

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

Date: December 10, 2019

Meeting: Annual

Place: Board Room - Main Library - 800 Vine Street

ANNUAL MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Ms. Clemons

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

ELECTION OF OFFICERS

Ms. LaMacchia moved that Ms. Monica Donath Kohnen be nominated for President of the Board, Ms. Allen seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia and Ms. Redden ... 5 ayes. The motion carried. **(23-2019)**.

Ms. Allen moved that Mrs. Elizabeth H. LaMacchia be nominated for Vice President of the Board, Ms. Kohnen seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia and Ms. Redden ... 5 ayes. The motion carried. **(24-2019)**.

Ms. Redden moved that Ms. Karen R. Clemons be nominated for Secretary of the Board, Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia and Ms. Redden ... 5 ayes. The motion carried. **(25-2019)**.

Ms. Redden moved the following committee assignments:

Facilities and Finance and Audit

Robert G. Hendon, Chair
Nadine L. Allen
Diane Cunningham Redden

Human Resources

Nadine L. Allen, Chair
Karen R. Clemons
Elizabeth H. LaMacchia

Operations

Diane Cunningham Redden, Chair
Karen R. Clemons
Robert G. Hendon

Technology

Karen R. Clemons, Chair
Diane Cunningham Redden
New Board Member

Strategy

Elizabeth H. LaMacchia, Chair
Robert G. Hendon
New Board Member

Development

Elizabeth H. LaMacchia, Chair
Nadine L. Allen
New Board Member

Ms. Kohnen seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia and Ms. Redden ... 5 ayes. The motion carried. **(26-2019)**.

REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING

The Human Resources Committee met December 4. Committee Chair, Nadine Allen and Committee Members Elizabeth LaMacchia and Karen Clemons, as well as Board President, Robert Hendon, were in attendance. Staff members Paula Brehm-Heeger and Kyla Hardin were also in attendance.

Ms. Allen reported that the Committee recommended:

- Appoint Molly DeFosse, Chief Finance and Facilities Officer, as Fiscal Officer. The Board approve a stipend of \$5,000 annually for the duties of the Fiscal Officer.
- Appoint Alesha Sanders, Senior Financial Analyst, as Deputy Fiscal Officer. Ms. Sanders receives no additional compensation for serving in this capacity
- Appoint Paula Brehm-Heeger as Eva Jane Romaine Coombe Director at an annual base salary of \$237,494 for 2020, but because there are 27 pay periods in 2020, the Board approved an annual rate of 246,628 to accommodate the extra payroll for the year. All staff will likewise be paid for 27 pays in 2020.

Ms Kohnen seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia and Ms. Redden ... 5 ayes. The motion carried. **(27-2019)**.

Ms. Allen reported:

ANNUAL APPROPRIATION RESOLUTION AND ESTIMATED RESOURCES FOR FISCAL 2020

The Ohio Department of Taxation has set our 2020 Public Library Fund receipts at \$41,793,176 and Hamilton County has estimated property tax levy receipts of \$37,211,623. Using these amounts, total General Fund resources are estimated to be \$82,035,000, as follows:

2020 GENERAL FUND RESOURCES

| | |
|----------------------------------|--------------------------------------|
| Operating Contingency | \$1,750,000.00 |
| Unencumbered Balance | 12,750,000.00 |
| PRIOR YEAR CARRYFORWARD | <u>14,500,000.00</u> |
| Public Library Fund | 41,793,176.00 |
| Hamilton County Property Tax | 37,211,623.00 |
| Other Income | 3,030,201.00 |
| NEW INCOME | <u>82,035,000.00</u> |
| TOTAL ESTIMATED RESOURCES | <u><u>\$96,535,000.00</u></u> |

It is recommended that the 2020 General Fund appropriation (spending authority) be set at **\$88,265,000**, distributed by account as follows. The 2020 budget was prepared incorporating a merit increases based on performance. Overall, the General Fund appropriations excluding transfers and one-time salary expenses associated with 27 pays in 2020 are approximately 2.5% greater than original 2019 appropriations. The increase is primarily the result of budgeted merit increase for staff for 2020, an increase in the library materials appropriation to account for the cost of electronic materials, increased expenses associated with contracted security and anticipated capital expenditures related to technology. The General Fund also includes funding to supplement employee Ohio Library Council dues up to 50% of the membership cost up to \$45 per employee.

2020 GENERAL FUND APPROPRIATION

| | |
|---------------------------------|-------------------------------|
| Salaries | \$32,745,000.00 |
| Retirement Benefits | 4,515,000.00 |
| Insurance Benefits | 4,620,000.00 |
| Supplies | 1,705,750.00 |
| Purchased & Contracted Services | 10,871,250.00 |
| Library Materials & Information | 9,585,000.00 |
| Capital Outlay | 1,143,500.00 |
| Other Objects | 579,500.00 |
| Other Financing Uses - Transfer | 22,500,000.00 |
| TOTAL APPROPRIATION | <u>\$88,265,000.00</u> |

In addition to the General Fund, estimated resources and appropriations have been prepared for special revenue, capital and permanent (trust) funds. These recommendations plus unencumbered carry-forward balances for all funds are summarized below. Trust fund principals, a total of \$6,755,228 are excluded from permanent fund balances.

| FUND | 2020 ESTIMATED AVAILABLE BALANCE (3) | 2020 ESTIMATED RESOURCES | 2020 APPROPRIATION |
|--------------------------------|--|--------------------------------|--------------------------------|
| General Fund | \$14,500,000.00 | \$82,035,000.00 | \$88,265,000.00 (1) |
| Building & Repair Capital Fund | 16,635,973.08 | 22,500,000.00 (2) | 36,890,000.00 |
| Special Revenue (4 funds) | 860,495.78 | 442,500.00 | 542,725.00 |
| Permanent (44 funds) | 1,333,612.90 | 192,900.00 | 282,500.00 |
| Total | <u>\$33,330,081.76</u> | <u>\$105,170,400.00</u> | <u>\$125,980,225.00</u> |

(1) Includes \$22.5 million capital transfer to Building & Repair.

(2) Includes \$22.5 million transfer from General Fund.

(3) Balances are estimates at 12/31/19. Final actual balances will be reported to the County.

The Special Revenue and Permanent Funds appropriations include routine spending, as well as appropriations from the Armstrong Fund to be used as necessary in working towards our strategy of becoming a top workplace in the area, support in the community engagement process (both which may include the purchase of refreshments), and to supplement the tuition assistance plan.

It is recommended that the Board adopt a Resolution to provide for expenditures during the fiscal year ending December 31, 2020, the resources of the Library be appropriated at the fund and object levels outlined below. Upon approval by the Board, this information will be submitted to the Hamilton County Budget Commission as the Library's **2020 Annual Appropriation Resolution and Certificate of Sources Available for Expenditure**.

2020 ESTIMATED RESOURCES and APPROPRIATIONS

| | General Fund 1100 | Building & Repair Fund 4001 | TOTAL Special Revenue Funds | TOTAL Permanent Funds | TOTAL |
|-------------------------------------|----------------------|--------------------------------|-----------------------------|-----------------------|-----------------------|
| Unencumbered Balance | 15,740,000.00 | 16,704,325.62 | 886,578.93 | 1,314,488.76 | 34,645,393.31 |
| ESTIMATED RESOURCES | | | | | |
| Intergovernmental Receipts | 79,004,799.00 | - | - | - | 79,004,799.00 |
| Patron Fines & Fees | 893,000.00 | - | - | - | 893,000.00 |
| Services Provided to Other Entities | 10,000.00 | - | - | - | 10,000.00 |
| Contributions, Gifts, and Donations | 285,000.00 | - | 442,500.00 | 1,500.00 | 729,000.00 |
| Earnings on Investments | 802,000.00 | - | - | 191,400.00 | 993,400.00 |
| Miscellaneous Revenue | 1,040,201.00 | - | - | - | 1,040,201.00 |
| Other Financing Sources | - | 22,500,000.00 | - | - | 22,500,000.00 |
| Total Resources | 82,035,000.00 | 22,500,000.00 | 442,500.00 | 192,900.00 | 105,170,400.00 |
| APPROPRIATION | | | | | |
| Salaries | 32,745,000.00 | - | - | - | 32,745,000.00 |
| Retirement Benefits | 4,515,000.00 | - | - | - | 4,515,000.00 |
| Insurance Benefits | 4,620,000.00 | - | - | - | 4,620,000.00 |
| Other Employee Benefits | - | - | - | 77,000.00 | 77,000.00 |
| Purchased/Contracted Services | 10,871,250.00 | 4,390,000.00 | 237,800.00 | 48,500.00 | 15,547,550.00 |
| Supplies | 1,705,750.00 | - | 274,850.00 | 57,000.00 | 2,037,600.00 |
| Library Materials and Information | 9,585,000.00 | - | 5,900.00 | 100,000.00 | 9,690,900.00 |
| Other Objects | 579,500.00 | - | - | - | 579,500.00 |
| Capital Outlay | 1,143,500.00 | 32,500,000.00 | 24,175.00 | - | 33,667,675.00 |
| Debt Service | - | - | - | - | - |
| Other Financing Uses | 22,500,000.00 | - | - | - | 22,500,000.00 |
| Contingency | - | - | - | - | - |
| Total Appropriation | 88,265,000.00 | 36,890,000.00 | 542,725.00 | 282,500.00 | 125,980,225.00 |

2020 ESTIMATED RESOURCES and APPROPRIATIONS - Special Revenue Funds

| | Insurance 2090 | And/MW 2101 | Lib Program 2152 | Gifts 2199 | TOTAL Special Rev |
|-------------------------------------|-------------------|------------------|---------------------|-------------------|----------------------|
| Unencumbered Balance | 150,000.00 | 74,964.83 | 35,436.45 | 626,177.65 | 886,578.93 |
| ESTIMATED RESOURCES | | | | | |
| Intergovernmental Receipts | - | - | - | - | - |
| Patron Fines & Fees | - | - | - | - | - |
| Services Provided to Other Entities | - | - | - | - | - |
| Contributions, Gifts, and Donations | - | 27,500.00 | 15,000.00 | 400,000.00 | 442,500.00 |
| Earnings on Investments | - | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - | - |
| Other Financing Sources | - | - | - | - | - |
| Total Resources | - | 27,500.00 | 15,000.00 | 400,000.00 | 442,500.00 |
| APPROPRIATION | | | | | |
| Salaries | - | - | - | - | - |
| Retirement Benefits | - | - | - | - | - |
| Insurance Benefits | - | - | - | - | - |
| Other Employee Benefits | - | - | - | - | - |
| Purchased/Contracted Services | - | 17,800.00 | - | 220,000.00 | 237,800.00 |
| Supplies | - | 4,850.00 | 20,000.00 | 250,000.00 | 274,850.00 |
| Library Materials and Information | - | 900.00 | - | 5,000.00 | 5,900.00 |
| Other Objects | - | - | - | - | - |
| Capital Outlay | - | 4,175.00 | - | 20,000.00 | 24,175.00 |
| Debt Service | - | - | - | - | - |
| Other Financing Uses | - | - | - | - | - |
| Contingency | - | - | - | - | - |
| Total Appropriation | - | 27,725.00 | 20,000.00 | 495,000.00 | 542,725.00 |

2020 ESTIMATED RESOURCES and APPROPRIATIONS - Permanent Funds

| | Anderson 8101 | Armstrong 8102 | K Brown 8106 | Cochran 8108 | Feld 8112 | Inc Expense 8114 | Glueck 8116 | Goldsmith 8117 | Greider 8118 | Abell 8119 | Hadley 8120 |
|-------------------------------------|------------------|-------------------|-----------------|------------------|------------------|---------------------|-----------------|-------------------|-----------------|-----------------|------------------|
| Unencumbered Balance * | 14,691.57 | 815,886.15 | 1,150.63 | 17,498.79 | 47,391.76 | 88,053.62 | 1,227.64 | 2,893.93 | 505.38 | 2,218.06 | 36,552.50 |
| ESTIMATED RESOURCES | | | | | | | | | | | |
| Intergovernmental Receipts | - | - | - | - | - | - | - | - | - | - | - |
| Patron Fines & Fees | - | - | - | - | - | - | - | - | - | - | - |
| Services Provided to Other Entities | - | - | - | - | - | - | - | - | - | - | - |
| Contributions, Gifts, and Donations | - | - | - | - | - | - | - | - | - | 1,000.00 | - |
| Earnings on Investments | 1,600.00 | 30,000.00 | 900.00 | 500.00 | 40,000.00 | 4,000.00 | 300.00 | 700.00 | 100.00 | 1,500.00 | 2,000.00 |
| Other Financing Sources | - | - | - | - | - | - | - | - | - | - | - |
| Total Resources | 1,600.00 | 30,000.00 | 900.00 | 500.00 | 40,000.00 | 4,000.00 | 300.00 | 700.00 | 100.00 | 2,500.00 | 2,000.00 |
| APPROPRIATIONS | | | | | | | | | | | |
| Salaries | - | - | - | - | - | - | - | - | - | - | - |
| Retirement Benefits | - | - | - | - | - | - | - | - | - | - | - |
| Insurance Benefits | - | - | - | - | - | - | - | - | - | - | - |
| Other Employee Benefits | - | 45,000.00 | 1,000.00 | 5,000.00 | - | - | - | - | - | - | 15,000.00 |
| Purchased/Contracted Services | - | 5,000.00 | - | - | - | 5,000.00 | - | - | - | - | - |
| Supplies | - | 10,000.00 | - | - | - | 10,000.00 | - | - | - | - | - |
| Library Materials and Information | - | - | - | - | 50,000.00 | - | 1,000.00 | 2,500.00 | - | 1,000.00 | - |
| Other Objects | - | - | - | - | - | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - | - | - |
| Other Financing Uses | - | - | - | - | - | - | - | - | - | - | - |
| Contingency | - | - | - | - | - | - | - | - | - | - | - |
| Total Appropriation | - | 60,000.00 | 1,000.00 | 5,000.00 | 50,000.00 | 15,000.00 | 1,000.00 | 2,500.00 | - | 1,000.00 | 15,000.00 |

* Excludes Principal

2020 ESTIMATED RESOURCES and APPROPRIATIONS - Permanent Funds

| | Hatfield 8121 | Heekin 8123 | HeiselDunlap 8124 | Heunefeld 8125 | Iacobucci 8126 | Lib Materials 8127 | Kahn 8128 | KaneMerton 8129 | Kersten 8130 | King 8132 | Lenke 8133 |
|-------------------------------------|------------------|----------------|----------------------|-------------------|-------------------|-----------------------|---------------|--------------------|-------------------|-----------------|---------------|
| Unencumbered Balance * | 1,380.33 | 590.25 | 24,641.55 | 1,167.08 | 747.81 | 795.91 | 428.86 | 899.75 | 110,966.84 | 510.71 | 558.38 |
| ESTIMATED RESOURCES | | | | | | | | | | | |
| Intergovernmental Receipts | - | - | - | - | - | - | - | - | - | - | - |
| Patron Fines & Fees | - | - | - | - | - | - | - | - | - | - | - |
| Services Provided to Other Entities | - | - | - | - | - | - | - | - | - | - | - |
| Contributions, Gifts, and Donations | - | - | - | - | - | - | - | - | - | 500.00 | - |
| Earnings on Investments | 200.00 | 200.00 | 4,500.00 | 500.00 | 100.00 | 400.00 | 100.00 | 100.00 | 55,000.00 | 500.00 | 200.00 |
| Other Financing Sources | - | - | - | - | - | - | - | - | - | - | - |
| Total Resources | 200.00 | 200.00 | 4,500.00 | 500.00 | 100.00 | 400.00 | 100.00 | 100.00 | 55,000.00 | 1,000.00 | 200.00 |
| APPROPRIATIONS | | | | | | | | | | | |
| Salaries | - | - | - | - | - | - | - | - | - | - | - |
| Retirement Benefits | - | - | - | - | - | - | - | - | - | - | - |
| Insurance Benefits | - | - | - | - | - | - | - | - | - | - | - |
| Other Employee Benefits | - | - | 10,000.00 | - | - | - | - | - | - | - | - |
| Purchased/Contracted Services | - | - | - | - | - | - | - | - | 10,000.00 | - | - |
| Supplies | - | - | - | - | - | - | - | - | 35,000.00 | - | - |
| Library Materials and Information | 1,000.00 | - | - | 1,000.00 | - | - | - | - | - | - | - |
| Other Objects | - | - | - | - | - | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - | - | - |
| Other Financing Uses | - | - | - | - | - | - | - | - | - | - | - |
| Contingency | - | - | - | - | - | - | - | - | - | - | - |
| Total Appropriation | 1,000.00 | - | 10,000.00 | 1,000.00 | - | - | - | - | 45,000.00 | - | - |

* Excludes Principal

2020 ESTIMATED RESOURCES and APPROPRIATIONS - Permanent Funds

| | Lewis | Marsh | Meister | Nolan | O'Brien | Plaut | DeMarke | Rhein | Hattendorf | SchildScore | Sackett |
|-------------------------------------|-----------------|---------------|---------------|-----------------|-----------------|---------------|---------------|-----------------|---------------|---------------|------------------|
| | 8134 | 8137 | 8139 | 8145 | 8147 | 8151 | 8154 | 8155 | 8157 | 8159 | 8160 |
| Unencumbered Balance * | 1,178.56 | 739.79 | 511.06 | 1,754.18 | 1,019.60 | 605.32 | 570.16 | 4,379.79 | 618.62 | 389.88 | 52,282.24 |
| ESTIMATED RESOURCES | | | | | | | | | | | |
| Intergovernmental Receipts | - | - | - | - | - | - | - | - | - | - | - |
| Patron Fines & Fees | - | - | - | - | - | - | - | - | - | - | - |
| Services Provided to Other Entities | - | - | - | - | - | - | - | - | - | - | - |
| Contributions, Gifts, and Donations | - | - | - | - | - | - | - | - | - | - | - |
| Earnings on Investments | 200.00 | 100.00 | 100.00 | 300.00 | 100.00 | 300.00 | 100.00 | 200.00 | 200.00 | 100.00 | 20,000.00 |
| Other Financing Sources | - | - | - | - | - | - | - | - | - | - | - |
| Total Resources | 200.00 | 100.00 | 100.00 | 300.00 | 100.00 | 300.00 | 100.00 | 200.00 | 200.00 | 100.00 | 20,000.00 |
| APPROPRIATIONS | | | | | | | | | | | |
| Salaries | - | - | - | - | - | - | - | - | - | - | - |
| Retirement Benefits | - | - | - | - | - | - | - | - | - | - | - |
| Insurance Benefits | - | - | - | - | - | - | - | - | - | - | - |
| Other Employee Benefits | - | - | - | - | - | - | - | - | - | - | - |
| Purchased/Contracted Services | - | - | - | 1,000.00 | - | - | - | 1,000.00 | - | - | - |
| Supplies | - | - | - | - | - | - | - | 1,000.00 | - | - | - |
| Library Materials and Information | 1,000.00 | - | - | - | - | - | - | - | - | - | 25,000.00 |
| Other Objects | - | - | - | - | - | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - | - | - |
| Other Financing Uses | - | - | - | - | - | - | - | - | - | - | - |
| Contingency | - | - | - | - | - | - | - | - | - | - | - |
| Total Appropriation | 1,000.00 | - | - | 1,000.00 | - | - | - | 2,000.00 | - | - | 25,000.00 |

* Excludes Principal

2020 ESTIMATED RESOURCES and APPROPRIATIONS - Permanent Funds

| | Dwyer | Stern, Ruth | Stern,Martha | Gillespie | Striker | T&R | Trager | Howard | ValerioFamily | Levesay | Dehner | TOTAL |
|-------------------------------------|-----------------|---------------|-----------------|-----------------|---------------|-----------------|---------------|------------------|------------------|---------------|-----------------|---------------------|
| | 8163 | 8164 | 8165 | 8166 | 8170 | 8172 | 8174 | 8175 | 8179 | 8183 | 8184 | Permanent |
| Unencumbered Balance * | 3,410.86 | 405.01 | 1,222.56 | 2,821.29 | 474.84 | 1,526.98 | 801.95 | 36,365.21 | 31,497.19 | 607.80 | 548.37 | 1,314,488.76 |
| ESTIMATED RESOURCES | | | | | | | | | | | | |
| Intergovernmental Receipts | - | - | - | - | - | - | - | - | - | - | - | - |
| Patron Fines & Fees | - | - | - | - | - | - | - | - | - | - | - | - |
| Services Provided to Other Entities | - | - | - | - | - | - | - | - | - | - | - | - |
| Contributions, Gifts, and Donations | - | - | - | - | - | - | - | - | - | - | - | 1,500.00 |
| Earnings on Investments | 2,000.00 | 200.00 | 300.00 | 200.00 | 200.00 | 900.00 | 400.00 | 20,000.00 | 1,500.00 | 100.00 | 500.00 | 191,400.00 |
| Other Financing Sources | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Resources | 2,000.00 | 200.00 | 300.00 | 200.00 | 200.00 | 900.00 | 400.00 | 20,000.00 | 1,500.00 | 100.00 | 500.00 | 192,900.00 |
| APPROPRIATIONS | | | | | | | | | | | | |
| Salaries | - | - | - | - | - | - | - | - | - | - | - | - |
| Retirement Benefits | - | - | - | - | - | - | - | - | - | - | - | - |
| Insurance Benefits | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Employee Benefits | - | - | - | - | - | - | - | - | - | - | 1,000.00 | 77,000.00 |
| Purchased/Contracted Services | - | - | - | 1,500.00 | - | - | - | - | 25,000.00 | - | - | 48,500.00 |
| Supplies | 1,000.00 | - | - | - | - | - | - | - | - | - | - | 57,000.00 |
| Library Materials and Information | 500.00 | - | 1,000.00 | - | - | 1,000.00 | - | 15,000.00 | - | - | - | 100,000.00 |
| Other Objects | - | - | - | - | - | - | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Financing Uses | - | - | - | - | - | - | - | - | - | - | - | - |
| Contingency | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Appropriation | 1,500.00 | - | 1,000.00 | 1,500.00 | - | 1,000.00 | - | 15,000.00 | 25,000.00 | - | 1,000.00 | 282,500.00 |

* Excludes Principal

Ms. Kohnen seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia and Ms. Redden ... 5 ayes. The motion carried. (28-2019).

ANNUAL MEETING RESPONSIBILITIES

Ms. Allen requested:

PUBLIC OFFICIAL BONDS

Section 3375.32 of the Ohio Revised Code requires a library fiscal officer to execute a bond in an amount and with surety to be approved by the board, payable to the board, and conditioned for the

faithful performance of the official duties required. In accordance with that statute, it is recommended that new public official bonds be executed in the name of Molly DeFosse, Fiscal Officer and Alesha Sanders, Senior Financial Analyst/Deputy Fiscal Officer, each in the amount of \$500,000 for terms commencing December 31, 2019 and ending December 31, 2020.

RESOLUTION/AUTHORIZATION FOR BANK ACCOUNTS

The annual change of officers of the Board and the annual appointment of a Fiscal Officer requires notification to our banking service providers. In addition, they require a resolution of the Board assigning the authority for financial transactions. It is requested that the Board adopt the resolution attached as Exhibit A, which is based on the following provisions of the Ohio Revised Code:

Per ORC 3375.32, the board *shall elect* a fiscal officer who shall serve for a term of one year. ORC 3375.36 states that the board *may appoint* a deputy fiscal officer.

ORC 3375.35 states in part that “no moneys credited to a free public library shall be paid out except on a check signed by the fiscal officer of the board having jurisdiction over said moneys and the president, vice-president, or secretary of said board”. The Library traditionally has designated the Fiscal Officer and President as co-signers on all checks. Both signatures are applied through a secure check-signing system.

ORC 3375.36 states that the fiscal officer shall be the treasurer of the library funds. ORC 3375.38 states that “all the duties...relating to the moneys to the credit of or to be credited to a board of library trustees of a free public library shall be complied with by dealing with the fiscal officer of such board”. On the basis of these two broad authorizations, the Library Fiscal Officer and, by written designation, the Deputy Fiscal Officer have been authorized to transfer funds between library accounts and to buy and sell investments. The Library’s Investment Policy, approved by the Board on October 13, 2015, establishes these responsibilities as well. Further, it would be impractical to require a board member’s signature for these routine transactions.

Our bankers also need to know who is authorized to enter into contracts and agreements. As previously established, the attached resolution designates that “the Fiscal Officer and the President or Vice President jointly are authorized”.

Finally, the proposed resolution states that the Eva Jane Romaine Coombe Director or Fiscal Officer is authorized to sell donated stock.

RESOLUTION/AUTHORIZATION FOR 2019 TAX LEVY ADVANCES

The first settlement of annual property tax receipts generally is not complete until May, but the Hamilton County Auditor makes advance payment of the taxes collected and held in the county treasury. However, an advance will only be processed when the organization’s governing body has passed an initial blanket resolution and the authorized official formally requests each advance in writing. It is requested that the Board adopt the following resolution to this purpose, which is based on the form suggested by the County Auditor.

Resolution Requesting the County Auditor to Make Advance Payments of Taxes
Pursuant to Ohio Revised Code § 321.34

Whereas, the Ohio Revised Code allows for requests for advance payments from the County Auditor funds derived from taxes or other sources to the County Treasurer, which may be held on account of a local subdivision;

Therefore, be it resolved by the Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio:

Section 1. That the Auditor and the Treasurer of Hamilton County in accordance with Ohio

Revised Code § 321.34, be requested to draw and pay to the Public Library of Cincinnati and Hamilton County upon the written request of Molly DeFosse, Fiscal Officer, to the County Auditor, funds due in any settlement of 2017 derived from taxes or other sources, payable to the County Treasurer to the account of the Public Library of Cincinnati and Hamilton County, and lawfully applicable for purposes of the fiscal year January – December 2018.

Section 2. That the Fiscal Officer of the Public Library of Cincinnati and Hamilton County shall forward to the County Auditor a certified copy of this Resolution.

These matters are submitted for review and appropriate action.

Ms. Redden moved that the Board approve the Public Official Bonds, the Resolutions/Authorization for Bank Accounts, and the Resolution/Authorization for the Tax Levy Advances.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia and Ms. Redden ... 5 ayes. The motion carried. **(29-2019)**.

The Annual Meeting was then adjourned.

President

Attest: Secretary

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

Date: December 10, 2019

Meeting: Regular

Place: Board Room - Main Library – 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Ms. Clemons

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

PUBLIC COMMENTS

None.

ACTION ITEMS

- David Schnee from Group 4 presented the executive summary (Section I) of the Library's Facility Master Plan.

Ms. LaMacchia motioned to accept.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, and Mr. Moran... 5
eyes. The motion carried. **(30-2019)**.

Ms. LaMacchia moved the following:

Authorize financial assistance in the form of reimbursement for staff members for Ohio Library Council (OLC) dues up to \$45 per participating staff member. This is a common practice among Ohio public libraries as well as a recommendation from the Staff Engagement survey, and represents . 50% of the membership cost per staff member for the highest tier most staff will fall under. For memberships greater than \$90, the maximum reimbursement will be \$45 per participating staff member..

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden... 5 ayes. The motion carried. **(31-2019)**.

Ms. Redden moved the following:

- Approve the following revision:

General Fund

Revenue

| | |
|---------------------------------|------------------------|
| Intergovernmental - increase by | \$ 1,900,000.00 |
| <i>Increase in resources</i> | <u>\$ 1,900,000.00</u> |

Expenses

| | |
|--|------------------------|
| Salaries - decrease by | \$ (750,000.00) |
| Retirements benefits - decrease by | \$ (100,000.00) |
| Insurance benefits - decrease by | \$ (250,000.00) |
| Purchased and contracted services - decrease by | \$ (400,000.00) |
| Other objects- decrease by | \$ (100,000.00) |
| Other financing uses - transfers out - increase by | \$ 3,500,000.00 |
| <i>Increase in expenses</i> | <u>\$ 1,900,000.00</u> |

Building & Repair Fund

Revenue

| | |
|--|------------------------|
| Other financing sources - transfers in - increase by | \$ 3,500,000.00 |
| <i>Increase in resources</i> | <u>\$ 3,500,000.00</u> |

Armstrong Fund

Expenses

| | |
|-----------------------------|--------------------|
| Supplies - increase by | \$ 2,000.00 |
| <i>Increase in expenses</i> | <u>\$ 2,000.00</u> |

A Transfer Out from the General Fund of \$3,500,000 offsetting savings based on the overall Facility Master Plan (FMP) needs exceeding available funding and the interest of front-loading the projects. An increase in the Building and Repair Fund in Transfers in the amount of \$3,500,000 and an increase in the Armstrong Fund of \$2,000 for additional expenses related to increased attendance at the Staff Recognition event.

- Authorize the transfer of those funds included in the above revisions of the 2019 Estimated Resources and Annual Appropriations.
- Modify contract amount for TC #05 HVAC Upgrades for The Geiler Company originally reported for \$2,387,815 and to \$2,393,315. The contracts for the energy retrofit project were approved in April 2019 and we recently discovered a discrepancy in the reported amount.
- Confirm the following change orders which are the result of modifications to original specifications that were clarified as the detail work got underway.

| | | | |
|--------------------------------------|---------------------------|-----------------|-------------|
| TC#01 Fire Suppression | Preferred Fire Protection | Change order #1 | \$ 9,376.55 |
| TC#04 Building Electrical Switchgear | Atkins & Stang, Inc. | Change order #1 | \$ 9,869.00 |
| TC#05 HVAC Upgrades | The Geiler Company | Change order #1 | \$ 3,190.00 |

- Authorize publication of a notice for statements of qualifications from all three types of professional services firms in order to hire an architect, surveyor, or engineer for a project with professional services fees of less than \$50,000.

Architect, Engineer or Surveyor Services

The Board of Trustees of the Public Library of Cincinnati and Hamilton County may employ an architect, engineer or surveyor in 2020.

Architects, engineers or surveyors interested in being considered should reply with a statement of qualifications no later than Friday, January 10, 2020. Statements of qualification should include information regarding the firm’s history; education and experience of owners and key personnel; the technical expertise of the firm’s staff for the services provided; previous library projects completed by the firm; the firm’s experience and capabilities in cost estimating and construction administration and coordination; and client and contractor references. Proposals should be transmitted to Paula Brehm-Heeger, The Eva Jane Romaine Coombe Director, Third Floor Administrative Offices, Public Library of Cincinnati and Hamilton County, 800 Vine Street, Cincinnati, Ohio 45202.

- Approve revision of the following permanent (trust) fund principal amounts are revised, effective December 31, 2019, based on additional donations received in 2019.

| Fund | Principal 1/1/2019 | 2019 Donations | Principal 12/31/19 |
|-------|--------------------|----------------|--------------------|
| Abell | 86,769.00 | 1,727.80 | 88,496.80 |
| King | 23,120.00 | 1,000.00 | 24,120.00 |

- Authorize revisions to the appropriations as needed from now until the end of the year to close out the 2019 General Fund. Any revisions made will be reported to the Board in February 2020.
- Approve all unencumbered funds in the General Fund as of December 31, 2019, be carried forward in accordance with Ohio Revised Code Section 3375.40(L). We anticipate an unencumbered balance of approximately \$14 to 15 million to carry forward to 2020. This includes an operating contingency of \$1,750,000, representing the allowable 3% of the budget, and approximately \$12.25-13.25 million available for operations in 2020, which equates to slightly more than two months of operating expenses.
- Approve the Price Hill Branch accessibility project budget, excluding furniture and the activation of the front lawn, be increased from \$6,000,000 to \$7,300,000 based on the result of the bidding and the current market.
- Authorize publication of the advertisement for bids of the Price Hill Branch accessibility project. Further, the authorization of the Eva Jane Romaine Coombe Director to review the bids with the Chair of the Facilities and Finance and Audit Committee and enter into contracts with the lowest, responsible bidder for each trade.

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administration Offices of the Main Public Library, 800 Vine Street, Cincinnati, Ohio 45202, until 12:00 noon, local time Wednesday, January 15, 2020 for furnishing all labor, materials, equipment, services and supervision necessary to complete the project titled:

PRICE HILL BRANCH ACCESSIBILITY PROJECT

Proposals shall be in accordance with the Contract Documents prepared by FTC&H Inc., 11353 Reed Hartman Highway, Suite 500, Cincinnati, OH 45241, and phone (513) 469-2370. Bids received after the stated deadline will not be accepted. Bids by facsimile or e-mail will not be accepted. Proposals will be publicly opened and read aloud immediately after closing of bids. All interested parties are invited to attend.

The estimates for the contracts are:

| | | |
|-------|---------------------------|-------------|
| TC 01 | General Trades | \$1,755,505 |
| TC 02 | Masonry | \$500,000 |
| TC 03 | Structural and Misc Steel | \$280,000 |
| TC 04 | Glazing | \$500,000 |
| TC 05 | Framing/Drywall | \$300,000 |
| TC 06 | Fire Protection | \$80,000 |
| TC 07 | Plumbing | \$275,000 |
| TC 08 | HVAC | \$700,000 |
| TC 09 | Electric | \$450,000 |

The summary of work:

The work consists of renovating an approximately 6,700 square foot building and adding an expansion of about 6,800 square feet. It is a two-story building at 3215 Warsaw Avenue, Cincinnati, OH 45205, which includes a new 34 car parking lot located to the south of the building.

Starting Friday, December 13, 2019, bidders may purchase Contract Documents (full sets only) at the cost of reproduction from ARC Reprographics, 2863 Sharon Road, Cincinnati, Ohio, 45241, and (513) 326-2300.

A pre-bid meeting will be held at the Price Hill Library, 970 Purcell Avenue (formerly 3215 Warsaw Avenue), Cincinnati, OH 45205, on Friday, January 3, 2020 at 1:00 p.m.

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

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

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

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

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

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

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, and Mr. Moran... 5 ayes. The motion carried. (32-2019).

Mrs. LaMacchia moved the following:

- Accept a gift of a quilted wall-hanging entitled "Twelve Days of Christmas" from Andy Scott. The piece was created in 1983 by Gary Armstrong, a contemporary artist whose work has been purchased and placed in major museums and cultural institutions around the country including the Art Institute of New York City and the Smithsonian's Air and Space Museum.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden... 5 ayes. The motion carried. (33-2019).

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- A new data analyst will start in mid-December. This position was created by repurposing existing staffing resources and will focus on analyzing and presenting our data in a compelling and understandable manner. This will be an especially important task during our upcoming Facility Master Plan to help guide staff in making evidence-based decisions and projections, as well as help community members and stakeholders understand how customers use today's modern public libraries. We anticipate potential changes to the types and presentation of data to staff and the Board of Trustees in 2020.
- Ninety-three percent (28 of 30) of Ohio libraries ballot issues were approved in November's general election. Successful library issues included two new levies, 22 renewals, two

replacements, one renewal with an increase, and one replacement with an increase. The average voter approval rating was 72 percent.

- House Bill (HB) 76, sponsored by Rep. Derek Merrin (R-Monclova Township), proposes conveying a property tax levy's rate in dollars for each \$100,000 of fair market value instead of in dollars for each \$100 of taxable value. The Ohio Library Council advises that the changes in HB 76 will cause confusion and misunderstanding for voters. HB 76 is currently being heard in the Senate General Government and Agency Review Committee. Proponent testimony is scheduled to occur in early December and opponent testimony is tentatively scheduled for mid-December. OLC is planning to testify in opposition to HB 76.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Allen reported that:

- Under our current compensation plan, staff are eligible to receive pay increases based on their performance reviews, which are completed each year between February and March. The 2020 budget includes a merit budget of 3%. Each manager is responsible for allocating the increases within their respective departments and branches and the amount allocated may vary as it is based on performance. Due to previous challenges in being able to adequately recognize exceptional performance, we will again include an additional amount of .25% for managers' discretion in recognizing exceptional performers. It is also recommended that the Eva Jane Romaine Coombe Director be eligible for a merit increase that is up to the equivalent percentage budgeted for staff. The funding associated with this plan will be included in the budget outlined in the Facilities, Finance and Audit Report.
- A review of the past year's performance of the Eva Jane Romaine Coombe Director as it pertains to initiatives as well as core competencies that lead to fulfilling the Mission and Vision of the Library was conducted.
- To provide framework and guidance around our many new options for internal communication, Human Resources and Strategy have collaboratively developed Internal Communications Guidelines. These guidelines will provide common-ground expectations on how we can be successful when engaging within these new tools. The policy and guidelines are currently being reviewed by the Hamilton County Prosecutor's Office and will be presented for approval at the February Board Meeting.
- The United Way and Community Shares annual campaigns ended October 19. The final numbers received from United Way and Community Shares are:
 - United Way \$6,284.00
 - Community Shares \$ 2,137.00
- The seventh annual Staff and Retiree Recognition Program was held at the Main Library on Sunday, November 10. Service recognition pins were presented to all staff reaching a five-year increment anniversary. Board President, Mr. Robert Hendon, announced Melissa Gartner, Children's Librarian at the Elmwood Branch, as the Rookie of the Year. Joe Dehner presented the Impact Award and the Bunny Dehner prize to Keloni Parks, Reference Librarian in the Information and Reference Department. Over 300 staff and their guests were present.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Ms. Allen reported that:

- We recently submitted a test file with all of 2018 data to the Treasurer of State's Office to begin building the beta site for the Library on Ohio Checkbook. We hope to have the project completed early in 2020 and update the site with 2019 data shortly thereafter.
- The Facility Master Plan team has been continuing to work with Group 4 on applying costs to the projects and priorities that have been identified. We are working toward achieving a balance between meeting aspirational goals for the future and meeting the deferred maintenance system-wide.
- We have been working with Cushman-Wakefield to identify property options in line with the FMP output. There are many challenges to finding available, affordable property in the areas where improvement is needed.

One project to note is the expansion of the Deer Park Branch to a larger space in the same retail center. The Library is working to develop an estimate for improvements and plans to bring the lease to the February 2020 Board meeting for approval.

STRATEGY COMMITTEE REPORT

Mrs. LaMacchia reported that:

- The Strategy Division spent the month of November preparing staff for the launch of the Facility Master Plan. Marketing has been creating materials that staff can use to inform and engage the public about the plan, including talking points, a PowerPoint presentation and an external communication plan. In addition to preparing staff and planning for the launch, Strategy also distributed an endorsement letter to the Community Advisory Council and Staff Advisory Teams with the request that each member sign on to show their support for the FMP process and overall recommendations.

To demonstrate how the FMP is connected to other important initiatives in the city and county, the Library will join the Cincinnati 2030 District as a Community Partner. The goal of this initiative, highlighted in Mayor Cranley's recent State of the City address, is to "create a network of healthy, high-performing buildings in the city of Cincinnati." Participating members make a collective commitment to reduce their buildings' energy use, water consumption and transportation emissions by 50% by the year 2030. As a Community Partner, the Library will commit to assisting members with reaching their goal by facilitating knowledge sharing, providing networking opportunities, and promoting best practices and achievements.

- Governor DeWine is partnering with Dolly Parton's Imagination Library to provide free books to all Ohio youth under the age of 5 as a means of helping prepare them for success in kindergarten and beyond. As a part of this initiative, Cincinnati Children's Hospital will be expanding the geographic reach of their Imagination Library efforts from the city to the entire county. The expansion is set to begin in spring 2020. The Library will be supporting Cincinnati Children's Hospital in this effort by helping to enroll families through our many locations.

- In November, MacMillan Publishers imposed new eBook licensing rules on libraries. To ensure the public and our customers were well informed, the Library sent emails to all customers who have checked out digital materials (57,000), put up a blog post on October 24 and communicated through our social media channels. The email had an 80% open rate and the blog post has had over 4,000 views so far. Both County Commission President Driehaus and Mayor Cranley signed a statement at our request about the importance of equitable access to digital content. The statement was circulated by the Urban Libraries Council, and to date nearly 100 elected officials have signed in all. Additionally, Paula Brehm-Heeger spoke about the issue on WXU's Cincinnati Edition on November 18.

- In our ongoing effort to ensure that the atrium of the Main Library is an active, exciting and resourceful space, we featured Pop-Up Performances Month in November. Approximately 120 customers learned more about the Know Theatre, Falcon Theatre, Pique Art Gallery's performance art series, and a special focus on costume design, costume-making tools, and preparation of costumes for performances. Our December pop-up focus is on making and DIY (do-it-yourself) activities.

- Upcoming programming and exhibits:
 - A free holiday jazz concert with the Chris Comer Trio is being held at the downtown Main Library on December 15th from 2:00 – 3:30 pm in the Reading Garden Lounge.
 - The WAVE Foundation is bringing African penguins to several PLCH locations where children of all ages can see these unique animals up close and learn about their habitat and related conservation initiatives. They'll be at the downtown Main Library December 27th from 3:00 – 4:00 pm in the Children's Learning Center. The African penguins will also be visiting Avondale, College Hill, Corryville, Groesbeck, Hyde Park, Miami Township, Mt. Healthy, Price Hill, Reading and West End.
 - The Inventors + Entrepreneurs Network event provides community members with the opportunity to network with like-minded creative individuals in a supportive environment. Any interested group or individual is welcome to come by the Tower Room at the downtown Main Library from 7:00 – 8:30 pm on January 7.
 - Everyone is invited to help the Green Township branch celebrate its 30th Anniversary at an open house which will include refreshments, a short ceremony, games, door prizes, and live music. Drop in any time between noon and 2:00 pm on January 11.
 - As part of the effort to focus our summer programming and services on addressing the "summer slide" phenomenon, we are experimenting with providing adult programming in the winter to free up capacity to focus on youth in the summer. The Library's first-ever Checkout Challenge will run from January 17 through February 29, and the goal is to increase awareness and use of Library resources, especially digital ones, by engaging adults in a fun, easy challenge. Adult customers can choose from one of four tracks: audio, DIY, film/TV, and reading. The Challenge will culminate in a celebration the first week of March. All participants will receive a Checkout Challenge tote bag and those who complete the challenge will be entered in a drawing for additional prizes.
 - This one-woman interactive storytelling experience, Harriet Tubman: Straight Outta' the Underground, hosted by the Children's Theater of Cincinnati takes place at the Wyoming Branch on February 6 from 4:00 – 5:00 pm. Attendees can learn about America's 200-year-old struggle with slavery in this historic retelling.

OPERATIONS COMMITTEE REPORT

Ms. Redden introduced John Nester.

- Capital Projects Manager John Nester shared how his primary focus has been on working with the design and construction management professionals to coordinate and manage the Library's construction design efforts for the Price Hill and Walnut Hills projects. John leads Library staff through each step of the construction process to ensure that the Library and community's input are reflected and incorporated into each final project design. Once the design has been achieved and the project is under contract, John is responsible for overseeing executing the plan from groundbreaking to project closeout.

Ms. Redden reported that:

- The Collections Project is starting this month. So as not to over-burden staff with a large project, we have hired a consultant, Angela Farmer, to help guide the evaluation of our extensive collection, starting at the Main Library. Angela worked for the Library for over 30 years before retiring in 2015. Angela's six-month contract with the Library, averaging 20 hours per week, is the first step in addressing issues (discussed in the August 2019 Operations Committee report) related to the failure of the movable shelving, which has a multi-million dollar repair/replacement cost, and the subsequent need to address the increasingly limited storage in our Main Library stack area. Angela will work closely with staff and is beginning to meet with them this month.

TECHNOLOGY COMMITTEE REPORT

Ms. Kohnen reported that:

- For a decade the Library has used Featured Book of the Month to promote titles throughout the county. Each location receives multiple copies for the display of individual titles chosen by our Materials Selection Librarians. In February, the Library will embark on a new promotional strategy using the titles selected by Library Reads, which is a list of 10 titles chosen monthly by librarians around the U.S. With this new program, we will purchase enough additional copies of titles for branches to have a permanent Library Reads display. Not only will the Library Reads program give our customers what they've been requesting – more diversity of titles to browse – it will save over \$60,000 per year.
- The Library has purchased Hot Author titles using a ratio of three holds to purchase one copy. With extensive lists of customers automatically placed on hold for Hot Authors, this method of purchasing has resulted in the purchase of many, many copies of certain titles. This strict ratio method has gotten items to our customers quickly but was developed before newer, more accurate tools for analyzing customer wait time and habits. It results in an excess of books once the holds list has been satisfied. While some of the excess books continue to receive solid use, others see little or no use once demand diminishes. We are experimenting with buying enough copies to fill the holds lists based on what appears to be a wait time most customers find tolerable – no more than 90 days – rather than purchasing strictly to the holds ratio. So far, it does not seem our customers have been adversely impacted or have noticed the changed buying pattern. We expect to save over \$100,000 yearly.

- The Main Library Holds Locker pilot launched in the Atrium in January 2019. While usage has been consistent, the total number of customers using the lockers has been less than what we had hoped. Due to the FMP process, the plan to create an after-hours space for customers to pick up their holds was postponed and will be considered as part of a larger Vine St. Plaza renovation. This pause allows us to try the lockers at a branch location in a true after-hours setting. The Oakley Branch was chosen for its large lobby which can be made accessible 24/7, robust neighborhood foot traffic, and the fact that there are no Sunday hours. The holds locker will be relocated by the New Year.

DEVELOPMENT COMMITTEE REPORT

Ms. Kohnen reported that:

- The Library received a significant and generous contribution from the David N. & Ann Early Foundation on October 15 to benefit the Mariemont Branch Library.
- The fall giving campaign is underway. This initiative started with Library staff as part of the United in Sharing campaign. Results from the staff portion were remarkable, with 55% of staff participating (35% higher than in 2018).

The following donors have made significant contributions to the Library Foundation to support the Library since October: Cincinnati Incorporated Foundation, Best Buy Foundation, Joseph A. and Susan E. Pichler Fund of the Greater Cincinnati Foundation, St. Saviour Parish, the estate of Jane Wall, and an anonymous donor. Additional grant funding requests have been submitted and are under review.

- The Friends hosted their Fall Book Sale at the Warehouse from October 3 – 6. This was the 3rd highest-grossing Fall Sale in the past 11 years, with revenues 25% higher than in 2018.
- The Anderson Township Library Association hosted their November Sale from November 7 – 9 at the Anderson Branch Library. Revenues from this sale were 22% higher than in 2018.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held October 8, 2019.
- Investment Report (summary of invested balances) as of October 31, 2019 and November 30, 2019.

| | Amount As of 10/31/2019 | Amount As of 11/30/2019 |
|---|----------------------------|----------------------------|
| Fifth Third Investment: | | |
| General Fund | \$4,997,720.00 | \$4,997,720.00 |
| Building and Repair | \$13,100,000.00 | \$12,850,000.00 |
| Total | \$18,097,720.00 | \$17,847,720.00 |
| Fifth Third Operating Account: | | |
| General Fund | 20,694,550.44 | 19,637,139.88 |
| Insurance Reserve | 230,000.00 | 230,000.00 |
| Special Revenue Funds | 715,582.30 | 739,101.19 |
| Building and Repair | 5,032,277.30 | 3,920,119.63 |
| Permanent Trust Funds | 1,337,538.00 | 1,380,699.78 |
| Total | \$28,009,948.04 | \$25,907,060.48 |
| STAR Ohio: | | |
| Building and Repair | 1,106,099.01 | 1,108,026.92 |
| Total | \$1,106,099.01 | \$1,108,026.92 |
| U.S. Bank Managed Investments (Trust Funds): | | |
| Total | \$6,752,501.00 | \$6,752,501.00 |
| Grand Total | \$53,966,268.05 | \$51,615,308.40 |

- Monthly Financial Reports – for the periods ending October 31, 2019 and November 30, 2019.
- Marketing Board Report – October 2019 and November 2019.
- Contributions, Gifts, and Donations – October 2019 and November 2019.

| | | | |
|------------|-------------------------------|---|--------------|
| 10/8/2019 | Library Foundation | Homework Helpers | \$ 25,000.00 |
| 10/24/2019 | The Early Foundation | Support of Mariemont Branch | \$ 26,177.00 |
| 11/21/2019 | Anderson Library Committee | 2018 Contribution - Mt. Washington | \$ 12,375.00 |
| 11/21/2019 | Anderson Library Committee | 2018 Contribution - Anderson | \$ 15,125.00 |
| 11/21/2019 | Joseph Dehner | Support for programs regarding marginalized populations | \$ 1,000.00 |
| Various | Friends of the Public Library | Support for Programs | \$ 6,798.75 |
- Personnel Change Report reflects changes through November 16, 2019.

| Personnel Change Report | | | | | | |
|-------------------------|-----------------|-----------------|-----------|------|-------|----------------|
| ACTION | FULL NAME | AGENCY | JOB TITLE | FTE | GRADE | EFFECTIVE DATE |
| Appointment | Dyer, Brannen P | Blue Ash Branch | Shelver | 0.30 | 01 | 09/22/2019 |

Personnel Change Report

| <u>ACTION</u> | <u>FULL NAME</u> | <u>AGENCY</u> | <u>JOB TITLE</u> | <u>FTE</u> | <u>GRADE</u> | <u>EFFECTIVE DATE</u> |
|---------------|---------------------------|-------------------------------|-----------------------------------|------------|--------------|-----------------------|
| Appointment | Gardner, Kamryn S | Groesbeck Branch | Shelver | 0.30 | 01 | 09/22/2019 |
| Appointment | Gulick, Savannah L | Anderson Branch | Library Services Assistant | 0.60 | 03 | 09/22/2019 |
| Appointment | Harrington, James L | Blue Ash Branch | Shelver | 0.30 | 01 | 09/22/2019 |
| Appointment | Hedrick, Jacob J | Anderson Branch | Shelver | 0.30 | 01 | 09/22/2019 |
| Appointment | Hughes, Makaylah J | Cheviot Branch | Shelver | 0.30 | 01 | 09/22/2019 |
| Appointment | Krumpelman, Megan L | Oakley Branch | Homework Help Aide | 0.30 | 01 | 10/06/2019 |
| Appointment | Light-Williams, Tammy E | Loveland Branch | Shelver | 0.30 | 01 | 09/22/2019 |
| Appointment | Lopez-Nolasco, Heidy I | Price Hill Branch | Homework Help Aide | 0.30 | 01 | 09/22/2019 |
| Appointment | Olson, Nicolai | Sorting & Materials Retrieval | Page | 1.00 | 01 | 09/22/2019 |
| Appointment | Schutte, Olivia M | Sorting & Materials Retrieval | Page | 1.00 | 01 | 09/22/2019 |
| Appointment | Smith, Alexandra J | Symmes Township Branch | Shelver | 0.30 | 01 | 09/22/2019 |
| Appointment | Mitchell, Abigail R | Miami Township Branch | Homework Help Aide | 0.30 | 01 | 09/22/2019 |
| Appointment | Crowley, Ethan C | Madeira Branch | Shelver | 0.30 | 01 | 09/22/2019 |
| Appointment | Barajas, Fernanda | Anderson Branch | Shelver | 0.30 | 01 | 10/06/2019 |
| Appointment | Boulares, Sara F | Sharonville Branch | Library Services Assistant | 0.60 | 03 | 10/06/2019 |
| Appointment | Matthews, Michelle Y | Human Resources | Human Resources Manager | 1.00 | 11 | 10/06/2019 |
| Appointment | Mushaben, Kayla S | Norwood Branch | Library Services Assistant | 0.50 | 03 | 10/06/2019 |
| Appointment | Reynolds, Danielle M | Sorting & Materials Retrieval | Page | 0.50 | 01 | 10/06/2019 |
| Appointment | Redding, Cole J | Pleasant Ridge Branch | Shelver | 0.30 | 01 | 10/06/2019 |
| Appointment | Agyemang, Nana G | Clifton Branch | Senior Library Services Assistant | 0.50 | 04 | 10/06/2019 |
| Appointment | Akagha, Naomi C | Mariemont Branch | Shelver | 0.30 | 01 | 10/06/2019 |
| Appointment | Stern, Barbara M | Pleasant Ridge Branch | Shelver | 0.30 | 01 | 10/06/2019 |
| Appointment | McConnell, Brendan J | Youth Services | Shelver | 0.50 | 01 | 10/20/2019 |
| Appointment | Smith, Keith P | Popular Library | Shelver | 0.60 | 01 | 10/20/2019 |
| Appointment | Zigelmier, Harry E | Maintenance Services | Maintenance Mechanic Entry Level | 1.00 | 03 | 10/20/2019 |
| Appointment | Leventry, Erin J | Groesbeck Branch | Library Services Assistant | 0.60 | 03 | 10/20/2019 |
| Appointment | Walters, Emma R | Walnut Hills Branch | Homework Help Aide | 0.30 | 01 | 10/20/2019 |
| Appointment | Phillips, Maddox T | Norwood Branch | Shelver | 0.30 | 01 | 10/20/2019 |
| Appointment | Machenheimer, Cassandra E | Loveland Branch | Library Services Assistant | 0.50 | 03 | 10/20/2019 |
| Appointment | Hardt, Cleo F | Mariemont Branch | Library Services Assistant | 0.50 | 03 | 11/03/2019 |
| Appointment | Linder, William G | Anderson Branch | Shelver | 0.30 | 01 | 11/03/2019 |

Personnel Change Report

| <u>ACTION</u> | <u>FULL NAME</u> | <u>AGENCY</u> | <u>JOB TITLE</u> | <u>FTE</u> | <u>GRADE</u> | <u>EFFECTIVE DATE</u> |
|---------------|----------------------------|-------------------------------|---|------------|--------------|-----------------------|
| Appointment | Smith, Jeanna R | Walnut Hills Branch | Library Services Assistant | 0.50 | 03 | 11/03/2019 |
| Appointment | White, Joseph A | St Bernard Branch | Homework Help Aide | 0.30 | 01 | 11/03/2019 |
| Appointment | Plyler, Kathleen E | Information & Reference Dept | Senior Library Services Assistant | 0.50 | 04 | 11/03/2019 |
| Appointment | Davis, Clinton R | North Central Branch | Shelver | 0.30 | 01 | 11/03/2019 |
| Appointment | Connair, Daniel P | Anderson Branch | Library Services Assistant | 0.50 | 03 | 09/22/2019 |
| Appointment | Grapes, Christine M | Hyde Park Branch | Library Services Assistant | 0.50 | 03 | 11/03/2019 |
| Appointment | Capal, Morgan R | Delhi Township Branch | Library Services Assistant | 0.50 | 03 | 09/22/2019 |
| Appointment | McKenney, Nia C | Norwood Branch | Library Services Assistant | 0.50 | 03 | 10/20/2019 |
| Change | Martin-Rush, Janet L | Sorting & Materials Retrieval | Sorter | 1.00 | 01 | 11/03/2019 |
| Change | Skates, Adrianna J | Sorting & Materials Retrieval | Page | 1.00 | 01 | 10/20/2019 |
| Change | Dyson, Jessica L | Walnut Hills Branch | Library Services Assistant | 0.60 | 03 | 10/20/2019 |
| Change | Jones, Katrina G | Virtual Information Center | Library Services Assistant | 0.50 | 03 | 10/06/2019 |
| Change | Bell, Cleo E | Genealogy & Local History | Senior Library Services Assistant | 0.50 | 04 | 10/20/2019 |
| Demotion | Breeze, Paula K | Information & Reference Dept | Shelver | 0.50 | 01 | 11/03/2019 |
| Demotion | Freeman, Elodie M | Fiscal Office | Materials Selection & Acquisition Assistant | 1.00 | 04 | 10/06/2019 |
| Departure | Geiger, Emily C. | Sorting & Materials Retrieval | Page | 0.50 | 01 | 09/23/2019 |
| Departure | Lawrence, Katherine V. | Programming Services | Programming/Exhibits Manager | 1.00 | 10 | 10/08/2019 |
| Departure | Hartlaub, Elizabeth V. | Mt. Healthy Branch | Mid Size Branch Manager | 1.00 | 09 | 10/18/2019 |
| Departure | Reed, Jessica | Northside Branch | Library Services Assistant | 1.00 | 03 | 10/23/2019 |
| Departure | Grayson, Thomas A. | Sorting & Materials Retrieval | Sorter | 1.00 | 01 | 10/18/2019 |
| Departure | Kennedy, Colleen J. | Norwood Branch | Library Services Assistant | 0.50 | 03 | 10/22/2019 |
| Departure | Smith, Keith P. | Popular Library | Shelver | 0.60 | 01 | 10/24/2019 |
| Departure | Holton, Andrew C. | Harrison Branch | Shelver | 0.30 | 01 | 11/01/2019 |
| Departure | Pinkham, Jessica L. | Hyde Park Branch | Shelver | 0.30 | 01 | 11/02/2019 |
| Departure | Stern, Barbara M. | Pleasant Ridge Branch | Shelver | 0.30 | 01 | 11/09/2019 |
| Departure | Hyden, William P. | Techcenter / Makerspace | TechCenter/Makerspace Manager | 1.00 | 10 | 10/22/2019 |
| Departure | Kidder-Goshorn, Kendall P. | Walnut Hills Branch | Mid Size Branch Manager | 1.00 | 09 | 11/11/2019 |
| Departure | Bauer, Amy R. | Norwood Branch | Library Services Assistant | 0.50 | 03 | 09/25/2019 |
| Departure | Kennedy, Laura M. | Groesbeck Branch | Library Services Assistant | 0.60 | 03 | 09/28/2019 |

| Personnel Change Report | | | | | | |
|-------------------------|-------------------------|-------------------------------|------------------------------------|------------|--------------|-----------------------|
| <u>ACTION</u> | <u>FULL NAME</u> | <u>AGENCY</u> | <u>JOB TITLE</u> | <u>FTE</u> | <u>GRADE</u> | <u>EFFECTIVE DATE</u> |
| Departure | Risma, MacRichard | Groesbeck Branch | Shelver | 0.30 | 01 | 10/03/2019 |
| Departure | Keller, Virginia L. | Loveland Branch | Library Services Assistant | 0.50 | 03 | 09/23/2019 |
| Departure | Alf, Maci N. | Cheviot Branch | Homework Help Aide | 0.30 | 01 | 10/09/2019 |
| Departure | Carter, Aaron D. | Walnut Hills Branch | Library Services Assistant | 0.50 | 03 | 10/28/2019 |
| Promotion | Anders, Carlisha T | Cataloging & Processing | Line Assistant Physical Processing | 1.00 | 02 | 10/20/2019 |
| Promotion | Richter, Michael S | Service Operations | Floater | 1.00 | 05 | 10/06/2019 |
| Promotion | Thomas, Songhay | Service Operations | Floater | 1.00 | 05 | 10/06/2019 |
| Promotion | Trame, Mary | Sorting & Materials Retrieval | Resource Sharing Assistant | 1.00 | 03 | 10/20/2019 |
| Promotion | Presley, Sondra A | Price Hill Branch | Mid Size Branch Manager | 1.00 | 09 | 09/22/2019 |
| Promotion | Jones, Janie L | West End Branch | Senior Library Services Assistant | 1.00 | 04 | 10/21/2019 |
| Promotion | Satterthwaite, Taylor M | Information & Reference Dept | Senior Library Services Assistant | 0.50 | 04 | 09/22/2019 |
| Promotion | Harworth, Claire O | Elmwood Place Branch | Senior Library Services Assistant | 1.00 | 04 | 10/20/2019 |
| Promotion | Woodall, Sarah M | North Central Branch | Library Services Assistant | 0.50 | 03 | 10/06/2019 |
| Promotion | Hogue, Lemuel J | Popular Library | Library Services Assistant | 0.50 | 03 | 10/07/2019 |
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| | | | | | | |
| 09/22/19 - 11/16/19 | | | | | | |

- Statistical Report for November 2019.
- Top Ten Circulating Titles for November 2019.

Ms. Kohnen seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden... 5 ayes. The motion carried. **(34-2019)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary