



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, JANUARY 21, 2020 AT 5 PM

The meeting was called to order at 5:07 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, 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; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE: Peter Hahn

CONSENT AGENDA

In addition to approving the absence of Peter Hahn, the consent agenda included the Minutes from the December Board of Trustees meeting and the December 6th Special Meeting, the Financial Report for December and the November and December Donations Resolution. The Financial Report is included as an Exhibit to these minutes. The Donations Resolution is included here.

RESOLUTION 04-20
NOVEMBER AND DECEMBER 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	Allison Frew	Holiday Happiness
\$ 5.00	130	Anonymous	Holiday Happiness
\$ 5.00	130	Emily Sommers	Holiday Happiness
\$ 103.00	130	Eric Deese	
\$ 25.00	130	Erik Vasusarver	
\$ 5.00	130	H Bowe	Holiday Happiness
\$ 175.00	130	Jalisco INC.	El Vaquero/Library Card Sign Up Month

\$ 50.00	130	Laura & Bill Bruce	
\$ 50.00	130	Myrlyn Reasoner	In Memory of Lynne Hanhिलammi
\$ 25.00	130	Myrlyn Reasoner	In Memory of Lynn Early
\$ 25.00	130	Myrlyn Reasoner	In Memory of Carole Turner
\$ 200.00	130	Paul Braunsdorf	
\$ 51.50	130	Shahin & Pirouz Shoar	
\$ 5.00	130	Xiang Cheng	Holiday Happiness
\$729.50	Total		

SIGNATURE SHEET

Resolution No. 04-20

1/21/2020

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

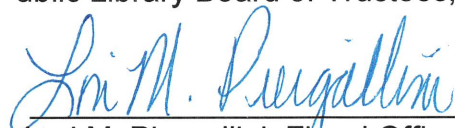
Voting:

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

PASSPORT AWARD

The U.S. Department of State named Upper Arlington Public Library the 2019 Passport Acceptance Facility of the Year for public facilities. There are two categories for this award: Public facility, and Military and Federal facility, with 810 Acceptance Facilities participating in the program overall. The Assistant Director, who has served as the Library's Passport Program Manager since its inception, will travel to Washington, D.C. to receive the award.

2019 TACTICS UPDATE AND 2020 TACTICS DRAFT

The Assistant Director presented the 2019 Tactics Update and the 2020 Tactics draft for the Board to review.

DIRECTOR OF SUPPORT SERVICES' REPORT

The Director of Support Services presented a PowerPoint Presentation on the building renovations the Lane Road Library has undergone over the last 6 months.

Renovations for Lane Road Library were supported by two \$25,000 unrestricted donations from A. Jean Clark, a resident of Upper Arlington for over fifty years and a grateful participant of the Library's Outreach Program.

DIRECTOR'S REPORT

MONTHLY STATISTICS

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

ANNUAL SECURITY POLICY RESOLUTION

RESOLUTION 05-20

To Reapprove Local Library Security Policy

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby reapproves the Local Library Security Policy, as included in the Operations Manual, as outlined as an Exhibit to this Resolution, and as recommended by the Administration of the Upper Arlington Public Library.

SIGNATURE SHEET

Resolution No. 05-20

1/21/2020

Upon the motion of Trustee Kevin Fix, seconded by Trustee John Yesso:

Voting:

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

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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Upper Arlington Public Library
Upper Arlington, Ohio

ANNUAL/QUARTERLY STAFFING REPORT

The Director presented the annual/quarterly staffing report to the Board for review.

ORGANIZATIONAL CHART

Since Marketing is a key goal of the developing Strategic Plan, the Director changed the reporting structure for the Marketing and Community Relations department. The Manager of Marketing and Community Relations will now report directly to the Director.

OLC TRUSTEE WORKSHOP

OLC is hosting their annual Library Trustee Workshop on Saturday, March 7th.

The Upper Arlington Public Library was named a 5-Star Library by the Library Journal for 2019.

HUMAN RESOURCES MANAGER'S REPORT

CHANGE TO POSITION CLASSIFICATIONS

Administration would like to convert two part-time roles in the Marketing and Community Relations Department into a full-time position, who will be responsible for graphic design and managing digital content. Administration answered all questions from the Board.

RESOLUTION 06-20

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 Graphic Designer and Community Relations Associate and to add the Graphic Design and Digital Marketing Creator position.

SIGNATURE SHEET

Resolution No. 06-20

1/21/2020

Upon the motion of Trustee John M. Yesso, seconded by Trustee William J. Shkurti:

Voting:

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

FINANCE COMMITTEE

FISCAL OFFICER'S REPORT

The Library's accounts are balanced for 2019. The Library continues to monitor ways to reduce expenses. Other Income sources exceeded expectations for the year.

W2s and 1099s have been issued.

The Library received a tax advance of \$150,000 and another for \$325,000. Both advances will be deposited into our StarOhio account to collect interest.

The Fiscal Officer is currently working on the report for the State Auditor.

JANUARY MEETING MINUTES

The Notes from the Finance Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, JANUARY 8, 2020
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: Beth Hatch, Kate Porter, Lori Piergallini, and Allison Frew

OTHER ATTENDEES: Stephen Flynn

The Fiscal Officer presented to the Committee a list of Purchase Orders with encumbrances above \$25,000. The Library's Finance Manual requires the Finance Committee be notified of Purchase Orders between \$25,000-49,000 prior to printing purchase orders. In addition, the Finance Committee must approve all Purchase Orders in excess of \$50,000 before being printed. The Committee was notified and then approved the Purchase Orders presented below.

LIBRARY PURCHASE ORDERS

Per the Library's Finance Manual, individual purchase orders with encumbrances between \$25,000-49,999 requires notification to the Finance Committee before being printed. The following purchase will be printed:

VENDOR	AMOUNT	DESCRIPTION
CENGAGE Learning, INC	\$40,300.00	for databases
BUSINESS CARD SERVICES	\$31,355.00	Administrative Supplies
OCLC, Inc. Proxy	\$36,826.90	Cataloging Services and EZ
W.T. COX	\$33,255.00	2020 MAGAZINES

Per the Library's Finance Manual Section FP-6.4: individual requisition orders in excess of \$50,000 require secondary approval by the Finance Committee before the purchase order can be printed.

Your approval is requested for the following Requisitions:

VENDOR	AMOUNT	DESCRIPTION
ANAGO OF GREATER COLUMBUS	\$50,340.00	Custodial Services
Edward D.A Sommer	\$59,100.00	2020 OPOC Success Share
AMERICAN ELECTRIC POWER	\$89,795.15	Electric Supplier
MIDWEST TAPE	\$138,400.00	Main Entertainment Account
BAKER & TAYLOR COMPANY	\$309,000.00	Main Book Account
Central Library Consortium	\$149,563.98	CLC ILS and Project Charges

REVIEW DECEMBER FINANCIALS

The Library's 2019 Expenditures were \$270,000 higher than they were in 2018 but still came in under budget for the year. The Library's 2019 Revenue was 1% higher than -- 2018 and exceeded the projected budgeted amounts. The ending balance for all Library accounts for 2019 was \$94,000 higher than the prior year.

The Fiscal Officer closed all outstanding purchase orders at year end.

The December Public Library Fund totaled \$191,918.18. October interest totaled \$5,634 and Passport fee revenue was \$4,216.

REVIEW DECEMBER CHECKS

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

REVIEW DECEMBER RECONCILIATIONS

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

The First Merchant Bank account balance reflects both the CD and Checking Account balances. The CD balance is \$103,133.04 and the Checking Account balance is \$40,582.62.

FISCAL OFFICER'S REPORT

The Library ended the year with a balance of \$4,075,321, which is a 7.7% increase over last December.

The Library's Other Income sources collected \$98,708 more than anticipated for the year. Passport execution fees totaled \$79,052.70, which is 131% more than originally anticipated. Passport photo fees totaled \$21,940 for the fiscal year. Library Cataloging Services revenue totaled \$31,884. General Fund Investment Income totaled \$91,385 for 2019.

QUARTERLY INVESTMENT REPORT

The Fiscal Officer presented the balance for all investments as of December 31, 2019, including quarterly and year-to-date interest received.

The Fiscal Officer also provided a recap of the total interest the Library received between 2017-2019.

Due to STAR Ohio's competitive rate and liquidity, the Fiscal Officer recommended the Library continue its investment in the investment pool.

REVIEW LUMP SUM PAYMENTS RESOLUTION

Administration requested approval of a one-time lump sum payments awarded to employees whose merit pay increases resulted in their hourly rate exceeding maximum pay range for their position.

The Committee recommended including lump sum payments as a policy so that a Resolution will no longer be needed to approve this payment each year.

REVIEW APPROPRIATIONS RESOLUTION

The Board approved 2020 budget appropriations for the Organizational/Membership Dues in the amount of \$120. The Fiscal Officer requested the Committee to recommend approving the Resolution to Amend the Organization/Membership dues budget by \$10,900 to a total of \$11,020.

ADJOURNMENT

The meeting was adjourned at 5:17 p.m.

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

AMENDMENT FOR APPROPRIATIONS

RESOLUTION 07-20 2020 APPROPRIATIONS AMENDMENT

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2020 Appropriations:

**Fund 100 General Fund
(Organization/Membership Dues)**

+ \$ 10,900

SIGNATURE SHEET

Resolution No. 07-20

1/21/2020

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

Voting:

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

RESOLUTION TO AUTHORIZE LUMP SUM MERIT PAYMENTS FOR STAFF

RESOLUTION 08-20
Lump Sum Payments

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves a onetime lump sum payment to those employees for whom the 2.7% across-the-board pay increase for 2020 resulted in their hourly rate exceeding the maximum pay range for their position.

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby approve a lump sum payment in the amount that exceeded the maximum hourly wage for said position times the annual budgeted hours for that position.

SIGNATURE SHEET

Resolution No. 08-20

1/21/2020

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

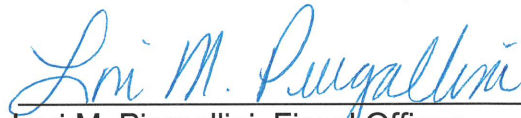
Voting:

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

OPERATIONS COMMITTEE

The Operations Committee did not meet in January.

PRESIDENT'S REPORT

STRATEGIC PLANNING UPDATE

The President reviewed the summary of the Strategic Plan Summary and outlined some of the key objectives. The Board is interested in devising a strategy for the staff and the Board to meet in order to configure the tactics for the Plan.

ADJOURNMENT

William J. Shkurti made a motion to adjourn the meeting. Stephen Flynn seconded the motion.

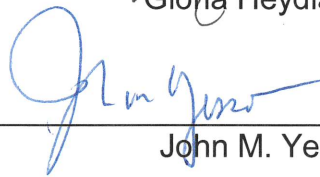
Voting:

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

The meeting was adjourned at 5:52 p.m.



Gloria Heydlauff, President



John M. Yesso, Secretary

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

Fund No.	Fund Description	1-Jan-19 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	12/31/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 6,220,695.11	\$ 6,028,898.14	\$3,501,033.67	\$ -	\$3,501,033.67
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 88,827.89	\$ 92,766.38	\$257,646.08	\$ -	\$257,646.08
402	Building Improvement	\$405,156.18	\$ 300,000.00	\$ 392,747.09	\$312,409.09	\$ -	\$312,409.09
501	Employee FSA Fund	\$5,254.20	\$ 18,534.07	\$ 19,556.00	\$4,232.27	\$ -	\$4,232.27
GRAND TOTAL		\$3,981,231.65	\$6,628,057.07	\$6,533,967.61	\$4,075,321.11	\$0.00	\$4,075,321.11

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 December 31, 2018

Fund No.	Fund Description	January 1, 2018 Balance (a)	2018 YTD Revenue (b)	2018 YTD Expended (c)	12/31/2018 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,003,654.44	\$ 6,125,045.79	\$ 5,819,463.53	\$3,309,236.70	\$ 150,557.65	\$3,158,679.05
2XX	Special Revenue Fund-Combined	\$278,587.88	\$ 115,064.55	\$ 132,067.86	\$261,584.57	\$ 6,701.41	\$254,883.16
402	Building Improvement	\$364,979.22	\$ 329,644.48	\$ 289,467.52	\$405,156.18	\$ 42,962.40	\$362,193.78
501	Employee FSA Fund	\$3,202.68	\$ 17,666.24	\$ 15,614.72	\$5,254.20	\$ -	\$5,254.20
GRAND TOTAL		\$3,650,424.22	\$6,587,421.06	\$6,256,613.63	\$3,981,231.65	\$200,221.46	\$3,781,010.19

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 December 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	\$ 3,174,489.37	\$ 3,174,489.37	\$ (18,619.63)
Public Library Fund	\$ 2,687,669.00	\$ 2,712,897.02	\$ 2,712,897.02	\$ 25,228.02
Other Income	\$ 234,600.00	\$ 333,308.72	\$ 333,308.72	\$ 98,708.72
Total Revenue	\$ 6,115,378.00	\$ 6,220,695.11	\$ 6,220,695.11	\$ 105,317.11

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,091,845.00	\$ 3,980,301.22	\$ 3,980,301.22	\$ 111,543.78
Library Materials	\$ 882,117.00	\$ 841,356.21	\$ 841,356.21	\$ 40,760.79
Other Expenditures	\$1,111,941.00	\$ 907,240.71	\$ 907,240.71	\$ 204,700.29
Total Expenditures	\$ 6,085,903.00	\$ 5,728,898.14	\$ 5,728,898.14	\$ 357,004.86

(Over) / Under Budget

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ 29,475.00	\$ 491,796.97	\$ 491,796.97	\$ 462,321.97
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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	\$ (270,525.00)	\$ 191,796.97	\$ 191,796.97	\$ 462,321.97
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General Fund Cash Balance at December 31, 2019 \$ 3,501,033.67

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 December totaled \$191,918.18.

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. Interest for December totaled \$5,634.38 and monthly Passport fees collected were \$4,216.00

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.