



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, MARCH 19, 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, and William J. Shkurti.

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: Sarah Mueller and John M. Yesso.

CONSENT AGENDA

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

RESOLUTION 08-19
FEBRUARY 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	Kate	Albers	Library Lovers
\$ 25.00	130	Patricia and Robert	Albert	General Donation
\$ 25.00	130	Roger and Dianne	Albrecht	Library Lovers
\$ 50.00	130	Nancy	Alonzo	Library Lovers
\$ 5.00	130	Anonymous	Anonymous	Library Lovers
\$ 1.90	130	Anonymous	Anonymous	Library Lovers
\$ 5.00	130	Anonymous	Anonymous	Library Lovers
\$ 20.60	130	Erin	Bertino	Library Lovers

Amount	Fund	First Name	Last Name	Campaign
\$ 50.00	130	Joan and John	Boos	Library Lovers
\$ 20.00	130	Bruce	Braine	Library Lovers
\$ 25.75	130	Karolyn	Braum	Library Lovers
\$ 51.50	130	Bradley	Britton	General Donation
\$ 5.00	130	Marilyn	Brugger	Library Lovers
\$ 10.00	130	Mary	Clark	General Donation
\$ 25.75	130	Pam and Erik	Cole	Library Lovers
\$ 5.00	130	Pam and Erik	Cole	Library Lovers
\$ 5.00	130	Pam and Erik	Cole	Library Lovers
\$ 5.00	130	Sara	Coles	Library Lovers
\$ 32.00	130	Carla and Joshua	Counciller	General Donation
\$ 25.00	130	Carole	Dent	Library Lovers
\$ 103.00	130	Bonita	DeWitt	Library Lovers
\$ 25.00	130	Anita	DiPasquale	Library Lovers
\$ 25.00	130	Dan and Donna	Donovan	Library Lovers
\$ 103.00	130	Kathleen	Dunn	Library Lovers
\$ 5.00	130	Mark	Fischer	Library Lovers
\$ 1.03	130	Allison	Frew	Library Lovers
\$ 50.00	130	Betty	Gabel	Library Lovers
\$ 25.00	130	Dorothy	Gallen	Library Lovers
\$ 10.00	130	S.	Geither	Library Lovers
\$ 100.00	130	Jack	George	Library Lovers
\$ 5.00	130	Susan	Gerber	Library Lovers
\$ 30.00	130	William	Grant	Library Lovers
\$ 25.75	130	Charlie and Colleen	Groezinger	Library Lovers
\$ 5.00	130	Silas	Hammond	Library Lovers
\$ 35.00	130	Thomas and Jean	Hayward	Library Lovers
\$ 10.00	130	Shannon	Hemmelgarn	Library Lovers
\$ 50.00	130	Gloria and Dale	Heydlauff	Library Lovers
\$ 1,000.00	130	Gloria and Dale	Heydlauff	Library Lovers
\$ 5.00	130	Rebecca	Hurst	Library Lovers
\$ 200.01	130	Ahmed	Kalla	Library Lovers
\$ 250.00	130	Melodee	Kornacker	General Donation
\$ 200.01	130	Elizabeth	Kraftician	Library Lovers
\$ 5.00	130	John	Kuchinka	Library Lovers
\$ 10.00	130	Jirye	Lee	Library Lovers
\$ 25.00	130	Shirley	Lince	Library Lovers
\$ 103.00	130	Andrew Hayes and Carole	Lunney	General Donation
\$ 50.00	130	Timothy and Rita	Lyons	Library Lovers
\$ 5.00	130	David	Madwar	Library Lovers
\$ 25.00	130	Joy	Martin	Library Lovers

Amount	Fund	First Name	Last Name	Campaign
\$ 50.00	130	Connie West and Michael	McDonald	Library Lovers
\$ 51.50	130	Ruth	McNeil	Library Lovers
\$ 5.00	130	Stacey	Mills	Library Lovers
\$ 1.03	130	Christine	Minx	Library Lovers
\$ 10.00	130	Jeremy and Judith	Mitchell	Library Lovers
\$ 25.75	130	Penny	Molenaar	Library Lovers
\$ 25.00	130	Jude	Mollenhauer	Library Lovers
\$ 100.00	130	Hector	Moreno	General Donation
\$ 5.00	130	Mimi	Mullin	Library Lovers
\$ 10.00	130	Heidi	Murdock	Library Lovers
\$ 20.00	130	Marilyn	Paulsen	Library Lovers
\$ 100.00	130	Anne and Lawrence	Peterson	Library Lovers
\$ 20.00	130	Colleen	Pfahl	Library Lovers
\$ 20.00	130	William and Peggy	Pfeil	Library Lovers
\$ 5.00	130	Katherine and Brett	Porter	Library Lovers
\$ 5.00	130	Marilyn	Pritchett	Library Lovers
\$ 51.50	130	Anna	Pyle	Library Lovers
\$ 10.00	130	Katherine	Rabovsky	Library Lovers
\$ 35.00	130	Reginald and Pamela	Rahn	Library Lovers
\$ 51.50	130	Greg	Ramage	Library Lovers
\$ 5.00	130	Greg	Ramage	Library Lovers
\$ 25.75	130	Lauren	Sanders	Library Lovers
\$ 5.00	130	Virginia	Schafer	Library Lovers
\$ 25.00	130	Joe	Schinner	Library Lovers
\$ 25.75	130	Lida	Sethi	Library Lovers
\$ 50.00	130	Marci	Shumaker	Library Lovers
\$ 100.00	130	Beverly and David	Stockwell	Library Lovers
\$ 5.00	130	Deb	Stofanik	General Donation
\$ 100.00	130	Chris and Bob	Taylor	Library Lovers
\$ 1.03	130	Chris and Bob	Taylor	Library Lovers
\$ 5.00	130	Delores	Tiberi	Library Lovers
\$ 51.50	130	Virginia	Tuttle	Library Lovers
\$ 20.00	130	Sri Raj B	Varma	Library Lovers
\$ 5.00	130	Erik	Vasusarver	General Donation
\$ 103.00	130	Smart Healthy	Vending	Library Lovers
\$ 5.00	130	Bonnie	Washburn	Library Lovers
\$ 25.00	130	Noretta	Weese	Library Lovers
\$ 50.00	130	Dan	Wegner	Library Lovers
\$ 5.00	130	Mehmet	Yalvac	Library Lovers
\$ 500.00	130	John and Judy	Yesso	Library Lovers
\$ 4,616.61	Total			

SIGNATURE SHEET

Resolution No. 08-19

3/19/2019

Upon the motion of Trustee Peter Hahn, seconded by Trustee Maura Bowen:

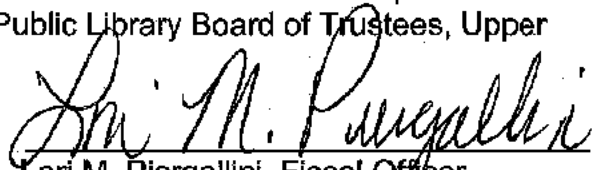
Voting:

Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	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

ASSISTANT DIRECTOR'S REPORT

In partnership with Cover to Cover Bookstore, the Library is hosting children book authors Michael J. Rosen on Sunday, March 31st and Kwame Alexander on Monday, April 8th.

Other notable events taking place next month is a second passport fair on Saturday, April 6th from 10 a.m. to 2 p.m. and our annual Thank You Breakfast on Friday, April 12th from 8:30 a.m. to 9:30 a.m. We are also hosting Volunteer UA at the Main Library on Wednesday, April 10th in partnership with other local organizations.

ANNUAL PARTNERSHIP REVIEW

The Library continues to collaborate with the City, Schools, and other community organizations on events and projects. We are working with Cover to Cover and the Central Library Consortium to offer more author visits and we will be hosting a multicultural fair for Upper Arlington High School in May.

We are discussing with the City about adding a second Storywalk to another city park. Our Storywalk at Fancyburg Park was a highlight of the events we participated in last year along with hosting the UA Centennial Kick-Off Party and creating a float for the UA Fourth of July parade.

DIRECTOR'S REPORT

GENERAL STATISTICS FOLLOW UP

At the February Board Meeting, the Board asked for three things that the Library is most proud of and three things we are concerned about most. We consider our most successful ventures to be the increase in program attendance and satisfaction, the ability to keep up-to-date on our long-term plans, and the results of our donor-funded renovation projects. The thing we are most concerned about related to our static funding situation.

The total donations for February amounted to \$5,343; however, as of last Monday, March 18th, our Library Lover's Month campaign collected \$7,791 in donations. This amount excludes the \$1,000 the Friends have pledged.

OLC Legislative Day is Tuesday, April 9th.

The Governor's Budget for the State of Ohio for the Public Library Fund seeks to maintain the current rate of 1.68 percent of General Fund Revenues. OLC will ask to restore the PLF rate to 2.22 percent.

MONTHLY STATISTICS

Total circulation for digital materials increased by 28% YTD 2019 across all platforms. The Library has replaced the people counters for both library branches with the same counter used at the Main Library.

2018 COLLECTION STATISTICS OVERVIEW

The Director reviewed our 2018 circulation statistics with the Board. Since total circulation for digital materials increased by 28% YTD 2019 across all platforms, we may need to increase the funding for digital media but will need to identify from which part of the Library Material's budget to compensate for it. Physical book circulation continues to remain steady although other physical material circulation has decreased.

DIRECTOR SEARCH PROCESS UPDATE

Bradbury Miller Associates is conducting our Director's Search. A survey asking for the qualities staff and the Board wish their new Library director to have will be sent this week. Managers will also have an opportunity to attend an in-person discussion on the topic Monday, April 8th.

PROPOSED GIFTS AND DONATIONS POLICY EDITS

The Board reviewed the Gifts and Donations Policy draft and suggested some changes. The revised Policy is attached as an exhibit to these Minutes.

RESOLUTION 09-19
To Approve Changes to the Gifts and Donations Policy

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

SIGNATURE SHEET

Resolution No. 09-19

3/19/2019

Upon the motion of Trustee Maura Bowen, seconded by Trustee Kevin Fix:

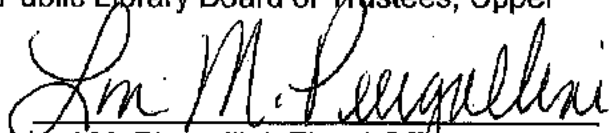
Voting:

Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	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

FINANCE COMMITTEE

The Finance Committee did not meet in March.

FISCAL OFFICER'S REPORT

The Fiscal Officer presented an overview of the Library's accounts and check register to the Board. All accounts are balanced as of February 28, 2019.

The Department of Taxation requires the Library to undergo a biennial audit. The Library will be audited during the first week of April. The Fiscal Officer explained to the Board about the Library's option in selecting an accounting firm for future audits.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

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

The meeting was called to order at 5:02 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen and Gloria Heydlauff

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

EXCUSED ABSENCE: Sarah Mueller

PARTNERSHIP UPDATE

The Library continues to collaborate with the City, Schools, and other community organizations on events and projects. We are currently collaborating with Cover to Cover and the Central Library Consortium to offer more author visits, and we will be hosting a multicultural fair for Upper Arlington High School in May.

The Library is discussing with the City about adding a second Storywalk to another city park.

Due to the increase in and frequency of programming, the Library has purchased chairs specifically for use in the Atrium for Library events. Previously, we have had to close meeting rooms in order to remove chairs or rent them from an outside company.

CIRCULATION STATS UPDATE

The Director presented the collection statistics overview for 2018, which includes a breakdown of the total circulation by format and by intended audience age. Common trends show that the circulation of print books, ebooks, and videos increased, while eAudiobooks decreased for the first time. The Director explained the purchasing options for Overdrive, Hoopla and Kanopy if the Library wishes to expand its digital collection.

The Committee discussed the current status of the Strategic Planning process; the Library is currently scheduling meeting spaces for the upcoming focus groups.

The Library recently received a Request for Review of the book *True Stories from an Unreliable Eyewitness: A Feminist Coming of Age* by Christine Lahti. Administration is meeting with the Library's Collection Development Specialists to review the book this week.

The Operations Committee decided to cancel the April Operations Meeting since there are no topics on the agenda.

The Library is interested in drafting a memorandum of understanding with the Upper Arlington Friends of the Library.

ADJOURNMENT

The Meeting was adjourned at 5:40 p.m.

Next Meeting: Tuesday, May 7, 2019 at 5 p.m. in Meeting Room C

VICE PRESIDENT'S REPORT

STRATEGIC PLANNING UPDATE

Benefactor Group is conducting two upcoming public focus groups at Lane Road Library on Saturday, March 30th at 10 a.m. and Monday, April 1st at 7 p.m. Focus groups for high school and middle school students are also in the works. A World Café is tentatively scheduled for the the morning of Saturday, May 11th at Tremont Elementary School. The consultants will soon send a survey to the community and staff asking for their thoughts about the Library. Benefactor will send the staff a survey and visit the Library but have yet to settle on a date.

The Director responded to the Request for Review with an appropriate response.

ADJOURNMENT

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

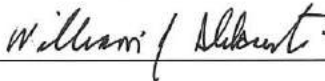
Voting:

Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Kevin Fix	Aye
Peter Hahn	Aye

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



John Yesso, President



William J. Shkurti, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of February 28, 2019

Fund No.	Fund Description	1/1/2019 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	2/28/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 1,478,641.07	\$ 1,023,994.68	\$3,763,883.09	\$ 1,267,256.16	\$2,496,626.93
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 9,031.15	\$ 4,939.36	\$265,676.36	\$ 28,776.04	\$236,900.32
402	Building Improvement	\$405,156.18	\$ -	\$ 31,483.35	\$373,672.83	\$ 165,523.00	\$208,149.83
501	Employee FSA Fund	\$5,254.20	\$ 2,152.64	\$ 1,079.67	\$6,327.17	\$ -	\$6,327.17
GRAND TOTAL		\$3,981,231.65	\$1,489,824.86	\$1,061,497.06	\$4,409,559.45	\$1,461,555.20	\$2,948,004.25

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 February 28, 2018

Fund No.	Fund Description	1/1/2018 Balance (a)	2018 YTD Revenue (b)	2018 YTD Expended (c)	2/28/2018 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,003,654.44	\$ 1,021,890.98	\$958,708.45	\$3,066,836.97	\$ 1,080,637.12	\$1,986,199.85
2XX	Special Revenue Fund-Combined	\$278,587.88	\$ 6,675.26	\$ 4,140.85	\$281,122.29	\$ 33,799.18	\$247,323.11
402	Building Improvement	\$364,979.22	\$ -	\$ 26,125.12	\$338,854.10	\$ 122,261.46	\$216,592.64
501	Employee FSA Fund	\$3,202.68	\$ 7,496.60	\$ 2,027.91	\$8,671.37	\$ -	\$8,671.37
GRAND TOTAL		\$3,650,424.22	\$1,036,062.84	\$991,002.33	\$3,695,484.73	\$1,236,697.76	\$2,458,786.97

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

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 February 28, 2019

Beginning Cash Balance as of January 1, 2019 \$ 3,309,236.70

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	\$ 2,654,296.00	\$ 467,113.04	\$ 2,654,296.00	\$ -
Other Income	\$ 234,600.00	\$ 61,528.03	\$ 234,600.00	\$ -
Total Revenue	\$ 6,082,005.00	\$ 1,478,641.07	\$ 6,082,005.00	\$ -

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,091,845.00	\$ 639,922.08	\$ 4,086,273.00	\$ 5,572.00
Library Materials	\$ 882,117.00	\$ 223,018.90	\$ 882,117.00	\$ -
Other Expenditures	\$ 1,126,941.00	\$ 161,053.70	\$ 1,126,941.00	\$ -
Total Expenditures	\$ 6,100,903.00	\$ 1,023,994.68	\$ 6,095,331.00	\$ 5,572.00

(Over) / Under Budget

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (18,898.00)	\$ 454,646.39	\$ (13,326.00)	\$ 5,572.00
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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	\$ (318,898.00)	\$ 454,646.39	\$ (313,326.00)	\$ 5,572.00
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General Fund Cash Balance at December 31, 2019 \$ 2,995,910.70

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. February PLF totaled \$255,006.

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. February Star Ohio Interest totaled \$7,309.

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.

OP – 1.11: GIFTS AND DONATIONS

The Library welcomes citizens and organizations to support its service program through contributions of book or non–book materials for Library collections, contributions of appropriate gifts that will enhance the Library’s physical environment, and bequests, trusts or donations of monetary or other assets for Library purposes. Materials and equipment given to, and accepted by, the Library shall become the sole property of the Library to be managed as the Director or his or her designee deems appropriate. The Library is unable to furnish appraisals of donated items, and reserves the right to refuse any donation.

The Library may accept gifts of miscellaneous books or other materials with the understanding that items not added to the Library’s collection will be disposed of at the discretion of the Library. The Library may then use any proceeds derived from such disposal for Library improvement or staff development.

While the Library is grateful for donations from citizens, there are limited facilities in the Library buildings to display, protect and preserve fine art, furniture, paintings, sculpture, artifacts and similar tangible items. Therefore, acceptance of these objects will be subject to the following criteria and the Library cannot promise the permanent exhibition of any object:

- The importance of the gift to the Library and its relation to the overall mission and operation of the Library.
- Artist’s connection or relationship with the Library or community
- Artistic merit
- Aesthetic experience
- Availability of space
- Necessary maintenance
- Condition of object(s)
- Conformity to applicable building codes

The Board accepts and acknowledges gifts at each regular Board meeting.