

**UPPER ARLINGTON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**TUESDAY, AUGUST 21, 2018 AT 5 PM**  
**MINUTES**

---

The meeting was called to order at 5:03 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.

**CONSENT AGENDA**

The consent agenda includes the Minutes from the June Board of Trustees meeting, the Financial Reports for June and July and the June and July Donations Resolutions. The Financial Reports are included as an exhibit to these minutes. The Donations Resolutions are included here.

**RESOLUTION 18-18**  
**JUNE 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:

<b>Amount</b>	<b>Fund</b>	<b>First Name</b>	<b>Last Name</b>	<b>Campaign</b>
\$ 250.00	130	Julia	Backoff	Summer Give 2018
\$ 100.00	130	Nancy	DeMorris	In Memory of Betty Craib
\$ 50.00	130	Heather	Kiggans	In Memory of Peter Riegel
\$ 25.00	130	Marian	Shemberg	Unsolicited 2018
\$ 100.00	130	D.D.	Torgerson	In Memory of Peter Riegel
\$ 5.00	130	Erik	Vasusarver	Unsolicited 2018
\$ 5.00	130	Erik	Vasusarver	Unsolicited 2018
\$ 535.00	<b>Total</b>			

*BE IT RESOLVED* that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts the following donations with sincere thanks: three Cover to Cover Bookstore gift cards valued at \$50 each from Cover to Cover Bookstore and a Target gift card valued at \$25 from Judy Carney. The Cover to Cover gift cards will be

used as Summer Library Club prizes and the Target gift card will be used as a prize for Trivia Night this fall.

### SIGNATURE SHEET

Resolution No. 18-18

8/21/2018

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Sarah Mueller:

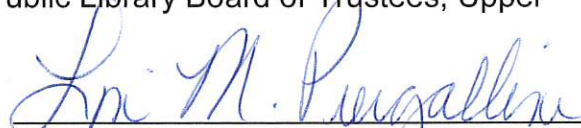
Voting:

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 19-18 **JULY 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
\$ 25.00	130	Rob	Dingle	Summer Give 2018
\$ 190.00	130	Tricia	Kershner	In Memory of Alyson Manoukian
\$ 5.00	130	Erik	Vasusarver	Unsolicited 2018
\$ 5.00	130	Erik	Vasusarver	Unsolicited 2018
\$ 225.00	<b>Total</b>			

*BE IT RESOLVED* that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts the following donations with sincere thanks: four tickets to the Ohio State Fair from the Ohio State Fair valued at \$6 each and a Panera gift card valued at \$25 from Keitra Thompson, both donations will be used as prizes.

### SIGNATURE SHEET

Resolution No. 19-18

8/21/2018

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Sarah Mueller:

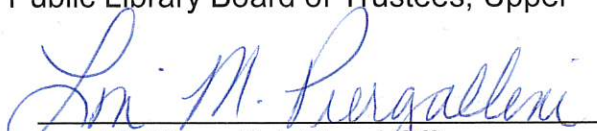
Voting:

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

The newly renovated Youth section at Miller Park will be unveiled on Tuesday, September 4<sup>th</sup> at 4 p.m. This renovation is funded entirely by donations made in the memory of Dr. Drew Ammons.

The Library has sold over 500 tickets for the UA Author Series talk and 35 tickets for the UA Author Series reception within the first three weeks of sales. This year's speaker is Amor Towles.

Kate Porter and Pam Cole met with Chris Potts of the UA Schools to discuss the logistics of Upper Arlington High School using the baseball diamond near the Lane

Road Library for the next 3-4 years. The high school's sports fields will close while the new high school is under construction.

### **DIRECTOR'S REPORT**

The Library has surpassed its fundraising goal for 2018.

### **MONTHLY STATISTICS**

The Monthly Statistics are consistent with last year's values. There has been a spike in User Visits since installing a new people counter at the Main Library last May.

Administration will see if there is a correlation between user visits and any other stats that may better estimate the user visits for January to April 2018.

### **QUARTERLY STAFFING REPORT**

The Board had no questions on the Quarterly Staffing Report.

### **FINANCE COMMITTEE**

The notes from the July and August Finance Committee meetings are included here.

There was a suggested change to the July Finance Committee note as reflected below.

---

## **UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE THURSDAY, JULY 12, 2018 MEETING NOTES**

---

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

### **IN ATTENDANCE**

BOARD MEMBERS: Kevin Fix, Peter Hahn, and Bill Shkurti

STAFF MEMBERS: Chris Taylor, Kate Porter, Lori Piergallini, and Allison Frew

### **REVIEW JUNE FINANCIALS**

The 2018 balance is healthier than it was at this time last year. The Public Library Fund is ahead 10% for July and projected to be \$66,000 above the projected year-end revenue.

The Financial Committee requested to review the amount of the unspent Salary and Benefits from the last few years.

### **REVIEW JUNE CHECKS**

The June Checks were presented to the Committee for review and the Fiscal Officer offered explanations for significant expenditures.

## **REVIEW BANK RECONCILIATIONS**

All accounts are balanced.

## **FISCAL OFFICER'S REPORT**

The Library's June PLF was \$243,076.06, which is 5% higher than estimated.

Due to the passage of Ohio House Bill 292, the Library may increase its maximum term of PLF bonds from 25 to 40 years. The amount we can borrow increased from 30% of the average PLF receipts for the two previous calendar years to 40%. Note that these bonds, which allow libraries to borrow against the PLF, do not require a public vote.

The Committee was interested to know if the Library has ever issued bonds.

## **HISTORICAL INCOME/EXPENSE REVIEW IN SMALLER CATEGORIES**

### 2008 VS 2017

The Fiscal Officer explained some of the specific purchases that comprised the cost differentials between the two years.

### LAST 5 YEARS

The Committee had some suggestions for the Fiscal Office when budgeting for 2019.

## **REPORTING CATEGORY GLOSSARY**

The Committee had no additional suggestions for this section.

## **5-YEAR PROJECTIONS BASED ON CAGR RESULTS AND FURTHER ANALYSIS**

The Committee suggested calculating 1.5% more for the Other Expenses category, adding an additional line for \$200,000 to the Building Fund to account for a future roof replacement, and to include a line showing the Net Balance each year.

## **REVIEW QUARTERLY INVESTMENT PLAN**

Two CDs matured in July and were deposited into the Checking Account. The Committee agreed that a new \$100,000, 13 month CD be purchased and 100,000 be deposited into a new STAR Ohio Restricted Fund account.

## **REVIEW INVESTMENTS POLICY**

The Policy is scheduled for review in 2019.

## **ADJOURNMENT**

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

**Next Meeting:** Wednesday, August 8, 2018 at 5 p.m. in Meeting Room C

---

**UPPER ARLINGTON PUBLIC LIBRARY  
FINANCE COMMITTEE  
WEDNESDAY, AUGUST 8, 2018  
MEETING NOTES**

---

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

**IN ATTENDANCE**

BOARD MEMBERS: Kevin Fix, Peter Hahn, and Bill Shkurti

STAFF MEMBERS: Chris Taylor, Kate Porter, Lori Piergallini, and Allison Frew

**REVIEW JULY FINANCIALS**

The 2018 balance is healthier than it was at this time last year. The Public Library Fund is ahead 10% for July.

There is an error on the 2017 Statement of Cash Position, which shows \$0 in Revenue and Expenditures for July in the General Fund. This will be corrected for the Board meeting.

**REVIEW JULY CHECKS**

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

**REVIEW BANK RECONCILIATIONS**

All accounts are balanced.

The second half of the real estate settlement deposited into the General Fund last week totaling \$1.3 million. This is not reflected in the July statement since it arrived in August. The Fiscal Officer recommended transferring \$650,000 to the STAR Ohio account in order to take advantage of the interest it will accrue. The Committee agreed with the recommendation.

Other anticipated revenue soon to be received includes a Real Estate assessment rebate for \$11,000 and the Homestead Settlement.

The First Merchants Bank ending balance of \$275,907.73 includes the \$100,000 CD that was purchased last month. Since last month, \$100,000 was moved to a new STAR Ohio account. The new account will be for our restricted funds only. The monthly bank registers will now reflect two separate STAR Ohio reports.

The FSA account balance is dependent on transfers and claims.

## **CAGR WITH SUGGESTED CHANGES**

The Library is conducting its facilities study and will have better estimates to determine anticipated Building Fund costs.

The Committee had some suggestions for how the CAGR is useful in evaluating anticipated expenditures in relation to current and future revenue trends. Administration will use this framework to compare with the current formula used to calculate the 5-year plan.

The Committee would like to see the Library Material's category established for 15% throughout the 5 year period. The Committee suggested increasing the Library Material's by the same percentage as the total expenditures.

The tax levy ends in 2022.

## **HISTORY OF UNSPENT S&B BUDGET BY YEAR**

There was an error in the projected payroll amount for June. A recalculation was performed and reflects a variance of \$22,790 instead. The projected year end payroll as of July 30 was under budget by \$44,000. The monthly fluctuations are attributed to vacancies.

## **UTILITIES INFORMATION**

The fiscal year for the natural gas contract runs July-June, so current expenditures show the highest pricing which was at 17¢ per ccf. Rates went down in July; therefore, the bill should be lower for the rest of the year.

## **BOND HISTORY**

The Library's only bond issue approved was in 1984, which approved remodeling the Main Library.

The passage of HB 292 enables the Library to borrow up to 40% against the PLF when issuing notes for a permanent improvement project. The 40% is based on the average PLF for the two previous calendar years.

## **ANNUAL INSURANCE PREMIUM RESOLUTION DRAFT**

The Board approved the Insurance Contract last year for 3 years with the Ohio Plan. This is the Library's second year of that contract. There are no significant changes except for the 3% increase to building and materials values, which is due to inflation.

The Library made a large claim resulting in 200% of its premium due to flooding at Lane Road Library last fall however this did not affect our 2018/19 premium because the Library's Loss and Risk Management rating is 48 out of 50.

The Committee requested the paperwork showing the total of the premium renewal rate.

Administration will review the Ohio Revised Code to see whether the Committee needs to review premium changes with agreed contracts.

### **2018 APPROPRIATIONS CHANGE**

The Fiscal Officer requests the Committee to support approving the proposed Appropriations Amendment to Expenditure Funds 201, 250 and 450. The Committee approved.

Fiscal Officer expects to amend appropriations again at the end of the year due to receiving more revenue than previously budgeted.

### **2018 CAPIAL PROJECT UPDATE**

The Generator replacement project came in slightly higher than estimated but still under budget.

There have been no legal fees so far this year, but Administration has not yet sent the Revised Personnel Manual out for its legal review.

The Library has not started replacing the HVAC equipment scheduled this year at Lane Road or sump pumps at Miller Park.

The carpet replacement project at Lane Road will occur after the renovations are complete sometime next year. The Library will proceed with the scheduled flooring replacements at the Main Library.

Replacing the furniture at Lane Road due to the flood last fall is still ongoing. Staff are still deciding what to do about shelving at Lane Road.

### **2019 REVISION TO MERIT RAISE CALCULATION PROPOSAL**

Administration presented the proposal for revising the merit raise calculation. Major changes include predetermining the score range for the top and bottom tiers, in order to better assist managers who wish to consider staff (who had opportunities to perform exceptional duties for the year) for the highest merit raise. The three middle bands will be determined based on budget.

Administration uses the Social Security cost of living increase to determine the base of the cost of living increase for the merit raise.

Some employees are ineligible for raises based on their hire date or will receive the cost of living raise plus raise based on their 3-month evaluation, which has simpler evaluation scoring.

The Committee suggested reviewing a bonus adjustment instead of raises beyond cost of living amounts. Administration will review current standards for bonus and present the information to the Committee. An additional suggestion is to give a bonus at the different time than the raise.



**ADJOURNMENT**

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

**Next Meeting:** Wednesday, September 12, 2018 at 5 PM in Meeting Room C

FISCAL OFFICER’S REPORT

In 2017, the Board passed Resolution 18-17, which approved a three-year contract to guarantee insurance coverage for commercial buildings and general liability. The Finance Committee reviewed the renewal premium in August and approved the premium rate. The second-year term commences on September 1, 2018.

The Public Library Fund was up 10% in July and 3.5% in August.

REVISED 2018 APPROPRIATIONS RESOLUTION

RESOLUTION 20-18  
**2018 APPROPRIATIONS AMENDMENT**

*BE IT RESOLVED* that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following changes to the 2018 Appropriations:

Fund 201 Expenditures (To cover meeting room equipment purchases)	+ \$50,000
Fund 250 Expenditures (History Walk Marker)	+ \$5,000
Fund 402 Expenditures (Lane Road Flood replacement)	+ \$29,645
<hr style="border: 0.5px solid black;"/>	
Total Appropriations Increase	\$84,645

**SIGNATURE SHEET**

Resolution No. 20-18

8/21/2018

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

Voting:

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

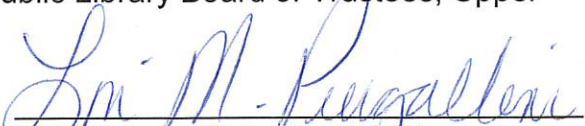
Peter Hahn  
Sarah Mueller

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 above-noted date.

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

#### UA COMMUNITY FOUNDATION THANK YOU LETTER – HISTORY WALK

The Board was presented with the Upper Arlington Community Foundation's thank you letter for the \$5,000 donation the Library made towards the Upper Arlington History Walk.

#### **OPERATIONS COMMITTEE**

The notes from the July and August Operations Committee meeting are included here.

---

### **UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE TUESDAY, JULY 3, 2018 MEETING NOTES**

---

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

#### **IN ATTENDANCE**

BOARD MEMBERS: Maura Bowen and Sarah Mueller

STAFF MEMBERS: Chris Taylor, Kate Porter, Greg Ramage, Chris Minx, and Allison Frew

EXCUSED ABSENCE: Gloria Heydlauff

#### **OPIOID RESPONSE STATEMENT**

The Operations Committee was satisfied with Administration's Opioid Response Policy. Administration will include the Policy in the forthcoming Personnel Manual update, which will be available for the Operations Committee's review.

### **UPCOMING PROJECT COMMUNICATIONS**

The Operations Committee agreed with all the suggested communication styles in which to inform the public about the Library's donor-funded building projects.

### **FACILITIES ASSESSMENT PROJECT UPDATE**

The Committee was satisfied with the selected vendor for the Facilities Assessment and had no additional suggestions for this section.

### **COMPARATIVE LIBRARY STATS – PEER LIBRARIES**

The Committee was pleased with the Peer City Libraries data. Administration will present the completed version at the August Board Meeting.

### **PEER LIBRARIES – SURVEY DRAFT**

The Committee added several more questions to the Peer Libraries Survey.

The Committee will have a Request for Proposals draft to solicit potential consultant agencies ready by the Operations Committee Meeting in August.

### **ADJOURNMENT**

The meeting was adjourned at 5:37 p.m.

**Next Meeting:** Tuesday, August 7, 2018 at 5:00 p.m. in Meeting Room C

---

**UPPER ARLINGTON PUBLIC LIBRARY  
OPERATIONS COMMITTEE  
TUESDAY, AUGUST 7, 2018  
MEETING NOTES**

---

The meeting was called to order at 5:09 p.m.

### **IN ATTENDANCE**

**BOARD MEMBERS:** Maura Bowen and Gloria Heydlauff

**STAFF MEMBERS:** Chris Taylor, Kate Porter, Greg Ramage, Chris Minx, and Allison Frew

**EXCUSED ABSENCE:** Sarah Mueller

## **RESULTS OF SLC FUNDRAISING EFFORT**

Donations solicited from patrons resulted in \$275. The Library is waiting for the check from the City Barbeque fundraising held on July 31, 2018 in order to determine the full total of the Summer Give campaign.

## **REVIEW STRATEGIC PLANNING RFP DRAFT**

The Committee presented their draft of the RFP for the Strategic Planning facilitator. The Operations Committee recommends that the individual or team selected will facilitate UAPL's strategic discovery based on the goals determined by the Board and Administration.

Administration suggested some edits and the timeline for the project was revised. The budget range for the project was determined to be \$35,000-45,000.

The Committee will present the final draft of the RFP at the August Board Meeting.

The proposals will be due mid-September. The Operations Committee will select potential candidates at their October meeting with the expectation that the Board will review candidate presentations at the October Board Meeting.

## **REVIEW PEER LIBRARY SURVEY RESULTS**

The Director is still awaiting survey results. A report will be prepared for the August Board Meeting.

## **MOU WITH UA COMMUNITY FOUNDATION**

The MOU will be presented at the August Board Meeting.

## **2018 CAPITAL PROJECT UPDATE**

The Library does not expect to begin the renovations at the Lane Road Library this year. The carpet replacement project at the Lane Road Library will occur after the Circulation workspace renovation, so it has been tabled until that project begins. The Library will begin replacing the carpet scheduled for the Main Library.

The Tremont generator project is complete and the project came in under budget.

## **2019 REVISION TO MERIT RAISE CALCULATION PROPOSAL**

Administration presented the proposal for revising the merit raise calculation. Major changes include predetermining the score range for the top and bottom tiers, in order to better assist managers who wish to consider staff (who had opportunities to perform exceptional duties for the year) for the highest merit raise.

The three middle bands will be determined based on budget.

The September Operations Committee Meeting is cancelled.

## **ADJOURNMENT**

The Meeting was adjourned at 5:55 pm.

**Next Meeting:** Tuesday, October 2, 2018 at 5 PM in Meeting Room C

MEMORANDUM OF UNDERSTANDING WITH THE UA COMMUNITY FOUNDATION

Staff presented the Board the Library's Memorandum of Understanding with the Upper Arlington Community Foundation, which can be seen as an exhibit to these Minutes. Peter Hahn made a motion to approve the MOU. William Shkurti seconded the motion. The Board approved the MOU unanimously.

**PRESIDENT'S REPORT**

COMPARATIVE LIBRARY STATS: PEER LIBRARIES CONTINUED

Chris Taylor provided an overview of the data she collected on our Peer City Libraries. The Board recommended some changes and asked to clarify some categories. The Board suggested a few follow-up questions to ask those who were already surveyed.

REQUEST FOR PROPOSAL FOR STRATEGIC PLANNING CONSULTANT

The Board reviewed the draft of the RFP. The Board suggested some changes to the project objectives and evaluation criteria, as well as adjusted the timeline for the project.

The Operations Committee will review the next draft before it is presented to the full Board.

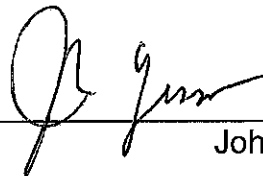
**ADJOURNMENT**

William Shkurti made a motion to adjourn the meeting. Peter Hahn seconded the motion.

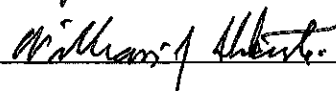
Voting:

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 6:35 p.m.



John Yesso, President



William J. Shkurti, Secretary

**Upper Arlington Public Library**  
**All Funds**  
**Statement of Cash Position**  
*As of June 30, 2018*

<b>Fund No.</b>	<b>Fund Description</b>	<b>January 1, 2018 Balance (a)</b>	<b>2018 YTD Revenue (b)</b>	<b>2018 YTD Expended (c)</b>	<b>6/30/2018 Balance (a + b - c)</b>	<b>Outstanding Encumbrance (d)</b>	<b>Unencumbered Balance ((a+b)-(c+d))</b>
1X0	General Fund-Combined	\$ 3,003,654.44	\$ 3,291,057.15	\$ 2,807,939.61	\$3,486,771.98	\$ 722,518.92	\$2,764,253.06
2XX	Special Revenue Fund-Combined	\$278,587.88	\$ 47,037.17	\$ 37,946.56	\$287,678.49	\$ 31,922.85	\$255,755.64
402	Building Improvement	\$364,979.22	\$ 29,644.48	\$ 130,754.30	\$263,869.40	\$ 82,776.46	\$181,092.94
501	Employee FSA Fund	\$3,202.68	\$ 11,045.04	\$ 6,218.79	\$8,028.93	\$ -	\$8,028.93
<b>GRAND TOTAL</b>		<b>\$3,650,424.22</b>	<b>\$3,378,783.84</b>	<b>\$2,982,859.26</b>	<b>\$4,046,348.80</b>	<b>\$837,218.23</b>	<b>\$3,209,130.57</b>

*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 June 30, 2017*

<b>Fund No.</b>	<b>Fund Description</b>	<b>January 1, 2017 Balance (a)</b>	<b>2017 YTD Revenue (b)</b>	<b>2017 YTD Expended (c)</b>	<b>6/30/2017 Balance (a + b - c)</b>	<b>Outstanding Encumbrance (d)</b>	<b>Unencumbered Balance ((a+b)-(c+d))</b>
1X0	General Fund-Combined	\$2,633,914	\$3,115,767	\$2,864,955	\$2,884,726	\$816,355	\$2,068,371
2XX	Special Revenue Fund-Combined	\$286,478	\$22,280	\$23,300	\$285,459	\$16,523	\$268,936
402	Building Improvement	\$453,471	\$0	\$95,765	\$357,705	\$67,561	\$290,144
501	Employee FSA Fund	\$5,000	\$4,740	\$6,113	\$3,627	\$0	\$3,627
<b>GRAND TOTAL</b>		<b>\$3,378,863</b>	<b>\$3,142,788</b>	<b>\$2,990,133</b>	<b>\$3,531,517</b>	<b>\$900,439</b>	<b>\$2,631,078</b>

*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*

*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 June 30, 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	\$ 1,852,314.85	\$ 3,182,462.00	\$ -
Public Library Fund	\$ 2,521,510.00	\$ 1,305,418.92	\$ 2,588,052.93	\$ 66,542.93
Other Income	\$ 217,200.00	\$ 133,323.38	\$ 225,000.00	\$ 7,800.00
<b>Total Revenue</b>	<b>\$ 5,921,172.00</b>	<b>\$ 3,291,057.15</b>	<b>\$ 5,995,514.93</b>	<b>\$ 74,342.93</b>

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,991,961.00	\$ 1,965,918.74	\$ 3,417,052.70	\$ 574,908.30
Library Materials	\$ 825,000.00	\$ 450,578.57	\$ 825,000.00	\$ -
Other Expenditures	\$ 810,207.00	\$ 384,466.32	\$ 810,207.00	\$ -
<b>Total Expenditures</b>	<b>\$ 5,627,168.00</b>	<b>\$ 2,800,963.63</b>	<b>\$ 5,052,259.70</b>	<b>\$ 574,908.30</b>

**(Over) / Under Budget**

<b>Net Budget (Revenue less Expenditures before Cash Transfers Out)</b>	<b>\$ 294,004.00</b>	<b>\$ 490,093.52</b>	<b>\$ 943,255.23</b>	<b>\$ 649,251.23</b>
---	----------------------	----------------------	----------------------	----------------------

**Non-Operating Expenditures**

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 200,000.00	\$ 6,975.98	\$ 200,000.00	\$ -
--	---------------	-------------	---------------	------

<b>Net Budget after Cash Transfers</b>	<b>\$ 94,004.00</b>	<b>\$ 483,117.54</b>	<b>\$ 743,255.23</b>	<b>\$ 649,251.23</b>
--	---------------------	----------------------	----------------------	----------------------

**General Fund Cash Balance at December 31, 2018 \$ 3,746,909.67**

**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.

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

<b>Fund No.</b>	<b>Fund Description</b>	<b>January 1, 2018 Balance (a)</b>	<b>2018 YTD Revenue (b)</b>	<b>2018 YTD Expended (c)</b>	<b>7/31/2018 Balance (a + b - c)</b>	<b>Outstanding Encumbrance (d)</b>	<b>Unencumbered Balance ((a+b)-(c+d))</b>
1X0	General Fund-Combined	\$ 3,003,654.44	\$ 3,572,994.73	\$ 3,225,669.93	\$3,350,979.24	\$ 638,412.76	\$2,712,566.48
2XX	Special Revenue Fund-Combined	\$278,587.88	\$ 98,966.97	\$ 66,330.50	\$311,224.35	\$ 31,163.91	\$280,060.44
402	Building Improvement	\$364,979.22	\$ 29,644.48	\$ 200,629.35	\$193,994.35	\$ 68,066.89	\$125,927.46
501	Employee FSA Fund	\$3,202.68	\$ 12,058.88	\$ 12,153.50	\$3,108.06	\$ -	\$3,108.06
<b>GRAND TOTAL</b>		<b>\$3,650,424.22</b>	<b>\$3,713,665.06</b>	<b>\$3,504,783.28</b>	<b>\$3,859,306.00</b>	<b>\$737,643.56</b>	<b>\$3,121,662.44</b>

*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 July 31, 2017*

<b>Fund No.</b>	<b>Fund Description</b>	<b>1/1/2017 Balance (a)</b>	<b>2017 YTD Revenue (b)</b>	<b>2017 YTD Expended (c)</b>	<b>7/31/2017 Balance (a + b - c)</b>	<b>Outstanding Encumbrance (d)</b>	<b>Unencumbered Balance ((a+b)-(c+d))</b>
1X0	General Fund-Combined	\$2,633,914	\$0	\$0	\$2,633,914	\$675,779	\$1,958,134
2XX	Special Revenue Fund-Combined	\$286,478	\$22,342	\$25,673	\$283,147	\$16,450	\$266,697
402	Building Improvement	\$453,471	\$0	\$108,009	\$345,462	\$31,102	\$314,360
501	Employee FSA Fund	\$5,000	\$7,613	\$6,113	\$6,500	\$0	\$6,500
<b>GRAND TOTAL</b>		<b>\$3,378,863</b>	<b>\$29,955</b>	<b>\$139,795</b>	<b>\$3,269,023</b>	<b>\$723,331</b>	<b>\$2,545,692</b>

*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 July 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	\$ 1,852,314.85	\$ 3,182,462.00	\$ -
Public Library Fund	\$ 2,521,510.00	\$ 1,560,852.73	\$ 2,610,522.08	\$ 89,012.08
Other Income	\$ 217,200.00	\$ 159,827.15	\$ 225,000.00	\$ 7,800.00
<b>Total Revenue</b>	<b>\$ 5,921,172.00</b>	<b>\$ 3,572,994.73</b>	<b>\$ 6,017,984.08</b>	<b>\$ 96,812.08</b>

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,991,961.00	\$ 2,271,583.79	\$ 3,948,920.78	\$ 43,040.22
Library Materials	\$ 825,000.00	\$ 503,879.08	\$ 825,000.00	\$ -
Other Expenditures	\$ 810,207.00	\$ 443,231.08	\$ 810,207.00	\$ -
<b>Total Expenditures</b>	<b>\$ 5,627,168.00</b>	<b>\$ 3,218,693.95</b>	<b>\$ 5,584,127.78</b>	<b>\$ 43,040.22</b>

**(Over) / Under Budget**

<b>Net Budget (Revenue less Expenditures before Cash Transfers Out)</b>	<b>\$ 294,004.00</b>	<b>\$ 354,300.78</b>	<b>\$ 433,856.30</b>	<b>\$ 139,852.30</b>
---	----------------------	----------------------	----------------------	----------------------

**Non-Operating Expenditures**

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 200,000.00	\$ 6,975.98	\$ 200,000.00	\$ -
--	---------------	-------------	---------------	------

<b>Net Budget after Cash Transfers</b>	<b>\$ 94,004.00</b>	<b>\$ 347,324.80</b>	<b>\$ 233,856.30</b>	<b>\$ 139,852.30</b>
--	---------------------	----------------------	----------------------	----------------------

**General Fund Cash Balance at December 31, 2018 \$ 3,237,510.74**

**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. July PLF receipts were 10% higher than estimated. Projected PLF for the year is predicted to exceed original estimate by 4%.

**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.

**Partnership Agreement  
Memorandum of Understanding**

**Upper Arlington Community Foundation  
AND  
Upper Arlington Public Library**

This Memorandum of Understanding (MOU) describes the responsibilities and expectations between Upper Arlington Community Foundation (UACF) and Upper Arlington Public Library (Library), for the Upper Arlington Author Series Partnership. The logo/name "Upper Arlington Author Series" shall only be used for this partnership; other partners for UA Author Series will be considered on a case by case basis.

**RESPONSIBILITIES AND EXPECTATIONS**

**For this partnership, UACF serves as the Fiscal Agent of the Ann Royce More Fund, Fund Raiser and Host of the VIP Reception. The UACF is responsible for the following:**

- Serve as fiscal agent for all Author Series events including: establish bank account; disburse funds from account to pay for expenses of author visits; maintain accurate records of deposits and disbursements; provide thank you notes and tax information to sponsors and in-kind donors, and reception sponsors and donors.
- Develop and provide annual draft and final budgets for the UA Author Series and complete an annual financial statement for the Ann Royce Moore Fund.
- A 2.5% fee will be charged to the Ann Royce Moore Fund at the UACF.
- Grant an annual sponsorship towards the event.
- Solicit grants or donations from other entities or individuals for both the Author Visit and the VIP Reception.
- Market event at the UACF annual fundraising event; on the UACF Facebook page; website and other UACF publications.
- Lead coordination and execution of VIP Reception including securing venue, catering and all implementation.
- Allocate staff time to plan VIP Reception and work Author Visit and VIP Reception.
- Include the UA Author Series logo and/or language indicating this is a partnership between the Upper Arlington Community Foundation and the Upper Arlington Public Library, and when appropriate list sponsors and in-kind donors, in all communications including social media, email, interviews, press releases, printed materials, etc.

**For this partnership, the Library serves as Director of the Author Event and is responsible for the following:**

- Lead coordination and execution of Author Visit.
- Lead author selection and coordinate contracts.
- Coordinate travel arrangements for the author.
- Secure venue for event.
- Coordinate ticket sales.
- Request grant from the Friends of the UAPL.
- Market event at Library, in Library publications and, in Library social media.
- Notify the Dispatch, This Week News, Tri Village Magazine, City of UA and any other selected media outlet about the event.
- Pay for ads across appropriate media channels.
- Develop graphic and editorial content, including:
  - Brochure
  - Web graphics
  - Promotional posters and banners
- Allocate staff time to plan Author Visit and work Author Visit and VIP Reception.
- Include the UA Author Series logo and/or language indicating this is a partnership between the Upper Arlington Community Foundation and the Upper Arlington Public Library, including all sponsors and in-kind donors when appropriate, in all communications including social media, email, interviews, press releases, printed materials, etc.

Signatures of Authorized Representatives

  
\_\_\_\_\_  
Tracy K. Harbold

Executive Director, Upper Arlington Community Foundation

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Christine M. Taylor

Director, Upper Arlington Public Library

  
\_\_\_\_\_  
Date