



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, AUGUST 18, 2020 AT 5 PM

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

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

The meeting was called to order at 5:07 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter Hahn, Kate Hare, Gloria Heydlauff, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Beth Hatch, Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE: Kate Porter, Assistant Director.

CONSENT AGENDA

The consent agenda included the Minutes from the July Board of Trustees meeting, the Financial Report for July and the July Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

RESOLUTION 23-20
JULY 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	Annual Report Name	Campaign
\$ 5,000.00	250	Anonymous	Early Learning Play Area
\$ 25.00	130	Erik Vasusarver	

Amount	Fund	Annual Report Name	Campaign
\$ 25.00	130	Erik Vasusarver	
\$ 10,000.00	250	Friends of the Upper Arlington Library	Early Learning Play Area
\$ 20.47	130	Mrs. Patrick Iams	
\$ 15,070.47	Total		

SIGNATURE SHEET

Resolution No. 23-20

8/18/2020

Upon the motion of Trustee Peter Hahn, seconded by Trustee Kevin Fix:

Voting:

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

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the above-noted date.

Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

The Board President recognized the amount of donations the Library has received and expressed their appreciation to the community and Library's community partners.

The Library received the Big Give donations in August, which will be officially recognized at the September Board Meeting. The Library received \$9,853.56 from the Big Give, including \$608.56 from the Columbus Foundation Bonus Pool Fund.

The Library will proceed with its Early Learning Play Area thanks to the donations received from the Tri-Village Rotary, Friends of the Library, and other donors.

DIRECTOR'S REPORT

Since Franklin County is still at Level 3, the Library is open for limited public services.

LIBRARY OPERATION STATS BY THE WEEK

The Director presented library operation stats by the week for Board review. The stats collected includes Unique Patrons Transacting Physical, Physical Items Circulated, eMedia Circulated (Overdrive), Items Sent/Items Received, Items Held and Circulated, and Computer Use.

In July, the Library averaged 2,000 individual patrons per week, which is slightly less than typical usage at the Main Library when compared to individual patron checkouts in July 2019.

All physical circulation is made via curbside pickup and the entire process—pulling the items, placing them on hold, shelving them for pickup, checking them out to the patron, and delivering to the patron—is handled exclusively by staff. The average number of physical items circulated per week is 7,844.

QUARTERLY STAFFING REPORT

The Director presented the 2nd Quarter Staffing Report to the Board. 5 part-time and 1 full-time positions were vacated due to issues with the pandemic.

The Library is now offering a full-time courier-custodian position in order to maintain regular cleaning at the branches.

The Lane Road staff are returning to their building and prepping it for services. There is no known date for resuming public services at Lane Road Library.

PROPOSED LEVY TIMELINE

The Director presented a Levy timeline prepared by Bricker and Eckler for Board review in order for the Library to go to ballot on May 3, 2022.

EARLY LEARNING PLAY AREA UPDATE

The Library has submitted its deposit to American Elements, formerly EMD, for the Early Learning Play Area. The Library has received \$27,500 in donations for the project so far with other organizations promising other funds that were delayed due to the pandemic.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE THURSDAY, AUGUST 13, 2020 MEETING NOTES

The meeting was called to order at 5:01 p.m.

IN ATTENDANCE

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

STAFF MEMBERS: Beth Hatch, Kate Porter, Lori Piergallini, and Allison Frew

Since Franklin County remains as Level 3 on the state's Public Health Advisory Alert System, the Library is continuing with its reopening phasing schedule. The Main Library continues to offer curbside and computer appointments; by September, all furloughed staff who are returning will be scheduled back and the Library aims to extend curbside hours then. The staff at Lane Road are returning to their branch and will prepare to offer curbside at that location this fall.

The Director has been processing circulation and patron stats on a weekly basis and will share those results with the Board next week.

The Friends of the Library has requested to do a donation drive on Saturdays and a parking lot sale in September. Administration is working out the logistics with the Friends. The Library has drafted an agreement for the Friends volunteers to sign before returning to the building.

REVIEW JULY FINANCIALS

The Library's 2020 YTD Revenue is 15% lower than it was at this time last year; however, the Library, which usually receives its tax settlement in August, will now receive the tax settlement in September.

The 2020 YTD Revenue for Other Income is \$15,000 higher than it should be since a donation intended for the Restricted Fund 250 was deposited into the wrong account. The Fiscal Officer has since corrected this issue. Other Income Revenue may remain static for the rest of the year since the Library has temporarily suspended processing passports and cataloging for the Bexley Public Library.

The Projected Year End Revenue for Salaries & Benefits includes a proposed salary restoration before the end of the year. Administration is monitoring the PLF to confirm that the restoration can proceed.

As Revenue declined the Library cut expenditures. 2020 YTD Expenditures is 5% lower than it was at this time last year.

The Public Library Funding was down 4% for July. Star Ohio Interest totaled \$1,455.89. The interest rate at Star Ohio has been reduced to 0.3%.

All accounts are balanced.

The Committee discussed scenarios in which the budget may fluctuate due to the pandemic or other factors.

The Franklin County Auditor petitioned the state to postpone the tax valuation set for this year.

The Fiscal Officer answered all questions in full.

REVIEW JULY CHECKS

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

REVIEW JULY RECONCILIATIONS

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

The CD at First Merchants Bank expired as of August 12, 2020 and the funds are being moved to the Star Ohio Restricted Fund due its competitive interest rate and liquidity.

FISCAL OFFICER'S REPORT

PUBLIC LIBRARY FUND

The Ohio Department of Taxation posted the August 2020 PLF distribution which was 14.68% above ODT's latest estimate issued at the end of June. The increase is mostly due to the income tax filing date being moved to July. The PLF CY 2020 YTD 3.42% below pre-pandemic estimates.

CARES ACT FUNDING

The State Controlling Board approved additional CARES Act funds for Ohio's public libraries. The Library anticipates receiving a \$25,000 grant for each building, totaling \$75,000. The funds will be used to cover COVID-19-related costs.

These funds are separate and independent of the \$3,000 CARES Act Mini-Grant program the Library received through the State Library of Ohio.

COVID-RELATED EXPENDITURES

The Library has spent over \$22,000 on COVID-19-related purchases so far. These expenses cover cleaning supplies, personal protection equipment and other equipment.

PLF CERTIFICATE

The Fiscal Officer presented the Public Library Fund certificate from the Franklin County Budget Commission for 2021. The 2021 PLF is 11% less than 2020's certification. The PLF will collect 1.7% from January-June then the PLF will collect 1.6% from July to December, unless the state reapproves collecting at 1.7% in the biennial budget.

BUDGET DISCUSSION – 5 YEAR PROJECTION

The Fiscal Officer presented the 5-Year Projection Scenario for the Committee to review.

The Committee supported the decision to keep the Library Materials budget at 15% of Revenue.

The Committee continues to support salary restoration for the staff. Some staff members have vacated their positions due to COVID-19-related reasons. The Library is currently offering a full-time courier-custodian position in order to comply with sanitation guidelines recommended by government and health officials.

The Library is interested in examining capital projects that will expand services during the pandemic as well as be functional for public services post-pandemic.

APPROPRIATIONS AMENDMENT

The Committee recommended the Library review the success share savings benefit offered by the Library's health insurance broker. Administration is meeting with the health insurance broker shortly.

The Committee approves the recommended Appropriations Amendment, which will be presented to the Board in August.

LEVY TIMELINE

The Director presented the Levy timeline to the Committee for review. Once the Board passes the Resolution Requesting County Auditor to Certify Assessed Valuation in Fall 2021, the Auditor will then provide the funding scenarios for the levy.

ADJOURNMENT

The meeting was adjourned at 5:54 p.m.

Next Meeting: Wednesday, September 9, 2020 at 5 p.m. on Zoom

FISCAL OFFICER'S REPORT

The PLF in August was under \$282,000, which was significantly higher than what we anticipated due to the tax deadline being extended until July. The Fiscal Officer is waiting for the September PLF to forecast for the fall.

The Library is applying for a grant up to \$75,000 (\$25,000 per Library building) from CARES Act funding to assist with Covid-19 expenses.

The Library received a \$3,000 mini grant for Covid-19-related spending.

Administration is meeting with the health insurance broker to discuss plan options.

The Fiscal Officer explained the necessity for the Appropriations Amendment. The Fiscal Officer answered all questions in full.

APPROPRIATIONS AMENDMENT

RESOLUTION 24-20

2020 APPROPRIATIONS AMENDMENT

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2020 Appropriations:

Fund 100 General Fund	
Health Insurance Adm. Fees	+ \$18,000
Fund 170 Grants Fund	
Equipment & Supplies for Grant	+ \$3,000
Fund 250 Restricted Fund	
Professional Services for Youth project	+ \$35,000

SIGNATURE SHEET

Resolution No. 24-20

8/18/2020

Upon the motion of Trustee William J. Shkurti, seconded by Trustee John M. Yesso:

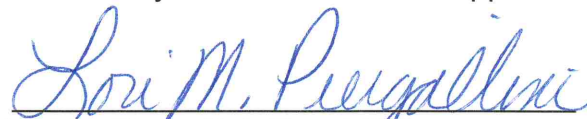
Voting:

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

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the above-noted date.



Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

OPERATIONS COMMITTEE

The Operations Committee did not meet in August.

PRESIDENT'S REPORT

The President expressed her appreciation on behalf of the Board and the community to the Library staff.

ADJOURNMENT

Kevin Fix made a motion to adjourn the meeting. William J. Shkurti seconded the motion.

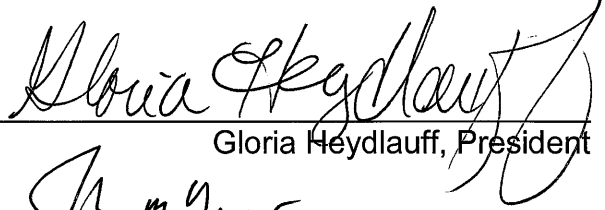
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye

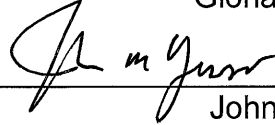
Stephen Flynn
Peter Hahn
Kate Hare
William J. Shkurti

Aye
Aye
Aye
Aye

The meeting was adjourned at 5:37 p.m.



Gloria Heydlauff, President



John M. Yesso, Secretary

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

Fund No.	Fund Description	0/1/2020 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	7/31/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 3,766,585.51	\$ 3,195,939.75	\$4,071,679.43	\$ 698,532.70	\$3,373,146.73
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 44,348.53	\$ 40,011.79	\$261,982.82	\$ 35,552.70	\$226,430.12
402	Building Improvement	\$312,409.09	\$ -	\$ 65,047.17	\$247,361.92	\$ 15,647.00	\$231,714.92
501	Employee FSA Fund	\$4,232.27	\$ 15,202.36	\$ 15,211.00	\$4,223.63	\$ -	\$4,223.63
GRAND TOTAL		\$4,075,321.11	\$3,826,136.40	\$3,316,209.71	\$4,585,247.80	\$749,732.40	\$3,835,515.40

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.

All Funds
Statement of Cash Position
As of July 31, 2019

Fund No.	Fund Description	1/1/2019 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	7/31/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 4,462,402.27	\$ 3,333,775.39	\$4,437,863.58	\$ 712,525.02	\$3,725,338.56
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 29,313.05	\$ 27,934.36	\$262,963.26	\$ 20,490.47	\$242,472.79
402	Building Improvement	\$405,156.18	\$ -	\$ 271,673.60	\$133,482.58	\$ 85,871.93	\$47,610.65
501	Employee FSA Fund	\$5,254.20	\$ 7,699.24	\$ 9,881.83	\$3,071.61	\$ -	\$3,071.61
GRAND TOTAL		\$3,981,231.65	\$4,499,414.56	\$3,643,265.18	\$4,837,381.03	\$818,887.42	\$4,018,493.61

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

Fund 2XX Special Revenue Fund is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is noted as such.

Fund 402 the Building Improvement Fund is used for building and technology improvements.

Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

Upper Arlington Public Library
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of July 31, 2020

Beginning Cash Balance as of January 1, 2020 \$ 3,501,033.67

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,211,219.00	\$ 2,142,921.72	\$ 3,211,219.00	\$ -
Public Library Fund	\$ 2,754,570.00	\$ 1,519,020.37	\$ 2,571,345.08	\$ (183,224.92)
Other Income	\$ 221,307.00	\$ 104,643.42	\$ 109,436.51	\$ (111,870.49)
Total Revenue	\$ 6,187,096.00	\$ 3,766,585.51	\$ 5,892,000.59	\$ (295,095.41)

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,344,342.00	\$ 2,201,950.15	\$ 3,929,585.98	\$ 414,756.02
Library Materials	\$ 894,868.00	\$ 472,086.86	\$ 721,436.46	\$ 173,431.54
Other Expenditures	\$1,029,600.00	\$ 521,902.74	\$ 903,809.00	\$ 125,791.00
Total Expenditures	\$ 6,268,810.00	\$ 3,195,939.75	\$ 5,554,831.44	\$ 713,978.56

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (81,714.00)	\$ 570,645.76	\$ 337,169.15	\$ 418,883.15
---	-----------------------	----------------------	----------------------	----------------------

Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -
--	---------------	------	---------------	------

Net Budget after Cash Transfers	\$ (381,714.00)	\$ 570,645.76	\$ 37,169.15	\$ 418,883.15
--	------------------------	----------------------	---------------------	----------------------

General Fund Cash Balance at December 31, 2020 \$ 3,538,202.82

Months of Operating Expenditures Supported by Cash Reserves 8 months

Budget as approved by the Board of Trustees in December 2019 and amended January 21, 2020.

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

Public Library Fund - PLF is set at 1.7% of GRF revenue effective July 1, 2019. July PLF totaled \$257,589.86.

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. Star Ohio Interest totaled \$1,455.89 for July.

Salaries & Benefits - The 2020 budget included a vacancy credit of 2.5% of the full cost of salaries and related taxes.

Library Materials - Expenditures are budgeted at 15 % of Total General Property Tax and Public Library Funding revenue.

Other Expenditures - Includes all non-library materials and non-payroll related expenditures.

Cash Transfers Out to Fund 402 - Building Improvement Fund is the line that allows the Library to fund the capital plans by moving money from the General Fund to the Building Improvement Fund. The State considers transfers an expenditure and must be part of the approved budget.

Net Budget After Cash Transfers Out - A positive number indicates that we will be increasing the cash balance.