UPPER ARLINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA FOR TUESDAY, MAY 16, 2017 AT 5 PM

1.	Call to	Order	
2.	a. b. c.	ent Agenda Excused Absences Approval of Minutes of April 18, 2017 Approval of April Financial Report April Donations Resolution	P. 1-6 P. 7-8 P. 9
3.	Public	Comments	
4.		ant Director's Report Partnership Analysis	P. 10
5.	a. b.	or's Report Circulation by Format Update Resolution to Revise Meeting Room Policy Monthly Statistics	P. 11 P. 12-17 P. 18-21 P. 22
6.	a.	ce Committee May Minutes Tax Budget Resolution	P. 23 P. 24
7.		ent's Report 2017 Strategic Plan Themes	P. 25

Next Board Meeting: Tuesday, June 20, 2017 at 5 p.m. in Meeting Room B

8. Adjournment

UPPER ARLINGTON PUBLIC LIBRARY MINUTES BOARD OF TRUSTEES MEETING Tuesday, April 18, 2017 at 5:00 PM

The meeting was called to order at 5:00 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, Peter Hahn, 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; Greg Ramage, Director of Support Services, and Diana Magee, Executive Assistant

EXCUSED ABSENCE: Gloria Heydlauff

CONSENT AGENDA

In addition to approving the absence of Ms. Heydlauff, the consent agenda included the Minutes from the March 21, 2017 Board of Trustees meeting, the Financial Report for March 2017 and the March Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 10-17 March 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:

Amount	Fund	First Name	Last Name	Campaign
\$ 110.00	130	Technical	Services	In Memory of Lenore Mastracci
\$ 1.00	130	Diana	Magee	Test of new online donation software
\$ 1.00	130	Diana	Magee	Test of new online donation software
\$ 50.00	130	Ed & Marcie	Seidel	Library Lover's Month
\$ 100.00	130	Carol	Baker	Library Lover's Month
\$ 20.00	130	Dorothy	Gallen	Library Lover's Month

Two requests were made regarding the consent agenda:

• In the future, monthly donation resolutions shall include a monetary total

 A correction was requested to the March Board Meeting minutes to clarify the task requested of Administration regarding the review of programs, partnerships, and collaborations.

The consent agenda was passed with the changes to the March Board Meeting Minutes.

SIGNATURE SHEET

Resolution No. 10-17 04/18/2017

Upon the motion of Trustee John Yesso, seconded by Trustee Maura Bowen:

Voting:

Sarah Mueller, President Aye
John Yesso, Vice President 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.

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

ASSISTANT DIRECTOR'S REPORT

May 1st-7th is "Screen Free Week" which encourages people to abstain from their electronic devices as much as possible. In conjunction, the City of UA has created activity bags that will be distributed at our Miller Park location. Depending on the participation this year, we may look to expand programming around "Screen Free Week" in coming years.

Jamie Ford, the author booked for the Library's October Author Visit, has just announced that he is in contract for movie rights on his first novel. His second novel is due to be released in September which is right in time for our October 1st event.

In partnership with the Upper Arlington Historical Society, Miller Park will host the Miller Farm Celebration on Sunday, May 7th from 3-5 p.m. A historical carriage step and new sign will be dedicated followed by food and entertainment.

DIRECTOR'S REPORT

There were no questions regarding the Quarterly staffing report nor overview of E-Rate and Shared Fiber, both of which can be seen as exhibits to these minutes.

CONCEALED CARRY LAW CHANGES

Bill SB 199, effective as of March 20, 2017, allows governing bodies of political subdivisions to pass a policy allowing Concealed Carry Weapon holders to carry a concealed handgun into the building. The Board agreed that the Library's current policy, prohibiting weapons in the Library, would remain as is.

MEETING ROOM POLICY CHANGES

Administration will bring back proposed changes to the current Meeting Room Policy for the Board to review in May. Possible changes include removing operational details from the policy to be included in staff procedural documents instead.

The Board also discussed broadening the use of the rooms. Currently, the rooms prohibit for-profit use. While solicitation would still be prohibited, no other delineation between for-profit and non-profit businesses would be used to accept or reject meeting room reservations. It is anticipated that the businesses and tutors would mainly use the rooms during the day when there are the most vacancies. If the changes are approved at the May meeting, the Library will track the usage and remain mindful of any impact on non-profit groups using the rooms. After one year, Administration will report back to the Board with results of the change in policy including meeting room usage and if there was any complaint by current night and weekend users of the rooms.

Administration will also research the clause of the Meeting Room Policy stating that all meetings must be open to the public.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE WEDNESDAY APRIL 12, 2017 AT 5PM MEETING NOTES

The meeting was called to order at 5:00 p.m.

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

Financials

The Committee reviewed the financial reports for March. The Public Library Fund continues to trend lower than estimated. However, Passport Services has been more profitable than anticipated. The Library will continue to look at ways to save money to compensate for the possible lower state budget and PLF. The Committee accepted the reports as presented to be included in the materials for the April 18th meeting of the Board of Trustees.

Bank Reconciliations

There is still a current amount of about \$700 that does not match between the accounting system and the main bank account. Staff are still researching the discrepancy.

Fiscal Officer Priorities

The Committee reviewed the progress on the priorities recommended for Michael to focus on.

One of the priorities that had particular conversation was identifying a goal percentage for the difference between budgeted and actual expenditures. Staff will need to look historically to see what the difference has been and then consider what percentage strikes a balance between budgeting enough to cover needs without having unnecessary excess at the end of each year.

Audit Results

The Committee reviewed the audit draft which was clean with no suggestions for improvement.

Update on OPOC

The Committee reviewed the information and recommendations provided. The Committee will recommend to the full Board that the Library adopt OPOC as its health insurance broker. They would like to know how long OPOC has been in business as well as reviews from third parties such as Better Business Bureau. The information will be brought to the April Board meeting.

Adjournment

The meeting was adjourned at 5:36 p.m.

HEALTH INSURANCE BROKER

As requested, staff researched One Point of Care (OPOC) through the Better Business Bureau. OPOC had an A+ score with no complaints. A motion was made for the Library to switch to use OPOC as its health insurance broker:

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

Voting:

Sarah Mueller, President Aye

John Yesso, Vice President Aye
Maura Bowen Aye
Peter Hahn Aye
Kyle McKee Aye
William Shkurti Aye

The motion passed.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE TUESDAY, APRIL 4, 2017 AT 4PM MEETING NOTES

The meeting was called to order at 4:07 p.m.

IN ATTENDANCE: John Yesso, Peter Hahn, Maura Bowen, Chris Taylor, Chris Minx, Greg Ramage, and Diana Magee.

EXCUSED ABSENCES: None

IAP and Capital Projects

IAP is a project management company chosen by the State. They charge the actual cost of construction plus an 8% fee. While 1.5-2.5% on public service projects is more typical, Chair Peter Hahn advised that on smaller scale projects, like the Library's capital projects, a higher fee is not surprising. After meeting with the IAP representatives and receiving several positive reviews from three Ohio libraries, the Committee agreed with using IAP on an upcoming capital project, pending review of their terms and conditions, and depending on the outcome and quality of service, on future projects. Director of Support Services, Greg Ramage, recommended having them start on a smaller scale, more straight forward project such as the Tremont Road generator replacement.

An IAP overview will be provided to the full Board in April, although the involved costs do not require Board approval.

50th Anniversary Activities

The Committee reviewed a list of the intended activities the Library will offer to commemorate the Library's 50th anniversary this year. A 50th Anniversary Committee, comprised of staff from all three Library locations, brainstormed the activities and will help execute them. The activities dovetail with the Fundraising Committee's plans regarding the 50th Anniversary, as well.

The meeting was adjourned at 4:37 p.m.

IAP AND CAPITAL PROJECTS

Peter Hahn, Chair of the Operations Committee, completed a review of the IAP's terms and conditions and was comfortable recommending the use of IAP to the full Board. The replacement of the Main Library's generator will be IAP's first project. Assuming all goes well, they would also be used for minor changes to improve existing space at Lane Road.

PRESIDENT'S REPORT

REVIEW OF 2016 COMPLETED TACTICS

The Board requested that in the future, the year-end results relating to the Measurements for Success be included on the one-page Strategic Plan document for ease of reference.

2017 TACTICS

The Board would like three strategic themes identified for the coming year that indicate the most important things the Library should accomplish in 2017. These themes will be placed on the one-page Strategic Plan document under the Vision. The themes should then be used to shape the Marketing Plan. Suggestions will be brought to the May Board Meeting.

The Board also requested that the tactic regarding new programming be broadened to be more consistent with the other tactics.

ADJOURNMENT

Mr. Shkurti made a motion to adjourn the meeting. Mr. Yesso seconded the motion. VOTING AYE: Ms. Bowen, Mr. Hahn, Mr. McKee, Ms. Mueller, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

The meeting was adjourned at 6:20 p.m.

 Sarah Mueller, President
 Gloria Heylauff, Secretary

All Funds Statement of Cash Position

As of April 30, 2017

Fund		1/1/2017	2017 YTD	2017 YTD	4/30/2017	Outstanding	Unencumbered
No.	Fund Description	Balance	Revenue	Expended	Balance	Encumbrance	Balance
		(a)	(b)	(c)	(a+b-c)	(d)	((a+b)-(c+d))
1X0	General Fund-Combined	\$2,633,914	\$2,616,069	\$2,040,098	\$3,209,885	\$1,164,572	\$2,045,313
	Special Revenue Fund-						
2XX	Combined	\$286,478	\$12,319	\$16,512	\$282,285	\$25,759	\$256,527
402	Building Improvement	\$453,471	\$0	\$83,831	\$369,640	\$49,277	\$320,362
501	Employee FSA Fund	\$5,000	\$3,993	\$3,613	\$5,380	\$0	\$5,380
	GRAND TOTAL	\$3.378.863	\$2.632.381	\$2.144.054	\$3.867.190	\$1,239,608	\$2,627,582

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 April 30, 2016

Fund		January 1, 2016	2016 YTD	2016 YTD	4/30/2016	Outstanding	Unencumbered
No.	Fund Description	Balance	Revenue	Expended	Balance	Encumbrance	Balance
		(a)	(b)	(c)	(a+b-c)	(d)	((a+b)-(c+d))
		·	•			•	
1X0	General Fund-Combined	\$2,571,825	\$2,556,341	\$2,101,862	\$3,026,303	\$1,169,468	\$1,436,870
	Special Revenue Fund-						
2XX	Combined	\$287,039	\$23,533	\$21,753	\$288,819	\$16,199	\$268,607
					\$0		
402	Building Improvement	\$355,313	\$0	\$101,712	\$253,600	\$8,000	\$257,600
403	Miller Park Renovation		\$0	\$0	\$0	\$0	\$0

1						
GRAND TOTAL	\$3,214,177	\$2,579,874	\$2,225,328	\$3,568,723	\$1,193,667	\$2,375,055

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.

Upper Arlington Public Library General Fund

Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance

As of April 30, 2017

Beginning Cash Balance as of January 1, 2017

2,633,914

			Projected Year End	Over / (Under)
General Fund Operating Revenue	Budget	YTD Revenue	Revenue	Budget
General Property Taxes	3,163,993	1,738,963	3,163,993	(0)
Public Library Fund	2,665,249	798,926	2,496,772	(168,477)
Other Income	186,600	78,180	208,500	21,900
Total Revenue	6 015 842	2 616 069	5 869 265	(146 577)

		YTD	Projected Year End	(Over) / Under
General Fund Operating Expenditures	Budget	Expenditures	Cash Expenditures	Budget
Salaries & Benefits	3,954,364	1,345,738	3,944,392	9,972
Library Materials	851,000	365,799	851,000	0
Other Expenditures	837,082	328,561	837,082	<u>0</u>
Total Expenditures	5,642,446	2,040,098	5,632,474	9,972

(Over) / Under Budget

Net Budget (Revenue less Expenditures before Cash Transfers Out)	373,396	575,971	236,791	(136,605)
Non-Operating Expenditures				
Cash Transfers Out to Fund 402 - Building				
Improvement Fund	304,974	0	304,974	0
Net Budget after Cash Transfers	68,422	575,971	(68,183)	(136,605)

Projected Cash Balance at December 31, 2017

2,565,731

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 revenue has been less than the projection for the first four months of the year. The projected year end revenue has been revised down based on this trend for the remainder of the year.

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 79% of budgeted revenue for the year. We have increased the passport revenue projection to \$36,000 and the photo fees revenue to \$14,000 for a combined increase of \$21,900.

Salaries & Benefits - We have projected salary and benefits thru the end of the year. 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 April 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:

Deposit date	Amount	Fund	First Name	Last Name	Spouse	Campaign	Appeal
4/7/2017	\$50.00	130	Hector	Moreno			
4/7/2017	\$50.00	130	Marilyn	Cozad	Charles R. Cozad	In Memory of	Lenore Mastracci
4/7/2017	\$10.00	130	Eleanor M.	Inoue			
4/7/2017	\$5.00	130	Marilyn	Halley	Roland L. Halley		
4/12/2017	\$100.00	130	Ryan	Miller			
4/20/2017	\$50.00	130	Ila J.	Patel	Dr. Jashu N. Patel		
4/26/2017	\$50.00	130	Susan	Ralph			LLM2017
TOTAL	\$ 315.00	_					

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Upper Arlington Public Library **Board of Trustees**May 16, 2017

TOPIC: High-Level Summary of Programs, Partnerships and Collaborations

CONTEXT/BACKGROUND:

Per the Board's request, a second look was taken at all of the programs, partnerships and collaborations the Library participates in to determine which one(s) are the most important and require the most attention in order to further the Library's strategic goals.

The most important area for the Library to continue to focus on is providing resources to local students in terms of collection, services and instruction. Access to the collection has been promoted to the schools by providing items and sharing what resources are available the Library. A big service has been the Library delivering Library cards to students who register as suggested by their schools. Staff provide instruction on how to use our physical and digital collections both in-house and in individual classrooms. The Library and the schools are thinking of each other first as a place to partner which was not always the case. There is more to be done to enhance this solid relationship which should be our future focus. Some examples of ways to enhance this relationship include providing more study spaces, services for ESOL families, an embedded librarian, and delivery of materials to classrooms.

An area that has the most potential for us is to provide resources for those individuals creating content. This can be written works or music or art to start. The Library can play a role in terms of helping developing creativity and providing a means to share the finished products with others in the community. Our Write Stuff partnership with the City is one example of providing resources to those who wish to improve their writing skills. Our Live at the Library concert series gives local musicians a venue to share their talents with a real audience. ListenColumbus provides a means for musicians to reach beyond those who attend an in person event. Our physical walls are an outlet for the schools to display their student's artwork. We could do more to promote the creative process and find a better way to allow budding authors to showcase their works.

More promotion of our business resources is an item not on our lists but has the most potential to advance our strategic goals. Electronic business resources are currently promoted with a business subject guide on our website. We recently started partnering with the TriVillage Chamber to target our databases to the business community. We will offer an introduction to a new business related database each week in their eNewsletter. We will offer a program in June called Small Business Support to share information about our business resources and we will gauge the response to think about future in-house programming. We know the idea of a dedicated business resource center has been floated in the past. Effectively though, we already have all of the ingredients in place with our print and electronic business resources, our computers, wifi, copiers, fax, quiet work spaces and reference staff on hand to help with routine questions or complex research needs and can market this as such.

REQUEST OF BOARD/ACTION NEEDED:

For Information Only

Update on the State Budget

DON'T CUT PUBLIC LIBRARY FUNDING. TELL THE OHIO SENATE TO PROTECT THE PLF.

OLC OHIO LIBRARY

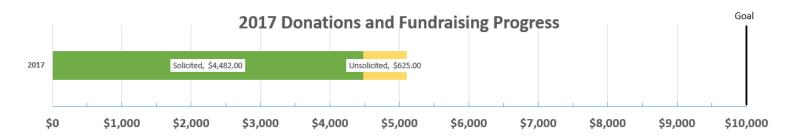
#ProtectThePLF

libraryfunding.olc.org

From OLC ACCESS WEEKLY | NEWS FOR MEMBERS | 05.10.17

The Ohio House of Representatives passed its version of the state budget (Sub. HB 49) on May 2, setting the Public Library Fund (PLF) for the next two fiscal years at 1.66% of the General Revenue Fund (GRF) rather than the current fiscal year rate of 1.7% requested by the OLC. However, the state budget discussion is far from over! The OLC continues to advocate for retaining the PLF at 1.7% of the GRF as the bill moves to the Senate for consideration. The OLC will likely testify before the Senate Finance Subcommittee on Higher Education. It is imperative that everyone get involved in this advocacy effort. Several new items including updated talking points are available to use with the Senate on the OLC website. Be sure to use these tools to effectively convey the message of protecting the PLF with the Senate.

Thanks you all for writing post cards to our Senators and House members next month. If you would like to send messages to the various Senate Committees to support this advocacy effort, let me know and I will direct you to the available resources for talking points.



Month	 ▼ Solicited	Unsolicited	Grand Total
Jan	\$1,515.00		\$1,515.00
Feb	\$2,895.00	\$50.00	\$2,945.00
Mar	\$22.00	\$310.00	\$332.00
Apr	\$50.00	\$265.00	\$315.00
Grand Tota	l \$4,482.00	\$625.00	\$5,107.00

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Upper Arlington Public Library Board of Trustees Meeting May 16, 2017

TOPIC: Circulation by Format Update

CONTEXT/BACKGROUND:

Each year we share with the Board an overview of how the various formats we offer to our patrons have been performing over time.

The charts on the following pages show the trends for the variety of formats we offer.

ISSUES/STRATEGIC QUESTIONS:

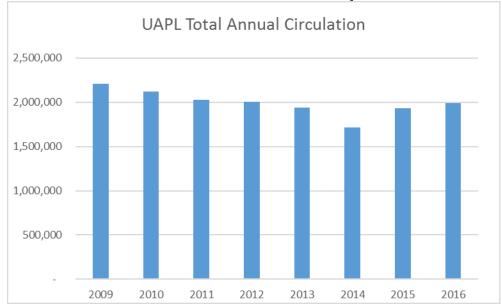
1. What additional of information would the Board like to see?

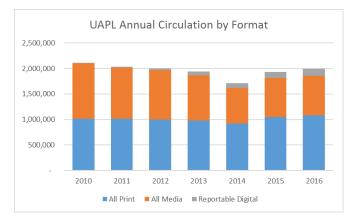
REQUEST OF BOARD/ACTION NEEDED:

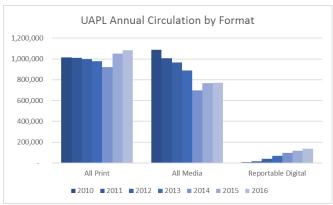
For Information Only

Total Circulation

Our overall circulation had been decreasing since 2009, which was our highest year at 2,205,890. In 2014 we joined the Central Library Consortium (CLC) and our customers now have access to a much larger collection with ten times what we have on our own. Our circulation has increased compared to the prior year in 2015 and 2016 however this is largely due to the Auto-Renew feature which was introduced in May of 2015.





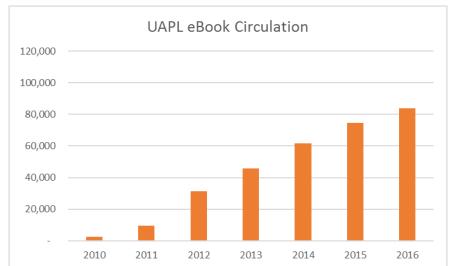


Looking at the broad types of formats over time we see that:

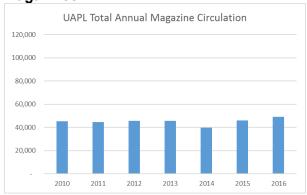
- Print Circulation rebounded in 2015 to a level even higher than 2010 (our highest year with detailed data). It continued to increase in 2016.
- The increase is attributed to the new auto-renew feature of our catalog which began in May of 2015.
- Media Circulation has decreased the most over time. Although it rebounded a bit in 2015 it was plateaued in 2016.
- Our digital circulation has been steadily increasing over time but it is just 7% of our total circulation

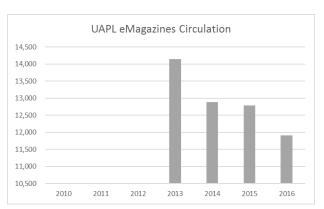
Print and eBook Circulation





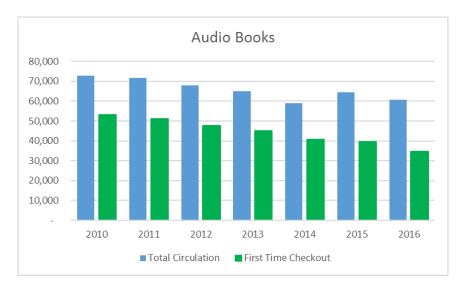
Magazines

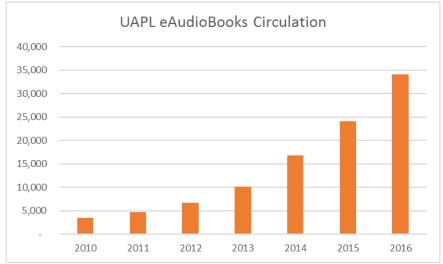




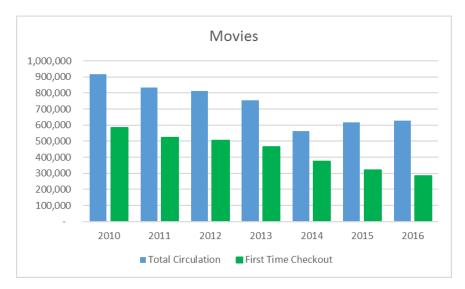
Our Digital Magazine collection (Zinio) makes up a small part of our circulation and has been decreasing since introduced in 2013. We are experimenting with a marketing push this year to increase circulation.

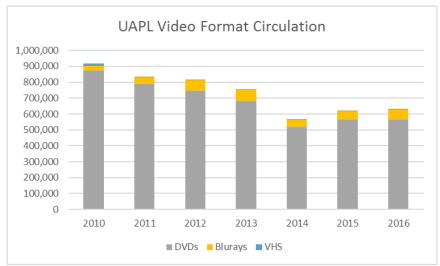
Audio Book and eAudio Book Circulation

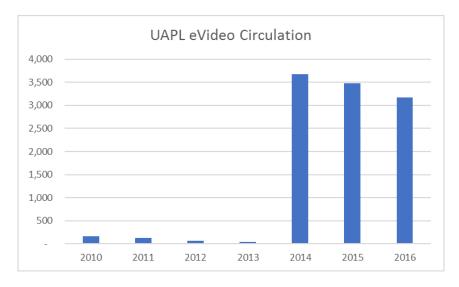




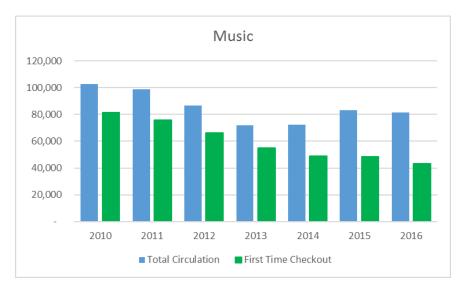
Movies (Films, TV Shows and Streaming Video) Circulation

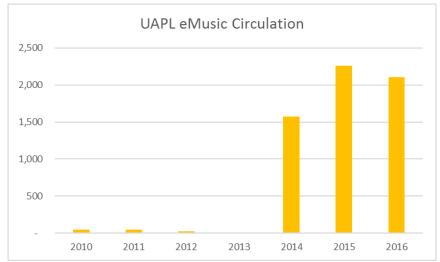






Music Circulation





Upper Arlington Public Library **Board of Trustees Meeting** May 16, 2017

TOPIC: Updates to the Meeting Room Policy

CONTEXT/BACKGROUND:

At the April 2017 Board Meeting, Board members and staff discussed the need for an updated meeting room policy. The consensus was that the new policy should feature more inclusive language regarding the types of meetings that would be permitted. The new policy should also delete procedural items to avoid the need for board action in the case of a change. These procedures would still be in place, but would not be considered part of the policy.

Marketing & Community Relations and Administration staff have revised the existing policy with these ideas in mind. The proposed policy presents a narrower interpretation of the meaning of a nonprofit meeting, namely that public meeting rooms may not be used for solicitation.

RECOMMENDATION FROM ADMINISTRATION:

Administration recommends the passage of a resolution implementing this revised policy.

ISSUES/STRATEGIC QUESTIONS:

See attached revised policy and procedures documents.

REQUEST OF BOARD/ACTION NEEDED:

Approval of new policy.

NEW POLICY AS PRESENTED TO BOARD FOR APPROVAL

The Upper Arlington Public Library follows all applicable laws and legal decisions regarding the use of public space by outside groups. Any request for use of meeting space may be referred to the Director for approval.

When they are not scheduled for Library functions, Library meeting rooms are available for use without charge by organizations, individuals and businesses provided the meeting does not involve solicitation. Meetings held at the Library must be free and open to the public.

Meeting rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Acceptance of a meeting room request does not imply the Library's endorsement of the viewpoints of the requesting group or individual.

Organizations will be assessed for any damage to facilities, furniture or equipment incurred during the period of use.

All visitors using Library facilities are required to abide by the rules and regulations established by the Library. Anyone failing to comply with these rules may be denied future meeting room privileges.

Patron meeting rooms reservations

Updated: May 9, 2017

Patrons reserving meeting rooms are expected to follow our meeting room policy as well as these established rules and procedures. Questions about meeting room use should be directed to the Marketing and Community Relations Department.

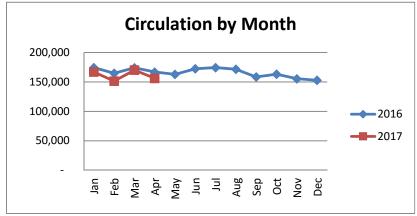
- 1. Meeting rooms must be reserved through the Library's website at www.ualibrary.org.
- 2. The meeting rooms are available on a first-come, first-served basis. Library meetings take precedence over all other use. The Library reserves the right to change meeting rooms or cancel use of meeting rooms by an outside organization if the Director or Board of Trustees determines the space is needed for Library purposes.
- 3. No solicitation of any kind is permitted.
- 4. Meeting rooms are not available for receptions or private parties.
- 5. Meeting rooms may be scheduled no more than 8 weeks in advance.
- 6. The meeting rooms are available for use during regular Library hours only. All meetings must end 15 minutes before Library closing time.
- 7. Groups cannot occupy their scheduled meeting room before or after their reserved time
- 8. Persons scheduling the meeting rooms must be at least 18 years old. An adult must be present during the meeting.
- 9. Adults at a meeting must assume responsibility for children in their group. Children must not be left unattended in the Library while their parents attend a meeting.
- 10. Cancellation of a meeting should be given to the Library 24 hours in advance.
- 11. Each group using a room is responsible for clean up and returning the room to its original set up.
- 12. Certain audiovisual equipment may be available for use during meetings. Equipment must be requested when a meeting is scheduled.
- 13. Light refreshments are permissible in meeting rooms. Groups must provide all their own supplies.
- 14. Groups may not word publicity to imply that the Library is a sponsor of the event or use the Library as a contact for more information.
- 15. Groups are responsible for transporting, setting up and operating their own equipment.
- 16. Groups may not store or leave their equipment at the Library overnight.
- 17. Groups must remain in public areas of the Library and avoid staff-only areas.
- 18. Library staff members will not be responsible relaying messages to guests attending meetings in Library meeting rooms.
- 19. There is no smoking, electronic cigarettes/vaping, or alcoholic beverages in the Library at any time.
- 20. Events held in the Library's meeting rooms must be conducted with a minimum of noise so as not to disturb other Library patrons. Meetings and breaks are restricted to the scheduled rooms.
- 21. Meeting room guests are not permitted to tack, tape or post any signs or materials on meeting room doors, walls, windows or elsewhere in the Library. An easel or clipboard is available on request.
- 22. The Library will not be held responsible for any personal items lost or stolen before, during or after a meeting.
- 23. Any group, organization or individual failing to comply with these rules may be denied future meeting room privileges. Reinstatement of privileges can be granted only by action of the Upper Arlington Public Library Board of Trustees.

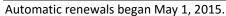
RESOLUTION XX-17

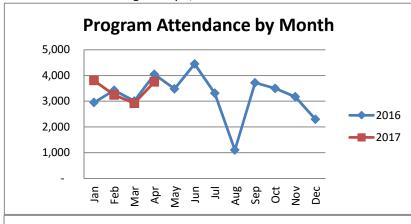
To Approve Changes to the Operations Manual – Meeting Room Policy

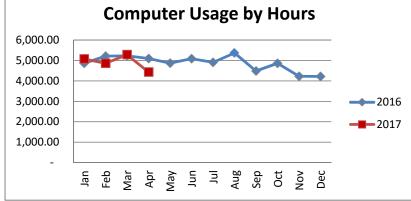
BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to the Meeting Room Policy in the Operations Manual as presented in the Exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

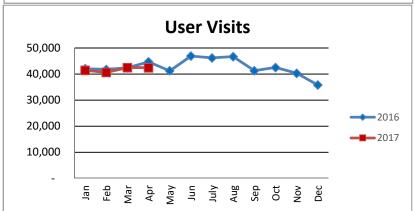
Monthly Statistical Summary as of End of April 2017











UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE THURSDAY, MAY 11, 2017 AT 4:30 P.M.

MEETING NOTES

The meeting was called to order at 4:28 p.m.

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

Financials

The Committee reviewed the financial reports for April. The Public Library Fund revenue has come in lower than expected by 6-7% per month, thus far. Based on these actuals, it is projected that the annual PLF revenue will be short by over \$168,000.

Passport revenue has exceeded original projections. Based on actuals and earning patterns of other libraries who have offered the service for some time, an additional \$21,900 is projected.

Bank Reconciliations

The Committee verified that all reconciliations were up to date and had no further questions.

Year-End Projection Update

The Fiscal Office and budget managers have been reviewing the clawbacks and effect of closed purchase orders on the 2017 budget. They will work to determine how much money will need to be re-appropriated to meet base costs for the remainder of the year.

In coming Finance Committee meetings, the Committee and staff will need to discuss the Library's budgeting philosophies and prioritize them in case public funding continues to lower.

Tax Budget

Every year, the Library must have a tax budget resolution passed by the Board, then routed to the City, and finally submitted to the Franklin County Budget Commission. The Committee will recommend to the full Board that the resolution be passed.

Adjournment

The meeting adjourned at 4:59 p.m.

Next Meeting: Wednesday, June 14, 2017 at 5 p.m. in Meeting Room C

 $\frac{\text{RESOLUTION } \text{xx-}17}{\text{2018 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION}}$

NET AFFECT TO CASH BALANCE	GRAND TOTAL	EXPENDITURES SALARIES & BENEFITS LIBRARY MATERIALS OTHER EXPENSES TRANSFERS TO BUILDING FUND 402	AVAILABLE FOR APPROPRIATIONS (CASH BALANCE)	TOTAL REVENUE UNENCUMBERED BALANCE AT 1/1/2018*	INCOME
2,557,555	6,160,622	4,076,826 873,420 847,009 363,367	8,718,177	6,015,842 2,702,335	GENERAL FUND - 1X0
11,884	100,000	100,000	111,884	100,000 11,884	UAPL FRIENDS FUND - 201
274,594	23,000	23,000	297,594	23,000 274,594	RESTRICTED FUND - 250
351,229	235,710	235,710	586,939	363,367 223,572	BUILDING FUND - 402
5,000	7,000	7,000	12,000	7,000 5,000	FSA FUND - 501

^{*}Unencumbered balance at 1/1/2018 is an estimate. The library may not plan to spend more than the projected cash balance in any fund.

2017 MEASURABLE OUTCOMES



OVERVIEW

MISSION:

citizens of UA to gather and share ideas; and to encourage its residents to grow through The threefold mission of the Upper Arlington Public Library is to help the community explore current topics, UA heritage, and world issues; to provide a central place for a lifetime of learning.

VISION:

The Place for Integrated Learning.

THEMES:

Space, Special Celebrations, and Streamlining.

		 Maintain program attendance and patron satisfaction through
	Strengthen patrons' knowledge of culture	increased in-house activities and greater diversification of program
•	and technology through innovative	topics.
SS	programs.	 Present programs and events to recognize the Library's 50th
E		Anniversary.
) :		 Expand our UA Archives collection.
on	Create a distinctive and diverse collection.	 Identify other unique collections to make best in the metro area.
S	Docition ourselves as the premier	 Enhance our partnerships with local schools to be one of the best
B		in the state.
) =	community parties.	 Increase joint programming and services with other partners.
IS	Optimize the Library's staff, space and other	 Realign Library space to accommodate patrons' classic, creative,
E	resources to support patron needs.	and collaborative uses.
9		 Develop additional revenue streams through private fund raising as
31	Strengthen financial and operational	specified in the fundraising plan.
Α	outcomes.	 Continue to explore additional income producing activities and cost
Ч.		saving measures.
LS		 Prepare and distribute a comprehensive outcome oriented annual
<u>.</u>	Demonstrate fransparency to the community	scorecard that is a national leader among libraries.
	Demonstrate transparency to the community.	 Increase knowledge and visibility about the Library in the
		community.

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