

- o General Fund
 - Susan Barnard \$200.00
 - Jacobson Multimedia, LLC \$ 25.00

- o Frances Belman Large Print Fund
 - Wendie Forman \$ 35.00
 - Marilyn Gardner
 - In honor of Barbara Winicki's birthday \$ 25.00

- o Marilyn Kammer Memorial Fund
 - Randy Kammer
 - In Memory of Larry Jaffe \$25.00

2023-09 Dr. Rashid moved, and Ms. Katz seconded the motion to accept the consent agenda items as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

Fiscal Officer's Report:

A. Five-Year Financial Forecast

Ms. Ritchey presented the updated five-year forecast.

B. Final Appropriations Budget

Ms. Ritchey presented the final appropriations budget for review and approval.

**SHAKER HEIGHTS PUBLIC LIBRARY
2023 MODIFIED APPROPRIATION
GENERAL FUND**

	2023 Adjusted Appropriations	March 2023 Adjustment	2023 March Adjusted Appropriation
Revenue			
PLF	2,024,889	(105,704)	1,919,185
Property Taxes	4,080,000	38,755	4,118,755
HERB	400,000		400,000
Fines and Fees	75,725	2,000	77,725
Interest Earnings	251,290	4,700	255,990
Donations	350	950	1,300
Miscellaneous	4,040		4,040
Total Revenue	6,836,294	(59,299)	6,776,995
Advance/Transfer In		3,287	3,287
Total Revenue & Transfer In	6,836,294	(56,012)	6,780,282
Expenditures			
Salaries and Benefits	3,679,000	(32,049)	3,646,951
Supplies	93,270	1,200	94,470
Purchased Services	972,485	2,578	975,063
Materials	723,760		723,760
Capital	20,015		20,015
Other	24,605		24,605
Total Expenditures	5,513,135	(28,271)	5,484,864
Transfers and Advance Out			
Special Funds		200	200
Capital Funds	325,000		325,000
Main Renovation Repayment	664,000		664,000
Woods Renovation Repayment	205,529		205,529
Advance Out			-
Expenditures & Transfers	6,707,664	(28,071)	6,679,593
Surplus/(Deficit)	128,630	(31,228)	97,402

SHAKER HEIGHTS PUBLIC LIBRARY
2023 MODIFIED APPROPRIATION
SPECIAL FUNDS

		2023 Adjusted Appropriation	March 2023 Adjustment	2023 March Adjusted Appropriation
	Revenue			
	204 - Walter N. Lawson Trust Fund	100.00	200.00	300.00
	205 - Elaine Boots Fisher Trust	10.00		10.00
	206 - Sheldon Skip Baumel Trust	8.00		8.00
	207 - Barbara Luton Art Fund	1,235.00		1,235.00
	208 - Bertram Woods Branch Fund	135.00	2,865.00	3,000.00
	209 - Marilyn Kammer Fund	160.00		160.00
	210 - Frances Bellman Fund	161.00		161.00
	211 - Friends of Shaker Library	-		-
	212 - MyCom - OST Grant	5,000.00		5,000.00
	214 - LSTA Meta-Data Mini-Grant	-		-
	219 - Ruth Levenson Fund	105.00		105.00
	221 - Vending	-		-
	222 - ARPA Community Engagement	-		-
	401 - Building & Vehicle Fund	250,000.00		250,000.00
	403 - Technology Fund	75,000.00		75,000.00
	404 - Facility Fund	-	7,537.97	7,537.97
	405 - Facility Financing Fund	664,000.00	5.00	664,005.00
	406 - Bertram Woods Branch Renovation Fund	35,000.00	5,000.00	40,000.00
	407 - Bertram Woods Branch Renovation Financing Fund	205,630.00	10.00	205,640.00
December 31, 2022 Unencumbered Balance	Total Revenue	1,236,544.00	15,617.97	1,252,161.97
	Expenditures			
10,773.27	204 - Walter N. Lawson Trust Fund	2,200.00	200.00	2,400.00
1,172.42	205 - Elaine Boots Fisher Trust	500.00		500.00
899.72	206 - Sheldon Skip Baumel Trust	-		-
24,351.00	207 - Barbara Luton Art Fund	1,500.00		1,500.00
13,649.17	208 - Bertram Woods Branch Fund	13,000.00	2,865.00	15,865.00
960.05	209 - Marilyn Kammer Fund	650.00		650.00
1,192.16	210 - Frances Bellman Fund	215.00		215.00
5,812.90	211 - Friends of Shaker Library	3,000.00		3,000.00
14,295.24	212 - MyCom - OST Grant	5,000.00		5,000.00
0.00	214 - LSTA Meta-Data Mini-Grant	-		-
10,812.64	219 - Ruth Levenson Fund	105.00		105.00
3,287.03	221 - Vending	-	3,287.03	3,287.03
0.00	222 - ARPA Community Engagement	-		-
819,661.48	401 - Building & Vehicle Fund	414,300.00	10,970.00	425,270.00
794,003.62	403 - Technology Fund	259,065.00	6,524.00	265,589.00
26,795.75	404 - Facility Fund	26,795.75	7,537.97	34,333.72
148.17	405 - Facility Financing Fund	664,000.00		664,000.00
2,588,807.43	406 - Bertram Woods Branch Renovation Fund	2,623,385.00		2,623,385.00
10,494.25	407 - Bertram Woods Branch Renovation Financing Fund	205,529.00		205,529.00
	Total Expenditures	4,219,244.75	31,384.00	4,250,628.75

2023-10 Dr. Rogen moved, and Mr. Bertsch seconded the motion to accept the final appropriations budget as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

C. State Budget Process

Ms. Switzer reviewed the State Budget Process.

Director's Report

A. Director's Report

Ms. Switzer shared her written report. She noted that the City's Social Worker, Annette Amistadi, who works closely with the police and fire departments, will spend a half day each week at the library making herself available to library customers.

B. Policies: Confidentiality of Customer Records, Customer Service Philosophy, Information Security Policy, Library Organization and Department Functions, Records Retention and Disposal

Ms. Brodar presented the updates to the policies.

2023-11 Ms. Kaus moved, and Dr. Rashid seconded the motion to accept the revised policies as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

C. Resolution to approve the Memorandum of Understanding between the libraries participating in the "Cuyahoga Reads" initiative.

Ms. Switzer requested approval of the Memorandum of Understanding between the libraries participating in the "Cuyahoga Reads" initiative and noted that Euclid Public Library is the fiscal agent of the grant.

2023-12 Dr. Rashid moved, and Ms. Katz seconded the motion to approve the Memorandum of Understanding between the participating libraries, authorize the Director to enter into this MOU and direct the Director or designee(s) to take steps to implement the "Cuyahoga Reads" initiative funded by the ODE Libraries Accelerating Learning grant.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

New Business

A. Personnel Action

Hired:

Marisa Germano, Library Resource Security Officer, full-time, level 14, effective 2/20/2023

End of Employment:

Christine Piscura, Library Aide, part-time, level 12, effective 2/11/2023

B. Other New Business

None.

Adjournment

Since there was no further business to discuss, Mr. Bertsch moved, and Ms. Katz seconded the motion to adjourn the regular board meeting at 7:26 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, April 17, 2023 at 6:30 p.m.

Thomas Cicarella, President

Susan Ritchey, Fiscal Officer

Timeka Rashid, Secretary