



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, APRIL 19, 2022 AT 5 PM

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter W. Hahn, Kate Hare, Susan Ralph, 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 Minx, Manager of Marketing and Communications; and Allison Frew, Executive Assistant.

CONSENT AGENDA

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

RESOLUTION 09-22
MARCH 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
\$ 25.40	130 - General Fund	Anonymous	
\$ 5.00	130 - General Fund	Anonymous	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 5,000.00	250 - Restricted Fund	Friends of the Library	Early Learning Play Area
\$ 3,500.00	250 - Restricted Fund	Upper Arlington Rotary	Early Learning Play Area
\$ 8,555.40	Total		

SIGNATURE SHEET

Resolution No. 09-22

4/19/2022

Upon the motion of John M. Yesso, seconded by Kevin Fix:


Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
Susan Ralph	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 Library hosted a Thank You event today to show appreciation for those who volunteer for the Library and those who volunteer for the Friends of the Library.

Margaret Atwood tickets will go on sale starting May 1, 2022. The event will be at the Palace Theater on June 15th.

In partnership with the Upper Arlington High School, the Library is co-hosting a Sustainability Fair on Saturday, April 23 at the Main Library.

DIRECTOR'S REPORT

The Director participated in Legislative Day held on April 6 and met with Senator Kunze and Representative Russo to promote Library initiatives.

The Director continues to present to public audiences an informational presentation on the Levy. A postcard with this information will be directly mailed to all Upper Arlington households.

MONTHLY STATISTICS

The Director presented the March Statistics to the Board; statistics compared to 2021 continue to increase. The number of curbside patrons has remained stable for 2022 and the Library's car counter has been out of operation since February.

CIRCULATION TRENDS

The Director presented the circulation trends by format, comparing trends since 2010. The Library aims to use these metrics in order to inform purchasing decisions and prioritize collections.

STRATEGIC PLAN OVERVIEW

The Director shared a PowerPoint Presentation on the Library Marketing Plan with the goal to raise awareness, communicate value, and increase contributions to our 5-Star Services.

The Library has recently purchased OrangeBoy Savannah as a data tool to individually target Library user groups.

Additionally, the Library's Leadership Team will be working on the Culture of Distinction curriculum to identify Library values.

1ST QUARTER STAFFING REPORT

The Director provided a report on staffing comparing the 2022 1st Quarter Staffing statistics every year since 2017. The Library has seen a remarkable improvement in market conditions and staff retention for 2022 compared to 2021.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE MEETING NOTES
WEDNESDAY, APRIL 13, 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 REPORT

The Director updated the Committee on the feedback she has received from her Levy information presentations on behalf of the Library.

Tri Village Rotary approved the \$3,501 grant for the Early Learning Play Area at Lane Road Library.

Staff will present their ULEAD proposals at the Leadership Team meeting next week for final selection. We received four proposals.

Construction on the Hutson Reading Room in the Adult Services Department at the Main Library is underway.

The Library received two quotes for the emergency repair project to the side of the Main Library and are being reviewed.

Administration is meeting with the consultant who is doing the Salary Survey next week.

The Committee asked about the status of the Library's Strategic Plan and proposed scenarios they would like to review. The Director answered all questions in full.

REVIEW MARCH FINANCIALS

The Library's 2022 YTD Expenditures are 27% higher compared to last year since the Library is undertaking the building improvement projects that includes new carpeting, elevator renovations and fire alarm updates. 2022 YTD Revenue is 4% higher than it was in March 2021. The unencumbered balance for all Library accounts is currently 13% higher than it was this time last year.

The Public Library Fund is 9% higher than projected for March and 19% higher than projected for April. Interest totaled \$1,358.59 and Passport revenue was \$5,819.75 for March.

REVIEW MARCH CHECKS

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

REVIEW MARCH RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of March 31, 2022.

The Fiscal Officer transferred \$20,000 from the Star Ohio Restricted Fund to the First Merchants Bank Restricted Fund in order to fund payments for the Hutson Reading Room and Early Learning Play Area projects. The Library has received \$20,000 in grant funding from local organizations to fund the Early Learning Play Area so far.

Due to a change in the Library's FSA provider, outstanding employee balances will be transferred to the new provider, Stark County Council of Governments, and any remaining balance will be moved back to the General Fund. This account will eventually be closed.

QUARTERLY INVESTMENT REPORT

The Library received \$2,583.38 in interest for the first quarter of 2022. Interest rates are predicted to increase.

The Finance Committee asked about current available investment vehicles the Library can consider. The Fiscal Officer answered all questions in full.

OTHER EXPENSES REPORT

The Fiscal Officer presented the General Fund Other Expenses category budget. These expenditures are all those that do not fall under the Salaries and Benefits or Library Materials budgets. The Committee requested a quarterly review of these budgets organized by department.

ADJOURNMENT

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

Next Meeting: Wednesday, May 11, 2022 at 5 p.m. in Meeting Room B

FISCAL OFFICER'S REPORT

The Fiscal Officer provided a summary of the other Ohio Public Library Levy Issues on May 3 to the Board.

The Fiscal Officer completed CPIM training in April.

The Public Library Funding is 20% above estimated for April.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE MEETING NOTES
TUESDAY, APRIL 5, 2022**

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

IN ATTENDANCE

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

STAFF MEMBERS: Beth Hatch, Kate Porter and Allison Frew

2021 PARTNERSHIPS

The Assistant Director shared the list of the organizations the Library has partnered or collaborated for 2021. The Committee recommended sharing some of the partnerships with the Annual Report.

UPPER ARLINGTON HISTORICAL SOCIETY MOU

The Assistant Director shared the updated memorandum of understanding agreement with the Upper Arlington Historical Society. Since the UAHS has procured their own storage and work space, the document needed to be updated to reflect new terms for housing at the Library. This document will be brought before the full Board.

TRENDS IN PHYSICAL CIRCULATION

The Director shared the trends in physical circulation to the Committee. Physical circulation is one of the six metrics that contributes to the Library's 5-Star rating.

The Committee recommended incorporating some books and magazines of interest to parents in the Youth Department. The Director will provide digital circulation trends to the Committee in May.

ADJOURNMENT

The Meeting was adjourned at 5:34 pm.

Next Meeting: Tuesday, May 3, 2022 at 5 p.m. in Meeting Room B

ANNUAL PARTNERSHIP REVIEW

2021 Partnerships and Collaborations with local schools, community and state organizations was provided for the Board to review.

UPPER ARLINGTON HISTORICAL SOCIETY MOU RESOLUTION

10-22 RESOLUTION

To Amend an Agreement with the Upper Arlington Historical Society

BE IT RESOLVED, That the Upper Arlington Public Library Board of Trustees approves the agreement with Upper Arlington Historical Society as set forth in the agreement document attached as a permanent exhibit to this Resolution,

AND BE IT FURTHER RESOLVED, That the Upper Arlington Public Library Board of Trustees authorizes the President of the Board and the Director to sign any such document(s) as may be needed.

SIGNATURE SHEET

Resolution No. 10-22

4/19/2022

Upon the motion of Susan Ralph, seconded by John M. Yesso:


Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
Susan Ralph	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

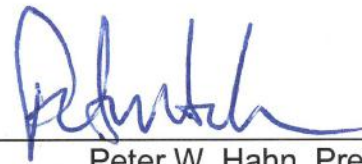
ADJOURNMENT

Stephen Flynn 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
Kate Hare	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso, Secretary	Aye

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



Peter W. Hahn, President



Stephen Flynn, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of March 31, 2022

Fund No.	Fund Description	01/01/2022 Balance (a)	2022 YTD Revenue (b)	2022 YTD Expended (c)	3/31/2022 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,340,251.46	\$ 2,420,514.34	\$ 1,495,489.11	\$5,265,276.69	\$ 1,003,663.20	\$4,261,613.49
2XX	Special Revenue Fund-Combined	\$245,841.48	\$ 15,535.29	\$ 30,393.41	\$230,983.36	\$ 35,488.50	\$195,494.86
402	Building Improvement	\$1,123,430.74	\$ -	\$ 186,488.36	\$936,942.38	\$ 48,714.46	\$888,227.92
501	Employee FSA Fund	\$6,233.54	\$ -	\$ 496.60	\$5,736.94	\$ -	\$5,736.94
GRAND TOTAL		\$5,715,757.22	\$2,436,049.63	\$1,712,867.48	\$6,438,939.37	\$1,087,866.16	\$5,351,073.21

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 March 31, 2021

Fund No.	Fund Description	01/01/2021 Balance (a)	2021 YTD Revenue (b)	2021 YTD Expended (c)	3/31/2021 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 2,322,212.24	\$ 1,317,672.77	\$5,088,915.15	\$ 1,073,674.18	\$4,015,240.97
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 7,664.87	\$ 27,206.23	\$254,709.41	\$ 47,047.73	\$207,661.68
402	Building Improvement	\$519,327.89	\$ -	\$ -	\$519,327.89	\$ -	\$519,327.89
501	Employee FSA Fund	\$6,232.60	\$ 3,370.26	\$ 3,630.80	\$5,972.06	\$ -	\$5,972.06
GRAND TOTAL		\$4,884,186.94	\$2,333,247.37	\$1,348,509.80	\$5,868,924.51	\$1,120,721.91	\$4,748,202.60

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

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

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 March 31, 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	\$ 1,626,023.39	\$ 3,316,186.86	\$ -
Public Library Fund	\$ 2,971,128.46	\$ 755,360.91	\$ 3,047,598.92	\$ 76,470.46
Other Income	\$ 71,420.00	\$ 39,130.04	\$ 78,698.00	\$ 7,278.00
Total Revenue	\$ 6,358,735.32	\$ 2,420,514.34	\$ 6,442,483.78	\$ 83,748.46

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,410,641.24	\$ 973,198.72	\$ 4,267,991.00	\$ 142,650.24
Library Materials	\$ 901,280.65	\$ 281,259.87	\$ 849,483.00	\$ 51,797.65
Other Expenditures	\$1,131,940.02	\$ 241,030.52	\$ 974,122.11	\$ 157,817.91
Total Expenditures	\$ 6,443,861.91	\$ 1,495,489.11	\$ 6,091,596.11	\$ 352,265.80

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (85,126.59)	\$ 925,025.23	\$ 350,887.67	\$ 436,014.26
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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)	\$ 925,025.23	\$ 50,887.67	\$ 436,014.26
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General Fund Cash Balance at December 31, 2022 \$ 5,818,707.37
Months of Operating Expenditures Supported by Cash Reserves 11.00

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 \$214,580.145 for the month of March. A 9% increase over estimated revenue for the month.

Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings. Passport Fees collected totaled \$4,509.75 and passport photo revenue was \$1,310.00 for the month. Star Ohio interest was \$1,358.59 for March.

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.

**AGREEMENT BETWEEN
THE UPPER ARLINGTON HISTORICAL SOCIETY
AND
THE UPPER ARLINGTON PUBLIC LIBRARY**

This Agreement between the Upper Arlington Historical Society and the Upper Arlington Public Library (referred to as the "Agreement") articulates the agreement between the Upper Arlington Public Library (the "Library") and the Upper Arlington Historical Society (the "Society") for the Society's use of certain spaces at the Main Library located at 2800 Tremont Road, Upper Arlington, Ohio.

For good and valuable consideration, as described in this Agreement, the Library and the Society agree as follows:

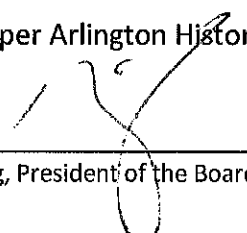
1. The Library is committed to improving public access to materials related to the City of Upper Arlington's history and will provide space at the Main Library for such displays. The Library agrees to provide space within the Ohio Room for a permanent, rotating display of items selected from the Society with a sign crediting the Society for these displays. Other spaces in Library buildings may be used for display purposes as agreed by the parties.
2. The Society agrees that it will maintain insurance coverage on their Archived Materials and wood display units at all times during the term of this Agreement and any renewals, which will include general liability and property coverage on the Society and on the Archive Materials and the use of the Archive Materials. The Library will be named on the Society's policy as an additional insured. With the start of this Agreement and each time its insurance policy is renewed during the term of this Agreement and each renewal, the Society will provide the Library with a Certificate of Insurance reflecting such coverage for the Library's records. If any material changes occur to the coverages included in the Society's insurance policy, the Society will provide the Library with a revised copy of the Certificate of Insurance as soon as practical.
3. The Society understands and agrees that, while the Library shall use its best efforts to protect the Archive Materials and wood display units, the Library shall not be liable for any damage or loss that may occur to the Archive Materials or wood display units unless caused by the gross negligence of the Library or its employees. The Library also shall not be liable in the event the Society's insurance does not completely cover a loss. The parties agree that the property and liability insurance maintained by the Library will not provide coverage for the Archive Materials and wood display units.
4. If so requested, the Library will provide regular use of Meeting Room B or equivalent at the Library for the Society's monthly board meetings and will secure the room one year in advance. The Society shall follow all other Library policies for use of its meeting rooms.
5. The Library will allow the Society use of the Library sandwich boards to advertise Society events. These sandwich boards are for outdoor use at the entry of each of the Library's three buildings. The Library will also allow the Society to advertise their events on the Library bulletin boards at all three Library locations.
6. The Society agrees to make the Archive Materials available to the Library for digital archiving and presentations as the Library deems appropriate and agrees that the Archive Materials will be added to

the Library's digital archive as permitted by the Library's digitization queue. Library shall provide the Society with a copy of digitalized files in response to reasonable requests. All digitization performed shall be covered under a separate agreement between the parties and will include credit to the Society as the contributing party.

7. The Library agrees to provide the space described in item 1 above to the Society for an initial term of five years with an option for renewal after the initial term. The term of this Agreement shall begin on APRIL 20, 2022, and end on APRIL 20, 2027. Either party may terminate this Agreement by providing written notice to the other at any time during the initial term, and the Society will be given a minimum of sixty (60) days to remove the Archive Materials from the Library.
8. The Director of the Upper Arlington Public Library and the Executive Director of the Upper Arlington Historical Society have the authority to negotiate changes in this Agreement related to the use of those spaces as described in this Agreement during the term of this Agreement. Any changes will be recorded in writing as an amendment to this Agreement.

IN WITNESS THEREOF, the parties have entered into this Agreement on the 19th day of APRIL, 2022.

For the Upper Arlington Historical Society

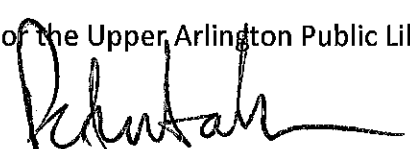


Brendan King, President of the Board of Trustees

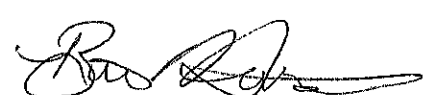


Kristin Greenberg, Executive Director

For the Upper Arlington Public Library



Peter Hahn, President of the Board of Library Trustees



Beth Hatch, Director