



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, FEBRUARY 18, 2020 AT 5 PM

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

IN ATTENDANCE

BOARD MEMBERS: Stephen Flynn, Peter Hahn, Kate Hare, Gloria Heydlauff, and William J. Shkurti.

ALSO PRESENT: Beth Hatch, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Christine Minx, Marketing and Community Relations Manager; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE: Kevin Fix and John M. Yesso

CONSENT AGENDA

In addition to approving the absences of Kevin Fix and John M. Yesso, the consent agenda included the Minutes from the January Board of Trustees Organizational Meeting and the January Board of Trustees Regular Meeting, the Financial Report for January and the January Donations Resolution. The Financial Report is included as an exhibit to these minutes. The Donations Resolution is included here.

RESOLUTION 09-20
JANUARY 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
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Erik Vasusarver	
\$ 21.00	130	Patricia Husch	
\$ 71.00	Total		

SIGNATURE SHEET

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Stephen Flynn:

Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	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

The Library Trustees are invited to attend the Upper Arlington City Council Meeting on Monday, March 9th at 7:30 p.m. City Council will be issuing a resolution to congratulate the Library for being recognized as a 5-Star Library.

ANNUAL PROGRAM SATISFACTION SCORES

The Assistant Director reviewed the results of our annual program satisfaction scores for 2019. 2019 is the fourth year that the Library has surveyed program attendees; scores were high for all program types once again. The question "How did you find out about this program?" was added to the survey and the results were broken down by age group.

Administration is interested in examining the survey to align it with the goals of the currently developing Strategic Plan.

SECURITY INCIDENTS UPDATE

There was an increase in the number of incidents reported in 2019 compared to 2018; however, Administration attributes the increase in reports to staff's level of ease with reporting.

DIRECTOR'S REPORT

The Director will reinstate the Fundraising Chart on the Director's Report once the Library decides on a monetary fundraising goal for 2020. This goal will illustrate the various sources of the funds received for the Early Learning Play Area.

The Director updated the Board on the current process of the Strategic Plan. The latest draft will be presented at the March Operations Committee, to which the Strategic Planning Committee is invited.

MONTHLY STATISTICS

There was a decrease in Program Attendance in January due to a decrease in the number of programs offered.

ANNUAL STATISTICS

The Director reviewed the annual statistics with the Board and answered all questions.

The Board would like to compare the stats for website activity with those of other suburban libraries. The Board would also like the number of downloads of the UA Library App added to the statistics.

OLC TRUSTEE DINNER REMINDER

OLC is hosting an OLC Trustee Dinner in Grove City on April 2nd at 6 p.m. Any Trustee interested in attending should contact the Executive Assistant to be registered.

FINANCE COMMITTEE

FISCAL OFFICER'S REPORT

The Library will receive its tax settlement in March but requested weekly tax advances. The Library received \$1.2 million in tax advances to date and has invested \$930,000 in the Star Ohio account to capitalize on the interest.

The February Public Library Funding is \$265,738, which is 2% higher than estimated.

JANUARY MEETING MINUTES

The Notes from the Finance Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, FEBRUARY 12, 2020
MEETING NOTES**

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, and William J. Shkurti

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

REVIEW JANUARY FINANCIALS

The Library's 2020 YTD Expenditures are \$106,000 higher than they were in January 2019 due to projects carrying over from 2019. The Library's tax advances are lower this year than they were at this time last year, which is reflected in the 2020 YTD Revenue total. The 2020 unencumbered balance for January is 6.5% less than it was in January 2019.

The Library received \$249,532.63 from the Public Library Funding for January which was 10% higher than estimated. January's General Fund interest totaled \$5,386.57 and Passport fee revenue was \$10,891.50. The Library hosted a Passport Fair in early January which contributes to the large amount received for Passport fees for the month.

REVIEW JANUARY CHECKS

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

REVIEW JANUARY RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of January 31, 2020.

The Library's January tax advances were deposited into the Star Ohio General Fund account; the tax advance received for February has been moved into that account as well. These transfers were made to capitalize on the high-yield interest rate associated with the account.

The Star Ohio General Fund Account accrued \$5,386.57 in interest for January. The Star Ohio Restricted Fund accounts accrued \$163.25 in interest for January.

REVIEW OF CREDIT CARD BALANCE

The Library's Credit Card policy requires the Fiscal Officer to present to the Finance Committee an annual review of Credit Card Reward Points accumulated by and redeemed by the Library. At the January 2019 Finance Committee Meeting, the Committee requested the Library redeem credit card reward points for gift cards for vendors that the Library uses to purchase supplies.

The Fiscal Officer presented a breakdown of credit card reward points. This includes the beginning and ending balances for the reward points, as well as the vendors and the amounts the cards were redeemed for.

In 2019, the Library has purchased with the gift cards equipment for a Listening Station in the Media Services Department, a Cricut craft machine for Lane Road Library, an additional camera and photo printer for the Passport Service, and miscellaneous supplies for the Thank You Breakfast event.

The Committee asked what the ratio of point balance to redemption value is. This ratio is dependent upon the vendor for which the points are redeemed.

YOUTH DEPARTMENT PROJECT

The Director presented the latest renderings and quote for the Youth Services Play-Based Learning area to the Committee for review.

At the October 2019 Board Meeting, the Board approved the use of \$40,000 from Fund 250 to support the project. Fund 250 is a restricted fund derived of monies from the Upper Arlington Public Library Foundation, which dissolved in 2010. Per the Upper Arlington Public Library Foundation Certificate, the Upper Arlington Public Library is permitted to expend funds designated by the Certificate for charitable, educational or scientific purposes.

The Library has also budgeted \$40,000 for the project from the Building Improvement Fund 402. The Library must appropriate this amount in order to sponsor the project; however, Administration aims to compensate for this amount by applying for grants and soliciting donations as to not spend from the account.

The Director answered the Committee's questions about the timeline of the Youth Services project in full.

The Committee Chair opened discussion regarding the Library's Levy, which is set to expire in December 2022. The Chair would like to begin the planning process for the Levy by summer 2020.

The Director updated the Operations Committee on the work staff have accomplished in contributing to the finalization of the strategic plan and timeline. The Finance Committee would like to consider whether the current Board committees corresponds with the new objectives outlined in the strategic plan.

The Finance Committee requested Administration review the 5-Year Projection with the Committee by either the March or April Finance Committee Meeting.

The Fiscal Officer explained to the Committee that the County Auditor will not provide a tax estimate to the Library until the Board approves to move forward with the Levy process. The Fiscal Officer budgeted for legal counsel regarding the Levy in the Professional Services budget account.

ADJOURNMENT

The meeting was adjourned at 5:42 p.m.

Next Meeting: Wednesday, March 11, 2020 at 5 p.m. in Meeting Room C

The Finance Committee expressed interest in making the Levy a priority of the Director's once the Strategic Planning process is finalized. The Fiscal Officer confirmed that the Library is permitted to hire legal counsel for the Levy.

OPERATIONS COMMITTEE

JANUARY MEETING MINUTES

The notes from the Operations Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE TUESDAY, FEBRUARY 4, 2020 MEETING NOTES

The meeting was called to order at 5:04 p.m.

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn and Gloria Heydlauff

STAFF MEMBERS: Beth Hatch, Kate Porter and Allison Frew

EXCUSED ABSENCE: Kate Hare and John Yesso

PROGRAM SATISFACTION UPDATE

The Library has conducted program satisfaction surveys every October since 2016. The Library's programs have consistently scored high each year. The question "How did you find out about this program" was added to the survey this year.

The Director explained the results of the survey to the Committee and answered all questions.

MISSION STATEMENT REVISION

During the Board Retreat, a group comprised of Board Members and the Admin Team determined that the mission statement should be revised in order to better identify who we serve, their needs, and to what end.

A group comprised of some Admin members and staff met to revise the statement. Administration requests changing the mission statement.

Our current mission: The threefold Mission of the UA Library is to help the community explore current topics, UA heritage, and world issues; to provide a central place for the citizens of UA to gather and share ideas; and encourage its residents to grow through a lifetime of learning.

From this mission, the library also uses the tag line: Explore. Gather. Grow.

Revised mission: The Mission of the UA Library is to create educational, social, and entertaining experiences to inspire our local community to *explore, gather, and grow*.

The Committee agreed to recommend the full Board approve the new mission statement.

ANNUAL REVIEW OF SECURITY INCIDENT REPORTS

There was a 21% increase in the number of incidents reported in 2019 compared to 2018; however, Administration attributes the increase in reports to incidents of repeat offenders and staff's level of ease with reporting.

UPDATE TO OPERATIONS POLICY 1.14 (LOST AND FOUND)

Administration would like to reduce the time frame for holding lost items from 90 days to 30 days due to the volume of items that are not claimed.

The Committee agreed to recommend the full Board approve the change to the Operations Manual.

YOUTH SERVICES PROJECT UPDATE AND FUNDRAISING

The Director presented the latest renderings the Library received from EMD Interactives to the Committee for review. The Fundraising Committee is working on a timeline and methodology in which to solicit donations to support this project.

Stasia Suleiman, who presented the sculpture *Reading Man* to the Board in February 2019 for donation consideration in memory of her late father, Roman Czech, met with Administration to present the final version of the sculpture. Mrs. Suleiman is coordinating the creation of the pedestal and the donation plaque for the sculpture before working with the Library to select an installation date.

STRATEGIC PLANNING

The Director updated the Operations Committee on the work staff have accomplished in contributing to the finalization of the strategic plan and timeline.

ADJOURNMENT

The Meeting was adjourned at 5:36 p.m.

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

RESOLUTION TO ADOPT NEW MISSION STATEMENT

RESOLUTION 10-20 REVISION OF LIBRARY MISSION

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby approve the revision of the Library mission statement to the following:

The Library's Mission is to create educational, social, and entertaining experiences to inspire our local community to *explore, gather, and grow*.

SIGNATURE SHEET

Resolution No. 10-20

2/18/2020

Upon the motion of Trustee Peter Hahn, seconded by Trustee William J. Shkurti:

Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
Stephen Flynn	Aye

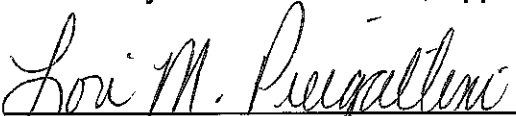
Kate Hare
William J. Shkurti

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

RESOLUTION TO REVISE LOST AND FOUND POLICY

**RESOLUTION 11-20
To Revise Lost and Found Policy**

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. 11-20

2/18/2020

Upon the motion of Trustee Peter Hahn, seconded by Trustee Kate Hare:

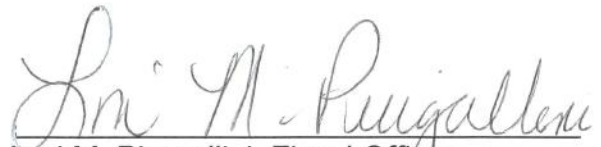
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	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

PRESIDENT'S REPORT

There was no topics for this section.

ADJOURNMENT

William J. Shkurti made a motion to adjourn the meeting. Kate Hare seconded the motion.

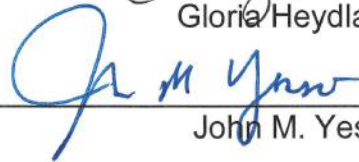
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
Stephen Flynn	Aye
Peter Hahn	Aye
Kate Hare	Aye
William J. Shkurti	Aye

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



Gloria Heydlauff, President



John M. Yesso, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of January 31, 2020

Fund No.	Fund Description	1/1/2020 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	1/31/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 1,082,184.37	\$709,820.22	\$3,873,397.82	\$ 1,429,393.69	\$2,444,004.13
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 163.25	\$ 2,259.24	\$255,550.09	\$ 30,336.94	\$225,213.15
402	Building Improvement	\$312,409.09	\$ -	\$ 8,555.05	\$303,854.04	\$ 41,470.38	\$262,383.66
501	Employee FSA Fund	\$4,232.27	\$ 779.60	\$ 2,992.58	\$2,019.29	\$ -	\$2,019.29
GRAND TOTAL		\$4,075,321.11	\$1,083,127.22	\$723,627.09	\$4,434,821.24	\$1,501,201.01	\$2,933,620.23

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 January 31, 2019

Fund No.	Fund Description	1/1/2019 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	1/31/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 1,194,893.30	\$603,327.26	\$3,900,802.74	\$ 1,359,565.38	\$2,541,237.36
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 811.87	\$ 3,232.53	\$259,163.91	\$ 28,158.76	\$231,005.15
402	Building Improvement	\$405,156.18	\$ -	\$ 9,766.08	\$395,390.10	\$ 33,196.32	\$362,193.78
501	Employee FSA Fund	\$5,254.20	\$ 1,076.32	\$ 1,079.67	\$5,250.85	\$ -	\$5,250.85
GRAND TOTAL		\$3,981,231.65	\$1,196,781.49	\$617,405.54	\$4,560,607.60	\$1,420,920.46	\$3,139,687.14

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 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 January 31, 2020

Beginning Cash Balance as of January 1, 2020 \$ 3,501,033.67

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,211,219.00	\$ 805,000.00	\$ 3,211,219.00	\$ -
Public Library Fund	\$ 2,754,570.00	\$ 249,532.63	\$ 2,754,570.00	\$ -
Other Income	\$ 221,307.00	\$ 27,651.74	\$ 221,307.00	\$ -
Total Revenue	\$ 6,187,096.00	\$ 1,082,184.37	\$ 6,187,096.00	\$ -

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,344,342.00	\$ 441,901.40	\$ 4,344,342.00	\$ -
Library Materials	\$ 894,868.00	\$ 165,677.61	\$ 894,868.00	\$ -
Other Expenditures	\$ 1,029,600.00	\$ 102,241.21	\$ 1,029,600.00	\$ -
Total Expenditures	\$ 6,268,810.00	\$ 709,820.22	\$ 6,268,810.00	\$ -

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (81,714.00)	\$ 372,364.15	\$ (81,714.00)	\$ -
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -
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Net Budget after Cash Transfers	\$ (381,714.00)	\$ 372,364.15	\$ (381,714.00)	\$ -
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General Fund Cash Balance at December 31, 2020 \$ 3,119,319.67

Budget as approved by the Board of Trustees in December 2019 and amended January 21, 2020.

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. January PLF totaled \$249,532.63.

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. Star Ohio Interest totaled \$5,386.57 for January. Passport fees of \$10,891.50 were collected for the month.

Salaries & Benefits - The 2020 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.

OP – 1.14: LOST AND FOUND

The Upper Arlington Public Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property. All unclaimed items or found items turned into the staff will be placed in the Library's Lost and Found box at each branch location. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

- Lost and found items will be dated and stored in the Lost and Found box at the Circulation Desk of each branch for a period of ~~3090~~ days. ~~Monthly~~Quarterly, all unclaimed items held past the ~~3090~~-day threshold will be vacated via donation to a local charity, disposed of via trash service or submitted to the City of Upper Arlington Police Department. The appropriate method to dispose of items held in lost and found will be determined by Library Administration and items that are deemed to have an assessed value of greater than \$100 will be turned over to the City of Upper Arlington.
- Under no circumstances will items be auctioned, purchased by or donated to Library personnel.
- To claim a lost item, the patron must satisfactorily describe it to the Library staff member and say what day the item was likely left in the Library. This will ensure that items with similar physical characteristics (cell phones, flash drives, etc.) are less likely given to the wrong person.
- When the Library deems appropriate (e.g., to claim certain items such as credit/debit cards), owners must present a valid form of photo identification matching that of the item in question.
- Hazardous and perishable items will be discarded immediately.
- The Library is not responsible for unattended items that are mistaken as lost items. It is the responsibility of the owner to stay in sight of and keep track of all personal belongings at all times.
- The Library will not take the contact information of anyone who is looking for a lost item and believes that it might be found at the Library. The owner of the lost item is encouraged to check back periodically in case the item has been found.
- The Library recognizes that lost and found flash drives or other electronics might contain sensitive and/or personal information. Library staff will not access devices in order to locate the owner's contact information in an effort to protect confidential personal information.