

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

Date: August 9, 2011

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

**REGULAR MEETING**

**ROLL CALL**

Trustees Present: Mr. Hendon, Mrs. Khoury (arrived after roll call, prior to any Board action), Mrs. LaMacchia, Mr. Moran

Trustees Absent: Mr. Sittenfeld, Mr. Wright and Mr. Zaring

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

**PUBLIC COMMENTS**

None.

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Fender reported that:

Ohio Library Council Awards and Honors 2010-2011

- on October 28, the Ohio Library Council Awards and Honors program will recognize two individuals from our Library for their leadership and support of the Ohio library community:

TRUSTEE AWARD OF ACHIEVEMENT, which recognizes an individual board member who demonstrates distinguished service and innovative leadership within the community or across Ohio, to Library Board President Bill Moran

DIANA VESCELIUS MEMORIAL AWARD, which recognizes Ohio's library leaders of tomorrow, to Sam Bloom, Children's Librarian at the Groesbeck Branch Library.

Mrs. Khoury arrived.

### Hamilton County Commission Meeting

- Library Trustees appointed by the County Commissioners, the Executive Director and the Fiscal Officer were scheduled to make a presentation to the County Commissioners at their meeting on August 8. On August 5, we learned that our presentation was cancelled. The presentation that we prepared included data about our Library's efficient operations. For example:
  - the state average for public libraries for cost per square foot is \$64.22; our library is \$53.10
  - the state average for cost per circulation is \$3.36; our library is \$2.94

When compared to the new standards of Ohio Senate Bill 5 our Library already meets the two requirements applicable to public libraries: performance reviews for merit raises, and a prohibition against paying the employee share of OPERS. Further, although SB 5 provisions regarding vacation accrual rates do not apply to public libraries, the rates for our staff are actually lower.

### Panorama Website

- a website that showcases the Library's 1848 Panorama of Cincinnati daguerreotype, <http://1848.cincinnati.library.org/>, was launched on July 15.

### Victorian Society Award

- on June 12, Katrina Marshall, Team Leader of Digital Services, accepted a "We Are Much Pleased" award from the Ohio Valley Chapter of the Victorian Society in America, in recognition of the large collection of digitized Cincinnati city directories made available to researchers and genealogists via the Virtual Library.

### 2010 Public Library Data Service Statistical Report

- the latest Public Library Data Service Statistical Report ranks our Library 11<sup>th</sup> in circulation in the country. All but two of the libraries ahead of us serve larger populations.

In our population category of 500,000 to 999,999, we ranked 4<sup>th</sup> in circulation. The ranking (in millions) are:

1. Multnomah County Public Library	22.7
2. Cuyahoga County Public Library	20.3
3. Indianapolis-Marion County Public Library	16.5
4. Public Library of Cincinnati & Hamilton County	16.3
5. Salt Lake County Library System	15.7
6. Columbus Metro Library	14.6
7. Montgomery Co. Dept of Public Libraries (MD)	12.1
8. St. Louis County Public Library	11.9
9. Seattle Public Library	11.1
10. San Francisco Public Library	10.8

Our Library is second highest in the State of Ohio. Our Main Library, with circulation of more than 5 million, was second in the country.

### Library Closing Schedule for 2012

Ms. Fender proposed the following holiday closing schedule for 2012, noting that employees are paid holiday time for all closed dates except Easter and the early closing on New Year's Eve, in accordance with the Library's Holiday Policy:

Sunday, January 1 – New Year’s Day  
Sunday, April 8 – Easter  
Monday, May 28 – Memorial Day  
Wednesday, July 4 – Independence Day  
Monday, September 3 – Labor Day  
Thursday, November 22 – Thanksgiving Day  
Monday, December 24 – Christmas Eve  
Tuesday, December 25 – Christmas Day  
Monday, December 31 – New Year’s Eve close at 6:00 p.m.  
Tuesday, January 1, 2013 – New Year’s Day

### Board Meeting Dates for 2012

Ms. Fender proposed the following dates for 2012 Regular Meetings of the Board, which assumes that the Board will continue to meet 6 times per year, all meetings to begin at 9:15 a.m. and be held at the Main Library:

Tuesday, January 10, 2012 (Annual and Regular)  
Tuesday, March 13, 2012  
Tuesday, May 8, 2012  
Tuesday, August 14, 2012  
Tuesday, October 9, 2012  
Tuesday, December 11, 2012

Ms. Fender went on to report that:

### Administrative Update – E-Publication

- beginning with the August 2011 issue, *Administrative Update* will no longer be printed or mailed. Instead, a PDF version of the newsletter will be emailed to Trustees, Friends and Foundation Directors and posted on the Library’s Intranet.

### Leadership Cincinnati

- she graduated from Leadership Cincinnati on June 10 and has been asked to serve on the Steering Committee for the next class and the planning team for Think Regionally Day (October 13).

### Ohio Library Council Task Force Report

- in March 2011, the Ohio Library Council’s Task Force on Local Government Reform and Collaboration Commission issued a 154 page report. This report was prepared at the recommendation of the Ohio Local Government Reform and Collaboration Commission whose August 2010 report included two recommendations aimed specifically at public libraries:

*Encourage the State Library of Ohio to research issues of collaborations, mergers and consolidation of library systems.*

*The Commission recommends that the State Library of Ohio look at areas of services, delivery and costs and the benefits associated with various collaboration and consolidation models.*

The Task Force, comprised of Library Trustees and Directors from across the State, reviewed these recommendations and provided a report to the State Library of Ohio Board of Trustees. In the report, an analysis of public libraries across the country by Driscoll and Fleeter found that:

1. Ohio public libraries deliver far more services to Ohio residents than any other state.

2. Ohio public library districts are substantially larger than the average library district size for all public libraries in the United States.
3. As of 2008, Ohio provided more support per capita on public libraries than any other state.

The report takes no position on consolidation of library systems but does include two case studies of the cost/benefits of merging smaller libraries into a larger library system.

#### Lunch with Kim

- once a month any staff member can join her for a brown bag lunch to discuss any topic they wish. Lunch locations alternate between the Main Library and a branch library. While attendance has been lower than she would like, the lunches have been productive in connecting staff from different areas and the informal setting is more comfortable for some staff members than branch or department visits.

#### Library Journal Editorial “The End of Euro Envy”

- she met *Library Journal* editor-in-chief Francine Fialkoff at the MetLib conference in May. In her editorial “The End of Euro Envy”, Ms. Fialkoff quoted some of Ms. Fender’s remarks from her presentation at that conference on the Library’s new strategic plan.

#### OverDrive eBook Changes

- the nine public libraries serving Ohio’s metropolitan areas – Akron, Canton, Cincinnati, Cleveland, Columbus, Cuyahoga County, Dayton, Toledo, and Youngstown – acted on their mutual dissatisfaction with OverDrive, the primary provider of ebook content to libraries, by arranging a meeting with OverDrive CEO Steve Potash. Issues included the multiple steps required to actually download a book from OverDrive, in stark contrast to the simple downloads available when purchasing a digital book from Amazon, Barnes & Noble or iTunes. Steve listened and on June 15 issued a press release announcing numerous changes to OverDrive and crediting Ohio’s metropolitan library directors with the changes. A *Library Journal* article discusses these changes.

#### MVP Awards

- three staff members and one team were presented with MVP awards:
  - Marty Beets, Web Developer, Support Services
  - Joe Matthews, Custodial Lead, Support Services
  - Mike Wilhelm, Maintenance Mechanic, Support Services
  - Shipping and Receiving Department, Library Services, consisting of Manager Tony Campbell and Tom Clemens, Greg Compton, Mike Girdler, Pete Hauer, Josh McCoy, Gary Poock, Dave Riddle, Bill Sanders, Mathew Todd and Kevin Yarbrough

#### United in Sharing Campaign

- the Library’s annual United in Sharing Campaign is set to begin in September. This combined campaign solicits staff for contributions to three organizations simultaneously: United Way, Community Shares and the Library Foundation’s Annual Fund. Library Trustee Paul Sittenfeld will be asked to assist in the campaign.

Mr. Hendon moved that the Executive Director’s Report be approved as submitted, including 2012 Library closing and Board Meeting dates. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia and Mr. Moran ... 4 ayes. The motion carried. (25-2011)

## **MINUTES OF THE REGULAR MEETING HELD TUESDAY, MAY 10, 2011**

Mrs. LaMacchia moved that the Minutes of the Regular Meeting held Tuesday, May 10, 2011 be approved as submitted. Mrs. Khoury seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia and Mr. Moran ... 4 ayes. The motion carried. (26-2011)

### **JOINT COMMITTEE MEETING REPORT - FACILITIES COMMITTEE, FINANCE AND AUDIT COMMITTEE AND LIBRARY SERVICES AND ADMINISTRATION COMMITTEE**

Mrs. Khoury reported that the Facilities, Finance and Audit and Library Services and Administration Committees met on July 28. Board President Bill Moran, Committee Chair Bob Hendon and Trustee Betsy LaMacchia were present, along with administrative staff Kim Fender, Greg Edwards, Jason Buydos and Pat Schoettker. The Committee reviewed the following information:

**STATE FUNDING** - The new state budget for Ohio for the two-year period ending June 30, 2013, will reduce the Public Library Fund in three ways, beginning this month:

- Monthly distributions will be 95% of what we received in the same month last year.
- New deductions will be taken to fund OPLIN, the Ohio Public Library Information Network.
- New deductions will be taken to fund the Library for the Blind and Physically Handicapped.

These new reductions for libraries are not happening at a time of reduced state revenue. On the contrary, the July PLF distribution was up almost 20% over last year and year to date PLF revenue is up 8.7%. But the new changes will reduce that growth to only 2% by year-end, and in 2012 the PLF will drop to the lowest level since 1990.

**COUNTY LEVY FUNDING** – Gross receipts year to date from our local tax levy are less than last year but because there are no election expenses to repay this year, net receipts are 1% higher. This too will not last. As a result of county property reappraisals, an 8% drop in levy funding is anticipated next year.

**ACTIONS TO DATE** - These funding cuts were anticipated and were considered in the Library's planning. We were able to save a portion of 2010 revenue and hope to do so again this year. Recent cost-cutting measures include:

- Our staff is receiving no raises this year, either COLA or merit, and they are paying a greater share of their health care costs.
- A hiring freeze has been maintained much of the year.
- A transition to floating collections, new software to manage the purchase of library materials and new equipment to sort and route those materials will reduce ongoing operating costs.
- Branch custodial services have been outsourced.
- Implementation of the recommendations of a recently completed energy audit should reduce future utility costs.

- The Magazine and Newspapers Department has been merged with the Information & Reference Department.
- The Development office has been eliminated.
- The annual facility maintenance program remains on hold.

**PENDING** – Recommendations will be brought to a future meeting regarding changes to our vacation, holiday and sick leave policies, premium pay for evening and Sunday hours and an external review of the Library salaries.

**LONG-TERM PLANNING** – As a result of these actions and the boost in first half 2011 revenue, emergency action to offset new funding reductions is not required today. However, by 2012 or 2013 at the latest, our revenue will fall short of our needs. At that time, the Library will no longer be able to save but, instead, will need to start spending reserves to offset revenue shortfalls. Not long thereafter, unless changes are made, our small savings will be depleted and new revenue will not meet current operating needs, nor future capital needs.

It has become evident that state funding for libraries will continue to be cut, regardless of whether state revenue is rising or falling. So it is important to begin addressing long-term changes that will allow the Library to continue to provide excellent service in the face of ever-decreasing income.

Those changes could include additional sources of revenue and a reexamination of our system-wide facility structure. Simply closing branches will not result in an effective branch system; the best approach requires relocation and consolidation.

Mrs. Khoury presented Committee recommends that the Board authorize administrative staff to:

1. Investigate the sale of ads on the Library’s webpage.
2. Notify the City of St. Bernard that the Library is interested in their proposal for including a branch library in their redevelopment of a shopping center.

Mrs. Khoury moved that the Joint Committee Report be received and that the two recommendations be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia and Mr. Moran ... 4 ayes. The motion carried. (27-2011)

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

### **LIBRARY SERVICES**

Mrs. Khoury reported that the Library Services and Administration Committee met July 28. Board President William Moran and Trustees Robert Hendon and Elizabeth LaMacchia were in attendance, along with Kim Fender, Pat Schoettker, Greg Edwards and Jason Buydos.

#### Changes to Library Card and Circulation Policy

Mrs. Khoury presented Committee recommendations that the Board approve the following changes to the Library Card and Circulation Policy:

- *Create an Internet-only Library Card* – a restricted use card to be issued to individuals who want to access public internet computers. Applicants must meet residency requirements; individuals

who do not meet the residency requirement will be issued a guest pass good for 60 minutes of computer use that day.

- *Add Playaway View as a Collection Format.* Playaway Views are pre-loaded with multiple educational and entertainment videos for children. Initially, Views would be used in teacher collections delivered by Outreach Services and in-house by children visiting Library locations, but could not be borrowed by cardholders.

## ADMINISTRATION

### Personnel Changes

Mrs. Khoury presented a Committee recommendation that the Board approve the following personnel changes through July 23, 2011:

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Retirement	Information & Reference	Reference Librarian I	1.00	Ferguson, Timothy W.	05/14/11
Retirement	Human Resources	Staff Develop & Volunteer Coord.	1.00	Freyhof, Sheila M.	05/18/11
Retirement	Northside	LSA II	1.00	Hartman, Christian E.	05/31/11
Retirement	Magazines & Newspapers	Reference Librarian I	1.00	Reynolds, Marianne	06/30/11
Retirement	Green Township	LSA II	1.00	Telscher, Kathleen F.	05/07/11
Retirement	Materials Retrieval	Materials Retrieval Manager	1.00	Williams, Janice G.	06/30/11
Change	Information & Reference	LSA II	1.00	Bell, Charles A.	07/10/11
Change	Oakley & Hyde Park	LSA I	1.00	Clark, Robert D.	07/10/11
Change	Elmwood Place	LSA I	1.00	Collett, Kevin D.	07/10/11
Change	Covedale	LSA I	1.00	Doeum, Sang	07/10/11
Change	Processing	Processing Floater	1.00	Foster, Richard L.	07/10/11
Change	West End	LSA I	1.00	Stiemetz, Gary	07/10/11
Departure	Oakley	LSA I	0.50	Adams, Mary Jo	05/31/11
Departure	Outreach Services	Shelver	0.50	Brankamp, Shayna N.	07/13/11
Departure	Avondale	LSA I	0.50	Cain, Matthew T.	07/11/11
Departure	Anderson	LSA I	0.50	DiPuccio, Barbara J.	05/14/11
Departure	Clifton	LSA I	0.50	Flannery, Meghan M.	07/23/11
Departure	Information & Reference	Shelver	0.50	Frey, Michael D.	06/09/11
Departure	Elmwood Place	LSA I	0.50	Hammer, Tiffany V.	07/01/11
Departure	Custodial Services	Custodian-Anderson	1.00	Honaker Jr., Carl	07/01/11
Departure	Cataloging Services	Database/Unix Administrator	1.00	Ireton III., Robert R.	06/30/11
Departure	Miami Township	LSA I	0.50	Kerley, Patricia M.	05/21/11
Departure	Digital Services	Digital Services Assistant	1.00	McCaslin, Vanessa A.	06/10/11
Departure	Anderson	Student Shelver	0.30	McKenzie, William D.	06/10/11
Departure	Hyde Park	LSA I	0.50	Macaluso, Sandra	05/14/11
Departure	Harrison	Student Shelver	0.30	May, Kelly A.	06/29/11
Departure	Loveland	Student Shelver	0.20	Mayo, Cynthia J.	06/28/11
Departure	Symmes Township	LSA I	0.50	Obermeyer, Leslie R.	05/27/11
Departure	Virtual Information Center	LSA I	0.60	O'Connell, Colleen M.	06/09/11
Departure	West End	LSA I	0.50	Oldiges, Elizabeth J.	06/04/11
Departure	Outreach Services	Shelver	1.00	Phelps, Enos B.	06/07/11
Departure	Symmes Township	Student Shelver	0.30	Prabhu, Maya	04/30/11
Departure	Materials Retrieval	Page	0.50	Royse, Ann C.	05/21/11
Departure	Information & Reference	LSA II	0.50	Shaver, Wren C.	06/18/11

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Departure	Clifton	LSA I	0.50	Stillwell, Geoffery A.	05/30/11
Departure	Harrison	Student Shelver	0.30	Wernke, Katherine	04/30/11

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

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia and Mr. Moran ... 4 ayes. The motion carried. (28-2011)

## LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

### LIBRARY SERVICES

Mrs. Khoury introduced Sam Bloom, Groesbeck Branch Children’s Librarian. Sam served on the 2011 Newbery Medal Selection Committee.

#### Newbery Medal Selection

Sam Bloom spoke to the Board about the annual award of the Newbery Medal by the Association for Library Service to Children (ALSC) of the American Library Association (ALA) to the author of “the most distinguished contribution to American literature for children.” He spoke specifically of the 2011 Newbery Medal winner, *Moon Over Manifest*, written by Clare Vanderpool. Throughout his tenure on the committee, Sam read over 300 books (many more than once) and parts of 200 more. Since January he has spoken with roughly 500 elementary students, teachers and librarians about his Newbery experience. Sam is our first librarian to serve on this prestigious committee.

Mrs. Khoury reported that:

#### Overdrive Digital Bookmobile

- Overdrive, the Library’s primary e-book vendor, is bringing their digital bookmobile to the Groesbeck and Loveland Branches in August. This community outreach vehicle allows public libraries to promote downloadable use. Visitors to the bookmobile can search the collection, sample mobile devices and sample e-books. During the two day visit, staff will be on-hand to provide information about downloadables and the Library in general.

#### Public Fax Service

- in June 2010, three branches began offering public fax service through FAX24 Public Fax Kiosks on a trial basis. Usage statistics plus feedback from customers and staff were positive, so in July 2011 the service was introduced to 11 additional locations, including the Main Library. Because Televend Services, Inc. owns the machines and is responsible for maintenance, repair and any telephone charges incurred from sending the faxes, the service requires no expenditure by the Library.

#### New Online Program and Meeting Room Calendar

- the Library’s new online program and meeting room calendar went live in May. Customers can perform full keyword searching of program offerings, e-mail a program to a friend, download a program to their Outlook calendar and, close to the date of the program, have a reminder e-mailed



to them. The calendar allows staff to create online registration/waiting lists for programs that require registration. The online meeting room reservation module allows customers to visit the Library's website, check availability of a meeting room at any Library location, reserve the meeting room and submit set-up requirements.

#### Teenspace Web Page Redesign

- When Teenspace, the Library's web portal for teens, was launched in 2002, it received national recognition for its bright, colorful design and its emphasis on booklists, homework help and book reviews written by teens. However, the web environment has continued to evolve and the online needs and interest of teens have changed. In recognition of the importance of remaining relevant to our teen users and building their long-term commitment to the Library, a Project Team was created to redesign Teenspace.

In response to teen feedback, the new Teenspace website will emphasize books, reading-related and homework resources, upcoming library programs and events and opportunities to get involved at the Library. The new site will also offer teens more opportunities to directly participate in the online experience, including sharing book reviews, book lists, poems, photographs, and other works of creative expression. The new Teenspace will feature fresh new graphics selected by teens and will be unveiled to customers on September 1.

#### Homework Central Adult Education Classes

- beginning this fall, the Education and Homework Support Department will begin offering adult education services in the Main Library's Homework Central. The service will focus on basic academic needs, such as reading and math instruction, preparing for the GED, and job help. The department currently oversees GED practice testing and has a good understanding of the educational needs of adults. The new service will be marketed to that group and other adults. Since Homework Central provides homework assistance in the afternoons for school-aged children, these adult classes will be offered several days a week in the mornings and early afternoon to make full use of the space.

#### PNC Grant – Financial Education

- a grant to be administered by the United Way, funded by PNC Bank and managed by the Library was submitted on July 22. The two-year, \$200,000 grant would provide financial education to preschool-aged children and their parents. If awarded, the Library will partner with the Campbell and Kenton County public libraries. Using Outreach Kits provided by PNC, at least one preschool story time per quarter devoted to financial education will be presented at all library locations. Evening programs will be held for parents and caregivers. Grant funds will purchase craft supplies, snacks, meals for attendees to adult evening programs, books for the children and incentives for the adults. The bulk of the funds, however, will be used to reimburse participating libraries for staff time. No matching funds are required.

#### Ohio Library Council Conference

- Ohio Library Council, the statewide professional organization for public libraries, is holding its biennial conference in Toledo, October 26-28. Library staff will be making numerous presentations on topics such as developing a mobile website, downloadables, programming and outreach services. Library Services Manager Cathy Wilkymacky is serving as this year's Program Committee Chair.

## Library Usage

Greg Edwards reported that July circulation increased 5.9% over last July and year-to-date usage is up 7.9%, or 750,666 more items circulating year-to-date than last year. Year-to-date, branch circulation is up 5.1%, Main Library 8.6%.

Some additional usage statistics of note:

- Playaway usage increased 64%
- Downloadable usage increased 672% for the month
- Programs and number of program attendees increased 25.7% and 27.7% in July, driven primarily by programming standards introduced earlier in the year and a strong Summer Reading Program
- Active cardholders increased to 387,703
- New child-only and teen-only card types were at 1,319 and 690 respectively
- Total online resources (webpage views, catalog searches, database use) was up 74.8%
- Total book circulation in all formats increased by 2.7%

The top circulating items and statistical reports for the month of July 2011 were submitted.

## **ADMINISTRATION**

### Staff Development and Training

Mrs. Khoury reported that one recommendation of the Downloadable Library Project Team to increase support for use of downloadables was the development of an in-depth training class. A total of 393 Library Services staff completed that training in time for the Downloadable Campaign in May. Lisa Kuhl, HR Services & Staff Development Coordinator-Technology, led this training initiative.

The report was received and filed.

## **FISCAL OFFICER'S REPORT**

Ms. Schoettker reported that:

### ACH Positive Pay Agreement

- the greatest increase in banking fraud over the past two years has been in electronic account debits and she recommended that protection from unauthorized or potentially fraudulent ACH debit entries – ACH Positive Pay – be added to our banking services. She recommended Board approval of an ACH Positive Pay Agreement with Fifth Third Bank.

### Monthly Financial Reports

- financial reports were submitted for the periods ending May 31, June 30 and July 31, 2011.

### Investment Report

- the investment report was submitted for the months ending May 31, June 30 and July 31, 2011.

Mr. Hendon moved that the Board approve the Fiscal Officer's Report including approval of the ACH Positive Pay Agreement and financial and investment reports as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia and Mr. Moran (except pass on Fifth Third agreement and investment report) ... 4 ayes. The motion carried. (29-2011)

## FINANCE AND AUDIT COMMITTEE REPORTS

### Post Audit Conference and Report for Fiscal Year Ending December 31, 2010

Ms. Schoettker reported that on May 24, 2011, a post audit conference was held with Michael Balestra and Robert Maddix of Balestra, Harr & Scherer, CPAs, Inc., an independent public accounting firm approved by the Auditor of State, to review the results of the audit for the year ending December 31, 2010. Allen Zaring, Robert Hendon and Paul Sittenfeld were in attendance, along with Kim Fender, Pat Schoettker and Molly DeFosse.

### Audit of Fiscal Year 2010

- The audit opinion on internal controls and compliance (*Report on Internal Control over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards*) disclosed no material deficiencies in internal control over financial reporting, nor any instances of noncompliance. A separate Management Letter was not issued, as there were no formal recommendations made for reporting or operational changes.

### Comprehensive Annual Financial Report for 2010

- Balestra, Harr & Scherer also completed their audit of the Library's general-purpose financial statements, which are part of the Comprehensive Annual Financial Report (CAFR) for the year ended December 31, 2010. Their opinion (*Independent Auditor's Report*) is that those statements present fairly, in all material respects, the financial position of the Public Library and are in conformity with generally accepted accounting principles. This opinion is included in the financial section of the CAFR, a copy of which was distributed to each member of the Board.

Further, the audit opinion has since been accepted by the Auditor of State, as stated in the letters dated July 20, 2011.

The reports were received and filed.

### Revision of 2011 Annual Appropriations

Ms. Schoettker requested that the Board revise 2011 *Appropriations* in the **General Fund** as follows to accommodate the change from in-house custodians to a contracted custodial service and revised estimates for property assessments and county fees.

<u>Fund</u>	<u>Revision</u>
<b>General Fund</b>	
Salaries	\$(245,600.00)
Retirement Benefits	(34,400.00)
Purchased/Contracted Services	245,000.00
Other Objects	<u>35,000.00</u>
NET CHANGE	\$ 0.00

Mrs. LaMacchia moved that this revision be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia and Mr. Moran ... 4 ayes. The motion carried. (30-2011)

### FACILITIES COMMITTEE REPORT

Mr. Hendon reported that the Facilities Committee met July 28. Board President William Moran, Committee Chair Robert Hendon and Trustee Elizabeth LaMacchia were in attendance, along with Kim Fender, Pat Schoettker, Greg Edwards and Jason Buydos.

Mr. Hendon presented Committee recommendations that the Board take the following action:

#### 2009/10 Ongoing Maintenance Project

- approve Certificates of Substantial Completion for the contracts with Feldkamp Enterprises, effective May 1, 2011, United Electric, effective June 1, 2011 and William Kramer & Sons, effective July 11, 2011.

#### Pleasant Ridge Branch ADA Project

1. confirm the Agreement with K4 to serve as administrative architect through the completion of the project.

2. approve a project budget of \$1,500,000, including a contingency of \$97,000, detailed below:

Paid or Contractually Obligated	\$ 1,363,218.93
Additional CM Fees	20,160.00
Contingency/Unforeseen Expense	<u>116,621.07</u>
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 1,500,000.00</b>

3. authorize the Executive Director to approve change orders within the project budget and to execute Certificates of Substantial Completion. Any change orders approved will be reported to the Board for confirmation.
4. confirm the following change orders:

Trade Contract	CO#	Contractor	Amount	Purpose
TC1 General Trades	1	RJ Beischel Building Co.	-\$16,196.00	Deductions for value engineering
TC7 Plumbing	1	T J Dyer Company	-\$1,560.00	Deductions for value engineering
TC4 Glass & Glazing	1	Custom Glass and Glazing	-\$500.00	Deductions for value engineering and add two door openers. Net change is a deduction
TC8 HVAC	1	RineAir Heating and Air Conditioning	\$12,150.00	New rooftop HVAC and sump pump controls
TC9 Electric	1	Luce Electric	\$11,141.53	New bldg electric service, refeed parking light poles, 3 instant water heaters

Mr. Hendon noted that the Pleasant Ridge ADA project cannot be a LEED Project. LEED projects require LEED design before the project begins, which did not occur with this project.

Monfort Heights Branch Project

1. confirm the Agreement in the amount of \$40,713.00 with Y M Sun Construction for repairs to the Monfort Heights Branch.
2. approve a project budget of \$46,500 as detailed below:

Contract	\$ 40,713.00
Contingency	<u>5,787.00</u>
TOTAL PROJECT BUDGET	\$ 46,500.00

3. authorize the Executive Director to approve change orders within the project budget and to execute Certificates of Substantial Completion. Any changes orders approved will be reported to the Board for confirmation.

Reading Property Temporary License Agreement

- grant a temporary license agreement on vacant Library property (site of a future Reading Branch) to the City of Reading. The City is constructing a roadway to connect Reading Road to the Reading Life Science Expansion site. Work will begin August 15 and be completed by October 21. The office of the Hamilton County Prosecuting Attorney has prepared the license.

Mr. Hendon reported that the Committee received information that:

Future Clifton Branch Site – Roof Repairs

- repairs to the roof of the house on Brookline Avenue will be addressed in a separate report. The Library will investigate if the roof repairs are covered under the Library’s insurance.

Clifton Branch Lease – Hutchins Realty

- Hutchins’ Realty Venture, LLC, landlord for the Clifton Branch Library, will be notified that he is in default on the lease for failing to keep the property insured and provide the Library with a certificate of coverage.

Ms. Schoettker stated that this insurance has since been provided.

Smartbuilding Advantage

- Duke Energy’s Initial Energy Assessment found that the Library could receive an estimated \$200,000 towards costs of \$580,000 for Energy Conservation Measures that could result in annual savings of \$245,000 and the first step toward LEED certification for the Main Library. The next step, an Investment Grade Assessment, will provide the true cost and rebate. The cost of the Investment Grade Assessment is \$39,000, of which the Library would be responsible for 50% or \$19,500. Duke Energy will be asked to donate the full Assessment cost.

Greenhills Branch – Roof Repairs

- The Library notified Josh Harkavy of HMS Management, landlord for our Greenhills Branch, that unless roof repairs were made within 60 days we would escrow lease payments. Those repairs have not yet been made, so the Library will begin to escrow lease payments in August. We lease the Greenhills Branch on a month-to-month basis.

Blue Ash Branch Repairs

- three cracks were discovered recently in support columns at the Blue Ash Branch. Structural engineering firm THP Limited Inc. has determined that the branch is in no imminent danger of collapse. The repair cost is less than the \$25,000 threshold; therefore, public bidding is not required.

Miami Township Branch Ramp

- on July 15, 2011, a ramp to make the Miami Township Branch handicap accessible from the outside, instead of through the Community Center entrance, was completed. This work was paid for by the Miami Township Trustees.

Mr. Hendon moved that the Board approve the Facilities Committee Report as submitted. Mrs. Khoury seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia and Mr. Moran ... 4 ayes. The motion carried. (31-2011)

Future Clifton Branch Site – Roof Repairs

Mr. Hendon reported that the house donated as the future site of the Clifton Branch is in urgent need of roof replacement and some structural work. Although current fundraising efforts have not raised enough private donations to offset the cost of these repairs, those costs will be reimbursed to the Library as future donations are received. Also, since the roof was not in this condition when the feasibility study was conducted just one year ago, the Library is investigating if the damage was caused by an event covered by our insurance.

Mr. Hendon requested that the Board approve publishing the following public bid advertisement:

**ADVERTISEMENT FOR BIDS**

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administrative Offices of the Main Public Library, 800 Vine St., Cincinnati, Ohio 45202, until 12:00 noon, local time, Tuesday, August 23, 2011, for furnishing of labor, materials, equipment, services and supervision necessary to complete the project titled:

**2011 – ROOFING WORK AND TUCKPOINTING AT THE FUTURE CLIFTON BRANCH SITE**

Proposals shall be in accordance with the Contract Documents prepared by McClorey and Savage Architects, Ltd., 5757 Mariemont Ave., Suite 101, Cincinnati, Ohio, 45227, phone (513) 527-8640. Bids received after the stated deadline will not be accepted. Bids by facsimile transmission will not be accepted. Proposals will be publicly opened and read aloud. All interested parties are invited to attend.

Individual lump sum bids for trade contracts TC-01 and TC-02 are requested. The estimate for each contract is:

TC-01 Masonry Restoration.....	\$150,000.00
TC-02 Roofing Work.....	\$350,000.00

Starting Friday, August 12, 2011, bidders may purchase Contract Documents (full sets only) at the cost of reproduction from Queen City Reprographics, 2863 Sharon Road, Cincinnati, Ohio, 45241, (513) 326-2300.

A pre-bid meeting will be held at 3400 Brookline Drive, Cincinnati, Ohio, 45220 on Monday, August 16, 2011, at 10:00 a.m.

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

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

Submitted bids shall not be withdrawn for a period of sixty days following the date of the bid opening. The Owner will award contracts to the lowest responsible bidders.

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

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

#### Elmwood Place Branch

Mr. Hendon reported that on July 29 Elmwood Place Mayor Stephanie Morgan notified the Library that the Village does not have the funds to make needed mechanical repairs at the Elmwood Place Branch. On August 1<sup>st</sup>, the Library administration closed the branch and delivered a letter to the Mayor notifying her that the branch will remain closed until the HVAC system is operating. There has been no response from Mayor Morgan.

In this current situation, the community receives no library service, the Library continues to pay routine operating expenses and the Village is unable to rent the space to another party. This is the third similar issue with Elmwood Place since last November. A special meeting of the Board may be necessary if the situation remains unresolved.

Mr. Moran noted that United-Maier Signs, Inc. has donated a sign for the site of the future Clifton Branch.

Mr. Hendon moved that the Board approve the Facilities Committee Report as submitted, specifically the advertisement of bids for Clifton roofing work. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia and Mr. Moran ... 4 ayes. The motion carried. **(32-2011)**

### **DEVELOPMENT COMMITTEE REPORT**

Mrs. LaMacchia reported that:

## The Library

- as one of many operating cuts implemented to offset the loss of revenue resulting from the new State budget and property reappraisals, the Library's Development Office has been eliminated. The Library's Executive Director and the Library Foundation will assume responsibility for all fundraising.
- the Pleasant Ridge Community Council received a gift of \$1,500 from the Greater Cincinnati Foundation that has been forwarded to the Library for the Pleasant Ridge ADA Upgrades project.
- the Greenhills Historical Society donated \$1,578 for restoration of the neon sign at the Greenhills Branch.
- the Clifton Branch will remain open on Sundays in 2011 and 2012 thanks to an anonymous \$50,000 donation. This same donor also contributed \$1,700 to replace the branch awnings.
- Clifton resident Carroll Gunderman, who died in June, had requested that memorials go to the new Clifton Branch Project. Nineteen donations totaling \$1,525 have been received in her memory. Retired Library staff member Patricia Beresford contributed \$1,000 toward the project and United-Maier Sign is donating a sign promoting the property as the site of the new Clifton Branch.

## Library Foundation

- on May 19<sup>th</sup>, the Foundation hosted a reception for 120 attendees to honor Joseph S. Stern, Jr. for his dedication and support of the Library and the Foundation. The Cincinnati Room was renamed in his honor and guests were treated to the unveiling of the Daguerreotype exhibit. Product donations were made by Adrian Durban Florist, Costco and Coca Cola. After-the-event gifts to the Foundation honoring the Stern Family totaled \$2,500. This reception will become a yearly event to honor our donors at the \$1,000 level and above.
- the Foundation hosted two author events. Author Marc Brown drew a crowd of 50 for a special luncheon on May 7, netting \$775 to the Foundation. Food was provided by LaRosa's and Costco. On June 18<sup>th</sup>, author Charlaine Harris attended a luncheon in the Nolan room. Costco donated the food and the Foundation netted \$1,200.
- Befriend a Branch is a new program being promoted in branches for customers to give a gift that will directly support their local branch. Of the funds raised, 80% will go back to the chosen branch and 20% will go to the Foundation's Endowment fund.
- Cincinnati Bell donated 50 tickets to the Reds vs. Padres on August 13<sup>th</sup> at Great American Ballpark, including admission, 2 drinks, ballpark food and a chance to sit in left field in the Riverdeck box. The tickets were sold for \$35 on a first come, first serve basis and were sold out in 3 hours, providing \$1,750 to the Foundation.
- Macy's Shop for a Cause program allows non-profits to sell a \$5 shopping pass good for discounted shopping in stores or online. The Foundation will participate in this program in August.
- Memorials, Honor with Books and Pet Memorials continue to supply the majority of daily donations. Larger donations have included \$1,000 to provide for story time enhancement at the West End and Avondale branches, \$10,000 to underwrite two Homework Helpers and laptops for the school year at West End and Walnut Hills and a \$1,000 Summertime Kids grant to fund Brain Camp.



- souvenir prints and postcards continue to sell well with the Daguerreotype display. A \$2,400 grant from Skyline has helped to offset material costs.
- the Foundation's major fundraising campaign this year will be more aggressive. Foundation Board member Charlie Powers agreed to chair the campaign and all Foundation Directors have been asked to get involved with one of the campaign committees and to broaden the donor base with personal and professional contacts. The Foundation Executive Director is asking that the Library Board of Trustees provide personal contacts so that letters can be created for their signature asking for support of the Foundation. The Annual Fund will kickoff October 1, 2011 and the goal is to raise \$250,000.
- the Foundation Board held its quarterly meeting in July. Two main items were addressed – the upcoming annual campaign and the adoption of a budget for the 2011-2012 fiscal year. The approved budget includes \$72,500 in direct Library program and services support. Longtime Foundation Director Tracey Tunney-Ward has resigned from the Board. In recognition of Ms. Ward's service, an Early Literacy Station will be purchased in her honor.

#### Friends of the Public Library

- the Friends of the Public Library received a \$50,000 grant from the Jacob G. Schmidlapp Trust, Fifth Third Bank, Trustee, for the new Clifton Branch project. The funds will be put to immediate use for repairs to the roof and masonry of the building.
- the Friends held its quarterly meeting on July 22.
- the Friends Annual Sale held in early June at the Main Library grossed just over \$64,000, a decrease of 27% from 2010. Fortunately, online sales and warehouse sales continue to be strong.
- the Friends End of Summer Warehouse Sale will be August 25-28, with a Members Only preview on August 24. On August 28<sup>th</sup>, Friends members will receive a 50% discount on all purchases.

#### Anderson Township Library Association

- the Anderson Township Library Association (ATLA) held its annual Used Book Sale in late June. The sale raised \$45,237.60, down 10% from 2010. ATLA has relocated to a new warehouse. The Association met on July 13 to review the June sale and plan for the November holiday sale.

The report was received and filed.

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

Mrs. LaMacchia reported that:

#### Summer Reading 2011: Join Team Read

- More than 2 million books were read by 37,790 registered participants from June 1 – July 31 for *Summer Reading 2011: Join Team Read*. Nearly 200,000 book reviews were posted online. 17,503 people completed the program, a 19% increase in completion over 2010.

In our evaluation survey, 51% percent of respondents said they read more this year because of Summer Reading, 79% said they were motivated by the Coney Island and Reds ticket prizes and 84% said that the chance to win a Nook Color encouraged them to read more.

### Downloadables Campaign – Overdrive Award

- in May, a campaign using the theme “Great Expectations” was launched to promote the Library’s downloadable material. OverDrive, the Library’s primary vendor for eBooks, selected the Library as the Outside the Library Category winner of its 2011 ‘Outreach Program’ contest. The Library will receive a content credit of \$1,000 as a prize.

### Library Card Campaign

- a Library Card Campaign will kick-off in September with an overall goal of increasing Library card registrations by 30% from 387,000 to 500,000 by December 2012. The initial campaign will be targeted to students in grades K-8 in Hamilton County schools from late September, National Library Card Sign-Up Month, through October. Additional smaller campaigns throughout 2012 will be developed and the promotion of the new card types recently approved by the Board will be a major focus of each campaign.

The Library is partnering with the Greater Cincinnati Alliance for Arts Education (GCAAE), LOCAL 12 and Metro. An official public Library Card Campaign kickoff will be held on Fountain Square on September 28.

### Major Upcoming Programs and Promotions

- upcoming programs and promotions include:
  - *Teen Photography Contest*, October 1-31
  - *Teen Read Week*, October 16-22
  - *Teen on the Same Page*, October 1-31, *Thirteen Reasons Why* by Jay Asher
  - *College Information Series*, September 27-October 25
  - *National Chemistry Week*, October 17-22

### Exhibits

- upcoming exhibits include:
  - *Coney Island’s 125<sup>th</sup> Anniversary Historical*, Main Library atrium through September 4
  - *Photography Club of Greater Cincinnati*, Main Library atrium from August 29-October 16

The report was received and filed.

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

Ms. Fender reported that:

### State Biennium Budget

- the State’s Biennium budget, which was passed on June 30, included cuts to Library funding. See Joint Committee report. Ms. Fender presented testimony before the Senate Finance Committee on May 11, asking for only two changes and getting neither:
  1. Eliminate the permanent law change in the Public Library Fund. This is no additional expense to this budget. (This change would reduce the percent of State revenues going to the PLF in future budgets.)
  2. Provide a transfer from the GRF to the PLF, as has been done in the past three biennium budgets, to cover the funding for OPLIN and Library for the Blind and Physically Disabled. This would be a \$4 million expense to each year of the budget.

- the budget included an increase in prevailing wage thresholds for new construction from \$80,000 to \$125,000 in 2012, to \$250,000 in 2013.

HB 194 – Election Reform

- HB 194 makes significant changes to Ohio’s election laws. Of particular interest to libraries is the change of the primary date from March to May and a requirement that 65% of election costs must be paid prior to any special elections (those held in February or August).

Senate Bill 120 – Legal Counsel

- Senate Bill 120 clarified that the County Prosecutor is legal counsel for any tax-supported public library. The Hamilton County Prosecutor’s office had previously confirmed that they remain our legal counsel prior to this legislation being signed into law.

Representative Mecklenborg Resigns

- Representative Bob Mecklenborg resigned from the Ohio House effective August 2.

The report was received and filed.

The Regular Meeting was then adjourned.

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President

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Attest: Secretary