



Board of Trustees Meeting
Tuesday, May 17, 2011 5:00 p.m.

MINUTES

President Sharpe called the meeting to order at 5:00 p.m.

IN ATTENDANCE

BOARD MEMBERS: John H. Burtch, Caroline Diwik, Garrett K. Scanlon, Amy P. Sharpe, William J. Shkurti and Mark L. Shy.

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Kate Hastings, Youth Services Manager; Ruth McNeil, Community Relations; Lynda Murray, Ohio Library Council; Andrew Miller; SNP reporter and Nancy Roth, Administrative Secretary.

APPROVAL OF THE MINUTES

Burtch made a motion to approve the minutes of the April 19, 2011 Board of Trustees meeting. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

LEVY PLANNING

The Board welcomed Lynda Murray, Director of Government Relations for the Ohio Library Council. Murray was asked to discuss the levy process for libraries and the impact of current legislation on funding. Murray made the following points:

- In 2004, only 24% of Ohio public libraries had operating levies. Now nearly 70% have levies.
- During 2008 – 2010 election cycles, 80-86% of library levies passed. Passage rates are better now than before the economic downturn.
- Library levies in rural areas are passing with good margins.
- This means:
 - Public libraries are popular.
 - Public libraries have kept their requests reasonable.
 - The public understands libraries' financial constraints and funding cuts.
 - Libraries are valuable resources in hard times.
- Renewal vs. replacement levies passage rate is not affected.
- Need to be clear with voters as to the impact of a levy – both the positive and negative outcomes.
- Levy success very dependent upon the make-up of the community.

- Most libraries have tried to shield patrons from feeling too much of the impact of budget cuts up to this point. Patrons see the impact in materials more than anything.
- A poll conducted in March indicated that 85% of the people want libraries to be protected from severe cuts.
- An OLC poll indicates that patrons want materials cut last, then staff and then hours.

Some impacts of recent and/or pending legislation include:

- HB 66 terminated the Tangible Personal Property (TPP) tax as part of a levy formulation. For UAPL, this will mean a reduction of about \$41,000 per year.
- There are increases expected for county services fees, such as election costs which may also have to be paid up front.
- Legislation is pending which would move the 2012 primary from March to May.
- HB 153 reduces the PLF by freezing it at 2011 levels and then reducing it by 5%. However, OPLIN and services for the blind will now be funded through the PLF, so the actual reduction will be about 6.5%.
- Ohio Senate is trying to enact measures that would reduce expenditures for public entities, including libraries. SB 5 covers many of these initiatives which impact libraries that are unionized. In addition, there is discussion about splitting the OPERS required withholding evenly between the employee and employer – 12% each.
- Pooling of resources was an initial part of the budget bill which would help libraries to cut expenses. It was taken out of the bill, but may be put back in by the Senate. This would theoretically allow regional pools for public employees' health care.

Looking ahead, Murray said that digital downloads will increase even though Overdrive is less than streamlined. When the technology was just emerging, Ohio libraries embraced the internet and therefore have had good results in meeting patrons' requests and keeping up with innovations. Old formats should not be abandoned, but new formats should continue to be added to a library's repertoire.

Moore noted that UAPL is already seeing the future. There may be smaller physical collections, but the use and types of services requested by patrons from the Media department will expand. The growth in collaborative learning is also impacting how the physical space needs to change to meet patrons' needs.

What the library can learn from the successful CML levy campaign:

- CML did lots of preparation for the levy.
- CML did a good job of tying everything to funding.

- CML used every platform that became available to explain their funding and did a good job explaining funding sources and the impact of a “No” vote.
- CML made good use of social media as well as conventional media.
- CML did a good job of educating the voters and presented the library as a business.

Murray also confirmed for the Board that monthly action is required by current state law on the financial reports. She did note that such action could be a part of a consent agenda if the Finance Committee reviews the financial report prior to the Board meeting. Murray noted that there are some initiatives developing in the state legislature to review some of the more antiquated state laws that would allow libraries and other public entities to operate in a more business-like way. She noted that the prevailing wage requirements are due to be lifted with the passage of the state budget bill.

The Board thanked Murray for her time and expertise.

ASSISTANT DIRECTOR'S REPORT

Porter provided the Board with a demonstration of the new option for patrons to place their holds on vacation status. Patrons who monitor their accounts can see if they are approaching the top of the list for an item and will be out of town or otherwise unable to pick up the item. That being the case patrons can place the item on vacation hold status and maintain their place in the queue while other patrons move around them in the queue as the item becomes available. When the patron is ready to take receipt of the item, they can easily change the status back to a normal hold and receive the next copy that becomes available.

DIRECTOR'S REPORT

Moore noted that Operations is currently scheduled to meet two days after the Finance meeting. She said Operations needs to be before Finance so that Finance can review the technology piece of the five year plan prepared by Operations. Operations committee members agreed to move their meeting to June 9, 2011 at 8:30 a.m. Personnel will be meeting at 1:15 p.m. on June 3, 2011. Becky Princehorn will be attending the June Board meeting.

Moore asked the Board to discuss what information they would like to be included in the five-year personnel plan that the Personnel Committee will be reviewing. The Board indicated that the main budget items being reviewed for the preparation of the levy projections are Capital Expenditures, Facilities Maintenance, Technology and Personnel. A starting point was suggested – if the library had \$250,000 to fill vacancies, what would the priorities be. It was suggested that this listing be in spreadsheet format and should also include accompanying benefits of the positions.

It was noted that statewide, library personnel is down about 15% and UAPL is down about 20% from 2008 levels. Moore noted that Admin has been closely reviewing positions for the past two years to determine which are essential and how changing needs can be best addressed. She noted that there is an increased demand from patrons for more technology/software education and this could result in some restructuring or changes in the type of employee qualifications being sought. She noted that the accuracy of predicting personnel needs five years ahead may suffer due to the rapidity of technology changes.

Moore noted that many ideas for change were wrapped up in the proposed renovation bond issue. When that issued failed to pass, the library has been trying to implement some of the envisioned changes on a smaller scale as staffing and funds allow. She noted that she does not want staff to be overlooked as the library plans for the future. She said that they have worked very hard to keep the patrons from feeling the full impact of the budget cuts.

Moore and McNeil provided a demonstration to the Board of the library's YouTube videos. Moore praised the work that Christine Minx, Communications Specialist, has been doing in getting the library active in social media. The Board was able to view three of the Book Bits posted on YouTube, including one made by Board Member Diwik and her son, Jack.

McNeil reported that the library has budgeted funds for a targeting campaign to enroll UA residents as "Friends" on the library's Facebook page. She noted that the advertisement began on Friday, May 13th and the library has been able to add 70 fans in five days. She noted that the library launched their Twitter account in July of 2009. The YouTube channel was launched in December of 2010 and receives about 253 views per month. There are 28 videos posted, including some instructional videos about library usage. McNeil noted that there are 8 videos ready for posting that were the result of invitations to community leaders to provide a book bit. Moore noted that there are plans to have Booker the Lion and Browser Bear to do a taping as well.

OPERATIONS COMMITTEE

The notes from the Operations Committee Meeting are included here.

OPERATIONS COMMITTEE MEETING Tuesday, May 5, 2011 8:30 a.m.

Meeting Notes

IN ATTENDANCE: Amy Sharpe, Mark L. Shy, Ann Moore, Kate Hemleben, Ruth McNeil, Sherman Wallace and Nancy Roth.

The meeting was called to order at 8:44 a.m.

Lane Road Carpet Up-date

The library had solicited three proposals for carpet installation in the lower level of Lane Road. Only two vendors submitted proposals. ReSource presented carpet tiles that were very favorable received by staff as being appropriate for a children's area. The committee did want to pursue getting three estimates for the same product. It was suggested that the library create a floor plan via an architect with CAD drawings and then get quotes for the same material from three vendors. Sharpe volunteered to render the drawings on the basis of the library's blueprints in order to save an architect's fee. Shy indicated that he would arrange for the area to be painted with paint selected by the staff. Moore will consult with the branch manager as to the paint color selection. It was suggested that future small projects should follow this pattern – select materials desired and then get bids on the same materials from different vendors.

Lane Road Parking Lot Up-date

Some patching of the lot at Lane Road has been done. Patching was done at Tremont the day prior to the committee meeting. The paving company will be coming back to Tremont during early morning hours when the lot is empty in order to get the remainder of the potholes filled.

There have been some conversations with city officials, but no definitive agreement has been reached. Moore was unable to reach Tim Moloney yesterday to get an up-date. It was agreed that the project should move forward, regardless of the city's participation. It was also agreed that no progress towards an agreement with the city would be made without all the necessary people meeting together in the same room. To that end, the committee asked Moore to send a letter to Tim Moloney with a copy to Dean Sivinski requesting a meeting with the necessary city officials. In the interim, the library should take steps to engage a civil engineer to design the lot and begin preparation of the necessary bid documents. It was noted that the library would like to get on a paving contractor's schedule for work in August if at all possible.

Friends Theater

Miller-Watson Architects have submitted a proposal for addressing the safety issues in the Friends Theater, including adjustments to the steps and improvements in the lighting. The proposal for a concept design is \$2,700. The committee agreed to move forward with the concept design.

Five Year Plan

Hemleben distributed the final draft of the building maintenance plans through 2017. She noted that the parking lot issues have been tagged as life-safety issues now due to the trip hazard posed. The committee reviewed the items on the listing. It was noted that funds for re-stacking at Tremont have been allocated.

Funds for the study of the drainage problems associated with the Reference window wells have been allocated for 2012 and the committee had some discussion around this issue. It was noted that some of the brick retaining walls

are bulging and repairs could run into \$100,000 each if excavation is needed. The committee agreed that the study should proceed to see what options might be available. It was agreed to budget an additional \$100,000 in 2012 and 2014 to accomplish this repair.

The budget for the Lane Road parking lot was adjusted to cover design fees, permit fees, contingency fees and other costs associated with the project.

The committee agreed to present the plan to the Finance Committee at the Finance meeting next week. Shy, Sharpe and Wallace will attend that meeting.

It was agreed that the Operations Committee should review the maintenance plan quarterly in order to track progress and make necessary adjustments.

Other Items

The committee discussed the opportunity to develop an outdoor patron space with wi-fi access on the east side of the building. Several ideas were put forward, without a final decision. The consensus was that developing such a space would be a good idea, although it might need to be done gradually. Moore noted that she had talked with the Friends of the Library about the possibility of the group purchasing outdoor furniture for the library. She said they reacted favorably to that idea as well. Other groups or individuals might be interested in making donations to support such a project as well. The group discussed the installation of a door from Adult to the east side green space. The committee adjourned to go look at the suggested outdoor area.

Next Meeting

The committee will meet on Thursday, June 16, 2011 at 8:30 a.m.

Meeting adjourned at 9:45 a.m.

Shy reviewed the spreadsheet outlining the five-year maintenance plan. He noted that the work was a result of the collaborative work of Operations, Finance and Administration. The maintenance priority listing was based on the Larsen Engineering report and the Snyder study. He noted that the HVAC replacement at Tremont was pulled out as a separate item due to the large cost of the project.

The question was asked that if the library was able to fund all the listed projects, would it then be in good shape. Shy indicated that if the work was done, most of all that would remain would be routine maintenance issues. It was noted that deferred maintenance is beginning to show, especially at Tremont.

Sharpe thanked Shy, Wallace and Hemleben for the good work they did in reviewing the priority listing and preparing the maintenance plan.

Moore noted that following a miscommunication, the library now has a proposal from Miller Watson Architects to develop a plan to address the ADA and lighting

deficiencies in the Friends Theater. She said the library would be proceeding with the proposal from Miller Watson.

Shy outlined the idea of providing a patio area on the east side of the building. Operations committee suggested that for a small investment, this would be a high-impact project. Moore said that the Friends were interested in helping with the project. WI-Fi is available in the proposed area. Shy noted that this would be a good project to get private funds invested in the library. The cost would be about \$25,000 for a concrete pad. The Board agreed that the project seemed like a very positive one and agreed to continue moving forward with exploring funding options.

The Operations Committee agreed that the Lane Road parking lot project needed to move forward with or without involvement from the city of UA. Sharpe said that she would follow-up with a call to the city. Moore noted that she had called Tim Moloney and sent him a letter requesting a meeting as the Operations Committee had asked her to do. To date there has been no response. The Board agreed that the project needs to move forward.

Sharpe said she had concerns about carpeting the lower level at Lane Road since Lane Road staff was running dehumidifiers in the basement. Shy said that he would take moisture readings at Lane Road before any carpeting is purchased to ensure that the space is dry.

FINANCE COMMITTEE

The Finance Committee Meeting Notes are included here.

UAPL Finance Committee Minutes May 10, 2011

Present: Jack Burtch, Amy Sharpe, Bill Shkurti, Ann Moore, Kate Porter, Ruth McNeil, Sherman Wallace, Julie Whitt, Kate Hemleben and Vita Marinello.

Moore called the meeting to order at 9 AM.

The first item of business was the 2012 Tax Budget that has to be filed with the city by May 31st. Copies of last year's submission were presented as a place to begin the discussion. The committee talked about how we have done these requests in the past and how library funding has changed over the years. The committee felt comfortable using last year's budget submission but Kate Hemleben said she would review the revenue lines for any changes. The board will need to vote to accept the final numbers at next week's meeting.

The committee talked about changing the way the library handles the OPERS pick-up for staff since Senate Bill 5 states that the library can no longer pick up the employee portion. The Committee members agreed that the library needs to make the change all at once starting on July 1st or as close to that date as is

practical. Both the salary line and the pension line of the budget would be changed to reflect this change. The committee asked for clarification from Hemleben regarding what the tax impact will be to the employees. Hemleben will contact our accounting software company to see what changes she needs to make for this to happen. The Committee agreed that we need to make sure the rest of the Board is supportive of this change before moving forward. Amy asked Bill to follow up with the other Board members. Shkurti asked that we find a good method to let all staff know of this change and to see what may need to be updated in the Personnel Policy Manual.

Lynda Murray, Director of Government and Legal Services for the Ohio Library Council, will attend next week's board meeting. The committee reviewed things they wanted to ask Murray about levies, shared services, estate tax changes and hidden cuts to the state budget.

The five year building maintenance plan was presented to the committee. Operations has been working with Wallace and Hemleben on projecting our facility repair and update expenditures over the next five years. The plan is to estimate an annual expenditure of \$250,000 to address older issues and general ongoing maintenance of systems and buildings. Life/safety issues are highlighted in red on the accompanying spreadsheets. Replacing the HVAC at Tremont is the largest expense and this is projected for 2013. New to this version of the expenditure list is a \$30,000 annual cost for carpet based upon a 7 year replacement cycle and a patio area for the outside of Adult. Painting was also set on an average cycle of seven years with this money now coming out of the general fund. This plan is still in draft form to be part of a larger report that includes technology and staffing future plans.

The group discussed planning for staff vacancies in relation to the building planning that has been taking place. It is suggested that we created a similar type chart for these needs. Moore has presented personnel with a 2011 plan that has not yet been fully implemented. The group talked about different expectations that each board committee has and how to reconcile these differences of opinion so that the library can continue to move forward. It was felt that everyone really needed to see all three areas together—buildings, technology and staffing—so that everyone has a complete picture of the library's needs. It was decided that the personnel committee should meet prior to the June board meeting and that a hiring/staffing priority list would be proposed. Ann also reminded the group that the board said it would revisit the issue of raises after the state budget has been formally passed.

Fundraising was the next topic on the agenda. The committee agreed that Burtch would check with the key UAPL Foundation donors to test the idea of supporting fundraising efforts from the Foundation funds. The plan for our fundraising would be that money raised could fund the "extras", not general operations. The committee agreed that, in general, people like to give money to something they can see. The committee liked the idea of the library joining the UA Community Foundation to, at the very least, hold some of its funds.

The issue of how to plan for future inflation was raised by Shkurti. The Governor's budget includes a 2.5% inflation calculation. We need to think about this will impact our five year planning.

Moore and McNeil presented the plan of how the library shares information about the levy from the present through next March. The plan includes internal and external components. It was mentioned that we need to show the value of UAPL in the CFN message. It was also discussed that the library needs to reach out to board, staff and "power users" during this time. Moore reminded the group that Alison Circle from CML will be doing a session for staff next week. Ann also mentioned that she will compile a one-page sheet for staff as to what we can/cannot do when talking about the levy.

Ann mentioned the value calculator that Westerville Library has on their website so a person can calculate the dollar value of how they use the library. The group liked this calculator and wants to see this incorporated into our website.

The committee wants FAQs that provide information about commonly asked questions that could also relate to funding and the levy. Kate Porter and Julie Whitt already have a version of this that they are working on for the staff intranet and will use that as a base for this. The committee will review this draft document at their next meeting.

The Fiscal Officer's Report is included here.

Notes from the Fiscal Officer MAY 2011

The State has announced the PLF for May. Our share is \$313,559 or about a 12% increase over May 2010.

In your packets you have a resolution for the 2012 tax budget for the Library. Once approved, it will be submitted to the City of Upper Arlington by May 31. The intent was to submit the similar numbers as we did for the 2011 tax budget.

I have made a few minor adjustments to the revenue.

- *The PLF reflects a 6.5% reduction based on the proposed state budget. The property tax revenue is the same as our budget for 2011.*
- *A conservative approach is being used due to the potential changes in property values soon to be released by the County Auditor.*
- *Also, the TPP (Tangible Personal Property) reimbursement from the proposed state budget of approximately \$45,000 will immediately go away. This amount has been reduced from the Property Tax Credit revenue line.*

The only adjustment made to the expenditures was in the Transfer to Capital Project Fund. In last year's discussion, it was determined that any balance in the general fund would be transferred to the capital project fund. I kept this same assumption and increased the transfer.

I wanted to take some time to thank Kate Porter and Julie Whitt again for processing payroll while I was gone. I am glad that I took Bryce Kurfees request seriously and worked diligently hard on improving the procedure manual for finance. I believe that having payroll procedures documented helped them step in and process payroll.

I intend to send the President of Software Solution, Inc. (SSI) a note to thank Brenda Farley for all her support to help Kate & Julie when they needed assistance. Between the three of them, all employees were paid and paid on time.

One of the un-fun tasks of processing invoice is the Midwest and Baker & Taylor statements. The Baker & Taylor statement is at least one ream of paper, maybe two. During my first week back, Patty Landis offered to help me catch up on these two statements. Over the past few weeks she processed two of the Midwest statements as well as one Baker & Taylor. Her help made it possible to pay these vendors quickly.

We have hired a temporary worker from Accountemps to assist me while the Deputy Fiscal Officer position is filled. Heather, from Accountemps, has been extremely helpful over the last 2 weeks. She has helped me catch up with the purchase orders as well as paying the invoices. She has even helped develop the one page summary of the building capital plan. She took that document even further than I had envisioned. She has been a tremendous help and I appreciate having the opportunity to have an assistant.

Hemleben noted that the PLF distribution for May is up about 12% over the same month last year. This is 9th month in a row that the PLF has been above the previous year. She said that she is working with Greg Ramage on the technology component for the five-year plan for Operations. She has been working with the Reference department on inflation trending to increase the accuracy of five-year cost projections.

Shkurti noted that Finance plans to have a completed five-year plan ready to present to the Board in June in order to determine the fundraising approach needed. He said that he confident in the approach the library has taken to this point.

Burtch made a motion to approve the April Financial report. Shkurti seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

RESOLUTION 07-11

2012 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

INCOME

GENERAL FUND 100

TOTAL REVENUE	5,669,595
UNENCUMBERED BALANCE AT 1/1/2012	<u>2,007,406</u>
TOTAL RESOURCES	7,677,001

BUILDING FUND 402

TOTAL REVENUE(Transfer from General Fund)	1,943,644
ESTIMATED BALANCE AT 1/1/2012	<u>1,299,720</u>
TOTAL RESOURCES	3,243,364

UAPL FRIENDS FUND 201

TOTAL REVENUE	100,000
ESTIMATED BALANCE AT 1/1/2012	<u>8,535</u>
TOTAL RESOURCES	108,535

EXPENDITURES

GENERAL FUND 100

SALARIES & BENEFITS	3,497,733
LIBRARY MATERIALS	1,191,869
OTHER EXPENSES	<u>3,159,813</u>
GRAND TOTAL GENERAL FUND	7,849,415

BUILDING IMPROVEMENT FUND 402

OTHER EXPENSES	<u>655,000</u>
GRAND TOTAL BUILDING IMPROVEMENT FUND	655,000

UAPL FRIENDS FUND 201

OTHER EXPENSES	<u>100,000</u>
GRAND TOTAL UAPL FRIENDS FUND	100,000

Hemleben noted that the tax budget request was based on last year's figures. She said she had made adjustments for the reduction in the PLF and the loss of

TPP funds. Shkurti made a motion to approve Resolution 07-11 and to authorize Hemleben to make any adjustments if mathematical errors are discovered. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

PERSONNEL COMMITTEE

There was no meeting and no report. Committee is scheduled to meet before the June Board meeting.

The Fiscal Officers Personnel Report is included as an exhibit to these Minutes. Diwik made a motion to approve the Personnel Report. Scanlon seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

PRESIDENT'S REPORT

Sharpe said she had no further report. She will continue to meet and talk with UA residents who may be willing to help with the levy campaign.

OTHER BUSINESS

Scanlon distributed complimentary copies of his self-published book, Lead Like Reagan to the Board members. It was noted that three authors – Scanlon, Shkurti and Shy – are Board members.

ADJOURNMENT

Shy made a motion to adjourn the meeting. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None. The meeting adjourned at 6:45 p.m.

Amy P. Sharpe, President

Garrett K. Scanlon, Secretary