



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, JANUARY 15, 2019 AT 5 PM

The meeting was called to order at 5:05 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; Chris Minx, Marketing and Community Relations Manager; and Allison Frew, Executive Assistant.

CONSENT AGENDA

The consent agenda included the Minutes from the December Board of Trustees Meeting, the Minutes from the December Organizational Meeting, the Financial Report for December, the November Donations Resolution and the December Donations Resolution. The Financial Report is included as an exhibit to these minutes. The Donations Resolutions are included here.

RESOLUTION 01-19
NOVEMBER 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
\$ 1.00	130	Nick	Bicknell	Giving Tuesday
\$ 20.00	130	Jill	Brandt	In Memory of Jon Reasoner
\$ 250.00	130	Paul and Peg	Braunsdorf	General Donation
\$ 50.00	130	Lindsay	Clark	In Memory of Linda Christie
\$ 25.00	130	Pam & Erik	Cole	Giving Tuesday
\$ 100.00	130	Eric	Deese	Giving Tuesday
\$ 10.00	130	Allison	Frew	Giving Tuesday
\$ 1.00	130	Allison	Frew	Giving Tuesday
\$ 100.00	130	Jack	George	General Donation

\$ 25.00	130	Christine	Minx	Giving Tuesday
\$ 15.00	130	Barbara	Parsons	In Memory of Linda Christie
\$ 25.00	130	Katherine and Brett	Porter	Giving Tuesday
\$ 25.00	130	Gregory	Ramage	Giving Tuesday
\$ 20.00	130	Christiana	Rice	Giving Tuesday
\$ 1,000.00	130	Frederick and Karla	Roehrig	General Donation
\$ 100.00	130	Pirouz	Shoar	Giving Tuesday
\$ 5.00	130	Erik	Vasusarver	General Donation
\$ 5.00	130	Erik	Vasusarver	General Donation
\$ 1,777.00	Total			

SIGNATURE SHEET

Resolution No. 01-19

1/15/2019

Upon the motion of Trustee Kevin Fix, seconded by Trustee Sarah Mueller:

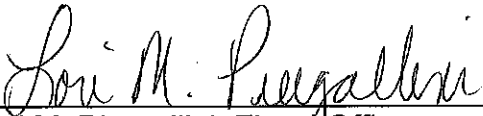
Voting:

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 02-19 **DECEMBER 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
\$ 50.00	130	Anton	Chin	General Donation
\$ 50.00	130	John	Foley	In Memory of Pat Smith
\$ 25.00	130	Shaina	Hecht	Online donation
\$ 103.00	130	Mary	McIntyre	In Memory Of Linda Christie
\$ 100.00	130	Anne and Lawrence	Peterson	Online donation
\$ 5.00	130	Erik	Vasusarver	General Donation
\$ 5.00	130	Erik	Vasusarver	General Donation
\$ 100.00	130	Susan	Yutzey	Online donation
\$ 438.00	Total			

SIGNATURE SHEET

Resolution No. 02-19

1/15/2019

Upon the motion of Trustee Kevin Fix, 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

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

ASSISTANT DIRECTOR'S REPORT

The Library hosted its first passport fair on Saturday, January 5th. Fifteen passport agents participated in the fair and executed 154 passport applications. The Library

typically averages 159 passport applications per month. We aim to host a second fair this spring for summer travelers.

We have started selling Library bags to our patrons for \$2.00 apiece. Thirty-eight bags have been sold since Monday, January 7th.

In partnership with Cover to Cover, Adam Rubin, the author of the *Dragons Love Tacos* series, is visiting the Library for an author talk on Thursday, January 17th. Registration for this free event began at midnight on January 3rd and was completely booked by 8 a.m. the next morning.

The Library is interested in purchasing a DipJar for our fundraising efforts. A patron may insert their credit card into a DipJar, which is set to a singular amount between \$5-\$1000, and their transaction processes through a cellular connection that DipJar maintains. The Library will test this device at special events to evaluate its effectiveness.

DIRECTOR'S REPORT

The Library met its 2018 Fundraising goal although the majority of our donations were unsolicited since we did not pursue a designated annual campaign.

The Library is planning to solicit donations for Library Lover's Month in February.

MONTHLY STATISTICS

The Director updated the Board on our year-end statistics for the monthly stats.

ANNUAL SECURITY POLICY RESOLUTION

RESOLUTION 03-19

To Reapprove Local Library Security Policy

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby reapproves the Local Library Security Policy, as included in the Operations Manual, as outlined as an exhibit to this Resolution, and as recommended by the Administration of the Upper Arlington Public Library.

SIGNATURE SHEET

Resolution No. 03-19

1/15/2019

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee William Shkurti:

Voting:

John Yesso, President

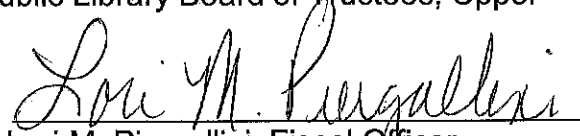
Aye

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

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

2018 TACTICS UPDATE AND 2019 TACTICS DRAFT

The Director presented the 2018 Tactics Update and the 2019 Tactics draft for the Board to review. The Board recommended for the 2019 Tactics to remove any routine tactics and to add an onboarding checklist for the incoming Director.

ANNUAL/QUARTERLY STAFFING REPORT

The Director presented the annual/quarterly staffing report to the Board for review.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, JANUARY 9, 2019
MEETING NOTES**

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

IN ATTENDANCE

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

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

A list of additional purchase orders over \$25,000 were distributed to the Committee for review and approval.

REVIEW DECEMBER FINANCIALS

The Library's 2018 year-end unencumbered balance is \$381,000 higher than 2017's year-end balance.

The Public Library Fund ended the year 5% above its initial projection. The Library also received 37% more than estimated in Other Income Revenue. This was attributed to the increase in passport fees and added number of weekend appointments.

REVIEW DECEMBER CHECKS

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

REVIEW DECEMBER RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of December 31, 2018.

REVIEW QUARTERLY INVESTMENT PLAN

The Fiscal Officer presented the balance for all investments as of December 31, 2018, including quarterly and year-to-date interest received.

Due to STAR Ohio's competitive rate and liquidity, the Fiscal Officer recommended the Library continue its investment in STAR Ohio.

DRAFT RESOLUTIONS

CREDIT CARD POLICY

The Fiscal Officer presented a draft of the Library's revised credit card policy for the Committee to review. The credit card policy must be revised in order to comply with the requirements outlined in House Bill 312 regarding the use of credit card accounts by political subdivisions, including public libraries. The Committee suggested some changes to the language used in the policy.

Administration recommends appointing Roberta Spires, the Library's Accounting Clerk, as credit account compliance officer, since the Fiscal Officer cannot serve in this capacity.

The Committee prefers that the Library redeem reward points earned by credit cards for gift cards for vendors that the Library uses to purchase supplies.

The Fiscal Officer presented a listing of all credit card users and storage locations to the Committee. The Committee asked some questions regarding credit card users and the card limits, which were answered in full by the Fiscal Officer.

2019 APPROPRIATIONS CHANGE

The Fiscal Officer recommends amending the 2019 Appropriations for Funds 100 and 402. Fund 402 requires an increase of \$271,220 in order to cover all planned expenditures for 2019.

Administration is requesting an increase of \$15,000 in Fund 100 to add a drive-up book drop to Lane Road Library's parking lot. The Library aims to raise this amount during our annual Library Lover's Month fundraising campaign in February.

APPROVAL OF LUMP SUM MERIT PAYMENT FOR STAFF AT END OF RANGE

Administration requested approval of a onetime lump sum payments awarded to employees whose merit pay increases resulted in their hourly rate exceeding maximum pay range for their position. This Resolution is retroactive as of January 1, 2018.

ADJOURNMENT

The meeting was adjourned at 5:38 p.m.

Next Meeting: Wednesday, February 13, 2019 at 5 p.m. in Meeting Room C

The Board commented that Staples is now offering TSA PreCheck at select locations. The Assistant Director will research how to qualify for this service.

RESOLUTION TO APPROVE REVISIONS TO THE CREDIT CARD POLICY

RESOLUTION 04-19 **CREDIT CARD POLICY**

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to the Credit Card Policy as presented in the exhibit to this Resolution and recommended by the Fiscal Office of the Upper Arlington Public Library.

SIGNATURE SHEET

Resolution No. 04-19

1/15/2019

Upon the motion of Trustee William Shkurti, seconded by Trustee Sarah Mueller:

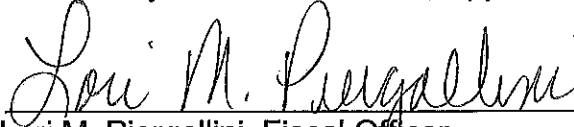
Voting:

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

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

Trustee Maura Bowen moved to appoint Roberta Spires, Accounting Clerk, as Compliance Officer for the Upper Arlington Public Library. Trustee Gloria Heydlauff seconded the motion. The motion was approved unanimously.

Trustee Gloria Heydlauff moved approve redeeming credit card reward points for merchant gift cards in order to purchase supplies for the Library. Trustee Kevin Fix seconded the motion. The motion was approved unanimously.

RESOLUTION TO AMEND 2019 APPROPRIATIONS

RESOLUTION 05-19
2019 APPROPRIATIONS AMENDMENT

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following changes to the 2019 Appropriations:

Fund 100 General Fund	+ \$ 15,000
Fund 402 Building Improvement Fund	+ \$ 271,220

Total Appropriations Increase

\$ 286,220

SIGNATURE SHEET

Resolution No. 05-19

1/15/2019

Upon the motion of Trustee William Shkurti, seconded by Trustee Gloria Heydlauff:

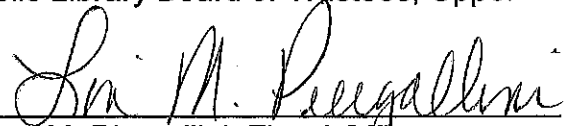
Voting:

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

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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

RESOLUTION TO AUTHORIZE LUMP SUM MERIT PAYMENTS FOR SELECT STAFF

RESOLUTION 06-19
Lump Sum Merit Payments

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves a onetime lump sum payment to those employees that merit pay increases resulted in their hourly rate exceeding maximum pay range for their position, retroactive to Jan 1, 2018.

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby approve a lump sum payment in the amount that exceeded the maximum hourly wage for said position times the annual budgeted hours for that position.

SIGNATURE SHEET

Upon the motion of Trustee William Shkurti, seconded by Trustee Gloria Heydlauff:

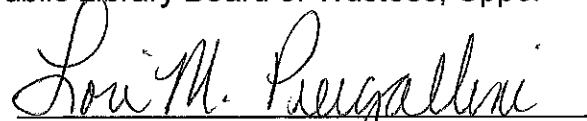
Voting:

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

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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Upper Arlington, Ohio

OPERATIONS COMMITTEE

The Operations Committee did not convene in January.

PRESIDENT'S REPORT

The President updated the Board on the status of reviewing potential firms to conduct the Library's upcoming Director search.

APPOINT STRATEGIC PLANNING AND DIRECTOR SEARCH COMMITTEES

Trustee Peter Hahn moved to appoint two committees in order to lead the strategic planning process and conduct the search for the new director. Maura Bowen, Kevin Fix, Gloria Heydlauff, Sarah Mueller, Chris Taylor, Greg Ramage, and Kate Porter will comprise the Strategic Planning Committee; Maura Bowen will serve as Chair. Peter Hahn, William Shkurti, and John Yesso will comprise the Director Search Committee; John Yesso will serve as Chair. Trustee Gloria Heydlauff seconded the motion. The motion was approved unanimously.

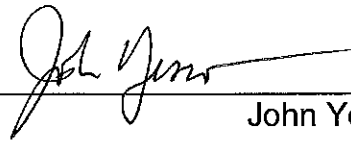
ADJOURNMENT

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

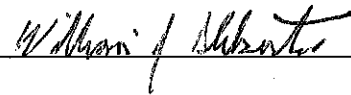
Voting:

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 5:35 p.m.



John Yesso, President



William J. Shkurti, Secretary

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

Fund No.	Fund Description	January 1, 2018 Balance (a)	2018 YTD Revenue (b)	2018 YTD Expended (c)	12/31/2018 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,003,654.44	\$ 6,125,045.79	\$ 5,819,463.53	\$3,309,236.70	\$ 150,557.65	\$3,158,679.05
2XX	Special Revenue Fund-Combined	\$278,587.88	\$ 115,064.55	\$ 132,067.86	\$261,584.57	\$ 6,701.41	\$254,883.16
402	Building Improvement	\$364,979.22	\$ 329,644.48	\$ 289,467.52	\$405,156.18	\$ 42,962.40	\$362,193.78
501	Employee FSA Fund	\$3,202.68	\$ 17,666.24	\$ 15,614.72	\$5,254.20	\$ -	\$5,254.20
GRAND TOTAL		\$3,650,424.22	\$6,587,421.06	\$6,256,613.63	\$3,981,231.65	\$200,221.46	\$3,781,010.19

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 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	\$45,417.57	\$53,308.11	\$278,587.87	\$1,973.38	\$276,614.49
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	\$6,287,917.61	\$6,016,356.08	\$3,650,424.21	\$250,624.86	\$3,399,799.35

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 December 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	\$ 3,182,856.30	\$ 3,182,856.30	\$ 394.30
Public Library Fund	\$ 2,521,510.00	\$ 2,645,130.09	\$ 2,645,130.09	\$ 123,620.09
Other Income	\$ 217,200.00	\$ 297,059.40	\$ 297,059.40	\$ 79,859.40
Total Revenue	\$ 5,921,172.00	\$ 6,125,045.79	\$ 6,125,045.79	\$ 203,873.79

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,991,961.00	\$ 3,951,685.87	\$ 3,951,685.87	\$ 40,275.13
Library Materials	\$ 825,000.00	\$ 785,239.38	\$ 785,239.38	\$ 39,760.62
Other Expenditures	\$ 1,010,207.00	\$ 775,562.30	\$ 775,532.30	\$ 234,674.70
Total Expenditures	\$ 5,827,168.00	\$ 5,512,487.55	\$ 5,512,457.55	\$ 314,710.45

**(Over) /
Under Budget**

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ 94,004.00	\$ 612,558.24	\$ 612,588.24	\$ 518,584.24
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 306,975.98	\$ 306,975.98	\$ 306,975.98	\$ -
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Net Budget after Cash Transfers	\$ (212,971.98)	\$ 305,582.26	\$ 305,612.26	\$ 518,584.24
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General Fund Cash Balance at December 31, 2018 \$ 3,309,266.70

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. December PLF was \$212,335.39

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 - Consists of all non salary and material expenditures.

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.

OP – 7.4: LOCAL LIBRARY SECURITY POLICY (Reapproved 1/15/19)

(as approved by the CLC Governing Council on December 8, 2015)

OP – 7.4.1: Information Security

Information security is defined as the administrative, technical, or physical safeguards the Library uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle personal information. The Library has a responsibility to ensure that the accessing, handling, sharing and disposing of Confidential Personal Information (CPI) data complies with Ohio Revised Code Chapter 1347 and the Central Library Consortium (CLC) Security Policy. Within the Credit Cardholder Data Environment, the Library will also comply with the latest revision of the Payment Card Industry Data Security Standards (PCI DSS).

OP – 7.4.2: Collection of Confidential Personal Information (CPI)

The collection of CPI data is used to enable member libraries to enforce policies and provide services to Library patrons. The Library adheres to the CLC Security Practice Rules; Collection of Confidential Personal Information to determine what information is gathered from patrons.

In addition to the CPI data outlined in the CLC Security Practice Rules, the Library also collects the following personal information:

- Dates and times you access Library resources, including but not limited to: websites, electronic databases, public PC usage and Wi-Fi access.
- Details about questions asked using an electronic medium, including but not limited to: the Library website, the Library's email address or using the "Text-a-Librarian" service.
- Details about purchase requests submitted using an electronic medium, including but not limited to: the Library website, the Library's email address or using the "Text-a-Librarian" service.

To ensure updated contact information for both customers and staff, verification of CPI data will occur no less than every 3 years. This update may be done internally or via an outside vendor specializing in data verification.

OP – 7.4.3: Roles and Responsibilities

The Director of Support Services and Assistant Director will be designated to oversee the Library's Information Security Program as the Information Security Team (IS Team). In tandem with the CLC, they will address potential internal and external risks to the security, confidentiality, and integrity of personal information that could result in a compromise as follows:

OP – 7.4.4: Internal Risks – Library Staff

CPI data deliberately or inadvertently given to someone via Library Staff is addressed through employee training and management. Upon employment, employees will be informed of information security policies. Refreshers in Information Security training and

policies will be conducted according to the CLC Security Practice Rules; Security Calendar.

Disciplinary action up to and including termination may be applied when a breach of confidentiality in regard to CPI data is discovered. The Library may also file criminal charges or pursue civil damages to full extent provided by the law.

OP – 7.4.5: Internal Risks – Access to Personal Information Via a Staff Computer

Prior to employment, all selected candidates are subject to a criminal background check. Employment applications and background checks will be stored according to the Retention and Disposal of Records Policy and Procedure. Any criminal activity related to identity theft or similar crimes will be justification to refuse employment or promotion.

Staff accounts will be assigned according to the guidelines in the CLC Security Practice Rules; Accessing Confidential Personal Information section. Staff access will be removed according to the CLC Security Practice Rules; Account Decommissioning guidelines.

Under no circumstances shall patrons be allowed access to staff terminals.

OP – 7.4.6: Internal Risks – Physical Security Guidelines

The Library addresses this risk by adhering to the CLC Security Practice Rules; Physical Security Guidelines section.

In addition to the devices listed in the Physical Security Guidelines in the CLC Security Practice Rules, the Library also takes steps to protect the physical security of these devices:

- Access logs on Self-Checkout machines
- Access logs on PC Management devices

OP – 7.4.7: External Risks – Outside Sources

Access to CPI data via an Outside Computer (Hackers) or Other Outside Source is addressed by adhering to the CLC Security Practice Rules; Network Security Guidelines section.

In addition to the Network Security Guidelines in the CLC Security Practice Rules, the Library also follows these Network Security Guidelines:

- WPA2 with a pre-shared key is used to protect data transmission on all Wi-Fi networks.

OP – 7.4.8: External Risks – Outside Service Providers

The Library will only contract with outside service providers who are capable of maintaining appropriate safeguards for CPI data as defined by the CLC Security Practice Rules; Vendor Compliance section.

OP – 7.4.9: Security Incident Response

Upon real or suspected information leaks or intrusions, the Library will follow the steps in the CLC; Security Incident Response Plan.

OP – 7.4.10: Disposal of Media Containing CPI Data

The Library will ensure that any media that contained CPI data (either staff or patron data) will be destroyed according to the CLC Security Practice Rules; Disposal of Confidential Personal Information section.

Leased equipment (such as copiers), which may store confidential information, will require contracts that establish the right of the Library to retain the hard drive upon return of the equipment at the end of the lease period.

FP – 6.10: PAYMENT CARDS AND ON-ACCOUNTS

This policy facilitates Library purchases and establishes guidelines for the distribution and use of credit cards, checks, vendor accounts (also called “on-accounts”), commercial credit lines, and other payment instruments issued to the Library (collectively, “Credit Accounts”) The Library will not obtain or maintain any debit cards. This policy provides internal controls to ensure that employees comply with all applicable laws and current personnel policies.

The use of Credit Accounts are not intended to bypass the purchase order policies or expectations but are intended to streamline the acquisition and accounts payable procedures for the Library.

The Fiscal Officer will work with the appropriate financial institution to ensure the best type of Credit Accounts for the Library.

- a. The Fiscal Officer will determine dates when Credit Accounts expire and will coordinate the reissuance of any replacement cards.
- b. The Fiscal Officer will determine, when necessary, the need to cancel a Credit Account and to adjust credit limits.
- c. The Fiscal Officer will notify the issuing financial institution of a lost or stolen card and to dispute any questionable charges.

The Library Board of Trustees will appoint a Compliance Officer to review all Credit Accounts every six months including: the number of accounts and issued/active cards, account expiration dates and credit limits. The Fiscal Officer may not serve as Compliance Officer.

The Compliance Officer may use a Credit Account only with the prior authorization of the Fiscal Officer.

The Compliance Officer may not authorize Library personnel to use a Credit Account.

An authorized employee must sign the Library’s Credit Card Responsibility and Use Procedure form before accepting or using any Library Credit Account. Upon termination of employment at the Library, an employee’s Credit Account privileges are immediately terminated and any credit card must be surrendered, if applicable.

Requests for Credit Account purchases must be approved prior to use and must follow the guidelines established in the personnel policy manual, including without limitation, submitting the request using the requisition process, conference/workshop request form, or by email. The Upper Arlington Public Library is a tax-exempt organization; therefore, employee must ensure that sales tax is not charged. A tax-exempt certificate is available for use with all purchases and is located in Administration.

All Credit Account statements will be mailed to the Main Library and paid directly by the Library. All receipts will be reconciled against the monthly statement and paid prior to due date.

The Board authorizes the use of Credit Accounts only in connection with Board approved or Library–related activities and for only those types of expenses that are for the benefit of the Library and that serve a valid and proper public purpose.

For each purchase made using a Credit Account, an itemized receipt indicating the amount paid, the vendor, and the goods/service purchased must be submitted immediately to the Fiscal Officer /Accounting Clerk following the purchase. Failure to submit receipts promptly may result in suspension and/or loss of Credit Account privileges.

Examples of proper documentation are:

- Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
- In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and packing slip, or other receiving document must be attached when requesting payment.
- A hardcopy print-out of the items ordered on-line.

Examples of documentation not allowed are:

- Non-itemized cash register receipts.
- Handwritten requests for reimbursement without receipts or other verification.

Credit Cards

Library credit cards will be established in the name of the Upper Arlington Public Library and the specific name of an individual with a maximum transaction limit. This limit will be set by the Director, Assistant Director, Fiscal Officer and employee's immediate supervisor. The card may be issued in the name of the Department Manager or their designee. The Finance Committee or the Board of Trustees will set the maximum transaction limit for the Director, Assistant Director and Fiscal Officer, if applicable. Transaction types will be limited for each card to exclude purchases that do not possess the classification as a proper public purchase. No cash advances are permitted.

The redemption of the rewards program, if applicable, will be managed by Administration pursuant to State ethics laws. On an annual basis, the Fiscal Officer (or the Fiscal Officer's designee) will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

Library credit cards issued to employees within a Public Services Department will be held within a safe at each Library branch. For cardholders working in a department where their respective work area is in a secured area from public entry, the payment card may reside with the employee in secured location. When in use, the Library credit card must be safeguarded to prevent loss, theft of public funds and unauthorized use. **If lost or stolen, the Fiscal Officer must be notified immediately.** Library credit cards must be used for Library business purpose and personal use of Library credit cards is strictly prohibited. Each card holder will be required to maintain a log of credit card use.

Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditure. This includes failure to provide proper documentation of a credit card purchase. Misuse of a Library credit card may result in loss of cardholder privileges as well as disciplinary action up to and including suspension or termination of employment.

On-Accounts

On-accounts will be established in the name of the Upper Arlington Public Library. There is no cash access feature for these on-accounts. The redemption of the rewards program, if applicable, will be managed by Administration.

For the most part, when an on-account issues a physical card it will be held within Administration. When in use this card must be safeguarded to prevent loss, theft of public funds and unauthorized use. If lost or stolen, the Fiscal Officer must be notified immediately. Library on-accounts must be used for Library business purpose and personal use of these on-accounts is strictly prohibited. Misuse of the Library on-accounts may result in loss of cardholder privileges as well as disciplinary action up to and including suspension or termination of employment.