

UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TUESDAY, APRIL 17, 2018 AT 5 PM
MINUTES

The meeting was called to order at 5:00 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, Kevin Fix, Peter Hahn, Gloria Heydlauff, Sarah Mueller, William J. Shkurti, and John M. Yesso

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Chris Minx, Marketing and Community Relations Manager; Allison Frew, Executive Assistant and Charlie Groezinger

CONSENT AGENDA

The consent agenda included the Minutes from the February Board of Trustees meeting, the Financial Reports for February and March, and the February and March Donations Resolutions. The Financial Reports are included as exhibits to these minutes. The donations resolutions are included here. Peter Hahn moved and Kevin Fix seconded to adopt the consent agenda as presented. All members approved to adopt the consent agenda.

RESOLUTION 11-18
FEBRUARY DONATIONS

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the fund listed below the following donations with sincere thanks:

Amount	Fund	First Name	Last Name	Campaign
\$ 25.00	130	Deb	Rumelhart	In Memory of Betty Kaiser
\$ 100.00	130	Ramone and Wiley	Woodard	Unsolicited 2018
\$ 125.00	Total			

SIGNATURE SHEET

Resolution No. 11-18

4/17/2018

Upon the motion of Trustee Peter Hahn, seconded by Trustee Kevin Fix:

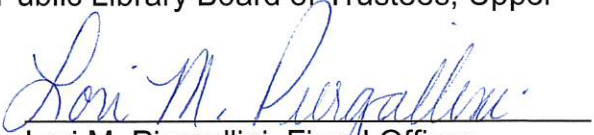
Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Kevin Fix	Aye
Peter Hahn	Aye
Sarah Mueller	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the above-noted date.


Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

RESOLUTION 12-18
MARCH DONATIONS

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the fund listed below the following donations with sincere thanks:

Amount	Fund	First Name	Last Name	Campaign
\$ 300.00	130	William	Hayward	Unsolicited 2018
\$ 50.00	130	David	Jones	50th Anniversary 2018
\$ 250.00	130	Melodee	Kornacker	Unsolicited 2018
\$ 600.00	Total			

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts the donation of a gift certificate valued at \$199.99 from Recreations Outlet as a Summer Library Club Prize with sincere thanks.

SIGNATURE SHEET

Resolution No. 12-18

4/17/2018

Upon the motion of Trustee Peter Hahn, seconded by Trustee Kevin Fix:

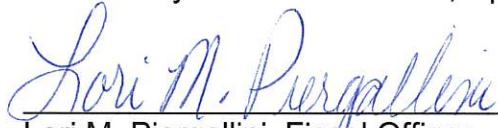
Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Kevin Fix	Aye
Peter Hahn	Aye
Sarah Mueller	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the above-noted date.


Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

HISTORY WALK PRESENTATION BY CHARLIE GROEZINGER

Charlie Groezinger, the Chair of the Centennial Legacy Projects with the City, presented the Centennial History Walk. The History Walk, which is currently under construction between Tremont Elementary and the Main Library, will feature informational displays about the history of Upper Arlington and culminates in a plaza located at the drop-off entrance to Northam Park. The City is still seeking sponsors for this venture, which will be completed by July 4, 2018.

ASSISTANT DIRECTOR'S REPORT

Miller Park Library's youth area will undergo a cosmetic transformation thanks to a private donation from the Ammons Family in memory of Dr. Drew Ammons. Dr. Ammons' three young children frequent Miller Park Library and the family wanted to honor him in the community. The Library is working with COSI to renovate the space. The renovation is in the style of the book "Journey" by Aaron Beck, which was a favorite of the family's. Penguin Random House, the publisher, has given the Library permission to use the book's distinct style.

The third annual Thank You Breakfast, which was held this morning to honor donors, volunteers and supporters of the Library, was the largest yet with 80 attendants.

The annual Volunteer UA fair will take place at the Main Library on April 18th.

DIRECTOR'S REPORT

The Director provided more information on the feedback the Library received for its Social Justice programs. The programs were well attended and positively received. There were requests to continue these types of programs.

As of April 2, 2018, the U.S. Department of State increased the execution fee for passports from \$25 to \$35. The Library estimates it will collect \$7,000 more revenue than originally budgeted for this service if we have the same number of appointments that we had last year.

QUARTERLY STAFFING REPORT

As of March 31, 2018, the Library has 119 permanent positions and 4 open positions. The 1st Quarter vacancy rate was 3.36% and the turnover rate was 6.3%.

SAVINGS UPDATE

The Library's new Facilities Manager has renegotiated several vendor contracts and has been able to conduct many repairs in-house. Estimated and realized savings currently total over \$17,600.

MONTHLY STATISTICS

The four metrics (Program Attendance, Computer Usage, Circulation, and User Visits) highlighted in the monthly statistics were the original criteria for the Star Library ratings. eCirculation was recently added as an additional criterion. The Library is also including WiFi Usage since we now have two years of data to compare and this stat is already requested by the State Library survey. WiFi Usage may be included in future Star Library ratings.

Administration is exploring statistic software programs and will review the current statistics we collect from each department to determine what data is essential. Administration will also provide the Operations Committee a breakdown of circulation by format for review.

FINANCE COMMITTEE

The Finance Committee did not meet in March and met immediately prior to the April Board Meeting. Two CDs housed at First Merchants Bank will mature in July and the Committee will consider investing the monies in a STAROhio account for a better return.

The Committee recommends transferring \$6,975.98 from the General Fund to the Building Improvement Fund. This was the total received from an insurance reimbursement check for damaged furniture and items caused by flooding at the Lane Road Library.

FISCAL OFFICER'S REPORT

The Fiscal Office filed the annual fiscal report for 2017 with the State Auditor's Office, due March 1st.

The Signatories with First Merchants Bank and Huntington Bank have been submitted.

The Fiscal Office recently submitted a new Depository Agreement with First Merchants Bank for a 5-year period. It provides coverage above FDIC regulations, which satisfies state auditing requirements.

The Library's STAROhio fund is performing well and the revenue from the Public Library Fund is ahead 1% of what was projected.

RESOLUTION 13-18
**RESOLUTION TO TRANSFER MONEY FROM
THE GENERAL FUND TO BUILDING IMPROVEMENT FUND**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to move \$6,975.98 from the General Fund to the Building Improvement Fund.

SIGNATURE SHEET

Resolution No. 13-18

4/17/2018

Upon the motion of Trustee Sarah Mueller, seconded by Trustee Gloria Heydlauff:


Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Kevin Fix	Aye
Peter Hahn	Aye
Sarah Mueller	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the above-noted date.



Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

OPERATIONS COMMITTEE

The notes from the March and April Operations Committee meetings are included here.

UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE TUESDAY, MARCH 6, 2018 MEETING NOTES

The meeting was called to order at 5:06 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, Gloria Heydlauff, and Sarah Mueller

STAFF MEMBERS: Chris Taylor, Kate Porter, and Allison Frew

UPDATED BREAKDOWNS OF 2017 DONATIONS

Administration made adaptations to the donation software and in-house spreadsheets to better clarify the source of each donation and the campaign to which it belongs.

REVIEW TOPICS SCHEDULE FOR THE YEAR

Administration will begin reviewing the Personnel Manual in 2018. The Manual has not undergone a significant review since 2012, although sections of it have been revised over the years.

The Committee will review our long-term Capital Plans in August 2018. Current plans include regularly scheduled replacement for carpet, facilities and technology equipment as well as updating the Library's meeting room equipment. Our Fiscal Officer will review our 5 year plan with Finance in June.

REVIEW MATERIALS FROM HOLYCOW CONSULTING

The Committee agreed that hiring a consulting company would be ideal to help guide the Administrative Team in identifying areas in need of evaluation. Some of the Committee's ideas for this evaluation focused on community assessment and engagement. The Committee sees this as an opportunity to identify services and materials that may best satisfy the community's needs.

Administration will continue discussing potential topics in need of evaluation. Once Administration has selected some areas of concern, we would like the Board to assist in selecting a consulting company.

Meeting Adjourned at 5:52PM

Next Meeting: Tuesday, April 3, 2018 at 5PM in Meeting Room C

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, APRIL 3, 2018
MEETING NOTES**

The meeting was called to order at 5:05 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen and Sarah Mueller

STAFF MEMBERS: Chris Taylor, Kate Porter, Chris Minx, and Allison Frew

EXCUSED ABSENCE: Gloria Heydlauff

REVIEW 2017 SUCCESS SCORECARD

The Committee and Staff reviewed the Success Scorecard together. Since Circulation statistics were down from the previous two years, the Committee expressed interest in seeing a breakdown of the Circulation statistics by format. Chris Minx noted that the 2017 Scorecard will be published in the July/August issue of *UA Insight*.

REVIEW 2017 MEASURABLE OUTCOMES

The Library presented the 2017 Strategic Plan Results to the Committee. A notable measure of success is indicated when our community partners request the Library to create programs. This occurred when UA Schools approached us to create Library programs for school early dismissal days.

DRAFT OF NEW MONTHLY STATS FORMAT

Administration is adding two additional statistics to the Monthly Statistical Summary for review: eCirculation by Month and WiFi Usage. The original four stats are the original criteria for evaluating the Star Library ratings. They have now added eCirculation and plan to add WiFi usage in the future. The Committee would like to see these stats for comparable libraries.

The meeting adjourned at 5:25PM.

Next Meeting: Tuesday, May 1, 2015 at 5:00 p.m. in Meeting Room C.

PRESIDENT'S REPORT

**2017 ANNUAL SCORECARD & STRATEGIC PLAN SUCCESS MEASURES, AND
TACTICS UPDATES**

A 2017 tactic that will rollover to this year is upgrading the technology in the meeting rooms.

2018 SUCCESS MEASURES AND TACTICS DRAFT

Highlights for the 2018 Strategic Plan Tactics include upgrading the technology in the meeting rooms, replacing all public computers, marketing the *1000 Books Before Kindergarten* campaign, and seeking to add the UA Archives to the Digital Public Library of America. The Library is also interested in providing more ESOL services.

The most significant undertaking this year will be the building projects taking place in all three libraries. The donations from the 50 for 50 campaign will support adding more group study spaces to the Main Library. Thanks to a private donation from the Ammons Family, Miller Park will redecorate their youth area in the style of the book "Journey" by Aaron Becker. Lane Road Library's circulation space will also undergo a renovation.

The Board reiterated their interest in community assessment and engagement as critical concerns for the Library's strategic planning process. Questions regarding how to measure engagement and how to engage current non-users were discussed.

DISCUSSION REGARDING CENTENNIAL HISTORY WALK

The Board discussed whether the Library may donate to the History Walk and options for doing so.

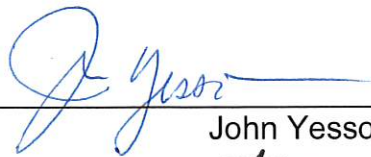
ADJOURNMENT

Gloria Heydlauff made a motion to adjourn the meeting. Bill Shkurti seconded the motion.


Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Kevin Fix	Aye
Peter Hahn	Aye
Sarah Mueller	Aye

The meeting was adjourned at 6:15 p.m.



John Yesso, President



William J. Shkurti, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of February 28, 2018

Fund No.	Fund Description	January 1, 2018 Balance (a)	2018 YTD Revenue (b)	2018 YTD Expended (c)	2/28/2018 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,003,654.44	\$ 1,021,890.98	\$958,708.45	\$3,066,836.97	\$ 1,080,637.12	\$1,986,199.85
2XX	Special Revenue Fund-Combined	\$278,587.88	\$ 6,675.26	\$ 4,140.85	\$281,122.29	\$ 33,799.18	\$247,323.11
402	Building Improvement	\$364,979.22	\$ -	\$ 26,125.12	\$338,854.10	\$ 122,261.46	\$216,592.64
501	Employee FSA Fund	\$3,202.68	\$ 7,496.60	\$ 2,027.91	\$8,671.37	\$ -	\$8,671.37
GRAND TOTAL		\$3,650,424.22	\$1,036,062.84	\$991,002.33	\$3,695,484.73	\$1,236,697.76	\$2,458,786.97

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

Fund 2XX Special Revenue Fund is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is noted as such.

Fund 402 the Building Improvement Fund is used for building and technology improvements.

Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of February 28, 2017

Fund No.	Fund Description	1/1/2017 Balance (a)	2017 YTD Revenue (b)	2017 YTD Expended (c)	2/28/2017 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$2,633,914	\$493,013	\$1,030,535	\$2,096,392	\$1,362,186	\$734,206
2XX	Special Revenue Fund-Combined	\$286,478	\$5,390	\$7,733	\$284,136	\$26,759	\$257,377
402	Building Improvement	\$453,471	\$0	\$79,322	\$374,149	\$49,277	\$324,872
501	Employee FSA Fund	\$5,000	\$3,247	\$0	\$8,247	\$0	\$8,247
GRAND TOTAL		\$3,378,863	\$501,650	\$1,117,589	\$2,762,923	\$1,438,222	\$1,324,701

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Upper Arlington Public Library
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of February 28, 2018

Beginning Cash Balance as of January 1, 2018 \$ 3,003,654.44

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,182,462.00	\$ 500,000.00	\$ 3,182,462.00	\$ -
Public Library Fund	\$ 2,521,510.00	\$ 475,330.48	\$ 2,521,510.00	\$ -
Other Income	\$ 217,200.00	\$ 46,560.50	\$ 217,200.00	\$ -
Total Revenue	\$ 5,921,172.00	\$ 1,021,890.98	\$ 5,921,172.00	\$ -

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,991,961.00	\$ 600,554.47	\$ 3,991,961.00	\$ -
Library Materials	\$ 825,000.00	\$ 234,726.70	\$ 825,000.00	\$ -
Other Expenditures	\$ 810,207.00	\$ 123,427.28	\$ 810,207.00	\$ -
Total Expenditures	\$ 5,627,168.00	\$ 958,708.45	\$ 5,627,168.00	\$ -

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ 294,004.00	\$ 63,182.53	\$ 294,004.00	\$ -
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -
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Net Budget after Cash Transfers	\$ 94,004.00	\$ 63,182.53	\$ 94,004.00	\$ -
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General Fund Cash Balance at December 31, 2018 \$ 3,097,658.44

Budget as approved by the Board of trustees in December 2017.

General Property Tax - Revenue from the existing 2.0 mil levy is received in March and August of every fiscal year.

Public Library Fund - PLF is set at 1.68% of GRF revenue effective July 1, 2017.

Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings, and cataloging services for the Bexley Public Library.

Salaries & Benefits - The 2018 budget included a vacancy credit of 2.5% of the full cost of salaries and related taxes.

Library Materials - Expenditures are budgeted at 15 % of the General Fund total budget.

Other Expenditures - Expenditures are budgeted at 15 % of the General Fund total budget.

Cash Transfers Out to Fund 402 - Building Improvement Fund is the line that allows the Library to fund the capital plans by moving money from the General Fund to the Building Improvement Fund. The State considers transfers an expenditure and must be part of the approved budget.

Net Budget After Cash Transfers Out - A positive number indicates that we will be increasing the cash balance.

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of March 31, 2018

Fund No.	Fund Description	January 1, 2018 Balance (a)	2018 YTD Revenue (b)	2018 YTD Expended (c)	3/31/2018 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,003,654.44	\$ 2,385,918.74	\$1,539,580.73	\$3,849,992.45	\$ 982,004.47	\$2,867,987.98
2XX	Special Revenue Fund-Combined	\$278,587.88	\$ 12,222.76	\$ 9,116.82	\$281,693.82	\$ 31,155.96	\$250,537.86
402	Building Improvement	\$364,979.22	\$ 393.50	\$ 26,125.12	\$339,247.60	\$ 122,261.46	\$216,986.14
501	Employee FSA Fund	\$3,202.68	\$ 8,510.44	\$ 3,286.88	\$8,426.24	\$ -	\$8,426.24
GRAND TOTAL		\$3,650,424.22	\$2,407,045.44	\$1,578,109.55	\$4,479,360.11	\$1,135,421.89	\$3,343,938.22

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

Fund 2XX Special Revenue Fund is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is

Fund 402 the Building Improvement Fund is used for building and technology improvements.

Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of March 31, 2017

Fund No.	Fund Description	1/1/2017 Balance (a)	2017 YTD Revenue (b)	2017 YTD Expended (c)	3/31/2017 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$2,633,914	\$2,240,314	\$1,645,333	\$3,228,895	\$1,164,572	\$2,064,323
2XX	Special Revenue Fund-Combined	\$286,478	\$11,829	\$12,252	\$286,056	\$25,759	\$260,297
402	Building Improvement	\$453,471	\$0	\$83,831	\$369,640	\$49,277	\$320,362
501	Employee FSA Fund	\$5,000	\$3,620	\$3,500	\$5,120	\$0	\$5,120
GRAND TOTAL		\$3,378,863	\$2,255,763	\$1,744,916	\$3,889,710	\$1,239,608	\$2,650,102

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

Fund 2XX Special Revenue Fund is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund

Fund 402 the Building Improvement Fund is used for building and technology improvements.

Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

Upper Arlington Public Library
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of March 31, 2018

Beginning Cash Balance as of January 1, 2018 \$ 3,003,654.44

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,182,462.00	\$ 1,659,174.48	\$ 3,182,462.00	\$ -
Public Library Fund	\$ 2,521,510.00	\$ 658,592.79	\$ 2,557,249.00	\$ 35,739.00
Other Income	\$ 217,200.00	\$ 68,151.47	\$ 224,200.00	\$ 7,000.00
Total Revenue	\$ 5,921,172.00	\$ 2,385,918.74	\$ 5,963,911.00	\$ 42,739.00

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,991,961.00	\$ 1,044,358.46	\$ 3,361,372.00	\$ 630,589.00
Library Materials	\$ 825,000.00	\$ 290,627.97	\$ 825,000.00	\$ -
Other Expenditures	\$ 810,207.00	\$ 204,594.30	\$ 810,207.00	\$ -
Total Expenditures	\$ 5,627,168.00	\$ 1,539,580.73	\$ 4,996,579.00	\$ 630,589.00

				(Over) / Under Budget
Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ 294,004.00	\$ 846,338.01	\$ 967,332.00	\$ 673,328.00

Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -
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Net Budget after Cash Transfers	\$ 94,004.00	\$ 846,338.01	\$ 767,332.00	\$ 673,328.00
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General Fund Cash Balance at December 31, 2018 \$ 3,770,986.44

Budget as approved by the Board of trustees in December 2017.

General Property Tax - Revenue from the existing 2.0 mil levy is received in March and August of every fiscal year.

Public Library Fund - PLF is set at 1.68% of GRF revenue effective July 1, 2017. Current distributions are running 2% higher than Ohio Dept. of Taxation estimated.

Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings, and cataloging services for the Bexley Public Library. Revenue increase due to passport fee increase.

Salaries & Benefits - The 2018 budget included a vacancy credit of 2.5% of the full cost of salaries and related taxes. Projected expenditures include year to date expenses plus estimated average payroll expenses and non-payroll related items for the remainder of the year.

Library Materials - Expenditures are budgeted at 15 % of the General Fund total budget.

Other Expenditures - Expenditures are budgeted at 15 % of the General Fund total budget.

Cash Transfers Out to Fund 402 - Building Improvement Fund is the line that allows the Library to fund the capital plans by moving money from the General Fund to the Building Improvement Fund. The State considers transfers an expenditure and must be part of the approved budget.

Net Budget After Cash Transfers Out - A positive number indicates that we will be increasing the cash balance.