

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

Date: June 9, 2009

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

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

Trustees Absent: Mr. Wright

Present: Kimber L. Fender, Greg Edwards,
Raymond Hils and Patricia Schoettker

PUBLIC COMMENTS

Katherine Hevener spoke to the Board about the impact of closing the Cincinnati Library for the Blind. Her concerns are that the quality of the service from Cleveland will not be as good as has been provided from Cincinnati. She wants to work with the Board and Library Director on making budget cuts and increasing funding.

Joyce Rogers submitted a written statement and expressed her concerns about closing the Cincinnati Library for the Blind. She emphasized the reliance of the blind on the services such as book clubs and League of Women's Voter election information and on staff support and she believes the closure is unnecessary.

Deborah Kendrick distributed an article she wrote for the Columbus Dispatch on May 31. She told the Board that she felt they did not know enough about the blind population. She said that although the blind community was led to believe they could not change the situation (library closure), they will continue to be an integrated part of Cincinnati, Hamilton County and southern Ohio.

Robert Rogers distributed a written statement and addressed the resulting loss of rent for the Library. He expressed his opinion that the closure is a critical loss to the blind community.

George Coorey also expressed his thoughts about the loss of important services.

Mrs. LaMacchia thanked the speakers for the information they provided and she asked Ms. Fender to respond with information she had prepared for her report today to the Board.

Ms. Fender reminded the Board that the plan to merge the Cincinnati Library for the Blind with the Cleveland Library for the Blind was approved in August 2008 and that the merger process is well underway. Funding for the Library for the Blind is not part of the our Library's funding, but is carried as a line item for the State Library in the State of Ohio's budget. Funding for the merged service set to begin in Cleveland in July has been approved in both House and Senate versions of the current budget bill.

Ms. Fender outlined the enhanced services we will provide to Hamilton County residents as part of this merger, including new adaptive equipment to be placed at several branches, Zoomtext screen enlarging software, access to the KLAS system used to access reader accounts and collection information, continuance of a browsing collection of talking books, and additions to our collection of audio described videos. To communicate other services (such as books on tape and CD), we will promote the books-by-mail component of our Outreach Services Department. A letter to Hamilton County readers will communicate these services and we are always willing to consider additional suggestions, such as the book clubs and League of Women's Voter election information mentioned by Mrs. Rogers.

Equipment that provides sound amplification for hearing impaired customers attending Library programs or requesting staff assistance is also being purchased.

Mrs. LaMacchia stated that the Board was unable to take questions, but she offered to stay and take questions after completion of the meeting.

MINUTES OF THE REGULAR MEETING HELD MONDAY, MAY 11, 2009

Mr. Sittenfeld moved that the Minutes of the Regular Meeting held Monday, May 11, 2009 be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. (36-2009)

EXECUTIVE DIRECTOR'S REPORT

Ms. Fender reported that:

Enquirer's Krista Ramsey Editorial

- an editorial by Krista Ramsey entitled "What libraries are worth to us", featured in the *Cincinnati Enquirer* on June 1, focused on increased usage of the Library during these economically tough times and the notable rise in circulation of books. Ms. Ramsey touched on how welcoming libraries are, the enormous popularity of the Library's website, and the launch of the Summer Reading program. She concluded with mention of the possible need for a levy in the fall and the suggestion that area residents give thought to what libraries are worth for our community. A link to the article included on the Library's Facebook page has generated many positive comments from Library customers.

Paula Brehm-Heeger - Candidate for Ohio Library Council Board

Paula Brehm-Heeger, Library Services Manager – Central Region is running for election to the Board of Directors of the Ohio Library Council, the statewide professional association that represents the interests of Ohio's public libraries as well as their trustees, Friends and staffs.

MVP Awards

- that first quarter 2009 recipients of the MVP award are Anna Hancock, Children's Librarian at Miami Township Branch, and Millie Henley, Children's Librarian at Forest Park Branch.

Library Volunteer Reception

- 198 Library volunteers who contributed thousands of hours were thanked at a reception at the Westwood Branch. The volunteer program has grown to be a vital part of Library customer service.

Ms. Fender introduced Cataloging Services Manager Roger Miller.

Cataloging Services Department

Mr. Miller informed the Board of recent recognition of Cataloging Services Department work, including recent membership in the OCLC (Online Computer Library Center) Enhance Program, which allows highly qualified cataloging institutions to participate more fully in the overall quality control of WorldCat, the OCLC shared cataloging database. The Public Library of Cincinnati and Hamilton County is one of only 19 public libraries in the current Enhance membership of 234 institutions.

Our Library has been an independent NACO (Name Authority Cooperative) member since 2006. This year, Mr. Miller was trained for the additional work of contributing series authority records to the national authority file and subsequently offered the training to Library catalogers. On May 4, the Library of Congress granted the Library independent status and since March the Cataloging Services Department has contributed over 110 new series authority records to the authority file. E-mails from public libraries in the U.S. and Canada cite the widespread use of series authority records created by the Department and thank our Library for its contribution to authority work for public libraries.

Library for the Blind Merger

Ms. Fender noted that most of her report on the Library for the Blind merger was presented following the public comment at the outset of the meeting. As previously stated, the last day of operation for the Cincinnati Library for the Blind will be June 30, 2009. The entire collection of talking books and Braille books is being offered to other regional libraries in a process developed by the National Library Service (NLS). A small grant from the State Library of Ohio will help cover the costs of the merger. Remaining LFB staff will be placed in vacant positions in our Library

The report was received and filed.

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

LIBRARY SERVICES

Mrs. Khoury reported that:

Library Joins Twitter

- the Library's Facebook page debuted in January and on June 15 the Library is joining Twitter, another fast-growing social networking site. As with Facebook, Twitter will give us the opportunity to increase awareness of our organization; market information about our collection, services, and programs; connect with our users in an informal way; and quickly share information with the community. The URL for our Twitter page is <http://twitter.com/cincylibrary>.

Text a Librarian Service

- the Library will launch a "text messaging" or "texting" service, a popular form of communication involving an exchange of written messages between mobile phones, in July. Questions submitted by mobile phone will be answered by Library staff utilizing a web-based computer interface.

Library CET Collaboration

- the Library is partnering with CET this summer on two projects. For *American Experience*, a national series about local individuals who shaped Greater Cincinnati, Library staff will prepare lists of resources (books, DVDs, web sites, articles, etc.) for viewers who wish to undertake additional research. For the second project, a series of CET programs aimed at helping people in the community facing foreclosure connect with the organizations that can assist them, we will identify resources available at the Library.

Marcus Luttrell Program

- over 900 people attended the Marcus Luttrell program on May 12, perhaps the largest attendance for any program held at the Main Library. Attendees came from as far as Florida, Chicago, Pennsylvania, and northern Indiana. Mr. Luttrell signed books and posed for photos for about 2 ½ hours following his one-hour talk.

Mr. Edwards reported that:

Programs & Exhibits of Note

- as part of the Summer Reading Program, Creature Feature, the Library has formed a new programming partnership with the Cincinnati Zoo & Botanical Garden. Every Tuesday for eight weeks, June 2 – July 21, a children's librarian will do a Zoo Tales storytime at the Zoo on a popular character from children's literature. In exchange, the Zoo will bring their "Wildlife Comes to You" program to eight branch libraries during the summer.
- Alan Drew, author of June's Featured Book of the Month *Gardens of Water*, will discuss his book at the Main Library's Reading Garden Lounge on June 21.
- in response to increasing demand for training on technology, including hardware and software products offered by the Library, the Main Library's TechCenter is offering training classes for the public this summer on Word Processing Basics, Introduction to the Internet, Flickr, MP3 Players, and e-mail basics.
- in conjunction with the Cincinnati Book Arts Society's *Bookworks* exhibit, selections from the Main Library's artists' book collection are on display in our exhibit entitled *The Keith Kuhn Memorial Artists' Book Exhibit – More Than Words: The Book as Art* from June 12 through September 7 in the Main Library's Cincinnati Room.

Library Usage

- usage increased 3.7% overall in May (Main Library 6.7% , branches 2.8%). Print usage continues to be strong and a primary driver of circulation growth, with a 19% increase at the Main Library, 5.3% at branches. The year-to-date circulation increase (6.2%) is almost double what it was in May 2008 (3.3%).
- the top circulating items and statistical reports for the month of May 2009 were submitted.

ADMINISTRATION

Personnel Changes

Mrs. Khoury recommended that the Board approve the following personnel changes effective through May 30, 2009:

| ACTION | AGENCY | POSITION TITLE | FTE | EMPLOYEE NAME | EFFECTIVE DATE |
|---------------|----------------------------|-----------------------|------------|--------------------------|-----------------------|
| Promotion | Walnut Hills | LSA II | 1.00 | Allan, Macy E. | 05/17/09 |
| Appointment | Blue Ash | Student Shelver | 0.25 | Arling, Zachary N. | 05/03/09 |
| Appointment | Madeira | Student Shelver | 0.30 | Cedillo, Theodore R. | 05/03/09 |
| Appointment | Groesbeck | LSA I | 0.50 | Hoffman, Margaret E. | 05/17/09 |
| Appointment | Elmwood | LSA I | 0.50 | Imwalle, Daniel K. | 05/03/09 |
| Appointment | Groesbeck | LSA I | 0.70 | Meyer, Jenifer | 05/17/09 |
| Appointment | North Central | LSA I | 0.60 | Mukuda, Julie S. | 05/03/09 |
| Appointment | Madeira | LSA I | 0.60 | Petroziello, Matthew C. | 05/03/09 |
| Appointment | Madeira | LSA I | 0.60 | Pogue, Sarah A. | 05/03/09 |
| Appointment | Green Township | LSA I | 0.50 | Sebastian, Kimberly M. | 05/17/09 |
| Appointment | Groesbeck | LSA I | 0.50 | Tyler, Sandra R. | 05/17/09 |
| Appointment | Wyoming | LSA I | 0.50 | Wilemski, Rebecca L. | 05/03/09 |
| Change | TechCenter | LSA II | 0.60 | Baron, Molly J. | 05/17/09 |
| Change | Green Township | LSA II | 1.00 | Cooper, Stephanie D. | 05/03/09 |
| Change | Processing | Processing Ass't I | 1.00 | Eick, Marcie H. | 05/17/09 |
| Change | Processing | Processing Ass't II | 1.00 | Harris, Rhonda M. | 05/03/09 |
| Departure | College Hill | Reference Librarian | 1.00 | Allenbaugh, Catherine A. | 05/15/09 |
| Departure | Children's Learning Center | Shelver | 1.00 | Gresham, Amy N. | 05/12/09 |
| Departure | Groesbeck | Student Shelver | 0.30 | Reckelhoff, Nicholas R. | 05/15/09 |

Senior Employment Center Program

Mrs. Khoury reported that the Library will supplement staffing needs and be a host agency for seniors pursuing work through the Senior Employment Center, a Division of Mature Services, Inc. This federally funded work-training and employment program for persons 55 and older will cover 100% of the trainees' wages and benefits for up to 12 weeks.

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

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. LaMacchia ... 7 ayes. The motion carried. **(37-2009)**

FISCAL OFFICER'S REPORT

Ms. Schoettker reported that:

Audit of Year Ending December 31, 2008

- the post-audit conference for the year ending December 31, 2008 will be held immediately after the June Meeting of the Library Board.

Public Library Fund

- Public Library Fund receipts continue to fall, but at a slightly lesser rate than last month. At \$3.5 million, the June distribution is 8.5% less than June 2008. Year to date, revenue is \$3.8 million (15%) less than the same period last year.
- compared to the 2009 estimate, actual year-to-date receipts are short \$2.1 million or 8.8%. The General Fund started the year with a \$7 million budget gap that is being filled with one-time gift, special revenue and capital project funds. If the PLF continues at the same level of reduction through the remainder of the year, that shortfall will increase from \$7 million to \$10-11 million. At that level, it will become necessary to use capital monies, cancel planned purchases and use up to \$750,000 from the Armstrong Fund. She noted that a request for authorization for emergency transfer of capital funds is included in the Finance and Audit Committee reports.

Monthly Financial Report

- the financial report was submitted for the period ending May 31, 2009.

Investment Report

- the investment report was submitted for the month ending May 31, 2009.

Mr. Sittenfeld moved that the Board approve the Fiscal Officer's Report including the financial and investment report as submitted. Mr. Hendon seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran (except pass on investment report), Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. **(38-2009)**

FACILITIES COMMITTEE REPORT

Mr. Hendon presented recommendations that the Board:

2008 On-Going Maintenance Project

- execute Certificates of Substantial Completion with:
 - Imbus Roofing, effective June 1, 2009
 - Westside Paving, effective June 1, 2009
 - C R & R, Inc., effective July 1, 2009

- confirm Change Order No. TC-03-03 (deduct) in the amount of \$ (9,521.54) to our contract with Imbus Roofing.

2009 On-Going Maintenance Project

Mr. Hendon reviewed our practice of requiring bid allowances, a specified dollar amount for materials and a number of hours by trade. The cost of this allowance is included in the total bid. Allowance dollars are used for small changes in lieu of executing a change order. The use of allowances keeps the project on schedule by eliminating the need for change order paperwork.

Unfortunately, Feldkamp, the low bidder for the 2009 Ongoing Maintenance HVAC contract, entered \$0.00 on their bid for both allowances. Although Feldkamp has expressed interest in absorbing the cost of allowances in their bid, we are uncertain whether or not this bidder can be awarded the contract and are seeking a legal opinion.

If Feldkamp's bid is valid, then it is recommended that the Board award the following contracts for the 2009 Ongoing Maintenance project, based on a letter of recommendation from Messer Construction Company:

| | | | |
|----------------------|--------------|-----------------------|-----------------------|
| TC-01 General Trades | | Klenco Construction | \$369,100.00 |
| TC-02 Asphalt | | Barry L. Brown Paving | \$99,000.00 |
| TC-03 Roofing | | Wm. Kramer Roofing | \$120,445.00 |
| TC-04 HVAC/Controls | Base Bid | Feldkamp | \$356,000.00 |
| | Alternate #1 | Feldkamp | \$147,105.00 |
| TC-05 Electric | | Hilvert & Pope | \$340,534.00 |
| Total | | | <u>\$1,432,184.00</u> |

Should the legal review determine that Feldman's bid must be withdrawn, it is recommended that the Board approve awarding the contract to the second lowest bidder for this contract - Peck, Hannaford & Briggs. Bid awards under this scenario are as follows:

| | | | |
|----------------------|--------------|--------------------------|-----------------------|
| TC-01 General Trades | | Klenco Construction | \$369,100.00 |
| TC-02 Asphalt | | Barry L. Brown Paving | \$99,000.00 |
| TC-03 Roofing | | Wm. Kramer Roofing | \$120,445.00 |
| TC-04 HVAC/Controls | Base Bid | Peck, Hannaford & Briggs | \$541,900.00 |
| | Alternate #1 | Peck, Hannaford & Briggs | \$130,305.00 |
| TC-05 Electric | | Hilvert & Pope | \$340,534.00 |
| Total | | | <u>\$1,601,284.00</u> |

The bid tabulation records the public bids received on June 2, 2009. The bid estimate was \$1,677,200.00, and either scenario is still under the estimate. The total project budget, including construction management fees and contingency, is \$2,500,000.

Mr. Sittenfeld moved that the Board approve the Facilities Committee Report as submitted. Mrs. Gettler seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. **(39-2009)**

DEVELOPMENT COMMITTEE REPORT

Mrs. Gettler reported that:

Library Foundation

- as addressed in the Library Services and Administration Report, the Library Foundation hosted a sold-out reception for author and former Navy SEAL Marcus Luttrell on May 12. The Foundation raised \$1,350.00 from the reception.

Friends of the Public Library

- in conjunction with the Library's Marcus Luttrell program, the Friends made sales of almost \$5,000 from his book "Lone Survivor".
- the Friends held their largest book sale of the year in the Main Library Atrium from May 31 through June 5. Gross sales were \$87,665.

Anderson Township Library Association

- the Anderson Township Library Association will hold its largest sale of the year at Nagel Middle School on from June 26 - 28.

The report was received and filed.

Mrs. Gettler asked Mrs. LaMacchia to excuse her from the remainder of the meeting due to another commitment.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

Mr. Sittenfeld prefaced his report by stating that he was impressed by the efforts of the Library Board and particularly staff to deliver library services to the community, not only by providing library materials, but by actively promoting those materials and services to all library users, including users in the blind community.

Mr. Sittenfeld then presented a report on promotion and planning, notable media coverage, press releases and community outreach. The report was received and filed.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mrs. Khoury reported that:

State Budget

- Executive Director Kim Fender attended the Senate Finance and Financial Institutions Committee hearing on the Public Library Fund on May 20. In the Senate version of HB 1, the biennium budget bill, \$5 million continues to be transferred each fiscal year from the Public Library Fund (PLF) to cover the cost of OPLIN and Library for the Blind, but \$5 million is also transferred back from the state General Revenue Fund to the PLF, resulting in no net loss to the PLF. The bill is currently in Conference Committee.

Complaint by Yvonne Garner

- our auto insurance carrier, Travelers Insurance Company, has informed us that an entry of dismissal was filed on May 29, 2009, regarding a 2008 complaint filed in the Hamilton County Court of Common Pleas by Yvonne Garner, relative to a motor vehicle accident in June 2006. Because the dismissal is without prejudice, the plaintiff may refile the complaint within one year.

Complaint in Foreclosure – Wilkinson Estate

- a notice of dismissal, also without prejudice, has been received regarding a Complaint in Foreclosure from the Court of Common Pleas filed by Wells Fargo Bank relative to a bequest to the Library from the estate of Wayne C. Wilkinson.

The report was received and filed.

FINANCE AND AUDIT COMMITTEE REPORT

Mr. Moran reported that the Finance and Audit Committee met on June 4, 2009. Trustees Bill Moran, Bob Hendon and Paul Sittenfeld were in attendance, along with Kim Fender and Pat Schoettker. The Committee recommends that the Board take the following action:

2009 Annual Appropriations, Estimated Resources, Transfers

1. Mr. Moran recommended that the Board authorize revisions to the 2009 Annual Appropriation Resolution and Estimated Resources as follows:

2009 Annual Appropriations

| <u>Fund</u> | <u>Revision</u> |
|-----------------------------------|--------------------|
| General Fund | |
| Salaries | \$(200,000.00) |
| Other Employee Benefits | 500.00 |
| Purchased and Contracted Services | 192,000.00 |
| Other Objects | <u>7,500.00</u> |
| Net Change | \$ 0.00 |
| LSTA Fund | |
| Salaries | \$ 4,342.00 |
| Purchased and Contracted Services | <u>657.00</u> |
| Net Change | \$ 4,999.00 |
| Library for Blind Fund | |
| Retirement Benefits | \$(4,309.95) |
| Insurance Benefits | 669.46 |
| Supplies | 4,462.22 |
| Purchased and Contracted Services | 8,439.84 |
| Library Materials | (5,201.57) |
| Capital Outlay | <u>(4,060.00)</u> |
| Net Change | \$ 0.00 |
| Friedman Fund | |

2009 Annual Appropriations

| <u>Fund</u> | <u>Revision</u> |
|---------------------------------------|------------------------|
| Supplies | \$ (5,000.00) |
| Purchased and Contracted Services | <u>5,000.00</u> |
| Net Change | \$ 0.00 |
| Gift Fund | |
| Supplies | 60,000.00 |
| Purchased and Contracted Services | 285,000.00 |
| Capital Outlay | (105,000.00) |
| Net Change | \$240,000.00 |
| Building & Repair Fund | |
| Other Financing Uses (Transfer Out) | \$ 1,000,000.00 |
| St. Bernard Fund | |
| Other Financing Uses (Transfer Out) | \$ 1,050,000.00 |
| Reading Fund | |
| Other Financing Uses (Transfer Out) | \$ 1,450,000.00 |

2009 Estimated Resources

| <u>Fund</u> | <u>Revision</u> |
|----------------------------------------|---------------------|
| General Fund | |
| Intergovernmental Receipts, State | \$ (3,500,000.00) |
| Other Financing Sources (Transfers In) | <u>3,500,000.00</u> |
| Net Change | \$ 0.00 |
| LSTA Fund | |
| Intergovernmental Receipts, Federal | \$ 4,999.00 |

The changes in appropriation for the **General Fund** match anticipated expenses. The change in resources plans for an expected shortfall in state revenue to be offset with a transfer of capital funds.

The changes in resources and appropriation for the **LSTA Fund** incorporate additional funding to help merge the Cincinnati and Cleveland Libraries for the Blind.

The appropriation changes for the **Library for the Blind** and **Friedman Funds** both provide for closeout of the Library for the Blind program.

The increase in appropriation in the **Gift Fund** allows for additional support from this fund for operating expenses.

The appropriation changes for the **Building & Repair, St. Bernard and Reading Funds** provide for emergency transfer of funds (see below) if the continuing shortfall in Public Library Fund leaves the General Fund under funded.

2. Mr. Moran recommended that the Board authorize the following transfer of funds, as needed:

| Amount | Transfer from: | Transfer to: |
|-----------------|------------------------|---------------------|
| \$ 1,050,000.00 | St. Bernard Fund | General Fund |
| \$ 1,450,000.00 | Reading Fund | General Fund |
| \$ 1,000,000.00 | Building & Repair Fund | General Fund |

Mr. Moran moved that these items be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld, and Mrs. LaMacchia ... 5 ayes. The motion carried. **(40-2009)**

Tax Levy Resolution

3. Mr. Moran presented (and read) the following resolution prepared by the office of the Hamilton County Prosecuting Attorney, for submittal to Hamilton County, the taxing authority of the political subdivision:

RESOLUTION DECLARING THAT THE AMOUNT OF TAXES WHICH MAY BE RAISED WITHIN THE TEN-MILL LIMITATION BY LEVIES ON THE CURRENT TAX DUPLICATE WILL BE INSUFFICIENT TO PROVIDE AN ADEQUATE AMOUNT FOR THE NECESSARY OPERATIONAL REQUIREMENTS OF THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY AND THAT IT IS NECESSARY TO LEVY A TAX IN EXCESS OF THE TEN-MILL LIMITATION AT A RATE NOT TO EXCEED ONE MIL

BY THE BOARD:

WHEREAS, the Board of Library Trustees of The Public Library of Cincinnati and Hamilton County has determined that in accordance with R.C. 5705.19 (D) that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the operating expenditures of The Public Library of Cincinnati and Hamilton County; and

WHEREAS, the Board of Library Trustees of The Public Library of Cincinnati and Hamilton County, has determined that it is necessary that additional taxes be levied for operating expenditures for 2010, 2011, 2012, 2013 and 2014;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of The Public Library of Cincinnati and Hamilton County, that it is necessary to levy a tax in excess of the ten-mill limitation for the purpose of providing an adequate amount for operating expenditures of The Public Library of Cincinnati and Hamilton County for 2010, 2011, 2012, 2013 and 2014, at a rate not exceeding one mill for each one dollar (\$1.00) of valuation, which represents a new tax levy, to be in effect for a period of five year (5) years, levied on the 2010, 2011, 2012, 2013 and 2014 tax duplicates, and that the question of levying a tax be submitted to the electorate of Hamilton County, Ohio, at the general election to be held on November 3, 2009, as provided for in R.C. 5705.23.

BE IT FURTHER RESOLVED that the form of ballot cast at such election shall be:

PROPOSED TAX LEVY

A TAX LEVY FOR THE PURPOSE OF PROVIDING OPERATIONAL SUPPORT FOR THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY TOTALING ONE (1)MILL

For The Public Library of Cincinnati and Hamilton County
Operating Expenditures

A Majority Affirmative Vote Is Necessary For Passage

A new one (1) mill levy,
for the benefit of The Public Library of Cincinnati and Hamilton County
for the purpose of providing
OPERATING EXPENDITURES,
at a rate not
exceeding one (1) mill for each one dollar of
valuation for five (5) years
to be levied on the 2010, 2011, 2012, 2013 and 2014 tax
duplicates.

| | |
|--|----------------------|
| | FOR THE TAX LEVY |
| | AGAINST THE TAX LEVY |

and

BE IT FURTHER RESOLVED that the Secretary of this Board be and is hereby directed to transmit a certified copy of this resolution to the Board of County Commissioners, Hamilton County, Ohio who is directed to transmit a copy of this resolution to the Board of Elections of Hamilton County, Ohio. The Board of Elections shall submit the proposal to the electors of this County at the general election to be held November 3, 2009. The Board of Elections shall make the necessary arrangements for the submission of the proposed tax levy to the electors in accordance with the Revised Code, and such election shall be held on the date specified in this resolution, and the clerk of the Board of Elections shall cause notice of said election to be published once a week for four (4) consecutive weeks in a newspaper of general circulation in Hamilton County stating the purpose of said tax levy, the rate of said tax levy expressed in dollars and cents for each one hundred dollars of valuation as well as in mills for each one dollar of valuation, and the number of years during which said tax rate shall be in effect as heretofore specified, and the time and place of holding the election, and

BE IT FURTHER RESOLVED that the Clerk of said Board of Elections is hereby directed to certify the results of said election immediately after the canvass by said Board of Elections to the taxing authority of Hamilton County in order to permit the extensions of such levy, if approved by the electorate, upon the 2010, 2011, 2012, 2013, and 2014 tax lists and duplicates.

BE IT FURTHER RESOLVED that the Secretary Board of Library Trustees of The Public Library of Cincinnati and Hamilton County be and hereby is authorized and directed to certify copies of this resolution to: Patrick Thompson, County Administrator; Kimber Fender, Executive Director, The Public Library of Cincinnati and Hamilton County; and Dusty Rhodes, County Auditor.

ADOPTED at a regularly adjourned meeting of the Board of Library Trustees of The Public Library of Cincinnati and Hamilton County this 9th day of June 2009.

Mr. Moran stated that he hates taking this action and asking for more from the taxpayers, but there is no other choice if the Library is going to continue to operate.

Mr. Hendon acknowledged that the Library has done all it can to trim expenses but with no local income, only insufficient state income, Library funding is insufficient.

Mr. Sittenfeld expressed his feeling that this action is being done FOR the voters – giving them the opportunity to participate in the decision about Library funding.

Mrs. Khoury noted that the Library has been unsuccessful in closing library locations. If we are going to retain the same quality of library service, at the same number of locations, we must take our funding proposal to the citizens of Hamilton County.

Finally, Mr. Moran noted that the cost of the proposed levy is expected to be \$2.50 per month for each \$100,000 of property valuation.

Mr. Moran moved that the tax levy resolution be adopted as submitted. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld, and Mrs. LaMacchia ... 5 ayes. The motion carried. **(41-2009)**

Purchasing Card Policy

4. Mr. Moran recommended adoption of the following policy:

Purchasing Card Policy

As permitted by ORC 3375.392, the Library uses a purchasing card program, which is subject to the same processes and controls as all other purchases by purchase order and check. The purchasing card program is established by written agreement with our banking services provider and authorized by resolution of the Library Board. Purchasing cards are used when a vendor does not accept a purchase order, when such use lowers the overall purchase cost and/or when expedited delivery is required.

Purchasing cards are issued in the name of both the Library and a responsible employee, at a fixed spending limit. Those employees must acknowledge in writing the receipt of their card and their responsibility for applicable procedures. Except for the purchase of library materials, all card purchases must be pre-approved by the Executive Director.

Mr. Moran moved that the purchasing card policy be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld, and Mrs. LaMacchia ... 5 ayes. The motion carried. **(42-2009)**

The Regular Meeting was then adjourned.

President

Attest: Secretary