



Board of Trustees Meeting Minutes

Upper Arlington Public Library
Tuesday, January 20, 2026 at 5:00 PM
@ 2800 Tremont Road – Meeting Room B

In Attendance

Present: Kevin Fix, Kate Hare, Matthew Courser, Peter Hahn, William Shkurti, John Yesso

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

Absent: Susan Ralph

Guests: Cindy Radford, Cas Chermer, Liz Neal, John Novak, Magdalena Novack, 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 December Board of Trustees meeting minutes and the December Donations Resolution included here.

RESOLUTION 03-26 DECEMBER 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
\$ 103.00	130 - General Fund	Alisa Lin	
\$ 25.00	130 - General Fund	Ann Knodt	Giving Tuesday
\$ 25.00	130 - General Fund	Annie Yano	Giving Tuesday
\$ 15.45	130 - General Fund	Camryn Murley	Giving Tuesday
\$ 25.75	130 - General Fund	Carol Poe	Giving Tuesday
\$ 20.60	130 - General Fund	Carolina Ricco Pereira	
\$ 25.75	130 - General Fund	Cathy Steffen	Giving Tuesday
\$ 257.50	130 - General Fund	Hendricks	Giving Tuesday
\$ 100.00	130 - General Fund	Chung Shih	In Memory of Susan Lee
\$ 500.00	130 - General Fund	Courtney Epstein	
\$ 103.00	130 - General Fund	Dylan Foster	
\$ 250.00	130 - General Fund	Fidelity Charitable Donor-Maureen Campion	
\$ 4,000.00	130 - General Fund	Frederick & Karla Roehrig	
\$ 1,030.00	130 - General Fund	Gloria and Dale Heydlauff	Giving Tuesday
\$ 1,000.00	130 - General Fund	Howard & Terry Epstein	
\$ 50.00	130 - General Fund	Jane Belt	Giving Tuesday
\$ 100.00	130 - General Fund	Jane Chen Chuang	In Memory of Susan Lee
\$ 206.00	130 - General Fund	Jean Niemer	In Memory of Susan Lee

\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 161.50	130 - General Fund	Joyce Butler	In Memory of Laurie Oser
\$ 100.00	130 - General Fund	Katherine & Brett Porter	Giving Tuesday
\$ 100.00	130 - General Fund	Kay Chen	In Memory of Susan Lee
\$ 103.00	130 - General Fund	Laura Niemer	In Memory of Susan Lee
\$ 75.00	130 - General Fund	Martin Wu	In Memory of Susan Lee
\$ 103.00	130 - General Fund	Matthew Courser	Giving Tuesday
\$ 1,030.00	130 - General Fund	Megan Stover	
\$ 50.00	130 - General Fund	Melanie Mees	Giving Tuesday
\$ 200.00	130 - General Fund	Paul Braunsdorf	
\$ 51.50	130 - General Fund	Raimund Goerler	Giving Tuesday
\$ 103.00	130 - General Fund	Rebecca Hall	Giving Tuesday
\$ 36.05	130 - General Fund	Sandra Grasso	Giving Tuesday
\$ 50.00	130 - General Fund	Tamsen Dalrymple	In Honor of Emily Hunt, Joe Petrelli & Family
\$ 10,025.10	Total		

SIGNATURE SHEET

Resolution No. 03-26

1/20/2026

Upon the motion of Trustee Matthew Courser, seconded by Trustee William Shkurti to accept donations listed for December:

Voting:

Kevin Fix	Aye
Kate Hare	Aye
John Yesso	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.



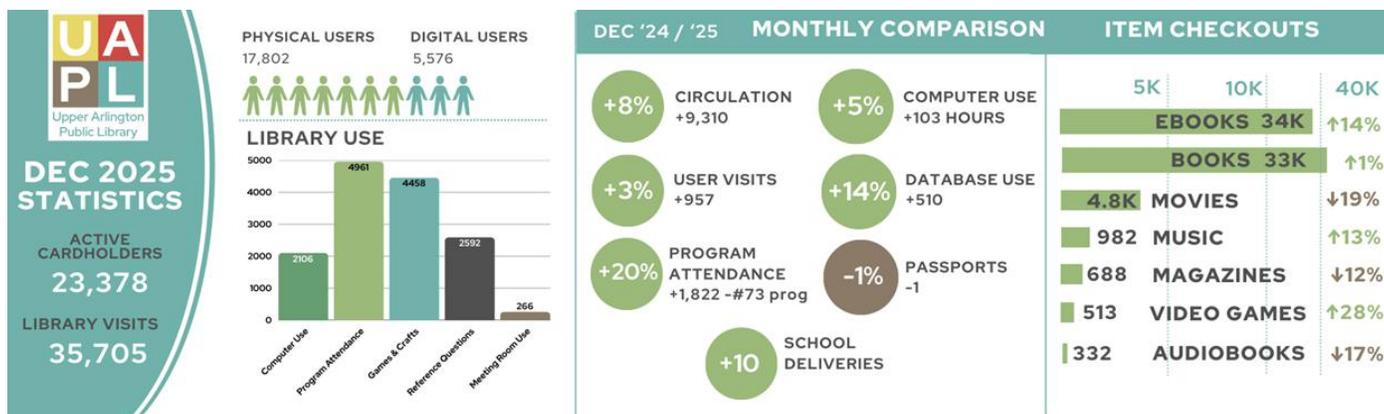
 Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Assistant Director's Report

The Assistant Director gave an update on the Tremont Roof project. Moving forward with the project, currently evaluating roof materials. He also reported that as of January 20, 2026, 85% of the Library staff has completed the Cyber Security Training with 2 weeks left until the deadline.

Director's Report

The Director shared details regarding the Master Facilities Plan and Community Task Force for the Tremont Road and Miller Park renovations, as well as thanking the Board for their support in creating the Task Force. The Director then presented the Annual Report for the Library noting that even with the Lane Road Branch being closed a good portion of the year the overall numbers for the year were outstanding. The Library Closing dates were shared with the Board and lastly the Director reviewed the 4th Quarter and Annual Staffing report.



Master Facilities Plan – Tremont Road and Miller Park

At this Board meeting, a resolution will be presented authorizing the Library to enter into negotiations with HBM Architects and Interior Designers to continue work on the Tremont Road Branch renovation. This effort represents Phase One of the design and planning process and builds upon the initial concepts developed through the Library’s Master Facilities Plan.

During Phase One, HBM will review existing library documentation and perform a square footage and space needs analysis based on projected usage and service demands. They will develop two renovation concepts and preliminary layouts that support current operations while accommodating future needs. Potential phasing options may be explored to allow for flexible implementation.

HBM will prepare presentation-level drawings, including conceptual floor plans and furniture layouts, and will develop estimates of probable construction costs for each option. These more detailed cost estimates will support informed decision-making and help the Board evaluate feasible approaches within the Library’s budget parameters.

Public engagement is a key component of this phase. HBM will facilitate an in-person engagement process that includes working sessions with a community task force identified by Board Trustees, presentations to staff and stakeholders, and two in-person community engagement sessions to gather public input on the proposed renovation options.

Completion of Phase One is expected to provide sufficient information to move into Phase Two of the project, which is anticipated to utilize a Construction Manager at Risk (CMR) delivery method to further refine designs, layouts, and cost scenarios.

Board members are currently contacting prospective community task force participants to confirm interest and availability. Once task force membership is finalized and the contract with HBM is executed, work will proceed into the next phase of planning and engagement.

No major renovations are planned for the Miller Park Branch. However, reconfiguration of existing spaces through updated furniture selection is needed to better support programming and service delivery. Staff will work closely with Library Design to identify furniture and layout options that improve flexibility and functionality while making effective use of the current space.

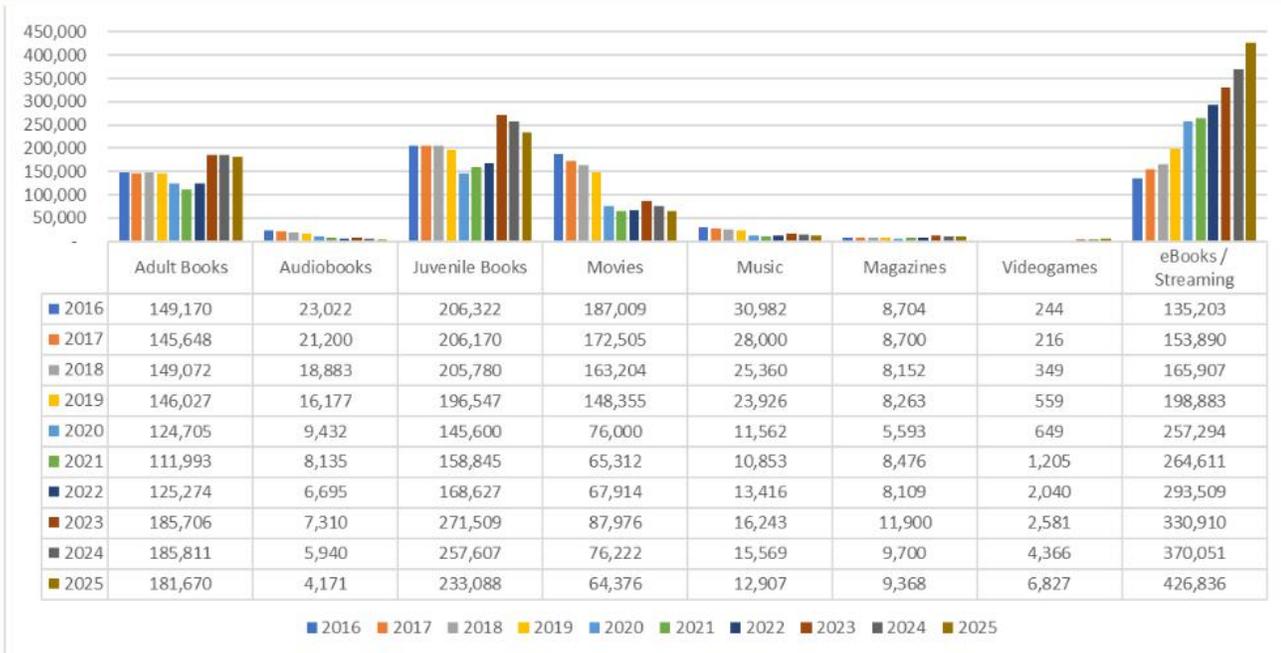


Annual Statistics

We build connections that make lives better.

The Lane Road Branch was closed from January to August 2025. Considering how long the location was closed, library use was outstanding for the year.

Statistics - Number of Checkouts (no renewals)



Annual User Visits

We reduced hours in 2021 by four hours per week, closing at 8:00 PM instead of 9:00 PM due to low traffic volume after the pandemic. Two additional reasons for lower user visits is due in part to the addition of curbside services at Tremont, which is still heavily utilized and increase outreach services.



Material First Time Checkouts 2019 / 2026

Our circulation was 1,489,064 for 2026, which is down -2% from 2024 but -20% from 2019.

Lane Road was closed for 8 months. Book checkouts and eBooks continue to skyrocket! Print books have seen an almost 20-24% increase in checkouts; and our eCirc increase by over 100% since 2019 - the majority of which is Overdrive. **Video games skyrocketed from almost 600 to over 6,000 first time checkouts.**



Total Circulation

The majority of our books have a 4-week loan period. Movies and music have shorter loan periods and tend to have higher renewal rates.

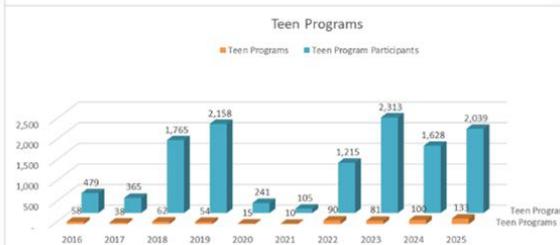
Due to the decrease in movie and music circulation our overall renewals have decreased.

Our digital collection, eBooks, eAudio, and Streaming services are what kept our circulation high.



Programming Trends

These numbers do not reflect the Summer Reading Videos sent to the schools as a virtual program.



The Rick Steve's author visit in 2025 was 2,406 which accounts for the large jump in adult attendance for the year. Two other major adult events included the Health Fair and Sustainability Fair.

For youth programming, the majority of attendance is general programming (29,252), story times (14,055) and visits to the UA Schools (7,277).

Annual Outreach - Patrons





2026 Library Closings

Thursday, January 1, 2026	New Year's Day
Monday, January 19, 2026	Martin Luther King Jr. Day
Sunday, April 5, 2026	Easter Sunday
Sunday, May 24, 2026	Memorial Day Weekend
Monday, May 25, 2026	Memorial Day Observed
Friday, June 19, 2026	Juneteenth
Friday, July 3, 2026	Fourth of July Observed
Saturday, July 4, 2026	Fourth of July
Sunday, September 6, 2026	Labor Day Weekend
Monday, September 7, 2026	Labor Day Observed
Wednesday, November 11, 2026	Staff Development Day
Wednesday, November 25, 2026	Early Close – 5:00PM
Thursday, November 26, 2026	Thanksgiving
Thursday, December 24, 2026	Christmas Eve
Friday, December 25, 2026	Christmas
Thursday, December 31, 2026	New Year's Eve Day

Friends of the Library Book Sales

February 1 - 8, 2026	August 2 - 9, 2026
April 26 - May 3, 2026	November 8 - 15, 2026

Upper Arlington Public Library 4th Quarter and Annual 2025 Staffing Report

2025 Personnel Costs vs. Budget

Quarter	Salaries & Benefits Budget	Actual Salaries Expenditures YTD	% of Budget Used
4 th	\$5,219,194.26	\$5,033,717.83	99%

4th Quarter Vacancy Rate

As of December 31, 2025, we had 106 permanent positions. As of year-end 2025, we have 3 vacant positions for a vacancy rate of 5.7%.

4th Quarter Turnover

Our 4th quarter turnover rate was 3.0%. This percentage was based upon three position vacancies by resignation during the quarter.

4 th Quarter 2025 Staffing Summary			
Staff Resignations	Transfers	Net Change in Number of Positions	New Hires
3	2	1	6

Positions unfilled as of 12/31/2025:

- Circulation Public Services Associate – Customer Service PT
- Public Services Associate – Youth PT
- Public Services Associate – Research PT

Vacancy Rates by Quarter / Open Positions / Turnover

4 th Quarter Comparisons								
Year	2017	2018	2019	2020	2021	2022	2023	2024
Vacancy Rate	10.92%	3.33%	4.92%	18.60%	10.30%	7.0%	6.1%	8.2%
Open Positions	11	8	5	6	9	8	7	9
Turnover	9.9%	6.9%	4.4%	6.0%	8.5%	4.7%	5.6%	5.9%

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2025 Annual Staffing Summary				
Staff Resignations	Transfers	Positions Added or Reinstated	New Hires	Promotions (lower to higher pay range)
23	7	-4	24	2

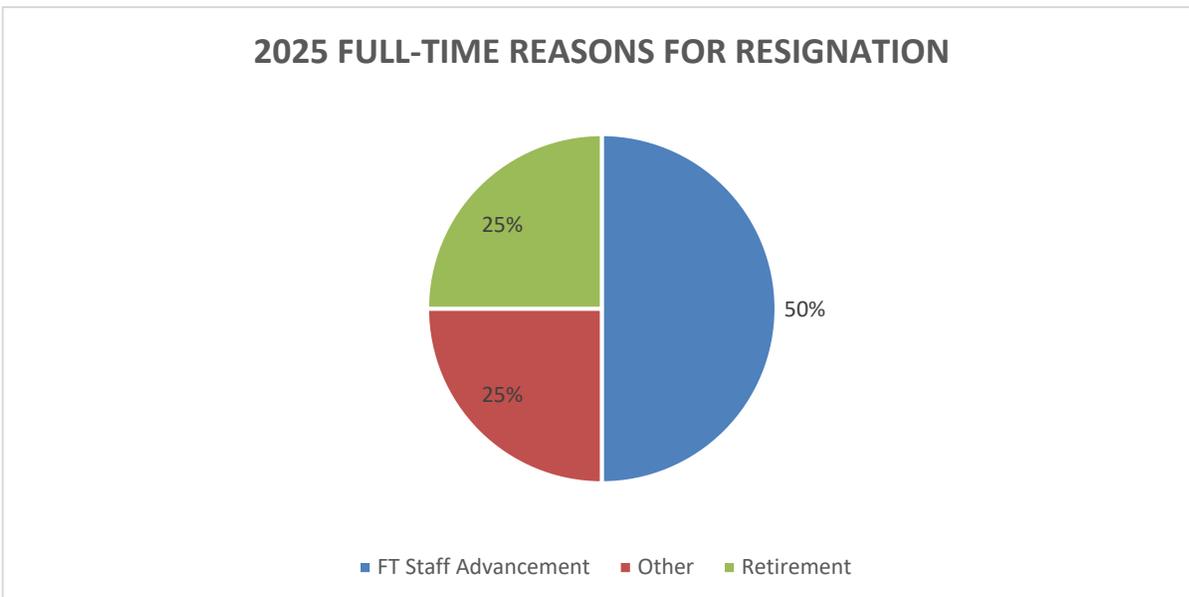
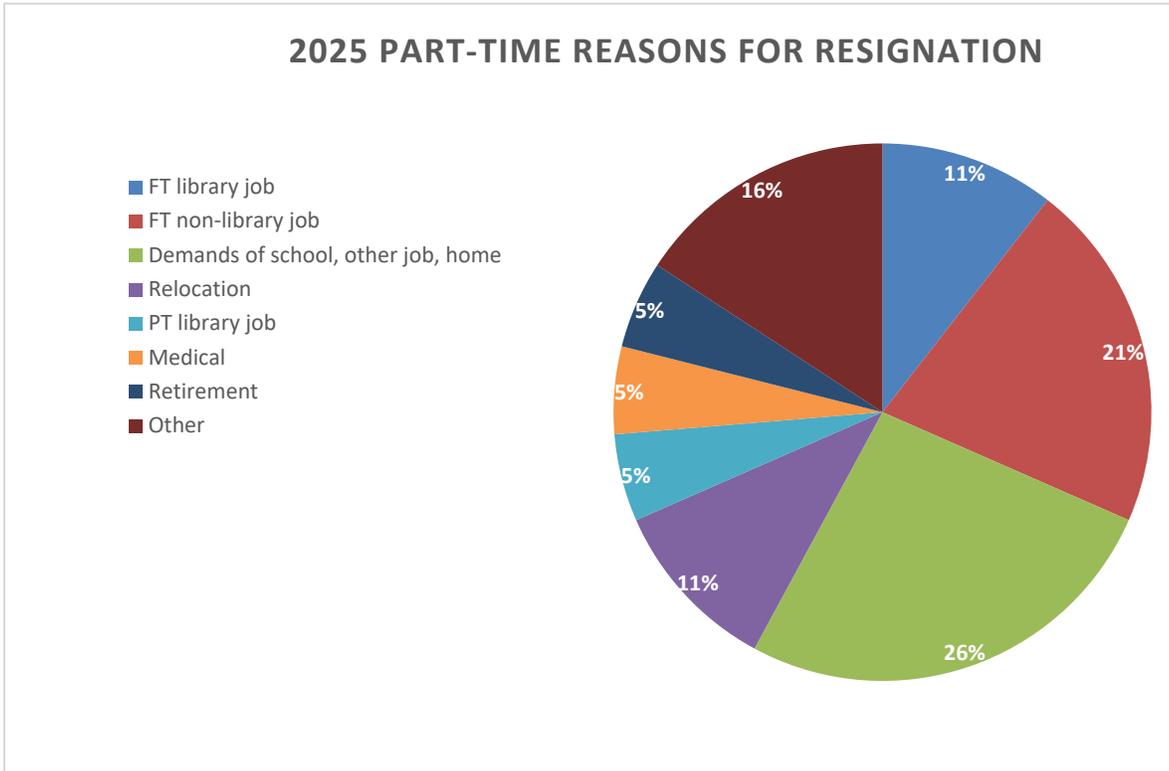
2025 Annual Turnover

Our 2025 turnover rate was 22.8%, which is slightly higher than 21.8% in 2024 and slightly lower than 22.4% in 2023 and 24.1% in 2022.

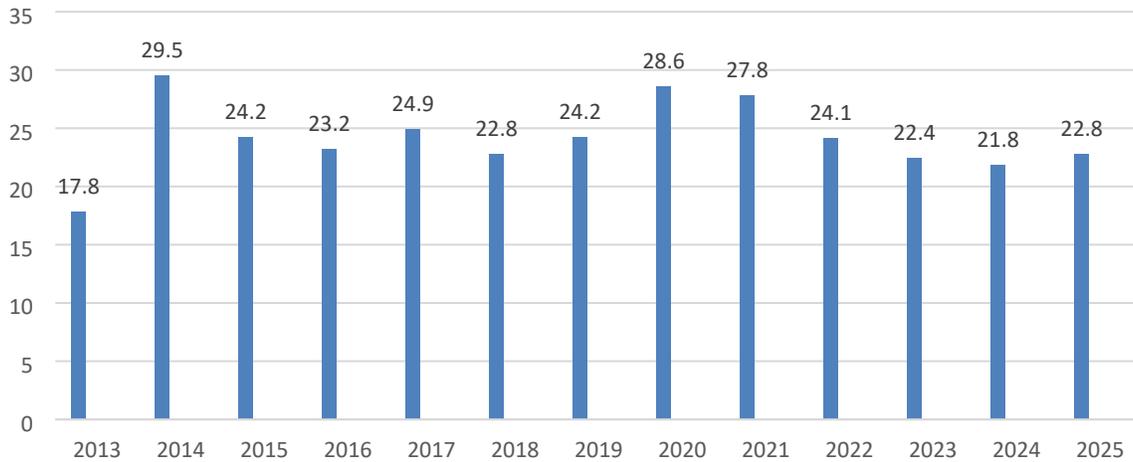
The majority of our part-time staff who resigned (26% / 5 staff members) left due to demands of another position, family or school needs.

The majority of our full-time staff who resigned (50% / 2 staff members) left to accept promotional opportunities at other organizations (both libraries and non-libraries).

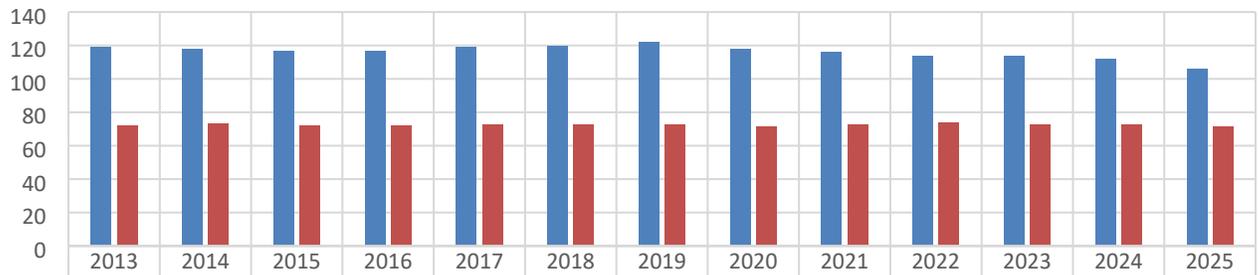
Please refer to the illustrations below for a breakdown of turnover by reason for both full-time and part-time staff, turnover percentage by year and end-of-year staffing:



UAPL Turnover Percentage By Year 2013 - 2025



UAPL End of Year Staffing 2013 to Present



	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Year End Position Count	119	118	117	117	119	120	122	118	116	114	114	112	106
Year End FTE	72.060	73.540	72.280	71.820	72.525	72.463	72.775	71.613	72.440	73.600	72.800	72.419	71.625

■ Year End Position Count ■ Year End FTE

Anticipated Staffing Changes in 2026

As we move into 2026, we do not foresee any large staffing changes and will continue to reassess library needs as positions vacate to make sure we are appropriately staffed.

Finance Committee

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



Finance Committee Minutes

Upper Arlington Public Library

1/14/2026 5:00 PMEST

@ 2800 Tremont Road - Meeting Room B

Attendance

Absent:

Members: Kate Hare, William Shkurti, John Yesso

Also Present: Jen Jimison, Beth Pfahler, Lori Piergallini, Greg Ramage

I. Call to Order

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

II. Year End in Review 2025

The Director gave an OLC update regarding the property tax situation with the Ohio House Bills. Currently it does not affect libraries, but there is an effort to lower taxes that could affect libraries in the future.

The Fiscal Officer went over the Year End Review. She stated that the Library finished the year fiscally strong even with the shortage in the Tax Revenue. The PLF came in just above the estimate from the Ohio Department of Taxation. Although the PLF is now a line-item appropriation in the State budget, stronger tax receipts for the first half of the year carried the library.

All other income exceeded estimates, this is attributed to the interest received from State Ohio during the year.

All fund expenses were under amounts budgeted. The library also utilized 99.5% of the Salaries and Benefits budget. Other Expenditures was under by a significant amount, this was due to several large expenditures that came in under estimate or budgeted expenditures that were deemed no longer necessary and not made.

The Fiscal Officer also gave an update on the 10 year forecast, noting the changes due to the Appropriation Increase resolution.

 [Cover Sheet - Year End in Review.docx](#)

 [updated 10 Year Forecast -.xlsx](#)

III. Review Month Financials

 [General Fund Monthly Report.pdf](#)

 [Statement of Cash Position.pdf](#)

IV. Review Month Checks

The committee reviewed and approved the monthly check report.

 [Check Report.xlsx](#)

V. Review Bank Reconciliations

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

 [HNB - Bank Register.pdf](#)

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

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

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

VI. 4th Quarter Investment Report - 2025

The Fiscal Office also reviewed the 4th Quarter Investment Report noting the total interest earned for the 4th Quarter (\$107,524.80) and the Year to Date (\$449,254.88), which is down 10% from last year. The Library's investment strategy is to safeguard the principal so we shall stay the course with our investment in Star Ohio.

 [4th Quarter Investment Report - 2025.docx](#)

VII. Resolutions

A. Appropriation Increase

The Fiscal Officer requested the committee recommend the Board to authorize an increase to the General Fund - Other Expenses. This was due to increased estimates in All Other Professional Services such as legal fees, design services and supplies.

 [Cover Sheet - Appropriation Increase.docx](#)

 [01-26 Appropriation Amendment Resolution - General Fund.docx](#)

B. Authorizing to Enter Negotiation and Contract with HBM

The Director requested the committee recommend the Board to authorize the Agreement for Professional Services for the Tremont Renovation portion of Master Facilities Plan. This will allow the Library to enter into a contract with HBM to provide for full design and construction administration services for phase 1 of the Master Facilities Plan.

 [02-26 - Upper Arlington PL - Master Facilities Plan Resolution.docx](#)

VIII. Tremont Renovation Costs Discussion

The Director gave an update on the Community Task force and strategies to stay within the budget. The Committee agreed to state a dollar amount the task force would have to work with in planning for renovations.

IX. Adjournment

The meeting was adjourned at 5:29pm.

SIGNATURE SHEET

Trustee Matthew Courser made a motion to pass the December Financial Reports. Trustee John Yesso seconded the motion.

Voting:

Kevin Fix	Aye
Kate Hare	Aye
John Yesso	Aye
Matthew Courser	Aye
Peter Hahn	Aye
William Shkurti	Aye

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

M_____ introduced the following resolution and moved its passage:

Resolution No. 02-26
AUTHORIZING ARCHITECT AGREEMENT FOR DESIGN PROFESSIONAL SERVICES
FOR THE TREMONT ROAD BRANCH RENOVATION
PORTION OF THE MASTER FACILITIES IMPROVEMENTS PLAN

WHEREAS, the Upper Arlington Public Library Board of Trustees (the "Board") is undertaking the Tremont Road Branch Renovation portion of the Master Facilities Improvements Plan which may be designed and constructed in various phases over several years (the "Project"); and

WHEREAS, the Board previously approved the selection of HBM Architect, LLC ("HBM") relating to preparation of the master facilities improvements plan following qualifications-based selection in accordance with Ohio Revised Code Sections 153.65, et seq. which procurement included the option to continue the engagement with HBM for design professional services to implement one or more portions or phases of the master facilities improvements plan, in the Board's discretion; and

WHEREAS, design professional services are needed for planning and program development, and later on, if authorized, to provide full design and construction administration services for the Project; and

WHEREAS, the Director solicited a price proposal from HBM and the proposed total compensation for HBM's planning and program development services (also called Phase 1 services in HBM's proposal) for the Project is **\$74,500** which includes compensation of \$53,500 for Basic Services, plus \$14,000 for services relating to community engagement, plus \$5,000 for third-party cost estimating, and an amount not-to-exceed \$2,000 for Reimbursable Expenses; and

WHEREAS, it is anticipated that the construction manager at risk delivery model will be utilized for constructing the Project, therefore, pursuant to the procurement Request for Qualifications, the Director intends to negotiate and finalize the terms of a modified AIA B133- 2019, Standard Form of Agreement Between Owner and Architect Construction Manager as Constructor Edition ("B133 Architect Agreement"), with HBM with assistance from construction legal counsel. The agreement will authorize the Phase 1 services, with the option to request a proposal from HBM for remaining design and construction administration services and to authorize such services via a written amendment, in the Library's discretion, subject to Board approval at a future meeting of the Board.

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

1. The Board authorizes the Director and Fiscal Officer to work with construction legal counsel to prepare, negotiate, and execute the B133 Architect Agreement with HBM (and to execute any related documents) on behalf of the Board, authorizing HBM's Phase 1 planning and program development services for the Tremont Road Branch Renovation, including total compensation not to exceed \$74,500, which includes compensation of \$53,500 for Basic Services, plus \$14,000 for community engagement, plus \$5,000 for 3rd party cost estimating, plus Reimbursable Expenses which shall not exceed \$2,000, which the Board approves as fair and reasonable compensation.

2. During such Phase 1 planning and program development services for the Project, if Additional Services should be performed by HBM, the Board authorizes the Director and Fiscal Officer to approve such Additional Services and execute the necessary amendment(s) to the agreement with HBM on behalf of the Board which do not exceed a cumulative amount of \$5,000.

M_____._____seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes:_____Nays: _____

SIGNATURE SHEET

Resolution No. 02-26

1/20/2026

Upon the motion of Trustee John Yesso, seconded by Trustee Matthew Courser, the Board approved the RESOLUTION.

Roll Call Vote:

Kevin Fix	Aye
Kate Hare	Aye
John Yesso	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

Operations Committee

Trustee Matthew Courser January committee meeting minutes.



Operations Committee Minutes

Upper Arlington Public Library

1/6/2026 5:00 PM

2800 Tremont Road Meeting Room B

Attendance

Present:

Members: Susan Ralph, Matthew Courser, Peter Hahn

Also Present: Beth Hatch, Director; Greg Ramage, Assistant Director; Jen Jimison, Executive Assistant

I. Call to Order

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

II. Community Task Force Update

The Director reported that the Library has been working with Bricker and Graydon regarding the Tremont Road branch renovations and that it is more beneficial for the Library to work with a Construction Manager at Risk rather than a General Contractor. She also spoke about the Community task force and reaching out to potential participants regarding their interest. Looking to start the task force sometime in March.

III. Adjournment

The meeting was adjourned at 5:20pm.

Public Comments

President Kevin Fix welcomed guests. During the public comments the following statements were made.

Cindy Radford, Upper Arlington resident spoke on her concerns regarding how the levy funds are being allocated. She also voiced her thoughts on future levy support.

Cas Chermer, Upper Arlington resident spoke to the board regarding their support for the needs and wellbeing of the Library staff.

Elizabeth Neal, Upper Arlington resident addressed the board with her questions and concerns regarding the Union contract between the Administration and the Staff.

President's Report

The President had nothing to report.

EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY

SIGNATURE SHEET

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

Roll Call Vote:

Kevin Fix	Aye
Kate Hare	Aye
John Yesso	Aye
Matthew Courser	Aye
Peter Hahn	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

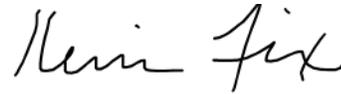
Adjournment

Trustee John Yesso made a motion to adjourn the meeting. Trustee Peter Hahn seconded the motion.

Voting:

Kevin Fix	Aye
Kate Hare	Aye
John Yesso	Aye
Matthew Courser	Aye
Peter Hahn	Aye
William Shkurti	Aye

The meeting was adjourned at 5:35p.m.



 Kevin Fix, President



 Matthew Courser, Secretary