



Board of Trustees Meeting Minutes

Upper Arlington Public Library
Tuesday, August 20, 2024 at 5:00 PM EDT
@ 2800 Tremont Road - Meeting Room B

In Attendance:

Present:

Members: Matthew Courser, Kevin Fix, Peter Hahn, Kate Hare, Susan Ralph, William Shkurti, John Yesso

Also Present: Beth Hatch, Jen Jimison, Chris Minx, Lori Piergallini, Kate Porter, Greg Ramage, Julie Whitt

Call Meeting to Order

The meeting was called to order at 5:09 p.m.

Consent Agenda

The consent agenda included excused absences, the Minutes from the July Organizational meeting, the Minutes from the June Board of Trustees meeting and the June & July Donations Resolution included here.

RESOLUTION 20-24 **JUNE 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
\$ 2.50	130 - General Fund	Anonymous	
\$ 20.00	130 - General Fund	Anonymous	
\$ 20.60	130 - General Fund	Carolina Ricco Pereira	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 51.50	130 - General Fund	Jessica Grisez	In honor of Catherine Strauss
\$ 100.00	130 - General Fund	Sharon Murphy	In honor of Virginia Griffith
\$ 50.00	130 - General Fund	Wednesday Literary Club	In memory of Carol Prince
\$ 50.00	130 - General Fund	Wednesday Literary Club	In memory of Mary Ann Krauss
\$ 319.60	Total		

RESOLUTION 23-24 **JULY 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
\$ 5.00	130 - General Fund	Anonymous	
\$ 20.60	130 - General Fund	Carolina Ricco Pereira	
\$ 10.30	130 - General Fund	Caroline Jipa	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 100.00	130 - General Fund	William & Patricia Toth	
\$ 50.00	130 - General Fund	William & Phyllis Griffith	In Memory of Virginia Griffith
\$ 210.90	Total		

SIGNATURE SHEET

Resolution No. 20-24 & Resolution No. 23-24

8/20/2024

Upon the motion of Trustee John Yesso, seconded by Trustee Peter Hahn to accept donations listed for June and July:

Voting:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John 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 Assistant Director reported that the Tremont Road Library Branch will be open for the Upper Arlington Labor Day Arts Festival. Space will be available for events including Band Performances and the first floor will be open for general services with a limited number of staff present.

Director's Report

The Director reported that the lower-level offices for the Technical Services, Facilities, and IT departments are complete. She also reported that the Lane Road Improvement project has been awarded and is underway. There will be an Improvements Fundraising project launched this fall to help with updating the furniture and shelving in the lower level of Lane Road.

Quarterly Staffing Report

Upper Arlington Public Library 2nd Quarter 2024 Staffing Report

2024 Personnel Costs vs. Budget

Quarter	Budget	Actual Expenditures	% of Budget
2 nd	\$5,289,423.00	\$2,564,232.75	49%

2nd Quarter Vacancy Rate

As of June 30, 2024, we have 112 permanent positions and 4 open positions for a vacancy rate of 3.57%.

2nd Quarter Turnover

Our 2nd quarter turnover rate was 2.7%. This percentage was based upon 3 position vacancies by resignation.

Staff Resignations	Transfers	Net Change in Number of Positions	New Hires
3	2	0	4

Positions unfilled as of 6/30/2024:

- Branch Associate – Miller Park PT
- Customer Service Team Leader – FT
- Programmer – Youth PT
- Custodian – Facilities FT

Vacancy Rates by Quarter / Open Positions / Turnover

2 nd Quarter Comparisons							
Year	2017	2018	2019	2020	2021	2022	2023
Vacancy Rate	3.36%	5.00%	2.48%	3.31%	15.38%	7.69%	7.69%

Open Positions	4	6	3	4	18	9	8
Turnover	3.5%	7.0%	7.0%	.9%	10.2%	6.2%	6.2%

Anticipated Staffing Changes in the Next Quarter

Our PLF revenues continue to come in below projections due to lower tax collections. We have placed a pause on hiring for most positions as we monitor PLF revenues over the next few months.

Finance Committee

The Notes from the Finance Committee meeting are included here.



Finance Committee Minutes

Upper Arlington Public Library
 Wednesday, August 14, 2024 at 5:00 PM EDT
 @ 2800 Tremont Road - Meeting Room B

Attendance

Present:

Members: Kate Hare, Beth Hatch, Lori Piergallini, Kate Porter, Greg Ramage, William Shkurti, Julie Whitt, John Yesso

Absent:

Members: Jen Jimison

I. Call to Order

The meeting was called to order at 4:56 p.m.

II. Review Month Financials

The Library's YTD revenue is up 3% from last July. The tax settlement advances were slightly higher than last year and our final settlement is due at the end of August. The overall balance is up 18% over last year. The PLF is projected to be under projections for the end of 2024 and estimates are lower than projected for 2025 at this time. Interest revenue has been over estimates. The salaries and benefits line is over but is projected to end the year close to budget.

[Library Funds Cover Sheet.pdf](#)

[Statement of Cash Position.pdf](#)

[General Fund Report.pdf](#)

[Balance Sheet - Fund Pivot.pdf](#)

III. Review Month Checks

The July checks were presented to the committee for review and approval. The Fiscal Office offered details for significant expenditures.

 [Check Report.pdf](#)

IV. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of July 31, 2024.

 [HNB Bank Statement Register.pdf](#)

 [Star Ohio Bank Statement Register.pdf](#)

 [Star Ohio Restricted Bank Statement Register.pdf](#)

 [FMB Bank Statement Register July 2024.pdf](#)

V. Coversheet Transfer to Building Improvement Fund

The Fiscal Officer explained the need for the transfer for the project at Lane Road.

 [Cover Sheet - Transfer to Building Imp. Fund.docx](#)

A. Resolution to Transfer Funds to the Building Improvement Fund

The Committee supports recommending the full Board approve the Resolution.

 [22-24 Transfer to Buidling Improvement Fund.docx](#)

VI. Information Technology Manager Position


The HR Manger explained the proposed change in the Systems Administrator position. The committee recommends the change of the Systems Administrator position to an Information Technology Manager position to meet current Library needs. This new position will allow the Director of Support Services to spend more time on building projects.

 [Coversheet - Addition of Information Technology Manager Position.docx](#)

 [DRAFT 2024 Pay Ranges with IT Manager Addition.pdf](#)

A. Resolution to Add Information Technology Manager Position

The Committee supports recommending the full Board approve the Resolution.

 [21-24 to Approve Addition of Information Technology Manager and Deletion of Systems Administrator Positions.docx](#)

VII. 2025 Finance Committee Calendar Discussion

The Committee reviewed the annual Finance regular topics and proposed topics for the coming year.

 [Annual Board Topics.pdf](#)

VIII. Adjournment

The meeting was adjourned at 5:46 p.m.

SIGNATURE SHEET

Trustee Susan Ralph made a motion to pass the July 2024 Financial Reports. Trustee Matthew Courser seconded the motion.

Voting:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John 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

Resolutions

RESOLUTION 21-24

Addition of Information Technology Manager Position and Deletion of Systems Administrator Position

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library approves the addition and deletion of the following positions effective August 20, 2024:

Addition:

Information Technology Manager - Full Time at Pay Range 12

Deletion:

Systems Administrator – Full Time at Pay Range 11

SIGNATURE SHEET

Resolution No. 21-24

8/20/2024

Upon the motion of Trustee John Yesso, seconded by Trustee Peter Hahn the Board approved the addition of Information Technology Manager and the deletion of Systems Administrator positions.

Voting:

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

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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Upper Arlington Public Library
Upper Arlington, Ohio

RESOLUTION 22-24

RESOLUTION TO TRANSFER MONEY FROM THE GENERAL FUND TO BUILDING IMPROVEMENT FUND

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to transfer \$500,000 from the General Fund 100 to the Building Improvement Fund 402.

SIGNATURE SHEET

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

Roll Call Vote:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn	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

Operations Committee

The notes from the Operations Committee meeting are included here.



[Operations Committee Minutes](#)

Upper Arlington Public Library

Tuesday, August 13, 2024 at 5:30 PM EDT

@ Upper Arlington Public Library - Lane Road Branch Meeting Room

Attendance

Present:

Members: Matthew Courser, Beth Hatch, Kate Porter, Susan Ralph, Greg Ramage, Julie Whitt

Guests: Sue Emrick

Absent:

Members: Peter Hahn, Jen Jimison, Lori Piergallini

I. Call to Order

The meeting was called to order at 5:40 p.m.

II. IT Manager Position

Our HR Manager talked about our Systems Administrator position and the need to make a change since our current Systems Administrator took a new position at another agency last week. In looking at our current needs, we are proposing that this role be converted into a full-time Information Technology Manager. This will allow our Director of Support Services to focus more time on building projects and less time on the day-to-day running of our IT department.

 [Coversheet - Addition of Information Technology Manager Position.docx](#)

III. Collection Strategy Presentation

Our Adult Collection Development Specialist gave a presentation about our 2024 Collections Strategy. She shared our 2017 - 2023 statistics that show books continue to circulate well but that audiobooks, CDs and DVDs are on a downward trend since the pandemic. She also mentioned that digital use (ebooks and eaudiobooks) keeps increasing and we are trying to meet demand with our purchase of Overdrive Advantage titles. She noted that 21% of our card holders have gone digital only and that our holds on digital copies outpace holds on physical items by a 3 to 1 ratio.

She then explained our new Quick Picks strategy as a way to meet the need to have new popular titles available to patrons who come into our buildings. She mentioned that 60% or more of items checked out at each location are browsed vs placed on hold. These Quick Pick titles will have shorter loan periods and will not allow holds or renewals so that this collection keeps being refreshed. Other copies will allow holds so that patrons who prefer this way of obtaining items can do that as well. Quick Picks will show up on our shelves in September.

IV. Adjournment

The meeting adjourned at 6:20 p.m.

President's Report

Appointment of Matthew Courser as Board Secretary

SIGNATURE SHEET

Upon the motion of Trustee Susan Ralph, seconded by Trustee John Yesso, the Board approved the Appointment Of Matthew Courser as Board Secretary.

Voting:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter Hahn	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John Yesso	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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

Adjournment

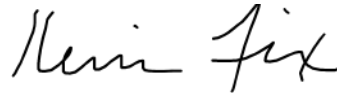
SIGNATURE SHEET

TRUSTEE Peter Hahn made a motion to adjourn the meeting. TRUSTEE William Shkurti seconded the motion.

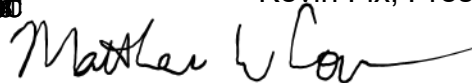
Voting:

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

The meeting was adjourned at 5:29 p.m.



Kevin Fix, President



Matthew Courser, Secretary