

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

Date: January 11, 2011

Meeting: Annual/Regular

Place: Board Room - Main Library - 800 Vine Street

**ANNUAL MEETING**

**ROLL CALL**

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

Trustee Absent: Mr. Wright

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

**SWEARING IN OF ALLEN G. ZARING IV**

Allen G. Zaring IV was sworn in by Fiscal Officer Patricia Schoettker as Trustee for the Board of Trustees of the Public Library of Cincinnati and Hamilton County for a term through September 30, 2017.

**ELECTION OF PRESIDENT**

Mrs. Khoury moved that William J. Moran be nominated for President of the Board. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mr. Zaring and Mrs. Khoury ... 6 ayes. The motion carried. **(01-2011)**

**ELECTION OF VICE PRESIDENT**

Mr. Moran moved that Robert G. Hendon be nominated for Vice President of the Board. Mr. Sittenfeld seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mr. Zaring and Mrs. Khoury ... 6 ayes. The motion carried. **(02-2011)**

## **ELECTION OF SECRETARY**

Mr. Moran moved that Robert A. Wright be nominated for Secretary of the Board. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mr. Zaring and Mrs. Khoury ... 6 ayes. The motion carried. **(03-2011)**

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

Mrs. LaMacchia reported that the Library Services and Administration Committee met on January 6. Trustee William J. Moran was present and Committee Chair Elizabeth H. LaMacchia and Trustee Robert Hendon participated via phone. Executive Director Kim Fender and Fiscal Officer Pat Schoettker were also present. She presented Committee recommendations that the Board:

1. appoint and set 2011 salaries for the positions of Fiscal Officer and Executive Director as follows:

Fiscal Officer – Patricia Schoettker at an annual salary of \$135,334.

Executive Director – Kimber Fender at an annual salary of \$166,592.

These salaries are the same as in 2010, in keeping with the salary freeze approved by the Board for all staff at the November 2010 Meeting.

2. appoint Molly DeFosse, Fiscal Services Manager, as Deputy Fiscal Officer.

Mrs. LaMacchia moved that the Board approve the recommendations of the Library Services and Administration Committee. Mr. Sittenfeld seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mr. Zaring and Mrs. Khoury ... 6 ayes. The motion carried. **(04-2011)**

The Annual Meeting was then adjourned.

## **REGULAR MEETING**

### **ROLL CALL**

Trustees Present:	Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mr. Wright (arrived after roll call) and Mr. Zaring
Present:	Kimber L. Fender, Greg Edwards, Jason Buydos and Patricia Schoettker

## **PUBLIC COMMENTS**

Mr. Tim Gary thanked the Board for their collaboration on the Pleasant Ridge ADA project. He noted that the Community is important to the Library and the Library is needed in the community.

Mr. Wright arrived during Mr. Gary's comments.

## **MINUTES OF THE REGULAR MEETING HELD DECEMBER 14, 2010**

Mr. Hendon moved that the Minutes of the Regular Meeting held December 14, 2010 be approved as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(05-2011)**

## **COMMITTEE ASSIGNMENTS FOR 2011**

Mr. Moran presented the members and Chair of each Committee for 2011.

### **Community and Public Relations**

Paul G. Sittenfeld, Chairman  
Elizabeth H. LaMacchia  
Allen G. Zaring

### **Development**

Elizabeth H. LaMacchia, Chairman  
Tara L. Khoury  
Ross A. Wright

### **Facilities**

Robert G. Hendon, Chairman  
Tara L. Khoury  
Ross A. Wright

### **Finance and Audit**

Allen G. Zaring, Chairman  
Robert G. Hendon  
Paul G. Sittenfeld

### **Legislative Affairs and Law**

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

### **Library Services and Administration**

Tara L. Khoury, Chairman  
Robert G. Hendon  
Elizabeth H. LaMacchia

Mr. Moran moved that the Committee assignments be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(06-2011)**

## **EXECUTIVE DIRECTOR'S REPORT**

### 2010: A Stellar Year

Ms. Fender presented an extensive report on 2010, noting the continuing growth in use by our community. Our Library was the only library in the country to be named a Star Library by *Library Journal* and to be on the top 10 lists of busiest, largest collection and the Hennen American Public Library Ratings for libraries serving 500,000 or more.

She acknowledged two major gifts, \$1 million from the Stern family to the Foundation and Michael Dever's donation of Parkview Manor for a new Clifton Branch Library. The Bill and Melinda Gates Foundation Opportunity Online Hardware Grant provided more than \$160,000 toward the purchase of new computers for 17 of our branches.

A new Strategic Plan includes five goals focusing on being financially secure, expanding use of digital content, excelling at customer service, being the first choice for information, and supporting literacy and lifelong learning. Customer service enhancements include a new website for adults, Fifty-Five+, computer upgrades at 23 branch libraries and floating collections.

She noted that levy funding was just in time to maintain our current locations and hours of service. State funding fell another 6% in 2010, bringing the total decline since 2008 to 22.7% or \$11 million.

Looking ahead brings concerns about a new State budget and the reduced services it may necessitate, but also excitement about implementing the Strategic Plan, making the Pleasant Ridge Branch accessible and raising funds for the Clifton Branch relocation project.

Ms. Fender also reported that:

### Hyde Park Designated Top 10 Neighborhood

- the American Planning Association (APA) announced the designation of the Hyde Park neighborhood as one of 10 Great Neighborhoods for 2010 under the organization's *Great Places in America* program. The Hyde Park Neighborhood Council is placing the APA certificate at the Hyde Park Library so the community can easily view it.

### Public Libraries and Their Community Partners

- she is writing a chapter for an upcoming publication, *Public Libraries and Their Community Partners*, specifically a case study of the Shared Reading Initiative, our ongoing partnership with United Way Success By 6 to train parents and caregivers in a dialogic reading technique that teaches children early literacy skills and prepares them to succeed academically by the time they enter Kindergarten. This partnership has expanded to include Every Child Succeeds and 4C for Children and the Library's early Learning Express program and was the basis for the statewide initiative of preparing children for Kindergarten, Ohio Ready to Read.

### John Myles Appointed to State Library Board

- John Myles, a retired school librarian from Wauseon, OH in Fulton County, has been appointed to the State Library Board. At the invitation of our Board, the State Library Board will hold its annual retreat here in Cincinnati on April 28 and 29.

The report was received and filed.

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

### **LIBRARY SERVICES**

Mrs. LaMacchia introduced Ben Lathrop, manager of the Walnut Hills Branch.

#### Walnut Hills Branch

Ben Lathrop spoke to the Board about how the Walnut Hills Branch has embraced its role as a community hub for the diverse neighborhood of Walnut Hills by providing access to educational and recreational materials, literacy based programs, after school activities for young people and a comfortable and neutral community space. The branch has developed and maintained partnerships with area schools and the Walnut Hills Area Council. In April, computers were upgraded through the Gates Foundation grant.

Mr. Sittenfeld asked if the Library considers the racial diversity of the community when hiring staff for each site. Ms. Fender replied that we appoint the most qualified candidate, regardless of race. Mary Bennett-Brown agreed and advised that we continue to seek and encourage racial diversity in our staff.

#### Mobile Website

Mr. Edwards reported that an alternative version of CincinnatiLibrary.org designed for mobile users will be released to the public on January 11. The first iteration of m.cincinnati.org will focus on giving customers the ability to search a mobile-optimized version of the catalog, work with their account, find branch locations and hours and download ebooks.

Mrs. LaMacchia reported that:

#### Book On Loan to Decorative Arts Center of Ohio

- *Cincinnati Cabinet-Makers' Book of Prices for Manufacturing Cabinet Ware* from the Cincinnati Room collection was loaned to and will be on display in Lancaster, Ohio at the Decorative Arts Center of Ohio from January 29 to June 5.

#### Library Card Campaign

- planning is underway to conduct a Library Card Campaign to promote community awareness of the value of a Library card and to increase cardholder registration.

#### Programs and Exhibits of Note

- *On The Same Page* – In this tenth year of *On the Same Page*, the adult title is *Alex & Me: How a Scientist and a Parrot Uncovered a Hidden World of Animal Intelligence—and Formed a Deep*

*Bond in the Process*. Dr. Irene M. Pepperberg's story of Alex, the parrot she studied for 30 years, explores the science of animal intelligence and the emotional bond between animals and humans. On The Same Page runs from February 1 – March 31 and will be officially launched at the Cincinnati Zoo on February 5. Dr. Pepperberg will speak at the Main Library on March 5.

- “My Castle on the Nile:” Illustrated Sheet Music by Black Composers, 1828-1944 – An exhibit of the Library's illustrated sheet music of African American composers will be on view in the Cincinnati Room from January 7 through February 28.
- Greater Cincinnati Calligraphy Guild 30<sup>th</sup> Anniversary Exhibition – To commemorate the 30<sup>th</sup> anniversary of the Greater Cincinnati Calligraphy Guild, banners, books, quilts, framed art and wedding displays will be exhibited in the Main Library Atrium from February 1 to March 10.

### 2011 Author Series

- the Library's 2011 Author Series will include appearances by:
  - Col. Dean Smittle, *Thumbs Up America: Americans at War, 2010 a Brief History* (January 15)
  - Joanne Giovanna Delli Carpini Trimpe, *Holy Chow* (January 22)
  - Kole Black, *A Risk of Chance: Some Chances are Worth the Risk* (Feb 19, 22, 28, March 8, 12)
  - Robin Bowman, *It's Complicated: The American Teenager* (February 22)
  - Dr. Irene Pepperberg, *Alex & Me: How a Scientist and a Parrot Uncovered a Hidden World of Animal Intelligence—and Formed a Deep Bond in the Process* (March 5)
  - Jeff Shaara, *Gods and Generals* (April 2)
  - Marc Brown, *Arthur Adventure* book series (May 7)
  - Charlaine Harris, *Sookie Stackhouse*, Southern Vampire Mysteries series (June 18)
  - Dr. Gregory Williams, *Life on the Color Line: The True Story of a White Boy Who Discovered He Was Black* (July 23)
  - Jay Asher, *Thirteen Reasons Why* (October)

### Standards of Library Behavior

- to address instances of bed bugs and other pests on a person or material, it is recommended that Library Policy Violation #12 of the Standards of Library Behavior be changed as follows:

*Offensive and pervasive odor; **visible presence of pests on person, belongings or library materials.***

### 2011 Statistical Reports

- the monthly statistical report, beginning with the January 2011 report, will include:
  - the number of visitors to each location
  - the number of public internet computer sessions at each location
  - the Virtual Information Center, inserted into the breakdown of circulation by location sections of the report, listing downloadable circulation

### Library Usage

- usage for December was up 5.3% over the same month last year, including the Main Library with a 10.8% increase, branches a 2.2% increase. Circulation of downloadables increased 81% and out circulated seven branches. Downloadable eBook usage increased by 246%. In addition:
  - DVD circulation increased by 14.5%
  - CD-Music circulation increased by 20.1%
  - Holds checked out increased by 8.7%

- *Hunger Games* was the top circulating teen title for the 12<sup>th</sup> straight month
- Symmes Township was the top circulation branch for the third straight year
- The Main Library circulated 5,112,396 items for the year

## ADMINISTRATION

### Personnel Changes

Mrs. LaMacchia recommended that the Board approve the following personnel changes effective through January 8, 2011.

<b>ACTION</b>	<b>AGENCY</b>	<b>POSITION TITLE</b>	<b>FTE</b>	<b>EMPLOYEE NAME</b>	<b>EFFECTIVE DATE</b>
Retirement	Information & Reference	Reference Librarian I	1.00	Birkas, Barbara J.	12/31/10
Retirement	Blue Ash	Branch Manager III	1.00	Burdick, Robert M.	12/25/10
Retirement	Children's Learning Center	Children's Librarian I	1.00	Decker, Charlotte J.	12/30/10
Retirement	Cataloging Services	Copy Cataloger	1.00	Goodrum, Tabra L.	12/16/10
Retirement	Information & Reference	Reference Librarian I	1.00	Nunn, Bonnie D.	12/31/10
Retirement	Information & Reference	LSA II	1.00	Smittle, Claire W.	12/31/10
Promotion	Children's Learning Center	LSA II	0.50	Green, James M.	12/12/10
Promotion	Blue Ash	Branch Manager III	1.00	Salyers, Lisa M.	12/26/10
Appointment	Corryville	LSA I	0.50	Flerlage, Elizabeth A.	12/12/10
Appointment	Symmes Township	LSA I	0.60	Fritz, Justin T.	12/12/10
Appointment	Popular Library	Shelver	0.50	Kleinfelter, Christen A.	12/12/10
Appointment	Popular Library	Student Shelver	0.25	Moore, Kelsey E.	12/12/10
Appointment	Symmes Township	Student Shelver	0.30	Prabhu, Maya V.	12/12/10
Appointment	Oakley	LSA I	0.50	Sowell, Claire E.	12/12/10
Appointment	Computer Services	PC Support Specialist	1.00	Thierbach, Jason A.	12/12/10
Change	Corryville	LSA I	0.50	Imwalle, Daniel K.	12/12/10
Departure	Walnut Hills	LSA I	0.50	Arnold, Elizabeth A.	12/31/10
Departure	West End	LSA I	0.50	Harlan, Deyahda A. L.	12/17/10
Departure	College Hill	LSA I	0.50	Hilton, Stephanie R.	01/08/10
Departure	College Hill	LSA I	0.50	Malcom Jr., Bruce E.	12/18/10
Departure	Loveland	LSA I	0.50	Reedy, Lindsey M.	12/31/10
Departure	Materials Retrieval	Page	0.50	Zlatkin, Aaron L.	01/08/11

Mrs. Khoury noted the success of *Hunger Games*. In response to her question about the 2011 teen title for *On The Same Page*, Mr. Edwards stated it would be Jay Asher's *Thirteen Reasons Why*.

Mr. Sittenfeld noted the recent increase in usage at the Avondale Branch and inquired about Library salaries in comparison with other organizations.

Mrs. LaMacchia moved that the Board approve the Library Services and Administration Committee report as submitted, including revision of the Standards of Library Behavior and personnel changes. Mr. Sittenfeld seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(07-2011)**

## FISCAL OFFICER'S REPORT

## 2010 in Summary

Ms. Schoettker presented the following comparison of 2008, 2009 and 2010 income, disbursements and balances, for all funds – General Fund, special revenue, capital and permanent (trust):

	<u>2008</u>	<u>2009</u>	<u>2010</u>
<b>Beginning Balance</b>	<b>29,501,797.69</b>	<b>27,853,743.59</b>	<b>15,998,187.68</b>
Public Library Fund	47,527,769.60	39,066,948.53	36,702,539.71
Tax Levy			19,691,088.15
Other income	<u>7,426,649.70</u>	<u>3,564,325.78</u>	<u>3,342,513.22</u>
Total Income	54,954,419.30	42,631,274.31	59,736,141.08
Expenditure	(56,602,473.40)	(54,486,830.22)	(55,465,110.25)
<b>Ending Balance</b>	<b>27,853,743.59</b>	<b>15,998,187.68</b>	<b>20,269,218.51</b>
Year-end encumbrances			(2,379,543.94)
Trust fund principal			(6,720,519.00)
General Fund operating contingency			(1,625,000.00)
Bldg & Repair capital contingency			(2,000,000.00)
<b>Available Balance</b>			<b>7,544,155.57</b>

She reported that:

- at \$36.7 million, the 2009 Public Library Fund distribution was \$2.4 million less than one year ago, \$10.8 million less than two years ago and \$16.4 million less than one decade ago.
- just under \$20 million was received in our first year of Hamilton County tax levy funding.
- we spent just under \$1 million more than last year, an increase of 1.8%.
- we began the year with a cash balance of \$16 million and ended with \$20.2 million.
- of the \$7.5 million *available* balance, just under half (\$3.7 million) is in the General Fund; \$1.6 million in the Building and Repair Fund and includes donations to Pleasant Ridge & Clifton projects; the remainder is restricted special revenue and permanent (trust) funds.

## 2011 Public Library Fund Estimate

- the December estimate for the 2011 PLF distribution – \$38,878,928.32 – is based on current law and does not assume any legislative changes that might be enacted with the new state budget. It is \$2.2 million more than the amount received this year.

## Revision of Principal Amounts

- the following permanent (trust) fund principal amounts were revised, effective December 31, 2010, based on additional donations received in 2010.

Fund	2010 Principal	2010 Donations	2011 Principal
Abell	<b>60,376.00</b>	1,910.98	<b>62,287.00</b>
Martin Luther King, Jr.	<b>15,120.00</b>	2,000.00	<b>17,120.00</b>

## Monthly Financial & Investment Reports

Ms. Schoettker submitted the monthly financial and investment reports for the period ending December 31, 2010.



Mrs. LaMacchia moved that the Board approve the Fiscal Officer’s Report including the revision of principal amounts and financial and investment reports as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran (except pass on investment report)... 7 ayes. The motion carried. **(08-2011)**

**FINANCE AND AUDIT COMMITTEE REPORTS**

Annual Appropriation Resolution and Estimated Resources for Fiscal 2011

Ms. Schoettker presented her recommendation for 2011 General Fund estimated resources and annual appropriations as follows. Estimated resources incorporate funding estimates from the Ohio Department of Taxation for the 2011 Public Library Fund and from Hamilton County for 2011 property tax levy receipts. She recommended that appropriations be set about \$10 million below estimated resources for several reasons – the Ohio Department of Taxation’s estimate does not take into account any funding reductions that could be enacted with the new state budget, there is no guaranteed growth in tax revenue over the 5 years of the levy (or the PLF) and should immediate operating cuts become necessary, our 3% operating contingency is insufficient to meet current contractual obligations.

**2011 GENERAL FUND RESOURCES**

Operating Contingency	\$ 1,625,000.00
Unencumbered Balance	<u>3,611,800.00</u>
PRIOR YEAR CARRYFORWARD	5,236,800.00
Public Library Fund	38,878,928.00
Hamilton County Property Tax	19,620,000.00
Other Income	<u>2,651,072.00</u>
NEW INCOME	61,150,000.00
<b>TOTAL EST RESOURCES</b>	<b>\$ 66,386,800.00</b>

**2011 GENERAL FUND APPROPRIATION**

Salaries	\$ 27,173,016.00
Retirement Benefits	3,804,224.00
Insurance Benefits	4,773,264.00
Supplies	1,155,585.00
Purchased & Contracted Services	7,186,361.00
Library Materials & Information	8,108,000.00
Capital Outlay	631,550.00
Other Objects	268,000.00
Other Financing Uses	
Transfer (Capital)	<u>2,500,000.00</u>
<b>TOTAL APPROPRIATION</b>	<b>\$ 55,600,000.00</b>

In addition to the General Fund, she recommended that estimated resources and appropriations for special revenue, capital and permanent (trust) funds be set as follows, noting that trust fund principals, a total of \$6,720,519, are excluded from permanent fund balances.

<u>FUND</u>	<u>2010</u> <u>AVAILABLE</u> <u>BALANCE</u>	<u>2011</u> <u>ESTIMATED</u> <u>RESOURCES</u>	<u>2011</u> <u>APPROPRIATION</u>
General Fund	\$ 5,236,800.00	\$ 61,150,000.00	\$ 55,600,000.00 (1)
Building & Repair Capital Fund	3,580,018.46	2,758,268.52 (2)	3,798,683.95
Special Revenue (8 funds)	464,586.14	219,694.97	400,908.71
Permanent (44 funds)	1,887,750.97	108,465.00	488,225.00
<b>Total</b>	<b>\$ 11,169,155.57</b>	<b>\$ 64,236,428.49</b>	<b>\$ 60,287,817.66</b>

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

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

She recommended that the Board adopt a Resolution that to provide for expenditures during the fiscal year ending December 31, 2011, the resources of the Library be appropriated at the fund and object levels presented and as detailed below, to be submitted to the Hamilton County Budget Commission as the Library's **2011 Annual Appropriation Resolution and Certificate of Sources Available for Expenditure**.

**SPECIAL REVENUE:**

<b>General Fund</b>	Anderson Mt Washington	Friedman	Library Materials	Library Programs	Hosbrook
101	701-01	701-10	701-12	701-52	701-71
Salaries	27,173,016.00				
Retirement Benefits	3,804,224.00				
Insurance Benefits	4,773,264.00				
Other Employee Benefits					
Purchased/Contracted Services	7,186,361.00	14,900.00	5,750.00	73,250.00	5,700.00
Supplies	1,155,585.00	8,000.00	1,500.00	17,800.00	10,000.00
Library Materials and Information	8,108,000.00	21,000.00	10,000.00	18,508.71	500.00
Other Objects	268,000.00				
Capital Outlay	631,550.00	10,000.00			4,000.00
Debt Service					
Other Financing Uses	2,500,000.00				
Contingency					
<b>Total Appropriation</b>	<b>55,600,000.00</b>	<b>53,900.00</b>	<b>17,250.00</b>	<b>18,508.71</b>	<b>20,200.00</b>

**CAPITAL:**

**PERMANENT:**

Gifts	Building & Repair	Anderson	Karline Brown	Feld	Incidental Expense
701-99	401	801-01	801-06	801-12	801-14
Salaries					
Retirement Benefits					
Insurance Benefits					
Other Employee Benefits			2,200.00		1,000.00
Purchased/Contracted Services	678,089.00				50,000.00
Supplies	150,000.00				7,200.00
Library Materials and Information				145,000.00	
Other Objects					
Capital Outlay	50,000.00	3,120,594.95	13,000.00		

	CAPITAL:		PERMANENT:			
	Gifts	Building & Repair	Anderson	Karline Brown	Feld	Incidental Expense
Debt Service						
Other Financing Uses						
Contingency						
<b>Total Appropriation</b>	<b>200,000.00</b>	<b>3,798,683.95</b>	<b>13,000.00</b>	<b>2,200.00</b>	<b>145,000.00</b>	<b>58,200.00</b>

	Glueck	Goldsmith	Greider	Hadley	Heekin	Heisel Dunlap
	801-16	801-17	801-18	801-20	801-23	801-24
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits				10,000.00		14,300.00
Purchased/Contracted Services					1,000.00	
Supplies						
Library Materials and Information	1,000.00	1,000.00	1,100.00			
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
<b>Total Appropriation</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,100.00</b>	<b>10,000.00</b>	<b>1,000.00</b>	<b>14,300.00</b>

	Huenefeld	Library Materials	Kahn	Kersten	Lenke	Nolan
	801-25	801-27	801-28	801-30	801-33	801-45
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits						
Purchased/Contracted Services				53,600.00		1,750.00
Supplies				95,525.00		
Library Materials and Information	1,000.00	1,000.00	1,100.00		1,000.00	
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
<b>Total Appropriation</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,100.00</b>	<b>149,125.00</b>	<b>1,000.00</b>	<b>1,750.00</b>

	Schild Score	Sackett	Dwyer	Stern, Martha	Gillespie	Trager
	801-59	801-60	801-63	801-65	801-66	801-74
Salaries						
Retirement Benefits						

	Schild Score	Sackett	Dwyer	Stern, Martha	Gillespie	Trager
Insurance Benefits						
Other Employee Benefits						
Purchased/Contracted Services					2,050.00	
Supplies			4,000.00			
Library Materials and Information	1,000.00	6,600.00	8,000.00	1,700.00		1,100.00
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
<b>Total Appropriation</b>	<b>1,000.00</b>	<b>6,600.00</b>	<b>12,000.00</b>	<b>1,700.00</b>	<b>2,050.00</b>	<b>1,100.00</b>

	Howard 801-75	Valerio Family 801-79
Salaries		
Retirement Benefits		
Insurance Benefits		
Other Employee Benefits		
Purchased/Contracted Services		39,000.00
Supplies		
Library Materials and Information	23,000.00	
Other Objects		
Capital Outlay		
Debt Service		
Other Financing Uses		
Contingency		
<b>Total Appropriation</b>	<b>23,000.00</b>	<b>39,000.00</b>

### Public Official Bonds

Ms. Schoettker requested that the Board approve the execution of new public official bonds 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, 2011 and ending January 31, 2012, in accordance with ORC 3375.32.

### Resolution/Authorization for Bank Accounts

Ms. Schoettker reported that the annual change of Board officers and appointment of a Fiscal Officer requires notification to our banking service providers and they require a resolution of the Board assigning authority for financial transactions. She requested that the Board adopt the following resolution, which is based on provisions of the Ohio Revised Code and prior Board authorizations:

#### RESOLUTION/AUTHORIZATION LIBRARY OFFICERS

At the Annual Meeting of the Board of Trustees of the Public Library of Cincinnati and Hamilton County, duly called and held at the Main Library, 800 Vine Street, on the 11<sup>th</sup> day of January, 2011, at which a quorum was present:

1. officers were duly elected for the ensuing year or until their successors are chosen and qualified:

Name	Title
William J. Moran	President
Robert G. Hendon	Vice President
Ross A. Wright	Secretary
Patricia Schoettker	Fiscal Officer

2. a Deputy Fiscal Officer (Molly DeFosse) was appointed for the ensuing year.
3. 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 and 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. The authority herein given is to remain irrevocable so far as the public depository is concerned until it is notified in writing of a new resolution modifying or revoking such authority.

#### Resolution/Authorization for 2011 Tax Levy Advances

The Hamilton County Auditor makes advance payment of the taxes collected and held in the county treasury, but an advance will only be processed when the organization's governing body has passed an initial blanket resolution and the authorized official formally requests each advance in writing. Ms. Schoettker requested that the Board adopt the following resolution to this purpose, which is based on the form suggested by the County Auditor.

#### 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 2011 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 2011).

*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.

Mrs. LaMacchia moved that these recommendations and corresponding resolutions be approved as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(09-2011)**

## **FACILITIES COMMITTEE REPORT**

Mr. Hendon reported that the Facilities Committee met on January 6. Library Trustees Bill Moran and Ross Wright were in attendance, while Committee Chairman Robert Hendon and Trustee Elizabeth LaMacchia participated via phone. Kim Fender and Jason Buydos were also in attendance.

Mr. Hendon presented Committee recommendations that the Board:

### 2009/10 Ongoing Maintenance Project

- confirm approval of Change Order No. TC04-02 in the amount of \$21,128.00 to Feldkamp Enterprises Inc., for heating coil replacement at the Main Library, heat exchanger at Delhi, and airflow investigation/balancing at Blue Ash and Wyoming.

### 2011 Ongoing Maintenance Project

- postpone advertising for Construction Management services for the 2011 Ongoing Maintenance project until more is known about State funding reductions.

### Pleasant Ridge ADA Project

- from the two Statements of Qualification received from firms interested in providing construction management services for the Pleasant Ridge ADA Project, rank the firms as follows:
  1. Messer Construction Co.
  2. R J Beischel Building Co.
- authorize negotiation of a contract with Messer as the firm most qualified.

Mr. Hendon noted that a city zoning hearing for the Pleasant Ridge ADA Project is scheduled for January 12. Current zoning is RM 1.2 with the Library specified as a conditional use. Any addition to a building in this situation requires a public hearing.

Mr. Hendon also reported that:

### Elmwood Place Branch

- no communication has been received from the Village of Elmwood Place. Following a Village Council meeting on December 14, Cincinnati.com reported that the Council deferred any decision about charging the Library for maintenance costs until after the new year.

### Dale Road Property

- the closing for sale of Library property at 1703 Dale Road, formerly the site of the Bond Hill Branch, was December 17.

### Brookline Property

Mr. Hendon presented a spreadsheet showing income and expenses for the Brookline property and noted that the Committee has directed staff to continue to update the spreadsheet but not to include it in Board reports.

Mr. Hendon moved that the Board approve the recommendations of the Facilities Committee. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(10-2011)**

## **DEVELOPMENT COMMITTEE REPORT**

Mr. Ross reported that:

### The Library

- in 2010, the Library received restricted and unrestricted gifts totaling \$268,005.43.

### Library Foundation

- 2010 Annual Fund donations totaled \$92,845.88. Library staff members pledged and donated over \$13,000 of that total and the number of staff pledges increased by 500%.
- Skyline Chili awarded a grant of \$2,000 to the Library Foundation to help underwrite the production of oversized postcards depicting panorama plates; the sale of these postcards will benefit the Foundation. Wendling Printing has agreed to print 1,000 sets at a reduced price.
- the Foundation will hold its next meeting on January 20.

### Pleasant Ridge

- the Pleasant Ridge Community Council received a \$20,000 grant from the Robert H. Reakirt Fund, PNC Bank, Trustee for the Pleasant Ridge Branch ADA upgrade project.

### Friends of the Public Library

- the Friends Winter Warehouse Sale will be January 13-17.
- Friends booksales scheduled for 2011 are:
  - February 24-26, Bond Hill
  - April 28-30, Symmes Township
  - June 5-10, Main Library
  - August 25-28, Friends Warehouse
  - September 29-Oct. 1, Westwood
  - November 3-5, Madeira
- the next Friends meeting will be January 28.

The report was received and filed.

## COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

Mr. Sittenfeld presented a report on planning and upcoming promotion campaigns and notable media coverage and news releases. The report was received and filed.

## LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright expressed the Board's condolences to victims of the recent shooting in Arizona.

### Redesigning Ohio

Mr. Wright reported that *Redesigning Ohio Transforming Government into a 21<sup>st</sup> Century Institution*, a report issued by the Ohio's Chambers of Commerce, provides recommendations on changing government. Two sections of the report have the potential to significantly impact the Library and our staff members.

A proposal regarding the public retirement systems would require a 50-50 contribution by the employer and the employee (currently Library pays 14% of salary, staff member 10%) into the Ohio Public Employee Retirement System. Another proposal would reduce the number of state pension systems to capture administrative savings.

The Local Governments section, while dealing mostly with counties, cities, townships, villages and school districts, does mention public libraries and our State funding (Public Library Fund). It proposes ending traditional revenue sharing, whereby local governments, including public libraries, receive a share of State tax revenues based on a distribution formula, replaced by a system that funds only those local government units that meet State funding criteria.

The report also proposes the creation in each county of a Local Government Service Coordination and Collaboration Plan that would engage all government and quasi-government units within the county. Future local government fund eligibility would be contingent upon completion and implementation of this plan.

Both the change in pension contributions and the change to the Public Library Fund distribution would require changes to Ohio law.

The report was received and filed.

The Regular Meeting was then adjourned.

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President

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Attest: Secretary