

CLEVELAND PUBLIC LIBRARY
Joint Finance, Human Resources & Community Services Committee Meeting
December 18, 2018
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Mr. Seifullah, Mr. Corrigan, Ms. Rodriguez, Mr. Hairston, Mr. Parker (arrived, 12:13 p.m.)

Absent: Ms. Butts, Ms. Washington

Mr. Seifullah called the Joint Finance, Human Resources, and Community Services Committee Meeting to order at 12:10 p.m.

Presentation: Jeremiah Swetel, Chief Operating Officer, gave a detailed presentation updating the Board on the Facility Masterplan, Chiller Plant Upgrade and the formation of a Board Capital Committee

Mr. Swetel stated that the Library has 27 unique branches that serve diverse communities and noted the following about the Facilities Master Plan:

- 98% complete with the facility assessments and the deferred maintenance estimating
- 100% complete with the branch community engagement sessions
- 80% complete with the building standards manual, planning guidelines and facility recommendations (estimate)
- 70% complete with facility renderings and real estate analysis
- Tracking for completion by the February Board meeting

Mr. Swetel stated that he would send the Board an electronic version of the Facilities Master Plan upon completion.

Mr. Swetel recommended that the Board consider the formation of a Capital Committee that will:

- Meet before Finance Committee as another level of due diligence
- Discuss all capital needs for the Library
- Make recommendations to the Board

Some discussion points of the Capital Committee will be:

- Masterplan deferred maintenance costs versus new construction costs
- Masterplan recommendations: relocations, renovation, new construction
- Chilled water contract versus building and operating our chiller

Mr. Swetel gave an overview of the LSW / Main Chilled Water project and presented the following options for consideration:

- One: Continue to use Cleveland Thermal (Corix) and enter into a new 15 year contract: 11.6 million
- Two: Enter into an agreement with companies such as a Johnson Controls or Siemens and pay them to build a chiller water plant and operate it (total savings of \$1,600,000)
- Three: Build and operate our own chilled water plant (total savings of \$4,060,000)

Ms. Rodriguez referred to Option Three and asked if the Library had staff to operate and maintain our own chilled water plant.

Mr. Swetel stated that staff has experience and currently operates a similar unit at the Lake Shore Facility.

Mr. Swetel stated that these issues surrounding these options are very complex and require in-depth discussion prior to decision making.

Director Thomas stated that because Cleveland Thermal is offering some form of rebate in addition to the total savings, a Capital Committee would be beneficial in evaluating and providing the full Board, Library administration and staff with direction.

Mr. Swetel stated that there is a significant investment required in Option Three because of the cost in design and installation. Mr. Swetel provided a description of the chiller that would be mounted on the roof.

Mr. Hairston asked if our roofs could support the weight of the chiller.

Mr. Swetel explained that some structural reinforcement and modifications would be required.

Mr. Swetel stated that the benefit of the Capital Committee would be to provide the opportunity for full discussion that would best decide the direction of the Library system.

Ms. Rodriguez thanked Mr. Swetel for his presentation.

FINANCE COMMITTEE MEETING (Mr. Seifullah, Chair)

Present: Alan Seifullah, Thomas Corrigan, John Hairston, Anthony Parker
Absent: None

Ninth Amendment to the Year 2018 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that this is the final Appropriation for the Year 2018. The Certificate of Estimated Resources has been updated to reflect the following:

- General fund: An increase in Taxes/PLF by \$2,394,363.03 and Other Sources by \$645,296.34.
- Special Revenue funds: A total net decrease in Other Sources by \$557,943.76 consisting of a decrease of \$482,540 in endowment income, an increase of \$8,751.24 in restricted gifts, a decrease of \$55,655 in Local Aid and a decrease of \$28,500 for the return of the advance in the Friends fund.
- Permanent funds: A total net decrease in Other Sources by \$75,570 in endowment income.

Ms. Krenicky stated that in the General Fund Appropriation, we are decreasing our Salaries/Benefits by \$300,000.00; Supplies by \$200,000; Purchased/Contracted Services by \$1,000,000.00; and Capital Outlay by \$300,000.00 for a total decrease of \$ 1,800,000.00. In our Special Revenue Funds Appropriation, since we are decreasing our revenue, we will be decreasing our appropriation by \$463,788.76. In our Permanent Funds, we will be decreasing our appropriation by \$75,570.00.

Ms. Krenicky stated that the main increase in our General Fund Revenue was from our collection of approximately \$2.1 million in delinquent property taxes. We actually just collected approximately \$100,000 less than we were certified at. The Library collected an additional \$350,000 in PLF.

Mr. Corrigan asked if we were still in line with the plan we had since we passed the levy.

Ms. Krenicky stated that we are certified with our levy funds for 2019 and will be addressed in the next resolution about our Certified Revenue for Year 2019. We were estimating an additional \$8.1 million to bring in from a 2 mill increase. We will actually be certified to bring in an additional \$8.7 from where we were this year.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Year 2019 Annual Appropriation Measure

Carrie Krenicky, Chief Financial Officer, stated that we are certified for our General Fund Revenue at \$60,631,240. Our collection rate has dropped a little from 2018 and is now at 87.89%; Property Tax is certified at \$36,035,180.00; Public Library Fund is certified at \$22,612,409.45. The Library's Year 2019 Appropriation Measure IS in the amount of \$59,142,181.79 for the General Fund.

Ms. Krenicky stated that other funds will be appropriated to the Estimated Revenue as reflected on the attached schedule. Our Special Revenue Funds Appropriation will be at \$22,019,722.50; Capital Projects Fund Appropriation will be at \$2,514,400.00; Permanent Funds will be at \$3,392,150.00; and our Agency Funds will be at \$5,200.00.

In response to Mr. Hairston's inquiry, Ms. Krenicky stated that the collection rate last year for 2018 was 88.86% and for 2019 the collection rate will be 87.89%.

Mr. Hairston asked if this collection rate was across the board.

Ms. Krenicky stated that Cleveland dropped the most in 2019. East Cleveland increased from 73.4% to 75.95%.

Mr. Corrigan stated that Library Materials Appropriation was 12.7% because Purchased/Contracted Services now covers some materials.

Ms. Krenicky stated that we also budget for library materials in our Special Revenue Fund and our Permanent Funds.

Mr. Corrigan asked what is the total percentage spent on library materials. This information will help distinguish Cleveland Public Library from other libraries. We can say that we have consistently remained near that 20% which indicates a discipline of which we can be proud. 12.7% is coming from the tax payers.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

Resolution to Authorize Payment of Fees to the CLEVNET Special Revenue Fund Covering the Period February 1, 2019 through December 31, 2019

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Carrie Krenicky, Chief Financial Officer, stated that this resolution is to authorize the payment of fees to the CLEVNET Special Revenue Fund for our CLEVNET member contract cost. The Cleveland Public Library's monthly contract cost is \$137,337.51, which includes Ohio Library for the Blind and Physically Disabled, for eleven months from February 1, 2019 through December 31, 2019, for a total annual cost of \$1,510,712.61.

In response to Mr. Seifullah's inquiry, Timothy Diamond, Chief Knowledge Officer, stated that the following libraries in Cuyahoga County are not CLEVNET members: Lakewood, Westlake, and Cuyahoga County Public Library.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution to Renew Maintenance Contracts with Integrated Precision Systems for Video Surveillance, Access Control, Security, and Fire Protection

Jeremiah Swetel, Chief Operating Officer, stated that this resolution authorizes the Library to enter into agreements with Integrated Precision Systems, Inc. for maintenance services for the Library's video surveillance system in the amount of \$61,436.69 for the period commencing January 1, 2019 through December 31, 2019, and for maintenance of the Library's access

control, security, and fire protection systems in the amount \$47,204.29 for the period commencing January 1, 2019 through December 31, 2019.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Agreement with Squire Patton Boggs LLP for Agent and Lobbyist Services

Shenise Johnson Thomas, Chief of External Relations and Development, stated that the Library has appreciated the legislative lobbying and executive agency representation services provided by Timothy J. Cosgrove and desires to continue to engage his services at the cost of \$4,000 per month. This relationship is important to continue given this is an operating budget year for the State of Ohio and Mr. Cosgrove's relationships at the state level will be beneficial to the Library.

In response to Mr. Hairston's inquiry, Director Thomas stated that Cleveland Public Library is working as a part of the Metro Library organization that includes executive directors and staff from the Ohio's metropolitan libraries and lobbyist. This organization hosts weekly conference calls to discuss issues such as the budget. The Metro Libraries have decided to seek a budget increase in the Public Library Funding (PLF) to 2.22%. Squire Patton Boggs will be helpful in this area.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

Resolution to Enter into Agreements with Unique Management Services, Inc. for Cleveland Public Library

Carrie Krenicky, Chief Financial Officer, stated that because our current contract will expire this year, this resolution will authorize the Library to enter into a new agreement with Unique Management Services, Inc. for material and cash recovery services from January 1, 2019 through December 31, 2019, incorporating a budget neutral guarantee, at the cost of \$8.95 per account referred, in an amount not-to-exceed \$60,000.00, from fees recovered plus amounts waived.

Ms. Rodriguez asked for an explanation of the low collections rates for the Library.

Director Thomas explained that there are two different collection rates. This rate is for recovery services for delinquent accounts.

Mr. Corrigan stated that the significant change is that the Library receives more returned books and materials rather than money recovery. This is more valuable to the Library.

Ms. Krenicky stated that Unique has recovered more than \$3 million in books and materials.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution to Enter into Agreement with Spindrift Management, LLC for Services for the "Party For The People"

Aaron Mason, Director of Outreach and Programming Services, stated that this agreement with Spindrift Management, LLC for the management and logistics for the Library's Party for the People on July 27, 2019. Spindrift has proposed to provide event production services for the "Party for the People" including planning and coordinating the event, sourcing and booking entertainment, and sourcing and managing vendors and subcontractors, for a total fee of \$17,500 plus the cost of entertainment, vendors, and subcontractors for which Spindrift has provided approximate estimates in the amount of \$53,450, for a total contract price to \$70,950. The total contract price is not-to-exceed \$80,000 which includes additional funds in the event that the cost of entertainment, vendors, and subcontractors may be higher than estimated.

In response to Mr. Corrigan's inquiry, Mr. Mason stated that the Spindrift team is led by Cleveland native Brian Horsburgh, Founder. Spindrift is Cleveland-based and assisted with the production of such events as the 2016 Cleveland Cavaliers Championship Rally and the InCuya Music Festival.

Mr. Corrigan asked if other companies were interviewed to provide these services.

Mr. Mason stated that although others were interviewed, Spindrift appears to be the only company that could accommodate the requirements for an event of this magnitude.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

Resolution Amending Budget Allocation for the South Branch Renovation Project and Rescinding Amendment to Guaranteed Maximum Price Agreement with Albert M. Higley Co.

Jeremiah Swetel, Chief Operations Officer, stated that on September 20, 2018, the Board approved a Resolution to reduce the Guaranteed Maximum Price agreement with Albert M. Higley Co. by \$20,000.00 by removing that amount from the low voltage wiring and equipment allowance and allocating the \$20,000.00 to the Owner's Contingency fund.

The Library decided that in lieu of transferring the \$20,000.00 from the wiring allowance in the GMP to the Owner's Contingency fund, it would be best to transfer the \$20,000.00 from the budget allocation for Furniture, Fixtures & Equipment (FF&E) to the Owner's Contingency fund, which would not reduce the GMP since the FF&E is not included in the GMP. This transfer has already occurred.

Mr. Swetel stated that the Library would also like to transfer the remaining unused funds in the FF&E budget and the Equipment & Computer Hardware budget as follows: 1) \$78,553.60 to the Owner's Contingency to cover unanticipated costs, and 2) \$6,510.00 to the Design Services budget to cover the amendment the HBM Architect agreement.

Mr. Swetel noted that the approval of these budget reallocations and transfers will not result in an increase to the budget for the South Renovation Project of \$4.5 million which the Board approved on January 18, 2018.

After some discussion about the successful reopening of the South Branch, Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Amendment to Agreement with HBM Architects, LLC for Additional Design Services for the South Branch Renovation Project

Jeremiah Swetel, Chief Operations Officer, stated that resolution is for the redesign and reconfiguring the handicapped parking space in order to accommodate proposed improvements being planned by the City of Cleveland to Clark Avenue.

At the time work was being done on the South Branch renovation project, the City of Cleveland had not yet completed their plans for the beautification project on Clark Avenue. As a result, we need to adjust our design to accommodate the criteria so that the parking spaces align with the beautification project. Costs would be covered by funds transferred into the Owner's Contingency.

This amendment to the agreement with HBM Architects, Inc, is for additional design services, increasing the amount of the agreement by \$6,510.00, and bringing the total cost of the agreement between the Library and HBM to \$324,010.00.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution to Purchase Vehicles from Middletown Ford Fleet Department

Jeremiah Swetel, Chief Operations Officer, stated that this resolution is to authorize the Library to purchase four 2019 Ford Fusions from Middletown Ford . Three vehicles will be assigned to SPS to enhance the number of branch patrols in the districts. In addition to increasing visibility in branches while monitoring contracted security personnel. The fourth vehicle will be a replacement for one of the older vehicles in the fleet.

Mr. Swetel explained that the quote from Middletown Ford was offered through the State of Ohio Cooperative Purchasing program. Although the quote was provided in October 2018, Middleton Ford agreed to extend those terms of the quote to the Library at the time of purchase.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

HUMAN RESOURCES COMMITTEE MEETING (Mr. Hairston, Chair)

Present: John Hairston, Alice Butts, Thomas Corrigan, Anthony Parker

Absent: Alice Butts

Resolution Authorizing New Employment Agreement with the Director of the Cleveland Public Library

Mr. Hairston motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution for Special Closing and Holidays in 2019

Mr. Hairston motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

COMMUNITY SERVICES COMMITTEE MEETING (Mr. Corrigan, Chair)

Present: Thomas Corrigan, Alan Seifullah, Anthony Parker

Absent: Alice Butts

Resolution to Revise and Rename Library Circulation Policy

Timothy Diamond, Chief Knowledge Officer, explained that the current Circulation Policy contains a lot of information that is procedural, not policy. As the Leadership Team begins to focus on goals, objectives, and activities that will drive the Library's strategic priorities, we will need a clear delineation between policies, which are set by the Board, and procedures, which are created by the Leadership Team. The revised and renamed policy focuses solely on who is eligible for a library card, not on how library cards are used.

Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Mr. Corrigan adjourned the meeting of the Joint Finance, Human Resources and Community Services Committee at 12:46 p.m.