

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

Date: December 13, 2011

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

**REGULAR MEETING**

**ROLL CALL**

Trustees Present: Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright and Mr. Zaring

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

**LIBRARY TRUSTEE OATH OF OFFICE – BARBARA W. TRAUTH**

Barbara W. Trauth was sworn in by Ross Wright as Trustee for the Board of Trustees of the Public Library of Cincinnati and Hamilton County for a term through September 30, 2017.

**PUBLIC COMMENTS**

Mary Ann Phalen presented a check from the Pleasant Ridge Community Council for \$2,500 to be used for additional lighting at the Pleasant Ridge Branch (\$2,000 was given previously for this purpose). She stated that the Council would like to help with landscaping as well. She thanked the Library Board and staff for the project.

**PRESENTATION OF OHIO LIBRARY COUNCIL TRUSTEE AWARD OF  
ACHIEVEMENT**

Former employee Cathy Wilkymacky presented the Ohio Library Council Trustee Award of Achievement to Mr. Moran, which was awarded on October 28.

**RESOLUTION HONORING TARA L. KHOURY**

Mr. Moran requested that the Board adopt the following resolution honoring Tara L. Khoury for her years of service on the Board of Library Trustees. Ms. Khoury's term expired September 30, 2011. The Resolution and Ms. Khoury's President nameplate will be delivered to her.

Whereas, Tara L. Khoury was appointed to the Board of the Public Library of Cincinnati and Hamilton County by the Hamilton County Commissioners to fulfill an unexpired term and was sworn in as a Trustee at the August 9, 1999 Library Board meeting, and

Whereas, Ms. Khoury served for 12 years as a valued member of the Board of Library Trustees including as President of the Board in 2004 and 2010, as well as two terms each as Vice President and Secretary, and

Whereas, As a Member of the Board of Trustees, Tara L. Khoury worked to help make the Public Library of Cincinnati and Hamilton County one of the largest, busiest, and best public libraries in the country, with tremendous growth over 12 years including increases of 24% in circulation, 45% in reference service, and 29% in program attendance, and

Whereas, During her tenure on the Board, the Hennen American Public Library Ratings ranked the Library among the 10 best public libraries in its population area for five consecutive years and, most recently #7, and

Whereas, While she served on the Board, the Library implemented the hugely successful ML/21 project that reorganized the Main Library to enhance customer service and save \$1 million in annual operating expenses, and

Whereas, As the Library grappled with a reduced and then frozen budget since 2001, her support was key to passage of the Library's first successful levy in 2009, and

Whereas, Under her presidency in 2010, the Library undertook a new strategic plan to ensure that the Library remains flexible, responsive, innovative, and effective in meeting the diverse needs of the community, and

Whereas, Through her continued interest, not only in the Library but also in working with other area organizations, Tara L. Khoury has improved the quality of life in our community.

NOW THEREFORE, BE IT RESOLVED in recognition of her 12 years of continued service to the Public Library of Cincinnati and Hamilton County, the Members of the Board of Trustees commend Tara L. Khoury.

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the Minutes of the Board of Trustees of the Public Library of Cincinnati and Hamilton County.

Mr. Hendon moved that the Resolution honoring Tara L. Khoury be approved. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. (42-2011)

## **RECOGNITION OF RETIREES**

Mr. Moran recognized seven retired Library employees, Christian Hartman, Donna Nugent, Marianne Reynolds, Richard Ryan, Kathleen Telscher, Catherine Wilkymacky and Janice Williams, for their

years of service. He gave a brief work history and presented each with a personalized memento box provided by the Friends of the Public Library.

## **MINUTES OF THE MEETING HELD OCTOBER 11, 2011**

Mr. Wright moved that the Minutes of the Regular Meeting held Tuesday, October 11, 2011 be approved as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(43-2011)**

Mr. Moran read a letter from President Barack Obama that recognizes our veterans and the sacrifices they have made for our freedoms. The letter has been added to our Book of Homage.

## **EXECUTIVE DIRECTOR'S REPORT**

Ms. Fender reported that:

### MVP Awards

- MVP awards were presented to three staff members: Rick Boyd, Support Services, Kathy Shaw, Human Resources, and Paula Kutcher, Virtual Information Center, formerly with Pleasant Ridge Branch.

### United Way/Community Shares Campaigns

- results for the Library's United Way and Community Shares campaigns were mixed this year. Donors to United Way dropped from 61 to 60, while the amount given increased from \$17,762 to \$18,838. Donors to Community Shares decreased from 44 to 41, but the amount given increased from \$4,426 to \$4,464.

She thanked the staff for their generosity to the community in this time of tremendous need.

Mr. Sittenfeld questioned if it would be suitable for him to talk to staff via a letter to encourage broader support of any amount. Mr. Moran thought it was suitable.

### Payment Card Industry Data Security Standards (PCI DSS) Compliance

- we were unable to meet the November 30, 2011 deadline to become 100% compliant with Payment Card Industry Data Security Standards (PCI DSS), but we were able to negotiate an extension for compliance without penalty to December 31, 2011.

### New Innovative Interfaces Inc. Computer Software

- our strategic plan adopted in 2010 included goals to excel in customer service and to become the first choice for information. As we sought input from staff on achieving these goals, we heard repeatedly that our current catalog and circulation software were no longer meeting our needs. After unsuccessful attempts to resolve concerns with our current vendor, we researched other products and found that the Innovative Interfaces Inc. (III) product has the features we need. Switching to III will result in substantial cost savings over the next five years, nearly \$1 million,

as a result of its open source database platform and built-in self-service modules. Implementation also will allow our Library to participate in SearchOhio, a resource sharing network of academic and public libraries in Ohio. As a result, our cardholders will be able to easily request items from other SearchOhio member libraries and we will share our collection with cardholders of the other member libraries. Implementation is scheduled for completion in August 2012.

#### Star Library

- our Library was again rated a Star Library by *Library Journal*. On the sole basis of four per capita measures: circulation, visits, program attendance and Internet use, our Library received a four star rating and an overall ranking of 10<sup>th</sup> for libraries with an annual operating budget of \$30 million or more. Of the 7,513 public libraries ranked nationwide, only 262 received star designation. With one exception, every metropolitan library in Ohio received a star rating.

#### 2011 Ohio Historical Records Advisory Board Archives Award

- our Library has been selected for a 2011 Ohio Historical Records Advisory Board Archives Award given to recognize institutions for significant accomplishments in preserving and improving access to historical records in any format. The Library was recognized for its investment in a digital services department that has made thousands of rare historical materials available through its Virtual Library.

#### Executive Director Speaker at LJ Director's Summit

- the Library Journal Director's Summit was held December 5 and 6 in Columbus, Ohio. Her talk "Connecting Library Strategy with Community Impact", co-presented with Sandy Swanson from OrangeBoy, discussed the Library's new strategic plan and the data gathering methodologies used in its development. About 60 of the conference attendees attended the sessions.

The report was received and filed.

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

### **LIBRARY SERVICES**

Mr. Hendon introduced Holly Varley, Collection Development Manager.

#### Collection Development

Holly Varley told the Board that Library collections have seen dramatic changes in recent years, making the Collection Development department's work both exciting and challenging. Digital audio books, books, and music have been a major collection focus this year. With eReaders and tablet computers being high on many holiday wish lists, the post-holiday demand for digital content is expected to be bigger than ever in 2012. On the horizon are additional digital services, including a new music product that allows customers to stream or download their favorite music and a new ebook database that provides over 20,000 titles that are "always available". Strong demand continues for print books, with services such as Hot Authors, On the Same Page, and Featured Book of the Month in place to encourage reading. Audiovisual materials in physical formats are still very popular, with the circulation of movies and music increasing. Shifts in usage are taking place, however, requiring a close monitoring of usage data to ensure maximum use of limited collection dollars. Products such as CollectionHQ (a data driven collection maintenance software solution),

holds ratio reports, circulation reports, and general feedback and input from customers and staff all help ensure the collection is relevant and continues to meet the customer's ever-changing demands.

Mr. Edwards reported that:

#### Ebook Contract with Overdrive

- the Library will discontinue its membership in the Ohio eBook Project (OEP) effective January 1 and establish its own individual contract with Overdrive, the vendor used by OEP. A recent OEP change would have required the Library to increase its material purchases to the consortium from \$10,000 to over \$150,000 annually. While those titles would be available to Library cardholders, they would also be available to customers of the other member libraries. By providing ebook service directly to our customers through OverDrive, the vendor used by OEP, all Library-purchased copies will be available to Library customers only, resulting in less wait time and overall better service. The change also allows for a less frustrating download experience for Library users through a website designed especially for the Library and provides greater flexibility in determining parameters of usage, such as loan periods, which are currently 14 days with OEP but will be expanded to 21 days through the Library's site.

#### Access to eBooks Via QR Code

- later this month, a promotional campaign will be launched to provide access to 15,000 ebook titles in the public domain. Utilizing a smart phone or other ebook reader device, customers will simply scan a QR (Quick Read/Response) Code located on the promotional material (sign, web page, etc.), which will take them to the Library's OverDrive site. From there, a simple download will provide unlimited access to classic titles with no loan period. The Library will use this opportunity to entice non-cardholders to apply for a Library card in order to gain access to the Library's entire ebook collection.

#### Security Services Changes

- until recently, Library security staff was on-site 24/7 at the Main Library but a recent assessment determined that the security-related duties performed overnight could easily be handled by contract security officers. As a result, on November 13, two contract security officers began staffing the Security Office from 11:00 pm – 7:00 am every evening and 7:00 am – 11:00 am every Sunday morning, performing routine security checks at the Main Library and monitoring security systems for the Main Library and branches. Three Library Security staff were reassigned to other positions throughout the Library as a result of this change.
- recent rebidding of the contract security service at 12 branch locations (382 total hours each week) resulted in an overall reduction of cost. Enough savings were generated to allow for the addition of 45 hours each week, increasing security services at three of the current branches and adding security at a branch that previously had none. Even with the additional hours, \$52,000 annually will be saved. Combined with Main Library Security Room savings (\$48,000), a total of \$100,000 will be saved annually.

#### Automated Materials Handling

- the Library installed automated material handling equipment on December 5 to facilitate automated sorting of over 14,000 items each day. While some software-related work is still underway, the sorting function of the equipment is operational. He invited the Board to attend a

ribbon cutting ceremony after the Meeting. An operational savings of approximately \$165,000 per year will be generated upon full implementation – an 18 month return on investment.

Books by the Banks

- the 5<sup>th</sup> annual Books by the Banks: Cincinnati USA Book Festival took place October 22 at the Duke Energy Center. The day-long festival featured over 100 national, regional and local authors, book signings, author panels and activities. Attendance was 4,184 (+15%) and book sales benefitting Books by the Banks totaled \$51,000 (+10%). A number of organizations and foundations support the festival, including The Friends of the Public Library and The Library Foundation. The Library is a primary organizer.

Connect Ohio Computer Training

- Connect Ohio is a federally funded project providing free basic computer and Internet training to adults across the state. The Main Library and Bond Hill branch will begin providing six-hour training sessions twice a month in early 2012, joining over 200 locations throughout the state that offer the training. The curriculum includes very basic topics such as: What is a computer? What is the Internet? What is the Internet used for? Connect Ohio will reimburse the Library for each instructor hour at a rate up to \$31.50 and can provide up to \$400 for each computer device purchased for the training.

Library Usage

- Overall circulation in November was up 4.9% with a year-to-date increase of 8.1%. Main Library circulation was up 12.7%, branches 1%. The top circulating items and statistical reports were submitted.

**ADMINISTRATION**

Personnel Changes

Mr. Hendon recommended that the Board approve the following personnel changes effective through November 26, 2011.

<b>ACTION</b>	<b>AGENCY</b>	<b>POSITION TITLE</b>	<b>FTE</b>	<b>EMPLOYEE NAME</b>	<b>EFFECTIVE DATE</b>
Retirement	Green Township	LSA II	1.00	Biehl, Dianne E.	11/21/11
Retirement	Covedale	LSA I	1.00	Doeum, Sang	10/28/11
Promotion	Processing	Processing Assistant II	1.00	Dovel, Nathan B.	10/30/11
Promotion	Children's Learning Center	Subject Dept Manager	1.00	Franek, Melissa F.	10/30/11
Promotion	Green Township	Children's Librarian III	1.00	Healy, Pamela A.	10/02/11
Promotion	Library Services	Lib Srvs Manager- East	1.00	Holt, Christopher C.	10/02/11
Promotion	Information & Reference	LSA II	0.60	Hoying, Katherine A.	10/30/11
Promotion	Covedale	LSA II	0.50	Kallmeyer, Karen S.	10/16/11
Promotion	Virtual Information Center	LSA II	1.00	Kutcher, Paula B.	10/16/11
Promotion	Sharonville	Branch Manager III	1.00	Luebering, Joan C.	10/16/11
Promotion	Facilities Services	HVAC Mechanic	1.00	McCoy, Joshua A.	11/13/11
Promotion	Madeira	Reference Librarian I	1.00	Pennington, Eric W.	11/13/11
Promotion	Virtual Information Center	LSA II	0.60	Rusche, Jennifer W.	11/13/11

<b>ACTION</b>	<b>AGENCY</b>	<b>POSITION TITLE</b>	<b>FTE</b>	<b>EMPLOYEE NAME</b>	<b>EFFECTIVE DATE</b>
Promotion	Library Services	Lib Srvs Manager- West	1.00	Sample, Holbrook H.	10/02/11
Promotion	Circulation Services	LSA I	0.50	Schlembach, Chelsey M.	10/16/11
Promotion	Green Township	LSA I	0.50	Schroeder, Claire M.	10/16/11
Promotion	Fiscal Office	Admin. Accounting Clerk	0.50	Shannon III., Lester B.	10/16/11
Promotion	Information & Reference	LSA II	0.50	Temple, Alex R.	10/30/11
Promotion	Shipping & Receiving	Truck Driver, Light	1.00	Todd, Matthew A.	11/13/11
Promotion	Avondale	Branch Manager I	1.00	Toebbe, Katharine M.	11/13/11
Promotion	Collection Development	Collection Development Mgr	1.00	Varley, Holly J.	10/30/11
Promotion	TechCenter	LSA II	0.50	Walters, Chelsey N.	10/30/11
Promotion	Information & Reference	LSA II	0.60	Wilson, Zachary V.	10/30/11
Appointment	Computer Services	Pc Support Specialist	1.00	Baccus, Shawn D.	10/16/11
Appointment	Avondale	Homework Aide	0.30	Bailey, Dominique	10/16/11
Appointment	Popular Library	Shelver	0.50	Bays, Samantha A.	10/30/11
Appointment	Children's Learning Center	LSA II	0.50	Behymer, Lesleigh R.	10/30/11
Appointment	Symmes Township	Student Shelver	0.30	Brokamp, Tyler J.	10/02/11
Appointment	Avondale	LSA I	0.50	Burgin, Kaya N.	10/16/11
Appointment	Circulation Services	LSA I	0.50	Burks, Brennan C.	10/16/11
Appointment	Monfort Heights	LSA I	0.50	Ceddia, Pamela S.	10/16/11
Appointment	TeenSpot	Student Shelver	0.25	Cox, Courtney M.	11/13/11
Appointment	Information & Reference	Student Shelver	0.30	Davila-Perez, Angel H.	11/13/11
Appointment	Anderson	LSA I	0.50	Davis, Jenna T.	11/13/11
Appointment	Green Township	Student Shelver	0.30	Doll, Lindsay M.	11/13/11
Appointment	Blue Ash	Student Shelver	0.25	Eck, Colleen	10/02/11
Appointment	Popular Library	Shelver	0.50	Freeman, Elodie M.	10/30/11
Appointment	Reading	Homework Aide	0.30	Gerwe, Ruth A.	11/13/11
Appointment	Symmes Township	Student Shelver	0.30	Geverdt, Abigail J.	11/13/11
Appointment	Symmes Township	Student Shelver	0.30	Green, Sydney L.	11/13/11
Appointment	Information & Reference	Shelver	0.50	Hastings, Deborah B.	10/30/11
Appointment	Green Township	LSA I	0.50	Kotte, Craig T.	10/16/11
Appointment	Miami Township	LSA I	0.50	Lacher, Amanda	10/16/11
Appointment	Information & Reference	Shelver	0.50	McCarthy, John C.	10/30/11
Appointment	Mariemont	LSA I	0.50	McDowell, Jamilah I.	10/16/11
Appointment	Avondale	Children's Librarian I	1.00	Malone, Caitlin E.	10/30/11
Appointment	Outreach Services	Shelver	0.70	Martin, Susie D.	10/30/11
Appointment	Hyde Park	Student Shelver	0.25	Mendlein, Anna E.	10/02/11
Appointment	Outreach Services	Shelver	0.60	Methe, Patricia K.	10/30/11
Appointment	West End	Homework Aide	0.30	Miles, Dawayne A.	10/02/11
Appointment	Blue Ash	Student Shelver	0.25	O'Keefe, Meghan C.	11/13/11
Appointment	Circulation Services	LSA I	0.50	Paden, Karen	10/30/11
Appointment	Price Hill	Homework Aide	0.30	Parker, Deborah A.	10/16/11
Appointment	Hyde Park	Student Shelver	0.25	Pompelia, Anna M.	10/02/11

<b>ACTION</b>	<b>AGENCY</b>	<b>POSITION TITLE</b>	<b>FTE</b>	<b>EMPLOYEE NAME</b>	<b>EFFECTIVE DATE</b>
Appointment	Green Township	Student Shelver	0.30	Rowe, Ayana M.	11/13/11
Appointment	Blue Ash	Student Shelver	0.25	Schildmeyer, Lindsay M.	11/13/11
Appointment	Avondale	LSA I	0.50	Stanton, Jeanne E.	10/30/11
Appointment	North Central	LSA I	0.50	Sutton, Julia B.	11/13/11
Appointment	Symmes Township	Student Shelver	0.30	Ungerleider, Adriana E.	10/02/11
Appointment	Walnut Hills	LSA I	0.50	Veach, Carol A.	10/02/11
Appointment	North Central	LSA I	0.60	Wagers, Miles	10/30/11
Appointment	Oakley	Student Shelver	0.30	Yanes, Katherine J.	10/02/11
Appointment	Circulation Services	LSA I	0.50	Yosef, Adam D.	10/02/11
Change	Acquisitions	Acquisitions Asst I	1.00	Dunham, Mark J.	11/13/11
Change	Materials Retrieval	Page	0.50	Goland, Katherine A.	10/30/11
Change	Covedale	LSA I	1.00	Goyert, Terri K.	10/30/11
Change	Hyde Park	LSA I	0.50	Graham, Cindy L.	11/13/11
Change	Outreach Services	LSA II	1.00	Gullett, Michael F.	11/13/11
Change	North Central	Branch Manager III	1.00	Hamrick, Lisa	10/16/11
Change	Processing	Processing Assistant I	1.00	Johnson, Bradley AR	10/30/11
Change	Clifton	LSA I	0.50	Kennedy, Laura M.	10/30/11
Change	Materials Retrieval	Page	0.50	Kleinfelter, Christen A.	10/30/11
Change	Loveland	Branch Manager II	1.00	Kramer, Sally J.	10/16/11
Change	Symmes Township	LSA I	0.50	Miller, Emily C.	11/13/11
Change	Anderson	Student Shelver	0.30	Moher, Sally J.	10/16/11
Change	Materials Retrieval	Page	1.00	Moore, Justin P.	11/13/11
Change	North Central	LSA I	1.00	Reeves, Belinda L.	11/13/11
Change	Conservation Services	Conservation Asst II	1.00	Sorcher, Veronica A.	10/16/11
Change	Pleasant Ridge	LSA I	0.50	Ulrich, Amanda R.	11/13/11
Change	Conservation Services	Conservation Asst I	1.00	Voynovich, Christopher G	10/16/11
Change	Shipping & Receiving	Sorter	1.00	Williams Jr., Leroy	11/13/11
Departure	Walnut Hills	LSA I	0.50	Adolphson, Alan	10/10/11
Departure	Avondale	Children's Librarian I	1.00	Almer, Chelsea L.	10/12/11
Departure	Hyde Park	Student Shelver	0.25	Barrier, Katherine M.	10/17/11
Departure	Greenhills	LSA I	0.60	Gambini, Allison N.	11/05/11
Departure	Materials Retrieval	Page	1.00	Gerke, Michael L.	10/17/11
Departure	Mt. Washington	LSA I	0.50	Linck, Jasmine E.	11/12/11
Departure	Popular Library	Reference Librarian I	1.00	O'Connor, Martin J.	10/05/11
Departure	Green Township	Student Shelver	0.30	Penn, Amy C.	10/14/11
Departure	Groesbeck	Student Shelver	0.30	Yoder, Laura R.	10/21/11

### 2013 Group Health Care Benefits

Mary Bennett-Brown reported that the Library's insurance broker, Strategic Employee Benefits, has said that our annual premiums are below actual claims costs and changes are likely for 2013 if this trend continues. Since no further plan changes are possible and absorbing significant premium increases is not an option, the most viable option is to offer only one Group Health Care Plan---the



High Deductible/ Health Savings Account Plan. Since the renewals for 2013 will be reviewed in May 2012, we need to begin education meetings in early 2012 so that staff can prepare for this change. In addition, with the changing environment due to federal health care reform, we must be ready to comply with provisions that take effect in 2014. The currently projected premium increase is 25-33%.

#### Tomorrow's Manager Program

Mr. Hendon reported that the first Library staff members to complete the Tomorrow's Managers program (Arpi Anderson, Keith Armour, Sandy Bolek, Rick Boyd, Michael Christian Budd, Denis Daly, Natalie Fields, Maggi Jackson, Veronica Sorcher and Kate Toebe) were honored on October 21. Tomorrow's Managers is a development program geared to individuals with potential and interest in management. Of the ten participants, six have been promoted to management positions.

Mr. Hendon moved that the Board approve the Library Services and Administration Committee report as submitted, including personnel changes. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(44-2011)**

### **FISCAL OFFICER'S REPORT**

Ms. Schoettker reported that:

#### Financial Software – Sungard Public Sector OneSolution

- the Library's current financial, payroll and human resources software system was implemented in 1999 with a primary goal of Y2K compliance. Essentially business and manufacturing software, it was manipulated to address, to the extent possible, our basic governmental accounting needs. It is now 13 years old and has never been updated. That will change in 2012 when the Fiscal Office and HR move to new SunGard Public Sector software. OneSolution, a comprehensive software solution designed specifically for governments, will provide vast improvements in functionality and efficiency and will allow the implementation of employee self-service. We intend to implement a web-based system that will be run and maintained by SunGard. Over the 5-year term of agreement, the cost will be less than current in-house and vendor support costs.

#### Monthly Financial Report

- financial reports were submitted for the periods ending October 31 and November 30, 2011.

#### Investment Report

- the investment report was submitted for the months ending October 31 and November 30, 2011.

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

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran (except pass on investment report) ... 7 ayes. The motion carried. **(45-2011)**

## FINANCE AND AUDIT COMMITTEE REPORTS

Mr. Zaring recommended that:

### 2011 Annual Appropriations

- to close out the 2011 General Fund, the Fiscal Officer be authorized to revise appropriations as needed from now until the end of the month.

### 2011 Unencumbered Balance

- all unencumbered funds be carried forward in the General Fund, to be available as operating revenue in 2012, in accordance with Ohio Revised Code Section 3375.40(L).

The year started with a prior-year General Fund balance of \$5.2 million and the 2011 budget was developed with the intent to grow that balance to \$9.2 million to carry forward to 2012. That full amount may not be possible, but the Fiscal Officer is confident in retaining about \$8.9 million.

### 2012 Temporary Appropriation Resolution

- the following Temporary Appropriation Resolution be adopted.

#### **Temporary Appropriation Resolution**

WHEREAS, on this 13<sup>th</sup> day of December, 2011 the Board of Trustees of the Public Library of Cincinnati and Hamilton County deems it necessary to provide for the operating expenditures due on and after the 1<sup>st</sup> day of January 2012, and

WHEREAS, the Annual Appropriation Resolution for the fiscal year beginning January 1, 2012 will not be acted upon until the first quarter of fiscal year 2012,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Public Library of Cincinnati and Hamilton County that the following sums be set aside and appropriated as follows for the first quarter of fiscal year 2012:

#### GENERAL FUND

Salaries and Benefits	\$6,720,000
Retirement Benefits	940,000
Insurance Benefits	1,200,000
Supplies	290,000
Purchased and Contracted Services	1,860,000
Library Materials and Information	2,025,000
Capital Outlay	160,000
Other Objects	<u>80,000</u>
Total	\$13,275,000

Mr. Zaring moved that these recommendations be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(46-2011)**

## FACILITIES COMMITTEE REPORT

Mr. Hendon reported that the Facilities Committee met on November 11. William Moran, Robert Hendon, Kim Fender and Jason Buydos were in attendance.

### Acquisition of Art Objects Policy

Mr. Hendon presented the Committee recommendation that the Board make no changes to the Library's Acquisitions of Art Objects policy and accept the gift of artwork "Spirits Rejoice, Too" with no donor restrictions.

Mr. Hendon reported that the Committee was informed that:

### Westwood Annex

- Madcap Production has received a grant to purchase the Westwood Annex. A formal offer has not been received.

### Greenhills Branch

- as previously reported, the Greenhills Branch has experienced water leaks through the second floor although an air quality test has determined the air quality to be normal. The Library Administration was requested to send a letter to the landlord, Greenhills Mayor and Village Council documenting the situation and alerting them to the possible closure of the branch if needed repairs are not made in a timely manner.

Mr. Hendon moved that the Board approve the Facilities Committee Report as submitted, including the recommendations regarding the Art Objects policy. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon – aye, Mrs. LaMacchia – aye, Mr. Sittenfeld – abstain, Mrs. Trauth – aye, Mr. Wright – aye, Mr. Zaring – aye and Mr. Moran – aye ... 6 ayes. The motion carried. **(47-2011)**

Mr. Hendon recommended that the Board:

### Pleasant Ridge Branch ADA Project

1. confirm approval of the following change orders:
  - o (\$1,764.00) - Jim Hauer Masonry, to deduct remainder of allowance.
  - o \$3,650.30 - Wernke Steel, for steel pan stair, correction of the design errors on elevator pit ladder, elevator sump cover and stair landing and return air lentil.
  - o \$1,435.00 - Custom Glass and Glazing, for glass fall protection on stair window wells.
  - o \$547.00 - Kerkan Roofing Inc., for correction of parapet wall design.
  - o \$3,805.69 - Vertical Systems Elevator, for changing motor and drive train for upgraded building power and re-inspection cost due to items missing on the drawings.
  - o \$4,615.00 - RineAir Heating and Air Conditioning, for structural blocking required to support roof due to AHU loads, removal of radiant heaters and inclusion of fire rated diffusers per the building requirements missed on the initial design.
  - o \$9,240.88 - Luce Electric for electric upgrades including Duke Energy costs, generator time, canopy light addition due to design error and inspector requirements due to design errors or omissions.
  - o \$23,506.78 - Luce Electric, to replace light fixtures in the main reading room.

These fixtures would need to be replaced in 1-2 years so it is appropriate to do so now with the ADA improvements. The Pleasant Ridge Community Council Library Committee is helping to fund this additional cost.

2. authorize closure of the Library for two days before the completion of the project to paint the existing branch interior.

Donations totaling \$7,784 have been received toward the additional painting costs.

### Request for Qualifications

- authorize publication of the following notice, to be in compliance with the provisions of House Bill 153 regarding the use of professional design services; architects, engineers or surveyors:

#### Architect, Engineer or Surveyor Services

The Board of Trustees of the Public Library of Cincinnati and Hamilton County may employ an architect, engineer or surveyor in 2012.

Architects, engineers or surveyors interested in being considered should reply with a statement of qualifications no later than Friday, January 13, 2012. Statements of qualification should include information regarding the firm's history; education and experience of owners and key personnel; the technical expertise of the firm's staff for the services provided; previous library projects completed by the firm; the firm's experience and capabilities in cost estimating and construction administration and coordination; and client and contractor references. Proposals should be transmitted to Kimber L. Fender, Executive Director, Third Floor Administrative Offices, Public Library of Cincinnati and Hamilton County, 800 Vine Street, Cincinnati, Ohio 45202.

Mr. Hendon also reported that:

### Greenhills Branch

- a letter was sent on November 14 to Josh Harkavy of HMS Management, landlord for Greenhills Branch, copied to the mayor and council, documenting the current condition of the branch. On November 21<sup>st</sup>, Kim Fender and Jason Buydos met with Mr. Harkavy. On November 28<sup>th</sup>, contractors hired by the landlord began making repairs. To date, the Library has not received confirmation that all repairs requested have been performed. The Library began to escrow lease payments in August and will continue to do so until confirmation has been received.

### City of Cincinnati Greenhouse Gas Emission Reduction Campaign

- the City of Cincinnati received a grant to fund the City's Carbon Footprint Reduction program for reducing greenhouse gas (GHG) emissions. As part of this program, the City asked the Library to work with Emersion Design and audit the carbon footprint of two branch libraries - Hyde Park and Price Hill. Emersion Design has reported that both branches were above the average Energy Use Intensity (EUI) for all buildings in the United States. Their recommendations for reducing our EUI include replacing T-12 lights with T-8 lights, replacing existing boilers with high efficiency boilers, installing occupancy sensors and replacing CRT monitors with LCD or LED monitors.

Ms. Fender informed the Board that she received a call from the Greenhills Mayor yesterday (December 12).

Mr. Hendon moved that the Board approve the Facilities Committee Report as submitted, including confirmation of change order for the Pleasant Ridge Branch ADA Project, temporary closure of the branch and publication of the notice for professional design services. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(48-2011)**

## Pleasant Ridge Branch ADA Project

Mr. Hendon reported that as work on the Pleasant Ridge Branch ADA Project has moved into the existing building asbestos pipe insulation has been encountered. The work performed to date has been below the \$25,000 bid threshold but additional asbestos discovered in the attic will place the cost for abatement over the threshold. Based on staff consultation with the Hamilton County Prosecuting Attorney's office, he recommended that the Board waive public bidding of this work in accordance with O.R.C. 3375.41, which exempts public bidding "in cases of urgent necessity or for the security and protection of library property".

Additionally, this work will require closing the branch for 4-7 days, in addition to the two days needed for painting.

Mr. Hendon moved that the Board waive public bidding of this abatement work and approve additional closure of the Pleasant Ridge Branch. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. (49-2011)

## **DEVELOPMENT COMMITTEE REPORT**

Mrs. LaMacchia reported that:

### Naming Opportunity Proposed

- a donor is offering a \$1 million donation to the Library Foundation for the naming rights to the Library's Executive Director's position. The \$1 million gift would be added to the Foundation's endowment, with the annual income going to the Library's General Fund.

On the Library's website, letterhead and anywhere else the Executive Director's title and name appears, the honoree's name would precede the title. For example:

*Kimber L. Fender*  
*The Jane Doe Executive Director*  
*Public Library of Cincinnati and Hamilton County*

The naming rights would be granted in perpetuity and would be in memory of a local resident who was an avid reader.

This donation would be one of the largest in the Library's history and would further the Foundation's goal of increasing the endowment. Further, there is no cost to the Library or the Foundation to implement the proposed naming. The gift would also bring much-needed revenue to the Library. The donation would very publicly remember a member of our community who loved books and reading. The primary downside is granting this right in perpetuity.

The proposal arrived too late to schedule a Development Committee meeting before the December meeting. However, the donor is willing to wait until the January 10, 2012 meeting for the Board to decide, so this proposal could be referred to the Development Committee for a recommendation at January's meeting.

Mr. Moran moved that the Board approve the proposed naming opportunity, subject to working out the details. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon – aye, Mrs. LaMacchia – abstain, Mr. Sittenfeld – abstain, Mrs. Trauth – aye, Mr. Wright – aye, Mr. Zaring – aye and Mr. Moran – aye ... 5 ayes. The motion carried. (50-2011)

Mrs. LaMacchia went on to report that:

#### Library Foundation

- the Foundation received a \$2,000 gift from Hamilton Safe for the Clifton Project. Mr. Moran was the speaker at a meeting, of which Hamilton Safe is a member, and refused a speaker's fee. Hamilton Safe expressed their appreciation for Mr. Moran's presentation with this gift.
- the Library Foundation has sent 3,400 Annual Fund solicitation letters since the end of September. Foundation Directors also sent out letters to their friends and several donations have been received as a result. Foundation caddies placed in all branches have the Annual Fund brochures. A reminder email will be sent later this week.

To date, the Annual Fund has brought in \$83,250 from 341 gifts. The Foundation is seeking to achieve 100% participation from both the Foundation and Library Boards and a donor may increase his gift if 100% of both Boards contribute.

#### Friends of the Public Library

- the Friends of the Public Library and the Library have prepared two additional grant applications for the renovation of the Cox House, future site of the Clifton Branch Library.
- the Friends held its quarterly meeting on October 28, where they announced that an independent audit determined that 91.3% of Friends expenditures fund library services.
- the Friends held a sale at the Madeira Branch on November 3-5, grossing \$6,341.

#### Anderson Township Library Association

- the Anderson Township Library Association held its Holiday and Nearly New Used Book Sale November 10-12 at the Anderson Branch, grossing \$11,392.70. The Association met on November 30 and presented the Library with a check for \$45,000 – 55% or \$24,750 for Anderson Branch and 45% or \$20,250 for Mt. Washington Branch.

The remainder of the report was received and filed.

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

Mr. Sittenfeld reported that the Community and Public Relations Committee met on December 7. Paul Sittenfeld, Betsy LaMacchia, Kim Fender and Greg Edwards were in attendance. He presented Committee recommendations that the Board:

#### Advertising Policy

- approve the following Advertising Policy, subject to legal review.

## Advertising Policy

The Library solicits and accepts advertising to generate revenue.

All advertising must:

- Be appropriate for audiences of all ages.
- Not mislead, harm, offend, or support political campaigning.
- Be reviewed and approved by Library staff.

The Library reserves the right to reject any advertisement and to remove any advertisement at any time.

The display of non-Library advertisements does not constitute an endorsement by the Library of the products or services promoted, the company, or the claims made.

### Community Awareness Campaign

- approve the selection of Burges & Burges to provide strategic communications services to the Library for the purposes of a general community awareness campaign in 2012.

Mr. Sittenfeld moved that the Board approve the Community and Public Relations Committee Report as submitted, including the Advertising policy and the hiring of Burges & Burges for a community awareness campaign. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(51-2011)**

Mr. Sittenfeld also reported that:

### Library Card Campaign

- the first phase of the campaign to reach 500,000 library cardholders has resulted in the issuance of nearly 19,000 new and renewed cards as part of the initiative to “Be a Star with your RED card,” conducted in partnership with the Greater Cincinnati Alliance for Arts Education and media partner Local 12. Two schools achieved 100% participation by their students and four schools achieved a participation rate of 80% or more.

### Upcoming Programs and Promotions

- upcoming programs and promotions include:
  - *Poetry Contest for Adults* (January 1 – February 29)
  - *Introduction to eBooks* (January & February)
  - *Teen Drawing Contest* (January 1-31)
  - “*End-of-the-Year Good News*” Promotion

### Exhibits

- the Public Library commemorates the 75<sup>th</sup> anniversary of the 1937 Flood through a series of exhibits, programs, and resources – *River Still Rising*. The exhibit runs January 14-April 26 in the Joseph S. Stern, Jr. Cincinnati Room. The Virtual Library will also feature 1937 flood materials. On “Flood Remembrance Day,” January 28, historian and author Betty Ann Smiddy will present *Cincinnati’s Great Disaster: The 1937 Flood* at the Main Library.

The report was received and filed.

## LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright reported that:

### Library Levy Results Statewide

- Ohio libraries had 26 levies on the November 8 ballot; 20 were successful.

### Issue 2

- The defeat of Issue 2 on the November ballot repealed Senate Bill 5, the collective bargaining bill. Our Library already met those provisions of the Bill applicable to us.

### 2012 Primary Elections

- as a result of the passage of HB 318, Ohio will hold two primary elections in 2012 – the primary election for state and local office candidates and the U.S. Senate will take place on March 6. The primary election for the Presidential race and the U.S. House of Representatives will take place on June 12. Local issues, including public library levies, will be allowed on both dates.
- The General Assembly continues to discuss the issue of the primary elections in 2012 and additional legislation that will change next year's primary election schedule may be forthcoming.

### State Mid-Biennium Budget Review

- as part of Governor Kasich's plans for a Mid-Biennium Budget Review, his administration asked public libraries to complete a survey about how local governments, including public libraries, are participating in shared services. The survey purposes include identifying ways that publically-funded organizations across Ohio are currently sharing services, best practice for shared services delivery models where there is potential for cost savings and improved service delivery, obstacles to successful sharing of services, and conditions that characterize successful shared services.

### Library Omnibus Bill

- as more libraries pursue local levies, the overlapping of library boundaries has become an issue of concern. In some areas of Ohio, overlapping boundaries result in potential double taxation for residents. The Ohio Library Council (OLC) is drafting omnibus legislation intended to address this boundary issue, along with several other minor public library-related issues.

The report was received and filed.

The Regular Meeting was then adjourned.

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President

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Attest: Secretary