



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, OCTOBER 19, 2021 AT 5 PM

The meeting was called to order at 5:04 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; Julie Whitt, Human Resources Manager; and Allison Frew, Executive Assistant.

CONSENT AGENDA

The consent agenda included the Minutes from the September Board of Trustees meeting, the Financial Report for September and the September Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

RESOLUTION 33-21
SEPTEMBER 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
\$ 30.00	130 - General Fund	Douglas Wolff	
\$ 25.00	130 - General Fund	Erik Vasusarver	
\$ 50.00	130 - General Fund	Geno Kordic	In honor of my fiancé
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 130.00	Total		

SIGNATURE SHEET

Resolution No. 33-21

10/19/2021

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

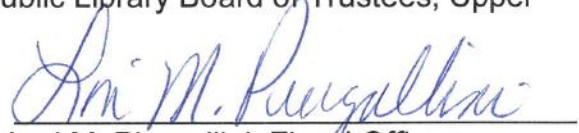
Voting:

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

Miller Park Library is now open Tuesday and Thursday evenings until 8 p.m.

All three libraries will reopen on Sundays beginning January 16, 2022.

DIRECTOR'S REPORT

The Director provided a comparison of the Library's stats for years 2019-2021 on physical and digital circulation, user visits, cars going through curbside, and program attendance.

The Library has given away 12,000 COVID-19 test kits provided by the Ohio Department of Health since March 2021.

3rd QUARTER STAFFING REPORT

The Library continues to prioritize positions that helps expands open hours to the public. Preparations are underway to ensure staffing in order to reopen on Sundays beginning in January 2022.

FINANCE COMMITTEE

FISCAL OFFICER'S REPORT

Upper Arlington City Council must present three readings of the Library's Levy; the dates are November 8, November 15, and December 6, 2021.

All of the Library's accounts are balanced.

Public Library Funding is estimated to exceed \$400,000 for the year.

OCTOBER FINANCE COMMITTEE MINUTES

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, OCTOBER 13, 2021

The meeting was called to order at 4:59 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

The Library has provided over 10,000 Rapid COVID Testing Kits, courtesy of the Ohio Department of Health, since March 2021.

Miller Park Library will offer evening hours on Tuesdays and Thursdays, beginning October 19th.

500 patrons attended Miller Park Library's *A Visit from the Farm* program. Over 100 patrons regularly attend the Library's outdoor Storytimes.

The author event with Madeline Miller has been postponed.

REVIEW SEPTEMBER FINANCIALS

Compared to September 2020 figures, the Library's 2021 YTD Revenue is 6% higher, YTD Expenditures is 1% higher, and the Library's balance is 20% higher.

Passport services has generated \$3,101.75 in revenue for September. September Star Ohio interest totaled \$387.08.

September's Public Library Funding was 26% over its estimate; October's PLF is 30% higher than estimated.

Due to the PLF exceeding estimates, the Fiscal Officer proposed increasing the yearly General fund transfer to the Building Improvement Fund to \$700,000, an increase of \$400,000.

The Fiscal Officer answered all questions in full.

REVIEW SEPTEMBER CHECKS

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

The Fiscal Officer answered all questions in full.

REVIEW SEPTEMBER RECONCILIATIONS

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

QUARTERLY INVESTMENT REPORT

The Library received \$1,179.94 in total interest during Q3 2021. The Library has received \$3,353.81 in interest year-to-date. Interest rates have remained significantly lower than previous years.

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

GENERAL FUND TRANSFER TO BUILDING IMPROVEMENT FUND

The Fiscal Officer proposed a one-time transfer of \$700,000 from the General Fund to the Building Improvement Fund 402 in order to budget for anticipated repairs.

The Committee agreed to recommend the Board approve the \$700,000 transfer. The Resolutions to adjust the appropriations and approve the transfer will be presented at the October Board Meeting.

PRELIMINARY 2022 BUDGETS

2022 SALARIES

The Fiscal Officer presented budget scenarios to consider staff raises for 2022. The cost difference between a 2.5% and a 3% increase is \$14,082.72. Most mid-sized Ohio Libraries are considering a 3% raise for 2022.

The Committee requested additional information as well as a summary of all positions; the summary will be presented to the Board at the December Board Meeting.

The Committee also requested some terminology and format changes to the budget projection scenarios. The Fiscal Officer will provide the 2022 Budget Scenarios at the November Finance Committee.

The Committee agreed to recommend the Board approve the 3% raises for 2022. The Resolution will be presented at the December Board Meeting.

LANE ROAD EARLY LEARNING PLAY AREA

With the success of the Early Learning Play Area in the Youth Department at the Main Library, the Library proposes undertaking a similar project in the Youth Department at the Lane Road Library. Estimated cost for such a project is about \$60,000. Half of the funding for the Main Library's play area was allocated from the Restricted Fund 250.

Administration proposed funding half of the cost for the Lane Road play area from Fund 250 as well; the remaining funds will be solicited through a fundraising campaign.

The Committee will recommend the Board support this project and the Fiscal Officer will include this project in next year's budget.

FINANCE MANUAL CHANGES FOR REMOVING \$5 REPLACEMENT FEE

Per the Finance Manual, the Library charges a \$5.00 Processing Fee whenever a patron pays for a lost item. In order to improve patron experiences, the Library recommends removing the additional fee.

The Committee agreed to recommend the Board approve the Resolution to Remove the \$5 Replacement Fee.

ADJOURNMENT

The meeting was adjourned at 5:49 p.m.

Next Meeting: Wednesday, November 10, 2021 at 5 p.m. in Meeting Room B

RESOLUTION REQUESTING SUBMISSION OF THE TAX LEVY

The Board approved Resolution 34-21 with a roll call vote. The Resolution and Signature Sheet are included as an exhibit to these Minutes.

The Finance Committee requested a fact sheet be prepared in advance of the City's first reading of the Levy.

APPROPRIATIONS AMENDMENT RESOLUTION

RESOLUTION 35-21 **2021 APPROPRIATIONS AMENDMENT**

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2021 Appropriations:

Fund 100 General Fund

Original Appropriations	\$300,000
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Increase:	
100-5000-59900 Transfer-Out	+ \$400,000

Total Appropriations Transfers-Out	\$700,000
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SIGNATURE SHEET

Resolution No. 35-21

10/19/2021

Upon the motion of Trustee William J. Shkurti, seconded by Trustee John M. Yesso, the Board approved the 2021 Appropriations Amendment Resolution.

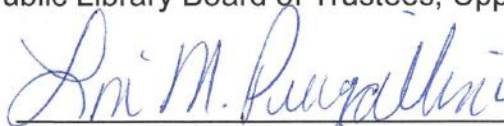
Roll Call Vote:

Kevin Fix	Aye
Stephen Flynn	Aye
Peter Hahn, Vice President	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

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

BUILDING IMPROVEMENT FUND TRANSFER RESOLUTION

RESOLUTION 36-21

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

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to transfer \$700,000 from the General Fund 100 to the Building Improvement Fund 402.

SIGNATURE SHEET

Resolution No. 36-21

10/19/2021

Upon the motion of Trustee Kevin Fix, seconded by Trustee Peter Hahn, the Board approved the Resolution to Transfer Money from the General Fund to Building Improvement Fund.

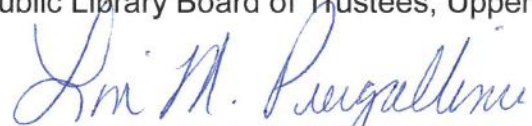
Roll Call Vote:

Kevin Fix	Aye
Stephen Flynn	Aye
Peter Hahn, Vice President	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

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

FINANCE MANUAL CHANGES TO REMOVE \$5 REPLACEMENT FEE

RESOLUTION 37-21

To Update the Finance Policy for the \$5 Replacement Fee

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

SIGNATURE SHEET

Resolution No. 37-21

10/19/2021

Upon the motion of Peter Hahn, seconded by Stephen Flynn:

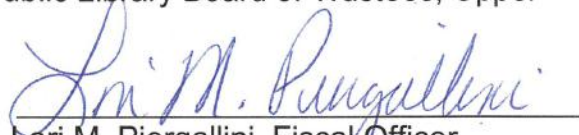
Voting:

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

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

OPERATIONS COMMITTEE

OCTOBER OPERATIONS COMMITTEE MINUTES

The notes from the Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE MEETING NOTES
TUESDAY, OCTOBER 5, 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, Julie Whitt, and Allison Frew

EXCUSED ABSENCE: Kate Hare

ANTHEM BLUE CROSS BLUE SHIELD NOTICE

The Library received notice that a preliminary approval of a settlement has been made against Anthem Blue Cross Blue Shield due to antitrust law violations. The settlement impacts those who were insured between 2008 and 2020; the Library offered Anthem employee health insurance coverage from 2001 through August 2017.

The Committee recommended the Library submit a claim as a participant regarding this settlement.

PERSONNEL POLICY MANUAL CHANGES FOR COG INSURANCE

The Human Resources Manager presented the changes to the Personnel Policy to include the language the Library is required to adopt matching the Stark County Council of Governments employee insurance plan. The Library will transition to the COG plan on 12/1/2021. The Human Resources Manager answered all questions in full.

The Committee will recommend the full Board to pass the Resolution to Accept Changes to the Personnel Policy Manual.

ADJOURNMENT

The Meeting was adjourned at 5:09pm.

Next Meeting: Tuesday, November 2, 2021 at 5 p.m. in Meeting Room B

PRESIDENT'S REPORT

PERSONNEL MANUAL CHANGES TO INCLUDE COG INSURANCE POLICIES

RESOLUTION 38-21
To Update the Personnel Policy for COG Insurance

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

SIGNATURE SHEET

Resolution No. 38-21

10/19/2021

Upon the motion of John Yesso, seconded by Kate Hare:

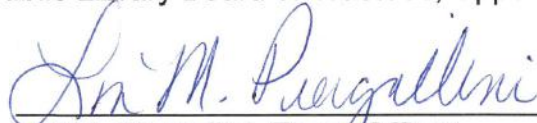
Voting:

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

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

PRESIDENT'S REPORT

The President expressed her gratitude for the Library's generous donors.

ADJOURNMENT

William J. Shkurti made a motion to adjourn the meeting. Kevin Fix seconded the motion.

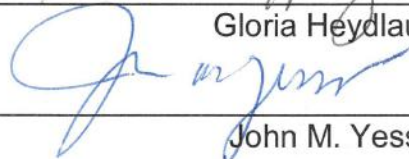
Voting:

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

The meeting was adjourned at 5:27 p.m.



Gloria Heydlauff, President



John M. Yesso, Secretary

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

Fund No.	Fund Description	01/01/2021 Balance (a)	2021 YTD Revenue (b)	2021 YTD Expended (c)	9/30/2021 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 5,622,464.02	\$ 3,914,127.87	\$5,792,711.83	\$ 483,463.13	\$5,309,248.70
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 37,424.40	\$ 70,833.61	\$240,841.56	\$ 22,467.35	\$218,374.21
402	Building Improvement	\$519,327.89	\$ -	\$ 82,892.63	\$436,435.26	\$ 18,605.55	\$417,829.71
501	Employee FSA Fund	\$6,232.60	\$ 14,889.07	\$ 11,207.51	\$9,914.16	\$ -	\$9,914.16
GRAND TOTAL		\$4,884,186.94	\$5,674,777.49	\$4,079,061.62	\$6,479,902.81	\$524,536.03	\$5,955,366.78

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 September 30, 2020

Fund No.	Fund Description	01/01/2020 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	9/30/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 5,227,665.45	\$ 3,911,145.28	\$4,817,553.84	\$ 611,707.68	\$4,205,846.16
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 120,020.70	\$ 41,747.30	\$335,919.48	\$ 38,350.70	\$297,568.78
402	Building Improvement	\$312,409.09	\$ -	\$ 81,850.20	\$230,558.89	\$ 11,031.00	\$219,527.89
501	Employee FSA Fund	\$4,232.27	\$ 18,320.76	\$ 16,599.99	\$5,953.04	\$ -	\$5,953.04
GRAND TOTAL		\$4,075,321.11	\$5,366,006.91	\$4,051,342.77	\$5,389,985.25	\$661,089.38	\$4,728,895.87

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 September 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	\$ 3,242,104.61	\$ 3,242,104.61	\$ (16,490.96)
Public Library Fund	\$ 2,455,329.00	\$ 2,344,847.08	\$ 2,943,818.21	\$ 488,489.21
Other Income	\$ 38,245.00	\$ 35,512.33	\$ 43,512.53	\$ 5,267.53
Total Revenue	\$ 5,752,169.57	\$ 5,622,464.02	\$ 6,229,435.35	\$ 477,265.78

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,972,678.00	\$ 2,752,436.21	\$ 3,916,529.33	\$ 56,148.67
Library Materials	\$ 998,267.33	\$ 584,195.24	\$ 809,313.52	\$ 188,953.81
Other Expenditures	\$ 1,055,026.70	\$ 577,496.42	\$ 747,496.42	\$ 307,530.28
Total Expenditures	\$ 6,025,972.03	\$ 3,914,127.87	\$ 5,473,339.27	\$ 552,632.76

				(Over) / Under Budget
Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (273,802.46)	\$ 1,708,336.15	\$ 756,096.08	\$ 1,029,898.54

Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ -	\$ 700,000.00	\$ (400,000.00)
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Net Budget after Cash Transfers	\$ (573,802.46)	\$ 1,708,336.15	\$ 56,096.08	\$ 629,898.54
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General Fund Cash Balance at December 31, 2021 \$ 4,140,471.76

Months of Operating Expenditures Supported by Cash Reserves 8.00

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 September PLF totaled \$272,697.06.

Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings. Passport Fees collected totaled \$2,511.75 and Passport photos revenue was \$590.00 for the month. Star Ohio interest was \$387.08 for September.

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. *Current Financials reflect a proposed \$700,000 transfer in 2021.*

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
34-21**

The Board of Library Trustees (the "Board") of the Upper Arlington Public Library (the "Library"), a free public library of the City of Upper Arlington, Franklin County, Ohio (the "City") met in regular session on October 19, 2021, at 5:00 p.m. at the Library, 2800 Tremont Road, Upper Arlington, Ohio 43221, with the following members present:

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

Fiscal Officer:
Lori M. Piergallini

Mr. John Yesso introduced the following resolution and moved its passage:

**RESOLUTION REQUESTING THE CITY OF UPPER ARLINGTON,
FRANKLIN COUNTY, OHIO TO SUBMIT TO THE ELECTORS OF
THE CITY THE QUESTION 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;

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; and

WHEREAS, the Franklin County Auditor has certified that renewal with an increase tax will generate \$5,566,590.76 during the first year of collection, based on the current tax valuation of the City of \$2,296,386,080.00;

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 hereby found, determined, declared and recited, that (a) the Library was established as a free public library to serve the City by resolution adopted by the City Council of the City prior to June 20, 1978 pursuant to Ohio Revised Code Section 3375.121; and (b) 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.

Section 2. It is hereby found, determined and declared that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and it is necessary to renew all of the Original Levy and levy an increase of one (1.00) mill for current operating expenses of the Library.

Section 3. This Board hereby requests the City Council of the City to pass a resolution under Ohio Revised Code Section 5705.23 and other applicable provisions of law to submit to all the electors of

the City at an election to be held therein on May 3, 2022, the question of such renewal with an increase tax levy. All of the Library's service area is in the City and all of the City is in Franklin County, Ohio. The Library shall reimburse the City for the costs of the election as certified by the Board of Elections of Franklin County, Ohio.

Section 4. Such renewal with an increase tax levy shall be 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.

Section 5. Such renewal with an increase tax levy shall be placed upon the tax list and duplicate for the tax year of the election, commencing in 2022, first due in calendar year 2023, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the renewal with an increase tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in the City and for the residents of the City.

Section 7. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the City Council of the City.

Section 8. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage 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. Kevin Fix seconded the motion and, after discussion, a roll call vote was taken and the results were:

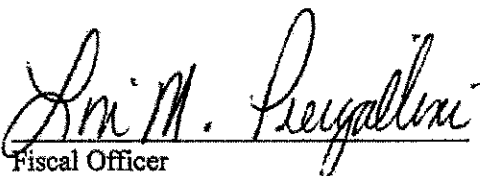
Ayes: Kevin Fix, Stephen Flynn, Peter Hahn, Kate Hare,
Gloria Heydlauff, William J. Shkurti, and John M. Yesso.

Nays: None.

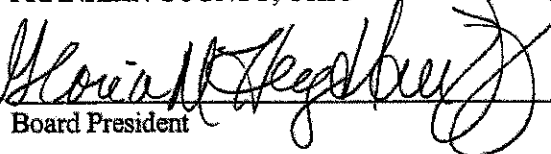
The resolution passed.

Passed: October 19, 2021

Attest:

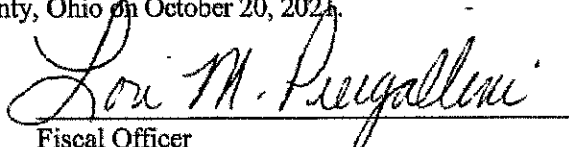

Fiscal Officer

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


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 October 19, 2021, and that a certified copy thereof was filed in the office of the City Council of the City of Upper Arlington, Franklin County, Ohio on October 20, 2021.


Fiscal Officer
Upper Arlington Public Library

FP – 7: ACCOUNTS PAYABLE – REVISED 9.17.17

All checks (non-electronic) written from the Library checking accounts require two signatures: one of the Fiscal Officer or Deputy Fiscal Officer and one of the President, Vice-President, or Secretary of the Board of Trustees. An electronic check signer signs the signature of the Fiscal Officer and Board President for all checks under \$30,000. Checks over \$30,000 require manual signatures of authorized personnel.

Received invoices will be approved by the corresponding budget manager for the payable by referencing the approval date of the invoice, their signature and a purchase order number. For non-payroll related invoices, the Library will process payables no greater than a Net 30 term from the date that the invoice is received or the date in which the good or service has been delivered, whichever date is greater. The Library may process payables in advance of the Net 30 term to utilize any vendor discounts, when available.

While every effort should be made to encumber the full amount for goods or services being purchased, the fiscal office staff may process an invoice for payment that is the lesser of 10% greater than the purchase order amount or \$50. This policy is intended for the purchase of individual items purchased on one purchase order.

FP – 7.1: PATRON REFUNDS

The Library can refund money to a patron for an item that has been lost and paid for and then later returned under the following conditions:

- A. Item must be returned in good condition
- B. Item must be returned no later than thirty days after initial payment date

If these conditions are met, any Library employee on duty as a Circulation Supervisor or Manager may authorize a refund for the replacement cost of the item. Any fines or fees paid on the initial payment date are to be deducted from the refund total. ~~A non-refundable processing fee of \$5.00 will be charged at the time the item is originally paid for.~~

When a refund has been validated by a Library employee, a refund request form will be completed and signed by a Circulation Supervisor or Manager. The corresponding form will include all supporting documentation from the Library's ILS system to validate the returned item, the amount of the fee that was previously paid along with the patron's contact information. Such documentation will be submitted to the Library's fiscal staff for processing via check through the traditional accounts payable process for the Library and paid within 30 days of receiving the lost library material.

BENEFIT ELIGIBILITY

It is the policy of the UAPL to provide its employees with various employee benefits. The Library reserves the right to modify and amend its employee benefit plans.

Eligibility for employee benefits depends upon an employee's length of service and job classification. The eligibility may be different depending upon the specific benefits offered employees, as outlined in the following sections.

If an employee takes an extended leave of absence without pay, granted by the Director, all fringe benefits provided to that employee cease to accrue for the period of absence. However, an employee may assume responsibility for the employee portion of benefit premiums by making payments directly to the Library until such time as COBRA eligibility occurs per insurance summary plan description documents.

If an employee resigns or is terminated from employment and is subsequently rehired by the Library, his/her benefit status may change according to his/her eligibility within their new position. OPERS benefit status is determined on an individual case basis.

EMPLOYEE INSURANCE – Effective 12/1/2021

In order to be eligible for insurance, an employee must be employed for at least thirty (30) hours per week. Employees may not be paid cash in lieu of insurance benefits.

Coverage: See Plan Booklet for COG adopted coverage information

Medical

A. The Library will pay 82% of the of the premium and the employee will pay 18% for full-time employees.

B. Stark County Schools Council of Governments

The Library participates in the health benefits program of the Stark County Schools Council of Governments (COG). The Library shall provide health, dental, vision and life insurance through the COG. The coverage shall be the standardized COG specifications.

C. Preferred Provider - Doctors/Hospitals

1. One or more Preferred Provider Organization (PPO) programs for hospital and physicians' services shall be provided through the Stark County Council of Governments (COG) Health Insurance Program. Anyone, as of August 1, 2009, who has the traditional Mutual Health Program instead of the PPO, may continue such participation.
2. The selection of the PPO(s), the types of benefits/programs, or any changes therein, shall be mutually determined by the representative of the COG and the Stark County OEA office representative.

D. Preferred Provider - Prescription Drugs

The Library shall provide, through the Stark County Council of Governments, a preferred provider drug program that, if the employee chooses to utilize, will include the following:

1. The program will be available to employees and their dependents who have "primary" coverage under the District's insurance.
2. The employee will pay the 20% co-payment to the provider and the remaining 80% will be direct billed to the insurance company. If the yearly maximum has been reached, provisions will be made to refund the employee's 20% co-payment.
3. The deductible will be waived.
4. The list of covered expenses shall be agreed upon by the COG and the Stark County OEA office representative.
5. Mail order prescription: Mail order must be used for maintenance drugs in order for the insurance provisions to apply.
6. Generic: Generic drugs must be substituted where applicable in order for the insurance provisions to apply.

Life Insurance

The Library shall provide term life and accidental death and dismemberment coverage in the amount of one times annual salary rounded down to the nearest thousand for each full-time employee to a maximum of \$ 50,000.

Employees may purchase additional term life insurance at the group rate, in \$5,000 increments, up to a maximum of \$60,000 coverage in addition to Library paid coverage. Modifications to this provision may be necessary to comply with requirements of the insurance carrier. The value of the life insurance reduces by 50% at age 65. The specific terms of the policy are contained in the life insurance contract.

Dental Insurance

The Library shall provide dental coverage and pay 80% of the premium.

Vision Insurance

The Library shall purchase employee and family Vision Insurance. This insurance is available for employees to elect at their cost.

Section 125 - Tax Shelter

Tax sheltering of the individual's contribution for health costs, unreimbursed medical expenses and dependent coverage will be provided under IRS Section 125.

All COG employers must offer the IRS Section 125 tax shelter provided through the COG. If an employee elects to utilize any of the IRS 125 benefits, the administrative cost shall be shared equally between the employee and the employer.

Premium Holidays

If the employer receives a premium holiday(s), the employees shall not be required to pay their portion of the premium(s) for the holiday month(s).

Spousal Coverage

Any new Participants to the COG, after June 30, 2015, with working spouses who have the ability to be covered under an insurance plan through his/her place of employment, will be required to take his/her plan as their primary plan. This provision does not apply to a participant who had insurance with one COG employer and immediately thereafter, moved to another COG employer. If the spouse is required to pay forty (40%) percent or more of the premium with his/her employer, the requirements of this section shall not apply.

Same Sex Marriage

If state law recognizes same-sex marriage, the COG plan specifications will be modified to include those individuals.

VISION INSURANCE

~~Full-time employees of the Upper Arlington Public Library are eligible for vision insurance coverage. Full-time employees, who elect coverage, receive vision insurance coverage with the employee's effective date being the first day of the calendar month following the employee's date of hire/transfer to a benefit-eligible position.~~

~~Part-time employees who meet the required part-time hours of the vision carrier are eligible for vision insurance.~~

~~Employees may enroll in single, employee plus spouse, employee plus child/ren, or family coverage, depending on the employee's needs. As this is a voluntary benefit offering, employees who elect vision coverage are responsible for the full premium cost. The cost for vision coverage varies by coverage plan. Information about the vision plan including premium rates and summary plan descriptions (which explain coverage of your benefits in greater detail) may be obtained from the Human Resources Manager.~~

~~The actual plan documents are the final authorities in all matters relative to the benefits described in this policy manual or the summary plan descriptions and the plan documents will govern in the event of any conflict. The UAPL reserves the right to change or eliminate benefits at any time in accordance with applicable law.~~

HEALTH INSURANCE

~~Full-time employees of the Upper Arlington Public Library are eligible for health insurance coverage. Full-time employees, who elect coverage, receive health insurance coverage with the employee's effective date being the first day of the calendar month following the employee's date of hire/transfer to benefit-eligible position.~~

~~Part-time employees who meet the required part-time hours of the health carrier are eligible for health insurance.~~

~~Employees may enroll in single, employee plus spouse, employee plus child/ren, or family coverage, depending on the employee's needs. Employees who elect health coverage shall pay a set amount determined by the UAPL. The cost for health coverage varies by coverage plan. Information about available health plan(s), including premium rates and summary plan descriptions (which explain coverage of your benefits in greater detail) may be obtained from the Human Resources Manager.~~

~~The actual plan documents are the final authorities in all matters relative to the benefits described in this policy manual or the summary plan descriptions and the plan documents will govern in the event of any conflict. The UAPL reserves the right to change or eliminate benefits at any time in accordance with applicable law.~~

DENTAL INSURANCE

~~Full-time employees of the Upper Arlington Public Library are eligible for dental insurance coverage. Full-time employees, who elect coverage, receive dental insurance coverage with the employee's hire date/date of transfer to a benefit-eligible position as the effective date.~~

~~Part-time employees who meet the required part-time hours of the dental carrier are eligible for dental insurance.~~

~~Employees may enroll in single or family dental coverage depending on the employee's needs. Employees who elect dental coverage shall pay a set amount determined by the UAPL. Information about available dental plan(s), including premium rates and summary plan descriptions (which explain coverage of your benefits in greater detail) may be obtained from the Human Resources Manager.~~

~~The actual plan documents are the final authorities in all matters relative to the benefits described in this policy manual or the summary plan descriptions and the plan documents will govern in the event of any conflict. The UAPL reserves the right to change or eliminate benefits at any time in accordance with applicable law.~~

CONSOLIDATED OMNIBUS RECONCILIATION ACT (COBRA)

The UAPL adheres to Federal Law (COBRA) offering the continuation of group health insurance coverage for up to 18 months to terminated employees and their dependents and offering coverage for up to 36 months to divorced or separated spouses and dependents of covered employees.

Beneficiaries provided continuation of coverage under COBRA must pay the full cost of the premium plus an administrative fee. The Library does not pay any portion of the

premium. COBRA payments must be made in accordance with the procedure and timeline outlined in the COBRA Election Form mailed to the employee. Covered employees will receive an initial COBRA notice when enrolling in health, dental and/or vision coverage.

LIFE INSURANCE

~~Full-time employees receive life insurance coverage effective the first day of the calendar month following the employee's date of hire. Coverage equal to the employee's annual salary (rounded down to the nearest \$1000) up to a maximum of \$50,000 will be provided. The Library pays the total premium for this insurance coverage for the duration of an employee's employment with the Library except for periods of time during which an employee is in an approved extended leave of absence without pay.~~

~~Full-time employees have the option of purchasing supplemental life insurance to augment the coverage provided by the Library. Applications must be filled out and approved by the insurance carrier to determine eligibility. Information about this plan including premium rates may be obtained from the Human Resources office.~~