

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

Date: January 10, 2012

Meeting: Annual/Regular

Place: Board Room - Main Library - 800 Vine Street

**ANNUAL MEETING**

**ROLL CALL**

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

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

**ELECTION OF PRESIDENT**

Mrs. Trauth moved that Robert G. Hendon be nominated for President of the Board. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(01-2012)**

**ELECTION OF VICE PRESIDENT**

Mr. Sittenfeld moved that Ross A. Wright be nominated for Vice President of the Board. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(02-2012)**

**ELECTION OF SECRETARY**

Mr. Zaring moved that Paul G. Sittenfeld be nominated for Secretary of the Board. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(03-2012)**

## **LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORT**

Mr. Hendon reported that the Library Services and Administration Committee met on December 23. Robert Hendon and Bill Moran were in attendance and Elizabeth LaMacchia via phone. Kim Fender, Greg Edwards and Mary Bennett-Brown were also in attendance. He presented Committee recommendations that the Board:

1. appoint and set 2012 salaries for the positions of Fiscal Officer and Executive Director as follows:

Fiscal Officer – Patricia Schoettker at an annual salary of \$139,831.

Executive Director – Kimber Fender at an annual salary of \$172,127.

These salaries include the 1% salary schedule adjustment for all staff approved at the October 2011 Meeting and the 2.3% merit increase available to all staff with meritorious performance.

2. appoint Molly DeFosse, Fiscal Services Manager, as Deputy Fiscal Officer. Ms. DeFosse receives no additional compensation for serving in this capacity.

Mr. Hendon moved that the Board approve the recommendations of the Library Services and Administration Committee. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(04-2012)**

The Annual Meeting was then adjourned.

## **REGULAR MEETING**

### **ROLL CALL**

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

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

### **PUBLIC COMMENTS**

Mary Ann Phalen presented an additional donation for the Pleasant Ridge Branch ADA project. She relayed an incident that illustrates the community need for ADA access to the Branch.

## **MINUTES OF THE REGULAR MEETING HELD DECEMBER 13, 2011**

Mr. Moran moved that the Minutes of the Regular Meeting held December 13, 2011 be approved as submitted. Mr. Wright 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. **(05-2012)**

## **COMMITTEE ASSIGNMENTS FOR 2012**

Mr. Hendon presented the members and Chair of each Committee for 2012.

### **Community and Public Relations**

Paul G. Sittenfeld, Chairman  
Elizabeth H. LaMacchia  
Barbara W. Trauth

### **Development**

Barbara W. Trauth, Chairman  
Elizabeth H. LaMacchia  
Ross A. Wright

### **Facilities**

William J. Moran, Chairman  
Ross A. Wright  
Allen G. Zaring

### **Finance and Audit**

Allen G. Zaring, Chairman  
William J. Moran  
Paul G. Sittenfeld

### **Legislative Affairs and Law**

Ross A. Wright, Chairman  
Paul G. Sittenfeld  
Allen G. Zaring

### **Library Services and Administration**

Elizabeth H. LaMacchia, Chairman  
William J. Moran  
Barbara W. Trauth

## **EXECUTIVE DIRECTOR'S REPORT**

Ms. Fender presented an extensive report on 2011. She noted the impact of the new Strategic Plan on library usage, especially the huge growth in digital content and usage. Changes in library card policy

have allowed us to better meet the needs of our users and have resulted in a 22% increase in the number of cardholders. We continue to advance the use of digital technology.

One of the biggest accomplishments of 2011 is the display of the Cincinnati Riverfront 1848 Daguerreotype panorama. Out of public sight for more than 60 years, the panorama is now on display in the Joseph S. Stern, Jr. Cincinnati Room or can be viewed through our website.

We received funding from the PNC Foundation for a financial literacy program for preschool children, have expanded our homework centers and added services for adult learners. Our project to make the Pleasant Ridge Branch handicapped accessible is nearing completion.

To achieve financial security as more funding cuts hit the Library, we've made significant changes to reduce operating expenses long-term. The improvements made in 2011 have moved us toward our strategic goals and resulted in record levels of use. But perhaps more importantly, our customer satisfaction surveys show that our cardholders are extremely pleased with the improvements.

She presented copies of *Highlights 2011*.

#### Strategic Plan Update

Ms. Fender detailed the progress made on actions undertaken as part of the Strategic Plan.

New cardholder surveys show that satisfaction with the Library has exceeded 2010 satisfaction levels on every measure including parking, staff assistance, public computers and digital materials. While the primary reason for getting a library card is still to borrow print materials, downloading digital materials is now the secondary reason with 15% of new cardholders citing access to digital downloads as their reason for obtaining a library card.

OrangeBoy Inc. is developing a dashboard to track changes in our cardholder clusters (e.g. Wave Riders, Occasionals, Rising Stars) that is developed through survey data and weekly cardholder snapshots. This will help us determine when a change results in more frequent Library use.

Mr. Wright noted that the Library's early adoption of digital technology has allowed us to stay relevant.

#### Payment Card Industry Data Security Standards Compliance

Ms. Fender reported that the Library has met the December 31, 2011 deadline to become fully compliant with the Payment Card Industry Data Security Standards (PCI DSS).

#### LSTA Grant Application – ILS/Search Ohio

Ms. Fender recommended that the Board approve applying for a Library Services and Technology Act (LSTA) grant in the amount of \$33,000 to offset the part of the cost of migrating to Innovative Interfaces, the new Integrated Library System (ILS), and joining Search Ohio, a consortium which will give our cardholders access to materials from colleges, universities and other public libraries throughout Ohio.

Ms. Fender also reported that:

#### Summer Lunch Program

- in response to learning that Cincinnati ranks third in the country in childhood poverty rates, she is working with Mary Ronan, Superintendent of Cincinnati Public Schools (CPS), to serve lunches at library branches. A free federal program provides for children to receive a free lunch during the summer months when school is not in session. The Main Library and 16 branches within the

City of Cincinnati would provide facilities that are nearby, free and open to all – excellent sites for this program. Ms. Ronan has offered CPS as a community partner to prepare the lunches. We also will encourage the children to sign up for a Kid’s Only Library card, participate in the Summer Reading program and take part in other educational offerings like Brain Camp.

March Board Meeting Date

- Mr. Hendon asked if the March Board meeting could be rescheduled.

Theft of Library Property

- a December 31 burglary at the Hyde Park Branch resulted in the loss of \$265.90 in cash from the safe plus five computers, a Wii console, controllers and games, a projector, speaker system and DVD player, a digital camera and two MP3 players. The total value of these items is estimated at \$5,800. In addition, repair of a vandalized alarm system panel and a door are estimated at \$2,000.

Police are investigating the theft and we will seek recovery for all losses from the contractor whose code and key were used to access the building. We are looking into procedural changes which might reduce the likelihood of future burglaries.

Mr. Moran moved that the Executive Director’s Report be approved as submitted, including applying for the LSTA grant. 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. **(06-2012)**

**FISCAL OFFICER’S REPORT**

2011 General Fund - Budget vs. Actual

Ms. Schoettker presented a budget vs. actual comparison of fiscal year 2011. Actual revenue fell short of the budget by \$1.3 million, primarily due to mid-year Public Library Fund reductions. The total of expenditures, capital transfers and year-end encumbrances was \$1.1 million less than originally budgeted, primarily due to an extended hiring freeze. Therefore, the ending balance of \$10.5 million fell short of our goal by only \$245,650.

	Jan 1 Budget	Dec 31 Actual	Difference
<b>Beginning Balance</b>	<b>\$ 6,831,800</b>	<b>\$ 6,831,800</b>	
<b>PLF</b>	38,878,928	37,647,070	-1,231,858
<b>Tax Levy</b>	19,620,000	19,655,070	35,070
<b>Fines &amp; Fees</b>	1,950,000	1,853,699	-96,301
<b>Interest</b>	25,000	32,119	7,119
<b>Services (Digitization)</b>	100,000	3,048	-96,952
<b>Donations</b>	27,000	76,934	49,934
<b>Miscellaneous</b>	549,072	563,561	14,491
<b>TOTAL REVENUE</b>	<b>\$ 61,150,000</b>	<b>\$ 59,831,501</b>	<b>-1,318,499</b>
<b>Salaries &amp; Benefits</b>	36,340,256	35,334,051	-1,006,205
<b>Supplies</b>	1,238,135	1,103,219	-134,916
<b>Purchased Services</b>	7,446,985	7,546,431	99,446
<b>Library Services</b>	8,737,036	8,738,417	1,381
<b>Furniture &amp; Equipment</b>	664,588	600,493	-64,095
<b>Other Expenses</b>	268,000	299,540	31,540
<b>Capital Transfer</b>	2,500,000	2,500,000	
<b>TOTAL EXP &amp; ENCUMB</b>	<b>\$ 57,195,000</b>	<b>\$ 56,122,151</b>	<b>-1,072,849</b>
<b>Ending Balance</b>	<b>\$ 10,786,800</b>	<b>\$ 10,541,150</b>	<b>-245,650</b>

### 2011 All Funds in Comparison

Ms. Schoettker presented the following comparison of 2009, 2010 and 2011 income, disbursements (excluding capital transfers) and balances, for *all* funds – General Fund, special revenue, capital and permanent (trust):

	<u>2009</u>	<u>2010</u>	<u>2011</u>
<b>Beginning Balance</b>	<b>27,853,743.59</b>	<b>15,998,187.68</b>	<b>20,269,218.51</b>
Public Library Fund	39,066,948.53	36,702,539.71	37,744,569.84
Tax Levy		19,691,088.15	19,655,069.66
Other income	<u>3,564,325.78</u>	<u>3,342,513.22</u>	<u>3,191,573.35</u>
Total Income	42,631,274.31	59,736,141.08	60,591,212.85
Expenditure	(54,486,830.22)	(55,465,110.25)	(54,445,487.78)
<b>Ending Balance</b>	<b>15,998,187.68</b>	<b>20,269,218.51</b>	<b>26,414,943.58</b>
Year-end encumbrances			(2,562,368.54)
Trust fund principal			(6,725,591.00)
General Fund operating contingency			(1,625,000.00)
Bldg & Repair capital contingency			(2,000,000.00)
<b>Available Balance</b>			<b>13,501,984.04</b>

She noted that we spent \$1 million less than last year, about the same as 2009. The year began with a balance of \$20.2 million and ended with \$26.4 million. Of the \$13.5 million *available* balance, about two-thirds (\$8.9 million) is in the General Fund, \$2.4 million in the Building and Repair Fund for the next maintenance program; the remainder is restricted special revenue and permanent (trust) funds.

### 2012 Forecast

Ms. Schoettker advised the Board that although 2010 and 2011 both closed with a better ending balance than beginning, 2012 is likely to be different. Operating changes made in 2011 will result in long-term cost reductions and they have bought additional time before our savings is exhausted. However, these reductions may not be enough to offset other cost increases and especially revenue decreases. She recommended that a meeting of the Finance & Audit Committee be scheduled in early 2012 to discuss long-term planning options.

### Monthly Financial Reports

Ms. Schoettker submitted the financial report for the period ending December 31, 2011.

### Investment Reports

Ms. Schoettker submitted the investment report for the month ending December 31, 2011.

Mr. Wright moved that the Board approve the Fiscal Officer's Report including financial and investment reports 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. (07-2012)

## FINANCE AND AUDIT COMMITTEE REPORTS

### Annual Appropriation Resolution and Estimated Resources for Fiscal 2012

Mr. Zaring presented the Fiscal Officer's recommendation for General Fund estimated resources and appropriations:

#### 2012 GENERAL FUND RESOURCES

Operating Contingency	\$ 1,625,000.00
Unencumbered Balance	<u>8,916,150.00</u>
PRIOR YEAR CARRYFORWARD	10,541,150.00
Public Library Fund	35,533,332.37
Hamilton County Property Tax	17,822,665.00
Other Income	<u>2,584,002.63</u>
NEW INCOME	55,940,000.00
<b>TOTAL EST RESOURCES</b>	<b>\$ 66,481,150.00</b>

#### 2012 GENERAL FUND APPROPRIATION

Salaries	\$ 26,298,629.00
Retirement Benefits	3,672,709.00
Insurance Benefits	4,864,502.00
Supplies	1,184,465.00
Purchased & Contracted Services	7,963,399.00
Library Materials & Information	8,250,000.00
Capital Outlay	1,046,700.00
Other Objects	379,596.00
Other Financing Uses	
Transfer (Capital)	<u>2,500,000.00</u>
<b>TOTAL APPROPRIATION</b>	<b>\$ 56,160,000.00</b>

Further, he presented recommendations for all other funds – special revenue, capital and permanent (trust) funds. Trust fund principals, a total of \$6,725,591, are excluded from permanent fund balances.

<u>FUND</u>	2011 AVAILABLE BALANCE	2012 ESTIMATED RESOURCES	2012 APPROPRIATION
General Fund	\$ 10,541,149.57	\$ 55,940,000.00	\$ 56,160,000.00 (1)
Building & Repair Capital Fund	4,430,342.87	2,500,000.00 (2)	4,930,000.00
Special Revenue (8 funds)	372,005.44	141,515.00	296,476.60
Permanent (44 funds)	<u>1,783,486.16</u>	<u>66,500.00</u>	<u>488,384.00</u>
<b>Total</b>	<b>\$ 17,126,984.04</b>	<b>\$ 58,648,015.00</b>	<b>\$ 61,874,860.60</b>

(1) Includes \$2.5 million capital transfer to Building & Repair.

(2) Includes \$2.5 million transfer from General Fund.

Mr. Zaring moved that the Board adopt a Resolution that to provide for expenditures during the fiscal year ending December 31, 2012, the resources of the Library be appropriated at the fund and object levels outlined below. Upon approval by the Board, this information will be submitted to the

Hamilton County Budget Commission as the Library's 2012 Annual Appropriation Resolution and Certificate of Sources Available for Expenditure.

**SPECIAL REVENUE:**

	<b>General Fund</b>	LSTA	Anderson Mt Washington	Friedman	Library Programs	Hosbrook
	101	210	701-01	701-10	701-52	701-71
Salaries	26,298,629.00					
Retirement Benefits	3,672,709.00					
Insurance Benefits	4,864,502.00					
Other Employee Benefits						
Purchased/Contracted Services	7,963,399.00	41,000.00	23,300.00		62,450.00	2,200.00
Supplies	1,184,465.00	41.17	11,050.00	8,650.00	17,800.00	12,391.75
Library Materials and Information	8,250,000.00		12,500.00	12,583.19		
Other Objects	379,596.00					
Capital Outlay	1,046,700.00	25,030.49	5,000.00			2,480.00
Debt Service						
Other Financing Uses	2,500,000.00					
Contingency						
<b>Total Appropriation</b>	<b>56,160,000.00</b>	<b>66,071.66</b>	<b>51,850.00</b>	<b>21,233.19</b>	<b>80,250.00</b>	<b>17,071.75</b>

**CAPITAL: PERMANENT:**

	Gifts	Building & Repair	Karline Brown	Feld	Incidental Expense	Glueck
	701-99	401	801-06	801-12	801-14	801-16
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits						
Purchased/Contracted Services		500,000.00			25,000.00	
Supplies	25,760.00		2,500.00		8,000.00	
Library Materials and Information	6,000.00			210,000.00		3,507.00
Other Objects						
Capital Outlay	28,240.00	4,430,000.00				
Debt Service						
Other Financing Uses						
Contingency						
<b>Total Appropriation</b>	<b>60,000.00</b>	<b>4,930,000.00</b>	<b>2,500.00</b>	<b>210,000.00</b>	<b>33,000.00</b>	<b>3,507.00</b>

	Goldsmith	Greider	Abell	Hadley	Heekin	Heisel Dunlap
	801-17	801-18	801-19	801-20	801-23	801-24
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits				35,000.00		
Purchased/Contracted Services					1,000.00	19,170.00
Supplies						
Library Materials and Information	3,000.00	1,167.00	1,268.00			
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
<b>Total Appropriation</b>	<b>3,000.00</b>	<b>1,167.00</b>	<b>1,268.00</b>	<b>35,000.00</b>	<b>1,000.00</b>	<b>19,170.00</b>



	Kersten	Lenke	Sackett	Dwyer	Stern, Martha	Gillespie
	801-30	801-33	801-60	801-63	801-65	801-66
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits						
Purchased/Contracted Services	52,200.00					2,000.00
Supplies	70,525.00			4,000.00		
Library Materials and Information		1,592.00	7,500.00	5,000.00	1,794.00	
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
<b>Total Appropriation</b>	<b>122,725.00</b>	<b>1,592.00</b>	<b>7,500.00</b>	<b>9,000.00</b>	<b>1,794.00</b>	<b>2,000.00</b>

	T & R	Howard	Valerio Family	Dehner
	801-72	801-75	801-79	801-84
Salaries				
Retirement Benefits				
Insurance Benefits				
Other Employee Benefits				1,000.00
Purchased/Contracted Services			20,000.00	
Supplies				
Library Materials and Information	1,220.00	11,941.00		
Other Objects				
Capital Outlay				
Debt Service				
Other Financing Uses				
Contingency				
<b>Total Appropriation</b>	<b>1,220.00</b>	<b>11,941.00</b>	<b>20,000.00</b>	<b>1,000.00</b>

Mr. Wright 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. **(08-2012)**

Mr. Zaring also recommended:

Revisions to 2011 Annual Appropriations

- confirmation of the following revision to 2011 appropriations made in December:

<u>General Fund</u>	<u>Revision</u>
Supplies	\$ (1,380.30)
Library Materials	<u>1,380.30</u>
Net Change	\$ 0.00

Revision of Principal Amounts

- revision of the following permanent (trust) fund principal amounts, effective December 31, 2011, based on additional donations received in 2011.

Fund	2011 Principal	2011 Donations	2012 Principal
Abell	<b>62,287.00</b>	3,572.00	<b>65,859.00</b>
Dehner	<b>27,090.00</b>	1,500.00	<b>28,590.00</b>

### Public Official Bonds

- that new public official bonds be executed in the name of Patricia Schoettker, Fiscal Officer and Molly DeFosse, Fiscal Services Manager/Deputy Fiscal Officer, each in the amount of \$500,000 for terms commencing January 31, 2012 and ending January 31, 2013.

### Resolution/Authorization for Bank Accounts

- that the Board adopt a resolution assigning the authority for 2012 financial transactions. In addition to documenting the election of officers and the reappointment of Fiscal Officer and Deputy Fiscal Officer, the following authorizations were established:

Withdrawals and Transfers. Any funds deposited to the credit of any account of the Public Library of Cincinnati and Hamilton County may be withdrawn by check or other order for the payment of money, signed by the President and Fiscal Officer.

Any funds deposited to the credit of the Public Library of Cincinnati and Hamilton County may be transferred by wire transfer or ACH transaction to another Library account or investment instrument, as authorized either in writing, by telephone or computer by the Fiscal Officer or Deputy Fiscal Officer.

Products or Services. The Fiscal Officer and the President or Vice President jointly are authorized to enter into contracts and agreements, written or verbal, for any products or services offered by an authorized public depository, including but not limited to cash management services and computer/internet based products and services.

Sale of Stock. The Executive Director or Fiscal Officer are authorized to sell stock donations.

### Resolution/Authorization for 2012 Tax Levy Advances

- that the Board adopt the following resolution to provide for advance payment of taxes collected and held in the Hamilton County treasury for the Library:

#### Resolution Requesting the County Auditor to Make Advance Payments of Taxes

*Pursuant to Ohio Revised Code § 321.34*

*Whereas*, the Ohio Revised Code allows for requests for advance payments from the County Auditor funds derived from taxes or other sources to the County Treasurer, which may be held on account of a local subdivision;

*Therefore*, be it resolved by the Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio:

*Section 1.* That the Auditor and the Treasurer of Hamilton County in accordance with Ohio Revised Code § 321.34, be requested to draw and pay to the Public Library of Cincinnati and Hamilton County upon the written request of Patricia Schoettker, Fiscal Officer, to the County Auditor, funds due in any settlement of 2012 derived from taxes or other sources, payable to the County Treasurer to the account of the Public Library of Cincinnati and Hamilton County, and lawfully applicable for purposes of the current fiscal year (January – December 2012).

*Section 2.* That the Fiscal Officer of the Public Library of Cincinnati and Hamilton County shall forward to the County Auditor a certified copy of this Resolution.

Mr. Wright moved that these recommendations and corresponding resolutions be approved as submitted. Mr. Moran 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. (09-2012)

## LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

### ADMINISTRATION

Mrs. LaMacchia reported that the Library Services and Administration Committee met on December 23. Robert Hendon and Bill Moran were in attendance and Elizabeth LaMacchia via phone. Kim Fender, Mary Bennett-Brown and Greg Edwards were also in attendance.

Mrs. LaMacchia presented Committee recommendations that the Board:

#### Personnel Change Report

- approve the Personnel Change Report for changes through December 24, 2011.

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Retirement	Groesbeck	Reference Librarian I	1.00	Luessen, Elizabeth H.	11/30/11
Retirement	Information & Reference	LSA II	0.50	Stoner, Aquila D.	11/30/11
Promotion	Oakley	Children's Librarian II	1.00	Carrier, Sarah E.	11/27/11
Promotion	Virtual Information Center	Virtual Info Center Manager	1.00	Daly, Denis W	11/27/11
Promotion	West End	Branch Manager I	1.00	Jackson, Magdalene G.	11/27/11
Promotion	Popular Library	Reference Librarian I	1.00	Kemple, Steven M.	11/27/11
Promotion	Hyde Park	LSA II	1.00	Ketchum, Carolyn M.	11/27/11
Promotion	Information & Reference	LSA II	0.50	Kleesattel, David G.	12/11/11
Promotion	Northside	LSA II	1.00	O'Nan, Charles P.	12/11/11
Promotion	Information & Reference	Reference Team Leader	1.00	Schultz, Allison R.	12/11/11
Promotion	TeenSpot	Reference Librarian I	1.00	Sheehy, Megan N.	11/27/11
Promotion	TeenSpot	Reference Librarian I	1.00	Tiemeier, Thomas E.	11/27/11
Promotion	Collection Development	Coll. Dev. Librarian-Juv.	1.00	Wallace, Margery C.	11/27/11
Appointment	TechCenter	LSA II	0.50	Allen, Tyrick J.	11/27/11
Appointment	Loveland	LSA I	0.50	Becker, Katherine B.	12/11/11
Appointment	Hyde Park	Student Shelver	0.25	Bell, Caroline K.	11/27/11
Appointment	Groesbeck	LSA I	0.50	Dixon, Gail L.	11/27/11
Appointment	Virtual Information Center	LSA I	0.50	Gallagher, Bridgid K.	11/27/11
Appointment	Circulation Services	LSA I	0.50	Hauser, Theresa L.	11/27/11
Appointment	Circulation Services	LSA I	0.50	James, Lisa L.	12/11/11
Appointment	Greenhills	LSA I	0.60	Kutcher, Hannah L.	11/27/11
Appointment	Circulation Services	LSA I	0.50	Lagano, Michael S.	11/27/11
Appointment	Greenhills	LSA I	0.60	Mulford-Chinn, Ella M.	11/27/11
Appointment	Madeira	LSA I	0.60	Tracey-Miller, Nathaniel	12/11/11
Appointment	Virtual Information Center	LSA I	0.60	Tracy, Ashleigh L.	11/27/11
Appointment	Mt. Healthy	LSA I	0.50	Woodson, Kathryn C.	11/27/11
Appointment	Genealogy & Local History	Student Shelver	0.30	Young, Jarron S.	11/27/11
Change	Madeira	LSA I	0.60	Connair, Janice A.	11/27/11
Change	Groesbeck	Reference Librarian I	1.00	Wehrle, Lacey K.	12/11/11
Departure	Madeira	LSA I	0.60	Connair, Sean M.	12/03/11
Departure	Circulation Services	Shelver	0.50	Hildebrandt, Jacob W.	12/14/11
Departure	Harrison	Student Shelver	0.30	Huber, Christopher	12/16/11
Departure	Harrison	LSA I	1.00	Hoffmann, Raegina M.	12/17/11

#### Policy Revisions

- approve policy revisions as follows:

**Attendance and Punctuality** – clarify the need for staff to have reliable attendance and punctuality

**Personnel Records** – to reflect changes of the law and clarify the requirements for retaining information for personnel records

**Computer Security** – to include acceptable use of payment card data

**Library Card and Circulation** – to allow renewals on items with holds, allow holds on new release DVDs, increase the allowable number of renewals to five, change loan periods for digital content to be consistent with other formats

### **Attendance and Punctuality Policy**

It is the policy of the Public Library of Cincinnati and Hamilton County to encourage habits of good attendance and punctuality on the part of its staff members. The Administration recognizes that there are legitimate reasons for occasional absence; however, unauthorized absence or tardiness cannot be tolerated and will result in disciplinary action. This policy applies to all staff.

Effective: January 10, 2012

### **Personnel Records Policy**

The Public Library of Cincinnati and Hamilton County recognizes the expectations of staff members that information about them stored in personnel files is accurate, relevant and safe from improper disclosure. Federal and state or local laws require that certain information be gathered and maintained in personnel files. Additionally, sound personnel decisions require that the Library collect and retain information concerning employment history and performance. The Library will make every effort to balance each individual's right to privacy with the Library's need to obtain, use, and retain employment information.

Effective: January 10, 2012

### **Computer Security Policy**

The Library provides computer equipment to access, and encourages the use of the Internet, e-mail and other computer-based services necessary to promote the efficient and effective conduct of its business. As with all Library correspondence and files, data stored on Library computers, including computer files, e-mail, and Internet records, is the sole property of the Library and may be monitored or accessed as the Library considers appropriate. Abuse of the Library's computer systems including e-mail and the Internet, failure to comply with Library policies regarding appropriate use of computers, tampering with the computer system, attempting to intentionally damage Library systems, falsifying records, unauthorized attempts to access any computer system, use of the system for illegal activities, commercial activities or using the system for the purpose of harassment is forbidden. Personal use of the computer equipment, Internet and e-mail must take place on personal time with supervisory permission.

#### **Software:**

No software is to be installed or downloaded on any computer without the consent of Technical Services and supervisory permission. All software used by the Library is the property of the Library and is not to be downloaded or copied onto another computer.

#### **Privately Owned Hardware:**

Staff members may not plug a computer that is not owned by the Library into the Library's network without prior authorization from Technical Services and supervisory permission. Adding or substituting privately owned hardware or accessories to the Library's computer workstations without prior authorization from Technical Services and supervisory permission is also prohibited.

**Passwords:**

Passwords are required for many Library systems and must be kept confidential. Passwords must be changed periodically to maintain security

**Electronic Mail:**

Electronic mail is the transmission of message and documents over electronic networks, including the Internet. All messages transmitted or stored by the Library's computer system are the property of the Library and may be monitored or accessed, as it considers appropriate. Internet e-mail messages must contain a signature block including the user's name, e-mail address, phone number, and postal address. When not officially representing the Library, a disclaimer should be added if the message could be interpreted as representing the Library's position or business. Personal correspondence must be conducted on personal time and must not appear to be an official communication of the Library. All e-mail messages, excluding administrative announcements, must be signed by the sender or their authorized representative. Use of the e-mail system to send threatening or racially and/or sexually harassing messages, chain letters, messages containing abusive or objectionable language, or messages which might damage the image or reputation of the Library is forbidden.

**Internet:**

Use of the Internet to enhance job performance and participate in library-related professional activities is encouraged. Personal use of the Internet is permitted only on personal time and with supervisory permission. Viewing sites of a graphically, sexually explicit nature is not appropriate in a work setting and is strictly forbidden, whether the use is on work or personal time, with the exception of those staff who are required to evaluate the appropriateness of Internet sites and the effectiveness of filtering products and who will receive written authorization for unrestricted Internet access.

**Payment Card Data Acceptable Use:**

It is prohibited to handle credit card data in a manner that could put the data at risk of compromise. Users are prohibited from storing, emailing, instant messaging, or sending credit card data over the library's network in an unsecured manner.

Failure to comply with this policy will result in disciplinary action up to and including termination.

Effective: December 31, 2011

## **LIBRARY CARD AND CIRCULATION POLICY**

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

### **LIBRARY CARDS**

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

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

- Are a resident of the State of Ohio
- Are associated with a member of an Ohio regional library system as a cardholder from a member library

- Are a staff member of the Public Library of Cincinnati and Hamilton County
- Are a temporary/transitional resident of Hamilton County

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

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

- Unlimited: access to all circulating materials
- Educator: access to all circulating materials except videocassettes and DVDs, for customers who live or work in the State of Ohio who use library materials in an educational setting and whose personal use cards do not exceed established fine limits.
- Outpatron: access to all circulating materials for customers of the Library's Outreach Services Department
- Honorary: access to all circulating materials for honored members of the community and Library retirees
- Non-Resident Unlimited: access to all circulating materials for customers who purchase a library card
- Limited Juvenile: access limited to Juvenile catalogued material, for customers under the age of 18, at the request of a parent or legal guardian
- Limited No Video: access limited to any Juvenile, Teen, and Adult catalogued material except videocassettes and DVDs, for customers under the age of 18, at the request of a parent or legal guardian
- Non-Resident Limited Juvenile: access limited to Juvenile catalogued material, for customers under the age of 18 who purchase a Library Card, at the request of a parent or legal guardian
- Non-Resident Limited No Video: access limited to any Juvenile, Teen, and Adult catalogued material except videocassettes and DVDs, for customers under the age of 18 who purchase a Library Card, at the request of a parent or legal guardian
- Visitor: access limited to print materials for temporary/transitional customers
- Visitor Juvenile Limited: access limited to Juvenile catalogued material for temporary/transitional customers under the age of 18, at the request of a parent or legal guardian
- Downloadable-only: access to the Library's downloadable collection, internet and all databases
- Child-only: access to three juvenile books at a time to children under the age of 13
- Teen-only: access to three juvenile or teen books at a time to teens between ages 13 – 17.

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

### *Applying for Cards*

Customers may apply for a library card:

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

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

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

Applicants under the age of 18 will be required to complete a new library card application upon turning 18. Any fines, fees or other charges on the juvenile card are the responsibility of the parent or legal guardian who signed for the card and do not carry over to the adult card.

Applicants must provide the following information:

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

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

3. Date of birth

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

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

Applicants must verify the following when appropriate:

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

- a library card from the member library

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

- proof of Ohio regional library system affiliation

If applying for a card with Educator Status:

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

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

- a home schooling certificate

### ***Renewing Library Cards***

Library cards must be renewed according to card status as follows. All fines and fees associated with the card must be under the unpaid limit as established in the Library's Table of Tines & Fees. All cards, unless outlined differently below, are valid until unused for five years.

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

### ***Cardholder Responsibilities***

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

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

### ***Retention and Confidentiality of Customer Information***

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

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

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

## **CIRCULATION**

### ***Loan Periods***

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

New Release Feature DVDs circulate for 4 days and may be renewed 5 times

All other Feature and Non Feature videocassettes, DVDs, and playaway views circulate for 7 days and may be renewed 5 times.

Most digital material circulates for 21 days and cannot be renewed. Loan periods and renewal limits for some digital material are determined by the provider.

Loan periods may be adjusted to meet special circumstances.

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

An item may not be renewed if:

- It has reached the renewal limit

### ***Fines***

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

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

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

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

### ***Materials Recovery***

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

### ***Circulation Limits***

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

Playaways	10 titles
New Release Feature Film DVDs	10 titles
All other videocassettes/DVDs	15 titles
Downloadable materials	Limits established by vendor



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

Cards with Educator Status are limited to the following:

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

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

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

#### ***Lost or Damaged Materials***

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

#### ***Placing Holds on Materials***

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

The following materials may not be placed on hold:

- Reference materials

#### ***Interlibrary Loan***

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

The following materials may not be obtained through interlibrary loan:

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

#### ***Using Electronic Resources***

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

**Effective:** Date for these changes has not yet been determined

Mrs. LaMacchia also reported that in conjunction with our Strategic Plan goal of achieving financial security, the Library has been working with a consultant on comprehensive compensation review.

The process includes the development of a Compensation Philosophy Statement, an external equity salary survey and an internal equity comparison.

#### **Compensation Philosophy Statement**

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 Public 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.

### **Compensation Objectives**

An externally competitive position in the market mean that average salaries will be targeted at the average salary levels of employees in comparable positions in our labor market.

An internally equitable position mean that within the parameters of discipline, function and individual effectiveness staff will be paid similarly for similar work.

Administering compensation to reflect this philosophy and these objectives mean that

- Total compensation will be reviewed annually.
- As funding permits, salary increases shall focus on maintaining market alignment, supporting internal equity, recognizing performance and maintaining key personnel.
- Salaries for new employees will be established at levels that recognize the individual's knowledge, skills and experience while considering the salary grade for the position and salary levels of current staff within the same job title.

Keeping our financial security goal in mind, we are developing a model salary structure based on industry practices, data obtained through benchmarking and our compensation philosophy. The new pay scale will use pay ranges instead of levels and will reduce the number of grades. With this type of pay scale, we can project overall budget increases by authorizing each manager a set amount of funds to use for pay increases based on each employee's performance. We plan to move to an annual evaluation for all employees at the same time. We are addressing the financial impact to employees for the reduction of grades and pay ranges. In the first quarter of 2012, a communications plan will be implemented to educate staff on these changes. In January 2013, the change will be implemented.

Our ultimate goals are:

- a market-driven pay range structure
- consolidated job titles
- a merit matrix that illustrates the relative level of each job within a hierarchy of jobs
- resolution of pay issues within the next year

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

Voting for the motion: Mrs. LaMacchia, Mr. Moran (except pass on personnel change report), Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Hendon ... 7 ayes. The motion carried. **(10-2012)**

## **LIBRARY SERVICES**

Mrs. LaMacchia introduced Arpi Anderson, Materials Retrieval Manager.

### Materials Retrieval – Holds at Main Library

Arpi Anderson told the Board that the Materials Retrieval department, a product of the Main Library for the 21<sup>st</sup> Century (ML/21) project, consists of a staff of twenty with three primary areas of responsibility: pulling and processing Main Library items requested for holds, paging items from storage for in-house customers and maintaining the Express Holds shelf in the atrium. A monthly average of 48,000 Main Library items fill customer holds across the system. For every hour the Main Library is open, two staff members (three during peak times) are assigned to pull items from stack areas for customers requesting them from the public desks. Communication between staff takes place via email and an average of 740 items are paged per week. Providing these two important services requires Materials Retrieval staff to have a thorough knowledge of the collections of all six of the Main Library departments and their closed stack collections.

### Social Media Strategy

Mr. Edwards reported that while the Library has used social media to promote services and programs for some time, the pervasiveness of these tools demands that the Library develop a more focused strategy. We will enhance our Facebook page to include more cross linking to Library web content, create more “short, not-highly produced” video segments for YouTube and, for Twitter, focus on answering questions, tweeting live events at the Library and developing “twitter parties” to promote items of interest such as book releases. A social media coordinator position is being created (funded by the elimination of a vacant position).

Mrs. LaMacchia reported that:

### Birthday Messages Via E-Mail

- in the near future, birthday messages will be delivered to all cardholders with e-mail or text addresses in the Library’s cardholder database. The message will wish them a happy birthday, and link the recipient electronically to suggested reading material and programs.

### New Databases

- new databases to be added early in 2012:
  - Signing Savvy* – American Sign Language is the fourth most used language in the United States. With this database, also available on mobile devices, customers learn how to sign by entering a word or phrase and seeing a video of a person signing.
  - Freading* – an ebook database of 20,000 titles from smaller presses; unique because every title is available for download – no wait and no holds list.
  - Rdio* – a database of over 12 million songs, including music from a wide variety of genres and thousands of artists. Cardholders can set up an account and create playlists of songs to play on their smart phone, laptop, iPad, or desktop PC.

### Homework Central – Exam Proctoring

- since Homework Central began providing assistance to adult learners three mornings each week, it is now feasible to provide exam proctoring services – a requested service and a natural fit for Homework Central.

### Library Usage

- December capped 2011 with a 5.3% increase in circulation. Print, audiovisual, and digital usage as well as programming and program attendance, were all up over the same month last year.

By any measure, 2011 was a phenomenal year for usage, led by a 7.9% annual increase in circulation. All major areas of the collection saw increases: print, 1.3%; audiovisual, 11.4%; and digital, 518.5%. Programming and program attendance also realized significant increases.

Reasons for such a strong year include frequent reading promotions such as On The Same Page, Summer Reading Program, New For You, Sneak Peeks and the implementation of programming standards. Our goal of maintaining a 3 to 1 holds-to-copy ratio helped ensure that our customers received in-demand material in a timely manner.

Some additional statistics of note for the year:

- 425,454 active library cards, a two-year increase of 145,000 cards
  - 8 million visits, up from 6.4 million in 2010
  - 3 branches had +20% increases in 2011 circulation (Avondale, Price Hill, Walnut Hills)
  - 1,665,205 PC usage sessions
- the top circulating items and statistical reports for the month of December 2011 were submitted.

The report was received and filed.

## **FACILITIES COMMITTEE REPORT**

### Pleasant Ridge Branch ADA Project

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

- \$216.00 to Kerkan Roofing Inc. for repair of existing roof.
- \$530.00 to Vertical Systems Elevator Inc. to allow the elevator to be locked from going to the lower level when not in use.
- \$5,598.30 to Luce Electric to add area of refuge system and two outlets (kitchen area).

He noted that the attic abatement for which public bidding was waived in December was completed on December 26<sup>th</sup>. Testing on December 27<sup>th</sup> indicated that the attic was free of asbestos.

### Greenhills Branch

Ms. Fender summarized months of problems with the Greenhills Branch (roof leaks, falling ceiling tiles, flickering lights and electrical shutdowns caused by HMS non-payment of electric bills) and her ongoing communication with Josh Harkavy of HMS Management. We have escrowed rent payments since August 1.

Mr. Harkavy informed the Library in November that only partial payments are being made on the mortgage, that the owner did not have the funds to pay for repairs and that he recommended that the Library move out of the space. Since then, some repairs have been made but the major issues of roof leaks and meter room problems remain unresolved and on December 21 the roof was again leaking, resulting in loss of Library space and damage to Library property.

Ms. Fender requested that the Board consider closing the Greenhills Branch effective January 31 as a result of the ongoing issues and the failure of the landlord to address them. She noted that continuing to operate the branch in this condition is not an appropriate use of taxpayer money and the ongoing risk of injury to public or staff or further loss of property is a potential liability for the Library. She emphasized that the closing is not necessitated by funding, but due solely to the landlord's failure to provide a usable and safe facility.

She advised that the Library has been exploring the use of media dispensers that could be installed in schools, community centers, even stores to provide access to library materials and we could seek locations in Greenhills for this new type of service should the Branch be closed.

Mr. Moran acknowledged that it hurts our provision of services and image to maintain a branch under these conditions, but he felt we needed to give the landlord sufficient chance to complete the repairs. He recommended that the Board give the Executive Director the authority to close the Greenhills Branch if the landlord's work is not done by January 20. She should consult with the Board President and Facilities Committee Chairman.

Mr. Wright reported that:

#### Expiring Lease Agreements

- in 2012, leases for the Loveland, Reading and Deer Park branches will expire. The Library will work with the landlords to negotiate the best terms for continued occupancy in each location.

#### 2012 Ongoing Maintenance – Green Initiatives

- final recommendations from the energy audit conducted through Duke Energy's Smart Building Advantage program are expected to identify Main Library building improvements to reduce energy use that, if implemented, will be partially funded by Duke. The 2012 Ongoing Maintenance package will be a green initiatives package developed from these recommendations.

#### Energy Providers

- several energy providers have contacted the Library promising to lower our energy bills. Since energy costs are a significant part of the Library's operating budget, an RFP will be prepared for competitive bid.

#### Madeira Branch

- after completing a preliminary assessment of cracks in the Madeira Branch, structural engineering firm THP has reported that it appears heavy rains have resulted in ground swell and created issues in the southwest corner of the branch that need to be addressed. A timeline and cost estimate is being prepared.

Mr. Wright moved that the Board approve the Facilities Committee Report as submitted, including confirmation of change orders and authorization for the Executive Director regarding the Greenhills Branch. Mr. Moran 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. **(11-2012)**

## **DEVELOPMENT COMMITTEE REPORT**

Mrs. LaMacchia reported that:

#### The Library

- in 2011, the Library received restricted and unrestricted gifts totaling \$481,374.41.

### Library Foundation

- the 2011 Annual Fund Campaign received donations of nearly \$100,000 from more than 450 donors, a 10% response to the 4,000 solicitations sent. Friends' members (135) contributed more than \$26,000, the largest amount given by a single group of donors. The Library Board contributed more than \$18,000; Foundation Directors, more than \$8,500. Library staff pledged and donated over \$11,000, with the average gift increasing from \$144.87 to \$169.43. The average gift to the Annual Fund was \$216.99.
- a grant of \$1,571.43 was received from the Cincinnati Woman's Club for the Clifton project.
- the Foundation will hold its next quarterly meeting on January 25.

### Friends of the Public Library

- the Friends received a grant of \$15,000 from the HB, EW and FR Luther Charitable Foundation, Fifth Third Bank and Narley L. Haley, co-trustees, for the purchase of six Early Literacy Stations (ELS).
- two of three grants submitted for the Clifton project have been denied; one is still pending. We are seeking feedback to improve future requests.
- the Friends Winter Warehouse Sale will be January 12-15.
- the Friends have scheduled booksales at the following locations in 2012:
  - March 15-17, Clifton Cultural Art Center
  - April 19-21, Sharonville Branch Library
  - June 3-8, 40<sup>th</sup> Annual June Sale Main Library
  - August 16-19, End-of-Summer Warehouse Sale
  - September 27-29, Harrison Branch Library
  - November 8-10, Pleasant Ridge Branch Library
- the Friends are planning a special event in conjunction with the March sale at the Clifton Cultural Arts Center, with all proceeds from the event and the sale going toward the Clifton project.
- The next regular board meeting of the Friends will be January 27.

The report was received and filed.

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

Mr. Sittenfeld reported that:

### Major Upcoming Programs and Promotions

- **2012 Author Series** - the Library will host locally and nationally known authors in 2012:
  - Mark Curnutte: January 22– *Cincinnati Enquirer* reporter and author of *A Promise in Haiti: A Reporter's Notes on Families and Daily Lives*
  - Amy Waldman: March 4 – Author of the 2012 On The Same Page selection *The Submission*
  - Erik Larson: May 5 – New York Times Bestselling author of *The Devil in the White City*, *Isaac's Storm* and *In The Garden of Beasts*
  - Kathryn Stockett: TBD – Author of the bestselling novel *The Help*
  - Sandra Steingraber: October 7 – Acclaimed ecologist and author of *Raising Elijah: Protecting Children in an Age of Environmental Crisis* (presented in partnership with Xavier University)

- **On The Same Page 2012** – *the 2012 On The Same Page* community reading program title is *The Submission* by Amy Waldman. *The Submission* explores how 9/11 has challenged our personal convictions and changed the public debate on what it means to be American.

The program will take place February 1 – March 31, and will include book and film discussions, a community art project, and appearances by Amy Waldman on March 4 and 5. On The Same Page partners include the University of Cincinnati, College of Mt. St. Joseph, the Mercantile Library, Cincinnati Art Museum, the Islamic Center of Greater Cincinnati, BRIDGES for a Just Community, Metro, and Joseph-Beth Booksellers. Partnership discussions are also underway with Xavier University. The program is sponsored by the Friends of the Public Library and media partners 91.7 WVXU, *The Cincinnati Enquirer* and Cincinnati.com.

Promotion for this year’s program will include creating an On the Same Page Facebook event page, posting two advance interviews with the author (conducted via Skype) on YouTube, and bus ads on Metro.

- **Financial Planning Day** – the Library will present Financial Planning Day on January 28 in partnership with the Mayor’s Office. The program will include educational talks and workshops on personal finance topics, and customers will have the opportunity to meet one-on-one with financial planners.
- **Federal Student Aid Workshop** – the Library will host a program for parents on applying for federal student financial aid on January 28.
- **Girl Scouts Forever Green Project** – over 100 Girl Scouts from Greater Cincinnati will visit the Main Library on February 19 as part of the Girl Scouts 1912-2012 Forever Green (GSFG) project. This Girl Scouts’ 100th Anniversary Take Action Project is a national effort of girls leading their families, schools, and communities in improving the environment and protecting natural resources.
- **Read Across America** – the Library will participate in Read Across America at the Cincinnati Museum Center on February 25, providing storytimes, crafts, games, and prizes as part of the annual “Seuss-a-bration.”

#### Exhibits

- *A Fine Romance: Jewish Songwriters, American Songs, 1910-1965*: January 13 – February 23
- *Cincinnati Public Schools City Wide Art Exhibition*: February 25 – April 23

The report was received and filed.

## LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright reported that:

#### 2012 Primary Election

- the Ohio General Assembly has set Ohio’s 2012 Primary election on March 6.

State Mid-Biennium Budget Review Update

- the Mid-Biennium Budget Review (MBR) is expected to be introduced in late January or early February. Governor Kasich has said that the MBR will not include any tax increases or reductions. The bill will be revenue neutral and focus on policy changes.

The Ohio Library Council is monitoring developments related to this bill and is reporting that the County Commissioners Association of Ohio has requested two items of interest to public libraries be included in the MBR- (1) a change to the language pertaining to County Commissioners placing library levies on the ballot from the existing requirement that County Commissioners “shall” place library levies on the ballot to “may” place library levies on the ballot and (2) that County Prosecutors charge public libraries (and other political entities) for their services.

The report was received and filed.

The Regular Meeting was then adjourned.

---

President

---

Attest: Secretary