

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

Date: August 8, 2017

Meeting: Regular

Place: Main Library

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

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

Trustees Absent: Mr. Wright

Present: Kimber L. Fender, Greg Edwards, Andrea Kaufman, Paula Brehm-Heeger and Molly DeFosse

***CONSENT AGENDA ITEMS***

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

- Minutes of the Regular Meeting held June 13, 2017.
- Investment Report (summary of invested balances) as of June 30, 2017 and July 31, 2017.

**Investment Report**

	Amount 6/30/2017	Amount 7/31/2017
<b><u>Fifth Third Investment</u></b>		
General Fund	\$1,000,000.00	\$1,000,000.00
Building and Repair	500,000.00	500,000.00
	<hr/> \$1,500,000.00	<hr/> \$1,500,000.00

**Operating Account**

General Fund	\$17,418,119.98	\$17,740,168.56
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	338,278.00	378,788.40
Building and Repair	4,032,293.45	2,724,264.44
Permanent Trust Funds	1,317,013.92	1,315,387.69
	<u>\$23,335,705.35</u>	<u>\$22,388,609.09</u>

**STAR Ohio**

Building and Repair	\$1,057,659.82	\$1,058,582.21
---------------------	----------------	----------------

**Managed Investments (Trust Funds):**

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

**GRAND TOTAL**

<u>\$32,637,196.17</u>	<u>\$31,691,022.30</u>
------------------------	------------------------

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

**CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000  
June 1, 2017 - July 31, 2017**

6/15/2017	Freestore/Feedbank	Grant for Summer lunch	1,050.00
7/11/2017	Bruce Family Charitable Foundation	Support for Mariemont	3,000.00
7/17/2017	Friends of the Public Library	Support for Programs	21,094.28
7/18/2017	Library Foundation	Support for Treehouse Licenses	10,000.00
7/18/2017	Library Foundation	Support for Summer Adventure	19,000.00
7/18/2017	Library Foundation	Support for Brain Camp	25,000.00
7/27/2017	Library Foundation	Support for Pet Memorial	1,270.00
7/27/2017	Library Foundation	Support for Programs	36,020.00

- Personnel Change Report reflects changes through July 29, 2017.

<b>ACTION</b>	<b>AGENCY</b>	<b>POSITION TITLE</b>	<b>FTE</b>	<b>EMPLOYEE NAME</b>	<b>GRADE</b>
Appointment	Children's Learning Center	Shelver	0.50	Ferguson, Michael Raymond	1
Appointment	Children's Learning Center	Student Shelver	0.30	DeLuca, Zachary Giovanni	1
Appointment	Northside Branch	Library Services Assistant	0.60	Estep, Kayla L	3
Appointment	Delhi Township Branch	Library Services Assistant	0.50	Hein, Brittany Marie	3
Appointment	Avondale Branch	Library Services Assistant	0.50	Tafari, Sesheta A	3
Appointment	Blue Ash Branch	Library Services Assistant	0.60	De Oliveira Badue, Alexandre	3

Appointment	Hyde Park Branch	Library Services Assistant	0.50	Brockman, Julia A	3
Appointment	Information Technology	PC Support Specialist	1.00	Gastright, Matthew	6
Appointment	North Central Branch	Library Services Assistant	0.50	Gorski, Jacob Rodney	3
Appointment	Programming Services	SCR Activity Assistant	0.625	Stoker, Jennifer Nicole	3
Appointment	Pleasant Ridge Branch	Library Services Assistant	0.50	Booth, James Michael	3
Appointment	Groesbeck Branch	Student Shelver	0.30	Vehr, Annie Elizabeth	1
Appointment	Programming Services	SCR Activity Assistant	0.625	Spetz, Madeline Ruth	3
Appointment	Sharonville Branch	Student Shelver	0.30	Rohlf, Margaret Mae Elizabeth	1
Appointment	Techcenter / Makerspace	Senior Library Services Assistant	0.50	Dierker, Olivia Grace	4
Appointment	Techcenter / Makerspace	Senior Library Services Assistant	0.50	Janneck, Margeaux L	4
Appointment	Marketing	Social Media Specialist	1.00	Kokochak, Danielle	7
Appointment	Norwood Branch	Library Services Assistant	0.50	Tebbe, Lauren S	3
Appointment	Price Hill Branch	Library Services Assistant	0.50	Greve, Julia N	3
Appointment	Loveland Branch	Student Shelver	0.30	Borchers, Jeremy B	1
Appointment	Deer Park Branch	Student Shelver	0.30	Green, Samuel M	1
Appointment	Blue Ash Branch	Student Shelver	0.30	Henn, Hunter C	1
Appointment	Greenhills Branch	Library Services Assistant	0.60	Salem, Lauren A	3
Appointment	Programming Services	SCR Coordinator	0.625	Jones, Angela L	7
Appointment	Programming Services	SCR Coordinator	0.625	Upton, Emily J	7
Appointment	Cheviot Branch	Library Services Assistant	0.50	Riesenbeck, Robert M	3
Appointment	Programming Services	SCR Coordinator	0.625	Lockwood, Suzanne M	7
Appointment	Programming Services	SCR Activity Assistant	0.625	Johnson, Madison S	3
Appointment	Programming Services	SCR Activity Assistant	0.625	Sian, Amandeep K	3
Appointment	Programming Services	SCR Coordinator	0.625	Bickett, Christi L	7
Appointment	Programming Services	SCR Activity Assistant	0.625	Kindle, Sara A	3
Appointment	Programming Services	SCR Coordinator	0.625	Smith, Arnice	7
Appointment	Covedale Branch	Library Services Assistant	0.60	Gerke, Kathryn	3
Change	Circulation Services	Library Services Assistant	1.00	Thompson, Victoria D	3
Change	Techcenter / Makerspace	Senior Library Services Assistant	1.00	Vidmar, Donn B	4
Change	Forest Park Branch	Senior Library Services Assistant	1.00	Kennedy, Mariah M	4
Change	Sharonville Branch	Library Services Assistant	0.60	Lippard, Lagan D	3
Change	Outreach Services	Shelver	1.00	Kawanari, Audrey A	1
Change	Sorting & Materials Retrieval	Sorter	1.00	Fleckinger, Lawrence A	1
Change	Sharonville Branch	Library Services Assistant	0.50	Kier, Victoria	3
Change	Oakley Branch	Teen Librarian	1.00	Chumbley, Lesleigh R	7
Change	Westwood Branch	Mid Size Branch Manager	1.00	Castleberry, Travis S	9
Demotion	Cataloging & Processing	Line Assistant Electronic Processing	1.00	Brandt, Sharon A	3
Departure	Mariemont Branch	Mid Size Branch Manager	1.00	Sanker, Mary F	9

Departure	Anderson Branch	Library Services Assistant	0.60	Stouffer, Jeanett M	3
Departure	Cataloging & Processing	Cataloging Assistant	0.50	Schulz, Kara A	3
Departure	Virtual Information Center	Senior Library Services Assistant	0.60	Cairns, Christina M	4
Departure	Clifton Branch	Mid Size Branch Manager	1.00	Beitz, Jill	9
Departure	Human Resources	Human Resources Representative	0.50	Roof, Loretta K	9
Departure	Circulation Services	Library Services Assistant	1.00	Riley, Brian J	3
Departure	HVAC Services	HVAC Mechanic	1.00	Bryant, David	6
Departure	Popular Library	Senior Library Services Assistant	0.50	Ferraro, Antonio J	4
Departure	Cheviot Branch	Library Services Assistant	0.50	Zigelmier, Kourtney K	3
Departure	Fiscal Office	Administrative Assistant	1.00	Plaver, Stephanie M	7
Departure	Techcenter / Makerspace	Senior Library Services Assistant	0.60	Bruker, Edward	4
Departure	Symmes Township Branch	Student Shelver	0.30	Phillips, Andrew	1
Departure	Materials Selection & Acq	Materials Selection & Acquisition Manager	1.00	Varley, Holly J	11
Departure	Forest Park Branch	Library Services Assistant	0.50	Jasany, Tracy A	3
Departure	Facility Operations	Construction Manager	1.00	Peterson, Angela	8
Departure	Cheviot Branch	Library Services Assistant	0.50	Brown, Leslie A	3
Departure	Hyde Park Branch	Library Services Assistant	0.50	Warman, Pamela B	3
Departure	Clifton Branch	Student Shelver	0.30	Herbert, Josephine E	1
Departure	HVAC Services	Electrician	1.00	Zachary, Lavell D	6
Departure	Human Resources	Human Resources Representative	0.50	Roof, Loretta K	9
Departure	HVAC Services	HVAC Mechanic	1.00	Bryant, David	6
Departure	Hyde Park Branch	Library Services Assistant	0.50	Warman, Pamela B	3
Departure	Cheviot Branch	Library Services Assistant	0.50	Zigelmier, Kourtney K	3
Departure	Symmes Township Branch	Student Shelver	0.30	Phillips, Andrew	1
Departure	Sorting & Materials Retrieval	Sorter	0.50	McCall, Harry	1
Departure	Virtual Information Center	Senior Library Services Assistant	0.60	Cairns, Christina M	4
Departure	Popular Library	Senior Library Services Assistant	0.50	Ferraro, Antonio J	4
Departure	Mt. Healthy Branch	Teen Librarian	1.00	Anderson, Elizabeth G	7
Departure	Covedale Branch	Student Shelver	0.30	Capal, Morgan	1
Departure	Circulation Services	Library Services Assistant	0.50	Rasnick, Rebecca L	3
Departure	Price Hill Branch	Library Services Assistant	0.60	Rhoads, Kristin N	3
Departure	Mt. Washington Branch	Student Shelver	0.30	Shook, Christina R	1
Promotion	Materials Selection & Acq	Materials Selection & Acquisition Manager	1.00	Long, Amy C	11
Promotion	Miami Township Branch	Library Services Assistant	0.50	Skaggs, Isabeau A	3
Promotion	Mt. Healthy Branch	Branch Manager	1.00	Hartlaub, Elizabeth V	8
Promotion	Anderson Branch	Library Services Specialist	1.00	Ponferrada, Elizabeth A	5

Promotion	Price Hill Branch	Senior Library Services Assistant	1.00	Price, Heather N	4
Promotion	Anderson Branch	Teen Librarian	1.00	Lortie, John	7
Promotion	Mariemont Branch	Mid Size Branch Manager	1.00	Hartman, Kelly L	9
Promotion	Walnut Hills Branch	Library Services Assistant	0.50	Williams, Joey K	3
Promotion	Circulation Services	Library Services Assistant	0.50	Avila Turcios, Fabiola Johana	3

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

Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Ms. Kohnen, and Mr. Zaring ...6 ayes. The motion carried. **(15-2017)**.

### ***ACTION ITEMS***

Mr. Moran moved the following:

- Authorize application of the LSTA Grant for the purpose of working with the Carnegie Center of Columbia Tusculum to purchase a laptop kiosk to be placed in the Center. The Board must approve the application with up to 25% of the project cost provided by local funds. The estimated match is less than \$15,000. The Center is housed in the former East End Branch Library that closed in 1959.
- Approve acceptance of the artwork that actor/director of *the public*, Emilio Estevez, presented the Library with: an autographed drawing of cast members that Justin Inman, an extra for the movie, created during filming.
- Approve the following 2018 holiday closing schedule:
  - Monday, January 1 – New Year’s Day
  - Sunday, April 1 – Easter
  - Monday, May 28 – Memorial Day
  - Wednesday, July 4 – Independence Day
  - Monday, September 3 – Labor Day
  - Thursday, November 22 – Thanksgiving Day
  - Monday, December 24 – Christmas Eve
  - Tuesday, December 25 – Christmas Day
  - Monday, December 31 – New Year’s Eve close at 5:00 p.m.
  - Tuesday, January 1, 2019 – New Year’s Day
- Approve the following Board meeting dates and locations for 2018:
  - Tuesday, February 13, 2018 – Main
  - Monday, April 9, 2018 – Mt. Washington
  - Tuesday, June 12, 2018 – Price Hill
  - Tuesday, August 14, 2018 – Main

- Tuesday, October 9, 2018 – Harrison
- Tuesday, December 11, 2018 (An Annual and Regular) – Main

All meetings begin at 9:15 am at locations as listed above.

Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Ms. Kohnen, and Mr. Zaring ...6 ayes. The motion carried. **(16-2017)**.

Mr. Hendon moved the following:

- Approve an adjustment of 5.5% to the current salary schedule for Grades 2 through 15 as follows:

<b>SALARY STRUCTURE</b>			
<b>Grades</b>	<b>Low</b>	<b>Mid</b>	<b>High</b>
15	\$104,187.20	\$132,308.80	\$160,430.40
14	\$93,017.60	\$118,144.00	\$143,249.60
13	\$83,241.60	\$105,289.60	\$127,337.60
12	\$74,484.80	\$93,849.60	\$113,214.40
11	\$66,643.20	\$83,636.80	\$100,630.40
10	\$59,633.60	\$74,547.20	\$89,460.80
9	\$54,412.80	\$67,745.60	\$81,078.40
8	\$49,816.00	\$61,776.00	\$73,736.00
7	\$43,992.00	\$54,350.40	\$64,688.00
6	\$38,251.20	\$47,049.60	\$55,848.00
5	\$34,236.80	\$41,932.80	\$49,628.80
4	\$30,617.60	\$37,356.80	\$44,075.20
3	\$27,393.60	\$33,280.00	\$39,166.40
2	\$24,523.20	\$29,681.60	\$34,840.00
1	\$20,800.00	\$25,064.00	\$29,328.00
<b>HOURLY RATES</b>			
<b>Grades</b>	<b>Low</b>	<b>Mid</b>	<b>High</b>
15	\$50.09	\$63.61	\$77.13
14	\$44.72	\$56.80	\$68.87
13	\$40.02	\$50.62	\$61.22
12	\$35.81	\$45.12	\$54.43
11	\$32.04	\$40.21	\$48.38
10	\$28.67	\$35.84	\$43.01
9	\$26.16	\$32.57	\$38.98
8	\$23.95	\$29.70	\$35.45
7	\$21.15	\$26.13	\$31.10
6	\$18.39	\$22.62	\$26.85
5	\$16.46	\$20.16	\$23.86
4	\$14.72	\$17.96	\$21.19
3	\$13.17	\$16.00	\$18.83
2	\$11.79	\$14.27	\$16.75
1	\$10.00	\$12.05	\$14.10

*Effective 8/27/2017*

The labor market has become increasingly competitive and the Library has seen an increase in employee turnover. The cost of turnover impacts the entire organization. In addition to hiring costs, the turnover results in overworked remaining staff, training costs, and less effective customer service.

- Between 2015 and 2017, staff turnover is projected to increase by 15%.
- Turnover in historically stable positions (excludes shelvers and library services assistants), is projected to increase by 36% from 2016 to 2017 (45 vacancies compared to 33).
- Over the past year, the highest areas of turnover were:
  - Student shelvers at 88%
  - Facility positions (custodian, HVAC tech, Electrician) at over 50%
  - LSA's and Security at 33%
- Data from exit interviews of former employees during January – June 2017 indicates that almost 62% of respondents said their new position offered them better pay.
- It also indicated that 37% of employees left due to pay.
- Information gathered from the Staff Satisfaction Survey, along with numerous inquiries from staff; indicate high dissatisfaction with the rate of pay as compared to other library systems or other organizations with similar positions.
- The Human Resources department has also seen an increase in declined offers. There have been several recent departures of uniquely skilled individuals who went to other libraries. We continue to struggle to fill and retain staff in tech and trade positions.

As a result of the ongoing staffing obstacles, the Human Resources Department began performing a compensation review.

- The review consists of evaluating approximately 30 positions, 10 of which are the positions with the largest number of staff of 20 or more.
- We reviewed the salaries of:
  - Columbus Metropolitan Library
  - Cuyahoga County Public Library
  - Cleveland Public Library
  - Toledo Lucas County Library
  - A local market review on some of the positions such as security guards and facilities positions.

Columbus Metropolitan Library is the most comparable library to Cincinnati as far as the cost of living. The result of the review indicates most of the salaries for our positions being below Columbus and the other libraries.

Overall, the Library has 920 positions.

- Shelvers account for 110 of these positions and the salary is in line with comparable libraries.
- Seasonal positions account for 61 positions.
- The remaining 749 positions indicated salaries below both market rate and peer libraries.
  - 3 positions account for 60% (446) of the impacted positions - Library Services Assistants, Senior Library Services Assistants, and Librarians

- On average, we are 5.4% below Columbus Metropolitan Library for these positions
- In many cases, the variance for other positions is greater than 5.4%
- Authorize withholding and remittance of Ohio Library Council membership dues on 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.
- Confirm the award of the PLCH East Roof Replacement contract to A.W. Farrell and Son, Inc. as the low bidder and approve the Project Budget including the contingency of 10% as follows:

*Project budget:*

Contract:	\$648,000.00
Contingency:	\$ 64,800.00
<hr/>	
Total Construction Budget:	\$712,800.00

Authorize the Director to approve change orders that do not increase the overall budget and to execute the Certificate of Substantial Completion. All change orders will be reported to the board for confirmation.

- Confirm the award of the PLCH West Roof Replacement contract to A.W. Farrell and Son, Inc. as the low bidder and approve the Project Budget including the contingency of 10% as follows:

*Project budget:*

Contract:	\$733,775.00
Contingency:	\$ 73,377.50
<hr/>	
Total Construction Budget:	\$807,152.50

Authorize the Director to approve change orders that do not increase the overall budget and to execute the Certificate of Substantial Completion. All change orders will be reported to the board for confirmation.

- Approve the sale of the surplus Reading property for \$250,000. Authorize the Eva Jane Romaine Coombe Director to sign the contract and the deed to complete the sale.
- Approve a new three-year lease replacing the current lease for the Mt. Healthy Branch that began August 1, 2017 at monthly lease amount of \$1,795.65 for the term of the lease (the previous lease included rent escalations during that time period).

Mr. Moran seconded.

Voting for the motion by a roll call vote: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Ms. Kohnen, and Mr. Zaring ...6 ayes. The motion carried. **(17-2017)**.



## ***PUBLIC COMMENTS***

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

This plan is the result of a comprehensive review of all our facilities and was first announced in October 2016. This plan positively affects the Library's ability to provide world-class service now and in the future. However, we want to clarify a few key points.

To date, the only parts of the plan which are approved by the Board of Trustees are:

- The concept of an Operations Center – however a specific location has not yet been identified.
- Consolidating public services at the Main Library into the South building.
- Requesting the Finance and Audit Committee determine the best way to fund the project.
- Entering into a pre-development services agreement with 3CDC. We want to make it clear that this agreement comes at no cost to the Library, unless the project advances beyond predevelopment.

No services are being cut with this plan.

Funding for the plan has not yet been secured.

In regards to the decision to consolidate public services at the Main Library into the South building, this decision was made after a space utilization study showed we have enough space in the South building for all public services. Consolidation makes the Main Library safer by reducing the monitoring footprint for security. It makes it more convenient for families to use by putting departments used by kids, teens, and adults in one building.

This Facilities Plan was made with the entire Public Library of Cincinnati and Hamilton County Library system in mind. It is not solely focused on the future of the North building of the Main Library. We have 41 total locations, many of which are in need of repairs and improvements. At our current pace of funding, it will take 27 years to complete this work. We don't think that's acceptable. We are committed to working toward a more responsible timetable for completing this work in a fiscally responsible manner and to making the Library fully accessible to all our cardholders.

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

Zach Cox  
Vince Tafolla  
Charles Campbell  
Kristy Cooper  
Mykal DeRamus  
Bryce Phillips  
Kate Gallion  
Mary Schartman  
Robert Riehemann  
Margaret Rhein

Berta Lambert  
Brendan Faux  
Carl M. Houston  
Rachel Elliott  
Christopher DeAngelis

## ***INFORMATIONAL ITEMS***

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

Ms. Fender reported that:

- Among libraries included in the Public Library Data Service (PLDS) Statistical Report released in June 2017 our Library was 2nd in total circulation in the United States. Only New York Public Library reported higher circulation. Listed below are the top 10 libraries:

New York Public Library	22,723,338
Cincinnati And Hamilton County, Pl Of	21,226,498
King County Library System	20,781,944
Multnomah County Library	19,221,448
Los Angeles Public Library	16,353,158
Cuyahoga County Public Library	16,234,993
Columbus Metropolitan Library	16,094,874
Hennepin County Library	15,744,848
Indianapolis-Marion County Public Library	15,619,735
Brooklyn Public Library	14,932,683

Three of the top ten circulating libraries are in Ohio.

- Congratulations to Bill Moran on receiving the Founders Award from ReSource. Mr. Moran served on the Board and as Board Chair of ReSource for more than ten years. The Award will be presented at the ReSource Gala on October 12.
- Ms. Fender has been named the 2017 Ohio Library Council's (OLC) Hall of Fame Librarian in recognition of her career achievements that demonstrate sustained leadership, active participation in local, state, and national library organizations, a commitment to the library profession and her contributions to the community at large. Staff nominated her for this award which is given to those who demonstrate outstanding leadership and dedication to providing exceptional library service to their community.
- The OLC selected our Library for two additional 2017 awards. Cataloging Team Lead Michael Christian-Budd is the winner of the Service Excellence Award recognizing the achievements of a library employee in areas such as Human Resources, Technical Services, Marketing and IT whose contributions to local library development merit recognition. The

Library's suite of "hot" and customized services (Hot Authors, eHot Authors, Hot Tickets, Book HookUp and CD of the Month) is this year's Library Innovation Award winner.

- Paula Brehm-Heeger, Chief Strategy and Technology Officer, has been selected to be a part of the Cincinnati Regional Chamber's 2017 Leadership Action class. This is a hands-on leadership development experience for senior leaders passionate about creating change for the community. Each class works closely with a community organization to help solve the region's most critical issues.
- The General Assembly has completed its work on House Bill (HB) 49, the state's two-year operating budget bill. Initially, the Governor's budget and House-approved budget reduced the percent of the General Revenue Fund (GRF) going to the Public Library Fund (PLF) from 1.7% to 1.66%. The Senate increased the PLF to 1.68% of the state's GRF for FY18-19. Achieving this modest change was very difficult. Following the completion of the budget, the Ohio Library Council estimated the PLF for each county. For Hamilton County, the new estimate is \$1 million less dropping from \$39.6 million to \$38.5 million. The PLF remains two-thirds of our revenue and our operating budget has remained flat for nearly 20 years. A special thank you to Library Trustees Bob Hendon and Bill Moran for making calls to support setting the PLF at 1.68%.
- The Library hosted visits from several of our legislators over the summer. Representative Catherine Ingram visited the Main Library's Brain Camp and the Summer Lunch program at the Mt. Healthy branch. State Senator Cecil Thomas visited the Avondale Branch and Alea Brown from U.S. Senator Sherrod Brown's office visited the Reading Branch for the Summer Lunch program. Representative Brigid Kelly visited the Clifton Branch to observe Brain Camp. All State legislators have been invited to visit the Library over the summer and the library hopes to see several more in the weeks ahead.
- The Friends Board of Directors held its quarterly meeting July 29. Results from the annual Book Sale were announced at \$56,500. The Friends next sale is August 17-20 at the warehouse. Members will receive 50% off on Sunday, August 20.
- The Anderson Township Library Association's (ATLA) Annual Sale held in June grossed \$29,576.
- With the resignation of Library Foundation Executive Director Missy Deters, the Library will re-establish its Development Office. The Foundation will contract with the Library for services related to fundraising, including the annual fund and grant writing, rather than hiring its own staff.
- The Library recently participated in the Ohio Omnibus Survey, a survey of registered voters in Hamilton County. Questions about library usage and opinions were included along with 4 or 5 other businesses. While only 48.2% of the respondents feel that Hamilton County as a whole is on the right track, 81.7% give the Library a total positive rating. 71.5% feel that the Library is making good use of public tax dollars, and nearly 80% are at least somewhat concerned that the funding has been cut 26% since 2000 while circulation has increased 60%.

87.3% feel that the Library will be very or somewhat important in the community 10 years from now.

## **FACILITIES AND FINANCE AND AUDIT COMMITTEE**

Mr. Hendon reported that:

- The Library has entered into a Predevelopment Services Agreement with 3CDC to review future uses of the North Building to assist in the potential sale of the building. To date, there is nothing to report.
- The Library is working with GBBN on a project to replace the tile pavers in the atrium and to identify other necessary modifications in advance of relocating all public service to the South Building. The proposed agreement is in process and the planning work will begin immediately after the agreement is signed.

## **LIBRARY EXPERIENCE COMMITTEE REPORT**

Mr. Zaring introduced Michael Christian-Budd, Catalog Team Lead.

- Cataloging Team Lead Michael Christian-Budd shared how Cataloging Services is responsible for providing description and access for all Library holdings. The department works in the local catalog, OCLC and Library of Congress databases to identify, modify, and produce bibliographic, and authority records according to national standards. So far in 2017, Cataloging Services has added over 14,000 records to the catalog for traditional materials, plus over 39,000 records for electronic resources such as eBooks, audiobooks, and streaming music and video. Each month, the department's professional staff contributes an average of 115 new or enhanced bibliographic and 30 name authority records to OCLC WorldCat, many of which describe works and authors unique to our collection and the Cincinnati area. They also perform metadata review for all items in the Digital Library, provide cataloging for valued partner libraries including the Cincinnati Masonic Center and Taft Museum of Art, and work closely with public and support staff to maintain and improve catalog access for all items in the Library's collection.
- The Library Foundation received a \$25,000 Ohio Valley Grant to expand our Outreach Services' iPad program focused on older adults. The grant funding enabled the purchase of 75 iPads with protective cases. Six senior facilities have been selected to receive devices based on current level of technology available to residents, free Wi-Fi access, and programming space. Seniors will use the iPads to access the Library's electronic resources.
- The Library continues to expand its personalized services by now offering an appointment service. "My Librarian Appointment Service" went live on July 14.
- The 63rd Annual Veterans Day Commemoration will take place at the Main Library on Saturday, November 11 at 10:45 a.m. The event will feature patriotic music by the Cincinnati Symphony Orchestra's brass ensemble, a presentation of memorial wreaths by local veterans groups and keynote remarks by William Fee, a Cincinnati resident, former Vice-President

and General Manager of WCPO and Vietnam veteran. Mr. Fee, author of *Memoir of Vietnam 1967*, served in Vietnam as a rifleman from July to November 1967 in Delta Company, 1st Battalion, 18th Regiment, 1st Infantry Division.

#### Summer Adventure Report:

- Summer Adventure has been a huge success with 31,051 customers registering, a sizable increase over 2016. Customer feedback about Summer Adventure has been very positive.
- Through partnerships with Cincinnati Public Schools, UMC Food Ministry and the Mt. Healthy City Schools, the Library was able to serve 15,475 summer lunches and snacks in June and July.
- As part of Summer Adventure, the Library expanded the Mini Brain Camps by tripling the number of sessions offered in 2017. Library staff presented “Coding with Ozobots” at 49 Library and community locations in June and July. Over 800 children in grades 1-5 participated in these events.
- Through July 28, 2,440 children participated in weeklong Brain Camps - 526 at the Main Library and 1,914 at branch libraries.
- 61 children participated in Summer Camp Reading at five Library locations.

#### Upcoming events and exhibits:

- The Library is partnering with the Center for Holocaust and Humanity Education to host *BESA: A Code of Honor*, a photographic exhibit of Muslim Albanians who rescued Jews during the Holocaust. The exhibit will be on view at the Main Library from September 5 through November 12. An opening reception will be held on September 5 featuring remarks by Dr. Mordecai Paldiel, the former Director of the Department of the Righteous at Yad Vashem, and a lecturer at Yeshiva College (at Yeshiva University) and Queens College (CUNY) in New York.
- The Library has been invited to participate in *Building Big Ideas* on Saturday, September 23 at the Cincinnati Museum Center. Library staff will be demonstrating Ozobots and providing hands-on coding experience for children ages 3-12.
- The Library will begin offering Girls Who Code Clubs at several locations this fall. Girls Who Code is a national nonprofit working to close the gender gap in technology. Clubs are free after-school programs for 6-12th grade girls.
- Teen Read Week will be held October 8-14, featuring the theme "Unleash Your Story." Teens will be encouraged to tell their own stories as well as find stories, biographies, autobiographies, folktales, and more in their local Library.
- The Library will partner on two projects that will be submitted as part of the 2018 FotoFocus Biennial month-long celebration of photography and lens-based art. The theme for 2018 is *Open Archive*.
  - The first project is a partnership with Cincy Stories on a recreation of the Cincinnati Panorama of 1848. Local photographers will attempt to recreate the image as accurately as possible on its 150th anniversary.
  - The second project is in collaboration with photographer Michael Wilson to capture a series of photographic portraits of people in various Cincinnati neighborhoods.

## STRATEGY AND TECHNOLOGY COMMITTEE

Ms. Kohnen reported that:

- The Cincinnati Works collaboration to bring a career coach to the North Central Branch for sessions focused on helping women reach self-sufficiency through job opportunities has made significant progress. Cincinnati Works received \$5,000 from the Women’s Fund and \$100,000 over two years from the Charlotte R. Schmidlapp Fund. This funding will allow the program to be implemented at both the North Central and Madisonville branches.
- REACH (Reading Expands All Children’s Horizons) is a grant-funded partnership project between the Library and CET. It is a PreK-1 literacy initiative intended to bolster reading achievement and increase parent engagement in their child's early years of learning. REACH Clubs, in-depth experiences for families with children ages 4-7, will be hosted at the College Hill, Pleasant Ridge and Westwood branches beginning in the fall. Parents and their children work their way through the REACH collection of online reading lessons on iPads provided by the Library. Parents who complete the 7-week program receive a backpack filled with early learning materials.
- The Johnson Foundation has awarded the Library Foundation \$10,000 to purchase an additional 50 seats for the popular Treehouse service. This online resource offers customers access to interactive training courses in technology including computer coding and programming languages taught by experts. Prior to adding these additional 50 spots (for a total of 100), 98 customers were on the waiting list for the existing 50 seats. Since its launch in April approximately 25% of the customers who used Treehouse have requested to check out a seat again once their initial time expired.
- The Library is working to bring a “pop-up preschool” to the Deer Park Branch with a potential YMCA partnership. Designed to reach preschoolers who may be falling through the cracks in kindergarten readiness preparation, this model is used in many states by the YMCA but not yet in Ohio. The Deer Park school district’s Kindergarten Readiness Assessment scores are among the lowest in Hamilton County, falling below Cincinnati Public Schools, among others. YMCA preschool teaching experts will develop a curriculum for use at sessions held in the morning on days the branch does not open until noon.
- Tactics designed to bring the recently adopted Strategic Plan to life have been developed. These tactics are matched to the larger strategies introduced in the Strategic Plan. The Strategic Plan Implementation Team, consisting of a cross-section of staff, will assist in communicating this information to staff and generating ideas about how to achieve the desired outcomes.
- Sandy Bolek, Digital Development Team Leader, and Paula Brehm-Heeger, Chief Strategy and Technology Officer, have been invited to deliver the keynote address at this year’s Ohio Library Council’s Information Technology Conference, Rightclick, in November. Marketed as a conference about best practices for library technology, Paula and Sandy will be discussing the technology that makes our Library’s “Hot” services, winner of this year’s OLC Library Innovation Award, possible.

- Each summer OrangeBoy holds an Idea Exchange for their clients in Columbus. Paula Brehm-Heeger, Chief Strategy and Technology Officer, Jennifer Korn, TeenSpot Manager, and Tara Kressler, Symmes Township Branch Manager, have been asked to speak this year about how our Library’s staff and decision makers use data to drive service and Library organization.
- In response to requests from customers and staff, we are now offering mobile device charger kits to customers for use while in the Library. These kits include various charging cords and ports to match up with many types of mobile devices. Customers check out a kit for a period of 4 hours. Depending on demand, we may make kits available for customers to purchase in the future.

The Regular Meeting was then adjourned.

---

Vice President

---

Attest: Secretary