

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

Date: December 12, 2017

Meeting: Annual

Place: Tower Room – Main Library – 800 Vine Street

ANNUAL MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Ms. Clemons

Present: Kimber L. Fender, Greg Edwards, Carl Allison Jr and Molly DeFosse

**ELECTION OF OFFICERS
PRESIDENT**

Mrs. LaMacchia moved that Mr. Moran be nominated for President of the Board, Mr. Hendon be nominated for Vice President of the Board, Mr. Wright be nominated for Secretary of the Board and the following committee assignments. Mr. Hendon seconded.

Facilities and Finance and Audit

Monica Donath Kohnen, Chair
Karen R. Clemons
Robert G. Hendon

Human Resources

Elizabeth H. LaMacchia, Chair
Robert G. Hendon
Barbara W. Trauth

Library Experience

Barbara W. Trauth, Chair
Elizabeth L. LaMacchia
Ross A. Wright

Strategy and Technology

Karen R. Clemons, Chair
Monica Donath Kohnen
Ross A. Wright

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mrs. Trauth, Mr. Moran, Mr. Wright, and Mrs. Kohnen...6 ayes. The motion carried. **(21-2017)**.

REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING

APPOINTMENT OF FISCAL OFFICER AND DEPUTY FISCAL OFFICER;
APPOINTMENT AND SALARY OF THE EVA JANE ROMAINE COOMBE
DIRECTOR

1. Appoint Molly DeFosse, Chief Finance and Facilities Officer, as Fiscal Officer. Ms. DeFosse receives no additional compensation for serving in this capacity
2. Appoint Alesha Sanders, Senior Financial Analyst, as Deputy Fiscal Officer. Ms. Sanders receives no additional compensation for serving in this capacity
3. Appoint Kimber L. Fender as Eva Jane Romaine Coombe Director at an annual salary of \$237,000 for 2018. This is the same as her current salary.

Mrs. LaMacchia moved that the Board approve the report as submitted. Mr. Wright seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mrs. Trauth, Mr. Moran, Mr. Wright, and Mrs. Kohnen...6 ayes. The motion carried. **(22-2017)**.

ANNUAL APPROPRIATION RESOLUTION AND ESTIMATED RESOURCES FOR FISCAL 2018

Mr. Hendon requested:

The Ohio Department of Taxation has set our 2018 Public Library Fund receipts at \$38,342,419.84 and Hamilton County has estimated property tax levy receipts of \$17,970,000. Using these amounts, total General Fund resources are estimated to be \$59,300,000, as follows:

2018 GENERAL FUND RESOURCES

Operating Contingency	\$1,750,000.00
Unencumbered Balance	13,450,000.00
PRIOR YEAR CARRYFORWARD	<u>15,200,000.00</u>
Public Library Fund	38,342,419.84
Hamilton County Property Tax	17,970,000.00
Other Income	2,987,580.16
NEW INCOME	<u>59,300,000.00</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$74,500,000.00</u></u>

It is recommended that the 2018 General Fund appropriation (spending authority) be set at **\$62,600,000**, distributed by account as follows. The 2018 budget was prepared incorporating a merit increase for eligible employees between 1.5% and 3% based on performance. Overall, the appropriations are approximately 4% greater than 2017. The increase is primarily the result of budgeted merit increase for staff for 2018, the salary adjustment done in August 2017 and increased expenses associated with contracted security and recurring contracts related to the use of technology for public service.

2018 GENERAL FUND APPROPRIATION

Salaries	\$30,247,500.00
Retirement Benefits	4,146,250.00
Insurance Benefits	4,778,250.00
Supplies	1,646,000.00
Purchased & Contracted Services	9,678,500.00
Library Materials & Information	8,985,000.00
Capital Outlay	838,500.00
Other Objects	280,000.00
Other Financing Uses - Transfer	2,000,000.00
TOTAL APPROPRIATION	<u><u>\$62,600,000.00</u></u>

In addition to the General Fund, estimated resources and appropriations have been prepared for special revenue, capital and permanent (trust) funds. These recommendations plus unencumbered carry-forward balances for all funds are summarized below. Trust fund principals, a total of \$6,749,211 are excluded from permanent fund balances.

FUND	2018 ESTIMATED AVAILABLE BALANCE (3)	2018 ESTIMATED RESOURCES	2018 APPROPRIATION	
General Fund	\$15,200,000.00	\$59,300,000.00	\$62,600,000.00	(1)
Building & Repair Capital Fund	3,513,679.74	2,000,000.00	3,000,000.00	(2)
Special Revenue (4 funds)	446,043.82	455,000.00	492,750.00	

Permanent (44 funds)	1,285,597.61	134,486.10	219,000.00
Total	\$20,445,321.17	\$61,889,486.10	\$66,311,750.00

- (1) Includes \$2 million capital transfer to Building & Repair.
- (2) Includes \$2 million transfer from General Fund.
- (3) Balances are estimates at 12/31/17. Final actual balances will be reported to the County.

The Special Revenue and Permanent Funds appropriations include routine spending, as well as an appropriation from the Armstrong Fund to be used as necessary in working towards our strategy of becoming a top workplace in the area.

It is recommended that the Board adopt a Resolution to provide for expenditures during the fiscal year ending December 31, 2018, the resources of the Library be appropriated at the fund and object levels outlined below and submitted to the Hamilton County Budget Commission as the Library's **2018 Annual Appropriation Resolution and Certificate of Sources Available for Expenditure.**

	SPECIAL REVENUE:			CAPITAL:	
	General Fund	Anderson Mt Washington	Library Programs	Gifts	Building & Repair
	1100	2101	2152	2199	4001
Salaries	30,247,500.00				
Retirement Benefits	4,146,250.00				
Insurance Benefits	4,778,250.00				
Other Employee Benefits					
Purchased/Contracted Services	9,678,500.00	10,000.00	10,000.00	200,000.00	750,000.00
Supplies	1,646,000.00	16,250.00	20,000.00	200,000.00	
Library Materials and Information	8,985,000.00	1,500.00		5,000.00	
Other Objects	280,000.00				
Capital Outlay	838,500.00	10,000.00		20,000.00	2,250,000.00
Debt Service					
Other Financing Uses	2,000,000.00				
Contingency					
Total Appropriation	62,600,000.00	37,750.00	30,000.00	425,000.00	3,000,000.00

PERMANENT:

	Armstrong	Karline	Cochran	Feld	Incidental
	8102	8106	8108	8112	8114
Salaries					
Retirement Benefits					
Insurance Benefits					
Other Employee Benefits		3,000.00	4,000.00		-
Purchased/Contracted Services	2,500.00				5,000.00
Supplies	17,500.00				5,000.00
Library Materials and Information				75,000.00	
Other Objects					
Capital Outlay					
Debt Service					
Other Financing Uses					
Contingency					
Total Appropriation	20,000.00	3,000.00	4,000.00	75,000.00	10,000.00

	Goldsmith	Abell	Hadley	Heekin	Heisel/Dunlap
	8117	8117	8120	8123	8124
Salaries					
Retirement Benefits					
Insurance Benefits					
Other Employee Benefits			5,000.00		5,000.00
Purchased/Contracted Services				1,000.00	
Supplies					
Library Materials and Information	2,000.00	1,000.00			
Other Objects					
Capital Outlay					
Debt Service					
Other Financing Uses					
Contingency					
Total Appropriation	2,000.00	1,000.00	5,000.00	1,000.00	5,000.00

	Huenefeld	Kersten	Lenke	Plaut	Rhein
	8125	8130	8133	8151	8163
Salaries					
Retirement Benefits					
Insurance Benefits					
Other Employee Benefits					
Purchased/Contracted Services		15,000.00			1,000.00
Supplies		25,000.00			1,000.00
Library Materials and Information	1,000.00		1,000.00	1,000.00	
Other Objects					
Capital Outlay					
Debt Service					
Other Financing Uses					
Contingency					
Total Appropriation	1,000.00	40,000.00	1,000.00	1,000.00	2,000.00

	Hattendorf	Sackett	Dwyer	Ruth Stern	Gillespie
	8157	8160	8163	8164	8166
Salaries					
Retirement Benefits					
Insurance Benefits					
Other Employee Benefits	-				
Purchased/Contracted Services				1,000.00	2,000.00
Supplies			1,000.00		
Library Materials and Information	1,000.00	25,000.00	1,000.00		
Other Objects					
Capital Outlay					
Debt Service					
Other Financing Uses					
Contingency					
Total Appropriation	1,000.00	25,000.00	2,000.00	1,000.00	2,000.00

	T&R	Howard	Valerio Family	Dehner
	8172	8175	8179	8184
Salaries				
Retirement Benefits				
Insurance Benefits				
Other Employee Benefits				1,000.00
Purchased/Contracted Services			10,000.00	
Supplies				
Library Materials and Information	1,000.00	5,000.00		
Other Objects				
Capital Outlay				
Debt Service				
Other Financing Uses				
Contingency				
Total Appropriation	1,000.00	5,000.00	10,000.00	1,000.00

Mr. Hendon moved that the Board approve the resolution to provide for expenditures and the resources to be appropriated as stated. Mr. Wright seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mrs. Trauth, Mr. Moran, Mr. Wright, and Mrs. Kohnen...6 ayes. The motion carried. (23-2017).

ANNUAL MEETING RESPONSIBILITIES

Mr. Hendon requested:

PUBLIC OFFICIAL BONDS

Section 3375.32 of the Ohio Revised Code requires a library fiscal officer to execute a bond in an amount and with surety to be approved by the board, payable to the board, and conditioned for the faithful performance of the official duties required. In accordance with that statute, it is recommended that new public official bonds be executed in the name of Molly DeFosse, Fiscal Officer and Alesha Sanders, Senior Financial Analyst/Deputy Fiscal Officer, each in the amount of \$500,000 for terms commencing December 31, 2017 and ending December 31, 2018.

RESOLUTION/AUTHORIZATION FOR BANK ACCOUNTS

The annual change of officers of the Board and the annual appointment of a Fiscal Officer requires notification to our banking service providers. In addition, they require a resolution of the Board assigning the authority for financial transactions. It is requested that the Board adopt the resolution which is based on the following provisions of the Ohio Revised Code:

Per ORC 3375.32, the board *shall elect* a fiscal officer who shall serve for a term of one year. ORC 3375.36 states that the board *may appoint* a deputy fiscal officer.

ORC 3375.35 states in part that “no moneys credited to a free public library shall be paid out except on a check signed by the fiscal officer of the board having jurisdiction over said moneys and the president, vice-president, *or* secretary of said board”. The Library traditionally has designated the Fiscal Officer and President as co-signers on all checks. Both signatures are applied through a secure check-signing system.

ORC 3375.36 states that the fiscal officer shall be the treasurer of the library funds. ORC 3375.38 states that “all the duties...relating to the moneys to the credit of or to be credited to a board of library trustees of a free public library shall be complied with by dealing with the fiscal officer of such board”. On the basis of these two broad authorizations, the Library Fiscal Officer and, by written designation, the Deputy Fiscal Officer have been authorized to transfer funds between library accounts and to buy and sell investments. The Library’s Investment Policy, approved by the Board on October 13, 2015, establishes these responsibilities as well. Further, it would be impractical to require a board member’s signature for these routine transactions.

Our bankers also need to know who is authorized to enter into contracts and agreements. As previously established, the attached resolution designates that “the Fiscal Officer and the President or Vice President jointly are authorized”.

Finally, the proposed resolution states that the Eva Jane Romaine Coombe Director or Fiscal Officer is authorized to sell donated stock.

RESOLUTION/AUTHORIZATION FOR 2018 TAX LEVY ADVANCES

The first settlement of annual property tax receipts generally is not complete until May, but the Hamilton County Auditor makes advance payment of the taxes collected and held in the county treasury. However, an advance will only be processed when the organization’s governing body has passed an initial blanket resolution and the authorized official formally requests each advance in writing. It is requested that the Board adopt the following resolution to this purpose, which is based on the form suggested by the County Auditor.

Resolution Requesting the County Auditor to Make Advance Payments of Taxes *Pursuant to Ohio Revised Code § 321.34*

Whereas, the Ohio Revised Code allows for requests for advance payments from the County Auditor funds derived from taxes or other sources to the County Treasurer, which may be held on account of a local subdivision;

Therefore, be it resolved by the Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio:

Section 1. That the Auditor and the Treasurer of Hamilton County in accordance with Ohio

Revised Code § 321.34, be requested to draw and pay to the Public Library of Cincinnati and Hamilton County upon the written request of Molly DeFosse, Fiscal Officer, to the County Auditor, funds due in any settlement of 2017 derived from taxes or other sources, payable to the County Treasurer to the account of the Public

Library of Cincinnati and Hamilton County, and lawfully applicable for purposes of the fiscal year January – December 2018.

Section 2. That the Fiscal Officer of the Public Library of Cincinnati and Hamilton County shall forward to the County Auditor a certified copy of this Resolution.

Mr. Hendon moved that the Board approve the Public Official Bonds, the Resolutions/authorization for Bank Accounts, the Resolution/Authorization for the Tax Levy Advances. Mrs. LaMacchia seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mrs. Trauth, Mr. Moran, Mr. Wright, and Mrs. Kohlen...6 ayes. The motion carried. **(24-2017)**.

The Annual Meeting was then adjourned.

Vice President

Attest: Secretary

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

Date: December 12, 2017

Meeting: Regular

Place: Tower Room – Main Library – 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Ms. Clemons

Present: Kimber L. Fender, Greg Edwards, Carl Allison Jr and Molly DeFosse

ACTION ITEMS

RESOLUTIONS HONORING ALLEN G. ZARING IV AND GREGORY A EDWARDS

Mr. Wright presented the following two resolutions:

Whereas, Allen G. Zaring IV was first appointed to the Board of Library Trustees on December 15, 2010 by the Board of County Commissioners of Hamilton County, to fill a term expiring on September 30, 2017, and

Whereas, Mr. Zaring served for 7 years as a valued member of the Board of Library Trustees including President of the Board in 2017, and previously served as a Director of the Library Foundation and Chairman of the Foundation Board, and

Whereas, Mr. Zaring served on the successful Library Levy Campaign Committee in 2009, helping the levy to pass with a 73 percent vote in the affirmative, and

Whereas, While he served on the Board, the Library received national recognition including the National Medal for Museum and Library Service in 2013 and consecutive five-star ratings from *Library Journal* in 2013, 2014, 2015, and 2016, and

Whereas, While he served on the Board, Library use reached record levels resulting in the Library being the 2nd busiest in the United States in 2016, and

Whereas, Mr. Zaring supported the building or renovation of Library branches in nearly a dozen Hamilton County communities including Bond Hill, Avondale, Pleasant Ridge, Clifton, St. Bernard, Reading, Loveland, and Greenhills, creating accessible spaces and upholding the Library's mission of connecting people with the world of ideas and information, and

Whereas, throughout his tenure on the Board, Mr. Zaring expressed his support and commitment to the Library's vision to excel in customer service, to be the first choice for information, to anticipate and meet the changing needs of the community, assure equitable access to the Library's resources and services, and be a dynamic force in the community,

NOW THEREFORE, BE IT RESOLVED in recognition of his years of devoted service, the Members of the Board of Trustees thank and commend Allen G. Zaring IV for his dedicated service to the Public Library of Cincinnati and Hamilton County.

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the Minutes of the Board of Trustees of the Public Library of Cincinnati and Hamilton County.

Whereas, Gregory A Edwards was hired in 1996 by the Public Library of Cincinnati and Hamilton County as Circulation Services Manager, and

Whereas, Mr. Edwards was later promoted to Library Services Manager for the Central Region, then became Library Services Director in 2008, then served as Deputy Director from 2012 to 2016 until he began his role as Chief Library Experience Officer until his retirement on December 29, 2017, and

Whereas, while he served on Senior Leadership of the Library, the institution received national recognition including the National Medal for Museum and Library Service in 2013 and consecutive five-star ratings from *Library Journal* in 2013, 2014, 2015, and 2016, and

Whereas, Mr. Edwards led the monumental effort to incorporate ML/21 (A Main Library for the 21st Century) into the Library system, resulting in the Library saving \$1 million a year in operating costs and enjoying an increase in usage statistics for the Main Library, and

Whereas, Mr. Edwards helped create a series of initiatives to streamline and simplify customer service at the Library, including an automated sorting and distribution machine, a switch from paper customer notices for holds to email and text notices, self-checkout machines and Express Holds, mobile service, and award winning "Hot" services, and

Whereas, during Mr. Edwards tenure nearly a dozen branch libraries were built or renovated including Bond Hill, Avondale, Pleasant Ridge, Clifton, St. Bernard, Reading, Loveland, and Greenhills, creating accessible spaces and upholding the Library's mission of connecting people with the world of ideas and information, and

Whereas, Mr. Edwards created events and programs to encourage, promote, and celebrate reading throughout Hamilton County and served on the Books by the Banks Board since 2008, and

Whereas, Mr. Edwards' broad perspective and innovative approach to problem-solving proved him to be an asset to the Library in planning for the future,

NOW THEREFORE, BE IT RESOLVED in recognition of his years of devoted service, the Members of the Board of Trustees thank and commend Greg Edwards for his 21 years of dedicated service to the Public Library of Cincinnati and Hamilton County.

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the Minutes of the Board of Trustees of the Public Library of Cincinnati and Hamilton County.

Mr. Wright moved that the Board adopt the two resolutions. Mr. LaMacchia seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mrs. Trauth, Mr. Moran, Mr. Wright, and Mrs. Kohnen...6 ayes. The motion carried. (25-2017).

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

FRIENDS AGREEMENT

Ms. Fender presented the following agreement with the for approval.

AGREEMENT
Between
THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON
COUNTY
And
THE FRIENDS OF THE PUBLIC LIBRARY OF
CINCINNATI AND HAMILTON COUNTY

This Agreement is entered into between The Public Library of Cincinnati and Hamilton County (“the Library”) and the Friends of The Public Library of Cincinnati and Hamilton County (“the Friends”).

WHEREAS, The Public Library of Cincinnati and Hamilton County is a body politic, organized and existing under the statutes of the State of Ohio and,

WHEREAS, The Friends of The Public Library of Cincinnati and Hamilton County is a not-for-profit corporation organized and existing under the statutes of the State of Ohio, formed for and dedicated to the support of the Library and,

WHEREAS, The Board of Trustees of the Library and the Board of Directors of the Friends have determined that it is in their mutual interest to enter into this amended and restated agreement governing certain relationships between the two organizations,

NOW, THEREFORE, the Library and the Friends agree to the terms and conditions as set forth below:

I. DISCARDED LIBRARY MATERIALS

- A. The Library, at its sole convenience and discretion, discards library materials (items in the collection or gifts being considered for the collection) which meet one or more of the following criteria: excessively worn or damaged; outdated; superfluous; or not used as measured by low circulation. Discarded items may

be given to the Friends for fundraising purposes.

- B. The Friends shall act as the Library's agent for the sale of selected library discards at Friends' book sales and for the subsequent disposal of items not sold.
- C. Funds earned by the Friends from the sale of these materials shall be added to the income of the Friends to benefit the Library through the acquisition of any item or provision of any service deemed of value to the Library and the public it serves.
- D. Discarded materials shall be presorted by Library personnel and placed in plastic bins supplied by the Library and the Friends.
- E. The Library shall transport discarded library materials to the Friends' property for storage.
- F. The Friends shall sell the library materials received under this agreement to the general public and shall otherwise dispose of nonsalable materials.
- G. The Friends shall have sole responsibility for arranging such sales.
- H. Upon request from the Friends, the Library shall make available to the Friends, facilities at the Main Library and at branch libraries for the purpose of holding public sales of discarded library materials and similar materials donated to the Friends. The Library shall not be obligated to make such facilities available at times that conflict with other scheduled events or with work schedules.
- I. The Library shall assist the Friends in transporting discarded library materials to and from the site of such sales.
- J. Upon request from the Friends, the Library shall provide in-house security services for sales conducted at the Main Library. The Library shall not be obligated to make such services available at times that conflict with other security needs or with work schedules.
- K. Upon request from the Library, the Friends shall provide an accounting of monies earned through the book sales and how those monies were expended.
- L. This Agreement replaces all previous Agreements and Addendums entered into by and between the Library and the Friends.

II. FRIENDS' OFFICE/WAREHOUSE

- A. The Friends rent office/warehouse space currently located at 8456 Vine Street

to conduct business operations and to store and prepare discarded materials for public sale.

- B. The Library shall assist the Friends by removing trash dumpsters from the warehouse as needed. This shall occur in the course of transporting discarded library materials to and from the warehouse site. The trash dumpsters shall be returned to the warehouse in the next delivery.
- C. The Library shall provide twice-weekly custodial service for the warehouse, for a total not-to-exceed 8 hours.

III. LONG-TERM LOAN OF LIBRARY FURNITURE AND EQUIPMENT

- A. If available, the Library shall provide used shelving, furniture and/or equipment to the Friends on long-term loan, for use in the Friends' shop or office/warehouse, and shall assist with the delivery and installation.
- B. The Friends shall exercise due care in maintaining the condition of the furniture and equipment.
- C. The Friends shall not dispose of Library-owned furniture and equipment without the written consent of the Director of the Library.

IV. GRAPHIC DESIGN, PROMOTION AND PRINTING SERVICES

- A. The Library shall design promotional items for the Friends, including but not limited to:
 - 1. Brochures, e.g. membership and commemorative brick.
 - 2. Book sale materials, e.g. bookmarks, flyers, posters, requests for volunteers, maps, signage for subject categories, and sale postcards.
 - 3. Friends' Shop materials, e.g. signage, bookmarks, sale postcards, invitations for volunteer recognition.
 - 4. Items featuring Library collections and services (daguerreotype products for example)
 - 5. The Friends shall reimburse the Library for printing at cost.
- B. The Library shall arrange for the production of promotional banners, take photos of Friends' events for use in future promotion and share such photos with the Friends.

- C. The Library shall prepare and distribute digital content to the membership and selected Library cardholders about Friends' activities, sales, and meetings. The Library reserves the right to limit the number and frequency of distribution of Friends' content to Library cardholders, provided promotion of major sales is not restricted.
- D. The Library shall assist with development of and updates to the Friends website. These services shall not exceed 60 hours in a year. The Library shall host the Friends website on its server.

V. COMPUTER SUPPORT SERVICES

- A. If available, the Library shall provide used computer equipment to the Friends on long-term loan, for use in the Friends' shop or office/warehouse, and shall assist with installation.
- B. The Library shall assist with credit card set-up at Friends' events.

VI. TELEPHONE SERVICES

- A. The Library shall provide the Friends, at both the Friends' Shop and warehouse, with phone lines, voice mail services, Friends' Shop phone equipment, and white page directory listings as part of the Library's phone system. These services are included in the basic services and lump sum payment as provided in this agreement. The Friends shall also reimburse the Library for actual charges for toll, and long distance calls, Internet access and call forwarding.

VII. POSTAGE AND MAIL SERVICES

- A. Upon request, the Library shall mail first-class correspondence and parcels for the Friends, keeping an account of the postage and United Parcel Services mailing charges. The Friends shall reimburse the Library for actual charges.
- B. The Friends shall maintain a postage account for bulk and presort mailings, including LINKS. The Library shall transport bulk rate mailings from the Main Library to United Mail Service for processing and delivery to the post office.
- C. Occasionally, the Library Foundation will add items to the Friends' bulk rate mailing. The Foundation will reimburse the Friends for actual charges.
- D. Library personnel shall track expenditures against the bulk rate account

balance and will request in a timely way additions to the account.

VIII. INSURANCE

- A. The Friends shall maintain appropriate insurance for all liability in the case of personal injury or property damage arising from operation of the Friends' Shop, warehouse and public book sales.
- B. The Friends shall carry appropriate property insurance coverage on Library-owned furniture and equipment on long-term loan. If property insurance on the contents of the Friends' Shop and/or the warehouse is desired, it shall be the responsibility of the Friends to purchase such insurance.

IX. MISCELLANEOUS PROVISIONS

- A. The Library shall arrange for the production and installation of commemorative bricks, a program sponsored by the Friends.
- B. The Library shall provide library staff to receive calls from the public regarding the donation of books and materials and shall arrange for the pick-up of gift materials.
- C. All Library employees are members of the Friends. Library employees may not volunteer to work on Friends projects on Library time, except for the contracted support services described in this agreement.
- D. The address of the Friends is 8456 Vine Street, Cincinnati, Ohio 45216. This address will be used for all Friends' correspondence except for the Friends Shop.

X. FISCAL SERVICES

- A. All Library employee reimbursements and programming expenses formerly paid directly by The Friends will be paid by the Library via standard processing.
- B. The Library shall invoice the Friends on a monthly basis for an aggregate amount equal to the expenses incurred the previous month by the Library for authorized expenses from Friends' allocated budgets.
- C. The Friends shall pay the invoice within fifteen (15) days of receipt.
- D. The Fiscal Office shall provide an itemized list of reimbursements detailed by recipient's name, agency, and type of program.

XI. TERM

- A. The initial term of this amended and restated agreement is for the period from January 1, 2018 through December 31, 2020.
- B. Upon completion of each current and subsequent term, the agreement shall automatically renew for a three-year term under the same terms and conditions unless amended in writing by mutual consent of both parties.
- C. Either party may terminate this agreement at any time by giving written notice of 180 days.

XI. FRIENDS PAYMENTS TO THE LIBRARY

- A. The Friends shall pay the Library the sum of \$868 (eight hundred sixty-eight dollars) per month for the goods and services the Library provides to the Friends in accordance with the terms of this agreement. This amount represents an 85% discount on the cost of services provided and may be adjusted annually.
- B. In addition, the Friends shall pay actual costs for all out-of-pocket expenses, such as postage, parcel service, shopping bags and other supplies, printing, toll and long distance charges, Internet access, call forwarding, commercial truck rental, contracted security services, and reimbursement of program expenses, which shall be duly reported and charged to the Friends by the Library.
- C. The Library shall provide the Friends with a monthly invoice for the total amount due by the 15th day of the month for all expenses incurred the previous month.

The aforementioned terms being mutually and entirely agreed upon by the parties, the Library and the Friends do hereby indicate their approval of this agreement.

CHANGE TO MEETING TIME

The 9:15 meeting time is difficult for our newest Board member, Karen Clemons. Ms. Fender requested that the Board consider changing the meeting time. The Board suggested changing the meeting time to 4:30 p.m.

Ms. LaMacchia moved that the Board approve the report. Mr. Hendon seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mrs. Trauth, Mr. Moran, Mr. Wright, and Mrs. Kohnen...6 ayes. The motion carried. (26-2017).

FACILITIES AND FINANCE AND AUDIT COMMITTEE

Mr. Hendon moved the board approve the following:

REVISION OF THE 2017 ESTIMATED RESOURCES AND ANNUAL APPROPRIATIONS

Authorization for the following revisions is requested:

General Fund

Expenses

Supplies - increase by	\$ 100,000.00
Purchased & Contracted Services - decrease by	\$ (257,000.00)
Library Materials & Information - increase by	\$ 7,000.00
Capital Outlay - increase by	\$ 150,000.00
<i>Appropriations net change</i>	<u>\$ -</u>

Incidental Expenses

Expenses

Other Benefits	\$ 1,000.00
<i>Appropriations net change</i>	<u>\$ 1,000.00</u>

Gift Fund

Revenues

Contributions, Gifts, and Donations	\$ 75,000.00
<i>Estimated resources net change</i>	<u>\$ 75,000.00</u>

Expenses

Purchased & Contracted Services	\$ 75,000.00
<i>Appropriations net change</i>	<u>\$ 75,000.00</u>

In the General Fund, the increase in Supplies and Capital Outlay is to accelerate planned 2018 purchases and the increase in Library Materials is to account for the purchase of Career Online High School scholarships funded through the Foundation. The increases are offset by a reduction in Purchased and Contracted Services based on realized savings in both telecommunication services and gas and electric expenses.

The increase in the Incidental Expenses account is to account for the Impact Award and the changes in the Gift Fund are to account for increased funding from the original appropriations from the Foundation.

REVISION OF PERMANENT FUND PRINCIPAL BALANCES

The following permanent (trust) fund principal amounts are revised, effective December 31, 2017, based on additional donations received in 2017.

Fund	Principal 1/1/17	2017 Donations	Principal 12/31/17
Abell	80,099	4,380	84,479
King	21,120	1,000	22,120

2018 ANNUAL APPROPRIATIONS

To close out the 2017 General Fund, authorization is requested to revise the appropriations as needed from now until the end of the month. Any revisions made will be reported to the Board in February, 2018.

2017 UNENCUMBERED BALANCE

We are anticipating an unencumbered balance of approximately \$15.2 million to carry forward to 2018. This includes an operating contingency of \$1,750,000, representing the allowable 3% of the budget, and approximately \$13.45 million available for operations in 2018, which equates to slightly more than two months of operating expenses.

Ohio Revised Code Section 3375.40(L) states that a board of library trustees may “at the end of any fiscal year, unless doing so would be contrary to law, set aside any unencumbered surplus remaining in the general or any other fund of the free public library under its jurisdiction for any purpose, including creating or increasing a special building and repair fund, or for operating the library or acquiring equipment and supplies”. In accordance with this provision, it is recommended that all unencumbered funds be carried forward in the General Fund.

Mr. Wright seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mrs. Trauth, Mr. Moran, Mr. Wright, and Mrs. Kohnen...6 ayes. The motion carried. **(27-2017)**.

Mr. Hendon moved the board approve the following:

REQUEST FOR QUALIFICATIONS

Approve publication of the notice below in order to receive statements of qualifications for professional design services from architect, surveyor, or engineer firms.

Architect, Engineer or Surveyor Services

The Board of Trustees of the Public Library of Cincinnati and Hamilton County may employ an architect, engineer or surveyor in 2018.

Architects, engineers or surveyors interested in being considered should reply with a statement of qualifications no later than Friday, January 12, 2017. Statements of qualification should include information regarding the firm’s history; education and experience of owners and key personnel; the technical expertise of the firm’s staff for the services provided; previous library projects completed by the firm; the firm’s experience and capabilities in cost estimating and construction administration and coordination; and client and contractor references. Proposals should be

transmitted to Kimber L. Fender, The Eva Jane Romaine Coombe Director, Third Floor Administrative Offices, Public Library of Cincinnati and Hamilton County, 800 Vine, Street, Cincinnati, Ohio 45202

Mrs. LaMacchia seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mrs. Trauth, Mr. Moran, Mr. Wright, and Mrs. Kohlen...6 ayes. The motion carried. (28-2017).

Mr. Hendon moved the board approve the following:

AUTHORIZATION FOR PUBLIC BIDDING – 2018 MAIN LIBRARY FLOORING AND RESTROOM RENOVATION

It is requested that the Board authorize the following bid advertisements for roofing work. Further, authorize the Library Director to review the bids with the Chair of the Facilities and Finance and Audit Committee and enter into a contract with the lowest, responsible bidder.

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administration Offices of the Main Public Library, 800 Vine Street, Cincinnati, Ohio 45202, until 12:00 noon, local time Wednesday, January 10, 2018 for furnishing all labor, materials, equipment, services and supervision necessary to complete the project titled:

2018 MAIN LIBRARY – FLOORING AND RESTROOM RENOVATION

Bids received after that time will not be accepted. Bids by facsimile transmission ("FAX") will not be accepted.

Single lump sum bids for all Work are required. Each bid shall include branches of the Work for General, Plumbing, Heating, Ventilating and Air Conditioning, and Electric as indicated in the bid documents. Bids on separate branches of the Work will not be accepted. The construction cost estimate for this project is:

TC-01 General Trades.....	\$748,500.00
Total:	\$748,500.00

The summary of the work for this proposal is:
Summary of Work: Demolition of the existing ceramic brick tile flooring in the main lobby space and in limited areas on the second and third floors. Demolition of existing public restrooms on the first floor. New tile, carpet, cork flooring at the first floor. New public restrooms including new finishes, fixtures, walls, and ceilings.

A pre-bid meeting will be held at the site, 800 Vine Street, Cincinnati, OH 45202, Third Floor, at 8:30 AM, Thursday, December 21, 2017.

Beginning December 13, 2017, Bidding Documents may be examined at:

Queen City Reprographics	Phipps Reprographics
7157 E Kemper Rd.	434 Scott Blvd.
Cincinnati, OH 45249	Covington, KY 41011
513.621.6575	859.261.1851

Bidding Documents will also be available on SCAN, a subscription microfilm service of Dodge/McGraw-Hill Information Systems.

Each bidder is responsible for purchase of documents from reprographics services listed above. Bidders may purchase partial or complete sets of Bidding Documents at cost of reproduction and handling from the printers listed above.

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

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

Mrs. LaMacchia seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mrs. Trauth, Mr. Moran, Mr. Wright, and Mrs. Kohnen...6 ayes. The motion carried. **(29-2017)**.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held October 10, 2017.
- Investment Report (summary of invested balances) as of October 31, 2017 and November 30, 2017.

Investment Report

	Amount 10/31/2017	Amount 11/30/2017
<u>Fifth Third Investment</u>		
General Fund	\$1,000,000.00	\$1,000,000.00
Building and Repair	500,000.00	250,000.00
	<u>\$1,500,000.00</u>	<u>\$1,250,000.00</u>
<u>Operating Account</u>		
General Fund	\$22,395,121.85	\$19,242,350.95
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	379,090.82	396,690.53
Building and Repair	2,079,037.04	3,961,445.61
Permanent Trust Funds	1,288,521.85	1,331,882.63
	<u>\$26,371,771.56</u>	<u>\$25,162,369.72</u>
STAR Ohio		
Building and Repair	1,061,702.73	1,062,800.96
Managed Investments (Trust Funds):		
Permanent Trust Funds	<u>\$6,743,831.00</u>	<u>\$6,743,831.00</u>
GRAND TOTAL	<u><u>\$35,677,305.29</u></u>	<u><u>\$34,219,001.68</u></u>

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

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000

October 1, 2017 - November 30, 2017

10/10/2017	Streamline Production Group	Sheen Donation - General Contribution	15,000.00
11/17/2017	Anderson Library Committee	2017 Contribution - Mt. Washington	12,375.00
11/17/2017	Anderson Library Committee	2017 Contribution - Anderson	15,125.00
Various	Friends of the Public Library	Support for Programs	13,947.55

- Personnel Change Report reflects changes through December 2, 2017.

<u>ACTION</u>	<u>AGENCY</u>	<u>POSITION TITLE</u>	<u>FTE</u>	<u>EMPLOYEE NAME</u>	<u>GRADE</u>
Appointment	Anderson Branch	Shelver	0.30	Connolly, Ryan C	1

Appointment	Symmes Township Branch	Shelver	0.30	Dyer, Britaney L	1
Appointment	Walnut Hills Branch	Homework Help Aide	0.30	Howell, Elijah Lee	1
Appointment	Sharonville Branch	Shelver	0.30	Landry, Joy M	1
Appointment	North Central Branch	Shelver	0.30	Woodall, Sarah M	1
Appointment	Miami Township Branch	Homework Help Aide	0.30	Garcia, Bailey M	1
Appointment	Forest Park Branch	Homework Help Aide	0.30	Richards, Maria P	1
Appointment	Mariemont Branch	Shelver	0.30	Sklena, Caleb N	1
Appointment	St Bernard Branch	Shelver	0.30	McKenney, Kaia B	1
Appointment	Wyoming Branch	Shelver	0.30	Burton, Cooper R	1
Appointment	Monfort Heights Branch	Shelver	0.30	Waters, Mark J	1
Appointment	College Hill Branch	Shelver	0.30	Newton, Linda R	1
Appointment	Sharonville Branch	Shelver	0.30	Miller, Julia A	1
Appointment	Reading Branch	Shelver	0.30	Rader, Annika M	1
Appointment	Sharonville Branch	Shelver	0.30	Shull, Alexis E	1
Appointment	Pleasant Ridge Branch	Shelver	0.30	Tilden, Patrick D	1
Appointment	Norwood Branch	Shelver	0.30	Heinen, Jacob B	1
Appointment	Cheviot Branch	Shelver	0.30	Hoeting, Grace A	1
Appointment	Blue Ash Branch	Shelver	0.30	Armstrong, Elizabeth L	1
Appointment	Blue Ash Branch	Shelver	0.30	Gettins, Marisa A	1
Appointment	Reading Branch	Homework Help Aide	0.30	Eallonardo, Magdalene A	1
Appointment	Westwood Branch	Shelver	0.30	Falco, Leah M	1
Appointment	Deer Park Branch	Homework Help Aide	0.30	Lowe, Uneek V	1
Appointment	Monfort Heights Branch	Shelver	0.30	Schreyer, Katharine L	1
Appointment	Mt. Healthy Branch	Homework Help Aide	0.30	Uzo-Ngerem, Ihechukwu G	1
Appointment	Information & Reference Dept	Senior Library Services Assistant	0.50	Batchelder, Daniel L	4
Appointment	Children's Learning Center	Shelver	0.50	Betts, Christian A	1
Appointment	Mt. Healthy Branch	Library Services Assistant	0.50	Pigg, Rachel L	3
Appointment	Hyde Park Branch	Library Services Assistant	0.50	Rigel, David N	3
Appointment	Information & Reference Dept	Shelver	0.50	Severyn, Jennifer T	1
Appointment	Popular Library	Shelver	0.50	Wilson, Ella B	1
Appointment	Cheviot Branch	Library Services Assistant	0.50	Wimsatt, Zebulon M	3
Appointment	Information & Reference Dept	Shelver	0.50	Hudson, Hannah J	1
Appointment	Mt. Washington Branch	Library Services Assistant	0.50	Lyubomirova, Milena L	3
Appointment	Cheviot Branch	Library Services Assistant	0.50	Rodriguez, Sarah E	3
Appointment	Popular Library	Shelver	0.50	Katz, Jacob A	1
Appointment	Sorting & Materials Retrieval	Sorter	0.50	Luczyk, Tycho G	1
Appointment	Westwood Branch	Library Services Assistant	0.50	Stenz, Bradford G	3
Appointment	College Hill Branch	Library Services Assistant	0.50	Wakeman, Gabriel S Delgado-Rodriguez,	3
Appointment	Anderson Branch	Library Services Assistant	0.60	Annaliet	3
Appointment	Madeira Branch	Library Services Assistant	0.60	Titus, Naomi A	3

Appointment	Madeira Branch	Library Services Assistant	0.60	Johnson, Anthony R Robinson-Thomas, Tamara R	3
Appointment	Virtual Information Center	Library Services Assistant	0.60	R	3
Appointment	Symmes Township Branch	Reference Librarian	1.00	Beatty, Rebecca L	7
Appointment	Marketing	Web Developer	1.00	Henry, Owen K	10
Appointment	Shipping & Receiving	Truck Driver Human Resources	1.00	Lane, Benjamin R	3
Appointment	Human Resources	Director	1.00	Allison, Carl A	14
Appointment	Shipping & Receiving	Mail Clerk	1.00	Adams, Ricky	1
Appointment	Loveland Branch	Shelver	0.30	Hoevenaar, Rebecca J	1
Appointment	Clifton Branch	Library Services Assistant	0.50	Hawley, Victoria B	3
Appointment	Corryville Branch	Library Services Assistant	0.50	Tebbe, Lauren S	3
Appointment	Hyde Park Branch	Library Services Assistant	0.50	Ruwe, Stacey N	3
Appointment	Circulation Services	Library Services Assistant	0.50	Sullivan, Shane H	3
Appointment	Sharonville Branch	Library Services Assistant	0.50	Barton, Meredith L	3
Change	Genealogy & Local History	Shelver	0.30	Yahsra'al, Eleasah M	1
Change	Sharonville Branch	Library Services Assistant	0.60	Kier, Victoria	3
Change	Circulation Services	Library Services Assistant	0.60	Avila Turcios, Fabiola J	3
Change	Harrison Branch	Library Services Assistant	1.00	Arthur, Lillian G	3
Change	St Bernard Branch Sorting & Materials Retrieval	Library Services Assistant	1.00	Seguin, Abigail L	3
Change		Page Human Resources	1.00	Wood, Sean C	1
Demotion	Human Resources	Representative	0.50	Kaufman, Andrea K	9
Departure	Maintenance Services	Maintenance Mechanic	1.00	Wilhelm, Michael B	5
Departure	Virtual Information Center	Library Services Assistant Senior Library Services Assistant	0.60	Heim, Mona L	3
Departure	Harrison Branch	Assistant	1.00	Alford, Paula B	4
Departure	St Bernard Branch	Student Shelver	0.30	Basu, Ananya A	1
Departure	Elmwood Place Branch	Homework Help Aide	0.30	Ridings, Kiana L	1
Departure	West End Branch	Homework Help Aide	0.30	Blye, Stacey D	1
Departure	Norwood Branch	Student Shelver	0.30	White, Elissa K	1
Departure	Reading Branch	Library Services Assistant	0.50	Theurer, Riley M	3
Departure	Children's Learning Center	Shelver	0.50	Ferguson, Michael R Brownlee-Holbrook, Hanna E	1
Departure	Bond Hill Branch	Library Services Assistant	0.50	E	3
Departure	Madeira Branch	Library Services Assistant	0.60	Lippolis, Rachel E	3
Departure	Sharonville Branch	Library Services Assistant	0.60	Spencer, Katelyn	3
Departure	Northside Branch	Library Services Assistant	0.60	Estep, Kayla L	3
Departure	Symmes Township Branch	Library Services Assistant Senior Library Services Assistant	0.60	Moore, Leslie	3
Departure	Madisonville Branch	Assistant	1.00	Back, Ryan	4
Departure	Outreach Services	Reference Librarian	1.00	Volk, Annalea	7
Departure	Safety & Security Services	Security Guard/Operator Senior Library Services Assistant	1.00	McCallister, Kyle A	5
Promotion	St Bernard Branch	Assistant	0.50	Bridgeman, Corrie C	4

Promotion	Children's Learning Center	Senior Library Services Assistant Events & Programs	0.50	Willig, Emma M	4
Promotion	Programming Services	Assistant	1.00	Barnes, Ethan E	5
Promotion	Virtual Information Center	Library Services Assistant Senior Library Services	1.00	Stegall, Lucas	3
Promotion	Mt. Healthy Branch	Assistant Senior Library Services	1.00	Johnson, Linda	4
Promotion	Harrison Branch	Assistant	1.00	Schroeder, Claire M	4
Promotion	Cataloging & Processing	Cataloging Assistant Processing Line Team	1.00	Williams, Samantha	3
Promotion	Cataloging & Processing	Lead	1.00	Schneider, Shauntrell A	7
Promotion	North Central Branch	Senior Branch Manager Senior Library Services	1.00	Denier, Katharine M	10
Promotion	Madisonville Branch	Assistant	1.00	Jones, Alia Rachel	4

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

Mr. Moran seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mrs. Trauth, Mr. Moran, Mr. Wright, and Mrs. Kohnen...6 ayes. The motion carried. **(30-2017)**.

PUBLIC COMMENTS

Prior to the public comments, Mr. Moran stated there would be another public meeting on December 27, 2017 in the staff lounge. He indicated the Board was not able to make any promises about the future of the North Building. Mr. Moran stated that last year, the Board asked:

- The Foundation to investigate raising funds for the accessibility needs for four branches
- Library leadership to investigate moving certain functions to an Operations Center
- Library leadership to investigate the feasibility of moving public service operations from the North Building to the South Building
- Library leadership to investigate the possibility of selling or repurposing the North Building
- Library leadership to investigate adding a levy

Mr. Moran also assured those at the meeting that there is no hidden agenda, no secret deals, no offers to purchase the building, and there is no intention to sell the North Building for \$3.9 million or even for \$8 plus million.

He indicated that, for the most part, the questions and comments have been helpful. He stated there was no timetable to make any decisions and that the Board would not be responding to questions at this meeting.

He reminded the speakers they were allotted 3 minutes of time.

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

Brian Frunk
Stephanie Phillips
Dewey Estep
Kristy Cooper
Amber Williams
Charles Campbell
Emma Wilson
Frank Ridgeway
Carolyn Gutjahr
Ben Stockwell
Court Motley
Sam Oakes
Vince Tafolla
Andrew Schiller
Mary Schartman
Paul Vine
Sean Crowe
Griffin Ritze
Simon Powell
Rose Curtin
Bert Lambert
David Tornheim
Trent Lobdell
Jami Thompson

The following individual spoke regarding the future of the Deer Park Branch. He also spoke favorably of the staff at the Deer Park Branch.

J. Janus Jr.

INFORMATIONAL ITEMS

PRESENTATIONS BY DOUG EVAN, EXECUTIVE DIRECTOR, OHIO LIBRARY COUNCIL

Doug presented two commendations from the Ohio Senate. The first recognized the Library for receiving the Ohio Library Council Library Innovation Award and the second recognized the Eva Jane Romaine Coombe Director, Kim Fender, for being named the Ohio Library Council Hall of Fame Librarian.

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

- Staci Dennison, our new Chief Development Officer, joined our staff.
- For the fifth consecutive year, our Library received a five-star rating in the *Library Journal* Index. We are one of only **five** libraries nationwide in the \$30+ million expenditure category to receive a five-star rating. Our Library received an overall ranking of 2nd for libraries with an annual operating budget of \$30 million or more. The Library was 1st in electronic circulation per capita at 3.9. It is important to note that the rankings are based solely on the per capita use

in these areas. The system does not measure outcomes or quality of service. Of the more than 7,409 public libraries ranked nationwide, only 259 received star designation.

- She has been asked by United Way's *Tocqueville Society* to be the featured speaker at their upcoming February meeting. As a long-standing member of the *Tocqueville Society*, it is an honor to be among those selected as 2018 featured speakers.
- Mary S. Stern has made a gift of \$1 million to the Library Foundation. Mrs. Stern has directed that the funds be added to the endowment with the income funding the annual Mary S. Stern Lecture. We want to extend our thanks to Mrs. Stern for this incredibly generous gift that will provide an important annual event to our community.
- At the October Regular Meeting, members of the public gave us ideas for additional uses/services for the North building. We compiled those ideas and compared them with the services we already offer.
- *Cincinnati Magazine* selected the Drag Queen Storytime at our Northside Branch for a Best of the City: Entertainment. Suggested by a patron, the storytime featured Ms. Amaya who shared stories of diversity, inclusion and self-acceptance. About 80 people attended.

FACILITIES AND FINANCE AND AUDIT COMMITTEE

Mr. Hendon reported that:

- Library staff is working with the contractor to complete the close out documents for completion of the 2016 Maintenance Project.
- The work on the roofing is going as planned. The new roofing is completed at the Pleasant Ridge Branch. For the Delhi Branch and Sharonville Branch, the new roof is in process with expected completion at the end of December. For the Groesbeck Branch and Westwood Branch, the removal of the existing roof has started. Roof work for the Harrison Branch and Blue Ash Branch is expected to start in January.
- The sale of the excess property in Reading was originally scheduled to close in mid-December 2017. The buyer has exercised the option to extend the due diligence period for an additional 30 days and completed the additional escrow payment. We expect to close by the middle of January.
- Library staff has identified a practical opportunity for the Operations Center. It consists of two adjacent parcels – one building is 37,000 square feet (1130 Findlay Street) and the second is 12,000 square feet (1830 Dalton Avenue). Terrex has secured contracts on both of the properties and is currently performing due diligence. Library staff is working on the feasibility of the property to meet the Library's needs. Even without action on the North Building, Library staff is confident that the larger building will improve operational efficiency and have system-wide benefits. Staff will delay moving forward on the smaller building until more information is available. The estimated annual lease cost of the larger building is approximately \$235,000 and the cost of both buildings is approximately \$365,000.

LIBRARY EXPERIENCE COMMITTEE REPORT

Mr. Wright introduced Justyn Rampa, Customer Experience Manager.

As Customer Experience Manager, Justyn works to understand and influence the emotions of our customers by coordinating and supporting the experience our customers have using the Library. A

2015 study by Forrester found that emotion is the number one factor in customer loyalty across 94 percent of the industries included in that study. Emotion can be challenging to understand and influence, so creating objective representations of the customer's journey can help facilitate discussion and narrow focus when developing an organization's customer experience. This process is called customer journey mapping, and it is the central activity of Justyn's customer experience visits to all Library locations. By compiling this information, the customer experience can be data-driven and serve to create an environment in which we are not defining the space for our customers but rather giving our customers more space and freedom to define their own experience.

Mr. Moran reported that:

- The Library is partnering with Refugee Connect and The Immigrant and Refugee Legal Center to host a Citizenship Application Assistance Event on December 16 at the Westwood Branch. Application and legal assistance will be provided at the event.
- Upcoming events and exhibits:
 - Between January 1 and February 28, adults are invited to enter the Library's annual Poetry in the Garden Contest. Winners will be given the opportunity to read their poem during the Poetry in the Garden series in April.
 - Author and nutritionist Melissa Hartwig will visit Main on January 6 at noon to discuss her new books *The Whole30 Day by Day* and *The Whole30 Fast & Easy Cookbook*.
 - On January 20, Emma Carlson Berne, the Library Foundation's 2018 Writer-in-Residence, will host the first of her monthly "office hours" at the Corryville Branch, providing individual and small group writing assistance. Also, on January 20 at 2:00 p.m. at Main, Emma and 2017 Writer-in-Residence Kurt Dinan will go *Inside the Writers' Heads*, discussing books and writing.
 - Throughout February, the Library celebrates Black History Month. Highlights include:
 - A program series at Main on the contributions of local African-American women
 - Storytimes, art and music programs at a number of locations
 - Presentations on local African-American history and African-American inventors
 - In February, a new exhibit, "Beer Fit for a Queen: The Art of Brewing in the Greater Cincinnati," will explore Cincinnati's rich brewing history in the Joseph S. Stern, Jr. Cincinnati Room.

STRATEGY AND TECHNOLOGY COMMITTEE

Ms. Kohnen reported that:

- Our application for a Library Services and Technology Act (LSTA) grant, submitted in partnership with the Carnegie Center of Columbia Tusculum, to purchase a laptop kiosk to be placed in the Center has been approved for the requested amount of \$28,670. Chief Strategy and Technology Officer Paula Brehm-Heeger will attend the State Library Board meeting on December 12 to provide a brief presentation of the project.

- Workforce Development: The OhioMeansJobs (OMJ) Career and Job Readiness workshops recently held at the Mt. Healthy Branch in October and November were very successful with the maximum number of attendees at each of the three sessions in the series. Additional OMJ workshops are being planned for early 2018.
- Our partnership with CET to support the REACH (Reading Expands All Children's Horizons) initiative focused on PreK-1 literacy concluded at the College Hill, Pleasant Ridge and Westwood branches in October. Approximately two dozen families and thirty children regularly attended this seven-week series. Additional work with CET on the REACH project is planned for 2018.
- The YMCA has identified an instructor for the Pop-Up Preschool and is developing the curriculum for this project to be held at the Deer Park branch beginning in February and running through March.

The Regular Meeting was then adjourned.

Vice President

Attest: Secretary