

UPPER ARLINGTON PUBLIC LIBRARY

Board of Trustees Meeting
Tuesday, March 13, 2007 5:00 p.m.

Minutes

President Motil called the meeting to order at 5:05 p.m.

IN ATTENDANCE

BOARD MEMBERS: Charles Motil, Brian Perera, Megan Gilligan, Bryce Kurfees, John Burtch, John Magill.

OTHERS PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Clerk-Treasurer; John Forgos, Owner's Representative; Jackee McKnight, UAPL Foundation; Sherman Wallace, Facilities Manager; Nancy Roth, Administrative Secretary and Chris Bournea, This Week UA.

APPROVAL OF THE MINUTES

Magill made a motion to approve the minutes of the February 20th Trustees meeting. Gilligan seconded the motion. VOTING AYE: Magill, Gilligan, Motil, Perera, Burtch and Kurfees. VOTING NAY: None.

PUBLIC COMMENTS

There were no public comments.

FOUNDATION REPORT

McKnight's written report is attached as Exhibit A. Included in the report is the Foundation's policy for giving which had been requested by the Finance Committee.

Moore asked for clarification as to the process for distribution of funds from the Foundation. McKnight said that a request could be made in writing by either the Library Director or the President of the Board of Trustees. McKnight said that either of these individuals could also make the request at a Foundation Board meeting.

Moore requested clarification as to the means by which the library would be notified of donations available for use by the library. McKnight said that the library would be notified as soon as practical of any general donations. She noted that endowment fund donations would remain in reserve at the Columbus Foundation. McKnight noted that if there were specific needs for furnishings or

materials at Miller Park, the Foundation would try to solicit contributions to meet those needs. She also noted that Dr. and Mrs. Sayers had made their annual contribution to the Leather Apron collection through the Foundation and that those funds were available to the library.

Motil read Resolution 16-07 into the record.

RESOLUTION 16-07

To Thank the Upper Arlington Public Library Foundation For Their Efforts on Behalf of Miller Park Branch Library

WHEREAS, the Board of Trustees of the Upper Arlington Public Library recognizes the exceptional support of the Upper Arlington Public Library Foundation for the renovation and expansion of the Miller Park Branch Library and,

WHEREAS, the Upper Arlington Public Library Foundation raised and contributed over \$700,000 in monetary and in-kind donations for the renovation and expansion of the Miller Park Branch Library and,

WHEREAS, the Upper Arlington Public Library Foundation has established and contributed to an endowment fund through the Columbus Foundation to continue to benefit the Upper Arlington Public Library, therefore,

BE IT THEREFORE RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges all their efforts with sincere thanks and publicly acknowledges their gift to the Upper Arlington Public Library.

Perera made a motion to approve Resolution 16-07. Magill seconded the motion. VOTING AYE: Perera, Magill, Gilligan, Motil, Kurfees and Burtch. Voting Nay: None.

DIRECTOR'S REPORT

Moore's written report is attached as Exhibit B. Moore provided the Board with the initial tracking of marketing responses done by the PR Department. She noted that there were many program attendees who indicated that they became aware of the program through the booklet delivered to their home. Moore said that the library will continue to monitor and evaluate the worth of this mass distribution. Moore noted that the dip in circulation for February was attributable to the weather and the two day closing of the library.

Moore also distributed a statistical summary compiled from the managers' monthly reports for February. Moore noted that she, Porter and Roth review the reports once they are compiled. She said that these statistics should help track the progress of the strategic plan.

Moore said that second interviews for the Community Relations Manager position have been conducted and that one candidate has been asked to return this week

for further conversation. She said the plan was to have the position filled by April 1st.

Moore said that the UAPL Levy Committee had met on 3/11/07. She said that there were eleven individuals on the committee, many of whom had served on the 2002 levy committee. Those serving on the committee are:

Dan Boda, Chair
Wanda Carter, Treasurer
Amy Erickson, Phone Bank
Jim Sauer, Yard Signs
Leslie Winters, Speakers & Literature Distribution
Dan Binau, Yard Signs
Debbi Wood, Newspaper Ads
Dick Wood, Letters to the Editor
Becky May, Newspaper Ads
Chip Motil, UAPL Board President
Ann Moore, Library Director

Moore said that staff from Worthington Library had visited Miller Park last week. She said that Worthington is embarking on a renovation plan for their facilities. Moore said that she would like to arrange a reciprocal visit for some Board members in April. The Board agreed with this suggestion.

Moore noted that the installation of the new public workstations has begun. Steve D'Andrea, Computer Services Manager had prepared a written report for the Board which is attached as Exhibit C.

OPERATIONS COMMITTEE

Perera reviewed the notes of the Operations Committee Meeting of 3/9/07. Those notes are included here.

OPERATIONS COMMITTEE MEETING Friday, March 09, 2007 7:30 a.m.

Notes

#1 - CALL TO ORDER

IN ATTENDANCE: John Magill, Brian Perera, Ann Moore, Terri McKeown, Kate Porter, John Forgos, Sherman Wallace and Nancy Roth.

Magill called the meeting to order at 7:30 a.m.

#2 – END OF PROJECTS UP-DATE

MILLER: *Moore showed the committee a mock-up of the dedication plaque for Miller Park. The plaque will be laser etched and includes a picture of the original building.*

Forgos said that the replacement door from Pella is scheduled to be installed next week. He said that the city required a panic device on the door. When the Pella installers added the device, they made a mistake, so the company is replacing the entire door. He said that the storm windows for the older windows at Miller should be installed in about two weeks.

Moore noted that a delegation from Worthington Library toured Miller Park on Wednesday. Worthington is embarking on some renovation work and wanted to see the results of the work at Miller Park. Moore reported that they thought Miller Park was a lovely facility.

Forgos said landscaping at Miller will begin about April 15, 2007. The first thing will be seeding the lawn, probably with a hydro mulch seed. He noted that the weather has to be warm enough so that the grass will sprout and not be killed by a late freeze.

LANE: *Forgos said that the restrooms are open to the public and completed except for light fixtures in the lower level restroom. He said that the fixtures were due to be shipped on 3/12/07, but that there have been problems with prior shipping dates. He noted that if the fixtures are delayed again, he and Joel Snyder will obtain different fixtures in order to complete the project.*

Forgos said that the new flush valves should have been installed yesterday and he will be checking on that. Moore said she had adjusted the hot water temperature in the sinks. Magill asked how the experience with the contractor had been. Forgos said that they were okay, but not as cooperative or reliable as the contractors on the Miller Park project or the Tremont book drop project.

#3 – LANE ROAD WATERPROOFING PROJECT

Forgos said that he had received the drawings and specifications for the project from Joel Snyder. He noted that the blueprints had been given to Key for duplication. He provided the committee with a reduced copy to review.

Moore said that McKeown had pointed out the increased cost of the legal ads for the bid process if they are run on Sunday. Moore asked if there was any reason that the ads could not be run on a different day in an effort to keep the cost down. Forgos said that it would be acceptable to advertise on a different day.

Forgos said they would be bidding two packages:

Excavation estimated at \$63,200

Alternate #1 for removal of the mound estimated at \$16,000

Waterproofing estimated at \$48,000.

Forgos said that a bid package for the landscaping portion would be deferred until the full scope of the landscaping is clarified. He noted that the extent of the

landscaping will be dependent on how the excavation proceeds and how much of the planting can be salvaged. Moore noted that she had talked with Steve Cothrel, the UA Forester who advised her that due to the age of the trees, the best thing would be to plan to re-plant, with a couple of exceptions for more recently planted trees.

Forgos said he would be working with Sylvia Gillis to set a bid date. He noted that they would accept bids for individual packages and also for a combined package. He said that he and Snyder had reviewed waterproofing materials and that Snyder has compiled a list of acceptable materials from which the bidders may choose. Forgos said that the selected materials do not include any water base/soluble materials. He said that bidders can propose different materials as an alternate bid. He noted that the likely materials will be a hot asphalt coating or a rubber-based coating. He said that part of the determining factor will be how clean they can get the exposed walls.

Forgos said that he and Snyder had dug two test holes about three feet deep in order to try to determine what might be under the soil. He said that there were six courses of regular brick covered by the back fill around the building. He said there was no evidence of flashing between the cement block and the brick. Forgos noted that this would contribute to the water infiltration problems that have occurred at Lane.

Forgos said that excavation of the sidewalk and stairwell area will determine how much concrete work will need to be done. He said that if the stairwell can be preserved, there may be as little as \$2,000 worth of concrete work needed. If the stairwell cannot be preserved, the cost of concrete work could be \$20,000.

Forgos said that he has a quote from Mid-Ohio Air Conditioning to remove the exterior air conditioner units during the excavation; store them; replace the cement pads; return them and reconnect them for a cost of \$5,900. The committee agreed that this was a very reasonable cost. Magill summarized the estimated costs for the project as:

\$ 63,200	– Excavation
\$ 16,000	– Alternate #1
\$ 48,000	– Waterproofing
\$ 20,000	– Landscaping
<u>\$ 6,000</u>	– Air conditioning removal/reconnect
\$153,200	– Total
<u>\$ 15,300</u>	– 10% contingency fee
\$168,500	GRAND TOTAL (not including concrete work)

Forgos noted that there is currently a good bidding climate. He said he hopes that bids for the waterproofing portion will come in significantly under the estimate.

The committee deferred making a recommendation for putting the project out for bids until after their discussion of the next agenda item.

#4 – LANE ROAD PARKING LOT

Forgos said that he and Snyder had met with Tim Moloney, Director of Parks and Recreation. Moloney had indicated that the city had earmarked \$70,000 for resurfacing the parking lot and they would give the library that money if the library could reconfigure it to include an additional 30 spaces. Forgos said that the lot now has 51 parking spaces and he has a layout that would bring it to 85.

Forgos said that Snyder's fee for the project would increase by \$15,450. Forgos noted that excavation of the parking lot would require some civil engineering work. He said that Snyder's fee includes the civil engineering cost of \$9,200. Forgos said that the estimated cost of re-grading, re-configuring and re-paving the parking lot as a separate project would be about \$200,000. He noted the money from the city, the cost of Alternate #1 of the waterproofing project to remove the mound and the landscaping cost for that project would leave an additional \$94,000 for which the library would be responsible.

Forgos said he would not recommend proceeding with this at the present time. He noted that the number of parking spaces is adequate for the library's use. The additional spaces would benefit the city. He suggested that the library defer for more information from the city. Forgos said Moloney now realizes that the city cannot just top the parking lot. He said the city may realize that this is a larger job and may find more funds to accomplish the job. The committee agreed that the library is not able to bear the cost of an additional \$94,000 for the parking lot.

The committee agreed to move ahead with the Lane Road Water Infiltration Remediation project by recommending to the Board that the project be advertised for bids.

OFF-AGENDA ITEMS

Forgos said that he is looking at an electro-magnetic vehicle counter for the Tremont Book Drop. He said he has information about a wall-mounted unit that is expandable and compatible with the people counter and that can link with a receiving computer to breakdown information in numerous ways. The cost is \$600.00. Moore indicated she would review this with Forgos.

Forgos said that the cooling tower is scheduled to ship on 3/30/07 and should be installed shortly thereafter. He noted that the installation will take about a week. Wallace was advised to notify his staff regarding parking in the back and to notify UPS and trash that pick-up and delivery could be affected. Forgos noted that the loading dock and trash will only be out of commission on the day of delivery so that the crane can have access to the area. After that, those functions can continue without interruption and only staff parking will be affected.

McKeown noted that Forgos' agreement with the library for this project needs to be amended to include an additional twenty hours. The committee agreed that they would offer this recommendation to the Board at the March meeting.

#5 – BOARD MEMBER VISITS TO AREA LIBRARIES

Moore said that she would like to try to arrange Board visits to some of the area libraries that are involved interior remodeling projects. She said that Grandview, Worthington and Westerville would be good candidates. She noted that a photo tour could be done at a meeting, but that a site visit offers a better feel for the process and the results. Moore noted that the plan was for this year to be used to gather information and to do planning. She noted the busy schedules of the Board members and said she hoped that most could accommodate such a site visit.

Magill suggested that arrangements made for a Saturday morning visit might meet with the most success. He suggested that Moore pick a couple of dates for visits at Worthington and inform the Board. Magill also suggested that Board members could visit other libraries while traveling in the state or in our community. He asked Moore to compile a listing of local libraries with their addresses and pertinent information as to recent renovations, etc. and to provide the Board members with this list. Magill also suggested that a similar list be compiled for the Board with information about other libraries within the state that Board members might have an opportunity to visit. The new facility at Westlake-Porter Library was noted as an example. Moore said that she would compile this information for the Board.

Meeting adjourned at 8:20 a.m.

Forgos noted that by separating the bid packages, the library would have better control over the project at Lane Road. He noted that the city had indicated they would contribute \$70,000 toward resurfacing the Lane Road parking lot. He said that until the costs of the excavation and waterproofing at Lane were more definite, he would not advise the library to commit to this additional expenditure. He noted that communications with the city would be kept open as the project progresses.

Kurfees asked if the city's offer was a percentage of the cost or a flat amount. Forgos indicated that the \$70,000 was a flat amount offered. Perera noted that it is helpful to maintain communications with the city and that this type of cooperative venture is the type that the library would like to foster, but that too many costs are

unknown to make an agreement at the present time. Forgos noted the need to remain within the budget for the project.

Gilligan asked if Lane Road Branch would remain open during the project. Forgos said that it would. She asked about the loss of trees. Forgos said that this was inevitable due to the scope of the project. He did note that the plan would be to do the excavation on the north side first so that the air conditioners can be reconnected as soon as possible. He said that plantings from the south side might be able to be transplanted to the completed north side, thus reusing some of the material. Moore noted that Steve Cothrel, UA Forester, has indicated that the arbor vitae could be moved to one of the city's fire stations that needs some shrubbery. She said that there were a couple of smaller trees that the city has indicated they would relocate for the library.

Forgos said that a new electro magnetic traffic counter has been ordered for the Tremont drive-through book drop. He said that the driveway signs and counter would be installed at the same time since it would require closing the book drop, so as to cause the least disruption.

RESOLUTION 17-07

To Amend the Agreement with John Forgos to Act as Owner's Representative for Cooling Tower Replacement

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library (the "Board") and John A. Forgos and Associates (the "Owner's Representative") entered into an Agreement for Independent Owner's Representative Services ("Agreement") in December 2006 for the Cooling Tower Replacement Project at the Main Library and now wish to amend that Agreement to provide that the Owner's Representative shall provide up to an additional twenty (20) hours of service for the Project at a cost of \$55 per hour. All other provisions of the Agreement shall remain unchanged.

Perera made a motion to approve Resolution 17-07. Burtch seconded the motion. VOTING AYE: Perera, Burtch, Gilligan, Motil, Magill and Kurfees. VOTING NAY: None.

Resolution 18-07

To Put the Lane Road Water Infiltration Remediation Project Out for Bids

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Lane Road Water Infiltration Remediation Project be advertised for bid for a period of four weeks, following which the Clerk-Treasurer and/or the Library Director, at a duly advertised public meeting, is hereby authorized to open such bids as may have been submitted.

Perera made a motion to approve Resolution 18-07. Magill seconded the motion. VOTING AYE: Perera, Burtch, Gilligan, Motil, Magill and Kurfees. VOTING NAY: None.

FINANCE COMMITTEE

Motil reviewed the notes of the Finance Committee meeting of 3/6/07 which are included here.

*FINANCE COMMITTEE MEETING
Tuesday, March 06, 2007 8:00 a.m.*

Notes

IN ATTENDANCE

Charles Motil, Bryce Kurfees, Ann Moore, Terri McKeown, Kate Porter, Nancy Roth

AGENDA ITEM #1 – 2007 PERMANENT APPROPRIATIONS

McKeown distributed four spreadsheets concerning the 2007 Permanent Appropriations and reviewed them with the committee. She noted that the General Fund sheet reflected some changes in some amounts from the 2007 Temporary Appropriations. McKeown said that the change in the Insurance amount reflected the better rate from the new health care insurer. She noted that three additional employees have enrolled in the health insurance plan. She noted that three vacant full-time positions will affect the need for more or less money allocated to this account when those new hires elect to participate or not to participate in the insurance benefit.

McKeown noted that the increase in the Administrative supplies primarily reflects the increase in public relations efforts. She said that the supplies include Public Relations supplies, Technical processing supplies, Computer Services supplies in addition to normal office supplies such as copy paper, etc. Kurfees asked about a breakdown of the funds budgeted for each use. McKeown said that \$63,000 is for general office supplies, \$8,000 for computer services supplies, \$46,000 for technical processing supplies and \$48,000 for public relations supplies. She said that she would recommend an additional \$5,000 for public relations supplies and an additional \$5,000 for communications for marketing//advertising costs.

McKeown noted the additions of restricted funds to the revenue to track the Rotary donation of \$1,200 made for the Youth Services literacy boxes. She pointed out that \$1,200 was added to the Library Materials budget for this.

The committee asked about the reason for the increase to the PR supplies. Moore noted that producing the program booklet and distributing it to every home

in Upper Arlington accounts for most of the increase. She also noted the need for increased media initiatives according to the strategic plan. Moore and Porter said that program attendance has been positively impacted by the distribution of the booklets. Moore said that the library had initiated procedures to measure the effectiveness of the mass distribution, but that initial anecdotal evidence seems to support the effectiveness of this.

McKeown said that the increase in Rents/Leases will provide more flexibility in the event that special equipment needs to be rented. She noted that with the leasing of storage space for the new computer components, the amount currently appropriated would be stressed if an unexpected need arose.

McKeown said that the increases in the Library Materials line were to get closer to the library's goal of meeting the state 20% guideline. She noted that the plan would be to add more funds to Library Materials in June when funding is more definite, both with LLGSF and the pending levy. The increase is broken down into an increase of \$15,000 for Miller Park Youth; \$2,000 for Miller Park CD collection; \$2,000 for Tremont CD's – primarily language CD's; \$10,000 for the Tremont DVD collection and \$12,000 for database subscriptions.

Kurfees asked if UA Schools had online databases available to their students. Porter noted that they did and that the library tries to coordinate our offerings with theirs. She noted that school and library personnel meet periodically to exchange information and to plan.

Moore noted the need to build up the Miller Park collection. She said that with more room and the new lay-out, materials are more visible and are circulating more. She noted that the library is being used differently. Patrons are coming to the library and staying rather than just dropping things off and leaving. She noted that this seems to be having a positive impact on the circulation at Miller Park.

McKeown said that she had not made any adjustments to the building improvement line. She noted that the Operations Committee is meeting on Friday and at that time she expected more information as to the projected cost of the waterproofing project at Lane Road. An adjustment may be needed when that information becomes available.

McKeown noted that funds for the space study at Tremont are not yet included. She said that Operations is still discussing and refining the type and scope of the study. Motil asked if a regional approach is still being considered. Kurfees asked about the previous space study and why it was not being used.

Moore said that the 2002 study came just when funding was frozen, so that many of its recommendations were put on hold and are now out of date. She said that the needs and uses of the library have changed in the past five years, but that

parts of that study could be used. She said that the 2002 study could be used as a starting point for the one under discussion. Moore said that the projected cost of the space study from John Forgos was \$25,000 - \$30,000. She noted that this was about the same amount that the 2002 study cost.

Moore said that the city has allocated \$70,000 for re-surfacing the Lane Road Library parking lot. Forgos has indicated that the parking lot needs to be re-graded before being re-surfaced. Moore reported that Joel Snyder and Forgos have been meeting with the city and that the city has agreed in principle to contributing \$70,000 to the more extensive project proposed by the library.

The committee discussed the idea of creating a Future Maintenance account. McKeown said that meeting the goals of the strategic plan for staffing and materials increases will mean that there is little surplus available to allocate to a Future Maintenance account.

Motil noted that the Building Improvement fund serves a similar purpose. Kurfees said that a prudent conservative financial approach would be to set aside some funds each year for large maintenance issues, such as roofing, heating/cooling replacement, etc. He noted that this is easier than finding a large lump sum in a given year. Motil noted that the school sets aside 2-3% of their budget for this type of fund as a standard. He asked if there was a standard for libraries.

McKeown said that most libraries do not have the excess funds to allow them to do this. She said she wondered if the school's funds were from their operating budget or from bond issues. She noted that 2007 revenue is still unclear until the LLGSF and the levy are finalized, so that planning is difficult. Kurfees asked for Moore's input. Moore said that if the money can be found, the library should try to initiate a future maintenance account even if we can only set aside \$10,000 a year. The committee agreed that they would revisit this later in the summer when funding from LLGSF and the levy is more definite.

Moore asked the committee what the mechanism is for the library to get money donated to the Foundation. She noted Jackee McKnight has indicated that donations and pledges continue to be received by the Foundation. Moore said that she is unaware of the process by which the library is notified of funds given to the Foundation for use by the library. She said she is also unaware of the process to be followed to request the funds. Motil suggested that McKnight be asked to address the Board at the next meeting about this procedure so that all members are aware of the procedure. Moore agreed to contact McKnight and to ask her to include this information in her report.

AGENDA ITEM #2 – 2008 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

McKeown said that the 2008 Budget request must be submitted to the city by the end of May. She noted that because of this, the request will be formulated before the levy results are finalized. She also noted that the May Board of Trustees meeting is scheduled for the same day as the election. She said that the last time the preparation was before the levy results, the library prepared two sets of paperwork – one set based on the passage of the levy and one set based on the failure of the levy. McKeown said that there has been no indication from any Franklin County library that they are will be challenging the distribution agreement. Libraries must give notice in writing by June 30th if they wish to contest the distribution for the next year.

AGENDA ITEM #3 – AUDIT

McKeown informed the committee that one bid for audit services was received on 1/5/07. She said the price bid was very high and included what appeared to be an excessive number of hours for the work. McKeown said that all three libraries that had been bundled together by the Auditor of State's office rejected the bid. She noted that Bexley Public Library made strong objections to the Auditor of State's office at being forced to have an outside audit. The Auditor of State's office is now planning to conduct the audit themselves. McKeown said that the Auditor of State's office and the Library Accounting Division of OLC are continuing to clarify auditing and procedural issues with libraries regarding the use of GAAP like accounting (OACBOA). She noted that the pending audit will be done as a cash-based audit.

AGENDA ITEM #4 – PUBLIC COMPUTERS

McKeown informed the committee that there were billing and service issues surrounding the purchase of the new public computers. She said that some components were changed and there were problems matching components with actual orders and deliveries. She said that overall the cost appeared to be the same with some things priced higher than the quote and some things price lower. She noted that the real issue was a service issue and that she was very unhappy with the CDW sales representative.

McKeown said that if the library undertakes the replacement of staff computers, she advises the library to use the problems as leverage, requesting a different sales rep and better assurances of follow-up from the company.

Meeting adjourned at 9:00 a.m.

Following Motil's review of the notes, Perera was asked if he had any insights into the proposed budget for the LLGSF in Governor Strickland's budget. Perera said that it was still not known but that in view of overall state finances, it would be

unrealistic to expect any increase other than a possible rate of inflation increase. He said that it was also possible that there would be no adjustment for inflation. He said that the Governor's budget would be released to the public on 3/15/07. Moore noted that on 3/16/07, Lynda Murray from OLC would be doing a web cast to relate the new state budget proposal and its effects on state libraries.

McKeown said that the library had received a copy of the levy paperwork stamped by the Board of Elections. The Board took note of the difficulties that Westerville Library currently has due to a late filing. McKeown offered thanks and appreciation for the work and cooperation of the City Attorney's Office, in particular, Tom Lindsey, which resulted in the successful filing of paperwork with the Board of Elections. She said that she has not been informed of the Issue number yet.

McKeown noted that the special election costs will be between \$800 and \$900 per precinct. Moore noted that the library's portion of the cost would be about \$12,000.

Magill asked about the audit. McKeown said that the Auditor of State's office took the responsibility back following the single bid that was rejected by all three libraries. Magill asked if materials budget in the Permanent Appropriations reflected the 20% increase that was part of the strategic plan. McKeown said that the materials budget is not up 20%, but that that was a goal to be reached by 2009. She did note that when funding becomes more solid, the library hopes to add funds to the materials budget this year.

McKeown offered a correction to the financial statement, noting that the 5200 line in the building improvement fund should read Land Improvement, not Building Improvement.

Motil made a motion to approve the February 2007 Financial Report. Burtch seconded the motion. VOTING AYE: Motil, Burtch, Gilligan, Perera, Kurfees and Magill. VOTING NAY: None.

RESOLUTION 19-07
General Fund Donation

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

February 2007 Donations

\$50.00 Gail & Ole Veiby in memory of Joanne Althoff

\$25.00 Carole Damschroder in honor of
Charlotte Sharpe

Kurfees made a motion to approve Resolution 19-07. Gilligan seconded the motion. VOTING AYE: Motil, Burtch, Gilligan, Perera, Kurfees and Magill. VOTING NAY: None.

RESOLUTION 20-07
2007 PERMANENT APPROPRIATIONS
INCOME
GENERAL FUND 100

GENERAL PROPERTY TAXES	2,004,584.48
STATE INCOME TAXES (LLGSF)	3,200,000.00
TAX CREDITS/REIMBURSEMENTS	265,261.88
PATRON FINES/FEES	190,000.00
INTEREST	80,000.00
DONATIONS	5,500.00
RESTRICTED DONATIONS	1,200.00
MISCELLANEOUS	<u>5,000.00</u>
TOTAL	5,751,546.36
 BAL 1/01/07	 <u>1,880,862.73</u>
TOTAL INCOME + BALANCES	7,632,409.09
LESS RESERVE FOR ENC	<u>(319,330.10)</u>
AVAILABLE FOR APPROPRIATION	7,313,078.99

BUILDING FUND 402

TRANSFERS IN (from General Fund)	-0-
 BAL 01/01/07	 <u>1,006,298.66</u>
TOTAL INCOME + BALANCES	1,006,298.66
LESS RESERVE FOR ENC	<u>(98,000.48)</u>
AVAILABLE FOR APPROPRIATION	908,298.18

MILLER PARK RENOVATION FUND 403

DONATIONS	-0-
TRANSFERS IN (from General Fund)	15,500.00
BAL 01/01/07	<u>408,595.75</u>
TOTAL INCOME + BALANCES	424,095.75
LESS RESERVE FOR ENC	<u>(406,452.58)</u>
AVAILABLE FOR APPROPRIATION	17,643.17

RESOLUTION 20-07
**2007 PERMANENT APPROPRIATIONS
EXPENSES**

GENERAL FUND

1000 SALARIES & BENEFITS	
1100 SALARIES	2,724,000
1400 RETIREMENT	636,000
1600 INSURANCE	300,000
1900 OTHER BENEFITS	<u>12,000</u>
TOTAL	3,672,000
2000 SUPPLIES	
2100 ADMINISTRATIVE	175,000
2200 MAINTENANCE	20,000
2300 VEHICLE/FUEL	<u>1,200</u>
TOTAL	196,200
3000 PURCHASED & CONTRACTED SERVICES	
3100 TRAVEL & MEETINGS	35,000
3200 COMMUNICATIONS	60,000
3300 MAINTENANCE	231,000
3400 PROPERTY INSURANCE	40,500
3500 RENTS/LEASES	4,000
3600 UTILITIES	183,000
3700 PROFESSIONAL SERVICES	100,000
3800 OCLC	55,000
3900 OTHER SERVICES	<u>1,500</u>
TOTAL	710,000
4000 LIBRARY MATERIALS	
4100 BOOKS	514,420
4200 PERIODICALS	76,900
4300 AUDIOVISUAL	279,605
4500 COMPUTER SERVICES	159,700
4700 MATERIAL REPAIR	1,500
4900 OTHER LIBRARY MATERIAL	<u>1,200</u>
TOTAL	1,033,325
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	1,500
5400 BLDG IMPROVEMENT	20,000
5500 FURN/EQUIP/STAFF SOFTWARE	<u>175,000</u>
TOTAL	196,500
7000 OTHER OBJECTS	
7100 DUES/MEMBERSHIP	12,000
7500 REFUNDS	<u>2,000</u>
TOTAL	14,000
 TOTAL GENERAL FUND	 5,822,025

RESOLUTION 20-07
**2007 PERMANENT APPROPRIATIONS
EXPENSES**

TRANSFER TO OTHER FUNDS (#403)	15,500
GRAND TOTAL GENERAL FUND	5,837,525

BUILDING IMPROVEMENT FUND 402

3000 PURCHASED & CONTRACTED SERVICES	
3200 COMMUNICATIONS	10,000
3700 PROFESSIONAL SERVICES	80,000
3900 OTHER PURCHASED SERVICES	<u>3,000</u>
TOTAL	93,000
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	200,000
5400 BLDG IMPROVEMENT	<u>615,000</u>
TOTAL	815,000
GRAND TOTAL BUILDING FUND	908,000

MILLER PARK RENOVATION FUND 403

5000 CAPITAL OUTLAY	
5400 BLDG IMPROVEMENT	<u>17,600</u>
TOTAL	17,600
GRAND TOTAL MILLER PARK FUND	17,600

Kurfees made a motion to approve Resolution 20-07. Burtch seconded the motion. McKeown noted that the \$1,200.00 restricted donation represented a donation from the Upper Arlington Rotary Club to fund the Literacy Readiness kits being developed by the Youth Services Department. She also noted that the increase in funds for library materials was a part of the appropriations in order to work towards the goal of a 20% materials budget. She stated that the library hopes to be able to add funds to the materials budget once LLGSF figures and levy results are known. VOTING AYE: Kurfees, Burtch, Gilligan, Motil, Magill and Perera. VOTING NAY: None.

PERSONNEL COMMITTEE

Burtch noted that the Personnel Committee had not met. Burtch made a motion to approve the Treasurer's March Personnel Report. Kurfees seconded the

motion. VOTING AYE: Kurfees, Burtch, Gilligan, Motil, Magill and Perera.
VOTING NAY: None.

ASSISTANT DIRECTOR'S REPORT

Porter offered an online demonstration to the Board of the Rosetta Stone language learning database that is available to library patrons through the website. She noted that Rosetta Stone is one of the most used databases by UAPL patrons. She said that the learning exercises allow for listening, reading, writing and speech recognition alternatives. Porter noted that over 40 languages are represented on Rosetta Stone and that the program keeps track of what segments have been done by a user. Porter said that it is user-friendly and patrons need only to register a user name, email and library card number in order to access the database. She provided the Board with a quick start guide which is attached to these minutes as an exhibit.

Porter noted that previous comments from Board members about highlighting the database collection on the library's website are under review by the Reference Department. She also noted that they were discussing options for categorization of the databases so that patrons can locate pertinent information more easily.

PRESIDENT'S REPORT

Motil said that the proposal for Board members to make on-site visits to other libraries as noted in the Operations Committee meeting notes was a good idea. He also noted the importance of following through with the plans for a space study, using the 2002 study as a basis. Moore indicated that she would arrange some possible dates for a visit to Worthington.

Perera asked about the Levy Committee's campaign. Motil said that the committee hoped to raise about \$10,000 and currently had about \$4,000 on hand. He said that the committee had sent out an appeal letter yesterday to previous campaign supporters. He noted the need to keep levy activities separate from the normal functioning of the library.

McKeown noted that the OLC Trustees dinner was scheduled for 4/26/07. She asked interested Board members to let her know if they would like to attend and she would register them. She noted that this dinner was a good opportunity to meet and exchange ideas with other library trustees.

ADJOURNMENT

Perera made a motion to adjourn the meeting. Magill seconded the motion.
VOTING AYE: Perera, Magill, Motil, Kurfees, Burtch and Gilligan. VOTING NAY: None. Meeting was adjourned at 6:07 p.m.

Charles V. Motil, President

Megan Gilligan, Secretary