

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

Date: February 12, 2013

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

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

Trustees Absent: Mr. Zaring

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

PUBLIC COMMENTS

None.

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported:

Highlights of 2012:

- In 2012, our Library passed a milestone with the number of digital downloads, books and music, reaching 977,327.
- In 2012 our 483,100 cardholders borrowed with more than 9 million print items and more than 7 million movies, music and books on CD.
- Use statistics were high - 7.4 million visits, more than 1.9 million computer sessions, nearly 21,000 programs, workshops and classes attended by nearly 480,000.
- We served 6,700 meals to children in our community at the Main Library and 16 branches.

- 21 Library staff assisted in administering the Kindergarten Readiness Assessment – Literacy to Kindergarten students at Cincinnati Public Schools.
- 30 Library staff are serving as tutors to students in Cincinnati Public Schools – the second most of any organization in Cincinnati.
- 7,572 students received homework help at eleven branch libraries. 6,006 students received assistance at Homework Central. 684 children attended a Brain Camp. 440 adults took the GED practice test. 1,391 adult learners visited the Adult Learning Center.
- Children’s librarians conducted 31 Every Child Ready to Read presentations with 391 people learning about early literacy. Story Time+ was presented at 24 Head Start locations with 1,156 students and 485 adults attending. Nearly 4,000 educators used special library cards to provide students with access to books in the classroom.
- The Library Virtual Information Center or VIC received a Top Innovators Award from the Urban Libraries Council.
- On February 13, completion of the Pleasant Ridge Accessibility project was celebrated with a dedication ceremony.
- The Hyde Park Branch celebrated its 100th anniversary in August and received new furniture and computer equipment to mark the occasion.
- The Avondale Branch, which celebrates its 100th anniversary in 2013, was named the Library of the Year by the Southwest Ohio and Neighboring Libraries Regional Library System.
- A very generous gift to the Library Foundation is now endowing the Director’s position. In recognition of this gift, my title changed to The Eva Jane Romaine Coombe Director.
- In early 2012, a joint conservation lab with the University of Cincinnati was opened.
- We began a two-year energy retrofit for the Main Library replacing lighting and heating and cooling equipment to save energy and money. The first phase of this was completed in late 2012 and the Library was presented with a check from Duke Energy for \$111,000 as an incentive. Work on phase two is expected to begin in March.
- In 2012 we introduced our complimentary card, a special type of Library card that access only online resources and is good for a limited period of time.
- In 2012, the Library catalog and circulation system was changed to Innovative Interfaces Inc. improving functionality, saving money and allowing for our participation in SearchOhio, a statewide network of libraries that share their collections with one another.
- The Fiscal Office and HR Department transitioned to One Solution. This new system will also improve functionality.

Library to be commemorated on Rookwood Tile

For the past six years, Downtown Cincinnati Inc. and Rookwood have featured an iconic Cincinnati image on a limited edition commemorative tile. The 2013 tile will feature the Library marking the special occasion of the Library’s 160th anniversary.

Staff Association Officers Elected

The Staff Association, an organization established in 1925 as a channel of communication between the Library’s administration and its staff recently elected its officers for 2013. The results of the election are as follows:

Stephen Headley, Genealogy & Local History Department
Vacant
Beth Thomas, Information & Reference Department
Jessica Bowman, Children's Learning Center

President
Vice President
Treasurer
Secretary

In addition, Mendy Kerchaval, Greenhills Branch and Cheryl Selby, Green Township, serve on the Staff Association Board. Mendy is the coordinator of Cards and Flowers and Staff Notes and Cheryl is the Activities Coordinator.

Cardholder Satisfaction Survey Results

As reported at the December Regular Meeting, we conducted an online cardholder satisfaction survey from November 20 to December 5. There were 9,959 respondents with more than 3,500 comments.

- Cardholder satisfaction remains high at 6.1, out of a scale of 7. Frequent visitors are more satisfied than infrequent (6.3/5.8).
- Access to eBooks remains a critical issue.
- Mobile device/mobile app use is on the rise.
- Finally, questions about what would increase respondents' use of the Library resulted in the following:
 - Increased availability of new materials for adults
 - Friendly, approachable staff
 - Shorter wait time for holds
 - Expanded eBook collection
 - Easy/convenient way to download items
 - Increased library materials for children
 - More teen programs and shorter wait for teen materials
 - More programs and activities for adults 55-74 year olds
 - More computer availability for teens

Accordingly, we are looking at adjusting our resource allocation to better meet these expressed needs, especially in the collections area. In addition, we are already working with our colleagues across the country to improve access to eBooks.

Mr. Moran emphasized that it is important to communicate this information to staff and encourage managers to access the data.

Organizational Citizenship Behavior in the Public Library

Rachel Rubin, Director of the Bexley Public Library and a Doctoral candidate at Simmons College is conducting research for her dissertation at the Library. She is studying the possible

link between a particular kind of workplace behavior (organizational citizenship) and the quality of supervisor-supervisee relationships.

There was discussion if other libraries were included in the research. Ms. Fender is going to follow up with Ms. Rubin.

Library Collaborates with Colleagues on Grant

Our Library is collaborating with colleagues across the country on an Institute of Museum and Library Services (IMLS) grant. The purpose of this effort will be to explore how libraries can use new technology, including and especially eBooks, to build new audiences by reducing the barriers to use.

As a collaborator in this grant, the Library is not being asked to contribute any matching funds. Instead, the grant would reimburse the Library a portion of the cost of staff time, travel expenses and marketing funds, estimated at \$13,000.

Duncanson Painting on Display at the Taft Museum of Art

It was previously reported to the Board that we planned to loan the Library's Duncanson painting *The Temple of the Sybil at Tivoli* to the Taft Museum of Art. The loan agreement has been completed and the painting, in its new frame, is currently on display.

The Big Shift

She attended a convening in Seattle to discuss the progress of The Big Shift which is an IMLS grant to OCLC to assist public library leaders in identifying strategies and solutions for providing broader public access to digital content, particularly eBooks.

Ebooks as Public Policy

On February 27 and 28, she will be traveling to Washington D.C. to meet with Ohio's Congressional delegation regarding the practice of several major publishers refusing to sell or license eBooks to public libraries. Other Ohio Library leaders and representatives from OLC will also be part of the group meeting with our elected officials.

Innovative Interfaces Director's Summit

On March 20-22, she will be making a presentation at a Director's summit on using your ILS for more than circulation records and an online catalog hosted by Innovative Interfaces, Inc at its corporate headquarters in San Francisco, CA.

Statewide Digitization Grant

Since 2005, she has been pursuing with the State Library of Ohio the need for a statewide digitization initiative. Working with OPLIN, a grant to create three additional digitization labs,

modeled after our very successful digitization lab, is nearly ready to be submitted. We are joining with our colleagues at Cleveland Public Library, Toledo-Lucas County Public Library, the Ohio Historical Society and OPLIN to make this much-needed project a reality.

Facilities Presentation

She developed a presentation that covers public bidding, selection of architects, engineers and surveyors, and prevailing wages to train new staff on the process required by Ohio law for building projects. The Ohio Library Council (OLC) has asked to include this presentation in its publication, *The Library Administrator's Handbook* as well as on the OLC webpage as a webinar that can be accessed at any time.

Mr. Moran commented he recently attended an OLC Board meeting and the Board appreciated Ms. Fender's contribution of the presentation.

CET Community Service Advisory Council

She has accepted an invitation to serve on the CET Community Service Advisory Council.

Cincinnati Carnegie Libraries

Cincinnati's Carnegie libraries are the subject of a book being written by local author and photographer Tim Jeffries. We have given Mr. Jeffries permission to use photos from the Library's archives in his publication and look forward to seeing the finished product.

Mrs. LaMacchia inquired if the book was just about the libraries in Cincinnati to which Ms. Fender replied yes.

You'll Know More

Starting in late February, the Library will conduct a community awareness campaign through radio, television, billboards and online advertisements using the same designs from last summer's campaign.

Staff Service Recognition Program Scheduled for April 9, 2013

The annual Staff Service Recognition Program will be held at the Main Library on April 9. Staff service recognition pins will be presented and Board President Bill Moran will announce the winners of the Rookie of the Year Award and President's Award and Bunny Dehner Prize.

Board Docs

The transition to online Board reports is scheduled to be completed by the April 9 Regular Meeting of the Board. Trustees will be provided with training prior to the meeting.

The report was received and filed.

FISCAL OFFICER'S REPORT

Financial Software – Sungard Public Sector One Solution Software

After eight months of configuration and testing, new financial, payroll and human resource software was implemented on January 1, 2013. One Solution is specifically designed for the public sector and will provide vast improvements in functionality and ease of use.

2012 Year End Summary

The table below represents the final 2012 available fund balances as was reported to the County in January 2013. The variances from the December 2012 report are the result of overall favorable actual activity as compared to the estimates.

FUND	2012	2013	2013
	<u>AVAILABLE BALANCE</u>	<u>ESTIMATED RESOURCES</u>	<u>APPROPRIATION</u>
General Fund	\$ 10,975,000.00	\$ 56,390,000.00	\$ 56,390,000.00
Building & Repair Capital Fund	6,506,677.59	2,000,000.00	3,600,000.00
Special Revenue (4 funds)	299,204.15	85,000.00	131,625.00
Permanent (44 funds)	<u>1,655,756.60</u>	<u>92,965.00</u>	<u>318,000.00</u>
Total	<u>\$ 19,436,638.14</u>	<u>\$ 58,567,965.00</u>	<u>\$ 60,439,625.00</u>

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

Mrs. LaMacchia reported that the Library Services and Administration Committee met February 6. Committee Member Barbara Trauth and Board President Bill Moran were in attendance, Committee Chair Betsy LaMacchia and Committee Member Bob Hendon attended via conference call. Staff members Kim Fender and Greg Edwards were also in attendance.

Mrs. LaMacchia presented Committee recommendations that the Board:

Paid Time Off Policy

Approve a revision to the Paid Time Off Policy, Exhibit I, to clarify the amount of PTO earned by part-time staff members. This change does not impact the amount of Paid Time Off earned by part-time staff.

Paid Time Off Policy

The Library grants Paid Time Off (PTO) to employees regularly scheduled to work at least 20 hours per week.

Full-Time Employees

- Grades F-M. Full-time employees in Grades F-M are granted up to 27 days (216 hours) of PTO per year.
- Grades N-S. New full-time employees at Grades N-S are granted up to 16 days (128 hours) of PTO in their initial year of employment. This annual PTO benefit increases by

- one day (8 hours) for each year of service up to a maximum benefit of 27 days of PTO per year in accordance with the schedule attached as [Appendix A](#).
- c. Minimum Hours. No PTO is awarded to any full-time employee for a payroll period in which the employee is compensated for less than 80 hours.

Part-Time Employees

Regular part-time employees working at least 20 hours per week are awarded PTO ranging from 44 to 88 hours per year based on the [pay period guidelines](#). No PTO is awarded to any part-time employee for a payroll period in which the employee is paid less than their authorized hours.

General Provisions

- a. Scheduling. PTO may be taken throughout the year in minimum increments of 15 minutes and must be scheduled with approval of the appropriate supervisor.
- b. Accrual and Use – New Employees. PTO benefits accrue from the start of employment for all new full time and part time employees. PTO benefits may not be used until after 26 weeks of employment.
- c. Accumulation Maximums. Unused PTO for full-time employees in any year may be accumulated and carried forward to the next year. The following limits apply:

Employees hired before 12/25/2011: For full-time employees the maximum accumulation is 568 hours, in excess of which any accruable PTO is forfeited. The maximum accumulation by part-time employees is 264 hours.

Employees hired 12/25/2011 or later: For full-time employees the maximum accumulation is 264 hours, in excess of which any accruable PTO is forfeited. The maximum accumulation by part-time employees is 132 hours.

- d. Payout upon status change. When a full-time employee transfers to part time status, the employee shall be paid for all vested PTO in excess of the part-time maximum.
- e. Payout upon separation from service. Upon separation from service for any reason, employees of at least 26 weeks will receive a lump sum payment for their vested PTO at their current rate of pay. If an employee dies in service, this payment will be made to their estate.

Board of Trustees Code of Conduct/Responsibilities

Adopt the Board of Trustees Code of Conduct and the Roles of the Library Trustees and Executive Director.

Public Library of Cincinnati & Hamilton County Board of Trustees **CODE OF CONDUCT**

The Public Library of Cincinnati & Hamilton County (Library) Board of Trustees commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Trustees.

Trustees must represent unconflicted loyalty to the interests of the Library. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Trustee acting as a consumer of the Library's services.

Trustees must avoid conflict of interest with respect to their fiduciary responsibility.

There must be no self-dealing or any conduct of private business or personal services between any Trustee and the Library, except as procedurally controlled, to assure openness, competitive opportunity, and equal access to inside information.

When the Board is to decide upon an issue about which a Trustee has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote but also from the deliberation.

Trustees must not use their positions to obtain employment for themselves, family members, or close associates.

Trustees will disclose their involvements with other organizations, with vendors, or any other associations that might produce a conflict.

Trustees may not attempt to exercise individual authority over the Library or staff except as explicitly set forth in Board policies.

Trustees' interaction with public, media, or other entities must recognize the same limitation and the inability of any Trustee to speak for the Board except to repeat explicitly stated Board policies.

Public expressions of concern regarding the job performance of Library staff, including the executive director, should be voiced only by the Board of Trustees, through its resolutions, and/or as the Board authorizes one or more members of the Board to speak on these topics. Individual Trustees should avoid public expressions of concern on Library staff job performance. Under normal circumstances, an executive session of a Board or Board Committee meeting is the appropriate forum for an individual Trustee to express such concerns.

Trustees will respect confidentiality appropriate to issues of a sensitive nature.

Trustees will not endanger the Library's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

The Board will not give direct instructions to Library staff members other than the Executive Director and Fiscal Officer.

Trustees will refrain from evaluating, either formally or informally, any Library staff other than the Executive Director and Fiscal Officer.

The Roles of the Library Trustees and the Executive Director

Below is a list of activities in which the Library Board of Trustees and the Executive Director are typically involved, and their respective level of responsibility.

	Board of Trustees		Executive Director	
	Responsible	Involved	Responsible	Involved
Governance	X			X
Administration		X	X	
Decides What	X			X
Decides How		X	X	
Makes Policy	X			X
Carries Out Policy		X	X	
Sets Goals	X			X
Plans to Achieve Goals		X	X	
Reviews Plans	X			X
Implements Plans		X	X	
Monitors Progress	X	X	X	X

Mrs. LaMacchia moved that the Board approve the Paid Time Off Policy and adopt the Board of Trustees Code of Conduct/Responsibilities as presented. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried **(01-2013)**.

Mrs. LaMacchia reported for information only:

Library Pride-Peers Engaging in Positivity (PEP)

A project team established to develop an internal and inclusive Library Pride campaign and align Library Pride activities with the 2013 National Library Workers Day has made its' recommendations. The most significant of these is an employee satisfaction survey which will be undertaken later this spring.

LIBRARY SERVICES

Mrs. LaMacchia introduced Pat Lance, Facility Operations.

Assessment of Operations and Facilities Underway

Pat explained that Facility Operations is working towards shifting the focus from a reactive stance to a more proactive, customer service oriented posture. A top-to-bottom review of the Facility Operations structure and past performance has been initiated. Goals include:

- Streamlining the work order system to eliminate bottlenecks, identifying repair needs, and getting work accomplished in a timely manner.
- Greater interaction and communication with frontline branch staff to foster a more collaborative atmosphere is also being stressed.

These initiatives will be the basis for continuing to provide a welcoming environment for customers and staff in 2013 and beyond.

There was a brief discussion on the work order system.

Mr. Edwards reported that:

Reorganization of Technical Services Underway

As part of the larger reorganization of Library operations, an in-depth analysis and assessment of the Library's Technical Services divisions has recently been completed. The recommendations are designed to increase efficiency and flexibility needed to adapt to the demands of a changing landscape for purchasing and processing books and audiovisual materials, including the increased purchasing of digital materials. Highlights include:

- the installation of a roller conveyor system to move material quickly and easily
- absorption of the Acquisition Department into the Collection Development and Processing Departments
- streamlining of certain manual processing tasks
- the purchase of print material with protective covers already in place when materials are received by the Library.

These changes will result in significant cost savings estimated to be over \$500,000 per year. While some current positions will be eliminated or changed, all impacted staff will have opportunities to retain employment with the Library.

Mrs. LaMacchia reported that:

Branch PC Rollout Underway

The Library will deploy 250 PCs to branches as part of a transition to a four-year life cycle for all desktop computers. Each PC will spend two years in public use and then will be reimaged and used as a staff workstation for the remaining two years of the device's life cycle. Approximately 20 branches will receive the new devices by May.

Mr. Edwards reported that:

The Library Launches Digital Magazine Service with Zinio

Library customers are now able to access more than 160 of their favorite magazine titles in a digital format via the new service Zinio Digital Magazines. Zinio can be accessed from the Library's website and also on mobile devices using a Zinio app. The service allows multiple customers to read magazine issues simultaneously.

Streaming Videos Soon to be Available

The Library will soon offer streaming videos to customers through Freegal Movies, expected to be available in March.

Mrs. LaMacchia reported that:

Avondale Branch Celebrates 100 Years March 9

On March 1, 1913, the Avondale Branch opened with funds donated by Andrew Carnegie. A centennial celebration will take place at the branch on Saturday, March 9. At 1:00 p.m., formal remarks by Library and community leaders will kick off an afternoon of musical entertainment, refreshments, and activities for all ages. In conjunction with the festivities, the Friends of the Public Library will host a used book sale on the branch's lower level.

Loan of Items to Taft Museum of Art

The Library finalized the loan agreement for three items from the Cincinnati Room collection to be part of an upcoming Taft Museum of Art exhibition, *Local Exposures: Cincinnati Daguerreotypes*, on display from April 19-July 21, 2013.

Mr. Edwards reported that:

Library Applies for StoryCorp Grant

The Library has applied to be one of ten pilot sites for a national StoryCorps @ your library two-year program. The Library's proposed project focuses on the significant demographic and socio-economic changes that Downtown Cincinnati and Over-the-Rhine are undergoing as these areas blossom into a residential, arts and cultural center for the entire community.

If selected as one of the pilot locations, the Library will bring StoryCorps recording kits into these communities to document the history of the neighborhoods and the stories of those who are bringing about, embracing, and being impacted by the change that is occurring.

Additional Afterschool Edge and Early Literacy Computers Added

Eleven AfterSchool Edge machines will be purchased with funding provided by the Library Foundation (four machines) and the Friends of the Library (seven machines).

The report was received and filed.

FACILITIES COMMITTEE REPORT

Mr. Hendon reported that the Facilities Committee met on February 6. Committee members Ross Wright and Allen Zaring and Board President Bill Moran were present. Committee Chair Bob Hendon attended via conference call. Staff members Kim Fender, Greg Edwards and Pat Lance were also in attendance.

Mr. Hendon presented Committee recommendations that the Board:

Capital Planning

Receive the report on Capital Planning.

Annually as we prepare the budget we ask the Facilities Committee to prioritize the capital projects to be included in the budget. At this point there are only four capital projects to be considered, Ongoing Maintenance, Clifton, Reading and St. Bernard.

For years Ongoing Maintenance has been considered the top capital budget priority. Most recently, these funds were used for the Energy Retrofit Project at the Main Library.

Reading and St. Bernard are both small facilities that were identified in 2000 and 2001 for replacement with new branch libraries. Reading is a 1,934 square feet rental facility. The Library purchased a 3+ acre site on Reading Road as the future site of the new branch library. Capital funds to complete this project have never been available. This property was acquired in 2005.

St. Bernard is a 2,000 square feet contributed facility inside the St. Bernard municipal building. St. Bernard donated a site less than 1 acre in size and the Library purchased a nearby lot for parking. The St. Bernard branch was designed and out for bid in 2002 when the State suddenly reduced its library funding and the project had to be postponed.

Clifton is a 2,520 square feet branch in three leased storefronts. In 2010 the Library received a donated house to be renovated into a branch library.

Together, these three branches are three of our five smallest facilities. Of these three Clifton is by far the busiest ranking 23rd in total circulation in 2012. Reading ranked 33rd and St. Bernard 37th.

We are proposing that all three of these projects be completed simultaneously and have developed a funding model to make this possible.

First, disregard the 2002 design for the St. Bernard Branch. After more than 10 years the construction drawings are out-of-date and would need to be completely re-done. Instead, select and hire one architect to design both Reading and St. Bernard with subtle differences in finishes and façade. Bid these projects as one package. This maximizes efficiency in the design and construction process allowing us to reduce the cost for both branches. Additionally, set the cost for both at no more than \$7 million. This budget would include design, construction management (if needed) and construction.

Second, renovate Parkview Manor for the new Clifton Branch. Again, set the budget at \$3.5 million to include design, construction management and construction but not the funds already expended. The net cost to the Library would be \$3.2 million and maybe less if additional grants or gifts are received.

Third, renovate the Avondale Branch Library to make the branch handicapped accessible. The Avondale community is undergoing a renaissance and with the branch's 100th anniversary this is the right time to update this historic building. Projected cost, including design fees and construction is \$1.2 million.

Fourth, complete one Ongoing Maintenance project over the period 2013-2015.

These projects would be funded through a combination of unencumbered balances, existing building and repair funds and future capital funds as follows:

Total capital plan cost	\$14 million
Existing Building and Repair Funds Available	\$3 million
2013 Capital Fund Transfer	\$2 million
2014 Capital Fund Transfer	\$2.5 million
2015 Capital Fund Transfer	\$2.5 million
Unencumbered Balance Used	\$4 million
Total Available Funding	\$14 million

This would allow longstanding commitments to Reading and St. Bernard to be satisfied, the building in Clifton to be renovated and inhabited, the Avondale Branch to meet ADA and current building codes to better serve the Avondale community, and maintenance of our facilities to continue.

Additionally, we would retain a \$1 million balance in the Building & Repair Fund and approximately \$5 million in the unencumbered carryforward.

Therefore, we are requesting that all three capital projects be given equal prioritization, and that only one Ongoing Maintenance project, in addition to the energy retrofit project currently underway, be funded 2013- 2015.

Avondale Accessibility Project

Approve moving forward with the Avondale Accessibility Project with an estimated budget of \$1,130,000 utilizing K4 as project architects.

Mr. Moran requested that the Library ensure that the architects consider LEED standards in the project design.

St. Bernard and Reading Branch Projects

Approve publishing the following request for Statements of Qualifications to begin the design for the St. Bernard and Reading branch libraries as proposed:

DESIGN SERVICES

The Board of Trustees of the Public Library of Cincinnati and Hamilton County intends to contract for design services for the construction of new branch libraries in St. Bernard and Reading.

The preliminary project description includes the design and construction of an 8,000 square foot facility in St. Bernard and a 12,000 square foot facility in Reading. The project budget is established at \$7,000,000. Design, consulting and permit fees are included as part of this budget. The source of funding is from the capital improvement budget of the Public Library of Cincinnati and Hamilton County. The anticipated date for commencing design is April 2013. Bidding is anticipated in January 2014 for a construction startup in March 2014.

The architect will provide full architectural services for design of the completed facilities, including any civil, structural, mechanical, plumbing and electrical engineering, and design for all interior furnishings, signage, equipment and shelving. The design architect will be involved during all phases of the project, from programming through schematic design, design development, bidding, and application for permits. The architectural firm also will be required to provide construction observation and management services.

Design firms interested in being considered for a contract to provide full services should reply with a Statement of Qualifications no later than 4:00 p.m. Friday, March 1, 2013. Statements received after this deadline will not be considered. Statements of qualification should include information regarding the firm's history; education and experience of owners and key personnel; the technical and design expertise of the firm's staff for this type of project; previous library projects completed by the firm; availability of staff; and client and contractor references. Statements of Qualification should be transmitted to Kimber L. Fender, The Eva Jane Romaine Coombe Director, third floor administrative offices, The Public Library of Cincinnati and Hamilton County, 800 Vine Street, Cincinnati, Ohio 45202-2071.

As required by Ohio Revised Code 153.65-153.71, Statements of Qualification will be evaluated and ranked on the basis of qualifications. The Library will enter into contract negotiations with the firm ranked most qualified.

Phase II Energy Retrofit

1. Confirm the contract with Artic Heating & Air Conditioning as the low bidder at \$1,172,900, \$357,100 below the bid estimate.

2. 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.
3. Establish the Project Budget, including a 10% contingency, as follows:

<i>Project Budget:</i>	
Contract:	\$1,172,900.00
Contingency:	\$117,290.00
Total Budget:	\$1,290,190.00

Plaque Honoring David Dukart

Approve the temporary public display of a plaque honoring former Pleasant Ridge Branch manager David Dukart. The Pleasant Ridge Community Council Library Committee provided the plaque. After 30 days, the plaque will be moved to a staff area of the branch or given to Mr. Dukart.

Mr. Hendon moved that the Board approve the Avondale Accessibility Project, St, Bernard and Reading Branch Projects, Phase II Energy Retrofit items, and plaque honoring David Dukart as outlined in the report. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried **(02-2013)**.

Clifton Branch Library Project

Approve publishing the following request for Statements of Qualifications to begin the design for the Clifton branch library as proposed:

DESIGN SERVICES

The Board of Trustees of the Public Library of Cincinnati and Hamilton County intends to contract for design services for the renovation of the Parkview Manor, 3400 Brookline Avenue, into a branch library.

The preliminary project description includes the design and renovation of a 10,000 square feet historic property in Clifton. The project budget is established at \$3,500,000. Design, consulting and permit fees are included as part of this budget. The source of funding is from the capital improvement budget of the Public Library of Cincinnati and Hamilton County. The anticipated date for commencing design is April 2013. Bidding is anticipated in January 2014 for a construction startup in March 2014.

The architect will provide full architectural services for design of the completed facility, including any civil, structural, mechanical, plumbing and electrical engineering, and design for all interior furnishings, signage, equipment and shelving. The design architect will be involved during all phases of the project, from programming through schematic design, design development, bidding, and application for permits. The architectural firm also will be required to provide construction observation and management services.

Design firms interested in being considered for a contract to provide full services should reply with a Statement of Qualifications no later than 4:00 p.m. Friday, March 1, 2013. Statements received after this deadline will not be considered. Statements of qualification should include information regarding the firm's history; education and experience of owners and key personnel; the technical and design expertise of the firm's staff for this type of project; previous library projects completed by the firm; availability of staff; and client and contractor references. Statements of Qualification should be transmitted to Kimber L. Fender, The Eva Jane Romaine Coombe Director, third floor administrative offices, The Public Library of Cincinnati and Hamilton County, 800 Vine Street, Cincinnati, Ohio 45202-2071.

As required by Ohio Revised Code 153.65-153.71, Statements of Qualification will be evaluated and ranked on the basis of qualifications. The Library will enter into contract negotiations with the firm ranked most qualified.

Mr. Sittenfeld stated that he would not be voting for the project because he feels that private funding should be sought out first.

Mr. Hendon moved that the Board approve the Clifton Branch Library Project. Mr. Wright seconded.

Voting for the motion: Mr. Hendon - aye, Mrs. Trauth - aye, Mr. Sittenfeld – no, Mrs. LaMacchia – aye (with a caveat that we continue seeking private donations to fund the project), Mr. Wright - aye, and Mr. Moran - aye...5 ayes. The motion carried **(03-2013)**.

For information only:

Roofing Project Update

The bid opening for the Madisonville and College Hill roof replacement project will take place at noon, February 12, 2013.

Rental Agreements with Board of Elections

Rental lease agreements were signed between the Hamilton County Board of Elections and the Library for use of 13 Library locations as polling stations for elections taking place in 2013.

SMALL FIRE AT THE PLEASANT RIDGE BRANCH

On January 4, 2013 a small fire occurred on the first floor of the Pleasant Ridge Branch. No one was injured and a teenager who admitted to setting the fire has been arrested. The Branch suffered damage to the collection, carpet and furnishings, estimated, during discussion, at \$6,000. The fire alarm did not sound, but a subsequent test of the alarm system by an outside company confirmed it is fully functioning.

Also, Mr. Sittenfeld encouraged the Library staff to request a munificent approach in the judicial process of the individual that started the fire.

Carpet Replacement in the North Building

Work is underway to replace the carpet in the Children's Learning Center, Homework Central, Cincinnati Room, and the adjacent third floor bridge walkway and administrative reception area. The cost is under \$50,000, we obtained three informal bids with the bid being awarded to Spectra Contract Flooring.

Miami Township Lease Extended

The Miami Township Board of Trustees approved an extension of the lease for the Miami Township Branch for an additional five years through March 31, 2018 at terms of \$1 per year.

Mt. Healthy Lease Update

A letter was sent to the McMakin Lodge #120 F&AM requesting a two year extension of the lease for Mt. Healthy branch.

DEVELOPMENT COMMITTEE REPORT

Mrs. Trauth reported that:

Library Foundation

The Library Foundation has received the following grants:

- \$250,000 from the Schmidlapp Foundation, Fifth Third Bank Trustee, for the new Clifton Branch project
- \$57,853 from the American Library Association and the FINRA Investor Education Foundation for the Smart investing@your library grant program
- \$10,000 from the Sutphin Foundation (through PNC Bank) for AfterSchool Edge computers
- \$5,000 from the Weaver Foundation (through US Bank) for Brain Camps
- \$1,250 from Downtown Resident's Council for Summertime Kids

The Foundation's Annual Fund total as of Jan 22nd was \$116,395, which includes a \$25,000 gift from Austin E. Knowlton Foundation.

Gifts in memory of Jane Heimlich total more than \$4,000 and will be used for the Hyde Park branch as requested by her family.

The Foundation received a notice of bequest from Bernice Robin. It is unknown at this time how much the bequest is.

The Foundation Board elected Charlie Powers Chairman and Victoria Chester Treasurer at its meeting on January 23. At that meeting the Foundation Board approved \$31,709 for Library

expenditures, including \$20,000 in programming support for the Library's story times, Summer Reading and Author Series and \$5,500 from the sale of pavers at Hyde Park.

The next meeting of the Library Foundation Board of Directors will be on April 24.

Friends of the Public Library

Proceeds from the Friends Winter Warehouse Sale in January were \$39,927, up slightly from 2012.

The Friends received an \$18,000 grant from the H.B., E.W. and F.R. Luther Charitable Foundation, Fifth Third Bank and Narley L. Haley, co-trustees for AfterSchool Edge computers.

The Friends Board of Trustees meeting was held January 25. The Friends approved their fiscal year 2014 budget which includes \$225,000 in Library support.

The next meeting of the Friends Board of Trustees is scheduled for April 26.

The next book sale is scheduled at the Green Township Branch Thursday, March 14 through Saturday, March 16.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

Mr. Sittenfeld reported that:

Programs

2013 Author Series

The Library will be hosting a variety of locally and nationally known authors throughout 2013. These author visits provide customers an opportunity to meet their favorite authors and learn about their lives and work. Upcoming author appearances at the Main Library include:

- Will Schwalbe: Saturday, March 2 at 2pm
- Louise Borden: Sunday, March 24 at 2pm
- Alexander McCall Smith: Saturday, April 6 at 2pm
- Patricia Schultz: Saturday, May 11 at 2pm
- Khaled Hosseini: Friday, May 31 at 7pm

Mrs. LaMacchia inquired if there would be any events surrounding these visits. Ms. Fender reported that the Foundation was planning an event to coincide with the Alexander McCall Smith event and that the Library would evaluate if any other events were feasible.

St. Patrick's Day

Through the generous support of the Friends of the Public Library, the Main Library will again host its 31st Annual St. Patrick's Day Celebration Friday, March 15 at 11:45am in the Reading Garden Lounge.

Autism Family Night

The Green Township Branch will host an afterhours program for families on Autism Spectrum Disorder on March 22.

Poetry in the Garden

The Poetry in the Garden Series will be presented on April 2, 9, 16 and 23 at 7pm at the Main Library.

Teen Poetry Contest

As part of National Poetry Month, the Library will host its 11th annual Teen Poetry Contest in April. Elementz Urban Arts Center will be again partner to provide programs for teens at the TeenSpot and selected branches on poetry writing and on poetry as a performance art.

El Día De Los Niños/De Los Libros

In partnership with the Kenton County Public Library, El Día will take place at the Bond Hill Branch on Saturday, April 27, from 1:00 – 4:00pm.

Exhibits

CANstruction

The Library is once again partnering with CANstruction, a global anti-hunger project, where teams of architects, engineers and construction professionals create sculptures built entirely out of canned food to compete for local and national awards. The food is later donated to the FreeStore FoodBank. Some of the 13 participating teams will erect their entries for the CANstruction 2013 event in the Main Library atrium on Tuesday, February 19. The sculptures will remain on view through Sunday, March 10.

The Sporting Life: Hunting, Fishing, and the Great Outdoors

This exhibit features John James Audubon's *Viviparous Quadrupeds of North America*, beautiful color images of America's four-footed animals; British paintings and light-hearted humor; and treasures from Cincinnati's Cuvier Club will be on display from February 22 to May 5 in the Joseph S. Stern, Jr. Cincinnati Room at the Main Library,.

Cincinnati Public Schools City Wide Art Exhibition

The Main Library will once again display the annual Cincinnati Public Schools City Wide Art Exhibition, showcasing work by some of the city's most talented young artists. The exhibit is co-sponsored by the Cincinnati Public Schools and will be on view in the atrium from February 23 – April 21.

Library Card Campaign – Cyclones Partnership

The Library and Cincinnati Cyclones will host Library Card Night on March 9 at 7:30pm with discounted tickets available in advance and at the door for anyone showing their Library card. In addition, a Cyclone's player will present a storytime program at the Symmes Township Branch on February 16 and on February 18 the Library's red card mascot will be participating in the Mascot Broomball Match during the Cyclone's annual Kids Club Game at U.S. Bank Arena.

Social Media Updated

Inklings, the new Library blog, went live February 4 on the popular microblogging website Tumblr. Inklings replaced the Library's first blog, Turning the Page, which featured reading recommendations and book reviews by staff. The Library's YouTube channel continues to grow with four new videos posted in the past two months and nearly 3,500 individual video views. On the Same Page now has its own Facebook page, and is seeing successful cross-promotion on Twitter, Facebook, Google+, and Pinterest.

The report was received and filed.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright reported that:

OLC Legislative Day

OLC Legislative Day is scheduled for Wednesday, March 6. Library staff members will meet with each of the 10 legislators representing Hamilton County. Additionally, Library Board President and Ohio Library Council Board member William J. Moran will present the Ohio Library Council's Andrew Carnegie Award to State Senator Bill Beagle. This award is given by the OLC Board of Directors to a government official in recognition of support of the ideals and challenges to public libraries. Eva Jane Romaine Coombe Director Kimber L. Fender is also scheduled to present budget testimony to the Ohio House of Representatives on this date.

Executive Budget Introduced

On February 4 Governor Kasich introduced his FY14-15 budget proposal. A review of the 760-page document is currently underway and initial indications are that the Governor is proposing the following amounts for the Public Library Fund:

- FY14 (July 2013-June 2014): \$359.3 million
- FY15 (July 2014-June 2015): \$369.0 million

For comparison, the FY13 PLF (July 2012-June 2013) is \$345 million.

It appears that in the Governor's proposal, OPLIN will continue to be funded through the PLF but funds have been added to the PLF to cover the cost.

Complaint

The Library received a draft complaint from Tobias, Torchia & Simon on behalf of a former employee, Melanie Young. The complaint was filed as their intent to file in federal district court before the expiration of the 90-day period following the EEOC's dismissal of Ms. Young's charge, on or about November 23, 2012. The original EEOC charge was discussed in the December 2012 Legislative Affairs & Law Committee report. The complaint has been forwarded to our labor attorney Robert S Brown.

The report was received and filed.

COMMUNICATIONS

None

CONSENT AGENDA ITEMS

Mr. Moran presented the following items for approval:

- Minutes of the Regular and Annual Meetings Held Tuesday, December 11, 2012.
- Monthly Financial Reports – for the periods ending December 31, 2012 and January 31, 2013.
- Investment Report (summary of invested balances) as of December 31, 2012 and January 31, 2013.

	Amount As of 12/31/2012	Amount As of 1/31/2013
<u>Operating Account</u>		
General Fund	\$13,813,317.28	\$12,815,467.92
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	151,027.80	176,777.29
Building and Repair	5,571,438.56	5,566,198.73
Permanent Trust Funds	1,671,872.24	1,670,062.12
	\$21,437,655.88	\$20,458,506.06
STAR Ohio		
Building and Repair	1,046,225.77	1,046,305.60
Managed Investments (Trust Funds):		
Permanent Trust Funds	\$6,725,591.00	\$6,728,176.00
GRAND TOTAL	\$29,209,472.65	\$28,232,987.66

- Personnel Change Report reflects changes through February 2, 2013.

Action	Agency	Position Title	FTE	Employee Name	Effective Date
APPOINTMENT	MADEIRA BRANCH	LIBRARY SERVICES ASSISTANT	0.50	BARNES, ETHAN E	01/06/2013
APPOINTMENT	DELHI TOWNSHIP BRANCH	STUDENT SHELVER	0.30	BERLING, KATHRYN MARY	01/20/2013
APPOINTMENT	MT. WASHINGTON BRANCH	STUDENT SHELVER	0.25	BUSCHMEIER, KIMBERLY ANN	12/9/2012
APPOINTMENT	MAINTENANCE & CUSTODIAL SRV	HVAC MECHANIC	1.00	DAY, NICHOLAS C	12/9/2012
APPOINTMENT	NORTH CENTRAL BRANCH	HOMEWORK AIDE	0.30	HUNTER, ALYSSA DANAE	01/06/2013
APPOINTMENT	COMPUTER SERVICES	COMPUTER SERVICES MANAGER	1.00	LANE JR, BILLY R	01/06/2013
APPOINTMENT	WALNUT HILLS BRANCH	CHILDREN'S LIBRARIAN	1.00	O'BRIEN RHOAD, KERRY A	01/20/2013
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	0.30	SHRADER, COREY JOSEPH	12/9/2012
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	0.30	VILARDO, SARAH A	01/06/2013
APPOINTMENT	GREEN TOWNSHIP BRANCH	STUDENT SHELVER	0.30	DOLL, LINDSAY MARIE	01/6/2013
CHANGE	INFORMATION & REFERENCE DEPT	REFERENCE LIBRARIAN	1.00	AMEND, ROBERT L	01/06/2013
CHANGE	MADEIRA BRANCH	LIBRARY SERVICES ASSISTANT	0.50	CEDILLO, THEODORE R.	01/06/2013
CHANGE	MARIEMONT BRANCH	TEEN LIBRARIAN	1.00	PLICHTA, CATHERINE H.	01/06/2013
CHANGE	SERVICE OPERATIONS	INTERNET SITE COORDINATOR	1.00	BOLEK, SANDRA C	01/20/2013
CHANGE	SERVICE OPERATIONS	WEB DEVELOPER	1.00	KUHL, LISA M	01/20/2013
CHANGE	SERVICE OPERATIONS	WEB DEVELOPER	1.00	SNIDER, SEAN M.	01/20/2013
CHANGE	SERVICE OPERATIONS	WEB DEVELOPER	1.00	WETMORE, BRIAN B.	01/19/2013
CHANGE	FISCAL OFFICE	ADMINISTRATIVE ACCNTG CLRK	0.62	MCMAHAN, TARA Y.	11/29/2012
DEPARTURE	MADISONVILLE BRANCH	CHILDREN'S LIBRARIAN	1.00	LINCK, WENDY E	11/29/2012
DEPARTURE	AVONDALE	HOMEWORK AIDE	0.30	BAILEY, DOMINIQUE	11/29/2012
DEPARTURE	LOVELAND BRANCH	LIBRARY SERVICES ASSISTANT	0.50	BLUM, SANDRA K.	12/15/2012
DEPARTURE	MONFORT HEIGHTS BRANCH	STUDENT SHELVER	0.25	BRENNER, MEGAN J.	01/05/2013
DEPARTURE	GREEN TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.50	DAVIDSON, JANET K.	12/01/2012
DEPARTURE	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	DIXON, GAIL L.	01/12/2013
DEPARTURE	GREEN TOWNSHIP BRANCH	STUDENT SHELVER	0.30	DODD, BRITTANY S.	01/08/2013
DEPARTURE	READING BRANCH	HOMEWORK AIDE	0.30	GERWE, RUTH A	12/13/2012
DEPARTURE	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	JUENGLING, LAURA L.	12/14/2012
DEPARTURE	MADEIRA BRANCH	STUDENT SHELVER	0.30	KOKENGE, JULIA	2/1/2013
DEPARTURE	NORTH CENTRAL	STUDENT SHELVER	0.30	KERR, ISAAC E.	1/5/2013
DEPARTURE	OUTREACH SERVICES	SHELVER	0.60	METHE, PATRICIA K.	01/17/2013
DEPARTURE	PLEASANT RIDGE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	PADEN, KAREN	12/15/2012
DEPARTURE	PRICE HILL	HOMEWORK AIDE	0.30	PARKER, DEBORAH A.	12/22/2012
DEPARTURE	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.60	TAYLOR, SARAH E.	12/31/2012
DEPARTURE	DELHI TOWNSHIP BRANCH	STUDENT SHELVER	0.30	THEMANN, MARYBETH L.	01/05/2013
DEPARTURE	MT. HEALTHY BRANCH	LIBRARY SERVICES ASSISTANT	0.50	VALERIUS, SHEILA M	12/17/2012

Action	Agency	Position Title	FTE	Employee Name	Effective Date
DEPARTURE	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SRVS ASSISTANT	0.50	ZDRAVECKY, LEANNE	12/19/2012
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	BOLLES, RACHEL E.	12/03/2012
DEPARTURE	TECHCENTER	TECHCENTER MANAGER	1.00	SHEEHY, CHRISTIAN M.	12/07/2012
DEPARTURE	NORTHSIDE BRANCH	LIBRARY SERVICES ASSISTANT	0.60	DAVIS, BARBARA J.	12/10/2012
PROMOTION	READING BRANCH	BRANCH MANAGER	1.00	ANDERSON, ELIZABETH G.	12/9/2012
PROMOTION	TECHNOLOGY OPERATIONS	TECHNOLOGY OPERATIONS MANAGER	1.00	BEETS, MARTIN B.	12/04/2012
PROMOTION	PRICE HILL BRANCH	BRANCH MANAGER	1.00	BRANDMAIER, MEGAN R.	01/20/2013
PROMOTION	FISCAL OFFICE	FISCAL SPECIALIST	1.00	HARRIS, RHONDA M.	12/09/2012
PROMOTION	BLUE ASH BRANCH	TEEN LIBRARIAN	1.00	HAVERLAND, AMANDA M.	01/06/2013
PROMOTION	COMMUNICATION & NETWORK SRV	COMM & NETWRK SRV MANAGER	1.00	KNAPP, JAMES J	01/20/2013
PROMOTION	INFORMATION & REFERENCE DEPT	INFORMATION/REF MANAGER	1.00	LATHROP, BENJAMIN A.	01/20/2013
PROMOTION	OAKLEY BRANCH	TEEN LIBRARIAN	1.00	MCMILLAN, DAWN M.	01/06/2013
PROMOTION	POPULAR LIBRARY	REFERENCE LIBRARIAN	1.00	MCNABB, LEE A.	01/20/2013
PROMOTION	MT. WASHINGTON BRANCH		1.00	MULFORD-CHINN, ELLA M.	01/20/2013
PROMOTION	MADISONVILLE BRANCH	BRANCH MANAGER	1.00	RANDOLPH, MARI C.	12/09/2012
PROMOTION	TEENSPOT	TEEN LIBRARIAN	1.00	RUST, SARAH M.	01/06/2013
PROMOTION	SERVICE OPERATIONS	LIBRARY SRVS MANAGER - WEST	1.00	SFERRA, MARIA A.	12/09/2012
PROMOTION	SERVICE OPERATIONS	ADMIN ASS'T - SERVICE OP	1.00	SUTTHOFF, ANDREW J.	01/06/2013
PROMOTION	PLEASANT RIDGE BRANCH	BRANCH MANAGER	1.00	TOEBBE, KATHARINE M.	01/20/2013
RETIREMENT	INFORMATION & REFERENCE DEPT	REFERENCE LIBRARIAN	1.00	BALTERMAN, ANDREW M	12/31/2012
RETIREMENT	FISCAL OFFICE	ONE SOLUTION APPL SPEC	1.00	BONNELL, BINA D	12/31/2012
RETIREMENT	OUTREACH SERVICES	SHELVER	0.50	BURKART, JEFFREY C.	12/20/2012
RETIREMENT	SHIPPING & RECEIVING	SHIPPING & RECEIVING MANAGER	1.00	CAMPBELL, ANTHONY S	12/28/2012
RETIREMENT	BLUE ASH BRANCH	TEEN LIBRARIAN	1.00	CORNELI, JOEL D	12/29/2012
RETIREMENT	COLLECTION DEVELOPMENT DE	COLLECTION DEV LIBRARIAN-AV	1.00	DREFAHL, CYNTHIA L	12/31/2012
RETIREMENT	SHARONVILLE	LIBRARY SERVICES ASS'T I	0.60	EAGAN, RACHEL B	12/1/2012
RETIREMENT	TEENSPOT	REFERENCE LIBRARIAN I	1.00	EARLS, MARTHA C.	12/31/2012
RETIREMENT	OUTREACH SERVICES	LIBRARY SERVICES SPECIALIST	1.00	HARPER, ELAINE M	12/20/2012
RETIREMENT	CATALOG SERVICES	CATALOG SERVICES MANAGER	1.00	HARTIGAN, CATHERINE A	11/30/2012
RETIREMENT	MADEIRA	LIBRARY SERVICES ASS'T III	1.00	KERKHOFF, JANET	12/28/2012
RETIREMENT	WALNUT HILLS	CHILDREN'S ASS'T I	1.00	KINNEY, QUVADUS R	12/31/2012
RETIREMENT	LOVELAND BRANCH	BRANCH MANAGER	1.00	KRAMER, SALLY J	11/30/2012
RETIREMENT	FISCAL OFFICE	FISCAL SPECIALIST	1.00	MAHER, AMY G	11/30/2012
RETIREMENT	OUTREACH SERVICES	LIBRARY SERVICES SPECIALIST	1.00	MCGUIRK, KAREN S	12/21/2012
RETIREMENT	FISCAL OFFICE	ADMIN ASS'T I	1.00	MISKIMENS, JEFFREY R	12/31/2012
RETIREMENT	OAKLEY BRANCH	TEEN LIBRARIAN	1.00	MOLLOY, M. K	12/28/2012
RETIREMENT	SAFETY & SECURITY SERVICES	SECURITY GUARD/OPERATOR	1.00	MULLIKIN, ROGER G	12/21/2012
RETIREMENT	PROCESSING	PROCESSING SPECIALIST	1.00	PITTMAN, AMANDA L	

Action	Agency	Position Title	FTE	Employee Name	Effective Date
	DEPARTMENT				11/30/2012
RETIREMENT	CATALOGING SERVICES	CATALOGER I	1.00	POCKROSE, SHERYL R	12/31/2012
RETIREMENT	MONFORT HEIGHTS	LIBRARY SERVICES ASS'T II	1.00	SCHIERLOH, PENNY	12/29/2012
RETIREMENT	HUMAN RESOURCES	HUMAN RESOURCES COORDINATOR	1.00	SHAW, KATHRYN A	12/28/2012
RETIREMENT	PRICE HILL BRANCH	BRANCH MANAGER	1.00	TUTTLE, ELVIA G	12/29/2012

- Statistical Report for December 2012 and January 2013
- Top Ten Circulating Titles.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran (except pass on investment report)...6 ayes. The motion carried **(04-2013)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary