

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

Date: October 9, 2012

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

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

Trustees Absent: Mr. Hendon

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

PUBLIC COMMENTS

None.

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Betsy LaMacchia Receives 100 Women: Celebrating a Century of Service Award

- Ms. Fender congratulated Betsy LaMacchia on her selection as one of 100 Girl Scout Alumnae who through their lives and work exemplify the leadership, diversity and spirit of the Girl Scout movement. Betsy was nominated for this award by the Library with much of the nomination focusing on her work with the Library board and Friends of the Public Library. The Award is given by the Girl Scouts of Western Ohio in celebration of the 100th anniversary of Girl Scouts. Betsy will be honored at a reception for the 44 women representing the Cincinnati region at an event on October 25th, 5:30-7:30 at the Fifth Third Convening Center.

Ms. Fender reported that:

Retires to be Recognized in December

- Thirty-three retirees will be invited to attend the December Regular Meeting of the Board. Each year the Board recognizes those retirees with 20 or more years of service at the Library.

Deputy Director Hired

- Greg Edwards, formerly Assistant Director Library Services, has been selected to fill the newly created Deputy Director position. The position of Service Operations Manager has been filled by Paula Brehm-Heeger.

Strategic Plan Update

The Library will achieve financial security by:

Increasing loyal customers in the short-term

- Contact the 20% of Hamilton County households without a Library card
- Expand service locations through kiosks/bookmobiles
- Implement complimentary cards
- Continue advertising campaigns

Solidifying the lifetime customer base

- College card campaign
- Revise fine structure/eliminate fines
- Give every child and teen a Child Only or Teen Only card
- Make printing, all payments simpler
- Implement Library Pride advocacy campaign

Reducing costs by embracing digital service delivery

- Offer digital content of all formats
- Redesign support services for the 21st century
- Outsource additional library functions
- Review services offered at branch libraries
- Expand self-service options

Sustaining existing funding streams

- Renew the tax levy
- Achieve modest PLF growth in the State's 2015 budget
- Make OPLIN funding budget neutral for our Library

The Library will advance the use of digital content by:

Expanding the digital collection in all formats

- Digitize locally owned content
- Address problem of publishers not selling content to libraries
- Purchase additional digital products
- Integrate ebooks into catalog

Incorporating digital content into all Library initiatives

- Include digital titles in FBOM, OTSP, Sneak Peeks, titles featured on webpage, etc.

- Revise the webpage to integrate digital content
- Conduct programs using technology
- Add gamer stations, maker space and other technology focused spaces
- Add e-readers to Outreach services

Introducing new technologies to our community

- Make digital content easier to use – ReadersFirst Initiative
- Purchase e-devices for every location
- Add QR codes for Library content outside the Library (colleges, waiting rooms, etc.)
- Add TechSpace at Main (genius bar)
- Add content creation spaces at some locations

The Library will excel in customer service by:

Making the Library convenient to use

- Implement use of 24 hour accessible lockers and DVD vending units
- Connect cell phone numbers to accounts so cardholders can use simple text commands to do actions like renew or place holds
- Review and revise hours of operation
- Eliminate the use of Library jargon
- Expand the hours of the VIC

Exceeding customer expectations

- Respond to email, text and phone questions immediately
- Send follow up emails to customers suggesting a purchase and develop a procedure to place a hold on these items when they are purchased
- Develop custom email newsletters/reading recommendations
- Increase bandwidth
- Handsell titles
- Facilities/equipment maintained in excellent, working condition
- Establish and meet turnaround times for facilities/equipment repairs

Providing a welcoming environment for all Library customers

- Make all Library facilities and services accessible to all
- Provide inclusion training for all staff
- Create signage that is easy to use and highly visible
- Require staff training to become customer service specialists
- Eliminate service desks
- Add AV to meeting rooms

The Library will become the first choice for information by:

Providing a comprehensive collection of resources accessible in multiple formats

- Expand the digital collection to meet growing demand
- Offer digital content in all subject areas
- Promote extensive collection of databases
- Hot Authors and Sneak Peeks for teen, juvenile titles

Offering alternative means for staff to assist customers

- Explore functionality of mobile services
- Use mobile technology within our facilities when staff are assisting customers

- Explore the use of Skype, chat and other interactive, face-to-face services
- Deploy tablets

Establishing our credentials as the information experts

- Promote our research services to the community
- Adopt a slogan that includes “information experts”
- Certify staff who have completed a course of training as information experts
- Offer in-depth assistance by appointment

The Library will support literacy and lifelong learning by:

Continuing education during out-of-school time

- Expand homework help to locations as needed
- Change summer reading program to emphasize participation in communities where students are not reading at grade level
- Initiate more reading incentive programs
- Work with Read Aloud to encourage reading in our communities
- Expand Braincamps into branches part of Read On!
- Offer quiet study areas
- Add AfterSchool Edge to all locations

Providing a variety of educational programs for our community

- Work with community partners to develop educational programs
- Work with community partnerships to ensure all students are reading at grade level by third grade
- Implement tutoring program for Read On!
- Expand teacher collections through Outreach Services
- Utilize Accelerated Reader program

Preparing children to succeed in kindergarten

- Take the Library to children
- Offer parent/caregiver certification for early literacy training
- Expand the shared reading initiative

Leadership Cincinnati Meeting at the Main Library

- Class 36 of Leadership Cincinnati will hold the afternoon session of Think Regionally, Act Regionally Day, October 11, here at the Main Library.

United in Sharing Campaign Very Successful

- The Library’s United in Sharing Campaign kicked off on September 20 and is off to a great start.
- MVP Awards Presented
- Michael Christian-Budd, Original Cataloger and Jill Spiegel, Library Services Assistant, Symmes Township Branch, were recognized with MVP awards.

Thomson Exhibit Opening Event

- A ribbon-cutting and lunch with family of Peter G. Thomson (1851-1931), will be held to mark the opening of an exhibit of illustrations from books published by Thomson in the 1880s.

Ipads, Kindles, and Nooks

- The Library has purchased an iPad, Kindle and Nook for branches and Main Library Departments.

Read Aloud

- Read Aloud distributed materials to 15,000 students in Cincinnati Public Schools including a bookmark urging parents to borrow books from the Library and keep reading to their children.
- Read Aloud will be distributing their Big Box of Books to children and has asked the Library to participate in this event.
- We are working with Read Aloud to create a school year read aloud program that would utilize our summer reading tracking software to track and reward the time parents spend reading aloud.

Read On

- Read On is the new name for a regional grade level reading initiative involving more than 70 organizations in an effort to get all children reading at grade level by grade three. Three factors are critical to achieving this ambitious goal: Kindergarten readiness, school attendance, and stopping summer learning loss.
- The Library already has many programs to assist with Kindergarten readiness. We are planning to continue these efforts but not add new programs at this time.
- When staff observe children in the Library we will ask what school they attend. A quick check of the school calendar and we know whether or not to contact the school regarding truancy.
- Two programs offered by the Library can address summer learning loss – summer reading and Braincamps. Utilizing data from public schools we will be emphasizing participation in these two programs in the communities showing the greatest opportunity for improvement.
- The Library will be joining local businesses and non-profits in providing tutoring, crucial to improving reading scores, to students at 18 Cincinnati Public Schools

Beyond Civility: Communications for Effective Governance

- The Library has agreed to serve as a venue and promote a series of programs featuring pairs of leaders in a conversation sharing personal stories about the people and events that shaped their interests.

Board Meetings Going Green

- Library staff proposed use of a paperless system, Board Docs, for board reports beginning next year. The Board agreed this was a good idea and asked more investigation be done.

The report was received and filed.

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

Auditor of State Award with Distinction

The Library has received again the *Auditor of State Award with Distinction*. The award is given to entities that file an annual Comprehensive Annual Financial Report (CAFR) and timely financial reports in accordance with GAAP, as well as receive a “clean” audit report.

Governmental Revenue – Annual Comparisons

PLF – The revenue for 2012 is on target to the original projection of \$35.5 million. As noted last fall, this is the first time since 1990 that State revenue is below \$36 million. In 2013, PLF revenue is expected to increase slightly to \$36.3 million. The new budget year begins in July, 2013 which may or may not result in changes for the second half of the year.

Property Tax - The County has distributed the bulk of this year’s property tax revenue and it appears that their \$17.8 million estimate will be accurate. The County Auditor estimates 2013 property tax revenue at \$320,000, or 1.8%, less than this year. In general, this is \$2.5 million, or 12.5%, less than anticipated from the originally requested tax levy beginning in 2009 with the first receipts in 2010.

	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual & Est</u>	<u>2013 Estimated</u>
Public Library Fund	\$ 39,066,949	\$ 36,702,540	\$ 37,647,070	\$ 35,515,843	\$ 36,380,661
Tax Levy					
Gross Receipts		19,691,611	19,655,069	17,804,805	17,484,390
- Less Fees		(239,664)	(247,313)	(260,164)	(250,000)
- Less Election Expense		<u>(174,050)</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Receipts	<u>0.00</u>	<u>\$ 19,277,897</u>	<u>\$ 19,407,756</u>	<u>\$ 17,544,641</u>	<u>\$ 17,234,390</u>
Year to Date Total	\$ 39,066,949	\$55,980,437	\$ 57,054,826	\$ 53,060,484	\$53,615,051

During the first two years of the levy, we were able to generate a savings with the expectation that the revenue would remain flat while expenses would increase slightly. Unfortunately, the tax levy revenue has decreased each year as the result of property valuations being reduced. During 2012, we have worked diligently to maintain operating costs within our current year revenue. It will be difficult

to continue to do this into 2013, and we will most likely begin spending the savings from 2010 and 2011 on operating expenses.

The report was received and filed.

FINANCE AND AUDIT COMMITTEE REPORTS

Mr. Zaring recommended:

Revisions to 2012 Annual Appropriations

Authorization is requested to *increase appropriations* as follows:

<u>General Fund</u>	<u>Revision</u>
Salaries	\$ 150,000.00

The increase is the result of an increase in lump sum payments of PTO and sick time accrued upon retirement. The increase in retirements is in part due to the changes in the OPERS retirement plan. Because this change results in an overall increase in appropriations, it must be submitted to the Hamilton County Budget Commission for amended certification.

Mr. Sittenfeld moved that the Finance and Audit Committee Report be approved as submitted. Mr. Zaring seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, and Mr. Wright ... 6 ayes. The motion carried. **(24-2012)**

Resolution Accepting Tax Levy Amount and Rate

Mr. Zaring reported that the following resolution for acceptance of 2013 tax levy rates and amounts must be approved and returned to Hamilton County Auditor Dusty Rhodes before October 24.

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, 2013; 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, By 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:

The County Auditor estimates that \$17,484,390 will be derived from a 1 mill levy for the Public Library from levies outside the 10M limitation.

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.

Mr. Sittenfeld moved that the Finance and Audit Committee Report be approved as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, and Mr. Wright ... 6 ayes. The motion carried. **(25-2012)**

REPORT OF THE FACILITIES AND FINANCE & AUDIT COMMITTEES MEETING HELD ON AUGUST 27, 2012

The Facilities and Finance & Audit committees met jointly on August 27. Committees Chairs William J. Moran and Allen G. Zaring, Library Trustees Robert Hendon and Paul Sittenfeld were present. Library staff members Kim Fender, Pat Schoettker, Greg Edwards, Mary Bennett-Brown and Molly DeFosse were also in attendance.

Library staff made a presentation on a proposed New Service Delivery Model at this meeting. The presentation was the result of several months' research. In the presentation staff identified factors impacting how libraries operate including:

- Transition to digital content
- Financial constraints
- County demographics
- Cardholder behavior

The staff made several recommendations concerning addressing these changes through our services. First and foremost, staff recommends against closing branches at this time. Additionally, staff recommends:

- Over time, adopt three branch models and redefine "ideal" service delivery
- Over time, address issues with smallest branches
- Invest in infrastructure and technology
- Re-purpose existing facility spaces
- Conduct pilot projects
- Plan for the next tax levy

The Committees were not asked to recommend any specific actions to the Board. Instead, approval will be sought as needed to implement the recommendations.

FACILITIES COMMITTEE REPORT

The Facilities Committee met on October 3, 2012. Committee Chair William J. Moran, Trustees Ross Wright, and Barbara Trauth, and staff members Kim Fender, and Greg Edwards were in attendance.

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

2012 Energy Retrofit Project

Phase One Tax Credit

- Deny a request from Paul Ehrlich, President of Building Intelligence, to assign the Library’s EPAAct Tax deduction to his firm. There was not sufficient benefit to the Library.

Phase Two

- Approve the following bid advertisement for phase two, with dates included in the draft bid ad to be changed if needed, with the increased estimate of \$1,530,000. The cost increase is due to the higher than expected labor costs to remove and install air handler units in pieces as a result of their location within the building. The Committee concurred with staff that these mechanicals must be replaced and that the cost savings realized through improved energy efficiency justified the cost.

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administrative Offices of the Main Public Library, 800 Vine St., Cincinnati, Ohio 45202, until 12:00 noon, local time, Friday November 30, 2012 for furnishing of labor, materials, equipment, services and supervision necessary to complete the project titled:

2012 – ENERGY RETROFIT PROJECT – PHASE 2

Proposals shall be in accordance with the Contract Documents prepared by Building Intelligence Group LLC, 5304 Barry Lane, St. Paul, MN USA 55110-5808, (651) 204-0105. 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 requested. The estimate for the contract is:

TC-01 HVAC.....	\$1,530,000.00
Total	\$1,530,000.00

The summary of work for the proposal in TC-01 is:

Remove and replace identified air-handling units and associated controls. Replace and balance dual duct mixing boxes with new VAV boxes and controls. Retrofit controls on remaining systems.

Starting Thursday November 15, 2012, bidders may purchase Contract Documents (full sets only) at the cost of reproduction from ARC Reprographics, 2863 Sharon Road, Cincinnati, Ohio, 45241, (513) 326-2300.

A pre-bid meeting will be held at the Main Library, 800 Vine Street Cincinnati, Ohio, 45202 on Monday November 19, 2012, at 1:00 p.m.

Bidders shall submit with their bid a bid guaranty in the form of either (1) a combined bid guaranty and contract

bond for the full amount of the bid or (2) a certified check, cashier's check drawn on a solvent bank or irrevocable letter of credit in the sum of ten percent (10%) of the bid amount, including base bid and alternates, as bid security. The bid guaranty shall be in strict compliance with Sections 153.54, 153.57, 153.571, as applicable. The Bidder to whom the contract is awarded will be required to furnish a contract bond in the sum equal to 100% of the proposal.

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

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

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

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

- Authorize the Library Director to review bids with the Chair of the Facilities Committee and enter into a contract with the low bidder.

Sculpture Donation

- Table a decision on the gift of sculpture by Harriet Kaufman.

Reading Lease

- Approve notifying our landlord that we will be terminating the current lease since the landlord has not responded to our requests for revisions. A new lease will be negotiated for the same site.

Westwood House

- Approve notifying the tenant of the house in Westwood that unless she cooperates in maintaining the house appropriately and available for potential buyers to see, she will be given 90 days notice to vacate the house.

Miami Township Branch Lease

- Approve extending the lease for the Miami Township Branch for an additional five years. Rent for this term remain \$1.00 per year.

The following items are presented for information only.

Westwood Annex Sold

- The closing on the Westwood Annex/Wullenweber property was held August 31, 2012. After paying \$19,482.40 for the contingencies stipulated in the purchase agreement, the Library netted \$300,517.60.

Main Library Cafe

- As reported at the August Regular Meeting, the Library has selected Skirtz & Johnston to operate the café space adjacent to the Friends' Shop.

Mt. Healthy Branch Lease

- No action on the Mt. Healthy lease is recommended at this time. Staff will notify the landlord of our interest in remaining in the space under more favorable lease terms.

Avondale Branch Library 100TH Anniversary

- The Avondale Branch Library, funded by Andrew Carnegie, opened March 1, 1913 and will celebrate its 100th anniversary in 2013. Staff reported on the condition of the branch and the need for improvements. The Committee requested that K4 Architects be contacted to provide a cost estimate for making the branch handicapped accessible.

Roof Replacements Needed

- Library staff has identified four locations, Hyde Park, Madisonville, College Hill and Blue Ash that are in need of roof replacement. K4 Architects has been hired to develop public bidding documents for the roof replacements.

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

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, and Mr. Wright ... 6 ayes. The motion carried. (26-2012)

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

LIBRARY SERVICES

Mrs. LaMacchia introduced Diane Smiley, Youth Services Coordinator

Many Exciting Teen Activities Scheduled For the Fall

Diane reported that Fall is a busy time for teens at the Library! Teen Read Week is in October and will begin with a visit by award-winning Young Adult author John Green. Also during this very busy week, the Library will celebrate the second year of Teen On The Same Page. Teens across Hamilton County selected and are reading *Restoring Harmony* by Joëlle Anthony. Ms. Anthony will visit Cincinnati for free programs with teens at several Library locations and neighboring schools. This year's annual Teen Photography Contest theme is "Harmony is...".

Mrs. LaMacchia reported that:

Services to Target Schools with Low Test Scores

Statistics show that children who enter kindergarten unprepared are significantly less likely to achieve in third grade. To aid in addressing this problem, the Library will be targeting 25 schools that have state and federal third grade reading scores below 75% with expanded teacher collection deliveries to those schools, and more educational programs for younger children in the branches that serve these schools. Additionally, the 2013 Summer Reading Program Team is currently developing ways to focus on these schools next summer.

Mr. Edwards reported that:

Badge Access Expanded to 14 More Locations

Badge access is being installed at 14 additional locations. Also, security alarm monitoring will be transferred to the Main Library security staff for a cost savings.

Mrs. LaMacchia reported that:

Expansion of Connect Ohio Service to Four Additional Locations

Four additional branches will begin offering free basic and Internet training programs in partnership with Connect Ohio, a federally funded project.

Mrs. LaMacchia reported that:

New Public Computer Training Lab Goes Live

The Main Library's TechCenter relocated their dedicated training room on October 1, 2012. The first floor space near Homework Central that housed the previous training room will be transformed into "genius bar" type space where customers and staff can have a hands-on experience exploring emerging technologies. Funding has been provided by the Feldman Fund. Also, since the space is used for the TechCenter's Connect Ohio training, the Library will be reimbursed \$475/laptop.

Mr. Edwards reported that:

New Pay for Print Model Being Implemented

The Library is in the process of upgrading its pay for print service to include an option for customers to create an account that allows them to store value for printing and paying Library bills, fines, etc. This upgrade also allows the Library to move to a less expensive laminated library card that includes key fobs – a frequent request of customers.

Election Information Available on Web Page

To provide Library customers access to reliable, objective, and authoritative information about the upcoming election, a special "Election 2012" webpage has been developed.

There was discussion regarding the importance of ensuring the coverage was non-partisan.

Contract Security at Main Expanded to Cover All Closed Hours

- Due to recent staffing vacancies in Library Security, additional savings will be realized by increasing the hours that contract security staff the office to include all closed hours.

Ms. Fender clarified that we already have staff during open hours. Instead of filling staff positions, we will be contracting additional hours with contract security. Mr. Moran inquired how many guards are on duty during closed hours.

Mrs. LaMacchia reported that:

Library Partnering on Arts Engagement Survey

- The Library is taking part in a survey of arts engagement in Greater Cincinnati, funded by ArtsWave and Agenda 360.

Library and PBS partnering on an American Experience Project

- The Genealogy and Local History Department (G&LH) is collaborating with WGBH on an American Experience *Abolitionist Map of America*. The map will feature tours of four cities: Cincinnati, Boston, Charleston and Philadelphia. As a premiere partner the Library will contribute visual content and captions from materials in the Library's collection for 20 sites on Cincinnati's tour using Historypin. Each location will also link to the Library's website. As a companion, *The Cincinnati Panorama of 1848* will appear in *The Abolitionist* television program.

REPORT OF THE LIBRARY SERVICES AND ADMINISTRATION COMMITTEE MEETING HELD ON WEDNESDAY OCTOBER 3, 2012

The Library Services and Administration Committee met on October 3, 2012. Committee Chair Elizabeth H. LaMacchia (via phone), Trustees William J. Moran, Barbara Trauth, and Ross Wright and staff members Kim Fender, Mary Bennett-Brown and Greg Edwards were in attendance.

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

Changes to the Disciplinary Policy

- Approve the following changes to the Disciplinary Policy effective October 9, 2012;

The revised Policy includes language to clarify the fact that senior leaders within the Library are not eligible for progressive discipline and are subject to termination at any time without notice or cause.

Discipline Policy

The Library requires compliance with standards of conduct and performance to ensure efficient and quality delivery of services. When a staff member's conduct or performance fails to meet standards, the Library will respond with disciplinary action.

Under normal circumstances, the Library uses a system of progressive discipline (informal counseling, formal oral warning, written warning, suspension and termination.) However, the Library retains the right to advance the level of discipline, including immediate dismissal, when deemed appropriate.

A written warning or a suspension will place a staff member on six months' probation, during which time the staff member is ineligible for promotion or transfer. In addition, the staff member is ineligible for a merit increase at their next annual performance review.

Senior Leadership personnel are not eligible for progressive discipline and are subject to termination at any time without notice or cause.

Effective: 10/9/2012

2013 Salary Structure

- Approve the revised 2013 Salary Structure and the addition of a comparable pay range to the 2012 salary schedule for the newly created Deputy Director position. A revised 2013 Salary Structure is below.

PROPOSED 2013 SALARY STRUCTURE			
Grades	Minimum	Midpoint	Maximum
F	\$110,814.29	\$138,531.22	\$166,221.43
G	\$86,236.80	\$107,806.40	\$129,355.20
H	\$76,003.20	\$94,993.60	\$114,004.80
I	\$66,809.60	\$83,699.20	\$100,193.60
J	\$58,697.60	\$73,694.40	\$88,108.80
K	\$51,604.80	\$64,896.00	\$77,396.80
L	\$45,406.40	\$57,200.00	\$68,099.20
M	\$39,894.40	\$50,398.40	\$59,800.00
N	\$35,110.40	\$44,408.00	\$52,603.20
O	\$30,804.80	\$39,104.00	\$46,196.80
P	\$27,102.40	\$34,403.20	\$40,601.60
Q	\$23,795.20	\$30,305.60	\$35,692.80
R	\$20,904.00	\$26,707.20	\$31,408.00
S	\$18,408.00	\$23,504.00	\$27,601.60

PROPOSED 2013 HOURLY RATES			
Grades	Minimum	Midpoint	Maximum
F	\$53.28	\$66.60	\$79.91
G	\$41.46	\$51.83	\$62.19
H	\$36.54	\$45.67	\$54.81
I	\$32.12	\$40.24	\$48.17
J	\$28.22	\$35.43	\$42.36
K	\$24.81	\$31.20	\$37.21
L	\$21.83	\$27.50	\$32.74
M	\$19.18	\$24.23	\$28.75
N	\$16.88	\$21.35	\$25.29
O	\$14.81	\$18.80	\$22.21
P	\$13.03	\$16.54	\$19.52
Q	\$11.44	\$14.57	\$17.16
R	\$10.05	\$12.84	\$15.10
S	\$8.85	\$11.30	\$13.27

Effective: 1/1/2013

Flexible Savings Account

- Authorize Mr. Hendon to sign the revised Plan documents for the Flexible Savings Account.

These changes are a result of the IRS publication 969 for tax years beginning after 2012 contributions to the flexible spending arrangement made through a salary reduction is limited to \$2,500.

Bylaws Revision

- Approve revisions to the Board Bylaws to reflect the Board’s change to bi-monthly meetings and the option to hold the Annual Meeting of the Board in either December or January. The revised Bylaws are below:

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

ARTICLE I

Section 1 The name of this library system is “The Public Library of Cincinnati and Hamilton County” and it is governed by a seven-person board of trustees (“Board”) who are appointed in accordance with law.

Section 2 These bylaws shall constitute the rules of the Board with respect to the conduct of official business. Such rules shall equally be applicable to all committees and special committees of the Board.

ARTICLE II

Section 1 All meetings of the Board and its committees shall be open to the public but subject to the special provisions provided in Ohio Revised Code Section 121.22 or successor provision thereto; the holding of non-public executive sessions shall be in compliance with Ohio Revised Code, Section 121.22(G) or successor provision thereto.

Any person wishing to address the Board shall be required to sign in, providing both name and residence address. Except in unusual cases approved by the Board speakers shall be limited to three minutes.

Section 2 The annual meeting of the Board for purposes of electing officers for the year shall be held in accordance with Ohio law and may be held simultaneously with a regular meeting of the Board. The time and place of all regularly scheduled meetings of the Board and of committee meetings, and the time, place and purpose of all special meetings of the Board shall be posted on the customary notice board at the Main Library at least 24 hours prior to any meeting, excepting emergency meetings which are subject to the provisions of Ohio Revised Code Section 121.22(F) or successor provision thereto.

Any person, upon request and payment of a reasonable fee, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall include, but is not limited to, mailing the agenda of meetings to all subscribers on a mailing list or mailing notices in self-addressed, stamped envelopes provided by the requesting person.

Section 3 The order of business at all meetings of the Board and of committees of the Board shall be determined from time to time by the Board or the particular committee as the case may be.

Section 4 For the purpose of transacting any business, a quorum is a majority of the full membership but subject to the special provisions provided in Ohio Revised Code Section 375.35 or successor provision thereto.

ARTICLE III

Section 1 The officers of the Board shall consist of a President, a Vice President, and a Secretary and each of whom shall be elected at the annual meeting for a period of one (1) year or until his or her successors are chosen and qualified.

Section 2 The President shall preside at all meetings of the Board, shall appoint the standing committees for a year of which he or she shall be a member ex-officio without the right to vote, shall appoint all special committees unless otherwise provided, and shall perform such other duties as by custom or law devolve upon him or her but provided that all committee appointments shall be subject to ratification and approval by the Board.

Section 3 The Vice-President shall perform the duties of the President in the latter’s absence.

Section 4 The Secretary shall perform the usual duties pertaining to the office.

Section 5 A vacancy in any office may be filled at a special election held at the next regular or special meeting of the Board immediately following the occurrence of the vacancy. An officer elected to fill a vacancy shall hold that office for the balance of the year.

ARTICLE IV

Section 1 The standing committees of the Board shall be:

Community and Public Relations
Development
Facilities
Finance and Audit
Legislative Affairs and Law
Library Services and Administration

The committees shall consist of at least 3 members each, the number of the membership of which shall be fixed from time to time by the President. The President shall annually submit for Board approval the Committee appointments. Meetings shall be held on call of the respective chairman, or on call of two members thereof.

Section 2 The Committee on Community and Public Relations is charged with reviewing and recommending to the Board matters concerning the development and implementation of the Public Relations Program of the Public Library of Cincinnati and Hamilton County.

Section 3 The Committee on Development is charged with reviewing and recommending to the Board matters concerning the fundraising programs of the Public Library of Cincinnati and Hamilton County.

Section 4 The Committee on Facilities is charged with reviewing and recommending to the Board matters concerning library facilities, including buildings and property, and for reviewing master planning of facilities as they relate to comprehensive, long-term planning.

Section 5 The Committee on Finance and Audit is charged with reviewing and recommending to the Board an annual budget and for the presentation of that budget to the Hamilton County Budget Commission. The committee also reviews and recommends fiscal policies, reviews audit results, assures that audit recommendations are appropriately addressed, and serves as a liaison between Library management and auditors.

Section 6 The Committee on Library Services and Administration is charged with reviewing and recommending to the Board matters that deal with the Board, with the provision of library service, including books and materials, and with the overall administrative objectives of the Library. The committee also reviews and recommends personnel policies.

Section 7 The Committee on Legislative Affairs and Law is charged with reviewing and recommending to the Board matters concerning local, state and Federal legislation, including funding; the advice and opinion of the Hamilton County Prosecuting Attorney and other legal counsel, and policies relating to collective bargaining as they relate to the operation of the Public Library of Cincinnati and Hamilton County.

ARTICLE V

Section 1 At the annual meeting the Board shall appoint and fix the compensation of the Executive Director who shall be the chief executive of the library and whose title alternatively may be Director/Librarian. This person shall devote his or her entire time to the duties of the office and, under the supervision and control of the Board, shall have complete charge of the Library.

The Executive Director shall be expected to attend all meetings of the Board and to meet with all committees the President may appoint, excepting those the President shall order otherwise.

At each regular meeting the Executive Director shall ensure that the operation and progress of the Library is reported to the Board. A similar report, covering the preceding calendar year, shall be presented each January at the regular or annual meeting.

Section 2 At the annual meeting, the Board shall elect and fix the compensation of a Fiscal Officer, who shall serve as the clerk of the Board and treasurer of the library funds, subject to the special provisions provided in Ohio Revised Code Sections 3375.32 and 3375.36 or successor provisions thereto.

The Fiscal Officer shall maintain a complete file of all instruments and documents of a permanent nature relating to the library and the Board. This person shall attend meetings of the Board and generally perform those duties delegated to the Clerk-Treasurer by action of the Board.

ARTICLE VI

The use of the library system and the privileges thereof shall be governed by regulations therefore as may from time to time be adopted by the Board of Trustees.

ARTICLE VII

The Trustees shall comply in all respects with the civil and criminal provisions of the Ohio Revised Code relating to conflicts of interest for public officials.

ARTICLE VIII

These bylaws may be amended from time to time by the Board of Trustees.

Search Ohio

- Approve the recommendation to not charge the current ILL fee for items borrowed through Search Ohio.

Mrs. LaMacchia moved that the Library Services and Administration Committee Report be approved as submitted. Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, and Mr. Wright ... 6 ayes. The motion carried. (27-2012)

DEVELOPMENT COMMITTEE REPORT

Mrs. Trauth reported that:

Library Foundation

- Last year the staff component of the Library Foundation Annual Fund Drive raised \$11,000 during the entire campaign with 66 donors. This year's Annual Fund Drive has raised more than \$11,000 in its first week with 103 staff contributing.
- In October the Library Foundation plans to send 4,000 "ask" letters to potential public donors to the Annual Fund. We are asking that all Library Trustees make a contribution to the Annual Fund and want to thank those who have already contributed.
- The Library Foundation has been selling Hyde Park Branch commemorative bricks. Almost 60 of the \$125 bricks have been sold to date.

Mrs. LaMacchia asked if people from Hyde Park were buying the bricks. There was some discussion as to how the marketing for the bricks was being done. Ms. Fender stated she would follow up with Missy Deters as to the marketing and recognition of those purchasing the bricks.

- The Library Foundation Board will hold its next quarterly meeting on October 24.

Friends of the Public Library

- At the request of Library Trustee Betsy LaMacchia, Anne Keller, Executive Director of the Friends of the Public Library compiled the following list of purchases made in the past year,

For the fiscal year beginning April 1, 2011 and ending March 31, 2012, The Friends of the Library expended more than \$198,200 in direct support of the Library's programs and activities.

\$85,159	Summer Reading Program 2011
37,680	Purchase of Early Literacy Stations
20,000	Citizens for Your Library's Future
9,003	Legislative agent services from Calfee, Halter & Griswold
5,000	Books-by-the-Banks
5,000	Toward the purchase of 1940 Census materials
1,897	Gift boxes for retirees and staff recognition

Additionally, The Friends served as a conduit for a \$50,000 grant from the Jacob G. Schmidlapp Trusts at 5/3rd Bank for the Clifton Project.

- The Summer Warehouse Sale netted over \$35,000 which is 25% more than 2011 and 28% more than 2010. There were 45 new members signed up over the time of the event, including 30 that took advantage of the Sunday 1/2-off sale for members.
- The book sale at the Harrison Branch netted the Friends \$7779.50 which registers a 75% increase over the previous sale in Harrison in 2009.
- The upcoming book sale at the Pleasant Ridge Branch will take place Thursday, November 8 through Saturday, November 10.
- The Friends will hold their next quarterly meeting of the Board on October 26.

Anderson Township Library Association

- The Anderson Township Library Association will hold a Holiday and Nearly New Used Book Sale at the Anderson Branch from Thursday, November 8 through Saturday, November 10.
- The Anderson Township Library Association will hold its General Meeting at the Anderson Branch on November 28, 1:30 p.m.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

Mr. Sittenfeld reported that:

Major Upcoming Programs and Promotions

Books by the Banks -The 6th Annual Books by the Banks Cincinnati USA Book Festival will take place at the Duke Energy Center on October 20. Participants will have the opportunity to meet more than 100 local, regional and national authors, including Gillian Flynn, Tad Hills, Robert and Courtney Novogratz, and Karl Marlantes.

Books by the Banks is organized by The Public Library of Cincinnati & Hamilton County, University of Cincinnati Libraries, The Mercantile Library, Northern Kentucky University Steely Library, Clermont County Public Library, the Lane Libraries, MidPointe Library System, and Joseph-Beth Booksellers.

Cincinnati Symphony Orchestra Partnerships - The Library and the CSO are teaming up to present One City, One Symphony, a new program that encourages our entire community to come together through music.

We are also continuing the second year of the popular CSO Classical Music series. In addition, the Library will provide pre-concert programming at Music Hall for the Lollipop series of family concerts.

National Chemistry Week - The Library is again partnering with the Cincinnati Section of the American Chemical Society to offer children's programs about chemistry at 22 Library locations during National Chemistry Week.

National Gaming Day-On November 10, the Library will celebrate National Gaming Day. Each of the Library's 41 locations will host activities for the entire family and six locations will host inter-branch online gaming tournaments between 2:00 – 4:00 p.m.

58th Annual Veterans Day Program-The Main Library's 58th Annual Veterans Day Commemoration will be held on Monday, November 12 at 10:45 a.m. in the Atrium. James R. Shaw, Chief Master Sergeant of the U.S. Air Force (Ret.) and the President of the Greater Cincinnati Chapter of the Tuskegee Airmen, Inc., will share insights from his 30-year military career including service in the Vietnam War. Of special note, WCPO-TV's Chief Meteorologist Steve Raleigh will present "The Star Spangled Banner as You've Never Heard it Before".

Downtown Dazzle Days - During the first three Saturdays in December, the Main Library will participate in Downtown Dazzle Days.

Vanishing Cincinnati Book Launch- The Library will be hosting the launch of David and Barbara Day's new book, *Vanishing Cincinnati*, on December 2.

Exhibits

Golden Legacy: Original Art from 65 Years of Golden Books (November 5 – February 21) exhibit will be located in the Atrium exhibit space.

The report was received and filed.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright reported that:

OPERS Pension Reform Legislation (SB 343) Passed

- On September 26, Governor Kasich signed into law SB 343 which reforms the Ohio Public Employee Retirement System (OPERS). The effective date for this legislation is January 7, 2013. This legislation, unanimously passed earlier in September by the Ohio General Assembly, includes several changes that will affect Library employees, including changes to age and service eligibility, the benefit formula and calculations of both the final average salary (FAS) and the cost of living adjustment (COLA) for future retirees.
- Some of the changes will be applied differently to OPERS members depending on how many years a member has before he or she is eligible to retire. All members retiring after the effective date for this legislation will be subject to FAS, COLA and benefit formula changes. Those eligible to retire within five years of the effective date will not be subject to age and service eligibility requirement changes and those eligible to retire within ten years of the effective date will be subject to slightly lower age and service requirements than those that will be applied to all other future retirees.
- The legislation did *not* include language that would have provided the OPERS Board expanded authority to make decisions regarding pension benefits, a concern that was mentioned in the August Legislative Affairs and Law Committee report.

The report was received and filed.

COMMUNICATIONS

None

CONSENT AGENDA ITEMS

Mr. Wright presented the following items for approval:

- Minutes of the regular meeting held August 14, 2012.
- Monthly financial reports for the periods ending August 31, and September 30, 2012.
- Investment report (summary of invested balances) as of August 31, and September 30, 2012.

	<u>As of 8/31/12</u>	<u>As of 9/30/12</u>
<u>Operating Account</u>		
General Fund	\$ 17,666,984.14	\$ 16,519,665.52
Insurance/Indemnification	230,000.00	230,000.00
Building & Repair	5,684,431.24	5,964,890.71

Special Revenue Funds	150,204.54	133,357.82
Permanent/Trust Funds	<u>1,724,828.39</u>	<u>1,704,191.42</u>
	\$ 25,456,448.31	\$ 24,552,105.47
<u>STAR Ohio</u>		
Building & Repair	\$ 1,045,885.21	\$ 1,045,967.74
<u>Managed Investments</u>		
Permanent/Trust Funds	<u>\$ 6,725,591.00</u>	<u>\$ 6,725,591.00</u>
GRAND TOTAL	\$ 33,227,924.52	\$ 32,323,664.21

- Personnel change report through September 29, 2012.

Action	Agency	Position Title	FTE	Employee Name	Eff. Date
Retirement	Shipping & Receiving	Truck Driver, Light	1.00	Compton, Gregory E.	09/29/12
Retirement	Cataloging Services	Cataloging Assistant II	1.00	Hill, Shirley A.	09/28/12
Retirement	Sharonville	Branch Manager III	1.00	Luebering, Joan C.	08/31/12
Retirement	Facilities Services	HVAC Mechanic	1.00	Merk, Joseph P.	09/28/12
Retirement	Norwood	Reference Librarian I	0.50	Riddell, Sue E.	08/31/12
Retirement	Hyde Park	Branch Manager II	1.00	Rieck, Kathleen M.	09/19/12
Retirement	Mariemont	Library Services Ass't I	1.00	Rosselot, Nancy E.	08/31/12
Retirement	Fiscal Office	Fiscal Officer	1.00	Schoettker, Patricia R.	08/31/12
Retirement	Sharonville	Library Services Ass't III	1.00	Schroeder, Linda L.	09/29/12
Retirement	Elmwood Place	Library Services Ass't II	1.00	Slater, Kathleen F.	09/29/12
Retirement	Safety & Security Services	Security Guard/Operator	1.00	Tolbert, Charles C.	08/15/12
Promotion	Norwood	Reference Librarian I	0.50	Anderson, Deborah A.	09/16/12
Promotion	Fiscal Office	Fiscal Officer	1.00	Defosse, Molly D.	09/02/12
Promotion	Virtual Information Center	Library Services Ass't II	1.00	Gresham, Amy N.	08/05/12
Promotion	Symmes Township	Library Services Ass't I	1.00	Hanson, LaDonna J.	08/19/12
Promotion	Covedale	Branch Manager II	1.00	Lathrop, Benjamin A.	08/05/12
Promotion	Greenhills	Branch Manager I	1.00	Long, Amy C.	08/05/12
Promotion	Walnut Hills	Library Services Ass't I	0.50	Martin, Susie D.	08/19/12
Promotion	Virtual Information Center	Library Services Ass't I	1.00	Nurreddin, Ayesha A.	09/16/12
Promotion	Sharonville	Branch Manager III	1.00	Riehle, Tina M.	09/16/12
Promotion	Virtual Information Center	Reference Librarian I	1.00	Rusche, Jennifer W.	09/02/12
Promotion	Library Services	Library Services Admin. Coord.	1.00	Schlicher, Lynne T.	08/05/12
Promotion	Blue Ash	Library Services Ass't I	1.00	Simon, Carolyn S.	09/16/12
Promotion	Norwood	Branch Manager II	1.00	Smith, Garrette E.	09/16/12
Promotion	Walnut Hills	Branch Manager I	1.00	Titschinger, Casey A.	08/05/12
Promotion	Outreach Services	Library Services Ass't II	1.00	Wood, Jennifer L.	08/05/12
Appointment	Harrison	Student Shelver	0.30	Bernhardt, Luke A.	09/16/12
Appointment	Norwood	Library Services Ass't I	0.50	Berry, Mary Jo	09/02/12

Action	Agency	Position Title	FTE	Employee Name	Eff. Date
Appointment	Groesbeck	Reference Librarian I	1.00	Burkot, Emily P.	09/16/12
Appointment	Computer Services	PC Support Specialist	0.50	Byrd, Anthony R.	08/05/12
Appointment	Popular Library	Shelver	0.50	Carroll, Bridget A.	09/02/12
Appointment	Circulation Services	Library Services Ass't I	0.50	Cohen, Allison E.	09/02/12
Appointment	Materials Retrieval	Page	1.00	Doten, Natasa C.	09/02/12
Appointment	Blue Ash	Student Shelver	0.25	Dowling, Shannon	09/02/12
Appointment	Genealogy & Local History	Library Services Ass't II	0.50	Dwertman, Benjamin C.	09/16/12
Appointment	North Central	Student Shelver	0.30	Eddine, Jamal	09/16/12
Appointment	Mt. Washington	Student Shelver	0.30	Foster, Melanie R.	09/02/12
Appointment	Blue Ash	Student Shelver	0.25	Gupta, Arushi	09/02/12
Appointment	Information & Reference	Library Services Ass't II	0.50	Hicks, Jessica D.	09/16/12
Appointment	Madeira	Student Shelver	0.30	Hill, Julianne J.	09/16/12
Appointment	TechCenter	Library Services Ass't II	0.50	Hughes, Jayme F.	08/05/12
Appointment	Marketing & Programming	Graphic Designer	1.00	Jacob, Kaylee D.	08/05/12
Appointment	Greenhills	Library Services Ass't I	0.60	Jamison, James M.	09/16/12
Appointment	Popular Library	Student Shelver	0.25	Jett, Arlandra L.	08/05/12
Appointment	Corryville	Library Services Ass't II	0.50	Kutcher, Hannah L.	09/02/12
Appointment	Popular Library	Shelver	0.50	Leckrone, Alison S.	08/19/12
Appointment	Oakley	Homework Aide	0.30	McKenney, Nia C.	09/02/12
Appointment	Avondale	Library Services Ass't I	0.50	Martin-Rush, Janet L.	08/05/12
Appointment	Groesbeck	Student Shelver	0.30	Meyer, Selah E.	09/02/12
Appointment	North Central	Library Services Ass't I	0.50	Napier, Zachary M.	08/05/12
Appointment	West End	Homework Aide	0.30	Nichols, Jonte L.	09/02/12
Appointment	Madeira	Student Shelver	0.30	Niemeyer, Kathryn R.	09/16/12
Appointment	Groesbeck	Student Shelver	0.30	Paul, Emily N.	09/02/12
Appointment	Groesbeck	Homework Aide	0.30	Schaich, Glenn A.	09/16/12
Appointment	North Central	Student Shelver	0.30	Schneider, Lauren N.	09/16/12
Appointment	Green Township	Student Shelver	0.30	Slattery, Elizabeth A.	09/16/12
Appointment	Computer Services	PC Support Specialist	1.00	Summers, Ventrice G.	08/05/12
Appointment	Delhi Township	Student Shelver	0.30	Themann, Marybeth L.	08/05/12
Appointment	Circulation Services	Library Services Ass't I	0.50	Thomas, Songhay	09/02/12
Appointment	Information & Reference	Student Shelver	0.30	Trame, Mary	08/19/12
Appointment	Blue Ash	Student Shelver	0.25	Zylka, Amy R.	09/02/12
Change	Processing	Processing Assistant I	1.00	Collins, Donna S.	09/16/12
Change	Facilities Services	Custodian - Main	1.00	Fleckinger, Lawrence A.	09/02/12
Change	Virtual Information Center	Library Services Ass't I	0.50	Heim, Mona L.	09/02/12
Change	Facilities Services	Custodian - Main	1.00	Hill, Joseph B.	09/02/12
Change	Facilities Services	Custodial Lead	1.00	Matthews, Joseph C.	09/02/12
Change	Information & Reference	Shelver	0.50	Netherly, Ellen	08/19/12

Action	Agency	Position Title	FTE	Employee Name	Eff. Date
Change	Groesbeck	Reference Librarian I	1.00	Soper, Lisa M.	09/02/12
Change	Mariemont	Library Services Ass't I	0.60	Starr, Margaret E.	09/02/12
Change	Facilities Services	Custodian - Main	1.00	Wright, Jacqueline	09/02/12
Departure	Covedale	Library Services Ass't I	0.50	Beckemeyer, Holly M.	09/08/12
Departure	Hyde Park	Student Shelver	0.25	Bell, Caroline K.	08/11/12
Departure	Support Services	Ass't Director-Support Services	1.00	Buydos, Jason J.	08/31/12
Departure	Anderson	Student Shelver	0.30	Davis, Hannah R.	08/13/12
Departure	Harrison	Student Shelver	0.30	Davis, Katelyn E.	08/25/12
Departure	Madeira	Student Shelver	0.30	Derenthal, Katherine R.	08/07/12
Departure	Information & Reference	Student Shelver	0.30	Dias, Amanda B.	08/14/12
Departure	Monfort Heights	Student Shelver	0.30	Diersing, Emily A.	08/04/12
Departure	Circulation Services	Library Services Ass't	0.50	Fisher, Sarah P.	09/01/12
Departure	Blue Ash	Student Shelver	0.25	Green, Alexander J.	08/16/12
Departure	Blue Ash	Student Shelver	0.25	Hamre, Clayton T.	08/18/12
Departure	Mt. Washington	Student Shelver	0.30	Harford, Maria G.	08/18/12
Departure	Green Township	Student Shelver	0.30	Hensley, Taylor A.	08/22/12
Departure	Network Services	Systems Administrator	1.00	Huseman, Paul J.	09/05/12
Departure	Custodial Services	Custodian - Main	1.00	King, Mark	08/23/12
Departure	Groesbeck	Student Shelver	0.30	Kinskey, Aaron C.	08/18/12
Departure	Westwood	Library Services Ass't II	1.00	Kopp, Teresa A.	09/10/12
Departure	Circulation Services	Library Services Ass't I	0.50	Lagano, Michael S.	08/16/12
Departure	Mt. Washington	Student Shelver	0.30	Loos, Sabine C.	08/11/12
Departure	St. Bernard	Library Services Ass't I	0.50	Mitchell, Lyniece S.	08/13/12
Departure	Loveland	Student Shelver	0.20	Moeller, Christian A.	08/22/12
Departure	Marketing & Programming	Graphic Designer	1.00	Place, Alison L.	09/07/12
Departure	Blue Ash	Library Services Ass't I	1.00	Smith, Christopher W.	08/10/12
Departure	Symmes Township	Student Shelver	0.30	Steinberg, Rebecca	08/11/12
Departure	Symmes Township	Student Shelver	0.30	Ungerleider, Adriana E.	08/04/12
Departure	Walnut Hills	Library Services Ass't I	0.50	Veach, Carol A.	08/18/12
Departure	Monfort Heights	Student Shelver	0.25	Volmer, Amber J.	08/15/12
Departure	Loveland	Student Shelver	0.20	Walls, Logan G.	08/21/12

- Statistical report for September 2012.
- Top ten circulating titles for September 2012.
- Change order for the Energy Retrofit Project, presented for confirmation:
 - Deduct Change Order in the amount of \$8,226.50 to reflect the reduction in the actual number of lighting fixtures retrofitted.
 - Add Change Order in the amount of \$22,931.00 to add time delay relay switches.

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

Voting for the motion: Mr. Moran (except pass on investment report), Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, and Mr. Wright ... 6 ayes. The motion carried. **(28-2012)**

The Regular Meeting was then adjourned.

President

Attest: Secretary