



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, JUNE 18, 2019 AT 5 PM

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Peter Hahn, Gloria Heydlauff, and John M. Yesso.

ALSO PRESENT: Chris Taylor, Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Chris Minx, Marketing and Community Relations Manager; Jen Faure, Community Engagement Specialist; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE: Maura Bowen and William J. Shkurti

CONSENT AGENDA

The Board suggested an edit to the May Board Minutes, which has now been updated to reflect this change. In addition to approving the absences of Maura Bowen and William J. Shkurti, the consent agenda included the Minutes from the May Board of Trustees meeting, the Financial Report for May and the May Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

RESOLUTION 15-19
MAY 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 | A. Diehlmann | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Amira Hartman | Lane Road Bookdrop 2019 |
| \$ 15.95 | 130 | Anonymous | |
| \$ 20.00 | 130 | Anonymous | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Anonymous | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Anonymous | Lane Road Bookdrop 2019 |

| Amount | Fund | Donor | Campaign |
|-----------|-------|-------------------------|-------------------------|
| \$ 5.00 | 130 | Bonnie Maxton-Harvey | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Bridget McCurdy | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Christopher Younkin | Lane Road Bookdrop 2019 |
| \$ 51.50 | 130 | Connie Luck | Lane Road Bookdrop 2019 |
| \$ 10.00 | 130 | Donna Biehn | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Dylan Wagner | Lane Road Bookdrop 2019 |
| \$ 100.00 | 130 | Barbara & Gordon Snyder | |
| \$ 50.00 | 130 | Gayle & Russell Miller | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Jenny Renkert | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Jill B. Whalen | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Julie Balch Samora | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | June McFarland | Lane Road Bookdrop 2019 |
| \$ 10.00 | 130 | Kaye Bessler | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Kevin Woodward | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Kristie Henegar | Lane Road Bookdrop 2019 |
| \$ 2.00 | 130 | Marta Ackley | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Martha & Ned Timmons | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Mary Watkins | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Nancy Blake | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Owen William | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Susan Maxey | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Susan Paolicchi | Lane Road Bookdrop 2019 |
| \$ 90.00 | 130 | Thomas Baughman | |
| \$ 449.45 | Total | | |

SIGNATURE SHEET

Resolution No. 15-19

6/18/2019

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

Voting:

| | |
|----------------------------------|-----|
| John Yesso, President | Aye |
| Gloria Heydlauff, Vice President | Aye |
| Kevin Fix | Aye |
| Peter Hahn | 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

DIRECTOR'S REPORT

STRATEGIC PLANNING PRESENTATION

Benefactor Group presented a PowerPoint presentation summarizing their findings from the Discovery Phase of the Strategic Planning Process. The Board asked the consultants some clarifying questions about their report. Benefactor Group recommended beginning the Dream Phase of the Strategic Planning Process within a year of the Discovery Phase.

MONTHLY STATISTICS

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

Tickets for the Samin Nosrat Author Visit go on sale August 1st. Details for the VIP event is forthcoming.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, JUNE 12, 2019
MEETING NOTES**

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

IN ATTENDANCE

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

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

FISCAL OFFICER'S REPORT

The May PLF of \$283,884.41 was \$66,773.36 (20%) higher than estimated.

The Star Ohio interest for May totaled \$8,207.59 and year to date income totals \$39,697.26. We are on track to meet our projection of \$52,000 by year's end.

The Senate Finance Committee proposed to increase the PLF to 1.7 percent in FY20 and FY21.

The June PLF is 4.5% higher than estimated.

REVIEW MAY FINANCIALS

The Library's unencumbered balance is 1% lower than it was at this time last year. FY2018's Revenues were higher since we received an insurance reimbursement check for flooding at the Lane Road Library, a \$23,000 donation designated for the Miller Park youth area renovation and our real estate tax revenue was slightly higher.

2019 YTD Expenditures are 2% higher than this time last year. We are on track to spend most of that budget.

Passport Fees totaled \$7,318.50 for the month of May and the Library has collected \$44,647 to date for this service. This exceeds our previous projections due to the two passport fairs the Library held in January and April. The Library plans to hold two fairs next year in January and April as well.

We anticipate not spending our estimated budget in Other Expenditures. Although we are saving money on electricity since Facilities is replacing our lights with LEDS, gas costs have increased, most likely because of the extremely cold weather at the beginning of the year.

REVIEW MAY CHECKS

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

REVIEW MAY RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of May 31, 2019.

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 has dipped below \$47,000.

CD DISCUSSION

The Fiscal Officer proposed to redeem the certificate of deposit currently held at First Merchant's bank once it matures on August 8, 2019 and place the proceeds in a Star Ohio account. The Committee recommended to do so if CD rates by the time of maturation are not as competitive as Star Ohio's.

ADJOURNMENT

The meeting was adjourned at 5:20 p.m.

Next Meeting: Wednesday, August 14, 2019 at 5 p.m. in Meeting Room C

OPERATIONS COMMITTEE

The Operations Committee did not meet in June.

PRESIDENT'S REPORT

Sarah Mueller resigned from her position on the Upper Arlington Public Library Board of Trustees last week. The Director is speaking with the City about filling this vacant position.

The President gave an update about the current status and timeline of the Director Search.

ADJOURNMENT

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

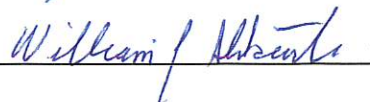
Voting:

| | |
|----------------------------------|-----|
| John Yesso, President | Aye |
| Gloria Heydlauff, Vice President | Aye |
| Kevin Fix | Aye |
| Peter Hahn | Aye |

The meeting was adjourned at 6:05 p.m.



John Yesso, President



William J. Shkurti, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of May 31, 2019

| Fund No. | Fund Description | 1/1/2019 Balance (a) | 2019 YTD Revenue (b) | 2019 YTD Expended (c) | 5/31/2019 Balance (a + b - c) | Outstanding Encumbrance (d) | Unencumbered Balance ((a+b)-(c+d)) |
|--------------------|-------------------------------|---------------------------------|---------------------------------|----------------------------------|--|--|---|
| 1X0 | General Fund-Combined | \$ 3,309,236.70 | \$ 2,947,659.52 | \$ 2,482,620.14 | \$3,774,276.08 | \$ 926,838.40 | \$2,847,437.68 |
| 2XX | Special Revenue Fund-Combined | \$261,584.57 | \$ 20,703.30 | \$ 21,226.74 | \$261,061.13 | \$ 21,379.67 | \$239,681.46 |
| 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 | \$ 4,908.44 | \$ 5,425.88 | \$4,736.76 | \$ - | \$4,736.76 |
| GRAND TOTAL | | \$3,981,231.65 | \$2,973,271.26 | \$2,594,102.11 | \$4,360,400.80 | \$1,078,187.07 | \$3,282,213.73 |

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 May 31, 2018

| Fund No. | Fund Description | 1/1/2018 Balance (a) | 2018 YTD Revenue (b) | 2018 YTD Expended (c) | 5/31/2018 Balance (a + b - c) | Outstanding Encumbrance (d) | Unencumbered Balance ((a+b)-(c+d)) |
|--------------------|-------------------------------|---------------------------------|---------------------------------|----------------------------------|--|--|---|
| 1X0 | General Fund-Combined | \$ 3,003,654.44 | \$ 3,025,880.59 | \$ 2,398,129.42 | \$3,631,405.61 | \$ 778,608.73 | \$2,852,796.88 |
| 2XX | Special Revenue Fund-Combined | \$278,587.88 | \$ 45,478.80 | \$ 36,388.30 | \$287,678.38 | \$ 35,506.15 | \$252,172.23 |
| 402 | Building Improvement | \$364,979.22 | \$ 29,644.48 | \$ 105,664.30 | \$288,959.40 | \$ 107,866.46 | \$181,092.94 |
| 501 | Employee FSA Fund | \$3,202.68 | \$ 10,031.20 | \$ 5,802.62 | \$7,431.26 | \$ - | \$7,431.26 |
| GRAND TOTAL | | \$3,650,424.22 | \$3,111,035.07 | \$2,545,984.64 | \$4,215,474.65 | \$921,981.34 | \$3,293,493.31 |

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

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Upper Arlington Public Library
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of May 31, 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 | \$ 1,104,028.39 | \$ 2,747,322.00 | \$ 93,026.00 |
| Other Income | \$ 234,600.00 | \$ 153,138.09 | \$ 271,746.00 | \$ 37,146.00 |
| Total Revenue | \$ 6,082,005.00 | \$ 2,947,659.52 | \$ 6,212,177.00 | \$ 130,172.00 |

| General Fund Operating Expenditures | Budget | YTD Expenditures | Projected Year End Expenditures | (Over) / Under Budget |
|-------------------------------------|------------------------|------------------------|---------------------------------|--------------------------|
| Salaries & Benefits | \$ 4,091,845.00 | \$ 1,696,896.39 | \$ 3,984,692.80 | \$ 107,152.20 |
| Library Materials | \$ 882,117.00 | \$ 415,649.43 | \$ 838,011.15 | \$ 44,105.85 |
| Other Expenditures | \$ 1,126,941.00 | \$ 370,074.32 | \$ 1,068,441.00 | \$ 58,500.00 |
| Total Expenditures | \$ 6,100,903.00 | \$ 2,482,620.14 | \$ 5,891,144.95 | \$ 209,758.05 |

**(Over) /
Under Budget**

| | | | | |
|---|-----------------------|----------------------|----------------------|----------------------|
| Net Budget (Revenue less Expenditures before Cash Transfers Out) | \$ (18,898.00) | \$ 465,039.38 | \$ 321,032.05 | \$ 339,930.05 |
|---|-----------------------|----------------------|----------------------|----------------------|

Non-Operating Expenditures

| | | | | |
|--|---------------|------|---------------|------|
| Cash Transfers Out to Fund 402 - Building Improvement Fund | \$ 300,000.00 | \$ - | \$ 300,000.00 | \$ - |
|--|---------------|------|---------------|------|

| | | | | |
|--|------------------------|----------------------|---------------------|----------------------|
| Net Budget after Cash Transfers | \$ (318,898.00) | \$ 465,039.38 | \$ 21,032.05 | \$ 339,930.05 |
|--|------------------------|----------------------|---------------------|----------------------|

General Fund Cash Balance at December 31, 2019 \$ 3,330,268.75

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. May PLF receipts of \$283,884.41 were 20% higher than estimated. This was attributed to an increase in State Income tax revenue during the tax filing month.

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. Passport fees totaled \$7,318.50 for the month of May and the Library has collected \$44,647 to date for this service.

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.