

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

Date: April 11, 2016

Meeting: Regular

Place: Meeting Room - Blue Ash Branch Library - 4911 Cooper Road

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

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

Trustees Absent: Mr. Moran, Mr. Wright and Mr. Zaring

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

***PUBLIC COMMENTS***

Miss Lettie Davis asked the Board several questions regarding how the Board is appointed, if there are vacancies on the Board, how is the Board made up, and what are the requirements/expectations of the Board. Miss Davis indicated she has an interest in serving on the Board and would like to get more information. Mrs. LaMacchia stated that she would meet with her after the meeting.

Ed Shea stated he is a customer of the Wyoming branch. He stated that in his opinion the branch has inadequate parking, inadequate internet access, and is not handicap accessible. He would like to see the branch relocated to Vine Street in Hartwell so that it could be larger and better meet the needs of the community. It could also be more centrally located to serve more people. Mrs. LaMacchia indicated that she would pass the information along to the Facilities Committee.

Louis Kutcher had signed up to speak but passed.

## ***ACTION ITEMS***

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

Ms. Fender reported that:

#### **BECOMING THE BEST!**

Our Strategic Plan includes a goal to become a top workplace in Cincinnati. Working toward that goal, we asked staff to complete our first ever staff engagement survey and the results of that survey were shared with the staff and Board in March. The Library has a great deal to celebrate as staff identified the strengths of our workplace being: Relationship with Supervisor; Connection to Mission/Community; Library Pride; Individual Alignment with Departments/Branches; and Relationship with Colleagues.

The opportunities to be leveraged for improving staff engagement include: Relationship with Senior Leadership; Collaborative Communication; and Recognition and Appreciation. Senior Leadership recently held a "Let's Talk" session for staff to provide feedback on how administrators can contribute to the improvement of the work environment. The next "Let's Talk" session is scheduled for April 20. The *Becoming the Best!* Task Force of 16 members representing staff from across the organization has been charged with recommending changes to policies, processes, and programs that would support becoming a top workplace in Cincinnati. The task force's recommendations are expected in early summer.

#### **STRATEGIC PLAN**

The Library is in the final year of its strategic plan and has begun the process of developing a new strategic plan. The first step is to gather input from the Library's many stakeholders across the county. Between April 12 and April 14, community forums will be held at three branch libraries and Main Library, including two sessions by invitation only for community leaders and members of the Library's boards (Trustees, Foundation, Friends, and ATLA). All sessions will be facilitated by Sandy Swanson, President of OrangeBoy, Inc., which provides strategic planning and customer segmentation assistance to the Library.

The input from these sessions will be incorporated into the Library's next strategic plan.

#### **CHAUTAUQUA PROPOSED FOR READING**

The Library and the Reading Historical Society are working to bring Chautauqua to Reading in the summer of 2017. Organized by Ohio Humanities, and building on the 19th-century tradition established on the shores of New York's Chautauqua Lake, Ohio Chautauqua is a five-day community event that combines living history performances, music, education, and audience participation into a one-of-a-kind cultural event the entire community will enjoy. No Hamilton County community has ever hosted Chautauqua.

The new Reading branch library is an important piece in the application process since it provides an indoor space for many Chautauqua events.

### MARKETING UPDATE

At the February regular meeting, the Library reported on the 2015 Customer Satisfaction Survey and the inclusion of the Net Promoter Score (NPS). The Library is currently working with OrangeBoy to continuously survey customers on their overall satisfaction. This will allow us to better track areas where the Library excels and areas that need improvement and provide the tools to follow-up with concerns quickly.

NPS is the percentage of customers who give us a 9 or 10 minus the customers who mark 8 or below to the question: "How likely are you to recommend the Library to others?"

Summer Learning promotions are set to begin in late May and early June. The Library is once again working with Northlich to execute media buys which will include a mixture of billboards, print, digital, and possibly radio.

### METLIB CONFERENCE/ALA LEGISLATIVE DAY

Two items were included in the Eva Jane Romaine Coombe Director's report in February, but no action could be taken since there was no longer a quorum present at the conclusion of the report. Approval is requested for attendance at the following events:

The proposal to present at the MetLib 2016 conference in Doha, Qatar April 23-28, 2016 was accepted. The international conference is only for libraries serving metropolitan areas with a population of 400,000. The cost estimate of the airfare, conference registration and hotel accommodations are approximately \$3,000. Given the timing of the event, travel plans have been made.

The American Library Association's legislative day will be held May 2-3 in Washington, DC. Elaine Fay and the Eva Jane Romaine Coombe Director are attending. Congress funds several programs including e-rate or universal service discount, the Library Services and Technology Act and the summer lunch program, each of which provides funding to our Library or allows us to provide a service to our community.

### FRIENDS OF THE LIBRARY

The Friends of the Library fiscal year ended March 31. The next book sale will be the Main Library, June 4-10.

The Friends annual and quarterly meetings will be held May 6 at 11:30 and 12:00 respectively at the Main Library.

### LIBRARY FOUNDATION

A \$500 gift was received from CBRE in honor of Mr. Moran's retirement from Fifth

Third Bank.

The Foundation received a bequest in the amount of \$51,374.90 from the estate of Harold Margolin. The funds have been transferred to the Foundation Endowment.

Eleven Ruthven prints donated from the estate of Carol Meyer-Keener are being auctioned by Second Story Auctions. Proceeds will benefit the St. Bernard branch.

The children of Shammi Bhati, a Library lover who brought her grandson to storytime at the Madeira branch, are interested in funding a renovation of the Madeira children's area with a generous memorial donation of \$50,000 to the Library Foundation. Library staff proposed the renovation upon learning of the Bhati family's interest in honoring their mother. I am requesting that the Board approve naming the Madeira children's room in her memory in recognition of this gift. The Madeira branch is heavily used and was last renovated in 1993.

Local author, Andrea Cheng, died earlier this year and her family requested that memorial donations be made to the Library or Library Foundation. In addition to the more than \$3,000 received, her husband Jim Cheng and close friend, Sara Pearce, are contributing funds to bring the total gift to the Foundation to \$21,500 to create a fund that will annually purchase books for summer learning programs offered by the Library.

Summer Learning sponsorships:

- \$10,000 grant from the Jack Smith Foundation at PNC
- Western & Southern \$5,000
- Wing Eye Care - \$3,000
- Juvenile Court Advisory - \$500

The Foundation's next quarterly meeting will be held on April 20.

#### ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association (ATLA), which supports the Anderson and Mt. Washington branch libraries, will hold its 36<sup>th</sup> Annual Used Book Sale at Nagel Middle School in Anderson Township June 10-12. The sale is usually at the end of June but had to be moved because the parking lot at the school is being paved the last week in June.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mrs. Kohnen and Mrs. LaMacchia ...4 ayes. The motion carried. **(06-2016)**.

## **HUMAN RESOURCES COMMITTEE REPORT**

Mrs. LaMacchia stated that discussion regarding gender reassignment surgery rider is tabled until the June 14, 2016 meeting because only 4 of the 7 members of the Board were present.

Mr. Hendon reported:

### **CORE GROUP BENEFITS**

Staff is recommending that the premium cost share remain the same for the medical benefit plan, employee 16%/employer 84%, and the dental plan, employee 35%/employer 65%. The Library will also continue to contribute a 25% (pro-rated as necessary) towards the deductible into the employee's Health Savings Account.

The Library will work with Anthem to make certain the premium increase is within the budgeted amount. The actual contribution rates will be communicated to the staff as soon as final numbers are received from Anthem and MetLife. Open enrollment begins in May.

*For information only*

### **NATIONAL LIBRARY WORKER'S DAY**

April 12, is National Library Worker's Day, where we celebrate and recognize all library workers. This year, each location will be entered into an hourly drawing for a gift, which the Friends of the Library, the Foundation and the Armstrong Fund are sponsoring. Staff will also be encouraged to wear a Library logo shirt, appropriate blue jeans, and their service pins on Tuesday. The managers will receive gift cards from Kroger to use for their respective locations this week.

### **ARTSWAVE CAMPAIGN**

The Library's ArtsWave Annual Community Campaign ended on March 10. Staff contributed \$4,172 during this year's campaign, which was slightly down from last year.

### **2016 STAFF DEVELOPMENT DAY**

The Staff Development Days have been set and each of the four days will have a variety of speakers discussing various "state of the community" poverty topics, and each day will have a subtopic:

April 19<sup>th</sup>: Mental illness – Speakers from Mental Health America and National Alliance on Mental Illness (NAMI) will discuss facts, statistics, stigmas, and an "in our own voice" segment.

April 27: Literacy – Speakers from Cincinnati Preschool Promise, Literacy Network,

United Way and UpSpring will discuss topics such as early learning, building a better system of education, adult literacy, Success By 6, and poverty's impact on literacy.

May 4<sup>th</sup>: Addiction – Speakers from Addiction Services Council, Talbert House, and Hamilton County Heroin Coalition will discuss addiction, how it impacts us all, treatment options, and what is being done to combat the problem.

May 10<sup>th</sup>: Homelessness – Speakers from the UC School of Social Work, Voice of the Homeless Speaker's Bureau, and Strategies to End Homelessness will discuss educating kids experiencing homelessness, homelessness in Cincinnati, and an "in our own voice" segment.

All staff members are encouraged to attend.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mrs. Kohnen and Mrs. LaMacchia...4 ayes. The motion carried. (07-2016).

## **FINANCE & AUDIT COMMITTEE REPORT**

Mrs. Kohnen reported:

### REVISION OF THE 2016 ANNUAL APPROPRIATIONS

The changes in the Gift Fund are the result of timing of items purchased via the Friend's reimbursement process. The increase in Incidental Expenses is the result of conference attendance for the Eva Jane Romaine Coombe Director not anticipated during the original budget process. Authorization is requested to revise *appropriations* as follows:

#### ***Gift Fund***

##### ***Expenses***

Supplies - decrease by	\$ (20,000.00)
Purchased & Contracted Services - increase by	\$ 20,000.00
<i>Appropriations net change</i>	<u>\$ -</u>

#### ***Incidental Expenses***

##### ***Expenses***

Purchased & Contracted Services - increase by	\$ 5,000.00
<i>Appropriations net change</i>	<u>\$ 5,000.00</u>

### 2017 BUDGET

The Hamilton County Budget Commission has allowed the Library to file modified tax budgets since fiscal year 2005, with the understanding that ongoing approval is subject to annual review. A request to submit a modified 2017 budget was submitted to the Budget Commission on March 24, 2016.

The Library is required to submit its annual budget to Hamilton County by May 31, 2016. The proposed 2017 operating budget balances current funding expectations, current operating costs and capital project plans. The capital budget has been constructed on the basis of need – that is, what’s needed to fund top priorities for capital building and improvement projects.

### OPERATING BUDGET

The proposed operating budget of \$57,955,450 is 2% more than 2016 appropriations. It provides allowances for increases in salary rates and other categories of expenditure in support of the strategic plan of the organization.

### CAPITAL BUDGET

The budget includes future plans for a branch in western Hamilton County, ongoing maintenance, and accessibility projects. Based on population data, western Hamilton County is growing more than any other area in the county.

Ongoing Maintenance	\$ 10,000,000.00
Western Hamilton County Branch	5,000,000.00
Accessibility Projects	5,680,550.00
	<u>\$ 20,680,550.00</u>

### CONTINGENCIES

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

### FUNDING – CARRYFORWARD & REQUIRED NEW FUNDING

The General Fund expects to end 2016 with \$12,900,000 of available funding. To fund the 2017 budget, the Library will need intergovernmental revenue slightly over \$65.1 million. The source of that revenue is the Public Library Fund and local property taxes. For budget purposes, property tax receipts for 2017 are estimated at \$18,164,050 which is approximately the amount certified during the 2013 levy process. The balance of the revenue, \$46,960,450, is being requested from the PLF.

### TOTAL BUDGET COMPARISON

The following chart compares 2016 appropriations with the 2017 Budget for the General Fund.

**The Public Library of Cincinnati and Hamilton County  
2017 BUDGET**

**General Fund**

	<u>2016</u>	<u>2017 Budget</u>	<u>Change</u>
<b>Beginning Balance</b>	\$ 12,900,000.00	\$ 12,900,000.00	
Public Library Fund	38,704,683.00	46,960,450.00	21%
Local Tax Levy	17,830,653.00	18,164,050.00	
Subtotal	<u>56,535,336.00</u>	<u>65,124,500.00</u>	
Other Library Revenue	2,361,664.00	2,361,500.00	
<b>Total Receipts</b>	<b><u>58,897,000.00</u></b>	<b><u>67,486,000.00</u></b>	15%
Operating Expenditure	56,897,000.00	57,955,450.00	2%
Transfers Out	2,000,000.00	20,680,550.00	
<b>Total Expenditure</b>	<b><u>58,897,000.00</u></b>	<b><u>78,636,000.00</u></b>	34%
<b>Ending Balance</b>	<b>12,900,000.00</b>	<b>1,750,000.00</b>	
Less Contingency	-	1,750,000.00	
<b>Available Balance</b>	<b><u>\$ 12,900,000.00</u></b>	<b><u>\$ -</u></b>	

*For information only*

**LIABILITY INSURANCE RENEWAL**

The Library recently renewed our commercial insurance policies. As part of the renewal the Library reduced the deductible on property claims from \$100,000 to \$50,000. The premium increase was slightly over \$7000 annually as a result of this change. The decision to make the change was based on trends over the last several years and overall changes in Library funding over the last five to ten years.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mrs. Kohnen and Mrs. LaMacchia ...4 ayes. The motion carried. **(08-2016)**.

***INFORMATIONAL ITEMS***

**LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT**

Mr. Hendon reported that:



### PLEASANT RIDGE

The owner of the property adjacent to the Pleasant Ridge branch contacted the Library concerning his interest in expanding the entranceway that leads onto his property, by paving Library property adjacent to his. This would also allow for the much-needed expansion of parking behind the branch. His use of the property would require an easement for ingress/egress.

### VINE STREET PLAZA AND ENTRANCE ASSESSMENT

The design firm, FRCH Design Worldwide, has been hired to prepare a concept design, with cost estimates, to renovate the Main Library's Vine St. Plaza and entrance. The goal would be to design a space that is more accessible, user-friendly, and inviting.

### CHANGE IN CUSTODIAL SERVICES

A contract was recently signed with Scioto Services to provide custodial services for branches and Main, replacing ABM, the current custodial vendor. Scioto Services will add to their cleaning services contract outside trash pick-up at locations and a second day porter at the Main Library. Even with these additional services, the Library will save over \$60,000 each year. Scioto Services will begin on May 1.

### BLUE ASH LIGHTING UPGRADE

Library staff will soon begin upgrading the lighting at the Blue Ash branch replacing the existing, less-energy efficient T-12S and T-8 florescent fixtures with LED fixtures. This upgrade is eligible for a Duke Smart Saver Incentive rebate. The application for the rebate will be submitted by F D Lawrence, the vendor providing the fixtures, who will also receive the payment. The benefits of taking this approach include a savings of \$11,322 on the purchase of the fixtures (actual fixture cost \$4,442), and a shorter return time on the investment with an annual energy cost savings estimated at \$4,902.00, a less-than-one-year payback. Staff is currently identifying additional locations eligible for lighting upgrades.

### DUKE INCENTIVE PAYMENT RECEIVED

A check in the amount of \$29,092 was recently received from Duke Energy as part of their Smart Saver Custom Incentive program. The inclusion of geothermal HVAC and LED lighting in the construction of Clifton, Reading and St. Bernard branches resulted in the incentive payment.

### ST. BERNARD LEED CERTIFICATION OFFICIAL

The Library received notice that the St. Bernard branch, which opened in June 2015, was officially awarded LEED Silver status. The Reading branch application for LEED is currently being submitted.

## GREENHILLS SHOPPING CENTER SOLD

On March 30, 2016, the Greenhills Shopping Center, where the Greenhills branch is located, was purchased by Village Gate LLC. Balanced Property Solutions (formerly Harkavy Management Services) will continue to manage the property. According to a letter received from Balanced Property Solutions, “the new owner is anticipating doing improvements to the property.”

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

Mrs. Trauth introduced Lisa Salyers, Blue Ash Branch Manager.

Lisa reported that:

### BLUE ASH BRANCH GEARS UP FOR SUMMER LEARNING

Programming and outreach activities have always been a huge focus of the Blue Ash branch, which is evident in the branch achieving the second largest programming numbers in 2015. The Summer Learning Program (SLP) is a large part of the branch’s programming and outreach efforts each year. In preparation for the event, all schools in the area are visited by staff inviting students to participate. To help manage this important program, 40 teen volunteers were recruited to assist with sign-up and distribution of prizes last year. With this year’s SLP “maker” theme of *Read, Make, Create*, branch staff is developing a number of exciting activities for participants. The summer will begin with a kick-off event, along with many fun and exciting programs occurring throughout June and July, such as a collaborative coloring wall, a visit from cartoonist Steve Harpster, a Kennedy Arts Center Interactive Art project, and a Hive13 DIY program. Two years ago, the branch introduced a three day project-based program with children coming for two hours a day, three days in a row, to work on a collaborative project. This year the 6-8 year olds will work on “squishy” experiments, and the 9-12 age group will use an app to create music and computer games. All-in-all, 2016’s Maker-themed SLP is shaping up to be an exciting one for the Blue Ash community.

Mrs. Trauth reported that:

### SUMMER LEARNING PROGRAM

The 2016 Summer Learning Program will focus on STEAM and Maker concepts, with the theme *Read, Make, Create*. The Summer Learning Program will once again include four components:

- Summer Reading – The traditional Summer Reading Program will continue at all 41 locations this summer. Programming and prizes will be focused on STEAM and Maker themes.
- Summer Camp Reading – Summer Camp Reading will take place at seven locations throughout the month of July: Avondale, Bond Hill, College Hill, Corryville, Pleasant Ridge, Price Hill and Westwood.

- Summer Food Service Program – The Library will once again partner with Cincinnati Public Schools and Whole Again International to provide summer lunch service to people ages 18 and under at multiple Library locations. Lunch service will begin on June 6 and run through August 12.
- Brain Camp – Week-long Brain Camps will be offered again this summer. The theme is *Read – Make – Create @ Brain Camp*.

### SUMMER TECHNOLOGY PROGRAMS

The Library will be offering additional technology programs for all ages this summer. Programs will include:

- Hour of Code programs for kids and teens.
- MasterMinds programs for adults on topics such as Circuitry and E-Textiles.
- Black Rocket Productions technology camps for kids and teens on the following topics: Make Your Own 3D Video Game, App Attack, Code Breakers and MineCraft Animator.
- Introductory Computer Science for Grades K-5 workshops for educators.

### OPEN EBOOK INITIATIVE DESIGNED TO SERVE LOW INCOME CHILDREN

The Library is participating in the Open eBooks initiative, a partnership among the Digital Public Library of America, The New York Public Library and First Book. This project provides an app containing thousands of book titles available for free to children from low-income households.

### CINCINNATI SYMPHONY ORCHESTRA MOVE COMPLETE

The Cincinnati Symphony Orchestra's (CSO) library staff and music collection are now housed in the Main Library's North building and will remain in this area during the Music Hall revitalization scheduled through fall 2017. As part of this collaboration, the CSO will donate chamber ensemble performances at select Library locations.

### UPDATING SELF-CHECKOUT TO CHIP AND PIN

Plans are underway to update all 120 self-checkout machines to accept credit and debit card payments via chip and PIN technology. It is expected that the Library will have the new payment terminals installed at all locations by late summer.

### LIBRARY TO BECOME "OP3" MEMBER

The Ohio Public Private Partnership (OP3) is an initiative to provide real-time, on-the-ground information for disaster prevention, response and recovery to partners. Established by the Ohio Department of Public Safety in 2012, OP3 members include agencies from state and local governments, businesses, industries and associations. The Library's membership will enhance our readiness to respond to and assist our customers during disaster situations.

UPCOMING PROGRAMS AND EXHIBITS

- On June 18 at 2 p.m., the Main Library will host award-winning author Jacqueline Woodson. Jacqueline Woodson won the 2014 National Book Award for her New York Times bestselling memoir *Brown Girl Dreaming*. Woodson is a four-time Newbery Honor winner, a recipient of the NAACP Image Award, and was recently named the Young People's Poet Laureate by the Poetry Foundation.
- The Library is celebrating Rufus the Reading Dog's 10<sup>th</sup> birthday on April 16 from 1:00-4:00 p.m. at the Main Library.
- The annual Ohioana reception for Hamilton County authors will be held at the Main Library Sunday, April 17 from 1:30–4:00 p.m. The Cooper Award will be presented to 91.7 WVXU Mark Perzel, host of *The Book Club @ 91.7*, who will also deliver keynote remarks.
- Library staff members are hosting a Maker Day at Rhinegeist Brewery on Saturday, May 7 from 12:00-4:00 p.m.
- The fourth annual Cincinnati Library Comic-Con will take place at the Main Library on May 21 from 12:00-5:00 p.m.
- The Taft Museum of Art's annual Artists Reaching Classrooms (ARC) exhibition of student artwork will be on display at the Main Library from April 13 to May 17.
- Design LAB, Cincinnati's annual student architectural design education program and competition, will be on display at the Main Library from April 30 to May 7. This year's project theme is 'Learning Spaces.' Design LAB is presented in partnership with the Architectural Foundation of Cincinnati.

***CONSENT AGENDA ITEMS (February 2016)***

Mrs. LaMacchia presented the following items for approval:

- Minutes of the Regular Meeting held December 8, 2015.
- Minutes of the Regular Meeting held December 8, 2015 (\*Minutes include a correction to the 2016 Salary Schedule)
- Investment Report (summary of invested balances) as of December 31, 2015 and January 31, 2016.

	Amount 12/31/2015	Amount 1/31/2016
<b><u>Fifth Third Investment</u></b>		
General Fund	\$500,000.00	\$500,000.00
Building and Repair	1,000,020.55	1,000,020.55
	\$1,500,020.55	\$1,500,020.55
<b><u>Operating Account</u></b>		
General Fund	\$16,231,021.43	\$15,258,694.16
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	282,259.65	330,933.58

Building and Repair	2,442,151.25	2,398,696.00
Permanent Trust Funds	1,472,413.43	1,501,524.81
	<u>\$20,657,845.76</u>	<u>\$19,719,848.55</u>
<b>STAR Ohio</b>		
Building and Repair	1,047,955.11	1,048,171.56
<b>Managed Investments (Trust Funds):</b>		
Permanent Trust Funds	<u>\$6,740,531.00</u>	<u>\$6,740,531.00</u>
<b>GRAND TOTAL</b>	<b><u>\$29,946,352.42</u></b>	<b><u>\$29,008,571.66</u></b>

- Monthly Financial Reports – for the periods ending December 31, 2015 and January 31, 2016.
- Personnel Change Report reflects changes through January 30, 2016.

<u>Action</u>	<u>Agency</u>	<u>Position</u>	<u>FTE</u>	<u>Employee Name</u>	<u>Effective Date</u>
APPOINTMENT	POPULAR LIBRARY	SHELVER	0.5	BROWN, BETHANY J	1/3/2016
APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.5	CLARK, MIRANDA F	11/22/2015
APPOINTMENT	FOREST PARK BRANCH	STUDENT SHELVER	0.3	DARKS, TERYK I	11/22/2015
APPOINTMENT	SAFETY & SECURITY SERVICES	SAFETY / SECURITY TEAM LEADER	1	DAVIS, SCOTT W	1/3/2016
APPOINTMENT	CLIFTON BRANCH	LIBRARY SERVICES ASSISTANT	0.5	GEVERDT, ABIGAIL JL	11/22/2015
APPOINTMENT	INFORMATION & REFERENCE DEPT	SHELVER	0.5	GOOD, MARTHA H	1/3/2016
APPOINTMENT	DEER PARK BRANCH	TEEN LIBRARIAN	1	GRANDSTAFF, ANGELA H	1/17/2016
APPOINTMENT	NORTH CENTRAL BRANCH	STUDENT SHELVER	0.3	HUNT, TYLER J	12/6/2015
APPOINTMENT	HYDE PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.5	LONG, JOANN V	1/3/2016
APPOINTMENT	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	0.5	MARSHALL, STACEY N	1/3/2016
APPOINTMENT	PLEASANT RIDGE BRANCH	LIBRARY SERVICES ASSISTANT	0.5	MECHLEY, JONATHAN D	11/22/2015
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	SORTER	0.5	PFEIFFER, STEVEN S	11/22/2015
APPOINTMENT	GENEALOGY & LOCAL HISTORY	STUDENT SHELVER	0.3	RITCHIE, VICTORIA L	1/3/2016
APPOINTMENT	MONFORT HEIGHTS BRANCH	SENIOR LIBRARY SERVICES ASST	0.5	ZEIGER, EILEEN P	11/22/2015
APPOINTMENT	GROESBECK BRANCH	HOMEWORK HELP AIDE	0.3	SCHAICH, GLENN A	12/6/2015

APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.5	SMITH, STACY M	11/22/2015
CHANGE	OUTREACH SERVICES	SHELVER	1	BOYNE, ANNA M	1/3/2016
CHANGE	POPULAR LIBRARY	SHELVER	0.5	RILEY, DULCINEA	1/3/2016
CHANGE	POPULAR LIBRARY	SHELVER	1	CARROLL, BRIDGET A	1/3/2016
DEMOTION	MT. HEALTHY BRANCH	TEEN LIBRARIAN	1	ANDERSON, ELIZABETH G	12/6/2015
DEMOTION	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.5	VIDMAR, DONN B	1/3/2016
DEPARTURE	NORTH CENTRAL BRANCH	SENIOR LIBRARY SERVICES ASST	0.5	HEDGER, CHRISTIAN	11/28/2015
DEPARTURE	CHILDREN'S LEARNING CENTER	CHILDREN'S LIBRARIAN	1	BAYCI, EMILY R	1/29/2016
DEPARTURE	HARRISON BRANCH	STUDENT SHELVER	0.3	BERNHARDT, LUKE A	1/14/2016
DEPARTURE	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.5	CARR, JENNY	12/5/2015
DEPARTURE	DEER PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.5	HARRIS, CELESTE ANN	11/28/2015
DEPARTURE	DIGITAL SERVICES	DIGITAL SERVICES ASSISTANT	1	HERSHNER, CLAUDIA C	12/15/2015
DEPARTURE	CLIFTON BRANCH	SENIOR LIBRARY ASSISTANT	0.5	JEFFRIES, RACHEL A	1/16/2016
DEPARTURE	COVEDALE BRANCH	STUDENT SHELVER	0.3	JENNRICH, MICHELLE C	1/11/2016
DEPARTURE	HYDE PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.5	LLOYD, ALLEN D	12/19/2015
DEPARTURE	LOVELAND BRANCH	STUDENT SHELVER	0.3	PING, LEVI	1/7/2016
DEPARTURE	GREEN TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.5	SCHMALTZ, JENNIFER M	1/7/2016
DEPARTURE	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	0.5	SCHNEIDER, SALLY A	12/31/2015
DEPARTURE	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SERVICES ASST	0.5	SWINFORD, CHELSEA	12/30/2015
DEPARTURE	POPULAR LIBRARY	SHELVER	0.5	VANDERBILT, DANIEL	1/8/2016
DEPARTURE	NORWOOD BRANCH	STUDENT SHELVER	0.3	WILLIAMS, JOELLE	1/2/2016
DEPARTURE	LOVELAND BRANCH	STUDENT SHELVER	0.3	GREEN, SYDNEY L	1/15/2016
DEPARTURE	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.6	FLORY, ANNA M	1/29/2016
DEPARTURE	HYDE PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.5	FRONDORF, NINA	1/16/2016

DEPARTURE	HYDE PARK BRANCH	STUDENT SHELVING	0.3	HATTEMER, REBECCA J	1/16/2016
DEPARTURE	WYOMING BRANCH	STUDENT SHELVING	0.3	JOHNSON, JAYE E	1/2/2016
DEPARTURE	CORRYVILLE BRANCH	HOMEWORK HELP AIDE	0.3	KOKNAT, GABRIELLE A	1/7/2016
DEPARTURE	PRICE HILL BRANCH	LIBRARY SERVICES ASSISTANT	0.5	LITTLE, BROOKE E	12/4/2015
DEPARTURE	GENEALOGY & LOCAL HISTORY	STUDENT SHELVING	0.3	SCHNEPP, MIRANDA R	12/1/2015
DEPARTURE	SYMMES TOWNSHIP BRANCH	STUDENT SHELVING	0.3	WOODBURY, LAUREN H	12/1/2015
DEPARTURE	PLEASANT RIDGE BRANCH	LIBRARY SERVICES ASSISTANT	0.5	YURKOWSKI, CARA	1/6/2016
DEPARTURE	POPULAR LIBRARY	SHELVING	1	RIDDLE, BERNICE	12/31/2015
DEPARTURE	INFORMATION & REFERENCE DEPT	REFERENCE LIBRARIAN	1	AREN, DANIEL K	12/31/2015
DEPARTURE	CHEVIOT BRANCH	STUDENT SHELVING	0.3	FROEHLE, JOSEPH L	12/3/2015
PROMOTION	NORTH CENTRAL BRANCH	SENIOR LIBRARY SERVICES ASST	0.5	BROWN, VANESSA	1/3/2016
PROMOTION	SHIPPING & RECEIVING	TRUCK DRIVER	1	BURK, JASON	12/6/2015
PROMOTION	DELHI TOWNSHIP BRANCH	TEEN LIBRARIAN	1	SOCWELL, JORDAN P	12/6/2015
PROMOTION	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.6	SPENCER, KATELYN	1/3/2016
PROMOTION	COMPUTER SERVICES	PC APPL SPEC/ALTIRIS ADMIN	1	BYRD, ANTHONY R	12/20/2015
PROMOTION	FOREST PARK BRANCH	CHILDREN'S LIBRARIAN	1	GALLAGHER-SAUTER, BRIDGID K	12/6/2015
PROMOTION	ILS TEAM	DATABASE/UNIX ADMINISTRATOR	1	KUHL, LISA M	11/22/2015
PROMOTION	SERVICE OPERATIONS	FLOATER	1	MCKENZIE, SIERRA S	1/3/2016
PROMOTION	INFORMATION & REFERENCE DEPT	REFERENCE LIBRARIAN	1	MULCAHY, KENTON E	1/3/2016
PROMOTION	ANDERSON BRANCH	SENIOR BRANCH MANAGER	1	SCRETCHEN, DENISE R	12/20/2015

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

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mrs. Kohnen and Mrs. LaMacchia ...4 ayes. The motion carried. **(09-2016)**.

## CONSENT AGENDA ITEMS (April 2016)

Mrs. LaMacchia presented the following items for approval:

- Minutes of the Regular Meeting held February 9, 2016.
- Investment Report (summary of invested balances) as of February 29, 2016 and March 31, 2016.

	Amount 2/29/2016	Amount 3/31/2016
<b><u>Fifth Third Investment</u></b>		
General Fund	\$500,000.00	\$500,000.00
Building and Repair	1,000,020.55	1,000,020.55
	<u>\$1,500,020.55</u>	<u>\$1,500,020.55</u>
<b><u>Operating Account</u></b>		
General Fund	\$14,176,708.07	\$11,541,606.52
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	342,123.70	255,164.12
Building and Repair	2,373,163.49	2,372,830.23
Permanent Trust Funds	1,488,473.02	1,464,937.59
	<u>\$18,610,468.28</u>	<u>\$15,864,538.46</u>
<b>STAR Ohio</b>		
Building and Repair	1,048,465.38	1,048,798.64
<b>Managed Investments (Trust Funds):</b>		
Permanent Trust Funds	<u>\$6,740,531.00</u>	<u>\$6,740,531.00</u>
<b>GRAND TOTAL</b>	<b><u><u>\$27,899,485.21</u></u></b>	<b><u><u>\$25,153,888.65</u></u></b>

- Monthly Financial Reports – for the periods ending February 29, 2016 and March 31, 2016.
- Personnel Change Report reflects changes through March 26, 2016.

<u>Action</u>	<u>Agency</u>	<u>Position Title</u>	<u>FTE</u>	<u>Employee Name</u>	<u>Effective Date</u>
APPOINTMENT	DEER PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.5	BAILEY, JENNIFER F	1/31/2016
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	EDUC & HOMEWORK SUPPORT ASST	0.6	BEERY, CHRISTOPHER S	1/31/2016
APPOINTMENT	CHEVIOT BRANCH	STUDENT SHELVER	0.3	BONECUTTER, NOAH C	2/14/2016
APPOINTMENT	COLLEGE HILL BRANCH	BRANCH MANAGER	1	DINSMORE, WILLIAM C	1/31/2016
APPOINTMENT	HYDE PARK BRANCH	STUDENT SHELVER	0.3	ELFNER, BENJAMIN M	3/13/2016
APPOINTMENT	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.5	FORE, AMBER M	2/14/2016



APPOINTMENT	CORRYVILLE BRANCH	HOMEWORK HELP AIDE	0.3	FRANK, MIRANDA L	2/14/2016
APPOINTMENT	CHILDREN'S LEARNING CENTER	STUDENT SHELVER	0.3	GAYLE, KYRAH R	1/31/2016
APPOINTMENT	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.5	HOROBİK, VALERIE C	1/31/2016
APPOINTMENT	PRICE HILL BRANCH	LIBRARY SERVICES ASSISTANT	0.5	MACKE, ROBERT W	2/14/2016
APPOINTMENT	WALNUT HILLS BRANCH	HOMEWORK HELP AIDE	0.3	MOLLER, HENRY S	1/31/2016
APPOINTMENT	WYOMING BRANCH	STUDENT SHELVER	0.3	MOORMAN-MINTON, RACHEL A	2/14/2016
APPOINTMENT	POPULAR LIBRARY	SHELVER	0.5	NEWMARK-WEISHAN, CATHERINE R	2/14/2016
APPOINTMENT	CUSTODIAL SERVICES	CUSTODIAN	0.5	PATTON, CHRISTOPHER T	2/28/2016
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.5	RASNICK, REBECCA L	1/31/2016
APPOINTMENT	MARKETING	WEB DEVELOPER	1	RIGGS, JOSEPH A	1/31/2016
APPOINTMENT	HYDE PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.5	ROCKSTROH, LAURA G	2/14/2016
APPOINTMENT	AVONDALE BRANCH	LIBRARY SERVICES ASSISTANT	0.5	SATTERTHWAITE, TAYLOR M	2/14/2016
APPOINTMENT	HARRISON BRANCH	STUDENT SHELVER	0.3	VIERLING, ALEXANDRIA E	2/28/2016
APPOINTMENT	LOVELAND BRANCH	STUDENT SHELVER	0.3	YANKOVSKY, JESSALYN E	3/13/2016
APPOINTMENT	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SERVICES ASST	0.5	BLEVINS, BRITTANY A	1/31/2016
CHANGE	READING BRANCH	BRANCH MANAGER	1	CRUSHAM, CAITLIN E	1/31/2016
CHANGE	GREEN TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.5	SMITH, SHARON L	1/31/2016
CHANGE	PROGRAMMING SERVICES	YOUTH SRVS & PROGRAM COORD	1	SOPER, LISA M	2/28/2016
DEMOTION	CHILDREN'S LEARNING CENTER	STUDENT SHELVER	0.3	SMITH, RACHEL M	2/14/2016
DEPARTURE	OAKLEY BRANCH	HOMEWORK HELP AIDE	0.3	PHELAN, VERONICA E	3/21/2016
DEPARTURE	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SERVICES ASST	0.5	BOON, LINDSAY M	3/1/2016
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.6	HALVORSON, MATTHEW D	2/18/2016
DEPARTURE	MATERIALS SELECTION & ACQ	SERIALS ACQUISITIONS LIBRARIAN	1	HOFSTETTER, ROBIN S	3/18/2016
DEPARTURE	CHILDREN'S LEARNING CENTER	CLC MANAGER	1	SMITH, GARRETTE E	2/2/2016
DEPARTURE	MARKETING	WEB DEVELOPER	1	WOOD, KYE B	2/19/2016
DEPARTURE	INFORMATION & REFERENCE DEPT	SHELVER	0.5	GOOD, MARTHA H	2/7/2016
DEPARTURE	MONFORT HEIGHTS BRANCH	STUDENT SHELVER	0.3	MOUCH, NATALIE T	2/19/2016
DEPARTURE	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.5	NISSEN-PETZER, RODNEY J	1/31/2016
DEPARTURE	MARIEMONT BRANCH	STUDENT SHELVER	0.3	SAFIER, GABRIEL I	3/12/2016
DEPARTURE	COMPUTER SERVICES	PC SUPPORT SPECIALIST	1	PLAGEMAN, JULIAN L	2/27/2016
PROMOTION	CLIFTON BRANCH	LIBRARY SERVICES ASSISTANT	0.5	ATKINSON, MARY E	3/13/2016

PROMOTION	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SERVICES ASST	0.5	BAMBRICK, BRIDGET	2/14/2016
PROMOTION	COMPUTER SERVICES	COMPUTER SERVICES MANAGER	1	BLEY, RYAN	1/31/2016
PROMOTION	COMPUTER SERVICES	PC SUPPORT SPECIALIST	1	BURNS, THOMAS	2/28/2016
PROMOTION	CLIFTON BRANCH	SENIOR LIBRARY ASSISTANT	0.5	GARDINER, JULIA	2/14/2016
PROMOTION	TECHCENTER / MAKERSPACE	LIBRARY SERVICES SPECIALIST	1	GIBSON, COREY S	1/31/2016
PROMOTION	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SERVICES ASST	0.5	MCCUTCHEN, CLAIRE E	2/14/2016
PROMOTION	MARKETING	MARKETING MANAGER	1	RICE, CHRISTOPHER	3/13/2016
PROMOTION	WESTWOOD BRANCH	SENIOR LIBRARY SERVICES ASST	0.5	BROCK, ALEXANDER J	1/31/2016
PROMOTION	MARKETING	COMM. & GOVT REL. COORDINATOR	1	FAY, ELAINE D	3/13/2016
PROMOTION	PROGRAMMING SERVICES	PROGRAMMING/EXHIBIT MANAGER	1	LAWRENCE, KATHERINE V	1/31/2016
PROMOTION	CATALOGING & PROCESSING	CATALOGING ASS'T	1	MOORE, JUSTIN P	3/13/2016
PROMOTION	CATALOGING & PROCESSING	COPY CATALOGER	1	WERMELING, BEVERLY J	1/31/2016

- Statistical Report for March, 2016.
- Top Ten Circulating Report for March, 2016.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mrs. Kohnen and Mrs. LaMacchia ...4 ayes. The motion carried. **(10-2016)**.

The Regular Meeting was then adjourned.

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President

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Attest: Secretary