

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

Date: December 8, 2015

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, Mrs. Kohnen, Mrs. Trauth, Mr. Wright, and Mr. Zaring

Trustees Absent: None

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

***LIBRARY TRUSTEE OATH OF OFFICE – MONICA DONATH KONEN***

Monica Donath Kohnen was sworn in by Ross Wright as Trustee for the Board of Trustees of the Public Library of Cincinnati and Hamilton County for a term through September 2022.

**REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING**

**APPOINTMENT AND SALARIES OF FISCAL OFFICER AND EVA JANE ROMAINE COOMBE DIRECTOR, APPOINTMENT OF DEPUTY FISCAL OFFICER**

1. Appoint and set the salaries for the positions of Fiscal Officer and Eva Jane Romaine Coombe Director for 2016 as follows:

Fiscal Officer – Molly DeFosse at an annual salary of \$130,000.

Eva Jane Romaine Coombe Director – Kimber L. Fender at an annual salary of \$201,000.

2. Appoint Alesha Sanders, Senior Financial Analyst, as Deputy Fiscal Officer. Ms. Sanders receives no additional compensation for serving in this capacity.

Mrs. Trauth moved that the Board approve the report as submitted. Mr. Hendon 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. (33-2015).

## **ANNUAL MEETING RESPONSIBILITIES**

Ms. DeFosse 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, 2015 and ending December 31, 2016.

### **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.

Withdrawals and Transfers. Any funds deposited to the credit of any account of the Public Library of Cincinnati and Hamilton County may be withdrawn by check or other order for the payment of money, signed by the President and Fiscal Officer.

Any funds deposited to the credit of the Public Library of Cincinnati and Hamilton County may be transferred by wire transfer or ACH transaction to another Library account or investment instrument, as authorized either in writing, by telephone or computer by the Fiscal Officer or Deputy Fiscal Officer.

Products and Services. The Fiscal Officer and the President or Vice President jointly are authorized to enter into contracts and agreements, written or verbal, for any products or services offered by an authorized public depository, including but not limited to cash management services and computer/internet based products and services.

Sale of Stock. The Eva Jane Romaine Coombe Director or Fiscal Officer are authorized to sell stock donations.

### **RESOLUTION/AUTHORIZATION FOR 2016 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 2016 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 2016.

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

Mr. Wright 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. **(34-2015)**.

**ELECTION OF PRESIDENT**

Mr. Moran moved that Mrs. LaMacchia be nominated for President of the Board. Mr. Zaring 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. **(35-2015)**.

**ELECTION OF VICE PRESIDENT**

Mr. Moran moved that Mr. Zaring be nominated for Vice President of the Board. Mr. Wright 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. **(36-2015)**.

**ELECTION OF SECRETARY**

Mrs. LaMacchia moved that Mrs. Trauth be nominated for Secretary of the Board. Mr. Zaring 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. **(37-2015)**.

## 2016 PROPOSED COMMITTEE ASSIGNMENTS

Mr. Moran presented the members and Chair of each Committee for 2016.

### **Finance and Audit**

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

### **Human Resources**

William J. Moran, Chair  
Robert G. Hendon  
Allen G. Zaring IV

### **Library Operations - Facilities**

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

### **Library Operations - Services**

Ross A. Wright, Chair  
Barbara W. Trauth  
Allen G. Zaring IV

Mr. Hendon 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. **(38-2015)**.

The Annual Meeting was then adjourned.

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President

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Attest: Secretary

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

Date: December 8, 2015

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

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

Trustees Absent: None

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

***PUBLIC COMMENTS***

None.

***ACTION ITEMS***

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

Ms. Fender reported that:

**OUR FIVE STAR LIBRARY**

For the third consecutive year our Library received a five star rating in the *Library Journal* Index. Trade publication *Library Journal* developed a rating method for public libraries nationwide based on four per capita measures: circulation, visits, program attendance and public access computer use. Our Library received an overall ranking of 2<sup>nd</sup> for libraries with an annual operating budget of \$30 million or more. It is important to note that the rankings are based solely on the per capita use in these four areas. The system does not measure outcomes or quality of service. Of the more than 7,663 public libraries ranked nationwide, the most ever rated, only 261 received star designation.

Every year since the Library began submitting the four data elements used in the rating we have received either four or five stars.

The Board inquired if a press release was done regarding the rating and staff indicated that it was done as well as various promotions of the designation.

**NOVEMBER ELECTION RESULTS**

Congratulatory packets have been sent to the numerous Mayors elected or re-elected in November.

Twenty-nine public libraries had levies on the ballot this November with 26 of these passing. Two new levies and one replacement failed. The unofficial results are as follows:

**Ohio Library Council  
LIBRARY BALLOT ISSUES  
Nov. 3, 2015  
UNOFFICIAL RESULTS**

Library	County	Millage	Votes			% Yes	Type
			For	Y	Against		
Birchard Public Library	Sandusky	1.00	9,921	Y	3,844	72%	Renewal
Brown Memberial Library (Lewisburg)	Preble	1.00	433	Y	111	80%	Renewal
Brumback Public Library (Van Wert)	Van Wert	0.50	6205	Y	1179	84%	Renewal
Carnegie Public Library - East Liverpool	Columbiana	2.00	1,411	Y	778	64%	Renewal
Champaign County Public Library	Champaign	0.80	4,386	Y	2,141	67%	Renewal
Chillicothe-Ross County Public Library	Ross	1.50	10,088	Y	8,300	55%	Replacement
Gnadenhutten Public Library	Tuscarawas	1.00	696	Y	360	66%	New
Harris-Elmore Public Library	Ottawa	1.10	2,951	Y	1,055	74%	Renewal
Henderson Memorial Library (Jefferson)	Ashtabula	1.50	741	N	761	49%	Replacement
Holgate Public Library	Henry	2.00	520	Y	256	67%	New
Huron County Community Library	Huron	1.275	2,923	Y	2,541	53%	Renewal/Additional
Kirtland Public Library	Lake	1.00	1,995	Y	1,052	65%	Renewal
Liberty Center Public Library	Henry	1.30	1,066	Y	394	73%	Renewal
London Public Library	Madison	1.50	2,391	Y	1,208	66%	Renewal/Additional
Louisville Public Library	Stark	0.90	2,896	N	3,285	47%	New
Marion Lawrence Memorial Library (Gratis)	Preble	1.00	161	Y	131	55%	New
Massillon Public Library	Stark	2.90	5,006	Y	3,896	56%	Renewal/Additional
Newcomerstown Public Library	Tuscarawas	2.50	1,045	Y	360	74%	Renewal
New Madison Public Library	Darke	1.50	974	Y	333	75%	Rewenal
Normal Memorial Library (Fayette)	Fulton	0.75	618	Y	178	78%	Renewal
Perry Public Library	Lake	0.75	1,445	Y	1,349	52%	New
Piqua Public Library	Miami	1.30	3,784	Y	2,116	64%	Renewal
Plain City Public Library	Madison	1.50	1,256	Y	903	58%	Replacement
Portage County Disitrct Library	Portage	1.00	13,992	N	15,899	47%	New
Preble County District Library	Preble	1.00	8,274	Y	3,599	70%	Renewal
Reed Memorial Library	Portage	1.50	3,573	Y	1,817	66%	Renewal
Seneca East Public Library (Attica)	Seneca	0.75	1,087	Y	400	73%	Renewal
Washington County Public Library	Washington	1.00	11,375	Y	5,360	68%	Renewal
Weston Public Library	Wood	1.00	1,402	Y	1,281	52%	New

## CHRIS RICE ACCEPTED INTO C-CHANGE

Marketing Team Manager Chris Rice has been accepted into C-Change Class 11. C-Change is a year-long leadership development program for emerging leaders in the Cincinnati region developed by the Cincinnati USA Regional Chamber. The curriculum combines personal leadership development with community engagement to enhance current leadership roles and prepare participants for future ones. It strives to develop and enhance the leadership skills of the participants by having them lead meaningful community projects that impact the entire region.

## LIBRARY RECEIVES NUMEROUS AWARDS AND RECOGNITIONS

The Library has been the recipient of five awards and recognitions in November and December.

On November 8, I along with Dick Savage, McClorey & Savage Architects attended the Cincinnati Preservation Association's annual meeting and awards ceremony. The Clifton Branch received recognition for the renovation converting it from a home and fraternity house to a branch library.

On November 12, I along with Greg Edwards and Jeff Gerrein joined Brad Kaiser and Christine Madden from Champlin Architecture at the Tri-State Masonry Institute awards ceremony. Champlin Architecture's use of brick and stone received a merit award for the St. Bernard branch and an honor award for the Reading Branch.

On November 17, I along with Greg Edwards, Jeff Gerrein, and Paula Brehm-Heeger attended the Hamilton County Recycling and Solid Waste District awards breakfast. The Library received the District's highest award, the John Van Volkenburgh Award for reuse and recycling. The awards were made in the Main Library's MakerSpace on engraved glass tiles.

The December issue of *Cincinnati Magazine* named the Clifton Branch "Best New Library" in their Best of the City issue. They said, "Rarely are both techies and history buffs into the same remix."

Finally, on December 7, the Library received the Reading Chamber of Commerce's Best New Development Award for the new Reading Branch Library. I along with Jeff Gerrein and Chris Holt attended the awards ceremony and dinner as did former Reading Branch Manager Liz Anderson, who also received a key to the city.

## NEW AUDUBON CASE DEDICATED

On November 16, the new display case for the Library's John James Audubon's *Birds of America*, was dedicated. Through the efforts of former Library Development Director, John Reusing, the case was paid for entirely with donations. At his request, the case was dedicated in honor of John Ruthven, who was among those attending the dedication.

## CONNECTED LIBRARY CHALLENGE INITIATIVE

At the October Regular Meeting, we reported the implementation of an initiative to place Library cards into the hands of all students in Hamilton County between the ages of 5 and 18. All 22 public school districts are taking part in the initiative. Since the launch of our efforts, 7,861 cards have

been registered to date bringing the percent of students with a Library card to 98%. Outreach to private and charter schools has begun.

### WORK CULTURE SURVEY

In an effort to meet one of the strategies of the Library's Strategic Plan, "Become a top workplace in Cincinnati," we have selected ModernThink LLC to conduct an employee climate survey. During the next six weeks, Strategic Initiatives Director Shelli Dronsfield will be working both with staff at ModernThink and members of the Library's Senior Leadership to develop the survey and the related communications plan needed to ensure the highest level of employee participation. Beginning January 11, the survey, which will be distributed by ModernThink, will be available online for two weeks for staff participation.

The survey will consist of demographic, open ended, and benefits satisfaction questions, with the bulk of the data being collected through survey statements ranked on a 5-point scale. After the close of the survey, ModernThink will review and analyze the data in order to produce a comprehensive report. Following the report's completion, staff from ModernThink will meet with Senior Leadership to review the survey results. They will summarize the Library's strengths and opportunities reflected in staff responses, which will formulate their recommendations for action planning. Following review with Senior Leadership, we expect to charge a volunteer committee of selected staff with formulating a proposed list of potential initiatives that could leverage those opportunities identified by ModernThink.

### PUBLIC UTILITY TANGIBLE PERSONAL PROPERTY TAX (PUTPP)

A proposal making its way through the general assembly would exempt public utility generation facilities from property taxes. According to the settlement documents we receive from the Auditor each year, our Library would lose \$820,000 or 4.6% of levy revenue with this change. There are discussions to replace the revenue with an additional kilowatt hour tax. It seems fairly certain that the exemption will be approved. Our efforts are directed toward a suitable, long-term replacement for the revenue lost through the exemption.

### MARKETING UPDATE

A revamped email campaign targeting Inactive and Occasional cardholders resulted in over 3,000 cardholders becoming active again. Promotions for our new Book Hookup service are very successful, averaging over 120 requests per email. We recently worked with OrangeBoy to add a new customer filter for new card holders allowing us to set up scheduled emails for new customers during their first 90 days as a cardholder.

The Board asked for clarification of what information was communicated in the emails and staff provided details.

### LIBRARY FOUNDATION

The Foundation Board met on October 21 and will hold its next meeting January 20, 2016.



As of November 19, the Annual Fund has raised \$51,782.84, \$20,000 more and 120 more donors when compared to this time in 2014.

The Foundation received a number of grants and gifts:

- Pfau grant, \$15,000 for Summer Camp Reading
- \$2,075 in honor of Sylvia and Bob Hendon’s 50<sup>th</sup> anniversary
- Books from the Meyer-Keener estate sold for \$2,000 with proceeds going to the St. Bernard branch.
- \$4,000 from Barbara Bruce for the Mariemont library
- Dally Foundation grant, \$4,017 for summer learning

The Foundation Board approved an addition of \$12,000 yearly to the agreement between the Foundation and the Library. This funding will offset library support staff time for their assistance with administrative tasks for the Foundation. It is requested that the Board approve a new Agreement with the Foundation incorporating this change.

**AGREEMENT**  
**Between**  
**THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY**  
**and**  
**THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY FOUNDATION**

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

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

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

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

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

**I. FOUNDATION OFFICE & BUILDING SPACE**

- A. The Foundation will rent and have the use of Library office facilities year round. Specifically for the Annual Fund or any other solicitation programs needed on the Foundation’s behalf.
- B. The Foundation will have the use of the Library’s Boardroom for meetings and parking for a limited number of directors to attend those meetings. The Executive Director of the Foundation will be given a parking spot on a regular basis.
- C. Depending on availability, the Foundation will have the use of Library property for fundraising purposes and other Foundation events.
- D. The Library will provide additional work areas and computers needed for staff hired by the Foundation.

## **II. GRAPHIC DESIGN, PROMOTION AND PRINTING SERVICES**

- A. The Library shall design and promote promotional items for the Foundation, including but not limited to:
  - 1. Annual Fund solicitations.
  - 2. Promotional brochures for all Foundation activities.
  - 3. Stationery and informational mailings.
- B. The Library shall prepare and distribute press releases on the Foundation's events and fundraising efforts, arrange for the production of promotional banners and take photos of Foundation events that can be used to promote future events.
- C. The Foundation will have the use of Library copiers for maintaining records.

## **III. COMPUTER SUPPORT SERVICES**

- A. The Library shall provide basic computer hardware and software support. Raiser's Edge software will be maintained by the Library for donor information and solicitation and will be upgraded at the discretion of the Library. The Library shall not be obligated to provide such support at times that conflict with work schedules. The Library will provide email access for Foundation communication to donors. In addition, the Library will provide information from Library card applicants who have indicated their approval to be contacted by the Foundation for fundraising purposes.
- B. The Library will provide a website link for the Foundation on the Library's homepage to promote donations to the Foundation through bequests, planned gifts, naming opportunities, direct donations and sale of products.

## **IV. ADMINISTRATIVE STAFF SUPPORT**

- A. The Library will provide up to 12 hours of administrative staff support per week for the Foundation office.
- B. The Foundation will pay \$1,000 per month for this administrative service. The payments will be made twice a year. The payments of \$6,000 will be made to the Library in January and July.

## **V. TELEPHONE SERVICES**

- A. The Library shall provide the Foundation with a phone number and voice mail services as part of the Library's phone system.

## **VI. GIFT ALLOCATIONS**

The Annual Fund Campaign will be under the control of the Foundation and it is the responsibility of the Executive Director of the Foundation to verify that monies donated go either to the Foundation or the Library as indicated by the donor. Upon request from the Library, the Foundation will provide an accounting of these donations and expenditures by the Foundation. The Foundation will also transfer any gifts received throughout the year received by the Foundation that were intended for the Library.

## **VII. POSTAGE & MAIL SERVICE**

Upon request, the Library shall mail first-class correspondence and parcels for the Foundation, The Foundation will reimburse the Library \$1,000 to pay the average yearly cost of mailings. This \$1,000 will be paid at the same time as this agreement.

## **VIII. INSURANCE**

- A. The Library will cover the Foundation Directors under the Library’s Directors & Officers liability insurance policy.

**IX. TERM**

- A. The term of this agreement is for the 24-month period from December 8, 2015 through December 8, 2017.
- B. Upon completion of the term, the agreement shall continue on a month-to-month basis under the same terms and conditions, unless amended by mutual consent of both parties.
- C. Either party may terminate this agreement at any time by giving 60 days notice.

**X. FOUNDATION PAYMENTS TO THE LIBRARY**

- A. The Foundation shall pay the Library the sum of \$3,400.00 annually for the goods and services the Library provides to the Foundation in accordance with the terms of this agreement. This payment will be made after the fiscal year end meeting of the Foundation in June.
- B. The Library shall provide the Foundation with an annual invoice for the total amount due.

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

President Board of Trustees of The Public Library of Cincinnati and Hamilton County	Date
Executive Director Public Library of Cincinnati and Hamilton County Foundation	Date

**FRIENDS OF THE PUBLIC LIBRARY**

The Friends Board held its quarterly meeting on October 30. At that meeting, the Friends approved providing all Library staff with a complimentary membership in the Friends during their employment at the Library. Additionally, the Friends approved extending the 10% discount to all sales, including ongoing warehouse sales. The next meeting of the Friends Board will be January 22, 2016.

The Friends have a number of special holiday events planned for the next few weeks. December 8, the shop is open from 5:00-8:30 for a special shopping event with 25% off nearly everything and free gift wrapping. Additionally, the Holiday Book Café, adjacent to the Friends shop will be open Sundays, December 13 and 20 from 1:00 to 5:00 offering a great selection of books suitable for gifts. The Board inquired if many people take advantage of the Sunday hours. Staff responded that it appears they do and that the shop also is open for special events such as the Staff Recognition event and programs.

The Friends will hold their Winter Warehouse Sale Thursday, January 14 through Sunday, January 17, 2016.

## ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association November sale netted \$9,901.51, a slight increase over the 2014 sale.

The Association met on November 18 and presented the Library with a check for \$27,500 with 55% designated for the Anderson Branch and 45% designated for the Mt. Washington Branch.

## FORESIGHT STUDIES CERTIFICATE

At the October Regular Meeting, I reported that from January 17-23, 2016 I will be attending the University of Houston to earn a certificate in Foresight Studies. I had been planning to cover the entire cost of the program myself and use PTO to attend. However, I have been asked to bring this back to the Board for discussion at this meeting. I am requesting that my attendance be treated as professional leave rather than PTO. The cost to attend, including the registration fee, airfare and hotel is \$4,600. Per Library policy, the Board President must approve all reimbursements to the Director and documentation of all expenses must also be provided.

Mr. Moran that the Board approve the report as submitted. Mr. Wright 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. (39-2015).

## **FISCAL OFFICER'S REPORT**

Ms. DeFosse reported that:

### THEFT OF LIBRARY PROPERTY

On October 28, 2015 a laptop valued at \$527.28 was taken from the Main Library during the set-up for a program. Staff and security were present but the perpetrator was not apprehended after being pursued. The Library Operations staff has modified their procedures to ensure the safeguarding of Library property. The Fiscal Officer requests a release of personal liability related to the theft of this item.

### PUBLIC RECORDS REQUEST

On November 3, 2015, Patrick Lance inspected the documents from a previous records request that had been available since July 21, 2015.

The Hamilton County Prosecutor's Office is preparing a response for the records requested on September 19, 2015.

### FOLLOW-UP ON NORTH BUILDING POWER OUTAGE AND DUKE RESPONSE

As reported at the August 2015 Board meeting, Duke Energy determined they would not pay for any damaged equipment from the April 25, 2015 incident resulting in a net loss of \$102,843.79 to the Library. The Board requested that staff discuss options for recovery from Duke with the Hamilton County Prosecutor's Office.

The Prosecutor’s office recommended that we request the insurance company to send the case to arbitration. The case is expected to be heard in February or March 2016.

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, Mrs. Kohnen, Mr. Wright, and Mrs. LaMacchia ...7 ayes. The motion carried. **(40-2015)**.

**FINANCE & AUDIT COMMITTEE REPORT**

Mr. Wright requested:

REVISION OF 2015 APPROPRIATIONS

Authorization is requested to revise *appropriations* as follows:

*General Fund - Expenses*

Supplies - increase by	\$ 60,000.00
Purchased and Contracted Survices - decrease by	(110,000.00)
Capital Outlay - increase by	<u>50,000.00</u>
<i>Appropriations net change</i>	<u>\$ -</u>

The revision is necessary to account for accelerating planned purchases from 2016 to 2015 based on availability of funding.

REVISION OF PERMANENT FUND PRINCIPAL BALANCES

The following permanent (trust) fund principal amounts are revised, effective December 31, 2015, based on additional donations received in 2015.

Fund	Principal 1/1/15	2015 Donations	Principal 12/31/15
Abell	75,499.00	1,800.00	77,299.00
King*	20,120.00	500.00	20,620.00

\*Represents an \$80 correction of the previously reported balance.

2015 ANNUAL APPROPRIATIONS

To close out the 2015 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, 2016.

2015 UNENCUMBERED BALANCE

We are anticipating an unencumbered balance of approximately \$12.75 million to carry forward to 2016. This includes an operating contingency of \$1,750,000, a requested \$100,000 increase to represent the allowable 3% of the budget, and approximately \$11 million available for operations in 2016, 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.

ANNUAL APPROPRIATION RESOLUTION AND ESTIMATED RESOURCES FOR FISCAL 2016

The Ohio Department of Taxation has set our 2016 Public Library Fund receipts at \$38,704,682.65 and Hamilton County has estimated property tax levy receipts of \$17,830,653. Using these amounts, total General Fund resources are estimated to be \$58,897,000, as follows:

<b>2016 GENERAL FUND RESOURCES</b>	
Operating Contingency	\$1,750,000.00
Unencumbered Balance	11,000,000.00
PRIOR YEAR CARRYFORWARD	<u>12,750,000.00</u>
Public Library Fund	38,704,682.65
Hamilton County Property Tax	17,830,653.00
Other Income	2,361,664.35
NEW INCOME	<u>58,897,000.00</u>
<b>TOTAL ESTIMATED RESOURCES</b>	<b><u><u>\$71,647,000.00</u></u></b>

It is recommended that the 2016 General Fund appropriation (spending authority) be set at **\$58,897,000**, distributed by account as follows.

<b>2016 GENERAL FUND APPROPRIATION</b>	
Salaries	\$27,622,000.00
Retirement Benefits	3,797,500.00
Insurance Benefits	4,648,450.00
Supplies	1,611,050.00
Purchased & Contracted Services	9,060,000.00
Library Materials & Information	8,885,000.00
Capital Outlay	987,000.00
Other Objects	286,000.00
Other Financing Uses - Transfer	2,000,000.00
<b>TOTAL APPROPRIATION</b>	<b><u><u>\$58,897,000.00</u></u></b>

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 \$6,740,531 are excluded from permanent fund balances.

FUND	2015 ESTIMATED	2016	2016
	AVAILABLE BALANCE (3)	ESTIMATED RESOURCES	APPROPRIATION
General Fund	\$12,750,000.00	\$58,897,000.00	\$58,897,000.00 (1)
Building & Repair Capital Fund	4,368,106.42	2,000,000.00 (2)	4,250,000.00
Special Revenue (4 funds)	405,744.26	290,500.00	336,150.00
Permanent (44 funds)	1,454,738.77	94,000.00	291,500.00
<b>Total</b>	<b>\$18,978,589.45</b>	<b>\$61,281,500.00</b>	<b>\$63,774,650.00</b>

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

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

(3) Balances are estimates at 12/31/15. 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, 2016, the resources of the Library be appropriated at the fund and object levels outlined below be submitted to the Hamilton County Budget Commission as the Library's **2016 Annual Appropriation Resolution and Certificate of Sources Available for Expenditure**.

	SPECIAL REVENUE:				CAPITAL:	
	General Fund	LSTA	Anderson Mt Washington	Library Programs	Gifts	Building & Repair
	1100	2010	2101	2152	2199	4001
Salaries	27,622,000.00					
Retirement Benefits	3,797,500.00					
Insurance Benefits	4,648,450.00					
Other Employee Benefits						
Purchased/Contracted Services	9,060,000.00	-	10,950.00	20,000.00	52,500.00	750,000.00
Supplies	1,611,050.00	-	16,600.00	20,000.00	170,000.00	
Library Materials and Information	8,885,000.00	-	4,600.00		17,500.00	
Other Objects	286,000.00					
Capital Outlay	987,000.00	-	4,000.00		20,000.00	3,500,000.00
Debt Service						
Other Financing Uses	2,000,000.00					
Contingency						
<b>Total Appropriation</b>	<b>58,897,000.00</b>	<b>-</b>	<b>36,150.00</b>	<b>40,000.00</b>	<b>260,000.00</b>	<b>4,250,000.00</b>

**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				10,000.00	
Supplies	20,000.00				5,000.00	
Library Materials and Information				100,000.00		2,000.00
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
<b>Total Appropriation</b>	<b>30,000.00</b>	<b>3,000.00</b>	<b>4,000.00</b>	<b>100,000.00</b>	<b>15,000.00</b>	<b>2,000.00</b>

	Hadley	Heisel/Dunlap	Huenefeld	Kersten	Meister	Rhein
	8120	8124	8125	8130	8139	8163
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits	30,000.00	10,000.00				
Purchased/Contracted Services				15,000.00		1,000.00
Supplies				25,000.00		1,000.00
Library Materials and Information			1,000.00		1,000.00	
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
<b>Total Appropriation</b>	<b>30,000.00</b>	<b>10,000.00</b>	<b>1,000.00</b>	<b>40,000.00</b>	<b>1,000.00</b>	<b>2,000.00</b>

	Sackett	Dwyer	Gillespie	Striker	Howard	Valerio Family	Dehner
	8160	8163	8166	8170	8175	8179	8184
Salaries							
Retirement Benefits							
Insurance Benefits							
Other Employee Benefits							1,000.00
Purchased/Contracted Services			1,000.00			10,000.00	
Supplies		2,000.00					
Library Materials and Information	25,000.00	2,500.00		1,000.00	10,000.00		
Other Objects							
Capital Outlay							
Debt Service							
Other Financing Uses							
Contingency							
<b>Total Appropriation</b>	<b>25,000.00</b>	<b>4,500.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>1,000.00</b>

Mr. Wright moved that the that the Board approve the report as submitted. 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. (41-2015).



## **LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT**

Mr. Hendon reported that:

### **ENGINEERING FIRMS STATEMENT OF QUALIFICATIONS SUBMITTALS**

From the three Statements of Qualifications received from firms interested in providing engineering services for the 2016 Ongoing Maintenance Project, rank the firms as follows:

1. KLH Engineers
2. Motz Engineering
3. Brumbaugh Engineering & Surveying, LLC

Further, authorize the Director to enter into a contract with KLH Engineers as the firm most qualified for the project.

### **REQUEST FOR QUALIFICATIONS**

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

#### **Architect, Engineer or Surveyor Services**

The Board of Trustees of the Public Library of Cincinnati and Hamilton County may employ an architect, engineer or surveyor in 2016.

Architects, engineers or surveyors interested in being considered should reply with a statement of qualifications no later than Friday, January 8, 2016. 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.

### **ADDITIONAL STOREFRONT ADJACENT TO LOVELAND AVAILABLE**

Approve staff negotiating with the landlord of the Loveland Shopper's Haven Shopping Center for the adjacent 3,500 sq. ft. space to increase the size of the Loveland branch library.

*For information only:*

### **DEER PARK BRANCH**

Kim Fender and Greg Edwards will be meeting with Jeff Langdon, Superintendent of Deer Park Schools, concerning the possibility of moving the Deer Park Branch to a new/renovated Amity Elementary school. The Board inquired if it would be a new building or a renovated facility. Staff indicated they did not have details but would be meeting with representatives in the coming weeks.

## CLIFTON LIGHTING UPDATE

An initial replacement of lighting in the children's area was completed recently. A review of this work was conducted by Library staff and the lighting was found to be a tremendous improvement. Motz has developed a plan for replacing and adding lighting to the remainder of the branch. The remaining fixtures are currently on-order.

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, Mrs. Kohnen, Mr. Wright, and Mrs. LaMacchia ...7 ayes. The motion carried. (42-2015).

## **HUMAN RESOURCES COMMITTEE REPORT**

Mrs. Trauth reported that:

### 2016 SALARY SCHEDULE

Approve the revision to the Salary Schedule for 2016 which includes:

- An hourly wage of \$10.00 for entry level positions
- Returning to a number system for the grades as opposed to the current letter system
- Decreasing the differential between grades to add another grade to include a more equitable range for the varied duties of Branch Managers based on branch size

With the exception of the former grade F (now 15), the minimum and maximum thresholds increased for each grade.

The 2016 budget was prepared using the new salary schedule effective 4/10/16. The budget also incorporates a merit increase for eligible employees between 1.5% and 3% based on performance. The revised salary schedule is as follows:

<b>SALARY STRUCTURE</b>				<b>HOURLY RATES</b>			
<b>Grades</b>	<b>Low</b>	<b>Mid</b>	<b>High</b>	<b>Grades</b>	<b>Low</b>	<b>Mid</b>	<b>High</b>
15	\$98,758.40	\$125,424.00	\$152,068.80	15	\$47.48	\$60.30	\$73.11
14	\$88,171.20	\$111,987.20	\$135,782.40	14	\$42.39	\$53.84	\$65.28
13	\$78,894.40	\$99,798.40	\$120,702.40	13	\$37.93	\$47.98	\$58.03
12	\$70,595.20	\$88,961.60	\$107,307.20	12	\$33.94	\$42.77	\$51.59
11	\$63,169.60	\$79,289.60	\$95,388.80	11	\$30.37	\$38.12	\$45.86
10	\$56,534.40	\$70,678.40	\$84,801.60	10	\$27.18	\$33.98	\$40.77
9	\$51,584.00	\$64,230.40	\$76,856.00	9	\$24.80	\$30.88	\$36.95
8	\$47,216.00	\$58,552.00	\$69,888.00	8	\$22.70	\$28.15	\$33.60
7	\$41,704.00	\$51,521.60	\$61,318.40	7	\$20.05	\$24.77	\$29.48
6	\$36,254.40	\$44,595.20	\$52,936.00	6	\$17.43	\$21.44	\$25.45
5	\$32,448.00	\$39,748.80	\$47,049.60	5	\$15.60	\$19.11	\$22.62

4	\$29,016.00	\$35,401.60	\$41,787.20	4	\$13.95	\$17.02	\$20.09
3	\$25,958.40	\$31,553.60	\$37,128.00	3	\$12.48	\$15.17	\$17.85
2	\$23,254.40	\$28,142.40	\$33,030.40	2	\$11.18	\$13.53	\$15.88
1	\$20,800.00	\$25,064.00	\$29,328.00	1	\$10.00	\$12.05	\$14.10

*For Information Only:*

### OCRC CHARGES DISMISSED

On October 22, 2015, the Library received letters of determination from The Ohio Civil Rights Commission (OCRC), dismissing the five remaining cases by Marvin Dickman.

### UNITED WAY / COMMUNITY SHARES CAMPAIGN RESULTS

The United Way and Community Shares annual campaigns ended October 23. United Way and Community Shares both had a slight increase in the number of staff participating but a slight decrease in contributions.

- United Way                   \$24,312.00
- Community Shares       \$ 6,799.00

### STAFF AND RETIREE RECOGNITION PROGRAM HELD NOVEMBER 15, 2015

The third annual Staff and Retiree Recognition Program was held at the Main Library on November 15. Staff service recognition pins were presented for all staff reaching a five-year anniversary. Seven staff members were presented RUFUS awards and two teams were presented with RUFUS team awards.

- Ashley Barnhill, Avondale Branch Manager, for Customer Service
- Terry Barnum, Teen Librarian, Wyoming Branch for Customer Service
- Bev Wermeling, Cataloging Assistant, Cataloging & Processing Department for Job Knowledge
- Kerry O'Brien Rhoad, Children's Librarian, Blue Ash Branch for Cooperation & Teamwork
- Elaine Fay, Community & Government Relations Coordinator for Growth & Innovation
- Nathan Sempsrott, Library Services Assistant, St. Bernard Branch for Growth & Innovation
- Stacey Johnson, Acquisitions Specialist, Materials Selection & Acquisitions for Growth Innovation
- Makerspace & TechCenter Team for Cooperation & Teamwork
- Shipping & Receiving Team for Cooperation & Teamwork

Board Vice President, Elizabeth LaMacchia announced Anna Herrmann, Library Services Assistant at the North Central Branch as the Rookie of the Year. Joe Dehner and Noel Julnes-Dehner presented Kerry O'Brien Rhoad, Children's Librarian at the Blue Ash Branch, with the Impact Award and Bunny Dehner Prize.

## TRANSGENDER SURGERY COVERAGE

At the October Regular Meeting, two staff members and a representative from Heartland Trans\* Wellness Group, addressed the Board regarding the lack of health insurance coverage for transgender confirmation surgery under the Library's current insurance plan, a fully insured plan through Anthem. It is our understanding from Anthem, that as a fully insured employer we cannot purchase the rider that covers transgender confirmation surgery.

Since that time, we have considered alternatives to our current plan, including:

- Switching to a self-insured plan – this would take significant time, 2-3 years and is projected to substantially increase health insurance premiums
- Switching to a carrier that includes transgender surgery in a fully insured plan - none have been identified to date and is not possible until our current contract renews in August 2016.

We were notified by Anthem on November 4, 2015 that they have filed with the Ohio Department of Insurance (ODI) a policy rider that, if approved by the ODI, will cover transgender health services including: hormone therapy, preventative services, and transition-related services for its fully insured customers in Ohio. The policy rider is currently before the ODI for review and approval, and Anthem anticipates a response from the ODI by the end of the year.

The Library cannot currently purchase this rider as a fully insured employer. If approved, we would have the option to add the policy rider and not have to wait to purchase until our next renewal date or change to a self-insured employer. Anthem could not project what the cost would be to purchase this rider at this time, as it was part of the filing with ODI.

We are continuing to research and investigate our options while also reviewing the possibility of other carriers allowing this coverage for fully insured customers.

*For information only:*

## OCRC CHARGE

The Library received notification of a discrimination charge filed with The Ohio Civil Rights Commission (OCRC) by Yolanda Wheelright, former employee of the Library. The charge states that she believes she was subject to "Discharge/Termination" because of her "Race/Color" and "Age". We are working with labor attorney, Matthew Wagner, from Frost Brown Todd, to respond to this charge.

## EEOC CHARGE

The Library received notice from the U.S. Equal Employment Opportunity Commission that a charge of employment discrimination based on "Sex" has been filed against the Library by Rachel Dovel, an employee of the Library. Labor attorney, Matthew Wagner, is responding to the charge.

Mrs. Trauth that the Board approve the report as submitted. Mr. Hendon 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. (43-2015).

## ***INFORMATIONAL ITEMS***

### **LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT**

Mr. Moran reported that:

#### **MAKERSPACE TEAM LEADER ELLA MULFORD**

Ella Mulford began her career with the Library at the Greenhills Branch in 2011. She received her MLIS from Florida State University in 2012 and in 2013 began serving as the Teen Librarian for the Mt. Washington Branch. While at Mt. Washington, Ella initiated the Library's first "Maker" Programs which included: Building Your Own Robots, Learn to Solder, Introduction to 3Doodling, Coding for Beginners and How to Create Your Own Apps. Ella was promoted to the Avondale Branch Manager in 2014. She was selected as a 2014 YWCA Rising Star and was also chosen as one of the American Library Association's 2014 Emerging Leaders. Ella served on the team that developed the vision for the Main Library's MakerSpace and was appointed Team Leader of the TechCenter/MakerSpace department when it opened in November 2014.

#### **MAKERSPACE STAFF EXCITED TO RECEIVE NEW BOOK MACHINE**

The Espresso Book Machine (EBM) presents an amazing opportunity for both the Library and our customers. This machine creates and prints professional quality books. It is comprised of a combination of three machines: a professional grade copier, a high quality color printer for the cover, and a binding and trimming machine that cuts the book to the pre-set size. It can be used for a variety of purposes including self-publishing and printing books on demand. The EBM also offers the chance to preserve works that are in the public domain and reprint out-of-print books. The Library will make available ISBN and Library of Congress Control Numbers and barcodes. The EBM will be installed the week of December 14 with staff training to follow.

The Board expressed enthusiasm for the book machine.

#### **COURTESY RENEWALS**

On December 1, a new service that provides a one-time courtesy renewal of all items on loan to customers was initiated. This new service, initially reported to the Board at the October meeting, automatically extends every item for an additional loan period and involves all physical items, including new feature DVDs and items. The one-time courtesy renewal will not exclude items with pending holds. As of December 2, customers are also able to place feature film DVDs on hold.

#### **THE CSO LIBRARY TO OCCUPY FORMER LIBRARY FOR THE BLIND SPACE**

During the extensive renovation of Cincinnati's Music Hall, expected to last at least 18 months, the Cincinnati Symphony Orchestra (CSO) will house its print music collection and its Library staff at the Main Library. The Symphony's print materials and staff work area will be located in a closed-

stack area formerly occupied by Library for the Blind. The initial movement of material and staff into the Library space will begin December 7. The complete move of CSO operations is expected to occur by early spring. As part of this agreement, the CSO will provide four free concerts at Library locations each year that their collection is housed at Main.

### BOOK HOOK-UP SERVICE VERY SUCCESSFUL

As noted in the October Board Meeting, the Library recently developed a new online tool for providing in-depth readers advisory service to customers. Since its launch at the beginning of November, the service has been very successful. After just three weeks more than 300 requests have been received and responded to by staff.

### CHILD/TEEN-ONLY LIMITS TO INCREASE

Child and Teen-Only are card types that were introduced a few years ago that limit the number and types of material that can be checked-out and do not accrue fines when the items are overdue. Due to the success of these card types the limit on the number of items that can be out on a card at any time is being increased from three to seven.

### THREAT ASSESSMENT INITIAL REVIEW

A team from the Greater Cincinnati Fusion Center (GCFC), a regional cooperative effort among public safety and health agencies throughout the Greater Cincinnati area developed as a means to combat potential terrorist activity, visited the Main Library and conducted an initial review of the building. This kind of threat assessment review is intended as the first step in identifying potential risks and vulnerabilities among the regions critical infrastructures for the development of a response plan should a critical incident occur. An additional, more in-depth review will be scheduled by GCFC.

*The board asked for more details on the security in the Library including the cost of metal detectors.*

*Programs and Exhibits of Note:*

### HOLIDAY TRAIN DISPLAY

In partnership with Downtown Cincinnati, Inc. and the Cincinnati Northern Model Railroad Club, the Main Library will host a holiday model train display on December 19 and 20. Staff clarified that the display was in the Atrium.

### POETRY IN THE GARDEN CONTEST

Between January 1 and February 28, the Library is looking to discover new and talented poets from the Cincinnati Region, by inviting adults, ages 18 and up to enter the Library's fourth annual Poetry in the Garden Contest. Each entrant may submit one original, unpublished poem; a committee of professional poets and literary professionals will judge the contest. Winners will be given the opportunity to read their poem during the Poetry in the Garden series in April.

## ENVELOPE

*Envelope* showcases relationship building through art and will be on display in the Main Library's Atrium from January 6 through March 10. In the fall of 2013, Visionaries + Voices put out an international call for Mail Art. With the theme "Neighborhood", no limitations were placed on medium or size. The response to the call for entries was overwhelming, connecting V+V with an international mail art network.

## READ ACROSS AMERICA

The Library will again participate in Read Across America in the Children's Museum at the Cincinnati Museum Center on Saturday, February 27, from 10 a.m. to 4 p.m.

Library staff will provide storytimes, crafts, games, and prizes as part of the annual "Seuss-a-bration".

## ***CONSENT AGENDA ITEMS***

Mrs. LaMacchia the following items for approval:

- Minutes of the Regular Meeting held October 13, 2015.
- Investment Report (summary of invested balances) as of October 31, 2015 and November 30, 2015.
- Monthly Financial Reports – for the periods ending October 31, 2015 and November 30, 2015.
- Personnel Change Report reflects changes through November 21, 2015.

<b><u>ACTION</u></b>	<b><u>AGENCY</u></b>	<b><u>POSITION</u></b>	<b><u>FTE</u></b>	<b><u>EMPLOYEE NAME</u></b>	<b><u>EFFECTIVE DATE</u></b>
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	SORTER	0.5	BOLTE, EMILY C	10/25/2015
APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.5	CAIRNS, CHRISTINA M	10/25/2015
APPOINTMENT	MONFORT HEIGHTS BRANCH	STUDENT SHELVER	0.3	CALLAWAY, JOSHUA M	10/25/2015
APPOINTMENT	MIAMI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.5	CASE, JORDAN E	11/08/2015
APPOINTMENT	POPULAR LIBRARY	SHELVER	0.5	DETERMAN, ZACHARY J	11/08/2015
APPOINTMENT	SHIPPING & RECEIVING	TRUCK DRIVER	1	EUGAIR, JAMES D	11/08/2015
APPOINTMENT	OUTREACH SERVICES	SHELVER	0.5	GABOTERO, CHELSEA R	10/25/2015
APPOINTMENT	CLIFTON BRANCH	STUDENT SHELVER	0.3	HERBERT, JOSEPHINE E	11/08/2015
APPOINTMENT	PRICE HILL BRANCH	HOMEWORK HELP AIDE	0.3	HOBAN, IAN A	10/25/2015
APPOINTMENT	SYMMES TOWNSHIP BRANCH	STUDENT SHELVER	0.3	HODGE, MAERIN A	10/11/2015
APPOINTMENT	DELHI TOWNSHIP BRANCH	STUDENT SHELVER	0.3	JACOB, OLIVIA R	11/08/2015
APPOINTMENT	CUSTODIAL SERVICES	CUSTODIAN	1	JORDAN, GLENISE	10/25/2015
APPOINTMENT	CORRYVILLE BRANCH	HOMEWORK HELP AIDE	0.3	KOKNAT, GABRIELLE A	10/25/2015
APPOINTMENT	READING BRANCH	LIBRARY SERVICES ASSISTANT	0.5	LATHAM, KEVIN R	10/25/2015

APPOINTMENT	PLEASANT RIDGE BRANCH	STUDENT SHELVER	0.3	LIPPARD, LAGAN D	09/27/2015
APPOINTMENT	MADEIRA BRANCH	LIBRARY SERVICES ASSISTANT	0.6	LIPSKY, MARY D	10/11/2015
APPOINTMENT	SAFETY & SECURITY SERVICES	SAFETY & SECURITY MANAGER	1	LIU, WEI J	09/27/2015
APPOINTMENT	SHIPPING & RECEIVING	TRUCK DRIVER	1	MACKLIN, JAY L	10/25/2015
APPOINTMENT	PLEASANT RIDGE BRANCH	HOMEWORK HELP AIDE	0.3	MARTIN, KARAY P	09/27/2015
APPOINTMENT	DELHI TOWNSHIP BRANCH	STUDENT SHELVER	0.3	MAURER, GRACE S	11/08/2015
APPOINTMENT	MONFORT HEIGHTS BRANCH	STUDENT SHELVER	0.3	MOUCH, NATALIE T	10/11/2015
APPOINTMENT	READING BRANCH	LIBRARY SERVICES ASSISTANT	0.5	MULLINS, REBECCA A	10/11/2015
APPOINTMENT	FOREST PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.5	OKEL, LYNN V	11/08/2015
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	0.3	ORLECK, KATALYN M	11/08/2015
APPOINTMENT	COMPUTER SERVICES	PC SUPPORT SPECIALIST	1	PLAGEMAN, JULIAN L	10/11/2015
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	0.3	PLATZ, JULIE A	10/25/2015
APPOINTMENT	MT. WASHINGTON BRANCH	STUDENT SHELVER	0.3	RAY, EMILY J	09/27/2015
APPOINTMENT	READING BRANCH	SENIOR LIBRARY ASSISTANT	0.5	ROSE, LAURA A	10/11/2015
APPOINTMENT	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.5	ROSS, JEREMY L	11/08/2015
APPOINTMENT	POPULAR LIBRARY	SHELVER	0.5	SMITH, RACHEL M	10/11/2015
APPOINTMENT	WEST END BRANCH	HOMEWORK HELP AIDE	0.3	WARE, MIKAELA S	10/11/2015
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	PAGE	0.5	WOOD, SEAN C	11/08/2015
APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.5	WRIGHT, PAUL R	11/08/2015
APPOINTMENT	PLEASANT RIDGE BRANCH	LIBRARY SERVICES ASSISTANT	0.5	WAHLBRINK, SIERRA W	09/27/2015
APPOINTMENT	MT. HEALTHY BRANCH	CHILDREN'S LIBRARIAN	1	GOODMAN, PATRICK L	10/11/2015
APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.6	LACHER, AMANDA C	09/27/2015
CHANGE	SORTING & MATERIALS RETRIEVAL	PAGE	1	HIGGINS, BETHANY	09/27/2015
CHANGE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.6	MCAFFEE JR, WILLIAM A	09/27/2015
CHANGE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.6	SCHAEFER, PHILLIP W	10/25/2015
CHANGE	SORTING & MATERIALS RETRIEVAL	SORTER	1	ALQUIZOLA, RENATO C	10/25/2015
CHANGE	SERVICE OPERATIONS	FLOATER MANAGER	1	CASTLEBERRY, TRAVIS S	11/08/2015
CHANGE	WESTWOOD BRANCH	CHILDREN'S LIBRARIAN	1	SAROFF, KRISTYN	11/08/2015
DEMOTION	SORTING & MATERIALS RETRIEVAL	SORTER	0.5	DOWNING, JOSHUA	10/11/2015
DEMOTION	SORTING & MATERIALS RETRIEVAL	PAGE	1	MOTT, SAMUELLE A	09/27/2015
DEMOTION	AVONDALE BRANCH	HOMEWORK HELP AIDE	0.3	ROSE, SARAH J	09/27/2015
DEMOTION	MATERIALS SELECTION & ACQ	MATERIALS SELECTION LIBRARIAN	1	LONG, AMY C	09/27/2015
DEMOTION	POPULAR LIBRARY	STUDENT SHELVER	0.3	TRAME, MARY	10/25/2015
DEPARTURE	FOREST PARK BRANCH	STUDENT SHELVER	0.3	NKRUMAH, OHENEBAH	09/29/2015
DEPARTURE	MONFORT HEIGHTS BRANCH	STUDENT SHELVER	0.3	RUPP, CHLOE	10/03/2015



DEPARTURE	NORTH CENTRAL BRANCH	STUDENT SHELVER	0.3	PRICE, DARIAN	10/06/2015
DEPARTURE	CHILDREN'S LEARNING CENTER	STUDENT SHELVER	0.3	BALLEW, INDIA M	11/05/2015
DEPARTURE	WESTWOOD BRANCH	CHILDREN'S LIBRARIAN	1	MINEHARDT, JENNIFER	10/02/2015
DEPARTURE	COMPUTER SERVICES	COMPUTER SERVICES MANAGER	1	LEHMAN, IAN J	10/09/2015
DEPARTURE	DELHI TOWNSHIP BRANCH	TEEN LIBRARIAN	1	THORNLEY, AMY	11/13/2015
DEPARTURE	PROGRAMMING SERVICES	YOUTH SRVS & PROGRAM COORD	1	SMILEY, DIANE	11/20/2015
DEPARTURE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.5	NEELEY, MARK A	10/03/2015
DEPARTURE	PLEASANT RIDGE BRANCH	LIBRARY SERVICES ASSISTANT	0.5	WAHLBRINK, SIERRA W	10/17/2015
DEPARTURE	MIAMI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.5	DENNING, COURTNEY A	10/24/2015
DEPARTURE	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	0.5	WILKINS, AARON M	11/20/2015
DEPARTURE	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SERVICES ASST	0.5	DIETRICH, DAVID	10/14/2015
DEPARTURE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.6	DICKERSON, WILLIAM S	10/15/2015
DEPARTURE	POPULAR LIBRARY	SHELVER	0.5	SIZEMORE, KAILA L	10/27/2015
DEPARTURE	SORTING & MATERIALS RETRIEVAL	SORTER	0.5	BOWERS, GRACE K	10/07/2015
DEPARTURE	ELMWOOD PLACE BRANCH	BRANCH MANAGER	1	CARRICO, DEBORAH	09/30/2015
DEPARTURE	SERVICE OPERATIONS	REGIONAL MANAGER - CENTRAL	1	FARMER, ANGELA	09/30/2015
DEPARTURE	SAFETY & SECURITY SERVICES	SECURITY GUARD/OPERATOR	1	EVANS, ANTHONY	09/30/2015
DEPARTURE	READING BRANCH	SENIOR LIBRARY SERVICES ASST	1	NOE, MARTHA K	09/30/2015
DEPARTURE	SORTING & MATERIALS RETRIEVAL	SORTER	1	WILLIAMS JR, LEROY	10/15/2015
DEPARTURE	SHIPPING & RECEIVING	TRUCK DRIVER	1	RIDDLE, DAVID J	10/15/2015
DEPARTURE	SHIPPING & RECEIVING	TRUCK DRIVER	1	CLEMENS, THOMAS J	10/30/2015
DEPARTURE	COLLEGE HILL BRANCH	LIBRARY SERVICES ASSISTANT	0.5	GEERS, MARY	11/17/2015
DEPARTURE	SYMME'S TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.5	KEMPLE, CASSANDRA A	11/04/2015
PROMOTION	OUTREACH SERVICES	LIBRARY SERVICES ASSISTANT	1	PICKETT, DIONNE	11/08/2015
PROMOTION	CHEVIOT BRANCH	BRANCH MANAGER	1	WILLIAMS, MATTHEW R	09/27/2015
PROMOTION	VIRTUAL INFORMATION CENTER	SENIOR LIBRARY SERVICES ASST	0.6	WULLENWEBER, CHELSEA J	09/27/2015
PROMOTION	OUTREACH SERVICES	SENIOR LIBRARY SERVICES ASST	1	CASTO, JEFF E	10/11/2015
PROMOTION	ELMWOOD PLACE BRANCH	BRANCH MANAGER	1	CHATTERJEE, SAGOREE	11/08/2015
PROMOTION	FISCAL OFFICE	ONE SOLUTION APPL SPEC	1	WILLIAMS, GWENDOLYN J	11/08/2015
PROMOTION	SERVICE OPERATIONS	REGIONAL MANAGER	1	GREIFENKAMP, KATHERINE	10/25/2015

- Statistical Report for November 2015.
- Top Ten Circulating Titles for November 2015.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mrs. Kohnen, Mrs. LaMacchia, Mr. Wright, Mr. Zaring and Mr. Moran (except pass on investments)...7 ayes. The motion carried. **(44-2015)**.

The Regular Meeting was then adjourned.

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President

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Attest: Secretary