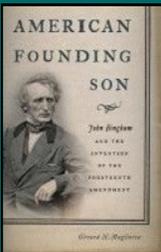
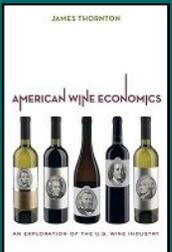
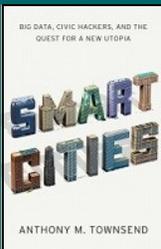
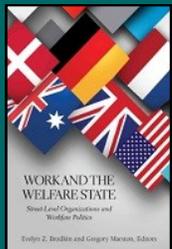
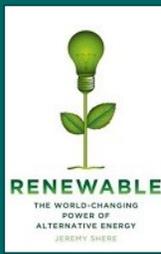
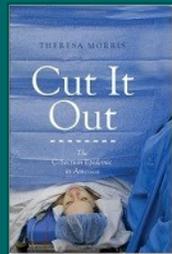
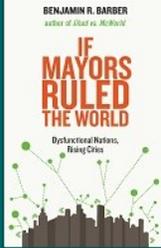
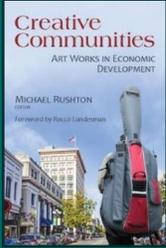


March 2014

VOLUME 8 ISSUE 3

### New Books from the State Library



News You Can Use is a publication of the State Library of Ohio. For more information contact Marsha McDevitt-Stredney, Director, Marketing & Communications at [marshams@library.ohio.gov](mailto:marshams@library.ohio.gov) or 614-644-6875



Agencies combined saved more than \$327,350 in FY13 by using the State Library of Ohio meeting rooms instead of renting other conference center space in Columbus.

More than ten different state agencies used the State Library meeting rooms every month in FY13. These agencies included the Ohio Attorney General's Office, the Ohio Department of Education, the Ohio Department of Health, and the Ohio Secretary of State's Office.

## Meeting Rooms

### Save money by scheduling your next meeting at the State Library

Did you know the State Library of Ohio provides meeting spaces at no cost to state of Ohio agencies?

Monday through Friday, the State Library offers five meeting rooms and a training lab to state employees for work related purposes.

We have:

- Three small meeting rooms for groups of 12 or fewer
- One large meeting room for up to 50 people
- One large boardroom for up to 100 people
- One training lab with 12 workstations and space for 24 people
- Free parking

Reservations are made on a first come, first serve basis and rooms can be requested up to a year in advance.

For more information about meeting rooms visit our website at [library.ohio.gov/PCS/meetingrooms](http://library.ohio.gov/PCS/meetingrooms) and to request a meeting room, call: 614-644-7061 or 1-800-686-1532.



## Ask a Librarian

I'm trying to find my agency's annual reports. Do you have them?

### Answer:

The State Library is the primary repository for all Ohio government documents. We have annual reports for many state agencies going back to the agency's creation. We don't have every agency annual report, but our collection of annual reports is quite substantial.

Where can I find easy to use and up-to-date office software tutorials?

### Answer:

With your State Library card, you can access many software tutorials at no cost to you through the **LearningExpress Library**. The site has tutorials for the most recent versions of Microsoft programs like Excel and PowerPoint as well as tutorials on graphic design programs and more.

State Library of Ohio, 274 East First Avenue, Columbus, OH 43201  
[refhelp@library.ohio.gov](mailto:refhelp@library.ohio.gov) 614-644-7061

[library.ohio.gov](http://library.ohio.gov)

A Smarter Ohio