

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

Date: August 13, 2019

Meeting: Regular

Place: St. Bernard Branch Library – 10 McClelland Avenue

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

Trustees Present: Ms. Allen (arrived after roll-call), Ms. Clemons,  
Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms.  
Redden

Trustees Absent: Mr. Hendon

Present: Brett Bonfield, Paula Brehm-Heeger, Molly  
DeFosse, Staci Dennison, Kyla Hardin, Holbrook  
Sample, and Beth Yoke

***ACTION ITEMS***

**RESOLUTION FOR THE PUBLIC LIBRARY FUND**

Mr. Moran presented the following resolution:

Whereas, Ohio's public libraries currently serve more than 8.4 million individuals; and the Public Library of Cincinnati and Hamilton County has over 500,000 cardholders; and

Whereas, Ohio's public libraries have the highest use per capita in the nation; and the Public Library of Cincinnati and Hamilton County is the third busiest public library system in the nation, seeing over 5.5 million library visits and circulating more than 19.9 million items in 2018; and

Whereas, State funding for Ohio public libraries through the Public Library Fund ensures all Ohioans have access to a minimum, consistent level of services statewide, regardless of their zip code; and

Whereas, Ohio's public libraries provide public access to the Internet, computers, and the latest technology; and the Public Library of Cincinnati and Hamilton County provided 3.1 million computer and Wi-Fi sessions to the residents of Hamilton County in 2018; and

Whereas, Public libraries help Ohioans build workforce development skills, support small businesses and entrepreneurs, and provide life-long learning opportunities for all ages; and in 2018 the

Public Library of Cincinnati and Hamilton County assisted over 1,700 small businesses and 2,100 nonprofits through its MakerSpace and welcomed 438,558 community members at programs and events; and

Whereas, Public libraries help young Ohioans build early literacies skills, succeed in school, and prepare for college, careers, and life; and in 2018 the Public Library of Cincinnati and Hamilton County hosted 12,722 programs and events for youth and delivered 136,535 books to five hundred fifty-two classrooms; and

Whereas, The return on investment for those served by the Public Library of Cincinnati and Hamilton County in 2018 was \$6.37 for every tax dollar invested, bringing the Library's total economic benefit to \$369.2 million; and

Whereas, The Public Library of Cincinnati and Hamilton County currently receives nearly 50% of its operating funds through the Public Library Fund.

NOW THEREFORE, BE IT RESOLVED on this day of August 13, 2019, that we, the members of the Public Library of Cincinnati and Hamilton County Board of Trustees, extend our sincere appreciation to the Ohio General Assembly and Governor DeWine for making public libraries a priority in the state budget and for increasing the Public Library Fund from 1.68% to 1.7% of the state's total General Revenue Fund for Fiscal Years 2020 and 2021.

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. Moran moved that the Board adopt the resolution as it is written.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Clemons, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden... 5 ayes. The motion carried. **(14-2019)**.

#### RESOLUTION FOR E-CONTENT

Mrs. LaMacchia presented the following resolution:

Whereas, Ohio's public libraries currently serve more than 8.4 million individuals; and the Public Library of Cincinnati and Hamilton County has over 500,000 cardholders; and

Whereas, Ohio's public libraries have the highest use per capita in the nation; and the Public Library of Cincinnati and Hamilton County is the third busiest public library system in the nation, with over 2.5 million checkouts in 2018 for eBooks and eAudiobooks, which is a 110% increase from 2014 checkouts; and

Whereas, 514,800 (19.8%) young Ohioans live below the poverty line in families where eBooks are an unaffordable luxury, and rely on libraries to provide them with e-content to support acquisition of literacy skills, complete school assignments, and pursue interests; and

Whereas, The "Community Reading Event Impact Report," released by the Panorama Project has shown that access to eBooks through libraries led to increased eBook sales; and

Whereas, The US publishing industry earned \$25.83 billion in revenue in 2018, with downloaded audio seeing 28.7% growth over 2017; and

Whereas, The major publishers have recently announced new policies for eBooks and eAudiobooks that severely limits public libraries' ability to purchase, or delays the purchase of, digital copies of materials and information; and

Whereas, These restrictive policies directly impact the ability of Ohio's public libraries to serve the 11.6 million people of Ohio and adequately provide access to materials and information; and

Whereas, the new eBook and eAudiobook policies represent a significant financial burden impacting taxpayer supported public libraries' overall operations and services; with the Public Library of Cincinnati and Hamilton County spending over \$2.7 million in 2018 on eBooks and eAudiobooks, a 170% spending increase compared to 2014.

NOW THEREFORE, BE IT RESOLVED on this day of August 13, 2019, that we, the Board of Trustees of the Public Library of Cincinnati and Hamilton County call upon Blackstone Audio, Hachette, Macmillan, and Simon & Schuster to 1) reconsider these recently announced restrictive and onerous policies; and 2) engage in a meaningful and direct dialogue and exchange of information with libraries, library consortia, library associations, authors, executives from Overdrive, and other relevant stakeholders for the purpose of devising new policies that ensure equitable access to Ohio's 8.4 million library users.

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.

Mrs. LaMacchia moved that the Board adopt the resolution as it is written.

Mr. Moran seconded.

Voting for the motion: Ms. Clemons, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 5 ayes. The motion carried. **(15-2019)**.

Mrs. LaMacchia moved the following:

- Approve the proposed holiday closing schedule for 2020. 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.
  - Wednesday, January 1 – New Year's Day
  - Sunday, April 12 – Easter
  - Monday, May 25 – Memorial Day
  - Saturday, July 4 – Independence Day
  - Monday, September 7 – Labor Day
  - Thursday, November 26 – Thanksgiving Day
  - Thursday, December 24 – Christmas Eve
  - Friday, December 25 – Christmas Day
  - Thursday, December 31 – New Year's Eve close at 5:00 p.m.
  - Friday, January 1, 2021 – New Year's Day.
  
- Approve the proposed Board meeting dates for 2020.
  - Tuesday, February 11, 2020 – Main, 4:30 p.m.
  - Tuesday, April 14, 2020 – Bond Hill, 4:30 p.m.
  - Tuesday, May 12, 2020 – Main, 4:30 p.m.
  - Tuesday, June 9, 2020 – Operations Center, 9:30 a.m.
  - Tuesday, August 11, 2020 – St. Bernard, 4:30 p.m.
  - Tuesday, October 6, 2020 – Northside, 4:30 p.m.
  - Tuesday, December 8, 2020 (Annual and Regular) – Main, 4:30 p.m.

Mr. Moran seconded.

Voting for the motion: Ms. Clemons, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 5 ayes. The motion carried. **(16-2019)**.

Mr. Moran moved the following:

- Authorize the following bid advertisement for the Price Hill Branch Accessibility project. Further, authorize the Eva Jane Romaine Coombe Director to review the bids with the Chair of the Facilities and Finance and Audit Committee and enter into contracts with the lowest responsible bidder for each trade.

### ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administration Offices of the Main Public Library, 800 Vine Street, Cincinnati, Ohio 45202, until 12:00 noon, local time Wednesday, November 6, 2019 for furnishing all labor, materials, equipment, services, and supervision necessary to complete the project titled:

### PRICE HILL BRANCH ACCESSIBILITY PROJECT

Proposals shall be in accordance with the Contract Documents prepared by FTC&H Inc., 11353 Reed Hartman Highway, Suite 500, Cincinnati, Ohio 45241, and phone (513) 469-2370. Bids received after the stated deadline will not be accepted. Bids by facsimile or e-mail will not be accepted. Proposals will be publicly opened and read aloud immediately after closing of bids. All interested parties are invited to attend.

The estimates for the contracts are:

TC 01	General Trades	\$1,364,968
TC 02	Masonry	\$141,419
TC 03	Structural and Misc Steel	\$203,978
TC 04	Glazing	\$393,651
TC 05	Framing/Drywall	\$232,256
TC 06	Fire Protection	\$49,262
TC 07	Plumbing	\$358,933
TC 08	HVAC	\$631,423
TC 09	Electric	\$499,940

The summary of work:

The work consists of renovating an approximately 6,700 square foot building and adding an expansion of about 6,800 square feet. It is a two-story building at 3215 Warsaw Avenue Cincinnati, Ohio 45205, which includes a new thirty-four car parking lot located to the south of the building.

Starting Friday, October 18, 2019, bidders may purchase Contract Documents (full sets only) at the cost of reproduction from ARC Reprographics, 2863 Sharon Road, Cincinnati, Ohio, 45241, and phone (513) 326-2300.

A pre-bid meeting will be held at the Price Hill Library, 3215 Warsaw Avenue, Cincinnati, Ohio 45205, on Thursday, October 24, 2019 at 1:00 p.m.

Bidders shall submit with their bid a bid guaranty in the form of either (1) a combined bid guaranty and contract bond for the full amount of the bid or (2) a certified check, cashier's check drawn on a solvent bank, or irrevocable letter of credit in the sum of ten (10%) percent of the bid amount, including base bid and alternates, as bid security. The bid guaranty shall be in strict compliance with Sections 153.54, 153.57, 153.571 of the Revised Code of Ohio, as applicable. The Bidder to whom the contract is awarded will be required to furnish a contract bond in the sum equal to 100% of the proposal.

Bidders shall comply with the Prevailing Wage Rates on public improvements in Hamilton County, Ohio, as ascertained and determined by the Ohio Department of Commerce Bureau of Labor & Worker Safety as provided in Section 4115 of the Revised Code of Ohio.

Submitted bids shall not be withdrawn for a period of sixty days following the date of the bid opening. The Owner will award contracts to the lowest responsible bidder.

The Board of Trustees of the Public Library of Cincinnati and Hamilton County reserves the right to reject any or all bids and to waive informalities in bidding.

By order of: The Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio.

This notice is posted on the Public Library of Cincinnati and Hamilton County website and can be found by a link on the home page at: [www.cincinnati.library.org](http://www.cincinnati.library.org).

- Based on the following activity, authorize the Eva Jane Romaine Coombe Director to enter into a contract with Megen Construction Company Inc. as the firm most qualified for the Construction Manager at Risk for the Walnut Hills Branch Accessibility Project and the Madisonville Branch Accessibility Project. The ranking of the three firms is as follows:
  1. Megen Construction Company
  2. Messer Construction Co.
  3. Shook Construction Co.

The Public Library of Cincinnati and Hamilton County received Statements of Qualification from five firms:

HGC Construction  
Megen Construction Company Inc.  
Messer Construction Co.  
Shook Construction Co.  
Turner Construction Company

The Construction Manager at Risk Evaluation Committee (named at the June 2019 Board meeting) met on July 17 to evaluate the firms and chose the following three firms from whom to request a proposal:

Megen Construction Company Inc.  
 Messer Construction Co.  
 Shook Construction Co.

The Construction Manager at Risk Evaluation Committee met on August 7 to review the submitted proposals for technical qualifications and fixed fee preconstruction pricing, and to interview each of the firms to clarify items in the proposals.

- Approve a preliminary plan to renovate the current Walnut Hills Branch building and create a 7,000 square foot addition, with parking on the lot and additional parking across the street.
- Confirm the following change orders for the 2018 PLCH Findlay Street Distribution Center:

Leo J. Brielmaier, Co.	Change Order #1	Furnish and install bollards	\$ 790.00
Leo J. Brielmaier, Co.	Change Order #2	Add break metal shroud	\$ 411.40
Leo J. Brielmaier, Co.	Change Order #3	Additional work for dock doors	\$ 7,829.00

- Approve the renewal of the lease for the Greenhills Branch located in the Greenhills Community Building with a three-year lease at \$525/month (the previous three-year lease was at \$500). Utilities and ongoing maintenance of the building are the responsibility of the Winton Woods City School District. The renewed lease will begin on November 1, 2019 and expire on October 31, 2022.
- Approve the updated policy to align the Board action at the June 11, 2019 meeting to modify the reporting threshold for theft of items from \$500 to \$1500 (to coincide with the capitalization threshold for fixed assets):

**Theft of Library Property Policy**

In the event of the theft of library funds, materials, or other property, it is the policy of the Library to take the following action:

- Provide immediate notification to the law enforcement agency, including the filing of a police report.
- Conduct an internal investigation, whenever appropriate.
- Take appropriate action to recover the loss and make procedural changes to prevent recurrence.
- Provide written documentation of all action taken.
- Report thefts of cash of \$100 or more and thefts of library materials and other property of \$1500 or more to the Library Board of Trustees. A request to release the Fiscal Officer from personal liability will be included as appropriate.

Note: Materials “lost” through circulation, that is, checked out and not returned, are excluded from the formal reporting process as these losses are documented and managed in the circulation system.

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Ms. Kohnen, and Mrs. LaMacchia (except pass on Construction Manager at Risk), Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(17-2019)**.

Mrs. LaMacchia moved the following:

- Confirm correction to recently discovered typographical error to the maximum amount of the Grade 9 pay range in the salary schedule. No employees were impacted, as the payroll system had the correct amount recorded. The salary schedule with the correction is reflected in Exhibit I.

**Exhibit I**

<b>SALARY STRUCTURE</b>			
<b>Grades</b>	<b>Low</b>	<b>Mid</b>	<b>High</b>
15	\$104,187.20	\$132,308.80	\$160,430.40
14	\$93,017.60	\$118,144.00	\$143,249.60
13	\$83,241.60	\$105,289.60	\$127,337.60
12	\$74,484.80	\$93,849.60	\$113,214.40
11	\$66,643.20	\$83,636.80	\$100,630.40
10	\$59,633.60	\$74,547.20	\$89,460.80
9	\$54,412.80	\$67,745.60	\$81,078.40
8	\$49,816.00	\$61,776.00	\$73,736.00
7	\$43,992.00	\$54,350.40	\$64,688.00
6	\$38,251.20	\$47,049.60	\$55,848.00
5	\$34,236.80	\$41,932.80	\$49,628.80
4	\$31,200.00	\$37,856.00	\$44,720.00
3	\$29,120.00	\$35,068.80	\$41,080.00
2	\$25,750.40	\$31,158.40	\$36,587.20
1	\$21,840.00	\$26,312.00	\$30,784.00
<b>HOURLY RATES</b>			
<b>Grades</b>	<b>Low</b>	<b>Mid</b>	<b>High</b>
15	\$50.09	\$63.61	\$77.13
14	\$44.72	\$56.80	\$68.87
13	\$40.02	\$50.62	\$61.22
12	\$35.81	\$45.12	\$54.43
11	\$32.04	\$40.21	\$48.38
10	\$28.67	\$35.84	\$43.01
9	\$26.16	\$32.57	\$38.98
8	\$23.95	\$29.70	\$35.45
7	\$21.15	\$26.13	\$31.10
6	\$18.39	\$22.62	\$26.85
5	\$16.46	\$20.16	\$23.86
4	\$15.00	\$18.20	\$21.50
3	\$14.00	\$16.86	\$19.75
2	\$12.38	\$14.98	\$17.59
1	\$10.50	\$12.65	\$14.80

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(18-2019)**.

## ***INFORMATIONAL ITEMS***

### **EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT**

Ms. Brehm-Heeger reported that:

- Among libraries included in the Public Library Service (PLDS) Statistical Report released in August 2019 the Public Library of Cincinnati and Hamilton County was third in total circulation in the United States (the same spot we held last year). We remain the top circulating library in Ohio for a third consecutive year.

New York Public Library	23,984,179
King County Library System	20,410,081
Cincinnati And Hamilton County, Pl Of	19,953,082
Multnomah County Library	18,554,896
Hennepin County Library	18,554,896
Los Angeles Public Library	16,143,711
Cuyahoga County Public Library	15,548,987
L.A. County Library	15,158,874
Columbus Metropolitan Library	14,988,482
Phoenix Public Library	14,035,212

- Macmillan Publishers has just announced a different library lending model for their e-book titles. Last year Macmillan had announced a four month embargo on titles published under the Tor imprint. Beginning November 1, Macmillan will implement these changes to all titles they publish.
- The Library has hosted several state legislator visits over the summer. Representative Catherine Ingram visited Main Library, to observe Brain Camp. Representative Brigid Kelly visited Walnut Hills Branch to observe a Junior Adventure Lab and also St. Bernard Branch to observe the Summer Meals program. Representative Sedrick Denson visited the Bond Hill Branch for a Summer Meals program and Representatives Bill Seitz, Lou Blessing, and Senator Lou Terhar visited Price Hill to observe the collaboration between the Library and Cincinnati Recreation Center. All state legislators have been invited to visit the Library over the summer, and the Library hopes to see several more this fall.
- This year's Annual Staff and Retiree Recognition Program will take place on Sunday, November 10 from 5:30p p.m. – 7:00 p.m. This event will be preceded on the same day by the volunteer appreciation event. Both celebrations will be held at the Main Library.



## **FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT**

Mr. Moran reported that:

- The 2018 audit is complete and the reports were sent to each of the Board members from the auditors on June 27, 2019. The Library was presented with the Ohio Auditor of State Award with Distinction by Keith Faber, Auditor of State on July 16, 2019.
- The Library has been investigating options to maximize service in the current Madisonville Branch building as well as the possibility of relocating the branch nearby. We will continue to gather information, including data gathered during the Facility Master Plan process, to determine the scope of the project with a goal of setting a conceptual design by February 2020.
- The Library has delayed a decision on the North Central Branch HVAC replacement until the completion of the Facility Master Plan project, but we recently had to close early on a Saturday because of temperature issues. Based on preliminary results, it appears that North Central would be a candidate for a moderate renovation/small addition or a larger expansion. Any larger expansion would be several years away based on projected funding and other more urgent priorities, so we are recommending replacing the current HVAC system at this time with an estimate of \$700,000 (includes 10% contingency). We will hire Elevar Design Group for the immediate North Central project with fees less than \$50,000.
- As of July 1, 2019, the Library contracted with Omnia 360 for grounds keeping at our owned facilities after receiving numerous complaints of tall grass from local governments and residents and multiple failed attempts to resolve the issues with Emcor/Viox.

David Schnee from Group 4 provided the Board with an update regarding the progress of the Facility Master Plan project.

## **HUMAN RESOURCES COMMITTEE REPORT**

Ms. Allen reported that:

- The Educational Assistance Program has received strong interest from staff, with a total of ten applications received. Human Resources is working to review these applications and respond to staff regarding assistance for the fall semester.
- Preparation for the 2020 renewal of medical and voluntary benefits continues. A Benefits Task Force of eight employees met with the Library's benefits broker, Strategic Benefits, for an overview of current and past medical plans as well as data that will impact our renewal. Future meetings will be scheduled after bids are received from medical carriers. The Benefits Task Force was created this year on a recommendation of the Staff Engagement Task Force and is designed to offer transparency, understanding, and communication around this renewal process.
- Human Resources and Strategy partnered to host a Hiring Fair for Homework Help Aides on Tuesday, July 30 at the Bond Hill Branch. The day was a success, as the majority of the open positions were filled as a result of the event.

- Please save the date: this year’s Annual Volunteer Recognition Program will be held on Sunday, November 10, 2019 from 2:00 p.m. – 3:30 p.m.

## **STRATEGY COMMITTEE REPORT**

Mrs. LaMacchia reported that:

- This summer the Library is hosting a community listening session for each branch for the Facility Master Plan project. Sessions have been held at all but six branches, whose sessions will take place later this month. Emerging themes from the community are a desire for:
  - Increased accessibility for individuals with mobility challenges
  - Better and/or more parking
  - Upgraded restrooms
  - More meeting rooms
  - Creating small group quiet/study rooms
  - Activating outdoor spaces
  - More interior space and/or designated spaces for different groups (adults, teens, children)
  - Separate “quiet” large rooms/areas

On July 10 and 11 Group 4 held a Facility Options Summit that brought together senior Library leaders, all branch managers, and representatives from Champlin Architecture, who had recently conducted on-site facility assessments. The goal of the summit was to explore possible options for specific locations through a regional lens that grouped together branches into six different regions or “library networks.” Attendees considered four possible levels of improvements for each location:

1. Makeover
2. Moderate renovation and/or small addition
3. Extensive renovation and/or large addition
4. Replace or relocate

This was not a decision-making effort but did offer branch managers, who have a wealth of knowledge to share, the chance to suggest creative solutions not only for their specific locations, but also for their region and the system as a whole.

- The Marketing Department is leading the effort to revisit the Library’s brand identity and has identified LPK, a local firm, to partner with on this undertaking. The first meeting with senior Library leaders and LPK staff took place July 24. The extensive community and staff engagement happening throughout 2019 as a part of the FMP project presents a timely opportunity to learn from community members and stakeholders what they value most in the Library. This feedback will be translated into an updated look and message that resonates with today’s audiences. Brand identity work will occur during the remainder of 2019 with a goal to launch the new brand in early 2020. The project will take place in four phases:
  1. Discovery
  2. Brand Strategy
  3. Brand Design
  4. Rollout

- Summer Adventure ended July 31 with a total of 37,154 registrants, a 7% increase over 2018! Engagement throughout the summer was robust as the following statistics indicate:
  - 114,966 weekly check-ins, an increase of 82% over last year
  - 1,267 children participating in week-long Brain Camps
  - 18,062 meals and snacks served, an increase of 8% over 2018
  - Adventure Labs, new this year, which offered parents and caregivers opportunities to expose youth to STEM activities in a “drop-in” rather than pre-registration format, had 767 youth participants as of the first week of August
  
- At the Main Library in July, the pop-up service focused on public health. Community partners included 1N5, IKRON, the Cancer Justice Network, Cooking for the Family, and the UC Health Sciences Library. More than seventy-three people directly connected with our health services organizations during the month of July. The August pop-up is focused on games, and includes bringing in community partners to lead activities such as free chess lessons for youth.
  
- Upcoming events and exhibits:
  - The Mary S. Stern Lecture takes place on October 2 at 7:00 p.m. at the Aronoff Center for the Arts. The inaugural speaker for this annual series is Bryan Stevenson, one of the country's most visionary legal thinkers and social justice advocates, who will speak about his work against mass incarceration in the U.S. Tickets are \$5 and went on sale August 5. The lecture is made possible through an endowment to the Library Foundation.
  - The Library is once again partnering with the YMCA to present Pop-Up Preschool at the Deer Park Branch. The seven-week series, which begins on October 7, will introduce children and their parents/caregivers to skills that they will need to be ready for kindergarten. Thanks to a grant from the Schmidlapp Foundation, this year's program will include assessment by an outside evaluator, which will help the Library measure impact and determine what adjustments, if any, are needed to improve the program.
  - The Library is partnering with Shake It Records to tell the diverse and fascinating history of music in Cincinnati. Shake It Records recently worked with ArtWorks to design a set of thirty-six trading cards, featuring original portraits and biographies of the featured artists. The Main Library will display the portraits, as well as the source materials used by the artists to create the portraits. The exhibit will open on the Main Library's 2nd Floor Connector on September 5.
  - Acclaimed children's book author and illustrator Rosemary Wells wants to give children the chance to experience original art. Through her *Real Art for Young Artists* initiative, Ms. Wells is allowing the Library to exhibit the original watercolor art from her classic book *Noisy Nora*. The artwork will be on display in the Children's Library at the Main Library beginning September 15. To celebrate the opening of the exhibition, Ms. Wells will visit the Main Library for a presentation and book signing on that day at 2:00 p.m.

## **OPERATIONS COMMITTEE REPORT**

Ms. Redden introduced Kathy Bach, Regional Manager.

- Ms. Bach spoke about her experience serving as one of four facilitators for the Facility Master Plan Community Engagement Sessions, moderating a half dozen of these. In July and August she facilitated Listening Sessions at the branches in Corryville, Madeira, Pleasant Ridge, Avondale, Delhi, and Oakley. Attendance ranged from five to forty participants, many of whom were vested stakeholders in each community. Participants included elected officials, community

redevelopment corporation members, business owners, educators, clergy, and loyal customers ranging in ages from teens to seniors. Attendees were engaged, thoughtful, and asked great questions. They appreciated having a chance to meet and talk with administrative staff, the Eva Jane Romaine Coombe Library Director and Trustees, and to voice their opinions. Themes that emerged were similar to those shared in the Strategy report. As facilitator, Kathy encouraged creative input, while stressing the importance of accessibility and equity. After attending a Listening Session, the participants understood the need to make improvements at all locations and prioritize needs, and felt that they had a voice in the process.

Ms. Redden reported that:

- The Library is exploring options for creating a social worker position and/or connecting with community partners to provide social services to community members. This concept, which will utilize existing staffing dollars, is based on feedback from staff, community members, peer libraries, and the success of the social services pop-up in the Atrium in March for helping people connect with services. This effort aligns with the strategic plan priority to listen to customer feedback and offering customers customizable options for connecting to the resources they need when they need them.
- Space in the Main Library's closed stacks is increasingly limited and areas of the compact shelving are, as has been reported to the Board previously, in disrepair and may cost several million dollars to upgrade or replace. This issue has triggered the need to take action. Since collections and facilities are interrelated, it made sense to address this as part of the Facility Master Plan process. The Library is utilizing the services of Susan Kent, former director of the New York and the Los Angeles Public Libraries among others, to review the library's collection and provide recommendations, with a particular focus on the Main Library. Ms. Kent visited the Library in June and July, met with dozens of staff members from various departments, visited and talked with staff and volunteers from The Friends, and provided her observations and suggestions. An interagency staff team has also been assembled to support the process.

Ms. Kent noted that there are 2.3 million items in the Main Library collection, many of them aging, and many of them duplicated within the collection: over 1.5 million items in the Main Library collection have not circulated in the last seven years; among titles that are at least 25 years old (1.25 million), more than 1 million have not been checked out in the last seven years. In order to progress from a transactional to a transformative library, our customers need an extensive, well-selected, and well-managed collection of high-interest materials that meet customer needs and support the Library's mission and goals.

The open shelving in the Main Library is at capacity and includes many unused and under-used items. Through a judicious review, it may be possible to increase Main Library circulation and collection use; at least 400,000 duplicate items could be de-accessioned without affecting the quality of the collection, and this shelf space could be used to feature more appealing titles, or the space could be repurposed to make the Library more appealing to Library customers in other ways.

The intent is to implement the collections project in phases, pausing after each phase to assess impact and make adjustments, if needed. We envision that this will be a multi-year project that will leverage the expertise of Library staff and other professionals as needed.

- The Library will loan several items from its collection as part of a partnership with the Cincinnati Museum Center (CMC) in support of the CMC's upcoming exhibit honoring the legacy of John J. Audubon. The Library has an extraordinary collection of Audubon's ornithological works, including the four double-elephant portfolio volumes of *The Birds of America*, as well as numerous unique, lesser-known titles. In addition to loaning these objects, the Library is also loaning the cases that house *The Birds of America*, which have long been mainstays of the Joseph S. Stern Cincinnati Room, for the Museum to use and improve as part of this partnership.

## TECHNOLOGY COMMITTEE REPORT

Ms. Clemons reported that:

- BiblioCommons is a technology company that develops interactive online catalog and web services for libraries. Their product offers solutions to challenges that libraries face including: how to provide up-to-date, effective searching in the catalog; developing a robust, easy-to-maintain web presence; automatic interactions between patron accounts, social elements, the website, library events, and marketing.

There are three primary offerings from BiblioCommons: BiblioCore, BiblioWeb, and BiblioEvents. In addition, there are several add-ons such as a mobile app and web-based fine payment capability.

- BiblioCore is a discovery layer for catalog searching
- BiblioWeb is a website builder that integrates with BiblioCore and BiblioEvents
- BiblioEvents is a management and promotional platform for the Library's programs and events

BiblioCommons has four add-on services:

- BiblioApps provides the BiblioCommons experience in a dedicated app
- BiblioSuggest is a catalog-integrated service offering customers the option to suggest items for purchase that has a seamless look and feel to other services
- BiblioCloudRecords makes it easier to display e-content (e-books and audiobooks) in the catalog by syncing directly with a variety of suppliers of e-content
- BiblioFines allows customers to pay fines from directly within their BiblioCommons accounts with no additional sign-in

In May 2019, a core group of staff assessed the different elements of BiblioCommons. Their positive assessment led the Library to form a group of more than two dozen Library staff assembled into assessment teams for each of the four product areas.

The Library will purchase and utilize BiblioCommons as a whole, so that each component is maximized by its interconnected functionality and uniform customer experience. All current add-ons (BiblioApps, BiblioCloudRecords, BiblioSuggest, and BiblioFines) are recommended for their integration, functionality, and customer experience.

- The Distribution Center will house the operations of Materials Selection & Acquisition, Cataloging & Processing, the Library's new sixty-five bin RFID sorter, and Shipping. The opening date is slated for September 3. We will begin testing the new, more effective delivery routes from the Main Library on August 19, and then run them from the Distribution Center at opening.

- On July 7, a twelve bay laptop kiosk was repurposed from the Main Library to the Avondale Branch. The first month shows one hundred fifty-six checkouts for ninety hours of laptop use.

## **DEVELOPMENT COMMITTEE REPORT**

Ms. Kohnen reported that:

- At the close of the Foundation's 2018 – 2019 Fiscal Year, the Foundation's contributions to the Library were up 37% and the endowment increased by 7% over the previous year. Planning is underway for the fall appeal and additional grant funding requests have been submitted and are under review.
- The Friends Board of Directors held its quarterly meeting on July 26. Results from the June Sale in Hartwell were announced at \$58,060, a 2% increase over 2018.

The Friends' Shop at the Main Library will be on hiatus beginning September 1, 2019, due to the end-of-month retirement of its long-term manager. During this hiatus, the Shop will not be open for sales. The duration of this hiatus has not been determined, although it is expected to last into 2020. During this time the Friends will be planning a new course of action for the Shop.

- The Anderson Township Library Association reported at its General Meeting on July 17 the results of its annual June Sale. Sale proceeds were \$30,580 (a slight decrease from 2018).

## ***CONSENT AGENDA ITEMS***

Mrs. LaMacchia moved the Board approve the consent agenda as follows:

- Minutes of the Regular Meeting held June 11, 2019.
- Investment Report (summary of invested balances) as of June 30, 2019 and July 31, 2019.

**EXHIBIT III****Investment Report**

	Amount <u>6/30/2019</u>	Amount <u>7/31/2019</u>
<b><u>Fifth Third Investment</u></b>		
General Fund	\$2,997,720.00	\$2,997,720.00
Building and Repair	<u>5,000,000.00</u>	<u>5,000,000.00</u>
	\$7,997,720.00	\$7,997,720.00
<b><u>Operating Account</u></b>		
General Fund	\$20,706,442.01	\$18,768,921.33
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	601,245.21	701,370.78
Building and Repair	3,950,292.80	3,804,358.78
Permanent Trust Funds	<u>1,314,079.04</u>	<u>1,357,597.28</u>
	\$26,802,059.06	\$24,862,248.17
<b>STAR Ohio</b>		
Building and Repair	1,097,468.37	1,099,703.01
<b>Managed Investments (Trust Funds):</b>		
Permanent Trust Funds	<u>\$6,752,501.00</u>	<u>\$6,752,501.00</u>
<b>GRAND TOTAL</b>	<b><u>\$42,649,748.43</u></b>	<b><u>\$40,712,172.18</u></b>

- Monthly Financial Reports – for the periods ending June 30, 2019 and July 31, 2019.
- Marketing Board Report – June 2019 and July 2019.
- Contributions, Gifts, and Donations – June 2019 and July 2019.

**CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000**

June 1, 2019 through July 31, 2019

6/10/2019	Library Foundation	Support for FMP Engagement	\$ 3,000.00
6/10/2019	Library Foundation	Support for Pleasant Ridge	\$ 1,605.00
6/10/2019	Library Foundation	Summer Adventure - Conway	\$ 10,000.00
6/10/2019	Library Foundation	Director's Initiative	\$ 1,200.00
6/20/2019	Downtown Resident's Council	Support for CLC	\$ 1,000.00
6/28/2019	Frederick Schroeder Trust	Abell Fund	\$ 12,750.00
7/1/2019	Library Foundation	Support - Jamey Abersold Jazz Series	\$ 6,600.00
7/1/2019	Library Foundation	Summer Adventure - Andrew Jergens	\$ 7,500.00
7/1/2019	Library Foundation	Summer Adventure - Luther Foundation	\$ 20,000.00
7/1/2019	Library Foundation	Summer Adventure - Marge and Charles Schott	\$ 25,000.00
7/3/2019	Library Foundation	Support for Homework Helpers	\$ 27,028.03
7/3/2019	Library Foundation	Support for Summer Adventure	\$ 20,000.00
Various	Friends of the Public Library	Support for Programs (June 2019 - July 2019)	\$ 45,717.98

- Personnel Change Report reflects changes through July 13, 2019.

**Personnel Change Report**

Action	Full Name	Agency	Job Title	FTE	Grade	Date
Appointment	Alexander, Shannon C.	Price Hill Branch	Library Services Assistant	0.50	03	05/19/19
Appointment	Brewer, Christina A.	Youth Services	Shelver	0.50	01	05/19/19
Appointment	Coronado, Kimberly J.	Sorting & Materials Retrieval	Page	1.00	01	05/19/19
Appointment	Hill, Teja L.	Information & Reference	Senior Library Services Assistant	0.50	04	05/19/19
Appointment	Malatesta, Parker M.	Sorting & Materials Retrieval	Page	0.50	01	05/19/19
Appointment	Reichkitzer, Noelle T.	Covedale Branch	Library Services Assistant	0.60	03	05/19/19
Appointment	Robinson, Jordan E.	Reading Branch	Shelver	0.30	01	05/19/19
Appointment	Fehrenbach, Alexandra L.	Hyde Park Branch	Library Services Assistant	0.50	03	06/02/19
Appointment	Hafertepe, Neal G.	Maintenance Services	Maintenance Technician	1.00	05	06/02/19
Appointment	Jones, Madison R.	Education & Homework Supp.	Summer Brain Camp Aide	0.50	01	06/02/19
Appointment	Lindle, Meredith C.	Education & Homework Supp.	Summer Brain Camp Aide	0.50	01	06/02/19
Appointment	Nienaber, Miranda K.	Education & Homework Supp.	Summer Brain Camp Aide	0.50	01	06/02/19
Appointment	Nienaber, Zachary R.	Education & Homework Supp.	Summer Brain Camp Aide	0.50	01	06/02/19
Appointment	Pietens, Kelsey J.	Blue Ash Branch	Children's Librarian	1.00	07	06/02/19
Appointment	Vormbrock, Lynn M.	Groesbeck Branch	Library Services Assistant	0.50	03	06/02/19
Appointment	Zimmer, Mckenzie R.	Miami Township Branch	Library Services Assistant	0.50	03	06/02/19
Appointment	Gichuru, Rebecca W.	Youth Services	Shelver	0.30	01	06/16/19



Appointment	Kennedy, Colleen J.	Norwood Branch	Library Services Assistant	0.50	03	06/16/19
Appointment	Kneer, Andrew D.	Information & Reference	Senior Library Services Assistant	0.50	04	06/16/19
Appointment	Liu, Elizabeth X.	Anderson Branch	Shelver	0.30	01	06/16/19
Appointment	Lord, Jared R.	Pleasant Ridge Branch	Teen Librarian	0.50	07	06/16/19
Appointment	Nelson, Suniti C.	Clifton Branch	Library Services Assistant	0.50	03	06/16/19
Appointment	Pinkham, Jessica L.	Hyde Park Branch	Shelver	0.30	01	06/16/19
Appointment	St.Fleur, Maurette	Education & Homework Supp.	Summer Brain Camp Aide	0.50	01	06/16/19
Appointment	Tomlin, Samantha M.	Anderson Branch	Shelver	0.30	01	06/16/19
Appointment	Bellman, William J.	Anderson Branch	Library Services Assistant	0.50	03	06/30/19
Appointment	Carter, Aaron D.	Walnut Hills Branch	Library Services Assistant	0.50	03	06/30/19
Appointment	DiLoreto, Erika	Sorting & Materials Retrieval	Page	1.00	01	06/30/19
Appointment	Dyson, Jessica L.	Walnut Hills Branch	Library Services Assistant	0.50	03	06/30/19
Appointment	Edwards Jr, Vincent Q.	Popular Library	Library Services Assistant	0.50	03	06/30/19
Appointment	Jobson, Heather V.	Loveland Branch	Children's Librarian	1.00	07	06/30/19
Appointment	Maier, Jacob A.	Clifton Branch	Library Services Assistant	0.50	03	06/30/19
Appointment	Nester, John F.	Facility Operations	Capital Project Manager	1.00	10	06/30/19
Appointment	Rhodus, Bailey M.	Popular Library	Shelver	0.60	01	06/30/19
Appointment	Runyon, Michael A.	Information Technology	PC Support Specialist	1.00	06	06/30/19
Appointment	Zigelmier, Alyssa M.	Cheviot Branch	Library Services Assistant	0.50	03	06/30/19
Change	Agbaje, Olubunmi O.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	0.50	04	05/19/19
Change	Bell, Chloe A.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	0.50	04	05/19/19
Change	Brewer, Alicia A.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	0.60	04	05/19/19
Change	Bruker, Edward D.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	0.60	04	05/19/19
Change	Dierker, Olivia G.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	0.60	04	05/19/19
Change	Emmert, Edward C.	Youth Services	Senior Library Services Assistant	1.00	04	05/19/19
Change	Ferris-Morris, Samuel A.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	0.50	04	05/19/19
Change	Gaspar, Andrew J.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	0.50	04	05/19/19
Change	Gibson, Corey S.	TechCenter / MakerSpace	TechCenter / MakerSpace Sr. Tech.	1.00	05	05/19/19
Change	Gould, Latoya L.	St Bernard Branch	Senior Library Services Assistant	0.60	04	05/19/19

Change	Janneck, Margeaux A.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	0.50	04	05/19/19
Change	McAfee, William A.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	1.00	04	05/19/19
Change	Richards, Hadleigh G.	TechCenter / MakerSpace	TechCenter / MakerSpace Sr. Tech.	1.00	05	05/19/19
Change	Ross, Jeremy L.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	0.60	04	05/19/19
Change	Santamaria, Melissa L.	Walnut Hills Branch	Library Services Assistant	0.60	03	05/19/19
Change	Satchwell, Amanda K.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	0.50	04	05/19/19
Change	Schwendenmann, Katelyn A.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	1.00	04	05/19/19
Change	Tyree, Brian C.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	0.50	04	05/19/19
Change	Vidmar, Donn B.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	1.00	04	05/19/19
Change	Webster, Phillip D.	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	0.50	04	05/19/19
Change	Wise, Andrew	TechCenter / MakerSpace	TechCenter / MakerSpace Technician	1.00	04	05/19/19
Change	Bommaraju, Suguna	Education & Homework Support	Summer Brain Camp Aide	0.50	01	06/02/19
Change	Chimenti, Anne M.	Education & Homework Supp.	Summer Brain Camp Aide	0.50	01	06/02/19
Change	Cottone, Isabella N.	Madeira Branch	Library Services Assistant	0.60	03	06/02/19
Change	DesRochers, James D.	Education & Homework Supp.	Summer Brain Camp Aide	0.50	01	06/02/19
Change	Dyer, Chelsea E.	Popular Library	Shelver	0.60	01	06/02/19
Change	Timmerman, Melissa G.	Popular Library	Shelver	0.60	01	06/02/19
Change	Armstrong, Kimberly R.	Popular Library	Shelver	0.60	01	06/16/19
Departure	Gigliotti, Becky J.	Anderson Branch	Library Services Assistant	0.50	03	05/22/19
Departure	Kochak, Danielle	Marketing	Social Media Specialist	1.00	07	05/23/19
Departure	Beischel, Merritt A.	Clifton Branch	Library Services Assistant	0.50	03	05/29/19
Departure	Inskeep, McKenna K.	Popular Library	Library Services Assistant	0.50	03	05/29/19
Departure	Lane, Dashawn L.	Shipping & Receiving	Truck Driver	1.00	03	05/30/19
Departure	Noe, Samantha	Sorting & Materials Retrieval	Page	1.00	01	05/30/19
Departure	Booth, James M.	Pleasant Ridge Branch	Library Services Assistant	0.50	03	06/01/19
Departure	Mitchell, Kajah M.	Hyde Park Branch	Shelver	0.30	01	06/01/19
Departure	Rader, Annika M.	Reading Branch	Shelver	0.30	01	06/06/19
Departure	Clark, Robert D.	Oakley Branch	Library Services Assistant	1.00	03	06/17/19
Departure	Curtis, Stephen J.	Sorting & Materials Retrieval	Library Services Assistant	1.00	03	06/26/19

Departure	Rountree, Vincia S.	Wyoming Branch	Library Services Assistant	0.50	03	06/26/19
Departure	Kier, Victoria	Sharonville Branch	Library Services Assistant	0.60	03	06/27/19
Departure	De Oliveira Badue, Alexandre	Blue Ash Branch	Library Services Assistant	0.60	03	06/29/19
Departure	Liu, Edward	Clifton Branch	Library Services Assistant	0.50	03	07/03/19
Departure	Engleman, Myia A.	Information & Reference	Shelver	0.30	01	07/05/19
Departure	Panko, Kaylie A.	Groesbeck Branch	Library Services Assistant	0.60	03	07/11/19
Departure	Jaspers, Benjamin M.	Marketing	Web Developer	1.00	10	07/12/19
Departure	Santamaria, Melissa L.	Walnut Hills Branch	Library Services Assistant	0.60	03	07/13/19
Promotion	Drake, Tiffany N.	Cheviot Branch	Temp. Senior Library Services Assistant	1.00	04	05/19/19
Promotion	Kennedy-English, Mariah M.	Youth Services	Children's Librarian	1.00	07	05/19/19
Promotion	Tye, Madison R.	West End Branch	Shelver	0.30	01	05/19/19
Promotion	Macke, Robert W.	Service Operations	Senior Library Services Assistant	1.00	04	06/02/19
Promotion	Mattson, Richard A.	Elmwood Place Branch	Branch Manager	1.00	08	06/02/19
Promotion	Trester, Lauren V.	Youth Services	Senior Library Services Assistant	0.50	04	06/16/19
Promotion	Wallpe, Taylor	Popular Library	Senior Library Services Assistant	1.00	04	06/16/19

05/19/19 - 07/13/19

- Statistical Report for July 2019.
- Top Ten Circulating Titles for July 2019.

Mr. Moran seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(19-2019)**.

## ***PUBLIC COMMENTS***

None.

The Regular Meeting was then adjourned.

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President

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Attest: Secretary