

The meeting was called to order at 5:03 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter W. Hahn, 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; Jennifer Faure, Community Relations Manager; Christine Minx, Marketing and Communications Manager; and Dessa Hebert, Administrative Assistant.

EXCUSED ABSENCE: Kate Hare

CONSENT AGENDA

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

ASSISTANT DIRECTOR'S REPORT

The Tremont Library is accepting a donation of a train table which will be set up in the Youth Department.

Baby chicks are being hatched at all 3 Library locations.

The Media collection is being reviewed and the Friends of the Library will be offering a sale of the weeded DVDs.

DIRECTOR'S REPORT

Over 80 staff members participated in Team Building Day. The purpose of the day was to foster better communication and team building for the individual departments and locations.

From June to August, over 14,000 people participated in library programs, which is up 77% from 2019 attendance. Mailings were sent to 2,000 homes in the Bedtime Stories Cluster. 20% of attendance was from the targeted mailer.

Spoke with DaNite regarding concepts for outdoor signage.

Researching a trailer bike to take to events.

The Library was open for limited services on Labor Day and around 3,700 people came into the building.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.



Finance Committee Minutes

Upper Arlington Public Library

Sep 13, 2023 at 5:00 PM EDT

@ 2800 Tremont Road - Meeting Room A

Attendance

Present:

Members: Kevin Fix, Stephen Flynn, William Shkurti

Guests: Beth Hatch, Dessa Hebert, Lori Piergallini

I. Call to Order

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

II. Director's Update

Director shared information regarding the Team Building Day held on August 22, 2023. Director spoke about upcoming Community Engagement sessions.

III. Review Month Financials

The Library's 2023 YTD Expenditures are 8% higher than they were in August 2022. The Library's 2023 YTD Revenue is 45% higher compared to this time last year; the increase is attributed to Levy proceeds. The Unencumbered ending balance for all Library accounts is currently 42% higher compared to August 2022. The Fiscal Officer expects to end the year under budget. The Public Library Funding is 4% lower than projected for August. Star Ohio interest totaled \$39,373.85, passport fee revenue was \$3,866.25 and passport photos revenue was \$1,780.00 for August.

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

IV. Review Bank Reconciliations

Committee members reviewed all bank account reconciliations. All accounts are balanced as of August 31, 2023.

V. Purchase Order Approval

Committee discussed changes to the Finance Policy and purchase orders. Committee agreed to issue a purchase order for Library Design Services. Fiscal officer presented a Triad Design Services purchase order for review and approval.

VI. Accepting the Tax Rates

Committee agreed to recommend to the Board to accept the tax rates as approved by the County Budget Commission.

VII. Forecasting

After reviewing the forecast, the Committee agreed to transfer \$1.2 million from the General Fund to the Building Improvement Fund. This will be recommended to the Board for approval at the September meeting. The Committee requested modifications to the 10 year forecast to Other Income and Library Materials.

VIII. Adjournment

The meeting adjourned at 5:46 p.m.

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE COUNTY BUDGET COMMISSION

RESOLUTION 32-23

*RESOLUTION ACCEPTING THE AMOUNTS AND AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY **AUDITOR***

*(BOARD OF LIBRARY TRUSTEES)
OHIO REVISED CODE, SECTIONS 5705.34, 5705.35*

The Board of Library Trustees of

UPPER ARLINGTON PUBLIC LIBRARY

Franklin County, Ohio, met in _____ session on the ___ day of _____,

(Regular or Special)

2023, at the office of _____ with the following members present:

_____ moved the adoption of the following Resolution:

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, 2024; 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, By the Board of Library Trust 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 be 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 2023 (collection year 2024) as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION, AND COUNTY A UDITOR 'S ESTIMA TED TAX RATES

<i>FUND</i>	<i>Amount Approved by Budget Commission Inside 10 Mill Limitation</i>	<i>Amount to be Derived from Levies Outside 10 Mill Limitation</i>	<i>Estimate of Full Tax Rate to Be Levied</i>	
			<i>Inside 10 Mill Limit</i>	<i>Outside 10 Mill Limit</i>
<i>General Fund</i>		\$5,675,871.03		3.00
TOTAL	\$0.00	\$5,675,871.03	0.00	3.00

and be it further

*RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of
this Resolution to the County Auditor of said County.*

_____ *seconded the Resolution and the roll being called*

upon its adoption the vote resulted as follows:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Adopted the _____ day of _____ 2023.

Clerk of the Board of Library Trustees of

UPPER ARLINGTON PUBLIC LIBRARY

*Franklin County, Ohio.
CERTIFICATE OF COPY
ORIGINAL ON FILE*

The State of Ohio, Franklin County, ss.

I, Lori Piergallini _____, *Clerk of the Board of Library Trustees of
UPPER ARLINGTON PUBLIC LIBRARY* _____, *within and for said County, and in whose*

custody the Files and Records of said Board are required by the Laws of State of Ohio to be kept

do hereby certify that the foregoing is taken and copied from the original _____

now on file, that the foregoing has been compared by me with said original

document, and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ *day of* _____ *2023.*

Clerk of the Board of Library Trustees of

UPPER ARLINGTON PUBLIC LIBRARY

Franklin County, Ohio.

SIGNATURE SHEET

Resolution No. 32-23

9/19/2023

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Susan Ralph, the Board approved the RESOLUTION with a roll call vote.

Roll Call Vote:


Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Peter W. Hahn, President	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

RESOLUTION TO APPROVE APPROPRIATION AMENDMENT TO FUND 100-
GENERAL FUND

RESOLUTION 33-23

2023 APPROPRIATION AMENDMENT

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

Fund 100 – Transfer- Out

Original Appropriation	\$1,000,00.00
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Increase:	
100-5000-59900	<u>\$ 200,000.00</u>
Total Transfer-Out Appropriations	\$1,200,000.00

SIGNATURE SHEET

Resolution No. 33-23

9/19/2023

Upon the motion of Trustee John M. Yesso, seconded by Trustee Kevin Fix, the Board approved the RESOLUTION with a roll call vote.

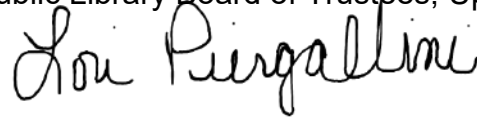
Roll Call Vote:

Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Peter W. Hahn, President	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

RESOLUTION TO TRANSFER BUILDING FUND TO BUILDING IMPROVEMENT FUND

RESOLUTION 34-23

**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 \$1,200,000 from the General Fund 100 to the Building Improvement Fund 402.

SIGNATURE SHEET

Resolution No. 34-23

9/19/2023

Upon the motion of Trustee Stephen Flynn, seconded by Trustee William J. Shkurti, the Board approved the RESOLUTION with a roll call vote.

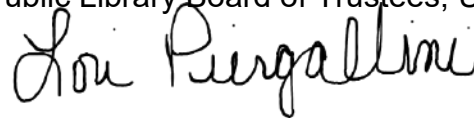
Roll Call Vote:

Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Peter W. Hahn, President	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

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.



Operations Committee Minutes

Upper Arlington Public Library

Sep 5, 2023 at 5:00 PM EDT

@ 2800 Tremont Road Meeting Room A

Attendance

Present:

Members: Kate Hare, Beth Hatch, Dessa Hebert, Kate Porter, Susan Ralph, John Yesso

Absent:

Members: Peter Hahn

I. Call to Order

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

II. **2023 Marketing Strategy Overview**

Director presented statistics around marketing efforts for summer programs broken down into digital and print strategies. Directed shared this was first time using direct mail targeted marketing. Only 23% of programs were surveyed. Committee discussed data gathering options for 2024.

III. **Adjournment**

The meeting adjourned at 5:31 p.m.

ADJOURNMENT

Susan Ralph made a motion to adjourn the meeting. Stephen Flynn seconded the motion.

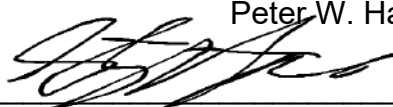
Voting:

Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Peter Hahn, President	Aye
Susan Ralph	Aye
William J. Shkurti	Ay~
John M. Yesso	Ay



The meeting was adjourned at 5:30 p.m.





Peter W. Hahn, President



Stephen Flynn, Secretary

