



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, FEBRUARY 19, 2019 AT 5 PM

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Peter Hahn, Gloria Heydlauff, 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.

EXCUSED ABSENCE: Maura Bowen and Sarah Mueller.

CONSENT AGENDA

In addition to approving the absences of Maura Bowen and Sarah Mueller, the consent agenda included the Minutes from the January Board of Trustees meeting, the Financial Report for January and the January Donations Resolution. The Financial report is included as an exhibit to these minutes. The Donations Resolution is included here.

RESOLUTION 07-19
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
\$ 25.00	130	Bill	McDevitt	In Memory of Lynn Early
\$ 30.00	130	Harry	Meek	In Memory of Lynn Early
\$ 50.00	130	David	Sauerbeck	In Memory of Lynn Early
\$ 5.00	130	Erik	Vasusarver	General Donation
\$ 5.00	130	Erik	Vasusarver	General Donation
\$ 300.00	130	Jim and Alice	Walker	General Donation
\$ 350.00	130	Wednesday Literary Club		General Donation
\$ 50.00	130	Wednesday Literary Club		In Memory of Ida Copenhaver
\$ 815.00	Total			

SIGNATURE SHEET

Resolution No. 07-19

2/19/2019

Upon the motion of Trustee Kevin Fix, seconded by Trustee Gloria Heydlauff:

Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Kevin Fix	Aye
Peter Hahn	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

PUBLIC COMMENTS

DONATION OFFER

Stasia Suleiman presented the sculpture *Reading Man* to the Board for donation consideration in memory of her late father, Roman Czech. The sculpture was created by Mr. Czech, who was a local artist and frequent patron of the Main Library. The Board approved accepting the donation unanimously.

Since our donation policy does not have any specific language regarding donations of art, the Board suggested examining the policy of other libraries to aid in creating a standard policy for our Library.

ASSISTANT DIRECTOR'S REPORT

The Library has purchased a DipJar as a method to accept donations. The DipJar is currently on display at Lane Road Library for our Library Lovers Month campaign.

Samin Nosrat will be our presenter at the annual author visit on October 20, 2019. She is the author of the cookbook *Salt, Fat, Acid, Heat* and is the host of a documentary series on Netflix of the same name.

ANNUAL PROGRAM SATISFACTION SCORES

The Assistant Director reviewed the results of our annual program satisfaction scores. 2018 scores of overall satisfaction and program quality were higher compared to 2017's scores, and just over one-fifth of all program attendees attended their first program at the Library this year.

Each year, the Library provides the Public Library Association and the State Library with data on our annual statistics. The Director along with two full-time staff members have formed a "stats squad" to collect this data and answer their surveys.

DIRECTOR'S REPORT

MONTHLY STATISTICS

The Director updated the Board on January's statistics for the monthly stats.

ANNUAL STATISTICS AND SCORECARD UPDATE

The Director presented the Library's Annual Success Scorecard to the Board, which shows the 2015 baseline and the results for the last three years. For the Customer Satisfaction section, the Board would like to incorporate the same question that was asked in 2015 into the Discovery Phase of our strategic planning process.

The Director presented the Annual Statistics update to the Board and offered observations for atypical patterns in some charts. The Board would like Administration to answer two questions: what three things we are proud of and what three things we are concerned about based on the statistical trends.

FINANCE COMMITTEE

The notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE WEDNESDAY, FEBRUARY 13, 2019 MEETING NOTES

The meeting was called to order at 5:03 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 JANUARY FINANCIALS

The Library's 2018 YTD Revenue is significantly higher than last year's since we received our first tax advancement in January. In February, \$500,000 of this money was transferred to our STAR Ohio account in order to capitalize on interest.

January Expenditures are comparably higher since the Library paid several high-dollar, one-time expenses.

The Public Library Fund Revenue is 2% less than projected since state revenue was down in December. The State anticipates February's PLF revenue will be lower as well. The Committee suggested beginning the planning process for how to respond to a potential continuous decline in State funding.

REVIEW JANUARY CHECKS

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

REVIEW JANUARY RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of January 31, 2019.

REQUISITION APPROVAL

Per the Library's Finance Manual, individual purchase orders in excess of \$50,000 require the Finance Committee's approval before being issued. The Library budgeted to upgrade the Main Library's elevator for \$115,000. The requisition is for \$107,890, which equals the total cost of the project. The Committee approved the requisition.

The Director updated the Committee on two additional topics: a Public Records Request the Library received on Tuesday evening and a potential donation in memory of a patron.

ADJOURNMENT

The meeting was adjourned at 5:21 p.m.

Next Meeting: **Wednesday, March 6, 2019** at 5 p.m. in Meeting Room C

FISCAL OFFICER'S REPORT

The 2018 Financial Report has been filed with the State Auditors and an inspection notice will be posted in the UA News on Thursday.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, FEBRUARY 5, 2019
MEETING NOTES**

The meeting was called to order at 5:03 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, Kevin Fix, and Gloria Heydlauff

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

EXCUSED ABSENCE: Sarah Mueller

ANNUAL REVIEW OF SECURITY INCIDENT REPORTS

Administration presented the number and types of security incident reports filed since 2004 through 2018.

FUNDRAISING UPDATE

The Library has met its annual fundraising goals established by the Operations Committee in August 2015. However, the majority of the donations we have received were unsolicited. The Committee agreed with the Administration's recommendation that the Library should hire outside help for fundraising beginning in 2020.

For 2019, Administration aims to raise \$15,000 for a replacement drive-up book drop at Lane Road Library. This goal is the focus of our Library Lover's Month campaign, which annually takes place in February. The Friends of the Library has offered to contribute matching funds up to \$1,000 for this campaign. The Committee was pleased with the Fundraising Plan and had no further suggestions.

PROGRAM SATISFACTION DRAFT

The Library surveyed program participants during the month of October 2018. Overall satisfaction for our programs in 2018 were the highest of the past three years and first-time program attendees continues to rise.

The 2018 strategy for success was to maintain program attendance and increase patron participation through more diverse program topics. Program descriptors such as "interesting," "fun," and "entertaining," all received their highest ratings to date.

2018 STATISTICS AND SCORE CARD OVERVIEW

The 2018 Annual Statistics and Success Scorecard were presented to the Committee for review. The Director offered analysis for each set of data. The Committee requested further breakdowns of circulating formats by age if possible.

ADJOURNMENT

The Meeting was adjourned at 5:54 p.m.

Next Meeting: Tuesday, March 5, 2019 at 5 p.m. in Meeting Room C

SECURITY INCIDENTS UPDATE

The Director presented the annual security incident reports trends to the Board. The Board had no further comments for this section.

FUNDRAISING UPDATE

The Board agreed with the recommendation to hire outside help for fundraising in 2020. This expense can be funded by Fund 250, which is reserved for fundraising expenses.

PRESIDENT'S REPORT

The President provided a status update on the Discovery Phase process of the Strategic Plan.

The Library will hire Bradbury Miller Associates for the Director Search. The Director Search Committee will meet with the consultants in April.

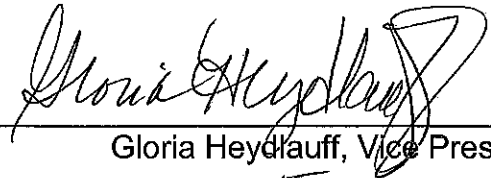
ADJOURNMENT

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

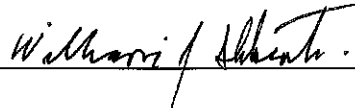
Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Kevin Fix	Aye
Peter Hahn	Aye

The meeting was adjourned 5:41 p.m.



Gloria Heydlauff, Vice President



William J. Shkurti, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of January 31, 2019

Fund No.	Fund Description	1/1/2019 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	1/31/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 1,194,893.30	\$603,327.26	\$3,900,802.74	\$ 1,359,565.38	\$2,541,237.36
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 811.87	\$ 3,232.53	\$259,163.91	\$ 28,158.76	\$231,005.15
402	Building Improvement	\$405,156.18	\$ -	\$ 9,766.08	\$395,390.10	\$ 33,196.32	\$362,193.78
501	Employee FSA Fund	\$5,254.20	\$ 1,076.32	\$ 1,079.67	\$5,250.85	\$ -	\$5,250.85
GRAND TOTAL		\$3,981,231.65	\$1,196,781.49	\$617,405.54	\$4,560,607.60	\$1,420,920.46	\$3,139,687.14

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 the Library maintains in house.

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 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 Jan. 31, 2019

Beginning Cash Balance as of January 1, 2019 \$ 3,981,231.65

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,193,109.00	\$ 950,000.00	\$ 3,193,109.00	\$ -
Public Library Fund	\$ 2,687,669.00	\$ 212,107.10	\$ 2,687,669.00	\$ -
Other Income	\$ 234,600.00	\$ 32,786.20	\$ 234,600.00	\$ -
Total Revenue	\$ 6,115,378.00	\$ 1,194,893.30	\$ 6,115,378.00	\$ -

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,091,845.00	\$ 332,625.76	\$ 4,091,845.00	\$ -
Library Materials	\$ 882,117.00	\$ 162,868.66	\$ 882,117.00	\$ -
Other Expenditures	\$ 1,126,941.00	\$ 107,832.84	\$ 1,126,941.00	\$ -
Total Expenditures	\$ 6,100,903.00	\$ 603,327.26	\$ 6,100,903.00	\$ -

**(Over) /
Under Budget**

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ 14,475.00	\$ 591,566.04	\$ 14,475.00	\$ -
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -
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Net Budget after Cash Transfers	\$ (285,525.00)	\$ 591,566.04	\$ (285,525.00)	\$ -
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General Fund Cash Balance at December 31, 2019 \$ 3,695,706.65

Budget as approved by the Board of trustees in December 2018 and amended January 15, 2019.

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 2019 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 Total General Property Tax and Public Library Funding revenue.

Other Expenditures - Includes all non-library materials and non-payroll related 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.