

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

Date: June 10, 2014

Meeting: Regular

Place: Board Room - Anderson Branch – 7450 State Road

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Mr. Wright

Present: Kimber L. Fender, Andrea Kaufman, Greg
Edwards, and Molly DeFosse

PUBLIC COMMENTS

None.

ACTION ITEMS

LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT

Mr. Moran introduced Katie Greifenkamp:

PARTNERSHIPS AN IMPORTANT PART OF ANDERSON’S SUCCESS

Katie reported that the Anderson Branch Library is one of the busiest branches in the system. In 2013, the branch was number two in circulation, with over 689,328 items circulated. It was number one in the number of programs held, 1,008, and number four in attendance to those programs at 20,473. The branch had over 265,000 visits and almost 44,000 PC sessions in 2013 as well. There are many reasons for these impressive numbers: great community, great facility and customer-focused staff. But one big reason for this success is the tremendous assistance received from the Anderson Township

Library Association (ATLA). Their support funds programs such as Zak Morgan, who draws folks from all over the county, and the McGing Irish Dancers on St. Patrick's Day. Also, ATLA has provided resources to help build the ATLA collection, which consists of a variety of books mostly dealing with art, painting, and ceramics. ATLA has paid for much of the branch's technology, such as the Early Literacy Station, the AfterSchool Edge, iPads for the public, and even some public computers. Finally, the A/V screen recently installed in the meeting room was paid for with ATLA funds. All in all, ATLA has helped make the Anderson Branch one of the busiest in the system.

Mr. Sittenfeld asked Katie if she thought the demographic differences between Anderson and the other branches where she had worked impacted the service. Katie explained that there were some differences but each community has different needs and the Library works to meet those needs.

Mr. Moran reported that:

CAREER ONLINE HIGH SCHOOL

Career Online High School is a new online service that offers students the opportunity to earn a full, accredited high school diploma through the Library. Students go through an online assessment process to determine a course of study and then proceed to complete their coursework online. The service will be funded by combining dollars from the Library's collection budget to support the annual subscription cost and funds provided by the Library Foundation and other targeted funding organizations for "scholarships" that fund each individual student. The full launch of the service is planned for the fall.

3D PRINTER ADDED TO TECHCENTER

The Library recently deployed a *MakerBot 5th Generation Replicator* 3D printer to the Main Library's TechCenter. Customers may reserve the 3D printer for one 60-minute session per day. During the initial pilot phase, there has been no charge for printing; effective June 11, the cost for 3D printing will be associated with the weight of the object printed at \$.10 per gram. The 3D printer has been extremely popular, with reservations filled several days in advance.

Mr. Edwards reported that:

MAKER SPACE

Many public libraries are purchasing new and in-demand equipment including 3-D printers, laser engravers and 3-D scanners to create a Maker Space. A Maker Space is defined loosely as "a shared workspace where people create collaboratively." Plans for the new St. Bernard and Reading branches include Maker Spaces and that concept is being expanded to include the implementation of a Maker Space at the Main Library. A team of staff has been identified to work on this important project. Completion of the Main Library Maker Space is projected for January 2015.

Mr. Sittenfeld asked how the Library chooses which technology to pursue when it comes to building the Maker Space. Ms. Fender replied that the goal would be to stay on the leading edge of technology but taking small step. Mr. Edwards added that the goal was to process access to technology and information to allow Library customers to create content. Mrs. Trauth asked what the approximate cost of the printer was. Library Staff indicated it was approximately \$3,000.

Mr. Moran reported that:

FLIPSTER

Flipster is an online service that provides customers access to popular magazines via desktop or mobile devices. Currently users can download magazines for offline reading using an app for the iPad and the Android app is scheduled to be released in the fall. The new service will launch in July and will compliment Zinio, the Library's established digital magazine service by offering access to titles not included in Zinio. A sampling of Flipster titles, include *Entrepreneur*, *National Review*, and *Kiplinger's Retirement Report*.

CHANGES TO REQUIREMENTS FOR FREE LIBRARY CARD ELIGIBILITY

The Library Card and Circulation Policy currently allows for free Library cards to be issued to residents of the State of Ohio but does not include free cards to those who own property in, but do not reside in, Hamilton County. We recommend the Board approve changing the policy to read: "residents of the State of Ohio *or a property owner in Hamilton County*" are eligible to apply for a free library card. The policy is 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 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.

The Library has numerous card types that are free to applicants of any age who meet any of the following criteria:

- Are a resident of the State of Ohio or a property owner in Hamilton County.
- 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.

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. Parents or legal guardians assume responsibility for fines and fees that accumulate on the cards of children under the age of 18.
- Returning materials in good condition. A charge may be assessed **for lost** or damaged materials, 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.

Loan periods and limits vary according to material format.

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.

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.

Effective: June 15, 2014

Approved by the Board of Library Trustees: June 10, 2014

NEW BOOK CLUB CARD INTRODUCED

On June 2, the Library introduced a special card type that allows book club leaders to place multiple holds on the same title with automatic renewals and no late fees.

SUMMER LEARNING PROGRAM MARKETING EFFORTS

The Summer Learning Program is well underway as are a number of marketing efforts in support of it. Those efforts include traditional marketing collateral, such as posters, bookmarks and flyers, as well as a Summer Learning website and e-communications to cardholders and targeted groups. The Library marketing team has pitched media sponsorships for PSAs, print and web ads, social media and blog mentions and also plans on pay per click keyword advertising on Google, Bing and Facebook. Additional paid

media efforts are also underway with radio spots that include program interviews, live remotes/events and web ads.

Mr. Edwards reported that:

Programs and Exhibits of Note

SMART INVESTING @ YOUR LIBRARY

Thanks to a generous two-year grant from the Financial Industry Regulatory Authority (FINRA) Foundation, a series of programs to assist teens in building their financial literacy will resume this summer at five branch libraries and TeenSpot at the Main Library. The programs will be led by Teen Librarians and grant partner Ohio State University Extension Office.

FRAME CINCINNATI PHOTOGRAPHY COMPETITION

The Library will be participating in FotoFocus Cincinnati, a month-long biennial celebration spotlighting independently programmed exhibitions of historical and contemporary photography, which will be held in October, 2014. Between June 1 and July 31, photographers can enter our Frame Cincinnati Photography Competition and the best submissions will be displayed in the Atrium of the Main Library in September and October. The Frame Cincinnati Photography Competition is co-sponsored by the Photography Club of Greater Cincinnati and the Friends of the Public Library.

Mr. Moran reported that:

LUMENOCITY TICKETS AVAILABLE AT THE LIBRARY

The Library will be partnering with the Cincinnati Symphony and Pops Orchestras to be a community ticket outlet for LumenoCity 2014. Beginning on June 9, 500 tickets to each of the two performances, August 1st and 2nd, will be available from 14 Library locations.

BOOKWORKS XV

Bookworks XV, the annual Cincinnati Book Arts Society (CBAS) exhibit of regional book artists showcasing one of a kind, hand-made books, will be on view in the Main Library's atrium from June 10-September 7. In conjunction with the exhibit, there will be two artist walk-throughs on Sunday, June 22 and Sunday, August 3 at 2 pm. There will also be a hands-on bookmaking demonstration on Sunday, July 27 at 2 pm.

Mr. Moran moved that the Board approve the report as filed. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Sittenfeld...6 ayes. The motion carried. **(10-2014)**.

LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT

Mr. Hendon requested that:

SALE OF WESTWOOD PROPERTY

In 2000 the Library purchased a single-family residence at 3017 Montana Avenue, adjacent to the Westwood Branch Library, for the purpose of constructing additional parking for the branch. For years we lacked the funding to expand the parking so we have leased the house and it is currently on a month-to-month lease. In 2012, the parking expansion was removed from the capital project list, the house was appraised and put on the market. At that time, the appraised value was \$40,000. We have received an offer of \$29,000 and negotiated the price to \$35,000. The buyer is ADN Capital Investors, LLC. The buyer has specified that no inspections are necessary and is paying cash. The properties were consolidated when the home was purchased and we have the plats and legal descriptions necessary for the cut/up.

To move forward with the sale, it is requested that the Board:

1. Approve the sale of the property for \$35,000. The Office of the Hamilton County Prosecuting Attorney has developed the contract for purchase, which the buyer has accepted, Exhibit I.
2. Authorize the Eva Jane Romaine Coombe Director to sign the contract and the deed to complete the sale.

Mr. Hendon moved that the Board approve the report as filed. Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Sittenfeld...6 ayes. The motion carried. (11-2014).

FINANCE & AUDIT COMMITTEE REPORT

REVISION OF THE 2014 ANNUAL APPROPRIATIONS

Ms. DeFosse explained that confirmation is requested to revise *appropriations* as follows:

General Fund

Purchased and Contracted Services - decrease by	\$ (200,000.00)
Other - Increase by	\$ 200,000.00
<i>Net change</i>	<u>\$ -</u>

The revision is necessary to account for actual levy election expenses which were underestimated in the original budget.

Mr. Zaring reported:

Authorization is requested to revise *appropriations* as follows:

Building & Repair Fund

Purchased and Contracted Services - decrease by	\$ (400,000.00)
Capital Outlay - Increase by	<u>\$ 400,000.00</u>
<i>Net change</i>	<u><u>\$ -</u></u>

Gift Fund

Capital Outlay- increase by	<u>\$ 50,000.00</u>
<i>Net change</i>	<u><u>\$ 50,000.00</u></u>

The revision to the Building and Repair Fund is necessary to account for the distribution of appropriations based on current information. The original appropriations were set based on estimates.

The revision to the Gift Fund is necessary to account for the timing of contributions at the end of 2013 and planned expenditures in 2014.

Mr. Zaring moved that the Board approve the report as filed. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Sittenfeld...6 ayes. The motion carried. **(12-2014)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

EBOOK INITIATIVE CONTINUES

In April and May, Michelle Francis, Director of Government and Legal Services for the Ohio Library Council; Zack Space, Vorys Advisors; and herself had several meetings with members of Congress from Ohio as well as those serving on the U.S. House Judiciary Subcommittee on Courts, Intellectual Property and the Internet to discuss the refusal of some publishers to sell or license eBooks to public libraries and our interest in a hearing on this matter. Congressman Chabot is the only Ohio Congressman to serve on this subcommittee. She is pleased to learn that a hearing on the First Sale Doctrine of Copyright Law was being scheduled and unsuccessfully pursued having a witness testify at that hearing. The field hearing held in New York on June 2 did include a representative from the New York Public Library but the primary focus of his testimony was not the eBook issue we have been discussing.

Although she was disappointed that the group was not able to testify in person, they were able to submit questions to be raised at the hearing and also written testimony. The testimony submitted is as follows:

**Testimony of Kimber L. Fender, The Eva Jane Romaine Coombe Director of the
Public Library of Cincinnati and Hamilton County, Ohio.**

**Before the U.S. House Judiciary Subcommittee on Courts, Intellectual Property and the
Internet**

June 2, 2014

I would like to thank the members of the Courts, Intellectual Property and the Internet subcommittee, along with the subcommittee staff, for their efforts in scheduling this hearing, and affording me an opportunity to submit written testimony.

My name is Kim Fender and I am the Director of the Public Library of Cincinnati and Hamilton County, and Chair of the Ohio Library Council's Government Relations Committee. I am proud to have devoted my career to the public library system, which enjoys a long, rich history of serving communities throughout our country. Its ubiquitous presence has played a central role in fostering our democracy by ensuring that all Americans—regardless of social or economic status—have open access to information.

The topic of this subcommittee hearing is, "First Sale Under Title 17". While issues pertaining to the long-established first sale doctrine are broad and complex, the subject matter of the testimony hereby proffered pertains to a relatively specific issue, to wit: public library access to information has been significantly compromised by publishing industry standards regarding the sale of digital content. More specifically, the first sale doctrine's well-established function of promoting public access to information has been abrogated by publishers who qualify digital transactions with public libraries as "licensing agreements" rather than "sales".

The first sale doctrine allows the purchaser of a copyright-protected work to sell or give away that copy without the permission of the owner of the copyright. Traditional application of the first sale doctrine allows the purchaser of a lawfully acquired copy of work the right to lend or even resell that copy. As a policy, it has served the American public well for over 100 years; and has formed the very foundation for public library operating models.

However, most large publishers have avoided application of the first sale doctrine to e-books by structuring their transactions as "licenses" rather than "sales." Rapid advances in technology sparking the wide scale utilization of e-book readers have led to serious restrictions on the ability of libraries to fulfill their core mission of providing all

Americans with open and equal access to information. The end result has been that library users everywhere have been broadly and unfairly denied access to content.

Publishers now set their own terms in determining which e-books to sell to public libraries. Often times, publishers will refuse to sell some titles to public libraries; or they do so under onerous terms, that include inflated pricing, or severe restrictions on lending rights.

It should be noted that the threat to library operating models is *not* attributable to a failure of libraries to keep pace with changing technology. Libraries have adapted to the computer age by serving as a leading source of internet access for those who have no access at home or work (due to cost or availability issues); and libraries have actively attempted to incorporate e-book content into their operating models. By way of example, my library (Ohio's largest, serving the Cincinnati metropolitan area) first began providing downloadable digital content in 2005. That year 1,851 items were downloaded. In 2013, nearly 1.5 million items, books, music, magazines and movies were downloaded from my library and the demand continues to grow.

The refusal of America's largest publishers to sell e-books to public libraries, or their decision to license use under restrictive conditions or at exorbitant prices, is creating a content divide.

There are those who would argue that a physical copy of the same content is an acceptable substitute for a digital copy. I am not among them. For our society to truly provide equitable access to information it must be available to all in the same formats, with the same portability, access and interactivity a digital copy brings. Those relying upon public libraries should not be relegated to increasingly out-of-date print format when libraries have the ability to responsibly provide access to digital format.

We understand that the world of digital content is bringing about dramatic changes for libraries, readers, researchers and, yes, publishers. There are, however, protections available to the publishing industry to safeguard content and prevent illegal pirating. For example, library-loaned e-books can be made subject to all of the same limitations that have existed for years with traditional hard copy materials: users are subject to loan period limits, software is available that prohibits unauthorized copying or sharing, restrictions can be placed on the number of items that may be simultaneously borrowed, one copy of an e-book can only be borrowed by one reader at a time, and library transactions will remain available only to card carrying library members. For your convenience, attached to this testimony, as Appendix A, is a fact sheet summarizing the issues of access and pricing.

For several years the American Library Association, our national professional association, has worked with publishers to address the issues of access to content through public libraries with a few, scattered results. Unfortunately, by and large, public libraries—and their users—find themselves with severely restricted access to the fast-growing world of digital content.

The publishing industry's decision to limit library patrons' access to e-books has placed the future of the public library at risk. It requires no leap of reason to suggest that e-books will one day become the norm; and, likewise, it is easy to predict a future that ultimately renders obsolete the time-tested library operating model based on the traditional "first sale" doctrine.

The dilemma is simply stated as thus: Despite the overwhelming popularity of public libraries (which serve communities' educational, cultural and economic needs), changes in technology have circumvented the first sale doctrine, thus fundamentally altering the vital publisher-library relationships, and jeopardizing the long-term sustainability of public libraries as we have come to know them.

We must act now if we are to continue our nation's longstanding support of the principle of an informed citizenry. Given publishers' limitations on the sales of e-books to public libraries, coupled with the fast-growing popularity of digital content, the future viability of public libraries is at risk. It is imperative that Congress analyze this growing trend, and take steps to preserve the public library's proud history of providing open access to information for all.

Thank you for your thoughtful consideration.

Through a grant from the Ohio Public Library Information Network (OPLIN) the Ohio Library Council is funding a public awareness campaign developed by Goldfarb Weber. Consisting of a short video and a microsite, the purpose of the campaign is to raise public awareness of this issue.

SCENIC HIGHWAY DESIGNATION SOUGHT

The 3-C Highway Committee, a coalition of 15 visitor organizations across the State, including the Cincinnati USA Convention and Visitors Bureau, is seeking to have SR-3 designated an Ohio Scenic Byway. Constructed in the early 1920s, SR-3 is the first road to connect Cincinnati, Columbus and Cleveland. The Main Library is located on SR-3 as are two of our branch libraries, Norwood and Pleasant Ridge. At the request of our Convention Bureau, she submitted an email supporting this designation.

ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association (ATLA), which supports the Anderson and Mt. Washington branch libraries, will hold its 34th Annual Used Book Sale at Nagel Middle School in Anderson Township June 27-29. Originally formed in the early 1980s to advocate for a new branch library in the eastern suburbs, ATLA was incorporated on November 5, 1985. ATLA holds two used book sales annually and donates between \$40,000 and \$50,000 each year to support these two branch libraries. Ms. Fender introduced Lindsay Danahy, Co-Chair of ATLA, who talked briefly on behalf of ATLA. She thanked the Board for their support. She explained that the warehouse is staff by volunteers working one morning per week. They hold 2 sales per year and have raised

approximately \$1,206,000 since their inception. The Board thanked ATLA for their hard work and contributions to the Library.

LIBRARY FOUNDATION

The Foundation held its quarterly meeting April 30. At the meeting the 990 and Financial Review for 2012 were approved. The Foundation distributed \$44,550 to the Library for AfterSchool Edge purchases Brain Camp funding and general support. In addition, the Foundation pledged \$13,125 from donations in memory of Charles Lindberg will go to provide the first 10 scholarships for the new Career High School Online product to be implemented this fall.

The Foundation received additional contributions for Summer Learning:

- \$5,000 PNC Grow Up Great
- \$3,000 Dollar General Literacy Foundation
- \$1,000 Summertime Kids grant from the Greater Cincinnati Foundation
- \$500 Juvenile Court Advisory Council

With these additional gifts and including the anonymous gift for Summer Camp Reading the Foundation raised \$122,500 for Summer Learning.

At the April Regular Meeting it was reported that the Foundation had received a partial distribution of \$200,000 from the Bernice Robin estate. The final distribution of \$276,733.50 was received April 30. The Foundation is considering options to publicly acknowledge this generous bequest. It was noted during the meeting that Bernice Robin was the long-time secretary of former Library board member Charles Lindberg.

CBTS has donated 50 tickets for the Reds game on June 21. The Fundraiser is open to the staff at \$50.00 per ticket. All tickets have been sold. The Foundation will raise \$2,500 from this event.

The next meeting of the Foundation is scheduled for July 23.

FRIENDS OF THE PUBLIC LIBRARY

The Friends held its Annual and Regular meetings on May 9. At the Annual Meeting the Friends' reelected four members of its Board to the term 2014-2017: Mary Lu Aft, Mike Kesloskey, Robert C. Vitz, and Amanda Williams. At that meeting the Friends reported providing \$220,289 in Library support.

At the Regular Meeting Kate Lawrence and Diane Smiley, the Library's program coordinators, presented a report of Friends' support for the final quarter and fiscal year ended March 31, 2014. For the quarter the Friends supported 512 programs including the Jessica Fellowes Author Visit, On The Same Page, the Teen Drawing Contest, Read Across America, St. Patrick's Day and El Día de los Niños, serving 9,867 customers. \$28,754.54 was spent on presenters and program supplies. A total of \$125,464.89 was

utilized for Library programming during the 2014 fiscal year. This total includes expenses for On The Same Page, Summer Reading and special programs throughout the year.

The Friends sale held at Symmes in April grossed \$6,444. The Annual sale at Main is underway with results to be announced at the meeting.

The next quarterly meeting of the Friends is scheduled for July 25.

GIFTS BENEFIT AVONDALE, CLIFTON

Anita and Ed Marks donated a framed 1890s property map of Avondale to the Library along with a gift of \$500 to be used for artwork for the Avondale Branch.

Mr. and Mrs. Marks also donated a map of Clifton for the new Clifton Branch and pledged an additional gift for artwork there as well.

LIBRARY BALLOT RESULTS STATEWIDE

Eleven libraries had issues on the May 6 ballot, ten of which passed. Paulding County Carnegie Library's renewal failed. Of those that passed, five were renewals, two were new, two were additional, one was a replacement decreasing and one was a replacement with additional millage. Eight were for five year terms and three, all of which passed, were continuing.

**Ohio Library Council
Library Ballot Issues
May 6, 2014**

UNOFFICIAL RESULTS

LIBRARY	COUNTY	MILLAGE	VOTES		VOTES AGAINST	% of YES	TYPE	TERM (yrs.)
			FOR	PASSED?				
Archbold Community Library	Fulton, Henry	0.70	521	Y	112	82%	Renewal	5
Brown County Public Library*	Brown	1.00	2,543	Y	1,231	67%	Renewal	5
Burton Public Library	Geauga	1.70	740	Y	637	54%	Replace./Add.	Continuing
Conneaut Public Library	Ashtabula	1.90	886	Y	847	51%	New	5
Elyria Public Library	Lorain	1.90	4,727	Y	3,108	60%	Additional	Continuing
Hardin Northern Public Library (Dunkirk)	Hardin, Hancock	0.50	316	Y	164	66%	New	5
Ida Rupp Public Library (Port Clinton)	Ottawa	0.80	2,122	Y	551	79%	Replace./Decr.	5
Lorain Public Library - N. Ridgeville Branch	Lorain	1.91	2,846	Y	1,360	68%	Renewal	5
Paulding County Carnegie Library	Paulding	2.17	1,127	N	1,618	41%	Renewal	5
Tuscarawas County Public Library	Tuscarawas	1.00	5,814	Y	3,554	62%	Additional	Continuing
Union Township Public Library*	Brown	1.00	2,543	Y	1,231	67%	Renewal	5

* joint, county-wide ballot issue

UPCOMING PRESENTATIONS

She has been asked to present on the Library's Summer Learning program at a United Way Impact Spotlight luncheon on July 17 and at the Ohio Library Council's Annual Conference in Columbus on October 10. Mr. Moran asked if the Library received any funding from United Way. Library staff explained that the PNC grant from two years ago was through the United Way.

OUT OF THE OFFICE

From June 27 to July 14 Ms. Fender will be out of the office on vacation. For a portion of this time she will be in Hong Kong attending meetings of the Olave Baden-Powell Society and the World Association of Girl Guides and Girl Scouts, thanks to Betsy LaMacchia's sponsorship of her for membership in the Society. While there, she will have limited access to email. In her absence Molly, Greg, and Mary will be responsible for the day to day operations of the Library. She will delegate to Greg her authority to approve change orders for the construction projects during this period.

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

PUBLIC LIBRARY FUND UPDATE

The 2014 budget includes a 3% decrease to the Public Library Fund. Through May, we are trending at an 11% decrease. This is in part attributable to timing differences of the State's fiscal year but the overall impact of permanent difference is uncertain. The Mid-Biennium Review Appropriations bill approved by the Senate in late May included tax reform which will most likely impact the PLF. The tax reform includes accelerating income tax cuts enacted last summer and increasing the small business tax deduction for 2014. As a result of the current trend and additional anticipated tax changes, we are expecting overall reductions to the original PLF estimate. We will prepare a comprehensive budget review at June 30, 2014 and make necessary adjustments to account for decreases in forecasted revenue.

2013 AUDIT

Balestra, Harr & Scherer, CPAs, have completed their fieldwork for the 2013 audit. The Comprehensive Annual Financial Report is in the process of review. Upon completion of this review and receipt of a signed audit opinion, our 2013 CAFR will be published. It is anticipated we will have a post-audit conference in August.

The audit will include a management letter comment this year. In 2009, we implemented fixed asset software to manage the fixed assets reported in the CAFR. During this year's audit, two assets were identified that had been converted in 2009 with the wrong acquisition date resulting in depreciation not being calculated on assets which were not fully depreciated. In both cases, the assets were building improvements and the original acquisition date of the building had been entered. The error impacted 2009-2012. Although the total impact was deemed immaterial by the auditor, we opted to restate the prior year's fund balances and record it correctly.

LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT

Mr. Hendon reported that:

AVONDALE ADA PROJECT UPDATE

The Grand Opening took place on May 20, and was a huge success. While contractors have completed the major work, they continue to work on the punch list of outstanding items.

The following change orders have been approved and are submitted for confirmation. Change Order No. 103 in the amount of \$5,295.00 to Triton Services, Inc. to repair the exterior door in the Programming Room, change the hardware on an existing door, reroute the downspout at the connector and raise and reconfigure the A/V area in the Programming Room.

Change Order No. 201 in the amount of \$11,945.84 to Blau Mechanical, Inc. to add a sump pump in the elevator pit, add an expansion tank to the water heater, additional footer drainage and add a separation manhole.

Change Order No. 202 for an extension of time to Blau Mechanical, Inc. with no cost increase.

Change Order No. 301 for an extension of time to Hudson Piping, Inc. with no cost increase.

Change Order No. 401 in the amount of \$11,421.00 to United Electric, Inc. to add power to the sump pump, add lights, revise the electrical feed to the elevator, revise the emergency lighting in the existing building, revise the raceway in the staff work room, add a phone jack to the elevator, add a service outlet on the roof, add disconnects to all HVAC units.

Change Order No. 403 in the amount of \$7,239.00 to United Electric, Inc. to relocate power and data, add power to new ADA entry door, revise the electrical panel, revise the exit sign locations in the basement, supply electric hand dryers.

Change Order No. 404 for an extension of time to United Electric, Inc. with no cost increase.

CLIFTON PROJECT

Nearly all of the interior demolition is complete. Drilling for the geothermal wells will begin in approximately two weeks allowing for site demolition to occur.

ST. BERNARD/READING PROJECT

Since the April Board meeting, and following a legal review of the bids, a number of issues related to the bids were identified requiring several changes outlined below.

Triton Services, Inc. was the low bidder on both Plumbing and HVAC. However, it was learned after the bids were opened that as of April 1, 2014 Triton is on the Ohio Facilities Construction Commission list of debarred bidders. At the October 2013 Regular Meeting the Board adopted a policy stating that contracts would not be awarded to any firm on this list. Accordingly, the bids were rejected and contracts have been signed with the next lowest bidders. Queen City Mechanicals was awarded with the plumbing contract at an additional cost of \$17,880.00, and Artic Heating & Air Conditioning, Inc. was awarded the mechanical contract at an additional cost of \$12,000.00. The Board was notified of this change via email prior to contract award.

During legal review of the contracts for the projects, it was determined by the Office of the Hamilton County Prosecuting Attorney that the bid from Kalkreuth Roofing, the low bidder for the roof work was not a valid bid. Their bond form indicated a bond in the amount of 10%. The supplementary instructions to bidders included in the project manual state in section 9.2.3 "If the amount in the bond form is left blank, the penal sum will be the full amount of the Principal's bid, including alternates. If completed, the amount shall be not less than the full amount of the bid, including alternates, stated in dollars and cents. A percentage is not acceptable". After reviewing this matter with Committee Chair, Robert Hendon, a contract was signed with the next lowest bidder, Wm. Kramer & Son, Inc., at an additional cost of \$69,430.00.

Mrs. Trauth inquired how a contractor gets on the OFCC list. Library staff indicated that there are several sources for the list and often to be identified by one of the source agencies the firm had been found guilty of illegal or unethical behavior.

Kalkreuth is disputing the Prosecutor's Office's determination and has indicated they may pursue the matter further. Attached, Exhibit I are copies of the relevant correspondence.

To offset the contract cost increase resulting from these changes without depleting the contingency or increasing the project cost, a number of value engineering items are being identified. Currently those total \$37,675. Furniture will be lower than budgeted as well. The original budget included purchasing all new shelving. Due to an existing unused inventory of shelving in storage, a much smaller quantity of shelving will need to be purchased. The available existing shelving will need to be painted, but the total cost will be significantly less than originally budgeted.

MAIN LIBRARY ROOFING PROJECT UPDATE

The roofing project for the Main Library is moving along slower than expected due to the weather. It is expected that they will complete their work by mid or late July.

HUMAN RESOURCES COMMITTEE REPORT

Mrs. Trauth reported:

STAFF RECOGNITION PROGRAM REVAMP

In February a Project Team was organized for the purpose of revamping the Staff Recognition Program. One of their primary goals was to recommend changes that would be aligned with the Library's Mission, Vision and Values Statements. Their recommendations divided the Staff Recognition Program into two formats – Formal and Informal Recognition. Among the changes to formal recognition were, replacing the MVP awards with Rufus awards which focus on the core competencies. The former President's Award, selected by the Board President from the MVP Award winners has been changed to the Impact Award, still chosen by the President from the Rufus Award recipients. The full list of recommendations is attached, Exhibit I.

This year's Annual Staff and Retiree Recognition Program will be held on Sunday, November 16, 2014. All Rufus Award winners will be recognized and the Impact Award and Bunny Dehner Prize presented.

Mr. Sittenfeld pointed out that it would be nice to have a component for children at this event so that they don't get restless.

OMOYOSI VS. WYOMING BRANCH CASE DISMISSED

On Tuesday, April 29, 2014, the Wyoming Branch manager received a notice from Hamilton County Municipal Court stating the magistrate's decision was to dismiss the Omoyosi case.

CONSENT AGENDA ITEMS

Mr. Wright presented the following items for approval:

- Minutes of the Regular Meeting held April 8, 2014.
- Investment Report (summary of invested balances) as of April 2014 and May 2014.

Investment Report

	Amount 4/30/2014	Amount 5/31/2014
<u>Operating Account</u>		
General Fund	\$19,079,220.53	\$11,504,456.26
	\$45,430.50	\$45,430.50
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	362,319.97	388,852.94
Building and Repair	6,135,942.35	11,614,081.06

Permanent Trust Funds	1,598,671.03	1,604,822.76
	<u>\$27,451,584.38</u>	<u>\$25,387,643.52</u>
STAR Ohio		
Building and Repair	1,046,756.32	1,046,774.87
Managed Investments (Trust Funds):		
Permanent Trust Funds	<u>\$6,733,132.00</u>	<u>\$6,733,132.00</u>
GRAND TOTAL	<u>\$35,231,472.70</u>	<u>\$33,167,550.39</u>

- Monthly Financial Reports – for the periods ending April, 2014 and May, 2014.
- Personnel Change Report reflects changes through May 24, 2014.

Action	Agency	Position Title	FTE	Employee Name
APPOINTMENT	CHILDREN'S LEARNING CENTER	CHILDREN'S LIBRARIAN	1.00	WERNERT, BETSY
APPOINTMENT	DELHI TOWNSHIP BRANCH	STUDENT SHELVER	0.30	RICHARDS, TAYLOR M
APPOINTMENT	FOREST PARK BRANCH	STUDENT SHELVER	0.30	NKRUMAH, OHENEBAH
APPOINTMENT	GENEALOGY & LOCAL HISTORY	SENIOR LIBRARY SRVS ASSISTANT	0.50	DEFFINGER, SARAH
APPOINTMENT	GROESBECK BRANCH	STUDENT SHELVER	0.30	MOORE, BRANDY
APPOINTMENT	HVAC SERVICES	HVAC SERVICES TEAM LEADER	1.00	GRIMES, MARK
APPOINTMENT	HYDE PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	HALLSTROM, TIMOTHY
APPOINTMENT	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SRVS ASSISTANT	0.50	GOOD, KEITH
APPOINTMENT	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SRVS ASSISTANT	0.50	MCCARTNEY, JEFFREY
APPOINTMENT	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SRVS ASSISTANT	0.50	SWINFORD, CHELSEA
APPOINTMENT	LOVELAND BRANCH	STUDENT SHELVER	0.30	MIHLBACHLER, JAMES
APPOINTMENT	MADEIRA BRANCH	LIBRARY SERVICES ASSISTANT	0.60	DEES, ANN L
APPOINTMENT	MAINTENANCE & CUSTODIAL SRV	MAINT SERVICES TEAM LEADER	1.00	SEHLHORST, DAVE
APPOINTMENT	MT. HEALTHY BRANCH	LIBRARY SERVICES ASSISTANT	0.50	BOYD, NEFERTARI
APPOINTMENT	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WATTS, DEBORAH
APPOINTMENT	PLEASANT RIDGE BRANCH	STUDENT SHELVER	0.30	SAUNDERS, MADELEINE
APPOINTMENT	POPULAR LIBRARY	SHELVER	0.50	KISSLING, MADELEINE
APPOINTMENT	SAFETY & SECURITY SERVICES	SECURITY GUARD/OPERATOR	1.00	SCHWAB, ROBERT
APPOINTMENT	SAFETY & SECURITY SERVICES	SECURITY GUARD/OPERATOR	1.00	WILLIAMS, DANTE
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	FIGUEIRINHAS, CATARINA
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	GARTIN, JACOB
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	STEGALL, LUCAS

APPOINTMENT	SORTING & MATERIALS RETRIEVAL	SORTER	0.50	MOORMAN, DEANDRA
APPOINTMENT	TEENSPOT	STUDENT SHELVER	0.30	MINCEY, WISDOM
APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.50	VEERKAMP, KRISTA
APPOINTMENT	OUTREACH SERVICES	SHELVER	0.60	GRAHAM, CINDY L
CHANGE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.60	CULVER, JUSTIN D.
CHANGE	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SRVS ASSISTANT	0.60	HURST, KATHLEEN MARIE
CHANGE	INFORMATION & REFERENCE DEPT	SHELVER	0.50	TRAME, MARY
CHANGE	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SRVS ASSISTANT	0.50	BUELSING, ANGELA B.
CHANGE	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	BARNEY, JADA A
CHANGE	SORTING & MATERIALS RETRIEVAL	SORTER	0.50	COX, COURTNEY M.
CHANGE	SORTING & MATERIALS RETRIEVAL	SORTER	0.50	NEAL, CALENA R.
CHANGE	CATALOGING & PROCESSING	LINE ASST ELECTRONIC PROCESSIN	1.00	DUKE, CHARLES W.
CHANGE	INFORMATION & REFERENCE DEPT	LIBRARY SERVICES ASSISTANT	1.00	CURTIS JR., STEPHEN J.
DEMOTION	CUSTODIAL SERVICES	TEAM LEADER	1.00	ELLINGTON, THEODORE F
DEMOTION	SORTING & MATERIALS RETRIEVAL	PAGE	1.00	CUNNINGHAM, KATHERINE E
DEPARTURE	ANDERSON BRANCH	LIBRARY SERVICES ASSISTANT	0.50	CONNAIR, ALLISON K.
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	0.25	FINN, SABRINA C
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	KERN, LORENZO M
DEPARTURE	COMM. & NETWORK SERVICES	SYSTEM ADMINISTRATOR	1.00	PRASAD, RANJAN L
DEPARTURE	CORRYVILLE BRANCH	HOMEWORK AIDE	0.30	SHANNON VESPRANI
DEPARTURE	INFORMATION & REFERENCE DEPT	REFERENCE TEAM LEADER	1.00	SCHULTZ, ALLISON R.
DEPARTURE	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SRVS ASSISTANT	0.50	PALMER, BRITTANY L
DEPARTURE	LOVELAND BRANCH	STUDENT SHELVER	0.20	LEHMANN, ANNE C
DEPARTURE	MARIEMONT BRANCH	LIBRARY SERVICES ASSISTANT	0.50	FRAZIER, KELLY L.
DEPARTURE	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WAGERS, MILES
DEPARTURE	OAKLEY BRANCH	HOMEWORK AIDE	0.30	POSPISIL, FRANCIS
DEPARTURE	READING BRANCH	HOMEWORK AIDE	0.30	HARRINGTON, ALEXANDER
DEPARTURE	SHIPPING & RECEIVING	PAGE	0.50	ZIMMER, ERICKA J.
DEPARTURE	SHIPPING & RECEIVING	SORTER	0.50	JOHNSTON, KYLE
DEPARTURE	SHIPPING & RECEIVING	SORTER	0.50	NICHOLS, JONTE L.
DEPARTURE	SORTING & MATERIALS RETRIEVAL	PAGE	1.00	MATHEWS, BRITTANY C.
DEPARTURE	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	GOLAND, KATHERINE A.
DEPARTURE	WESTWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	NEPPER, TALLIA
DEPARTURE	ILS TEAM	ILS ANALYST	1.00	THOMAS, CHRISTINA E
DEPARTURE	OUTREACH SERVICES	SHELVER	0.50	MCGORON, MARY C.
DEPARTURE	HARRISON BRANCH	STUDENT SHELVER	0.30	ASHLEY, KAYLA R

PROMOTION	ANDERSON BRANCH	SENIOR LIBRARY SERVICES ASST	1.00	BURDETTE, MARLIETTA K.
PROMOTION	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	AMMON, MELANIE
PROMOTION	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SRVS ASSISTANT	0.50	ENGLISH, MICHAEL S
PROMOTION	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.60	SANER, LATONIA D

- Statistical Report for May 2014.
- Top Ten Circulating Report for May 2014.

Mr. Hendon moved that the Board approve the report as filed. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran (pass on investments), Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Sittenfeld...6 ayes. The motion carried. **(13-2014)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary