

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

Date: December 9, 2014

Meeting: Annual

Place: Board Room - Main Library – 800 Vine Street

ANNUAL MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: None

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

ACTION ITEMS

REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING

Mrs. Trauth reported that the Human Resources Committee met November 24. Committee Chairman, Barbara Trauth, Committee Members Robert Hendon and Betsy LaMacchia were in attendance. Staff members Kim Fender and Molly DeFosse were 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 2015 as follows:

Fiscal Officer – Molly DeFosse at an annual salary of \$126,075.

Eva Jane Romaine Coombe Director – Kimber L. Fender at an annual salary of \$196,215.

The increase coincides with the overall 2.5% merit increase allowance incorporated into the 2015 budget.

2. If hired prior to the Board meeting, appoint the Senior Financial Analyst as the Deputy Fiscal Officer. If this position has not yet been filled, appoint Kimber L. Fender, The Eva Jane Romaine Coombe Director, as Deputy Fiscal Officer. There is no additional compensation for serving in this capacity. Alesha Sanders has been hired at the Senior Financial Analyst as of January 4, 2015.

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

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...7 ayes. The motion carried. **(34-2014)**.

ANNUAL MEETING RESPONSIBILITIES

Mr. Zaring 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 Financial Officer (effective January 4, 2015), each in the amount of \$500,000 for terms commencing December 31, 2014 and ending December 31, 2015.

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 2015 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 2015 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 2015.

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.

Mrs. LaMacchia moved that the Board approve the Public Official Bonds, the Resolutions/Authorization for Bank Accounts, the Resolution/Authorization for the Tax Levy Advances. Mr. Hendon seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...7 ayes. The motion carried. **(35-2014)**.

NOMINATION AND ELECTION OF OFFICERS

ELECTION OF PRESIDENT

Mrs. LaMacchia moved that Mr. Sittenfeld be nominated for President of the Board. Trauth seconded.

Voting for the motion: Mr. Moran - no, Mrs. Trauth - aye, Mr. Sittenfeld - aye, Mr. Zaing – aye, Mrs. LaMacchia - aye, Mr. Wright - aye, Mr. Hendon - aye, ... 6 ayes. The motion carried. **(36-2014)**.

ELECTION OF VICE PRESIDENT

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, Mr. Zaring, and Mr. Moran ...7 ayes. The motion carried. **(37-2014)**.

ELECTION OF SECRETARY

Mrs. LaMacchia moved that Mr. Zaring be nominated for Secretary of the Board. Mr. Sittenfeld seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Wright, Mr. Zaring, and Mr. Moran ...7 ayes. The motion carried. **(38-2014)**.

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 9, 2014

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: None

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

PUBLIC COMMENTS

None.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

OUR FIVE STAR LIBRARY

For the second 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 2nd 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 258 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.

ELLA MULFORD-CHINN SELECTED AS ALA EMERGING LEADER

Avondale Branch Manager Ella Mulford-Chinn has been selected to participate in the 2015 American Library Association (ALA) class of Emerging Leaders. This prestigious leadership development program is designed to enable library staff and information workers to participate in project planning workgroups, network with peers, gain an inside look into ALA structure and have an opportunity to serve the profession in a leadership capacity early in their careers. Congratulations to Ella on this honor!

EBOOK VIDEO RELEASED

For the past several months Ms. Fender has been working with Michelle Francis at the Ohio Library Council, Pat Losinski, from the Columbus Metropolitan Library, and Goldfarb Weber, to create a video for the public concerning the publishers who were not selling their eBooks to public libraries. Just as we were completing work on the video, the final publisher, Macmillan, began selling eBooks to public libraries. Having spent months on this project, we were reluctant to scrap it all together so we simply changed the ending to promote the availability of eBooks in public libraries. The video is available online from our website and also on the Library's YouTube channel. Our thanks to the Ohio Public Library Information Network for funding the production of this video.

PKA ALUMNI PLAN EVENT

Alumni of the Pi Kappa Alpha fraternity that called the Cox house home for many years are interested in hosting an event in the renovated home before it opens to the public as the Clifton Branch Library. The event would raise funds for both the Library and the fraternity's alumni association. Organizers Bill Hoeb and John Strohbach, have already secured donations for food, drinks and a commemorative coaster set depicting the building through the years. Tickets would be \$100 each or \$175 for a couple. The event is tentatively scheduled for mid-May but the date will not be finalized until the building is closer to completion.

NOVEMBER ELECTION RESULTS

For the first time in several years Hamilton County has a new State Senator and new State Representatives. Former Cincinnati Councilman Cecil Thomas will replace Eric Kearney as the Senator for District 9. Senator Jones was re-elected in Senate District 7.

Of our seven Representatives, four incumbents will remain, Representatives Blessing, Terhar, Driehaus and Reece. Tom Brinkman will return to the General Assembly

replacing Peter Stautberg in the 27th District, Jonathan Dever will replace Connie Pillich in the 28th District and Christie Bryant will replace Dale Mallory in the 32nd District.

Congratulatory packets have been sent to all those elected or re-elected in November.

Following the election the House held its leadership elections choosing Cliff Rosenberger, District 91 as the incoming Speaker of the House. Senator Faber will continue as President of the Senate.

34 public libraries had levies on the ballot this November with 31 of these passing. Three new levies failed.

NEW AUDUBON CASE PLANNED

The Library is fortunate to own one of the few intact copies of John James Audubon's *Birds of America*. This exquisite work is the double elephant folio edition (39.5" by 28.5") to allow for the birds to be life-sized. Acquired by Library Director William Frederick Poole from the prominent Longworth family, Mr. Poole was criticized for his misuse of public funds when he spent \$1,000 on the purchase. Mr. Poole left Cincinnati and went on to lead the Chicago Public Library and is also known for his creation of *Poole's Index to Periodical Literature*. The four-volume set is now valued at \$12 million. To allow each of the beautiful birds to be seen, a page is turned each week.

However, this rare work, (a recent visit to Boston Public Library found that they have only one page from the set) is housed in an outdated case. Former Library Development Director John Reusing approached the Library and Foundation with a proposal to replace the case with donated funds and has pledged to contribute \$10,000, in memory of his wife Sandy, toward the project. Staff are currently working with a cabinetmaker on a new design so that accurate cost estimates can be developed. The new case would include a screen so that all of the birds can be seen, not just one. The Foundation has received pledges or gifts of \$25,000 toward the project. John has requested that the case be dedicated to John Ruthven, the Cincinnati artist considered to be a modern day Audubon.

LIBRARY FOUNDATION

The Foundation Board met on October 29 and approved a distribution of \$50,000 in support of Library initiatives; \$20,000 is designated for Career Online High School scholarships, \$20,000 for the new Main Library MakerSpace and \$10,000 for Summer Camp Reading.

The Library Foundation's Annual Fund public solicitation is underway with \$66,500 in contributions received as of December 2. The staff solicitation has concluded with 125 contributions totaling \$11,211 an increase in donors but a slight decrease in dollars contributed.

The Foundation has received a \$10,000 grant from PNC Charitable Trust for Summer Camp Reading. This grant combined with the \$10,000 designated by the Foundation, \$30,000 from an anonymous donor, \$5,000 from Martha Anness, and funds previously donated will be sufficient to continue the program at seven branch libraries. If funding permits, the Library plans to increase the number of children participating by either adding sites or raising the number of students per site from 12 to 18.

FRIENDS OF THE PUBLIC LIBRARY

The Friends Board held its quarterly meeting on October 24. At that meeting the Board approved the purchase of an artist book, *Visions in the Dark*, to add to the Genealogy and Local History Department's collection of artist books. The artist, Bill Westheimer, is a Cincinnati native. In addition, the Friends approved reallocating \$11,000 toward the purchase of equipment for the new Main Library MakerSpace. The next meeting of the Friends Board will be January 23, 2015.

Proceeds from the Friends book sale at the Sharonville Branch in November were \$5,476.

The Friends will hold their Winter Warehouse Sale Thursday, January 15 through Sunday, January 18, 2015.

ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association netted \$9,454 at its November sale, an 18% decrease compared to 2013.

The Association met on November 19 and presented the Library with a check for \$30,000 with 55% designated for the Anderson Branch and 45% designated for the Mt. Washington Branch.

SELLING LIBRARY MATERIALS ON GOVDEALS

Currently the Library sends withdrawn and donated items not added to the Library's collection to either the Friends of the Library or the Anderson Township Library Association (ATLA) for inclusion in their book sales. However, sometimes the number of copies of a particular title or the number of withdrawn items is more than the Friends can handle resulting in a backlog at the Library. The Library uses an online auction site govdeals to sell equipment, furniture and other items no longer needed. We recently discovered that other libraries are selling their books through this site. We plan to try this for those items that do not sell well through traditional book sales or when the volume is too great for the Friends to handle. We will communicate this to the Friends and ATLA and try listing a few boxes of books to determine if this sales approach generates enough revenue to make it worth the staff time involved.

LEGAL REPRESENTATION

Ohio law requires a county prosecutor to provide legal counsel to the public library at no cost. The Ohio Revised Code also allows a library to hire counsel other than the county prosecutor out of library funds. For years we have relied solely on the Office of the Hamilton County Prosecuting Attorney and our labor attorney, Robert S Brown to provide us with legal advice. However, many of the items for which we need legal review are routine matters or matters unique to public libraries. It would be beneficial for the Library to obtain additional legal counsel for those matters that do not rise to the level of scrutiny provided by the Prosecutor's Office. Additionally, Mr. Brown has served the Library for many years and a succession plan for his services must also be in place. Unless there are objections from the Board, we plan to select attorneys to provide counsel to the Library in those areas where the law does not specifically require the Prosecutor's Office to serve as our legal counsel. We will bring a recommendation to the Board at a future meeting.

PUBLIC RECORDS REQUESTS

Frances Asam requested via phone call on October 17, salary schedules and pay levels for all staff. The requested records were provided on October 29.

Former staff member Patrick Lance made three additional public records requests. The first two via emails on October 15 and October 23, requested records concerning security measures at the Main Library and were denied since Ohio law exempts security measures from public record laws. The third requested records of expenses, all correspondence with the Community Action Agency and all timecards for staff who attended the five Staff Development Days in May of 2013. Since our timecard system does not track attendance in this way, we sent no timecards. In our response on December 3, we did state that all staff who attended would have recorded their time as Training (in house) and provided lists of those who had registered for the event. Copies of payments totaling about \$7,000.00 were also provided as were the requested correspondence.

NEW STATISTIC REPORTING FORMAT DEVELOPED

We have developed a new statistical reporting format to be used at future Board meetings. The first page is a spreadsheet of key indicators that provides comparative data for a number of activities. The second set of pages takes several data and links them to the appropriate objectives of our strategic plan. The former data will all still be collected and can be included in the Board reports if desired.

The Board expressed appreciation for the new format and asked that annual goals be incorporated into the presentation so that progress could be measured.

LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT

Mr. Moran introduced Jill Beitz, Clifton Branch Manager.

EXCITEMENT ABOUT NEW CLIFTON BRANCH BUILDS IN THE COMMUNITY

Ms. Beitz shared that the Clifton community is enthused about its new library. The Parkview Manor location will be a unique combination of a historic building with cutting edge services and amenities. Along with Reading and St. Bernard, the Clifton Library will be utilizing the Mobile Service Model. Gone are the traditional desks with librarians hunkered behind them tapping away on their desktop computers. The staff in Clifton will be constantly roving the branch armed with tablets to answer any questions that patrons may have; taking proactive customer service to a whole new level. The combination of meeting space, study rooms, a large porch area and a self-contained computer lab where technology classes can be taught, has the community very excited. Teens will even have a designated gaming area and there is a beautiful storytime solarium for our youngest users. Finally, for those customers who are too busy to make it to the branch while it is open, Clifton will be the first library in the system to offer after-hours pick-up through the Library Express locker system.

The Board inquired as to the capacity of the new meeting room and staff indicated approximately 55 people.

Mr. Moran reported:

EBOOKS TO BE ADDED TO HOT AUTHOR SERVICE

The long-standing and popular Hot Author service, which allows customers the opportunity to automatically receive the latest novels from a wide range of popular writers, will be expanded to include eBooks and eAudiobooks. Fifty-one authors will be available through this new service, including Mary Higgins Clark, Ken Follett, Sue Grafton and Curtis Sittenfeld. The service will be launched in January 2015.

MAKER SPACE TO OPEN AT THE MAIN LIBRARY IN JANUARY

The new Makerspace is scheduled to open on January 26th. The Maker Space will include ten stations. These stations feature simple equipment like button makers and “egg-bots” to advanced and highly technical equipment such as a laser engraver and multiple 3D printers. This new service will be part of the TechCenter management structure and staffing. We do plan an official opening ceremony for this new service and hope you can attend.

CAREER ONLINE HIGH SCHOOL UPDATE

Since Career Online High School launched in September over 200 customers have started the process of earning an accredited high school diploma. Thirty individuals have completed the first course and have come to the library for an interview. Twenty scholarships have been awarded to date.

RADIO FREQUENCY IDENTIFICATION (RFID)

RFID is a system which utilizes radio frequency tags instead of barcodes to facilitate circulation, inventory and materials movement. Specifically, RFID technology allows customers to check-out multiple items simultaneously, return material in an RFID-enabled book return that immediately checks the items in, and makes inventory of the collection much simpler. Implementation will begin in 2015 with a goal of having the three new branches fully functioning by opening.

LIBRARY TO WORK WITH CINCINNATI METROPOLITAN HOUSING AUTHORITY

From December 16 - 19, one computer will be reserved at every branch library for customers who wish to submit a pre-application for the Cincinnati Metropolitan Housing Authority's (CMHA) Housing Choice Voucher Program. The Library partnered with CMHA in 2011 to offer this same option for customers.

LIBRARY APPLIES FOR *SHAKESPEARE AND HIS FIRST FOLIO* EXHIBIT GRANT

The Library has recently submitted a grant application to be a site for the *Shakespeare and His First Folio* exhibit. The *First Folio* exhibit will be offered by the American Library Association with the Folger Shakespeare Library and Cincinnati Museum Center. Published just seven years after his death, *Mr. William Shakespeares Comedies, Histories, & Tragedies* — now known as the “First Folio” — saved for posterity 18 of Shakespeare's 38 plays. In 2016 multiple copies of this original edition, accompanied by six interpretive panels, will tour the nation. The Library's Special Collections includes two Shakespeare folios, the second and fourth.

LIBRARY NOW OFFERING PUBLIC WI-FI PRINTING

The Library has implemented wireless printing, which allows customers to print from their laptops and mobile devices when at a Library facility. Customers can download the Wireless print agent to their device and then make the print request as if they were on a Library PC. Customers using a PC or Apple computer can also send the print job from the comfort of their own home. The payment process will remain the same.

SELF-CHECKOUT UPGRADE

The Library will be updating self-check machines with the purchase of a software-only solution from 3M, our current vendor. The new self-check stations will be deployed in 2015. As part of this project the Library will be expanding self-check to the 11 branches that currently do not have self-check capabilities.

Mr. Edwards reported on several programs and exhibits.

POETRY IN THE GARDEN CONTEST

Between January 1 and February 28, the Library is 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 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.

SIX@SIX LECTURE SERIES: THE PUBLIC GOOD OF PUBLIC PARKS

Caleb Patterson will examine the historical development of Cincinnati's parklands and reveal that the success of a city is dependent on its appreciation and conservation of the natural landscape. This lecture will be held at the Main Library on January 27 at 6pm and is presented as part of Northern Kentucky University's Six@Six Lecture Series.

ON THE SAME PAGE

2015 marks the fourteenth year of the On The Same Page community reading program, and this year's program will focus on two books, *So We Read On: How The Great Gatsby Came to Be and Why It Endures* by Maureen Corrigan, published in 2014, and *The Great Gatsby* by F. Scott Fitzgerald, published in 1925. As a departure from the one title format, we are pairing these two titles for a different and engaging twist to the program, one that will offer fresh insights on this American classic. Programming will include book discussions and a possible visit from Ms. Corrigan in March.

FINDLAY MARKET EXHIBIT

This winter, the Library will present an exhibit focusing on the history of Findlay Market. The exhibit will combine informational panels, created by the Friends of Findlay Market, with photographs of the Market, taken by local photographer Don Nesbitt. The exhibit will be on view in the Main Library's Atrium from January 21 – March 11.

TEEN DRAWING CONTEST

The annual Teen Drawing Contest rolls out January 1-31 for teens ages 12-18. The theme is "Fan Art!" and teens are encouraged to recreate a scene from their favorite book. Elementz Urban Arts Center is working 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 ages 12-14 and ages 15-18. Prizes will be given at an awards reception for the winners to be held in the TeenSpot on Saturday, March 7. Winning art work will be displayed online afterward.

The Board inquired if there were resources available to train customers on new technology. Staff indicated there are a variety of resources which can be found on the Library's website.

ACTION ITEMS

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

The Library received the Certificate of Achievement for Excellence in Financial Reporting for the 2013 CAFR (comprehensive annual financial report). We have received this annually since our first CAFR was completed in 1993.

Board approval required for the following items:

MEETING PROCEDURES

The majority of Board votes are unanimous and in an effort to save time we requested information from the Prosecutor with regard to roll call voting versus acclamation voting at Board Meetings. After reviewing their response, the Ohio Revised Code and Ohio's Sunshine Law, we have determined there are only certain circumstances which require a roll call vote. These include entering executive session, seeking a tax levy, and purchasing real property. There are also a few occasions when a specific resolution may require a roll call vote. For the majority of the decisions made by the Board, the voting group could be asked as a whole who is in favor and who is opposed. The Prosecutor's Office indicated that any procedural change should be documented. Library Staff would include in the report if the vote would be a roll call vote or an acclamation vote. With Board approval, we will begin this process in February 2015.

INSURANCE CLAIM - COLLEGE HILL

As noted in the Library Operations – Facilities report, the total loss on the College Hill accident is \$51,577.62. As reported in October, the individual who caused the accident had \$25,000 in property coverage. In order to file a claim and receive the \$25,000, the Library must sign a release waiving any further claim against the driver or the insurance company. It is the opinion of our risk management advisor that based on the circumstances of the case and the costs associated with pursuing a judgment we should settle for the claim amount of \$25,000. We are requesting Board approval to sign the release of claim.

LEGAL MATTER – FOLLOW UP FROM OCTOBER 14, 2014 BOARD MEETING

At the end of the meeting on October 14, 2014 the Board approved pursuing the security measures that were discussed in Executive Session. After further analysis, formal authorization is requested for the following items:

- Confirm payment of legal expenses on behalf of the Eva Jane Romaine Coombe Director in pursuit of harassment claim against former employee.

- Ban said former employee from all Library locations effective December 1, 2014.

Mr. Moran moved that the Board adopt the change in voting procedures, authorized staff to waive further claim in the College Hill incident after receipt of \$25,000 and authorization of items outlined in the legal matter. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...7 ayes. The motion carried. (27-2014).

FINANCE & AUDIT COMMITTEE REPORT

Ms. DeFosse reported:

REVISION OF PERMANENT FUND PRINCIPAL BALANCES

The following permanent (trust) fund principal amounts are revised, effective December 31, 2014, based on additional donations received in 2014.

| Fund | Principal 1/1/14 | 2014 Donations | Principal 12/31/14 |
|-------|------------------|----------------|--------------------|
| Abell | 71,400.00 | 4,099.00 | 75,499.00 |
| King | 19,200.00 | 1,000.00 | 20,200.00 |

REVISION OF 2014 APPROPRIATIONS

Authorization is requested to revise *appropriations* as follows:

General Fund - Expenses

| | |
|---|--------------|
| Supplies - increase by | \$ 50,000.00 |
| Purchased and Contracted Services - decrease by | (300,000.00) |
| Capital Outlay - increase by | 250,000.00 |
| <i>Appropriations net change</i> | <u>\$ -</u> |

The increase in Supplies is due to the timing of central supply purchases. The increase in Capital Outlay is to accelerate the replacement of aging self-check equipment. The decrease in the Purchases and Contracted Services is the result of utility savings during 2014. There is no change in total General Fund appropriations.

2014 ANNUAL APPROPRIATIONS

To close out the 2014 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, 2015.

2014 UNENCUMBERED BALANCE

We are anticipating an unencumbered balance of approximately \$9.6 million to carry forward to 2015. This includes the current operating contingency of \$1,650,000 and approximately \$8 million available for operations in 2015, which equates to less than two months of operating expenses.

Ohio Revised Code Section 3375.40(L) states that a board of library trustees may “at the end of any fiscal year, unless doing so would be contrary to law, set aside any unencumbered surplus remaining in the general or any other fund of the free public library under its jurisdiction for any purpose, including creating or increasing a special building and repair fund, or for operating the library or acquiring equipment and supplies”. In accordance with this provision, it is recommended that all unencumbered funds be carried forward in the General Fund.

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

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...7 ayes. The motion carried. (28-2014).

Mr. Zaring reported:

ANNUAL APPROPRIATION RESOLUTION AND ESTIMATED RESOURCES FOR FISCAL 2015

The Ohio Department of Taxation has set our 2015 Public Library Fund receipts at \$36,678,168 and Hamilton County has estimated property tax levy receipts of \$17,635,000. Using these amounts, total General Fund resources are estimated to be \$66,100,000, as follows:

2015 GENERAL FUND RESOURCES

| | |
|------------------------------|--------------------------------------|
| Operating Contingency | \$1,650,000.00 |
| Unencumbered Balance | <u>7,950,000.00</u> |
| PRIOR YEAR CARRYFORWARD | 9,600,000.00 |
| Public Library Fund | 36,678,168.00 |
| Hamilton County Property Tax | 17,635,000.00 |
| Other Income | <u>2,186,832.00</u> |
| NEW INCOME | <u>56,500,000.00</u> |
| TOTAL EST RESOURCES | <u><u>\$66,100,000.00</u></u> |

It is recommended that the 2015 General Fund appropriation (spending authority) be set at \$57,000,000 distributed by account as follows.

2015 GENERAL FUND APPROPRIATION

| | |
|---------------------------------|--------------------------------------|
| Salaries | \$26,742,000.00 |
| Retirement Benefits | 3,702,000.00 |
| Insurance Benefits | 4,608,000.00 |
| Supplies | 1,433,000.00 |
| Purchased & Contracted Services | 8,839,000.00 |
| Library Materials & Information | 8,450,000.00 |
| Capital Outlay | 880,000.00 |
| Other Objects | 346,000.00 |
| Other Financing Uses | |
| Transfer (Capital) | 2,000,000.00 |
| TOTAL APPROPRIATION | <u><u>\$57,000,000.00</u></u> |

The General Fund appropriations includes an allowance for merit increases of up to 2.5% for eligible staff, staffing changes made to accommodate the new branches, and funding for strategic plan initiatives.

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 detailed in and summarized below. Trust fund principals, a total of \$6,738,231, are excluded from permanent fund balances.

| FUND | 2014 ESTIMATED AVAILABLE BALANCE (3) | 2015 ESTIMATED RESOURCES | 2015 APPROPRIATION |
|--------------------------------|---|---|--------------------------------------|
| General Fund | \$9,600,000.00 | \$56,500,000.00 | \$57,000,000.00 (1) |
| Building & Repair Capital Fund | 2,991,798.10 | 2,000,000.00 (2) | 2,000,000.00 |
| Special Revenue (4 funds) | 354,407.80 | 105,000.00 | 171,900.00 |
| Permanent (44 funds) | 1,547,260.60 | 116,120.00 | 297,400.00 |
| Total | <u><u>\$14,493,466.50</u></u> | <u><u>\$58,721,120.00</u></u> | <u><u>\$59,469,300.00</u></u> |

- (1) Includes \$2 million capital transfer to Building & Repair.
- (2) Includes \$2 million transfer from General Fund.
- (3) Balances are estimates at 12/3/14. Final actual balances will be reported to the County.

The Capital Fund appropriations include the unencumbered expenditures necessary to complete the capital projects and an allowance for smaller projects that may come up. 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.

The Board inquired as to how the 2015 property tax levy estimate compared to the previous year. Staff indicated that the estimate does not include payment of delinquent taxes but that overall the Library is expecting a slight increase in revenue.

It is recommended that the Board adopt a Resolution that to provide for expenditures during the fiscal year ending December 31, 2015, 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 **2015 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 | 401 |
| Salaries | 26,742,000.00 | | | | | |
| Retirement Benefits | 3,702,000.00 | | | | | |
| Insurance Benefits | 4,608,000.00 | | | | | |
| Other Employee Benefits | | | | | | |
| Purchased/Contracted Services | 8,839,000.00 | - | 15,550.00 | 20,000.00 | 15,000.00 | 750,000.00 |
| Supplies | 1,433,000.00 | - | 15,650.00 | 35,000.00 | 35,000.00 | |
| Library Materials and Information | 8,450,000.00 | - | 5,700.00 | | 5,000.00 | |
| Other Objects | 346,000.00 | | | | | |
| Capital Outlay | 880,000.00 | - | - | | 25,000.00 | 1,250,000.00 |
| Debt Service | | | | | | |
| Other Financing Uses | 2,000,000.00 | | | | | |
| Contingency | | | | | | |
| Total Appropriation | 57,000,000.00 | - | 36,900.00 | 55,000.00 | 80,000.00 | 2,000,000.00 |

| | PERMANENT: | | | | | | |
|-----------------------------------|------------------|-----------------|-----------------|-------------------|--------------------|-----------------|---------------|
| | Armstrong | Karline Brown | Cochran Brown | Feld | Incidental Expense | Goldsmith | Abell |
| | 8102 | 8106 | 8108 | 8112 | 8114 | 8117 | 8119 |
| Salaries | | | | | | | |
| Retirement Benefits | | | | | | | |
| Insurance Benefits | | | | | | | |
| Other Employee Benefits | | 2,000.00 | 5,000.00 | | 1,000.00 | | |
| Purchased/Contracted Services | 10,000.00 | | | | 7,500.00 | | |
| Supplies | 15,000.00 | | | | 5,000.00 | | |
| Library Materials and Information | | | | 100,000.00 | | 2,000.00 | 900.00 |
| Other Objects | | | | | | | |
| Capital Outlay | | | | | | | |
| Debt Service | | | | | | | |
| Other Financing Uses | | | | | | | |
| Contingency | | | | | | | |
| Total Appropriation | 25,000.00 | 2,000.00 | 5,000.00 | 100,000.00 | 13,500.00 | 2,000.00 | 900.00 |

| | Hadley | Heisel/Dunlap | Library Materials | Kersten | Lewis | Rhein | Schild/Score |
|-----------------------------------|------------------|-----------------|-------------------|------------------|-----------------|-----------------|-----------------|
| | 8120 | 8124 | 8127 | 8130 | 8130 | 8163 | 8159 |
| Salaries | | | | | | | |
| Retirement Benefits | | | | | | | |
| Insurance Benefits | | | | | | | |
| Other Employee Benefits | 35,000.00 | 5,000.00 | | | | | |
| Purchased/Contracted Services | | | | 20,000.00 | | 2,000.00 | |
| Supplies | | | | 30,000.00 | | 1,000.00 | |
| Library Materials and Information | | | 1,000.00 | | 1,000.00 | | 1,000.00 |
| Other Objects | | | | | | | |
| Capital Outlay | | | | | | | |
| Debt Service | | | | | | | |
| Other Financing Uses | | | | | | | |
| Contingency | | | | | | | |
| Total Appropriation | 35,000.00 | 5,000.00 | 1,000.00 | 50,000.00 | 1,000.00 | 3,000.00 | 1,000.00 |

| | Sackett | Dwyer | Stern | Gillespie | T&R | Howard | Valerio Family |
|-----------------------------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|
| | 8160 | 8163 | 8165 | 8166 | 8172 | 8175 | 8179 |
| Salaries | | | | | | | |
| Retirement Benefits | | | | | | | |
| Insurance Benefits | | | | | | | |
| Other Employee Benefits | | | | | | | |
| Purchased/Contracted Services | | | | 2,000.00 | | 15,000.00 | 10,000.00 |
| Supplies | | 4,000.00 | | | | | |
| Library Materials and Information | 15,000.00 | | 1,000.00 | | 1,000.00 | | |
| Other Objects | | | | | | | |
| Capital Outlay | | 5,000.00 | | | | | |
| Debt Service | | | | | | | |
| Other Financing Uses | | | | | | | |
| Contingency | | | | | | | |
| Total Appropriation | 15,000.00 | 9,000.00 | 1,000.00 | 2,000.00 | 1,000.00 | 15,000.00 | 10,000.00 |

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

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...7 ayes. The motion carried. (29-2014).

HUMAN RESOURCES COMMITTEE REPORT

Mrs. Trauth reported:

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Approve a revision to the Equal Employment Opportunity policy that incorporates a change to the name of the policy, additional criteria including, "sexual orientation, gender identity and expression and ancestry" and prohibiting retaliation in the policy in addition to discrimination and harassment. The revised policy is attached.

Equal Employment Opportunity / Non-Discrimination Policy

It is the policy of The Public Library of Cincinnati & Hamilton County to provide equal opportunity to all qualified persons without regard to race, color, religion,

sex, sexual orientation, gender identity and expression, age, disability, national origin, ancestry, military status, creed, or any criteria protected by Federal or applicable State Law.

All employment practices are designed to ensure that individuals are recruited, hired, trained, assigned, advanced, compensated and retained on the basis of their qualifications and are treated equally in these and all other respects.

All staff members have the right to a work environment free from harassment or discrimination because of race, color, religion, sex, sexual orientation, gender identity and expression, age, disability, national origin, ancestry, military status, or creed. All staff members are expected to treat fellow workers with respect.

The library encourages reporting of all perceived incidents of discrimination and harassment and prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Incidents of harassment, discrimination or retaliation for any reason, will be investigated promptly and appropriate action taken. Harassment or discrimination of any kind in the workplace will not be tolerated.

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

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...7 ayes. The motion carried. **(30-2014)**.

For Information Only

UNITED WAY / COMMUNITY SHARES CAMPAIGN RESULTS

The United Way and Community Shares annual campaigns ended October 16. The final numbers received from United Way shows a slight decrease in the amount of money contributed and Community Shares had a slight increase in the amount of money contributed. United Way and Community Shares both had a slight increase in the number of staff participation.

- United Way \$27,383.86
- Community Shares \$ 7,435.00

STAFF MEMBERS SELECTED FOR RUFUS AWARDS

Six staff members were presented RUFUS awards. Individual RUFUS winners receive a gift of a Library logo fleece blanket and are eligible for the Impact Award and Bunny Dehner Prize announced each year at the Staff Recognition Reception.

Tina Barlage, Green Township Branch was nominated for her exemplary growth and innovation, described as "always looking for ways to better the library."

Roland Christy, Price Hill Branch was nominated for his exemplary cooperation and teamwork, described as having "a great attitude, good work ethic, and enthusiasm for his job."

Casey Honebrink, Circulation Services was nominated for her exemplary customer service, described as "very good with the customers and knows them by name."

Lea Nolan, Circulation Services was nominated for her exemplary customer service, described as "friendly, patient, kind and helpful to all patrons."

Frank Thomas, Circulation Services was nominated for his exemplary stewardship, described as "always works so hard from the beginning to the end of each day."

Sheila Ward, Covedale Branch was nominated for her exemplary customer service, described as having "a great manner of working with people ... always friendly, patient, helpful and knowledgeable with our patrons and our newer staff members. Sheila is a model of customer service."

STAFF AND RETIREE RECOGNITION PROGRAM HELD NOVEMBER 16, 2014

The second annual Staff and Retiree Recognition Program was held at the Main Library on November 16. Staff service recognition pins were presented for all staff reaching a five-year anniversary. Board President, Ross Wright announced Caitlin Hoffer, Children's Librarian at the Mt. Healthy Branch as the Rookie of the Year. Joe Dehner and Noel Julnes-Dehner presented Roland Christy, Library Services Assistant at the Price Hill Branch with the Impact Award and Bunny Dehner Prize.

Mr. Wright reported:

BUREAU OF WORKERS COMPENSATION CLAIM

Janet Chow, an employee of the Library, has brought a complaint against the Bureau of Workers' Compensation and the Library alleging that she was injured while working here at is entitled to workers' compensation benefits.

The notice of this complaint includes a statement that we may retain private counsel and further states that "if you fail to become an active party, the administrator may take action that adversely affects your premium rates. Failure to hire your own attorney will mean your legal interest may not be protected."

Robert S Brown has advised us to not retain our own counsel. It is requested that the Board act on whether or not to retain private legal counsel in this matter.

Mr. Moran moved that the Board authorize following the direction of Mr. Brown and not retain legal counsel in this matter. Mr. Hendon seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...7 ayes. The motion carried. (31-2014).

LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT

Mr. Hendon reported that:

REQUEST FOR QUALIFICATIONS

The Library must annually request statements of qualifications from all three types of professional services firms in order to hire an architect, surveyor, or engineer for a project with professional services fees of less than \$50,000.

It is requested that the Board authorize publication of the following notice:

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 2015.

Architects, engineers or surveyors interested in being considered should reply with a statement of qualifications no later than Friday, January 9, 2015. 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 CAFÉ

Stephen Spyrou, owner of Vertigo Catering is recommended as the new tenant for the Library café space adjacent to the Friends Shop on the mezzanine. Mr. Spyrou has proposed a high-quality selection of reasonably priced sandwiches, soups and salads, in a setting that will expedite service. The lease agreement was recently reviewed by the Prosecutor's Office and Mr. Spyrou has agreed to the terms of the lease. With approval of his tenancy, he plans to open on January 7. Although the lease is for \$600 a month, we are requesting a rent reduction to \$300 a month for the first six months to provide the time needed to establish the business. Library staff has repeatedly asked about the café's re-opening. Attached, Exhibit I, is the lease agreement, without the rent reduction.

PROJECT UPDATES

Clifton

The stone on the addition is nearly complete. The Porte Cochere, which is being converted into a reading room, has been walled up and floor joists and decking have been installed. The rough electric and HVAC are nearly complete.

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

Graybach

Change Order No. 8 in the amount of \$4,935.00 to reset and tuck point the keystone above the port cochere; infill the coal chute; infill an attic window and relocate a louver; upgrade the foundation waterproofing; and relocate the BC (HVAC) unit to the second floor storage room.

Change Order No. 9 in the amount of \$7,314.40 to grout between the stone walls of the stair #1 and the steel landings; increase the footer depth of the addition due to soil conditions; and remove the plaster ceiling in the front adult reading room and install a new drywall ceiling.

St. Bernard and Reading

At Reading, masons are laying brick with approximately 65% of the east wall completed. Roof work is 80% complete and interior framing is 95% complete.

At St. Bernard, the exterior sheathing is nearly complete, and the duct work and interior framing are underway.

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

Graybach

Change Order No. 7 in the amount of \$2,020.69 to remove unforeseen concrete foundation and an abandoned utility structure at St. Bernard.

Change Order No. 8 in the amount of \$8,156.30 to remove geothermal spoils/rubble at Reading, removal of rubble from excavation at Reading and removal of rubble from storm line excavation at Reading.

Change Order No. 2 in the amount of a credit of \$5,394.00 to go from a three part custom paint color to a two part standard paint color on the window mullions at both branches.

Avondale

All items on the punch list have been completed by Triton Services, Inc.

The following change order has been approved and is submitted for confirmation:

Triton Services, Inc.

Change order No. 108 in the amount of a credit of \$700.00 to delete Glazing at door 202.

Main Library Re-Roofing

The roof installation has been completed. The contract with Wm. Karmer & Son, Inc. was for \$1,849,500 with a contingency of \$184,950 for a total project budget of \$2,034,450. With the final change orders listed below included, the net cost of the project was \$1,693,103.24, and the entire contingency was returned. The total project costs as a result is \$341,346.24 less than originally budgeted.

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

Wm. Kramer & Sons

Change Order No. 4 in the amount of a credit of \$138,000 for allowances not used related to light weight concrete and blocking.

COLLEGE HILL BRANCH REPAIR UPDATE

As reported at the October Board meeting, on September 18 a vehicle crashed into the College Hill Branch necessitating extensive repairs. The damaged wall was demolished, and masons laid new interior block and exterior brick. The ceiling has been repaired and carpet is being installed in the children's room. The total cost of the project is \$51,557.62. The Board waived public bidding at the October Regular Meeting allowing the work which did slightly exceed the bid threshold of \$50,000 to be completed without delay. The driver had insurance property liability insurance up to \$25,000. The Library is currently pursuing a claim.

DUGAN & MEYERS REPORT

As reported previously to the Board, Dugan & Meyers Construction Co., has been conducting an assessment of the current Library-owned facilities that are non ADA compliant. Their estimate to make Madisonville, Price Hill, Walnut Hills, and Norwood (including access to the 2nd floor) branches ADA accessible is \$4,762,369. Based on our recent experiences at Avondale and Pleasant Ridge, we believe this estimate is low. Their study also found that it is possible to make the buildings accessible without acquiring additional property. Attached, Exhibit II, are the documents prepared by Dugan & Meyers.

WESTWOOD HOUSE SALE COMPLETED

After months of delays and re-scheduling, the sale of the house adjacent to the Westwood branch, originally purchased to expand parking at the branch, was completed on October 24. The sale netted \$33,714.26. The sale was approved by the Board at the June Regular meeting for \$35,000. The property was last appraised at \$40,000.

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

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright...7 ayes. The motion carried. (32-2014).

CONSENT AGENDA ITEMS

Mr. Wright presented the following items for approval:

- Minutes of the Regular Meeting held October 14, 2014.
- Investment Report (summary of invested balances) as of October, 2014 and November, 2014.

Investment Report

| | Amount 10/31/2014 | Amount 11/30/2014 |
|---|-------------------------------|-------------------------------|
| | <hr/> | <hr/> |
| <u>Operating Account</u> | | |
| General Fund | \$16,700,229.85 | \$13,909,904.30 |
| Insurance/Indemnification | 230,000.00 | 230,000.00 |
| Special Revenue Funds | 372,856.30 | 374,204.44 |
| Building and Repair | 6,742,614.00 | 8,629,115.39 |
| Permanent Trust Funds | 1,552,146.29 | 1,579,502.91 |
| | <hr/> | <hr/> |
| | \$25,597,846.44 | \$24,722,727.04 |
| STAR Ohio | | |
| Building and Repair | 1,046,911.68 | 1,046,954.20 |
| Managed Investments (Trust Funds): | | |
| Permanent Trust Funds | \$6,733,132.00 | \$6,733,132.00 |
| | <hr/> | <hr/> |
| GRAND TOTAL | <u>\$33,377,890.12</u> | <u>\$32,502,813.24</u> |

- Monthly Financial Reports – for the periods ending October, 2014 and November, 2014.
- Personnel Change Report reflects changes through November 22, 2014.

| Action | Agency | Position Title | FTE | Employee Name | Effective Date |
|---------------|---------------------|----------------------------|------------|----------------------|-----------------------|
| APPOINTMENT | AVONDALE BRANCH | HOMEWORK HELP AIDE | 0.30 | ANDERSON, SAUNTA | 10/12/2014 |
| APPOINTMENT | BLUE ASH BRANCH | STUDENT SHELVER | 0.30 | ABNEY, DEVON | 10/26/2014 |
| APPOINTMENT | BLUE ASH BRANCH | STUDENT SHELVER | 0.30 | BEAUCAGE, MARIA | 10/26/2014 |
| APPOINTMENT | BLUE ASH BRANCH | STUDENT SHELVER | 0.30 | ZYLKA, RACHEL | 10/26/2014 |
| APPOINTMENT | BOND HILL BRANCH | HOMEWORK HELP AIDE | 0.30 | TAYLOR, MADISON | 11/09/2014 |
| APPOINTMENT | CHEVIOT BRANCH | STUDENT SHELVER | 0.30 | SHERLOCK, EMILY | 11/09/2014 |
| APPOINTMENT | COLLEGE HILL BRANCH | HOMEWORK HELP AIDE | 0.30 | CORBIN, ADAM | 09/28/2014 |
| APPOINTMENT | COLLEGE HILL BRANCH | LIBRARY SERVICES ASSISTANT | 0.50 | GEERS, MARY | 10/26/2014 |
| APPOINTMENT | CORRYVILLE BRANCH | HOMEWORK HELP AIDE | 0.30 | SAIA, CAITLIN | 09/28/2014 |

| | | | | | |
|-------------|------------------------------|------------------------------|------|------------------------|------------|
| APPOINTMENT | COVEDALE BRANCH | STUDENT SHELVER | 0.30 | CAPAL, MORGAN | 11/09/2014 |
| APPOINTMENT | CUSTODIAL SERVICES | CUSTODIAN | 0.50 | NAPIER, LANDY | 10/26/2014 |
| APPOINTMENT | DEER PARK BRANCH | STUDENT SHELVER | 0.30 | BRUMMETT, SAMANTHA | 10/26/2014 |
| APPOINTMENT | DIRECTOR'S OFFICE | ADMIN ASS'T - EX DIR | 1.00 | AGHOTTE, RACHEL | 10/12/2014 |
| APPOINTMENT | FOREST PARK BRANCH | CHILDREN'S LIBRARIAN | 1.00 | SAROFF, KRISTYN | 11/09/2014 |
| APPOINTMENT | GENEALOGY & LOCAL HISTORY | SENIOR LIBRARY SERVICES ASST | 0.50 | SARGENT-COUCH, APRIL | 09/28/2014 |
| APPOINTMENT | HARRISON BRANCH | STUDENT SHELVER | 0.30 | ALEXANDER, THERESE | 10/26/2014 |
| APPOINTMENT | HARRISON BRANCH | STUDENT SHELVER | 0.30 | REEVES, SAVANAH | 10/26/2014 |
| APPOINTMENT | HYDE PARK BRANCH | STUDENT SHELVER | 0.30 | BERLAGE, EMMA | 10/12/2014 |
| APPOINTMENT | INFORMATION & REFERENCE DEPT | STUDENT SHELVER | 0.30 | RUDD, JESSICA | 10/12/2014 |
| APPOINTMENT | LOVELAND BRANCH | STUDENT SHELVER | 0.30 | JOHNSON, MADISON | 09/28/2014 |
| APPOINTMENT | LOVELAND BRANCH | STUDENT SHELVER | 0.30 | TERRIER, MAILYS | 10/12/2014 |
| APPOINTMENT | MADEIRA BRANCH | STUDENT SHELVER | 0.30 | KOLLMANN, EMILY | 10/12/2014 |
| APPOINTMENT | MADEIRA BRANCH | STUDENT SHELVER | 0.30 | RADER, KRISTINA | 10/12/2014 |
| APPOINTMENT | MARKETING | MARKETING TEAM MANAGER | 1.00 | RICE, CHRISTOPHER | 11/09/2014 |
| APPOINTMENT | MONFORT HEIGHTS BRANCH | STUDENT SHELVER | 0.30 | COFFARO, ALYSSA | 09/28/2014 |
| APPOINTMENT | MONFORT HEIGHTS BRANCH | STUDENT SHELVER | 0.30 | RUPP, CHLOE | 10/26/2014 |
| APPOINTMENT | NORTH CENTRAL BRANCH | STUDENT SHELVER | 0.30 | KING, ERIN | 09/28/2014 |
| APPOINTMENT | NORWOOD BRANCH | STUDENT SHELVER | 0.30 | WILLIAMS, JOELLE | 11/09/2014 |
| APPOINTMENT | SHARONVILLE BRANCH | LIBRARY SERVICES ASSISTANT | 0.50 | LORTIE, JOHN | 10/26/2014 |
| APPOINTMENT | SHARONVILLE BRANCH | LIBRARY SERVICES ASSISTANT | 0.60 | HENRY, CHRISTINE | 11/09/2014 |
| APPOINTMENT | SHARONVILLE BRANCH | LIBRARY SERVICES ASSISTANT | 0.60 | KIER, VICTORIA | 09/28/2014 |
| APPOINTMENT | SYMMES TOWNSHIP BRANCH | STUDENT SHELVER | 0.30 | BOUAJRAM, SAM | 09/28/2014 |
| APPOINTMENT | SYMMES TOWNSHIP BRANCH | STUDENT SHELVER | 0.30 | PHILLIPS, ANDREW | 09/28/2014 |
| APPOINTMENT | SYMMES TOWNSHIP BRANCH | STUDENT SHELVER | 0.30 | TUCHFARBER, RILEY | 09/28/2014 |
| APPOINTMENT | SYMMES TOWNSHIP BRANCH | LIBRARY SERVICES ASSISTANT | 0.50 | JAYNES, RACHEL | 10/26/2014 |
| APPOINTMENT | SYMMES TOWNSHIP BRANCH | LIBRARY SERVICES ASSISTANT | 0.50 | KIM, HANNAH | 10/26/2014 |
| APPOINTMENT | WALNUT HILLS BRANCH | LIBRARY SERVICES ASSISTANT | 0.50 | PARKS, KELONI | 09/28/2014 |
| APPOINTMENT | WYOMING BRANCH | STUDENT SHELVER | 0.30 | BONNER, MATTHEW | 09/28/2014 |
| APPOINTMENT | WYOMING BRANCH | LIBRARY SERVICES ASSISTANT | 0.50 | OAKES, QUENTON | 09/28/2014 |
| APPOINTMENT | AVONDALE BRANCH | LIBRARY SERVICES ASSISTANT | 0.50 | ROSE, SARAH J. | 09/28/2014 |
| CHANGE | SHARONVILLE BRANCH | LIBRARY SERVICES ASSISTANT | 0.60 | SHAW, JENNIFER | 09/28/2014 |
| CHANGE | SHARONVILLE BRANCH | LIBRARY SERVICES ASSISTANT | 0.60 | WALTON, GARY L | 10/12/2014 |
| CHANGE | SORTING & MATERIALS | PAGE | 1.00 | FIGUEIRINHAS, CATARINA | 10/26/2014 |

| | | | | | |
|-----------|----------------------------------|---------------------------------|------|------------------------|------------|
| | RETRIEVAL | | | | |
| CHANGE | SORTING & MATERIALS RETRIEVAL | PAGE | 1.00 | STEGALL, LUCAS | 09/28/2014 |
| CHANGE | SYMMES TOWNSHIP BRANCH | LIBRARY SERVICES ASSISTANT | 0.60 | MOORE, LESLIE | 09/28/2014 |
| CHANGE | ANDERSON BRANCH | TEEN LIBRARIAN | 1.00 | CHUMBLEY, LESLEIGH R. | 11/09/2014 |
| CHANGE | CORRYVILLE BRANCH | BRANCH MANAGER | 1.00 | WEDIG, BRADLEY J. | 10/12/2014 |
| CHANGE | INFORMATION & REFERENCE DEPT | SHELVER | 0.50 | BARNEY, JADA A | 10/26/2014 |
| CHANGE | COMMUNICATION & NETWORK SRV | COMM & NETWORK SRV MANAGER | 1.00 | LANE JR, BILLY R | 11/09/2014 |
| CHANGE | HUMAN RESOURCES | BENEFITS COORDINATOR | 1.00 | SMITH, NICHELLE M. | 11/09/2014 |
| DEPARTURE | CHILDREN'S LEARNING CENTER | STUDENT SHELVER | 0.30 | GOLAND, KATHERINE A. | 11/05/2014 |
| DEPARTURE | CIRCULATION SERVICES | LIBRARY SERVICES ASSISTANT | 0.50 | STEWART, KAROLYN | 10/24/2014 |
| DEPARTURE | CIRCULATION SERVICES | LIBRARY SERVICES ASSISTANT | 0.60 | CULVER, JUSTIN D. | 11/07/2014 |
| DEPARTURE | GENEALOGY & LOCAL HISTORY | SENIOR LIBRARY SERVICES ASST | 0.50 | SARGENT-COUCH, APRIL | 11/08/2014 |
| DEPARTURE | INFORMATION & REFERENCE DEPT | SHELVER | 0.50 | MINDRUM, CARMELISA | 09/30/2014 |
| DEPARTURE | MADEIRA BRANCH | STUDENT SHELVER | 0.30 | WILLIS, BRANDON L | 10/03/2014 |
| DEPARTURE | OAKLEY BRANCH | STUDENT SHELVER | 0.30 | HUBER, EVAN M | 11/05/2014 |
| DEPARTURE | SORTING & MATERIALS RETRIEVAL | PAGE | 0.50 | ODER, SAMUEL | 11/22/2014 |
| DEPARTURE | VIRTUAL INFORMATION CENTER | LIBRARY SERVICES ASSISTANT | 0.50 | ENGELKAMP, JOSEPH W | 11/14/2014 |
| DEPARTURE | ANDERSON BRANCH | TEEN LIBRARIAN | 1.00 | CONWAY, ANN B | 10/31/2014 |
| DEPARTURE | COLLEGE HILL BRANCH | BRANCH MANAGER | 1.00 | SMITH, ARNICE | 09/30/2014 |
| DEPARTURE | COMMUNICATION & NETWORK SRV | COMM & NETWORK SRV MANAGER | 1.00 | KNAPP, JAMES J | 10/31/2014 |
| DEPARTURE | EDUCATION & HOMEWORK SUPPORT | SENIOR LIBRARY SERVICES ASST | 1.00 | SCHMITT, LYNETTE M. | 10/25/2014 |
| DEPARTURE | MAINTENANCE SERVICES | MAINTENANCE MECHANIC | 1.00 | ABNER, RANDALL | 10/31/2014 |
| DEPARTURE | NORTH CENTRAL BRANCH | LIBRARY SERVICES SPECIALIST | 1.00 | HOLT, KATHLEEN A | 09/30/2014 |
| DEPARTURE | SHARONVILLE BRANCH | LIBRARY SERVICES ASSISTANT | 0.60 | BURNS, MARTHA P. | 10/31/2014 |
| DEPARTURE | SYMMES TOWNSHIP BRANCH | SENIOR CHILDREN'S LIBRARIAN | 1.00 | IMHOLT, TERESA M | 10/31/2014 |
| DEPARTURE | MARKETING | MARKETING STRATEGIST | 1.00 | FOSTER HUDSON, MAELYNN | 11/18/2014 |
| DEPARTURE | GREENHILLS BRANCH | SENIOR LIBRARY SERVICES ASST | 1.00 | KERCHEVAL, MELINDA A. | 11/21/2014 |
| PROMOTION | COLLEGE HILL BRANCH | BRANCH MANAGER | 1.00 | CASTLEBERRY, TRAVIS S | 10/12/2014 |
| PROMOTION | COMPUTER SERVICES | COMPUTER SERVICES MANAGER | 1.00 | LEHMAN, IAN J | 11/09/2014 |
| PROMOTION | COVEDALE BRANCH | SENIOR LIBRARY SERVICES ASST | 1.00 | WARD, SHEILA M. | 10/26/2014 |
| PROMOTION | EDUCATION & HOMEWORK SUPPORT | EDUC & HOMEWORK SUPPORT ASST | 0.60 | JONES, RONISHA R. | 11/09/2014 |
| PROMOTION | GREEN TOWNSHIP BRANCH | LIBRARY SERVICES ASSISTANT | 0.50 | REED, JESSICA | 10/12/2014 |

| | | | | | |
|-----------|------------------------|------------------------------|------|----------------------|------------|
| PROMOTION | GROESBECK BRANCH | LIBRARY SERVICES ASSISTANT | 0.50 | HEDGER, CHRISTIAN | 09/28/2014 |
| PROMOTION | HUMAN RESOURCES | STAFF DEVELOP COORD - TECH | 1.00 | RUSCHE, JENNIFER W. | 11/09/2014 |
| PROMOTION | HYDE PARK BRANCH | SENIOR LIBRARY SERVICES ASST | 1.00 | BRUNNER, CLARE E. | 10/12/2014 |
| PROMOTION | NORTH CENTRAL BRANCH | SENIOR LIBRARY SERVICES ASST | 0.50 | CEDDIA, ELIZABETH S. | 10/12/2014 |
| PROMOTION | NORTH CENTRAL BRANCH | LIBRARY SERVICES SPECIALIST | 1.00 | NAPIER, ZACHARY M. | 10/12/2014 |
| PROMOTION | PROGRAMMING SERVICES | EVENTS & PROGRAMS ASSISTANT | 1.00 | ILIFF, ARIANNA A. | 09/28/2014 |
| PROMOTION | SYMMES TOWNSHIP BRANCH | SENIOR CHILDREN'S LIBRARIAN | 1.00 | HANCOCK, ANNA M. | 11/09/2014 |
| PROMOTION | TECHCENTER | SENIOR LIBRARY SERVICES ASST | 0.50 | WELLING-CANN, JARROD | 11/09/2014 |
| PROMOTION | TEENSPOT | SENIOR LIBRARY SERVICES ASST | 0.50 | BACK, RYAN | 10/26/2014 |

- Statistical Report for November 2014.
- Top Ten Circulating Report for November 2014.

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

Voting for the motion: Mr. Moran (except pass on investments), Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Hendon and Mr. Wright)...7 ayes. The motion carried. **(33-2014)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary