



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, NOVEMBER 15, 2022 AT 5 PM

The meeting was called to order at 5:01 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; Julie Whitt, Human Resources Manager; Christine Minx, Marketing and Community Relations Manager; and Andrea Kirby, Executive Assistant.

CONSENT AGENDA

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

ASSISTANT DIRECTOR'S REPORT

A ribbon cutting for the Hutson Reading Room will take place on Wednesday, November 23, 2022 at 3p.m at the Library.

DIRECTOR'S REPORT

On October 13, 2022 a sixth grade book talk was presented by a guest speaker from the Library at Hastings Middle School. The full investigation report was provided on November 7th to the Director and Assistant Director with findings that the school is responsible for asking for materials in advance for review, and for sharing them with parents, per their policy.

The Board requested clarification on the school's policy.

MONTHLY STATISTICS

The Director shared the statistics for October with a continual rise in program attendance in comparison to 2019. The Director answered all questions in full.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, NOVEMBER 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, Lori Piergallini, Kate Porter, Greg Ramage, Julie Whitt, and Andrea Kirby

DIRECTOR UPDATE

On October 13, 2022 a sixth grade book talk was presented by a guest speaker from the Library at Hastings Middle School. The full investigation report was provided on November 7th to the Director and Assistant Director with findings that the school is responsible for asking for materials in advance for review, and for sharing them with parents, per their policy.

REVIEW OCTOBER FINANCIALS

The Library's 2022 YTD Expenditures are 17% higher than they were at this time last year due to emergency repairs at Tremont and the Lane ELPA project. The Library's 2022 YTD Revenue is 5% higher than it was in October 2021.

The ending balance for all Library accounts is currently 4% higher than it was this time last year. The Fiscal Office expects to end the year under budget.

The Public Library Fund totaled \$259,338.33 for October. Star Ohio interested totaled \$15,766.86 and Passport fee and photo revenue was \$4,648.90.

REVIEW OCTOBER CHECKS

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

REVIEW OCTOBER RECONCILIATIONS

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

SALARY ADJUSTMENTS, POSITION CHANGES, AND LUMP SUM PAYMENTS

The objectives of the Library's marketing plans are to raise awareness, communicate value, and to increase Library utilization by targeting *Library Journal's* 5-Star Library metrics.

The Director provided a breakdown of new net costs for the reclassification and addition of positions for 2023, with an update to the raise percentages in correlation to the number of employees.

The Committee reviewed the outline for the position goals, salaries, and measures of success and supports the proposed resolution; however, The Committee recommends an update to the exhibit prior to recommending the Board's approval of the budget at the December Board meeting.

RESOLUTION TO APPROVE 2023 ADJUSTMENTS TO PAY RANGES AND LUMP SUM PAYMENTS

The Committee reviewed the Resolution and will recommend approving the Resolution to the full Board.

2023 BUDGET REVIEW

The Director and Fiscal Officer presented a preliminary budget for 2023 that includes all the salary increases and additional positions discussed at the meeting. It also includes a new line item in the General Fund of \$100,000 for programming. This amount will cover programming presenters, supplies and support materials. The increased revenue from the levy makes this possible.

The 10-year forecast for the General Fund was reviewed. It was noted that Salaries and Benefits includes a yearly increase of 2.5% on the midpoint of pay ranges. A 2.5% vacancy credit is included.

The Other Expenses category was increased over the current year for conference/workshops for staff, professional services, facility maintenance and computer equipment.

The Library Materials budget was discussed, and The Committee agreed on a yearly increase of 1.5% for all future years.

RESOLUTION TO APPROVE TAX ADVANCES

The Committee was in favor of the resolution to be approved at the November Board Meeting to authorize the Fiscal Officer to request tax advances from the County Auditor for fiscal year 2023.

RFQ REVIEW

The Director and Fiscal Officer shared the Request for Qualifications for the evaluation of facilities and estimation plan of costs for renovations of the Library.

The Committee has requested time for the Board to review the RFQ before the November Board meeting.

10 YEAR BUILDING IMPROVEMENT PLAN

The Committee reviewed the 10-Year projection for the Building Improvement Fund 402.

ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

Next Meeting: Wednesday, January 11, 2023 at 5 p.m. in Meeting Room B

RESOLUTION TO RECEIVE TAX ADVANCES

RESOLUTION 35-22

Authorization to have County Auditor Release Advance Distribution of Tax Dollars

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library authorizes the Fiscal Officer of the Library to request and receive tax advances and settlements from the Franklin County Auditor for the 2023 fiscal year.

SIGNATURE SHEET

Resolution No. 35-22

11/15/2022

Upon the motion of Trustee Susan Ralph, seconded by Trustee Kevin Fix, the Board approved the RESOLUTION with a roll call vote.

Roll Call Vote:

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 TO APPROVE POSITION CHANGES

**RESOLUTION 36-22
2023 Position Changes**

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the 2023 UAPL position changes as reflected in the attached permanent exhibit to be effective beginning, December 25, 2022.

Reclassify the position Community Engagement Specialist to Community Relations Manager, Range 10.

Add a Program and Outreach Coordinator position, Range 7.

Reclassify current staff who have a primary responsibility to provide programming as a Programmer.

Reclassify the following positions found to be below market:

- Accounting Clerk from Range 5 to Range 6
- Acquisitions Coordinator from Range 6 to Range 8
- Cataloger (non-MLS) from Range 5 to Range 6
- Graphic Design and Digital Marketing Creator from Range 7 to Range 9
- Training and Support Coordinator from Range 7 to Range 9

Remove Deputy Fiscal Officer position from the ranges.

SIGNATURE SHEET

Resolution No. 36-22

11/15/2022

Upon the motion of Trustee John M. Yesso, seconded by Trustee William J. Shkurti, the Board approved the RESOLUTION with a roll call vote.

Roll Call Vote:

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 TO APPROVE PAY RANGES, SALARY ADJUSTMENTS, AND LUMP SUM PAYMENTS

RESOLUTION 37-22

Approval of Pay Ranges, Salary Adjustments/Increases and Lump Sum Payments

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the UAPL pay ranges as reflected in the attached permanent exhibit to be effective beginning, December 25, 2022.

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following pay adjustments and increases to staff as outlined below:

A one-time adjustment for employees based on years of service as of Jan. 1, 2023 based upon their current date of hire:

1. If an employee has been with the Library less than 2 years, they receive a 3% increase on the midpoint of their range.
2. If an employee has been with the Library 3-6 years, they would be adjusted to .25 of their range.

3. If an employee has been with the Library 7-14 years, they would adjust to the midpoint of their range.
4. If an employee has been with the Library 15+ years, they would be adjusted to .75 of their range.
5. A manager who has been with the Library more than a year, but less than 6 years would be adjusted to .25 of the pay range.
6. If an employee's years of service adjustment is lower than a 3% increase based on the midpoint, the 3% increase will be applied in lieu of a range adjustment.
7. Employees hired after October 31, 2022, will be ineligible for an increase.

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby approve a lump sum payment to two employees in the amount that exceeded the maximum hourly wage for said position times the annual budgeted hours for that position. The lump sum payments are to be made the 2nd pay in January 2023.

SIGNATURE SHEET

Resolution No. 37-22

11/15/2022

Upon the motion of Trustee Susan Ralph, seconded by Trustee Kate Hare, the Board approved the RESOLUTION with a roll call vote.


Roll Call Vote:

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 AUTHORIZING ARCHITECT PROCUREMENT AND RFQ

The Director introduced the following resolution and Trustee Stephen Flynn moved its passage:

Resolution No. 38

Authorizing Design Professional Procurement for Master Facilities Improvement Plan

WHEREAS, The Upper Arlington Public Library Board of Trustees (the "Board") has determined the need for building updates/maintenance and is undertaking a Master Facilities Improvement Plan (the "Project"); and

WHEREAS, Services of a design professional are needed to conduct master planning services for a 10-year plan to renovate and maintain the Library's facilities; and

WHEREAS, Ohio Revised Code Sections 153.65, et seq. define the required process for procuring a design professional which includes issuing a notice of the available contract, soliciting qualifications from qualified design firms, evaluating and ranking firms based upon their qualifications to perform the required services, and selecting the most-qualified firm; and

WHEREAS, The Library Director, Fiscal Officer, and Director of Support Services worked with legal counsel to prepare a legal notice and Request for Qualifications ("RFQ") for the Project; and

WHEREAS, the Board wishes to authorize the Director to publish the legal notice, issue the RFQ in substantially the form attached hereto, and convene a selection committee for the design professional procurement process, and to authorize the evaluation and ranking of the most-qualified design professional firms based upon the qualifications received.

NOW, THEREFORE, BE IT RESOLVED, By the Board as follows:

1. That the Board authorizes the Director to publish a legal notice, issue a Request for Qualifications, convene a selection committee for the design professional procurement process, receive statements of qualifications from design professional firms, interview firms at the committee's discretion, and to evaluate, rank, and present a recommendation to the Board for the selection of the most-qualified design firm for the Project, all in conformance with the Ohio Revised Code Sections 153.65, et seq.

Mr. William J. Shkurti seconded the motion and, after discussion, a roll call vote was taken and the resolution passed. Ayes: 7 Nays: 0

SIGNATURE SHEET

Resolution No. 38-22

11/15/2022

Upon the motion of Trustee Stephen Flynn, seconded by Trustee William J. Shkurti, the Board approved the RESOLUTION with a roll call vote.

Roll Call Vote:

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

OPERATIONS COMMITTEE

The Notes from the Operations Committee meeting are included here.

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

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

IN ATTENDANCE

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

STAFF MEMBERS: Beth Hatch, Kate Porter, Julie Whitt, Greg Ramage, and Andrea Kirby

DIRECTOR UPDATE

The Director notified The Committee on the public concerns and public records request.

EXPIRATION OF FMLA LEAVE EXPANSION

In May of 2020, the Library introduced a new personnel policy to align with the requirements of the federal government regarding providing expanded FMLA and emergency paid sick leave due to the COVID-19 pandemic. The Library has extended this policy over the past two years, and it is set to expire on December 31, 2022.

As of 2022, all Library staff accrue a level of sick and vacation leave. The Committee supports the decision to allow this policy to expire and will present the request to the full Board.

PATRON OBJECTION TO LIBRARY MATERIALS POLICY RESOLUTION

The Director shared the updated wording for the Library's Material Objection Policy.

The Committee made suggestions and will review the changes at the Board meeting..

POSITION CHANGES

The objectives of the Library's marketing plans are to raise awareness, communicate value, and to increase Library utilization by targeting *Library Journal's* 5-Star Library metrics.

The Director provided a breakdown of new net costs for the reclassification and addition of positions for 2023. All new and updated positions have been accounted for in the 2023 budget.

SALARY STUDY FINDINGS

The Organizational Architecture salary study results recommended the Library do a compensation study and adjust the pay ranges every 2-3 years.

The Director shared a recommendation of a one-time adjustment for employees based on years of service, which is determined by their current date of hire and a methodology for future adjustments and increases

2023 PAY RANGE

The Director presented the proposed 2023 pay ranges and answered all questions in full.

GENERAL FUND BUDGET AND 10 YEAR PROJECTIONS

The Committee reviewed the preliminary budget for the General Fund which presented the General Fund Revenue and General Fund Expenditures.

The 10-Year Projection document was shared to the Committee. Salaries and Benefits includes a yearly increase of 2.5% on the midpoint of pay ranges.

ADJOURNMENT

The Meeting was adjourned at 5:59pm.

Next Meeting: ~~Thursday, December 1, 2022 at 5 p.m. in Meeting Room C~~

RESOLUTION TO AMMEND PATRON OBJECTION TO LIBRARY MATERIALS

RESOLUTION 39-22 **To Update the Patron Objection to Library Materials Policy**

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to the Operations Manual as presented in the exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

SIGNATURE SHEET

Resolution No. 39-22

11/15/2022

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

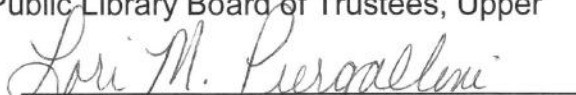
Voting:

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

PRESIDENT'S REPORT

EXECUTIVE SESSION TO DISCUSS COMPENSATION OF EMPLOYEES AND COLLECTIVE BARGAINING

SIGNATURE SHEET

Upon the motion of Trustee Stephen Flynn, seconded by Trustee Kevin Fix, the Board entered an executive session.

Roll Call Vote:

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

The Executive Session was adjourned at 5:47 p.m.

EXECUTIVE SESSION TO DISCUSS EMPLOYMENT OF A STAFF MEMBER

SIGNATURE SHEET

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Kevin Fix, the Board entered an executive session.

Roll Call Vote:

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

ADJOURNMENT

Peter W. Hahn made a motion to adjourn the meeting. John M. Yesso seconded the motion.

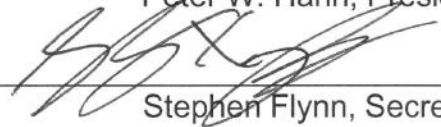
Voting:

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

The meeting was adjourned at 6:28 p.m.



Peter W. Hahn, President



Stephen Flynn, Secretary

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

Fund No.	Fund Description	01/01/2022 Balance (a)	2022 YTD Revenue (b)	2022 YTD Expended (c)	0/00/2022 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,340,251.46	\$ 6,166,701.57	\$ 5,690,414.50	\$4,816,538.53	\$ 344,719.96	\$4,471,818.57
2XX	Special Revenue Fund-Combined	\$245,841.48	\$ 93,995.81	\$ 131,424.50	\$208,412.79	\$ 18,336.04	\$190,076.75
402	Building Improvement	\$1,123,430.74	\$ 700,000.00	\$ 315,102.57	\$1,508,328.17	\$ 74,610.71	\$1,433,717.46
501	Employee FSA Fund	\$6,233.54	\$ 2,500.00	\$ 8,733.54	\$0.00	\$ -	\$0.00
GRAND TOTAL		\$ 5,715,757.22	\$6,963,197.38	\$6,145,675.11	\$6,533,279.49	\$437,666.71	\$6,095,612.78

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 October 31, 2021

Fund No.	Fund Description	01/01/2021 Balance (a)	2021 YTD Revenue (b)	2021 YTD Expended (c)	9/30/2021 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 5,891,416.68	\$ 5,087,038.59	\$4,888,753.77	\$ 367,578.64	\$4,521,175.13
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 37,679.89	\$ 74,324.74	\$237,605.92	\$ 21,275.23	\$216,330.69
402	Building Improvement	\$519,327.89	\$ 700,000.00	\$ 82,892.63	\$1,136,435.26	\$ 34,486.25	\$1,101,949.01
501	Employee FSA Fund	\$6,232.60	\$ 15,910.71	\$ 11,712.24	\$10,431.07	\$ -	\$10,431.07
GRAND TOTAL		\$4,884,186.94	\$6,645,007.28	\$5,255,968.20	\$6,273,226.02	\$423,340.12	\$5,849,885.90

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 October 31, 2022

Beginning Cash Balance as of January 1, 2022 \$ 4,388,688.00

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,316,186.86	\$ 3,310,998.71	\$ 3,310,998.71	\$ (5,188.15)
Public Library Fund	\$ 2,971,128.46	\$ 2,681,684.13	\$ 3,192,470.77	\$ 221,342.31
Other Income	\$ 71,420.00	\$ 174,018.73	\$ 204,227.19	\$ 132,807.19
Total Revenue	\$ 6,358,735.32	\$ 6,166,701.57	\$ 6,707,696.67	\$ 348,961.35

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,410,641.24	\$ 3,458,418.58	\$ 4,316,468.33	\$ 94,172.91
Library Materials	\$ 901,280.65	\$ 714,947.99	\$ 846,947.00	\$ 54,333.65
Other Expenditures	\$1,131,940.02	\$ 817,047.93	\$ 945,047.93	\$ 186,892.09
Total Expenditures	\$ 6,443,861.91	\$ 4,990,414.50	\$ 6,108,463.26	\$ 335,398.65

	(Over) / Under Budget
Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ 684,360.00

Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00	\$ -
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Net Budget after Cash Transfers	\$ (785,126.59)	\$ 476,287.07	\$ (100,766.59)	\$ 684,360.00
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General Fund Cash Balance at December 31, 2022 \$ 4,287,921.41
Months of Operating Expenditures Supported by Cash Reserves 8.00

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 \$259,338.33 for October.

Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings. Passport Fees collected totaled \$3,588.90 and Passport photos revenue was \$1,060.00 for the month. Star Ohio interest was \$15,766.86 for October.

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.

OP – 3.9: PATRON OBJECTION TO MATERIALS

Occasionally, a patron may believe that a specific title or source should not be in the collection. Before considering a request for review, the patron is expected to have read, viewed, or listened to the entire item in question since materials are evaluated in their entirety. Materials previously reviewed will not be reconsidered unless the newer request is based on substantially different reasons than the first. Request for Review of Library Materials Forms are available at all locations. Procedure is as follows:

1. Patron completes form and includes detailed information on the areas of concerns and notes if they have read, viewed or heard the work in its entirety.
2. Director and Assistant Director review form and put together a staff committee to read, view or listen to the entire work with special emphasis on the cited areas of concern. The committee researches the work, the author and how many times the item has circulated as a way to gauge community acceptance of the work. The committee also reviews the library's collection development policy and the Library Bill of Rights, the Freedom to Read and Freedom to View in evaluating the item.
3. The Director informs Library Board that the request has been submitted.
4. After the staff committee has reviewed the work, the committee meets with the Director and Assistant Director to determine what kind of action regarding the work needs to be taken or not.
5. Director or Assistant Director responds to the patron in writing to let them know the final decision.
6. Director informs the Board of the Committee's decision by sending a copy of the Request to Review and Response Letter via email.

In extreme cases, when the Director and the Board find that the challenge represents a threat to intellectual freedom, and cannot be resolved by conciliatory procedures, the Board may authorize one or more of the followings actions:

- The seeking of legal advice;
- An accurate and complete statement of information made available to all local news media;
- The reporting of the incident to the American Library Associations Office of Intellectual Freedom, and other appropriate entities.

In those cases where a threat to intellectual freedom is couple with the threat of dismissal against the Director and/or other members of the Library staff, the Board will provide moral support to the staff to resist, provide factual support in documented evidence, authorize monetary support for legal aid, and identify the most appropriate funding sources.