



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, JANUARY 17, 2023 AT 5 PM

The meeting was called to order at 5:07 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, Marketing and Communications, Manager; and Allison Frew, Executive Assistant.

CONSENT AGENDA

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

RESOLUTION 04-23
DECEMBER 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	Campaign
\$ 200.00	130 - General Fund	Barbara & Gordon Snyder	
\$ 2,650.00	130 - General Fund	Frederick & Karla Roehrig	
\$ 300.00	130 - General Fund	Howard Epstein	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 51.50	130 - General Fund	Katherine & Brett Porter	
\$ 51.50	130 - General Fund	Kathryn Isaacson	
\$ 103.00	130 - General Fund	Lida Sethi	
\$ 4.00	130 - General Fund	Linda Kilby	
\$ 5.15	130 - General Fund	Lindsay Barber	
\$ 250.00	130 - General Fund	Maureen Campion	Giving Tuesday 2022
\$ 350.00	130 - General Fund	Paul Braunsdorf	Giving Tuesday 2022

Amount	Fund	Donor	Campaign
\$ 25.00	130 - General Fund	Priscilla Mead	
\$ 1,000.00	130 - General Fund	Robert Young	
\$ 25.75	130 - General Fund	Sarah Riegel	
\$ 25.75	130 - General Fund	Stefan Neeley	
\$ 750.00	130 - General Fund	Tremont Center Company	
\$ 5,816.65	Total		

SIGNATURE SHEET

Resolution No. 04-23

1/17/2023

Upon the motion of Stephen Flynn, seconded by Kevin Fix:

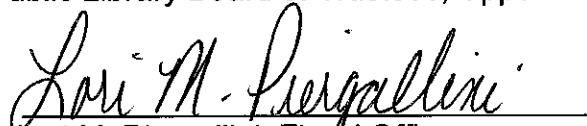
Voting:

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 Madeline Miller author visit on March 5th has been cancelled. The Library is currently working to schedule another author visit for this fall.

The Library will increase its passport photo fee to \$15 to align with photo prices from retailers in the area.

The Library's Youth Services Manager, Annamarie Carlson's will be leaving the Library as of Friday, January 20th. The Library credits Ms. Carlson with the creation of some of our most successful programs over the last year.

Raina Telgemeier, a New York Times bestselling author of young adult graphic novels, will have an author visit in July.

DIRECTOR'S REPORT

STATISTICS

2022 5-Star Rating

The 2022 5-Star ranking is based on data the Library submits to the State Library of Ohio in 2020. Due to the pandemic, the State Library did not collect information on user visits for the year from any Ohio Library and reported the topic as "N/A." The Central Library Consortium is contacting the Ohio Library Council and State Library for answers to remedy this error as libraries did provide services during the pandemic. The Director answered all questions in full.

2022 Statistics

The Director shared the 5-Star statistics of 2022 compared to 2019, which is the last typical year of stats before the pandemic. eCirculation and Wi-Fi usage are the only 2022 statistics that have outperformed the 2019 trends. Since the Library does have a significant amount of Wi-Fi users, the Library's usability study will be essential to determining best use of space to accommodate this need.

Update to Digital Collections

To better service digital collection users, the Library has increased its checkout limit for Hoopla and purchased Advantage titles for Libby. Hoopla checkouts are now increased from 10 to 15 checkouts per month; Libby Advantage allows UA Library patrons to receive holds before they are available to the rest of the consortium library users.

Collection Stats

The Director shared the 2022 Circulation by type statistics with the Board. Library books account for 59% of all checkouts while accounting for 72% of all physical collection checkouts. Periodical checkouts have also increased 5% since moving the periodical shelving to the entrance of the Main Library. Compared to 2019, 2022 physical book circulation has nearly recovered, while eCirculation is up by 48%. Circulating movies and music has declined 48%, most likely due to digital streaming services.

4TH QUARTER STAFFING REPORT

The Director presented the 4th Quarter and Annual Staffing Report to the Board listing the Library's vacancy and turnover rates. The Annual Turnover for 2022 has greatly improved since 2021 and mirrors the 2019 prepandemic turnover rate.

The Library has added several new positions for 2023, particularly to support programming.

2023 STRATEGIC PLAN AND TOPICS

The Director shared the 2021-2026 Strategic Plan and corresponding 2023 Committee topics with the Board.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES MONDAY, JANUARY 4, 2021

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, Greg Ramage, and Allison Frew

FISCAL OFFICER'S REPORT

The Fiscal Officer presented a summary of the 2022 finances, which remain strong despite uncertainties in the economy last year. Compared to 2021, 2022 Year-To-Date Revenue is 7% higher, Passport Services Revenue was 194% higher, and the Library's year-end balance is 6% higher.

The 2022 PLF exceeded original estimates by 7%.

The Library's Expenditures increased 7% in 2022 compared to 2021 due to the increased spending for building maintenance, including the repairs to Tremont Library due to the automobile accident.

The Library was underbudget in all spending categories for the year.

The Fiscal Officer answered all questions in full.

REVIEW DECEMBER FINANCIALS

The Fiscal Officer provided an overview of the December's Operating Revenue, which exceeded estimates in all categories.

The Library transferred \$700,000 into the Building Improvement Fund.

REVIEW DECEMBER CHECKS

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

REVIEW DECEMBER RECONCILIATIONS

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

QUARTERLY INVESTMENT REPORT

The Library's received \$104,965.77 in interest this year. The Library 2022 Year-to-Date Interest increased 2,206% compared to the previous year.

RESOLUTION TO AMEND APPROPRIATIONS

The Library's Organization Dues and Memberships budget is underfunded by \$12,000. The Committee supports recommending the full Board approve the Resolution to Amend Appropriations.

RESOLUTION TO ADOPT SALARY ADJUSTMENTS INCREASES METHODOLOGY

The Resolution outlines the methodology for pay increases and lump sum payments depending on the scenario. The Committee supports recommending the full Board approve the Resolution to Adopt the Salary Adjustments and Increases and Lump Sum Payments Methodology.

RESOLUTION FOR LUMP SUM PAYMENT FOR TEMPORARY MANAGERS

Due to the leave of absence for a manager who oversees two departments, the Library would like to compensate the two staff members who will be fulfilling some of the managerial responsibilities during that time. The Committee recommended to include this procedure into our policies.

The Committee supports recommending the full Board approve the Resolution to Adopt the Lump Sum Payment for Temporary Managers.

STRATEGIC TOPICS

Developing 2023 Finance Committee Topics

The Director provided a timeline of the current strategic topics schedule for 2023 for the Committee to review. The Committee recommended some additional topics and discussed how to relay information back to constituents about levy spending.

Fundraising Goals and Strategy

The Director provided a history of the Library's monetary support from community partners and the public. The Director recommended a fundraising strategy to supplement capital projects and will discuss this further with the Operations Committee.

MASTER FACILITIES PROJECT

Timeline for RFQ Process Master Facilities

The Director provided an overview on the timeline for the request for qualifications for the 10-year master facilities plan.

Payment of Architect Services

The Committee supported paying for the master facilities planning services from the Building Improvement Fund.

SUPPORT SERVICES WORKSPACE PROJECT

Triad Architects of Columbus conducted a space study in August 2022 and provided designs to maximize the Support Services departments. Administration recommends proceeding with a request to bid in order to pursue the design that includes redesigning the Tech Services, IT, and Facilities departments. The Committee supports recommending the full Board approve the Resolution to put support Services Workplace Project to Bid.

The Director of Support Services provided a tour of the Support Services workplaces for the Committee.

ADJOURNMENT

The meeting was adjourned at 6:18 p.m.

Next Meeting: Wednesday, February 8, 2023 at 5 p.m. in Meeting Room B

FISCAL OFFICER'S REPORT

The Library made nearly \$105,000 in interest for 2022, which is an 2,000% increase compared to 2021.

The Public Library Funding estimates for 2023 have been reduced by \$120,000 for 2023.

Passport revenue is \$64,435 for the year. The January Passport Fair totaled \$3,600.

RESOLUTION TO AMEND 2023 APPROPRIATIONS

RESOLUTION 05-23
AMEND 2023 PERMANENT APPROPRIATIONS

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the 2023 General Fund Appropriations Amendment as follows:

GENERAL FUND:

Salaries & Benefits	\$5,070,761.94
Library Material	950,000.00
Other Expenses	1,545,901.00
Transfer-Out	<u>1,000,000.00</u>

Total General Fund Expenditures **\$8,566,662.94**

Increase Appropriations:

Organization Dues
Line 100-5000-57100 +\$12,000.00

New Total General Fund **\$8,578,662.94**

SIGNATURE SHEET

Resolution No. 05-23

1/17/2023

Upon the motion of Trustee John M. Yesso, seconded by Trustee Kate Hare, the Board approved the Resolution to Amend 2023 Appropriations 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

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 FOR SALARY ADJUSTMENT INCREASES METHODOLOGY

RESOLUTION 06-23

**Adoption of Salary Adjustments/Increases
and Lump Sum Payments Methodology**

WHEREAS, that the methodology outlined below will be adjusted accordingly for the first pay period of the following year for all applicable staff members;

WHEREAS, for annual salary adjustments, employees will receive the greater of two scenarios: 1) either an increase based on the midpoint of their pay range or 2) a years-of-service-pay-adjustment, if the latter is applicable;

WHEREAS, the years-of-service-pay-adjustments will occur as follows:

- 3 years of service adjusts to 25% of their range,
- 7 years of service adjusts to midpoint of their range,
- 15 years of services adjusts to 75% of their range, and
- staff members who have reached the end of their pay range, the Board of Trustees hereby approves lump-sum payments;

WHEREAS, if a staff member transfers to a position in the same or lower range, whether full time or part time, their years-of-service-adjustments will continue to be based upon their date of hire;

WHEREAS, if a staff member transfers into a higher pay range, their years-of-service-adjustments will be based upon their appointment date to their new position, not their date of hire;

WHEREAS, if an employee leaves employment with the library and is rehired, their years-of-service-adjustments will be based upon their most recent date of hire;

NOW, THEREFORE, 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 outlined above as of January 1, 2023;

SIGNATURE SHEET

Resolution No. 06-23

1/17/2023

Upon the motion of Trustee Susan Ralph, seconded by Trustee Stephen Flynn, the Board approved the Resolution to Adopt Salary Adjustment/Increases and Lump Sum Payments Methodology 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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Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

RESOLUTION FOR LUMP SUM PAYMENT FOR TEMPORARY MANAGERS

The Finance Committee requested an update to the Library's personnel policy to include this new initiative.

RESOLUTION 07-23

Lump Sum Payment for Temporary Manager Responsibilities

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves a one-time lump sum payment to two employees who are assuming managerial responsibilities for their department during their manager's three month leave of absence;

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby approve a lump sum payment of \$1,000 for two employees to be payable upon the conclusion of the temporary manager assignment.

SIGNATURE SHEET

Resolution No. 07-23

1/17/2023

Upon the motion of Trustee John M. Yesso, seconded by Trustee William J. Shkurti, the Board approved the Resolution for Lump-Sum Payments for Temporary Managers 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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Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

RESOLUTION TO BID ON SUPPORT SERVICES PROJECT

RESOLUTION 08-23

To Put the Support Services Workspace Project Out for Bids

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Support Services Workspace Project be advertised for bids for a period of two weeks, following which the Fiscal Officer and/or the Library Director, at a duly advertised public meeting, is hereby authorized to open such bids as may have been submitted.

SIGNATURE SHEET

Resolution No. 08-23

1/17/2023

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Susan Ralph, the Board approved the Resolution to Put the Support Services Workspace Project Out for Bids 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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Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

OPERATIONS COMMITTEE

The Operations Committee does not meet in January.

ADJOURNMENT

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

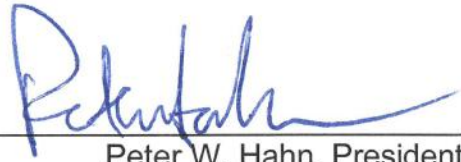
Voting:

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

William J. Shkurti
John M. Yesso

Aye
Aye

The meeting was adjourned at 5:51 p.m.



Peter W. Hahn, President



Stephen Flynn, Secretary

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

Fund No.	Fund Description	01/01/2022 Balance (a)	2022 YTD Revenue (b)	2022 YTD Expended (c)	12/31/2022 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,340,251.46	\$ 6,772,335.11	\$ 6,717,091.67	\$4,395,494.90	\$ 51,417.44	\$4,344,077.46
2XX	Special Revenue Fund-Combined	\$245,841.48	\$ 101,465.06	\$ 144,148.98	\$203,157.56	\$ -	\$203,157.56
402	Building Improvement	\$1,123,430.74	\$ 700,000.00	\$ 344,138.30	\$1,479,292.44	\$ 49,157.38	\$1,430,135.06
501	Employee FSA Fund	\$6,233.54	\$ 2,500.00	\$ 8,733.54	\$0.00	\$ -	\$0.00
GRAND TOTAL		\$5,715,757.22	\$7,576,300.17	\$7,214,112.49	\$6,077,944.90	\$100,574.82	\$5,977,370.08

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. Account was closed in Sept. 2022.

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of December 30, 2021

Fund No.	Fund Description	01/01/2021 Balance (a)	2021 YTD Revenue (b)	2021 YTD Expended (c)	12/31/2021 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 6,300,222.10	\$ 6,044,346.32	\$4,340,251.46	\$ 5,717.51	\$4,334,533.95
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 55,273.68	\$ 83,682.97	\$245,841.48	\$ 15,458.00	\$230,383.48
402	Building Improvement	\$519,327.89	\$ 700,000.00	\$ 95,897.15	\$1,123,430.74	\$ 78,747.53	\$1,044,683.21
501	Employee FSA Fund	\$6,232.60	\$ 17,953.99	\$ 17,953.05	\$6,233.54	\$ -	\$6,233.54
GRAND TOTAL		\$4,884,186.94	\$7,073,449.77	\$6,241,879.49	\$5,715,757.22	\$99,923.04	\$5,615,834.18

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 December 31, 2022

Beginning Cash Balance as of January 1, 2022 \$ 4,340,251.46

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,316,186.86	\$ 3,316,375.72	\$ 3,316,375.72	\$ 188.86
Public Library Fund	\$ 2,971,128.46	\$ 3,173,154.76	\$ 3,173,154.76	\$ 202,026.30
Other Income	\$ 71,420.00	\$ 282,804.63	\$ 282,804.63	\$ 211,384.63
Total Revenue	\$ 6,358,735.32	\$ 6,772,335.11	\$ 6,772,335.11	\$ 413,599.79

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,410,641.24	\$ 4,294,036.75	\$ 4,294,036.75	\$ 116,604.49
Library Materials	\$ 901,280.65	\$ 840,253.38	\$ 840,253.38	\$ 61,027.27
Other Expenditures	\$1,131,940.02	\$ 882,801.54	\$ 882,801.54	\$ 249,138.48
Total Expenditures	\$ 6,443,861.91	\$ 6,017,091.67	\$ 6,017,091.67	\$ 426,770.24

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (85,126.59)	\$ 755,243.44	\$ 755,243.44	\$ 840,370.03
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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)	\$ 55,243.44	\$ 55,243.44	\$ 840,370.03
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General Fund Cash Balance at December 31, 2022 \$ 4,395,494.90
Months of Operating Expenditures Supported by Cash Reserves 10.50

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 \$267,459.10 for December.

Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings. Passport Fees collected totaled \$3,842.90 and passport photos revenue was \$1,030.00 for the month. December Star Ohio interest was \$20,557.05.

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. Board approved increasing the transfer to Bldg. Fund to \$700,000 rather than \$300,000 originally proposed.

Net Budget After Cash Transfers Out - A positive number indicates that we will be increasing the cash balance.