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

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1. Call to Order
2. Consent Agenda
  - a. Excused Absences
  - b. Approval of Minutes of February 21, 2017 P. 1-6
  - c. Approval of February Financial Report P. 7-8
  - d. February Donations Resolution P. 9
3. Public Comments
4. Assistant Director's Report
  - a. Annual Partnership Review P. 10-17
5. Director's Report P. 18
  - a. Annual Scorecard and Strategic Plan Success Measures Review P. 19-21
  - b. Monthly Statistics P. 22
  - c. Annual Stats Overview P. 23-27
6. Operations Committee
  - a. March Minutes P. 28-29
7. Finance Committee
  - a. March Minutes P. 30-31
8. Adjournment

**Next Board Meeting:** Tuesday, April 18, 2017 at 5 p.m. in Meeting Room B



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**UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
Tuesday, February 21, 2017 at 5 PM**

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The meeting was called to order at 5:01 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; Greg Ramage, Director of Support Services; Chris Minx, Marketing and Community Relations Manager; Jen Faure, Community Engagement Specialist; and Diana Magee, Executive Assistant

EXCUSED ABSENCE: None

**CONSENT AGENDA**

The consent agenda included the Minutes from the January 17, 2017 Board of Trustees Organizational and normal meetings, the Financial Report for January 2017 and the January Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

**RESOLUTION 07-17  
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:

Gift amount	Fund	First Name	Last Name	Campaign
\$ 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

**SIGNATURE SHEET**

Resolution No. 07-17

2/21/2017

Upon the motion of Trustee, William Shkurti seconded by Trustee Gloria Heydlauff to pass the consent agenda:

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***

Program Satisfaction Surveys

The Library surveyed program participants during the month of October 2016. A plan was developed to insure that programs focused on different age groups and content were evenly sampled. The results of the survey were overwhelmingly positive. Suggestions were also welcomed and will be taken into consideration in planning future programs.

The Board requested that for coming years, we get the total attendance of the programs sampled to know what percentage completed surveys.

New Programming Idea

The local chapter of Stand Up for Racial Justice uses the Library's meeting rooms to hold their monthly meetings and regular book discussion. They approached Jen Faure, Community Engagement Specialist, about possibly partnering on programs with social justice content and a focus on education.

Many other libraries across the nation are offering social justice-oriented programming. The Board agreed that social justice is an interesting and worthwhile topic to offer to the community through the Library's programs but wanted to insure that the Library remained neutral and unbiased. Therefore, rather than partnering with any one group, who may or may not have a political bias, the Board encouraged the Library to put on its own social justice series. This would allow the Library to have control over the topics and insure that all points of view are equally represented.

Jen will outline what the social justice program topics and content would be and bring back to the Board at future meeting. The programming will take place in the fall.

## ***DIRECTOR'S REPORT***

### Passport Services

Passport services at the Library continue to be in high demand. The months leading up to spring and summer breaks are especially busy, so it is likely that other months will bring in less revenue.

### Upcoming OLC Events

The Board was invited to attend the Ohio Library Council's Trustee Dinner, Trustee Workshop, and Legislative Day.

### Library Lovers' Fundraising Campaign

The Library's second annual Library Lovers' Campaign has proven successful with nearly four thousand dollars in donations received at the time of the Board meeting. The donations will be used for creating more functional spaces for group collaboration and individual study which was highlighted as a high-priority for the community in 2015's strategic survey.

## ***FINANCE COMMITTEE***

### Meeting Minutes

**UPPER ARLINGTON PUBLIC LIBRARY  
FINANCE COMMITTEE  
WEDNESDAY, FEBRUARY 15, 2017  
MEETING NOTES**

*The meeting was called to order at 5 p.m.*

***IN ATTENDANCE:*** *Gloria Heydluaff, Kyle McKee, William Shkurti, Chris Taylor, Kate Porter, Michael Troper, and Diana Magee.*

### ***Financials***

*The Committee reviewed the financial reports for January. They requested that from henceforth, the Statement of Cash Position from the prior year be included for comparison. The Committee accepted the reports as presented to be included in the materials for the February meeting of the Board of Trustees.*

### ***Tax Advance Resolution***

*During the recent absence of fiscal staff, tax advance payments were not requested. Due to this, there was a shortage of funds in the Library's bank account prior to payroll. Some funds from StarOhio were transferred back to the Library's bank account to cover the expenses. There are no penalties for the withdrawal.*

*The Committee will recommend that the full Board pass a new Tax Advance Resolution authorizing Fiscal Officer, Michael Troper, to request the funds. Once the funds are received and the Library is sure it will not need anything additional to cover upcoming expenses, the funds transferred from the StarOhio account will be returned.*

### ***MEC Gas Cost Update***

*The Board passed a resolution in 2015 authorizing the Library to purchase gas through the MEC consortium for three years, including up to three annual renewals. Basis costs have gone down from last year which could result in savings.*

*The Committee recommended that utilities, which usually fluctuate from year to year, be budgeted at a consistent amount plus inflation. In years when there is a savings, the surplus could be put into a utility reserve to cover abnormally high-cost years.*

### **Bank Reconciliations**

*Administration will investigate whether older, unclaimed payments can be written off and sent to the State's unclaimed funds. The December bank reconciliation is currently not balanced, which Chris suspects is due a spreadsheet that was not completed correctly before completing journal entries. She will continue to work on the Bank Reconciliations while Michael continues to train and learn the other duties of the Fiscal Officer role.*

*From henceforth, only the reconciliation pages and bank listing will be sent electronically while the bank statements will be brought for physical review at the Committee meetings.*

### **New Accounting System Implementation Timing**

*The project was delayed due to losing both members of the Fiscal Office at the end of 2016 / beginning of 2017. The project will recommence in March with an expected launch of the new system in October 2017.*

### **2015/2016 Audit**

*The State Auditor has hired an independent firm to conduct the Library's audit. The auditors will be at the Library the week of February 20<sup>th</sup>.*

*The independent auditing firm also offered to prepare the Library's year-end Hinkle reports. Kyle requested that Michael double-check with the State Auditor that this was an acceptable service from the same firm conducting the audit.*

### **Fire Panel**

*In December 2016, repairs had to be done to the existing fire panel which is the main control system for the Library's fire alarm system. The panel is so old that parts are no longer made for it and a workman with soldering skills was employed to make the necessary repairs. However, the panel will need replaced and the Facilities Manager is working on getting three quotes. The Committee will be updated once the quotes are received.*

### **Conflicting Budget Philosophies**

*There were three philosophies used by the incumbent Fiscal Officer that caused some difficulties at the beginning of 2017:*

- *Closing of all 2016 purchase orders. By closing the outstanding 2016 Purchase Orders, those expenses are now being charged against the 2017 budget amounts.*
- *Staff were encouraged to encumber all known expenses on blanket purchase orders at the beginning of 2017 to reduce time processing purchase orders throughout the year.*
- *Claw backs of 17.9% were applied to almost all budget lines, including those with fixed costs.*

*Funds from the Training and Membership lines have been moved to cover expenses, as needed. Administration recommends waiting until the Governor's Budget is finalized to determine if additional funds will need to be appropriated. Another option could be to reduce the planned end of year transfer to accommodate expenses later in the year.*

*The Committee discussed what percentage of the budget that goes unused at the end of the year is acceptable. They advised speaking to other libraries to see what philosophies they use.*

*The Ohio Library Council will be lobbying for the Public Library Fund again this year.*

**Priority Listing**

*The Committee requested that Chris and Michael put together a list of priorities for Michael and share with the Committee.*

**Adjournment**

*The meeting was adjourned at 5:52 p.m.*

Audit Status

The auditors arrived on February 20<sup>th</sup> and completed their on-site portion by end-of-day, February 21<sup>st</sup>. Administration will send the rest of the required documentation electronically. The audit should be finalized the first week of March.

Deputy Fiscal Officer Open Position

Posting the position to a wider network, including a consortium of colleges, resulted in more potential candidates. Five candidates were selected from the pool of applications received as of February 17<sup>th</sup>. Interviews will begin the first week of March.

Tax Advance Resolution

In order to authorize Michael to request tax advances on behalf of the Library, the Board passed Resolution 08-17.

RESOLUTION 08-17  
**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.

**SIGNATURE SHEET**

Resolution No. 08-17

02/21/2017

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

Voting:

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

**PRESIDENT'S REPORT**

Marketing Plan

Chris Minx will work on documenting the Library's current marketing activities to begin development of a marketing plan. Maura Bowen will provide some examples of formats her company uses and bring them to the March Operations Committee meeting. Additionally, the Board requested that the marketing plans of peer libraries and other similar community organizations be obtained, where possible.

The plan will help the Library to:

- Prioritize marketing activities
- Promote the value of the Library
- Leverage existing resources in support of marketing
- Align marketing with the strategic plan

**ADJOURNMENT**

Gloria Heydlauff made a motion to adjourn the meeting. Maura Bowen seconded the motion.

Voting:

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

The meeting was adjourned at 6:17 p.m.

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Sarah Mueller, President

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Gloria Heydlauff, Secretary



**All Funds**  
**Statement of Cash Position**  
As of February 28, 2017

Fund No.	Fund Description	1/1/2017 Balance ( a )	2017 YTD Revenue ( b )	2017 YTD Expended ( c )	2/28/2017 Balance ( a + b - c )	Outstanding Encumbrance ( d )	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$2,633,914	\$493,013	\$1,030,535	\$2,096,392	\$1,362,186	\$734,206
2XX	Special Revenue Fund-Combined	\$286,478	\$5,390	\$7,733	\$284,136	\$26,759	\$257,377
402	Building Improvement	\$453,471	\$0	\$79,322	\$374,149	\$49,277	\$324,872
501	Employee FSA Fund	\$5,000	\$3,247	\$0	\$8,247	\$0	\$8,247
<b>GRAND TOTAL</b>		<b>\$3,378,863</b>	<b>\$501,650</b>	<b>\$1,117,589</b>	<b>\$2,762,923</b>	<b>\$1,438,222</b>	<b>\$1,324,701</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 February 29, 2016

Fund No.	Fund Description	January 1, 2016 Balance ( a )	2016 YTD Revenue ( b )	2016 YTD Expended ( c )	2/29/2016 Balance ( a + b - c )	Outstanding Encumbrance ( d )	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$2,571,825	\$1,389,379	\$1,063,624	\$2,897,580	\$1,460,710	\$1,436,870
2XX	Special Revenue Fund-Combined	\$287,039	\$13,317	\$8,958	\$291,398	\$22,791	\$268,607
					\$0		
402	Building Improvement	\$355,313	\$0	\$71,108	\$284,205	\$26,604	\$257,600
403	Miller Park Renovation		\$0	\$0	\$0	\$0	\$0
<b>GRAND TOTAL</b>		<b>\$3,214,177</b>	<b>\$1,402,696</b>	<b>\$1,143,690</b>	<b>\$3,473,183</b>	<b>\$1,510,106</b>	<b>\$1,963,077</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 February 28, 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	453,813	2,659,222	(6,027)
Other Income	186,600	39,200	186,600	0
<b>Total Revenue</b>	<b>6,015,842</b>	<b>493,013</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	623,507	3,954,364	0
Library Materials	851,000	247,829	851,000	0
Other Expenditures	<u>837,082</u>	<u>159,199</u>	<u>837,082</u>	<u>0</u>
<b>Total Expenditures</b>	<b>5,642,446</b>	<b>1,030,535</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>(537,522)</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>(537,522)</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 44% of budgeted revenue for the year. The 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  
**February 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>
\$ 250.00	130	Melodee	Kornacker	
\$ 100.00	130	Lynn	Early	Library Lovers' Month 2017
\$ 50.00	130	Bradley	Britton	Library Lovers' Month 2017
\$ 30.00	130	William	Grant	Library Lovers' Month 2017
\$ 25.00	130	Lorraine	Clark	Library Lovers' Month 2017
\$ 20.00	130	David & Nancy	Evans	Library Lovers' Month 2017
\$ 14,399.00	In Kind	Mary	Burkey	Audiobooks
\$ 500.00	130	Gloria	Heydlauff	Library Lovers' Month 2017
\$ 100.00	130	John and Judy	Yesso	Library Lovers' Month 2017
\$ 100.00	130	John and Susan	Yutzey	Library Lovers' Month 2017
\$ 100.00	130	Kelle	Eubank	Library Lovers' Month 2017
\$ 50.00	130	Michael and Merry	Troper	Library Lovers' Month 2017
\$ 25.00	130	John & Betty	Messenger	Library Lovers' Month 2017
\$ 100.00	130	Michael	Kohr	Library Lovers' Month 2017
\$ 25.00	130	Kate	Albers	Library Lovers' Month 2017
\$ 20.00	130	Anonymous		Via the Columbus Foundation
\$ 20.00	130	Alice	Lane	Library Lovers' Month 2017
\$ 40.00	130	James	Dowell	Library Lovers' Month 2017
\$ 25.00	130	Joe	Schinner	Library Lovers' Month 2017
\$ 5.00	130	Karolyne	Starr	Library Lovers' Month 2017
\$ 500.00	130	Iris	de la Motte	Library Lovers' Month 2017
\$ 500.00	130	Tremont Center Company		Library Lovers' Month 2017
\$ 50.00	130	Mike and Charlene	Buckner	Library Lovers' Month 2017
\$ 35.00	130	Thomas and Jean	Hayward	Library Lovers' Month 2017
\$ 50.00	130	Brian and Wendy	Jasper	Library Lovers' Month 2017
\$ 25.00	130	Patrick and Kathy	Green	Library Lovers' Month 2017
\$ 20.00	130	Sandra	Grasso	Library Lovers' Month 2017

Upper Arlington Public Library  
**Board of Trustees Meeting**  
March 21, 2017

**TOPIC: Partnership and Collaborations Update**

**CONTEXT/BACKGROUND:**

During 2016 we shared with the Board two documents. One showing our Collaborations and Shared services with other organizations and the other specifically covering the Library's Collaborations and services to the Upper Arlington Schools.

This month we bring an update of those documents. Please note that new items are in bold to make it easier to locate.

**REQUEST OF BOARD/ACTION NEEDED:**

For Information and Discussion. No action needed.

## UA Library Collaborations and Shared Services Updated as of March 1, 2017

### Community Partnerships

Organization	Event/Program	
Upper Arlington Historical Society	MOU to provide space at Tremont Library	Began in 2012.
	Staff member serves on board	
	UA Archives	Began in 2002 by the Library which later added the Historical Society, UA Schools, UA Alumni Association and City of UA as partners.
	<b>UA History book update</b>	<b>Publish fall 2017.</b>
	<b>Stone Carriage Step Installation at Miller Park</b>	<b>May 2017.</b>
Upper Arlington Historical Society & City	<b>Wall of Honor for John Dunkel</b>	<b>Working together to plan a celebration for the May 21, 2017 installation.</b>
UA Centennial Committee	2 staff serve on subcommittees	Hosted several Centennial Forums for the public at the library.
UA Community Foundation	Annual Author Visit	Began in 2012 as a gift to the community.
UA City Cultural Arts & Parks and Recreation Divisions	The Write Stuff	Annual day of programming and an Expo for writers first held on Saturday November 14, 2015. All Sessions had wait lists.
	Alfred Tibor Statues	Installed at Miller Park Library in April 2015.
	Promote Parks & Rec activities and locations	Events and parks are part of the SLC activities list.
Commission on Aging	Series of Senior Savvy Programs	May – September 2016. Topics included Real Estate, Medicare, Senior Scams, Medication Safety and Brain Health.
	<b>Various Topics</b>	<b>Fall 2016 Topics included sleep and history programs.</b>
	<b>Wellness Series for Seniors</b>	<b>January – February 2016.</b>
	<b>Ask The Expert Series</b>	<b>January – February 2017.</b>
	<b>Healthy Garden, Healthy You</b>	<b>March – May 2017.</b>
	Older Adult Help Desk	To match seniors with needed services. Hosted at the library twice a month starting March 2016.
Leadership UA	<b>Residents Guide to Upper Arlington</b>	<b>January – February 2016. Four part series designed for the Upper Arlington Resident who is interested in learning how our community works.</b>
	2 staff serve on board Presentation about Library role and UA History	Library night part of annual LUA curriculum.

## UA Library Collaborations and Shared Services Updated as of March 1, 2017

Organization	Event/Program	
<b>Center for Spiritual Search at First Community Church</b>	<b>Author visits</b>	<b>Partnered on Piper Kerman visit Dec 2016 with future author partnerships in the works.</b>
Network UA	Monthly lunch meeting with local community organizations	Began in 2013 to share information and develop relationships. Organized by UAPL.
City, Commission on Aging, Leadership UA, TriVillage Lyons & Syntero	Volunteer UA	Showcase local organizations and their volunteer opportunities. Began in 2007 with UAPL hosting annual event 2011 onward.
Stand Project	Staff on committee	Began in 2015.
	UAPL provides space for programs	
	<b>Book Club in a Bag</b> <b>Practical Parenting Series</b>	<b>Started fall 2016.</b> <b>Fall 2016 (w/Syntero).</b>
Chamber of Commerce's Older Adult Resources Group	Senior Services Symposium	Library hosted May 2015 and 2016.
WOSU	Library staff worked closely with WOSU staff on TriVillage Neighborhoods program.	Final product aired on May 2015.
Heart to Heart Food Pantry	Host biannual Feed Down Fines event.	2013-2016.
American Red Cross	Host regular blood drives at library.	Past 20+ years.
Local Garden Clubs	Host 2016 Norwest Flower Show.	Started hosting shows in 2009.
Therapy Dogs International	Read to Rover programs	Started at Lane in 2015 and Miller Park in 2008.
UA Education Foundation	Yearbooks for UA Archives	Launched October 7, 2009.
	Part of Author Visit planning committee.	Starting 2015.

### Shared Services

Organization	Service	
City of UA	Trash & Recycling Pick-up	Library's now collected as part of City contract at no charge to Library.
	Recruiting software (NeoGov)	Library began using City's software to manage job postings. Will split cost with city; share TBD.
	Financial Software	Began discussions with City regarding using their financial software. Put on hold and will be re-evaluated by the new Fiscal Officer.
UA Schools	Maintenance service	Unfortunately this project was cancelled when the schools abolished a maintenance position earlier this year.

## UA Library Collaborations and Shared Services Updated as of March 1, 2017

Organization	Service	
City of UA & UA Schools	UA Fiber Network	Shared funding of a fiber network to connect all city, school and library buildings. Each contributing their current amount spent on similar services in future years. Future opportunities for cost savings as local business lease services on the network. Library connected as of November 2016.
	Northam Park Parking lot	Joint funding for the reconstruction of the parking lot in 2014.
	AEP Energy Savers Program	Paid for the parking lot lights via a \$90,000 grant.
	UAInsight Publication	City, Schools and Library jointly produce and distribute to residents a quarterly newsletter beginning in Spring 2015. Reduced Library costs by approximately \$8,000 per year.

### Collaborations

Organization	Event/Program	
Whole Foods	Reading Cafe	Monthly book discussion group led by Library staff held at Whole Foods Market on Lane Ave from June 2014 to October 2015.
City of UA	Summer Pool Storytimes	Library Youth and Branch staff presented storytimes at UA pools on Fridays starting summer 2015.
	Labor Day Arts Festival	Host a booth for crafts and makey makey activities starting fall 2016.
UA Schools	Tremont and Windermere Elementary	"Side by Side" parent newsletter. Joint project of the School librarian and Library staff. Contains information from the school library about what units are being worked on by the students with corresponding information from Library staff about what resources the Library has to support those units. ALSO ON SCHOOLS LIST.
CLC Libraries	Joined Consortium	Expanded the collection available to the community by 10 fold. Went live April 9, 2014.
	Database Discounts	New Database added when State dropped from its list of databases they purchase. Will receive an additional ~7% discount by purchasing through consortium.
	Alternative Revenue	Began cataloging for a fee the new items purchased by a partner library March 2015. <b>Started IT support for the same partner library Dec 2016.</b>
Ohioana Library	Reviews	Staff will write reviews of books by Ohio authors for the Ohioana Library.
	Book Festival	Staff will assist at Ohioana Book Festival in April 2016, April 2017.

## UA Library Collaborations and Shared Services Updated as of March 1, 2017

Organization	Event/Program	
	Book Panel	UAPL hosts an author panel with three of the festival authors as part of the Festival week activities.
Mark Dantzer	Live Podcasts	The library will host the first-ever public taping of the Rock –n-Roll Book Club’s monthly podcast Jan 2016.
<b>U.S. Department of State</b>	<b>Passport Acceptance Agency</b>	<b>Started processing passport applications in July 2016.</b>
<b>Local bands</b>	<b>Listen Columbus</b>	<b>Launched website to stream music from local bands fall 2016.</b>
<b>Franklin County Area Libraries including Thurber House</b>	<b>Community Wide Read/Author Visit</b>	<b>Planning for August 2018 event.</b>
<b>Franklin County Area Librarian including Thurber House</b>	<b>Keep a joint list of each institutions planned author events to avoid duplication</b>	<b>Started Fall 2016.</b>
<b>City of UA</b>	<b>Grand Opening Celebration for Playground and Reading Garden</b>	<b>July 12, 2017.</b>
<b>Society of Children’s Book Writers and Illustrators (local chapter)</b>	<b>Youth Librarian presented/Q&amp;A about libraries role in literature</b>	<b>Fall 2016.</b>



## UA Library and UA Schools Collaborations as of March 1, 2017

<b>COLLECTION &amp; SERVICES</b>	
Barrington Elementary visits to Miller Park twice a week while their library was closed and now as needed.	2009-2010
Branch and Youth staff pull teacher collections for local teachers	Ongoing
Digital Archives Specialist created local history materials for use in the third and eight grade history curriculum	2013
Ecards available for students and teachers to access library's online resources	2014
First 5 B&W pages printed for free for K-12 school assignments from library computers	Ongoing
Lane Youth Librarian gathered books for the Windermere school's fall festival for the "reading booth"	2015
Lane Youth Librarian hosted special needs students from Hastings for a program and tour	2012
Youth staff hosted special needs teens from a local class for a tour and overview of the department	2016
Library cards issued to all high school students	2014 (Ongoing)
<b>Library cards issued to all middle school students</b>	<b>2016 (Ongoing)</b>
<b>Library cards issued to Windermere Elementary students</b>	<b>Spring 2017</b>
Library provides extra copies of required summer reading books and provides title lists for students	Ongoing
Partnership with UA-KID to provide decodable books for kids and adult non-fiction titles about learning disabilities for parents	2014
Portal on library website created by Reference Librarians to highlight student resources	2014
Portal on library website created by Youth Librarians to highlight teacher resources & link for teachers to alert staff about specific school assignments	Ongoing
Sent library staff to attend all four days of high school orientation to promote library collection and services	2014
Teacher cards issued to teachers who live or work in UA	Ongoing
Tremont & Lane Librarians hosted "Elementary Age Open House" for K-1st grade	2012-2014
Tremont and Lane Youth librarians working with their local elementary school librarians to partner on Side-by-Side newsletter to parents	2015 – 2016 school year
Tremont Elementary 4th grade classes visit throughout year	2014 (Ongoing)
UA High School Yearbook Digitization Project by Digital Archives Specialist so electronic copies of yearbooks are available on library's website	2009 (Ongoing)
Wickliffe School Class visit and scavenger hunt	2015
Barrington class visits and scavenger hunts at Miller Park	2015 (Ongoing)
<b>Tremont class visits and scavenger hunts at Tremont</b>	<b>2016 (Ongoing)</b>
Emerging Technology Librarian visited local elementary schools to provide ebook demos to the students	2014 (Ongoing)
Hosted local daycares and day camps for Summer Library Club demonstrations	2015
Lane Youth Librarian located resources for a Kindergarten students program called UA Lift	2015
<b>Work regularly with Wellington Dean of Studies to provide materials needs by teachers</b>	<b>2016 (Ongoing)</b>
<b>Include required summer reading titles in our book prize selection for SLC</b>	<b>2017</b>
Created a UA History Discovery Kit to support the UA school's curriculum	2013

## UA Library and UA Schools Collaborations as of March 1, 2017

FACILITY	
All UA Schools student art represented on library walls via a rotating display schedule	2014 (Ongoing)
AP Art Exhibit during open hours (2015) after hours (2016)	Ongoing
Jones Middle School Choir and Honors Orchestra performances	2014 (Ongoing)
Jones Middle School provided "sneak peek" performance of productions here as a library program	2014 (Ongoing)
Provide High School Exam Study Rooms during finals week	2014 & 2015
Schools use library meeting rooms and theater for trainings and programs	Ongoing
UA School Superintendent Community Reception hosted at the library after hours	Sunday, April 21, 2013
Book Character banners created by high school students on display near Admin Office	March 2016 (Ongoing)
<b>Library hosted a book club event as the final project for a local student's High School Capstone project requirement.</b>	<b>April 2016</b>
<b>Displayed memoirs from members of the high school freshman composition honors class on the grids in the Atrium</b>	<b>May 2016</b>

VOLUNTEERING	
Book Buddies summer program at all three locations with middle school and high school volunteers	Ongoing
Collaborate with High School Computer Club to offer and Hour of Coding program for ages K-12	2014 (Ongoing)
Collaborate with high school librarian on annual author visit to provide student ambassadors who get service credit and opportunity to meet the author	2015 (Ongoing)
High school art class decorated tree on the library's Avenue of Trees	2014 (Ongoing)
High school art exhibit interns at the library help with exhibits	2015
Participate at Jones Middle School Annual Community Service Fair to promote volunteer opportunities at library	Ongoing
Summer Library Club Summer volunteer and intern programs	Ongoing
Teen Advisory Board	2012 (Ongoing)
Volunteer UA Fair marketing options to students for earn community service credit at library	2014 (Ongoing)
Volunteer work at the UAPL counts towards student's Community Service requirement	Ongoing
High School student volunteer's time to decorate the chalked door to the roof	2016 (Ongoing)

## UA Library and UA Schools Collaborations as of March 1, 2017

INSTRUCTION	
Battle of the Books program county-wide in which we hosted St. Agatha and St. Andrews schools	2012-2013
High School Book Club	Ongoing
Branch and Youth Librarian visit elementary schools to share new books and promote UAPL's Summer Library Club each May	Ongoing
Hastings middle school 8th graders visited the Ohio Room, UA Archives and UA Historical Society storage area at the library	2015
History presentations to the 8th graders at Hastings by the Digital Archives Specialist	2013 (Ongoing)
Jones Middle School Book Club for 8th graders by the Miller Park Youth Librarian	2015 (Ongoing)
Read Across America visits to schools by Youth and Branch librarians	2015
Reference Librarian spoke to the Capstone project classes about doing research and how to locate scholarly articles for their projects	2014
UAHS Athletes program at MP	2015 (Ongoing)
Various library staff serve as Capstone mentors to high school seniors	Ongoing
Visit to local daycare to present a special spring storytime that supported their curriculum	2015
Youth Librarian does regular book discussions at Tremont Elementary	2014 (Ongoing)
Youth Librarian visits Wickliffe monthly to provide genre-focused book talks	2013 (Ongoing)
Columbus School for Girls 1 <sup>st</sup> grade class visited Tremont's Youth Services Department for a presentation on library services and how to use the library—also provided them with materials for use on a big school assignment	2016
Tremont Youth staff celebrated World Read Aloud Day at Tremont Elementary by reading aloud to two 4 <sup>th</sup> grades classes	2015 & 2016
Reference Librarian demonstrated National Newspapers database for two classes at Jones	February 2016
<b>Youth librarian presented at Tremont Elementary's ESOL parent day</b>	<b>February 2017</b>
<b>Youth staff hosted and then visited UAHS public speaking class to show how to choose books for their assignment and demonstrated how to read aloud</b>	<b>2016</b>
<b>Lane Youth Librarian presented jointly with the Windermere Media Specialist at a back to school storytime to introduce incoming Kindergarten students to UAPL and their school librarian</b>	<b>Fall 2016</b>
<b>Miller Park Youth Librarian presently jointly with the Barrington Media Specialist at a back to school storytime to introduce incoming Kindergarten students to UAPL and their school librarian</b>	<b>Fall 2016</b>
OTHER	
Borrowed specialized art supplies from Jones Middle School to use in library programming	Ongoing
Hosted Emilie Greenwald and Keith Pomeroy at Library Inservice Day to talk about the school's one on one technology initiative	2015
Invited various school staff to participate in library strategic planning focus groups	2015
Use of library computers for AP Chinese students to take their AP test which required use of a non-Apple computer	2014
Wireless Printing from Apple products to support school's one on one technology initiative	2015
Youth staff invited to judge the UAHS Teen READ poster contest which involved reading and evaluating a number of essays and poems submitted by high school students.	2016
Digital Archives Specialist worked with a teacher at the high school to post 24 memoirs compiled from student interviews with family members, friends, or acquaintances to the UA Archives.	2016
Hosted UAHS students for career shadowing day	Ongoing



# Director's Report

explore.gather.grow.

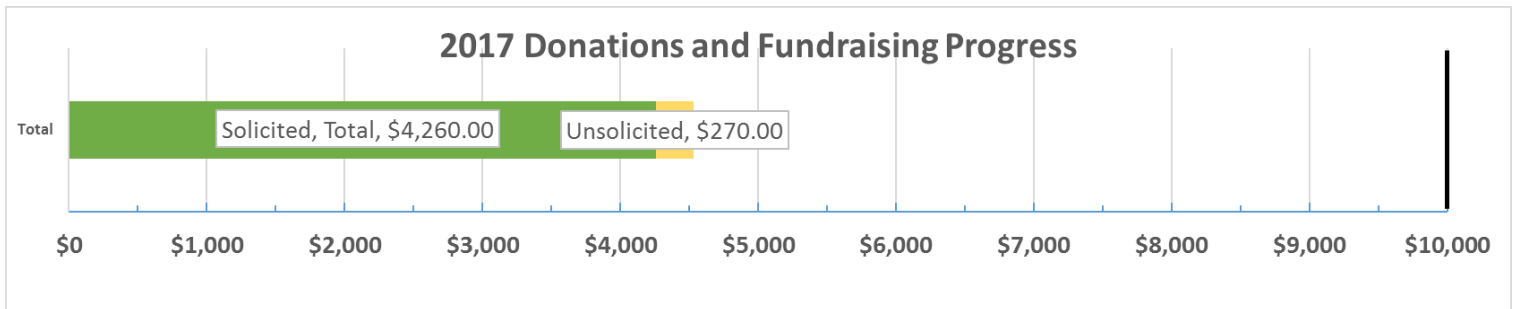
## Passport Services Update

The average monthly earning in 2016 was \$2,457.20 and thus far in 2017, it is 2,790.31. Assuming that the 2017 average monthly earning remains constant, the annual passport revenue would be approximately \$33,483.70.

However, we are preparing to offer up to 16 more appointments per week which would equal \$20,800 in execution fees annually, if booked to full capacity. If every appointment also had a photo taken, that would be an additional \$8,320.

	<b>July – December 2016</b>	<b>YTD 2017</b>
Revenue from photos after sales tax	\$3,607.50	\$1,776
Revenue from Execution Fee	\$12,300	\$5,500
Postage Expense	-\$910.52	-\$126.35
Supplies Expense	-\$253.80	-\$173.88
<b>Net Revenue</b>	<b>\$14,743.18</b>	<b>\$6,975.77</b>

## Fundraising Update



Upper Arlington Public Library  
**Board of Trustees Meeting**  
March 21, 2017

**TOPIC: 2016 Success Scorecard & Strategic Plan Success Measures**

**CONTEXT/BACKGROUND:**

During 2016 the Library finalized a Success Scorecard and established Strategic Plan Success Measures. The following pages show the results for 2016.

Success Scorecard Trends

- Overall Circulation increased for a second year in a row. Circulation of physical items increased by 2.9% and circulation of digital items increased by 15%.
- Program attendance, computer usage and user visits all decreased from 2015-2016.
  - The total number of programs increased by 10% however attendance decreased by 1%.
  - If the author visit each year is excluded then attendance actually increased by 2%.
  - Computer usage in hours decreased 14%.
  - User visits decreased .3%.

Strategic Plan Success Measures Highlights

Programming

- As mentioned above, programming attendance was down a bit however participants in our in-house activities were up by 44%. In-house activities are less staff intensive however still provide activities and experiences for patrons.
- A new service (1 on 1 device training) and many programs were introduced this year to help adults master technological skills including: Start Learning to Code for Adults, Minecraft EDU for Parents, Privacy for Seniors, A Few Notes About Streaming Music, Gmail & Drive Tips and Tricks, Travel Resources, Technology for Wellness, Apps for the Great Outdoors, Tech Assist Saturday, and a number of E-Resources sessions.

Collection

We launched our Vinyl Collection and Listen Columbus service as well as increasing the number of records in the UA Archives. We have not yet identified other unique collections.

Partnerships

We added a number of new programming partners in 2016 including: The Stand Project, Ohioana, Leadership UA and the Rock & Roll book club. We increased the number of programs with the Upper Arlington Commission on Aging as well as a second Author visit.

**REQUEST OF BOARD/ACTION NEEDED:**

For Information and Discussion. No action needed.

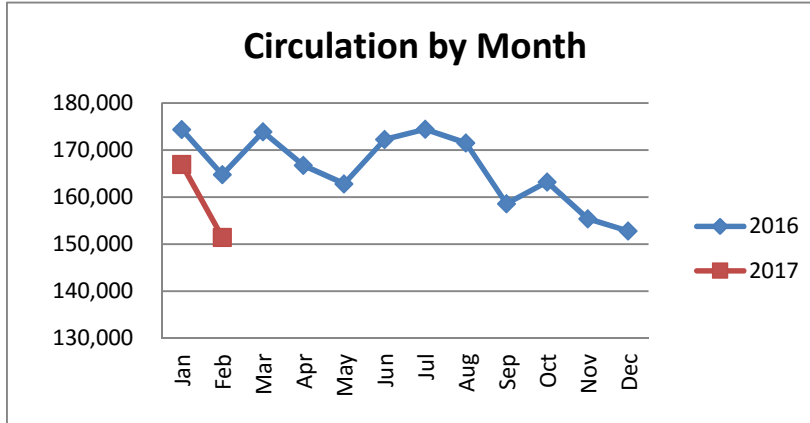
## Upper Arlington Public Library - Success Scorecard 2016

Category	Success Measure	2015 Results	2016 Results
<b>Usage</b>	Circulation	1,934,205	1,991,213
	Program Attendance	38,792	38,438
	Computer Usage in Hours	67,638	58,440
	User Visits (counter hardware/software changed in 2015)	515,926	511,896
<b>Customer Satisfaction</b>	Overall customer satisfaction on a 5 point scale	4.68	NA
<b>External Validation</b>	Library Journal Index of Library Service (Star Ratings)	5 Star	5 Star
<b>Operational Sustainability</b>	Number of patron noticeable website outages over 30 minutes.	5	0
	Programming satisfaction score sampling		
	Survey Question (on a 5 point scale)	4.34	NA
	Individual Program sampling	NA	4.62
<b>Financial Sustainability</b>	Generate sufficient net revenue to fund annual and long term capital needs. (per 5 year budget forecast)	Through 2018	Through 2019
	Maintain three months of operating expenses in cash reserves.	5.28	5.6
	Meet established fundraising goals by year in 2016-2018 then reassess future goals. (2016 goal was \$7,000)	NA	30,578

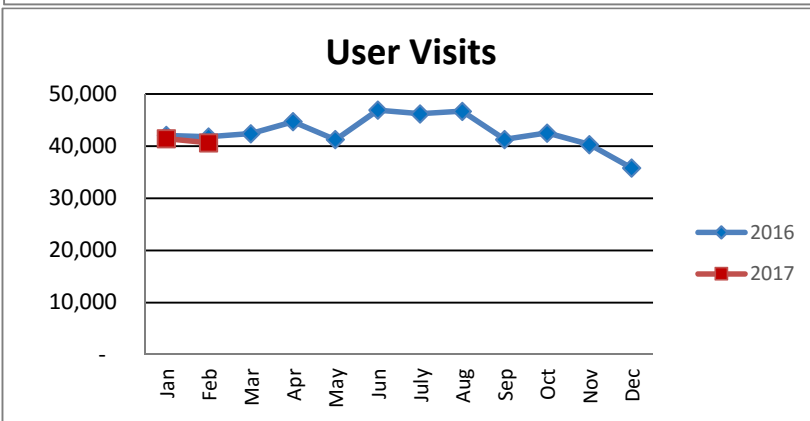
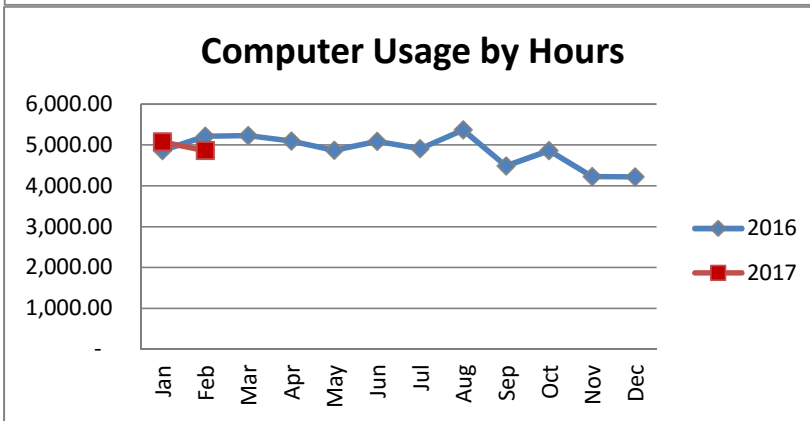
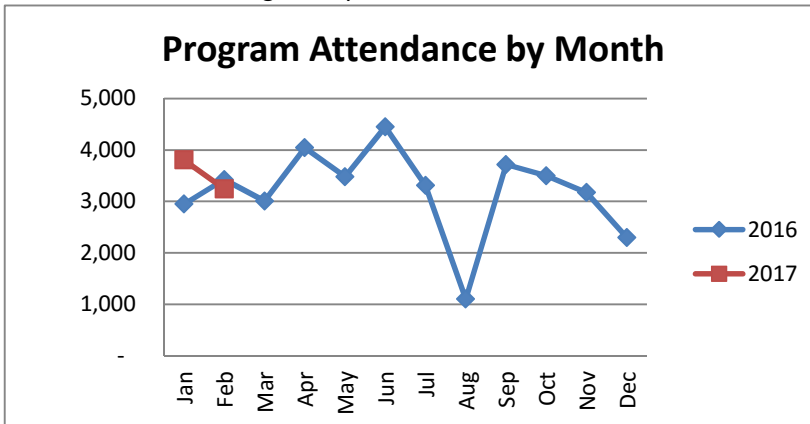
## Upper Arlington Public Library 2016-2018 Strategic Plan Success Measures

Strategy/Outcome	Measure	2015	2016
<b>Programing</b>			
<ul style="list-style-type: none"> <li>Increase program attendance and patron satisfaction through:               <ul style="list-style-type: none"> <li>Increasing the number of music programs.</li> <li>Increasing the number of technology programs.</li> </ul> </li> </ul>	1. Program Attendance	38,792	38,438
	2. In House Activity Participants	7,983	11,519
	3. Patron Satisfaction with Current Programs (5 point scale)	4.34	4.62
<ul style="list-style-type: none"> <li>Identify new services to help adults master technological skills.</li> </ul>	4. New services have been created.	NA	Complete
<b>Create a distinctive and diverse collection.</b>			
<ul style="list-style-type: none"> <li>Enhance our already strong music collection by introducing additional formats.</li> </ul>	1. Implement the Vinyl collection and Listen Columbus Service.	NA	Complete
<ul style="list-style-type: none"> <li>Expand our UA Archives collection.</li> </ul>	2. Number of records in the UA Archives.	25,787	28,644
<ul style="list-style-type: none"> <li>Identify other unique collections to make best in the metro area.</li> </ul>	3. New unique collections have been identified.	NA	NA
<b>Partnerships</b>			
<ul style="list-style-type: none"> <li>Enhance our partnerships with local schools to be one of the best in the state.</li> </ul>	1. Library presents at a State Conference or publishes an article about our partnership with the schools.	NA	NA
	2. Increase # of partnership activities provided to schools.	25	Added 11 new
<ul style="list-style-type: none"> <li>Increase joint programming and services with other partners.</li> </ul>	3. Increase number of joint programs and events.	23	48
	4. Increase number of services with other partners.	5	6
<b>Optimize resources</b>			
<ul style="list-style-type: none"> <li>Realign Library space to accommodate patrons' classic, creative, and collaborative uses.</li> </ul>	1. Purpose of changes are made to our space are fulfilled. e.g. Fewer noise complaints in the Adult Department.	NA	Selected 2 space related projects to pursue
<b>Financial and operational outcomes</b>			
<ul style="list-style-type: none"> <li>Develop additional revenue streams through private fund raising as specified in the fundraising plan.</li> </ul>	Identify \$30,000 in new revenue or cost savings each year.		
	1. Bexley PL Cataloging	\$30,680	\$38,385
	2. Passports	NA	\$14,268
	3. Library reaches its \$7,000 2016 Fundraising goal.	NA	30,578
<b>Transparency</b>			
<ul style="list-style-type: none"> <li>Implement the State of Ohio's open checkbook.</li> </ul>	1. Library's 2015 records are available on OhioCheckbook.com	NA	Complete
<ul style="list-style-type: none"> <li>Prepare and distribute a comprehensive outcome oriented annual scorecard that is a national leader among libraries.</li> </ul>	2. Scorecard is created & published.	NA	Summer 16 UAInsight
	3. Library presents at a National Conference or publishes an article about our scorecard.	NA	NA

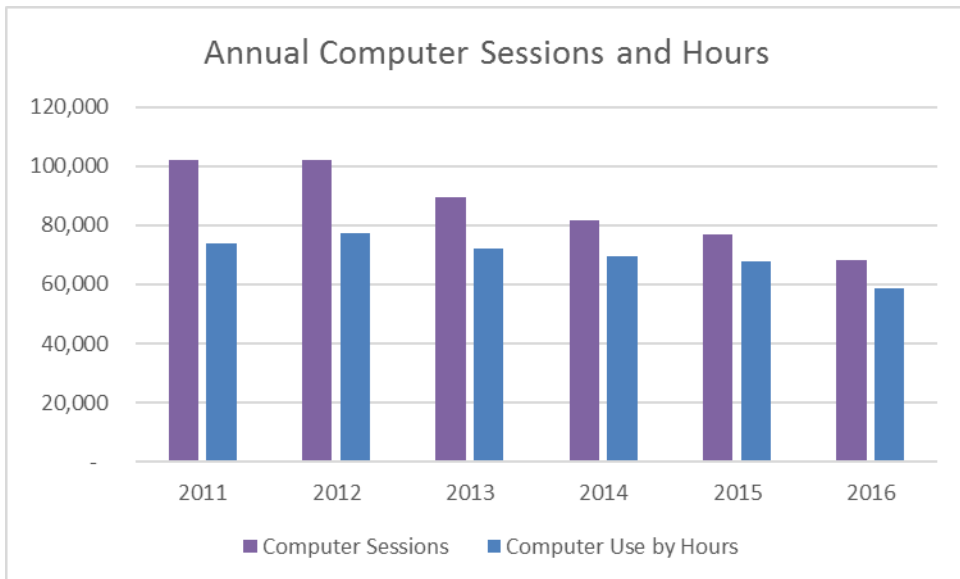
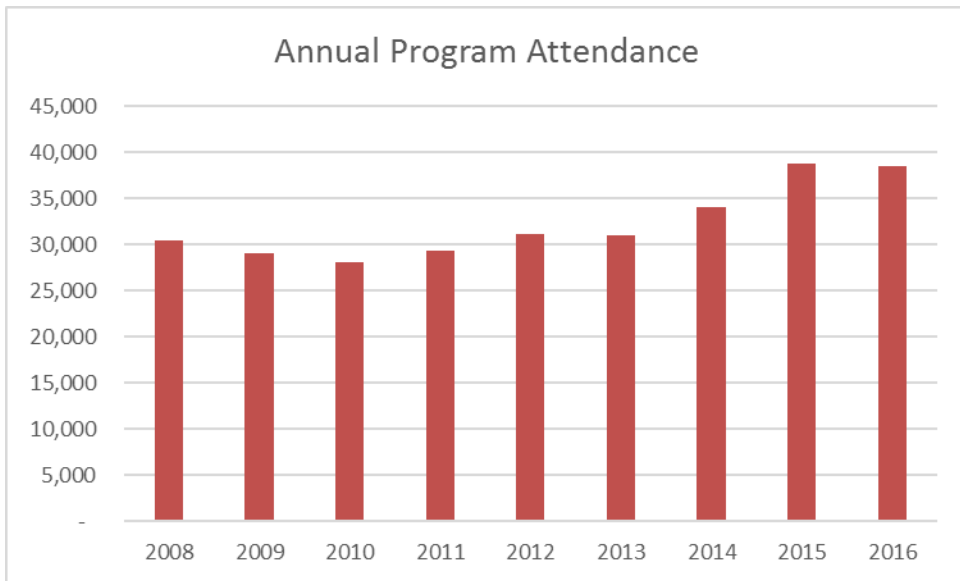
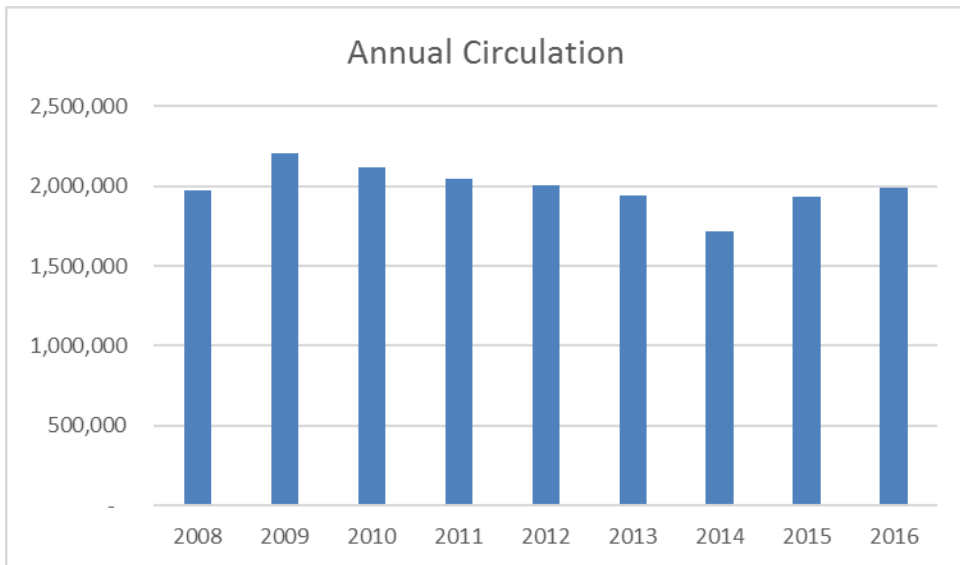
# Monthly Statistical Summary as of End of February 2017

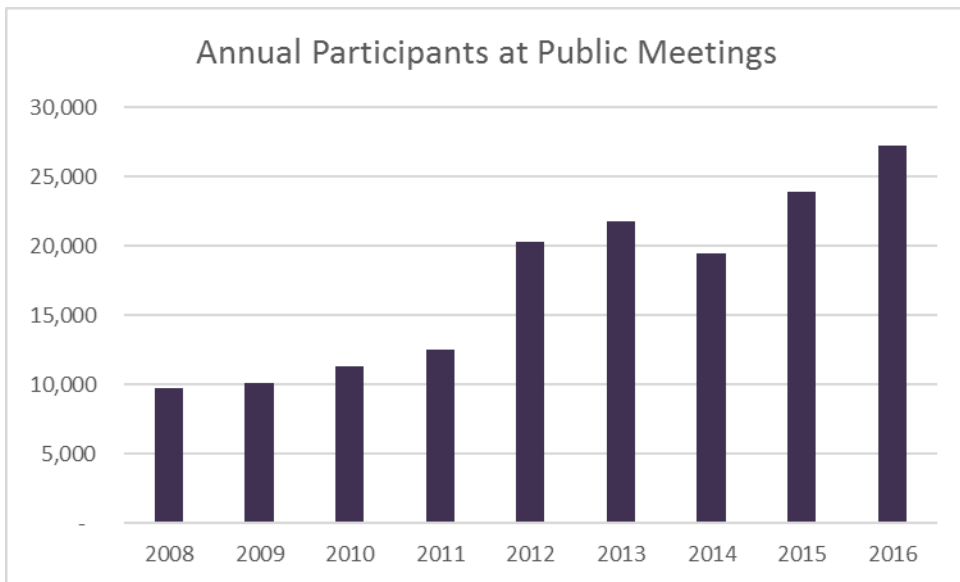
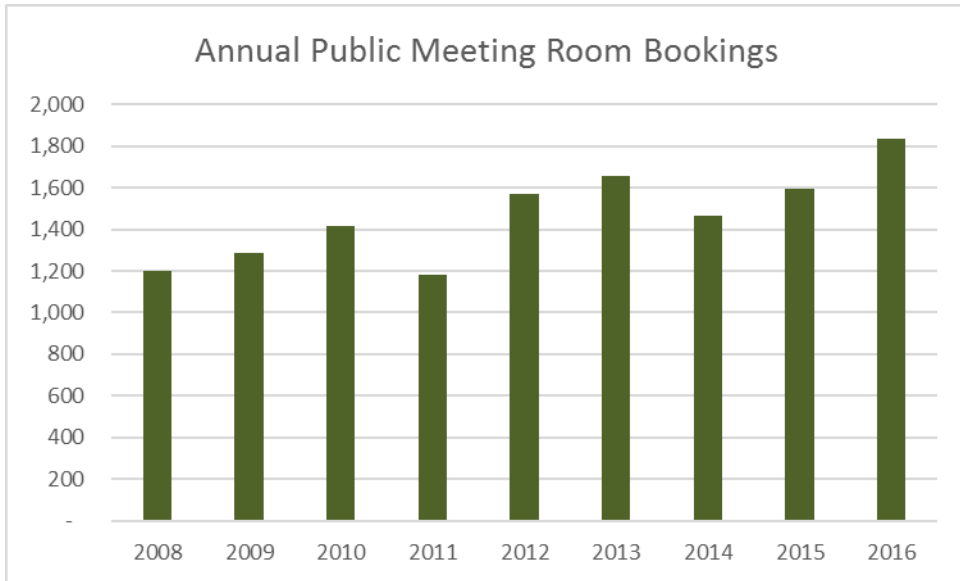
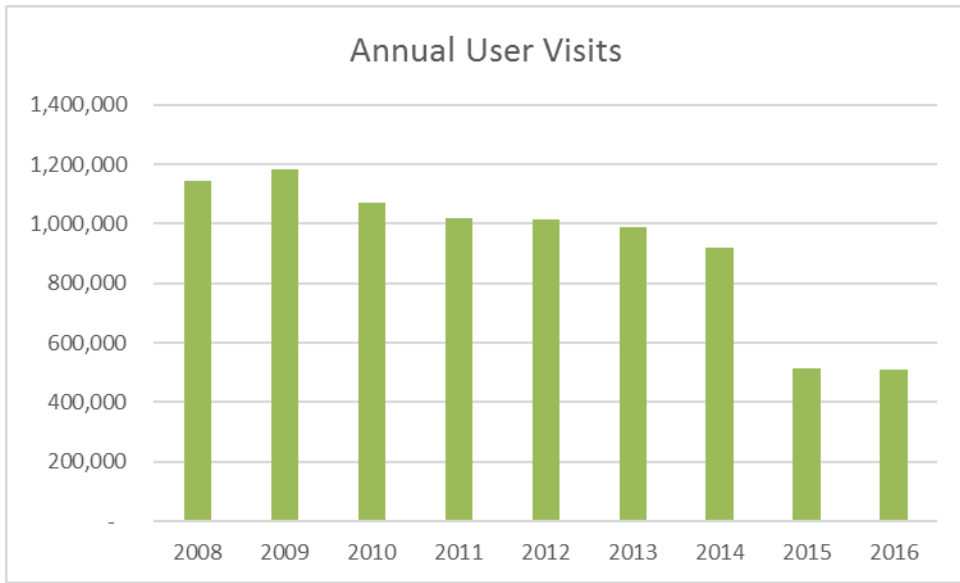


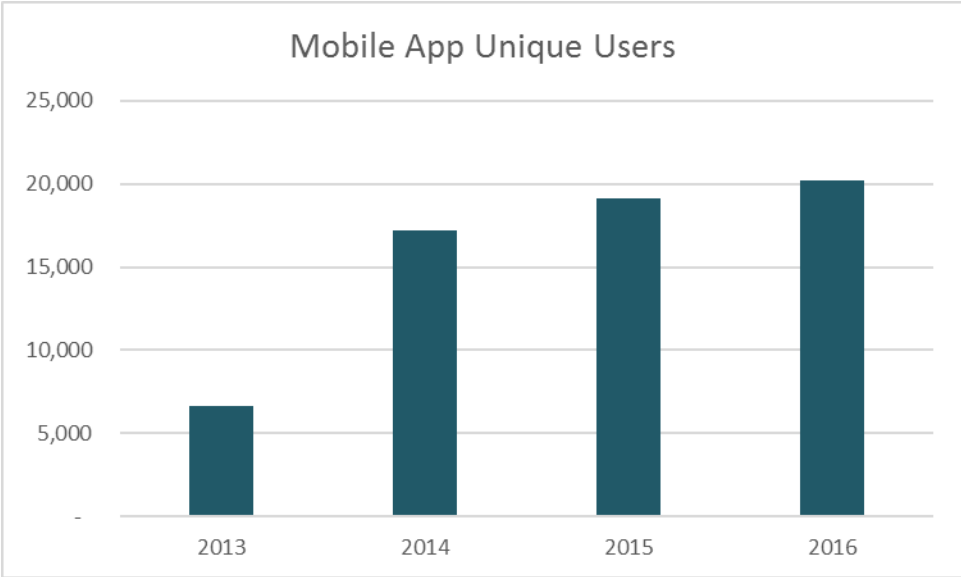
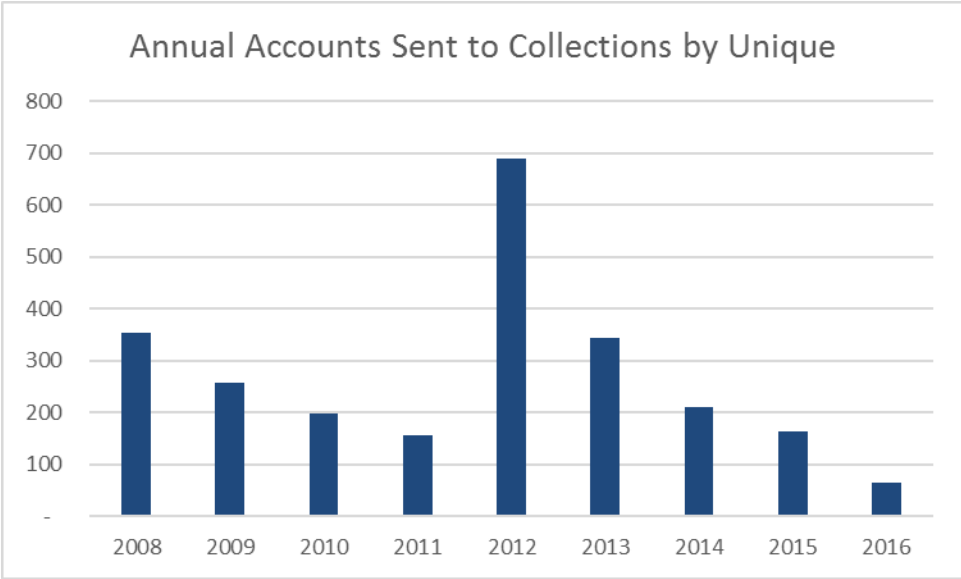
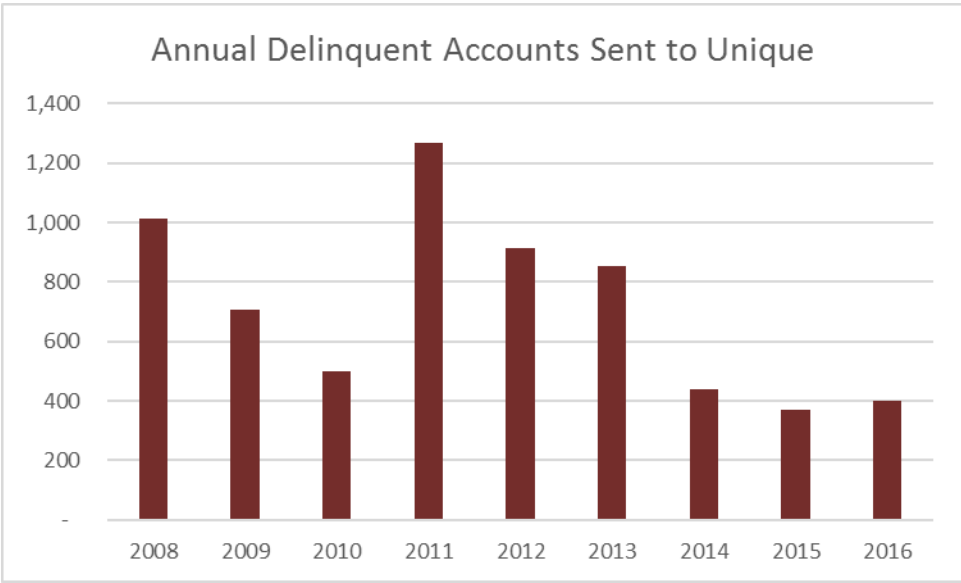
Automatic renewals began May 1, 2015.

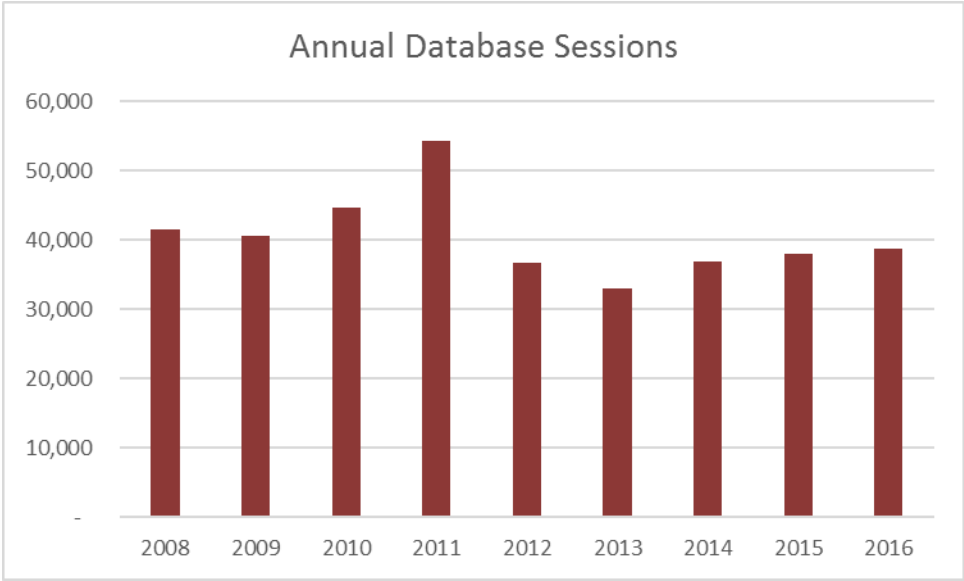
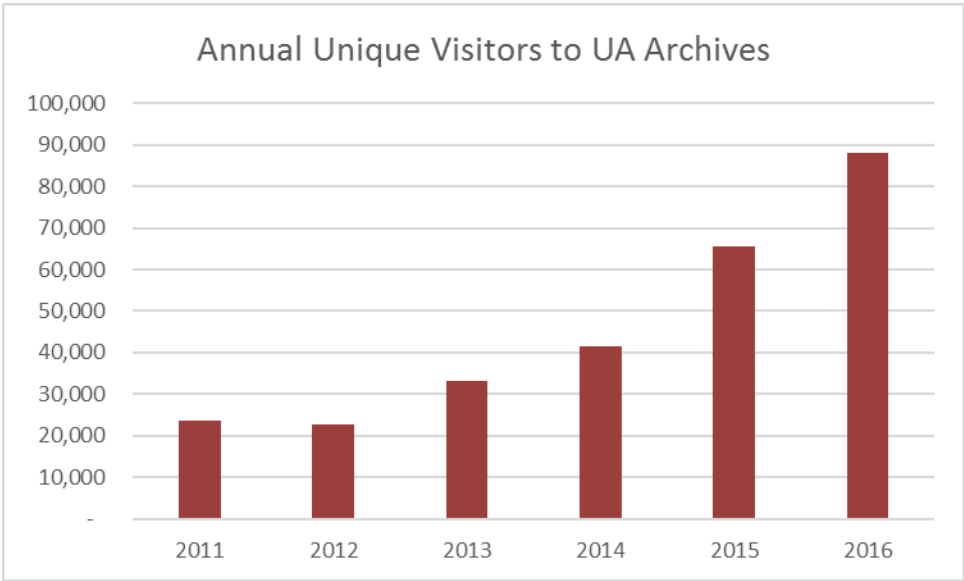
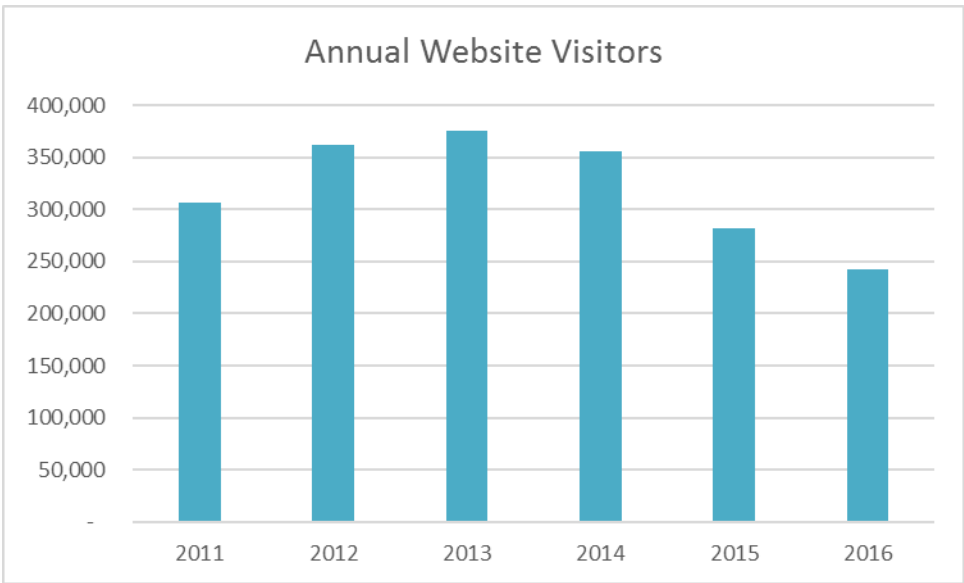


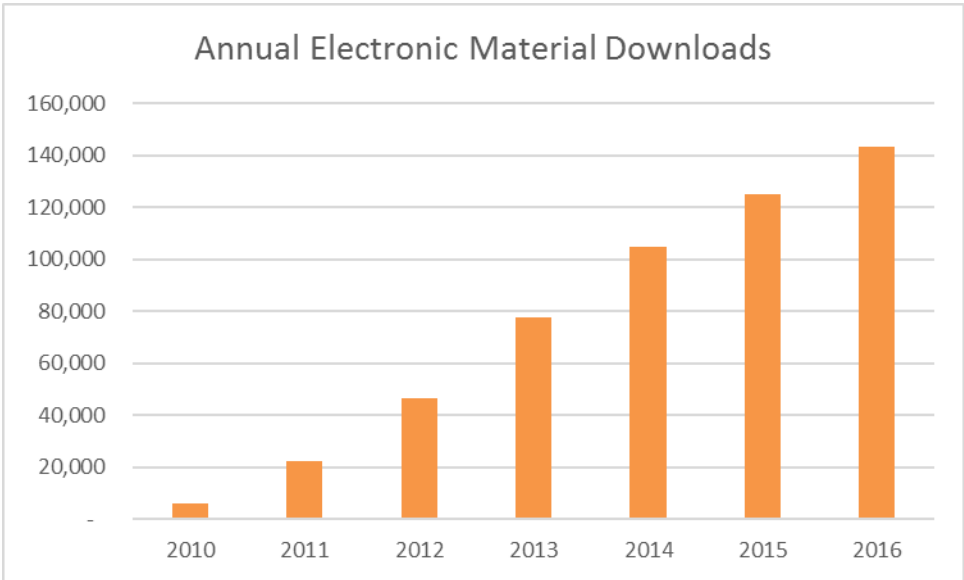
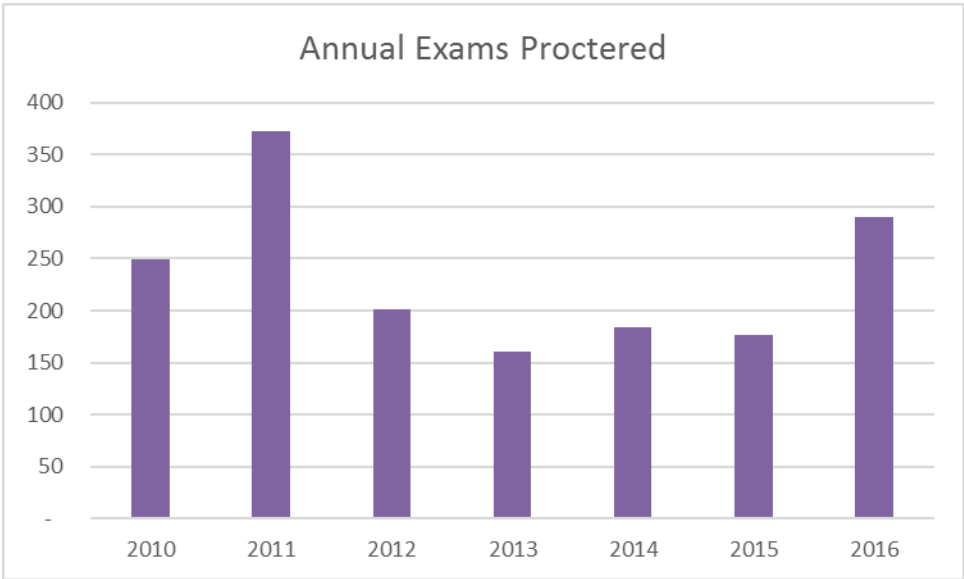
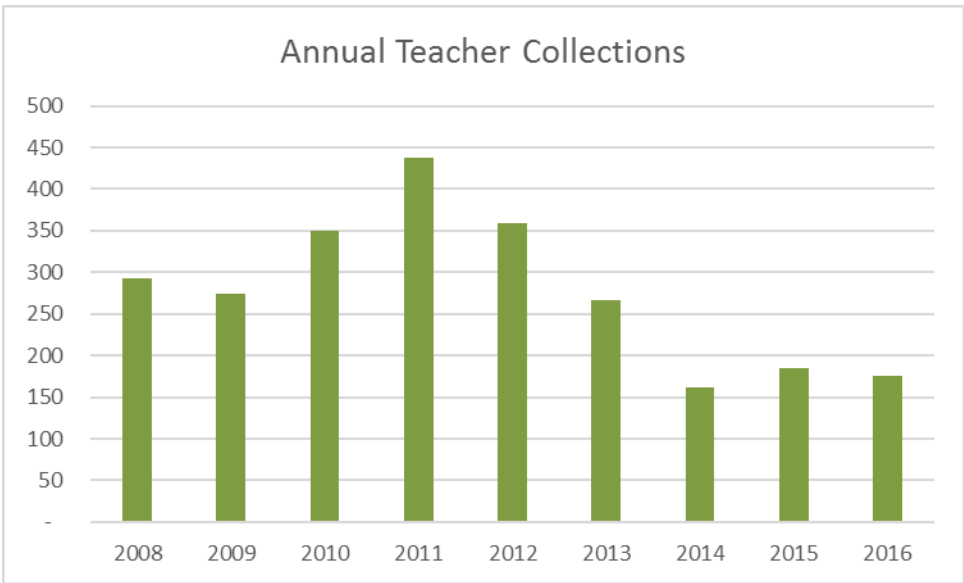












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**UPPER ARLINGTON PUBLIC LIBRARY  
OPERATIONS COMMITTEE  
TUESDAY MARCH 7, 2017 AT 4 PM  
MEETING NOTES**

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The meeting was called to order at 4:02 p.m.

IN ATTENDANCE: Peter Hahn, Maura Bowen, John Yesso, Chris Taylor, Kate Porter, Chris Minx, and Diana Magee

EXCUSED ABSENCES: None

**ANNUAL REVIEW OF SECURITY INCIDENT REPORTS**

Overall, incidents dropped in 2016 compared to the prior three years. Incident reporting became consistent practice beginning in 2012.

The Committee asked for clarification of incidents that would be categorized as Patron – Other rather than Patron – Behavior. Children accidentally locked in a car in the parking lot or abandoned property were examples of this category.

**2017 LIBRARY LOVERS' MONTH REVIEW**

The Committee and staff were pleased with the results of the campaign. Elements that seemed to make the campaign effective were:

- Targeting known or likely Library supporters
- Having a specific purpose for the donation
- Providing preaddressed envelopes for easy donation

In the future, we will implement a donation webpage for easy electronic donations. The webpage will be specific to the campaign and integrate with the donor management software.

**2017 FUNDRAISING ACTIVITIES UPDATE**

The Fundraising Committee is currently preparing for the upcoming Thank You Breakfast on April 11<sup>th</sup>. Invitations will be mailed within the next week. Since this is the Library's 50<sup>th</sup> Anniversary year, former Board members, UAPL Foundation members, Upper Arlington City officials, and Upper Arlington School officials were invited, as well. The Upper Arlington Community Foundation is also holding an event the morning of the 11<sup>th</sup>, but the Library was unable to reschedule once the conflict was discovered.

Chris Taylor, Kate, and Diana will be visiting the Geauga Public Library from which we will borrow custom putt-putt equipment for the Get Loud @ The Library Event on November 4<sup>th</sup>. We will also be gleaning wisdom from Geauga on aspects of their event such as staggering start times, getting sponsorship for holes, and any other advice they might have to offer.

The 50<sup>th</sup> Anniversary campaign will have a soft-launch at the City's Wall of Honor Ceremony in May. A 50<sup>th</sup> Anniversary Committee has determined a list of activities and displays from May until December 11<sup>th</sup> to publicize the anniversary and campaign. Specific plans for how donations will be encouraged will be discussed at the March 20<sup>th</sup> Fundraising Committee meeting.

### **FIRE PANEL REPLACEMENT**

Two quotes have been received, both in the range of 15K-16K. The Simplex quote only included replacement of the Fire Panel while Hamrick's was inclusive of accompanying equipment, design, and testing. An opportunity to edit their quote to include the same items as Hamrick's was offered to Simplex. The third vendor has not yet responded.

The Committee reviewed the 2017 Capital budget and planned projects to determine where the money for the unplanned fire panel replacement should come. All agreed that the Furniture and Equipment money would be used, and if other projects come in under budget, the surplus would be used to replenish Furniture and Equipment.

### **MARKETING STRATEGY**

Maura will send templates and examples to Chris Minx. Additionally, Chris has pulled some examples from other libraries and assembled a small committee to work on the Marketing Plan. Chris will be the lead with Greg Ramage, Director of Support Services, and Dena Little, Youth Services Manager, supporting. Chris Taylor and Kate Porter will act as advisors.

### **FRIENDS OF THE LIBRARY AND FUNDRAISING**

A few members of the Friends Board have voiced interest in fundraising ideas, including paid programs at the Library. The Committee and staff agreed that this could be confusing to patrons who have come to expect free programming from the Library. Additionally, as the Library has several fundraising campaigns and events this year, any other in-building events could confuse the purpose of those campaigns or make patrons feel overwhelmed with donation requests.

The Friends fund the Library's programming as well as special projects and are greatly appreciated. Administration will work to create a list of possible fundraising ideas that could provide an opportunity to raise more money without creating too much additional work for the Friends or confusion for the patrons. Additional promotion of existing revenue opportunities such as memberships was suggested by the Committee.

### **MEETING SCHEDULE**

The Committee will continue to meet on the first Tuesday of the month at 4 p.m.

### **ADJOURNMENT**

The meeting was adjourned at 4:51 p.m.

**Next Meeting: Tuesday, April 4, 2017 at 4 p.m. in Meeting Room A**

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**UPPER ARLINGTON PUBLIC LIBRARY  
FINANCE COMMITTEE  
WEDNESDAY MARCH 8, 2017 AT 5 PM  
MEETING NOTES**

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The meeting was called to order at 5:04 p.m.

**IN ATTENDANCE:** Gloria Heydluaff, Kyle McKee, William Shkurti, Chris Taylor, Kate Porter, Michael Troper, and Diana Magee.

**Financials**

The Committee reviewed the financial reports for February. Expenses are trending on projections but revenue is trending low. Part of this is due to not requesting an advance on property taxes. The Public Library Fund was also recertified in January at \$6,026.85 less than the certification in August 2016, on which the budget was based. The Committee accepted the reports as presented to be included in the materials for the March meeting of the Board of Trustees.

**Bank Reconciliations**

Chris and Michael continue to work on reconciling January and February, with Michael now taking the lead. There is approximately a 14K difference between the accounting system and the bank account. November 2016 reconciled to zero and December to a difference of \$15.

**Update on Audit**

The Hinkle report was filed on time, by the 28<sup>th</sup> of February. The audit should be completed by the March 10<sup>th</sup>.

**Update on Deputy Fiscal Officer Search**

Three candidates were interviewed by Chris, Michael, and Julie Whitt, Human Resources manager. One candidate has been selected and Julie is in the process of checking references and getting a background check prior to offering the position.

**Update on Accounting System**

Training for power-users of the accounting system will begin in April.

**Update on Transition**

The Committee recommended the following list of priorities for Michael to address:

1. Hiring and training the Deputy Fiscal Officer
2. Completion and follow-up on the audit
3. Implementation of the new accounting system
4. Bank Reconciliations
5. Determine amount of money for fixed cost expenditures lost due to clawbacks or affected by 2016 purchase orders that were closed and had to be paid out of 2017 funds
  - a. Determine a target percentage between budgeted and actual expenditures
6. Review 5-Year Financial Plan
7. Research savings opportunities for healthcare
8. Smart Money Manager



**Fire Panel**

Two quotes have been received, both in the range of 15K-16K. The Simplex quote only included replacement of the Fire Panel while Hamrick's was inclusive of accompanying equipment, design, and testing. An opportunity to edit their quote to include the same items as Hamrick's was offered to Simplex. The third vendor has not yet responded.

The Operations committee reviewed the 2017 Capital budget and planned projects to determine where the money for the unplanned fire panel replacement should come. All agreed that the Furniture and Equipment money would be used, and if other projects come in under budget, the surplus would be used to replenish Furniture and Equipment.

**Adjournment**

The meeting adjourned at 5:26 p.m.

**Next Meeting:** Wednesday, April 12th at 5 p.m. in Meeting Room C