



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, SEPTEMBER 15, 2020 AT 5 PM

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter Hahn, Kate Hare, Gloria Heydlauff, 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 August Board of Trustees meeting, the August 27th Special Board of Trustees meeting, the Financial Report for August, the August Donations Resolution, and a Resolution to Thank Mark Mangini for his Outstanding Service to the Upper Arlington Public Library. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution and the Resolution to Thank Mark Mangini are included here.

RESOLUTION 27-20
AUGUST 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	Annual Report Name	Campaign
\$ 100.00	130	Ann E & Michael L Smith	Big Give
\$ 1,000.00	130	Ann Gabriel & Ray Stephens	Big Give
\$ 25.00	130	Ann Knodt	Big Give
\$ 50.00	130	Anna & Mark Pyle	Big Give
\$ 100.00	130	Anne & Lawrence Peterson	Big Give
\$ 100.00	130	Anne Ralph	Big Give
\$ 500.00	130	Anonymous	Big Give
\$ 100.00	130	Anonymous	Big Give
\$ 50.00	130	Anonymous	Big Give
\$ 50.00	130	Anonymous	Big Give

Amount	Fund	Annual Report Name	Campaign
\$ 25.00	130	Anonymous	Big Give
\$ 20.00	130	Anonymous	Big Give
\$ 20.00	130	Anonymous	Big Give
\$ 100.00	130	Anonymous	
\$ 50.00	130	Barbara Falkenberg	Big Give
\$ 50.00	130	Beth Hatch	Big Give in Memory of Kenneth Beacon, Jr.
\$ 25.00	130	Brad Drumm	Big Give
\$ 100.00	130	Bruce Johnson	Big Give
\$ 50.00	130	Carin Chmielniak	Big Give
\$ 250.00	130	Carolyn T. Casper	Big Give in Memory of Jeanne Knox Casper
\$ 25.00	130	Christine Minx	Big Give
\$ 50.00	130	Cindy Beebe	Big Give
\$ 25.00	130	Cynthia Radford	Big Give
\$ 51.50	130	Danny Kim	
\$ 25.00	130	David Baker	Big Give in Memory of Annabel S.
\$ 100.00	130	Diane Reichwein	Big Give
\$ 50.00	130	Doreen Ocel	Big Give
\$ 50.00	130	Edith Emery	Big Give
\$ 25.00	130	Elaine Armbruster	Big Give
\$ 250.00	130	Emma Piacentini	Big Give
\$ 50.00	130	Eric Deese	Big Give
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Erik Vasusarver	
\$ 50.00	130	Fumiyo & Randal Young	In Memory of Barb Trame
\$ 2,000.00	130	Gloria and Dale Heydlauff	Big Give
\$ 200.00	130	Helena Goscilo	Big Give in Memory of Isis and Fifi
\$ 250.00	130	Jennifer Faure	Big Give
\$ 50.00	130	Jennifer Huber	Big Give
\$ 20.00	130	Joan Taylor	Big Give in Memory of Florence M. Taylor
\$ 500.00	130	John & Judy Yesso	Big Give
\$ 25.00	130	Karen Hull	Big Give
\$ 25.00	130	Karen Knight	Big Give
\$ 50.00	130	Karolyn Braum	Big Give
\$ 100.00	130	Katherine & Brett Porter	Big Give
\$ 50.00	130	Kelle & Geoff Eubank	Big Give
\$ 100.00	130	Kim Decker	Big Give
\$ 35.00	130	Laurie Stokoe	Big Give
\$ 100.00	130	Leslie Mahle	Big Give in Honor of Osie Bruns
\$ 30.00	130	Lewis Ullman	Big Give
\$ 100.00	130	Linda Mizejewski	Big Give in Memory of Aunt Peg Cowmeader
\$ 20.00	130	Linda Taylor	Big Give in Memory of Florence Moroz Taylor

Amount	Fund	Annual Report Name	Campaign
\$ 100.00	130	Lynn & Bill Anderson	Big Give
\$ 150.00	130	Marci Shumaker	Big Give
\$ 50.00	130	Marissa Cirker	Big Give
\$ 100.00	130	Mark Tucker	Big Give
\$ 100.00	130	Maureen Campion	Big Give
\$ 103.00	130	Meaghan Fowler	
\$ 50.00	130	Megan Rand	Big Give
\$ 25.00	130	Melanie Collier	Big Give
\$ 50.00	130	Michael Rice	Big Give
\$ 40.00	130	Mimi Mullin	Big Give
\$ 100.00	130	Monica Tuttle	Big Give
\$ 100.00	130	Nancy Donaldson	Big Give
\$ 25.00	130	Pam & Erik Cole	Big Give
\$ 200.00	130	Peter Hahn	Big Give
\$ 50.00	130	Rebecca Alexander	Big Give
\$ 50.00	130	Rebecca Hitt	Big Give
\$ 50.00	130	Rhonda Moskowitz	Big Give in Honor of the Lane Road Librarians!
\$ 100.00	130	Robert Hanf	Big Give
\$ 200.00	130	Robert Rapp	Big Give
\$ 100.00	130	Robert Taylor	Big Give in Memory of Florence M. Taylor
\$ 20.00	130	Samantha D'Angelo	Big Give
\$ 25.00	130	Sandra Grasso	Big Give
\$ 25.00	130	Stephen & Emily Flynn	Big Give
\$ 100.00	130	Sue Ralph	Big Give
\$ 25.00	130	Supen Bowe	Big Give
\$ 50.00	130	Susan Brauning & Douglas Miller	Big Give
\$ 105.00	130	Susan Reece	Big Give
\$ 25.00	130	Suzanne Crepeau	Big Give
\$ 50.00	130	Suzanne Sumner	Big Give
\$ 50.00	130	Suzy Swanson	Big Give
\$ 608.56	130	The Columbus Foundation	Big Give
\$ 35.00	130	Vicki Lyden	Big Give
\$ 100.00	130	William Shkurti & Renee Houser	Big Give
\$ 25.00	130	Willkie Cirker	Big Give
\$ 10,208.06	Total		

SIGNATURE SHEET

Resolution No. 27-20

9/15/2020

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

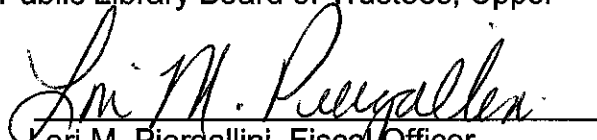
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	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.


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

The President expressed appreciation for Mark Mangini's twenty-eight years of service to the Library.

Resolution 28-20

To Thank Mark Mangini for his Outstanding Service to the Upper Arlington Public Library

WHEREAS, Mark Mangini, who serves as the Manager of the Reference Department, will be retiring on September 25, 2020, after twenty-eight years of service at the Upper Arlington Public Library;

WHEREAS, Mark has had a long and storied career with the Library since being first hired as a Library Assistant in September 1992. Shortly thereafter in December 1993, he assumed the role of Reference Librarian upon completing his MLIS at Kent State University. In September 2001, Mark was promoted to the position of Manager, a role in which he has been noted for his exceptional leadership skills, critical thinking abilities, and remarkable understanding and passion for the library field;

WHEREAS, Mark supervised the launch of the UA Archives—a website hosting the archives of the Miller and Thompson families, the Upper Arlington High School yearbooks, and a treasure trove of other historical documents and images—a feat accomplished in conjunction with numerous local organizations and dedicated citizens, which was created with the intent to preserve the ever-growing history of Upper Arlington in a permanent digital format for all to access;

WHEREAS, Mark, who demonstrates amazing patience and respect for his patrons, consistently produces incredible research, data and materials in a methodical and succinct manner; and has trained his staff to procure results in as expert of a fashion;

WHEREAS, Mark's office door has always been open to staff, which often resulted in an exchange of ideas to better serve the Library and its patrons, and was the source of many of the Library's most invigorating and creative conversations;

WHEREAS, Mark, a notorious cinema and audiophile, whose opinions and taste on all popular media were widely regarded and esteemed and whose comments were appreciated by all, will sorely be missed for his insightful critiques and stellar recommendations;

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the outstanding service and dedication of Mark Mangini to the Upper Arlington Public Library and to the greater Upper Arlington community as noted and witnessed on this 15th day of September 2020.

SIGNATURE SHEET

Resolution No. 28-20

9/15/2020

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


Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	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.


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

ASSISTANT DIRECTOR'S REPORT

The Friends of the Library will be hosting an outdoor sale this Saturday and Sunday, September 19th and 20th.

The Library is expanding its book drop hours Monday-Friday from 8AM-9PM and Saturdays from 8AM-5PM. Lane Road drive-up book drop will be open Monday-Friday from 10AM-6PM and Saturdays from 10AM-5PM.

Several virtual programs are coming soon:

- Trivia on Thursday, September 24 hosted by our Technology and Media Librarian;
- Live Artist Led Painting with Brush Crazy on Thursday, October 8th hosted by our Director; and,
- A Homework Help series will be offered each Tuesday in October by our Tremont Youth Librarian.

DIRECTOR'S REPORT

Franklin County downgraded from Level 3 (Red) to Level 2 (Orange) on August 27, 2020. Since then, staff have been working on preparing to reopen the Main Library's atrium to the public. The building's reopening is set for Monday, September 28, 2020.

In conjunction with the City of Upper Arlington, the Main Library's parking lot has changed its traffic pattern in order to accommodate more cars for curbside pick-up.

The Library is using the Miller Park Library to record storytimes and as additional meeting space for staff. The Miller Park staff are currently working in other public service departments at the Main and Lane Road Libraries in order to accommodate staffing shortages due to COVID-19. The Library anticipates reopening the Miller Park Library in 2021.

LIBRARY OPERATION STATS BY THE WEEK

The Library averages servicing about 2,000 patrons and checking out 6,500 physical items each week. All circulation is done manually by Library staff.

eMedia circulation has remained stable throughout this time.

LEVY TIMELINE

The Director presented the Levy timeline to the Board for review. The Levy timeline includes an option to poll constituents on ballot options. The Levy timeline also includes the Resolution to Request County Auditor to Certify the Tax Certification.

The Board requested a date correction to the timeline.

FINANCE COMMITTEE

FISCAL OFFICER'S REPORT

The Library received the \$75,000 Coronavirus Relief grant money and are working on plans to use the funds.

The Fiscal Officer reviewed the Tax Levy Certification Acceptance Resolution and the Changes to Salary Resolution to the Board. Ohio Revised Code requires taxing authorities within the State of Ohio to adopt a resolution annually that accepts the tax levy amounts and rates as certified by the county Budget Commission for the following year. The Library's existing millage rate is 2.00 but is currently collecting at 1.65. The General Property Tax receipts for 2021 represents an increase of 1.5%; there may be a revised projection for 2021 as the County is reevaluating the rates.

The Library saved \$240,000 in salaries since Resolution 15-20 was passed in May. Due to successful cost-saving measures, the Library is capable of reinstating staff salaries and hours. This reinstatement will take effect beginning on Sunday, September 20, 2020 and will be reflected on the October 9, 2020 pay.

The Director discussed the Paid Holiday Resolution with the Board. Columbus Day, held on Monday, October 12, 2020, will be a one-time paid holiday for staff in celebration of their hard work and financial sacrifice regarding the COVID-19 situation.

The Board expressed their resounding support for all proposed measures and appreciation for the staff and their commitment to the community.

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE WEDNESDAY, SEPTEMBER 9, 2020 MEETING NOTES

The meeting was called to order at 5:02 p.m.

IN ATTENDANCE

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

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

DIRECTOR'S REPORT

Franklin County's Public Health Risk has been downgraded to Level 2 (Orange). The Library is planning to open the atrium in late September but are working out the logistics for what that module may look like.

Curbside pickup will continue with new hours after the building reopens to the public; however, to accommodate more vehicles the Library changed its traffic flow for curbside service.

Lane Road Library is working on plans for a walk-up pick-up window for their branch. Miller Park Library staff are dispersed to other departments to compensate for staff shortages at both the Lane Road and Main Libraries.

REVIEW AUGUST FINANCIALS

Fund 275 has been created and the funds have been deposited into this account. The Statement of Cash Position reflects this deposit.

The General Fund YTD Revenue is 17% less than last year. YTD Expenditures are down 19% and the August ending balance is \$10,000 higher than last year. Library Revenue is underbudget due to the loss in revenue from the PLF and Other Income, the latter of which is mostly due to the suspension of passport services; however, the Library did receive two checks: one for \$17,000 from our insurance to reimburse for basement flooding as well as an incentive rebate of \$8,200 from purchases we've made through a co-op.

Star Ohio interest totaled \$1,024.30 for the month of August.

The General Fund Projected Year-End Expenditures for Salaries and Benefits includes the reinstatement of salary cuts and reduced hours that were approved in May as a cost costing measure. The reinstatement of salary cuts will begin September 20, 2020.

In May, the Library also cut its Library Materials budget by 30%; however, after reevaluating actual versus budgeted expenditures we are only reducing the materials original budget by 16% and the Library will resume ordering.

Eight months of operating expenditures is supported by cash reserves; however, the Fiscal Officer anticipates additional spending since the Library was successful in our initial cost-saving measures.

The Library is considering resuming passport services in 2021 once U.S Passport Operations are back to normal.

The Admin Team answered all questions.

The Committee requested a summary of Administration's budget priorities for the next meeting.

REVIEW AUGUST CHECKS

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

REVIEW AUGUST RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of August 31, 2020.

The Star Ohio Restricted Fund increased by \$105,000 due to the transfer of the CD that matured at First Merchants Bank in August. Interest totaled \$586.11 at the maturity date.

The CARES Grant of \$75,000 has been received.

PROPERTY AND LIABILITY INSURANCE RENEWAL

The insurance premium increased \$13 for 2021. The Library received an A safety rating due to adding flood coverage and producing a detailed analysis of materials. The Library has paid the premium for next year.

The Library has met with the health insurance broker but are still waiting to receive quotes on coverage types.

PROPERTY TAX AS APPROVED BY THE BUDGET COMMISSION

Section 5705.34 of the Ohio Revised Code requires taxing authorities within the State of Ohio to adopt a resolution annually that accepts the tax levy amounts and rates as certified by the county Budget Commission for the following year. The Library's existing millage rate is 2.00 but is currently collecting at 1.65. The General Property Tax receipts for 2021 represents an increase of 1.5%; there may be a revised projection for 2021 as the County is reevaluating the rates.

A copy of the draft Resolution has been presented to the Committee. The Committee supports the recommendation for the Board to approve the Resolution.

2021 DRAFT CAPITAL BUDGET

The Library will resume the technology and building projects schedule in 2021. The Library plans to transfer \$300,000 to the Building Improvement Fund 402 in October of this year.

The Library's van replacement has been postponed due to drops in revenue and lack of use due to branches being closed.

5-YEAR ANALYSIS

The Fiscal Officer presented the General Fund 5-Year Projection Scenario to the Committee for review. The document includes the certified amount of taxes and Public Library Funding the Library will receive in 2021. The estimated Other Income lines are lower than usual.

The Salary and Benefits line reflects a 2% increase for 2021. Years 2022-2025 reflect a 2.5% raise. These scenarios are provided as a tool for the Board to see where we will be financially, including the estimated monthly spending reserve. Materials are calculated at 15% of total taxes and PLF.

The Fiscal Officer answered all questions.

REINSTATEMENT OF REDUCTION HOURS/SALARIES

The Board originally approved a reduction to salaries and wages in May. Due to successful cost-saving measures, the Library now recommends reinstating staff salaries beginning with the pay period starting September 20th. The first pay reflecting the reinstatement will be issued on October 9, 2020.

The draft Resolution was presented to the Committee for review. The Committee supports the recommendation for the Board to approve the Resolution.

LEVY TIMELINE

The Director presented the Levy Timeline to the Finance Committee for review with the option to poll constituents on possible ballot options.

ADJOURNMENT

The meeting was adjourned at 5:42 p.m.

Next Meeting: Wednesday, October 14, 2020 at 5 p.m. on Zoom

TAX LEVY CERTIFICATION ACCEPTANCE RESOLUTION

The Library-drafted Resolution is presented below. The Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor and its Certification are included as an exhibit to these Minutes.

RESOLUTION 29-20

To Accept Budget Commission Amounts and Rates

OHIO REVISED CODE, SECTION 5705.34, 5705.35

WHEREAS, This Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2021; and

WHEREAS, The Budget Commission of Franklin County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore

BE IT RESOLVED, The Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and

BE IT FURTHER RESOLVED, That there by and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2020 (collection year 2021) as follows:

SCHEDULE A

Summary of Amounts Required from General Property Tax Approved by the Budget Commission, and County Auditor's Estimate Tax Rates

Fund	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to be Levied Outside 10 Mill Limitation
General Fund	\$3,258,595.57	2.00

AND BE IT FURTHER RESOLVED, That the Fiscal Officer is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

SIGNATURE SHEET

Resolution No. 29-20

9/15/2020

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Peter Hahn:

Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye

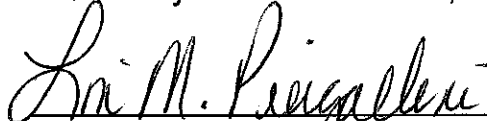
Kate Hare
William J. Shkurti

Aye
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

CHANGES TO SALARIES RESOLUTION

RESOLUTION 30-20

RESOLUTION TO AUTHORIZE RESINSTATING SALARIES AND HOURS REDUCTION FOR EXEMPT AND NON-EXEMPT EMPLOYEES

WHEREAS, The Upper Arlington Public Library approved Resolution 15-20 *Authorizing a Salary Reduction and Reduction in Hours for Exempt and Non-Exempt Employees* in anticipation to the loss of revenue the Library experienced due to the Governor of Ohio's Stay-at-Home Order, and

WHEREAS, The cost-saving measures the Library undertook in response to the significant reduction in revenue were successful,

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby authorizes the following changes to take effect the pay period starting September 20, 2020 with October 9th as the first pay date:

1. Reinstating five percent (5%) of salary and wages for all exempt employees.
2. Restoring hours for full-time non-exempt employees to 80 hours per pay.
3. Restoring five percent (5%) hours for part-time staff.

SIGNATURE SHEET

Resolution No. 30-20

9/15/2020

Upon the motion of Trustee Stephen Flynn, seconded by Trustee William J. Shkurti:

Voting:


Gloria Heydlauff, President Aye

Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	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.


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

PAID HOLIDAY LEAVY RESOLUTION

RESOLUTION 31-20 **PAID HOLIDAY LEAVE FOR MONDAY, OCTOBER 12, 2020**

WHEREAS, The Upper Arlington Public Library was already scheduled to be closed Monday, October 12, 2020 for the Library's annual Staff Development Day, which coincides with the U.S. federal Columbus Day holiday;

WHEREAS, The Library has postponed its annual Staff Development Day until November 11, 2020;

WHEREAS, The staff of the Library have demonstrated exceptional dedication and resolve upon returning to the building once the Governor's Stay-At-Home Order was lifted;

BE IT RESOLVED, That the Board of the Upper Arlington Public Library hereby approves a one-time amendment to the Library's Holiday Policy by observing the U.S. federal holiday Columbus Day on Monday, October 12, 2020 and granting the following:

1. Full-time employees shall receive their regular pay for this holiday;
2. Part-time employees who are usually scheduled in excess of 4 hours on this day will receive their normal hours pay for this holiday;
3. All other part-time employees will receive 4 hours of pay for this holiday;

BE IT FURTHER RESOLVED, That this day will be celebrated as "You Make A Difference Day" in honor of the Library's incredible staff and all of their hard work in responding to the changes in Library operations due to the COVID-19 pandemic.

SIGNATURE SHEET

Resolution No. 31-20

9/15/2020

Upon the motion of Trustee John M. Yesso, seconded by Trustee Stephen Flynn:

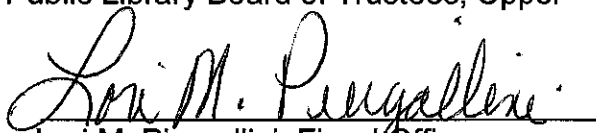
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	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.


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
TUESDAY, SEPTEMBER 1, 2020
MEETING NOTES**

The meeting was called to order at 5:02 p.m.

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn, Kate Hare, Gloria Heydlauff, and John Yesso

STAFF MEMBERS: Beth Hatch, Kate Porter and Allison Frew

CURBSIDE UPDATE AND PLANS

The Director presented four different models the Library has devised for installing a curbside pickup window via the drive-thru book drop driveway at the Main Library. To prepare for the pickup window's construction, Administration has worked with the City Engineer to change the direction of traffic in the parking lot and to install appropriate signage for the direction changes. The change in traffic pattern will take effect on Tuesday, September 8, 2020.

LEVY TIMELINE

The Director presented the Levy Timeline to the Operations Committee for review with the option to poll constituents on possible ballot options.

REOPENING PHASING

Franklin County's Public Health Advisory has been reduced to Level 2 (Orange). The Library is prioritizing curbside service in order to adjust patrons and staff to the new traffic patterns in the parking lot and the curbside pickup model before opening the building. The Library hopes to continue offering curbside pickup once the Library reopens to the general public.

ADJOURNMENT

The Meeting was adjourned at 5:38pm.

Next Meeting: Tuesday, October 6, 2020 at 5 p.m. on Zoom

PRESIDENT'S REPORT

The President expressed her appreciation on behalf of the community and the Board for the phenomenal work the staff have accomplished over the past few months.

John M. Yesso will be undergoing medical services and may be absent from some future meetings.

The Director thanked the Board for their support in reinstating staff salaries and hours and passing the paid holiday leave resolution.

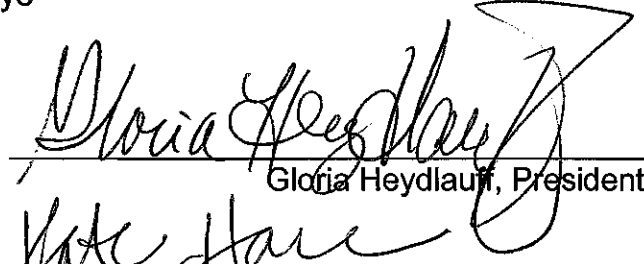
ADJOURNMENT

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

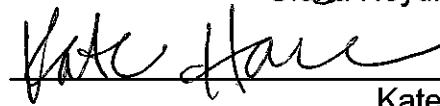
Voting:

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

The meeting was adjourned at 5:28 p.m.



Gloria Heydlauff, President



Kate Hare, Trustee

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of August 31, 2020

Fund No.	Fund Description	01/01/2020 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	8/31/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 4,490,785.35	\$ 3,533,076.44	\$4,458,742.58	\$ 628,094.99	\$3,830,647.59
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 119,969.20	\$ 40,363.00	\$337,252.28	\$ 35,501.49	\$301,750.79
402	Building Improvement	\$312,409.09	\$ -	\$ 80,568.43	\$231,840.66	\$ 6,734.68	\$225,105.98
501	Employee FSA Fund	\$4,232.27	\$ 16,761.56	\$ 15,468.00	\$5,525.83	\$ -	\$5,525.83
GRAND TOTAL		\$4,075,321.11	\$4,627,516.11	\$3,669,475.87	\$5,033,361.35	\$670,331.16	\$4,363,030.19

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 August 31, 2019

Fund No.	Fund Description	01/01/2019 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	8/31/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 5,219,383.70	\$ 4,231,776.78	\$4,296,843.62	\$ 642,970.56	\$3,653,873.06
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 63,161.00	\$ 35,095.60	\$289,649.97	\$ 17,223.23	\$272,426.74
402	Building Improvement	\$405,156.18	\$ 300,000.00	\$ 271,673.60	\$433,482.58	\$ 85,871.93	\$347,610.65
501	Employee FSA Fund	\$5,254.20	\$ 8,262.40	\$ 10,156.70	\$3,359.90	\$ -	\$3,359.90
GRAND TOTAL		\$3,981,231.65	\$5,590,807.10	\$4,548,702.68	\$5,023,336.07	\$746,065.72	\$4,277,270.35

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
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of August 31, 2020

Beginning Cash Balance as of January 1, 2020 \$ 3,501,033.67

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,211,219.00	\$ 2,547,921.72	\$ 3,211,219.00	\$ -
Public Library Fund	\$ 2,754,570.00	\$ 1,800,987.61	\$ 2,679,391.01	\$ (75,178.99)
Other Income	\$ 221,307.00	\$ 141,876.02	\$ 146,436.51	\$ (74,870.49)
Total Revenue	\$ 6,187,096.00	\$ 4,490,785.35	\$ 6,037,046.52	\$ (150,049.48)

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,344,342.00	\$ 2,471,355.54	\$ 3,904,669.84	\$ 439,672.16
Library Materials	\$ 894,868.00	\$ 495,363.58	\$ 751,436.96	\$ 143,431.04
Other Expenditures	\$ 1,029,600.00	\$ 566,357.32	\$ 903,809.00	\$ 125,791.00
Total Expenditures	\$ 6,268,810.00	\$ 3,533,076.44	\$ 5,559,915.80	\$ 708,894.20

				(Over) / Under Budget
Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (81,714.00)	\$ 957,708.91	\$ 477,130.72	\$ 558,844.72

Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -
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Net Budget after Cash Transfers	\$ (381,714.00)	\$ 957,708.91	\$ 177,130.72	\$ 558,844.72
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General Fund Cash Balance at December 31, 2020 \$ 3,678,164.39

Budget as approved by the Board of Trustees in December 2019 and amended January 21, 2020.

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, 2019. August PLF totaled \$281,967.24.

Other Income - In August the Library received an insurance reimbursement of \$17,000 for the basement flooding and an Cooperative Incentive rebate of \$8,255.70 for spending with various co-op vendors. Star Ohio interest totaled \$1,024.30 for the month.

Salaries & Benefits - Projected Year-End Expenditures reflects adding back salary reductions for all staff beginning the Oct. 9th payroll and the return of all employees by August 30th.

Library Materials - Expenditures are budgeted at 15 % of Total General Property Tax and Public Library Funding revenue. Projected year end expenditures represent a 16% decrease of original budget.

Other Expenditures - Includes all non-library materials and non-payroll related expenditures.

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.

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

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR

(BOARD OF LIBRARY TRUSTEES)
OHIO REVISED CODE, SECTIONS 5705.34, 5705.35

The Board of Library Trustees of UPPER ARLINGTON PUBLIC LIBRARY

Franklin County, Ohio, met in REGULAR session on the 15th day of SEPTEMBER,

(Regular or Special)

2020, at the office of UPPER ARLINGTON PUBLIC LIBRARY with the following members

present:

GLORIA HEYDLAUFF
PETER HAHN
STEPHEN FLYNN
KEVIN FIX
KATE HARE
WILLIAM SHKURTI
JOHN YESSO

WILLIAM SHKURTI moved the adoption of the following Resolution:

WHEREAS, This Board in accordance with the provisions of law has previously
adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2021; and

WHEREAS, The Budget Commission of Franklin County, Ohio, has certified its
action thereon to this Board together with an estimate by the County Auditor of the rate of
each tax necessary to be levied by this Board, and what part thereof is without, and what
part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Library Trust UPPER ARLINGTON PUBLIC LIBRARY

Franklin County, Ohio, that the amounts and rates, as determined by the Budget
Commission in its certification, be and the same are hereby accepted: and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library
the rate of each tax necessary to be levied within and without the ten mill limitation for tax year
2020 (collection year 2021) as follows:

SCHEDULE A

**SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE
BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

<u>FUND</u>	Amount Approved	Amount to be	Estimate of Full Tax	
	by Budget	Derived from	Rate to Be Levied	
	Commission	Levies Outside	Inside	Outside
	Inside 10 Mill	10 Mill	10 Mill	10 Mill
	Limitation	Limitation	Limit	Limit
General Fund		\$3,258,595.57		2.00
TOTAL	\$0.00	\$3,258,595.57	0.00	2.00

and be it further

RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of

this Resolution to the County Auditor of said County.

PETER HAHN seconded the Resolution and the roll being

called upon its adoption the vote resulted as follows:

<u>GLORIA HEYDLAUFF, PRESIDENT</u>	<u>AYE</u>
<u>STEPHEN FLYNN</u>	<u> </u>
<u>KEVIN FIX</u>	<u> </u>
<u>KATE HARE</u>	<u> </u>
<u>JOHN YESSO</u>	<u> </u>
<u>PETER HAHN, VICE PRESIDENT</u>	<u> </u>
<u>WILLIAM SHKURTI</u>	<u> </u>

Adopted the 15th day of SEPTEMBER, 2020.

Don Pungallini
Clerk of the Board of Library Trustees of

UPPER ARLINGTON PUBLIC LIBRARY

Franklin County, Ohio.

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio, Franklin County, ss.

I, Lori Piergallini, Clerk of the Board of Library Trustees of

UPPER ARLINGTON PUBLIC LIBRARY, within and for said County, and in whose

custody the Files and Records of said Board are required by the Laws of State of Ohio to be kept

do hereby certify that the foregoing is taken and copied from the original _____

RESOLUTION #29-20

now on file, that the foregoing has been compared by me with said original

document, and that the same is a true and correct copy thereof.

WITNESS my signature, this 15th day of SEPTEMBER, 2020.

Lori M. Piergallini
Clerk of the Board of Library Trustees of

UPPER ARLINGTON PUBLIC LIBRARY

Franklin County, Ohio.