

**Finance Committee Meeting
Minutes
December 15, 2020
4:00 p.m.
Remote Conference Meeting**

Call to Order

Finance Committee Chair Dean DePiero called the meeting to order at 4:00 p.m. In attendance were Committee Members, Chairperson Dean DePiero, Trustee Edward Blakemore, Trustee Maria Spangler and Trustee Allyn Davies, Trustee William Leonard, Trustee Patricia Shlonsky, and Trustee Robert Varley as well as Executive Director Tracy Strobel, Deputy Director-Support Services, Fiscal Officer Scott Morgan, Communications & External Relations Director Hallie Rich, Human Resources Director Monique Good, Deputy Director of Public Services Pam Jankowski, and Assistant Finance Director Robert Dolan, Facilities Director Jeffrey Mori, and IT Director Jim Haprian

Minutes

The November meeting minutes were noted for the record.

Chairperson DePiero welcomed everyone and those who are watching and all the members of the Finance Committee. He commented it has been an interesting year. He acknowledged the work of the Finance Director and his staff and the Executive Director for guiding us through challenging waters, and at the same time, assisting us in our endeavor to pass our levy. It has been an extraordinary year and he commends everyone on the Finance Team who got us to where we are.

Director Morgan thanked Chairperson DePiero for those kind words.

Financial Statement Overview – November

Director Morgan stated in general property taxes we did receive small distributions for the month a little over \$4,000. We are still a little short of budget. We have other accounts that will cover that, but we will need to make an adjustment in that account and that will come to you in the month of December. The budget being reported today is the reduced budget that we brought to you and was approved in April. We will make the necessary adjustments for the month of December.

Director Morgan stated in Public Library Fund (PLF) is the number we have been carefully tracking. In April when we did the budget reduction, most of the dollars that were reduced came from this area, a significant decrease that did not happen. We received a lot more than we anticipated for the year. In the month of November, we are already \$2.3 million more than what our reduced budget was. We just received word our distribution amount for December is \$1.9 million. He stated with the combined \$2.3 million we are going to be well over the \$17.3 million that we have budgeted. We will make a budget adjustment.

Trustee Leonard asked if the PLF was going down because the State was going to be challenged with being able to make the distributions? Or is this something that is temporary good news or are we going to get impacted with this next year?

Director Morgan answered based on the initial responses we have for next year we are going to see a slight reduction in the PLF from what we got this year, but it is certainly not the magnitude of the dollars that we had originally taken out of the budget in April. It is a smaller reduced amount but not substantial.

Director Morgan stated intergovernmental on the property tax side we are seeing a slight reduction, that is the money that we received as reimbursements back from the State for Homestead and Rollback, and we will have a small budget deficit of \$23,000 to cover that.

Director Morgan stated in patron fines and fees we saw a substantial decrease due to the library being closed and not open to the public, fine forgiveness, and not being able to sell passports, all those things have impacted that account. We are going to see a reduction in this account for the year. Director Morgan is anticipating that we will receive about 50% of what we budgeted.

Director Morgan stated a lot of the other accounts including interest rates were impacted by the library closing and COVID-19.

Director Morgan stated sale of resale supplies due to us not being open we were not able to sell as much as we had sold last year, in comparison.

Director Morgan stated refunds and reimbursements account was up, based upon where we were with the budget. The two biggest items that impacted that are 1.) we received a couple of refunds from Workers Compensation, and we are still anticipating one more refund from them. We are not sure whether we will get that this year or the beginning of next year, 2.) Our e-rate money was a little more than originally anticipated. That is the money we received back from the government in the form of taxes that they collect for e-rate.

Director Morgan stated the other account that was largely impacted was transfers. This is money that would be transferred into the general fund. This money came from the COVID-19 CARES ACT dollars that we received from the Federal government and we were able to reimburse ourselves for all the Personal Protective Equipment (PPE) that we purchased earlier in the year. The \$115,455.80 is a reimbursement for all the PPE we purchased.

Director Morgan stated salaries and benefits accounts there will be some dollars left in this area. Some of that has to do with the Shared Work Ohio program as well as a careful management of filling open positions that we were able to save some salary dollars. We will have some dollars left over and most of those dollars will transfer to the capital fund.

Director Morgan stated in capital fund we still have a decent balance left in that account, and we will have some dollars left in the contingency as well.

Director Morgan stated in some of the other accounts they have high percentages of expenditures or encumbrances some of those have to do with Blanket Purchase Orders. We have not started reducing those because we are still paying final invoices on those. We still have \$1.2 million encumbered in blankets. We anticipated that we would be spending half of that. We are hoping that we will have at least half of that to include in the transfer back into the capital fund. We will start closing those later this week after we get those final invoices paid.
(See under FINANCE)

Investments – November

Director Morgan stated we purchased we one piece of commercial paper from JP Morgan Securities at a yield of 0.26% and a federal agency security from Federal Farm Credit Bureau at a yield of 0.40%. We will continue to maximize our yields while diversifying the portfolio.

Transfers

Director Morgan stated there were two transfers for the month. Both transfers from the General Fund into the Special Revenue Fund to SNAP for \$10,593.94 as a match and a transfer from the General Fund to My Com Neighbor for \$10,833.33 for a library match per the grant agreement.

(See under FINANCE)

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

Purchase Approval List

Director Morgan stated a number of these are encumbrance increases that we are asking are blanket orders, additional supplies purchased towards the end of the year that we did not have enough to cover.

Director Morgan stated Item #1 is maintenance supplies from Granger and we are requesting an additional \$7,500 on the blanket to cover those purchases. Item #2 is from Continental Fire and Security for an additional amount of \$10,000 on the blanket. Item #3 is from Integrated Control Solutions an increase in the blanket of \$2,500.

Director Morgan stated Item #4 we had brought this to you last month, the request to purchase three transit vans. We proceeded to order those from Valley Ford, and they indicated to us they had three transit vans in stock. They are an upgrade from what we were planning on ordering, but they would sell those to us for an additional \$1,000. One of our transit vans was in an accident. It has been totaled by the insurance company and we are really in need of one, and it is going to be six months if we order those three transit vans, but if we take the ones Valley Ford currently have on the lot, we will be able to get those immediately. We are requesting an additional \$1,000 to get those vans right away.

Director Morgan stated Item #5, when we originally reopened the buildings back to the public, we talked about using VGS our cleaning company to put Day Porters at all the branches to keep some of the high touch areas surfaces clean. We knew that would cost additional dollars and did not increase the blanket purchase order, until we found out what the exact amount was, we needed to increase. We now have that figure, and we are asking for an \$11,000 increase on that purchase order to pay the final VGS invoices. Item #6 is another request to increase one of our blankets for Statewide Electric. It is a company that we purchase most of our electric supplies from, and that is for and additional \$2,500.

Director Morgan stated Item #7 is a new purchase for a used delivery box truck. The new trucks can cost up to \$100,000. This type of truck has a lift on it, and we have found a lot of use for it when we are moving things that are heavier. We were able to obtain a used one from Penske, and we are requesting an additional \$32,000 to purchase that delivery box truck.

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

Gift Report

Director Morgan stated the gift report includes Friends gifts for branch programming supplies. We received a gift from Citizens Bank for \$10,000 for additional hotspot purchases for our program, and three contributions that were given for general library support.

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

Voucher List April

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 the first item is a resolution to amend our official certificate of estimated resources and appropriations. We are asking for an increase in both the general fund and the capital fund and \$3.9 million into the general fund those are the amounts that we think we are going to be over and most of that is attributed to the increase in what we anticipated from the Public Library Fund. The capital fund that is to increase the amount that we expect to receive and the majority of that would be from a transfer from the general fund, as well as some unused dollars on standing orders. On the appropriation side we are asking for an increase in the general fund so we can transfer that money to the capital fund. We have two trust funds with various amounts, but we are transferring a lot of that back to the general fund except for 702, which is money from the Project Learn investment that we had when Project Learn was disbanded and the library took over the management of that. We were holding that until we needed it for programming, and we are at the point where we need to move some of those dollars into programming. We are asking for an appropriation, increase of \$100,999.00 to transfer that to the special revenue funds for program and expenses.

The Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations was approved for consideration by the full Board.

Other:

Adjournment

There was no other business before the Finance Committee, and Committee Chair DePiero called the meeting adjourned at 4:24 p.m.