

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

Date: January 12, 2010

Meeting: Annual/Regular/
As Member of the Library Foundation

Place: Board Room - Main Library - 800 Vine Street

ANNUAL MEETING

ROLL CALL

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

Trustee Absent: Mr. Wright

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

ELECTION OF PRESIDENT

Mrs. Gettler moved that Tara L. Khoury be nominated for President of the Board. Mr. Hendon seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, and Mrs. LaMacchia ...
5 ayes. The motion carried. **(01-2010)**

ELECTION OF VICE PRESIDENT

Mr. Hendon moved that William J. Moran be nominated for Vice President of the Board. Mrs. Khoury seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, and Mrs. LaMacchia ...
5 ayes. The motion carried. **(02-2010)**

Mr. Sittenfeld arrived.

ELECTION OF SECRETARY

Mr. Moran moved that Robert G. Hendon be nominated for Secretary of the Board. Mrs. Khoury seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. **(03-2010)**

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORT

Mrs. Khoury reported that the Library Services and Administration Committee met on January 7, 2010. Committee chair Tara L. Khoury, William J. Moran and Kim Fender were in attendance. She presented Committee recommendations that the Board:

1. appoint and set 2010 salaries for the positions of Fiscal Officer and Executive Director as follows:

Fiscal Officer – Patricia Schoettker at an annual salary of \$135,334.

Executive Director – Kimber Fender at an annual salary of \$166,592.

Mrs. Khoury noted that the new salaries include the 2.3% merit increase that can be earned by any eligible staff and that, at their request, neither Ms. Schoettker nor Ms. Fender received a salary increase in 2009.

2. appoint Molly DeFosse, Fiscal Services Manager, as Deputy Fiscal Officer.

Mrs. Khoury moved that the Board approve the recommendations of the Library Services and Administration Committee. Mr. Moran seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. **(04-2010)**

The Annual Meeting was then adjourned.

REGULAR MEETING

ROLL CALL

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

Trustee Absent: Mr. Wright

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

MOMENT OF SILENCE IN MEMORY OF JOSEPH S. STERN, JR.

Mr. Khoury asked for a moment of silence in memory of Mr. Stern.

PUBLIC COMMENTS

None.

MINUTES OF THE REGULAR MEETING HELD DECEMBER 8, 2009

Mr. Moran moved that the Minutes of the Regular Meeting held December 8, 2009 be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. **(05-2010)**

COMMITTEE ASSIGNMENTS FOR 2010

Mrs. Khoury presented the members and Chair of each Committee for 2010.

Community and Public Relations

Paul G. Sittenfeld, Chairman
Deliann A. Gettler
Elizabeth H. LaMacchia

Development

Deliann A. Gettler, Chairman
Paul G. Sittenfeld
Ross A. Wright

Facilities

Robert G. Hendon, Chairman
William J. Moran
Ross A. Wright

Finance and Audit

William J. Moran, Chairman
Robert G. Hendon
Paul G. Sittenfeld

Legislative Affairs and Law

Ross A. Wright, Chairman
Deliann A. Gettler
Elizabeth H. LaMacchia

Library Services and Administration

Elizabeth H. LaMacchia, Chairman

Robert G. Hendon

William J. Moran

Mr. Moran moved that the Committee assignments be approved as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. **(06-2010)**

EXECUTIVE DIRECTOR'S REPORT

2009: A Year of Firsts!

Ms. Fender presented *Highlights 2009 A Year of Firsts* and reported those highlights to the Board, including the Library's first successful operating levy, the growing demand for Library services, new service initiatives and national rankings and recognition.

She reminded the Board of her plan to develop a new strategic plan for the Library in 2010 and described several pending projects and initiatives, including Fifty-five +, a new web site for our customers aged 55 and older, increased offerings in digital books, expansion of the successful Playaway pilot, expansion of Featured Book of the Month to include titles for teens and children and technology upgrades at branch libraries with Gates grant funding.

She thanked the Board and the community for their support of the levy and thanked the Library staff for their hard work in the past year.

Mrs. Gettler asked that Highlights 2009 be distributed to City and County officials and levy supporters.

Ms. Fender went on to report that:

Virtual Library Usage

- use of the Library's Virtual Library, an online collection of content digitized by Library staff, continues to rise. In 2009, filtered hits were 1,810,700, a 120% increase over 2008.

America's Most Literate Cities

- in the most recent edition of America's Most Literate Cities, Cincinnati ranked 9th overall while our Library ranked 5th.

The report was received and filed.

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

LIBRARY SERVICES

Mrs. LaMacchia introduced Jenny Gomien, manager of the Clifton Branch.

Clifton Branch

Jenny Gomien reported that the importance of the Clifton Branch in the Clifton community is evidenced by both usage and monetary donations. Despite being one of the smallest branches in the system, Clifton ranks 15th in overall circulation and has the highest circulation per square foot. Through the generosity of a private donor in 2003, the Clifton Branch was expanded in size and that same donor has funded Sunday hours at the branch since 2006.

Mrs. LaMacchia reported that:

Fifty-Five+ Website

- *Fifty-Five+*, a new website section designed for customers 55 years and older, will be introduced on the Library's website in late January. *Fifty-Five+* will include resource recommendations and will highlight the Library's large print collection and related programs and services.

Screen Casts

- three screen casts (brief video clips that walk the viewer step-by-step through a process) are available on the Library's web site: *Creating a Gmail Account*, *Using Your Library Account*, and *Using Google Docs*. More screen casts are under development.

Self-Checks

- sixteen additional branches will receive self-checks in 2010. Self-service devices allow customers to checkout or renew material and pay fines without need for staff intervention. Once installed, 27 branches and the Main Library will have self-checks.

Tax Assistance at the Main Library

- free public tax assistance will be offered by AARP and VITA at the Main Library beginning January 29. AARP (American Association for Retired Persons) offers free tax assistance to taxpayers age 50 and over. VITA (Volunteer Income Tax Assistance) offers free tax service to taxpayers with income below \$40,000 per year who file using the 1040-EZ or 1040-A forms.

Mrs. Gettler questioned if providing these services creates any liability for the Library under new federal legislation for tax preparation.

VictorReader Stream – LSTA Grant

- a VictorReader Stream is an ultra-compact unit that fits in the palm of the hand and allows a blind or visually impaired user to download books. The award of an LSTA grant will allow the Library to purchase 30 readers at a reduced cost and make them available to visually impaired Library users for book clubs and through the Outreach Services Department.

2010 Library Services Initiatives

Mr. Edwards presented six Library Services initiatives for 2010:

- Develop a Sustained Library Card Campaign
- Expand Homework Assistance to More Locations
- Develop a Digital Initiative
- Create a Mobile Web Site
- Redesign the Library's Online Program Calendar
- Implement Playaways

Programs and Exhibits of Note

Mrs. LaMacchia reported the following programs and exhibits of note:

- *On The Same Page 2010* – For the ninth year of the program and to encourage intergenerational reading and discussion, the On the Same Page Selection Committee chose one title for both adults and teens - *The Hunger Games* by Suzanne Collins. On The Same Page begins February 1, with book discussions and related programming throughout February and March, and concludes with Hunger Games Day at the Main Library on March 20.
- *Dr. Martin Luther King, Jr. Day Celebrations* – on January 18 in the Children's Learning Center and various branches.
- *Petroleum Free In One Year with Doug Fine* – on February 6 at the Main Library.
- *A World to Explore: Sketches, Journals, and Letters of Travels Here and Abroad* - an exhibit of rare materials from the Library's travel collection on display in the Main Library's Cincinnati Room from January 30 through March 31.

Library Usage

Mrs. LaMacchia:

- reported that circulation grew by 4.8% in 2009, bringing total circulation for the year to 16,372,499. She noted other annual highlights of library usage.
- presented the top circulating items and statistical reports for the month of December 2009.

ADMINISTRATION

Personnel Changes

Mrs. LaMacchia recommended that the Board approve the following personnel changes effective through through January 9, 2010:

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Retirement	Green Township	Branch Manager III	1.00	Connatser, Sarah P.	12/31/09
Promotion	Literacy & Homework Support	LSA II	1.00	Armour, Keith	12/27/09
Promotion	Westwood	LSA I	1.00	Imholte, Stephanie	12/13/09
Promotion	Literacy & Homework Support	Literacy & Homework Support Manager	1.00	Scahill, Kathleen A.	11/29/09
Promotion	Computer Services	PC Specialist	1.00	Weitz, Benjamin R.	12/27/09
Appointment	Harrison	Student Shelver	0.30	Alexander, Rachel M.	11/29/09
Appointment	Green Township	Student Shelver	0.30	Buchert, Carrie E.	12/13/09
Appointment	Mariemont	LSA I	0.50	Hershner, Claudia C.	12/27/09
Appointment	Circulation Services	LSA I	0.50	Jenkins, Natalie	12/13/09

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Appointment	Elmwood Place	LSA I	0.50	Kanis, Michelle L.	11/29/09
Appointment	Circulation Services	LSA I	0.50	Seeger, Vanessa	12/27/09
Appointment	Circulation Services	LSA I	0.50	Strauss-De Groote, Jeanne G.	12/13/09
Appointment	Groesbeck	Student Shelver	0.30	Totten, Lindsey E.	12/27/09
Change	Wyoming	LSA I	0.50	Blye, Starlyne C.	11/29/09
Change	Circulation Services	Circulation Team Leader - Days	1.00	Kelsch, Nicole M.	12/13/09
Change	Popular Library	Shelver	0.50	Osborn, Jodi L.	12/27/09
Change	Materials Retrieval	Page	1.00	Schmitt, Julie R.	12/27/09
Change	Anderson	LSA I	0.60	Stouffer, Jeanett M.	12/27/09
Departure	Materials Retrieval	Page	0.50	Banatwala, Maya L.	12/30/09
Departure	Mariemont	LSA I	0.50	Dold, Gail A.	12/30/09
Departure	Harrison	Student Shelver	0.30	Evans, Sarah M.	12/29/09
Departure	Hyde Park	Student Shelver	0.25	Hershner, Caroline N.	01/02/10
Departure	Monfort Heights	LSA I	1.00	Iles, Philip T.	12/15/09
Departure	Human Resources	HR Representative	0.50	Jones, Jennifer L.	12/12/09
Departure	Popular Library	LSA II	1.00	Owen, Katherine J.	12/26/09
Departure	Madeira	LSA I	0.60	Pogue, Sarah A.	12/15/09
Departure	Public Relations	Graphic Artist	1.00	Scherer Megan E.	12/22/09

Revision to Bereavement Leave Policy

Mrs. LaMacchia presented a request to revise the Bereavement Leave Policy to eliminate the need for the Executive Director to approve attendance at Memorial Services, delegating that responsibility to the employee's supervisor. The revised policy, effective January 12, 2010:

Bereavement Leave Policy

In the event of death of a parent, stepparent, legal guardian, or other person serving in lieu of a parent; current spouse; child, stepchild, ward; sibling or stepsibling; grandparent; grandchild; current parent-in-law, brother/sister-in-law, son/daughter-in-law; or person living in their home time off with pay will be granted as following.

Full-time employees are granted a maximum of 24 hours of leave.

Part-time employees are granted a maximum of 12 hours of leave.

In the event of death of a first cousin, uncle, aunt, great grandparent, great grandchild, niece or nephew time off with pay will be granted as following.

Full-time employees are granted a maximum of 8 hours of leave.

Part-time employees are granted a maximum of 4 hours of leave.

Memorial Services

In event of the death of a staff member, a retiree or a close relative of a staff member, a full and part-time employees may be granted a maximum of 3 hours to attend the funeral.

Agency schedules must be covered, and permission must be granted by the staff member's supervisor.

Employees who wish more time off than is provided by this policy for a covered relative may request to use sick leave, vacation or holiday time (whichever they wish to use) to cover the necessary absence.

Effective: January 12, 2010

Mr. Sittenfeld moved that the Board approve the Library Services and Administration Committee report as submitted, including approval of the LSTA Grant, personnel changes and revision of the Bereavement Leave Policy. Mr. Moran seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. (07-2010)

FISCAL OFFICER'S REPORT

2009 in Summary

Ms. Schoettker presented the following comparison of 2008 and 2009 income, disbursements and balances, for all funds – General Fund, special revenue, capital and permanent (trust):

	<u>2008</u>	<u>2009</u>
Beginning Balance	29,501,797.69	27,853,743.59
Public Library Fund	47,527,769.60	39,066,948.53
Other income	<u>7,426,649.70</u>	<u>3,564,325.78</u>
Total Income	54,954,419.30	42,631,274.31
Expenditure	(56,602,473.40)	(54,486,830.22)
Ending Balance	27,853,743.59	15,998,187.68
Year-end encumbrances		(1,735,833.15)
Trust fund principal		(6,712,939.00)
General Fund operating contingency		(1,500,000.00)
Available Balance		6,049,415.53

- The 2009 Public Library Fund distribution was \$39,066,948.53 – slightly more than the July estimate but almost \$8.5 million less than one year ago.
- Other income dropped also significantly, most notably donations and investment earnings.
- We began the year with a cash balance of \$27.8 million; we ended with \$16 million – meaning we spent \$11.8 million more than we received.
- Despite overspending our income, in 2009 we spent \$2.2 million less than in 2008.
- To balance the General Fund in December, an additional \$2.3 million was transferred from the Building and Repair Fund. For the year in total, \$4.8 million was transferred from the Building & Repair, St. Bernard and Reading capital funds for operating expenses.
- In addition to this transfer of capital funds, another \$3.3 million in operating expenses that normally would have been paid in the General Fund was paid from special revenue and gift funds.
- Just over half of the \$6 million available balance is in the Building and Repair Fund; the remainder is restricted special revenue and permanent (trust) funds.

2010 Public Library Fund

Ms. Schoettker reported that the December estimate for the 2010 PLF distribution is \$36,383,880.38.

Ms. Schoettker presented:

Monthly Financial Report

- the monthly financial report for the period ending December 31, 2009.

Investment Report

- the investment report for the period ending December 31, 2009.

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

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran (except pass on investment report), Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. **(08-2010)**

FINANCE AND AUDIT COMMITTEE REPORTS

Annual Appropriation Resolution and Estimated Resources for Fiscal 2010

Mr. Moran presented a recommendation for the 2010 Estimated Resources and Annual Appropriation Resolution for 2010.

The Ohio Department of Taxation has estimated Hamilton County PLF receipts at \$36,383,880 and we expect annual property tax levy receipts of \$20,034,854 – a total of \$56,418,734. There is no prior-year unencumbered balance this year, but with anticipated internal library income of \$2,856,266, our operating contingency of \$1.5 million and a temporary advance of \$2 million from the Building and Repair Fund, total General Fund available funding – old, new and borrowed – is **\$62,775,000**.

The recommended General Fund appropriation is **\$58,675,000**, distributed by account as follows. This includes a \$2.5 million transfer for capital improvements, plus the return of the \$2 million advance.

2010 GENERAL FUND APPROPRIATION	
Salaries	\$ 27,479,017.00
Retirement Benefits	3,847,061.00
Insurance Benefits	4,834,722.00
Supplies	960,000.00
Purchased & Contracted Services	7,658,400.00
Library Materials & Information	8,010,000.00
Capital Outlay	824,230.00
Other Objects	561,570.00
Other Financing Uses	
Advance Back	2,000,000.00
Transfer (Capital)	<u>2,500,000.00</u>
TOTAL APPROPRIATION	\$ 58,675,000.00

Recommended estimated resources and appropriations for special revenue, capital and permanent (trust) funds were presented as follows. Trust fund principals, a total of \$6,712,939, are excluded from permanent fund balances.

<u>FUND</u>	<u>2009</u> <u>AVAILABLE</u> <u>BALANCE</u>	<u>2010</u> <u>ESTIMATED</u> <u>RESOURCES</u>	<u>2010</u> <u>APPROPRIATION</u>
General Fund	\$ 1,500,000.00	\$ 61,275,000.00 (1)	\$ 58,675,000.00 (2)
Building & Repair Capital Fund	3,066,387.39	4,515,000.00 (3)	5,581,387.39 (4)
Special Revenue (10 funds)	950,325.94	370,825.00	864,973.83
Permanent (44 funds)	<u>2,032,702.20</u>	<u>132,225.00</u>	<u>408,049.00</u>
Total	\$ 7,549,415.53	\$ 66,293,050.00	\$ 65,529,410.22

(1) Includes \$2 million advance from Building & Repair.

(2) Includes \$2.5 million capital transfer, plus return of \$2 million advance, both to Building & Repair.

(3) Includes \$2.5 million transfer and \$2 million return of advance, both from General Fund.

(4) Includes \$2 million advance to General Fund.

Mr. Moran recommended that the Board adopt a Resolution that to provide for expenditures during the fiscal year ending December 31, 2010, the resources of the Library be appropriated at the fund and object levels outlined below and be submitted to the Hamilton County Budget Commission as the Library's **2010 Annual Appropriation Resolution and Certificate of Sources Available for Expenditure.**

SPECIAL REVENUE:

	General Fund	LSTA	I-Net	Anderson Mt Washington	Friedman	Library Materials
	101	210	221	701-01	701-10	701-12
Salaries	27,479,017.00					
Retirement Benefits	3,847,061.00					
Insurance Benefits	4,834,722.00					
Other Employee Benefits						
Purchased/Contracted Services	7,658,400.00			11,400.00	8,084.00	
Supplies	960,000.00	8,325.00		27,500.00	22,821.00	
Library Materials & Information	8,010,000.00			25,000.00		70,500.00
Other Objects	561,570.00					
Capital Outlay	824,230.00	24,000.00	55,949.16		10,000.00	
Debt Service						
Other Financing Uses	4,500,000.00					
Contingency						
Total Appropriation	58,675,000.00	32,325.00	55,949.16	63,900.00	40,905.00	70,500.00

CAPITAL: PERMANENT:

	Dater	Library Programs	Hosbrook	Gifts	Building & Repair	Anderson
	701-44	701-52	701-71	701-99	401	801-01
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits						
Purchased/Contracted Services		76,000.00	3,200.00		951,058.18	

				CAPITAL:	PERMANENT:
Supplies		32,900.00	15,500.00	443,277.00	
Library Materials & Information			3,000.00		
Other Objects					
Capital Outlay	3,317.67		6,000.00	18,200.00	2,630,329.21
Debt Service					
Other Financing Uses					2,000,000.00
Contingency					
Total Appropriation	3,317.67	108,900.00	27,700.00	461,477.00	5,581,387.39

	Karline Brown	Feld	Incidental Expense	Glueck	Goldsmith	Greider
	801-06	801-12	801-14	801-16	801-17	801-18
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits	1,500.00					
Purchased/Contracted Services						
Supplies			25,000.00			
Library Materials & Information		85,000.00		1,000.00	1,500.00	1,000.00
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
Total Appropriation	1,500.00	85,000.00	25,000.00	1,000.00	1,500.00	1,000.00

	Abell	Hadley	Hatfield	Heisel Dunlap	Huenefeld	Iacobucci
	801-19	801-20	801-21	801-24	801-25	801-26
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits		10,000.00		14,000.00		
Purchased/Contracted Services						
Supplies						
Library Materials & Information	1,400.00		1,500.00		3,700.00	1,000.00
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
Total Appropriation	1,400.00	10,000.00	1,500.00	14,000.00	3,700.00	1,000.00

	Kahn	Kersten	Lenke	Nolan	Plaut	Rhein
	801-28	801-30	801-33	801-45	801-51	801-55

	Kahn	Kersten	Lenke	Nolan	Plaut	Rhein
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits						
Purchased/Contracted Services		45,000.00		12,000.00		500.00
Supplies		98,250.00				
Library Materials & Information	1,000.00		1,000.00		1,500.00	
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
Total Appropriation	1,000.00	143,250.00	1,000.00	12,000.00	1,500.00	500.00

	Sackett	Dwyer	Stern, Ruth	Stern, Martha	T&R	Howard
	801-60	801-63	801-64	801-65	801-72	801-75
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits						
Purchased/Contracted Services			1,099.00			
Supplies		4,000.00				
Library Materials & Information	16,000.00	8,000.00		1,000.00	2,100.00	60,000.00
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
Total Appropriation	16,000.00	12,000.00	1,099.00	1,000.00	2,100.00	60,000.00

	Dehner
	801-84
Salaries	
Retirement Benefits	
Insurance Benefits	
Other Employee Benefits	1,000.00
Purchased/Contracted Services	
Supplies	
Library Materials & Information	
Other Objects	
Capital Outlay	
Debt Service	
Other Financing Uses	
Contingency	
Total Appropriation	1,000.00

Mr. Sittenfeld moved that these recommendations be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. **(09-2010)**

Mr. Moran recommended that:

2009 Annual Appropriation Revisions

1. appropriation revisions needed to close out the 2009 General Fund be confirmed as follows:

<u>Fund</u>	<u>Revision</u>
General Fund	
Salaries	\$ 57,228.40
Other Employee Benefits	150.29
Supplies	<u>(57,378.69)</u>
Net Change	0.00

Revision of Principal Amounts

2. the following permanent (trust) fund principal amounts be revised effective January 1, 2010, based on additional donations received in 2009.

Fund	2009 Principal	2009 Donations	Proposed 2010 Principal
Abell	57,957.00	2,418.70	60,376.00
Martin Luther King, Jr.	14,120.00	1,000.00	15,120.00
Schild/SCORE	4,236.00	250.00	4,486.00

Inter-Fund Advances and Transfers

3. an **advance** of up to \$2 million from the Building & Repair Fund to the General Fund be authorized, as needed, to supplement routine operating expenses. Upon the receipt of sufficient new levy funding, any amount advanced will be returned this year to the capital fund.

Amount	Advance From	Advance To
\$2,000,000.00	Building & Repair Fund	General Fund
\$2,000,000.00	General Fund	Building & Repair Fund

4. the following **transfer** of funds be authorized to restart the 2009 Ongoing Maintenance program (postponed last year due to funding shortfall) and to begin funding a 2010/11 Ongoing Maintenance program.

Amount	Transfer From	Transfer To
\$2,500,000.00	General Fund	Building & Repair Fund

Mr. Moran moved that these recommendations be approved as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. **(10-2010)**

Public Official Bonds

Mr. Moran recommended that new public official bonds be executed in the name of Patricia Schoettker, Fiscal Officer, and Molly DeFosse, Fiscal Services Manager/Deputy Fiscal Officer, each in the amount of \$500,000, for terms commencing January 31, 2010 and ending January 31, 2011, in accordance with ORC 3375.32.

Mr. Moran moved that the bonds be executed as recommended. Mrs. LaMacchia seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. **(11-2010)**

Resolution/Authorization for Bank Accounts

Mr. Moran asked Ms. Schoettker to present her report regarding the annual change of officers of the Board and the annual appointment of a Fiscal Officer, which requires annual notification to our banking service providers. In addition, they require a resolution of the Board assigning the authority for financial transactions. She requested that the Board adopt the following resolution to this purpose.

RESOLUTION/AUTHORIZATION
LIBRARY OFFICERS

I, the undersigned, Secretary of the Board of Trustees of the Public Library of Cincinnati and Hamilton County, do hereby certify that at the Annual Meeting of the Board of Trustees of the Public Library of Cincinnati and Hamilton County, duly called and held at the Main Library, 800 Vine Street, on the 12th day of January, 2010, at which a quorum was present:

- 1. officers were duly elected for the ensuing year or until their successors are chosen and qualified:

Name	Title
Tara L. Khoury	President
William J. Moran	Vice President
Robert G. Hendon	Secretary
Patricia Schoettker	Fiscal Officer

- 2. a Deputy Fiscal Officer was appointed for the ensuing year:

Molly DeFosse	Deputy Fiscal Officer
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- 3. the following authorizations were established:

Withdrawals and Transfers. Any funds deposited to the credit of any account of the Public Library of Cincinnati and Hamilton County may be withdrawn by check or other order for the payment of money, signed by the President and Fiscal Officer.

Any funds deposited to the credit of the Public Library of Cincinnati and Hamilton County may be transferred by wire transfer or ACH transaction to another Library account or investment instrument, as authorized either in writing, by telephone or computer by the Fiscal Officer or Deputy Fiscal Officer.

Products and Services. The Fiscal Officer and the President or Vice President jointly are authorized to enter into contracts and agreements, written or verbal, for any products or services offered by an authorized public depository, including but not limited to cash management services and computer/internet based products and services.

Sale of Stock. The Executive Director or Fiscal Officer are authorized to sell stock donations.

The authority herein given is to remain irrevocable so far as the public depository is concerned until it is notified in writing of a new resolution modifying or revoking such authority.

Executed this 12th day of January, 2010.

Robert G. Hendon
Secretary of the Board of Trustees
Public Library of Cincinnati & Hamilton County

Mr. Moran moved that the resolution/authorization for bank accounts be approved as submitted. Mrs. Gettler seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. (12-2010)

Resolution/Authorization for Tax Levy Advances

Mr. Moran reported that the first settlement of annual property tax receipts generally is not complete until May, but the Hamilton County Auditor will make advance payment of the taxes collected and held in the county treasury. However, an advance will only be processed when the organization's governing body has passed an initial blanket resolution and the authorized official formally requests each advance in writing. He recommended that the Board adopt the following resolution to this purpose:

Resolution Requesting the County Auditor to Make Advance Payments of Taxes

Pursuant to Ohio Revised Code § 321.34

Whereas, the Ohio Revised Code allows for requests for advance payments from the County Auditor funds derived from taxes or other sources to the County Treasurer, which may be held on account of a local subdivision;

Therefore, be it resolved by the Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio:

Section 1. That the Auditor and the Treasurer of Hamilton County in accordance with Ohio Revised Code § 321.34, be requested to draw and pay to the Public Library of Cincinnati and Hamilton County upon the written request of Patricia Schoettker, Fiscal Officer, to the County Auditor, funds due in any settlement of 2010 derived from taxes or other sources, payable to the County Treasurer to the account of the Public Library of Cincinnati and Hamilton County, and lawfully applicable for purposes of the current fiscal year (January – December 2010).

Section 2. That the Fiscal Officer of the Public Library of Cincinnati and Hamilton County shall forward to the County Auditor a certified copy of this Resolution.

Mr. Moran moved that the resolution/authorization for tax levy advances be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. **(13-2010)**

FACILITIES COMMITTEE REPORT

Mr. Hendon reported that the Facilities Committee met on January 12, 2010. Committee chair Robert Hendon, Bill Moran, Kim Fender and Ray Hils were in attendance, as were Diane Roketenetz, Neil Gardner and Bev Baker from the Pleasant Ridge Community Council Library Committee. Mr. Hendon presented Committee recommendations that the Board:

Pleasant Ridge Branch ADA Upgrades

1. approve the design as submitted.
2. move forward with the Construction Documents Phase of the project.
3. provide a letter of intent regarding the project for the Pleasant Ridge Community Council Library Committee.
4. request from the architect a color rendering of the addition.

Mr. Sittenfeld expressed his concern about making a commitment to the Pleasant Ridge community without knowing the Board's capital priorities. He questioned the appropriateness of being an advocate for the community for this project.

Mr. Moran responded that the project has been designated a top priority by the Board but lack of funding prevents the Library from moving forward beyond the Construction Documents Phase. He advised Mr. Sittenfeld that it would be appropriate for him to assist the Pleasant Ridge Community Council Library Committee in raising money for the project.

Branch Leases

1. authorize negotiation of lease extensions for the Clifton and Mt. Healthy Branches.

Mr. Hendon moved that the Board approve the recommendations of the Facilities Committee. Mr. Moran seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 6 ayes. The motion carried. **(14-2010)**

DEVELOPMENT COMMITTEE REPORT

Mrs. Gettler reported that:

Friends of the Public Library

- the Winter Warehouse Sale will be open to the public from January 15-18. A Members Preview Sale will be held on January 14.
- book sales are scheduled at the following locations in 2010:
February 12-13, Sharonville

March 12-13, Green Township
April 16-17, Pleasant Ridge
June 6-11, Main Library
August 12-15, Friends Warehouse
September 17-18, Mariemont
October 15-16, Clifton Cultural Arts Center
November 12-13, Blue Ash

- the next Friends board meeting will be January 22.

Library Foundation

- although over \$64,000 was raised as of December 31, 2009 for the Foundation's General Fund and Library programs through personal solicitations, the Library Foundation is moving its Annual Fund Drive into the first half of 2010.
- the Foundation's next meeting on will be January 21.

Anderson Township Library Association

- at the Anderson Township Library Association member's meeting on December 9, the following Trustees were re-elected to three year terms: Jackie Wiest, Nancy Holterhoff, Carol Roberto, Barb DiPuccio, Lindsay Danahy and Mary Sue Kamphaus. The board announced a \$30,000 donation to the Library from book sale profits – 55 % to support the Anderson Branch and 45% to the Mt. Washington Branch.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

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

Mr. Sittenfeld asked if, upon the death of a former Board member, any formal action is taken, such as a Resolution. Ms. Fender told him that a formal Resolution was passed at the time of Mr. Stern's retirement and a memorial was put on the Library website at the time of his death. Mrs. Khoury replied that each Board member communicates personally with the family, rather than through any official Library communication.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

HOUSE BILL 318

Mrs. Gettler reported that House Bill 318, legislation introduced to close the \$800 million State of Ohio budget shortfall, included a postponement of the final phase of the State Personal Income Tax Reduction. Governor Strickland signed HB 318 into law on December 22, 2009.

As a result of this postponement of the tax cut, the Ohio Department of Taxation projects that the Public Library Fund, which receives 1.97% of all General Revenue Fund taxes, will receive

additional funding in State fiscal years 2010 and 2011. The additional funding for our Library is projected at \$917,869 in State fiscal year 2010 and \$949,334 in State fiscal year 2011.

The report was received and filed.

The Regular Meeting was then adjourned.

President

Attest: Secretary

The Board then met as the Member of the Public Library of Cincinnati and Hamilton County Foundation. Minutes of that portion of the meeting are attached as Exhibit 1.