

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

Date: May 10, 2011

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, Mr. Wright (arrived late) and Mr. Zaring

Trustees Absent:

Present: Kimber L. Fender, Greg Edwards,  
Jason Buydos and Patricia Schoettker

**MOMENT OF SILENCE IN MEMORY OF TRUSTEE EMERITUS  
BAILEY W. TURNER**

Mr. Moran read the following statement, and then asked for a moment of silence in memory of Library Trustee Emeritus Bailey W. Turner.

On April 28, 2011 Library Trustee Emeritus Bailey W. Turner died after a long illness. Bailey was first appointed to the Board of Library Trustees by the Judges of the Court of Common Pleas in 1984. He served for 22 years as a valued member of the Board of Library Trustees including terms as President of the Board in 1997 and 2002, as well as several terms as both Vice President and Secretary.

Bailey frequently chaired the Legislative Affairs & Law Committee, and also served on the Community & Public Relations, Finance & Audit, and other Board Committees.

In addition to his work on the Library Board, Bailey is highly respected in the community for his many years of experience in public service and political involvement

During his 22 years of service as a Member of the Board of Trustees, Bailey worked with three directors to help make the Public Library of Cincinnati and Hamilton County one of the largest, busiest, and best public libraries in the United States.

Upon his retirement from the Board, the honorary lifetime title of Trustee Emeritus was bestowed on Bailey in recognition of his many years of invaluable service to the Library.

Through his continued interest not only in the Library but also in working with other area organizations has had an impact on improving the quality of life in our community.

## PUBLIC COMMENTS

None

### MINUTES OF THE REGULAR MEETING HELD MARCH 8, 2011

Mrs. LaMacchia moved that the Minutes of the Regular Meeting held Tuesday, March 8, 2011 be approved as submitted. Mrs. Khoury seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Zaring and Mr. Moran ... 6 ayes. The motion carried. (19-2011)

### EXECUTIVE DIRECTOR'S REPORT

Ms. Fender presented printed copies of the 2010 Annual Report to each member of the Board.

Ms. Fender acknowledged the recognition of two staff members by SWON Libraries (Southwest Ohio & Neighboring Libraries) – Library Services Manager Cathy Wilkymacky with the Distinguished Service Award (Cathy was present at the meeting) and new West End Children's Librarian Sarah Carrier with the New Librarian of the Year Award. Ms. Fender congratulated both staff members.

Ms. Fender introduced Katrina Marshall, Digital Services Team Leader.

#### Digital Services

Katrina Marshall reported that the Digital Services Department was created in 2007 after receipt of the first of three Library Services and Technology Act (LSTA) digitization grants. Among the first books to be scanned were the city directories, forerunners to today's telephone books, useful for genealogists and historians. In 2008, a second LSTA grant funded the purchase of a Hasselblad camera for the digitization of much larger items such as maps and posters. An LSTA grant received this year will expand digitizing capabilities to microfilm and microfiche.

In addition to scanning our own collection, the department has provided digitization services to other organizations, expanding our collection and generating some revenue for the Library. These projects include digitizing the Cincinnati for the University of Cincinnati, presidential letters for Xavier University and Sanborn maps under contract with HF Group. In 2009, items from the Library's collection of digitized materials were retrieved more than 2 million times.

Mr. Wright arrived.

Ms. Fender reported that:

#### WCPO Report on Library Arrests

- WCPO plans to air an in-depth story on May 22 concerning the 10 arrests made at the Main Library since June 2010. Given that the Main Library typically sees 100,000+ visits per month, there is nothing alarming in these statistics. Our Standards of Library Behavior determine the

types of behavior prohibited in the Library and our 20-member security staff is assisted by all Library staff, Hamilton County Special Deputies and more than 55 security cameras in enforcing them. In none of these arrests was anyone harmed. We have no choice but to keep our public doors open to all and we believe that these arrests show our concern for our visitors and staff and indicate our success in keeping the Main Library a safe place to visit and work.

#### Visitors from Ukraine

- on April 21, the Main Library hosted six visitors from our Sister City Kharkiv in the Ukraine, a visit organized by the Cincinnati-Ukraine Partnership. Their gift of a boxed set of books featuring the architecture and arts of the Ukraine has been added to our collection.

#### State Library Board Retreat

- on April 28-29, we hosted the State Library of Ohio Board retreat. Four of the five State Library Trustees, State Librarian Beverly Cain and other State Library staff were here. Our staff made a presentation about the Library Services and Technology Act (LSTA) grants the State Library has awarded to our Library since 2007, including two digitization grants, the Early Learning Express grant and the daguerreotype grant. The Board toured the Digital Services Department and the Cincinnati Room to see those grants in action and took an after-hours tour of the Main Library.

#### Library Staff Conference Presentations

- our Library staff will be making presentation at upcoming conferences:

Kim Fender, with Sandra Swanson from OrangeBoy, will present *Customer-Centric Planning* at the International Federation of Library Associations Metropolitan Library Division Conference in Queens in May.

Mary Bennett-Brown, Human Resources Director, and Cathy Wilkymacky, Library Services Regional Manager, will make three presentations at the Library Management Summer Institute in Arcadia, Pennsylvania in July.

- *Tomorrow's Manager – Succession Planning for Public Libraries*
- *Hiring for Success-Are They on the Right Bus?*
- *Understanding Transition: Helping Leaders Effectively Lead Change*

At the American Library Association Annual Conference held in New Orleans in late June:

*Download This! How One Library Embraced Its Downloadable Future*  
Ned Heeger-Brehm

*Goin' Mobile: We Did It and You Can Too!*  
Sandy Bolek and Rob Ireton

*Displaying Partnerships: How to Successfully Build Partnerships with Other Agencies*  
Kathy Bach

#### Captain Frederick Way Display Case

- in 1993, the Middle Ohio River Chapter of the Sons and Daughters of Pioneer Rivermen donated a display case to be placed in the Cincinnati Room and display selections from the Inland Rivers Collection. With the new display of the 1848 Panorama Daguerreotype of the Cincinnati Riverfront, there is no longer space for this case. The Chapter would like the display case back. We feel it is inappropriate to store it with no intention of future use and that any sale would bring an insignificant sum to the Library yet could antagonize an organization that has long been a

Library supporter. Therefore, she recommended that the Board approve returning the Frederick Way display case to the Sons and Daughters of Pioneer Rivermen.

Amazon Kindle - Library Downloadables

- although our Library has offered downloadable or digital content for several years, readers with an Amazon Kindle were unable to borrow our downloadable books because of Amazon’s proprietary format. This changed in mid-April when Amazon announced a partnership with Overdrive, the company providing much of the digital content purchased by libraries, that will enable Kindle owners to read downloaded library content.

United Way Bold Goals

- United Way has adopted 6 Bold Goals for our community that focus on education, income and health.

EDUCATION	INCOME	HEALTH
<i>Preparing children, youth &amp; young adults to succeed in school and life</i>	<i>Ensuring individuals and families achieve financial stability</i>	<i>Helping individuals live quality lives &amp; achieve maximum health and independence</i>
<p><b>By 2020</b>, at least 45% of adults will have an Associate's degree or higher.</p> <p style="text-align: center;">↑</p> <p><b>By 2020</b>, at least 85% of youth will graduate from high school (prepared for life, college and career).</p> <p style="text-align: center;">↑</p> <p><b>By 2020</b>, at least 85% of children will be prepared for kindergarten.</p>	<p><b>By 2020</b>, at least 90% of the labor force will be gainfully employed.</p>	<p><b>By 2020</b>, at least 70% of the community will report having excellent or very good health.</p> <p style="text-align: center;">↑</p> <p><b>By 2020</b>, at least 95% of the community will report having a usual place to go for medical care.</p>

United Way asks that organizations endorse these goals so that we as a community can work together to achieve a vision for a stronger community with a high quality of life for all. Endorsement of the Bold Goals reflects an organization's intent to engage in a planned, intentional process. Through endorsement, the organization pledges to:

- actively work toward the attainment of at least one of the Bold Goals
- participate in an annual review and report on the progress made toward attainment of the goals
- participate in meetings where best practice is discussed and agree to promote the refinement of program strategies based on learnings.

Ms. Fender noted that the goals related to Education are closely aligned with the Library’s own Strategic Plan which includes the following objective:

*The Library will support literacy and lifelong learning by:*  
*Continuing education during out-of-school time*  
*Providing a variety of educational programs for our community*  
*Preparing children to succeed in kindergarten*

She stated that she believes that the Library can assist in achieving these Bold Goals by continuing and expanding our efforts to prepare children for Kindergarten and she requested that the Board endorse United Way’s Bold Goals.

Strategic Plan Measurement

- a process to measure progress toward achieving the objectives of our strategic plan has been developed with OrangeBoy. This yearlong process includes monthly cardholder analyses, customer satisfaction surveys, new cardholder surveys and non-user surveys.

Mr. Wright moved that the Executive Director's Report be approved as submitted, including return of the Captain Frederick Way display case and endorsing United Way's Bold Goals. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. (20-2011)

## **LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS**

Mrs. Khoury reported that the Library Services and Administration Committee met on May 4. Committee Chair Tara Khoury, Trustee Robert Hendon and staff members Kim Fender, Mary Bennett-Brown and Greg Edwards were in attendance. She presented Committee recommendations that the Board:

### **LIBRARY SERVICES**

#### Changes to Library Card and Circulation Policy

- approve changes to the *Library Card and Circulation Policy*, effective June 1, 2011, to create child-only, teen-only and downloadable-only library cards, expire library cards after five years of inactivity, clarify the transition from juvenile to adult cardholder and allow renewal of material when a library card is stopped.

### **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
- Downloadable-only: access to the Library's downloadable collection, internet and all databases
- Child-only: access to three juvenile books at a time to children under the age of 13
- Teen-only: access to three juvenile or teen books at a time to teens between ages 13 – 17.

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. Any fines, fees or other charges on the juvenile card are the responsibility of the parent or legal guardian who signed for the card and do not carry over to the adult card.

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 for the Child-only or Teen-only cards do not need parent's signature. Verbal verification of identify, address and date of birth is acceptable if the applicant does not have an ID.

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 Fines & Fees. All cards, unless outlined differently below, are valid until unused for five years.

- 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: Does not expire
- Non-Resident Unlimited: valid for one year; identity and home address must be verified for renewal
- 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: 3

- 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. 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, 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. 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.

Library cards with Child-only or Teen-only status: fines are not charged if materials are returned or renewed late. Failure to return materials borrowed on a Library Card with Child-only or Teen-only status will result in the suspension of borrowing privileges.

### ***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
Downloadable materials	Limits established by vendor

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.

Cards with a Child-only status are limited to three juvenile print items at any one time.

Cards with a Teen-only status are limited to three print items, juvenile or teen, at any one time.

### ***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
- Downloadable materials

### *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: June 1, 2011

## **ADMINISTRATION**

### Personnel Changes

- approve the following personnel changes effective through April 30, 2011.

<b>Action</b>	<b>Agency</b>	<b>Position Title</b>	<b>FTE</b>	<b>Employee Name</b>	<b>Effective Date</b>
Retirement	Cataloging Services	Cataloging Assistant II	1.00	Ferguson, Lisa J	04/29/11
Promotion	Monfort Heights	Branch Manager II	1.00	Eck, Shannon A	03/06/11
Promotion	Facilities Services	HVAC Systems Control Specialist	1.00	Fleckinger, Kevin M.	04/17/11
Promotion	Popular Library	LSA II	0.50	Mulcahy, Kenton E.	03/06/11
Promotion	Reading	Branch Manager I	1.00	Smith, Blossom D	03/06/11
Promotion	Popular Library	LSA II	0.60	Smith, Whitney P.	03/06/11
Appointment	Reading	Homework Help Aide	0.30	Cruz-Maldonado, Vanessa	04/03/11
Appointment	Loveland	LSA I	0.50	Eshleman, Virginia A.	03/20/11
Appointment	Materials Retrieval	Page	0.50	Jaspers, Jennifer E.	03/20/11
Appointment	College Hill	LSA I	0.50	Jones, Ronisha R.	03/20/11
Appointment	Mt. Washington	Student Shelver	0.30	Loos, Sabine C.	03/20/11
Appointment	Walnut Hills	Homework Help Aide	0.30	Thomas, Songhay	04/03/11
Appointment	Madisonville	Homework Help Aide	0.30	Vargas, Michelle	04/03/11
Appointment	Marketing & Programming	Marketing & Programming Office Ass't	1.00	Vetter, Andrea R.	03/06/11
Change	Wyoming	Branch Manager II	1.00	Pennington, Aimee M.	03/06/11
Change	Clifton	LSA I	0.50	Sullivan, Elizabeth L.	04/03/11
Departure	Children's Learning Center	LSA II	0.50	Barta, Jeannette M.	03/29/11
Departure	Circulation Services	Shelver	0.50	Beal, Elliott C.	04/23/11
Departure	Collection Development	Collection Development Librarian-Juv.	1.00	Burket-Ragase, Jill A.	03/26/11
Departure	Information & Reference	LSA II	0.50	Eschenbach, Jean E.	04/16/11
Departure	Digital Services	Digital Services Assistant	1.00	George, Leigha G.	03/30/11
Departure	Materials Retrieval	Page	1.00	Guzzardo, Megan	03/18/11

Action	Agency	Position Title	FTE	Employee Name	Effective Date
Departure	Education & Homework Support	LSA II	0.60	Hartig, Matthew D.	04/17/11
Departure	Hyde Park	LSA II	1.00	Hartlaub, G. Isaac	04/02/11
Departure	TechCenter	LSA II	0.50	Kosta, Kateri L.	04/24/11
Departure	Blue Ash	Student Shelver	0.25	Kuderer, Emily M.	03/03/11
Departure	Sharonville	Student Shelver	0.30	McFarlane-Blake, Zora M.	03/05/11
Departure	Acquisitions	Serials Acquisitions Librarian	1.00	Mitchell, Karen M.	03/17/11
Departure	Materials Retrieval	Page	0.50	Myers, David M.	03/12/11
Departure	Shipping & Receiving	Truck Driver, Light	0.70	Poynter, Brandon K.	04/06/11
Departure	Greenhills	LSA I	0.60	Wuske, Brandon D.	04/16/11

### Core Group Benefits

- approve plan changes – increased deductibles, out of pocket limits and office visit co-pays.
- approve increasing the employee premium share for medical plans (see below).
- approve increasing the employee premium share for the dental plan to 30%.

Overall, recommended changes result in a 4% increase in the Library’s benefit costs and are within the 2011 appropriations for this expense.

In addition, Administration will continue to educate the staff regarding coordination of benefits during the open enrollment process and will implement a wellness initiative pilot program to reward staff for improving their health over time. Staff will be encouraged to move to the HSA plan.

	Preferred HMO	PPO	HSA
<b>CURRENT Monthly Employee Share</b>	<b>15%</b>	<b>15%</b>	<b>10%</b>
Single	65.08	67.18	36.06
Employee/Spouse	136.79	141.22	75.79
Employee/Child	123.72	127.72	68.54
Family	189.37	195.51	104.92
<b>PROPOSED SHARE</b>	<b>17.5%</b>	<b>17.5%</b>	<b>12.5%</b>
Single	79.75	86.03	50.48
Employee/Spouse	167.63	180.84	106.10
Employee/Child	151.61	163.55	95.96
Family	232.08	250.35	146.89

Dental Premiums	Current Share	Renewal Share
<b>Monthly Employee Share</b>	<b>25%</b>	<b>30%</b>
Single	\$ 7.12	\$ 8.93
Employee/Spouse	\$ 16.73	\$ 20.98
Employee/Child	\$ 15.31	\$ 19.19
Family	\$ 26.41	\$ 33.11

Mrs. Khoury moved that the Board approve the Library Services and Administration Committee report as submitted, including revisions to the Library Card and Circulation Policy, personnel changes and Core Group Benefit changes. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. (21-2011)

## **LIBRARY SERVICES**

Mrs. Khoury reported that:

### Freegal Download Music

- the Library began providing cardholders access to download music on May 2 through Freegal, which stands for “free & legal.” Freegal is a database of songs across all genres on the Sony record label. Customers with an active library card visit the Library’s website, search the database of songs, preview a song if they like and then click to download the song to their MP3, iPod or other portable listening device. There is a vendor-established limit of three downloads per week per cardholder. We are the first large public library in Ohio to offer this service.

### Downloadable Campaign

- a campaign was launched in May to promote the Library’s downloadable material, including the introduction of download music. The campaign includes banner signage, promotional artwork on two Library delivery trucks, training for customers, promotional badges worn by staff, promotion on the Library’s web page and press releases.

### MP3 Players for Sale

- the Library began offering for sale an MP3 player that is compatible with Library-offered download material. The price of \$36 covers the Library’s cost, including sales tax.

### Outreach Services – Special Needs Clearinghouse

- Outreach Services has developed a “Special Needs Clearinghouse” of tools designed to support staff in integrating special needs young people into Library events. Trust funds were used to purchase special child-sized chairs, chairs with arms to help children push themselves from a sitting to standing position, sensory rolls with textures to add sensory stimulation to a program, portable weighted shapes to aid in concentration and “Big Mack Switches” which allow staff to record a message that can be triggered by touching a button, allowing nonverbal children to participate in verbal activities. The Outreach Services Department acts as a clearinghouse for these assistive items that are available for all locations.

### Readers Advisory E-Newsletter *New for You*

- our readers’ advisory eNewsletter *New for You* will go live on June 1. Content is determined by the subscriber, who selects the types of material he/she is interested in reading, listening to or viewing from 26 categories, such as mystery, romance, adult popular music, crafts or cooking. *New for You* will be delivered to their e-mail box (weekly or monthly as selected) with recently released titles in each selected category. Users can visit the Library’s web page to subscribe.

### H.U.M.A.N. Healthy Vending Machines

- vending machines that dispense healthy snacks will be installed at six branches (Anderson, Blue Ash, Symmes, Sharonville, Green Township, Madeira). The company Helping Unite Man and Nutrition (H.U.M.A.N.) will install, maintain and stock the machines at no cost (except utilities) and 10% of net sales will come back to the Library.

### Summer Brain Camps

- Homework Central will offer Brain Camp at the Main Library from June 6 - August 12. Themes this year are: Get into the Game - Read!, Fairy Tales, Countries Around the World, Writer's Workshop, Heroes, Create Media, and Imagination! One day Brain Camps will be offered at eight branches.

### Library Usage

- April saw an overall increase in circulation of 9.5%, year-to-date circulation increased by 7.5%. Print usage increased 1.4%, audiovisual materials 20% and downloadable materials 205%. Download circulation surpassed 14 branches in circulation this month. The total number of programs held was up 13.6% and attendance to those programs was up 2.2%.

Due to an online catalog software upgrade, the method by which customer-initiated online renewals were counted changed for the last week of April, resulting in crediting to branches online renewals that would normally be credited to the Main Library. This is evident in the loss in circulation at Main and significantly higher increases at many branches. Due to the statistical abnormalities that resulted, the catalog was reset to operate as it did prior to the upgrade and an assessment will be undertaken to determine how best to report online renewals in the future.

Additional usage of note:

- Holds made available and checked out were up 4.8% and 3.6% respectively
  - Total book circulation in all formats was up 3.1%
  - 590,809 visits were made to all locations
  - 568,988 public computer sessions took place
  - Total online resource use was up 12.9%
  - There are now 369,533 active library cards
- the top circulating items and statistical reports for the month of April 2011 were submitted.

## **ADMINISTRATION**

### Summer Youth Employment Program

- the Library, in partnership with the Easter Seals Work Resource Center, is participating in a Summer Youth Employment Program funded by the City of Cincinnati. This program covers 100% of the wages for up to 15 hours per week per student in the program. The Library will have several youth working over the summer and compensated through this program.

The report was received and filed.

## **FISCAL OFFICER'S REPORT**

Ms. Schoettker reported that:

### Governmental Revenue – Year to Date Comparisons

- Year to date revenue from the Public Library Fund through May is up 6.7% over last year, but remains 9% below 2009 receipts. Gross receipts from our County tax levy are less than last year but because there are no election expenses to repay this year, net receipts are 1% higher.

<b>Year to Date</b> January - May	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>
<b>Public Library Fund</b>	\$ 18,225,717.96	\$ 15,543,512.24	\$ 16,585,664.32
<b>Tax Levy</b>			
Gross Receipts		9,190,444.88	9,112,078.55
Less Fees		(133,582.02)	(141,030.47)
Less Election Expense		<u>(174,050.68)</u>	<u>0.00</u>
Net Receipts	0.00	\$ 8,882,812.18	\$ 8,971,048.08
Year to Date Total	<b>\$ 18,225,717.96</b>	<b>\$ 24,426,324.42</b>	<b>\$25,556,712.40</b>

#### Property Tax Revenue Reductions

- the Hamilton County Auditor's office has advised that their preliminary reappraisal of property is showing a 10% reduction in residential values, 4% in commercial/industrial. The new values will appear on the January 2012 tax bills and will affect our 2012 revenue.

Refunds issued through the Board of Revisions and the Board of Tax Appeals also are having a negative impact on our tax revenues. The refunds issued for the past two half-year settlements are significantly higher than any previous settlement.

#### Audit of 2010

- A post-audit conference with auditors from Balestra, Harr & Scherer is scheduled with the Finance and Audit Committee on May 24.

#### Monthly Financial Reports

- financial reports were submitted for the periods ending March 31 and April 30, 2011.

#### Investment Report

- the investment report was submitted for the months ending March 31 and April 30, 2011.

Mrs. LaMacchia moved that the Board approve the Fiscal Officer's Report including the financial and investment report as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran (except pass on investment report) ... 7 ayes. The motion carried. **(22-2011)**

## **FINANCE AND AUDIT COMMITTEE REPORTS**

#### 2012 Operating and Capital Budget

Mr. Zaring reported that the Finance and Audit Committee met on April 20 to discuss the Library's 2012 Budget. All Committee members were present, along with Board President William Moran, Executive Director Kim Fender and Fiscal Officer Patricia Schoettker. He presented a copy of the proposed 2012 budget and the Committee's recommendation that the Board approve the submittal of this budget to the Hamilton County Budget Commission by the May 31 deadline. In summary,

- The operating budget of \$54,693,000 is 3% more than 2011 appropriations.
- The capital budget of \$17,665,000 includes funding for five capital projects: Ongoing Maintenance, St. Bernard Branch, Reading Branch, Woodlawn Branch and Westwood Parking.
- The budget reserves two contingencies – a \$1,625,000 operating contingency (3%) in the General Fund and a \$2,000,000 capital contingency in the Building and Repair Fund.
- Funding this budget requires intergovernmental revenue of more than \$70 million – \$51,106,807 in Public Library Funds (state funding) and \$19,620,000 through local property taxes. Receipt of either amount is unlikely.

2011 Estimated Resources & Annual Appropriations

Ms. Schoettker requested that the Board:

1. confirm an appropriation change made in the **Insurance/ Indemnification Fund** in March. The revision was needed in order to increase the standing purchase order for indemnification from \$30,000 to \$80,000 to cover multiple contracts, as approved by the Board on March 8.

<b>Insurance/Indemnification Fund</b>	<u>Revision</u>
<b><i>Appropriations</i></b>	
Other Objects	\$ 50,000.00

2. revise *estimated resources* and *appropriations* in the **Library Programs Fund** to provide for receipt and expenditure of an anonymous donation to purchase Nooks as prizes for Summer Reading Program participants.

<b>Library Programs Fund</b>	<u>Revision</u>
<b><i>Estimated Resources</i></b>	
Contribution, Gifts, Donations	\$ 30,627.00
<b><i>Appropriations</i></b>	
Supplies	\$ 30,627.00

3. revise *appropriations* in the **Gift Fund** to purchase library materials with customer donations. These purchases were previously made through the Library Materials Fund, but that fund is near to being fully expended and closed out.

<b>Library Programs Fund</b>	<u>Revision</u>
<b><i>Appropriations</i></b>	
Supplies	\$ (5,000.00)
Library Materials	<u>5,000.00</u>
Net Change	0.00

Mr. Wright moved that these items be approved as submitted, including the 2012 budget and revisions to estimated resources and appropriations. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. (23-2011)

## FACILITIES COMMITTEE REPORT

Mr. Hendon reported that:

### Pleasant Ridge Branch ADA Project

- a check in the amount of \$207,273 has been received from the Pleasant Ridge Community Council for this project. He thanked the community, especially Pleasant Ridge Community Council co-chairs Mary Anne Phalen and Diane Roketenetz for their hard work over many years to raise funds in support of this project.
- bids for the Pleasant Ridge ADA project were received March 29. Since no bids were received for glass & glazing, that trade was advertised again and bids received on April 19. The lowest responsible bids for the nine trade contracts, including the painting alternate, totaled \$970,886 – \$4,392 above the bid estimate of \$966,494.

Mr. Hendon recommended that the Board award contracts as follows:

TC-01 General Trades	R.J. Beischel Building Co.	\$ 427,947.00
TC-02 Masonry	Jim Hauer Masonry Inc.	\$ 64,925.00
TC-03 Structural Steel	Wernke Steel	\$ 56,000.00
TC-04 Glass & Glazing	Custom Glass & Glazing	\$ 65,387.00
TC-05 Roofing	Kerkan Roofing	\$ 34,909.00
TC-06 Elevators	Vertical Systems	\$ 38,150.00
TC-07 Plumbing	Thomas J. Dyer	\$ 108,614.00
TC-08 HVAC	RineAir	\$ 98,300.00
TC-09 Electric	Luce Electric	\$ 76,654.00
Total		<u>\$ 970,886.00</u>

- allowances for unforeseen work or scope changes are included in each contract; there is no project contingency. Should it become necessary to move allowance dollars between contracts, he recommended that administrative staff be authorized to approve change orders that do not increase the overall contract total, to be reported later to the Board for confirmation.

### Monfort Heights Branch Repairs

- structural engineering firm THP Limited Inc. completed their review of cracks on the walls and floors of the Monfort Heights Branch and developed specifications to publicly bid the necessary repairs. He recommended that the Board approve publication of the following bid advertisement:

#### ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administrative Offices of the Main Public Library, 800 Vine St., Cincinnati, Ohio 45202, until 12:00 noon, local time, Tuesday, May 24, 2011, for furnishing of labor, materials, equipment, services and supervision necessary to complete the project titled:

#### 2011 - MONFORT HEIGHTS LIBRARY REPAIRS

Proposals shall be in accordance with the Contract Documents prepared by THP Limited, Inc. (513-241-3222). Bids received after the stated deadline will not be accepted. Bids by facsimile transmission will

not be accepted. Proposals will be publicly opened and read aloud. All interested parties are invited to attend.

Individual lump sum bids for a General Trades Contract are requested. The estimate for the contract is \$53,000.

The summary of work for the proposal is:

Replacement of approximately 60'-0" Long Block/Brick Retaining Wall  
Installation of (2) Block/Brick Piers to Stabilize a Site Wall  
Replacement of approximately 50 ft<sup>2</sup> of Slab-on-Grade Concrete Inside the Library  
Installation of (2) Steel Push Piers to Raise a Settled Block Wall Inside the Library

Starting Thursday, May 12, 2011, bidders may purchase Contract Documents (full sets only) at the cost of reproduction from ARC, 2863 Sharon Road, Cincinnati, Ohio, 45241, 513-326-2300.

A pre-bid meeting will be held at the Monfort Heights Library, 3825 West Fork Road, Cincinnati Ohio on Monday May 16, 2011, at 10:00 a.m.

Bidders shall submit with their bid a bid guaranty in the form of either (1) a combined bid guaranty and contract bond for the full amount of the bid or (2) a certified check, cashier's check drawn on a solvent bank or irrevocable letter of credit in the sum of ten percent (10%) of the bid amount, including base bid and alternates, as bid security. The bid guaranty shall be in strict compliance with Ohio Revised Code Sections 153.54, 153.57, 153.571, as applicable. The Bidder to whom the contract is awarded will be required to furnish a contract bond in the sum equal to 100% of the proposal.

Bidders shall comply with the Prevailing Rates on public improvements in Hamilton County, Ohio as ascertained and determined by the Ohio Dept of Commerce Bureau of Labor & Worker Safety as provided in Section 4115 of the Revised Code of Ohio.

Submitted bids shall not be withdrawn for a period of sixty days following the date of bid opening.

The Owner will award a contract to the lowest responsible bidder.

The Board of Trustees of the Public Library of Cincinnati and Hamilton County reserves the right to reject any or all bids and to waive any informalities in bidding.

By Order of: The Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio

Further, Mr. Hendon recommended that the Board authorize administrative staff to review the bids with the Chairman of the Facilities Committee, and then enter into a contract with the lowest responsible bidder, this contract award to be reported later to the Board for confirmation.

#### 2009/10 Ongoing Maintenance Project

Mr. Hendon recommended that the Board confirm the following change orders:

- \$84,216 to William Kramer & Sons for roof repair at the Green Township Branch.
- \$23,747 to Feldkamp Enterprises for airflow investigation at Delhi, air handler recommissioning, boiler controls repairs and chiller condenser tubing cleaning at the Main Library.
- \$2,300 to Feldkamp Enterprises for replacement of a faulty chiller valve at the Main Library.

Mr. Hendon also reported that:



### Main Library Sidewalks

- the City of Cincinnati is requiring replacement of curb and sidewalk blocks along Eighth, Ninth and Vine Streets, estimated at \$31,227.24. The City will bill the Library for the work.

### SmartBuilding Advantage

- the Library will participate in the SmartBuilding Advantage Program through which Duke Energy will identify and recommend opportunities for energy efficiency improvements for the Main Library. The Library must fund \$5,000 (50% of the cost) for the Initial Onsite Assessment. If cost effective energy efficiency opportunities are identified and the Library agrees to proceed, Duke Energy will provide an Investment Grade Assessment. The Library would fund up to \$15,000 (50% of the cost) for this assessment. These assessments are expected to result in reduced energy consumption and cost-savings at the Main Library.

### Greenhills Branch Library

- a letter has been sent to Josh Harkavy of HMS Management, landlord for the Greenhills Branch, notifying him of our dissatisfaction with the state of disrepair at the branch resulting from roof leaks. Mr. Harkavy was notified that, unless repairs are made within 60 days, lease payments would be escrowed. The Greenhills Branch is leased on a month-to-month basis.
- the Greenhills Branch was without electric for approximately 1.5 days when Duke Energy shut off electric due to the landlord's non-payment of utilities. The Branch was able to remain open most of the time but functionality was severely restricted.
- Concern regarding the landlord's ability to meet his obligations may prompt additional steps regarding the operation of a branch in this location.

Ms. Fender noted that the landlord has responded quickly to address the needed repairs.

Mr. Moran asked if the change order for roof repairs at Green Township would resolve the problem.

Mr. Moran asked that Messer Construction be asked to pursue LEED certification for the Pleasant Ridge Branch.

Mr. Hendon moved that the Board approve the Facilities Committee Report as submitted, including the award of contracts and administrative approval of change order for the Pleasant Ridge ADA Project, advertisement for bids and administrative approval of contract for the Monfort Heights Repair Project and change orders for Ongoing Maintenance. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(24-2011)**

## **DEVELOPMENT COMMITTEE REPORT**

Mrs. LaMacchia reported that:

### The Library

- a \$5,000 grant from the William & Mary Harrington Fund of the US Charitable Gift Trust will be used for "Library Programs & Services".

- Tata Consulting Services donated \$2,000 for the Library Program Fund as a result of the Mala Ramadorai Indian music concert held on May 3. Akash Restaurant & Frost Brown Todd LLC helped underwrite the event, with substantial support from the Tata Consulting Services of Clermont County.

#### Library Foundation

- the Library Foundation held its quarterly meeting on April 20.
- Dr. Betty Hutchinson donated \$20,000 in memory of her mother Ella Alford Sweeney who was a librarian at the Walnut Hills Branch from 1919-1924. Dr. Hutchinson specified that a distribution of \$1,000 be given to the Library each year for the purchase of Caldecott award-winning children's books.
- a grant of \$3,000 from the J. Mack Gamble Fund of the Sons & Daughters of Pioneer Rivermen will help underwrite the permanent panorama exhibit.
- a new Foundation website based on design by LPK was launched in early March. The website uses Paypal to process donations to the Foundation.
- the Foundation raised approximately \$1,500 at a reception April 2 with author Jeff Shaara.
- a fundraiser with author Marc Brown, creator of the "Arthur" series, is scheduled for May 7 in celebration of Arthur's 35<sup>th</sup> birthday.
- a fundraiser will be held on June 18 when the Foundation invites Charlene Harris, author of the Sookie Stackhouse Southern Vampire Mysteries, to sign books for guests prior to her book talk.

#### Re-Dedication of Cincinnati Room

- the Library Foundation, in cooperation with the Library, is hosting a donor appreciation event honoring former trustee Joseph S. Stern Jr. on May 19.

#### Friends of the Public Library

- the Friends held its annual and quarterly meetings on May 6 at the Main Library.
- a book sale held at the Symmes Township Branch April 28 to April 30 grossed 4,810.00. The next sale is the Annual Downtown sale at the Main Library from June 5 through June 10.

#### Anderson Township Library Association

- the Anderson Township Library Association will hold its annual Used Book Sale from June 24 through June 26 at Nagel Middle School. This is the group's largest fundraiser and generates support for the Anderson and Mt. Washington Branches.

The report was received and filed.

## **COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT**

#### Programs and Related Promotional Activities, Exhibits

Mr. Sittenfeld reported on the following programs, promotional activities and exhibits:

- *38<sup>th</sup> Annual Summer Reading Program: Join Team Read!* - June 1 – July 31
- *Books Alive! For Kids* – Summer 2011
- *1848 Cincinnati Panorama Unveiling* – May 21
- *Harry Potter Week* – July 10 - 16
- *Charlene Harris Author Visit* – June 18

- *Gregory Williams Author Visit* – July 23

Mr. Moran asked that a table promoting fundraising for the Clifton project be set up at the Gregory Williams event.

- *Artists Reaching Classrooms Exhibition* – in the atrium of the Main Library until May 18
- *Bookworks 12* - from June 13 – August 29 in the Main Library atrium

#### Notable Media Coverage & Press Releases

Mr. Sittenfeld reported on notable media coverage and press releases.

The report was received and filed.

### **LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT**

Mr. Wright reported that:

#### EEOC Discrimination Charge

- a Charge of Discrimination was filed with the U.S. Equal Employment Opportunity Commission (EEOC) by Pam Cavalier, previously an employee of the Library.

#### State Biennium Budget

- the Executive Budget introduced on March 15 included an expected reduction to library funding. These same reductions were included in House Bill 153 and impact our Library in two ways:
  1. by funding the Public Library Fund (PLF) from July 2011 to June 2013 at 95% of actual distributions made from July 2010 to June 2011. This would result in the loss of about \$550,000 for the balance of CY 2011, and \$1.5 million in CY 2012.
  2. by funding two statewide services, the Ohio Public Library Information Network (OPLIN) and Library for the Blind, from the PLF, not from the General Revenue Fund as previously budgeted. This would result in the loss of an additional \$240,000 in CY 2011 and \$480,000 in CY 2012 for our Library.

Currently, the Public Library Fund is 1.97% of all General Revenue Fund taxes. As a percentage of State tax revenues, the PLF provides more funding for libraries when tax revenues increase and less when tax revenues decrease, at least in theory. In reality, the State Legislature has repeatedly funded the PLF at the statutory percentage when tax revenues decline, but freezes or reduces the PLF percentage when tax revenues increase. The impact has been an ongoing reduction in public library funding since 2001, even when State tax revenues are increasing. In fact, a study by economists Driscoll and Fleeter shows that 66% of the funding loss experienced by public libraries in the current biennium was the result of language in FY2010-2011 budget reducing the PLF percentage from 2.22 to 1.97, **not** a result of declining tax revenues.

The numbers in the Governor's budget show that funding the PLF at 95% of FY 2011 distributions instead of at 2.22% of tax revenues returns \$68.5 million in FY 2012 and \$95 million in FY 2013 to the State's General Revenue Fund. For our Library, this translates into a loss of about \$7 million in FY 2012, \$10 million in FY 2013.

The proposed State budget reduces funding to our Library, not as a result of the economy, but as a result of legislated reductions. Money that should be coming to public libraries would be used by the State for other purposes.

- Kim Fender, Library Executive Director and Chair of the Ohio Library Council Government Relations Committee, presented testimony on April 15 before the House Finance and Appropriations Committee. As a result of her testimony, amendments to remove the 5% reduction to the PLF and to fund OPLIN and LFB from the GRF (not the PLF) were drafted but have not yet been adopted. Mr. Wright noted the inclusion of Ms. Fender's testimony in the report. She will testify again before the Senate Finance Committee.

#### OLC Legislative Day

- on March 24, the Ohio Library Council's Legislative Day, Library and Foundation staff met with all 11 of Hamilton County's Senators and Representatives, or a member of their staff. Although budget concerns dominated the meetings, important Library programs including Kindergarten readiness and job search assistance were also discussed.

#### ALA Legislative Day

- Paula Brehm-Heeger, Library Services Manager, is representing our Library at the American Library Association's annual legislative day in Washington D.C.

#### Library Levy Results Statewide

- Seventeen library levies (7 new, 5 renewals, 3 replacements, 1 replacement/additional, 1 additional) were on the May 2 ballot. Only one, a new levy, failed.

Mr. Moran recommended that upon approval of a new State biennium budget, meetings of the Finance and Audit and Facilities Committees be scheduled to discuss potential budget changes before the August Board meeting.

The report was received and filed.

The Regular Meeting was then adjourned.

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President

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Attest: Secretary