
UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AGENDA FOR TUESDAY OCTOBER 18, 2016 AT 5 PM

1. Call to Order
2. Consent Agenda
 - a. Excused Absences
 - b. Approval of Minutes of August 16, 2016 P. 1-8
 - c. Approval of August Financial Report P. 9-18
 - d. August Donations Resolution P. 19
3. Public Comments
4. Assistant Director's Report
5. Director's Report P. 20
 - a. Resolution to Approve Changes to Pay Ranges P. 21-23
 - b. Quarterly Staffing Report P. 24-25
 - c. Monthly Statistics P. 26
6. Finance Committee
 - a. October Minutes P. 27-29
 - b. Resolution to Approve Health Insurance Renewal P. 30-32
 - c. Preliminary Budget Discussions P. 33-34
 - i. 2017 Budget for All Funds
 - ii. Revised 5 Year Plans
 - d. Resolution Appointing Sarah Brickner as Acting Fiscal Officer P. 35
 - e. Resolution Authorizing the Acting Fiscal Officer as a Designated Signatory P. 36-42
7. Operations Committee
 - a. October Minutes P. 43
8. Executive Session to Consider the Compensation Of a Public Employee
9. Adjournment

Next Board Meeting: Tuesday, December 6, 2016 at 5 p.m.

**UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, September 20, 2016 at 5:00 PM**

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

IN ATTENDANCE

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Justin Nahvi, Fiscal Officer; Chris Minx, Marketing and Community Relations Manager, and Diana Magee, Administrative Secretary

EXCUSED ABSENCE: None

CONSENT AGENDA

The consent agenda included the Minutes from the August 16, 2016 Board of Trustees meeting, the Financial Report for August 2016 and the August Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

**RESOLUTION 28-16
AUGUST 2016 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
\$500.00	130	William Hayward
\$25.00	250	Danny Kochensbarger, In Memory of Emily Armstrong
\$20.00	130	Mariko Ishida
\$100.00	130	John Yesso, In Memory of Margaret Watson
\$55.05	130	Hector Moreno
\$25,000.00	130	Jean A. Clark

SIGNATURE SHEET

Resolution No. 28-16

09/20/2016

Upon the motion of Trustee John Yesso, seconded by Gloria Heydlauff:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	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 date noted above.

Justin Nahvi, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

ASSISTANT DIRECTOR'S REPORT

The Upper Arlington Author Series will be hosting Bill Clegg on Sunday, October 2nd.

Piper Kerman, author of *Orange is the New Black*, will be visiting Upper Arlington on December 1st. The event will be at the High School and is a joint effort between the Library, UA Community Foundation, and First Community Church. Tickets go on sale on October 15th.

The Library will be holding its second annual Write Stuff writer's workshop on October 15th.

The Library will be closed on October 10th for In-service Day.

DIRECTOR'S REPORT

The Board was provided with a staffing history, which can be seen as an exhibit to these minutes, and which will be provided in future annual staffing reports. Based on the

highest number of staff, 138, the Library has 15% fewer staff while endeavoring to offer expanded services.

The fundraising goal for 2016 was exceeded due to a generous unsolicited donation from an Outreach patron. The Operations Committee and Library staff will be working on fundraising plans for 2017.

All library trustees will be receiving a mailing from the Ohio Library Council regarding changes to the Fair Labor Standards Act that will become effective as of December 1, 2016. The information provided will likely align with the updates that Administration has been providing the Trustees for the bulk of 2016.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included below.

The Board agreed to moving some of the funds from Arlington Bank to the Library's StarOhio account to generate more revenue from interest. However, any of the restricted donations currently at the Arlington Bank will remain there.

Administration also provided an update to the Board regarding health insurance renewal. Unfortunately, the Library was not accepted into Anthem's ERC program as anticipated. Administration will be researching all plans available to the Library to determine what plan offers the best possible scenario for the Library and its staff.

The Board passed a resolution to Accept Budget Commission Amounts. The resolution follows:

RESOLUTION 27-16 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, 2017; 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 2016 (collection year 2017) 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	\$3,163,993.03	2.00
TOTAL	\$3,163,993.03	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. 27-16

09/20/2016

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

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	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 date noted above.

Justin Nahvi, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

*UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
Tuesday, September 13, 2016
MEETING NOTES*

The meeting was called to order at 4:00 PM.

IN ATTENDANCE: Gloria Heydlauff, William Shkurti, Justin Nahvi, Chris Taylor, and Kate Porter.

Financials

The Committee reviewed the financial reports for September. The Public Library Fund continues to underperform compared to the County's estimate. Income from Passports, which was not included in our original budget, and the change in investment income as a result of moving funds to Star Ohio will offset this loss in part. Expenses continue to come in under budget so the Library is still on track to finish the year within budget. The Committee accepted the reports as presented to be included in the materials for the September 20th meeting of the Board of Trustees.

Bank Reconciliations

There were no questions regarding the bank reconciliations. The Fiscal Office continues to work on the outstanding checks and hopes to have taken care of more by November.

STAR Ohio Interest Income Update

As requested by a board member, the difference in projected interest income due to our moving some funds to STAR Ohio was presented. We expect the 2017 interest from STAR Ohio to be \$13,200. The current estimate for 2016 as original budgeted was \$2,889.

Budget Commission Amounts and Rates

Each year the board is required to accept the Franklin County Budget Commission's certification of levy amounts. This was brought to the Finance committee in advance of the board meeting. There were no questions.

Update on Insurance Renewal

Early this year we informed the Committee and Board that we were seeking acceptance into a health insurance consortium. We were informed on September 8th that we were not accepted due some high claims last year. Our renewal rate came in at a 28% increase and staff is meeting with our broker later in the week to discuss options for containing costs.

Adjournment

The meeting was adjourned at 4:23 PM.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included below.

A revised Operations Policy Manual was provided to the Board for approval. The manual was reviewed by legal counsel and the Operations Committee prior to presentation to the full Board. The resolution to approve the revised policy manual is as follows:

RESOLUTION 29-16
To Approve Changes to the Operations Manual

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to the Operations Manual as presented in the Exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

SIGNATURE SHEET

Resolution No. 29-16

9/20/2016

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Maura Bowen:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	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 date noted above.

Justin Nahvi, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

*UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, SEPTEMBER 6, 2016 AT 4 P.M.
MEETING NOTES*

The meeting was called to order at 4:04 p.m.

IN ATTENDANCE: John Yesso, Peter Hahn, Maura Bowen, Chris Taylor, Kate Porter, and Diana Magee.

EXCUSED ABSENCES: None

OPERATIONS MANUAL REVISIONS

The Committee recommended grammatical edits and adding a citation to section 7.4 (Local Library Security Policy) as the policy came from the Central Library Consortium. The Committee also requested wordsmithing of section 1.4 regarding Public Participation at Library Board Meetings to clarify that any one speaker is allotted 3 minutes of speaking time and the total public speaking time per meeting will be capped at 30 minutes, unless the Board allows further time.

FUTURE TOPICS

Topics for the remainder of the year include addressing any changes to the Personnel Manual as required due to changes to the Fair Labor Standards Act, reviewing estimates obtained on priority projects, and discussing fundraising strategies for 2017.

The meeting was adjourned at 4:41 p.m.

PRESIDENT'S REPORT

The Board reviewed the strategic plan's measurable outcomes and tactics as they related to one another. The one-page format was easy to read and understand. The Board made suggestions for additions that they would like to see for the final report at the end of the year.

An executive session will immediately follow the October Board Meeting to consider the compensation of a public employee.

ADJOURNMENT

Mr. McKee made a motion to adjourn the meeting. Ms. Bowen seconded the motion. VOTING AYE: Ms. Bowen, Mr. Hahn, Ms. Heydlauff, Mr. McKee, Ms. Mueller, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

The meeting was adjourned at 5:43 p.m.

Sarah Mueller, President

Gloria Heylauff, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of September, 2016

Fund No.	Fund Description	January 1, 2016 Balance (a)	2016 YTD Revenue (b)	2016 YTD Expended (c)	9/30/2016 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$2,571,825	\$5,176,519	\$4,258,119	\$3,490,225	\$645,468	\$2,844,757
2XX	Special Revenue Fund-Combined	\$287,039	\$41,744	\$36,233	\$292,550	\$20,990	\$271,560
402	Building Improvement	\$355,313	\$0	\$127,472	\$227,841	\$89,552	\$138,289
GRAND TOTAL		\$3,214,177	\$5,218,262	\$4,421,823	\$4,010,616	\$756,010	\$3,254,606

Fund 1X0 General Fund is used to track expenditures related to the Library's daily operations. As of 2014, sub-funds have been created within the General Fund to track Donations & Grants. This information provided summarizes the data into one General Fund and is noted as such.

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.

Upper Arlington Public Library
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of September 30, 2016

Beginning Cash Balance as of January 1, 2016 **2,571,825**

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	3,184,715	3,132,953	3,132,953	(51,762)
Public Library Fund	2,603,625	1,908,450	2,561,690	(41,935)
Other Income	144,990	135,115	185,787	40,797
Total Revenue	5,933,330	5,176,518	5,880,430	(52,900)

General Fund Operating Expenditures	Budget Plus Prior Year Encumbrances	YTD Expenditures	Projected Year End Cash Expenditures	(Over) / Under Budget
Salaries & Benefits	3,942,947	2,995,943	3,892,556	50,391
Library Materials	926,127	638,982	851,976	74,151
Other Expenditures	950,862	623,193	830,924	119,938
Total Expenditures	5,819,936	4,258,119	5,575,456	244,480

Includes prior year encumbrances of \$133,101 and a planned positive net budget of \$94,354.				(Over) / Under Budget
Net Budget (Revenue less Expenditures before Cash Transfers Out)	113,394	918,400	304,974	191,580

Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	263,221	0	263,221	0
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Net Budget after Cash Transfers	(149,827)	918,400	41,753	191,580
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Projected Cash Balance at December 31, 2016 **2,613,578**

Budget Plus Prior Year Encumbrances - represent Temporary / Permanent Appropriations that include 2015 encumbrances that will be paid in 2016.

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

Public Library Fund - although the Franklin County Budget Commission does not send an updated allocation for each of the Franklin County Libraries, the Ohio Department of Taxation has updated the PLF estimate for each county in 2016. Based on the trend in receipts for the current year, this revenue source is currently forecasted to be 1.6% less than the original estimate from the State of Ohio through the end of 2016.

Other Income - consists of revenue from fines, fees, unrestricted donations, interest earnings and cataloging services for the Bexley Public Library. This overall category of revenue is expected to meet the revenue estimate for the current year.

Salaries & Benefits - expenditures through the end of the current year are projected to be lower than the 2016 approved budget in relation to vacancy savings associated with unfilled positions throughout the first four months of the fiscal year. The current forecast in year end spending can fluctuate during 2016 in relation to staffing changes throughout the organization for the remainder of the year.

Library Materials - expenditures are currently projected to meet the appropriations allocated to this budget category for the 2016 approved budget. The estimated surplus in unspent appropriations through the end of the year reflects lapsed encumbrances from 2015 that were carried over into the current year.

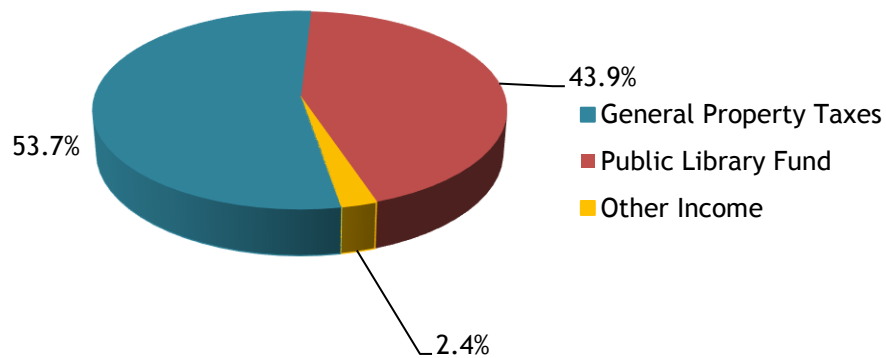
Other Expenditures - are projected to be under the 2016 approved budget for this overall category.

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. Therefore, going forward our overall General Fund budget/expenditures will appear to be higher.

Net Budget After Cash Transfers Out - A negative number indicates that the Library will be moving / transferring / spending the cash balance in the fund. A positive number indicates that we will be increasing the cash balance.

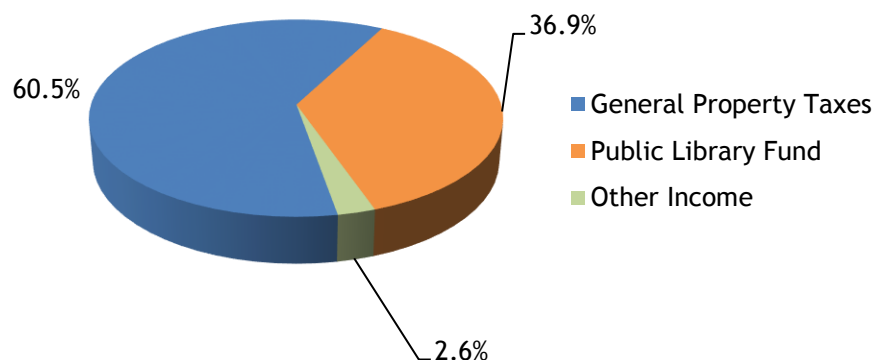
General Fund - Revenue Analysis

Budgeted Revenue By Source

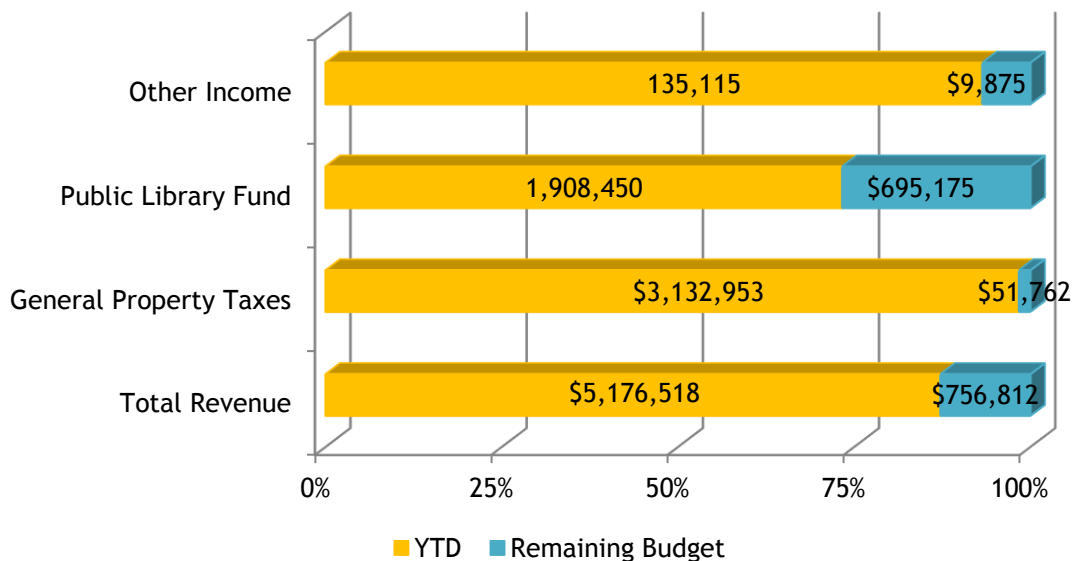


- The main sources of General Fund revenue for the Upper Arlington Public Library are property tax receipts received semi-annually from the Franklin County Auditor's Office through the Library's existing 2.0 mil levy along with receipts from the Public Library Fund as distributed monthly by the State of Ohio.

Actual Revenue By Source



General Fund - YTD Revenue



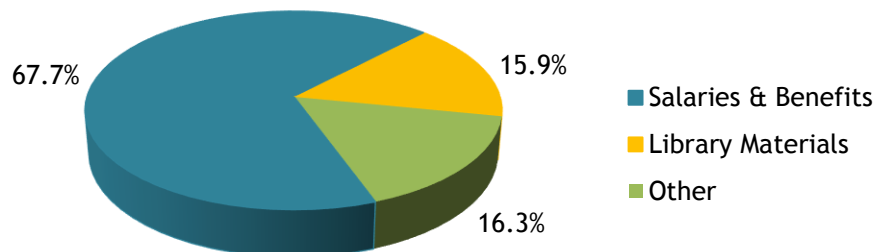
Actuals	1 st Quarter	2 nd Quarter	3 rd Quarter - QTD	4 th Quarter	YTD	Total*
Prior Year	\$2,037,127	\$1,633,109	\$1,318,345	\$854,075	\$2,223,684	\$5,842,656
Current Year	\$2,175,572	\$1,524,897	\$1,476,049		\$5,176,518	\$5,933,330

**Current year total represents revised budget.*

- Year-to-date revenue of **\$5,176,518** represents **87.2%** of the budgeted amount for the year.
- Public Library Fund (PLF) receipts through September 2016 reflects 73.3% of the budgeted amount for the year. On an annualized basis, collected revenue is 1.7% lower (or \$44,269) than the amount estimated for the 2016 fiscal year. The decrease is attributed to lower general tax revenue collected by the State of Ohio in the first 9 months of 2016 as PLF distributions equate to 1.7% of monthly collections from the State's General Revenue Fund.
- Real estate tax receipts through September 2016 reflects 98.4% of the budget amount for the year. As no additional receipts will be received in the current year from real estate collections, total revenue from the Library's existing real estate levy is 0.6% lower (\$18,469) than the amount collected in the 2015 fiscal year.

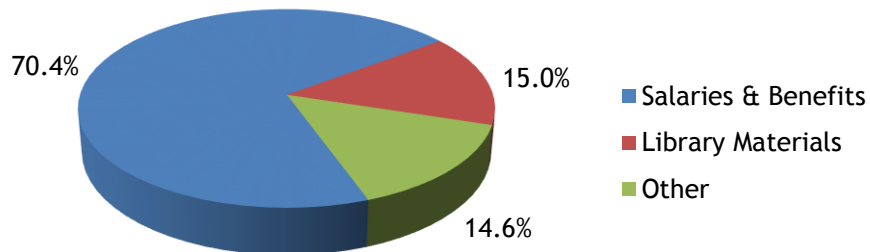
General Fund - Expenditure Analysis

Budgeted Expenditures By Type

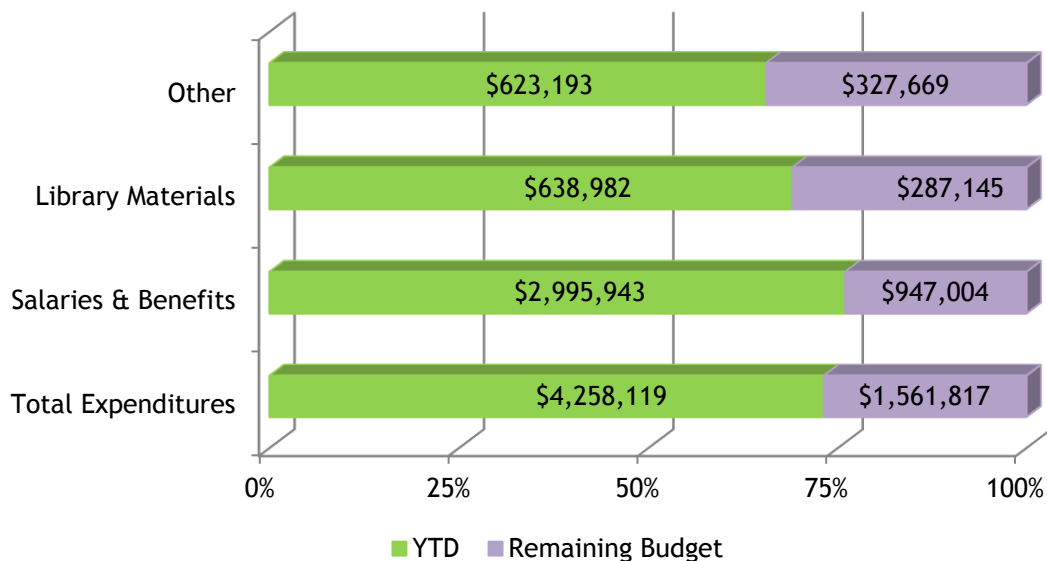


- The main source of General Fund expenditures for the Upper Arlington Public Library salaries and fringe benefits for Library employees.
- Additional expenditures for Library Materials and Other are evenly allocated from an operating perspective.

Actual Expenditures By Type



General Fund - YTD Expenditures



Actuals	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	YTD	Total*
Prior Year	\$1,412,710	\$1,353,329	\$1,281,609	\$1,555,696	\$1,900,872	\$5,603,344
Current Year	\$1,493,873	\$1,384,044	\$1,380,201		\$4,258,119	\$5,819,936

*Current year total represents revised budget.

- Year-to-date expenditures of **\$4,258,119** represent **73.2%** of the budgeted amount for the year.
- Through September, 69.0% of the amount budgeted for Library Materials has been spent for this year which is 7.1% or \$66,846 lower than the annualized allocation of appropriations through the first nine months of the fiscal year. Primary expenditures within this category include books for the adult services department (\$136,693), research services (\$108,933), digital books (\$70,577), youth services books (\$78,799), DVD's (\$68,629) and periodicals (\$42,288).
- With regards to expenditures in the Other budget category, year-to-date expenditures equates to 65.5% of the amount budgeted for the year as compared to an allocation of the annual budget for this category during the first nine months of the current year which is 75.0%. Through September 2016 total expenditures in the Other budget category reflects a decline of \$23,578 or 3.6% from the same period in 2015.

General Fund - Salaries & Benefits Analysis

Quarter	Budget	Actual Expenditures	% of Budget
1 st Quarter	\$909,911	\$945,716	24.0%
2 nd Quarter	\$1,061,563	\$1,018,029	25.8%
3 rd Quarter - QTD	\$1,061,562	\$1,032,198	26.2%
4 th Quarter	\$909,911		
Total	\$3,942,947	\$2,995,943	76.0%

- There were 20 pay periods through the end of the September 2016, which would equate to 76.9% of the budgeted amount. Total expenditures within this budget category were \$2,995,943 which is in line with the allocation of the budget for wages and benefits during September.

For consideration, \$29,621 in pension contribution payments in the first quarter for unreported service time from the 1980's on two prior Library employees were posted. Excluding these distributions, first quarter expenditures would have been \$2,232,419 or \$42,661 under the budgeted amount for the first half of the fiscal year.

Based on forecasted expenditures for this overall budget category, the Library is expected to remain within the appropriation limits set forth in the 2016 approved budget.

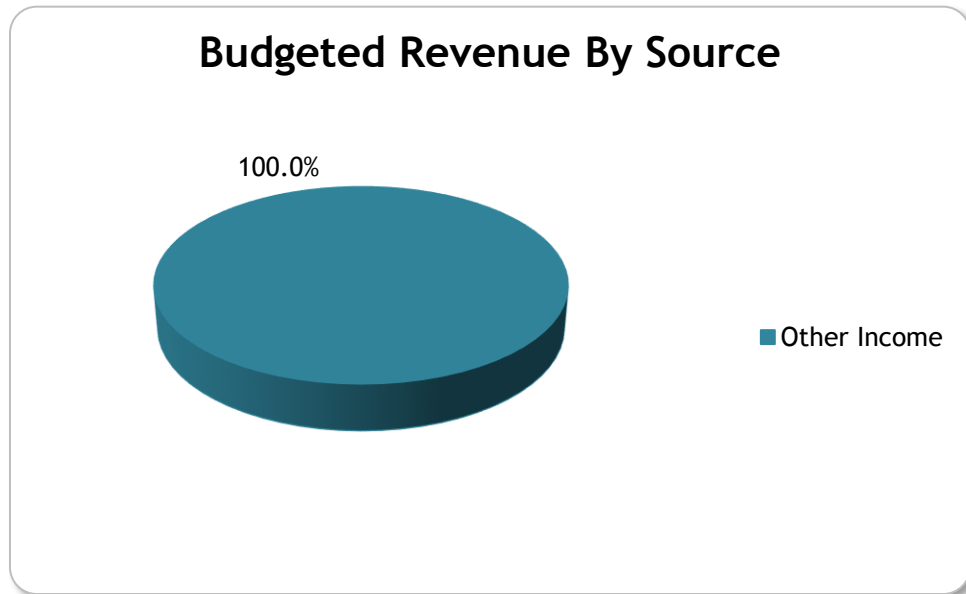
General Fund - Budget Corrective Items - Approved

- There have been no financial resolutions approved through August 2016 that have impacted the General Fund budget.

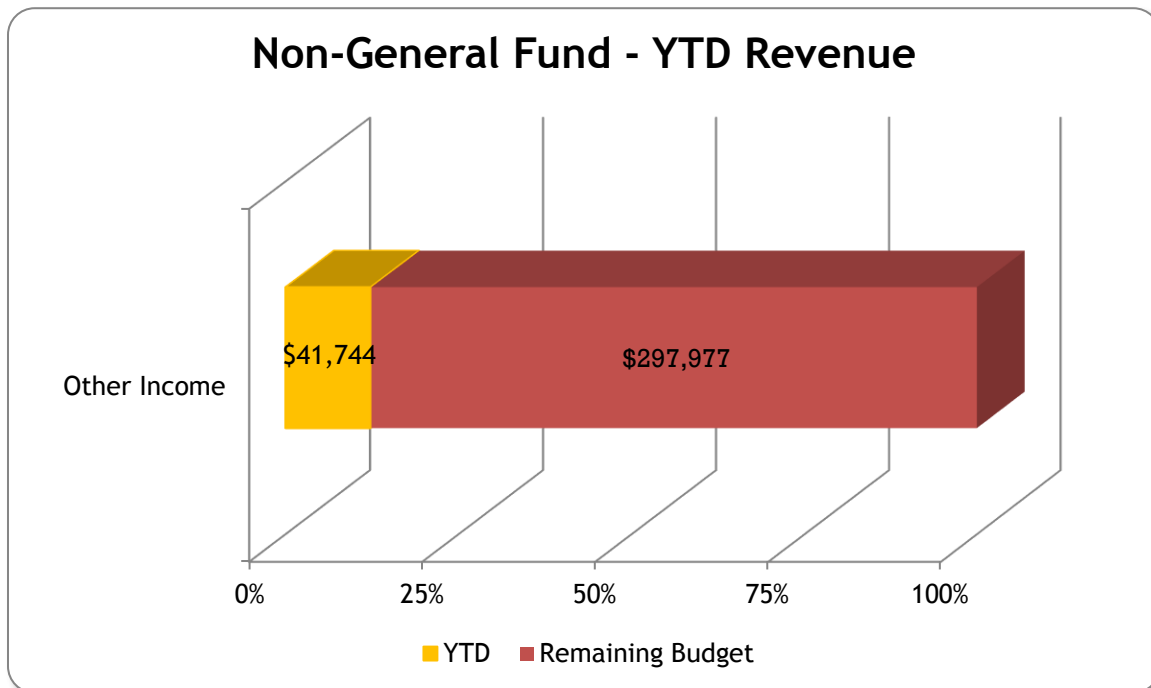
General Fund - Budget Corrective Items - Pending

- There are no requests currently pending that may impact the General Fund budget.

Non-General Fund - Revenue Analysis



- The main source of Non-General Fund revenue for the Upper Arlington Public Library are restricted donations from patrons and the Friends of the Upper Arlington Public Library with a corresponding revenue estimate of \$76,500 for the 2016 Fiscal Year as well as the annual transfer of cash from the General Fund (Fund 100) to the Building Improvement Fund (Fund 402) to sustain the Library's long term capital improvement plan which is currently estimated to be \$263,221.

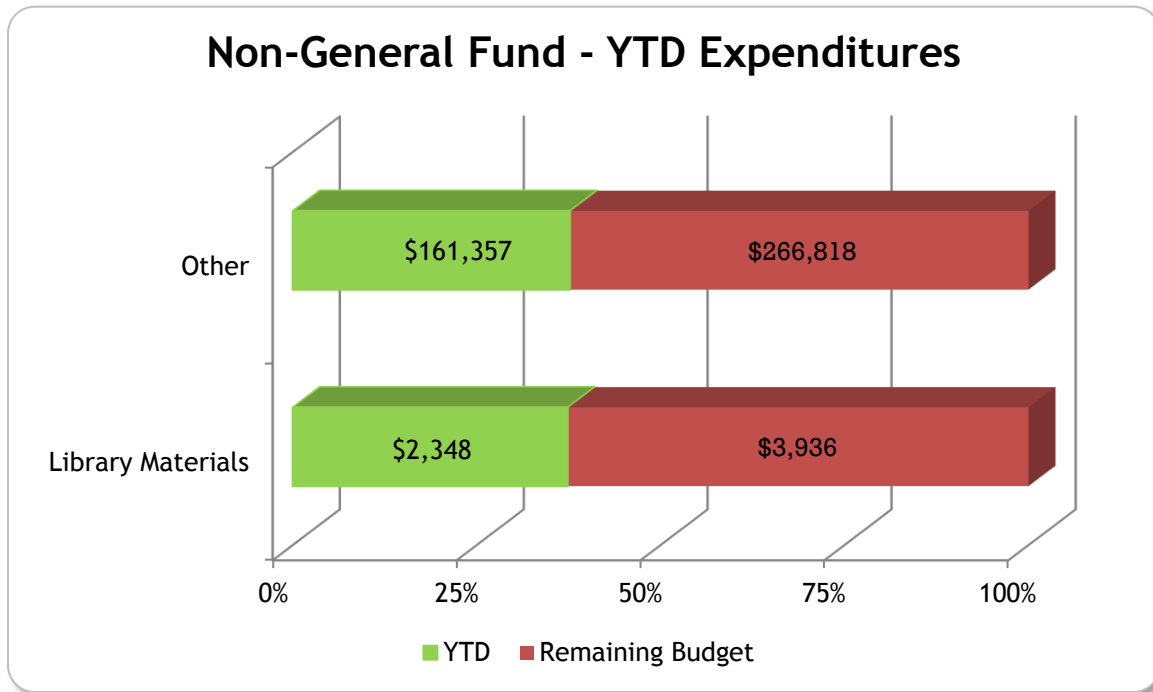


Actuals	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	YTD	Total*
Prior Year	\$8,831	\$13,152	\$5,151	\$207,366	\$11,634	\$234,500
Current Year	\$19,797	\$12,100	\$9,847		\$41,744	\$339,721

**Current year total represents revised budget.*

- Year-to-date revenue of **\$41,744** reflects 12.3% of the budgeted amount for the year.
- Non-General Fund revenue is collected from the Friends of the Library organization on a monthly basis in the form of restricted donations to support programming costs for the Library. The remaining balance of revenue is attributed to the annual transfer of cash from the General Fund (Fund 100) to the Building Improvement Fund (Fund 402). The current annual transfer of \$263,221 is scheduled for the 4th quarter of 2016.

Non-General Fund - Expenditure Analysis



Actuals	1 st Quarter	2 nd Quarter - QTD	3 rd Quarter	4 th Quarter	YTD	Total*
Prior Year	\$63,275	\$40,960	\$99,766	\$8,516	\$104,235	\$212,517
Current Year	\$112,284	\$26,363	\$25,058		\$163,705	\$434,458

**Current year total represents revised budget.*

- Year-to-date expenditures of **\$163,705** reflects **37.7%** of the budgeted amount for the year.
- Non-General Fund expenditures are primarily attributed to capital improvement spending drawn from the Building Improvement Fund (Fund 402) along with recurring expenditures on Library programming that is associated with restricted donations on behalf of the Friend's of the Library organization. Individual capital improvement project expenditures for nine months of the fiscal year are as follows:
 - Security Camera System: \$46,433
 - Lane Road Boiler Replacement: \$25,740
 - Friends Theatre Construction: \$16,076
 - Microfiche Equipment: \$9,611

RESOLUTION XX-16
SEPTEMBER 2016 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
\$200.00	130	Kyle McKee
\$100.00	130	William Shkurti
\$40.00	130	James Dowell



Director's Report

explore.gather.grow.

October 18, 2016

Annual Staff Development Day

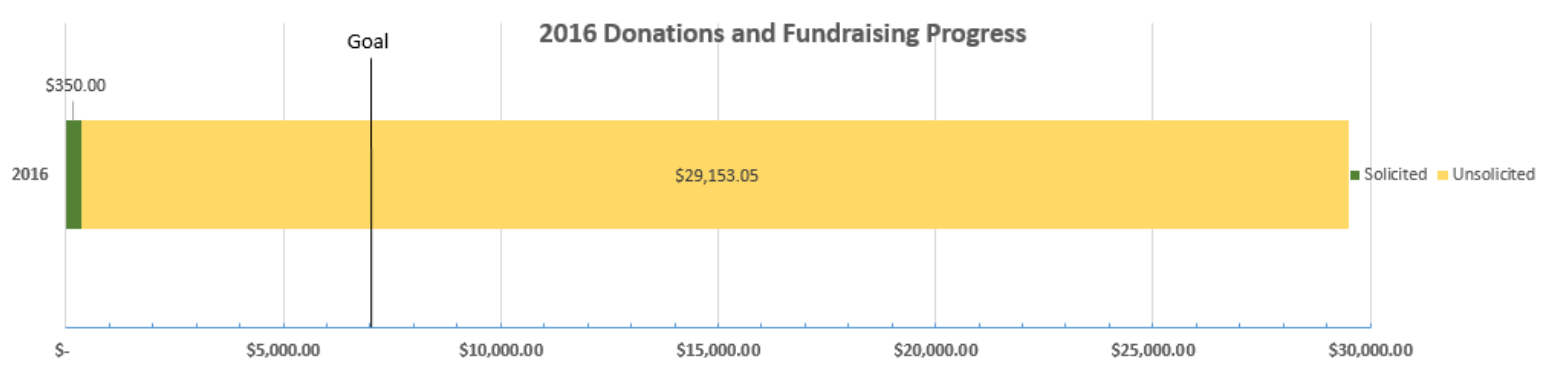
On Monday, October 10th, the Library held its annual Staff Development Day. This year, it was held in the Atrium of the Main Library which proved to be a successful venue. Each year we bring in outside speakers and trainers as well as celebrate our staff with milestone anniversaries and those nominated for Annual You Make a Difference awards.

Our outside trainers this year were from the Upper Arlington Fire Department. UAFD staff demonstrated the use of an AED (automated external defibrillator) and gave staff an opportunity to try it out. The Main Library has an AED and we expect that the branches will be receiving them as well via a grant from the UAFD.

Our outside speaker this year was Scott Brown whose topic was The Secret to Successful Customer Service Is You. He helped us to realize that different personality types approach situations differently. Knowing this can help us to adapt our responses in customer service situations.

Staff teams then presented the results of their teams' work on a number of initiatives including a written customer service philosophy, the new Listen Columbus streaming local music platform and our work to better assist and serve our Non Native English speaking patrons.

Fundraising Goal



Upper Arlington Public Library
Board of Trustees Meeting
October 18, 2016

TOPIC: 2016 Pay Range Adjustments

CONTEXT/BACKGROUND:

At our October Operations and Finance Committee Meetings Library administration shared with the committees the recommendations made by our Salary Range Consultant and our two step plan for implementation.

This month we are asking the Board to approve Phase One of the plan which includes structure changes and the reclassification of three positions. Please see the attached UAPL 2016 Revised Pay Ranges.

RECOMMENDATION FROM ADMINISTRATION:

To be effective October 23, 2016 (effective pay date November 11, 2016)

1. Make the recommended changes to the midpoints of ranges 7 and 9.
2. Move three jobs up one level in the pay ranges.

REQUEST OF BOARD/ACTION NEEDED:

Approval of the resolution to changes the pay ranges as indicated on the attached.

UAPL 2016 Revised Pay Ranges

To Be Effective as of October 23, 2015

Changes indicated in Red

Level	Job Title	Proposed 2016 Revised			Midpoint % Change
		Current Min	Current Mid	Current Max	
1	Shelver	\$8.20	\$10.00	\$11.50	NA
	2016 Ohio Minimum Wage \$8.10				
2	Library Aide	\$9.41	\$11.48	\$13.20	15%
3	Aquisitions Assistant	\$10.84	\$13.22	\$15.20	15%
	Circulation Assistant				
	Custodian-Courier				
4		\$12.44	\$15.17	\$17.45	15%
5	Branch Associate	\$13.42	\$17.43	\$21.44	15%
	Cataloger (non-MLS)				
	Community Relations Associate				
	ILL Coordinator				
	Public Services Associate				
6	Acquisitions Coordinator	\$15.47	\$20.09	\$24.71	15%
	Administrative Secretary				
	Branch Circulation Supervisor				
	Circulation Supervisor				
	Deputy Fiscal Officer				
	Graphic Designer				
	I T Assistant				
	Programmer				
7	Community Engagement Specialist	\$18.43	\$22.47	\$25.84	12%
	Executive Assistant	\$38,334.40	\$46,737.60	\$53,747.20	
8	Librarian	\$19.53	\$25.37	\$31.21	13%
	Community Engagement Specialist	\$40,622.40	\$52,769.60	\$64,916.80	
9	Collection Development Specialist	\$22.17	\$27.72	\$33.26	9%
	Digital Archives Specialist	\$46,113.60	\$57,657.60	\$69,180.80	
	Systems Developer				
10	Circulation Manager	\$24.52	\$30.65	\$36.78	11%
	Facilities Manager	\$51,001.60	\$63,752.00	\$76,502.40	
	Lane Road Manager				
	Marketing & Community Relations Manager				
	Miller Park Manager				
	Public Services Manager				
	Systems Administrator				
	Systems Coordinator				
	Systems Developer				
	Technical Services Manager				
11	Human Resources Manager	\$27.14	\$35.25	\$43.36	15%
		\$56,451.20	\$73,320.00	\$90,188.80	
12	Assistant Director	\$31.22	\$40.54	\$49.86	15%
	Director of Support Seivces	\$64,937.60	\$84,323.20	\$103,708.80	
	Fiscal Officer				

RESOLUTION xx-16
2016 Revised Pay Ranges

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the revised 2016 pay ranges as listed in the attached permanent exhibit to be effective beginning October 23, 2016.

Upper Arlington Public Library 3rd Quarter 2016 Staffing Report

2016 Personnel Costs vs. Budget

Quarter	Budget	Actual Expenditures	% of Budget
1 st Quarter	\$909,911	\$945,716	24.0%
2 nd Quarter	\$1,061,563	\$1,018,029	25.8%
3 rd Quarter - QTD	\$1,061,562	\$1,032,198	26.2%
4 th Quarter	\$909,911		
Total	\$3,942,947	\$2,995,943	76.0%

There were 20 pay periods through the end of the September 2016, which would equate to 76.9% of the budgeted amount. Total expenditures within this budget category were \$2,995,943 which is in line with the allocation of the budget for wages and benefits during September.

For consideration, \$29,621 in pension contribution payments in the first quarter for unreported service time from the 1980's on two prior Library employees were posted. Excluding these distributions, first quarter expenditures would have been \$2,232,419 or \$42,661 under the budgeted amount for the first half of the fiscal year.

Based on forecasted expenditures for this overall budget category, the Library is expected to remain within the appropriation limits set forth in the 2016 approved budget.

3rd Quarter Vacancy Rate

As of September 30, 2016, we have 117 permanent positions and 4 open positions for a vacancy rate of 3.42%.

3rd Quarter Turnover

Our 3rd quarter turnover rate was 10.7%. This percentage was based upon 12 position vacancies by resignation.

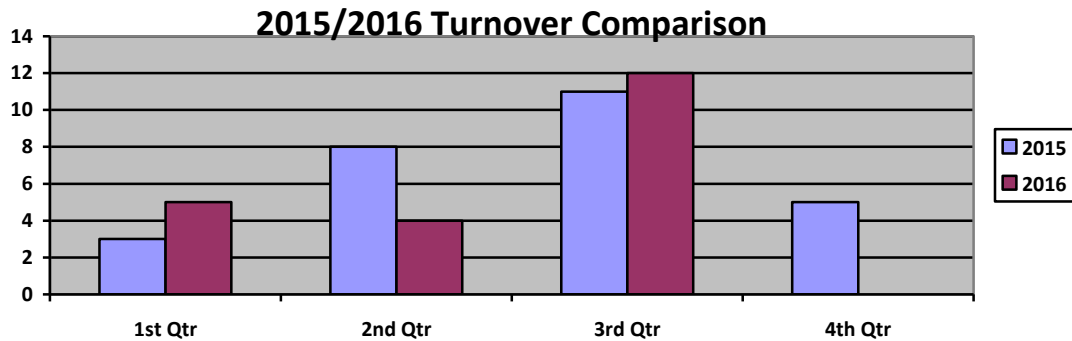
Staff Resignations	Transfers	Net Change in Number of Positions	New Hires
12	2	+1	11

Positions unfilled as of 9/30/2016:

- Branch Associate – Lane Road (two positions)
- Circulation Assistant - Circulation
- Public Services Associate – Adult Services

Turnover Data

As requested at the August Board meeting, below we have provided a summary of staff turnover by quarter for 2015 and 2016 through 3rd quarter.

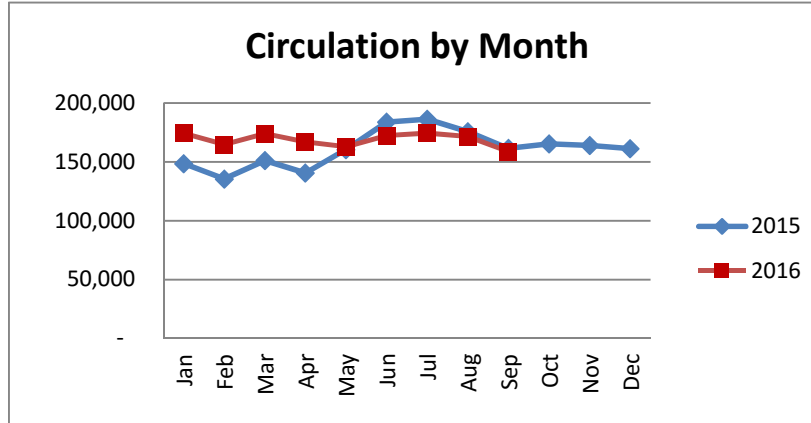


Anticipated Staffing Changes in the Next Quarter

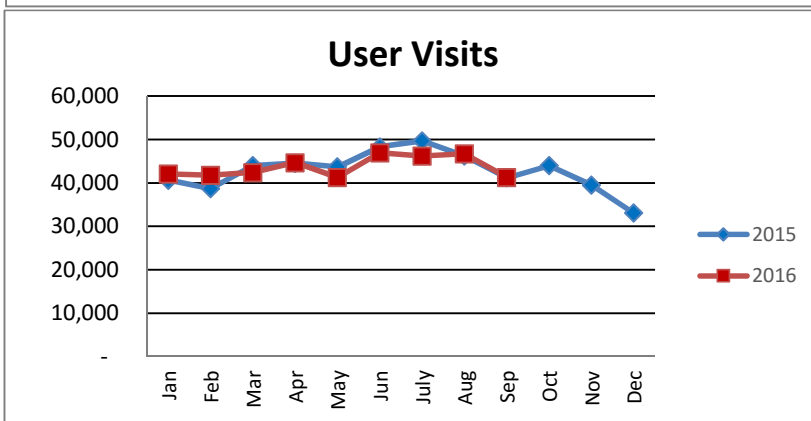
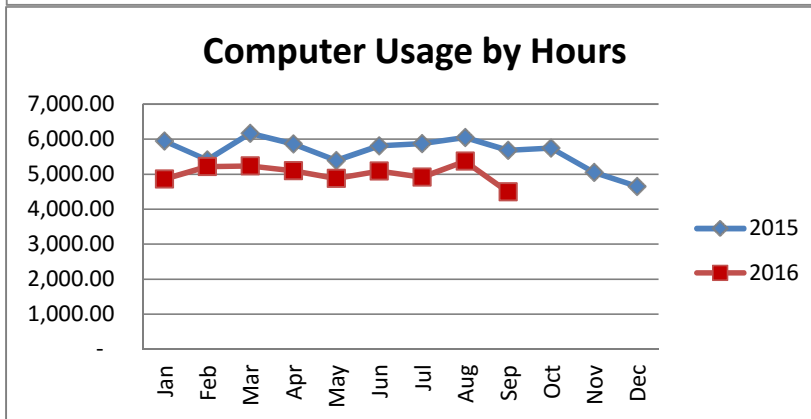
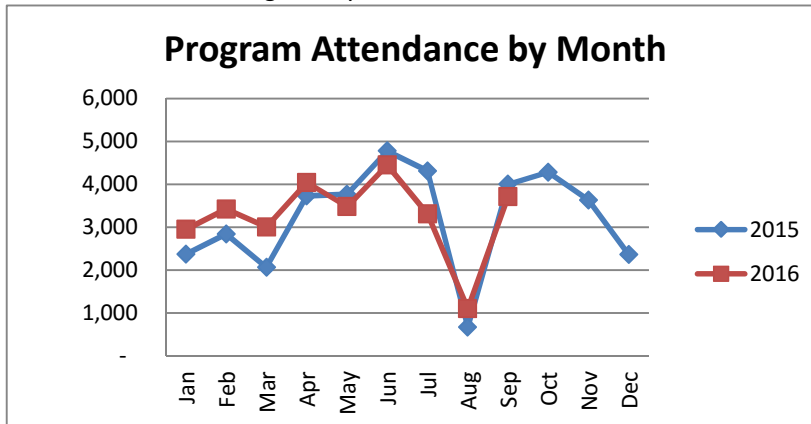
We continue to work with our Technical Services department to analyze the workflow and needs of the department before we replace the full-time Cataloger position that vacated in August. We do not have any immediate plans to change staffing structures in any other departments at this time.

Towards year-end, we will analyze our subbing notification system and determine if this system has been sufficient in filling open shifts. We plan to meet with Library managers to get their feedback. If we find that the current subbing system is insufficient, we will analyze other alternatives for filling open hours and will make recommendations in terms of our next steps.

Monthly Statistical Summary as of End of September 2016



Automatic renewals began May 1, 2015.



**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
TUESDAY, OCTOBER 11, 2016 AT 4 PM
MEETING NOTES**

The meeting was called to order at 4:02 p.m.

IN ATTENDANCE: Gloria Heydluaff, Kyle McKee, William Shkurti, Chris Taylor, Kate Porter, Justin Nahvi, Sarah Brickner, Julie Whitt, and Diana Magee.

Financials

The Committee reviewed the financial reports for August. The Library is on track to finish the year below budget by approximately \$192,000. The Library received additional revenue through the new Passport Program, increased interest earnings by moving funds into a StarOhio account, and through a large donation. There were also savings due to vacancies. The savings and additional revenue from 2016 will help the Library accomplish needed projects and help compensate for shortfalls in the outlying years of the 5 Year-Projected Budget. The Committee accepted the reports as presented to be included in the materials for the October 18th meeting of the Board of Trustees.

Bank Reconciliations

All accounts have now been reconciled. There are still a few outstanding checks which will be moved into an unclaimed funds account.

The interest generated from the StarOhio account was \$1,250 in September, which is consistent with projections.

Health Insurance Renewal Update

On Friday, October 7th, the Library's insurance broker advised that the Library's renewal quote had been calculated at the wrong group rate. The Library had previously been considered a small group but now qualified as a large group. Therefore, the increase in cost is only \$12,758.40 which is \$29,224.92 less than anticipated.

The Library currently pays 85% of the premium costs for staff who elect single-coverage and 80% of premium costs for staff who select family and other multi person coverage. This is far higher than most employers and has not changed for at least the last 15 years. By changing our plan design we have been able to hold down the cost increase of coverage to 3.3%. This is therefore an opportunity to begin moving the employee share of premiums up toward industry averages. This will preserve coverage for staff while also preserving the overall financial health of the Library.

Therefore, staff contributions will be increased by 2.5%. This percentage was carefully considered so as not to burden staff any more than necessary and to preserve the impact of the first year of merit raises. The Library will also offer two plans to staff, both a traditional PPO and an HSA plan. Administration will put together education sessions for staff so that they can learn the details of both plans and choose what suits them best.

The Library will be looking at other insurance brokers for future renewals.

The Committee agreed to recommend the plan changes and offerings to the full Board.

2017 Budget Draft and 5-Year Forecast

The Committee was presented with one base scenario. The scenario included additional revenue sources such as the Passport Program fees, StarOhio investment, and regular fines and fees.

Two large projects from 2016, replacement of carpet in the Adult Department and a new accounting system, will have to be rolled over to 2017 due to setbacks on the vendors' ends.

The Budget is conservative, not taking into account any extra revenue earned by adding additional hours for the Passport Program, as planned. The budget also does not inflate the property tax levy nor the Public Library Fund Revenue year over year as past patterns indicate they tend to under-deliver.

By 2021, the Library will only have 3 months of operating funds available. This is considered a prudent amount but the Library will have to consider if a new levy for increased revenue will be necessary at that point.

The budget will be brought back for the Finance Committee's final approval in their November 8th meeting. Revisions will be made to reflect the latest changes to healthcare costs as previously discussed.

PAY RANGE CHANGES

The Committee reviewed changes to the pay range as recommended by the TAMS Group. The Committee agreed with the changes and Administration's recommendation to implement them in two phases as follows:

Phase 1

To be effective October 23, 2016 (effective pay date November 11, 2016)

1. Make the recommended changes to the midpoints of ranges 7 and 9.
2. Make one job title change.
3. Move two jobs up one level in the pay ranges.

Phase 2

To be effective December 18, 2016 (effective pay date January 6, 2017)

1. Increase pay range midpoints by 2%.
2. Standardize the Range Spread for most pay ranges to 50%. Ranges 5 and 8 will remain at 60% to be considered in future years.

The first phase will be brought to the Board at the October meeting. The second phase will be included in the budget process. Chris noted that since receiving the final report from the TAMS group, she became aware that the titles of "Administrative Secretary" and "Administrative Assistant" were now considered the same thing, regarding the job title change in Phase 1. She advised that she may have additional changes to recommend to the Board in December, after further research.

REVIEW PROJECT ESTIMATES

The Finance Committee reviewed the Operations Committee's decisions regarding the prioritized projects as follows:

- Use some of the non-restricted donation balance to fund the Lane Road Drive-Up Book drop
- To approach the Friends of the Library to fund the Lane Road back room remodel
- Fundraise for one of the group or quiet study proposals in 2017 with a goal of construction in 2018

Chris also advised that she and Kate will be meeting with a company who is on state-terms and who oversees construction projects in their entirety, from hiring the architect, managing prevailing wages, coordinating the work, etc., for 8% of the cost which is highly competitive.

The Finance Committee was in agreement with the project choices and spending plan.

Adjournment

The meeting was adjourned at 5:26.

Next Meeting: Tuesday, November 8, 2016 at 4 p.m.

Upper Arlington Public Library
Board of Trustees Meeting
October 18, 2016

TOPIC: Health Care Renewal for 12/1/2016

CONTEXT/BACKGROUND:

Library administration previously shared with the Board of Trustees that the Health Insurance plan currently available and most like our current plan design showed a 28.4% increase for our next plan year due to our recent usage experience. In order to maintain our budgeted increase of 7.5% for the employer share of the premium, Library administration considered plan design changes to contain costs. Library administration also considered modifications to the percent contribution that employees would have deducted through their paychecks towards the overall cost of the coverage.

RECOMMENDATION FROM ADMINISTRATION

A recommendation for consideration by the Board of Trustees on insurance coverage for the next renewal period includes:

- Offering both a PPO and an HSA plan. See Exhibit A.
- Increasing employee contributions by 2.5%.
 - Rates for employee only from 15% to 17.5%
 - Rates for employees with other plans from 20% to 22.5% [employee plus spouse, employee plus children and employee plus family]

Should these changes be implemented, the maximum potential cost increase to the Library would be 0.9% or \$288.51 for healthcare coverage based on all staff currently enrolled staying on the PPO plan. A number of staff have expressed interest in an HSA Plan in the past. The Library's increase will be reduced by 0.08% for each employee that selects the HSA Plan.

A summary of the noted aggregate cost increase related to this recommendation, both from the employer and employee shares of the coverage is referenced in the following table:

Year	Employer Healthcare Cost	Employee Healthcare Cost	Total Cost	Employee Contribution %
2016	\$320,520.24	\$72,022.08	\$392,542.32	18.3%
2017 PPO Plan REVISED	\$320,808.75	\$84,491.97	\$405,300.72	20.8%
<i>Increase</i>	<i>\$288.51</i>	<i>\$12,469.89</i>	<i>\$12,758.40</i>	<i>0.09%</i>

REQUEST OF BOARD/ACTION NEEDED:

Adoption of the resolution to accept the healthcare renewal effective 12/1/2016.

Upper Arlington Public Library

Medical/Prescription Drug Cost Analysis

Effective Date: December 1, 2016

		NATIONAL DRUG LIST		ESSENTIAL DRUG LIST RATES	
		Current Anthem Blue Access Opt. D55 Rx 8		Renewal with Essential Anthem Blue Access Option 14 Rx CD	
		In-Network	Out-of-Network	In-Network	Out-of-Network
Rates	Couns				
	Single				
	Employee + Spouse	\$569.28	\$661.10		
	Employee + Child(ren)	\$1,251.27	\$1,463.11		
	Family	\$960.94	\$1,115.96		
	Family	\$1,757.36	\$2,040.83		
	Estimated Annual Premium	\$392,542	\$455,861		
	Percentage Change		16.1%		
	Dollar Change	\$0	\$63,318		
	Calendar Year or Policy Year	Embedded	Calendar Year	Embedded	Calendar Year
Deductible	Individual	\$2,500	\$5,000	\$2,500	\$5,000
	Family	\$5,000	\$10,000	\$5,000	\$10,000
	Coinurance	100%	70/30%	100%	70/30%
	Out-of-Pocket Maximum	Includes Ded and all copays	Includes Ded and all copays	Includes Ded and all copays	Includes Ded and all copays
	Individual	\$2,500	\$10,000	\$5,000	\$12,700
	Family	\$5,000	\$20,000	\$10,000	\$25,400
	Hospitalization - Inpatient	100% after ded	70/30% after ded	100% after ded	70/30% after ded
	-Outpatient	100% after ded	70/30% after ded	100% after ded	70/30% after ded
	Emergency Room	\$300 copay	\$300 copay	\$300 copay	\$300 copay
	Urgent Care	\$75 copay	70/30% after ded	\$75 copay	70/30% after ded
Office Visit	Office Visit	\$30 copay PCP; \$60 copay SCP	70/30% after ded	\$30 copay PCP; \$60 copay SCP	70/30% after ded
	Preventive Care	100% NO DED	70/30% after ded	100% NO DED	70/30% after ded
	Prescription Drugs Deductible	None	None	None	None
	Tier 1/Tier 2/Tier 3/Tier 4 Drugs				
	Retail	\$10/\$35/\$70/25% to \$200 max up to \$2,500 OOP	50%, min \$70*	\$10/\$35/\$70/25% to \$250 max up to \$2,500 OOP	50%, min \$70*
	Mail Order	\$10/\$88/\$175/25% to \$200 max up to \$2,500 OOP	N/A	\$20/\$105/\$210/25% to \$250 max up to \$2,500 OOP	N/A
	2/Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.				
	Rates include ACA Fees and taxes				
	Benefits term at age 26 for dependents beginning December 1, 2016				
	This is a brief summary of benefits and it does not alter the policy provisions or limitations. Please refer to the carrier's proposals for details on plans, limitations & exclusions.				
	This spreadsheet is based on information given and totals are estimated. Final rates are subject to change based on final enrollment and approval by underwriting.				
	F:\Employee_Benefits\Legacy HR\HCLIENT FILES\Upper Arlington Library\2016\Anthem Renewal\2016 12 Medical Renewal spreadsheet				

RESOLUTION xx-16
To Accept Anthem Health Care Insurance Renewal

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the health care insurance renewal proposal from Anthem Insurance to be effective as of December 1, 2016 which reflects a 3.3 % increase in premiums and an additional plan option.

Upper Arlington Public Library
Board of Trustees Meeting
October 18, 2016

TOPIC: 2017 Draft Recommended Budget

CONTEXT/BACKGROUND:

A draft of the 2017 Recommended Budget for the Upper Arlington Public Library has been developed in partnership with Library Administrators, Fiscal Staff and the Departmental Managers throughout the organization.

The current draft includes estimated revenue for the General Fund in the amount of \$6,015,842 which is an increase of 2.6% or \$82,512 from the 2016 Approved Budget. The increase in General Fund revenue is primarily attributed to additional revenue from the Public Library Fund (\$41,935), fees received from the newly implemented passport program as well as increases in interest income.

With regards to expenditures, the draft Recommended Budget for the General Fund in 2017 is \$5,957,449 which is a decrease of 0.001% or \$8,155 from the 2016 Approved Budget. The decrease in General Fund appropriations is primarily attributed a minimal increase in employer healthcare costs for 2017 along with the application of a 2.5% vacancy credit for wages, pension, Medicare and workers' compensation costs.

In summary, the draft 2017 Recommended Budget is presently balanced in terms of estimated revenues exceeding the recommended appropriations which thereby allows for a transfer of \$363,367 in surplus revenue to the Building Improvement Fund in support of the Library's long term facilities maintenance and general capital outlays plan.

RECOMMENDATION FROM ADMINISTRATION:

Library Administration recommends the continued modification to the 2017 Recommended Budget throughout the month of October with a second draft of the plan submitted to the Finance Committee in the month of November. This will allow for Library Administration to refine projected revenues and expenditures for the 2018-2021 long term financial forecast, while adjusting current year revenue and expenditures projections to arrive at a more precise transfer amount from the General Fund to the Building Improvement Fund by year-end.

REQUEST OF BOARD/ACTION NEEDED:

Discussion of the draft of the 2017 Recommended Budget and the long term financial forecast.

Upper Arlington Public Library								
General Fund 'Base' Budget Scenario								
5-Year Budget Projections Planning Document								
2016 to 2021 Budgets								
DRAFT - For Board discussions only								
DOES NOT REPRESENT POLICY DECISIONS								
General Fund Beginning Cash		\$ 2,571,825	\$ 2,613,578	\$ 2,671,971	\$ 2,527,191	\$ 2,392,377	\$ 2,130,600	
General Fund Operating Revenue		2016 Projected Year End Revenue	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	
General Property Taxes		3,132,953	3,163,993	3,163,993	3,163,993	3,163,993	3,163,993	
Public Library Fund		2,561,690	2,665,249	2,665,249	2,665,249	2,665,249	2,665,249	
Other Income		185,787	186,600	186,600	186,600	186,600	186,600	
Total Revenue		5,880,430	6,015,842	6,015,842	6,015,842	6,015,842	6,015,842	
General Fund Operating Expenditures		2016 Projected Year End Expenditures	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	Cumulative Unallocated Expense Reductions
Salaries & Benefits		3,892,556	3,954,363	4,076,826	4,185,193	4,297,046	4,412,149	
Library Materials		851,976	851,000	873,420	895,087	918,054	946,057	
Other Expenditures		830,924	847,112	847,009	851,789	862,518	912,030	
-- Unallocated Expense Reductions due to shortfall		0	0	0	0	0	0	0
Total Expenditures		5,575,456	5,652,475	5,797,255	5,932,069	6,077,618	6,270,236	
								Cumulative Net Operating Budget
Net Operating Budget (Revenue less Expenditures before Cash Transfers Out)		304,974	363,367	218,587	83,773	(61,777)	(254,394)	654,530
Non-Operating Expenditures								
Cash Transfers Out to Building Improvement Fund		263,221	304,974	363,367	218,587	200,000	200,000	
Net Operating Budget after Cash Transfers		41,753	58,393	(144,780)	(134,814)	(261,777)	(454,394)	
General Fund Ending Cash		\$ 2,613,578	\$ 2,671,971	\$ 2,527,191	\$ 2,392,377	\$ 2,130,600	\$ 1,676,206	
Months of Operating Expenditures Supported by Cash Reserve		5.6	5.7	5.2	4.8	4.2	3.2	
Other Library Funds Impacting Overall Cash Balance that have been agreed upon in theory by the board:								
Building Improvement Fund Beginning Cash		\$ 328,720	\$ 446,790	\$ 216,892	\$ 344,549	\$ 309,493	\$ 379,068	
Additional Expenditures:		2016 Projected Year End Expenditures	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	Cumulative Additional Expenditures
Building Periodic Maintenance & Replacement Cycle (55400)		49,816	147,966	27,625	37,946	1,721	2,124	267,198
Flooring Replacement Cycle		-	117,306	42,985	39,597	37,604	-	237,492
Technology Replacement Cycle (55540/55520)		86,132	213,000	108,500	119,500	34,500	76,800	638,432
Annual F&E Budget Proposed to Ops Committee 55511		9,203	54,600	54,600	54,600	54,600	54,600	282,203
Other Expenditures such as Legal Fees & Advertising		-	2,000	2,000	2,000	2,000	2,000	10,000
Total Additional Expenditures		145,151	534,872	235,710	253,643	130,425	135,524	1,435,325
Building Improvement Fund Ending Cash		\$ 446,790	\$ 216,892	\$ 344,549	\$ 309,493	\$ 379,068	\$ 443,544	
% of Roof Replacement in 2034 Funded		44.7%	21.7%	34.5%	30.9%	37.9%	44.4%	
Other Library Funds Impacting Overall Cash Balance that need to be decided:								
Additional Expenditures:		2016 Projected Year End Expenditures	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	Cumulative Additional Expenditures
-- Fundraising Support (Fund 250)		7,401	23,000	23,000	23,000	23,000	23,000	99,401
Note 1: Does not include <i>Friends of the Library Fund</i> Budget.								
Note 2: Property tax reflects a 0% growth each year based on review of last 5 years. 2015 reflects the Budget Commission Office projection provided as of September 2015.								
Note 3: PLF is estimated by the State Tax Department for 2016. All future years assume that there will be no increase or decrease to the PLF.								
Note 4: Inflationary factor = 2.5% only used on Library Materials category. Inflationary factors for: salary pool = 2.7%, health care benefits = 7.5%, other expense category = various.								
Note 5: The library is moving forward with the Building and Technology plans.								
Note 6: Transfers Out is an accounting function in order to move cash from one fund to another and account for decisions already made by the board.								
Note 7: Color coding matches to the following page in order to show where numbers are being used in the cash balance summary report.								

RESOLUTION XX-16
**Resolution Appointing Sarah Brickner as Acting Fiscal Officer
Commencing on October 22, 2016**

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That Sarah Brickner be appointed as the Acting Fiscal Officer of the Upper Arlington Public Library commencing on October 22, 2016 until such time as a permanent Fiscal Officer is hired.

That Chris Taylor be appointed as Acting Deputy Fiscal Officer of the Upper Arlington Public Library commencing on October 22, 2016 and until such time as a permanent Fiscal Officer is hired.

Upper Arlington Public Library
Board of Trustees Meeting
October 18, 2016

TOPIC: Depository Authorization for Signatories and Interim Deposits

CONTEXT/BACKGROUND:

In relation to the appointment of Sarah Brickner as the Acting Fiscal Officer for the Upper Arlington Public Library, she will need to be added as a signatory for the bank accounts currently held with Huntington National Bank as well as Arlington Bank. In addition, the enclosed depository agreement with Huntington National Bank is required on a recurring basis pursuant to the Ohio Revised Code for all banking institutions that are utilized by the Library.

RECOMMENDATION FROM ADMINISTRATION:

Enclosed with this memorandum is a resolution that authorizes the Acting Fiscal Officer to be a signatory with each of the noted banking institutions and authorizes the Library to execute the depository agreement with Huntington National Bank.

REQUEST OF BOARD/ACTION NEEDED:

Adoption of the resolution authorizing both the Acting Fiscal Officer as a signatory and the execution of depository agreements.

October 5, 2016

Upper Arlington Public Library
Attn: Mr. Justin Nahvi, Fiscal Officer
2800 Tremont Road
Upper Arlington, Ohio 43221

Dear Mr. Nahvi:

The Huntington National Bank hereby makes application to be designated as a depository for the active funds of Upper Arlington Public Library in the amount of \$6,000,000.00 for the period commencing January 1, 2017 and ending December 31, 2021.

The Huntington National Bank hereby makes application to be designated as a depository for the interim funds of Upper Arlington Public Library in the amount of \$6,000,000.00 for the period commencing January 1, 2017 and ending December 31, 2021. The Huntington National Bank will quote interest rates when specific amounts and maturity dates are known.

It is our understanding that no inactive funds are to be awarded for the period commencing January 1, 2017 and ending December 31, 2021.

As a depository for the funds of Upper Arlington Public Library, The Huntington National Bank will pledge eligible securities in accordance with the Ohio Revised Code, specifically Section 135.181.

Enclosed is our published Report of Condition as of June 30, 2015.

If selected to serve as a depository for any of the public monies of Upper Arlington Public Library for the period commencing January 1, 2017 and ending December 31, 2021, please affix the authorized signature(s) and return a copy of the enclosed Ohio Memorandum of Agreement for Deposit of Public Funds for our files.

We sincerely appreciate the past banking relationship with Upper Arlington Public Library and look forward to continuing to provide the required banking and financial services.

Sincerely,


Cheryl J. Schultz
Vice President

Enclosures

Report of Condition
Consolidating Domestic and
Foreign Subsidiaries of
The Huntington National Bank

of Columbus in the State of Ohio, at the close of business on June 30, 2015, as filed with the Office of the Comptroller of the Currency.
Charter Number 7745
Comptroller of the Currency Central District

Report of Condition
(in thousands of dollars)

Assets

Cash and balances due from depository institutions		
Non-interest bearing balances and currency and coin	\$	828,444
Interest Bearing Balances		367,962
Securities:		
Held-to-maturity securities		3,304,160
Available-for-sale securities		9,894,446
Federal funds sold and securities purchased under agreements to resell		
Federal funds sold in domestic offices		0
Securities purchased under agreements to resell		0
Loans and lease financing receivables:		
Loans and leases held for sale		548,055
Loans and leases net of unearned income	\$	48,732,982
Less: Allowance for loan and lease losses		(595,786)
Loans and leases, net of unearned income and allowance		48,137,196
Trading Assets		222,968
Premises and fixed assets (including capitalized leases)		612,312
Other real estate owned		29,232
Direct and indirect investments in real estate ventures		436,400
Intangible assets:		
Goodwill		623,021
Other intangible assets		249,203
Other assets		3,408,728
Total Assets	\$	<u>68,662,127</u>

Liabilities

Deposits:		
In domestic offices	\$	53,972,437
Non-interest bearing	\$	7,854,438
Interest bearing		46,117,999
In foreign offices, Edge and Agreement subsidiaries, and IBFs		551,820
Interest bearing		551,820
Federal funds purchased and securities sold under agreements to repurchase		
Federal funds purchased in domestic offices		554,000
Securities sold under agreements to repurchase		547,118
Trading Liabilities		165,590
Other borrowed money		5,181,711
Subordinated notes and debentures		328,092
Other liabilities		994,610
Total Liabilities		<u>62,295,378</u>

Minority interest in consolidated subsidiaries 383,348

Equity Capital

Common stock		39,999
Surplus		5,806,469
Retained Earnings		308,324
Accumulated other comprehensive income		(171,391)
Total Equity Capital		<u>5,983,401</u>
Total Liabilities and Equity Capital	\$	<u>68,662,127</u>

I, Howell D. McCullough III, Executive Vice President of the above-named bank do hereby declare that this Report of Condition is true and correct to the best of my knowledge and belief.

Howell D. McCullough III
August 4, 2015

We, the undersigned directors, attest to the correctness of this Report of Condition. We declare that this has been examined by us, and to the best of our knowledge and belief has been prepared in conformance with the instructions and is true and correct.

Directors:

Stephen D. Steinour
Richard W. Neu
Jonathan A. Levy

For Internal Use Only:

Account Number(s): _____



**AGREEMENT FOR DEPOSIT OF PUBLIC FUNDS
OHIO**

This Agreement is entered into this 5th day of October, 2016 by and between The Huntington National Bank, a national banking institution organized under the laws of the United States (hereinafter referred to as the "Financial Institution") and Upper Arlington Public Library of Upper Arlington, Ohio (hereinafter referred to as the "Subdivision").

WHEREAS, The Huntington National Bank is a financial institution located and doing business within Upper Arlington, Franklin County, Ohio, having as of June 30, 2015 capital funds as defined by Section 135.01(c) of the Ohio Revised Code of Five billion, nine hundred and eighty-three million, four hundred and one thousand Dollars (\$5,983,401,000.00) and total assets of Sixty-eight billion, six hundred and sixty-two million, one hundred and twenty-seven thousand Dollars (\$68,662,127,000.00); and

WHEREAS, Financial Institution has in writing proposed to the Subdivision that for the period commencing January 1, 2017 through December 31, 2021 inclusive, the Financial Institution will accept for deposit and safekeeping the following:

- (a) The maximum sum of \$6,000,000.00 or any part thereof of the active deposits of said Subdivision; and
 - (b) The maximum sum of \$6,000,000.00 or any part thereof of the interim deposits of said Subdivision,
 - (c) The maximum sum of \$0.00 or any part thereof of the inactive deposits of said Subdivision,
 - (d) The total sum of such active, interim, and inactive deposits totals \$12,000,000.00.
- as these terms are defined in Section 135.01 of the Ohio Revised Code; and

WHEREAS, said Financial Institution has also, in said written proposal, and pursuant to the Uniform Depository Act of Ohio, offered to pledge and deposit with the Treasurer of the Subdivision or designated trustee, as security for the repayment of all public moneys to be deposited in the Financial Institution by said Subdivision, (a) security of the kind specified in Section 135.18 or 135.181 and any other sections of the Ohio Revised Code specifying eligible security, in a sum equal to the minimum amount of security required by Section 135.18 or 135.181 of the Ohio Revised Code, or (b) surety company bond or bonds in a sum required by said Uniform Depository Act; and

WHEREAS, the said Subdivision has accepted the said proposal of said Financial Institution, in whole or in part, and has selected said Financial Institution as one of its depositories for the period or periods of time set forth above, and awarded to it, as such depository, a deposit or deposits of money at the rate of interest for such inactive and interim deposits set forth in its proposal for the deposit of public moneys; and

WHEREAS, the total of such active, interim and inactive deposits awarded does not exceed the limit set by Section 135.03 of the Revised Code of 30% of the total assets of the Financial Institution.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Designation. For and during the period of time beginning January 1, 2017 and ending December 31, 2021 both inclusive, Subdivision will and does designate said Financial Institution as a depository of money belonging to it in the amounts set forth above.

2. Active Deposits. Said Financial Institution further covenants and agrees that any or all of the money awarded to or deposited with it as active funds, may at any time be drawn against by check of Subdivision executed by such authorized person(s) or officer(s) and according to such procedure as said Subdivision may designate and prescribe.

3. Interim Deposits. Interim deposits shall be held in time deposit account(s) maturing in seven (7) or more days but in no event more than one year from date of deposit.

4. Inactive Deposits. Said Financial Institution hereby agrees to receive from said Subdivision, the sums set forth above, of the moneys of said Subdivision coming into the hands of the Treasurer of said Subdivision, in an account or accounts. Inactive deposits shall be held in time deposit account(s), each of which shall mature not later than the end of the period of designation and which may be payable upon written notice to be given a specified period before the date of repayment.

5. Pledge of Securities. Said Financial Institution further agrees that to secure the performance of its obligations hereunder, under said proposal and under the observance of all requirements of law applying to such deposits, depositories, contracts, and bonds, it will forthwith pledge for the benefit of said Subdivision and to its satisfaction, and to the satisfaction of the legal adviser of said Subdivision as to form, eligible securities of aggregate market value equal to the excess of the amount of public moneys to be at the time so deposited, over and above such portion or amount of such moneys as is at such time insured by the Federal Deposit Insurance Corporation, or by any agency or instrumentality of the federal government, under the provisions of Section 135.18 or 135.181 of the Revised Code; or a surety company bond or bonds in the sum required by Section 135.18 or 135.181 of the Revised Code. The said Financial Institution will offer the following security to secure said award:

Deposits shall be collateralized in accordance with Section 135.181 Ohio Revised Code.

6. Statements. Said Financial Institution shall file with the Treasurer of Subdivision as of the last business day of each month during any time that a part of the award is on deposit a statement showing the balance of such active moneys in its possession.

7. Use of Deposits. Financial Institution is allowed the full use, for its lawful and proper purposes of the daily balance, of deposits of the moneys coming into the hands of the Treasurer of said Subdivision as such Treasurer, in the Treasurer's account(s) in said Financial Institution; all pursuant and subject to the Uniform Depository Act of Ohio, herein referred to, and all amendments or supplements thereto, and to the terms of said Financial Institution's proposal and all within the limits and under and subject to the terms, conditions and stipulations set forth in this Agreement.

8. Surety. The securities deposited, and the surety bond, or both, shall be and are surety and bond for the compliance by said Financial Institution with each and all of the provisions, terms, limitations, conditions and stipulations hereinbefore mentioned, and for the performance hereof by said Financial Institution.

9. Amendment of State or Federal Law. This Agreement shall become null and void whenever by amendment or amendments of any state or federal law or the amendment or adoption of any valid regulations, thereunder, of the United States are changed or amended, the terms of the designation, lawful at the beginning of any period of designation, cause to be unlawful, during such period and if such change of law or regulation requires, the period of designation shall be limited so as not to extend beyond the date when such change becomes effective.

10. Assignment. Neither party may assign or transfer this Agreement without the written consent of the other party; provided however, that Financial Institution may assign or transfer this Agreement to any successor, subsidiary, parent or affiliate of Financial Institution, or pursuant to any merger, sale, consolidation or other internal reorganization of Financial Institution upon the giving of notice to the Subdivision.

11. Rules & Regulations: Entire Agreement. The rules and regulations published by the Financial Institution from time to time shall govern the accounts established by the Subdivision, except as expressly provided herein. This Agreement, and any agreement, documents and instruments executed and delivered pursuant thereto or in connection herewith, or incorporated herein by reference, contains the entire agreement of the parties hereto and as contemplated thereby and supersedes all prior discussions, understandings or agreements between the parties hereto.

12. Severability. If at any time any provision of the Agreement shall be held by any court of competent jurisdiction to be illegal, void or unenforceable, such provision shall be of no force and effect, but the illegality or unenforceability of such provision shall have no effect upon and shall not impair the enforceability of any other provision of this Agreement.

13. Notices. All notices, requests, demands or other communications and deliveries required or authorized under this Agreement shall (a) be in writing, (b) be sent by certified or registered mail, return receipt requested, by personal delivery or by overnight courier service, to the parties respective addresses on the first page hereto and to the attention of the person executing this Agreement, or to such other address and/or person as a party may designate by written notice to the other party, and (c) be effective when deposited with the United States Postal Service if sent by mail, when actually delivered if sent by personal delivery, or when deposited with the carrier if sent by overnight courier.

14. Termination. Notwithstanding the period of designation, either party may terminate this agreement by giving written notice to the other party no later than thirty (30) calendar days before the effective day of the termination.

15. Amendment. This Agreement may not be amended or modified except in a writing signed by both parties.

IN WITNESS WHEREOF, the said parties have hereunto set their hands by their duly authorized officers.

Financial Institution:

THE HUNTINGTON NATIONAL BANK

By: _____

Cheryl J Schultz
Vice President

Date: _____

10-6-2016

Subdivision:

Upper Arlington Public Library

By: _____

Date: _____

Name: _____

Title: _____

RESOLUTION XX-16
**Resolution Authorizing the Acting Library Fiscal Officer as the Designated
Signatory on Depository Account**

OHIO REVISED CODE, SECTION 3375.32, 3375.36

WHEREAS, This Board in accordance with the provisions of law has previously appointed Sarah Brickner as the Acting Fiscal Officer for the Upper Arlington Public Library; and

WHEREAS, Pursuant to Section 3375.36 of the Ohio Revised Code, the Fiscal Officer of the Board of Library Trustees of a free public library shall be the treasurer of the library funds; and

WHEREAS, Interim deposits of the Library are currently on deposit with Huntington National Bank with additional assets held in trust through a money market account through STAR Ohio; and

WHEREAS, Each of the noted State Depositories require the submittal of signed account resolutions that establish authorized representatives from the governmental entity, the authorization of an agreement for the deposit of public funds in the State of Ohio, as well as signature cards for the newly designated Fiscal Officer; now, therefore,

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That the attached account resolutions, agreements for the deposit of public funds and signature cards designating Sarah Brickner as an authorized representative on behalf of the Upper Arlington Public Library are hereby approved.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, OCTOBER 4, 2016 AT 4 PM
MEETING NOTES**

The meeting was called to order at 4:03 p.m.

IN ATTENDANCE: John Yesso, Peter Hahn, Maura Bowen, Chris Taylor, Kate Porter, and Diana Magee.

EXCUSED ABSENCES: None

PAY RANGE CHANGES

The Committee reviewed changes to the pay range as recommended by the TAMS Group. The Committee agreed with the changes and Administration's recommendation to implement them in two phases as follows:

Phase 1

To be effective October 23, 2016 (effective pay date November 11, 2016)

1. Make the recommended changes to the midpoints of ranges 7 and 9.
2. Make one job title change.
3. Move two jobs up one level in the pay ranges.

Phase 2

To be effective December 18, 2016 (effective pay date January 6, 2017)

1. Increase pay range midpoints by 2%.
2. Standardize the Range Spread for most pay ranges to 50%. Ranges 5 and 8 will remain at 60% to be considered in future years.

REVIEW PROJECT ESTIMATES

The Committee reviewed sketches and the correlating high-level estimate breakdowns and discussed which projects to pursue. We decided to:

- Use some of the non-restricted donation balance to fund the Lane Road Drive-Up Book drop
- To approach the Friends of the Library to fund the Lane Road back room remodel
- Fundraise for one of the group or quiet study proposals in 2017 with a goal of construction in 2018

FUNDRAISING STRATEGY & LARGE DONATIONS

The Committee and staff discussed whether hiring a fundraising consultant would be beneficial given current staff's heavy workload. An idea of recruiting a volunteer with experience in the fundraising field was also discussed. Staff will be planning the Library Lover's Month and Donor Appreciation Breakfast in the next month. Updates will be brought to the Operations Committee in November.

ADJOURNMENT

The meeting was adjourned at 5:57 p.m.

Next Meeting: Tuesday, November 1, 2016 at 4 p.m. in Meeting Room A