

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

Date: October 12, 2021

Meeting: Regular

Place: Symmes Township Branch Library

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Ms. Allen, Ms. Clemons, Mr. Harding, Mr.
Hendon, Ms. Kohnen, 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

OATH OF OFFICE

Board President Diane Cunningham Redden swore in Christopher A. Harding for a seven-year term on the Cincinnati & Hamilton County Public Library Board of Trustees.

ACTION ITEMS

Ms. Kohnen moved the following:

- **Adopt a resolution in honor of dedicated Friends of the Library leader and volunteer Mary Lu Aft, who is retiring from the Friends Board after more than 30 years of service to our Friends and Library.**
- **Accept the following adjustment to the 2022 closing schedule:**

There is a slight adjustment to the 2022 closing schedule. Juneteenth occurs on a Sunday, and in following with the pattern of closing for Sunday holidays, we will close the following Monday, June 20. The updated schedule is below.

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, June 20 – Juneteenth Recognized
 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

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Ms. Kohnen, and Ms. Redden...6 ayes. The motion carried. **(48-2021)**.

Mr. Hendon moved the following:

- **Authorize the following appropriation change to account for a contribution received earlier this year to purchase Library materials.**

General Fund

Expenses

Library materials- increase by	\$ 5,442.89
<i>Increase in expenses</i>	\$ 5,442.89

- **Confirm the following appropriation increase to account for actual activity in the CARES Act Grant Fund:**

CARES Act Grant Fund

Expenses

Supplies - decrease by	\$ (17,400.00)
Purchased and Contracted Service - increase by	<u>\$ 17,400.00</u>
<i>Net change in expenses</i>	<u>\$ -</u>

- **Authorize the establishment of estimated resources and annual appropriations for two recently awarded LSTA grants.**

LSTA Grant Fund

Revenue

Intergovernmental revenue - increase by	<u>\$ 104,482.00</u>
<i>Increase in revenue</i>	<u>\$ 104,482.00</u>

Expenses

Purchased and Contracted Service - increase by	\$ 4,999.00
Capital Outlay -increase by	<u>\$ 99,483.00</u>
<i>Increase in expenses</i>	<u>\$ 104,482.00</u>

- **Authorize the modification of the annual appropriations in the Building and Repair Fund to account for updates to the originally estimated activity by object as follows:**

Building & Repair Fund

Expenses

Property maintenance and repair - decrease by	\$ (551,000.00)
Property rentals - increase by	\$ 50,000.00
Other rents and leases - increase by	\$ 1,000.00
Other contracts and purchases services - increase by	\$ 500,000.00
Land improvements - increase by	\$ 2,000,000.00
Building improvements - decrease by	\$ (2,250,000.00)
Computers and equipment - increase by	<u>\$ 250,000.00</u>
<i>Net change in expenses</i>	<u>\$ -</u>

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

Perkins/Carmack Construction Inc.	General Trades	#5	Additional data and electric required	\$ 36,906.54
Perkins/Carmack Construction Inc.	General Trades	#6	Additional painting not in scope	\$ 12,852.00
Perkins/Carmack Construction Inc.	General Trades	#7	Additional roof drains and associated work	\$ 50,604.75

The change orders are primarily the result of the additional scope of adding a kitchenette in the large community room which was inadvertently removed during the final design process. In addition, the interior painting was intended to be completed by Library staff. Based on the timing of the work, the workload of Library staff, and the cost of adding it to the project, it was determined it was the best use of resources to add the work via change order. We anticipate one additional change order to complete the painting. There was also a change order to add additional roof drains and associated work done at the Library's request once the Landlord had replaced the roofing surface. These change orders are accounted for in the owner contingency, and we are still within the overall \$5 million project budget.

The construction of the interior of the branch is ongoing. Based on the challenges in procuring certain building materials and labor market issues, the completion date has been adjusted to late November.

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

Number	Purpose	Amount
#9	Additional electric scope for service placement	\$ 50,499.69
#10	Minor modifications to electric and drywall offset by a reduction in undercutting	\$ (12,995.70)
#11	Deduct from overestimation in CO#8 - Carbon reinforcement	\$ (20,566.66)

The largest change order in this period is related to additional expenses related to the placement of the electric service. The original plans called for the service to be in the rear east corner. This placement would have resulted in the electric pole in front of the center of the building near the entrance to the ramp as well as greater cost from Duke. By relocating it to the west side, the Duke costs were minimized and the pole is near the corner of Taft and Kemper. These change orders are accounted for in the owner contingency, and we are still within the overall \$12.3 million project budget.

In the existing building, most of the interior construction is complete. In the addition, the foundation is almost complete. The site work for the parking lot across the street continues.

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

Delta Electrical Constructors Inc.	TC-09 Electrical	#3	Add'l electrical modifications to complete job	\$ 17,064.00
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As previously reported the Library has been named in a claim filed by Imbus Roofing on Jostin Construction. Recently, this claim has been stayed due to agreed-upon arbitration by the two parties. The Hamilton County Prosecutor's Office continues to monitor the case on behalf of the Library.

We are still working on the final closeout documentation and a few remaining punch list items.

- **Confirm the following change orders for the Main Library Energy Retrofit Project:**

Geiler Company	TC-05 HVAC	#4	Add'l abatement less various credits for reduced scope	\$ 1,866.00
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We are still working on the final closeout documentation and a few remaining close-out items.

As noted in the last several Board reports, the Geiler Co. has filed a claim against the Library stating that the work performed was greater than the contracted scope. The attorney representing Geiler has made two voluminous records requests related to this project. The Hamilton County Prosecuting Attorney's Office has recently recommended non-binding mediation and is working with the opposing counsel to develop a plan.

- **Approve the following resolution as forwarded by Hamilton County Auditor Dusty Rhodes to all County Fiscal Officers the following resolution for acceptance of 2022 tax levy rates and amounts. The resolution is to be approved by a roll call vote and returned to the Auditor before October 20, 2021.**

Resolution Accepting the Amounts and Rates as Determined by the Budget Commission & Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

Board of Trustees
Rev. Code, Secs. 5705.34

WHERE AS, This Board of Trustees of the Cincinnati and Hamilton County Public Library in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2022; and

WHERE AS, The Budget Commission of Hamilton County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board and what part thereof is without, and what part within the ten mill limitation; therefore be it

RESOLVED, By the Board of Trustees of the Cincinnati and Hamilton County Public Library, Hamilton County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

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

**SCHEDULE A
SUMMARY OF THE AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION
AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

	Amount Approved By Budget Com- mission Inside 10M Limitation	Amount to be Derived from Levies Outside 10M Limitation	Tangible P.P. & P.U.P.P. State Reimbursements	Gross Levy Proceeds	County Auditor's Estimate of the Tax Rate to be Levied		
					Outside	Inside	TOTAL
GENERAL FUND	0	38,266,218	0	38,266,218	2.00	0.00	2.00
BOND	0	0	0	0	0.00	0.00	0.00
X8	0	0	0	0	0.00	0.00	0.00
X7	0	0	0	0	0.00	0.00	0.00
X6	0	0	0	0	0.00	0.00	0.00
X5	0	0	0	0	0.00	0.00	0.00
X4	0	0	0	0	0.00	0.00	0.00
X3	0	0	0	0	0.00	0.00	0.00
X2	0	0	0	0	0.00	0.00	0.00
X1	0	0	0	0	0.00	0.00	0.00
NEW	0	0	0	0	0.00	0.00	0.00
TOTAL	0	38,266,218	0	38,266,218	2.00	0.00	2.00

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

CURRENT EXPENSE LEVIES	PERIOD OF TIME	Mills	Fiscal Year
Authorized on: November 5, 2013	10 Years	1.00	18,788,971
May 8, 2018	10 Years	1.00	19,477,247
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
Proposed	0	0.00	0
TOTAL		2.00	38,266,218
X8			
Authorized on:	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
Proposed	0	0.00	0
TOTAL		0.00	0
X7			
Authorized on:	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
Election Date	0	0.00	0
TOTAL		0.00	0
X6			
Authorized on:	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
Enter Date of Election	0	0.00	0
TOTAL		0.00	0
X5			
Authorized on:	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
Enter Date of Election	0	0.00	0
TOTAL		0.00	0

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

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Ms. Kohnen, and Ms. Redden...6 ayes. The motion carried. **(49-2021)**.

Ms. Allen moved the following:

- **Approve recommendation that the premium cost share remain the same: employee 16% - employer 84%, for both the current HSA and low deductible PPO medical benefit plans and a cost share of employee 5% - employer 95% for the higher deductible PPO plan and HMO plan. In addition, approve recommendation that the dental plan cost share remain the same: employee 35% - employer 65% and that the Library continue to contribute 25% (pro-rated as necessary) towards the deductible into the employee's Health Savings Account for staff participating in the HSA plan.**

The Human Resources team and benefits broker, USI, conducted medical carrier reviews of the most competitive major carriers. Each of the carriers submitted quotes and plans, which were reviewed by our benefits team and our Benefits Work Group. Our decision is to remain with Anthem for our medical plans for 2022, as the rates were competitive at a 5% increase for our current HSA, HMO and PPO plans. All plan designs will remain the same.

A dental carrier review was also conducted and our current carrier returned with a 5% increase in premiums. We have decided to make a dental carrier change to Delta Dental due to the ability to receive the same plan design at no increase in cost.

The benefits open enrollment will begin Monday, November 1, 2021.

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Ms. Kohnen, and Ms. Redden...6 ayes. The motion carried. **(50-2021)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- Christopher A. Harding is the newest appointment to the Library Board. A graduate of Xavier University, Mr. Harding received his bachelor's degree with honors in political science and from Xavier's premier interdisciplinary program, Philosophy Politics & the

Public. He has worked as a political consultant on several countywide campaigns, including multiple Democratic candidates for office and the Issue 7 Transit Levy. He formerly worked in Washington, DC for the Feighan Team Inc., a lobbying firm, and the National Association of Latino Community Asset Builders as a Policy Associate, and served as the Public Policy Chair for the Ohio state chapter of the League of United Latin American Citizens. Currently, he serves as Bailiff to the Honorable Christopher Wagner in the Hamilton County Court of Common Pleas. Also, he is involved with his local community council as an elected Trustee to Clifton Town Meeting. He is a member of the Hamilton County Democratic Party's Executive Committee and the Ohio Democratic Party as the Hispanic Caucus Secretary. He is a resident of Clifton.

- On September 24th, we were joined by community members, guests, elected officials, staff members, and former staff members for an event to celebrate and remember all that the South Building of our Main Library has contributed to us individually and collectively in its current architectural form over the years. Board Secretary Retired Judge Allen offered brief comments, and elected officials Representative Catherine Ingram and Cincinnati Council Member Liz Keating also offered memories of using the South Building. The City and County provided resolutions in honor of the event and Rep. Ingram sent a letter, noting the importance of our Library and public space.
- Several staff members will be presenting at the Ohio Library Council (OLC) Annual Convention & Expo in Columbus, October 13-15th. As noted in my August Board report, two of our staff members, Sondra Presley, Senior Branch Manager, Price Hill Branch and David Siders, Civic Engagement Coordinator, will also be honored at the OLC Awards and Honors Luncheon.
- In recognition of the challenging past year and a half and all that our staff members have accomplished given the unprecedented public health crisis, we enthusiastically award every staff member at the Library with a Rufus Award for Customer Service for their commitment to serving the community during a time when the community needed us the most. As Rufus Award winners, each staff member will receive a certificate for one paid day off to use within the next 12 months. The Ohio Library Council also recognized the tremendous contributions the Ohio Public Library community has made across the state during the past 18 months and has named "all public libraries and public library staff" as their winner of the 2020 Innovation Award.
- In September, I had the opportunity to be the featured speaker at Rotary – Northeast Cincinnati. I updated Rotary members on the Library's work during the pandemic and on our extensive Facility Master Plan initiative. In October, I was invited to speak (virtually) at the staff day for Live Oak (GA) Public Library. This session focused on staff as an

essential organizational asset and how to support and encourage staff to stay engaged during times of change.

- The August Board report noted plans for our Annual Staff Recognition and Award event to be held on November 14 this year. This event often attended by hundreds of staff, will be postponed due to the recent Delta COVID-19 surge. As the year progresses, we will monitor the options for holding this event in early 2022. Likewise, the annual Veterans Day program will be a virtual event again this year. This Veterans' Day we will work with community partners to co-host a virtual event aimed at connecting veterans to the services and supports they need, including assistance in achieving personal and career goals, and information on health and well-being. Both of these large events are also impacted by the Main Library construction project.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Hendon reported that:

- Main Library Project Update
 - Elevator Replacement – The work is almost complete on the first group of elevators – the 1980s building passenger elevators and the 1950s building service elevator. Once these are complete, the work will move to the remaining three 1950s elevators.
 - North Plaza – The demolition work is almost complete. The design for the wall along the north side of the plaza along Prior Alley is still being finalized. Other than this wall, we expect the work to move relatively quickly.
 - Skylight Replacement – All of the fundamental components – scaffolding, rerouting of drainage, installation of the temporary “bathtub” roof, and necessary safety elements – are complete. The removal of the existing skylight is complete. We recently learned of supply chain issues related to the aluminum fabrication which may impact the overall project timeline. Turner is working diligently to source the required materials to keep the project on schedule.
 - South Plaza and Mezzanine – The design work on the demolition package related to the plaza, basement and mezzanine is ongoing. The updated timeline is:

Design complete	10/8/2021
GMP approved	12/14/2021
Construction expected to begin	01/02/2022
- The Library is continuing due diligence related to the possible relocation of the Forest Park Branch across the street from the current branch. In addition to the previous work done by Champlin related to the placement of a new branch on the proposed lot, they

recently completed a summary analysis of the proposed lot and the Library's current lot based on site selection objectives previously adopted by the Board. The Library is also working with JS Held to determine both the parking and building capacity on our current site. The information is expected to be completed by the end of October.

- The Library has executed an agreement with the design professional, THP for the Ongoing Maintenance 2021-2023 Project, and continues to work with Pepper Construction on the CMR agreement. Staff is working with the THP team on the scope.
- The finishes have been finalized and the materials have been ordered for the Mariemont Exterior Courtyard project. The anticipated installation of the project is during the winter 2021-2022.
- Over the last year, the Library has worked with the architect, SHP, and a landscape designer, Martin Koepke on the Price Hill Commons design. The plans were shared with the community during the branch opening festivities. SHP is finalizing the construction documents so that we can bid the project over the next few months.
- We are in the process of defining the scope of the Green Township Branch refresh project by working with the design professionals, gathering data from branch staff, and reviewing previous community input.
- We are in the process of defining the scope of the West End Renovation project by working with the design professionals, gathering data from branch staff, and reviewing previous community input. We have engaged the architectural firm, Moody Nolan, to prepare several conceptual feasibility designs to gain a better understanding of a potential scope and cost.
- The Library has been using Central Square One Solution accounting system since 2013. The system is performing at a basic level and does not allow us the opportunity to make the best use of our resources. We are seeking a system that will reduce manual work, eliminate redundancies, capitalize on current technology, and increase transparency both internally and externally. We have done a preliminary review of several systems and reached out to peers. One of the best in class is Tyler Technologies Muni's solution. We are considering the implementation of this product and plan to have a decision in the next few weeks. We anticipate implementation in the first half of 2022.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Allen reported that:

- The recruitment process for the Diversity, Equity, Inclusion and Culture (DEIC) Director is well underway with initial interviews conducted the week of September 20. The final stage of interviews is scheduled for the week of October 4 with an anticipated hiring recommendation to be delivered the following week. We are incredibly excited for this new position in the Library.
- October 4 marked the beginning of National Customer Service Appreciation Week, which recognizes hearts of service. The Library honored our team in a weeklong celebration of all staff who are continually providing excellent customer service. As a culture that recognizes not only the importance of external customer service but also how critical internal customer service is to our organization, all staff are invited to celebrate by participating in the fun activities planned by our Staff Morale Team and Senior Leadership Team.

OPERATIONS COMMITTEE REPORT

Ms. Clemons introduced Tara Kressler.

Symmes Township Senior Branch Manager Tara Kressler talked about how the community has driven success at the Symmes Township Branch, especially over the last 18 months. She also gave an overview of the work that she and her staff have done to remove barriers for customers visiting the branch in-person throughout the pandemic.

Ms. Clemons reported that:

- A closing ceremony for the Main Library South Building was held on September 24, which is the last day that customers were able to access the South Building until it reopens in 2023. Main Library staff members completed the move of key collections to the second floor of the North Building, as well as the bridge, where we will welcome customers for the duration of the construction project. The TechCenter is operating in the first floor of the North Building along with the current Adult Learning Center, where customers' holds are now located. The MakerSpace remains on the second floor of the North Building. The only service that remains in the South Building is the downtown Main Library's drive-thru, which offers 7-day service. The Main Library also resumed in-building Sunday hours a week later, on Sunday, October 3. The Main Library's reduced footprint provides Main Library staff some time to work in branch locations during the construction period. Having less space to cover also gives the Public Safety team, under its new manager, Ebony Gordon, an opportunity to spend time supporting and working more at branches.

DEVELOPMENT COMMITTEE REPORT

Ms. Kohnen reported that:

- The Library has been the grateful recipient of several gifts since August, including a significant contribution from The H. W. Wilson Foundation in recognition of the 2021 John Cotton Dana Award, as well as two LSTA grants from the State Library of Ohio in support of the digitization of the Newsmakers A/V collection with a contribution of \$4,999 and purchasing a new book scanner for the Library's digital laboratory with a contribution of \$99,483. On October 5th, the Library hosted the 2nd Mary S. Stern Lecture with Doris Kearns Goodwin at the Aronoff Center for the Performing Arts. Nearly 2,000 people were delighted by Kearns Goodwin at this in-person event.
- Since August, The Library Foundation has been the grateful recipient of several significant gifts as follows: Thomas W. Jones in support of the North Plaza construction project; the Charles H. Dater Foundation and PNC Charitable Trusts in support of the Homework Helper Program; Pat and Ron Ludeke to create a new endowed fund in memory of their son, Scot Ludeke; as well as a gift from the Murray & Agnes Seanson Good Government Foundation to support the digitization of the Newsmakers A/V collection and development of several online exhibits featuring the material. Several additional applications for funding have been submitted and are being reviewed. While we were a finalist for an Impact 100 Award, unfortunately, The Library Foundation was not selected as a recipient this year but has been encouraged to reapply.
- The Foundation's annual end-of-year giving campaign is underway, beginning with an appeal to employees during October. The public multi-channel campaign (mailer, video and social media) is expected to launch before November. This year's campaign features the heartwarming example of customers from the Miami Township Branch Library and their recognition of the impact of the Library and staff.
- Sales at the Friends Warehouse continues to be strong. October is Member Appreciation month, where Friends Members get 20% off their purchases. The Friends continue to accept donations from the public on Wednesdays & Sundays, 10 a.m. – 3 p.m. at the Warehouse, and are only seeing a slight decrease in volume from earlier in the year. All Library branch locations are accepting donations on behalf of the Friends.
- The Anderson Township Library Association's (ATLA) summer sale in August at Burger Farm and Garden Center was a success raising \$16,817. The next ATLA Sale is scheduled for June 2022.

STRATEGY COMMITTEE REPORT

Mr. Hendon reported that:

- In partnership with the City of Cincinnati Health Department and Hamilton County Health, we continue to provide vaccination clinics at Forest Park, Madeira, Mt. Healthy community greenspace, Price Hill, and Sharonville. These locations were chosen based on data pointing to higher rates of unvaccinated residents in these neighborhoods. Complete stats on participation aren't yet available, but 102 people have been vaccinated at the Price Hill Branch since August. We have distributed 42,307 At-Home test kits between March- September 24. Thousands more kits have been delivered to keep up with demand. During the week of September 27, our Shipping & Receiving team worked with the Ohio Department of Health (ODH) to briefly store thousands of kits at our Distribution Center for Cincinnati Children's and Dayton Children's hospitals so they could quickly and easily access them locally.
- We continue to partner with the Greater Cincinnati Voter Collaborative on voter registration and education. We updated our [Voter Information page](#), and provided a voting myth-busters [blog post](#) and participated in National Voter Registration Day where eight library locations held special voter registration events.
- Civic Engagement Coordinator David Siders was invited by The Kettering Foundation and National Issues Forum Institute to speak on a four-person panel in a virtual event entitled Our Public Voice.
- On Sept. 2, State Representatives Sedrick Denson, Catherine Ingram, Brigid Kelly, and Jessica Miranda held an Unemployment Clinic at the Bond Hill Branch Library. Library staff, the Ohio Department of Jobs and Family Services, Hamilton County Community Action Agency, and the South West Council of Aging were also there to provide resources and assistance to residence. The 513 Relief Bus offered free COVID-19 vaccinations, workforce training, rent, utility, food, Medicaid application assistance, and more. This event was very well attended, and Government Relations Coordinator Elaine Fay is working with State Representatives to hold more of these at additional library locations.
- Customer Experience Manager Justyn Rampa will roll out the Library's Customer Experience Framework to staff in late October. This framework leverages much of our recent organizational work including the Facility Master Plan and the Minds of All Kinds brand. Justyn will engage staff in ideas for using their service skills to create the most robust Customer Experience Model we can across our locations. Justyn will be joined on visits to locations by Visual Merchandiser Chris Keegan. The tour will give staff an

opportunity to informally discuss the work of both Justyn and Chris and serve as a way to introduce Chris to all locations as he just recently joined the system in late July.

- Since introducing the Programming Guidelines in 2020, Lifelong Learning continues to support staff in crafting high-impact programs that are community-focused and community-driven. For example, the *Next Level Programs Virtual Course* provided 16 staff members a 6-week online course focused on using community engagement to evaluate community need; developing programs that are diverse, equitable, and inclusive; and designing programs that create positive outcomes for and with participants.
- Events listed in the Strategy Report can be found by viewing the report from the October 12, 2021 Regular Board Meeting Agenda in [BoardDocs](#).
- We have launched a new recruitment [video series](#) based on our brand and highlighting the many ways staff support our communities. The videos can be found on the [Working at the Library](#) web page and on YouTube.
- [The Marketing Report](#) (in the Consent Agenda items.)

TECHNOLOGY COMMITTEE REPORT

Ms. Kohnen reported that:

- Rebranding from the Public Library of Cincinnati and Hamilton County to the Cincinnati and Hamilton County Public Library has led the Marketing Department to recommend changing our domain name from [cincinnati.library.org](#) to [chpl.org](#). The Library's website would be: [www.chpl.org](#). Library staff email addresses would follow the structure: [holbrook.sample@chpl.org](#). To make the change, IT staff and Marketing would work with vendors and partners to implement the new domain. We anticipate the process to take several months, with a target launch date in early 2022. Reasons for the change include: it's easier to remember and faster to type than the current address; [chpl.org](#) is inclusive of both the city and county; those who continue to use [cincinnati.library.org](#) will be automatically redirected to the new web address; and CHPL is not an acronym already in use in the Cincinnati & Hamilton County area, meaning the new address will not cause confusion with any other area organization.
- Over the last two years, the Board of Trustees has been informed of actions the Library has taken to increase the security of our online and digital network infrastructure. In light of the increase in threat load, and the national media attention given to cybersecurity, here is a round-up of the Library's safety measures:

- *Ironscales*. First implemented in late 2019, Ironscales monitors email traffic and helps identify suspicious senders and content. There is a reporting feature where staff can flag a suspicious email with the click of a button. Staff understanding and knowledge are important elements to email security, and Ironscales also assists with training.
- *Multi-Factor Authentication (MFA)*. The system-wide upgrade to Microsoft 365 implemented through 2018-2019 has allowed the Library to activate some important security functionality including MFA. Rolled out over the first half of 2021, MFA is a powerful protection of individual user accounts – through which the vast majority of breaches occur. MFA is what banks and other individual accounts use for protection.
- *Qumulo Storage*. The Library has increased digital storage needs for multiple back-ups of files and information, which are essential in case of a cryptolock or ransomware event. Implemented over the Summer of 2021, Qumulo Storage is expandable and stores three copies of our data, one of which is off-site. These copies will allow us to be better prepared to rebuild our servers should we have a ransomware attack.
- *12-Character Passwords*. This September the Library instituted 12-character passwords for all staff. The additional 4-characters, added to the previously required 8-character system, significantly improves the security of individual staff accounts. We are confident enough in the enhanced security offered by longer passwords that we will no longer require regular password changes.
- *Local Administrator Privileges*. Over the Summer of 2021, IT audited staff that have local administrator privileges on their computers. These privileges allow for the user to modify the computer by downloading software or making other settings changes. The Cybersecurity Team reviewed the audit and removed all unnecessary privileges. This reduces the number of local administrators from over 100 to just 17. This significantly diminishes the avenues of attack from various hacking methods.
- *Active Directory Cleanup*. Active Directory is a Microsoft tool that manages domain information and user interactions with network services. Active Directory stores user and computer device information which can become obsolete. Although Active Directory uses encryption, administrators must regularly clean up user and device accounts to ensure optimum performance and network security. Poor management and cleanup procedures can leave organizations exposed to cyberattacks and result in costly data breaches. IT staff have been meeting since February 2021 to address these obsolete accounts and have removed numerous user and computer device accounts.
- *Incident Response Plan*. A significant amount of work has gone into developing an incident response plan in the event of a breach or other security issue.

Protocols involving chains of communication among administration, IT, insurance, and other experts which allow us to react quickly to an incident are essential. We plan to finalize and roll out the incident response plan by the end of 2021.

CONSENT AGENDA ITEMS

Mr. Hendon moved the Board approve the consent agenda as follows:

- Minutes of the Regular Meeting held August 10, 2021.
- Monthly Financial Reports – for the periods ending August 31, 2021 and September 30, 2021.
- Marketing Board Report – August 2021 and September 2021.
- Contributions, Gifts, and Donations – August 1, 2021 – September 30, 2021

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000			
August 1, 2021 - September 30, 2021			
8/30/2021	Library Foundation	Support of afterschool snack program	5,000.00
8/30/2021	Hugo Trust	Support Library	50,000.00
8/30/2021	Library Foundation	Homework help support	81,496.02
9/7/2021	HH Wilson Foundation	Marketing award	10,000.00
9/15/2021	Library Foundation	PNC Trust - homework help support	20,000.00
9/15/2021	Library Foundation	Honor with Books - Scott Ludeke	5,000.00
9/15/2021	Library Foundation	Dater Foundation - homework help support	75,000.00

- Personnel Change Report reflects changes through September 18, 2021.

Personnel Change Report						
ACTION	FULL NAME	JOB TITLE	AGENCY	FTE	GRADE	EFFECTIVE DATE
Appointment	Allen, Olivia K	Shelver	Green Township Branch	0.30	01	07/11/2021
Appointment	Bratton, Benjamin M	Library Customer Adviser	Avondale Branch	0.50	04	07/11/2021
Appointment	Burnett, Danielle L	Library Customer Adviser	West End Branch	1.00	04	07/11/2021
Appointment	Courtney, Richard H	Library Customer Adviser	Hyde Park Branch	0.50	04	07/11/2021
Appointment	Dennemann, Shannon L	Shelver	Pleasant Ridge Branch	0.30	01	07/11/2021
Appointment	Hammarlund, Gabrielle N	Library Customer Adviser	Deer Park Branch	0.50	04	07/11/2021
Appointment	Kleiman, Danielle N	Library Customer Adviser	Deer Park Branch	0.50	04	07/11/2021
Appointment	Maguire, Sarah E	Library Customer Specialist	Anderson Branch	1.00	05	07/11/2021

Personnel Change Report						
ACTION	FULL NAME	JOB TITLE	AGENCY	FTE	GRADE	EFFECTIVE DATE
Appointment	Moore, Katelyn M	Shelver	Anderson Branch	0.30	01	07/11/2021
Appointment	Mordigal, Susan B	Library Customer Adviser	Greenhills Branch	0.50	04	07/11/2021
Appointment	Payne, Yasmin A	Library Customer Adviser	Clifton Branch	0.50	04	07/11/2021
Appointment	Pittinger, Esther R	Library Customer Adviser	Groesbeck Branch	0.60	04	07/11/2021
Appointment	Prachar, Gabrielle E	Shelver	Anderson Branch	0.30	01	07/11/2021
Appointment	Spears, Michael J	Library Customer Adviser	Popular Library	0.50	04	07/11/2021
Appointment	Spieser, Grace E	Library Customer Adviser	Delhi Township Branch	0.50	04	07/11/2021
Appointment	Spitzmueller, Alexandra D	Shelver	Anderson Branch	0.30	01	07/11/2021
Appointment	Timmons, Drew M	Library Customer Adviser	Anderson Branch	0.60	04	07/11/2021
Appointment	Wagster, Thomas A	Library Customer Adviser	Popular Library	0.50	04	07/11/2021
Appointment	Whitely, Shannon R	Shelver	Blue Ash Branch	0.30	01	07/11/2021
Appointment	Widanski, Jacob J	Shelver	Anderson Branch	0.30	01	07/11/2021
Appointment	Adi, Haneen M	Library Customer Adviser	Monfort Heights Branch	0.50	04	07/25/2021
Appointment	Blake, Madelyn R	Shelver	Monfort Heights Branch	0.30	01	07/25/2021
Appointment	Charles, Teagan M	Shelver	Delhi Township Branch	0.30	01	07/25/2021
Appointment	Keegan, Christopher P	Visual Merchandiser	Marketing	1.00	07	07/25/2021
Appointment	Lemley, Rachel K	Shelver	Loveland Branch	0.30	01	07/25/2021
Appointment	Lovett, Jonathan M	PC Support Specialist	Information Technology	1.00	06	07/25/2021
Appointment	Mallette, Richard A	Library Customer Adviser	Groesbeck Branch	0.60	04	07/25/2021
Appointment	Maycock, Alyssa L	Library Customer Adviser	Corryville Branch	0.50	04	07/25/2021
Appointment	O'Hara, Stephen J	Shelver	Mariemont Branch	0.30	01	07/25/2021
Appointment	Pulley, Amber D	Youth Librarian	Monfort Heights Branch	1.00	07	07/25/2021
Appointment	Wells, Brooke D	Graphics Design Specialist	Marketing	1.00	07	07/25/2021
Appointment	Amend, Alyona R	Homework Help & Enrichment Support	West End Branch	0.30	01	08/08/2021
Appointment	Barr, Tamara S	Library Customer Adviser	Monfort Heights Branch	0.50	04	08/08/2021
Appointment	Bill, Samara R	Shelver	Wyoming Branch	0.30	01	08/08/2021
Appointment	Brown, Natalie E	Shelver	Green Township Branch	0.30	01	08/08/2021
Appointment	Burdine, Carolyn R	Customer Service Substitute	Service	0.725	04	08/08/2021
Appointment	Daggitt, Susan R	Customer Service Substitute	Service	0.725	04	08/08/2021
Appointment	Ehrnschwender, Molly B	Youth Librarian	Blue Ash Branch	1.00	07	08/08/2021
Appointment	Lipps, Emily A	Shelver	Delhi Township Branch	0.30	01	08/08/2021
Appointment	McCord, Jennifer H	Library Customer Adviser	Pleasant Ridge Branch	0.50	04	08/08/2021

Personnel Change Report						
ACTION	FULL NAME	JOB TITLE	AGENCY	FTE	GRADE	EFFECTIVE DATE
Appointment	Myers, Christine D	Library Customer Adviser	Anderson Branch	0.60	04	08/08/2021
Appointment	Ovadia, Lindsey R	Shelver	Wyoming Branch	0.30	01	08/08/2021
Appointment	Regmi, Apshara	Library Customer Adviser	Groesbeck Branch	0.60	04	08/08/2021
Appointment	Benzing, Matthew M	Customer Service Substitute	Service Operations	0.725	04	08/09/2021
Appointment	Daly, Jeanne A	Library Customer Adviser	Clifton Branch	0.60	04	08/22/2021
Appointment	duBarry, Ingrid R	Shelver	North Central Branch	0.30	01	08/22/2021
Appointment	Harlow, Anthony C	Library Customer Adviser	Cheviot Branch	0.50	04	08/22/2021
Appointment	Hart, Meredith R	Shelver	Price Hill Branch	0.30	01	08/22/2021
Appointment	McDonald, Christine	Homework Help & Enrichment Support	Covedale Branch	0.30	01	08/22/2021
Appointment	Mihlbachler, Susan E	Library Customer Adviser	Sharonville Branch	0.60	04	08/22/2021
Appointment	Siebel, Jessica M	Library Customer Adviser	Deer Park Branch	0.50	04	08/22/2021
Appointment	Blankenship, Rachel E	Library Customer Adviser	Virtual Information Center	0.50	04	09/05/2021
Appointment	Gamel, John S	Library Customer Adviser	Miami Township Branch	0.50	04	09/05/2021
Appointment	Grapevine, Paula J	Shelver	Loveland Branch	0.30	01	09/05/2021
Appointment	Hackman, Carol A	Library Customer Adviser	Sharonville Branch	0.50	04	09/05/2021
Appointment	Malcolm, Annette M	Library Customer Adviser	Corryville Branch	0.50	04	09/05/2021
Appointment	Mays, Kerri G	Library Customer Adviser	Monfort Heights Branch	0.50	04	09/05/2021
Appointment	McConnell, Joan H	Library Customer Adviser	Clifton Branch	0.50	04	09/05/2021
Appointment	Pope-Smyth, Sally T	Library Customer Adviser	Reading Branch	0.50	04	09/05/2021
Appointment	Re, Leeann N	Shelver	Reading Branch	0.30	01	09/05/2021
Appointment	Scribbin, Marc R	Monitor Mentor	Avondale Branch	0.375	07	09/05/2021
Appointment	Smith, Gabrielle R	Shelver	Madeira Branch	0.30	01	09/05/2021
Appointment	Hughes, Makaylah J	Shelver	Cheviot Branch	0.30	01	07/11/2021
Appointment	Jackson, Moriah K	Library Customer Adviser	Miami Township Branch	0.50	04	07/11/2021
Appointment	Kleemeier, Mary R	Library Customer Adviser	Blue Ash Branch	1.00	04	07/11/2021
Appointment	Ahlers, Andrew P	Library Customer Adviser	Madeira Branch	0.60	04	07/25/2021
Appointment	Walter, Matthew L	Shelver	Delhi Township Branch	0.30	01	07/25/2021
Appointment	Bommaraju, Suguna	Homework Help & Enrichment Support	North Central Branch	0.30	01	08/22/2021
Appointment	Thomas, Steven F	Homework Help & Enrichment Support	Reading Branch	0.30	01	08/22/2021
Appointment	Woodall, Sarah M	Library Customer Adviser	North Central Branch	0.50	04	08/22/2021
Change	Ament, Constance F	Library Customer Adviser	Elmwood Place Branch	0.60	04	07/11/2021
Change	Cohn, Sasha E	Library Customer Adviser	Deer Park Branch	0.50	04	07/11/2021
Change	Willard, Stephen K	Library Customer Adviser	Price Hill Branch	0.60	04	07/11/2021
Change	Hester, Kelwin L	Library Customer Adviser	Groesbeck Branch	1.00	04	07/25/2021

Personnel Change Report						
ACTION	FULL NAME	JOB TITLE	AGENCY	FTE	GRADE	EFFECTIVE DATE
Change	McCoucha, Rachel C	Library Customer Adviser	North Central Branch	1.00	04	07/25/2021
Change	Riley, Brian J	Library Customer Adviser	Corryville Branch	1.00	04	07/25/2021
Change	Crawford, Rayya S	Library Customer Adviser	Deer Park Branch	1.00	04	08/08/2021
Change	Johnson, Arianna N	Library Customer Adviser	Deer Park Branch	1.00	04	08/08/2021
Change	Mushaben, Kayla S	Library Customer Adviser	Norwood Branch	1.00	04	08/08/2021
Change	Sauer, Kathleen M	Library Customer Adviser	Westwood Branch	1.00	04	08/08/2021
Change	Ward, Adam C	Library Customer Adviser	Anderson Branch	1.00	04	08/08/2021
Change	Linder, William G	Library Customer Adviser	Popular Library	1.00	04	08/22/2021
Change	Perry, Valerie S	Library Customer Adviser	Groesbeck Branch	0.60	04	09/05/2021
Change	Themann, Marybeth L	Library Customer Adviser	Delhi Township Branch	1.00	04	09/05/2021
Change	Glemaker, Jacob M	Youth Librarian	Westwood Branch	1.00	07	07/11/2021
Change	Seguin, Abigail L	TechCenter/Makerspace Technician	Techcenter / Makerspace	1.00	04	07/11/2021
Change	Cummings-Titus, Clarice	Homework Help & Enrichment Support	Bond Hill Branch	0.30	01	08/08/2021
Change	Nichting, Alyssa A	Library Customer Adviser	Covedale Branch	1.00	04	08/08/2021
Change	True, Sarah K	Library Customer Adviser	Northside Branch	0.50	04	08/08/2021
Change	Wolfley, Boris E	Page	Sorting & Materials Retrieval	1.00	01	08/22/2021
Change	Kleemeier, Mary R	Library Customer Adviser	Blue Ash Branch	1.00	04	08/08/2021
Change	Beecroft, Mandi L	Branch Team Leader	Groesbeck Branch	1.00	08	08/08/2021
Change	Dettinger, Katy J	Branch Team Leader	Delhi Township Branch	1.00	08	08/08/2021
Change	Eck, Shannon A	Branch Team Leader	North Central Branch	1.00	08	08/08/2021
Change	Hartley, Megan R	Branch Team Leader	Anderson Branch	1.00	08	08/08/2021
Change	Heidtmann, Melissa R	Youth Librarian	Harrison Branch	1.00	07	08/08/2021
Change	Hull, Deborah M	Branch Team Leader	Madeira Branch	1.00	08	08/08/2021
Change	Obrien Rhoad, Kerry A	Branch Team Leader	Blue Ash Branch	1.00	08	08/08/2021
Change	Schroeder, Claire M	Youth Librarian	Groesbeck Branch	1.00	07	08/08/2021
Change	Snyder, Caitlin M	Branch Team Leader	Harrison Branch	1.00	08	08/08/2021
Change	Davis, Scott W	Public Safety Team Leader	Public Safety	1.00	07	07/25/2021
Change	Ross, Ronald P	Maintenance Supervisor	Maintenance Services	1.00	07	07/25/2021
Change	Jaafari, Leila A	Page	Sorting & Materials Retrieval	0.50	01	08/22/2021
Change	Judy, Glenn A	Sorter	Sorting & Materials Retrieval	1.00	01	07/25/2021
Change	Jariwala, Riya H	Library Customer Adviser	St Bernard Branch	1.00	04	09/05/2021
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

Personnel Change Report						
ACTION	FULL NAME	JOB TITLE	AGENCY	FTE	GRADE	EFFECTIVE DATE
Departure	Lonneman, Kylie T.	Shelver	Green Township Branch	0.30	01	07/28/2021
Departure	Stewart, Veronica L.	Library Customer Adviser	Avondale Branch	0.50	04	07/31/2021
Departure	Siemer, Nicole K.	Library Customer Adviser	Miami Township Branch	0.50	04	08/04/2021
Departure	Payne, Yasmin A.	Library Customer Adviser	Clifton Branch	0.50	04	08/10/2021
Departure	Anderson, Steven J.	HVAC Technician	HVAC Services	1.00	06	08/12/2021
Departure	Blackmer, Geneva C.	Library Customer Adviser	Clifton Branch	0.50	04	08/17/2021
Departure	Johnson, Melinda N.	Shelver	Delhi Township Branch	0.30	01	08/18/2021
Departure	Joyner, Erin M.	Library Customer Adviser	Popular Library	0.50	04	08/28/2021
Departure	Davidson, Joseph K.	Library Customer Adviser	Anderson Branch	0.60	04	08/29/2021
Departure	Fair, Michael P.	Teen Librarian	St Bernard Branch	0.50	07	09/03/2021
Departure	Deckman, Haley M.	Library Customer Adviser	Clifton Branch	0.50	04	09/03/2021
Departure	Lambing, Treva J.	Library Customer Adviser	College Hill Branch	0.50	04	09/10/2021
Departure	Tegge, Jessica L.	Library Customer Adviser	Bond Hill Branch	0.50	04	09/11/2021
Departure	Temple, Alex R.	Library Customer Adviser	Madisonville Branch	0.50	04	09/15/2021
Departure	Holmes, Paige A.	Customer Service Substitute	Service	0.725	04	07/27/2021
Departure	Bratton, Benjamin M.	Library Customer Adviser	Avondale Branch	0.50	04	07/28/2021
Departure	Ament, Constance F.	Library Customer Adviser	Elmwood Place Branch	0.60	04	08/09/2021
Departure	Turner, Christina A.	Homework Help Aide	Avondale Branch	0.30	01	08/18/2021
Departure	Johnson, Linda D.	Library Customer Adviser	Mt. Healthy Branch	1.00	04	08/23/2021
Departure	Kim, Yungeun	Homework Help & Enrichment Assistant	Pleasant Ridge Branch	0.30	01	08/26/2021
Departure	Walton, Gary L.	Library Customer Adviser	Deer Park Branch	0.50	04	08/13/2021
Departure	Longeway, Alyssa M.	Library Customer Adviser	Cheviot Branch	0.50	04	07/14/2021
Departure	Machenheimer, Cassandra E.	Library Customer Adviser	Loveland Branch	0.50	04	07/30/2021
Departure	Wakelam, Haley K.	Library Customer Adviser	Monfort Heights Branch	0.50	04	07/30/2021
Departure	Brewer, Lori A.	Customer Service Substitute	Service	0.725	04	07/22/2021
Departure	Avila Turcios, Fabiola J.	Library Customer Adviser	Popular Library	0.50	04	07/24/2021
Departure	Allaire, Margaret A.	Shelver	Deer Park Branch	0.30	01	07/29/2021
Departure	James, Cara M.	Shelver	Westwood Branch	0.30	01	08/07/2021
Departure	Schutte, Olivia M.	Page	Sorting & Materials Retrieval	1.00	01	09/01/2021
Departure	Spieser, Grace E.	Library Customer Adviser	Delhi Township Branch	0.50	04	09/04/2021
Departure	Cox, Madison K.	Sorter	Sorting & Materials Retrieval	1.00	01	09/08/2021
Departure	Jobson, Heather V.	Children's Librarian	Loveland Branch	1.00	07	09/10/2021
Departure	Zigelmier, Harry E.	Maintenance Technician	Maintenance Services	1.00	05	09/10/2021
Departure	Miceli, Luke M.	Shelver	Wyoming Branch	0.30	01	07/31/2021
Departure	McKenney, Nia C.	Library Customer Adviser	Norwood Branch	0.50	04	07/31/2021
Departure	Coleman, Mary E.	Library Customer Adviser	Groesbeck Branch	0.60	04	08/06/2021
Departure	Owens, Delaney W.	Shelver	Hyde Park Branch	0.30	01	08/06/2021

Personnel Change Report						
ACTION	FULL NAME	JOB TITLE	AGENCY	FTE	GRADE	EFFECTIVE DATE
Departure	Garbsch, Grace E.	Shelver	Sorting & Materials Retrieval	0.60	01	08/12/2021
Departure	Prachar, Gabrielle E.	Shelver	Anderson Branch	0.30	01	08/12/2021
Departure	Song, Maria H.	Library Customer Adviser	College Hill Branch	0.50	04	08/14/2021
Departure	Krishnan, Ashwini	Shelver	Madeira Branch	0.30	01	08/31/2021
Departure	Hein, Natalie M.	Shelver	Anderson Branch	0.30	01	09/02/2021
Departure	Lane, Benjamin R.	Maintenance Technician Entry Level	Maintenance Services	1.00	03	07/16/2021
Promotion	Meyer, Jenifer	Library Customer Specialist	Groesbeck Branch	1.00	05	07/11/2021
Promotion	Smith, Christopher W	Branch Team Leader	Deer Park Branch	1.00	08	07/11/2021
Promotion	Meyer, Brooke M	Lifelong Learning Specialist	Lifelong Learning	1.00	06	07/25/2021
Promotion	Bodenstein, Shannon M	Library Customer Adviser	Loveland Branch	0.50	04	08/08/2021
Promotion	Dumont, Sally K	Cataloging Team Lead	Cataloging & Processing	1.00	08	08/08/2021
Promotion	Pellegrino, Mario A	Library Customer Specialist	Deer Park Branch	1.00	05	08/08/2021
Promotion	Rhodus, Bailey M	Library Customer Adviser	Popular Library	0.50	04	08/08/2021
Promotion	Robinson, Justin S	Library Customer Specialist	St Bernard Branch	1.00	05	08/08/2021
Promotion	Wallpe, Taylor	Library Customer Specialist	Popular Library	1.00	05	08/08/2021
Promotion	Brown, Cheyanne N	Library Customer Adviser	Oakley Branch	0.50	04	08/22/2021
Promotion	Chittock, Sharon G	Youth Librarian	Popular Library	1.00	07	08/22/2021
Promotion	Amrein, Clarity M	Community Content Coordinator	Genealogy & Local History	1.00	07	09/05/2021
Promotion	Kinnen, Anna M	Library Customer Specialist	Popular Library	1.00	05	09/05/2021
Promotion	Mallstrom, Diane M	Materials Selection & Acquisition Assistant	Materials Selection & Acq	1.00	04	09/05/2021
Retirement	Blye, Tangye F.	Shelver	Sorting & Materials Retrieval	1.00	01	07/23/2021
Retirement	Keeshan, Mary C.	Library Customer Adviser	Blue Ash Branch	1.00	04	07/31/2021
Retirement	Agbaje, Olubunmi O.	TechCenter/Makerspace Technician	Techcenter / Makerspace	0.50	04	08/12/2021
Retirement	Brown, Carolyn	Acquisitions Specialist	Materials Selection & Acq	1.00	05	09/07/2021

7/11/21 - 9/18/21

- Statistical Report for September 2021.
- Statistical Highlight – LibCal Room Bookings.
- Investment Report (summary of invested balances) as of September 30, 2021.

Cincinnati and Hamilton County Public Library
Investment Summary as of September 30, 2021

	Amount As of 08/31/2021	Amount As of 09/30/2021
Fifth Third Investment:		
General Fund	\$6,500,000.00	\$7,000,000.00

Building and Repair	<u>\$15,493,000.00</u>	<u>\$16,243,000.00</u>
Total	\$21,993,000.00	\$23,243,000.00

Fifth Third Operating Account:

General Fund	28,270,737.84	27,428,693.69
Insurance Reserve	230,000.00	230,000.00
Special Revenue Funds	1,038,062.99	1,015,791.56
Building and Repair	32,170,898.23	29,928,368.17
Permanent Trust Funds	<u>1,379,711.66</u>	<u>1,367,287.20</u>
Total	\$63,089,410.72	\$59,970,140.62

STAR Ohio:

Building and Repair	<u>1,119,943.63</u>	<u>1,120,016.65</u>
Total	\$1,119,943.63	\$1,120,016.65

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

Total	\$6,772,444.00	\$6,772,444.00
	<u><u>\$92,974,798.35</u></u>	<u><u>\$91,105,601.27</u></u>

Ms. Kohnen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Ms. Kohnen, and Ms. Redden...6 ayes. The motion carried. **(51-2021)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary