



UPPER ARLINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

TUESDAY, APRIL 20, 2021 AT 5 PM

Due to the ongoing situation with COVID-19, the Ohio Attorney General, Dave Yost, has provided written guidance regarding Ohio's Open Meeting Act (OMA) permitting a member of the public body to appear at a public meeting via teleconference.

With this consideration in mind, the Upper Arlington Public Library will host this Meeting live at the following URL: <http://board.ualibrary.org>

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter Hahn, 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; Julie Whitt, Human Resources Manager; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE: Kate Hare.

CONSENT AGENDA

In addition to approving the absence of Kate Hare, the consent agenda included the Minutes from the March Board of Trustees meeting, the Financial Report for March and the March Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

RESOLUTION 14-21 **MARCH 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
\$ 103.00	130	Anonymous	
\$ 51.50	130	Anonymous	In Memory of Jane Mack
\$ 350.00	130	Christopher & Sara Coles	

Amount	Fund	Annual Report Name	Campaign
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Jeanine Hummer	
\$ 250.00	130	Melodee Kornacker	
\$ 350.00	130	Wednesday Literary Club	
\$ 1,204.50	Total		

SIGNATURE SHEET

Resolution No. 14-21

4/20/2021

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

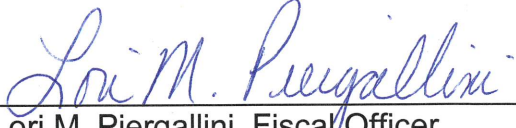
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
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 Library has hired Catie White as the new Media and Reference Department Manager. Catie will join the Library on May 10th.

Tracie Steele, Youth Services Manager, will retire on May 5th. The Library is currently interviewing candidates for this position.

The Library continues to phase its reopening to the public. New building hours at the Main Library now include Fridays and patron computers are now appointment-free.

Lane Road Library is scheduled to reopen in mid-May and Miller Park Library is scheduled to reopen in early-June.

The Friends of the Library, led by the Friends Board President, Stephen Johnson, have undertaken many successful donation days and one-day specialty book sales. The Library appreciates all of their support and continuous volunteer efforts.

The Board President expressed appreciation on behalf of the Library for the Friends of the Upper Arlington Public Library.

DIRECTOR'S REPORT

A ribbon cutting ceremony for the Early Learning Play Area (ELPA) will take place on June 1st at 9AM for the organizations who gave in support of the project. ELPA will open to the public that day in celebration of the beginning of Summer Reading Club.

The Library has distributed 177 test kits via Curbside Service since March 22nd. 75 test kits were distributed last week.

The Library is midway through its data analysis survey for all staff members as part of the Strategic Plan.

The Admin Team and Marketing and Community Relations Department participated a DISC-Assessment webinar to learn about each other's leadership style. Admin aims to offer this training to the rest of Leadership Team later this year.

MONTHLY STATISTICS

Compared to fall 2020, physical circulation numbers have remained consistent; however, eCirculation continues to increase.

Curbside service popularity has decreased since the Main Library has reopened its building to the public; however, patron use of the Library has counteracted the drop of users via Curbside. Curbside Service will remain a permanent service at the Main Library.

QUARTERLY STAFFING REPORT

The Library has filled the position for the Manager of Reference and Media Services and the Technology Librarian positions. Our next focus is filling positions in the Circulation Department so Lane Road staff may return to their department to reopen their building to the public.

The Board President expressed appreciation for all the donors who give to the Library.

FINANCE COMMITTEE

FISCAL OFFICER'S REPORT

The First Quarter Public Library Funding was 23% higher than the estimate provided last July.

The House Bill for the biennial budget did extend the Public Library Fund collection at 1.7%, so the PLF will revert to 1.66% in July. Additionally, the House has proposed a 2% across-the-board total income tax cut, which will result in the loss of 2.5 million per year for the Public Library fund.

APRIL MEETING MINUTES

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, APRIL 14, 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, Julie Whitt, and Allison Frew

DIRECTORS REPORT

The Main Library will resume in-building services on Fridays beginning April 16 while Lane Road is expecting to reopen in May. Plans for Miller Park's reopening, resuming passport services, and discontinuing quarantining returned Library materials are being developed.

REVIEW MARCH FINANCIALS

The Library's 2021 YTD Revenue is 1% lower than it was in March 2020 while 2021 YTD Expenditures are 18% lower. The unencumbered balance for all Library accounts is currently 28% higher than it was this time last year.

The Public Library Fund is 30% higher than projected for March. March Star Ohio interest totaled \$354.52.

Other Library Revenue is underbudget due to the suspension of both passport services and the cataloging services we provided for Bexley Public Library.

REVIEW MARCH CHECKS

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

REVIEW MARCH RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of March 31, 2021.

QUARTERLY INVESTMENT REPORT

The Library received \$1,114.33 in total interest during Q1 2021. Interest rates have dropped significantly over the last year.

The Fiscal Officer recommends continuing to invest in Star Ohio due to its liquidity.

ADJUSTMENTS TO POSITIONS

The Library is interested in making adjustments to positions that fall within salary ranges 1-3. These adjustments will make the position/pay more competitive and narrow the gap should there be a minimum wage increase at the federal or state level. The Human Resources Manager and Fiscal Officer presented to the Committee a budget analysis of the suggested changes and cost savings as proposed in the Resolution.

William Shkurti moved to recommend the Adjustments to Positions Resolution to the Board; Stephen Flynn seconded the motion. The motion passed with approval from the full Committee.

LEVY DOCUMENT LIST

The Director presented a list of documents recommended for levy planning. The Committee made additional suggestions.

ADJOURNMENT

The meeting was adjourned at 5:43p.m.

Next Meeting: Wednesday, May 12, 2021 at 5 p.m. on Zoom

ADJUSTMENTS TO POSITIONS RESOLUTION

RESOLUTION 15-21 2021 Adjustments to Positions

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves eliminating the Shelver position (Range1) and moving all current Shelves to the position of Library Aide (Range 2) effective the pay period beginning May 2, 2021.

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby approve increasing the minimum starting wage for Library Aides from \$9.57 to \$10.00 per hour to allow for a more competitive wage effective the pay period beginning May 2, 2021.

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby approve increasing the minimum starting rate for Circulation Assistants and Custodians (Range 3) from \$11.02 to \$11.75 per hour. This increase will take effective the pay period beginning May 2, 2021.

SIGNATURE SHEET

Resolution No. 15-21

4/20/2021

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Kevin Fix, the Board approved the 2021 Adjustments to Positions Resolution.

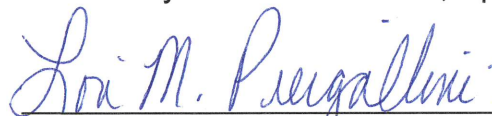
Roll Call Vote:

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

DENTAL INSURANCE RENEWAL RESOLUTION

RESOLUTION 16-21

To Accept Oasis Trust Dental Insurance Renewal

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby accepts the dental insurance renewal proposal from Oasis Trust to be effective as of July 1, 2021 which reflects no increase in premiums. Plan participation fees will continue at:

Single Coverage \$45.48
Family Coverage \$128.90

SIGNATURE SHEET

Resolution No. 16-21

4/20/2021

Upon the motion of Trustee Kevin Fix, seconded by Trustee John M. Yesso:

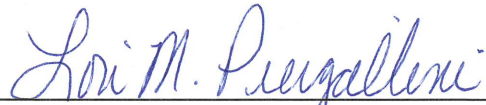
Voting:

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

DOCUMENT RECOMMENDATIONS FOR LEVY

The Director presented a list of potential documents for the Board to review in preparation for the Levy. The Board made additional suggestions for the Director to consider.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE MEETING NOTES
TUESDAY, APRIL 6, 2021**

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

IN ATTENDANCE

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

STAFF MEMBERS: Beth Hatch, Kate Porter and Allison Frew

REOPENING PHASES

The Assistant Director shared the draft reopening plans for the three Library buildings with the Committee. Staff collected stats on the most requested Library services and the most popular requests are being prioritized with the phases.

The Early Learning Play Area will open on June 1st to coincide with the first day of the Summer Reading Club. Major donors will be invited to a ribbon cutting the morning of.

MARKETING STRATEGY

The results from the Marketing Study recommended defining the Library's purpose as part of the community in relation to other city amenities. The Director and staff are creating a plan to identify and promote key messages. The Committee recommended some local publications to further participate and promote Library issues.

ADJOURNMENT

The Meeting was adjourned at 5:20 pm.

Next Meeting: Tuesday, May 4, 2021 at 5 p.m. on Zoom

PRESIDENT'S REPORT

The Director and the Board President met with Allison Russo on Zoom call to discuss Library funding along with other Franklin County Library Directors.

The President asked the Board to get in touch regarding a gift for Kate Hare.

The President thanked the staff for all their work on resuming Library services.

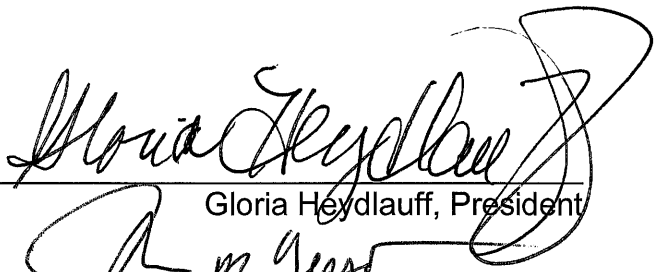
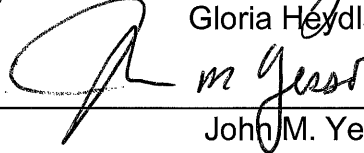
ADJOURNMENT

William J. Shkurti 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
William J. Shkurti	Aye

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

	Gloria Heydlauff, President
	John M. Yesso, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of March 31, 2021

Fund No.	Fund Description	01/01/2021 Balance (a)	2021 YTD Revenue (b)	2021 YTD Expended (c)	3/31/2021 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 2,322,212.24	\$ 1,317,672.77	\$5,088,915.15	\$ 1,073,674.18	\$4,015,240.97
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 7,664.87	\$ 27,206.23	\$254,709.41	\$ 47,047.73	\$207,661.68
402	Building Improvement	\$519,327.89	\$ -	\$ -	\$519,327.89	\$ -	\$519,327.89
501	Employee FSA Fund	\$6,232.60	\$ 3,370.26	\$ 3,630.80	\$5,972.06	\$ -	\$5,972.06
GRAND TOTAL		\$4,884,186.94	\$2,333,247.37	\$1,348,509.80	\$5,868,924.51	\$1,120,721.91	\$4,748,202.60

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 March 31, 2020

Fund No.	Fund Description	01/01/2020 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	03/31/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 2,321,142.22	\$ 1,598,877.87	\$4,223,298.02	\$ 1,043,973.52	\$3,179,324.50
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 16,045.05	\$ 13,383.87	\$260,307.26	\$ 17,198.34	\$243,108.92
402	Building Improvement	\$312,409.09	\$ -	\$ 31,127.97	\$281,281.12	\$ -	\$281,281.12
501	Employee FSA Fund	\$4,232.27	\$ 8,898.00	\$ 6,003.47	\$7,126.80	\$ -	\$7,126.80
GRAND TOTAL		\$4,075,321.11	\$2,346,085.27	\$1,649,393.18	\$4,772,013.20	\$1,061,171.86	\$3,710,841.34

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.

General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of March 31, 2021

Beginning Cash Balance as of January 1, 2021 \$ 4,084,375.68

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,258,595.57	\$ 1,583,594.82	\$ 3,258,595.57	\$ -
Public Library Fund	\$ 2,455,329.00	\$ 728,614.31	\$ 2,569,126.61	\$ 113,797.61
Other Income	\$ 38,245.00	\$ 10,003.11	\$ 18,565.67	\$ (19,679.33)
Total Revenue	\$ 5,752,169.57	\$ 2,322,212.24	\$ 5,846,287.85	\$ 94,118.28

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,972,678.00	\$ 844,916.88	\$ 3,603,302.63	\$ 369,375.37
Library Materials	\$ 857,089.00	\$ 271,466.92	\$ 797,523.00	\$ 59,566.00
Other Expenditures	\$ 1,045,792.00	\$ 201,288.97	\$ 932,980.00	\$ 112,812.00
Total Expenditures	\$ 5,875,559.00	\$ 1,317,672.77	\$ 5,333,805.63	\$ 541,753.37

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (123,389.43)	\$ 1,004,539.47	\$ 512,482.22	\$ 635,871.65
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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	\$ (423,389.43)	\$ 1,004,539.47	\$ 212,482.22	\$ 635,871.65
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General Fund Cash Balance at December 31, 2021 \$ 4,296,857.90
Months of Operating Expenditures Supported by Cash Reserves 9.5

Budget as approved by the Board of Trustees in December 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. Rate expires July 1, 2021. The March PLF was \$224,026.39 which was 30% above Ohio Dept. of Taxation's original estimate that was issued in July 2020 and 16% higher than the updated estimate issued in December 2020.

Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings, and cataloging services for the Bexley Public Library. Star Ohio Interest for March totaled \$354.52.

Salaries & Benefits - The 2021 budget included a vacancy credit of 8.0% of the full cost of salaries and related taxes.

Library Materials - Expenditures are budgeted at 15 % of Total General Property Tax and Public Library Funding revenue.

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.

UAPL 2021 Pay Ranges

Effective December 27, 2020

Level	Job Title	2021 Pay Ranges		
		Min	Mid	Max
1	Shelver	\$8.80	\$10.41	\$12.01
2	Library Aide	\$9.57 \$10.00	\$11.97 \$12.50	\$14.36 \$15.00
3	Circulation Assistant Custodian-Courier	\$11.02 \$11.75	\$13.78 \$14.68	\$16.53 \$17.60
4	Accounting Clerk	\$12.62	\$15.78	\$18.93
5	Branch Associate Cataloger (non-MLS) Public Services Associate	\$13.96	\$18.14	\$22.31
6	Acquisitions Coordinator Branch Circulation Supervisor Circulation Supervisor Deputy Fiscal Officer Programmer	\$16.72	\$20.90	\$25.08
7	Executive Assistant Training & Support Coordinator Graphic Design & Digital Marketing Creator	\$18.70 \$38,896.00	\$23.38 \$48,630.40	\$28.05 \$58,344.00
8	Community Engagement Specialist Librarian	\$20.33 \$42,286.40	\$26.40 \$54,912.00	\$31.68 \$65,894.40
9	Collection Development Specialist Digital Archives Specialist	\$23.07 \$47,985.60	\$28.84 \$59,987.20	\$34.60 \$71,968.00
10	Circulation Manager Facilities Manager Lane Road Manager Marketing & Community Relations Manager Miller Park Manager Public Services Manager Systems Administrator Systems Developer Technical Services Manager	\$25.51 \$53,060.80	\$31.89 \$66,331.20	\$38.26 \$79,580.80
11	Human Resources Manager	\$29.34 \$61,034.19	\$36.68 \$76,292.74	\$44.02 \$91,561.60
12	Assistant Director Director of Support Sevices Fiscal Officer	\$33.81 \$70,320.14	\$42.26 \$87,900.18	\$50.71 \$105,476.80