

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

Date: October 13, 2015

Meeting: Regular

Place: Meeting Room - Walnut Hill Branch - 2533 Kemper Lane

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: None

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

PUBLIC COMMENTS

Three individuals made public comments at the Board Meeting. Nat Kutcher was the first to speak. Nat is a Library employee who is requesting the Library change its healthcare coverage to include gender correction surgery and opted to give the remaining time to Jonah Yokoyama (who spoke third). Rachel Dovel spoke next. She identified herself as a transgender Library employee who is requesting the Library to change its healthcare coverage to include gender correction surgery. Rachel shared her personal story and stated that she has always felt accepted by the Library but was disappointed to learn that the Library's health insurance did not include this procedure. Jonah Yokoyama spoke last. Jonah is the Director of the Heartland Trans* Wellness Group and a nurse at Children's Hospital. Jonah distributed a slide presentation to the Board. His presentation included a summary defining trans*, the causes, neural maps, information on phantom limb syndrome, and statistics.

ACTION ITEMS

RESOLUTION

Mr. Moran requested that the Board adopt the following resolution honoring Paul G. Sittenfeld for his years of service on the Board of Library Trustees. Mr. Sittenfeld's term expired September 30, 2015.

The Resolution and Mr. Sittenfeld's President nameplate will be delivered to him.

Whereas, Paul G. Sittenfeld was first appointed to the Board of Library Trustees in 2009 by the Board of County Commissioners of Hamilton County, to a term expiring September 30, 2015, and

Whereas, Mr. Sittenfeld served for more than 6 years as a valued member of the Board of Library Trustees including as President of the Board in 2015, Vice President in 2014 and Secretary in 2013, and

Whereas, He also served as a Director of the Library Foundation, generously supporting the Library and Foundation most notably through his facilitation of the \$1 million donation to name the Director's position the "Eva Jane Romaine Coombe Director" but also suggesting a \$30,000 gift from the Greater Cincinnati Foundation to purchase Nooks as summer reading prizes and making numerous contributions, and

Whereas, While he served on the Board, the Library received national recognition including the National Medal for Museum and Library Service in 2013 and consecutive five-star ratings from *Library Journal* in 2013 and 2014, and

Whereas, Library use reached record levels resulting in the Library being the 5th busiest in the United States in 2014, and

Whereas, With Mr. Sittenfeld's support, the Library passed two local tax levies bringing in an estimated \$18 million annually in much-needed revenue, and

Whereas, Mr. Sittenfeld's passion for the community increased Library staff contributions to United Way through his generous matching gifts, and

Whereas, During his term on the Board, the Library launched its most extensive building program in more than 25 years, renovating Avondale to be handicapped accessible, renovating a historic home into a new branch for Clifton and constructing new branches in St. Bernard and Reading, replacing small, outdated, rental facilities, and

Whereas, As a Trustee Mr. Sittenfeld supported innovation in Library service including the opening of the Main Library's MakerSpace and inclusion of makerspaces in new branch libraries, and

Whereas, Throughout his tenure on the Board, Mr. Sittenfeld continually supported the staff and community by advocating for fair policies, salaries and benefits, and

NOW THEREFORE, BE IT RESOLVED in recognition of his years of devoted service, the Members of the Board of Trustees thank and commend Paul G. Sittenfeld for his dedicated service to the Public Library of Cincinnati and Hamilton County.

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the Minutes of the Board of Trustees of the Public Library of Cincinnati and Hamilton County.

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

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, and Mr. Wright...6 ayes. The motion carried. (27-2015).

LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT

Mr. Hendon reported that:

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR 2016 ONGOING MAINTENANCE PROJECT

Approve publication of the following request for Statements of Qualification for engineering services:

Engineering Services

The Board of Trustees of the Public Library of Cincinnati and Hamilton County intends to employ an engineer to provide engineering services for the **2016 ONGOING MAINTENANCE PROJECT** for multiple branch locations. The Library's facilities include a 550,000 square foot Main Library and 40 branch libraries located throughout Hamilton County.

The project will consist of replacing and retrofitting major HVAC mechanicals and controls, roof replacement, and electrical upgrades at multiple branch locations. The bidding is anticipated in February 2016 for a construction startup in March 2016. The preliminary project estimate is \$4,000,000.

The engineer will provide services during the investigative, evaluation, design, bid and construction phases of the project. Services will include cost estimating and value engineering.

Engineering firms interested in being considered for a contract to provide full services should reply with a proposal no later than 5:00 pm on Friday, November 13, 2015. Proposals received after this deadline will not be considered. 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 this type of project; previous library projects completed by the firm; the firm's experience and capabilities in cost estimating and construction administration and coordination; availability of staff; 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.

As required by Ohio Revised Code 9.33.2, proposals will be evaluated and ranked on the basis of qualifications. The Library will enter into contract negotiations with the firm ranked most qualified.

NORTH BEND AVAILABLE PROPERTY

Authorize staff to investigate options to replace the Miami Township Branch Library with a facility in the North Bend Towne Center.

MT. HEALTHY FORMER BANK BUILDING AVAILABLE

Decline to acquire the First Financial Bank building located at 7521 Hamilton Ave. in Mt. Healthy.

DISPOSITION OF THE REMAINING TRACT OF READING PROPERTY

Defer action on an inquiry from the Friends of the Public Library until an appraisal of the property adjacent to the new Reading Branch is completed.

CAMP WASHINGTON PROPERTY

Decline to add a branch library in Camp Washington.

WALNUT HILLS PARKING LOT

Authorize staff to indicate interest, subject to certain provisions, in a proposal to acquire Library-owned property currently used as a parking lot for the Walnut Hills Branch Library.

Information Only:

DUKE ENERGY SMART SAVER CUSTOM INCENTIVE

An incentive payment request form was submitted to Duke Energy for a SmartSaver reimbursement in the amount of \$26,500.

BERTOIA SCULPTURE

We are working with a donor and landscape architect to install the Harry Bertoa sculpture, commissioned for the original Main Library building, in the Children's Reading Garden. The sculpture has been in storage and was originally installed in a reflecting pool. We plan to include a water feature when the sculpture is re-installed.

CLIFTON LIGHTING UPDATE

Due to inadequate interior lighting at the Clifton Branch, Motz Engineering conducted a lighting assessment and developed corrective recommendations that include replacing the current fixtures and adding additional light fixtures. While the fixtures have been ordered, no specific timetable has been given for completion of the work.

ENERGY AUDIT

An energy audit of 26 branch location is being undertaken by Motz Engineering. The audit will include a review of gas and electrical usage and an inventory of major mechanical equipment. The report will be used for facilities long-term planning.

MAIN LIBRARY CAFÉ CLOSED

Main Library's café closed on September 23. Stephen Spyrou, owner/operator, cited his inability to hit a "breakeven point" even with the temporary reduction in rent approved by the Board at the August meeting.

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

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, and Mr. Wright...6 ayes. The motion carried. **(28-2015)**.

FINANCE & AUDIT COMMITTEE REPORT

Mr. Wright reported:

RESOLUTION ACCEPTING TAX LEVY AMOUNT AND RATE

Approve the following resolution by roll call vote.

Resolution Accepting the Amounts and Rates as Determined by the Budget Commission & Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

Board of Trustees
Rev. Code, Secs. 5705.34

WHERE AS, This Board of Trustees of the Public Library of Cincinnati and Hamilton County in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2016; and

WHERE AS, The Budget Commission of Hamilton County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board and what part thereof is without, and what part within the ten mill limitation; therefore be it

RESOLVED, By the Board of Trustees of the Public Library of Cincinnati and Hamilton County, Hamilton County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Joint District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A
SUMMARY OF THE AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION
AND COUNTY AUDITOR'S ESTIMATED TAX RATES

	Amount Approved by Budget Commission Inside 10M Limitation	Amount to be Derived from Levies Outside 10M Limitation	Tangible P.P. & P.U.P.P. State Reimbursements	Gross Levy Proceeds	County Auditor's Estimate of the Tax Rate to be Levied		
					Outside	Inside	TOTAL
GENERAL FUND	0	17,830,653	0	17,830,653	1.00	0.00	1.00
BOND	0	0	0	0	0.00	0.00	0.00
X8	0	0	0	0	0.00	0.00	0.00
X7	0	0	0	0	0.00	0.00	0.00
X6	0	0	0	0	0.00	0.00	0.00
X5	0	0	0	0	0.00	0.00	0.00
X4	0	0	0	0	0.00	0.00	0.00
X3	0	0	0	0	0.00	0.00	0.00
X2	0	0	0	0	0.00	0.00	0.00
X1	0	0	0	0	0.00	0.00	0.00
NEW	0	0	0	0	0.00	0.00	0.00
TOTAL	0	17,830,653	0	17,830,653	1.00	0.00	1.00

**SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

CURRENT EXPENSE LEVIES		PERIOD OF TIME	Mills	Fiscal Year
Authorized on:	November 5, 2013	10 Years	1.00	17,830,653
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	TOTAL		1.00	17,830,653
X8				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Proposed	0	0.00	0
	TOTAL		0.00	0
X7				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Election Date	0	0.00	0
	TOTAL		0.00	0
X6				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Enter Date of Election	0	0.00	0
	TOTAL		0.00	0
X5				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Enter Date of Election	0	0.00	0
	TOTAL		0.00	0

Public Library of Greater Cincinnati & Hamilton County September 8, 2015

and be it further

RESOLVED, That the Clerk of this Board be, and is hereby directed to certify a copy of the Resolution to the County Auditor of Hamilton County.

Mr. Wright moved that the Board approve the resolution as filed. Mr. Moran seconded.

Voting for the motion: Mr. Moran (aye), Mr. Hendon (aye), Mrs. Trauth (aye), Mr. Zaring (aye), Mrs. LaMacchia (aye), and Mr. Wright (aye). The motion carried. **(29-2015)**.

REVISION OF THE 2015 ANNUAL APPROPRIATIONS

Confirm appropriation revision as follows:

LSTA Grant Fund

Revenues

Grants - increase by	\$	28,348.00
<i>Estimated resources net change</i>	\$	<u>28,348.00</u>

Expenses

Supplies - increase by	\$	7,204.16
Capital Outlay - increase by	\$	21,143.84
<i>Appropriations net change</i>	\$	<u>28,348.00</u>

This change is necessary to account for six LSTA discretionary grants for Digitization Hub support that were offered and accepted by the Library after the August board meeting.

Authorize appropriation revision as follows:

General Fund

Expenses

Salaries - decrease by	\$	(500,000.00)
Retirement benefits - decrease by	\$	(50,000.00)
Insurance benefits - decrease by	\$	(150,000.00)
Supplies - increase by	\$	75,000.00
Purchased & Contracted Services - decrease by	\$	(200,000.00)
Library Materials & Information - increase by	\$	600,000.00
Capital Outlay - increase by	\$	275,000.00
Other Objects - decrease by	\$	(50,000.00)
<i>Appropriations net change</i>	\$	<u>-</u>

The revisions are to:

- Increase of \$600,000 primarily for digital materials—ebooks and eAudiobooks. Circulation for eBooks and eAudiobooks is growing constantly, at a much higher rate than we see in print books or any other format. It is 30% higher than one year ago, with eAudiobook demand being double what it was in 2014. In addition, these digital materials books have much higher prices than print books. These factors, along with a commitment to fulfill customer requests and expectations for digital materials, and provide new services such as eHotAuthors, require additional funding in 2015.
- Increase of \$275,000 in capital outlay to accelerate planned 2016 purchases of a book copier for MakerSpace and expand RFID check in.
- Increase of \$75,000 in supplies to account for MakerSpace supplies during the year which are offset by revenue. The 2015 budget impact was unknown at the time the original budget was prepared.
- All decreases are to offset the items identified above and are expected budget savings from the original budget.

INVESTMENT POLICY

Approve the investment policy.

PROPOSED Investment Policy

October 13, 2015

This document, in conjunction with the Ohio Revised Code, as amended, governs the investment activities of the Public Library of Cincinnati and Hamilton County (“Library”). It is reviewed periodically for compliance and for effective management of the Library’s fund accounts. This investment policy applies to all active, inactive and interim funds of the Library.

Policy Statement

It is the policy of the Board of Trustees of the Public Library of Cincinnati and Hamilton County, through the office of the Fiscal Officer, to invest public funds in a manner that will guarantee the maximum security of principal while meeting operating cash requirements and earning a market rate of return over time. All investments shall be made in compliance with all federal, state and county laws.

Investment Objectives

The primary objectives of the Library’s investment activities, in priority order, are:

Safety: Safety of principal is the foremost objective of the investment program. Investments of the Library shall be undertaken in a manner that ensures the preservation of capital in the overall portfolio. At no time will the safety of the portfolio’s principal be impaired or jeopardized. Safety is defined as the certainty of receiving full par value plus accrued interest, at the legal final maturity of the security.

Liquidity: The Library’s investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements. To help retain the desired liquidity, an adequate amount of short-term investments will be kept in the portfolio to accommodate the cash needs of the Library.

Yield: The Library’s investment portfolio shall be structured with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Library’s investment risk constraints and the cash flow characteristics of the portfolio.

Investment Procedures and Reporting

The Fiscal Officer is responsible for the establishment of investment procedures consistent with this policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an

investment transaction except as provided under the terms of this policy and established procedures.

The Deputy Fiscal Officer, under the direction of the Fiscal Officer, is responsible for the implementation of the investment program.

The Fiscal Officer shall report investment transactions to the Board of Library Trustees on a bi-monthly basis and shall provide a summary statement in the Library's Comprehensive Annual Financial Report.

Authorized Investments

- ***U.S. Treasury Securities*** – Treasury Bills, Notes, Bonds, or other obligations or securities issued by the U.S. Treasury or guaranteed as to principal and interest by the United States;
- ***Federal Agency/Instrumentality Securities*** – Bonds, notes, debenture, or any other obligations or securities issued by any federal agency or instrumentality, including, but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, and Government National Mortgage Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
- ***Repurchase Agreements*** in the securities written above, purchased through eligible institutions, collateralized as required by ORC, for a term not-to-exceed 30 days;
- ***Bonds*** or other obligations of the State of Ohio, or the political subdivisions of this state, provided that, with respect to bonds or other obligations of political subdivisions, all of the following apply: 1)The bonds or other obligations are payable from general revenues of the political subdivision and backed by the full faith and credit of the political subdivision; 2)The bonds or other obligations are rated at the time of purchase in the three highest classifications established by at least one nationally recognized standard rating service and purchased through a registered securities broker or dealer; 3)The aggregate value of the bonds or other obligation does not exceed twenty per cent of interim moneys available for investment at the time of purchase; 4)The Fiscal Officer or the Board of Trustees is not the sole purchaser of the bonds or other obligations at original issuance;
- ***No-Load Money Market Mutual Funds***, consisting exclusively of eligible Treasury or Federal Agency obligations, purchased through eligible institutions;
- ***STAR OHIO*** (State Treasury Asset Reserve of Ohio);
- ***STAR Plus*** (The State Treasurer's federal insured bank deposit program);
- ***Interim Deposits***: Certificates of Deposit or Savings or Deposit Accounts, including passbook accounts in eligible depositories;
- ***Certificate of Deposit Account Registry Services (CDARS)*** or similar programs; and
- ***Commercial Paper Notes as outlined in ORC 135.14.***

Maximum Maturities

To the extent possible, the Library will match investments with anticipated cash flow requirements. All investments will mature within five (5) years from date of settlement.

Authorized Financial Institutions

No public deposit shall be made except in qualified public depositories as established in Chapter 135.03 of the Ohio Revised Code. The qualified financial institutions shall have entered into a Depository Agreement with the Library and must provide annual financial statements. Financial institutions are required to acknowledge this policy and to pledge to offer for sale only appropriate securities.

Safekeeping of Securities/Pledge of Collateral

Financial institutions shall be required to promptly forward investment confirmation receipts to the Library. Security for repayment of public deposits shall be pledged in accordance with ORC 135.18 (specific collateral) and 135.181 (pooled collateral). Eligible securities shall be pledged by the financial institution and held by an approved third party to collateralize all investments and deposit accounts. Collateral can only be released from pledge by the Board of Library Trustees or the Fiscal Officer.

Diversification/Competitive Basis

To the extent possible, the Library shall attempt to diversify the portfolio by security and by financial institution. All investment transactions shall be bid on a competitive basis to ensure that the best market rate is provided.

Internal Control/Compliance

The Fiscal Officer shall perform periodic oversight functions and annual review. This review shall include the annual audit conducted the Auditor of State as well as an internal review for compliance with all investment policies and procedures.

Ethics/Conflict of Interest

Employees involved in the investment process shall refrain from personal business activity which could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees shall disclose any material interests in financial institutions that conduct business with the Library.

Members of the Board of Library Trustees employed by or affiliated with any of the Library's financial institutions shall avoid voting on decisions involving these institutions.

Approved by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at their regular meeting held on October 13, 2015.

Molly DeFosse
Fiscal Officer

I have read and understand the above policy.

Name	Title
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Financial Institution	Date
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Liquidation of Donated Stock Policy

It is the policy of the Library to sell all stock donations upon receipt and the Eva Jane Romaine Coombe Director or Fiscal Officer are authorized to sell said stock under this policy.

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

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, and Mr. Wright ...5 ayes. Mr. Moran abstained. The motion carried. **(30-2015)**.

LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT

Mr. Moran introduced Kate Kraus, Walnut Hills Branch Manager.

Kate reported:

PROGRAMS TARGET TOP CLUSTERS AT THE WALNUT HILLS BRANCH

The business plan approach to assessing customer needs has offered Walnut Hills staff members the opportunity to examine how programming serves the Branch's top customer clusters - Youth and Staying Connected. As a result of a close review of that data programs are being tailored to meet the needs of these clusters. Programs such as *Read with Me*, a redesigned storytime focused on accommodating a wide range of children who have varying skill levels and are of varying age, serves the Youth cluster as a high interest program with an educational component. *One-on-One Technology Appointments*

are offered on a weekly basis and are aimed at the Staying Connected customer cluster. During these half-hour scheduled sessions customers receive personalized, one-on-one assistance from a staff member. Adult customers typically seek assistance during these sessions with online job applications, downloading music, and signing up for an email account. In offering these programs the Walnut Hills Branch is able to assist the community in literacy and learning pursuits, and serve the branch's top clusters.

Mr. Moran reported that:

CUNEIFORM DIGITAL LIBRARY INITIATIVE

Images of the Library's cuneiform tablets and clay cone dating back to 2000 BCE Babylonia are now part of a global digital library, the Cuneiform Digital Library Initiative (CDLI). This shared digital library hosted by University of California, Los Angeles and Oxford University with notable participants like Yale, New York Public and Hebrew Union College, brings together images of cuneiform tablets around the world into to a single searchable collection.

FREGAL STREAMING MUSIC USAGE

The method for tracking use of the Freegal Streaming Music service is being updated. Previously, the Library counted unique monthly users but we have switched to a count of songs streamed, which better reflects the way digital music is used and is more in-line with how many libraries track its usage nationwide. The monthly statistical report will be updated to reflect this new count. On average, 80,000 songs are streamed every month.

LIBRARY TO LOAN MOBILE HOT SPOTS

Mobile hot spots will soon be loaned to Library customers. These are portable devices providing wireless Internet access for laptops, tablets, smartphones, gaming devices, etc. Many customers have smartphones and tablets but do not have the resources available to pay for monthly Internet access. With this service, customers will be able to use the hotspot anywhere to access the Internet. The company Mobile Beacon is providing 60 hotspot devices at no charge. The service will begin in early November. Staff noted that the loan period and locations were still being determined.

COURTESY RENEWALS

Customers will soon receive one "courtesy renewal" of all items on loan. This one-time renewal will take place when items reach their initial check-out limit, automatically extending every item for an additional loan period. The service will encompass all items, including new, feature DVDs and will not exclude items with pending holds. Staff noted that these renewals would not apply to e-books.

PERSONALIZED REFERENCE SERVICE

Personalized or “concierge” reference service extends traditional reference service by combining access to information with custom guidance in navigating this information, provided by professional librarians. This service includes a convenient and streamlined method for responding to telephone and electronic requests from customers and a same day pick-up of materials on specific subjects guaranteed. This service will be implemented and marketed at the Main Library in October.

ENHANCED READERS ADVISORY SERVICE

A new online tool for providing in-depth readers advisory service is being developed and will be launched this fall. Customers will complete a unique online survey related to their reading preferences, which staff will use to select a small number of items that customers can pick up at their convenience. Customers could also opt to have items regularly selected for them.

ASSOCIATION OF LIBRARY SERVICE TO CHILDREN GRANT

The Library is applying for a \$7,500 *Curiosity Creates* grant from the Association for Library Service to Children, a division of the American Library Association. This grant opportunity promotes exploration and discovery for children ages 6 to 14 and will support librarians who are implementing innovative makerspaces as well as those who can use this funding to spark new programs. Our application features robotics programs with a strong interdisciplinary combination of STEM and literacy components.

Mr. Edwards reported that:

ACQUISITION OF ART OBJECTS RECOMMENDED

Three separate art objects are recommended for acceptance:

Hamilton Avenue Road to Freedom is donating two identical plaques (one for Northside and one for College Hill) which consist of certificates, textual description, and a map about the local historical significance of the *Escape of the Twenty-Eight*. This information commemorates the story of the successful escape of twenty-eight individuals to freedom from Boone County, Kentucky through the Hamilton Avenue/College Hill area and on to Canada.

A donation from Joanna Rodwell of one framed and one unframed print featuring the #61 Clifton/Ludlow street car is being recommended for the Northside Branch.

The Contemporary Arts Center has offered the Library a piece of art from their UnMuseum. The *Story Tree* celebrates the global role of storytelling. The Tree is approximately 20' x 8', but can be adjusted to fit in a smaller space. Though originally

offered to the Clifton Branch this artwork is recommended for acquisition but may be better suited for a larger location than Clifton.

Mr. Moran reported that:

COMMUNITY NEWSPAPERS ACQUIRED

Holdings of local community newspapers were recently enhanced through the donation of approximately 140 bound volumes by the Community Press Ohio during their change in headquarters. This donation includes volumes of the Eastern Hills Journal, Forest Hills Journal, Indian Hill Journal, Northeast Suburban Life and Suburban Life.

NEW AUDUBON DISPLAY SET FOR RIBBON CUTTING IN EARLY NOVEMBER

As reported previously to the Board, casework is being constructed to display all four volumes of John James Audubon's rare *Birds of America*. Additionally, all 435 plates contained in the volumes have been digitized and will be available for viewing on a wall-mounted 32" touchscreen. While a specific date has not been set, the week of November 9 is targeted for a ribbon-cutting ceremony in the Joseph S. Stern Cincinnati Room.

Mr. Edwards reported that:

Programs and Exhibits of Note:

MARJA MILLS AUTHOR VISIT

Marja Mills, author of *The Mockingbird Next Door: Life with Harper Lee*, will visit the Main Library on October 24 at 2:00 p.m. *The Mockingbird Next Door* is her first book and debuted at #4 on the New York Times bestseller list.

PAULA HAWKINS AUTHOR VISIT

In partnership with Joseph-Beth Booksellers, author Paula Hawkins will visit the Main Library on October 29 at 7:00 p.m. to discuss her #1 New York Times bestseller, *The Girl on the Train*. This is Ms. Hawkins' first novel, which has been optioned by Dreamworks.

61ST ANNUAL VETERANS DAY COMMEMORATION

On November 11 at 10:45 a.m., the Main Library will hold its 61st Annual Veterans Day Commemoration. The program will feature keynote remarks by Nathan Pelletier. Mr. Pelletier is a graduate of West Point, and served as an Infantry Platoon Leader, Executive Officer, Company Commander. He was deployed in 2005 in support of Operation Iraqi Freedom III where he earned the Combat Infantrymen's badge and Bronze Star. He is currently Executive Director of the Joseph House, an Over-the-Rhine organization that helps homeless veterans suffering from addiction. In addition to Mr. Pelletier's talk, the

program will also feature patriotic music, presentation of Memorial Wreaths, lighting of the Flame of Remembrance, and *Taps*.

INTERNATIONAL GAMES DAY

On Saturday, November 21, the Library will celebrate International Games Day. All 41 locations will host activities for the entire family, including video games, board games, card games, trivia, puzzles and more.

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

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, and Mr. Wright...6 ayes. The motion carried. **(31-2015)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

2016 BOARD MEETING LOCATIONS

At the August Regular Meeting, the schedule of meetings for 2016 was approved; however, locations for those meetings had not yet been decided. In 2016, the Board meetings will be held as follows:

Tuesday, February 9, 2016 – Main Library

Tuesday, April 12, 2016 – Blue Ash

Tuesday, June 14, 2016 – Corryville

Tuesday, August 9, 2016 – Main Library

Tuesday, October 11, 2016 – Miami Township

Tuesday, December 13, 2016 (Annual and Regular) – Main Library

CONNECTED INITIATIVE

At the August Regular Meeting we reported that we were developing a strategy to reach the 8% of children in Hamilton County who did not currently have a Library card. This effort is part of the ConnectED national initiative. We developed two means of achieving the goal of 100% of school-age children with a Library card. First, we developed a postcard with a Library card attached to be handed out through the schools to anyone interested in having a Library card. Second, our staff members are visiting every kindergarten classroom in Hamilton County and registering students on the spot for a

Library card. To announce these two approaches, we hosted a breakfast for superintendents on September 22 and were pleased with the support we received. Each superintendent is being asked to sign a pledge to show their support. At the time of this writing, nearly half of all superintendents have agreed to take part in the initiative. Personal visits to superintendents' offices requesting their support of the initiative are ongoing.

BOOK BUZZ

Five area barbershops, four in Uptown and one in Hartwell, are now stocked with books and ready to serve as places to read after the launch of "Book Buzz". The initial books were delivered on September 4, along with bookshelves built out of reclaimed wood by participants of the Easter Seals' Building Ability program through funding by the Haile Foundation. The program is an effort to promote the importance of reading, particularly to boys aged preschool to third grade, in support of Ohio's Third Grade Reading Guarantee. Barbers are being asked to have their patrons read to their younger counterparts while waiting for their turn to hop into the chair. The Library's Outreach Services Department will exchange the books once a month. The program is being made possible through a partnership of the Library, Avondale Comprehensive Development Corporation, Haile Foundation, United Way of Greater Cincinnati, Cincinnati Preschool Promise, StrivePartnership, and Local Initiatives Support Corporation.

Library staff is currently working to develop criteria for ongoing participation by barbershops located in geographical areas of focus.

OLC ANNUAL CONVENTION AND EXPO

The Ohio Library Council held its Annual Convention and Expo in Cincinnati October 7-9. Numerous staff presented at the Conference on a number of topics. In addition, a reception was held at the Main Library on October 8. Four branch libraries, Avondale, Clifton, Reading and St. Bernard hosted open houses and a Friends volunteer organized a very popular tour of Spring Grove cemetery with a focus on prominent Library leaders. More than 700 library staff from across Ohio attended the convention.

PRESENTATION AT SWON

Deputy Director Greg Edwards and I have been asked to present on "Changes in Libraries" at the SWON Libraries Consortium membership meeting on December 1. Additionally, the meeting will be held at our Reading Branch Library. SWON serves all types of libraries in 17 counties in southwest Ohio and three in northern Kentucky.

FORESIGHT STUDIES CERTIFICATE

From January 17-23, 2016 I will be attending the University of Houston to earn a certificate in Foresight Studies. The Foresight certificate program is a 5-day, project-based, face-to-face workshop. Participants learn to anticipate disruptive change and work

towards the creation of transformational change in order to influence the future of their organizations, companies and communities.

SUMMER CAMP READING RESULTS

For the seven Library sites that offered Summer Camp Reading as part of the Summer Learning Program, participants showed an average 29% reading proficiency increase. Compare this to the average 10% decline from summer learning loss for low-income students and the benefit of this program is clear. We plan to continue the program next summer and are looking for ways to increase the number of participants. As a reminder, this program is only for incoming 3rd or 4th grade students most at-risk of not reading at grade level. Summer Camp Reading was offered at Bond Hill, College Hill, Corryville, Covedale, Northside, Pleasant Ridge and Westwood.

ELECTED OFFICIALS VISIT LIBRARY LOCATIONS

We continue to host our elected officials on a library visit. Ohio House District 31 Rep. Denise Driehaus visited the Clifton Branch on August 25; Ohio House District 32 Rep. Christie Bryant Kuhns visited Mt. Healthy on September 2; and 7th District Ohio Senator Shannon Jones visited the Symmes Township Branch on September 14. Also on September 14, United States Congressman Steve Chabot visited the Clifton Branch for a tour of the renovated historic building.

MARKETING UPDATE

Promotions for eBooks and eAudiobooks continue to lead our targeted messaging with our What's New eBooks message seeing a 46% open rate and a 203% increase in holds on the titles highlighted; an 18% and 122% increase from the first What's New message. Adding Digitalians into our eAudiobooks promotion saw a 225% increase in holds, up over 200% from the original. Messaging to print customers is also effective, seeing a 6% increase in opens and a 54% increase in holds on the highlighted titles.

In social media, we just crossed the 1,000 follower threshold on LinkedIn, and our Pinterest referrals have seen a significant increase since we started pinning new books daily, from 6% to 15%.

FRIENDS OF THE PUBLIC LIBRARY

The Friends will hold its quarterly meeting of the Board on October 30 at the Reading Branch Library.

ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association will hold a Holiday and Nearly New Used Book Sale at the Anderson Branch from Thursday, November 5 through Saturday, November 7.

The Anderson Township Library Association will hold its General Meeting at the Anderson Branch on November 18, 1:30 p.m.

LIBRARY FOUNDATION

The Library Foundation's Donor Recognition Event on September 24 was hugely successful with approximately 65 people in attendance. This year's honorees were:

- Thomas E. Huenefeld, Emeritus Foundation Director
- The Marge & Charles Schott Foundation for their gift to support the Homework Helpers in the 2015-2016 school year
- Career Online High School graduate, Lashanda Bishop

At the event Jeffrey Hillard was announced as the 2015-2016 Foundation Writer-in-Residence. Hillard is an author, poet and professor at Mt. St. Joseph College. As the Writer-in-Residence, Hillard will receive \$10,000, continue his writing and present numerous programs. The two finalists, Mary Kay Carson and Amber Hunt, each received a cash prize of \$500 and may be involved in some of the Writer-in-Residence programming over the next year.

The annual Red's staff fundraiser took place on August 23rd raising \$2,500 for the Foundation.

The William Heuneke \$10,000 annual gift was received as part of the \$100,000 overall gift for the naming of the Hueneke Homework Center.

The Annual Fund campaign kicked off with the staff on September 17. The fundraising mailing appeal will take place in late October to over 12,000 households.

Befriend a Branch, a program encouraging donors to make a gift to their local branch library, will distribute \$6,615 to individual branches. Every branch will receive at least \$50.00 through this program.

The Foundation Board will hold its next quarterly meeting on October 21.

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

SMALL CLAIM CASE UPDATE

As reported at the August Board meeting, The Library filed a small claims case against the current owner of the Westwood property that the Library sold in 2014. On August 26, 2015, the Library received a judgment against ADN in the amount of \$2,422.09.

PUBLIC RECORDS REQUEST

As of October 6, 2015, a previous records request available since July 21, 2015 has not been inspected by Patrick Lance.

On August 15, 2015, the Library received a record request from Patrick Lance. Robert Brown, attorney representing the Library, replied "The Library does not possess a timecard data base output or program responsive to your request." The text of the request is below:

"This is an open records request.

I made a previous open records request in November 2014. In this request, I asked for "timesheets for hourly employees" for the Advocacy campaign event that was held in the spring of 2013.

As was explained to me at the time by Mary Bennett-Brown, all library employees were "hourly" and as such I expected to receive timesheets from every employee for the dates of the campaign event.

I never received these timesheets. I received other documentation, but not timesheets. Recently, under oath and at the direction of Kim Fender, attorney Robert Brown acknowledged in a public hearing that he and Kim ignored this lawful request.

I am again making this request via this letter.

Please tell your boss and her attorney that they are not above the law. It is becoming increasingly clear that Kim Fender and Robert Brown's continued insistence to withhold information such as the information requested in this request and the November request has amounted to nothing more than a transparent attempt to keep public records from me and government boards and commissions charged with investigating this kind of misconduct. For them to intentionally claim before a public commission conducting a hearing that "library records were not updated to show if registered employees actually attended this event" is to quote Robert Brown, "ludicrous," especially in light of their never-ending and untrue claims that I somehow falsified my timesheets.

Since the matter of my dismissal has long since been adjudicated in my favor, please feel free to let interested parties such as Mr. Brown know that the continued efforts to defame me, smear my reputation, and violate my First Amendment rights at Kim's direction runs afoul of the Ohio Rules of Professional Conduct, the Ohio Revised Code and Federal Law.

I am expecting timesheets similar to the one I attached."

On September 19, 2015, four record requests were received from Patrick Lance. Library staff is working with our attorney from the Hamilton County Prosecutor's Office to prepare a response to these requests. The text of the requests is below (the lengthy email chains attached to and referenced in the requests are omitted):

1.

"This is an open records request. Please provide a copy of the "levy chart" that Greg is referring to below.

Please provide any and all other notes, meeting minutes, correspondence (both internal and external), especially email correspondence concerning the upcoming library levy prior to June 27, 2013.

Please be sure to include correspondence to and from Kim Fender, Molly Defosse, Mary Bennett-Brown, Greg Edwards, Phyllis Hegner, Sandy Bolek, the Library Board of Trustees and all levy related correspondence to and from the Hamilton County Commissioners prior to June 27, 2013."

2.

"This is an open records request. Please provide a copy of the "social media game plan" referred to below. Please provide notes and or any other records associated with Ms. Hegner's meeting with Radio One and any other emails and documents from Ms. Hegner concerning the library levy prior to June 27, 2013. Most especially, please include any and all other email correspondence between Ms. Hegner, Greg Edwards and Kim Fender.

Please provide some clarity regarding the identity of "Mike" who is referenced below in Ms. Hegner's email. Please identify who was on the "social media team" and provide any and all email correspondence, notes, etc. to and from those people as well. Please include a copy from Mike of the "notice to the social media team directing them to not comment or answer any Levy related questions or to respond to any comments, until he had a chance to meet with you for direction."

All of this information of course should have been provided at the time my previous open records request was submitted."

3.

"This is an open records request.

Please provide some clarity regarding the identity of "Denis" who is referenced in Ms. Hegner's email. Please provide all correspondence, notes, emails, etc. to and from this person regarding the levy.

4.

“This is an open records request. Please provide any and all emails between library staff, including but not limited to Greg Edwards, Kim Fender, Phyllis Hegner as well Board Members such as Bill Moran (and any other Board Members) and with Sherry Coolidge and or any other Enquirer reporter. I am not going to stipulate that these emails be limited to just those concerning the levy campaign. That way, you will not have to waste any time pick and choosing which emails to send.

I also request correspondence between library staff and the Hamilton County Auditor’s office prior to June 27, 2013 as well as all emails from Cincinnati Library administrators and staff to the Ohio Library Council prior to June 27, 2013. Obviously this would include but not be limited to correspondence to and from Kim Fender, Greg Edwards and Phyllis Hegner.

Again, as I noted in a previous email, to be compliant with Ohio Sunshine Laws much of this information should have been provided at the time my previous open records requests were submitted.”

HUMAN RESOURCES COMMITTEE REPORT

Mrs. Trauth reported:

STAFF & RETIREE RECOGNITION PROGRAM

On Sunday, November 15, the Library will host the third annual staff and retiree recognition program. We will recognize staff members who have achieved a milestone for years of service and retirees who have dedicated their time and energy in making our library successful. The recipient of the Impact Award and Bunny Dehner Prize, and the Rookie of the Year award winner will also be announced. The event will be held in the Atrium from 5:30 p.m. – 7:00 p.m. The Board, staff, retirees, family and friends are invited to this event.

UNITED IN SHARING CAMPAIGN

The Library’s 2015 United in Sharing Campaign began on September 17 and ends October 16, 2015. As of September 30, 2015, the campaign has raised a total of \$29,395.

DEPAUL CRISTO REY HIGH SCHOOL WORK STUDY PROGRAM

The Library will be participating for the second year in the DePaul Cristo Rey High School’s Work Study Program. The purpose of this program is for students to gain job experience and realize the relevance of their education, while providing a service to local businesses and organizations. DePaul has secured donations for up to eleven students to be placed with the library. In September and October at least eight branch locations

welcomed a student from the high school who will be working one day a week and one Friday a month. Students will engage in clerical work, shelving and basic customer service as directed by designated Library staff.

OCRC CHARGES

The list below is the current status of all the Ohio Civil Rights Commission (OCRC) charges by Marvin S. Dickman. The Library has received notification of a total of seventeen OCRC charges by Mr. Dickman, not eighteen as originally reported at the August Regular Meeting.

- On August 13, 2015, the nine cases that were under reconsideration were dismissed by OCRC, as well as four additional cases.
- On September 2, 2015, Mr. Dickman submitted a Request for Reconsideration for five cases previously dismissed.
- On September 3, 2015, two more cases were dismissed by the OCRC.
- On September 24, 2015, one additional case was dismissed by the OCRC.
- As of October 2, 2015, twelve of the seventeen cases have been dismissed by OCRC. The five cases being reconsidered are still pending.

CONSENT AGENDA ITEMS

Mrs. LaMacchia presented the following items for approval:

- Minutes of the Regular Meeting held August 11, 2015. Ms. DeFosse indicated the minutes were clarified to state the executive session was entered to conference with the attorney regarding disputes involving the Library that are the subject of pending or imminent court action.
- Investment Report (summary of invested balances) as of August, 2015 and September, 2015.

	<u>Amount</u> <u>8/31/2015</u>	<u>Amount</u> <u>9/30/2015</u>
<u>Fifth Third Investment</u>		
General Fund	\$500,000.00	\$500,000.00
<u>Operating Account</u>		
General Fund	\$20,702,332.18	\$21,109,816.18
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	245,307.45	294,977.47
Building and Repair	1,581,468.95	1,471,602.82
Permanent Trust Funds	<u>1,523,676.96</u>	<u>1,521,790.98</u>
	\$24,282,785.54	\$24,628,187.45

STAR Ohio

Building and Repair	1,047,435.25	1,047,536.05
Managed Investments (Trust Funds):		
Permanent Trust Funds	<u>\$6,738,231.00</u>	<u>\$6,738,231.00</u>
GRAND TOTAL	<u>\$32,568,451.79</u>	<u>\$32,913,954.50</u>

- Monthly Financial Reports – for the periods ending August, 2015 and September, 2015.
- Personnel Change Report reflects changes through September 26, 2015.

<u>Action</u>	<u>Agency</u>	<u>Position Title</u>	<u>Employee Name</u>	<u>Effective Date</u>
APPOINTMENT	COLLEGE HILL BRANCH	STUDENT SHELVER	ALLEN, MALONNA D	9/13/2015
APPOINTMENT	HARRISON BRANCH	STUDENT SHELVER	ANGE, BRAYDEN A	9/13/2015
APPOINTMENT	POPULAR LIBRARY	SHELVER	ARMSTRONG, KIMBERLY R	8/30/2015
APPOINTMENT	WESTWOOD BRANCH	STUDENT SHELVER	BILL, BRIDGET L	9/13/2015
APPOINTMENT	GENEALOGY & LOCAL HISTORY	SENIOR LIBRARY SERVICES ASST	BRAMELL, KATIE D	8/30/2015
APPOINTMENT	HYDE PARK BRANCH	STUDENT SHELVER	BROSCIOUS, EVELYN E	9/13/2015
APPOINTMENT	GROESBECK BRANCH	STUDENT SHELVER	BYRD, KATELYN A	8/30/2015
APPOINTMENT	MADEIRA BRANCH	STUDENT SHELVER	CASSIDY, FRANKLIN P	8/16/2015
APPOINTMENT	WESTWOOD BRANCH	STUDENT SHELVER	CLAJUS, LILY K	9/13/2015
APPOINTMENT	BOND HILL BRANCH	STUDENT SHELVER	EDWARDS, SIDNEY N	9/13/2015
APPOINTMENT	CHEVIOT BRANCH	STUDENT SHELVER	FROEHLE, JOSEPH L	9/13/2015
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	GARZA, CARYS V	9/13/2015
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	HARTLEY, LAURYN N	8/16/2015
APPOINTMENT	HYDE PARK BRANCH	STUDENT SHELVER	HATTEMER, REBECCA J	9/13/2015
APPOINTMENT	COVEDALE BRANCH	LIBRARY SERVICES ASSISTANT	HEDSPETH, RAMONA L	8/2/2015
APPOINTMENT	GENEALOGY & LOCAL HISTORY	SENIOR LIBRARY SERVICES ASST	HOPPENJANS, TIFFANY M	9/13/2015
APPOINTMENT	POPULAR LIBRARY	SHELVER	JACKSON, RYAN D	8/16/2015
APPOINTMENT	READING BRANCH	HOMEWORK HELP AIDE	JARIWALA, RIYA H	8/30/2015
APPOINTMENT	GREENHILLS BRANCH	LIBRARY SERVICES ASSISTANT	JONES, JANIE L	9/13/2015
APPOINTMENT	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SERVICES ASST	KENNEDY, MARIAH M	8/2/2015
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	KOSTER, MARISA J	9/13/2015
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	MAYHALL, JACOB A	8/2/2015
APPOINTMENT	GROESBECK BRANCH	STUDENT SHELVER	OKONNY, PAMELLA A	8/16/2015
APPOINTMENT	POPULAR LIBRARY	SHELVER	PAPE, FRITZ J	8/30/2015
APPOINTMENT	READING BRANCH	LIBRARY SERVICES ASSISTANT	RAKE, JAMES A	9/13/2015
APPOINTMENT	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SERVICES ASST	REIFENBERGER, SUSAN AH	8/16/2015

APPOINTMENT	GENEALOGY & LOCAL HISTORY	STUDENT SHELVER	SCHNEPP, MIRANDA R	8/16/2015
APPOINTMENT	MADEIRA BRANCH	STUDENT SHELVER	SCHOONOVER, SHELBY N	8/16/2015
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	SCHREIBER, SARAH A	9/13/2015
APPOINTMENT	MADEIRA BRANCH	STUDENT SHELVER	SCHWEER, ALEXANDER R	8/16/2015
APPOINTMENT	AVONDALE BRANCH	CHILDREN'S LIBRARIAN	SHELLS, RACHELLE D	9/13/2015
APPOINTMENT	POPULAR LIBRARY	SHELVER	SIZEMORE, KAILA L	8/30/2015
APPOINTMENT	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SERVICES ASST	SMITH, SHA-KIM J	8/16/2015
APPOINTMENT	GROESBECK BRANCH	STUDENT SHELVER	VESPRANI, MICHAEL B	8/30/2015
APPOINTMENT	SYMMES TOWNSHIP BRANCH	STUDENT SHELVER	WOODBURY, LAUREN H	9/13/2015
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	GRAY, EMMA C	5/24/2015
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	TABLER, ZACARY MW	5/24/2015
APPOINTMENT	CHILDREN'S LEARNING CENTER	CHILDREN'S LIBRARIAN	ADAMS, LINDA J	8/16/2015
APPOINTMENT	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	BARTON, JOCELYN M	9/13/2015
APPOINTMENT	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	LEE-MOUNTEL, ESTEE S	8/30/2015
APPOINTMENT	READING BRANCH	SENIOR LIBRARY ASSISTANT	MINDRUM, CARMELISA	9/13/2015
APPOINTMENT	ANDERSON BRANCH	LIBRARY SERVICES ASSISTANT	WARD, ADAM C	9/13/2015
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	AKIN, NATALIE	5/31/2015
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	CUMMINGS, ALEXANDER	5/31/2015
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	WRIGHT, KEYASHA R	5/31/2015
CHANGE	POPULAR LIBRARY	SENIOR LIBRARY SERVICES ASST	KUHL, CORRENA R	8/2/2015
CHANGE	FISCAL OFFICE	FINANCIAL CLERK I	MCPAHAN, TARA Y	8/16/2015
CHANGE	GREEN TOWNSHIP BRANCH	REFERENCE LIBRARIAN	HOFFER, CAITLIN	9/13/2015
CHANGE	WYOMING BRANCH	BRANCH MANAGER	GARDNER, THOMAS A	8/16/2015
CHANGE	LOVELAND BRANCH	HOMEWORK HELP AIDE	TURNER, DEBORAH J	8/30/2015
CHANGE	COLLEGE HILL BRANCH	HOMEWORK HELP AIDE	ASANTE, LORI S	8/16/2015
CHANGE	MADISONVILLE BRANCH	HOMEWORK HELP AIDE	BELL, RONDA	8/30/2015
CHANGE	DEER PARK BRANCH	HOMEWORK HELP AIDE	DAVIS, BRANDON C	8/16/2015
CHANGE	NORTHSIDE BRANCH	HOMEWORK HELP AIDE	KINDLE, EDWARD T	8/16/2015
CHANGE	WESTWOOD BRANCH	HOMEWORK HELP AIDE	MCNEILL, ELAINE M	8/16/2015
CHANGE	OAKLEY BRANCH	HOMEWORK HELP AIDE	PHELAN, VERONICA E	8/16/2015
CHANGE	NORTH CENTRAL BRANCH	HOMEWORK HELP AIDE	VANDERNAALD, LEWIS J	8/16/2015
DEPARTURE	SORTING & MATERIALS RETRIEVAL	PAGE	STARKS, GARY L	8/4/2015
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	BEAUCAGE, MARIA	8/14/2015
DEPARTURE	ANDERSON BRANCH	STUDENT SHELVER	BISHOP, LILY	8/6/2015

DEPARTURE	SYMMES TOWNSHIP BRANCH	STUDENT SHELVER	BOUJRAM, SAM	9/12/2015
DEPARTURE	HYDE PARK BRANCH	STUDENT SHELVER	BRANDICOURT, SARAH A	8/13/2015
DEPARTURE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	BRENNER, MEGAN J	8/21/2015
DEPARTURE	ANDERSON BRANCH	STUDENT SHELVER	BRUEGGEMEIER, KARA	9/25/2015
DEPARTURE	EDUCATION & HOMEWORK SUPPORT	EDUC & HOMEWORK SUPPORT ASST	BURGASSER, MEGAN A	9/23/2015
DEPARTURE	MT. WASHINGTON BRANCH	STUDENT SHELVER	BUSCHMEIER, KIMBERLY A	8/8/2015
DEPARTURE	GENEALOGY & LOCAL HISTORY	SENIOR LIBRARY SERVICES ASST	CARPENTER, ROSALIA E	8/15/2015
DEPARTURE	MONFORT HEIGHTS BRANCH	STUDENT SHELVER	COFFARO, ALYSSA	8/29/2015
DEPARTURE	VIRTUAL INFORMATION CENTER	SENIOR LIBRARY SERVICES ASST	CROSBY, DARREN E	9/12/2015
DEPARTURE	MADEIRA BRANCH	LIBRARY SERVICES ASSISTANT	DEES, ANN L	8/27/2015
DEPARTURE	SORTING & MATERIALS RETRIEVAL	PAGE	FIGUEIRINHAS, CATARINA	9/14/2015
DEPARTURE	MATERIALS SELECTION & ACQ	COLLECTION DEVELOPME LIBRARIAN	GREEN, JAMES M	8/15/2015
DEPARTURE	OUTREACH SERVICES	SENIOR LIBRARY SERVICES ASST	LARKIN, LEAH N	8/31/2015
DEPARTURE	COLLEGE HILL BRANCH	STUDENT SHELVER	LOVE, KE'ASIA	8/14/2015
DEPARTURE	ILS TEAM	DATABASE/UNIX ADMINISTRATOR	MENNINGER, DAVID J	9/4/2015
DEPARTURE	MADEIRA BRANCH	STUDENT SHELVER	MEYER, FRANKLIN C	8/8/2015
DEPARTURE	CUSTODIAL SERVICES	CUSTODIAN	NAPIER, LANDY	8/26/2015
DEPARTURE	READING BRANCH	SENIOR LIBRARY ASSISTANT	OAKES, QUENTON	8/28/2015
DEPARTURE	COMPUTER SERVICES	PC SUPPORT SPECIALIST	PADGETT, JOSHUA	9/3/2015
DEPARTURE	GROESBECK BRANCH	STUDENT SHELVER	PAUL, IAN	8/7/2015
DEPARTURE	DELHI TOWNSHIP BRANCH	STUDENT SHELVER	RIESENBECK, MEAGAN E	9/5/2015
DEPARTURE	PLEASANT RIDGE BRANCH	STUDENT SHELVER	SAUNDERS, MADELEINE	8/15/2015
DEPARTURE	NORWOOD BRANCH	LIBRARY SERVICES ASSISTANT	SMITH, RAIVYNN S	8/31/2015
DEPARTURE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	SPENCER, FATIMA E	8/30/2015
DEPARTURE	WESTWOOD BRANCH	STUDENT SHELVER	SPETZ, MADELINE R	8/8/2015
DEPARTURE	SYMMES TOWNSHIP BRANCH	STUDENT SHELVER	VENZIN, ANTHONY	8/20/2015
DEPARTURE	TEENSPOT	SENIOR LIBRARY SERVICES ASST	WEITZ, BENJAMIN R	8/15/2015
DEPARTURE	GREEN TOWNSHIP BRANCH	REFERENCE LIBRARIAN	WOOD, JENNIFER L	8/15/2015
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	ZYLKA, RACHEL	8/21/2015
DEPARTURE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	GOURLEY, STEPHEN	8/7/2015
DEPARTURE	POPULAR LIBRARY	SHELVER	HASTINGS, BRYN E	8/15/2015

DEPARTURE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	MIRANDILLA, AMANDA A	8/20/2015
DEPARTURE	SORTING & MATERIALS RETRIEVAL	SORTER	BOWERS, GRACE K	10/7/2015
DEPARTURE	GROESBECK BRANCH	STUDENT SHELVER	BUBENHOFER, JOHN C	8/15/2015
DEPARTURE	POPULAR LIBRARY	STUDENT SHELVER	CARTER, AARON D	8/24/2015
DEPARTURE	OUTREACH SERVICES	SHELVER	HAMONS, AERIN	9/16/2015
DEPARTURE	WESTWOOD BRANCH	STUDENT SHELVER	JOSE, BENJAMIN T	8/15/2015
DEPARTURE	GREENHILLS BRANCH	LIBRARY SERVICES ASSISTANT	KRAUSE, ELYSE M	8/8/2015
DEPARTURE	CUSTODIAL SERVICES	CUSTODIAN	MCNEILL, JOCELYN	8/6/2015
DEPARTURE	PLEASANT RIDGE BRANCH	LIBRARY SERVICES ASSISTANT	PATRICE, ELI J	8/25/2015
DEPARTURE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	WHYTE, KAREN J	8/30/2015
DEPARTURE	READING BRANCH	LIBRARY SERVICES ASSISTANT	WRIGHT, DANIEL P	8/13/2015
DEPARTURE	MONFORT HEIGHTS BRANCH	SENIOR LIBRARY SERVICES ASST	WILLIAMS, SALIM B	9/25/2015
PROMOTION	DELHI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	RICHARDS, TAYLOR M	8/16/2015
PROMOTION	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	ABNEY, DEVON	8/16/2015
PROMOTION	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SERVICES ASST	BRUCE, KENNETH W	8/16/2015
PROMOTION	NORWOOD BRANCH	LIBRARY SERVICES ASSISTANT	JONES, KATRINA G	9/13/2015
PROMOTION	VIRTUAL INFORMATION CENTER	REFERENCE LIBRARIAN	LONG, NATALIE J	8/16/2015
PROMOTION	PLEASANT RIDGE BRANCH	SENIOR LIBRARY SERVICES ASST	LORTIE, JOHN	8/2/2015
PROMOTION	TEENSPOT	SENIOR LIBRARY SERVICES ASST	PRINCE, NIKIA C	9/13/2015

- Statistical Report for September 2015.
- Top Ten Circulating Report for September 2015.

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

Voting for the motion: Mr. Moran (pass on investments), Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, and Mr. Wright...6 ayes. The motion carried. **(32-2015)**.

The Regular Meeting was then adjourned.

Vice President

Attest: Secretary