



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, AUGUST 20, 2019 AT 5 PM

The meeting was called to order at 5:03 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; Allison Frew, Executive Assistant; and Caitlin O'Sullivan

EXCUSED ABSENCE: Maura Bowen

CONSENT AGENDA

In addition to approving the absence of Maura Bowen, the consent agenda included the Minutes from the June Board of Trustees meeting, the Minutes from the July 10th, July 11th and July 25th Special Board Meetings, the Financial Reports for June and July, and the June and July Donations Resolution. The Financial Reports are included as an exhibit to these Minutes. The Donations Resolution is included here.

RESOLUTION 16-19
JUNE AND JULY DONATIONS

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the fund listed below the following donations with sincere thanks:

| Amount | Fund | Donor Name | Campaign |
|---------------|-------------|---|-------------------------|
| \$ 5.00 | 130 | Anonymous | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Anonymous | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Anonymous | Lane Road Bookdrop 2019 |
| \$ 1.00 | 130 | Anonymous | |
| \$ 5.00 | 130 | Anonymous | Lane Road Bookdrop 2019 |
| \$ 27.25 | 130 | Ava & Ian Kletchka and Marin & Lily Ackerman | |

| Amount | Fund | Donor Name | Campaign |
|--------------|-------|---|------------------------------------|
| \$ 5.00 | 130 | Barbara Pletz | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Betty Johnston | Lane Road Bookdrop 2019 |
| \$ 100.00 | 130 | Carol Baker | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Carol Chung | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Carolyn Yates | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Cathy Cart | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Chendra Alladi | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Colleen Abdel Misih | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Colleen Pfahl | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Cynthia Tillis | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Della Blunk | Lane Road Bookdrop 2019 |
| \$ 3.00 | 130 | Dixie Hamwey | |
| \$ 5.00 | 130 | Esther Cegala | Lane Road Bookdrop 2019 |
| \$ 1,000.00 | 130 | Friends of the Upper Arlington Public Library | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Jessica Efird | Lane Road Bookdrop 2019 |
| \$ 25.75 | 130 | Lydia Britton | In Honor of Alana Sayat's Birthday |
| \$ 12,500.00 | 130 | Martin Lubow, M.D. and Diane Infeld Lubow Fund of the Columbus Foundation | |
| \$ 5.00 | 130 | Mary Austin | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Mimi Moras | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Peggy Best | Lane Road Bookdrop 2019 |
| \$ 10.00 | 130 | Ruth McNeil | Lane Road Bookdrop 2019 |
| \$ 10.00 | 130 | Stephanie Penner | Lane Road Bookdrop 2019 |
| \$ 5.00 | 130 | Xia Liang | Lane Road Bookdrop 2019 |
| \$ 13,777.00 | Total | | |

SIGNATURE SHEET

Resolution No. 16-19

8/20/2019

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

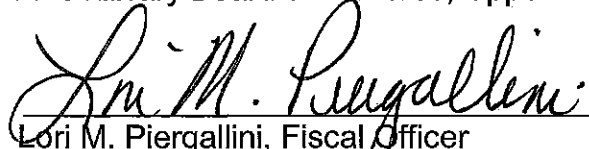
Voting:

| | |
|----------------------------------|-----|
| John Yesso, President | Aye |
| Gloria Heydlauff, Vice President | Aye |
| William Shkurti, Secretary | Aye |
| 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

1,055 tickets out of 1,500 have been sold for Samin Nosrat's author talk. The VIP event is sold out to the public.

Seven Franklin County Libraries, including the UA Library, and Plain City Public Library are co-hosting an author visit featuring Rick Steves at the Southern Theater on December 2, 2019. Tickets will be available on Ticketmaster in mid-October.

The Library has been hosting a census recruiter Monday, Wednesdays and Thursdays to provide information about jobs available with the 2020 Census. Several staff members have participated in training offered by the State Library to help patrons with the 2020 Census. The 2020 Census will only be available online.

Lane Road Library's drive-up book drop is progressing smoothly. Lane Road's parking lot will be closed at 5 p.m. on Saturday the 24th and all day Sunday the 25th for restriping and sealing. Once the parking lot is complete, we can order the book drops and have them installed.

A new digital content software for audiobooks called RBdigital is available for our patrons. It has over 30,000 titles that are available for immediate checkout with no need to be placed on a waitlist.

DIRECTOR'S REPORT

The Director presented to the Board a spreadsheet illustrating the lending models for public libraries from the Big 5 Publishers. Several publishers have announced that they will be changing how they make eBooks available to libraries and the Digital Downloads Consortium (managed by CML) and the American Library Association have issued statements regarding these new changes.

MONTHLY STATISTICS

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

The Library received a \$12,500 donation from the Martin Lubow, M.D. and Diane Infeld Lubow Fund of the Columbus Foundation. The late Dr. Lubow would stop by the Main Library to refill his water bottles and was also an enthusiastic gardener. Dr. Lubow's friend, Donald Robinson, met with Library Administration about possible projects to be funded from the Fund. He selected replacing all of the regular drinking fountains with bottle-filling water stations for all three buildings and to redo the garden in the Main Library's drive-up book drop area.

QUARTERLY STAFFING REPORT

Due to increase need at Lane Road, the Library is adding a Library Aide position to help with managing work flow in the early part of the week and to free Branch Associates to provide direct customer service. This added position will have minimal impact to the personnel budget.

FRIENDS OF THE LIBRARY MOU RESOLUTION

The Board requested a small change to the signature line of the MOU to distinguish the Board President of the Friends of the Library from the Board President of the Upper Arlington Public Library. This change is reflected on the permanent exhibit.

17-19 RESOLUTION

To Enter Into an Agreement with the Friends of the Upper Arlington Public Library

BE IT RESOLVED, That the Upper Arlington Public Library Board of Trustees approves the agreement with Friends of the Upper Arlington Public Library as set forth in the agreement document attached as a permanent exhibit to this Resolution,

AND BE IT FURTHER RESOLVED, That the Upper Arlington Public Library Board of Trustees authorizes the President of the Board and the Director to sign any such document(s) as may be needed.

SIGNATURE SHEET

Resolution No. 17-19

8/20/2019

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Peter Hahn:

Voting:

John Yesso, President Aye

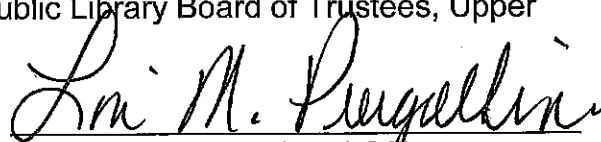
Gloria Heydlauff, Vice President Aye

| | |
|----------------------------|-----|
| 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

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, AUGUST 14, 2019
MEETING NOTES**

The meeting was called to order at 5:06 p.m.

IN ATTENDANCE

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

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

FISCAL OFFICER'S REPORT

The state budget recently signed by the Governor increased the PLF to 1.7%. The County Budget Commission has not yet certified the exact amount for each of the Franklin County Libraries. The Ohio Department of Taxation has certified the total PLF receipts to each County. Using that and the percentage of the PLF the Library receives, this year we estimate our 2020 PLF to be \$2,626,037.

It has been the practice of the Library to transfer a minimum of \$200,000 to the Building Improvement Fund 402 on an annual basis. Last year the planned transfer was increased to \$300,000 per year. Since the Library anticipates receiving more revenue this year and has budgeted to spend more from Fund 402 than estimated at the beginning of this year, the Fiscal Officer requested support from the Committee to increase the transfer appropriations to \$400,000 in order to allow for continued upgrades/purchases to improve Library facilities. The Committee agreed to support this recommendation to the full Board.

Total interest accrued from the Library's Star Ohio accounts totaled \$8,956.55 for July. The Library renewed its Fund 250 Restricted Certificate of Deposit with First Merchants Bank for one year at 2.25%.

REVIEW JULY FINANCIALS

The ending unencumbered balance for all Library accounts is nearly \$897,000 higher than it was this time last year due to the increase in Library Revenue from Public Library funding, interest revenue and passport fees.

REVIEW JULY CHECKS

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

REVIEW JULY RECONCILIATIONS

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

APPROPRIATION AMENDMENT

The Committee agreed to support this recommendation to the full Board earlier in the meeting.

INSURANCE RENEWAL

The Fiscal Officer presented the insurance premium renewal rate to the Committee. The plan is set to renew on September 1, 2019. There was no increase in the Library's premium other than the standard 3% for inflation.

ELECTRIC AGREEMENT EXTENSION

The Library's contract with META Solutions is set to expire in May 2020 with the option for a 2-year extension. META has negotiated a 25-month extension with Direct Energy through the June 2022 billing cycle that provides a lower purchase price than the existing agreement. The Committee agreed to recommend passing the Resolution to the full Board.

The Director updated the Committee about their recent discussion with OPOC about the Library's health insurance options.

The Committee requested a comparison between the original and revised budget estimates for the 2019 PLF and projections for the next year.

ADJOURNMENT

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

Next Meeting: Wednesday, September 11, 2019 at 5 p.m. in Meeting Room C

The Fiscal Officer received the certification from the Franklin County Auditor which estimates the Library will receive \$2,754,569.63 in Public Library funding.

The Fiscal Officer withdrew the Resolution to Amend Appropriations due to a recalculation of the budgeting spreadsheet. The original planned transfer for \$300,000 from the General Fund to the Building Improvement Fund is the appropriate amount needed to fund the Library's building projects at this time.

FISCAL OFFICER'S REPORT

The Library's Star Ohio account accrued \$9,000 in interest.

RESOLUTION TO TRANSFER MONEY FROM GENERAL FUND TO BIF

RESOLUTION 18-19
**RESOLUTION TO TRANSFER MONEY FROM
THE GENERAL FUND TO BUILDING IMPROVEMENT FUND**

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to transfer \$300,000 from the General Fund to the Building Improvement Fund 402.

SIGNATURE SHEET

Resolution No. 18-19

8/20/2019

Upon the motion of Trustee Kevin Fix, seconded by Trustee William Shkurti:

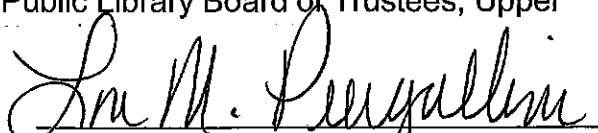
Voting:

| | |
|----------------------------------|-----|
| 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

RESOLUTION TO EXTEND ELECTRIC AGREEMENT

The Fiscal Officer presented to the Board the Resolution Authorizing the Extension of the Master Supply Agreement for the Purchase of Competitive Retail Electric Service from Direct Energy Business that Commenced as of the June 2017 Billing Cycle with Such Extension to Be for a Twenty-Five Month Period through the June 2022 Billing Cycle. The Resolution and Signature Sheet are included as an exhibit to these Minutes.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, AUGUST 6, 2019
MEETING NOTES**

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

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen and Gloria Heydlauff

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

FUNDRAISING UPDATE

The Director has been conducting research on fundraising best practices and has also been analyzing and reorganizing the current data in our donor software system. The Director asked the Committee how long to retain lapsed donors and if author series attendees should be recorded in the software. The Director also asked if there are any specific non-donor groups who should be invited to the Library's annual Thank You Breakfast. The Committee informed Administration of their preferences and suggested expanding the Thank You Breakfast invitations to include community partners and local government representatives.

The Assistant Director provided an update on the Lane Road Book Drop, which is set to begin at the end of the month.

ADJOURNMENT

The Meeting was adjourned at 5:31 p.m.

Next Meeting: Tuesday, September 3, 2019 at 5 p.m. in Meeting Room C

PRESIDENT'S REPORT

APPOINT AD HOC BOARD SELECTION COMMITTEE

Gloria Heydlauff, Kevin Fix and Chris Taylor will form the Ad Hoc Board Selection Committee to select two new trustees in conjunction with members of City Council. The two new Board Trustees will replace Sarah Mueller, who resigned earlier this summer, and Maura Bowen, who will not be seeking a second term in January.

William Shkurti made the motion to appoint the aforementioned Board Members to the Ad Hoc Board Selection Committee. Peter Hahn seconded the motion. The Board approved the Committee unanimously.

EXECUTIVE SESSION TO CONSIDER THE COMPENSATION OF A PUBLIC EMPLOYEE AND TO CONSIDER THE DISCIPLINE OF A PUBLIC EMPLOYEE

SIGNATURE SHEET

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Peter Hahn, the Board entered into an executive session.

Roll Call Vote:

| | |
|----------------------------------|-----|
| Kevin Fix | Aye |
| Peter Hahn | Aye |
| Gloria Heydlauff, Vice President | Aye |

William Shkurti, Secretary Aye
John Yesso, President Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

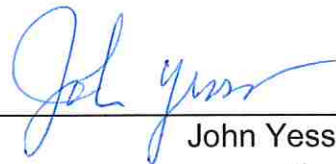
ADJOURNMENT

Gloria Heydlauff made a motion to adjourn the meeting. William Shkurti seconded the motion.

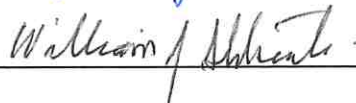
Voting:

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

The meeting was adjourned at 6:05 p.m.



John Yesso, President



William J. Shkurti, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of June 30, 2019

| Fund No. | Fund Description | 1/1/2019 Balance (a) | 2019 YTD Revenue (b) | 2019 YTD Expended (c) | 6/31/2019 Balance (a + b - c) | Outstanding Encumbrance (d) | Unencumbered Balance ((a+b)-(c+d)) |
|--------------------|-------------------------------|---------------------------------|---------------------------------|----------------------------------|--|--|---|
| 1X0 | General Fund-Combined | \$ 3,309,236.70 | \$ 3,674,529.61 | \$ 2,901,874.44 | \$4,081,891.87 | \$ 832,842.54 | \$3,249,049.33 |
| 2XX | Special Revenue Fund-Combined | \$261,584.57 | \$ 27,576.28 | \$ 26,158.17 | \$263,002.68 | \$ 16,797.69 | \$246,204.99 |
| 402 | Building Improvement | \$405,156.18 | \$ - | \$ 89,467.35 | \$315,688.83 | \$ 268,078.18 | \$47,610.65 |
| 501 | Employee FSA Fund | \$5,254.20 | \$ 6,009.76 | \$ 6,611.24 | \$4,652.72 | \$ - | \$4,652.72 |
| GRAND TOTAL | | \$3,981,231.65 | \$3,708,115.65 | \$3,024,111.20 | \$4,665,236.10 | \$1,117,718.41 | \$3,547,517.69 |

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

Fund 2XX Special Revenue Fund is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is noted as such.

Fund 402 the Building Improvement Fund is used for building and technology improvements.

Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

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

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

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

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Fund 402 the Building Improvement Fund is used for building and technology improvements.

Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

Upper Arlington Public Library
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of June 30, 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 | \$ 2,140,493.04 | \$ 3,193,109.00 | \$ - |
| Public Library Fund | \$ 2,654,296.00 | \$ 1,354,119.72 | \$ 2,757,215.26 | \$ 102,919.26 |
| Other Income | \$ 234,600.00 | \$ 179,916.85 | \$ 271,746.00 | \$ 37,146.00 |
| Total Revenue | \$ 6,082,005.00 | \$ 3,674,529.61 | \$ 6,222,070.26 | \$ 140,065.26 |

| General Fund Operating Expenditures | Budget | YTD Expenditures | Projected Year End Expenditures | (Over) / Under Budget |
|-------------------------------------|------------------------|------------------------|---------------------------------|--------------------------|
| Salaries & Benefits | \$ 4,091,845.00 | \$ 1,992,577.23 | \$ 3,986,109.46 | \$ 105,735.54 |
| Library Materials | \$ 882,117.00 | \$ 467,468.84 | \$ 838,011.15 | \$ 44,105.85 |
| Other Expenditures | \$ 1,126,941.00 | \$ 441,828.37 | \$ 1,068,441.00 | \$ 58,500.00 |
| Total Expenditures | \$ 6,100,903.00 | \$ 2,901,874.44 | \$ 5,892,561.61 | \$ 208,341.39 |

**(Over) /
Under Budget**

| | | | | |
|---|-----------------------|----------------------|----------------------|----------------------|
| Net Budget (Revenue less Expenditures before Cash Transfers Out) | \$ (18,898.00) | \$ 772,655.17 | \$ 329,508.65 | \$ 348,406.65 |
|---|-----------------------|----------------------|----------------------|----------------------|

Non-Operating Expenditures

| | | | | |
|--|---------------|------|---------------|------|
| Cash Transfers Out to Fund 402 - Building Improvement Fund | \$ 300,000.00 | \$ - | \$ 300,000.00 | \$ - |
|--|---------------|------|---------------|------|

| | | | | |
|--|------------------------|----------------------|---------------------|----------------------|
| Net Budget after Cash Transfers | \$ (318,898.00) | \$ 772,655.17 | \$ 29,508.65 | \$ 348,406.65 |
|--|------------------------|----------------------|---------------------|----------------------|

General Fund Cash Balance at December 31, 2019 \$ 3,338,745.35

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. June PLF was \$250,091.33.

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. Passport fees for June totaled \$5,113.50 and year to date passport fees collected are \$49,760.20.

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.

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

| Fund No. | Fund Description | 01/1/2019 Balance (a) | 2019 YTD Revenue (b) | 2019 YTD Expended (c) | 7/31/2019 Balance (a + b - c) | Outstanding Encumbrance (d) | Unencumbered Balance ((a+b)-(c+d)) |
|--------------------|-------------------------------|------------------------------|-----------------------------|------------------------------|--------------------------------------|------------------------------------|---|
| 1X0 | General Fund-Combined | \$ 3,309,236.70 | \$ 4,462,402.27 | \$ 3,333,775.39 | \$4,437,863.58 | \$ 712,525.02 | \$3,725,338.56 |
| 2XX | Special Revenue Fund-Combined | \$261,584.57 | \$ 29,313.05 | \$ 27,934.36 | \$262,963.26 | \$ 20,490.47 | \$242,472.79 |
| 402 | Building Improvement | \$405,156.18 | \$ - | \$ 271,673.60 | \$133,482.58 | \$ 85,871.93 | \$47,610.65 |
| 501 | Employee FSA Fund | \$5,254.20 | \$ 7,699.24 | \$ 9,881.83 | \$3,071.61 | \$ - | \$3,071.61 |
| GRAND TOTAL | | \$3,981,231.65 | \$4,499,414.56 | \$3,643,265.18 | \$4,837,381.03 | \$818,887.42 | \$4,018,493.61 |

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

Fund 2XX Special Revenue Fund is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is noted as such.

Fund 402 the Building Improvement Fund is used for building and technology improvements.

Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

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

| Fund No. | Fund Description | 01/01/2018 Balance (a) | 2018 YTD Revenue (b) | 2018 YTD Expended (c) | 7/31/2018 Balance (a + b - c) | Outstanding Encumbrance (d) | Unencumbered Balance ((a+b)-(c+d)) |
|--------------------|-------------------------------|-------------------------------|-----------------------------|------------------------------|--------------------------------------|------------------------------------|---|
| 1X0 | General Fund-Combined | \$ 3,003,654.44 | \$ 3,572,994.73 | \$ 3,225,669.93 | \$3,350,979.24 | \$ 638,412.76 | \$2,712,566.48 |
| 2XX | Special Revenue Fund-Combined | \$278,587.88 | \$ 98,966.97 | \$ 66,330.50 | \$311,224.35 | \$ 31,163.91 | \$280,060.44 |
| 402 | Building Improvement | \$364,979.22 | \$ 29,644.48 | \$ 200,629.35 | \$193,994.35 | \$ 68,066.89 | \$125,927.46 |
| 501 | Employee FSA Fund | \$3,202.68 | \$ 12,058.88 | \$ 12,153.50 | \$3,108.06 | \$ - | \$3,108.06 |
| GRAND TOTAL | | \$3,650,424.22 | \$3,713,665.06 | \$3,504,783.28 | \$3,859,306.00 | \$737,643.56 | \$3,121,662.44 |

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Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

Upper Arlington Public Library
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of July 31, 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 | \$ 2,640,493.04 | \$ 3,193,109.00 | \$ - |
| Public Library Fund | \$ 2,654,296.00 | \$ 1,607,554.96 | \$ 2,795,838.00 | \$ 141,542.00 |
| Other Income | \$ 234,600.00 | \$ 214,354.27 | \$ 272,800.00 | \$ 38,200.00 |
| Total Revenue | \$ 6,082,005.00 | \$ 4,462,402.27 | \$ 6,261,747.00 | \$ 179,742.00 |

| General Fund Operating Expenditures | Budget | YTD Expenditures | Projected Year End Expenditures | (Over) / Under Budget |
|-------------------------------------|------------------------|------------------------|---------------------------------|-----------------------|
| Salaries & Benefits | \$ 4,091,845.00 | \$ 2,297,016.01 | \$ 3,994,843.00 | \$ 97,002.00 |
| Library Materials | \$ 882,117.00 | \$ 521,620.87 | \$ 838,011.15 | \$ 44,105.85 |
| Other Expenditures | \$ 1,126,941.00 | \$ 515,138.51 | \$ 1,068,441.00 | \$ 58,500.00 |
| Total Expenditures | \$ 6,100,903.00 | \$ 3,333,775.39 | \$ 5,901,295.15 | \$ 199,607.85 |

(Over) / Under Budget

| | | | | |
|---|-----------------------|------------------------|----------------------|----------------------|
| Net Budget (Revenue less Expenditures before Cash Transfers Out) | \$ (18,898.00) | \$ 1,128,626.88 | \$ 360,451.85 | \$ 379,349.85 |
|---|-----------------------|------------------------|----------------------|----------------------|

Non-Operating Expenditures

| | | | | |
|--|---------------|------|---------------|------|
| Cash Transfers Out to Fund 402 - Building Improvement Fund | \$ 300,000.00 | \$ - | \$ 300,000.00 | \$ - |
|--|---------------|------|---------------|------|

| | | | | |
|--|------------------------|------------------------|---------------------|----------------------|
| Net Budget after Cash Transfers | \$ (318,898.00) | \$ 1,128,626.88 | \$ 60,451.85 | \$ 379,349.85 |
|--|------------------------|------------------------|---------------------|----------------------|

General Fund Cash Balance at December 31, 2019 \$ 3,369,688.55

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 - The new state budget increases the PLF to 1.7% of GRF revenue effective July 1, 2019. The July payment of \$253,435.24 was at 1.6% as mandated by law since the passage of the state budget was delayed. The true-up payment for July will be included in the August distribution. The 1.7% should bring in an additional estimate of \$20,985 for August thru December.

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. Year to date passport fees total \$53,938 and Interest received year to date is \$56,136.

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.

The Board of Trustees (the "Board") of the Upper Arlington Public Library, Franklin County, Ohio, (the "Library") met in general session on August 20, 2019, at 5:00PM., at the offices of the Board, Upper Arlington, Ohio 43221 with the following members present:

Mr. William Shkurti introduced the following resolution and moved its passage:

RESOLUTION

AUTHORIZING THE EXTENSION OF THE MASTER SUPPLY AGREEMENT FOR THE PURCHASE OF COMPETITIVE RETAIL ELECTRIC SERVICE FROM DIRECT ENERGY BUSINESS THAT COMMENCED AS OF THE JUNE 2017 BILLING CYCLE WITH SUCH EXTENSION TO BE FOR A TWENTY-FIVE MONTH PERIOD THROUGH THE JUNE 2022 BILLING CYCLE.

WHEREAS, the Upper Arlington Public Library is a member of META Solutions (f/k/a Metropolitan Educational Council (the "Council")), a body authorized by state statute to aggregate purchasing needs of schools and of related nonprofit educational entities so as to take advantage of economies of scale when purchasing essential products and services; and

WHEREAS, the Library joined with other major school districts and educational purchasing councils to conduct a Request for Proposal for competitive retail electric service commencing with the June 2017 billing cycle and terminating no later than the close of the May 2020 billing cycle, (the "RFP"); and

WHEREAS, as a result of the RFP, the Library entered into that certain Master Supply Agreement with Direct Energy Business for the supply of competitive retail electric service for which delivery commenced as of the June 2017 billing cycle and is to cease as of the end of the May 2020 billing cycle; and

WHEREAS, Section 3.2 of the Master Supply Agreement allows for an extension of the contract delivery period upon mutual agreement;

WHEREAS, Direct Energy Business is willing to extend the contract delivery period through the June 2022 billing cycle and is also willing to amend the contract purchase price to a lower amount which would reflect a reduction in current market pricing and a pass-through of costs related to Direct Energy Business' cost of compliance with the Ohio's renewable portfolio standards ("RPS") which are currently included in the stated purchase price;

WHEREAS, the amended contract purchase price is expected to be lower than the existing purchase price regardless of the addition of the RPS costs on a pass-through basis;

WHEREAS, Direct Energy Business is willing to process an administrative fee of \$0.0003 per kilowatt-hour of electricity used which such fee shall be payable to the Council and shall be reflected in the amended purchase price; and

WHEREAS, the Council is negotiating with Direct Energy Business on behalf of its members a form amendment for an extension of the Master Supply Agreements for Council members to incorporate the change in terms described in the foregoing recitals (the "Amendment");

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UPPER ARLINGTON PUBLIC LIBRARY, COUNTY OF FRANKLIN, STATE OF OHIO, as follows:

Section 1. The Board of Trustees of this Library does hereby authorize the Director or the Director's designee to execute the Amendment to the Master Supply Agreement provided that the stated purchase price in the Amendment is lower than the stated purchase price in the current Agreement and that the addition of the RPS pass-through cost is not expected to increase the stated purchase price in the Amendment above the stated purchase price in the current Agreement.

Section 2. The Library hereby directs the Fiscal Officer to review the Amendment to the Master Supply Agreement once received and determine if the Library has sufficient funds to certify this resolution and, if the Fiscal Officer so finds, to certify this resolution.

Mrs. Gloria Heydlauff Seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: Kevin Fix, Peter Hahn, Gloria Heydlauff, William Skurtz, John Yesso

Nays: None

The resolution passed.

Passed: August 20, 2019

BOARD OF TRUSTEES,
Upper Arlington Public Library, Franklin
County, Ohio

Attest: Am M. Peigallini
Fiscal Officer

[Signature]
Board President