

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

Date: February 9, 2016

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Mrs. LaMacchia, Mrs. Kohnen, Mr. Zaring, and Mr. Moran

Trustees Absent: Mr. Hendon, Mrs. Trauth, and Mr. Wright

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

EXECUTIVE SESSION

Mr. Moran moved that the Board go into Executive Session to discuss Pending or Imminent Court Action with our attorney Matt Wagner. Mr. Zaring seconded.

Voting for the motion: Mr. Moran, Mrs. Kohnen, Mr. Wright, and Mrs. LaMacchia ...4 ayes. The motion carried. **(01-2016)**.

Mr. Moran moved that the Board exit Executive Session. Ms. Kohnen seconded.

Voting for the motion: Mr. Moran, Mrs. Kohnen, Mr. Wright, and Mrs. LaMacchia ...4 ayes. The motion carried. **(02-2016)**.

ACTION ITEMS

LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT

Mr. Moran reported that:

It is the recommendation of the Committee that the Board take the following action:

LOVELAND BRANCH EXPANSION

Authorize staff to enter into a 10-year lease starting January 1, 2018 and ending December 31, 2027, at or below a 5% increase per square foot every two years starting January 1, 2019.

DISPOSITION OF THE REMAINING TRACT OF READING PROPERTY

Approve placing the .9773 acre lot adjacent to the new Reading branch on the market at a listing price of \$295,000.

NORTH BEND PROPERTY

Reject the two property recommendations and authorize staff to continue searching for available property in the North Bend area to replace the existing Miami Township branch.

DEER PARK BRANCH

Approve moving forward with the plans to relocate the Deer Park branch to the proposed expanded/renovated Amity Elementary School.

For information only:

TWO ADDITIONAL LOCATIONS TO SERVE AS POLLING PLACES

The Reading and Sharonville branches will serve as polling locations for the 2016 primary and general elections following a request from The Hamilton County Board of Elections.

ENERGY AUDIT COMPLETED

The energy audit undertaken by Motz Engineering was completed and a report presented to Library staff in late December. The audit recommends the replacement of inefficient HVAC equipment, changing light fixtures to LED, and updating controls systems. The 2016 ongoing maintenance project will address a number of these issues, while others can be addressed by staff.

Mr. Moran moved that the Board approve the report as submitted. Ms. Kohnen seconded.

Voting for the motion: Mr. Moran, Mrs. Kohnen, Mr. Wright, and Mrs. LaMacchia ...4 ayes. The motion carried. **(03-2016)**.

HUMAN RESOURCES COMMITTEE REPORT

Mr. Moran reported that:

TRANSGENDER SURGERY COVERAGE

The Committee reviewed the following information:

- On December 17, 2015, the Library was notified that the Ohio Department of Insurance (ODI) has approved Anthem's request to offer their fully insured groups a policy rider to cover transgender health services.
- Anthem's premium increase for this rider is 0.73%; the rider became available 1/1/2016 and could be added at any point in the group's benefit period.
- Despite repeated requests, Anthem has not provided the rider language to the Library.
- There are a total of 65 exclusions with our fully insured health care coverage through Anthem; all of which Anthem has explained could be filed with the Ohio Department of Insurance to be added as a rider.
- Our benefits renew in August and we have not previously made changes until the renewal period.
- There are four other riders that are currently approved through the ODI for fully insured groups to add through Anthem with an increase. Another staff member has already inquired on coverage for one of these.
 - Gastric Bypass Surgery (1.67%)
 - Infertility Medical Treatment (0.6%)
 - Infertility RX (0.6%)
 - Sexual Dysfunction Drugs (1.76%)

It is the recommendation of the Committee that no change be made to the current contract that runs through July 31, 2016. The Library will review all available riders during the process of evaluating the Library's group medical benefits for the benefit year beginning August 1, 2016.

For information only:

ARTSWAVE CAMPAIGN

The Library's ArtsWave Annual Community Campaign will run from February 18 through March 10. The campaign goal is \$5,000.

UC PROJECT IMPACT

Students participating in Project Impact, a partnership between United Way Volunteer Connection and University of Cincinnati Lindner College of Business, will create spotlight pieces, primarily for use on social media, on as many Library volunteers as possible, with a goal of spotlights on 30% (80) of our active volunteers. In cooperation with our Social Media Specialist and Marketing team, spotlights will be used during National Volunteer Month in April, and throughout the year.

2016 STAFF DEVELOPMENT DAY

We are planning a Staff Development day for April 2016. A project team has been working to plan an educational day focused on our community and the effects of poverty.

Mr. Moran moved that the Board approve the report as submitted. Mr. Zaring seconded.

Voting for the motion: Mr. Moran, Mrs. Kohnen, Mr. Wright, and Mrs. LaMacchia ...4 ayes. The motion carried. **(04-2016)**.

FINANCE & AUDIT COMMITTEE REPORT

Mrs. Kohnen requested:

AUTHORIZATION TO TRANSFER FUNDS

The 2016 Appropriations established in December 2015 includes \$2 million to be transferred from the General Fund to the Building & Repair Fund. Authorization is requested to transfer those funds during the year as cash flow permits as determined by the Fiscal Officer.

Mrs. Kohnen moved that the Board approve the report as submitted. Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mrs. Kohnen, Mr. Wright, and Mrs. LaMacchia ...4 ayes. The motion carried. **(05-2016)**.

LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT

Mr. Zaring introduced Denis Daley, Manager of the Virtual Information Center.

Denis reported that:

VIRTUAL INFORMATION CENTER REACHES BEYOND LIBRARY WALLS

Since its creation in 2010 the Virtual Information Center (VIC) has served as the remote access point for Library users. The department, which operates with a staff of 18, handles all inbound phone calls, emails, texts and live chat sessions for the Library. In 2015 the VIC handled 301,163 calls (an average of 841 calls per day); 13,710 emails; 590 texts and 741 live chat sessions. Call center staff work with two distinct types of customers: external and internal. External customers are library users calling with questions. These customers require assistance in the areas of circulation and general reference. The VIC also serves internal customers as a de facto information hub and switchboard for Library information, routing many calls within the system. This requires a strong knowledge of the organization, Library policy, services and programming. Regardless of where the customer is coming from, the VIC has made the Library's virtual interaction with all customers much more efficient and effective.

Mr. Zaring reported that:

REVISED TABLE OF FINES AND FEES

The addition of mobile hotspots as circulating items prompted a review of the Table of Fines and Fees. Rather than adding hotspots to the long list of items circulated, the table was updated to simplify the information. There has been no change in the fines associated with each item. The updated Table of Fines and Fees was submitted for approval.

TABLE OF FINES AND FEES
Effective February 9, 2016

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

OVERDUE FEES	per day, per title, maximum
Juvenile & Teen material	5¢, \$5.00 maximum per item
Adult material	20¢, \$10.00 maximum per item
SearchOhio/OhioLINK material	50¢, \$25.00 maximum per item
Fee applied to a card turned over to collection agency	\$10.00

FEES FOR LOST OR DAMAGED MATERIALS	
Total Loss or Damage	replacement cost plus \$5.00 processing fee
Book bindery charge	\$10.00
Item from multi-volume set	\$10.00
Audiovisual Container	\$1.00

LIBRARY CARD FEE	
Non-resident card; valid for one year	\$45.00

MEETING ROOM FEE	
Events for purely social purposes	\$50.00

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

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

SEARCHOHIO/OHIOLINK FEES	
SearchOhio replacement fee	\$25.00
OhioLINK replacement fee	\$125.00

HOT TICKETS SERVICE

A Hot Author-like service for DVDs launched February 1. Customers are able to sign up for automatic holds on DVDs from several genres which have box office sales of over \$10 million at the time the Library placed the order for the movie. Genres from which customers can choose include Action/Adventure; Children's; Comedy; Drama; Horror; Science Fiction; and Suspense. Staff indicated there were 488 subscriptions for the service in the first week without any promotion.

GED CLASS TO BEGIN AT PLEASANT RIDGE BRANCH LIBRARY

The Pleasant Ridge Branch Library will host a GED/ABLE (Adult Basic and Literacy Education) preparation class in partnership with the Great Oaks Institute of Technology and Career Development starting in February. Pleasant Ridge is the second branch to offer this service joining Clifton Branch Library which started last year.

CHATSTAFF SERVICE TO BEGIN

Know-It-Now, a consortia run 24-hour online service available to customers of public libraries statewide and in which our Library participated, ceased operations in 2015. However, Chatstaff, a new instant messaging service will begin shortly to fill that service gap. This software will be integrated into the public web page, allowing users to chat in real time with library staff from any computer or mobile device and receive personalized, reference service. Our staff will participate during our hours of operation, while the service's staff will cover non-open hours, maintaining 24 hours, seven days a week service. Offering some level of service 24x7 is part of the Library's strategic plan.

CUSTOMERS SHARE THEIR STORIES WITH STORYCORP APP

The oral history project StoryCorps launched an app in 2015 to facilitate the collection and aggregation of community stories and histories. Stories shared via this app through March 2016 will be electronically archived at the American Folklife Center of the Library of Congress. Prior to the March deadline ten branch locations are hosting events to encourage customers to record their stories using Library iPads.

THE LIBRARY PARTNERING IN DIGITAL EARLY LITERACY TRAINING

The Library will send two librarians to Cuyahoga County Public Library in Parma, Ohio this spring to receive New Media Storytime training. These librarians will then conduct training sessions for our Library's children's librarians and for librarians from around the region, before the end of 2016. The training is funded by an LSTA grant received by the Cuyahoga County Public Library.

PASSPORT SERVICE WILL BE ONE-STOP SHOPPING AT THE LIBRARY

Customers can have their passport photo taken at the Library for a \$10.00 fee, a new element of convenience that will enhance this already popular service. In 2015, the Library processed 3,675 passports and brought in more than \$91,000 in revenue. The Board inquired where in the Library was the service provided and staff indicated in the Information & Reference Department.

LIBRARY APPLIES TO HOST THINKING MONEY EXHIBITION

The Library has applied to host a *Thinking Money* exhibition created by the FINRA Investor Education Foundation in partnership with the American Library Association (ALA). *Thinking Money* strives to teach tweens, teens and their parents, caregivers and educators about financial literacy. In addition to the traveling exhibition, selected libraries will receive a \$1,000 programming allowance and travel expenses for a staff member to attend the 2016 ALA Annual Conference.

LIBRARY PARTNERS FOR BIG READ GRANT

The Library has partnered with the Sharon Woods Heritage Village in their bid for a National Endowment for the Arts Big Read grant. If selected, the Sharonville Branch Library will collaborate with Heritage Village to host programs highlighting the poetry of Emily Dickinson.

Programs and Exhibits of Note:

TEEN TECH WEEK

Teen Tech Week will be held from March 6-12, featuring the theme “Create it at your Library.” During Teen Tech Week libraries showcase all of the great digital resources and services that are available to help teens succeed in 21st century careers, including programs on web design, 3D printing, coding and more.

ST. PATRICK’S DAY

The Main Library will host its 33rd Annual St. Patrick’s Day Celebration. This year’s program will feature Celtic music by Dark Moll and a performance by the award-winning McGing Irish Dancers. The program will be held on Thursday, March 17 at 11:45am in the Reading Garden Lounge.

SIX@SIX: GANGSTERS, BASEBALL AND FRIED CHICKEN

The Library is pleased to partner with Northern Kentucky University to present a lecture in their Six@Six series at the Main Library on April 5 at 6pm. Teri Horsley, a recent NKU graduate and author, will discuss the days when supper clubs were thriving and celebrities and average folks dined together at Milder's Inn, the hangout of the 1940 Cincinnati Reds team, gangster John Dillinger, singer Hoagy Carmichael, and other celebrities.

POETRY IN THE GARDEN

The Library will present the Poetry in the Garden series on Tuesday evenings in April in the Popular Library Lounge. Readers will include Jeffrey Hillard, the 2015-16 Library Foundation Writer-in-Residence, and the winners of the Poetry in the Garden Contest.

CINCINNATI PUBLIC SCHOOLS CITY WIDE ART EXHIBITION

The Cincinnati Public Schools City Wide Art Exhibition will showcase artwork, including drawings, paintings, sculptures and photographs, from Cincinnati Public School students in kindergarten through 12th grade in the Atrium from March 12–April 10.

CANSTRUCTION

The Library is partnering with CANstruction, an anti-hunger project, where teams of architects, engineers and construction professionals create sculptures built out of canned food to compete for local and national awards. The food is later donated to the FreeStore FoodBank. Teams will erect their entries for the 2016 event in the Atrium, Popular Library and MakerSpace on March 8. The structures will remain through March 27.

MACY'S ARTS SAMPLER

The Main Library will be a venue for Macy's Arts Sampler on Saturday, February 27. Events include a writing workshop with WordPlay and performance by the CCM Prep Jazz Combo.

READ ACROSS AMERICA

The Library will again participate in Read Across America at the Cincinnati Museum Center on Saturday, February 27 from 10am to 4pm. Library staff and volunteers will provide storytimes, crafts, games, and prizes as part of the annual "Seuss-a-bration."

Mr. Zaring moved that the Board approve the report as submitted. Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mrs. Kohnen, Mr. Wright, and Mrs. LaMacchia ...4 ayes. The motion carried. (05-2016).

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

So much happened in 2015 it's hard to know where to start! In January, the Library opened our first MakerSpace at the Main Library. It has been more successful than imagined with thousands using the equipment to design and print banners, laser engrave all sorts of materials, make buttons, sew, record music, take photos, create videos, and print their own books. In December an Espresso Book Machine was added to the MakerSpace, the only one in Ohio or Kentucky. In just a few minutes, the Book Machine will print out and bind your book, with a cover it prints at the same time. Even if you don't have a book to print, watching the printer work is fascinating. If you haven't already visited the MakerSpace, stop by and see all the equipment available and the expert staff there to help.

We opened three new branches in May and June. Included in Library planning since 2000, funding concerns had delayed construction until 2014-15. Clifton, Reading and St. Bernard had all been previously served by smaller locations that lacked many of the amenities we now expect in public libraries. The new branches have meeting rooms, tech labs, areas for children, teens and adults, and spaces to sit and read. Plus, Reading and St. Bernard have small makerspaces of their own. The buildings are all energy-efficient and St. Bernard and Reading are LEED Certified. Each project has received numerous awards ranging from Tri-State Masonry Institute awards for Reading and St. Bernard to a Rehabilitation Award for Clifton. The Reading Chamber of Commerce named the Reading Branch the Outstanding New Development.

Then in November the *Library Journal* (LJ) Index 2015, which ranks libraries according to per capita circulation, visits, program attendance, and Internet use awarded us a five star rating, the highest rating possible. For libraries with budgets of \$30 million or more, the Public Library of Cincinnati and Hamilton County ranked second in the country.

With items borrowed, downloaded or streamed surpassing 18.7 million, 2015 was the Library's busiest year ever. Digital content was by far the fastest growing service up 73% with 3.1 million items downloaded or streamed. For 2014, our Library ranked 5th in circulation nationally.

As a participant in ConnectED, a national initiative to get every school-age child a Library card, Library staff reached out to all 22 public schools, and are busy contacting private and charter schools, to reach this goal. The Library can proudly claim that more than 98% of school-age children in Hamilton County have their own Library card. This brings the number of total cardholders to 620,602 with over 80% of households in Hamilton County having at least one Library cardholder.

The Library hosted the Ohio Library Council's annual conference in October, bringing more than 700 colleagues to Cincinnati. Branch library tours, receptions and a Spring Grove Cemetery Tour led by Friends member Diana McBride were among the highlights of the three-day event.

Our Library is one of only a handful of public libraries in the United States to own a copy of John James Audubon's *Birds of America* in the double elephant folio edition. That's library language for a really big book, each of the four volumes measures 40 x 27 inches. For more than 60 years, the display case allowed only one bird from one volume to be displayed. Thanks to a number of generous donors, a new display case allowing all four volumes, and thus four birds, to be displayed simultaneously, was constructed and dedicated in November. The Audubon is housed in the Joseph S. Stern, Jr. Cincinnati Room at the Main Library. A digital copy of the set was completed as part of this project and can be accessed online from the Library's website www.cincinnati.library.org.

The Library also added several new services to make it easier and more convenient to use the Library. Book Hookup provides reading recommendations from our knowledgeable staff based on your reading interests. My Librarian helps you find the information you need – quickly. Both are on the Library's website. With Courtesy Renewals, the first renewal of items checked out (excluding digital books) is done automatically, giving an extra loan period to finish reading a book or watching that movie.

The Library looks forward to continuing to provide excellent library service to our community in 2016.

FORESIGHT STUDIES CERTIFICATE EARNED

From January 17-23, Ms. Fender attended the Foresight Studies program at the University of Houston. While the Library has been very successful in anticipating and adapting to changes in library service, the methodology taught in this course will provide the skills to do even better. Ms. Fender plans to develop a short course on each of the six steps involved, framing, scanning, forecasting, visioning, planning and acting, to introduce the concepts to the staff. Since it is time to develop a new Strategic Plan, these skills will also be useful in developing that plan. Ms. Fender thanked the Board for supporting her attendance.

CARDHOLDER SATISFACTION SURVEY RESULTS

The results from the annual Cardholder Satisfaction Survey – sent to all cardholders through the Savannah messaging system – reinforced the ongoing efforts to focus on the collection. Some highlights:

- Increased availability of print and digital materials as well as shorter wait times for those materials, led the way for “What Services and Materials would lead to increased usage?”
- Cutting back the number of programs offered is backed up by less than 25% of respondents saying more programming would lead to increased usage.
- Since 2011 there has been a significant shift in how customers browse the catalog. In 2011, only 47% of customers browsed online vs. 61% for 2015.
- Similarly, the percentage of cardholders who have used the eBranch has nearly doubled in that timeframe with 32% saying they used the service in 2011 and 61% in 2015.

The Library again included the Net Promoter Score in the survey. It is the percentage of cardholders who give the Library a 9 or 10 minus the cardholders who mark 8 or below to the question: “How likely are you to recommend the Library to others?” The Library’s score is 75.9, which is extremely high. In fact, only 4.2% of customers scored below a 7. Other libraries using this measure frequently receive scores in the 40s.

MARKETING UPDATE

The new-year started with two new marketing efforts. The first in a series of new cardholder messages mentioned at the last board meeting resulted in significant increases in both opens and clicks, and the second part in the series is scheduled to begin February 9.

Overall, the Library’s top three cardholder clusters are:

- Page Turners 18%
- Bedtime Stories 13%
- Youth 13%

The Monfort Heights Branch Library matches these almost exactly. This makes Monfort Heights the perfect location to pilot new ideas before taking them systemwide. One pilot is to encourage Inactive and Occasional customers to return to their local library by offering an incentive, in this case an ice scraper. At Monfort Heights the Inactive and Occasional cardholders are evenly split on email utilization so a postcard was mailed to half and an email sent to the other half offering a small gift if they brought the card/email to the Monfort Heights Branch Library. Data on the effectiveness of both methods is expected by the next meeting.

OUR LIBRARY INCLUDED IN LEADERSHIP BRIEF

In late January, the Urban Libraries Council issued a Leadership Brief: Building Connected Communities that mentioned the Library in the Health and Wellness section. The Brief discusses in general the role of libraries as community technology leaders and specifically lists the Library’s “wealth of online information to support health and wellness”.

OHIO LIBRARY COUNCIL LEGISLATIVE DAY

The Ohio Library Council’s (OLC) annual legislative day will be held April 13. Library staff is scheduling meetings with the ten Senators and Representatives representing Hamilton County. The plan is to take a book printed on the Espresso Book Machine to each legislator as a small gift. Library staff is also investigating holding a luncheon for our delegation instead of trying to schedule

individual meetings with our ten Representatives and Senators. A press conference will be held in the Ladies Gallery at 11:00 to announce the findings of an economic study showing the economic benefit and efficiency of Ohio's public libraries. A session is also scheduled for early that afternoon.

AMERICAN LIBRARY ASSOCIATION LEGISLATIVE DAY

The American Library Association's legislative day will be held May 2-3 in Washington DC. Elaine Fay and Ms. Fender are planning to attend. Congress funds several programs including e-rate or universal service discount, the Library Services and Technology Act and the summer lunch program, each of which provides funding to the Library or allows the Library to provide a service to the community. Ms. Fender requested approval of reimbursement of her expenses on this trip.

METLIB CONFERENCE

Ms. Fender submitted a proposal to present at the MetLib 2016 conference in Doha, Qatar, April 23-28, 2016. The international conference is only for libraries serving metropolitan areas with a population of 400,000. Approval to be reimbursed for Ms. Fender's expenses was requested, if her proposal is accepted. The estimated cost of the airfare, conference registration and hotel accommodations will be approximately \$3,000.

KETTERING RESEARCH EXCHANGE

Mary Jenkins, Hamilton County Law Library Director and Ms. Fender have been asked to participate in a research exchange by the Kettering Foundation. Public libraries in Multnomah County, Topeka, Houston and Hartford, are also participating. Each library selected a topic; Mary and Ms. Fender have chosen the issue of homelessness. All expenses related to the project are paid by the Kettering Foundation.

CONNECTED LIBRARY CHALLENGE INITIATIVE

The Library surpassed the 10,000-cardholder mark in efforts to distribute Library cards to all students in Hamilton County between the ages of 5 and 18. Efforts continue for the distribution of Library cards to students at private and charter schools.

The "ConnectED Library Challenge: Answering the Call" convening was held at the White House on January 19, and included representatives of the more than 60 communities undertaking the Challenge. Attendees shared and learned best practices from one another, including Shelli Dronsfield, Strategic Initiatives Director, who represented the Library at the meeting.

WORK CULTURE SURVEY

The last board report included information on the work culture survey that was being undertaken in an effort to meet one of the goals of the Library's Strategic Plan, "Become a top workplace in Cincinnati." When the survey concluded on January 25, 83% of all Library staff members had completed the survey. Results and recommendations from ModernThink LLC, the vendor selected to conduct the survey, are expected by the end of February.

BOARD COMMITTEE MEETINGS

While committee meetings are not needed prior to every meeting; the busy schedules of the Trustees often makes it difficult to schedule meetings when they are needed. Ms. Fender asked for a plan to have any needed committee meetings at 10:00 on the Wednesday prior to the Regular meeting. Meetings are usually short so no more than an hour is needed. 2016 dates for committee meetings are:

- April 6
- June 8
- August 3
- October 5
- December 7

LIBRARY FOUNDATION

The Annual Fund campaign raised \$118,500 from 663 donors. In 2014 the Annual Fund had 564 donors and raised \$110,000.

The Foundation received a \$2,500 grant from the Weaver Foundation at US Bank for the Summer Learning Program.

The Eva Jane Romaine Coombe gift distribution of \$ 36,673.95 was received by the Library, January 30. These funds are given annually in exchange for naming rights for the Director's position. The money has been added to the Library Gifts Fund.

FRIENDS OF THE PUBLIC LIBRARY

Proceeds from the Friends Winter Warehouse Sale in January were \$27,137.

The Friends Board of Trustees meeting was held January 22. The Friends approved their fiscal year 2017 budget which includes a \$17,000 increase in Library support rising to \$227,000 from \$210,000. This increase is great news since the Library relies on this funding to support many of the programs, including the Summer Learning Program.

Mr. Moran left during Ms. Fender's report which resulted in the loss of a quorum. No additional action was taken upon his departure and all other items are for informational purposes only.

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

2015 YEAR END SUMMARY

The table below represents the final 2015 available fund balances as were reported to the County in January 2016. The variances from the December 2015 report are the result of overall favorable actual activity as compared to the estimates.

FUND	2015 AVAILABLE BALANCE	2016 ESTIMATED RESOURCES	2016 APPROPRIATION
General Fund	\$12,900,000.00	\$58,897,000.00	\$58,897,000.00
Building & Repair Capital Fund	4,368,106.42	2,000,000.00	4,250,000.00
Special Revenue (4 funds)	415,711.07	290,500.00	336,150.00
Permanent (44 funds)	1,454,738.77	94,000.00	290,500.00
Total	\$19,138,556.26	\$61,281,500.00	\$63,773,650.00

2015 GENERAL FUND BUDGET COMPARED TO ACTUAL

The table below shows the beginning budget versus the revised budget for the General Fund and represents the revised budget by revenue and expense category compared to the end of year actual. The overall revenue was about 5% over the revised budget. Both the PLF and tax levy receipts came in ahead of expectations. Expenses were about 1.5% less than the revised budget.

	Original Budget	Revised Budget	Actual	Variance to Revised Budget
Revenue				
PLF	\$ 36,678,168.00	\$ 36,678,168.00	\$ 38,898,721.17	\$ 2,220,553.17
Tax Levy	17,635,000.00	17,635,000.00	18,101,160.07	466,160.07
Fines & Fees	1,292,457.00	1,292,457.00	1,464,250.77	171,793.77
Interest	40,000.00	40,000.00	50,701.79	10,701.79
Services	2,500.00	2,500.00	-	(2,500.00)
Contributions	40,000.00	40,000.00	47,000.00	7,000.00
Miscellaneous	811,875.00	811,875.00	861,470.18	49,595.18
Total Revenue	\$ 56,500,000.00	\$ 56,500,000.00	\$ 59,423,303.98	\$ 2,923,303.98

	Original Budget	Revised Budget	Actual	Favorable (Unfavorable) Budget Variance
Expenses				
Salaries	\$ 27,506,615.81	\$ 27,006,615.81	\$ 26,601,580.14	\$ 405,035.67
Benefits	8,417,046.21	8,217,046.21	8,077,317.90	139,728.31
Supplies	1,529,616.81	1,664,616.81	1,662,515.40	2,101.41
Purchased Services	9,690,587.40	9,380,587.40	9,113,299.29	267,288.11
Library Materials	9,150,232.69	9,750,232.69	9,750,232.69	-
Capital Outlay	1,371,832.95	1,696,832.95	1,666,315.12	30,517.83
Other Expenses	346,100.00	296,100.00	264,075.31	32,024.69
Capital Tranfer	2,000,000.00	2,000,000.00	2,000,000.00	-
Total Expenses	<u>\$ 60,012,031.87</u>	<u>\$ 60,012,031.87</u>	<u>\$ 59,135,335.85</u>	<u>\$ 876,696.02</u>

PUBLIC RECORDS REQUEST

On December 17, 2015 the Hamilton County Prosecutor's Office responded to the records requested on September 19, 2015. To date, there has been no follow up from Mr. Lance to inspect the records that are available for review.

On January 3, 2016, Patrick Lance made the following record request. The Hamilton County Prosecutor's Office responded on January 22, 2016.

“This is an open records request.

- Please identify the number of people, who have been banned from your library system starting from 1999 to present. If it is easier to provide copies of letters or other correspondence that was sent to these individuals, please feel free to submit copies of this material with any private information redacted. I know I received such a letter (see attached) and I recall hearing that at least one other person that I know of was “banned.” How many other such letters are there?
- I am requesting information on the exact nature of what each individual did that presented Kim Fender with no other choice then to ban them from your system. Specifically, what were their exact offenses? If they were deemed to be a security threat, what specifically caused this determination to be made?
- Do you have a policy on what spells out what would cause a person to be banned and if so is it publicly available to the public?
- Similarly, is there a policy for appeals and is it posted?

I would prefer that this information be emailed to me in PDF form. I hope doing so would make it easier for you to comply with this request.”

FOLLOW-UP ON NORTH BUILDING POWER LOSS RECOVERY

As reported at the December 2015 Board meeting, at the recommendation of Prosecutor's office the case was being sent to arbitration by the insurance company and was expected to be heard in February or March 2016.

In mid-December, the insurance company informed us that the insurance carrier for Duke is not part of the arbitration forum. After consultation with the Prosecutor's office, we directed our insurance company to file suit to recover the loss.

2015 AUDIT

The audit for 2015 will be performed by the Auditor of State's Office. The audit is scheduled to begin later in February.

RECEIPT OF GOVERNMENT FINANCIAL OFFICERS ASSOCIATION AWARD

The Library's 2014 Comprehensive Annual Financial Report (CAFR) received the Certificate of Achievement for Excellence in Financial Reporting. We have received this award annually since our first CAFR in 1993.

FRAUDULANT CHECKS

In early January, there were three attempts to cash fraudulent checks on the Library's account. The positive pay tool we have in place as part of our daily bank reporting identified the items and Library staff rejected them noting they were suspected fraudulent activity.

PAYROLL/HRIS SYSTEM

In 2013, the Library implemented new accounting software that included the Payroll/HRIS system. After three years using the software we have determined it is not meeting our needs from the Payroll and Human Resources side. We are currently in preliminary discussions with three providers – ECI (Electronic Commerce, Inc.), Ceridian, and Paycor – to review their solutions.

PUBLIC COMMENTS

Library employee Eli Williams indicated he was surprised to learn that in spite of the Library being a pillar of the community and open and friendly employer that transgender surgery was not covered by the Library's insurance policy.

Library employee Veronica Sorcher requested that the Library take immediate action to include transgender surgery in their insurance policy to continue their reputation of being inclusive.

Library employee Nat Kutcher shared a scenario of having an accident and not being able to be able to be made whole again without transgender surgery. Nat indicated that in order to be a top workplace, the Library should cover such surgery.

Library employee Rachel Dovel stated that the Board's action to move the public comments on the agenda appeared to be an attempt to silence those who came to speak. Mrs. LaMacchia stated that the change was the result of one of the Board members needed to leave at a certain time and the Board needed to be able to conduct the business of the board while a quorum was present. Rachel stated she did not know why no action was being taken when Anthem had indicated to her that the rider language had been provided. Rachel claimed that the per person cost increase would be approximately \$.25 per month per person. Rachel stated that several other large employers (Kroger, P&G, and Fifth Third Bank) provided transgender surgery coverage. Rachel stated that the Library should not lag behind in providing equal access to the coverage. Rachel stated she had lost a lot in terms of family and friends over time. It would cost the Library very little to include the coverage and it would cost her a year's salary to have the surgery.

The Regular Meeting was then adjourned.

President

Attest: Secretary