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**UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
Tuesday, April 19, 2016 at 5:00 PM**

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

Prior to addressing the agenda items, the Board was introduced to Dan Risko with the State Treasurer's office in commemoration of the Library joining the Ohio Online Checkbook program.

***IN ATTENDANCE***

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

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: None

***CONSENT AGENDA***

The consent agenda included the Minutes from the March 15, 2016 Board of Trustees meeting, the Financial Report for March 2016 and the March Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 12-16  
**March 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:

<b>Amount</b>	<b>Fund</b>	<b>Donor</b>
\$50.00	250	Robert and Arlene Griffith, In Memory of Robert McCune Rex Jr.
\$5.00	130	Milo Buehler, Library Lovers' Month
\$5.00	130	Maggie Merry, Library Lovers' Month
\$500.00	130	Victoria Hayward
\$12.00	130	Anonymous
\$50.00	130	Catherine Graf Ttee, In Memory of Kay Jones

\$50.00	130	George and Carolyn McConnaughey, In Memory of Kay Jones
\$20.00	130	Anonymous, Library Lovers' Campaign

### SIGNATURE SHEET

Resolution No. 12-16

4/19/2016

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee John Yesso:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
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.

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

### **ASSISTANT DIRECTOR'S REPORT**

Kate advised that a new monthly eNewsletter is being offered to patrons who can sign up via the Library website or when getting a new Library card. The eNewsletter will feature short blurbs and links about upcoming programs and events that will be timelier than the printed program publications.

A library in Charlotte, North Carolina saw pictures of the silk banners made by high school students, and on display at the Library, on Facebook and requested that it be a traveling exhibit. Library staff are in touch with school staff to see if this is possible.

The Library has a new partnership with the Ohioana Library and will be co-hosting an Author's panel on Thursday April 21<sup>st</sup>.

The first week in May is Choose Privacy Week and the Library will be having three programs to help educate patrons and teach them how to better safeguard personal information. The programs were extremely well-attended last year.

### ***DIRECTOR'S REPORT***

The Library kicked off its Libraries Transform marketing campaign during National Library Week. The campaign focuses on how libraries work to meet patrons' needs and in doing so, how libraries transform the lives of those patrons and the communities they live in.

Reports and Libraries Transform materials, which can be found as exhibits to these minutes, were shared with the State Senator and Representatives as part of OLC Legislation Day that same week. The reports detail the value of a library to its community advising that for every \$1 spent by Ohio public libraries, the equivalent cost of services provided for the patron would be \$5.48. An updated Return on Investment calculator allows individual libraries to calculate their own ratio of money spent to economic benefit to the community.

The Board was provided with the recently released conceptual sketches of the Northam Park project. The Board was asked if they had any concerns about the juxtaposition of the reading garden and playground. The Board did not.

### Cost Comparisons for Library Materials

Based on reports from the *School Library Journal* over the last five years, the average increase from 2012-2016 across all formats was only 2%. Staff will bring back more information on inflation by other library formats.

The Board also had questions about the prices on electronic materials. While library costs for physical items are often lower, electronic items are often much higher. This in large part due to the restriction of purchasing from vendors who provide both the materials and the lending platforms that allow patrons to access them as well as publisher limits on circulation.

### First Quarter Staffing Report

The Lane Road branch is understaffed by three full-time positions according to a workforce planning spreadsheet we have adapted from another library. There are currently no additional personnel funds to increase staffing at Lane so staff are considering workflow and physical changes to make processes more efficient. Should there be an increase to the Public Library Fund or other new streams of revenue, staff highly recommend increasing staffing levels at Lane Road.

## Monthly Statistics

User visits at Tremont during March 2016 were down by 3% which is 1/31<sup>st</sup> of a month and can likely be attributed to being closed for Easter. The construction does not appear to have affected attendance to the Library or programs, but Miller Park has seen a 16% increase in visits with reports of patrons saying they are going to Miller while Tremont is under construction.

The drive-up bookdrop use at Tremont was down by 29% in March and 17% for the year.

## **FINANCE COMMITTEE**

The notes from the Finance Committee meeting were shared with the full Board and are included here.

*UPPER ARLINGTON PUBLIC LIBRARY  
FINANCE COMMITTEE  
TUESDAY APRIL 12, 2016 AT 4 P.M.  
MEETING NOTES*

*The meeting was called to order at 4 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 March. The Library received the first half of the real estate tax settlement resulting in a large influx for the month. Revenue and expenditures are trending as projected and the Library is on track to finish the year within budget with a small surplus which could be put towards capital repairs. The Committee accepted the reports as presented to be included in the materials for the April 19<sup>th</sup> meeting of the Board of Trustees.*

### **Bank Reconciliations**

*Justin advised that he is working on consolidating the bank accounts and revamping the Library's investments, most likely in STAR Ohio. There were no questions, otherwise, on the bank reconciliations.*

### **Monthly Financial Report Formats**

*Justin presented a new report format that is more visually focused with charts for the Committee to consider. Both the currently used format and the new version will be brought to the May Finance Committee meeting for the Committee's consideration. Research will also be brought on simplified formats used by other libraries.*

*The chart-oriented format will be published on the Library's website on a quarterly basis.*

### **Money Transfers**

*In order to consistently treat transfers between budget categories in the various funds, the Committee will recommend passing the resolution for a budget category transfer of \$4800 from the Friends Other category to the Friends Library Materials category. This allows for the purchase of materials for the Book Circle book club. The resolution will also authorize the transfer of \$500 from the Restricted Donation Fund 250 Other category to the Restricted Donation Fund 250 Library Materials category. This category is used when donors specify their donation is to be used on materials.*

### **Alternate 5-Year Plan**

*Staff brought four alternate 5-Year years with adaptations to the Original Base Plan that would keep the Library closer to its goal of 3 months of General Fund operating reserves. The Committee discussed and staff will bring Option D to the April Board Meeting for further consideration. The Committee and staff felt that Option D illustrated the Library's financial state most accurately with the inclusion of necessary transfers to cover anticipated capital improvements.*

*Future transmissions of the 5-Year plan to the Board will be provided in both Excel and .pdf formats for easier analysis.*

### **Levy Lengths**

*The Committee recommended bringing two resolutions for the Board's consideration in April, one for a 10-year levy and one for a 6-year levy. As the 5-Year Plan Option D demonstrates the Library's ability to operate for 5 more years at given revenue and expenditure rates, the Committee felt a 6-year levy may be the wiser timeframe.*

### **Adjournment**

*The meeting was adjourned at 4:50 p.m.*

**Next Meeting:** Tuesday, May 10, 2016 at 4 p.m. in Meeting Room B.

### Resolution to Authorize a Transfer of Appropriations

The Finance Committee recommended to the full Board the passing of Resolution 13-16 for the transfer of moneys between budget categories as described here:

#### RESOLUTION 13-16

#### **Resolution Authorizing a transfer of Non-General Fund appropriations for the purchase of Library Materials**

WHEREAS, the Upper Arlington Public Library Board of Trustees approved Resolution No. 28-15 authorizing permanent appropriations for the 2016 fiscal year; and

WHEREAS, appropriations adjustments are required within the UAPL Friends Fund (Fund 201) and the Restricted Donations Fund (Fund 250) to accommodate the

purchase of items from the Library Materials budget category for the purpose of programming and to fulfill expenditures associated with restricted donations; and

WHEREAS, sufficient appropriations exist within the Other budget category for each fund to sustain the corresponding transfers of appropriations to the Library Materials budget category; now, therefore

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

1. That a transfer of appropriations in the amount of \$4,800 is hereby authorized as follows and allocated per the attached document (Journal #201604001).

TRANSFER FROM:	AMOUNT
UAPL Friends Fund/Other Fund 201	\$4,800.00

TRANSFER TO:	AMOUNT
UAPL Friends Fund/Library Materials Fund 201	\$4,800.00

2. That a transfer of appropriations in the amount of \$500 is hereby authorized as follows and allocated per the attached document (Journal #201604002).

TRANSFER FROM:	AMOUNT
Restricted Donation Fund/Other Fund 250	\$500.00

TRANSFER TO:	AMOUNT
Restricted Donation Fund/Library Materials Fund 250	\$500.00

### SIGNATURE SHEET

Resolution No. 13-16

4/19/2016

Upon the motion of Trustee Gloria Heydlauff and seconded by Trustee Kyle McKee:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
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.

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

#### Alternate 5-Year Plan

The full Board reviewed the 5-Year Plan recommended by the Finance Committee and agreed with the recommendation.

#### Resolution to Submit a Tax Levy

The 5-Year Plan indicates that by spending what is required to keep up with operational needs and repairs to infrastructure, the Library could maintain current services and operations with a renewal levy that would incur no increase in taxes, at least until 2020. Therefore, the Board agreed that a 6-year levy would make the most sense with all currently known variables. The resolution is as follows:

#### RESOLUTION 14-16

#### **RESOLUTION REQUESTING THE CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO TO SUBMIT TO THE ELECTORS OF THE CITY THE QUESTION OF A RENEWAL TAX LEVY FOR CURRENT EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY.**

(R.C. Sections 5705.03, 5705.23, 5705.25)  
Renewal Library Operating Levy

WHEREAS, the Library is currently levying a two (2.00) mill 5-year operating levy approved by the voters of the City on March 6, 2012, and first placed on the tax list and duplicate in 2013 (the "Original Levy") for collection years 2013, 2014, 2015, 2016, and 2017;

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a renewal tax levy for current expenses of the Library; and

WHEREAS, the Franklin County Auditor has certified that the renewal tax will generate \$3,149,227.28 during the first year of collection, based on the current tax valuation of the City of \$1,703,079,080;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members appointed thereto concurring, that:

Section 1. It is hereby found, determined, declared and recited, that (a) the Library was established as a free public library to serve the City by resolution adopted by the City Council of the City prior to June 20, 1978 pursuant to Ohio Revised Code Section 3375.121; and (b) this Board wishes to initiate proceedings for the submission to the electors of the City the question of a renewal tax levy for current expenses of the Library.

Section 2. It is hereby found, determined and declared that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and it is necessary to renew all of the Original Levy for current operating expenses of the Library.

Section 3. This Board hereby requests the City Council of the City to pass a resolution under Ohio Revised Code Section 5705.23 and other applicable provisions of law to submit to the electors of the City at an election to be held therein at the 2016 General Election, the question of such renewal. The Library shall reimburse the City for the costs of the election as certified by the Board of Elections of Franklin County, Ohio.

Section 4. Such renewal tax levy shall be at a rate not exceeding two (2.00) mills for each one dollar of valuation, which amounts to twenty cents (\$0.20) for each one hundred dollars of valuation, for current expenses of the Library, for six (6) years.

Section 5. Such renewal tax levy shall be placed upon the tax list and duplicate for the tax year of the election, commencing in 2016, first due in calendar year 2017, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the renewal tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in the City and for the residents of the City.

Section 7. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the City Council of the City.

Section 8. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Ohio Revised Code Section 121.22.



SIGNATURE SHEET

Resolution No. 14 -16

4/19/2016

Upon the motion of Trustee William ShKurti and seconded by Trustee Gloria Heydlauff, the resolution was put to a vote and the results were:

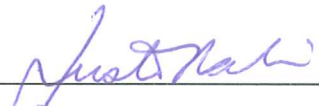
Voting Aye: Peter Hahn, Gloria Heydlauff, Kyle McKee, Sarah Mueller, Sue Ralph, William ShKurti, and John Yesso


Voting Nay: None

The resolution was adopted.

Passed: April 19, 2016

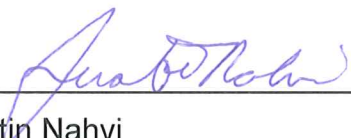
Board of Trustees  
Upper Arlington Public Library  
Franklin County, Ohio

Attest:   
Justin Nahvi, Fiscal Officer

  
Sarah Mueller, Board President

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  
Upper Arlington Public Library  
Upper Arlington, Ohio

## **OPERATIONS COMMITTEE**

The notes from the Operations Committee meeting were shared with the full Board and are included here.

*UPPER ARLINGTON PUBLIC LIBRARY  
OPERATIONS COMMITTEE  
TUESDAY APRIL 5, 2016 AT 4 PM  
**MEETING NOTES***

*The meeting was called to order at 4:02 p.m.*

*IN ATTENDANCE: John Yesso, Peter Hahn, Chris Taylor, Kate Porter, Christine Minx, and Diana Magee.*

*EXCUSED ABSENCES: Sue Ralph*

### ***Revisit and Prioritize Library Wishlist***

*The Committee and staff reviewed the wishlist together, clarifying any projects that were unclear, and discussing prioritization. The Committee also discussed factors that would help them and staff prioritize, including criticalness, fundability, and cost of the projects on the list. While the Committee had some suggestions on projects that stood out to them, they also deferred to the Library staff's opinions on prioritizing the projects due to their proximity to the needs and operations of the Library.*

*Chris provided an update on funds available in the donation accounts and via the Friends. The Library currently has \$400 available in restricted funds in Fund 250; \$9,000 available in non-restricted donations in Fund 130; and the Friends have reserves of \$71,000, at this time.*

### ***Donor Breakfast Remarks***

*While Sue could not join the meeting, she had provided Chris with notes on the remarks, previously. The remaining Committee members had no changes.*

### ***Return on Investment Calculator***

*The Ohio Library Council has updated their Return on Investment Calculator which helps demonstrate the value of the services the Library provides by calculating what their cost to patrons would be outside of the Library. This will be a useful tool for Levy preparation.*

*The meeting was adjourned at 4:25 p.m.*

***Next Meeting: ~~Tuesday May 3, 2016 at 4 p.m. in Meeting Room B Cancelled~~ – Next meeting is June 7, 2016 at 4 p.m.***

The Board recommended calling the "Wishlist" the list of Prioritized Needs from now on, as the items on it are essential for Library operations and services to patrons.

***PRESIDENT'S REPORT***

Staff have done well in achieving the Strategic Tactics for the first quarter. There were no further comments.

***ADJOURNMENT***

Mr. Shkurti made a motion to adjourn the meeting. Mr. Yesso seconded the motion.  
VOTING AYE: Peter Hahn, Gloria Heydlauff, Kyle McKee, Sarah Mueller, Sue Ralph, William J. Shkurti, and John M. Yesso. VOTING NAY: None.

The meeting was adjourned at 6:03 p.m.

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Sarah Mueller, President

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Gloria Heydlauff, Secretary