

CLEVELAND PUBLIC LIBRARY
Joint Finance, Human Resources and Community Services Committee Meeting
May 15, 2012
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Ms. Rodriguez, Mr. Corrigan, Mr. Seifullah, Mr. Werner, Mr. Parker

Absent: Mr. Hairston

Ms. Rodriguez called the joint meeting of the Finance, Human Resources and Community Services Committee to order at 12:07 p.m.

FINANCE COMMITTEE

Year 2013 Tax Budget

Carrie Krenicky, Chief Financial Officer, stated that the Ohio Revised Code requires the Board to submit its Tax Budget for Fiscal Year 2013 to the Board of the Cleveland Metropolitan School District by May 31, 2012 for the adoption by the School Board by July 21, 2012. The Ohio Revised Code also permits the County Budget Commission to waive the filing of tax budgets provided alternate tax information forms are filed and has requested use of alternate tax information forms. The financial needs of Cleveland Public Library from Tax Sources for Fiscal Year 2012 have been determined to \$58,000,000. The Schedule 1 form requests \$38,000,000 from Property Tax. Schedule 2 is to produce the Official Certificate of Estimated Resources for all the funds. The General Fund reflects \$58,000,000 in Property Taxes and Local Government Revenue/(PLF); \$6,131,295 in Other Sources Receipts; and \$64,131,295 in Total Resources. This request is approximately \$722,000 less than the 2012 request because of a reduction in CAT Revenue.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution to Accept George Gund Foundation Grant for Octavofest 2012

Carrie Krenicky, Chief Financial Officer, stated that Cleveland Public Library would be receiving a \$2,000 grant from The George Gund Foundation for the grant period from July 1, 2012 through December 30, 2012 specifically to be used to redesign the Octavofest website. Amy Dawson, Manager, Literature Department, stated that Cleveland State University donated conference services software so that each participant is responsible for entering program information. With the redesign of the website, patrons and website visitors will have access to all programs and events sponsored by Octavofest partner organizations. Strategy Design Partners drafted a generic press release that could be used by partner organizations to provide information about the website.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution to Renew OCLC Cataloging, Worldcat Resource Sharing and Access Subscription Services

Carrie Krenicky, Chief Financial Officer, stated that the library's Interlibrary Loan and resource sharing services use OCLC software and require access to OCLC's WorldCat database. The library acquires OCLC cataloging records and resource sharing services on an annual subscription basis. This resolution approves the subscription renewal for the period of July 1, 2012 through June 30, 2013 for OCLC Cataloging, WorldCat Resource Sharing and Access Services at an amount not to exceed \$233,989.14.

Ms. Rodriguez stated this renewal is at a 2.7% increase from the previous year.

In response to an inquiry by Mr. Corrigan, Tish Lowery, Director of Technical Services, gave background on OhioNet as a subsidiary of OCLC.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution Authorizing Change Order #003 Tech Central: Phase I (Sterling Professional Group)

Myron Scruggs, Director of Property Management, stated that this resolution recommends a change order to Sterling Professional Group contract in the amount of \$4,985 to carpet the Tech Central's workroom and manager's office.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution Authorizing Change Order #001 Tech Central: Phase I (US Communications)

Myron Scruggs, Director of Property Management, stated that this resolution recommends a change order to US Communications contract in the amount of \$745 to relocate existing electrical boxes, add one box on the north side for the printer and add power outlets in the north laptop counter in Tech Central.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution Authorizing Agreement with Twist Creative, Inc. and Its Designee for Product Development and Sales

Joyce Dodrill, Chief Legal Officer, stated that this resolution authorizes the library to enter into an agreement with Twist Creative, Inc. and its designee for product development and sales using images from the library's archives and collections. Twist requests that the Library enter into a Memorandum of Understanding for a minimum period of five year exclusive agreement to explore the development of such products while negotiating a more formal agreement. The Library would receive a minimum 5% royalty on the net sales of these products during this period.

Michael Ozan, President, Twist Creative, Inc., gave a presentation that included but was not limited to: agency background; overview of various projects with retailers, institutions and organizations; concept description and demonstration; image selection, reproduction and approval process; copyright issues; marketing; and investor solicitation; and Friends Gift Shop opportunities.

After lengthy discussion, Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution Authorizing Competitive Bidding for a Lighting Retrofit Project in the Main Library Building

Carrie Krenicky, Chief Financial Officer, stated that this resolution authorizes the Director to solicit competitive bids for the lighting retrofit construction project for the Main Library building. Spectrum Energy Concepts, Inc. has estimated that the cost of the lighting retrofit project will be approximately \$87,300 with an estimated savings to the Library to be realized by the lighting retrofit project will be approximately \$97,000 over 10 years.

Mr. Corrigan stated that the estimated savings was conservative with the probability of greater savings.

Ms. Rodriguez stated that this item would go to the full Board for approval.

HUMAN RESOURCES

Resolution to Approve Health Care Consultant

Mr. Seifullah stated that this resolution recommends recommends that the option to renew services of Gallagher Benefit Services, Inc. be engaged for a sixth year, to provide consulting including the negotiation of current health plan renewals and to provide actuarial services for benchmarking purposes including evaluation of health plans at time of renewal and mid-year; and to provide customer service support and provide support for insurance issues in labor negotiations for the same fee as of last year of \$33,600 for a one year contract.

Madeline Corchado, Director of Human Resources, introduced Gallagher Benefits Services representatives who were available to answer any questions.

Mr. Seifullah stated that this item would go to the full Board for approval.

COMMUNITY SERVICES COMMITTEE MEETING

Resolution to Amend Library Circulation Policy

Mr. Werner that since the fee is changing for the Unique Management, the reference to a specific fee will be removed from the Circulation Policy and placed in the Fines and Fees Schedule.

Mr. Werner stated that this item would go to the full Board for approval.

Policy on Internet and Computer Use

Anastasia Diamond-Ortiz, Knowledge Manager, stated that the Policy on Internet and Computer Use reflects the MyCloud user agreement defining services and responsibilities.

Mr. Werner stated that this item would go to the full Board for approval.

Amendment to Fines and Fees Schedule

Anastasia Diamond-Ortiz, Knowledge Manager, stated that this amendment reflects the collection fee assessed to accounts referred to Unique Management, Inc. for materials and cash recovery and in anticipation of the opening of TechCentral, overdue fines must be established to support the Library's new and innovative services including lending of portable equipment to access MyCloud and the Tech Toybox.

After some discussion, Mr. Werner stated that this item would go to the full Board for approval.

Ms. Rodriguez adjourned the joint meeting of the Finance, Human Resources and Community Services Committee at 1:17 p.m.