, and Ms. Tendulkar seconded the motion, and the committee recommended authorizing the renewal of contracts and services over \$50,000 for the vendors listed to the full Board for approval as submitted.

Roll Call: Ayes: Dr. Rogen, Ms. Tendulkar, Mr. Yépez

Nays: None. Motion carried.

New Business

None.

Adjournment

Since there was no further business to discuss, Ms. Tendulkar moved, and Mr. Yépez seconded a motion to adjourn the Finance Committee meeting at 7:10 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 12, 2026, at 6:30 p.m.
in the Main Library Ludlow Room.