

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

Date: June 13, 2017

Meeting: Regular

Place: Main Library

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: None

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

PUBLIC COMMENTS

None.

ACTION ITEMS

Mr. Hendon moved the following:

- Authorize the following appropriation revision to account for Friend's and Foundation activity year to date and estimated through the end of the year.

Gift Fund

Revenue

Contributions, Gifts, and Donations - increase by \$ 60,000.00

Expenses

Purchased & Contracted Services - increase by \$ 60,000.00

- Waive the post audit conference if no reportable conditions or management letter comments are identified.

- Confirm the following change orders:

| | | |
|---------------|-----------------|-----------|
| Debra Kuempel | Change Order #4 | \$ 5,933 |
| Debra Kuempel | Change Order #5 | \$ 9,377 |
| Debra Kuempel | Change Order #6 | \$ 26,127 |

- Authorize the following bid advertisements for roofing work. Further, authorize the Library Director to review the bids with the Chair of the Facilities and Finance and Audit Committee and enter into a contract with the lowest, responsible bidder.

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administration Offices of the Main Public Library, 800 Vine Street, Cincinnati, Ohio 45202, until 12:00 noon, local time Tuesday July 18, 2017 for furnishing all labor, materials, equipment, services and supervision necessary to complete the project titled:

PLCH East Roof Replacements

Blue Ash Branch

4911 Cooper Rd.
Cincinnati, OH 45242

Pleasant Ridge Branch

6233 Montgomery Rd.
Cincinnati, OH 45213

Sharonville Branch

10980 Thornview Rd.
Cincinnati, OH 45241

Proposals shall be in accordance with the Contract Documents prepared by K4 Architecture, LLC. 555 Gest Street, Cincinnati, Ohio 45203, 513/455-5005. Bids received after the stated deadline will not be accepted. Bids by facsimile transmission will not be accepted. Proposals will be publicly opened and read aloud. All interested parties are invited to attend.

Individual lump sum bids for trade contract TC-01 are required. The estimated amount for this contract is:

TC-01 Roofing.....\$590,000.00

Total: \$590,000.00

The summary of the work for this proposal is:

Roof replacements at multiple locations.

Starting Friday, June 30, 2017, bidders can purchase drawings (full sets only) at the cost of the reproduction from ARC Document Solutions, 2863 Sharon Road, Cincinnati, OH 45241, 513/326-2300.

A pre-bid meeting will be held starting at the Harrison Branch, 10398 New Haven Road, Harrison, Ohio 45030 Friday July 7, 2017 at 9:00 am.

Bidders shall submit with their bid a bid guaranty in the form of either (1) a combined bid guaranty and contract bond for the full amount of the bid or (2) a certified check, cashier's check drawn on a solvent bank or irrevocable letter of credit in the sum of ten percent (10%) of the bid amount, including the base bid and alternates as a bid security. The bid guaranty shall be in strict compliance with Sections 153.54, 153.57 and 153.571 of the Ohio Revised Code (ORC), as applicable. The bidder to whom the contract will be awarded will be required to furnish a contract bond in the sum equal to 100% of the proposal.

Bidders shall comply with the Prevailing Wage Rates on public improvements in Hamilton County, Ohio, as ascertained and determined by the Ohio Department of Commerce Bureau of Labor & Worker Safety as provided in Section 4115 as provided by the Ohio Revised Code.

Submitted bids shall not be withdrawn for a period of sixty (60) days following the date of the bid opening. The Owner shall award contracts to the lowest responsible bidder.

The Board of Trustees of the Public Library of Cincinnati and Hamilton County reserves the right to reject any or all bids and to waive informalities in bidding.

By Order of: The Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio.

This notice is posted on the Public Library of Cincinnati and Hamilton County website and can be found by a link on the home page at: www.cincinnati.library.org.

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administration Offices of the Main Public Library, 800 Vine Street, Cincinnati, Ohio 45202, until 12:00 noon, local time Tuesday July 18, 2017 for furnishing all labor, materials, equipment, services and supervision necessary to complete the project titled:

PLCH West Roof Replacements

Delhi Branch

5095 Foley Rd.

Cincinnati, OH 45238

Groesbeck Branch

2994 West Galbraith Rd.

Cincinnati, OH 45239

Harrison Branch

10398 New Haven Rd.

Harrison, OH 45030

Westwood Branch

3345 Epworth Ave.

Cincinnati, OH 45211

Proposals shall be in accordance with the Contract Documents prepared by K4 Architecture, LLC. 555 Gest Street, Cincinnati, Ohio 45203, 513/455-5005. Bids received after the stated deadline will not be accepted. Bids by facsimile transmission will not be accepted. Proposals will be publicly opened and read aloud. All interested parties are invited to attend.

Individual lump sum bids for trade contract TC-01 are required. The estimated amount for this contract is:

TC-01 Roofing.....\$675,000.00

Total: \$675,000.00

The summary of the work for this proposal is:

Roof replacements at multiple locations.

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By Order of: The Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio.

This notice is posted on the Public Library of Cincinnati and Hamilton County website and can be found by a link on the home page at: www.cincinnati-library.org.

Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Ms. Kohnen, Mr. Wright, and Mr. Zaring ...7 ayes. The motion carried. (12-2017).

Mr. Hendon presented the following information and moved that the Board accept the report as filed:

The Facilities and Finance and Audit Committee met May 24, 2017. Committee Chairman Robert G. Hendon and Committee member William J. Moran were in attendance. Board President Allen G. Zaring phoned in. Staff members Kim Fender and Molly DeFosse were also in attendance.

- Library staff have identified a viable solution for an Operations Center but in order for this to be financially feasible increased funding or reduced expenses from the sale of the North building are needed. Library staff discussed the option of repurposing the North building for Library use if it was not sold. Regardless of the decision on the North building, all public services will eventually be relocated to the South building.

The committee recommends that Library staff move forward with relocating all public services to the South building. The operations center decision will be put on hold until funding has been identified.

- The committee recommends that Library staff sign a Predevelopment Services Agreement with 3CDC to engage their services in identifying potential purposes for the North building to assist in the selling process. 3CDC will also identify potential developers and/or buyers. There is no cost for the service but the Library will be responsible for reimbursing out of pocket expenses not to exceed \$50,000. The agreement is in the process of being reviewed by the Hamilton County Prosecutor's Office and staff will sign it upon completion of a satisfactory review.
- In August of 2016 the Board approved moving forward with planning for adding a driveway on the opposite side of the Pleasant Ridge Branch. This would benefit the neighbor who would contribute \$20,000 to the project and the Library would benefit with extra parking and pay the balance of the project (originally estimated not to exceed \$50,000).

Upon further investigation, the cost is expected to exceed the original estimate and the proposed retaining wall that will need to be added for the driveway will be very close to the building. The committee recommends terminating plans with moving forward with this project unless the neighboring property owner would like to pay for the entire project.

Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Ms. Kohnen, Mr. Wright, and Mr. Zaring ...7 ayes. The motion carried. (13-2017).

INFORMATIONAL ITEMS

FACILITIES AND FINANCE AND AUDIT COMMITTEE

Mr. Hendon reported that:

- 2016 ongoing maintenance project update:
 - Main Library brick tuck pointing has been completed.
 - The projects currently underway include Forest Park HVAC, Blue Ash HVAC, Main Library HVAC repairs, HVAC controls at Main, Groesbeck, Harrison, Madeira, and Sharonville.
 - The projects yet to be started include Pleasant Ridge window replacement and HVAC, West End mechanicals, Cheviot HVAC.

- Library staff presented an update on PLF and local funding. The PLF funding has been very unpredictable. The Library is expecting updated PLF estimates for 2017 that will be less than originally planned. The funding for the upcoming State budget is expected to be reduced. The table below shows how other large metropolitan libraries in Ohio have shifted their primary funding source from state funding to local funding. This has been a trend over the last several years.

**Library Funding by Type
2015**

| | State | Local | Other |
|--|-------|-------|-------|
| Public Library of Cincinnati and Hamilton County | 69% | 27% | 4% |
| Dayton Metro Library | 50% | 48% | 2% |
| Akron-Summit County Public Library | 48% | 47% | 5% |
| Toledo Lucas County Public Library | 48% | 49% | 3% |
| Cleveland Public Library | 49% | 48% | 3% |
| Cuyahoga County Public Library | 40% | 58% | 2% |
| Columbus Metropolitan Library | 32% | 65% | 3% |

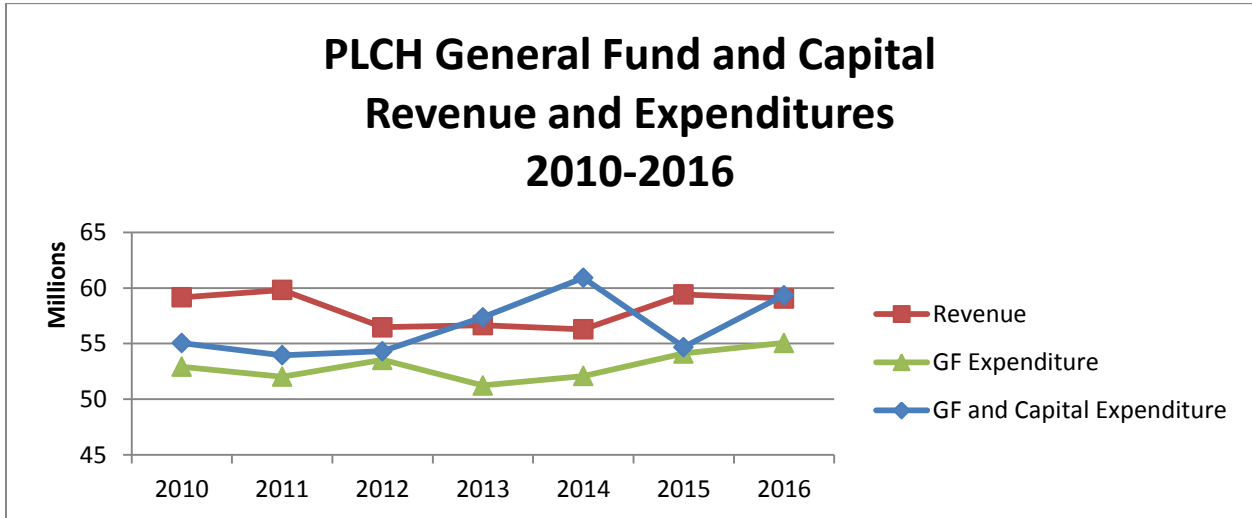
Sources

Auditor of State Financial Statements

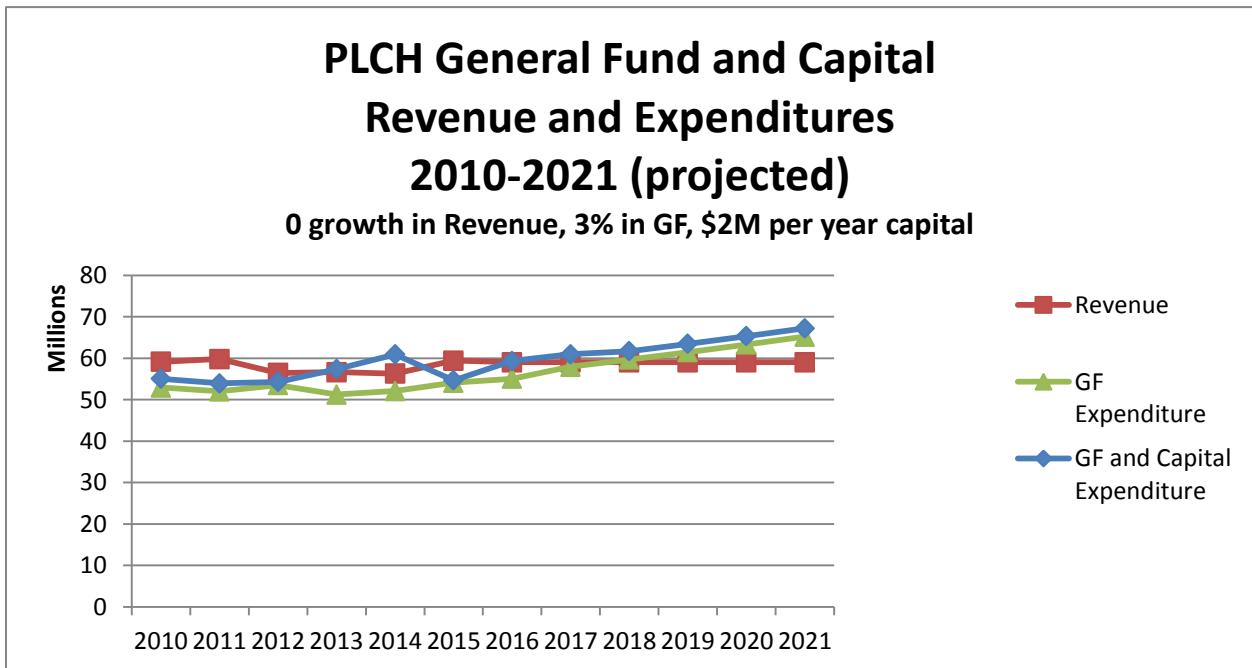
Department of Taxation Homestead Rollback Distributions

- In addition, several charts were presented to show the trends in revenue and expenses over the last several years. In general, total revenue has remained fairly consistent in spite of increased costs.

- The chart below shows General Fund revenue, General Fund expenditures, and combined General Fund and Capital expenditures (the Capital Fund is funded primarily through transfers from the General Fund) since 2010. In 2016, the Library reached the point where revenues no longer exceed expenditures.



- The next chart projects the same information through 2021 considering no growth in current funding, a conservative 3% increase in General Fund expenditures and \$2M per year in capital transfers. At this rate, the Library will exhaust the fund balance in both the General Fund and the Building and Repair Fund in early 2021. Library staff will continue to monitor these trends and report to the Board as necessary.



- 2016 ongoing maintenance project update:
 - The completed projects include Main Library tuckpointing.

- The projects currently underway include Forest Park HVAC, Blue Ash HVAC, Main HVAC repairs, and HVAC controls at Main, Groesbeck, Harrison, Madeira, and Sharonville.
- The projects yet to be started include Pleasant Ridge window replacement and HVAC, and HVAC controls at various locations.

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

- In early June, she was the guest speaker at a Jeffersonville Township Library Foundation event on the topic of The Library of the Future. In addition, she presented to several staff members at a separate event on the same topic. She was invited to offer ideas about how public libraries can remain essential in an evolving technological, economic and information-driven landscape as the Jeffersonville Library embarks on several new projects, which their Foundation is hoping to help fund.
- Deliberations on the state's Fiscal Year 2018-19 budget are moving forward in the Ohio Senate, the House version of the budget included returning the PLF to 1.66% of the GRF as proposed in the Governor's budget. The Senate version of the bill is expected to be unveiled around June 12. Based on the latest information, the Senate is expected to reduce overall spending in the bill by \$800 million to \$1.1 billion over the biennium. This means the Public Library Fund (PLF) could be cut by these minimum amounts in FY18:
 - \$19 million based on a \$1.1 billion state budget revenue reduction
 - \$16.6 million based on a \$800 million state budget revenue reduction
 She has been involved in the process, representing Ohio's public libraries to legislators on multiple occasions including presenting testimony on public library funding before the Ohio Senate Finance Higher Education Subcommittee, Senate Finance Committee and House Finance Committee.
- Rep. Bill Seitz of Cincinnati has been named as House majority floor leader following Rep. Dorothy Pelanda's decision to step down. A letter congratulating Rep. Seitz has been sent.
- She has been asked to serve on the Public Policy Workgroup of the Child Poverty Collaborative by co-chairs Tom Williams, Ellen Katz and Margaret Hulbert. The Workgroup meets monthly beginning this month.
- The Annual Friends of the Library Book Sale at Main was held last week. Results will be announced at the meeting.
- The Anderson Township Library Association's (ATLA) Annual Used Book Sale will be held this coming weekend, June 16 – 18 at Nagel Middle School.
- For several years, we have been utilizing the services of OrangeBoy, Inc., a Columbus-based firm, to gather and analyze data using a wide range of data sources and collection techniques, so we can better understand our customers. Recently we have focused our work with OrangeBoy on quantifying new, less traditional ways customers are using our libraries. By

taking the daily visit counts for each location and removing counts of customers checking out material, attending classes or events and reserving computers, we have developed a rudimentary idea of the percentage of customers visiting our locations and “dining-in,” or using the location for a different purpose outside of these traditional uses. Initial statistical sampling reveals that dining-in use is quite significant, with a Library-wide average of 55% of visits. We will continue to explore this idea in the coming months, refining our statistics as we do so.

LIBRARY EXPERIENCE COMMITTEE REPORT

Mr. Wright introduced Blossom Smith, Hyde Park Branch Manager.

Blossom talked about how the Hyde Park Branch Library has been an integral part of the community for over a century, providing excellent customer service, engaging events and activities, and as of late, technology classes. Hyde Park has provided technology classes to the public in areas such as basic computer skills, resume help, social media, downloadables, Microsoft Office and instruction in the use of Library databases. In addition to on-the-spot help as requested, branch staff also offers 3-4 appointment-based technology classes per week. During this year’s Summer Adventure, branch staff will provide more technology-related activities, including coding classes, as well as other events revolving around the program’s weekly themes.

The Library was approached by the Cincinnati Police Department to participate in a pilot project to install a ShotSpotter at the Clifton Branch location. The ShotSpotter system is comprised of an array of acoustic sensors that work to detect and locate gunfire. When gunfire is detected, law enforcement and 911 dispatchers are alerted within seconds of the gunfire along with its location. CPD selected the Clifton Branch because of its location and height.

The Library received three grants:

- A Summer of STEM grant for \$4,000 from the Greater Cincinnati STEM Collaborative to hold weekly LEGO Robotics Clubs at Reading and West End throughout the summer. The clubs are open to children, ages 8 to 12, who will use iPads and LEGO WeDo 2.0 systems to build robotic models.
- A \$1,050 grant from FreeStore Foodbank, which will be matched by the Library Foundation, to enhance Summer Lunch service at the Covedale and Madisonville Branches, from July 10 through August 4. The goal is to increase lunch participation at those sites.
- The Library was chosen as one of 75 libraries, among 513 applicants, to participate in the NASA@ My Library initiative and will receive funding and programming materials to support NASA and space themed events at the Library.

Curbside Service has been implemented at all Library locations. The service began on June 1, and Library customers can simply call their local branch and arrange with a staff member to have their requested materials checked out and delivered to them at a designated curbside location outside of the building.

Upcoming events and exhibits:

- Summer Camp Reading will take place from July 10 through August 4 at five Library locations: Bond Hill, College Hill, Corryville, Pleasant Ridge and Walnut Hills.

- Cincinnati Library Comics Fest will take place at the Main Library on June 17 from noon-4:00 p.m.
- The Library Foundation and the Otto M. Budig Family Foundation are sponsoring performances by the Bright Star Touring Theatre at twenty Library locations during the week of July 9. There will be three shows performed during the week: Aesop's Fables, Building Stories, and Happily Ever After.
- The 18th annual Bookworks exhibit will be on view June 14 – September 3 in the Atrium of the Main Library.

STRATEGY AND TECHNOLOGY COMMITTEE

Ms. Kohnen reported that:

The Library is partnering with the Cincinnati Metropolitan Housing Authority (CMHA) in support of the national Book Rich Environment (BRE) Initiative. On June 2, Library staff participated in the first of three CMHA "Community Barbecues" at targeted CMHA sites this summer. Approximately 200 people visited the Library's booth at the Winton Hills community barbecue. Library staff provided 850 books, donated as part of the national BRE initiative, to attendees who were primarily residents of the Winton Terrace CMHA complex.

Collaborative planning with Cincinnati Works to bring a career coach to the North Central branch for regular sessions focused on helping women reach self-sufficiency through job and career opportunities has progressed in recent weeks. Cincinnati Works staff submitted an application for funding from the Cincinnati Woman's fund and the Library sent an email survey to select customers. Survey responses have been good with nearly 100 customers taking the survey during the first week of distribution. Staff will utilize this customer feedback in developing and planning the program.

CONSENT AGENDA ITEMS

Mrs. LaMacchia moved the Board approve the consent agenda as follows:

- Minutes of the Regular Meeting held April 11, 2017.
- Investment Report (summary of invested balances) as of April 30, 2017 and May 31, 2017.

Investment Report

| | Amount 4/30/2017 | Amount 5/31/2017 |
|---|--------------------------------------|--------------------------------------|
| | <u> </u> | <u> </u> |
| <u>Fifth Third Investment</u> | | |
| General Fund | \$1,000,000.00 | \$1,000,000.00 |
| Building and Repair | 1,000,000.00 | 500,000.00 |
| | <u>\$2,000,000.00</u> | <u>\$1,500,000.00</u> |
| <u>Operating Account</u> | | |
| General Fund | \$18,614,008.75 | \$18,268,210.23 |
| Insurance/Indemnification | 230,000.00 | 230,000.00 |
| Special Revenue Funds | 374,364.91 | 369,006.36 |
| Building and Repair | 4,582,423.65 | 5,062,990.09 |
| Permanent Trust Funds | 1,343,417.62 | 1,315,201.68 |
| | <u>\$25,144,214.93</u> | <u>\$25,245,408.36</u> |
| STAR Ohio | | |
| Building and Repair | 1,055,896.90 | 1,056,750.07 |
| Managed Investments (Trust Funds): | | |
| Permanent Trust Funds | <u>\$6,743,831.00</u> | <u>\$6,743,831.00</u> |
| GRAND TOTAL | <u><u>\$34,943,942.83</u></u> | <u><u>\$34,545,989.43</u></u> |

- Monthly Financial Reports – for the periods ending April 30, 2017 and May 31, 2017.
- Contributions, Gifts and Donations – April 2017 and May 2017

| | | | |
|------------|-------------------------------|--|-----------|
| 05/25/2017 | Library Foundation | Support for Summer Camp Reading | 15,000.00 |
| 05/25/2017 | Library Foundation | Support of Career Online High School | 7,000.00 |
| 04/12/2017 | Friends of the Public Library | Support for Programs | 36,983.40 |
| 05/25/2017 | Library Foundation | Support for Summer Camp Reading books | 1,000.00 |
| 05/25/2017 | Library Foundation | Support for Summer Adventure | 36,788.00 |
| 05/25/2017 | Library Foundation | Support - Befriend a Branch | 7,855.00 |
| 05/25/2017 | Friends of the Public Library | Support for Programs | 6,784.82 |
| 04/26/2017 | Martin Luther King Coalition | Contribution | 1,000.00 |
| Various | Library Foundation | Inkind support for Programs - Kroger cards | 4,700.00 |
| Various | Library Foundation | Inkind support for Summer Learning prizes | 5,828.00 |

- Personnel Change Report reflects changes through June 3, 2017.

| ACTION | AGENCY | POSITION TITLE | FTE | EMPLOYEE NAME | EFFECTIVE DATE |
|---------------|-----------------------|-----------------------|------------|-----------------------|-----------------------|
| Appointment | Mt. Washington Branch | Student Shelver | 0.30 | Azeez, Morgan | 04/23/2017 |
| Appointment | Sharonville Branch | Student Shelver | 0.30 | Bostogaite, Viktorija | 04/09/2017 |
| Appointment | Circulation Services | Assistant | 0.50 | Brown, Kyle Lewis | 05/21/2017 |
| Appointment | Madeira Branch | Student Shelver | 0.30 | Cottone, Isabella N | 04/09/2017 |

| | | | | | |
|-------------|-------------------------------|--|------|----------------------------|------------|
| Appointment | Teenspot | Student Shelver | 0.30 | Crisp, Dosani Lee | 05/21/2017 |
| Appointment | Education & Homework Support | Education & Homework Support Assistant | 0.50 | Crouch, Jaime M | 04/09/2017 |
| Appointment | Reading Branch | Library Services Assistant | 0.50 | Davis, Leanne M | 04/09/2017 |
| Appointment | Sorting & Materials Retrieval | Page | 0.50 | Day, Andrew J | 05/07/2017 |
| Appointment | College Hill Branch | Library Services Assistant | 0.50 | Dovel, Abby L | 04/09/2017 |
| Appointment | Reading Branch | Senior Library Services Assistant | 0.50 | Even, Jennifer Lee | 04/09/2017 |
| Appointment | Education & Homework Support | Summer Brain Camp Aide | 0.50 | Fon, Kevin | 05/21/2017 |
| Appointment | Anderson Branch | Library Services Assistant | 0.50 | Fontaine, Amy L | 04/23/2017 |
| Appointment | Education & Homework Support | Summer Brain Camp Aide | 0.50 | Getnet, Bruktawit A | 05/21/2017 |
| Appointment | Madisonville Branch | Library Services Assistant | 0.50 | Groene, Lela L | 05/21/2017 |
| Appointment | Information & Reference Dept | Shelver | 0.50 | Heyn, Michael I | 04/23/2017 |
| Appointment | Popular Library | Shelver | 0.50 | Hodges, Jessica R | 05/21/2017 |
| Appointment | Popular Library | Shelver | 0.50 | Holloway-Reliford, Kenya N | 05/07/2017 |
| Appointment | Teenspot | Student Shelver | 0.30 | Holmes, Ty'ere L | 03/26/2017 |
| Appointment | Corryville Branch | Library Services Assistant | 0.50 | Jones, Alia R | 05/07/2017 |
| Appointment | Madeira Branch | Student Shelver | 0.30 | Kaliski, Samuel J | 04/09/2017 |
| Appointment | Education & Homework Support | Summer Brain Camp Aide | 0.50 | Mahoney, Brittany M | 05/21/2017 |
| Appointment | Information Technology | Computer Services Supervisor | 1.00 | McClanahan, Kimberly | 04/09/2017 |
| Appointment | Popular Library | Shelver | 0.50 | Moll, Evelyn A | 05/21/2017 |
| Appointment | Wyoming Branch | Student Shelver | 0.30 | Mungur, Selena L | 04/09/2017 |
| Appointment | Loveland Branch | Student Shelver | 0.30 | Piziali, Olivia R | 04/09/2017 |
| Appointment | Information & Reference Dept | Senior Library Services Assistant | 0.50 | Polter, Sarah Ann | 04/09/2017 |
| Appointment | Education & Homework Support | Summer Brain Camp Aide | 0.50 | Shackelford, Rachel A | 05/21/2017 |
| Appointment | Harrison Branch | Student Shelver | 0.30 | Siemer, Nicole K | 05/21/2017 |
| Appointment | Popular Library | Reference Librarian | 1.00 | Spencer, Bethany | 04/09/2017 |
| Appointment | Harrison Branch | Student Shelver | 0.30 | Stueve, Kristen L | 03/26/2017 |
| Appointment | Clifton Branch | Library Services Assistant | 0.50 | Sullivan, Jennifer E | 05/07/2017 |
| Appointment | Teenspot | Senior Library Services Assistant | 0.50 | Thompson, Joshua J | 05/21/2017 |
| Appointment | Ils Team | ILS Developer/System Administrator | 1.00 | Voelker, Ray L | 03/26/2017 |
| Appointment | Education & Homework Support | Summer Brain Camp Aide | 0.50 | Willig, Emma M | 05/21/2017 |
| Appointment | Popular Library | Shelver | 0.50 | Yahsra'al, Eleasah M | 04/09/2017 |
| Appointment | Education & Homework Support | Summer Brain Camp Aide | 0.50 | Akin, Natalie | 05/21/2017 |

| | | | | | |
|-------------|-------------------------------|---|------|----------------------|------------|
| Appointment | Cheviot Branch | Temporary Senior Library Services Assistant | 1.00 | Jones, Ronisha R | 05/07/2017 |
| Appointment | Education & Homework Support | Summer Brain Camp Aide | 0.50 | Okonny, Pamela | 05/21/2017 |
| Change | Shipping & Receiving | Mail Clerk | 1.00 | Foote, Heidi D | 04/09/2017 |
| Change | Symmes Township Branch | Library Services Assistant | 0.50 | Henry, Christine | 05/21/2017 |
| Change | Loveland Branch | Library Services Assistant | 1.00 | Larue, Robin | 04/23/2017 |
| Change | Symmes Township Branch | Library Services Assistant | 0.60 | Lee-Mountel, Estee S | 04/23/2017 |
| Change | Walnut Hills Branch | Library Services Assistant | 0.60 | Powell, Megan N | 05/21/2017 |
| Change | Teenspot | Senior Library Services Assistant | 1.00 | Richards, Taylor M | 04/23/2017 |
| Change | Circulation Services | Library Services Assistant | 0.60 | Whitney, Alexis D | 04/23/2017 |
| Change | Education & Homework Support | Summer Brain Camp Aide | 0.50 | Bell, Ronda | 05/21/2017 |
| Change | Education & Homework Support | Summer Brain Camp Aide | 0.50 | Berns, Molly B | 05/21/2017 |
| Change | Education & Homework Support | Summer Brain Camp Aide | 0.50 | Blye, Stacey D | 05/21/2017 |
| Change | Education & Homework Support | Summer Brain Camp Aide | 0.50 | Clark, Nic A | 05/21/2017 |
| Change | Cataloging & Processing | Cataloging Assistant | 1.00 | Dovel, Rachel K | 04/23/2017 |
| Change | Education & Homework Support | Summer Brain Camp Aide | 0.50 | Freeman, Kamille D | 05/21/2017 |
| Change | St Bernard Branch | Student Shelver | 0.30 | Gayle, Kyrach R | 04/10/2017 |
| Change | St Bernard Branch | Library Services Assistant | 0.50 | Keebler, Sara | 05/21/2017 |
| Change | Sorting & Materials Retrieval | Library Services Assistant | 1.00 | Curtis, Stephen J | 04/23/2017 |
| Change | Sorting & Materials Retrieval | Resource Sharing Specialist | 1.00 | Leja, Mark | 04/23/2017 |
| Change | Sorting & Materials Retrieval | Sorting & Materials Retrieval Manager | 1.00 | Lewis, Charles S | 04/23/2017 |
| Demotion | Green Township Branch | Library Services Assistant | 1.00 | Christy, Roland D | 04/23/2017 |
| Departure | Norwood Branch | Library Services Assistant | 0.50 | Johnson, Alana R | 03/31/2017 |
| Departure | Genealogy & Local History | Reference Librarian | 1.00 | Phillips, Colleen A | 03/31/2017 |
| Departure | Miami Township Branch | Senior Library Services Assistant | 1.00 | Pierson, Monica L | 04/28/2017 |
| Departure | Northside Branch | Library Services Assistant | 0.60 | Stroud, Diane | 05/31/2017 |
| Departure | Blue Ash Branch | Library Services Assistant | 0.50 | Abney, Devon | 04/01/2017 |
| Departure | Custodial Services | Custodian | 1.00 | Adler, Michael D | 05/11/2017 |
| Departure | Sorting & Materials Retrieval | Sorter | 0.50 | Albertson, Jason M | 05/20/2017 |
| Departure | Sorting & Materials Retrieval | Sorter | 1.00 | Alquizola, Renato C | 06/02/2017 |

| | | | | | |
|-----------|---|--------------------------------------|------|----------------------------|------------|
| Departure | Green Township Branch | Library Services Assistant | 1.00 | Anneken, Mary C | 04/07/2017 |
| Departure | Safety & Security Services | Security Guard/Operator | 1.00 | Bailey, Warnetta D | 04/17/2017 |
| Departure | Marketing | Social Media Specialist | 1.00 | Baker, Adam G | 06/02/2017 |
| Departure | Norwood Branch | Library Services Assistant | 1.00 | Bell, Ashley | 05/21/2017 |
| Departure | Information & Reference Dept | Senior Library Services Assistant | 0.50 | Brown, Bethany J | 05/30/2017 |
| Departure | Techcenter / Makerspace | Senior Library Services Assistant | 0.50 | Browne, Daniel S | 05/24/2017 |
| Departure | Techcenter / Makerspace | Senior Library Services Assistant | 1.00 | Calhoun, Tarica D | 06/02/2017 |
| Departure | Pleasant Ridge Branch | Library Services Assistant | 0.50 | Derby, Sarah T | 06/02/2017 |
| Departure | North Central Branch | Library Services Assistant | 0.50 | Egeland, Mary M | 05/11/2017 |
| Departure | Safety & Security Services | Security Guard/Operator | 1.00 | Green, Heather M | 04/29/2017 |
| Departure | Deer Park Branch | Homework Help Aide | 0.30 | Grisell, Andrea M | 05/12/2017 |
| Departure | Hyde Park Branch | Library Services Assistant | 0.50 | Hallstrom, Timothy | 04/28/2017 |
| Departure | Shipping & Receiving | Truck Driver | 1.00 | Higgins, Jason | 04/14/2017 |
| Departure | Loveland Branch | Student Shelver | 0.30 | Hoevenaar, Rebecca J | 05/09/2017 |
| Departure | Children's Learning Center | Shelver | 0.50 | Hrivnak, Cayce A | 05/03/2017 |
| Departure | Blue Ash Branch | Student Shelver | 0.30 | Hubbard, Brittany N | 05/24/2017 |
| Departure | Deer Park Branch | Student Shelver | 0.30 | Jones, Avery A | 05/13/2017 |
| Departure | Information & Reference Dept | Shelver | 0.50 | Komadina, Richard P | 05/18/2017 |
| Departure | Sharonville Branch | Student Shelver | 0.30 | Lee, Amanda Jo | 04/01/2017 |
| Departure | Norwood Branch | Library Services Assistant | 0.50 | Lord, Erin | 04/21/2017 |
| Departure | Circulation Services Information & Reference Dept | Library Services Assistant | 0.50 | Lucas, Darryl L | 05/16/2017 |
| Departure | Anderson Branch | Shelver | 0.50 | Martinez, Ashley E | 04/28/2017 |
| Departure | Anderson Branch | Student Shelver | 0.30 | Mayhall, Jacob A | 05/02/2017 |
| Departure | Avondale Branch | Library Services Assistant | 0.50 | Middlebrooks, Cameron P | 04/22/2017 |
| Departure | Groesbeck Branch | Student Shelver | 0.30 | Partin, Jussara | 04/08/2017 |
| Departure | Blue Ash Branch | Student Shelver | 0.30 | Schaefer, Victoria G | 05/12/2017 |
| Departure | North Central Branch | Library Services Assistant | 0.50 | Seifert, Amanda J | 06/03/2017 |
| Departure | Custodial Services | Custodian | 1.00 | Silvay, Dakota H | 05/11/2017 |
| Departure | Symmes Township Branch | Library Services Assistant | 0.60 | Singleton, Brooke M | 03/30/2017 |
| Departure | Hyde Park Branch | Student Shelver | 0.30 | Taylor, Riley C | 04/08/2017 |
| Departure | Loveland Branch | Homework Help Aide | 0.30 | Turner, Deborah J | 05/11/2017 |
| Departure | Information Technology | PC Support Specialist | 1.00 | Ward, Benjamin M | 04/28/2017 |
| Departure | Anderson Branch | Library Services Specialist | 1.00 | Weber, Elizabeth A | 04/26/2017 |
| Departure | Greenhills Branch | Library Services Assistant | 0.60 | Wolke, Lora E | 05/20/2017 |
| Promotion | Information & Reference Dept | Information & Reference Team | 1.00 | Acheson, Phoebe | 05/21/2017 |

| | | Leader | | | |
|-----------|------------------------------|-----------------------------------|------|----------------------------|------------|
| Promotion | Delhi Township Branch | Senior Branch Manager | 1.00 | Bach, Kathleen A | 04/23/2017 |
| Promotion | Information & Reference Dept | Senior Library Services Assistant | 0.50 | Bell, Cleo E | 03/26/2017 |
| Promotion | Outreach Services | Library Services Assistant | 1.00 | Boyne, Anna M | 05/07/2017 |
| Promotion | Bond Hill Branch | Library Services Assistant | 0.50 | Brownlee-Holbrook, Hanna E | 03/26/2017 |
| Promotion | Corryville Branch | Senior Library Services Assistant | 0.50 | Hosch, Dominique | 04/09/2017 |
| Promotion | Price Hill Branch | Branch Manager | 1.00 | Kemple, Steven M | 04/23/2017 |
| Promotion | Miami Township Branch | Senior Library Services Assistant | 1.00 | Koschmeder, Nicole | 05/07/2017 |
| Promotion | Information & Reference Dept | Senior Library Services Assistant | 0.50 | Macke, Robert W | 03/26/2017 |
| Promotion | Walnut Hills Branch | Branch Manager | 1.00 | McMillan, Dawn M | 04/23/2017 |
| Promotion | West End Branch | Senior Library Services Assistant | 1.00 | Mechley, Jonathan D | 04/09/2017 |
| Promotion | Norwood Branch | Library Services Assistant | 0.50 | Miller, Jordan M | 05/07/2017 |
| Promotion | Virtual Information Center | Library Services Assistant | 0.50 | Mincey, Wisdom | 03/26/2017 |
| Promotion | Outreach Services | Senior Library Services Assistant | 1.00 | Pickett, Dionne | 04/09/2017 |
| Promotion | Circulation Services | Library Services Assistant | 0.50 | Ritchie, Victoria L | 03/26/2017 |
| Promotion | Blue Ash Branch | Teen Librarian | 1.00 | Smith, Christopher W | 03/26/2017 |

- Statistical Report for May 2017.
- Top Ten Circulating Titles for May 2017.

Mr. Wright seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Ms. Kohnen, Mr. Wright, and Mr. Zaring ...7 ayes. The motion carried. **(14-2017)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary