



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

Due to the ongoing situation with COVID-19, the Ohio Attorney General, Dave Yost, has provided written guidance regarding Ohio's Open Meeting Act (OMA) permitting a member of the public body to appear at a public meeting via teleconference.

With this consideration in mind, the Upper Arlington Public Library hosted this Board Meeting virtually at <http://board.ualibrary.org> so the public may view the meeting live.

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, 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; Julie Whitt, Human Resources Manager; and Allison Frew, Executive Assistant.

CONSENT AGENDA

The Consent Agenda included the Minutes from the February Board of Trustees Meeting, the Minutes from the March 24, 2020 Board of Trustees Special Meeting, and the Financial Reports for February and March. The Financial Reports are included as an exhibit to these Minutes.

Upon the motion of Trustee Kevin Fix, seconded by Trustee Stephen Flynn, the Board approved the consent agenda unanimously.

ASSISTANT DIRECTOR'S REPORT

RESOLUTION TO ELIMINATE NEW PATRON STATUS

The Assistant Director explained the Resolution to Eliminate New Patron Status to the Board. By eliminating the New Patron card status, all new patrons will automatically be

assigned the Full Access patron status. Full Access patron status permits patrons to check-out the maximum number of Library materials on their account.

**RESOLUTION 13-20
To Eliminate New Patron Status**

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. 13-20

4/21/2020

Upon the motion of Trustee John M. Yesso, seconded by Trustee Stephen Flynn:

Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice 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

DIRECTOR'S REPORT

QUARTERLY STAFFING REPORT

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

DIRECTOR'S REPORT AND REOPENING PLANS

The Director provided an overview of the Library's closure, which began on Saturday, March 14, 2020; tentative reopening plans; and the financial impact the Library will

experience due to statewide closures of businesses as directed by Governor DeWine's Stay-at-Home Order first issued on March 19th.

The April Director's Report is included below.

COVID-19 Pandemic

The week of March 15, Ohio Governor Mike DeWine was joined by Lt. Governor Jon Husted and Ohio Department of Health Director Amy Acton M.D., MPH, where they announced several decisions to slow the spread of Coronavirus (COVID-19).

That Monday, Governor DeWine signed Executive Order 2020-01D, declaring a state of emergency in Ohio to protect the well-being of Ohioans from the dangerous effects of COVID-19. The state of emergency allows state departments and agencies to better coordinate in their response.

On March 19, the OLC Board of Directors recommended public libraries temporarily close their buildings to the general public to ensure the safety and well-being of library patrons and staff and to prevent exposure to COVID-19.

On March 25, Gov. DeWine signed House Bill (HB) 197 which provides emergency relief to Ohioans during the COVID-19 pandemic. That same day, President Trump signed the Coronavirus Aid, Relief and Economic Security (CARES) Act.

The Upper Arlington Public Library closed beginning Saturday, March 14 and the library is considering reopening when the Stay-at-Home order is lifted and can do so safely. We will make the decisions in coordination with the other central Ohio libraries and with guidance from the Ohio Library Council. A tentative open date is scheduled for Monday, May 18. If SAH is lifted, some staff may report to work on May 4. Curbside pickup for current reserves may be available.

Administration is working on a pandemic plan as well as a reopen strategy, referring to guidelines and recommendations issued by the Governor, that includes but is not limited to implementing social distancing measures for public and staff, increased cleaning and disinfecting protocols, and providing staff with protective items, such as gloves.

The Central Library Consortium is working on a system-wide recommendation for handling library materials, as we do not yet know how long the virus lives on various items. Returned library materials will most likely need to be quarantined for a period of time before being returned to the shelves. CLC delivery is canceled until further notice.

The Office of Budget and Management (OBM) released March 2020 revenue data and the total General Revenue Fund (GRF) tax receipts for the state finished the month \$159.4 million (-10.5%) below estimates. The Ohio Department of Taxation (ODT) posted the April 2020 Public Library Fund (PLF) distribution of \$23,666,391 – which is

\$1,978,256 (-7.71%) below ODT's estimate for the month and brings the Calendar Year (CY) 2020 total to \$125,672,577 million.

All of this is in line with what we received for the April PLF distribution. The impact of the pandemic on the economy, Ohio's tax receipts, and the PLF will not be fully reflected until the May distribution. Once we have a full month of tax receipts, we will have a better idea of the real impact. That said, we are anticipating a significant drop in the May PLF distribution.

Drops in the PLF could result in a minimum loss of \$600,000 in revenue for the rest of 2020. Our Budget Managers have worked to reduce our Library Materials budget by 20% - about \$180,000 - and Other Expenditures budget by over \$200,000, which totals \$380,000.

In order to make up the difference, we are recommending additional reductions to our budget in the Salaries and Benefits line.

In the meantime, we are offering chat service on our website and librarians are creating and posting virtual programs, such as storytimes and tech help. Additionally, we have increased our social media presence and highlighted our digital services that patrons can access from home.

FINANCE COMMITTEE

FISCAL OFFICER'S REPORT

The April PLF was \$12,000 less than anticipated and the Library expects at least a 30% decrease for the May PLF.

The Fiscal Officer will withdraw funds from the Star Ohio account to cover operating costs.

The Library will not proceed with its annual transfer of funds to the Building Improvement Fund this fall.

The Library will receive its portion of the Homestead Credit on May 6th. The Homestead Credit is issued to homeowners who are senior or disabled.

The Notes from the March and April Finance Committee Meetings are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, MARCH 11, 2020
MEETING NOTES**

The meeting was called to order at 5:02 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

FISCAL OFFICER'S REPORT

The Library's 2019 annual financial report was filed with the State Auditor's office in February, as required by the Ohio Revised Code (ORC) §117.38 and Ohio Administrative Code §117-2-03(B). The Library also published a notice in the Upper Arlington News on February 27, 2020 announcing that the full financial report has been completed and is available for public inspection at the Library's office.

The Library received the First Half Real Estate Settlement final payment on March 6, 2020 totaling \$287,228.16. The fees for the Auditor and Treasurer are accounted for in the Library's budget.

REVIEW FEBRUARY FINANCIALS

The Library's 2020 YTD Revenue is higher than it was in February of 2019. The Unencumbered Balance for 2020 is 13% higher than this time last year.

February Public Library Funding totaled \$265,730. It was 2.5% higher than the State's estimate. Passport fees and photos totaled \$7,403.10 and \$2,170, respectively, for the month of February. Star Ohio Interest accrued an additional \$5,759.44 for the month.

The property taxes the Library received was close to the estimated amount.

REVIEW FEBRUARY CHECKS

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

REVIEW FEBRUARY RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of February 29, 2020.

The Fiscal Officer placed the Tax Advance money into the Star Ohio account. Star Ohio Interest accrued \$5,759.44 in the General Fund and \$145.05 in the Restricted Fund.

The Library received its first quarter interest from the First Merchant Bank CD. Total interest received from First Merchant Bank was \$584.05.

Interest rates have been decreasing slightly each month.

COST SAVINGS REPORT

The Fiscal Officer presented a list of one-time and annual cost-savings the Library has undertaken in the last year. These cost saving measures totaled \$31,132.23.

EARLY LEARNING PLAY AREA UPDATE

The Director updated the Finance Committee on the current funding status of the Early Learning Play Area. The Library has applied for several grants from local organizations and has received commitments from many already.

The Library will begin a public campaign to solicit donations for the project on May 1st.

The project is expected to be completed by the end of December 2020.

LIBRARY VAN

The Library purchased its transportation van new in 2008. It currently has over 62,000 miles. The Fiscal Officer provided a list of the repair costs for the van since summer 2019 as well as the costs for anticipated repairs in the future. \$25,000 was earmarked in the 5-year plan for replacing the Library van but is not currently included in the 2020 budget.

The Finance Committee would like to know the estimated costs for a new transportation vehicle and review some quotes.

STRATEGIC PLAN UPDATE

The Director presented a draft of the Strategic Plan for the Committee to review. The draft features tactics devised by the Strategic Planning Task Forces, which are based on the objectives identified by the Library Trustees from their Board Retreat in December. The Strategic Planning Task Forces are composed of Library Staff.

The Finance Committee wanted to emphasize the importance of the Customer Experience Objective and made a recommendation about moving a tactic between objectives.

The Task Forces will meet with Benefactor to create activities in which to create a baseline to then measure the tactics.

The Finance Committee wanted to proceed with Levy planning and would like to continue discussing the Levy and Public Library Funding at the April Committee Meeting. The Fiscal Officer can request multiple millage estimates and clarified the Library's current funding from the 2016 Levy.

ADJOURNMENT

The meeting was adjourned at 5:50 p.m.

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

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, APRIL 15, 2020
MEETING NOTES**

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

IN ATTENDANCE

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

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

REVIEW MARCH FINANCIALS

The Library's March 2019 unencumbered balance is higher than it was at this time last year. The YTD Revenue is lower than last year's due to the Library's emergency closing beginning on March 14 in response to the Covid-19 Pandemic.

The March Public Library Funding (PLF) distribution for February is 4.5% higher than projected; however, the April PLF based on March revenue was \$158,172.48, which is 7.2% lower than anticipated. The Library anticipates a 30% decrease in the PLF for the year, which is reflected in the Projected Year-End Revenue as \$1,956,308. To account for this decrease, the Library has reduced the Library Materials budget by 20% and the Other Expenditures budget by 30%, which is reflected in the Projected YTD Expenditures.

March Star Ohio interest totaled \$4,792.88 and Passport fee revenue totaled \$2,870 for March.

The Committee inquired about the liquidity of the Library's current assets and the status of the Library's upcoming tax settlement. The second half settlement may be pushed back as the County Auditor may extend the deadline for tax collections. The Fiscal Officer answered the Committee's questions in full.

REVIEW MARCH CHECKS

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

REVIEW MARCH RECONCILIATIONS

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

The Fiscal Office withdrew funds from the Star Ohio Account as planned. The Star Ohio interest rate has decreased to 0.94%. The Committee recommended the Fiscal Officer consider additional withdrawals to maintain liquidity

FIRST QUARTER INVESTMENT REPORT

The Fiscal Officer presented the balance for all investments from January 1-March 31, 2020.

The Library's CD at First Merchant Bank will mature in August.

FISCAL OFFICER'S REPORT

Predictions are the Public Library Fund could drop as much as 30% in the coming months, which would result in an estimated decrease in funding to the Library for April thru December of \$625,357. The Fiscal Officer met with the Library's Budget Managers to reduce the Library Materials Budget by 20% and the Other Expenditures Budget by 30%.

The Franklin County Auditor has petitioned the Ohio Department of Taxation requesting that the property tax deadline be moved from June 22, 2020 to August 20, 2020 for second half tax collections. If granted, this will delay the Library receiving the final tax settlement to fall but we can still ask for tax advances.

BUGET STRATEGY

The Director presented to the Committee some prospective cost-saving measures to account for the drop in the PLF. The Committee suggested additional cost-saving ideas to consider regarding the Library Materials and Other Expenditures budgets.

The Director also reviewed the current reopening plan and the challenges reopening to the public may bring.

The Committee recommended concentrating on long-term financial scenarios and the possibility of the Committee meeting more frequently.

ADJOURNMENT

The meeting was adjourned at 5:43 p.m.

Next Meeting: Monday, April 20, 2020 at 5 p.m. on Zoom

APRIL 20TH FINANCE COMMITTEE

The Finance Committee Meeting set for April 20, 2020 was attended by Gloria Heydlauff and Kevin Fix. The Trustees in attendance did not constitute a quorum and the meeting was not called to order.

RESOLUTION TO ACCEPT OASIS TRUST INSURANCE DENTAL RENEWAL

RESOLUTION 14-20
To Accept Oasis Trust Dental Insurance Renewal

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby accepts the dental insurance renewal proposal from Oasis Trust to be effective as of July 1, 2020 which reflects no increase in premiums. Plan participation fees will continue at:

Single Coverage \$45.48
Family Coverage \$128.90

SIGNATURE SHEET

Resolution No. 14-20

4/21/2020

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

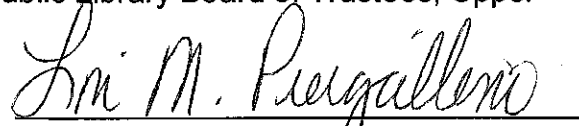
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice 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

OPERATIONS COMMITTEE

The notes from the March and April Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, MARCH 3, 2020
MEETING NOTES**

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

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn, Kate Hare, Gloria Heydlauff and John Yesso

STAFF MEMBERS: Beth Hatch, Kate Porter and Allison Frew

EXCUSED ABSENCE: Kevin Fix

EARLY LEARNING PLAY AREA UPDATE

The Director updated the Committee on the current funding status of the Early Learning Play Area. The Library has applied for several grants from local organizations and is awaiting on their response. The Fundraising Committee is still organizing a public fundraising campaign as well.

IDEA FOR FUNDRAISING/PHILANTHROPIC COMMITTEE

The Director proposed the idea to create a Fundraising/Philanthropic Committee composed of Board Members, Library Staff, and some members of the community. The Committee was in favor of the idea. Kate Hare and Gloria Heydlauff volunteered to be affiliated with the Committee. Details for the Committee will be ironed out as the Strategic Planning Process continues.

MARKETING UPDATE

The Director, the Human Resources Manager, and the Marketing and Community Relations Manager are conducting interviews with marketing consultant agencies to conduct an audit of the Library's marketing initiatives. The Director aims to begin the audit in April.

STRATEGIC PLAN DRAFT

The Director presented a draft of the Strategic Plan for the Committee to review. The draft features tactics devised by the Strategic Planning Task Forces, which are based on the objectives identified by the Library Trustees from their Board Retreat in December. The Strategic Planning Task Forces are composed of Library Staff.

The Director will present the draft at the March Finance Committee.

The Task Forces will meet with Benefactor to review activities in which to measure and achieve the tactics.

"NEW PATRON" CARDS DRAFT RESOLUTION

The Library's New Patron card status is applied to new cardholder's accounts for the first 30-days of being issued their new library card. The New Patron card status limits patrons to two DVDs, CDs, and New Books each. This measure was put in place to ensure that card holders were in good standing before being allowed to take out the maximum number of DVDs, CDS, and New Books. Administration would like to eliminate the New Patron card status and bring every new patron onboard as a Full Access patron instead.

The Committee was in full support of the change and will recommend the Board approve the Resolution at the March Board Meeting.

ADJOURNMENT

The Meeting was adjourned at 5:26 p.m.

Next Meeting: Tuesday, April 7, 2020 at 5 p.m. in Meeting Room C

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, APRIL 7, 2020
MEETING NOTES**

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

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn and Kate Hare

STAFF MEMBERS: Beth Hatch, Kate Porter and Allison Frew

EXCUSED ABSENCE: John Yesso

PROGRAMS AND SERVICES DURING CLOSURE

The IT Department has set up an online chat service via our website for patrons to communicate with staff. 20 staff members have been scheduled for chat shifts. Staff have continued to answer questions that come in from our website via email.

The Marketing and Communications Department is posting photos of staff holding messages for our patrons on social media.

The Youth Services staff have placed toy animals in the windows of each building for members of the community to see as they walk around the neighborhood. The Youth Services Manager is coordinating virtual Storytimes

The Media and Technology Librarian is developing virtual technology programs about using the Cloud and Microsoft Office basics. The Cut the Cord program is also planned to be available online.

Summer Reading Club is currently set for June 1-July 31 and will be scaled back to focus on reading and a few planned activities each week.

In-person programs have been cancelled for Spring and Summer; the Programming Committee is concentrating on virtual programming for the summer.

Administration is interested in staff returning patron's questions via voicemail, but do not yet have a method for staff to call from their personal devices and mask their personal numbers.

During the Library's closure, staff have been asked to undertake professional development opportunities that Administration has provided on the staff website.

STRATEGY TO REOPEN

Pending upon the Governor's Stay at Home Order lifting on May 1, Library staff are expected to report to the buildings on Monday, May 4 in order to reopen to the public by Monday, May 18. Administration anticipates a large volume of returned materials that will need to be quarantined for 72 hours before they are checked in. During these two weeks, we plan to set-up curbside pick-up of existing holds at Tremont. Holds from the

branches will be brought over for pick-up too. This aligns with the actions of the other Central Library Consortium libraries.

Administration and Leadership Team are devising methods to continue practicing social distancing for staff and patrons, as well as sanitizing the building and materials.

BUDGET CONSIDERATIONS

Ohio Library Council anticipates the March Public Library Fund, which is generated by state tax revenue, will drop 10% in March. The Library's Budget Managers will meet Wednesday, April 8, to reduce the Library Materials budget by 20% and the Other Expenditures budget by 30%. Administration would like to reduce the budget by approximately \$826,000 in anticipation of a significant drop in PLF revenue.

Administration will know April's funding prospects in May.

The Director proposed the idea of a Philanthropic Committee in March, and the Committee suggested the group meet. The Director will arrange for their first meeting.

ADJOURNMENT

The Meeting was adjourned at 5:18 pm.

Next Meeting: Tuesday, May 5, 2020 at 5 p.m. in Meeting Room C

PRESIDENT'S REPORT

EXECUTIVE SESSION TO DISCUSS COMPENSATION FOR PUBLIC EMPLOYEES

The Board invited Beth Hatch, Kate Porter, Greg Ramage, Julie Whitt, and Lori Piergallini to join the Executive Session to consider the Employment for Public Employees.

SIGNATURE SHEET

Upon the motion of Trustee Kevin Fix, seconded by Trustee John M. Yesso, the Board entered into executive session.

Roll Call Vote:

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

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio


ADJOURNMENT

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


Voting:

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

The meeting was adjourned at 5:58 p.m.



Gloria Heydlauff, President



John M. Yesso, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of February 29, 2020

Fund No.	Fund Description	02/01/2020 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	2/29/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 1,800,489.68	\$ 1,107,339.86	\$4,194,183.49	\$ 1,350,863.55	\$2,843,319.94
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 9,992.77	\$ 10,634.85	\$257,004.00	\$ 26,888.97	\$230,115.03
402	Building Improvement	\$312,409.09	\$ -	\$ 11,387.40	\$301,021.69	\$ 50,064.28	\$250,957.41
501	Employee FSA Fund	\$4,232.27	\$ 4,838.80	\$ 5,284.18	\$3,786.89	\$ -	\$3,786.89
GRAND TOTAL		\$4,075,321.11	\$1,815,321.25	\$1,134,646.29	\$4,755,996.07	\$1,427,816.80	\$3,328,179.27

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 February 28, 2019

Fund No.	Fund Description	02/01/2019 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	2/28/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 1,478,641.07	\$ 1,023,994.68	\$3,763,883.09	\$ 1,267,256.16	\$2,496,626.93
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 9,031.15	\$ 4,939.36	\$265,676.36	\$ 28,776.04	\$236,900.32
402	Building Improvement	\$405,156.18	\$ -	\$ 31,483.35	\$373,672.83	\$ 165,523.00	\$208,149.83
501	Employee FSA Fund	\$5,254.20	\$ 2,152.64	\$ 1,079.67	\$6,327.17	\$ -	\$6,327.17
GRAND TOTAL		\$3,981,231.65	\$1,489,824.86	\$1,061,497.06	\$4,409,559.45	\$1,461,555.20	\$2,948,004.25

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 February 29, 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	\$ 1,235,000.00	\$ 3,211,219.00	\$ -
Public Library Fund	\$ 2,754,570.00	\$ 515,271.46	\$ 2,786,305.00	\$ 31,735.00
Other Income	\$ 221,307.00	\$ 50,218.22	\$ 228,307.00	\$ 7,000.00
Total Revenue	\$ 6,187,096.00	\$ 1,800,489.68	\$ 6,225,831.00	\$ 38,735.00

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,344,342.00	\$ 743,011.17	\$ 4,122,146.00	\$ 222,196.00
Library Materials	\$ 894,868.00	\$ 232,795.04	\$ 832,795.04	\$ 62,072.96
Other Expenditures	\$ 1,029,600.00	\$ 131,533.65	\$ 1,019,027.00	\$ 10,573.00
Total Expenditures	\$ 6,268,810.00	\$ 1,107,339.86	\$ 5,973,968.04	\$ 294,841.96

	Budget	YTD	Projected	(Over) / Under Budget
Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (81,714.00)	\$ 693,149.82	\$ 251,862.96	\$ 333,576.96

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)	\$ 693,149.82	\$ (48,137.04)	\$ 333,576.96
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General Fund Cash Balance at December 31, 2020 \$ 3,452,896.63

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. February PLF totaled \$265,739.

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 and photos totaled \$7,403.10 and \$2,170, respectively, for the month of February. Star Ohio Interest of \$5,759.44 was receipted 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.

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

Fund No.	Fund Description	01/01/2020 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	03/30/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 2,321,142.22	\$ 1,598,877.87	\$4,223,298.02	\$ 1,043,973.52	\$3,179,324.50
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 16,045.05	\$ 13,383.87	\$260,307.26	\$ 17,198.34	\$243,108.92
402	Building Improvement	\$312,409.09	\$ -	\$ 31,127.97	\$281,281.12	\$ -	\$281,281.12
501	Employee FSA Fund	\$4,232.27	\$ 8,898.00	\$ 6,003.47	\$7,126.80	\$ -	\$7,126.80
GRAND TOTAL		\$4,075,321.11	\$2,346,085.27	\$1,649,393.18	\$4,772,013.20	\$1,061,171.86	\$3,710,841.34

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 March 31, 2019

Fund No.	Fund Description	1/1/2019 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	3/31/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 2,436,062.27	\$ 1,608,104.13	\$4,137,194.84	\$ 1,158,702.39	\$2,978,492.45
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 16,838.60	\$ 7,155.41	\$271,267.76	\$ 28,515.01	\$242,752.75
402	Building Improvement	\$405,156.18	\$ -	\$ 44,750.02	\$360,406.16	\$ 152,256.33	\$208,149.83
501	Employee FSA Fund	\$5,254.20	\$ 2,690.80	\$ 1,684.58	\$6,260.42	\$ -	\$6,260.42
GRAND TOTAL		\$3,981,231.65	\$2,455,591.67	\$1,661,694.14	\$4,775,129.18	\$1,339,473.73	\$3,435,655.45

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 March 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	\$ 1,546,147.90	\$ 3,211,219.00	\$ -
Public Library Fund	\$ 2,754,570.00	\$ 710,201.47	\$ 1,956,308.00	\$ (798,262.00)
Other Income	\$ 221,307.00	\$ 64,792.85	\$ 177,046.00	\$ (44,261.00)
Total Revenue	\$ 6,187,096.00	\$ 2,321,142.22	\$ 5,344,573.00	\$ (842,523.00)
General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,344,342.00	\$ 1,058,156.47	\$ 4,344,342.00	\$ -
Library Materials	\$ 894,868.00	\$ 283,820.49	\$ 715,894.00	\$ 178,974.00
Other Expenditures	\$1,029,600.00	\$ 256,900.91	\$ 720,800.00	\$ 308,800.00
Total Expenditures	\$ 6,268,810.00	\$ 1,598,877.87	\$ 5,781,036.00	\$ 487,774.00
Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (81,714.00)	\$ 722,264.35	\$ (436,463.00)	\$ (354,749.00)

Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -
Net Budget after Cash Transfers	\$ (381,714.00)	\$ 722,264.35	\$ (736,463.00)	\$ (354,749.00)

General Fund Cash Balance at December 31, 2020 \$ 2,764,570.67

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. March PLF received was \$194,930.01. The March distribution was 4.5% higher than estimated by the Ohio Department of Taxation.

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. March Interest totaled \$4,792.88. Passport fee revenue totaled \$2,870 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 – 2: CIRCULATION OF LIBRARY MATERIALS

General Statement of Patron Responsibility

A library card is a valuable resource. A library patron is responsible for all materials checked out on his or her library card, and, if such materials are returned late, damaged, or lost, the patron is responsible for paying replacement fees. The parent or legal guardian of a minor patron is responsible for all materials checked out on a minor's card.

A patron must present a library card or photo identification in order to check out materials.

OP – 2.1: BORROWER REGISTRATION

- Anyone who is a legal resident of the state of Ohio is eligible to sign up for an Upper Arlington Public Library card.
- Patrons need to present proper ID: photo, proof of name and proof of current address in order to apply (P.O. Boxes are not acceptable). Acceptable ID includes: driver's license, bank check, receipt, bill, etc. An individual must be present to apply for a library card. Cards are available to children under 18 years old when accompanied by a parent or legal guardian.
- It is the responsibility of the parent or guardian to approve the nature of materials borrowed by minors.
- It is the responsibility of a patron to report a lost or stolen card as soon as possible since they are responsible for any materials checked out on that card up to that time.
- ~~New patron cards have quantity limits on the check-out of materials for the first thirty (30) days. Patrons will be informed of these restrictions at the time they apply for a card.~~

OP – 2.2: TEACHER CARDS

Teachers who live or work in Upper Arlington can apply for special borrowing privileges for materials to be used in the classroom. Teacher cards are not exempt from fees incurred through a collection agency and are subject to any fees for any lost or damaged items.

OP – 2.3: LOAN PERIODS, BORROWING LIMITS AND FEES

Current circulation periods are posted at the circulation desk and on the Library website.

OP – 2.4: OVERDUE NOTICES AND COLLECTION AGENCY

Overdue notices will be sent by mail, email or text. Patrons receive reminder and past due notices. Items are billed at 28 days overdue and the card is blocked.

Patron accounts over 45 days due may be referred to a collection agency and an associated management fee assessed. Patrons are informed of this at the time they apply for their library card.