

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

The meeting was called to order at 5:00 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Kate Hare, Gloria Heydlauff, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Beth Hatch, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Julie Whitt, Human Resources Manager; Chris Minx, Marketing and Community Relations Manager; Allison Frew, Executive Assistant; and Stephen Flynn.

EXCUSED ABSENCE: Maura Bowen and Peter Hahn.

SWEARING IN NEW TRUSTEE

Elizabeth Richards, Deputy City Clerk for the City of Upper Arlington, administered the Oath of Office to Kate Hare as she begins her term as an Upper Arlington Public Library Board Trustee.

Kate Hare's oath is attached as an exhibit to these minutes.

CONSENT AGENDA

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

RESOLUTION 24-19
SEPTEMBER 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	Campaign
\$ 5.00	130	Anonymous	Lane Road Bookdrop 2019
\$ 4.00	130	LR Jenkins	
\$ 50.00	130	Roy Lewicki	
\$ 59.00	Total		

SIGNATURE SHEET

Resolution No. 24-19

10/15/2019

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

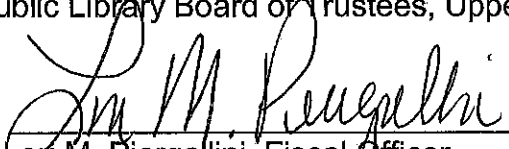
Voting:

John M. Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William J. Shkurti, Secretary	Aye
Kevin Fix	Aye
Kate Hare	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

INTERIM DIRECTOR'S REPORT

Tickets to the CLC Rick Steve's author visit on Monday, December 2, 2019 sold out on the first day of sale.

There are 88 tickets left on sale for Samin Nosrat's author visit for Sunday, October 20.

MONTHLY STATISTICS

There was a significant decrease in Programming attendance in September compared to last year due to pushing fall Storytime start times back until the end of the month.

Storytimes will not take their usual break this fall and will run later into November so the next few months or programming stats may look different from last year.

QUARTERLY STAFFING REPORT

The Assistant Director presented the Quarterly Staffing Report. There were no additional questions.

CYBERSECURITY UPDATE

The Director of Support Services provided an overview of the most common forms of cyber attacks and the security measures the Library have undertaken to mitigate potential threats.

FINANCE COMMITTEE

FISCAL OFFICER'S REPORT

The PLF for October is \$225,971, which is 3% higher than anticipated.

Passport fees and Star Ohio interest have surpassed what we budgeted for the year. Year-to-date passport fees total \$67,000 and Star Ohio interest as of the third quarter totals \$72,385, almost \$20,000 more than budgeted.

HEALTH CARE RENEWAL

RESOLUTION 25-19 **TO ACCEPT UNITED HEALTHCARE INSURANCE RENEWAL**

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby accepts the health care insurance renewal proposal from United Healthcare to be effective as of December 1, 2019 which reflects a 9.90% increase in premiums and an additional plan option.

SIGNATURE SHEET

Resolution No. 25-19

10/15/2019

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

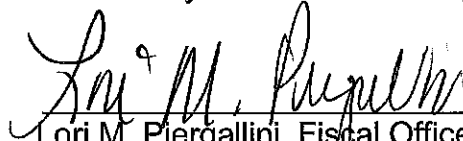
Voting:

John M. Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William J. Shkurti, Secretary	Aye
Kevin Fix	Aye
Kate Hare	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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

PRELIMINARY BUDGET DISCUSSIONS

The Fiscal Officer presented a draft of the 2020 Fiscal Year Budgets for all Funds for the Board's review. The Salaries and Benefits line includes an across-the-board increase of 2.7%, an increase in the minimum wage, and a 27th pay. The 27th pay will add an estimated \$149,000 to the payroll for next year. The Fiscal Officer will include the new insurance estimates into the Salaries and Benefits line for December's meeting.

The Revenue estimates the Library received from the County Auditor and State are firm.

The Board recommended exploring whether there were any other health care consortiums or groups that the Library could join in the future.

YOUTH SERVICES PROJECT

The Library is interested in creating a new play-based recreation area in the Main Library's Youth Department. Administration presented the draft plan to the Board, which estimates costs around \$80,000. The Board supported this project as a 2020 fundraising campaign and agreed to use Fund 250 monies to partially fund the project.

OCTOBER MEETING MINUTES

The Notes from the Finance Committee meeting are included here.

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

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

IN ATTENDANCE

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

STAFF MEMBERS: Kate Porter, Lori Piergallini, Julie Whitt and Allison Frew

REVIEW SEPTEMBER FINANCIALS

The Library's 2019 YTD Unencumbered Fund Balance is 4% higher than it was at this time last year. The Library's 2019 YTD Revenue is higher than it was in September 2018 due to the annual scheduled transfer of \$300,000 to the Building Improvement Fund occurring earlier this year than last year.

The Public Library Fund is 4% higher than estimated for September. The September PLF was \$247,764.09. September Passport fee revenue totaled \$5,126.

REVIEW SEPTEMBER CHECKS

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

The Fiscal Committee requested a brief overview of the Library's current cybersecurity measures to be presented to the full Board.

REVIEW SEPTEMBER RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of September 30, 2019.

The Library's Star Ohio account has generated \$7,999.16 in interest for September.

The statement balance for First Merchant Bank includes both the CD and a Checking Account. The CD's balance is \$102,556 and the checking account's balance is \$42,010.

REVIEW QUARTERLY INVESTMENT PLAN

As of the end of the 3rd Quarter, the Star Ohio interest is \$20,000 above our estimate for the year. Due to Star Ohio's competitive rate and liquidity, the Fiscal Officer recommends the Library continue to maximize its investment in Star Ohio. The first CD interest payment will be in November 2019.

PRELIMINARY 2020 BUDGET

The Fiscal Officer presented the preliminary budgets for all funds for Committee Review.

The Salaries and Benefits line of the 2020 Projected Budget includes a 2.7% across-the-board increase; a 27th payroll, which amounts to an additional \$149,000 in Expenditures; and the minimum wage increase from \$8.55 to \$8.70 beginning on January 1, 2020.

Health Insurance is not included in the Salaries and Benefit estimate since the Library is awaiting rates to be announced on October 11th.

FOLLOW-UP HEALTH INSURANCE QUESTIONS SHEET

In response to the Committee's request at the September Meeting for more information on our Health Insurance renewal process, the Human Resources Manager provided information from our broker about offering a PPO as a second option, updates on our eligibility with the ERC program, and a summary of the health insurance coverage from peer libraries.

POSSIBLE YOUTH DEPARTMENT PROJECT/FUNDRAISING IN 2020

The Library is interested in creating a new play-based recreation area in the Main Library's Youth Department. Administration presented a draft plan to the Committee, which estimates costs around \$80,000. Administration recommended this as a 2020 fundraising campaign and would like to partially fund the project with Fund 250 monies.

The Committee fully supported the idea.

ADJOURNMENT

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

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

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, OCTOBER 1, 2019
MEETING NOTES**

The meeting was called to order at 4:56 p.m.

IN ATTENDANCE

SIGNATURE SHEET

Resolution No. 26-19

10/15/2019

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Kate Hare:

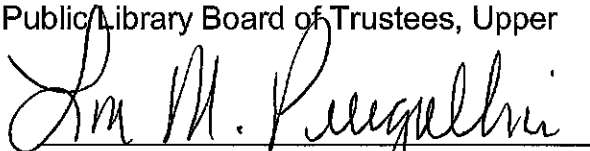
Voting:

John M. Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William J. Shkurti, Secretary	Aye
Kevin Fix	Aye
Kate Hare	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 ACCEPT CHANGES TO THE OPERATIONS MANUAL

**RESOLUTION 27-19
TO APPROVE CHANGES TO THE OPERATIONS MANUAL**

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

SIGNATURE SHEET

Resolution No. 27-19

10/15/2019

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

Voting:

John M. Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William J. Shkurti, Secretary	Aye
Kevin Fix	Aye

BOARD MEMBERS: Gloria Heydlauff and John Yesso

STAFF MEMBERS: Kate Porter, Julie Whitt and Allison Frew

EXCUSED ABSENCE: Maura Bowen

REVIEW OPERATIONS MANUAL CHANGES

Administration presented to the Committee a draft of the revisions to the Operations Manual with a summary of all changes. The proposed changes to Section 8.1 were rescinded by Administration for further consideration.

The Committee will recommend the full Board approve the changes to the Operations Manual.

REVIEW PERSONNEL POLICY MANUAL CHANGES

Administration also presented to the Committee a draft of the revisions to the Personnel Policy Manual with a summary of all changes.

The Committee will recommend the full Board approve the changes to the Personnel Policy Manual.

POSSIBLE PROJECT/FUNDRAISER FOR YOUTH DEPARTMENT 2020

The Library is interested in creating a new play-based recreation area in the Main Library's Youth Department. Administration presented a draft plan to the Committee, which estimates costs around \$80,000. Administration recommended this as a 2020 fundraising campaign and would like to budget the project through Fund 250.

The Committee fully supported the idea and recommended it be shared with the Finance Committee for their input. Administration will present the idea to the Finance Committee at the October Meeting.

ADJOURNMENT

The Meeting was adjourned at 5:27 p.m.

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

RESOLUTION TO ACCEPT CHANGES TO THE PERSONNEL POLICY MANUAL

RESOLUTION 26-19 TO APPROVE CHANGES TO THE PERSONNEL MANUAL

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

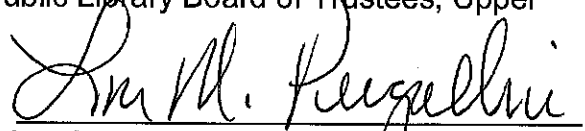
Kate Hare

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

PRESIDENT'S REPORT

COMMITTEE APPOINTMENT

The Board President assigned Kate Hare to the Operations Committee.

COLUMBUS METROPOLITAN CLUB PANEL RECAP

The Board President shared the notes he took from the most recent Columbus Metropolitan Club panel entitled *Libraries' Unorthodox Roles and Award-Winning Architecture*. Highlights include:

- Millennials use libraries more than any other generation
- Ohio has the largest per capita use of libraries in the nation
- Libraries were once built for collections; they are now built for connections
- Libraries are unique and should reflect the community they serve
- Libraries help others be successful
- 2013 was the peak of eBook sales, which has since declined
- 75% of recent voters stated that libraries are important for the future
- Dayton Library has "opportunity" spaces which are offered for non-profit use for extended periods of time
- It is important for patrons to be greeted when they first enter the library

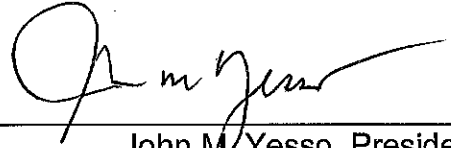
ADJOURNMENT

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

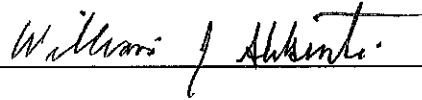
Voting:

John M. Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William J. Shkurti, Secretary	Aye
Kevin Fix	Aye
Kate Hare	Aye

The meeting was adjourned at 5:57 p.m.



John M. Yesso, President



William J. Shkurti, Secretary

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

Fund No.	Fund Description	09/01/2019 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	09/30/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 5,497,679.46	\$ 4,673,205.07	\$4,133,711.09	\$ 541,792.38	\$3,591,918.71
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 68,855.14	\$ 36,191.61	\$294,248.10	\$ 16,627.22	\$277,620.88
402	Building Improvement	\$405,156.18	\$ 300,000.00	\$ 324,237.78	\$380,918.40	\$ 63,342.99	\$317,575.41
501	Employee FSA Fund	\$5,254.20	\$ 11,888.72	\$ 10,399.62	\$6,743.30	\$ -	\$6,743.30
GRAND TOTAL		\$3,981,231.65	\$5,878,423.32	\$5,044,034.08	\$4,815,620.89	\$621,762.59	\$4,193,858.30

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.

All Funds
Statement of Cash Position
As of September 30, 2018

Fund No.	Fund Description	09/01/2018 Balance (a)	2018 YTD Revenue (b)	2018 YTD Expended (c)	9/30/2018 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,003,654.44	\$ 5,401,227.51	\$ 4,219,279.01	\$4,185,602.94	\$ 494,693.00	\$3,690,909.94
2XX	Special Revenue Fund-Combined	\$278,587.88	\$ 104,383.06	\$ 68,520.17	\$314,450.77	\$ 69,163.64	\$245,287.13
402	Building Improvement	\$364,979.22	\$ 29,644.48	\$ 264,600.29	\$130,023.41	\$ 23,796.16	\$106,227.25
501	Employee FSA Fund	\$3,202.68	\$ 14,086.56	\$ 13,432.24	\$3,857.00	\$ -	\$3,857.00
GRAND TOTAL		\$3,650,424.22	\$5,549,341.61	\$4,565,831.71	\$4,633,934.12	\$587,652.80	\$4,046,281.32

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 September 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	\$ 3,166,319.79	\$ 3,166,319.79	\$ (26,789.21)
Public Library Fund	\$ 2,687,669.00	\$ 2,061,548.64	\$ 2,738,617.07	\$ 50,948.07
Other Income	\$ 234,600.00	\$ 269,811.03	\$ 281,811.00	\$ 47,211.00
Total Revenue	\$ 6,115,378.00	\$ 5,497,679.46	\$ 6,186,747.86	\$ 71,369.86

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,091,845.00	\$ 3,049,828.33	\$ 4,044,745.04	\$ 47,099.96
Library Materials	\$ 882,117.00	\$ 626,813.43	\$ 838,011.15	\$ 44,105.85
Other Expenditures	\$ 1,126,941.00	\$ 696,563.31	\$ 968,460.00	\$ 158,481.00
Total Expenditures	\$ 6,100,903.00	\$ 4,373,205.07	\$ 5,851,216.19	\$ 249,686.81

**(Over) /
Under Budget**

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ 14,475.00	\$ 1,124,474.39	\$ 335,531.67	\$ 321,056.67
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ -
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Net Budget after Cash Transfers	\$ (285,525.00)	\$ 824,474.39	\$ 35,531.67	\$ 321,056.67
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General Fund Cash Balance at December 31, 2019 \$ 3,344,768.37

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 1.7% of GRF revenue effective July 1, 2019. PLF for September totaled \$247,764.09.

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 collected in September totaled \$5,126.00

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.

OATH OF OFFICE OF LIBRARY BOARD TRUSTEE

State of Ohio)
Franklin County) ss:

I, Kate Hare, do solemnly swear that I will support the Constitution of the United States of America and of the State of Ohio, and will to the best of my ability fulfill the duties of the office of Library Board Trustee of the City of Upper Arlington, Ohio.

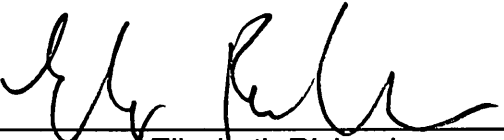


Kate Hare

The foregoing Oath of Office was administered by Elizabeth Richards, Deputy City Clerk, of the City of Upper Arlington, Ohio on this 15th day of October 2019.



Elizabeth Richards
Notary Public, State of Ohio
My Commission Expires 06-03-2020



Elizabeth Richards
Deputy City Clerk
City of Upper Arlington, Ohio