



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, APRIL 16, 2019 AT 5 PM

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

IN ATTENDANCE

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

ALSO PRESENT: Chris Taylor, 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: Gloria Heydlauff and Sarah Mueller.

CONSENT AGENDA

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

RESOLUTION 10-19
MARCH 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	Addressee	Campaign
\$ 5.00	130	Alison Workman	Lane Road Bookdrop 2019
\$ 5.00	130	Andrea Belles	Lane Road Bookdrop 2019
\$ 30.00	130	Ann Knodt	Lane Road Bookdrop 2019
\$ 20.00	130	Anonymous	General Donation
\$ 5.00	130	Anonymous	Lane Road Bookdrop 2019
\$ 5.00	130	Barbara Taylor	Lane Road Bookdrop 2019
\$ 100.00	130	Bill Shkurti & Renee Houser	Lane Road Bookdrop 2019
\$ 5.00	130	Bonnie Maxton-Harvey	Lane Road Bookdrop 2019

Amount	Fund	Addressee	Campaign
\$ 5.00	130	Bonnie Washburn	Lane Road Bookdrop 2019
\$ 103.00	130	Brian & Wendy Jasper	Lane Road Bookdrop 2019
\$ 5.00	130	Chowjanya Kandasamy	Lane Road Bookdrop 2019
\$ 2,000.00	130	Dareth A. Gerlach	Lane Road Bookdrop 2019
\$ 100.00	130	Dave & Estelle Scott	Lane Road Bookdrop 2019
\$ 5.00	130	Dayna Norris	Lane Road Bookdrop 2019
\$ 30.00	130	Doris Aldag	Lane Road Bookdrop 2019
\$ 5.00	130	Erik Vasusarver	General Donation
\$ 5.00	130	Erik Vasusarver	General Donation
\$ 5.00	130	Esther Cegala	Lane Road Bookdrop 2019
\$ 5.00	130	Gopikrishn Rajaram	Lane Road Bookdrop 2019
\$ 500.00	130	Iris de la Motte	Lane Road Bookdrop 2019
\$ 51.50	130	J. Thomas & Kathleen M. Jones	Lane Road Bookdrop 2019
\$ 10.00	130	James & Christine Gloyd	Lane Road Bookdrop 2019
\$ 25.00	130	Janice Walsh	Lane Road Bookdrop 2019
\$ 5.00	130	Jennifer Pitcher	Lane Road Bookdrop 2019
\$ 5.00	130	Jennifer Pitcher	Lane Road Bookdrop 2019
\$ 10.00	130	Jennifer Raber	Lane Road Bookdrop 2019
\$ 5.00	130	Jill B. Whalen	Lane Road Bookdrop 2019
\$ 100.00	130	Jillian Froment	Lane Road Bookdrop 2019
\$ 150.00	130	Judy O'Brien & Peter Kleinhenz	Lane Road Bookdrop 2019
\$ 50.00	130	Katherine Porter	Lane Road Bookdrop 2019
\$ 51.50	130	Kelle Eubank	Lane Road Bookdrop 2019
\$ 5.00	130	Kristine Courtney	Lane Road Bookdrop 2019
\$ 5.00	130	Linda Craig	Lane Road Bookdrop 2019
\$ 5.00	130	Marisa Martin	Lane Road Bookdrop 2019
\$ 5.00	130	Mark Wood	Lane Road Bookdrop 2019
\$ 5.00	130	Matthew Wesney	Lane Road Bookdrop 2019
\$ 500.00	130	Mike & Victoria Hayward	Lane Road Bookdrop 2019
\$ 250.00	130	Mr. & Mrs. Christopher Coles	Lane Road Bookdrop 2019
\$ 25.00	130	Normanella & James Dewille	Lane Road Bookdrop 2019
\$ 50.00	130	Pat and Kathy Green	Lane Road Bookdrop 2019
\$ 25.00	130	Peter Coccia	Lane Road Bookdrop 2019
\$ 5.00	130	Randy Moore	Lane Road Bookdrop 2019
\$ 200.00	130	Robert & Heidi Rapp	Lane Road Bookdrop 2019
\$ 5.00	130	Rosemary Sartor	Lane Road Bookdrop 2019
\$ 20.00	130	Ruth Bope Dangel	Lane Road Bookdrop 2019
\$ 25.00	130	Ryan Miller	Lane Road Bookdrop 2019
\$ 5.00	130	Stephanie Stephenson	Lane Road Bookdrop 2019

Amount	Fund	Addressee	Campaign
\$ 5.00	130	Susan Kreis	Lane Road Bookdrop 2019
\$ 5.00	130	Valerie Essandoh	Lane Road Bookdrop 2019
\$ 4,551.00	Total		

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts the following gift donations with sincere thanks: a gift card from Half-Priced Book for \$15, a gift card from Cover to Cover for \$50 and 4 admission tickets for Kings Island valued at \$70 each. All gifts received will be used as Summer Library Club prizes.

SIGNATURE SHEET

Resolution No. 10-19

4/16/2019

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

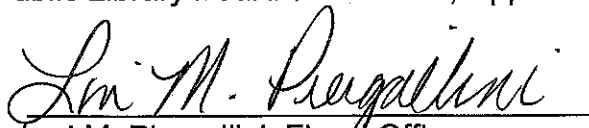
Voting:

John Yesso, 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 Children's Books and the Ohioana Book Festival, the Library is hosting author Margaret Peterson Haddix on Tuesday, April 23, 2019.

The Library is accepting applications through May 1st for summer teen volunteers and interns.

Thanks to a Library Services and Technology Act (LSTA) grant, the Library is participating in a "Natural Wonders" Pilot Exhibit program with 7 other local libraries. The Main Library's Youth Department will have a kiosk that will display a different theme and object every two months. The themes and objects will rotate between the libraries.

DIRECTOR OF SUPPORT SERVICES

CHANGES TO THE SALARY SCHEDULE RESOLUTION

RESOLUTION 11-19

RESOLUTION TO APPROVE CHANGES TO THE PAY RANGES

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library approves the changes to the Pay Ranges to remove the ILL Coordinator, IT Assistant and Systems Coordinator positions and to add the Training and Support Coordinator position.

SIGNATURE SHEET

Resolution No. 11-19

4/16/2019

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

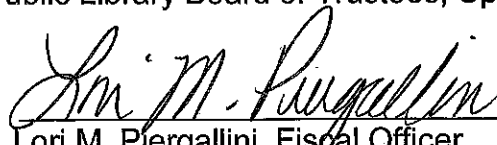
Voting:

John Yesso, 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. Piegallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

DIRECTOR'S REPORT

The Library has been approached to participate on a committee in support of a project to update the Veterans Plaza at Mallway Park. The committee chair asked if the Library could have a staff member participate on the committee to plan the educational displays.

The Director has been learning more about the Library's donor software Little Green Light and fundraising best practices.

For our Library Lover's Campaign, we solicited donations from past Library donors. This appeal succeeded with a 19% donation response rate. The Library has received just over \$9,000 for the campaign, which does not include the \$1,000 the Friends have pledged. The Library will continue seeking donations until the beginning of June. Since the project is funded nearly 2/3s of the way, we will begin the first phase of the project and will see the full plan through even if we do not reach the initial goal of \$15,000 donations.

The Library's annual Thank You Breakfast took place on Friday, April 12th. The Board asked what ratio of attendees were donors, staff, or volunteers. The Director will follow up with those statistics.

OLC Legislative Day was Tuesday, April 9th. Four amendments were submitted by House Representatives to increase the Public Library Fund. The submitted amendment percentages ranged from 1.75 to 2.0 percent. The bill regarding the PLF will be introduced to the House on April 24th. OLC will provide us with instructions on how to request our senators to support the bill.

MONTHLY STATISTICS

The Director presented the monthly statistical summary to the Board. There were no questions.

QUARTERLY STAFFING REPORT

The position formerly called Emerging Technologies Librarian has been changed to a Technology and Media Librarian. This renamed position will focus on the patron-side of technology instruction, whereas, the new IT training position will concentrate on the staff-side of technology instruction. We envision these two positions to work closely to discover new technology sources and programs for staff and patrons alike.

STRATEGIC PLANNING UPDATE

Benefactor hosted two focus groups to discuss the strategic plan and were enthusiastic with the responses. Our online strategic plan survey received 347 answers during the 10 days it was available. The Director informed the Board of the various methods in which the Library used to market the online survey and the comments we received regarding the survey. The Library will begin advertising the World Café event for May.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE WEDNESDAY, APRIL 10, 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

FISCAL OFFICER'S REPORT

There are 55 checks in the Unclaimed Monies Fund totaling \$3,603.23.

The March 2019 Public Library Fund (PLF) distribution was 0.55% less than the Ohio Department of Taxation (ODT) estimate for the month. For Q1 2019, the PLF for the whole state was 1.65% less than ODT projected.

The Library's 2017-18 audit began last week and is being conducted by BHM CPA Group, Inc.

The Fiscal Officer was recently informed that the Library is part of a class action suit against Visa and Mastercard for overcharging on card-use fees. The Finance Committee Chair will review the documentation and determine the Library's participation.

REVIEW MONTH FINANCIALS

The unencumbered balance for all Library accounts was 3% higher in March 2019 than it was in March of last year.

The Public Library Fund for March totaled \$183,571.10. Star Ohio March interest totaled \$8,985.95 and Passport fee revenue was \$7,175. The Other Revenue total exceeded Q1 expectations

Total Ending Fund Balance for all accounts is \$4,775,129.18.

REVIEW MONTH CHECKS

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

REVIEW MONTH RECONCILIATIONS

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

The account balance for First Merchant Bank includes a checking account for restricted funds and a 13-month CD for approximately \$101,200 that is set to expire in August 2019.

QUARTERLY INVESTMENT REPORT

The Library has accrued \$24,087.78 in interest for the 1st Quarter.

The Committee would like to know the percentage gain accrued by Library's accounts for the 1st Quarter over the final quarter of 2018.

The Committee recommended reinvesting the money from the First Merchant Bank CD into a Star Ohio account to capitalize on the interest once the CD expires in August.

ANNUAL SAVINGS DRAFT

The Committee would like the 2018 Cost Savings Report to be included on this Annual Report and recommended some formatting changes.

CREDIT CARD REWARDS BALANCE

The Library redeemed points for \$700 in gift cards to Amazon and Target to use for Library Supplies. We have redeemed enough reward points in order to not lose any points until 2020.

DISCUSS JULY 10th MEETING

The Committee agreed to cancel the July 10th Meeting. The Fiscal Office will email the Finance Committee Packet and any materials regarding State Budget to the Board by this date in lieu of a meeting.

ADJOURNMENT

The meeting was adjourned at 5:23 p.m.

Next Meeting: Wednesday, May 8, 2019 at 5 p.m. in Meeting Room C

The points the Library accumulates from our credit credits have been exchanged for Amazon and Target gift cards. The Library has been using these gift cards to purchase

supplies for the Library. The Fiscal Office is currently investigating whether we can use an Amazon gift card to purchase a washer and dryer for the Library.

FISCAL OFFICER'S REPORT

The total distribution for the April PLF was 4.5% higher than estimated and 2% higher than April 2018's distribution.

The Library's biennial audit is ongoing.

The Fiscal Officer and Accounting Clerk will be attending CPIM training this week.

1st QUARTER SAVINGS REPORT

There were no additional comments for this section.

OPERATIONS COMMITTEE

The Operations Committee did not meet in April.

PRESIDENT'S REPORT

DIRECTOR'S SEARCH UPDATE

The President shared the approved schedule timeline for the Director Search. Final interviews will be held on site on July 24-25, 2019 and all Board Members are invited to attend the interviews.

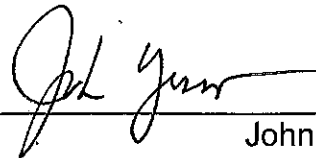
ADJOURNMENT

Kevin Fix made a motion to adjourn the meeting. Peter Hahn seconded the motion.

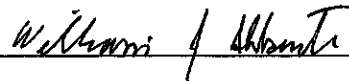
Voting:

John Yesso, President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Kevin Fix	Aye
Peter Hahn	Aye

The meeting was adjourned at 5:30 p.m.



John Yesso, President



William J. Shkurti, Secretary

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

Fund No.	Fund Description	1/1/2019 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	3/31/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 2,436,062.27	\$ 1,608,104.13	\$4,137,194.84	\$ 1,158,702.39	\$2,978,492.45
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 16,838.60	\$ 7,155.41	\$271,267.76	\$ 28,515.01	\$242,752.75
402	Building Improvement	\$405,156.18	\$ -	\$ 44,750.02	\$360,406.16	\$ 152,256.33	\$208,149.83
501	Employee FSA Fund	\$5,254.20	\$ 2,690.80	\$ 1,684.58	\$6,260.42	\$ -	\$6,260.42
GRAND TOTAL		\$3,981,231.65	\$2,455,591.67	\$1,661,694.14	\$4,775,129.18	\$1,339,473.73	\$3,435,655.45

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 March 31, 2018

Fund No.	Fund Description	1/1/2018 Balance (a)	2018 YTD Revenue (b)	2018 YTD Expended (c)	3/31/2018 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,003,654.44	\$ 2,385,918.74	\$1,539,580.73	\$3,849,992.45	\$ 982,004.47	\$2,867,987.98
2XX	Special Revenue Fund-Combined	\$278,587.88	\$ 12,222.76	\$ 9,116.82	\$281,693.82	\$ 31,155.96	\$250,537.86
402	Building Improvement	\$364,979.22	\$ 393.50	\$ 26,125.12	\$339,247.60	\$ 122,261.46	\$216,986.14
501	Employee FSA Fund	\$3,202.68	\$ 8,510.44	\$ 3,286.88	\$8,426.24	\$ -	\$8,426.24
GRAND TOTAL		\$3,650,424.22	\$2,407,045.44	\$1,578,109.55	\$4,479,360.11	\$1,135,421.89	\$3,343,938.22

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 March 31, 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	\$ 1,690,493.04	\$ 3,193,109.00	\$ -
Public Library Fund	\$ 2,654,296.00	\$ 650,684.14	\$ 2,654,296.00	\$ -
Other Income	\$ 234,600.00	\$ 94,885.09	\$ 234,600.00	\$ -
Total Revenue	\$ 6,082,005.00	\$ 2,436,062.27	\$ 6,082,005.00	\$ -

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,091,845.00	\$ 1,085,362.18	\$ 4,022,966.00	\$ 68,879.00
Library Materials	\$ 882,117.00	\$ 287,897.25	\$ 882,117.00	\$ -
Other Expenditures	\$ 1,126,941.00	\$ 234,844.70	\$ 1,126,941.00	\$ -
Total Expenditures	\$ 6,100,903.00	\$ 1,608,104.13	\$ 6,032,024.00	\$ 68,879.00

**(Over) /
Under Budget**

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (18,898.00)	\$ 827,958.14	\$ 49,981.00	\$ 68,879.00
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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)	\$ 827,958.14	\$ (250,019.00)	\$ 68,879.00
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General Fund Cash Balance at December 31, 2019 \$ 3,059,217.70

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. March PLF totaled \$183,571.10

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. March Star Ohio interest totaled \$8,985.95. Passport fees collected totaled \$7,175 for the month.

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.