

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

Date: August 10, 2021

Meeting: Regular

Place: Virtual

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. Olson

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

PUBLIC COMMENTS

NONE

ACTION ITEMS

RESOLUTION FOR ELIZABETH H. LAMACCHIA

Ms. Redden presented the following resolution:

WHEREAS, Elizabeth H. LaMacchia was first appointed to the Cincinnati & Hamilton County Public Library Board of Trustees in 1998 by the Judges of the Hamilton County Court of Common Pleas, and

WHEREAS, Mrs. LaMacchia served for 23 years as a valued member of the Library's Board of Trustees including President of the Board in 2003, 2009, and 2016 and Vice President in 2002, 2008, and 2015, and

WHEREAS, Mrs. LaMacchia has been a staunch, vocal supporter of the Library for nearly forty years, beginning with her volunteer work for the Friends of the Library in 1984 and as Director of the Friends of the Library from 1988-1998, and

WHEREAS, Mrs. LaMacchia has been a generous donor to the Library and the Library Foundation through personally giving or directing from the LaMacchia Family Foundation more than \$200,000 in the past 20 years, and

WHEREAS, while she served on the Board, the Library received national recognition including the National Medal for Museum and Library Service in 2013 and consecutive five-star ratings among public libraries in our population and budget categories from Library Journal in 2013, 2014, 2015, 2016, 2017, 2018, and 2019, and

WHEREAS, while she served on the Board, Library use reached record levels, resulting in the Library ranking in the top 5 of busiest library systems in the United States in 2014, 2015, 2017, and 2018, and the 2nd busiest in the United States in 2016, and

WHEREAS, Mrs. LaMacchia supported the building or renovation of Library locations in more than a dozen Hamilton County communities including Anderson, Avondale, Bond Hill, Clifton, Deer Park, Greenhills, Groesbeck, Loveland, Madeira, the Downtown Main Library, Pleasant Ridge, Price Hill, Reading, St. Bernard, and Walnut Hills and creating accessible spaces and upholding the Library's mission of connecting people with the world of ideas and information, and

WHEREAS, throughout her tenure on the Board, Mrs. LaMacchia continually demonstrated strong and vocal care and concern for the staff, by advocating for fair policies, salaries, and benefits, and

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

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

It is recommended that the Board approve the Resolution in recognition of Mrs. LaMacchia's years of devoted service to the Cincinnati & Hamilton County Public Library.

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

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia (pass), Ms. Redden...5 ayes. The motion carried. **(27-2021)**.

Ms. Redden also read a President's Letter from Ohio Senate President Matt Huffman and Senator Steve Wilson in honor of Mrs. LaMacchia's years of dedicated service to the Cincinnati & Hamilton County Public Library.

RESOLUTION FOR THE PUBLIC LIBRARY FUND

Ms. Redden presented the following resolution:

WHEREAS, Ohio's public libraries currently serve more than 8.4 million individuals; and the Cincinnati & Hamilton County Public Library has nearly 500,000 cardholders, and

WHEREAS, Ohio's public libraries have the highest use per capita in the nation; and the Cincinnati & Hamilton County Public Library is the third busiest public library system in the nation, seeing over 5.5 million library visits and circulating more than 21 million items in 2019, and

WHEREAS, State funding for Ohio public libraries through the Public Library Fund ensures all Ohioans have access to a minimum, consistent level of services statewide, regardless of their zip code, and

WHEREAS, Ohio's public libraries played a vital role in supporting the community through the COVID-19 pandemic, and the Cincinnati & Hamilton County Public Library contributed to the county's mask-making effort by providing over 800 masks to health care workers; saved 735 lives through blood drives at library locations; served as a COVID-19 testing site where over 2,400 tests were administered; distributed COVID-19 at-home test kits; and hosted Cincinnati and Hamilton County vaccination pop-up clinics where 279 residents have been vaccinated so far, and

WHEREAS, Ohio's public libraries provide public access to the Internet, computers, and the latest technology; and the Cincinnati & Hamilton County Public Library provided nearly 3.1 million computer and Wi-Fi sessions to the residents of Hamilton County in 2019, and

WHEREAS, Public libraries help Ohioans build workforce development skills, support small businesses and entrepreneurs, and provide life-long learning opportunities; and in 2019 the Cincinnati & Hamilton County Public Library's Downtown Main Library assisted 15,600 small businesses, schools, and non-profits through its MakerSpace and fielded nearly 9,000 customer questions concerning job application and resume assistance through its TechCenter, and

WHEREAS, Public libraries help young Ohioans build early literacy skills, succeed in school, and prepare for college, careers and life, and in 2019 the Cincinnati & Hamilton County

Public Library hosted 13,725 programs and events for youth and delivered 535 teacher collections to 86 schools, and

WHEREAS, The return on investment for those served by the Cincinnati & Hamilton County Public Library in 2019 was \$6.47 for every tax dollar invested, bringing the Library's total economic benefit to \$395.4 million, and

WHEREAS, The Cincinnati & Hamilton County Public Library currently receives nearly 50% of our operating funds through the Public Library Fund, and

NOW THEREFORE, BE IT RESOLVED, That on this day of August 10, 2021, we, the members of the Cincinnati & Hamilton County Public Library Board of Trustees, extend our sincere appreciation to the Ohio General Assembly and Governor DeWine for making public libraries a priority in the state budget and for maintaining the Public Library Fund at 1.7% of the state's total General Revenue Fund for Fiscal Years 2022 and 2023.

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

Mr. Hendon 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, Ms. Redden...6 ayes. The motion carried. **(28-2021)**.

Mr. Hendon moved the following:

- **Approve the proposed holiday closing schedule for 2022. Employees are paid holiday time for all closed dates except for Easter and the early closing on New Year's Eve, are in accordance with the Library's Holiday Policy.**

Saturday, January 1 – New Year's Day
Monday, January 17 – Martin Luther King Jr. Day
Sunday, April 17 – Easter
Monday, May 30 – Memorial Day
Sunday, June 19 – Juneteenth
Monday, July 4 – Independence Day
Monday, September 5 – Labor Day
Thursday, November 24 – Thanksgiving Day
Saturday, December 24 – Christmas Eve
Sunday, December 25 – Christmas Day
Monday, December 26 – Christmas Day Recognized
Saturday, December 31 – New Year's Eve close at 5:00 p.m.
Sunday, January 1, 2023 – New Year's Day

Monday, January 2, 2023 – New Year’s Day Recognized

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(29-2021)**.

Mr. Hendon moved the following:

- **Authorize the Eva Jane Romaine Coombe Director to modify the current agreement with Turner Construction via GMP amendment for the Main Library North Plaza Renovation – GMP inclusive of CMR fee and CMR contingency equal to or less than \$1,045,000 with an overall project budget of \$1,350,000.**

Champlin and Group 4 updated the Facilities and Finance and Audit Committee on the design progress of the Main Library project at a committee meeting on July 28, 2021.

After reviewing several options for the relocation of the book fountain, MKSK (landscape architect) is working to incorporate the sculptural elements of the book fountain into the new plaza design. The elevator and skylight work have started. The scaffolding is currently being built in the atrium and is expected to be completed by mid-August. The bid process for the North Plaza work is almost complete. There is the possibility for necessary change orders to accommodate additional sidewalk along Vine St. that has been on hold awaiting the plaza work.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(30-2021)**.

Mr. Hendon moved the following:

- **Confirm the following appropriation increase to account for additional programming expenses.**

Kersten Fund
Expenses

Supplies - increase by	\$ 8,000.00
<i>Increase in expenses</i>	<u>\$ 8,000.00</u>

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(31-2021)**.

Mr. Hendon moved the following:

- **Approve the following appropriation increase to account for additional technology purchases to replace outdated equipment:**

*General Fund
Expenses*

Supplies - increase by	\$ 350,000.00
<i>Increase in expenses</i>	<u>\$ 350,000.00</u>

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(32-2021)**.

Mr. Hendon moved the following:

- **Confirm the following change orders to modify the GMP for Megen Construction for the Walnut Hills Branch Accessibility project:**

Number	Purpose	Amount
#5	Net deduct for foundation work	\$ (3,075.38)
#6	Additional electrical work	\$ 22,423.85
#7	Remove tree on property line for parking lot	\$ 4,344.90
#8	Carbon reinforcing for lower level ceiling	\$ 29,979.81

In the existing building, the leveling of the existing floor continues and reinforcement of the existing lower-level ceiling is complete. The walls are being framed. In the addition, the foundation is being poured and is expected to be completed by September. The site work for the parking lot across the street has started. The project is currently anticipated to be complete in mid-2022.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(33-2021)**.

Mrs. LaMacchia moved the following:

- **Confirm the following change orders for Perkins/Carmack Construction Inc. for the Deer Park Branch project:**

Number	Purpose	Amount
#1	Deduct duct work/add roof ladder	\$ 123.17
#2	Deduct portion of insulation	\$ (2,378.55)
#3	Additional steel to support roof mechanicals	\$ 8,233.85
#4	Additional data and electric not on plans	\$ 30,392.58

The construction on the interior of the branch is ongoing. We have had several issues related to the dock draining that we have been working through with the landlord. Based on the most recent rain, it appears these issues are corrected. The interior framing and drywall are complete. Based on several factors, the completion date has been adjusted to mid-October.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(34-2021)**.

Mr. Hendon moved the following:

- **Authorize the Eva Jane Romaine Coombe Director to enter into a contract with the firm most qualified for design services for the Ongoing Maintenance 2021-2023 Project.**

In response to our Request for Statements of Qualifications, we received submittals from the following nine firms.

Champlin Architecture
 DNK
 Elevar
 Emersion Design
 Legat Architects
 Luminault
 MSA Design
 SHP
 THP

The Committee reviewed the submissions and considered several factors including:

- Experience with similar projects
 - Perceived strength of proposed team
 - Working with the Library
 - Working with publicly bid projects
 - Knowledge and relationships with local construction market
- Rank the top three firms as follows:

1. THP
2. Elevar
3. Champlin

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(35-2021)**.

Mr. Hendon moved the following:

- **Authorize the Eva Jane Romaine Coombe Director to enter into a contract with the top ranked firm, Pepper Construction Company, as the firm most qualified for the Construction Manager at Risk for the Ongoing Maintenance 2021-2023 Project.**

In response to our Request for Statements of Qualifications for CMR services for the Ongoing Maintenance 2021 – 2023 Project, we received submittals from the following two firms:

Diversified Facility Services
Pepper Construction Company

The Library invited both firms to submit a request for proposal and to participate in interviews on July 27, 2021. In addition to the interviews, the Construction Manager at Risk Evaluation Committee reviewed the submitted proposals for technical qualifications and fixed fee preconstruction pricing.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(36-2021)**.

Mr. Hendon moved the following:

- **Confirm the following change orders for the Price Hill Branch Accessibility project:**

Contractor	Trade Contract	Number	Purpose	Amount
Jostin Construction	TC-01 General Trades	#6	Add'l work and credits to complete project	\$ (1,183.11)
Geiger Construction Products	TC-04 Window/Storefront/Glaz	#6	Net deduct after VE and additional work	\$ (10,448.10)
Geiler Company	TC-08 HVAC	#3	Add'l work required that missed in drawings	\$ 6,615.45
Geiler Company	TC-08 HVAC	#4	Temporary heat during project	\$ 17,816.07

As previously reported, there have been ongoing issues with Jostin Construction and a few of their subcontractors. On July 8, 2021, we were notified that we have been named in a claim filed by Imbus Roofing on Jostin Construction. The Hamilton County Prosecutor's Office is working to prepare a response to this claim on behalf of the Library.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(37-2021)**.

Mr. Hendon moved the following:

- **Approve the Mariemont Exterior Courtyard Project Budget including an approximate 10% contingency as follows:**

Contractor - Leo J. Brielmaier Company	\$ 272,000.00
Owner costs (design fees, permits, furniture, supplies)	\$ 112,820.00
Contingency	\$ 38,000.00
	<u>\$ 422,820.00</u>

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(38-2021)**.

Mr. Hendon moved the following:

- **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 Mariemont Exterior Courtyard project. All change orders for the contractor will be reported to the board for confirmation**

On July 8, 2021, bids for the Mariemont Exterior Courtyard Project were received. The estimate for the project was \$277,000 and the Library received two bids with a low bid of \$272,000 and the second bid at \$309,000 which is over the threshold. The lowest responsible bidder was Leo J. Brielmaier Company. This is the same contractor that completed the work on the Distribution Center a few years ago.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(39-2021)**.

Ms. Allen moved the following:

- **Approve merit budget and lump sum payment recommendations as follows:**

- After receiving encouraging information around the state budget in June, a merit budget of 3%, with an additional amount of .25% for managers' discretion in recognizing exceptional performers. Each manager will be responsible for allocating the increases within their respective departments and branches and the amount allocated may vary as it is based on performance.
- That staff who are currently at the maximum of their pay range, often referred to as red-circled, receive a one-time, lump sum payment of up to 3.25% of their annual pay, based on performance.

Under our current compensation plan, all regular, seasonal and temporary staff who were hired before October 1, 2020 are eligible to receive pay increases based on their performance reviews, which are completed on an annual basis. As mentioned in the December 2020 Board Report, the decision was made to evaluate the possibility of merit increases for the 2020 performance year in the second or third quarter in 2021.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(40-2021)**.

Ms. Allen moved the following:

- **Approve recommendation for staff bonuses for all current staff who have been employed at the Library from June 2020 through present, and prorated bonuses for current staff who have been employed after June 2020. The bonus structure is recommended to be tiered as follows:**
 - \$500 for regular full-time staff
 - \$250 for regular part-time staff
 - \$125 for regular 12-hour staff

This is in recognition of our hard-working staff who provided service through a difficult past year.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(41-2021)**.

Ms. Allen moved the following:

- **Approve request for the Library to begin the voluntary benefit offering of contributing to a Roth 457 account through Ohio Deferred Compensation beginning on August 22, 2021.**

The Roth 457 option will give our staff the ability to contribute to post-tax accounts as well as the current traditional pre-tax accounts.

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(42-2021)**.

Ms. Clemons moved the following:

- **Approve recommendations that because fine monies were less than 1% of revenue, staff time spent collecting and processing payments was high, and not having late fines has contributed to more positive interactions between customers and staff, the Library remain Late Fine-Free as follows:**
 - Adjust CHPL's timeframe for following up on materials that are overdue to reduce the occurrence of lost materials
 - Overdue notices at 5 and 12 days overdue,
 - Bill at 30 days overdue.
 - Block accounts if any item is 12 days overdue (meaning no additional CHPL materials may be checked out until the overdue items are returned or the customer had paid a replacement fee).
 - Retain the threshold for customers being sent to the Collection Agency at \$50.

At the June 2020 Board meeting, our Library temporarily suspended late fine fees in order to:

- Expedite and improve customer service
- Reduce stress
- Address inequities
- Reinforce our Library as a dynamic force in the community.

A staff committee studied the effect of operating as a late fine-free library and determined that these goals were being met, and doing so increases the Library's ability to fulfill its overall mission. The full report (Exhibit I) addresses these goals, discusses the fiscal implications and offers an overview survey of how this change compares to peer libraries.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(43-2021)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- For the last several years the August Director's Report has discussed the annual circulation rankings for public libraries from across the United States and Canada. This information was provided courtesy of the Public Library Association's Public Library Data Service (PLDS) survey. In 2019 the sponsoring organizations voted to sunset this survey, meaning the last data available was from 2018 reported in August 2019. Future data collection from these industry organizations will focus on providing libraries with data visualizations that allow them to compare their inputs and outputs to statistically valid peer groups and nationwide data. A new tool, [*Benchmark: Library Metrics and Trends*](#), will ultimately replace the PLDS survey. Further details and updates will be shared as the timeline for the launch of *Benchmark* is confirmed.

A different data measurement tool than the one discussed above is the Institute of Museum and Library Services (IMLS) Public Libraries Survey. The IMLS continues to track annual statistics for public libraries, and according to the IMLS FY2019 Public Libraries Survey, in 2019 our 25,265,867 circulation transactions were the highest in the nation, King County Library System was second at 22,352,072.

- The OLC has selected two members of our staff as 2021 award winners. Civic Engagement Coordinator David Siders is the winner of the John Philip Outreach and Community Award recognizing exceptional achievements in library outreach and community engagement. David's winning nomination highlighted his work in connecting community members to health resources, expanding community access to voting information, and connecting with government agencies and nonprofits to support community members seeking assistance in avoiding eviction and finding jobs. Sondra Presley, Price Hill Branch Manager, won the Diana Vescelius Emerging Leader Award which recognizes library leaders of tomorrow. Over the past year, Sondra was instrumental in delivering Library service to her community during a pandemic, and for opening a renovated branch library, tapping into her passion for improving the lives of those in the community.
- In June our Virtual Information Center (VIC) received an Honorable Mention for the [National Customer Service Association's 2021 Service All-Star Awards](#) for their work at the start of the pandemic. While our doors were closed to the public, they served the community by fielding thousands of calls, emails and chats.
- Also in June, the Library received an Honorable Mention from the [Association for Strategic Planning's](#) Richard Goodman Strategic Planning Award, in the category of "Pandemic Response, Recovery and Growth."

- And in July the American Library Association announced that our Marketing team has been honored with the prestigious [2021 John Cotton Dana Award](#) and \$10,000 prize for our fall 2020 public awareness campaign.
- The Library hosted State Representative Cindy Abrams for a visit to the North Central Branch on July 27, where she met staff and observed the Discover Summer Program, Making a Finch Feeder.
- The General Assembly has completed its work on House Bill (HB) 110, the state’s two-year operating budget bill and I’m happy to report that the final budget includes keeping the Public Library Fund (PLF) at 1.7% of the General Revenue Fund (GRF). This became effective on July 1. In appreciation of the General Assembly and Governor DeWine making Ohio public libraries a priority in this budget, we shared a video on our social media channels and I am requesting the Board adopt a resolution in this honor (Exhibit II)
- We’re excited to announce that our Library will be partnering with Providence Public Library on a project called Data for Good. The Institute of Museum and Library Services (IMLS) announced that the Providence Public Library is receiving over \$500,000 to expand on previous work in data visualization, data analysis, and data programming for diverse youth and adults to seed an innovative, responsive, holistic education program called Data for Good in partnership with institutions across the country. Potential activities for us as partners include participating in an online community of practice, supporting professional development and training of our staff, implementing the program model and incorporating evaluation tools to help assess its effectiveness and impact, and assisting with raising awareness about the project in the library community and beyond.
- In July and August, we reinstated nearly all of the Library’s hours with some slight modifications. We have added drive thru service on Sundays to all 7 locations that have drive thrus (Anderson, Covedale, Delhi Township, Groesbeck, Harrison, Reading, and Symmes Township). Prior to the pandemic these locations, with the exception of the Reading Branch, were not open for any service on Sundays. Our Main Library is also offering Sunday drive thru hours and is planned to reinstitute Sunday in-person hours in October for the North building. The pause in adding back Sunday in-person service at Main relates to the coming multi-month closure of the South building for renovations focused on the first floor and the outside plaza. Service will move to the North building entirely when the South building is closed in late September. A “closing ceremony” is being planned to recognize the important role the South building has played in our community for many years and to honor that contribution as we prepare for the renovation. Of note is the logistical complexity of bringing in the crane necessary for the skylight repair and renovation work. This will eliminate nearly all available staff and visitor parking at Main Library beginning August 20 until early 2022.
- Board Meeting Dates for 2022
 - Tuesday, February 15, 2022 – Deer Park Branch **
 - Tuesday, April 12, 2022 - Main Library, Board Room

- Tuesday, June 14, 2022 – Green Township Branch
- Tuesday August 9, 2022 - Main Library, Board Room
- Tuesday, October 11, 2022 – Walnut Hills Branch
- Tuesday, December 13, 2022 (Annual and Regular) - Main Library, Board Room
- All meetings begin at 4:30 at locations as listed above unless otherwise specifically noted

***This meeting is occurring on the 3rd Tuesday rather than the 2nd Tuesday of the month*

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Hendon reported that:

- Although the Energy Retrofit Project is complete, we are still working through closeout documentation, punch list items and an open change order with one contractor.

As noted in both the April 2021 and June 2021 Board reports, the Library has been in communication with Geiler Co. regarding their claim for work performed that was greater than the contracted scope. On July 8, 2021, we received notification of a claim filed against the Board of Trustees of the Library in relation to this matter. The Hamilton County Prosecuting Attorney’s Office is preparing a response to the claim. In addition, the attorney representing Geiler has made a records request which is currently being reviewed by the Prosecutor’s Office before a formal response.

- The PLF (Public Library Fund) has been trending ahead of projections during 2021. The table below represents the certifications we have received for the 2021 funding.

2021 PLF Estimates

July 2020 Certification	37,173,960.69
December 2020 Certification	41,728,742.68
June 2021 Certification	44,577,353.88

As planned at the beginning of the FMP implementation, any favorable budget variances will be carried forward in the fund balance to accelerate towards the implementation of the plan.

- A mid-year budget review shows that overall, outside of salaries and benefits, most budget line items are trending on target. Considering the items included in the Human Resources Committee report this month, the salaries are still expected to be between \$1.5M and \$2M under budget. This is the result of the conservative budget late last year

because of uncertainty of the return to service, planned changes in the staffing, and ongoing labor market obstacles.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Allen reported that:

- A Compensation Review, led by compensation consultant Segal Group, is being conducted as part of a coordinated Investing in Staff initiative. The last comprehensive compensation review was completed in 2014 and moving forward, in alignment with industry best practice, these reviews will occur approximately every three years. This project is progressing well and is on schedule to deliver final recommendations at the October 12, 2021 Board Meeting.
- As the Library continues to focus on our Diversity, Equity and Inclusion (DEI) efforts, we recognize the need for continued guidance beyond the work and recommendations of Calibrated Lens, the Library's DEI consultant. To provide such expertise, we will be seeking to hire a Diversity, Equity, Inclusion and Culture Director. This position will lead the Library in creating and implementing an organizational framework for diversity, equity and inclusion and leading organizational culture efforts. Reporting to our Eva Jane Romaine Coombe Director and as a member of the Senior Leadership Team, this position will create, recommend and implement strategies and best practices to ensure that CHPL is tracking, measuring and making progress to achieve its DEI goals and objectives.
- This summer, the Library has partnered with the Talbert House and Cincinnati Recreation Commission to participate in the Summer Youth Employment Program. The goal of this program is to provide opportunities for youth to gain valuable work skills in good learning environments. The Library currently has youth working at the Avondale, Covedale, Groesbeck, Price Hill, and West End branches, as well as the Facilities, Popular Library and Sorting and Materials Retrieval departments.
- This year's annual Staff Recognition Program will take place on Sunday, November 14 at a time and location to be determined. We will recognize staff members who have achieved a milestone for years of service and will also announce the recipient of the Impact Award and Bunny Dehner Prize and the Rookie of the Year award.

OPERATIONS COMMITTEE REPORT

Ms. Clemons introduced Denise Sretchen.

Anderson Township Senior Branch Manager Denise Scretchen summarized the process for involving staff and the public in the recent refresh process at the Anderson Township Branch, and thanked everyone who was part of the process.

Ms. Allen reported that:

- In the fall, CHPL will introduce Restorative Practices, a public safety initiative made possible by the update to the Standards of Library Behavior that the Board approved at its April 2020 meeting. In lieu of suspending customers' library privileges, at the time of a citation for violation of a library standard, customers could opt in to an alternative such as counsel, guardian-staff conversations, and education on the Standards of Library Behavior. Since the way the Library responds to violations can affect a customer's future behavior and Library experiences, an approach grounded in Restorative Practices provides staff with an alternative way to work with customers to explore how everyone is affected by an offense, repair the harm, and focus on strengthening relationships. In keeping with best practices established by peer libraries, CHPL will test this approach with customers ages 10-17 who are cited for Category 1 (non-violent) violations and, if it works well, test it with all customers, regardless of age.

DEVELOPMENT COMMITTEE REPORT

Ms. Kohnen reported that:

- The Library has been the grateful recipient of several gifts since June including a significant bequest from the Isabelle F. Hugo Living Trust.
- A long-held goal of the Foundation was to grow its endowment to \$10 million. In June, The Foundation's endowment surpassed this level, thanks to a sizeable bequest received from the Susan J. Kellogg Trust. Since June, The Library Foundation has been the grateful recipient of several significant gifts from the Andrew Jergens Foundation, the LaMacchia Family Foundation, an Anonymous donor, the Maxwell Weaver Foundation and John and Karen Martens. Several additional applications for funding have been submitted and are being reviewed.
- The Library Foundation is one of six 2021 Impact 100 Grant Finalists. Four awards of \$100,000 will be presented on September 8th during a ceremony at Music Hall. If selected, this funding would seed support for a My Library Mobile (or mobile TechCenter) for the Library.

- In July, The Friends Board reviewed and discussed the creation of a shop as part of the Main Library Project design process. They appreciated the opportunity for input but concluded that they will not create a formal shop as part of this project. The Friends remain deeply committed to supporting the Library through many other ways.
- The Anderson Township Library Association hosted a summer sale at Burger Farm and Garden Center on August 7th and 8th. At the time of this report, sale results are not known.

STRATEGY COMMITTEE REPORT

Mrs. LaMacchia reported that:

- Our longtime partnership with Cincinnati Works to provide workforce development opportunities to the community continues to grow. We are piloting a new approach where staff in the TechCenter and MakerSpace will help promote and connect community members to Cincinnati Works' new online enrollment system. In addition, Cincinnati Works' Jump Start program continues to take place in our Adult Learning Center two days a week.
- Ahead of the Stern Lecture featuring Doris Kearns Goodwin and her seventh book Leadership in Turbulent Times, we held the community conversation What Should We Expect Of Our Elected Leaders? on August 3 at the Price Hill Branch Library. Speakers Key Beck and Galen Gordon, joined the conversation facilitated and moderated by Action Tank.
- Beginning in February 2021 and ending July 31, 2021, we partnered with the University of Cincinnati to provide the Community Prevalence of SARS-CoV-2 Study (or COMPASS) to help scientists learn more about how SARS-CoV-2 has spread in our community. The nationwide study included people of all ages. Survey locations included the College Hill Branch Library, Covedale Branch Library, Downtown Main Library, and Northside Branch Library.
- We continue to provide free COVID-19 vaccinations at Library locations across the county in partnership with the City of Cincinnati Health Department and Hamilton County Public Health. To date, approximately 240 community members have been vaccinated at our libraries. We also continue to provide free take-home COVID-19 testing kits at our drive-thru locations, distributing 2,542 of them since March.

- We are planning staff and community engagement later this month to inform our design process for the Main Library and to provide updates on the project. We anticipate holding a session for the public and engaging with specific audiences, like area community and business partners. In addition, we are working with the local nonprofit organization ArtWorks to establish a transparent and inclusive process for soliciting and procuring works of public art.
- In June and July the Library:
 - Gave out approximately 25,000 free books, 38,000 activity booklets, and 20,000 Take & Make kits to youth in our community.
 - Hosted 1,050+ live programs for youth ages 0-18; a mix of in person and virtual options.
 - From book clubs to STEM activities to game nights and more, these programs were designed to help kids keep their skills sharp over the summer, whether those skills are in reading and math or in social and emotional wellbeing.
- The Great Outdoor Weekend is Sept. 25-26, a celebration involving community groups across the county run by Green Umbrella. We have partnered with several local organizations to offer over 20 programs that weekend, including:
 - 11 storytimes in partnership with Cincinnati Parks and Great Parks
 - 6 programs for elementary and middle school students, including Urban Stargazing at Bond Hill
 - 1 Intro to Hiking program for teens in partnership with Cincinnati Parks
- The Library's new telescope lending program, provided in partnership with the Cincinnati Observatory, has proven popular since its launch in June. There are 5 telescopes available for loan, fully booked with reservations through the end of the year. Telescopes are available from Avondale, Elmwood Place, Madisonville, Pleasant Ridge, and Westwood. In early September we will add 5 more telescopes at additional locations.
- Genealogy for Beginners on Zoom, Aug 26. & Sept. 23: Learn how to start researching your family tree, presented by community partners of the Pleasant Ridge Branch.
- Virtual Workshop: What Does It Take to Speak Truth to Power? Writing Op-Eds and Letters to the Editor with Writer-in-Residence Dani McClain, September 11: Together we will practice writing news analysis and commentary that has the power to inform opinions and frame the news of the day.
- The Adult Learning Center is preparing several online courses, including: English for Speakers of Other Languages, Art, Life 101, and Career 101 These courses offer virtual instruction to help community members build career skills, language and literacy skills, and provide social and emotional support.

- The Marketing Department is planning a fall public awareness campaign to encourage community members, especially adults, to take advantage of library services and resources offered in our 41 locations. The exact timing of the campaign will be determined based on pandemic related factors, such as COVID-19 cases declining or the ability for children under 12 to be vaccinated. Through the campaign, we'll target specific audiences, such as individuals who were previously active cardholders, but whose use has dropped off, or those who signed up for an eCard during the pandemic but have not converted it to a permanent card.
- Last month we welcomed Christopher Keech, our new Visual Merchandiser. This position is responsible for designing, implementing and evaluating a creative visual merchandising strategy for all of our locations to create a consistent, inclusive customer experience that address community members' interests and aligns to the organization's brand and customer experience strategy. The Visual Merchandiser will collaborate with staff to implement best practices and make merchandising recommendations for specific locations, ensuring a system-wide approach to merchandising initiatives.
- Our most recent strategic plan was completed in 2017, before the pandemic impacted priorities and needs of our community. We had anticipated developing a new plan after the completion of the Facility Master Plan; however, the pandemic put that effort on hold. We now anticipate revisiting our mission, vision, and values statements and our strategic plan in 2022. The process will involve opportunities for staff and community engagement. In the meantime, four organizational priorities continue to guide and focus the work of our organization, as do our brand beliefs.
 - Organizational priorities:
 - Connecting community members to materials and resources
 - Implementing the Facility Master Plan
 - Investing in Staff
 - Providing tech access and support to community members
 - Brand beliefs:
 - Community: provide programming that not only focuses on learning, but on community roots
 - Connection: cultivate connection between customers to build a support network for individuals
 - Empathy: foster a social environment of respect between staff and customer, and customer to customer
 - Enjoyment: find little ways to make the everyday fun
- [The Marketing Report](#) (in the Consent Agenda items.)

TECHNOLOGY COMMITTEE REPORT

Ms. Clemons reported that:

- The MakerSpace at the Main Library continues to rebound in usage as the year progresses. Every month since February has seen steady climbs in customer use of equipment - June to July alone jumped 28%. The biggest increases come from Digital Design PCs, and the Photography Area. Additionally, staff have logged over 3,300 customer questions and interactions since March. With outreach opportunities becoming increasingly available, staff have participated in several events. In person events and classes will be returning to the MakerSpace and TechCenter in August and ramping up more robustly in September. Group tours and field trips have already returned.
- Throughout the Library there are 2,964 total devices. A third of those are for staff, another thousand are public PCs, and the remaining are kiosk laptops, iPads, self-check stations, catalog only computers, and print release devices. Since older machines run the risk of not functioning with newer operating systems and updates, IT tries to keep the average combined age of all computers below 5 years. Previously when refreshing computers, we would replace the public devices and then recycle those devices to staff. This would lead to staff having the oldest, slowest, and most outdated equipment. IT has since changed that practice and now updates the branch/department or device grouping as a whole. Our current refresh is to replace 350 of the oldest computers in the system. This group of computers are all public devices. This upgrade will bring the average combined age of the system to 4 years. On average, we upgrade 400-600 PCs a year. PC use remains strong with a daily average of 1,273 PC users across the system. As noted in the Board statistical report in July we had a total of 40,800 PC sessions and almost 30,000 hours of usage. The top 5 locations for usage in hours are: Main, Groesbeck, Avondale, Price Hill, and Bond Hill. While our pre-pandemic average was around 90,000 sessions a month PC use is now steadily trending back up.
- The ILS Team, Library IT, and the vendor of Sierra, our ILS, will be conducting upgrades in the coming months to ensure we have up-to-date-versions of both Sierra and the operating system it runs on - Red Hat Linux. The updated Red Hat Linux system, which provides technologies to build and deploy applications more securely, allows our library to support future versions of Sierra for years to come. While trying to minimize any disruption to normal library operations, it is necessary to schedule a handful of outages during business hours, which is an atypical practice for us, in order to complete these upgrades. We appreciate everyone's understanding and support during this process.
- It has been a year since our introduction of BiblioCommons. Despite the challenges the pandemic presented to training and implementation, the new catalog, web site, and additional components have largely been embraced by both staff and customers as a welcome evolution. Over 78,000 customers have completed the simple registration process for creating their personal account. We also plan to explore more

of BiblioCommons’ potential for engagement as well as continue to assess different parts of the service and make improvements.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held June 8, 2021.
- Monthly Financial Reports – for the periods ending June 30, 2021 and July 31, 2021.
- Marketing Board Report – June 2021 and July 2021.
- Contributions, Gifts, and Donations – June 1, 2021 – July 31, 2021

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000			
June 1, 2021 - July 31, 2021			
6/16/2021	Library Foundation	Marge and Charles Schott Foundation - Discover Summer	60,000.00
6/22/2021	Greater Cinti Chinese Cultural Exchange Association	Support for Library Materials	5,442.89
7/12/2021	Library Foundation	Andrew Jergens - Discover Summer	20,000.00
7/13/2021	Friends of the Public Library	Support for Programs	30,000.00

- Personnel Change Report reflects changes through July 10, 2021.

Personnel Change Report						
<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Appointment	Ruffin, Carissa L	Shelver	Forest Park Branch	0.30	01	05/16/2021
Appointment	Tibbitts, Samantha A	Shelver	Outreach Services	1.00	01	05/16/2021
Appointment	Wolfley, Boris E	Shelver	Sorting & Materials Retrieval	0.60	01	05/16/2021
Appointment	Bandaru, Ravi	Shelver	Symmes Township Branch	0.30	01	05/16/2021
Appointment	Courtney, Riley M	Shelver	Anderson Branch	0.30	01	05/16/2021
Appointment	Hein, Natalie M	Shelver	Anderson Branch	0.30	01	05/16/2021
Appointment	Lapp, Anna M	Youth Librarian	Avondale Branch	1.00	07	05/16/2021

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Appointment	Roy, Alexandra C	Library Customer Adviser	Bond Hill Branch	0.50	04	05/16/2021
Appointment	Collins, Lydia E	Monitor Mentor	Westwood Branch	0.375	07	05/16/2021
Appointment	Whalen, Jude S	Shelver	Symmes Township Branch	0.30	01	05/16/2021
Appointment	Schlageck, Karla J	Library Customer Adviser	Oakley Branch	0.50	04	05/16/2021
Appointment	Custer, Grace A	Shelver	North Central Branch	0.30	01	05/30/2021
Appointment	James, Cara M	Shelver	Westwood Branch	0.30	01	05/30/2021
Appointment	Madden, Laura D	Special Events Coordinator	Lifelong Learning	1.00	08	05/30/2021
Appointment	Meurer, Annette B	Library Customer Adviser	Sharonville Branch	0.60	04	05/30/2021
Appointment	Cardinal, Julia B	Library Customer Adviser	Sharonville Branch	0.60	04	05/30/2021
Appointment	Rakushin, Jessica H	Library Customer Adviser	Forest Park Branch	0.50	04	05/30/2021
Appointment	Liff, Erica J	Shelver	Blue Ash Branch	0.30	01	05/30/2021
Appointment	Allaire, Margaret A	Shelver	Deer Park Branch	0.30	01	05/30/2021
Appointment	Bois, Patrick A	Shelver	Loveland Branch	0.30	01	06/13/2021
Appointment	Gueye, Deya	Shelver	Sorting & Materials Retrieval	0.50	01	06/13/2021
Appointment	Lambing, Treva J	Library Customer Adviser	College Hill Branch	0.50	04	06/13/2021
Appointment	Stiggers, Kira M	Library Customer Adviser	Forest Park Branch	0.50	04	06/13/2021
Appointment	Tehan, Amy K	Monitor Mentor	Price Hill Branch	0.375	07	06/13/2021

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Appointment	Jones, Lesley A	Library Customer Adviser	Price Hill Branch	0.60	04	06/13/2021
Appointment	Severtson, Olivia G	Shelver	Symmes Township Branch	0.30	01	06/13/2021
Appointment	Ferello, Taylor M	Shelver	Madeira Branch	0.30	01	06/27/2021
Appointment	Krishnan, Ashwini	Shelver	Madeira Branch	0.30	01	06/27/2021
Appointment	Miller, Catherine M	Shelver	Symmes Township Branch	0.30	01	06/27/2021
Appointment	Petro, Jacob D	Library Customer Adviser	Madeira Branch	0.60	04	06/27/2021
Appointment	Bairnsfather, Avery M	Shelver	Madeira Branch	0.30	01	06/27/2021
Appointment	Jones, Alexa M	Shelver	Groesbeck Branch	0.30	01	06/27/2021
Appointment	Kist, Emma M	Shelver	Symmes Township Branch	0.30	01	06/27/2021
Appointment	Meerscheidt, John L	Page	Sorting & Materials Retrieval	0.50	01	06/27/2021
Appointment	Sullivan, Jasmine I	Shelver	Harrison Branch	0.30	01	06/27/2021
Appointment	Cash, Henry D	Shelver	Sorting & Materials Retrieval	0.60	01	06/27/2021
Appointment	Fritz, Mary L	Library Customer Adviser	Blue Ash Branch	1.00	04	06/27/2021
Appointment	Smith, Kamyah T	Shelver	Groesbeck Branch	0.30	01	06/27/2021
Appointment	Motz, Sophia R	Shelver	Green Township Branch	0.30	01	06/27/2021
Appointment	Song, Yumi	Shelver	Groesbeck Branch	0.30	01	06/27/2021
Appointment	Hart, Kaitlyn E	Shelver	Harrison Branch	0.30	01	06/27/2021

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Appointment	Linder, Maxwell A	Sorter	Sorting & Materials Retrieval	0.50	01	06/27/2021
Appointment	Thevenot, Madelyn O	Library Customer Adviser	Pleasant Ridge Branch	0.50	04	06/27/2021
Appointment	Burnett, Danielle L	Library Customer Adviser	West End Branch	1.00	04	06/27/2021
Appointment	Niemeyer, Kathryn R	Library Customer Adviser	Madeira Branch	0.60	04	06/13/2021
Appointment	Warman, Pamela B	Library Customer Adviser	Hyde Park Branch	0.50	04	06/27/2021
Appointment	Ludke, Isaac B	Shelver	Delhi Township Branch	0.30	01	05/16/2021
Appointment	Rapoport, Dahlia S	Shelver	Blue Ash Branch	0.30	01	05/30/2021
Appointment	Bolt Dibari, Mary J	Customer Service Substitute	Service	0.725	04	05/16/2021
Change	Barton, Meredith L	Library Customer Adviser	Sharonville Branch	1.00	04	05/30/2021
Change	Mullins, Rebecca A	Library Customer Adviser	Reading Branch	1.00	04	06/27/2021
Change	Spaulding, Whitney A	Library Customer Adviser	Virtual Information Center	1.00	04	06/27/2021
Change	Hennessey, Brittany M	Library Customer Adviser	Harrison Branch	1.00	04	05/30/2021
Change	Hogue, Lemuel J	Library Customer Adviser	Popular Library	0.60	04	06/27/2021
Change	Blackmer, Geneva C	Library Customer Adviser	Clifton Branch	0.50	04	06/13/2021
Change	Ward, Sheila M	Library Customer Adviser	Price Hill Branch	1.00	04	05/30/2021

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Change	Davis, Kristin K	Library Customer Adviser	Mt. Washington Branch	0.50	04	06/27/2021
Change	Kim, Yungeun	Homework Help & Enrichment Support	Pleasant Ridge Branch	0.30	01	06/27/2021
Change	Lewis, Angela M	Library Customer Specialist	Harrison Branch	1.00	05	06/13/2021
Departure	McCann, Marjorie A.	Library Customer Adviser	Anderson Branch	1.00	04	06/17/2021
Departure	Smith, Paul M.	Shelver	Outreach Services	0.50	01	05/21/2021
Departure	Hughes-Gartin, Jayme F.	Library Customer Adviser	Monfort Heights Branch	1.00	04	05/22/2021
Departure	Shakespeare, Simon C.	Graphics/Video Specialist	Marketing	1.00	07	05/27/2021
Departure	Riney, Meredith H.	Customer Service Substitute	Service	0.725	04	05/28/2021
Departure	Froehle, Joseph A.	HVAC Technician	HVAC Services	1.00	06	06/17/2021
Departure	Webb, Krista M.	Line Assistant Physical Processing	Cataloging & Processing	1.00	02	06/24/2021
Departure	Hubbard, Stephona J.	Library Customer Adviser	Sharonville Branch	0.60	04	07/03/2021
Departure	Lomack, Simone D.	Library Customer Adviser	Monfort Heights Branch	0.50	04	07/03/2021
Departure	McQueen, Breana N.	Teen Librarian	Groesbeck Branch	1.00	07	07/09/2021
Departure	Barnes, Ethan E.	Lifelong Learning Specialist	Lifelong Learning	1.00	06	07/16/2021
Departure	Liu, Wei J.	Public Safety Manager	Public Safety	1.00	10	07/23/2021
Departure	Sandmann, Lisa I.	Library Customer Adviser	Popular Library	0.60	04	06/18/2021

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Departure	Sullivan, Jennifer E.	Library Customer Adviser	Clifton Branch	0.60	04	06/26/2021
Departure	Ferello, Taylor M.	Shelver	Madeira Branch	0.30	01	06/29/2021
Departure	McGhee, Rachael G.	Page	Sorting & Materials Retrieval	0.50	01	07/10/2021
Departure	Trester, Lauren V.	Shelver	Sorting & Materials Retrieval	0.60	01	05/25/2021
Departure	Luczyk, Tycho G.	Library Customer Adviser	Virtual Information Center	1.00	04	05/21/2021
Departure	Mastrandrea s, Phoebe A.	Library Customer Adviser	Clifton Branch	0.50	04	05/28/2021
Departure	Longeway, Alyssa M.	Library Customer Adviser	Cheviot Branch	0.50	04	07/14/2021
Departure	Hornsey, Elizabeth M.	Library Customer Adviser	Hyde Park Branch	0.50	04	05/19/2021
Departure	Daulton, Kelsea J.	Sorter	Sorting & Materials Retrieval	1.00	01	06/10/2021
Departure	Sawyer, Anne M.	Library Customer Specialist	Westwood Branch	1.00	05	06/12/2021
Departure	Redding, Cole J.	Shelver	Pleasant Ridge Branch	0.30	01	06/12/2021
Departure	Moll, Evelyn A.	Library Customer Adviser	Virtual Information Center	0.60	04	06/15/2021
Departure	Lovette, Korrin E.	Page	Sorting & Materials Retrieval	1.00	01	06/23/2021
Departure	Ludke, Isaac B.	Shelver	Delhi Township Branch	0.30	01	07/02/2021
Departure	Mayo, Marc A.	Library Customer Adviser	Popular Library	1.00	04	07/06/2021

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Departure	Scholl, Donald W.	Maintenance Supervisor	Maintenance Services	1.00	07	07/09/2021
Departure	Avila Turcios, Fabiola J.	Library Customer Adviser	Popular Library	0.50	04	07/24/2021
Departure	Kier, Victoria S.	Library Customer Adviser	Anderson Branch	0.60	04	06/14/2021
Departure	Barajas, Fernanda	Shelver	Anderson Branch	0.30	01	06/04/2021
Departure	Fagan, Marygrace M.	Shelver	Symmestownship Branch	0.30	01	06/16/2021
Departure	Lane, Benjamin R.	Maintenance Technician Entry Level	Maintenance Services	1.00	03	07/16/2021
Promotion	Sellers, Lori	Library Customer Specialist	Oakley Branch	1.00	05	06/13/2021
Promotion	Cooper, Elizabeth A	Library Customer Specialist	Mt. Washington Branch	1.00	05	05/16/2021
Promotion	Wienburg, Benjamin E	Library Customer Specialist	Corryville Branch	1.00	05	06/13/2021
Promotion	Rife, Diane C	Library Customer Specialist	Wyoming Branch	1.00	05	06/27/2021
Promotion	Mercurio, Christine D	Library Customer Specialist	Bond Hill Branch	1.00	05	05/30/2021
Promotion	Ramsey, Julie A	Library Customer Specialist	Blue Ash Branch	1.00	05	05/16/2021
Promotion	Ceddia, Elizabeth S	Youth Librarian	Cheviot Branch	1.00	07	06/27/2021
Promotion	Love, Julia	Library Customer Specialist	Price Hill Branch	1.00	05	05/30/2021
Promotion	Richards, Taylor M	Youth Librarian	Avondale Branch	1.00	07	05/16/2021
Promotion	Stenz, Bradford G	Library Customer Specialist	Westwood Branch	1.00	05	06/27/2021

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Promotion	Ingram, Erin E	Youth Librarian	St Bernard Branch	1.00	07	05/16/2021
Promotion	Brown, Taylor D	Youth Librarian	Cheviot Branch	1.00	07	06/27/2021
Promotion	DiLoreto, Erika	Library Customer Adviser	Popular Library	1.00	04	06/27/2021
Promotion	Desiderio, Joseph F	Youth Librarian	Covedale Branch	1.00	07	06/13/2021
Promotion	Doan, Kyla A	Library Customer Adviser	Madeira Branch	0.60	04	05/30/2021
Promotion	Gerberick, Zachary F	TechCenter/Makerspace Technician	Techcenter / Makerspace	0.50	04	05/30/2021
Promotion	Wyatt, Sarah C	Youth Librarian	Mariemont Branch	1.00	07	05/16/2021
Promotion	Deckman, Haley M	Library Customer Adviser	Clifton Branch	0.50	04	05/30/2021
Retirement	Hallenberg, Albert L.	Library Customer Adviser	Popular Library	1.00	04	06/26/2021
Retirement	Even, Jennifer L.	Library Customer Adviser	Reading Branch	0.50	04	06/30/2021
Retirement	Blye, Tangye F.	Shelver	Sorting & Materials Retrieval	1.00	01	07/23/2021
<i>05/16/21 - 07/10/21</i>						

- Statistical Report for July 2021.
- Statistical Highlight – Gimlet.
- Investment Report (summary of invested balances) as of July 31, 2021.

Cincinnati and Hamilton County Public Library

Investment Summary as of July, 31, 2021

Amount	Amount
<u>As of 06/30/2021</u>	<u>As of 07/31/2021</u>

Fifth Third Investment:

General Fund	\$6,500,000.00	\$6,500,000.00
Building and Repair	\$14,993,000.00	\$16,993,000.00
Total	\$21,493,000.00	\$23,493,000.00

Fifth Third Operating Account:

General Fund	10,781,772.27	10,428,223.25
Insurance Reserve	230,000.00	230,000.00
Special Revenue Funds	1,119,588.42	1,071,690.56
Building and Repair	35,795,404.13	32,667,599.06
Permanent Trust Funds	1,408,489.83	1,398,704.54
Total	\$49,335,254.65	\$45,796,217.41

STAR Ohio:

Building and Repair	1,119,798.85	1,119,872.59
Total	\$1,119,798.85	\$1,119,872.59

U.S. Bank Managed Investments (Trust Funds):

Total	\$6,772,444.00	\$6,772,444.00
	<u>\$78,720,497.50</u>	<u>\$77,181,534.00</u>

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(44-2021)**.

EXECUTIVE SESSION

Ms. Kohnen moved that the Board go into Executive Session under ORC 121.22(G)(2) to discuss purchase of real property. Ms. Redden seconded

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(45-2021)**.

Ms. Redden moved that the Board exit Executive Session. Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(46-2021)**.

ACTION ITEM

Ms. Kohnen moved the following:

- **Approve continuing negotiations for the potential purchase of property in Forest Park.**

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Ms. Redden...6 ayes. The motion carried. **(47-2021)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary