

**Finance Committee Meeting
Minutes
October 21, 2019
4:00 p.m.
Administrative Building Auditorium**

Call to Order

Finance Committee Chairperson William Leonard called the meeting to order at 4:04 p.m. In attendance were Committee Members Trustee Edward Blakemore, Trustee Maria Spangler, and Trustee Allyn Davies, and Trustee Patricia Shlonsky, as well as Executive Director Tracy Strobel, Operations Director and Fiscal Officer Scott Morgan, Communications & External Relations Director Hallie Rich, Acting Human Resources Director Larry Miller, Literacy and Learning Division Director Pamela Jankowski, IT Director Jim Haprian, Facilities Director Jeff Mori, Bridget Hawes Development Director, and other interested observers.

Minutes

The September meeting minutes were noted for the record.

Financial Statement Overview – September

Director Morgan stated we did not receive any general property taxes for the month of September, but we did receive our second half settlement for the year. With this settlement we are \$776,746.00 over our original estimate. We will see some much smaller amounts come in for the remainder of the year.

Director Morgan stated in Public Library Fund (PLF) our September distribution was larger than the amount we received last year. We did receive the revised estimate for the 2019 PLF from the State and that estimate is a little over \$377,000.00 than what we originally budgeted. This is for increased collections as well as the slight increase in the percentage that libraries received as part of the new biennium budget from the State that began in July. The two totals combined will be over \$1 million for the year. The \$1 million carry over into 2020 is good news as we are expecting a short fall.

Director Morgan stated if that estimate is correct, the increased amount with the increase in our budget for general property taxes will fund our \$1 million carryover budgeted for 2020.

Director Morgan stated interest rates are higher than we anticipated, and the larger increase has brought in additional revenue. Based on some of our recent maturities we are beginning to see some of those increases leveling off due to the decrease in the federal fund rates and we expect them to continue to drop off based on the type of investments we have.

Director Morgan stated patron fines and fees exceeded our estimates due to passport fees and photos. Sale of resale supplies are also slightly exceeding our estimates.

All other revenue accounts are where we would expect them to be for the month and the year.

Director Morgan stated expenses for salaries and benefits is one of our largest expenses and we are right in budget for the month of September. We monitor this account closely.

All other accounts are where we would expect them to be.

Director Morgan stated we are expending materials and they are where we expect them to be at this time. Many of those accounts have higher than expected percentages for expenses and encumbrances because these accounts have standing orders encumbered against them to pay monthly and recurring expenses. There are no expense accounts of concern right now.

Director Morgan stated on the project side he thought we would have a more updated budget number for Bay Village and Richmond Heights, but we did not get them completed. We have a meeting tomorrow with Bay Village and a meeting with Richmond Heights scheduled on Wednesday with the Construction Manager. Hopefully, we will have that final number to report in November.

(See under FINANCE)

Investments – September

Director Morgan stated we purchased one piece of commercial paper from Toyota Motor Credit at a rate of 2.01%, which is a good rate for the current market. There were no other purchases or maturities to report.

Transfers

Director Morgan stated there were three transfers from the general fund to the special revenue funds.

Summer Camps	\$59,869.39
Special School Programs	\$24,273.47
Homework Centers	\$11,074.27

(See under FINANCE)

The investment reports were approved for vote by the full Board.

Purchase Approval List

Director Morgan stated the first two items are encumbrance increases one for the Baby Club program for additional hours and the other for six additional laptops needed for staff. Director Jankowski spoke to item #1 the baby club is an initiative we are rolling out at two branches that were scheduled to lead the programming independently, but one staff member was promoted another staff member moved to another location and we now have new staff in those branches in those new roles and the model is they will receive training from Family Place Library for coaching. We have contracted additional hours to a consultant to do the coaching. Director Haprian spoke to item #2 this is adding to the original lease we have with HP to add six additional laptops needed for staff. Director Haprian also spoke to item #3 which is to replace the last seventeen self-check machines in the system.

The Purchase Approval List was approved for vote by the full Board.

Gift Report

Director Morgan stated the report includes Friends Groups gifts for branch programming. Director Rich commented the \$10,000.00 gift from Frank and Barb Sullivan is an individual contribution in support of 1-2-3- READ. Frank and Barb after learning about United Way's change in funding for 1-2-3 READ provided outside of their typical foundation individual grant gave an additional grant to fill in the gap for this school year.

Director Jankowski commented the Ohio Arts Council program for our current Poetry Out Loud Program we are doing at CCPL South Euclid-Lyndhurst Branch is an opportunity for professional development for teachers to help build poetry skills in students and also an opportunity for students to create poetry and read out loud. Director Morgan mention the \$100 gift from North Coast Needlers Quilt Guild is an annual gift in appreciation for use of the meeting room.

The Gift Report was approved for vote by the full Board.

Voucher List

The Voucher List, itemizing expenses in excess of \$5,000.00 was presented for informational purposes.

Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations

Director Morgan stated these are all special revenue funds and we are asking to increase both resources and the appropriations for the Adult Educational Services (AES), \$24,000.00, Project Learn, \$225,264.00, for the SNAP program, Hotspot Lending Program for \$55,000.00 from The Cleveland Foundation, and Summer Camps, for \$1,909.39.

The Resolution was approved for consideration by the full Board.

Other:

Adjournment

There was no other business before the Finance Committee, and Chairperson Leonard called the meeting adjourned at 4:19 p.m.