



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, MAY 18, 2021 AT 5 PM

Due to the ongoing situation with COVID-19, the Ohio Attorney General, Dave Yost, has provided written guidance regarding Ohio's Open Meeting Act (OMA) permitting a member of the public body to appear at a public meeting via teleconference.

With this consideration in mind, the Upper Arlington Public Library will host this Meeting live at the following URL: <http://board.ualibrary.org>

The meeting was called to order at 5:02 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter Hahn, Kate Hare, Gloria Heydlauff, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Beth Hatch, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Julie Whitt, Human Resources Manager; and Allison Frew, Executive Assistant.

CONSENT AGENDA

The Consent Agenda included the Minutes from the April Board of Trustees meeting, the Financial Report for April, the April Donations Resolution, and the Resolution to Thank Tracie Steele. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution and Resolution to Thank Tracie Steele are included here.

RESOLUTION 17-21
APRIL DONATIONS

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

Amount	Fund	Donor Name	Campaign
\$ 103.00	130 - General Fund	Elizabeth Brill	
\$ 25.00	130 - General Fund	Erik Vasusarver	
\$ 25.00	130 - General Fund	Erik Vasusarver	
\$ 25.00	130 - General Fund	Erik Vasusarver	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 203.00	Total		

SIGNATURE SHEET

Resolution No. 17-21

5/18/2021

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

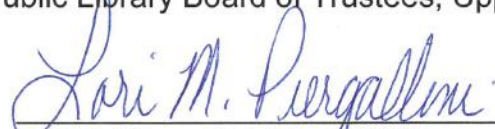
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. 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 above-noted date.


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

Resolution 18-21

To Thank Tracie Steele for her Outstanding Service to the Upper Arlington Public Library

WHEREAS, Tracie Steele, who recently served as the Manager of the Youth Services Department, retired on May 5, 2021, after twenty-seven years of service at the Upper Arlington Public Library;

WHEREAS, Tracie has had a long and memorable career with the Library since first being hired as a Library Assistant in April 1994. Initially, Tracie worked in several departments until she made a final transfer into the Youth Services department in 1999. Tracie became a Youth Librarian in September 2012 and was then promoted to Manager in October of 2017. In these roles, Tracie has been noted for her inspirational leadership skills, unbridled creativity, and total dedication and passion for early literacy;

WHEREAS, over the years, Tracie has created hundreds of children's programs, performed a thousand Storytimes, and organized our annual Summer Reading Club; the latter of which is a monumental task that reaches out to over 4,000 participants every summer, over half of whom are children. During the pandemic, she shepherded

the launch of the Library's virtual programming initiative and orchestrated the Take and Make crafts that went to the homes of over 5,400 children;

WHEREAS, A "Youth Librarian" to her core, Tracie's memory of children's literature is essentially all-encompassing. Tracie has fostered a love of reading within multiple generations of kids, many of whom still pop into the Youth Department to see her on break from college and well into their 20s! Whether participating in the UA 4th of July Parade, or rocking curbside service seemingly incognito in her sun hat and shades, she is constantly sought out as a trusty ally and beloved team member, and is truly adored by the community;

WHEREAS, As a leader, Tracie is a hard worker with a clear vision who leads by example. With her calm demeanor and keen perception, Tracie showered her staff with support as well as encouraged every team member to feel empowered to make decisions and help guide the direction of the department. Her staff were fond of her renowned thoughtfulness, as she frequently pencils personalized notes of appreciation, shared her incredible pin collection so staff may add pieces of flair to their lanyards, and frequently surprised everyone with treats, especially bubble tea;

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the outstanding service and dedication of Tracie Steele to the Upper Arlington Public Library and to the greater Upper Arlington community as noted and witnessed on this 18th day of May 2021.

SIGNATURE SHEET

Resolution No. 18-21

5/18/2021

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

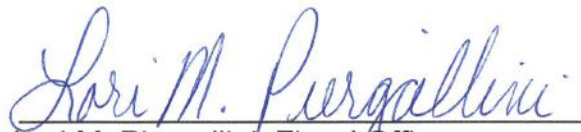
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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

ASSISTANT DIRECTOR'S REPORT

Annamarie Carlson, who has been hired as the Library's new Youth Services Manager, will begin June 7th.

REOPENING SCHEDULE

The Library continues to move forward to resume services and reopen its buildings. Lane Road Library reopened to the public on Monday, May 17th and Miller Park Library is scheduled to reopen on Monday, June 7th.

Due to the amendment to the Ohio Department of Health's mask mandate on May 14th, Administration is reviewing the Library's mask protocols and is in discussion with other Ohio libraries to compare protocols. Staff will continue wearing masks for the time being. The Human Resources Manager answered all questions in full.

DIRECTOR'S REPORT

The Library has provided over 400 free rapid COVID test kits via Curbside Service.

The Director presented the updated Levy Modules to the Board with the revisions recommended by the Operations and Finance Committees.

In 2009, the Library attempted to pass a Bond Issue to renovate the Main Library. Due to the economic recession at the time, the Bond did not pass.

The Library's Board will undergo a Board Retreat in September to discuss the Levy.

According to the Ohio Library Council, there is support in the Ohio Senate to retain the Public Library Fund (PLF) at 1.7%. The President recommended an article about the PLF in the Columbus Dispatch.

FINANCE COMMITTEE

FISCAL OFFICER'S REPORT

The Ohio Library Council will testify in front of the Senate Finance Committee to maintain the PLF at 1.7%.

Both April and May PLF distribution were higher –25% and 11% respectively—than the estimates we received in July 2022.

The Fiscal Officer explained the process of the Tax Budget Resolution.

MAY FINANCE COMMITTEE MINUTES

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, MAY 12, 2021

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, and William J. Shkurti

STAFF MEMBERS: Beth Hatch, Kate Porter, Lori Piergallini, Julie Whitt, and Allison Frew

DIRECTOR'S REPORT

Lane Road Library will reopen its building to the public on Monday, May 17. Miller Park Library is scheduled to reopen on Monday, June 7.

As part of the Main Library's phased reopening plans, some casual seating has returned to main floor the and the downstairs area will be available to patrons next week. The permanent canopy for curbside service has finally been installed.

CLC approved discontinuing the returned materials quarantine starting on Sunday, May 23.

REVIEW APRIL FINANCIALS

Compared to April 2020, the Library's 2021 YTD Expenditures are 16% lower and 2021 YTD Revenue is 8% higher. The Library's unencumbered balance is 44% higher than it was at this time last year.

The Library will resume Passport Services in June, which will affect the Other Income Revenue budget. The Library is underbudget on all expenditure categories.

The April Public Library Fund distribution was 25% higher than the July 2020 estimate by the Ohio Department of Taxation. April Star Ohio interest totaled \$335.34.

The Library has been filling many of its position vacancies, so the Salaries and Benefits Expenditures line is expected to increase in spending. The Library has also hired a new Acquisitions Coordinator, so Library Materials Expenditures is expected to increase in spending as well.

The Library has had difficulty filling the Custodian-Courier positions due to labor shortages.

REVIEW APRIL CHECKS

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

REVIEW APRIL RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of April 30, 2021.

FISCAL OFFICER REPORT

Due to the efforts of the Ohio Library Council, several Senators and Finance Committee members have agreed to submit an amendment to maintain the Public Library Fund at 1.7%.

The Fiscal Officer provided a list of regional library levies that passed.

The Fiscal Officer also reminded the Committee that the recent COVID-19 relief funding earmarked for government agencies excludes libraries. The Library did receive a CARES Grant totaling \$75,000 in 2020, which amounted to \$25,000 for each Library branch. The Library has spent the CARES Grant in full, of which the majority was dedicated to the permanent awning for the Main Library's curbside service.

APPROVE 2022 TAX BUDGET

Ohio Revised Code requires the Library to provide a budget to the County Auditor each year. The Fiscal Officer presented the estimated budget for Committee review and answered all questions. The Committee will recommend the Board support the budget as proposed.

CREDIT CARD POLICY REVISIONS

The Library last updated its credit card policy due to requirements stipulated in House Bill 312 in 2019. The Fiscal Officer presented to the Committee updates to the policy to match current Library procedures. The Committee will recommend the Board support the revisions to the credit card policy as proposed.

HEALTH INSURANCE REVIEW

The Human Resources Manager presented a consortium health insurance plan for which the Library qualifies and offered several comparison scenarios for the Committee to review. The Human Resources Manager answered all questions in full.

The Committee offered some suggestions to research regarding the plan. The Committee recommended the Library continue to investigate this as option. The Library will need to finalize plans by August in deciding health insurance coverage for the 2022 plan-year.

LEVY MODULES

MODULE 1:UA LEVY HISTORY

The Director presented the history of the UA Levy beginning in 2002 and explained the advantages and disadvantages for each levy ballot option. The Director will request millage scenarios from the County Auditor this summer.

LEVY MODULE 2: LIBRARY COMPARISONS

The Director presented the comparison of levies of all Franklin County Libraries and briefly reviewed each of the categories to the Committee. The Committee suggested including a paragraph explaining the different real estate deductions.

LEVY TIMELINE

PAC information has been added to the Levy timeline. The Director will send the PAC Timeline to the Board from her personal email shortly.

The Board Retreat to discuss the Levy is set for Tuesday, September 7th.

ADJOURNMENT

The meeting was adjourned at 6:07 p.m.

Next Meeting: Wednesday, June 9, 2021 at 5 p.m. on Zoom

RESOLUTION TO APPROVE 2022 TAX BUDGET

The 19-21 Resolution to Approve 2022 Tax Budget is attached as an exhibit to these Minutes. The Certification is included below.

SIGNATURE SHEET

Resolution No. 19-21

5/18/2021

Upon the motion of William J. Shkurti, seconded by John M. Yesso:

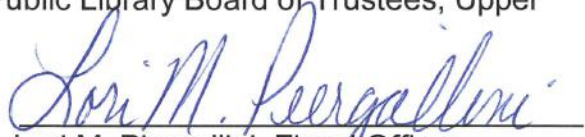
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. 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 above-noted date.


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

RESOLUTION TO APPROVE CREDIT CARD POLICY

RESOLUTION 20-21
CREDIT CARD POLICY

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to the Credit Card Policy as presented in the exhibit to this Resolution and recommended by the Fiscal Office of the Upper Arlington Public Library.

SIGNATURE SHEET

Resolution No. 20-21

5/18/2021

Upon the motion of Stephen Flynn, seconded by Kate Hare:

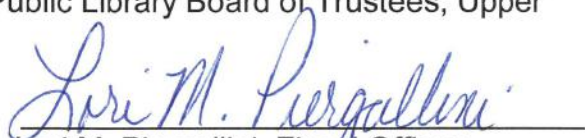
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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

The Human Resources Manager provided a brief overview of a health care plan the Library is considering with Stark County Schools Council of Governments Plan to the Board.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE MEETING NOTES TUESDAY, MAY 4, 2021

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

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn, Kate Hare, Gloria Heydlauff and John Yesso

STAFF MEMBERS: Beth Hatch, Kate Porter and Allison Frew

LEVY TIMELINE

PAC information has been added to the Levy timeline. The Director will send the PAC Timeline to the Board from her personal email shortly.

LEVY MODULE 1: UA LEVY HISTORY

The Director presented the history of the UA Levy beginning in 2002. The Committee discussed the potential options for the Levy to serve as a baseline.

LEVY MODULE 2: LIBRARY COMPARISONS

The Director presented the comparison of levies of all Franklin County Libraries and briefly reviewed each of the categories to the Committee.

OLC Is hosting a Ballot Workshop on May 21, 2021. The Executive Assistant will send information to the Board about registration.

REOPENING SCHEDULE (V2)

The Assistant Director updated the Committee on the current progress of reopening services to the public.

The Committee asked about the Library's rehiring efforts. Filling the Library's public service positions have been successful so far. The search for the Courier-Custodian positions is ongoing.

The Friends have hosted three book sales and continue to receive many donations from the public on their designated donation days.

ADJOURNMENT

The Meeting was adjourned at 5:32 pm.

Next Meeting: Tuesday, June 1, 2021 at 5 p.m. in Meeting Room C

PRESIDENT'S REPORT

The President expressed her appreciation for Tracie Steele and welcomed Catie White, who is the new Manager of Reference and Media Services.

The Early Learning Play Area, a donor-funded project for children in the Youth Department at the Main Library, will have a ribbon-cutting on June 1st to launch the Summer Reading Club.

The Board discussed resuming in-person meetings in August and Board Meetings publicly accessible.

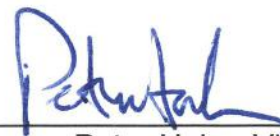
ADJOURNMENT

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

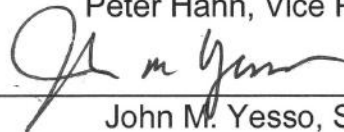
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Peter Hahn	Aye
Kate Hare	Aye
William J. Shkurti	Aye

The meeting was adjourned at 5:34 p.m.



Peter Hahn, Vice President



John M. Yesso, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of May 31, 2021

Fund No.	Fund Description	01/01/2021 Balance (a)	2021 YTD Revenue (b)	2021 YTD Expended (c)	5/31/2021 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 2,974,090.03	\$ 2,101,802.63	\$4,956,663.08	\$ 899,690.21	\$4,056,972.87
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 10,535.98	\$ 43,734.37	\$241,052.38	\$ 33,235.52	\$207,816.86
402	Building Improvement	\$519,327.89	\$ -	\$ 800.00	\$518,527.89	\$ 31,390.60	\$487,137.29
501	Employee FSA Fund	\$6,232.60	\$ 5,650.44	\$ 5,878.42	\$6,004.62	\$ -	\$6,004.62
GRAND TOTAL		\$4,884,186.94	\$2,990,276.45	\$2,152,215.42	\$5,722,247.97	\$964,316.33	\$4,757,931.64

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

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

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

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

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of May 31, 2020

Fund No.	Fund Description	1/01/2020 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	5/31/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 2,870,586.92	\$ 2,387,191.98	\$3,984,428.61	\$ 914,140.84	\$3,070,287.77
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 16,755.92	\$ 15,997.77	\$258,404.23	\$ 21,321.07	\$237,083.16
402	Building Improvement	\$312,409.09	\$ -	\$ 40,727.97	\$271,681.12	\$ 18,975.00	\$252,706.12
501	Employee FSA Fund	\$4,232.27	\$ 12,016.40	\$ 7,293.19	\$8,955.48	\$ -	\$8,955.48
GRAND TOTAL		\$4,075,321.11	\$2,899,359.24	\$2,451,210.91	\$4,523,469.44	\$954,436.91	\$3,569,032.53

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

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

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

Upper Arlington Public Library
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of May 31, 2021

Beginning Cash Balance as of January 1, 2021 \$ 4,084,375.68

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,258,595.57	\$ 1,774,770.72	\$ 3,258,595.57	\$ -
Public Library Fund	\$ 2,455,329.00	\$ 1,185,608.48	\$ 2,636,995.29	\$ 181,666.29
Other Income	\$ 38,245.00	\$ 13,710.83	\$ 30,897.02	\$ (7,347.98)
Total Revenue	\$ 5,752,169.57	\$ 2,974,090.03	\$ 5,926,487.88	\$ 174,318.31

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,972,678.00	\$ 1,446,249.49	\$ 3,749,948.84	\$ 222,729.16
Library Materials #	\$ 998,267.33	\$ 357,502.82	\$ 824,503.00	\$ 173,764.33
Other Expenditures *	\$1,055,026.70	\$ 298,050.32	\$ 728,050.32	\$ 326,976.38
Total Expenditures	\$ 6,025,972.03	\$ 2,101,802.63	\$ 5,302,502.16	\$ 723,469.87

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (273,802.46)	\$ 872,287.40	\$ 623,985.72	\$ 897,788.18
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -
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Net Budget after Cash Transfers	\$ (573,802.46)	\$ 872,287.40	\$ 323,985.72	\$ 897,788.18
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General Fund Cash Balance at December 31, 2021 \$ 4,408,361.40

Months of Operating Expenditures Supported by Cash Reserves 10

Budget as approved by the Board of Trustees in December 2020.

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

Public Library Fund - PLF is set at 1.7% of GRF revenue effective July 1, 2019. Rate expires July 1, 2021.

Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings, and cataloging services for the Bexley Public Library.

Salaries & Benefits - The 2021 budget included a vacancy credit of 8.0% of the full cost of salaries and related taxes.

Library Materials - Expenditures are budgeted at 15 % of Total General Property Tax and Public Library Funding revenue. Budgeted expenditures include 2020 outstanding encumbrances of \$141,178.33.

*** Other Expenditures** - Includes all non-library materials and non-payroll related expenditures. Budgeted amount includes 2020 outstanding encumbrances of \$9,234.70

Cash Transfers Out to Fund 402 - Building Improvement Fund is the line that allows the Library to fund the capital plans by moving money from the General Fund to the Building Improvement Fund. The State considers transfers an expenditure and must be part of the approved budget.

Net Budget After Cash Transfers Out - A positive number indicates that we will be increasing the cash balance.

RESOLUTION 19-21
2022 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL ALL GOVERNMENTAL FUNDS	CUSTODIAL FUND
INCOME					
Taxes	3,288,249				
Public Library Funding	2,357,115				
Other Income	59,486				
TOTAL REVENUE	5,704,850	55,500	300,000	6,060,350	21,000
UNENCUMBERED BALANCE AT 1/1/2022*	4,461,820	220,077	619,328	5,301,225	2,812
AVAILABLE FOR APPROPRIATIONS (CASH BALANCE)	10,166,670	275,577	919,328	11,361,575	23,812
EXPENDITURES					
SALARIES & BENEFITS	4,174,308	-	-	4,174,308	
LIBRARY MATERIALS	846,805	-		846,805	
OTHER EXPENSES	1,071,479	71,728	277,534	1,420,741	21,000
TRANSFERS TO BUILDING FUND 402	300,000		-	300,000	-
GRAND TOTAL	6,392,592	71,728	277,534	6,741,854	21,000
ENDING BALANCE	<u>3,774,078</u>	<u>203,849</u>	<u>641,794</u>	<u>4,619,721</u>	<u>2,812</u>

*Unencumbered balance at 1/1/2021 is an estimate. The library will not plan to spend more than the projected cash balance in any fund.

FP – 6.10: PAYMENT CARDS AND ON-ACCOUNTS

This policy facilitates Library purchases and establishes guidelines for the distribution and use of credit cards, checks, vendor accounts (also called “on-accounts”), commercial credit lines, and other payment instruments issued to the Library (collectively, “Credit Accounts”). The Library will not obtain or maintain any debit cards. This policy provides internal controls to ensure that employees comply with all applicable laws and current personnel policies.

The use of Credit Accounts are not intended to bypass the purchase order policies or expectations but are intended to streamline the acquisition and accounts payable procedures for the Library.

The Fiscal Officer will work with the appropriate financial institution to ensure the best type of Credit Accounts for the Library.

- a. The Fiscal Officer will determine dates when Credit Accounts expire and will coordinate the reissuance of any replacement cards.
- b. The Fiscal Officer will determine, when necessary, the need to cancel a Credit Account and to adjust credit limits.
- c. The Fiscal Officer will notify the issuing financial institution of a lost or stolen card and to dispute any questionable charges.

The Library Board of Trustees will appoint a Compliance Officer to review all Credit Accounts every six months including: the number of accounts and issued/active cards, account expiration dates and credit limits. The Fiscal Officer may not serve as Compliance Officer.

The Compliance Officer may use a Credit Account only with the prior authorization of the Fiscal Officer.

The Compliance Officer may not authorize Library personnel to use a Credit Account.

An authorized employee must sign the Library’s Credit Card Responsibility and Use Procedure form before accepting or using any Library Credit Account. Upon termination of employment at the Library, an employee’s Credit Account privileges are immediately terminated and any credit card must be surrendered, if applicable.

Requests for Credit Account purchases must be approved prior to use and must follow the guidelines established in the personnel policy manual, including without limitation, submitting the request using the requisition process, conference/workshop request form, or by email. The Upper Arlington Public Library is a tax-exempt organization; therefore, employee must ensure that sales tax is not charged. A tax-exempt certificate is available for use with all purchases and is located in Administration.

All Credit Account statements will be mailed to the Main Library and paid directly by the Library. All receipts will be reconciled against the monthly statement and paid prior to due date.

The Board authorizes the use of Credit Accounts only in connection with Board approved or Library-related activities and for only those types of expenses that are for the benefit of the Library and that serve a valid and proper public purpose.

For each purchase made using a Credit Account, an itemized receipt indicating the amount paid, the vendor, and the goods/service purchased must be submitted immediately to the Fiscal

Officer /Accounting Clerk following the purchase. Failure to submit receipts promptly may result in suspension and/or loss of Credit Account privileges.

Examples of proper documentation are:

- Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
- In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and packing slip, or other receiving document must be attached when requesting payment.
- A hardcopy print-out of the items ordered on-line.

Examples of documentation not allowed are:

- Non-itemized cash register receipts.
- Handwritten requests for reimbursement without receipts or other verification.

Credit Cards

Library credit cards will be established in the name of the Upper Arlington Public Library and the specific name of an individual with a maximum transaction limit. This limit will be set by the Director, Assistant Director, Fiscal Officer and employee's immediate supervisor. The card may be issued in the name of the Department Manager or their designee. The Finance Committee or the Board of Trustees will set the maximum transaction limit for the Director, Assistant Director and Fiscal Officer, if applicable. Transaction types will be limited for each card to exclude purchases that do not possess the classification as a proper public purchase. No cash advances are permitted.

The redemption of the rewards program, if applicable, will be managed by Administration pursuant to State ethics laws. On an annual basis, the Fiscal Officer (or the Fiscal Officer's designee) will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

Library credit cards issued to employees ~~at one of the branches within a Public Services Department~~ will be held within a safe at ~~the respective each Library~~ branch. ~~The Branch manager will maintain a logbook indicating when card is signed out and returned by the authorized user. Usage logs are to be sent to the fiscal office quarterly for review.~~

For cardholders working ~~at the main library, the fiscal office will maintain physical control of all cards in a department where their respective work area is in a secured area from public entry, the payment card may reside with the employee in secured location. Authorized users will be required to sign out the card from the Compliance Officer and again upon return. Cards can be signed out for a period of 24 hours unless other arrangements have been made with the Fiscal Officer prior to obtaining the credit card.~~

When in use, the Library credit card must be safeguarded to prevent loss, theft of public funds and unauthorized use. **If lost or stolen, the Fiscal Officer must be notified immediately.** Library credit cards must be used for Library business purpose and personal use of Library credit cards is strictly prohibited. Each card holder will be required to maintain a log of credit card use.

Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditure. This includes failure to provide proper documentation of a credit card purchase. Misuse of a Library credit card may result in loss of cardholder privileges as well as disciplinary action up to and including suspension or termination of employment.

On-Accounts

On-accounts will be established in the name of the Upper Arlington Public Library. There is no cash access feature for these on-accounts. The redemption of the rewards program, if applicable, will be managed by Administration.

For the most part, when an on-account issues a physical card it will be held within Administration. When in use this card must be safeguarded to prevent loss, theft of public funds and unauthorized use. If lost or stolen, the Fiscal Officer must be notified immediately. Library on-accounts must be used for Library business purpose and personal use of these on-accounts is strictly prohibited. Misuse of the Library on-accounts may result in loss of cardholder privileges as well as disciplinary action up to and including suspension or termination of employment.