



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, FEBRUARY 16, 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 5:01 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; and Allison Frew, Executive Assistant.

CONSENT AGENDA

The Consent Agenda included the Minutes from the January Board of Trustees Regular Meeting and the February 2nd Board of Trustees Special Meeting, the Financial Report for January and the January Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

RESOLUTION 09-21
JANUARY 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
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Erik Vasusarver	
\$ 51.50	130	Lucinda M Vogtsberger	In Memory of Mrs. Anne Smead
\$ 5,000.00	250	Upper Arlington Rotary Club	Early Learning Play Area
\$ 50.00	130	Wednesday Literary Club	In Memory of Toni Auch
\$ 5,151.50	Total		

SIGNATURE SHEET

Resolution No. 09-21

2/16/2021

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

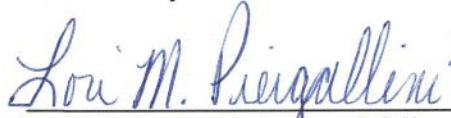
Voting:

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

The President expressed her appreciation for the donors who support the Library.

ASSISTANT DIRECTOR'S REPORT

Since the Stay at Home Advisory for Franklin County has been lifted, the Main Library will phase its reopening plans.

Computer appointments will be available at the Main Library beginning Monday, February 22. Patrons who have called the Library expressing interest in computers will be contacted to make appointments.

The Main Library will open for limited services on Monday, March 1. Browsing will be available in the Adult, Media, and Youth Services Departments. The Library aims to continue Curbside Service Monday-Thursdays during open hours. These services align with other libraries in the area.

The Branches will continue Walk Up Window Service at this time with more services being available in subsequent phases.

DIRECTOR'S REPORT

The Director presented a summary of annual statistics to the Board and answered all questions.

Stacy McIntyre and Corey Kerr will be concluding their marketing study. They have received over 665 submissions for the online survey and conducted 25 interviews with community members to gauge the value and usage of the Library. Stacy McIntyre will be speaking with staff about the results of this survey next week.

OLC is hosting a virtual Trustee Workshop on March 6th. Any Trustee interested in attending should contact the Executive Assistant to be registered.

The Director updated the Board on their community speaking engagements.

LEVY DISCUSSION

The Director will forward OLC Ballot Workshop Handbook to the Board Members.

The Library will solicit millage rates from the County Auditor in August for the September Board Retreat.

FINANCE COMMITTEE

FISCAL OFFICER'S REPORT

The January and February PLF have both been over the estimated provided by the Ohio Department of Taxation.

The tax advances received by the Library have totaled a little over 1 million, of which half has been invested in Star Ohio for Operating Expenses. The final settlement will arrive in March.

The Fiscal Officer is finishing a State Auditors report due at the end of February.

The accounting firm Harris and Company will be conducting the Library's biennial audit this year for 2019 & 2020.

FINANCE COMMITTEE NOTES

The Notes from the Finance Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE MEETING NOTES
WEDNESDAY, FEBRUARY 10, 2021**

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix and William J. Shkurti

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

EXCUSED ABSENCE: Stephen Flynn

DIRECTOR'S REPORT

Public Library Funding at the statutory level will remain 1.66% until 2023. OLC will be lobbying to continue the PLF at 1.7% for the biennial budget that will pass in June.

The marketing consultants have received 665 responses to the online survey and conducted 19 individual interviews with community members with a goal of 25. The Director and MC&R Manager are meeting next week to discuss the results from the interviews and surveys with the consultant.

Admin has been meeting with public service staff to discuss plans for reopening the Main Library to the public with the aim to continue curbside service in conjunction with limited browsing. Tentative reopening plans are set for March.

Lane Road and Miller Park Libraries will continue walk-up service due to limited staffing and difficulty social distancing in the space.

REVIEW JANUARY FINANCIALS

The Library's 2021 YTD Revenue is 11% lower than it was in January 2020 primarily due to the amount of tax advances received. Once the Library receives its final collections in March, Revenue will be higher than it was last year.

The Library's 2021 YTD Expenditures are down 25% and the unencumbered balance is 37% higher compared to last year.

The Fiscal Officer is carrying a larger balance in the General Fund to minimize the need for bank transfers in case of emergency.

The Ohio Department of Taxation (ODT) revised their Public Library Funding calculations in December although the Library will continue to use the original certification from July 2020.

The Public Library Fund is 16% higher than ODT projected for January based on the July estimates and 5% higher than the revised December estimate.

The February PLF is 20% higher than the July estimate, and 8% higher than the December estimate.

Other Income shows an increase of \$5,000 due to the donation we received for the Early Learning Play Area from the Upper Arlington Rotary Club.

The Library's certification reflects the return of the PLF to 1.66% this July unless increased in the State's new fiscal year budget.

REVIEW JANUARY CHECKS

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

The UA Rotary's donation of \$5,000 was received via the Columbus Foundation, which automatically deposits into the Library's General Checking Account. Since these funds are designated for the Restricted Fund, the Library drew a check to deposit the funds into the account at First Merchant Bank.

REVIEW JANUARY RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of January 31, 2021.

\$275,000 was deposited into Star Ohio. Star Ohio Interest totaled \$391.37 for January. First Merchant Bank interest totaled \$0.38.

The \$5,000 UA Rotary check was deposited into First Merchant Bank account.

The Fiscal Officer answered all questions.

5-YEAR PROJECTION

The Fiscal Officer presented the updated 5-Year Budget Projection reflecting the final receipts and expenditures for 2020.

The Fiscal Officer proposed requesting millages from Bricker and Eckler in August in order to update the projections for the Library's Board Retreat in September.

EMPLOYEE HEALTH INSURANCE

The Human Resources Manager presented on the history of the Library's health plans and staff enrollment to the Committee.

The Library is interested in sending out a survey to staff who are currently participating in the health plan to get feedback about whether the plan is meeting their coverage needs.

The Human Resources Manager answered all questions.

ADJOURNMENT

The meeting was adjourned at 5:51 p.m.

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

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE MEETING NOTES TUESDAY, FEBRUARY 2, 2021

The meeting was called to order at 5:14 p.m.

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn, Kate Hare, Gloria Heydlauff and John Yesso

STAFF MEMBERS: Beth Hatch, Kate Porter and Allison Frew

EXCUSED ABSENCE:

ANNUAL REVIEW OF SECURITY INCIDENT REPORTS

Incidents dropped in 2020 compared to the prior years due to pandemic-related building closure. The majority of incidents recorded were behavioral.

DIRECTOR'S REPORT

The Library will continue present operations and will reassess reopening once the Stay at Home advisory is lifted. Leadership Team is meeting to discuss reopening strategies.

ADJOURNMENT

The Meeting was adjourned at 5:22 pm.

Next Meeting: Tuesday, March 2, 2021 at 5 p.m. on Zoom

PRESIDENT'S REPORT

The President expressed her appreciation for all of the staff's hard work.


ADJOURNMENT

Peter Hahn made a motion to adjourn the meeting. Stephen Flynn seconded the motion.

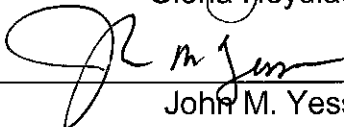
Voting:

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 5:33 p.m.



Gloria Heydlauff, President



John M. Yesso, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of Jan. 31, 2021

Fund No.	Fund Description	1/1/2021 Balance (a)	2021 YTD Revenue (b)	2021 YTD Expended (c)	1/31/2021 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 965,173.75	\$544,947.17	\$4,504,602.26	\$ 1,247,762.35	\$3,256,839.91
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 5,019.47	\$ -	\$279,270.24	\$ 47,523.92	\$231,746.32
402	Building Improvement	\$519,327.89	\$ -	\$ -	\$519,327.89	\$ -	\$519,327.89
501	Employee FSA Fund	\$6,232.60	\$ 1,123.42	\$ 331.61	\$7,024.41	\$ -	\$7,024.41
GRAND TOTAL		\$4,884,186.94	\$971,316.64	\$545,278.78	\$5,310,224.80	\$1,295,286.27	\$4,014,938.53

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 January 31, 2020

Fund No.	Fund Description	1/1/2020 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	1/31/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 1,082,184.37	\$709,820.22	\$3,873,397.82	\$ 1,429,393.69	\$2,444,004.13
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 163.25	\$ 2,259.24	\$255,550.09	\$ 30,336.94	\$225,213.15
402	Building Improvement	\$312,409.09	\$ -	\$ 8,555.05	\$303,854.04	\$ 41,470.38	\$262,383.66
501	Employee FSA Fund	\$4,232.27	\$ 779.60	\$ 2,992.58	\$2,019.29	\$ -	\$2,019.29
GRAND TOTAL		\$4,075,321.11	\$1,083,127.22	\$723,627.09	\$4,434,821.24	\$1,501,201.01	\$2,933,620.23

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

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 Jan. 31, 2021

Beginning Cash Balance as of January 1, 2021 \$ 4,084,375.68

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,258,595.57	\$ 725,000.00	\$ 3,258,595.57	\$ -
Public Library Fund	\$ 2,455,329.00	\$ 234,290.87	\$ 2,455,329.00	\$ -
Other Income	\$ 38,245.00	\$ 5,882.88	\$ 38,245.00	\$ -
Total Revenue	\$ 5,752,169.57	\$ 965,173.75	\$ 5,752,169.57	\$ -

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,972,678.00	\$ 276,785.90	\$ 3,521,432.00	\$ 451,246.00
Library Materials	\$ 857,089.00	\$ 176,787.86	\$ 850,100.00	\$ 6,989.00
Other Expenditures	\$1,045,792.00	\$ 91,373.41	\$ 1,040,692.00	\$ 5,100.00
Total Expenditures	\$ 5,875,559.00	\$ 544,947.17	\$ 5,412,224.00	\$ 463,335.00

(Over) / Under Budget

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (123,389.43)	\$ 420,226.58	\$ 339,945.57	\$ 463,335.00
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -
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Net Budget after Cash Transfers	\$ (423,389.43)	\$ 420,226.58	\$ 39,945.57	\$ 463,335.00
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General Fund Cash Balance at December 31, 2021 \$ 4,124,321.25

Months of Operating Expenditures Supported by Cash Reserves 7.50

Budget as approved by the Board of Trustees in December 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. Rate expires July 1, 2021.				
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 2021 budget included a vacancy credit of 8.0% 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.				