



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, DECEMBER 3, 2019 AT 5 PM

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Peter Hahn, 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; Chris Minx, Marketing and Communications Manager; Allison Frew, Executive Assistant, Julie Whitt, Human Resources Manager; and Stephen Flynn.

EXCUSED ABSENCE: Maura Bowen

CONSENT AGENDA

In addition to approving the absence of Maura Bowen, the consent agenda included the Minutes from the October Board of Trustees Meeting, the Financial Report for October, the October Donations Resolution and a Resolution to Thank Carol Poe. The Financial Report is included as an exhibit to these minutes. The Donations Resolution and Resolution to Thank Carol Poe are included here.

RESOLUTION 28-19
OCTOBER 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
\$ 100.00	130	Anton Chin	
\$ 15.00	130	Darlene Prince	In Memory of Barbara Trame
\$ 2,000.00	130	Frederick & Karla Roehrig	
\$ 30.00	250	Susan Treadway	In Memory of Dr. Bernie Snyder
\$ 2,145.00	Total		

RESOLUTION 29-19
**To Thank Carol Poe for her Outstanding Service
to the Upper Arlington Public Library**

WHEREAS, Carol Poe, a Circulation Assistant who has served in the Circulation Department since November 2015, will be retiring at the end of December 2019;

WHEREAS, Carol has been an exceptional staff member who frequently covered shifts for her department and whose calm disposition when assisting patrons and staff has been widely acknowledged and appreciated;

WHEREAS, Carol selected to become a passport agent in 2017 and was instrumental to the success of the Library's two passport fairs by serving as the Host of the event. In this role, she devised an organizational method in which to record and route the attendees, who numbered well above 130 for each event;

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the outstanding service and dedication of Carol Poe to the Upper Arlington Public Library and to the greater Upper Arlington community as noted and witnessed on this 3rd day of December 2019.

SIGNATURE SHEET

Resolution Nos. 29-19 and 30-19

12/3/2019

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

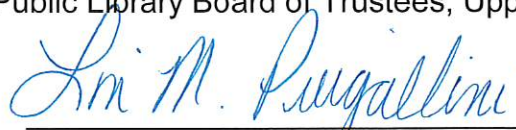
Voting:

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

ASSISTANT DIRECTOR'S REPORT

The Rick Steves' joint CLC author visit was on Monday, December 2, 2019.

The Assistant Director recommends watching the video recording of the Columbus Metropolitan Club's *Libraries' Unorthodox Role and Award-Winning Architecture* lecture from October 9, 2019 in preparation of the Strategic Planning Board Meeting on Friday, December 6.

DIRECTOR'S REPORT

The Director updated the Board on her activities and goals. The Director's current goals include strategic planning, marketing, usability, levy planning, fundraising, and the Youth Services project.

MONTHLY STATISTICS

There was a decrease in Programming attendance in October compared to last year due to a change to the fall Storytime schedule.

2020 BOARD AND COMMITTEE MEETING SCHEDULE DRAFT

A draft of the 2020 Board and Committee Meeting Schedule was provided for Board review. There were no additional comments.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

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

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

IN ATTENDANCE

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

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

REVIEW MONTH FINANCIALS

The ending balance for all Library accounts is currently 2.6% higher than it was this time last year. The Fiscal Office expects to end the year under budget.

The Public Library Fund is 2% higher than projected for October. PLF for October was \$225,971.

Year-to-date Passport Revenue totaled \$69,666 in October, which surpasses the \$60,000 the Library originally budgeted for the year. The Library averages \$5,000 per month for this service.

Year-to-date Library catalog services totaled \$26,040 in October; the Library originally budgeted \$27,000 for the year for this service.

REVIEW MONTH CHECKS

The October 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 October 31, 2019.

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 \$41,956.

FISCAL OFFICER'S REPORT

The Library has received two rebates from AEP for the Miller Park and Lane Road Libraries. A rebate for the Main Library is expected by the end of the year. The Library attributes switching to LED lighting for the decrease in power consumption.

The General Fund at Star Ohio accrued \$7,308 in interest for October. The Restricted Fund at Star Ohio and First Merchant Bank accrued \$184 in interest for October.

APPROVAL OF PURCHASE ORDER

Per the Library's Finance Manual, purchase orders in excess of \$50,000 require the approval by the Finance Committee before being printed. The new furniture and workroom walls at Lane Road Library have been quoted at \$51,365.67 from Loth, Inc. This renovation is funded from donations. The Committee approved the purchase order.

REVIEW OF 2020 BUDGET

The Fiscal Officer presented the budgets for all funds for Committee Review. The Salaries and Benefits line includes a 2.7% across-the-board increase; a 27th payroll, which amounts to an additional \$149,000 in Expenditures; the minimum wage increase from \$8.55 to \$8.70 beginning on January 1, 2020; and the healthcare costs the Library received from our broker on October 11th.

The 2020 Budget Projection includes a \$40,000 increase in both the Building Improvement Fund Annual Furniture and Equipment Budget Line and the Fund 250 Restricted Expenditures Line. Both lines were increased in order to account for the proposed play-based recreation area in the Main Library's Youth Department.

The Committee will recommend the full Board approve the 2020 Budget.

2020 PAY RANGES AND STAFF PAY INCREASE

The Human Resources Manager presented the 2020 Pay Ranges draft and explained the across-the-board staff pay increase to the Committee.

The Committee will recommend the full Board approve the 2020 Staff Pay Range and Pay Increase Resolution as well as the 27th pay.

The Library will be conducting a salary study in 2020.

The Committee agreed to cancel the December Finance Committee Meeting. The Fiscal Officer will send the Committee Packet to the Committee for their review.

Beth Hatch will be appointed as Deputy Fiscal Officer of the Library at the Board Organizational Meeting in January.

ADJOURNMENT

The meeting was adjourned at 5:37 p.m.

Next Meeting: Wednesday, January 8, 2020 at 5 p.m. in Meeting Room C

The Library has received \$2,012.95 in rebates from AEP for Miller Park and Lane Road Libraries.

FISCAL OFFICER'S REPORT

The Library pays the County Auditor tax settlement collection fees. In November, the Library received a refund of \$8,170 from the County Auditor due to a surplus in collection fees.

5-YEAR BUDGET PLAN

The Fiscal Officer presented the 5-Year Budget Plan to the Board for review. There were no additional comments.

PERMANENT APPROPRIATION RESOLUTION

The Permanent Appropriation Resolution is attached as an exhibit to these Minutes.

SIGNATURE SHEET

Resolution No. 30-19

12/3/2019

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

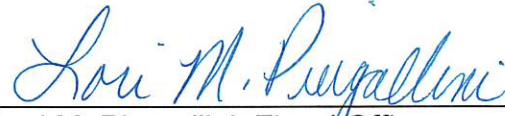
Voting:

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

TAX ADVANCE REQUEST RESOLUTION

RESOLUTION 31-19

**Authorization to have County Auditor Release Advance
Distribution of Tax Dollars**

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library authorizes the Fiscal Officer of the Library to receive tax advances and settlements from the Franklin County Auditor for the 2020 fiscal year.

SIGNATURE SHEET

Resolution No. 31-19

12/3/2019

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

Voting:

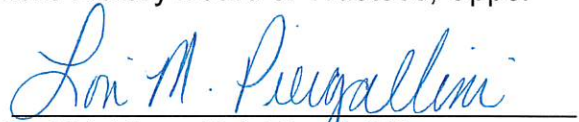
John M. Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye

William J. Shkurti, Secretary	Aye
Kevin Fix	Aye
Peter Hahn	Aye
Kate Hare	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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

2020 PAY RANGES, STAFF PAY INCREASE AND 27TH PAYROLL RESOLUTION

RESOLUTION 32-19

2020 Pay Ranges, Staff Pay Increase and 27th Payroll

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the revised 2020 pay ranges as listed in the attached permanent exhibit to be effective beginning December 15, 2019.

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby approve an across the board raise of 2.7% for those employees eligible to be effective with the first pay of 2020.

AND BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby approve the payment of a 27th payroll to employees on December 31, 2020.

SIGNATURE SHEET

Resolution No. 32-19

12/3/2019

Upon the motion of Trustee Peter Hahn, seconded by Trustee Kevin Fix:

Voting:

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

Peter Hahn
Kate Hare

Aye
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

All Library accounts are balanced for November.

OPERATIONS COMMITTEE

The Operations Committee did not meet in November.

PRESIDENT'S REPORT

The Board President thanked the Library staff and Board Members for their support during his 2-year term.

The President also recognized Jen Faure for her role on the Community Relations Assessment Task Force for City Council and promoting the Library's visibility throughout the city.

RESOLUTION TO THANK MAURA BOWEN

RESOLUTION 33-19

To Thank Maura Bowen for her Dedication and Service as an Upper Arlington Public Library Board Member

WHEREAS, Maura Bowen is a member of the Board of Trustees from June 2016 until the end of December 2019, who had first served as a member of the Operations Committee and then as its Chair. During this time, Maura volunteered her exceptional marketing expertise and insights, which led to the betterment of the Library's operations practices and fundraising initiatives;

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the service and dedication of Maura Bowen, who has made an outstanding and lasting contribution to the Upper Arlington Public Library and to the greater Upper Arlington community hereby noted and witnessed this 3rd day of December 2019.

SIGNATURE SHEET

Resolution No. 33-19

12/3/2019

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

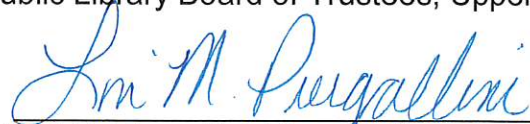
Voting:

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

ADJOURNMENT

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

Voting:

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

The meeting was adjourned at 5:14 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.

RESOLUTION 30-19

2020 PERMANENT APPROPRIATIONS

REVENUE	GENERAL FUND - 100	UAPL FRIENDS FUND - 201*	RESTRICTED FUND - 250	BUILDING FUND - 402
ESTIMATED BALANCE AT 1/1/2020	3,484,566	12,812	247,051	328,596
PLUS REVENUE	<u>6,200,496</u>	<u>100,000</u>	<u>3,050</u>	<u>300,000</u>
<i>AVAILABLE FOR APPROPRIATIONS (PROJECTED CASH BALANCE)</i>	9,685,062	112,812	250,101	628,596
EXPENDITURES*				
OPERATING:				
SALARIES & BENEFITS	4,344,342	-	-	-
LIBRARY MATERIALS	894,868	-	-	-
OTHER EXPENSES	<u>1,029,600</u>	<u>100,950</u>	<u>81,600</u>	<u>259,872</u>
TOTAL OPERATING EXPENDITURES	6,268,810	100,950	81,600	259,872
NON-OPERATING				
OTHER EXPENSES / TRANSFERS OUT	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL EXPENDITURES	6,568,810	100,950	81,600	259,872
<i>PROJECTED YEAR-END CASH BALANCE</i>	<u>3,116,252</u>	<u>11,862</u>	<u>168,501</u>	<u>368,724</u>

Note: General Fund has three expense budget categories whereas all other funds have one budget category that covers all non-personnel budget accounts for a fund. Funds 130 and 170 are included in the General Fund for reporting purposes. *Fund 201 is solely Friends of the Library related activity.