

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

Date: December 13, 2016

Meeting: Annual

Place: Board Room - Main Library – 800 Vine Street

ANNUAL MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Mr. Moran, Mr. Hendon, Mrs. LaMacchia, Ms. Kohnen, Mrs. Trauth, Mr. Wright (arrived after roll call), Mr. Zaring

Trustees Absent: None

Present: Kimber L. Fender, Greg Edwards, Andrea Kaufman and Molly DeFosse

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 \$207,000 for 2017. This is approximately a 3% increase consistent with the amount budgeted for all staff.

Mr. Moran moved that the Board approve the report as submitted. Mr. Hendon seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mr. Zaring, Ms. Kohnen, Mr. Wright, and Mrs. LaMacchia ...7 ayes. The motion carried. **(32-2016)**.

ANNUAL APPROPRIATION RESOLUTION AND ESTIMATED RESOURCES FOR FISCAL 2017

Ms. Kohnen requested:

The Ohio Department of Taxation has set our 2017 Public Library Fund receipts at \$39,640,355.43 and Hamilton County has estimated property tax levy receipts of \$17,870,000. Using these amounts, total General Fund resources are estimated to be \$59,961,500, as follows:

2017 GENERAL FUND RESOURCES	
Operating Contingency	\$1,750,000.00
Unencumbered Balance	12,000,000.00
PRIOR YEAR CARRYFORWARD	<u>13,750,000.00</u>
Public Library Fund	39,640,355.43
Hamilton County Property Tax	17,870,000.00
Other Income	2,451,144.57
NEW INCOME	<u>59,961,500.00</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$73,711,500.00</u></u>

It is recommended that the 2017 General Fund appropriation (spending authority) be set at **\$59,961,500**, distributed by account as follows. The 2017 budget was prepared incorporating a merit increase for eligible employees between 1.5% and 3% based on performance.

2017 GENERAL FUND APPROPRIATION	
Salaries	\$28,052,798.00
Retirement Benefits	3,909,500.00
Insurance Benefits	4,939,350.00
Supplies	1,627,500.00
Purchased & Contracted Services	9,309,352.00
Library Materials & Information	8,985,000.00
Capital Outlay	855,000.00
Other Objects	283,000.00
Other Financing Uses - Transfer	2,000,000.00
TOTAL APPROPRIATION	<u><u>\$59,961,500.00</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 \$6,743,831 are excluded from permanent fund balances.

FUND	2017 ESTIMATED	2017	2017
	AVAILABLE BALANCE (3)	ESTIMATED RESOURCES	APPROPRIATION
General Fund	\$13,750,000.00	\$59,961,500.00	\$59,961,500.00 (1)
Building & Repair Capital Fund	3,089,845.20	2,000,000.00 (2)	3,000,000.00
Special Revenue (4 funds)	466,742.33	400,000.00	372,750.00
Permanent (44 funds)	1,318,109.65	103,500.00	225,000.00
Total	\$18,624,697.18	\$62,465,000.00	\$63,559,250.00

(1) Includes \$2 million capital transfer to Building & Repair.

(2) Includes \$2 million transfer from General Fund.

(3) Balances are estimates at 12/31/16. 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, 2017, 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 **2017 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	28,052,798.00				
Retirement Benefits	3,909,500.00				
Insurance Benefits	4,939,350.00				
Other Employee Benefits					
Purchased/Contracted Services	9,309,352.00	11,900.00	20,000.00	70,000.00	750,000.00
Supplies	1,627,500.00	14,850.00	20,000.00	200,000.00	
Library Materials and Information	8,985,000.00	3,000.00		5,000.00	
Other Objects	283,000.00				
Capital Outlay	855,000.00	8,000.00		20,000.00	2,250,000.00
Debt Service					
Other Financing Uses	2,000,000.00				
Contingency					
Total Appropriation	59,961,500.00	37,750.00	40,000.00	295,000.00	3,000,000.00

PERMANENT:

	Armstrong	Karline Brown	Cochran	Feld	Incidental Expense	Goldsmith
	8102	8106	8108	8112	8114	8117
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits		3,000.00	4,000.00		-	
Purchased/Contracted Services	10,000.00				12,500.00	
Supplies	20,000.00				3,500.00	
Library Materials and Information				75,000.00		2,000.00
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
Total Appropriation	30,000.00	3,000.00	4,000.00	75,000.00	16,000.00	2,000.00

	Hadley	Heisel/Dunlap	Kersten	Rhein	Sackett	Dwyer
	8120	8124	8130	8163	8160	8163
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits	5,000.00	5,000.00				
Purchased/Contracted Services			15,000.00	1,000.00		
Supplies			25,000.00	1,000.00		1,500.00
Library Materials and Information					25,000.00	2,000.00
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
Total Appropriation	5,000.00	5,000.00	40,000.00	2,000.00	25,000.00	3,500.00

	Gillespie	Howard	Valerio Family
	8166	8175	8179
Salaries			
Retirement Benefits			
Insurance Benefits			
Other Employee Benefits			
Purchased/Contracted Services	1,000.00		10,000.00
Supplies			
Library Materials and Information		3,500.00	
Other Objects			
Capital Outlay			
Debt Service			
Other Financing Uses			
Contingency			
Total Appropriation	1,000.00	3,500.00	10,000.00

Ms. Kohnen moved that the Board approve the resolution to provide for expenditures and the resources to be appropriated as stated. Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. Kohnen, Mr. Wright, and Mrs. LaMacchia ...7 ayes. The motion carried. (33-2016).

ANNUAL MEETING RESPONSIBILITIES

Ms. Kohnen 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, 2016 and ending December 31, 2017.

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 2017 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 2017.

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.

Ms. Kohnen moved that the Board approve the Public Official Bonds, the Resolutions/authorization for Bank Accounts, the Resolution/Authorization for the Tax Levy Advances. Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. Kohnen, Mr. Wright, and Mrs. LaMacchia ...7 ayes. The motion carried. (34-2016).

**ELECTION OF OFFICERS
PRESIDENT**

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

Finance and Audit

Monica Donath Kohnen, Chair
Barbara W. Trauth
Ross A. Wright

Human Resources

Elizabeth H. LaMacchia, Chair
Robert G. Hendon
William J. Moran

Library Operations - Facilities

Robert G. Hendon, Chair
Monica Donath Kohnen
William J. Moran

Library Operations - Services

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

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. Kohnen, Mr. Wright, and Mrs. LaMacchia ...7 ayes. The motion carried. **(35-2016)**.

The Annual Meeting was then adjourned.

President

Attest: Secretary

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

Date: December 13, 2016

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: None

Present: Kimber L. Fender, Greg Edwards, Andrea Kaufman and Molly DeFosse

PUBLIC COMMENTS

Gigi Diawara, a library customer, shared her concerns about her observations at the North Central Branch earlier in the year involving a child and a library staff. Ms. Diawara had previously communicated with Library staff and appeared to work through the issue. Ms. Diawara wanted to bring it to the attention of the Board. The Board asked Ms. Fender to follow up with Ms. Diawara.

ACTION ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

- Our Library received a Five-Star rating from the Library Journal Index of Public Library Services.
- Congratulatory packets have been sent to the members of the Ohio General Assembly and the Hamilton County Commissioners elected or re-elected in November. Fifteen public libraries on the ballot this November passed including three new levies and four with additional millage.

- *Cincinnati Magazine* named the Library “Best Place to Self-Publish a Memoir” thanks to our MakerSpace staff and the Espresso Book Machine. The Genealogy and Local History Department was named “Best Place to Trace Your Roots,” and Steve Kemple’s Experimental Music Series was named “Best Reason to Make Noise in the Library.”
- An independent film called *the public* is set to start filming at the Library in mid-January. The film, written by Emilio Estevez, will begin filming in the Library after hours on a Wednesday through Sunday schedule and producers expect to be here 25 days or less.
- Local high school teacher, Kurt Dinan, was named as the Library Foundation’s new Writer-in-Residence at a donor event on October 21.
- The Library Foundation won the Book Bowl Challenge, a friendly fundraising challenge with the Enoch Pratt Free Library in Baltimore which coincided with Giving Tuesday and the Bengals/Ravens football game. The Pratt Library director danced the Ickey Shuffle in a Bengals jersey while “Welcome to the Jungle” was playing.
- There was an overwhelmingly positive response to the recent seven-week Career Workshop program series held at Corryville, Reading and Westwood. Combined attendance for the series was over 100 and the Library and Ohio Means Jobs are in the process of planning additional workforce development and work readiness programs for 2017.
- A proposal for Greg Edwards and me to present at the Symposium on the Future of Libraries was accepted. The Symposium is being held with the American Library Association’s Midwinter meeting in Atlanta in January. Our presentation “Going Fully Mobile: Eliminate the Desk, Eliminate Barriers, Improve Service” is scheduled for Saturday, January 21 from 1:30-2:30 p.m. We look forward to sharing our experience with this new service delivery model with our colleagues.
- As part of the annual “Computer Science Education Week” celebration, the Library held several *Hour of Code* programs from December 5 – 11. *Hour of Code* is targeted to ages 4 – 14 and uses an established curriculum to introduce students to the basic principles of programming languages through one-hour tutorials. Library staff is collaborating with instructors from Iron Yard, an area coding school, to present the programs. Five locations are hosting programs for children: Green Township, Hyde Park, Mariemont, Price Hill and West End, and two for teens: Groesbeck and College Hill.
- The Friends will hold their Winter Warehouse Sale Thursday, January 12 through Sunday, January 15, 2017.
- The new Strategic Plan which highlights our customer first philosophy, emphasizing the Library’s commitment to prioritizing customers’ needs and interests in everything we do is ready for Board approval.
- Our Technology Plan must be updated every three years and submitted to the State Library of Ohio to remain eligible for the telecommunications discounts known as e-rate discount or universal services discounts.
- The Technology Plan and the Strategic Plan were presented.

**Technology Plan for
Universal Service Discounts Application
For 2017 – 2020
Submitted: 10/2016**

1. Mission Statement

The mission statement for the Public Library of Cincinnati and Hamilton County is “connecting people with the world of ideas and information.”

It is the Library’s vision to:

- Excel in customer service
- Be the first choice for information
- Anticipate and meet changing needs
- Assure equitable access to the Library’s resources and services
- Be a dynamic force in the community

The Library’s values are:

- **Open Access:** The Library values free, open, unrestricted access to its collections and services. We are committed to connecting our customers to the ideas, information and materials they wish to explore in a friendly, nonjudgmental manner. We strive to offer materials, programs and services that represent the needs of our diverse population.
- **Customer Focus:** The Library values all customers and is responsive to their service needs. The customer’s opinion and input is welcomed in all initiatives and undertakings. We consider the impact on the customer in all decisions.
- **Excellence:** The Library values excellence, individually and collectively. We offer quality service to all customers by displaying a positive attitude, valuing the diversity of people and perspectives, and expecting integrity and competence in our personal and professional actions. We strive to earn the trust and confidence of all customers.
- **Growth and Innovation:** The Library values continuous learning and innovation in the pursuit of excellence. We respond to present situations and anticipate future needs.
- **Good Stewardship:** The Library values responsible stewardship of all the resources with which we have been entrusted. We are accountable for ensuring the proper use of public funds. We take seriously our responsibility to maximize the efficiency of staff time and talent making the best use of all our resources in the delivery of quality library service.

2. Plan Justification

In order to better serve the community, meet the Library mission, and meet the objectives of the strategic plan, The Public Library of Cincinnati and Hamilton County offers a wide range of services, and technology plays an essential role in delivering these services. This plan outlines the current and planned hardware, software and telecommunications necessary to provide high-quality services to the community.

A cost/benefits justification process will be used to determine which technology enhancements will assist the Library in providing relevant services. The current and ongoing strategic planning initiatives outline several technology solutions that will benefit the community. Those technologies selected will be evaluated based on utilization and feedback from staff and the community.

3. Technology Strategic Plan

A key goal of the Library is to use technology to benefit the community, so as to maximize the customer's access to information resources as well as to maintain and enhance the infrastructure that provides these resources. The list below outlines the technology goals and maps each goal to the appropriate Library vision statement. The approach to achieving each goal and the criteria for measurement of successful completion of the goals are addressed in other sections of this plan.

Objectives:

1. Maximize customer service by ensuring that all aspects of technology are kept current (hardware and software), properly maintained, and monitored. Customer service will be improved by eliminating unnecessary outages and by early detection of emerging problems. This objective fulfills several areas of the Library's vision, including: provide equitable access to the Library's resources and services and excel in customer service.
2. Continue the enhancement of a self-service environment in the libraries to enable customers to pick up holds, register for a library cards, check out items, and check in items without the assistance of staff. By further implementation and enhancement of the self-service environment, public service staff will be able to engage customers in a more proactive form of customer service. This enables the Library to excel in customer service and anticipate and meet changing needs.
3. Continue the implementation of the mobile-service model to empower public service staff to assist customers where they are rather than from behind a desk. This enables the Library to excel in customer service, anticipate and meet changing needs, and provide equitable access to the Library's resources and services.
4. Provide ongoing enhancements to the Integrated Library System to provide customers with easy access to information and staff with better tools to perform their jobs. This objective applies to the vision statements: be the first choice for information and provide equitable access to the Library's resources and services.
5. Continue to provide top-quality training and development for all staff in the organization, so staff can use this knowledge to support the public. Training is critical to ensure that the Library continues to excel in customer service and be a dynamic force in the community.
6. Continue to analyze, select and implement web-based resources, electronic databases and multi-media workstations that provide added value to the public. Provide enhanced content and resources on the public web site and the staff intranet. This meets our vision of: be the first choice for information and provide equitable access to the Library's resources and services.
7. Continue digitizing library collections to provide easy access for the public and preservation of the materials. Be a dynamic force in the community, be the first choice for information, and provide equitable access to the Library's resources, are all fulfilled through this objective.

4. Technology Inventory:

a. Computers:

Location	Public Devices	Cat Only	Print Release Station	ELS/AWE	Staff PCs	Laptops	Tablets	Staff Printers	Self Reg	Self Check
Anderson	23	3	2	3	18	1	3	5	2	5
Avondale	17	1	1	2	8	1	2	3	1	3
Blue Ash	23	1	1	0	15	1	3	4	1	4
Bond Hill	26	1	2	2	9	1	3	3	1	2
Cheviot	10	0	1	2	6	1	3	2	1	2
Clifton	29	1	3	2	2	1	13	2	2	3
College Hill	12	1	1	2	7	1	3	2	0	2
Corryville	17	2	1	2	7	1	3	4	1	2
Covedale	13	2	2	2	12	1	3	5	0	3
Deer Park	6	1	1	0	6	3	3	2	0	2
Delhi	20	1	2	2	16	1	3	5	2	4
Elmwood Place	14	0	1	2	3	1	3	1	2	2
Forest Park	11	1	1	2	8	1	3	3	1	2
Green Township	24	1	1	2	15	1	4	3	2	4
Greenhills	3	0	1	2	4	1	3	1	0	2
Groesbeck	21	1	2	2	16	1	3	3	0	5
Harrison	30	0	2	2	19	1	3	6	0	4
Hyde Park	8	1	2	2	8	1	3	3	1	3
Loveland	17	1	2	2	1	1	12	3	1	3
Madeira	13	1	2	3	12	1	3	4	1	4
Madisonville	9	1	1	2	5	1	3	2	1	2
Mariemont	8	1	1	2	6	1	3	2	1	2
Miami Township	5	1	1	2	4	1	2	2	0	2
Monfort Heights	10	1	1	2	7	1	4	3	0	3
Mt. Healthy	4	1	1	1	4	1	2	2	0	2
Mt. Washington	12	1	1	2	7	2	5	3	1	2
North Central	20	1	1	2	13	1	3	3	0	3
Northside	10	1	1	2	5	0	2	2	0	2
Norwood	10	1	2	2	7	1	3	2	1	2
Oakley	8	1	1	2	7	2	3	2	1	2
Pleasant Ridge	7	1	1	2	5	1	3	2	1	2
Price Hill	12	1	1	2	3	1	3	2	0	2
Reading	39	1	2	2	1	3	11	2	1	3
St. Bernard	37	2	2	2	1	3	9	2	2	3
Sharonville	25	1	1	2	15	3	5	3	1	4
Symmes Twp	22	2	1	2	18	2	3	3	1	5
Walnut Hills	12	1	1	2	4	1	3	3	1	2
West End	14	1	1	2	4	1	4	3	1	2
Westwood	21	1	2	2	9	2	7	3	0	2
Wyoming	7	1	1	2	6	1	3	2	0	3
All Main*	221	12	14	9	268	120	160	119	8	11
Totals	850	54	69	86	591	171	320	231	40	122

b. Computer Software:

- Enterprise Software: Basecamp, Blackbaud Raiser's Edge, CapiraMobile, CasperSuite, Comprise Technologies SAM, ContentDM, EnvisionWare LPT:One, EnvisionWare PC Reservation, Evanced Event Calendar and Room Booking, Faronics Deep Freeze, Flexera Admin Studio, FortiClientSSLVPN, Hacker Guardian, Horizon Drive Vaccine, Cogent Systems Webcheck, Innovative Interfaces Sierra, Linux Redhat, MailChimp, Microsoft Exchange Server, Microsoft IIS, SQL Server, Microsoft Project Server, Microsoft Visual Studio, Microsoft Windows Server, NetFacilities, OrangeBoy Savannah, OS Ticket, Paycor, Rise Vision Digital Signage, SiteUptime, Softterra Adaxes, SolarWinds, SunGard OneSolution.
- Other Software: 123D Design, A360 Desktop, Acrobat X Pro, Adobe After Effects CS6, Adobe Audition CS6, Adobe Bridge CS6, Adobe Dreamweaver CS6, Adobe Encore CS6, Adobe Fireworks CS6, Adobe Flash Builder 4.6 Premium Edition, Adobe Flash Player, Adobe Flash Professional CS6, Adobe Illustrator CS6, Adobe InDesign CS6, Adobe Media Encoder CS6, Adobe Prelude CS6, Adobe Premiere Pro CS6, Adobe Reader DC, Adobe Shockwave Player, Audacity, AutoCAD 2016, AutoCAD 2016 – Electrical, AutoCAD 2016 – Mechanical, Autodesk 123D Make, Autodesk 3ds Max 2016, Autodesk Basic Vault 2016,, Autodesk Inventor, Autodesk Product Design Suite, Autodesk ReCap 2016, Autodesk Robot Structural Analysis Professional, Autodesk Showcase 2016, DWG True View 2016, Firefox ESR, Fox It Reader, Gimp, Google Chrome, Google Earth, InfraRecorder, InkScape, Internet Explorer, Kompozer, Learn 2, Maya 2016, Microsoft Office 2010, Microsoft Office 2013, MotionBuilder 2016, Mudbox 2016, Navisworks Manage 2016, NetFabBasic, NotePad++, PDF Creator, Photoshop CS6 Extended, Quicktime, Raster Design 2016, Raster Design 2016 for Architects, Raster Design MEP, Revit 2016, Silverlight, SpeedGrade CS6, Symantec Endpoint Protection, VLC Video Player.

c. Hardware:

There are many servers located at the Main Library serving the entire system by performing the following functions:

Servers

- 7 VMWare ESX Hosts (hosting 134 VMs)
- 2 Domain Controllers
- 1 VEEAM Backup Server
- 2 Teleform Servers

Appliances

- Cisco Ironport Email Security Appliance
- Google Search Appliance
- 2 Fortigate 620 B Firewall Appliances

Storage

- 157 TB EMC VNX Array (Main)
- 84 TB EMC VNX Array (Harrison)

d. Telecommunications:

The Main Library has 2 Nexus 5010 Switches, 2 Nexus 2000 Switch Fabrics, 2 Cisco 6509E switches, 15 WS-C3750X-48P switches, 3 WS-C3750X-24P switches, 2 Fortinet 620B Security Appliances, 1 Cisco 7200 Router, 1 Extreme Summit 48si Switch, 2 Cisco 3700 Routers (Voice Gateways), and 2 Cisco VG248 Analog Telephone Line Modules. All other telecommunications equipment is shown below by location.

Location	Cisco 1760 Routers/Voice Gateways	Cisco C3560X Switches	Cisco 3560G-24P	24 Hour UPS (Fiber)	APC UPS's	Alcatel Circuit	Phone Lines
Anderson	1	2			1	1	3
Avondale	1	1	1		1	1	5
Blue Ash	1	2			1	1	3
Bond Hill	1	1	1		1	1	2
Cheviot	1	1			1	1	1
Clifton	1	3		1	1	1	5
College Hill	1	1			1	1	2
Corryville	1	1			1	1	4
Covedale	1	1			1	1	4
Deer Park	1	1			1	1	1
Delhi Township	1	2			1	1	3
Elmwood Place	1	1			1	1	1
Forest Park	1	1			1	1	1
Green Township	1	2			1	1	3
Greenhills	1		1		1	1	1
Groesbeck	1	2			1	1	3
Harrison	1	2	1		1	1	3
Hyde Park	1	1			1	1	4
Loveland	1	1	1		1	1	1
Madeira	1	1	1		1	1	3
Madisonville	1	1			1	1	2
Mariemont	1	1			1	1	1
Miami Twp	1		1		1	1	1
Monfort Heights	1	1			1	1	3
Mt. Healthy	1		1		1	1	1
Mt. Washington	1	1			1	1	1
North Central	1	1	1		1	1	2
Northside	1	1			1	1	2
Norwood	1	1			1	1	1
Oakley	1	1			1	1	3
Pleasant Ridge	1	1			1	1	3
Price Hill	1	1			1	1	2
Reading	1	3		1	1	1	3
Sharonville	1	2			1	1	4
St Bernard	1	2		1	1	1	3
Symmes	1	2			1	1	2
Walnut Hills	1	1			1	1	2
West End	1	1			1	1	2
Westwood	1	1	1		1	1	2
Wyoming	1	1		1	1	1	3
Main Library	See above				10	1	104
Totals	42	50	10	4	51	43	200

e. Electrical System:

The Library’s electrical systems are monitored on a regular basis by the Facilities Operations Department. The following tasks are performed:

1. Testing the emergency generators once a month by in-house staff.
2. Servicing the emergency generators 4 times per year by an outside contractor.
3. Plan to service the transfer switches once per year by an outside contractor.
4. Checking the UPS in the machine room monthly during the emergency generator testing by in-house staff.
5. Servicing the UPS in the machine room per vendor warranty.

f. Maintenance Contracts:

All network equipment and servers are either under warranty or on a maintenance contract with the appropriate supplier: HP for Altiris, ILS and VMWare Servers; CBTS for Cisco equipment; Fortinet for the Fortigate Firewalls; Thunderbird Tech Services for the Zebra printers, Google for the Google Search Appliance; SenSource for the People Counters; and Liebert for the UPS’s.

The following software is also under a warranty or support contract: Basecamp, Bibliotheca Command Center, Blackbaud Raiser’s Edge, Bowker Syndectics Enrichment Data, Cogent Systems Webcheck, Comodo Hackerproof Guardian Website Vulnerability Scanning, Heartland Payment Gateway, ContentDM, Drive Vaccine, EnvisionWare LPT:One, EnvisionWare PC Reservation, Evanced Event Calendar and Room Booking, Flexera Admin Studio, Innovative Inn-Reach, Innovative Sierra ILS, Ironport Email Security, NetFacilities, OARnet vCenter, OARnet vSphere Plus, Paycor, Softerra Adaxes Active Directory, Solarwinds, SunGard OneSolution, Survey Monkey subscription, Symantec ServiceDesk, Symantec SysED.

5. Budget:

The operating budget is used to fund hardware, software, training and telecommunications expenses. It also includes ongoing maintenance contracts. The budget for 2016 was:

Computer Hardware and Software:	\$ 1,377,818.04
Maintenance and Contracts	\$ 913,753.04
Communications:	\$ 984,900.00
Professional Services	\$ 21,981.00
Training:	\$ 32,181.60
Membership Dues	\$ 100.00

Future Planned and Budgeted Hardware, Software and Telecommunication Projects

- Replace the EMC storage solution with a new solution that utilizes flash storage for our VM environment and nearline storage for our data archives.
- Replace the VM server environment with new servers featuring far fewer processors to reduce licensing and maintenance costs.
- Establish a fully-functional disaster recovery site consisting of redundant server and storage environments.
- Continue to streamline our virtual server, SQL Server, and our storage environments to achieve maximum ease of maintenance.

- Continue replacement of old computer equipment in accordance with our rotational schedules to ensure high performance and limited service disruptions.
- Expand WiFi environment as needed to ensure it meets the growing demand in public areas and to achieve greater efficiency in staff areas.
- Continue to invest in mobile technology to better empower our staff to assist customers.
- Expand network monitoring to detect emerging issues before they result in service disruptions.

6. Evaluation:

The evaluation process includes setting objectives for implementing the new equipment and software, ongoing review of the process and plans to assure the projects are on schedule, and the actual implementation of the equipment/software to accomplish the goal. This section restates each objective and outlines, at a high level, the evaluation approach for each goal.

1. Maximize customer service by ensuring that all aspects of technology are kept current (hardware and software), properly maintained, and monitored. Service will be improved by eliminating unnecessary outages and by early detection of emerging problems. The success of this initiative will be determined by tracking the number of service disruptions and seeing a decreasing trend over time.
2. Continue the enhancement of a self-service environment in the libraries that enables customers to pick up holds, register for a library card, check out materials, and check in materials without the assistance of staff. By further implementation and enhancement of the self-service model staff will be able to engage customers in a more proactive form of customer service. The success of this initiative will be determined by measuring the percent of customers who use self-service systems after implementations or enhancements are complete. We should also expect to see an increase in our customer service scores on customer satisfaction surveys.
3. Begin using mobile technology to empower public service staff to better assist customers. This will allow staff to have access to all the resources that are currently only available at a PC station. The success of this initiative will be determined by asking the customers for feedback and by looking for improvement in customer service in satisfaction surveys.
4. Provide ongoing enhancements to the Integrated Library System to provide customers with easy access to information and staff with better tools to perform their jobs. This includes upgrading Sierra and applying patches to the system. Patches and upgrades are thoroughly tested on a test box by the staff using the application, so this is a collaborative effort between Service Operations and Technology Operations. Once each area has tested and approved the upgrade, staff members are trained and a rollout schedule is determined. New features are announced to the customers via the public web site "What's New" section. Major changes will be promoted to the community via Marketing.
5. Continue to provide top quality training and development for all staff in the organization, so that staff can use this knowledge to support the public. This includes assisting with the development of new courses and job aids as needed for the ongoing education of staff.
6. Continue to analyze, select and implement web-based resources, electronic databases and multi-media workstations that provide added value to the public. Also, provide enhanced content and resources on the public web site and the staff intranet.

ABC Mouse; Access World News Research Collection; Alexander Street Press Music Online; Art Retrospective; Biographies in Context; Biography & Genealogy Master Index; Bookflix Gold; Business Newsbank; Career Online High School; Chatstaff 24x7 Online Ref Staffing Service; Chilton's Auto Repair; Cincinnati Enquirer Fulltext 1999+; CultureGrams; Current Newspaper Collection (including Gannett Newsstand, Louisville Courier-Journal, Canadian Newsstream); Dear Reader Online Book Club; ebrary ebooks; FactCite; Flipster digital magazines; FOLD3 Genealogy; Freading eBooks, Music, & Streaming Music; Help Now Online Homework Help; Historical Archive Collection (National Geographic Magazine Archive, African American Archive Collection, & Nineteenth Century Newspapers); Historical Newspapers (including Arizona Republican, Baltimore Sun, Chicago Defender, Chicago Tribune, Christian Science Monitor, Cincinnati Enquirer 1841-1922, Dayton Daily News, Detroit Free Press, Hartford Courant, Indianapolis Star, Irish Times and Weekly Irish Times, Jerusalem Post, Los Angeles Times, Louisville Courier Journal, Nashville Tennessean, New York Times, Scotsman, St. Louis Post-Dispatch, Toronto Star, Washington Post); Hoopla Digital Movies and Television, Music, Audiobooks; IndieFlix Video; JobNow; LCO: Literature Criticism Online; LegalForms (Ohio); LibraryH3lp chat software for Online Ref Service; Literature Resource Center; Lynda.com; Mango Languages; Mergent Online with D&B; Mergent/Moodys Digital Manuals; MorningStar; NoveList Select/Plus (Ebsco); NYTimes.com; Ohio Capitol Connection, Hannah News Service; OneClickDigital - eaudiobooks; OneSource with RefUSA; Opposing Viewpoints in Context; Overdrive Digital Library: ebooks, eAudio, magazines, video; Oxford English Dictionary; PriceIt! Antiques; Proquest Databases (including ABI/Inform, Accounting, Tax and Banking Collection, Arts and Humanities, Asian and European Business Collection, Australia and New Zealand Database, Biology Database, Business March Research Collection, Canadian Business and Current Affairs Database, Career and Tech Education Database, Computing Database, and more.); Proquest Obituaries; Raz A-Z; Reading A-Z Professional Resource; ReferenceUSA; ReferenceUSA-Historical module upgrade; SAFARI ebooks: Consumer Technology; Signing Savvy; Small Engine Repair Reference Center; Statistical Abstracts of the US and World; Testing & Education Resource Center; TumbleBook Library; Universal Class; US History in Context; Virtual Reference Library ebooks; Wall Street Journal; Zinio Digital Magazines;

Usage statistics will be used to evaluate the utilization of these sites. Statistics currently collected will be compared with statistics after the implementation of the redesigned sites and assessed to determine the impact on utilization. Surveys and focus groups are used to obtain feedback on the public site.

7. Continue digitizing library collections to provide easy access for the public and preservation of the materials. Grants were awarded to fund equipment for use in digitizing Library collections. Web usage statistics and feedback from customers are used to evaluate the success of this project.

7. Training:

In the first week of employment, new staff is provided training in how to use the systems that they need in order to become fully-functioning staff members. Every staff member has received, based on the needs of their position, training in the use of applicable Innovative Sierra modules, use of Microsoft Outlook for email, and PC Reservation/LPT1/Comprise for supporting users on public computers.

As new technologies are introduced at the Library, workshops and other training opportunities are implemented for staff. Technology Core Competencies were developed and implemented for all

staff, and a number of training classes (both classroom and online) and materials were developed to coincide with the required skills and knowledge listed in the competency checklists. Staff has also received training with mobile technology, both with staff use and customer use applications. As the Library expands the use of mobile technology in other applications ongoing training will be needed and provided. Additionally, other training opportunities, such as optional training on productivity boosting apps, are regularly offered to staff.

2017 STRATEGIC PLAN

At the Public Library of Cincinnati and Hamilton County our **CUSTOMERS** are at the center of everything we do. We put **YOU** first in every decision and interaction. We provide the **SERVICES** you need in **FACILITIES** that are convenient and easy to use. We offer the up-to-date **TECHNOLOGY** you expect. Our expert **STAFF** is here to assist you in a friendly, helpful and knowledgeable manner. We must manage our **FUNDING** to fulfill this commitment to you, our customers.

<div style="text-align: center;">  <p>CUSTOMERS</p> </div> <ul style="list-style-type: none"> We offer customizable service options We use everyday language so we both understand We understand how and when you use our services We listen to your feedback 	<div style="text-align: center;">  <p>SERVICES</p> </div> <ul style="list-style-type: none"> We support job seekers and continuous learning We are an essential resource for entrepreneurs and the small business community We prepare children to succeed in kindergarten and throughout their education We provide a collection of resources that is current, expansive and aligned to your interests
<div style="text-align: center;">  <p>FACILITIES</p> </div> <ul style="list-style-type: none"> We deliver our services through facilities that are well-maintained, accessible and up-to-date We offer creative experience spaces We re-purpose space in our facilities as your needs change We provide staffing to meet the needs and demands at each library 	<div style="text-align: center;">  <p>TECHNOLOGY</p> </div> <ul style="list-style-type: none"> We introduce and utilize new technologies We adapt to your changing technology needs We incorporate digital media into our collections and services We provide a full-service website that is easy to navigate
<div style="text-align: center;">  <p>STAFF</p> </div> <ul style="list-style-type: none"> We are committed to becoming a top workplace in Cincinnati We hire enthusiastic, skilled and innovative staff to create superb customer experiences We compensate staff appropriately for a public library We provide staff with opportunities for growth and development and celebrate their accomplishments 	<div style="text-align: center;">  <p>FUNDING</p> </div> <ul style="list-style-type: none"> We are good stewards of the taxpayer funds we receive We strive to fund maintenance of our facilities We work to continue State and local funding at or above the current level We continually seek efficiencies to reduce cost without negatively impacting services

Mr. Moran moved that the Board approve the report as submitted. Mr. Hendon seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mr. Zaring, Ms. Kohnen, Mr. Wright, and Mrs. LaMacchia ...7 ayes. The motion carried. (36-2016).

FINANCE & AUDIT COMMITTEE REPORT

Ms. DeFosse reported that:

- As a result of careful spending and hard work on the part of the staff, there is a savings in the area of salaries and benefits. As noted below, part of the savings is being reallocated for other items. Authorization to pay staff a one-time bonus funded by a portion of the savings is requested. The bonus will be equal to 1% of estimated calendar year to date earnings for employees as of December 17. The total estimated cost of the bonus is \$260,000. All employees, including those with a set salary, will receive the bonus.
- Authorization for the following revisions is requested:

General Fund

Expenses

Salaries – decrease by	\$	(350,000)
Retirement benefits – decrease by	\$	(50,000)
Benefits – decrease by	\$	(250,000)
Purchased and Contracted Services – decrease by	\$	(600,000)
Capital Outlay – increase by	\$	225,000
Other objects – increase by	\$	25,000
Other Financing Uses – increase by	\$	1,000,000

Building and Repair Fund

Revenue

Other Financing Sources – increase by	\$	1,000,000
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The reduction in salaries and benefits is the result of vacant positions, turnover of positions being filled at a lower salary than was in place at the time of the budget, timing differences in filling certain positions, and less than anticipated retirements and terminations resulting in lump sum payouts. The decrease in purchased and contracted services is the result of savings in various accounts and timing of certain projects. The increase in capital outlay and other objects is to accelerate the purchase of planned purchases for 2017 based on fund availability. The increase in other financing uses is to transfer an additional \$1,000,000 to the Building and Repair Fund based on fund availability.

- The following permanent (trust) fund principal amounts are revised, effective December 31, 2016, based on additional donations received in 2016.

Fund	Principal 1/1/2016	2016 Donations	Principal 12/31/2016
Abell	77,299	2,800	80,099
King	20,620	500	21,120

- The revised 2016 Appropriations includes an additional \$1 million to be transferred from the General Fund to the Building & Repair Fund. Authorization is requested to transfer those funds by the end of the year as cash flow permits as determined by the Fiscal Officer.
- To close out the 2016 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, 2017.
- We are anticipating an unencumbered balance of approximately \$13.75 million to carry forward to 2017. This includes an operating contingency of \$1,750,000, represent the allowable 3% of the budget, and approximately \$12 million available for operations in 2017, 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. Moran moved that the Board approve the report as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mr. Zaring, Ms. Kohnen, Mr. Wright, and Mrs. LaMacchia ...7 ayes. The motion carried. **(37-2016)**.

FINANCE AND AUDIT COMMITTEE REPORT

Ms. Kohnen requested:

It is the Committee’s recommendation that the Board authorize Library staff to investigate the possibility of an additional levy as the source for funding the Facility Improvement/Replacement Plan designed to improve overall Library service to the community.

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

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mr. Zaring, Ms. Kohnen, Mr. Wright, and Mrs. LaMacchia ...7 ayes. The motion carried. **(38-2016)**.

LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT

Mr. Hendon reported that:

At the meeting the Board took the following action:

- Approved advertising for Statements of Qualifications for architects, surveyors, and engineers for 2017.

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 2017.

Architects, engineers or surveyors interested in being considered should reply with a statement of qualifications no later than Friday, January 13, 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.

- Confirmed a change order for Debra Kuempel for the 2016 Ongoing Maintenance Project in the amount of \$2,284.

It was reported that:

- The recently relocated rental location of the Greenhills Branch Library is scheduled to open December 13, 2016*. The new location is larger and substantially more functional than the previous space. The overall facility improvements at the location were a little less than \$41,000. *It was announced at the meeting that the branch did not open today because the data connection was not yet working.
- The 2016 Ongoing Maintenance Project status includes:
 - The concrete work at Main is approximately 75% complete.
 - The Monfort Heights roof material removal is approximately 50% complete. The metal for the new metal roof areas should be installed in about three to four weeks. The new ducting to the meeting room is estimated to be complete by the end of December.
 - Anderson's roof deck is being prepped for the new roof top units and installation will be complete by the end of December. Upon completion and depending on weather, the roofers will begin replacing the roof in hopes of completion at four to six weeks later.
 - The Leibert units located at Main will begin to be replaced in early January and the work is expected to take approximately four weeks.

Mr. Hendon moved that the Board approve the report as submitted. Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mr. Zaring, Ms. Kohnen, Mr. Wright, and Mrs. LaMacchia ...7 ayes. The motion carried. **(39-2016)**.

INFORMATIONAL ITEMS

LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT

Mr. Moran introduced Mary Beth Brestel, Delhi Branch Manager.

- Delhi Branch Manager, Mary Beth Brestel reflected on the many things that have changed at the Library during her 42+ years of service – from filling out forms and reports using an electric typewriter to borrowing 16 mm movies for her afterschool programs. Mary Beth noted that we've not only moved beyond 16 mm movies, but VHS and Beta are things of the past, and DVDs will disappear in the near future giving way to streaming video. Another major change occurred when her branch went online, which meant the circulation system became computerized and she was no longer filing catalog cards because the Library's catalog was online.

Mr. Moran reported that:

- A new tool for notifying staff during emergencies will soon go live. The Library Emergency Alert Notification System allows approved staff to send emergency notifications via text, e-mail, and voice to all staff during emergency situations.
- Career Online High School recently supported 14 non-traditional adult students through the completion of their high school coursework. A graduation event was held on November 16th for seven of the graduates and their families at the Main Library.
- The Library will discontinue the traditional interlibrary loan (ILL) service as of December 31, 2016. Since the Library joined SearchOhio and OhioLINK, demand has shifted away from the traditional ILL and to these new, much faster services. All Interlibrary Loan fees will be deleted from the Table of Fines and Fees.
- The Library was notified by the Ohio Department of Taxation that they will no longer distribute Ohio tax forms in bulk to organizations. Individuals can visit www.tax.ohio.gov to download forms, or write or call the Ohio Department of Taxation to request forms.

The report also included information on:

- Poetry in the Garden contest.
- Black History Month programming.
- C. Smith Photography exhibits.

The updated Table of Fines and Fees was presented:

TABLE OF FINES AND FEES

Effective January 1, 2017

Borrowing privileges are stopped when unpaid fines & fees reach \$10.00.

OVERDUE FEES	per day, per title, maximum
Juvenile & Teen material	5¢, \$5.00 maximum per item
Adult material	20¢, \$10.00 maximum per item
SearchOhio/OhioLINK material	50¢, \$25.00 maximum per item
Fee applied to a card turned over to collection agency	\$10.00

FEES FOR LOST OR DAMAGED MATERIALS	
Total Loss or Damage	replacement cost plus \$5.00 processing fee
Book bindery charge	\$10.00
Item from multi-volume set	\$10.00
Audiovisual Container	\$1.00

LIBRARY CARD FEE	
Non-resident card; valid for one year	\$45.00

MEETING ROOM FEE	
Events for purely social purposes	\$50.00

SEARCHOHIO/OHIOLINK FEES	
SearchOhio replacement fee	\$25.00
OhioLINK replacement fee	\$125.00

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

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mr. Zaring, Ms. Kohnen, Mr. Wright, and Mrs. LaMacchia ...7 ayes. The motion carried. (40-2016).

HUMAN RESOURCES COMMITTEE REPORT

Mr. Moran reported that:

- A federal judge’s ruling on November 22 determined that the Department of Labor’s (DOL) recommendations would not go into effect on December 1 and put the changes under the Fair Labor Standards Act (FLSA) on hold, postponing implementation of the new rule indefinitely. Due to the November 22 ruling, impacted employees who were reclassified from exempt to nonexempt under the proposed regulations will still be exempt under current law and we will continue to follow the current salary requirements under the FLSA.
- The 2017 budget incorporates a merit increase for eligible employees between 1.5% and 3%, based on performance.
- The final tallies from the United Way and Community Shares contributions showed contributions were just below those received in 2015.

- United Way \$24,006.00
 - Community Shares \$ 5,639.00
- The fourth annual Staff and Retiree Recognition Program was held at the Main Library on October 30. Service recognition pins were presented to staff reaching a five-year increment anniversary. Laura Rosero, Senior Library Services Assistant at the Reading Branch received the Rookie of the Year award and Steve Kemple, Reference Librarian in the Popular Library, received the Impact Award and Bunny Dehner Prize.
 - After receiving the information from Anthem regarding their corporate decision to cover transgender benefits for fully-insured groups at their renewal date in 2017, the Library requested that Anthem move our renewal to January. Our renewal date had been August 1. Anthem reviewed the Library's updated claims through August 2016 and determined that they could provide the January 1, 2017 renewal at the current rates. Anthem will hold the current rates and renew the Library for 12 months starting January 1, 2017.

CONSENT AGENDA ITEMS

Mrs. LaMacchia the following items for approval:

- Minutes of the Regular Meeting held October 11, 2016.
- Investment Report (summary of invested balances) as of October 31, 2016 and November 30, 2016.

	Amount 10/31/2016	Amount 11/30/2016
<u>Fifth Third Investment</u>		
General Fund	\$1,000,000.00	\$1,000,000.00
Building and Repair	1,000,020.55	750,000.00
	\$2,000,020.55	\$1,750,000.00
<u>Operating Account</u>		
General Fund	\$10,812,835.33	\$17,676,985.71
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	355,544.34	330,431.72
Building and Repair	4,041,140.75	4,271,122.80
Permanent Trust Funds	1,383,211.57	1,353,947.76
	\$16,822,731.99	\$23,862,487.99
STAR Ohio		
Building and Repair	1,051,957.50	1,052,517.18
Managed Investments (Trust Funds):		
Permanent Trust Funds	\$6,740,531.00	\$6,740,531.00
	\$26,615,241.04	\$33,405,536.17
GRAND TOTAL	\$26,615,241.04	\$33,405,536.17

- Monthly Financial Reports – for the periods ending October 31, 2016 and November 30, 2016.
- Personnel Change Report reflects changes through November 19, 2016.

Action	Agency	Position Title	FTE	Employee Name	Effective Date
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	0.3	SARKAR, NEIL	09/25/2016
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	0.3	STUMP, EMMORY A	09/25/2016
APPOINTMENT	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	0.6	BROWN, EMILY J	10/23/2016
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	0.3	GRAY, KAITLIN M	11/06/2016
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	0.3	SCHAEFER, VICTORIA G	11/06/2016
APPOINTMENT	CHEVIOT BRANCH	STUDENT SHELVER	0.3	LUEBBERS, CAROLINE A	10/09/2016
APPOINTMENT	CHEVIOT BRANCH	HOMEWORK HELP AIDE	0.3	COOMBS, SARA E	09/25/2016
APPOINTMENT	CLIFTON BRANCH	LIBRARY SERVICES ASSISTANT	0.5	BEISCHEL, MERRITT A	10/23/2016
APPOINTMENT	CLIFTON BRANCH	LIBRARY SERVICES ASSISTANT	0.5	URBANCSIK, JESSE M	10/09/2016
APPOINTMENT	COLLEGE HILL BRANCH	LIBRARY SERVICES ASSISTANT	0.5	SUESBERRY, EVELYN L	10/23/2016
APPOINTMENT	DEER PARK BRANCH	HOMEWORK HELP AIDE	0.3	GRISELL, ANDREA M	10/23/2016
APPOINTMENT	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	0.5	VILAHUR CUADRADO, JORDI	09/25/2016
APPOINTMENT	HARRISON BRANCH	STUDENT SHELVER	0.3	NAYLOR, EMILY C	09/25/2016
APPOINTMENT	HYDE PARK BRANCH	STUDENT SHELVER	0.3	HORNSEY, ELIZABETH M	10/09/2016
APPOINTMENT	HYDE PARK BRANCH	STUDENT SHELVER	0.3	TAYLOR, RILEY C	10/23/2016
APPOINTMENT	MADEIRA BRANCH	STUDENT SHELVER	0.3	CHOI, YEONSU	10/09/2016
APPOINTMENT	MADEIRA BRANCH	STUDENT SHELVER	0.3	MIDDLEBROOKS, ERIN B	10/09/2016
APPOINTMENT	MADEIRA BRANCH	LIBRARY SERVICES ASSISTANT	0.6	CLARK, MATTHEW W	10/09/2016
APPOINTMENT	MADISONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.5	MCCMAHON, KATIE L	10/23/2016
APPOINTMENT	MARKETING	WEB DEVELOPER	1	HO, TINA T	09/25/2016
APPOINTMENT	MONFORT HEIGHTS BRANCH	STUDENT SHELVER	0.3	SKATES, ADRIANNA J	10/23/2016
APPOINTMENT	NORTH CENTRAL BRANCH	STUDENT SHELVER	0.3	MCEWEN JR, MALCOLM T	10/09/2016
APPOINTMENT	NORWOOD BRANCH	STUDENT SHELVER	0.3	WHITE, ELISSA K	09/25/2016
APPOINTMENT	OUTREACH SERVICES	SHELVER	0.5	HARRISON, CASSANDRA A	09/25/2016
APPOINTMENT	POPULAR LIBRARY	SHELVER	0.5	DYER, CHELSEA E	10/09/2016
APPOINTMENT	POPULAR LIBRARY	STUDENT SHELVER	0.3	MILLER, JORDAN M	10/23/2016
APPOINTMENT	PRICE HILL BRANCH	HOMEWORK HELP AIDE	0.3	FAHEY, ELIZABETH GAIL	09/25/2016
APPOINTMENT	PRICE HILL BRANCH	LIBRARY SERVICES ASSISTANT	0.6	RHOADS, KRISTIN N	09/25/2016
APPOINTMENT	READING BRANCH	HOMEWORK HELP AIDE	0.3	SAUNDERS, CHANEL T	10/09/2016
APPOINTMENT	SAFETY & SECURITY SERVICES	SECURITY GUARD/OPERATOR	1	WALTERMAN, ANDREW J	10/09/2016

APPOINTMENT	SHARONVILLE BRANCH	STUDENT SHELVER	0.3	BOSTOGAITE, EMILIA	11/06/2016
APPOINTMENT	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.6	KROTH, JACOB A	09/25/2016
APPOINTMENT	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.5	SWITZER, DEBORAH C	09/25/2016
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	SORTER	0.5	ALBERTSON, JASON M	09/25/2016
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	SORTER	0.5	GRAYSON, THOMAS A	09/25/2016
APPOINTMENT	ST BERNARD BRANCH	SENIOR LIBRARY SERVICES ASST	0.5	EASTERLING, DOUGLAS H	11/06/2016
APPOINTMENT	ST BERNARD BRANCH	LIBRARY SERVICES ASSISTANT	0.5	FOSTER, JASPER K	11/06/2016
APPOINTMENT	ST BERNARD BRANCH	STUDENT SHELVER	0.3	HUNTER-LINVILLE, EVAN A	10/09/2016
APPOINTMENT	SYMMES TOWNSHIP BRANCH	STUDENT SHELVER	0.3	GARVIS, CHRISTINA A	10/09/2016
APPOINTMENT	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.5	BREWER, ALICIA ANN	09/25/2016
APPOINTMENT	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.5	FERRIS-MORRIS, SAMUEL A	09/25/2016
APPOINTMENT	WESTWOOD BRANCH	STUDENT SHELVER	0.3	PLAGGE, OWEN C	10/09/2016
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	EDUC & HOMEWORK SUPPORT ASST	0.6	RANEY, LISA A	10/09/2016
APPOINTMENT	MT. WASHINGTON BRANCH	LIBRARY SERVICES ASSISTANT	0.5	HARFORD, MARIA G	10/09/2016
APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.6	JAMES, LISA L	09/25/2016
CHANGE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.6	THOMPSON, VICTORIA D	11/06/2016
CHANGE	DELHI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	1	MACKLIN, HANNAH	11/06/2016
CHANGE	NORWOOD BRANCH	TEEN LIBRARIAN	0.5	LAM, JENNIFER S	10/09/2016
CHANGE	ST BERNARD BRANCH	LIBRARY SERVICES ASSISTANT	1	JOHNSON, LINDA	10/23/2016
CHANGE	DIRECTOR'S OFFICE	CHIEF LIBRARY EXP OFFICER	1	EDWARDS, GREGORY A	11/06/2016
CHANGE	FISCAL OFFICE	CHIEF FIN FAC OFFICER	1	DEFOSSE, MOLLY D	11/06/2016
CHANGE	MT. WASHINGTON BRANCH	TEEN LIBRARIAN	1	SALYERS, KRISTINE H	10/09/2016
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	0.3	BROCK, STEFANIE N	10/13/2016
DEPARTURE	BOND HILL BRANCH	SENIOR LIBRARY SERVICES ASST	0.5	TAYLOR, TERRY	11/12/2016
DEPARTURE	CHEVIOT BRANCH	HOMEWORK HELP AIDE	0.3	COOMBS, SARA E	10/03/2016
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.6	LEEVEY, AMBERLY R	10/13/2016
DEPARTURE	CLIFTON BRANCH	LIBRARY SERVICES ASSISTANT	0.5	HAWLEY, VICTORIA B	09/30/2016
DEPARTURE	COLLEGE HILL BRANCH	SENIOR LIBRARY SERVICES ASST	1	SANDERS, KAYLA	11/04/2016
DEPARTURE	GENEALOGY & LOCAL HISTORY	SENIOR LIBRARY SERVICES ASST	0.5	BRAMELL, KATIE D	10/08/2016
DEPARTURE	LOVELAND BRANCH	STUDENT SHELVER	0.3	REARDON, MARGARET M	10/05/2016
DEPARTURE	LOVELAND BRANCH	LIBRARY SERVICES ASSISTANT	0.5	SHROYER, SAMANTHA A	11/04/2016
DEPARTURE	MADEIRA BRANCH	LIBRARY SERVICES ASSISTANT	0.6	CLARK, MATTHEW W	10/11/2016

DEPARTURE	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.5	FORE, AMBER M	10/27/2016
DEPARTURE	READING BRANCH	LIBRARY SERVICES ASSISTANT	0.5	RAKE, JAMES A	10/11/2016
DEPARTURE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.5	RUPP, DAPHNE	10/05/2016
DEPARTURE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.5	SMITH, STACY M	11/03/2016
DEPARTURE	WESTWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.5	ORDONEZ, SOFIA L	10/31/2016
DEPARTURE	FACILITY OPERATIONS	ELECTRICIAN	1	VOGEL, TIMOTHY R	10/25/2016
DEPARTURE	SHIPPING & RECEIVING	TRUCK DRIVER	1	MACKLIN, JAY L	10/21/2016
PROMOTION	CORRYVILLE BRANCH	BRANCH MANAGER	1	MULFORD, ELLA M	10/23/2016
PROMOTION	DIGITAL SERVICES	DIGITAL SERVICES ASSISTANT	1	FINKE, ASHLEY N	10/09/2016
PROMOTION	DIRECTOR'S OFFICE	CHIEF STRATEGY TECH OFFICER	1	BREHM-HEEGER, PAULA C	11/06/2016
PROMOTION	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	0.5	POULIN, AIMEE	09/25/2016
PROMOTION	HYDE PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.5	CASWELL, JOSHUA A	11/06/2016
PROMOTION	NORTH CENTRAL BRANCH	SENIOR LIBRARY SERVICES ASST	0.5	HOROBİK, VALERIE C	10/09/2016
PROMOTION	SERVICE OPERATIONS	FLOATER	1	SEMPSTROT, NATHANIEL A	10/09/2016
PROMOTION	TECHCENTER / MAKERSPACE	TEAM LEADER	1	PELLEY, NATHANIEL D	11/06/2016
PROMOTION	TEENSPOT	SENIOR LIBRARY SERVICES ASST	0.5	RICHARDS, TAYLOR M	10/23/2016

- Statistical Report for November, 2016.
- Top Ten Circulating Titles for November, 2016.

Mrs. LaMacchia moved that the Board approve the report as filed. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Ms. Kohnen, Mrs. LaMacchia, Mr. Wright, Mr. Zaring and Mr. Moran (except pass on investments)...7 ayes. The motion carried. **(41-2016)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary