



**UPPER ARLINGTON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**TUESDAY, FEBRUARY 15, 2022 AT 5 PM**

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

**IN ATTENDANCE**

**BOARD MEMBERS:** Kevin Fix, Stephen Flynn, Peter W. Hahn, Kate Hare, Susan Ralph, and William J. Shkurti.

**ALSO PRESENT:** Beth Hatch, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; and Allison Frew, Executive Assistant.

**EXCUSED ABSENCE:** John M. Yesso.

**CONSENT AGENDA**

In addition to approving the absence of John M. Yesso, the consent agenda included the Minutes from the January Organizational Meeting Minutes, the January Regular Board of Trustees Meeting, the Financial Report for January and the January Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

**RESOLUTION 06-22**  
**JANUARY 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
\$ 40.00	130	David LaRoe	In Memory of John Jeffery Osinski
\$ 25.00	130	Jeanine Hummer	

**SIGNATURE SHEET**

Resolution No. 06-22

2/15/2022

Upon the motion of Stephen Flynn, seconded by Kevin Fix:

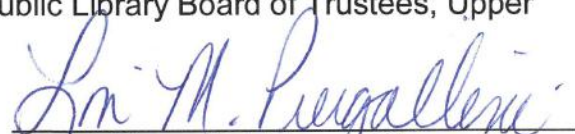
Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
Susan Ralph	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**

Margaret Atwood's author visit is scheduled for June 15<sup>th</sup> at the Ohio Theater. Tickets are expected to go on sale in early May.

In partnership with Cover to Cover, authors Mindy McGinnis and Margaret Peterson Haddix will at the Library on March 26<sup>th</sup> and March 30<sup>th</sup> respectively.

**DIRECTOR'S REPORT**

The Director is visiting local community organizations to provide information on the Library's Levy.

The Director updated the Board on the status of the Early Learning Play Area fundraising campaign for the Lane Road Library Youth Department.

The Library submitted a request for quotes for a salary study.

**MONTHLY STATISTICS**

The Library is comparing monthly statistics for 2022 to years 2021 and 2019. Since 2019 was the last year prior to the pandemic, we consider this the baseline for Library data.

## MARKETING PRESENTATION

The Director presented the Library's Marketing Plan to the Board. The Marketing Plan is one of the four goals of the Library's current strategic plan. Marketing Committees formed by Library staff are being formed.

## **FINANCE COMMITTEE**

The Notes from the Finance Committee meeting are included here.

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### **UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, FEBRUARY 9, 2022**

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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, Kate Porter, Lori Piergallini, and Allison Frew

#### **DIRECTOR'S UPDATE**

Ohio Department of Health is transitioning away from relying on libraries to distribute COVID test kits in favor of sending kits directly to schools and homes. The Library may receive a reduced amount of kits to distribute shortly. Since March 2021, the Library has distributed over 29,000 test kits.

97% of Library staff are vaccinated.

The UA School Board voted to suspend the required mask policy as of Monday, February 28, 2022 in favor of masks being optional. The Library currently requires masks for everyone in the building.

#### **FISCAL OFFICER'S REPORT**

The Fiscal Officer confirmed that the City of Upper Arlington filed the paperwork for the Library's levy to be placed on the ballot this coming May. The Fiscal Officer provided a copy of issue language for the Committee.

#### **REVIEW JANUARY FINANCIALS**

The Library's 2022 YTD Revenue is 36% lower compared to 2021 due to the variance in tax advances, which is depending upon when homeowners time their property tax

payments. 2022 YTD Expenditures are lower as well. Overall, the ending balance of all Library accounts is 10% higher than it was at this time last year.

The Public Library Fund is 6% higher than projected for January. October interest totaled \$463.64 and Passport fee revenue was \$5,226.30. The Library hosted a Passport Fair in January.

### **REVIEW JANUARY CHECKS**

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

The Library submitted the deposit for the Early Learning Play Area at Lane Road Library through Fund 250. The Library received a significant donation from Dale and Gloria Heydlauff for the play area and will be soliciting donations from local community organizations to fund the remaining balance.

### **REVIEW JANUARY RECONCILIATIONS**

Committee members reviewed all bank account reconciliations. All accounts are balanced as of January 31, 2022.

### **LEVY UPDATE**

The Director provided the Committee with updated timelines for the Library's Levy and answered all questions.

### **ADJOURNMENT**

The meeting was adjourned at 5:24 p.m.

**Next Meeting:** Wednesday, March 9, 2022 at 5 p.m. in Meeting Room B

### **FISCAL OFFICER'S REPORT**

Public Library Funding is 4% higher than estimated for February. The Library should receive it's next tax advance settlement in March. The tax advances are invested in Star Ohio to capitalize on interest.

The State Auditor's Report is due at the end of February.

### **OPERATIONS COMMITTEE**

The notes from the Operations Committee meeting are included here.

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**UPPER ARLINGTON PUBLIC LIBRARY  
OPERATIONS COMMITTEE MEETING NOTES  
TUESDAY, FEBRUARY 1, 2022**

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

**IN ATTENDANCE**

BOARD MEMBERS: Kate Hare and Susan Ralph

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

EXCUSED ABSENCE: John M. Yesso

**CHANGES TO HOLIDAY PAY**

The Committee approving supporting the recommended changes to the Library's Holiday Pay Policy to the full Board.

**REQUEST FOR QUOTE SALARY STUDY**

The Director provided an overview of the Request for Quote for the Library's upcoming Salary Study. The Director answered all questions in full.

**ADJOURNMENT**

The Meeting was adjourned at 5:15 pm.

**Next Meeting:** Tuesday, March 5, 2019 at 5 p.m. in Meeting Room C

**SALARY STUDY RFQ**

The Director provided an overview of the Request for quote.

**HOLIDAY PAY RESOLUTION**

**RESOLUTION 07-22**  
**To Update the Personnel Policy for Holiday Pay**

*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. 07-22

2/15/2022

Upon the motion of Susan Ralph, seconded by Kate Hare:

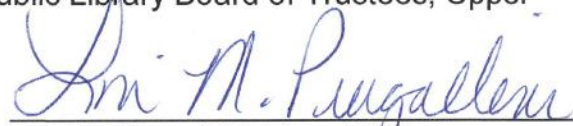
Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
Susan Ralph	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

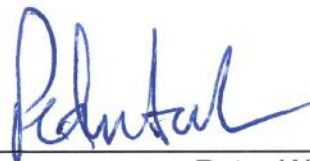
#### ADJOURNMENT

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

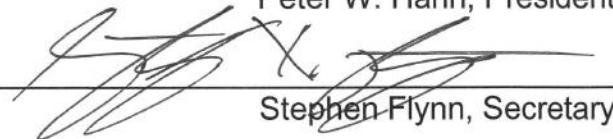
Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
Susan Ralph	Aye
William J. Shkurti	Aye

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



Peter W. Hahn, President



Stephen Flynn, Secretary

**Upper Arlington Public Library**  
**All Funds**  
**Statement of Cash Position**  
*As of January 31, 2022*

<b>Fund No.</b>	<b>Fund Description</b>	<b>01/01/2022 Balance ( a )</b>	<b>2022 YTD Revenue ( b )</b>	<b>2022 YTD Expended ( c )</b>	<b>1/31/2022 Balance ( a + b - c )</b>	<b>Outstanding Encumbrances ( d )</b>	<b>Unencumbered Balance ((a+b)-(c+d))</b>
1X0	General Fund-Combined	\$ 4,340,251.46	\$ 625,170.95	\$ 455,997.48	\$4,509,424.93	\$ 1,210,231.53	\$3,299,193.40
2XX	Special Revenue Fund-Combined	\$245,841.48	\$ 17.92	\$ 20,975.00	\$224,884.40	\$ 41,833.00	\$183,051.40
402	Building Improvement	\$1,123,430.74	\$ -	\$ -	\$1,123,430.74	\$ 228,418.53	\$895,012.21
501	Employee FSA Fund	\$6,233.54	\$ -	\$ -	\$6,233.54	\$ -	\$6,233.54
<b>GRAND TOTAL</b>		<b>\$5,715,757.22</b>	<b>\$625,188.87</b>	<b>\$476,972.48</b>	<b>\$5,863,973.61</b>	<b>\$1,480,483.06</b>	<b>\$4,383,490.55</b>

*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 January 31, 2021*

<b>Fund No.</b>	<b>Fund Description</b>	<b>1/1/2021 Balance ( a )</b>	<b>2021 YTD Revenue ( b )</b>	<b>2021 YTD Expended ( c )</b>	<b>1/31/2021 Balance ( a + b - c )</b>	<b>Outstanding Encumbrance ( d )</b>	<b>Unencumbered Balance ((a+b)-(c+d))</b>
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 965,173.75	\$ 544,947.17	\$4,504,602.26	\$ 1,247,762.35	\$3,256,839.91
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 5,019.47	\$ -	\$279,270.24	\$ 47,523.92	\$231,746.32
402	Building Improvement	\$519,327.89	\$ -	\$ -	\$519,327.89	\$ -	\$519,327.89
501	Employee FSA Fund	\$6,232.60	\$ 1,123.42	\$ 331.61	\$7,024.41	\$ -	\$7,024.41
<b>GRAND TOTAL</b>		<b>\$4,884,186.94</b>	<b>\$971,316.64</b>	<b>\$545,278.78</b>	<b>\$5,310,224.80</b>	<b>\$1,295,286.27</b>	<b>\$4,014,938.53</b>

*Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library*

*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*

*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 January 31, 2022*

Beginning Cash Balance as of January 1, 2022 \$ 5,767,819.70

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,316,186.86	\$ 360,000.00	\$ 3,316,186.86	\$ -
Public Library Fund	\$ 2,971,128.46	\$ 254,813.94	\$ 2,971,128.46	\$ -
Other Income	\$ 71,420.00	\$ 10,357.01	\$ 71,420.00	\$ -
<b>Total Revenue</b>	<b>\$ 6,358,735.32</b>	<b>\$ 625,170.95</b>	<b>\$ 6,358,735.32</b>	<b>\$ -</b>

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,410,641.24	\$ 320,731.83	\$ 4,410,641.24	\$ -
Library Materials	\$ 901,280.65	\$ 67,424.08	\$ 901,280.65	\$ -
Other Expenditures	\$ 1,131,940.02	\$ 67,841.57	\$ 1,131,940.02	\$ -
<b>Total Expenditures</b>	<b>\$ 6,443,861.91</b>	<b>\$ 455,997.48</b>	<b>\$ 6,443,861.91</b>	<b>\$ -</b>

**(Over) / Under Budget**

<b>Net Budget (Revenue less Expenditures before Cash Transfers Out)</b>	<b>\$ (85,126.59)</b>	<b>\$ 169,173.47</b>	<b>\$ (85,126.59)</b>	<b>\$ -</b>
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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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<b>Net Budget after Cash Transfers</b>	<b>\$ (385,126.59)</b>	<b>\$ 169,173.47</b>	<b>\$ (385,126.59)</b>	<b>\$ -</b>
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**General Fund Cash Balance at December 31, 2022 \$ 5,382,693.11**  
**Months of Operating Expenditures Supported by Cash Reserves 10.00**

**Budget** as approved by the Board of Trustees in December 2021.

**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, 2022. Rate expires July 1, 2023. The PLF totaled \$254,813.94 for January.

**Other Income** - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings. Passport Fees collected totaled \$5,226.30 and Passport photos revenue was \$1,490.00 for the month. Star Ohio interest was \$463.64 for January.

**Salaries & Benefits** - The 2022 budget included a vacancy credit of 2.5% of the full cost of salaries and related taxes.

**Library Materials** - Expenditures generally budgeted at 15 % of Total General Property Tax and Public Library Funding revenue. For 2022 Materials were capped at \$900,000. Budgeted expenditures include 2021 outstanding encumbrances of \$1,280.65.

**Other Expenditures** - Includes all non-library materials and non-payroll related expenditures. Budgeted amount includes 2021 outstanding encumbrances of \$4,436.86.

**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 \$300,000.00 transfer in 2022.

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



## HOLIDAY LEAVE

The Library observes the following paid holidays and the facilities are closed:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

FulltimeAll employees shall receive their regular pay for these holidays. If a holiday falls on a Saturday or Sunday, full time staff will be given a floating holiday, and part time staff will be paid if they were normally scheduled for that day. -with a clarification to follow.

If New Year's Day, Independence Day, or Christmas Day fall on a Saturday or Sunday, the Library may close on the Friday prior or Monday following, as determined by the Director, as following Federal Holiday Observations.

The Library shall be closed on the following days; ~~however, these are unpaid closings::~~

- Easter Sunday
- Memorial Day Sunday
- Labor Day Sunday

Part time staff will be compensated for these closures if they were normally scheduled for that day.

Based upon position responsibilities, some Library staff may need to perform their job duties while the Library is closed.

The Library may close early on the following holidays, with the exact time determined by the Director:

- Thanksgiving Eve
- New Year's Eve

### Payment Clarification

If a full-time employee's scheduled day off coincides with a day the Library is closed for a paid holiday, they shall receive another day off with pay, equal to 7.5 or 8 hours based upon full-time position classification, pending agreement with their supervisor. This day should be taken within the same pay period as the holiday, unless otherwise specified.

It they were normally scheduled for day when the Library is closed or partially closed, part time staff will be paid for their normal work hours.

~~If a part-time employee is usually scheduled to work on a day when the Library is closed for a holiday, they may take the time off without pay or use accumulated vacation leave.~~

Staff members may request time off without pay or utilize accrued vacation time to observe religious holidays that are not covered by the Holiday Leave policy. Any requests for time off for this purpose should be forwarded to the department manager for approval.

Full-time staff members are eligible to receive holiday pay during periods of time in which they are on a paid leave of absence.