



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, SEPTEMBER 21, 2021 AT 5 PM

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, 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; Chris Minx, Marketing and Community Relations Manager; Annamarie Carlson, Youth Services Manager; and Catie White, Reference and Media Services Manager; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE: Peter Hahn.

CONSENT AGENDA

In addition to approving the absence of Peter Hahn, the consent agenda included the Minutes from the June Board of Trustees Regular Meeting, the July 22nd Board of Trustees Special Meeting, and the September 7th Board Retreat; the Financial Reports for June, July and August; and the Resolution for June and July Donations and the Resolution for August Donations. The Financial Reports are included as an exhibit to these Minutes. The Donation Resolutions are included here.

RESOLUTION 28-21
June and July Donations Resolution

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
\$ 50.00	130	Carolyn DeVoe	In Memory of Stephen and Toni Auch
\$ 200.00	130	David Williams	In Memory of Stephen Auch
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Erik Vasusarver	

Amount	Fund	Donor Name	Campaign
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Jeanine Hummer	
\$ 25.00	130	Jeanine Hummer	
\$ 51.50	130	Julie & Dave McDonald	In Memory of Gene Cheney
\$ 25.00	130	Kate Albers on behalf of the Miller Park Staff	In Memory of Gene Cheney
\$ 25.00	130	Patty & Mark French	In Memory of Stephen Auch
\$ 20.00	130	The Sweat Family	
\$ 100.00	130	Thomas Frye	In Memory of Stephen and Toni Auch
\$ 15,458.00	250	Tim Hutson	In Memory of Suzanne Hutson, Reading Room
\$ 150.00	130	Trevor & Pam Ferger	In Memory of Stephen Auch
\$ 16,229.50	Total		

SIGNATURE SHEET

Resolution No. 28-21

9/21/2021

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

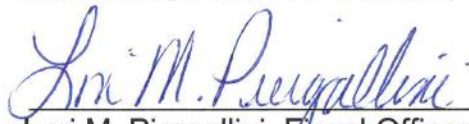
Voting:

Gloria Heydlauff, 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

RESOLUTION 29-21
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	Donor Name	Campaign
\$ 150.00	130	Alfred & Carol Campbell	In Memory of Stephen and Toni Auch
\$ 250.00	130	Bailey Cavalieri LLC	In Memory of Stephen E. Auch
\$ 100.00	130	Cynthia and Donald Paynter	In Memory of Stephen and Toni Auch
\$ 100.00	130	Ed and Mary Jane Overmyer	In Memory of Stephen and Toni Auch
\$ 25.00	130	Eric and Christy Steffy	In Memory of Stephen and Toni Auch
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Jeanine Hummer	
\$ 50.00	130	Kelly and Harlan Louis Philanthropic Fund of the Columbus Jewish Foundation	In Memory of Stephen E. Auch
\$ 250.00	130	Nancy Strause	In Memory of Stephen and Toni Auch
\$ 500.00	130	Robert Fry	
\$ 1,000.00	Columbus Foundation	Tri-W Group, Inc. Fund via The Columbus Foundation	In Memory of Stephen E. Auch
\$ 2,525.00	Total		

SIGNATURE SHEET

Resolution No. 29-21

9/21/2021

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

Voting:

Gloria Heydlauff, 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

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

ASSISTANT DIRECTOR'S REPORT

The UA Author Series featuring Madeline Miller will be rescheduled for 2022.

The Library received a request to do a formal review of the graphic novel *The Donner Dinner Party* by Nathan Hale. The publisher lists it for readers ages 8-12 and Overdrive lists the interest level as grades 4-8.

The Assistant Director introduced Annamarie Carlson, Youth Services Manager, and Catie White, Reference and Media Services Manager, to the Board. Both were previously UA Library public service staff members who recently returned to the Library in these new roles.

DIRECTOR'S REPORT

As of Wednesday, August 4, all Library staff are required to wear masks indoors regardless of vaccination status. This requirement extends to all library vendors, volunteers, Friends volunteers, and program attendees.

Pickerington Public Library requested to be added to the Franklin County Public Library distribution of funds on the basis that they have over 1,000 residents in Franklin County. The deduction from the Franklin County PLF will be minimal.

The Director shared the physical and electronic circulation stats, in-person user visits, and car drive-thru statistics with the Board. While all Franklin County Libraries converted to curbside service during the pandemic, the UA Library has retained its curbside service as a permanent service.

Over 7,000 COVID test kits have been distributed to the public through the Main Library's curbside service.

2ND QUARTER STAFFING REPORTS

The Director shared with the Board the current status of all positions listed as vacant at the end of the 2nd Quarter. Most positions have been filled, many are still in the interview process, and some have been combined to offer more full-time opportunities.

The Director will provide the Board with a fully updated list of position changes, with a cost-savings analysis, at the end of the year.

10 YEAR FORECAST

The Board reviewed the 10-Year General Fund Projection Scenario. The Director provided an overview of the salary and job analysis study and capital plans the Library is considering. The Director and Fiscal Officer answered all questions in full.

The Board would like to continue the Building Improvement Fund transfer at the end of every year.

RENEWAL WITH AN INCREASE LIBRARY OPERATING LEVY RESOLUTION

The Board approved Resolution 30-21 Requesting the Franklin County Auditor to Certify the Current Tax Valuation of the City of Upper Arlington with a roll call vote. The Resolution is included as an exhibit to these Minutes.

FINANCE COMMITTEE

The Notes from the July and August Finance Committee meetings are included here.

JULY FINANCE COMMITTEE NOTES

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, JULY 14, 2021

The meeting was called to order at 5:01 p.m.

IN ATTENDANCE

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

STAFF MEMBERS: Beth Hatch, Julie Whitt, and Allison Frew

DIRECTOR'S REPORT

All three Library buildings are now open to the public and the Library aims to extend opening hours by an additional hour.

The Library has 18 position vacancies and currently may resume Sunday hours in early 2022.

The Friends of the Library Media Sale received over \$4,000 in sales.

Passport Services are currently accepting appointments on Wednesdays. Due to the time commitment to train staff, additional appointment days are forthcoming.

In-person programming will resume this fall.

REVIEW JUNE FINANCIALS

The Library's 2021 YTD Expenditures are lower than they were at this time last year.

The Library's 2021 YTD Revenue is 10% higher than it was in October 2017. The ending balance for all Library accounts is currently \$2 million higher than it was this time last year.

The Library expects to pursue capital projects that were postponed in 2020 for the second half of 2021; therefore, the Other Expenditures line in the budget is projected to be significantly higher than previous years.

The Tax Advance for \$800,000 was received in June and placed in Star Ohio.

The Public Library Fund is 50% higher than projected for June. The Library anticipates receiving \$300,000 more for the PLF than originally estimated by the end of the year.

June Star Ohio interest totaled \$343.70.

REVIEW JUNE CHECKS

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

REVIEW JUNE RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of June 30, 2021.

FISCAL OFFICER'S REPORT

The Fiscal Officer presented the revenue results requested from the County Auditor based on different millage scenarios. Final millage amounts will be provided once a formal resolution is passed and submitted to the County Auditor's office.

The Fiscal Officer explained the Rollback (10%) and Owner Occupancy Credit (2.5%) that many taxpayers receive on our current levy to the Committee.

Becky Princehorn of Bricker and Eckler will attend the August Finance Committee to provide further detail on levy millage scenarios.
The Committee made some suggestions for example scenarios.

QUARTERLY INVESTMENT REPORTS

The Library received \$1,059.54 in total interest during Q2 2021. Interest rates have dropped significantly over the last year.

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

LEVY MODULES

The Director presented draft modules for the Committee to review in preparation of the Library's Board Retreat to discuss the Levy in September.

The Director presented four millage scenarios with projections and major capital projects from 2022 to 2029 to the Committee for review. The Committee suggested several changes to present at the August Finance Committee.

The document comparing Library funding between 2000, 2010, 2020 and projected funding for 2025 were presented to the Committee. The Committee suggested alternate years for coverage and a summary of cost savings to present at the August Finance Committee.

The Library is applying for an American Rescue Plan Act (ARPA) Outreach grant administered by the State Library of Ohio. In conjunction with the Upper Arlington Commission on Aging, the Library plans to request funds to purchase a mobile vehicle equipped with common technology to travel around the city and assist older residents with computer help.

The Library's Accounting Clerk will be vacating her position on Friday, August 6th.

ADJOURNMENT

The meeting was adjourned at 6:05 p.m.

Next Meeting: Wednesday, August 11, 2021 at 5 p.m. in Meeting Room B

AUGUST FINANCE COMMITTEE MEETING MINUTES

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE MEETING NOTES
WEDNESDAY, AUGUST 11, 2021**

The meeting was called to order at 5:04 p.m.

IN ATTENDANCE

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

ALSO ATTENDING: Beth Hatch, Kate Porter, Lori Piergallini, Allison Frew, and Becky Princehorn of Brickler and Eckler

DIRECTOR'S REPORT

Based on CDC's recommendation that everyone, regardless of vaccination status, should wear masks indoors in areas with substantial or high transmission rates, the Library is now requiring all staff, volunteers, vendors, and program attendees to wear masks while at the Library. Franklin County was listed as an area with substantial transmission rate on July 30, 2021.

Beginning September 7th, the Library will reopen Meeting Room B and the Lane Road Meeting Room for patrons to reserve. The Library will also increase its operating hours by an extra hour each day for the Main Library and Lane Road Library.

The Library will begin offering additional passport appointments on Tuesdays and Thursdays starting the week of August 16th.

REVIEW JULY FINANCIALS

Compared to this time last year, the Library's 2021 YTD Revenue is 27% higher while 2021 YTD Expenditures are 4% lower. YTD Revenue is high due to receiving several tax advances.

The Library's balance is 40% higher than last July and the unencumbered balance is 51% higher compared to this time last year. The high balance is attributed to the cost-saving measures the Library enacted.

The Public Library Funding received amounted to \$315,041.00 in July. July interest totaled \$366.24 and Passport fee revenue was \$1,417.70.

REVIEW JULY CHECKS

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

REVIEW JULY RECONCILIATIONS

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

Two deposits of \$400,000 (tax advances) were transferred into Star Ohio in July to capitalize on interest.

LEVY MODULES

COST SAVINGS REPORT

The Committee requested a format change and some additional years of savings for this report.

UPDATING BUILDING IMPROVEMENT FUND

The Committee had no additional comments for this section.

BRICKLER AND ECKLER Q&A

Becky Princehorn provided an overview to the Committee of the Levy process, election timelines, and some taxpayer financial responsibilities to consider when weighing levy options.

Ms. Princehorn also explained the Rollback credit and Owner Occupancy credit to the Committee. Taxpayers who are eligible for both the Rollback credit and the Owner Occupancy credit only pay 87.5% of their tax assessment, while the state subsidizes the remaining 12.5%. This is applicable for library levies in place before 2013. The Rollback credit accounts for 10% of the levy, and the Owner Occupancy credit accounts for an additional 2.5% of the levy. Taxpayers will lose the 12.5% credit on any “new money” levies which includes new levies, replacement levies and the “increase” portion of the levies. Ms. Princehorn recommended the Board consider all rollback credits in future levies.

LEVY MODULES

LEVY RATES AND REVENUE

The Committee requested an analysis of the Renewal with a 0.5 millage increase for the Levy Module.

LIVING WAGE ADJUSTMENTS

The Committee suggested adding alternate language to highlight competitive pay.

FINANCIAL STATUS 2007-2020

The Committee suggested additional research on per capita income and home values in Upper Arlington and to change the base to 2008 from 2007.

COLUMBUS DAY HOLIDAY

The Library is set to be closed on Columbus Day, October 11, 2021 for the Library's annual Staff Development Day; however, since the Library is uncertain which COVID-19 protocols may be in place by the time of this event, the Director requested cancelling this large-group gathering and instead grant staff with a paid-day off. The Library has funds available for this request and staff will participate in a virtual learning webinar instead. The Committee supported this initiative. A Resolution will be presented to the full Board in August.

SEPTEMBER FINANCE COMMITTEE

The Finance Committee will not meet in September (September 8th, 2021) since there will be a Board Retreat the day before on Tuesday, September 7th. The Fiscal Officer will email the Committee the monthly financials on that Wednesday.

ADJOURNMENT

The meeting was adjourned at 6:05 p.m.

Next Meeting: **Wednesday, October 13, 2021** at 5 p.m. in Meeting Room B

The Finance Committee did not meet in September. The Fiscal Officer sent the Finance Committee the financials via email.

TAX LEVY CERTIFICATION ACCEPTANCE RESOLUTION

RESOLUTION 31-21

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, 2022; 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 2021 (collection year 2022) 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	\$3,316,186.85	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. 31-21

9/21/2021

Upon the motion of Trustee Kevin Fix, seconded by Trustee John Yesso, the Board approved the Tax Levy Certification Acceptance Resolution.

Roll Call Vote:

Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	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

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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.

JULY OPERATION COMMITTEE MEETING MINUTES

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

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

IN ATTENDANCE

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

STAFF MEMBERS: Beth Hatch and Kate Porter

EXPANSION OF SERVICES AND HIRING

The Assistant Director reviewed the current plans for adding meeting room availability, staffing, proctoring, and expanding passport services. She shared that we have a robust plan for fall for in-person programming for both youth and adults.

MARKETING PRESENTATION

The Director reviewed the Library's marketing plan and strategy for defining our priorities/key messages. She shared our new "Start Here" campaign that kicked off with the Fourth of July Parade and continues with postcards that will be mailed to each household in Upper Arlington. The Director talked about how we will feature stories that show how the Library has transformed lives.

LEVY MODULES

The Director reviewed the election timeline that was provided in the packet. She next explained the 10-year forecast document with the levy options projections. Then she shared information about the building improvement fund and the major projects that will need attention. The last document she talked about was the yearly comparisons report which lists median income, median home values, property tax revenue, PLF and expenditures from 2000 through 2025.

ADJOURNMENT

The Meeting was adjourned at 6:05 pm.

Next Meeting: Tuesday, August 3, 2021 at 5 p.m. in Meeting Room B

AUGUST OPERATIONS MEETING MINUTES

UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE MEETING NOTES TUESDAY, AUGUST 3, 2021

The meeting was called to order at 5:04 p.m.

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn and John Yesso

STAFF MEMBERS: Beth Hatch, Kate Porter and Allison Frew

EXCUSED ABSENCE: Kate Hare

DIRECTOR'S REPORT

The Director updated the Committee on new operating procedures for the Library based on CDC recommendations for Franklin County. Starting Wednesday, August 4th, staff, volunteers, and vendors will resume wearing masks as shall patrons attending in-person programs.

OVERVIEW OF MARKETING FOR STRATEGIC PLAN

The Director shared the goals and objectives of the Library's marketing plan, which will be implemented in 2022.

TELECOMMUTING POLICY

The Library created a temporary policy for telecommuting during the height of the COVID-19 pandemic. A permanent telecommuting policy was presented to the Committee for review. A resolution to adopt the permanent telecommuting policy will be presented to the full Board in August.

HUTSON PROJECT

Timothy Hutson approached the Library to create a reading room in memory of his wife, Suzanne Hutson, at the Main Library with the intention of fully funding the project. In conjunction with Mr. Hutson, the Library identified an area in the back of the Adult Services Department suitable for the purpose. The area will be enclosed with glass walls and will be converted into a quiet reading area for patrons. A Memorandum of Understanding has been signed by both parties and the Library has already received funds to proceed with the project.

LEVY MODULES

The Director presented draft modules for the Committee to review and make changes to in preparation of the Library's Board Retreat to discuss the Levy in September.

The Committee requested additional years of cost savings reports to be included in this portion of the packet. The Committee also suggested adding a comparison of the Library's millage rate with other library systems in Franklin County.

ADJOURNMENT

The Meeting was adjourned at 5:39 pm.

Next Meeting: Tuesday, September 7, 2021 at 5 p.m. at CoHatch

TELECOMMUTING POLICY RESOLUTION

The Library instituted a temporary telecommuting policy during the pandemic; adjustments were made to the Telecommuting Policy and will now be permanent.

RESOLUTION 32-21 To Revise Telecommuting Policy

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

SIGNATURE SHEET

Resolution No. 32-21

9/21/2021

Upon the motion of Kevin Fix, seconded by Kate Hare:

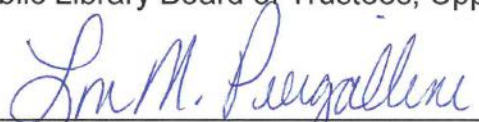
Voting:

Gloria Heydlauff, 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

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

PRESIDENT'S REPORT

REMINDER OF BOARD APPOINTMENT APPLICATIONS

Trustees whose terms will expire at the end of 2021 should email the Director and Executive Assistant by October 31, 2021 to renew their role for another four years. Per the City of Upper Arlington, Library Board Trustees need not submit an application. Trustees should let the Executive Assistant know of any changes to their contact information.

ADJOURNMENT

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

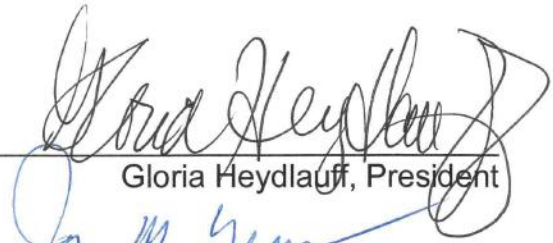
Voting:

Gloria Heydlauff, President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye

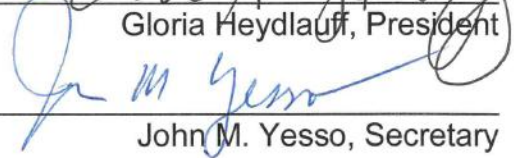
Stephen Flynn
Kate Hare
William J. Shkurti

Aye
Aye
Aye

The meeting was adjourned at 5:35 p.m.

A handwritten signature in black ink, appearing to read "Gloria Heydlauff", written over a horizontal line.

Gloria Heydlauff, President

A handwritten signature in blue ink, appearing to read "John M. Yesso", written over a horizontal line.

John M. Yesso, Secretary

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

Fund No.	Fund Description	01/01/2021 Balance (a)	2021 YTD Revenue (b)	2021 YTD Expended (c)	6/30/2021 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 4,117,537.94	\$ 2,514,178.75	\$5,687,734.87	\$ 808,322.70	\$4,879,412.17
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 12,833.95	\$ 52,087.44	\$234,997.28	\$ 24,982.43	\$210,014.85
402	Building Improvement	\$519,327.89	\$ -	\$ 800.00	\$518,527.89	\$ 87,328.20	\$431,199.69
501	Employee FSA Fund	\$6,232.60	\$ 7,334.97	\$ 7,251.72	\$6,315.85	\$ -	\$6,315.85
GRAND TOTAL		\$4,884,186.94	\$4,137,706.86	\$2,574,317.91	\$6,447,575.89	\$920,633.33	\$5,526,942.56

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 June 30, 2020

Fund No.	Fund Description	1/1/2020 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	6/30/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 3,084,985.86	\$ 2,732,255.83	\$3,853,763.70	\$ 806,165.83	\$3,047,597.87
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 29,307.86	\$ 16,766.37	\$270,187.57	\$ 18,798.12	\$251,389.45
402	Building Improvement	\$312,409.09	\$ -	\$ 59,702.97	\$252,706.12	\$ -	\$252,706.12
501	Employee FSA Fund	\$4,232.27	\$ 14,355.20	\$ 13,054.69	\$5,532.78	\$ -	\$5,532.78
GRAND TOTAL		\$4,075,321.11	\$3,128,648.92	\$2,821,779.86	\$4,382,190.17	\$824,963.95	\$3,557,226.22

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 June 30, 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	\$ 2,574,770.72	\$ 3,258,595.57	\$ -
Public Library Fund	\$ 2,455,329.00	\$ 1,526,830.05	\$ 2,757,438.97	\$ 302,109.97
Other Income	\$ 38,245.00	\$ 15,937.17	\$ 20,227.95	\$ (18,017.05)
Total Revenue	\$ 5,752,169.57	\$ 4,117,537.94	\$ 6,036,262.49	\$ 284,092.92

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,972,678.00	\$ 1,741,997.92	\$ 3,776,637.42	\$ 196,040.58
Library Materials	\$ 998,267.33	\$ 418,992.03	\$ 836,984.06	\$ 161,283.27
Other Expenditures	\$ 1,055,026.70	\$ 353,188.80	\$ 727,377.60	\$ 327,649.10
Total Expenditures	\$ 6,025,972.03	\$ 2,514,178.75	\$ 5,340,999.08	\$ 684,972.95

(Over) / Under Budget

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (273,802.46)	\$ 1,603,359.19	\$ 695,263.41	\$ 969,065.87
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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	\$ (573,802.46)	\$ 1,603,359.19	\$ 395,263.41	\$ 969,065.87
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General Fund Cash Balance at December 31, 2021 \$ 4,479,639.09

Months of Operating Expenditures Supported by Cash Reserves 10

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 June PLF was 50% above the Department of Taxation's original estimate issued in July 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 June totaled \$343.70.

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. Budgeted expenditures include 2020 outstanding encumbrances of \$141,178.33.

Other Expenditures - Includes all non-library materials and non-payroll related expenditures. Budgeted amount includes 2020 outstanding encumbrances of \$9,234.70

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.

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

Fund No.	Fund Description	1-Jan-21 Balance (a)	2021 YTD Revenue (b)	2021 YTD Expended (c)	7/31/2021 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 4,813,244.26	\$ 3,052,367.74	\$5,845,252.20	\$ 716,733.22	\$5,128,518.98
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 28,305.44	\$ 55,945.52	\$246,610.69	\$ 21,227.44	\$225,383.25
402	Building Improvement	\$519,327.89	\$ -	\$ 75,055.18	\$444,272.71	\$ 13,573.00	\$430,699.71
501	Employee FSA Fund	\$6,232.60	\$ 9,095.79	\$ 8,338.10	\$6,990.29	\$ -	\$6,990.29
GRAND TOTAL		\$4,884,186.94	\$4,850,645.49	\$3,191,706.54	\$6,543,125.89	\$751,533.66	\$5,791,592.23

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 July 31, 2020

Fund No.	Fund Description	0/1/2020 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	7/31/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 3,766,585.51	\$ 3,195,939.75	\$4,071,679.43	\$ 698,532.70	\$3,373,146.73
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 44,348.53	\$ 40,011.79	\$261,982.82	\$ 35,552.70	\$226,430.12
402	Building Improvement	\$312,409.09	\$ -	\$ 65,047.17	\$247,361.92	\$ 15,647.00	\$231,714.92
501	Employee FSA Fund	\$4,232.27	\$ 15,202.36	\$ 15,211.00	\$4,223.63	\$ -	\$4,223.63
GRAND TOTAL		\$4,075,321.11	\$3,826,136.40	\$3,316,209.71	\$4,585,247.80	\$749,732.40	\$3,835,515.40

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 July 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	\$ 2,949,770.72	\$ 3,258,595.57	\$ -
Public Library Fund	\$ 2,455,329.00	\$ 1,841,871.05	\$ 2,832,455.19	\$ 377,126.19
Other Income	\$ 38,245.00	\$ 21,602.49	\$ 26,419.57	\$ (11,825.43)
Total Revenue	\$ 5,752,169.57	\$ 4,813,244.26	\$ 6,117,470.33	\$ 365,300.76

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,972,678.00	\$ 2,155,340.47	\$ 3,842,442.79	\$ 130,235.21
Library Materials	\$ 998,267.33	\$ 454,675.58	\$ 797,675.58	\$ 200,591.75
Other Expenditures	\$ 1,055,026.70	\$ 442,351.69	\$ 894,351.69	\$ 160,675.01
Total Expenditures	\$ 6,025,972.03	\$ 3,052,367.74	\$ 5,534,470.06	\$ 491,501.97

				(Over) / Under Budget
Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (273,802.46)	\$ 1,760,876.52	\$ 583,000.27	\$ 856,802.73

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	\$ (573,802.46)	\$ 1,760,876.52	\$ 283,000.27	\$ 856,802.73
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General Fund Cash Balance at December 31, 2021 \$ 4,367,375.95
Months of Operating Expenditures Supported by Cash Reserves 10

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, 2021. Rate expires July 1, 2023. The July PLF totaled \$315,041.

Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, and interest earnings. Passport fees totaled \$1,417.70 for July and Star Ohio interest received for the month was \$366.24.

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. Budgeted expenditures include 2020 outstanding encumbrances of \$141,178.33.

Other Expenditures - Includes all non-library materials and non-payroll related expenditures. Budgeted amount includes 2020 outstanding encumbrances of \$9,234.70

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.

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

Fund No.	Fund Description	01/01/2021 Balance (a)	2021 YTD Revenue (b)	2021 YTD Expended (c)	8/31/2021 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 5,343,286.02	\$ 3,463,342.16	\$5,964,319.54	\$ 606,987.92	\$5,357,331.62
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 33,578.87	\$ 67,389.78	\$240,439.86	\$ 10,453.18	\$229,986.68
402	Building Improvement	\$519,327.89	\$ -	\$ 82,693.12	\$436,634.77	\$ 16,205.06	\$420,429.71
501	Employee FSA Fund	\$6,232.60	\$ 12,617.43	\$ 10,305.11	\$8,544.92	\$ -	\$8,544.92
GRAND TOTAL		\$4,884,186.94	\$5,389,482.32	\$3,623,730.17	\$6,649,939.09	\$633,646.16	\$6,016,292.93

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, 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
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of August 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	\$ 3,242,104.61	\$ 3,242,104.61	\$ (16,490.96)
Public Library Fund	\$ 2,455,329.00	\$ 2,072,150.02	\$ 2,885,278.15	\$ 429,949.15
Other Income	\$ 38,245.00	\$ 29,031.39	\$ 30,599.39	\$ (7,645.61)
Total Revenue	\$ 5,752,169.57	\$ 5,343,286.02	\$ 6,157,982.15	\$ 405,812.58

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,972,678.00	\$ 2,453,705.38	\$ 3,944,862.51	\$ 27,815.49
Library Materials	\$ 998,267.33	\$ 514,822.61	\$ 775,414.61	\$ 222,852.72
Other Expenditures	\$ 1,055,026.70	\$ 494,814.17	\$ 774,678.17	\$ 280,348.53
Total Expenditures	\$ 6,025,972.03	\$ 3,463,342.16	\$ 5,494,955.29	\$ 531,016.74

(Over) / Under Budget

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (273,802.46)	\$ 1,879,943.86	\$ 663,026.86	\$ 936,829.32
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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	\$ (573,802.46)	\$ 1,879,943.86	\$ 363,026.86	\$ 936,829.32
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General Fund Cash Balance at December 31, 2021 \$ 4,447,402.54

Months of Operating Expenditures Supported by Cash Reserves 10

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, 2021. Rate expires July 1, 2023. August PLF totaled \$230,278.97, which was 29% higher than originally estimated last July.

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 monthly interest was \$387.54. The resuming of passport services and photos sales generated \$2,822.70 for the month.

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. Budgeted expenditures include 2020 outstanding encumbrances of \$141,178.33.

Other Expenditures - Includes all non-library materials and non-payroll related expenditures. Budgeted amount includes 2020 outstanding encumbrances of \$9,234.70

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.

**BOARD OF LIBRARY TRUSTEES
UPPER ARLINGTON PUBLIC LIBRARY
RESOLUTION 30-21**

The Board of Library Trustees (the "Board") of the Upper Arlington Public Library, Franklin County, Ohio (the "Library"), a free public library of the City of Upper Arlington, Franklin County, Ohio (the "City") met in regular session on September 21, 2021, at 5:00 p.m., at the Library, 2800 Tremont Road, Upper Arlington, Ohio 43221, with the following members present:

Kevin Fix, Trustee
Kate Hare, Trustee
William J. Shkurti, Trustee

Stephen Flynn, Trustee
Gloria Heydlauff, President
John Yesso, Secretary

Mr. Stephen Flynn introduced the following resolution and moved its passage:

RESOLUTION REQUESTING THE FRANKLIN COUNTY AUDITOR TO
CERTIFY THE CURRENT TAX VALUATION OF THE CITY OF UPPER
ARLINGTON, FRANKLIN COUNTY, OHIO AND THE AMOUNT TO BE
GENERATED DURING THE FIRST YEAR OF COLLECTION OF A
RENEWAL WITH AN INCREASE TAX LEVY FOR CURRENT
EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.25)
Renewal with an Increase Library Operating Levy

WHEREAS, the Library is currently levying a two (2.00) mill 6-year operating levy approved by the voters of the City on November 8, 2016, and first placed on the tax list and duplicate in 2016 (the "Original Levy") for collection years 2017-2022; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a renewal with an increase tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members appointed thereto concurring, that:

Section 1. It is necessary to renew all of the Original Levy with an increase of one (1.00) mill for current operating expenses of the Library.

Section 2. The Franklin County Auditor is hereby requested to certify the current tax valuation of the City and the amount to be generated during the first year of collection of a renewal with an increase tax levy, being an increase of one (1.00) mill, for the benefit of the Library at a rate not exceeding three (3.00) mills for each one dollar of valuation, which amounts to thirty cents (\$0.30) for each one hundred dollars of valuation, for current expenses of the Library, for 10 years, commencing in 2022, first due in calendar year 2023.

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Franklin County Auditor. The question of the renewal with an increase tax levy, being an increase of one (1.00) mill, for the benefit of the Library at a rate not exceeding three (3.00) mills for each one dollar of valuation, which amounts to thirty cents (\$0.30) for each one hundred dollars of

valuation shall be submitted to all the electors in the entire City. All of the Library's service area is in the City and all of the City is in Franklin County, Ohio.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Ohio Revised Code Section 121.22.

Mr. William J. Shkurti seconded the motion and, after discussion, a roll call vote was taken and the results were:

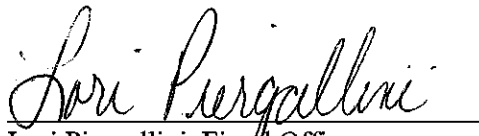
Ayes: Kevin Fix, Stephen Flynn, Kate Hare, Gloria Heydlauff, William J. Shkurti, and John Yesso.

Nays: None

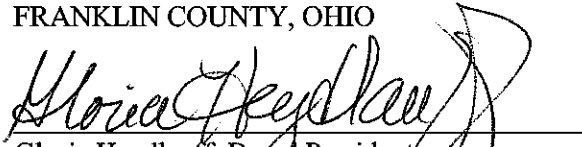
The resolution passed.

Passed: September 21, 2021

Attest:

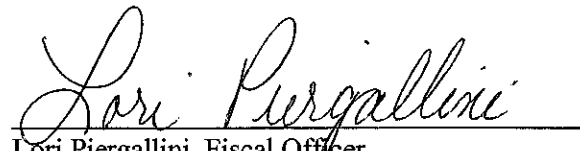

Lori Piergallini, Fiscal Officer

BOARD OF LIBRARY TRUSTEES
UPPER ARLINGTON PUBLIC LIBRARY
FRANKLIN COUNTY, OHIO


Gloria Heydlauff, Board President

CERTIFICATE

The undersigned Fiscal Officer of the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, hereby certifies that the foregoing is a true copy of a resolution duly passed by said Board on September 21, 2021, and that a certified copy thereof was filed in the office of the Franklin County Auditor on September 22, 2021.


Lori Piergallini, Fiscal Officer
Upper Arlington Public Library

TELECOMMUTING POLICY

As a public service organization that provides primarily in-person customer service, the Upper Arlington Public Library has historically required employees to work within a library building. It is recognized, however, that in some circumstances telecommuting assignments may be appropriate. Telecommuting assignments will be evaluated under the Telecommuting Policy outlined below.

Telecommuting allows employees to work at home for all or part of their workweek. The Library will consider telecommuting as a possible viable, flexible work option when the job is suited to such an arrangement. Telecommuting is not an entitlement, and it in no way changes the employee's obligations to comply with all policies of the Upper Arlington Public Library and to meet all of the requirements and expectations of the job.

Any telecommuting arrangement may be discontinued and at any time at the request of either the telecommuter or the Library. Every effort will be made to provide notice of such change. There may be instances, however, when no advance notice is possible.

Eligibility for a Telecommuting Arrangement

Employees requesting a temporary telecommuting arrangement should direct such requests to the Human Resources Manager. This request should include reasons as to why the employee is requesting a Telecommuting Arrangement and how regular work could be accomplished at home.

Before entering into any telecommuting agreement, the employee and their manager, with the assistance of the Human Resources Manager, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Needs of the Library.** Because the Library is an organization that provides face-to-face customer service to our patrons, the needs of the Library are a priority. Public service department employees are first and foremost expected to be in the building to provide customer service.
- **Webinars and Virtual Meetings.** The Library may grant work from home time for both exempt and non-exempt for virtual training sessions or webinars that are longer than 2 hours or that occur outside an employee's normal work shift.
- **Job responsibilities.** The employee, their manager and the Human Resources Manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- **Equipment needs, workspace design considerations and scheduling issues.** The employee and manager will review the physical workspace needs, the equipment needed for effective work at home.
- **Tax and other legal implications.** The employee is responsible for determining any tax or other legal requirements of the employee under IRS, state and local government laws. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the Human Resources Manager concurs, the Human Resources Manager will review this request with the Administrative Team to ensure that the work arrangement can move forward. If the Administrative Team agrees, a Telecommuting Agreement will be prepared and signed by all parties.

Evaluation of telecommuter performance will include regular interaction by phone and e-mail between the employee and the manager, and weekly meetings to discuss work progress and problems. An appropriate level of communication between the telecommuter and manager will be agreed to as part of the discussion process.

Equipment

On a case-by-case basis, the Library will determine, with information supplied by the employee and their manager, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement.

The Human Resources Manager and Director of Support Services will serve as resources in this matter. Equipment supplied by the Library will be maintained by the Library. Equipment supplied by the employee, if deemed appropriate by the Library, will be maintained by the employee. The Library accepts no responsibility for damage or repairs to employee-owned equipment.

The Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Library is to be used for business purposes only. The telecommuter must sign an inventory of all Upper Arlington Public Library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Library property will be returned to the Library, unless other arrangements have been made.

The Library will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. With advanced approval by the Fiscal Office, the Library will also reimburse the employee for business-related expenses, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. The Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space. The Library will not provide reimbursement for costs associated with cell phone or internet usage.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and patron information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, proper attention to confidentiality while discussing library business on the telephone or on-line teleconference and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the Library's workers' compensation policy. Telecommuting employees are responsible for notifying the Library of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Child Care and Other Personal Obligations

Telecommuting is not designed to be a replacement for appropriate child care. The focus of all hours worked while on a telecommuting assignment must remain on job performance and meeting business demands. Time needed for child care or other personal obligations must be requested as time off under applicable Library policies. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a telecommuting arrangement.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to accurately record all hours worked using the ESS timekeeping system and document their hours worked and work output on a weekly basis. Hours worked in excess of those scheduled per workweek require the advance approval of the Library Director. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

FLSA exempt employees are required to devote the time needed for effective job performance, just as is expected for an on-site assignment.