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UPPER ARLINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
AGENDA FOR TUESDAY, JANUARY 17, 2017

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1. Call to Order
2. Consent Agenda
  - a. Excused Absences
  - b. Approval of Minutes of December 6<sup>th</sup> & 16<sup>th</sup> P. 1-18
  - c. Approval of December Financial Report P. 19-20
  - d. December Donations Resolution P. 21
3. Public Comments
4. Assistant Director's Report
5. Director's Report P. 22
  - a. Monthly Statistics P. 23
  - b. Annual/Quarterly Staffing Report P. 24-26
  - c. Resolution to Reapprove Security Policy P. 27-31
  - d. 2016 Overview of Social Media Strategy P. 32-34
6. Finance Committee
  - a. Resolution to Authorize Fiscal Officer P. 35-36  
As Designated Signatory on Deposit Account
7. Adjournment

**Next Board Meeting:** Tuesday, February 16, 2016 at 5 p.m. in Meeting Room B.



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**UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
Tuesday, December 06, 2016 at 5:00 PM**

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The meeting was called to order at 5:03 p.m.

***IN ATTENDANCE***

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Sarah Brickner, Acting Fiscal Officer, and Diana Magee, Executive Secretary

EXCUSED ABSENCE: Sarah Mueller

***CONSENT AGENDA***

In addition to approving the absence of Sarah Mueller , the consent agenda included the Minutes from the October 18, 2016 Board of Trustees meeting, the Financial Report for October 2016 and the October Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

**RESOLUTION 35-16  
OCTOBER 2016 DONATIONS**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the fund listed below the following donations with sincere thanks:

<b>Amount</b>	<b>Fund</b>	<b>Donor</b>
\$350.00	130	Wednesday Literary Club
\$20.00	130	Anonymous
\$20.00	250	Thomas Baughman, Restricted to Use for Staff
\$25.00	130	Lawrence Hutchison
\$100.00	130	Joseph Cofer

## SIGNATURE SHEET

Resolution No. 35-16

12/6/2016

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

Voting:

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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Sarah Brickner, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

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

The Library hosted another successful season of Holiday events as well as partnering with the Upper Arlington Community Foundation and First Community Church on an author visit from Piper Kerman on December 1<sup>st</sup>. The event had about 500 attendees.

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

The Board was presented with a summarization of the distribution of evaluation scores from the first year of merit pay implementation. The evaluations will be delivered to staff by their respective managers in December and Administration will report back to the Board in January with feedback received from staff.

The Board received a copy of the anticipated 2017 Board Meeting Schedule. The schedule and committee appointments will be finalized during the Board's organizational meeting in January 2017.

Statistical trends for circulation, computer use, and user visits remain steady.

## **FINANCE COMMITTEE**

The notes from the Finance Committee meeting are included here.

### **UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE TUESDAY, NOVEMBER 8, 2016 AT 4 PM MEETING NOTES**

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

**IN ATTENDANCE:** *Gloria Heydluaff, William Shkurti, Chris Taylor, Kate Porter, Sarah Brickner, and Diana Magee.*

#### **Financials**

*The Committee reviewed the financial reports for October. The Library is on track to finish the year within budget. The Committee accepted the reports as presented to be included in the materials for the December 6, 2016 meeting of the Board of Trustees.*

#### **Bank Reconciliations**

*All accounts balanced. Sarah advised that she continues to research creating an unclaimed funds account.*

#### **Capital Projects**

*At the end of the year, all open purchase orders will be closed and, if needed, the funds encumbered on a new purchase order for the new year. Two of the planned capital projects to replace the carpet in the Adult department and purchase a new accounting system, have been started in 2016, but will not be paid until 2017. Therefore, the projects have been included in the 2017 budget and will have new purchase orders opened at the beginning of 2017.*

#### **Raise Resolution**

*The Committee reviewed the draft of the raise resolution that will be put to the full Board for a vote in the December meeting. The resolution differs from previous years due to the switch to merit-based pay raises. The Committee recommended a simplified resolution that does not use the Social Security Cost of Living adjustment as the lowest raise amount.*

#### **Adjournment**

*The meeting was adjourned at 4:40 p.m.*

Resolution 36-16 to Purchase Electrical Energy from MEC/Direct Energy for the Main Library was presented to the Board for approval. Electricity is one of the Library's largest utility expenses. By participating in the MEC consortium, the Library saves approximately twenty-seven thousand a year.

**36-16 RESOLUTION**  
**To Purchase Electrical Energy from MEC for UAPL Tremont Branch**

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees does hereby approve the purchase of electrical energy for 2800 Tremont Rd from MEC/Direct Energy for a three-year term beginning June 2017 to May 2020.

**SIGNATURE SHEET**

Resolution No. 36-16

12/6/2016

Upon the motion of Trustee William Shkurti, seconded by Trustee Peter Hahn:

Voting:

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.

---

Sarah Brickner, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

Resolution 37-16 To Approve Changes to the Finance Manual was presented to the Board for approval. Administration recommended removing process-based portions such as at what time of day money will be counted and surprise audits of money-counting departments. In terms of Library contracts, a wording change to allow discretionary, rather than mandatory, external review of contracts. Contracts will be reviewed by outside council based on the following; (1) some first time contracts, (2) Construction Contracts, and (3) contracts with significant liability exposure. Additionally, a small word change of "shall" to "may" regarding independent contractors and the paperwork required of them was suggested. The change allows flexibility as not all independent contractors, largely the program presenters for the Library, are required to submit the same set of paperwork.

RESOLUTION 37-16  
**To Approve Changes to the Finance Manual**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the changes to the Finance Manual as presented in the Exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

**SIGNATURE SHEET**

Resolution No. 37-16

12/6/16

Upon the motion of Trustee Kyle McKee, seconded by Trustee Maura Bowen:

Voting:

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**

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---

Sarah Brickner, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

Resolution 38-16 to Establish an Agency Fund for FSA Contributions was presented to the Board for approval. An FSA was offered to staff for the first time as part of the 2016-2017 Health Care plan. State Auditors recommended that a new fund be created for the FSA accounts which the Library will facilitate for participating staff.

38-16 RESOLUTION  
**To Establish an Agency Fund for FSA Contributions**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Acting Fiscal Officer to create and maintain an agency fund for Flexible Spending Account contributions.

**SIGNATURE SHEET**

Resolution No. 38-16

12/6/2016

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Kyle McKee:

Voting:

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.

---

Sarah Brickner, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

Resolution 39-16 for the 2017 Pay Ranges and Staff Pay Increased was presented to the Board for approval.

RESOLUTION 39-16  
**2017 Pay Ranges and Staff Pay Increase**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the revised 2017 pay ranges as listed in the attached permanent exhibit to be effective beginning December 18, 2016.



BE IT FURTHER RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve merit increases of 1%, 2%, 3% or 4% dependent on each eligible staff member's overall evaluation rating to be effective with the first pay of 2017.

BE IT FURTHER RESOLVED that the grand total of staff pay increases will not exceed 2.75% of current salaries.

### **SIGNATURE SHEET**

Resolution No. 39-16

12/6/2016

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

Voting:

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.

---

Sarah Brickner, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

Resolution 40-16 to Approve the 2017 Capital plans was presented to the Board for approval.

### **RESOLUTION 40-16** **2017 Capital Plans**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the 2017 Capital Projects as listed in the attached permanent exhibit. Funding for said projects are included in the 2017 Budget.

## SIGNATURE SHEET

Resolution No. 40-16

12/6/2016

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Peter Hahn:

Voting:

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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Sarah Brickner, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

Resolution 41-16 to Approve the 2017 Permanent Appropriations was presented to the Board for Approval. The Board requested that the word "deficit" not be used in the coversheet, or in the future, regarding the projected scenario of the Library spending more money in a year than it took in. "Projected shortfall" was the preferred phrase and it was pointed out that the Library would still have capital funds in that scenario.

# RESOLUTION 41-16

## **2017 PERMANENT APPROPRIATIONS**

	<b>GENERAL FUND - 100</b>	<b>UAPL FRIENDS FUND - 201*</b>	<b>RESTRICTED FUND - 250</b>	<b>BUILDING FUND - 402</b>
<b>REVENUE</b>				
ESTIMATED BALANCE AT 1/1/2017	2,613,578	11,646	275,002	446,790
LESS RESERVE FOR 2015 ENCUMBRANCES	-	-	-	-
<b>PLUS REVENUE</b>	<b>6,015,842</b>	<b>107,000</b>	<b>23,000</b>	<b>304,974</b>
<i>AVAILABLE FOR APPROPRIATIONS (PROJECTED CASH BALANCE)</i>	<i>8,629,420</i>	<i>118,646</i>	<i>298,002</i>	<i>751,764</i>
<b>EXPENDITURES*</b>				
OPERATING:				
SALARIES & BENEFITS	3,954,363	-	-	-
LIBRARY MATERIALS	851,000	-	-	-
OTHER EXPENSES	847,112	107,000	23,000	534,872
TOTAL OPERATING EXPENDITURES	5,652,475	107,000	23,000	534,872
NON-OPERATING				
OTHER EXPENSES / TRANSFERS OUT	304,974	-	-	-
<b>GRAND TOTAL EXPENDITURES</b>	<b>5,957,449</b>	<b>107,000</b>	<b>23,000</b>	<b>534,872</b>
<i>PROJECTED YEAR-END CASH BALANCE</i>	<i>2,671,971</i>	<i>11,646</i>	<i>275,002</i>	<i>216,892</i>

**Note: General Fund has three expense budget categories whereas all other funds have one budget category that covers all non-personnel budget accounts for a fund.**

## **SIGNATURE SHEET**

Resolution No. 41-16

12/6/2016

Upon the motion of Trustee Maura Bowen, seconded by Trustee Peter Hahn:

Voting:

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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Sarah Brickner, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

Resolution 42-16 for Authorization of Advance Distribution of Tax Dollars from the County Auditor was presented to the Board for approval.

RESOLUTION 42-16  
**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 acting 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. 42-16

12/6/2016

Upon the motion of Trustee William Shkurti, seconded by Trustee John Yesso:

Voting:

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.

Sarah Brickner, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

## **OPERATIONS COMMITTEE**

The notes from the Operations Committee meeting are included here.

### **UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE TUESDAY, November 1, 2016 AT 4 PM MEETING NOTES**

*The meeting was called to order at 3:59 p.m.*

*IN ATTENDANCE: John Yesso, Maura Bowen, Chris Taylor, Kate Porter, Chris Minx, Jen Faure, and Diana Magee.*

*EXCUSED ABSENCES: Peter Hahn*

#### **FUNDRAISING 2017**

*The Committee reviewed the plan and task timeline for 2017 Fundraising activities and had no changes. An emphasis on beginning marketing for the 50<sup>th</sup> Anniversary Campaign early enough in the year was made, likely during May coinciding with the City's Wall of Honor ceremony.*

*2017 will be a benchmark year to determine how much can be raised with current staff and resources alone. Ideally, the fundraising goal of ten thousand would be met with surplus to put towards projects. The Committee will reevaluate as 2017 proceeds whether an external fundraising consultant should be considered for coming years.*

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

The Friends have preliminarily approved use of their funds to make improvements at the Lane Road Library. The Friends would like to have a secondary approval process once the plans and estimates are completed.

#### **EXECUTIVE SESSION**

Mr. McKee made a motion to move into an executive session to consider the appointment of a public employee. Mr. Hahn seconded the motion.

#### **VOTING BY ROLL CALL VOTE:**

John Yesso, Vice- President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye

Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

### ***ADJOURNMENT***

After returning from the executive session, Mr. McKee made a motion to adjourn the meeting. Mr. Shkurti seconded the motion.

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

The meeting was adjourned at 6:00 p.m.

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John M. Yesso, Vice-President

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Gloria Heydlauff, Secretary

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UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
Friday, December 16, 2016 at 9:50 AM

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The meeting was called to order at 9:49 a.m.

***IN ATTENDANCE***

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

ALSO PRESENT: Chris Taylor, Director; Sarah Brickner, Acting Fiscal Officer; and Diana Magee, Executive Assistant

EXCUSED ABSENCE: Maura Bowen and Sarah Mueller

Ms. Heydlauff made a motion to excuse the absences of Ms. Bowen and Ms. Mueller. Mr. Shkurti seconded the motion.

Voting:

John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

***FINANCIAL RESOLUTIONS***

The Board previously approved Resolution 34-16 Authorizing the Acting Library Fiscal Officer as the Designated Signatory on Depository Account. However, Huntington Bank has its own resolution for this purpose, which can be seen as an exhibit to these minutes.

**SIGNATURE SHEET**

Resolution No. 43-16

12/16/16

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

Voting:

John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

### CERTIFICATION

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---

Sarah Brickner, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

Huntington Bank also had its own resolution required to open the new bank account designated for FSA funds. This resolution can be seen as an exhibit to these minutes.

### SIGNATURE SHEET

Resolution No. 44-16

12/16/16

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Peter Hahn:

Voting:

John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

### CERTIFICATION

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---

Sarah Brickner, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

Once created, monies will need to be moved to the FSA bank account from the General Fund, requiring Board approval.

**45-16 RESOLUTION**

**To Move Money from the General Fund (100) to Restricted Fund (501) for FSA Contributions**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Acting Fiscal Officer to move general fund monies from Salaries & Benefits to the new restricted fund for Flexible Spending Account contributions to function as collateral.

**SIGNATURE SHEET**

Resolution No. 45-16

12/16/16

Upon the motion of Trustee Peter Hahn, seconded by Trustee Gloria Heydlauff:

Voting:

John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

**CERTIFICATION**

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---

Sarah Brickner, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

The Permanent Appropriations spreadsheet was changed to reflect the new FSA account. The Board was asked to approve the updated permanent appropriations.

RESOLUTION 46-16

**2017 PERMANENT APPROPRIATIONS**

	<b>GENERAL FUND - 100</b>	<b>UAPL FRIENDS FUND - 201*</b>	<b>RESTRICTED FUND - 250</b>	<b>BUILDING FUND - 402</b>	<b>RESTRICTED FUND (FSA) - 501</b>
<b>REVENUE</b>					
ESTIMATED BALANCE AT 1/1/2017	2,613,578	11,646	275,002	446,790	5,000
LESS RESERVE FOR 2015 ENCUMBRANCES	-	-	-	-	-
<b>PLUS REVENUE</b>	<b>6,015,842</b>	<b>107,000</b>	<b>23,000</b>	<b>304,974</b>	<b>10,081</b>
<i>AVAILABLE FOR APPROPRIATIONS (PROJECTED CASH BALANCE)</i>	<i>8,629,420</i>	<i>118,646</i>	<i>298,002</i>	<i>751,764</i>	<i>15,081</i>
<b>EXPENDITURES*</b>					
OPERATING:					
SALARIES & BENEFITS	3,954,363	-	-	-	-
LIBRARY MATERIALS	851,000	-	-	-	-
OTHER EXPENSES	847,112	107,000	23,000	534,872	10,081
<b>TOTAL OPERATING EXPENDITURES</b>	<b>5,652,475</b>	<b>107,000</b>	<b>23,000</b>	<b>534,872</b>	<b>10,081</b>
NON-OPERATING					
OTHER EXPENSES / TRANSFERS OUT	304,974	-	-	-	-
<b>GRAND TOTAL EXPENDITURES</b>	<b>5,957,449</b>	<b>107,000</b>	<b>23,000</b>	<b>534,872</b>	<b>10,081</b>
<i>PROJECTED YEAR-END CASH BALANCE</i>	<i>2,671,971</i>	<i>11,646</i>	<i>275,002</i>	<i>216,892</i>	<i>5,000</i>

**Note: General Fund has three expense budget categories whereas all other funds have one budget category that covers all non-personnel budget accounts for a fund.**

Resolution No. 46-16

12/16/16

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

Voting:

John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	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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Sarah Brickner, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

Acting Fiscal Officer, Sarah Brickner's, last day with the Library will be January 3, 2017. Chris Taylor will be designated as Acting Fiscal Officer until such time as a new Fiscal Officer is hired.

**RESOLUTION 47-16**

**Resolution Appointing Chris Taylor as Acting Fiscal Officer Commencing on January 4, 2017**

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That Chris Taylor be appointed as the Acting Fiscal Officer of the Upper Arlington Public Library commencing on January 4, 2017 until such time as a permanent Fiscal Officer is hired.

Resolution No. 47-16

12/16/16

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Peter Hahn:

Voting:

John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	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.

---

Sarah Brickner, Acting Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

A part of the year-end process is to count and certify the Library's treasury. An ad hoc committee comprised of Kyle McKee and William Shkurti was created to facilitate this.

Mr. Hahn made a motion to form an ad hoc committee to count and certify the Library's treasury. Ms. Heydlauff seconded the motion.

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

### ***ADJOURNMENT***

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

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

The meeting was adjourned at 9:58 a.m.

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John M. Yesso, Vice-President

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Gloria Heydlauff, Secretary

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

<b>Fund No.</b>	<b>Fund Description</b>	<b>January 1, 2016 Balance ( a )</b>	<b>2016 YTD Revenue ( b )</b>	<b>2016 YTD Expended ( c )</b>	<b>12/31/2016 Balance ( a + b - c )</b>	<b>Outstanding Encumbrance ( d )</b>	<b>Unencumbered Balance ((a+b)-(c+d))</b>
1X0	General Fund-Combined	\$2,571,825	\$5,866,670	\$5,804,581	\$2,633,914	\$0	\$2,633,914
2XX	Special Revenue Fund-Combined	\$287,039	\$54,036	\$54,597	\$286,478	\$0	\$286,478
402	Building Improvement	\$355,313	\$263,221	\$165,063	\$453,471	\$0	\$453,471
501	Employee FSA Fund	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000
<b>GRAND TOTAL</b>		<b>\$3,214,177</b>	<b>\$6,188,927</b>	<b>\$6,024,241</b>	<b>\$3,378,863</b>	<b>\$0</b>	<b>\$3,378,863</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.

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

**Upper Arlington Public Library**  
**General Fund**  
**Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance**  
As of December 31, 2016

Beginning Cash Balance as of January 1, 2016                      2,571,825

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	3,184,715	3,132,953	3,132,953	(51,762)
Public Library Fund	2,603,625	2,557,313	2,557,313	(46,312)
Other Income	144,990	176,404	176,404	31,414
Total Revenue	5,933,330	5,866,670	5,866,670	(66,660)

General Fund Operating Expenditures	Budget Plus Prior Year Encumbrances	YTD Expenditures	Projected Year End Cash Expenditures	(Over) / Under Budget
Salaries & Benefits	3,942,947	3,890,915	3,890,915	52,032
Library Materials	926,127	819,587	819,587	106,540
Other Expenditures	950,862	830,858	830,858	120,004
Total Expenditures	5,819,936	5,541,360	5,541,360	278,576

				(Over) / Under Budget
Net Budget (Revenue less Expenditures before Cash Transfers Out)	113,394	325,310	325,310	211,915

**Non-Operating Expenditures**

Cash Transfers Out to Fund 402 - Building Improvement Fund	263,221	263,221	263,221	0
Net Budget after Cash Transfers	(149,827)	62,089	62,089	211,915

Projected Cash Balance at December 31, 2016                      2,633,914

**Budget Plus Prior Year Encumbrances** - represent Temporary / Permanent Appropriations that include 2015 encumbrances that will be paid in 2016.

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

**Public Library Fund** - although the Franklin County Budget Commission does not send an updated allocation for each of the Franklin County Libraries, the Ohio Department of Taxation has updated the PLF estimate for each county in 2016. Based on the trend in receipts for the current year, this revenue source is currently forecasted to be 1.6% less than the original estimate from the State of Ohio through the end of 2016.

**Other Income** - consists of revenue from fines, fees, unrestricted donations, interest earnings and cataloging services for the Bexley Public Library. This overall category of revenue is expected to meet the revenue estimate for the current year.

**Salaries & Benefits** - expenditures through the end of the current year are projected to be lower than the 2016 approved budget in relation to vacancy savings associated with unfilled positions throughout the first four months of the fiscal year. The current forecast in year end spending can fluctuate during 2016 in relation to staffing changes throughout the organization for the remainder of the year.

**Library Materials** - expenditures are currently projected to meet the appropriations allocated to this budget category for the 2016 approved budget. The estimated surplus in unspent appropriations through the end of the year reflects lapsed encumbrances from 2015 that were carried over into the current year.

**Other Expenditures** - are projected to be under the 2016 approved budget for this overall 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. Therefore, going forward our overall General Fund budget/expenditures will appear to be higher.

**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  
**December 2016 DONATIONS**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the fund listed below the following donations with sincere thanks:

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



# Director's Report

explore.gather.grow.

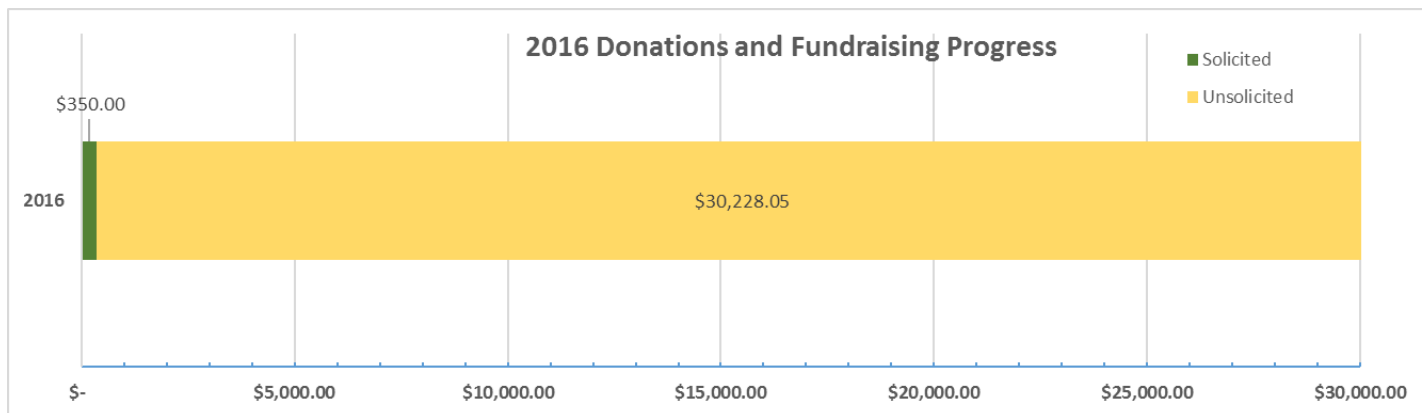
January 17, 2017

## Passport Services

Between July 13 and December 31, 2016, we executed 487 passport applications and took 397 passport photos. This equates to \$16,145 of income less approximate expenses of \$1,973.6 for a net profit of \$14,171.40. The expenses were mainly postage with a small amount of start-up costs for equipment and furniture. As of January 10, appointments were booked three weeks in advance.

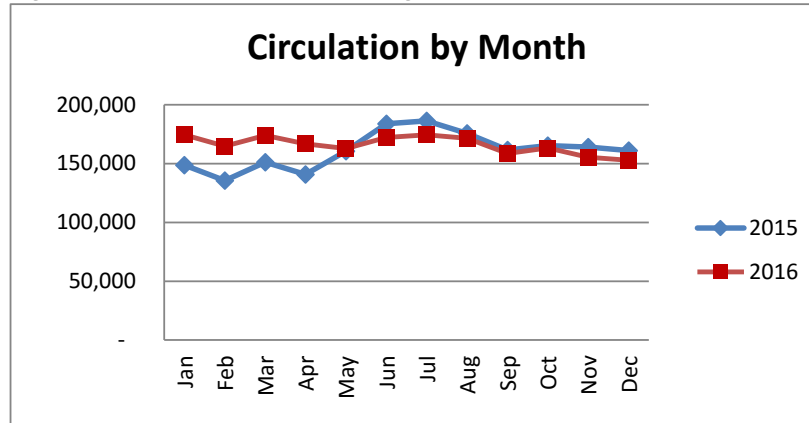
## Fundraising

We ended the year with \$30,578.05 in donations. \$25,000 was from a single, unsolicited donation. Without that donation, we would not have met our \$7,000 goal.

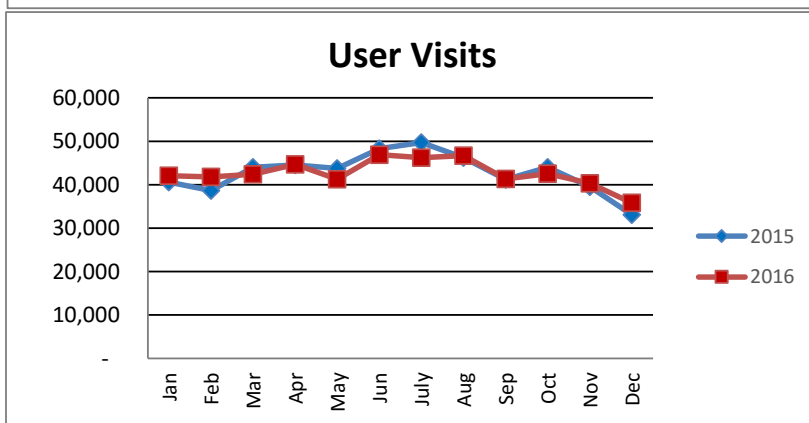
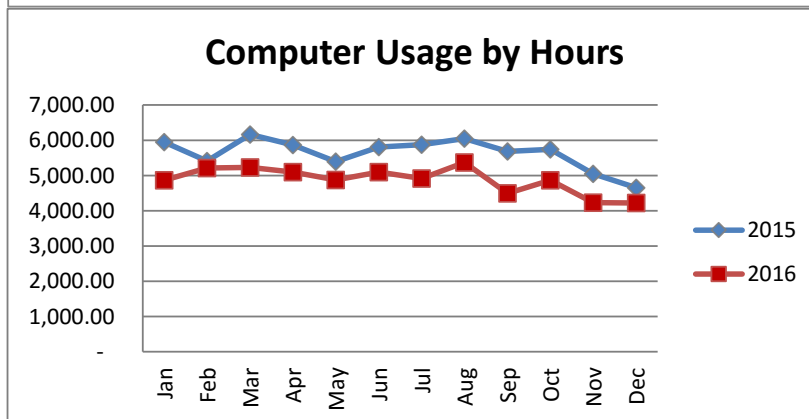
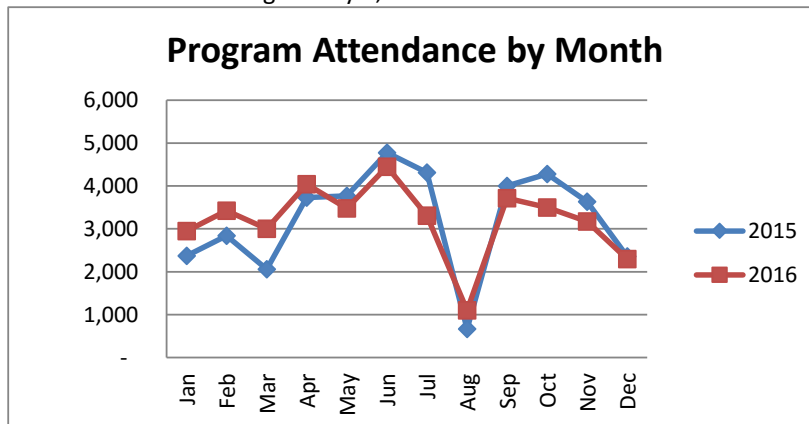




## Monthly Statistical Summary as of End of December 2016



Automatic renewals began May 1, 2015.



# Upper Arlington Public Library

## 4<sup>th</sup> Quarter 2016 Staffing Report

### **2016 Personnel Costs vs. Budget**

Quarter	Budget	Actual Expenditures	% of Budget
1 <sup>st</sup> Quarter	\$909,911	\$945,716	24.0%
2 <sup>nd</sup> Quarter	\$1,061,563	\$1,018,029	25.8%
3 <sup>rd</sup> Quarter	\$1,061,562	\$1,032,198	26.2%
4 <sup>th</sup> Quarter	\$909,911	\$ 894, 972	22.7%
<b>Total</b>	<b>\$3,942,947</b>	<b>\$3,890,915</b>	<b>98.7%</b>

The Library remained within the appropriation limits set forth in the 2016 approved budget.

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

As of December 31, 2016, we had 117 permanent positions. As of year-end 2016, we had four vacant positions for a vacancy rate of 3.42%.

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

Our 4<sup>th</sup> quarter turnover rate was 4.5%. This percentage was based upon five position vacancies by resignation during the quarter.

<b>4<sup>th</sup> Quarter 2016 Staffing Summary</b>			
<b>Staff Resignations</b>	<b>Transfers</b>	<b>Net Change in Number of Positions</b>	<b>New Hires</b>
5	3	0	4

Positions unfilled as of 12/31/2016:

- 4 PT Shelves - Circulation

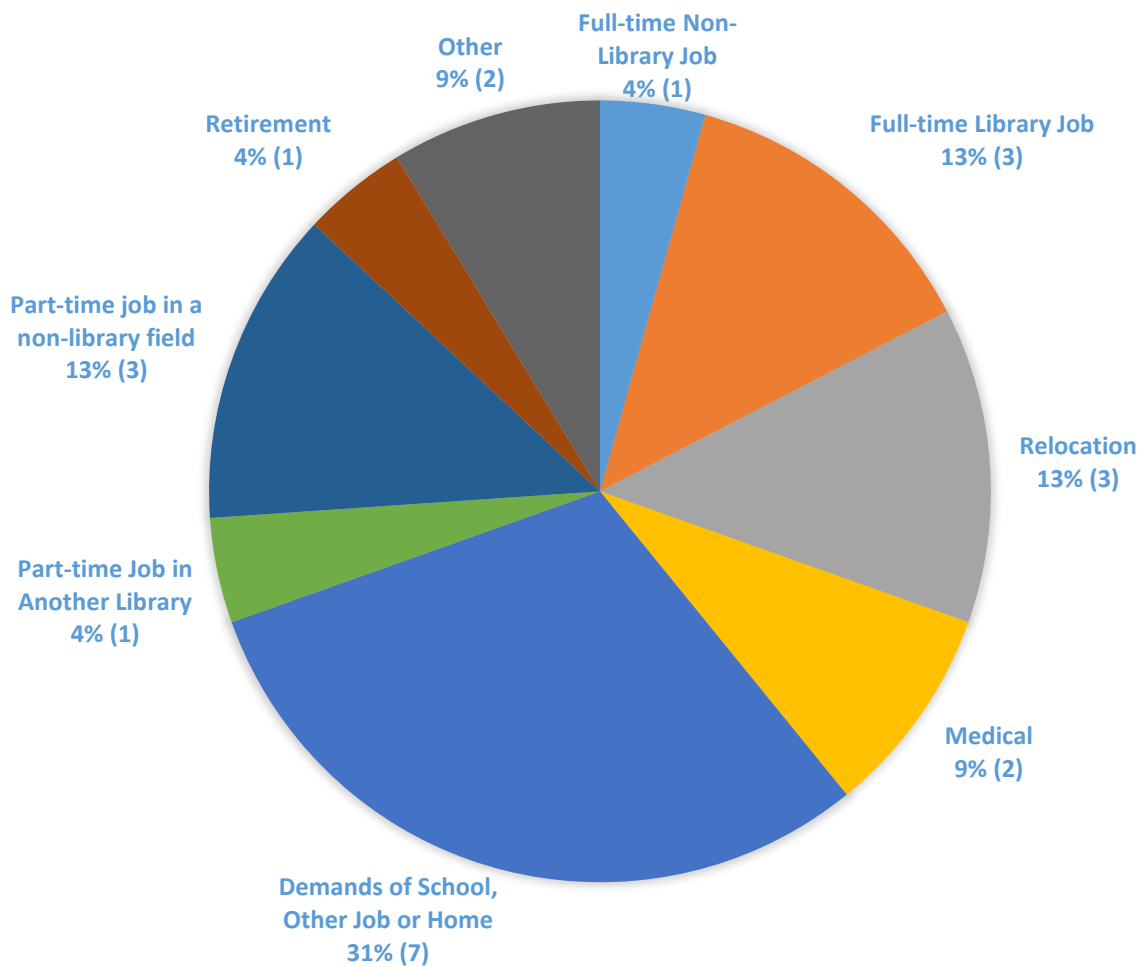
<b>2016 Annual Staffing Summary</b>			
<b>Staff Resignations</b>	<b>Transfers</b>	<b>Positions Added or Reinstated</b>	<b>New Hires</b>
25	11	0	27

### **2016 Annual Turnover**

Our 2016 turnover rate was 23.2%, which is down slightly from our turnover rate of 24.2% in 2015, and 29.5% in 2014. This percentage is based upon 25 position vacancies by resignation.

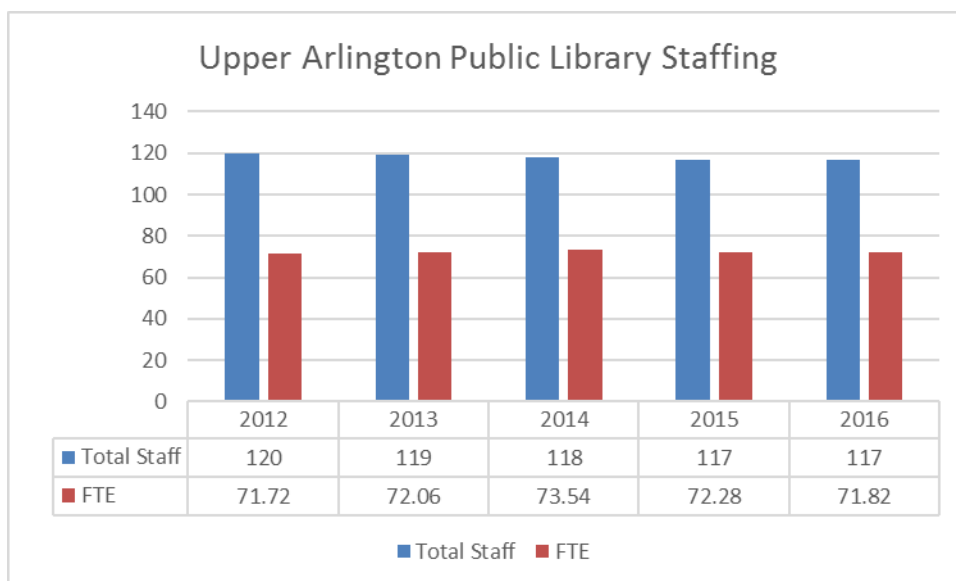
Two of our twenty-five resignations were full-time staff members. One of our full-time staff members left for another full-time advancement opportunity and our second full-time staff member retired. Of the twenty-three part-time staff members who resigned, 31% left due to demands of another job, schools or needs at home. Please refer to the illustration for a complete breakdown of part-time turnover by reason for resignation.

### 2016 PART-TIME TURNOVER - REASONS FOR RESIGNATION



While we are pleased that our turnover has declined slightly from the two previous years, we continue to look at our turnover data for trends and focus on ways to better identify candidates best suited for part-time positions during our recruitment process and to gain feedback from employees as they resign.

### FTE Annual Overview



**Anticipated Staffing Changes in 2017**

We do not anticipate significant staffing changes in 2017. With the launch of our passport program in July 2016, we have seen a growing need from the community for passport processing with the majority of our passport appointments filling days in advance. As such, we anticipate shifting some of the work in Circulation to additional part-time Library Aide positions so that additional Circulation Assistants can become passport agents. These Library Aide positions will be funded through the restructuring of some of our recently vacated Shelver positions and will be added without increasing the personnel budget.

Upper Arlington Public Library  
***Board of Trustees Meeting***  
January 17, 2017

**TOPIC: Additional Security Policy**

**CONTEXT/BACKGROUND:**

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

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

**REQUEST OF BOARD/ACTION NEEDED:**

Approval of the enclosed resolution to reapprove the Local Library Security Policy in the Operations Manual.

## **OP – 7.4: LOCAL LIBRARY SECURITY POLICY**

(as approved by the CLC Governing Council on December 8, 2015)

### **OP – 7.4.1: Information Security**

Information security is defined as the administrative, technical, or physical safeguards the Library uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle personal information. The Library has a responsibility to ensure that the accessing, handling, sharing and disposing of Confidential Personal Information (CPI) data complies with Ohio Revised Code Chapter 1347 and the Central Library Consortium (CLC) Security Policy. Within the Credit Cardholder Data Environment, the Library will also comply with the latest revision of the Payment Card Industry Data Security Standards (PCI DSS).

### **OP – 7.4.2: Collection of Confidential Personal Information (CPI)**

The collection of CPI data is used to enable member libraries to enforce policies and provide services to Library patrons. The Library adheres to the CLC Security Practice Rules; Collection of Confidential Personal Information to determine what information is gathered from patrons.

In addition to the CPI data outlined in the CLC Security Practice Rules, the Library also collects the following personal information:

- Dates and times you access Library resources, including but not limited to: websites, electronic databases, public PC usage and Wi-Fi access.
- Details about questions asked using an electronic medium, including but not limited to: the Library website, the Library's email address or using the text a librarian service.
- Details about purchase requests submitted using an electronic medium, including but not limited to: the Library website, the Library's email address or using the text a librarian service.

To ensure updated contact information for both customers and staff, verification of CPI data will occur no less than every 3 years. This update may be done internally or via an outside vendor specializing in data verification.

### **OP – 7.4.3: Roles and Responsibilities**

The Director of Support Services and Assistant Director will be designated to oversee the Library's Information Security Program as the Information Security Team (IS Team). In tandem with the CLC, they will address potential internal and external risks to the security, confidentiality, and integrity of personal information that could result in a compromise as follows:

OP – 7.4.4: Internal Risks – Library Staff

CPI data deliberately or inadvertently given to someone via Library Staff is addressed through employee training and management. Upon employment, employees will be informed of information security policies. Refreshers in Information Security training and policies will be conducted according to the CLC Security Practice Rules; Security Calendar.

Disciplinary action up to and including termination may be applied when a breach of confidentiality in regard to CPI data is discovered. The Library may also file criminal charges or pursue civil damages to full extent provided by the law.

OP – 7.4.5: Internal Risks – Access to Personal Information Via a Staff Computer

Prior to employment, all selected candidates are subject to a criminal background check. Employment applications and background checks will be stored according to the Retention and Disposal of Records Policy and Procedure. Any criminal activity related to identity theft or similar crimes will be justification to refuse employment or promotion.

Staff accounts will be assigned according to the guidelines in the CLC Security Practice Rules; Accessing Confidential Personal Information section. Staff access will be removed according to the CLC Security Practice Rules; Account Decommissioning guidelines.

Under no circumstances shall patrons be allowed access to staff terminals.

OP – 7.4.6: Internal Risks – Physical Security Guidelines

The Library addresses this risk by adhering to the CLC Security Practice Rules; Physical Security Guidelines section.

In addition to the devices listed in the Physical Security Guidelines in the CLC Security Practice Rules, the Library also takes steps to protect the physical security of these devices:

- Access logs on Self–Checkout machines
- Access logs on PC Management devices

OP – 7.4.7: External Risks – Outside Sources

Access to CPI data via an Outside Computer (Hackers) or Other Outside Source is addressed by adhering to the CLC Security Practice Rules; Network Security Guidelines section.

In addition to the Network Security Guidelines in the CLC Security Practice Rules, the Library also follows these Network Security Guidelines:

- WPA2 with a pre–shared key is used to protect data transmission on all Wi-Fi networks.

OP – 7.4.8: External Risks – Outside Service Providers

The Library will only contract with outside service providers who are capable of maintaining appropriate safeguards for CPI data as defined by the CLC Security Practice Rules; Vendor Compliance section.

OP – 7.4.9: Security Incident Response

Upon real or suspected information leaks or intrusions, the Library will follow the steps in the CLC; Security Incident Response Plan.

OP – 7.4.10: Disposal of Media Containing CPI Data

The Library will ensure that any media that contained CPI data (either staff or patron data) will be destroyed according to the CLC Security Practice Rules; Disposal of Confidential Personal Information section.

Leased equipment (such as copiers), which may store confidential information, will require contracts that establish the right of the Library to retain the hard drive upon return of the equipment at the end of the lease period.



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

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

Upper Arlington Public Library  
***Board of Trustees Meeting***  
January 17, 2017

**TOPIC: Update on Social Media Strategy**

**CONTEXT/BACKGROUND:**

In the fall of 2015, the Marketing and Community Relations Department implemented a new social media strategy. The strategy was based on analysis of our Facebook, Twitter, YouTube and Instagram accounts, as well as input from the Administration, IT and Youth Departments.

The plan included several goals for 2016, which are outlined in the following document, along with the current status and future actions to be taken.

**REQUEST OF BOARD/ACTION NEEDED:**

For Information Only

## Overview of 2016 Social Media and Messaging Strategies

	GOAL	STATUS	FUTURE
FACEBOOK	Increase page likes by 5% over 2015 monthly increases.	<ul style="list-style-type: none"> <li>2016 average monthly new likes declined by 18%.</li> <li>Total page likes as of 12/31/16 was 5,206; net gain of 1,024 new followers.</li> </ul>	<ul style="list-style-type: none"> <li>Tag organizations when appropriate to make our page more visible to those organizations' followers.</li> <li>Re-evaluate goal for new page likes and determine what market saturation might be.</li> </ul>
	Increase post frequency to 5-7 times per week.	2016 average weekly posts=7.46.	This frequency is enough to be active and visible without overwhelming followers' feeds.
	Respond to questions or complaints posted to our Facebook page within 24 hours.	Overall average response time on Facebook is 17 hours.	Review Facebook's options to ensure I am notified when a visitor posts to or messages the Library's page.
TWITTER	Tweet an average of 20 times per week.	2016 average weekly tweets=20.46 (about 3x daily).	This is a good frequency.
	Tweet during peak user hours.	Ongoing.	<ul style="list-style-type: none"> <li>Continue scheduling most tweets during peak hours.</li> <li>Monitor usage trends to see if peak hours change.</li> </ul>
	Include links and images in tweets.	Ongoing. I've included links in nearly every tweet.	<ul style="list-style-type: none"> <li>Continue scheduling most tweets during peak hours.</li> <li>Work with our graphic artist to create images that contain pertinent info for programs and other announcements.</li> <li>Photography training.</li> </ul>
PINTEREST	Offer 30-50 public boards.	28 public boards currently offered.	Youth reports that this is plenty.
	Post at least 5 new pins per day.	Pinterest analytics does not track this info, but staff update Pinterest boards daily.	Continue daily updates as long as staffing is sufficient.
	Use a Pinterest scheduling site.	Youth manager was not able to find one she liked, but posting directly through Pinterest has worked fine.	Continue directly through Pinterest.

## Overview of 2016 Social Media and Messaging Strategies

	GOAL	STATUS	FUTURE
GENERAL	Develop guidelines for sharing other organization's posts.	<p>Shared City of UA posts 9 times, UA Schools 1 time, and newspapers 2 times based on the following guidelines:</p> <ul style="list-style-type: none"> <li>• Subject directly involves the Library.</li> <li>• Subject affects those who may be travelling to one of our locations (i.e. road construction; water main breaks).</li> <li>• Subject relates to books, literacy, eBooks, reading, movies, libraries or librarians.</li> <li>• Subject boosts the image of UA as a whole. (i.e. UA voted Top 10 Suburb in America).</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that I see posts by local gov't and civic organizations by visiting their FB profile pages directly, not just relying on news feed.</li> <li>• Follow more civic organizations as they are created or discovered.</li> <li>• 3) Work with Network UA group (City, schools, civic groups) to share each other's' posts and pages in a coordinated way.</li> </ul>
	Develop a social media calendar of ongoing topics.	Done.	Follow calendar and add to it as needed.
	Create posts that highlight Strategic Plan implementation and the value of the Library.	Live streaming, tech posts, L.T. Listen Columbus (coming from Kevin).	<ul style="list-style-type: none"> <li>• Create Facebook events for music and tech events.</li> <li>• Use half of our Facebook advertising budget for promoted posts.</li> </ul>
	Evaluate our accounts regularly, and research trends and best practices for social media use.	Ongoing.	This Thursday Chris M. will attend the MAPS seminar "Social Media Strategies for Public Service."



Account Number All Accounts

**Resolution XX-17**  
**Resolution to Maintain a**  
**Bank Account**  
**UAPL**

The undersigned hereby certifies to The Huntington National Bank that: I am the

\_\_\_\_\_  
FISCAL OFFICER

(insert official title)

and, as such, I am familiar with the records and proceedings of:

\_\_\_\_\_  
UPPER ARLINGTON PUBLIC LIBRARY

(insert name of governmental entity)

(the "Public Entity"), a governmental entity duly organized and existing under the laws of the  
State of OHIO

the following is a true, accurate and compared copy of resolutions duly adopted by the Public Entity, and that the resolutions have not been rescinded, modified or revoked and are in full force and effect.

RESOLVED, that:

- (i) The Huntington National Bank (the "Bank"), as a national banking association, is qualified under applicable law and regulations to be a depository for the Public Entity and is hereby designated as a depository of the Public Entity;
- (ii) one or more account(s) may be opened and maintained in the name of the Public Entity, in accordance with the rules and regulations or procedures of the Bank pertaining to such accounts as amended by the Bank from time to time, or as otherwise amended by a written agreement between the Public Entity and Bank;
- (iii) any of the individuals whose names are set forth in (iv), below or, whose genuine signatures appear on separate cards dated and filed with the Bank, (collectively the "Authorized Signatories" and individually an "Authorized Signatory") are hereby authorized to act individually on behalf of the Public Entity and in its name to:
  - a. sign checks, drafts, notes, bills of exchange, acceptances, or other orders for payment of funds from any account maintained by the Public Entity;
  - b. indorse checks, drafts, notes, bills, certificates of deposit, or other instruments owned or held by the Public Entity for deposit in any such account, or for collection or discount by the Bank;
  - c. identify, approve and guarantee the indorsements of any and all checks and drafts drawn by the Public Entity;
  - d. waive demand, protest, and notice of protest, or dishonor of any check, draft, note, bill, certificates of deposit or other instruments made, drawn, or indorsed by the Public Entity;
  - e. act for the Public Entity in the transaction of all other business (whether or not it is of the kind, nature or character specified in this certificate) on the Public Entity's behalf with the Bank, including but not limited to executing contracts and delegating person to engage in transaction in connection with such contracts;
  - f. open and maintain an account in the name of the Public Entity (any account so opened shall be bound by the provisions of this certificate);
  - g. certify to the Bank the names of the Authorized Signatories and shall certify such change to the Bank, and the Bank shall be fully protected in relying on such certification, or refusing to honor the signature of any individual not so certified;
  - h. delegate other person(s) to perform any of the foregoing acts;

(iv) Names or Titles of Authorized Signatories:

SARAH E MUELLER, President, UAPL Board of Trustees \_\_\_\_\_

MICHAEL TROPER, Fiscal Officer \_\_\_\_\_

JOHN M YESSO, Vice-President, UAPL Board of Trustees \_\_\_\_\_

(When only titles are used, this resolution must be accompanied by an Incumbency Certificate)

FURTHER RESOLVED, that:

- (i) the Bank is authorized to honor, receive, certify, or pay all instruments signed in accordance with this certificate even though drawn or indorsed to the order of any Authorized Signatory signing the same, tendered for cash, or in payment of a personal obligation or for deposit into a personal account of said Authorized Signatory and the Bank is not required or obligated to inquire into the circumstances of the issuance or use of any instrument signed in accordance with this certificate, or the application, or disposition of such instrument, or the proceeds thereof;
- (ii) overdrafts, if any, shall not be considered to be a loan; and
- (iii) the provisions of this certificate shall remain in full force and effect until written notice of its amendment or rescission shall have been received by the Bank and the Bank has a reasonable amount of time to act upon such notice, and that receipt of such notice shall not affect any action taken by the Bank prior thereto.

FURTHER RESOLVED, that the undersigned be, and hereby is, authorized and directed to certify to the Bank the foregoing resolutions and that the provisions thereof are in conformity with the laws and regulations governing the Public Entity.

I further certify that there is no provision in the law or regulations governing the Public Entity which limits the power of the Public Entity to pass the foregoing resolutions and that the same are in conformity with the law and regulations governing the Public Entity, have not been modified or rescinded and are in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Public Official:

Witness:

\_\_\_\_\_

\_\_\_\_\_