

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

Date: December 8, 2009

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

Trustees Present: Mrs. Gettler, Mr. Hendon, Mrs. Khoury (arrived just after roll call), Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld and Mr. Wright

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

PUBLIC COMMENTS

None.

Ms. Khoury arrived.

RESOLUTION HONORING THE FRIENDS OF THE PUBLIC LIBRARY

Mrs. LaMacchia read the following Resolution honoring the achievements of The Friends of the Public Library of Cincinnati and Hamilton County and extending the Board's appreciation for its committed service in raising nearly \$5 million over five decades to help strengthen the Library by stepping up to meet every new challenge when asked.

Whereas, Since its founding in 1957, The Friends has successfully endeavored to support and strengthen the Library by garnering support for and spreading the word about the Library in the community, and

Whereas, During this time The Friends has given or raised funds to purchase hundreds of valuable and rare materials for the collection to enrich the Library's reputation as one of the great public libraries in the nation, and

Whereas Every year The Friends has sponsored hundreds of programs that encourage and foster the development of literacy skills and love of reading including the summer reading program and a diverse offering of authors and performers for children, teens, and adults, and

Whereas, The untiring efforts of the dedicated staff and volunteers of The Friends have resulted in numerous fundraising efforts garnering more than \$5 million to benefit the Library, its collections, programs and services, and

Whereas, The exceptional breadth and depth of these achievements alone would be an outstanding contribution to both the Library and the community, but The Friends has also been an outspoken proponent of the Library and has enthusiastically demonstrated this through its actions and hard-earned dollars in supporting the Library's advocacy efforts with the State Legislature and with Ballot Issue 7,

NOW THEREFORE, BE IT RESOLVED by the Members of the Board of Library Trustees that the Board honors and recognizes the invaluable contributions The Friends of the Public Library has made to the Library during five decades of devoted service.

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the Minutes of the Board of Trustees of the Public Library of Cincinnati and Hamilton County.

Mrs. LaMacchia moved that the Resolution be approved as submitted. 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. **(65-2009)**

MINUTES OF THE REGULAR MEETING HELD NOVEMBER 11, 2009

Mr. Moran moved that the Minutes of the Regular Meeting held Wednesday, November 11, 2009 be approved as submitted. Mr. Hendon 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. **(66-2009)**

RECOGNITION OF RETIREES

Mrs. LaMacchia recognized four retired Library employees, Sarah Connatser, Donna Foust, Bruce Sherwood, and Mary Youndblood for their years of service. After giving a brief work history, she presented each with a personalized memento box, provided by the Friends of the Public Library.

Mr. Sittenfeld suggested that retirees be invited to contribute their thoughts in Library publications.

EXECUTIVE DIRECTOR'S REPORT

Community Partners

Ms. Fender reported that by working with community partners to provide programs and services, we complement our strengths, achieve more and increase our visibility. Sometimes our collaborations

are big, organization-wide efforts like On The Same Page; other times they are collaborations between one Library location and a local organization.

We partner with schools, museums, universities and other area libraries; with non-profits working on literacy, education, and job skills; with organizations focusing on nutrition and aging; with parks, the zoo and various arts organizations; with local community councils, DCI, the Cincinnati Police and Children's Hospital.

Ms. Fender presented the following list of current or recent community partners:

Public Library of Cincinnati & Hamilton County Partners

Anderson Township Library Association
Friends of the Public Library
Library Foundation
3CDC-Fountain Square Events
4C . . . for Children
89.7 FM WNKU
91.7 WVXU
Anderson Community Television
Art Academy of Cincinnati
ArtWorks
Borders
Center for Closing the Health Gap
Centerpoint Health
CET
Charles H. Dater Foundation
Children's Home of Greater Cincinnati
Cincinnati Art Museum
Cincinnati Ballet
Cincinnati Book Arts Society
Cincinnati Chapter of the American Chemical Society
Cincinnati Children's Hospital Medical Center
Cincinnati Family Magazine
Cincinnati Flying Pig Marathon
Cincinnati-Hamilton County Community Action Agency
Cincinnati Kings
Cincinnati Magazine
Cincinnati Museum Center
Cincinnati Opera
Cincinnati Parks
Cincinnati Police Department
Cincinnati Public Schools
Cincinnati Recreation Commission
Cincinnati Reds
Cincinnati State Workforce Development Center
Cincinnati USA Regional Tourism Network
Cincinnati Youth Collaborative - College Resource Center
Cincinnati Zoo & Botanical Garden
Cincy Magazine
Cin-Liu Sister Cities
CincyAfterSchool
Community Shares
Consumer Credit Counseling Services
Contemporary Arts Center
Council on Aging of Southwestern Ohio
Downtown Cincinnati Inc.
Downtown Residents' Council
Executive Women's International, Cincinnati Chapter

Federated Garden Clubs of Cincinnati & Vicinity
Financial Planning Association - Cincinnati Chapter
Fine Arts Fund
Flying Pig Marathon
Game Day Communications
Great Oaks
Greater Cincinnati Behavioral Health Services
Hamilton County Chapter of the Ohio Genealogical Society
Hamilton County Department of Job and Family Services
Hamilton County Parks
Hamilton County Sheriff
Hamilton County Soil and Water Conservation District
Harriet Beecher Stowe House
Humana Foundation
IMAGO
InkTank
Inventors Council of Cincinnati
Jacob Rader Marcus Center of the American Jewish Archives
Joseph-Beth Booksellers
Junior League of Greater Cincinnati
Junior Woman's Club of Wyoming Foundation
Library of Congress, Veterans History Project
Literacy Network of Greater Cincinnati
Madeira Historical Society
Media Bridges
Mental Health Arts Collaborative
Miami-Jacobs Career College
National Alliance on Mental Illness - Hamilton County
National Underground Railroad Freedom Center
Northern Kentucky University
Norwood Community Television
Norwood Police
Nutrition Council of Greater Cincinnati
Ohioana Library Association, State organization & Hamilton County Chapter
Ohio Genealogical Society
Ohio State University Extension
Ohio Valley Forestry Fellowship
OLLI (Osher Lifelong Learning Institute)
Pleasant Ridge Community Council Library Committee
PNC Bank
Price Hill Will
Queen City Metro
Red Cross
Return to Work Resource Center
Santa Maria Community Services
SCORE
Spanish Journal
STRIVE
Success by Six
SuperJobs
SWON Libraries
Taft Museum of Art
Time Warner Cable
United Way of Greater Cincinnati
University of Cincinnati—Athletic Department, Student Affairs & Services, College of
Pharmacy and College Conservatory of Music
Urban League of Cincinnati
Visionaries & Voices

Waycross Community Video
Whole Foods (formerly Wild Oats)
William Howard Taft National Historic Site
WNKU Norse Media
Xavier University
YWCA

Area Libraries

Boone County Public Library
Campbell County Public Library
Clermont Public Library
Franklin-Springboro Public Library
Kenton County Public Library
Lane Public Library
Lebanon Public Library
Mary L. Cook Public Library (Waynesville)
Mason Public Library
Mercantile Library
Middletown Public Library
Salem Township Public Library
University of Cincinnati Libraries

Cost Savings/Additional Income Measures

Ms. Fender presented a report on cost savings measures the Library put into place as our funding dropped and demand for our services grew. These changes ranged from saving a few dollars a month on phone services to an annual \$1 million savings realized with the reorganization of the Main Library. A pending change to floating collections promises to reduce the volume and handling of shipped materials and the number of copies of titles purchased. Other changes already made include:

- Converting the monthly program calendar to an online publication
- Discontinuing mailed overdue and hold notices
- Reworking contracts for services
- Negotiating steeper discounts for purchase of library materials
- Purchasing some electric service through a cooperative
- Eliminating 200 positions including an administrative director and management positions
- Reducing hours system wide by 10%
- Changing health insurance benefit plans
- Postponing or canceling capital projects
- Relocating central supply to Main Library
- Selectively discontinuing maintenance on library equipment

Ms. Fender submitted a more detailed list of the cost savings measures implemented in recent years. She reminded the Board that more than 80% of the Library's operating budget is for staff and collections, so substantial savings cannot be achieved without impacting these two areas.

She also identified the following actions that have resulted in additional income for the Library:

- Doubling fines for overdue library materials
- Charging for interlibrary loan service
- Selling training programs
- Selling digitization services
- Selling conservation services
- Utilizing a collection agency to collect fines owed and pursue the return of overdue materials

Establishing a Foundation to raise funds for the Library
Authorizing the sale of library properties no longer needed
Leasing vacant properties

Mr. Sittenfeld asked Ms. Fender to identify any services lost to cost savings that she would recommend restoring.

Ms. Fender went on to report that:

Hamilton County Recorder Documents

- Library staff is discussing the digitization of the deeds, mortgages and other documents housed in the office of Wayne Coates, Hamilton County Recorder. Documents currently stored on microfilm need to be preserved in a more durable format and by converting to a digital format, they would be accessible online with much wider public access. To digitize microfilm, the Library must invest about \$60,000 in equipment. Although this equipment will expand our own in-house digitizing options, any contract with the Recorder's office would recoup this investment in the first year, while generating additional income.

Rotary Club of Cincinnati Archives

- she is discussing an agreement with the Rotary Club of Cincinnati to house its archives at the Library, where they can be organized, preserved and accessed. Founded in 1910, the Cincinnati Rotary is one of the oldest Rotary Clubs in America. Their early records contain information about local businesses and business leaders of great interest to local history researchers and would be a tremendous asset to our Genealogy and Local History Department's collections.

Gift of Art Work to the Clifton Branch Library

- local artist Tom Lohre wishes to present the Library with an original painting of Lemony Snicket, pseudonym for the author of the popular children's books *Series of Unfortunate Events*. The painting would be displayed at the Clifton Branch Library. She recommended that the Board accept this painting.

Mr. Moran moved that the Executive Director's Report be approved as submitted, including accepting the Lohre painting. Mr. Sittenfeld 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. **(67-2009)**

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

LIBRARY SERVICES

Mrs. Khoury introduced Christian Sheehy, manager of the TechCenter.

Technology in High Demand

Mr. Sheehy reported that in 2009 he and his staff have doubled the number of computer classes and workshops offered in the TechCenter. A new conceptual approach to computer instruction was adopted that helps train customers to be more effective computer users, not just users of a specific software application or operating system. Classes specific to older computer users were hosted, and open lab times were made available for those who need to write a resume or improve their typing skills. New workstations have been implemented to assist those with specialized tasks. Recently, a new program was implemented to help empower students to take ownership of their computer literacy and reward them for their hard work. The TechCenter is on track to satisfy 250,000 computer reservations in 2009 alone. As technology continues to play a more important part of the services offered by the Library, the TechCenter Team will continue to develop dynamic programs and resources to meet the needs of the community.

Mrs. Khoury reported that:

Featured Book of the Month

- the Library instituted the Featured Book of the Month program in 2009. Each month, a book that appeals to a broad reading audience is selected and promoted at all locations. The program has proven to be very successful, with each title showing up on the monthly top ten adult titles list. The program will be expanded in 2010 to include a monthly title for children and teens.

2010 Author Series

- the following five authors will speak at the Library in 2010:

Doug Fine (February 6, 2pm) - Journalist, NPR Contributor and author of *Farewell My Subaru: An Epic Adventure in Local Living*.

Rick Steves (March 27, 2pm) - Author of over 30 travel guides and host of the PBS series, *Travels in Europe with Rick Steves*

Catherine Hardwicke (June 12, 2pm) - Director of *Twilight* and author of *Twilight Director's Notebook: the story of how we made the movie*.

Melissa Anelli (July 31, 2pm) - Author of *Harry, A History: the true story of a boy wizard, his fans, and life inside the Harry Potter phenomenon*

Gregory Maguire (September 21, 7pm) - Author of numerous books for children and adults including, *Wicked: The Life and Times of the Wicked Witch of the West*, *Confessions of an Ugly Stepsister* and *A Lion Among Men*.

Google Analytics for Web Tracking

- beginning in January, the Library will utilize Google Analytics, a web statistics tracking program which has become the program of choice among businesses and non-profits due to its low cost (it's free), ease of use, and its well-developed system of training and technical support. Our current manual process for collecting web statistics is time consuming and provides limited data. Analytics will free up staff hours and provide the ability to track our site activity in much greater detail. Because Google's tracking process is so different from our current process, month-to-month comparison statistics will be excluded from regular monthly reporting until the second full year of tracking begins in 2011.

Mr. Edwards reported that:

Programs and Exhibits of Note

- *Holiday Programs* – Holiday programs will be held at various Library locations, including jazz musician Michael Goecke, the Cincinnati Kinderballet’s production of “The Tailor of Gloucester” and Dazzle Days at the Tower Place Mall.
- *UC Bearcats in the Community* - The Library has partnered with University of Cincinnati Athletics for a series of programs designed to encourage children to read and stay in school.
- *Atrium Exhibit* – The exhibit, *The Wartime Escape: Margret and H.A. Rey's Journey from France*, which tells the story of the journey of the creators of Curious George, will be on display from January 4 – March 10 in the Main Library Atrium.

In response to his question, Mr. Sittenfeld was told that author Louise Borden was not scheduled to speak in conjunction with the Rey exhibit.

Library Usage

- November usage was up 1.4%, year-to-date usage up 5.4%. , which translates into 777,114 more items circulating than this time last year. Of that total increase, 762,966 were from print circulation. Print usage in November increased 7.4% over the same month last year.
- the top circulating items and statistical reports for the month of November 2009 were submitted.

ADMINISTRATION

Motion to Stay Contract Negotiations

Mrs. Khoury reported that SERB granted the Library’s Motion to Stay Negotiations until resolution of the pending Decertification Petition. Robert S Brown has informed the Union Representative that they could discuss a provisional negotiating schedule if decertification fails.

Mr. Sittenfeld asked what has been learned in the past year about our services and our resources. What is worthy of further investment? What is changing? He suggested a strategic review.

Ms. Fender reminded him that last month the Board approved developing a new Strategic Plan in 2010.

Mrs. Khoury reported that the Library Services and Administration Committee met on December 2. Committee Chair Tara Khoury, committee members William Moran and Robert Hendon and staff members Kimber Fender and Greg Edwards were in attendance. The Committee recommended the Board take the following action:

Indiana Library Card Fee

- discontinue the reciprocal agreement with the Lawrenceburg and Aurora public libraries in Dearborn County Indiana and begin charging Dearborn County residents the \$25 fee for a Library card, effective January 1, 2010. This change revises the Library Card and Circulation Policy as follows:

LIBRARY CARD AND CIRCULATION POLICY

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

LIBRARY CARDS

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

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

- Are a resident of the State of Ohio
- Are associated with a member of an Ohio regional library system as a cardholder from a member library
- Are a staff member of the Public Library of Cincinnati and Hamilton County
- Are a temporary/transitional resident of Hamilton County

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

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

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

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

Applying for Cards

Customers may apply for a library card:

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

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

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

Applicants under the age of 18 will be required to complete a new library card application upon turning 18.

Applicants must provide the following information:

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

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

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

Applicants must verify the following when appropriate:

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

- a library card from the member library

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

- proof of Ohio regional library system affiliation

If applying for a card with Educator Status:

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

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

- a home schooling certificate

Renewing Library Cards

Library cards must be renewed according to card status as follows. All fines and fees associated with the card must be under the unpaid limit as established in the Library's Table of Tines & Fees.

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

Cardholder Responsibilities

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

- Materials checked out on library cards, including those checked out up to the point a card is reported lost or stolen. Parents/legal guardians are responsible for guiding the selection of materials by their children under the age of 18 and assume responsibility for use of cards for children under the age of 18.
- Payment of fines and fees. Borrowing privileges, including the ability to renew items on loan and to place holds, are stopped when fines and fees reach the unpaid limit established in the Table of Fines & Fees. Parents or legal guardians assume responsibility for fines and fees that accumulate on the cards of children under the age of 18.

Retention and Confidentiality of Customer Information

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

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

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

CIRCULATION

Loan Periods

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

New Release Feature DVDs circulate for 4 days. All other Feature and Non Feature videocassettes and DVDs circulate for 7 days.

Videocassettes and DVDs may be renewed once.

Loan periods and renewal limits for digital material are determined by the provider.

Loan periods may be adjusted to meet special circumstances.

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

An item may not be renewed if:

- It is on hold for another person
- It has reached the renewal limit

Fines

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

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

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

Materials Recovery

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

Circulation Limits

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

Compact Discs	
Adult music	10 titles
Adult audiobook	10 titles
Juvenile music	10 titles
Juvenile audiobook	10 titles
Playaways	10 titles
New Release Feature Film DVDs	10 titles
All other videocassettes/DVDs	10 titles
E-books	10 titles
Downloadable audiobooks	10 titles

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

Cards with Educator Status are limited to the following:

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

Lost or Damaged Materials

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

Placing Holds on Materials

Cardholders may place holds on most types of materials. The maximum number of items a person can place on hold is 25.

The following materials may not be placed on hold:

- Reference materials
- New Release Feature film DVDs

Interlibrary Loan

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

The following materials may not be obtained through interlibrary loan:

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

Using Electronic Resources

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

2010 Salary Schedule

- continue the 2009 salary schedule for non-bargaining unit staff as the 2010 salary schedule, with no increase. Further, reconsider the 2010 salary schedule in April, taking into account State funding levels, cash flow from the local levy and any changes to the Consumer Price Index (currently a negative number).

Table of Fines and Fees

- remove items for which the Library is a re-seller (copies, debit cards, shopping bags, flash drives, ear buds, returned check fee, passport fee) from the Table of Fines and Fees, effective January 1, 2010, revising the Table as follows:

Table of Fines and Fees

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

FINES ON OVERDUE MATERIALS

	Per day, per title
Juvenile print material, compact disc, audiocassette, playaway, LP disc, audiovisual set	5¢
Teen print material and audiobooks on compact disc, playaway	5¢
Adult print material, compact disc, audiocassette, playaway, LP disc, audiovisual set, CD-ROM, multi-media kit, special loan, slide, slide set	20¢
Videocassette, DVD	\$2.00

Fines accumulate to \$10 maximum per title for videocassette, DVDs and adult materials & \$5 per title for all teen and juvenile materials

FEES FOR LOST OR DAMAGED MATERIALS

Total Loss or Damage	replacement cost
Process a Lost and Paid Reimbursement	\$5.00

Partial Loss or Damage

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

REFERRAL FEE

Fee applied to a card turned over to collection agency for recovery	\$10.00
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LIBRARY CARD FEE

Non-resident card; valid for one year	\$25.00
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PUBLIC RECORD REQUEST FEES

Per page	5¢
Non-paper format	cost

INTERLIBRARY LOAN FEES

PLCH as Lending Library

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

PLCH as Borrowing Library

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

Personnel Changes

- approve the following personnel changes effective through November 28, 2009:

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Promotion	Circulation Services	LSA I	0.50	McFadden, Joseph M.	11/15/09
Promotion	Groesbeck	LSA I	0.50	Zust, Christopher B.	11/15/09
Appointment	Materials Retrieval	Page	0.50	Banatwala, Maya L.	11/15/09
Appointment	Mt. Healthy	LSA I	0.50	Edmonson Rogers, Velinda A.	11/15/09
Appointment	Groesbeck	LSA I	0.50	Harkness, Amy E.	11/15/09
Appointment	Symmes Township	Student Shelver	0.30	Linnevers, Kevin A.	11/15/09
Appointment	Sharonville	Student Shelver	0.30	Petko-Bunney, Hannah M.	11/01/09
Appointment	Madisonville	LSA I	0.50	Poon, Jennifer S.	11/15/09
Appointment	Madeira	LSA I	0.50	Snyder, Heather S.	11/15/09
Appointment	Corryville	LSA I	0.50	Sokoloski, Sarah R.	11/15/09
Appointment	TechCenter	LSA II	0.50	Tyree, Brian C.	11/15/09
Appointment	Children's Learning Center	LSA II	0.50	Tyree, Vanessa A.	11/15/09
Departure	Information & Reference	Shelver	1.00	Austin III, George J.	11/23/09
Departure	Madeira	Student Shelver	0.30	Barrett, Claire E.	11/27/09
Departure	Materials Retrieval	Page	1.00	Hensler, Terry L.	11/13/09

Mrs. Khoury moved that the Board approve the Library Services and Administration Committee reports as submitted. Mr. Wright 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. **(68-2009)**

FISCAL OFFICER'S REPORT

Ms. Schoettker reported that:

Public Library Fund

- the December PLF distribution was not yet announced.

Monthly Financial Report

- the financial report was submitted for the period ending November 30, 2009.

Investment Report

- the investment report was submitted for the month ending November 30, 2009.

Mr. Moran requested that the Board be notified of the December PLF distribution as soon as it becomes available.

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

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran (except pass on investment report), Mr. Sittenfeld, Mr. Wright and Mrs. LaMacchia ... 7 ayes. The motion carried. **(69-2009)**

FINANCE AND AUDIT COMMITTEE REPORTS

2009 Annual Appropriations

Mr. Moran presented a request to revise the 2009 Annual Appropriation Resolution as follows:

<u>Fund</u>	<u>Revision</u>
Dater Fund	
Supplies	\$ 5,578.00
Library Materials	(10,381.00)
Capital Outlay	<u>4,803.00</u>
Net Change	\$ 0.00
Pet Memorial Fund	
Purchased Services	\$ 753.20
Library Materials	<u>(753.20)</u>
Net Change	\$ 0.00

The change in the **Dater Fund** allows for purchase of additional computer equipment and supplies. The change in the **Pet Memorial Fund** shifts the appropriation from Library Materials to Purchased Services to expense Pet Memorial photocopying.

Mr. Moran reported that the General Fund will be spent in full but it is too early to project the final appropriation in each expense category. Therefore, to close out the 2009 General Fund, he recommended that the Board authorize the Fiscal Officer to revise appropriations as needed from now until the end of the month and to require that those revisions be reported to the Board in January.

Mr. Moran moved that these items be approved as submitted. Mr. Hendon 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. (70-2009)

2009 Unencumbered Balance

Mr. Moran reported that since the General Fund will not have an unencumbered balance this year, no Board authorization for use of a balance is required.

2010 Temporary Annual Appropriation Resolution

Mr. Moran reported that Ohio Revised Code Section 5705.38 requires the Library Board to adopt an Annual Appropriation Resolution no later than the first day of April of the fiscal year. To meet the ordinary expenses of the Library as of January 1, the statute provides for the adoption of a temporary appropriation resolution until the permanent resolution is adopted. He recommended that the following Temporary Appropriation Resolution be adopted:

Temporary Appropriation Resolution

WHEREAS, on this 8th day of December, 2009 the Board of Trustees of the Public Library of Cincinnati and Hamilton County deems it necessary to provide for the operating expenditures due on and after the 1st day of January 2010, and

WHEREAS, the Annual Appropriation Resolution for the fiscal year beginning January 1, 2010 will not be acted upon until the first quarter of fiscal year 2010,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Public Library of Cincinnati and Hamilton County that the following sums be set aside and appropriated as follows for the first quarter of fiscal year 2010:

GENERAL FUND	
Salaries and Benefits	\$6,700,000
Retirement Benefits	950,000
Insurance Benefits	1,220,000
Supplies	250,000
Purchased and Contracted Services	1,830,000
Library Materials and Information	2,100,000
Capital Outlay	250,000
Other Objects	200,000
Total	\$13,500,000

Mr. Moran moved that these items be approved as submitted. Mr. Hendon 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. **(71-2009)**

FACILITIES COMMITTEE REPORT

Mt. Washington Branch Easement

Mr. Hendon reported that Verizon Wireless has asked the Library to sign a Grant of Temporary Easement for the purpose of construction. Verizon plans to install an antenna on the water tank behind the Mt. Washington Branch and is requesting temporary access to the branch parking area to set a crane and lift a wireless communications facility shelter onto the adjoining property. The start date has not been determined, but Verizon will provide 10 days advance written notice. The work won't exceed 48 hours and will be done on Sunday or at another time the library is closed.

The Office of the Hamilton County Prosecuting Attorney has reviewed and approved the agreement, subject to amendments and subject to Board Resolution authorizing both the easement and signature by Kim Fender.

Mr. Hendon suggested taking pictures prior to beginning work.

Mr. Hendon moved that the Board approve the Facilities Committee Report as submitted. Mr. Wright 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. **(72-2009)**

DEVELOPMENT COMMITTEE REPORT

Mrs. Gettler reported that:

Friends of the Public Library

- the Friends of the Public Library's mini-sale at the Madeira Library Branch November 13-14 grossed \$6,600. Their next sale will be the Winter Warehouse Sale January 15-18 with a Members Preview on January 14. Due to the Winter Sale, the warehouse will be closed to customers after December 14 and will re-open on January 23. The Friends Shop will be open on Sundays from 1- 4 pm on December 6th, 13th, and 20th for the holiday season.
- a brunch for the Friends will be held today in the Huenefeld Tower Room to honor the group's over 50 years of service to the Library and the \$4 million they have donated to enhance the programs, resources and services provided to the community.

Library Foundation

- the Library Foundation received a \$10,000 unrestricted gift from Mrs. Martha Anness, who continues her years of support to the Library and Foundation.

Anderson Township Library Association

- the Anderson Township Library Association's (ATLA) Holiday and Nearly New Used Book Sale November 12-14 at the Anderson Branch grossed \$11,542, an increase of nearly 20% over last year. ATLA will meet on December 9.

Mr. Sittenfeld suggested that special thanks from Board Members be given to special donors. He was informed that all donors are thanked and that Board Members can always add their own thanks.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

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

Ms. Schoettker added that on December 4th the Library was presented with the Auditor of State's *Making Your Tax Dollars Count Award*, annual recognition given to only about 5% of government entities in Ohio, for excellence in financial reporting.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

No report.

The Regular Meeting was then adjourned.

President

Attest: Secretary