



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, MAY 17, 2022 AT 5 PM

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter W. Hahn, Susan Ralph, 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; Chris Minx, Marketing and Communications Manager; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE: Kate Hare.

CONSENT AGENDA

In addition to approving the absence of Kate Hare, the consent agenda included the Minutes from the April Board of Trustees meeting, the Financial Report for April and the April Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

RESOLUTION 11-22
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
\$ 10.00	250 - Restricted Fund	Allison Frew	Early Learning Play Area
\$ 3.00	250 - Restricted Fund	Greg Ramage	Early Learning Play Area
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 3.00	250 - Restricted Fund	Katherine & Brett Porter	Early Learning Play Area
\$ 41.00	Total		

SIGNATURE SHEET

Resolution No. 11-22

5/17/2022

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


Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	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

SALARY STUDY PRESENTATION BY ORGANIZATIONAL ARCHITECTURE

Mark Fiala and Ryan Sheehan of Organizational Architecture joined the Board Meeting via Zoom to provide an overview of the Library's Salary Study. The study will commence in three stages: a classification study, a compensation study, and a forecasting study. The Library is currently in the first stage, the classification study. Mr. Fiala and Mr. Sheehan answered all questions in full.

ASSISTANT DIRECTOR'S REPORT

The Assistant Director shared information and handed out examples of paraphernalia for the Library's Summer Reading Club. The theme is *Oceans of Possibilities*. Summer Reading Club takes place June 1-July 31, 2022.

DIRECTOR'S REPORT

Monthly Statistics

User visits are still 40% lower than prepandemic levels but continue to improve compared to last year. Circulation is increasing and getting closer to prepandemic levels. The Library had nearly as many attendees for programs compared to last year despite 40 less programs offered. The Library's car counter went offline in February; a new one was recently installed and stats should be available for May.

LEVY REVIEW

The Library's 2 mill renewal and 1 mill increase passed by 76% on May 3, 2022.

EARLY LEARNING PLAY AREA

The Library has secured funding from our community partners for the Early Learning Play Area at Lane Road Library; current donations total over \$70,000. The Library is embarking on a public campaign to raise an additional \$10,000 to finalize the project.

ULEAD Projects

The Friends of the Library supports up to \$5,000 to fund staff proposals for new project, program or initiative to support the Library's mission and enhance our services. Four proposals were submitted for this year, and since the proposals were compelling and all four totaled under \$5,000 combined, they were all accepted.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, MAY 11, 2022

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

IN ATTENDANCE

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

STAFF MEMBERS: Beth Hatch, Kate Porter, Lori Piergallini, Greg Ramage and Allison Frew

DIRECTOR'S REPORT

Upper Arlington Community Foundation is granting \$20,000 towards the Early Learning Play Area at Lane Road Library.

The Library's Levy passed with 76% approval; election data results is forthcoming.

A reporter from This Week came to the Main Library this morning to discuss the Levy and the Library's upcoming capital projects.

REVIEW APRIL FINANCIALS

The Library's 2022 YTD Expenditures are 24% higher than they were at this time last year due to the costs for the elevator repair project at Lane Road Library, and the donor-supported projects: the Hutson Reading Room and the Early Learning Play Area at Lane Road Library. The Library's 2022 YTD Revenue is 5% higher than it was in April 2022. The unencumbered balance for all Library accounts is currently 13% higher than it was this time last year.

The Public Library Fund is 14% higher than projected for April. April interest totaled \$1,928.26 and Passport fee revenue was \$5,227.80.

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, 2022.

APPROPRIATIONS AMENDMENTS

The Library must increase appropriations for Funds 201 and 250 in order to accommodate increases to Library programming costs and to support the Library's donor-funded projects, the Hutson Room and the Early Learning Play Area, respectively. The Committee will recommend supporting the Amendment Resolution to the full Board.

CLOSING FSA ACCOUNT AND TRANSFERING FUNDS

Earlier this year, the Library switched to the Flexible Spending Account offered by Stark County Council of Governments as a requirement to utilize their health insurance services, so staff FSA accounts are now administered by TASC. The Library will be closing the FSA at Huntington National Bank and the funds transferred to TASC, who will now process all claims directly.

TAX BUDGET RESOLUTION

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.

10-YEAR FORCAST AND CAPITAL IMPROVEMENT PLAN

Per the Committees request, Administration provided projections of the Library's funding until 2033 as well as planned capital improvements for this period. The Director would like to consider hiring a consultant agency to review the Library's necessary capital improvements and potential renovations in order to solidify a plan for capital expenses for the next decade.

DISCUSSION OF ELIGIBLE INVESTMENTS

The Fiscal Officer provided a copy of the 2022 Ohio Compliance Supplement about Deposits and Investments for Committee review. The Committee requested discussing with other Libraries who have hired investment firms about their experiences.

LIBRARY VEHICLE

The Library would like to consider replacing the Library's cargo van, which was being considered pre-pandemic. The Committee requested vehicle quotes to consider.

ADJOURNMENT

The meeting was adjourned at 5:56 p.m.

Next Meeting: Wednesday, June 8, 2022 at 5 p.m. in Meeting Room B

APPROPRIATIONS AMENDMENT RESOLUTION

RESOLUTION 12-22 2022 APPROPRIATIONS AMENDMENT

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following amendment to the 2022 Appropriations:

Fund 250 Restricted Fund

Original Appropriations	\$81,002.00
Appropriation Amendment	<u>+ \$25,000.00</u>
Total Fund 250 Appropriations	\$106,002.00

Fund 201 Friends of the Library Fund

Original Appropriations \$44,350.00

Appropriation Amendment + \$10,750.00

Total Fund 201 Appropriations \$55,100.00

SIGNATURE SHEET

Resolution No. 12-22

5/17/2022

Upon the motion of William J. Shkurti, seconded by Susan Ralph:


Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	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

TAX BUDGET RESOLUTION

The 13-22 Resolution to Approve 2023 Tax Budget is attached as an exhibit to these Minutes. The Certification is included below.

SIGNATURE SHEET

Resolution No. 13-22

5/17/2022

Upon the motion of John M. Yesso, seconded by Kevin Fix:

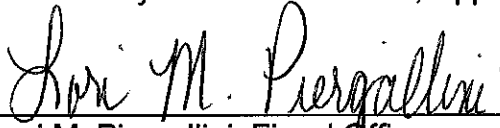
Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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

FSA ACCOUNT RESOLUTION

RESOLUTION 14-22

Transferring FSA Balance to the General Fund

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to close the Flexible Spending Account (FSA) held at Huntington National Bank and transfer the remaining balance to the General Fund. The Library now has a new FSA provider and the Library is no longer required to process FSA payment through this account.

SIGNATURE SHEET

Resolution No. 14-22

5/17/2022

Upon the motion of William J. Shkurti, seconded by Susan Ralph:

Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye

Susan Ralph
William J. Shkurti
John M. Yesso

Aye
Aye
Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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

FISCAL OFFICER'S REPORT

The Public Library Funding received for May is nearly \$100,000 more than anticipated.

The Library is seeking quotes to purchase a new vehicle.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE MEETING NOTES TUESDAY, MAY 3, 2022

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

IN ATTENDANCE

BOARD MEMBERS: Susan Ralph and John Yesso

STAFF MEMBERS: Beth Hatch, Kate Porter and Greg Ramage

EXCUSED ABSENCE: Kate Hare

UPDATED UAPL AND FRIENDS OF THE LIBRARY MOU

The Assistant Director shared two minor updates to the existing MOU. The first one, under point #5, was to give the Friends the ability to reserve the Theater up to 12 months in advance to book times to set-up and tear down after sales or donation days. The second one, under point #9, added that the library does their monthly electronic newsletter.

BUILDING UPDATES

The Director of Support Services shared updates to several current projects. The Huston Reading Room project in the back of the Adult Department will start to take shape tomorrow with the beginning of the installation of the glass wall. We are still working with furniture vendors to get samples and quotes. A ribbon cutting will be planned when the project is complete.

The Lane Road elevator has been out of service since February. We have a secondary project underway to modernize the mechanicals that is separate from the repair issue. Greg and Steve have been working with the vendor to address this issue and they hope to have something to sign by the end of the week.

The emergency repair project has a green light now that Library's insurance company has given the approval to proceed. We plan to start the purchase order process tomorrow and hope to have work begin in the coming weeks. It should look just like it did prior to the accident when finished.

The Director shared that the Library is meeting with our vendor on the Lane Road Early Learning Play Area (ELPA) this Friday. The Library will begin a public fundraising campaign on Monday with the goal of raising \$10,000 for the toys and finishing touches. We anticipate the area to open sometime in August.

ORGANIZATIONAL CULTURE WORKSHOP RESULTS

The Director shared information about the Leadership Team Retreat from last Thursday where we began our discussion about organizational culture and its role in our internal communications plan. The Library's Leadership Team is very aligned as a group with Purpose, Caring and Safety as our top core values.

Leadership Team will continue working on timelines and our purpose statement. At the moment, "build connections that make lives better" is the statement that we are using. The groups are working on objectives and action items due at the end of June.

Following steps will be to articulate our core values during a second leadership team retreat in July. Future phases include creating our core culture map and checking our values again to see if they align. Later on we will do a content strategy and channel matrix. Operations Committee will be continue to be informed as we undertake this process.

ADJOURNMENT

The Meeting was adjourned at 5:35pm.

Next Meeting: Tuesday, June 7, 2022 at 5 p.m. in Meeting Room B

FRIENDS OF THE LIBRARY MEMORANDUM OF UNDERSTANDING

The President requested to correct a typo and to add a line that the Library may terminate the agreement at any time. If the Board also approved, the President called for a motion to vote. The corrections as approved are reflected in the exhibit to these Minutes.

UPPER ARLINGTON HISTORICAL SOCIETY MOU

15-22 RESOLUTION

To Amend an Agreement with the Upper Arlington Historical Society

BE IT RESOLVED, That the Upper Arlington Public Library Board of Trustees approves the agreement with Friends of the Library 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. 15-22

5/17/2022

Upon the motion of Kevin Fix, seconded by John M. Yesso:

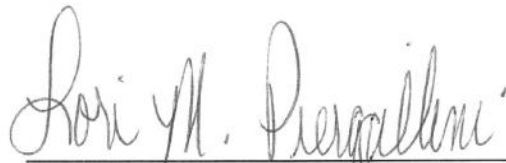
Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	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

PRESIDENT'S REPORT

STRATEGIC PLANNING

Since the Levy passed, the Library would like to seek the help of a consultant to create a master plan for building improvements, which will be called a feasibility study.

The Library is still interested in a usability study, which would collect data on how the public utilizes library space. The usability study will be a cost-free endeavor.

The Director presented an updated timeline for the Strategic Plan to match the sequence of events we now know the Library is undertaking. As dates are further defined, they will be added to this plan.

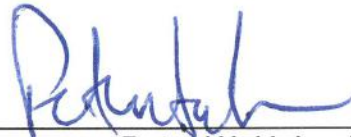
ADJOURNMENT

Kevin Fix made a motion to adjourn the meeting. William J. Shkurti seconded the motion.

Voting:

Peter Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	Aye

The meeting was adjourned at 5:58 p.m.



Peter W. Hahn, President



Stephen Flynn, Secretary

All Funds
Statement of Cash Position
As of May 31, 2022

Fund No.	Fund Description	1/01/2022 Balance (a)	2022 YTD Revenue (b)	2022 YTD Expended (c)	5/31/2022 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,340,251.46	\$ 3,220,145.45	\$ 2,427,716.80	\$5,132,680.11	\$ 606,226.19	\$4,526,453.92
2XX	Special Revenue Fund-Combined	\$245,841.48	\$ 41,834.52	\$ 59,867.32	\$227,808.68	\$ 54,914.33	\$172,894.35
402	Building Improvement	\$1,123,430.74	\$ -	\$ 213,902.14	\$909,528.60	\$ 129,080.88	\$780,447.72
501	Employee FSA Fund	\$6,233.54	\$ -	\$ 6,233.54	\$0.00	\$ -	\$0.00
GRAND TOTAL		\$5,715,757.22	\$3,261,979.97	\$2,707,719.80	\$6,270,017.39	\$790,221.40	\$5,479,795.99

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, 2021

Fund No.	Fund Description	1/01/2021 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

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

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, 2022

Beginning Cash Balance as of January 1, 2022 \$ 5,767,819.70

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,316,186.86	\$ 1,817,523.61	\$ 3,316,186.86	\$ -
Public Library Fund	\$ 2,971,128.46	\$ 1,333,280.40	\$ 3,173,291.00	\$ 202,162.54
Other Income	\$ 71,420.00	\$ 69,341.44	\$ 97,209.20	\$ 25,789.20
Total Revenue	\$ 6,358,735.32	\$ 3,220,145.45	\$ 6,586,687.06	\$ 227,951.74

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,410,641.24	\$ 1,638,684.05	\$ 4,337,844.31	\$ 72,796.93
Library Materials	\$ 901,280.65	\$ 407,675.25	\$ 830,615.25	\$ 70,665.40
Other Expenditures	\$ 1,131,940.02	\$ 381,357.50	\$ 905,258.00	\$ 226,682.02
Total Expenditures	\$ 6,443,861.91	\$ 2,427,716.80	\$ 6,073,717.56	\$ 370,144.35
				(Over) / Under Budget

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (85,126.59)	\$ 792,428.65	\$ 512,969.50	\$ 598,096.09
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ -	\$ 700,000.00	\$ (400,000.00)
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Net Budget after Cash Transfers	\$ (385,126.59)	\$ 792,428.65	\$ (187,030.50)	\$ 198,096.09
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General Fund Cash Balance at December 31, 2022 \$ 5,580,789.20
Months of Operating Expenditures Supported by Cash Reserves 9.50

Budget as approved by the Board of Trustees in December 2021.
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, 2022. Rate expires July 1, 2023. The PLF totaled \$368,540.75 for the month of May, 37% higher than estimated.
Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings. Passport Fees collected totaled \$6,749.75 and Passport photos revenue was \$1,960.00 for the month. Star Ohio interest was \$3,751.25 for May. Year to date passport fees collected total \$24,239.60. Passport revenue was estimated at \$25,000 for the year so we will easily exceed our estimation.
Salaries & Benefits - The 2022 budget included a vacancy credit of 2.5% of the full cost of salaries and related taxes.
Library Materials - Expenditures generally budgeted at 15 % of Total General Property Tax and Public Library Funding revenue. For 2022 Materials were capped at \$900,000. Budgeted expenditures include 2021 outstanding encumbrances of \$1,280.65.
Other Expenditures - Includes all non-library materials and non-payroll related expenditures. Budgeted amount includes 2021 outstanding encumbrances of \$4,436.86.
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. Current Financials reflect a proposed \$300,000.00 transfer in 2022.
Net Budget After Cash Transfers Out - A positive number indicates that we will be increasing the cash balance.

RESOLUTION 13-22
2023 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL ALL GOVERNMENTAL FUNDS	CUSTODIAL FUND
INCOME					
Taxes	5,566,591				
Public Library Funding	2,718,493				
Other Income	98,900				
TOTAL REVENUE	8,383,984	78,530	500,000	8,962,514	0
UNENCUMBERED BALANCE AT 1/1/2022*	4,340,251	245,841	1,123,431	5,709,524	6,234
AVAILABLE FOR APPROPRIATIONS (CASH BALANCE)	12,724,235	324,371	1,623,431	14,672,037	6,234
EXPENDITURES					
SALARIES & BENEFITS	4,525,268	-	-	4,525,268	
LIBRARY MATERIALS	1,280,658	-		1,280,658	
OTHER EXPENSES	1,084,901	72,000	500,000	1,656,901	
TRANSFERS TO BUILDING FUND 402	500,000		-	500,000	6,234
GRAND TOTAL	7,390,827	72,000	500,000	7,962,827	6,234
ENDING BALANCE	5,333,408	252,371	1,123,431	6,709,210	-

*Unencumbered balance at 1/1/2023 is an estimate. The library will not plan to spend more than the projected cash balance in any fund.

**AGREEMENT
BETWEEN
THE UPPER ARLINGTON PUBLIC LIBRARY
AND
THE FRIENDS OF THE UPPER ARLINGTON PUBLIC LIBRARY**

This Agreement between the Upper Arlington Public Library and the Friends of the Upper Arlington Public Library (referred to as the "Agreement") articulates the agreement between the Upper Arlington Public Library (the "Library") and the Friends of the Upper Arlington Public Library (the "Friends") for the Friends' use of certain spaces at Library branches and assistance provided by the Library to the Friends. It will stand until and unless it is terminated by the Library board or modified by mutual agreement of the Friends board, the Library board, and administration.

The Friends of the Upper Arlington Public Library organization was initially chartered on August 1, 1977 and subsequently incorporated as a 501c3 Non-Profit Corporation on March 2, 1983 with the purposes to promote interest in the Upper Arlington Public Library; to educate its members and the community regarding the services offered by said Library; and to support said Library financially and with volunteer efforts to the extent possible. As a non-profit, 501c3 organization, the Friends are a legally distinct entity and are not part of the Library.

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

1. The Library agrees to provide a license to the Friends to use space at the Main Library for a Bookstore and at the Lane Road Library for Friends Sale carts to allow daily book sales as approved by resolution 9-85 by the Board of Trustees of the Upper Arlington Public Library. The license described in this section is non-exclusive and terminable at will by either party.
 2. The Library agrees to provide a license to the Friends to use space that the Library makes available for regular, multi-day book sale events. The license described in this section is non-exclusive and terminable at will by either party.
 3. The Library agrees to remit to the Friends discarded and donated library materials made from the community and not added by the Library to its collection. The Library makes no guarantee as to the number or quality of such items.
 4. The Library agrees to provide a license to the Friends to use space that the Library makes available for the storage of discarded and donated materials within the Library's general storage/work area at the Main Library and Lane Road Library. Within this space, the Friends will sort items received and store them between book sales. The license described in this section is non-exclusive and terminable at will by either party.
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5. The Library agrees to provide regular use of Meeting Room B and the Theater for the Friends' board meetings, for when space is needed for Friends sale set-up/tear down, for staging space for donation days and will secure the room one year in advance.
6. The Library agrees that no fee will be charged for spaces as described above.
7. The Library agrees to allow the Friends reasonable use of the Library sandwich boards to advertise Friends' events. These sandwich boards are for outdoor use at the entry of Library buildings.
8. The Library agrees to provide public space for Friends membership brochures and promotional materials. The Library will publicize book sales in regular Library publications and on Library social media accounts as space allows.
9. The Library agrees to provide the Friends with staff support to assist them with a variety of tasks including:
 - a. Development and printing of in-house signs, membership forms, and name tags.
 - b. Editorial assistance with the monthly electronic newsletter and a yearly membership letter
 - c. Providing a Friends webpage on the Library's website.
 - d. Tracking Friends memberships and printing mailing labels.

The Friends agree to pay the Library \$1,000.00 per year for these services.

10. The Friends agree to pay for other out-of-pocket expenses such as postage, mail permits, and the printing of postcards and newsletters either directly or to reimburse the Library.
11. The Library agrees to present an annual budget for the Friends Board consideration.
12. The Library agrees to use the established agency account to make purchases approved by the Friends board via the annual budget or periodic Director Requests. The Friends agree to reimburse the Library for these expenses and will be provided with an itemized list of purchases for their records.
13. The Friends agree to maintain its organization's financial records. The Library agrees to provide requested financial information as appropriate, such as information that may be required by the Friends auditors.
14. The Friends agree to publicly support the Library and its policies. All public relations activities by the Friends on behalf of the Library will be reviewed by the Marketing and Community Relations Manager. Staff may share ideas and make suggestions of ways the Friends can best support the Library.
15. The Friends agree to undertake projects only after all initiatives have received the full scrutiny and approval of the Library Director.

16. The Friends agree to maintain a group of volunteers to act as bookstore and book sale cashiers as well as book sale set up and take down labor.
17. The Library agrees to include the Friends volunteers in any Library volunteer recognition events or other activities.
18. The Friends agree that the Library Board of Trustees and Administration have the final say when accepting or declining any and all gifts made to the Library.
19. The Friends agree to include the Library Director or their designee and the Marketing and Community Relations Manager as non-voting members at all Friends' meetings and to allow room on the agenda for a Library report.
20. The Friends agree that any and all monies raised will be spent exclusively for Friends operational costs, Library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.
21. The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library board of trustees and administration.
22. The Friends agree that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.
23. The Director of the Upper Arlington Public Library and the President of the Friends of the Upper Arlington Public Library 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.
24. The Library may terminate this agreement at any time.

IN WITNESS THEREOF, the parties have entered into this Agreement on the 21st day of June, 2022.

For the Upper Arlington Public Library



Peter W. Hahn,
President of the Board of Library Trustees



Beth Hatch,
Director

For the Friends of the Upper Arlington
Public Library



Stephen Johnson,
President of the Board of Trustees