

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

Date: April 23, 2019

Meeting: Regular

Place: Oakley Branch Library - 4033 Gilmore Avenue

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden

Trustees Absent: Mr. Moran

Present: Brett Bonfield, Paula Brehm-Heeger, Molly DeFosse, Staci Dennison, Holbrook Sample, Lisa Todd, and Beth Yoke

PUBLIC COMMENTS

None.

ACTION ITEMS

RESOLUTION HONORING ANNE KELLER

Ms. Kohnen presented the following resolution:

Whereas, Anne Keller first entered the library profession in August, 1975 as a reference librarian in the Education and Religion Department of the Public Library of Cincinnati and Hamilton County, and

Whereas, Mrs. Keller worked for 17 years as a valued employee of the Public Library of Cincinnati and Hamilton County, creating the Grants Resource Center in 1979, working as the administrative assistant to Library Director James R. Hunt in 1984, and as Public Relations Director in 1987, and

Whereas, Mrs. Keller began working with the Friends of the Public Library in 1998, and was named Executive Director of the organization in 1999, and,

Whereas, Mrs. Keller helped the Friends expand the number and location of books sales and move the Friends from its facility on Dana Avenue to the current Hartwell warehouse in 2001, expanding the staff to eight part-time employees, and,

Whereas, While serving as the Executive Director of the Friends, she helped the organization provide \$100,000 in seed money to the Library Foundation, and,

Whereas, While serving as the Executive Director of the Friends, she helped raise more than \$3.2 million to support the events, services, and collection of the Public Library of Cincinnati and Hamilton County, and,

Whereas, Throughout her tenure with the Friends of the Public Library, Mrs. Keller kept pace with the Library's advancing technology, new services, and growing facilities by supporting programs, purchasing materials and equipment, and advocating for Library funding,

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

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

Ms. Kohnen moved that the Board adopt the resolution as it is written.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden ... 6 ayes. The motion carried. (07-2019).

Ms. Brehm-Heeger requested the Board approve an updated Photography and Videotaping in the Public Library policy and Mrs. LaMacchia moved to:

- Approve the proposed changes to the Photography and Videotaping in the Public Library Policy.

The Library has updated the Photographing and Videotaping policy (Exhibit I). These updates have been reviewed by the Hamilton County Prosecutor's office. Additionally, the Library intends to post this notice outside of any Library program or event where Library staff may be photographing or recording: "This program may be photographed or videotaped for Library promotional or historical purposes. Notify Library staff if you prefer not to be documented." This notice will be used in place of our current "consent to be photographed" form.

Current Policy: Photographing and Videotaping in the Public Library Policy

Photography or videotaping is generally permitted if it is for general Public Library promotion by the media, student projects, and/or strictly for personal use.

In order to protect the rights of individual Library customers and to reduce distractions, photographing and videotaping on Library property are restricted as follows:

Under no circumstances may the public, members of the media, or Library staff take photographs or videotape without the express permission of any Library customers who would be prominently included within the composition.

Requests to photograph or videotape for commercial purposes are not permitted without approval by The Eva Jane Romaine Coombe Director of the Library. Requests for permission to photograph or videotape for commercial purposes must be submitted in writing for review by The Eva Jane Romaine Coombe Director.

Proposed Policy: Photographing and Videotaping in the Public Library Policy

Photography or videotaping is generally permitted if it is for general Public Library promotion by the media, student projects, and/or strictly for personal use.

Photography on Library property is generally permitted provided it is not disturbing customers or invading their personal space.

Requests to photograph or videotape for commercial purposes are not permitted without approval by The Eva Jane Romaine Coombe Director of the Library. Requests for permission to photograph or videotape for commercial purposes must be submitted in writing for review by The Eva Jane Romaine Coombe Director.

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden ... 6 ayes. The motion carried. **(08-2019)**.

Ms Kohnen presented the following and Ms. Allen moved to:

- Approve the 2020 Budget:

2020 BUDGET

The Hamilton County Budget Commission has allowed the Library to file modified tax budgets since fiscal year 2005, with the understanding that ongoing approval is subject to annual review. A request to submit a modified 2020 budget was submitted to the Budget Commission on March 14, 2019.

The Library is required to submit its annual budget to Hamilton County by May 31, 2019. The proposed 2020 operating budget balances current funding expectations, current operating costs, and capital project plans. The capital budget has been constructed on the basis of need – that is, what’s needed to fund top priorities for capital building and improvement projects. The completion of the Facility Master Plan will provide a more informed capital budget for the next several years once it is completed.

OPERATING BUDGET

The proposed general fund operating budget of \$65,405,000 is approximately 3.9% greater than 2019 appropriations. It provides allowances for increases in salary rates and other categories of expenditure in support of the strategic plan of the organization.

**The Public Library of Cincinnati and Hamilton County
2020**

	<u>General Fund</u>	
	2019	2020
Beginning Balance	13,455,000.00	13,455,000.00
Public Library Fund	39,886,750.00	58,422,277.00
Local Tax Levy	37,313,249.00	36,971,223.00
Subtotal	77,199,999.00	95,393,500.00
Other Library Revenue	3,255,001.00	3,131,500.00
Total Receipts	80,455,000.00	98,525,000.00
Operating Expenditure	62,955,000.00	65,405,000.00
Transfers Out	17,500,000.00	44,825,000.00
Total Expenditure	80,455,000.00	110,230,000.00
Ending Balance	13,455,000.00	1,750,000.00
Less Contingency	-	1,750,000.00
Available Balance	13,455,000.00	-

CAPITAL BUDGET

The capital budget includes the remaining anticipated projects identified in the 2016 comprehensive facilities plan. This list will be updated upon completion of the Facility Master Plan at the end of 2019.

\$	14,325,000	Ongoing Maintenance
	3,500,000	elevator upgrade and skylight
	3,000,000	Main Library updates
	1,000,000	System wide signage project
	5,000,000	Miami Township Branch replacement
	3,000,000	Greenhills Branch Replacement
	3,000,000	Elmwood Place Branch Replacement
	3,000,000	Mt. Healthy Branch Replacement
	1,500,000	Hyde Park Renovation
	2,500,000	Norwood auditorium and accessibility
	5,000,000	Accessibility Projects
\$	44,825,000	

CONTINGENCIES

The budget reserves two contingencies – a \$1,750,000 operating contingency (3%) in the General Fund and a \$2,000,000 capital contingency in the Building and Repair Fund.

FUNDING – CARRYFORWARD & REQUIRED NEW FUNDING

The General Fund expects to end 2019 with \$13,455,000 of available funding. To fund the 2020 budget, the Library will need intergovernmental revenue of almost \$95.4 million. The source of that revenue is the Public Library Fund (PLF) and local property taxes. For budget purposes, property tax receipts for 2020 are estimated at \$36,971,223 which is approximately the amount

expected for 2019. The balance of the intergovernmental revenue, \$58,422,277, is being requested from the PLF.

- Approve the conceptual design for the Price Hill Branch Accessibility Project, which includes the majority of active public service on the lower level entering at grade level from the rear of the building. There will be elevator access to the second floor with controlled access to meeting rooms and an adult reading area. The addition and parking will primarily be on the south side (rear) of the lot. The details will be worked through during the schematic design phase with anticipated completion at the end of June 2019.
- Authorize the Eva Jane Romaine Coombe Director to enter into a contract with Messer Construction Co. as the firm most qualified for Construction Manager of the Price Hill Branch Accessibility project. The Library received Statements of Qualifications from three firms interested in providing construction management services for the project and ranks the top three firms as follows:
 1. Messer Construction Co.
 2. Megen Construction Company
 3. Diversified Facility Solutions
- Approve the award of the contract to lowest responsible bidder, Leo J. Brielmeier Co. and approve the Distribution Center Renovation Project Budget including the contingency of 10% as follows:

Project budget:

Contract:	\$ 518,500
Contingency:	\$ 51,850
Total Construction Budget:	\$ 570,350

- Authorize the Eva Jane Romaine Coombe Director to approve change orders that do not increase the overall budget and to execute the Certificate of Substantial Completion for the Distribution Center Renovation Project. All change orders will be reported to the Board for confirmation.
- Approve the award of the contracts to lowest responsible bidders and approve the 2018 Energy Retrofit Project Budget including the contingency of 10% as follows:

Trade Contract	Contractor	Bid
#01 Fire Suppression	Preferred Fire Protection	\$ 847,800
#02 Air Handling Units	EAP, Inc.	281,500
#03 Boiler	Blackmore and Glunt, Inc.	205,850
#04 1950's Building Electric	Atkins & Stang, Inc.	702,000
#05 HVAC upgrades	The Geiler Co.	2,387,815
		4,424,965
Contingency		442,496
		\$ 4,867,461

- Authorize the Eva Jane Romaine Coombe Director to approve change orders that do not increase the overall budget and to execute the Certificate of Substantial Completion for the 2018 Energy Retrofit Project. All change orders will be reported to the Board for confirmation.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden ... 6 ayes. The motion carried. **(09-2019)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- As of April 22nd, the Library has four new senior administrators on the leadership team.
 - Chief Operating Officer (COO) Brett Bonfield oversees the Regional Managers, Security, and will lead Service Operations staff.
 - Chief Technology and Logistics Officer (CTLO) Holbrook Sample leads Technology, Cataloging and Processing, Conservation Services, Genealogy and Local History, Materials Selection and Acquisitions, Outreach, Shipping and Receiving, Sorting and Materials Retrieval, and TechCenter / MakerSpace.
 - Regional Manager for Region Two, Kathy Bach, was most recently manager of the Delhi Branch and has been with the Library for twenty-five years.
 - Human Resources Director, Lisa Todd, leads Human Resources staff as well as planning, developing, and establishing a comprehensive program of HR administration.
- After twenty-one years of service, Anne Keller retired as the Executive Director of the Friends of the Library on March 31st. During Anne's tenure, the Friends grew into a business that sells materials to people locally and across the nation, donates hundreds of thousands of dollars to the Library annually, operates a Used Book Store at the Hartwell Warehouse and a gift shop at the Main Library, and enjoys the services of scores of volunteers. The Board approved a resolution thanking Anne for her years of service and dedication.
- House Bill (HB) 166, Governor DeWine's state budget proposal for Fiscal Years (FY) 2020-2021, was formally introduced on March 25th.
- Representative Tom Brinkman (R-Cincinnati) has reintroduced legislation that would allow taxing authorities to prevent public libraries from placing a tax issue on the ballot. The legislation would change the current language in ORC 5705.23 regarding the placement of issues on the ballot by taxing authorities from "shall" to "may."
- The Ohio Library Council's (OLC) annual legislative day was held April 9th in Columbus and provided the opportunity for Library advocates, including staff from the Public Library of Cincinnati and Hamilton County, to talk with legislators about the importance of public library service.

- The Southwest Regional Libraries and Workforce Collaborative comprised of representatives from Workforce Boards, OhioMeansJobs (OMJ) Centers, and public libraries across the region, held their second meeting on March 28th. Discussion focused on collective efforts to serve employers and jobseekers through joint efforts of the Workforce Boards, OMJ Centers, and libraries, as well as participation from CET as they build resources to assist the community in finding jobs.
- On Saturday, February 23rd, Ms. Brehm-Heeger visited a session of Saturday Hoops, and along with a former Teen Advisory Board member, spoke to the group about the support the Library can give for being a productive, happy young person, reminding everyone that the Library is open to all. On Friday, April 5th, Ms. Brehm-Heeger spoke at the morning Bridge Series, offering the group of community and business leaders an overview of the Library's current services and an overview of our Facility Master Plan process that will help build the Next Generation Library.
- This year the Staff Development days taking place from March – May and including all staff are focused on the StrengthsFinder assessment. Senior Leadership engaged in this assessment late last year. This opportunity for all staff to similarly identify their strengths, reflect on how to utilize those strengths for their own development and that of their team and the Library, is an exciting organization-wide opportunity for growth. Ms. Brehm-Heeger has been holding a series of “Coffee Klatches” designed to informally talk with staff, and has had conversations about how to incorporate this strength-based approach into the Library's organizational culture.
- Emilio Estevez's film, *the public*, set in Cincinnati and filmed predominately at the Library, had its Cincinnati premier on March 29th. The film's general release was April 5th.
- The Annual Friends of the Library Book Sale will be held at the Friends Used Book Store in Hartwell from June 1st – June 8th.
- The Anderson Township Library Association's (ATLA) Annual Used Book Sale will be held from June 21st – June 23rd at Nagel Middle School.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Ms. Kohnen reported that:

- The Library closed on the Walnut Hills property next to the branch on March 11, 2019. The Library is in the process of cleaning up the lot and will be filing for the property tax exemption for 2020 (the exemptions are granted on a calendar year and the Library will be responsible for the remainder of this year's taxes).
- The 2018 Main Library Roof – North Building project began the week of April 1, 2019. The Library anticipates there will be a fair amount of noise in removing the rock at the beginning of the project with some level of noise to continue during the project.

STRATEGY COMMITTEE REPORT

Mrs. LaMacchia reported that:

- With the recent administrative reorganization, the Strategy Department now includes Customer Experience, Education and Homework Support, and Programming along with Civic Engagement, Government Relations, Internal Communications, and Marketing.
- The Facility Master Plan project formally kicked-off in late February with meetings of the Staff Advisory Team and Community Advisory Council. On March 18th, the Library's first community forum in Walnut Hills was held with thirty-seven attendees from the community who began to explore how their library branch might be re-envisioned. Also in March, Design Impact facilitated two focus groups in Price Hill to gather input from underserved segments of the community, specifically individuals with disabilities and the Hispanic community. Preparations are underway for a community forum on April 23rd for the Madisonville Branch, and will be held at the Madisonville Recreation Center from 6:30 to 8 p.m. Preparations are also underway for two focus groups in Walnut Hills with senior citizens and residents of the Evanston community. The Library is holding a Staff Strategic Visioning Workshop on April 29th and a Community Strategic Visioning Workshop on April 30th. The Strategic Visioning Workshops will be an interactive, educational, creative, and enjoyable event led by a trio of facilitators from Group 4 Architecture, Research + Planning.

In addition, there will a community meeting on May 9, 2019 in Price Hill to present the design concepts for the Branch.

- In February, the Staff Engagement Taskforce presented its final report and recommendations to the Senior Leadership Team (SLT), and distributed them to all staff via our Intranet. Recommendations focused on staff empowerment, workplace improvement, communication, and staff retention. Report recommendations were reviewed by SLT and will be passed on to the new Human Resources Director and Chief Operating Officer once they have started their positions for further discussion and progress.
- ULC STEM Cohort: On March 13th – 14th, Paula Brehm-Heeger and Lisa Soper attended a kickoff meeting for the Urban Libraries Council (ULC) Partners for Middle School STEM cohort. The Library will partner with Cincinnati Public Schools and the Greater Cincinnati STEM Collaborative to engage youth at Bond Hill Academy and the Bond Hill Branch.
- Main Library pop-up activities include:
 - The March “Pop-Up” in the Main Library atrium focused on social services and yielded positive results.
 - April’s pop-up is being hosted by the Education and Homework Support Department, who will provide homework assistance in the atrium from 3 p.m. to 6 p.m. Monday through Thursday.
 - In May, the Main Library atrium pop-up will focus on workforce development services and resources, and incorporate activities for In Demand Jobs Week, May 6th – May 10th.
 - Another innovative element to the atrium pop-ups may be a partnership with Findlay Kitchen. This would include experimenting with the provision of a food cart (offering food / snacks for purchase) in the atrium for a six month trial period, as well as joint programming on topics such as small business development, healthy eating, and careers in the food industry.

- Recent / upcoming events and exhibits:
 - *Teen Poetry Contest*: The annual contest runs April 1st – April 30th.
 - *An Evening with Nnedi Okorafor*: On Thursday, May 2nd at 7:30 p.m., the Main Library will host award-winning novelist Nnedi Okorafor. Nnedi Okorafor, who is from Cincinnati, writes African-based science fiction, fantasy, and magical realism for both youth and adults.
 - *Ohioana 2019*: The Library, in partnership with the Hamilton County Committee of the Ohioana Library, will host their annual event honoring local authors on Sunday, April 14th at 1:30 p.m.
 - The Library will again present Summer Adventure for customers of all ages. The goal of this program is to encourage customers to participate in reading and enrichment activities throughout the summer while staying engaged with the Library.
 - June 1st – 8th: Explore the Arts
 - June 9th – 15th: Explore Pop Culture
 - June 16th – 22nd: Explore Maker & Technology
 - June 23-29: Explore Science
 - June 30th – July 6th: Explore Your Neighborhood
 - July 7th – 13th: Explore Nature
 - July 14th – 20th: Explore Games
 - July 21st – 31st: Explore Sports
 - Summer Adventure will also include:
 - Summer Meals and Snacks: The Library is partnering with UMC Food Ministries and Mt. Healthy City Schools to provide meals and snacks at the Main Library and fifteen branch locations.
 - Summer STEAM Programming: These programs are specially designed to provide opportunities for students to explore STEAM through hands-on activities. Summer enrichment opportunities such as these help battle summer learning loss and prepare students to start school in the fall ready to learn.
 - Brain Camps: Week-long camps at Main Library and eight branches for students in grades one to five.
 - Adventure Labs: Drop-in activities for students in grades one to five and six to eight at twelve Library locations.
 - STEAM Adventures – Space Cadets: A ninety minute hands-on exploration of astronomy for grades one to five at all Library locations.
 - *NASA @ My Library: Space Days*: As part of the Library’s NASA @ My Library grant initiative, we are hosting Space Days at several Library locations in April and continuing throughout the year.
 - *Pop-Up Play*: The Main Library is partnering with 3CDC to host Pop-Up Play at Washington Park, each Wednesday from 1 p.m. to 3 p.m. from May 29th – August 7th. Each week, Library staff will lead fun and educational activities for children and families in the park.
 - *May the Fourth Art Contest*: The Library is partnering with a group of local illustrators from the Cincinnati Fan Art Collective to host a May the Fourth Art Contest. Participants are encouraged to submit their Star Wars-inspired artwork at any Library location through April 20th. The contest is open to youth ages six through eighteen.
 - *Artists Reaching Classrooms*: The Taft Museum of Art’s annual Artists Reaching Classrooms exhibition will be on view April 10th – May 17th. Students from twelve area high schools will exhibit a variety of artwork, including painting, photography, digital design, and ceramics.

- *Design Lab*: Design LAB, Cincinnati’s annual student architectural design education program and competition, will be on display at the Main Library from April 27th – May 4th.
- *Hero Bearcats*: The Library is partnering with the University of Cincinnati to host Hero Bearcat statues at the Main Library and Corryville Branch Library to celebrate the University’s Bicentennial. Hero Bearcat statues will be on display through October.
- *Bookworks XX*: The 20th annual Cincinnati Book Arts Society (CBAS) exhibit Bookworks will be on display on the second floor connector at the Main Library from May 22nd – September 1st.

DEVELOPMENT COMMITTEE REPORT

Ms. Kohnen reported that:

- The Library Foundation has applied and been approved for a grant from the Jacob G. Schmidlapp fund in support of Pop-Up Preschool. The grant focuses on several key elements of Pop-Up Preschool including early literacy, social, emotional, and language development for children; and for caregivers, modeling behaviors and activities that can be done at home. If the grant is received, we will explore the possibility of expanding the program to more Library locations in 2020, prioritizing locations that are outside of Cincinnati Public School / Preschool Promise service area and school districts where kindergarten readiness scores are low.
- The Library submitted its annual funding request to the Friends at their board meeting on February 1st and it was provisionally accepted pending final budget approval in May.

OPERATIONS COMMITTEE REPORT

Ms. Redden introduced Chris Oaks, Oakley Branch Manager.

Chris reported that:

- The Oakley Branch will be celebrating its thirtieth anniversary in May 2019 amidst the backdrop of a neighborhood with rapid development and an influx of young families and professionals. In response to this growth, Chris and his staff have been creating events and classes targeted towards these demographics. These include hands-on classes, such as beer brewing and one pot meals for the culinary-minded; events such as “The Great Oakley Beard-Off,” which featured history and promoted men’s health in a fun way; and the popular escape room events that reach a younger audience looking for social activities featuring pop culture.

Ms. Redden reported that:

- As mentioned in the February 2019 report, the Library’s Passport Application Acceptance Service is expanding to two more locations. The Corryville Branch went live on Saturday, April 6th. The Symmes Township Branch will go live on Saturday, April 20th. At branch locations the service is offered on Saturdays by appointment only.

TECHNOLOGY COMMITTEE REPORT

Ms. Clemons reported that:

- Six charging tables will be placed in four departments at the Main Library. Customers have three charging options at the tables: iPhone, USB, and micro USB. Each table has matching chairs and four sets of the charging options to satisfy the high demand to power devices.
- A six-bay locker has been installed in TeenSpot for customers to secure their devices while they are charging. There are the same options for charging as the charging tables, as well as a regular electric plug to meet the variety of charging needs customers have expressed.
- In late April, the Library will trial a “Lucky Day” collection at the Main Library. Customers will be able to check out in-demand titles from the Lucky Day display in the atrium without waiting or putting the book on hold. If successful, the Library may expand Lucky Day collections, as budget permits.
- All staff email accounts and calendars have been converted to Office 365. This will allow the staff of the Library to roll out and use the suite of communication and productivity tools that make up Office 365, such as Teams, To-Do, and Yammer.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Allen reported that:

- On Friday, February 15, 2019 at 10:38 a.m. Human Resources (HR) Manager, Kyla Hardin received an EEOC charge via email. The charge of discrimination based on age and disability was filed by Vigea Becker. As of the writing of this update (March 29, 2019), a response to the charge is being prepared in collaboration with attorney Matt Wagner.
- April 9th was National Library Workers’ Day, where the Library celebrates and recognizes all library workers. This is a day that communities across the country recognize the valuable contributions made by library workers. National Library Workers’ Day honors the Library’s staff for their commitment to serve with excellence. This year, all staff could have any existing overdue fines removed from their cards, and Managers received a thank-you card with a Kroger gift card to use for their staff. The Staff Morale and Recognition Team also sponsored activities throughout the week, encouraging staff to take part in the celebration.
- The Library’s ArtsWave Annual Community Campaign ended on March 3rd. Staff contributed \$3,704 during this year’s campaign, which exceeded our goal of \$3,500.
- Research and work toward the new Educational Assistance Plan has continued over the past several months. Recommendations and options are being finalized and will be discussed with the new Human Resources Director with the intention of presenting to the Human Resources Committee before June.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held February 12, 2019.
- Monthly Financial Reports – for the periods ending February 28, 2019 and March 31, 2019.
- Marketing Board Report – February 2019 and March 2019.
- Contributions, Gifts, and Donations – February 2019 and March 2019.

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000

February 1, 2019 - March 31, 2019

2/5/2019	Thomas R. Schiff Foundation	Fotofocus Grant #2	\$ 6,300.00
2/27/2019	MLK Coalition	ML King Fund support	\$ 1,000.00
3/8/2019	Library Foundation	Homework Help - Dater Foundation	\$ 50,000.00
3/8/2019	Library Foundation	Support for Summer Adventure	\$ 24,869.35
3/29/2019	Library Foundation	Annual Caldecott Gift	\$ 1,000.00
3/29/2019	Library Foundation	Annual Eva Jane Romaine Coombe distribution	\$ 39,732.29
3/29/2019	Library Foundation	Annual Mary S. Stern Lecture distribution	\$ 43,860.21
Various	Friends of the Public Library	Support for Programs	\$ 4,296.38

- Personnel Change Report reflects changes through March 23, 2019.

Personnel Change Report

Action	Full Name	Agency	Job Title	FTE	Grade	Effective Date
Appointment	Bay, Melissa A	Monfort Heights Branch	Shelver	0.30	01	01/27/2019
Appointment	Bodenstein, Shannon M	Loveland Branch	Shelver	0.30	01	01/27/2019
Appointment	Bryant, Emma-Rose K	Walnut Hills Branch	Library Services Assistant	0.60	03	01/27/2019
Appointment	Easterling, Douglas H	St Bernard Branch	Shelver	0.30	01	01/27/2019
Appointment	Heindel, Kim C	Hyde Park Branch	Shelver	0.30	01	01/27/2019
Appointment	Hogue, Lemuel J	Youth Services	Shelver	0.60	01	01/27/2019
Appointment	Jaafari, Leila A	Youth Services	Shelver	0.60	01	01/27/2019
Appointment	Price, Heather N	West End Branch	Library Services Assistant	1.00	03	01/27/2019
Appointment	Richter, Michael S	Youth Services	Senior Library Services Assistant	0.50	04	01/27/2019
Appointment	Toft, Anne C	North Central Branch	Library Services Assistant	0.50	03	01/27/2019
Appointment	Cordier, Michelle R	Madeira Branch	Shelver	0.30	01	02/10/2019
Appointment	Garza, Carys V	Madeira Branch	Library Services Assistant	0.50	03	02/10/2019
Appointment	Gerhardt, Abigayle M	Cheviot Branch	Library Services Assistant	0.50	03	02/10/2019
Appointment	Hubbard, Stephona J	Sharonville Branch	Library Services Assistant	0.50	03	02/10/2019

Appointment	Janssen, Kasie L	Conservation Services	Senior Conservation Assistant	1.00	04	02/10/2019
Appointment	Lamb, Jacob S	Madeira Branch	Shelver	0.30	01	02/10/2019
Appointment	Lane, Dashawn L	Shipping & Receiving	Truck Driver	1.00	03	02/10/2019
Appointment	TenEyck, Judith J	Bond Hill Branch	Teen Librarian	0.50	07	02/10/2019
Appointment	Walker, Carroll W	Maintenance Services	Maintenance Technician	1.00	05	02/10/2019
Appointment	Bauer, Amy R	Norwood Branch	Library Services Assistant	0.50	03	02/24/2019
Appointment	Clark, Kelsey N	Blue Ash Branch	Library Services Assistant	0.50	03	02/24/2019
Appointment	Dudak, Leah T	Popular Library	Reference Librarian	1.00	07	02/24/2019
Appointment	Fagan, Marygrace M	Symmes Township Branch	Shelver	0.30	01	02/24/2019
Appointment	Gay, Ryan M	Northside Branch	Teen Librarian	1.00	07	02/24/2019
Appointment	Hedrick, Bailey D	Corryville Branch	Shelver	0.30	01	02/24/2019
Appointment	Largent, Madeleine E	Avondale Branch	Homework Help Aide	0.30	01	02/24/2019
Appointment	Rolfert, Heather A	North Central Branch	Shelver	0.30	01	02/24/2019
Appointment	Sadler, Miranda R	Avondale Branch	Teen Librarian	1.00	07	02/24/2019
Appointment	Wood, Max W	Sharonville Branch	Library Services Assistant	0.60	03	02/24/2019
Appointment	McPherson, Kennedy L	Corryville Branch	Library Services Assistant	0.50	03	03/10/2019
Appointment	Perry, Olivia R	Mt. Healthy Branch	Shelver	0.30	01	03/10/2019
Appointment	Richmond, Erin E	Genealogy & Local History	Senior Library Services Assistant	0.50	04	03/10/2019
Appointment	Sheehy, Kelly L	Marketing	Content Specialist	1.00	07	03/10/2019
Change	Trame, Mary	Sorting & Materials Retrieval	Page	1.00	01	01/27/2019
Change	Dovel, Abigail L	Hyde Park Branch	Library Services Assistant	0.50	03	01/27/2019
Change	Newmark-Weishan, Catherine	Deer Park Branch	Teen Librarian	1.00	07	01/27/2019
Change	Clark, Eric C	Virtual Information Center	Library Services Assistant	1.00	03	02/10/2019
Change	Powell, Megan N	Madisonville Branch	Senior Library Services Assistant	1.00	04	02/10/2019
Change	Adams, Linda J	Wyoming Branch	Teen Librarian	1.00	07	02/24/2019
Change	Allen, Malonna D	College Hill Branch	Library Services Assistant	0.50	03	02/24/2019
Change	Kitchen, Rosalee A	Delhi Township Branch	Children's Librarian	1.00	07	03/10/2019
Demotion	Reed, Jessica	Northside Branch	Library Services Assistant	1.00	03	03/10/2019
Departure	Havlin, Katlyn N.	Clifton Branch	Shelver	0.30	01	02/05/2019
Departure	Abbatiello, Amy L.	Covedale Branch	Library Services Assistant	0.60	03	02/08/2019
Departure	Eallonardo, Magdalene A.	Reading Branch	Shelver	0.30	01	02/09/2019
Departure	Wreath-Canterbury, Sara L.	Clifton Branch	Senior Library Services Assistant	0.50	04	02/09/2019

Departure	Egan, Kevin M.	Safety & Security Services	Security Guard	1.00	05	02/11/2019
Departure	Dietz, Michaela G.	Madeira Branch	Shelver	0.30	01	02/12/2019
Departure	Kennedy-English, Michael S.	Service Operations	Floater	1.00	05	02/15/2019
Departure	Walker, Carroll W.	Maintenance Services	Maintenance Technician	1.00	05	02/15/2019
Departure	Allison, Carl A.	Human Resources	Human Resources Director	1.00	14	02/22/2019
Departure	Dressman, Jeremy S.	HVAC Services	HVAC Technician	1.00	06	02/22/2019
Departure	Perry, Thomas J.	Hyde Park Branch	Shelver	0.30	01	02/27/2019
Departure	Byrd, Anthony R.	Information Technology	PC App Spec / Altiris Admin	1.00	07	03/01/2019
Departure	Rayburn, Anna E.	Madeira Branch	Shelver	0.30	01	03/02/2019
Departure	Wilson, Erin E.	Genealogy & Local History	Digital Services Assistant	1.00	05	03/06/2019
Departure	Mechley, Jonathan D.	West End Branch	Senior Library Services Assistant	1.00	04	03/12/2019
Departure	Wood, Sean C.	Sorting & Materials Retrieval	Page	1.00	01	03/13/2019
Departure	Eastman, Anne C.	Information & Reference Dept	Senior Library Services Assistant	0.50	04	03/15/2019
Departure	Easterling, Sheridan K.	Groesbeck Branch	Library Services Assistant	0.60	03	03/22/2019
Departure	McDowell, Jamilah I.	Anderson Branch	Library Services Assistant	1.00	03	03/23/2019
Promotion	Adkins, Charles M	Maintenance Services	Maintenance Technician	1.00	05	01/27/2019
Promotion	Chatterjee, Sagoree	Blue Ash Branch	Senior Branch Manager	1.00	10	02/24/2019
Promotion	Mell, Kurt R	Loveland Branch	Library Services Assistant	0.50	03	02/24/2019
Promotion	Sample, Holbrook H	Service Operations	Chief Tech & Logistics Officer	1.00	14	02/24/2019
Promotion	Wilson, Ella B	Clifton Branch	Senior Library Services Assistant	0.50	04	02/24/2019
Promotion	Thomas, Songhay	Elmwood Place Branch	Senior Library Services Assistant	1.00	04	03/10/2019

1/27/19 - 3/23/19

- Statistical Report for March 2019.
- Top Ten Circulating Titles for March 2019.
- Investment Report (summary of invested balances) as of February 28, 2019 and March 31, 2019.

EXHIBIT III

Investment Report

	Amount 2/28/2019	Amount 3/31/2019
<u>Fifth Third Investment</u>		
General Fund	\$2,000,000.00	\$2,000,000.00
	<u>\$2,000,000.00</u>	<u>\$2,000,000.00</u>
<u>Operating Account</u>		
General Fund	\$6,067,390.87	\$4,359,015.48
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	552,288.76	576,039.54
Building and Repair	10,059,219.88	9,758,987.38
Permanent Trust Funds	1,348,278.39	1,325,768.54
	<u>\$18,257,177.90</u>	<u>\$16,249,810.94</u>
STAR Ohio		
Building and Repair	1,088,356.09	1,090,485.95
Managed Investments (Trust Funds):		
Permanent Trust Funds	\$6,752,501.00	\$6,752,501.00
	<u>\$6,752,501.00</u>	<u>\$6,752,501.00</u>
GRAND TOTAL	<u><u>\$28,098,034.99</u></u>	<u><u>\$26,092,797.89</u></u>

Ms. Kohnen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden ... 6 ayes. The motion carried. **(10-2019)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary