

UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TUESDAY, MAY 15, 2018 AT 5 PM
MINUTES

The meeting was called to order at 5:04 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; Allison Frew, Executive Assistant; Steve Benson, Facilities Manager; Chris Minx, Marketing and Community Relations Manager; and Tracie Steele, Youth Services Manager.

CONSENT AGENDA

The consent agenda included the Minutes from the April Board of Trustees meeting, the Financial Report for April and the April Donations Resolution. The Financial Report is included as an exhibit to these minutes. The Donations Resolution is included here.

RESOLUTION 14-18
APRIL 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
\$ 23,500.00	250	May Ling	Mah	In Memory of Drew Ammons
\$ 50.00	130	Reginald and Pamela	Rahn	Unsolicited 2018
\$ 5.00	130	Erik	Vasusarver	Unsolicited 2018
\$ 23,555.00	Total			

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts the following donations with sincere thanks: an Amazon gift card valued at \$25 from Bricker and Eckler Law Firm, 4 admission tickets for Kings Island

valued at \$68 each, and 12 general admission tickets to COSI valued at \$25 each. All gifts received will be used as Summer Library Club prizes.

SIGNATURE SHEET

Resolution No. 14-18

05/15/2018

Upon the motion of Trustee Peter Hahn, seconded by Trustee Gloria Heydlauff:

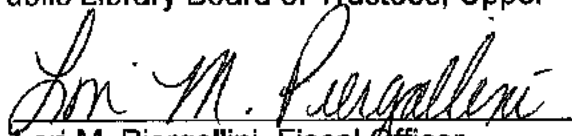
Voting:

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

ASSISTANT DIRECTOR'S REPORT

Tracie Steele, Youth Services Manager, presented to the Board an overview of the Library's Summer Reading Club program and distributed examples of the reading logs and coupon book prizes for participants. This year's theme is Libraries Rock!

DIRECTOR'S REPORT

Faxing and Scan-to-USB are now available to patrons at all three Libraries free of charge.

Reference Department staff were acknowledged for their assistance in a recently published book by a local author.

Two local businesses reached out to the Library for our services. We presented our popular “Cut the Cord” program to the Bricker and Eckler Law Firm, and Talon Title Agency requested information from our archives on a client’s historic home.

MONTHLY STATS

WIFI Usage will be relabeled as WIFI Sessions since sessions is the statewide unit for measuring WIFI usage.

FINANCE COMMITTEE

The notes from April and May Finance Committee meetings are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
TUESDAY, APRIL 17, 2018
MEETING NOTES**

The meeting was called to order at 5:37 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Peter Hahn, and Bill Shkurti

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

REVIEW FEBRUARY AND MARCH FINANCIALS

Tax settlements arrived in February and amounted to over \$1,000,000. The yearly 1% estimated increase may be conservative since new houses are being built around the city.

Because the U.S. Department of State increased passport execution fees, the Library estimates \$7,000 more revenue from executing passports than originally budgeted.

REVIEW BANK RECONCILIATIONS

The depository agreement and required signatures with First Merchant Bank have been submitted.

REVIEW QUARTERLY INVESTMENT PLAN

The two CDs housed at First Merchants Bank will mature in July. Since CD interest rates are low, the Fiscal Office recommends investing the money in a STARPlus account for a better return on investment.

The STAROhio account is currently averaging 1.8%; therefore, the Fiscal Office recommends moving \$100,000 from the Huntington National Bank account.

The Committee would like the Quarterly Investment Report to itemize all monetary accounts for future reviews.

TRANSFER FUNDS FROM GENERAL FUND TO BUILDING IMPROVEMENT FUND

The Library has received two insurance reimbursement checks for damages caused by flooding at Lane Road Library. One check - (\$393.50) was deposited into the Building Improvement Fund; however, a check for damaged furniture - (\$6,975.98) was initially deposited in the General Fund. Upon review, the Fiscal Office deems it more appropriate to transfer this amount to the Building Improvement Fund since the fund is designated for acquisition of capital assets such as furniture. The Committee will recommend the transfer to the Board of Trustees.

Since the Finance Committee must approve any purchase order over \$50,000, the Fiscal Office requested the Committee to approve purchase order 18-0574 for \$58,440. This purchase will replace 58 public computers and it has been budgeted as part of the 2018 Capital Plan. The Committee approved purchase order 18-0574.

ADJOURNMENT

The meeting was adjourned at 5:52 p.m.

Next Meeting: Wednesday, May 9, 2018 at 5:00PM in Meeting Room C

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, MAY 9, 2018
MEETING NOTES**

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Peter Hahn, and Bill Shkurti

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

REVIEW APRIL FINANCIALS

The Committee recommended providing information in the summaries on the Month End Report if there are any updates to any of the revenue or expenditure categories. The Committee is interested in knowing whether any positive or negative changes occur with the Public Library Fund revenue. Currently, the Public Library Fund is ahead 3% of its initial projection for the year.

REVIEW BANK RECONCILIATIONS

The Bank Statement Register notes a Bank Difference of \$506.92. This is the result of an extra transfer to the Flexible Spending Account during the month. The Fiscal Office is currently correcting this.

TAX BUDGET RESOLUTION

The Committee recommended contacting the County to confirm that the Net Affect to Cash Balance is the required line description for the Resolution. If the Library is not required to call the line by that title, the Committee recommended relabeling this line Net Cash Balance Available.

HISTORICAL INCOME/EXPENSE REVIEW

The Committee is interested in seeing a breakdown of the expenses categories listed as "Other" and how these have changed over time.

The Committee would like to see a calculation of the average annual percent of change of the totals and individual revenue and expenditure categories for the last ten years (2008-2017) and the last five years (2008-2017).

SAMPLE INCODE REPORTS

The Committee reviewed the Budget to Actual report provided. They felt that this report had too much detail. They would like the Fiscal Officer to bring back some options that group revenue and expenses into categories. Administration will bring back some options, including categories that we already use to report financial information to other entities such as the State Library and State Auditor's office. The Committee will then decide which categories are most pertinent and what frequency the Committee wishes to review the reports.

The Committee prefers that the Check Report remain in the Finance Committee Packet for monthly review.

ADJOURNMENT

The Meeting adjourned at 5:51 p.m.

Next Meeting: Wednesday, June 13, 2018 at 5 p.m. in Meeting Room C

FISCAL OFFICER'S REPORT

The Public Library Fund is up 7% for the month of May. Upper Arlington is ahead by 9%.

The Fiscal Office calculated the CAGR for the 10 and 5 year revenue and expense trends. The Finance Committee members received these reports and will discuss them at the next Finance Committee in June.

The County Auditor gave the Library permission to change the wording on the Tax Budget Resolution for the line called Net Affect to Cash Balance. The Board preferred this line to be called Ending Balance. This change is reflected in the Resolution, which is included as an exhibit to these Minutes.

TAX BUDGET RESOLUTION

The Board passed Resolution 15-18. The Resolution as provided in PDF format and therefore is available as an exhibit to these Minutes.

SIGNATURE SHEET

Resolution No. 15-18

05/15/2018

Upon the motion of Trustee William Shkurti, seconded by Trustee Sarah Mueller:

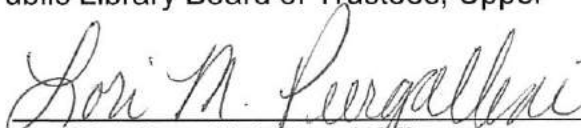
Voting:

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 Operations Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, MAY 1, 2018
MEETING NOTES

The meeting was called to order at 5:03 p.m.

IN ATTENDANCE

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

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

PREVIEW STATS OVERVIEW

2017 Annual Statistic Update Preview

The Committee was satisfied with the data reflected in the charts and had no additional suggestions for this section.

2017 Circulation by Format Trends

The Committee is interested in identifying the subject matter of the materials that Library patrons request as well as what specific collections the Library houses that make us unique to other libraries. The present concerns are what subjects and items are most popular for UA patrons, what are the most popular items that UA patrons request from other libraries due to a gap in our collection, and what items do patrons of other libraries request most often from us due to gaps in their collections.

Administration will examine what types of statistics are currently available for the above.

COMPARATIVE LIBRARY STATISTICS

OHIO 2017 STAR LIBRARIES

Every year that Upper Arlington Public Library has stayed in the \$5-9.9M Expenditure Category for Public Libraries, the Library has received a 5 Star Library Rating. The 5 Star Library Rating is awarded to the top 10 Libraries in this Expenditure Category based upon circulation, user visits, program attendance, and public internet computer use. Electronic circulation was added as a category last year.

DISCUSSION TOPIC:

What types of information would the Committee like to see from peer libraries?

The Committee would like to see the number of staff, types of departments, meeting spaces, facility renovations, and types of special collections that peer libraries have. Administration will see what kind of information and data is available for the above.

FEEBACK ON SLC FUNDRAISING IDEAS

At the request of the Committee, the Library presented ideas for promoting a fundraising campaign during Summer Library Club. The Library suggested inserting information about donating to the Library and the Friends of the Library via the activity log, coupon book, and adding a donation button to the Summer Library Club website. The Library also suggested hosting another restaurant event where a portion of the proceeds is donated to the Library. The Committee recommended proceeding with all the ideas.

Next Meeting: Wednesday, June 5, 2018 at 5 p.m. in Meeting Room C

ANNUAL STATISTICAL OVERVIEW

Since the Main Library people counter duplicated incoming numbers during the 2008-2014 period, the Board requested halving the Main Library users during this time and changing the charts to more accurately reflect user visits.

Program attendance has remained steady. Administration does not anticipate increasing programs without increasing staff.

The increase in user visits to the UA Archives online is probably due to the city's Centennial and that its use is part of the UA School's curricula.

The spike in database sessions is due to increases in usage of various products including *Tumblebooks*, *Science in Context*, *Biography in Context*, and the activation code agreement the Library has with the *New York Times*. *Tumblebooks* experienced a 131% increase in database hits and the NYT database hits increased by 457% from 2016 compared to 2017.

OVERDRIVE CIRCULATION BY GENRE

The Board asked whether the Library should consider specializing in certain genres given the preference of subject matter as found in the collection statistics.

COMPARATIVE LIBRARY STATS: OHIO STAR LIBRARIES

Administration will provide Star Rating category comparisons that highlight peer libraries for the Board to review.

PRESIDENT'S REPORT

RESOLUTION TO CONTRIBUTE TO THE CENTENNIAL PROJECT

RESOLUTION 16-18

RESOLUTION TO CONTRIBUTE TO THE CENTENNIAL PROJECT

WHEREAS, Pursuant to the provisions of the Upper Arlington Public Library Foundation Certificate, the Upper Arlington Public Library is permitted to expend funds designated by the Certificate for charitable, educational or scientific purposes,

WHEREAS, The Upper Arlington Community Foundation, a 501(c3) charitable organization, is acting as fiscal agent for donations for the Upper Arlington History Walk, which commemorates the centennial of the founding of the city with permanent installations that highlight the history of the city, including its libraries and schools,

WHEREAS, The Upper Arlington Public Library's mission is to help the community explore current topics, UA heritage, and world issues; to provide a central place for the

citizens of UA to gather and share ideas; and encourage its residents to grow through a lifetime of learning;

WHEREAS, The Upper Arlington Public Library recognizes that the permanent installation in a common public area that promotes the city's history, parallels the Library's own mission and satisfies the requirements stipulated by the Certificate,

BE IT RESOLVED, that the Upper Arlington Public Library is hereby authorized to make a contribution of \$5,000 to the Upper Arlington Community Foundation in honor of celebrating Upper Arlington's 100th year.

SIGNATURE SHEET

Resolution No. 16-18

05/15/2018

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Peter Hahn:

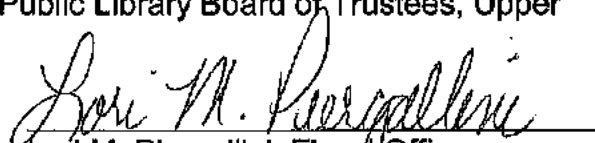
Voting:

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

After discussing the topics above, the Board had a few questions, which are included below.

1. Based on the circulation data, what would the staff recommend we change, if anything, regarding our priorities regarding acquisition of materials?

2. If we are maxed out in terms of programming with existing levels of staffing, would the staff recommend we reallocate personnel from other areas to expand programs; or keep the staffing level we have, but concentrate on continuing to improve other aspects of our programming rather than volume?
3. Since our partnership with the Upper Arlington City Schools is an important part of our strategic plan goals, what metric(s) might we use to measure our success in that area?
4. What services or collections does the Upper Arlington Public Library have that makes the Library unique?
5. What gaps does the Library fill for patrons of other libraries and what gaps do other libraries fill for us?
6. How many patrons does the Library have who have had their Library card since childhood?


ADJOURNMENT

Peter Hahn made a motion to adjourn the meeting. Kevin Fix seconded the motion.

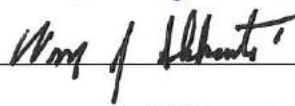
Voting:

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 6:08 p.m.



John Yesso, President



William J. Shkurti, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of April 30, 2018

Fund No.	Fund Description	January 1, 2018 Balance (a)	2018 YTD Revenue (b)	2018 YTD Expended (c)	4/30/2018 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,003,654.44	\$ 2,575,240.45	\$ 1,980,993.82	\$3,597,901.07	\$ 866,943.10	\$2,730,957.97
2XX	Special Revenue Fund-Combined	\$278,587.88	\$ 43,985.85	\$ 23,916.73	\$298,657.00	\$ 42,311.47	\$256,345.53
402	Building Improvement	\$364,979.22	\$ 7,369.48	\$ 71,186.15	\$301,162.55	\$ 138,320.43	\$162,842.12
501	Employee FSA Fund	\$3,202.68	\$ 9,524.28	\$ 4,452.51	\$8,274.45	\$ -	\$8,274.45
GRAND TOTAL		\$3,650,424.22	\$2,636,120.06	\$2,080,549.21	\$4,205,995.07	\$1,047,575.00	\$3,158,420.07

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 April 30, 2017

Fund No.	Fund Description	1/1/2017 Balance (a)	2017 YTD Revenue (b)	2017 YTD Expended (c)	4/30/2017 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$2,633,914	\$2,616,069	\$2,040,098	\$ 3,209,885	\$1,164,572	\$2,045,313
2XX	Special Revenue Fund-Combined	\$286,478	\$12,319	\$16,512	\$282,285	\$25,759	\$256,527
402	Building Improvement	\$453,471	\$0	\$83,831	\$369,640	\$49,277	\$320,362
501	Employee FSA Fund	\$5,000	\$3,993	\$3,613	\$5,380	\$0	\$5,380
GRAND TOTAL		\$3,378,863	\$2,632,381	\$2,144,054	\$3,867,190	\$1,239,608	\$2,627,582

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
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of April 30, 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	\$ 825,120.03	\$ 2,557,248.53	\$ 35,738.53
Other Income	\$ 217,200.00	\$ 90,945.94	\$ 224,200.00	\$ 7,000.00
Total Revenue	\$ 5,921,172.00	\$ 2,575,240.45	\$ 5,963,910.53	\$ 42,738.53

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,991,961.00	\$ 1,351,890.38	\$ 3,361,372.00	\$ 630,589.00
Library Materials	\$ 825,000.00	\$ 347,371.09	\$ 825,000.00	\$ -
Other Expenditures	\$ 810,207.00	\$ 274,756.37	\$ 810,207.00	\$ -
Total Expenditures	\$ 5,627,168.00	\$ 1,974,017.84	\$ 4,996,579.00	\$ 630,589.00

**(Over) /
Under Budget**

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ 294,004.00	\$ 601,222.61	\$ 967,331.53	\$ 673,327.53
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 200,000.00	\$ 6,975.98	\$ 206,975.98	\$ (6,975.98)
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Net Budget after Cash Transfers	\$ 94,004.00	\$ 594,246.63	\$ 760,355.55	\$ 666,351.55
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General Fund Cash Balance at December 31, 2018 \$ 3,764,009.99

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.

RESOLUTION 15-18
2019 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

	GENERAL FUND - 100	UAPL FRIENDS FUND - 201	RESTRICTED FUND - 250	BUILDING FUND - 402	FSA FUND-501
INCOME					
TOTAL REVENUE	5,943,207	77,500	1,100	200,000	15,000
UNENCUMBERED BALANCE AT 1/1/2019*	<u>2,686,638</u>	<u>11,884</u>	<u>245,420</u>	<u>119,439</u>	<u>5,000</u>
AVAILABLE FOR APPROPRIATIONS (CASH BALANCE)	8,629,845	89,384	246,520	319,439	20,000
EXPENDITURES					
SALARIES & BENEFITS	4,110,389	-	-	-	
LIBRARY MATERIALS	825,000	-		-	
OTHER EXPENSES	991,021	77,500	22,500	313,661	15,000
TRANSFERS TO BUILDING FUND 402	<u>200,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL	6,126,410	77,500	22,500	313,661	15,000
ENDING BALANCE	<u><u>2,503,435</u></u>	<u><u>11,884</u></u>	<u><u>224,020</u></u>	<u><u>5,778</u></u>	<u><u>5,000</u></u>

*Unencumbered balance at 1/1/2019 is an estimate. The library will not plan to spend more than the projected cash balance in any fund.