



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, JUNE 21, 2022 AT 5 PM

The meeting was called to order at 5:03 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; 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, the May Donations Resolution, and the Resolutions to Thank Nancy Fennessy and Kris Stahler. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution and Thank You Resolutions are included here.

RESOLUTION 16-22
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 | Donor Name | Campaign |
|---------------|-------------|--------------------------|--------------------------|
| \$ 1.00 | 250 | Allison Frew | Early Learning Play Area |
| \$ 1.00 | 250 | Allison Frew | Early Learning Play Area |
| \$ 1.00 | 250 | Allison Frew | Early Learning Play Area |
| \$ 1.00 | 250 | Allison Frew | Early Learning Play Area |
| \$ 1,000.00 | 250 | Ann Gabriel | Early Learning Play Area |
| \$ 103.00 | 250 | Anne & Lawrence Peterson | Early Learning Play Area |
| \$ 100.00 | 250 | Anonymous | Early Learning Play Area |
| \$ 206.00 | 250 | Anonymous | Early Learning Play Area |
| \$ 103.00 | 250 | Anonymous | Early Learning Play Area |

| Amount | Fund | Donor Name | Campaign |
|--------------|--------------|--------------------------------------|--------------------------|
| \$ 25.00 | 130 | Jeanine Hummer | |
| \$ 300.00 | 250 | John & Judy Yesso | Early Learning Play Area |
| \$ 103.00 | 250 | Katherine & Brett Porter | Early Learning Play Area |
| \$ 103.00 | 250 | Katie Willis | Early Learning Play Area |
| \$ 5.00 | 250 | Lisa Michelle Slotnick | Early Learning Play Area |
| \$ 50.00 | 250 | Marilyn G. Hood | Early Learning Play Area |
| \$ 50.00 | 250 | Mark & Patty French | Early Learning Play Area |
| \$ 100.00 | 250 | Michelle Collura | Early Learning Play Area |
| \$ 5.00 | 250 | Pam & Erik Cole | Early Learning Play Area |
| \$ 1,030.00 | 250 | Peter & Susie Hahn | Early Learning Play Area |
| \$ 5.00 | 250 | Robert Belz | Early Learning Play Area |
| \$ 5.00 | 250 | Rumeysa Ulug | Early Learning Play Area |
| \$ 5.00 | 250 | Shirley Brown | Early Learning Play Area |
| \$ 3,501.00 | 250 | Tri-Village Rotary | Early Learning Play Area |
| \$ 20,000.00 | 250 | Upper Arlington Community Foundation | Early Learning Play Area |
| \$ 26,803.00 | Total | | |

SIGNATURE SHEET

Resolution No. 16-22

6/21/2022

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

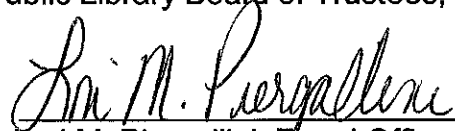
Voting:

| | |
|---------------------------|-----|
| 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

Resolution 17-22
**To Thank Nancy Fennessy for her Outstanding Service
to the Upper Arlington Public Library**

WHEREAS, Nancy Fennessy, who was first hired in January 2013, retired on the 31st of May 2022 after 9 years of service at the Upper Arlington Public Library;

WHEREAS, During her tenure, Nancy has worked in nearly every department of the Library, beginning as a Library Assistant in Circulation. She then transferred to the Youth Services Department as a Public Services Associate in September 2015, and once again transferred to Lane Road Library as a Branch Associate in February 2018. Nancy was also one of the Library's extraordinary "super subbers" who covered so many shifts that she was a daily fixture at all three branches;

WHEREAS, Nancy has been an exceptional staff member whose calm disposition and gentle curiosity has been widely acknowledged and appreciated by both patrons and staff. Always friendly and inclusive, Nancy was often the first person to ensure that new staff felt like a welcomed member of the team. Her kind nature was further emphasized by her greatest passion: cat rescue. Nancy has been a dedicated volunteer of Colony Cats for many years – and served as a great resource for all staff to turn to for any immediate cat question or those times when a stray had been found in their backyard;

WHEREAS, As a retired school librarian who worked for many years in Budapest, Hungary, Nancy lent her creative and organizational skills to the Library by designing make and take crafts for our young patrons, collaborating on programs, and serving as the Supply Orderer for the Youth Department, a position responsible for selecting materials for the department's various needs. Her most dynamic talent of all, though, is her ability to craft nearly anything from a paper plate;

WHEREAS, That the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the outstanding service and dedication of Nancy Fennessy to the Upper Arlington Public Library and to the greatest Upper Arlington community as noted and witnessed on this 21st day of June 2022.

SIGNATURE SHEET

Resolution No. 17-22

6/21/2022

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

Voting:

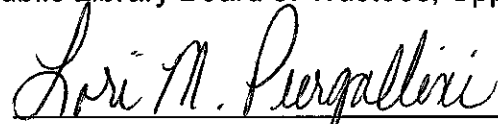
| | |
|---------------------------|-----|
| Peter W. Hahn, President | Aye |
| Kevin Fix, Vice President | Aye |
| Stephen Flynn, Secretary | Aye |

| | |
|--------------------|-----|
| 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

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Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Resolution 18-22

To Thank Kris Stahler for her Outstanding Service to the Upper Arlington Public Library

WHEREAS, Kris Stahler, who was first hired in October 2001, retired on the 18th of June 2022 after 20 years of service at the Upper Arlington Public Library;

WHEREAS, During her tenure, Kris has worked in many departments throughout the Library, first as a Library Assistant in Adult Services before briefly working in the Technical Services Department in 2012, then finally transferring to Miller Park Library as a Branch Associate in October 2013;

WHEREAS, With her strong background in Adult Services and dedicated love of reading, Kris plays a major role in Miller Park's programs, displays, and is a superstar at reader's advisory – Kris can match any patron with a new book they will surely love. In this regard, she maintains Miller Park's adult fiction displays and collection. She also resurrected the Book Chats discussion group during the pandemic for those book lovers who love to exchange titles and share reading recommendations. During her shift, Kris has been essential for helping prep programs, especially the ever-popular Storytimes, and is a wizard with the patience of a saint at using the department's Cricut machine.

WHEREAS, Kris's thoughtfulness and inclusiveness extends throughout the community, as she spearheaded Miller Park's involvement with the City of Upper Arlington's SNACK Camp, a summer program for campers ages 7-12 with special needs, as well as organizing field trips to the Library for informal book talks with residents of First Community;

WHEREAS, Kris's passion for working with seniors and—specifically—memory loss led to her receiving one the Library's 2022 ULEAD grants to sponsor her idea of creating memory care kits. This grant will fund six kits filled with sensory objects and nostalgic imagery to encourage positive interactions for those suffering from memory loss, such as Alzheimer's or Dementia, with their caregivers and will be circulating with the general collection this fall;

WHEREAS, Kris is hardworking, fun, kind and considerate. She has been a tremendous asset to the Library during her decades of experience with us;

WHEREAS, That the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the outstanding service and dedication of Kris Stahler to the Upper Arlington Public Library and to the greatest Upper Arlington community as noted and witnessed on this 21st day of June 2022.

SIGNATURE SHEET

Resolution No. 18-22

1/18/2022

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

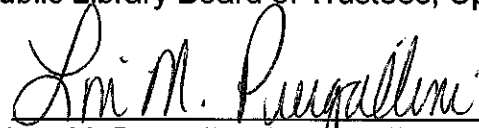
Voting:

| | |
|---------------------------|-----|
| 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

ASSISTANT DIRECTOR'S REPORT

Annamarie Carlson, Manager of the Youth Services Department; Kate Albers, Manager of the Miller Park Library; and Catie White, Manager of Media Services and Reference, are attending the 2022 ALA Annual Conference & Exhibition in Washington, D.C this week.

The UA police requested access to the Main Library during the Fourth of July celebrations to use the restroom and cool off.

The Upper Arlington Public Library along with other central Ohio libraries hosted Margaret Atwood at the Ohio Theater on June 15th.

DIRECTOR'S REPORT

The Director updated the Board on the current status of the Library's building projects. The Lane Road elevator is expected to resume repairs in July due to a delay of a replacement part. The Hutson Reading Room will be completed by August. The Early Learning Play Area at Lane Road is expected to have its ribbon cutting at the end of summer as well.

MONTHLY STATISTICS

The Library's statistics continue to improve each month compared to 2021 numbers; however we are still below pre-pandemic numbers. May program visits were down considerable compared to this time last year due to a reduction in school visits since some school campuses continue to be off-limits to non-staff.

LIBRARY SAFETY

The Library conducted a critical incident training at our Staff Development Day in 2018 and Administration is currently coordinating with the Upper Arlington Police Department to schedule additional in-house trainings this summer.

The Library will also be offering the Friendly vs. Familiar training to staff to develop skills on how to make interactions with patrons more comfortable.

Volunteers will be invited to attend these events.

Administration will research adding staff texting 911 as a protocol to the Library's safety manual.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, JUNE 8, 2022

The meeting was called to order at 5:04 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, and William J. Shkurti

STAFF MEMBERS: Beth Hatch, Lori Piergallini, and Allison Frew

DIRECTOR'S REPORT

The emergency repairs to the curbside driveway of the Main Library are underway and expect to be completed by the end of next week.

Margaret Atwood will be at the Palace Theater on June 15, 2022. Tickets are still on sale.

Summer Reading Club began on June 1.

The Director met with Sheehan Vending to discuss coffee services for the Library.

REVIEW MAY FINANCIALS

Compared to last year, the Library's 2022 YTD Revenue is 9% higher and Expenditures are 26% higher. Revenue is higher due to \$33,000 in donations received for the Early Learning Play Area at Lane Road Library in the Special Revenue Funds. Expenditures are higher due to the improvements to the Lane Road elevator and the Hutson Reading Room.

The unencumbered balance for all Library accounts is currently 15% higher than it was this time last year.

The Library estimated \$25,000 in revenue for passport services; the Library has already collected \$24,239.60.

The Library was waiting to undertake projects based on the outcome of the Levy; since its passing, the Fiscal Officer confirmed that the General Fund Other Expenditures line will begin to be drawn down.

The Library currently aims to transfer \$700,000 to the Building Improvement Fund at the end of the year.

The Public Library Fund is 37% higher than projected for May. May Star Ohio interest totaled \$3,751.25; the interest rate for this account increased from 0.48% to 0.89%.

REVIEW MAY CHECKS

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

REVIEW MAY RECONCILIATIONS

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

The remaining balance from the Flexible Spending Account has been withdrawn and transferred to the General Fund. The account is set to be closed.

The Library's public campaign for the Early Learning Play Area has raised over \$5,200.

STARK COUNTY HEALTH INSURANCE FISCAL YEAR 2023 RATES

The Stark County Consortium of Governments plan will increase their rates 7.35% effective July 1, 2022. Based on current participation, this will increase the Library's plan by \$32,328.66. The Library will continue to contribute 82% of the cost of coverage for employees. Employees will see an increase per pay of \$5.64 for single coverage and \$13.70 for family coverage. Insurance rates across the board seemed to have increased this year.

LIBRARY VAN PURCHASE

The Library did not budget for a van purchase due to not knowing the outcome of the Levy and the state of our financial reserves. Since both PLF and Other Incomes are exceeding estimations, the Library would like to replace the 2008 Library van with a 2023 cargo van. Valley Ford in Cleveland will honor state pricing.

The Committee agreed to recommend the Board to approve an appropriation increase of \$45,000 in the General Fund for the purchase.

Since the Board will not meet in July and 2023 budget discussions will begin in August, the Fiscal Officer asked to cancel the July Finance Committee Meeting. The Committee agreed to cancel the Meeting.

ADJOURNMENT

The meeting was adjourned at 5:26 p.m.

Next Meeting: Wednesday, August 10, 2022 at 5 p.m. in Meeting Room B

APPROPRIATIONS AMENDMENT

The Library is contracting with a company called Workline Solutions to fill facility positions at the Library.

RESOLUTION 19-22
2022 APPROPRIATION AMENDMENT

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following amendments to the 2022 Appropriations:

Fund 100

| | |
|--------------------------------------|-----------------------|
| Original Appropriations | \$6,738,144.40 |
| Appropriation Amendments: | |
| 100-5000-55700 Vehicles | + \$45,000.00 |
| 100-5000-53799 Professional Services | <u>+ \$15,000.00</u> |
| Total Fund 100 Appropriations | \$6,798,144.40 |

SIGNATURE SHEET

Resolution No. 19-22

6/21/2022

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Kevin Fix, the Board approved the 2022 Appropriation Amendment with a roll call vote.


Roll Call Vote:

| | |
|---------------------------|-----|
| Kevin Fix, Vice President | Aye |
| Stephen Flynn, Secretary | Aye |
| Peter W. Hahn, President | 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

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Leri M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

OPERATIONS COMMITTEE

The Operations Committee did not meet in June.

PRESIDENT'S REPORT

EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT OF A STAFF MEMBER

The Board invited the Director to join the Executive Session to discuss the employment of a staff member.

SIGNATURE SHEET

Upon the motion of Trustee John M. Yesso, seconded by Trustee Susan Ralph, the Board entered into an executive session.

Roll Call Vote:

| | |
|---------------------------|-----|
| Kevin Fix, Vice President | Aye |
| Stephen Flynn, Secretary | Aye |
| Peter W. Hahn, President | 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

ADJOURNMENT

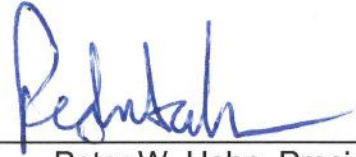
John M. Yesso made a motion to adjourn the meeting. Kevin Fix seconded the motion.

Voting:

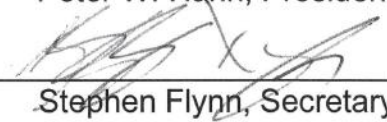
| | |
|--------------------------|-----|
| Peter Hahn, President | Aye |
| Stephen Flynn, Secretary | Aye |
| Kevin Fix | Aye |

| | |
|--------------------|-----|
| Stephen Flynn | Aye |
| Kate Hare | Aye |
| Susan Ralph | Aye |
| William J. Shkurti | Aye |
| John M. Yesso | Aye |

The meeting was adjourned at 5:41 p.m.



Peter W. Hahn, President



Stephen Flynn, Secretary

All Funds
Statement of Cash Position
As of May 31, 2022

| Fund No. | Fund Description | 1/01/2022 Balance (a) | 2022 YTD Revenue (b) | 2022 YTD Expended (c) | 5/31/2022 Balance (a + b - c) | Outstanding Encumbrance (d) | Unencumbered Balance ((a+b)-(c+d)) |
|--------------------|-------------------------------|------------------------------|-----------------------------|------------------------------|--------------------------------------|------------------------------------|---|
| 1X0 | General Fund-Combined | \$ 4,340,251.46 | \$ 3,220,145.45 | \$ 2,427,716.80 | \$5,132,680.11 | \$ 606,226.19 | \$4,526,453.92 |
| 2XX | Special Revenue Fund-Combined | \$245,841.48 | \$ 41,834.52 | \$ 59,867.32 | \$227,808.68 | \$ 54,914.33 | \$172,894.35 |
| 402 | Building Improvement | \$1,123,430.74 | \$ - | \$ 213,902.14 | \$909,528.60 | \$ 129,080.88 | \$780,447.72 |
| 501 | Employee FSA Fund | \$6,233.54 | \$ - | \$ 6,233.54 | \$0.00 | \$ - | \$0.00 |
| GRAND TOTAL | | \$5,715,757.22 | \$3,261,979.97 | \$2,707,719.80 | \$6,270,017.39 | \$790,221.40 | \$5,479,795.99 |

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 May 31, 2021

| Fund No. | Fund Description | 1/01/2021 Balance (a) | 2021 YTD Revenue (b) | 2021 YTD Expended (c) | 5/31/2021 Balance (a + b - c) | Outstanding Encumbrance (d) | Unencumbered Balance ((a+b)-(c+d)) |
|--------------------|-------------------------------|------------------------------|-----------------------------|------------------------------|--------------------------------------|------------------------------------|---|
| 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 |
| GRAND TOTAL | | \$4,884,186.94 | \$2,990,276.45 | \$2,152,215.42 | \$5,722,247.97 | \$964,316.33 | \$4,757,931.64 |

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 May 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 | \$ 1,817,523.61 | \$ 3,316,186.86 | \$ - |
| Public Library Fund | \$ 2,971,128.46 | \$ 1,333,280.40 | \$ 3,173,291.00 | \$ 202,162.54 |
| Other Income | \$ 71,420.00 | \$ 69,341.44 | \$ 97,209.20 | \$ 25,789.20 |
| Total Revenue | \$ 6,358,735.32 | \$ 3,220,145.45 | \$ 6,586,687.06 | \$ 227,951.74 |

| General Fund Operating Expenditures | Budget | YTD Expenditures | Projected Year End Expenditures | (Over) / Under Budget |
|-------------------------------------|------------------------|------------------------|---------------------------------|-----------------------|
| Salaries & Benefits | \$ 4,410,641.24 | \$ 1,638,684.05 | \$ 4,337,844.31 | \$ 72,796.93 |
| Library Materials | \$ 901,280.65 | \$ 407,675.25 | \$ 830,615.25 | \$ 70,665.40 |
| Other Expenditures | \$1,131,940.02 | \$ 381,357.50 | \$ 905,258.00 | \$ 226,682.02 |
| Total Expenditures | \$ 6,443,861.91 | \$ 2,427,716.80 | \$ 6,073,717.56 | \$ 370,144.35 |

| | | | | |
|---|-----------------------|----------------------|----------------------|----------------------|
| Net Budget (Revenue less Expenditures before Cash Transfers Out) | \$ (85,126.59) | \$ 792,428.65 | \$ 512,969.50 | \$ 598,096.09 |
|---|-----------------------|----------------------|----------------------|----------------------|

Non-Operating Expenditures

| | | | | |
|--|---------------|------|---------------|-----------------|
| Cash Transfers Out to Fund 402 - Building Improvement Fund | \$ 300,000.00 | \$ - | \$ 700,000.00 | \$ (400,000.00) |
|--|---------------|------|---------------|-----------------|

| | | | | |
|--|------------------------|----------------------|------------------------|----------------------|
| Net Budget after Cash Transfers | \$ (385,126.59) | \$ 792,428.65 | \$ (187,030.50) | \$ 198,096.09 |
|--|------------------------|----------------------|------------------------|----------------------|

General Fund Cash Balance at December 31, 2022 \$ 5,580,789.20
Months of Operating Expenditures Supported by Cash Reserves 9.50

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 \$368,540.75 for the month of May, 37% higher than estimated.

Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings. Passport Fees collected totaled \$6,749.75 and Passport photos revenue was \$1,960.00 for the month. Star Ohio interest was \$3,751.25 for May. Year to date passport fees collected total \$24,239.60. Passport revenue was estimated at \$25,000 for the year so we will easily exceed our estimation.

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.