

UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TUESDAY, FEBRUARY 20th, 2018 AT 5 PM
MINUTES

The meeting was called to order at 5:04 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, Kevin Fix, Peter Hahn, Gloria Heydlauff, Sarah Mueller, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE:

CONSENT AGENDA

The consent agenda included the Minutes from the January Board of Trustees meeting, the Financial Reports for December and January, and the January Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 07-18
JANUARY 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	First Name	Last Name	Campaign
\$ 150.00	130	Nancy	Alonzo	Unsolicited 2018
\$ 25.00	130	Sandy and Jeffrey	Arnold	In Memory of Pat Smith
\$ 20.00	130	Kyle and Melanie	Jacobs	Unsolicited 2018
\$ 50.00	130	Lynn	Kuehn	Unsolicited 2018
\$ 245.00	Total			

SIGNATURE SHEET

Resolution No. 07-18

2/20/2018

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Maura Bowen:


Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Kevin Fix	Aye
Peter Hahn	Aye
Sarah Mueller	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

ASSISTANT DIRECTOR'S REPORT

ANNUAL PARTNERSHIP REVIEW

The Library continues to collaborate with the City, Schools, and other community organizations on events and projects. The major priority for this list is to renew and expand the Library's relationship with our community partners.

The Library considers our most important collaboration to be with the Schools, and we continue to integrate our programs and facilities with students and school curricula. We work with the schools to make sure all students in all grades have a library card. The Library also provides many volunteer opportunities for students to earn their service learning credits. As a facility, the Library remains a popular study spot for students and serves as an exhibition space for student artwork. More recently, the schools have requested the Library create activities for after school and early dismissal days.

Since this list will only continue to grow, the Board requested that the next Review only contain events undertaken since the last levy, unless the events are recurring.

ANNUAL PROGRAM SATISFICATION SURVEY RESULTS

The Library surveyed program participants during the month of October 2017. In response to comments the Board made last year, the total attendance and response rate of the programs were included in this data. Despite a slight decline in overall

satisfaction the percentage compared to 2016's Survey, 2017 Program Satisfaction still ranked highly.

The programs satisfied the 2017 Strategic Plan Measurable Outcomes by increasing the number of in-house activities. Administration and the Board are both interested in finding ways to solicit more specific attendance demographics.

DIRECTOR'S REPORT

The Central Library Consortium has partnered with SearchOhio and OhioLINK. Since January 24th, the Library has been filling requests for these new consortia. Beginning on February 19th, the Library will allow patrons to place holds through SearchOhio and OhioLINK if they were unable to find results in our catalog.

The Library is not pursuing an active fundraising campaign for 2018.

MONTHLY STATISTICAL SUMMARY AS OF END OF JANUARY 2018

Our computer usage is down from last year; however, this may be due to patrons connecting to the Library's wifi via their personal devices instead. Administration is considering adding wifi usage to this summary.

The Main Library's door counter stopped functioning properly sometime in January 2018. The user visits for January 2018 at the Main Library are estimated based on the change in checkouts between January 2017 and 2018 at the Main Library. It is hypothesized that the user visits for the Main Library have increased since construction in Northam Park is complete.

FINANCE COMMITTEE

The notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE WEDNESDAY, FEBRUARY 14, 2018 MEETING NOTES

The meeting was called to order at 5:00 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Peter Hahn, Bill Shkurti, Chris Taylor, Kate Porter, and Allison Frew.

REVIEW OF YEAR END FINANCIALS

The Committee asked about the \$130,000 difference between the 2016 and 2017 Building Improvement Fund Expenditures. This is due to replacing the fire panel.

The Committee was interested in the breakdown of the Special Revenue Fund, including its largest expenses, which is mostly comprised of programming expenses such as presenters, Summer Library Club, and program supplies. This fund is reimbursed by the Friends of the Library.

Administration did a re-appropriation of the budget mid-year but ultimately did not spend the additional funds. This re-appropriation was in response to clawbacks included in the 2017 budget by a previous Fiscal Office in late 2016. The average of the three prior years was used as the basis for the 17.9% clawback on all budget lines in the Other category. This also was applied to fixed expenses like contracted services.

REVIEW OF DECEMBER 2017 BANK RECONCILIATIONS

The Committee requested that only the cover page of the Bank Reconciliation Statement be included in the packets for future meetings.

REVIEW OF JANUARY FINANCIALS

The Building Improvement fund carryover from 2017 into 2018 is mainly for the Main Library's new generator. The proposal for the generator is currently under review. The proposal submitted to the city requires a different type of generator than the one previously quoted. Staff will consider the scope of the project and determine whether to change the number of items powered by the generator to stay within budget.

If the Library retains a significant portion of unused FSA funds, then the Committee has suggested moving this money to the General Fund.

REVIEW OF DECEMBER 2017 BANK RECONCILIATIONS

There is a discrepancy of \$30 due to an error when paying the Ohio Deferred Compensation January bill, which is being resolved.

The Committee had a few suggestions for the new Fiscal Office to review the 10-year spending history of the Library in order to become familiar with the flow of expenses and to have her go over the 5-year plan and offer any suggestions.

ADJOURNMENT

The meeting was adjourned at 5:43 p.m.

Next Meeting: Tuesday, March 20, 2018 at 4:30PM in Meeting Room B

RESOLUTION APPOINTING FISCAL OFFICE AND DEPUTY FISCAL OFFICER

RESOLUTION 08-18

Resolution Appointing the Fiscal Officer for the Upper Arlington Public Library for a Term of One Year Commencing on February 20, 2018

OHIO REVISED CODE, SECTION 3375.32

WHEREAS, This Board in accordance with the provisions of law has appointed Lori M. Piergallini as the Fiscal Officer for the Upper Arlington Public Library; and

WHEREAS, the Fiscal Officer will be bonded with surety, payable to the Board of Trustees, and conditioned for the faithful performance of the official duties required for these positions for the full term of the appointment in 2018; now, therefore,

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES, That Lori M. Piergallini be appointed as the Fiscal Officer of the Upper Arlington Public Library for a one year term commencing on February 20, 2018, with a fixed compensation of \$72,000.

BE IT FURTHER RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES, That Christine M. Taylor be appointed as the Deputy Fiscal Officer of the Upper Arlington Public Library for a one year term commencing on February 20, 2018.

SIGNATURE SHEET

Resolution No. 08-18

2/20/2018

Upon the motion of Trustee Sarah Mueller, seconded by Trustee Peter Hahn:


Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Kevin Fix	Aye
Peter Hahn	Aye
Sarah Mueller	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the above-noted date.



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

RESOLUTION TO AUTHORIZE SIGNERS FOR HUNTINGTON BANK

The Board passed Resolution 09-18 to authorize Lori Piergallini as the designated signatory on the account at Huntington Bank. The resolution was provided in PDF format and therefore is available as an exhibit to these minutes.

SIGNATURE SHEET

Resolution No. 09-18

2/20/2018

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Maura Bowen:

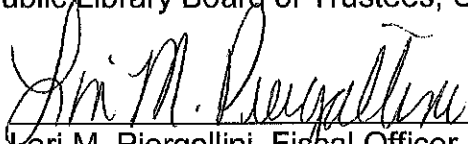
Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Kevin Fix	Aye
Peter Hahn	Aye
Sarah Mueller	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the above-noted date.



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

RESOLUTION TO AUTHORIZE SIGNERS FOR FIRST MERCHANT BANK

The Board passed Resolution 10-18 to authorize Lori Piergallini as the designated signatory on the account at Huntington Bank. The resolution was provided in PDF format and therefore is available as an exhibit to these minutes.

SIGNATURE SHEET

Resolution No. 10-18

2/20/2018

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

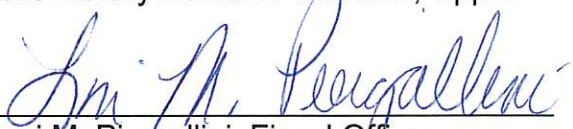
Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Kevin Fix	Aye
Peter Hahn	Aye
Sarah Mueller	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

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, FEBRUARY 6, 2018
MEETING NOTES

The meeting was called to order at 5:00 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, Gloria Heydlauff, Chris Taylor, Kate Porter, Chris Minx, and Allison Frew

EXCUSED ABSENCE: Sarah Mueller

ANNUAL REVIEW OF SECURITY INCIDENT REPORTS

Incidents dropped in 2017 compared to the prior three years. Incident reporting shows an increase beginning in 2012 after Chris became the director and encouraged staff to be more consistent in reporting incidents on the official forms.

FUNDRAISING PLAN UPDATE

2017 YEAR END

The Committee and staff were pleased with the results of 2017's fundraising efforts. The Library raised enough funds to begin building projects at the Main Library and Lane Road Library. A draft of donations received by fund and campaign was shared with the Committee.

The Committee asked for further clarification of donation amounts to the General Fund. The Administrative Team will experiment with their development software in order to better itemize donations. Administration will also reconcile the donations recorded in the accounting software with those listed in the development software.

2018 PLANS

Although the 2017 fundraising campaigns were very successful, they required a lot of staff time. At this time, the Library will not be pursuing a dedicated campaign for 2018. Administration suggested participating in passive campaigns, such as collaborating with El Vaquero and Chipotle, which require minimal staff work.

The Committee was interested in soliciting donations during the popular Summer Library Club as well.

FUTURE PLANS DISCUSSION

The Committee would like to use 2018 as a year to strategize new fundraising initiatives and methodologies for 2019.

2018 OPERATIONS COMMITTEE TOPICS BRAINSTORMING

The Committee will review the success measures of 2017's Strategic Plan before they are shared with the full Board.

Administration would like the Committee to review changes to the Personnel Manual later this year.

There are two interior building projects beginning in 2018: enhanced group study space at the Main Library and a new circulation workroom at Lane Road Library. Since there will be little time to dedicate towards any larger projects, Administration suggests our next Strategic Planning process take place in 2019 and suggested the Operations Committee assist Administration with selecting a consultant during 2018. 2019 would also be a good year to do a Facilities audit.

ADJOURNMENT

The meeting was adjourned at 5:50 p.m.

Next Meeting: Tuesday, March 6th at 5 p.m. in Meeting Room B

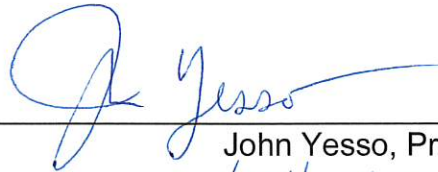
ADJOURNMENT

Kevin Fix made a motion to adjourn the meeting. Sarah Mueller seconded the motion.

Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Kevin Fix	Aye
Peter Hahn	Aye
Sarah Mueller	Aye

The meeting was adjourned at 5:55 p.m.



John Yesso, President



William J. Shkurti, Secretary

Next Board Meeting: Tuesday, March 20, 2018 at 5PM in Meeting Room B

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of December 31, 2017

Fund No.	Fund Description	1/1/2017 Balance (a)	2017 YTD Revenue (b)	2017 YTD Expended (c)	12/31/2017 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$2,633,913.72	\$6,028,045.96	\$5,658,305.24	\$3,003,654.44	\$100,418.65	\$2,903,235.79
2XX	Special Revenue Fund-Combined	\$286,478.41	\$45,417.58	\$53,308.11	\$278,587.88	\$1,973.38	\$276,614.50
402	Building Improvement	\$453,470.55	\$204,974.00	\$293,465.33	\$364,979.22	\$148,232.83	\$216,746.39
501	Employee FSA Fund	\$5,000.00	\$9,480.08	\$11,277.40	\$3,202.68	\$0.00	\$3,202.68
GRAND TOTAL		\$3,378,862.68	\$6,287,917.62	\$6,016,356.08	\$3,650,424.22	\$250,624.86	\$3,399,799.36

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.

As of December 31, 2016

Fund No.	Fund Description	January 1, 2016 Balance (a)	2016 YTD Revenue (b)	2016 YTD Expended (c)	12/31/2016 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$2,571,824.76	\$5,866,669.92	\$5,804,580.96	\$2,633,913.72	\$0.00	\$2,633,913.72
2XX	Special Revenue Fund-Combined	\$287,039.25	\$54,036.11	\$54,596.95	\$286,478.41	\$0.00	\$286,478.41
					\$0.00		
402	Building Improvement	\$355,312.74	\$263,221.00	\$165,063.19	\$453,470.55	\$0.00	\$453,470.55
501	Employee FSA Fund	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
GRAND TOTAL		\$3,214,176.75	\$6,188,927.03	\$6,024,241.10	\$3,378,862.68	\$0.00	\$3,378,862.68

Fund 1X0 General Fund is used to track expenditures related to the Library's daily operations. As of 2014, sub-funds have been created within the General Fund to track Donations & Grants. This information provided summarizes the data into one General Fund and is noted as such.

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

Note: To date there have been four quarterly book sales. In general, revenues are lower than expected. With the results of the last two books sales in, it seems that the sales are recovering quite

Fund 250 the Restricted Donations Fund was created with monies donated to the Library by the UAPL Foundation that ceased operations as of December 2010. Monies have been earmarked as startup monies for the fund development program. Any restricted donation is tracked here. Monies have been budgeted to be expended this year.

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

Note: The revenue recorded is related to the movement of cash from the General Fund to the Building Improvement Fund in July.

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 December 31, 2017

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

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	3,163,993	3,173,521	3,173,521	9,528
Public Library Fund	2,665,249	2,567,627	2,567,627	(97,622)
Other Income	186,600	286,898	286,898	100,298
Total Revenue	6,015,842	6,028,046	6,028,046	12,204

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Cash Expenditures	(Over) / Under Budget
Salaries & Benefits	3,954,364	3,938,874	3,938,874	15,490
Library Materials	818,000	750,887	750,887	67,113
Other Expenditures	946,112	763,570	763,570	182,542
Total Expenditures	5,718,476	5,453,331	5,453,331	265,145

Net Budget (Revenue less Expenditures before Cash Transfers Out)	297,366	574,715	574,715	277,349
				(Over) / Under Budget

Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	204,974	204,974	204,974	0
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Net Budget after Cash Transfers	92,392	369,741	369,741	277,349
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General Fund Cash Balance at December 31, 2017 **3,003,654**

Budget represents budget as adjusted in August 2017 and does not include any prior year encumbrances.

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

Public Library Fund - PLF is set at 1.68% of GRF revenue effective July 1, 2017.

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

Salaries & Benefits - The 2017 budget included a vacancy credit of 2.5% of the full cost of salaries and related taxes. We ended the year with 0.4% of that reduced budget remaining.

Library Materials - Expenditures appear to be below budget by 8.2% however if we include the carry over encumbrances (\$63,143) the total ordered plus paid in 2017 was \$814,031 with just 0.5% of the budget remaining.

Other Expenditures - This Budget was originally reduced by 17.9% of the ask based on the average percent not spent over the previous 3 years. It was then was restored to near the original ask in August 2017. Expenditures finished the year with 19% remaining of the revised budget.

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. The planned transfer was made in December.

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

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of January 31, 2018

Fund No.	Fund Description	January 1, 2018 Balance (a)	2018 YTD Revenue (b)	2018 YTD Expended (c)	1/31/2018 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,003,654.44	\$ 732,171.60	\$473,711.32	\$3,262,114.72	\$ 1,243,949.34	\$2,018,165.38
2XX	Special Revenue Fund-Combined	\$278,587.88	\$ 4,291.88	\$ 2,586.10	\$280,293.66	\$ 33,199.93	\$247,093.73
402	Building Improvement	\$364,979.22	\$ -	\$ 6,593.26	\$358,385.96	\$ 141,793.32	\$216,592.64
501	Employee FSA Fund	\$3,202.68	\$ 5,232.76	\$ 901.39	\$7,534.05	\$ -	\$7,534.05
GRAND TOTAL		\$3,650,424.22	\$741,696.24	\$483,792.07	\$3,908,328.39	\$1,418,942.59	\$2,489,385.80

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 January 31, 2017

Fund No.	Fund Description	January 1, 2017 Balance (a)	2017 YTD Revenue (b)	2017 YTD Expended (c)	1/31/2017 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 2,633,913.72	\$ 239,026.23	\$ 389,252.65	\$ 2,483,687.30	\$ 1,669,828.05	\$ 813,859.25
2XX	Special Revenue Fund-Combined	\$ 286,478.41	\$ 3,423.21	\$ 5,110.48	\$ 284,791.14	\$ 18,785.72	\$ 266,005.42
402	Building Improvement	\$ 453,470.55	\$ -	\$ 883.91	\$ 452,586.64	\$ 126,831.09	\$ 325,755.55
501	Employee FSA Fund	\$ 5,000.00	\$ 2,873.34	\$ -	\$ 7,873.34	\$ -	\$ 7,873.34
GRAND TOTAL		\$ 3,378,862.68	\$ 245,322.78	\$ 395,247.04	\$ 3,228,938.42	\$ 1,815,444.86	\$ 1,413,493.56

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
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of January 31, 2018

Beginning Cash Balance as of January 1, 2018 \$ 3,003,654.44

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,182,462.00	\$ 500,000.00	\$ 3,182,462.00	\$ -
Public Library Fund	\$ 2,521,510.00	\$ 211,662.22	\$ 2,521,510.00	\$ -
Other Income	\$ 217,200.00	\$ 20,509.38	\$ 217,200.00	\$ -
Total Revenue	\$ 5,921,172.00	\$ 732,171.60	\$ 5,921,172.00	\$ -

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,991,961.00	\$ 295,127.02	\$ 3,991,961.00	\$ -
Library Materials	\$ 825,000.00	\$ 108,098.24	\$ 825,000.00	\$ -
Other Expenditures	\$ 810,207.00	\$ 70,486.06	\$ 810,207.00	\$ -
Total Expenditures	\$ 5,627,168.00	\$ 473,711.32	\$ 5,627,168.00	\$ -

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ 294,004.00	\$ 258,460.28	\$ 294,004.00	\$ -
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -
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Net Budget after Cash Transfers	\$ 94,004.00	\$ 258,460.28	\$ 94,004.00	\$ -
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General Fund Cash Balance at December 31, 2018 \$ 3,097,658.44

Budget as approved by the Board of trustees in December 2017.

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 1.68% of GRF revenue effective July 1, 2017.

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

Salaries & Benefits - The 2018 budget included a vacancy credit of 2.5% of the full cost of salaries and related taxes.

Library Materials - Expenditures are budgeted at 15 % of the General Fund total budget.

Other Expenditures - Expenditures are budgeted at 15 % of the General Fund total budget.

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

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



Resolution 09-18

Account Number All Accounts

**Copy of Resolution to
Open and Maintain a Bank Account
(Public Entity)**

The undersigned hereby certifies to The Huntington National Bank that: I am the
Fiscal Officer
(insert official title)

and, as such, I am familiar with the records and proceedings of:
Upper Arlington Public Library
(insert name of governmental entity)

(the "Public Entity"), a governmental entity duly organized and existing under the laws of the
State of OHIO

the following is a true, accurate and compared copy of resolutions duly adopted by the Public Entity, and that the resolutions have not been rescinded, modified or revoked and are in full force and effect.

RESOLVED, that:

- (i) The Huntington National Bank (the "Bank"), as a national banking association, is qualified under applicable law and regulations to be a depository for the Public Entity and is hereby designated as a depository of the Public Entity;
- (ii) one or more account(s) may be opened and maintained in the name of the Public Entity, in accordance with the rules and regulations or procedures of the Bank pertaining to such accounts as amended by the Bank from time to time, or as otherwise amended by a written agreement between the Public Entity and Bank;
- (iii) any of the individuals whose names are set forth in (iv), below or, whose genuine signatures appear on separate cards dated and filed with the Bank, (collectively the "Authorized Signatories" and individually an "Authorized Signatory") are hereby authorized to act individually on behalf of the Public Entity and in its name to:
 - a. sign checks, drafts, notes, bills of exchange, acceptances, or other orders for payment of funds from any account maintained by the Public Entity;
 - b. indorse checks, drafts, notes, bills, certificates of deposit, or other instruments owned or held by the Public Entity for deposit in any such account, or for collection or discount by the Bank;
 - c. identify, approve and guarantee the indorsements of any and all checks and drafts drawn by the Public Entity;
 - d. waive demand, protest, and notice of protest, or dishonor of any check, draft, note, bill, certificates of deposit or other instruments made, drawn, or indorsed by the Public Entity;
 - e. act for the Public Entity in the transaction of all other business (whether or not it is of the kind, nature or character specified in this certificate) on the Public Entity's behalf with the Bank, including but not limited to executing contracts and delegating person to engage in transaction in connection with such contracts;
 - f. open and maintain an account in the name of the Public Entity (any account so opened shall be bound by the provisions of this certificate);
 - g. certify to the Bank the names of the Authorized Signatories and shall certify such change to the Bank, and the Bank shall be fully protected in relying on such certification, or refusing to honor the signature of any individual not so certified;
 - h. delegate other person(s) to perform any of the foregoing acts;

(iv) Names or Titles of Authorized Signatories:

Christine M. Taylor

Lori M. Piergallini

John M. Yesso

Gloria Heydlauff

(When only titles are used, this resolution must be accompanied by an Incumbency Certificate)

FURTHER RESOLVED, that:

- (i) the Bank is authorized to honor, receive, certify, or pay all instruments signed in accordance with this certificate even though drawn or indorsed to the order of any Authorized Signatory signing the same, tendered for cash, or in payment of a personal obligation or for deposit into a personal account of said Authorized Signatory and the Bank is not required or obligated to inquire into the circumstances of the issuance or use of any instrument signed in accordance with this certificate, or the application, or disposition of such instrument, or the proceeds thereof;
- (ii) overdrafts, if any, shall not be considered to be a loan; and
- (iii) the provisions of this certificate shall remain in full force and effect until written notice of its amendment or rescission shall have been received by the Bank and the Bank has a reasonable amount of time to act upon such notice, and that receipt of such notice shall not affect any action taken by the Bank prior thereto.

FURTHER RESOLVED, that the undersigned be, and hereby is, authorized and directed to certify to the Bank the foregoing resolutions and that the provisions thereof are in conformity with the laws and regulations governing the Public Entity.

I further certify that there is no provision in the law or regulations governing the Public Entity which limits the power of the Public Entity to pass the foregoing resolutions and that the same are in conformity with the law and regulations governing the Public Entity, have not been modified or rescinded and are in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 20th day of February, 2018.

Public Official:

Lori M. Piergallini

Witness:

Chris Taylor

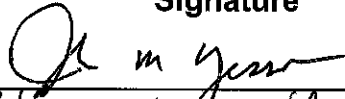
RESOLUTION 10 -18
To Authorize Signers for First Merchants Bank Accounts

Agents. Any Agent listed below is authorized to exercise the powers granted as indicated below:

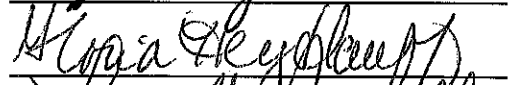
Names and Titles of Authorized Signatories:

Signature

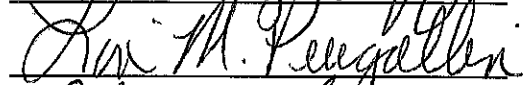
John M. Yesso, President, Board of Trustees



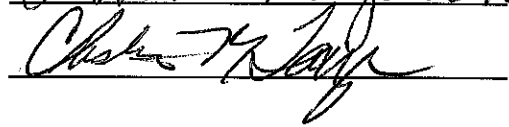
Gloria Heydlauff, Vice President, Board of Trustees



Lori M. Piergallini, Fiscal Officer



Christine M. Taylor, Director/Deputy Fiscal Officer



Powers Granted.

- (1) Exercise all of the powers listed in this resolution.
- (2) Open any deposit or share account(s) in the name of the Upper Arlington Public Library (the Library).
- (3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with First Merchants Bank (the Bank).
- (4) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Bank.

The Board of the Upper Arlington Public Library resolves that,

- (1) First Merchants Bank (Bank) is designated as a depository for funds of the Upper Arlington Public Library (Library) and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Bank. Any and all prior resolutions adopted by the Library is certified to the Bank as governing the operation of this library's accounts(s), are in full force and effect, until the Bank receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Bank, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Library. Any Agent, so long as they act in a representative capacity as an Agent of the Library, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem

advisable for the effective exercise of the powers indicated above, from time to time with the Bank, subject to any restrictions on this resolution or otherwise agreed to in writing.

- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Library with the Bank prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Library agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Library. The Library authorizes the Bank, at any time, to charge the Library for all checks, drafts, or other orders, for the payment of money, that are drawn on the Bank, so long as they contain the required number of signatures for this purpose.
- (6) The Library acknowledges and agrees that the Bank may furnish at its discretion automated access devices to Agents of the Library to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Library acknowledges and agrees that the Bank may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Bank, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Library with the Bank from time to time) the Bank is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Library authorizes each Agent to have custody of the Library's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Bank shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

SIGNATURE SHEET

Resolution No. 10-18

2/20/18

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

Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Kevin Fix	Aye


William Shkurti
Sarah Mueller

Aye
Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the date noted above.


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