

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

Date: April 9, 2018

Meeting: Regular

Place: Wyoming Branch Library – 500 Springfield Pike, Cincinnati, OH

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

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

Trustees Absent: Mrs. LaMacchia

Present: Carl Allison, Paula Brehm-Heeger, and Molly DeFosse

***ACTION ITEMS***

Mr. Hendon moved the following:

- Authorize a revision to the Public Participation Policy: The Library and our Board of Trustees welcome public input and recognize the importance of public comment on issues before the Board. We are requesting approval of the Public Participation Policy to support effective public participation and a courteous meeting environment.

*Public Participation Policy*

The Board of Trustees of the Public Library of Cincinnati and Hamilton County (“Board”) welcomes public input in its deliberations. The Board further recognizes both the importance of public comment on issues before the Board and the ability of members of the community to express their views on matters of interest to the Library.

The Board is committed to conducting its meetings in a civil, orderly, efficient and

productive manner designed to allow the Board's regular agenda to be completed in a reasonable period of time while allowing a fair and adequate opportunity for public input to be considered. Consequently, public participation at Board meetings will be governed by the following principles:

1. Public participation at Board meetings is limited to the public comment portions of the meeting as indicated in the agenda. At all other times during a Board meeting, the audience will not be recognized by the Board unless specifically requested to do so by the President of the Board (or other presiding officer).
2. Persons wishing to address the Board must be physically present and register their names, and topic on the sign-in sheet, which will be provided at the meetings. Speakers must fill out the sign-in sheet before they will be recognized. If an individual is unable to be present at a Board meeting, written comments from such individual will be received by the Clerk of the Board, prior to the conclusion of the meeting for submission or addition to the record.
3. Each person addressing the Board is generally limited to three minutes. This time limit may be modified at the discretion of the Board in order to ensure an orderly and productive meeting.
4. Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting, and refrain from vulgar, profane, or harassing remarks. The President of the Board (or other presiding officer) may terminate any presentation deemed not to adhere to these standards.

Failure to adhere to these principles may result in removal from the meeting.

**Approved:** 04/09/2018

**Effective:** 04/10/2018

- Approve that the June 12 Board meeting begin at the originally scheduled 9:15 a.m. start time. This change is being requested to accommodate plans made by Board members prior to the new Board meeting time adopted in December 2017.
- Approve the new draft of the Library Foundation Agreement. Since its founding in 2004, the Library has been providing services to the Library Foundation on an annual basis, per agreement. The new draft agreement continues the tradition of providing these services at a deep discount to the Foundation; however, annual payments to the Library increase to \$95,000 per year to account for additional services that are being provided.

AGREEMENT BETWEEN

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

AND

THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY FOUNDATION

This Agreement is made by and between the BOARD OF TRUSTEES OF THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY with administrative offices at 800 Vine Street, Cincinnati, Ohio 45202 ("Library") and The PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY FOUNDATION ("Foundation") and is effective on \_\_\_\_\_, 2018, regardless of execution date ("Agreement").

WHEREAS, the Foundation is a private Ohio nonprofit corporation which has been recognized as being exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended and is a separate and distinct legal entity from the Library; and

WHEREAS, one of the purposes of the Foundation is to design and implement such programs and procedures for the continuous and philanthropic support and benefactions for the benefit of the Library; and

WHEREAS, the Foundation will aid, strengthen and further the work and services of the Library and to use its assets and earnings exclusively for the functions of the Library.

WHEREAS, the Board of Trustees of Library and the Board of Directors of Foundation have determined that it is in their mutual interest to enter into an agreement governing certain relationships between the two organizations;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties agree as follows.

**1. FUND RAISING**

A. Foundation is responsible for identifying and nurturing relationships with potential donors and other friends of the Library. Foundation will solicit cash, securities, real and intellectual property, and other private resources for the support of the Library. Any stewardships and donations will be acknowledged and in accordance with donor's intent and any fiduciary responsibilities.

B. It is understood and agreed that both Foundation and Library may independently establish gift-acceptance and naming policies. Foundation will assure that its policies are consistent with those of the Library

C. Unless otherwise specified by a donor, the Library designates Foundation as the repository of private gifts made in support of the Library

D. During the term of this Agreement, Foundation may hold one or more fund raising

events at Library locations. Proceeds less expenditures from these events will be designated by the Foundation as support of Library's mission. In furtherance of these events Library will:

1. Make the Main Library atrium, Tower Room or other public service areas available for the events.
2. Provide custodial, IT, property management, marketing, and security service to satisfy the reasonable requirements of the events. Such services will include cleaning prior to and after the events. Such services will be communicated, in writing, by the Foundation to designated representatives of Library.

## **2. MANAGEMENT and STEWARDSHIP of FUNDS**

A. Foundation and Library will work together to comply with the intentions of any donor in relation to fiscal management and donor directives, including but not limited to, specific instructions and restrictions of any gift, how a gift is to be used, and the time period over which it is to be expended. In the absence of specific directives, donations given to the Foundation will be considered unrestricted. No such donation shall be accepted if its conditions remove any portion of the free public library from the control of the Library's Board of Trustees' jurisdiction or if the conditions, in any manner, limit the free use of the Library or any part of it by the residents of Hamilton County.

B. With respect to bequests, decedent trusts and other forms of estate gifts benefiting Library that do not formally designate Foundation as the recipient, the parties shall develop and respect procedures through which Foundation and Library shall work with executors, trustees or heirs to direct the proceeds from any such gifts to Foundation for its stewardship and investment, to the maximum extent permissible consistent with donor intent.

C. Foundation will consult with Library prior to accepting any gift that has been directed to a program, service or activity that is outside of Library's current priorities and programs.

D. Library policies and decisions shall govern donor recognition; including but not limited to use of or naming rights of physical spaces.

E. Absent donor direction with respect to the timing of any particular gifts, the Foundation shall determine the pace at which the proceeds of any and all gifts and any income derived therefrom are to be distributed to the Library in order to ensure the ongoing long term sustainability of Foundation support for Library.

## **3. ADMINISTRATIVE MATTERS**

A. It is understood that the Foundation is a volunteer organization that does not maintain permanent offices or hire permanent office staff. Library agrees to provide routine office services to the Foundation to permit Foundation to effectively carry out its mission to support Library. In particular, Library agrees to;

1. Provide and maintain at the Main Library building, administrative and storage space for Foundation.
2. Permit access to Library's Development staff to assist Foundation with fundraising, stewardship and administrative tasks, such as preparing correspondence on behalf of Foundation, maintaining Foundation business files and accounts, and providing day-to-day telephone-answering services so that Foundation volunteers and the public may inquire or respond to Foundation events and activities.
3. Provide a physical mailing address and email address for Foundation correspondence.
4. Provide IT Support from the Library Computer Services staff.
5. Provide marketing support from the Library Marketing staff.

At no time will Library shall not be required to provide extraordinary office services or to provide services, which, in the opinion of Library's Director, are inconsistent with the remuneration paid by Foundation pursuant to this Agreement.

B. Using procedures established by Foundation, authorized Library Development staff shall receive funds on behalf of Foundation and deposit such funds in the appropriate Foundation bank accounts. Monies originating from Foundation fundraising events will be deposited by Library within seven (7) business days of their receipt.

C. Library Finance staff will maintain Foundation financial records and provide a quarterly statement to the Foundation on the following schedule:

<u>Quarter End</u>	<u>Statement Provided</u>
September 30	October 31
December 31	January 30
March 31	April 30
June 30	July 31

D. Library Finance staff will ensure that basic cash basis financial statements are provided to the Foundation Treasurer or Board of Trustees. Library will provide the necessary information for the Foundation's Treasurer to annually file the required IRS Form 990 and the annual report (Charitable Organization Registration Statement) to the Ohio Attorney General.

E. Library will populate the Foundation's website with current, relevant information provided by Foundation or Library's marketing department. All information on the Foundation's website must be in compliance with the Library's policies.

F. Library will provide coverage to the Board of Directors of the Foundation under

the Library's Directors and Officers liability insurance policy.

#### **4. FOUNDATION PAYMENTS TO LIBRARY**

A. Foundation shall pay Library, for the administrative services Library provides to Foundation an annual sum of \$95,000 which shall be due on annual basis and will be invoiced by Library to Foundation. The Foundation acknowledges that this amount represents an amount which is less than the actual costs to be incurred by the Library in providing such services. Payment will be due within thirty (30) days of receipt of such invoice.

B. Other unique services provided by Library for Foundation shall be reimbursed by Foundation at actual cost.

#### **5. GENERAL**

A. This Agreement shall not cover any activity in which an employee of the Library volunteers his or her own time for the benefit or on behalf of Foundation.

B. The parties expressly agree that this Agreement cannot be assigned or transferred by either party.

C. In the case of differences between the parties arising out of this Agreement, the parties will endeavor to resolve those differences amicably through discussion between the Director of the Library and the President or any other officer of Foundation. If the Parties have been unable to resolve such dispute the Chairpersons of the Board of Trustees of the Library and the Foundation shall meet as soon as possible to select a mediator to assist in the resolution of such dispute. Library and Foundation agree to participate in mediation with the agreed upon mediator for a reasonable amount of time and in good faith. The cost of the mediation shall be shared equally between Library and Foundation. Shared costs for dispute resolution or mediation do not include the Parties' respective costs for legal services that either Party may choose to engage.

D. Any waiver by either party of any provision or condition of this Agreement shall not be construed or deemed to be a waiver of any other provision or condition of this Agreement, nor a waiver of a subsequent breach of the same provision or condition.

E. This Agreement shall be governed by and shall be construed in accordance with the laws of the State of Ohio.

F. All amendments to this Agreement shall be in writing and executed by both parties.

G. This Agreement shall be effective from the date set forth above and will terminate three (3) years thereafter. This Agreement can be renewed for one (1) additional two (2) year term by the written consent of the parties

H. The Agreement may be terminated by either party for convenience with one hundred eighty (180) days prior written notice.

I. Nothing in this Agreement is intended to, or shall be deemed to constitute a partnership, association, or joint venture between the Library and Foundation. Neither party shall have the right or authority to impose tort, contractual or any liability on the other party.

The terms of this Agreement are hereby agreed to by both parties, as shown by the signatures of representatives of each.

Public Library of  
Cincinnati and Hamilton  
County FOUNDATION

Board of Trustees of the  
Public Library of Cincinnati  
and Hamilton County

\_\_\_\_\_  
President or Vice President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary or Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Ms. Kohnen seconded.

Voting for the motion: Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mr. Moran, and Mrs. Trauth... 5 ayes.  
The motion carried. **(07-2018)**.

Ms. Kohnen moved the following:

- Approve the 2019 Budget: The Hamilton County Budget Commission has allowed the Library to file modified tax budgets since fiscal year 2005, with the understanding that ongoing approval is subject to annual review. A request to submit a modified 2019 budget was submitted to the Budget Commission on March 14, 2018.

The Library is required to submit its annual budget to Hamilton County by May 31, 2018. The proposed 2019 operating budget balances current funding expectations, current operating costs and capital project plans. The capital budget has been constructed on the basis of need – that is, what’s needed to fund top priorities for capital building and improvement projects.

#### OPERATING BUDGET

The proposed general fund operating budget of \$62,020,000 is approximately 2.3% greater than 2018 appropriations. It provides allowances for increases in salary rates and other categories of expenditure in support of the strategic plan of the organization.

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

	<u>General Fund</u>		
	<u>2018</u>	<u>2019 Budget</u>	<u>Change</u>
<b>Beginning Balance</b>	15,250,000.00	11,950,000.00	
Public Library Fund	38,342,419.84	80,897,419.84	111.0%
Local Tax Levy	17,970,000.00	17,970,000.00	
Subtotal	56,312,419.84	98,867,419.84	
Other Library Revenue	2,987,580.16	3,027,580.16	
<b>Total Receipts</b>	<b>59,300,000.00</b>	<b>101,895,000.00</b>	71.8%
Operating Expenditure	60,600,000.00	62,020,000.00	2.3%
Transfers Out	2,000,000.00	50,075,000.00	
<b>Total Expenditure</b>	<b>62,600,000.00</b>	<b>112,095,000.00</b>	79.1%
<b>Ending Balance</b>	<b>11,950,000.00</b>	<b>1,750,000.00</b>	
Less Contingency	-	1,750,000.00	
<b>Available Balance</b>	<b>11,950,000.00</b>	<b>-</b>	

**CAPITAL BUDGET**

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

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

**CONTINGENCIES**

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



## FUNDING – CARRYFORWARD & REQUIRED NEW FUNDING

The General Fund expects to end 2018 with \$11,950,000 of available funding. To fund the 2019 budget, the Library will need intergovernmental revenue of almost \$98.9 million. The source of that revenue is the Public Library Fund and local property taxes. For budget purposes, property tax receipts for 2019 are estimated at \$17,970,000 which is approximately the amount expected for 2018. The balance of the revenue, \$80,897,419.84, is being requested from the PLF.

- Confirm the following update and change order for the 2018 Main Library Flooring and Bathroom Renovation Project: The 2018 Main Library Flooring and Bathroom Renovation Project is expected to start the evening of April 9. The first floor restrooms in the south building will be closed beginning the first day of the project. The tile removal with carpet replacement will begin on the third floor by the end of that week. The contractors will move to the second floor upon completion of the third floor and then the floor replacement on the first floor will begin. Steps are being taken to minimize the impact on customers and staff as much as possible. The work is expected to be complete mid-summer.

### *Change order*

The following change orders have been approved and are submitted for confirmation.

Kramer & Feldman Inc.	Change Order #1	\$ 893
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Mr. Hendon seconded.

Voting for the motion: Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mr. Moran, and Mrs. Trauth... 5 ayes.  
The motion carried. (08-2018)

## ***INFORMATIONAL ITEMS***

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

Ms. Brehm-Heeger on behalf of Ms. Fender reported that:

- Ms. Fender will be meeting with the CEO of the Library's ILS vendor, Innovative Interfaces, Inc. (iii), on April 17. The vendor provides the software used for many of the Library's essential functions including the Library Catalog (Encore), circulation (Sierra), materials acquisitions, and cataloging. Ms. Fender plans to discuss the Library's needs, with particular regard to the mobile environment and new technologies that could be developed to integrate with the current system to provide improved service to customers.
- With nearly 90,000 subscriptions, Hot Authors is an example of how services designed to improve Library access and convenience can grow and penetrate a cross-section of the Library's

cardholder base, something that has become apparent through the Library's work with the Customer Management System, Savannah.

- As part of their strategic planning process, leadership staff from the Greenwood Public Library will be visiting later this month to find inspiration from our Library in the areas of outreach, user experience, branding and marketing, technology, STEM-related initiatives, and maker areas. They are scheduled to visit the Main Library in late April and are particularly interested in the Library's MakerSpace.
- On March 15, approximately 30 Jeffersonville Township Public Library staff members devoted their Staff Institute Day to visiting the Loveland and Mariemont Branches to learn about the fully mobile customer service model. Jeffersonville staff spent time at each branch talking with staff and observing customers being assisted in a mobile environment. They have sent the library enthusiastic thanks for a great learning experience.
- As noted in February's report, the Metropolitan Libraries of Ohio, which includes eight of the largest libraries in Ohio, invited all Ohio gubernatorial candidates to visit a metro library if they were going to be nearby. Candidate for Lieutenant Governor and current Ohio Secretary of State Jon Husted was scheduled to visit the Public Library of Cincinnati and Hamilton County on February 16 but has since rescheduled for April 16. Mr. Husted will be provided with information about the Library and will tour the Main Library.
- The Ohio Library Council's (OLC) annual Legislative Day will be held April 11, 2018 in Columbus. Seven staff members will be attending. Paula Brehm-Heeger will attend a dinner hosted by Ryan Burgess, Director of the Governor's Office of Workforce Transformation, the evening prior to legislative day. The dinner will include representatives from Ohio's Metropolitan Libraries to discuss workforce initiatives.
- Congress passed a FY2018 omnibus spending bill that includes federal funding increases for programs that support the nation's libraries. This includes \$9 million more for the Institute of Museum and Library Services (IMLS) than in FY2017, including \$5.7 million for the Library Services and Technology Act (LSTA). These funds will be funneled through the State Library of Ohio, which handles grants and awards for IMLS and LSTA-funded initiatives.
- Kate Denier, North Central Branch Manager, recently represented the Library at the NASA@MyLibrary workshop in Denver, Colorado. Our Library was chosen as one of 75 libraries, among 513 applicants, to participate in the NASA@ My Library initiative and has received funding and programming materials to support NASA and space-themed events at the Library. Participation at the workshop will enable Library staff to better understand, use, and share the programming materials across multiple locations.

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

Ms. Kohnen reported that:

- The Library is currently working with the Hamilton County Prosecutor's Office on the lease for the distribution center building. Library staff is also working with Terrex Development and their architects on identifying the necessary improvements needed to make the building suitable for our purposes.
- 2017 Roofing Project update: the work on the final two roofs was recently started. The projects are approximately a month behind schedule due to weather delays and completion is expected late spring.
- 2016 Ongoing Maintenance Project update: although the work was completed in September 2017, the final payment has not yet been made. In addition to not obtaining all of the necessary documentation, there have been ongoing issues with performance of the HVAC systems. As a result, the Library recently hired Motz Engineering to perform commissioning on the installed systems in hopes of identifying the problems and working through a resolution with KLH Engineers and DeBra Kuempele.

## **HUMAN RESOURCES COMMITTEE REPORT**

Mr. Hendon reported that:

- National Library Workers' Day is Tuesday, April 10. Focused on celebrating and recognizing library workers, this day honors Library staff for their commitment to serve with excellence. Again this year, staff members are eligible to have existing overdue fines removed from their cards. Managers will receive a thank you note with a gift card from Kroger to use for their staff. The Staff Morale Team is sponsoring activities throughout the week to encourage staff to take part in the celebration.
- The Library's ArtsWave Annual Community Campaign ended on February 23. Staff contributed \$3,716 during this year's campaign, which was an increase of more than 20% from last year.
- In mid-2018, the Library will have a new benefits selection and enrollment system called Benefits Advisor. Benefits Advisor is an intuitive system and offers a less cumbersome, more streamlined approach to benefits education and selection. This new system provides helpful decision-making tools and a faster turnaround time for benefit changes. Employees will be able to initiate changes, such as HSA contribution amounts, allowing for quick (and paperless) processing.

## STRATEGY AND TECHNOLOGY COMMITTEE

Ms. Clemons reported that:

- In-Demand Jobs Week, May 7-11, is a statewide celebration of jobs, industries and skills that are in-demand in Ohio. The Library is planning a series of events and promotions that week, including a higher education fair for working adults and the launch of the “Tiebrary” service, which allows customers to borrow various accessories, such as ties and scarves, to use at job interviews.
- The Library has partnered with the Carnegie Center of Columbia Tusculum to purchase a laptop kiosk, which, along with a rotating collection of Library material, will be located at the Carnegie Center. A grand opening is scheduled for April 22, from noon to 2 p.m. Made possible by an LSTA grant, this partnership, which also includes technology training and programming provided by Library staff, will support expanded use of both the Carnegie Center and Library resources.
- Representatives from Cincinnati Works and the Madisonville Education and Assistance Center (MEAC) have teamed up with Library staff to offer a weekly series of events at the Madisonville Branch. Staff members from all three agencies have combined forces to provide information and activities focused on support, guidance, and coaching for parents either seeking employment or who are interested in advancing their careers. Group and one-on-one support is available for adults while children in their care are engaged with quality enrichment activities.
- Ten public PCs from the main area of the Children’s Learning Center are now available in an adjoining meeting room creating a technology area. With this change, technology classes and events designed specifically for young people can more easily be offered and children can enjoy a collaborative computer experience. A second Krayon Kiosk housing iPads has also been added to the Children’s Learning Center.
- Three Laptop Anytime dispensers, which provide full function laptops for checkout and in-building use, are now installed in the TechCenter at the Main Library, Pleasant Ridge Branch, and North Central Branch. The dispenser located in the TechCenter securely holds 30 laptops while the dispensers at the North Central and Pleasant Ridge Branches hold 12 laptops each. The laptops contain the same suite of software as the public desktops. Security features of the dispensers include tracking individual checkouts and a built-in camera that takes a photo of the customer when a device is dispensed. The first laptop dispenser, deployed at the Walnut Hills Branch, has seen over 6,000 PC sessions and over 6,400 hours of use since its installation in February 2017.
- Planning has started for the second year of the national Book Rich Environment initiative (BRE). This effort is coordinated by a cohort of national planning partners comprised of U.S. Government agencies, such as the U.S. Department of Housing & Urban Development, and nonprofit organizations, including the Urban Libraries Council. The Public Library of Cincinnati and Hamilton County anticipates receiving over 20,000 children’s and teen books donated to the BRE courtesy of several publishers. These books will be distributed through the Library’s

partnership with the Cincinnati Metropolitan Housing Authority (CMHA) at various CMHA events.

- Soon Library customers will be able to find information about programs and events using their voice simply by asking a question to their Amazon Echo. We are working with an area vendor to develop custom Smart Voice Service and plan to implement this technology early this summer.

## **LIBRARY EXPERIENCE COMMITTEE REPORT**

Mrs. Trauth introduced Natalie Fields, Deer Park Manager.

- Natalie Fields shared information about the success of the Pop-up Preschool, which opened at the Deer Park Branch on Monday, March 5. The Pop-up Preschool is an 8-week series of interactive experiences for hands-on learning and play, presented in partnership with the YMCA of Greater Cincinnati. Access to quality preschool is an important issue for all of Hamilton County. Deer Park school district's Kindergarten Readiness Assessment scores are among those that need the most improvement in the county. This new Pop-Up Preschool model supports the Library's strategic objectives of preparing children to succeed in kindergarten and throughout their education. Registration filled within 24 hours of the announcement of the Pop-Up Preschool, and the 10 students currently enrolled are consistently returning each week. The preschool meets on Mondays and Thursdays from 10 a.m. until noon and will continue through April 26.

Mrs. Trauth reported that:

- The Cincinnati Metropolitan Housing Authority (CMHA) recently opened their wait list for a new property being developed in Colerain Township. CMHA customers were directed to the Library to register online, with specific assistance from navigators trained in the registration process. Assistance was offered at the Main Library TechCenter and at the Groesbeck Branch on March 14 and 15.
- The Cincinnati Fire Department hosted their "Application Blitz" at the Main Library on Friday, March 16 for those interested in applying for fire recruit positions. Cincinnati Fire Department firefighters were on-site in the TechCenter to assist customers with the application process.
- In March, the Digital Public Library of America (DPLA) completed its first harvest of content from the Ohio Digital Network, of which our Library is an active member. Over 90,000 digital items from Ohio are available in DPLA, including 34,886 items available from our Library's collections. Highlights from our Library collections include Cincinnati-area flood photographs, circus and theater posters, and the 435 plates from Audubon's The Birds of America.
- The World Affairs Council of Cincinnati and Northern Kentucky organized a visit to the Main Library for a group of teachers that were part of their TESOL Exchange Program. Eight teachers representing Cameroon, Guatemala, Kyrgyz Republic, Russia, Senegal, South Africa, South

Sudan, and Tajikistan visited the Main Library on March 23 and met with Library staff and volunteers who lead ELS classes at the Main Library and branches.

- Upcoming events and exhibits:
  - The Library will celebrate Children’s Book Week with a visit from Gene Luen Yang on Sunday, May 6, at 2 p.m. Yang is the award-winning author of the *Secret Coders* graphic novel series for children. Throughout April, the Library will be encouraging customers to participate in the Reading Without Walls Challenge, which Yang created to promote diversity and open readers’ eyes to new ideas and experiences.
  - The Library will again present *Summer Adventure* for customers of all ages. Starting June 1, customers can pick up their Adventure Kit, which includes their *Summer Adventure* passport, a free book, a voucher for a free Cincinnati Reds ticket, and a coupon for Coney Island. Using the passport as a guide, participants record their reading and learning activities all summer, and check in at the Library once a week to have their passport stamped and earn prizes. Each week has a theme to serve as a guide for fun and engaging activities to encourage learning all summer.
    - June 3-9 Explore the Arts
    - June 10-16 Explore Pop Culture
    - June 17-23 Explore Maker & Technology
    - June 24-30 Explore Science
    - July 1-7 Explore Your Neighborhood
    - July 8-14 Explore Nature
    - July 15-21 Explore Games
    - July 22-28 Explore Sports
  - Summer Adventure will also include:
    - Summer Meals and Snacks: The Library is working with UMC Food Ministries and Mt. Healthy City Schools to provide meals and snacks at the Main Library and 15 branch locations.
    - Brain Camps: These programs are specially designed to provide opportunities for students to explore STEAM through hands-on activities. Summer enrichment opportunities such as these help battle summer learning loss and prepare students to start school in the fall ready to learn. Some Brain Camps will be weeklong and others will be “mini” camps that are one day.
    - Summer Reading Tutoring: A pilot program that is designed to maintain and increase literacy skills among children entering 1st, 2nd and 3rd grades, targeting those who are at risk of not advancing due to reading scores. Participants will be paired with an educator for one-on-one weekly tutoring. Tutoring will be offered at 10 branch locations in June and July.
  - In June, the Library is starting a Memory Café program at the Harrison Branch Library. A Memory Café is a place for adults with Alzheimer’s and dementia and their caregivers to meet and socialize. Staff will partner with the Alzheimer’s Association of Greater Cincinnati to develop monthly activities and programs.
  - 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. Teams will erect their structures in the Genealogy

and Local History program space on April 10 and structures will remain on view through April 29.

- The Taft Museum of Art’s annual Artists Reaching Classrooms exhibition will be on view April 11 to May 17. Students from 12 area high schools will exhibit a variety of artwork, including painting, photography, digital design and ceramics.
- Design LAB, Cincinnati’s annual student architectural design education program and competition, will be on display at the Main Library from April 28 to May 5. This year’s project theme is *Food For Thought*. Design LAB is presented in partnership with the Architectural Foundation of Cincinnati.
- The 19th annual Cincinnati Book Arts Society (CBAS) exhibit *Bookworks* will be on display on the 2nd floor connector at the Main Library from May 19 to September 2. CBAS is a nonprofit organization of professional and amateur hand workers in the book arts. Artist walk-throughs will take place on June 3 and August 19 at 2 p.m.

**CONSENT AGENDA ITEMS**

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

- Minutes of the Regular Meeting held February 13, 2018.
- Investment Report (summary of invested balances) as of February 28, 2018 and March 31, 2018.

**Investment Report**

	Amount 2/28/2018	Amount 3/31/2018
	<hr/>	<hr/>
<b><u>Fifth Third Investment</u></b>		
General Fund	\$1,000,000.00	\$1,000,000.00
Building and Repair	250,000.00	250,000.00
	<hr/> \$1,250,000.00	<hr/> \$1,250,000.00
 <b><u>Operating Account</u></b>		
General Fund	\$15,483,529.59	\$13,354,912.85
LSTA Grant	28,670.00	28,670.00
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	363,595.25	333,669.66
Building and Repair	3,639,167.79	3,178,350.16
Permanent Trust Funds	1,335,807.17	1,304,379.75
	\$21,080,769.80	\$18,429,982.42
 <b>STAR Ohio</b>		
Building and Repair	1,066,371.93	1,067,584.76
 <b>Managed Investments (Trust Funds):</b>		
Permanent Trust Funds	\$6,749,211.00	\$6,749,211.00
	<hr/>	<hr/>
 <b>GRAND TOTAL</b>	<hr/> <b>\$30,146,352.73</b> <hr/>	<hr/> <b>\$27,496,778.18</b> <hr/>

- Monthly Financial Reports – for the periods ending February 28, 2018 and March 31, 2018.
- Marketing Board Report – February 2018 and March 2018
- Contributions, Gifts and Donations – February 2018 and March 2018.

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000  
February 1, 2018 through March 31, 2018

2/19/2018 Bruce Family Charitable Foundation	Support for Mariemont Branch	4,000.00
3/27/2018 Library Foundation	Annual Caldecott Gift	1,000.00
3/27/2018 Library Foundation	Schott Foundation Homework Helpers	105,000.00
3/27/2018 Library Foundation	Eva Jane Romaine Coombe Earnings	38,694.09
3/27/2018 Jennifer Holt-Harris	In memory of Carrie Lee Holt to support the Walnut Hills Branch	1,000.00
Various Friends of the Public Library	Support for Programs (Feb 2018 - March 2018)	5,968.40

- Personnel Change Report reflects changes through March 24, 2018.

Personnel Change Report						
Action	Agency	Position Title	FTE	Employee Name	Grade	Eff. Date
Appointment	Shipping & Receiving	Truck Driver	1.00	Morris, Dion S	3	02/11/2018
Appointment	Symmes Township Branch	Library Services Assistant	0.50	Robinson, Abigail C	3	02/11/2018
Appointment	Madeira Branch	Library Services Assistant	0.60	Valerius, Cassidy H	3	02/11/2018
Appointment	Delhi Township Branch	Library Services Assistant	0.50	Wease, Steven A	3	02/11/2018
Appointment	Northside Branch	Library Services Assistant	0.60	Cleary, Margaret E	3	02/25/2018
Appointment	Clifton Branch	Library Services Assistant	0.50	Kallinicou, Nicolas L	3	02/25/2018
Appointment	Anderson Branch	Library Services Assistant	0.50	Moser, Rachael E	3	02/25/2018
Appointment	Safety & Security Services	Security Guard	1.00	Noble, Eric N	5	02/25/2018
Appointment	Sharonville Branch	Homework Help Aide	0.30	McDonald, Brennan M	1	02/25/2018
Appointment	Circulation Services	Library Services Assistant	0.50	Felsheim, Miriam J	3	02/25/2018
Appointment	Shipping & Receiving	Truck Driver	1.00	Pryor, Wilbert	3	02/25/2018
Appointment	Madeira Branch	Shelver	0.30	Dietz, Michaela G	1	03/11/2018
Appointment	Anderson Branch	Shelver	0.30	Stelzer, Abby L	1	03/11/2018
Appointment	Monfort Heights Branch	Shelver	0.30	Bodenstein, Isabella G	1	03/11/2018
Appointment	Information & Reference Dept	Reference Librarian	1.00	Parks, Keloni	7	01/28/2018
Appointment	Delhi Township Branch	Shelver	0.30	Themann, Marybeth L	1	02/25/2018
Appointment	Techcenter / Makerspace	Senior Library Services Assistant	0.50	Dias, Amanda B	4	03/11/2018



Change	Popular Library	Senior Library Services Assistant	1.00	Kuhl, Correna R	4	01/28/2018
Change	Custodial Services	Temporary Facilities Assistant	1.00	Lane, Benjamin R	1	01/29/2018
Departure	Circulation Services	Library Services Assistant	1.00	Thomas, Songhay	3	02/09/2018
Departure	Techcenter / Makerspace	Senior Library Services Assistant	0.50	Caswell, Joshua A	4	02/14/2018
Departure	Circulation Services	Library Services Assistant	0.50	Kennedy, Matthew J	3	03/04/2018
Departure	Miami Township Branch	Library Services Assistant	0.50	Skaggs, Isabeau A	3	02/24/2018
Departure	Sharonville Branch	Library Services Assistant	0.60	Lippard, Lagan D	3	02/08/2018
Departure	College Hill Branch	Mid-Size Branch Manager	1.00	Dinsmore, William C	9	03/20/2018
Departure	Hyde Park Branch	Student Shelver	0.30	Shaw, William E	1	02/09/2018
Departure	Covedale Branch	Homework Help Aide	0.30	Clark, Nic A	1	02/01/2018
Departure	Green Township Branch	Library Services Assistant	0.50	Rupp, Chloe C	3	03/01/2018
Departure	Sharonville Branch	Library Services Assistant	0.60	Switzer, Deborah C.	3	02/16/2018
Departure	Popular Library	Reference Librarian	1.00	Spencer, Bethany	7	02/03/2018
Departure	Madeira Branch	Student Shelver	0.30	Kaliski, Samuel J	1	02/10/2018
Departure	Price Hill Branch	Library Services Assistant	0.50	Greve, Julia N	3	03/20/2018
Departure	Greenhills Branch	Library Services Assistant	0.60	Salem, Lauren A	3	03/16/2018
Departure	Delhi Township Branch	Shelver	0.30	Oakes, Samantha M	1	03/10/2018
Departure	St Bernard Branch	Homework Help Aide	0.30	Smith, Marianna G	1	03/15/2018
Departure	Delhi Township Branch	Shelver	0.30	Turner, Abby C	1	02/17/2018
Departure	Popular Library	Shelver	0.50	Katz, Jacob A	1	02/18/2018
Departure	Monfort Heights Branch	Shelver	0.30	Waters, Mark J	1	02/06/2018
Departure	Safety & Security Services	Security Guard	1.00	Jackson, Teare G	5	02/28/2018
Promotion	Popular Library	Senior Library Services Assistant	0.60	Pape, Fritz J	4	02/25/2018
Promotion	Sharonville Branch	Senior Library Services Assistant	1.00	Henrickson, Joanne E	4	02/11/2018
Promotion	Greenhills Branch	Senior Library Services Assistant	1.00	Whyte, Mary	4	01/28/2018
Promotion	Price Hill Branch	Teen Librarian	1.00	Bowman, Jessica L	7	02/25/2018
Promotion	Service Operations	Civic Engagement Coordinator	1.00	Siders, David B	10	02/25/2018
01/28/18 - 03/24/18						

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

Ms. Kohnen seconded.

Voting for the motion: Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mr. Moran, and Mrs. Trauth... 5 ayes.  
The motion carried. **(09-2018)**.

### ***PUBLIC COMMENTS***

The following individuals read comments from the 2017 Staff Engagement Survey and requested a former employee be re-instated:

Megan Anderson  
Charles Campbell  
Evan Cooper  
Bryan Georgilis  
Peter Manutta  
Court Motley  
Mary Schartman  
Vince Tafolla

The Regular Meeting was then adjourned.

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President

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Attest: Secretary