

**Finance Committee Meeting
Minutes
April 24, 2018
4:00 p.m.
Administrative Building Auditorium**

Call to Order

Finance Committee Chair Leonard called the meeting to order at 4:02pm. In attendance were Committee Members Chairperson William Leonard, Board President Patricia Shlonsky, Trustee Robert Varley and as well as Executive Director Sari Feldman, Deputy Director Tracy Strobel, Operations Director and Fiscal Officer Scott Morgan, Literacy and Learning Director Pam Jankowski, Facilities Director Jeremiah Swetel, Assistant Finance Director Bob Dolan, Assistant Development Director Meghann Marnecheck and other interested observers.

Minutes

The March meeting minutes were noted for the record.

Financial Statement Overview – March

Operations Director and Fiscal Officer Scott Morgan stated in general property taxes we received another advance which brings us up to 57% of our budgeted number for the year which is normal with the advances. He stated it has to do with collections this year based upon timing. It will smooth out by end of year.

Director Morgan stated in the Public Library Fund (PLF) we have been monitoring this account closely. We received a little less in the monthly distribution this time than we did last year at the same point. He stated looking at the overall percentage we are on the mark and hopefully, it will stay consistent throughout the year and we will meet that budget number.

Director Morgan stated patron fines and fees are down from where they were last year. We did see a spike before the increase of passport fees on April 2nd. He stated we did see a bump in passport fees and photos that brought us back up to the 29% where we should be at this time of year.

Director Morgan stated we are seeing a little increase over last year in sale and resale supplies and bus passes. He stated word is getting out and we are selling more on a consistent basis. We will continue to monitor this account and hopefully, see an increase in revenue.

Director Morgan stated all other accounts are where we should be at this time.

Director Morgan stated salaries and benefits are on target. He stated we have a 3-pay month in June. It is showing higher percentages, but it will smooth itself out during the remainder of the year.

Director Morgan stated in the remainder of the accounts there are a lot of standing orders built into those encumbrances which shows higher percentages. We will continue to monitor these accounts.

Director Morgan stated all other accounts are where we expect them to be for the month.

Director Morgan stated there are two special revenue accounts with red balances that has to do with the budget appropriation number. He stated we have a resolution on the agenda to increase both those resources and appropriations. He stated this has to do with the way those dollars come in from some of the grants. We will get those budget numbers adjusted next month once the Board adopts the resolution.

Director Morgan stated in reviewing the projects Berea Branch is closing out quickly. The Strongsville Branch is closed out and the Middleburg Heights Branch, will open June 9th, 2018.

Investments – March

Director Morgan stated we purchased additional CD's for the month of March. We saw short term rates increase from 1.95 up to 2.10 yields. He stated we can take advantage of those higher rates.

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

Purchase Approval List

Director Morgan asked Assistant Director Marnecheck to speak to Item #1. She stated Razors Edge is our donor data base software. This is an annual fee and we did lock in a lower rate during an IT promotion last year and we have one more year of the lower rate.

Facilities Director Swetel spoke to Item #2. He stated this is for library design and some additional head panels and chairs for the Berea Branch, that is part of the furniture package. The additional money captures some furniture that is also part of state contract.

Literacy and Learning Director Jankowski stated Item #3, is to purchase both technology equipment for the work that Adult Education Service provides and the instructional materials. She stated all these funds are supported by the Aspire grant.

Director Jankowski stated Item #4, is for the instruction for advanced entrepreneur programs supported by the Key grant to provide education around entrepreneurship in our branches.

Director Jankowski stated Item #5, is for the number of books purchased for prizes given to the children for the summer reading program.

David Bullock, Manager Media Services spoke to Item #6. He stated this is for the video game station installs & upgrades needed to install or replace old equipment & furnishing at several branches.

Facilities Director Swetel stated Item #7, is for a new delivery step van from Valley Ford Truck. He stated we brought this to the Board nineteen months ago on the Purchase Approval List (PAL) to encumber the money. It extended over 2 years and we voided out the purchase because we didn't get an estimated time of arrival for the new vehicle. He stated the vehicle is in our possession and we are asking for approval. We now have two new step delivery vans and we are rotating two older used vans.

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 and supplies and other gifts received from donors in March. He stated there were three additional gifts one for Fairview Park Branch, Bay Village Branch, and one for the Media Studio in the Strongsville Branch.

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 this is the resolution mentioned earlier in his report. We have two special revenue funds we need to change those budgets. Director Morgan stated the approved date on this resolution is incorrect and will be corrected and updated to show approved date of April 24, 2018 for the permanent record and the signature copy for the official record. In the special revenue funds, we are asking for two additional estimated resources and three appropriations, the Adult Education Services (AES), Cleveland Foundation Encore Initiative and MyCom Neighborhood.

The Resolution was approved for consideration by the full Board.

- **Resolution Seeking Permission to Advertise for Design Services for the Richmond Heights Interior Improvements Project in Connection with the Richmond Heights School District.**

Facilities Director Swetel stated he had a meeting last Tuesday with their Superintendent and their Director of Operations and the Architect and they are well underway with the schematic design. He stated he had a debrief with Director Morgan and Deputy Strobel to update them on the space. They have developed a 5,000 to 6,000 square feet shell for us. The coordination aspect is what needs to be developed now, and the best way to do that in collaboration with CCPL is to advertise for design services to assist us in planning that space for design and the Richmond Heights School.

The Resolution was approved for consideration by the full Board.

- **Resolution Seeking Permission to Close the Middleburg Heights Branch in**

Deputy Strobel stated this resolution is requesting the Board's approval to close the Middleburg Heights Branch in advance of moving. We will close the branch on Monday, June 4th, before opening on June 9th. She stated this is our typical pattern when we open a new branch to utilize the staff to set up and get everyone trained and oriented to the new space. Deputy Strobel is seeking permission to close the Middleburg Heights Branch from Monday, June 4, 2018 through Friday, June 8, 2018.

The Resolution was approved for consideration by the full Board.

- **Resolution Authorizing a One-Week Fines and Fees Amnesty Period for Visitors to the New Middleburg Heights Branch**

Deputy Strobel stated this resolution is to waive fines and fees beginning Saturday, June 9 and ending Saturday, June 16. She stated we have done this for all other branch projects and anyone visiting the new Middleburg Heights Branch, and receiving a new library card will have their fines and fees waived.

The Resolution was approved for consideration by the full Board.

- **Resolution to Provide Compensation for Homework Center Tutors**

Deputy Strobel stated this resolution is for the Homework Center Tutors who have been with us this past school year and choose to return in the fall of 2018 for the new school year. These tutors are currently making \$9.00 per hour and we want to incent them to return by adding \$1.00 to their current salary making it \$10.00 per hour. Deputy Strobel stated it save us money for on-boarding, orienting and training.

The Resolution was approved for consideration by the full Board.

Other:

There was no other business discussed.

Adjournment

There was no other business before the Finance Committee, and Chairperson Leonard called the meeting adjourned at 4:22 p.m.