



# Board of Trustees Meeting Minutes

Upper Arlington Public Library  
Tuesday, December 2, 2025 at 5:00 PM  
@ 2800 Tremont Road – Meeting Room B

## In Attendance

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

**Also Present:** Beth Hatch, Director; Greg Ramage, Assistant Director; Lori Piergallini, Fiscal Officer; Julie Whitt, Human Resources; Jen Jimison, Executive Assistant

**Absent:** John Yesso

**Guests:** Jane Federer, Audrey Harkonen, Cindy Radford, Larry Radford, Erin Hendricks, Christine Minx, David Savage, Jennifer Faure, Sara Coles

## Call Meeting to Order

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

## Consent Agenda

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

### RESOLUTION 23-25 **OCTOBER 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	
\$ 2,000.00	130 - General Fund	Dorothy Morral/National Financial Services	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 300.00	130 - General Fund	Kathleen Murphy & Adam Wagenbach	
\$ 20.00	130 - General Fund	Olivia Lee	Honorary of Nora Bensing
\$ 2,365.60	Total		

### RESOLUTION 23-25 **NOVEMBER 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	
\$ 2,000.00	130 - General Fund	Dorothy Morral/National Financial Services	

\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 300.00	130 - General Fund	Kathleen Murphy & Adam Wagenbach	
\$ 20.00	130 - General Fund	Olivia Lee	Honorary of Nora Bensing
\$ 2,365.60	Total		

**SIGNATURE SHEET**

Resolution No. 22-25 & Resolution No. 22-25

12/2/2025

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

Voting:

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



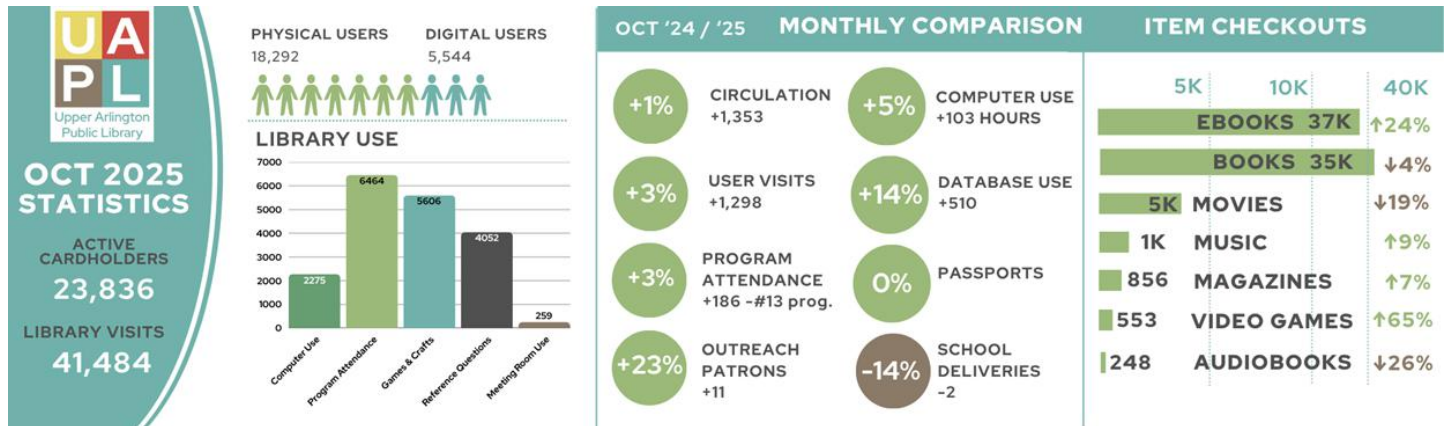

Lori M. Piergallini, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

**Assistant Director's Report**

The Assistant Director gave an update on the Tremont Roof project. The Kickoff Meeting for the project took place on November 11, 2025. The roof was inspected and we are waiting for the reports to come back. He also reported that as of December 2, 2025 the Library has started the Cyber Security Training for staff to comply with the Ohio state law.

## Director's Report

The Director shared the director's report and noted that overall the status are up from last year. She also noted the programming was strong across all departments for October. Lastly she presented the 2026 Committee & Board meeting schedule for review.



## Master Facilities

We have contracted design services for the Tremont roof project, allowing a full assessment of structural needs and materials, with construction planned for Spring 2026.

At Miller Park, updated furniture and built-in shelving are planned for 2026 as an interim improvement before considering full reconfiguration. Lane Road has added lower-level shelving to improve Youth collection flow and installed a new youth service desk, enhancing mobility and patron services.

## Programs

October programming was strong across all departments. The Adult Department hosted well-attended programs, including *The Tudors: The Art of a Dynasty of Autocrats* and *National Geographic: History of an Icon*, along with community-focused programs like *UA & Columbus Pizza History*.

Community Relations staff participated in multiple outreach events, and the Westbridge Camera Club exhibit remains on display at Tremont through December 20. Recent elections resulted in several City Council and School Board members who are strong library supporters. Customer Service helped families celebrate Halloween and the Pumpkin Parade while maintaining smooth circulation operations. Miller Park programs included a voting-themed scavenger hunt, Night at the Library: Stuffed Animal Edition, and Nature Lab Jr.

The Research Department hosted a successful Small Business Resource Fair and launched the **UAPL Memory Lab**, while providing alternative resources after NuWav Legal Forms access ended. Youth Services is preparing for **Winter Wonderland on December 6** and the **Winter Reading Program from January 5 through February 21, 2026**.

Tremont Youth hosted 84 programs in October with 2,475 attendees, and Early Learning Kits reached record usage. In Technical Services, Libby hold limits were reduced to 15 to manage demand and purchasing costs, with staff promoting tags as a reading planning tool.



# 2026 Board & Committee Meeting Schedule

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## Operations Committee Meetings Regular Meetings – First Tuesday of the Month, 5:00 p.m. Meeting Room A

January 6, 2026 5 p.m.	July 7, 2026 5 p.m.
February 3, 2026 5 p.m.	NO AUGUST MEETING
NO MARCH MEETING	September 1, 2026 5 p.m.
April 7, 2026 5 p.m.	October 6, 2026 5 p.m.
May 5, 2026 5 p.m.	November 3, 2026 5 p.m.
June 2, 2026 5 p.m.	December 1, 2026 5 p.m.

## Finance Committee Meetings Regular Meetings – Second Wednesday of the Month, 5:00 p.m. Meeting Room A

January 14, 2026 5 p.m.	July 8, 2026 5 p.m.
February 11, 2026 5 p.m.	NO AUGUST MEETING
NO MARCH MEETING	September 9, 2026 5 p.m.
April 8, 2026 5 p.m.	October 14, 2026 5 p.m.
May 13, 2026 5 p.m.	November 11, 2026 5 p.m.
June 10, 2026 5 p.m.	December 9, 2026 5 p.m.

## Board of Trustees Meetings Regular Meetings – Third Tuesday of the Month, 5:00 p.m. Meeting Room B

January 20, 2026 5 p.m.	July 21, 2026 5 p.m.
February 17, 2026 5 p.m.	NO AUGUST MEETING
NO MARCH MEETING	September 15, 2026 5 p.m.
April 21, 2026 5 p.m.	October 20, 2026 5 p.m.
May 19, 2026 5 p.m.	November 17, 2026 5 p.m.

June 16, 2026 5 p.m.

December 15, 2026 5 p.m.

## Finance Committee

Trustee William Shkurti reviewed the November Finance Committee meeting minutes. The Fiscal Officer reviewed the two resolutions that are being presented.



## Finance Committee Minutes

Upper Arlington Public Library

11/12/2025 5:00 PMEST

@ 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

The meeting was called to order at 5:00pm.

#### II. Guest Speaker

Finance presentation from Stifel, Nicolaus and Company

 [PLF Notes Summary - UA Library - November 2025.pdf](#)

Patrick King from Stifel, Nicolaus & Co. came and spoke with the Finance Committee. Their firm works with public libraries on financing through PLF notes. They've worked with CML, Cuyahoga, and Stark County Public libraries. PLF Notes are bonds or long term notes. According to the law, they can go for 40 years. School districts do not have this statute.

It is a secure way of borrowing money to fund building projects. 40 year term and the max capacity is 2 year average receipts for borrowing. If your PLF changes and goes down, we do not need to refinance. From an interest rate; it is slightly higher than a voted issue. Average guess is below 5%. They are tax exempt notes.

A board member asked about the risk to the PLF and how this would impact it from a banking perspective. The move to a line item does change the value of the dollars. If the revenue, like PLF, goes away, it is a risk because the library would still be obligated for those payments.

A board member asked about the flexibility of how long of a term for the bond, and are there options for variable or fixed, typically, plus or minus ten years. A 5 year call could give the library flexibility. The shorter you go, there is a cost associated with it. Stifel offers them to the market and puts together comparisons, and they present options.

If we made the decision, it would take a 12-14 week process to receive the funds. It includes a marketing document, a statement, the credit rating, etc. As you consider the schedule, the point of no return is when you communicate with the rating agency, like Moody's, which will be a cost

to the library. Once the notes are sold, you are committed. We would have to set up a debt service fund to retire such debt.

A discussion was held amongst the committee that we wait to decide on any financing until we have a better understanding of what the PLF will be in the next budget cycle.

### III. Review Month Financials

General Fund - PLF yearly total is estimated to be under \$7,600 of the projected yearly total. We may break even by the end of the year depending on the December distribution. Star Ohio interest continues to be our major source of other revenue, however since the start of the year rates have dropped from 4.55% and now we are at 4.12%.

We've made the Building Improvement transfers for the year. Building Fund Expenditures are up 11% due to Lane Road and other projects this year.

 [General Fund Report.pdf](#)

 [Statement of Cash Position.pdf](#)

### IV. Review Month Checks

The committee reviewed and approved the monthly check report.

 [Check Register.pdf](#)

### V. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of October 31, 2025.

 [HNB Bank Statement Register.pdf](#)

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

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

 [FMB Bank Statement Register.pdf](#)

### VI. Fraud Risk Analysis

Annual fraud risk review by the Finance committee has been updated. A board member asked to add a different topic for a couple items in the list.

 [Fraud Risk Analysis.docx](#)

Fraud Risk Analysis involves identifying, assessing and mitigating fraudulent activities to protect organizations from financial loss. The library has assessed the following key areas:

#### **ASSET MISAPPROPRIATION**

##### **Controls Implemented to reduce risk:**

- Multi-Factor Authentication Login to Financial Software – access is limited
- Multi-Factor Authentication Login for access to bank accounts, including FOBS
- 95% of revenue is received through direct deposit.
- Cash received is reconciled and deposited daily.
- Surprise cash counts conducted by the Fiscal Officer ensure change funds are accurate.

- Positive Pay is utilized for all checks issued.
- Financial Activity is reconciled monthly.
- Inventory maintained of all library equipment issued to employees.

Additional Protection:

- Library maintains comprehensive property and casualty insurance, including cyber attack incidents.
- The library maintains a minimum 90-day cash reserve on hand to address any unforeseen changes in financial position, unexpected losses and uninsured risk.

## FINANCIAL REPORTING

### Controls Implemented to reduce risk:

- Library is audited every two years by the Ohio Auditor of State. Eliminates the risk of material misstatement.
- Monthly financial reports are submitted to the Finance Committee for review monthly.
- Budgeted vs. Actual Receipt and Expenditure reports are reviewed by the Finance Committee.
- Quarterly and Year end reports submitted to the IRS, State and local agencies.

## CYBER SECURITY

Ohio House Bill 96 (HB 96), codified in Ohio Revised Code Section 9.64, introduced mandatory cybersecurity requirements for all local government entities, including public libraries, to strengthen their cyber resilience against threats like ransomware and data breaches.

The deadline for public libraries to implement a cybersecurity program and training is **July 1, 2026**.

As of **September 30, 2025**, mandatory incident reporting requirements took effect. In the event of a cybersecurity or ransomware incident it must be reported to state authorities as follows:

- Ohio Cyber Reserve Integration Center (OCIC) within 7 days
- Auditor of State (AOS) within 30 days

These reporting requirements are part of Ohio's broader effort to strengthen cybersecurity readiness across local government and public institutions, including libraries.

In addition, the law prohibits a library from paying or otherwise complying with a ransomware demand unless its **legislative authority** (e.g., the library board of trustees) formally approves the payment.

- This approval must be in the form of a **resolution or ordinance** that explicitly states why the payment is in the library's best interest.

## Comprehensive Plan

Libraries must establish a comprehensive cybersecurity program to safeguard data and IT resources, ensuring the **availability, confidentiality, and integrity** of their information. This program should be guided by generally accepted best practices, such as the **NIST Cybersecurity Framework (CSF)** or the **CIS Critical Security Controls (CIS Controls)**, and must include:

- **Risk Identification:** Assessing critical functions, vulnerabilities, and potential impacts of a breach.
- **Threat Detection:** Mechanisms to actively detect and respond to cyber events.
- **Incident Response:** Clear protocols for containment, communication, and recovery after an event.
- **Post-Incident Security:** Strategies for securing and repairing infrastructure following a breach.

Next Steps:

- Contract with a firm to assist the library in implementing a Cybersecurity plan.
- Continue utilizing CyberOhio resources (webinars, workshops, conferences) to learn about security frameworks and begin program development.
- Weekly work session with IT to select framework and begin implementation.
- Begin rollout of revised cybersecurity training program for staff in winter 2026
- Board will need to officially adopt the cybersecurity program before July 1, 2026

#### VII. 2026 Budget

A 10-year forecast was presented and showed that we will have 7.3 months in reserve by the end of the levy cycle. Projecting the starting balances at Jan. 1 are an estimate at this point. Factors affecting the forecast will be the results of the collective bargaining contract and interest income.

 [2026 Budget.pdf](#)

 [10 Year Forecast.pdf](#)

#### VIII. Resolutions

The fiscal officer requested the committee recommend the Board authorize two resolutions; 1) authorizing the 2026 Appropriations and 2) authorizing the Fiscal Officer to request tax advances on our settlements. We will not receive tax money until March or April 2026.

 [21-25 To Approve 2026 Permanent Appropriations.docx](#)

 [22-25 Resolution to Receive Tax Advances.docx](#)

#### IX. Adjournment

The meeting was adjourned at 5:35pm.

## SIGNATURE SHEET

Trustee Peter Hahn made a motion to pass the Septmeber Financial Reports. Trustee John Yesso seconded the motion.



**Total Appropriations**                      **\$10,814,128**

**SIGNATURE SHEET**

Resolution No. 21-25

12/2/2025

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

Roll Call Vote:

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



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

**RESOLUTION 22-25**

**Authorization to have County Auditor Release Advance  
Distribution of Tax Dollars**

*BE IT RESOLVED*, the Board of Trustees of the Upper Arlington Public Library authorizes the Fiscal Officer of the Library to request and receive tax advances and settlements from the Franklin County Auditor for the 2026 fiscal year.

**SIGNATURE SHEET**

Resolution No. 22-25

12/2/2025

Upon the motion of Trustee Matthew Courser, seconded by Trustee Pater Hahn, the Board approved the RESOLUTION.

Roll Call Vote:

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


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

## Operations Committee

Trustee Susan Ralph November committee meeting minutes.



## Operations Committee Minutes

Upper Arlington Public Library

11/4/2025 5:00 PM

2800 Tremont Road Meeting Room B

### Attendance

#### Present:

Members: Susan Ralph, Matthew Courser, Peter Hahn

Also Present: Beth Hatch, Director; Sara Coles, Patron Services Manager; Jen Jimison, Executive Assistant

#### Call to Order

The meeting was called to order at 5:03pm.

#### Baker and Taylor Update

The Patron Services Manager spoke regarding Baker and Taylor, who were a major vendor for libraries, going out of business. She reported that UAPL has been moving away from Baker and Taylor for a few years to using Ingram for most purchases, so we are fine at the moment. The issue is that 80% of other libraries mainly use Baker and Taylor and are now going to have to navigate the change. This could cause longer hold times for our patrons. At this time UAPL is monitoring things and will make adjustments as needed.

#### OLC Regional Director Meeting Recap

The Director gave an update on the status of HB137 which could change the wording for city councils to put levies on ballots from Shall to May. The bill passed the Ohio House and now will be voted on by the Senate.

#### Adjournment

The meeting was adjourned at 5:21pm.

#### Public Comments

Jane Federer, Upper Arlington resident expressed how thankful she is for the library, the board and the administration for everything they do for the community.

#### President's Report

The President had nothing to report.

**EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY**

**SIGNATURE SHEET**

Upon the motion of Trustee William Shkurti, seconded by Trustee Susan Ralph, the Board entered into an executive session.

Roll Call Vote:

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

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

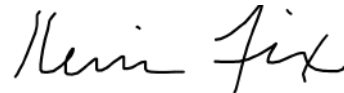
**Adjournment**

Trustee Peter Hahn made a motion to adjourn the meeting. Trustee Matthew Courser seconded the motion.

Voting:

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

The meeting was adjourned at 5:16p.m.



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Kevin Fix, President



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Matthew Courser, Secretary