

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

Date: August 13, 2013

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

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

Trustees Absent: Mr. Sittenfeld - call in

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

***LIBRARY TRUSTEE OATH OF OFFICE – WILLIAM J. MORAN***

William J. Moran was sworn in by Ross Wright as Trustee for the Board of Trustees of the Public Library of Cincinnati and Hamilton County for a term through October, 2020.

***PUBLIC COMMENTS***

None.

***INFORMATIONAL ITEMS***

**FISCAL OFFICER'S REPORT**

Ms. DeFosse reported that:

**PLF UPDATE**

The July 2013 PLF distribution was 3.85% less than the July 2012 distribution. This is the result of the PLF distribution being set at 1.66% of General Revenue Fund tax revenue (instead of the freeze

from FY 2011) and being impacted by timing differences. We have now returned to the days of not knowing what our monthly distribution from the PLF will be until the 10<sup>th</sup> of each month.

The updated estimate we received from the Ohio Department of Taxation for our 2013 PLF distribution is \$36,107,211 which is \$273,449 less than the original estimate of \$36,380,660. The shortfall this year and a new estimate for 2014 which includes a 1.55% increase (as opposed to original predictions of a 3% to 4% increase) are the result of late changes made to the budget and the timing variance mentioned above.

### LEVY UPDATE

We received the **Certificate of Estimated Property Tax Revenue to be Produced from a Specified Amount of Millage** from the Hamilton County Auditor that was requested by the Board in June. The amount certified is \$18,151,261 which is \$666,871 more than the amount certified last October for 2013. The increase is the result of additional properties coming onto the tax duplicate and incremental recovery of values not exceeding the original levy value.

On June 24, 2013, the Hamilton County Commissioners passed the “Resolution declaring that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of Hamilton County and that it is necessary to levy a tax in excess of the ten-mill limitation at a rate not to exceed one (1.00) mill to provide funds for operating expenses and capital improvements for the Public Library of Cincinnati and Hamilton County”.

The request will be forwarded by the Commissioners to the Hamilton County Board of Elections to be placed on the ballot in November.

### MID YEAR BUDGET STATUS

As of June 30, although we anticipate an overall revenue shortfall of about \$550,000 as a result of the decrease in the PLF income and less than budgeted fine and fee income, we are currently on target to save between \$600,000 and \$1,000,000 in the salary and benefit areas. These savings are the result of ongoing operational changes to maximize efficiency and control costs.

## **FINANCE & AUDIT COMMITTEE REPORT**

### POST AUDIT CONFERENCE AND CAFR

The post audit conference was held at 8:30 a.m. on August 13 prior to the regularly scheduled Board meeting.

The audit opinion on internal controls and compliance (*Report on Internal Control over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards*) disclosed no material deficiencies in internal control over financial reporting, nor any instances of noncompliance. A separate Management Letter was not issued, as there were no formal recommendations made for reporting or operational changes.

## **LIBRARY OPERATIONS – SERVICE COMMITTEE REPORT**

### **TEEN FINRA GRANT AND TEEN ON THE SAME PAGE TAKING PLACE**

Mrs. LaMacchia introduced Jennifer Korn, Teenspot Manager. Ms. Korn shared the details of two large scale teen programs the Library is hosting this summer and fall. The Library received a \$57,852.44 grant from the FINRA Foundation to develop and provide financial literacy programs to teens. With our partners from the Ohio State University Extension Office, the Library is hosting a series of seven, Money: Make It, Save It, Spend It programs at various branches this summer. Program participants will learn how to create a spending plan, the importance of saving and investing, how to use credit cards and loans wisely, and how to spot and avoid money scams. The programs have received positive feedback. In 2014, the branches that did not host programs in 2013 will be hosting them.

Also, the Teen On the Same Page program will take place during the month of October. This year's selected title, *Endangered* by Eliot Schrefer, takes readers on a survival adventure in the Democratic Republic of Congo. A month-long celebration of the book will culminate with the author visiting Deer Park High School, Sycamore Junior High, and the Main Library on October 16<sup>th</sup>.

Mrs. LaMacchia reported that:

### **CIRCULATION FOR JULY HIGHEST EVER**

The circulation for July was the highest for any month in the history of the Library. Total circulation was 1,632,251 with 832,249 in print, 668,955 in audiovisuals, and 131,047 in digital. The overall circulation represents a year-to-date increase of 2.4%.

### **SUMMER READING 2013: POWER UP...READ! A SUCCESS**

Summer Reading 2013: Power Up...READ! ran from June 1-July 31 and was a success! 7,616 preschoolers, 17,677 kids, 6,502 teens and 7,883 adults registered for a total of 39,678 participants. This represents a 3% increase in participation over last year's program. 20,571 people completed the program, which is a 4% increase in completion over last year.

In support of the Read On! Early Grade Level Reading Campaign, the Summer Reading Program focused resources to support summer learning at branches that serve students in selected Cincinnati Public Schools targeted by the campaign. Special efforts were made to register students attending the targeted schools for the Summer Reading Program and engage them in corollary programming throughout the summer. A total of 1,058 students from 19 targeted schools participated in Summer Reading. Forty additional Saturday programs were presented at ten branches in targeted communities, serving 916 children. Outreach Services presented a total of 191 programs to locations throughout those communities, serving 3,112 children. Education and Homework Support staff offered 10 one-day mini-Brain Camps, serving 132 children and 10 week-long Brain Camps, serving 579 students. Summer Reading registration at the branches located in these targeted communities was 1,058 compared with 600 last year – a 76% increase!

### SUMMER LUNCH SERVICE STRONG

The Library partnered with Cincinnati Public Schools and Window Arts Enrichment this summer to provide lunches to children ages 1-18 at 15 locations. Participation has been consistently strong at many branches. Volunteers have been essential in assisting branch staff with set up, serving and cleanup each day. Staff expanded their efforts this year to include short daily activities around lunch service to support literacy skills and encourage participation in Summer Reading Program. The total lunches served in 2013 was 13,741, up significantly from the 2012 count of 6,700.

### DIGITAL BOOKMOBILE VISIT A HUGE SUCCESS

Overdrive's Digital Bookmobile visited the Bond Hill Branch on Tuesday, July 30, 2013 and Fountain Square on Wednesday, July 31, 2013. Library staff was on hand at both events to talk to bookmobile visitors about our downloadable resources and answer questions. A gadget gallery featuring a wide variety of portable devices that are compatible with the Library's download service provided hands-on experience. More than 600 people toured the Digital Bookmobile over both days and everyone who participated received an entry form for a chance to win a NOOK e-reader. All four local TV stations provided coverage of the event.

Mr. Edwards reported that:

### NEW LOOK FOR LIBRARY CARD COMING IN SEPTEMBER

The Library will be switching to a new look for our Library card in September, Library card Sign-Up Month. The design features thinner plastic and includes a key fob version of the card, a frequent request from customers. The initial supply of new cards will feature the IMLS medal image. The cost of the new card is less per card, resulting in a cost savings for the Library. A number of promotional efforts are scheduled for the rollout of the new card and Library Card Sign-Up Month, including mailings to households without Library cards. Mrs. LaMacchia inquired if the gold cards would have key fobs. Ms. Fender replied that we have significant supply of gold cards and have not ordered new ones. Mr. Wright was pleased to know that value can be added via coin op.

### ALTERNATE ID GOES LIVE IN SEPTEMBER

Testing is underway to add a feature to the Library's online catalog that will allow customers to access their account online by creating a user ID, instead of a library card number, along with their PIN. Use of an alternate ID makes it easier for customers to remember their log-in. Testing to determine whether customers can use the alternate ID for the self-check machines, reserving a PC, patron self-registration, and accessing databases and downloadable resources is also underway.

Mrs. LaMacchia reported that:

### BOOKS BY THE BANKS TAKES PLACE OCTOBER 12, 2013

The 7<sup>th</sup> annual Books by the Banks: Cincinnati USA Book Festival will take place on Saturday, October 12 at the Duke Energy Center from 10:00 a.m. to 4:00 p.m. As in previous years, the day-long festival will feature approximately 100 national, regional, and local authors; book signings; author panels; and a full-schedule of activities and programs for the entire family to enjoy in the Kids' Corner. Two prominent authors attending this year's event are R.J. Palacio, author of *Wonder*, and

Gene Luen Yang, graphic novelist and author of *Boxers & Saints*. The number of partner libraries has increased this year with the inclusion of the Campbell County and Kenton County Public Library systems. In addition to generous contributions from the Library Foundation, the Friends, and our partner libraries, Books by the Banks is receiving financial support from the Ohio Humanities Council and the Dater Foundation.

### 59<sup>th</sup> ANNUAL VETERANS DAY COMMEMORATION

The 59th Annual Veterans Day Commemoration will take place at the Main Library on Monday, November 11 at 10:45am. This year's speaker is Robert Stachler, a Korean War veteran who was a first lieutenant in the 32nd Infantry Regiment, 7th Division, and was a participant in the Veterans History Project. This year's Veterans Day Commemoration will vary slightly from those of past years. A highlight of this year's program will be the installation of flag into the Veterans Memorial Exhibit. The flag was flown over the U.S. Capitol in honor of the Library winning the IMLS award, and presented to the Library by Senator Rob Portman. Unveiled this year will be a Veterans History Project kiosk, which will be located near the Veterans Memorial Exhibit in the Main Library's Atrium. The kiosk is a touchscreen that allows Library visitors to access the vast collection of Veterans History Project interviews conducted at the Library. And finally, each veteran who attends the program will receive a commemorative keepsake at this year's event.

### POP-UP LIBRARIES

The Library is working with two local organizations, the Cincinnati Museum Center and Cincinnati Playhouse in the Park, to expand the Library's reach by offering a small, topical collection of circulating books. Books in the Pop-Up Library can be checked-out on-site using the Library's mobile app. The Pop-Up Library is not permanent. We plan to expand Pop-Up Libraries to additional locations in the future.

### BILL WOULD ALLOW CONCEALED WEAPONS IN PUBLIC LIBRARIES

Rep. Ron Maag (R-Lebanon) has introduced HB 231 which would expand Ohio's current Concealed Carry laws to allow concealed weapons in government buildings, including public libraries. The bill also would allow concealed weapons in churches and daycare centers and allow college campuses to permit concealed carry. It is expected that this bill will have some hearings this fall, but because of the controversial nature of this legislation, it is not expected to move quickly through the General Assembly. The Ohio Library Council is drafting a letter to legislators expressing opposition to the legislation.

## **HUMAN RESOURCES COMMITTEE REPORT**

Mrs. Trauth reported that:

### STAFF RECOGNITION PROGRAM

Over the past years, we have recognized and celebrated a number of accomplishments at two separate events. We have recognized staff members who have achieved a milestone for years of service, and honored exemplary staff with the President's Award and Rookie of the Year at the Staff Recognition Breakfast and thanked retirees who have dedicated their time and energy toward making our library successful at the December Board Meeting.

Beginning this year, we will combine these two events into one Staff Recognition Program for staff and retirees on Sunday, November 24 from 5:30 p.m. – 7:00 p.m. in the Atrium at the Main Library. Family and friends will be invited to join the celebration.

### OPERS

The Ohio Public Employee Retirement System (OPERS) Board approved a one-year delay in the implementation of key parts of the new retiree health care plan which was adopted last year. The key components being delayed by one year to January 1, 2015 include the new eligibility rules and the allowance reduction. OPERS are making these timing changes so current members and retirees can have more time to prepare. The delay will also allow OPERS more time to educate members and communicate the details of the new retiree health care plan.

### AFFORDABLE CARE ACT

Health Care Reform is changing the landscape of benefits for the library. The Affordable Care Act makes the Library subject to potential tax penalties if we do not offer health coverage to at least 95% of our full time employees and their dependents. The Affordable Care Act has defined full time employee to include part time staff who work 30 hours or more per week.

On July 2<sup>nd</sup>, the Department of Treasury announced it will suspend for one year reporting requirements in 2014 for larger employers to demonstrate compliance with a mandate to offer employees health insurance coverage, and not enforce financial penalties until 2015. In the meantime, Administration has implemented some staffing guidelines to eliminate the possibility of tax penalties. We will continue to review the number of extra hours that part time staff members are working each month and we will look at opportunities to make feasible staffing changes over the next several months. In addition to these guidelines, part time staff will not be allowed to work more than their authorized position hours without a pre-approval from their managers beginning in October 2013.

Information about exchanges and subsidy programs are anticipated to be released late summer or early fall. Administration will continue to work with our Health Insurance Broker to understand the Reform and its impact on the library.

### OPEN RECORDS REQUESTS

To date, we have received 6 open records requests from Pat Lance and we have fully responded to all of them. We are working with our labor attorney Robert S Brown on this matter.

## ***ACTION ITEMS***

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

Ms. Fender reported that:

### IN MEMORIAM CHARLES D. LINDBERG, 1928-2013

On July 20, 2013, Charles D. Lindberg, Library Trustee from 1982 to 2008, passed away at the age of 84. Mr. Lindberg was first appointed to the Library Board in 1982 by the Board of County Commissioners of Hamilton County. He served as Board President in 2007, 1996, and 1993, as well as several terms as Vice President and Secretary. In recognition of his 26 years of continued service, the Library Board of Trustees conferred upon Mr. Lindberg the honorary lifetime title of Trustee Emeritus.

Once asked what he liked most about serving on the Library Board he replied, "Our Library is by far the finest public institution in Hamilton County. It also is the finest public library in Ohio, and, if not the best in the country, at least among the very top. It's really rewarding to serve on the Board of an organization that is so efficient, that operates well, and does so much for the public."

During his tenure on the Board, the Library experienced many changes and technological advances to better serve customers. Throughout these changes, Mr. Lindberg never lost sight of the importance of reading. "First and foremost, libraries always should be about books, learning, and reading."

Managing Partner of the law firm of Taft, Stettinius & Hollister LLP from 1985-1998 and of counsel thereafter, Mr. Lindberg was also on the Board of Trustees of Augustana (Illinois) College.

Mr. Lindberg served as Trustee of Knowlton Foundation, which he created with his longtime friend and business partner, Austin E. "Dutch" Knowlton, in 1981 and previously served on the Board of the Greater Cincinnati Chamber of Commerce and the Greater Cincinnati Center for Economic Development.

Mr. Lindberg requested that any memorial giving or gifts in lieu of flowers be made to the Public Library of Cincinnati and Hamilton County Foundation (in memory of Charles D. Lindberg) or Augustana College (the Charles David Lindberg Scholarship). Several memorial donations have already been received.

Mr. Moran noted the Veteran's Day speaker this year, Mr. Stachler, was a good friend and partner with Mr. Lindberg.

Ms. Fender requested a moment of silence in memory of Charles Lindberg.

### OHIO LIBRARY COUNCIL AWARDS AND HONORS 2012-2013

#### OHIO FRIENDS OF THE LIBRARY (OFL) RECOGNITION AWARD

The Friends of the Public Library of Cincinnati and Hamilton County has been selected for the Ohio Library Council's 2012-2013 OFL Recognition Award. Founded in 1957, The Friends of the Public Library is a non-profit organization dedicated to helping the Library carry out its mission of "connecting people with the world of ideas and information" by providing the library with financial support and advocacy. Annually, 500 volunteers conduct multiple book sales each year including online sales, sales at the Friends' warehouse, branch sales and the Friends' biggest fundraiser, the annual sale at the Main Library contributing more than 10,000 hours of work.

For the 2013 Friends' Fiscal Year, which ended March 31, 2013, the Friends saw an increase in book sale revenue of 8%. This was achieved through three initiatives. First, the Friends of the Public

Library have achieved incredible success as a result of adapting to the online book sale market. Books sold through online sales were up by 18% from last fiscal year.

Next, the Friends analyzed the hours of operation at their warehouse and realized they could open for sales three days a week without adding any cost. These sale hours have been enormously successful offering shoppers access to the more than 80,000 items in inventory. In FY 2013, revenues from warehouse sales increased by 10%.

Finally, the Friends conduct four branch library sales each year. Two of these sales are held at small or mid-size branches with the intent of exposing new communities to the work of the Friends and the Library. The Friends and the Library work together to promote branch library sales through electronic and social media. One week prior to branch used book sales, the sale is featured on the Library's website and specialized emails are sent to customers of the hosting branch. In addition, tweets and Facebook posts are sent each day of the sale. These efforts have resulted in a 28% increase in branch book sale revenue.

Children's books not sold at used book sales are donated to Crayons to Computers. Crayons to Computers volunteers are able to bank hours by completing their service at Friends' sales. This collaboration is a wonderful example of organizations working together to be a dynamic force in the community.

In recent years, our Friends have implemented an innovative way to reduce expenses, increase income, and keep materials out of landfills with the use of recycling. This green solution for materials that, in the past, would have been discarded has generated \$16,838 in revenue for the Friends in FY2013. In addition, this solution has resulted in a cost savings of more than \$2,000 annually by eliminating fees for waste removal.

Our Friends group very generously joined with the Ohio Library Council to share the fees for a lobbyist working with the General Assembly to maintain state funding for Ohio Libraries. The Friends of the Public Library of Cincinnati and Hamilton County is the only Friends organization of any Ohio Library to provide this funding. This support has been significant in helping us to maintain the services and material we provide.

Jay DeWitt, President of the Board of the Friends of the Public Library remarked that it is a humbling experience to be associated with an organization such as the Friends who work as hard as they do. He commented on the numerous volunteer hours that people contribute to make it the organization that it is.

### JOHN PHILIP OUTREACH AWARD

Elizabeth Zuelke, Manager of the Library's Outreach Services Department has been selected as the recipient of the Ohio Library Council's 2012-2013 John Philip Outreach Award. This award recognizes exceptional achievement in outreach services. Outreach Services may not be a familiar term to everyone on the Board. Staff in an Outreach Services department takes the library to those who cannot come to us. Paula Brehm-Heeger nominated Elizabeth for this award.

Elizabeth is an active participant in local and state professional activities and associations, currently serving as a member of the Ohio Library Council's Outreach and Special Services Division and as the



convener of the SWON consortium's Outreach Interest Group since 2008. She has presented at numerous library conferences during her professional career.

During her tenure as the Manager of the Outreach Services Department, Elizabeth has initiated and implemented a variety of important projects in service of ensuring all customers have equal and outstanding access to all library services and materials.

One of the largest and most important services offered by the department is the delivery of teacher collections. For the 2011/12 school year 509 teachers at 84 schools used the collection delivery service with more than 4,000 collections delivered.

Elizabeth has prioritized developing and offering services and tools designed to support staff at all locations in integrating special needs young people into Library events. The Outreach Services department, in consultation with community experts, developed a list of easily-transported resources needed to enhance service to special needs children. Items include wooden chairs offering support for sitting through a program, chairs with arms to help children push themselves from a sitting to standing position, sensory rolls with textures to add sensory stimulation to a program, portable weighted shapes to aid in concentration and "Big Mack Switches" which allow staff to record a message that can be triggered by touching a button allowing nonverbal children to participate in verbal activities. When staff at any library location recognizes a potential opportunity to engage a child with special needs in using their branch and attending Library programs, Outreach Services is contacted and arrangements are made to borrow the assistive equipment.

Elizabeth also wrote and received an LSTA grant to provide 30 VictorReader Streams to homebound customers in Cincinnati. A VictorReader Stream is an ultra-compact unit for the blind and those with visual impairments. As a result of this work by Elizabeth, blind and low vision customers are better equipped to participate in system-wide literature programs such as the Featured Book of the Month and On the Same Page One Book/One City program, and have an opportunity to receive an introduction to the use of VictorReader Stream equipment without visiting a Library building. Other positive results include an enhancement of the Library's relationship with local organizations serving blind and visually-impaired individuals, particularly the Clovernook Center for the Blind and Visually Impaired. Elizabeth partnered with this organization to create an audio described video presentation featuring the VictorReader Streams and information about their availability. The VictorReader Stream project was featured in the LSTA Spotlight for May on WebJunction Ohio. This project continues today, well past the grant period.

Ms. Zuelke remarked that her staff contributed to the award and the overall success of the department. She stated they will continue to work hard to deliver outstanding service.

The award recipients will be honored at a luncheon at the Ohio Library Council conference in Sandusky, Ohio on October 9. Congratulations to Elizabeth and the Friends of the Library on their selection for this recognition.

Mr. Moran remarked that as a member of the OLC Board, he is aware of how highly contested these awards are and it is quite an achievement.

## 2012 CIRCULATION RANKINGS

Among libraries included in the Public Library Data Service Statistical Report released in July 2013 our Main Library with circulation of nearly 6.6 million was first in the country. As a system we were 7<sup>th</sup> in circulation in the country; moving up from 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	28,278,150
2. Multnomah County	24,794,942
3. King County	22,063,110
4. Cuyahoga County	20,612,749
5. Brooklyn	19,254,167
6. Queens	18,631,911
7. Cincinnati and Hamilton County	17,335,953
8. Hennepin County	16,656,427
9. County of Los Angeles	16,521,155
10. Salt Lake County	16,192,314

Our Library was once again second in the State of Ohio. Our use per capita was also first in the country among libraries serving a population of 800,000 or more at 21.6 items. Looking at libraries serving a population between 750,000 and 850,000 our circulation was the highest in the country.

## AMERICA'S SMARTEST CITIES

We were pleased to see Cincinnati included in the list of America's Smartest Cities, a ranking developed by Movoto Real Estate and published in late June. Cincinnati ranked 9<sup>th</sup> based on the high rankings it received in two categories: public libraries where we ranked 2<sup>nd</sup> and colleges and universities where Cincinnati ranked 4<sup>th</sup>. The study looked at 6 criteria for the 100 most populous cities in the U.S. In addition to ranking 2<sup>nd</sup> for libraries and 4<sup>th</sup> for colleges and universities, Cincinnati ranked 20<sup>th</sup> for media, 24<sup>th</sup> for museums, 45<sup>th</sup> for BA degrees and 36<sup>th</sup> for public schools.

The top 10 in order are: Pittsburgh, Orlando, Washington D.C., Atlanta, Honolulu, Tampa, Seattle, San Francisco, Cincinnati, and Miami.

## LIBRARY RECEIVES GENEROUS GIFTS

The Library received a distribution in the amount of \$157,686.26 from the Helen R. Hurm Trust. The Trust specified that the funds were to be used for general purposes.

A gift of \$10,000 from the LaMacchia Family Foundation was also received. In making the gift, Mrs. LaMacchia specified it could be used for any purpose selected by the Director.

We were surprised to receive these generous donations and have plans to use the funds for new initiatives currently in the planning stages.

### LIBRARY CLOSING SCHEDULE FOR 2014

Following is the proposed holiday closing schedule for 2014. Employees are paid holiday time for all closed dates with the exception of Easter and the early closing on New Year's Eve, in accordance with the Library's Holiday Policy.

Wednesday, January 1 – New Year's Day

Sunday, April 20 – Easter

Monday, May 26 – Memorial Day

Friday, July 4 – Independence Day

Monday, September 1 – Labor Day

Thursday, November 27 – Thanksgiving Day

Wednesday, December 24 – Christmas Eve

Thursday, December 25 – Christmas Day

Wednesday, December 31 – New Year's Eve close at 6:00 p.m.

Thursday, January 1, 2015 – New Year's Day

### BOARD MEETING DATES FOR 2014

Tuesday, February 11, 2014

Tuesday, April 8, 2014

Tuesday, June 10, 2014

Tuesday, August 12, 2014

Tuesday, October 14, 2014

Tuesday, December 9, 2014 (Annual and Regular)

All meetings begin at 9:15 a.m. and are held at the Main Library.

### PRESENTATION FOR 4C FOR CHILDREN

Ms. Fender will be making a presentation on her journey of leadership. The talk will take place on August 15<sup>th</sup> at Children Inc.

### SCULPTURE LOANED TO LIBRARY

A charming duct tape sculpture of a giraffe is currently on display in the children's garden at the Main Library. Artist Harriet Kaufman delivered the giraffe earlier this summer. The giraffe's spots represent the colors on the flags of various African countries. A special storytime time to welcome Ms. Giraffe was held on July 15. Both Ms. Kaufman and her husband Ben were able to attend. In addition to the sculpture, Ms. Kaufman provided photographs documenting the sculpting process from start to finish and providing children with a better understanding of sculpting. Children have greatly

enjoyed sitting on or near the giraffe and are greatly interested in the creation of art from everyday materials. Ms. Giraffe will remain on display for a few months.

### FRIENDS OF THE LIBRARY

The Friends of the Library Board of Directors held its quarterly meeting on July 26. The next Friends sale will be held at the warehouse from August 15 through August 18.

### ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association or ATLA held its June sale June 21-23, grossing \$40,000.85. ATLA also met on July 10. No action impacting Library support was taken at the meeting.

### LIBRARY FOUNDATION

The Library Foundation Board of Directors met on July 24. The Board approved its 2014 budget including about \$200,000 in Library support. The Foundation also approved a revision to its agreement with the Library. Key changes include removing references to the Development Director; clarifying space provided; adding references to Foundation staff; changing postage from reimbursement to a flat fee and increasing the annual amount from \$2,400 to \$3,400. It is requested that the Board approve the revised agreement.

**AGREEMENT  
Between  
THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY  
and  
THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY FOUNDATION**

This Agreement is entered into between The Public Library of Cincinnati and Hamilton County ("the Library") and the Public Library of Cincinnati and Hamilton County Foundation ("the Foundation").

WHEREAS, The Public Library of Cincinnati and Hamilton County is a body politic, organized and existing under the statutes of the State of Ohio and

WHEREAS, The Public Library of Cincinnati and Hamilton County Foundation is a not-for-profit corporation of the State of Ohio, formed for and dedicated to the support of the Library and

WHEREAS, The Board of Trustees of the Library and the Board of Directors of the Foundation have determined that it is in their mutual interest to enter into an agreement governing certain relationships between the two organizations,

NOW, THEREFORE, the Library and the Foundation agree to the terms and conditions as set forth below:

#### **I. FOUNDATION OFFICE & BUILDING SPACE**

- A. The Foundation will have the use of Library office facilities year round. Specifically for the Annual Fund or any other solicitation programs needed on the Foundation's behalf.

- B. The Foundation will have the use of the Library's Boardroom for meetings and parking for a limited number of directors to attend those meetings. The Executive Director of the Foundation will be given a parking spot on a regular basis.
- C. Depending on availability, the Foundation will have the use of Library property for fundraising purposes and other Foundation events.
- D. The Foundation Director and staff will be provided office space, work areas and computer equipment.

## **II. GRAPHIC DESIGN, PROMOTION AND PRINTING SERVICES**

- A. The Library shall design and print promotional items for the Foundation, including but not limited to:
  - 1. Annual Fund solicitations.
  - 2. Promotional brochures and informational mailings.
  - 3. Stationery
- B. The Library shall prepare and distribute press releases on the Foundation's events and fundraising efforts, arrange for the production of promotional banners and take photos of Foundation events that can be used to promote future events.
- C. The Foundation will have the use of Library copiers for maintaining records.

## **III. COMPUTER SUPPORT SERVICES**

- A. The Library shall provide basic computer hardware and software support. Raiser's Edge software will be maintained by the Library for donor information and solicitation and will be upgraded at the discretion of the Library. The Library shall not be obligated to provide such support at times that conflict with work schedules. The Library will provide email access for Foundation communication to donors. In addition, the Library will provide information from Library card applicants who have indicated their approval to be contacted by the Foundation for fundraising purposes.
- B. The Library will provide a website link for the Foundation on the Library's homepage to promote donations to the Foundation through bequests, planned gifts, naming opportunities, direct donations and sale of products.

## **IV. TELEPHONE SERVICES**

- A. The Library shall provide the Foundation with a phone number and voice mail services as part of the Library's phone system.

## **V. GIFT ALLOCATIONS**

The Annual Fund Campaign will be under the control of the Foundation and it is the responsibility of the Executive Director of the Foundation to verify that monies donated go either to the Foundation or the Library as indicated by the donor. Upon request from the Library, the Foundation will provide an accounting of these donations and expenditures by the Foundation. The Foundation will also transfer any gifts received throughout the year receipted by the Foundation that were intended for the Library.

## **VI. POSTAGE & MAIL SERVICE**

Upon request, the Library shall mail first-class correspondence and parcels for the Foundation. Postage costs are included in the annual agreement payment.

## **VII. INSURANCE**

- A. The Library will cover the Foundation Directors under the Library's Directors & Officers liability insurance policy.

## **VIII. TERM**

- A. The term of this agreement is for the 24-month period from August 13, 2013 through August 13, 2015
- B. Upon completion of the term, the agreement shall continue on a month-to-month basis under the same terms and conditions, unless amended by mutual consent of both parties.
- C. Either party may terminate this agreement at any time by giving 60 days' notice.

## **IX. FOUNDATION PAYMENTS TO THE LIBRARY**

- A. The Foundation shall pay the Library the sum of \$3,400.00 annually for the goods and services the Library provides to the Foundation in accordance with the terms of this agreement. This payment will be made after the fiscal year end meeting of the Foundation in June.
- B. The Library shall provide the Foundation with an annual invoice for the total amount due.

The aforementioned terms being mutually and entirely agreed upon by the parties, the Library and the Foundation do hereby indicate their approval of this agreement.

\_\_\_\_\_  
William J. Moran, President  
Board of Trustees of the Public Library  
of Cincinnati and Hamilton County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Melissa Hendon Deters, Executive Director  
The Public Library of  
Cincinnati and Hamilton County Foundation

\_\_\_\_\_  
Date

## **READ ON**

The Library is participating in the launch of the Read On campaign to have every child in our community reading at grade level by grade 3. The launch will be held at the Cincinnati Museum

Center at 10:00 on August 27. The Library will provide drawstring backpacks to all children attending, register new cardholders, and distribute information about the Library's programs and services.

We are also hosting the Family Engagement Symposium at the Main Library on October 5 from 9:00 to 11:30. Several participating organizations will share literacy activities with parents attending the free event.

#### UNITED IN SHARING CAMPAIGN TO BEGIN

The Library's annual United in Sharing Campaign is set to begin September 19. This combined campaign solicits staff for contributions to three organizations simultaneously: United Way, Community Shares and the Library Foundation's Annual Fund. This year we will continue to urge all staff to give and have established a United Way goal of \$31,200, an 18% increase of 2012. Library Trustee Paul Sittenfeld has been invited to attend the all managers meeting to get the campaign off to a strong start.

#### CONCERT NOVA BOARD

At the invitation of Jessica Baron, Senior Director Leadership Initiatives for the Cincinnati USA Regional Chamber of Commerce, Ms. Fender has joined the Board of Concert Nova. Concert Nova is a small chamber music group. The meetings of the Board are held in the evening.

#### SAVE THE MURALS COMMITTEE

Mayor Mallory has asked that Ms. Fender join the Save the Murals Committee, a committee working to preserve and save the Winold Reiss murals originally at Union Terminal and now at the Greater Cincinnati Northern Kentucky Airport.

Ms. Fender also reported the Library received two books from Representative Brad Wenstrup in recognition of Mr. Gartner. The two titles are "Forever a Soldier – Unforgettable Stories of Wartime Service" by Tom Wiener and "Voices of War – Stories of Service from the Home Front and the Front Lines" by the Library of Congress.

Mr. Hendon moved that the Eva Jane Romaine Coombe Director's report be approved as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried (19-2013).

### **LIBRARY OPERATIONS - FACILITIES COMMITTEE REPORT**

Mr. Hendon reported that:

The Library Operations – Facilities Committee met August 5, 2013. Committee Chairman Bob Hendon, Committee members Ross Wright and Allen Zaring (via teleconference) and staff members Kim Fender, Greg Edwards and Jeff Gerrein were in attendance.

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

## AUTHORIZATION FOR PUBLIC BIDDING – AVONDALE ACCESSIBILITY PROJECT

Approve placing the following bid advertisement for the Avondale Accessibility Project. Further, authorize the Library Director to review bids with the Chair of the Facilities Committee and enter into a contract with the low bidders.

### **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, September 24, 2013, for furnishing of labor, materials, equipment, services and supervision necessary to complete the project titled:

#### **AVONDALE BRANCH ACCESSIBILITY RENOVATIONS**

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-04 are requested. The estimates for the contracts are:

TC-01 General Trades.....	\$666,500.00
TC-02 Plumbing.....	\$34,000.00
TC-03 Mechanical (HVAC).....	\$160,000.00
TC-04 Electrical.....	\$177,500.00
Total	\$1,038,000.00

Starting Monday, September 9, 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 Avondale Branch, 3566 Reading Road, Cincinnati, Ohio 45229 on September 17, 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.

#### REVISION TO APRIL BOARD MINUTES

Revise the April Minutes to reflect the contract for natural gas supplier is with Integrys not Energy Alliance for Integrys Energy Services as erroneously reported at the April meeting.

The Committee received the following informational reports:

#### CLIFTON PROJECT UPDATE

In preparation for bidding this project in February 2014, site work has begun. A survey of the property was recently completed and a consolidation of the three parcels is being prepared. The garage was demolished in July. Drawings indicated an underground storage tank at the garage, but the tank was apparently removed earlier. Environmental testing in the house is underway. The painted glass window has been removed and is being restored. A contract with architects McClorey & Savage, approved at the April Regular Meeting, has been finalized and design work is underway.

#### COLLEGE HILL AND MADISONVILLE ROOF REPLACEMENTS

The project to replace two roofs is nearing completion. The work at College Hill has been completed and Madisonville is waiting only for the skylight to arrive. We do anticipate only one change order for this project which will result in most of the contingency being returned to the Library.

#### ATTEMPTED THEFT OF AVONDALE AC UNITS

On July 29, Facilities staff discovered that the AC units at Avondale were inoperable because an attempted theft had damaged them. The alarm attached to these units did not sound locally nor did it signal the security room. The units have been repaired and are now operating. We are investigating to determine why the alarm sensors did not work and seeking to recover the cost of the repairs from the company that installed the sensors.

#### THEFT OF WALNUT HILLS AC UNIT COMPONENTS

On August 3, Facilities staff discovered that one AC unit at the Walnut Hills Branch had copper tubing removed when the lock securing the unit's enclosure was removed, presumably by the thief. Repairs and investigation are underway.

#### MAIN LIBRARY ROOF REPLACEMENT

Persistent roof leaks in the South Building of the Main Library prompted staff to conduct an assessment of the roof condition, including an infrared scan. From that assessment, it was evident the roof over the South Building needs to be replaced. K4 Architecture, LLC, who worked with the Library on the roof replacements at the Madisonville and College Hill branch libraries, provided a proposal to prepare construction documents that is below \$50,000 and were hired to perform the work. It is expected that this work will be ready for public bidding before the end of the year but no cost

estimate is available yet. Funding will come from the Ongoing Maintenance Project included in the Facilities Plan approved by the Board at the February Regular Meeting. Several board members inquired as to the age of the roof and previous repairs. Mr. Edwards stated there have been several repairs that have not corrected issues and that no improvements were made when the North Building was built.

## PHASE II ENERGY RETROFIT PROJECT

The second phase of the Main Library Energy Retrofit Project is on schedule with the project scheduled for completion October 23.

## ST. BERNARD AND READING BRANCH PROJECTS

As approved at the April Regular Meeting, a contract has been negotiated with Champlin Architecture for the St. Bernard and Reading branch projects. Design will begin immediately. Negotiations with Messer to provide construction management services for these projects are underway.

Mr. Hendon moved that the Library Operations – Facilities Committee report be approved as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried **(20-2013)**.

## **CONSENT AGENDA ITEMS**

Mr. Moran presented the following items for approval:

- Minutes of the Regular Meeting held June 11, 2013
- Minutes of the Special Meeting held June 27, 2013.
- Investment Report (summary of invested balances) as of June 30, 2013 and July 31, 2013.

	Amount As of 6/30/13	Amount As of 7/31/13
<b><u>Operating Account</u></b>		
General Fund	\$17,217,855.53	\$16,919,369.36
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	343,411.79	342,566.67
Building and Repair	5,607,139.11	4,942,726.20
Permanent Trust Funds	1,637,253.64	1,662,456.06
	<u>\$25,035,660.07</u>	<u>\$25,678,680.32</u>
<b>STAR Ohio</b>		
Building and Repair	1,046,557.47	1,046,587.10
<b>Managed Investments (Trust Funds):</b>		
Permanent Trust Funds	<u>\$6,728,176.00</u>	<u>\$6,728,176.00</u>
<b>GRAND TOTAL</b>	<b><u>\$32,811,393.54</u></b>	<b><u>\$31,871,882.07</u></b>

- Monthly Financial Reports – for the periods ending June 30, 2013 and July 31, 2013.
- Personnel Change Report reflects changes through July 20, 2013.

Action	Agency	Position Title	FTE	Employee Name	Eff. Date
APPOINTMENT	MARIEMONT BRANCH	LIBRARY SERVICES ASSISTANT	0.60	MCCUNE, CAROLYN K	06/09/2013
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	ANDERSON, KOURTNESHA KANEE	07/07/2013
APPOINTMENT	AVONDALE BRANCH	CHILDREN'S LIBRARIAN	1.00	BARNHILL, ASHLEY L	06/09/2013
APPOINTMENT	INFORMATION & REFERENCE DEPT	SHELVER	0.50	BEDINGHAUS, KATE E	06/23/2013
APPOINTMENT	CATALOG & PROCESSING	LINE ASST PHYSICAL PROCESSING	0.50	BRUEGGEMANN, ERIK	05/26/2013
APPOINTMENT	DELHI TOWNSHIP BRANCH	REFERENCE LIBRARIAN	1.00	BURCHETT, BRITTANY N	07/07/2013
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	HOMEWORK AIDE - SUMMER	0.75	CLEMENT, SARAH MICHELLE	06/09/2013
APPOINTMENT	MADEIRA BRANCH	STUDENT SHELVER	0.30	CROWLEY, BLAKE ERIKSON	06/23/2013
APPOINTMENT	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SRVS ASSISTANT	0.50	CUPITO, ANNA	05/26/2013
APPOINTMENT	MATERIALS SELECTION & ACQ	COLLECTION DEVELOPME LIBRARIAN	1.00	GEGLEIN, PAULA MICHELLE	07/07/2013
APPOINTMENT	NORWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	HAMILTON, ELIZABETH ANNE	07/07/2013
APPOINTMENT	DEER PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	HARRIS, CELESTE ANN	07/07/2013
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	0.30	HOGAN, BENJAMIN J	06/09/2013
APPOINTMENT	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SRVS ASSISTANT	0.50	HURST, KATHLEEN MARIE	07/07/2013
APPOINTMENT	LOVELAND BRANCH	LIBRARY SERVICES ASSISTANT	0.50	JACOBS, ALLISON	05/26/2013
APPOINTMENT	TECHCENTER	SENIOR LIBRARY SRVS ASSISTANT	0.50	JOHNSON, LINDSAY	05/26/2013
APPOINTMENT	INFORMATION & REFERENCE DEPT	SHELVER	0.50	KOMADINA, RICHARD P	06/23/2013
APPOINTMENT	HARRISON BRANCH	TEEN LIBRARIAN	1.00	KRISTOF, DAMIAN B	06/09/2013
APPOINTMENT	GENEALOGY & LOCAL HISTORY	SENIOR LIBRARY SRVS ASSISTANT	0.50	LAVIGNE, ARIELLE ROSE	05/26/2013
APPOINTMENT	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SRVS ASSISTANT	0.50	LINZ, JESSICA D	06/09/2013
APPOINTMENT	MADISONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MATTSON II, RICHARD ALLEN	06/09/2013
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	HOMEWORK AIDE - SUMMER	0.75	MOHS, DANIEL	06/23/2013
APPOINTMENT	SHIPPING & MATERIALS RETRIEVAL	PAGE	0.50	MOREHEAD, DONALD A	06/23/2013
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	HOMEWORK AIDE - SUMMER	0.75	PERSICANO, NATALIE M	06/09/2013
APPOINTMENT	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	0.50	RODARTE, PHILIP	06/09/2013
APPOINTMENT	COLLEGE HILL BRANCH	CHILDREN'S LIBRARIAN	1.00	RYCHENER, AMANDA	05/26/2013
APPOINTMENT	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	0.70	STITZLEIN, HANNAH E	07/07/2013
APPOINTMENT	LOVELAND BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SUDDLESON, HILARY	05/26/2013
APPOINTMENT	HYDE PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WARMAN, PAMELA B	06/09/2013

APPOINTMENT	CATALOG & PROCESSING	LINE ASST PHYSICAL PROCESSING	0.50	WILLIAMS, ELI	05/26/2013
APPOINTMENT	HYDE PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WILLIAMS, JUSTIN M	06/09/2013
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	HOMEWORK AIDE - SUMMER	0.75	WRIGHT, KEYASHA R	06/23/2013
CHANGE	SHIPPING & MATERIALS RETRIEVAL	PAGE	1.00	BLAIR, KELLY J.	05/26/2013
CHANGE	COMPUTER SERVICES	PC SUPPORT SPECIALIST	1.00	BYRD, ANTHONY R.	07/07/2013
CHANGE	EDUCATION & HOMEWORK SUPPORT	HOMEWORK AIDE - SUMMER	0.75	CALHOUN, TARICA D.	06/09/2013
CHANGE	EDUCATION & HOMEWORK SUPPORT	HOMEWORK AIDE - SUMMER	0.75	COOPER, EILEEN	06/23/2013
CHANGE	MADEIRA BRANCH	LIBRARY SERVICES ASSISTANT	0.60	COX, ANDREW S.	06/23/2013
CHANGE	SHIPPING & MATERIALS RETRIEVAL	SORTER	0.50	NICHOLS, JONTE L.	05/26/2013
CHANGE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	1.00	PUTHOFF, JENNIFER L.	06/23/2013
CHANGE	EDUCATION & HOMEWORK SUPPORT	HOMEWORK AIDE - SUMMER	0.75	SCHAIKH, GLENN A.	06/23/2013
CHANGE	HARRISON BRANCH	LIBRARY SERVICES ASSISTANT	1.00	SCHROEDER, CLAIRE M.	07/07/2013
CHANGE	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WAGERS, MILES	06/09/2013
CHANGE	TECHCENTER	SENIOR LIBRARY SRVS ASSISTANT	0.60	WISE, ANDREW	06/09/2013
CHANGE	WYOMING BRANCH	LIBRARY SERVICES ASSISTANT	0.50	BERRY, MARY JO	05/26/2013
CHANGE	OAKLEY BRANCH	BRANCH MANAGER	1.00	FASANELLA, MELISSA	06/09/2013
CHANGE	GREEN TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	1.00	KNIGHT, GREGORY	06/23/2013
CHANGE	CHILDREN'S LEARNING CENTER	CLC MANAGER	1.00	SMITH, GARRETTE E.	07/07/2013
CHANGE	CLIFTON BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WARD, ADAM C.	06/09/2013
CHANGE	SHIPPING & MATERIALS RETRIEVAL	PAGE	0.50	ZIMMER, ERICKA J.	06/09/2013
CHANGE	FACILITY OPERATIONS	FACILITY OPERATIONS MANAGER	1.00	GERREIN, JEFFREY A.	07/07/2013
CHANGE	MARKETING	WEB DEVELOPER	1.00	KUHL, LISA M.	06/23/2013
CHANGE	MARKETING	WEB DEVELOPER	1.00	SNIDER, SEAN M.	06/23/2013
CHANGE	MARKETING	WEB DEVELOPER	1.00	WETMORE, BRIAN B.	06/23/2013
DEMOTION	NORWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	HUGHES, JAYME F.	07/07/2013
DEMOTION	CATALOG & PROCESSING	LINE ASST ELECTRONIC PROCESSING	1.00	JENKINS, NATALIE D.	06/09/2013
DEMOTION	CATALOG & PROCESSING	LINE ASST ELECTRONIC PROCESSING	1.00	WILSON, ZACHARY V.	05/26/2013
DEPARTURE	FISCAL OFFICE	STAFF ACCOUNTANT	1.00	LIMING, DANIEL T.	06/01/2013
DEPARTURE	MADEIRA BRANCH	STUDENT SHELVER	0.30	BARKER, MAX H.	07/03/2013
DEPARTURE	LOVELAND BRANCH	LIBRARY SERVICES ASSISTANT	0.50	BEHNE, BETSY L.	07/06/2013
DEPARTURE	LOVELAND BRANCH	LIBRARY SERVICES ASSISTANT	0.50	BRENNAN, JP	06/27/2013
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	COHEN, ALLISON E.	06/27/2013
DEPARTURE	HARRISON BRANCH	STUDENT SHELVER	0.30	CRONE, ALYSSA M.	07/20/2013

DEPARTURE	CATALOGING & PROCESSING	LINE ASST ELECTRONIC PROCESSING	1.00	DAVIS, JENNA T.	06/07/2013
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	0.25	DOWLING, SHANNON	06/08/2013
DEPARTURE	SYMMESTOWNSHIP BRANCH	STUDENT SHELVER	0.30	EL-KHATIB, AYAH D.	06/26/2013
DEPARTURE	DEER PARK BRANCH	HOMEWORK AIDE	0.30	FLETCHER, KAMYIA	5/16/2013
DEPARTURE	HYDE PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	GRAHAM, CINDY L	07/06/2013
DEPARTURE	NORTH CENTRAL BRANCH	HOMEWORK AIDE	0.30	HUNTER, ALYSSA	5/16/2013
DEPARTURE	TECHCENTER	SENIOR LIBRARY SRVS ASSISTANT	0.50	JOHNSON, LINDSAY	7/19/2013
DEPARTURE	CORRYVILLE BRANCH	HOMEWORK AIDE	0.30	JONES, TAMMARA	5/16/2013
DEPARTURE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.50	KING, TRACEY A.	07/07/2013
DEPARTURE	POPULAR LIBRARY	SHELVER	0.50	LITTLE, JASON A.	06/19/2013
DEPARTURE	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MACKEY, MADALYN E.	07/20/2013
DEPARTURE	OAKLEY BRANCH	HOMEWORK AIDE	0.30	MCKENNEY, NIA	5/16/2013
DEPARTURE	WEST END BRANCH	HOMEWORK AIDE	0.30	NICHOLS, JONTEL	5/16/2013
DEPARTURE	HYDE PARK BRANCH	STUDENT SHELVER	0.25	POMPEJA, ANNA M.	06/07/2013
DEPARTURE	SHIPPING & MATERIALS RETRIEVAL	PAGE	1.00	RHODES, JOSHUA L.	06/22/2013
DEPARTURE	READING BRANCH	HOMEWORK AIDE	0.30	STURGILL, BESS	5/16/2013
DEPARTURE	MARKETING	WEB DEVELOPER	1.00	WETMORE, BRIAN B.	07/12/2013
DEPARTURE	LOVELAND BRANCH	BRANCH MANAGER	1.00	DUKART, DAVID	05/31/2013
DEPARTURE	MONFORT HEIGHTS	TEEN LIBRARIAN	1.00	FRITH, NANCY G.	07/01/2013
DEPARTURE	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	JOHNSON, BONNIE J.	05/29/2013
DEPARTURE	CATALOGING & PROCESSING	LINE ASST PHYSICAL PROCESSING	0.50	PITMAN, ANNA	05/31/2013
DEPARTURE	OAKLEY BRANCH	BRANCH MANAGER	1.00	RETTIG, JEANNE M.	05/31/2013
DEPARTURE	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	0.70	STEELE, PAULA A.	06/15/2013
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	ROBERTS, TERRI A.	06/26/2013
DEPARTURE	MARKETING	WEB DEVELOPER	1.00	SNIDER, SEAN M.	06/26/2013
PROMOTION	READING BRANCH	SENIOR LIBRARY SRVS ASSISTANT	0.50	AGRICOLA, STEPHEN S.	06/09/2013
PROMOTION	NORWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	ALEXANDER, RACHEL M.	07/07/2013
PROMOTION	MARKETING	DIGITAL DEV. TEAM LEADER	1.00	BOLEK, SANDRA C.	06/09/2013
PROMOTION	MONFORT HEIGHTS BRANCH	TEEN LIBRARIAN	1.00	CHUMBLEY, LESLEIGH R.	07/07/2013
PROMOTION	ANDERSON BRANCH	LIBRARY SERVICES ASSISTANT	0.50	CONNAIR, ALLISON K.	05/26/2013
PROMOTION	LOVELAND BRANCH	BRANCH MANAGER	1.00	DAVIS, KAREN P.	06/09/2013
PROMOTION	HUMAN RESOURCES	HR SERVICES MANAGER	1.00	KAUFMAN, ANDREA K.	07/07/2013
PROMOTION	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.60	KRAHENBUHL, JOSHUA T.	07/07/2013
PROMOTION	OUTREACH SERVICES	SENIOR LIBRARY SRVS ASSISTANT	1.00	LARKIN, LEAH N.	07/07/2013
PROMOTION	MT. HEALTHY BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MORGAN, LAUREN M.	05/26/2013

PROMOTION	PLEASANT RIDGE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SCHREIBER, MICHAEL E	05/26/2013
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- Statistical Report for July 2013.
- Top Ten Circulating Titles.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran (except pass on investment report)...6 ayes. The motion carried **(21-2013)**.

The Regular Meeting was then adjourned.

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President

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Attest: Secretary