



**UPPER ARLINGTON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**TUESDAY, JUNE 15, 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 5:05 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; Julie Whitt, Human Resources Manager; and Allison Frew, Executive Assistant.

**CONSENT AGENDA**

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

**RESOLUTION 21-21**  
**MAY 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
\$ 50.00	130 - General Fund	Dianne Rothberg	In Memory of Suzanne Hutson
\$ 51.50	130 - General Fund	Emily Long	In Memory of Suzanne Hutson
\$ 25.00	130 - General Fund	Erik Vasusarver	
\$ 25.00	130 - General Fund	Erik Vasusarver	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 75.00	130 - General Fund	Kay and James Kingsley	In Memory of John Martin

Amount	Fund	Annual Report Name	Campaign
\$ 100.00	130 - General Fund	Kimberly & Barth Toothman	In Memory of Suzanne Hutson
\$ 100.00	130 - General Fund	The George Foundation	
\$ 451.50	Total		

### SIGNATURE SHEET

Resolution No. 21-21

6/15/2021

Upon the motion of Peter Hahn, seconded by John Yesso:

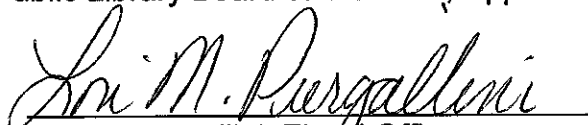
Voting:

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

### Resolution 22-21

### **To Thank Melanie Stanley for her Outstanding Service to the Upper Arlington Public Library**

*WHEREAS*, Melanie Stanley, who began her career at the Library as a Branch Associate at the Lane Road Library in June 2015 and then transferred to the Adult Services Department as a Public Service Associate in December of that year, retired on the 29<sup>th</sup> of May, 2021;

*WHEREAS*, Melanie has been an exceptional staff member whose calm disposition and excellent sense of humor has been widely acknowledged and appreciated by both patrons and staff;

*WHEREAS*, Melanie supported the library with her time and artistic skills. A “super subber,” Melanie frequently covered shifts in several of the public services departments so often that she was a daily fixture at the Library. Even more so, she lent her wonderful design talents to the Adult Department by creating the overhead signage in the stacks that have helped patrons navigate to their desired author as well as the thematic posters in the atrium highlighting the Adult Service’s hot topic for each month;

*BE IT RESOLVED*, That the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the outstanding service and dedication of Melanie Stanley to the Upper Arlington Public Library and to the greater Upper Arlington community as noted and witnessed on this 15th day of June 2021

**SIGNATURE SHEET**

Resolution No. 22-21

6/15/2021

Upon the motion of Peter Hahn, seconded by 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

The President expressed her thanks to Melanie Stanley for her service to the Library and wished her well in retirement.

## **ASSISTANT DIRECTOR'S REPORT**

Miller Park Library's building reopened to the public on Monday, June 7<sup>th</sup>.

Reference Services has resumed its service for patrons who need exam proctoring.

Passport Services will resume its service on Wednesdays beginning June 23<sup>rd</sup> and will expand services as demand and staff availability increases.

## **DIRECTOR'S REPORT**

The Library will be discussing its staff mask policy with Leadership Team this week. Many Franklin County libraries no longer require masks for vaccinated staff.

The June 1<sup>st</sup> ribbon cutting ceremony for the Early Learning Play Area was well attended and successful. Many families have enjoyed using the area.

The Library has distributed 494 COVID test kits since the end of March.

## **CIRCULATION STATS**

The Library averages 2,500-2,700 individual patrons checking out each week for all three buildings. Curbside Service use has decreased since reopening the building; approximately 350 patrons use curbside at the Main Library each week. Circulation trends have remained typical, except for digital circulation, which has increased.

The Library is undertaking an awareness campaign by mailing postcards to all Upper Arlington households regarding our personalized services at the end of June or early July.

## **FINANCE COMMITTEE**

The Notes from the Finance Committee meeting are included here.

---

**UPPER ARLINGTON PUBLIC LIBRARY  
FINANCE COMMITTEE MEETING NOTES  
WEDNESDAY, JUNE 9, 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

**DIRECTORS REPORT**

The Library continues to resume services under its reopening phases plan. Miller Park Library reopened its building to the public on Monday, June 7<sup>th</sup>. The Early Learning Play Area celebrated its opening with a ribbon cutting ceremony on Tuesday, June 1<sup>st</sup>. Passport appointments will resume on Wednesdays beginning June 23<sup>rd</sup>.

The Director provided an overview to the Committee on the Library's current mask policy and curbside service.

**REVIEW MAY FINANCIALS**

The Library's 2021 YTD Expenditures are 12% lower than they were at this time last year. The Library's 2021 YTD Revenue is 3% higher than it was in May 2020. The Library's ending balance is 33% higher compared to last year.

The Public Library Fund is 12% higher than projected for May. Interest for May totaled \$340.99. The Library is resuming limited Passport Services, therefore, Other Income Revenue is projected to increase.

The Fiscal Officer answered all questions in full.

**REVIEW MAY CHECKS**

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

**REVIEW BANK RECONCILIATIONS**

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

**FISCAL OFFICER'S REPORT**

The Fiscal Officer provided a breakdown of the Revenue and Expenditures for the Early Learning Play Area. 65% of the project's funds were solicited from private donors and

community organizations. The remaining funds were drawn from the Library's Restricted Fund 250, which is designated only for charitable, educational, or scientific purposes.

The Fiscal Officer shared with the Committee that the Library has completed its audit for FY 2020-2019 and received an unqualified opinion, with no citations or material weaknesses.

#### **APPROPRIATION AMENDMENT**

Due to a number of long-term staff leaving the Library, the Termination Pay budget line is nearing its limit. Termination pay is comprised of any unused vacation and a portion of sick leave to be paid to staff members upon separation of employment from the Library when eligible. The Fiscal Officer proposed an appropriation amendment of \$25,000 to ensure termination payments can be made for the remainder of the year, if needed. The Committee will support this recommendation to the full Board.

#### **HEALTH INSURANCE REVIEW**

The Fiscal Officer provided an overview of the Library's latest meeting with the Stark County Schools Council of Governments Consortium and the results from the survey to Library staff asking about current health insurance satisfaction. The Fiscal Officer answered all questions in full.

The Committee recommended sharing the Library's discoveries about the Consortium with the Board at the June Meeting and presenting the Resolution to Enter into a Contract with Stark County of Governments for employee benefits at the Special Board Meeting on July 22.

#### **LEVY MODULES – UAPL 10 YEAR FORECAST**

The Director presented several scenarios of the Library's projected revenue and expenditures until 2029 for the Committee to review. The Committee made several recommendations to present at the July Finance Committee.

#### **ADJOURNMENT**

The meeting was adjourned at 6:02 p.m.

**Next Meeting:** Wednesday, July 14, 2021 at 5 p.m. on Zoom

The Board will vote on the Resolution to Enter into a Contract with Stark County of Governments for employee benefits at the Special Board Meeting on July 22.

## **OPERATIONS COMMITTEE**

The notes from the Operations Committee meeting are included here.

---

### **UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE MEETING NOTES TUESDAY, JUNE 1, 2021**

---

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

#### **IN ATTENDANCE**

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

**STAFF MEMBERS:** Beth Hatch, Kate Porter and Allison Frew

#### **EXPANSION OF SERVICES**

The ribbon cutting ceremony for the Early Learning Play Area took place this morning with representatives from The Ohio House of Representatives, the City of Upper Arlington, the Upper Arlington Rotary Club, TriVillage Rotary Club, the Board of Education, the Friends of the Library and the Upper Arlington Community Foundation.

Miller Park Library and the Friends of the Library bookstore at the Main Library will both reopen on Monday, June 7<sup>th</sup>. The Friends will begin collecting book donations on Monday as well.

Admin aims to further expand services by the end of this summer.

Currently, staff are required to wear masks, but this protocol will be reevaluated in mid-June after our monthly Leadership Team Meeting. The Library will review its use of plexiglass at public service desks by the end of the month.

#### **LEVY MODULES – 10 YEAR FORECAST**

The Director presented several scenarios of the Library's projected revenue and expenditures until 2029 for the Committee's to review.

The Ohio Senate included language to maintain the Public Library Fund at 1.7% of the state's General Revenue Fund for its Fiscal Year 22-23 state budget bill. The state budget will be finalized by June 30<sup>th</sup>.

APPROPRIATIONS AMENDMENT

RESOLUTION 23-21  
**2021 APPROPRIATIONS AMENDMENT**

*BE IT RESOLVED*, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following amendment to the 2021 Appropriations:

**Fund 100 General Fund  
(Salaries & Benefits)**

**+ \$ 25,000**

**SIGNATURE SHEET**

Resolution No. 23-21

6/15/2021

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Stephen Flynn, the Board approved the 2021 Appropriations Amendment.

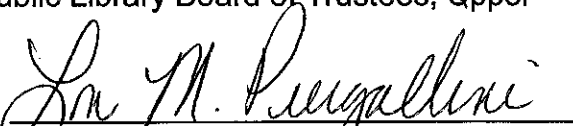
Roll Call Vote:

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

HEALTH INSURANCE UPDATE

The Human Resources Manager provided an overview of the Stark County Schools Council of Governments Consortium and the results from the survey to Library staff asking about current health insurance satisfaction. The Human Resources Manager answered all questions in full.



The Committee recommended adding a Replacement Levy scenario to the Module.

The Library, along with 160 other Ohio public libraries, participated in a salary survey hosted by the Northeast Ohio Regional Library System. The Library will have access to this data in September to compare our salaries with other library systems.

**ADJOURNMENT**

The Meeting was adjourned at 5:23 pm.

**Next Meeting:** Tuesday, July 6, 2021 at 5 p.m. on Zoom

**PRESIDENT'S REPORT**

The Library will have a Special Board Meeting on Thursday, July 22, 2021.


**ADJOURNMENT**

Kevin Fix made a motion to adjourn the meeting. John Yesso seconded the motion.

Voting:

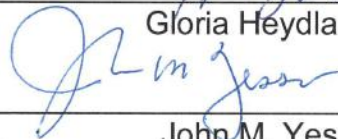
Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. Shkurti	Aye

The meeting was adjourned at 5:33 p.m.



---

Gloria Heydlauff, President



---

John M. Yesso, Secretary

**Upper Arlington Public Library**  
**All Funds**  
**Statement of Cash Position**  
*As of May 31, 2021*

<b>Fund No.</b>	<b>Fund Description</b>	<b>01/01/2021 Balance (a)</b>	<b>2021 YTD Revenue (b)</b>	<b>2021 YTD Expended (c)</b>	<b>5/31/2021 Balance (a + b - c)</b>	<b>Outstanding Encumbrance (d)</b>	<b>Unencumbered Balance ((a+b)-(c+d))</b>
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 2,974,090.03	\$ 2,101,802.63	\$4,956,663.08	\$ 899,690.21	\$4,056,972.87
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 10,535.98	\$ 43,734.37	\$241,052.38	\$ 33,235.52	\$207,816.86
402	Building Improvement	\$519,327.89	\$ -	\$ 800.00	\$518,527.89	\$ 31,390.60	\$487,137.29
501	Employee FSA Fund	\$6,232.60	\$ 5,650.44	\$ 5,878.42	\$6,004.62	\$ -	\$6,004.62
<b>GRAND TOTAL</b>		<b>\$4,884,186.94</b>	<b>\$2,990,276.45</b>	<b>\$2,152,215.42</b>	<b>\$5,722,247.97</b>	<b>\$964,316.33</b>	<b>\$4,757,931.64</b>

*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 May 31, 2020*

<b>Fund No.</b>	<b>Fund Description</b>	<b>1/01/2020 Balance (a)</b>	<b>2020 YTD Revenue (b)</b>	<b>2020 YTD Expended (c)</b>	<b>5/31/2020 Balance (a + b - c)</b>	<b>Outstanding Encumbrance (d)</b>	<b>Unencumbered Balance ((a+b)-(c+d))</b>
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 2,870,586.92	\$ 2,387,191.98	\$3,984,428.61	\$ 914,140.84	\$3,070,287.77
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 16,755.92	\$ 15,997.77	\$258,404.23	\$ 21,321.07	\$237,083.16
402	Building Improvement	\$312,409.09	\$ -	\$ 40,727.97	\$271,681.12	\$ 18,975.00	\$252,706.12
501	Employee FSA Fund	\$4,232.27	\$ 12,016.40	\$ 7,293.19	\$8,955.48	\$ -	\$8,955.48
<b>GRAND TOTAL</b>		<b>\$4,075,321.11</b>	<b>\$2,899,359.24</b>	<b>\$2,451,210.91</b>	<b>\$4,523,469.44</b>	<b>\$954,436.91</b>	<b>\$3,569,032.53</b>

*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 May 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	\$ 1,774,770.72	\$ 3,258,595.57	\$ -
Public Library Fund	\$ 2,455,329.00	\$ 1,185,608.48	\$ 2,636,995.29	\$ 181,666.29
Other Income	\$ 38,245.00	\$ 13,710.83	\$ 30,897.02	\$ (7,347.98)
<b>Total Revenue</b>	<b>\$ 5,752,169.57</b>	<b>\$ 2,974,090.03</b>	<b>\$ 5,926,487.88</b>	<b>\$ 174,318.31</b>

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,972,678.00	\$ 1,446,249.49	\$ 3,749,948.84	\$ 222,729.16
Library Materials #	\$ 998,267.33	\$ 357,502.82	\$ 824,503.00	\$ 173,764.33
Other Expenditures *	\$ 1,055,026.70	\$ 298,050.32	\$ 728,050.32	\$ 326,976.38
<b>Total Expenditures</b>	<b>\$ 6,025,972.03</b>	<b>\$ 2,101,802.63</b>	<b>\$ 5,302,502.16</b>	<b>\$ 723,469.87</b>

(Over) / Under Budget

<b>Net Budget (Revenue less Expenditures before Cash Transfers Out)</b>	<b>\$ (273,802.46)</b>	<b>\$ 872,287.40</b>	<b>\$ 623,985.72</b>	<b>\$ 897,788.18</b>
---	------------------------	----------------------	----------------------	----------------------

**Non-Operating Expenditures**

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

<b>Net Budget after Cash Transfers</b>	<b>\$ (573,802.46)</b>	<b>\$ 872,287.40</b>	<b>\$ 323,985.72</b>	<b>\$ 897,788.18</b>
--	------------------------	----------------------	----------------------	----------------------

General Fund Cash Balance at December 31, 2021 \$ 4,408,361.40

Months of Operating Expenditures Supported by Cash Reserves 10

**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. Budgeted expenditures include 2020 outstanding encumbrances of \$141,178.33.

**\* Other Expenditures** - Includes all non-library materials and non-payroll related expenditures. Budgeted amount includes 2020 outstanding encumbrances of \$9,234.70

**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.