

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., September 19, 2007

PRESENT: Jane Katsuyama, Dana Keish, Joseph Oehlers,
Dr. Allan Spetter, Dennis Turner

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The President called the meeting to order at 4:00 p.m.

APPROVAL OF AGENDA

On a motion by Ms. Keish, seconded by Mr. Turner, the Consent Agenda was approved by the Board.

Ayes: All
Nays: None

Dr. Spetter entered the meeting at 4:03.

CONSENT AGENDA

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the following items were approved by the Board:

- A. Minutes of the Board Meeting of July 18, 2007.
- B. The Executive Director approved the following investments: On Friday, July 20, 2007, a Property Tax advance for the second half of 2006 was received in the amount of \$1,397,297.23. The entire amount was invested in the General Account earning 5.25 % interest. On Friday, August 8, 2007, a Property Tax advance for the second half of 2006 was received in the amount of \$1,502,877.18. The entire amount was invested in the General Account earning 5.25 % interest. On Monday, August 13, 2007, the Local Government Funds for August 2007 were received in the amount of \$1,251,316.60. The entire amount was invested in the General Account earning 5.25 % interest. On Wednesday, September 17, 2007, the Local Government Funds for September 2007 were received in the amount of \$1,404,035.09. The entire amount was invested in the General Account earning 5.25 % interest.
- C. Workshop Hours (included in Consent Agenda Addendum, (pages 7, 8, & 9)
- D. Personnel Actions (included in Consent Agenda Addendum, (pages 9, 10, & 11)

- E. The Tuition Reimbursement Agreement between the Board and Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, in order to attend the Kent State School of Library and Information Science.
- F. Reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library for “Reference Services”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library for “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the course “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the course “Information Sources and Reference Services”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Jonathan Knight, Community Relations Clerk I/SWB, Main Library, for the course “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Jonathan Knight, Community Relations Clerk I/SWB, for the course “Information Sources and Reference Services”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course “Reference”, IUPUI, 3.0 credit hours, at a cost of \$2,620.02.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course “Introduction to Research”, IUPUI, 3.0 credit hours, at a cost of \$2,620.02.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the course “Organization of Information”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the course “Foundations of Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the workshop “Preservation of Library Materials”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the workshop “Accessing Government Documents”, Kent State University, 1.0 credit hours, at a cost of \$433.00.

Cathy Hochadel, Reference Assistant, Burkhardt Branch, for the course “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Cathy Hochadel, Reference Assistant, Burkhardt Branch, for the course “Information Sources and Reference Services”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Kathryn Lynch, Accountant, Finance Office, Main Library, for the course “Intermediate Accounting I,” Wright State University, at a cost of \$876.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Public Libraries”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,446.00.

- G. Approval of an increase in daily start-up cash for the amount listed at the following location in order to provide change for the cash/bill acceptors used by the PC Reservation and Print Management systems.

Location	Current Amount	Increase Amount	New Opening Cash Amount
Trotwood	\$40.00	\$20.00	\$60.00

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses. On a motion by Ms. Keish, seconded by Mr. Turner, the monthly Financial Reports for July 2007 and August 2007 were approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Board on current library programs and services. He began by saying he was very pleased with the July and August circulation statistics. He explained that in the previous five years, monthly circulation had never surpassed 600,000 items. This year, in both July and August, circulation reached nearly 650,000 items. In addition, urban branches showed tremendous circulation increases between 2006 and 2007 statistics for the same months. The Executive Director said that the “Fine Free Month” definitely contributed to the July statistics, however, August continued with a similar increase. He thanked all staff members and said he felt everyone should be very pleased with the statistics.

The Executive Director said that door count statistics were also higher for the months of July and August, showing a 15% increase in July, and a 6.2% increase in August compared to the same months last year.

Tish Wilson, Assistant Director for Youth Services, shared statistics and program highlights from the Children's Summer Reading Club and the Young Adult Summer Reading Club. Tish said the number of participants, number of hours read, number of books read and number of programs all increased this year in both the children and the young adult clubs, and she thanked the Board for their support.

Mimi Morris, Assistant Director for Branch and Extension Services, updated the Board on statistics from the Adult Summer Reading Club, saying that this year's ASRC was the largest ever with 4,083 participants, an increase of 1,847 over last year. The number of titles read this year was 41,204, an increase of 25,860 over last year's numbers. Mimi also updated the Board on the Staff Summer Reading Club, which was the largest ever with 320 staff members, an increase of 73 over last year. The number of titles read was 6,575, an increase of 2,296 over last year.

The Executive Director welcomed Kristen Allen, a student in Library Science at Indiana University. Kristen was attending the meeting in order to fulfill a school assignment.

Mark Willis, Community Relations Manager, shared highlights from the third Urban Nights event which was held in downtown Dayton on Friday, September 14th. The Main Library participated in the event. Mark told Board members that the group "Rhythm and Shoes" performed throughout the evening and the "Many of Faces of Dayton" photomural and stories project was unveiled to the public. Mark said the event was a huge success with over 900 people visiting the Main Library.

DRAFT RECORDS REQUEST, RETENTION AND DISPOSAL POLICY

The Executive Director explained that as a result of recent changes to the Ohio Records Act which will become effective September 29, 2007, the Board of Trustees would need to form a Records Commission. He also shared a revision of the Board's Records Retention Policy and schedule was being still drafted.

On a motion by Ms. Keish, seconded by Mr. Turner, the Board adopted the following resolution to create the Dayton Metro Library Records Commission:

Be It Resolved that the Board of Trustees of the Dayton Metro Library hereby creates a library records commission to be known as the Dayton Metro Library Records Commission. The Commission will be comprised of the Members and the Clerk/Treasurer of the Board of Trustees per Ohio Revised Code 149.411. The initial meeting of the Commission shall be held on Wednesday, October 17, 2007 at 5:30 p.m. to adopt record retention schedules. The Commission shall meet at least once every twelve months and shall be responsible for overseeing library compliance with the Ohio Records Law as defined in Chapter 149 of the Ohio Revised Code.

Ayes: All
Nays: None

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

On a motion by Mr. Turner, seconded by Ms. Keish, the Board adopted the following Resolution:

WHEREAS, The Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2008; and

WHEREAS, The Budget Commission of Montgomery 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 tax limitation; therefore be it

RESOLVED, By the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that the amounts and rates as determined by the Budget Commission in its certifications, 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 Public Library the rate of each tax necessary to be levied within and without the ten mill limitations as follows:

<u>Fund</u>	Amount To Be Derived From Levies Outside <u>10 M. Limitation</u>	County Auditor's Estimate of Tax Rate <u>To Be Levied</u>
General Fund	\$9,286,332*	1.25

*Amount includes Homestead and Rollback Grants

And be it further RESOLVED, That the Clerk of the Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County. A roll call vote is needed.

Jane Katsuyama, Aye
Dana Keish, Aye
Joseph Oehlers, Aye
Alan Spetter, Aye
Dennis Turner, Aye

STRATEGIC PLANNING

The Executive Director recommended that Trustees adopt the recently drafted and revised Mission Statement and Strategic goals as distributed.

On a motion by Mr. Turner, seconded by Dr. Spetter, the Board members approved the Draft Mission Statement as distributed in the Board folders.

Ayes: All
Nays: None

On a motion by Mr. Turner, seconded by Dr. Spetter, the Board members approved the six Strategic Goals as distributed in the Board folders.

Ayes: All
Nays: None

The Executive Director thanked the Trustees for their work in developing the new goals and mission statement. He then updated the Board on additional activities underway toward completing the strategic plans. He told Board members that over 440 people throughout the Montgomery County community had been invited to attend branch specific versions of the public sessions that were held at the Main Library this summer. He explained that each session includes a SWOT analysis of the branch service area and participants were to determine which of the Board's approved Strategic Goals were of the highest priority at that location. Discussions also included seeking input about what types of activities and programs should be undertaken at each branch to achieve the branch's prioritized goals.

He then discussed facilities planning with the Board members, focusing on the issues surrounding the possibility of asking voters to approve a bond levy to fund facilities improvements. He explained that the first formal step of the Board would be to approve a new Strategic Plan for Services. The work completed during the Planning for Results process will provide the Board with adequate justification for improved facilities and will help identify the specific facilities changes and improvements that must be incorporated into a final facilities plan.

He also discussed the issues that must be considered in identifying how to fund facilities improvements. Among the factors the Board will have to consider is the state of the economy and the timing of other possible bond and levy issues that are likely to be placed on the ballot in coming years, including a renewal or replacement of the Library's own operating levy that expires at the end of 2009.

Mr. Kambitsch then shared comments he had received from Board member Barbara Hayde prior to the meeting. Barbara Hayde had asked what options were available to the Board. There is a possibility that the library could repeat what it had done in 1994 when voters were asked to approve an operating levy and a capital levy in the same election. While this was successful in 1994, it would be more difficult to repeat that success because of the current economic environment and because there is a likelihood of a much larger bond issue. Conventional advice recommends putting distance between any capital levy and the operating levy. The soonest the library could gear up for a capital issue would be in the November 2008 presidential election. With that election less than 14 months away, the Board would need to work very quickly to complete and approve the facilities planning process so that the results of any polling, surveys and other feedback could be incorporated into a plan before the Board made a final commitment on the timing and the amount to ask voters.

The Board discussed at length the timetable and specific information that would be available to the Board in making its decision about whether to put a bond issue on the ballot. Mr. Turner asked, "When does the Board need to make a decision?"

Kambitsch responded by stating that there are a number of specific actions that the Board will need to take. Working backwards from November 2008, 75 days before the election the Board of County Commissioners will need to approve a Dayton Metro Library Board resolution to place the issue on the ballot. The Library also needs to build into the schedule the time it takes for the County Auditor to certify the amount to be sought during the election. By the May 2008 Board meeting, Trustees will have to feel comfortable with the proposed facilities plan, the level of community support for the plan, how much it will cost and what the impact would be on operating costs if voters approve the new facilities.

The Executive Director also discussed that the Board will need to make preliminary decisions about several elements of the plan before May. For instance the community engagement meetings still going on will provide more detailed information about what we want to do with our services and facilities. A task force will be formed with a short list of city, county and regional leaders and planning professionals to help make a number of decisions based upon the feedback received in the Library's planning meetings. This feedback will be helpful in deciding whether it is worthwhile to develop specific sites or consider the possibility of consolidating sites.

Ms. Katsuyama asked about the information to be provided to the Board. Would the Executive Director compile the results of the branch sessions, including task force recommendations, and those of our consultants, and then give the results to Board?

Mr. Kambitsch responded that the Board's role will be to first approve the Strategic Services Plan in December. The Board will then need to understand the specifics about the facilities needs and the strategies to meet those needs, culminating in a formal decision by May 2008.

President Oehlers asked, "Between now and May, what would be different if we knew right now we were not going to be on a ballot before 2010. Would the work be the same?" Ms. Katsuyama also commented about the schedule stating she wanted to be sure to keep operations going and make sure everything lines up in a timely way.

Mr. Oehlers acknowledged that the most important new information at this meeting was that November 2008 may be the best shot for the library in passing a capital ballot issue. Mr. Turner commented that he felt we needed to ensure the success of the 2009 operating levy. He felt that it is more critical to have the operating levy pass. Mr. Oehlers felt that we do not have to ask the question yet about the advisability of pursuing a capital bond campaign. He felt we need to move forward with making a decision about what we want in the plan and calculating what it will cost. In May we can ask the question about how the prospects of a bond issue might impact the operating levy.

Ms. Keish asked, "What is the optimal time we need to make a decision by?" Mr. Kambitsch responded that the sooner the better, but while the Board doesn't have to make an immediate decision, a fairly strong sense of the Board's direction needs to be developed by March.

Ms. Katsuyama asked whether the Board will have sufficient information to make such an important decision. The Board would need enough information about support from the community in leading up to the campaign. The Board needs assurance that there is appropriate demand and support. She stated that she was willing to work very hard to do whatever it takes to pass whatever we deem is necessary. She wants a clear picture of what that is.

President Oehlers stated that he would like to see two different timelines running in parallel supported by additional information for increasing the Board's understanding necessary in

making the decision. One timeline would show what information would be presented to the Board and when the Board should make whatever decisions are needed to successfully pass a bond issue in November 2008. A second timetable would do the same thing, showing the comparable steps and timetables for placing a bond issue on the ballot in 2010.

Ms. Katsuyama agreed saying that she wanted a clearer picture of need that has been gathered from the community and staff and everyone. A vision of the end result will make it easy for the Board to go to the community and ask them to support the campaign. Mr. Kambitsch stated that the consultants will provide considerable detail and that polling will assist the Board in making its decision.

President Oehlers left the meeting at 5:12 p.m. Ms. Keish assumed the role of President pro tem.

JANITORIAL SERVICE AGREEMENTS

On a motion by Mr. Turner, seconded by Dr. Spetter, the Board recommended approval of the renewal of the janitorial service agreement with Wiggins Cleaning & Carpet Service for the Main Library, Outreach Services, Belmont, Brookville, Burkhardt, Dayton View, Ft. McKinley, Huber Heights, Kettering, New Lebanon, Northmont, Vandalia, West Carrollton, Westwood and Wilmington-Stroop branch libraries in the amount of \$242,668.58 for the period October 1, 2007 through September 30, 2008.

With the same motion, the Board also approved the renewal of the janitorial services agreement with Environmental Management Group for the East, EC Doren, Madden Hills, Miamisburg, Miami Township, Northtown-Shiloh, and Trotwood branches in the amount of \$65,643.50 for the period October 1, 2007 through September 30, 2008.

Ayes: All
Nays: None

EXECUTIVE SESSION

The Executive Director explained that he felt there was no need to move into Executive Session; however he told the Board that a representation election would be held on October 10, 2007 to decide with employee organization will win representation. The election will be held at four locations with representatives from SERB managing the election.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be October 18, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Ms. Deborah Lieberman, President, Montgomery County Board of Commissioners, concerning the vacancy within the Board of Trustees of the Dayton Metro Library.
- b. The Executive Director's letter to Dwight Hooper dated August 20, 2007 concerning the request for reconsideration of the video *Babel*.
- c. The Executive Director's letter to Lisa Malone dated August 20, 2007 concerning the request for reconsideration of the book *Bad President*.
- d. The Executive Director's letter to Michael Greenwood dated August 20, 2007 concerning the request for reconsideration of the book *A Kid's First Book About Sex*.
- e. The Executive Director's letter to Steve and Jean White dated August 22, 2007 concerning their request for reconsideration of the teen novel *Wonder Woman*.

ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Board adjourned at 5:27.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Kathleen Moore, Early Literacy Specialist, Main Library, to attend the annual "NAEYC Conference" in Chicago, Illinois on November 6-11, 2007. It is further recommended that the registration fee of \$199.00 be reimbursed by the Board, airfare in the amount of \$396.00 be reimbursed by the Board, four nights of lodging not to exceed \$200.00 per night be reimbursed by the Board, shuttle service to and from the airport not to exceed \$25.00 each way (total \$50.00) be reimbursed by the Board, and meals in an amount not to exceed \$40.00 daily for four days (total \$160.00) be reimbursed by the Board.

Joe Greenward, Adult Services Division Manager, Main Library, and Jamie McQuinn, Magazine and Special Collection Division Manager, Main Library, to attend the OLC workshop "The Right Click, Version 3.0" in Columbus, Ohio on August 22, 2007. It is further recommended that registration in the amount of \$55.00 each be paid by the Board and mileage in an amount not to exceed \$67.90 be reimbursed to Joe Greenward by the Board.

Ben Murphy, Teen Librarian, Vandalia Branch, and Jeff Reid, Teen Librarian, Northmont Branch to attend the SWON workshop "Extreme Makeover: Teen Edition" in Springfield, Ohio on August 6, 2007. It is further recommended that mileage in an amount not to exceed \$22.84 be reimbursed to Ben Murphy by the Board.

Jean Gaffney, Collection Development Manager, Debra Eisert, Adult Materials Selection Specialist, BJ Moore, Youth Services Materials Selection Specialist, and Matt Kish, AV Materials Selection Specialist, Office of Collection Development, Main Library, to visit the Columbus Metro Library in Columbus, Ohio on July 31, 2007. It is further recommended that lunch be reimbursed in an amount not to exceed \$8.00 each and mileage in an amount not to exceed \$77.60 be reimbursed to Jean Gaffney by the Board.

Jean Gaffney, Collection Development Manager, Office of Collection Development, Main Library, to attend the "BIS M35 Microsoft Access" class being held at Sinclair College, Dayton, Ohio on June 11, 2007 through August 10, 2007. It is further recommended that registration be reimbursed in an amount not to exceed \$110.00 by the Board and purchase of the required book in an amount not to exceed \$109.01 be reimbursed by the Board.

Rachel Gut, Outreach Services Manager, and Fred Kirchner, Children's Librarian, Outreach Services, to attend the National Bookmobile Conference in St. Louis, Missouri on October 2-4, 2007. It is further recommended that registration for Rachel Gut in the amount of \$150.00 be paid by the Board, lodging for three nights each in an amount not to exceed \$110.00 per night be reimbursed by the Board and mileage for Rachel Gut in an amount not to exceed \$364.24 be reimbursed by the Board.

Virginia Palmer, Grants Specialist, Main Library, to attend "Grant Proposal Preparation for Experienced Professionals" in Dayton Ohio on October 19, 2007. It is further recommended that registration in the amount of \$89.00 be reimbursed by the Board.

Virginia Palmer, Grants Specialist, Main Library, to attend "2007 Network Days Conference" in New York, New York on October 5-6, 2007. It is further recommended that lodging for three nights in an amount not to exceed \$140.00 per night be reimbursed by the Board, and airfare in an amount not to exceed \$270.00 be reimbursed by the Board.

Cherie Spencer, Children's Librarian, Kettering-Moraine Branch, to attend the workshop "Making Imaginative Clay Characters" in Jordan, Minnesota from September 10-15, 2007. It is further recommended that registration in an amount not to exceed \$450.00 be reimbursed by the Board, airfare in an amount not to exceed \$244.00 be reimbursed by the Board, lodging for seven nights in an amount not to exceed \$42.60 per night be reimbursed by the Board, shuttle service to and from the airport in an amount not to exceed \$37.00 each way be reimbursed by the Board, and meals for eight days in an amount not to exceed \$40.00 per day be reimbursed by the Board.

Jennifer Sivers-Shrader, Children's Librarian, Miamisburg Branch, Cindy McNally, Reference Assistant, Miami Township Branch, Mary Limbert, Reference Assistant, Vandalia Branch, Sue Collins, Reference Assistant, Kettering-Moraine Branch, Kim Fletcher, Children's Librarian, New Lebanon Branch, Melissa Dix, Children's Librarian, Belmont Branch, Jennifer Wihebrink, Children's Librarian, Northmont Branch, Gretchen Yonata, Teen Specialist, Main Library and Wendy Torrence, Children's Librarian, Huber Heights Branch to attend "Ohio Ready to Read Basic Training" in West Chester, Ohio on August 29, 2007. It is further recommended that meals in an amount not to exceed \$8.00 each be reimbursed by the Board, mileage be reimbursed to Jennifer Sivers-Shrader and

Jennifer Wihebrink in an amount not to exceed \$69.84 each and mileage be reimbursed to Gretchen Yonata in an amount not to exceed \$33.95.

Sherrie Brittig, Reference Librarian, Magazines and Special Collections Division, Main Library, to attend the "Gem City Circle Tour" in Dayton, Ohio on September 14, 2007. It is further recommended that the registration fee of \$10.00 be reimbursed by the Board.

Teresa Gaylard, Children's Librarian, Northmont Branch, to attend the Leadership Northmont Program sponsored by Northmont Area Chamber of Commerce. It is further recommended that the registration fee of \$449.00 be paid by the Board.

Myrna Allen, Main Children's Room Manager, Main Library, and Kelly Harkrader, Children's Librarian, Main Library Children's Room, to attend "Actions and Options: Participatory Storytelling in Library Programming" in Troy, Ohio on September 24, 2007. It is further recommended that mileage for Myrna Allen be reimbursed in an amount not to exceed \$11.16.

Gretchen Yonata, Teen Specialist, Youth Services, to attend the Ohio Library Council's workshop "Turn Communication Crazy into Communication Savvy" in Columbus, Ohio on September 25, 2007. It is further recommended that registration in the amount of \$95.00 be paid by the Board and mileage be reimbursed by the Board in an amount not to exceed \$77.60.

Stephanie Cossell, Reference Assistant, Wilmington-Stroop Branch, Kevin Delecki, Children's Librarian, East Branch, and Gretchen Yonata, Teen Specialist, Youth Services, to attend the Artist Preview Night in Columbus, Ohio on September 18, 2007. It is further recommended that lunch be reimbursed in an amount not to exceed \$8.00 each and mileage be reimbursed for Kevin Delecki in an amount not to exceed \$67.90.

Karen Bryant, Children's Librarian, Trotwood Branch, Joan Gagan, Children's Librarian, Brookville Branch, Terri Stringer, Children's Librarian, Vandalia Branch, Kathleen Moore, Early Literacy Specialist, Youth Services, Rebecca Kearney, Children's Librarian, Dayton View Branch, Cindy Carpenter, Reference Assistant, Brookville Branch, Kevin Delecki, Children's Librarian, East Branch and Pat Traves, Children's Librarian, Ft. McKinley, to attend "Story Telling with Sherry Norfolk" in Troy, Ohio on September 24, 2007. It is further recommended that mileage be reimbursed to Pat Traves in an amount not to exceed \$22.31, Karen Bryant in an amount not to exceed \$25.22, Joan Gagan in an amount not to exceed \$28.13, Terri Stringer in an amount not to exceed \$14.07 and Kathleen Moore in an amount not to exceed \$22.80.

D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Barbara Van Doren, Library Technical Assistant I, 2/5 time, Grade 4, Step A, Miami Township Branch, effective August 5, 2007 at the rate of \$11.31 per hour.

Rebecca Kearney, Children's Librarian, full time, Grade 11, Step A, Dayton View Branch Library, effective August 5, 2007 at the rate of \$16.41 per hour.

It is recommended that the following promotion be accepted:

Rachelle Miller, from Business Specialist, full time, Adult Services Division, Main Library to Adult Services Assistant Division Manager, Grade S07, Step A, effective September 2, 2007 at the rate of \$21.6886 per hour.

It is recommended that the following change in location be accepted:

Cynthia Carpenter, from Reference Assistant, full time, Grade 8, Step L, Miamisburg Branch, to Reference Assistant, full time, Grade 8, Step L, Brookville Branch, effective September 2, 2007 at the rate of \$18.90 per hour.

It is recommended that the following change in hours and change in location be accepted:

James Hicks, from Library Technical Assistant I, full time, Grade 4, Step L, Circulation Division, Main Library, to Library Technical Assistant I, 4/5 time, Grade 4, Step L, EC Doren Branch, effective September 2, 2007 at the rate of \$15.69 per hour.

It is recommended that the following change in hours be accepted:

Penny Morris, from Library Technical Assistant I, 2/5 time, Grade 4, Step B, Audio Visual Division to Library Technical Assistant I, 3/5 time, Grade 4, Step B, Audio Visual Division, effective September 16, 2007 at the rate of \$11.66 per hour.

It is recommended that the following resignation be accepted:

Fred Kirchner, Children's Librarian, full time, Outreach Services, Grade 4, Step C, effective October 17, 2007 at the rate of \$19.38 per hour.

Sharon Culbertson, Library Technical Assistant I, 2/5 time, Grade 4, Step A, Youth Services, Main Library, effective September 7, 2007 at the rate of \$11.31 per hour.

Emilia Rose, Library Technical Assistant I, 2/5 time, Grade 4, Step B, EC Doren Branch, effective August 23, 2007 at the rate of \$11.66 per hour.

Eden Allison, Branch Library Manager, full time, Grade S08, Step C, Kettering-Moraine Branch, effective September 15, 2007 at the rate of \$24.7264 per hour.

It is recommended that the following retirement be accepted:

Patricia Kramer, Library Technical Assistant I, 1/2 time, Grade 4, Step L, Belmont Branch, effective October 31, 2007 at the rate of \$15.69 per hour.

It is recommended that the following notice of intent to rehire an OPERS retiree be accepted to satisfy the hearing requirements as outlined in the Ohio Revised Code.

Pearlena Sanders, Processer, hourly substitute, Grade 2, Step A, Processing Division, effective August 20, 2007 at the rate of \$8.18 per hour.

Diane Saettel, Reference Assistant, hourly substitute, Grade 8, Step G, Brookville Branch, effective November 11, 2007 at the rate of \$12.60 per hour.

It is recommended that the following leave without pay be accepted:

Lee Davey, Copy Cataloger I, full time, Catalog Division, Main Library, effective September 25, 2007 for 60.0 hours for vacation.

Desiree Davey, Copy Cataloger II, full time, Catalog Division, Main Library, effective September 25, 2007 for 60.0 hours for vacation.

Barbara Van Doren, Library Technical Assistant I, 2/5 time, Miami Township Branch, effective August 13, 2007 for 8.0 hours for personal reasons.

Wendy Torrence, Children's Librarian, full time, Huber Heights Branch, effective August 31, 2007 for 312.0 hours for personal reasons.

Marianne Ritter, Library Technical Assistant I, full time, Brookville Branch, effective August 1, 2007, for 75.0 hours for personal reasons.

Jill Clark, Promotions Assistant, full time, Community Relations Office, Main Library, effective September 20, 2007 for 8.0 hours for personal reasons.