

MINUTES OF BOARD
MEETING

September 15, 2021

The meeting of the Trustees of Lane Public Library was held at Lane Administration Center on Monday, September 15, 2021 with Trustees Ms. Sandy Pizzano, Ms. Nancy O'Neill, Mr. Ted Pickerill, Dr. Brenda Dales, and Mr. Jake Richards were present. Ms. Marcia Koenig and Ms. Karen Whalen were absent.

Joseph Greenward, Director, and Rob Carringer, Fiscal Officer, were also in attendance.

1) The meeting was called to order by Ms. Pizzano.

2) Director and Fiscal Officer Reports

a. Director's Report

We had a couple of COVID cases with our staff, as well as, a number of staff members who have had to miss work due to exposure or their children being exposed at school, but there were no disruptions to public service and we reopened on Sundays this week. We are now offering in-person, indoor programming and we have started to require masks for both staff and attendees at these programs. In addition, masks are required for all staff and patrons at the Oxford branch in compliance with the Oxford city mandate. We are monitoring President Biden's workplace vaccine mandate. OSHA regulations don't automatically apply to Ohio's public libraries, but there have been situations where Ohio BWC's Public Employment Risk Reduction Program has adapted OSHA's rules. We will be receiving 10,000 COVID home test kits for free distribution at the branches. We expect the first shipment to arrive this week.

We launched HOOPLA 2.0 for our patrons in July. This new service adds flex titles to the typical instant borrows that patrons get each month. The flex titles act more like the Ohio Digital Library titles in being limited to one copy for one user at a time. It's not as desirable as the instant borrow model, but it allowed HOOPLA to expand its catalog significantly, and we put \$10,000 into building a solid collection for the launch.

In August, our teen librarians launched a Teen Discord Server to create a new way for teens to share, socialize and visit the library virtually. This allows teens to communicate directly with our librarians, and we will be offering some virtual programs exclusive to the discord server.

Fran and Celeste have been working with the Hamilton City School District to set up library cards for every student in the district. Rather than giving them the usual physical cards, it will be set up so that their student ID number serves as their library card number. Grades K-6 will be bookmobile cards and the middle and high school grades will be the child/teen cards, so these can be used in the library, as well as, for placing holds for school delivery.

We officially announced our new Fine Free policy over the summer and the feedback from our patrons has been universally positive. There was also a nice article in the Journal News covering the change in policy.

Our Summer Reading Club was a great success again this year. Copies of Celeste's report were distributed to the Board for review.

b. Fiscal Officer's Report

It was brought to Mr. Carringer's attention, the Board Members would like to see a more condensed version of the monthly financial statements. Mr. Carringer put together for the meeting a one-page financial report showing revenue and expense categories of the General Operating Fund comparing the current month to prior year month, and current YTD month to the prior YTD month.

The detail financial reports will continue to be prepared on a monthly basis so Board members can refer back to these reports if they have any questions concerning all fund activity for the month.

The PLF (Public Library Fund) through September 2021 has reflected an increase of \$616K (15%) when compared to September 2020. This can be attributed to an increase in sales tax revenue and income tax revenue for the first nine months of 2021. Through August 2021, General Operating Fund YTD revenues were 11% higher than YTD August 2020. This can be attributed primarily to the PLF increase of \$593k for the year and First Half Real Estate Tax receipt increase of \$38K for 2021. This was offset by Patron Fines and Fees YTD decrease through August 2021 of \$7K and YTD Earnings on Investments through August 2021 of \$65k.

YTD General Operating Expenses through August 2021 are \$83K less when compared to August 2020:

- Salaries/Benefits	\$96K Decrease
- Supplies	1K Increase
- Purchased & Contracted Services	26K Increase
- Library Materials	3K Increase
- Capital Outlays	37K Decrease
- Other	20K Increase

3) All items under the consent agenda were approved by a motion from Mr. Pickerill, seconded by Ms. O'Neill with all members present voting in the affirmative. The items under the consent agenda were:

- a. Approval of the minutes of June 14, 2021 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for August 2021 – \$21,346,343.00
- c. Approval of investments as of August 31, 2021 - \$15,686,771.27
(Exhibit #2021-08-01)
- d. Approval and acknowledgement of gifts received in June, July, and August**(Exhibit 2021-08-02)**
- e. Approval of staff changes for June, July, and August 2021
(Exhibit #2021-08-03)
- f. August 2021 Stats **(Exhibit #2021-08-04)**

4) Citizen's Input: None

5) Old Business:

a. Hamilton HVAC System Project

The installation of the Hamilton HVAC is complete but there appears to be an issue with air escaping from the base of the unit. Even though the System is working properly, air escaping from the unit does make the system work harder especially when the weather is very hot or very cold. Prodigy Building Solutions is working with the manufacturer to fix the problem.
All the equipment for the Bipolar Ionization Units have been received and installation is being scheduled.

b. Oxford Branch HVAC Controls

The Oxford Branch HVAC System appears to be working very well since the controls have been updated. The next test will be how the system functions during the winter months.

6) New Business

a. Resolution Accepting Levy Amounts and Rates for 2022

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

(Board of Trustees)

Rev Code, Secs 5704.34, 5705.35

WHEREAS, This Board in accordance with the provision of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2022:
and

WHEREAS, the Budget Commission of Butler 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 Lane Public Library, Butler County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and same are hereby accepted; and be it further

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

SCHEDULE A

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

FUND	AMOUNT APPROVED BY BUDGET	AMOUNT TO BE DERIVED FROM	COUNTY AUDITOR'S ESTIMATE OF TAX RATE TO
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	COMMISSION INSIDE 10 MILL LIMITATION	LEVIES OUTSIDE 10 MILL LIMITATION	BE LEVIED	
			INSIDE 10 MILL LIMIT	OUTSIDE 10 MILL LIMIT
GENERAL FUND		2,450,000.00		0.75
GENERAL BOND RETIREMENT FUND				
PARK FUND				
RECREATION FUND				
POLICE PENSION				
FIRE PENSION				
CHARTER AMENDMENT				
ONE MILL IMPROVEMENT				
MIAMI CONSERVANCY				
LIBRARY BONDS				
TOTAL	0.00	2,450,000.00	0.00	0.75

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

FUND	COUNTY AUDITOR'S ESTIMATE OF YIELD OF LEVY (Carry to Schedule A)	MAXIMUM RATE AUTHORIZED TO BE LEVIED
GENERAL FUND Current expense levy authorized by voters on not to exceed years.		
TOTAL GENERAL FUND OUTSIDE 10 MILL LIMITATION	0.00	0.00
SPECIAL LEVY FUNDS: Levy authorized by voters on , not to exceed years.		

and be it further

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

Mr. Richards presented a motion to accept the resolution for amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. This was seconded by Ms. O'Neill and roll call vote was taken.

Roll Call Vote:

Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Ms. Marcia Koenig	Absent
Mr. Ted Pickerill	Aye
Dr. Brenda Dales	Aye

Mr. Jake Richards Aye
Ms. Karen Whalen Absent

b) Discussion about Carry-Over Balance and their Effect on Tax Levy Receipts

After submitting the 2022 Tax Budget to the Butler County Auditor, Robert Hancock, Hamilton City School Treasurer called me to discuss the large carryover balance we have accrued over the years. I explained to him we are planning to use the funds eventually for a new Hamilton Lane Library Branch but it would be at least 5 years before any construction would begin. We wanted to renew the current operating levy before any planning would begin for the new branch. My feeling after our conversation was the carryover funds weren't going to be used quick enough.

When our 2022 Tax Budget was presented to the Butler County Auditor, Mr. Hancock asked the Butler County Auditor to discuss our future plans for the carryover balance. We met with Roger Reynolds and Mike Stein of the Butler County Auditor's office on June 29th. We explained the same scenario I had given Mr. Hancock during our conversation. In addition, we have also been discussing possibilities of additional libraries in Ross and Fairfield Townships over the years. Again, the feeling was a significant amount of the carryover balance wasn't going to be used quick enough.

The Butler County Auditor's Office presented a plan to suspend our tax levy collections for the next three years. This would amount to a total of \$7.2 million. We do have the option to suspend our tax levy collection on an annual basis and this would be our preference. How quickly we can reduce the carryover balance will be determined how much in Public Library Funds (PLF) we receive from the State beginning in CY 2022. Our portion of the projected PLF Budget for CY 2022 will be about \$5.96 million. An increase from prior years. For our 2022 projected operating budget, we will need to take about \$1 million from reserves to cover regular expenses and up to \$500 thousand to be transferred to the Capital Project Funds. For CY 2022 Appropriations Budget, a total of \$1.5 million would come from reserves. At this rate, we would only reduce our carryover balance by \$4.5 million over a 3-year period.

We would still have a large carryover balance the Butler County Auditor would not be happy with. The suspension of the tax levy should not have any effect on the levy renewal process but we don't know if it would affect passage of the renewal levy.

Library Management met with the Fairfield Township Administrator about building a library in the Township. This was met with very positive feedback. The Township has some land available the Library could possibly buy. The Fairfield Township Administrator was going to discuss the matter with Township trustees at their next meeting. The Library Board was very receptive to the Fairfield Township Project.

In order to fund new library construction, a resolution to amend our 2021 Appropriations Budget and a resolution to Transfer Funds to our Capital Project Funds need to be approved.

c) Resolution to Amend 2021 Appropriations Budget

RESOLUTION # 2-21 – AMEND 2021 APPROPRIATIONS

**Resolution to Amend 2021 Appropriations Budget for
Transfer of Funds**

BE IT RESOLVED, By the Board of Trustees of Lane Public Library, Butler County, Ohio approved the 2021 Appropriations Budget at the December 14, 2020 Board Meeting. Over the years, the Library has accrued a surplus in the General Operating Fund with the intent these funds be used to update equipment, renovate and/or construct new Library Branches. The 2021 Appropriations Budget needs to be amended by \$12 million to account for the transfer of funds from the General Operating Fund (101) to the Capital Projects Fund (401). The Original and Amended

2021 Appropriation Budget are as follows:

	<u>ORIGINAL</u>	<u>AMENDED</u>
General Operating Fund	\$8,298,201.00	\$20,298,201.00
General Special Funds	\$ 736,535.00	\$1,384,199.00
Special Revenue Funds	\$ 440,404.00	\$440,404.00
Capital Projects	\$ 150,000.00	\$150,000.00
Building Maintenance	<u>\$ 320,000.00</u>	<u>\$320,000.00</u>
TOTAL APPROPRIATIONS	\$9,975,140.00	\$21,975,140.00

AND BE IT FURTHER RESOLVED, That any resolution, rule or order in conflict with the provisions of this resolution shall be held naught and wholly void.

Ms. O'Neill presented a motion to amend the 2021 Appropriations Budget for transfer of funds. This was seconded by Ms. Pizzano and a roll call vote was taken:

Roll Call Vote:

Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Ms. Marcia Koenig	Absent
Mr. Ted Pickerill	Aye
Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye
Ms. Karen Whalen	Absent

d) Transfer of Funds – From General Fund to Capital Projects Fund

RESOLUTION #03-21 – TRANSFER OF FUNDS

GENERAL FUND TO CAPITAL PROJECT FUND

BE IT RESOLVED, by the Board of Trustees of Lane Public Library, Butler County, Ohio, in regular session, that by September 30, 2021, \$12 million be transferred from the General Operating Fund (101) to the Capital Projects Fund (401) for construction of new Library Branches.

BE IT FURTHER RESOLVED, that any resolution, rule or order in conflict with the provision of this resolution be, and by the same, hereby repealed.

Ms. Pizzano presented a motion to approve transfer of funds from the General Fund to the Capital Projects Fund. This was seconded by Dr. Dales and a roll call vote was taken:

Roll Call Vote:

Ms. Sandra Pizzano Aye
Ms. Nancy O’Neill Aye
Ms. Marcia Koenig Absent
Mr. Ted Pickerill Aye
Dr. Brenda Dales Aye
Mr. Jake Richards Aye
Ms. Karen Whalen Absent

Salary Structure

Library Management compared our current Salary Ranges to other Libraries of comparable size within the State of Ohio. Since numerous organizations were starting their newly hired staff at an average of \$13.00 per hour, we were not surprised to find our salary ranges below the current market rates. Based on our analysis, Library Management presented Board members two options to increase salary ranges and therefore, actual employee salaries. The following motions and their approval were requested by Library Management to implement the salary changes:

e. Make Grade 1 positions a Grade 2 Position

Our Salary Range analysis determined that Grade 1 positions should become a Grade 2 position. There would be minimal difference between the new salary structures, therefore, consolidating these positions to a Grade 2 was recommended.

Ms. O’Neill presented a motion the current Grade 1 positions should become Grade 2 positions. This was seconded by Ms. Pizzano and all those present voted aye.

f. Salary Range Changes

The following Salary Range increases were recommended by Library Management:

	Beginning Salary Range	Ending Salary Range
Grade 2	25%	37%
Grade 3	25%	42%
Grade 4	10%	21%
Grade 5	5%	15%
Grade 6	5%	18%

Mr. Pickerill presented a motion to approve the Salary Range Changes as listed above, effective pay period beginning September 25, 2021. This was seconded by Dr. Dales and all those present voted aye.

g. Salary Increases

Based on the changes made to Salary Ranges, it is recommended employee salaries be increased according to the new beginning salary range. Employees hired after June 15, 2021 would not be eligible for the increase unless their current rate is below the new Beginning Salary Range rate. Then their salary rate would be increased to the new Beginning Salary Range rate. The Shelves will not get an increase at this time. They will be eligible for an increase in January 2022.

Beginning Salary Range

Grade 2	25%
Grade 3	25%
Grade 4	10%
Grade 5	5%
Grade 6	5%

Mr. Richards presented a motion to approve salary increases for employees based on the rates listed above. Those employees hired after June 15, 2021 will only be eligible for an increase if their current salary is below the new Beginning Salary Range rate. Then their salary would be increased to New Beginning Salary Range rate. Shelves will not get an increase at this time. The motion was seconded by Mr. Pickerill and all those present voted aye.

h. Telecommuting Policy

Mr. Greenward presented a Telecommuting Policy to the Board for approval. A number of staff have been Telecommuting since the beginning of the COVID-19 Pandemic. It was time to document our requirements in order to participate in this work from home program. Legal counsel was involved in reviewing the document and recommending any changes that should be made.

Ms. O'Neill presented a motion to approve the Telecommuting Policy. This was seconded by Ms. Pizzano and all those present voted aye.

7) General Comments

- a. The meeting was adjourned at 5:00 p.m. on a motion from Ms. Pizzano, seconded by Mr. Pickerill with all members present voting aye.
- b. The next regularly scheduled meeting of the Board will be held on Monday, October 18, 2021 at 4:00 P.M

Respectfully submitted,

Ms. Sandy Pizzano
President

Mr. Robert Carringer
Acting Secretary

LPL INVESTMENTS
As of August 31, 2021

Exhibit #2021-08-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Sept 1 2021	\$ 82,221.00	30	0.10%	Sept 30 2021	\$ 6.76	12	GIFTS & MEM 110
FIRST FINANCIAL	Sept 1 2021	\$ 64,110.36	30	0.10%	Sept 30 2021	\$ 5.27	10	ARCHIVES FUND 220
FIRST FINANCIAL	Sept 1 2021	\$ 12,930.61	30	0.10%	Sept 30 2021	\$ 1.06	56	ARCHIVES 220
FIRST FINANCIAL	Sept 1 2021	\$ 38,355.79	30	0.10%	Sept 30 2021	\$ 3.15	22	FITTON FUND 130
FIRST FINANCIAL	Sept 1 2021	\$ 31,991.82	30	0.10%	Sept 30 2021	\$ 2.63	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Sept 1 2021	\$ 80,138.43	30	0.10%	Sept 30 2021	\$ 6.59	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Sept 1 2021	\$ 223,919.70	30	0.10%	Sept 30 2021	\$ 18.40	28	GENERAL FUND 101
FIRST FINANCIAL	Sept 1 2021	\$ 1,923.15	30	0.10%	Sept 30 2021	\$ 0.16	14	CALDWELL FUND 151
FIRST FINANCIAL	Sept 1 2021	\$ 10,051.73	30	0.10%	Sept 30 2021	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Sept 1 2021	\$ 400,464.73	30	0.10%	Sept 30 2021	\$ 32.91	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Sept 1 2021	\$ 300,538.74	30	0.10%	Sept 30 2021	\$ 24.70	69	BUILDING MAINT 405
STAR OHIO	Sept 1 2021	\$ 209,226.18	30	0.10%	Sept 30 2021	\$ 17.20	2	GENERAL FUND 101
STAR OHIO PLUS	Sept 1 2021	\$ 2,317,171.13	30	0.10%	Sept 30 2021	\$ 190.45	21	GENERAL FUND 101
STAR OHIO PLUS	Sept 1 2021	\$ 89,036.21	30	0.10%	Sept 30 2021	\$ 7.32	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Sept 1 2021	\$ 67,236.63	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Sept 1 2021	\$ 7,591,617.59	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 313,097.14					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,824.94					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,733,915.39					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 15,686,771.27						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2021-06-02

Jun-21	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
7-Jun-2021	Mary Jane McNay	Unrestricted Donation		SML	\$25.00
17-Jun-2021	Trouveres Club	Unrestricted Donation	Mrs. John Hom	LAC	\$35.00
17-Jun-2021	Mary K. Wright	Restricted Donation		Lane Libraries/SML	\$28,981.28
17-Jun-2021	Mary K. Wright	Restricted Donation		Lane Libraries/SML	\$3.87
18-Jun-2021	Mr. and Mrs. James Martino	Unrestricted Donation		OXB	\$100.00
	TOTAL				\$29,145.15

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2021-07-02

Jul-21	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
2-Jul-2021	Anonymous	Restricted Contribution	N/A	SML	\$960.15
	Total				\$960.15

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2021-08-02

Aug-21	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
2-Aug-2021	Oxford Rotary Club	Restricted - Children's Books		OXB	\$250.00
17-Aug-2021	Mr.&Mrs. Gilbert Siegel	Unrestricted	John Green, Mary Evans, Dana Lee, Keith Schmidt	OXB	\$100.00
17-Aug-2021	Mr.&Mrs. Gilbert Siegel	Unrestricted	Buelah Johnson, Javier Torres, June Goggin, Dr. William Hunt	OXB	\$100.00
18-Aug-2021	Ms. Eleanor Fisher	Unrestricted		FFB	\$75.00
	Total				\$525.00

Jun-21

STAFF CHANGES
EXHIBIT #2021-06-03

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
	None					

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
10-Jun-2021	April Huerta	Public Service Associate	37.5	3	1202	FFB
10-Jun-2021	Savannah Usher	Public Service Assistant	37.5	2	1202	FFB

Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
10-Jun-2021	Sara Stapf	Support Services Supervisor	37.5	4	1200	HAM
10-Jun-2021	Emmy Piatt	Branch Manager	37.5	6	1100	HAM
10-Jun-2021	Kristen Howard	Public Service Assistant	20.0	2	1200	HAM
10-Jun-2021	Emily Mays	Public Service Assistant	20.0	2	1200	HAM

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
10-Jun-2021	Odalis Jimenz Linares	Public Service Associate	25.0	3	1202	FFB

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	None					

Jul-21

STAFF CHANGES
EXHIBIT #2021-07-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
6-Jul-2021	Jacob Lee	Public Service Associate	20.0	3	1208	TECH CNTR
12-Jul-2021	Brooklyn Agin	Public Service Assistant	20.0	2	1202	FFB
12-Jul-2021	Emma Darby	Public Service Associate	20.0	3	1202	FFB
12-Jul-2021	Maria Falcon	Public Service Associate	37.5	3	1200	HAM
12-Jul-2021	Hannah Kuhn	Shelver	15.0	0	1302	FFB
14-Jul-2021	Suja Pandey	Public Service Associate	20.0	3	1208	TECH CNTR
15-Jul-2021	Erika Schultz	Shelver	15.0	0	1200	HAM
20-Jul-2021	Emily Spencer	Public Service Associate	20.0	3	1200	OXB
22-Jul-2021	Jackie Berberich	Public Service Associate	20.0	3	1204	OXB
26-Jul-2021	Emma Estridge	Shelver	15.0	0	1302	FFB

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
28-May-2021	Lucy Hayes	Public Services Assistant	SUB	2	1202	FFB
4-Jun-2021	Robby Head	Public Services Assistant	20.0	3	1201	BKM
9-Jun-2021	Mollie Sweeney	Public Services Assistant	20.0	2	1200	HAM
20-Jul-2021	Reznor Walden	Shelver	15.0	0	1302	FFB
25-Jun-2021	Olliander Harrison	Shelver	15.0	0	1300	HAM
30-Jun-2021	Carol Bowling	Branch Manager	37.5	6	1100	HAM
30-Jun-2021	Roberta Smith	Public Services Associate	37.5	3	1200	HAM
1-Jul-2021	Angella Shores	Public Services Associate	20.0	3	1208	TECH CNTR

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
15-Apr-2021	Amanda Lehman	Public Services Associate	SUB	3	1200	HAM
20-Jul-2021	Molly Ehrmschwender	Public Services Associate	20.0	3	1201	BKM

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Aug-21

STAFF CHANGES
EXHIBIT #2021-08-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
5-Aug-2021	Janelle Rainey	Public Services Associate	20.0	2	1201	FFB
10-Aug-2021	Peyton Braunstein	Public Services Associate	20.0	3	1208	CTC
25-Aug-2021	Savannah Bryant	Public Services Associate	20.0	3	1208	CTC
25-Aug-2021	Christy Ott	Public Services Associate	20.0	3	1200	HAM
31-Aug-2021	Leilani Sloan	Public Services Associate	25.0	3	1201	BKM

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
7-Aug-2021	Molly Ehrnschwender	Public Services Associate	20	3	1201	BKM

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
25-Aug-2021	Mike Busam	Public Services Assistant	37.5	3	1201	BKM
25-Aug-2021	Kim (Lucy) Hayes	Receiving Clerk	20.0	3	1205	LAC

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

VIRTUAL PROGRAMMING							
EXHIBIT 2021-08-04 #2							
ADULT PROGRAMS	SMITH	FFB	LPL	OXB	TECH	TOTAL	
# Virtual Programs		4			1		
# Live Virtual Programs		2	1	4	1	4	
Live Virtual Program Attendance		13			7	62	
# Virtual Outreach Programs							
Virtual Outreach Attendance							
TEEN PROGRAMS							
# Virtual Programs			1				
# Live Virtual Programs							
Live Virtual Program Attendance							
# Virtual Outreach Programs							
Virtual Outreach Attendance							
CHILDREN PROGRAMS							
# Virtual Programs		2	2	1			
# Live Virtual Programs		2					
Live Virtual Program Attendance		50					
# Virtual Outreach Programs							
Virtual Outreach Attendance							
OTHER PROGRAMMING							
ADULT PROGRAMS	SMITH	FFB	LPL	OXB	TECH	TOTAL	
# Take & Make Programs		1	2				
# Take & Make Kits Handed Out		30	82				
# Passive Programs							
# Passive Program Participants							
Outreach # Conducted							
Outreach - Attendance							
TEEN PROGRAMS							
# Take & Make Programs		1	2	1		1	
# Take & Make Kits Handed Out			107			25	
# Passive Programs							
# Passive Program Participants							
Outreach # Conducted							
Outreach - Attendance							
CHILDREN PROGRAMS							
# Take & Make Programs		1	4			3	
# Take & Make Kits Handed Out		30	320			130	
# Passive Programs							
# Passive Program Participants							
Outreach # Conducted							
Outreach - Attendance							

