



Board of Trustees Meeting Minutes

Upper Arlington Public Library

10/15/2024 5:00 PM EDT

@ 2800 Tremont Road - Meeting Room B

Attendance

Present:

Members: Matthew Courser, Kevin Fix, Peter Hahn, Kate Hare, Susan Ralph, William Shkurti, John Yesso

Also Present: Beth Hatch, Jen Jimison, Lori Piergallini, Kate Porter, Greg Ramage, Julie Whitt

Call Meeting to Order

The meeting was called to order at 5:02pm.

Consent Agenda

The consent agenda included excused absences, the Minutes from the September Board of Trustees meeting and the September Donations Resolution included here.

RESOLUTION 30-24 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
\$ 20.60	130 - General Fund	Carolina Ricco Pereira	
\$ 51.50	250 - Restricted Fund	Christina Parris	Lane Road Youth Improvements Project
\$ 1,000.00	250 - Restricted Fund	Eric Willis	Early Learning Play Area LR Public
\$ 103.00	250 - Restricted Fund	Gail Havener	Early Learning Play Area LR Public
\$ 3,000.00	250 - Restricted Fund	Harrington Family Gift Fund c/o Schwab	Lane Road Youth Improvements Project
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 128.75	250 - Restricted Fund	Matthew Courser	Lane Road Youth Improvements Project
\$ 50.00	130 - General Fund	Richard Succi	
\$ 4,378.85	Total		

SIGNATURE SHEET

Resolution No. 30-24

10/15/2024

Upon the motion of Trustee Matthew Courser, seconded by Trustee Peter Hahn to accept donations listed for September:

Voting:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John 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

Public Comments: President Kevin Fix welcomed guests.

Sunshine Law Review Presentation (Presenters: Darren Shulman, City Attorney)

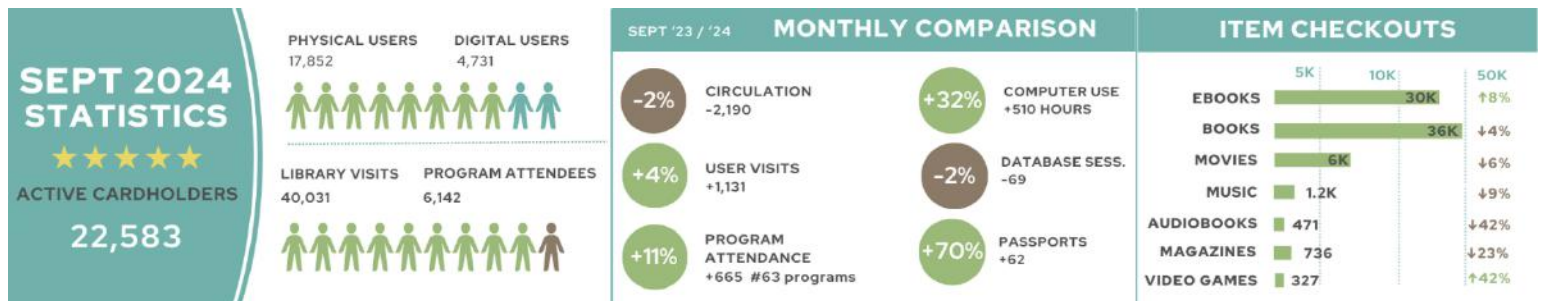
Darren Shulman, City Attorney reviewed the Sunshine Law. Presenting information and answered questions regarding the Open Meeting Act requirements and Public Records and answered questions regarding public records requests and restrictions on patron information as well as the deadlines to post meeting agendas.

Assistant Director's Report

The Assistant Director reported that we now have two Driver's Ed Kits available at the Tremont location for patrons to borrow to practice maneuverability. The Assistant Director also reported that the last day the Lane Road branch will be open is Sunday, November 10, 2024. Signs have been displayed at Lane Road informing patrons about the changes that will be coming.

Director's Report

The Director reported that the Quick Pick collection is continuing to do well. 61% of the Quick Pick collection was checked out the first week of October making it one of the hottest collections. The Director also discussed the Marketing Strategic Plan, stating that at the end of the third quarter the library has completed all goals set forth in the Quarterly Goal guide. Lastly the Director shared that Union negotiations are ongoing.



Marketing – Strategic Plan Update

We ended the 3rd quarter, and completed all goals set forth in the Quarterly Goal Guide, including debuting the new Library website, creating brand standards and training staff, completing a direct mail marketing campaign for summer youth programs, and updating outdoor signage. We have begun discussions with public service managers and marketing on displays and merchandising, and there is a plan to send a community survey in November on programming.

Our Marketing and Communications Manager and I attended the Orange Boy Conference. (Event check in, follow up email and targeted email stats - sent and open rate).

Since June, we have sent 11 emails to library users based on patron circulation activity. These include 3 monthly emails to patrons who check out digital materials, adult print materials, and children's materials. We've also sent 10 follow-up emails to people who attended select programs to ask for feedback and promote upcoming programs they may be interested in. We reach out to over 7,700 patrons via these emails each month, and our average unique open rate is 63.1%

Quick Pick

We launched our new Quick Pick collection at each location the first week of September. As of October 9, Miller Park Library owns 34 titles that have circulated 45 times; Lane Road owns 68 titles that have circulated 89 times; Tremont owns 92 titles that have circulated 138 times. 61% of our Quick Pick is checked out as of the first week of October, making it one of our hottest collections.

Labor Negotiations

Members of Administration attended a 2-day SERB (State Employment Relations Board) Academy Training on labor negotiations in October and are also attending the OHPELRA Conference- later this month. Negotiations with the Union are ongoing.

3rd Quarter 2024 Staffing Report

The Human Resource Manager reviewed the Third Quarter Staffing Report, stating that the vacancy rate of 8.04% is somewhat higher in part due to the hiring pause that is currently in place. She also reported that looking to the next quarter we will continue to pause hiring for most positions due to the PLF shortage.

**Upper Arlington Public Library
3rd Quarter 2024 Staffing Report**

2024 Personnel Costs vs. Budget

Quarter	Budget	Actual Expenditures	% of Budget
3rd	\$5,289,423.00	\$3,768,584.31	71%

3rd Quarter Vacancy Rate

As of September 30, 2024, we have 112 permanent positions and 9 open positions for a vacancy rate of 8.04%.

3rd Quarter Turnover

Our 3rd quarter turnover rate was 4.7%. This percentage was based upon 5 position vacancies by resignation.

Staff Resignations	Transfers	Net Change in Number of Positions	New Hires
5	2	0	0

Positions unfilled as of 9/30/2024:

- Branch Associate – Lane Road (5 positions vacant)
- Custodian – Facilities PT
- Programmer – Youth PT

- Circulation Public Services Associate – Customer Service PT
- IT Manager - FT

Vacancy Rates by Quarter / Open Positions / Turnover

3 rd Quarter Comparisons							
Year	2017	2018	2019	2020	2021	2022	2023
Vacancy Rate	5.88%	3.33%	4.92%	13.56%	11.21%	6.14%	6.03%
Open Positions	7	4	6	16	13	7	7
Turnover	7.9%	1.7%	8.6%	19.1%	3.9%	6.6%	5.6%

Anticipated Staffing Changes in the Next Quarter

Due to the downturn in PLF funding this year, we have continued to pause hiring for most positions. Our 3rd quarter vacancy rate reflects a slightly higher percentage due to this hiring pause. We have posted and are currently in the recruitment process for the Information Technology Manager position.

In addition, plans are underway for the closure of Lane Road for renovations. We have been working with the Lane Road Manager and Lane Road staff to reassign them to Tremont Road and Miller Park during the closure of Lane Road.

Finance Committee

Chairperson William Shkurti reviewed the notes from the October Finance Committee meeting.



Finance Committee Minutes

Upper Arlington Public Library
 10/8/2024 5:00 PM EDT
 @ 2800 Tremont Road - Meeting Room B

Attendance

Present: Kate Hare, William Shkurti, John Yesso

Also Present: Beth Hatch, Lori Piergallini, Kate Porter, Greg Ramage

Guests: Abby Brigner, Cindy Radford, Jane Federer

I. Call to Order

The meeting was called to order at 5:01pm.

II. Review Month Financials

The committee approved the monthly financial reports as presented. All tax revenue has been received as of September 30th. The PLF is projected to be under estimations by \$55,000 - \$60,000 by year end.

[General Fund Report.pdf](#)

 [Statement of Cash Position.pdf](#)

III. Review Month Checks

The September checks were presented to the committee for review and approval. The Fiscal Office offered details for significant expenditures.

 [Check Report - Sept. 2024.pdf](#)

IV. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of September 30, 2024.

 [HNB Bank Statement Register SEPT. 2024.pdf](#)

 [Star Ohio Bank Statement Register - Sept. 2024.pdf](#)

 [Star Ohio Restricted Bank Statement Register Sept. 2024.pdf](#)

 [FMB Bank Statement Register-Sept. 2024.pdf](#)

V. 3rd Qtr. Investments

The Fiscal Officer presented the 3rd Quarter Investment report for review.

 [3rd QTR. Investment Report.pdf](#)

VI. Breakdown of 2025 Budgeted Other Expenses

The Fiscal Officer shared the breakdown of other expenses into ten separate categories: supplies, administrative, contracts, other, utilities, technology, facilities (general maintenance), marketing and outreach, furniture, and equipment. The committee discussed the changes in electric rates, which may cost an additional \$100k in 2025. The Library is waiting on a resolution allowing for bids for electric and the total increase is unknown. The two largest categories in other expenses are technology and “administrative” that includes employee conferences, mileage, contracts, and professional services.

 [Breakdown of 2025 Budgeted Other Expenses.pdf](#)

VII. Prior Ten Year Analysis

The Fiscal Officer reviewed the prior 10-year revenue and expenditure analysis. The committee agreed with the estimated revenue percentage increases based on the average of the prior 10 years. Other income is comprised of revenue from passport services, fines, fees, unrestricted donations, and interest earnings. The other income category is very unpredictable due to changes in interest rates and drawing down accounts.

It was noted that the Library increased salaries and benefits by 1.1 million dollars from 2021 to 2023.


 [Prior Ten Year Analysis 10-2-2024.pdf](#)

A. Updated 10 Year Forecast

The fiscal officer presented an updated 10 year forecast with a 1% increase in tax revenue and a projection where tax revenue is flat. The year 2031 will be the last year the Library is spending less than

it is bringing in if forecasting predictions hold with less than 4 months in reserve (recommendation is 6 months). Costs to health insurance and salaries are a concern, as is the variable rate for health insurance. The committee discussed the necessity of possible cost-cutting measures in the future.

 [updated 9-9-2024 10 Year Forecast - Flat Income - 3% Materials- 2% Other Expenses.xlsx](#)

 [updated 10-2-2024 10 Year Forecast - 1 % tax increase - 3% Materials- 2% Other Expenses.xlsx](#)

VIII. Building Improvement 10 Year Forecast

The 10 Year Building forecast was presented for review. The committee discussed transfers to the Building Improvement Fund over the next ten years and indicated it would be dependent on the Library's financial position at the given time. There are many costly building improvements identified in the Master Facilities Study that are cost prohibitive at this time. The most urgent project is the Tremont Road roof replacement, which is estimated to be around \$1,000,000. The project is about to be in the design phase and we will move on once that is completed. In 2025, the Library will hire an architect to begin the planning and design services for Tremont Road, which most likely need to be done in phases due to cost restraints.

 [Bldg. Improvement 10 Year Forecast.pdf](#)

A. 10 Year Capital Plan

 [10 Year Capital Plan- Per Master Plan.pdf](#)

IX. Adjournment

The meeting was adjourned at 5:35pm.

SIGNATURE SHEET

Trustee Susan Ralph made a motion to pass the September 2024 Financial Reports.
Trustee John Yesso seconded the motion.

Voting:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John 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 29-24
BOARD RESOLUTION**

The Board of Trustees (the “Board”) of the Upper Arlington Public Library, Ohio, (the “Library”) met in general session on October 15, 2024, at 5:00 p.m., at the offices of the Board, Tremont Library, Upper Arlington, Ohio with the following members present:

M____. _____ introduced the following resolution and moved its passage.

AUTHORIZING META (METROPOLITAN EDUCATIONAL TECHNOLOGY ASSOCIATION), ACTING JOINTLY AS A MEMBER OF THE OHIO SCHOOL CONSORTIUM (“CONSORTIUM”) , TO ISSUE A REQUEST FOR PROPOSAL FOR THE PURCHASE OF COMPETITIVE RETAIL ELECTRIC SERVICE FROM THE LOWEST AND BEST BIDDER SUBMITTED TO THE CONSORTIUM AND AUTHORIZING THE BOARD TO PURCHASE COMPETITIVE RETAIL ELECTRIC SERVICE FROM SUCH BIDDER.

WHEREAS, the Library is a member of META (Metropolitan Educational Technology Association), a body authorized by state statute to aggregate the purchasing needs of schools and of related nonprofit educational entities so as to take advantage of economies of scale when purchasing essential products and services;

WHEREAS, in prior years, META (Metropolitan Educational Technology Association) has joined with other Schools, Libraries and Educational purchasing councils, acting jointly as a member of the Consortium, to conduct a Request for Proposal (“RFP”) for competitive electric service;

WHEREAS, through prior RFP processes, the Consortium has selected the lowest and best bids submitted in response to RFPs; and the Library has previously elected to enter into a Master Supply Agreement with the lowest and best bidder for competitive retail electric service for all of the Library's electric supply;

WHEREAS, the Consortium intends to issue a new RFP for competitive retail electric service commencing on or about the meter read date of the July

2025 billing cycle with an initial contract term of two (2) or three (3) years, and the option to extend the contract for additional periods agreed to by the parties for a total contract term not to exceed five (5) years;

WHEREAS, the Library wishes to participate in this upcoming RFP process and potentially execute a Master Service Agreement with the lowest and best RFP bidder; and

WHEREAS, the Fiscal Officer and/or Director will review the lowest and best bid and corresponding terms when the RFP is concluded and determine whether the RFP resulted in the lowest and best bid for competitive retail electric service for all of the Library's electric supply.

NOW, THEREFORE, BE RESOLVED BY UPPER ARLINGTON PUBLIC LIBRARY, COUNTY OF FRANKLIN, STATE OF OHIO, as follows:

Section 1. The Board of Trustees of the Library does hereby consent, as a member of the META (Metropolitan Educational Technology Association), to the conducting of an RFP process by the Consortium for competitive retail electric service commencing on or about the meter read date of the July 2025 billing cycle with an initial contract term of two (2) or three (3) years, and the option to extend the contract for additional periods agreed to by the parties for a total contract term not to exceed five (5) years.

Section 2. The Board of Trustees of the Library does hereby authorize the Fiscal Officer and/or Director to execute a Master Supply Agreement between the Library and the lowest and best bidder in the RFP so long as the Fiscal Officer / Director or their appointee finds that the price reflects the results of a public and competitive RFP process.

Section 3. The Board of Trustees hereby directs the Fiscal Officer to determine if the Library has sufficient funds to certify this resolution and, if the Fiscal Officer so finds, to certify this resolution.

M____ seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: _____

Nays: _____

The resolution passed.

Passed: October 15, 2024

CERTIFICATE EXPENDITURE BASED ON CONTRACT

The undersigned hereby certifies that: (a) the foregoing is a true copy of a resolution duly passed by the Board of Trustees of said Library on the 15th day of October 2024; the Library has in effect sufficient operating revenue for the terms of the Contract.

Dated: October 15, 2024
Upper Arlington Public Library

Fiscal Officer

SIGNATURE SHEET

Resolution No. 29-24

10/15/2024

Upon the motion of Trustee Matthew Courser, seconded by Trustee Peter Hahn, the Board approved the RESOLUTION with a roll call vote.

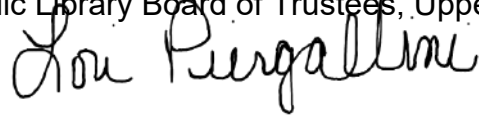
Roll Call Vote:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn	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.



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

Operations Committee

Chairperson Susan Ralph reviewed the notes from the October Operations Committee meeting regarding fundraising and the new train table for the Youth Department at the Tremont location.



[Operations Committee Minutes](#)

Upper Arlington Public Library
Tuesday, October 1, 2024 at 5:00 PM EDT
@ 2800 Tremont Road Meeting Room B

Attendance

Present:

Members: Susan Ralph, Matthew Courser

Also Present: Kate Porter, Jen Jimison

Guests: Cindy Radford

Absent:

Members: Peter Hahn

I. Call to Order

Meeting was called to order at 5:02pm.

II. Assistant Director Report

The Assistant Director reported that with the help of the Friends of the Library the new train table for the Youth Department at the Tremont location was in the design phase. The hope is that it will be here sometime in November. The current train table will be donated to Habitat for Humanity.

III. Coversheet - Fundraising

The committee reviewed the fundraising update and discussed how to proceed, with increased marketing on the website for donations as well as a mailing to be sent out.

 [Fundraising Coversheet.docx](#)

IV. Adjournment

The meeting was adjourned at 5:14pm

President's Report

The President invited members of the Administrative Team to join the Executive Session.

EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY

SIGNATURE SHEET

Upon the motion of Trustee John Yesso, seconded by Trustee Peter Hahn, the Board entered into an executive session.

Roll Call Vote:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

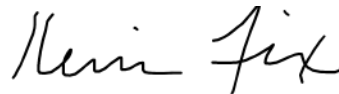
Adjournment

Trustee Matthew Courser made a motion to adjourn the meeting. Trustee John Yesso seconded the motion.

Voting:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John Yesso	Aye

The meeting was adjourned at 5:47 p.m.



b6
b7D

Kevin Fix, President



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Mathew Courser, Secretary