

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
December 18, 2023

Attendance

Members Present: Dr. Barnard, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rogen

Members Absent (attended virtually): Dr. Rashid, Ms. Tendulkar

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 6:55 p.m.

Roll Call: Dr. Barnard, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rogen

Community Comments

None.

President's Report

Mr. Cicarella provided an update regarding the thirty-year TIF extension being approved by the city for the Van Aken District. The board discussed the need for anything with a financial impact on another entity's revenues to be discussed with all involved, especially in light of the Forward Together collaboration.

Consent Agenda

- Approval of Minutes – November 27, 2023 Regular Meeting
- Financial Statements – November 31, 2023
- Gifts to be accepted and appropriated to the designated funds

General Fund (101-6510)

Jacobson Multimedia, LLC	\$25
Toni & Donald Scherzer – Jewish Federation of Cleveland	\$175

Kammer Fund (209-6110)

Randy Kammer & Jeff Wollitz	\$250
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2023-42 Ms. Katz moved, and Mr. Cicarella seconded the motion to accept the consent agenda items as submitted.

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

Nays: None. Motion carried.

Fiscal Officer's Report

A. Five-Year Forecast

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

B. 2024 Temporary Appropriations Budget and 2024 Raises

Ms. Ritchey presented the 2024 Temporary Appropriations Budget and 2024 Raises for approval.

SHAKER HEIGHTS PUBLIC LIBRARY 2024 TEMPORARY APPROPRIATION GENERAL FUND

	2023 Year-End Projections	2024 Temporary Appropriation
Revenue		
PLF	1,983,775	1,912,213
Property Taxes	4,388,408	4,152,007
Other Intergovernmental	558	20,942
HERB	397,820	397,000
Fines and Fees	97,829	94,126
Interest Earnings	500,747	506,000
Donations	4,711	400
Miscellaneous	8,840	4,720
Total Revenue	\$ 7,382,687	\$ 7,087,408
Advance In/Transfer In	3,287.03	
Total Revenue & Transfer In	\$ 7,385,974	\$ 7,087,408
Expenditures		
Salaries and Benefits	3,239,544	3,938,431
Supplies	55,217	103,042
Purchased Services	887,499	1,129,142
Materials	752,932	679,175
Capital	13,787	21,065
Other	21,329	26,310
Total Expenditures	\$ 4,970,308	\$ 5,897,165
Transfers to Other Special Funds	200	
Transfers to Capital Funds	325,000	325,000
Transfers for Main Renovation Repayment	664,000	662,800
Transfers for Woods Renovation Repayment	205,529	204,650
Advance Out		
Expenditures & Transfers	\$ 6,165,037	\$ 7,089,615
Surplus/(Deficit)	\$ 1,220,936	\$ (2,207)

**SHAKER HEIGHTS PUBLIC LIBRARY
2023 TEMPORARY APPROPRIATION
SPECIAL FUNDS**

		2023 Year-End Projection	2024 Temporary Appropriation
	Revenue		
	204 - Walter N. Lawson Trust Fund	870	425
	205 - Elaine Boots Fisher Trust	60	45
	206 - Sheldon Skip Baumoel Trust	47	40
	207 - Barbara Luton Art Fund	1,290	1,965
	208 - Bertram Woods Branch Fund	3,795	600
	209 - Marilyn Kammer Fund	560	195
	210 - Frances Bellman Fund	202	125
	211 - Friends of Shaker Library	300	225
	212 - MyCom - OST Grant	7,483	7,500
	219 - Ruth Levenson Fund	570	430
	221 - Vending	-	-
	401 - Building & Vehicle Fund	292,000	290,000
	403 - Technology Fund	111,000	105,000
	404 - Facility Fund	799	-
	405 - Facility Financing Fund	664,060	662,800
	406 - Bertram Woods Branch Renovation Fund	98,159	400
	407 - Bertram Woods Branch Note Retirement	205,798	204,650
Nov 2023 Unencumbered Balance	Total Revenue	1,386,994	1,274,400
	Expenditures		
10,793.26	204 - Walter N. Lawson Trust Fund	926	2,750
1,188.72	205 - Elaine Boots Fisher Trust	50	500
943.51	206 - Sheldon Skip Baumoel Trust	-	-
25,491.55	207 - Barbara Luton Art Fund	43	1,000
8,710.39	208 - Bertram Woods Branch Fund	8,670	5,000
871.27	209 - Marilyn Kammer Fund	650	650
1,235.02	210 - Frances Bellman Fund	165	215
3,231.60	211 - Friends of Shaker Library	3,000	2,000
14,295.24	212 - MyCom - OST Grant	7,483	7,500
11,338.92	219 - Ruth Levenson Fund	-	105
-	221 - Vending	3,287	-
730,881.86	401 - Building & Vehicle Fund	318,110	280,275
671,820.90	403 - Technology Fund	173,239	176,578
-	404 - Facility Fund	129,816	-
204.77	405 - Facility Financing Fund	664,000	662,800
191,719.12	406 - Bertram Woods Branch Renovation Fund	2,657,441	143,438
10,763.82	407 - Bertram Woods Branch Note Retirement	205,529	204,650
	Total Expenditures	4,172,408	1,487,461

2023-43 Dr. Rogen moved, and Dr. Barnard seconded the motion to approve the 2024 Temporary Appropriation Budget as submitted. Included are staff raises that are whichever is highest of the following, effective with the pay period beginning December 31, 2023, to be paid January 26, 2024 as submitted.

- A 5% raise
- The minimum rate for their pay grade in the 2024 pay ranges
- The appropriate seniority percentile pay rate for their pay grade, based upon years in their current position as follows:

<u>Years in Current Position</u>	<u>Percentile of Pay Grade</u>
3-6 years	25% percentile
7-14 years	50% percentile (midpoint)
15+	75% percentile

The Director and Fiscal Officer, whose compensation are set by the Board, will receive a 5% raise.

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

Nays: None. Motion carried.

C. Transfer to Special Funds

Ms. Ritchey presented the transfer to special funds.

2023-44 Ms. Kaus moved, and Ms. Katz seconded the motion to approve the transfer of \$250,000 from the General Fund to the Building & Vehicle Fund (401), and \$75,000 from the General Fund to the Technology Fund (403) in December 2023.

Approve the transfer of \$662,800 from the General Fund to the Facility Financing Fund (405) and \$204,650 from the General Fund to the Bertram Woods Branch Facility Financing Fund (407) in January 2024 to meet the repayment obligations as submitted.

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

Nays: None. Motion carried.

D. Authorize Purchases and Renewal of Contracts Over \$50,000

The following providers are used regularly for purchases by the library. This will authorize the library staff to use these providers during 2024 for purchases over \$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 company)
- Mid-State Restoration (tuck pointing)
- Midwest Tape (library materials)
- OPERS (employee retirement)
- OverDrive, Inc. (library materials)
- Safe Choice (security services)
- Stark County Council of Governments (employee benefits)
- The Huntington National Bank (COPs and library note payments)
- The Illuminating Company (utilities)

2023-45 Dr. Barnard moved, and Dr. Rogen seconded the motion to authorize the renewal of annual expenditures over \$50,000 per year as listed and within the approved budget.

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

Nays: None. Motion carried.

E. Cleveland Foundation Third Quarter Fund Statement

Ms. Ritchey presented the third quarter fund statement for the Cleveland Foundation.

Director's Report

A. Director's Report

Ms. Switzer shared the Director's written report. She highlighted the new memory care collections, the successful "Fill the Van" book donation drive held by Friends of Shaker Library on Saturday December 2, 2023, and the installation of Dero FixIt bike repair stations at both buildings to support being a bicycle-friendly and environmentally sustainable community.

B. 2024 Technology Plan

Ms. Brown presented the technology plan for approval.

2023-46 Dr. Rogen moved, and Ms. Katz seconded the motion to approve the Technology Plan as submitted.

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

Nays: None. Motion carried.

C. Moreland Elementary Recognition

Ms. Switzer reported that staff have been working with a group of Moreland neighborhood residents to recognize the Main Library building's history as Moreland Elementary School (1926-1987).

As part of renovation, the café walls feature historic photos of the Main Library as an elementary school, in addition to photographs of the Main Library in past locations and prior to renovation in the current location. Since renovation, a bronze plaque recognizing Moreland Elementary School has been hung in the vestibule. A cornerstone is being fabricated for placement at the front entrance. Staff are working with the community group to plan a celebration of the history of the building, which will take place in the spring.

D. Main Library Front Steps Partial Replacement

Ms. Switzer reported that as part of the Main Library renovation, repair work was completed on the front steps. The steps were coated to improve their appearance and concrete was patched. This approach was taken as a result of necessary cost reductions to keep the project within budget.

However, the patched areas are crumbling and the coating on the steps began cracking and wearing away in the first year after renovation. She said the library has been in discussions with Turner Construction about the problem for some time. The parties agree that the issue is a result of poor workmanship on the repairs. However, further repairs will only look worse.

The Building Committee and Mr. Riachi recommend that the center section of the Main Library entry stairs and the sections of concrete leading to the front doors be replaced completely. Mr. Riachi has discussed this with Turner and they have agreed to deduct the cost of the original concrete work in that area from the cost of replacing the concrete completely. Turner estimates that the cost would be approximately \$52,000-\$55,000 after the deduction for the prior work.

Ms. Switzer asked the board to approve having Mr. Riachi work with Turner to get a formal proposal with detailed pricing. She noted that a placeholder of \$55,000 is in the temporary appropriations budget in fund 401 and that cost is factored into the five-year forecast.

2023-47 Dr. Rogen moved, and Ms. Katz seconded the motion to authorize the Director to get a formal proposal from Turner Construction to replace the center section of the Main Library front steps.

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

Nays: None. Motion carried.

E. Record retention Policy, first review

Ms. Switzer presented the revisions to the Record Retention Policy for review. This will be presented for approval at the Record Commission Meeting in January.

New Business

A. Personnel Action

None

B. Other New Business

None

C. Executive Session

2023-48 Ms. Katz moved, and Dr. Rogen seconded the motion to enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

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

Nays: None. Motion carried.

Trustees entered executive session at 7:58 p.m.

Trustees returned to regular session at 8:52 p.m.

Adjournment

Since there was no further business to discuss, Dr. Rogen moved, and Dr. Barnard seconded the motion to adjourn the regular board meeting at 8:53 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, January 22, 2024 at 6:30 p.m.

Thomas Cicarella, President

Susan Ritchey, Fiscal Officer

Timeka Rashid, Secretary