

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

Date: August 14, 2012

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

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

Trustees Absent: Mr. Sittenfeld

Present: Kimber L. Fender, Greg Edwards, Mary Bennett-
Brown and Patricia Schoettker

LIBRARY TRUSTEE OATH OF OFFICE – ROBERT G. HENDON

Robert G. Hendon was sworn in by Ross Wright as Trustee for the Board of Trustees of the Public Library of Cincinnati and Hamilton County for a term through October, 2019.

PUBLIC COMMENTS

None.

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

William Moran – OLC Board of Directors

Ms. Fender congratulated Library Trustee William Moran on his election to the Ohio Library Council (OLC) Board of Directors. Mr. Moran's term begins January 1, 2013 and ends December 31, 2015.

Ms. Fender reported that:

Top Innovator Award 2012

- the Urban Libraries Council honored the Library with a Top Innovator Award for 2012. The Award in the Collections category recognized the Virtual Information Center (VIC) which serves

our remote customers. Greg Edwards, Assistant Director for Library Services, and Paula Brehm-Heeger, Central Region Manager, conceived of the idea and the new department began operations in January 2011. It has become one of the busiest agencies in the Library.

The Virtual Information Center, housed at the Main Library, focuses on: providing assistance related to the Library's eBooks and downloadable audio books; creating content for the Library's website; answering all circulation-related and ready-reference questions received through the central telephone number; responding to customer questions submitted via email, text and the comment section on the webpage. The VIC has demonstrably improved service to remote users and their expertise has aided in a major increase of circulation of downloadable materials.

Victorian Society Award

- the Library's *My Cincinnati House* lecture series was honored with the "We Are Much Pleased" award from the Ohio Valley Chapter of the Victorian Society in America.

Griffin Yeatman Award

- Patricia Van Skaik, Manager of the Genealogy and Local History Department, was honored with the Griffin Yeatman Award from the Hamilton County Recorder's Office.

Team Quality Service Award

- Preservation Services, the joint venture between our Library and University of Cincinnati Libraries, received the Team Quality Service Award from the University of Cincinnati Libraries.

2011 Circulation Rankings

- our Main Library, with circulation of nearly 6 million, was first in the country in the Public Library Data Service Statistical Report released in July 2012. As a system, we were 8th in circulation in the country. All but two of the libraries ahead of us serve larger populations, in fact, our service area is 46th largest. The top 10 libraries are:

1. New York	27,907,670
2. Multnomah County	23,946,498
3. King County	21,797,731
4. Cuyahoga County	21,226,357
5. Queens	20,609,180
6. Brooklyn	20,148,596
7. Hennepin County	18,357,619
8. Cincinnati and Hamilton County	17,600,307
9. County of Los Angeles	17,134,761
10. Salt Lake City	16,126,662

Our Library was 2nd in the State of Ohio. Our use per capita (41 items) and per cardholder (22 items) was 1st in the country among libraries serving a population of 800,000 or more.

Success by Six Executive Committee

- she has been asked to join the Executive Committee of Success By 6, which makes decisions on the implementation of the strategic plan and advises Success By 6 relative to its goals and objectives.

2013 Library Closing Schedule

Ms. Fender proposed the holiday closing schedule for 2013. In accordance with the Holiday Policy, employees are paid holiday time for all closed dates with the exception of Easter and the early closing on New Year's Eve.

Tuesday, January 1 – New Year's Day

Sunday, March 31 – Easter

Monday, May 27 – Memorial Day

Thursday, July 4 – Independence Day

Monday, September 2 – Labor Day

Thursday, November 28 – Thanksgiving Day

Tuesday, December 24 – Christmas Eve

Wednesday, December 25 – Christmas Day

Tuesday, December 31 – New Year's Eve close at 6:00 p.m.

Wednesday, January 1, 2014 – New Year's Day

2013 Board Meeting Dates

Ms. Fender advised that SB 321 permits the Annual Meeting of a Board of Trustees to be held in December or in January. Accordingly, she proposed a 2013 meeting schedule that would hold the Annual Meeting on December 11, immediately following the Regular Meeting. This schedule would allow the Board to meet every two months beginning in February. All meetings begin at 9:15 a.m. and are held at the Main Library.

Tuesday, February 12, 2013

Tuesday, April 9, 2013

Tuesday, June 11, 2013

Tuesday, August 13, 2013

Tuesday, October 8, 2013

Tuesday, December 10, 2013 (Annual and Regular)

Ms. Fender also reported that:

United in Sharing Campaign

- the Library's annual United in Sharing Campaign is set to begin in September. The campaign solicits staff for contributions to three organizations simultaneously: United Way, Community Shares and the Library Foundation's Annual Fund. We are establishing a goal of 100% participation from staff in making a contribution of any size. Library Trustee Paul Sittenfeld has volunteered to help with this campaign and has been asked to attend an all managers meeting as well as appear in a campaign video.

Libraries Join Together on E-Book Issues

- e-book use is the fastest growing area of use in libraries today. Last year our Library saw a 518% increase in the number of digital downloads. However, the six biggest publishers won't sell or license their e-books to libraries, making many of the bestselling authors unavailable to Library cardholders. Each vendor providing e-books to libraries has a proprietary loan system making it confusing for cardholders to borrow items from the Library and for the Library to know where to best spend collection funds and gather statistics on use.

The large public libraries across the country joined together on behalf of our cardholders and issued a Readers First statement. To date, 158 libraries representing 152 million readers have stated their support for these principles. A website ReadersFirst.org provides the statement and invites all libraries to join in supporting these principles.

A follow-up meeting to the conference held in Los Angeles last November was held in early June in Columbus. Our Library was among a small group of leading libraries across the country invited to attend. These libraries are pursuing various measures to encourage or compel, if necessary, publishers to make their e-books available to public libraries.

Strategic Plan Update

- Idea Workshops across the Library have been completed and we are in the process of selecting ideas for implementation.

Promotional Email Project

- working with OrangeBoy, we are developing promotional emails to send to new cardholders. A series of three emails will be sent over a six-week period. We will track and monitor the cardholders who receive them and compare their circulation to a control group.

Indoor Google Maps

- the Library will participate in Google's Indoor Google Maps project. The digital building layout we provide will be added by Google to our street address. When someone looks at our Library, they can see detail by floor, including department locations, program spaces and special features like the Main Library gardens, Friends Shop and café. The map can be used inside the building to navigate. There is no cost to the Library to participate.

Mr. Moran moved that the closing schedule and board meeting dates for 2013 be approved as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright and Mr. Hendon ... 6 ayes. The motion carried. **(19-2012)**

FISCAL OFFICER'S REPORT

Ms. Schoettker reported that:

2013 Public Library Fund Estimate

- The Ohio Department of Taxation has published their estimate of the Public Library Fund (PLF) entitlement for 2013 and the estimate for Hamilton County is \$36,380,660.56. This is an increase of \$865,000 over 2012 revenue.

PLF distributions in January through June 2013 are subject to the temporary provisions of HB 153, that is, a distribution of 95% of what was received in the same month in 2011. For the period July through December, unless the state legislature make changes, allocations revert back to permanent law, which means a fixed percentage of state general revenue fund tax revenue.

County Refund of Fees on Tax Collections

- County Auditor Dusty Rhodes has returned \$238,975 to our Library – our portion of a return of excess Real Estate Assessment (REA) funds to local governments in Hamilton County. This income was not budgeted. The return of funds appears to happen on a 6-year cycle and the Library was not receiving local property tax dollars six years ago.

Ms. Schoettker reminded the Board that she would be retiring at the end of August. She thanked them for allowing her the opportunity for a long and fulfilling career with this library and expressed her appreciation for the ongoing trust and respect they have shown to her.

The report was received and filed.

FINANCE AND AUDIT COMMITTEE REPORTS

Mr. Zaring reported that the Finance and Audit Committee met on June 29, 2012. Allen G. Zaring, William J. Moran and Robert G. Hendon were in attendance, as were Kim Fender, Patricia Schoettker, Molly DeFosse and Mary Bennett-Brown. He presented Committee recommendations that the Board:

Revisions to 2012 Annual Appropriations

1. Confirm revisions to 2012 appropriations for the Friedman and Hosbrook Funds that allow for expenditure of remaining funding and closure of both funds.

<u>Friedman Fund</u>	<u>Revision</u>
Supplies	\$ 1,910.01
Library Materials	<u>(1,910.01)</u>
Net Change	\$ 0.00

<u>Hosbrook Fund</u>	<u>Revision</u>
Supplies	\$ (9,227.12)
Purchased Services	11,707.12
Capital Outlay	<u>(2,480.00)</u>
Net Change	\$ 0.00

Capital Funds Transfer

2. Authorize transfer of **\$2.5 million** from the **General Fund** to the **Building and Repair Fund**, as appropriated, to be used next year for either the next Ongoing Maintenance project or per future Board approval.

Audit of 2011 and Comprehensive Annual Financial Report

Mr. Zaring reported that the Committee received the Independent Auditor's Report prepared by Balestra, Harr & Scherer upon completion of their audit for the year ending December 31, 2011. As in past years, the audit disclosed no deficiencies, no instances of non-compliance or misstatements and no formal recommendations were issued. The Finance and Audit Committee opted to waive an audit (exit) conference with Balestra, Harr & Scherer.

A copy of the 2011 Comprehensive Annual Financial Report, which includes the Independent Auditor's Report, was provided for each member of the Board.

Appointment of Fiscal Officer

Mr. Zaring presented the Committee's recommendation that the Board appoint Molly DeFosse to the position of Fiscal Officer effective September 1, 2012, at a pro-rated annual salary of \$115,000.

Mr. Zaring moved that the Committee's recommendations be approved as submitted. Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright and Mr. Hendon ... 6 ayes. The motion carried. **(20-2012)**

Deputy Fiscal Officer

Ms. Schoettker reminded the Board that per ORC 3375.36 a board of library trustees may appoint a deputy fiscal officer. As Ms. DeFosse is able to reorganize the Fiscal Office, a new candidate for the position may be identified. Until then, the person most knowledgeable about the Library's fiscal, audit and legal requirements is Kim Fender. She recommended that the Board appoint Ms. Fender as Deputy Fiscal Officer for the period September 1 through December 31, 2012.

Annual Resolutions/Authorizations

Ms. Schoettker advised the Board that the appointment of a new Fiscal Officer and Deputy Fiscal Officer will require new action on two annual resolutions or authorizations that involve the Fiscal Officer by name. She requested that the Board approve:

1. a revised Resolution/Authorization for the Library's banking service providers, identifying the new personnel and confirming their authority for financial transactions.
2. new public official bonds, issued in the name of Molly DeFosse, Fiscal Officer, and Kimber L. Fender, Deputy Fiscal Officer, both in the amount of \$500,000, for terms commencing September 1 and ending December 31, 2012.

Mrs. LaMacchia moved that the Finance and Audit Committee Report be approved as submitted. Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright and Mr. Hendon ... 6 ayes. The motion carried. (21-2012)

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

LIBRARY SERVICES

Mrs. LaMacchia introduced Kate Toebbe, Manager of the Avondale Branch.

2012 Summer Reading Program – Reading Rocks

Kate Toebbe reported on the success of the Library’s 39th annual Summer Reading Program—Reading Rocks! A total of 38,444 readers of all ages participated, a 2% increase over last year’s program. The music theme tied in with the World Choir Games being held in Cincinnati, which proved to be very popular.

The Library teamed up with the Reds to recognize Summer Reading program participants the last week in July during Redlegs Reading Week. Readers were honored in an on-field pre-game show at Great American Ball Park on July 31.

At the Avondale Branch, *Reading Rocks* was also a success. The branch had 584 participants, a 54% increase over last year’s program, and 332 participants completed the program, an 89% increase over 2011. Avondale hosted 76 programs with 2,300 participants during the months of June and July. Several day camp groups also were hosted each week.

Sierra Services Platform – Live August 1, 2012

Greg Edwards reported that the Library launched a new integrated library system August 1 – the Sierra Services Platform, a catalog and circulation software product from Innovative Interfaces Inc. This new product gives customers improved keyword search capabilities to find exactly what they are looking for, refinement facets to easily narrow their search, spelling correction “did you mean”, more social features like tagging, reviews and comments, and an optional Reading History list. A new self-registration component will be introduced in September to bring easier access to the card registration process.

Library and Girl Scout Collaboration for Literacy

Mrs. LaMacchia reported that the Library and the Girl Scouts of Western Ohio have embarked on a closer collaborative relationship as part of a commitment to Greater Cincinnati’s bold goals focusing on education, preparing youth to succeed in school and life. Recognizing that reading proficiency at the third grade level needs to be improved in the community, the Library is combining its expertise in literacy with the Girl Scout program process of girl-led, experiential and cooperative learning to support girls’ desire to read and to connect them to community resources, specifically the Library.

Education Pinnacle Award Nomination

Greg Edwards reported that the Library has been nominated for the Education Pinnacle Award sponsored by the Cincinnati Public Schools, which highlights individuals and organizations whose efforts have been instrumental in improving outcomes for students, enhancing support for schools, and serving as an advocate for public education. The Library’s commitment to connecting young

people with the world of ideas and information has been continually renewed over the years with the establishment of early literacy programs, the creation of Homework Central at the Main Library, and the expansion of Homework Help to branch locations throughout the county.

YALSA/Dollar General Teen Read Week Grant

Mrs. LaMacchia reported that a YALSA/ Dollar General Teen Read Week grant of \$1,000 will, if awarded, support the planning and implementation of an innovative teen program during Teen Read Week October 14-20, 2012. No matching funds are required for this grant. The grant application was authored by TeenSpot Librarian Megan Sheehy.

Adult Learning Center – 5-Day a Week Service

Mrs. LaMacchia reported that, beginning September 4, the services of the Adult Learning Center will be expanded from three days a week to five – Monday through Friday from 9:00 a.m. until noon.

E-Learning Web Portal

Greg Edwards reported that to better market the Library’s collection of online databases and make it easier for library customers to identify the resource that best meets their needs and preferences, a new “E-Learning” portal will be added to the Library’s website on August 31. Library customers who visit this portal will select from a variety of learning options and will be directed to a list of databases and detailed tips and information about those databases.

New Model Apps Corner on Library Website

Greg Edwards reported on a new page on the Library’s webpage that highlights all the apps available from our vendors, as well as the Library’s own Cincy Library app. Work is underway to incorporate this list into the Library’s mobile app. A project team is being formed to expand the presence of non-library mobile apps on the Library’s website, to establish criteria for inclusion and to develop a process for updating the site.

Standards and Usage Targets Project Team Being Formed

Mrs. LaMacchia reported that a project team is currently being formed to develop Usage Standards and Targets for all Library Services branches and departments. The team will be chaired by Greg Edwards and all aspects of services provided (circulation, pc usage, visits, collection size and scope, etc.) will be considered.

Mr. Moran noted a comment by Greg Edwards in a recent newspaper article about the Library using the term “customer” rather than patron or cardholder and he expressed his support of this practice.

FACILITIES COMMITTEE REPORT

Mr. Moran reported that the Facilities Committee met August 8. Committee Chair William J. Moran and Library Trustees Robert Hendon and Ross Wright were present. Library staff member Kim Fender was also in attendance. Mr. Moran presented Committee recommendations that the Board:

2012 Energy Retrofit Project – Phase 1 Contracts

- confirm contract awards to the lowest responsible bidders:

Bidder	Base Bid	Alternate	Total
Glenwood Electric	267,488.00		267,488.00
Debra Kuempel	247,500.00	27,320.00	274,820.00

- confirm the project budget:

Contracts	\$ 542,308.00
Contingency	<u>54,231.00</u>
TOTAL PROJECT BUDGET	\$ 596,539.00

2012 Energy Retrofit Project – Phase 1 Tax Credit

- investigate assigning tax credits to Paul Ehrlich, President of Building Intelligence Group, to determine if there is some benefit to the Library.

2012 Energy Retrofit Project –Phase 2 Engineering

- confirm entering into a contract with Building Intelligence Group for engineering services for Phase 2 at a cost of \$98,900.00.

Revised Westwood Annex Purchase Agreement

- approve a new purchase agreement with WestCURC for the Westwood Annex property at a reduced purchase price of \$320,000 and including original building readiness contingencies
- authorize Kimber L. Fender, the Library’s Director, to execute the sale no later than August 31.

Reading Branch Lease

- authorize the Board President to sign an addendum or new lease for the Reading Branch that removes certain provisions. The lease is currently being revised with the assistance of the office of the Hamilton County Prosecuting Attorney. Further, if agreement cannot be reached on the revisions, give the landlord notice of termination in accordance with the lease.

Deer Park Branch Lease

- approve an addendum to the Deer Park Branch lease that includes new rental amounts approved at the May Regular meeting and a clause allowing the Library to escrow the rent if the landlord is not diligently pursuing a cure to any issues at the branch for which they are responsible.

Right of First Refusal for Reading Property

- refuse a request for a Right of First Refusal from the City of Reading for Library-owned property at 8700 Reading Road.

Hamilton County Health Department – Pandemic Emergency Use of Vehicles & Drivers

- approve entering into an agreement with the Hamilton County Public Health Department to provide during pandemic emergencies (and test runs) the use of five Library vehicles and drivers to pick up medications and Health Department personnel and deliver the medication along specific routes. The Hamilton County Health Department will not cover any Library liabilities for damage or injury.

For information only:

Skirtz & Johnston – Main Library Cafe

- Skirtz & Johnston has been selected to operate a café on the Main Library mezzanine which will be open for breakfast and lunch. A new Food Service Agreement and Lease, prepared by the office of the Hamilton County Prosecuting Attorney, includes monthly rent of \$600.

Constellation New Energy – Energy Provider

- With the assistance of Energy Alliances, Inc., Constellation New Energy, Inc. has been selected to provide electricity for Library facilities. Energy Alliances, Inc. estimates that the Library will save \$348,312 over the next 24 months with this change.

Reading Garden

- A restoration of the Main Library Reading Garden was completed in May by David Clifford of DRC Design. In conjunction with the restoration, on August 14 the Federated Garden Clubs of Greater Cincinnati & Vicinity are dedicating a Japanese Maple tree to Jeanette and George Scanlon to recognize their years of work at the Library.

Mr. Moran moved that the recommendation of the Facilities Committee be approved as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright and Mr. Hendon ... 6 ayes. The motion carried. (22-2012)

DEVELOPMENT COMMITTEE REPORT

Mrs. Trauth reported that:

The Library

- additional contributions from the Pleasant Ridge community, including a \$5,000 gift from GE, have made it possible to replace front entry doors and purchase an AfterSchool Edge computer for students. An anonymous donor is contributing fabric and hardware to replace the drapes in the new reading room and Kris Neyer will donate the labor.

Library Foundation

- at their quarterly meeting on July 25, the Foundation Board reviewed a budget for fiscal year 2012-2013 that includes \$100,000 in Library support. Foundation Executive Director Missy Deters presented a report on the Foundation's support to the Library for fiscal year 2011-2012.

Friends of the Public Library

- at a meeting of Friends members on July 27, their bylaws were revised to reduce the minimum number of Directors from 18 to 15.
- at a quarterly meeting of the Friends Board on July 27, Jessica Shely was elected a Director. Kay Cody Nolen and Elaine Liller have resigned their Director positions.

- the 40th Annual Downtown Sale at the Main Library in June netted over \$70,300, 10% increase over 2011. The Summer Warehouse Sale will take place at the Friends Vine Street location from August 16 through August 19.

Anderson Township Library Association

- the Anderson Township Library Association's annual Used Book Sale in June netted \$42,400 and will be used in support of the Anderson Township and Mt. Washington Branch libraries.

Mrs. LaMacchia asked if the Friends could produce a report similar to what Mrs. Deters provided to the Foundation Board listing their support to the Library.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

Mrs. LaMacchia reported that:

Summer Food Service Program

- the Library partnered with Cincinnati Public Schools and the Freestore Foodbank this summer to provide 6,700 lunches to children at 14 locations. Volunteers were key in assisting staff with set up, serving and cleanup each day. With additional grant funding, the Freestore FoodBank was able to offer weekend backpacks of shelf-stable food at some sites.

World Choir Games

- the Library partnered with the World Choir Games (WCG) in July to offer music-themed programs and exhibits for participants and the public. Between 600-800 people attended each of the three Friendship Choirs hosted by the Library and nearly 100 attended the screening and discussion of a *Shining Night: Portrait of Morten Lauridsen*. Thousands enjoyed the What Children Believe and Queen City of Song exhibits, as well as the six decorated pig sculptures on view at the Main Library. Extended hours in the Library Friends' Shop resulted in a 63% increase in sales over the same period in 2011. 16,000 complimentary library cards were provided to WCG participants.

Major Upcoming Programs and Promotions

Books by the Banks 2012 – The 6th annual Books by the Banks: Cincinnati USA Book Festival will take place October 20 at the Duke Energy Center. The day-long festival will feature over 100 national, regional and local authors, book signings, author panels and activities and programs. The partner libraries involved in planning the Festival now includes the Lane Libraries and CET joined the team of media partners. In addition to generous contributions from the Library Foundation, the Friends and partner libraries, Books by the Banks is receiving financial support from the Ohio Humanities Council and the Scripps Howard Foundation. Margaret O’Gorman was hired in July as a part-time Executive Director. Plans to relocate the Book Festival from Duke Energy Center to The Banks in 2013 are underway.

Amor Towles Author Visit – Amor Towles, author of the bestselling novel *Rules of Civility*, will visit the Main Library on August 25 to discuss his work and sign books. This program is sponsored by the

Library Programs Fund, the Library Foundation and the Friends of the Public Library, with promotional support from the Mercantile Library and Joseph-Beth Booksellers.

Teen On The Same Page – During Teen On The Same Page, coinciding with Teen Read Week in October, teens across Greater Cincinnati will be reading *Restoring Harmony* by Joëlle Anthony, the story of a teen girl’s journey through a futuristic and dystopian North America to bring her grandparents home safely. Joëlle Anthony will visit Cincinnati in October for free programs with teens, including an event at the Main Library on October 17. Community partner Gorman Heritage Farm will provide programs for teens on urban farming and sustainable food systems.

Teen Photography Contest – The Library’s annual Teen Photography Contest invites teens to show their creative side by submitting original photos related to this year’s theme “Harmony Is...”, whether in their environment, in their music, or in their friends and family. The contest, judged by a teen panel, runs from October 1-31 and is open to ages 12-18. Winning photographers will be recognized at a reception in TeenSpot in November and their photos will be featured on the Library’s website. The Art Academy of Cincinnati is collaborating on programs at selected Library locations.

58th Annual Veterans Day Program - The Main Library’s 58th Annual Veterans Day Commemoration will be held on November 12. James R. Shaw, Chief Master Sergeant of the U.S. Air Force (Ret.) and the President of the Greater Cincinnati Chapter of the Tuskegee Airmen, Inc., will share insights from his 30-year military career including service in the Vietnam War.

Library Card Campaign – College Focus –The Library will be working this fall with area institutions of higher learning to encourage their students to apply for a card by promoting digital services such as downloadable music, ebooks, and access to online research resources. Library staff will attend campus fairs and the Library’s Marketing Department is partnering with U.C. Athletics.

Exhibits

- Frame Cincinnati Photography Exhibition: September 5 – November 4
- Steamboats through an Early Lens: September 8 – November 11

The report was received and filed.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright reported that:

Library Omnibus Legislation

- Governor Kasich signed Library Omnibus Legislation (SB 321) on June 26. The bill addresses double taxation in public library levy districts, raises the required bidding threshold for permanent improvements from \$25,000 to \$50,000 and allows the annual meeting of a library board to be held in December or January. An emergency clause makes the bill effective immediately upon the Governor's signature.

Public Pension Reform

- SB 343, pension reform legislation, was introduced in the Senate in May by Senate President Tom Niehaus and Senate Minority Leader Eric Kearney. Long-expected, SB 343 includes

recommendations proposed by the Ohio Public Employees Retirement System (OPERS) Board of Trustees to reform pension benefits. According to OPERS, the plan design changes will help OPERS maintain the fund's financial stability and its ability to provide pensions with no increase in taxpayer contributions.

The OPERS Board recommendation includes five key components: Age and service eligibility, final average salary (FAS), COLA, benefit formula and age and service reduction factors.

The Ohio Retirement Study Council (ORSC) released a report in July conducted by Pension Trustee Advisors and KMS Actuaries that examined Ohio's five public retirement systems including OPERS, of which Library employees are members. The Ohio House of Representatives is now holding hearings on SB 343 and these hearings are examining the report and recommendations submitted to the ORSC.

There are questions about some of the additional recommendations in the report, including language that would expand the authority of the OPERS Board to make decisions regarding pension benefits and "trigger" language with respect to pension and health benefits.

EEOC Discrimination Charges

- the U.S. Equal Employment Opportunity Commission (EEOC) case filed by Martin O’Connor, has been dismissed. The EEOC concluded that the information obtained did not establish any violations of statutes.
- the U.S. Equal Employment Opportunity Commission (EEOC) case filed by Pamela Cavalier for age discrimination has been closed. In addition, the EEOC terminated the processing of the ADA (Americans with Disabilities Act) and GINA (Genetic Information Nondiscrimination Act) portion of this charge.
- a Charge of Discrimination was filed with the U.S. Equal Employment Opportunity Commission (EEOC) by Dianne Biehl, previously an employee of the Library. Our attorney is addressing the charge and our insurance carrier has been notified. We believe the charge is without merit.

The report was received and filed.

COMMUNICATIONS

None

CONSENT AGENDA ITEMS

Mr. Hendon presented the following items for approval:

- Minutes of the regular meeting held May 8, 2012.
- Monthly financial reports for the periods ending May 31, June 30 and July 31, 2012.
- Investment report (summary of invested balances) as of May 31, June 30 and July 31, 2012.

	<u>As of 4/30/12</u>	<u>As of 5/31/12</u>	<u>As of 6/30/12</u>	<u>As of 7/31/12</u>
<u>Operating Account</u>				
General Fund	\$ 14,922,411.34	\$ 15,140,253.53	\$ 14,420,133.23	\$ 14,130,099.53

LSTA Grants	707.57	57,597.90	33,421.83	33,000.00
Insurance/Indemnification	230,000.00	230,000.00	230,000.00	230,000.00
Building & Repair	3,465,086.77	3,393,031.16	3,376,384.72	3,376,322.73
Special Revenue Funds	212,500.01	201,533.93	187,844.41	182,293.78
Permanent/Trust Funds	<u>1,738,260.47</u>	<u>1,731,297.57</u>	<u>1,734,091.13</u>	<u>1,734,723.10</u>
	\$ 20,568,966.16	\$ 20,753,714.09	\$ 19,981,875.32	\$ 19,686,439.14
STAR Ohio				
Building & Repair	\$ 1,045,623.50	\$ 1,045,683.08	\$ 1,045,750.92	\$ 1,045,812.91
Managed Investments				
Permanent/Trust Funds	<u>\$ 6,725,591.00</u>	<u>\$ 6,725,591.00</u>	<u>\$ 6,725,591.00</u>	<u>\$ 6,725,591.00</u>
GRAND TOTAL	\$ 28,340,180.66	\$ 28,524,988.17	\$ 27,753,217.24	\$ 27,457,843.05

- Personnel change report through August 4, 2012.

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Retirement	Cheviot	Library Services Ass't II	1.00	Barth, Jon A	05/31/12
Retirement	Acquisitions	Acquisitions Assistant I	1.00	Dougherty, Brenda S.	07/31/12
Retirement	Library Services	Library Services Admin. Coor.	1.00	Greenlee, Nancy D.	07/31/12
Retirement	Green Township	Branch Manager III	1.00	Hamrick, Joseph E.	06/30/12
Retirement	Processing	Processing Assistant I	1.00	Johnson, Bradley AR	07/31/12
Retirement	Custodial Services	Custodian	1.00	Kerr, Thomas R.	05/31/12
Retirement	Covedale	Branch Manager II	1.00	Mallory, Eileen A.	07/28/12
Retirement	Safety & Security Services	Security Guard/Operator	1.00	Muse, Robert L.	05/29/12
Retirement	Custodial Services	Custodian	1.00	Noak, Eric L.	04/30/12
Retirement	North Central	Reference Librarian I	1.00	O'Brien, Carolyn A.	06/14/12
Retirement	Norwood	Library Services Ass't I	0.50	Ullrich, Yvonne L.	05/26/12
Retirement	Madeira	Reference Librarian I	1.00	Warner, Robynn	04/30/12
Retirement	Westwood	Reference Librarian I	1.00	Weinberg, Nancy S.	04/30/12
Retirement	Blue Ash	Children's Librarian III	1.00	Williams, Lynne	06/30/12
Promotion	Circulation Services	Library Services Ass't I	0.50	Agricola, Stephen S.	06/10/12
Promotion	Education & HW Support	Library Services Ass't II	1.00	Burke, Bryan	07/22/12
Promotion	Circulation Services	Library Services Ass't I	0.50	Cedillo, Theodore R.	04/29/12
Promotion	Children's Learning Center	Library Services Ass't II	0.50	Creed, Lori A.	06/24/12
Promotion	Cheviot	Library Services Ass't I	1.00	Dole, Sarah A.	06/24/12
Promotion	Delhi Township	Library Services Ass't I	1.00	Ester-Fink, Susan A.	04/29/12
Promotion	Popular Library	Library Services Ass't II	0.60	Freeman, Elodie M.	07/08/12
Promotion	Cheviot	Branch Manager II	1.00	Gardner Jr., Thomas A.	07/22/12
Promotion	TeenSpot	Library Services Ass't II	0.50	Goland, Katherine A.	07/08/12
Promotion	Materials Retrieval	Library Services Ass't II	1.00	Grote, Amy L.	07/08/12
Promotion	Shipping & Receiving	Sorter	0.50	Gunn, Kevin G.	06/24/12
Promotion	Systems Integration Services	Web Developer-Intranet	1.00	Kuhl, Lisa M.	05/27/12
Promotion	Library Services	Library Services Floater	1.00	Kutcher, Paula B.	07/22/12
Promotion	Westwood	Reference Librarian I	1.00	Lewis, Angela M.	05/13/12
Promotion	Cheviot	Library Services Ass't I	0.50	McCarthy, John C.	07/22/12
Promotion	Circulation Services	Library Services Ass't I	0.50	Martini, Andrew M.	06/10/12
Promotion	Groesbeck	Library Services Ass't I	1.00	Meyer, Jenifer	06/10/12
Promotion	Genealogy & Local	Library Services Ass't II	0.50	Raney, Lisa A.	06/24/12

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
	History				
Promotion	West End	Library Services Ass't II	1.00	Riddle, Nicole M.	06/24/12
Promotion	Madeira	Reference Librarian I	1.00	Sabransky, Elizabeth M.	05/27/12
Promotion	Information & Reference	Library Services Ass't II	0.50	Schildmeyer, Lindsay M.	07/08/12
Promotion	Popular Library	Library Services Ass't II	1.00	Smith, Whitney P.	05/13/12
Promotion	North Central	Library Services Ass't I	1.00	Sutton, Julia B.	04/29/12
Promotion	Green Township	Branch Manager III	1.00	Taylor, Kathleen	07/08/12
Promotion	Groesbeck	Library Services Ass't I	0.50	Totten, Lindsey E.	05/13/12
Promotion	Cheviot	Library Services Ass't II	1.00	Vanderbilt, Susan R.	06/10/12
Promotion	Human Resources	Staff Development Coord.	1.00	Wedig, Bradley J.	06/10/12
Promotion	Groesbeck	Children's Librarian III	1.00	Wehrle, Lacey K.	07/22/12
Appointment	Materials Retrieval	Page	0.50	Ammon, Melanie G.	05/13/12
Appointment	Symmes Township	Student Shelver	0.30	Becker, Matthew W.	06/10/12
Appointment	Materials Retrieval	Page	0.50	Blair, Kelly J.	07/22/12
Appointment	Symmes Township	Library Services Ass't I	0.50	Brennan, JP	07/22/12
Appointment	Popular Library	Shelver	0.50	Campbell, Charles S.	06/24/12
Appointment	Information & Reference	Shelver	0.50	Carpenter, Rosalia E.	06/24/12
Appointment	Reading	Library Services Ass't I	0.70	Carter, Tiffani N.	05/27/12
Appointment	Miami Township	Library Services Ass't I	0.50	Casaceli, Tracy M.	04/29/12
Appointment	Information & Reference	Library Services Ass't II	0.50	Chatterjee, Sagoree	04/29/12
Appointment	Information & Reference	Grants Resource Librarian	1.00	Coleman, Robin J.	07/22/12
Appointment	Shipping & Receiving	Sorter	0.50	Colina, Zachary J.	06/24/12
Appointment	Madeira	Library Services Ass't I	0.50	Cox, Andrew S.	06/24/12
Appointment	Virtual Information Center	Library Services Ass't I	0.60	Cox Jr., Stephen H.	07/22/12
Appointment	Madeira	Student Shelver	0.30	Derenthal, Katherine R.	06/24/12
Appointment	Delhi Township	Student Shelver	0.30	Didusch, Robert J.	05/27/12
Appointment	Circulation Services	Library Services Ass't I	0.50	Fisher, Sarah P.	04/29/12
Appointment	Covedale	Library Services Ass't I	1.00	Geiler, Anne E.	06/10/12
Appointment	Groesbeck	Library Services Ass't I	0.70	Henrickson, Joanne E.	07/08/12
Appointment	Green Township	Library Services Ass't I	0.50	Hissett, Andrew J.	06/10/12
Appointment	Virtual Information Center	Library Services Ass't I	0.60	Iliff, Arianna A.	07/22/12
Appointment	TeenSpot	Student Shelver	0.25	Inman, Michael A.	07/22/12
Appointment	Circulation Services	Library Services Ass't I	0.50	Jones, Arnisha L.	06/10/12
Appointment	Delhi Township	Student Shelver	0.30	Kelly, Elizabeth L.	07/22/12
Appointment	Hyde Park	Student Shelver	0.25	Klus, Ivan T.	07/22/12
Appointment	Loveland	Student Shelver	0.20	Lehmann, Anne C.	05/13/12
Appointment	Sharonville	Reference Librarian I - Teen	1.00	Lehotta, Siobhan	07/22/12
Appointment	Information & Reference	ILL Assistant	1.00	Lewis III., Charles S.	07/22/12
Appointment	Norwood	Library Services Ass't I	0.50	Linneman, Laura M.	07/08/12
Appointment	Materials Retrieval	Page	0.50	Mackey, Madalyn E.	05/13/12
Appointment	Marketing & Programming	Media Comm. Specialist	1.00	Mauch, Lisa J.	06/10/12
Appointment	Materials Retrieval	Page	0.50	Morgan, Lauren M.	07/22/12
Appointment	Corryville	Library Services Ass't I	0.50	Morris, Grace K.	04/29/12
Appointment	Sharonville	Library Services Ass't I	0.70	Moster, Laura E.	05/27/12
Appointment	Groesbeck	Student Shelver	0.30	Nissen, Samantha	06/24/12
Appointment	Information & Reference	Shelver	0.50	Pelle, Susan L.	07/22/12

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Appointment	Pleasant Ridge	Library Services Ass't I	0.50	Rechnitzer, Claire	06/24/12
Appointment	Delhi Township	Library Services Ass't I	0.50	Schaefer, Linda C.	06/24/12
Appointment	Children's Learning Center	Library Services Ass't II	0.50	Zdravecky, Leanne	04/29/12
Appointment	Popular Library	Shelver	0.50	Zlatkin, Aaron L.	06/24/12
Change	Wyoming	Library Services Ass't I	0.50	Behymer, Lesleigh R.	05/13/12
Change	Blue Ash	Children's Librarian III	1.00	Bloom, Samuel I.	07/22/12
Change	Outreach Services	Library Services Ass't II	1.00	Hyman, Ronicole L.	04/29/12
Change	Virtual Information Center	Library Services Ass't I	0.50	King, Tracey A.	06/10/12
Change	Symmes Township	Library Services Ass't I	0.60	Miller, Emily C.	05/27/12
Change	Pleasant Ridge	Library Services Ass't I	0.50	Paden, Karen	05/27/12
Change	Symmes Township	Library Services Ass't I	0.60	Singleton, Brooke M.	05/27/12
Change	Hyde Park	Library Services Ass't I	0.50	Tracy, Ashleigh L.	05/13/12
Change	Madeira	Library Services Ass't I	0.60	Wade, Donald H.	06/10/12
Change	North Central	Reference Librarian I	1.00	Watrung, Mary R.	07/08/12
Change	North Central	Library Services Ass't II	1.00	Weitz, Benjamin R.	05/27/12
Departure	Virtual Information Center	Library Services Ass't I	0.50	Beiting, Adrian L.	05/04/12
Departure	Delhi Township	Student Shelver	0.30	Berling, Kathryn M.	07/31/12
Departure	Groesbeck	Student Shelver	0.30	Bodenstein, Cassandra M.	08/04/12
Departure	Circulation Services	Library Services Ass't I	0.50	Burks, Brennan C.	07/29/12
Departure	Popular Library	Student Shelver	0.25	Diersing, Melissa A.	05/26/12
Departure	Computer Services	PC Support Specialist	1.00	Feldhaus, Thomas E.	06/07/12
Departure	Delhi Township	Student Shelver	0.30	Feltner, Penny C.	07/14/12
Departure	Shipping & Receiving	Sorter	0.50	Finamore, Joshua D.	05/01/12
Departure	Madeira	Student Shelver	0.30	Fink IV., Edward T.	08/02/12
Departure	Library Service Floaters	Library Services Floater	1.00	Fink, Heather	05/25/12
Departure	Information & Reference	Shelver	0.50	Finn, Julia A.	05/23/12
Departure	Symmes Township	Library Services Ass't I	1.00	Finn, Michelle A.	06/15/12
Departure	Genealogy & Local History	Library Services Ass't II	0.50	Gehring, Christina M.	07/23/12
Departure	Outreach Services	Library Services Ass't II	1.00	Gullett, Michael F.	06/07/12
Departure	Circulation Services	Library Services Ass't I	0.50	Hauser, Theresa L.	05/31/12
Departure	Madeira	Student Shelver	0.30	Johns, Roman M.	07/23/12
Departure	Marketing & Programming	Graphic Designer	1.00	Kawanari, Jennifer M.	05/25/12
Departure	Materials Retrieval	Page	0.50	Kleinfelter, Christen A.	08/03/12
Departure	Green Township	Library Services Ass't I	0.50	Kotte, Craig T.	05/05/12
Departure	Madeira	Student Shelver	0.30	Kroth, Jacob A.	08/04/12
Departure	Greenhills	Library Services Ass't I	0.60	Kutcher, Hannah L.	08/04/12
Departure	College Hill	Homework Aide	0.30	Lane, Samantha	05/17/12
Departure	Hyde Park	Library Services Ass't I	0.50	Levine, Kelly R.	08/04/12
Departure	Harrison	Student Shelver	0.30	McAdams, Kendra M.	07/12/12
Departure	Materials Retrieval	Page	0.50	Maier, Christopher B.	05/01/12
Departure	Computer Services	PC Support Specialist	1.00	Marshall, Cameron J.	05/08/12
Departure	Hyde Park	Student Shelver	0.25	Mendlein, Anna E.	06/02/12
Departure	Anderson	Student Shelver	0.30	Moher, Sally J.	08/02/12
Departure	Virtual Information Cntr	Library Services Ass't I	0.60	Moore, Jacob A.	06/30/12
Departure	Covedale	Library Services Ass't I	1.00	Mullin, Michael J.	05/02/12

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Departure	Groesbeck	Library Services Ass't I	0.50	Parker, Stephanie M.	04/18/12
Departure	Oakley	Homework Aide	0.30	Pearce, Laura E.	05/17/12
Departure	Processing	Processing Assistant I	1.00	Riley, Brian J.	05/09/12
Departure	TeenSpot	Library Services Ass't II	0.50	Rogers, Dierric T.	05/31/12
Departure	Green Township	Student Shelver	0.30	Schmaltz, Jennifer M.	08/04/12
Departure	Computer Services	Computer Services Manager	1.00	Schnelle, Ira R.	06/19/12
Departure	Covedale	Student Shelver	0.30	Shepherd, Jesse D.	05/30/12
Departure	Corryville	Library Services Ass't II	0.50	Sokoloski, Sarah R.	07/24/12
Departure	Norwood	Library Services Ass't I	0.50	Spaulding, Karen B.	07/14/12
Departure	Madeira	Library Services Ass't I	0.70	Stander, Linda	08/04/12
Departure	Avondale	Library Services Ass't I	0.50	Stanton, Jeanne E.	06/30/12
Departure	Walnut Hills	Homework Aide	0.30	Thomas, Songhay	05/17/12
Departure	TechCenter	Library Services Ass't II	0.50	Walters, Chelsey N.	05/07/12
Departure	Mt. Washington	Library Services Ass't I	0.50	Weitz, Manda M.	07/21/12
Departure	Anderson	Library Services Ass't I	0.50	Wetzel, Ross L.	05/11/12
Departure	Popular Library	Shelver	0.50	Woodruff, Michelle S.	07/14/12
Departure	Information & Reference	Shelver	0.70	Zhang, Li	06/01/12

- Statistical report for July 2012.
- Top ten circulating titles for July 2012.
- Change order for the Energy Retrofit Project, presented for confirmation:
 - Deduct Change Order in the amount of \$9,451.75 to utilize a fixture mounted time delay relay in place of the originally specified time delay switches.

Mrs. LaMacchia moved that the Consent Agenda Items be approved as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Moran (except pass on investment report), Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright and Mr. Hendon ... 6 ayes. The motion carried. **(23-2012)**

Mr. Hendon asked Patricia Schoettker to stand with him as he read the following Resolution.

RESOLUTION
Patricia Schoettker

Whereas, Patricia Schoettker began her career at the Public Library of Cincinnati & Hamilton County in 1981, first in public service at the Anderson and then Delhi Hills branch libraries and later in the Order Department, and

Whereas, After completing the Supervisory Intern Program, in 1990 she was promoted to Budget Analyst in the Fiscal Office, where she has spent the past 22 years, including 14 as the Fiscal Officer, and

- Whereas, In this position, Pat has been responsible for all aspects of the Library's finances from developing the budget to ensuring that all expenditures comply with State law, and
- Whereas, With Pat's excellent stewardship, farsighted planning skills, and keen attention to detail, the Public Library has been able to expand its services, improve its facilities, enhance its technology, and operate in times of increased demand for library services despite revenue reductions, and
- Whereas, Pat's knowledge of public finance and Library spending, sound fiscal policies and procedures, and careful budget analysis have enabled the Library system, which is among the ten most heavily used in the U.S., to operate at maximum efficiency and effectiveness without borrowing a single dollar, and
- Whereas, Every year since 1998, the Library has been awarded a "Certificate of Achievement for Excellence in Financial Reporting" by the Government Finance Officers Association (GFOA) of the United States and Canada, demonstrating the highest standards in government accounting and financial reporting,

NOW THEREFORE, BE IT RESOLVED in recognition of her more than 30 years of devoted service and outstanding work, the Members of the Board of Trustees thank Patricia Schoettker for her valued contribution to the fiscal health of the Library.

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

Mr. Hendon then read a Proclamation from the City of Cincinnati regarding Ms. Schoettker's service to the Library. Ms. Schoettker thanked Mr. Hendon and the Library Board.

Opportunity for Administrative Restructuring

Mr. Hendon told the Board that the current vacancy in the position of Assistant Director of Support Services provides an opportunity to restructure the Library's administration to better prepare for the transition to a new Director when Ms. Fender retires. Although she has not set a specific retirement date, it's never too early to begin planning.

He suggested that the Library Services and Support Services assistant director positions be merged to create a Chief Operating Officer position. This position, which would report to the Director, would be responsible for all Library operations except Human Resources and the Fiscal Office.

After handling the bulk of the Library's operations for the next few years, the COO could be ready to step into the Director's position when Kim does leave. This would ensure a smooth leadership transition with a skilled and experienced COO ready to assume the full responsibilities of the Library Director.

Mr. Hendon's suggestion received favorable response from other members of the Library Board.

The Regular Meeting was then adjourned.

President

Attest: Secretary