



Board of Trustees Meeting Minutes

Upper Arlington Public Library

Tuesday, September 16, 2025 at 5:00 PM

@ 2800 Tremont Road - Meeting Room B

In Attendance

Present: Kevin Fix, Kate Hare, Matthew Courser, Peter Hahn, Susan Ralph

Also Present: Beth Hatch, Director; Greg Ramage, Assistant Director; Lori Piergallini, Fiscal Officer; Julie Whitt, Human Resources Manager; Chris Minx, Marketing & Communications Manager; Jen Jimison, Executive Assistant

Absent: William Shkurti, John Yesso

Guests: Liz Neal, John Novak, Cas Chermer, David Schneider, Cindy Radford, Naome Allison, Jenn Willke, Dave Schreiber

Call Meeting to Order

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

Consent Agenda

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

RESOLUTION 17-25 **AUGUST 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:

Deposit date	Amount	Fund	Donor Name	Campaign
8/25/2025	\$ 20.05	130	Ann Cupps	
8/28/2025	\$ 20.60	130	Carolina Ricco Pereira	
8/2/2025	\$ 103.00	130	Deb Chenault	
8/9/2025	\$ 25.00	130	Jeanine Hummer	
8/22/2025	\$ 231.75	130	Julie Amling	In memory of Paul Amling
	\$ 400.40	Total		

SIGNATURE SHEET

Upon the motion of Trustee Matthew Courser, seconded by Trustee Kate Hare to accept donations listed for August:

Voting:

Kevin Fix	Aye
Peter Hahn	Aye
Susan Ralph	Aye
Kate Hare	Aye
Matthew Courser	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

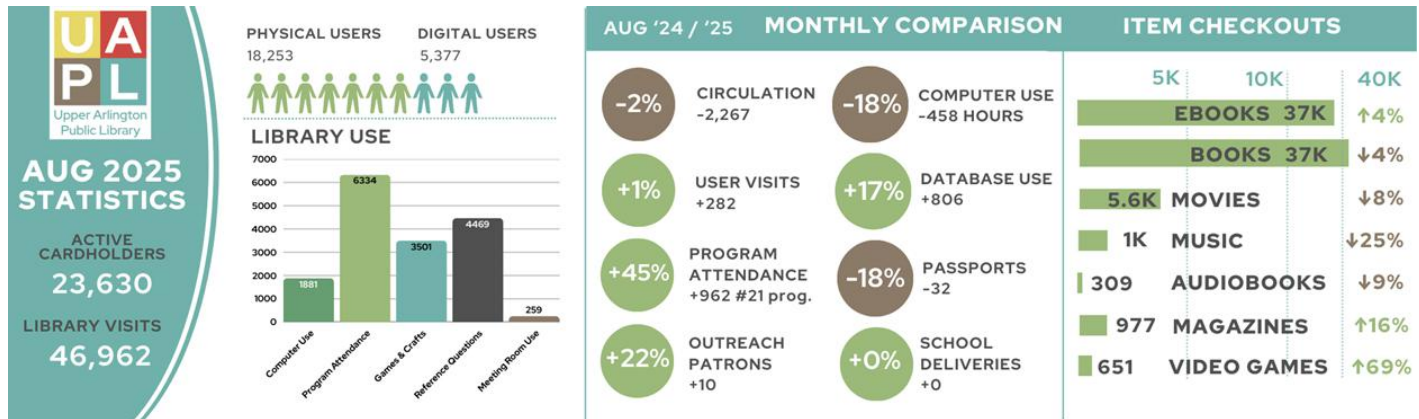
Public Comments: President Kevin Fix welcomed guests. During the public comment period, Upper Arlington resident and former Research Public Services Associate Cindy Radford spoke regarding her decision to leave the Library in 2024. Former Adult Public Service Associate and resident Cas Chermer thanked the Board for their service and expressed that she was unhappy with the consolidation of the Media Department into other departments at the Tremont branch, as well as the Library's increased investment in the OverDrive collection and reduced expenditures on databases. Current Public Service Associate David Schneider shared his concerns about the level of desk coverage and support while working alone in the Adult department and commented on what he perceived as the demeanor of administration when leaving the building. He also expressed disappointment that administrative thanks were directed only to staff who worked on Labor Day rather than to all staff members.

Assistant Director's Report

The Assistant Director gave an update on the Tremont Roof project.

Director's Report

The Director reported that user visits are up, as well as program attendance. The staff delivered 21 more programs than last August. She also reported that the Quick Pick strategy is still exceeding expectations, and that our digital collection and database use increased.



Library Use

In August 2025, we served **46,962 visitors**, and have **23,630 active cardholders**; **5,377 of which are primarily digital collection users**. Our statistics reflect both the strong performance of our digital collections and a return to pre-pandemic attendance trends.

Collection Use

We have seen the benefits of our **increased investment in digital materials**, with **eBook checkouts up 4%** (37,000) – on par with physical book checkouts at all three locations. Database use rose by **17%**, with the **New York Times, NewsBank, Value Line Research Center, the Wall Street Journal, and our A–Z databases** ranking among the most frequently used. These reflect heavy use of our **news and consumer information resources**, which continue to be our strongest digital assets.

Our **QuickPick strategy** for physical collections has exceeded expectations, making new materials more accessible for patrons on the shelf. While traditional media (books, movies, and music) showed some decline, **video games (+69%)** and **magazines (+16%)** stood out as growth areas.

Programming & Community Engagement

Our staff delivered **21 more programs than in August 2024**, leading to a **45% increase in program attendance (+962 participants)**. This growth highlights the community's strong demand for library-led activities. Looking ahead, we will need to **scale back some programming in 2026 due to budget constraints**, but our focus will remain on **delivering high-quality and impactful events**.

The top programs for attendance in August were **Toddler Tunes with Mr. E** at Tremont Road, the **UA City Truck visit** at Miller Park, and the **Unicorn Drop-In Party** at Lane Road.

Finance Committee

Trustee William Shkurti reviewed the September Finance Committee meeting minutes.



Finance Committee Minutes

Upper Arlington Public Library

9/10/2025 5:00 PM EDT

@ 2800 Tremont Road - Meeting Room B

Attendance

Present:

Members: Kate Hare, Beth Pfahler, Lori Piergallini, Greg Ramage, William Shkurti, John Yesso

Absent:

Members: Jen Jimison

I. Call to Order

II. Review Month Financials

At this point, we are going to be under for 2025 tax revenue receipts. The 2026 tax revenue estimate is about \$65,000 less (1%) than this year, primarily due to TIFs and other related projects. For the PLF, we are projected to receive less than anticipated in 2025. Going forward, PLF distributions will vary due to the organizations that receive quarterly transfers prior to the distribution to the counties. Other income is over primarily due to interest revenue. With salary and benefits, we are projected to be slightly under budget as we have had two full time employees resign that we are not replacing: a full time programmer and our maintenance technician. We are also seeing the cost savings of holding positions for Lane Road while the building was under renovation. Our expenditures are 8% higher than last year at this time but that is due to building projects. Our unencumbered fund balance is 25% higher than last year at this time.

[General Fund Report.pdf](#)

[Statement of Cash Position.pdf](#)

III. Review Month Checks

We received a quote for property and casualty insurance renewal that came in at 5% higher for 2026.

[Check Report - Aug. 2025.pdf](#)

IV. Review Bank Reconciliations

All of our accounts are balanced.

[Huntington Bank Statement Register - Aug. 2025.pdf](#)

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

[STAR Ohio Restricted Bank Statement Register Aug 2025.pdf](#)

[FMB Bank Statement Register - Aug. 2025.pdf](#)

V. Resolutions

The Fiscal Officer presented the resolution for the Authorization of our Tax Levy for review that will be presented for approval at the Board meeting. The Tax resolution is required to be submitted to the County Auditor by October 1. Right now, we are working on the proposal for the Tremont Roof design services, which is below \$50,000. The resolution is being prepared by legal counsel and once we get the resolution, it will be presented it to the Board.

 [Cover Sheet - Accepting Amounts and Rates Authorizing the Tax Levy.docx](#) 

[16-25 Resolution To Accept the Tax Rates.pdf](#)

VI. 10 Year Forecast

The Fiscal Officer presented the 10-year financial projections, noting an initial estimate of a 6% annual increase to salaries and benefits. This did not reflect an actual salary increase but rather a place holder for discussion given that insurance has increased 5% for 2026. A Board member expressed concern about projecting a 6% increase, both because of potential community perception and because the Library will now be estimated to be spending more than it takes in by the time the levy expires. Without knowing the outcome of the upcoming union contract negotiations, the recommendation was made to revise the forecast to assume a 3% annual increase for salaries and benefits until the actual cost is known. The Fiscal Officer also noted that revenue for the Public Library Fund and tax revenue have been kept static and flat in the forecast, as the library will not see an increase in these areas unless it goes to the community for additional funds through a voted levy. A slight increase was included for other income; however, this remains relatively uncertain since the majority of that revenue is tied to interest rates and the collection of those earnings.

The Director provided additional context regarding personnel costs. A full-time employee with family health coverage adds approximately \$25,000 to the library's costs, in addition to expenses for dental, life insurance, workers' compensation, and OPERS (retirement) contributions. For single coverage, the Library covers a little over \$10,000 annually for the employee's share of insurance. These costs must be budgeted even when current employees do not use insurance, since future replacements may elect coverage. Each year, staff receive a statement of benefits detailing the full cost of their position to the Library, including insurance, OPERS, paid leave, and other benefits. The Library is estimated to pay at least one-million dollars in health insurance costs by the time the levy cycle ends.

The committee also reviewed expenditure adjustments reflected in the 10-year forecast. Databases with low return on investment have been reduced, and programming will be cut from \$80,000 to \$65,000 annually. Library materials expenditures were restructured, with investments shifted toward higher-demand collections rather than making an overall reduction. The Director emphasized that the Library is actively seeking ways to cut back across multiple areas to prepare for financial uncertainty related to negotiations.

Finally, it was noted that the Board will need to make a decision in executive session regarding budget planning if no union contract is in place by January 1.

 [Cover Sheet - 10 Year Forecast.docx](#) 

[10 Year Forecast.xlsx](#)

VII. Adjournment

SIGNATURE SHEET

Trustee Matthew Courser made a motion to pass the Septmeber Financial Reports. Trustee Kate Hare seconded the motion.

Voting:

Kevin Fix

Aye

Peter Hahn	Aye
Susan Ralph	Aye
Kate Hare	Aye
Matthew Courser	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

16-25 - RESOLUTION

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES 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)*

*2025, 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, 2026; 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 Trustees of 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*

2025 (collection year 2026) as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE

BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES

Amount Approved Amount to be Estimate of Full Tax

by Budget Derived from Rate to Be Levied

Commission Levies Outside Inside Outside

Inside 10 Mill 10 Mill 10 Mill 10 Mill

FUND Limitation Limitation Limit Limit

General Fund \$5,727,510.00 3.00

TOTAL \$0.00 \$5,727,510.00 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 _____, 2025.

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 _____, 2025.

Clerk of the Board of Library Trustees of

UPPER ARLINGTON PUBLIC LIBRARY

Franklin County, Ohio.

SIGNATURE SHEET

Resolution No. 16-25

9/16/2025

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

Roll Call Vote:

Kevin Fix, President	Aye
Susan Ralph	Aye
Kate Hare	Aye
Matthew Courser	Aye
Peter Hahn	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

18-25 Resolution

SELECTING MOST-QUALIFIED DESIGN PROFESSIONAL, APPROVING PRICE PROPOSAL AND AUTHORIZING ARCHITECT AGREEMENT FOR THE TREMONT BRANCH ROOF REPLACEMENT PROJECT

WHEREAS, the Upper Arlington Public Library Board of Trustees (the "Board") is undertaking a construction project for the Tremont Branch Roof Replacement Project (the "Project"); and

WHEREAS, the services of a design professional are needed to develop the design and provide construction administration services for the Project; and

WHEREAS, pursuant to the statutory process required to procure a design professional under Ohio Revised Code Sections 153.65, et seq., the Assistant Director and Fiscal Officer advertised and issue a Request for Qualifications ("RFQ") for the Project; and

WHEREAS, the Assistant Director and Fiscal Officer evaluated ten statements of qualifications that were received based upon announced criteria consistent with Ohio Revised Code Section 153.65, ranked the most-qualified firms, and recommends to the Board that Legat Architects ("Legat") is the most-qualified firm, with CTL Engineering, Inc. and eS Architecture & Development, Inc. ranked second and third, respectively; and

WHEREAS, following the evaluation, the Assistant Director solicited a price proposal from Legat and the proposed compensation is an amount not to exceed \$50,250 Basic Services including Reimbursable Expenses; and

WHEREAS, the Assistant Director intends to negotiate and finalize the terms of the architect agreement with Legat pursuant to Ohio Revised Code Section 153.69, with assistance from construction legal counsel.

WHEREAS, during the design of the Project, should it be determined that Additional Services should be performed by Legat, the Board wishes to authorize the Library Director, Assistant Director or Fiscal Officer to approve such Additional Services and execute the necessary

amendment(s) to the agreement with Legat on behalf of the Board which individually do not exceed \$5,000.

NOW, THEREFORE, BE IT RESOLVED by the Upper Arlington Public Library Board of Trustees as follows:

1. The Board approves the design professional procurement process, accepts the ranking of design professional firms as set forth above, and selects Legat as the most-qualified design professional firm for the Project per Ohio Revised Code Sections 153.65, et seq.
2. The Board approves Legat's proposed compensation not to exceed \$50,250, including Basic Services and Reimbursable Expenses, as fair and reasonable.
3. The Board authorizes the Library Director, Assistant Director and Fiscal Officer, with assistance from construction legal counsel, to negotiate pursuant to Ohio Revised Code Section 153.69 and execute the agreement with Legat, as well as any related documents required to document the agreement between the Board and Legat.
4. Pursuant to Ohio Revised Code Section 153.69(D), if the Library Director, Assistant Director, and/or Fiscal Officer determine that an agreement cannot be reached with Legat, the Board authorizes the Library Director and Assistant Director, working with the Board's construction legal counsel, to terminate negotiations with Legat, enter into negotiations with the firm ranked next most qualified, and present a price proposal and agreement with the firm ranked next most qualified to the Board for approval at a subsequent meeting.
5. The Board further authorizes the Library Director, Assistant Director or Fiscal Officer to approve Additional Services related to the Project and execute any necessary amendments to the agreement with Legat which individually do not exceed \$5,000. Should any amendments for Additional Services exceed this amount, it will be brought to the Board for approval.

M____. _____ seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes: Nays:

SIGNATURE SHEET

Resolution No. 18-25

9/16/2025

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

Roll Call Vote:

Kevin Fix, President	Aye
Susan Ralph	Aye
Kate Hare	Aye
Matthew Courser	Aye
Peter Hahn	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

There was no September meeting

President's Report

The President had nothing to report.

EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY

SIGNATURE SHEET

Upon the motion of Trustee Matthew Courser, seconded by Trustee Kate Hare, the Board entered into an executive session.

Roll Call Vote:

Kevin Fix	Aye
Susan Ralph	Aye
Peter Hahn	Aye
Kate Hare	Aye
Matthew Courser	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

Adjournment

Trustee Susan Ralph made a motion to adjourn the meeting. Trustee Peter Hare seconded the motion.

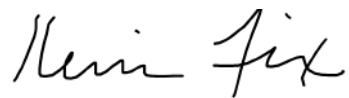
Voting:

Kevin Fix, President	Aye
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Peter Hahn
Susan Ralph
Kate Hare
Matthew Courser

Aye
Aye
Aye
Aye

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





Kevin Fix, President





Matthew Courser, Secretary