

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

Date: August 14, 2018

Meeting: Regular

Place: Main Library - Board Room - 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Ms. Clemons, Mr. Hendon, and Ms. Redden

Present: Paula Brehm-Heeger, Molly DeFosse, Carl Allison,
Staci Dennison, Maria Sferra, and Beth Yoke

ACTION ITEMS

Mrs. LaMacchia moved the following:

- Approve the following budget for 2019 with a roll call vote:

At the April 9, 2018 meeting, the Board of Trustees approved the 2019 annual budget. The budget was submitted to the Hamilton County Budget Commission in late April. After the tax levy was passed in early May, the Hamilton County Budget Commission requested we submit an updated budget to reflect the anticipated additional tax revenue.

The revised proposed 2019 operating budget balances current funding expectations, current operating costs and capital project plans. The capital budget has been constructed on the basis of need – that is, what’s needed to fund top priorities for capital building and improvement projects.

OPERATING BUDGET

The revised proposed general fund operating budget of \$62,020,000 is the same as was presented in April. The budgeted revenue includes changes to the revenue based on anticipated sources; the transfer out remains the same.

**The Public Library of Cincinnati and Hamilton County
2019 BUDGET**

General Fund

	As approved 4/9/2018	Adjusted for June 2018 Board changes and May 2018 levy approval 8/14/2018
Beginning Balance	<u>11,950,000.00</u>	<u>9,450,000.00</u>
Public Library Fund	80,897,419.84	64,054,171.00
Local Tax Levy	<u>17,970,000.00</u>	<u>37,313,249.00</u>
Subtotal	98,867,419.84	101,367,420.00
Other Library Revenue	<u>3,027,580.16</u>	<u>3,027,580.00</u>
Total Receipts	<u>101,895,000.00</u>	<u>104,395,000.00</u>
Operating Expenditure	62,020,000.00	62,020,000.00
Transfers Out	<u>50,075,000.00</u>	<u>50,075,000.00</u>
Total Expenditure	<u>112,095,000.00</u>	<u>112,095,000.00</u>
Ending Balance	1,750,000.00	1,750,000.00
Less Contingency	<u>1,750,000.00</u>	<u>1,750,000.00</u>
Available Balance	<u><u>-</u></u>	<u><u>-</u></u>

CAPITAL BUDGET

The capital budget includes the remaining anticipated projects identified in the 2016 comprehensive facilities plan.

\$	14,325,000	Ongoing Maintenance
	4,750,000	Main energy retrofit 3 and elevator upgrade
	3,000,000	Main Library updates
	1,000,000	System wide signage project
	5,000,000	Miami Township Branch replacement
	3,000,000	Greenhills Branch Replacement
	3,000,000	Elmwood Place Branch Replacement
	3,000,000	Mt. Healthy Branch Replacement
	1,500,000	Hyde Park Renovation
	2,500,000	Norwood auditorium and accessibility
	9,000,000	Accessibility Projects
\$	<u>50,075,000</u>	

CONTINGENCIES

The budget reserves two contingencies – a \$1,750,000 operating contingency (3%) in the General Fund and a \$2,000,000 capital contingency in the Building and Repair Fund.

FUNDING – CARRYFORWARD & REQUIRED NEW FUNDING

The General Fund expects to end 2018 with \$9,450,000 of available funding. To fund the 2019 budget, the Library will need intergovernmental revenue of almost \$101.4 million. The source of that revenue is the Public Library Fund and local property taxes. For budget purposes,

property tax receipts for 2019 are estimated at \$37,313,249 which is approximately the amount expected for 2018 combined with amount certified for the new tax levy. The balance of the revenue, \$64,054,171, is being requested from the PLF.

Mrs. Trauth seconded.

Voting for the motion: Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Mrs. Trauth... 4 ayes. The motion carried. **(20-2018)**.

Ms. Kohnen moved the following:

- Authorize the following revisions to the 2018 Estimated Resources and Annual Appropriations:

***General
Fund
Revenues***

Intergovernmental receipts - increase by	\$ 833,261.15
Earnings on Investments - increase by	\$ 66,738.85
<i>Estimated resources net change</i>	\$ 900,000.00

Expenses

Library Materials & Information - increase by	\$ 500,000.00
Purchased & Contracted Services - increase by	\$ 250,000.00
Capital Outlay - increase by	\$ 150,000.00
<i>Appropriations net change</i>	\$ 900,000.00

The increase in revenue is the result of a revised PLF estimate for 2018 and greater than anticipated year-to-date interest earnings. In early July, we received an updated PLF estimate for 2018. The current estimate of \$39,175,680.23 is \$833,261.15 greater than the previous estimate of \$38,342,419.08.

The increase in appropriations is primarily due to an increase in Library Materials needs as a result of the growth in e-book circulation and costs related to the purchase and operational set-up of the Distribution Center.

- Authorize the Interim Eva Jane Romaine Coombe Director to enter into a contract with FTC&H as the firm most qualified for the 2018 Branch Accessibility – Walnut Hills, Price Hill, and Madisonville project. The Library received Statements of Qualifications from nine firms interested in providing architectural and design services for the project, and ranks the top three firms as follows:
 1. FTC&H
 2. Glaserworks
 3. GBBN Architects
- Authorize the Interim Eva Jane Romaine Coombe Director to enter into a contract with Motz Engineering as the firm most qualified for the 2018 Energy Retrofit Phase 3 – Main Library

project. The Library received Statements of Qualifications from four firms interested in providing engineering services for the project and ranks the top three firms as follows:

- 1. Motz Engineering
- 2. CMTA
- 3. FTC&H

- Authorize the following bid advertisements for roofing work. Further, authorize the Interim Eva Jane Romaine Coombe Director to review the bids with the Chair of the Facilities and Finance and Audit Committee and enter into a contract with the lowest responsible bidder.

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administration Offices of the Main Public Library, 800 Vine Street, Cincinnati, Ohio 45202, until 12:00 noon, local time Tuesday, September 18, 2018 for furnishing all labor, materials, equipment, services, and supervision necessary to complete the project titled:

PLCH Main Library - North Building Roof

Proposals shall be in accordance with the Contract Documents prepared by K4 Architecture, LLC, 555 Gest Street, Cincinnati, Ohio 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 contract TC-01 are required. The estimated amount for this contract is:

TC-01 Roofing.....	\$382,000
Total:	\$382,000

The summary of the work for this proposal is:

Roof replacements at Main Library – North Building.

Starting Monday, August 27, 2018, bidders can purchase drawings (full sets only) at the cost of the reproduction from ARC Document Solutions, 2863 Sharon Road, Cincinnati, Ohio 45241, 513/326-2300.

A pre-bid meeting will be held in the Tower Room on the third floor of the Main Library, Friday, September 7, 2018 at 9:00 a.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 the base bid and alternates as a bid security. The bid guaranty shall be in strict compliance with Sections 153.54, 153.57, and 153.571 of the Ohio Revised Code (ORC), as

applicable. The bidder to whom the contract will be awarded will be required to furnish a contract bond in the sum equal to 100% of the proposal.

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

Submitted bids shall not be withdrawn for a period of sixty (60) days following the date of the bid opening. The Owner shall award contracts to the lowest responsible bidder.

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

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

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

- Approve an addendum extending the lease term of the Deer Park Branch, 3970 East Galbraith Road for an additional three (3) years through August 31, 2021, at the same monthly rental payment of \$4,532.60 for the first year and approximately 2% increases for the second and third year (the first increase since 2014).
- Confirm the following approved change orders (primarily for floor preparation):

Kramer & Feldman Inc.	Change Order #2	\$ 12,253.51
Kramer & Feldman Inc.	Change Order #3	\$ 370.00

Most of the tile and carpet has been installed. The cork flooring will be installed next. The electric and plumbing work is complete in the bathroom and the drywall is being hung. The work is expected to be completed by the end of August.

- Authorize the withholding and remittance of Ohio Library Council membership dues on the employee’s behalf. In accordance with the Ohio Revised Code, we need board authorization to make such deductions from payroll. We will also require signed consent from the employee prior to deducting the amount.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Mrs. Trauth... 4 ayes. The motion carried. **(21-2018)**.

Mrs. LaMacchia moved the following:

- Approve the proposed Library holiday closing schedule for 2019. 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.

- Tuesday, January 1 – New Year’s Day
 - Sunday, April 21 – Easter
 - Monday, May 27 – Memorial Day
 - Thursday, July 4 – Independence Day
 - Monday, September 2 – Labor Day
 - Thursday, November 28 – Thanksgiving Day
 - Tuesday, December 24 – Christmas Eve
 - Wednesday, December 25 – Christmas Day
 - Tuesday, December 31 – New Year’s Eve close at 5:00 p.m.
 - Wednesday, January 1, 2020 – New Year’s Day
- Approve the proposed Board meeting dates for 2019. All meetings begin at 4:30 p.m. at locations as listed below.
 - Tuesday, February 12, 2019 – Main
 - Tuesday, April 9, 2019 – Oakley
 - Tuesday, June 11, 2019 – Westwood
 - Tuesday, August 13, 2019 – Main
 - Tuesday, October 8, 2019 – Green Township
 - Tuesday, December 10, 2019 (Annual and Regular) – Main

Ms. Kohnen seconded.

Voting for the motion: Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Mrs. Trauth... 4 ayes. The motion carried. **(22-2018)**.

INFORMATIONAL ITEMS

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Ms. Kohnen reported that:

- Group 4 Architecture, Research + Planning, Inc. has been hired to assist in establishing guiding planning principles, which will be used to create a planning framework for a comprehensive Facilities Master Plan. In addition, Group 4, recognized as experts in the field of strategic facilities planning for public libraries centered on community and stakeholder engagement, will provide services to engage the public on the immediate needs at the Main Library and Price Hill Branch. The services are expected to cost \$85,000. The initial phase of Group 4’s work is anticipated to be completed in November. Once the framework is complete, the Library will issue a Request for Proposal to complete a Facilities Master Plan. Proposals will be due by the end of November, with the work to begin soon thereafter.
- The Price Hill Branch has been closed to the public since July 5, 2018 as a result of a section of the ceiling collapsing. Subsequent to the collapse, the structural integrity of the remaining ceiling is of concern and initial environmental testing detected the presence of mold spores. In order to continue serving our customers, we have secured a temporary location in the Cincinnati Recreation Center (CRC) building near the branch. We are currently providing many library services during the open hours of the CRC building, 7 a.m. – 9 p.m. Monday through Friday.

The current arrangement with the CRC is in place through August 31. We are committed to maintaining service in the community until a long-term solution is in place.

- We closed on the Distribution Center building at 1130 Findlay St. on July 11, 2018. We recently held an open house for the staff we plan to relocate to the new space. We are in the process of ordering the equipment for the Center and completing the necessary improvements to the space to meet our needs.
- All of the 2017 roof work is complete. There are two pending change orders that will be confirmed in October.
- The Library has been notified that we are a Respondent in the case of Mario Cooper v. Main Library. The case involves an incident which occurred on Library property with a customer being cited for open container. The Library is working with the Hamilton County Prosecuting Attorney's office on the response.

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- Among libraries included in the Public Library Service (PLDS) Statistical Report released in July 2018, our Library was third in total circulation in the United States. While King County Library System moved ahead of us this year, only New York Public and King County reported higher circulation and we remain the top circulating library in Ohio for a second consecutive year.
- On August 12, Beth Yoke joined our staff as the Chief Strategy Officer. Beth comes to the Library from the Young Adult Library Services Association (a division of the American Library Association) where she held the position of Executive Director. Beth has extensive experience with strategic planning and implementation, translating mission and goals into operational plans with clear annual benchmarks and outcomes. Her experience in project management, communications, and data analytics are skills that will serve Beth well in her new role.
- The Library has hosted several state legislator visits over the summer. Representative Catherine Ingram visited Main Library, West End, and College Hill to observe their Summer Meals program as well as Westwood's Brain Camp. Representative Brigid Kelly visited the Norwood Branch to observe Brain Camp, and Representative Bill Seitz visited the Summer Meals program at the Covedale Branch. All State legislators have been invited to visit the Library over the summer, and we hope to see several more this fall.
- The Friends Board of Directors held its quarterly meeting July 27. Results from the annual Book Sale, which was held at the warehouse in Wyoming, were announced at \$57,233, a slight increase from 2017. The Friends next sale is August 9 – 12 at the warehouse.
- The Anderson Township Library Association's (ATLA) Annual Sale held in June grossed \$32,786, approximately \$3,000 more than 2017.

- Each summer OrangeBoy holds an Idea Exchange for their clients near their offices in Columbus in early August. Angela Hursh and Chris Rice from the Library’s Marketing Department presented this year on “Choosing the Right Marketing Channel.”
- Ms. Brehm-Heeger will be attending the Urban Libraries Council’s Leadership Forum in Baltimore, September 5 – 7. The theme of this year's Forum is *Leading Forward*. The focus will be on leadership in the community, offering insight into how public libraries can position themselves as key influencers in the communities they serve and essential partners to top elected and appointed leaders.
- Ms. Brehm-Heeger has recently instituted a new way to directly communicate and connect with Library staff across our system by posting weekly video updates to our internal staff blog. “Paula’s Weekly Perspective” highlights significant events, staff feedback she has received, agencies she has visited, and programs she has observed. These video posts have received hundreds of views, and she appreciates the many positive responses from staff including that the videos are “a great way to touch base with all staff” and “keep staff in the loop,” “helpful,” and offer a “great morale boost.”
- This year’s Annual Staff and Retiree Recognition Program will take place on Sunday, November 4 and will be preceded on the same day by our volunteer appreciation event. Both celebrations will be held at the Main Library.
- As reported to the Board in May, we are working to increase our forty-four open hours per week locations to forty-eight open hours per week in a fiscally prudent manner. Changes to staffing levels at Walnut Hills and Avondale, which include adding full-time teen librarian positions and a small number of FTEs, will position these branches to be the first of the forty-four hour locations to increase to forty-eight hours. This change should happen prior to the October Board meeting, pending filling open manager positions at these locations. The Price Hill Branch is also positioned to increase open hours, which will take place once issues with the Price Hill facility and location are more stable.
- A special screening for Library staff of *the public* was held on July 12 at the Esquire Theatre in Clifton. Nearly two hundred staff attended the event. Writer/Director Emilio Estevez provided a personal invitation noting his gratitude and thanks to the Library. Special thanks to Mr. Estevez, Film Cincinnati, and the Esquire Theatre for allowing our staff an opportunity to see the film.

STRATEGY AND TECHNOLOGY COMMITTEE REPORT

Ms. Kohnen reported that:

- The Library partnered, as we did last year, with the Cincinnati Metropolitan Housing Authority to promote Book Rich Environments within Hamilton County. During the summer, the CMHA arranged three barbeque events at Winton Terrace, Millvale, and Stanley Rowe as an opportunity for the Library to distribute books to children and families within the community. This program reached 1,020 people and 8,964 books were distributed.
- After a successful pilot of Pop-Up Preschool at the Deer Park Branch in the spring, this initiative is expanding this fall to be offered again at the Deer Park Branch and also at the St. Bernard

Branch. Planning is underway as the Library collaborates with the YMCA to support these two sites.

- On August 1, the Library began auto-renewal of items due on August 3 as an automated customer service improvement. We continue to provide a courtesy extension to customers for the first loan period, and then items are automatically renewed at the end of each successive loan period if there are no holds for other customers or other account blocks.
- We are planning to purchase a Bibliotheca book locker to be placed inside the Vine street entrance of the Main Library South building. This unit will have twenty lockers, a kiosk for checking out materials, and an item return locker. Customers will be able to check out and return items using the lockers.
- The Ohio Public Library Information Network (OPLIN) has announced that through an agreement with LinkedIn, anyone with a valid Ohio library card will have free access to the online courses from Lynda.com beginning in September. The agreement is the first of its kind in the nation between LinkedIn and a statewide system of public libraries. The Library began subscribing to Lynda.com in 2015. It has proven very popular – in July over 9,000 users viewed more than 30,000 videos on subjects such as programming, HTML, and graphic design. We have had our own subscription to Lynda.com and because of this agreement, we will likely receive a refund check for the remainder of our subscription year (2018) and save over \$20,000 annually.
- The Library’s Alexa skill is now available to the public. Customers and staff can search for Library events using an Amazon Echo device or the Alexa app for any date or age group, at any of our locations. We will begin including statistics about the Alexa service in September’s statistical reporting.
- The Library is launching a new program to inspire residents to discover local cultural and recreational institutions. Currently branded *The Discovery Pass*, this program will provide Library cardholders with free or discounted passes to arts, cultural, and recreational attractions throughout Hamilton County. The initiative’s pilot launched July 30 with passes from Great Parks of Hamilton County. It will expand as other partners are confirmed, which now also includes The Betts House. Customers will be able to reserve passes using an online reservation system.
- The OverDrive Digital Bookmobile visited the Green Township Branch, where nearly a hundred twenty customers toured the Bookmobile; WLWT Channel 5 and Local 12 provided live coverage from the event.

HUMAN RESOURCES COMMITTEE REPORT

Mrs. LaMacchia reported that:

- The Human Resources Committee has selected June Garcia of June Garcia, LLC to conduct the national search for the Library’s next Eva Jane Romaine Coombe Director.

- On Monday, July 2, 2018 at 8:50 a.m. Human Resources Director, Carl Allison, received a letter via post from the EEOC that contained a ruling on the charge of discrimination filed by Court Motley. The charge of discrimination based on disability was dismissed and the EEOC is closing its file on the charge.

LIBRARY EXPERIENCE COMMITTEE REPORT

Mrs. Trauth introduced Lisa Soper, Youth Services and Programming Coordinator.

- Ms. Soper shared the success of the 2018 Summer Adventure program, which saw a substantial increase in participation over 2017.
 - There was a twelve percent increase over last year, with 34,731 customers registered from June 1 – July 31.
 - Customer participation in weekly checks-ins reached 63,072 this year.
 - The new scratch card component, paired with new and exciting prize options, helped produce an increase of ninety-seven percent in the number of people checking in throughout the summer.
 - Through partnerships with UMC Food Ministry and Mt. Healthy City Schools, the Library was able to serve 18,248 summer meals and snacks in June and July.
 - Ninety mini Brain Camps were attended by 1,401 children, and 2,165 of children and teens participated in twenty-nine week-long Brain Camps at the Main Library and the Library's branches.
 - Another new and successful element to this year's program was Summer Reading Tutoring, with children at ten branches receiving weekly one-on-one tutoring sessions with an educator.

Mrs. Trauth reported that:

- The Library will again collaborate with the Children's Hunger Alliance to provide Afterschool Snack Service for children ages five through eighteen throughout the 2018 – 2019 school year. The Child and Adult Care Food Program (CACFP), a reimbursement program through the United States Department of Agriculture, will cover the program cost. Snacks meet USDA requirements and are prepared and delivered locally by a food service company. This year, eighteen locations will serve snacks.
- The twelfth annual Books by the Banks Cincinnati Regional Book Festival is scheduled for Saturday, October 20 from 10 a.m. – 4 p.m. at Duke Energy Center. The celebration will feature approximately a hundred fifty-five national, regional, and local authors, book signings, author presentations, and activities for teens and kids. The unveiling of the 2018 poster to the public will occur on Thursday, September 13 from 5 – 7 p.m. at Visionaries & Voices' Visionarium, 3054 Madison Road in Oakley.
- The Library Foundation is now accepting applications for the 2019 Writer-in-Residence through September 4, 2018. The author chosen for this prestigious honor serves as the Library's literary ambassador to the community. Thanks to the generosity of The Library Foundation and Naomi Gerwin, the author selected will receive a \$10,000 stipend for their service.

- Upcoming events and exhibits:
 - As reported to the Board in May, Pulitzer Prize and National Book Award winning historian Ron Chernow will visit the Aronoff Center for the Arts on Monday, October 15 at 7 p.m. to discuss his newest book, *Grant*. Tickets will go on sale August 15 and cost \$5. A pre-show VIP reception will be held and VIP tickets will cost \$100.
 - Customers of all ages are invited to tour the universe through virtual reality, view the sun through a telescope, and enjoy hands-on crafts and activities at the Main Library on August 25 for NASA @ My Library: Space Day. The Library is partnering with the Cincinnati Observatory on this event, which is part of the NASA @ My Library grant initiative.
 - The annual Teen Fan Art contest for customers ages twelve through eighteen will be held from October 1 – 31. Teens may submit photos, digital illustrations, drawings, or paintings inspired by their favorite stories at any Library location or online.
 - The Library will celebrate Teen Read Week from October 7 – 13. The 2018 theme, "It's Written in the Stars: READ," will encourage teens to think and read outside the box, as well as seek out fantasy, science-fiction and other out-of-this-world reads. As part of Teen Read Week, Aisha Saeed, author of the YA novel, *Written in the Stars*, will visit the Main Library on October 12.
 - In September, the Main Library is hosting two photography exhibitions in conjunction with FotoFocus. *Michael Wilson: They Knew Not My Name, and I Knew Not Their Faces* will be displayed on the second floor connector from September 7 – December 31 and consist of a series of black-and-white portraits by Michael Wilson, made in a portable studio set up in neighborhoods across Cincinnati and Hamilton County, often outside of Library locations. *Panorama of Progress: 170 years of Cincinnati's Skyline and Photographic Technology* will feature a modern recreation of the Cincinnati Panorama of 1848 and will be on display in the Joseph S. Stern, Jr. Cincinnati Room from September 29 – October 31.
 - The Association for Library Service to Children (ALSC) will be holding its National Institute in Cincinnati from September 27 – 29. The Institute is one of the few conferences devoted solely to children's librarianship, literature, and technology, and takes place every two years. Lisa Soper, Youth Services and Programming Coordinator, is serving as Chair of the Planning Task Force. A reception will be held for Institute attendees at the Main Library on September 28.
 - The sixty-fourth Annual Veterans Day Commemoration will take place at the Main Library on Monday, November 12 at 10:45 a.m. This year's event will feature keynote remarks from WDBZ 1230 radio host Lincoln Ware.

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

- The Library has been working with representatives from the Ohio Treasurer of States Office since late 2016 on investigating the Library's participation in the Ohio Checkbook website. There have been several changes in the process and timing over the last two years, which will facilitate our participation. We plan to complete our analysis of the costs and benefits of participating in the next few months and report to the Board in October.

- The Library has been named as a defendant in a complaint filed by an individual who alleges an injury from a slip-and-fall at the Forest Park Branch, July 2016. The incident was reported immediately after it occurred to our insurance company. Great American Insurance Company has hired Montgomery, Rennie, and Jonson to represent them.
- On Friday, August 3, Governor John Kasich signed HB 312, the legislation that regulates the use of credit cards and debit cards by political subdivisions, including public libraries. (The bill was passed by the Ohio General Assembly on June 27.) The bill will be effective at the beginning of November and then libraries will have another three months to establish and implement new credit card policies and procedures. Our current procedures are fairly conservative and the legislation will not impact how we currently use the card but it will include much more detail in the policy. We plan to have the policy for Board review in December 2018.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held May 31, 2018.
- Investment Report (summary of invested balances) as of May 31, 2018, June 30, 2018, and July 31, 2018.

Investment Report

	Amount 5/31/2018	Amount 6/30/2018	Amount 7/31/2018
<u>Fifth Third Investment</u>			
General Fund	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
Building and Repair	250,000.00	250,000.00	250,000.00
	<u>\$1,250,000.00</u>	<u>\$1,250,000.00</u>	<u>\$1,250,000.00</u>
<u>Operating Account</u>			
General Fund	\$18,743,791.83	\$18,007,043.34	\$16,621,432.11
Insurance/Indemnification	230,000.00	230,000.00	230,000.00
Special Revenue Funds	396,813.46	501,368.90	538,427.03
Building and Repair	5,063,182.46	5,394,707.88	3,101,167.47
Permanent Trust Funds	1,299,797.12	1,292,053.73	1,291,634.37
	<u>\$25,733,584.87</u>	<u>\$25,425,173.85</u>	<u>\$21,782,660.98</u>
STAR Ohio			
Building and Repair	1,070,620.38	1,072,319.97	1,074,064.95
Managed Investments (Trust Funds):			
Permanent Trust Funds	<u>\$6,749,211.00</u>	<u>\$6,749,211.00</u>	<u>\$6,749,211.00</u>
GRAND TOTAL	<u>\$34,803,416.25</u>	<u>\$34,496,704.82</u>	<u>\$30,855,936.93</u>

- Monthly Financial Reports – for the periods ending May 31, 2018, June 30, 2018, and July 31, 2018.
- Marketing Board Report – June 2018 and July 2018.
- Contributions, Gifts, and Donations – June 2018 and July 2018.

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000
May 26, 2018 through July 31, 2018

6/25/2018	Patricia C. Winans Trust	Designated for resources related to Antarctica	102,680.00
6/25/2018	Patricia C. Winans Trust	Support for improvements of the Hyde Park Branch Library	513,390.47
7/16/2018	Library Foundation	Duke Energy - Brain Camps 2018	25,000.00
7/16/2018	Library Foundation	Summer Adventure support	40,000.00
7/31/2018	Kim Fender	Donation for Sprout Learning backpacks	10,000.00
Various	Friends of the Public Library	Support for Programs (Feb 2018 - March 2018)	37,223.75

- Personnel Change Report reflects changes through July 28, 2018.

Personnel Change Report						
Action	Agency	Job Title	FTE	Full Name	Grade	Eff. Date
Appointment	Greenhills Branch	Library Services Assistant	0.60	Edelen, Kathy M	3	05/06/2018
Appointment	Hyde Park Branch	Library Services Assistant	0.50	Fickel, Sydney J	3	05/06/2018
Appointment	Sorting & Materials Retrieval	Page	0.50	Geiger, Emily C	1	05/06/2018
Appointment	Safety & Security Services	Security Guard	1.00	Hobbs, Keith A	5	05/06/2018
Appointment	Hyde Park Branch	Shelver	0.30	Lewis, Anna D	1	05/06/2018
Appointment	Programming Services	Summer Reading Tutor	0.45	David, Dorian A	5	05/20/2018
Appointment	Programming Services	Summer Reading Tutor	0.45	Douglas, Ellen D	5	05/20/2018
Appointment	Programming Services	Summer Reading Tutor	0.45	Ellis, Ruth J	5	05/20/2018
Appointment	Groesbeck Branch	Library Services Assistant	0.60	Gober, Rebecca M	3	05/20/2018
Appointment	Programming Services	Summer Reading Tutor	0.45	Griffith, Bernadine M	5	05/20/2018
Appointment	Programming Services	Summer Reading Tutor	0.45	Jones, Loucresha C	5	05/20/2018
Appointment	Programming Services	Summer Reading Tutor	0.45	Kwiat, Caroline P	5	05/20/2018

Appointment	Programming Services	Summer Reading Tutor	0.45	Lang, Magdalena M	5	05/20/2018
Appointment	Programming Services	Summer Reading Tutor	0.45	Ooten, Shannon F	5	05/20/2018
Appointment	Programming Services	Summer Reading Tutor	0.45	Swanson, Davida M	5	05/20/2018
Appointment	Programming Services	Summer Reading Tutor	0.45	Kelley, Sarah E	5	05/23/2018
Appointment	Information & Reference Dept.	Shelver	0.50	Cruder, Ciara L	1	06/03/2018
Appointment	Education & Homework Support	Summer Brain Camp Aide	0.50	DeVol, Lainey M	1	06/03/2018
Appointment	Information & Reference Dept.	Senior Library Services Assistant	0.50	Eastman, Anne C	4	06/03/2018
Appointment	Education & Homework Support	Summer Brain Camp Aide	0.50	Lindle, Meredith C	1	06/03/2018
Appointment	Delhi Township Branch	Shelver	0.30	Ludke, Isaac B	1	06/03/2018
Appointment	Education & Homework Support	Summer Brain Camp Aide	0.50	Nienaber, Zachary R	1	06/03/2018
Appointment	Popular Library	Shelver	0.50	Rao, Bryce S	1	06/03/2018
Appointment	Education & Homework Support	Summer Brain Camp Aide	0.50	Schaich, Robert C	1	06/03/2018
Appointment	Education & Homework Support	Summer Brain Camp Aide	0.50	Song, Maria H	1	06/03/2018
Appointment	Education & Homework Support	Summer Brain Camp Aide	0.50	Williams, Camille A	1	06/03/2018
Appointment	Elmwood Place Branch	Library Services Assistant	0.50	Cason, Sharon R	3	06/17/2018
Appointment	Safety & Security Services	Security Guard	1.00	Egan, Kevin M	5	06/17/2018
Appointment	Anderson Branch	Shelver	0.30	Elder, Sabra A	1	06/17/2018
Appointment	Westwood Branch	Children's Librarian	1.00	Ferguson, Corey L	7	06/17/2018
Appointment	Delhi Township Branch	Shelver	0.30	Kirby, Julia H	1	06/17/2018
Appointment	Bond Hill Branch	Senior Library Services Assistant	0.50	Tegge, Jessica L	4	06/17/2018
Appointment	Popular Library	Shelver	0.50	Timmerman, Melissa G	1	06/17/2018
Appointment	Forest Park Branch	Shelver	0.30	Williams, Madelyn B	1	06/17/2018
Appointment	Youth Services	Student Shelver	0.30	DeLuca, Zachary Giovanni	1	07/01/2018
Appointment	St Bernard Branch	Senior Library Services Assistant	0.50	Gould, Latoya L	4	07/01/2018
Appointment	West End Branch	Library Services Assistant	0.50	Johnson, Tawanda F	3	07/01/2018
Appointment	Madeira Branch	Shelver	0.30	Murphy, Emma K	1	07/01/2018
Appointment	Sorting & Materials Retrieval	Page	0.50	Thompson, Michelle M	1	07/01/2018
Appointment	Sharonville Branch	Shelver	0.30	Gray, Tyler S	1	07/15/2018
Appointment	Norwood Branch	Library Services Assistant	0.50	Holmes, Hannah R	3	07/15/2018
Appointment	Blue Ash Branch	Shelver	0.30	O'Flynn, Joseph P	1	07/15/2018
Appointment	Green Twp Branch	Shelver	0.30	Paul, Emily N	1	07/15/2018

Appointment	Madeira Branch	Shelver	0.30	Ragnone, Michael A	1	07/15/2018
Change	Clifton Branch	Senior Library Services Assistant	0.60	Gardiner, Julia	4	05/06/2018
Change	Clifton Branch	Senior Library Services Assistant	0.50	Wreath-Canterbury, Sara L	4	05/06/2018
Change	Education & Homework Support	Summer Brain Camp Aide	0.50	Berns, Molly Beth	1	06/03/2018
Change	Education & Homework Support	Summer Brain Camp Aide	0.50	Denney, Darien Lenay	1	06/03/2018
Change	Education & Homework Support	Summer Brain Camp Aide	0.50	Lowe, Uneek V	1	06/03/2018
Change	Service Operations	Customer Experience Manager	1.00	Rampa, Justyn E	10	06/03/2018
Change	Service Operations	Regional Manager	1.00	Sferra, Maria A	12	06/03/2018
Change	Delhi Township Branch	Senior Branch Manager	1.00	Bach, Kathleen A	10	07/01/2018
Change	Sharonville Branch	Library Services Assistant	0.60	Barton, Meredith L	3	07/01/2018
Change	Strategy & Technology	Chief Strategy and Technology Officer	1.00	Brehm-Heeger, Paula C	15	07/01/2018
Change	Sharonville Branch	Library Services Assistant	0.50	Brinker, Krista M	3	07/01/2018
Change	Delhi Township Branch	Senior Children's Librarian	1.00	Dettinger, Katy J	8	07/01/2018
Change	Service Operations	Regional Manager	1.00	Sample, Holbrook H	12	07/01/2018
Demotion	Walnut Hills Branch	Library Services Assistant	0.50	Polter, Sarah Ann	3	05/06/2018
Demotion	St Bernard Branch	Library Services Assistant	0.50	Dovel, Rachel K	3	06/03/2018
Departure	Madisonville Branch	Homework Help Aide	0.30	Bell, Ronda	1	05/10/2018
Departure	Reading Branch	Homework Help Aide	0.30	Eallonardo, Magdalene A	1	05/10/2018
Departure	Sharonville Branch	Homework Help Aide	0.30	McDonald, Brennan M	1	05/10/2018
Departure	Corryville Branch	Homework Help Aide	0.30	Rausch, Kailey S	1	05/10/2018
Departure	Oakley Branch	Homework Help Aide	0.30	Rohling, Christopher David	1	05/10/2018
Departure	Madeira Branch	Library Services Assistant	0.50	Connaughton, Arlie M	3	05/11/2018
Departure	Mt. Healthy Branch	Homework Help Aide	0.30	Uzo-Ngerem, Ihechukwu G	1	05/11/2018
Departure	Green Township Branch	Shelver	0.30	Fellinger, Kaitlin Renee	1	05/12/2018
Departure	Hyde Park Branch	Library Services Assistant	0.50	Ruwe, Stacey N	3	05/12/2018
Departure	Westwood Branch	Children's Librarian	1.00	Saroff, Kristyn	7	05/19/2018
Departure	Sharonville Branch	Shelver	0.30	Landry, Joy M	1	05/25/2018
Departure	Madeira Branch	Shelver	0.30	McCormick, Shannon C	1	05/29/2018
Departure	Avondale Branch	Senior Library Services Assistant	1.00	Smith, Angela	4	05/31/2018
Departure	Facility Operations	Construction Manager	1.00	Elkhamisy, Ahmed	8	06/01/2018

Departure	Anderson Branch	Library Services Assistant	0.50	Moser, Rachael E	3	06/01/2018
Departure	Circulation Services	Library Services Assistant	0.60	Johnson, Jordan Nicholas	3	06/02/2018
Departure	Anderson Branch	Student Shelver	0.30	Liu, Patrick S	1	06/02/2018
Departure	Teenspot	Senior Library Services Assistant	0.50	Prince, Nikia C	4	06/02/2018
Departure	Delhi Township Branch	Student Shelver	0.30	Zalot, Maria H	1	06/02/2018
Departure	Youth Services	Shelver	0.50	Ferguson, Michael Raymond	1	06/03/2018
Departure	Youth Services	Shelver	0.50	Hrivnak, Cayce A	1	06/03/2018
Departure	Mt. Washington Branch	Shelver	0.30	Feil, Gretchen K	1	06/04/2018
Departure	Safety & Security Services	Security Guard	1.00	Brooks, Dominique L	5	06/07/2018
Departure	Norwood Branch	Library Services Assistant	0.50	Barber, Alexandra E	3	06/14/2018
Departure	Shipping & Receiving	Truck Driver	1.00	Morris, Dion S	3	06/15/2018
Departure	Anderson Branch	Library Services Assistant	1.00	Taylor, Lindsay Marie	3	06/18/2018
Departure	Popular Library	Shelver	0.30	Cherry, Thomas Hamilton	1	06/20/2018
Departure	Sharonville Branch	Library Services Assistant	0.60	Kroth, Jacob A	3	06/20/2018
Departure	Popular Library	Library Services Assistant	0.50	Sullivan, Shane H	3	06/21/2018
Departure	Director's Office	Eva Jane Romaine Coombe Director	1.00	Fender, Kimber L	X	06/29/2018
Departure	Oakley Branch	Student Shelver	0.30	Maglecic, Erin Nicole	1	06/30/2018
Departure	Teenspot	Teen Librarian	1.00	Whitt, Megan N	7	06/30/2018
Departure	Madeira Branch	Student Shelver	0.30	Choi, Yeonsu	1	07/07/2018
Departure	North Central Branch	Student Shelver	0.30	McEwen, Malcolm Terrell	1	07/10/2018
Departure	Madeira Branch	Shelver	0.30	Murauskas, Lena C	1	07/10/2018
Departure	North Central Branch	Library Services Assistant	0.50	Sang, Sunhee	3	07/11/2018
Departure	Norwood Branch	Teen Librarian	0.50	Lam, Jennifer S	7	07/13/2018
Departure	Wyoming Branch	Library Services Assistant	0.50	Boldt, Roberta L	3	07/14/2018
Departure	Sharonville Branch	Homework Help Aide	0.30	Elliott, Grace E.	1	07/15/2018
Departure	Cataloging & Processing	Line Assistant Physical Processing	1.00	Becker, Vigee R	2	07/20/2018
Departure	Ills Team	ILS Manager	1.00	Meehan, Vicki E	12	07/20/2018
Departure	Information & Reference Dept.	Shelver	0.50	Vanyo, Vanessa J	1	07/20/2018
Departure	Programming Services	Summer Reading Tutor	0.45	David, Dorian A	5	07/26/2018
Departure	Popular Library	Library Services Assistant	0.60	Day, Andrew J	3	07/26/2018
Departure	Programming Services	Summer Reading Tutor	0.45	Douglas, Ellen D	5	07/26/2018

Departure	Programming Services	Summer Reading Tutor	0.45	Ellis, Ruth J	5	07/26/2018
Departure	Programming Services	Summer Reading Tutor	0.45	Griffith, Bernadine M	5	07/26/2018
Departure	Programming Services	Summer Reading Tutor	0.45	Jones, Loucresha C	5	07/26/2018
Departure	Programming Services	Summer Reading Tutor	0.45	Kelley, Sarah E	5	07/26/2018
Departure	Programming Services	Summer Reading Tutor	0.45	Kwiat, Caroline P	5	07/26/2018
Departure	Programming Services	Summer Reading Tutor	0.45	Lang, Magdalena M	5	07/26/2018
Departure	Programming Services	Summer Reading Tutor	0.45	Ooten, Shannon F	5	07/26/2018
Departure	Programming Services	Summer Reading Tutor	0.45	Swanson, Davida M	5	07/26/2018
Departure	HVAC Services	HVAC Mechanic	1.00	Koopman, James W	6	07/27/2018
Departure	Blue Ash Branch	Shelver	0.30	Brown, Emily Jane	1	07/28/2018
Departure	Norwood Branch	Shelver	0.30	Heinen, Jacob B	1	07/28/2018
Promotion	Price Hill Branch	Library Services Assistant	0.50	Maghathe, Noel B	3	05/06/2018
Promotion	Information & Reference Dept.	Senior Library Services Assistant	0.50	Sparks, Sydney M	4	05/20/2018
Promotion	College Hill Branch	Mid-Size Branch Manager	1.00	Barnhill, Ashley L	9	06/03/2018
Promotion	Madeira Branch	Library Services Assistant	0.50	Cottone, Isabella N	3	06/03/2018
Promotion	Blue Ash Branch	Library Services Assistant	0.60	Kuhl, Kenneth T	3	06/03/2018
Promotion	Popular Library	Popular Library Manager	1.00	Mulford, Ella M	10	06/03/2018
Promotion	Youth Services	Youth Services Dept. Manager	1.00	Rice, Theodore A	10	06/03/2018
Promotion	Avondale Branch	Senior Library Services Assistant	1.00	Tafari, Sesheta A	4	06/03/2018
Promotion	Delhi Township Branch	Library Services Assistant	0.50	Themann, Marybeth L	3	06/03/2018
Promotion	Youth Services	Teen Librarian	1.00	Willig, Emma M	7	07/01/2018
Promotion	Cataloging & Processing	Cataloging Assistant	1.00	Blair, Kelly J	3	07/15/2018
Promotion	Youth Services	Youth Services Dept. Team Leader	1.00	Gallagher-Sauter, Bridgid K	8	07/15/2018
05/06/18 - 07/28/18						

- Statistical Report for April 2018.
- Top Ten Circulating Titles for April 2018.

Ms. Kohnen seconded.

Voting for the motion: Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Mrs. Trauth... 4 ayes. The motion carried. **(23-2018)**.

PUBLIC COMENTS

The following individuals read comments from the 2017 Staff Engagement Survey and spoke about the recently launched Director’s search:

Charles Campbell
Martin Marx
Mary Schartman
Dario Sulzman

The Regular Meeting was then adjourned.

President

Attest: Secretary