
**UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, March 15, 2016 at 5 PM**

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

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn, Gloria Heydlauff, Kyle McKee, Sarah Mueller, Sue Ralph, and William J. Shkurti.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Justin Nahvi, Fiscal Officer; Sarah Brickner, Deputy Fiscal Officer; Christine Minx, Marketing and Community Relations Manager; and Diana Magee, Administrative Secretary

EXCUSED ABSENCE: John Yesso

CONSENT AGENDA

In addition to approving the absence of John Yesso, the consent agenda included the Minutes from the February 16, 2016 Board of Trustees meeting, the Financial Report for February 2016 and the February Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 11-16
FEBRUARY 2016 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
\$50.00	130	David and Loretta Heigle, In Memory of Kay Jones
\$50.00	130	Susan and Grant Douglass, In Memory of Kay Jones
\$5.00	130	Peter Janotka, In thanks for the return of his lost wallet
\$25.00	130	Michael and Roxanne Casey, In Memory of Kay Jones
\$50.00	130	Franklin Garden Club, In Memory of Kay Jones
\$25.00	130	Michael and Roxanne Casey, In Memory of Kay Jones
\$5.00	130	Cindy Gudel, Library Lovers' Month
\$2.00	130	Christine Minx, Library Lovers' Month
\$10.00	130	Kate Albers, Library Lovers' Month
\$5.00	130	Logan Nittle, Library Lovers' Month

\$5.00	130	Anonymous, Library Lovers' Month
\$2.00	130	Anonymous, Library Lovers' Month
\$20.00	130	Carol Baker, Library Lovers' Month
\$100.00	130	Chris Taylor, Library Lovers' Month
\$100.00	130	Jessica Joseph, Library Lovers' Month
\$5.00	130	Leah Sneed, Library Lovers' Month
\$25.00	130	Seven and Kristin Andersson, Library Lovers' Month
\$10.00	130	Shahin Shoar, Library Lovers' Month
\$1.00	130	Inara Pompei, Library Lovers' Month
\$5.00	130	Burden Family, Library Lovers' Month
\$5.00	130	Lisa Gajary, Library Lovers' Month
\$50.00	130	Wednesday Literary Club, In Memory of Kay Jones
\$50.00	130	Wednesday Literary Club, In Memory of Mary Bohannon
\$20.00	130	Noretta Weese, Library Lovers' Month

SIGNATURE SHEET

Resolution No. 11-16

3/15/16

Upon the motion of Trustee Gloria Heydlauff seconded by Trustee Bill Shkurti:

Voting:

Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
Sue Ralph	Aye
William 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 date noted above.

Justin Nahvi, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

ASSISTANT DIRECTOR'S REPORT

The vinyl collection is now ready for circulation with thanks to funding from the Friends of the Library. There are 75 records in the initial collection which will be developed further if there is enough interest.

One of the drive-thru book drop slots has been closed due to a leak. It will be repaired Wednesday 3/16/16.

The new digital microfilm machine is up and running in the Reference department. The machine is smaller and allows for microfilm to be saved in electronic form to a patron flash drive, emailed, or easily printed. While a lesser-used format these days, there are still many materials that only exist in microfilm format like genealogical records and back issues of our local UA News, in which our community has shown much interest.

DIRECTOR'S REPORT

The Trustees were invited to attend the Ohio Library Council's Trustees Dinner in April.

Staff researched the Cincinnati Public Library's electronic circulation, as it was believed to be exceptionally high. It is 16-17%, which is higher than average. The Upper Arlington Public Library falls in the median between the highest and the lowest electronic circulation percentages.

The Library Lovers' Campaign ran from mid-February until mid-March and raised \$330 dollars. Staff will be meeting to discuss what worked well with this campaign and what they would like to improve for coming years including how to better spread the word.

There were no questions on the monthly statistics.

FINANCE COMMITTEE

The Committee's March notes can be found here:

*UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
TUESDAY, MARCH 8, 2016 AT 4 P.M.
MEETING NOTES*

The meeting was called to order at 4:01 p.m.

IN ATTENDANCE: *Gloria Heydlauff, Kyle McKee, William Shkurti, Chris Taylor, Kate Porter, Justin Nahvi, Sarah Brickner, and Diana Magee.*

Financials

The Committee reviewed the financial reports for February. The Library is on track to finish the year within budget. The Committee accepted the reports as presented to be included in the materials for the March 15th meeting of the Board of Trustees.

Bank Reconciliations

The Committee reviewed reconciliations from all account electronically as well as the Huntington Bank reconciliation, physically. All accounts were reconciled with no anomalies.

5 Year Plans

Three scenarios of the 5 Year Financial forecast were developed: Base, Optimistic, and Pessimistic. The Base scenario was updated with actual revenue and expenditures from 2015 and adjustments for current payroll spending trends. Healthcare is projected at a 7.5% increase based on past experience with our current plan.

The Committee requested that a few changes to the Base scenario, based on earning and spending trends over the past ten years, to include a 1% increase in property tax revenue while keeping the Public Library Fund and other revenue flat after 2016. Justin will include two new categories that will show possible new streams of revenue or other possible reduced expenditures to help the Library meet its goal of \$30,000 in savings each year. It is the Committee's intent to provide the most educated snapshot of the Library's future as possible with current known factors.

The Committee reviewed the Pessimistic and Optimistic scenarios. The only changes were to include a line to include possible new revenue sources and possible reductions of expenditures. All three scenarios, along with the historical analysis, will be brought to the full Board in March.

Levy Millage

After reviewing the information provided by Franklin County, the Committee developed an additional strategic question to bring to the full Board in March. Mainly, should the Library pursue a 5, 6, or 10-year levy and clarification on the difference between a renewal and a replacement.

Ameresco Year One Measurement and Verification Report

Ameresco guaranteed that the Library would save \$39,551 the first year after installing the Energy Conservation Measures (ECM) which included upgrades to our lighting, HVAC and control systems. The final report shows that we actually saved \$68,510 in electric and natural gas costs during that first year, including savings from joining cooperatives.

Staff will be providing overall operational cost savings to the full Board in March.

Update on Capital Projects

The Committee had the update in their packets for review. None had questions during the committee meeting.

Draft Success Scorecard and Strategic Plan Success Measures

The Committee recommended a change the proposed measure "New revenue streams are identified." It will now say "Identify \$30,000 in new revenue or cost savings each year."

Both the draft Success Scorecard and Strategic Plan Success Measures will be brought to the full Board in March.

Adjournment

The meeting was adjourned at 4:57 p.m.

ANNUAL OPERATIONAL SAVINGS

Since the reduction of state funding for public libraries in 2009, the Library has been striving to cut costs in all areas of operations. Fiscal Officer, Justin Nahvi, prepared an update to the Annual Operational Savings report. In addition to energy savings from the Ameresco project and joining consortiums, the use of the County's Prosecutor Office to review contracts and new phone systems also saved money. There were many miscellaneous smaller savings, as well. Staff continue to look for ways to save. In 2015, there was \$137, 701 in savings from the Library's budget and \$6,888 from the Friends of the Library's budget.

5 YEAR FINANCIAL PLANS

The Board reviewed three scenarios of the 5 Year Financial plans including a Base, Pessimistic, and Optimistic version. In all three versions, the Library is unable to transfer enough money to the Capital Fund to make large, necessary projects to maintain the physical infrastructure of the Library possible in the outlying years. This is the case even taking into account new revenue streams and additional reductions in expenditures as shown in the Base and Optimistic scenarios.

The Pessimistic Scenario differs from the Base in that it excludes any additional revenue sources, assumes a recession in 2017, and shows a decrease in the Public Library Fund. There is also a minor decline in the Property Taxes due to delinquencies and reappraisal that are typical in the years following a recession. If this scenario were to happen, by 2020, the Library would struggle to make payroll.

The Optimistic Scenario differs from the Base Scenario in that the Public Library Fund and Property Tax receipts continue to increase as they have on average over the past few years. However, even the optimistic scenario demonstrates a deficit in the capital fund that would prevent necessary upkeep.

LEVY MILLAGE

The Board reviewed the results of the four millage scenarios as requested from the County Auditor. The Board discussed options that would keep the Library operational without affecting basic services and without undue cost to taxpayers. The Board will vote on the levy millage to pursue in the April meeting.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

*UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
MONDAY, FEBRUARY 22, 2016 AT 4 PM
MEETING NOTES*

The meeting was called to order at 4:07 p.m.

IN ATTENDANCE: John Yesso, Peter Hahn, Sue Ralph, Chris Taylor, Kate Porter, Justin Nahvi, Chris Minx, and Diana Magee.

EXCUSED ABSENCES: None

Ameresco Energy Savings

Ameresco guaranteed that the Library would save \$39,551 the first year after installing the Energy Conservation Measures (ECM) which included upgrades to our lighting, HVAC and control systems. The final report shows that we actually saved \$68,510 in electric and natural gas costs during that first year. Justin will be researching a few of the numbers included in the report to ensure accuracy. He will also determine how long it will be before the Library will see a return on its investment in the upgrades. The Operations Committee does not see the need for a presentation by Ameresco nor the need to pay for another year's report. The Ameresco Year One Measurement and Verification Report will be brought to the Finance Committee, as well.

Update on Capital Projects

The boilers at Lane Road, originally scheduled to be replaced in 2018, will be replaced in 2016 due to failure of the equipment. The scheduled Air Handler/Condensing Unit project, originally scheduled for 2016 will be moved to 2018.

The theater project came in over budget while the digital microfilm machine came in under budget. The Library has opted to postpone replacing the printer and copier coin boxes until the next replacement cycle as they are in good working order and newer models offer nothing more beneficial.

Until the cost of other budgeted projects are known, replacing carpet in the Adult department will be postponed. At this time, the Library is projected to stay within its capital projects budget for 2016.

Draft Strategic Measures

The Committee discussed what constitutes a partnership versus a service. After discussion, it was decided that the criteria for a partnership would be mutual benefits of some form for both parties, whether formalized through a contract or not. Another indicator could be if both parties are working towards a common goal.

The Committee focused on the reasons behind space changes correlating to the "Realign Library space to accommodate patrons' classic, creative, and collaborative uses" strategy for success. For instance, identifying noisy and quiet spaces within the Library to better design quiet and group work spaces and receive fewer noise complaints.

Operational Success Measures

The Committee determined that Programming Satisfaction should be an Operational Success Measure. Possible ideas for measuring it included an annual patron survey as well as program satisfaction cards to be distributed at some programs.

Another success measure the Committee would like to consider is the number of times the website is down for more than a specific amount of time which will be determined after Chris Taylor follows up with Greg Ramage, Director of Support Services.

Donor Appreciation Breakfast

Talking points to be considered for the Donor Appreciation Breakfast on April 14th are to include:

- What donations have been used for in the past*
- What donations may be used for in the future*
- Hopes and dreams for the Library based on community needs*

- *The types of donations that can be made (Author Visit, unrestricted, memorial, etc.)*

The goal of the talk is to leave patrons feeling inspired and informed about the future of the Library.

The Library will debut our participation in the ALA Libraries Transform marketing campaign at the Donor Appreciation Breakfast. This campaign focuses on promoting the value of a library to its community; both how it changes to meet the needs of its patrons and how libraries change patrons' lives.

The meeting was adjourned at 5:25 p.m.

At the next Operations Committee meeting, the Committee will help staff prioritize future projects and needs so that research on prices and funding for those projects can begin. Staff are researching new revenue streams and looking at the current donations balance to determine what can be accomplished.

PRESIDENT'S REPORT

The Board had no recommended changes to the Draft Scorecard or Draft Measurable Outcomes.

ADJOURNMENT

Mr. Shkurti made a motion to adjourn the meeting. Ms. Heydlauff seconded the motion.

VOTING AYE: Mr. Hahn, Ms. Heydlauff, Mr. McKee, Ms. Mueller, Ms. Ralph, and Mr. Shkurti.

VOTING NAY: None.

The meeting was adjourned at 6:20 p.m.

Sarah Mueller, President

Gloria Heydlauff, Secretary