

**Finance Committee Meeting
Minutes
July 27, 2021
4:00 p.m.
Administrative Building Auditorium**

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, and Trustee Maria Spangler, Trustee Allyn Davies, Trustee William Leonard, Trustee Patricia Shlonsky, and Trustee Varley, as well as Executive Director Tracy Strobel, Deputy Director-Support Services, Fiscal Officer Scott Morgan, Human Resources Director Monique Good, Deputy Director of Public Services Pam Jankowski, and Assistant Finance Director Robert Dolan, Facilities Director Jeffrey Mori, IT Director Jim Haprian, Technical Services Director Daniel Barden, Literacy and Learning Director Rebecca Ranallo, Development Director Bridget Hawes, and Assistant Marketing Director Robert Rua

Chairperson DePiero welcomed everyone to CCPL Finance Committee Meeting.

Minutes

The June meeting minutes were noted for the record.

Financial Statement Overview – June

Director Morgan stated we did not receive any additional revenue for our property tax levies for the month. We should begin to see funds from the second half settlement beginning next month. We are currently with the first half settlements over 50% of expected revenue. This does not necessarily mean we will receive more than our anticipated budget, but we will continue to monitor receipts monthly in anticipation of the second half settlements and final distributions.

Director Morgan stated the Public Library Fund (PLF) distribution for the month was larger than what we received last year in June 2020. This also puts our YTD distribution over what was received last year. There is a smaller amount projected for the year than what we received last year. We will continue to monitor the amounts received for the PLF.

Director Morgan stated patron fines and fees collected in June are more than what we received last year. We are beginning to see more money in passports and passport processing, hopefully, we will begin taking pictures soon. We are looking at purchasing a new system. We expect to see some increases in fines and fees as customer visits increase and we begin to process more passports.

Director Morgan stated we had several items for sale on GovDeals that closed during the month. We sold some computer equipment, one of our older maintenance trucks and a forklift we no longer used. Those sales put us over in that line item for the year. We will make a budget adjustment later in the year.

Director Morgan stated refunds and reimbursements we received a substantial amount back from the State of Ohio for a large credit balance we were carrying for the payments we made last year for unemployment. Much of this credit was paid to them when we were using the Shared Work Ohio program. They would not credit our account back until they received the credits back from the Federal government as part of the CARES Act funds. We needed to request the credit back and it took several months for them to reimburse the funds back to us.

Director Morgan stated salaries and benefits accounts are within budget. The insurance benefits are now within budget. We were showing a little over budget because at the beginning of the year we fund all the HSA accounts with the portion the Library pays.

Director Morgan stated library materials overall show an expenditure of over 59% spent. This is because of the larger expenditures in the month of January. January is typically a large buying month for both categories. We have also encumbered funds well into the year to cover best sellers as well as paying for half a year's worth of Prime Picks at \$500,000 and we are currently spending additional funds on electronic materials over what we spent last year.

Director Morgan stated many of the other expense accounts show either a high percentage or 100% spent. This would account for standing order encumbrances.

(See under FINANCE)

Investments – June

Director Morgan stated we purchased one piece of commercial paper from JP Morgan Securities with a yield of 1.18% and maturing in February of 2022.

Transfers

Director Morgan stated there were two transfers for the month. A transfer from the General Fund to MyCom of \$10,833.37 for a library match per the grant agreement and a transfer to Adult Education Services – ASPIRE of \$248,815.60 which is also a library match.

(See under FINANCE)

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

Purchase Approval List

Director Morgan stated Item #1 is an increase for \$31,000 for additional government relations services needed from Roetzel & Andress LPA. Item #2 is additional library dues billed to us from NEO Regional Library System for the last half for 2020. We are asking for an additional \$4,932.00. Director Haprian stated Item #3 is an encumbrance increase for Palo Alto Firewall support renewal due to vendor price increase. Director Morgan stated Item #4 is for a temporary HR Administrative Assistant due to ongoing staffing needs to pay for invoices. Director Morgan commented Item #5 is part of the Federal Cares Act dollars for equipment and installation necessary for expansion of virtual meeting capabilities system wide. Some of the meeting rooms did not get the work done because we did not have the funds and there is a great need for that. The cost is \$16,065.00. Item #6 is for an Innovation Center at the CCPL Garfield Heights Branch. The laser engraver caught fire and glass was broken it imploded and no longer usable. This laser engraver is very popular and only one of two in the system. The cost to replace the laser engraver is \$21,890. Director Haprian stated Item #7 is included in the IT budget we have money set aside. This is to refresh and replace all the network/phone equipment throughout the system. Director Mori stated Item #8 is to power wash the exterior CCPL Brecksville Branch. We keep it refreshed every two years.

Director Mori stated Item #9 is for maintenance at CCPL Brecksville, Southeast, South Euclid, and Beachwood Branches to replace cement of cracked sidewalks and curbs to keep sidewalks safe. The cost is \$19,950.00. Director Mori stated Item #10 is for Administration Building restroom renovations. New countertop sinks and plumbing. Starting to show its wear and tear. We're asking for \$30,165.00 for replacing those counters with solid surface counters. Director Mori stated Item #11 is the operational side of the access control programs for security monitoring system wide. We have a new provider (Atrium) replacing US Protective Services. The cost is \$30,000.00. Item #12 is to replace staff furnishings. Breakroom furniture sets at CCPL Maple Heights Branch, and Independence Branch, and task chairs for Human Resources department. Director Morgan commented Item #13 is for permanent power installation at CCPL new Bay Village Branch. The Guaranteed Maximum Price (GMP) cost of the branch does not include power installation from the Illuminating Company that cost will not be known until you begin to build. The cost \$32,680.00 is not part of GMP. Item #14 is a request for shelving for new CCPL Bay Village Branch.

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

Gift Report

Director Morgan stated the report includes Friends gifts for branch programming and supplies. Director Hawes commented Anne Morgan gifted \$10,000 she is an individual that likes to fund programs and homework centers. The Eaton Corporation donated \$12,000, The Treu-Mart Fund donated \$10,000, and the Callahan Foundation donated \$10,000 all three towards CCPL 123 Read. Parker Hannifin gifted \$7,000 for summer learning as well as Rockwell Automation we received a gift for \$10,000. The Char and Chuck Fowler Family Foundation gifted \$15,000, and The Higley Fund gifted \$10,000 both for Project Learn. The Ferry Family Foundation gifted \$15,000 for Homework Centers.

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 amend our certificate and estimated resources and appropriations. This is for the Aspire grant for Adult Educational Services. We are asking for an increase in both the estimated resources and appropriations for \$386,526.

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

Resolution to Approve Change Order Number Two for Ozanne Construction Company Relating to the New Construction of the Richmond Heights Branch Library

Director Mori stated this resolution is to approve Change Order Number Two for Ozanne Construction Company for the new CCPL Richmond Heights Branch Library to add a new counter, change paint colors, lower a counter, and add interior signage. The additional cost added to the contract is an increase of \$20,831.00 for a total of \$1,250,857.39.

Director Morgan stated we received \$2 million from Mr. Gowan estate for CCPL Richmond Heights Branch, and we will have additional funds for upgrades, and it will also be used for programming.

The Resolution to Approve Change Order Number Two for Ozanne Construction Company Relating to the New Construction of the Richmond Heights Branch Library was approved for consideration by the full Board.

Other:

Director Morgan mentioned the regular audit and the Federal audit was completed, and the Auditors said once again the audit was clean and there were no citations or recommendations.

Director Morgan thanked the Finance Team for their great work.

Adjournment

There was no other business before the Finance Committee, and Committee Chair DePiero called the meeting adjourned at 4:25p.m.