

**MINUTES OF THE BOARD OF TRUSTEES OF THE PUBLIC LIBRARY
OF CINCINNATI AND HAMILTON COUNTY**

Date: September 14, 2010

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

Trustees Present: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia,
Mr. Moran, Mr. Sittenfeld and Mr. Wright (arrived
after roll call)

Trustees Absent: Mrs. Gettler

Present: Kimber L. Fender, Greg Edwards,
Raymond Hils and Patricia Schoettker

PUBLIC COMMENTS

None.

MINUTES OF THE REGULAR MEETING HELD TUESDAY, AUGUST 10, 2010

Mr. Moran moved that the Minutes of the Regular Meeting held Tuesday, August 10, 2010 be approved as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld and Mrs. Khoury ...
5 ayes. The motion carried. **(53-2010)**

EXECUTIVE DIRECTOR'S REPORT

Library Closing Schedule for 2011

Ms. Fender submitted a 2011 holiday closing schedule, noting that employees would be paid holiday time for all dates except Easter and early closing on New Year's Eve, in accordance with the Library's Holiday Policy.

Saturday, January 1 – New Year's Day
Sunday, April 24 – Easter

Monday, May 30 – Memorial Day
Monday, July 4 – Independence Day
Monday, September 5 – Labor Day
Thursday, November 24 – Thanksgiving Day
Saturday, December 24 – Christmas Eve
Sunday, December 25 – Christmas Day
Saturday, December 31 – New Year’s Eve close at 6:00 p.m. (Regular Schedule)
Sunday, January 1, 2012 – New Year’s Day

Board Meeting Dates for 2011

Ms. Fender submitted dates for the 2011 Regular Meetings of the Board of Library Trustees. All meetings begin at 9:15 a.m. and are held at the Main Library.

Tuesday, January 11, 2011 (Annual and Regular)
Tuesday, February 8, 2011
Tuesday, March 8, 2011
Tuesday, April 12, 2011
Tuesday, May 10, 2011
Tuesday, June 14, 2011
NO JULY MEETING
Tuesday, August 9, 2011
Tuesday, September 13, 2011
Tuesday, October 11, 2011
Friday, November 11, 2011
Tuesday, December 13, 2011

Ms. Fender reported that:

Plaque Honoring Charles Anness

- a plaque commemorating the contributions of Charles Anness will be installed at the Delhi Township Branch on October 12.

Mr. Wright arrived.

Peter Block Gift of Brian Joiner Artwork

- author and consultant Peter Block has offered the Library a gift of two paintings by local artist Brian Joiner that explore themes related to African-American heritage. Sharing photos of the paintings, she advised that staff has identified possible display locations at the Main Library. She noted that the Library’s Acquisition of Art policy requires Board approval prior to acceptance.

OLC Action Councils

- three Library staff members were recently elected to leadership roles within the Ohio Library Council for two-year terms beginning January 2011:
 - Mary Bennett-Brown, Human Resources Director - Management and Administration Division Action Council
 - Tara Kressler, Branch Manager, Symmes Township Branch - Outreach and Special Services Division Action Council
 - Phyllis Hegner, Community Relations Manager, Public Relations - Marketing and Public Relations Divisions Action Council.

Cathy Wilkymacky - 2011 OLC Conference Program Chair

- Cathy Wilkymacky, Library Services Manager – West Region, has been asked to serve as Program Chair (responsible for selecting the presenters and topics) for the 2011 Ohio Library Council Conference in Toledo, Ohio.

MVP Awards

- MVP awards were presented to two staff members: Jenell Thomas, Administrative Assistant, Fiscal Office, and Nimat Martin, Library Services Assistant, Children’s Learning Center.

The Black Dove

- a scene for a new feature film entitled “The Black Dove” will be shot in the Genealogy and Local History Department in the Main Library on September 24 or 25.

United in Sharing Campaign

- the Library’s annual United in Sharing Campaign from September 23 – October 15 will solicit staff contributions to three organizations: United Way, Community Shares and the Library Foundation’s Annual Fund. This year we are asking all staff to contribute \$3 per pay period, \$1 to each organization. A United Way supporter will be matching all new or increased donations. We hope to increase both the number of staff participating and the amount raised.

Media Reports on Bedbugs

- following a report in *Time* on the prevalence of bedbugs in Cincinnati, a Library staff member contacted the media with allegations that the Library was infested with bedbugs. Media reports followed in the *Cincinnati Enquirer* and on local television channels. WLWT submitted a substantial public records request and, despite receiving those documents the following day, erroneously reported bedbugs at the Anderson Branch.

Talking points were issued to provide staff with accurate information to share with concerned patrons. Staff at every location is taking required training. As a precautionary measure, we have contracted with Orkin to inspect every branch and the Main Library.

Bedbugs can enter the Library either through returned materials or on the personal belongings of someone in the Library. Library Services and Custodial staff have been diligent in visually inspecting materials and applying treatment when a bedbug is sighted. These actions have been successful in preventing the spread of bedbugs throughout the Library.

Mr. Moran moved that the Executive Director’s Report be approved as submitted, including the 2011 closing schedule, 2011 Board meeting dates and gift of Brian Joiner artwork. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. Khoury ... 6 ayes. The motion carried. (54-2010)

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

LIBRARY SERVICES

Mrs. LaMacchia introduced Donna Barkley, manager of the Mt. Healthy Branch.

Mt. Healthy Branch – Self-Check and Early Literacy Station

Donna Barkley spoke to the Board about the Mt. Healthy Branch, specifically two important tools the branch received this year that have enhanced their service offerings to the community – self-check machines and an Early Literacy Station. The self-checks have provided a level of privacy for customers and have freed-up branch staff to be more available for customers. 83% of checkouts in August were completed via self-checkout. The Early Literacy Station (made possible by a bequest from the estate of Wayne Wilkinson) is an all-in-one computer workstation with educational software designed to provide preschool and early elementary children with interactive learning opportunities.

Books by the Banks

Greg Edwards reported that the 4th annual Books by the Banks: Cincinnati USA Book Festival will take place on October 2 at the Duke Energy Center and will feature over 100 national, regional, and local authors, book signings, author panels and other activities. In addition to well-known local names such as Sharon Draper, Will Hillenbrand, and Loren Long, nationally-recognized, bestselling authors will also attend, including Curtis Sittenfeld, Augusten Burroughs, Katherine Howe, and Alex Heard. The K12 Kids Corner will feature family-friendly programming. This year, the Clermont County Public Library joined the partner libraries involved in planning the Festival and the Cincinnati Enquirer joined the team of media partners.

“Sneak Peeks”

Mrs. LaMacchia noted that each new book published has a release date - the date it is available for sale in bookstores and the date libraries can make it available for cardholder checkout. To build excitement for upcoming titles and increase holds and eventual circulation, a new initiative called “Sneak Peeks” is being developed to better market upcoming releases. The marketing initiative will include promotion of upcoming releases through signage and displays at all locations, coordinated promotion on the Library’s web page, Twitter and Facebook accounts, through *Links* and *eLinks*, and with coordinated programming. The initial launch will take place in October or early November.

Greg Edwards reported that:

New Project Teams – Collection Development and Programming Standards

- project teams are being formed to look at two important service areas: collection development and programming. With our move to floating collections where no agency “owns” their collection, a system-wide profile is needed to develop a collection meeting the needs of the entire system of users, not just those of individual branches. A second team will be charged with developing programming standards, including defining the appropriate type and number of programs, the best methods for promotion and methods for measuring effectiveness. Recommendations will be implemented in January 2011.

Catalog Changes – Locating Downloadables

- the Downloadable project team recommended making it easier for customers to locate downloadable titles while searching the Library’s online catalog. To that end, two enhancements went live in August – (1) a limit box on the initial search screen of the catalog allowing customers to limit results to only downloadable titles and (2) a “Downloadable” shelf location making it easier for customer to differentiate a downloadable title from print, A/V, etc.

Mrs. LaMacchia reported that:

Programs and Exhibits of Note

- author Gregory Maguire will visit the Main Library’s Reading Garden Lounge on September 21 to discuss the creation of his *Wicked* series.
- the Library and the Friends are partnering with Xavier University to present *A Cup of Tea with Greg Mortenson*. Mr. Mortenson, co-author of *Three Cups of Tea: One Man’s Mission to Promote Peace, One School at a Time*, will speak at the Cintas Center on the campus of Xavier University on September 29 and the Library is promoting the visit, serving as a distribution point for event tickets.
- in partnership with Cincinnati Museum Center, the Library is presenting the America, I AM Reading Program. America I AM: The African American Imprint is a four-year touring museum exhibition that celebrates African American contributions to this country. The Library will offer vouchers for one free admission to the exhibit to children and teens who read a book about African or African American history and culture. The program will run from October 1- November 30.

Mrs. LaMacchia reported that the Library Services and Administration Committee met on September 13. Elizabeth H. LaMacchia, William J. Moran and Robert G. Hendon were present, along with Kim Fender and Greg Edwards. She presented two Committee recommendations:

Revision to Board Bylaws

1. that the Board Bylaws be revised to delete the provision for officer succession. The Bylaws, with this revision, are as follows:

**BYLAWS
BOARD OF TRUSTEES
THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY**

ARTICLE I

Section 1. The name of this library system is “The Public Library of Cincinnati and Hamilton County” and it is governed by a seven-person board of trustees (“Board”) who are appointed in accordance with law.

Section 2. These bylaws shall constitute the rules of the Board with respect to the conduct of official business. Such rules shall equally be applicable to all committees and special committees of the Board.

ARTICLE II

Section 1. All meetings of the Board and its committees shall be open to the public but subject to the special provisions provided in Ohio Revised Code Section 121.22 or successor provision thereto; the holding of non-public executive sessions shall be in compliance with Ohio Revised Code, Section 121.22(G) or successor provision thereto.

Any person wishing to address the Board shall be required to sign in, providing both name and residence address. Except in unusual cases approved by the Board speakers shall be limited to three minutes.

Section 2. The annual meeting of the Board for purposes of electing officers for the year shall be held in January of each year and may be held simultaneously with a regular January meeting of the Board. The time and place of all regularly scheduled meetings of the Board and of committee meetings, and the time, place and purpose of all special meetings of the Board shall be posted on the customary notice board at the Main Library at

least 24 hours prior to any meeting, excepting emergency meetings which are subject to the provisions of Ohio Revised Code Section 121.22(F) or successor provision thereto.

Any person, upon request and payment of a reasonable fee, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall include, but is not limited to, mailing the agenda of meetings to all subscribers on a mailing list or mailing notices in self-addressed, stamped envelopes provided by the requesting person.

Section 3. The order of business at all meetings of the Board and of committees of the Board shall be determined from time to time by the Board or the particular committee as the case may be.

Section 4. For the purpose of transacting any business, a quorum is a majority of the full membership but subject to the special provisions provided in Ohio Revised Code Section 375.35 or successor provision thereto.

ARTICLE III

Section 1. The officers of the Board shall consist of a President, a Vice President, and a Secretary and each of whom shall be elected at the annual meeting for a period of one (1) year or until his or her successors are chosen and qualified.

Section 2. The President shall preside at all meetings of the Board, shall appoint the standing committees for a year of which he or she shall be a member ex-officio without the right to vote, shall appoint all special committees unless otherwise provided, and shall perform such other duties as by custom or law devolve upon him or her but provided that all committee appointments shall be subject to ratification and approval by the Board.

Section 3. The Vice-President shall perform the duties of the President in the latter's absence.

Section 4. The Secretary shall perform the usual duties pertaining to the office.

Section 5. A vacancy in any office may be filled at a special election held at the next regular or special meeting of the Board immediately following the occurrence of the vacancy. An officer elected to fill a vacancy shall hold that office for the balance of the year.

ARTICLE IV

Section 1. The standing committees of the Board shall be:

- Community and Public Relations
- Development
- Facilities
- Finance and Audit
- Legislative Affairs and Law
- Library Services and Administration

The committees shall consist of at least 3 members each, the number of the membership of which shall be fixed from time to time by the President. The President shall annually submit for Board approval the Committee appointments. Meetings shall be held on call of the respective chairman, or on call of two members thereof.

Section 2 The Committee on Community and Public Relations is charged with reviewing and recommending to the Board matters concerning the development and implementation of the Public Relations Program of the Public Library of Cincinnati and Hamilton County.

Section 3 The Committee on Development is charged with reviewing and recommending to the Board matters concerning the fundraising programs of the Public Library of Cincinnati and Hamilton County.

Section 4 The Committee on Facilities is charged with reviewing and recommending to the Board matters concerning library facilities, including buildings and property, and for reviewing master planning of facilities as they relate to comprehensive, long-term planning.

- Section 5 The Committee on Finance and Audit is charged with reviewing and recommending to the Board an annual budget and for the presentation of that budget to the Hamilton County Budget Commission. The committee also reviews and recommends fiscal policies, reviews audit results, assures that audit recommendations are appropriately addressed, and serves as a liaison between Library management and auditors.
- Section 6 The Committee on Library Services and Administration is charged with reviewing and recommending to the Board matters that deal with the Board, with the provision of library service, including books and materials, and with the overall administrative objectives of the Library. The committee also reviews and recommends personnel policies.
- Section 7 The Committee on Legislative Affairs and Law is charged with reviewing and recommending to the Board matters concerning local, state and Federal legislation, including funding; the advice and opinion of the Hamilton County Prosecuting Attorney and other legal counsel, and policies relating to collective bargaining as they relate to the operation of the Public Library of Cincinnati and Hamilton County.

ARTICLE V

Section 1. At the annual meeting the Board shall appoint and fix the compensation of the Executive Director who shall be the chief executive of the library and whose title alternatively may be Director/Librarian. This person shall devote his or her entire time to the duties of the office and, under the supervision and control of the Board, shall have complete charge of the Library.

The Executive Director shall be expected to attend all meetings of the Board and to meet with all committees the President may appoint, excepting those the President shall order otherwise.

At each regular monthly meeting the Executive Director shall ensure that the operation and progress of the Library is reported to the Board. A similar report, covering the preceding calendar year, shall be presented each January at the regular or annual meeting.

Section 2. At the annual meeting, the Board shall elect and fix the compensation of a Fiscal Officer, who shall serve as the clerk of the Board and treasurer of the library funds, subject to the special provisions provided in Ohio Revised Code Sections 3375.32 and 3375.36 or successor provisions thereto.

The Fiscal Officer shall maintain a complete file of all instruments and documents of a permanent nature relating to the library and the Board. This person shall attend meetings of the Board and generally perform those duties delegated to the Clerk-Treasurer by action of the Board.

ARTICLE VI

The use of the library system and the privileges thereof shall be governed by regulations therefore as may from time to time be adopted by the Board of Trustees.

ARTICLE VII

The Trustees shall comply in all respects with the civil and criminal provisions of the Ohio Revised Code relating to conflicts of interest for public officials.

ARTICLE VIII

These bylaws may be amended from time to time by the Board of Trustees.

Revision to Library Card and Circulation Policy

2. that the *Library Card and Circulation Policy* be revised to remove all borrowing limits on CD Books and CD Music and to increase the borrowing limits on holdable DVDs from 10 to 15. The Policy, with these revisions, is as follows:

LIBRARY CARD AND CIRCULATION POLICY

The Library Card and Circulation Policy governs all aspects of library cards, their use, and the circulation of materials.

LIBRARY CARDS

Library Cards from the Public Library of Cincinnati and Hamilton County provide access to a wide variety of information and services at the Library. Library Cards remain the property of the Library and usage may be suspended if Library policies or rules of conduct are violated.

Library Cards are free to applicants of any age who meet any of the following criteria:

- Are a resident of the State of Ohio
- Are associated with a member of an Ohio regional library system as a cardholder from a member library
- Are a staff member of the Public Library of Cincinnati and Hamilton County
- Are a temporary/transitional resident of Hamilton County

Individuals who do not meet the criteria outlined above may purchase a Library Card at the price established in the Library's Table of Fines and Fees.

A Library Card will have one of the following status types:

- Unlimited: access to all circulating materials
- Educator: access to all circulating materials except videocassettes and DVDs, for customers who live or work in the State of Ohio who use library materials in an educational setting and whose personal use cards do not exceed established fine limits.
- Outpatron: access to all circulating materials for customers of the Library's Outreach Services Department
- Honorary: access to all circulating materials for honored members of the community and Library retirees
- Non-Resident Unlimited: access to all circulating materials for customers who purchase a library card
- Limited Juvenile: access limited to Juvenile catalogued material, for customers under the age of 18, at the request of a parent or legal guardian
- Limited No Video: access limited to any Juvenile, Teen, and Adult catalogued material except videocassettes and DVDs, for customers under the age of 18, at the request of a parent or legal guardian
- Non-Resident Limited Juvenile: access limited to Juvenile catalogued material, for customers under the age of 18 who purchase a Library Card, at the request of a parent or legal guardian
- Non-Resident Limited No Video: access limited to any Juvenile, Teen, and Adult catalogued material except videocassettes and DVDs, for customers under the age of 18 who purchase a Library Card, at the request of a parent or legal guardian
- Visitor: access limited to print materials for temporary/transitional customers
- Visitor Juvenile Limited: access limited to Juvenile catalogued material for temporary/transitional customers under the age of 18, at the request of a parent or legal guardian

The Library is unable to restrict access to digital content according to the limitations as outlined above. The various status types do not apply to circulating content delivered digitally.

Applying for Cards

Customers may apply for a library card:

- In person
- Online (Hamilton County residents only)
- By mail (customers with disabilities who are unable to visit the Library or customers who receive service from Outreach Services only)

Individuals who apply in person will receive a card which can be used immediately to access all Library services. Individuals who apply online will receive their card in the mail; until identity and address information are verified in person and a signed application is processed, access is limited to use of online databases.

A parent or legal guardian may fill out the application for an applicant under the age of 18.

Applicants under the age of 18 will be required to complete a new library card application upon turning 18.

Applicants must provide the following information:

1. Identity, verified by ID with photograph and name (applicants 18 and over). For applicants under the age of 18, identity verification is required from a parent or legal guardian signing the application. Identity verification is not required for approved school visits or Outreach Services applicants.
2. Home address and verification. For applicants under the age of 18, home address verification is required from parent or legal guardian signing the application. Home address verification is not required for approved school visits or Outreach Services applicants.

A home street address must be used on the application; a post office box may be used as an alternate mailing address in addition to the home street address.

3. Date of birth
4. Signature (a parent or legal guardian must also sign for an applicant under the age of 18)

Applicants must verify the following when appropriate:

If associated with the Ohio regional library system a cardholder from a member library:

- a library card from the member library

If affiliated with the Ohio regional library system in other approved capacity:

- proof of Ohio regional library system affiliation

If applying for a card with Educator Status:

- verification of employment through:
 - paycheck stub
 - organization ID
 - letter signed by school/organization head on school/organization letterhead

If home schooling and applying for a card with Educator Status:

- a home schooling certificate

Renewing Library Cards

Library cards must be renewed according to card status as follows. All fines and fees associated with the card must be under the unpaid limit as established in the Library's Table of Tines & Fees.

- Unlimited: valid for three years; identity and home address must be verified for renewal
- Educator: valid for one school year; identity, home address, and employment as an educator must be verified for renewal
- Outpatron: valid for one year
- Honorary: annual renewal is not required
- Non-Resident Unlimited: valid for one year; identity and home address must be verified for renewal
- Limited Juvenile: valid for three years
- Limited No Video: valid for three years
- Non-Resident Limited Juvenile: valid for one year
- Non-Resident Limited No Video: valid for one year
- Visitor: valid for three weeks (may be renewed for additional three week periods indefinitely); identity and home address must be verified for renewal
- Visitor Juvenile Limited: valid for three weeks (may be renewed for additional three week periods indefinitely)

Cardholder Responsibilities

Library cardholders are responsible for all activities surrounding the use of their cards, including:

- Materials checked out on library cards, including those checked out up to the point a card is reported lost or stolen. Parents/legal guardians are responsible for guiding the selection of materials by their children under the age of 18 and assume responsibility for use of cards for children under the age of 18.
- Payment of fines and fees. Borrowing privileges, including the ability to renew items on loan and to place holds, are stopped when fines and fees reach the unpaid limit established in the Table of Fines & Fees. Parents or legal guardians assume responsibility for fines and fees that accumulate on the cards of children under the age of 18.

Retention and Confidentiality of Customer Information

Library card information and customer circulation records are considered confidential as outlined in the Library's *Confidentiality of Library Patron Record Information* and *Records Retention* Policies.

Customers may check out materials and/or renew materials without presenting their card, but must first provide proof of identity.

Customers may pick up hold materials for family members or other users as authorized in the circulation system.

CIRCULATION

Loan Periods

All print materials, audiocassettes, compact discs, playaways, CD-ROMs, LP discs, and slides circulate for 21 days and are renewable 5 times.

New Release Feature DVDs circulate for 4 days and may be renewed once.

All other Feature and Non Feature videocassettes and DVDs circulate for 7 days and may be renewed 5 times. Loan periods and renewal limits for digital material are determined by the provider.

Loan periods may be adjusted to meet special circumstances.

Materials may be renewed in person at any library location, by phone, or online.

An item may not be renewed if:

- It is on hold for another person
- It has reached the renewal limit

Fines

Library Cards with Unlimited, Honorary, Non-Resident Unlimited, Limited Juvenile, Limited No Video, Non-Resident Limited Juvenile, Non-Resident No Video, Visitor, or Visitor Juvenile Limited status: fines are charged if materials are returned or renewed late, at rates established in the Table of Fines & Fees. Overdue notices may be provided as a courtesy. Fines are charged for each item, for each day beyond the due date, including days the library is closed, and begin accumulating on the first day an item is overdue. Fines per item accumulate to a maximum as established in the Table of Fines & Fees. Borrowing privileges, including the ability to renew items on loan and to place holds, are stopped when fines reach the unpaid fine limit established in the Table of Fines & Fees.

Library Cards with Educator status: fines are not charged if materials are returned or renewed late, except for videocassettes and DVDs. Continued failure to return materials borrowed on a Library Card with Educator status will result in suspension of the card.

Library Cards with Outpatron status: fines are not charged if materials are returned or renewed late. Continued failure to return materials borrowed on a Library Card with Outpatron status will result in suspension of the card.

Materials Recovery

Accounts of customers with overdue materials may be referred to a materials recovery service. A late fee, established in the Table of Fines & Fees, is applied to any account turned over to a collection agency for recovery.

Circulation Limits

Limits are placed on the number of certain types of materials that can be charged to a single library card, including materials obtained through interlibrary loan. These include:

Playaways	10 titles
New Release Feature Film DVDs	10 titles
All other videocassettes/DVDs	15 titles
E-books	10 titles
Downloadable audiobooks	10 titles

Limits may also be set for seasonal or special demand materials.

Cards with Educator Status are limited to the following:

- 150 items at any one time
- Limits may also be set for seasonal or special demand materials.

Lost or Damaged Materials

Borrowers are responsible for returning materials in good condition. A charge may be assessed *for lost or damaged materials*, at rates established in the Library's Table of Fines & Fees, up to the cost of the item if *lost or damaged beyond repair*. Customers may provide a replacement copy in lieu of payment for lost items with the approval of Library staff. Failure to pay for lost or damaged items will result in restricted borrowing privileges.

Placing Holds on Materials

Cardholders may place holds on most types of materials. A maximum number of items a person can place on hold may be established.

The following materials may not be placed on hold:

- Reference materials
- New Release Feature film DVDs

Interlibrary Loan

Items that are not available in our collection may be requested through interlibrary loan; those items are subject to circulation restrictions established by the owning library.

The following materials may not be obtained through interlibrary loan:

- Items owned by the Library
- Bound or unbound magazines
- Software
- Feature film videocassettes and DVDs
- E-books
- Downloadable audiobooks

Using Electronic Resources

A library card may be required to access selected electronic resources from locations outside the Library and to access the Internet at Library locations. A library card may still be used to access electronic resources if circulation privileges have been stopped due to fines and fees exceeding the established limit.

Effective: September 26, 2010

Mrs. LaMacchia reported that:

Library Usage

- For the month of August, overall circulation increased by 2.2%, including Main (+13.5%), Avondale (+11.8%), Miami Township (+7.3%) and Pleasant Ridge (+6.3%).

Additional usage data from the month:

- Downloadable materials, up 53.8%, 44.5% year-to-date
 - Print, up 2.5%
 - Audiovisual material, up 1.5%
 - Catalog searches, up 39.5%
 - Database usage, up 6.1%
 - Active cardholders = 327,122
 - Holds checked-out = 12.6% of total circulation
 - Library web pages viewed = 5,641,471
- the top circulating items and statistical reports for the month of August 2010 were submitted.

ADMINISTRATION

Personnel Changes

Mrs. LaMacchia recommended that the Board approve the following personnel changes effective through August 31, 2010:

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Retirement	Genealogy & Local History	Reference Librarian I	1.00	Curtis, Sara	08/31/10
Retirement	Anderson	Reference Librarian I	1.00	Rosenfeld, Jane M.	07/31/10
Promotion	Cheviot	LSA I	0.50	Dole, Sarah A.	08/22/10
Promotion	Information & Reference	LSA II	0.50	Jenkins, Natalie D.	07/25/10
Promotion	Anderson	Reference Librarian I	1.00	Kitchen, Rasalee A.	08/08/10
Promotion	Corryville	Children's Librarian II	1.00	Kraus, Katharine A.	07/25/10
Promotion	Delhi Township	LSA I	0.50	Miladinov, Kara A.	08/22/10
Promotion	Oakley	Reference Librarian I	1.00	Molloy, M. K.	08/22/10
Promotion	Blue Ash	LSA I	1.00	Smith, Christopher W.	08/22/10
Promotion	Anderson	LSA I	0.50	Wetzel, Ross L.	08/08/10
Promotion	Elmwood Place	Children's Librarian I	1.00	Zillich, Lacey K.	08/22/10
Appointment	Walnut Hills	LSA I	0.50	Arnold, Elizabeth A.	08/22/10
Appointment	Corryville	LSA I	0.50	Barker, Suzanne E.	08/08/10
Appointment	Groesbeck	Student Shelver	0.30	Barry, Rachel C.	07/25/10
Appointment	Genealogy & Local History	LSA II	0.50	Gresham, Amy N.	08/22/10
Appointment	Elmwood Place	LSA I	0.50	Hammer, Tiffany V.	07/25/10
Appointment	Green Township	Student Shelver	0.30	Hensley, Taylor A.	08/08/10
Appointment	Clifton	LSA I	0.50	Jeffries, Rachel A.	08/08/10
Appointment	Circulation Services	LSA I	0.50	Kennedy, Laura M.	07/25/10
Appointment	Groesbeck	Student Shelver	0.30	Kinskey, Aaron C.	07/25/10
Appointment	Madeira	Student Shelver	0.30	Kroth, Jacob A.	08/22/10
Appointment	Oakley	Student Shelver	0.30	Ladoucher, Ashley R.	07/25/10
Appointment	Sharonville	Student Shelver	0.30	McFarlane-Blake, Zora	08/22/10
Appointment	St. Bernard	LSA I	0.50	Mitchell, Lyniece S.	08/22/10
Appointment	Circulation Services	LSA I	0.50	Mulcahy, Kenton E.	07/25/10
Appointment	Green Township	Student Shelver	0.30	Schmaltz, Jennifer M.	08/08/10

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Appointment	Clifton	LSA I	0.50	Stillwell, Geoffery A.	07/25/10
Appointment	Harrison	Student Shelver	0.30	Wernke, Katherine L.	08/08/10
Appointment	Library Services	Web Developer-Internet	1.00	Wetmore, Brian B.	08/22/10
Change	Facilities Services	Facilities Services Assistant	1.00	Greenlee, Nancy D.	08/22/10
Change	Popular Library	Shelver	0.50	Ivey, Stacey D.	08/22/10
Change	Digital Services	Digital Services Assistant	1.00	McCaslin, Vanessa A.	08/08/10
Change	Symmestownship	LSA I	0.50	Obermeyer, Leslie R.	08/22/10
Change	Norwood	Reference Librarian I	0.50	Riddell, Sue E.	08/22/10
Change	Circulation Services	LSA I	0.50	Shannon III, Lester B.	08/08/10
Change	Mt. Healthy	LSA I	0.50	Valerius, Sheila M.	07/25/10
Departure	Computer Services	Systems Administrator	1.00	Beard, Christopher S.	08/04/10
Departure	Blue Ash	Student Shelver	0.25	Berus, Rebecca A.	08/05/10
Departure	Green Township	Student Shelver	0.30	Buchert, Carrie E.	07/31/10
Departure	St. Bernard	LSA I	0.60	Case, Robyn L.	07/31/10
Departure	Groesbeck	Student Shelver	0.30	Copes, Kelsey B.	08/17/10
Departure	North Central	Student Shelver	0.30	Geiger, Emily C.	08/14/10
Departure	Northside	LSA I	0.60	Harmon, Alice L.	07/31/10
Departure	Literacy & Homework Support	LSA II	0.60	Hartig, Matthew D.	08/06/10
Departure	Circulation Services	LSA I	0.50	Kissling, Alexandra G.	08/16/10
Departure	Information & Reference	Shelver	0.50	Kleinfelter, Christen A.	08/18/10
Departure	Monfort Heights	Student Shelver	0.25	Kuhn, Casey L.	08/07/10
Departure	Circulation Services	LSA I	0.50	McFadden, Joseph M.	08/23/10
Departure	Computer Services	Client Services Manager	1.00	Metzger, Julie A.	08/30/10
Departure	Symmestownship	LSA I	0.50	Nye, Melissa C.	08/17/10
Departure	Blue Ash	Student Shelver	0.25	O'Keefe, Alexander R.	08/14/10
Departure	Sharonville	Student Shelver	0.30	Palcic, Jacob T.	08/19/10
Departure	Madeira	Student Shelver	0.30	Penn, Shelby K.	07/31/10
Departure	Sharonville	Student Shelver	0.30	Petko-Bunney, Hannah M.	08/13/10
Departure	Madeira	LSA I	0.60	Petroziello, Matthew C.	08/31/10
Departure	Outreach Services	Shelver	0.50	Pugh, Mary E.	08/13/10
Departure	TeenSpot	Student Shelver	0.35	Rogers III, James L.	08/21/10
Departure	Harrison	Student Shelver	0.30	Sien, Andrew M.	08/21/10
Departure	Symmestownship	Student Shelver	0.30	Sierzputowski, Matthew A.	08/26/10
Departure	Symmestownship	Reference Librarian I	1.00	Strubbe, Lisa A.	08/18/10
Departure	Groesbeck	Student Shelver	0.30	Tonnis, Rachel E.	08/19/10
Departure	Cheviot	LSA I	0.50	Weber, Richard D.	08/14/10
Departure	Materials Retrieval	Page	0.50	Yosef, Adam D.	08/11/10

Prevention of Child Abuse or Molestation Policy

Mrs. LaMacchia recommended approval of a new policy – *Prevention of Child Abuse or Molestation*, which has been reviewed by Robert S Brown. Two Human Resources staff members are trained to provide the staff training on awareness of child sexual abuse that is required by this policy.

Prevention of Child Abuse or Molestation

The Library is committed to providing a safe and secure environment for all children, youth, staff and volunteers who participate in programs and activities sponsored by the Library.

No staff or volunteer who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) is allowed to work with children or youth in any Library-sponsored activity.

All Youth Services Librarians (Children and Teen), volunteers and other staff involved with children and youth on a regular basis are required to attend Library sponsored training programs that bring awareness about child sexual abuse.

Staff or volunteers will immediately report to their supervisor any observed or disclosed behavior pertaining to child abuse or molestation by a staff member or Library volunteer.

Effective: October 1, 2010

Mrs. LaMacchia moved that the Board approve the Library Services and Administration Committee reports as submitted, including Committee recommendations regarding revisions to the Board By-Laws and the Library Card and Circulation Policy, as well as personnel changes and adoption of the Prevention of Child Abuse or Molestation policy. Mr. Moran seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. Khoury ... 6 ayes. The motion carried. (55-2010)

FISCAL OFFICER'S REPORT

Ms. Schoettker reported that:

Public Library Fund

- year-to-date through September, the Public Library Fund has provided \$27.5 million in revenue – down 10% from last year but slightly (1%) ahead of the estimate.

Tax Levy Funding

- **2010 Final Settlement** – With completion of the 2nd half real estate tax settlement, Hamilton County distributed \$8.3 million to the Library. Gross levy receipts for the year to date are \$18.6 million; net of election expenses and county fees, \$18.2 million. Approximately \$1 million remains due from the State of Ohio for reimbursement of 2nd half homestead and rollback reductions.

	<u>1st Half</u>	<u>2nd Half</u>	<u>Total</u>
Gross Receipts	\$ 10,223,265.20	\$ 8,393,550.28	\$ 18,616,815.48
Election Expense	-174,050.68		-174,050.68
County Fees	<u>-133,582.02</u>	<u>-102,030.14</u>	<u>-235,612.16</u>
Net Receipts	\$ 9,915,632.50	\$ 8,291,520.14	\$ 18,207,152.64

- **2011 Estimate** – The Hamilton County Auditor has estimated 2011 revenue for the Library at \$19,620,000.

Monthly Financial Report

- the financial report was submitted for the period ending August 31, 2010.

Investment Report

- the investment report was submitted for the month ending August 31, 2010.

Mr. Hendon moved that the Board approve the Fiscal Officer's Report, including the financial and investment reports, as submitted. Mr. Moran seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran (except pass on investment report), Mr. Sittenfeld, Mr. Wright and Mrs. Khoury ... 6 ayes. The motion carried. (56-2010)

FINANCE AND AUDIT COMMITTEE REPORTS

No report.

FACILITIES COMMITTEE REPORT

Mr. Hendon reported that:

2009/10 Ongoing Maintenance Project

Mr. Hendon presented the following change order and recommended confirmation of approval in accordance with the contingency. The amount of the change order is the remaining balance of a total cost of \$20,114.00 after payment of \$7,236.00 from the contract allowance.

- Change Order No. TC-02-01 in the amount of \$12,878.00 to J K Meurer Corporation for repair of asphalt paving at the Delhi Township Branch.

Elmwood Place Branch Rent

Mr. Hendon reported that a letter from Stephanie Morgan, Mayor of the Village of Elmwood Place, demands \$400 rent per month, effective November 1, for space the Library has occupied since 1977 to operate the Elmwood Place Branch. Rent of \$100 per month was paid until 2002, when the Village Council passed a resolution waiving it. No rent has been paid since 2002 and there is no lease.

As stated in Ms. Fender's reply to Mayor Morgan, the Library pays for its own electric so there is no additional cost to the Village for computer equipment added this year. The Mayor's reference to a faulty computer installation can only refer to the addition of electrical circuits, since PCs are simply plugged in and require no special installation. The Library denies that the electrician installing these circuits caused any damage.

Given the significant investment the Library already makes in Elmwood Place and the low utilization of the branch, we cannot justify rent for this facility. Mr. Hendon recommended that action on this matter be postponed until a response to Mr. Fender's letter is received.

Sale of Former Bond Hill Branch Site – 1703 Dale Road

Mr. Hendon reported that two offers have been received for the former Bond Hill Branch, located at 1703 Dale Road, which has been on the market since the branch was relocated in August 2007. The initial appraisal set the value at \$150,000, but a second appraisal dropped it to \$70,000.

Negotiation of the first offer of \$50,000 has increased it to a final offer of \$55,000.

As stated in the report, a second offer proposes a land contract with monthly payments of \$500 beginning in January 2011 and continuing until January 2020.

Mr. Hendon moved that the Board approve the Facilities Committee Report as submitted, including confirmation of the change order and approval of the sale of property at 1703 Dale Road for \$55,000. Mr. Moran seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. Khoury ... 6 ayes. The motion carried. **(57-2010)**

Mr. Sittenfeld asked for an update on the Brookline Avenue property. In response to his questions, Ms. Fender reported that the Library has incurred expenses very similar to those projected and reported at the time the donation of the property was accepted, including tree removal, grass cutting, minimal utilities, security and insurance. She reported that fund raising is slow but active.

DEVELOPMENT COMMITTEE REPORT

Ms. Fender reported that:

The Library

- Jazz educator Jamey Aebersold made his fifth annual donation (\$3,000 annual average) to sponsor jazz concerts from September through May at the Main Library.

Library Foundation

- the Library Foundation received a \$1 million gift from the Joseph S. Stern Jr. Family Fund of the Greater Cincinnati Foundation, which will be the cornerstone for a permanent endowment fund. At his last Board Meeting on September 8, 2003, Mr. Stern stated that “ I would like to close my terms as Library Trustee by helping the Foundation get off to a good start by granting it at least \$1 million - the income to be used for annual operating expenses.” The Foundation’s Executive Committee met on September 2 to discuss investment options, endowment language and financial review criteria for this and future gifts.
- the “Wicked” fundraising event featuring author Gregory Maguire will be held September 21.

Friends of the Public Library

- the Friends “End of Summer Sale” August 12–15 grossed \$27,450. The next sale will be at the Mariemont Library September 17–18.

Anderson Township Library Association

- Long-term volunteer Laurie Jacobs will succeed Mary Sue Kamphaus as co-chair of the Anderson Township Library Association. Ms. Kamphaus will remain on the committee and as chair head for the fiction group.

In response to a question from Mrs. Khoury, Ms. Fender advised that no information has been received from the Hamilton County Commissioners regarding their appointment of a new board member.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

Mr. Sittenfeld reported on planning and promotion, specifically the America I AM Reading program, author visits by Gregory Maguire and Greg Mortenson, Books by the Banks, MidPoint Music Fest and Artifacts Excavated at The Banks. He completed the report with the presentation of notable media coverage and press releases. The report was received and filed.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright reported that:

Commission on Local Government Reform and Collaboration

- the final report of The Commission on Local Government Reform and Collaboration, formed as a result of HB 521, was issued with this language regarding public libraries: “Recommendation: The State Library of Ohio research issues of collaborations, mergers and consolidation of library systems.”

Legislator Visits

- Ten legislators have now visited our branch libraries over the summer to congratulate student participants in the Summer Reading Program and see the new Early Literacy Stations in use. We continue to work with Alicia Reece’s office to schedule her visit.

The report was received and filed.

AD HOC STRATEGIC PLAN COMMITTEE REPORT

Strategic Plan Update

Mr. Hendon reported that data from surveys, observations and circulation behavior have been analyzed, resulting in the formation of 10 cardholder clusters representing types of Library use and other shared traits. A brief summary of these ten clusters is:

Passionate Patrons – Use all formats and visit the Library once per week or more often.
Passionate Pupils – Age 7-12, who visit the Library weekly to borrow children’s materials.
Wave Riders – Borrow printed/download digital materials and visit the Library weekly.

Traditionalists – Visit 2-3 times per month, borrowing books only.
Film Fanatics – Visit the Library weekly to borrow audio-visual materials.
Wi-Finders – Visit the Library more than once per week to use the computers.
Connected Families – Visit the Library weekly to borrow children’s materials.
Rising Stars – Teens who visit the Library multiple times a week and borrow teen materials.
Robert’s Rulers – Visit 1-2 times a month to attend a program, event or look for information.
The Occasionals – Visit once per month or less, borrowing all types of materials.

Many attributes were considered in forming these clusters, including number of books read in the past year, household income, education, age, presence of children in the household and average items checked out.

Three clusters – Traditionalists, Passionate Patrons and The Occasionals – account for 71% of all cardholders.

Our next step is to formulate a strategic plan that focuses on advancing 2-3 clusters while continuing our current level of service to all clusters. We are on schedule to complete that plan by year-end.

The report was received and filed.

Mrs. Khoury asked that a status report on the Brookline Avenue/Clifton project be prepared for the October Meeting of the Library Board.

The Regular Meeting was then adjourned.

President

Attest: Secretary