

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

Date: May 8, 2012

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

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

Present: Kimber L. Fender, Greg Edwards,
Jason Buydos, Mary Bennett-Brown and Patricia
Schoettker

PUBLIC COMMENTS

None.

EXECUTIVE DIRECTOR'S REPORT

Ms. Fender reported that:

Kimber L. Fender – YWCA Career Woman of Achievement

- she will be honored as a YWCA Career Woman of Achievement at a luncheon on May 9. She thanked Betsy LaMacchia, Paul Sittenfeld and Tara Khoury for nominating her for this prestigious award.

Library Leadership Ohio

- Jennifer Korn (TeenSpot Manager), Tina Riehle (Norwood Manager) and Lisa Salyers (Blue Ash Manager) have been selected for Library Leadership Ohio, where they will have an opportunity to develop as future leaders for Ohio libraries, become leaders in the communities they serve and work collaboratively to support the mission of the State Library and the purposes of LSTA within their institutions.

Mr. Sittenfeld arrived.

Loan of Duncanson Painting to Taft Museum of Art

- the Library owns the Temple of the Sybil at Tivoli, Italy, 1870, by Robert S. Duncanson, the artist who painted the murals at the Taft Museum of Art. This painting cannot be securely displayed at the Library and has been in storage except for a brief loan to the Cincinnati Art Museum. To allow for regular display of this work and to ensure proper storage and care, the Library plans to lend it to the Taft Museum of Art.

Art Academy of Cincinnati

- since 2000, the Library has served as the library for the Art Academy of Cincinnati. This arrangement brings students into the Main Library for research assignments and the creation of art, including Children's Learning Center mural and banners. Library staff assisted with the Art Academy's accreditation review in April.

MVP Awards

- Randy Abner, Maintenance Mechanic, and Shawn Baccus, PC Specialist, were presented with MVP awards.

Community Awareness Campaign

- "You'll Know More" is the theme for the community awareness campaign that will get underway later this month. The campaign will utilize billboards, television, radio and online ads and, for the first time, ads on Pandora and TubeMogul. Because Burges and Burges has been able to reduce the cost of producing the advertisements, the amount of the \$200,000 budget that can go directly to paid advertising will increase from \$170,000 to \$189,861.

Strategic Plan Update

- OrangeBoy created a dashboard of data about how our cardholders use the Library. This data can be sorted by branch and each manager has access. An email campaign will entice our Occasional users, those using the Library 3-4 times a year, to become more frequent Library visitors. We will continue new cardholder surveys over the next few months and we plan to hold our next Strategic Plan Idea Workshops over the summer.

Louisville Free Public Library Visit

- two guests from the Louisville Free Public Library visited our Library on April 23.

"Best Panoramic View of the Cincinnati Riverfront" - *CityBeat*'s Best of Cincinnati 2012

- the staff of *CityBeat* magazine voted our Library's daguerreotype as the "Best Panoramic View of the Cincinnati Riverfront" in their 16th annual Best of Cincinnati issue.

SWON Awards

- twenty-five Library staff, volunteers and branches were nominated for Southwest Ohio and Neighboring Libraries (SWON) Awards in five categories. Chris Neely, a volunteer at the Mt. Washington Branch, was selected as the Volunteer of the Year. Roger Miller, Cataloging Services Manager, was honored with the Distinguished Service Award. The Avondale Branch was selected for the Library of the Year Award. Ms. Fender thanked the Friends of the Public Library for paying for each nominee to attend the award ceremony.

Foundation Director Melissa Hendon Deters - State Library Board Appointment

- the Foundation's Executive Director, Melissa Hendon Deters, has been selected by the Ohio Board of Education to fill a vacancy on the State Library Board. Ms. Fender expressed her appreciation for Missy's willingness to take on this additional task.

LSTA Grants: ILS/Search Ohio and AfterSchool Edge

- the Library was awarded an LSTA grant in the amount of \$33,000 to offset part of the cost of migrating to Innovative Interfaces, the new Integrated Library System (ILS), and joining Search Ohio, a consortium that will give cardholders access to materials from colleges, universities and other public libraries throughout Ohio.
- the Library was awarded a second grant in the amount of \$24,000 to purchase thirteen AfterSchool Edge Digital Learning Systems, an educational learning system for youth 6-14 years of age. The Library Foundation is funding the required \$8,240 match.

The report was received and filed.

FISCAL OFFICER'S REPORT

Ms. Schoettker reported that:

Tax Levy Funding

- local levy funding decreased with the Library's first half real estate tax settlement. The County Treasurer distributed just under \$8.3 million less deductions for fees, expenses and adjustments of about \$150,000, resulting in a net payment of \$8.1 million. In 2010 and 2011, this first half payment was \$8.9 million, about \$800,000 or 9% more than the distribution this year.

2011 Audit

- Balestra, Harr & Scherer, CPAs, have completed their audit of internal controls, compliance and financial statements for the year ending December 31, 2011. Final cosmetic changes are being made to the Comprehensive Annual Financial Report (CAFR) and, upon receipt of a signed audit opinion, our 2011 CAFR will be published.
- the auditor has indicated verbally that the audit disclosed no deficiencies, instances of non-compliance or misstatements and that no formal recommendations will be issued. Although Balestra, Harr & Scherer have not indicated when they could be ready for a post-audit conference, they have advised that the Board has the option of signing off on the audit without meeting in a formal post-audit conference. If the Board prefers to meet, that meeting could wait until August.

The report was received and filed.

FINANCE AND AUDIT COMMITTEE REPORTS

2013 Operating and Capital Budget

Ms. Schoettker reminded the Board that the Library must submit its annual budget to Hamilton County.

OPERATING BUDGET

The proposed operating budget of \$55,269,800 is 3% more than 2012 appropriations. It provides allowances for increases in salary rates, employer-paid insurance benefits and other categories of expenditure.

CAPITAL BUDGET

At the recommendation of the Facilities Committee, the capital budget funds four projects – Ongoing Maintenance, the renovation of the Clifton (Brookline Ave) Branch and the construction of new branches in St. Bernard and Reading.

The current Building & Repair Fund balance is sufficient to fund the 3-phase Energy Retrofit project and, after a 2012 capital transfer is made, the first half of the next biennial maintenance project. The second portion of maintenance funding and the three branch projects must be included in the 2013 budget.

PROJECT	COST ESTIMATE
Ongoing Maintenance 2012/13	2,500,000
Clifton Branch	3,500,000
St. Bernard Branch	4,000,000
Reading Branch	5,500,000
TOTAL	15,500,000

CONTINGENCIES

The budget reserves two contingencies – a \$1,650,000 operating contingency (3%) in the General Fund and a \$2,000,000 capital contingency in the Building and Repair Fund.

FUNDING – CARRYFORWARD & REQUIRED NEW FUNDING

The General Fund started the year with \$10.5 million in available funding and most of it should remain at year-end and be available for use in 2013. To fund this budget, the Library will need intergovernmental revenue totaling 59.5 million. The source of that revenue is the Public Library Fund and local property taxes. The Hamilton County Auditor’s most recent estimate of property tax receipts is \$17,822,665, leaving \$41,695,985 to be funded through the PLF.

TOTAL BUDGET COMPARISON

The following chart compares 2012 appropriations with the 2013 Budget.

	2012 Appropriation	2013 Budget	% Change
Beginning Balance	10,541,150	10,321,150	
Public Library Fund	35,533,332	41,695,985	17%
Property Tax Levy	17,822,665	17,822,665	
Subtotal	53,355,997	59,518,650	
Other Library Revenue	2,584,003	2,580,000	
TOTAL RECEIPTS	55,940,000	62,098,650	11%
Operating Expenditure	53,660,000	55,269,800	3%
Capital Transfers	2,500,000	15,500,000	
TOTAL EXPENDITURE	56,160,000	70,769,800	26%
Ending Balance	10,321,150	1,650,000	
<i>Less Contingency</i>		<i>1,650,000</i>	
Available Balance	10,321,150	0	

Mr. Moran moved that the 2013 Operating and Capital Budget be approved as submitted. Mr. Sittenfeld seconded.

Voting for the motion: Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mrs. Trauth, Mr. Zaring and Mr. Hendon ... 6 ayes. The motion carried. **(15-2012)**

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

Mrs. LaMacchia reported that the Library Services and Administration Committee met on May 2. Committee Chair Elizabeth H. LaMacchia, Trustees William J. Moran and Barbara Trauth and staff members Kim Fender, Mary Bennett-Brown, Greg Edwards and Jason Buydos were in attendance.

Mrs. LaMacchia presented Committee recommendations that the Board:

LIBRARY SERVICES

Library Card and Circulation Policy

- approve changes to the Library Card and Circulation Policy effective May 14, 2012:
 - a. Retain as policy residency requirements, cardholder responsibilities, materials
 - b. Move sections on card types, application process, loan periods, fines, circulation limits, placing holds, interlibrary loans, and use of electronic resources to staff guidelines.

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 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.

The Library has numerous card types that 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.

Cardholder Responsibilities

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

- Materials checked out on library cards, including those checked out up to the point a card is reported lost or stolen. Parents/legal guardians are responsible for guiding the selection of materials by their children under the age of 18 and assume responsibility for use of cards for children under the age of 18.

- Payment of fines and fees. Parents or legal guardians assume responsibility for fines and fees that accumulate on the cards of children under the age of 18.
- Returning materials in good condition. A charge may be assessed *for lost* or damaged materials, 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.

Loan periods and limits vary according to material format.

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.

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*.

Effective: May 14, 2012

ADMINISTRATION

Wage and Salary Policy

- approve a revised Wage and Salary Policy effective January 1, 2013 to transition from a grade and step salary schedule to a pay range scale.

Wage and Salary Policy

The Public Library is committed to establishing wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable, and managed within the boundaries of our operating budget. It is the Library's policy to "pay for performance" and ensure that employees receive the salary recognition they deserve based on their contribution to the organization. Staff salaries are influenced by job scope, external comparability, internal worth and overall performance.

We are committed to providing a total compensation package that enables us to attract and retain highly skilled and talented employees. A competitive total compensation package includes an effective salary administration program and a comprehensive benefits plan.

Effective: January 1, 2013

2013 Pay Scale

- approve the following new pay scale effective January 1, 2013.

PROPOSED 2013 PAY SCALE			
Grades	Minimum	Midpoint	Maximum
G	\$86,236.80	\$107,806.40	\$129,355.20
H	\$76,003.20	\$94,993.60	\$114,004.80
I	\$66,809.60	\$83,699.20	\$100,193.60
J	\$58,697.60	\$73,694.40	\$88,108.80
K	\$51,604.80	\$64,896.00	\$77,396.80
L	\$45,406.40	\$57,200.00	\$68,099.20
M	\$39,894.40	\$50,398.40	\$59,800.00
N	\$35,110.40	\$44,408.00	\$52,603.20
O	\$30,804.80	\$39,104.00	\$46,196.80

PROPOSED 2013 HOURLY RATES			
Grades	Minimum	Midpoint	Maximum
G	\$41.46	\$51.83	\$62.19
H	\$36.54	\$45.67	\$54.81
I	\$32.12	\$40.24	\$48.17
J	\$28.22	\$35.43	\$42.36
K	\$24.81	\$31.20	\$37.21
L	\$21.83	\$27.50	\$32.74
M	\$19.18	\$24.23	\$28.75
N	\$16.88	\$21.35	\$25.29
O	\$14.81	\$18.80	\$22.21

P	\$27,102.40	\$34,403.20	\$40,601.60
Q	\$23,795.20	\$30,305.60	\$35,692.80
R	\$20,904.00	\$26,707.20	\$31,408.00
S	\$18,408.00	\$23,504.00	\$27,601.60

P	\$13.03	\$16.54	\$19.52
Q	\$11.44	\$14.57	\$17.16
R	\$10.05	\$12.84	\$15.10
S	\$8.85	\$11.30	\$13.27

- If a staff member is in a job that is currently paid below market, their pay will increase to be within the appropriate range for their position and they will be eligible for a merit raise at their next review. About 109 staff members, at a cost of approximately \$100,000, will see their pay increase.
- If a staff member is in a job that is currently paid above market, they will be red-circled and will receive no raises until their pay falls within the pay range for their position. This is the current process for staff that is topped out at the current salary schedule. We are not recommending salary cuts for any staff as part of the implementation of the new pay scale in 2013.
- If a staff member is currently in a job that is paid within the pay range for their position they will be eligible for a merit raise at their next review.

Core Group Benefits – Medical and Dental Insurance

- continue to offer the current three plans (HMO, PPO and HDHP/HSA) from August - December 2012 at the same employer/employee contribution rates.
- beginning in January 2013, offer only an HDHP/HSA plan with an employee contribution rate of 16% and provide a Library contribution of 25% of the deductible.
- change the dental insurance provider to MetLife and increase the premium share to a 65%/35% employer/employee premium split.

Medical Plans - Employee Contribution per pay period	HMO 17.5%	PPO 17.5%	HDHP/HSA 12.5%	HDHP/HSA Only 2013 16%
Single	\$48.85	\$52.69	\$30.92	\$37.20
Employee/Spouse	\$102.67	\$110.76	\$64.99	\$78.19
Employee/Child	\$92.86	\$100.17	\$58.77	\$70.71
Family	\$142.15	\$153.34	\$89.97	\$108.25

Dental Plan – Employee Contribution per pay period	35%
Single	\$4.77
Employee/Spouse	\$11.22
Employee/Child	\$10.26
Family	\$17.71

Mrs. LaMacchia moved that the recommended changes to the Library Card and Circulation and Wage and Salary Policies, the new 2013 Pay Scale and the recommendations regarding Core Group Benefits be approved as submitted. Mr. Moran seconded.

Voting for the motion: Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mrs. Trauth, Mr. Zaring and Mr. Hendon ... 6 ayes. The motion carried. **(16-2011)**

LIBRARY SERVICES

Mrs. LaMacchia reported that:

Hyde Park Century

- the Library began serving the Hyde Park community in 1899 with a drugstore delivery station. On August 5, 1912, the Hyde Park Branch opened with funds donated by Andrew Carnegie. An expansion and renovation project in 1970 added a fish pond, indoor garden and a statue in the Children's Terrace in memory of Laura McJoynt Nolan. In 1978, the Heekin family commissioned the hand-painted mural "A Children's Party in a Forest" by Michael Scott in memory of Albert E. Heekin, Jr. A centennial celebration will take place at the branch on August 4. Formal remarks are planned from Library and community leaders and author Mary Ellen Armentrout will make a presentation on the history of Carnegie Libraries.

Mr. Wright arrived.

Grab & Go Displays

- data shows that many customers come in, pick up their holds, check out and leave without browsing our collections. Grab & Go, a system-wide branding of library materials at the holds shelf, brings easy browsing to the point of pick-up for holds customers. Grab & Go displays of high interest items in excellent condition will be constantly refreshed to retain their appeal and inspire our holds customers at every branch to Grab and Go with something extra.

Brain Camp

- Summer Brain Camp will be offered again at the Main Library in Homework Central and mini Brain Camps will be held at nine branch locations. Brain Camp focuses on retaining, reinforcing and enhancing children's academic abilities. Over 600 students took part last year. The themes this year are: Making Music, Amazing Animals, Horrible History, CSI, Olympic Games, Magical Mystery Tour, It's a Jungle Out There and The Great Book Adventure.

Ohio Benefit Bank

Mr. Edwards reported that, as of May 1, the Library is a self-serve site for the Ohio Benefit Bank (OBB), an Internet-based, counselor assisted service that connects low and moderate income families to tax credits and work support. The Ohio Benefit Bank is supported through a public-private partnership between the State of Ohio, the Ohio Association of Second Harvest Foodbanks (OASHF), Ohio's foodbanks and over 1,100 nonprofit, governmental and private partners. A link on the Library's home page connects those in need with the OBB links.

Complimentary Card

Mrs. LaMacchia reported that the Library will add a new card type – a Complimentary Card – providing visitors to the Cincinnati area access to the Internet, use of the Library's subscription databases and the ability to check out downloadable books and music. The initial launch will coincide with the World Choir Games and each of the 16,000 World Choir Games visitor packets will contain a flyer advertising the Library along with a Complimentary Card number and PIN. The card will be activated for a period of three weeks and deleted at the end of July.

Long-term, the Complimentary Card will serve as a marketing tool, promoting Library resources and services to non-cardholders, with the goal of transitioning Complimentary cardholders to a permanent card type.

Rdio

Mr. Edwards reported that Rdio, a new downloadable music service, will launch in early May. Rdio is an online service that customers can use to create playlists of music to access on any computer, mobile device or smart phone. A “do u rdio?” campaign will be launched to promote this new service.

Mrs. LaMacchia reported that:

Hot Authors

- the Library’s Hot Authors service include eight additional bestselling authors: Kelley Armstrong, Jennifer Chiaverini, Ted Dekker, Christine Feehan, Elin Hilderbrand, Sherrilyn Kenyon, Brad Thor and Adriana Trigiani. Customers can now add their name to a holds list for novels from almost one hundred favorite fiction writers. Over 65,000 holds are placed annually through Hot Authors.

Playway Views Beta Site

- based on the popularity of Playaway audiobooks and Playaway Views for children, the Library will serve as a beta site for Findaway World on a trial for Playaway Views for adults. Slightly larger than phones, Views are easy-to-use video screens with pre-loaded content such as travel shows, DIY, documentaries, classic TV and classic movies.

One Click Ap

- One Click, one of the Library’s newest downloadable audiobook services, recently launched an app for iPhone, iPad and iPod Touch. Library customers can now download audiobooks directly to their mobile device without downloading first to their computers.

Smart Investing @ Your Library Grant

- the Library is applying for a grant jointly sponsored by the American Library Association (ALA) and The Financial Industry Regulatory Authority (FINRA) Investor Education Foundation to provide a series of programs for post-secondary students on budgeting and personal finance. There is no required match by the Library for the grant.

Learning Lab Grant

- a grant application is being submitted to the Institute of Museum and Library Services (IMLS) to develop a learning lab for teens in the Main Library’s TeenSpot that would offer young people opportunities to enhance 21st century skills with particular focus on media literacy, creativity and innovation, and cross-disciplinary thinking.

ADMINISTRATION

Mrs. LaMacchia reported that:

Internal Certification Program

- a set of core competencies have been developed for public service staff. A project team is developing a continuous learning culture to give staff additional credibility and ensure that the information is impactful and relevant for public service.

Volunteer Recognition Brunch

- on May 24 at the Sharonville Branch, we will take time to celebrate our volunteers, who from January 2011 through March 2012 gave the Library a total of 16,387 hours. According to the Independent Sector (a group of charitable foundations), the dollar value for volunteer service is \$20.25 per hour, which translated into \$331,836 from our volunteers.

The report was received and filed.

FACILITIES COMMITTEE REPORT

Mr. Moran reported that the Facilities Committee met on May 2. Committee Chair William J. Moran and Trustee Elizabeth H. LaMacchia were present. Trustee Ross Wright participated via telephone. Library staff members Kim Fender and Jason Buydos were also in attendance.

Mr. Moran presented Committee recommendations that the Board:

Capital Planning

- approve the priority order for the capital projects in the 2013 budget:
 1. Ongoing Maintenance
 2. Clifton Branch Library Project
 3. St. Bernard Branch Library Project
 4. Reading Branch Library Project

This prioritization makes three changes from previous budgets:

- Additional parking at Westwood has been removed because it is not needed. The Library's property at this site will be listed for sale after being offered at the appraised value to the resident tenant.
- The new branch in Woodlawn has been removed; the Library will test this site for a new type of service.
- Funding for the new Clifton Branch is included.

Westwood Annex/Wullenweber Property

- extend the Contract for Purchase with the Westwood Community Urban Redevelopment Corporation (WESTCURC) to August 1, 2012. Representatives from WESTCURC have assured the Library that the City of Cincinnati grant funding the \$340,000 purchase has been approved. The City has been granted access to the building to conduct environmental testing. All other terms and conditions of the sale, approved in March, remain the same.

Lease Agreements

Deer Park Branch

- approve a new three-year lease (with terms consistent with the Library's standard lease) with Paran Management Company for the Deer Park Branch at a rate of \$4,361.56/month for the first 12 months, \$4,447.08/month for the next 12 months and \$4,532.60/month for the last 12 months, including a termination clause that allows the Library to terminate after the 18th month with 6 months notice.

Reading Branch

- approve a three-year lease with Peak Properties for the Reading Branch at a rate of \$1,550/month for the first 24 months and \$1,650/month for months 25-36, including a 90 day termination clause after the first 12 months.

2012 Energy Retrofit Project

Phase One Contracts

- authorize the Executive Director to:
 1. Establish a project budget that includes a contingency of 10% of contract amounts.
 2. Approve change orders (to be reported for Board confirmation) within the project budget and execute Certificates of Substantial Completion.

Mr. Moran noted that the contracts for Phase One of the Energy Retrofit Project could not be bid in April as planned, the result of a delay by the project engineer. Bids are now due on May 8. As the engineer further defined the work, changes were made in the trade contract estimates, resulting in a revised 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 8, 2012 for furnishing of labor, materials, equipment, services and supervision necessary to complete the project titled:

2012 – ENERGY RETROFIT PROJECT – PHASE 1

Proposals shall be in accordance with the Contract Documents prepared by Building Intelligence Group LLC, 5304 Barry Lane, St. Paul, MN USA 55110-5808, phone (651) 204-0105. 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 trade contracts TC-01 and TC-02 are requested. The estimate for each contract is:

TC-01 Electric.....	\$353,450.00
TC-02 HVAC.....	<u>\$247,500.00</u>
Total	\$600,950.00

The summary of work for the proposal in TC-01 is:
Upgrading existing T12 light fixtures to T8 lamps and magnetic ballasts; recycling old materials; installing and commissioning occupancy sensors, and daylight harvesting controls.

The Summary of Work for the Proposal in TC-02 is:
Re-commissioning and repairs to existing control systems and mechanical equipment including chillers, air handlers, VAV boxes, boilers and pumps; installation of a new gas service, condensing gas boiler, pumps and accessories; inspection and repair of steam traps; insulation and venting of condensate return tank.

Starting Monday April 30, 2012, bidders may purchase Contract Documents (full sets only) at the cost of reproduction from ARC Reprographics, 2863 Sharon Road, Cincinnati, Ohio, 45241, (513) 326-2300.

A pre-bid meeting will be held at the Main Library, 800 Vine Street Cincinnati, Ohio, 45202 on Tuesday May 1, 2012, at 1:00 p.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 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 the bid opening. The Owner will award contracts to the lowest responsible bidders.

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 informalities in bidding.

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

Phase 2 Engineer

- rank the three Statements of Qualification received from firms interested in providing engineering services for Phase 2 of the Energy Retrofit Project:
 1. Building Intelligence
 2. KLH Engineers
 3. Heapy Engineering
- authorize negotiation of a contract with Building Intelligence as the firm most qualified.

Coffee Shop Space

- authorize the Executive Director to select a tenant to operate the Library's coffee shop and negotiate the lease. The shop will become vacant on May 19 when the lease with the current tenant expires.

New Clifton Branch Project

Mr. Moran presented a summary report to date of the funds raised through donations and the costs for the Brookline property.

Mr. Moran moved that the Board approve the Facilities Committee Report as submitted, including capital priorities, extension of contract with WESTCURC, two branch leases, 2012 Energy Retrofit project and coffee shop lease Mrs. LaMacchia seconded.

Voting for the motion: Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Hendon ... 7 ayes. The motion carried. (17-2011)

DEVELOPMENT COMMITTEE REPORT

Mrs. Trauth reported that:

The Library

- the Clifton Senior Center donated \$15,000 in support of the new Clifton Branch project. An article on the project's progress was included in the *Clifton Chronicle*.
- invitations have been sent for a reception and tour of the Cox Mansion on May 10 and the house will be featured on the Clifton House Tour on May 13.

Library Foundation

- the Library Foundation Board met on April 25.
- during National Library Week, April 8-14, "I Love My Library" notes were displayed at Library locations for a \$1 donation, "We Love Our Library" window decals for a \$5 donation. These expressions of support netted the Foundation \$550.
- the Foundation promoted the Barnes and Noble Bookfair April 21-22 and received 10% cash back when a buyer mentioned the Library or showed his or her library card. The Foundation netted \$1,000 from the event.
- 50 Riverdeck Pavilion tickets to the April 29 Reds game, generously donated by Cincinnati Bell, were sold within 24 hours. The event netted the Foundation \$2,000.
- a special fundraising reception with Erik Larson, bestselling author of three *New York Times* bestsellers, was hosted by the Foundation on May 5.
- invitations have been sent for the Foundation's Donor Recognition event to be held May 24.
- to help celebrate the Hyde Park Branch 100th Anniversary on August 4, commemorative personalized bricks for the entrance walkway can be purchased for \$125 from the Foundation.

Friends of the Public Library

- the Friends Annual and Quarterly meetings are scheduled for May 11 at the Friends' Warehouse.
- the Friends sale at the Clifton Cultural Arts Center March 14-17 netted \$5,500 and these proceeds were contributed to the new Clifton Branch project.
- the Friends book sale at the Sharonville Branch April 19-21 netted \$5,146.
- the 40th Annual Downtown Sale will be held by the Friends at the Main Library from Sunday June 3 through Friday June 8.

Anderson Township Library Association

- the Anderson Township Library Association will hold its annual Used Book Sale from June 22 – 24 at the Nagel Middle School. This is the group's largest fundraiser and generates support for the Anderson Township and Mt. Washington Branch libraries.

- the Anderson Township Library Association donated the book, *Andersonville diary, escape, and list of the dead, with name, co., regiment, date of death and no. of grave in cemetery* by John L. Ransom to the Library. The book, published in 1881, will be held in the Genealogy and Local History Department.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

Major Upcoming Programs and Promotions

Mr. Sittenfeld reported on the following programs and promotions:

- *39th Annual Summer Reading: Reading Rocks!*

From June 1 – July 31, readers of all ages will be invited to rock and read during Summer Reading 2012. The music theme was chosen to tie-in with the World Choir Games and a variety of community partnerships will provide prizes and programming throughout the summer.

Summer Reading 2012 is sponsored by the Friends of the Public Library, the Library Foundation, the Kersten Fund, the Anderson Township Library Association, the Cincinnati Reds, Gold Star Chili, *The Cincinnati Enquirer*, the Cincinnati Symphony and Pops Orchestras, and the Children's Theatre of Cincinnati.

The promotional plan includes heavy focus on increasing our social media presence through the creation of a Summer Reading tab on the Library's Facebook and purchase of Facebook ads and Google ad words linking to this tab.

- *World Choir Games*

From July 4 – July 14 the City of Cincinnati will host the World Choir Games (WCG). Music-themed activities/programs are planned to coincide with the games:

- book launch May 20 for *A City That Sings: Cincinnati's Choral Tradition, 1800-2012*
- *Queen City of Song*, a dynamic exhibit in the Joseph S. Stern, Jr. Cincinnati Room from May 1—September 4
- *What Children Believe International Art Exhibition to Celebrate the World Choir Games*, an exhibit in the Main Library's Atrium June 14 – September 30
- a Complimentary Library card with Globili sticker (making the copy accessible in 50 different languages) for all 16,000 WCG participants
- flags from each of the 50 competing countries in the Atrium
- QR code tour of *Ten Library Treasures*, available at the Main Library
- several WCG Friendship concerts, hosted by the Library
- WCG merchandise offered by the Friends' Shop

- *Books Alive! For Kids*

In partnership with Learning Through Art, Inc., the Library will present ten Books Alive! programs this summer. Each program includes a book (*What a Wonderful World* by George

Weiss who wrote lyrics for the song made famous by Louis Armstrong), an interactive performance by trumpeter Wesley Barnfield and a related craft.

- *Laura Vikmanis Author Visit*
Cincinnati Ben-Gal cheerleader Laura Vikmanis will visit the Main Library's Reading Garden Lounge on May 12 to discuss her new book, *It's Not About the Pom-Poms: How a 40-Year-Old Mom Became the NFL's Oldest Cheerleader – And Found Hope, Joy and Inspiration Along the Way*.
- *Karin Slaughter Author Visit*
Thriller author Karin Slaughter will visit the Main Library on July 15. Ms. Slaughter is an advocate for libraries and the founder of the Save The Libraries project.
- *World's Largest Red Card Dance Party*
In support of the goal to register 500,000 library cardholders by the end of 2012, Local 12's Bob Herzog, the Cincinnati Reds, and the Library will team up for the "World's Largest RED Card Dance Party" on Fountain Square May 21.
- *Cosplay*
The TeenSpot is bringing back Cosplay on June 2. Teens are invited to join in a costume contest, gaming, anime, skits, origami, board games and an art booth.
- *WINGS Family Literacy Events*
The Library is partnering with Women Investing in the Next Generation (WINGS) on early childhood literacy events, including storytimes, crafts, music and snacks at five branches on June 9.
- *Marvel Over Spiderman*
To coincide with summer movie blockbusters, The Amazing Spiderman and Marvels' The Avengers, Spiderman and some of his superhero colleagues will be at the Main Library on June 23.

Major Initiatives

- *Social Media*
The Library's social media channels (Facebook, Twitter, YouTube and Flickr) are being enhanced and refined. The use of page tabs is increasing, new social media channels are being added (a Google+ page and a Pinterest page). The Library is working with location-based foursquare to encourage check-ins and offer location tips.
- *Summer Food Service for Children*
The Library is partnering with the Cincinnati Public Schools and the Freestore Foodbank to host free lunch service for children ages 1 to 18 years of age at approximately half of our locations. This service, a continuation of the school free lunch program, will be offered June 11 through August 10 and will be accompanied by a short educational activity.

- *Spending, Saving, Sharing for Kids Update*
During the first six months of this two-year series of financial education programs for preschool-aged children and their parents, supported by a PNC Foundation grant, the three library systems participating served 926 children and Children's Librarians have reported a number of positive anecdotal comments.

Exhibits

- *Bookworks 13*
The annual Cincinnati Book Arts Society (CBAS) exhibit of regional book artists will be June 12 – September 3 in the Main Library's Atrium.

The report was received and filed.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright reported that:

Library Omnibus Legislation - SB 321

- the Ohio Library Council's Omnibus Bill, SB 321, introduced in April, will eliminate overlapping public library taxing districts, allow public libraries to carry unencumbered funds forward by a simple majority vote of the library board and increase the competitive bidding threshold for public libraries from \$25,000 to \$50,000.

Mid Budget Review (MBR)

- the Mid Budget Review (MBR) legislation recently introduced by Governor Kasich has been split by the Ohio General Assembly into several individual bills. HB 509 covers all of the Governor's MBR recommendations impacting local governments but the focus of the legislation is county and municipal government with nothing specific to public libraries.

HB 487

- the County Commissioners Association of Ohio (CCAO) has asked that HB 487 include "allowing county commissioners to exercise discretion on levies for health departments and libraries." In recent testimony, the Ohio Library Council's (OLC) Director of Government and Legal Services expressed the importance of library boards having the power to decide whether a library tax levy is placed before voters. It is our understanding that the Bill is not being amended as requested by the CCAO.

HB 326

- the Ohio House has passed a bill proposing changes to penalties for using public funds in support of levy activities. The Ohio Library Council is working with State Auditor Yost to develop a bulletin that provides clearer guidance on what is and what is not acceptable use of resources in levy campaigns.

HB 66

- House Bill 66 makes several changes to the Auditor of State's fraud hotline. The law requires the Auditor of State to maintain a system for the reporting of fraud, including misuse of public money by any public official or office. As of the May 4, 2012 effective date, all employees

including new hires, are required to acknowledge they have been informed of the fraud-reporting system.

OLC Legislative Day

- the Ohio Library Council's 2012 Legislative Day was a success. More than 200 library supporters, including Executive Director Kimber Fender and five other representatives from the Library, visited Columbus to meet with legislators and discuss the importance of public libraries.

ALA Legislative Day

- the American Library Association's annual legislative day took place on April 24 in Washington, D.C. Paula Brehm-Heeger met with Ohio's Congressmen and Senators to advocate for federal support for public libraries, including maintaining level funding for the Library Services and Technology Act (LSTA).

OPERS Update

- since 2008, the Ohio General Assembly has discussed a number of significant changes to Ohio's five public retirement systems. These changes are necessary to keep the retirement systems solvent. By law, public library employees are members of the Ohio Public Employees Retirement System (OPERS). The Ohio Senate has indicated that it will look at legislation before the summer legislative break. The Ohio House has indicated that it is not prepared to deal with retirement legislation until actuarial reports are completed in August.

The OPERS Board cannot change retirement benefits including years of service required for retirement, how the final average salary is calculated or other changes under consideration for inclusion in this legislation. The OPERS Board can change or even eliminate the health insurance benefits retirees receive.

The report was received and filed.

COMMUNICATIONS

Ms. Fender presented the following communication:

- Letter from Chris Monzel, Hamilton County Commissioner, and referenced article.

The communication was received and filed.

CONSENT AGENDA ITEMS

Mr. Hendon presented the following items for approval:

- Minutes of the regular meeting held March 5, 2012.
- Monthly financial reports for the periods ending March 31 and April 30, 2012.
- Investment report (summary of invested balances) as of March 31 and April 30, 2012.

	<u>As of 2/29/12</u>	<u>As of 3/31/12</u>	<u>As of 4/30/12</u>
<u>Operating Account</u>			
General Fund	\$ 11,307,447.30	\$ 8,664,968.29	\$ 14,922,411.34
LSTA Grants	18,302.35	624.35	707.57
Insurance/Indemnification	230,000.00	230,000.00	230,000.00
Building & Repair	3,665,240.25	3,502,132.27	3,465,086.77
Special Revenue Funds	226,859.46	229,668.02	212,500.01
Permanent/Trust Funds	<u>1,783,252.46</u>	<u>1,763,370.91</u>	<u>1,738,260.47</u>
	\$ 17,231,101.82	\$ 14,390,763.84	\$ 20,568,966.16
<u>STAR Ohio</u>			
Building & Repair	\$ 1,045,534.82	\$ 1,045,571.28	\$ 1,045,623.50
<u>Managed Investments</u>			
Permanent/Trust Funds	\$ 6,725,591.00	\$ 6,725,591.00	\$ 6,725,591.00
GRAND TOTAL	\$ 25,002,227.64	\$ 22,161,926.12	\$ 28,340,180.66

- Personnel change report through April 28, 2012:

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Retirement	Custodial Services	Custodian	1.00	Meyer, David W.	03/31/12
Retirement	Cataloging Services	Cataloging Services Manager	1.00	Miller, Roger M.	04/27/12
Promotion	Outreach Services	LSA II	1.00	Centers, Justin T.	04/15/12
Promotion	Hyde Park	LSA II	1.00	Colina, Rachel E.	03/18/12
Promotion	Bond Hill	LSA II	1.00	Daly, Christine	04/15/12
Promotion	Forest Park	Children's Librarian II	1.00	Davis, Karen P.	04/01/12
Promotion	College Hill	LSA II	1.00	Gallagher, Bridgid K.	04/15/12
Promotion	Wyoming	Reference Librarian I	1.00	Green, James M.	03/18/12
Promotion	Virtual Information Center	LSA I	1.00	Gresham, Amy N.	04/15/12
Promotion	Anderson	LSA III	1.00	Hennika, Elizabeth A.	04/15/12
Promotion	Materials Retrieval	Page	1.00	McGowan, Mary K.	03/18/12
Promotion	Fiscal Office	Admin. Accounting Clerk	0.50	McMahan, Tara Y.	04/01/12
Promotion	Forest Park	LSA II	1.00	Mukuda, Julie S.	04/15/12
Promotion	Outreach Services	LSA III	1.00	Parker, Ellen E.	03/04/12
Promotion	Library Services	Temp. Admin. Asst.	1.00	Schlicher, Lynne T.	03/18/12
Promotion	Miami Township	Children's Librarian I	1.00	Sebastian, Kathy L.	04/15/12
Promotion	Pleasant Ridge	Reference Librarian I	0.50	Ulrich, Amanda R.	03/18/12
Appointment	Delhi Township	Student Shelver	0.30	Barrier, Katherine M.	03/04/12
Appointment	Price Hill	Homework Aide	0.30	Cooper, Eileen S.	04/01/12
Appointment	Groesbeck	Homework Aide	0.30	Creed, Lori A.	03/04/12
Appointment	Information & Reference	Student Shelver	0.30	Dias, Amanda B.	03/04/12
Appointment	Madeira	Student Shelver	0.30	Fink IV., Edward T.	03/18/12
Appointment	Avondale	LSA I	0.50	Francesangelo, Ronald M.	04/15/12
Appointment	Human Resources	HR Generalist	0.70	Hardin, Kyla D.	04/15/12
Appointment	Anderson	Student Shelver	0.30	Jaskowiak, Caitlynn A.	04/15/12
Appointment	Corryville	Homework Aide	0.30	Jones, Tammara A.	03/18/12

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Appointment	Westwood	LSA I	0.50	Larkin, Leah N.	03/18/12
Appointment	Deer Park	LSA I	0.50	McDermott, Bridget K.	03/04/12
Appointment	Westwood	Homework Aide	0.30	McNeill, Elaine M.	03/04/12
Appointment	Groesbeck	LSA I	0.50	Parker, Stephanie M.	04/01/12
Appointment	Harrison	LSA I	0.50	Peak, Kayla R.	03/18/12
Appointment	Oakley	Homework Aide	0.30	Pearce, Laura E.	03/04/12
Appointment	College Hill	LSA I	0.50	Perry, Valerie S.	04/01/12
Appointment	Madisonville	Homework Aide	0.30	Powell, Rasta F.	03/04/12
Appointment	Harrison	Student Shelver	0.30	Rose, Sarah J.	03/18/12
Appointment	Marketing & Programming	Social Media Specialist	1.00	Schelle, Michael J.	04/01/12
Appointment	Anderson	LSA I	0.60	Smith, Ruth H.	03/18/12
Appointment	Cheviot	LSA I	0.50	Smith, Sharon L.	03/18/12
Appointment	College Hill	LSA I	0.50	Wilkins, Aaron M.	04/01/12
Appointment	Covedale	Student Shelver	0.30	Zigelmier, Kourtney K.	03/04/12
Change	Systems Integration Services	ILS Analyst II	1.00	Lazaraton, Laura	03/04/12
Change	Information & Reference	Shelver	0.50	Mayo, Marc A.	04/15/12
Change	Systems Integration Services	Database/Unix Admin.	1.00	Menninger, David J.	03/04/12
Change	Green Township	LSA I	0.50	Rieder, Rachel H.	04/01/12
Change	Systems Integration Services	ILS Analyst III	1.00	Thomas, Christina E.	03/04/12
Change	Popular Library	LSA II	0.50	Vorobok, Adam D.	03/04/12
Departure	Marketing & Programming	Media Comm. Specialist	1.00	Baute, Emily K.	04/06/12
Departure	Symmes Township	Student Shelver	0.30	Geverdt, Abigail J.	04/14/12
Departure	Information & Reference	LSA II	0.50	Johnson, Eric A.	03/23/12
Departure	Loveland	Student Shelver	0.20	Leuenberger, Brennan	02/25/12
Departure	North Central	LSA I	1.00	Kottsy, Steven C.	04/10/12
Departure	West End	Homework Aide	0.30	Miles, Dawayne A.	04/09/12
Departure	Wyoming	LSA I	0.50	Poynter, Jeff L.	04/09/12
Departure	North Central	LSA I	1.00	Reeves, Belinda L.	03/03/12
Departure	Information & Reference	ILL Assistant	1.00	Rodenhauser, Ashlee B.	03/29/12
Departure	Circulation Services	LSA I	0.50	Sonnega, Allyse R.	03/28/12
Departure	Delhi Township	Student Shelver	0.30	Themann, Marybeth L.	04/14/12
Departure	Circulation Services	LSA I	0.50	Yosef, Adam D.	04/04/12

- Statistical report for April 2012.
- Top ten circulating titles for April 2012.
- Change orders for the Pleasant Ridge ADA Project, presented for confirmation:
 - \$6,249.19 to Luce Electric for 5 automatic air hand dryers in the restrooms, a dedicated outlet for the refrigerator and additional electric and data for the front desk.

- \$3,750.80 to RineAir Heating and Air Conditioning for the demolition of 2 radiant heaters and rework of the steam line, installation of the lower level temperature sensor for boiler control and a deduct for the demo performed by Jim Hauer for the return duct demolition.
- \$11,356.00 to R J Beischel Building Co. for all additional work.
- Deductive change orders for the New Clifton Branch Project, presented for confirmation:
 - (\$1,740.00) to Hummel Restoration for unused tuck-pointing and waterproofing allowance.
 - (\$1,150.00) to Hummel Restoration for “Natural Stone Treatment WB” masonry sealant (waterproofing) in lieu of the H40 specified.
 - (\$11,172.20) to Imbus Roofing Co., Inc. for installation of a rubber roof at solarium room in lieu of standing seam terne coated stainless steel roof, use of existing aluminum gutters, unused wood deck patching allowance and unused general roofing allowance.
- Temporary License Agreements:
 - to Green Township Department of Public Service to access the parking lot of the Green Township Branch with tree removal equipment.
 - to Cincinnati Bell to access the Westwood Annex property to remove their antenna from the easement on the property.

Licenses are required to obtain insurance, indemnify the Library and restore property to its original condition. License agreements are reviewed by the Office of the Hamilton County Prosecuting Attorney before being granted.

Mr. Sittenfeld moved that the Consent Agenda Items be approved as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mrs. LaMacchia, Mr. Moran (except pass on investment report), Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Hendon ... 7 ayes. The motion carried. **(18-2012)**

The Regular Meeting was then adjourned.

President

Attest: Secretary