

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

Date: December 10, 2013

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, Mr. Sittenfeld, Mrs. Trauth, and Mr. Wright,

Trustees Absent: Mr. Zaring

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

**ELECTION OF PRESIDENT**

Mrs. LaMacchia moved that Ross A. Wright be nominated for President of the Board. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran ...6 ayes. The motion carried. **(34-2013)**.

**ELECTION OF VICE PRESIDENT**

Mrs. LaMacchia moved that Paul G. Sittenfeld be nominated for Vice President of the Board. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran ...6 ayes. The motion carried. **(35-2013)**.

**ELECTION OF SECRETARY**

Mrs. Trauth moved that Mrs. LaMacchia be nominated for Secretary of the Board. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran ...6 ayes. The motion carried. (36-2013).

## **2014 PROPOSED COMMITTEE ASSIGNMENTS**

Mr. Moran presented the members and Chair of each Committee for 2014.

### **Finance and Audit**

Allen G. Zaring, Chairman  
Elizabeth H. LaMacchia  
Paul G. Sittenfeld

### **Human Resources**

Barbara Trauth, Chairman  
Robert G. Hendon  
Elizabeth H. LaMacchia

### **Library Operations - Facilities**

Robert G. Hendon, Chairman  
William J. Moran  
Allen G. Zaring

### **Library Operations - Services**

William J. Moran, Chairman  
Paul G. Sittenfeld  
Barbara W. Trauth

## **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 Kimber Fender, Eva Jane Romaine Coombe Director/Deputy Fiscal Officer, each in the amount of \$500,000 for terms commencing December 31, 2013 and ending December 31, 2014.

### **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, the following items must be established by resolution of the Board:

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 2014 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 2013 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 2014.

*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. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran ...6 ayes. The motion carried. **(37-2013)**.

**REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING**

Mrs. Trauth reported that the Human Resources Committee met December 5. Committee Chairman, Barbara Trauth, Committee Members Robert Hendon and Ross Wright and Board President Bill Moran were in attendance. Staff member Kim Fender was also in attendance.

It is the recommendation of the Committee that the Board take the following action:

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 2014 as follows:

Fiscal Officer – Molly DeFosse at an annual salary of \$123,000.

Eva Jane Romaine Coombe Director – Kimber L. Fender at an annual salary of \$191,430. In 2014, the Library will receive revenue generated by the Eva Jane Romaine Coombe endowment through the Library Foundation toward the Director’s salary.

- 2. Appoint Kimber L. Fender, The Eva Jane Romaine Coombe Director, as Deputy Fiscal Officer. Ms. Fender receives no additional compensation for serving in this capacity.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran ...6 ayes. The motion carried. **(38-2013)**.

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 10, 2013

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

Trustees Present: Mr. Hendon (arrived after roll call), Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, and Mr. Moran

Trustees Absent: Mr. Zaring

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

***PUBLIC COMMENTS***

None.

***ACTION ITEMS***

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

Ms. Fender reported that:

**LIBRARY LEVY RENEWED**

On November 5 Hamilton County voters renewed the Library's 1 mill levy for 10 years with an 80% approval vote, the highest percent in the State. Over the 10 years the levy will provide an estimated \$181 million in funding and is crucial to the Library's continued operation. Our thanks to Citizens for Your Library's Future for the many volunteer hours toward fundraising, yard signs, canvassing, phone banking and the numerous other activities they undertook on our behalf. Without the hard work of the Citizens, our Library would be facing the loss of more than one-third of our annual revenue. Thanks also to our Board for supporting the levy as a Board and individually. Finally, thanks to our Campaign Chair Bill Moran and Treasurer Jeff Waltz for their leadership throughout the levy renewal campaign.

## LIBRARY LEVIES ACROSS OHIO

Our Library was one of 27 libraries across Ohio to be on the ballot this November. All but one of these passed but none reached the 80% threshold our Library achieved.

## OUR FIVE STAR LIBRARY

For the first time 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 Internet 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 7,500 public libraries ranked nationwide only 263 received star designation. After having been a four star library for the past few years we are delighted to receive this top ranking.

## ROOKWOOD TILE COMMEMORATES THE LIBRARY'S 160<sup>TH</sup> ANNIVERSARY

Annually, Downtown Cincinnati, Inc. works with Rookwood to issue a limited edition tile depicting a Cincinnati landmark. This year's tile commemorates the Library's 160<sup>th</sup> anniversary and features the book fountain, a recognizable image of the Main Library. The 500 tiles became available on Thanksgiving Day. As of December 4, nearly 400 of the tiles are already sold. A tile has been purchased for the Library's collection and will be available at the meeting.

## LIBRARY BOARD MEETING LOCATIONS FOR 2014

As requested by the Board, we will hold three of the 2014 Board meetings at branch libraries. We will remain at Main for the meetings in February, August and December and go to Cheviot for the April meeting, Anderson for the June meeting and Sharonville for the October meeting.

## UPCOMING PRESENTATIONS

Ms. Fender will be making the following presentations in January:

- January 2 at an informal group led by Dr. Stewart Dunsker at the Losantiville Country Club on the National Medal
- January 9 at the Cincinnati Woman's Club on "The Influence of the Internet on Reading Books"

She has also been asked to present at the Computers in Libraries Conference in Washington DC on April 9. The title of the presentation is "Community Impact: Tactics & Recognition". As a speaker, she will receive a complimentary registration for the entire conference but travel expenses will need to be covered by the Library.

## LSTA DIGITIZATION GRANT APPLICATION

The Library has submitted a Library Services and Technology Act (LSTA) grant application with the Toledo-Lucas County Public Library, the Columbus Metropolitan Library, the Cleveland Public Library and the Ohio Public Library Information Network (OPLIN) to establish digitization labs across the State and update our existing lab. The total grant is \$508,457 federal funds, \$251,964 local funds all provided by OPLIN for a total of \$760,421. Our Library would receive \$189,464 in funding with no local funds expended. The State Library Board votes December 10 on funding the grant. It is requested that the Board confirm the Library's application.

#### ANNUAL REPORT SELECTED FOR AWARD

The Library's 2012 Annual Report prepared by Northlich received a bronze award at the recently held Cincinnati Public Relations Society of America Blacksmith Awards Ceremony.

#### TESTIMONY BEFORE SENATE COMMITTEE

At the request of the Ohio Library Council, Ms. Fender presented testimony to the Senate Public Safety, Local Government and Veterans Affairs Committee in support of Senate Concurrent Resolution 22, urging Congressional action on the matter of e-book access in public libraries. The Library Board adopted this resolution at the October Regular Meeting.

#### NEW CARDHOLDER SURVEY DATA

We have continued to survey our new cardholders to determine their satisfaction with the Library's services. Overall, the new cardholders are very satisfied with the Library's services rating their overall satisfaction at 6 out of 7. There was very little change from the 2012 survey to this most recent survey. Following are some interesting data from this most recent survey (compared to 2012).

- Borrowing print materials for yourself remains the primary reason for obtaining a library card and the percent of respondents choosing this reason increased slightly from 45% to about 47%.
- Those selecting download digital materials as the primary reason for obtaining a library card remained flat at 20%.
- 41% of the new cardholders had downloaded material from the virtual library, up from 35% in 2012.
- 47% of respondents currently read e-books and an additional 23% plan to in the future.
- Lowest satisfaction scores, none were below 5.4, were seen on collections, public computers, hours of operation, and parking.
- Highest satisfaction scores, above 6, were on friendliness of staff, staff assistance and building cleanliness and safety.

#### GIFT TO BENEFIT SHARONVILLE BRANCH

John and Karen Martens have donated \$10,000 for the use of the Sharonville Branch Library. Since the gift is unrestricted, staff is currently determining the best use for this unexpected gift. We thank the Martens for their generous support of the Library.

#### LIBRARY FOUNDATION

The Library Foundation's Annual Fund public solicitation went out in late November. Despite the later than usual start the Foundation has already received nearly \$70,000 in Annual Fund contributions. The staff solicitation was much earlier and has resulted in 115 contributions totaling more than \$12,000 an increase over 2012.

A grant has been written to Ohio Valley for \$25,000 to fund 9 Afterschool Edge systems. A grant letter of intent will be sent to Impact 100 for \$100,000 for a program to be determined.

Funding for the new Summer Camp Reading program to be implemented in 7 branches has been secured through an anonymous donation of \$55,000.

The Library Foundation Board held its quarterly meeting on October 23. The next quarterly meeting of the Foundation Board will be held January 23, 2014.

#### MARY LU AFT HONORED AT FRIENDS VOLUNTEER EVENT

Mary Lu Aft has been volunteering for the Friends of the Library for 25 years. As Chair of the Book Sale Committee she has led the expansion of book sales from an annual sale on Fountain Square to multiple branch sales, online sales, sales at the Warehouse, and sales in the Friends Shop. Through Mary Lu's leadership, the Friends have raised millions of dollars to support Library programs and collections most significantly the Summer Reading Program. Her efforts were also instrumental in the Friends being selected for the Ohio Library Council's Ohio Friends of Library Award for 2012-2013. A commendation honoring and thanking Mary Lu for her tireless efforts on our behalf was presented at a volunteer recognition event on December 9, along with a Rookwood tile of the book fountain. A letter for the Board President's signature has also been prepared.

#### FRIENDS OF THE PUBLIC LIBRARY

Proceeds from the Friends book sale at the Madeira Branch in November were \$7,200.

The Friends will hold their Winter Warehouse Sale Thursday, January 16 through Sunday, January 19, 2014.

The Friends Shop was honored for its selection of greeting cards in *Cincinnati Magazine's* Best of the City issue.

The Friends Board held its quarterly meeting on October 26. The next meeting of the Friends Board will be January 24, 2014.

#### ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association netted \$11,600 at its November sale, a sizable increase over 2012.

The Association met on November 20 and presented the Library with a check for \$40,000 with 55% designated for the Anderson Branch and 45% designated for the Mt. Washington Branch.

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



Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried. (27-2013).

## **HUMAN RESOURCES COMMITTEE REPORT**

Mrs. Trauth reported the Human Resources Committee met December 5. Committee Chairman, Barbara Trauth, Committee Members Robert Hendon and Ross Wright and Board President Bill Moran were in attendance. Staff members Kim Fender, Greg Edwards, and Mary Bennett-Brown were also in attendance.

It is the recommendation of the Committee that the Board take the following action:

### **CORE GROUP BENEFITS AND HIPAA POLICY**

Approve revisions to the Core Group Benefits and HIPAA policy incorporating changes required by the Affordable Care Act. In addition to the policy, a Protected Health Information (PHI) Notice was developed to inform staff of the numerous requirements on the use and disclosure of individual health information by the Library. The revised policy reads as follows:

#### **Core Group Benefits and HIPAA**

Full time staff members, as defined by the ACA, are eligible to participate in the core group benefits, including medical, dental, life, accidental death and dismemberment. The cost sharing options for core group benefits are set by the Board of Trustees. Core group benefit coverage is provided in accordance with the insurance carriers' regulations, the Ohio Revised Code, the Affordable Care Act (ACA) and Health Insurance Portability and Accountability Act (HIPAA), when applicable. The Library reserves the right to modify or amend its benefit plans.

Under HIPAA, the Library is committed to maintaining and protecting the confidentiality of our employees' personal information. HIPAA requires two notifications to staff:

1. Privacy Practice notices from providers of the High Deductible Health Plan and HSA, dental, prescription drug, health care flexible spending account and employee assistance programs.
2. Protected Health Information (PHI) notice from the Public Library of Cincinnati and Hamilton County.

### **2014 SALARY INCREASES**

Approve including in the 2014 appropriations a 2.5% increase in the library's salary budget to fund merit-based pay increases.

For information only:

### **UNITED WAY/ COMMUNITY SHARES CAMPAIGN RESULTS**

The United Way and Community Shares campaigns ended October 23. The final numbers of \$28,191.60 for United Way and \$6,787.00 for Community Shares show a slight increase in the amount of money contributed to the overall campaign but a decrease in the number of staff participation.

## OPERS

In October the OPERS Board changed the effective date of the new retiree health care plan, which was adopted last year, from January 1, 2015 to November 30, 2014. This may result in staff retiring earlier than previously planned.

## STAFF MEMBERS SELECTED FOR MVP AWARD

Two staff members were presented MVP awards. Arpi Anderson, Manager Sorting and Materials Retrieval Department, was recognized for her initiative and dedication, especially her efforts to get tote check-in working and assisting with the Anderson Township Library Association June sale. Liz Anderson, Reading Branch Manager, was recognized for her commitment to connecting with the community and establishing partnerships. Since becoming the Branch Manager Liz has been actively reaching out to many different groups in the community.

## STAFF AND RETIREE RECOGNITION PROGRAM HELD NOVEMBER 24, 2013

The first Staff and Retiree Recognition Program was held at the Main Library on November 24. Staff service recognition pins were presented for all staff reaching a five-year anniversary. Board President Bill Moran presented Ian Lehman, Telecommunication Technician/Assistant Systems Administrator with the Rookie of the Year Award and Liz Anderson, Reading Branch Manager with the President's Award and Bunny Dehner Prize.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried. (28-2013).

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

Mr. Hendon reported that the Library Operations – Facilities Committee met December 5, 2013. Committee Chairman Bob Hendon and Committee member Ross Wright attended along with Board President Bill Moran. Staff members Kim Fender, Greg Edwards, and Jeff Gerrein were also in attendance.

It is the recommendation of the Committee that the Board take the following action:

### 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 2014.

Architects, engineers or surveyors interested in being considered should reply with a statement of qualifications no later than Friday, January 10, 2014. 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.

#### MAIN LIBRARY ROOF REPLACEMENT PROJECT

Approve the bid award of \$1,849,500 to Wm. Kramer & Son, Inc. as the lowest responsible bidder.

Approve the Project Budget including a contingency of 10% as follows:

*Project Budget:*

Contract:	\$1,849,500.00
<u>Contingency:</u>	<u>\$184,950.00</u>
Total Budget:	\$2,034,450.00

Authorize the Director to approve change orders that do not increase the overall budget and to execute the Certificate of Substantial Completion. All change orders will be reported to the Board for confirmation.

#### READING PROPERTY

Authorize the Director to pursue obtaining an easement for the small parcel of land adjacent to the southeast corner of the Library's Reading property that is owned by the Reading Community Improvement Corporation.

*For Information Only:*

#### ST. BERNARD/READING PROJECT UPDATE

Staff from Champlin Architecture and the Library, continue to meet weekly on the design of the St. Bernard and Reading branches. The site location for each is completed, with current work focusing on the exterior schemes, detailed interior layout, and engineering.

#### CLIFTON PROJECT UPDATE

Robin Savage of McClorey & Savage Architects, LTD. has been meeting weekly with Library staff on the design for the new Clifton branch. Work is now shifting to engineering-related work. Savage has applied for a zoning variance for a reduction in parking to avoid adding parking in the front yard and landscaping instead of a fence along Wentworth. A meeting to review the plans for Clifton took place on October 30 with members of the Clifton community. The plans were very well received.

#### AVONDALE ADA PROJECT UPDATE

The construction phase of the project has gotten underway with site excavation for the footers and the elevator well completed, as well as some minor demolition, including the removal of the existing condensing units.

K4 Architecture has suggested including a Rookwood tile design piece over the entrance of the new addition that would pull together the old and the new entrances in a unique way. The design and cost are estimated at \$15,000.

#### ASSESSMENT OF FACILITIES COMPLETED

Messer Construction's assessment of the Library's Facilities departments found that the Library's maintenance cost of \$3.63/square foot as just slightly below the average of \$3.78/square foot. Messer made a number of recommendations including:

- Establish facility condition standards and a standard inspection checklist
- Complete deferred maintenance
- Bundle currently outsourced work under one entity for efficiency and cost savings

To date, a standard inspection checklist has been developed, and Library staff has been developing a list of deferred maintenance items and a plan for addressing each.

A Request for Proposal (RFP) is being developed that includes services currently outsourced. The goal is to have the RFP ready for bidding in December with a contract awarded and implemented in early 2014.

The Committee suggested the contract be for multiple years, 3-5, with a termination option.

#### DUKE ENERGY POWER PARTNER AWARD AND INCENTIVE PAYMENT

The Library was notified by Duke Energy that we are the recipient of a 2013 Power Partner Award for making energy efficient upgrades to the Main Library. Upgrades were implemented with the support of Duke Energy's Smart Saver Incentive and Smart Building Advantage (SBA) programs. The Library, the second SBA customer in the Midwest, incorporated the largest energy conservation measures identified in the SBA assessment report to date.

In addition to the energy savings of \$430,000 per year resulting from the 37% reduction in energy usage, the Library will receive a rebate check in the amount of \$210,000 from Duke Energy. A rebate in the amount of \$111,000 was received last year for Phase I.

The award and rebate check will be presented to the Library on February 11, 2014 at the Library's Board Meeting followed by a brunch with Duke Energy representatives.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried. (29-2013).

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

Mrs. LaMacchia introduced Bill Lane, Computer Services Manager:

## SERVICE IMPROVEMENTS IN COMPUTER SERVICES

Bill reported that the computer services department has experienced many changes in the first 10 months of 2013. Since coming to the library Bill has focused on decreasing the number of tickets, decreasing response times, and increasing the level of expectation of the PC Technicians. All of this needed to happen even while taking on major projects throughout the year such as Branch PC Rollouts, Envisionware Upgrade, Pay-for-Print, and Self-Registration. Today the computer services staff focuses on delivering excellent customer service to the patrons and staff. Open tickets are down from 88 with 31 over 30 days old on January 4, to 10 open tickets with none older than five days as of November 29. Staff strives to be proactive and take initiative to resolve incidents and complaints. By raising the bar and standards the tickets are down to very low levels, response times are quick, and the culture has changed in the department to expect and embrace changes in the needs of our customers.

Bill also reported that device to technician ratio was 324:1.

Mrs. LaMacchia reported that:

## PROPOSED CHANGES TO TABLE OF FINES AND FEES

Currently, non-residents are eligible for a one-year Library card for \$25. We recommend the cost for the non-resident Library card be increased to \$45.00 effective January 1, 2014. This amount is based on the taxes that would be paid on the average home value in Hamilton County of \$147,800.

Ms. Fender added that several cards types are still free to others as outlined in the Library Card and Circulation Policy.

Mr. Edwards reported that:

## CHANGES TO LIBRARY'S WEBPAGE COMPLETED

The Library has recently made a number of significant improvements to the website in order to offer customers a more user-friendly resource. The outdated design was replaced by a clean, inviting new design that makes a strong visual connection to the Library's branding and logo. Other improvements to the website include: the addition of drop-down navigation elements to make it easier for customers to quickly access website subpages; and the addition of social media "sharing" buttons to "Library News" webpages to increase traffic and engagement.

Mrs. LaMacchia reported that:

## LIBRARY CARD SELF-REGISTRATION IMPLEMENTATION UNDERWAY

Customers can now self-register for Library cards in-person at Library locations and online by entering their own registration information into an online form. The information entered by the customer is automatically transferred into the corresponding fields in the Integrated Library System (ILS). Staff members verify the customer's information, finalize data entry, and issue a new library card. Having customers enter their own information saves time for the customer and staff, speeding-up the entire registration process. Every location will have at least one computer dedicated to self-registration.

## COLLABORATION WITH THE UNIVERSITY OF CINCINNATI

Plans for offering a collection of our Library's materials on-site at the University of Cincinnati (UC) continue to progress. The content of this collection, which University students will be able to check-out on-site at UC's Langsam Library, will focus on popular fiction, non-fiction and graphic novels. The University is redesigning a space in the Langsam Library to house the collection and as a result of their redesign needs has recommended an implementation date of early 2014 for this initiative.

## OVERDRIVE MEDIA STATIONS BEING INSTALLED

As part of a year-end promotion, Overdrive, one of the Library's suppliers of downloadable content, is offering to selected libraries free Overdrive Media stations. These stations include a touchscreen monitor and all software to support the device. Our Library anticipates receiving three of these stations which will be used to visually promote the Library's downloadable collection to customers in Library buildings.

## PAULA BREHM-HEEGER CO-AUTHORS ARTICLE

Paula Brehm-Heeger, Service Operations Manager, has co-authored an article that will appear in the November/December issue of *Public Libraries*. The article, titled "Library Call Center? You Bet!" was co-authored by librarians from five public libraries across the country. It provides the rationale, process and equipment used by libraries in planning and maintaining their call centers plus offers an overview of lessons learned.

## SIMON AND SCHUSTER PILOT

One of the major publishers refusing to sell ebooks to libraries is Simon and Schuster. In November, the publisher announced a year-long pilot project and invited the Library, along with about 30 libraries nationwide, to participate in offering Simon and Schuster ebooks to customers. The Library has purchased an opening collection of over 300 titles, including bestsellers like *Doctor Sleep* by Stephen King and *Twelve Years a Slave* by Solomon Northrup. Titles are expected to be available for customer checkout in early December.

Ms. Fender noted that recent testimony on this topic has gotten publisher's attention. The publishers have hired a lobbyist. Mr. Moran inquired as to the cost of materials under this pilot and Ms. Fender stated approximately three times paper copy cost. Mr. Edwards also noted that the pilot included more popular authors.

## Read On! @ Your Library: 2014 SUMMER LEARNING PROGRAM

The annual Summer Reading Program is being re-envisioned as the Summer Learning Program to reflect a focus on education. The 2014 program will include Summer Camp Reading, a new program developed by Joe Dehner and the Rev. Noel Julnes-Dehner. Summer Camp Reading is a proven intervention program for students at risk of not reading at grade level by grade 3. Seven branch locations have been selected as sites for Summer Camp Reading. The Summer Learning Program will still have the traditional summer reading component for all ages at all locations with prizes of school and art supplies. The popular Brain Camp programs will be held again at Main and select branch libraries; the summer food program will continue to provide lunches to kids at select branches.

## *Programs and Exhibits of Note*

### DOWNTOWN DAZZLE DAYS

The Main Library will host Downtown Dazzle Days again this year. On December 14-15, from 1:00 – 4:00 p.m., there will be crafts, refreshments and a model train display in the Reading Garden Lounge. Downtown Dazzle Days is presented in partnership with Downtown Cincinnati, Inc.

### POETRY IN THE GARDEN CONTEST

Between January 1 and February 28, adults, ages 18 and up, are invited to enter the Library's third annual Poetry in the Garden Contest. Each entrant may submit one original, unpublished poem and 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.

### JESSICA FELLOWES AUTHOR VISIT

Jessica Fellowes, best-selling author of *The World of Downton Abbey*, will visit the Main Library on Saturday, January 25 at 2pm, to give a behind the scenes look at Downton Abbey. A prolific writer and public speaker, Fellowes focuses not only on the characters, sets, and plot lines of Downton Abbey, but also on the socio-historical context of the show, particularly as it relates to the changing role of women, the rise of technology, and the crumbling of class hierarchy in post-WWI Britain. In her speeches, she draws deft parallels between the world of Downton and the world today.

In response to Mr. Sittenfeld, Ms. Fender noted that the Foundation would be hosting a fundraising event prior to the 2 pm visit.

### ON THE SAME PAGE 2014

2014 marks the thirteenth year of the On The Same Page community reading program. This year's title is *A Star for Mrs. Blake* by April Smith. The United States Congress in 1929 passed legislation to fund travel for mothers of the fallen soldiers of World War I to visit their sons' graves in France. Over the next three years, 6,693 Gold Star Mothers made the trip. In her novel, Smith brings to life a unique moment in American history, imagining the experience of five of these women.

Programming will include book discussions and an author visit by April Smith on March 8. The program will also be included in Cincinnati Remembers World War I, the citywide commemoration of World War I. On The Same Page partners include Joseph-Beth Booksellers and the Mercantile Library.

### ANDREA PALLADIO – 500 YEARS

This exhibit, on display in the atrium from January 14 – February 27, consists of a selection of photographs displaying Palladio's architectural projects for private residences in the Veneto Region, provided by Istituto Regionale Ville Venete and highlights the stylistic evolution of the architect's more than forty years of activity. A lecture and reception will be held in the Reading Garden Lounge on February 1.

## TEEN DRAWING CONTEST

The annual Teen Drawing Contest rolls out January 1-31 for teens ages 12-18. This year's theme is "Fan Art!" and teens are encouraged to recreate a scene from their favorite book. Original drawings or paintings may be submitted at any Library location. Elementz Urban Arts Center is partnering with the Library to provide programs that will help teens develop their original ideas into their final artwork using fine arts and graphic design concepts. First, second and third place winners, along with up to twelve honorable mention winners, will be selected from teens aged 12-14 and 15-18. Prizes will be given at an awards reception for the winners to be held in the TeenSpot on Saturday, March 1. Winning art work will be displayed online afterward.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried. (30-2013).

## **FINANCE & AUDIT COMMITTEE REPORT**

Ms. DeFosse requested:

### REVISION OF 2013 APPROPRIATIONS

Authorization is requested to revise *appropriations* as follows:

<u>Fund</u>	<u>Revision</u>
<b><u>Incidental Expenses Fund</u></b>	
Other Employee Benefits	\$1,000.00
Purchased/Contracted Services	<u>(1,000.00)</u>
NET CHANGE	\$ 0.00

The revision is necessary to account for the additional President's Award issued in 2013 as a result of moving the Staff Recognition event.

### REVISION OF PERMANENT FUND PRINCIPAL BALANCES

The following permanent (trust) fund principal amounts are revised, effective December 31, 2013, based on additional donations received in 2013.

Fund	Principal 1/1/13	2013 Donations	Principal 12/31/13
Abell	68,444.00	2,956.00	71,400.00
King	17,200.00	2,000.00	19,200.00

### 2013 ANNUAL APPROPRIATIONS

To close out the 2013 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, 2014.



2013 UNENCUMBERED BALANCE

We are anticipating an unencumbered balance of approximately \$13.8 million to carry forward to 2014. The bulk of this carry forward, \$9,000,000 is included in the 2014 budget as a transfer to the Building and Repair Fund to complete funding of the current capital project plan. The remaining carry forward includes an operating contingency of \$1,650,000 and \$3,500,000 available for operating revenue in 2014.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried. **(31-2013)**.

ANNUAL APPROPRIATION RESOLUTION AND ESTIMATED RESOURCES FOR FISCAL 2014

The Ohio Department of Taxation has set our 2014 Public Library Fund receipts at \$35,212,876 and Hamilton County has estimated property tax levy receipts of \$17,510,160. Using these amounts, total General Fund resources are estimated to be \$68,700,000, as follows:

<b>2014 GENERAL FUND RESOURCES</b>	
Operating Contingency	\$ 1,650,000.00
Unencumbered Balance	<u>12,150,000.00</u>
PRIOR YEAR CARRYFORWARD	13,800,000.00
Public Library Fund	35,212,876.00
Hamilton County Property Tax	17,510,160.00
Other Income	<u>2,176,964.00</u>
NEW INCOME	54,900,000.00
<b>TOTAL EST RESOURCES</b>	<b>\$ 68,700,000.00</b>

It is recommended that the 2014 General Fund appropriation (spending authority) be set at **\$63,550,000**, distributed by account as follows.

**2014 GENERAL FUND APPROPRIATION**

Salaries	\$ 26,600,000.00
Retirement Benefits	3,724,000.00
Insurance Benefits	4,846,400.00
Supplies	1,205,000.00
Purchased & Contracted Services	8,704,600.00
Library Materials & Information	8,450,000.00
Capital Outlay	600,000.00
Other Objects	420,000.00
Other Financing Uses	
Transfer (Capital)	<u>9,000,000.00</u>
<b>TOTAL APPROPRIATION</b>	<b>\$ 63,550,000.00</b>

In addition to the General Fund, it is recommended that the estimated resources and appropriations for special revenue, capital and permanent (trust) funds be set as follows, noting trust fund principals, a total of \$6,733,132, are excluded from permanent fund balances.

<u>FUND</u>	<u>2013 AVAILABLE BALANCE</u>	<u>2014 ESTIMATED RESOURCES</u>	<u>2014 APPROPRIATION</u>
General Fund	\$ 13,800,000.00	\$ 54,900,000.00	\$ 63,550,000.00 (1)
Building & Repair Capital Fund	2,635,719.66	9,000,000.00 (2)	8,670,518.00
Special Revenue (4 funds)	299,204.15	90,000.00	273,325.00
Permanent (44 funds)	<u>1,606,737.72</u>	<u>96,465.00</u>	<u>291,000.00</u>
<b>Total</b>	<b>\$ 18,341,661.53</b>	<b>\$ 64,086,485.00</b>	<b>\$ 72,784,843.00</b>

(1) Includes \$9 million capital transfer to Building & Repair.

(2) Includes \$9 million transfer from General Fund.

It is also recommended that the Board adopt a Resolution that to provide for expenditures during the fiscal year ending December 31, 2014, the resources of the Library be appropriated at the fund and object levels presented and as detailed below be submitted to the Hamilton County Budget Commission as the Library's **2014 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	401
Salaries	26,600,000.00				
Retirement Benefits	3,724,000.00				
Insurance Benefits	4,846,400.00				
Other Employee Benefits					
Purchased/Contracted Services	8,704,600.00	11,800.00	40,000.00	10,000.00	1,000,000.00
Supplies	1,205,000.00	22,825.00	25,000.00	100,000.00	
Library Materials and Information	8,450,000.00	7,700.00		7,500.00	
Other Objects	420,000.00				
Capital Outlay	600,000.00	8,500.00		40,000.00	7,670,518.00
Debt Service					
Other Financing Uses	9,000,000.00				
Contingency					
<b>Total Appropriation</b>	<b>63,550,000.00</b>	<b>50,825.00</b>	<b>65,000.00</b>	<b>157,500.00</b>	<b>8,670,518.00</b>

	PERMANENT:					
	Anderson	Armstrong	Karline Brown	Feld	Incidental Expense	Glueck
	8101	8102	8106	8112	8114	8116
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits			1,000.00			
Purchased/Contracted Services					9,000.00	
Supplies		15,000.00			6,000.00	
Library Materials and Information				125,000.00		1,000.00
Other Objects						
Capital Outlay	10,000.00					
Debt Service						
Other Financing Uses						
Contingency						
<b>Total Appropriation</b>	<b>10,000.00</b>	<b>15,000.00</b>	<b>1,000.00</b>	<b>125,000.00</b>	<b>15,000.00</b>	<b>1,000.00</b>

	Goldsmith	Hadley	Huenefeld	Kersten	King	Rhein
	8117	8120	8125	8130	8132	8163
Salaries						
Retirement Benefits						
Insurance Benefits						
Other Employee Benefits		35,000.00				
Purchased/Contracted Services				10,000.00		2,000.00
Supplies				30,000.00		2,000.00
Library Materials and Information	3,000.00		1,000.00		1,000.00	
Other Objects						
Capital Outlay						
Debt Service						
Other Financing Uses						
Contingency						
<b>Total Appropriation</b>	<b>3,000.00</b>	<b>35,000.00</b>	<b>1,000.00</b>	<b>40,000.00</b>	<b>1,000.00</b>	<b>4,000.00</b>

	Sackett	Dwyer	Trager	Howard	Valerio Family
	8160	8163	8174	8175	8179
Salaries					
Retirement Benefits					
Insurance Benefits					
Other Employee Benefits					
Purchased/Contracted Services					10,000.00
Supplies		4,000.00			
Library Materials and Information	10,000.00	5,000.00	1,000.00	10,000.00	
Other Objects					
Capital Outlay					
Debt Service					
Other Financing Uses					
Contingency					
<b>Total Appropriation</b>	<b>10,000.00</b>	<b>9,000.00</b>	<b>1,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>

Mr. Sittenfeld moved that the Board approve the report as filed. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried. (32-2013).

### ***CONSENT AGENDA ITEMS***

Mr. Moran presented the following items for approval:

- Minutes of the Regular Meeting held October 8, 2013.
- Change Orders

#### **ENERGY RETROFIT PHASE II**

- Change Order No. PCR 100 in the amount of \$11,314.00 to Artic Heating & Air Conditioning, Inc. for moving meeting minutes responsibility to the engineer, additional control points, 120 volt power, smoke detectors, and additional VAV boxes
- Change Order No. PCR 400 in the amount of \$552.00 to Arctic Heating & Air Conditioning, Inc., for insulation repair (this is a correction from a change order reported at the October meeting for insulation at a cost of \$902.00)
- Investment Report (summary of invested balances) as of October 31, 2013 and November 30, 2013.

	Amount As of 10/31/2013	Amount As of 11/30/2013
<b><u>Operating Account</u></b>		
General Fund	\$19,135,749.30	\$18,123,407.50
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	340,190.89	354,170.85
Building and Repair	6,546,081.90	6,219,621.77
Permanent Trust Funds	1,636,526.06	1,616,342.24
	<u>\$27,888,548.15</u>	<u>\$26,543,542.36</u>
<b>STAR Ohio</b>		
Building and Repair	1,046,657.72	1,046,680.36
<b>Managed Investments (Trust Funds):</b>		
Permanent Trust Funds	\$6,728,176.00	\$6,728,176.00
<b>GRAND TOTAL</b>	<b><u>\$35,663,381.87</u></b>	<b><u>\$34,318,398.72</u></b>

- Monthly Financial Reports – for the periods ending October 31, 2013 and November 30, 2013.
- Personnel Change Report reflects changes through November 23, 2013.

Action	Agency	Position Title	FTE	Employee Name
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	0.30	TOBERGTA, ALEXANDER J
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	0.30	BERNARD, ELLYN
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	0.30	BRUEGGEMEIER, KARA
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	0.25	SMITH, STACY M
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	0.25	FINN, SABRINA C
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	0.25	BOYLSON, MICHELLE
APPOINTMENT	BOND HILL BRANCH	SENIOR LIBRARY ASSISTANT	0.50	CLEMENTS-BROD, NAOMI
APPOINTMENT	BOND HILL BRANCH	SENIOR LIBRARY ASSISTANT	0.50	TAYLOR, TERRY
APPOINTMENT	CATALOG & PROCESSING	CATALOGING ASS'T	0.50	CHROUSER, AMANDA L
APPOINTMENT	CATALOG & PROCESSING	LINE ASST PHYSICAL PROCESSING	0.50	WILLIAMS, SAMANTHA
APPOINTMENT	CATALOG & PROCESSING	METADATA LIBRARIAN	1.00	BRICKING, STEPHANIE L
APPOINTMENT	CHILDREN'S LEARNING CENTER	CHILDREN'S LIBRARIAN	1.00	MULCAHY, JENNIFER L
APPOINTMENT	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SRVS ASSISTANT	0.50	PATRICK, SUSAN
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	ZOMCHEK, ALEXANDRA
APPOINTMENT	CLIFTON BRANCH	BRANCH MANAGER	1.00	BAILEY, CHRISTINE
APPOINTMENT	CONSERVATION SERVICES	CONSERVATION LAB TEAM LEADER	1.00	SCHIESZER, ASHLEIGH
APPOINTMENT	CORRYVILLE BRANCH	BRANCH MANAGER	1.00	BEITZ, JILL
APPOINTMENT	CORRYVILLE BRANCH	HOMEWORK AIDE	0.30	VESPRANI, SHANNON
APPOINTMENT	GENEALOGY & LOCAL HISTORY	SENIOR LIBRARY SRVS ASSISTANT	0.50	CUNNINGHAM, KATHERINE E
APPOINTMENT	HARRISON BRANCH	STUDENT SHELVER	0.30	ALEXANDER, OLIVIA M
APPOINTMENT	INFORMATION & REFERENCE DEPT	SHELVER	0.50	MORRE, WIM

APPOINTMENT	INFORMATION & REFERENCE DEPT	SHELVER	0.50	ENGLISH, MICHAEL S
APPOINTMENT	INFORMATION & REFERENCE DEPT	SHELVER	0.50	MARTIN, CARA
APPOINTMENT	INFORMATION & REFERENCE DEPT	SHELVER/PAGE	0.50	KAWANARI, AUDREY A
APPOINTMENT	LOVELAND BRANCH	HOMEWORK AIDE	0.30	GLOSSOP, ERIN M
APPOINTMENT	LOVELAND BRANCH	STUDENT SHELVER	0.25	PING, LEVI
APPOINTMENT	MADISONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	BLANKENSHIP, PETER R
APPOINTMENT	MONFORT HEIGHTS BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MEYER, ANN
APPOINTMENT	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	GRACE, CONOR A
APPOINTMENT	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SANFORD, GARNISHA J
APPOINTMENT	NORWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	BURNSIDE, KATHERINE
APPOINTMENT	OAKLEY BRANCH	STUDENT SHELVER	0.25	MCELROY, ANSLEY F
APPOINTMENT	OUTREACH SERVICES	SHELVER	0.60	PARROTT, JAMES
APPOINTMENT	PLEASANT RIDGE BRANCH	STUDENT SHELVER	0.30	GRAHAM, KASSANDRA J
APPOINTMENT	POPULAR LIBRARY	SHELVER	0.50	KUHL, CORRENA R
APPOINTMENT	POPULAR LIBRARY	SHELVER	0.50	HASTINGS, BRYN E
APPOINTMENT	POPULAR LIBRARY	STUDENT SHELVER	0.25	AUFMANN, DANIEL L
APPOINTMENT	READING BRANCH	HOMEWORK AIDE	0.30	WREATH, SARA L
APPOINTMENT	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	CALLAHAN, NICHOLAS A
APPOINTMENT	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SHAW, JENNIFER
APPOINTMENT	SHARONVILLE BRANCH	STUDENT SHELVER	0.30	SOCWELL, JORDAN P
APPOINTMENT	SHIPPING & RECEIVING	MAIL CLERK	1.00	KELLY, AUBREY M
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	SORTER	0.50	SANER, LATONIA D
APPOINTMENT	ST BERNARD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	REEVES, CHRISTOPHER M
APPOINTMENT	SYMMES TOWNSHIP BRANCH	STUDENT SHELVER	0.30	RANDALL, RACHEL
APPOINTMENT	WEST END BRANCH	HOMEWORK AIDE	0.30	BEALER, MARCHANDIA
APPOINTMENT	WESTWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	NEPPER, TALLIA
APPOINTMENT	INFORMATION & REFERENCE DEPT	SHELVER	0.50	MINDRUM, CARMELISA
APPOINTMENT	MT. HEALTHY BRANCH	TEEN LIBRARIAN	1.00	WILLIAMS, MATTHEW R
APPOINTMENT	NORWOOD BRANCH	STUDENT SHELVER	0.30	HENSLEY, TAYLOR A
APPOINTMENT	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.50	CONLON, KYLE L
CHANGE	MARIEMONT BRANCH	LIBRARY SERVICES ASSISTANT	0.50	FRAZIER, KELLY L.
CHANGE	MARIEMONT BRANCH	LIBRARY SERVICES ASSISTANT	0.60	KLEESATTEL, BENJAMIN R.
CHANGE	MONFORT HEIGHTS BRANCH	LIBRARY SERVICES ASSISTANT	1.00	HUGHES, JAYME F.
CHANGE	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.60	HARMON, TIFFANY R.
CHANGE	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.60	WINKLE, AMANDA J.
CHANGE	BLUE ASH BRANCH	REFERENCE LIBRARIAN	1.00	O'BRIEN RHOAD, KERRY A
CHANGE	CATALOG & PROCESSING	CATALOGING ASS'T	0.50	MILADINOV, KARA A.
CHANGE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	FIELDS, TANESHA S.
CHANGE	MARIEMONT BRANCH	CHILDREN'S LIBRARIAN	1.00	JOBSON, HEATHER V.

CHANGE	MATERIALS SELECTION & ACQ	COLLECTION DEVELOPME LIBRARIAN	1.00	GREEN, JAMES M.
CHANGE	NORWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	JOHNSON, ALANA R.
CHANGE	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	NETHERLY, ELLEN
CHANGE	WESTWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	BROCK, ALEXANDER J.
CHANGE	EDUCATION & HOMEWORK SUPPORT	SENIOR LIBRARY SRVS ASSISTANT	1.00	SCHMITT, LYNETTE M.
DEMOTION	CHEVIOT BRANCH	LIBRARY SERVICES ASSISTANT	1.00	UHLNBROCK, MARY M.
DEMOTION	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	JAMES, LISA L.
DEMOTION	OUTREACH SERVICES	SHELVER	1.00	PICKETT, DIONNE
DEPARTURE	HYDE PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WILLIAMS, JUSTIN M
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	0.25	ZYLKA, AMY R.
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	WILLIAMS, SARA L
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	MCGAUGHEY, CATHERINE E.
DEPARTURE	CORRYVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MORRIS, GRACE K.
DEPARTURE	CORRYVILLE BRANCH	SENIOR LIBRARY SRVS ASSISTANT	0.50	WRZOS, SUZANNE E.
DEPARTURE	HARRISON BRANCH	LIBRARY SERVICES ASSISTANT	0.50	PEAK, KAYLA R.
DEPARTURE	HARRISON BRANCH	STUDENT SHELVER	0.30	BERNHARDT, LUKE A.
DEPARTURE	LOVELAND BRANCH	STUDENT SHELVER	0.20	VUYK, PETER S.
DEPARTURE	MAINTENENCE & CUSTODIAL SERVICES	HVAC MECHANIC	1.00	DAY, NICHOLAS C
DEPARTURE	MARKETING	SOCIAL MEDIA SPECIALIST	1.00	SCHELLE, MICHAEL J.
DEPARTURE	MONFORT HEIGHTS BRANCH	LIBRARY SERVICES ASSISTANT	1.00	GETZ, WILLIAM J.
DEPARTURE	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	GARNISHA SANFORD
DEPARTURE	PRICE HILL BRANCH	HOMEWORK AIDE	0.30	COOPER, EILEEN
DEPARTURE	SORTING & MATERIALS RETRIEVAL	SORTER	0.50	MEYERS, ZACHAREY
DEPARTURE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	1.00	NURREDIN, AYESHA A.
DEPARTURE	BLUE ASH BRANCH	REFERENCE LIBRARIAN	1.00	EDGERTON, DIANE M
DEPARTURE	CLIFTON BRANCH	BRANCH MANAGER	1.00	GOMIEN, JENNIFER C
DEPARTURE	CLIFTON BRANCH	SENIOR LIBRARY SRVS ASSISTANT	1.00	BLACK, ELIZABETH
DEPARTURE	MT HEALTHY BRANCH	TEEN LIBRARIAN	1.00	HONAKER, DIANNA L.
DEPARTURE	OUTREACH SERVICES	OUTREACH SERVICES MANAGER	1.00	ZUELKE, ELIZABETH
DEPARTURE	OUTREACH SERVICES	SHELVER	1.00	POOCK, GARY K.
PROMOTION	CATALOG & PROCESSING	LINE ASST ELECTRONIC PROCESSIN	1.00	WILLIAMS, ELI
PROMOTION	CHEVIOT BRANCH	TEEN LIBRARIAN	1.00	WILLIAMS, CARA M.
PROMOTION	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	CARPENTER, ROSALIA E.
PROMOTION	CLIFTON BRANCH	SENIOR LIBRARY SRVS ASSISTANT	1.00	MILLER, EMILY C.
PROMOTION	DELHI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.50	BERLING, KATHRYN MARY
PROMOTION	DIGITAL SERVICES	DIGITAL ASSISTANT	1.00	NOE, SAMANTHA
PROMOTION	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SUTTLES, KAYLIE A.
PROMOTION	MADEIRA BRANCH	LIBRARY SERVICES ASSISTANT	0.50	NIEMEYER, KATHRYN R.
PROMOTION	POPULAR LIBRARY	SENIOR LIBRARY SRVS ASSISTANT	0.50	KENNEDY, CALEB M.

PROMOTION	SERVICE OPERATIONS	LIBRARY SERVICES FLOATER	1.00	BERTKE, DOROTHY A.
PROMOTION	SERVICE OPERATIONS	LIBRARY SERVICES FLOATER	1.00	DOLE, SARAH A.
PROMOTION	SERVICE OPERATIONS	LIBRARY SERVICES FLOATER	1.00	SCHULTZ, TINA M.
PROMOTION	SERVICE OPERATIONS	LIBRARY SERVICES FLOATER	1.00	BARNES, ETHAN E
PROMOTION	SERVICE OPERATIONS	LIBRARY SERVICES FLOATER	1.00	THOMAS, SONGHAY
PROMOTION	SERVICE OPERATIONS	LIBRARY SERVICES FLOATER	1.00	GALLAGHER, BRIDGID K.
PROMOTION	SERVICE OPERATIONS	LIBRARY SERVICES FLOATER	1.00	TRACEY-MILLER, NATHANIEL A.
PROMOTION	SHARONVILLE BRANCH	LIBRARY SERVICES SPECIALIST	1.00	MOSTER, LAURA E.
PROMOTION	SHIPPING & RECEIVING	TRUCK DRIVER	1.00	YARBROUGH, KEVIN J
PROMOTION	TEENSPOT	SENIOR LIBRARY SRVS ASSISTANT	0.50	PELLEGRINO, MARIO A.
PROMOTION	WESTWOOD BRANCH	SENIOR LIBRARY SRVS ASSISTANT	0.50	MCKENZIE, SIERRA S.
PROMOTION	WYOMING BRANCH	TEEN LIBRARIAN	1.00	BARNUM, TERRY L.

- Statistical Report for November 2013.
- Top Ten Circulating Titles for November 2013.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, and Mr. Moran (except pass on investments)...6 ayes. The motion carried. **(33-2013)**.

The Regular Meeting was then adjourned.

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President

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Attest: Secretary