

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
July 15, 2019

Attendance

Members Present: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard

Members Absent: Ms. Garrett, Dr. Rashid

Staff Present: Ms. Brodar, Ms. Ritchey, Ms. Switzer, Implementation Team

Mr. Gleisser called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:38 p.m. in the Main Library Room F.

Roll Call: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard

Approval of Minutes

2019-41 Mr. Bertsch moved and Ms. Katz seconded the motion to approve the June 17, 2019 Regular Board Meeting Minutes.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard

Nays: None. Motion carried.

Presentation: Friends of Shaker Library

Friends President Evelyn Greene presented information about the history of the Friends of Shaker Library and their support of the Library. Mr. Gleisser thanked the Friends for their significant contributions to and support of the Library.

Presentation: Bialosky Cleveland Architects

Architects Jack Bialosky, Aaron Hill, Ben Crabtree, and Jill Christoff presented current trends and best practices in public library design.

Bialosky Cleveland is gathering information about the library's design needs in a variety of ways, including a survey that is open through the end of July, meetings with staff and library partners, and upcoming open houses for the public on August 7 and 10.

The preliminary facility assessment will be completed this week and the Building Committee will review the recommendations presented by Wiss, Janney, Elstner Associates, Inc. and determine what, if any, additional assessments are needed.

Board members emphasized the importance of ensuring all areas of the service district are represented in the community outreach. Various means of publicizing community outreach events were discussed.

Ms. Katz left 7:42. As she departed, Ms. Katz expressed her informal support for all additional agenda items requiring approval.

President's Report

Mr. Gleisser thanked both Ms. Greene and the Bialosky team for their time and information.

Fiscal Officer's Report

A. PLF Update

Ms. Switzer reported that the June 2019 Public Library Fund distribution is 3.7% more than the state estimates for the month. The 2019 year-to-date PLF total is 4.03% more than state estimates and 4.7% (\$35,647) more than 2018 YTD.

On June 26 the Ohio Department of Taxation updated estimates for PLF revenue for the year. The June estimates are 1.8% higher than the December 2018 estimates. However, the estimates are based on the PLF returning to the statutory 1.66% of the General Revenue Fund in July, although Ms. Switzer noted that the Ohio Legislature is currently considering 1.68% or 1.7% for the current state budget biennium.

B. Financial Statements – June, 2019

Ms. Ritchey reviewed the June 2019 financial statements. She noted that the Facilities Fund received the \$10,400,000 from the sale of the securities and earned \$4,198.31 in interest since arriving in the account in June. These funds were used to reimburse the library general fund for the \$29,258 in Owner's Representative and Legal Fees already assessed to the Facility Project.

General Fund through June 2019

Total 2019 Operating Revenue	\$ 3,483,081.33
Total 2019 Operating Expenditures	\$ 2,363,827.61

All Funds through June 2019

Beginning Year balance	\$ 2,703,452.98
2019 Receipts	\$14,167,809.49
2019 Expenditures	\$ 2,507,484.17
<hr/> Unexpended Balance	<hr/> \$14,363,778.30
Encumbrances	\$ 964,792.83
<hr/> Unencumbered Balance	<hr/> \$13,398,985.47

2019-42 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept the June 2019 financial statements as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Mr. Meinhard

Nays: None. Motion carried.

C. Create Facility Financing Fund

Ms. Ritchey noted that a new Facility Financing Fund is necessary to manage the revenue and expenditures for the annual Certificates of Participation (COPs) lease payment and payment of closing costs. The Facility Fund (404) approved earlier this year is used to manage the COPs revenue and construction costs. The Building and Vehicle Fund (401) is used for capital expenses such as building repair and vehicle purchases.

WHEREAS, the agency issued Certificates of Participation (COPs) on June 25, 2019; and

WHEREAS, the COPs were issued at a premium to receive \$750,682.00 toward the initial repayments of the financing and the closing costs; and

WHEREAS, the library is required to annually appropriate the amount due to make annual lease payments; therefore be it

RESOLVED, that we, the members of the Shaker Heights Public Library Board of Trustees, intend to create a separate Facility Financing Fund for the revenue for and expenditure of the lease payments and closing expenses for the Certificates of Participation and accompanying Offering Premium.

2019-43 Mr. Meinhard moved and Mr. Cicarella seconded the motion to create a Facility Financing Fund to document the revenue for and expenditure of the lease payments and closing expenses for the Certificates of Participation and accompanying Offering Premium.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Mr. Meinhard

Nays: None. Motion carried.

D. Appropriation Revision

Ms. Ritchey reviewed the revisions to the appropriation budget and asked the Board to:

- Budget \$750,682.30 in revenue in the Facility Financing Fund
- Appropriate \$375,133 from the Facility Financing Fund to pay \$199,524.05 in closing costs and \$175,608.33 for the least payment (interest only) due in December 2019.

After the 2019 interest payment, \$375,549.92 will remain from the offering premium to pay interest in 2020.

Ms. Switzer reported that the design team has determined that it will be more efficient and economical to complete the Bertram Woods Branch facility assessment at the same time as the Main Library facility assessment. Since the Bertram Woods Branch has not been financed under the current COPs issuance,

these funds will come from the Building Fund allocation. The Woods facility assessment is expected to be approximately \$31,750.

Additionally, emergency repairs are required at Main to address water infiltration in the basement resulting from the recent heavy rains and air conditioning system repairs. Investigation of the water infiltration and estimates for the cost of repairs are in progress.

Earlier in the budgeting process, before there were final payment amounts available, the Library budgeted \$250,000 to make the 2019 interest payment and transferred that amount to the Building Fund. Because the offering premium revenue will cover the lease payments required for 2019, the Library will use a portion of the \$250,000 already appropriated from the Building Fund to pay for the Woods facility assessment and Main Library repairs.

2019-44 Mr. Meinhard moved and Mr. Bertsch seconded the motion to accept the appropriation revision as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Mr. Meinhard

Nays: None. Motion carried.

E. Five-Year Projections

Ms. Ritchey reviewed the five-year projection for the Library.

Director's Report

A. Written Report

Ms. Switzer reviewed her written report.

B. Elimination of Overdue Fines

Ms. Brodar and Circulation Services Manager Jim Bagwell presented a proposal to eliminate overdue fines effective October 1, 2019. Ms. Brodar noted that making the change effective October 1 would allow time for the procedural and technical changes to be implemented, and be the beginning of a quarter for clear reporting of the impact of the change.

Overdue fines are being increasingly recognized as a barrier to equitable access which disproportionately affects lower-income community members. There is no evidence that fines are effective at encouraging customers to return materials on time, and they lead to unnecessary friction between the library and the community. A number of libraries across the country and in our area have eliminated overdue fines, with overwhelmingly positive results.

Elimination of overdue fines would not eliminate customer responsibility for the items they check out. If an item is not returned within a designated amount of time past the due date, the customer is billed for the cost of the item. If the billed charges

reach a threshold amount, the card is blocked from use. When the item is returned, the charge is cleared from their account. These steps encourage the timely return of materials without being punitive.

Currently, Shaker Library charges overdue fines for most materials. There are no fines on children's materials, or on items checked out by Golden Buckeye cardholders. As of July 1, over 22% of Shaker Library cardholders are unable to use their cards due to fines and fees.

Ms. Brodar noted that fine revenue for the first half of 2019 was \$6,513. Collecting fines is handled by Circulation Services staff. Circulation staff also became responsible for accepting passport applications in 2018. Revenue received for passport services in the first half of 2019 was \$10,599. If the fine revenue were eliminated completely, the passport revenue would more than offset the loss, as Circulation staff focus more time on providing passport services and less time managing fines.

Mr. Gleisser, Mr. Meinhard, Mr. Bertsch, and Mr. Cicarella thoroughly discussed the consequences of going fine free and staff answered many questions about the process and current circulation procedures.

Mr. Cicarella shared his strong belief in the importance of overdue fines in teaching responsibility and encouraging customers to return items.

Mr. Meinhard said that he believed small fines did not cause people to return items. He noted that convenience is more important to him than a 15¢ overdue fine. He shared information about a study of daycares that imposed small fines for late pickup of children. The daycares found the number of late parents increased significantly. It appeared that when a fine was imposed the transactions became less about the personal impact of late pickup on staff and more about a commercial transaction.

Mr. Gleisser asked what other decisions the Board would have to make relating to the issue, if they approved elimination of overdue fines. Ms. Brodar replied that the Circulation of Library Material policy would have to be revised and submitted to the Board for review at the August meeting. This policy governs whether any specific items should still incur fines, when customers are billed for lost items, when customer accounts are sent to collection, and the dollar threshold at which a card is blocked from checking out further materials.

2019-45 Mr. Meinhard moved and Mr. Cicarella seconded the motion to approve discontinuing overdue fines effective October 1, 2019.

Roll Call: Ayes: Mr. Bertsch, Mr. Gleisser, Mr. Meinhard

Nays: Mr. Cicarella.

Motion carried.

C. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report.

New Business

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

Frances Belman Fund (101-6110)

Michael Gardner \$25

Barbara Winicki
In memory of Frances Belman \$100

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer
In memory of Kay Carantzas \$25

2019-46 Mr. Bertsch moved and Mr. Meinhard seconded the motion to accept and appropriate the above gifts.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Mr. Meinhard

Nays: None. Motion carried.

B. Personnel Action

Hired:

Allison Holley, Teen Librarian, full-time, level 111, effective 6/24/19

Jonathon Keller, Adult Services Librarian, full-time, level 111, effective 6/17/19

Ruth Mardell, Summer Tutor, part-time, level 109, effective 6/10/19

Angela Spilker, Summer Tutor, part-time, level 109, effective 6/12/19

Lauren Webster, Adult Services Associate, half-time, level 109, effective 6/17/19

Promoted:

Meredith Sims, from Circulation Assistant to Adult Services Associate, half-time, level 109, effective 6/19/19

Retired:

Audrey Jacobs, Teen Librarian, full-time, level 111, effective 6/8/19

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Mr. Bertsch seconded the motion to adjourn the regular board meeting at 8:49 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, August 19, 2019 at 6:30 p.m. in the Main Library Room F.

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Brian Gleisser, President

Susan Ritchey, Fiscal Officer

Troy Meinhard, Secretary