



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, MAY 21, 2019 AT 5 PM

The meeting was called to order at 5:04 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Gloria Heydlauff, 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; Julie Whitt, Human Resources Manager; Chris Minx, Marketing and Community Relations Manager; Tracie Steele, Youth Services Manager; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE: Maura Bowen, Peter Hahn, and Sarah Mueller.

CONSENT AGENDA

In addition to approving the absences of Maura Bowen, Peter Hahn, and Sarah Mueller, 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 12-19
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	Donor	Campaign
\$ 5.00	130	Anonymous	Lane Road Bookdrop 2019
\$ 3.00	130	Anonymous	
\$ 11.50	130	Anonymous	Lane Road Bookdrop 2019
\$ 50.00	130	Cindy Malloy	In Memory of Jeannie Johnson
\$ 100.00	130	Constance Witte	In Memory of Lynn Early
\$ 103.00	130	Eric Deese	Lane Road Bookdrop 2019
\$ 5.00	130	Erik Vasusarver	
\$ 20.00	130	Gloria Davis	In Memory of Jane Leach

Amount	Fund	Donor	Campaign
\$ 5.00	130	Judith Moor	
\$ 25.00	130	Linda Thompson	Lane Road Bookdrop 2019
\$ 300.00	130	Marianne and Meredith Thompson	In Memory of Anonymous
\$ 5.00	130	Mary Austin	Lane Road Bookdrop 2019
\$ 100.00	130	Nancy & Jack Odachowski	In Memory of Linda Christie
\$ 50.00	130	Reginald & Pamela Rahn	Lane Road Bookdrop 2019
\$ 25.00	130	Sarah Manley	Lane Road Bookdrop 2019 in Memory of Amber Evans
\$ 807.50	Total		

SIGNATURE SHEET

Resolution No. 12-19

5/21/2019

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Kevin Fix:

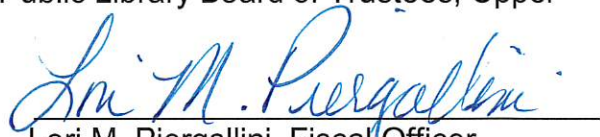
Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Kevin Fix	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

SLC UPDATE

Tracie Steele, Youth Services Manager, presented to the Board an overview of the Library's Summer Library Club. Examples of the reading logs and the list of prizes for SLC participants were distributed. This year's theme is A Universe of Stories.

FINE FREE RESOLUTION

RESOLUTION 13-19 **RESOLUTION TO DISCONTINUE OVERDUE FINES**

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library will discontinue the practice of charging overdue fines as of August 1, 2019.

SIGNATURE SHEET

Resolution No. 13-19

5/21/2019

Upon the motion of Trustee Kevin Fix, seconded by Trustee Gloria Heydlauff:

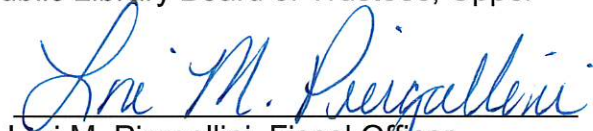
Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Kevin Fix	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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

DIRECTOR'S REPORT

The Director has been learning more about the Library's donor software Little Green Light and fundraising best practices. Currently, the Library has raised \$9,220 solicited donations and has received \$1,580 unsolicited donations.

Lane Road Library was featured in a blog post written by a gentleman who is visiting all of the Central Library Consortium libraries as his initial retirement goal.

MONTHLY STATISTICS

The Director presented the monthly statistical summary to the Board. There were no questions.

MERIT PAY

The Director reviewed the Library's current evaluation process and our use of merit-based pay raises. The evaluation process has been the topic of discussion by a group of managers along with the Assistant Director and Human Resources Manager. Based on this feedback, Administration is interested in revising the annual evaluation process and rethinking its current merit-based raise structure in favor of an across-the-board raise.

Administration would like to distribute the Gallup Q12 Employee Engagement Survey to all Library staff. The confidential twelve-question survey will be sent to all staff members in order to evaluate current employee engagement.

The Board discussed the evaluation process and the raise structure with the Administrative staff.

The Board asked how staff salaries compare to local libraries. The Library budgets for a salary survey every three years with the next survey scheduled for 2020.

STRATEGIC PLANNING UPDATE

The Director recounted the World Café event that took place on May 11th to the Board. The consultants will provide their report summary to the Strategic Planning Steering Committee on May 30th.

EAP: NEW STAFF BENEFIT

Beginning June 1st, all staff will be eligible for a new employee assistance program offered through Matrix Psychological Services. Staff will be eligible for six visits per year per issue. The EAP is completely confidential although Human Resources will receive general usage data that does not list employee names. Matrix also offers mental health seminars or crisis response sessions that the Library may be interested in arranging for staff.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, MAY 8, 2019
MEETING NOTES**

The meeting was called to order at 5:12 p.m.

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn and Bill Shkurti

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

EXCUSED ABSENCE: Kevin Fix

REVIEW APRIL FINANCIALS

The Library's unencumbered balance is 4% higher than it was at this time last year.

The Library received \$169,459 from the Public Library Fund in April. April interest totaled \$8,643 and the year-to-date interest is \$31,489. Passport and photo fee revenue totaled \$13,951 of which about \$6,000 was received during our second Passport Fair that was held in early April.

The Fiscal Officer will present to the Committee projections for Other Income and the PLF revenue next month.

REVIEW APRIL CHECKS

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

REVIEW BANK RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of April 30, 2019.

There were two withdrawals from the STAR Ohio account to cover operating expenses.

The First Merchant Bank account's balance combines our CD and Money Market account funds. The CD's balance is \$101,759 and the Money Market's balance is \$48,681.

FISCAL OFFICER'S REPORT

The House Finance Committee proposes to maintain the PLF at 1.68% in FY20 and FY21; however, some of the House's proposed tax changes may increase the state's overall General Revenue Fund. The Library has yet to receive any further instructions from OLC about contacting our legislators to support the PLF.

At the Committee's request from April's Meeting, the Fiscal Officer presented the quarterly and annual totals of interest received and percentage of interest change over the prior quarter for review.

In April, the Committee requested information regarding the amount of fees the Library has paid for processing credit cards. The Library is considering joining a class action suit as a plaintiff regarding overcharged credit card fees. The Library has accepted credit cards since 2014 and paid fees to PayPal as far back as 2011. Totals from the last three years amounted to \$4,920.

MULTI-YEAR OPERATIONAL SAVINGS

Cost Savings analyses were conducted for the following periods: FY2015, October 2017-March 2018, and October 2018-March 2019. The three reports were presented to the Committee for review. The Committee suggested to present this report for annual review and to also distinguish between one-time and recurring savings.

TAX BUDGET DRAFT

The 2020 Budget Request is required by Ohio Revised Code to be submitted to the Franklin County Budget Commission. The Committee approved the Resolution draft but suggested to review the General Fund ending balance once the State has finalized its budget.

FINE FREE LIBRARIES UPDATE

The Assistant Director presented a PowerPoint presentation to the Committee on the benefits of discontinuing the collection of fines for overdue Library materials. The Committee asked if there will be any additional cost savings in regards to staff time by pursuing this course of action. Staff time would be used to perform other tasks. There could be an opportunity to reduce the number of cash registers. The Committee asked for a rough estimate of staff time saved.

Administration will lead a discussion at the Board Meeting about when to start going fine free.

ADJOURNMENT

The meeting was adjourned at 5:46 p.m.

Next Meeting: Wednesday, June 12, 2019 at 5 p.m. in Meeting Room C

FISCAL OFFICER'S REPORT

Although there were multiple amendments submitted by State Representatives, the Ohio House ultimately left the PLF at 1.68 percent. The Budget bill is now in the Senate. There is an amendment in the Senate to raise the PLF to 1.7 percent.

The May PLF is 20% higher than anticipated, which amounts to an additional \$67,000 in revenue.

The Library's dental insurance premium will increase 18% next year. The Library's last dental premium increase was 6% in 2016; the increase before that was in 2011.

TAX BUDGET RESOLUTION

The Board passed Resolution 14-19. The Resolution was provided in PDF format and therefore is available as an exhibit to these Minutes.

SIGNATURE SHEET

Resolution No. 14-19

5/21/2019

Upon the motion of William Shkurti, seconded by Trustee Gloria Heydlauff, the Board approved the 2020 Tax Budget Resolution.

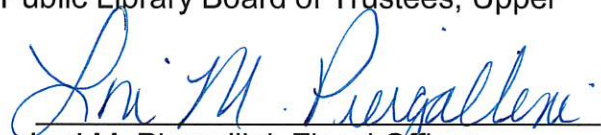
Roll Call Vote:

Kevin Fix	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
John Yesso, President	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 7, 2019
MEETING NOTES**

The meeting was called to order at 4:59 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, Kevin Fix, Gloria Heydlauff

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

EXCUSED ABSENCE: Sarah Mueller

FINE FREE LIBRARIES UPDATE

The Assistant Director presented a PowerPoint presentation to the Committee on the benefits of removing fines for overdue Library materials. The Committee was in favor of the recommendation. The Committee asked if there will be any additional cost savings in regards to staff time by pursuing this course of action. Staff time would be used to perform other tasks. There could be an opportunity to reduce the number of cash registers.

FRIENDS MEMORANDUM OF UNDERSTANDING DRAFT

A draft of an MOU with the Friends of the Library organization was presented to the Committee for review. The Director informed the Committee that the Friends did designate a specific annual amount to be paid to the Library in exchange for taking over some administrative duties and helping with creating promotional materials. The Committee suggested having Peter Hahn review the document as well.

STRATEGIC PLANNING PROCESS UPDATE

The Strategic Planning consultants left the online survey open until last week. The World Café will be this Saturday, May 11th at Tremont Elementary School in the gym. The consultants will submit their report to the Library in time for review before the May 30th meeting with the Steering Committee and will also be presented to the Board at the June Board Meeting.

ADJOURNMENT

The Meeting was adjourned at 5:31pm.

Next Meeting: Tuesday, June 4, 2019 at 5 p.m. in Meeting Room C

At the last Friends of the Library Board Meeting, the Friends Board agreed to pay \$1,000 per year to the Library in exchange for administrative and promotional assistance.

The June and July Operations Committee Meetings were canceled.

PRESIDENT'S REPORT

DIRECTOR'S SEARCH UPDATE

The President provided an update on the current status of the Director Search.

The President receive a letter from the Ohio Library Council commending Chris Taylor on her dedication to sponsor staff membership with OLC.

Chris Taylor received the Distinguished Alumni Leadership Award from Leadership UA.

EXECUTIVE SESSION TO DISCUSS MATTERS REQUIRED TO BE KEPT CONFIDENTIAL

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Kevin Fix, the Board entered into an executive session.

Roll Call Vote:

Kevin Fix	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
John Yesso, President	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

The Board returned to open session.


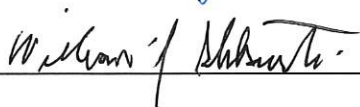
ADJOURNMENT

William Shkurti 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

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

	John Yesso, President
	William J. Shkurti, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of April 30, 2019

Fund No.	Fund Description	04/30/2019 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	4/30/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 2,636,928.22	\$ 2,035,968.87	\$3,910,196.05	\$ 1,061,184.58	\$2,849,011.47
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 17,638.43	\$ 12,769.50	\$266,453.50	\$ 26,780.43	\$239,673.07
402	Building Improvement	\$405,156.18	\$ -	\$ 84,829.35	\$320,326.83	\$ 129,969.00	\$190,357.83
501	Employee FSA Fund	\$5,254.20	\$ 3,832.12	\$ 2,107.18	\$6,979.14	\$ -	\$6,979.14
GRAND TOTAL		\$3,981,231.65	\$2,658,398.77	\$2,135,674.90	\$4,503,955.52	\$1,217,934.01	\$3,286,021.51

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, 2018

Fund No.	Fund Description	04/30/2018 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
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of April 30, 2019

Beginning Cash Balance as of January 1, 2019 \$ 3,309,236.70

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,193,109.00	\$ 1,690,493.04	\$ 3,193,109.00	\$ -
Public Library Fund	\$ 2,654,296.00	\$ 820,143.98	\$ 2,654,296.00	\$ -
Other Income	\$ 234,600.00	\$ 126,291.20	\$ 234,600.00	\$ -
Total Revenue	\$ 6,082,005.00	\$ 2,636,928.22	\$ 6,082,005.00	\$ -

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,091,845.00	\$ 1,394,629.95	\$ 4,025,837.12	\$ 66,007.88
Library Materials	\$ 882,117.00	\$ 342,627.13	\$ 882,117.00	\$ -
Other Expenditures	\$ 1,126,941.00	\$ 298,711.79	\$ 1,126,941.00	\$ -
Total Expenditures	\$ 6,100,903.00	\$ 2,035,968.87	\$ 6,034,895.12	\$ 66,007.88

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (18,898.00)	\$ 600,959.35	\$ 47,109.88	\$ 66,007.88
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -
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Net Budget after Cash Transfers	\$ (318,898.00)	\$ 600,959.35	\$ (252,890.12)	\$ 66,007.88
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General Fund Cash Balance at December 31, 2019 \$ 3,056,346.58

Budget as approved by the Board of Trustees in December 2018 and amended January 15, 2019.

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. April PLF totaled \$169,459.84.

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. April interest totaled \$8,643.03 and year to date interest is \$31,489.67. Passport and photo fees totaled \$13,951 for the month of April.

Salaries & Benefits - The 2019 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 Total General Property Tax and Public Library Funding revenue.

Other Expenditures - Includes all non-library materials and non-payroll related expenditures.

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 14-19
2020 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

	GENERAL FUND - 100	UAPL FRIENDS FUND - 201	RESTRICTED FUND - 250	BUILDING FUND - 402	FSA FUND-501
INCOME					
Taxes	3,222,166				
Public Library Funding	2,722,609				
Other Income	240,465				
TOTAL REVENUE	6,185,240	79,150	1,500	300,000	17,916
UNENCUMBERED BALANCE AT 1/1/2020*	<u>2,933,757</u>	<u>10,220</u>	<u>238,539</u>	<u>181,821</u>	<u>6,600</u>
AVAILABLE FOR APPROPRIATIONS (CASH BALANCE)	9,118,997	89,370	240,039	481,821	24,516
EXPENDITURES					
SALARIES & BENEFITS	4,196,596	-	-	-	
LIBRARY MATERIALS	891,716	-		-	
OTHER EXPENSES	1,128,620	79,150	30,300	235,059	17,916
TRANSFERS TO BUILDING FUND 402	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL	6,516,932	79,150	30,300	235,059	17,916
ENDING BALANCE	<u><u>2,602,065</u></u>	<u><u>10,220</u></u>	<u><u>209,739</u></u>	<u><u>246,762</u></u>	<u><u>6,600</u></u>

*Unencumbered balance at 1/1/2020 is an estimate. The library will not plan to spend more than the projected cash balance in any fund.