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UPPER ARLINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
AGENDA FOR TUESDAY, SEPTEMBER 19, 2017 AT 5 PM

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1. Call to Order
2. Consent Agenda
  - a. Excused Absences
  - b. Approval of Minutes of August 15, 2017 P. 1-9
  - c. Approval of August Financial Report P. 10-11
  - d. August Donations Resolution P. 12
3. Public Comments
4. Assistant Director's Report
5. Director's Report P. 13
  - a. Resolutions to Approve Memorandums of Understanding
    - i. UA Historical Society P. 14-19
    - ii. Leadership UA P. 20
  - b. Resolution to Approve Personnel Policy Manual Changes P. 21-23
  - c. Resolution to Approve Operations Policy Manual Changes P. 24-26
  - d. Monthly Statistics P. 27
6. Finance Committee
  - a. September Minutes P. 28-29
  - b. Resolution to Appoint Director As Acting Deputy Fiscal Officer P. 30
  - c. Resolution to Approve Finance Policy Manual Changes P. 31-34
  - d. Resolution to Accept Budget Commission Amounts and Rates P. 35-36
7. Operations Committee
  - a. September Minutes P. 37
8. Executive Session to Consider the Employment of a Public Employee
9. Adjournment

**Next Board Meeting: Tuesday, October 17, 2017 at 5 p.m. in Meeting Room B**



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**UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
TUESDAY, AUGUST 15, 2017 AT 5 PM**

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

***IN ATTENDANCE***

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Michael Troper, Fiscal Officer; Dena Little, Youth Services Manager; Chris Minx, Marketing and Community Relations Manager; and Diana Magee, Executive Assistant

EXCUSED ABSENCE: Gloria Heydlauff

***CONSENT AGENDA***

In addition to approving the absence of Ms. Heydlauff, the consent agenda included the Minutes from the June and July Board of Trustees meetings, the Financial Report for July and the June and July Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

**RESOLUTION 16-17  
June & July 2017 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:

| DATE      | AMOUNT       | FUND | NAME                               | CAMPAIGN                       |
|-----------|--------------|------|------------------------------------|--------------------------------|
| 6/12/2017 | \$ 100.00    | 130  | Anonymous                          |                                |
| 6/22/2017 | \$ 1,000.00  | 130  | Eric R. Sorenson & Cathy Kashanski | In Memory of Alberta Lindstrom |
| 6/22/2017 | \$ 5.00      | 130  | Jirye Lee                          | 50th Anniversary 2017          |
| 6/28/2017 | \$ 25,000.00 | 130  | A. Jean Clark                      |                                |
| 7/13/2017 | \$ 500.00    | 130  | Linda Mercer                       |                                |
| 7/13/2017 | \$ 10.00     | 130  | Shannon Hemmelgarn                 |                                |
| 7/13/2017 | \$ 50.00     | 130  | Anton Chin                         |                                |
| 7/21/2017 | \$ 50.00     | 130  | J. Thomas & Kathleen M. Jones      |                                |
| 7/21/2017 | \$ 21.00     | 130  | Anonymous                          |                                |
| 7/21/2017 | \$ 50.00     | 250  | Charles & Martha Coe               | In Memory of Drew Ammons       |

|              |           |                  |     |                   |                       |
|--------------|-----------|------------------|-----|-------------------|-----------------------|
| 7/25/2017    | \$        | 10.00            | 130 | Chris & BobTaylor | 50th Anniversary 2017 |
| 7/25/2017    | \$        | 50.00            | 130 | Anonymous         |                       |
| <b>TOTAL</b> | <b>\$</b> | <b>26,846.00</b> |     |                   |                       |

## SIGNATURE SHEET

Resolution No. 16-17

08/15/2017

Upon the motion of Trustee John Yesso, seconded by Trustee Maura Bowen:

Voting:

|                            |     |
|----------------------------|-----|
| Sarah Mueller, President   | Aye |
| John Yesso, Vice President | 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.

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Michael Troper, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

## **OPERATIONS COMMITTEE**

The Board discussed how to further inform the public regarding the 50 for 50 Fundraising Campaign. Suggestions including crowdfunding, having a table at the Author Event, social media, and including in all publications as possible. Additionally, they recommended that the suggested giving amounts on the online donation form be \$25, \$50, \$100, and \$500.

The notes from the Operations Committee meeting are included here.

*UPPER ARLINGTON PUBLIC LIBRARY  
OPERATIONS COMMITTEE  
TUESDAY, AUGUST 1, 2017  
MEETING NOTES*

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

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

*EXCUSED ABSENCES: None*

#### **FUNDRAISING UPDATE**

*Staff advised that after due consideration, they decided against the Golf in the Stacks fundraising event, this year. They did not feel there was enough staff time to accomplish such a large event. Additionally, events do not traditionally have a large return on investment and the Golf in the Stacks event didn't mesh with the 50th Anniversary Fundraising theme, which is the focus for 2017. The Committee agreed that the event wasn't the best fit for 2017.*

*Staff and the Board will work on a direct ask campaign working towards earning \$50,000 for the Library's 50th Anniversary. A dedicated giving website, [50for50.ualibrary.org](http://50for50.ualibrary.org), was created. Board members will approach their connections with a personal ask and companies will be contacted for donations, too. Donations will be used to create more group work and study spaces in the Adult Department of the Main Library.*

#### **CAPITAL PLAN UPDATES**

*The carpeting planned for 2017 was postponed until 2018. Other capital projects are in progress as planned for 2017. The Long-Term Capital Plans were updated to reflect the last time projects were completed and flooring amounts for the lower level staff hallway were increased to allow for laminate, rather than carpet.*

#### **ADJOURNMENT**

*The meeting adjourned at 5:53 p.m.*

*Next Meeting: Tuesday, September 5, 2017 at 5 p.m. in Meeting Room A*

#### **ASSISTANT DIRECTOR'S REPORT**

September is national Sign Up for a Library Card month. Patrons who sign up for a card during September can take a picture with an enlarged library card prop to post to social media.

Information regarding teacher cards on the website has been revised and made more informative. Additionally, staff have distributed information to new teacher orientations to make them aware of the service.

Credit card payment is now available at all three locations.

### ***DIRECTOR'S REPORT***

The Library typically closes early on New Year's Eve which falls on a Sunday, this year. The Library will be closed on New Year's Eve, rather than being open for two hours.

The Westerville Library is going fine free. The Upper Arlington Public Library continues to evaluate how surrounding libraries going fine free affects our patrons.

Both the Assistant Director and Director received the same letter sent by an anonymous sender advising that too many staff were parking on streets surrounding the Library. Staff will be reminded that they are asked to park in the Library parking lot and to leave the nearest available spaces for patrons.

Director, Chris Taylor, will act as a mentor for new library directors through the Ohio Library Council.

There were no questions regarding the second quarter staffing report.

Staff presented the Board with a revised Memorandum of Understanding with the Upper Arlington Historical Society which can be seen as an exhibit to these minutes. The resolution to approve the memorandum is as follows:

#### **17-17 RESOLUTION To Enter Into an Agreement with the Upper Arlington Historical Society**

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees approves the agreement with the Upper Arlington Historical Society as set forth in the agreement document attached as a permanent exhibit to this Resolution,

AND BE IT FURTHER RESOLVED that the Upper Arlington Public Library Board of Trustees authorizes the President of the Board and the Director to sign any such document(s) as may be needed.

#### **SIGNATURE SHEET**

Resolution No. 17-17

08/15/2017

Upon the motion of Trustee William Shkurti, seconded by Trustee Kyle McKee:

Voting:

|                            |     |
|----------------------------|-----|
| Sarah Mueller, President   | Aye |
| John Yesso, Vice President | Aye |
| Maura Bowen                | Aye |
| Peter Hahn                 | Aye |
| Kyle McKee                 | Aye |
| William Shkurti            | Aye |

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

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Michael Troper, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

### **FINANCE COMMITTEE**

The Notes from the Finance Committee meeting are included here.

*UPPER ARLINGTON PUBLIC LIBRARY  
FINANCE COMMITTEE  
AUGUST 9, 2017  
MEETING NOTES*

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

*IN ATTENDANCE: Kyle McKee, William Shkurti, Chris Taylor, Kate Porter, Michael Troper, and Diana Magee.*

#### *Financials*

*The Committee reviewed the financial reports for July. The Public Library Fund came in at 99% for July, higher than in previous months. The Library will receive its last disbursement of property taxes in August. The Committee accepted the reports as presented to be included in the materials for the August 15th meeting of the Board of Trustees.*

*The Committee requested that the Fiscal Officer determine whether the Library is eligible to receive inside millage and to compare the Library's 2017 utility costs compared to past years.*

#### *Bank Reconciliations*

*A few long-outstanding unclaimed funds remain to be resolved prior to the switchover to the new accounting system. The Library has an unclaimed funds fund that will be used for whatever items cannot be resolved prior to the switchover. One of the outstanding*

*items is a credit, associated with a former part-time employee, about which the Committee requested more information.*

#### *Insurance Renewal*

*The Library's current insurance policy expires on August 31st. Fiscal Officer, Michael Troper, met with brokers from Stolly Insurance and Wichert Insurance. A quote for the Ohio Plan administered by Stolly Insurance came in lowest and the Library has had good experience with that broker and plan.*

*The Committee will recommend remaining with The Ohio Plan and entering into a new three year policy with them for the Library's Property and Liability Insurance coverage.*

#### *Mid-Year Re-Appropriations*

*Staff recommended amending the Library's 2017 Appropriations to compensate for purchase orders closed in 2016 with pending invoices which were not accounted for in the 2017 budget. Additionally, the former Fiscal Officer applied a 17.9% reduction to most budget lines, including those with fixed costs. Amending the appropriations and reducing the Library's planned cash transfer to its capital fund will provide the necessary funds to offset the shortfalls caused by these two actions.*

*Staff also requested to increase the Restricted Fund appropriations as there is a planned gift to the Library to enhance the children's area at the Miller Park Library.*

*The Committee will recommend to the full Board a resolution to amend the 2017 appropriations and reduce the cash transfer.*

#### *StarOhio vs. StarOhio Plus Investments*

*The Library currently invests in StarOhio, which is not insured. StarOhio Plus is insured but has a lower rate. The Committee will present the topic to the full Board for further discussion of possibly splitting investments between the two.*

#### *Adjournment*

*The meeting adjourned at 5:41 p.m.*

*Next Meeting: Wednesday, September 13, 2017 at 5 p.m. in Meeting Room C*

Staff presented the Board with the Resolution to Approve the Library's Commercial Building and General Liability Insurance Agreement. Staff recommended passing the Resolution based on the lower quote provided for the Ohio Plan as administered by Stolly Insurance, with whom the Library has had good experience for the past ten years.

### **RESOLUTION 18-17 To Approve Commercial Building and General Liability Insurance Agreement**



BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the insurance quote from The Ohio Plan to be administered by Stolly Insurance for insurance coverage for a one-year term commencing September 1, 2017. The Library will be entering into a three-year contract to guarantee insurance coverage with The Ohio Plan. Premiums will be calculated annually.

### **SIGNATURE SHEET**

Resolution No. 18-17

08/15/2017

Upon the motion of Trustee John Yesso, seconded by Trustee Kyle McKee:

Voting:

|                            |     |
|----------------------------|-----|
| Sarah Mueller, President   | Aye |
| John Yesso, Vice President | Aye |
| Maura Bowen                | Aye |
| Peter Hahn                 | Aye |
| Kyle McKee                 | Aye |
| William Shkurti            | Aye |

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

### **CERTIFICATION**

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Michael Troper, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

Earlier this year, the Board was informed that the prior Fiscal Officer closed all 2016 purchase orders and applied a 17.9% reduction to most of the budget lines. This left many budgets with far less than had been requested for the year. After meeting with budget managers to discuss what funds they would need to fulfill needs for the remainder of the year, Administration recommended amending the 2017 appropriations as follows:

### **RESOLUTION 19-17** **2017 Permanent Appropriations Amendment**

Be it resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2017 Appropriations:

General Fund (Fund 100)

|                          |                 |
|--------------------------|-----------------|
| Materials                | -\$33,000       |
| Other                    | +\$99,000       |
| <u>Transfers Out</u>     | <u>-100,000</u> |
| Grand Total General Fund | -\$34,000       |

Restricted Fund (Fund 250)

|       |           |
|-------|-----------|
| Other | +\$20,000 |
|-------|-----------|

**SIGNATURE SHEET**

Resolution No. 19-17

08/15/2017

Upon the motion of Trustee Maura Bowen, seconded by Trustee William Shkurti:

Voting:

|                            |     |
|----------------------------|-----|
| Sarah Mueller, President   | Aye |
| John Yesso, Vice President | 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.

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Michael Troper, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

**EXECUTIVE SESSION**

Mr. Shkurti made a motion to go into an executive session. Mr. Hahn seconded the motion. VOTING AYE VIA ROLL CALL: Ms. Bowen, Mr. Hahn, Mr. McKee, Ms. Mueller, Mr. Shkurti, and Mr. Yesso. VOTING NAY: None.

**ADJOURNMENT**

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

The meeting was adjourned at 6:23 p.m.

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Sarah M. Mueller, President

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John Yesso, Vice-President

**All Funds**  
**Statement of Cash Position**  
As of August 31, 2017

| Fund No.           | Fund Description              | 1/1/2017 Balance<br>( a ) | 2017 YTD Revenue<br>( b ) | 2017 YTD Expended<br>( c ) | 8/31/2017 Balance<br>( a + b - c ) | Outstanding Encumbrance<br>( d ) | Unencumbered Balance<br>((a+b)-(c+d)) |
|--------------------|-------------------------------|---------------------------|---------------------------|----------------------------|------------------------------------|----------------------------------|---------------------------------------|
| 1X0                | General Fund-Combined         | \$2,633,914               | \$4,849,228               | \$3,739,505                | \$3,743,636                        | \$550,350                        | \$3,193,286                           |
| 2XX                | Special Revenue Fund-Combined | \$286,478                 | \$25,198                  | \$29,461                   | \$282,216                          | \$16,268                         | \$265,948                             |
| 402                | Building Improvement          | \$453,471                 | \$0                       | \$115,891                  | \$337,579                          | \$51,228                         | \$286,351                             |
| 501                | Employee FSA Fund             | \$5,000                   | \$7,987                   | \$6,560                    | \$6,427                            | \$0                              | \$6,427                               |
| <b>GRAND TOTAL</b> |                               | <b>\$3,378,863</b>        | <b>\$4,882,413</b>        | <b>\$3,891,417</b>         | <b>\$4,369,858</b>                 | <b>\$617,846</b>                 | <b>\$3,752,013</b>                    |

*Fund 1X0* We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

*Fund 2XX Special Revenue Fund* is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is noted as such.

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

*Fund 501 Employee FSA Fund* is a restricted fund used for Employee FSA contributions that the Library maintains in house.

**All Funds**  
**Statement of Cash Position**  
As of August 31, 2016

| Fund No.           | Fund Description              | January 1, 2016 Balance<br>( a ) | 2016 YTD Revenue<br>( b ) | 2016 YTD Expended<br>( c ) | 7/31/2016 Balance<br>( a + b - c ) | Outstanding Encumbrance<br>( d ) | Unencumbered Balance<br>((a+b)-(c+d)) |
|--------------------|-------------------------------|----------------------------------|---------------------------|----------------------------|------------------------------------|----------------------------------|---------------------------------------|
| 1X0                | General Fund-Combined         | \$2,571,825                      | \$4,731,786               | \$3,712,805                | \$3,590,805                        | \$746,085                        | \$2,844,721                           |
| 2XX                | Special Revenue Fund-Combined | \$287,039                        | \$37,561                  | \$34,555                   | \$290,045                          | \$17,228                         | \$272,817                             |
|                    |                               |                                  |                           |                            | \$0                                |                                  |                                       |
| 402                | Building Improvement          | \$355,313                        | \$0                       | \$125,662                  | \$229,651                          | \$80,990                         | \$148,662                             |
| <b>GRAND TOTAL</b> |                               | <b>\$3,214,177</b>               | <b>\$4,769,347</b>        | <b>\$3,873,022</b>         | <b>\$4,110,502</b>                 | <b>\$844,302</b>                 | <b>\$3,266,200</b>                    |

*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 August 31, 2017*

**Beginning Cash Balance as of January 1, 2017**                      **2,633,914**

| <b>General Fund Operating Revenue</b> | <b>Budget</b>    | <b>YTD Revenue</b> | <b>Projected Year End Revenue</b> | <b>Over / (Under) Budget</b> |
|---------------------------------------|------------------|--------------------|-----------------------------------|------------------------------|
| General Property Taxes                | 3,163,993        | 2,978,038          | 3,163,993                         | (0)                          |
| Public Library Fund                   | 2,665,249        | 1,681,305          | 2,532,499                         | (132,750)                    |
| Other Income                          | 186,600          | 189,884            | 208,500                           | 21,900                       |
| <b>Total Revenue</b>                  | <b>6,015,842</b> | <b>4,849,228</b>   | <b>5,904,992</b>                  | <b>(110,850)</b>             |

| <b>General Fund Operating Expenditures</b> | <b>Budget</b>    | <b>YTD Expenditures</b> | <b>Projected Year End Cash Expenditures</b> | <b>(Over) / Under Budget</b> |
|--|------------------|-------------------------|---|------------------------------|
| Salaries & Benefits                        | 3,954,364        | 2,578,634               | 3,917,200                                   | 37,164                       |
| Library Materials                          | 818,000          | 580,916                 | 818,000                                     | 0                            |
| Other Expenditures                         | 946,112          | 579,956                 | 946,112                                     | (0)                          |
| <b>Total Expenditures</b>                  | <b>5,718,476</b> | <b>3,739,505</b>        | <b>5,681,312</b>                            | <b>37,164</b>                |

|   |                |                  |                | <b>(Over) / Under Budget</b> |
|---|----------------|------------------|----------------|------------------------------|
| <b>Net Budget (Revenue less Expenditures before Cash Transfers Out)</b> | <b>297,366</b> | <b>1,109,723</b> | <b>223,680</b> | <b>(73,686)</b>              |

**Non-Operating Expenditures**

|  |         |   |         |   |
|--|---------|---|---------|---|
| Cash Transfers Out to Fund 402 - Building Improvement Fund | 204,974 | 0 | 204,974 | 0 |
|--|---------|---|---------|---|

|  |               |                  |               |                 |
|--|---------------|------------------|---------------|-----------------|
| <b>Net Budget after Cash Transfers</b> | <b>92,392</b> | <b>1,109,723</b> | <b>18,706</b> | <b>(73,686)</b> |
|--|---------------|------------------|---------------|-----------------|

**Projected Cash Balance at December 31, 2017**                      **2,652,620**

**Budget** represents current budget and does not include any prior year encumbrances.

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

**Public Library Fund** - August PLF came in at about 99% of projection. The new biennial state budget set the PLF at 1.68% of GRF revenue effective July 1.

**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 service (\$21,500 budgeted) and photo fees (\$6,600 budgeted) came in at about 145% of budgeted revenue for the year. We have increased the passport revenue projection to \$36,000 and the photo fees revenue to \$14,000 for a combined increase of \$21,900.

**Salaries & Benefits** - We have projected salary and benefits thru the end of the year. Vacancy credits, based upon prior year savings, were included in the current budgeted amounts.

**Library Materials** - Expenditures are currently projected to meet the appropriations allocated to this budget category.

**Other Expenditures** - Expenditures are currently projected to meet the appropriations allocated to this budget 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.

**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.

RESOLUTION xx-17  
**August 2017 DONATIONS**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the fund listed below the following donations with sincere thanks:

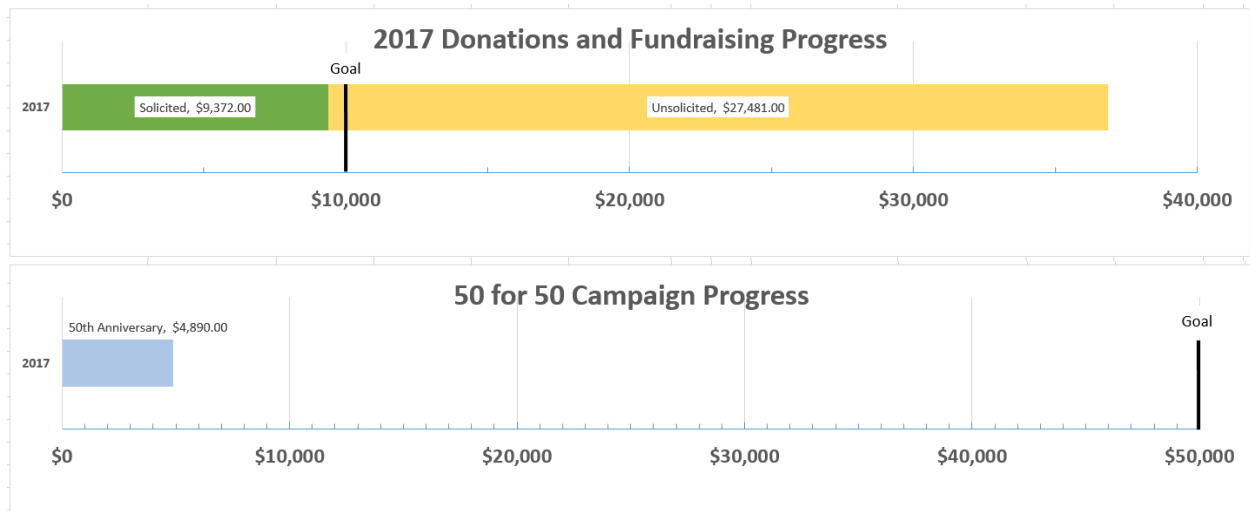
| <b>Deposit Date</b> | <b>Amount</b>      | <b>Fund</b> | <b>First Name</b> | <b>Last Name</b> | <b>Partner name</b> | <b>Campaign</b>       |
|---------------------|--------------------|-------------|-------------------|------------------|---------------------|-----------------------|
| 8/2/2017            | \$ 1,000.00        | 130         | Maura             | Bowen            |                     | 50th Anniversary 2017 |
| 8/2/2017            | \$ 500.00          | 130         | Gary              | Serrino          |                     | 50th Anniversary 2017 |
| 8/2/2017            | \$ 50.00           | 130         | Katherine         | Porter           | Brett Porter        | 50th Anniversary 2017 |
| 8/2/2017            | \$ 50.00           | 130         | Bonita            | DeWitt           |                     | 50th Anniversary 2017 |
| 8/2/2017            | \$ 500.00          | 130         | Peter             | Hahn             |                     | 50th Anniversary 2017 |
| 8/3/2017            | \$ 100.00          | 130         | Pamela            | Krivda           |                     | 50th Anniversary 2017 |
| 8/16/2017           | \$ 500.00          | 130         | Sarah             | Mueller          | Kevin Mueller       | 50th Anniversary 2017 |
| 8/17/2017           | \$ 50.00           | 130         | Marilyn           | Pongonis         |                     | 50th Anniversary 2017 |
| 8/17/2017           | \$ 500.00          | 130         | John              | Yesso            | Judy Yesso          | 50th Anniversary 2017 |
| 8/19/2017           | \$ 100.00          | 130         | Andrew            | Neckers          |                     | 50th Anniversary 2017 |
| 8/20/2017           | \$ 500.00          | 130         | Gloria            | Heydlauff        | Dale Heydlauff      | 50th Anniversary 2017 |
| 8/23/2017           | \$ 100.00          | 130         | Ahmed             | Kalla            |                     | 50th Anniversary 2017 |
| 8/23/2017           | \$ 100.00          | 130         | Elizabeth         | Kraftician       |                     | 50th Anniversary 2017 |
| 8/24/2017           | \$ 500.00          | 130         | Dale              | Heydlauff        | Gloria Heydlauff    | 50th Anniversary 2017 |
| 8/28/2017           | \$ 50.00           | 130         | Myrlyn            | Reasoner         |                     | 50th Anniversary 2017 |
| 8/29/2017           | \$ 25.00           | 130         | Anonymous         | Anonymous        |                     | 50th Anniversary 2017 |
| 8/30/2017           | \$ 250.00          | 130         | Christopher       | Coles            |                     | 50th Anniversary 2017 |
| <b>Total</b>        | <b>\$ 4,875.00</b> |             |                   |                  |                     |                       |



# Director's Report

explore. gather. grow.

September 19, 2017



Upper Arlington Public Library  
***Board of Trustees Meeting***  
September 19, 2017

**TOPIC: Approval of Agreements with the UA Historical Society and Leadership UA**

**CONTEXT/BACKGROUND:**

This is a follow up topic regarding agreements with local organizations with broad focus in the community to allow special scheduling of meeting rooms.

The Upper Arlington Historical Society board requested changes to the agreement that this board passed in August. Please see the attached agreement with changes indicated. These are minor changes and we recommend accepting them as submitted.

We also discussed entering into a similar agreement with the Leadership UA organization. The attached draft as already been shared with and approved by their board.

**REQUEST OF BOARD/ACTION NEEDED:**

Approval of the resolution to enter into a new agreement with the Leadership UA organization and to approve the revisions to the agreement with the Upper Arlington Historical Society.



**AGREEMENT  
BETWEEN  
THE UPPER ARLINGTON HISTORICAL SOCIETY  
AND  
THE UPPER ARLINGTON PUBLIC LIBRARY**

This Agreement between the Upper Arlington Historical Society and the Upper Arlington Public Library (referred to as the “Agreement”) articulates the agreement between the Upper Arlington Public Library (the “Library”) and the Upper Arlington Historical Society (the “Society”) for the Society’s use of certain spaces at the Main Library located at 2800 Tremont Road, Upper Arlington, Ohio.

For good and valuable consideration, as described in this Agreement, the Library and the Society agree as follows:

1. The Library is committed to improving public access to materials related to the City of Upper Arlington's history and will provide space at the Main Library for the historical materials collected and maintained by the Society (referred to as the “Archive Materials”), which will be used to store the Archive Materials and to make the Archive Materials available to the Society and its volunteers and to the public during regular Library operating hours. Such Archived Materials may be owned by the Society or held by the Society by permission or under license from the actual owner.
2. The Library agrees there no fee will be charged for housing the Archive Materials.
3. The space provided for the Archive Materials will be within the Library's general storage/work area at the Main Library. Within this space the Library initially will provide six vertical single-depth shelving units, one vertical double-depth shelving unit, two tall filing cabinets, one flat filing cabinet, and one work table.
4. The Library agrees to provide the space described in item 3 above to the Society for an initial term of five years with an option for renewal after the initial term. The term of this Agreement shall begin on \_\_\_\_\_, 2017, and end on \_\_\_\_\_, 2022. Either party may terminate this Agreement by providing written notice to the other at any time during the initial term, and the Society will be given a minimum of sixty (60) days to remove the Archive Materials from the Library.
5. The Library will provide regular use of Meeting Room B or equivalent at the Library for the Society's monthly board meetings and will secure the room one year in advance.

Use of equipment will be provided at no charge. The Society shall follow all other Library policies for use of its meeting rooms.

6. The Library will allow the Society use of the Library sandwich boards to advertise Society events. These sandwich boards are for outdoor use at the entry of each of the Library's three buildings. The Library will also allow the Society to advertise their events on the Library bulletin boards at all three locations.
7. The Library agrees to provide public access to the Archive Materials upon request and will require a library card or other form of identification from each member of the public requesting access, which will be held during the use of the Archive Materials. The requested materials will be provided for use on a table in front of the Library's Reference Desk.
8. The Society understands and agrees that, while the Library shall use its best efforts to protect the Archive Materials, the Library shall not be liable for any damage or loss that may occur to the Archive Materials. The Library also shall not be liable in the event the Society's insurance does not completely cover a loss. The parties agree that the property and liability insurance maintained by the Library will not provide coverage for the Archive Materials.
9. The Society agrees that it ~~will~~is solely responsible for maintaining insurance coverage on the Archive Materials at all times during the term of this Agreement and any renewals, which will include general liability and property coverage on the Society and on the Archive Materials and the use of the Archive Materials. The Library will be named on the Society's policy as an additional insured. With the start of this Agreement and each time its insurance policy is renewed during the term of this Agreement and each renewal, the Society will provide the Library with a copy of its insurance policy for the Library's records. If any material changes occur to the coverages included in the Society's insurance policy, the Society will provide the Library with a revised copy of the policy as soon as practical.
10. The Society understands and agrees that access to the collection by Society volunteers will be available during regular Library operating hours. All work related to the Archive Materials by Society volunteers shall be conducted in the designated storage/work area at the Main Library, unless otherwise agreed between the parties.
11. The Society agrees to make ~~owned~~the Archive Materials available to the Library for digital archiving as the Library deems appropriate and agrees that the Archive Materials will be added to the Library's digital archive as permitted by the Library's digitization queue. The Society agrees to make Archived Materials held by permission or under license from the actual owner available to the Library for digital archiving as permitted

by the actual owner. All digitization performed shall be covered under a separate agreement between the parties and will include credit to the Society as the contributing party.

12. The Library agrees to provide space within the Ohio Room at the Main Library for a permanent, rotating display of items selected from the Archive Materials by the Society with a sign crediting the Society for the display. Other spaces in Library buildings may be used for display purposes as agreed by the parties.

13. The Director of the Upper Arlington Public Library and the Executive Director of the Upper Arlington Historical Society have the authority to negotiate changes in this Agreement related to the spaces and the use of those spaces as described in this Agreement during the term of this Agreement. Any changes will be recorded in writing as an amendment to this Agreement.

IN WITNESS THEREOF, the parties have entered into this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2017.

For the Upper Arlington Historical Society

For the Upper Arlington Public Library

\_\_\_\_\_  
Charlie Groezinger,  
President of the Board of Trustees

\_\_\_\_\_  
Sarah Mueller, President  
of the Board of Library Trustees

\_\_\_\_\_  
Melanie Circle Brown, Executive Director

\_\_\_\_\_  
Christine Taylor, Director

**DRAFT AGREEMENT  
BETWEEN  
THE UPPER ARLINGTON PUBLIC LIBRARY  
AND  
LEADERSHIP UPPER ARLINGTON**

This Agreement between the Upper Arlington Public Library and Leadership Upper Arlington (referred to as the "Agreement") articulates the agreement between the Upper Arlington Public Library (the "Library") and Leadership Upper Arlington ("LUA") for LUA's use of certain spaces at the Main Library located at 2800 Tremont Road, Upper Arlington, Ohio.

For good and valuable consideration, as described in this Agreement, the Library and LUA agree as follows:

1. The Library will provide regular use of Meeting Room B or equivalent at the Library for LUA's class sessions and board meetings and will secure the room one year in advance (as long as these rooms are not already being used by the Library). LUA shall follow all other Library policies for use of its meeting rooms.
2. The Library will allow LUA use of the Library sandwich boards to advertise LUA events. These sandwich boards are for outdoor use at the entry of each of the Library's three buildings.
3. The Library agrees to host one LUA class session each year that highlights Library resources available to the community.
4. The Library agrees to an initial term of five years with an option for renewal. Either party may terminate this Agreement by providing written notice to the other at any time during the initial term. The initial term of this Agreement shall begin on \_\_\_\_\_, 2017, and end on \_\_\_\_\_, 2022.
5. The Director of the Upper Arlington Public Library and the Executive Director of Leadership Upper Arlington have the authority to negotiate changes in this Agreement during the term of this Agreement. Any changes will be recorded in writing as an amendment to this Agreement.

IN WITNESS THEREOF, the parties have entered into this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2017.

For Leadership Upper Arlington

For the Upper Arlington Public Library

\_\_\_\_\_  
Thaddeus Boggs,  
President of the Board of Trustees

\_\_\_\_\_  
Sarah Mueller, President  
of the Board of Library Trustees

\_\_\_\_\_  
Mary Beth Cowardin, Executive Director

\_\_\_\_\_  
Christine Taylor, Director

XX-17 RESOLUTION  
**To Enter Into an Agreement with the  
Upper Arlington Historical Society with Changes as Made by the UAHS Board**

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees approves the agreement with the Upper Arlington Historical Society as set forth in the agreement document attached as a permanent exhibit to this Resolution,

AND BE IT FURTHER RESOLVED that the Upper Arlington Public Library Board of Trustees authorizes the President of the Board and the Director to sign any such document(s) as may be needed.

XX-17 RESOLUTION  
**To Enter Into an Agreement with Leadership UA**

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees approves the agreement with Leadership UA as set forth in the agreement document attached as a permanent exhibit to this Resolution,

AND BE IT FURTHER RESOLVED that the Upper Arlington Public Library Board of Trustees authorizes the President of the Board and the Director to sign any such document(s) as may be needed.

Upper Arlington Public Library  
**Board of Trustees Meeting**  
September 19, 2017

**TOPIC: Personnel Policy Change**

**CONTEXT/BACKGROUND:**

In 2012, as part of our last major Personnel Manual Policy change, the Library began to limit part-time employees from using leave time (Sick, Vacation or R&R) to exceed their regular budgeted schedule. The intent was to protect the Library's budget.

Since that time, we have encouraged and formalized our subbing system whereby part-time staff can work additional hours in their own, or other departments, to cover for vacancies and illness in order to maintain our staffing levels to provide exceptional customer service.

We have also increased the amount of vacation leave given to part-time staff to be more in proportion to the amount given to full time staff.

These three changes have now created a situation where part-time staff do not feel like they can use the time off they have earned. In moving to the new accounting system, we will still need to manually monitor leave use vs. time off taken by all part time staff.

We believe that the budget impact caused by reversing the limitation would be small and that it would be in the best interest of staff morale to change the policy.

**RECOMMENDATION FROM ADMINISTRATION:**

Library Administration recommends removing the restriction that part-time staff cannot use leave time to exceed their regularly budgeted hours. See the attached relevant policy changes.

**ISSUES/STRATEGIC QUESTIONS:**

1. What additional information does the Board need to support this policy change?

**REQUEST OF BOARD/ACTION NEEDED:**

Passage of the resolution to change the Vacation and Sick Leave Policies as indicated.

## DRAFT Personnel Manual Policy Changes

### SICK LEAVE - Revised 10.22.2013

A sick leave absence is any absence from work resulting from an illness of a staff member, a doctor's appointment, or the illness of a member of his/her immediate family\*. Employees must notify their supervisor as soon as possible when they are unable to report to work due to illness. Generally, employees are not permitted to take an unpaid day for an illness in order to "bank" their sick leave for a later use. Employees may only request sick leave hours based only upon their regular budgeted schedule. ~~Employees may not use any paid leave time to exceed their regular budgeted hours.~~

### Other Conditions Relating to Vacation Benefits

Employees must request vacation time and direct the request to their immediate supervisor. Employees are requested to schedule vacations of five or more consecutive days at least one month in advance of the request and vacations of multiple consecutive days less than five at least two weeks in advance. Single and partial days of vacation are granted at the discretion of the employee's supervisor. Employees are guaranteed their earned vacation time but may not always get to choose the vacation period; the needs of the Library must be the first consideration. Employees may only request vacation leave hours based only upon their regular budgeted schedule. ~~Employees may not use any paid leave time to exceed their regular budgeted hours.~~



RESOLUTION XX-17  
**To Approve Changes to the Personnel Manual**

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

Upper Arlington Public Library  
***Board of Trustees Meeting***  
September 19, 2017

**TOPIC: Operations Policy Change**

**CONTEXT/BACKGROUND:**

In the last few years, early and absentee voting has become a larger and larger percentage of votes cast each year in local elections. Our current policy states that we will make available tables for election information “in the month” before an election. In light of new voting patterns, we should consider making election materials available in time for those early voters.

**RECOMMENDATION FROM ADMINISTRATION:**

Library Administration recommends making information available in time for early/absentee voting. See the attached relevant policy language change. Library Administration also recommends a slight wording change in the policy to remove the sentence that describes the size and quantity of materials allowed.

**REQUEST OF BOARD/ACTION NEEDED:**

Passage of the resolution making changes to the Operations Manual to exhibit election materials in time for early voting.

## DRAFT Operations Manual Policy Changes

### OP – 1.9.3: Voter Information

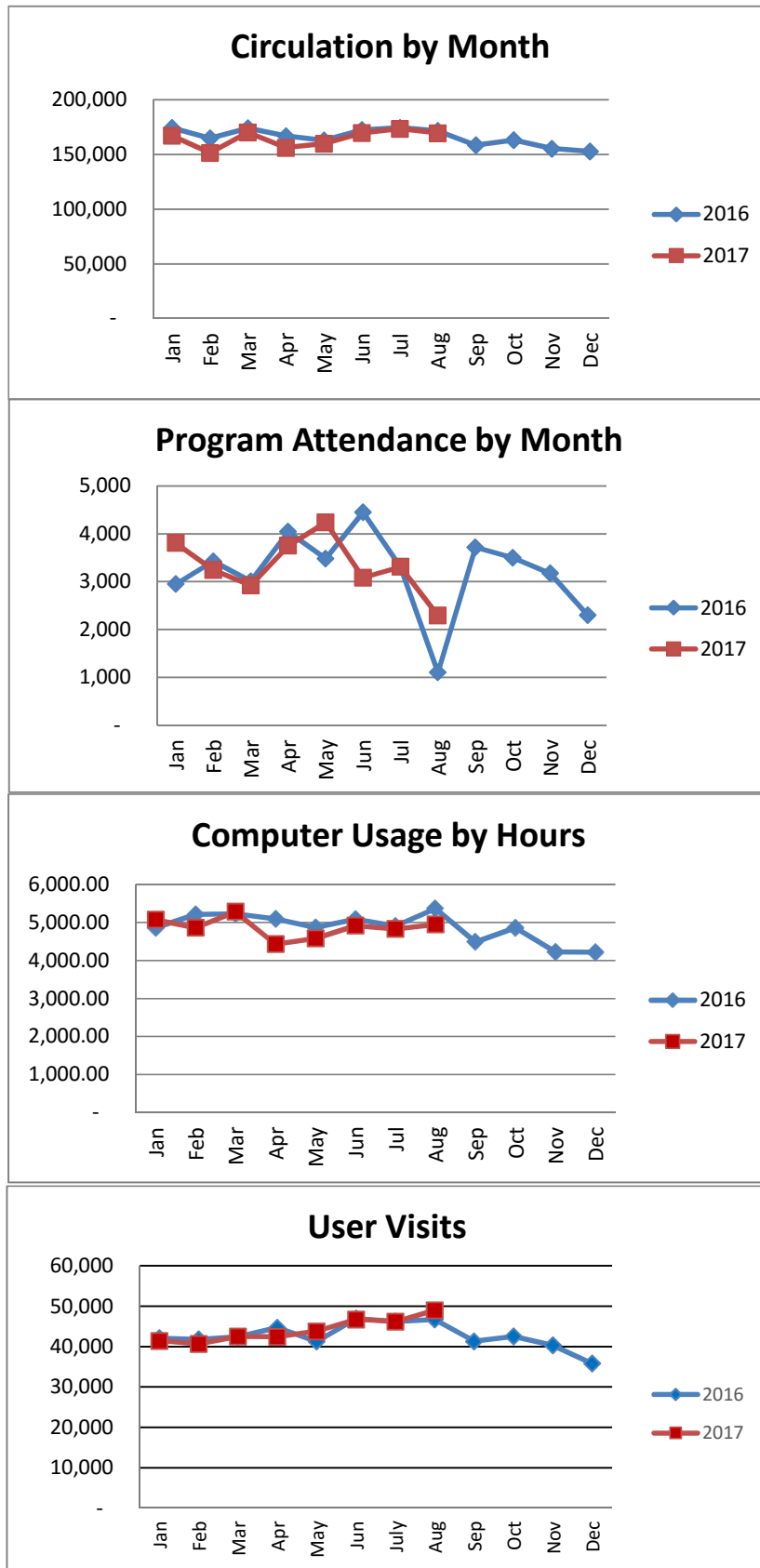
To aid voters in becoming better informed about ballot issues and candidates, the Library uniformly displays and distributes literature representing all points of view. ~~In the month prior to an election, the~~ Library will accept, ~~and~~ display and distribute voter information and campaign literature for issues and candidates. Space for information will be available to coincide with the timing of early and/or absentee voting. The Library assumes no responsibility for contacting individuals or committees to obtain campaign literature. The Director of the Library and the Branch Manager(s) will determine how and where such literature is displayed or distributed in each Library.

~~Flyers and brochures may not exceed 8 ½ x 11 in size and quantity may not exceed 500 per delivery.~~ Campaign material that is not literature (including, but not limited to bumper stickers, yard signs and campaign buttons) will not be considered for display or distribution. All campaign materials will be removed from display or distribution in each Library on the day after the election and discarded.

RESOLUTION XX-17  
**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.

## Monthly Statistical Summary as of End of August 2017



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**UPPER ARLINGTON PUBLIC LIBRARY  
FINANCE COMMITTEE  
WEDNESDAY, SEPTEMBER 13, 2017 AT 5 PM  
MEETING NOTES**

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The meeting was called to order at 5:01 p.m.

**IN ATTENDANCE:** Gloria Heydlauff, William Shkurti, Chris Taylor, Kate Porter, Michael Troper, and Diana Magee.

**Financials**

The Committee reviewed the financial reports for August. While the Public Library Fund once again came in higher than expected for the month, the Library still looks to end the year with less revenue than projected. The Committee accepted the reports as presented to be included in the materials for the September 19th meeting of the Board of Trustees.

**Bank Reconciliations**

The General and Building Fund Bank Reconciliation was not yet complete due to the time required to transition to the new accounting system over the past few weeks. Arlington Bank was bought by First Merchants and the new accounting system will reflect the change. Otherwise, there were no questions.

**Budget Commission Amounts and Rates**

Ohio Revised Code requires the Library adopt a resolution annually accepting the tax levy amounts and rates as certified by the County Budget Commission for the coming year. The Committee will recommend that the full Board pass the resolution.

**Policy Changes Need for the New Accounting System**

In order to streamline processes and take advantage of features in the new accounting system, Administration recommends the following changes to the Library's Financial Policies:

1. Do not require multiple quotes for purchases less than \$5,000. The Library always strives to get the best value for the best price. The change will prevent staff from spending valuable time contacting multiple vendors and waiting for responses on smaller purchases. No one on the Committee was opposed to the change, but did request details on what other libraries in the area require for small purchases.
2. Allow the Fiscal Office to process invoices that are 10% greater than what was encumbered on a purchase order. Small charges like foreign transaction fees or shipping sometimes increase the expected cost of a purchase. The policy change will save time and expedite invoice payments.
3. Eliminate the use of email notifications for PO changes. The current policy specifies that email will be the communication system used. The new accounting system has internal messaging and notifications that will be used in lieu of email.

The Committee will recommend that the full Board approve the changes to the Library's Financial Policy.

### **Project Costs Updates**

Replacing the emergency backup generator at Tremont came in at 1.4% above expected cost at \$144,561.89. An additional contingency of 6% brought the total to \$153,000. Replacing the fire panel will cost double original estimates at approximately \$59,000, and will also include a required Fire Watch service during the time the work is being completed. Both projects are necessary and costs will be offset by delaying other projects for the year and using available funds in other lines.

### **Staffing Updates**

The Executive Assistant position will be filled by Allison Frew, an existing staff member. She will take over the position as of October 2<sup>nd</sup> with one week of overlap with Diana Magee for training. Diana will stay on until October 20<sup>th</sup> to work on special projects for the Library.

Steve Benson was selected as the new Facilities Manager and will begin on October 2<sup>nd</sup>.

As the Library transitions to a new accounting system, it is unclear how much time tasks typically assigned to the Deputy Fiscal Officer will take. The Library does not want to post the position until that is better understood. A temp has been hired to help with Fiscal Office tasks in the short term. Staff are tracking the time fiscal tasks take to better gauge the time the new accounting system will save. The Fiscal Officer will also do a cost comparison of Deputy Fiscal Officer pay vs. paying the temp.

### **Gas Cost Update**

Through the META consortium, the Library is able to save money on natural gas. Costs for the next service year have been negotiated and are at their lowest since joining the consortium.

### **Adjournment**

The meeting was adjourned at 5:25 p.m.

**Next Meeting:** Wednesday, October 11, 2017 at 5 p.m. in Meeting Room C.

RESOLUTION xx-17  
**Resolution Appointing Chris Taylor as Acting Deputy Fiscal Officer  
Commencing on September 20, 2017**

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That Chris Taylor be appointed as the Acting Deputy Fiscal Officer of the Upper Arlington Public Library commencing on September 20, 2017 until such time as a permanent Deputy Fiscal Officer is hired.



Upper Arlington Public Library  
**Board of Trustees Meeting**  
September 19, 2017

**TOPIC:** Requested Changes to Finance Manual

**CONTEXT/BACKGROUND:**

As we are transitioning to our new accounting/payroll system, we are recommending changes to our Finance policies that will help us streamline purchasing and accounts payables processes while still maintaining a level of control over our budget. The first change we are recommending is to no longer require quotes for goods or services under \$5,000. We are making this recommendation because effort is already made to utilize the least expensive vendors for goods and services. The Westerville Library does not have a requirement for obtaining quotes for goods or services of less than \$5,000.

The second change is to allow the fiscal office staff to process an invoice that is 10% greater than the purchase order amount up to a maximum of \$50. This policy is recommended so that when an unanticipated amount is invoiced to the library, an unanticipated shipping expense for example, the invoice could be processed without a purchase order adjustment. Making adjustments to purchase orders is a time consuming process where the time could be better spent elsewhere.

One final minor change is to eliminate the use of email notifications/approvals. All approvals will be done through the new accounting system.

**REQUEST OF BOARD:**

Recommend passage of the resolution to make the stated changes to the Finance Manual.

### **FP – 6.3: OBTAINING INFORMAL QUOTES**

The information requested of the vendor on an informal quote may become the documentation and justification for establishing each purchase order. In the absence of a formal contract, Library personnel must remember that the purchase order serves as the binding contract and is the instrument that would be used to settle any dispute or claim against a vendor.

Purchases of less than \$5,000 do not require quotes, however, reasonable effort should be made to secure the best price for all goods and services, consistent with needs of the user departments with regard to durability, performance, prior experience, delivery and service capability. When possible, two documented price quotes will be obtained.

#### Requirements:

- A. Establishing a purchase order for goods and services below the \$50,000 threshold for competitive bidding may include quotes from three vendors that could perform the contract for all blanket certificates established under this policy. The three quotes may be obtained by fax or email. A Quote Sheet that meets the intent of this policy has been provided for Library personnel use.
- B. Any department that intends to obtain informal quotes that exceed \$25,000 will first notify the fiscal office for guidance.
- C. Exceptions to Obtaining Informal Quotes
  - a. To meet exigent circumstances such as unforeseen needs or emergencies, the protection of library assets, or efficient operations in special circumstances, staff may at the direction of the Director or designee, obtain goods or services without obtaining three quotes.
  - b. Purchase orders may also be established without three quotes when the encumbrance will be associated with an existing state term, GSA, cooperative purchasing agreement, Multiple Contract Award or purchase from another governmental entity.

Documentation pertaining to quotes obtained for purchase orders will be retained pursuant to the Library's records retention schedule.

### **FP – 6.4: PURCHASE ORDERS**

Requisitions are initial requests for a purchase order/encumbrance to be established. A listing of Budget Managers of Library personnel authorized to develop requisitions will be maintained annually by Library administration and published for staff review. Requisitions will be approved with either a physical or electronic approval from the Library Director or designee and then forwarded to the fiscal office for processing. Requisitions also must be approved by a budget manager if another budget manager initiates a purchase from a particular budget manager's expense account.

Prior to any requisition being processed, the Fiscal Office will review each requisition to ensure that all of the required information is included, including physical or electronic approvals. The Fiscal Office will notify the affected budget manager of the cancellation ~~by~~ **email**. The Fiscal Office is not authorized to make any corrections to a requisition without the approval of the Director or designee.

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Individual purchase orders with encumbrances between \$25,000 and \$49,999 require a written or electronic notification to the Finance Committee before the purchase order is printed.

Individual purchase orders in excess of \$50,000 require secondary approval by the Finance Committee before the purchase order is printed.

Completed purchase orders will be signed by the Library Director or designee along with the Fiscal Officer or Deputy Fiscal Officer.

Open purchase orders may remain open in following fiscal years at the guidance of the Director and/or fiscal staff.

Library personnel should not establish an order for a good or service prior to obtaining a fully processed purchase order document for distribution to a vendor.

Purchase orders associated with contracts will be processed once the corresponding agreement has been fully executed.

## FP – 7: ACCOUNTS PAYABLE

All checks (non-electronic) written from the Library checking accounts require two signatures: one of the Fiscal Officer or Deputy Fiscal Officer and one of the President, Vice-President, or Secretary of the Board of Trustees. An electronic check signer signs the signature of the Fiscal Officer and Board President for all checks under \$30,000. Checks over \$30,000 require manual signatures of authorized personnel.

Received invoices will be approved by the corresponding budget manager for the payable by referencing the approval date of the invoice, their signature and a purchase order number. For non-payroll related invoices, the Library will process payables no greater than a Net 30 term from the date that the invoice is received or the date in which the good or service has been delivered, whichever date is greater. The Library may process payables in advance of the Net 30 term to utilize any vendor discounts, when available.

While every effort should be made to encumber the full amount for goods or services being purchased, the fiscal office staff may process an invoice for payment that is the lesser of 10% greater than the purchase order amount or \$50. This policy is intended for the purchase of individual items purchased on one purchase order.

RESOLUTION XX-17  
**To Approve Changes to the Finance Policy Manual**

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

Upper Arlington Public Library  
***Board of Trustees Meeting***  
September 13, 2017

**TOPIC:** 2018 Resolution Accepting the Amounts and Rates as Determined by the Budget Commission

**CONTEXT/BACKGROUND:**

Section 5705.34 of the Ohio Revised Code requires taxing authorities within the State of Ohio to adopt a resolution annually that accepts the tax levy amounts and rates as certified by a County Budget Commission for the following fiscal year.

On August 25, 2017, the Franklin County Budget Commission certified the tax levy amount to be collected in 2017 as derived for the Upper Arlington Public Library which is currently estimated to be \$3,182,461.76 based on an existing millage rate of 2.00. In relation to this process, the enclosed has been drafted for the consideration of the Library Board of Trustees during the September 19, 2017 meeting.

Overall, the estimated revenue for the 2018 fiscal year represents an increase of 0.6% or \$18,468.73 from the current year revenue estimate of \$3,163,993.03 for general property tax receipts.

**REQUEST OF BOARD/ACTION NEEDED:**

Adopt the Resolution accepting the Amounts and Rates as Determined by the Budget Commission.

RESOLUTION XX-17  
**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, 2018; 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 2017 (collection year 2018) 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<br>from Levies Outside<br>10 Mill Limitation | Estimate of Full Tax<br>Rate to be Levied<br>Outside<br>10 Mill Limitation |
|--------------|---|--|
| General Fund | \$3,182, 461.76   | 2.00   |
| TOTAL        | \$3,182,461.76  | 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.

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**UPPER ARLINGTON PUBLIC LIBRARY  
OPERATIONS COMMITTEE  
September 5, 2017  
MEETING NOTES**

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The meeting was called to order at 5:08 pm

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

EXCUSED ABSENCES: None

**PERSONEL POLICY CHANGE**

Administration recommended removing the restriction that part-time staff cannot use leave time to exceed their regularly budgeted hours. Removing this restriction saves record keeping time and increases morale for those who sub regularly but were unable to take any of their earned sick and vacation leave. The Committee agreed that this was an easy change to make.

**OPERATIONS MANUAL CHANGE**

The library received a request from a patron to change our current policy so that the election information table can be available to the public for more than a month before the election due to absentee voting. Absentee ballots will be mailed out by October 11<sup>th</sup> this year so having the tables up a week or two before that will be our plan going forward. The Committee also decided to remove the policy language that states "Flyer and brochures may not exceed 8 ½ x 11 in size and quantity may not exceed 500 per delivery."

**UPDATE ON 50 FOR 50 CAMPAIGN**

Chris M. showed the conceptual drawings that Sarah Mueller was able to have provided to the library at no charge. These drawings will be used on the letters, website and social media to provide an idea of what the new study spaces will look like. The promotional artwork on the Admin window was done by Diana. The Friends will put a blurb about the campaign in their upcoming newsletter. The El Vaquero restaurant on Riverside will be holding a fundraiser to benefit the Library on the 28<sup>th</sup>.

TriVillage magazine will be featuring a story about the Library in their upcoming issue and we will push the campaign there as well.

**PROJECT UPDATES**

The generator quote came in at \$153,000 without the elevator. This number includes a 6% contingency. We are waiting for the City to proceed with the project.

The fire panel permits have come back from the City. The quote for this project is much higher than the original estimate due to required changes. The new quote is \$55,361. We will need to make a budget transfer from the Furniture and Equipment lines to fund this project.

**ADJORNMENT**

The meeting was adjourned at 5:35 pm.

**Next Meeting:** Tuesday, October 3, 2017 at 5 p.m. in Meeting Room A