

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

Date: December 11, 2012

Meeting: Annual

Place: Board Room - Main Library - 800 Vine Street

**ANNUAL MEETING**

**ROLL CALL**

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

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

**PRESENTATION BY PAUL SITTFELD**

Mr. Sittenfeld made the following statement:

I believe that boards such as that of the Hamilton County Cincinnati Public Library exist to enable different people with different priorities and perspectives to share and exchange ideas. It is that feeling which motivates me to convey some heartfelt concerns. Long ago, I was advised by someone in whose judgment I have great confidence to be what she characterized as hard on issues and soft on people. It is issues which I wish to address today:

- The Clifton Cox building; and
- The role of St. Bernard and Reading in public funding sequence; and
- The credibility of a tax levy in the context of commitments to public vs. private funding.

My thoughts about officers for the coming year have also caused me to reflect on how I interpret my responsibility: is it to my fellow board members; is it to the county commissioners who appointed me; is it to the 485,000 people who hold library cards; is it to the 800,000 residents of this county? Arguably, it is to all of them and, most important, it is to what is in the best interest of the library for whom, collectively, we serve as stewards.

My questions pivot around the Clifton library and the proposed new location for it. When the subject of accepting a gift of the Cox building to convert into a new branch was introduced, I explained my misgivings and voted against the proposal. My no vote certainly didn't reflect a belief that Clifton doesn't need a better branch: it has needed and merited one for many years. I simply felt that the physical constraints of the Cox building along with the cost of renovating it and the likelihood of identifying private funds to make it viable did not come together in ways that seemed promising. What I've learned since has not made me think otherwise.

When all this was debated, now a little more than two and a half years ago, as the minutes of our meetings confirm, Mr. Moran generously offered to chair a campaign to find the \$3.5 million to \$4 million for renovations. He expressed hope that because of the building's local and/or regional and/or national architectural or historical significance, funding might be derived from sources interested in those priorities. He also indicated there was a \$300,000 verbal pledge toward the goal.

Unfortunately, in fact, as of this date, fewer dollars have been raised to fix the building than have been spent on its maintenance. Although the worst of the recession may be over, funding for private and public causes remains challenging. Nevertheless, we have moved Clifton's capital needs from privately funded to publicly funded and ahead of those of St. Bernard and Reading although those capital needs have been considered and endorsed by the facilities committee for approximately ten years. Arguably, if the interest expressed by the Clifton community continues, it might well be expected that that constituency is better positioned to identify and/or to provide more private funding than the communities of St. Bernard or Reading.

We all received an email from Mr. Moran suggesting that it would be in the best interest of the Library that he become Board chair, for the third time in eleven years, to enable him to more credibly oversee the next library tax levy and to serve as the institution's primary spokesperson. Yet, no mention was made at our October meeting of altering the usual flow of officer elections at a time when the matter might appropriately have been discussed. All of these questions have come together to cause me to feel perplexed and that if they were shared publicly, the credibility of the library and of us as stewards could fairly be challenged. That concern is what disturbs me the most.

If Mr. Moran, whose service on this board is senior to anyone else and whose commitment is steadfast and clear, has incremental time to devote to the Library, I honestly believe that his priorities should be to honor the spearheading of the campaign to raise money for the Cox building as he pledged to do. I think this is especially important because the position of a development officer, previously on Library staff, no longer exists. While I am not suggesting that Mr. Moran is not qualified to serve as chair, I do question the wisdom of having someone chair the board and oversee a tax levy which will in part seek money for a project which was undertaken on the grounds it would come from private sources. That is the commitment we made when we took on the Cox building. To go back on it now and to seek to fund the project publicly does not, I believe, enhance our credibility.

There are many more specifics which I could share, but I will simply repeat that I have put a great deal of thought into this matter. I have no question that Mr. Moran has garnered the votes to make his election possible. I simply question the wisdom of this path.

Thank you for listening.

### **ELECTION OF PRESIDENT**

Mr. Wright moved that William J. Moran be nominated for President of the Board. Mr. Zaring seconded.

Voting for the motion: Mr. Moran - aye, Mrs. Trauth - aye, Mr. Sittenfeld - no, Mr. Zaing – aye, Mrs. LaMacchia - aye, Mr. Wright - aye, Mr. Hendon - aye, ... 6 ayes. The motion carried. **(33-2012)**

### **ELECTION OF VICE PRESIDENT**

Mr. Moran moved that Ross A. Wright be nominated for Vice President of the Board. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Hendon...7 ayes. The motion carried. **(34-2012)**

### **ELECTION OF SECRETARY**

Mrs. LaMacchia moved that Paul G. Sittenfeld be nominated for Secretary of the Board. Mr. Zaring seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Hendon...7 ayes. The motion carried. **(35-2012)**

### **COMMITTEE ASSIGNMENTS FOR 2013**

Mr. Hendon presented the members and Chair of each Committee for 2013.

#### **Community and Public Relations**

Paul G. Sittenfeld, Chairman  
Elizabeth H. LaMacchia  
Barbara W. Trauth

#### **Development**

Barbara W. Trauth, Chairman  
Elizabeth H. LaMacchia  
Ross A. Wright

**Facilities**

Robert G. Hendon, Chairman  
Ross A. Wright  
Allen G. Zaring

**Finance and Audit**

Allen G. Zaring, Chairman  
Robert G. Hendon  
Paul G. Sittenfeld

**Legislative Affairs and Law**

Ross A. Wright, Chairman  
Paul G. Sittenfeld  
Allen G. Zaring

**Library Services and Administration**

Elizabeth H. LaMacchia, Chairman  
Robert G. Hendon  
Barbara W. Trauth

Mr. Hendon moved that the Committee assignments be approved as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Wright and Mr. Hendon ... 7 ayes. The motion carried. **(36-2012)**

**LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORT**

The Library Services and Administration Committee met on Tuesday, November 13, 2012. Committee Chair Elizabeth LaMacchia, Trustees Bill Moran and Barbara Trauth, and staff member Kim Fender were in attendance.

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

**APPOINTMENT AND SALARIES OF FISCAL OFFICER AND EVA JANE ROMAINE COOMBE DIRECTOR,  
APPOINTMENT OF DEPUTY FISCAL OFFICER**

1. Appoint and set the salaries for the positions of Fiscal Officer and Eva Jane Romaine Coombe Director for 2013 as follows:

Fiscal Officer – Molly DeFosse at an annual salary of \$115,000. This is the same as her current salary. Since Ms. DeFosse has only been in her position since September, the Committee recommends reconsidering her salary after she has been in the position longer.

Eva Jane Romaine Coombe Director – Kimber L. Fender at an annual salary of \$176,430, a 2.5% increase. In 2013, the Library will receive the actual revenue generated by the Eva Jane Romaine Coombe endowment through the Library Foundation toward the Director's salary.

2. Appoint Kimber L. Fender, The Eva Jane Romaine Coombe Director, as Deputy Fiscal Officer. Ms. Fender receives no additional compensation for serving in this capacity.

Mrs. LaMacchia moved that the Board approve the recommendations of the Library Services and Administration Committee. Mr. Moran seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(37-2012)**

## **FINANCE AND AUDIT COMMITTEE REPORTS**

Mr. Zaring requested:

### Public Official Bonds

- that new public official bonds be executed in the name of Molly DeFosse, Fiscal Officer and Kimber Fender, Eva Jane Romaine Coombe Director/Deputy Fiscal Officer, each in the amount of \$500,000 for terms commencing December 31, 2012 and ending December 31, 2013.

### Resolution/Authorization for Bank Accounts

- that the Board adopt a resolution assigning the authority for 2013 financial transactions. In addition to documenting the election of officers and the reappointment of Fiscal Officer and Deputy Fiscal Officer, the following authorizations were established:

Withdrawals and Transfers. Any funds deposited to the credit of any account of the Public Library of Cincinnati and Hamilton County may be withdrawn by check or other order for the payment of money, signed by the President and Fiscal Officer.

Any funds deposited to the credit of the Public Library of Cincinnati and Hamilton County may be transferred by wire transfer or ACH transaction to another Library account or investment instrument, as authorized either in writing, by telephone or computer by the Fiscal Officer or Deputy Fiscal Officer.

Products or Services. The Fiscal Officer and the President or Vice President jointly are authorized to enter into contracts and agreements, written or verbal, for any products or services offered by an authorized public depository, including but not limited to cash management services and computer/internet based products and services.

Sale of Stock. The Eva Jane Romaine Coombe Executive Director or Fiscal Officer are authorized to sell stock donations.

Resolution/Authorization for 2013 Tax Levy Advances

- that the Board adopt the following resolution to provide for advance payment of taxes collected and held in the Hamilton County treasury for the Library:

Resolution Requesting the County Auditor to Make Advance Payments of Taxes

*Pursuant to Ohio Revised Code § 321.34*

*Whereas*, the Ohio Revised Code allows for requests for advance payments from the County Auditor funds derived from taxes or other sources to the County Treasurer, which may be held on account of a local subdivision;

*Therefore*, be it resolved by the Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio:

*Section 1.* That the Auditor and the Treasurer of Hamilton County in accordance with Ohio Revised Code § 321.34, be requested to draw and pay to the Public Library of Cincinnati and Hamilton County upon the written request of Molly DeFosse, Fiscal Officer, to the County Auditor, funds due in any settlement of 2013 derived from taxes or other sources, payable to the County Treasurer to the account of the Public Library of Cincinnati and Hamilton County, and lawfully applicable for purposes of the current fiscal year (January – December 2013).

*Section 2.* That the Fiscal Officer of the Public Library of Cincinnati and Hamilton County shall forward to the County Auditor a certified copy of this Resolution.

Mr. Hendon moved that the Board approve the items requested by the Facilities and Audit Committee. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran ... 7 ayes. The motion carried. **(38-2012)**

The Annual Meeting was then adjourned.

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President

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Attest: Secretary

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

Date: December 11, 2012

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

**REGULAR MEETING**

**ROLL CALL**

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

Trustees Absent: None

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

**PUBLIC COMMENTS**

None.

Mr. Hendon took a moment to recognize the passing of Ted Gardner. He was instrumental in the Veteran's history project at the Library.

He also acknowledged two notes of correspondence. The first being a thank you note from Pat Schoettker on her retirement gift and recognition from the Board. The second from Jeanette and George Scanlon thanking the Board for the Japanese maple tree planted in their honor in recognition of 30 years of volunteer service in tending the Library gardens.

Mr. Hendon also noted the receipt of the GFOA award for the Comprehensive Annual Financial Report for 2011.

Ken Muth, Marvin Blade, and Maryanne McGowan, all representing Duke Energy, presented a check to the Library in the amount of \$111,000 as part of Duke Energy's Smart Building Advantage program.

## RECOGNITION OF RETIREES

Mr. Hendon recognized 15 retired Library employees, Jon Barth, Peggy Covey, Rachel Eagen, Tom Kerr, Joan Luebering, Amy Maher, Barbara Matthey, David Meyer, Karen Nault, Eric “Larry” Noak, Kathleen Rieck, Patricia Schoettker, Linda Schroeder, and Nancy Weinberg, for their years of service. He gave a brief work history and presented each with a personalized memento box provided by the Friends of the Public Library.

### EVA JANE ROMAINE COOMBE DIRECTOR’S REPORT

Mr. Fender reported that:

#### Library’s United Way/Community Shares Campaign Results

- We saw a sizable increase in the number of donors and amount contributed to all three campaigns and achieved the primary goal of the campaign of increased staff participation. The number of staff giving increased from about 8% to 29% with 219 staff giving to one or more organizations. United Way donors increased by 205% from 60 in 2011 to 183 in 2012. Contributions increased from \$18,838 to \$26,313, an increase of 40%. Four staff contributed at Leadership levels. Community Shares also increased with the number of donors increasing from 41 to 169, an increase of 322%. The amount given rose 79% from \$4,464 in 2011 to \$7,978 in 2012.
- Thanks also to Paul Sittenfeld for attending the campaign kickoff event and appearing in our campaign video.

#### Star Library

- Our Library was once again rated a Star Library by *Library Journal*. Trade publication *Library Journal* developed a rating method for public libraries nationwide based on four weighted per capita measures: circulation, visits, program attendance and Internet use.

#### Mobile App Selected the “Best Local App” in Cincinnati Magazine

- *Cincinnati Magazine* selected the Public Library of Cincinnati and Hamilton County’s **CincinnatiLibrary** mobile app as the “Best Local App” in their annual Best of the City article published in the December 2012 issue. In addition, *Cincinnati Magazine* selected The Friends of the Public Library Warehouse as the best place for used books.

#### New Cardholder Survey Data

- We have continued to survey our new cardholders to determine their satisfaction with the Library’s services. The most recent survey data includes new cardholders January



through July 2012. Overall, the new cardholders are very satisfied with the Library's services rating their overall satisfaction at 6 out of 7. Following are some interesting data from this most recent survey (compared to 2011 data).

- Borrowing print materials for yourself remains the primary reason for obtaining a library card but the percent of respondents choosing this reason dropped from 50% to about 45%.
  - Those selecting download digital materials as the primary reason for obtaining a library card doubled from the 10% in 2011 to just over 20% in 2012.
  - 35% of the new cardholders had downloaded material from the virtual library, however 27% responded they do not have an e-reader and do not plan to get one.
  - More new cardholders were adults 50 or older than in the previous survey.
  - Lowest satisfaction scores, none were below 5.4, were seen on collections, public computers, and hours of operation.
  - Highest satisfaction scores, above 6, were on friendliness of staff, staff assistance and building cleanliness and safety.
- A cardholder satisfaction survey was sent to all cardholders on November 20 and as of November 26 9,000 responses had been received. This is nearly double the number of survey responses received in 2011.

#### Library Reaches 80% of Households

- The number of Library cardholders continues to grow, reaching nearly 485,000. When viewed by household, 266,600 of the 331,367 households in Hamilton County have at least one library card.

#### Staff Member Selected for MVP Award

- Dave Menninger, DBA/Unix Administrator, was presented with an MVP award.

#### Be the Change Program

- The Library currently has thirty staff serving as tutors, which is in the top three of all tri-state organizations involved in the program. The tutors spend time working one-on-one with a student and work with the same student for the course of the school year.

#### Espy Tray Back at Library

- We recently retrieved a large silver tray which was being securely stored at US Bank. The tray was given to the Library in 1976 "...in memory of George Andrews Espy – by his wife Jeanne Ault Espy and their family...".

#### Armstrong Funds

- The 2013 budget includes an appropriation from the Armstrong Fund of \$20,000 to be utilized by the Library Pride team. The Armstrong Fund can only be used with authorization from the Board for the “general use & benefit of the Library”.
- This appropriation is included in the 2013 budget resolution.

## FINANCE AND AUDIT COMMITTEE REPORTS

Ms. DeFosse requested:

### Revision of Principal Amounts

That the following permanent (trust) fund principal amounts be revised, effective December 31, 2012, based on additional donations received in 2012.

Fund	2011 Principal	2012 Donations	<b>2012 Principal</b>
Abell	<b>65,859.00</b>	2,585.00	<b>68,444.00</b>

### Appropriation Change

Authorization is requested to revise *appropriations* as follows:

<u>Fund</u>	<u>Revision</u>
<b><u>General Fund</u></b>	
Salaries	\$200,000.00
Retirement Benefits	(55,000)
Supplies	20,000.00
Purchased/Contracted Services	210,000.00
Other Objects	(25,000)
Capital Outlay	<u>(350,000.00)</u>
NET CHANGE	<u>\$ 0.00</u>

These revisions accommodate additional salaries resulting from lump sum payouts of accrued PTO and sick balances for retiring employees, additional expenses in the supply area, and accelerating support and service agreements to take advantage of cost savings. The anticipated changes are mainly being offset by the decision to delay capital outlay expenditures to 2013.

### 2012 Annual Appropriations

To close out the 2012 General Fund, authorization is requested to revise the appropriations as needed from now until the end of the month. Any revisions made will be reported to the Board in February, 2013.

### 2012 Unencumbered Balance

We are on target to end 2012 with almost \$10.9 million to carry forward to 2013. In 2012, we have been able to hold total expenses under budget while benefiting from almost \$500,000 in

one-time revenue influses. The carry forward includes an operating contingency of \$1,650,000 and represents about two months of operating expenses.

Ohio Revised Code Section 3375.40(L) states that a board of library trustees may “at the end of any fiscal year, unless doing so would be contrary to law, set aside any unencumbered surplus remaining in the general or any other fund of the free public library under its jurisdiction for any purpose, including creating or increasing a special building and repair fund, or for operating the library or acquiring equipment and supplies”. In accordance with this provision, it is recommended that all unencumbered funds be carried forward in the General Fund, to be available as operating revenue in 2013.

Mr. Moran moved that the above Finance & Audit Committee Report be approved as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Hendon...7 ayes. The motion carried (29-2012).

Mr. Zaring reported that:

#### 2013 Appropriations

The Ohio Department of Taxation has set our 2013 Public Library Fund receipts at \$36,380,660 and Hamilton County has estimated property tax levy receipts of \$17,484,390. Using these amounts, total General Fund resources are estimated to be \$67,265,000, as follows:

<b>2013 GENERAL FUND RESOURCES</b>	
<u>Operating Contingency</u>	\$ 1,650,000.00
<u>Unencumbered Balance</u>	<u>9,225,000.00</u>
<u>PRIOR YEAR CARRYFORWARD</u>	10,875,000.00
<u>Public Library Fund</u>	36,380,660.57
<u>Hamilton County Property Tax</u>	17,484,390.00
<u>Other Income</u>	<u>2,524,949.43</u>
<u>NEW INCOME</u>	56,390,000.00
<u>TOTAL EST RESOURCES</u>	<b>\$ 67,265,000.00</b>

It is recommended that the 2013 General Fund appropriation (spending authority) be set at \$56,390,000, distributed by account as follows.

#### **2013 GENERAL FUND APPROPRIATION**

<u>Salaries</u>	\$ 26,135,054.00
<u>Retirement Benefits</u>	3,671,007.00
<u>Insurance Benefits</u>	5,087,855.00
<u>Supplies</u>	1,208,030.00
<u>Purchased &amp; Contracted Services</u>	8,543,054.00
<u>Library Materials &amp; Information</u>	8,350,000.00
<u>Capital Outlay</u>	1,065,000.00
<u>Other Objects</u>	330,000.00
Other Financing Uses	
<u>Transfer (Capital)</u>	<u>2,000,000.00</u>
<b><u>TOTAL APPROPRIATION</u></b>	<b><u>\$ 56,390,000.00</u></b>

In addition to the General Fund, estimated resources and appropriations have been prepared for special revenue, capital and permanent (trust) funds. These recommendations plus unencumbered carry-forward balances for all funds are summarized below. Trust fund principals, a total of \$6,728,176, are excluded from permanent fund balances.

<u>FUND</u>	<u>2012</u> <u>AVAILABLE</u> <u>BALANCE</u>	<u>2013</u> <u>ESTIMATED</u> <u>RESOURCES</u>	<u>2013</u> <u>APPROPRIATION</u>
General Fund	\$ 10,875,000.00	\$ 56,390,000.00	\$ 56,390,000.00 (1)
Building & Repair Capital Fund	6,506,677.59	2,000,000.00 (2)	3,600,000.00
Special Revenue (4 funds)	300,087.05	85,000.00	131,625.00
Permanent (44 funds)	1,663,055.09	92,965.00	318,000.00
<b>Total</b>	<b>\$ 19,344,819.73</b>	<b>\$ 58,567,965.00</b>	<b>\$ 60,439,625.00</b>

(1) Includes \$2 million capital transfer to Building & Repair.

(2) Includes \$2 million transfer from General Fund.

Mr. Zaring moved that the Board adopt a Resolution that to provide for expenditures during the fiscal year ending December 31, 2013, the resources of the Library be appropriated at the fund and object levels outlined below and that this information will be submitted to the Hamilton County Budget Commission as the Library's 2013 Annual Appropriation Resolution and Certificate of Sources Available for Expenditure.

	<b>SPECIAL REVENUE:</b>				<b>CAPITAL:</b>
	<b>General Fund</b>	Anderson Mt Washington	Library Programs	Gifts	Building & Repair
	1100	2101	2152	2199	401
Salaries	26,135,054.00				
Retirement Benefits	3,671,007.00				
Insurance Benefits	5,087,855.00				
Other Employee Benefits					
Purchased/Contracted Services	8,543,054.00	13,300.00	25,000.00		100,000.00
Supplies	1,208,030.00	18,925.00	19,000.00	18,000.00	
Library Materials and Information	8,350,000.00	5,900.00		5,500.00	
Other Objects	330,000.00				
Capital Outlay	1,065,000.00	8,000.00		18,000.00	3,500,000.00
Debt Service					
Other Financing Uses	2,000,000.00				

<b>Total Appropriation</b>	<b>56,390,000.00</b>	<b>46,125.00</b>	<b>44,000.00</b>	<b>41,500.00</b>		<b>3,600,000.00</b>
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**PERMANENT:**

	Armstrong	Karline Brown	Feld	Incidental Expense	Goldsmith	Abell
	8102	8106	8112	8114	8117	8119
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits						
Purchased/Contracted Services				25,000.00		
Supplies	20,000.00	1,000.00		8,000.00		
Library Materials and Information			125,000.00		3,000.00	2,000.00
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
<b>Total Appropriation</b>	<b>20,000.00</b>	<b>1,000.00</b>	<b>125,000.00</b>	<b>33,000.00</b>	<b>3,000.00</b>	<b>2,000.00</b>

	Hadley	Kersten	King	Sackett	Dwyer	Howard
	8120	8130	8132	8160	8163	8175
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits	35,000.00					
Purchased/Contracted Services		10,000.00				
Supplies		50,000.00			4,000.00	
Library Materials and Information			1,000.00	10,000.00	5,000.00	8,000.00
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
<b>Total Appropriation</b>	<b>35,000.00</b>	<b>60,000.00</b>	<b>1,000.00</b>	<b>10,000.00</b>	<b>9,000.00</b>	<b>8,000.00</b>

	Valerio Family	Dehner
	8179	8184
Salaries		
Retirement Benefits		
Insurance Benefits		
Other Employee Benefits		1,200.00
Purchased/Contracted Services	10,000.00	
Supplies		
Library Materials and Information		
Other Objects		
Capital Outlay		
Debt Service		
Contingency		
<b>Total Appropriation</b>	<b>10,000.00</b>	<b>1,200.00</b>

Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Hendon...7 ayes. The motion carried (30-2012).

## **LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS**

The Library Services and Administration Committee met November 13, 2012. Committee Chair Betsy LaMacchia, Library Trustees Bill Moran and Barb Trauth and staff member Kim Fender were in attendance. The Committee received a report on the percentage to be included in the budget for merit raises, where earned.

- The Committee recommended 2.5%. This amount will be incorporated into the appropriations brought to the Board for approval. No action is needed on this report.
- Factors considered in determining this amount included the current CPI and the additional cost staff will incur in the change to a high deductible health plan which includes an HSA. Additionally, the Committee reviewed salary increases for the past three years:
  - 2010: no salary schedule adjustment, earned merit raises only.
  - 2011: salaries frozen until November 17, 2011 when a 1% salary schedule adjustment went into effect. No merit raises.
  - 2012: earned merit raises only.

### **LIBRARY SERVICES**

Mrs. LaMacchia introduced Marty Beets, Technology Operations Manager.

#### A New Focus for Technology Operations

- Marty explained the Technology Operations Department focus on a new set of customer-centric goals. The primary focus of these goals will be to ensure that services are reliably available to customers and that the Library is well prepared to handle future technological demands by becoming more proactive in detecting service disruptions, anticipating and preparing for system and device failures, and implementing a rotation scheme for hardware that ensures devices stay up to date.

Mrs. LaMacchia reported that:

#### Tablets for Public Use Being Piloted at Anderson and Mt. Washington

- The Library will soon add three iPads for public use to both the Anderson and Mt. Washington branches for customers to utilize educational apps and connect to other online resources. Funds from the Anderson Township Library Association paid for the iPads, the security devices, and new furniture for the Mt. Washington Branch.

Mr Edwards reported:

#### Library to Join Search Ohio and Ohiolink

- In the first quarter of 2013, the Library will begin providing customers access to over 17 million items from public and academic libraries throughout the state of Ohio through Search Ohio and Ohiolink. Participating library customers can also request our materials as well. Participation in both Search Ohio and Ohiolink is possible because of the Library's recent change to the new Innovative Interfaces, Inc Integrated Library System.
- Mrs. LaMacchia asked if there would be additional delivery costs incurred by the Library as a result of this service. Mr. Edwards explained that we already have the delivery service in place for other services and will not be increasing the frequency of delivery at this time.

Mrs. LaMacchia reported that:

#### Library Applies for the AWE Literacy Success Award

- The AWE Literacy Success Award is given each year to a Library that performs outstanding work promoting literacy and early learning in their communities. The Library's submission will be for the *Story Time* + program which was offered in Hamilton County Head Start classrooms three times during the 2012-13 school year, and is a natural extension of past early literacy initiatives undertaken by the Library.

#### Read Aloud Partnership Expanded

- Throughout 2012, the Library has been working with the Read Aloud organization on projects to strengthen early childhood literacy. The Library will participate in five Read Aloud Big Box of Books programs that will be presented for families at area schools this winter. Twice a year, Read Aloud brings families together for a 90-minute program where they receive a box of books revolving around core topics.

Ms. Fender reported that:

#### C-Change for Kate Lawrence

- Kate Lawrence, the Library's Adult Services, Programming and Exhibits Coordinator, has been accepted into the C-Change Cincinnati program, a year-long leadership-development program for emerging leaders in the Cincinnati USA region.

Mrs. LaMacchia reported that:

#### On the Same Page Nominated for an ALA Excellence in Programming Award

- The Library's 2012 On the Same Page Cincinnati community-wide reading program was nominated for an American Library Association (ALA) Excellence in Library Programming Award, sponsored by the ALA Cultural Communities Fund.

## **FACILITIES COMMITTEE REPORT**

Mr. Moran reported that:

The Facilities Committee met on November 29, 2012. Committee Chair William J. Moran, Trustees Allen G. Zaring IV, and Paul G. Sittenfeld, and staff members Kim Fender, Greg Edwards, and Pat Lance were in attendance.

### Clifton Branch Project

The Committee received the following in-depth report from Ms. Fender, requested following the October 2012 Regular Meeting.

In early 2010 Library Trustee Bill Moran contacted me regarding the possibility of renovating the Boss Cox home on Brookline Avenue into a branch library. I toured the property and secured a \$20,000 donation to fund a feasibility study by McClorey & Savage Architects. The results of that study were presented to the Facilities Committee at a meeting on April 7, 2010. At the April 13, 2010 meeting, Mr. Hendon, Chair of the Facilities Committee, presented the Committee's report including a recommendation to "pursue relocation of the Clifton Branch to 3400 Brookline Avenue, take title to this property at the appropriate time and begin seeking donations of approximately \$3 million for renovation of the facility." All seven members of the Board were present. The motion carried with six yes votes (Gettler, Hendon, LaMacchia, Moran, Khoury and Wright) and one no vote (Sittenfeld).

The May 2010 minutes include a report that Michael Dever owner of the Brookline property had submitted a letter of intent to donate the property to the Library. At that meeting a report on the projected operating costs for the Brookline building and acquisition costs as well as a comparison to current operating costs for the current Clifton location were presented. The Library received the donation of the property on May 27, 2010.

The Minutes for the May 2010 Regular Meeting state "the proposed relocation of the Clifton Branch from a leased facility to the George Cox house would require fundraising an estimated \$3.9 million. Library Trustee Bill Moran has volunteered to lead fundraising efforts for the project. Property owner Michael Dever intends to donate the property to the Library, with a closing to be held no later than June 30, 2010. Mr. Moran has a verbal commitment for a donation of \$300,000".

In 2011, the building began to leak and it was necessary to replace the roof and do some tuck pointing on the building. At the August 2011 Regular Meeting the Board approved public bidding of this work, estimated at \$500,000. At that meeting it was noted that sufficient funds had not yet been raised to cover the costs of these repairs. All four Trustees in attendance voted to expend the funds to make these repairs. The roofing work was completed well below the estimate at \$357,472.80.



In 2011, the Friends of the Public Library submitted a successful grant application to the Schmidlapp Fund for \$50,000 toward the project. This gift was reported at the August 2011 Regular Meeting.

Since receiving the property in 2010, a number of grants have been submitted and several fundraisers have been held for the project. Unfortunately, we have not been able to raise the funds for this project.

As part of the annual budget process, the Facilities Committee is asked to prioritize the capital projects. In May 2012, the Committee met and recommended the Clifton project as the top capital project, after Ongoing Maintenance, and changing the source of funding from private donations to Library funds. This was presented to the full Board at its May 2012 Regular Meeting. All seven Trustees were in attendance and approved this change.

In late October Library Trustee Paul Sittenfeld contacted me requesting several items including a spreadsheet, regularly updated and provided to the Board, of expenses and donations to the project. This had most recently been provided to the Board in May 2012 and included a pledge of \$250,000 from the Schmidlapp Fund. A copy current through October was provided. In response to questions from Mr. Sittenfeld, Mr. Moran confirmed that there was no specific timeline and no written commitment for the remaining gift of \$250,000. A new spreadsheet without this commitment was created. On October 31 I received a call from Mr. Sittenfeld telling me that he had contacted the Bank and there was no pledge for additional funds for this project. Further, he stated in his message that this had been communicated to Bill Moran.

On November 1, 2012, Heidi Jark of the Schmidlapp Fund contacted me and we met on November 2. Following that meeting Ms. Jark sent an email stating that the Library Foundation would be receiving an invitation to apply for the \$250,000 grant. The Schmidlapp Fund committee would review the application at its next meeting on January 9, 2013. In our conversation Ms. Jark noted three factors that influenced the decision to move forward at this time: the investment already made in the roof repairs; the re-prioritization of the project; and the decision to fund at least part of the project with Library funds.

In reviewing our options regarding this property, moving forward with the project is the best course.

- The current Clifton facility is significantly undersized and we have been searching for a location for more than 30 years.
- Presentations on the project have been made to both the Clifton Town Meeting and the Clifton Business Association with favorable responses.
- Were we to cancel the project it is unlikely that the donor would take the building back and this would be irresponsible on the Library's part given the \$350,000 already spent on repairs to the building.
- We are unlikely to recover our costs should we decide to sell the building.
- The Board unanimously approved the re-prioritization and commitment of at least partial funding through Library funds in May 2012.
- A grant from the Schmidlapp Fund seems likely to be funded given that our grant for the same project was funded in 2011.

- Since the budget listing this project as the second highest priority and including its cost in our funding request was submitted to the County in May, re-prioritizing the capital projects must wait until the 2014 budget is developed.
- It is unlikely that funding for this project will be available in 2013.
- We intend to continue our efforts to raise as much of the funding for this project as possible.

The Committee is not recommending a change to the previous decisions.

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

Energy Retrofit Project, Phase III

- Approve cancelling Phase III of the Energy Retrofit Project due to low savings and lengthy payback, and the fact that Phase II has gone well over the initial estimate.

Roof Repairs/Replacements

- Approve placing the bid advertisement for the replacement of Madisonville and College Hill's roofs with the bid estimate of \$250,000.

**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 Administrative Offices of the Main Public Library, 800 Vine St., Cincinnati, Ohio 45202, until

**12:00 noon, local time, Tuesday, February 05, 2013**

for furnishing of labor, materials, equipment, services and supervision necessary to complete the project titled:

**Roof Replacements**

**College Hill Branch**

1400 W. North Bend Rd.  
Cincinnati, OH 45224

**Madisonville Branch**

4830 Whetsel Ave.  
Cincinnati, OH 45227

Proposals shall be in accordance with the Contract Documents prepared by K4 Architecture, LLC, 555 Gest Street, Cincinnati, OH 45203, 513/455-5005. Bids received after the stated deadline will not be accepted. Bids by facsimile transmission will not be accepted. Proposals will be publicly opened and read aloud. All interested parties are invited to attend.

Individual lump sum bids for trade contracts TC-01 through TC-02 are requested. The estimates for the contracts are:

TC-01 College Hill	\$190,000.00
TC-02 Madisonville	\$60,000.00
Total	\$250,000.00

The Summary of Work for the proposal in TC-01 is:

Remove existing roofing system to deck, and install new insulation and roofing system. Remove and replace gravel stops, flashings, skylight covers. Remove and reattach existing lightning protection system. Rework existing clerestory glazing

The Summary of Work for the proposal in TC-02 is:

Remove existing roofing system to deck, and install new insulation and roofing system. Remove and replace flashings and scuppers. Remove and replace existing skylight.

Starting **Friday, January 25, 2013**, bidders may purchase Contract Documents (full sets only) at the cost of reproduction from ARC Reprographics, 2863 Sharon Rd., Cincinnati, OH 45241, 513/326-2300.

A pre-bid meeting will be held at the Madisonville Branch, 4830 Whetsel Ave., Cincinnati, OH 45227 on **Wednesday, January 30, 2013, 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 percent (10%) 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, 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 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 bidders.

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.

### Request for Qualifications

- Approve publication of the notice below in order to receive statements of qualifications for professional design services from architect, surveyor, or engineer firms.

### **ARCHITECT, ENGINEER, OR SURVEYOR SERVICES**

The Board of Trustees of the Public Library of Cincinnati and Hamilton County may employ an architect, engineer or surveyor in 2013.

Architects, engineers or surveyors interested in being considered should reply with a statement of qualifications no later than Friday, January 11, 2013. Statements of qualification should include information regarding the firm's history; education and experience of owners and key personnel; the technical expertise of the firm's staff for the services provided; previous library projects completed by the firm; the firm's experience and capabilities in cost estimating and construction administration and coordination; and client and contractor references. Proposals should be transmitted to Kimber L. Fender, The Eva Jane Romaine Coombe Director, Third Floor Administrative Offices, Public Library of Cincinnati and Hamilton County, 800 Vine Street, Cincinnati, Ohio 45202.

### Sculpture Donation

Decline a gift of sculpture from artist Harriet Kaufman because of limited floor space in the Children's Learning Center, where the sculpture is requested to be installed.

### Cincinnati Garden Club Sculpture

Approve commissioning of a "garden kaleidoscope" sculpture from the Cincinnati Garden Club with the understanding that approval from the membership of the Garden Club of Cincinnati is still needed for the project to move forward.

### Loveland Lease

Approve the lease extension for the Loveland Branch with the rent amounts for the full five years of the term identical to the five years concluding December 31, 2012:

Rent for Years One and Two shall be \$ 4,750.00 per month.  
Rent for Years Three and Four shall be \$ 4,866.67 per month.  
Rent for Year Five shall be \$ 5,066.67 per month.

The extension also includes a termination clause.

The following items are presented for information only:

### Reading Lease

- The landlord delivered a revised lease with all of the requested changes included. The lease was signed by Mr. Hendon on November 29, 2012.

#### Energy Retrofit Project Phase I Completed

- All substantial work related to Phase I of the Energy Retrofit project was completed on November 30, 2012.

#### Energy Retrofit Project Phase II

- The bid advertisement for Phase II of the Energy Retrofit Project approved by the Board at the October meeting was published on November 16 and 19; a pre-bid meeting took place with potential bidders on November 27; and bids were opened on December 7, 2012.

#### Two Covedale Air Conditioning Units Destroyed

- Two HVAC units were destroyed and a third partially damaged during the theft of scrap metal on November 11, 2012. Replacement and repair estimates for these units have been obtained with the total cost at approximately \$36,000.
- The units will not be replaced until spring when the weather warms, at which time additional security measures will be taken to protect the units including fencing and alarms on each unit.
- All locations are currently being reviewed to determine security risk and to implement recommended changes.

#### Avondale Assessment Underway

- K4 Architects has begun the ADA accessibility assessment of the Avondale branch. The recommendations and cost estimates are expected by mid-December.

Mr. Moran moved that the Facilities Report be approved as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Hendon...7 ayes. The motion carried **(31-2012)**.

### **DEVELOPMENT COMMITTEE REPORT**

Mrs. Trauth reported that:

### **Library Foundation**

- The Library Foundation's Annual Fund continues to progress strongly thanks to the leadership of Paul Sittenfeld. To date the Library Foundation has received \$91,970 including a \$25,000 from the Austin Knowlton Foundation; the gift letter was signed by past Library Trustee, Charles Lindberg.
- Several grants are currently being worked on and submitted by the Foundation: Schmidlapp Foundation for Clifton; Weaver Grant (through US Bank) and a private family grant for our blind or hearing challenged patrons.
- Corporate outreach continues with partnering sponsorship proposals to fund Library programming submitted to Macys, PNC Bank and Fifth Third Foundations. Kroger will be receiving their packet of opportunities in the near future.
- Jane Murray Heimlich recently passed away and her family designated memorial gifts to the Library Foundation. These gifts are being tracked in the separate fund to be used for a library program designated by the family. To date \$1,260 has been donated.
- At their quarterly meeting on October 24, The Library Foundation Board approved an innovative charitable gift annuity program developed for the Torch Society, the Foundation's planned giving society. This program would allow donors to make a gift to the Library Foundation and receive tax benefits as well as income.
- The next quarterly meeting of the Foundation Board will be held January 23, 2013.

### **Friends of the Public Library**

- **Proceeds from the Friends book sale at the Pleasant Ridge Branch in November were \$3,994.**
- The Friends Store at the Main Library will have extended hours through December 23.
- The Friends will hold their Winter Warehouse Sale Thursday, January 17 through Sunday, January 20, 2013.
- The 2013 Used Book Sales at branch locations have been announced:
  - March 14-16: Green Township Branch Library
  - May 2-4: Blue Ash Branch Library
  - September 26-28: Westwood Branch Library
  - November 21-23: Madeira Branch Library
- The Friends held their quarterly meeting of the Board on October 26.

- The next meeting of the Friends of the Public Library Board of Trustees will be January 25, 2013.

#### Anderson Township Library Association

- The Anderson Township Library Association netted \$9,477 at its November sale.
- The Association met on November 28 and presented the Library with a check for \$40,000 with 55% designated for the Anderson Branch and 45% designated for the Mt. Washington Branch

The report was received and filed.

### **COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT**

Mr. Sittenfeld reported that:

#### Social Media Update

- Social media has been of increasing importance in effectively reaching audiences. The Library now has 15,969 Facebook followers, a 67% increase over the previous year, and 6,827 Twitter followers, up 32% over 2011. YouTube subscribers have also increased 16%.
- A YouTube video contest was held prior to the John Green author visit that garnered over 2,000 views and over two dozen video responses. In conjunction with Teen On the Same Page, a five-part video interview series was produced with Joelle Anthony, author of the selected title, *Restoring Harmony*. The series is available on the Library's YouTube channel for use by instructors utilizing this book in their classrooms.

#### Major Upcoming Programs and Promotions

##### ***Poetry Contest for Adults (January 1 – February 28)***

The Library is looking to discover new and talented poets from the Cincinnati region by inviting area residents ages 18 and up to enter the Library's second annual poetry contest for adults. Each entrant may submit one original, unpublished poem which will be judged by a committee of professional poets and literary professionals. Four winners will be chosen and given the opportunity to read their poem during the Poetry in the Garden series in April and have their poem published on our website.

##### ***Promotion of eBooks***

To assist Library customers with holiday shopping for ereaders and tablets, a Library news webpage was created in November with a comparison guide of devices compatible with the Library's downloadable services. In addition, 16 eReader Petting Zoos are scheduled in November and December to give customers a chance to try out an iPad, Nook Tablet and Kindle Fire before purchasing.

### ***Fox19 Facebook Timeline***

The Library is partnering with Fox19 to promote the Library's special and digital collections through Fox19's Facebook page. Fox19 has the largest Facebook presence of any media outlet in the city.

### ***On The Same Page 2013***

2013 marks the twelfth year of the On the Same Page community reading program. This year's title is *The End of Your Life Book Club* by Will Schwalbe. Programming will include book discussions, an author visit by Will Schwalbe on March 2 and a Skype visit with Nancy Pearl on March 23. On The Same Page partners include Joseph-Beth Booksellers, the Mercantile Library, Xavier University, and WVXU.

### ***Teen Drawing Contest***

The annual Teen Drawing Contest rolls out January 1-31 for teens ages 12-18. This year's theme is "Fan Art!" and teens are encouraged to recreate a scene from their favorite book. Prizes will be awarded to first, second and third place winners, along with twelve honorable mention winners in two age categories, ages 12-14 and ages 15-18.

### ***College Goal Sunday***

The Library will host an open house for parents on applying for federal student financial aid on Sunday, February 10, from 1:00 – 5:00 p.m. in TeenSpot. The open house is being presented in conjunction with College Goal Sunday Cincinnati partners, the Cincinnati Youth Collaborative, Cincinnati State **Technical and Community College**, YMCA, and Cincinnati Public Schools.

### ***Read Across America***

The Library will again participate in Read Across America in the Children's Museum at the Cincinnati Museum Center on Saturday, February 23 from 10 a.m. to 4 p.m. Library staff will provide storytimes, crafts, games, and prizes as part of the annual "Seuss-a-bration."

### ***Flying Pig Kids' Marathon/Hog Logs***

The Library will again partner with the Cincinnati Flying Pig Kids' Marathon to encourage kids to Be Smart, Move More, and Eat Well. February through May, selected Central Region branches and the Children's Learning Center will host presenters from the Kids' Marathon and the Nutrition Council on regular programs for kids that will engage them in fitness, fun, and healthy food choices. Participating in the programs and reading allow kids to track "miles" on their Hog Logs and be eligible to participate in the Kids' Marathon 26<sup>th</sup>-Mile Event just for kids on the day of the Marathon.

### **Books by the Banks**

The 6<sup>th</sup> annual Books by the Banks: Cincinnati USA Book Festival took place at the Duke Energy Convention Center on Saturday, October 20 and featured over 100 local, regional, and national authors. It was quite successful with:

- 34% increase in panel discussion attendance (1,311)



- 8% increase in attendance (4,500)
- 4% increase in book and poster sales (\$54,015.10)

Survey responses from attendees, authors, and volunteers were quite complimentary about the day's activities and organization of the event. Of the attendees who filled out a survey, 89% agreed that Books by the Banks met their expectations, 84% agreed that the quality and variety of authors was of interest to them, and 88% agreed that they will return to the event in 2013.

Numerous libraries and organizations fund, plan and operate the Festival, including the Library Friends and Foundation. Library staff plays a key role in the planning and implementation each year of the Festival. Planning for the 2013 Books by the Banks is underway

## LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright reported that:

### Library Levy Results Statewide

Libraries across the state had 14 levies and one bond issue on the November 6 ballot. Of the levies, one was new, eight were renewals (three of which were renewals/additional), three were replacements (two of which were a replacement/additional) and two were additional. The one bond issue was new. All 15 issues were approved by voters. A tally of results for each library is below.

<b>Ohio Library Council</b>								
<b>LIBRARY LEVIES AND BOND ISSUES</b>								
<b>Nov. 6, 2012 - UNOFFICIAL</b>								
Type	Library	County	Millage	For	Against	% of Yes	Type	Term (yrs.)
BOND	Dayton Metro Libraries	Montgomery	1.56	122,281	75,571	62%	New	26
LEVY	Champaign County Library	Champaign	0.40	8,870	5,119	63%	Renewal	5
	Grandview Heights Public Library	Franklin	2.50	3,563	923	79%	Replacement	5
	Guernsey County District Public Library	Guernsey	1.00	7,964	7,875	50%	New	5
	Huron Public Library	Erie	1.25	3,554	2,242	61%	Replacement/Add.	5
	Mansfield-Richland County Public Library	Richland	3.90	25,029	22,862	52%	Renewal/Add.	10
	Pataskala Public Library	Licking	0.50	6,780	5,261	56%	Renewal	5
	Ridgemont Public Library (Mt. Victory)	Hardin, Logan	0.50	766	667	53%	Renewal	5
	Ritter Public Library (Vermilion)	Erie, Lorain	0.625	3,668	3,516	51%	Additional	10
	Stark County District Library	Stark	1.70	58,824	51,617	53%	Renewal/Add.	8
	St. Paris Public Library	Champaign	0.50	3,362	2,381	59%	Renewal	5
	Toledo-Lucas County Public Library	Lucas	2.90	125,703	65,984	66%	Renewal/Add.	5
	Wadsworth Public Library	Medina	1.00	7,517	6,052	55%	Additional	5
	Wayne County Public Library	Wayne	1.00	25,183	17,661	59%	Renewal	5
	Wright Memorial Library (Oakwood)	Montgomery	1.50	3,844	1,569	71%	Replacement/Add.	5

### Election Results

- In the state's legislature races, incumbents swept. Our area lost one Representative due to redistricting. Lou Blessing a longtime member of the General Assembly was term-

limited. His seat in the House was won by his son, Lou Blessing. Congratulatory letters have been sent to all those elected or re-elected.

- County Commissioner: Greg Hartmann (R)  
Todd Portune (D)
  
- Ohio House of Representatives: 27<sup>th</sup> District Peter Stautberg (R)  
28<sup>th</sup> District Connie Pillich (D)  
29<sup>th</sup> District Lou Blessing III (R)  
30<sup>th</sup> District Louis Terhar (R)  
31<sup>st</sup> District Denise Driehaus (D)  
32<sup>nd</sup> District Dale Mallory (D)  
33<sup>rd</sup> District Alicia Reece (D)
  
- Ohio Senate: 8<sup>th</sup> District Bill Seitz (R)
  
- U.S. House of Representatives: 1<sup>st</sup> District Steve Chabot (R)  
2<sup>nd</sup> District Brad Wenstrup (R)

#### House and Senate Leadership

- Given that a new State budget will be adopted in 2013, we have been closely watching the election and appointment of Senators and Representatives to leadership positions in the House and Senate. Keith Faber, of Celina, will take over as Senate President for Tom Niehaus, from New Richmond, who leaves his seat at the end of the year. Representative William Batchelder of Medina has again been chosen as Speaker of the House.

#### EEOC Discrimination Charge

- The Library received notice of a Charge of Discrimination that was filed with the U.S. Equal Employment Opportunity Commission (EEOC) by Melanie Young, previously an employee of the Library. Following its investigation of the case, filed for disability discrimination, the EEOC dismissed the claim.

### **COMMUNICATIONS**

None

### **CONSENT AGENDA ITEMS**

Mr. Hendon presented the following items for approval:

- Minutes of the regular meeting held October 9, 2012.
- Monthly financial reports for the periods ending October 31, and November 30, 2012.
- Investment report (summary of invested balances) as of October 31 and November 30, 2012.

	<u>As of 10/31/12</u>	<u>As of 11/30/12</u>
<u>Operating Account</u>		
General Fund	\$ 16,175,385.09	\$ 14,464,981.54
Insurance/Indemnification	230,000.00	230,000.00
Building & Repair	5,967,923.93	5,747,569.46
Special Revenue Funds	124,331.57	121,283.34
Permanent/Trust Funds	<u>1,686,755.93</u>	<u>1,668,581.14</u>
	\$ 24,184,396.52	\$ 22,232,415.48
<u>STAR Ohio</u>		
Building & Repair	\$ 1,046,054.52	\$ 1,046,139.13
<u>Managed Investments</u>		
Permanent/Trust Funds	<u>\$ 6,725,591.00</u>	<u>\$ 6,725,591.00</u>
<b>GRAND TOTAL</b>	<b>\$ 31,956,042.04</b>	<b>\$ 30,004,145.61</b>

- Personnel change report through November 24, 2012.

Action	Agency	Position Title	FTE	Employee Name	Effective Date
Retirement	North Central	Reference Librarian I	1.00	Adams, Sharon K.	10/27/12
Retirement	Circulation Services	Library Services Ass't II	1.00	Covey, Peggy A.	10/22/12
Retirement	Delhi Township	Library Services Ass't II	1.00	Karlage, G. Jean	10/31/12
Promotion	Technology Operations	Technology Operations Manager	1.00	Beets, Martin B.	10/28/12
Promotion	Service Operations	Service Operations Manager	1.00	Brehm-Heeger, Paula C.	10/14/12
Promotion	Acquisitions	Acquisitions Assistant I	1.00	Davis, Jenna T.	09/30/12
Promotion	Deputy Director	Deputy Director	1.00	Edwards, Gregory A.	09/30/12
Promotion	Service Operations	Lib. Services Manager-Central	1.00	Farmer, Angela	11/11/12
Promotion	Hyde Park	Branch Manager II	1.00	Smith, Blossom D.	10/14/12
Promotion	Mt. Healthy	Children's Librarian I	1.00	Sullivan, Elizabeth L.	09/30/12
Promotion	Virtual Information Center	Library Services Ass't I	1.00	Tracey-Miller, Nathaniel A.	09/30/12
Appointment	Madeira	Student Shelver	0.30	Barker, Max H.	10/28/12
Appointment	Circulation Services	Library Services Ass't I	0.50	Bolles, Rachel E.	09/30/12
Appointment	Outreach Services	Shelver	0.70	Brunner, Clare E.	09/30/12
Appointment	Information & Reference	Library Services Ass't II	0.50	Buelsing, Angela B.	09/30/12
Appointment	Harrison	Student Shelver	0.30	Crone, Alyssa M.	09/30/12
Appointment	Green Township	Student Shelver	0.30	Dodd, Brittany S.	09/30/12
Appointment	Symmes Township	Student Shelver	0.30	El-Khatib, Ayah D.	11/11/12
Appointment	Groesbeck	Student Shelver	0.30	Floyd, Akayla R.	11/11/12
Appointment	College Hill	Homework Aide	0.30	Harper, Diann R.	09/30/12
Appointment	Covedale	Student Shelver	0.30	Jennrich, Michelle C.	10/28/12
Appointment	Monfort Heights	Student Shelver	0.25	Junker, Celina M.	10/28/12
Appointment	Madeira	Student Shelver	0.30	Kokenge, Julia A.	09/30/12
Appointment	Facility Operations	Facility Operations Manager	1.00	Lance, Patrick C.	11/11/12
Appointment	Loveland	Student Shelver	0.20	Luti, Emily A.	11/11/12

<b>Action</b>	<b>Agency</b>	<b>Position Title</b>	<b>FTE</b>	<b>Employee Name</b>	<b>Effective Date</b>
Appointment	Materials Retrieval	Page	0.50	McGhee, Rachael G.	11/11/12
Appointment	Mt. Washington	Student Shelver	0.30	Martin, Jacob E.	11/11/12
Appointment	St. Bernard	Library Services Ass't I	0.50	Meeks, Hannah L.	09/30/12
Appointment	Anderson	Library Services Ass't I	0.50	Mell, Kurt R.	09/30/12
Appointment	Clifton	Library Services Ass't I	0.50	Miller, Samantha A.	10/14/12
Appointment	Marketing	Graphic Designer	1.00	Ostoich, Kathleen M.	09/30/12
Appointment	Hyde Park	Library Services Ass't I	0.50	Pennell, Leslie R.	09/30/12
Appointment	Hyde Park	Student Shelver	0.20	Perry, Thomas J.	11/11/12
Appointment	Symmestown Township	Student Shelver	0.30	Reynolds, Emily E.	11/11/12
Appointment	Fiscal Office	One Solution Appl. Specialist	1.00	Siebel, Jennifer L.	11/11/12
Appointment	Walnut Hills	Homework Aide	0.30	Turner, Deborah J.	10/14/12
Appointment	Children's Learning Center	Children's Librarian I	1.00	Volk, Annalea	11/11/12
Appointment	Loveland	Student Shelver	0.20	Vuyk, Peter S.	11/11/12
Change	Facility Operations	Admin.Ass't-Facility Operations	1.00	Boyd, Richard C.	11/11/12
Change	Sharonville	Library Services Ass't III	1.00	Brannin, Alder M.	09/30/12
Change	Madeira	Library Services Ass't I	0.50	Connaughton, Arlie M.	10/28/12
Change	North Central	Reference Librarian I - Teen	1.00	Hartlaub, Elizabeth V.	11/11/12
Change	Madeira	Library Services Ass't I	0.60	Puthoff, Jennifer L.	10/28/12
Change	Service Operations	System-Wide Services Manager	1.00	Sample, Holbrook H.	11/11/12
Change	Deputy Director	Admin. Ass't-Deputy Director	1.00	Schlicher, Lynne T.	10/28/12
Change	Technology Operations	Admin. Ass't-Technology Operations	1.00	Smith, Morris T.	10/28/12
Change	Madeira	Library Services Ass't I	0.70	Spears, Kaitlyn P.	10/28/12
Departure	Popular Library	Reference Librarian I	1.00	Adolphson, Melanie L.	10/11/12
Departure	Materials Retrieval	Page	0.50	Ammon, Melanie G.	11/07/12
Departure	Computer Services	PC Support Specialist	1.00	Baccus, Shawn D.	11/01/12
Departure	Groesbeck	Student Shelver	0.30	Barry, Rachel C.	10/13/12
Departure	Miami Township	Library Services Ass't I	0.50	Casaceli, Tracy M.	11/17/12
Departure	Materials Retrieval	Page	0.50	Collins, Brittany D.	10/17/12
Departure	Green Township	Student Shelver	0.30	Doll, Lindsay M.	11/07/12
Departure	Mt. Washington	Student Shelver	0.30	Foster, Melanie R.	10/31/12
Departure	Information & Reference	Shelver	0.50	Goldsworth, Stephen A.	10/15/12
Departure	TechCenter	Library Services Ass't II	0.50	Grant, Lisa M.	10/03/12
Departure	Bond Hill	Homework Aide	0.30	Hart, Mellita B.	11/12/12
Departure	Norwood	Library Services Ass't I	0.50	Lawhorn, Verna M.	11/14/12
Departure	Norwood	Library Services Ass't I	0.50	Linneman, Laura M.	11/10/12
Departure	College Hill	Children's Librarian II	1.00	Nabel, Lisa R.	10/19/12
Departure	Information & Reference	Shelver	0.50	Pelle, Susan L.	10/05/12
Departure	Custodial Services	Custodial Services Manager	1.00	Ramsey, Robert A.	11/10/12
Departure	Circulation Services	Library Services Ass't I	0.50	Schlembach, Chelsey M.	11/10/12
Departure	Information & Reference	Library Services Ass't II	0.50	Stacy, Ryan P.	11/09/12
Departure	Facilities Services	Custodian - Main	1.00	Wright, Jacqueline	10/15/12

Action	Agency	Position Title	FTE	Employee Name	Effective Date
Departure	Walnut Hills	Library Services Ass't I	0.50	Young, Melanie H.	10/16/12
Departure	Popular Library	Shelver	0.50	Zlatkin, Aaron L.	11/24/12

- Statistical report for October and November 2012.
- Top ten circulating titles for October and November 2012.
- Change order for the Energy Retrofit Project, presented for confirmation:
  - Deduct Change Order in the amount of \$3,517.50 to reflect an accurate count of occupancy sensors installed.

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

Voting for the motion: Mr. Moran (except pass on investment report), Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Wright and Mr. Hendon ... 7 ayes. The motion carried. **(32-2012)**

The Regular Meeting was then adjourned.

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President

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Attest: Secretary