

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

May 26, 2015

CALL TO ORDER

Kim Sharp, Deputy Director of Planning and Development will discuss the city's comprehensive plan. (5-10 minutes).

1. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Delegations wishing to be recognized on any agenda item are to identify themselves at the point on the agenda they wish to be recognized.

2. APPROVAL OF THE AGENDA

ACTION NEEDED: Consider a motion to approve the agenda as presented or amended at the meeting.

3. DISCUSSION AND APPROVAL OF MINUTES

ACTION NEEDED: Consider a motion to approve the minutes of April 20, 2015 and April 28, 2015.

4. PERSONNEL/CONSENT CALENDAR

Action by the Board of Trustees in "A motion to adopt the Consent Calendar" means that all items appearing herein are adopted by a single motion unless a member of the Board or the Director requests that any item be removed from the Consent Calendar and voted on separately.

ACTION NEEDED: Consider a motion to approve the May Personnel Consent Calendar as presented or amended at the meeting.

5. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the April 2015 Statistical Report.

6. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year-to-date revenues and expenses. (See Item 6).

7. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the April 2015 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the ratifying of bills for April 2015.

9. Old Business

There is no Old Business to come before the Board.

10. New Business

a. **2016 Budget**

The Fiscal Officer has prepared the 2016 budget (see 10-a). Following board approval the budget request will be submitted to the Westerville City School District and the Franklin County Budget Commission. Please keep in mind this is a preliminary budget developed prior to revenue certification.

ACTION NEEDED: Consider a motion to adopt the 2016 Budget as presented or amended at the meeting.

b. **Gifts:**

The Library is in receipt of the following gifts:

Restricted:

\$10.00 from Jill Cluesmann for the Outreach Program

Unrestricted:

\$200.00 anonymous cash donation

ACTION NEEDED: Consider a motion to accept with appreciation the gifts presented.

11. INFORMATION AND DISCUSSION ITEMS

a. **Director's Report**

1. **Congratulations**

It is with great joy and some sadness that I report this will be Nieca Nowels' last meeting. Nieca will assume her new duties as the Director of Marysville Public Library on June 1, 2015. I am very excited about Nieca's new opportunity and extend my deepest appreciation for her many contributions to the Westerville Public Library. I am sure you join me in wishing her the very best.

2. **Re-Surfacing Project & HVAC Project**

The project is moving ahead nicely and is still on target for completion the first week of June. The HVAC project is also on schedule for a June completion. Additional information/update will be presented at the meeting.

3. **Former Deputy Fiscal Officer**

The case against our former Deputy Fiscal Officer scheduled for May 13th has received a continuance. The trial date has been re-scheduled for July 7th.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 11-B]. Department Managers will be available to review their reports and respond to comments and questions.

12. BOARD COMMITTEE REPORTS

- | | |
|---------------------------------|-----------------|
| 1. Finance & Facilities | Mike Fultz |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & Marketing | Karen Scholl |
| 4. Technology | Deanna McDaniel |

13. BOARD DISCUSSION ITEMS

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Next Board Meeting – Tuesday June 23, 2015 at 7:00 PM in the Board Room.

17. Adjournment

Nieca Nowels, Adult Services Manager will provide a brief presentation on her department. Thank you Nieca for all you've done for us!

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. McDaniel, Mr. Shinnock, Mr. Platt, Ms. Hodek and Mr. Fultz.

Also attending: the Director, Mr. Barlow; Deputy Director, Ms. Albury; Mr. Griscom, Fiscal Officer and Elena Vleugels, Administrative Assistant.

In attendance were the following department managers: Katrina Plourde, Human Resources; Steve Owley, Support Services; Julie Kerns, Outreach Services; Nieca Nowels, Adult Services; Kristin Michel, Customer Services; Linda Wilkins, Marketing; Jen Thomas, Customer Services and Erin Huffman, Program Coordinator.

Members from the public: Kim Sharp, Deputy Director of Planning and Development.

Ms. McDaniel called the meeting to order at 7:04 PM.

Mr. Shinnock made a motion to approve the agenda as presented at the meeting.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Fultz moved to approve the minutes of April 28, 2015 as presented.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Shinnock moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent Calendar for May 2015.

- Resignation: Michelle Treaster – Adult Services Page, part-time, effective May 15, 2015.
- Resignation: Nieca Nowels – Adult Services Manager, full-time, effective May 27, 2015.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Platt made a motion to approve the April 2015 Statistical Report.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Griscom, Fiscal Officer, presented the monthly report, assessing year-to-date revenues and expenses.

Mr. Fultz moved to approve the April 2015 Financial Report.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Shinnock moved that the bills for April 2015 in the amount of \$501,189.32 be paid.

Seconded by Mr. Platt.

The Chair declared the motion passed.

Old Business

There was no Old Business to come before the board.

New Business

Mr. Fultz made a motion to adopt the 2016 Budget as presented at the meeting.

	2013 Actual	2014 Actual	2015 Actual & Estimated	2016 Budget	
GENERAL FUND (101)					
Jan. 1st Cash Fund Balance	\$665,333	\$763,721	\$1,403,333	\$1,135,421	
Jan. 1st Encumbrances	\$329,426	\$214,298	\$322,621	\$320,000	
Jan. 1st Unencumbered Cash Fund Balance	\$335,907	\$549,423	\$1,080,712	\$815,421	
REVENUES:					
Taxes					
State Taxes (PLF)- Franklin County	\$2,371,114	\$2,325,633	\$2,426,865	\$2,426,865	0.0%
State Taxes (PLF)- Delaware County	\$162,841	\$159,846	\$195,938	\$195,938	0.0%
General Property Taxes (Operating Levy)	\$4,055,392	\$4,019,851	\$4,227,694	\$4,227,694	0.0%
Homestead and Rollback (State Reimbursements)	\$532,641	\$540,991	\$318,970	\$318,970	0.0%
Patron Fines and Fees	\$205,587	\$181,793	\$158,380	\$134,623	15.0%
Earnings on Investments	\$6,826	\$13,395	\$13,394	\$13,394	0.0%
Services Provided Other Entities	\$38,000	\$43,579	\$43,000	\$43,000	0.0%
Contributions, Gifts and Donations	\$20,372	\$28,958	\$20,000	\$20,000	0.0%
Sale of Bond or Notes	\$0	\$0	\$0	\$0	0.0%
Miscellaneous Revenues	\$59,098	\$68,016	\$67,962	\$67,962	0.0%
Transfers/Advances In from Other Funds	\$0	\$0	\$0	\$0	0.0%
TOTAL REVENUES	\$7,451,871	\$7,382,062	\$7,472,203	\$7,448,446	
EXPENDITURES:					
Salaries and Benefits	\$3,830,178	\$4,024,881	\$4,265,012	\$4,392,962	3.0%
Supplies	\$148,812	\$133,477	\$181,859	\$187,315	3.0%
Purchased and Contracted Services	\$1,013,659	\$1,002,681	\$1,290,746	\$1,329,468	3.0%
Library Materials and Information	\$955,201	\$908,993	\$1,036,388	\$1,067,480	3.0%
Capital Outlay	\$890,305	\$339,800	\$376,196	\$387,482	3.0%
Debt Service - Principal	\$230,000	\$240,000	\$0	\$0	3.0%
Debt Service - Interest	\$25,145	\$12,840	\$0	\$0	3.0%
Other Expenses	\$82,582	\$79,778	\$89,914	\$92,611	3.0%
Contingency	\$0	\$0	\$0	\$0	
Transfers/Advances Out to Other Funds	\$177,601	\$0	\$500,000	\$200,000	
TOTAL EXPENDITURES	\$7,353,483	\$6,742,450	\$7,740,115	\$7,657,318	
Dec. 31st Cash Fund Balance	\$763,721	\$1,403,333	\$1,135,421	\$926,549	
Dec. 31st Encumbrances	\$214,298	\$322,621	\$320,000	\$320,000	
Dec. 31st Unencumbered Cash Fund Balance	\$549,423	\$1,080,712	\$815,421	\$606,549	
SPECIAL REVENUE FUNDS:					
OHIO HUMANITIES COUNCIL GRANT FUND (203)					
Jan. 1st Cash Fund Balance	-\$1,000.50	\$0.00	\$0.00	\$0.00	
Jan. 1st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	
Jan. 1st Unencumbered Cash Fund Balance	-\$1,000.50	\$0.00	\$0.00	\$0.00	
REVENUES:					
Grant Proceeds	\$500.00	\$0.00	\$0.00	\$0.00	
Restricted Gifts	\$0.00	\$0.00	\$0.00	\$0.00	
Transfers In From Other Funds	\$500.50	\$0.00	\$0.00	\$0.00	

TOTAL REVENUES	\$1,000.50	\$0.00	\$0.00	\$0.00
<u>EXPENDITURES:</u>				
Library Program Supplies	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00
MID-ATLANTIC ARTS GRANT (205)				
Jan. 1st Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00
Jan. 1st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00
<u>REVENUES:</u>				
Grant Proceeds	\$1,060.00	\$0.00	\$0.00	\$0.00
Transfers In From Other Funds	\$1,100.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$2,160.00	\$0.00	\$0.00	\$0.00
<u>EXPENDITURES:</u>				
Library Program Supplies	\$2,160.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$2,160.00	\$0.00	\$0.00	\$0.00
Dec. 31st Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00
MUSLIM JOURNEYS GRANT (207)				
Jan. 1st Cash Fund Balance	\$0.00	\$594.75	\$594.75	\$0.00
Jan. 1st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$594.75	\$594.75	\$0.00
<u>REVENUES:</u>				
Grant Proceeds	\$3,500.00	\$0.00	\$0.00	\$0.00
Transfers In From Other Funds	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$3,500.00	\$0.00	\$0.00	\$0.00
<u>EXPENDITURES:</u>				
Programs and materials	\$2,905.25	\$0.00	\$594.75	\$0.00
TOTAL EXPENDITURES	\$2,905.25	\$0.00	\$594.75	\$0.00
Dec. 31st Cash Fund Balance	\$594.75	\$594.75	\$0.00	\$0.00
Dec. 31st Encumbrances	\$425.95	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$168.80	\$594.75	\$0.00	\$0.00
COLUMBIA GAS GRANT (208)				
Jan. 1st Cash Fund Balance	\$0.00	\$0.00	\$6,228.72	\$0.00
Jan. 1st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$6,228.72	\$0.00
<u>REVENUES:</u>				
Grant Proceeds	\$0.00	\$22,957.36	\$0.00	\$0.00
Transfers In From Other Funds				
TOTAL REVENUES	\$0.00	\$22,957.36	\$0.00	\$0.00
<u>EXPENDITURES:</u>				
Building Improvements	\$0.00	\$16,728.64	\$6,228.72	\$0.00

TOTAL EXPENDITURES	\$0.00	\$16,728.64	\$6,228.72	\$0.00
Dec. 31st Cash Fund Balance	\$0.00	\$6,228.72	\$0.00	\$0.00
Dec. 31st Encumbrances	\$0.00	\$6,228.72	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00

TARGET GRANT (209)

Jan. 1st Cash Fund Balance	\$0.00	\$0.00	\$1,140.96	\$0.00
Jan. 1st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$1,140.96	\$0.00

REVENUES:

Grant Proceeds	\$0.00	\$2,000.00	\$0.00	\$0.00
Transfers In From Other Funds				

TOTAL REVENUES	\$0.00	\$2,000.00	\$0.00	\$0.00
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EXPENDITURES:

Program supplies	\$0.00	\$859.04	\$1,140.96	\$0.00
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TOTAL EXPENDITURES	\$0.00	\$859.04	\$1,140.96	\$0.00
Dec. 31st Cash Fund Balance	\$0.00	\$1,140.96	\$0.00	\$0.00
Dec. 31st Encumbrances	\$0.00	\$1,140.96	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00

CAPITAL PROJECTS FUNDS:**BUILDING FUND (401)**

Jan. 1st Cash Fund Balance	\$1,624,174.35	\$1,800,174.35	\$1,800,174.35	\$1,527,085.35
Jan. 1st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$1,624,174.35	\$1,800,174.35	\$1,800,174.35	\$1,527,085.35

REVENUES:

Transfers In From Other Funds	\$176,000.00	\$0.00	\$500,000.00	\$200,000.00
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TOTAL REVENUES	\$176,000.00	\$0.00	\$500,000.00	\$200,000.00
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EXPENDITURES:

Capital Outlay	\$0.00	\$0.00	\$773,089.00	\$0.00
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TOTAL EXPENDITURES	\$0.00	\$0.00	\$773,089.00	\$0.00
Dec. 31st Cash Fund Balance	\$1,800,174.35	\$1,800,174.35	\$1,527,085.35	\$1,727,085.35
Dec. 31st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$1,800,174.35	\$1,800,174.35	\$1,527,085.35	\$1,727,085.35

ENDING BALANCES (ALL FUNDS)

Dec. 31st Cash Fund Balance	\$2,564,490	\$3,211,472	\$2,662,506	\$2,653,634
Dec. 31st Encumbrances	\$214,724	\$329,991	\$320,000	\$320,000
Dec. 31st Unencumbered Cash Fund Balance	\$2,349,766	\$2,881,481	\$2,342,506	\$2,333,634

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Kim Sharp, Deputy Director of Planning and Development discussed with the board the city's comprehensive plan.

Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$10.00 from Jill Cluesmann for the Outreach Program

Unrestricted:

\$200.00 anonymous cash donation.

Ms. Hodek made a motion to accept with appreciation the gifts presented.

Seconded by Mr. Platt.

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

1. Congratulations

It is with great joy and some sadness that I report this will be Nieca Nowels' last meeting. Nieca will assume her new duties as the Director of Marysville Public Library on June 1, 2015. I am very excited about Nieca's new opportunity and extend my deepest appreciation for her many contributions to the Westerville Public Library. I am sure you join me in wishing her the very best.

2. Re-Surfacing Project & HVAC Project

The project is moving ahead nicely and is still on target for completion the first week of June. The HVAC project is also on schedule for a June completion. Additional information/update will be presented at the meeting.

Mr. Barlow reported to the board on the re-surfacing project and the HVAC project. If all goes well, the parking lot should be done by Friday. The target completion date for the HVAC project is June 15th. The duct units have been installed.

3. Former Deputy Fiscal Officer

The case against our former Deputy Fiscal Officer scheduled for May 13th has received a continuance. The trial date has been re-scheduled for July 7th.

The Cockrell trial got a continuance. The next trial date is set for July 7th.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 11-B]. Department Managers will be available to review their reports and respond to comments and questions.

BOARD COMMITTEE REPORTS

1. Finance & Budget Mike Fultz
The Committee did not meet. Their next meeting will be on June 16th. They will go over the consolidated version of the Fiscal Policy Manual.
2. Human Resources Jack Shinnock
No Report.
3. Marketing Karen Scholl
No report

4. Technology Deanna McDaniel
The Committee will arrange another meeting date.

BOARD DISCUSSION ITEMS

Mr. Shinnock reported the success of the Task Force meeting that was held on Friday, May 15th. The Task Force will look at offsite library opportunities and location for a Maker Space over the next six months and report back periodically to the board. Mr. Griscom reported to the board that the auditors will be here starting tomorrow. He also gave an update on the new accounting software. Mr. Owley reported on the Point of Sale software. Ms. Kerns responded to the board on the question of the little free library and how it works.

LIBRARY FOUNDATION REPORT

Mr. Platt reported to the board that the Foundation meeting was very robust. The Foundation welcomed two new Board members, Kay Hedges and Lynda Huey. The Foundation authorized \$25K for the Imagination Library project. Mr. Platt reported the upcoming author visits. Piper Kerman will be here next Tuesday; 300 are registered. Local Author festival will be held June 6th. Daniel Silva will be visiting July 1st; there are 91 people who have purchased tickets. Next Foundation meeting will be June 15th.

FRIENDS OF THE LIBRARY

IMPORTANT DATES

- a. Next Board Meeting – Tuesday June 23, 2015 at 7:00 PM in the Board Room.

DEPARTMENT REVIEW AND TOUR

Nieca Nowels, Adult Services Manager gave a brief presentation on her department. Thank you Nieca for all you've done for us.

ADJOURNMENT

Mr. Platt moved to adjourn the meeting at 7:53 PM.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

President

Secretary

