

**Finance Committee Meeting
Minutes
May 22, 2018
4:00 p.m.
Berea Branch, Large Meeting Room**

Call to Order

Finance Committee Chair Leonard called the meeting to order at 4:00pm. In attendance were Committee Members Chairperson William Leonard, Board President Patricia Shlonsky, Trustee Maria Spangler and as well as Executive Director Sari Feldman, Deputy Director Tracy Strobel, Operations Director and Fiscal Officer Scott Morgan, Communications and External Relations Director Hallie Rich; Assistant Marketing & Communications Director Rob Rua; Literacy and Learning Director Pam Jankowski, Assistant Director Adult Education Services Susan Sheehan; Assistant Finance Director Bob Dolan, East Enda Bracken; Branch Services Director – West Caroline Vicchiarelli; IT Director Jim Haprian; Technical Services Director Daniel Barden; Assistant Development Director Meghann Marnecheck and other interested observers.

Minutes

The April meeting minutes were noted for the record.

Financial Statement Overview – April

Operations Director and Fiscal Officer Scott Morgan stated in the general property taxes we received another small distribution. This is still part of our first-half distribution. He stated we are showing a higher percentage in general property tax revenue with this distribution amount added to the advances we already received. He reminded us this does not mean we anticipate receiving more than what we have budgeted. Director Morgan stated we should start receiving second-half advances in June or July.

Director Morgan stated Public Library Fund (PLF) is down from what we received last year at this time. We have received our distribution for May and we are back up. He stated based upon what we have received there is no concern we will not make the budget number.

Director Morgan stated fines and fees are down a little from last year at this time. He stated we have seen an increase in passports. We anticipated an increase due to the \$10.00 additional passport fee and the number of passports we processed. He stated we will continue to monitor this account.

Director Morgan stated all other accounts are where we expect them to be at this time of year.

Director Morgan stated in general expenditures, salaries and benefits are well within the budget. We have a 3-pay month in June. He stated we may see a spike in salary percentages, but it will even out as we continue into the remainder of the year.

Director Morgan stated some of the other accounts will show fully encumbered and/or expensed. This has to do with the standing orders and blanket purchases orders we have encumbered in those accounts. He stated this is to pay the monthly recurring bills.

Director Morgan stated in reviewing the capital budget the Berea Branch, we are getting the final bills in for the contractors and we will bring resolutions next month to close out this project.

Director Morgan stated the Middleburg Heights Branch will be open on June 9.

Director Morgan stated the Strongsville Branch is now complete.

Investments – April

Director Morgan stated we did not have any maturities on investment purchases for the month of April. He stated we have seen a slight increase in short term rates for the first time and hopefully, we will continue to see those rates rise.

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

Purchase Approval List

Director Morgan stated Items #1 & 2 are encumbrance increases. He stated the bus passes we are selling in the branches are doing well. We are asking for an increase due to greater demand and addition of paratransit passes. Manager Bullock spoke to Item #2. He stated our first new branch was in 2012 and we are starting to see the age on the audio/visual equipment and seeing an increase in repairs and the amount originally encumbered is not enough and we are asking for an increase of \$8,000.00. Director Morgan stated Item #3 we were not satisfied with Air Force One services and this is to renew blanket purchase order for Trane HVAC maintenance to do the repairs and we will close out the other blanket purchase order. Director Haprian spoke to Items # 4 & 5. He stated Item #4 is for Sierra software annual renewal. He stated Item #5 is for the FireEye software renewal that we use to secure the network.

Director Jankowski stated Item #6 we would like to purchase a new software called Beanstack for next summer. This software is necessary for tracking of summer reading minutes. This cost is for a 3-year contract. Director Morgan stated Item #7 is for concrete work on the eastside of the Administration building to repair the sidewalk and to construct a concrete pad for storage to store winter equipment we have run out of storage space inside shipping. Director Jankowski stated Item #8 this is to purchase laptops to provide digital literacy training for the ESOL population using the IELCE grant funds to purchase those laptops.

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. He stated there are two large gifts given by The Cleveland Foundation for special revenue grants. Project Learn received payment one of two and Encore Entrepreneur Series (EES) and Encore Community Connects received payment one of two.

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 we are requesting to increase both the estimated resources and appropriations for four special revenue funds, MyCom Neighborhood, Great American Read, Homework Centers and Special School Programming.

Executive Director Feldman mentioned this evening WVIZ will air the first segment of Great American Read which we have received a small grant to work with WVIZ on this project.

The Resolution was approved for consideration by the full Board.

- **Approval of Alternate Budget - 2019**

Director Morgan stated this is the first ask from the County for our 2019 budget numbers. This a document they ask us to complete each year in lieu of submitting a full budget to them, which is why it's called Alternative Tax Budget Information. He stated the current levy we have was a replacement levy of 2.5 Mill and we are asking that 2.5 Mill generate \$42,750,000.00. He stated this would be our initial request to the County for 2019.

The 2019 Alternate Budget was approved for consideration by the full Board.

- **Resolution Authorizing the Library to Amend the Proposal Dated May 26, 2017 with Mat Ross Architects for Design Services in Connection with the Maple Heights Branch Interior Improvements Project**

Director Morgan stated Matt Ross Architects is the design firm for the renovations we are currently doing at the Maple Heights Branch. He stated we need to amend the original contract to increase it for some additional design services for additional renovations of the Tech Lab and the Meeting Rooms, an additional \$6,000.00. He stated with our Facilities Director leaving and that position currently open, it has stretched our staff too thin to monitor the construction of this project, and we asked Mr. Ross to manage the project for us. He stated Mr. Ross gave us a proposal of \$7,000.00 which is a fair amount for construction management services being done at the Maple Heights Branch. Director Morgan stated that would bring the original proposal with those two amounts to \$27,000.00.

The Resolution was approved for consideration by the full Board.

- **Resolution seeking Approval of a Memo of Understanding Between The City of South Euclid, Cuyahoga County Public Library and Notre Dame College for the Cost of the Installation of a Traffic Signal on South Green Road in Euclid, Ohio**

Director Morgan stated in this MOU we are asking approval from CCPL Board to allow us to sign. He stated when we were looking at the planning of South Euclid-Lyndhurst Branch, we were concerned about the entrance into the parking lot along with the entrance to Notre Dame College being directly across the street and how that would impact traffic. He stated we looked at the possibility of installing a traffic signal, but the cost would have had to been shared between CCPL and Notre Dame College, and at that time they felt the project was cost prohibitive and we then put the project on hold.

Director Morgan stated the City of South Euclid, approached us a few months ago and told us they received a grant for \$100,000.00 and are willing to put the full amount of the grant towards the project. He stated the remaining cost of the construction and installation of the traffic signal will be shared equally between Notre Dame College and CCPL and neither costs shall exceed \$50,000.00. He stated the total cost of the project, the Engineers estimate, is \$196,470.00. Director Morgan stated the MOU is attached to this resolution and he is recommending CCPL Board approves this project, as we would like to move forward with it. Director Morgan stated CCPL President Shlonsky has reviewed the MOU.

The Resolution was approved for consideration by the full Board.

- **Foundation Board Financials**

Director Rich stated we prepared a summary for CCPL Foundation Board last month as part of their strategic planning retreat. This is to give an overview on how the Foundation Board is doing relative to generating revenue and to give them a picture of where the library organization is relative to programming expenses and the grant dollars we have raised to-date in support of those various programs. She stated we have recognized that we are increasingly reliant on grant funding to support programs that we consider to be core of what we provide at this time.

Director Rich stated the Foundation Board has grown over the past years in revenue. There are four primary fundraising events; Writers Center Stage, Annual Golf Outing, Annual Fund and Indulge. Now that the Foundation reached its \$3 million fundraising goal, the Foundation Board has developed a process for providing grants back to the library. In the fall, they provided their first round of grants back to the library. She stated that there's growth across all four Foundation fundraising activities, and, in 2017-2018, the Foundation Board raised over \$330,000.00.

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 4:38 p.m.