

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

Date: October 10, 2017

Meeting: Regular

Place: Mt. Healthy – 7608 Hamilton Ave, Cincinnati, OH

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Mrs. Trauth

Trustees Absent: Mr. Wright

Present: Kimber L. Fender, Greg Edwards, Carl Allison Jr, Paula Brehm-Heeger and Molly DeFosse

CONSENT AGENDA ITEMS

Mr. Moran moved the Board approve the consent agenda as follows:

- Minutes of the Regular Meeting held August 8, 2017.
- Investment Report (summary of invested balances) as of August 31, 2017 and September 30, 2017.

Investment Report	Amount 8/31/2017	Amount 9/30/2017
<u>Fifth Third Investment</u>		
General Fund	\$1,000,000.00	\$1,000,000.00
Building and Repair	500,000.00	500,000.00
	<u>\$1,500,000.00</u>	<u>\$1,500,000.00</u>

Operating Account

General Fund	\$15,278,685.36	\$22,101,973.34
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	384,313.54	369,525.47
Building and Repair	2,463,893.02	2,095,257.99
Permanent Trust Funds	1,304,417.02	1,292,403.62
	<u>\$19,661,308.94</u>	<u>\$26,089,160.42</u>

STAR Ohio

Building and Repair	1,059,594.08	1,060,654.71
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Managed Investments (Trust Funds):

Permanent Trust Funds	<u>\$6,743,831.00</u>	<u>\$6,743,831.00</u>
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GRAND TOTAL

\$28,964,734.02 **\$35,393,646.13**

- Monthly Financial Reports – for the periods ending August 31, 2017 and September 30, 2017.
- Contributions, Gifts and Donations – August 2017 and September 2017.

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000
August 1, 2017 - September 30, 2017

various	Friends of the Public Library	Support for Programs	18,208.78
8/10/2017	LaMacchia Family Foundation	Support for Library initiatives	10,000.00

- Personnel Change Report reflects changes through September 23, 2017.

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	GRADE
Appointment	Anderson Branch	Shelver	0.30	Liu, Patrick S	1
Appointment	Anderson Branch	Shelver	0.30	Ratkey, Grace Elizabeth	1
Appointment	Anderson Branch	Shelver	0.30	Saksith, Celina	1
Appointment	Bond Hill Branch	Homework Help Aide	0.30	Wilson, Tamaiya J	1
Appointment	Cheviot Branch	Homework Help Aide	0.30	Denney, Darien Lenay	1
Appointment	Clifton Branch	Shelver	0.30	Reinhardt, Hannah	1
Appointment	Covedale Branch	Shelver	0.30	Quay, Patrick J	1
Appointment	Delhi Township Branch	Shelver	0.30	Huhn, Elizabeth A	1
Appointment	Delhi Township Branch	Shelver	0.30	Oakes, Samantha M	1
Appointment	Delhi Township Branch	Shelver	0.30	Turner, Abby C	1
Appointment	Forest Park Branch	Shelver	0.30	Barrow, Brianna Marie	1
Appointment	Green Township Branch	Shelver	0.30	Fellinger, Kaitlin Renee	1
Appointment	Groesbeck Branch	Shelver	0.30	Baker, Gabriel Micah	1

Appointment	Groesbeck Branch	Shelver	0.30	Kongos, Virginia R	1
Appointment	Groesbeck Branch	Shelver	0.30	Risma, MacRichard	1
Appointment	Groesbeck Branch	Shelver	0.30	Weiss, Kaitlyn R	1
Appointment	Harrison Branch	Shelver	0.30	Galindo, Mackenzie Isabella	1
Appointment	Harrison Branch	Shelver	0.30	Newsom, Nicole Christine	1
Appointment	Hyde Park Branch	Shelver	0.30	Mitchell, Kajah M	1
Appointment	Information & Reference Dept	Shelver	0.30	Engleman, Myia Annette	1
Appointment	Madeira Branch	Shelver	0.30	McCormick, Shannon C	1
Appointment	Oakley Branch	Homework Help Aide	0.30	Rohling, Christopher David	1
Appointment	Popular Library	Shelver	0.30	Cherry, Thomas Hamilton	1
Appointment	St Bernard Branch	Homework Help Aide	0.30	Smith, Marianna G	1
Appointment	Westwood Branch	Homework Help Aide	0.30	Clajus, Emma J	1
Appointment	Groesbeck Branch	Shelver	0.30	Blake, Austin Gregory	1
Appointment	Circulation Services	Library Services Assistant	0.50	Groeschen, Regina L	3
Appointment	Circulation Services	Library Services Assistant	0.50	Motley, Courtney M	3
Appointment	Groesbeck Branch	Library Services Assistant	0.50	Hester, Kelwin LeRoi	3
Appointment	Information & Reference Dept	Senior Library Services Assistant	0.50	Graham, Jacob T	4
Appointment	Information & Reference Dept	Shelver	0.50	Sparks, Sydney M	1
Appointment	Information & Reference Dept	Shelver	0.50	Vanyo, Vanessa J	1
Appointment	Popular Library	Senior Library Services Assistant	0.50	Scott, Jasmine R	4
Appointment	Covedale Branch	Library Services Assistant	0.60	Westermeyer, Mary E	3
Appointment	Maintenance Services	Maintenance Mechanic	1.00	Ross, Ronnie P	5
Appointment	Popular Library	Reference Librarian	1.00	Callon, John Michael	7
Appointment	St Bernard Branch	Teen Librarian	1.00	Fair, Mike Patrick	7
Change	Popular Library	Shelver	0.50	Sandmann, Lisa I	1
Change	Virtual Information Center	Library Services Assistant	0.50	James, Lisa L	3
Change	Covedale Branch	Homework Help Aide	0.30	Clark, Nic A	1
Change	Groesbeck Branch	Homework Help Aide	0.30	Berns, Molly Beth	1
Change	Mt. Washington Branch	Shelver	0.30	Jones, Vanessa Vernell	1
Change	Information & Reference Dept	Reference Librarian	1.00	Mulcahy, Kenton E	7
Change	Materials Selection & Acq	Materials Selection Librarian	1.00	Quinones, Rebecca	7
Departure	Custodial Services	Senior Custodian	1.00	Matthews, Joseph C	5
Departure	Safety & Security Services	Security Guard	1.00	Argo, Mattie S.	5
Departure	Anderson Branch	Shelver	0.30	Hartley, Lauryn N	1
Departure	Anderson Branch	Shelver	0.30	Stump, Emmory A	1
Departure	Blue Ash Branch	Shelver	0.30	Davis, Abigail M	1
Departure	Cheviot Branch	Shelver	0.30	Luebbers, Caroline Ann	1

Departure	College Hill Branch	Shelver	0.30	Allen, Malonna D	1
Departure	Delhi Township Branch	Shelver	0.30	Zimmer, Mckenzie R	1
Departure	Delhi Township Branch	Shelver	0.30	Jacob, Olivia R	1
Departure	Delhi Township Branch	Shelver	0.30	Knott, Devin M	1
Departure	Green Township Branch	Shelver	0.30	Paul, Emily N	1
Departure	Groesbeck Branch	Shelver	0.30	Vesprani, Michael B	1
Departure	Groesbeck Branch	Shelver	0.30	Byrd, Katelyn A	1
Departure	Groesbeck Branch	Shelver	0.30	Tandon, Ravi	1
Departure	Groesbeck Branch	Shelver	0.30	Day, Elicza Ann	1
Departure	Harrison Branch	Shelver	0.30	Vierling, Alexandria E	1
Departure	Harrison Branch	Shelver	0.30	Stueve, Kristen Leah	1
Departure	Loveland Branch	Shelver	0.30	Borchers, Jeremy B	1
Departure	Madeira Branch	Shelver	0.30	Cassidy, Franklin P	1
Departure	Monfort Heights Branch	Shelver	0.30	Callaway, Joshua M	1
Departure	North Central Branch	Shelver	0.30	Kidd, Diajah Samone	1
Departure	Reading Branch	Shelver	0.30	Roberts, Savannah L	1
Departure	Sharonville Branch	Shelver	0.30	Barton, Miranda J	1
Departure	Sharonville Branch	Shelver	0.30	Wnek, Jamie Gerard	1
Departure	Sharonville Branch	Shelver	0.30	Bostogaite, Viktorija	1
Departure	Sharonville Branch	Shelver	0.30	Curtis, Christopher Duval	1
Departure	St Bernard Branch	Shelver	0.30	Gayle, Kyrah R	1
Departure	Westwood Branch	Shelver	0.30	Clajus, Lily K	1
Departure	Wyoming Branch	Shelver	0.30	Mungur, Selena L	1
Departure	Anderson Branch	Library Services Assistant	0.50	Bernard, Ellyn	3
Departure	Cheviot Branch	Library Services Assistant	0.50	Riesenbeck, Robert M	3
Departure	College Hill Branch	Library Services Assistant	0.50	Alexander, Tempest	3
Departure	Education & Homework Support	Summer Brain Camp Aide	0.50	Akin, Natalie	1
Departure	Education & Homework Support	Summer Brain Camp Aide	0.50	Okonny, Pamella	1
Departure	Education & Homework Support	Summer Brain Camp Aide	0.50	Shackelford, Rachel A	1
Departure	Education & Homework Support	Summer Brain Camp Aide	0.50	Mahoney, Brittany Morgan	1
Departure	Education & Homework Support	Summer Brain Camp Aide	0.50	Getnet, Bruktawit Asrat	1
Departure	Groesbeck Branch	Library Services Assistant	0.50	Poulin, Aimee	3
Departure	Groesbeck Branch	Library Services Assistant	0.50	Vilahur Cuadrado, Jordi	3
Departure	Information & Reference Dept	Senior Library Services Assistant	0.50	McCartney, Jeffrey	4
Departure	Mariemont Branch	Library Services Assistant	0.50	Martin, Jacob E	3

Departure	Monfort Heights Branch	Library Services Assistant	0.50	Stormer, Nathan T	3
Departure	Mt. Washington Branch	Library Services Assistant	0.50	Harford, Maria G	3
Departure	Norwood Branch	Library Services Assistant	0.50	Tebbe, Lauren S	3
Departure	Reading Branch	Senior Library Services Assistant	0.50	Dixon, Jalilisha	4
Departure	St Bernard Branch	Senior Library Services Assistant	0.50	Easterling, Douglas Hardin	4
Departure	Virtual Information Center	Library Services Assistant	0.50	Jackson, Quinton L	3
Departure	Programming Services	SCR Tutor	0.5625	Andrews, Vanessa R	5
Departure	Programming Services	SCR Tutor	0.5625	Maiden, Amy E	5
Departure	Programming Services	SCR Tutor	0.5625	Ellis, Ruth J	5
Departure	Programming Services	SCR Tutor	0.5625	Kwiat, Caroline P	5
Departure	Programming Services	SCR Tutor	0.5625	Wallpe, Amanda L	5
Departure	Programming Services	SCR Tutor	0.5625	Phillips, Michele C	5
Departure	Programming Services	SCR Tutor	0.5625	Bosl, Emily K	5
Departure	Programming Services	SCR Tutor	0.5625	Alonzo, Stephanie Brooke	5
Departure	Programming Services	SCR Tutor	0.5625	Geoppinger, Whitney D	5
Departure	Programming Services	SCR Tutor	0.5625	Torchia, Elizabeth Core	5
Departure	Programming Services	SCR Tutor	0.5625	Prather, Alicia D	5
Departure	Circulation Services	Library Services Assistant	0.60	Billman, Cyndal	3
Departure	Covedale Branch	Library Services Assistant	0.60	Gerke, Kathryn	3
Departure	Madeira Branch	Library Services Assistant	0.60	Taylor, Emma M	3
Departure	Programming Services	SCR Coordinator	0.625	Jones, Angela L	7
Departure	Programming Services	SCR Coordinator	0.625	Upton, Emily J	7
Departure	Programming Services	SCR Coordinator	0.625	Lockwood, Suzanne M	7
Departure	Programming Services	SCR Activity Assistant	0.625	Johnson, Madison S	3
Departure	Programming Services	SCR Activity Assistant	0.625	Sian, Amandeep K	3
Departure	Programming Services	SCR Coordinator	0.625	Bickett, Christi L	7
Departure	Programming Services	SCR Activity Assistant	0.625	Kindle, Sara A	3
Departure	Programming Services	SCR Coordinator	0.625	Smith, Arnice	7
Departure	Programming Services	SCR Tutor	0.625	Simpson, Paulette Maria	5
Departure	Programming Services	SCR Activity Assistant	0.625	Stoker, Jennifer Nicole	3
Departure	Programming Services	SCR Activity Assistant	0.625	Spetz, Madeline Ruth	3
Departure	Circulation Services	Library Services Assistant	1.00	Honebrink, Casey L	3
Departure	Maintenance Services	Maintenance Mechanic	1.00	Thompson, Adam W	5
Departure	Marketing	Web Developer	1.00	Riggs, Joseph A	10
Departure	Marketing	Web Developer	1.00	Ho, Tina T	10

Departure	Service Operations	Floater	1.00	Teeters, Matthew F	5
Departure	Shipping & Receiving	Mail Clerk	1.00	Foote, Heidi D	1
Departure	Virtual Information Center	Library Services Assistant	1.00	Clark, Miranda F	3
Promotion	Mariemont Branch	Library Services Assistant	0.50	Nichting, Alyssa A	3
Promotion	Monfort Heights Branch	Library Services Assistant	0.50	Skates, Adrianna Juanita	3
Promotion	Techcenter / Makerspace	Senior Library Services Assistant	0.50	Caswell, Joshua A	4
Promotion	Virtual Information Center	Senior Library Services Assistant	0.60	Whitney, Alexis D	4
Promotion	Development Office	Administrative Assistant	1.00	Benesch, Cynthia	7
Promotion	Mt. Healthy Branch	Teen Librarian	1.00	Bryant-Gaffney, Priscilla M	7
Promotion	North Central Branch	Library Services Specialist	1.00	Brock, Gina M	5
Promotion	Service Operations	Floater Manager	1.00	Strauss-De Groote, Jeanne G	9

- Statistical Report for September 2017.
- Top Ten Circulating Titles for September 2017.

Mr. Hendon seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, and Ms. Kohnen ...5 ayes. The motion carried. **(18-2017)**.

ACTION ITEMS

Mr. Hendon moved the Board take the following action:

- Approve a resolution accepting the tax levy amount and rate: Hamilton County Auditor Dusty Rhodes has forwarded to all County Fiscal Officers the following resolution for acceptance of 2018 tax levy rates and amounts. The resolution is to be approved by a roll call vote and returned to the Auditor before October 23.

Resolution Accepting the Amounts and Rates as Determined by the Budget Commission & Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

Board of Trustees
Rev. Code, Secs. 5705.34

WHERE AS, This Board of Trustees of the Public Library of Cincinnati and Hamilton County in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2018; and

WHERE AS, The Budget Commission of Hamilton County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board and what part thereof is without, and what part within the ten mill limitation; therefore be it

RESOLVED, By the Board of Trustees of the Public Library of Cincinnati and Hamilton County, Hamilton County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Joint District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A
SUMMARY OF THE AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION
AND COUNTY AUDITOR'S ESTIMATED TAX RATES

	Amount Approved by Budget Com- mission Inside 10M Limitation	Amount to be Derived from Levies Outside 10M Limitation	Tangible P.P. & P.U.P.P. State Reimbursements	Gross Levy Proceeds	County Auditor's Estimate of the Tax Rate to be Levied		
					Outside	Inside	TOTAL
GENERAL FUND	0	17,969,883	0	17,969,883	1.00	0.00	1.00
BOND	0	0	0	0	0.00	0.00	0.00
X8	0	0	0	0	0.00	0.00	0.00
X7	0	0	0	0	0.00	0.00	0.00
X6	0	0	0	0	0.00	0.00	0.00
X5	0	0	0	0	0.00	0.00	0.00
X4	0	0	0	0	0.00	0.00	0.00
X3	0	0	0	0	0.00	0.00	0.00
X2	0	0	0	0	0.00	0.00	0.00
X1	0	0	0	0	0.00	0.00	0.00
NEW	0	0	0	0	0.00	0.00	0.00
TOTAL	0	17,969,883	0	17,969,883	1.00	0.00	1.00

SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

CURRENT EXPENSE LEVIES		PERIOD OF TIME	Mills	Fiscal Year
Authorized on:	November 5, 2013	10 Years	1.00	17,969,883
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
TOTAL			1.00	17,969,883
X8				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
Proposed			0.00	0
TOTAL			0.00	0
X7				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
Election Date			0.00	0
TOTAL			0.00	0
X6				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
Enter Date of Election			0.00	0
TOTAL			0.00	0
X5				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
Enter Date of Election			0.00	0
TOTAL			0.00	0

Public Library of Greater Cincinnati & Hamilton County

September 12, 2017

and be it further

RESOLVED, That the Clerk of this Board be, and is hereby directed to certify a copy of the Resolution to the County Auditor of Hamilton County.

- Approve the updated Public Records Policy with some slight modifications after being reviewed by the Hamilton County Prosecuting Attorney's office. (Exhibit I).

PUBLIC RECORDS POLICY

MISSION STATEMENT

Openness leads to a better informed citizenry, which leads to better government and better public policy. It is the mission and intent of The Public Library of Cincinnati and Hamilton County to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act, including, but not limited to, Ohio Revised Code Sections 149.43 and 149.432.

DEFINING PUBLIC RECORDS

A "record" is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the Library that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

A "public record" is a "record" that is being kept by this office at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

Documents which are not made public include, but are not limited to:

- Library registration, circulation, and other usage records of another person

RESPONSE TIMEFRAME

Public records are to be available for inspection during regular business hours. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, the necessity for any legal review and redaction, and other facts and circumstances of the records requested.

It is the goal of the Library that all requests for public records should be acknowledged in writing or, if feasible, satisfied within three business days following the office's receipt of the request.

HANDLING REQUESTS

No specific language is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records.

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record(s). It is this office's

general policy that this information is not to be requested. However, the law does permit the office to ask for a written request, the requester's identity, and/or the intended use of the information requested, but only if (1) a written request or disclosure of identity or intended use would benefit the requester by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; and (2) the requester is first told that a written request is not required and that the requester may decline to reveal the requester's identity or intended use.

Oral requests may be left at the following number: (513) 369-6972

Online requests may be made via the Library's web page at Contact Us, Send us a Comment.

Written requests may be made on the Library's Public Record Request form or by self-drafted inquiry. Requests must include a telephone number, email address, or other method to contact the requestor to clarify a request and/or advise when records are ready.

In processing the request, the office does not have an obligation to create new records or perform a search or research for information in the office's records. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the office's standard use of sorting, filtering, or querying features.

In processing a request for inspection of a public record, an office employee may accompany the requester during inspection to make certain original records are not taken or altered.

A copy of the most recent edition of the Ohio Sunshine Laws Manual is available via the Attorney General's website (www.ohioattorneygeneral.gov/YellowBook) for the purpose of keeping employees of the office and the public educated as to the office's obligations under Ohio's Public Records Act, Ohio's Open Meetings Act, records retention laws, and Personal Information Systems Act.

ELECTRONIC RECORDS

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats, such as paper or audiotape.

While private accounts and personal devices may not be public records, any public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

DENIAL AND REDACTION OF RECORDS

If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an

opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

COPYING AND MAILING COSTS

Those seeking public records may be charged only the actual cost of making copies, not labor. Copies shall be made available at the current cost for copies contained in the Library's Table of Fines and Fees.

A requester may be required to pay in advance for the actual costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper, upon the same medium on which the public record is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office's normal operations.

If a requester asks that documents be delivered to them, he or she may be charged the actual cost of the postage and mailing supplies, or other actual costs of delivery. There is no charge for e-mailed documents.

Note: When the cost of collecting the charge exceeds the cost of copying the record, The Eva Jane Romaine Coombe Director or Fiscal Officer may choose not to charge for a request, without waiving the policy.

MANAGING RECORDS

The Public Library of Cincinnati and Hamilton County's records are subject to records retention schedules. The office's current schedules are available at the Main Library, North Building, 3rd floor Administration, a location readily available to the public as required by Ohio Revised Code §149.43(B)(2).

All public records requests shall be directed to either the Library's Eva Jane Romaine Coombe Director or Fiscal Officer, who will coordinate the Library's response. All other Library staff is prohibited from responding to a public records request.

Effective: *October 15, 2017*

Approved by the Board of Library Trustees: October 10, 2017

- Confirm that all work that was part of the 2016 Ongoing Maintenance Project has been completed.
- Confirm the following change order has been approved and is submitted for confirmation.

Debra Kuempel	Change Order #7	\$ 6,469
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Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, and Ms. Kohnen ...5 ayes. The motion carried. **(19-2017)**.

Mr. Hendon moved the following:

- Approve the recommendation that the premium cost share remain the same for both medical benefit plan; employee 16% / employer 84%, and the dental plan; employee 35% / employer 65%. In addition, approve the recommendation the Library continue to contribute 25% (pro-rated as necessary) towards the deductible into the employee's Health Savings Account for staff participating in the HSA plan. These lower premiums mean that the staff will have a decrease in their monthly medical and dental premiums.

Human Resources is finalizing the renewal for the medical and the new dental plan for 2018. One of the goals this year was to provide our staff with more than one medical plan option. The library will continue to provide the same Anthem Health Savings Account plan (HSA) as the previous years, along with a new Preferred Provider Organization plan (PPO) option also offered through Anthem. At this time, it's expected there will be at least a 4% decrease with the Anthem HSA plan and a 2.71% decrease with the PPO plan. The library is changing the dental plan to Dental Care Plus, a local DHMO plan with 95% of area dentists. Dental premiums will see a 13.40% decrease with a two-year rate guarantee.

The benefits open enrollment begins October 23, 2017.

Mr. Moran seconded.

Voting for the motion by a roll call vote: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, and Ms. Kohnen ...5 ayes. The motion carried. **(20-2017)**.

PUBLIC COMMENTS

Prior to the public comments, Mr. Moran made the following statement:

Thanks for attending today's meeting. Just a couple of reminders:

- If you wish to speak please sign in prior to the meeting. Only speakers need to sign in.
- Each speaker is allotted 3 minutes of time.
- Please be respectful of the rest of the meeting. Sudden outbursts or excessive talking is not tolerated. All other Standards of Library Behavior apply.

The following individuals spoke regarding the plan and the decision making process regarding the North Building of the Public Library of Cincinnati & Hamilton County.

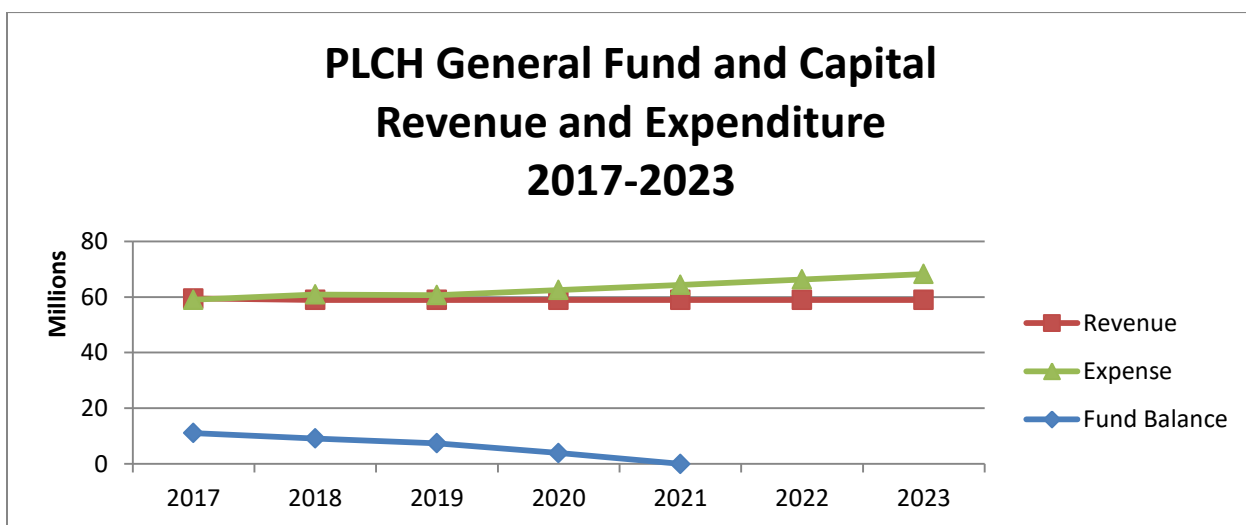
Sean Crowe
Dewey Estep
Dee Kursell
Karen Mandell
Bryce Phillips
Stephanie Phillips
Kris Rekers
Griffin Ritze
Mary Schartman
Vince Tafolla
David Tornheim

INFORMATIONAL ITEMS

FACILITIES AND FINANCE AND AUDIT COMMITTEE

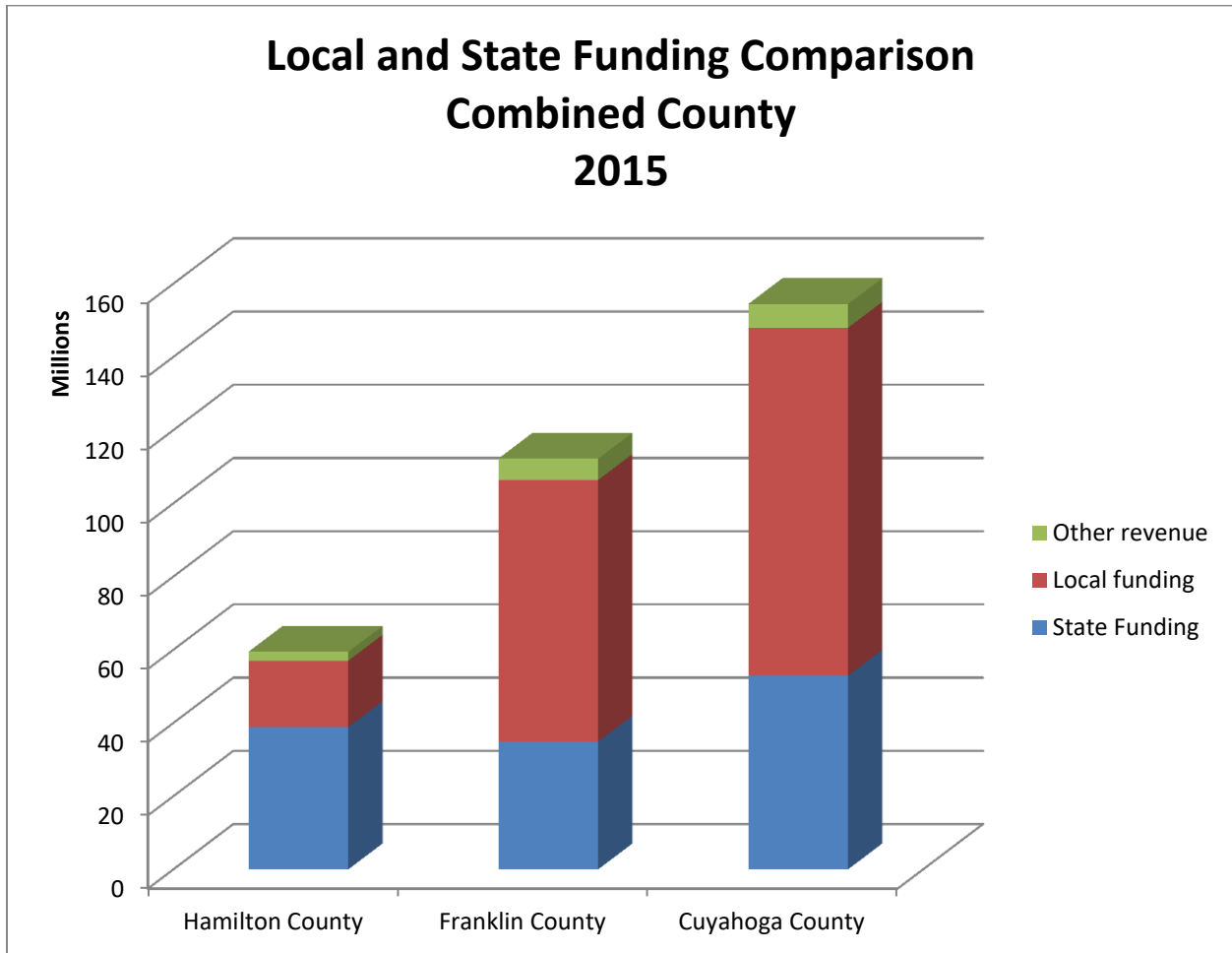
Mr. Hendon reported that:

- The 7 year projection update. In June, we provided the history and projection starting with 2010 through 2021. Since that time, the PLF has been updated and the staff salary increase has been factored in. Below is a chart summarizing the revenue and spending projection with zero increase in revenue, 3% expense growth, and \$2 million per year transferred to the capital fund through 2018. The current fund balance will be depleted during 2021.



- Also in June, Library staff presented a summary of State and Local funding for each of the major metropolitan library systems in Ohio. Since Hamilton County has one system, Franklin County has seven systems, and Cuyahoga County has nine systems, we are presenting a similar summary for each of these three counties with all of the systems in each

county combined. Overall, local funding per capita in Hamilton County is \$22.37, Franklin County is \$57.23 and Cuyahoga County is \$75.17.



- The Library requested RFP's from the following firms for the appraisal of the North Building.
 - Jackson Advisory Group, Inc. Proposal \$9500
 - Pillar Valuation Group, Inc. Proposal \$6500 – Firm selected
 - Gem Real Estate Advisory Group No proposal submitted – reached out after contract awarded

Pillar Valuation Group, Inc. was selected. The entire appraisal report is available on the website. Below is a summary of the opinion of market value.

Opinion of Market Value					
	Status	Effective Date	Whole \$	\$/Unit	Units
Scenario I:					
Sales Comparison Approach	As Stabilized	October 1, 2019	\$7,860,000	\$59	/SF
Income Capitalization Approach	As Stabilized	October 1, 2019	\$7,600,000	\$57	/SF
Final Opinion of Stabilized Market Value	As Stabilized	October 1, 2019	\$7,700,000	\$58	/SF
Less Cost to Cure Items/Rent Loss:					
Rent Loss			(\$1,262,901)	(\$10)	/SF
Tenant Improvements to be Completed			(\$1,669,500)	(\$13)	/SF
Leasing Commissions to be Paid			(\$582,142)	(\$4)	/SF
Capital Improvements (Roof)			(\$275,000)	(\$2)	/SF
Total Cost to Cure			(\$3,789,543)	(\$29)	/SF
Total Cost to Cure - Rounded			(\$3,800,000)	(\$29)	/SF
Opinion of Market Value - Scenario I (Deducting Cost to Cure)	As Is	September 13, 2017	\$3,900,000	\$29	/SF
Scenario II:					
Sales Comparison Approach	As Is	September 13, 2017	\$3,600,000	\$27	/SF
Opinion of Market Value - Scenario II (No Cost to Cure Deduction)	As Is	September 13, 2017	\$3,600,000	\$27	/SF
Final Opinion of As Is Market Value	As Is	September 13, 2017	\$3,900,000	\$29	/SF

- The contracts for both 2017 roofing contracts have been signed and work is expected to be complete by March 2018.
- The contract with the buyer of the Reading property was signed August 31, 2017 and we are approximately half way through the 90 day due diligence period.
- A member of the community inquired about the vote taken on the Facilities and Finance and Audit Committee report in June. There were concerns about the vote being unanimous after the individual viewed the video. Library staff has confirmed with the two members in question (Mr. Hendon and Mr. Wright) that they were both votes in favor of approving the report.

HUMAN RESOURCES COMMITTEE REPORT

Mrs. LaMacchia reported that:

- The fifth annual staff and retiree recognition program will be held on Sunday, November 5 in the Main Library Atrium from 5:30 p.m. – 7:00 p.m.
- The Library will be participating for the fourth year in the DePaul Cristo Rey High School's Work Study Program. DePaul has secured donations for up to six students to be placed with the library.
- The United in Sharing campaign started on September 15 and ends on October 13, 2017. As part of our United in Sharing campaign, we invited staff to bring in items which would be donated to school-aged children. We collected over 5,847 items from glue sticks to tissues. On September 21, 2017 the managers put together the bags of supplies for the children. Over 420 bags were stocked full of school supply items and will be donated to the Cincinnati Metropolitan Housing Authority's Millvale location where we are planning an event to hand out all the bags.

EVA JANE ROMAIN COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

- The new Human Resources Director, Carl Allison, Jr. joining our staff.
- The Library received two commendations from the Ohio House of Representatives. Representative Brigid Kelly sponsored a commendation recognizing the Library for being deemed second busiest public library system and Representatives Brigid Kelly and Catherine Ingram sponsored a commendation recognizing the Library as the recipient of the 2017 Ohio Library Council Innovation Award.
- The Library will participate in BLINK Cincinnati from October 12-15. The event will feature large-scale projection mapping installations, murals, urban art-scapes, media, light, and interactive art spanning 20 city blocks, from Cincinnati's Banks to Findlay Market – roughly along the streetcar route. The installation at the Library will be called Storybook and located on the Walnut Street plaza.
- In September, the Public Library Association asked that Ms. Fender be a part of a panel to discuss how the national opioid epidemic is affecting communities of all sizes and the public libraries that serve them. More than 1,000 attended the virtual “town hall meeting”.
- On October 19, Greg Edwards, Chief Library Experience Officer and Ms. Fender will present *Going Fully Mobile in Your Library: Eliminate the Desk and Improve Service* as part of an “Ideas and Inspiration” online education series.
- Several staff members presented at the Ohio Library Council (OLC) Annual Convention & Expo in Dayton, October 4 – 6th. Presenters and presentations included:
 - ***Guerilla Storytime***, Kerry O'Brien Rhoad, Children's Librarian, Blue Ash Branch Library.
 - ***Realign for Results***, Paula Brehm-Heeger, Chief Strategy & Technology Officer.
 - ***Weeding...How Does Your Collection Grow***, Amy Long, Materials Selection & Acquisition Manager.
 - ***When Disaster Strikes...Be Prepared***, Ashleigh Schieszner, Conservation Lab Team Leader.

Our Library was also honored at the OLC Awards and Honors Luncheon in recognition of the multiple awards we received this year.

- In August, we held an Ohio Library Council Membership Drive, encouraging staff to consider joining OLC. More than forty staff members joined or renewed their memberships, which provided the added bonus of an extended yearly membership through December 2018.
- Ms. Fender's decision to personally fund and present a community service award annually to a staff member who volunteers in the community. This year's winner has already been selected and will be announced at the Staff & Retiree Recognition program on November 5.

The recipient will receive a commemorative award and a contribution to the charity they have supported will be made in their honor.

- As we've been discussing the relocation of the four public departments from the North addition to the Main Library I have been asked a few questions about Main Library use. I've been asked why we didn't include visits in the transaction counts, circulation, reference questions, program attendance and computer sessions, used to calculate the per square foot use numbers. First, the transaction counts all require a visit to a Library location so adding the visit counts is double-counting. But to put this question to rest, I did calculate the per square foot numbers including visit counts for Main and all branch libraries as a group.
 - Main Library per square foot use:

without visits:	6.9
with visits:	9
 - All branch libraries per square foot use:

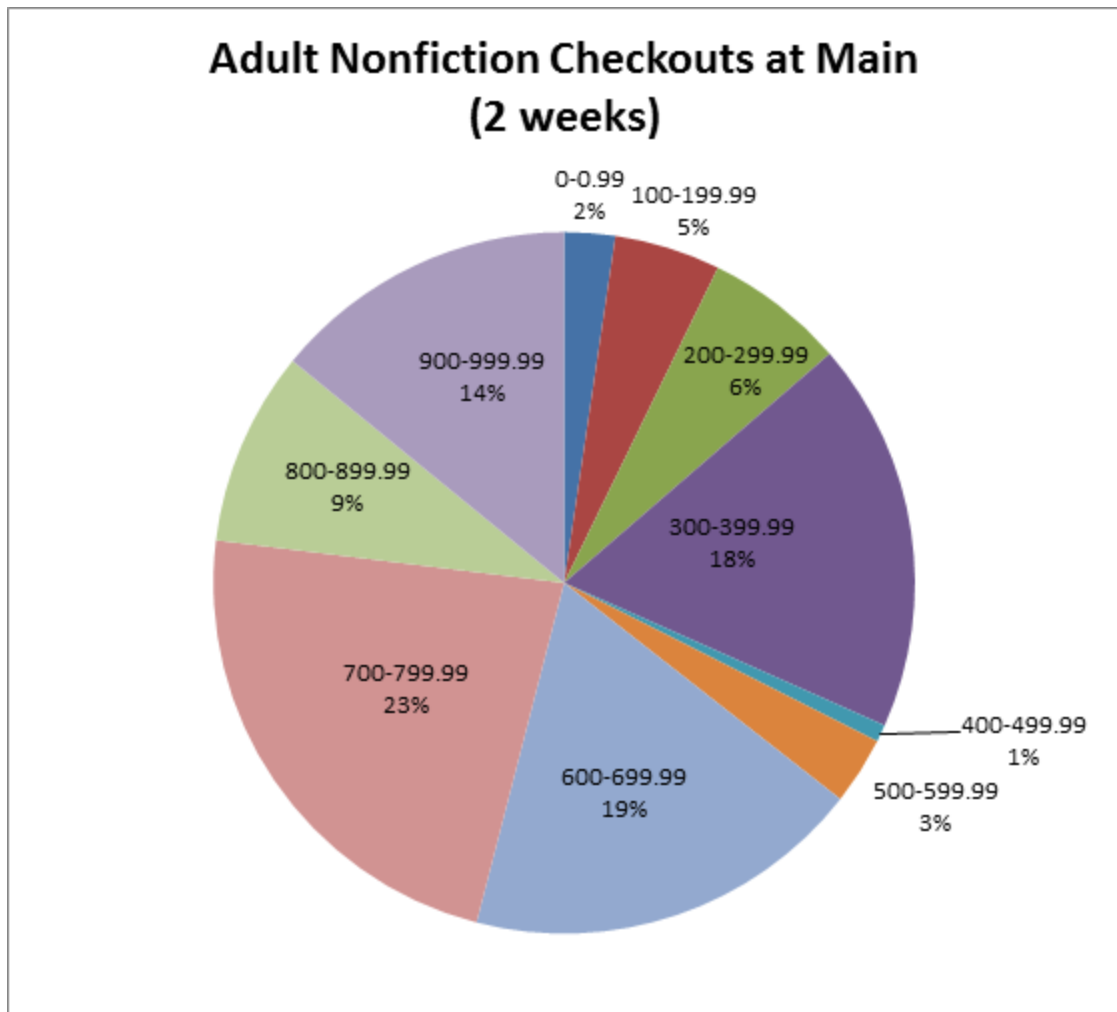
without visits:	31
with visits:	44

Including the visit count actually increases the disparity between the per square foot use at Main and the average of all branches from 4.49 to 4.8.

Additionally, there have been questions about the number of visits to Main and the number of computer sessions at Main.

From 2012 to 2016 visits to Main have dropped by 19.5% from 1,328,041 to 1,068,374 a drop of about 259,000 annual visits. Computer use also declined sharply dropping 36% from 587,322 to 374,274 or about 213,000 annual sessions. During this five year period we did not reduce our hours, services or number of computers. In fact, the MakerSpace was added during this time.

We are also looking at which portions of our collections are getting the most use to appropriately plan the space for each department. In looking only at books, we found that the non-fiction collections for all three ages, adult, teen and juvenile, had low circulation numbers. The Information and Reference Department has a collection of 980,420 circulating (not reference) books. Of these, 754,905 or 77% had not been checked out at any location in the previous two years. Extrapolating from a sampling period, about 92,000 books from the Information & Reference collection are checked out at Main each year. At Main four Dewey ranges account for nearly 74% of the items borrowed. The chart showing the percentages for all Dewey ranges and subjects for each Dewey number is in the next chart.



For TeenSpot by far the most books borrowed were fiction and the 770's Dewey range, which includes graphic novels. The remainder of the non-fiction collection circulated an average of only 22 books a week during the sampling period.

In Children's the single largest category was Easy books. Added with juvenile fiction, these two classifications accounted for 60% of total juvenile circulation. Two Dewey ranges of non-fiction the 500's Science and the 700's Arts & Recreation were more than 60% of the non-fiction total.

When constructed, the Main Library was intended as a research facility with extensive collections of non-fiction, periodicals and public documents. As these numbers show, use of these collections is very small especially when compared to the space they occupy in the Main Library. The idea of "serendipity", merely having the books on the shelf for browsers to find, isn't resulting in book circulation. As we plan the space for these collections we will use these numbers to help determine how many items from each Dewey range will be on the public floor to provide more access to the subjects of greatest interest and how to make browsing the collection a better experience.

STRATEGY AND TECHNOLOGY COMMITTEE

Ms. Kohnen reported that:

- The *Cincinnati Works* collaboration providing a job coach in support of working women at the North Central Branch kicked off in late September. Another round of OhioMeansJobs (OMJ) Career and Job Readiness workshops will be held at the Mt. Healthy Branch by the end of 2017. Additional OMJ workshops will be planned for 2018 as this successful partnership continues to be a model across the state.
- Our partnership with CET to support the REACH (Reading Expands All Children's Horizons) initiative focused on PreK-1 literacy began in September. More than three dozen children were registered for the first session of this 7-week program which is being offered at the College Hill, Pleasant Ridge and Westwood branches.
- Progress on the partnership with the YMCA to host a Pop-Up Preschool at the Deer Park branch continues with a Memorandum of Understanding now in place between our organizations.
- Plans are in place for the Library's first-ever "Girl Scout Camp In." Registered Scouts and their chaperones will spend the night at the Main Library, learning and creating in MakerSpace, making crafts in TeenSpot, and "camping out" by sleeping in selected areas of the building.

LIBRARY EXPERIENCE COMMITTEE REPORT

Mr. Moran introduced Elizabeth Hartlaub, Mt. Healthy Branch Manager.

- Mt. Healthy Branch Manager, Elizabeth Hartlaub spoke about her staff identifying specific community needs where the branch could expand and improve services. This included a more interactive and educational after school activity time for children and teens; adding more job and life skills classes and informational sessions for adults; increasing outreach to the local schools, the Veteran's Resource Center, the Center for Practical Living, and The Mt. Healthy Christian Village; and partnering with local businesses and organizations. Elizabeth explained that the overall vision for the Mt. Healthy Branch is to be a place where customers can not only find items to checkout, but also use as a resource to help start a career, continue their education, learn a new skill and overall further enrich their lives. She also spoke about the branch's transition to the Fully Mobile Service Model scheduled to occur before the end of the year and how the reconfigured floorplan, and new fully mobile approach to service, will give the opportunity for customers and staff to interact in a more meaningful and personal way.

Mr. Moran reported that:

- The Mariemont Branch recently went live with the new fully mobile service model. The Branch was closed September 25 through October 1 to install new tile flooring and to make the necessary changes for the new service model.

- The Library will begin accepting passport applications at Anderson, Bond Hill, Delhi, Corryville, Harrison, North Central, Sharonville, and Symmes Township starting in the fall, when four staff members at each location have received training from the Department of State.
- Beginning in October, the Library's after school snack service will be available at six additional locations: Bond Hill, Elmwood Place, Madisonville, Northside, St. Bernard, and Westwood.
- The Library's Safety and Security Manager, Wei Liu has been accepted into United Way's BOLD (Bold Orientation & Leadership Development) program.
- The Career Online High School program supported ten non-traditional adult students through the completion of their high school coursework this fall. A graduation event will be held on October 11 for the graduates and their families at the Main Library and a reception will follow.
- Upcoming events and exhibits
 - From October 22-31, the Library is inviting children, ages 12 and under, to trick-or-treat at the Library for HallowREAD week.
 - The Library is partnering with CET on their annual Writers & Illustrators Contest for children, grades K-3. An awards reception will be held at the Main Library in February.
 - The Main Library will host a community forum on the opioid epidemic that is affecting Greater Cincinnati on November 4 at 2:00 p.m.
 - Aaron Mahnke, creator of the hit podcast *Lore*, will visit the Main Library on Monday, November 13 at 7:00 p.m. Following the presentation, Mr. Mahnke will sign copies of his new book *The World of Lore: Monstrous Creatures*.
 - The Cincinnati Northern Model Railroad Club will host their annual holiday train display at the Main Library from December 1-3.
 - The Main Library is partnering with Cincinnati Magazine to host the *Cincinnati Magazine Golden Anniversary* exhibit to celebrate the magazine's 50th anniversary. The display of cover art will be in the Popular Library from October 13-November 3.
 - The *Living on the Air in Cincinnati: Cincinnati's Broadcasting History* exhibit will open on November 15 and be on display in the Main Library's Atrium and the Joseph S. Stern, Jr. Cincinnati Room. The Library is partnering with Media Heritage on this exhibit celebrating Cincinnati's radio and television history by featuring photographs and original artifacts from local shows and stations.

The Regular Meeting was then adjourned.

Vice President

Attest: Secretary