

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

Date: August 11, 2015

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Mr. Wright

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

PUBLIC COMMENTS

None.

CONSENT AGENDA ITEMS

Mr. Sittenfeld presented the following items for approval:

- Minutes of the Regular Meeting held June 9, 2015.
- Investment Report (summary of invested balances) as of June, 2015 and July, 2015.

Investment Report

	Amount 6/30/2015	Amount 7/31/2015
<u>Fifth Third Investment</u>		
General Fund	\$500,000.00	\$500,000.00
<u>Operating Account</u>		
General Fund	\$14,395,435.29	\$13,758,139.23
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	227,248.60	236,879.13
Building and Repair	2,854,474.21	1,950,504.46
Permanent Trust Funds	1,534,902.89	1,530,165.38
	<u>\$19,242,060.99</u>	<u>\$17,705,688.20</u>
STAR Ohio		
Building and Repair	1,047,298.28	1,047,357.93
Managed Investments (Trust Funds):		
Permanent Trust Funds	\$6,738,231.00	\$6,738,231.00
GRAND TOTAL	<u>\$27,527,590.27</u>	<u>\$25,991,277.13</u>

- Monthly Financial Reports – for the periods ending June, 2015 and July, 2015.
- Personnel Change Report reflects changes through July 31, 2015.

Action	Agency	Position Title	Employee Name	Effective Date
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	BROCK, STEFANIE N	6/7/2015
APPOINTMENT	GROESBECK BRANCH	STUDENT SHELVER	BUBENHOFER, JOHN C	5/24/2015
APPOINTMENT	NORTH CENTRAL BRANCH	STUDENT SHELVER	BURKE, ANNA K	6/7/2015
APPOINTMENT	NORTH CENTRAL BRANCH	REFERENCE LIBRARIAN	COX, PHYLLIS A	5/24/2015
APPOINTMENT	PRICE HILL BRANCH	BRANCH MANAGER	DAVIDSON, SHAUN A	6/7/2015
APPOINTMENT	GREEN TOWNSHIP BRANCH	STUDENT SHELVER	DOLE, KATELYN N	5/24/2015
APPOINTMENT	DIRECTOR'S OFFICE	STRATEGIC INITIATIVES DIRECTOR	DRONSFIELD, MICHELLE R	7/5/2015
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	SORTER	EKEZIE, AUSTIN U	5/24/2015
APPOINTMENT	LOVELAND BRANCH	STUDENT SHELVER	FARLOW, MADELINE M	7/19/2015
APPOINTMENT	HUMAN RESOURCES	HUMAN RESOURCES REP	GABBARD, FELICIA D	7/5/2015
APPOINTMENT	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	GASPER, ANDREW J	5/24/2015
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	GRAY, EMMA C	5/24/2015
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	KELLER, BRYAN J	5/24/2015

APPOINTMENT	FOREST PARK BRANCH	TEEN LIBRARIAN	LEBOURVEAU, KELLY A	7/5/2015
APPOINTMENT	PRICE HILL BRANCH	LIBRARY SERVICES ASSISTANT	LITTLE, BROOKE E	6/7/2015
APPOINTMENT	BOND HILL BRANCH	STUDENT SHELVING	MOLKENTIN, MARLEY S	7/19/2015
APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	NEELEY, MARK A	6/7/2015
APPOINTMENT	PLEASANT RIDGE BRANCH	LIBRARY SERVICES ASSISTANT	PATRICE, ELI J	6/21/2015
APPOINTMENT	CLIFTON BRANCH	LIBRARY SERVICES ASSISTANT	RIDEOUT, ANTHONY M	5/24/2015
APPOINTMENT	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	ROTH, LAUREN A	7/5/2015
APPOINTMENT	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	RUMPING, ELIZABETH C	6/7/2015
APPOINTMENT	MARIEMONT BRANCH	STUDENT SHELVING	SAFIER, GABRIEL I	7/19/2015
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVING	SANDMANN, LISA I	7/19/2015
APPOINTMENT	MT. WASHINGTON BRANCH	STUDENT SHELVING	SHOOK, CHRISTINA R	6/7/2015
APPOINTMENT	PRICE HILL BRANCH	LIBRARY SERVICES ASSISTANT	SPENCER, OLIVIA S	6/7/2015
APPOINTMENT	MONFORT HEIGHTS BRANCH	LIBRARY SERVICES ASSISTANT	STORMER, NATHAN T	7/19/2015
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	TABLER, ZACARY MW	5/24/2015
APPOINTMENT	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	VALENZUELA-BARRIOS, JAVERT	5/24/2015
APPOINTMENT	READING BRANCH	LIBRARY SERVICES ASSISTANT	WRIGHT, DANIEL P	6/21/2015
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	AKIN, NATALIE	5/31/2015
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	CUMMINGS, ALEXANDER	5/31/2015
APPOINTMENT	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SERVICES ASST	DIETRICH, DAVID	7/19/2015
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	GOURLEY, STEPHEN	5/31/2015
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	LUCAS, DARRYL L	7/5/2015
APPOINTMENT	GREEN TOWNSHIP BRANCH	STUDENT SHELVING	PAUL, EMILY N	5/24/2015
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	WRIGHT, KEYASHA R	5/31/2015
APPOINTMENT	LOVELAND BRANCH	STUDENT SHELVING	GREEN, SYDNEY L	6/21/2015
CHANGE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	BRUKER, EDWARD	6/21/2015
CHANGE	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	FLORY, ANNA M	7/19/2015
CHANGE	POPULAR LIBRARY	SENIOR LIBRARY SERVICES ASST	GABEL, CHARLES	7/19/2015
CHANGE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	LEEVEY, AMBERLY R	6/21/2015
CHANGE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	BELL, RONDA	5/24/2015
CHANGE	ST BERNARD BRANCH	LIBRARY SERVICES ASSISTANT	LARUE, ROBIN	6/7/2015

CHANGE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	MIRANDILLA, AMANDA A	5/24/2015
CHANGE	INFORMATION & REFERENCE DEPT	REFERENCE LIBRARIAN	MOOSBRUGGER, THOMAS A	7/19/2015
CHANGE	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	HARTZLER, LYDIA A	6/7/2015
CHANGE	CHEVIOT BRANCH	SENIOR LIBRARY SERVICES ASST	LUDKE, MICHAEL T	7/5/2015
CHANGE	HUMAN RESOURCES	HUMAN RESOURCES REP	PENNINGTON, AIMEE M	7/5/2015
CHANGE	GREEN TOWNSHIP BRANCH	SENIOR LIBRARY SERVICES ASST	VANDERBILT, SUSAN R	6/21/2015
CHANGE	CHEVIOT BRANCH	LIBRARY SERVICES ASSISTANT	ZIGELMIER, KOURTNEY K	7/5/2015
DEMOTION	GREEN TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	BARLAGE, KRISTINA E	6/7/2015
DEMOTION	MATERIALS SELECTION & ACQ	SERIALS ASSISTANT	FREEMAN, ELODIE M	7/5/2015
DEPARTURE	SAFETY & SECURITY SERVICES	SAFETY & SECURITY MANAGER	NEAL, TODD	6/30/2015
DEPARTURE	BLUE ASH BRANCH	SENIOR LIBRARY SERVICES ASST	SCHULTE, CONNIE A	5/31/2015
DEPARTURE	DELHI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	BERLING, KATHRYN M	8/1/2015
DEPARTURE	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SERVICES ASST	CREED, LORI A	6/20/2015
DEPARTURE	GROESBECK BRANCH	STUDENT SHELVER	HAMPTON, NAOMI	6/20/2015
DEPARTURE	INFORMATION & REFERENCE DEPT	REFERENCE LIBRARIAN	JACKSON, HOLLY A	7/2/2015
DEPARTURE	GENEALOGY & LOCAL HISTORY	SENIOR LIBRARY SERVICES ASST	LAVIGNE, ARIELLE ROSE	8/1/2015
DEPARTURE	CHEVIOT BRANCH	LIBRARY SERVICES ASSISTANT	MCCARTHY, JOHN C	5/30/2015
DEPARTURE	LOVELAND BRANCH	STUDENT SHELVER	MIHLBACHLER, JAMES	7/11/2015
DEPARTURE	SORTING & MATERIALS RETRIEVAL	SORTER	MOORMAN, DEANDRA	7/1/2015
DEPARTURE	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SERVICES ASST	MORAND, MICHELLE	7/25/2015
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	PITTINGER, NOAH	8/1/2015
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	POWELL, SAMANTHA A	6/20/2015
DEPARTURE	MADEIRA BRANCH	STUDENT SHELVER	RADER, KRISTINA	7/10/2015
DEPARTURE	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SERVICES ASST	RAINS, LOGAN W	7/25/2015
DEPARTURE	MADEIRA BRANCH	STUDENT SHELVER	RETTIG, MAYLIN	7/2/2015
DEPARTURE	CHEVIOT BRANCH	STUDENT SHELVER	SHERLOCK, EMILY	7/15/2015
DEPARTURE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	SMITH, TONIA D	6/4/2015
DEPARTURE	MARIEMONT BRANCH	LIBRARY SERVICES ASSISTANT	TAYLOR, LINDSAY	7/7/2015
DEPARTURE	LOVELAND BRANCH	STUDENT SHELVER	TERRIER, MAILYS	5/30/2015
DEPARTURE	CHILDREN'S LEARNING CENTER	CHILDREN'S LIBRARIAN	WERNERT, BETSY	7/3/2015

DEPARTURE	GENEALOGY & LOCAL HISTORY	STUDENT SHELVING	YOUNG, JARRON S	6/6/2015
DEPARTURE	MONFORT HEIGHTS BRANCH	SENIOR LIBRARY SERVICES ASST	BECKNELL, DEBRA L	8/1/2015
DEPARTURE	ANDERSON BRANCH	LIBRARY SERVICES ASSISTANT	CENGEL, ABIGAIL	7/6/2015
DEPARTURE	HARRISON BRANCH	STUDENT SHELVING	FOHL, MICHELLE R	7/28/2015
DEPARTURE	FOREST PARK BRANCH	LIBRARY SERVICES ASSISTANT	HOWARD, JENNIFER L	8/1/2015
DEPARTURE	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SERVICES ASST	WALPOLE, BENJAMIN C	7/1/2015
DEPARTURE	FISCAL OFFICE	INSURANCE CLERK	YATES, MARGIE H	7/31/2015
DEPARTURE	OUTREACH SERVICES	SHELVING	BERLING, CAROL S	7/31/2015
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	CHOW, JANET	5/31/2015
DEPARTURE	HUMAN RESOURCES	HUMAN RESOURCES REP	ELLIS, ANDREA K	5/31/2015
DEPARTURE	CHILDREN'S LEARNING CENTER	CHILDREN'S LIBRARIAN	JANSSEN, CAROLYN J	6/19/2015
DEPARTURE	MATERIALS SELECTION & ACQ	SERIALS ASSISTANT	MOHS, MARY BETH	6/30/2015
DEPARTURE	PRICE HILL BRANCH	LIBRARY SERVICES ASSISTANT	WHEELRIGHT, YOLANDA	5/28/2015
DEPARTURE	AVONDALE BRANCH	BRANCH MANAGER	MILLER, JAMES P	6/4/2015
PROMOTION	AVONDALE BRANCH	BRANCH MANAGER	BARNHILL, ASHLEY L	7/19/2015
PROMOTION	ANDERSON BRANCH	LIBRARY SERVICES ASSISTANT	BERNARD, ELLYN	6/7/2015
PROMOTION	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	BUCHERT, CARRIE	6/21/2015
PROMOTION	NORTH CENTRAL BRANCH	SENIOR LIBRARY SERVICES ASST	HEDGER, CHRISTIAN	6/7/2015
PROMOTION	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	PHILPOTT, CIERA L	7/19/2015
PROMOTION	MARIEMONT BRANCH	LIBRARY SERVICES ASSISTANT	SCOTT, SARAH	7/19/2015
PROMOTION	SHARONVILLE BRANCH	SENIOR LIBRARY SERVICES ASST	SHAW, JENNIFER	6/21/2015
PROMOTION	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	TUCKER, SARA	7/5/2015
PROMOTION	CHILDREN'S LEARNING CENTER	CHILDREN'S LIBRARIAN	BRANNIN, ALDER M	6/21/2015
PROMOTION	BLUE ASH BRANCH	SENIOR LIBRARY ASSISTANT	HAMMITT, GABRIELLE A	7/5/2015

- Statistical Report for July 2015.
- Top Ten Circulating Report for July 2015.

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

Voting for the motion: Mr. Moran (pass on investments), Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Zaring and Mr. Sittenfeld ...6 ayes. The motion carried. **(19-2015)**.

ACTION ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

INTRODUCING SHELLI DRONSFIELD

On July 5, Shelli Dronsfield joined our staff as the Strategic Initiatives Director. Shelli comes to us from Shepherd University where she was the Chief of Staff to the President of the University. Shelli has over 10 years of experience serving several large universities as an executive-level non-profit professional. Shelli has provided support and assistance on high priority projects to include coordination of strategic initiatives and participation in the planning and setting of university priorities. She also comes to us with extensive experience in public and media relations, as well as experience in marketing and major event planning.

Shelli received a Bachelor of Arts from Hood College with a concentration in Communication Arts and a Master of Arts from West Virginia University with a concentration in Corporate and Organizational Communication.

600,000!

On July 16, 2015, we reached 600,000 cardholders an increase of 100,000 cardholders in just over two years. After surpassing our goal of 500,000 cardholders in May, 2013, the number of cardholders has continued to grow. More than 6,000 new cards were issued in June with new branches and the Summer Reading program credited with the spike in new cards issued.

2014 CIRCULATION RANKINGS

Among libraries included in the Public Library Data Service (PLDS) Statistical Report released in July 2015 our Library continued to rise in the rankings moving to 5th; up from 6th in 2013, 7th in 2012 and 8th in 2011. Listed below are the top 10 libraries:

New York Public Library, the Branch Libraries	24,721,963
King County Library System	20,894,358
Multnomah County Library	19,486,176
Cuyahoga County Public Library	19,427,446
Cincinnati And Hamilton County, Pl of	18,249,132
Columbus Metropolitan Library	17,048,883
Indianapolis-Marion County Public Library	15,956,220
Hennepin County Library	15,807,957
Queens Borough Public Library	15,759,276
Brooklyn Public Library	15,730,736

Three of the top ten circulating libraries are in Ohio with our Library once again second in the State. Of these 10 libraries only three, our Library, Columbus and Hennepin County saw an increase in use last year.

The Board noted that it was interesting that three of the top ten were in Ohio. The Board also asked if there would be a press release and Staff responded that there would be.

2016-2017 STATE BUDGET

The State's biennium budget became effective on July 1, after being signed by Governor Kasich on June 29. In this budget the percent of the General Revenue Fund (GRF) going into the Public Library Fund (PLF) was increased from 1.66 to 1.7. However, we do not yet have an estimate for the PLF in the biennium because the budget also included multiple tax changes that will impact our funding. We do not anticipate a huge increase or decrease but rather expect the funding to be slightly higher than in our current fiscal year.

The budget also included two programs that could bring additional funds to our Library for specific services. The Straight A Program provides grants to a variety of entities including public libraries partnering with one or more educational entities for projects that aim to achieve significant advancement in increased student achievement, spending reductions, utilization of a greater share of classroom resources and use of shared service delivery models.

The second is funding from the Adult Basic and Literacy Education as an earmark of \$100,000 in FY2016 and \$70,000 in FY2017 to provide a grant for an Ohio public library that provides remedial coursework instruction for postsecondary students.

We will be pursuing funding for appropriate services through these two new sources.

LEGISLATOR VISITS

State Legislators from Hamilton County have been invited to visit a Library location in their district to observe a Library program in action. Storytime program visits have been scheduled with Ohio House District 30 Representative Louis Terhar on August 17 at the Delhi Branch and Ohio House District 28 Representative Jonathan Dever on August 20 at the Blue Ash Branch.

Paul Bradley, Regional Representative for Senator Sherrod Brown, visited the Clifton Branch for a tour and discussion of Library services on July 16.

CONNECTED WORK PROGRESSES

At the June Regular Meeting we reported on our participation in an initiative supported by the White House, the American Library Association, the Institute of Museum and

Library Studies and the Urban Libraries Council to have every child enrolled in school also have a Library card. We have made significant progress on this initiative since the June meeting. Libraries participating in the program are required to show the support of elected officials and school superintendents. Cincinnati Mayor John Cranley, County Commissioners Greg Hartmann, Chris Monzel and Todd Portune, and Cincinnati Public Schools Superintendent Mary Ronan have all pledged their support of the project. This allows us to move forward as an official initiative participant.

An evaluation of our cardholders found that 121,938 people between the ages of 5 and 18 already have a Library card. Hamilton County's population between 5 and 18 is estimated at 131,926, a gap of only 9,988 students. This means that 92% of students in Hamilton County already have a Library card.

Now that we know the scale of the challenge, we are developing strategies to reach the remaining 8% and encourage them to also apply for a Library card.

MARKETING UPDATE

With the launch of Summer Learning, we increased the number of email messages sent every week. Throughout the program, we have been sending one all cardholder message per week and 2-4 targeted messages. "What's New" and "Readalike" messages continue to be our most effective, though a June eBranch promotion had a 57% open rate, 18% click rate and OverDrive usage was up 9% the week of the message.

Our top Clusters participating in Summer Learning are:

- Youth
- Bedtime Stories
- New Cardholders
- Staying Connected
- Bright Futures

LIBRARY CLOSING SCHEDULE FOR 2016

Following is the proposed holiday closing schedule for 2016. Employees are paid holiday time for all closed dates with the exception of Easter and the early closing on New Year's Eve, in accordance with the Library's Holiday Policy.

Friday, January 1 – New Year's Day

Sunday, March 27 – Easter

Monday, May 30 – Memorial Day

Monday, July 4 – Independence Day

Monday, September 5 – Labor Day

Thursday, November 24 – Thanksgiving Day

Saturday, December 24 – Christmas Eve

Sunday, December 25 – Christmas Day

Saturday, December 31 – New Year’s Eve close at 6:00 p.m. – regular hours

Sunday, January 1, 2017 – New Year’s Day

BOARD MEETING DATES FOR 2016

Tuesday, February 9, 2016

Tuesday, April 12, 2016

Tuesday, June 14, 2016

Tuesday, August 9, 2016

Tuesday, October 11, 2016

Tuesday, December 13, 2016 (Annual and Regular)

All meetings begin at 9:15 am at locations to be determined.

GIFTS TO THE LIBRARY

The Library has received notice of a generous bequest from the estate of Richard H. Jones. Mr. Jones and his wife Dorothy, who is also deceased, were customers of the Madeira Branch Library. Francis Hyle, attorney for Mr. Jones is handling the estate. The Library will receive the income from the Trust for 20 years and be paid the remainder of the Trust on the anniversary of his death. Beneficiaries also have the option of withdrawing 5% of the value of the Trust each year. Mr. Hyle estimates the Library’s share of the estate to be about \$708,000. The bequest is unrestricted.

The Board asked if there were plans to acknowledge the gift and if Library staff knew the couple. Staff indicated that the Madeira staff did not know them and that the gift would be recognized in a manner consistent with similar gifts.

The LaMacchia Family Foundation has once again contributed an unrestricted \$10,000 to the Library.

LIBRARY FOUNDATION

The Foundation Board held its quarterly meeting on July 31. Since the date of the meeting was changed, I was unable to attend. A report on action at that meeting will be presented at the October Regular Meeting.

Thanks to the generosity of several donors, including former Development Director John Reusing, funding has been received to begin construction of a new display case for the Library’s treasured *Birds of America*. The new case will allow all four volumes to be

displayed simultaneously and include custom-built supports to prevent damage to the volumes. Completion is expected this fall.

Thanks also to the Foundation and Sunny Delight for providing lunch one week in June. At the very last minute we were notified by one of our Summer Lunch providers that they would be unable to provide lunch the first week of Summer Lunch. The Foundation purchased pre-packaged lunches for the 7 branches impacted and Sunny Delight donated drinks.

The Foundation's annual donor recognition event is scheduled for September 24.

FRIENDS OF THE PUBLIC LIBRARY

The Friends Board of Directors held its quarterly meeting July 24.

The Friends received three grants in their first fiscal quarter, all for support of the Summer Learning Program. The Dater Foundation has donated \$10,000, the H.B., E.W and F. R. Luther Charitable Foundation, Fifth-Third Bank and Narley L. Haley Co-Trustees, has donated \$15,000 and the Junior Woman's Club of Wyoming donated \$875 specifically for the Wyoming Branch.

The next book sale will be at the Friends Warehouse, August 13-16.

ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association (ATLA) held its June sale June 26-28, grossing \$34,527, about a \$2,000 decrease from 2014. ATLA met on July 15. No action impacting Library support was taken at the meeting.

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

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Zaring and Mr. Sittenfeld ...6 ayes. The motion carried. **(20-2015)**.

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

PUBLIC LIBRARY FUND UPDATE

The table below represents the estimates provided by the Ohio Department of Taxation. As indicated, the current 2015 estimate is a little over \$600,000 greater than the current budget. This estimate does not factor in the increase in the PLF allocation from 1.66% to 1.7%. It also does not include the potential changes in the tax receipts as a result of the approved tax changes. As stated in the past, we will continue to monitor the PLF as we make management decisions regarding Library operations.

August 2014	\$ 36,678,168.94
December 2014	\$ 36,675,031.39
June 2015	\$ 37,296,375.97

AUDITOR OF STATE AWARD WITH DISTINCTION

The Library has received the *Auditor of State Award with Distinction* again for the year ended December 31, 2014. The award is given to entities that file a Comprehensive Annual Financial Report (CAFR) and timely financial reports in accordance with GAAP, as well as receive a “clean” audit report.

LIBRARY FILES A SMALL CLAIM CASE

At the time of the sale of the Westwood property in 2014, the parcel was split. Based on the procedures at the Hamilton County Auditor’s Office, the Library was still listed as the owner of the property and therefore received both the first and second half tax bill. The Library worked with the Prosecutor’s office to resolve the issue. The resolution was that the Library would pay the taxes (although they were credited to the buyer at closing) and then the Prosecutor would file a small claims case on behalf of the Library to obtain the payment. The court date for the small claims case is August 29, 2015.

LIBRARY NAMED AS A DEFENDANT IN A SMALL CLAIMS CASE

In June, the Library reported being named as defendant in a small claims complaint filed by the previous tenant at the property on Montana Avenue that the Library sold last year and the transfer of her deposit. The Hamilton County Prosecutor represented the Library in this matter and the judge granted the motion to dismiss the Library from the case.

THEFT OF LIBRARY PROPERTY

On June 27, 2015 a self-check coin tower and contents valued at \$3,413.80 was taken from the West End Branch. The video footage revealed there was a break in about 4:00 am. There were no alarms triggered. The Fiscal Officer requests a release of personal liability related to the theft of these items.

PUBLIC RECORDS REQUEST

We received an email from Patrick Lance regarding the gas and electric supplier for 2013, 2014, and 2015. The text of the request is as follows:

“This email is an open records request. Previously I requested a copy of the gas and electric contract for Energy Alliances, Integrys Energy Group, Constellation or any other gas and electric supplier. After two attempts to obtain this information, I finally received three documents in 2013.

Since you have performed a review of the contracts for the above-referenced companies on behalf of the Public Library of Cincinnati and Hamilton County, please provide any

and all correspondence, emails (to and from), letters, transmittals, phone call records, meeting minutes, records of your analysis, etc. that you and your staff and any other library employee including Kim Fender has had with and/or concerning representatives of these companies or any others that are providing gas and electric. Include any and all correspondence that you and your office or any other library employee has had with Cathy Deters or any of her fellow employees concerning these contracts.

Please include copies of correspondence, emails, notes etc. between you, Kim Fender, any other library employee and/or the Board of Trustees regarding your approval or review of these contracts. One would have to assume that you are approving these contracts and doing so without keeping records of such approvals.

Please provide a copy of the RFQ or RFP advertisement and other RFQ and RFP documents associated with using Cathy Deters' services.

Most importantly, you or someone at the library has been providing these contracts to the Hamilton County Prosecutor for legal review. Surely you are not going to claim you are personally walking them over to his office and hand delivering them. Please provide correspondence, emails, transmittals, etc. that indicate to whom exactly at Joe Deters' office you are communicating with regarding these contracts and all other legal matters. Exactly who is the person with whom you communicate within the Hamilton County Prosecutor's office? Who is your contact? Your response to this request should clearly answer this question.”

The documents requested were delivered to Robert S. Brown on July 2, 2015 for his review. Mr. Brown notified Patrick Lance on July 6, 2015 that the documents were ready for review at Mr. Brown's office and to call to make arrangements. As of July 21, 2015, Patrick Lance has not contacted Mr. Brown's office to review the documents.

With regard to the theft at Westwood, the Board and Staff had a brief discussion about why the alarm was not triggered.

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

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Zaring and Mr. Sittenfeld ...6 ayes. The motion carried. **(21-2015)**.

HUMAN RESOURCES COMMITTEE REPORT

Mrs. Trauth reported that:

UNITED IN SHARING CAMPAIGN

The Library's 2015 United in Sharing Campaign will run from September 17- October 16, 2015. Staff members will have three giving choices: The Library Foundation's

Annual Fund, United Way, and Community Shares. Staff will be able to contribute through payroll deduction or with a one-time gift to any of the three organizations.

VOLUNTEER RECOGNITION EVENT

On August 15, 2015, we will celebrate our volunteers who contribute so much, many of whom have been dedicated Library volunteers for years. This year's event will be held at the Clifton Branch, from 2:00 p.m. to 4:00 p.m.

OCRC CHARGES

On June 25, 2015, the Library received letters of determination from The Ohio Civil Rights Commission (OCRC), dismissing nine of the eighteen charges by Marvin Dickman.

On June 29, 2015, the Library received notification of a new discrimination charge filed with The Ohio Civil Rights Commission (OCRC) by Marvin S. Dickman. The new charge named the Green Township Branch. The charges state that Mr. Dickman believes he was subject to "harassment/sexual harassment" because of his "Race/Color, Sex, Disability, Religion, and Protected Activity".

On July 9, 2015, the Library received notification from the Ohio Civil Rights Commission (OCRC) of receipt of charging party, Marvin S. Dickman's, request for reconsideration of the nine cases that had been dismissed on June 25, 2015. Robert S Brown, our labor attorney who had been working to resolve the previous cases, has responded to all charges.

OPEN RECORDS REQUEST RECEIVED

An Open Records Request was received from Mr. Marvin Dickman. He has requested the personnel files of two staff members. Mr. Dickman stated he would email the details of the request to Human Resources and we are waiting for the follow up from Mr. Dickman.

BUREAU OF WORKERS' COMPENSATION COMPLAINT RECEIVED

On July 16 we received a complaint from the Bureau of Workers' Compensation alleging violation of safety and health standards regarding the operation of the laser engraver in the Main Library MakerSpace. Our attorney Aaron Haslam, Frost Brown Todd, responded to the complaint.

The Board asked for clarification as to the nature of the complaint. Staff explained there were concerns regarding the odor from the materials used by the engraver. Staff indicated that the manufacturer guidelines were being followed and the equipment has a filter.

LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT

Mr. Hendon reported that:

PROJECT UPDATES

Clifton

As previously reported to the Board, prior to the opening of the Clifton Branch it became apparent that the interior lighting was inadequate. Motz Engineering conducted a lighting assessment and developed corrective recommendations including replacing the 2”/1,000 lumen can lights with 4”/2,000 lumen can lights, and adding 4”/2,000 lumen units. This will increase lumen output to 2-3 times the current level. Initially, this action is being undertaken in the Children’s and Fiction areas and will be expanded to other areas of the branch once it is determined that the approach adequately addresses the lighting issue. All work is being completed at Motz Engineering’s expense.

Additional punch list items continue to be addressed at the branch. A permanent certificate of occupancy has not yet been issued. The old Clifton rental property has been completely cleaned out and will be turned over to the owner at the end of August.

Change Orders

The following change orders, within the budgeted contingency, have been approved and are submitted for confirmation:

Graybach	Change Order No. 13	\$34,924.83
Graybach	Change Order No. 14	(\$2,929.00)

St. Bernard/Reading

During a heavy rain on the afternoon of June 30, water entered through the public entrance doors of the St. Bernard Branch flowing approximately 10’ into the building. The water quickly subsided once the rain stopped. Other than wet carpet there was no damage to the building. Champlin Architects and site engineers Bayer Becker arrived on site the following day and reported the following findings and proposed solutions:

Findings:

- The branch’s 12” storm drain pipe from the catch basin located at the rear of the branch enters the city’s manhole on McClelland Ave. A city 36” storm drain pipe enters the same manhole opposite the branch pipe at the same elevation. During the downpour, the large amount of water entering the manhole from the 36” pipe overpowered the water from the 12” pipe, forcing significant amounts of water to back-up onto branch property.
- Follow-up surveys indicate that a portion of the concrete entryway is actually sloped toward the entrance door. This contributed to the backed-up water flowing into the building rather than away from the building.

Resolutions:

- Install a temporary 45 degree flood prevention bend on the branch's 12" storm drain pipe to prevent backflow.
- Install a permanent storm drain pipe running along McClelland and connecting to an existing storm water inlet located on Vine St.
- Remove existing concrete at the entryway and pour new concrete that slopes away from the building.
- Pour a concrete curb along the landscaping on McClelland to divert storm water away from the catch basin.

This work is being done at no cost to the Library.

Metal panels continue to be installed by Hemm's Glass, and all contractors are scheduled to complete miscellaneous punch list items by early August. Reading has received a certificate of occupancy. St. Bernard's permanent certificate of occupancy has not yet been issued. The old St. Bernard and Reading rental properties have been cleaned-out and turned over to the owners.

Change Orders

The following change orders, within the budgeted contingency, have been approved and are submitted for confirmation.

Graybach	Change Order No. 10	\$13,327.17
Graybach	Change Order No. 11	\$562.96
Valley Interior Systems	Change Order No. 5	\$2,015.53
Valley Interior Systems	Change Order No. 6	\$2,000.00
Queen City Mechanical	Change Order No. 4	\$2,075.95
Artic	Change Order No. 2	\$7,965.00
Artic	Change Order No. 3	\$2,574.00
Delta Electric	Change Order No. 3	\$17,120.00
Delta Electric	Change Order No. 4	\$5,931.00
Geothermal Services	Change Order No. 3	\$7,219.77

FOLLOW-UP ON NORTH BUILDING POWER OUTAGE AND DUKE RESPONSE

As reported previously, the entire North Building of the Main Library was without power from April 25 - April 29. The repair cost to the Library was \$122,164.24. Library staff met with Duke Energy officials on May 29 to determine cause and responsibility for the cost of the repairs. The response below was received from Duke Energy on June 9, 2015:

Duke Energy has considered your request to compensate The Public Library of Cincinnati and Hamilton County for the damaged equipment. Jeff Hesse researched our inspection records dating back 5 years and found no record of water issues in the secondary room where your damaged equipment was located. We do not know when or who installed the shield to deflect the water. The roof over the equipment is an indication that the Library was aware of the water issue.

Duke Energy investigated the situation and determined we will not pay for the damaged equipment. The reasons for our decision are based on the ownership of the equipment and the responsibility of the owner to inspect and maintain customer owned equipment. Duke Energy provides access to customer owned vaults through a planned outage in order for the customer to inspect and maintain their equipment. Additionally, the damaged equipment was rated indoor. The equipment was exposed to outdoor elements which indicates outdoor rated equipment should have been installed. The outage also caused damage to Duke Energy equipment causing our costs to approach the amount of the Library's costs.

Moving forward, Duke Energy will work with the Library to schedule outages for the Library to inspect and maintain customer owned equipment.

Fireman's Fund, the Library's insurance provider, is pursuing Duke for recovery. The Library will receive on our claim from the insurance provider \$19,320.45.

The Board is not satisfied with the response from Duke and requested that Library staff review the situation with the Hamilton County Prosecutor's Office to determine possible recovery.

CAFÉ LEASE

Stephen Spyrou, owner of Vertigo Catering, the vendor operating the café located in the Main Library, reported that during the first six months of operation the café has struggled to break even. He is therefore requesting the \$300/month reduced rent, which has been in place since the café opened in January, be extended an additional six months to provide him time to grow the business. The full rent amount is \$600/month.

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

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Zaring and Mr. Sittenfeld ...6 ayes. The motion carried. (22-2015).

LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT

Mr. Moran introduced Brad Wedig, Corryville Branch Manager.

Brad reported:

CORRYVILLE SERVES COMMUNITY'S YOUTH IN A VARIETY OF WAYS

The Corryville Branch Library serves a diverse urban community in a rapidly changing neighborhood. The summer season is especially busy as the Corryville Branch offers the Summer Learning Program, Summer Camp Reading and Summer Lunches to customers. Summer Camp Reading, a program that helps underachieving students through the difficult transition from 3rd to 4th grade, had a 100% improvement in reading proficiency

for participating students in 2014 and continues to be successful in 2015. Summer Camp Reading participants were served through the Summer Lunch program, receiving breakfast and lunch daily. The branch saw an influx of youth in the summer season and took full advantage of the service opportunity hosting such activities as a weeklong Brain Camp, which averaged 15 children attending sessions each day. Corryville staff is proud of the positive impact these summer programs make on the community and are looking forward to the coming school year.

Mr. Moran reported that:

AUDUBON VOLUMES DIGITIZED

The Library's four volume set of the rare *Birds of America*, by John James Audubon, has been scanned by Digital Services in collaboration with the Conservation Lab and Genealogy and Local History Department. Each volume is the very large elephant folio and took a day to digitize with the Library's planetary scanner. A total of 435 plates were scanned. This digitized version will be made available online as part of the Audubon casework project currently underway.

PLAQUE HONORING MADEIRA MURAL ARTIST INSTALLED

A plaque has been installed at the Madeira Branch in honor of the late artist Sharon Lane Robinson at the request of her family. Ms. Lane designed the mural *Magnolias* which was installed during the renovation of the Madeira Branch in 1993.

ACQUISITION OF ART OBJECTS RECOMMENDED FOR MAIN LIBRARY, LOVELAND AND CLIFTON BRANCHES

The Contemporary Arts Center has offered to donate an interactive exhibit to the MakerSpace at the Main Library. This three-dimensional "sensory elephant" exhibit, which was once a library card catalogue, is 10'9" from trunk to tail, 6'7" from top of trunk to base and 3'3" deep. Each drawer of the exhibit has a sensory experience for the viewer.

Acceptance of art prints is being recommended for the Loveland and Clifton Branches. The Loveland Branch donation is a framed Loren Long print. The Clifton Branch donation is a Kenneth Ozier framed print featuring skaters on the lake in Burnet Woods with dimensions of approximately 13" x 10".

These donations are recommended for acceptance.

Mr. Edwards reported that:

BOOKS BY THE BANKS 2015

The 9th annual Books by the Banks: Cincinnati USA Book Festival will take place on Saturday, October 17 at the Duke Energy Center from 10:00 a.m. to 4:00 p.m. The day-long celebration of books and reading will feature approximately 125 national, regional, and local authors; book signings; author presentations; writing/getting published panels; and activities and programs for teens and kids. Featured authors include Anthony Marra, Rainbow Rowell, Sharon Draper, and Leah Stewart. This year, the partner libraries involved in planning the Festival expanded to include Gateway Community College. In addition to generous contributions from the Library Foundation and the partner libraries, Books by the Banks receives financial support from the Ohio Humanities Council, Carol Ann and Ralph V. Haile, Jr./U.S. Bank Foundation, George and Margaret McLane Foundation, Louise Taft Semple Foundation, and the Scripps Howard Foundation.

SUMMER LEARNING PROGRAM

The second year of the Summer Learning Program, incorporating Summer Reading, Summer Camp Reading, Summer Lunch Service, and Brain Camps, continues to engage all ages in summer learning activities.

- **All-Star Readers** – A baseball theme that engaged all customers and particularly youth in learning opportunities this summer, with many of the programs offered at each Library location incorporating a baseball theme. All-Star Readers integrated literacy as well as STEM activities.
- **Summer Camp Reading** – Continuing the emphasis on reaching students at risk of not reading on grade level by 3rd grade, the Library hosted Summer Camp Reading programs at seven branch libraries this summer: Bond Hill, College Hill, Corryville, Covedale, Northside, Pleasant Ridge, and Westwood. Struggling second grade readers were recruited to fill the twelve available seats at each site for the six-week program.
- **Summer Lunch Service** - The Library partnered with Cincinnati Public Schools and Whole Again International to provide daily summer lunches to eligible children at 14 locations, as well as breakfast and/or lunch to children participating in the seven Summer Camp Reading programs.
- **Brain Camps** – Once again Brain Camps were held at all 41 Library locations with full-week Brain Camps at 24 locations including the seven targeted urban neighborhoods also hosting Summer Camp Reading programs. Main Library hosted several full-week Brain Camps and the Library's Outreach Services Department presented Mini Brain Camps at the remaining 16 locations. By the end of June over 1,200 children had made crafts, read engaging stories and participated in hands-on STEM related activities. Overall attendance increased 24% over 2014.

Statistics for the 2015 program were not available at the time of the writing of this report, but will be presented to the Board when available.

Mr. Moran reported that:

GED CLASS TO BEGIN AT CLIFTON IN THE FALL

Beginning this fall the Clifton branch will host a GED/ABLE (Adult Basic and Literacy Education) preparation class in partnership with the Great Oaks Institute of Technology and Career Development. The class will be conducted two days each week and help adults improve skills in reading, writing and math as well as help prepare to take the GED exam, attend college or find employment.

GO SET A WATCHMAN SETS NEW TREND IN FORMAT DEMAND

Harper Lee's *Go Set a Watchman*, setting records with the publisher and the Library. Publisher HarperCollins said "*Watchman* is now the fastest-selling book in its history." For the Library, it's not only an extremely popular title, with over 2,000 initial holds, it's also an indicator of changing customer format choice. There are 750 holds for the print book and 665 holds for the ebook. This is probably the first significant title we've seen with an almost even breakdown between print and ebook demand. While this transition is exciting to see, it does come at a cost. The price for a print copy is \$15 and the price for an ebook copy is \$25 (67% difference). The cost discrepancy is even greater with the audio format with a Book-on-CD copy costing \$35 vs. an eAudiobook copy costing \$65 (86% difference). Also, the eformat editions expire after 26 circulations, so if demand continues additional replacement copies may need to be ordered later.

Mr. Edwards reported that:

Programs and Exhibits of Note:

CLASSICS OF CHILDREN'S LITERATURE: HIGHLIGHTS FROM THE JEAN ALVA GOLDSMITH COLLECTION

In 1929, seven year-old Jean Alva Goldsmith passed away. To celebrate her love of books and reading, Jean's parents donated her books to the Library and established a trust fund to be used by the Library to collect children's books. For more than 80 years, a treasure trove of the finest examples of children's literature, based on criteria such as Caldecott and Newbery Award winners, has been amassed. Highlights from this collection will be on display from September 9 through January 4 in the Main Library's Atrium.

61ST ANNUAL VETERANS DAY COMMEMORATION

On November 11 at 10:45 a.m., the Library will hold its 61st Annual Veterans Day Commemoration at the Main Library. The program will feature keynote remarks, patriotic music, presentation of Memorial Wreaths, lighting of the Flame of Remembrance, and *Taps*.

The speaker will be Nathan Pelletier. He is the Executive Director of the Joseph House in Over-the-Rhine. He is a West Point graduate and served as an Infantry Platoon Leader in Iraq.

LAST DAYS IN VIETNAM VIEWING AND DISCUSSION

The Library is partnering with CET to present viewings and discussions of Rory Kennedy's documentary *Last Days in Vietnam*. Each program will consist of a 45-minute screening of excerpts from the film, followed by a discussion. The programs will take place at the Groesbeck, Reading, St. Bernard, Westwood and Harrison branches. Viewings will take place September – November.

DIGITAL BOOKMOBILE AT READING BRANCH

The OverDrive Digital Bookmobile will visit the Reading Branch on Friday, August 14 from 10am to 4pm. Customers will learn how to get eBooks, eAudiobooks, and other digital formats from the Library. Readers of all ages will experience new ways to enjoy digital materials.

ONE CITY, ONE SYMPHONY

The Library is pleased to participate in *One City, One Symphony* Cincinnati Symphony Orchestra's community-wide project that brings us together through music. This year's *One City, One Symphony* concerts center on the theme of freedom, and feature a new CSO commission that sets selections of Dr. Maya Angelou's poetry to music. During the months of October and November, Library customers will be invited to check out the works of Maya Angelou and attend poetry readings at Library locations.

TEEN ART CONTEST

The Library's annual Teen Photography and Drawing Contests are combining into a Teen Art Contest. This redesigned contest offers teens an opportunity to use any two-dimensional art including drawing, painting, digital illustration, or photography to express themselves. The theme for this contest is "Get Away" and teens are encouraged to submit art that communicates the experience of travel in real life or through stories. The contest runs October 1-31.

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

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Zaring and Mr. Sittenfeld ...6 ayes. The motion carried. **(23-2015)**.

Mrs. LaMacchia noted appreciation to the Board and Staff regarding the Clifton, Reading, and St. Bernard branch projects. She specifically thanked Ms. Fender, Mr.

Moran and Mr. Sittenfeld in their efforts in getting the projects completed on time and on budget.

Mrs. LaMacchia moved that the Board go into Executive Session to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Mr. Hendon seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Zaring and Mr. Sittenfeld ...6 ayes. The motion carried. **(24-2015)**.

Mr. Moran voted that the Board come out of Executive Session. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Zaring and Mr. Sittenfeld ...6 ayes. The motion carried. **(25-2015)**.

Mr. Moran moved that the Board not make any changes to the current health insurance plan. Mrs. LaMacchia seconded the motion.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Zaring and Mr. Sittenfeld ...6 ayes. The motion carried. **(26-2015)**.

The Regular Meeting was then adjourned.

Vice President

Attest: Secretary