



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, MARCH 22, 2022 AT 5 PM

The meeting was called to order at 5:00 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter W. Hahn, Kate Hare, 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; Chris Mine, Marketing and Community Relations Manager; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE: Susan Ralph.

CONSENT AGENDA

In addition to approving the absence of Susan Ralph, the consent agenda included the Minutes from the February Board of Trustees meeting, the Financial Report for February and the February Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

RESOLUTION 08-22
FEBRUARY 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
\$ 1.50	130	Anonymous	
\$ 154.50	130	Edith Emery	In Memory of Mark Mangini
\$ 25.00	130	Jeanine Hummer	
\$ 250.00	130	Melodee Kornacker	
\$ 50.00	130	Michael Fitzpatrick	
\$ 250.00	130	Melodee Kornacker	
\$ 481.00	Total		

SIGNATURE SHEET

Resolution No. 08-22

3/22/2022

Upon the motion of Stephen Flynn, seconded by William J. Shkurti:


Voting:

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

ASSISTANT DIRECTOR'S REPORT

The Friends of the Library's latest book sale earned \$9,285. The proceeds from the Friends sales supports Library programming.

Miller Park and the Main Library Youth Departments were hosting Storytimes in the Main Library's atrium for social distancing purposes. Storytimes will now return to their respective departments.

The new exhibit at Main Library is the *Norwester* magazine collection on display in collaboration with the Upper Arlington Historical Society. The *Norwester* is a record of the early history of Upper Arlington from 1917-1920.

DIRECTOR'S REPORT

The Library went mask optional on Monday, March 14th for both patrons and staff.

The Director shared the 5-Star Library Status metrics with the Board comparing the February statistics with those of 2021 and 2019. The Director is using 2019 as a baseline for two reasons: it is the latest year that data was used in honoring libraries with the 5-Star Library rating and it is also the last year of prepandemic statistics for the Library as well.

The Director shared the current renderings of the Early Learning Play Area at Lane Road Library with the Board. The Library will begin public campaign to fund toys and other furniture for the ELPA at the Lane Road in May.

Legislative Day is April 6, 2022.

The Library will know more about the potential change of the local election schedule for the Library's Levy on Monday, March 28th; however, it seems most likely that the levy issue will continue to take place on May 3, 2022.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, MARCH 9, 2022

The meeting was called to order at 5:00 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 REPORT

The Library will update its mask requirement to option for both patrons and staff beginning Monday, March 14th.

The Library has submitted all grant requests to fund the Early Learning Play Area at Lane Road Library to local community organizations. The Friends of the Library have already donated \$5,000 to the campaign.

The Director continues to provide information on the Library to local community organizations and groups.

REVIEW FEBRUARY FINANCIALS

The Library's 2022 YTD Expenditures are 31% higher than they were at this time last year; this is due to undertaking building improvement projects that were postponed in 2021. The Library's 2022 YTD Revenue is 3% higher than it was in February 2021.

The final tax advance settlement has been delayed until April 1. The Fiscal Office expects to end the year under budget. The Fiscal Officer answered all questions.

The Public Library Fund is 4% higher than projected for February. February interest totaled \$673.69 and Passport fee revenue was \$4,656.

REVIEW FEBRUARY CHECKS

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

The Library is still working with our insurance company regarding the emergency repair to the Main Library building from the car accident in November 2021.

REVIEW FEBRUARY RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of February 28, 2021.

CREDIT CARD REWARD BALANCE

The Fiscal Office shared the history of the Library's credit card redemption program for 2021 and 2022. The Library redeems gift cards to purchase items for the Library that fall outside of our budget.

ADJOURNMENT

The meeting was adjourned at 5:14 p.m.

Next Meeting: Wednesday, April 13, 2022 at 5 p.m. in Meeting Room B

FISCAL OFFICER'S REPORT

The Fiscal Officer filed the 2021 Annual Financial Report with the State Auditor. The Library's 2021-2022 audit will take place next spring.

For the first quarter, the Library received \$42,000 over the estimate for the Public Library Fund.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE MEETING NOTES TUESDAY, MARCH 1, 2022

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

IN ATTENDANCE

BOARD MEMBERS: Sue Ralph, Kate Hare, and John Yesso

STAFF MEMBERS: Beth Hatch, Kate Porter and Allison Frew

ANNUAL REVIEW OF SECURITY INCIDENT REPORTS

Incidents increased in 2021 compared to 2020 which is due to the Library building's reopening to the public. Compared to 2019, incidents have dropped. Nearly half of the incidents were mostly issues regarding masks, the Main Library's curbside lane, and a spam caller to the Library. Incident reporting became a consistent practice beginning in 2012.

ELPA UPDATE

The Director shared a rendering of the Early Learning Play Area design for Lane Road Library. Final installation is currently set for June.

The Director updated the Operations Committee on the mask mandates being lifted by schools and other area libraries and discussed potentially lifting the Library's mandate for staff and patrons as well.

ADJOURNMENT

The Meeting was adjourned at 5:25pm.

Next Meeting: Tuesday, April 5, 2022 at 5 p.m. in Meeting Room B

The Director of Support Services provide an update to the repairs of the Main Library due to the car accident last fall.

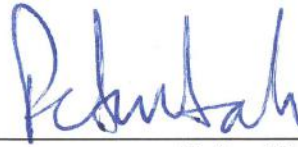
ADJOURNMENT

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

Voting:

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

The meeting was adjourned at 5:16 p.m.



Peter W. Hahn, President



Stephen Flynn, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of February 28, 2022

Fund No.	Fund Description	01/01/2022 Balance (a)	2022 YTD Revenue (b)	2022 YTD Expended (c)	2/28/2022 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,340,251.46	\$ 1,897,943.55	\$ 1,022,033.91	\$5,216,161.10	\$ 1,071,495.59	\$4,144,665.51
2XX	Special Revenue Fund-Combined	\$245,841.48	\$ 3,543.21	\$ 25,115.19	\$224,269.50	\$ 40,458.81	\$183,810.69
402	Building Improvement	\$1,123,430.74	\$ -	\$ 179,681.14	\$943,749.60	\$ 55,634.46	\$888,115.14
501	Employee FSA Fund	\$6,233.54	\$ -	\$ -	\$6,233.54	\$ -	\$6,233.54
GRAND TOTAL		\$5,715,757.22	\$1,901,486.76	\$1,226,830.24	\$6,390,413.74	\$1,167,588.86	\$5,222,824.88

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 February 28, 2021

Fund No.	Fund Description	01/01/2021 Balance (a)	2021 YTD Revenue (b)	2021 YTD Expended (c)	2/28/2021 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 1,837,404.50	\$ 908,961.60	\$5,012,818.58	\$ 1,163,447.66	\$3,849,370.92
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 5,558.21	\$ 24,890.22	\$254,918.76	\$ 34,603.36	\$220,315.40
402	Building Improvement	\$519,327.89	\$ -	\$ -	\$519,327.89	\$ -	\$519,327.89
501	Employee FSA Fund	\$6,232.60	\$ 2,246.84	\$ 1,305.44	\$7,174.00	\$ -	\$7,174.00
GRAND TOTAL		\$4,884,186.94	\$1,845,209.55	\$935,157.26	\$5,794,239.23	\$1,198,051.02	\$4,596,188.21

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library

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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.

Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance

As of February 28, 2022

Beginning Cash Balance as of January 1, 2022 \$ 5,767,819.70

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,316,186.86	\$ 1,335,000.00	\$ 3,316,186.86	\$ -
Public Library Fund	\$ 2,971,128.46	\$ 540,780.76	\$ 3,029,153.00	\$ 58,024.54
Other Income	\$ 71,420.00	\$ 22,162.79	\$ 74,227.00	\$ 2,807.00
Total Revenue	\$ 6,358,735.32	\$ 1,897,943.55	\$ 6,419,566.86	\$ 60,831.54

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,410,641.24	\$ 645,865.87	\$ 4,195,517.77	\$ 215,123.47
Library Materials	\$ 901,280.65	\$ 237,012.76	\$ 867,869.00	\$ 33,411.65
Other Expenditures	\$ 1,131,940.02	\$ 139,155.28	\$ 952,295.00	\$ 179,645.02
Total Expenditures	\$ 6,443,861.91	\$ 1,022,033.91	\$ 6,015,681.77	\$ 428,180.14

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (85,126.59)	\$ 875,909.64	\$ 403,885.09	\$ 489,011.68
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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	\$ (385,126.59)	\$ 875,909.64	\$ 103,885.09	\$ 489,011.68
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General Fund Cash Balance at December 31, 2022 \$ 5,871,704.79

Months of Operating Expenditures Supported by Cash Reserves 10.00

Budget as approved by the Board of Trustees in December 2021.
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, 2022. Rate expires July 1, 2023. The PLF totaled \$285,966.82 for February.
Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings. Passport Fees collected totaled \$3,616 and Passport photos revenue was \$1,040.00 for the month. Star Ohio interest was \$673.69 for February .
Salaries & Benefits - The 2022 budget included a vacancy credit of 2.5% of the full cost of salaries and related taxes.
Library Materials - Expenditures generally budgeted at 15 % of Total General Property Tax and Public Library Funding revenue. For 2022 Materials were capped at \$900,000. Budgeted expenditures include 2021 outstanding encumbrances of \$1,280.65.
Other Expenditures - Includes all non-library materials and non-payroll related expenditures. Budgeted amount includes 2021 outstanding encumbrances of \$4,436.86.
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. Current Financials reflect a proposed \$300,000.00 transfer in 2022.
Net Budget After Cash Transfers Out - A positive number indicates that we will be increasing the cash balance.