

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
December 20, 2021

Attendance

Members Present: Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Members Absent: Mr. Bertsch, Ms. Katz

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

Mr. Cicarella called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:47 p.m. in the Shaker Heights Public Main Library Boulevard & Fernway Rooms.

Roll Call: Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Approval of Minutes

2021-90 Mr. Meinhard moved and Dr. Rogen seconded the motion to approve the minutes of the November 15, 2021 Regular Board meeting as submitted.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

Fiscal Officer's Report

A. PLF Report

The November 2021 Public Library Fund distribution was 7.7% more than budgeted. Year-to-date the library has received \$181,054 more than budgeted.

B. Financial Statements – November 2021

**General Fund through November 2021**

Total 2021 Operating Revenue	\$6,228,892.47
Total 2021 Operating Expenditures	\$3,719,736.32

**All Funds through November 2021**

Beginning Year balance	\$14,701,800.58
2021 Receipts	\$6,908,253.78
2021 Expenditures	\$9,905,912.85
Unexpended Balance	\$11,704,141.51
Encumbrances	\$3,181,477.18
Unencumbered Balance	\$8,522,664.33

2021-91 Dr. Rashid moved and Mr. Meinhard seconded the motion to accept the November, 2021 financial statements as submitted.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen  
 Nays: None. Motion carried.

C. 2021 Year-End Projection Report

The current budget projections are on track for revenues in excess of expenditures for 2021, with a projected surplus of \$1,576,991. The revenues reflect a positive variance of \$387,018 and the expenditures reflect a positive variance of \$690,700. The original budget reflected a positive variance of \$499,273.

D. 2021 Final Appropriation Budget

Additional services in the amount of \$4,000 for the ARPA grant will be used prior to year-end. These services are completely covered by the ARPA grant, which runs from October 1, 2021 through June 30, 2022. The entire grant revenue was received and is also reflected in the final budget adjustment.

Funds are needed from the Barbara Luton Art Fund (#207) to cover reframing several of the pictures being hung in the Main Library.

<b>ARPA Grant</b>	<b>2021 Appropriation</b>	<b>December Modification</b>	<b>2021 Final Appropriation</b>	<b>2021 Projections</b>
Revenue	6,000	33,000	39,000	39,000
Expenditures	6,000	4,000	10,000	10,000
<b>Barbara Luton Art Fund</b>	<b>2021 Appropriation</b>	<b>December Modification</b>	<b>2021 Final Appropriation</b>	<b>2021 Projections</b>
Revenue				
Expenditures	0	1,500	1,500	1,500

2021-92 Dr. Rogen moved and Mr. Meinhard seconded the motion to approve the 2021 Final Appropriation Budget as presented.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen  
 Nays: None. Motion carried.

E. 5-Year Financial Forecast

The 5-Year Forecast was shared.

F. 2022 Pay Ranges and Raises

Recruiting in 2021 has been challenging for many reasons. Inflation has reached heights not seen in forty years and private sector wages have increased significantly. The Ohio minimum wage, which increases based on the Consumer Price Index, will increase 5.68% in 2022. The 2022 Social Security cost of living adjustment is 5.9%.

There are far fewer applicants for jobs and several qualified candidates for a variety of positions have declined job offers because the pay was not enough.

Included in the operating budget is a 5.5 percent raise for all staff, effective with the pay period beginning January 2, 2022, to be paid January 28, 2022. Staff will get either the raise approved by the board or moved to the new minimum for their range, whichever is higher.

The 2020 and 2021 salary expenditures were significantly under budget because of the COVID-19 pandemic and reduced hours of operation. As a result, comparing the proposed 2022 salary budget to either 2020 or 2021 is not an accurate indication of the impact of the proposed change. In 2019 the final salary expenditure was \$2,422,404. The proposed 2022 salary budget is \$2,606,635, which is a 7.6% increase over 2019. The proposed increase in salaries does not have a meaningful impact on the projected cash reserves in the five-year forecast because of the unanticipated surplus resulting from the COVID-19 pandemic's impact on expenditures.

2021-93 Mr. Meinhard moved and Dr. Rogen seconded the motion to approve the 2022 Pay Ranges and a 5.5 percent raise for all staff, effective with the January 28, 2022 pay date.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

G. 2022 Temporary Appropriations Budget and 2022 Raises

**SHAKER HEIGHTS PUBLIC LIBRARY  
2022 TEMPORARY APPROPRIATION  
GENERAL FUND**

	<b>2021 Year-End Projections</b>	<b>2022 Temporary Appropriation</b>
<b>Revenue</b>		
PLF	1,805,767	1,690,659
Property Taxes	4,233,249	4,233,249
HERB	405,391	405,391
Fines and Fees	52,283	60,415
Interest Earnings	6,020	6,000
Donations	5,049	1,240
Miscellaneous	32,745	4,315
<b>Total Revenue</b>	<b>\$ 6,540,504</b>	<b>\$ 6,401,269</b>
<b>Advance In</b>		
<b>Total Revenue &amp; Transfer In</b>	<b>\$ 6,540,504</b>	<b>\$ 6,401,269</b>
<b>Expenditures</b>		
Salaries and Benefits	2,699,978	3,364,406
Supplies	43,514	67,400
Purchased Services	574,428	919,009
Materials	568,148	642,000
Capital	8,487	14,625
Other	22,112	28,335

<b>Total Expenditures</b>	<b>\$ 3,916,667</b>	<b>\$ 5,035,775</b>
<b>Transfers to Capital Funds</b>	300,000	300,000
<b>Transfers for Security Repayment Advance Out</b>	661,398	840,500
<b>Expenditures &amp; Transfers</b>	<b>\$ 4,878,065</b>	<b>\$ 6,176,275</b>
<b>Surplus/(Deficit)</b>	<b>\$ 1,662,439</b>	<b>\$ 224,994</b>

**SHAKER HEIGHTS PUBLIC LIBRARY  
2022 TEMPORARY APPROPRIATION  
SPECIAL FUNDS**

		<b>2021 Year-End Projection</b>	<b>2022 Temporary Appropriation</b>
	<b>Revenue</b>		
	204 - Walter N. Lawson Trust Fund	-	-
	205 - Elaine Boots Fisher Trust	-	-
	206 - Sheldon Skip Baumoeel Trust	-	-
	207 - Barbara Luton Art Fund	-	-
	208 - Bertram Woods Branch Fund	-	-
	209 - Marilyn Kammer Fund	500	500
	210 - Frances Bellman Fund	260	200
	211 - Friends of Shaker Library	-	-
	212 - MyCom - OST Grant	3,503	7,700
	214 - LSTA Grant	3,600	-
	219 - Ruth Levenson Fund	1,000	-
	221 - Vending	280	300
	223 - ARPA Community Engagement	39,000	-
	401 - Building & Vehicle Fund	108,247	200,000
	403 - Technology Fund	200,000	100,000
	404 - Facility Fund	3,900	20
	405 - Facility Financing Fund	658,398	840,500

<b>Nov 2021 Unencumbered Balance</b>	<b>Total Revenue</b>	<b>\$ 1,018,688</b>	<b>\$ 1,149,220</b>
	<b>Expenditures</b>		
11,049.55	204 - Walter N. Lawson Trust Fund	1,410	1,100
1,254.13	205 - Elaine Boots Fisher Trust	372	500
882.90	206 - Sheldon Skip Baumoeel Trust	-	500
25,363.93	207 - Barbara Luton Art Fund	-	2,500
12,644.03	208 - Bertram Woods Branch Fund	-	1,565
1,201.49	209 - Marilyn Kammer Fund	1,000	1,000
990.25	210 - Frances Bellman Fund	2	200

<b>Nov 2021 Unencumbered Balance</b>	<b>Total Revenue</b>	<b>\$ 1,018,688</b>	<b>\$ 1,149,220</b>
5,731.80	211 - Friends of Shaker Library	2,726	2,000
11,589.81	212 - MyCom - OST Grant	2,876	7,700
3,158.17	214 - LSTA Grant	1,014	2,586
8,559.71	219 - Ruth Levenson Fund	-	500
3,506.80	221 - Vending	-	1,000
39,000.00	223 - ARPA Community Engagement	10,000	29,000
819,259.64	401 - Building & Vehicle Fund	182,964	295,500
570,087.71	403 - Technology Fund	212,929	146,361
121,358.80	404 - Facility Fund	7,890,295	100,000
463,725.37	405 - Facility Financing Fund	662,450	840,500
<b>\$ 2,099,364</b>	<b>Total Expenditures</b>	<b>\$ 8,968,038</b>	<b>\$ 1,432,512</b>

2021-94 Mr. Meinhard moved and Dr. Rashid seconded the motion to approve the 2022 Temporary Appropriation Budget as presented.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried

#### H. Transfer to Special Funds

The budget approved for 2021 included a transfer to Capital Funds. The library transfer budgeted from the General Fund to the Building and Vehicle Fund is \$100,000 and to the Technology Fund is \$200,000.

The 2022 budget includes a transfer from the General Fund to the Facility Financing Fund of \$664,500 for the Certificates of Participation payment for the Main Library renovation. Approval to make this transfer effective January 2022 is also requested.

2021-95 Mr. Meinhard moved and Dr. Rashid seconded the motion to transfer \$100,000 from the General Fund to the Building and Vehicle Fund and \$200,000 from the General Fund to the Technology Fund in 2021 and \$664,500 from the General Fund to the Facility Financing Fund in 2022 as requested.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried

#### I. Authorize Renewal of Contracts & Services Over \$50,000

Several providers are used for regular purchases in excess of \$50,000 by the library. This resolution will authorize library staff to use these providers during 2022 for purchases in excess of \$50,000.

- Brodart (Library Materials)
- Cleveland Public Library (CLEVNET)

- Cuyahoga County Auditor (Property Tax Collection Fees)
- Ingram (Library Materials)
- Jan-Pro of Greater Cleveland (Cleaning)
- Midwest Tape (Library Materials)
- OPERS (Employee Retirement)
- OverDrive, Inc. (Library Materials)
- Stark County Council of Governments (Employee Benefits)
- The Huntington National Bank (COPs Payment)
- The Illuminating Company (Utilities)

2021-96 Mr. Meinhard moved and Dr. Rogen seconded the motion to authorize the renewal of annual expenditures over \$50,000 per year within the approved budget as presented.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried

### Forward Together Update

Mr. Zannoni provided an update on the Forward Together Joint Master Facilities Plan work.

### Construction Update

#### A. Main Library Renovation Final Construction Costs

The final costs for outstanding PCOs have been received and reconciled. The PCO costs were \$281 over the GMP. Mr. Kellogg agreed that Turner would not charge the library that \$281, thus ensuring the project was completed within the Guaranteed Maximum Price. A few outstanding punch list items still need to be completed. Any additional work that might come up beyond those items will require additional funding from the library.

#### B. Additional Furniture Purchases

In June the Board approved a \$5,000 allowance for additional furniture. An additional powered table from Ohio Desk for \$1,663.26 was purchased to provide power for customers in the space previously occupied by the second-floor chase in the Overlook. After that purchase, there is \$3,336.74 remaining in the allowance.

Additional furniture, including a table for the Tech Studio, a table for a staff area, a replacement conference room table top, and additional meeting room chairs, is needed and should be approximately \$9,300. These additional purchases remain within the total FF&E budget and do not affect the project total.

2021-97 Mr. Meinhard moved, and Dr. Rashid seconded the motion authorize an additional \$6,000 allowance to be spent at either Ohio Desk or e4b to purchase an additional table for the Tech Studio, a 36" table for a staff area, a replacement conference room table top, and additional meeting room chairs.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen  
Nays: None. Motion carried.

Director's Report

A. 2022 Technology Plan

2021-98 Mr. Meinhard moved, and Dr. Rashid seconded the motion to approve the 2022 Technology Plan.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen  
Nays: None. Motion carried.

B. Meeting Room Policy

2021-99 Mr. Meinhard moved, and Dr. Rogen seconded the motion to approve the Meeting Room Policy as submitted.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen  
Nays: Mr. Cicarella  
Motion carried.

C. Written Report

The Director's written report was shared.

New Business

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

General Fund (101-6510)

Frances Heller	
In memory of Renee Bradley	\$50
Jacobson Multimedia, LLC	\$25

2021-100 Mr. Meinhard moved, and Dr. Rogen seconded the motion to accept and appropriate the gifts to the designated funds.

Roll Call: Ayes: Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen  
Nays: None. Motion carried.

B. Personnel Action

Hired:

Chartese Greenlee, Circulation Services Assistant, half-time, level 14, effective 11/18/2021

End of Employment:

Allison Black, Community Engagement Specialist: Youth Services, full-time, level 22, effective 11/26/2021

Alexander Staeven, Circulation Services Assistant, half-time, level 14, effective 11/4/2021

Beatrice Wilson, Security Officer, part-time, level 14, effective 11/18/2021

Stephanie Thomas, Circulation Services Assistant, half-time, level 14, effective 11/30/2021

D. Executive Session  
Postponed

President's Report

None

Diversity, Equity, and Inclusion Committee Report

The library signed a contract with the Diversity Center of Northeast Ohio's Shift Consulting service for the implementation of the Diversity Climate Survey. Implementation will begin January 10. The results will be received by mid-February.

Adjournment

Since there was no further business to discuss, Dr. Rogen moved, and Dr. Rashid seconded the motion to adjourn the regular board meeting at 7:34 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, January 24, 2021 at 6:30 p.m. in the Main Library Boulevard/Fernway Rooms.

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Michael Bertsch, President

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Susan Ritchey, Fiscal Officer

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Vacant, Secretary