

**UPPER ARLINGTON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**TUESDAY, SEPTEMBER 18, 2018 AT 5 PM**  
**MINUTES**

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

**IN ATTENDANCE**

**BOARD MEMBERS:** 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; and Allison Frew, Executive Assistant.

**EXCUSED ABSENCE:** Maura Bowen

**CONSENT AGENDA**

In addition to approving the absence of Maura Bowen, the consent agenda included the Minutes from the August Board of Trustees meeting, the Financial Report for August and the August Donations Resolution. The Financial Report is included as an exhibit to these minutes. The donations resolution is included here.

**RESOLUTION 21-18**  
**AUGUST 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:

<b>Amount</b>	<b>Fund</b>	<b>First Name</b>	<b>Last Name</b>	<b>Campaign</b>
\$504.84	130	Tammy	Hitt	Summer Give 2018
\$5.00	130	Erik	Vasusarver	Unsolicited 2018
\$5.00	130	Erik	Vasusarver	Unsolicited 2018
<b>\$514.84</b>	<b>Total</b>			

**SIGNATURE SHEET**

Resolution No. 21-18

9/18/2018

Upon the motion of Trustee William Shkurti, seconded by Trustee Peter Hahn:

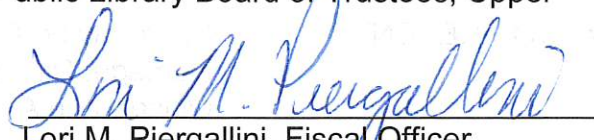
Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	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**

Staff from the Institute of Museum and Library Services (IMLS) and the State Library of Ohio visited the Library in August. The State Library of Ohio awarded the Library a \$4,999 LSTA grant in December 2015 to create our local music database, Listen Columbus, which launched in November 2016. IMLS mentioned our project in their newsletter.

Amor Towles is presenting at our annual author visit on October 14<sup>th</sup>. Approximately 700 tickets for the lecture and 40 tickets for the reception have been sold.

The Library continues to concentrate on inclusive programming in partnership with Equal UA. The Community Conversation event called Living in Someone Else's Shoes on September 8<sup>th</sup> had 75 in attendance. On October 4<sup>th</sup> we will show the film Matt Shepard is a Friend of Mine with panel discussions set to follow on October 6<sup>th</sup> and November 3<sup>rd</sup>.

**DIRECTOR'S REPORT**

The Board was presented with the Centennial Commission's thank you letter for the \$5,000 donation the Library made towards the Upper Arlington History Walk.

The Library will discontinue offering traditional Interlibrary Loan Services at the beginning of 2019. ILL requests have significantly decreased since joining SearchOhio/OhioLINK earlier this year. Upper Arlington residents will have the ability to request items from other states through traditional ILL at the Columbus Metropolitan Library, who serves all county residents with their ILL service.

Chris Taylor presented the results of her follow-ups with peer libraries.

Administration will review the Strategic Plans from peer libraries during our strategic planning process next year.

Data comparing donations to total operating revenue for A and B peer libraries was presented to the Board. In 2017, UA Library received the second highest amount of donations among our peer libraries and has the second highest percentage of total donations to operation revenue.

### MONTHLY STATISTICS

Program attendance for August 2018 were lower than last year's. The Upper Arlington Author Series hosted Glennon Doyle in August 2017.

Administration needs to recalculate the user visits from January to April 2018 since the people counter during this time was dysfunctional. Administration will see if there is a correlation between user visits and any other stats that may better estimate user visits for this time period.

### **FINANCE COMMITTEE**

The Notes from the Finance Committee meeting are included here.

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## **UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE WEDNESDAY, SEPTEMBER 12, 2018 MEETING NOTES**

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The meeting was called to order at 5:07 p.m.

### **IN ATTENDANCE**

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

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

### **REVIEW AUGUST FINANCIALS**

The General Fund is ahead \$458,000 as compared to this time last year. The PLF is 3% higher than estimates for the month.

### **REVIEW AUGUST CHECKS**

The August checks were presented to the Committee for review and the Fiscal Officer offered explanations for significant expenditures.

### **REVIEW BANK RECONCILIATIONS**

All accounts are balanced. The \$650,000 from the final tax settlement was moved to STAR Ohio as discussed. This money will be needed for general operations through the end of this year and into next year but can accrue interest until then. We received \$6,500 in interest on the Star Ohio general account. The new STAR Ohio account opened for the restricted Fund 250 received \$172 in interest in only half a month.

### **CAGR FORECAST VERSION 3**

The readjusted CAGR was presented that showed the calculations for materials as 15% of the total expenditures.

The committee asked that further description be added to the page to give the numbers a context. The first thing is to explain the purpose of the document and the second thing is to note that these numbers assume that current revenue projections remain steady.

A discussion on how the 15% to materials was calculated followed. The committee asked to see a calculation of materials as a percent of all General Fund Revenue and of just tax revenues.

### **DRAFT RESOLUTION ACCEPTING AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION**

The Ohio Revised Code requires that we pass this resolution and report it back to the County Auditor by October 1<sup>st</sup>. We use their numbers to estimate our annual property tax income when budgeting.

### **BONUSES IN LIEU OF MERIT PAY INCREASES DISCUSSION**

Discussion at the previous committee meeting led to further questions about the committees goals for any changes to the way we currently administer merit pay. The reason changes were suggested stemmed from an interest in wanting to simplify the process. As it turns out the current process works well and will be kept in place.

### **50 FOR 50 CAMPAIGN PURCHASE OF STUDY AREA FURNITURE**

We worked with three vendors to get quotes on the study area furniture. We have an idea of which company best meets our vision and will require more money than was raised in the 50 for 50 campaign. The committee was comfortable with the additional money (\$5,872.96) needed coming from Fund 250 for this educational purpose.

### **ADJOURNMENT**

The meeting was adjourned at 5:55 p.m.

**Next Meeting:** Wednesday, October 10, 2018 at 5 PM in Meeting Room C

FISCAL OFFICERS REPORT

The Tax Resolution is due to the county auditor on October 1, 2018.

The Public Library Fund is ahead 3% for September.

All Library accounts are balanced.

TAX LEVY CERTIFICATION ACCEPTANCE RESOLUTION

RESOLUTION 22-18

**To Accept Budget Commission Amounts and Rates**

**OHIO REVISED CODE, SECTION 5705.34, 5705.35**

*WHEREAS*, This Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2019; and

*WHEREAS*, The Budget Commission of Franklin County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore

*BE IT RESOLVED*, The Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and

*BE IT FURTHER RESOLVED*, That there by and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2018 (collection year 2019) as follows:

**SCHEDULE A**

**Summary of Amounts Required from General Property Tax Approved by the Budget Commission, and County Auditor's Estimate Tax Rates**

Fund	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to be Levied Outside 10 Mill Limitation
General Fund	\$3,193,108.43	2.00

TOTAL

\$3,193,108.43

2.00

*AND BE IT FURTHER RESOLVED*, That the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

### **SIGNATURE SHEET**

Resolution No. 22-18

9/18/2018

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee William Shkurti:

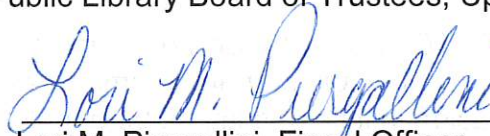
#### **Roll Call:**

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	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 Operations Committee did not meet in September.

### **PRESIDENT'S REPORT**

The Board reviewed the Strategic Planning Request for Proposal and suggested some minor changes. The Board approved the final version for distribution.

### **EXECUTIVE SESSION TO CONSIDER THE COMPENSATION OF A PUBLIC EMPLOYEE**

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Peter Hahn, the Board entered into an executive session:

Roll Call:

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

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

**ADJOURNMENT**

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

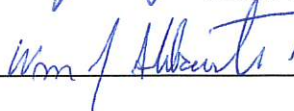
Voting:

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

The meeting was adjourned at 5:51 p.m.



John Yesso, President



William J. Shkurti, Secretary



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

<b>Fund No.</b>	<b>Fund Description</b>	<b>January 1, 2018 Balance ( a )</b>	<b>2018 YTD Revenue ( b )</b>	<b>2018 YTD Expended ( c )</b>	<b>8/31/2018 Balance ( a + b - c )</b>	<b>Outstanding Encumbrance ( d )</b>	<b>Unencumbered Balance ((a+b)-(c+d))</b>
1X0	General Fund-Combined	\$ 3,003,654.44	\$ 5,136,236.10	\$ 3,832,322.26	\$4,307,568.28	\$ 509,295.69	\$3,798,272.59
2XX	Special Revenue Fund-Combined	\$278,587.88	\$ 101,997.99	\$ 68,064.23	\$312,521.64	\$ 30,937.18	\$281,584.46
402	Building Improvement	\$364,979.22	\$ 29,644.48	\$ 209,218.35	\$185,405.35	\$ 58,197.89	\$127,207.46
501	Employee FSA Fund	\$3,202.68	\$ 13,072.72	\$ 12,493.63	\$3,781.77	\$ -	\$3,781.77
<b>GRAND TOTAL</b>		<b>\$3,650,424.22</b>	<b>\$5,280,951.29</b>	<b>\$4,122,098.47</b>	<b>\$4,809,277.04</b>	<b>\$598,430.76</b>	<b>\$4,210,846.28</b>

*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 August 31, 2017*

<b>Fund No.</b>	<b>Fund Description</b>	<b>1/1/2017 Balance ( a )</b>	<b>2017 YTD Revenue ( b )</b>	<b>2017 YTD Expended ( c )</b>	<b>8/31/2017 Balance ( a + b - c )</b>	<b>Outstanding Encumbrance ( d )</b>	<b>Unencumbered Balance ((a+b)-(c+d))</b>
1X0	General Fund-Combined	\$2,633,914	\$4,849,228	\$3,739,505	\$3,743,637	\$550,350	\$3,193,287
2XX	Special Revenue Fund-Combined	\$286,478	\$25,198	\$29,461	\$282,216	\$16,268	\$265,948
402	Building Improvement	\$453,471	\$0	\$115,891	\$337,579	\$51,228	\$286,351
501	Employee FSA Fund	\$5,000	\$7,987	\$6,560	\$6,427	\$0	\$6,427
<b>GRAND TOTAL</b>		<b>\$3,378,863</b>	<b>\$4,882,413</b>	<b>\$3,891,417</b>	<b>\$4,369,859</b>	<b>\$617,846</b>	<b>\$3,752,013</b>

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*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 August 31, 2018*

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

<b>General Fund Operating Revenue</b>	<b>Budget</b>	<b>YTD Revenue</b>	<b>Projected Year End Revenue</b>	<b>Over / (Under) Budget</b>
General Property Taxes	\$ 3,182,462.00	\$ 3,182,856.30	\$ 3,182,856.30	\$ 394.30
Public Library Fund	\$ 2,521,510.00	\$ 1,757,686.46	\$ 2,616,276.29	\$ 94,766.29
Other Income	\$ 217,200.00	\$ 195,693.34	\$ 225,000.00	\$ 7,800.00
<b>Total Revenue</b>	<b>\$ 5,921,172.00</b>	<b>\$ 5,136,236.10</b>	<b>\$ 6,024,132.59</b>	<b>\$ 102,960.59</b>

<b>General Fund Operating Expenditures</b>	<b>Budget</b>	<b>YTD Expenditures</b>	<b>Projected Year End Expenditures</b>	<b>(Over) / Under Budget</b>
Salaries & Benefits	\$ 3,991,961.00	\$ 2,722,927.66	\$ 3,981,450.35	\$ 10,510.65
Library Materials	\$ 825,000.00	\$ 545,984.06	\$ 825,000.00	\$ -
Other Expenditures	\$ 810,207.00	\$ 556,434.56	\$ 810,207.00	\$ -
<b>Total Expenditures</b>	<b>\$ 5,627,168.00</b>	<b>\$ 3,825,346.28</b>	<b>\$ 5,616,657.35</b>	<b>\$ 10,510.65</b>

<b>Net Budget (Revenue less Expenditures before Cash Transfers Out)</b>	<b>\$ 294,004.00</b>	<b>\$ 1,310,889.82</b>	<b>\$ 407,475.24</b>	<b>\$ 113,471.24</b>
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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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<b>Net Budget after Cash Transfers</b>	<b>\$ 94,004.00</b>	<b>\$ 1,303,913.84</b>	<b>\$ 200,499.26</b>	<b>\$ 106,495.26</b>
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**General Fund Cash Balance at December 31, 2018 \$ 3,204,153.70**

**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. Received our second half Homestead & Rollback of \$191,953.40 in August, which was our final tax payment for the year.

**Public Library Fund** - PLF is set at 1.68% of GRF revenue effective July 1, 2017. August's PLF was 3% higher than 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.

**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.