

**Finance Committee Meeting  
Minutes  
May 26, 2020  
4:30 p.m.  
Remote Conference Meeting**

**Call to Order**

Finance Committee Chair Dean DePiero called the meeting to order at 4:30 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 and Fiscal Officer Scott Morgan, Director Communications & External Relations Hallie Rich, Literacy and Learning Division Director Pamela Jankowski, Assistant Marketing & Communications Director Rob Rua, Assistant Finance Director Robert Dolan, Assistant Human Resources Director Larry Miller, Facilities Director Jeff Mori, IT Director Jim Haprian, Technical Services Director Daniel Barden, and other interested observers.

**Minutes**

The April meeting minutes were noted for the record.

**Financial Statement Overview – April**

Director Morgan stated in general property taxes we received our first half advances from the County. With that advance we are higher than our original estimate. We should begin receiving additional advances in June and July and we are not certain if there will be any delinquencies or additional delinquencies beyond what we normally experience with those advances. We have not received any updates from the County to report on those advances.

Director Morgan stated in the Public Library Fund (PLF) we are monitoring this account closely. We received February and March PLF distribution as anticipated. The April distribution was slightly down from what we received last year. The full effect of that decrease will not be felt until the May distribution and we have we received the May distribution of 35% less of what we originally expected. The Ohio Library Council (OLC) reported we can expect overall based upon their analysis a 25% decrease for the year. With the May distribution being down 35% less we are hoping it will come back up toward the end of year and we will not experience any more than that 25% decrease overall. We discussed at last month's meeting that 25% decrease would be about \$4.1 million.

Director Morgan stated in patron fines and fees we collected in April were minimal. The small amount we did collect was customers paying fines on-line. We expect these amounts to be minimal over the next several months. We have suspended fines until the middle of June, and we will not begin processing passports for a couple of months. We have accounted for this overall decrease in the budget reduction.

Director Morgan stated we will continue to monitor the other revenue accounts and adjust where necessary. We will need to adjust the Interest account to reflect a decrease based on the economic conditions because of COVID-19. We will also see a decrease in the amount of resale supplies because of our closures. We have included these decreases based on estimates as part of the overall decrease.

President Leonard asked regarding revenue from the County property taxes the money we receive mid-year would have been from collections they made last January is that how it normally flows?

Director Morgan stated yes, and they advance that money to us.

President Leonard asked the June and July payment sequences we would receive at the end of the year?

Director Morgan answered that is correct.

President Leonard asked any delinquencies you will not see until late in the year?

Director Morgan stated it is possible a lot of times delinquencies that would happen at the end of the year are paid the following the year. We do anticipate some of that money will be delinquent and that is accounted for in the estimate of the revenue they give to us. We don't know if those delinquencies are going to be higher or not if people didn't have their property taxes paid by the end of the year, they may catch up their taxes at the beginning of the next year.

Director Morgan stated salaries and benefits accounts are showing a slightly higher percentage spent in the Insurance Benefits-Employer, because at the beginning of the year we fund accounts for all employees who have an HSA. We showed an increase over last year due to three pays in April. We saw a slight decrease in salaries that had to do with the layoff of seasonal employees. We had one month left that we would have been using those seasonal employees and since the library was closed and we were not using those programs we laid them off a month early, which was a hard decision. The larger savings we will continue to see in May and June which has to do with the furloughs and most of the library workers under the Shared Work Ohio (SWO) programs.

Director Morgan stated many of the other expense accounts show either a high percentage or 100% spent. This would account for standing order encumbrances that were created within those accounts. The purchase orders for standing orders will all be reviewed for possible decreases as part of our overall reduction we plan to do in expenditures. We are continuing to keep up with utilities and hopefully an overall savings will happen due to closed buildings.

Chairperson DePiero mentioned Legislature is considering some legislation right now evident of the Federal Government has allocated money to State and Legislature is considering a Bill that passed the Senate to the House to distribute funds for COVID-19 purposes to Municipal Corporations, County, Cities etc., are Library's part of that?

Director Morgan stated he is familiar with the Bill, but he has not seen the exact language in the Bill, and he is not certain what Libraries will be eligible for, but we will continue to monitor that. We are hoping some of that money would be available for some of the PPE we had to purchase. Our expenditure so far to date is \$65,000 for the bigger expense such as masks, and acrylic shields, but some of the disposables like hand sanitizers we will use up and we will need to continue to purchase and hopefully that Bill will provide some relief for those purchases.

**(See under FINANCE)**

#### **Investments – April**

Director Morgan stated we purchased four CDs during the month. The rates were about half of what we had been receiving but still better than other investments, such as US Treasuries. Rates were 1.15%-1.20%. We also purchased a Federal Farm Credit Bank note with an interest rate of 0.50%.

There were no other maturities or purchases for the month of March.

### **Transfers**

There was one transfer for the month of \$65,381,26 for the 3<sup>rd</sup> quarter ASPIRE match.  
**(See under FINANCE)**

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

### **Purchase Approval List**

Director Morgan stated Item #1 is for Baker & Taylor they had done some preprocessing work last year because staff was short, and we are asking B & T to complete some of that work until staff returns. This is a request for \$130,000 to have that work completed. Item #2 is for consulting services for Project Learn for Elsie Day Consulting Services for \$15,000. Item #3 is for the 2020 consultation and design services for Little Jacket for \$25,000. Assistant Director Rua commented we have engaged Little Jacket to help us pivot our levy information campaign to focus on what we can do right now as our buildings are closed as we are wrapping up services. They are providing consultation and some design and marketing creative for us for that effort.

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

### **Gift Report**

Director Morgan stated the report includes gifts from two Friends groups for programming reimbursements for supplies. Executive Director Strobel commented The Kulp/Morgan family made an incredibly generous gift to our culinary programs toward their overall commitment in keeping those programs going. Funding for 123 Read was being funding by United Way and they made changes to their giving protocol and their structure and we secured funding from alternative resources to keep 123 READ going, and a generous gift from The Thomas H. White Foundation for the ASPIRE program.

President Leonard asked if any of this is new money or renewals of prior support?

Executive Director Strobel stated these gifts are renewals of prior support. The only new money would be the gift from Ms. Parmentier, for 123 READ 2021 who is a CCPL Foundation Board member.

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 this resolution is to adopt changes to make to the budget. Last month we made the decision to decrease the general fund budget by \$5 million a combination of several factors; the largest being the PLF we are expecting a \$4.1 million decrease in that fund, and patron fines and fees and passport fees we will see a decrease and we are asking for a decrease in both the revenues and appropriations for \$5 million for the general fund. The other changes are in the special revenue funds except for summer camps these are programs that start with one school year ending and one school year beginning they run on school year rather than a calendar year and we are expecting \$260,000.00 from MyCom for that special revenue. Adult Educational Services which is part of ASPIRE we are asking for \$190,762.00, Project Learn, we are asking for a budget of \$10,000.00, Homework Centers we are asking a budget for

\$186,780.00. Summer Camps we are asking for a decrease of \$81,785.00 because of the different platform we will be using for summer camps we will not be expending as many dollars. Special School Programming is a catchall for several different programs we run throughout the school year and we are asking for a budget of \$88,325.00. We are asking for both the revenue side and the appropriation side. All of those are increases to the budget except for Summer Camps which is a decrease because of the different platform we are using.

The Resolution 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 4:54 p.m.