



# Board of Trustees Meeting Minutes

Upper Arlington Public Library  
Tuesday, January 21, 2025 at 5:00 PM EDT  
@ 2800 Tremont Road - Meeting Room B

## In Attendance

### Present:

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

**Also Present:** Beth Hatch, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Chris Minx, Manager of Marketing and Communications; Jennifer Faure, Manager of Community Relations; Julie Whitt – Human Resources Manager; Jen Jimison – Executive Assistant

**Guests:** Mary Lorms

## Call Meeting to Order

The meeting was called to order at 5:06 p.m.

## Consent Agenda

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

### RESOLUTION 02-25 **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:

Deposit date	Amount	Fund	Annual Report Name	Campaign
12/7/2024	\$ 103.00	250 - Restricted Fund	Alisa Lin	Lane Road Youth Improvements Project
12/31/2024	\$ 1,030.00	250 - Restricted Fund	Allison Hill	Lane Road Youth Improvements Project
12/17/2024	\$ 500.00	250 - Restricted Fund	Ann Gabriel	Lane Road Youth Improvements Project
12/6/2024	\$ 100.00	250 - Restricted Fund	Anne Peterson	Lane Road Youth Improvements Project
12/26/2024	\$ 1,000.00	250 - Restricted Fund	Anne Ralph	Lane Road Youth Improvements Project
12/28/2024	\$ 20.60	130 - General Fund	Carolina Ricco Pereira	
12/3/2024	\$ 51.50	250 - Restricted Fund	Charlie & Colleen Groezinger	Lane Road Youth Improvements Project

12/18/2024	\$ 515.00	250 - Restricted Fund	Chris & Bob Taylor	Lane Road Youth Improvements Project
12/3/2024	\$ 1,000.00	250 - Restricted Fund	Christopher & Sara Coles	Lane Road Youth Improvements Project
12/30/2024	\$ 400.00	250 - Restricted Fund	Courtney Epstein	Lane Road Youth Improvements Project
12/5/2024	\$ 200.00	250 - Restricted Fund	Cynthia and Donald Paynter	Lane Road Youth Improvements Project
12/3/2024	\$ 51.50	250 - Restricted Fund	Dianna Proulx	Lane Road Youth Improvements Project
12/28/2024	\$ 103.00	250 - Restricted Fund	Edith Emery	Lane Road Youth Improvements Project
12/11/2024	\$ 100.00	250 - Restricted Fund	Gregory & Maureen Comfort	Lane Road Youth Improvements Project
12/15/2024	\$ 500.00	250 - Restricted Fund	Howard Epstein	Lane Road Youth Improvements Project
12/6/2024	\$ 103.00	250 - Restricted Fund	J. Bradley Britton & Vicki Rentel	Lane Road Youth Improvements Project
12/9/2024	\$ 100.00	250 - Restricted Fund	James Pintar	Lane Road Youth Improvements Project
12/26/2024	\$ 100.00	250 - Restricted Fund	Jan Hollett	Lane Road Youth Improvements Project
12/9/2024	\$ 25.00	130 - General Fund	Jeanine Hummer	
12/17/2024	\$ 200.00	250 - Restricted Fund	John & Judy Yesso	Lane Road Youth Improvements Project
12/4/2024	\$ 25.75	250 - Restricted Fund	Karen Hull	Lane Road Youth Improvements Project
12/18/2024	\$ 25.00	250 - Restricted Fund	Linda & Mitch Alter	Lane Road Youth Improvements Project
12/4/2024	\$ 50.00	250 - Restricted Fund	Lynn & Bill Anderson	Lane Road Youth Improvements Project
12/3/2024	\$ 250.00	250 - Restricted Fund	Mark & Brenda Brienza	Lane Road Youth Improvements Project
12/13/2024	\$ 250.00	250 - Restricted Fund	Maureen Campion	Lane Road Youth Improvements Project
12/2/2024	\$ 515.00	250 - Restricted Fund	Megan Stover	Lane Road Youth Improvements Project
12/2/2024	\$ 75.00	250 - Restricted Fund	Melanie Mees	Lane Road Youth Improvements Project
12/12/2024	\$ 1,030.00	250 - Restricted Fund	Noelle Sicuro	Lane Road Youth Improvements Project
12/17/2024	\$ 100.00	250 - Restricted Fund	Pamela & Charles Snyder	Lane Road Youth Improvements Project
12/22/2024	\$ 515.00	250 - Restricted Fund	Pamela Krivda	Lane Road Youth Improvements Project
12/12/2024	\$ 25.75	250 - Restricted Fund	Patricia Cloppert	Lane Road Youth Improvements Project
12/23/2024	\$ 400.00	130 - General Fund	Paul Braunsdorf	General/Lane Road Youth Improvements Project
12/13/2024	\$ 25.00	250 - Restricted Fund	Peter Coccia	Lane Road Youth Improvements Project
12/10/2024	\$ 206.00	250 - Restricted Fund	Peter Walsh	Lane Road Youth Improvements Project
12/31/2024	\$ 103.00	250 - Restricted Fund	Ruth Edmonds	Lane Road Youth Improvements Project

12/2/2024	\$ 200.00	250 - Restricted Fund	Sarah Walker	Lane Road Youth Improvements Project
12/11/2024	\$ 100.00	250 - Restricted Fund	Sharon & Raimund Goerler	Lane Road Youth Improvements Project
12/12/2024	\$ 103.00	250 - Restricted Fund	Sue Dingle	Lane Road Youth Improvements Project
12/9/2024	\$ 100.00	250 - Restricted Fund	The William Pease Family Fund - Schwab Charitable	Lane Road Youth Improvements Project
12/4/2024	\$ 100.00	250 - Restricted Fund	United Arlington	Lane Road Youth Improvements Project
12/4/2024	\$ 100.00	250 - Restricted Fund	William Shkurti & Renee Houser	Lane Road Youth Improvements Project
	<b>\$10,501.10</b>	<b>Total</b>		

### SIGNATURE SHEET

Resolution No. 02-25

01/21/2025

Upon the motion of Trustee John Yesso, seconded by Trustee Peter Hahn to accept donations listed fo December:

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 Piergallini, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

Lori Piergallini  
2025-02-19 19:24 UTC

**Public Comments:** President Kevin Fix welcomed guests

During the public comment period Upper Arlington resident Mary Lorms stated that she is very happy with all the services the Library has for the community. She had a question regarding the Lane Road Branch book drop. She was wondering if there was any way to have it open during the renovations for residents who live in that area.

## **Strategic Topic – Community Outreach and Engagement**

Jennifer Faure, Manager of Community Relations reviewed the goals for community outreach and engagement. The department will be working on the services provided to the community outside of the library. This would include patrons who are unable to make into the library, at the new community center and at the local schools.

### **Community Engagement and Outreach Plan**

**Introduction and Purpose:** The health of a public library is measured not only by its ability to provide materials but by its integration into the life of the community. Libraries are hubs for learning, personal development, and public dialogue. For a library to remain relevant and impactful, it must build relationships, foster partnerships, and engage with the wide range of groups that make up the community. In a community like Upper Arlington, where there is a high level of education, a robust public school system, a strong focus on families, and an active aging population, a library's outreach and engagement efforts are essential to meeting the needs of all citizens. This plan outlines the steps the library will take to engage the community, build partnerships, and ensure that the library's services are aligned with the community's values, needs, and goals.

#### **Goals:**

- Develop a deep understanding of the community's demographics, values, and unique needs to shape library services that resonate with local residents.
- Develop and maintain a connection between the community and the library through partnerships and collaboration, programs, services, and community presence.
- Connect the community with services and resources through outreach efforts at community events
- Create a high level of visibility to ensure that the library is at the forefront of the community's mind
- Strengthen our relationship with the public and continue to build upon public trust

**Community Engagement** is the process of working collaboratively with community members including library patrons, residents, and community organizations to understand needs and issues and to work with the appropriate groups to address them. It is critically important to understand that the purpose of engagement with the community is to help build a stronger community. While engagement strategies will ultimately benefit the library, they will not typically yield short-term gains.

### **Engagement Objectives:**

- Build relationships with new community organizations and groups to establish the library as a resource and leader in the community
- Maintain relationships with previously existing groups through regular communications, periodic meetings, and providing assistance to organizations.
- Convene and facilitate conversations with community organizations, groups and residents to identify important issues and needs and gain knowledge of community beliefs, attitudes, and cultural norms
- Connect people and organizations with resources or groups that can help them best accomplish their goals
- Bring library resources to the table for community projects or initiatives whenever appropriate
- Annual evaluation of community demographic information, community survey data (American Community Survey, City of UA, Franklin County Public Health, Franklin County CARES, etc.) to better understand the community context in which we are providing services and resources in order to identify emerging needs, changing trends, and service gaps.

**Community Outreach** involves finding ways to connect with a local community to share information, provide services, and build relationships.

### **Outreach Objectives:**

- Raise awareness of existing library products and services
- Develop and strengthen the library's relationship with the public through positive interactions and presence outside of the library
- Provide services at points of need
- Gain insights and knowledge through individual conversations
- Introduce people to the Library and its staff

The UAPL has several primary areas of focus for Community Outreach as listed below. Each of these areas has its own tactics that will be reevaluated annually.

- Homebound/Residential Facility Delivery for patrons who are not able to come to the library due to temporary or long-term disability (must meet certain criteria)
- Create innovative experiences, activities and displays at community events
- Provide specialized services to schools and teachers
- Offsite programs

### **Evaluation of Engagement and Outreach goals and objectives:**

This community engagement and outreach plan is intended to help ensure that the library is not only a repository of knowledge but an active, vital part of the community's daily life. By understanding community norms, building relationships with local organizations, and representing

the library at community events, the library can become a hub for learning, connection, and civic participation and enhance the overall well-being of Upper Arlington.

Since community needs and interests change over time, it will be important to frequently assess the Engagement and Outreach objectives and tactics and to adapt strategies based on feedback and community needs.

### **Community Engagement Tactics:**

- Meet with Upper Arlington City Schools administration to talk through opportunities for the library to help teachers, students, and administrators
- Meet with each Upper Arlington City School (pre-k through High School) to determine needs of the schools and how the library can best support them. We will plan to meet with principals, teachers, and librarians from each building so that we can develop a clear and comprehensive understanding of resources and outreach that the library can provide
- Meet regularly with the Community Affairs Director from the City to gain understanding of the issues, important news, projects and initiatives
- Create a comprehensive list of local nonprofits, community groups, civic organizations, social service providers, and advocacy groups. Understand their missions and how they may align with the library's offerings
- Meet with Parks and Recreation staff quarterly to update each other on programming, spaces, projects, and other topics of interest
- Meet regularly with the City's Arts Manager to discuss partnership opportunities and coordination of efforts
- Continue to host and coordinate the Network UA meeting of the community organizations in UA. This is an opportunity to gain insights into other organizations and to keep abreast of their activities, goals, challenges and initiatives
- Coordinate The Big Table or other community conversations, in partnership with other community organizations, to establish new relationships with community members, get insights into community attitudes, and create opportunities to disseminate information
- Participate on community organization Boards and committees when appropriate
- Coordinate annual author visit with Upper Arlington Community Foundation

### **Outreach Tactics - Upper Arlington City Schools**

- Develop a specific plan for each school year based on the available opportunities and annual evaluation of all existing services and activities
- Youth librarians (school liaisons) will stay in regular communication with the librarian at their assigned schools
- Youth librarians will work with teachers at their assigned schools when possible
- Hold regular periodic meetings of all school liaisons to communicate and coordinate activities in the schools and requests made of our staff.
- Continue to offer delivery of materials to school buildings for teachers and school administrators
- Look for new opportunities to work with the schools

- Promote Summer Reading Program and Winter Reading Program to students through the schools
- Host an author visit at the schools
- Host book talks and book clubs in the schools
- Work with PTOs to support their events with library presence and activities
- Continue to offer Educator cards and customized teacher collections
- Remain responsive to requests from the schools as staffing levels allow
- Library will evaluate outreach opportunities to private schools, preschools, and daycares within Upper Arlington on an annual basis and make offerings based on staffing and resources

### **Outreach Tactics - Community Events**

- Host a library tent at Upper Arlington Parks & Recreation and Performing Arts Series events with an emphasis on spring, summer and fall events
- Host a library tent/booth at school PTO events
- Host a table at the Farmer's Market on a monthly basis
- Tailor activities for the event to the expected audience, theme, or time of year
- Participate in the annual COSI Science Festival with STEAM activities
- Participate in the annual Ohioana Book Festival
- Participate in the annual Columbus Book Festival
- Work with Marketing Communications to create informational and promotional displays that are tailored to each event demographic, time of year, theme, etc.
- Develop key talking points for appropriate events that align with planned promotional displays
- Select promotional branded giveaways appropriate for each event

### **Outreach Tactics - Homebound Delivery**

- Provide delivery to patrons who are not able to come to the library themselves (must meet criteria)
- Provide delivery to residential facilities who are not able to come to the library themselves
- Utilize volunteers to deliver items
- Promote services to residential facilities
- Create newsletter for Outreach patrons to update them on library news
- Continue to grow service to increase patrons served
- Promote service to area churches so they can communicate to church members that may be eligible for this service

### **Outreach Tactics - Offsite Programs**

- Offer programming to residential facilities for older adults (book clubs, craft programs, board game cafe, memory programs, etc)
- Offer technology help and training for older adults at residential facilities
- Book clubs for adults at book stores, pubs, etc.
- Develop program offerings for community organizations or businesses (ex: book talks, technology instruction, etc.)

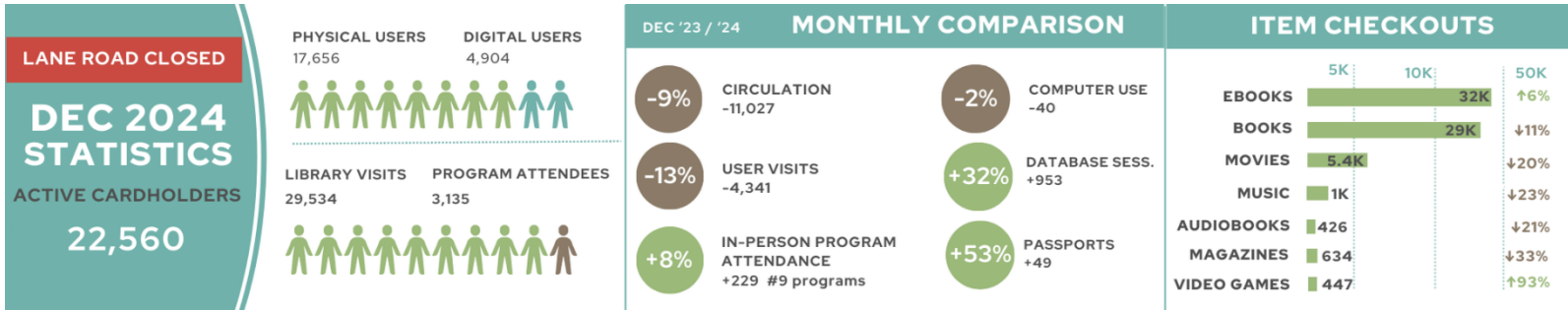
This community engagement and outreach plan will help ensure that the library is not only a repository of knowledge but an active, vital part of the city's daily life. By understanding community norms, building relationships with local organizations, and representing the library at community events, the library can become a hub for learning, connection, and civic participation to ultimately enhance the overall well-being of the community.

### Assistant Director's Report

The Assistant Director reported that we have several author visits coming up including Peter Brown, Jenny Lawson and Rick Steves.

### Director's Report

The Director reported that the Library had a record number of program attendees and that the operations Committee met in regards to the next steps in raising funds for Lane Road Youth Shelving and Furniture project.



#### Lane Road Update

The Lane Road Branch is now closed repairs are underway. The ceiling tiles and flooring have been removed, and the work is on schedule.

#### Lane Road Youth Shelving Project

We have received over \$61,000 in donations for the Lane Road Youth Shelving and Furniture project, which included a generous donation from the Friends of the Library. We still need to raise \$54,000 to reach our goal.

#### Quarterly Staffing Report

## Upper Arlington Public Library 4<sup>th</sup> Quarter 2024 Staffing Report

#### 2024 Personnel Costs vs. Budget

Quarter	Salaries & Benefits Budget	Actual Salaries Expenditures YTD	% of Budget Used
4th	\$5,289,423.00	\$5,0603,961.45	96%

#### 4<sup>th</sup> Quarter Vacancy Rate



As of December 31, 2024, we had 110 permanent positions. As of year-end 2024, we have 9 vacant positions for a vacancy rate of 8.2%.

**4<sup>th</sup> Quarter Turnover**

Our 4<sup>th</sup> quarter turnover rate was 5.9%. This percentage was based upon six position vacancies by resignation during the quarter.

<b>4<sup>th</sup> Quarter 2024 Staffing Summary</b>			
<b>Staff Resignations</b>	<b>Transfers</b>	<b>Net Change in Number of Positions</b>	<b>New Hires</b>
6	2	-2	4

Positions unfilled as of 12/31/2024:

- Circulation Public Services Associate – PT (two positions)
- Branch Associate – Lane PT (five positions)
- Custodian Courier – Facilities PT
- Programmer – Miller Park FT

<b>2024 Annual Staffing Summary</b>				
<b>Staff Resignations</b>	<b>Transfers</b>	<b>Positions Added or Reinstated</b>	<b>New Hires</b>	<b>Promotions (lower to higher pay range)</b>
23	7	-4	17	4

**2024 Annual Turnover**

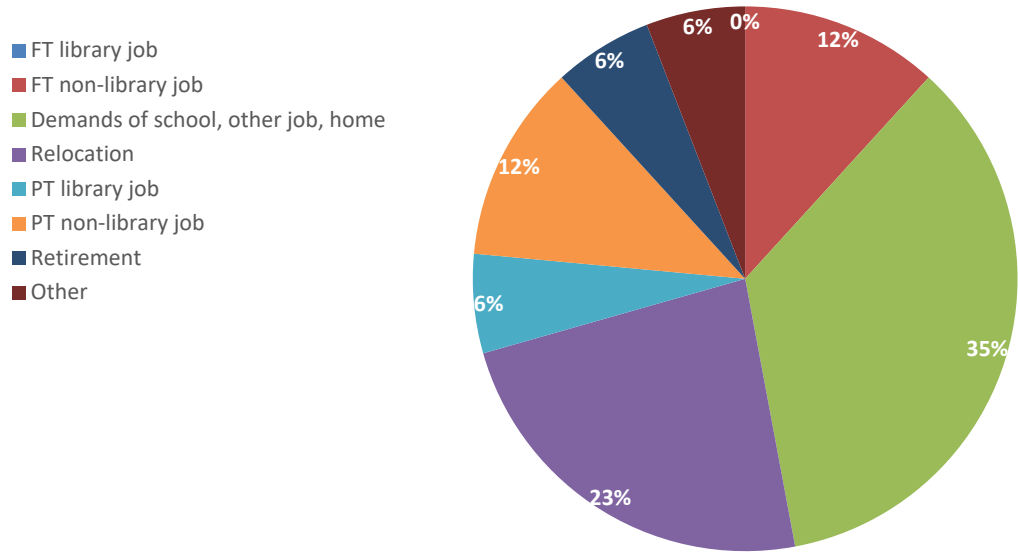
Our 2024 turnover rate was 21.8%, which is slightly lower than 22.4% in 2023, 24.1% in 2022 and 27.8% in 2021. In comparison, our turnover in 2020 was 28.6% and our 2019 turnover (pre-pandemic) was 24.2%.

The majority of our part-time staff who resigned (35% / 6 staff members) left due to demands of another position, family or school needs.

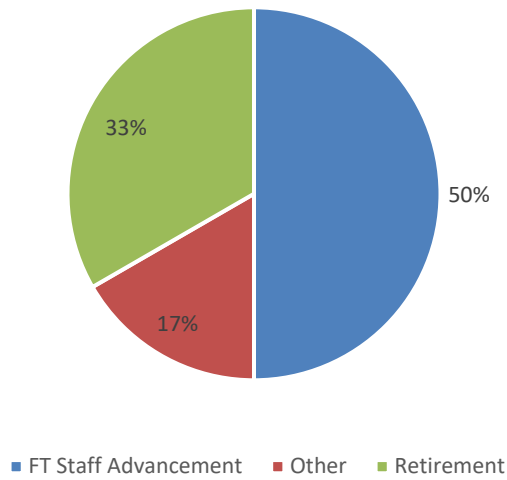
The majority of our full-time staff who resigned (50% / 3 staff members) left to accept promotional opportunities at other organizations (non-libraries).

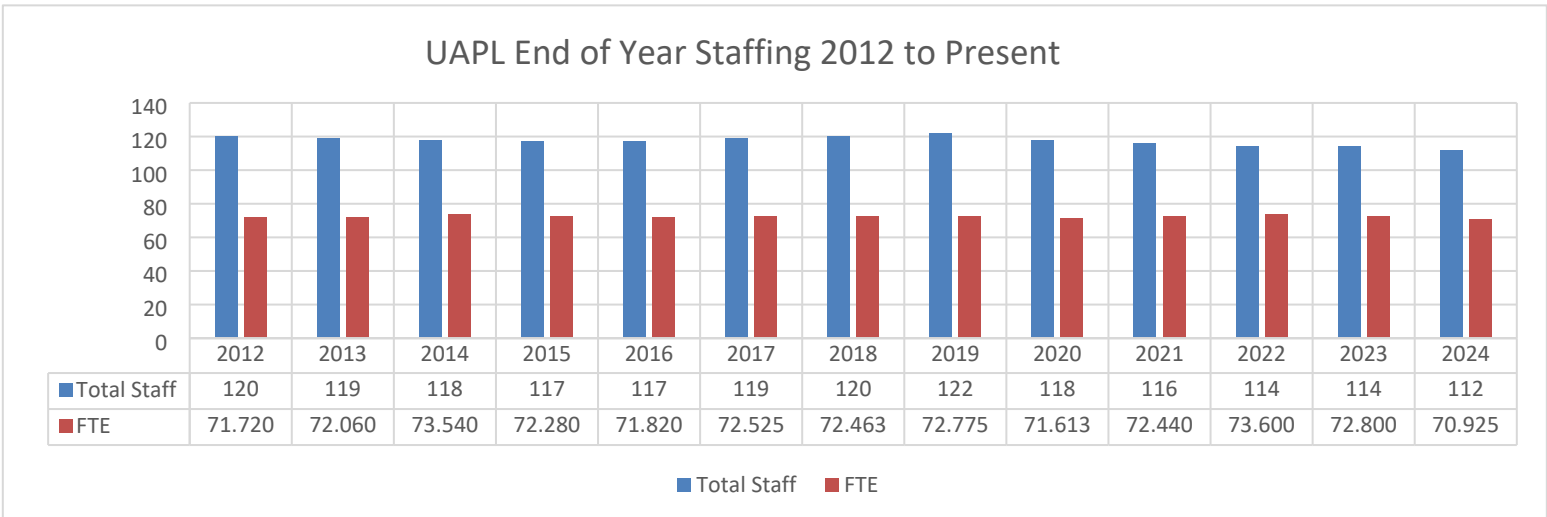
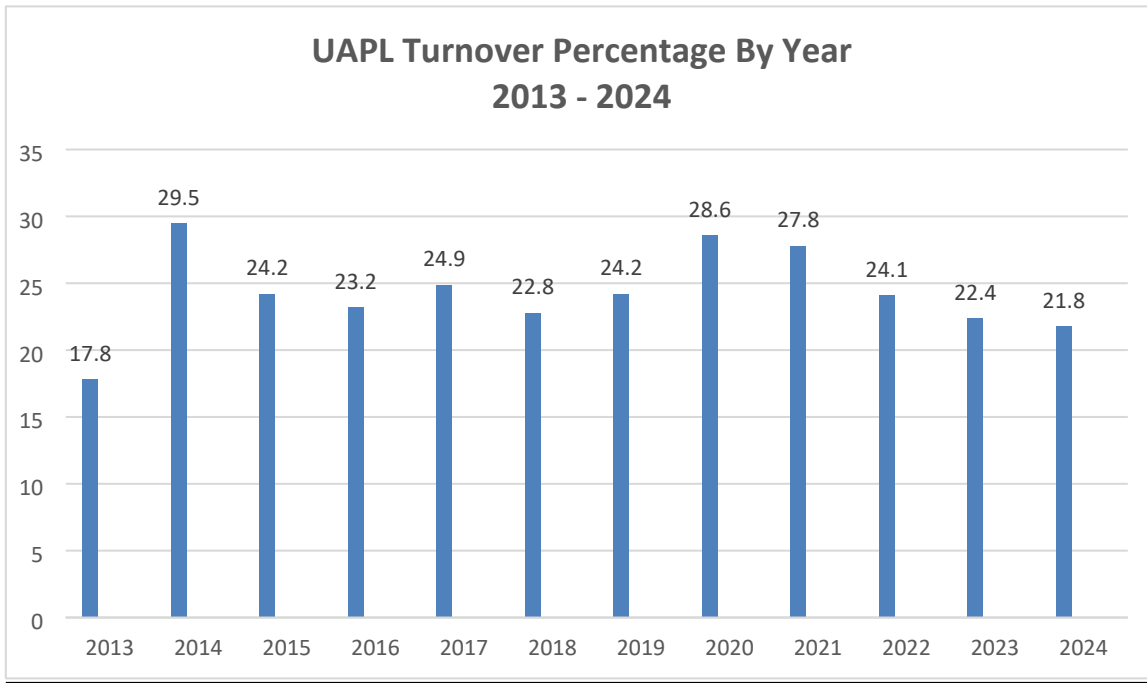
Please refer to the illustrations below for a breakdown of turnover by reason for both full-time and part-time staff, turnover percentage by year and end of year staffing:

### 2024 PART-TIME REASONS FOR RESIGNATION



### 2024 FULL-TIME REASONS FOR RESIGNATION





**Anticipated Staffing Changes in 2025**

As we move into 2025, we plan to strategize filling open positions as we prepare to re-open the Lane Road branch.

We do not foresee any large staffing changes in 2025 and will continue to reassess library needs as positions vacate to make sure we are appropriately staffed.

**Finance Committee**

Trustee William Shkurti reviewed the Finance Committee meeting minutes.



# Finance Committee Minutes

Upper Arlington Public Library

1/8/2025 5:00 PMEST

@ 2800 Tremont Road - Meeting Room B

## Attendance

### Present:

Members: Kate Hare, William Shkurti, John Yesso

Guests: Beth Hatch, Jen Jimison, Lori Piergallini, Kate Porter, Greg Ramage

### Absent:

Members: Kevin Fix, Beth Hatch, Jen Jimison, Lori Piergallini, Kate Porter, Greg Ramage, Julie Whitt

#### I. Call to Order

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

#### II. Fiscal Officer - Year End Review

The Fiscal Officer went over the Year End Review. Stating that the Library finished the year fiscally strong even with the shortage in the PLF. Although the PLF was less than expected the Star Ohio interest and Passport fees exceeded their budgeted amounts. Interest accounted for most of other revenue; passports were 12% of other revenue. All fund expenses were under budget due to cost cutting measures and a pause on filling vacant positions.

 [Cover Page - Year End Review.pdf](#)

#### III. 4th Quarter Financials

The Fiscal Office also reviewed the 4th Quarter Investment Report noting the total interest earned for the 4th Quarter (\$118,211.45) and the Year to Date (\$496,792.82). The Library's investment strategy is to safeguard the principal so we shall stay the course with our investment in Star Ohio.

 [4th QTR Investment Report.pdf](#)

#### IV. Review Month Financials

 [General Fund Report.pdf](#)

 [Statement of Cash Position.pdf](#)

#### V. Review Month Checks

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

 [Check Report.pdf](#)

#### VI. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of December 31, 2024.

 [HNB Bank Statement Register.pdf](#)

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

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

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

VII. Resolutions

The committee reviewed the resolution authorizing the Fiscal Officer and Deputy Fiscal Officer for 2025 and recommended it be presented at the Board Meeting.

 [01-25 To Appoint Fiscal Officer.docx](#)

VIII. Adjournment

The meeting was adjourned at 5:15pm.

### SIGNATURE SHEET

Trustee John Yesso made a motion to pass the December Financial Reports. Trustee Matthew Courser 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 Piergallini  
2025-02-19 19:24 UTC  
Lori M. Piergallini, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

### Operations Committee

There was no December Operations Committee meeting. Trustee Susan Ralph did report that the committee will be looking at working on corporate and non-profit donations for the Lane Road Youth Shelving and Furniture project.

## 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 William Shkurti, seconded by Trustee Kate Hare, 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

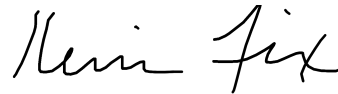
## Adjournment

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

#### Voting:

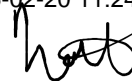
Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn,	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	Aye

The meeting was adjourned at 5:32 p.m.



---

Kevin Fix  
2025-02-20 11:24 UTC Kevin Fix, President



---

Matthew Courser  
2025-02-19 19:34 UTC Matthew Courser, Secretary