



UPPER ARLINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

TUESDAY, JANUARY 19, 2021 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 will host this Meeting live at the following URL: <http://board.ualibrary.org>

The meeting was called to order at 5:09 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; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Julie Whitt, Human Resources Manager; and Allison Frew, Executive Assistant.

CONSENT AGENDA

The consent agenda included the Minutes from the December Board of Trustees Meeting and the January 5th Board of Trustees Special Meeting, the Financial Report for December and the November and December Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

RESOLUTION 06-21 NOVEMBER AND DECEMBER 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 Name	Campaign
\$ 103.00	130	Andrea Sevel	
\$ 250.00	130	Angela Herbert	
\$ 49.96	130	Anonymous	

Amount	Fund	Donor Name	Campaign
\$ 103.00	130	Anton Chin	
\$ 100.00	130	Barbara & Gordon Snyder	
\$ 25.00	130	Christiana Rice	
\$ 257.50	130	Dave and Carolyn Hobson	In Memory of Linda Struble
\$ 300.00	130	Demetri Capetanopoulos	
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Erik Vasusarver	
\$ 400.00	130	Erik Vasusarver	
\$ 25.00	130	Erik Vasusarver	
\$ 2,500.00	130	Frederick & Karla Roehrig	
\$ 20.00	130	Hye Weon Lee	
\$ 51.50	130	Jeff Clark	
\$ 25.75	130	Jennie Thompson	
\$ 20.00	130	Jill & Michael Latas	
\$ 250.00	130	JoAnn Scanlon	
\$ 50.00	130	John Schriver	
\$ 51.50	130	Kathleen M Jones	
\$ 103.00	130	Melanie Mees	
\$ 103.00	130	Michael Kohr	
\$ 300.00	130	Paul Braunsdorf	
\$ 25.75	130	Sui Shen	
\$ 100.00	130	Susan Reece	
\$ 25.75	130	Willkie Cirker	In Honor of a Family Member
\$ 5,314.71	Total		

SIGNATURE SHEET

Resolution No. 06-21

1/19/2021

Upon the motion of Trustee Kevin Fix, seconded by Trustee Stephen Flynn:

Voting:

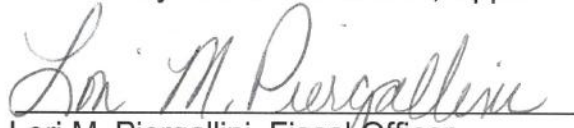
Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. Shkurti	Aye

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 President expressed her appreciation for Tony Bolton's service to the Library.

ASSISTANT DIRECTOR'S REPORT

The One Book One Community event with Jason Reynolds is Sunday, January 24, 2021. This event will be hosted online and is co-sponsored with eight Central Ohio libraries.

DIRECTOR'S REPORT

All three branches of the library are now open for service. Miller Park opened its Walk-Up Window last week. A Walk-Up Window is also available at Lane Road Library and Curbside Service is available at the Main Library.

The Governor's Stay at Home Advisory is still in effect; the Library will continue its current service model unless we are given specific guidelines from the State or if other area Libraries also change their service model.

The Library has a new Support Page to gather information about how the Library impacts the community and garner Library advocates who can help promote an understanding of Library operations and funding to the community. The webpage is here www.ualibrary.org/support.

Interested patrons may sign up via this webpage to receive a newsletter specifically informing them of advocacy issues. This webpage will be shared with the Tri-Village Rotary and Leadership UA next week.

2020 FUNDRAISING SUMMARY

The Library received over \$66,000 in donations for 2020, which is a 200% increase in total donations compared to 2019. Most of these donations were solicited between two

campaigns: the Early Learning Play Area and the Big Give, which totaled over \$57,000 together. The Early Learning Play Area will be installed sometime in February.

All 2020 donors will receive an Impact Letter packet from the Library celebrating this achievement and informing donors of the impact the Library has made in the community during the pandemic.

ANNUAL SECURITY POLICY RESOLUTION

RESOLUTION 08-21
To Reapprove Local Library Security Policy

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby reapproves the Local Library Security Policy, as included in the Operations Manual, as outlined as an exhibit to this Resolution, and as recommended by the Administration of the Upper Arlington Public Library.

SIGNATURE SHEET

Resolution No. 08-21

1/19/2021

Upon the motion of Trustee Peter Hahn, seconded by Trustee John 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

ANNUAL AND 4th QUARTERLY STAFFING REPORT

In 2020, the Library was down 22 positions, which is 28.6% of our workforce. The majority of resignations were due to the demands of another position, school or family.

Administration will continue to undertake a cautious approach to recruitment in 2021 due the tenuous status of the PLF. The Director will present the hiring strategy with the Q1 Staffing Report.

2021 STRATEGIC PLAN TIMELINE

The Director updated the Board on the timeline of the first phase of the Strategic Plan which will be to conduct an inventory on the data the Library collects.

The Board inquired about Legislative Day for this year. Administration will inform the Board of any important events coming up.

FINANCE COMMITTEE

FISCAL OFFICER REPORT

The January PLF is 6% higher than expected. The Library has received its first tax settlement advance and will be receiving one each week for the next 7 weeks.

JANUARY MEETING MINUTES

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, JANUARY 13, 2021

The meeting was called to order at 5:02 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

DIRECTOR'S UPDATE

A walk-up window service is now available at Miller Park Library.

The Main Library is continuing to offer curbside pick-up only. This falls in line with the services offered by other Franklin County libraries. The Library is meeting with staff to discuss a walk-up service module at the Main Library.

FISCAL OFFICER'S REPORT

Given the economic uncertainties we faced this year, the Library remains financially sound at year end.

YTD Revenue was slightly higher than 2019 with less than a 1% increase. The loss of passport and other revenues was replaced with substantial increases in Refund and Reimbursement Revenues from the BWC, a Co-Op incentive check, and an insurance claim reimbursement.

2020 PLF exceeded original estimates by \$10,111.34 despite plummeting in April and May.

Cost-cutting measures implemented at the start of the COVID-19 crisis resulted in total expenditures declining 11% from the previous year.

The Library was underbudget in all categories.

The Library's ending balance is 20% higher than last December. The Library has 7.25 months of operating expenses on hand.

Unencumbered balance is 15% higher than last year due to some Purchase Orders not being closed since we are pending payment in January. These Purchase Orders were for the youth project and the curbside awning, the latter which is funded by the Coronavirus Relief Fund (CRF Grant).

The significant increase in the 2020 YTD Revenue for the Special Revenue Fund is owed to the amount of solicited donations received for the youth project.

Expenses were underbudget, particularly salaries and benefits.

REVIEW DECEMBER CHECKS

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

The Interest accrued from the Star Ohio account was posted to both the General Fund and the CARES Grant Fund 275 per federal requirements.

REVIEW DECEMBER RECONCILIATIONS

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

4th QUARTERLY INVESTMENT REPORT

2020 total interest dropped 69% from 2019.

The Fiscal Officer provided an overview of the success savings share payment with the Library's health insurance. The Director and Human Resources Manager will discuss this further at the February Finance Meeting.

The Committee requested a 5-year projection reflecting the final results for 2020 will be presented in February.

All questions were answered in full.

ADJOURNMENT

The meeting was adjourned at 5:23 p.m.

Next Meeting: Wednesday, February 10, 2021 at 5 p.m. on Zoom

OPERATIONS COMMITTEE

The Operations Committee did not meet in December 2020 or in January 2021.

PRESIDENT'S REPORT

The President expressed her appreciation for all the donations and support the Library received from the community last year.

ADJOURNMENT

William J. Shkurti made a motion to adjourn the meeting. John Yesso seconded the motion.

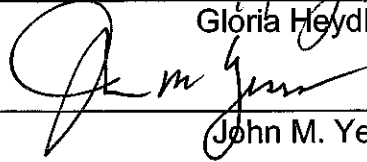
Voting:

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

The meeting was adjourned at 5:42 p.m.



Gloria Heydlauff, President



John M. Yesso, Secretary

All Funds
Statement of Cash Position
As of December 31, 2020

Fund No.	Fund Description	1-Jan-20 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	12/31/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 6,164,315.25	\$ 5,580,973.24	\$4,084,375.68	\$ 150,413.03	\$3,933,962.65
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 149,418.42	\$ 132,813.73	\$274,250.77	\$ 31,573.92	\$242,676.85
402	Building Improvement	\$312,409.09	\$ 300,000.00	\$ 93,081.20	\$519,327.89	\$ -	\$519,327.89
501	Employee FSA Fund	\$4,232.27	\$ 23,066.05	\$ 21,065.72	\$6,232.60	\$ -	\$6,232.60
GRAND TOTAL		\$4,075,321.11	\$6,636,799.72	\$5,827,933.89	\$4,884,186.94	\$181,986.95	\$4,702,199.99

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 December 31, 2019

Fund No.	Fund Description	1-Jan-19 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	12/31/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 6,220,695.11	\$ 6,028,898.14	\$3,501,033.67	\$ -	\$3,501,033.67
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 88,827.89	\$ 92,766.38	\$257,646.08	\$ -	\$257,646.08
402	Building Improvement	\$405,156.18	\$ 300,000.00	\$ 392,747.09	\$312,409.09	\$ -	\$312,409.09
501	Employee FSA Fund	\$5,254.20	\$ 18,534.07	\$ 19,556.00	\$4,232.27	\$ -	\$4,232.27
GRAND TOTAL		\$3,981,231.65	\$6,628,057.07	\$6,533,967.61	\$4,075,321.11	\$0.00	\$4,075,321.11

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 Dec. 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	\$ 3,214,261.08	\$ 3,214,261.08	\$ 3,042.08
Public Library Fund	\$ 2,754,570.00	\$ 2,764,680.97	\$ 2,764,680.97	\$ 10,110.97
Other Income	\$ 221,307.00	\$ 185,373.20	\$ 185,373.20	\$ (35,933.80)
Total Revenue	\$ 6,187,096.00	\$ 6,164,315.25	\$ 6,164,315.25	\$ (22,780.75)

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,344,342.00	\$ 3,803,039.62	\$ 3,803,039.62	\$ 541,302.38
Library Materials	\$ 894,868.00	\$ 738,134.23	\$ 738,134.23	\$ 156,733.77
Other Expenditures	\$ 1,029,600.00	\$ 739,799.39	\$ 739,799.39	\$ 289,800.61
Total Expenditures	\$ 6,268,810.00	\$ 5,280,973.24	\$ 5,280,973.24	\$ 987,836.76

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (81,714.00)	\$ 883,342.01	\$ 883,342.01	\$ 965,056.01
---	-----------------------	----------------------	----------------------	----------------------

Non-Operating Expenditures

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

Net Budget after Cash Transfers	\$ (381,714.00)	\$ 583,342.01	\$ 583,342.01	\$ 965,056.01
--	------------------------	----------------------	----------------------	----------------------

General Fund Cash Balance at December 31, 2020 \$ 4,084,375.68

Months of Operating Expenditures Supported by Cash Reserves 7.25

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.				
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.				
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.				