

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

Date: April 8, 2014

Meeting: Regular

Place: Meeting Room - Cheviot Branch - 3711 Robb Avenue Cincinnati, OH

REGULAR MEETING

CALL TO ORDER

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 Molly DeFosse

PUBLIC COMMENTS

None.

ACTION ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

BEQUEST DIRECTED TO CLIFTON BRANCH

The Library has received notice that it is the beneficiary of a bequest in the amount of \$50,000 from the estate of Mary Peterson. Ms. Peterson specifies in her will that the funds are to be used for the Clifton Branch.

OHIO LIBRARY COUNCIL LEGISLATIVE DAY

The Ohio Library Council's (OLC) annual legislative day was held April 2. Library staff met with all but one of the ten Senators and Representatives representing Hamilton County. She presented testimony at the House Finance and Appropriations Committee on an amendment to the Mid-Biennium Review (MBR) HB 483 that, if passed, will increase the Public Library Fund percentage from 1.66% to 2.0% resulting in an increase in funding to public libraries across the State. This increase would restore the 4% funding decrease libraries received from tax changes included in the fiscal year 2014-15 budget bill passed in June 2013.

UPCOMING PRESENTATIONS

She will be presenting at the Computers in Libraries Conference in Washington DC on April 9. The title of the presentation is "Community Impact: Tactics & Recognition".

She will also be presenting at United Way's Community Leader's Conference in Baltimore on May 13. Because the cost of attending must be paid by the speaker, Board President Ross Wright approved expense reimbursement for her participation in this conference, before she agreed to present.

EARLY CHILDHOOD STANDARDS AND ASSESSMENT TEAM

She has been asked to serve on the Ohio Department of Education's Early Childhood Standards and Assessment Team. The team will meet monthly in Columbus for the remainder of 2014. The task of the team is to make recommendations regarding the implementation of Ohio's comprehensive early learning and development standards for birth to Kindergarten and Ohio's Ready for Kindergarten, the new early assessment system.

RUFUS UPDATES REPLACE MEMOS

In the past, many items were reported to staff through internal memos. Beginning in January, Administration began sending a Friday newsletter called *Rufus Update* to all staff. The *Rufus Update* is short and strategic; designed to keep all staff informed on a variety of topics from policy changes to staff appointments. So far, we've not sent out a single memo this year. The *Rufus Update* is posted on the Intranet and emailed to every staff member.

Mr. Moran requested to add the Board to the distribution.

LIBRARY MENTIONED IN CINCINNATI MAGAZINE

“Power Play” in the April issue of *Cincinnati Magazine*, lists fun things to do with kids. In the “L is for Library” entry our Library, and neighboring Clermont County Public Library, are featured for the great programs we have for kids.

LIBRARY RECEIVES SEVERAL BESTS FROM CITYBEAT

The Popular Library is featured in *CityBeat*'s 2014 Best of Cincinnati edition, receiving Best of City for their CD of the Month Club, Listen to This! series, and for a program held in October by Cincinnati musicologist, David Lewis. The Friends of the Public Library's Warehouse was ranked second in the “Best Bookstore (non-chain)” category by *CityBeat*'s readers.

CUSTOMER RELATIONSHIP MANAGEMENT SOFTWARE

For the past several months our Library has been working with four other libraries across the country and OrangeBoy, the firm that provides our cardholder surveys and strategic planning assistance, to develop customer relationship management (CRM) software for public library use. This software, named Savannah, has been in beta but is now ready for production use. With this software, we will be able to more effectively market our services by using a targeted rather than a scattershot approach. We will be starting with messages to new cardholders and messages to those who have not used the Library for a while. Over the next year we will monitor the impact of this new marketing tool to determine whether or not to continue its use.

OHIO LIBRARY COUNCIL 2015 ANNUAL CONVENTION

The Ohio Library Council (OLC) has selected Cincinnati for its' 2015 annual convention. The convention has not been held in Cincinnati since 2004. We are pleased to once again host our colleagues from across the State and share with them our wonderful Library. Final dates for the convention have not yet been determined.

AMERICAN LIBRARY ASSOCIATION LEGISLATIVE DAY

The American Library Association's (ALA) legislative day will be held May 5-6 in Washington DC. As we have for the past several years, we will send 1-2 staff members to meet with our Congressmen. We will again be emphasizing the eBook issue as we continue to seek a solution to the problem of publishers refusing to sell or license their books to public libraries.

LIBRARY FOUNDATION AND FRIENDS

The Friends of the Library Harrison Branch book sale grossed \$6,075. With this sale the Friends met their budget for branch book sales for fiscal year 2014. The Friends fiscal year ends March 31. The next branch sale will be at the Symmes Branch April 24-26.

The Friends annual and quarterly meetings will be held May 9 at 11:30 and 12:00 respectively at the Main Library.

The Foundation received a partial distribution in the amount of \$200,000 from the estate of Bernice Robin. The bequest is unrestricted. Notice of the bequest was reported to the Board in February 2013.

The Foundation's Befriend a Branch program provided each branch a minimum of \$50. Approximately \$2,500 was spent. These funds will be used to enhance programs or services for each branch, including items such as posters, craft materials, stickers, bookmarks, and games.

The Foundation has secured several donations in support of the Summer Learning Program including:

Newmans Own Foundation - \$15,000 (recommended by Kroger)
Kroger - \$5,000
Wing Eye Care - \$2,000
Western & Southern Financial Fund \$5,000 (a commitment for next 3 years)
Duke Energy Foundation - \$20,000

The Library Foundation was awarded a grant of \$25,000 from the Ohio Valley Foundation to purchase nine additional AfterSchool Edge systems for installation in branches this spring. The Foundation is also purchasing a device for use in the William Hueneke Homework Center in the Main Library, bringing the total to 10 additional AfterSchool Edges for the Library. These purchases expand AfterSchool Edge systems to nearly all Library locations. AfterSchool Edge is an interactive computer designed for elementary school aged children that includes 50 educational software titles.

The Foundation's next quarterly meeting will be held on April 30.

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

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...6 ayes. The motion carried. **(05-2014)**.

LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT

Mr. Hendon reported that:

CLIFTON/ST. BERNARD/READING PROJECTS

Bids for all three branch library projects have now been received and it is possible to set the projects budget. Including contracts, contingency, architectural fees, construction

management fees, abatement, geothermal testing, furniture, surveys and other miscellaneous costs, the total project cost for all three branches is \$11,344,736, \$319,736 over the project budget of \$11,025,000 previously established. This overage is due entirely to the bids for St. Bernard and Reading coming in nearly \$350,000 over the published estimates in spite of the General Trades bid being more than \$300,000 under the estimate. We are requesting Board approval of this increased project amount.

Contract Confirmation:

On March 4, 2014, bids were received for the Clifton Branch project and the Geothermal Borefields. The bid results have been reviewed with Committee Chair Bob Hendon.

We request the Board approve the Construction Budget including a contingency of 10% as follows:

<u>Trade Contract</u>	<u>Contractor</u>	<u>Bid</u>
General Trades	Graybach	\$2,632,900.00
Geothermal Borefields	Geothermal Services	\$83,500.00
Contingency		<u>\$271,640.00</u>
Construction Budget		\$2,988,040.00

Contract Confirmation:

On April 1, 2014, bids were received for the St. Bernard/Reading Branch project and on March 4, 2014 bids for Geothermal Borefields were received. Bids were reviewed with Committee Chair Bob Hendon.

We request the Board approve the Construction Budget including a contingency of 7.5% as follows:

<u>Trade Contract</u>	<u>Contractor</u>	<u>Bid</u>
General Trades	Graybach	\$1,377,898.00
Masonry	Weisbrod Masonry	\$337,000.00
Structural and Misc. Metals	Avenue Fabricating	\$553,371.00
Roofing*	Kalkreuth Roofing	\$221,970.00
Glazing and Metal Panels	Hemm's Glass Shops	\$619,995.00
Drywall and Acoustical Ceiling	Valley Interior Systems	\$590,000.00
Plumbing	Triton Services	\$204,120.00
HVAC	Triton Services	\$748,000.00
Electric	Delta Electrical	\$581,000.00
Geothermal Borefields	Geothermal Services	\$201,800.00
Contingency		<u>\$387,629.00</u>
Total		\$5,822,681.00

*This recommendation includes taking the deduct alternate of \$180,829 to switch from a built-up roof to a standard EPDM.

Mr. Moran inquired if we have worked with Graybach in the past. Kim Fender replied we have not but the Architect and Construction Manager have worked with them and have confidence they can do it.

We are requesting authorization for the Director to approve change orders that do not increase the overall budget and to execute the Certificates of Substantial Completion. All change orders will be reported to the Board for confirmation.

Finally, we are requesting authorization to hold award of the Structural Steel and Drywall contracts pending further investigation of the costs of the contract. If we find that scope changes could significantly reduce the costs, we will request that the Board reject these two bids and authorize re-bidding. We will complete our investigations within the 60 day window for bid review.

For information only:

GROUNDBREAKINGS SET FOR THREE PROJECTS

Groundbreakings for the Clifton, Reading and St. Bernard projects will take place on April 21st starting with Clifton at 1:15, moving to Reading at 2:30 and finishing up at St. Bernard at 4:00. Shuttles starting at the Main Library will be available for Trustees and Administrative staff attending the events. The communities are very excited about these projects and we expect a good turnout for the events.

AVONDALE ADA PROJECT UPDATE

The new structure is under roof and drywall is being hung and finished. The cut through connecting the addition with the existing building is underway, and a date has been set for Duke to set a pole allowing for the elevator to be installed. A shutdown date, allowing for the completion of all interior work, and the re-opening date have not yet been finalized.

The following change orders have been approved and are submitted for confirmation.

Change Order No. 101 in the amount of \$3,400.00 to Triton Services, Inc. to add temporary tenting and heating at the project site.

Change Order No. 102 in the amount of \$9,837.00 to Triton Services, Inc., for repairs to and painting ceilings in the adult reading room and rotunda.

FACILITY OPERATIONS DEPARTMENT REORGANIZED

As previously reported to the Board, an assessment of the Library's Facility Operations was recently conducted. While the assessment indicated that sufficient resources were being allocated toward maintaining Library facilities, a review of processes and organization was recommended to ensure those resources were apportioned appropriately to maximize efficiencies. Following that review a number of changes are being implemented. The position of Maintenance and Custodial Services Manager was eliminated, and the Help Desk was eliminated along with the manager and two support staff positions. Impacted staff has an opportunity to apply for currently vacant positions in the Library. A new structure is being put in place that includes three teams: Maintenance, HVAC, and Custodial, each with a team leader. The current Construction Manager position is retained. The Lead positions are designed to be hands-on managers who are out in the fields managing and assisting in the work being performed. Facility Operations will continue to be overseen by Jeff Gerrein, Facility Operations Manager.

GAMBLE MONTESSORI STUDENTS TO PAINT PLANTERS

Students at Gamble Montessori will be painting planters in the Reading Garden for their intersession art project. The school provides all the painting materials, the Library approves the design and the students are supervised by their teacher Jen Colson.

DUGAN & MEYERS TO ASSIST WITH FACILITIES PLANNING

We are planning to hire Dugan & Meyers, the second ranked construction management firm for the construction projects, to assist with cost estimating and feasibility of accessibility projects for the remaining non-accessible Library-owned branches, Madisonville, Price Hill and Walnut Hills.

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

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...6 ayes. The motion carried. **(06-2014)**.

FINANCE & AUDIT COMMITTEE REPORT

Mr. Zaring reported:

The Library is required to submit its annual budget to Hamilton County by May 31, 2014. The proposed 2015 operating budget balances current funding expectations, current operating costs and capital project plans. The capital budget has been constructed on the basis of need – that is, what's needed to fund top priorities for capital building and improvement projects.

OPERATING BUDGET

The proposed operating budget of \$56,309,140 is 3% more than 2014 appropriations. It provides allowances for increases in salary rates and other categories of expenditure in support of the strategic plan of the organization.

CAPITAL BUDGET

The budget includes future plans for a branch in western Hamilton County and ongoing accessibility projects. Based on population data, western Hamilton County is growing more than any other area in the county.

PROJECT	COST ESTIMATE
Ongoing Maintenance 2013-2015	3,500,000
Western Hamilton County	5,000,000
Branch Accessibility	4,306,675
TOTAL	12,806,675

CONTINGENCIES

The budget reserves two contingencies – a \$1,650,000 operating contingency (3%) in the General Fund and a \$2,000,000 capital contingency in the Building and Repair Fund.

FUNDING – CARRYFORWARD & REQUIRED NEW FUNDING

The General Fund expects to end 2014 with \$5,840,000 of available funding. To fund the 2015 budget, the Library will need intergovernmental revenue totaling \$62.9 million. The source of that revenue is the Public Library Fund and local property taxes. For budget purposes, property tax receipts for 2015 are estimated at \$18,151,261 which is the amount certified during the 2013 levy process. The balance of the revenue, \$44,748,739, is being requested from the PLF.

TOTAL BUDGET COMPARISON

The following chart compares 2014 appropriations with the 2015 Budget for the General Fund.

**The Public Library of Cincinnati and Hamilton County
2015 BUDGET**

General Fund

	2014 Budget	2015 Budget	Change
Beginning Balance	14,400,000.00	5,840,000.00	
Public Library Fund	35,347,360.00	44,748,739.00	27%
Local Tax Levy	17,510,160.00	18,151,261.00	
Subtotal	52,857,520.00	62,900,000.00	
Other Library Revenue	2,132,480.00	2,025,815.00	
Total Receipts	54,990,000.00	64,925,815.00	18%
Operating Expenditure	54,550,000.00	56,309,140.00	3%
Transfers Out	9,000,000.00	12,806,675.00	
Total Expenditure	63,550,000.00	69,115,815.00	9%
Ending Balance	5,840,000.00	1,650,000.00	
Less Contingency	-	1,650,000.00	
Available Balance	5,840,000.00	-	

INSURANCE RENEWAL

As you may recall, our renewal last year resulted in a savings from the prior year. We recently received our insurance renewal rates for the period March 31, 2014 – March 31, 2015 which included only a slight increase of 2.7% in premiums. In addition, this year we plan to add a \$1 million Cyber liability policy at an estimated annual premium of \$10,000. Our agent from Wells Fargo indicated that our current coverage for Directors & Officers Liability which includes an additional \$10 million excess coverage is considered in the high end of the range for our peer group using industry standards. They have recommended that the Board review this coverage and determine if it is still desired. Our coverage without this excess policy is \$10 million. The premium for the excess \$10 million is \$16,803 per year. We are requesting the Board make a determination to continue with the coverage as it exists currently or reduce it based on the recommendation of Wells Fargo.

Mr. Zaring moved that the Board approve the budget as presented and that the Board eliminate the excess Directors and Officers coverage and maintain the \$10 million primary policy. Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...6 ayes. The motion carried. **(07-2014)**.

HUMAN RESOURCES COMMITTEE REPORT

Mrs. Trauth reported:

CORE GROUP BENEFITS

The renewal for group medical benefits for 2014-2015 has been received. This is the first full year that we have offered the HDHP/HSA Plan and the savings have resulted in an 8% **decrease** for the renewal for health care coverage. This decrease enables the Library to keep the plan design, the employee/employer premium share (16%/84%) and the Library's contribution toward the deductible (25%) the same. To date, we have not received the renewal for the dental plan, but we recommend that the library continue with the premium share of 65/35 employer/employee split for the plan.

It is requested that the Board approve renewal of the core group benefit plans with no changes to plan design or cost sharing.

NATIONAL LIBRARY WORKERS DAY

On April 15, we will celebrate and recognize the important work done by *each and every* library staff member as part of National Library Workers Day. Staff will be entered into prize drawings sponsored by the Friends of the Library and the Library Foundation. Staff will also be permitted to wear appropriate blue jeans, a Library Logo Shirt and their service pins on Tuesday. The managers will receive gift cards to use for their respective locations that week. In conjunction with National Library Week and this year's theme of "Lives Change @ Your Library", the library will again sponsor a blood drive with the Hoxworth Blood Center.

VOLUNTEER RECOGNITION TEA

On May 1, 2014, we will celebrate our amazing team of volunteers and their extraordinary contributions through service. The service of hundreds of volunteers is an integral part of our being able to provide excellent service to our customers. At our annual Volunteer Tea, we will celebrate these individuals who supplement daily operation activities, many of whom have been dedicated Library volunteers for years. This year's event will be held at the Sharonville Branch, from 10:00 a.m. to noon.

OMOYOSI vs. WYOMING LIBRARY

Administration received a subpoena from the Clerk of Courts regarding a small claims complaint from IJeoma Omoyosi versus the Wyoming Branch. The claim states that she was being harassed by the Librarians. Our labor attorney, Robert S Brown has been contacted. The original court date was set for Friday, March 28 but has since been moved to April 30 due to the complaint not being properly served to the library.

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

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...6 ayes. The motion carried. **(08-2014)**.

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

2015 BUDGET

The Hamilton County Budget Commission has allowed the Library to file modified tax budgets since fiscal year 2005, with the understanding that ongoing approval is subject to annual review. A request to submit a modified 2015 budget was submitted to the Budget Commission on March 24, 2014.

2013 AUDIT

Balestra, Harr & Scherer, CPAs, will begin fieldwork for the annual audit on April 14, 2014.

OHIO LIBRARY COUNCIL (OLC) FISCAL OFFICER CONFERENCE

She will be attending the OLC Public Library Fiscal Officer Conference in Lewis Center, Ohio on April 24 and April 25. The conference will provide her with the annual 6 hours of training required by the Treasurer's Office and provide the opportunity for professional development.

LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT

Mr. Moran introduced Tom Gardner:

CHEVIOT BRANCH MANAGER TOM GARDNER

Tom Gardner began his career at the Library in 1997 as a Student Assistant at the Wyoming Branch. After several months, Tom was appointed a part-time Library Services Assistant at the North Central Branch where he remained for the next several years. In 2000, Tom was promoted to the position of Library Services Floater, and in 2006 Tom received his MLS degree from Indiana University and was promoted to the position of Teen Librarian at the Cheviot Branch. In 2010, Tom was promoted to Manager of the Greenhills Branch and in 2012 he was promoted to his current position as Cheviot Branch Manager. During his career, Tom has served on the Serving Everyone, Customer Service Philosophy, and Staff Development Day Project Teams.

COMMUNITY OUTREACH A TOP PRIORITY AT CHEVIOT

Tom thanked the Board for their support. He stated that developing strong relationships with schools and community groups has been a focus of the Cheviot branch staff, and has helped raise awareness of the branch in the community. Some examples include the Cheviot Police Association participating in three yearly programs geared toward neighborhood children and the Library providing crafts for the over 200 children that

attend the community's annual Easter Egg Hunt, Halloween Spooktacular, and Christmas Party. Also, on June 28th and 29th, the Cheviot Branch will again have a booth at the annual WestFest street festival organized and sponsored by the CWCA. A strong outreach message that will be delivered to schools and community groups over the next few months is the Summer Learning Program, which is always an exciting and well received program by Cheviot users. Brain Camp will also be offered at the branch the week of June 9.

SUMMER LEARNING PROGRAM, MAY 31 – JULY 31

Library staff is preparing for a busy summer with an expansion of our traditional summer programming to include a broader menu of services that target school-age children, especially those most at risk of not reading on grade level by Grade 3. The Summer Learning Program will consist of four primary components.

- The traditional Summer Reading program for all ages will continue to be offered with reading incentives including books, school/art supplies, and backpacks. We will be expanding our program to make it more attractive to adults of all ages.
- Utilizing the Summer Camp Reading (SCR) program developed locally in 2010, targeted intervention programs will serve seven specific neighborhoods including Bond Hill, College Hill, Corryville, Northside, Pleasant Ridge, Price Hill, and Westwood. Each site will have a 3-to-1 child/adult ratio with four hours of literacy-based programming per day and at least 30 minutes of one-on-one tutoring each day provided by certified reading specialists. Pre and post-testing for each child will provide data-driven instruction and measurable outcomes.
- Brain Camps, one-day or week-long summer camp experiences for school-aged children, will provide fun and developmentally appropriate learning experiences that emphasize literacy skills. Brain Camps will be offered at all Library locations with an emphasis on the seven targeted branches.
- Summer Lunch Service will offer daily nutritious meals at selected locations to all children ages 18 and under in partnership with Cincinnati Public Schools and Window Arts Enrichment. Literacy-based activities will accompany the free lunch service to encourage daily reading and learning activities with their peers.

To better gauge the success of the Summer Learning Program, we will track increases in the number of students who participated in and completed Summer Learning from the targeted schools, the number of items checked out from the deposit collections, and the number of children from these schools who signed up for a library card.

Marketing plans for Summer Learning will include traditional marketing collateral, such as posters, bookmarks and flyers, as well as a Summer Learning website and e-communications to cardholders and targeted groups. The Library marketing team has

pitched media sponsorships for PSAs, print and web ads, social media and blog mentions and also plans on pay per click keyword advertising on Google, Bing and Facebook.

Mr. Edwards reported that:

NEW STREAMING VIDEO SERVICES AVAILABLE

Two additional options for streaming videos are now or will soon be available to Library Customers. First, IndieFlix, a streaming movie service featuring award-winning independent films, shorts, and documentaries from around the world, was made available to Library customers on April 1. Second, coming May 1 from Overdrive, the Library's primary eBook vendor, will be a collection of 220 streaming videos including hits from Starz Digital Media like *Silver Linings Playbook* and *The King's Speech*.

Mr. Moran reported that:

MARKETING COMMUNICATIONS STRATEGIST HIRED

After a long, exhaustive search Maelynn Foster-Hudson was hired as the new Marketing Communication Strategist and started on February 17. Maelynn comes to the Library with an extensive marketing and communications background in the public and private sectors. She holds a BA in Communications, a Masters in Public Service Administration, and is accredited in change management and a certified Six Sigma Green Belt. She will oversee all Library marketing efforts.

WEB CATALOG UPGRADED TO ENCORE ES

The Library has recently upgraded our web-based catalog to Encore ES. The new version of Encore has a number of improvements that enhance the cardholder's experience. Most of interest to users is that they will now see all 3M eBooks in the catalog and be able to check out those eBooks without leaving the catalog. This functionality will be available in a future upgrade for eBooks provided by Overdrive, the Library's largest eBook vendor.

Mr. Edwards reported that:

Programs and Exhibits of Note:

SIX@SIX LECTURE SERIES: UNEARTHING BODIES, REVEALING MEMORIES: EXAMINING TRANSITIONAL JUSTICE PRACTICES IN CONTEMPORARY SPAIN

From 1936 to 1976, over 70,000 people were executed in Spain by the country's civil guard. Kajsa Larson will explore how the recuperation of civil war memory is manifested through popular culture, public demonstrations, new government legislation and the grassroots efforts of common citizens. This lecture will be held in the Main

Library's Reading Garden Lounge on April 8 at 6pm and is presented as part of Northern Kentucky University's Six@Six Lecture Series.

CINCINNATI LIBRARY COMIC-CON

This program, which will take place at the Main Library on May 10 from 1:00-6:00pm, will feature artists, writers, game creators, and event partner booths, a panel discussion with writers working in the field, free comic books in celebration of Free Comic Book Day, painting, a board and card gaming area, a kid's gaming booth, the chance to get photos taken with your favorite television, movie, and comic book characters and more.

SMART INVESTING @YOUR LIBRARY

A series of programs and content to assist teens in building their financial literacy will resume this summer at the Library. Thanks to a generous two-year grant from the Financial Industry Regulatory Authority Foundation, Teen Services staff will present programs to engage teens with hands-on activities, games, and materials for better understanding of personal finance topics. The programs will be lead and presented by Teen Librarians and grant partner The Ohio State University Extension Office.

Mr. Wright inquired how to register. Mr. Edwards indicated registration is on the website with your Library card.

ARTISTS REACHING CLASSROOMS

The Taft Museum of Art's annual Artists Reaching Classrooms exhibition will be on view April 25 to May 15. Students from 12 area high schools will exhibit a variety of artwork, including painting, photography, digital design and ceramics. Each work is accompanied by an artist's statement, providing an explanation of the student's process and intent.

ARCHITECTURE BY CHILDREN

Architecture By Children (ABC), Cincinnati's annual student architectural design education program and competition, will have over 200 student projects representing 38 Greater Cincinnati area schools on display at the Main Library from April 27 – May 3. The ABC 2014 design problem, "UrbanEDGE" challenged students in grades K-12 to develop the four blocks of highway 'covers' over Ft. Washington Way between 2nd and 3rd Streets from Elm to Main.

CONSENT AGENDA ITEMS

Mr. Wright presented the following items for approval:

- Minutes of the Regular Meeting held February 11, 2014.

- Investment Report (summary of invested balances) as of February 28, 2014 and March 31, 2014.

	Amount 2/28/2014	Amount 3/31/2014
<u>Operating Account</u>		
General Fund	\$16,242,283.65	\$13,153,819.89
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	381,393.75	454,342.56
Building and Repair	5,455,582.26	6,229,276.96
Permanent Trust Funds	<u>1,614,557.95</u>	<u>1,600,351.59</u>
	\$23,923,817.61	\$21,667,791.00
STAR Ohio		
Building and Repair	1,046,726.43	1,046,742.20
Managed Investments (Trust Funds):		
Permanent Trust Funds	<u>\$6,733,132.00</u>	<u>\$6,733,132.00</u>
GRAND TOTAL	<u>\$31,703,676.04</u>	<u>\$29,447,665.20</u>

- Monthly Financial Reports – for the periods ending February 28, 2014 and March 31, 2014.
- Personnel Change Report reflects changes through March 29, 2014.

Action	Agency	Position Title	FTE	Employee Name
APPOINTMENT	BOND HILL BRANCH	HOMEWORK AIDE	0.30	EDWARDS, AALIYAH
APPOINTMENT	CATALOGING & PROCESSING	LINE ASST PHYSICAL PROCESSING	0.50	SMITH, MARK D
APPOINTMENT	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SRVS ASSISTANT	0.50	MORAND, MICHELLE
APPOINTMENT	CLIFTON BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SMALLWOOD, LAUREN
APPOINTMENT	CORRYVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	CHRISTIAN, MELISSA
APPOINTMENT	CORRYVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	HOSCH, DOMINIQUE
APPOINTMENT	DELHI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MACKLIN, HANNAH
APPOINTMENT	FACILITY OPERATIONS	CONSTRUCTION MANAGER	1.00	PETERSON, ANGELA
APPOINTMENT	GROESBECK BRANCH	STUDENT SHELVER	0.30	BUCHERT, CARRIE
APPOINTMENT	INFORMATION & REFERENCE DEPT	SHELVER	0.50	GARDINER, JULIA
APPOINTMENT	LOVELAND BRANCH	LIBRARY SERVICES ASSISTANT	0.50	PITTINGER, FAITH
APPOINTMENT	MADEIRA BRANCH	STUDENT SHELVER	0.30	KISER, NICHOLAS
APPOINTMENT	MAINTENANCE & CUSTODIAL SRV	HVAC MECHANIC	1.00	WINCHESTER, JASON

APPOINTMENT	MARIEMONT BRANCH	LIBRARY SERVICES ASSISTANT	0.50	TAYLOR, LINDSAY
APPOINTMENT	MARKETING	GRAPHICS/VIDEO SPECIALIST	1.00	OTTEN, EMILY M
APPOINTMENT	MARKETING	MARKETING COMM. STRATEGIST	1.00	FOSTER HUDSON, MAELYNN
APPOINTMENT	MONFORT HEIGHTS BRANCH	STUDENT SHELVER	0.30	HEDGER, CHRISTIAN
APPOINTMENT	MT. HEALTHY BRANCH	CHILDREN'S LIBRARIAN	1.00	HOFFER, CAITLIN
APPOINTMENT	READING BRANCH	HOMEWORK AIDE	0.30	HARRINGTON, ALEXANDER
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	REED, JESSICA
APPOINTMENT	HARRISON BRANCH	STUDENT SHELVER	0.30	BERNHARDT, LUKE A.
APPOINTMENT	MIAMI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.50	RIPPERGER, ROBERT
CHANGE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.60	HALVORSON, MATTHEW D.
CHANGE	CIRCULATION SERVICES	OFFICE CLERK	1.00	MAYO, MARC A.
CHANGE	MARIEMONT BRANCH	LIBRARY SERVICES ASSISTANT	0.60	SEMPSTROT, NATHANIEL A
CHANGE	POPULAR LIBRARY	STUDENT SHELVER	0.30	AUFMANN, DANIEL L
DEMOTION	CATALOGING & PROCESSING	CATALOGING ASS'T	1.00	RIDDLE, NICOLE M
DEPARTURE	BOND HILL BRANCH	SENIOR LIBRARY ASSISTANT	0.50	CLEMENTS-BROD, NAOMI
DEPARTURE	CATALOGING & PROCESSING	LINE ASST ELECTRONIC PROCESSIN	1.00	RODENHAUSER, KEITH E.
DEPARTURE	CATALOGING & PROCESSING	LINE ASST ELECTRONIC PROCESSIN	1.00	JENKINS, NATALIE D.
DEPARTURE	CHILDREN'S LEARNING CENTER	CHILDREN'S LIBRARIAN	1.00	MULCAHY, JENNIFER L
DEPARTURE	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SRVS ASSISTANT	0.50	HERBERS, EDWARD C
DEPARTURE	DELHI TOWNSHIP BRANCH	STUDENT SHELVER	0.30	BARRIER, KATHERINE M.
DEPARTURE	GENEALOGY	SENIOR LIBRARY SRVS ASSISTANT	0.50	RANEY, LISA A
DEPARTURE	GROESBECK BRANCH	STUDENT SHELVER	0.30	BEHRMANN, JENNA
DEPARTURE	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SRVS ASSISTANT	0.50	AGRICOLA, STEPHEN S.
DEPARTURE	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SRVS ASSISTANT	0.60	CODE, AMY J
DEPARTURE	MADEIRA BRANCH	LIBRARY SERVICES ASSISTANT	0.60	CEDILLO, THEODORE R.
DEPARTURE	MADEIRA BRANCH	STUDENT SHELVER	0.30	CROWLEY, BLAKE ERIKSON
DEPARTURE	MAINTENANCE & CUSTODIAL SRV	CUSTODIAN	0.50	HARRIS, AIRIAL A
DEPARTURE	MARIEMONT BRANCH	LIBRARY SERVICES ASSISTANT	0.60	KLEESATTEL, BENJAMIN R.

DEPARTURE	MT. HEALTHY BRANCH	LIBRARY SERVICES ASSISTANT	0.50	ROSENBERG, SHANA E.
DEPARTURE	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WARD, ADAM C.
DEPARTURE	PLEASANT RIDGE	STUDENT SHELVER	0.30	GRAHAM, KASSANDRA J
DEPARTURE	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	NOELL, DEBORRAH
DEPARTURE	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	SCHWARBERG, ALISON L
DEPARTURE	SORTING & MATERIALS RETRIEVAL	SORTER	0.50	COLINA, ZACHARY J.
DEPARTURE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.50	WATKINS, EMILY
DEPARTURE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.50	EARLY, SHAMEKKO
DEPARTURE	ANDERSON BRANCH	SENIOR LIBRARY SRVS ASSISTANT	1.00	HATFIELD, JUDITH H.
PROMOTION	CLIFTON BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WREATH, SARA L
PROMOTION	MT. HEALTHY BRANCH	BRANCH MANAGER	1.00	SULLIVAN, ELIZABETH L.
PROMOTION	MT. WASHINGTON BRANCH	LIBRARY SERVICES ASSISTANT	0.50	PARROTT, JAMES
PROMOTION	SERVICE OPERATIONS	LIBRARY SERVICES FLOATER	1.00	GEILER, ANNE E.
PROMOTION	VIRTUAL INFORMATION CENTER	SENIOR LIBRARY SRVS ASSISTANT	1.00	ILIFF, ARIANNA A.
PROMOTION	WEST END BRANCH	SENIOR LIBRARY SRVS ASSISTANT	1.00	CROWNOVER, JEREMIAH J.

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

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

Voting for the motion: Mr. Moran (except pass on investments), Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon and Mr. Wright)...6 ayes. The motion carried. **(09-2014).**

The Regular Meeting was then adjourned.

President

Attest: Secretary