

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

Date: October 11, 2011

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

Trustees Present: Mr. Hendon, 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

None.

MINUTES OF THE REGULAR MEETING HELD AUGUST 9, 2011

Mr. Hendon moved that the Minutes of the Regular Meeting held Tuesday, August 9, 2011 be approved as submitted. Mr. Sittenfeld seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Zaring and Mr. Moran ... 5 ayes. The motion carried. **(33-2011)**

EXECUTIVE DIRECTOR'S REPORT

Retiree Recognition

Ms. Fender informed the Board that fifteen retirees will be invited to attend the meeting in December.

New Regional Managers

Ms. Fender introduced the two new regional managers – Holbrook Sample, who is overseeing branch libraries in the West region, and Chris Holt in the East region.

Ms. Fender reported that:

PNC Grant – Financial Education

- a two-year, \$200,000 grant, funded by PNC bank, administered by United Way and managed by the Library will provide financial education to preschool-aged children and their parents. Over the two-year cycle, all 41 Library locations and six library locations in Campbell and Kenton Counties will utilize Outreach Kits provided by PNC to present preschool story times devoted to financial education. Evening programs will be held for parents and caregivers. Grant funds will purchase craft supplies, snacks, evening meals for adult attendees, books for the children and incentives for the adults, but the bulk of the funds will reimburse participating libraries for staff time. No matching funds are required.

Creating a Blueprint for a National Digital Public Library

- she and Jason Buydos have been invited to participate in an Institute of Museum and Library Services conference on “Creating a Blueprint for a National Digital Public Library” at the Los Angeles Public Library November 15-17, 2011. Travel expenses will be covered.

Cincinnati Symphony Orchestra Archives

- she and Jason Buydos met with representatives of the Cincinnati Symphony Orchestra to discuss and arrange the transfer of their archives to the Library, including audio recordings of performances, playbills and annual reports. The archives include material from the May Festival and Cincinnati Pops. We plan to digitize audio recordings and playbills and make them available on the Virtual Library provided that necessary copyrights are acquired. These archives will greatly enhance our local history research materials.

In response to questions from Mr. Sittenfeld, she responded that the Library is not in competition with the Cincinnati Historical Society and that a funding request was not made from the Cincinnati Symphony Orchestra in conjunction with this transfer.

LSTA Conservation Lab Grant

- the State Library Board has funded our proposal to equip a joint Conservation Lab with University of Cincinnati Libraries (UCL), which would serve our libraries plus bid for conservation work from other organizations. The Library will receive \$81,012 in LSTA grant funds and the required \$27,005 local match will be split with UCL. She requested that the Board authorize the Board President to sign the LSTA Agreement with the State Library and to authorize her to sign a cooperative agreement with UCL that is being developed by the office of the Hamilton County Prosecuting Attorney.

LSTA AfterSchool Edge Grant

- the Library is collaborating with Cincinnati Public Schools to apply for an LSTA grant to purchase thirteen AfterSchool Edge Digital Learning Systems. The AfterSchool Edge is an educational learning system for youth 6-14 years of age to enhance learning as the student has fun playing games and solving problems. If funded, the Library would receive \$24,000 in grant funds. The Library Foundation will fund the required \$8,240 match. She requested that the Board authorize this grant application.

Leadership Cincinnati

- Class 35 of Leadership Cincinnati will hold the afternoon session of Think Regionally Day at the Main Library on October 13. Ms. Fender and her LC34 classmate Chuck Meyers, who serve on

the Leadership Cincinnati Steering Committee, will present their project report Consolidate for a Better Community, which deals with structural and functional consolidation of local government services.

They also are making this presentation at the October 11 meeting of the Cincinnati Association.

Gift of Artwork

- Peter Block, local author and consultant, and Cathy Kramer have offered the Library a gift of the artwork “Spirits Rejoice, Too” c. 1994 by artist Stanley Burnside.

Mr. Block would like the painting to be in a public space where it can be seen, not stored. Accordingly, Ms. Fender drafted an agreement to return the painting to Mr. Block or his estate should the Library choose within 20 years to no longer display it. If the Library decides to remove the painting from display 20 years after this gift, the Library may sell it and retain all proceeds. Mr. Block has asked that these same terms apply to his two previous gifts of artwork. The Library’s Acquisition of Art policy requires Board acceptance of artwork. Ms. Fender requested that the Board approve acceptance of this gift.

Mr. Block is sponsoring a reception for the artist and his wife on October 17. If the Board does not accept this gift, it will be returned to Mr. Block following the reception.

Mr. Sittenfeld expressed concern regarding the lack of rules for acceptance of gifts of artwork, such as qualitative analysis. Mr. Moran recommended that the matter be referred to Facilities Committee and Mr. Sittenfeld suggested that acceptance be postponed until after that review.

Success by 6 Presentation

- she addressed a group of elected officials, corporate and civic leaders and educators from Muncie, Indiana on October 3, 2011 about the Library’s role in Success by 6, United Way’s initiative to prepare children for Kindergarten success.

Payment Card Industry Data Security Standards(PCI DS) Compliance

- the Library’s volume of ecommerce (credit card) transactions qualifies us as a Level 3 merchant for the Visa CISP and the MasterCard SDP and by November 30, 2011 we must be compliant with the Payment Card Industry Data Security Standards (PCI DSS). After becoming compliant, we are required to validate our compliance annually. We are working to ensure compliance by the November 30 deadline, but if we are unable to make all the system changes needed, we will stop accepting credit card payments until we can certify compliance.

Mr. Sittenfeld moved that the Executive Director’s Report be approved as submitted, including the LSTA Conservation Lab grant and LSTA AfterSchool Edge Digital Learning Systems grant application, but without approval of the gift of artwork. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Zaring and Mr. Moran ... 5 ayes. The motion carried. (34-2011)

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

LIBRARY SERVICES

Mr. Hendon introduced Keith Armour, Education & Homework Support Manager.

Mr. Wright arrived.

Homework Assistance

Keith Armour reported that Homework Central has provided homework assistance for Hamilton County primary and secondary students in a safe, nurturing environment conducive to study and learning since 2008. Homework Help at Branches was expanded in the spring to three branches and another six are scheduled to go-live by the end of October. The Library Foundation has secured full funding for two Homework Help locations for the 2011-12 school year. Homework Central continues the Library's early literacy outreach to parents/caregivers and childcare providers through the Early Learning Express and Shared Reading programs. In October, services to adults expanded to include not only GED Practice testing but also a new *One-on-One* program to help adults prepare for the GED.

Greg Edwards reported that:

Smartphone App

- the Library has entered into an agreement with Boopsie, Inc. for the purchase of a mobile device app to enable our customers to search the Library's catalog, place holds and check their account. If a customer sees a book in a bookstore or at a friend's house, they will be able to use their smart phone to scan the book's UPC label and locate it in the Library's catalog, then place a hold on the Library's copy – no typing necessary. Also, the Boopsie app will allow customers to check out Library materials by scanning the barcode with their smart phone, without need to visit a circulation desk or self-check machine. This new service should be available later this fall.

IMLS Learning Lab Grant

- in August, the Library submitted a grant application to the Institute of Museum and Library Services (IMLS) for funding 30 "Learning Labs" as part of a nation-wide "Learning Labs in Libraries and Museums" initiative. These labs are designed to allow middle and high school students to experiment with digital and traditional media to promote creativity, critical thinking, and hands-on, interest-based learning. The Library's submission is to develop an interactive, teen-centric "Learning Lab" located in the Main Library's TeenSpot. Awards will be announced by October/November 2011.

LSTA Ready to Read Grant

- the State Library of Ohio has awarded the Library an LSTA grant in the amount of \$1,511 to implement the Every Child Ready to Read project, plus a donation in memory of Katharine T. and Fletcher E. Nyce will provide the matching funds. These monies will purchase ten Every Child Ready to Read kits to further our commitment to early literacy and the preparation of children for kindergarten. All Library locations currently provide programs for children under the age of five that encourage emerging language skills with books, rhyme, music and movement. Over 15,000 children participated in our story time programs in July and August 2011.

Automated Sorting Equipment

- automated materials-handling equipment, scheduled to be installed in the Shipping & Receiving Department on December 5, will more efficiently sort the over 14,000 items processed each day – a mix of holds and returns. This equipment will consolidate the sorting operations of Shipping &

Receiving and Circulation Services and will cut processing time from 16 hours to 8 hours each day. The equipment consists of a 27 bin sorter conveyor and two induction stations. Staff will scan each item at an induction station and place it on the conveyor; the sorting software, communicating with the Library's ILS, will divert or discharge the item into the appropriate destination tote. The equipment allows for all items in a tote (approximately 50) to be assigned to a single barcode, so that when the tote is processed at the receiving branch, staff can process an entire tote by scanning a single barcode. For some branches, who receive upwards of 30 totes per day, this translates into 30 scans versus 1,500. The merging of these two units, along with the resulting reassignment of staff, generates an annual operational savings of around \$165,000.

Amazon's Kindle eReader Compatible with Library eBooks

- customers are now able to search and download the Library's ebook collection with Amazon's Kindle e-book reader. The Kindle is the most popular eBook reader on the market and we anticipate a sharp increase in eBook circulation as a result of this change.

Library Usage

Mr. Hendon reported that usage was up for the ninth straight month this year, with a year-to-date increase at 8.3%, or over 1 million more items circulating year-to-date than the same time last year. Both Main Library and branches were up and in virtually all areas of the collection. The only area of the collection not increasing is audiobooks in CD format; instead, Playaway and downloadable e-audiobooks have become the format of choice for audiobook listeners. The number of active Library cardholders is 398,524.

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

Mr. Hendon moved that the Board approve the Library Services and Administration Committee report as submitted.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 6 ayes. The motion carried. (35-2011)

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

ADMINISTRATION

Mr. Hendon reported that the Library Services and Administration Committee met October 6. Library Trustee Robert Hendon and staff member Kim Fender were in attendance. He presented Committee recommendations that the Board:

Personnel Change Report

- approve the following personnel changes through October 1, 2011.

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Retirement	Processing	Processing Assistant I	1.00	Davis, Mary E.	08/31/11
Retirement	Madeira	Reference Librarian I	1.00	Hardt, Cynthia E.	09/30/11
Retirement	Deer Park	Branch Manager II	1.00	Holm, Kathryn M.	07/30/11
Retirement	Library Services	Library Services Manager-East	1.00	Ryan, Richard A.	09/30/11

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Retirement	North Central	Branch Manager III	1.00	Snair, Dale S.	09/30/11
Retirement	Acquisitions	Acquisitions Receiving Lead	1.00	Wilder, Carolyn A.	08/31/11
Retirement	Library Services	Library Services Manager-West	1.00	Wilkymacky, Catherine	09/30/11
Promotion	Materials Retrieval	Materials Retrieval Manager	1.00	Anderson, Arpi C.	08/21/11
Promotion	Reading	Children's Librarian I	1.00	Anderson, Elizabeth G.	09/18/11
Promotion	Education & Homework	Library Services Ass't II	0.60	Burke, Bryan C.	08/21/11
Promotion	Cataloging Services	Copy Cataloger	1.00	Dumont, Sally K.	09/18/11
Promotion	Deer Park	Branch Manager II	1.00	Fields, Natalie R	08/21/11
Promotion	Support Services	Digital Services Assistant	1.00	Hershner, Claudia C.	09/04/11
Promotion	Acquisitions	Serials Acquisitions Librarian	1.00	Hofstetter, Robin S.	09/04/11
Promotion	Green Township	Library Services Ass't I	1.00	Hoppins, Kimberly M.	07/24/11
Promotion	Children's Learning Center	Children's Librarian I	1.00	Jobson, Heather V.	09/18/11
Promotion	Information & Reference	Reference Librarian I	1.00	Lang, Elizabeth M.	09/18/11
Promotion	Cataloging Services	Database/Unix Administrator	1.00	Menninger, David J.	07/24/11
Promotion	Computer Services	Computer Services Manager	1.00	Schnelle, Ira R.	09/04/11
Promotion	Acquisitions	Acquisitions Receiving Lead	1.00	Sierschula, Amy R.	09/04/11
Promotion	Miami Township	Branch Manager I	1.00	Snyder, Lisa M.	09/18/11
Promotion	Information & Reference	Reference Librarian I	1.00	Wedig, Bradley J.	09/18/11
Promotion	Digital Services	Digital Services Assistant	1.00	Wilson, Erin E.	09/04/11
Promotion	Outreach Services	LSA III	1.00	Wood, Susan	07/24/11
Appointment	Sharonville	Student Shelver	0.30	Barton, Jocelyn M.	09/18/11
Appointment	Madeira	Student Shelver	0.30	Cedillo, Theodore R.	09/18/11
Appointment	Sharonville	Student Shelver	0.30	Coulson, John E.	09/18/11
Appointment	Monfort Heights	Student Shelver	0.25	Diersing, Emily A.	09/18/11
Appointment	Loveland	Student Shelver	0.20	Gilgen, Leesa M.	09/04/11
Appointment	Bond Hill	Homework Help Aide	0.30	Hart, Mellita B.	08/21/11
Appointment	Harrison	Student Shelver	0.30	Huber, Christopher R.	09/18/11
Appointment	Madeira	Student Shelver	0.30	Johns, Roman M.	09/18/11
Appointment	College Hill	Homework Help Aide	0.30	Lane, Samantha	08/21/11
Appointment	Loveland	Student Shelver	0.20	Leuenberger, Brennan	09/18/11
Appointment	Sharonville	Student Shelver	0.30	List, Megan R.	09/18/11
Appointment	Loveland	Student Shelver	0.20	Loomis, Katie R.	09/18/11
Appointment	Harrison	Student Shelver	0.30	McAdams, Kendra M.	09/18/11
Appointment	Delhi Township	Student Shelver	0.30	McAfee, Kalyn L.	09/18/11
Appointment	Symmes Township	Student Shelver	0.30	Manzi, Joel A.	09/18/11
Appointment	Loveland	Student Shelver	0.20	Moeller, Christian A.	09/04/11
Appointment	Northside	Homework Aide	0.30	Raney, Lisa A.	08/21/11
Appointment	Madeira	Student Shelver	0.30	Schreiber, Michael E.	09/18/11
Appointment	Madeira	Student Shelver	0.30	Sherritt, Marley C.	09/18/11
Appointment	Westwood	Student Shelver	0.35	Skaggs, Iain R.	09/18/11
Appointment	Symmes Township	Student Shelver	0.30	Steinberg, Rebecca	09/18/11
Appointment	Blue Ash	Student Shelver	0.25	Tinney, Erin E.	09/18/11
Appointment	Loveland	Student Shelver	0.20	Walls, Logan G.	09/18/11
Change	Green Township	LSA II	1.00	Biehl, Dianne E.	08/07/11
Change	Children's Learning Center	LSA II	1.00	Blye, Tangye F.	08/07/11
Change	Circulation Services	LSA I	1.00	Chow, Janet	07/24/11
Change	Oakley/Madisonville	LSA I	1.00	Clark, Robert	09/18/11
Change	Information & Reference	LSA II	0.50	Donnermeyer, Molly E.	08/07/11
Change	Facilities Help Desk	Facilities Help Desk Clerk I	1.00	Duke, Charles W.	08/07/11
Change	Information & Reference	Shelver	0.50	Finn, Julia A.	08/07/11
Change	Outreach Services	Shelver	0.50	Fogle, Cheryl R.	08/21/11
Change	Genealogy & Local History	Reference Librarian I/Indexer	1.00	Headley, Stephen K.	08/07/11
Change	Information & Reference	Reference Librarian I	1.00	Hill, Cynthia	08/07/11
Change	Custodial Services	Custodian-Floater	1.00	Johnson, Bradley AR.	09/25/11
Change	Information & Reference	LSA II	0.50	Kemple, Steven M.	08/07/11
Change	Clifton	LSA I	1.00	Loudermilk, Ronald M.	07/24/11
Change	Information & Reference	LSA II	1.00	Norman, David S.	08/07/11
Change	Covedale	Reference Librarian	1.00	Perry, Amy M.	09/18/11
Change	College Hill/Wyoming	LSA I	1.00	Poynter, Jeff L.	07/24/11
Change	Information & Reference	LSA III	1.00	Ramsey, Julie A.	09/04/11

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Change	Information & Reference	LSA II	0.50	Stoner, Aquila D.	08/07/11
Change	Information & Reference	LSA II	1.00	Thomas, Bethany A.	08/07/11
Change	Walnut Hills	Homework Help Aide	0.30	Thomas, Songhay	08/21/11
Change	Shipping & Receiving	Sorter	1.00	Williams Jr., Leroy	09/18/11
Departure	Sharonville	Student Shelver	0.30	Barton, Meredith L.	08/20/11
Departure	Oakley	Student Shelver	0.30	Cabell, Nicole M.	09/03/11
Departure	Sharonville	Student Shelver	0.30	Conley, Austin T.	08/20/11
Departure	Reading	Homework Help Aide	0.30	Cruz-Maldonado, Vanessa	08/21/11
Departure	Green Township	LSA I	0.50	Davis, Olivia	08/31/11
Departure	Loveland	Student Shelver	0.20	Deitloff, Jacob B.	08/13/11
Departure	Hyde Park	Student Shelver	0.25	Dent, Laura A.	09/14/11
Departure	Outreach Services	Shelver/Page	0.70	Dovel, Jessica R.	09/01/11
Departure	Loveland	Student Shelver	0.20	Downey, Thomas S.	08/05/11
Departure	Hyde Park	Student Shelver	0.25	Dubin, Samuel N.	09/14/11
Departure	Loveland	Student Shelver	0.20	Evans, Kaitlin J.	08/13/11
Departure	Westwood	Student Shelver	0.35	Fluegeman, Mariele	08/06/11
Departure	Pleasant Ridge	LSA I	0.50	Goodnow, Thomas R.	08/18/11
Departure	Processing	Processing Assistant II	1.00	Harley, Tabitha A.	09/09/11
Departure	Computer Services	Computer Services Manager	1.00	Harper, Cheryl A.	08/11/11
Departure	Symmes Township	Student Shelver	0.30	Hoevenaar, Rebecca J.	08/17/11
Departure	Groesbeck	LSA I	0.50	Holthus, Debra K.	09/17/11
Departure	Blue Ash	Student Shelver	0.25	Howard, Frederick S.	08/24/11
Departure	Symmes Township	Student Shelver	0.30	Howard, Henry R.	07/18/11
Departure	Acquisitions	Acquisitions Ass't I	1.00	Hustmyer, Timothy C.	09/27/11
Departure	Materials Retrieval	Page	0.50	Jaspers, Jennifer E.	08/20/11
Departure	Madeira	Student Shelver	0.30	Joseph, Robert M.	08/27/11
Departure	Blue Ash	Student Shelver	0.25	Knizner, Kristina M.	08/13/11
Departure	North Central	Student Shelver	0.30	Kutcher, Hannah L.	09/17/11
Departure	Loveland	Student Shelver	0.20	Lally, Ryann E.	08/10/11
Departure	Materials Retrieval	Page	0.50	Leach, Casey S.	08/20/11
Departure	Symmes Township	Student Shelver	0.30	Linnevers, Kevin A.	09/16/11
Departure	Symmes Township	Student Shelver	0.30	Lucian, Marisa N.	08/17/11
Departure	Miami Township	Branch Manager I	1.00	McCoy, Julie M.	07/27/11
Departure	Circulation Services	LSA I	0.50	Meadows, Elizabeth L.	09/26/11
Departure	Green Township	Student Shelver	0.30	Moening, Kelly A.	10/01/11
Departure	Information & Reference	Shelver	0.50	Morris, Grace K.	09/16/11
Departure	Information & Reference	LSA II	0.50	Morris, Matthew W.	08/12/11
Departure	Madeira	Student Shelver	0.30	Penn, Shelby K.	07/27/11
Departure	TechCenter	LSA II	0.50	Powell, John U.	09/02/11
Departure	Information & Reference	Shelver	0.50	Powers, Mary Ann	09/28/11
Departure	Symmes Township	Student Shelver	0.30	Reed, Olivia A.	09/20/11
Departure	Development	Development Director	1.00	Reusing, John R.	09/30/11
Departure	Harrison	Student Shelver	0.30	Rose, Sarah J.	09/29/11
Departure	Covedale	LSA II	0.50	Sampson, Andrea D.	09/16/11
Departure	Madisonville	LSA I	0.50	Sams, Lori L.	08/12/11
Departure	Madeira	Student Shelver	0.30	Sanders, Dory R.	09/02/11
Departure	North Central	Student Shelver	0.30	Schneider, Lauren N.	09/09/11
Departure	Madeira	Student Shelver	0.30	Schreiber, Matthew L.	08/05/11
Departure	Blue Ash	Student Shelver	0.25	Stagge, Nicole K.	08/06/11
Departure	Clifton	LSA I	0.50	Topping, Karlen E.	09/03/11
Departure	Madisonville	Homework Help Aide	0.30	Vargas, Michelle	08/05/11
Departure	Mt. Healthy	LSA I	0.50	Wood, Kathleen M.	09/30/11
Departure	TeenSpot	Student Shelver	0.25	Zust, Christopher B.	08/20/11

Vacation, Holiday and Sick Leave – Paid Time Off – Premium Hours - Other Related Policies

- approve revisions to current policies, effective December 25, 2011, to not only reduce long-term liabilities but also to provide more flexibility in scheduling staff and in programming payroll and human resource functions.

Recommended changes would combine the total amount of vacation, open holiday and anniversary holiday hours into one paid time off (PTO) increment, reduce the maximum accumulations for employees hired after the effective date of the policy (12/25/2011) and restrict the use of Paid Time Off until a staff member has completed 26 weeks of employment.

Changes to the Sick Leave Policy would combine the current three tiers of sick leave into one balance and eliminate the option for additional annual hours. The maximum accumulation for current full-time staff remains at 1,920 hours; for new staff it changes to 1,680 hours. Part-time staff accumulation remains at 480 hours. At retirement or death, employees would be paid for their sick leave balance in excess of 1,440 hours; up to 480 hours for current employees and up to 240 hours for new hires.

The Sick Leave Policy also includes a temporary pay-out provision for current staff eligible to retire within one year of the effective date of the new policy (12/25/2011) to receive the current vested sick leave balance up to the maximum of 480 hours.

Changes to the Hours of Work Policy would eliminate premium pay for all but third shift schedules. An employee who works at least 7 hours between 11:30 pm and 7:30 am would be paid one additional hour as premium pay.

These changes would result in elimination of the current *Vacation Policy*, amendments to other policies – *Holiday, Sick Leave, Hours of Work, Retirement, Temporary Employees, Unpaid Personal Leave of Absence* and the addition of a new *Paid Time Off Policy*.

Hours of Work Policy

We establish the time and duration of working hours as required by workload and production flow, customer service needs, and the efficient management of personnel resources.

The workweek is Sunday through Saturday, beginning and ending at midnight on Saturday. The normal workday for full-time staff members is 8-10 consecutive hours of work with an unpaid meal period totaling a 40 hour work week.

The workweek for part-time staff members is the number of hours they are hired to work.

Rest breaks are considered time worked. The work schedule for all staff members is determined by their department head. Full-time and part-time staff members will be informed of their daily schedule of hours of work, including meal period and rest breaks, and of any changes deemed necessary by their immediate supervisor.

Staff member attendance at lectures, meetings and training programs are considered hours of work if such attendance is approved by the Library.

Agency supervisors may, at their discretion, allow staff members to make up lost time during the same week in which lost time occurs.

Overtime

Agency managers, with the approval of the Executive Director may schedule overtime when deemed necessary. (See [Overtime](#) policy)

Premium Hours

Staff who are regularly scheduled to work at least 7 hours between 11:30 pm and 7:30 am would be paid one additional hour as premium pay.

Paid Time Off Policy

The Library grants Paid Time Off (PTO) to employees regularly scheduled to work at least 20 hours per week.

Full-Time Employees

- a) Grade 8 and above. Full-time employees in Grades 8 and above are granted up to 27 days (216 hours) of PTO per year.
- b) Below Grade 8. New full-time employees at Grade 7 or lower are granted up to 16 days (128 hours) of PTO in their initial year of employment. This annual PTO benefit increases by one day (8 hours) for each year of service up to a maximum benefit of 27 days of PTO per year in accordance with the schedule attached as [Appendix A](#).
- c) Minimum Hours. No PTO is awarded to any full-time employee for a payroll period in which the employee is compensated for less than 80 hours.

Part-Time Employees

Regular part-time employees working at least 20 hours per week are awarded PTO at one half the rate applicable to their full-time counterparts. No PTO is awarded to any part-time employee for a payroll period in which the employee is paid less than their authorized hours.

General Provisions

- a) Scheduling. PTO may be taken throughout the year in minimum increments of 15 minutes and must be scheduled with approval of the appropriate supervisor.
- b) Accrual and Use – New Employees. PTO benefits accrue from the start of employment for all new full time and part time employees. PTO benefits may not be used until after 26 weeks of employment.
- c) Accumulation Maximums. Unused PTO for full-time employees in any year may be accumulated and carried forward to the next year. The following limits apply:

Employees hired before 12/25/2011: For full-time employees the maximum accumulation is 568 hours, in excess of which any accruable PTO is forfeited. The maximum accumulation by part-time employees is 264 hours.

Employees hired 12/25/2011 or later: For full-time employees the maximum accumulation is 264 hours, in excess of which any accruable PTO is forfeited. The maximum accumulation by part-time employees is 132 hours.

- d) Payout upon status change. When a full-time employee transfers to part time status, the employee shall be paid for all vested PTO in excess of the part-time maximum.
- e) Payout upon separation from service. Upon separation from service for any reason, employees of at least 26 weeks will receive a lump sum payment for their vested PTO at their current rate of pay. If an employee dies in service, this payment will be made to their estate.

Sick Leave Policy

The Library grants paid leave to staff members to cover personal illness, doctor's appointments, and, to a limited extent, family illnesses.

Accrual by Full-Time Staff Members. Sick leave is awarded at the rate of 120 hours per calendar year. Sick leave balances remaining at the end of one year may be carried forward to the next. Sick leave accumulates up to a maximum of 1,920 hours, or 1,680 hours for new employees hired after (effective date).

Accrual by Part-Time Staff Members. Sick leave is awarded to regular part-time staff members working at least 20 hours per week at the rate 60 hours per calendar year. Sick leave balances remaining at the end of one year may be carried forward to the next. Sick leave accumulates up to a maximum of 480 hours.

Part/Full-Time Transfers. Accumulated sick leave balances carry over if a staff member changes between full-time and part-time status.

Sick Leave Usage. Sick leave may be used in 15 minute increments for any physical or mental disability which incapacitates a staff member for work. With supervisor approval, sick leave may be used for personal medical treatment or for an illness or doctor's appointments in the staff member's immediate family – i.e., father, mother, step-parent, sister, brother, spouse, child, or household resident. A doctor's certificate is required when a staff member is absent from work due to illness for more than 5 consecutive days or as deemed necessary by the staff member's supervisor.

Pay-Out. Full-time staff members who retire from the Library with proper notice shall receive a lump sum payment, at their current rate of pay, for the amount of unused sick leave over 1,440 hours. If a staff member dies in service, this payment will be made to their estate. There is no sick leave payout to any staff member who resigns or is discharged.

Temporary Pay-Out Provision. A staff member who is eligible to retire on the effective date of this policy (12/25/2011) and who retires within one year may instead receive a lump sum payment of their Column C (vested) sick leave under the prior policy. The hours paid under this provision will not exceed the staff member's current sick leave balance.

Retirement Policy

Staff members are eligible for normal retirement when they have met any of the age/service thresholds established by the [Ohio Public Employees Retirement System](#).

Retiring staff members will be paid for any unused Paid Time Off (PTO) in a lump sum at their current hourly rate. In addition, staff members will be paid for any unused sick leave in excess of 1,440 hours at their current hourly rate.

At their retirement, full-time staff members may be granted one week of pay at their current hourly rate for each five years of full-time service, up to a maximum of four weeks of pay. Should a full-time staff member who meets the age/service thresholds established by the Ohio Public Employees Retirement System die before retirement, this benefit will be paid to the staff member's estate.

Temporary Employees Policy

Temporary employees are defined as individuals hired for a limited period of time not to exceed one year. Such employees, regardless of the number of hours worked per week, do not receive paid time off, sick leave, medical insurance or any other fringe benefits other than those mandated by law.

When temporary help is required to maintain service, a Request for Temporary Help must be completed and forwarded to the Human Resources Director for appropriate approval

Unpaid Personal Leave of Absence Policy

There may be a time when you may want time away from work for compelling personal reasons. If you are a regular full time or part time employee, you may be granted an Unpaid Personal Leave of Absence if the needs of the Library can be met with existing staffing. When existing staffing cannot cover the needs of the Library or when the job requires special skills/knowledge or extensive training, an Unpaid Personal Leave of Absence may be granted without reinstatement rights. The benefits and privileges associated with an Unpaid Personal Leave of Absence are outlined in the Guidelines.

An Unpaid Personal Leave of Absence enables an eligible employee to take time off to deal with a personal situation not covered by the Library's other leave of absence policies (PTO, educational, professional or sick leave).

An Unpaid Personal Leave of Absence requires a written request and the approval of the manager and with Human Resources' concurrence. The granting of the leave request shall be at the discretion of the Library. The initial leave is up to one pay period (10 business days), which can be extended one additional pay period to a maximum of 20 business days.

Holiday Policy

It is the policy of the Library to permit staff members to be absent from work to observe certain holidays.

HOLIDAY	DATE OBSERVED
New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Christmas Eve	December 24

HOLIDAY	DATE OBSERVED
Christmas Day	December 25

Employee Eligibility:

- Full time employees are granted 8 hours for each holiday.
- 2 hours for staff in authorized position of less than 20 hours per week
- 4 hours for staff in authorized positions of 20-39 hours per week
- Temporary staff members will not be compensated for holidays.

Use: Holiday hours are granted and payable on the date observed. Holiday hours may not be escrowed for use at a later time. Employees who are schedule to work on closed holidays will be compensated for the hours they work plus the holiday time.

Accumulation & Payout: Holiday hours do not accumulate and are not subject to payout.

Other Legal Holidays: The Library does not close on the following legal holidays. Holiday time is not granted, but rather is included as part of Paid Time Off.

Martin Luther King Day	3 rd Monday in January
President's Day	3 rd Monday in February
Columbus Day	2 nd Monday in October
Veteran's Day	November 11

Compensation

- approve a 1% Salary Schedule increase effective October 30, 2011 (first paid on November 17) and lift the freeze on earned merit increases for performance reviews conducted in 2012.
- approve a 1% increase in the annual salary of the Executive Director and Fiscal Officer, effective October 30, 2011, and pro-rated for the four remaining pay periods. This results in an annual increase of \$256 for the Executive Director and \$208 for the Fiscal Officer.

The cost of these increases will be covered by savings from measures already taken, including the policy revisions in this report.

Karline Brown and Heisel Dunlap Funds

- approve reestablishing the purpose of the Karline Brown Fund and the Heisel Dunlap Fund to **internal and external staff training and development programs, conference and seminars.** These funds were established with a mechanism for changing the designated purpose.

Mr. Hendon moved that the Board approve the Library Services and Administration Committee recommendations as submitted, including personnel changes, policy revisions, compensation changes and reestablishing the fund purposes. Mr. Sittenfeld seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 6 ayes. The motion carried. **(36-2011)**

FISCAL OFFICER'S REPORT

Ms. Schoettker reported that:

Auditor of State Award with Distinction

- the Library has received again the *Auditor of State Award with Distinction*, which is given to entities that file an annual Comprehensive Annual Financial Report (CAFR) and timely financial reports in accordance with GAAP, as well as receive a “clean” audit report. This award is a direct result of the work of Molly DeFosse in the Fiscal Office, who prepares the financial statements for the CAFR and manages the annual audit.

Governmental Revenue – Annual Comparisons

- Public Library Fund - new state-legislated reductions to Public Library Fund (PLF) revenue began in August. Increased revenue in the first part of this year will help to offset losses in the later part of the year, resulting in a total distribution of \$37.6 million. This is a 2.6% increase over 2010, but 3.6% less than 2009.

In 2012, PLF revenue will drop to \$35.5 million. The last time State revenue was below \$36 million was in 1990.

- Property Tax - The County has distributed the bulk of this year’s property tax revenue and their \$19.6 million estimate appears to be on target. Gross receipts are slightly less than last year but because there are no election expenses to repay this year, net receipts are slightly higher. A new deduction was taken from the last distribution - \$806.38 in TIF adjustments for Montgomery and Lockland.

The County Auditor estimates 2012 property tax revenue at \$1.8 million or 9.2% less than this year, the result of recent property reevaluations.

	2009	2010	2011	2012
	<u>Actual</u>	<u>Actual</u>	<u>Actual & Est</u>	<u>Estimated</u>
Public Library Fund	\$ 39,066,949	\$ 36,702,540	\$ 37,647,070	\$ 35,515,843
Tax Levy				
Gross Receipts		19,691,611	19,620,000	17,822,665
- Less Fees		(239,664)	(245,000)	(214,000)
- Less Election Expense		<u>(174,050)</u>	<u>0</u>	<u>0</u>
Net Receipts	0.00	\$ 19,277,897	\$ 19,375,000	\$ 17,608,665
Year to Date Total	\$ 39,066,949	\$55,980,437	\$ 57,022,070	\$53,124,508

As reported at the Joint Committee Meeting in August, these funding reductions do not require *immediate* emergency action because the Library administration successfully prepared for them with a series of cost containment and reduction measures. However, expenses next year are likely to exceed revenue and that gap between revenue and expenditure will continue to get worse each year. That means that the savings we have worked so hard to generate since last year must begin to be spent next year. Although our savings should carry us through 2012 and perhaps 2013, it will certainly run out by 2014.

In 2009, as we were spending the last of a prior savings and working to get our tax levy approved, we covered our expenses by using several million dollars in capital and gift funds. Those back-up monies are now gone. Unless state revenue takes a dramatic and unanticipated upward turn in mid-2013 or unless we go back to Hamilton County voters a year early to increase property tax

revenue (and a new levy passes), we will not be able to legally appropriate enough in 2014 to continue to operate at current levels. We can start now to gradually make major, long-term changes or we can wait and take emergency action in one to two years. The longer the decisions are delayed, the more immediate and severe the cuts must be.

Monthly Financial Reports

- the financial reports were submitted for the periods ending August 31 and September 30, 2011.

Investment Reports

- the investment report were submitted for the months ending August 31 and September 30, 2011.

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

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran (except pass on investment report) ... 6 ayes. The motion carried. **(37-2011)**

FINANCE AND AUDIT COMMITTEE REPORTS

Mr. Zaring recommended that:

Revisions to 2011 Annual Appropriations & Estimated Resources

1. revisions to estimated resources be authorized as follows:

<u>LSTA Fund</u>	<u>Revision</u>
Intergovernmental Receipts	\$ 82,523.00

2. revisions to annual appropriations be authorized as follows:

<u>LSTA Fund</u>	<u>Revision</u>
Supplies	\$ 19,793.00
Purchased & Contracted Services	8,000.00
Capital Outlay	<u>54,730.00</u>
Net Change	\$ 82,523.00

<u>Gift Fund</u>	<u>Revision</u>
Supplies	\$ (27,005.00)
Capital Outlay	<u>27,005.00</u>
Net Change	\$ 0.00

These revisions provide for two new LSTA grants – federal funds for the UC Conservation Lab at \$81,012 and Ohio Ready to Read toolkits at \$1,511, plus local matching funds (using Gift Funds) for the Conservation Lab at \$27,005. The local funds for the Ohio Ready to Read grant fit within current appropriations. Because the LSTA Fund changes result in a net increase in annual estimated resources and appropriations, they must be submitted to the Hamilton County Budget Commission for amended certification.

Capital Funds Transfer

- **\$2,500,000** be transferred from the **General Fund** to the **Building and Repair Fund**. The funds will be used next year for either the next Ongoing Maintenance project or a new St. Bernard project, per future Board approval.

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

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 6 ayes. The motion carried. **(38-2011)**

Resolution Accepting Tax Levy Amount and Rate

Mr. Zaring reported that the following resolution for acceptance of 2012 tax levy rates and amounts must be approved and returned to Hamilton County Auditor Dusty Rhodes before October 24.

**Resolution Accepting the Amounts and Rates as Determined by the Budget
Commission & Authorizing the Necessary Tax Levies and Certifying Them to the
County Auditor**

Board of Trustees
Rev. Code, Secs. 5705.34

WHERE AS, This Board of Trustees of the Public Library of Cincinnati and Hamilton County in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2012; and

WHERE AS, The Budget Commission of Hamilton County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board and what part thereof is without, and what part within the ten mill limitation; therefore be it

RESOLVED, By the Board of Trustees of the Public Library of Cincinnati and Hamilton County, Hamilton County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, By that there be and is hereby levied on the tax duplicate of said Joint District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

Schedule A & Schedule B

and be it further

RESOLVED, That the Clerk of this Board be, and is hereby directed to certify a copy of the Resolution to the County Auditor of Hamilton County.

Schedule A and **Schedule B** state that the County Auditor estimates that \$17,822,665 will be derived from a 1 mill levy for the Public Library from levies outside the 10M limitation. This levy was authorized on November 3, 2009 for a period of 5 years.

Mr. Sittenfeld moved that the Resolution be approved as submitted. Mr. Zaring seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 6 ayes. The motion carried. **(39-2011)**

FACILITIES COMMITTEE REPORT

Mr. Hendon recommended that the Board:

Pleasant Ridge Branch ADA Project

1. confirm the following change orders, approved in accordance with the contingency:
 - Change Order in the amount of \$4,110.00 to Custom Glass and Glazing for 2 additional auto door openers.
 - Change Order in the amount of \$12,122.32 to Luce Electric for a 3-phase converter, 2 auto door openers, electrical outlets for sink operation, relocation of electric panel and new exit signs.
 - Change Order in the amount of \$3,467.79 to Wernke Steel to add missing steel supports and remove a steel beam incorrectly shown on the structural drawings.

He noted that a pledged gift of \$5,310 was received from Dan Neyer to paint the interior of the branch.

Clifton/Brookline Avenue Site

1. confirm an award of contracts for the following two trades for Cox House roof repairs:

Tuckpointing & Waterproofing	Hummel Restoration	\$71,975.00
Roofing Work	Imbus Roofing	\$299,560.00

2. approve a project budget of \$440,000 as detailed below:

Architect's Fees	\$23,250.00
Contracts	\$371,535.00
Contingency	<u>\$ 45,215.00</u>
TOTAL PROJECT BUDGET	\$ 440,000.00

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

He noted that the Hamilton County Auditor has approved our request for tax abatement for this property; no additional property taxes will be paid on the property.

Mr. Hendon also reported that:

Monfort Heights Branch Repairs

- repairs to cracks at the Monfort Heights Branch are expected to be completed by October 10th.

Blue Ash Branch Repairs

- repairs to cracks at the Blue Ash Branch were completed on August 30th.

Greenhills Branch Landlord Issues

- written notice was sent to Josh Harkavy of HMS Management, landlord for our Greenhills Branch, on May 2 that unless roof repairs were made within 60 days we would begin to escrow lease payments. Lease payments were escrowed in August and September and on September 23 the landlord contacted the Library; he was reminded of the May 2nd letter. On the night of September 26/morning of September 27, ceiling tiles began to fall due to rain leaking through the second floor of the building. When contacted, Josh Harkavy stated that the owner intends to repair the roof. The October rent was not paid and we will continue to escrow future rent payments until needed repairs are made.
- for the second time this year, on August 31, electric to the Branch was shut off due to Landlord's nonpayment. The Library contacted Duke Energy and was able to have the electricity restored the same day.

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

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 6 ayes. The motion carried. (40-2011)

DEVELOPMENT COMMITTEE REPORT

Mrs. LaMacchia reported that:

The Library

- a \$1,000 bequest has been received from the Trust of Warren Joy for the Abell Fund.

Library Foundation

- the Foundation's Annual Fund campaign started on September 22 with Library staff, followed by the launch of an expanded public campaign on October 1, with an ambitious goal of \$225,000. All Foundation Directors have been asked to make a gift so that 100% Board participation can be achieved. Foundation Board member Charlie Powers serves as Chair of the campaign.
- the Foundation has applied for a \$62,000 grant to purchase 25 AfterSchool Edge Digital Learning Systems for use by children ages 6-14. This new educational product complements the Early Literacy Stations the Library has purchased for younger children.
- the Foundation is working to create the Torch Society – a new designation reserved for donors who include the Foundation in their estate planning. To date, four people are members.
- the Foundation Board will hold its next quarterly meeting October 19 at the Main Library.

Friends of the Public Library

- the Friends of the Public Library have applied for a \$1 million grant for renovation of the Cox House, future site of the Clifton Branch. Grant recipients will be notified by year's end.
- the Friends will hold its next quarterly meeting on October 28 at the Main Library.
- the Friends "End of Summer Sale" held from August 24-28 grossed \$28,400. Thirty-six new members were added during this event.

- the Friends sale at the Westwood Branch from September 27-30 grossed \$4,048.
- the next sale will be held at the Madeira Branch November 3-5.

Anderson Township Library Association

- the Anderson Township Library Association will hold its Holiday and Nearly New Used Book Sale November 10-12 at the Anderson Branch Library.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

Mr. Sittenfeld presented the following information about upcoming programs, promotions and exhibits:

- *Books by the Banks* – the 5th Annual Books by the Banks Cincinnati USA Book Festival will take place at the Duke Energy Center on October 22. Participants will have the opportunity to meet more than 100 local, regional and national authors, including Dennis Lehane, Judy Collins, Alyssa Capucilli, Matthew Reinhart, Paula McLain, and Chris Bohjalian.

Books by the Banks is organized by The Public Library of Cincinnati & Hamilton County, University of Cincinnati Libraries, The Mercantile Library, Northern Kentucky University Steely Library, Clermont County Public Library, Middletown Public Library, and Joseph-Beth Booksellers. Books by the Banks became a 501(c)(3) nonprofit organization this year. Greg Edwards is serving as the organization's first board president.

- *Cincinnati Symphony with John Morris Russell* – on November 5 the Library is hosting a concert performed by a brass quintet comprised of members of the Cincinnati Symphony and Pops Orchestras and led by Cincinnati Pops Conductor John Morris Russell. This concert is the first in a quarterly series of family classical music events with the Cincinnati Symphony and Pops Orchestras. It is sponsored by the Valerio Fund.
- *57th Annual Veterans Day Program* – the 57th Annual Veterans Day Commemoration will be held on November 11. Korean War veteran and Purple Heart recipient Howard Osterkamp will share his experiences. In addition, Volume II of the book *Homage to Those Who Gave Their Lives to Keep Us Free* will be dedicated.
- *National Gaming Day* – on November 12, the Library will join hundreds of other libraries around the world in participating in *National Gaming Day @ your library*. Each Library location will present games and activities for the entire family. Five pairs of Library locations will compete against each other in online Wii tournaments.
- *Downtown Dazzle Days* – for the seventh year, the Library is collaborating with Downtown Cincinnati, Inc. to present Downtown Dazzle Days. This year, the Main Library will be the primary venue for family programs, with crafts, games and performances taking place the first three weekends in December.

A Holly Jolly Holiday Trolley will provide free roundtrip rides between Fountain Square and the Cincinnati Museum Center – the new site of the Duke Energy Holiday Trains. Discussions are

underway to include the Main Library as a stop to encourage visits to *A Cincinnati Christmas Carol* exhibit at the Main Library and holiday programming in the atrium. Inclusion in the annual *Downtown Holiday Guide* will promote these holiday happenings and the Library's Downtown Dazzle Days collaboration.

- *Library Card Mascot* – a new library card mascot debuted on Fountain Square on September 28 at the kickoff for the Library Card Challenge. It will be used along with Rufus, the Library reading dog mascot, to raise visibility of the Library in the community and to reinforce the Library's branding as a friendly, welcoming place.

Exhibits

- *A Cincinnati Christmas Carol: Behind the Scenes of Cincinnati's Favorite Holiday Theatre Tradition (October 25 – January 8)*
- *Cincinnati Panorama 1848: Window to an American City (October 2011-May 2012)*

The report was received and filed.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright reported that:

Louis Terhar – Ohio House of Representatives

- Louis Terhar has been appointed to the Ohio House of Representatives, filling the seat in District 30 vacated when Representative Mecklenborg resigned. Information about the Library was sent to Representative Terhar.

House Bill 153 – Professional Design Services

- provisions included in the Budget Bill (House Bill 153) will impact how the Library uses professional design services. Currently, when the fees for professional design services (architect, engineer or surveyor) are less than \$25,000, the Library can hire without restriction, allowing small projects to be completed quickly and efficiently. For fees of \$25,000 or more, the design firms must submit statements of qualification. Under the new law, the threshold is raised to \$50,000, but the selection of professional firms is limited to those which have submitted a current statement of qualifications within the immediately preceding year.

To be in compliance, we will need to request statements of qualifications annually from all three types of professional design firms without specifying the project and without any assurance the services will even be needed.

The report was received and filed.

Tara L. Khoury

Mr. Sittenfield noted that Tara L. Khoury's term of office as a member of the Library Board of Trustees ended on September 30 and he expressed appreciation for her 12 years of service as a Library Trustee.

Mr. Hendon moved that the Board Minutes express appreciation for Mrs. Khoury 12 years of service as a Library Trustee. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mr. Wright, Mr. Zaring and Mr. Moran ... 6 ayes. The motion carried. **(41-2011)**

The Regular Meeting was then adjourned.

President

Attest: Secretary