



June 25, 2009

Dear Citizens of Upper Arlington:

As the new Fiscal Officer of the Upper Arlington Public Library I thought I would take some time to explain the 2008 financial statement, which includes all funds within the Upper Arlington Public Library. Going forward if this information is helpful to you in better understanding how your public library system operates fiscally, I will post a quarterly explanation to the website.

The Upper Arlington Public Library operates from three fund categories. The General Fund takes care of our daily operations while the Building Improvement Fund is for major improvements to the buildings at Tremont, Lane and Miller Park. The Miller Park Fund was created to track expenditures related to the recent building renovation project. It should be noted here that the Library Board of Trustees has authority to redirect the Building Improvement Fund if necessary to satisfy a Library liability in the event the General Fund did not have sufficient balance to cover both the liability and the daily operation expenses.

The two main funding sources of the library are property taxes and state funding. Property taxes are approved by the voters of Upper Arlington, assessed on residential properties and are collected twice a year, January & July. State Funding is determined by an apportionment of the Public Library Fund (or better known as the PLF) and collected monthly. The library is allowed to ask for property taxes in advance to help with our cash flow. Typically, our advance for the property tax is available between January 14th and January 28th while our PLF share is available after the 15th of the month.

At the end of 2008, as previously reported, the library had \$3.022 million available for use in 2009. What was not noted was that approximately \$400,000 was encumbered with vendors prior to the 2008 year end and was anticipated to be paid during 2009. Therefore the net available amount for use in 2009, after the reduction for encumbrances, was actually \$2.623 million. The Library's General Fund Balance as of 1/1/09 was \$686,889 and used to run the library's daily operations. The Building Improvement Fund has \$1.896 million which will be used for any necessary repair / maintenance to the buildings at Tremont, Lane or Miller Park. The Miller Park Fund has a balance of \$40,034 to the recent building renovation project.

I hope you find this narrative helpful and informative when reviewing the 2008 financial statements. If it is helpful, I would appreciate your feedback and or comments at accounting@ualibrary.org.

Sincerely,

Katherine C. Hemleben, CPA
Fiscal Officer
Upper Arlington Public Library

Lane Road Branch

1945 Lane Road
Upper Arlington, Ohio 43220
Main Desk (614) 459-0273

Main Library

2800 Tremont Road
Upper Arlington, Ohio 43221
Main Desk (614) 486-9621
Info Line (614) 486-3770

Miller Park Branch

1901 NW Arlington Avenue
Upper Arlington, Ohio 43212
Main Desk (614) 488-5710

UPPER ARLINGTON PUBLIC LIBRARY

2008 Financial Report (Total Governmental Funds)

Fund Balance, 1/1/2008	\$2,581,855
<i>Receipts</i>	
Library and Local Government Support	\$3,149,005
Property & Other Local Taxes	2,677,994
Intergovernmental	417,799
Patron Fines and Fees	190,216
Contributions, Gifts & Donations	2,522
Earnings on Investments	66,632
Miscellaneous Receipts	103,885
Total Receipts	\$6,608,053
<i>Disbursements</i>	
Salaries	\$2,652,857
Employee Fringe Benefits	992,397
Supplies	183,402
Purchased & Contracted Services	871,998
Library Materials & Information	1,070,020
Capital Outlay	380,303
Other Objects	16,204
Total Disbursements	\$6,167,181
Excess/(Deficiency) of Receipts	440,872
Fund Balance, 12/31/2008	\$3,022,727
Reserve for Encumbrances	\$399,673
Fund Balance After Encumbrances and Available for use in 2009	\$2,623,054
General Fund Balance 1/1/2009	\$686,889
Building Improvement Fund Balance 1/1/2009	\$1,896,131
Miller Park Fund Balance 1/1/2009	\$40,034
Balances After Encumbrances and Available for use in 2009	\$2,623,054