

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

Date: August 12, 2014

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,  
Mrs. Trauth, Mr. Wright, and Mr. Zaring

Trustees Absent: Mr. Sittenfeld

Present: Kimber L. Fender, Greg Edwards, Mary  
Bennett-Brown and Molly DeFosse

***PUBLIC COMMENTS***

None.

***ACTION ITEMS***

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

Ms. Fender reported that:

**PAULA BREHM-HEEGER RECEIVES 2014 JOEY RODGER LEADERSHIP  
AWARD**

At the American Libraries Association Conference earlier this month, the Urban Libraries Council presented Paula Brehm-Heeger with the 2014 Joey Rodger Leadership Award in the amount of \$5,000 to advance her knowledge and strengthen her skills in becoming a high-performance, transformative leader in the Library and in the community. The award may be used to attend an established leadership development program or pursue an

individualized program that involves working with a leadership development expert/mentor. Congratulations Paula!

## STRATEGIC PLAN UPDATE

For the past several months, Library Administration has been working on identifying new initiatives for 2014-15 for the Library's Strategic Plan. Because there are already a number of significant initiatives underway, most notably the building projects, considerable time was spent selecting only a few initiatives for this update. The following is the updated plan listing the new initiatives to be undertaken:

### **2014 Strategic Plan**

#### Objective

**The Library will achieve financial security by:**

#### Goals

Increasing loyal customers in the short-term  
Solidifying the lifetime customer base  
Reducing costs by embracing digital service delivery  
Sustaining existing funding streams

#### Strategies

- Work effectively to increase State funding
- Consider seeking additional local funding if State funding is not restored
- Work with Friends, Foundation and ATLA to increase funding contributions
- Investigate a change in how credit card payments are handled
- Sell selected collection items, artwork not displayed and logo items

#### Objective

**The Library will advance the use of digital content by:**

#### Goals

Expanding the digital collection in all formats  
Incorporating digital content into all Library initiatives  
Introducing new technologies to our community

#### Strategies

- Continue to pursue access to all content
- Implement a digital borrower's service
- Increase digital outreach services
- Add electric/charging bars to facilities
- Use technology in programming/adding A/V capabilities to all locations

Objective

**The Library will excel in customer service by:**

Goals

Making the Library convenient to use

Exceeding customer expectations

Providing a welcoming environment for all Library customers

Strategies

- Implement self-service check-in
- Offer some level of library service 24 x 7
- Implement the mobile service model systemwide
- Offer the best wifi in Cincinnati
- Become a top workplace in Cincinnati

Objective

**The Library will become the first choice for information by:**

Goals

Providing a comprehensive collection of resources accessible in multiple formats

Offering alternative means for staff to assist customers

Establishing our credentials as information experts

Strategies

- Increasing awareness of services by digital signage; “Learn More” campaign
- Making Library facilities accessible to all; completing building projects underway
- Utilizing Savannah, our customer relationship software, to reach our customers
- Redesigning the web page
- Fully utilizing all available library space

Objective

**The Library will support literacy and lifelong learning by:**

Goals

Continuing education during out-of-school time

Providing a variety of educational programs for our community

Preparing children to succeed in Kindergarten

Strategies

- Expanding Adult Learning Centers to more locations
- Providing library cards to 100% of children and teens
- Developing Boomer Brain Camps for adults

- Adding Maker Space/Mobile Maker Space
- Creating a teen volunteer corps

### EBOOKS AS PUBLIC POLICY

For the past 18 months, Ms. Fender has been working with colleague Pat Losinski CEO of the Columbus Metropolitan Library, the Ohio Library Council, and Vorys Advisors to inform Congress about the refusal of the six largest publishers to sell or license ebooks to public libraries. Earlier this year, she reported that there had been some progress and is now pleased to report that Macmillan, the only remaining publisher among those six not selling to public libraries announced on July 29 that they would be making their entire catalog available to public libraries.

This is great news for the readers who rely on public libraries for their access to information. We will continue to pursue a change to the First Sale Doctrine of the Copyright Law to include digital content so that this access is codified and not simply a choice of the publishers.

The Board expressed their appreciation of Ms. Fender's efforts in this area.

### 2013 CIRCULATION RANKINGS

Among libraries included in the Public Library Data Service (PLDS) Statistical Report released in July 2014 our Library continued to rise in the rankings moving to 6<sup>th</sup>; up from 7<sup>th</sup> in 2012 and 8<sup>th</sup> in 2011. All but two of the libraries ahead of us serve larger populations, in fact our service area is 48<sup>th</sup> largest. Listed below are the top 10 libraries:

1. New York	25,864,673
2. King County	22,004,936
3. Multnomah County	21,984,923
4. Cuyahoga County	19,743,393
5. Brooklyn	17,461,499
6. Cincinnati and Hamilton County	17,423,851
7. Queens	16,723,930
8. Indianapolis-Marion County	15,977,141
9. Hennepin County	15,742,225
10. Salt Lake County	15,469,140

The PLDS no longer reports circulation figures for Main libraries so we were unable to determine whether or not our Main Library remains the busiest in the country. Our Library was once again second in the State of Ohio. Of these 10 libraries only two, our Library and Indianapolis saw an increase in use last year. Our use per capita was also 1<sup>st</sup> in the country among libraries serving a population of 800,000 or more at 21.7 items. Looking at libraries serving a population between 750,000 and 850,000 our circulation was the highest in the country.

There was a brief discussion as to the movement among the leaders and clarification that Multnomah County is in Portland.

#### LIBRARY CLOSING SCHEDULE FOR 2015

Following is the proposed holiday closing schedule for 2015. 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.

Thursday, January 1 – New Year's Day

Sunday, April 5 – 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 6:00 p.m.

Friday, January 1, 2016 – New Year's Day

#### BOARD MEETING DATES FOR 2015

Tuesday, February 10, 2015

Tuesday, April 14, 2015

Tuesday, June 9, 2015

Tuesday, August 11, 2015

Tuesday, October 13, 2015

Tuesday, December 8, 2015 (Annual and Regular)

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

#### WRITER IN RESIDENCE PROGRAM BEGINS

For the first time the Library will have a writer in residence. Funded through the Library Foundation, the writer in residence will be selected from among local writers through a competitive process. The selected writer will be announced at the Foundation's upcoming donor recognition event. The writer in residence will receive a \$10,000 stipend for the residency and will be expected to make four public appearances as well as

conducting a writing workshop. A generous donor is contributing the funds to the Foundation in celebration of her birthday.

### DCI SURVEY

Each year Downtown Cincinnati Inc. (DCI) conducts a downtown perceptions survey and this year DCI has asked the Library to help distribute the survey. DCI would like to reach a more diverse audience and felt the Library would be a good venue to gather responses from downtown visitors since we are the third most visited attraction downtown, after the Horseshoe Casino and the Cincinnati Reds. We plan to have 1 or 2 computers available for people visiting the Main Library to complete the brief survey and include a link on our webpage. The information gathered through this survey is useful in understanding what perceptions of downtown may be keeping visitors away and tracking how those perceptions have changed over time.

### LSTA GRANT APPLICATION

The State Library of Ohio will begin making Library Services and Technology Act (LSTA) grant funds available again specifically for literacy projects. While we do have some details, the grant applications will not become available until August 18 and must be submitted by September 29. The grants require a library to work with a partner organization and also require Board approval. Since the release of the application and submittal dates fall between Board meetings, we are asking the Board to approve our application knowing only that it will focus on literacy, include a partner organization and our funding match will be no more than \$8,000. The Board President does have to sign the application so Mr. Wright will have the opportunity to review the project before the application is submitted.

### LIBRARY FOUNDATION

The Foundation Board held its quarterly meeting on July 22. At that meeting the Board approved the Fiscal Year 15 budget including \$300,000 in Library support. It was reported that:

- The Foundation's endowment fund has reached \$3.79 million.
- Through grants, bequests, annual fund contributions and other gifts the Foundation raised more than \$822,000 in Fiscal Year 2014, ended June 30, 2014, including a bequest of more than \$476,000 from the estate of Bernice Robin. A one sheet summary of fund raising for the Fiscal Year was distributed.



**Thanks to the generous support of our donors, The Library Foundation in fiscal year July 1, 2013 – June 30, 2014 was able to accomplish the following:**

**The Library Foundation Endowment grew to \$3,796,573 !**

**The Foundation raised over \$ 822,410 to help financially support the library's many outstanding programs & fantastic staff.**

- \$840 for support of the staff during Library Appreciation week and Staff Reds game event raised \$2,500
- \$1,000 gift for Caldecott books from the Sweeney fund
- Funding of \$ 2050 was disbursed for the new Clifton branch
- Jessica Fellowes author luncheon raised \$2,920
- Over \$2750 was raised through the Befriend a Branch program
- \$3,100 were donated in memory or tribute of loved ones
- \$4,479 was donated through the Pet Memorial and Honor with Books programs
- Kroger community rewards campaign involvement raised \$ 4320
- Memorials gifts of over \$13,125 for Mr. Charles Lindberg were received and will fund 10 high school online scholarships
- \$5,000 was paid to support Books by the Banks
- \$20,383 was expended for the Library Levy campaign
- \$25,000 grant from the Ohio Valley Foundation to purchase 8 Early Literacy Stations
- Over \$124,000 was raised to support the Summer Learning program: Duke Energy Foundation, Kroger, Newman's Own Foundation, PNC Bank Foundation, Wing Eye Care, Western & Southern Foundation, Sam's Club, Juvenile Ct. Adv. Committee and the Dollar General Literacy Foundation all sponsored the program and provided the grand prizes for the 4 age categories for all 41 branches for the program and staff prizes. 7 Summer Camp Reading camps were supported by an anonymous donor.
- FINRA grant of \$23,141 was received to support teen financial programs
- \$40,000 was contributed for the naming of the William Hueneke Homework Center
- General support funding of \$ 42,643 was given to the Library for program
- The Annual Fund campaign raised \$ 108,000 thanks to staff and individuals
- Torch Society planned gift was received for the Endowment of \$476,763

**Please consider making a donation to the Library Foundation this year – every dollar does make a difference and its tax deductible!**

**Thank you for supporting the Library and Foundation!  
[www.cincinnati.libraryfoundation.org](http://www.cincinnati.libraryfoundation.org)**

The Foundation's annual donor recognition event will be held in late September.

FRIENDS OF THE PUBLIC LIBRARY

The Friends Board of Directors held its' quarterly meeting July 25. The Board accepted Mary Lu Aft's resignation as secretary of the Board and appointed Mike Kesloskey to secretary. Friends President Jay DeWitt announced the resignation of Friends Director Abby Moran. The Board approved Charlie Powers to complete her term. Mr. Powers also Chairs the Foundation Board.

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 has donated \$15,000 and the Junior Woman's Club of Wyoming donated \$525 specifically for the Wyoming Branch.

For this first quarter of the fiscal year, the Friends supported 771 programs serving 48,080 customers (figure includes Summer Learning Program participants and Summer Food Service participants) and \$83,727.94 were spent on presenters and program supplies, including prizes and books for the Summer Learning Program and supplies for the Summer Food Service Program.

The next book sales will be at the Friends Warehouse, August 14-17 and the Corryville Branch September 18-20.

#### ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association (ATLA) held its June sale June 27-29, grossing \$36,653, a slight decrease from 2013. ATLA also met on July 16. No action impacting Library support was taken at the meeting.

#### PUBLIC RECORDS REQUEST

We received an email from Nate Livingston regarding the sale of the former Bond Hill Branch property to Christopher Smitherman. Mr. Livingston's email indicated that he thought the property had been given to Mr. Smitherman, not sold. He requested communications between the Library and Mr. Smitherman, property appraisals, communications regarding the decision to transfer the property, records showing Hamilton County review and approval of the property transfer, and campaign finance reports from the 2009 levy campaign detailing contributors and expenditures. The Library did not have records showing County approval of the transfer which is not required for Library-owned property nor do we have any records of campaign contributions. All other records, including a copy of the check in the amount of \$55,000 for the purchase of the property, were promptly provided via email.

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

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...6 ayes. The motion carried. **(14-2014)**.



## FINANCE & AUDIT COMMITTEE REPORT

Mr. Zaring reported:

### REVISION OF THE 2014 ANNUAL APPROPRIATIONS

Authorization is requested to revise *appropriations* as follows:

#### ***Library Programs Fund***

Supplies - decrease by	\$ (10,000.00)
Purchased and Contracted Services - increase by	\$ 10,000.00
<i>Net change</i>	<u>\$ -</u>

The revision is to account for planned programs for the remainder of the year.

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

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...6 ayes. The motion carried. **(15-2014)**.

## LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT

Mr. Hendon reported that:

It is the recommendation of the Committee that the Board take the following action:

### WESTWOOD HOUSE

Bring suit against Antoine Nichols for specific performance due to his failure to complete the purchase of the Library-owned house on Montana Avenue.

### DUKE ENERGY EASEMENT

Approve the easement with Duke Energy to bring electric and telecommunication lines on the St. Bernard Branch building site.

### CINCY BIKE SHARE STATION

Approve entering into an agreement with the City of Cincinnati to place a Bike Share station on Main Library property at the corner of 8<sup>th</sup> & Vine.

### CHANGE ORDERS

The following change orders were submitted for confirmation:

*Clifton*

Change Order No. 1 in the amount of \$9,849.75 to Graybach to remove additional slabs in basement, and remove a second layer of tile and mortar in the solarium.

Change Order No. 2 in the amount of \$1,264.43 to Graybach to add drains, delete concrete perimeter trench in the basement, sump pump in trench and sump pump electric. Delete the removal of the shower tile in the attic, change cast iron pipe under slab to PVC, add a wall to support attic rafters in mechanical attic, and move temporary electric service to allow for demo and footer install.

Change Order No. 3 in the amount of \$3,981.30 to Graybach to add a footer to side entry stair column, add a second footer in boiler room, and repair/rebuild the masonry door opening into the mechanical room.

Change Order No. 4 in the amount of \$6,015.45 to Graybach to replace decaying wood lintel in basement, fur out and drywall stone wall in the staff stairwell, install light above the afterhours lockers, install additional column in basement and move wall outlets to basement floor to leave brick wall exposed.

Change Order No. 5 in the amount of \$34,152.13 to Graybach to sister floor joists together due to existing notches and holes, add steel lintels in several areas, remove existing front porch slab, fill and compact area, pour new slab in porch and solarium, adding rebar, install disconnect switches on the HVAC units, and patch all structural masonry walls.

Ms. Fender reminded the Board that there is one general contractor at Clifton as opposed to multiple trade contractors.

*Avondale*

Change Order No. 105 in the amount of \$8,297.00 to Triton Services to revise keystone framing and material above new entry, delete paper towel dispensers, delete concrete sidewalk and curbs on Mann Pl., add a subfloor in Adult Reading room, repair of plaster ceiling in work room, replace the sidewalk along Reading Rd., and install a concrete slab for bike rack.

Change Order No. 404 in the amount of \$880.00 to United Electric, Inc., to add an emergency egress light over the exterior door in the meeting room.

The Committee received the following information reports:

PROJECT UPDATES

*Avondale*

Work continues on the punch list with a target completion of mid-August.

### *Clifton*

All interior demolition is complete. The elevator shaft foundation and slab has been poured, and the block walls are being laid. Tuck pointing is underway, and geothermal drilling has begun.

On July 15<sup>th</sup> the security alarm activated. The police were notified and responded, but left claiming the building was secure. When workers arrived a basement window was found to have been pried open. Nine roles of electrical wire were reported stolen.

### *St. Bernard*

Geo Piers have been installed, and underground utilities work has begun that includes digging the geothermal wells.

The Library has obtained an easement across Girl Scout Lane, which separates the St. Bernard building site and parking lot, for the purposes of ingress/egress and running underground utilities.

### *Reading*

Geo Piers have been installed and all geothermal wells completed. Excavation work revealed numerous old foundations consisting of large piers, foundation slabs, and foundation walls, which needed to be removed. The foundation has now been excavated and the footers poured. Under slab plumbing and electrical work has begun.

### *Main Library Roofing*

Although this project was scheduled for completion in mid-July, the project is currently only approximately 65% complete. Roofing contractor Wm. Kramer & Son, Inc. has provided us with a new scheduled completion of late October. This delay cannot be blamed entirely on the weather. The contractor has been notified that their performance on this project will be considered when awarding future work. The new pavers have been installed on the large south terrace and work has started on the west terrace.

## NORTH BEND PROPERTY

Library staff presented to the Committee a number of available land options and the Committee requested that staff pursue further the property located at 430 – 462 Three Rivers Parkway, North Bend, OH, which is owned by the Village of North Bend.

Mr. Hendon cautioned Library staff to review the topography of this location as it is a hill side.

## FIRE AT MIAMI TOWNSHIP BRANCH

Repair work from damage caused by a fire on June 16 has been completed by the Township and the police have arrested a teenaged boy who is currently awaiting trial. There was no damage to Library property.

### ELMWOOD PLACE BRANCH AIR CONDITIONING

The air conditioning at the Elmwood Place Branch Library stopped working on July 26, and was inoperable for 1 week. Only the Library was impacted by the outage. This has been an issue on numerous occasions in the past.

### MULTIVISTA CONSTRUCTION DOCUMENTATION

The Library has contracted with Multivista Construction Documentation to provide video and photo documentation on the St. Bernard and Reading construction projects. Installed externally at each site is a camera that streams live video to the Library's web page of the construction taking place. Digital copies of all the photos will be provided to the Library at the end of the project and will serve as documentation of the construction process.

### LIBRARY APPROVED FOR A DUKE ENERGY SMART SAVER INCENTIVE

As part of their Smart Saver Incentive program, Duke Energy has preapproved a combined incentive in the amount of \$26,500 for the Clifton, St. Bernard and Reading projects. The incentive is the result of the inclusion of a geothermal HVAC system and LED lighting in all three projects. Payment will be made to the Library following the completion of each project.

### DEVELOPER INQUIRED ABOUT RELOCATING BLUE ASH BRANCH

A developer communicated through his attorney, Joe Trauth, an interest in acquiring the Blue Ash Branch Library. Since there are very few details available, the Committee requested that Library staff pursue obtaining additional information.

### DUGAN & MEYERS FEASIBILITY STUDY

The initial phase of a feasibility study by Dugan & Meyers to make four Library-owned facilities fully accessible to the disabled shows that the Library will not need to acquire additional property to add elevators to these branch libraries. Dugan & Meyers will now begin preparing cost estimates to be used in future budget planning.

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

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...6 ayes. The motion carried. **(16-2014)**.

## **HUMAN RESOURCES COMMITTEE REPORT**

Mrs. Trauth reported:

### VEHICLE USAGE POLICY

The Vehicle Usage Policy covers employee use of library-owned vehicles and personal vehicles while on Library business. The policy has been updated to remove a detailed matrix included in the previous policy used to determine employee eligibility. Based on industry and coverage changes, the insurance agent will establish eligibility based on the standards established at the time of DMV review (typically at the time of hire). Other minor changes to reflect current verbiage have also been made. It is recommended that the Board approve the revised policy.

### **Vehicle Usage Policy**

The Library provides library-owned vehicles on a limited basis for use by employees while on library business. In addition, the Library reimburses employees for approved business use of their personal vehicle.

Employees who drive a vehicle on Library business must exercise due diligence to drive safely including wearing a seat belt and to maintain the security of the vehicle and its occupants and contents. Employees who drive their personal vehicle on library business must make sure that their vehicle meets legal standards for insurance and safety. Employees are responsible for any driving infractions or fines incurred as a result of their driving.

Employees may not operate a library vehicle or a personal vehicle for library business when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

Employees must report any accident, theft, or damage involving a library vehicle or a personal vehicle used on library business to the police and to the Fiscal Office, regardless of the extent of damage or lack of injury. An incident report must be submitted to the Fiscal Office as soon as possible but no later than twenty-four hours after the incident.

Employees may not use library vehicles for non-business purposes.

Employees who drive a vehicle while on library business under either of the following two conditions are also required to maintain an acceptable motor vehicle record based on the Driver Eligibility Guidelines established by the Library's insurance agent.

- Employee drives a library vehicle.
- Employee drives his/her own vehicle while on library business, one or more times per month.

Employees who fail to meet the Driver Eligibility Guidelines established by the Library's insurance agent will not be authorized to drive on work time. If driving on work time is a job requirement and a reasonable, alternative means of transportation is not available,

the employee may be transferred to another position at the Library's option or discharged. It is the responsibility of the employee to inform their supervisor of any changes that might affect their motor vehicle record, their legal or physical ability to drive or their insurability.

### UNITED IN SHARING CAMPAIGN

The Library's 2014 United in Sharing Campaign will run from September 18 through October 16, 2014. Staff members will have three giving choices: The Library Foundation's Annual Fund, United Way and Community Shares. Staff will have the option of pledging through payroll deduction or making a one-time gift to any or all three organizations.

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

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...6 ayes. The motion carried. **(17-2014)**.

### **FISCAL OFFICER'S REPORT**

Ms. DeFosse reported that:

#### PLF UPDATE

In June, we reported that the 2014 PLF distribution was trending behind the estimate. In late June, we received an updated estimate of \$35,623,310 from the Ohio Department of Taxation, which is \$410,434 greater than the original estimate.

In July, we received an estimate for 2015 in the amount of \$37,268,551 which is \$1,645,241 greater than the revised 2014 estimate. Our preliminary 2015 budget held revenue even with the original estimate.

We are cautiously optimistic about the potential for growth in our revenue. We will continue to monitor the budget and consider all factors as we develop 2015 appropriations

#### MID YEAR BUDGET STATUS

With the above mentioned revised PLF estimate and savings in the area of salaries and benefits, we have the opportunity to end the year with \$1,000,000 more in General Fund balance than originally projected, approximately \$6,840,000 as opposed to \$5,840,000. The overall budgeted decrease in the fund balance during 2014 is the result of funding the current capital projects. Even with the additional amount, the fund balance will still be at the lowest amount since 2009 when the first levy was passed.

Ms. DeFosse also stated that copies of the Comprehensive Annual Financial Report were available.

## **LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT**

Mr. Moran introduced Katheryn Toren-Jones:

### **COMMUNITY ENTHUSIASTIC ABOUT NEW BRANCH**

Ms. Toren-Jones reminded the Board that the St. Bernard Branch is currently housed in a small section of the Municipal Building and the community is very excited about the plans for a new, much larger branch. In particular, she reported that the St. Bernard customers have shared with branch staff that they are looking forward to additional computers, a parking lot, public restrooms, a meeting room, spaces to sit and read, a larger children's area, a designated place for teens and more space for books and materials to browse. While the St. Bernard Branch has always served as a place in the community for people to gather and learn new things, the new location will proactively support this by providing a Maker Space for hands-on activities and events. Staff members are also very excited about learning how they will utilize mobile technology in the new branch to move around the building and help customers at their point of need.

Mr. Moran reported:

### **INNOVATIVE APPROACHES TO LITERACY (IAL) GRANT**

The Library has partnered with Cincinnati Public Schools in their application for a U.S. Department of Education grant to support early childhood and family literacy opportunities in underserved neighborhoods. If awarded, the Library would use the grant funds to coordinate all literacy activities between targeted schools and branches through the creation of two Community Coordinator positions.

The Boys & Girls Club also submitted a proposal for this same grant opportunity with a project focused on the U.S. Bank Boys & Girls Club in the Avondale neighborhood. If successful, this project would include literacy programming and materials for youth served by the program in collaboration with the Avondale Branch. An announcement of awarded grants is expected this fall.

### **BOOKS BY THE BANKS 2014**

The 8<sup>th</sup> annual Books by the Banks: Cincinnati USA Book Festival will take place on Saturday, October 11 at the Duke Energy Center from 10:00 a.m. to 4:00 p.m. The day-long festival will feature approximately 125 national, regional, and local authors; book signings; author presentations; writing/getting published panels; and a full schedule of activities and programs for teens and kids. This year, the number of partner libraries involved in planning the Festival expanded to include Xavier University Library and Boone County Public Library. In addition to generous contributions from the Library Foundation, the Friends, and the partner libraries, Books by the Banks receives financial support from the Carol Ann and Ralph V. Haile, Jr./U.S. Bank Foundation, George and

Margaret McLane Foundation, Ohio Humanities Council, and Scripps Howard Foundation. Hampton Sides, *In the Kingdom of Ice*, and Marc Brown, *Arthur* series, are just two of the 125 authors attending this year's event.

### *Programs and Exhibits of Note*

Mr. Edwards reported that:

### SUMMER LEARNING PROGRAM A SUCCESS

Below are the results of the four components of this year's Summer Learning Program:

- **Read On @ Your Library!** – The final numbers for the traditional summer reading program will be reported at the Board meeting in October. Preliminary data indicates that 63% of adults completed the program in 2014 compared to 61% in 2013 and 70% of children completed the program in 2014 compared to 44% in 2013.
- **Summer Camp Reading** - The Library hosted Summer Camp Reading programs at seven targeted branches, serving 72 struggling readers.
- **Summer Lunch Service** - The Library partnered with Cincinnati Public Schools and Window Arts Enrichment to provide daily summer lunches to eligible children ages 1-18 at 14 Library locations and SCR locations. A total of 16,470 meals were served through July 31. This represents a 20% increase over the total for 2013.
- **Brain Camps** – Brain Camps were expanded this year to all 41 Library locations with full-week Brain Camps at 20 locations including the seven targeted urban neighborhoods also hosting Summer Camp Reading programs. With an attendance of over 2,500 campers, an increase of 66% over last year, Brain Camps were again very, very popular.

### CHRISTINA BAKER KLINE AUTHOR VISIT

Author Christina Baker Kline will visit the Main Library on Saturday, August 16 at 2pm. She is the author of five novels, including the #1 New York Times bestseller, *Orphan Train*, about a young Irish immigrant who, as a child, is sent away from New York on a train that regularly transported unwanted and abandoned children from the East Coast to the farmlands of the Midwest. Books will be available for sale, courtesy of Joseph-Beth Booksellers.

### DOCTORS WITHOUT BORDERS PRESENTATION

Dr. Deane Marchbein, President of the U.S. Board of Directors of Doctors Without Borders (Médecins Sans Frontières or MSF), will speak at the Main Library on October 13 at 7pm. Dr. Marchbein joined MSF in 2006 to work as an anesthesiologist in MSF's surgical program in Ivory Coast. She has worked with MSF in Democratic Republic of Congo, Haiti, Libya, Nigeria, South Sudan, and Syria, and as a medical doctor in Libya



and Lebanon. Dr. Marchbein now works for Massachusetts General Hospital and the Cambridge Health Alliance and serves on the board of directors of the Fanconi Anemia Research Fund.

### ADULT EDUCATION FAIR

On September 17 from 11am-2pm, representatives from the Library, the Regional Association of Adult Higher Education and Job Corps will be available in the Main Library's Reading Garden Lounge to provide information about the programs and services available to adults who are interested in continuing their education. At this fair, the Library will be introducing Career Online High School, which allows adults to obtain their high school diploma online.

### TEEN ON THE SAME PAGE

This community wide reading initiative invites schools and individual teens to participate by reading the same book and engaging in face-to-face and virtual discussions, programs, and events with their peers. Coinciding with Teen Read Week in October, which is designed to encourage teens to read, teens across Greater Cincinnati will be reading *The Vigilante Poets of Selwyn Academy* by local author Kate Hattemer. Ms. Hattemer will visit various Library locations for a number of free programs.

### TEEN PHOTOGRAPHY CONTEST

The Library's annual Teen Photography Contest offers teens an opportunity to show their creative side by submitting their own original photos. This year's theme is "Pure Poetry" and teens are encouraged to submit pictures that communicate a message as beautiful or as meaningful as a poem. The contest runs from October 1-31.

### FRAME CINCINNATI PHOTOGRAPHY EXHIBITION

The Library is again participating in FotoFocus Cincinnati, a month-long biennial celebration spotlighting independently programmed exhibitions of historical and contemporary photography and lens-based art, which will be held in October, 2014. The winners of the Library's Frame Cincinnati Photography Contest will be displayed in the Main Library's Atrium from September 9 through November 2.

### NATIONAL CHEMISTRY WEEK

As in years past, the Library is partnering with the Cincinnati Section of the American Chemical Society to offer children's programs about chemistry at many Library locations during National Chemistry Week, Oct. 19-25, 2014. This year's theme, "The Sweet Side of Chemistry - Candy!" will encourage kids to explore chemistry by showcasing the chemistry involved in candy and confections.

Mrs. LaMacchia noted that the subject matter of candy will attract the attention of children.

**CONSENT AGENDA ITEMS**

Mr. Wright presented the following items for approval:

- Minutes of the Regular Meeting held June 10, 2014.
- Investment Report (summary of invested balances) as of June, 2014 and July, 2014.

	Amount 6/30/2014	Amount 7/31/2014
<b><u>Operating Account</u></b>		
General Fund	\$12,014,338.25	\$10,936,519.23
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	423,974.84	535,177.46
Building and Repair	10,513,491.16	10,220,095.99
Permanent Trust Funds	1,592,853.00	1,606,815.11
	<u>\$24,774,657.25</u>	<u>\$23,528,607.79</u>
<b>STAR Ohio</b>		
Building and Repair	1,046,798.13	1,046,824.03
<b>Managed Investments (Trust Funds):</b>		
Permanent Trust Funds	\$6,733,132.00	\$6,733,132.00
	<u>\$6,733,132.00</u>	<u>\$6,733,132.00</u>
<b>GRAND TOTAL</b>	<b><u>\$32,554,587.38</u></b>	<b><u>\$31,308,563.82</u></b>

- Monthly Financial Reports – for the periods ending June, 2014 and July, 2014.
- Personnel Change Report reflects changes through August 2, 2014.

Action	Agency	Position Title	FTE	Employee Name	Grade	Effective Date
APPOINTMENT	AVONDALE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SHROYER, SAMANTHA A.	Q	06/22/2014
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	0.50	WRIGHT, KEYASHA R	S	05/25/2014
APPOINTMENT	NORWOOD BRANCH	STUDENT SHELVER LIBRARY SERVICES	0.30	HENSLEY, TAYLOR A	S	07/20/2014
APPOINTMENT	ANDERSON BRANCH	ASSISTANT SENIOR LIBRARY	0.50	CENGEL, ABIGAIL	Q	06/22/2014
APPOINTMENT	BOND HILL BRANCH	SERVICES ASST	0.50	SANDERS, KAYLA	P	06/08/2014
APPOINTMENT	BOND HILL BRANCH	TEEN LIBRARIAN LIBRARY SERVICES	1.00	THORNLEY, AMY	M	07/06/2014
APPOINTMENT	CIRCULATION SERVICES	ASSISTANT	0.50	BILLMAN, CYNDAL	Q	06/08/2014
APPOINTMENT	COLLEGE HILL BRANCH	STUDENT SHELVER	0.30	LOVE, KE'ASIA	S	07/20/2014

APPOINTMENT	COMMUNICATION & NETWORK SRV DELHI TOWNSHIP	SYSTEM ADMINISTRATOR	1.00	CHANDLER, MATTHEW	J	06/22/2014
APPOINTMENT	BRANCH DELHI TOWNSHIP	STUDENT SHELVER	0.30	RIESENBECK, MEAGAN E	S	07/06/2014
APPOINTMENT	BRANCH EDUCATION &	TEEN LIBRARIAN SUMMER BRAIN CAMP	1.00	QUINONES, REBECCA	M	06/08/2014
APPOINTMENT	HOMEWORK SUPPORT EDUCATION &	AIDE SUMMER BRAIN CAMP	0.50	AKIN, NATALIE	S	05/25/2014
APPOINTMENT	HOMEWORK SUPPORT EDUCATION &	AIDE SUMMER BRAIN CAMP	0.50	CUMMINGS, ALEXANDER	S	05/25/2014
APPOINTMENT	HOMEWORK SUPPORT	AIDE	0.50	STOLKOWSKI, MARIE	S	05/25/2014
APPOINTMENT	HARRISON BRANCH	STUDENT SHELVER	0.30	GILL, NICOLE	S	05/25/2014
APPOINTMENT	HVAC SERVICES	HVAC MECHANIC	1.00	FRAZIER, JEROME	N	07/06/2014
APPOINTMENT	ILS TEAM INFORMATION &	ILS ANALYST	1.00	FARRELL, SHAWN	K	07/06/2014
APPOINTMENT	REFERENCE DEPT	STUDENT SHELVER	0.30	DUE, ROBERT	S	06/08/2014
APPOINTMENT	MADEIRA BRANCH MT. WASHINGTON	STUDENT SHELVER	0.30	MEYER, FRANKLIN C	S	07/06/2014
APPOINTMENT	BRANCH NORTH CENTRAL	STUDENT SHELVER LIBRARY SERVICES	0.30	RANDOLPH, DELIA	S	06/08/2014
APPOINTMENT	BRANCH NORTH CENTRAL	ASSISTANT LIBRARY SERVICES	0.50	ANDERSON, MARTIN	Q	06/08/2014
APPOINTMENT	BRANCH	ASSISTANT	0.50	CARR, JENNY	Q	07/20/2014
APPOINTMENT	OUTREACH SERVICES	SHELVER	0.50	DOWNING, JOSHUA	S	05/25/2014
APPOINTMENT	SHARONVILLE BRANCH	STUDENT SHELVER	0.30	MARSH, MADELINE	S	07/20/2014
APPOINTMENT	SHARONVILLE BRANCH	STUDENT SHELVER	0.30	PETERS, MADELINE	S	07/06/2014
APPOINTMENT	SHARONVILLE BRANCH SORTING & MATERIALS	STUDENT SHELVER	0.30	SPENCER, KATELYN	S	07/06/2014
APPOINTMENT	RETRIEVAL SORTING & MATERIALS	PAGE	0.50	DESALVO, JOANNA	S	06/08/2014
APPOINTMENT	RETRIEVAL SORTING & MATERIALS	PAGE	0.50	MULLINS, RADER	S	07/20/2014
APPOINTMENT	RETRIEVAL SORTING & MATERIALS	PAGE	0.50	SCHARTMAN, MARY	S	06/08/2014
APPOINTMENT	RETRIEVAL SORTING & MATERIALS	PAGE	0.50	TUSSING, BRIANNA A	S	07/06/2014
APPOINTMENT	RETRIEVAL	SORTER	0.50	GOURLEY, STEPHEN	S	06/08/2014
APPOINTMENT	TEHCENTER	SENIOR LIBRARY SERVICES ASST	0.50	SPENCER, FATIMA E	P	07/06/2014
APPOINTMENT	TEENSPOT VIRTUAL	SENIOR LIBRARY SERVICES ASST	0.50	WHITE, WHITNEY	P	07/06/2014
APPOINTMENT	INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.50	WELLING-CANN, JARROD	Q	05/25/2014
APPOINTMENT	WESTWOOD BRANCH	CHILDREN'S LIBRARIAN LIBRARY SERVICES	1.00	MINEHARDT, JENNIFER	M	06/08/2014
APPOINTMENT	WESTWOOD BRANCH	ASSISTANT LIBRARY SERVICES	0.50	MITCHELL, ALEXIS	Q	06/22/2014
CHANGE	ANDERSON BRANCH	ASSISTANT	1.00	MELL, KURT R.	Q	06/08/2014

CHANGE	SORTING & MATERIALS RETRIEVAL	PAGE	1.00	REED, JESSICA	S	06/08/2014
CHANGE	SORTING & MATERIALS RETRIEVAL	SORTER	1.00	MITCHELL, MARY E.	S	07/06/2014
CHANGE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	0.50	BELL, RONDA	S	05/25/2014
CHANGE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	0.50	MIRANDILLA, AMANDA A	S	05/25/2014
CHANGE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	0.50	SCHAICH, GLENN A.	S	05/25/2014
CHANGE	INFORMATION & REFERENCE DEPT	REFERENCE TEAM LEADER	1.00	MALONE, CAITLIN E.	L	06/22/2014
DEPARTURE	ANDERSON BRANCH	LIBRARY SERVICES ASSISTANT	0.60	SMITH, RUTH H.	Q	07/21/2014
DEPARTURE	AVONDALE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	DIEWALD, HANNAH	Q	06/21/2014
DEPARTURE	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	0.50	RODARTE, PHILIP	Q	07/31/2014
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	0.25	SMITH, STACY M	S	06/03/2014
DEPARTURE	BOND HILL BRANCH	TEEN LIBRARIAN	1.00	GREENWARD, ALEXIS A.	M	06/06/2014
DEPARTURE	CATALOGING AND PROCESSING	CATALOGING ASS'T	0.50	CHROUSER, AMANDA L	P	07/25/2014
DEPARTURE	CATALOGING AND PROCESSING	LINE ASST ELECTRONIC PROC.	1.00	WILSON, ZACHARY V.	Q	07/25/2014
DEPARTURE	CATALOGING AND PROCESSING	LINE ASST PHYSICAL PROCESSING	0.50	SMITH, MARK D	R	07/24/2014
DEPARTURE	CHILDREN'S LEARNING CTR.	SENIOR LIBRARY SERVICES ASST	0.50	PATRICK, SUSAN	P	07/30/2014
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	ZOMCHEK, ALEXANDRA	Q	07/07/2014
DEPARTURE	COLLEGE HILL BRANCH	STUDENT SHELVER LIBRARY SERVICES	0.30	PENN, DIAMOND	S	05/30/2014
DEPARTURE	CORRYVILLE BRANCH	ASSISTANT	0.50	CHRISTIAN, MELISSA	Q	06/20/2014
DEPARTURE	CORRYVILLE BRANCH	SENIOR LIBRARY SERVICES ASST	0.50	IMWALLE, DANIEL K.	P	06/28/2014
DEPARTURE	DELHI TOWNSHIP BRANCH	STUDENT SHELVER	0.30	HOFERER, JACOB T	S	05/31/2014
DEPARTURE	EDUCATION & HOMEWORK SUPPORT	SENIOR LIBRARY SERVICES ASST	1.00	BURKE, BRYAN C.	P	07/25/2014
DEPARTURE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	0.50	STOLKOWSKI, MARIE	S	06/11/2014
DEPARTURE	GREEN TOWNSHIP	STUDENT SHELVER LIBRARY SERVICES	0.30	KAHNY, CARLI J.	S	07/19/2014
DEPARTURE	GROESBECK BRANCH	ASSISTANT	0.50	MARTINI, ANDREW M.	Q	07/31/2014
DEPARTURE	GROESBECK BRANCH	STUDENT SHELVER	0.30	VOLMER, AMBER	S	06/30/2014
DEPARTURE	GROESBECK BRANCH	STUDENT SHELVER	0.30	BURKE, MADELINE	S	07/08/2014
DEPARTURE	HVAC SERVICES	HVAC MECHANIC	1.00	MCCOY, JOSHUA A.	N	05/27/2014
DEPARTURE	HYDE PARK BRANCH	STUDENT SHELVER	0.25	NIKAIDOH, KATHERINE M	S	07/19/2014
DEPARTURE	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SERVICES ASST	0.50	LINZ, JESSICA D	P	07/16/2014

DEPARTURE	INFORMATION & REFERENCE DEPT	SHELVER	0.50	MORRE, WIM	S	07/14/2014
DEPARTURE	MADEIRA BRANCH MONFORT HEIGHTS	STUDENT SHELVER LIBRARY SERVICES	0.30	BRADNER, KEVIN M	S	07/17/2014
DEPARTURE	BRANCH NORTH CENTRAL	ASSISTANT LIBRARY SERVICES	0.50	SCHNEIDER, LAUREN N	Q	05/28/2014
DEPARTURE	BRANCH NORTH CENTRAL	ASSISTANT LIBRARY SERVICES	0.50	WATTS, DEBORAH	Q	06/30/2014
DEPARTURE	BRANCH	ASSISTANT	0.60	KRAHENBUHL, JOSHUA T.	Q	08/02/2014
DEPARTURE	NORWOOD BRANCH	STUDENT SHELVER	0.30	TAYLOR HENSLEY	S	06/18/2014
DEPARTURE	POPULAR LIBRARY	SENIOR LIBRARY SERVICES ASST	1.00	CAMPBELL, ERIN E	P	08/01/2014
DEPARTURE	POPULAR LIBRARY	SHELVER LIBRARY SERVICES	0.50	BAYS, SAMANTHA A.	S	06/30/2014
DEPARTURE	SHARONVILLE BRANCH	ASSISTANT	0.50	CALLAHAN, NICHOLAS A	Q	05/31/2014
DEPARTURE	SHARONVILLE BRANCH	STUDENT SHELVER	0.30	SCHLAACK, HANNA M	S	06/01/2014
DEPARTURE	SHARONVILLE BRANCH	STUDENT SHELVER	0.30	COULSON, JOHN E.	S	07/07/2014
DEPARTURE	SHARONVILLE BRANCH	STUDENT SHELVER	0.30	EAGAN, EMILY L	S	07/12/2014
DEPARTURE	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	NETHERLY, ELLEN	S	07/11/2014
DEPARTURE	SORTING & MATERIALS RETRIEVAL	PAGE LIBRARY SERVICES	0.50	TUSSING, BRIANNA A	S	07/13/2014
DEPARTURE	ST. BERNARD	ASSISTANT SENIOR LIBRARY	0.50	REEVES, CHRISTOPHER M ANDERSON, KOURTNESHA	Q	08/01/2014
DEPARTURE	TECHCENTER	SERVICES ASST SENIOR LIBRARY	0.50	KANEE	P	06/14/2014
DEPARTURE	TEENSPOT CHILDREN'S LEARNING	SERVICES ASST	0.50	KELSEY, EVAN M.	P	07/05/2014
DEPARTURE	CTR. DELHI TOWNSHIP	SHELVER SENIOR LIBRARY	1.00	LUDWICK, DORIS M.	P	07/05/2014
DEPARTURE	BRANCH DELHI TOWNSHIP	SERVICES ASST	1.00	HALL, RICHARD M	P	07/31/2014
DEPARTURE	BRANCH	TEEN LIBRARIAN	1.00	MEYER, BETTY A.	M	05/31/2014
DEPARTURE	OUTREACH SERVICES	REFERENCE LIBRARIAN SENIOR LIBRARY	1.00	PETTYS-ROTH, LYNNE S	M	07/05/2014
DEPARTURE	SHARONVILLE BRANCH	SERVICES ASST	1.00	RISCO, CAROL L.	P	06/06/2014
DEPARTURE	WESTWOOD BRANCH	CHILDREN'S LIBRARIAN	1.00	KAMMER, NANCY	M	05/30/2014
DEPARTURE	HVAC SERVICES MONFORT HEIGHTS	HVAC MECHANIC	1.00	FRAZIER, JEROME	N	07/09/2014
DEPARTURE	BRANCH	CHILDREN'S LIBRARIAN LIBRARY SERVICES	1.00	STEWART, MARSHA G	M	06/30/2014
PROMOTION	ANDERSON BRANCH	ASSISTANT	0.50	SHRADER, COREY, JOSEPH MULFORD-CHINN, ELLA	Q	06/22/2014
PROMOTION	AVONDALE BRANCH	BRANCH MANAGER LIBRARY SERVICES	1.00	M.	L	07/20/2014
PROMOTION	CORRYVILLE BRANCH	ASSISTANT SENIOR LIBRARY	0.50	JONES, ELIZABETH A	Q	07/06/2014
PROMOTION	CORRYVILLE BRANCH	SERVICES ASST	0.50	JACOBS, ALLISON	P	07/06/2014

PROMOTION	GENEALOGY & LOCAL HISTORY INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SERVICES ASST	0.50	CARPENTER, ROSALIA E.	P	07/06/2014
PROMOTION	MARIEMONT BRANCH	SENIOR LIBRARY SERVICES ASST	0.50	GABEL, CHARLES	P	07/20/2014
PROMOTION	MONFORT HEIGHTS BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MARTIN, JACOB E.	Q	06/08/2014
PROMOTION	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	RIESENBECK, ROBERT M	Q	06/22/2014
PROMOTION	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SOCWELL, JORDAN P	Q	06/22/2014
PROMOTION	SHARONVILLE BRANCH	SENIOR LIBRARY SERVICES ASST	1.00	HARMON, TIFFANY R.	P	07/20/2014

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

Mr. Moran noted that several branches had double digit increases in circulation.

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

Voting for the motion: Mr. Moran (except pass on investments), Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon and Mr. Wright)...6 ayes. The motion carried. **(18-2014).**

The Regular Meeting was then adjourned.

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President

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Attest: Secretary