



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, MARCH 21, 2023 AT 5 PM

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Kate Hare, Susan Ralph, 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, HR Manager; Chris Minx, Marketing & Communications Manager and Jen Faure, Community Relations Manager.

EXCUSED ABSENCE: Peter Hahn.

CONSENT AGENDA

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

RESOLUTION 13-23
FEBRUARY 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
\$ 100.00	130	Matthew Eccher	
\$ 25.00	130	Jeanine Hummer	
\$ 20.00	130	Berlin Brook	In Honor of Allison Frew and UAPL Passport Services
\$ 145.00	Total		

SIGNATURE SHEET

Upon the motion of Trustee John Yesso, seconded by Trustee Kate Hare, the Board approved the February Donation Resolution with a roll call vote.

Roll Call Vote:

Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	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

Curbside service moved from the former Meeting Room A to the Circulation Workroom on February 22nd. Meeting Room A will be reopened to the public sometime in May. Meeting Room C will be converted into an office for the Youth Services Manager and additional storage space.

The Library's Spring Passport Fair will take place on Sunday, March 26. No appointment is needed.

DIRECTOR'S REPORT

The Director shared that OnBoard has been purchased as our new Board software. The Board recommended that we should also consider this product after a demo of a similar product at the February last meeting.

The Library's 5-Star metrics for February 2023 surpassed February 2019 data.

The ad hoc committee for the Library's Master Plan RFQ met with the top three firms. Administration has begun contract negotiations with the firm with the highest score. A contract proposal to the Finance Committee will be presented next month.

An overview of the new 2023 UAPL Marketing Plan was presented to the Board. The Director discussed prior data gathering initiatives that helped us identify our community needs and marketing goals. The Director thanked our five staff committees for their work in fleshing out objectives and action items and Kate Hare as well.

The Library is developing new naming conventions and brand standards, The Library's new tagline is *We build connections that make lives better* and redirect away from Explore, Gather, Grow.

The Library's first quarterly goal has been completed and a direct mail campaign for families with school aged children to promote our Summer Reading program will be sent soon.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, MARCH 8, 2023

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

IN ATTENDANCE

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

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

DIRECTOR'S UPDATE

The Director updated the Committee on the Board of Education meeting for UA schools.

Curbside services has been relocated to Circulation. Meeting Room A will return to being a public meeting room when furniture arrives.

The Committee inquired about the patron who had concerns regarding a book display in February. The patron did not issue a book challenge; however, Administration spoke with the Youth Services department about priorities regarding book displays.

REVIEW FEBRUARY FINANCIALS

\$1.9 million in YTD General Fund Revenue has been received from tax advances. The Public Library Funding was 2% higher than estimated. Revenue is up 37% compared to March 2022; YTD Expenditures are 2% higher as well. The Library's unencumbered balance is 18% higher than last year.

REVIEW FEBRUARY CHECKS

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

REVIEW FEBRUARY RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of February 28, 2023.

FRIENDS APPROPRIATIONS AMENDMENT

The Friends of the Library agreed to purchase furniture for the Main Library to convert the former curbside room into a public meeting room. The Library must amend its appropriation to purchase the furniture. The Committee supports recommending the full Board approve the Resolution.

REVIEW OF CREDIT CARD POINTS

Per the Library's credit card policy, the Fiscal Officer presented a summary of the credit card points that were converted into gift cards to the Committee. The Library had 90,000 points in 2022 which was converted into \$900 worth of gift cards.

The Library converts these gift cards into Amazon gift cards in order to support purchasing miscellaneous items for the public service departments such as equipment, furniture, or office supplies.

2023 REVISED PAY RANGES AND MID YEAR ADJUSTMENTS

Per the request of the Committee, the Director presented a proposed revision to the existing pay ranges for all library positions set to take effect in June 2023. The Committee requested a 10-year projection for review. The Fiscal Officer will send the 10-year projection to the Committee after the meeting. Pending the 10-year projection, the Committee will support recommending the full Board approve the Resolution.

STRATEGIC TOPIC: FACILITIES – SPACE STUDY AND FUTURE PLANNING

The Director shared the results of the Library's usability study which took place October 23-November 6, 2022. The usability study showed the average occupancy and types of user activity for all public service departments by patrons. This data was captured on the hour every hour each day for two weeks.

ADJOURNMENT

The meeting was adjourned at 6:11 p.m.

Next Meeting: Wednesday, April 12, 2023 at 5 p.m. in Meeting Room B

APPROPRIATION AMENDMENT

RESOLUTION 14-23
2023 APPROPRIATION AMENDMENT

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following amendments to the 2023 Appropriations:

Fund 201 – Friends of the Library	
Current Appropriations	\$62,000.00
Increase:	
201-1000-53900 Other Expenses	<u>\$ 7,401.30</u>
Total Fund 201 Appropriations	\$69,401.30

SIGNATURE SHEET

Resolution No. 14-23

3/21/2023

Upon the motion of Trustee Stephen Flynn, seconded by Trustee Kate Hare, the Board approved the 2023 Appropriation Amendment Resolution with a roll call vote.

Roll Call Vote:

Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	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.

UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE MEETING NOTES TUESDAY, MARCH 7, 2023

The meeting was called to order at 5:06 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kate Hare and Susan Ralph

STAFF MEMBERS: Beth Hatch, Kate Porter, Chris Minx and Allison Frew

EXCUSED ABSENCE: John Yesso

DIRECTOR'S UPDATE

The Director updated the Committee on the Board of Education meeting for UA schools.

STRATEGIC TOPIC: FACILITIES – SPACE STUDY AND FUTURE PLANNING

The Director shared the results of the Library's usability study which took place October 23-November 6, 2022. The usability study showed the average occupancy and type of user activity for all public service departments by patrons. This data was captured on the hour every hour each day for two weeks.

ADJOURNMENT

The Meeting was adjourned at 6:00 pm.

Next Meeting: Tuesday, April 4, 2023 at 5 p.m. in Meeting Room B

REVISED PAY RANGES AND MID-YEAR ADJUSTMENTS RESOLUTION

RESOLUTION 15-23

2023 Revised Pay Ranges and Mid-Year Adjustments

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the revised 2023 Pay Ranges as listed in the attached permanent exhibit to be effective beginning the June 11, 2023 pay period.

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library supports adopting the methodology approved in January 2023 per Resolution

06-23: Adoption of Salary Adjustments/Increases and Lump Sum Payments Methodology.

AND BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library approves that new staff hired on or after June 25, 2023 would not be eligible for the 2024 Board approved pay increase.

SIGNATURE SHEET

Resolution No. 15-23

3/21/2023

Upon the motion of Trustee William Shkurti, seconded by Trustee John Yesso, the Board approved the 2023 Revised Pay Ranges and Mid-Year Adjustments Resolution with a roll call vote.

Roll Call Vote:

Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	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

ADJOURNMENT

William Shkurti made a motion to adjourn the meeting. John Yesso seconded the motion.

Voting:

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

John M. Yesso

Aye

The meeting was adjourned at 6:14 p.m.



Peter W. Hahn, President



Stephen Flynn, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of Feb. 28, 2023

Fund No.	Fund Description	01/01/2023 Balance (a)	2023 YTD Revenue (b)	2023YTD Expended (c)	2/28/2023 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,395,494.90	\$ 2,603,106.52	\$ 1,204,781.54	\$5,793,819.88	\$ 1,181,936.41	\$4,611,883.47
2XX	Special Revenue Fund-Combined	\$203,157.56	\$ 1,261.49	\$ 16,574.39	\$187,844.66	\$ 24,275.91	\$163,568.75
402	Building Improvement	\$1,479,292.44	\$ -	\$ 34,262.30	\$1,445,030.14	\$ 20,559.36	\$1,424,470.78
GRAND TOTAL		\$6,077,944.90	\$2,604,368.01	\$1,255,618.23	\$7,426,694.68	\$1,226,771.68	\$6,199,923.00

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 was closed in 2022.

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of February 28, 2022

Fund No.	Fund Description	01/01/2022 Balance (a)	2022 YTD Revenue (b)	2022 YTD Expended (c)	2/28/2022 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,340,251.46	\$ 1,897,943.55	\$ 1,022,033.91	\$5,216,161.10	\$ 1,071,495.59	\$4,144,665.51
2XX	Special Revenue Fund-Combined	\$245,841.48	\$ 3,543.21	\$ 25,115.19	\$224,269.50	\$ 40,458.81	\$183,810.69
402	Building Improvement	\$1,123,430.74	\$ -	\$ 179,681.14	\$943,749.60	\$ 55,634.46	\$888,115.14
501	Employee FSA Fund	\$6,233.54	\$ -	\$ -	\$6,233.54	\$ -	\$6,233.54
GRAND TOTAL		\$5,715,757.22	\$1,901,486.76	\$1,226,830.24	\$6,390,413.74	\$1,167,588.86	\$5,222,824.88

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 Feb. 28, 2023

Beginning Cash Balance as of January 1, 2023 \$ 6,077,944.90

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 6,143,804.69	\$ 1,975,000.00	\$ 6,143,804.69	\$ -
Public Library Fund	\$ 3,118,340.25	\$ 559,195.22	\$ 3,197,730.14	\$ 79,389.89
Other Income	\$ 205,660.00	\$ 68,911.30	\$ 401,517.04	\$ 195,857.04
Total Revenue	\$ 9,467,804.94	\$ 2,603,106.52	\$ 9,743,051.87	\$ 275,246.93

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 5,070,761.94	\$ 727,063.42	\$ 4,926,555.14	\$ 144,206.80
Library Materials	\$ 977,951.44	\$ 261,392.44	\$ 912,427.19	\$ 65,524.25
Other Expenditures	\$1,569,367.00	\$ 216,325.68	\$ 1,416,325.68	\$ 153,041.32
Total Expenditures	\$ 7,618,080.38	\$ 1,204,781.54	\$ 7,255,308.01	\$ 362,772.37
				(Over) / Under Budget

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ 1,849,724.56	\$ 1,398,324.98	\$ 2,487,743.86	\$ 638,019.30
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -
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Net Budget after Cash Transfers	\$ 849,724.56	\$ 1,398,324.98	\$ 1,487,743.86	\$ 638,019.30
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General Fund Cash Balance at December 31, 2023 \$ 7,565,688.76
Months of Operating Expenditures Supported by Cash Reserves 13.50

Budget as approved by the Board of Trustees in December 2022.				
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 \$300,870.91 for February, 2% higher than estimated.				
Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings. Passport Fees collected totaled \$4,012.50 and Passport photos revenue was \$1,890.00 for the month. Star Ohio interest was \$24,397.27 for February.				
Salaries & Benefits - The 2023 budget included a vacancy credit of 2.5% of the full cost of salaries and related taxes.				
Library Materials - For 2023 Materials were capped at \$950,000. Budgeted expenditures include 2022 outstanding encumbrances of \$27,951.44.				
Other Expenditures - Includes all non-library materials and non-payroll related expenditures. Budgeted amount includes 2022 outstanding encumbrances of \$23,466.00.				
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 \$1,000,000 transfer in 2023.				
Net Budget After Cash Transfers Out - A positive number indicates that we will be increasing the cash balance.				

UAPL 2023 Pay Ranges

DRAFT 3/8/2023

Level	Job Title	2023 Pay Ranges					Spread
		Min	25%	Mid	75%	Max	
4		\$11.75	\$13.22	\$14.68	\$16.14	\$17.60	30%
5	Circulation Public Services Associate Custodian-Courier	\$16.55	\$17.80	\$19.05	\$20.29	\$21.54	30%
6	Branch Associate Public Services Associate	\$17.00	\$18.29	\$19.58	\$20.86	\$22.15	30%
7	Accounting Clerk Branch Circulation Supervisor Cataloger (non-MLS) Circulation Supervisor Programmer	\$19.00	\$20.91	\$22.83	\$24.74	\$26.65	40%
8	Executive Assistant Program & Outreach Coordinator	\$20.75	\$22.80	\$24.85	\$26.90	\$28.95	40%
9	Acquisitions Coordinator Librarian	\$23.25	\$25.60	\$27.95	\$30.30	\$32.65	40%
10	Collection Development Specialist Digital Archives Specialist Graphic Design & Dig. Mktg Creator Training & Support Coordinator	\$26.15	\$28.77	\$31.40	\$34.02	\$36.64	40%
11	Systems Administrator Systems Developer	\$27.65	\$30.74	\$33.83	\$36.91	\$40.00	45%
12	Circulation Manager Community Relations Manager Facilities Manager Lane Road Manager Mktg. & Communications Mgr Miller Park Manager Public Services Manager Technical Services Manager	\$32.65	\$36.73	\$40.80	\$44.88	\$48.95	50%
13	Human Resources Manager	\$35.49	\$39.91	\$44.32	\$48.74	\$53.15	50%
14	Assistant Director Director of Support Services Fiscal Officer	\$39.49	\$44.41	\$49.32	\$54.24	\$59.15	50%
15	Director	\$56.32	\$63.43	\$70.54	\$77.64	\$84.75	50%
		\$ 73,819.20		\$ 92,185.60		\$ 110,552.00	
		\$ 117,145.60		\$ 146,712.80		\$ 176,280.00	
			3 Years	7 Years	15 Years		