

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

Date: February 14, 2017

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Mrs. Trauth

Present: Kimber L. Fender, Greg Edwards, Andrea Kaufman, Paula Brehm-Heeger and Molly DeFosse

PUBLIC COMMENTS

None.

ACTION ITEMS

Mr. Moran moved that the Board approve revision of the Board Bylaws to align with the Library's new administrative structure by changing the Board Committees as follows:

Current:	Proposed:
Finance and Audit	Facilities and Finance and Audit
Human Resources	Human Resources
Library Operations – Facilities	Library Experience
Library Operations – Services	Strategy and Technology

Mr. Wright seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. LaMacchia, Ms. Kohnen, Mr. Wright, and Mr. Zaring ...6 ayes. The motion carried. **(01-2017)**.

Mr. Moran moved that the Board release the Fiscal Officer of personal liability related to the theft of a people counter device at the Avondale Branch on January 26, 2017 (a police report has been filed).

Mr. Wright seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. LaMacchia, Ms. Kohnen, Mr. Wright, and Mr. Zaring ...6 ayes. The motion carried. **(02-2017)**.

Mr. Wright moved that the Board approve/confirm the following Finance and Audit Committee items:

- The authorization to transfer \$2 million included in the 2017 Appropriations established in December 2016 from the General Fund to the Building & Repair Fund.
- Adjustments to year-end fund balance reported to the County. The adjustments were favorable.
- A revision to the estimated resources for 2017 submitted to the County increasing miscellaneous revenue by \$447,857.91 and decreasing PLF revenue by the same amount as a result of a late revision to the PLF estimate from the State.
- Waiver of a pre audit conference for the audit for 2016 will be performed by the Auditor of State's Office. The audit is scheduled to begin later in February.

Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. LaMacchia, Ms. Kohnen, Mr. Wright, and Mr. Zaring ...6 ayes. The motion carried. **(03-2017)**.

Mr. Wright moved that the Board approve the following Facilities Committee items:

- Upon approval from the Hamilton County Prosecutor's Office, authorized Library staff to move forward with entering into a business arrangement with Terrex Corporation, in conjunction with Messer, to identify and develop an operation center with financing secured by Terrex.
 - Library staff will complete the evaluation of space needs by type of space for the departments being considered for the Operations Center. The needs are estimated to be 50,000 - 60,000 square feet.
 - The departments currently under consideration for relocation to the Operations Center include:
 - All Facility Departments except Custodial Services
 - All Technology Departments
 - Cataloging and Processing
 - Fiscal Office
 - Human Resource Department
 - Marketing
 - Material Selection and Acquisition
 - Outreach Services
 - Shipping and Receiving
 - Sorting Department

- Virtual Information Center
- Approved the Green Township easement for the installation of a sidewalk in front of the branch. The Library will be compensated \$300 for use of our property.

**RESOLUTION OF
The Board of Trustees of the Public Library
of Cincinnati & Hamilton County**

WHEREAS, Green Township desires to acquire a Temporary Easement on a certain parcel or parcels of land for highway purposes on and over certain lands, owned by the Board of Trustees of the Public Library of Cincinnati & Hamilton County, and more particularly described as follows:

PARCEL(S): 110-T
HAM 264 - 4.967 to 5.156

SEE EXHIBIT A ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF

WHEREAS, the Board of Trustees of the Green Township, Hamilton County, Ohio has offered the sum of \$300.00 for the purchase of a Temporary Easement to said certain parcel or parcels of land.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Public Library of Cincinnati & Hamilton County that Kimber L. Fender, shall be, and hereby duly authorized, empowered and acting as Director of the Public Library of Cincinnati & Hamilton County for the purpose of executing and delivery to Green Township all necessary instruments in effect a good and sufficient conveyance of a Temporary Easement of said certain parcel or parcels of land from the Public Library of Cincinnati & Hamilton County to the Green Township for the hereinabove mentioned consideration.

Print Name: _____
Print Title: _____

I, William J. Moran, Secretary of the Board of Trustees of the Public Library of Cincinnati & Hamilton County, hereby certify that on February 14, 2017, there was a meeting held of the Board of Trustees of the Public Library of Cincinnati & Hamilton County, at which a quorum was present; that this is a true and correct copy of a resolution adopted at said meeting, and this resolution is in full force and effect and has not been revoked.

IN WITNESS WHEREOFF, I have hereunto subscribed by signature on _____, 2017.

Name and Title

Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. LaMacchia, Ms. Kohnen, Mr. Wright, and Mr. Zaring ...6 ayes. The motion carried. **(04-2017)**.

Mr. Wright moved that the Board approve the correct Table of Fines and Fees. An error was made when the Table of Fines and Fees was reformatted some time ago. The incorrect Table included a \$5 processing fee assessed when a customer paid for a lost item. In the corrected Table, a \$5 processing fee is assessed when a customer locates a lost item and requests a refund.

TABLE OF FINES AND FEES
Effective February 14, 2017

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

OVERDUE FEES

per day, per title, maximum

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

FEES FOR LOST OR DAMAGED MATERIALS

Total Loss or Damage	replacement cost
Process a Lost and Paid Reimbursement	\$5.00 processing fee
Book bindery charge	\$10.00
Item from multi-volume set	\$10.00
Audiovisual Container	\$1.00

LIBRARY CARD FEE

Non-resident card; valid for one year	\$45.00
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MEETING ROOM FEE

Events for purely social purposes	\$50.00
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SEARCHOHIO/OHIOLINK FEES

SearchOhio replacement fee	\$25.00
OhioLINK replacement fee	\$125.00

Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. LaMachhia, Ms. Kohnen, Mr. Wright, and Mr. Zaring ...6 ayes. The motion carried. **(05-2017)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

- The successes of 2016 and provided the Board with a copy of Highlights 2016.

- The Ohio Library Council's (OLC) annual legislative day will be held March 29.
- The American Library Association's (ALA) legislative day will be held May 1-2 in Washington, DC. Library staff will attend.
- Joseph Dehner & Noel Julnes-Dehner have been named 2017 *Difference Maker* finalists by the Cincinnati Museum Center's Duke Energy Children's Museum in recognition for their work on Summer Camp Reading. The Dehners provide monetary support for the Library's annual staff *Impact Award* and developed Summer Camp Reading to help address the needs of children who are reading below grade level. The Dehners were not selected for a Difference Maker Award.
- The Library's Staff Association has elected new officers for 2017.
 - Stephen Headley, Reference Librarian in Genealogy & Local History, will serve as President; Paula Kutcher, Floater in Service Operations, as Vice President; Beth Thomas, Senior Library Services Assistant in TechCenter / MakerSpace as Treasurer; and Jessica Bowman, Senior Library Services Assistant Elmwood Place Branch as Secretary.
- Gov. Kasich released his FY18-19 state budget proposal, which maintains the permanent law provision calculating the Public Library Fund (PLF) at 1.66% of the General Revenue Fund (GRF) and allows the temporary PLF calculation at 1.7% of the GRF to expire on June 30, 2017.
- The Library was included in Cincinnati Business Courier's *Book of Lists* as a top Regional Attraction.
- Proceeds from the Friends Winter Warehouse Sale in January were \$25,866.
- The independent film *the public* started filming in late January. The crew has been filming Wednesday through Sunday and expects to wrap on February 23. The anticipated release date is late 2017. In addition to writer/director Emilio Estevez, *the public* stars Alec Baldwin, Jena Malone, Rhymefest, Taylor Schilling, Christian Slater, Michael K. Williams, and Jeffrey Wright, and includes many Library employees as extras.
- Highlights from our annual Customer Satisfaction Survey including:
 - The percentage of customers using our eBranch has nearly tripled since 2010 with 22% saying they used the service in 2010 and 64% in 2016.
 - The online catalog continues to grow as the preferred method for our customers to browse materials with 63% of respondents saying their preference is online compared to 34% in 2011.
 - Similar to the last few years, increased availability of digital materials and print books along with easier ways to access digital materials are the top reasons our customers would use the Library more.
 - The trend of accessing the Internet via mobile device continues to grow. Every cluster is approaching 50% with mobile as the primary method of Internet access and it is over 60% with some clusters.
 - Our New Cardholder message series has decreased the number of new cardholders moving straight into the Occasional cluster from 58% to 46%. With a year of data, we have identified the 60-day mark as the period where a New Cardholder's activity begins to drop.
 - For the year, our Net Promoter Score (NPS) was 75.6, down slightly from 75.9 in 2015. 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?" Last year was the first full calendar year we measured NPS. Since we

began surveying weekly in September 2016, our weekly recurring NPS number is 91.9.

- Our Market Penetration and New Cardholder Retention Rates are 50%, which is nearly 20 points higher than the median for all Savannah libraries.
- The ArtsWave Annual Community Campaign will run from February 2 through February 24. Last year, Library staff members contributed \$4,172. This year, our goal is to raise \$4,500.

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

- In late 2016, the Library began using Paycor for our payroll and HRIS solutions. We plan to implement a timekeeping solution during the second quarter of 2017.
- For 2016, the overall revenue was within 1% of the revised budget. Expenses were within less than 1% of the revised budget.

LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT

Mr. Hendon reported that:

- The 2016 ongoing maintenance projects are currently underway, and 2017 ongoing maintenance project planning has started, with work anticipated to begin in the third quarter of 2017.
- Library staff has identified several existing branches that would benefit from the addition of quiet study rooms. The plan is to start with Green Township and complete four others over the next few months.
- The Groesbeck branch will serve as a polling location for the 2017 primary and general elections.

LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT

Mr. Moran introduced Jennifer Weikert, Greenhills Branch Manager.

Jennifer Weikert shared that the new Greenhills location offers improvements such as ADA accessibility, more computers, comfortable seating, charging stations, study rooms, and expanded children and teen areas. Jennifer shared that the staff is expanding technology classes and creating mixed age and family events. The community of Greenhills has been very pleased with the new location.

Mr. Moran reported that:

Effective March 1, two new card types are being created:

- An Adult-Only card, which will act like Teen-Only and Child-Only cards, allowing customers to borrow up to seven print items without incurring fines.
- A Military Card, designed for any service members currently deployed or being deployed, allowing access to the Library's digital collections.

The guidelines for Educator cards will be expanded to include adult daycare workers.

Staff is working with the Children's Hunger Alliance to bring after school snack service to five branch locations beginning in March: Avondale, College Hill, Price Hill, Pleasant Ridge and Walnut Hills. The goal is to expand the snack program to more sites.

In December, the Hamilton County Genealogical Society donated \$15,850 for the purchase of a professional grade scanner.

Upcoming events and exhibits include:

- The Macy's Arts Sampler on Saturday, February 18.
- Read Across America at the Cincinnati Museum Center on Saturday, February 25, from 10 a.m. to 4 p.m.
- Teen Tech Week from March 5-11. This year's theme is "Be the Source of Change."
- The Main Library will host the 35th Annual St. Patrick's Day Celebration on Friday, March 17, at 11:45 a.m.
- Poetry in the Garden series will take place on Tuesday evenings in April in the Popular Library Lounge, and the Library will host the 15th annual Teen Poetry Contest in honor of National Poetry Month.
- Published writers from Hamilton County will be recognized for their literary contributions during Ohioana 2017 at the Main Library Sunday, April 2 from 1:30-4 p.m.
- The Main Library is once again a venue for CANstruction, a global anti-hunger project featuring sculptures of canned goods, which will be on display in April.

STRATEGY AND TECHNOLOGY

Ms. Brehm-Heeger reported that:

The Library has received a "SuperOutreachPartner" award from the Southwest Ohio Region Workforce Investment Board (SWORWIB) in recognition of the *Job and Career Readiness* series. Additional presentations of the *Job and Career Readiness* series are being offered at the College Hill and Groesbeck branches. A new 7-week *Breaking Barriers* workshop series will begin in February at the Mt. Healthy and North Central branches. Mr. Wright requested that Staff share this program with River City.

We are partnering with the Cincinnati Metropolitan Housing Authority to plan three events at Housing Authority sites in 2017 that will include library card sign-up, storytime activities and the distribution of books provided by the National Book Foundation.

We will form a Strategic Plan Implementation Team to engage staff with our newly-introduced Strategic Plan. The Team will take the lead in supporting our goals and objectives and in communicating with peers and coworkers about the Strategic Plan.

The Library is in discussions with *Cincinnati Works* to establish a partnership at the North Central Branch.

As of February 15, customers at all locations will be able to utilize self check-in when returning materials.

In partnership with Iron Yard, an area coding school, we will offer two new series: *Coding with Scratch* for 8-13 year-olds at the Children’s Learning Center in February and *Coding with HTML* for 13-18 year-olds at TeenSpot in March.

We are adding to our technology offerings:

- Wall-mounted charging stations compatible with a variety of mobile devices were installed earlier this month at the Mt. Washington and Pleasant Ridge branches.
- A *Laptop Anytime* dispenser that provides full function laptops for checkout and in-building use will be installed at the Walnut Hills branch later this month. Security features of the dispenser include ILS integration for tracking customer checkout and a built-in camera that takes a photo when a device is dispensed.

CONSENT AGENDA ITEMS

Mr. Moran moved the Board approve the consent agenda as follows:

- Minutes of the Annual Meeting held December 13, 2016.
- Minutes of the Regular Meeting held December 13, 2016.
- Investment Report (summary of invested balances) as of December 31, 2016 and January 31, 2017.

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Investment Report

	Amount 12/31/2016	Amount 1/31/2017
<u>Fifth Third Investment</u>		
General Fund	\$1,000,000.00	\$1,000,000.00
Building and Repair	750,000.00	750,000.00
	\$1,750,000.00	\$1,750,000.00

Operating Account

General Fund	\$16,593,871.74	\$15,067,114.12
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	334,388.15	403,105.11
Building and Repair	5,058,072.69	5,052,046.01
Permanent Trust Funds	1,390,890.24	1,382,545.83
	\$23,607,222.82	\$22,134,811.07

STAR Ohio

Building and Repair	1,053,100.89	1,053,782.82
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Managed Investments (Trust Funds):

Permanent Trust Funds \$6,743,831.00 \$6,743,831.00

GRAND TOTAL \$33,154,154.71 \$31,682,424.89

- Monthly Financial Reports – for the periods ending December 31, 2016 and January 31, 2017.
- Personnel Change Report reflects changes through January 28, 2017.

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Appointment	Walnut Hills Branch	Library Services Assistant	0.50	Powell, Megan Nicole	11/20/2016
Appointment	Techcenter / Makerspace	Senior Library Services Assistant	0.50	Browne, Daniel S	11/20/2016
Appointment	Groesbeck Branch	Student Shelver	0.30	Day, Ellie Ann	11/20/2016
Appointment	Delhi Township Branch	Library Services Assistant	0.50	Lindenschmidt, Laura Marie	11/20/2016
Appointment	Loveland Branch	Student Shelver	0.30	McConaghy, Reagan Leigh	11/20/2016
Appointment	Marketing	Internal Communications Coordinator	1.00	Schreiner, Elizabeth Leigh	11/20/2016
Appointment	Circulation Services	Library Services Assistant	0.50	Kroener, Kelly Lynn	01/01/2017
Appointment	Sharonville Branch	Library Services Assistant	0.50	Nunn, Lisa	01/15/2017
Appointment	Information & Reference Dept	Senior Library Services Assistant	0.50	Holt, Chaille Brook	01/15/2017
Appointment	Norwood Branch	Library Services Assistant	0.50	Lord, Erin	01/15/2017
Appointment	Greenhills Branch	Library Services Assistant	0.60	Wolke, Lora Elizabeth	01/15/2017
Appointment	Shipping & Receiving	Truck Driver	1.00	Ewing, Robert	01/15/2017
Appointment	Maintenance Services	Electrician	1.00	Brown, Joshua Duane	12/04/2016
Appointment	North Central Branch	Library Services Assistant	0.50	Egeland, Mary M	12/04/2016
Appointment	Reading Branch	Library Services Assistant	0.50	Theurer, Riley M	12/04/2016
Appointment	Safety & Security Services	Security Guard/Operator	1.00	Bailey, Warnetta Denise	01/01/2017
Appointment	Groesbeck Branch	Homework Help Aide	0.30	Berns, Molly Beth	01/01/2017
Appointment	Westwood Branch	Library Services Assistant	0.50	Colvin, Gayle L	01/01/2017
Appointment	Anderson Branch	Library Services Assistant	1.00	Taylor, Lindsay Marie	11/20/2016
Appointment	Loveland Branch	Student Shelver	0.30	Hoevenaar, Rebecca Jean	11/20/2016
Appointment	Delhi Township Branch	Library Services Assistant	0.50	Fluegeman, Mariele Rose	11/20/2016
Appointment	Information & Reference Dept	Senior Library Services Assistant	0.50	Brown, Bethany J	01/15/2017
Change	Walnut Hills Branch	Library Services Assistant	0.60	Keebler, Sara	11/20/2016
Change	Bond Hill Branch	Teen Librarian	0.50	McCune, Carolyn K	12/04/2016
Change	Circulation Services	Library Services Assistant	0.60	Foote, Heidi D	12/18/2016
Change	Groesbeck Branch	Library Services Assistant	1.00	Richter, Michael S	01/01/2017
Change	Sharonville Branch	Library Services Assistant	0.60	Switzer, Deborah C.	01/01/2017
Change	Techcenter / Makerspace	Senior Library Services Assistant	0.60	Skaggs, Iain R	01/15/2017
Change	Sorting & Materials Retrieval	Page	1.00	Wallpe, Taylor	01/15/2017
Change	Loveland Branch	Library Services Assistant	0.50	Kier, Victoria	11/20/2016

Change	North Central Branch	Library Services Assistant	0.50	Jones, Janie L	12/04/2016
Change	College Hill Branch	Senior Library Services Assistant	1.00	Brock, Alexander J	12/18/2016
Change	Geneology & Local History	Senior Library Services Assistant	0.50	Hicks, Jessica D	12/18/2016
Change	Madeira Branch	Library Services Assistant	0.60	Taylor, Emma M	12/18/2016
Change	Sorting & Materials Retrieval	Sorter	1.00	Hughes-Gartin, Jacob H	01/01/2017
Demotion	Bond Hill Branch	Teen Librarian	0.50	Hartley, Megan R	01/01/2017
Demotion	Greenhills Branch	Senior Library Services Assistant	1.00	Mukuda, Julie S	01/15/2017
Departure	Custodial Services	Custodian	1.00	Hill, Joseph B	12/01/2016
Departure	Groesbeck Branch	Library Services Assistant	1.00	Oberrecht, Kathleen	12/30/2016
Departure	Fiscal Office	Staff Accountant	1.00	Thomas, Jenell W	12/30/2016
Departure	Cataloging & Processing	Line Assistant Physical Processing	1.00	Nguyen, Rebecca	12/30/2016
Departure	Safety & Security Services	Security Guard/Operator	1.00	Blaine, Jeffrey E	12/28/2016
Departure	Fiscal Office	Accounts Payable Clerk	1.00	Atchley, Clara M	12/30/2016
Departure	Circulation Services	Library Services Assistant	0.50	McDaniel, Mckenzie T	11/25/2016
Departure	Cheviot Branch	Mid Size Branch Manager	1.00	Williams, Matthew R	12/02/2016
Departure	Geneology & Local History	Senior Library Services Assistant	0.50	Hoppenjans, Tiffany M	11/28/2016
Departure	Marketing	Community & Government Relations Assistant	0.50	Mersfelder, Brittany R	11/23/2016
Departure	College Hill Branch	Teen Librarian	1.00	Pina, Deanna M	12/09/2016
Departure	North Central Branch	Library Services Assistant	0.50	Carthan, Toni Denise	01/25/2017
Departure	Clifton Branch	Library Services Assistant	0.50	Wertz, Jennifer L	01/27/2017
Departure	Service Operations	Floater	1.00	Doxsey, Curtis L	01/27/2017
Departure	Information & Reference Dept	Shelver	0.50	Hensley, Taylor A	01/05/2017
Departure	Monfort Heights Branch	Library Services Assistant	0.50	Riesenbeck, Robert M	01/06/2017
Departure	Harrison Branch	Student Shelver	0.30	Crosley, Whitney L	01/12/2017
Departure	Oakley Branch	Student Shelver	0.30	Ladouceur, Olivia M	01/12/2017
Departure	Madeira Branch	Library Services Assistant	0.60	Wade, Donald H	01/13/2017
Departure	Teenspot	Student Shelver	0.30	Henry, Robert L	01/19/2017
Departure	Blue Ash Branch	Student Shelver	0.30	Gray, Kaitlin M	01/20/2017
Departure	Symmes Township Branch	Library Services Assistant	0.60	White, Amanda	12/31/2016
Departure	Technology Operations	Technology Operations Manager	1.00	Beets, Martin B	01/03/2017
Departure	Sharonville Branch	Student Shelver	0.30	Bostogaite, Emilija	12/31/2016
Departure	Techcenter / Makerspace	Senior Library Services Assistant	0.50	Tyree, Brian C	12/31/2016
Departure	Wyoming Branch	Student Shelver	0.30	Moorman-Minton, Rachel A	12/28/2016
Departure	Clifton Branch	Library Services Assistant	0.50	Urbancsik, Jesse Michael	12/31/2016
Departure	Oakley Branch	Mid Size Branch Manager	1.00	Fasanella, Melissa	12/30/2016
Departure	North Central Branch	Student Shelver	0.30	King, Erin	12/16/2016
Departure	Anderson Branch	Library Services Assistant	0.50	Kelch, Natalie	12/17/2016
Departure	St Bernard Branch	Student Shelver	0.30	Hunter-Linville, Evan August	12/03/2016

Departure	Anderson Branch	Library Services Assistant	0.50	Shrader, Corey J	12/23/2016
Departure	Sharonville Branch	Library Services Assistant	0.50	Valenzuela-Barrios, Javert	12/26/2016
Departure	Information & Reference Dept	Senior Library Services Assistant	0.50	Smith, Whitney P	12/28/2016
Departure	Cheviot Branch	Homework Help Aide	0.30	Phiffer, Christopher	12/14/2016
Promotion	Geneology & Local History	Senior Library Services Assistant	0.50	Eng, Lindsay M	12/18/2016
Promotion	Fiscal Office	Fiscal Supervisor/Senior Analyst	1.00	Sanders, Alesha N	12/18/2016
Promotion	Cataloging & Processing	Line Assistant Physical Processing	1.00	Bolte, Emily C	01/01/2017
Promotion	Norwood Branch	Mid Size Branch Manager	1.00	Chatterjee, Sagoree	01/01/2017
Promotion	Marketing	Community & Government Relations Assistant	0.50	Duke, Holly M	01/01/2017
Promotion	Delhi Township Branch	Children's Librarian	1.00	Presley, Sondra A	01/01/2017
Promotion	Techcenter / Makerspace	Library Services Specialist	1.00	Richards, Hadleigh G	01/01/2017
Promotion	Westwood Branch	Senior Library Services Assistant	0.50	Fischer, Morgan A	01/15/2017
Promotion	Sharonville Branch	Library Services Assistant	0.50	Lippard, Lagan D	01/15/2017
Promotion	Information & Reference Dept	Senior Library Services Assistant	0.50	Newmark-Weishan, Catherine R	01/15/2017

- Statistical Report for December 2016.
- Top Ten Circulating Titles for December 2016.

Mr. Hendon seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. LaMacchia, Ms. Kohnen, Mr. Wright, and Mr. Zaring ...6 ayes. The motion carried. **(06-2017)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary