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UPPER ARLINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
AGENDA FOR FEBRUARY 21, 2017 AT 5 PM

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1. Call to Order
2. Consent Agenda
  - a. Excused Absences
  - b. Approval of Minutes of January 17, 2017 P. 1-10
  - c. Approval of January Financial Report P. 11-12
  - d. January Donations Resolution P. 13
3. Public Comments
4. Assistant Director's Report
  - a. Program Scorecard P. 14-15
  - b. New Programming Concept P. 16
5. Director's Report P. 17
  - a. Monthly Statistics P. 18
6. Finance Committee
  - a. Resolution: Tax Advance Request P. 19
  - b. MEC Gas Update P. 20
7. President's Report
  - a. Discussion on Marketing Plan
8. Adjournment

**Next Board Meeting:** Tuesday, March 21, 2017 at 5 p.m. in Meeting Room B



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UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES ORGANIZATIONAL MEETING  
Tuesday, January 17, 2017 at 6:00 PM

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The meeting was called to order at 6:00 p.m.

***IN ATTENDANCE***

BOARD MEMBERS: Maura Bowen, Peter Hahn, Gloria Heydlauff, Kyle McKee, Sarah Mueller, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Michael Troper, Fiscal Officer; Chris Minx, Marketing and Community Relations Manager; Diana Magee, Executive Secretary; and Ashley Ellrod, Upper Arlington City Clerk.

EXCUSED ABSENCE: None

***RESOLUTION TO APPOINT FISCAL OFFICER***

The full Board was introduced to Michael Troper and Resolution 01-17 was passed to appoint him as Fiscal Officer of the Upper Arlington Public Library commencing on January 17, 2017. The resolution can be seen here:

RESOLUTION 01-17

**Resolution Appointing the Fiscal Officer for the Upper Arlington Public Library for a Term of One Year Commencing on January 17, 2017**

**OHIO REVISED CODE, SECTION 3375.32**

WHEREAS, This Board in accordance with the provisions of law has appointed Michael Troper as the Fiscal Officer for the Upper Arlington Public Library; and

WHEREAS, Pursuant to Section 3375.32 of the Ohio Revised Code, the Fiscal Officer of the Board of Library Trustees of a free public library shall be appointed at the Board's annual organizational meeting for a term of one year; and

WHEREAS, the Fiscal Officer will be bonded with surety, payable to the Board of Trustees, and conditioned for the faithful performance of the official duties required for these positions for the full term of the appointments in 2017; now, therefore,

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That Michael Troper be appointed as the Fiscal Officer of the Upper Arlington Public Library for a one year term commencing on January 17, 2017, with a fixed compensation of \$78,000.

**SIGNATURE SHEET**

Resolution No. 01-17

01/17/17

Upon the motion of Trustee John Yesso, seconded by Trustee Kyle McKee:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	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 date noted above.

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Chris Taylor, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

***SWEARING IN OF THE FISCAL OFFICER***

Upper Arlington City Clerk, Ashley Ellrod, administered the following sworn oath to the newly appointed Fiscal Officer, Michael Troper:

*I, Michael Troper, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as Fiscal Officer of the Library Board of Trustees in and for the said Upper Arlington Public Library, Franklin County, Ohio. I will serve to the best of my ability, and in accordance with the laws now in effect and thereafter to be enacted, during my continuance insaid office and until my successor is chosen and qualified.*

**BOARD OF TRUSTEES OFFICERS**

The Board elected officers and members to committees as follows:

RESOLUTION 02-17

**Resolution Electing the President, Vice President and Secretary for the Upper Arlington Public Library Board of Trustees for a Term of One Year Commencing on January 1, 2017**

**OHIO REVISED CODE, SECTION 3375.32**

WHEREAS, Pursuant to Section 3375.32 of the Ohio Revised Code, the President, Vice President and Secretary of the Board of Library Trustees of a free public library shall be elected at the Board's annual organizational meeting for a term of one year; now, therefore

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That Sarah Mueller be elected as the President of the Upper Arlington Public Library Board of Trustees for a one year-term commencing on January 1, 2017.

That John Yesso be elected as the Vice President and a member of the of the Operations Committee of the Upper Arlington Public Library Board of Trustees for a one-year term commencing on January 1, 2017.

That Gloria Heydlauff be elected as the Secretary and a member of the Finance Committee of the Upper Arlington Public Library Board of Trustees for a one-year term commencing on January 1, 2017.

That Kyle McKee, of the Upper Arlington Public Library Board of Trustees, be elected as Chair of the Finance Committee for a one-year term commencing on January 1, 2017.

That Peter Hahn, of the Upper Arlington Public Library Board of Trustees, be elected as Chair of the Operations Committee for a one-year term commencing on January 1, 2017.

That William Shkurti, of the Upper Arlington Public Library Board of Trustees, be selected as a member of the Finance Committee for a one- year term commencing on January 1, 2017.

That Maura Bowen, of the Upper Arlington Public Library Board of Trustees, be selected as a member of the Operations Committee for a one-year term commencing on January 1, 2017.

**SIGNATURE SHEET**

Resolution No. 02-17

01/17/17

Upon the motion of Trustee William Shkurti, seconded by Trustee Gloria Heydlauff:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	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 date noted above.

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Michael Troper, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

***BOARD MEETING SCHEDULE***

The Board passed Resolution 03-17 to approve the 2017 Board Meeting schedule. The resolution can be seen here:

**RESOLUTION 03-17**  
**To Approve the 2017 Board Meeting Schedule**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library approves the following schedule of meetings for 2017:

<b>January</b>	Tuesday, January 17, 2017 5:00 p.m.
<b>February</b>	Tuesday, February 21, 2017 5:00 p.m.
<b>March</b>	Tuesday, March 21, 2017 5:00 p.m.

**April** Tuesday, April 18, 2017 5:00 p.m.  
**May** Tuesday, May 16, 2017 5:00 p.m.  
**June** Tuesday, June 20, 2017 5:00 p.m.  
**July** NO JULY MEETING  
**August** Tuesday, August 15, 2017 5:00 p.m.  
**September** Tuesday, September 19, 2017 5:00 p.m.  
**October** Tuesday, October 17, 2017 5:00 p.m.  
**November** NO NOVEMBER MEETING  
**December** Tuesday, December 5, 2017 5:00 p.m.

**SIGNATURE SHEET**

Resolution No. 03-17

01/17/17

Upon the motion of Trustee Kyle McKee, seconded by Trustee William Shkurti:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	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 date noted above.

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Michael Troper, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

**ADJOURNMENT**

Ms. Heydlauff made a motion to adjourn the meeting. Ms. Bowen seconded the motion.

Sarah Muller, President	Aye
John Yesso, Vice- President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

The meeting adjourned at 6:04 p.m.

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Sarah Mueller, President

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Gloria Heydlauff, Secretary



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**UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
Tuesday, January 17, 2017 at 6:00 PM**

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The meeting was called to order at 6:04 p.m.

***IN ATTENDANCE***

BOARD MEMBERS: Maura Bowen, Peter Hahn, Gloria Heydlauff, Kyle McKee, Sarah Mueller, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Michael Troper, Fiscal Officer; Chris Minx, Marketing and Community Relations Manager, and Diana Magee, Executive Assistant

EXCUSED ABSENCE: None

***CONSENT AGENDA***

The consent agenda included the Minutes from the December 6, 2016 and December 16, 2016 Board of Trustees meetings, the Financial Report for December 2016 and the December Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 04-17  
**December 2016 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:

<b>Amount</b>	<b>Fund</b>	<b>Donor</b>
\$300.00	130	Jim & Alicia Walker
\$25.00	130	Robert Luikart
\$200.00	130	Andy & Linda Thompson
\$50.00	130	Matthew Perlman
\$500.00	130	Sarah Mueller

**SIGNATURE SHEET**

Resolution No. 04-17

01/17/2017

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee William Shkurti:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	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 date noted above.

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Michael Troper, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

***ASSISTANT DIRECTOR'S REPORT***

Installation of new carpet in the Adult Services department has commenced and is estimated to take two weeks to complete. The work will be done after hours.

***DIRECTOR'S REPORT***

Passport Services has proven to be an extremely popular service. The Library will continue to offer it and look into offering more times and days for appointments to accommodate the requests for appointments. 2017 revenue is expected to proceed projections.

As required by the Central Library Consortium's Security Policy, the Library created and enacted a Local Security Policy in January 2016. The Board must reapprove the Local Security Policy, each year.

This document describes the Confidential Personal Information (CPI) collected by the Library, potential risks to this information, and tactics the Library will take to reduce these risks. The policy also addresses our legal requirement to protect CPI under Chapter 1347 of the Ohio Revised Code as well as credit cardholder data subject to the Payment Card Industry Data Security Standards (PCI DSS).

**RESOLUTION 05-17**  
**To Reapprove Local Library Security Policy**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby reapproves the Local Library Security Policy, as included in the Operations Manual, as outlined as an Exhibit to this Resolution, and as recommended by the Administration of the Upper Arlington Public Library.

**SIGNATURE SHEET**

Upon the motion of Trustee Shkurti seconded by Trustee Hahn:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
Sue Ralph	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 date noted above.

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Michael Troper, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

**2016 OVERVIEW OF SOCIAL MEDIA**

In 2016, the Library worked on refining and expanding its social media presence by creating goals and strategies for the use of Twitter, Facebook, and Pinterest. The Library achieved 1,000 Twitter followers as well as substantial increases in Pinterest followers. The Library will be working with the City on collaborative social media efforts in the coming year.

The Board asked whether having teen interns work on a social media marketing project could be helpful to the project. Administration advised that it would look into the potential of such a project.

**RESOLUTION TO AUTHORIZE BANK SIGNATORY**

The Board passed Resolution 06-17 to authorize Michael Troper as the designated signatory on the account at Huntington Bank. The resolution was provided by Huntington Bank in .pdf form and therefore is available as an exhibit to these minutes.

**SIGNATURE SHEET**

Upon the motion of Trustee Yesso seconded by Trustee McKee:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
Sue Ralph	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 date noted above.

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Michael Troper, Fiscal Officer

Upper Arlington Public Library

Upper Arlington, Ohio

#### **ADJOURNMENT**

Mr. Shkurti made a motion to adjourn the meeting. Mr. McKee seconded the motion.

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
Sue Ralph	Aye
William Shkurti	Aye

The meeting was adjourned at 6:43 p.m.

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Sarah Mueller, President

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Gloria Heydlauff, Secretary

**Upper Arlington Public Library**  
**All Funds**  
**Statement of Cash Position**  
As of January 31, 2017

Fund No.	Fund Description	January 1, 2017 Balance (a)	2017 YTD Revenue (b)	2017 YTD Expended (c)	1/31/2017 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$2,633,914	\$239,026	\$389,253	\$2,483,687	\$1,669,828	\$813,859
2XX	Special Revenue Fund- Combined	\$286,478	\$3,423	\$5,110	\$284,791	\$18,786	\$266,005
402	Building Improvement	\$453,471	\$0	\$884	\$452,587	\$126,831	\$325,756
501	Employee FSA Fund	\$5,000	\$2,873	\$0	\$7,873	\$0	\$7,873
<b>GRAND TOTAL</b>		<b>\$3,378,863</b>	<b>\$245,323</b>	<b>\$395,247</b>	<b>\$3,228,938</b>	<b>\$1,815,445</b>	<b>\$1,413,494</b>

*Fund 1X0* We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

*Fund 2XX Special Revenue Fund* is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is noted as such.

*Fund 402 the Building Improvement Fund* is used for building and technology improvements.

*Fund 501 Employee FSA Fund* is a restricted fund used for Employee FSA contributions that the Library maintains in house.

**Upper Arlington Public Library**  
**All Funds**  
**Statement of Cash Position**  
As of January 31, 2016

Fund No.	Fund Description	January 1, 2016 Balance (a)	2016 YTD Revenue (b)	2016 YTD Expended (c)	1/31/2016 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$2,571,825	\$235,330	\$603,823	\$2,203,332	\$1,567,947	\$635,385
2XX	Special Revenue Fund- Combined	\$287,039	\$7,220	\$5,976	\$288,283	\$22,275	\$266,007
402	Building Improvement	\$355,313	\$0	\$20,226	\$335,087	\$43,764	\$291,323
<b>GRAND TOTAL</b>		<b>\$3,214,177</b>	<b>\$242,550</b>	<b>\$630,025</b>	<b>\$2,826,701</b>	<b>\$1,633,987</b>	<b>\$1,192,715</b>

*Fund 1X0 General Fund* is used to track expenditures related to the Library's daily operations. As of 2014, sub-funds have been created within the General Fund to track Donations & Grants. This information provided summarizes the data into one General Fund and is noted as such.

*Fund 2XX Special Revenue Fund* is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is noted as such.

*Fund 402 the Building Improvement Fund* is used for building and technology improvements.

**Upper Arlington Public Library**  
**General Fund**  
**Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance**  
*As of January 31, 2017*

**Beginning Cash Balance as of January 1, 2017**                      **2,633,914**

<b>General Fund Operating Revenue</b>	<b>Budget</b>	<b>YTD Revenue</b>	<b>Projected Year End Revenue</b>	<b>Over / (Under) Budget</b>
General Property Taxes	3,163,993	0	3,163,993	(0)
Public Library Fund	2,665,249	216,057	2,659,222	(6,027)
Other Income	186,600	22,969	186,600	0
<b>Total Revenue</b>	<b>6,015,842</b>	<b>239,026</b>	<b>6,009,815</b>	<b>(6,027)</b>

<b>General Fund Operating Expenditures</b>	<b>Budget</b>	<b>YTD Expenditures</b>	<b>Projected Year End Cash Expenditures</b>	<b>(Over) / Under Budget</b>
Salaries & Benefits	3,954,364	321,079	3,954,364	0
Library Materials	851,000	27,250	851,000	0
Other Expenditures	<u>837,082</u>	<u>40,923</u>	<u>837,082</u>	<u>0</u>
<b>Total Expenditures</b>	<b>5,642,446</b>	<b>389,253</b>	<b>5,642,446</b>	<b>0</b>

<b>Net Budget (Revenue less Expenditures before Cash Transfers Out)</b>	<b>373,396</b>	<b>(150,226)</b>	<b>367,369</b>	<b>(6,027)</b>
				<b>(Over) / Under Budget</b>

**Non-Operating Expenditures**

Cash Transfers Out to Fund 402 - Building Improvement Fund	304,974	0	304,974	0
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<b>Net Budget after Cash Transfers</b>	<b>68,422</b>	<b>(150,226)</b>	<b>62,395</b>	<b>(6,027)</b>
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**Projected Cash Balance at December 31, 2017**                      **2,696,309**

**Budget** represents current budget and does not include any prior year encumbrances.

**General Property Tax** - Revenue from the existing 2.0 mil levy is received in March and August of every fiscal year.

**Public Library Fund** - The most recent certification from the Franklin County Budget Commission on 1/10/17 estimates our revenue as \$2,659,222.01 which is \$6,026.85 less than the prior certification on 8/1/16 on which the budget is based. The year end revenue is based upon the most recent certification but may be less depending on the funding in new biennial budget which begins 7/1/2017.

**Other Income** - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings, and cataloging services for the Bexley Public Library. Passport service (\$21,500 budgeted) and photo fees (\$6,600 budgeted) came in at about 26% of budgeted revenue for the year. January's high passport income may be due to a seasonal effect.

**Salaries & Benefits** - Currently we expect to spend our full budget for salaries and benefits. Vacancy credits, based upon prior year savings, were included in the current budgeted amounts.

**Library Materials** - Expenditures are currently projected to meet the appropriations allocated to this budget category.

**Other Expenditures** - Expenditures are currently projected to meet the appropriations allocated to this budget category.

**Cash Transfers Out to Fund 402** - Building Improvement Fund is the line that allows the Library to fund the capital plans by moving money from the General Fund to the Building Improvement Fund. The State considers transfers an expenditure and must be part of the approved budget.

**Net Budget After Cash Transfers Out** - A negative number indicates that the Library will be moving / transferring / spending the cash balance in the fund. A positive number indicates that we will be increasing the cash balance.

**RESOLUTION xx-17**  
**January 2017 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:

<b>Gift amount</b>	<b>Fund</b>	<b>First Name</b>	<b>Last Name</b>	<b>Campaign</b>
\$ 100.00	130	William	Shkurti	Library Lovers' Month 2017
\$ 100.00	130	Robert	Rapp	Library Lovers' Month 2017
\$ 100.00	130	Helena	Goscilo	Library Lovers' Month 2017
\$ 100.00	130	Ann L.	Royer	Library Lovers' Month 2017
\$ 35.00	130	Jill B.	Whalen	Library Lovers' Month 2017
\$ 30.00	130	James and Normanella	Dewille	Library Lovers' Month 2017
\$ 25.00	130	Betty	O'Neill	Library Lovers' Month 2017
\$ 100.00	130	Roger and Betty	Hyatt	Library Lovers' Month 2017
\$ 100.00	130	Amy and Bob	Sharpe	Library Lovers' Month 2017
\$ 50.00	130	Mary	Vasseur	Library Lovers' Month 2017
\$ 100.00	130	Roger and Dianne	Albrecht	Library Lovers' Month 2017
\$ 100.00	130	John	Burtch	Library Lovers' Month 2017
\$ 100.00	130	Carole	Lunney and Andrew Hayes	Library Lovers' Month 2017
\$ 100.00	130	Mary Ann	Krauss	Library Lovers' Month 2017
\$ 100.00	130	Timothy and Rita	Lyons	Library Lovers' Month 2017
\$ 100.00	130	Dareth A.	Gerlach	Library Lovers' Month 2017
\$ 50.00	130	Nikolina and Christian	Weaver	Library Lovers' Month 2017
\$ 50.00	130	Frederick and Karla	Roehrig	Library Lovers' Month 2017
\$ 30.00	130	Reginald and Pamela	Rahn	Library Lovers' Month 2017
\$ 30.00	130	Walter and Maryalyce	Ersing	Library Lovers' Month 2017
\$ 25.00	130	Betty	Gabel	Library Lovers' Month 2017
\$ 25.00	130	Robert and Mary	Grimm	Library Lovers' Month 2017
\$ 25.00	130	Justin and Kari	Rucker	Library Lovers' Month 2017
\$ 25.00	130	Janice	Walsh	Library Lovers' Month 2017
\$ 25.00	130	Peter	Coccia	Library Lovers' Month 2017
\$ 20.00	130	John	Diring	Library Lovers' Month 2017
\$ 10.00	130	William and Peggy	Pfeil	Library Lovers' Month 2017
\$ 5.00	130	Alberta K.	Lindstrom	Library Lovers' Month 2017
\$ 50.00	130	Greg	Ramage	Library Lovers' Month 2017
\$ 25.00	130	James & Christine	Gloyd	Library Lovers' Month 2017
\$ 10.00	130	Marilyn G.	Hood	Library Lovers' Month 2017

Upper Arlington Public Library  
**Board of Trustees**  
February 21, 2017

**TOPIC: Patron Program Satisfaction Survey Results**

**CONTEXT/BACKGROUND:**

We measured our patron's satisfaction with our library programming to report this outcome for our 2016-18 Strategic Plan. A subset of the Program Committee developed a brief, six question survey that was given to patrons at representative programs during the month of October. A program survey plan was created so that like programs will be surveyed year to year to provide consistent results. The plan represents a variety of programs and assigns a number of programs surveyed.

239 respondents answered our questions. These responses came from the following program locations:

Adult	16.74%
Media	6.28%
Youth	31.80%
Lane	17.15%
Miller Park	28.03%

See the question and answer data on the following page.

The responses were overwhelmingly positive and patrons report to be pleased with our programs. The additional comments were positive as well with a staff member's or presenter's extra effort frequently mentioned by name. Several respondents stated that they wanted more times for storytimes. More ESL classes were suggested. More space for programs was mentioned. The new book chats program received several "please continue them" mentions. The art history programs inspire participants to do follow up research on the topics. It was especially nice to read, "my son has really branched out a lot by coming to story time. He used to be very shy and sit on my lap the whole time. Now he shouts out answers and participates in the dances."

**REQUEST OF BOARD/ACTION NEEDED:**

For Information Only



Q1. *How would you rank the quality of this program in regards to the educational and/or entertainment value it delivered?*

60.67%	Very High
32.22%	High
7.11%	Average
0.00%	Low
0.00%	Very Low

Q2. *How would you rank your level of satisfaction with the format and/or presentation of this program?*

63.87%	Very High
27.73%	High
8.40%	Average
0.00%	Low
0.00%	Very Low

Q3. *Which of the following terms would you use to describe this program?*

67.23%	Interesting
73.53%	Fun
0.00%	Boring
65.97%	Entertaining
1.68%	Not What I Expected
65.13%	A Good Use Of My Time
72.27%	Educational
0.00%	Poorly Presented

Q4. *How likely are you to attend a similar program?*

68.78%	Very Likely
24.4%	Likely
4.64%	Average
0.42%	Unlikely
1.60%	Very Unlikely

Q5. *Overall, how do you feel about the programs offered at UAPL?*

64.83%	Very Satisfied
32.63%	Satisfied
2.54%	Average
0.00%	Dissatisfied
0.00%	Very Dissatisfied

Q6. *How often do you attend library programs?*

46.78%	Weekly
24.89%	Monthly
10.73%	Quarterly
2.58%	Yearly
15.02%	This Is My First Program At UAPL.

Upper Arlington Public Library  
**Board of Trustees**  
February 21, 2017

**TOPIC: Idea for New Programming Concept**

**CONTEXT/BACKGROUND:**

The local chapter of Stand Up For Racial Justice is using a library meeting room to hold their monthly meetings and a regular book discussion. They have approached us about working together on programming. According to their website, "SURJ is a national network of groups and individuals organizing White people for racial justice. Through community organizing, mobilizing, and education, SURJ moves White people to act as part of a multi-racial majority for justice with passion and accountability. We work to connect people across the country while supporting and collaborating with local and national racial justice organizing efforts. SURJ provides a space to build relationships, skills and political analysis to act for change."

As a library we are interested in partnering with this group on a quarterly basis to offer a panel discussion to compliment the topic of one of their books. The panel would bring in different people with different perspectives on the topic as a way to challenge stereotypes and share experiences that differ from those of our attendees. This could branch out into topics beyond their book club as well. This program would be cross-promoted to their group and to our library patrons through our regular channels.

We are thinking about how we would promote this new programming. What do we call it? One idea is to call it an issues/common ground forum. Or we can call it a social justice panel or something similar? Different wording appeals to different segments of the population or can mean different things to different people.

In our Operations Manual (page 18) we state that "the Library's philosophy of open access to information and ideas extends to library programming. Library sponsorship of a program does not necessarily constitute an endorsement of the content of the program or the view expressed by the participants. Likewise, program topics, speakers and resources are not excluded from programs because of possible controversy."

**RECOMMENDATION FROM ADMINISTRATION:**

Administration is comfortable with this new type of programming and would like to move forward in the planning process.

**ISSUES/STRATEGIC QUESTIONS:**

1. Is the Board comfortable with this new programming?
2. Does the Board support using a more generic title for this programming or the more explicit wording?

**REQUEST OF BOARD/ACTION NEEDED:**

Approval of the wording used to promote this new programming.



# Director's Report

explore.gather.grow.

## PASSPORT SERVICES

As spring break season approaches, we are seeing an influx of requests for passport appointments. Staff have been taking appointments outside of the normally scheduled hours, when possible. The Library made \$5,396.55 in revenue in January and we project February will be similar.

There has been no update to whether or when the Execution Fee, the money that the Library keeps for processing an application, will rise to \$35.

## UPCOMING OLC EVENTS AND OPPORTUNITIES FOR BOARD MEMBERS

Please let Diana and Chris know if you care to attend any of these event sponsored by the Ohio Library Council.

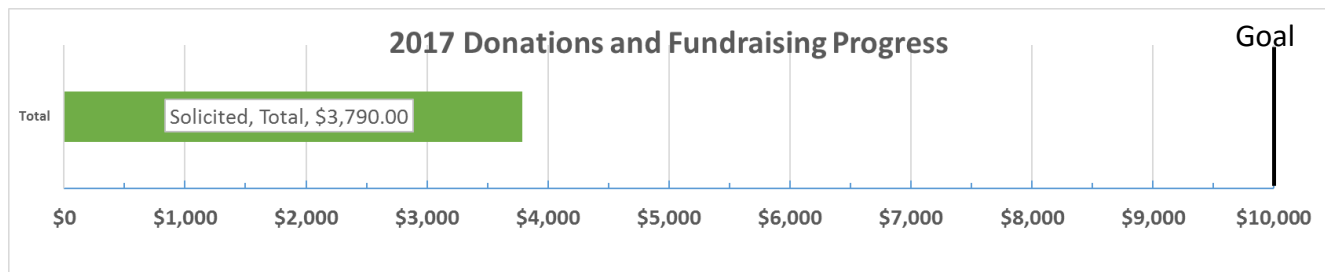
- Central Chapter Trustee Dinner: Thursday March 23, 2017 @ Holiday Inn Worthington
- Library Trustee Workshop: Saturday March 25, 2017 @ Quest Conference Center, Columbus
- Legislative Day: Wednesday, March 29, 2017 @Ohio Statehouse Atrium

## FUNDRAISING

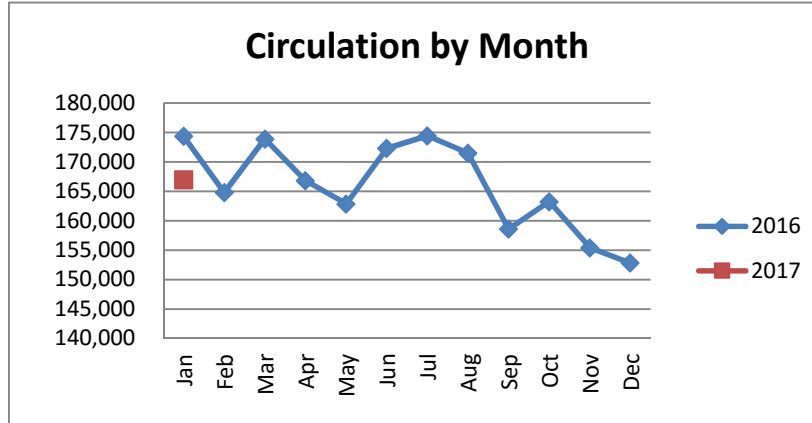
This year, for the Library Lovers' Month campaign, we sent out over 500 valentines to past donors, members of the Friends, and others who have supported the Library in ways other than donations directly to the Library. A preaddressed donation envelope was included with the valentine.

As of February 16, 2017, the Library had received 47 solicited donations totaling \$3,790.00. The expenses of the campaign included printing, postage, buttons for staff to wear, and the donation envelopes. The total expenses of the 2017 campaign, not including staff time, were \$1,070.93, leaving a net profit of \$2,719.07.

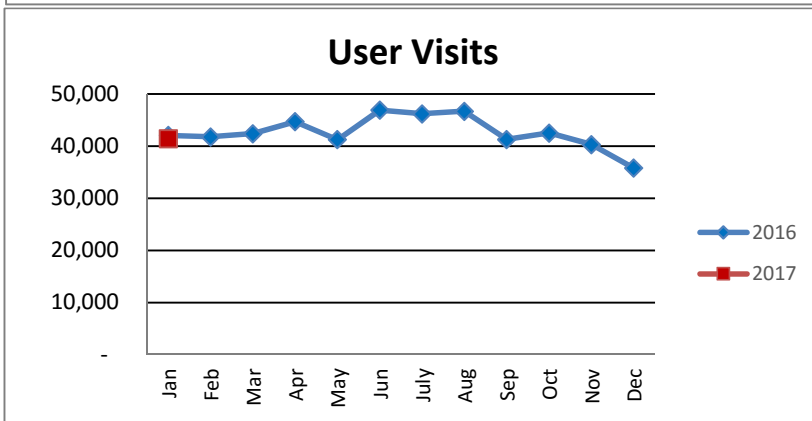
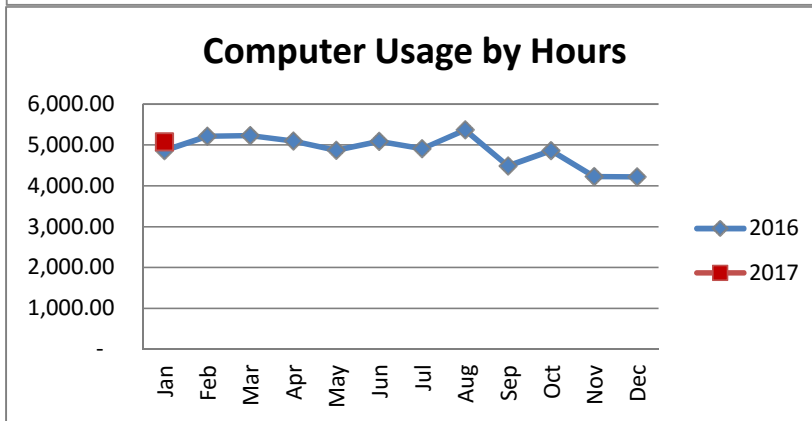
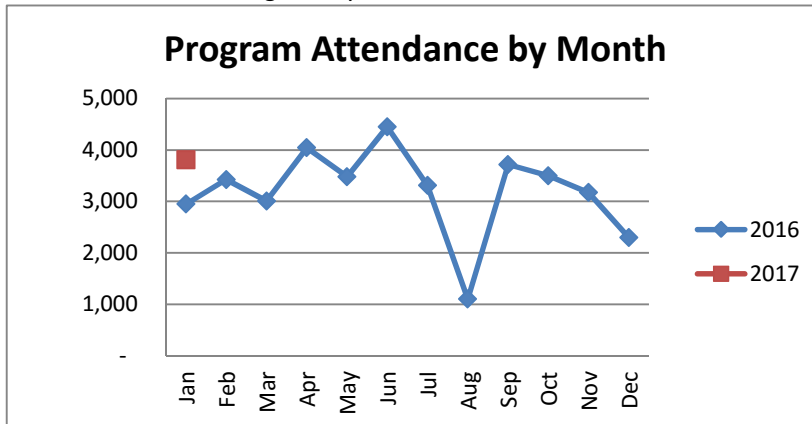
Of the 47 donations received, 46 were in response to the mailing and one donation was from the envelopes placed throughout the three locations. We added 20 constituents to our donor database who had never donated directly to the Library before.



# Monthly Statistical Summary as of End of January 2017



Automatic renewals began May 1, 2015.



RESOLUTION XX-17  
**Authorization to have County Auditor Release Advance  
Distribution of Tax Dollars**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library authorizes the Fiscal Officer of the Library to receive tax advances and settlements from the Franklin County Auditor for the 2017 fiscal year.

Upper Arlington Public Library  
**Board of Trustees**  
February 21, 2017

**TOPIC:** Update on Natural Gas Pricing through our Consortia Contract

**CONTEXT/BACKGROUND:**

In February 2015, the Library Board of Trustees passed a resolution authorizing the purchase of natural gas from Direct Energy Business Marketing through the Metropolitan Educational Council (MEC), to which we belong. The retail cost was competitively bid at the time and was in effect from July 2015 through June 2017.

The original contract provided for up to three annual renewals and the consortia continues to negotiate the cost each year.

Last year, the cost was fixed in April for the period covering July 2017 through June 2018. This year, the renewal came in February covering July 2018 through June 2019.

The chart below shows the negotiated basis for natural gas before the contract began, during the first three years, and the subsequent renewals. There will likely be one more renewal next year in accordance with the terms of the original contract.

<b>Time Period</b>	<b>Basis</b>
Before July 2015	\$.31
July 2015 – June 2017	\$.05
July 2017 – June 2018	\$.169
July 2018 – June 2019	\$.055

To provide some context, the following chart shows the annual natural gas expenditures.

<b>Year</b>	<b>Annual Cost</b>
2013	\$21,083.11
2014	\$25,976.91
2015	\$15,339.30
2016	\$12,344.76

As a reminder, the Library replaced 90% of our HVAC system at the Main Library in 2014. The savings in 2015 and 2016 as compared to the past would be partially from the reduced cost and partially from the more efficient equipment.

**REQUEST OF BOARD/ACTION NEEDED:**

For Information Only