



**UPPER ARLINGTON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**TUESDAY, FEBRUARY 21, 2023 AT 5 PM**

The meeting was called to order at 5:11 p.m.

**IN ATTENDANCE**

**BOARD MEMBERS:** Kevin Fix, Stephen Flynn, Peter W. Hahn, Kate Hare, Susan Ralph, and William J. Shkurti.

**ALSO PRESENT:** Beth Hatch, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Chris Minx, Manager of Marketing and Communications; Jennifer Faure, Manager of Community Relations; Jenn Willke, Youth Services Librarian; and Allison Frew, Executive Assistant.

**EXCUSED ABSENCE:** John M. Yesso.

**CONSENT AGENDA**

In addition to approving the absence of John M. Yesso, the consent agenda included the Minutes from the January Board of Trustees Organizational Meeting, the January Board of Trustees Regular Meeting, the Financial Report for January and the January Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

**RESOLUTION 09-23**  
**JANUARY 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
\$ 100.00	130 - General Fund	Lynne Olson	In Memory of Syed Saiduddin
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 250.00	130 - General Fund	Metropolitan Columbus Daylily Society	
\$ 375.00	Total		

## SIGNATURE SHEET

Resolution No. 09-23

2/21/2023

Upon the motion of William J. Shkurti, 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

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.



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

### ASSISTANT DIRECTOR'S REPORT

The Friends are currently holding their quarterly sale; business is booming and they have greatly exceeded previous first day sales.

Participation in Winter Reading Club, December 1-January 31, had a 45% increase in participation. Adult and elementary school age readers saw the most significant increase in participation.

The 50 Book Challenge has debuted for adult readers. Those who complete fifty books in a calendar year will receive a coffee mug as a prize.

### DIRECTOR'S REPORT

The Director provided a review of the Library's monthly statistics for January. The Director discussed the changes to statistics for 2023, which reduced the amount of data Administration has been requesting from all departments in favor of focusing on data that informs 5-Star Metrics. This relates to Data Analysis and Measurement part of the Strategic Plan.

## **BOARDEFFECTS DEMO**

Danny Friedman joined the Board Meeting via Zoom to demonstrate the BoardEffect software. After the presentation, the Board discussed their current processes for accessing Board documents and suggested that Administration pursue a software alternative for Board documents.

## **FINANCE COMMITTEE**

The Notes from the Finance Committee meeting are included here.

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# **UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, FEBRUARY 8, 2023**

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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, Julie Whitt, and Allison Frew

### **DIRECTORS REPORT**

The Director updated the Committee on the recent Upper Arlington Public Library Board of Education meeting that transpired on Tuesday night. Administration will be discussing with staff about Library collections and book displays.

The Library has received interest from several firms regarding our RFQ.

### **REVIEW JANUARY FINANCIALS**

The Library is receiving tax advances weekly; the final settlement will be received at the end of March. 2023 YTD Revenue is up 119% compared to 2022 due to the tax advances received. 2023 YTD Expenditures increased by 38% due to the elevator maintenance at Lane Road Library. The Library's YTD unencumbered balance is 23% higher than January of 2022.

The Library's Public Library Funding for the year is currently expected to exceed estimations by \$70,000.

The amount budgeted for Library Materials Expenditures includes \$27,951.44 carried over from 2022. The total for budgeted Other Expenses includes \$23,466 in outstanding encumbrances carried over as well.

### **REVIEW JANUARY CHECKS**

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

### **REVIEW JANUARY RECONCILIATIONS**

Committee members reviewed all bank account reconciliations. All accounts are balanced as of January 31, 2023.

The \$750,000 deposit in the Library's Star Ohio account is the initial tax advance settlement. The Library received \$21,906.96 in interest for January from this account.

The Library's Star Ohio Restricted Fund received \$646.90 in interest.

### **APPROPRIATIONS AMENDMENT**

The Committee supports recommending the full Board approve the Appropriations Amendment.

### **PRELIMINARY BENCHMARK DATA FINDINGS**

The data from the Salary Study conducted in 2022 was based on 2021 and the Director presented comparable salary ranges for area libraries. The Committee recommended reviewing the salary table as a whole and considering a mid-year adjustment for all ranges and to devise a plan to stay ahead of the market. Administration will present findings at March's Finance Committee Meeting for review and discussion.

In an effort to seek the most competitive applicants, the Library will pause the Youth Services Manager search.

This falls under the Recruitment and Retention section of the Strategic Plan (4.3-03A).

### **STRATEGIC TOPIC: COLLECTION PHILOSOPHY**

The Director presented a PowerPoint presentation on the Library's current collection, circulation, and costs to the Finance Committee. The Committee recommended comparing our Library Materials budget and collection purchases with those of comparable libraries and to see if we can gather more information on checkouts based on item type vs format (e.g. non-fiction rather than adult book).

This falls under the Collections Philosophy and Circulation Policies section of the Strategic Plan (4.2-01A).

### **ADJOURNMENT**

The meeting was adjourned at 6:51 p.m.

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

APPROPRIATIONS AMENDMENT

RESOLUTION 10-23  
**2023 APPROPRIATIONS AMENDMENT**

*BE IT RESOLVED*, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following amendments to the 2023 Appropriations:

**Fund 100 General Fund - Other Expenses**

<b>Original Appropriations</b>	<b>\$1,545,901</b>
<b>Increase:</b>	
100-5200-53382 Consortium Contracts	+23,000
100-5000-55511 Equipment	<u>+20,000</u>
<b>Total Fund 100 Other Expenses Appropriations</b>	<b>\$1,588,901</b>

**Fund 402 – Building Improvements**

<b>Original Appropriations</b>	<b>\$741,300</b>
<b>Decrease:</b>	
402-0000-55511 Equipment	<u>(20,000)</u>
<b>Total Fund 402 Appropriations</b>	<b>\$721,300</b>

**SIGNATURE SHEET**

Resolution No. 10-23

2/21/2023

Upon the motion of Trustee Stephen Flynn, seconded by Trustee William J. Shkurti, the Board approved the 2023 Appropriations 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	Absent

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.

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### **UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE MEETING NOTES TUESDAY, FEBRUARY 7, 2023**

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

#### **IN ATTENDANCE**

BOARD MEMBERS: Kate Hare and Susan Ralph

STAFF MEMBERS: Beth Hatch, Kate Porter and Allison Frew

EXCUSED ABSENCE: John M. Yesso

#### **PERSONNEL POLICY MANUAL UPDATES**

##### TEMPORARY MANAGER POLICY RESOLUTION

The Finance Committee requested at the January 2023 meeting to codify the temporary manager payment into the Library's policy. The Operations Committee supports recommending the full Board approve the Resolution.

This falls under the Recruitment and Retention section of the Strategic Plan (4.3-01).

### EMPLOYEE PAID MEMBERSHIPS RESOLUTION

Due to the increase of membership costs in professional organizations, Administration requested to update the annual allotment per staff member who are budgeted in positions of 38 hours or more from \$350 to \$500. The Committee supports recommending the full Board approve the Resolution.

This falls under the Recruitment and Retention section of the Strategic Plan (4.3-02).

### **STRATEGIC TOPIC: COLLECTION PHILOSOPHY**

The Director presented the Circulating Collection Philosophy Expectation for the Committee to review.

The Director presented a PowerPoint presentation on the Library's current collection, circulation, and costs to the Operations Committee. The Committee recommended Admin to increase the number of new items purchased per reservation; to identify and align Library collections per branch with popularity of checkouts; to continue examining information regarding collection usage by type (e.g., non-fiction) rather than just format (e.g. Adult Book); test out marketing objectives for the Reference database collection; and to retain new items for local pick-up only.

This falls under Collection Philosophy and Circulation Policies section of the Strategic Plan (4.2-01A).

### **ADJOURNMENT**

The Meeting was adjourned at 6:08 pm.

**Next Meeting:** Tuesday, March 7, 2023 at 5 p.m. in Meeting Room B

### PERSONNEL POLICY RESOLUTION: TEMPORARY MANAGER COMPENSATION

#### RESOLUTION 11-23

#### **To Update the Personnel Policy for Temporary Managers**

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

### **SIGNATURE SHEET**

Resolution No. 11-23

2/21/2023

Upon the motion of Trustee Susan Ralph, seconded by Trustee Kevin Fix, the Board approved the Resolution to Update the Personnel Manual 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

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Upper Arlington Public Library  
Upper Arlington, Ohio

PERSONNEL POLICY RESOLUTION: PAID EMPLOYEE MEMBERSHIPS

RESOLUTION 12-23

**To Update the Personnel Policy to Increase Paid Memberships**

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

**SIGNATURE SHEET**

Resolution No. 12-23

2/21/2023

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Kevin Fix, the Board approved the Resolution to Update the Personnel Policy to Increase Paid Memberships 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	Absent

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

**ADJOURNMENT**

Stephen Flynn made a motion to adjourn the meeting. William J. Shkurti 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

The meeting was adjourned at 6:22 p.m.



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Peter W. Hahn, President



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Stephen Flynn, Secretary

**Upper Arlington Public Library**  
**All Funds**  
**Statement of Cash Position**  
*As of January 31, 2023*

<b>Fund No.</b>	<b>Fund Description</b>	<b>01/01/2023 Balance (a)</b>	<b>2023 YTD Revenue (b)</b>	<b>2023YTD Expended (c)</b>	<b>1/31/2023 Balance (a + b - c)</b>	<b>Outstanding Encumbrance (d)</b>	<b>Unencumbered Balance ((a+b)-(c+d))</b>
1X0	General Fund-Combined	\$ 4,395,494.90	\$ 1,367,240.13	\$ 641,052.63	\$5,121,682.40	\$ 1,334,094.42	\$3,787,587.98
2XX	Special Revenue Fund-Combined	\$203,157.56	\$ 647.14	\$ 165.21	\$203,639.49	\$ 66,703.58	\$136,935.91
402	Building Improvement	\$1,479,292.44	\$ -	\$ 18,270.36	\$1,461,022.08	\$ -	\$1,461,022.08
<b>GRAND TOTAL</b>		<b>\$6,077,944.90</b>	<b>\$1,367,887.27</b>	<b>\$659,488.20</b>	<b>\$6,786,343.97</b>	<b>\$1,400,798.00</b>	<b>\$5,385,545.97</b>

*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.*

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

<b>Fund No.</b>	<b>Fund Description</b>	<b>01/01/2022 Balance (a)</b>	<b>2022 YTD Revenue (b)</b>	<b>2022 YTD Expended (c)</b>	<b>1/31/2022 Balance (a + b - c)</b>	<b>Outstanding Encumbrances (d)</b>	<b>Unencumbered Balance ((a+b)-(c+d))</b>
1X0	General Fund-Combined	\$ 4,340,251.46	\$ 625,170.95	\$ 455,997.48	\$4,509,424.93	\$ 1,210,231.53	\$3,299,193.40
2XX	Special Revenue Fund-Combined	\$245,841.48	\$ 17.92	\$ 20,975.00	\$224,884.40	\$ 41,833.00	\$183,051.40
402	Building Improvement	\$1,123,430.74	\$ -	\$ -	\$1,123,430.74	\$ 228,418.53	\$895,012.21
501	Employee FSA Fund	\$6,233.54	\$ -	\$ -	\$6,233.54	\$ -	\$6,233.54
<b>GRAND TOTAL</b>		<b>\$5,715,757.22</b>	<b>\$625,188.87</b>	<b>\$476,972.48</b>	<b>\$5,863,973.61</b>	<b>\$1,480,483.06</b>	<b>\$4,383,490.55</b>

*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 January 31, 2023*

Beginning Cash Balance as of January 1, 2023 \$ 6,077,944.90

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 6,143,804.69	\$ 1,075,000.00	\$ 6,143,804.69	\$ -
Public Library Fund	\$ 3,118,340.25	\$ 258,324.31	\$ 3,190,882.61	\$ 72,542.36
Other Income	\$ 205,660.00	\$ 33,915.82	\$ 227,649.00	\$ 21,989.00
<b>Total Revenue</b>	<b>\$ 9,467,804.94</b>	<b>\$ 1,367,240.13</b>	<b>\$ 9,562,336.30</b>	<b>\$ 94,531.36</b>

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 5,070,761.94	\$ 371,295.45	\$ 4,933,795.27	\$ 136,966.67
Library Materials	\$ 977,951.44	\$ 196,556.18	\$ 942,569.00	\$ 35,382.44
Other Expenditures	\$ 1,569,367.00	\$ 73,201.00	\$ 1,543,814.00	\$ 25,553.00
<b>Total Expenditures</b>	<b>\$ 7,618,080.38</b>	<b>\$ 641,052.63</b>	<b>\$ 7,420,178.27</b>	<b>\$ 197,902.11</b>

<b>Net Budget (Revenue less Expenditures before Cash Transfers Out)</b>	<b>\$ 1,849,724.56</b>	<b>\$ 726,187.50</b>	<b>\$ 2,142,158.03</b>	<b>\$ 292,433.47</b>
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**Non-Operating Expenditures**

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -
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<b>Net Budget after Cash Transfers</b>	<b>\$ 849,724.56</b>	<b>\$ 726,187.50</b>	<b>\$ 1,142,158.03</b>	<b>\$ 292,433.47</b>
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**General Fund Cash Balance at December 31, 2023 \$ 7,220,102.93**  
**Months of Operating Expenditures Supported by Cash Reserves 13.50**

**Budget** as approved by the Board of Trustees in December 2022.

**General Property Tax** - Revenue from the renewal of a 2.0 mil levy plus an additional 1.0 mil in May 2022. Tax Receipts are 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 \$258,324.31 in January.

**Other Income** - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings. Passport Fees collected totaled \$6,370.35 and Passport photos revenue was \$2,210.00 for the month. Star Ohio interest was \$21,906.96 for January.

**Salaries & Benefits** - The 2023 budget included a vacancy credit of 2.5% of the full cost of salaries and related taxes.

**Library Materials** - For 2023 Materials were capped at \$950,000. Budgeted expenditures include 2022 outstanding encumbrances of \$27,951.44.

**Other Expenditures** - Includes all non-library materials and non-payroll related expenditures. Budgeted amount includes 2022 outstanding encumbrances of \$23,466.

**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 \$1,000,000 transfer in 2023.

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

*Professional Organization Membership Payment*

To promote current awareness and encourage professional development, the Library will pay an employee's individual annual membership fee in a professional organization, up to \$ ~~350~~500 per year. All full-time employees and those part-time employees in positions budgeted at 38 or more hours per pay are eligible to request payment for dues to approved organizations.

On occasions in which it may be deemed beneficial to the Library for an employee to join additional professional organizations, additional membership payments may be approved by the Library Director in excess of \$ ~~350~~500 per year.