
UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AGENDA FOR TUESDAY, AUGUST 15, 2017 AT 5 PM

1. Call to Order
2. Consent Agenda
 - a. Excused Absences
 - b. Approval of June & July Minutes P. 1-6
 - c. Approval of July Financial Report P. 7-8
 - d. June & July Donations Resolution P. 9
3. Public Comments
4. Assistant Director's Report
 - a. UA Archives Demo
5. Director's Report P. 10
 - a. Monthly Statistics P. 11
 - b. Quarterly Staffing Report P. 12
 - c. UAHS Memorandum of Understanding Resolution P. 13-17
6. Operations Committee
 - a. August Minutes P. 18
 - b. 50 for 50 Fundraising Campaign P. 19- 21
7. Finance Committee
 - a. August Minutes P. 22-23
 - b. Insurance Renewal Resolution P. 24-26
 - c. Reappropriations Resolution P. 27-29
8. Executive Session to Consider the Employment Of a Public Employee
9. Adjournment

Next Board Meeting: Tuesday, September 19, 2017 at 5 p.m. in Meeting Room B.

UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, June 20, 2017 at 5 PM

The meeting was called to order at 5:03 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, Peter Hahn, Gloria Heydlauff, Kyle McKee, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Michael Troper, Fiscal Officer; Greg Ramage, Support Services Director; Chris Minx, Marketing and Community Relations Manager; Jen Faure, Community Engagement specialist; and Diana Magee, Executive Assistant.

EXCUSED ABSENCE: Sarah Mueller

CONSENT AGENDA

In addition to approving the absence of Sarah Mueller, the consent agenda included the Minutes from the May 16, 2017 Board of Trustees meeting, the Financial Report for May 2017 and the May Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 14-17
May 2017 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
\$20.00	130	Anonymous
\$5.00	130	Anonymous
<hr/>		
\$25.00		

SIGNATURE SHEET

Resolution No. 14-17

06/20/2017

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

Voting:
John Yesso, Vice President Aye
Gloria Heydlauff, Secretary Aye
Maura Bowen Aye
Peter Hahn Aye
Kyle McKee 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.

Michael Troper, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

ASSISTANT DIRECTOR'S REPORT

2Go DVDs are now behind the circulation desk at all three Library locations and can be checked out by bringing the correlating case up to the counter. The change is to monitor and curb an influx of missing 2Go movies.

After only five days on sale, 600 tickets have been sold for the Glennon Doyle author visit in August. The purchasers were from 48 different zip codes, including some outside of Ohio.

Social Justice Programming Series Update

The Board and staff reviewed the proposed program topics to ensure they were well-rounded and representative of a variety of view points. The emphasis of the programming series will be educational with factual presentations and panel discussions. They are not intended to be open forums for discussion.

DIRECTOR'S REPORT

Many local libraries have been going fine free but it has not affected the Upper Arlington Public Library's fine revenue. On the whole, there has not been an interest from patrons for going fine free, either.

Reference manager, Mark Mangini was deposed for a court case involving two microfiche machine companies, one from which the Library purchased a machine.

Director, Chris Taylor, and legal counsel were present for the deposition. The Library is not expected to be involved further in the case.

The Upper Arlington Police assisted the Library in a case of suspected material theft, resulting in a patron being banned from Library premises for a year.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

*UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY JUNE 14, 2017
MEETING NOTES*

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

IN ATTENDANCE: Kyle McKee, William Shkurti, Chris Taylor, Kate Porter, Michael Troper, and Diana Magee.

Financials

The Committee reviewed the financial reports for May. Public Library Fund revenue continues to come in under projections and due to this, the Library expects to be 164K short in revenue by year-end. The Committee accepted the reports as presented to be included in the materials for the June meeting of the Board of Trustees.

Bank Reconciliations

There were no questions regarding the bank reconciliations.

2017 Budget Revision Discussions

Staff are still analyzing how much of the clawbacked 2017 budget they will need to recoup to cover fixed costs and essentials and will bring these figures to the Finance Committee in July. The recouped clawbacks combined with the reduced revenue forces the Library to reconsider its current budget philosophies used to establish annual budgets.

The Committee agreed with Administration's goal for the unspent annual budget to be somewhere between 5-10%. They also recommended no clawbacks on any budget line, including Salaries and Benefits. Any money unused from Salaries and Benefits will simply count towards the 5-10% unused budget.

Spending less than 15% of the budget on materials may also be considered for the future.

The Library will still aim to transfer at least \$200K to the Building Improvement Fund each year, in preparation for a partial roof replacement in 2034 and will strive to maintain at least 3 months Operating Expenditures in the Cash Reserve. Staff will bring

a revised 5-Year plan to the Committee for review in July that will reflect no clawbacks, a flat PLF revenue, and a 1% increase in property taxes, based on historical data.

Adjournment

The meeting was adjourned at 5:40 p.m.

Next Meeting: Wednesday, July 12, 2017 at 5 p.m. in Meeting Room C.

PRESIDENT'S REPORT

The Library's agreement with the Upper Arlington Historical Society is up this year. They would like to renew with an addition of permission to advertise their trolley tours on sandwich boards in front of the Library. Staff will bring the revised agreement to the Board in August.

There are other community organizations that the Library partners with on many projects and common goals, like Leadership UA. Staff will bring a formal agreement with LUA to allow them access to booking meeting rooms in advance of the general public in August.

A list of premier community partners will also be provided to staff. These partners may be given access to book meeting rooms further in advance than the general public by calling the Library. Library events will still take priority.

EXECUTIVE SESSION

Ms. Heydlauff made a motion to go into an executive session. Mr. Hahn seconded the motion. VOTING AYE VIA ROLL CALL: Ms. Bowen, Mr. Hahn, Ms. Heydlauff, Mr. McKee, Mr. Shkurti, and Mr. Yesso. VOTING NAY: None.

ADJOURNMENT

Ms. Bowen made a motion to adjourn the meeting. Mr. McKee seconded the motion. VOTING AYE: Ms. Bowen, Mr. Hahn, Ms. Heydlauff, Mr. McKee, Mr. Shkurti, and Mr. Yesso. VOTING NAY: None.

The meeting adjourned at 6:05 p.m.

John M. Yesso, Vice-President

Gloria Heydlauff, Secretary

UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Wednesday, July 05, 2017 at 5:30 PM

The meeting was called to order at 5:37 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, Peter Hahn, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Chris Taylor, Director; and Michael Troper, Fiscal Officer

EXCUSED ABSENCES: Sarah Mueller, Gloria Heydlauff, Kyle McKee

CHANGES TO EMPLOYEE HEALTH INSURANCE

On June 30th, the Director, Fiscal Officer, and Human Resources Manager met with the Library's health insurance broker, OPOC (One Point of Care), to discuss recommendations for the Library's Employee Health Insurance. Staff provided information through the FormFire insurance system about current and past medical conditions that OPOC then analyzed.

The Board discussed OPOC's recommendation of a high-deductible plan with FirstDollar benefits, as outlined in the attached exhibit. They also discussed decreasing the employer contribution and resolved on the following:

RESOLUTION 15-17
To Approve a Change to the Employer Share of Health Insurance Premiums and Health Insurance Plan

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby approve the change to decrease the employer share of staff Health Insurance Premiums effective August 1, 2017 to:

80% of single and 75% of single plus dependents

BE IT FURTHER RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby approve the change to a new Health Insurance plan, Anthem E(HSA 5000, effective August 1, 2017.

SIGNATURE SHEET

Resolution No. 15-17

07/05/2017

Upon the motion of Trustee Maura Bowen, seconded by Trustee William Shkurti:

Voting:
John Yesso, Vice President Aye
Maura Bowen Aye
Peter Hahn 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.

Michael Troper, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

ADJOURNMENT

Mr. Hahn made a motion to adjourn the meeting. Ms. Bowen seconded the motion. VOTING AYE: Ms. Bowen, Mr. Hahn, Mr. Shkurti, and Mr. Yesso. VOTING NAY: None.

The meeting was adjourned at 6:30 p.m.

John M. Yesso, Vice President

All Funds
Statement of Cash Position
As of July 31, 2017

Fund No.	Fund Description	1/1/2017 Balance (a)	2017 YTD Revenue (b)	2017 YTD Expended (c)	7/31/2017 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$2,633,914	\$4,391,643	\$3,295,683	\$3,729,873	\$675,779	\$3,054,094
2XX	Special Revenue Fund-Combined	\$286,478	\$22,342	\$25,673	\$283,147	\$16,450	\$266,697
402	Building Improvement	\$453,471	\$0	\$108,009	\$345,462	\$31,102	\$314,360
501	Employee FSA Fund	\$5,000	\$7,613	\$6,113	\$6,500	\$0	\$6,500
GRAND TOTAL		\$3,378,863	\$4,421,598	\$3,435,478	\$4,364,983	\$723,331	\$3,641,652

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 July 31, 2016

Fund No.	Fund Description	January 1, 2016 Balance (a)	2016 YTD Revenue (b)	2016 YTD Expended (c)	7/31/2016 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$2,571,825	\$3,957,299	\$3,292,823	\$3,236,301	\$861,146	\$2,375,155
2XX	Special Revenue Fund-Combined	\$287,039	\$33,013	\$32,729	\$287,323	\$13,479	\$273,844
					\$0		
402	Building Improvement	\$355,313	\$0	\$120,605	\$234,708	\$77,975	\$156,733
403	Miller Park Renovation		\$0	\$0	\$0	\$0	\$0
GRAND TOTAL		\$3,214,177	\$3,990,312	\$3,446,157	\$3,758,331	\$952,599	\$2,805,732

Fund 1X0 General Fund is used to track expenditures related to the Library's daily operations. As of 2014, sub-funds have been created within the General Fund to track Donations & Grants. This information provided summarizes the data into one General Fund and is noted as such.

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.

Upper Arlington Public Library
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of July 31, 2017

Beginning Cash Balance as of January 1, 2017 **2,633,914**

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	3,163,993	2,738,963	3,163,993	(0)
Public Library Fund	2,665,249	1,489,829	2,532,499	(132,750)
Other Income	186,600	162,851	208,500	21,900
Total Revenue	6,015,842	4,391,643	5,904,992	(110,850)

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Cash Expenditures	(Over) / Under Budget
Salaries & Benefits	3,954,364	2,258,121	3,914,900	39,464
Library Materials	851,000	532,567	851,000	0
Other Expenditures	<u>837,082</u>	<u>504,994</u>	<u>837,082</u>	<u>0</u>
Total Expenditures	5,642,446	3,295,683	5,602,982	39,464

Net Budget (Revenue less Expenditures before Cash Transfers Out)	373,396	1,095,960	302,010	(71,386)
				(Over) / Under Budget

Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	304,974	0	304,974	0
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Net Budget after Cash Transfers	68,422	1,095,960	(2,964)	(71,386)
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Projected Cash Balance at December 31, 2017 **2,630,950**

Budget represents current budget and does not include any prior year encumbrances.

General Property Tax - Revenue from the existing 2.0 mil levy is received in March and August of every fiscal year.

Public Library Fund - The revenue has been less than the projection for the first seven months of the year. Thru July, actual revenue has come in at about 94% of projected revenue. **The projected year end revenue has been updated with a projection by Howard fleeter, OLC's tax consultant, which reflects the PLF at 1.68%.** July came in at about 99% of projection. The new biennial state budget set the PLF at 1.68% of GRF revenue effective July 1.

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 service (\$21,500 budgeted) and photo fees (\$6,600 budgeted) came in at about 130% of budgeted revenue for the year. We have increased the passport revenue projection to \$36,000 and the photo fees revenue to \$14,000 for a combined increase of \$21,900.

Salaries & Benefits - We have projected salary and benefits thru the end of the year. Vacancy credits, based upon prior year savings, were included in the current budgeted amounts.

Library Materials - Expenditures are currently projected to meet the appropriations allocated to this budget category.

Other Expenditures - Expenditures are currently projected to meet the appropriations allocated to this budget category.

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 negative number indicates that the Library will be moving / transferring / spending the cash balance in the fund. A positive number indicates that we will be increasing the cash balance.

RESOLUTION XX-17
June & July 2017 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:

DATE	AMOUNT	FUND	NAME	CAMPAIGN
6/12/2017	\$ 100.00	130	Anonymous	
6/22/2017	\$ 1,000.00	130	Eric R. Sorenson & Cathy Kashanski	In Memory of Alberta Lindstrom
6/22/2017	\$ 5.00	130	Jirye Lee	50th Anniversary 2017
6/28/2017	\$ 25,000.00	130	A. Jean Clark	
7/13/2017	\$ 500.00	130	Linda Mercer	
7/13/2017	\$ 10.00	130	Shannon Hemmelgarn	
7/13/2017	\$ 50.00	130	Anton Chin	
7/21/2017	\$ 50.00	130	J. Thomas & Kathleen M. Jones	
7/21/2017	\$ 21.00	130	Anonymous	
7/21/2017	\$ 50.00	250	Charles & Martha Coe	In Memory of Drew Ammons
7/25/2017	\$ 10.00	130	Chris & Bob Taylor	50th Anniversary 2017
7/25/2017	\$ 50.00	130	Anonymous	
TOTAL	\$ 26,846.00			



Director's Report

explore. gather. grow.

Closing New Year's Eve

Normally the Library closes at 3:00 PM on New Year's Eve. In 2017 New Year's Eve falls on a Sunday. Since our normal operating hours on a Sunday are 1:00 PM to 5:00 PM it does not seem like a good idea to be open only two hours.

State Budget Update

On Wednesday July 26th, the Ohio Library Council presented a State Budget Wrap-Up Webinar and on Friday August 4th Michelle Frances spoke to Library Directors at the ETM meeting. Director Chris Taylor attended both events. Below are some updates from the final version of the bill and its impact on public libraries.

Sections: 387.10 and 387.20:

Requires the Director of Budget and Management to credit 1.68% of the total tax revenue collected to the General Revenue Fund during the preceding month to the Public Library Fund (Fund 7065) in each month during FY 2018 and FY 2019, instead of 1.66% as specified under division (B) of section 131.51 of the Revised Code. The Legislative Service Commission (LSC) estimates that this increases total GRF tax revenue that will be deposited into the PLF by \$4.5 million in FY 2018 and \$4.6 million in FY 2019. **OLC has provided updated estimates for each county and Fiscal Officer Michael Troper has incorporated them into his budget estimates.**

Section: 321.26

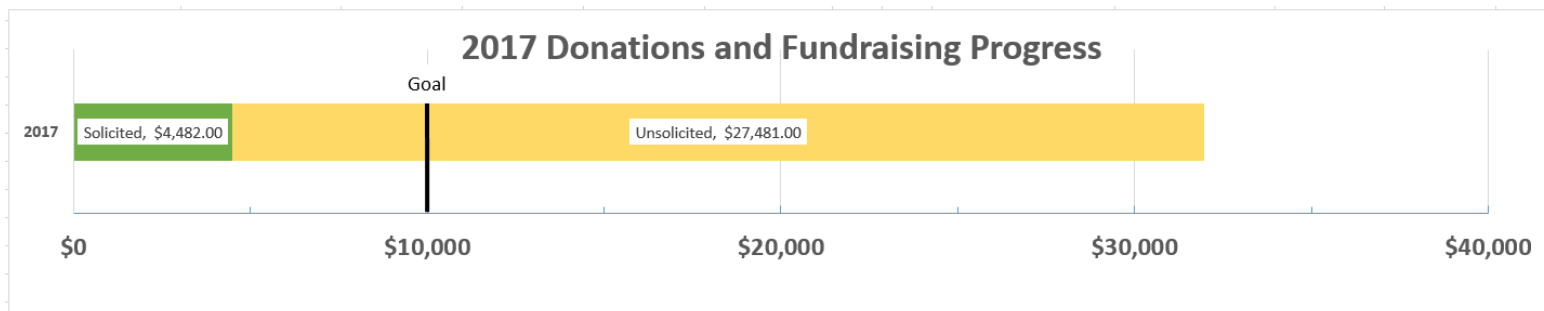
Increases the fee amounts that can be collected by county treasurers and establishes a minimum fee when collections are less than \$5 million per semiannual settlement. Specifies that under the revised schedule there would be two fee brackets beginning in 2018: (1) 0.9495% on collections up to \$5 million and (2) 0.1996% on collections in excess of \$5 million. The first \$5 million would generate \$47,475 in fees, and this amount would be set as the minimum initial fee when collections are less than \$5 million. **Our fees will be going up.**

Section: 5705.03

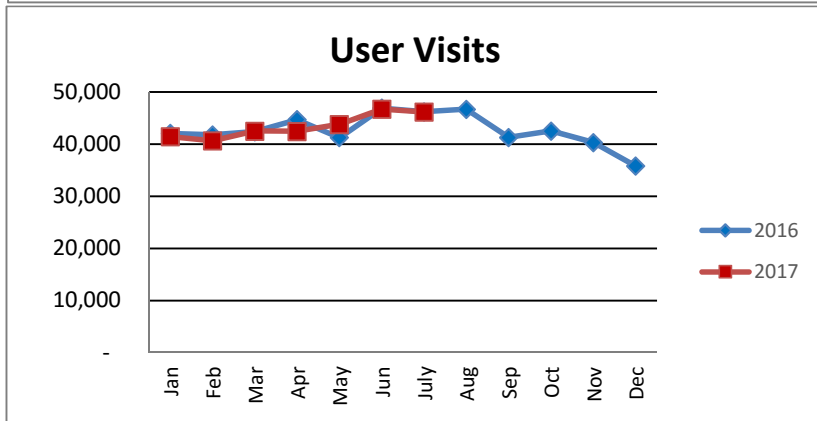
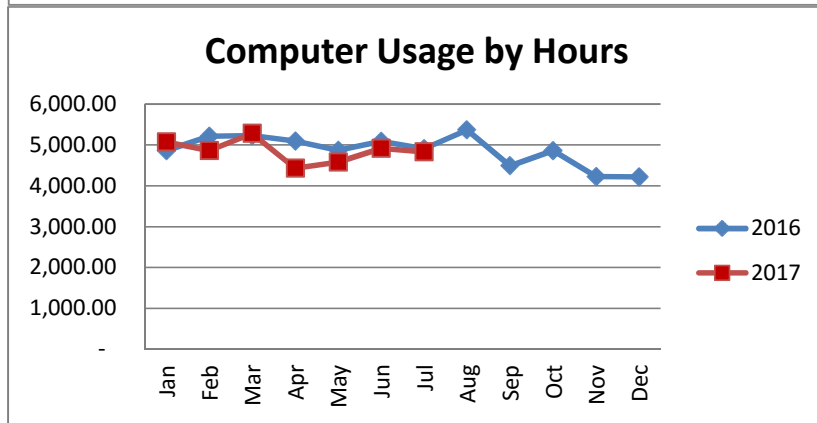
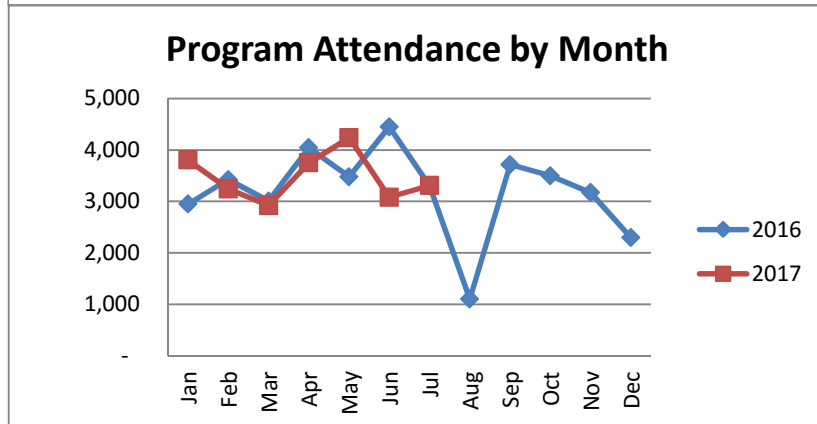
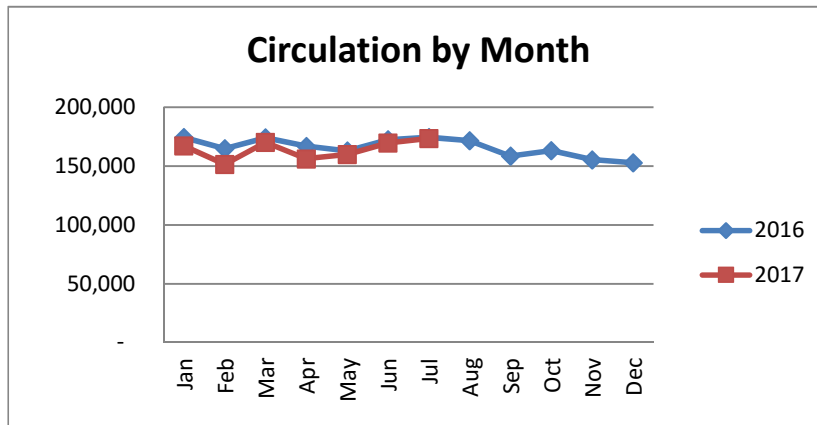
Requires property tax resolutions to include the following additional information: (1) Whether the tax is a renewal or a replacement of an existing tax with an increase or decrease (currently, the resolution must state whether the tax is a new levy or the renewal or replacement of an existing levy); (2) The term of the tax; (3) The subdivision's territory in which the tax will be voted upon and levied; (4) The date of the election; (5) The first tax year to which the tax will apply; (6) Each county in which the subdivision has territory. **OLC is in the process of revising their sample policies to comply with these changes.**

Fundraising Progress

Ms. A. Jean Clark donated \$25,000 in 2016 and left another \$25,000 to the Library in her will. Ms. Clark passed away this past February. Without her generous donation, we would be at \$6,963.00 for the year's fundraising progress.



Monthly Statistical Summary as of End of July 2017



**Upper Arlington Public Library
2nd Quarter 2017 Staffing Report**

2017 Personnel Costs vs. Budget

As of midyear, the total expenditures for personnel costs were \$1,947,584 which is under the budgeted amount by \$29,597. We are anticipating ending the fiscal year under budget by about \$39,500 or about 1% of the annual salary and benefits budget,

2nd Quarter Vacancy Rate

As of June 30, 2017, we have 119 permanent positions and 4 open positions for a vacancy rate of 3.36%.

2nd Quarter Turnover

Our 2nd quarter turnover rate was 3.5%. This percentage was based upon 4 position vacancies by resignation.

Staff Resignations	Transfers	Net Change in Number of Positions	New Hires
4	3	2	4

Positions unfilled as of 6/30/2017:

- Public Services Youth PT
- Circulation Assistant PT
- Library Aide – Circulation PT
- Library Aide – Circulation PT

Anticipated Staffing Changes in the Next Quarter

We have filled our two new Library Aide positions that were added to assist with processing holds in the departments as well as helping with workflow to free up Circulation Assistants to serve as passport agents. We have 5 additional staff who are in the process of completing passport training. This will bring our number of passport agents up to 20 once they are fully trained.

We have had two full-time resignations taking place in the third quarter. We will be filling our Facilities Manager position as well as our Executive Assistant in Administration. We will be working to fill these positions as quickly as possible as they are key positions within the library.

Upper Arlington Public Library
Board of Trustees
August 15, 2017

TOPIC: Revision to the Agreement between the Library and Historical Society

CONTEXT/BACKGROUND:

As we discussed at the June Board meeting, please see the attached revised agreement between the Library and the UA Historical Society. The Society has asked to be able to advertise their event at the Library in a way more in keeping with how we allow the Schools advertise performance. The Board agreed to that and language has been added to reflect this new privilege.

All other parts of the agreement are the same and both organizations wish to embark on another five-year agreement.

REQUEST OF BOARD/ACTION NEEDED:

Approval of the Resolution.

**AGREEMENT
BETWEEN
THE UPPER ARLINGTON HISTORICAL SOCIETY
AND
THE UPPER ARLINGTON PUBLIC LIBRARY**

This Agreement between the Upper Arlington Historical Society and the Upper Arlington Public Library (referred to as the "Agreement") articulates the agreement between the Upper Arlington Public Library (the "Library") and the Upper Arlington Historical Society (the "Society") for the Society's use of certain spaces at the Main Library located at 2800 Tremont Road, Upper Arlington, Ohio.

For good and valuable consideration, as described in this Agreement, the Library and the Society agree as follows:

1. The Library is committed to improving public access to materials related to the City of Upper Arlington's history and will provide space at the Main Library for the historical materials collected and maintained by the Society (referred to as the "Archive Materials"), which will be used to store the Archive Materials and to make the Archive Materials available to the Society and its volunteers and to the public during regular Library operating hours.
2. The Library agrees there no fee will be charged for housing the Archive Materials.
3. The space provided for the Archive Materials will be within the Library's general storage/work area at the Main Library. Within this space the Library initially will provide six vertical single-depth shelving units, one vertical double-depth shelving unit, two tall filing cabinets, one flat filing cabinet, and one work table.
4. The Library agrees to provide the space described in item 3 above to the Society for an initial term of five years with an option for renewal after the initial term. The term of this Agreement shall begin on _____, 2017, and end on _____, 2022. Either party may terminate this Agreement by providing written notice to the other at any time during the initial term, and the Society will be given a minimum of sixty (60) days to remove the Archive Materials from the Library.
5. The Library will provide regular use of Meeting Room B or equivalent at the Library for the Society's monthly board meetings and will secure the room one year in advance. Use of equipment will be provided at no charge. The Society shall follow all other Library policies for use of its meeting rooms.

6. The Library will allow the Society use of the Library sandwich boards to advertise Society events. These sandwich boards are for outdoor use at the entry of each of the Library's three buildings. The Library will also allow the Society to advertise their events on the Library bulletin boards at all three locations.
7. The Library agrees to provide public access to the Archive Materials upon request and will require a library card or other form of identification from each member of the public requesting access, which will be held during the use of the Archive Materials. The requested materials will be provided for use on a table in front of the Library's Reference Desk.
8. The Society understands and agrees that, while the Library shall use its best efforts to protect the Archive Materials, the Library shall not be liable for any damage or loss that may occur to the Archive Materials. The Library also shall not be liable in the event the Society's insurance does not completely cover a loss. The parties agree that the property and liability insurance maintained by the Library will not provide coverage for the Archive Materials.
9. The Society agrees that it will maintain insurance coverage on the Archive Materials at all times during the term of this Agreement and any renewals, which will include general liability and property coverage on the Society and on the Archive Materials and the use of the Archive Materials. The Library will be named on the Society's policy as an additional insured. With the start of this Agreement and each time its insurance policy is renewed during the term of this Agreement and each renewal, the Society will provide the Library with a copy of its insurance policy for the Library's records. If any material changes occur to the coverages included in the Society's insurance policy, the Society will provide the Library with a revised copy of the policy as soon as practical.
10. The Society understands and agrees that access to the collection by Society volunteers will be available during regular Library operating hours. All work related to the Archive Materials by Society volunteers shall be conducted in the designated storage/work area at the Main Library.
11. The Society agrees to make the Archive Materials available to the Library for digital archiving as the Library deems appropriate and agrees that the Archive Materials will be added to the Library's digital archive as permitted by the Library's digitization queue. All digitization performed shall be covered under a separate agreement between the parties and will include credit to the Society as the contributing party.
12. The Library agrees to provide space within the Ohio Room at the Main Library for a permanent, rotating display of items selected from the Archive Materials by the Society with a sign crediting the Society for the display.

13. The Director of the Upper Arlington Public Library and the Executive Director of the Upper Arlington Historical Society have the authority to negotiate changes in this Agreement related to the spaces and the use of those spaces as described in this Agreement during the term of this Agreement. Any changes will be recorded in writing as an amendment to this Agreement.

IN WITNESS THEREOF, the parties have entered into this Agreement on the _____ day of _____, 2017.

For the Upper Arlington Historical Society

For the Upper Arlington Public Library

Charlie Groezinger,
President of the Board of Trustees

Sarah Mueller, President
of the Board of Library Trustees

Melanie Circle Brown, Executive Director

Christine Taylor, Director

xx-17 RESOLUTION
**To Enter Into an Agreement with the
Upper Arlington Historical Society**

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees approves the agreement with the Upper Arlington Historical Society as set forth in the agreement document attached as a permanent exhibit to this Resolution,

AND BE IT FURTHER RESOLVED that the Upper Arlington Public Library Board of Trustees authorizes the President of the Board and the Director to sign any such document(s) as may be needed.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, AUGUST 1, 2017
MEETING NOTES**

The meeting was called to order at 5:05 p.m.

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

EXCUSED ABSENCES: None

FUNDRAISING UPDATE

Staff advised that after due consideration, they decided against the Golf in the Stacks fundraising event, this year. They did not feel there was enough staff time to accomplish such a large event. Additionally, events do not traditionally have a large return on investment and the Golf in the Stacks event didn't mesh with the 50th Anniversary Fundraising theme, which is the focus for 2017. The Committee agreed that the event wasn't the best fit for 2017.

Staff and the Board will work on a direct ask campaign working towards earning \$50,000 for the Library's 50th Anniversary. A dedicated giving website, 50for50.ualibrary.org, was created. Board members will approach their connections with a personal ask and companies will be contacted for donations, too. Donations will be used to create more group work and study spaces in the Adult Department of the Main Library.

CAPITAL PLAN UPDATES

The carpeting planned for 2017 was postponed until 2018. Other capital projects are in progress as planned for 2017. The Long-Term Capital Plans were updated to reflect the last time projects were completed and flooring amounts for the lower level staff hallway were increased to allow for laminate, rather than carpet.

ADJOURNMENT

The meeting adjourned at 5:53 p.m.

Next Meeting: Tuesday, September 5, 2017 at 5 p.m. in Meeting Room A

Upper Arlington Public Library
Board Meeting
August 15, 2017

TOPIC: Update on Fundraising Activities

CONTEXT/BACKGROUND:

Upon learning of Diana's resignation and taking stock of the staff time and resources available for such a large undertaking, the Fundraising Committee decided against pursuing the Get Loud at the Library Golf Event for the Fall of 2017. Additionally, the Fundraising Committee felt that the event did not create a cohesive theme with the 50th Anniversary Fundraising Campaign and could be confusing to patrons and potential donors.

Instead, the Fundraising Committee will focus on the "50 for 50" campaign which commenced with the City's Wall of Honor Ceremony in May. In addition to activities and donation stations around the three Library locations, the Library will solicit individuals and companies, directly.

The following overview provides more detail on the plan.

ISSUES/STRATEGIC QUESTIONS:

1. What questions does the Board have about the 50 for 50 campaign?

REQUEST OF BOARD/ACTION NEEDED:

Donation to the campaign, if not already done, and at least 10 contacts from each Board member.

50 FOR 50 CAMPAIGN OVERVIEW

In late May, the Library kicked off a “50 for 50” campaign in honor of our 50th anniversary. The campaign’s goal is to raise \$50,000 in private donations to be used for the creation of new group work space in the Main Library’s Adult Department.

A vital part of this campaign will be *direct solicitations to individuals*. We are asking Board Members and other library advocates to reach out to their contacts about the project and ask for a contribution. The Fundraising Committee will compose letters/emails that can be used for this purpose.

Another revenue stream to pursue is *corporate donations*. Staff and advocates can contact selected vendors, local businesses, and for-profit meeting room users to ask for a donation using the same info outlined above. We have verified that there is no ethical misstep in doing so.

A dedicated website, 50for50.ualibrary.org, has been created to accept online, credit card donations, as well.

Donors of all types will be recognized in our annual report or as an article in the *Library Insight* by having their name listed under a dollar range. (i.e. \$10-\$99; \$100-\$250; \$251-\$499, etc. or whatever ranges make sense when we analyze the donations.) Corporate donors could be listed under these same ranges or as simply “Corporate Donors.”

TALKING POINTS

- The UA Public Library is a much-loved community asset that has served residents of all ages and backgrounds for 50 years.
- In a 2014 community survey, additional group work and study space was the second most-requested improvement, just behind a reading garden, which debuted this summer.
- Library staff members have also heard about this need from patrons anecdotally over the years.
- The Library wishes to purchase and install new multi-use furniture that can accommodate small workgroups of students, families, individuals and professionals. This area would replace the individual study carrels on the north side of the Main Library’s Adult Dept. Other individual carrels on the south side of the Adult Dept. would remain.
- The Library’s budget is dedicated to operational and certain capital costs; therefore, the Library must rely on private donations for projects like this to come to fruition.
- If every UA household gave just \$5.00, we would exceed our goal.

ARTISTIC SKETCH

The Fundraising Committee will find an architect or artist to create a sketch of what the completed space might look like, including the replacement of carrels with flexible-use tables, chairs and lamps, and the addition of an enclosed or semi-enclosed private study area. This drawing is necessary to truly convey what we mean when we talk about “new group work and

study space” and will be a key item for our advocates to include in their solicitations to individuals and businesses. It will be made clear that the drawing is a concept only and that the final space may look different.

TIMING CONFLICTS

UA Schools have announced that if their bond/levy passes, they will begin working to privately raise \$5 million. There is a possibility that people will perceive the timing of our fundraising effort to be poor and the people who would advocate for us may be the same people who would advocate for the schools and they may not want to make the ask on behalf of two different organizations.

Despite these overlapping fundraising efforts, the Committee feels that the Library’s 50th Anniversary is a unique opportunity to ask for donations that should not be missed.

PROPOSED TIMELINE

Timely execution of these activities is important due to the campaign coinciding with our 50th anniversary celebration on December 11, 2017.

Mid-August: Hire architect or artist to complete sketch.

End of August: Receive sketch & receive contacts from Board by August 31st.

Early September: M&CR designs bookmark or other handout with key facts and drawing.

Early September: Library staff and Board Members contact known Library supporters about becoming an advocate by reaching out to their network to solicit donations.

Mid-September: Advocates begin contacting people in their network to explain the project using talking points, copy and a drawing provided by the Library.

UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
AUGUST 9, 2017
MEETING NOTES

The meeting was called to order at 5:03 p.m.

IN ATTENDANCE: Kyle McKee, William Shkurti, Chris Taylor, Kate Porter, Michael Troper, and Diana Magee.

Financials

The Committee reviewed the financial reports for July. The Public Library Fund came in at 99% for July, higher than in previous months. The Library will receive its last disbursement of property taxes in August. The Committee accepted the reports as presented to be included in the materials for the August 15th meeting of the Board of Trustees.

The Committee requested that the Fiscal Officer determine whether the Library is eligible to receive inside millage and to compare the Library's 2017 utility costs compared to past years.

Bank Reconciliations

A few long-outstanding unclaimed funds remain to be resolved prior to the switchover to the new accounting system. The Library has an unclaimed funds fund that will be used for whatever items cannot be resolved prior to the switchover. One of the outstanding items is a credit, associated with a former part-time employee, about which the Committee requested more information.

Insurance Renewal

The Library's current insurance policy expires on August 31st. Fiscal Officer, Michael Troper, met with brokers from Stolly Insurance and Wichert Insurance. A quote for the Ohio Plan administered by Stolly Insurance came in lowest and the Library has had good experience with that broker and plan.

The Committee will recommend remaining with The Ohio Plan and entering into a new three year policy with them for the Library's Property and Liability Insurance coverage.

Mid-Year Re-Appropriations

Staff recommended amending the Library's 2017 Appropriations to compensate for purchase orders closed in 2016 with pending invoices which were not accounted for in the 2017 budget. Additionally, the former Fiscal Officer applied a 17.9% reduction to most budget lines, including those with fixed costs. Amending the appropriations and reducing the Library's planned cash transfer to its capital fund will provide the necessary funds to offset the shortfalls caused by these two actions.

Staff also requested to increase the Restricted Fund appropriations as there is a planned gift to the Library to enhance the children's area at the Miller Park Library.

The Committee will recommend to the full Board a resolution to amend the 2017 appropriations and reduce the cash transfer.

StarOhio vs. StarOhio Plus Investments

The Library currently invests in StarOhio, which is not insured. StarOhio Plus is insured but has a lower rate. The Committee will present the topic to the full Board for further discussion of possibly splitting investments between the two.

Adjournment

The meeting adjourned at 5:41 p.m.

Next Meeting: Wednesday, September 13, 2017 at 5 p.m. in Meeting Room C

Upper Arlington Public Library
Board Meeting
August 15, 2017

TOPIC: Property and Liability Insurance Renewal

CONTEXT/BACKGROUND:

The Library's current three year insurance policy with The Ohio Plan expires 8/31/17. The Fiscal Officer met with two insurance brokers, Kevin Stolly, who is our current agent for The Ohio Plan and Roger Perry, an agent with Wichert Insurance. The current annual premium for our existing policy is \$22,882.

The first year annual renewal premium with The Ohio Plan is \$20,990 for an annual savings of \$1,892. The new three year policy will be effective 9/1/17 to 8/31/20 and is non-cancellable over the three year period. The best quote from Wichert Insurance came in at \$23,101 per year.

RECOMMENDATION FROM ADMINISTRATION:

Administration recommends that we remain with The Ohio Plan for our three year insurance renewal period. We have been with The Ohio Plan for ten years and have been satisfied with their service. In addition, this will be the third year we see a decreases in our premiums from the year before.

2017-2018	\$20,990
2016-2017	\$22,882
2015-2016	\$23,023 (included increased liability from \$3M/\$5M to \$4M/\$6M)
2014-2015	\$23,123

REQUEST OF COMMITTEE:

Recommendation to the full Board to enter a three year policy with the Ohio Plan for our Property and Liability insurance coverage.

STOLLY INSURANCE GROUP
 BUSINESS • PERSONAL • HEALTH • LIFE
 LOOKING OUT FOR YOU SINCE 1904

July 28, 2017

Upper Arlington Public Library
 2800 Tremont Road
 Upper Arlington, OH 43221

Premium Summary:

	<u>2016-2017</u>	<u>2017-2018</u>
Annual Premium	\$22,882	\$20,990
Savings		\$1,892

The premium includes The Ohio Plan Advantage Credit and The Ohio Plan Safety Allowance Credit.

The Property/Boiler values increased \$296,981 (3% inflation)
 Library Materials increased \$144,436
 Computer values increased \$11,792

Options:

Increase Limits of Liability to:

\$5,000,000 / 7,000,000 Limit \$557 additional Premium

Looking forward to servicing your insurance needs.

Sincerely,

Kevin R Stolly, CPCU, ChFC, AIM

1730 Allentown Road
 PO Box 5067
 Lima, OH 45802
 419-227-2570

1001 Rush Avenue
 Bellefontaine, OH 43311
 937-592-0050

124 E Fayette Street
 Cellna, OH 45822
 419-586-3250

24 W Auglaze Street
 Wapakoneta, OH 45895
 419-738-3617

608A Office Parkway
 Westerville, OH 43082
 614-818-9467

1-800-686-2147

www.stolly.com

FAX: 419-227-8743

RESOLUTION XX-17

To Approve Commercial Building and General Liability Insurance Agreement

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the insurance quote from The Ohio Plan to be administered by Stolly Insurance for insurance coverage for a one-year term commencing September 1, 2017. The Library will be entering into a three-year contract to guarantee insurance coverage with The Ohio Plan. Premiums will be calculated annually.

Upper Arlington Public Library
Board of Trustees Meeting
August 15, 2017

TOPIC: Mid-Year Re-Appropriations

CONTEXT/BACKGROUND:

As we informed the Board earlier this year, the former Fiscal Officer elected to close the 2016 Purchase Orders at the end of the year but did not re-budget for them in the 2017 Budget. He also reduced all budget lines in the Other Budget category across the board by 17.9% that was the average not spent in this category over the previous three years.

This left our budget managers with less than they requested for the year, even for items that had fixed costs. This also left them needing to use 2017 funds to pay for 2016 encumbrances. The Director and Fiscal Officer have worked with all the budget managers to determine the funds they need to meet past encumbrances, to meet fixed cost contracts and to provide needed services for the year. To offset the increase in Other, we plan to decrease our planned transfers out.

In addition, we wish to increase our Fund 250 Appropriations to account for a planned gift to the Library to enhance the Children's Area of the Miller Park Branch.

This was discussed at the August 9th Finance Committee meeting and the Committee supports going forward with the recommendation.

RECOMMENDATION FROM ADMINISTRATION:

We recommend amending our 2017 Appropriations as follows:

General Fund (Fund 100)

Materials	-\$33,000
Other	+\$99,000
<u>Transfers Out</u>	<u>-100,000</u>
Grand Total General Fund	-\$34,000

Restricted Fund (Fund 250)

Other	+\$20,000
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ISSUES/STRATEGIC QUESTIONS:

1. What other information does the Board need to support this resolution?

REQUEST OF BOARD/ACTION NEEDED:

Approval of the Resolution to amend 2017 Appropriations.

Upper Arlington Public Library		
Re-Appropriation Scenario		
5-Year Budget Projections Planning Document		
<i>2017 Budget</i>		
2016 Year End As of December 6, 2016		
FORCAST ONLY - DOES NOT REPRESENT POLICY DECISIONS		
General Fund Beginning Cash	\$2,613,578	\$2,613,578
General Fund Operating Revenue	Current 2017 Budget	Expected 2017 Revenue
General Property Taxes	3,163,993	3,163,993
Public Library Fund	2,665,249	2,532,499
Other Income	186,600	208,500
Total Revenue	6,015,842	5,904,992
General Fund Operating Expenditures	Current 2017 Budget	Expected 2017 Expenditures
Salaries & Benefits	3,954,363	3,914,900
Library Materials	851,000	818,000
Other Expenditures	847,112	946,112
Total Expenditures	5,652,475	5,679,012
Net Operating Budget (Revenue less Expenditures before Cash Transfers Out)	363,367	225,980
Non-Operating Expenditures		
Cash Transfers Out to Building Improvement Fund	304,974	204,974
Net Operating Budget after Cash Transfers	58,393	21,006
General Fund Ending Cash	\$2,671,971	\$2,634,584
Months of Operating Expenditures Supported by Cash Reserve	5.7	5.6
Other Library Funds Impacting Overall Cash Balance		
Building Improvement Fund Beginning Cash	\$ 446,790	\$ 446,790
Additional Expenditures:	Current 2017 Budget	Proposed 2017 Budget
Building Periodic Maintenance & Replacement Cycle	147,966	147,966
Flooring Replacement Cycle	117,306	117,306
Technology Replacement Cycle	213,000	213,000
Annual F&E Budget Proposed to Ops Committee	54,600	54,600
Other Expenditures such as Legal Fees & Advertising	2,000	2,000
Total Building Improvement Fund Expenditures	534,872	534,872
Building Improvement Fund Ending Cash	\$ 216,892	\$ 116,892
% of Roof Replacement in 2034 Funded	21.7%	11.7%
Restricted Fund Beginning Cash	\$267,192.35	\$267,192.35
Additional Expenditures:	Current 2017 Budget	Proposed 2017 Budget
- - Fundraising Support and Restricted Donations (Fund 250)	23,000	43,000
Restricted Fund Ending Cash	\$244,192	\$224,192

RESOLUTION XX-17
2017 Permanent Appropriations Amendment

Be it resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2017 Appropriations:

General Fund (Fund 100)

Materials	-\$33,000
Other	+\$99,000
<u>Transfers Out</u>	<u>-100,000</u>
Grand Total General Fund	-\$34,000

Restricted Fund (Fund 250)

Other	+\$20,000
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