

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

Date: April 14, 2015

Meeting: Regular

Place: Meeting Room - Symmes Township Branch - 11850 Enyart Rd

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

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

Trustees Absent: Mr. Moran and Mr. Zaring

Present: Kimber L. Fender, Greg Edwards, Andrea Kaufman and Molly DeFosse

***PUBLIC COMMENTS***

None.

***CONSENT AGENDA ITEMS***

Mr. Sittenfeld presented the following items for approval:

- Minutes of the Regular Meeting held February 10, 2015.
- Investment Report (summary of invested balances) as of February, 2015 and March, 2015.
- Monthly Financial Reports – for the periods ending February, 2015 and March, 2015.
- Personnel Change Report reflects changes through March 28, 2015.

| <u>Action</u> | <u>Agency</u>                    | <u>Position Title</u>           | <u>Employee Name</u>      | <u>Effective Date</u> |
|---------------|----------------------------------|---------------------------------|---------------------------|-----------------------|
| APPOINTMENT   | POPULAR LIBRARY                  | STUDENT SHELVER                 | CARTER, AARON D           | 03/01/2015            |
| APPOINTMENT   | MIAMI TOWNSHIP<br>BRANCH         | LIBRARY SERVICES<br>ASSISTANT   | DENNING, COURTNEY A       | 03/01/2015            |
| APPOINTMENT   | HARRISON BRANCH                  | STUDENT SHELVER                 | FOHL, MICHELLE R          | 03/15/2015            |
| APPOINTMENT   | BOND HILL BRANCH                 | CHILDREN'S<br>LIBRARIAN         | FRENCH, ELYSE             | 03/01/2015            |
| APPOINTMENT   | SYMMES TOWNSHIP<br>BRANCH        | STUDENT SHELVER                 | HAMPTON, DEXTER R         | 02/15/2015            |
| APPOINTMENT   | HARRISON BRANCH                  | STUDENT SHELVER                 | HANEY, TAYLOR             | 03/01/2015            |
| APPOINTMENT   | SORTING &<br>MATERIALS RETRIEVAL | PAGE                            | HIGGINS, BETHANY          | 02/01/2015            |
| APPOINTMENT   | ST BERNARD BRANCH                | STUDENT SHELVER                 | HUNTER-LINVILLE, ISAAC D  | 03/15/2015            |
| APPOINTMENT   | CLIFTON BRANCH                   | STUDENT SHELVER                 | JONES, KATRINA G          | 03/15/2015            |
| APPOINTMENT   | WESTWOOD BRANCH                  | STUDENT SHELVER                 | JOSE, BENJAMIN T          | 03/15/2015            |
| APPOINTMENT   | GREENHILLS BRANCH                | LIBRARY SERVICES<br>ASSISTANT   | KRAUSE, ELYSE M           | 03/15/2015            |
| APPOINTMENT   | MARKETING                        | GRAPHICS/VIDEO<br>SPECIALIST    | KRONINGER, ASHLEY M       | 02/01/2015            |
| APPOINTMENT   | SORTING &<br>MATERIALS RETRIEVAL | PAGE                            | MCCOY, MATTHEW<br>PATRICK | 02/01/2015            |
| APPOINTMENT   | MARIEMONT BRANCH                 | LIBRARY SERVICES<br>ASSISTANT   | MCKILLOP, JAY T           | 02/15/2015            |
| APPOINTMENT   | AVONDALE BRANCH                  | BRANCH MANAGER                  | MILLER, JAMES P           | 03/01/2015            |
| APPOINTMENT   | MT. WASHINGTON<br>BRANCH         | CHILDREN'S<br>LIBRARIAN         | PATKA, MARY C             | 03/01/2015            |
| APPOINTMENT   | OAKLEY BRANCH                    | HOMEWORK HELP<br>AIDE           | PHELAN, VERONICA E        | 03/15/2015            |
| APPOINTMENT   | ST BERNARD BRANCH                | STUDENT SHELVER                 | PRAMUK, JOHN I            | 03/15/2015            |
| APPOINTMENT   | READING BRANCH                   | STUDENT SHELVER                 | ROBERTS, SAVANNAH L       | 03/15/2015            |
| APPOINTMENT   | READING BRANCH                   | STUDENT SHELVER                 | SPRINGER, ROBIN L         | 03/15/2015            |
| APPOINTMENT   | SORTING &<br>MATERIALS RETRIEVAL | PAGE                            | VERHAGEN, LUKE I          | 02/15/2015            |
| APPOINTMENT   | CHILDREN'S LEARNING<br>CENTER    | SENIOR LIBRARY<br>SERVICES ASST | WALPOLE, BENJAMIN C       | 02/01/2015            |
| APPOINTMENT   | PLEASANT RIDGE<br>BRANCH         | LIBRARY SERVICES<br>ASSISTANT   | YURKOWSKI, CARA           | 03/01/2015            |
| APPOINTMENT   | HVAC SERVICES                    | HVAC MECHANIC                   | BRYANT, DAVID             | 03/15/2015            |
| APPOINTMENT   | SORTING &<br>MATERIALS RETRIEVAL | SORTER                          | COLINA, ZACHARY J         | 02/01/2015            |
| CHANGE        | READING BRANCH                   | LIBRARY SERVICES<br>ASSISTANT   | LOVE, JULIA               | 03/15/2015            |
| CHANGE        | TEENSPOT                         | SENIOR LIBRARY<br>SERVICES ASST | WEITZ, BENJAMIN R         | 03/15/2015            |
| CHANGE        | ST BERNARD BRANCH                | LIBRARY SERVICES<br>ASSISTANT   | GRACE, CONOR A            | 03/15/2015            |
| CHANGE        | TECHCENTER /<br>MAKERSPACE       | SENIOR LIBRARY<br>SERVICES ASST | CALHOUN, TARICA D         | 02/01/2015            |
| CHANGE        | ST BERNARD BRANCH                | TEEN LIBRARIAN                  | HARTLAUB, ELIZABETH V     | 03/15/2015            |
| CHANGE        | VIRTUAL<br>INFORMATION<br>CENTER | LIBRARY SERVICES<br>ASSISTANT   | SPEARS, KAITLYN P         | 03/01/2015            |

|           |                               |                              |                       |            |
|-----------|-------------------------------|------------------------------|-----------------------|------------|
| DEMOTION  | CIRCULATION SERVICES          | LIBRARY SERVICES ASSISTANT   | THOMAS, SONGHAY       | 02/15/2015 |
| DEMOTION  | READING BRANCH                | TEEN LIBRARIAN               | JACKSON, MAGDALENE G  | 03/15/2015 |
| DEPARTURE | HARRISON BRANCH               | STUDENT SHELVER              | ALEXANDER, THERESE    | 02/06/2015 |
| DEPARTURE | HARRISON BRANCH               | STUDENT SHELVER              | GILL, NICOLE          | 02/12/2015 |
| DEPARTURE | BLUE ASH BRANCH               | STUDENT SHELVER              | STAGGE, TYLER J       | 02/20/2015 |
| DEPARTURE | MADEIRA BRANCH                | STUDENT SHELVER              | RINVEE, TASNEEM       | 03/14/2015 |
| DEPARTURE | DELHI TOWNSHIP BRANCH         | REFERENCE LIBRARIAN          | BURCHETT, BRITTANY N  | 02/21/2015 |
| DEPARTURE | SHARONVILLE BRANCH            | LIBRARY SERVICES SPECIALIST  | MOSTER, LAURA E       | 03/27/2015 |
| DEPARTURE | HARRISON BRANCH               | LIBRARY SERVICES ASSISTANT   | ENNEKING, CORRIE G    | 02/23/2015 |
| DEPARTURE | SYMMES TOWNSHIP BRANCH        | LIBRARY SERVICES ASSISTANT   | JAYNES, RACHEL        | 02/27/2015 |
| DEPARTURE | NORTH CENTRAL BRANCH          | LIBRARY SERVICES ASSISTANT   | WINLAND, NATALIE A    | 03/02/2015 |
| DEPARTURE | ANDERSON BRANCH               | LIBRARY SERVICES ASSISTANT   | GARDNER, MATTHEW A    | 03/13/2015 |
| DEPARTURE | TECHCENTER / MAKERSPACE       | SENIOR LIBRARY SERVICES ASST | STINSON, JOHN M       | 02/28/2015 |
| DEPARTURE | OUTREACH SERVICES             | SHELVER                      | ROSADO, STEPHANIE     | 03/19/2015 |
| DEPARTURE | OAKLEY BRANCH                 | HOMEWORK HELP AIDE           | ADAMS, MARY JO        | 02/06/2015 |
| DEPARTURE | MT. WASHINGTON BRANCH         | CHILDREN'S LIBRARIAN         | PETERSON, BARBARA     | 02/27/2015 |
| DEPARTURE | ANDERSON BRANCH               | STUDENT SHELVER              | TOBERGTA, ALEXANDER J | 03/11/2015 |
| DEPARTURE | POPULAR LIBRARY               | SHELVER                      | KISSLING, MADELEINE   | 02/26/2015 |
| DEPARTURE | SORTING & MATERIALS RETRIEVAL | SORTER                       | COLINA, ZACHARY J     | 03/24/2015 |
| PROMOTION | CLIFTON BRANCH                | LIBRARY SERVICES ASSISTANT   | GARDINER, JULIA       | 03/15/2015 |
| PROMOTION | BOND HILL BRANCH              | TEEN LIBRARIAN               | MCCUNE, CAROLYN K     | 02/01/2015 |
| PROMOTION | DELHI TOWNSHIP BRANCH         | REFERENCE LIBRARIAN          | SALYERS, KRYSTINE H   | 03/15/2015 |
| PROMOTION | CLIFTON BRANCH                | SENIOR LIBRARY SERVICES ASST | WREATH, SARA L        | 03/15/2015 |
| PROMOTION | NORWOOD BRANCH                | SENIOR LIBRARY SERVICES ASST | COX, ANDREW S         | 02/15/2015 |
| PROMOTION | SERVICE OPERATIONS            | FLOATER                      | CROWNOVER, JEREMIAH J | 03/15/2015 |
| PROMOTION | WESTWOOD BRANCH               | LIBRARY SERVICES ASSISTANT   | DIDUSCH, ROBERT J     | 03/15/2015 |
| PROMOTION | MT. HEALTHY BRANCH            | BRANCH MANAGER               | HARTMAN, KELLY L      | 03/01/2015 |
| PROMOTION | CLIFTON BRANCH                | SENIOR LIBRARY ASSISTANT     | JEFFRIES, RACHEL A    | 03/15/2015 |
| PROMOTION | READING BRANCH                | LIBRARY SERVICES SPECIALIST  | MUKUDA, JULIE S       | 03/15/2015 |

- Statistical Report for March 2015.
- Top Ten Circulating Report for March 2015.

Mr. Hendon inquired if any changes in policy led to the decrease in usage. Staff replied that there were great increases last year and the decrease is most likely the result of the usage leveling off.

Mrs. LaMacchia moved that the Board approve the report as filed. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Wright and Mr. Sittenfeld...5 ayes. The motion carried. **(05-2015)**.

## ***ACTION ITEMS***

### **EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT**

Ms. Fender reported that:

#### **NATIONAL LIBRARY WEEK GUEST COLUMN**

Thanks to our Board President Paul Sittenfeld for writing a guest column for the *Cincinnati Enquirer* in recognition of National Library Week, April 12-18. Below is Mr. Sittenfeld's column.

My interest in libraries and in reading itself can be traced to my childhood in Kansas City, Missouri. My mother, father, sister and I made weekly trips to our neighborhood public library and I remember vividly and gratefully Miss Eula Johnson, the children's librarian. Each week, looking over her bifocals, she would say, "Paul, have I got a wonderful book for you." I'm not sure that her early encouragement and enthusiasm caused me to marry someone who would herself become a librarian, but I am sure that my appreciation for reading was derived from those visits.

Six decades later, I have the privilege of serving as President of the Board of Trustees of the Public Library of Cincinnati and Hamilton County. Ours is a system of which all of us can be proud: not only its quality and its accessibility but also the service and pleasure it brings to so many of our fellow citizens.

Our 41 locations received more than 6,800,000 visits in 2014. More than 18,000,000 items were circulated.

While the Library continues to provide traditional library services, our talented and dedicated staff continue to lead us in new directions. Most notably, our MakerSpace in three locations this year is an exciting, interactive opportunity: a setting in which to gather, create, invent, and learn. It is already being used by many. Staff also provide homework help, computer access, and assistance in job searches.

There are over 580,000 library cards held by the residents of our area. During this National Library Week, we encourage you to use your local branch library: whether to check out a book, to download something of interest, or to attend one of many programs: such as "Computer Quick Start Sessions" or "Stuck on Reading Club."

The next time you are in one of the libraries, please think about stopping to greet a member of our wonderful staff. We are blessed with remarkable people ready to be a Miss Eula Johnson in your life.

Paul G. Sittenfeld

### BOLD TRAINING

Deputy Director Greg Edwards is participating in the current session of United Way of Greater Cincinnati's BOLD (Board Orientation and Leadership Development) training. The program is Cincinnati's most comprehensive board training program which is designed to help individuals develop their skills to become effective board members to help nonprofits meet the diverse range of community needs.

### OHIO LIBRARY COUNCIL LEGISLATIVE DAY

The Ohio Library Council's (OLC) annual legislative day will be held April 28. Library staff is scheduling meetings with the ten Senators and Representatives representing Hamilton County. House Finance and Appropriations Committee Chair Ryan Smith will be speaking to attendees at 9:30. Our emphasis will be on the state budget which provides significant funding to public libraries, including approximately two-thirds of our funding. Each legislator will also receive a red Library-logo bag with a golf ball customized using the egg-bot printer in the MakerSpace and a watercolor portrait printed on the watercolor-bot inside.

### STATE BUDGET PROCESS UNDERWAY

Governor Kasich introduced his proposed budget for the next biennium on February 2<sup>nd</sup>. It included a mix of tax cuts and increases and, if adopted as submitted, would increase public library funding by about 6% in FY16 and an additional 4% in FY17. It is unlikely that the General Assembly will pass the proposed tax changes so staff continues to monitor the budget's progress through the House. On Friday March 26, Representative Anielski submitted an amendment to the budget bill proposing an increase to the Public Library Fund from 1.66% to 1.75% of General Revenue Fund tax collections. Representative Driehaus signed on as a sponsor of the amendment. Until revenue estimates are prepared based on what tax changes are made, staff cannot estimate the impact of this amendment on library funding.

The Chair of the Senate Finance Committee, Senator Oelslager, has asked that the Library present testimony before the full Committee as well as our assigned sub-committee. At this time, there has been no specific date for that testimony. The message will be developed once it is known what is included in the version of the budget passed by the House.

## AMERICAN LIBRARY ASSOCIATION LEGISLATIVE DAY

The American Library Association's (ALA) legislative day will be held May 4-5 in Washington DC. Elaine Fay and Kim Fender are planning to attend. Funding for the Institute of Museum and Library Services, which provides funding for grants to states and individual libraries, has been completely eliminated. Our thanks to Mr. Sittenfeld for arranging accommodations at a private club that are both conveniently located and much less expensive than the ALA conference hotel.

## LEGAL REPRESENTATION

At the December 2014 Regular Meeting Ms. Fender reported that the Library needed legal representation for matters that did not require the services of the Hamilton County Prosecutor's Office and for labor issues. An RFP was issued and the Library received responses from Dinsmore & Shohl, Calfee, Halter & Griswold and Frost Brown Todd. After reviewing these proposals staff are recommending Frost Brown Todd to provide legal services. Frost Brown Todd has experience with public libraries in Ohio, offered a competitive hourly rate and was also willing to provide a discounted monthly rate for the initial 50 hours of service. Proposals were available at the meeting.

## IFLA

The International Federation of Library Associations is holding its 82<sup>nd</sup> World Library and Information Congress in Columbus, August 13-19, 2016. Nearby libraries were invited to submit proposals to host a tour for librarians in attendance. Our proposal was accepted and the Library will be hosting a tour of international librarians on August 19, 2016. The tour will start in the morning at the Main Library then visit the Clifton and Reading branch libraries in the afternoon.

## UNITED WAY: DAY OF ACTION

The Library will participate in the United Way of Greater Cincinnati's *Day of Action: Bridge the Summer Learning Gap – Family Expo and Book Swap* event on June 20 from 10am-3pm. This event will be held on the Purple People Bridge and will feature on-site volunteer activities, a community book swap and other programs related to summer learning slide prevention. For this event, the Library will present the Largest Storytime encouraging all attendees to participate collectively in an interactive storytime and a life size Deweyland game. As a program partner, the Library will be highlighted in all promotional material and will receive a booth at the event.

## MARKETING UPDATE

The marketing department continues to adjust its targeted email messaging using OrangeBoy's Savannah messaging system. Targeted email messaging allows the Library to tailor content to specific cardholder groups called clusters. A cluster is the name for a demographically and behaviorally similar group of cardholders.

Several recent messages have been successful. For example, a notification about the addition of eBooks and eAudiobooks to the Hot Author's service was sent to the Digitarians, Transitionals, and Occasionals clusters. It had a click rate of 12% and saw Hot Authors' subscribers increase by over 2,000 in the 2 days following the e-mail. A new recurring "Readalikes" message was sent to Digitarians, Page Turners, and Transitionals resulted in a 12% click rate and an 18% increase in holds for the titles included in the message. March was National Read Aloud Month and the Library sent several promotions about reading aloud to children. An infographic containing several books for varying age categories resulted in an overall 31% increase in holds.

In email marketing, 4% is considered a good click rate. The Library looks forward to more success with messaging as the Library continues to work with OrangeBoy to add features to the Savannah messaging system and use data to further refine our messages.

### PRESENTATIONS DEVELOPED FOR EDUCATORS

Customized presentations have been developed for each of the twenty-two public school districts located in Hamilton County. Each presentation includes a branch listing and contact information specific to the school district in addition to detailed information on specialized resources and services to students, types of library cards, web resources, education-based programs, homework assistance, summer learning, educator assistance, outreach assistance, and education databases. These presentations were designed to make it easier for educators to maneuver through the library services and resources available to them. Library staff will have a brief, introductory meeting with each School Superintendent and will provide USB drives loaded with the presentation at that time.

### TECHNOLOGY FOR BOARD MEETINGS CHANGING

With half of the Board meetings held at branch locations, moving the laptops to provide online access to the Board reports is unwieldy. Laptops will be replaced with iPads and the laptops will be reused for staff or public.

Mrs. LaMacchia suggested Board members bring their own iPad (or similar device) to the meetings.

### COURTESY RENEWAL SERVICE IN DEVELOPMENT

The current trend in libraries is to automatically renew all items checked out on a due date rather than requiring the borrowers to renew items themselves. This practice is becoming more common and staff have been considering the implications for our Library. Instead of automatically renewing all checkouts for the full eight renewals the Library allows, the Library is planning to provide a courtesy renewal for the first renewal only. Staff will evaluate the impact on our collections before extending this service to additional renewals. Not surprisingly, the libraries that are providing automatic renewals report that their cardholders are very happy with the service.

## OVERDRIVE SOLD TO JAPANESE FIRM RAKUTEN

OverDrive, the Library's primary source of eBooks has been sold to Rakuten, Inc., a Japanese Internet services company. It is being reported that headquarters for OverDrive will remain in Cleveland with Steve Potash continuing as CEO. At this time, there is no information on how this acquisition will impact our eBook lending through OverDrive.

## FRIENDS OF THE LIBRARY

The Friends of the Library Madeira Branch book sale grossed \$4,896. The Friends fiscal year ended March 31. The next book sale will be the Main Library sale, May 30-June 5.

The Friends annual and quarterly meetings will be held May 8 at 11:30 and 12:00 respectively at the Main Library.

At the February Regular Meeting, the Board approved terminating the current services agreement with the Friends. Negotiations between the Library and Friends on a new services agreement continue. The Friends are greatly concerned that the Library may sell some of its withdrawn materials through the govdeals auction site or other arrangements. In years past, the Friends lacked the capacity to handle the volume of donations and withdrawn items resulting in a consistent backlog on the loading dock and at branch libraries. The Friends have proposed a six-month trial with all Library withdrawn materials and donations going to the Friends.

Mr. Sittenfeld reminded the Board that all decisions need to be made in the best interest of the Library.

## LIBRARY FOUNDATION

The Foundation endowment has reached the \$4 million mark.

The Foundation received the following gifts, grants and bequests:

- A grant in the amount of \$96,000 from the Marge and Charles J. Schott Foundation to support Homework Helpers in 16 branch libraries for the 2015-2016 school year.
- A gift of \$15,000 in memory of Babette Bright Kern to support the new Reading Branch MakerSpace. A plaque acknowledging the gift will be displayed at the branch.
- A bequest of \$50,000 was received from the Marie Leonard Estate
- \$9,901.12 was received from the Eleanor Hazelton Estate from US Bank Trust Dept.

Retired Hamilton County Law Librarian Carol Meyer-Keener died in December of 2014. Mrs. Meyer-Keener was a strong supporter of the St. Bernard Branch Library project and



attended the groundbreaking last spring. She requested that gifts in her memory be directed to the Library Foundation and that the books she and her husband had collected for many years be given to the Foundation with any proceeds from the sale of the books benefitting the St. Bernard Branch. The St. Bernard Branch Library was designated as the beneficiary of two funds totaling \$132,000. In recognition of this generous gift, it is requested that the Board approve naming the St. Bernard Branch Library Meeting Room in memory of Mrs. Keener and her husband William, who preceded her in death.

Summer Learning sponsorships:

- Kroger donated \$5,000 in gift cards for adult prizes.
- Western & Southern Foundation contributed their annual \$5,000 to the program.

The Foundation's next quarterly meeting will be held on April 22.

Mr. Wright moved that the Board approve the report as filed. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Wright and Mr. Sittenfeld...5 ayes. The motion carried. **(06-2015)**.

## **FINANCE & AUDIT COMMITTEE REPORT**

Mr. Wright reported:

### REVISION OF THE 2015 ANNUAL APPROPRIATIONS AND ESTIMATED RESOURCES

The increase in revenues and expenses of \$183,000 is necessary to account for the procedure change of monthly billing to the Friends of the Public Library to be reimbursed for expenses previously paid directly by the Friends. The increase in revenue and expense of \$15,000 is to account for a gift for the MakerSpace at Reading. The increase in revenue and expense of \$132,000 is to account for the gift from Carol Meyer-Keener for the St. Bernard Branch. Authorization is requested to revise *resources and appropriations* as follows:

**Gift Fund**

**Revenues**

|   |                      |
|---|----------------------|
| Contributions, Gifts, Donations - increase by | \$ 47,000.00         |
| Miscellaneous - increase by                   | \$ 183,000.00        |
| <i>Estimated resources net change</i>         | <u>\$ 230,000.00</u> |

**Expenses**

|   |                      |
|---|----------------------|
| Supplies - increase by                        | \$ 127,000.00        |
| Purchased & Contracted Services - increase by | \$ 62,000.00         |
| Capital Outlay - increase by                  | \$ 15,000.00         |
| <i>Appropriations net change</i>              | <u>\$ 204,000.00</u> |

**Building & Repair Fund**

**Revenues**

|   |                      |
|---|----------------------|
| Contributions, Gifts, Donations - increase by | \$ 100,000.00        |
| <i>Estimated resources net change</i>         | <u>\$ 100,000.00</u> |

**Expenses**

|                                  |                      |
|----------------------------------|----------------------|
| Capital Outlay - increase by     | \$ 100,000.00        |
| <i>Appropriations net change</i> | <u>\$ 100,000.00</u> |

**2016 BUDGET**

The Hamilton County Budget Commission has allowed the Library to file modified tax budgets since fiscal year 2005, with the understanding that ongoing approval is subject to annual review. A request to submit a modified 2016 budget was submitted to the Budget Commission on April 6, 2015.

The Library is required to submit its annual budget to Hamilton County by May 31, 2015. The proposed 2016 operating budget balances current funding expectations, current operating costs and capital project plans. The capital budget has been constructed on the basis of need – that is, what’s needed to fund top priorities for capital building and improvement projects.

**OPERATING BUDGET**

The proposed operating budget of \$57,975,000 is 5% more than 2014 appropriations. It provides allowances for increases in salary rates and other categories of expenditure in support of the strategic plan of the organization. In 2015 the Library will be revising the current pay schedule which was adopted in 2012 which may result in an increase in overall salaries.

**CAPITAL BUDGET**

The budget includes future plans for a branch in western Hamilton County and ongoing accessibility projects. Based on population data, western Hamilton County is growing more than any other area in the county.

| PROJECT                  | COST ESTIMATE     |
|--------------------------|-------------------|
| Ongoing Maintenance 2016 | 6,000,000         |
| Western Hamilton County  | 5,000,000         |
| Branch Accessibility     | 4,719,945         |
| <b>TOTAL</b>             | <b>15,719,945</b> |

## 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 expects to end 2015 with \$9,100,000 of available funding. To fund the 2016 budget, the Library will need intergovernmental revenue totaling \$63.1 million. The source of that revenue is the Public Library Fund and local property taxes. For budget purposes, property tax receipts for 2015 are estimated at \$18,164,050 which is approximately the amount certified during the 2013 levy process. The balance of the revenue, \$45,000,000, is being requested from the PLF.

## TOTAL BUDGET COMPARISON

The following chart compares 2015 appropriations with the 2016 Budget for the General Fund.

### The Public Library of Cincinnati and Hamilton County 2016 BUDGET

#### General Fund

|                          | <u>2015</u>          | <u>2016 Budget</u>   | <u>Change</u> |
|--------------------------|----------------------|----------------------|---------------|
| <b>Beginning Balance</b> | 9,600,000.00         | 9,100,000.00         |               |
| Public Library Fund      | 36,678,168.00        | 45,000,000.00        | 23%           |
| Local Tax Levy           | 17,635,000.00        | 18,164,050.00        |               |
| Subtotal                 | 54,313,168.00        | 63,164,050.00        |               |
| Other Library Revenue    | 2,186,832.00         | 2,235,000.00         |               |
| <b>Total Receipts</b>    | <b>56,500,000.00</b> | <b>65,399,050.00</b> | 16%           |
| Operating Expenditure    | 55,000,000.00        | 57,975,000.00        | 5%            |
| Transfers Out            | 2,000,000.00         | 14,874,050.00        |               |
| <b>Total Expenditure</b> | <b>57,000,000.00</b> | <b>72,849,050.00</b> | 28%           |
| <b>Ending Balance</b>    | <b>9,100,000.00</b>  | <b>1,650,000.00</b>  |               |
| Less Contingency         | -                    | 1,650,000.00         |               |
| <b>Available Balance</b> | <b>9,100,000.00</b>  | <b>-</b>             |               |

Mrs. LaMacchia moved that the Board approve the report as filed. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Wright and Mr. Sittenfeld...5 ayes. The motion carried. **(07-2015)**.

## **HUMAN RESOURCES COMMITTEE REPORT**

Mrs. Trauth reported:

### CORE GROUP BENEFITS

The Library is currently in negotiations for the renewal for group medical benefits for 2015-2016. Premiums for our health care coverage are expecting to be under a 5.95% increase. It is recommended that there is no change to the cost sharing for the plan for the upcoming benefit year. The employee/employer premium shares remain the same (16%/84%) and the Library will continue to contribute 25% towards the deductible into their Health Savings Account. This increase means that the staff will have a slight increase in their monthly premium.

The renewal for the dental plan has not yet been finalized. At this time we are expecting under a 3% increase. The Library is also requesting that the cost shares remain the same for the dental plan, 35%/65% employee/employer premium share.

The actual contribution rates will be communicated to the staff as soon as the Senior Leadership Team has finalized the agreement with Anthem and MetLife.

### NATIONAL LIBRARY WORKER'S DAY

April 14, is National Library Workers' Day, a day that communities across the country are recognizing the valuable contributions made by all library workers. National Library Workers' Day focuses on how libraries depend on the important work done by *each and every* library staff member and department. This year, staff names will be entered into a drawing for a themed gift basket or membership in a local organization, compliments of the Friends of the Library, the Library Foundation and the Armstrong Fund. Staff has also been encouraged to wear appropriate blue jeans, a Library logo shirt and their service pins. The managers received gift cards from Kroger to use for their respective locations that week. Finally, our Marketing Team developed short videos showing the work of some of our staff using a GoPro camera.

### OCRC CHARGE DISMISSED

On Tuesday, April 7, 2015, the Library received a Letter of Determination from The Ohio Civil Rights Commission (OCRC) stating the decision to dismiss the charge made by Pamela Rogers.

## CHOW V. ADMINISTRATOR BWC SETTLED

As reported at the December Board meeting, the Library received notification from the Ohio Attorney General's Office that Janet Chow, an employee of the Library, had brought a complaint against the Bureau of Workers' Compensation and the Library. A settlement was reached with the Ohio Bureau of Workers' Compensation and Janet Chow.

## NEW OCRC CHARGES

On April 7, 2015, the Library received notification of seven discrimination charges filed with The Ohio Civil Rights Commission (OCRC) by Marvin S. Dickman. The seven charges name five specific locations, the Clifton Branch, Wyoming Branch, North Central Branch, Monfort Heights and three charges for Main Library. The charges state that he believes he was subject to "denial of hire" because of his "Race/Color, Sex, Disability, Age, Religion and National Origin/Ancestry". Our labor attorney, Robert S Brown, is working to resolve the matter.

Mrs. LaMacchia moved that the Board approve the report as filed. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Wright and Mr. Sittenfeld...5 ayes. The motion carried. **(08-2015)**.

## **LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT**

Mr. Hendon reported that:

### PROJECT UPDATES

The three branch projects are nearing completion. Below is an update on each project.

#### **Clifton**

The hardwood flooring on the first floor has been sanded and is being sealed. The interior wood trim is nearly complete, and 98% of the walls have been primed and painted. The elevator is 90% installed, and site work has begun.

#### *Sign Variances Requested*

On April 1, the City of Cincinnati Zoning Department held a hearing to review variances for the branch's ground mounted Library sign. Robin Savage, of McClorey & Savage Architects, LTD., and Library staff, Greg Edwards and Jeff Gerrein, attended. A decision is expected within two weeks from the date of the hearing.

#### *Clifton Community Fund Sign*

The Clifton Community Fund has approached the Library proposing that an exterior digital sign to be used to promote Library and community events be added at the branch. The sign would be paid for by the Fund with the Library contributing installation, equipment to operate the sign and costs associated with upkeep. If approved, staff will

work with the Clifton Community Fund on selecting and installing the sign. After some discussion, the Board determined more information was necessary before a decision would be made regarding the Clifton Community Fund sign.

*Hours of Operation (same as current location)*

|        |      |
|--------|------|
| M T TH | 12-8 |
| W F S  | 10-6 |
| Sunday | 1-5  |

*Project Contingency Remaining: \$23,655.66*

*Lease Cancellation*

The lease for the current Clifton Branch requires a four month notice for cancellation. Staff recommends notifying 351 Ludlow Avenue, LLC., the landlord of the current Clifton Branch, that the Library will cancel the lease and vacate the property on September 1, 2015.

*Change Orders*

The following change orders have been approved and are submitted for confirmation:

Graybach, LLC

Change Order No. 11 in the amount of \$13,001.55 for additional heater, lights, outlets, data drops, access panels, hose bibs, framing and soffits, caulking and changes to the roof and elevator.

**St. Bernard and Reading**

At St. Bernard, the masonry is 100% complete. The window install is approximately 80% complete and the project is awaiting the final delivery of glass. About 50% of the walls have been primed and first coated, the tile has been installed in the toilet rooms, and ceiling grid install is under way and currently stands at about 25% complete. Plumbing fixtures have been installed. The exterior site work is underway.

At Reading, the masonry is 100% complete. The window install is 80% complete, and the project is waiting on the final delivery of glass. Most walls have been primed and first-coated. The tile has been installed in the toilet rooms. The ceiling grid has been installed in about 75% of the building, and light fixtures are currently being installed. Plumbing fixtures have been installed. Exterior site work is underway.

*LEED Certification*

At this stage of the project, St. Bernard will have enough points to achieve LEED Certified status, and Reading will have enough points to achieve LEED Silver status. A final decision and notification on LEED certification will be made closer to the opening of each location.

*Project Contingency Remaining: \$62,212.48*

*Hours of Operation (both locations)*

M T TH 12-8

W F S 10-6

Sunday 1-5

These hours represent an additional 8 hours/week.

*Lease Cancellation*

There is no formal lease agreement with the City of St. Bernard for the current St. Bernard Branch. The Library recommends notifying the City that the Library will vacate the property on August 1, 2015.

The lease for the current Reading Branch requires a 90 day notice for lease cancellation. The Library recommends notifying Peak Properties, LTD, the landlord for the current Reading Branch, that the Library will cancel the lease and vacate the property on August 1, 2015. The rent for the final month will be prorated.

*Change Orders*

The following change orders have been approved and are submitted for confirmation:

Valley Interior Systems

Change Order No. 3 in the amount of \$13,154.43 to change the Reading clerestory window elevation, rework the St. Bernard fire shutter window sizes, delete Reading clerestory light soffits, and temporarily enclose the window openings at both branches.

Weisbrod Masonry

Change Order No. 3 in the amount of \$7,101.00 for winter protection during the month of January to allow brick installation at both sites.

Avenue Fabricating

Change Order No. 3 in the amount of \$235.93 to install a C channel above St. Bernard's entry to allow proper installation of the brick.

**Key Dates**

While work is still underway, and unforeseen circumstances could delay the projected completion of each project, the tentative target dates for each location have been established. Once construction is completed and the Library has access to each building, furniture will be installed by vendors, and staff will then install all technology equipment, and move material from their existing location to the new one. Below is a tentative timeline for each location:

Clifton

5/8 Construction Completed

5/16 Existing branch closed, material/equipment moved to new location

**5/28 Grand Opening, 5:30 pm**

St. Bernard

5/11 Construction Completed

5/26 Existing branch closed, material/equipment moved to new location

**6/8 Grand Opening, 5:30 pm**

Reading

5/11 Construction Completed

6/7 Existing branch closed, material/equipment moved to new location

**6/23 Grand Opening, 5:30 pm**

#### PRICE HILL BRANCH BASEMENT FLOORING BEING ASSESSED

Staff recently became aware of instability with portions of Price Hill's basement floor. THP has been hired to perform a thorough inspection of the basement flooring, prepare a structural review of its stability, and make recommendations on possible repair options. The space is currently off limits. Mr. Hendon asked for more detail on the issue. Staff reported that a wooden subfloor had been added years ago to make the floor level.

Mrs. LaMacchia moved that the Board approve the report as filed. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Wright and Mr. Sittenfeld...5 ayes. The motion carried. **(09-2015)**.

#### **LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT**

Ms. Fender introduced Tara Kressler, Symmes Branch Manager.

#### SYMMES BRANCH PILOTS BRANCH BUSINESS PLAN

Ms. Kressler reported that the Symmes Township Branch is the first in our system to develop a branch-specific business plan utilizing Savannah, the customer relationship software developed by OrangeBoy. Through an online dashboard, Savannah allows branch managers to analyze data, view branch statistics, and see customer behavior at a specific location. The plan developed identifies specific programs and services designed to meet the needs of customers at the branch, rather than the system level. Now that Tara has tested this process to develop a plan for Symmes, all branch managers will be able to develop plans tailored to the needs of their communities.

Mr. Edwards reported:

#### MEETING ROOM POLICY REVISION

The Library recommends changing the Meeting Room Policy to include a \$50.00 fee for groups/individuals using the meeting rooms for events such as weddings, birthday parties, anniversary parties and other celebrations. This change is due to the nature of these events, which often include a large number of attendees and food and drink that



requires additional clean-up afterwards by staff. This policy change has been reviewed by the Prosecutor's Office.

## **Meeting Rooms**

Policy:

As a way of supporting our mission and vision, the Library welcomes the use of its meeting rooms within the guidelines that accompany this policy. First priority in the use of Library meeting rooms will always be given to Library sponsored and co-sponsored programs and to programs held in cooperation with the Library.

Library meeting rooms are available free of charge for the following groups/individuals:

- Educational, cultural, civic, social, political, religious, or professional organizations
- Persons volunteering as tutors as part of a non-profit program

Library meeting rooms are available for a fee to groups/individuals for:

- Events for purely social purposes which include but are not limited to parties, or receptions (e.g. weddings, birthday parties, anniversary parties, or other celebrations)

Library meeting rooms are not available to groups/individuals for:

- Promotion or sale of services
- Fund-raising purposes
- Campaigning activities
- Conducting classes for profit

No admission, attendance charge, or required donation may be assessed by any non-Library group using a meeting room.

Areas on Library premises other than meeting rooms may also be utilized with the prior approval of the Eva Jane Romaine Coombe Director.

Use of the meeting room does not mean that the Library endorses the purposes and policies of those using its meeting rooms. Meeting room use may be denied to anyone falsifying a meeting room application or failing to comply with this policy.

**Effective:** May 1, 2015

**Approved as amended by the Board of Library Trustees:** April 14, 2015

**TABLE OF FINES AND FEES**

Effective May 1, 2015

**Borrowing privileges are stopped when unpaid fines & fees reach \$10.00.**

**FINES ON OVERDUE MATERIALS**

|   | Per day, per title |
|---|--------------------|
| <b>Juvenile</b> print material, compact disc, audiocassette, playaway, LP disc, audiovisual set   | 5¢                 |
| <b>Teen</b> print material, audiobooks on compact disc, playaway  | 5¢                 |
| <b>Adult</b> print material, compact disc, audiocassette, playaway, LP disc, audiovisual set, CD-ROM, multi-media kit, special loan, slide, slide set, videocassette, DVD | 20¢                |
| <b>SearchOhio/OhioLINK</b> material   | 50¢                |

Fines accumulate to \$10 maximum per title for all adult materials & \$5 per title for all teen and juvenile materials. Fines accumulate to \$25 maximum for all SearchOhio and OhioLink materials.

**FEES FOR LOST OR DAMAGED MATERIALS**

| <b>Total Loss or Damage</b>           | replacement cost |
|---------------------------------------|------------------|
| Process a Lost and Paid Reimbursement | \$5.00           |

**Partial Loss or Damage**

|   |         |
|---|---------|
| Book bindery charge   | \$10.00 |
| Item from multi-volume set  | \$10.00 |
| Audiovisual Container: compact disc or CD-ROM jewel box, audiocassette container or hand up bag, videocassette or DVD container, playaway container | \$1.00  |

**REFERRAL FEE**

|   |         |
|---|---------|
| Fee applied to a card turned over to collection agency for recovery | \$10.00 |
|---|---------|

**LIBRARY CARD FEE**

|                                       |         |
|---------------------------------------|---------|
| Non-resident card; valid for one year | \$45.00 |
|---------------------------------------|---------|

**PUBLIC RECORD REQUEST FEES**

|                  |      |
|------------------|------|
| Per page         | 5¢   |
| Non-paper format | cost |

## INTERLIBRARY LOAN FEES

### *PLCH as Lending Library*

|   |  |
|---|--|
| Materials loaned in-state and to SWON libraries | no charge                                    |
| Materials loaned out-of-state                   | \$5.00 unless waived by reciprocal agreement |
| Lost or damaged PLCH materials                  | replacement cost + \$25 processing fee       |
| Copying/faxing, per page                        | 25¢  |

### **PLCH as Borrowing Library**

|  |                                    |
|--|------------------------------------|
| Materials borrowed from other libraries        | \$5.00                             |
| Lost or damaged materials from other libraries | charge assessed by lending library |
| Copying/faxing, per page                       | charge assessed by lending library |

## SEARCHOHIO/OHIOLINK FEES

|                            |          |
|----------------------------|----------|
| SearchOhio replacement fee | \$25.00  |
| OhioLINK replacement fee   | \$125.00 |

## MEETING ROOMS FEES

|                                   |         |
|-----------------------------------|---------|
| Events for purely social purposes | \$50.00 |
|-----------------------------------|---------|

## FINE FORGIVENESS DAY IN HONOR OF NEW BRANCH OPENINGS

In honor and celebration of the new branch locations, Clifton, St. Bernard and Reading, the Library is planning a fine forgiveness day to coincide with the grand opening of each new branch. To have fines forgiven, a cardholder has to visit the new location on its opening evening or the next day. No fines will be forgiven over the phone or at other locations.

## SUMMER LEARNING PROGRAM, JUNE 1 – JULY 31

Library staff is warming up for an exciting summer of reading. The 2015 Summer Learning Program will celebrate the “*All-Star Readers*” throughout Hamilton County piggybacking on the excitement surrounding the MLB All-Star game coming to Cincinnati. There will be a broad menu of services and prizes for all ages.

The Summer Learning Program will include:

- *Summer Reading* with the traditional program continuing for all ages at all Library locations. Programs for Kids will incorporate STEAM (Science, Technology, Engineering, Arts, and Math) concepts and the baseball theme. Programs for Teens will incorporate Writing and Technology as well as reflect the baseball theme. Prizes for Preschoolers, Kids, and Teens will support the child’s academic and personal learning as well as reflect the baseball theme.

- *Summer Camp Reading* (SCR) demonstrated solid results for all children participating at the seven host branches in 2014. The targeted intervention programs will be held at Bond Hill, College Hill, Corryville, Covedale, Northside, Pleasant Ridge, and Westwood in 2015.
- *Brain Camps*, with a theme of *All-Star Explorers*, will be offered by William Hueneke Homework Center staff as week-long experiences at 20 locations. Mini-Brain Camps with the theme of *Science of Sport* will be conducted by Outreach Services staff at locations not hosting week-long Brain Camps.
- *Summer Lunch Service* will offer daily meals at 14 locations to children ages 18 and under in partnership with Cincinnati Public Schools and Window Arts Enrichment.

### THE LIBRARY PARTNERS WITH THE ST. BERNARD HISTORICAL SOCIETY

The Library is partnering with the St. Bernard Historical Society to create a digital collection of historical photographs and memorabilia about the St. Bernard community.

### WALNUT HILLS HIGH SCHOOL YEARBOOK DIGITIZATION UNDERWAY

The Library's large collection of yearbooks is in high demand by a wide range of customers. While many have been digitized, copyright laws restrict the Library from posting yearbooks printed after 1922 on the Library website without permission from the copyright holder. Walnut Hills High School has signed on as the first high school to grant permission to the Library to post more-recent yearbooks.

### MOBILE CUSTOMER SERVICE IMPLEMENTATION

As reported previously, the Clifton, Reading, and St. Bernard branches will open in their new locations using a fully mobile customer service model. Rather than delivering services via a traditional public desk, mobile customer service builds on proactive customer service by equipping roving staff members with tablet devices to assist customers. A demonstration of this new model, along with RFID check-out technology, was conducted at the meeting.

### SELF-CHECKOUT UPDATE

The self-checkout upgrade project that was discussed at the December Board meeting is nearing completion. To date, Technology Operations has deployed 79 of the 120 new 3M self-check machines. By April 17, the 11 branches that do not currently have self-checkout will have machines installed. The overall upgrade project will be completed by the end of April.

*Programs and Exhibits of Note:*

## TECHNOLOGY PROGRAMMING FOR ALL AGES

Service Operations and Technology Operations staffs are collaborating on technology-related programs for all ages that offer hands-on learning opportunities. Programs include computer coding for children and teens and a special coding for women series at the Main Library's MakerSpace. Day-long programs for teens with a technology focus will be scheduled at the Main Library as well as St. Bernard and Reading branches.

## EL DIA DE LOS NINOS / DE LOS LIBROS

Take a trip around the world in 180 minutes at El Día De Los Niños / De Los Libros, or "Children's Book Day." Presented in partnership with the Kenton County Public Library and the Lane Libraries, El Día is an exciting literacy fiesta celebrating all cultures. El Día De Los Niños / De Los Libros will take place at the North Central Branch on Saturday, April 25, from 1:00 – 4:00 p.m.

## CINCINNATI LIBRARY COMIC-CON

The third annual Cincinnati Library Comic-Con will take place at the Main Library on May 16 from noon to 5:00 p.m. This year's program includes artists, writers, game creators, event partner booths, free comic books, the CLCC15 Drawing Contest awards, a Cosplay contest, Lego robotics, comic book trivia, face painting, and more!

## FIND MOMO: COAST TO COAST AUTHOR VISIT

Since 2012, photographer Andrew Knapp and his border collie Momo have ensnared the hearts of more than 300,000 Instagram users. The duo made their literary debut in 2013 with *Find Momo*. Andrew and Momo will visit the Main Library on May 23 at 2pm for a presentation and book signing. Books will be available for sale through Joseph-Beth Booksellers.

## ARTISTS REACHING CLASSROOMS

The Taft Museum of Art's annual Artists Reaching Classrooms (ARC) exhibition will be on view April 22 to May 14. Students from twelve area high schools will exhibit artwork, including painting, photography, digital design and ceramics. Each work is accompanied by an artist's statement, providing an explanation of the student's process and intent.

## DESIGN LAB

Design LAB, formerly Architecture by Children, Cincinnati's annual student architectural design education program and competition, will be on display at the Main Library from April 25 to May 2. This year's project theme is 'Dwelling' and students are challenged to design a place to live for a chosen client that may be contemporary, fictional, historical or otherwise. Design LAB is presented in partnership with the Architectural Foundation of Cincinnati.

Mrs. LaMacchia moved that the Board approve the report as filed. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Wright and Mr. Sittenfeld...5 ayes. The motion carried. **(10-2015)**.

The Regular Meeting was then adjourned.

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President

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Attest: Secretary