

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

Date: June 14, 2022

Meeting: Regular

Place: Virtual

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, Ashli Dees, Staci Dennison, Kyla Hardin, Holbrook Sample, and Beth Yoke

PUBLIC COMMENTS

Ms. Clemons read a comment from Hamilton County Public Health Commissioner, Greg Kesterman regarding the Library being an integral partner since the beginning of the pandemic. He wrote that the Library supported a number of public health efforts and will continue to be a valuable asset in helping Hamilton County Public Health connect with neighborhoods.

ACTION ITEMS

Mr. Hendon moved the following:

- **Confirm the following Main Library project change orders modified the Elevator GMP for Turner Construction that have been approved:**

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	#4	Replace existing vent piping	\$ 14,016.00
Turner Construction	GMP	#5	Additional fire suppression requirement	\$ 44,936.00

The elevator replacement work is ongoing and the completion date has been modified to July 15, 2022 to complete additional detail items. The North Plaza work is almost complete with the exception of the wall along Prior Alley, which is expected during the month of June 2022. The Library is evaluating modification of one of the bump outs to install new entry doors with a proper vestibule off the North Plaza. We are planning to use the current available budget to complete the doors. The demolition on the South Plaza and basement is ongoing. The framing of the new perimeter wall is in process.

In April 2021, the overall Main Library project budget (the North Plaza, the plaza/basement demolition, and the completion of the social stair and interior renovations) was set at \$24 million. The GMP is greater than previous estimates based on market conditions and design refinement. As with the demolition GMP, this project is very complex and working in existing conditions will require each component of the social stair to be measured, fabricated and installed in a linear sequence.

- **Authorize the Eva Jane Romaine Coombe Director to modify the current agreement with Turner Construction via GMP amendments to include the Social Stair and Interior Renovation – GMP inclusive of CMR fee and CMR contingency equal to or less than \$18,500,000 for the Main Library project.**

To accommodate the current GMP for the social stair and interior renovations, we are requesting the following budget modification:

- **Approve increasing the Main Library project budget to \$30.7 million.**

Below is the summary of the project budget based on this increase.

Main Library Summary Budget

FMP Funding	\$30,000,000
Private donations	<u>\$700,000</u>
Total Funding	<u><u>\$30,700,000</u></u>

ITEM	AMOUNT
North Plaza GMP	1,005,760.00
South plaza and curtainwall GMP	5,184,542.00
Social Stair, glass, and interior renovations	<u>18,500,000.00</u>

Total cost of construction including all CMR fees and CMR contingency	<u>24,690,302.00</u>
---	----------------------

Owner Managed Soft Costs	
Furniture Fixtures and Equipment estimate	750,000.00
Technology estimate	600,000.00
Public Art	215,000.00
Permits estimate	400,000.00
Design team	2,200,000.00
ALL consulting, owner's rep and design fees	609,698.00

Current Owner Contingency 5%	<u>1,235,000.00</u>
------------------------------	---------------------

Total Budget (06/09/2022)	<u><u>30,700,000.00</u></u>
---------------------------	-----------------------------

As you may recall, we increased the transfer to the Building and Repair Fund at the end of 2021 by \$4 million as a result of the increased PLF last year. Later in this report, we will be sharing an update on the 2022 funding. This additional funding supports the increase in the budget.

We have recently added another component to the Main project, which will be funded from the capital maintenance dollars of the FMP. The walls around the north parking lot at the corner of Walnut and 9th Streets need maintenance and pose several public safety concerns. We are working with the design professionals and Turner to remove the brick walls and replace with decorative metal fencing. We expect this project to move quickly once we have received approval from the city. We hope to have the temporary barriers needed to begin demolition of the existing walls installed this summer. We are requesting authorization for the Eva Jane Romaine Coombe Director to modify the current agreement with Turner Construction via GMP amendment for this needed work and for the GMP total to be confirmed at the next Board meeting.

- **Waive the post audit meeting given that the audit is almost complete and Library staff is working to complete the Annual Comprehensive Financial Report. Currently, the auditors expect to issue a clean opinion and clean GAGAS opinion and there are no management letter comments. The auditors will still send out a draft opinion/gagas opinion to each board member with the option to request a meeting within 5 days of receiving the email.**

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Ms. Kohnen, Ms. Redden...6 ayes. The motion carried. (10-2022).

Ms. Allen recommended the following:

- **Approve updates and changes to the Reasonable Accommodations, Paid Time Off, and Flexible Work Arrangement policies as follows:**
 - **Changes to the Reasonable Accommodations policy that will align the policy with our current practices and have included updated language that reflects our organizational culture**

EXHIBIT A

PROPOSED REASONABLE ACCOMMODATIONS POLICY

Staff members, including those staff members who are in the introductory period, may request a reasonable accommodation due to a disability in order to perform the essential functions of their position.

It is the responsibility of the staff member to notify Human Resources when the need for reasonable accommodation exists. Medical documentation may be required from the staff member. Human Resources will engage in the interactive process with the staff member to determine what reasonable accommodation(s), as defined by the Americans with Disabilities Act, may be available.

EXHIBIT B

CURRENT REASONABLE ACCOMMODATIONS POLICY

Qualified staff members with a disability, including those staff members serving a probationary period, may request a reasonable accommodation due to a disability in order to perform the essential functions of their position. The Library will attempt to provide a reasonable accommodation as defined by the Americans with Disabilities Act.

It is the responsibility of the staff member to notify the Library when the need for reasonable accommodation exists.

A review of the validity of the request and an investigation to determine a reasonable accommodation will be conducted.

- **To align our Paid Time Off (PTO) policy with our Parental Leave policy, we recommend the addition of Parental Leave to be considered “hours worked” (number 1 in the General Provisions section) in the PTO Policy. This change will allow staff to accrue PTO while using the Parental Leave benefit.**

EXHIBIT C

PROPOSED PAID TIME OFF POLICY

The Library grants Paid Time Off (PTO) to employees regularly scheduled to work at least 20 hours per week.

1. Grades 7-15: Regular full-time and part-time employees in Grades 7-15 are granted PTO at .105 hours per hour worked (as defined below) up to the following amount per year:
 - 40 hour per week employees can earn up to 218.4 hours per year
 - 24 hour per week employees can earn up to 131.04 hours per year
 - 20 hour per week employees can earn up to 109.2 hours per year
2. Grades 1-6: In the initial year of employment, regular full-time and part-time employees in Grades 1-6 are granted PTO at .066 hours per hour worked (as defined below) up to the following amount per year:
 - 40 hour per week employees can earn up to 137.28 hours per year
 - 24 hour per week employees can earn up to 82.368 hours per year
 - 20 hour per week employees can earn up to 68.64 hours per year

This annual PTO benefit increases every two years of service up to a maximum benefit equivalent of employees in Grades 7-15 in accordance with the schedule attached as [Appendix A](#).

General Provisions

1. Hours worked includes the following pay codes: Regular, Holiday, PTO, Sick, Parental Leave, Bereavement, Jury Duty, Court Witness, Conference/Meeting, Delay Open, Premium Hours, and Training.
2. Accrual and Use – New Employees: PTO benefits accrue from the start of employment for all new regular full-time and part-time employees. PTO benefits may not be used until after 13 weeks of employment.
3. Accumulation Maximums: Unused PTO for full-time and part-time employees in any year may be accumulated and carried forward to the next year. The following limits apply (which represent approximately 2.5 years of earning):
 - Full-time employees – The maximum accumulation is 568 hours, in excess of which any accruable PTO is forfeited.
 - Part-time 24 hour per week employees – The maximum accumulation is 328 hours, in excess of which any accruable PTO is forfeited.
 - Part-time 20 hour per week employees – The maximum accumulation is 273 hours, in excess of which any accruable PTO is forfeited.
4. All employees are required to take the equivalent of one full week of their scheduled hours off in a consecutive time frame during each calendar year. This is to promote the wellness associated with time away from work.
5. Payout upon status change. When a full-time employee transfers to part-time status, the employee shall be paid for all vested PTO in excess of the part-time maximum.
6. Payout upon separation from service. Upon separation from service for any reason, employees of at least 13 weeks will receive a lump sum payment for their vested PTO at their current rate of pay. If an employee dies in service, this payment will be made to their estate.

EXHIBIT D

CURRENT PAID TIME OFF POLICY

The Library grants Paid Time Off (PTO) to employees regularly scheduled to work at least 20 hours per week.

1. Grades 7-15: Regular full-time and part-time employees in Grades 7-15 are granted PTO at .105 hours per hour worked (as defined below) up to the following amount per year:
 - 40 hour per week employees can earn up to 218.4 hours per year
 - 24 hour per week employees can earn up to 131.04 hours per year
 - 20 hour per week employees can earn up to 109.2 hours per year
2. Grades 1-6: In the initial year of employment, regular full-time and part-time employees in Grades 1-6 are granted PTO at .066 hours per hour worked (as defined below) up to the following amount per year:
 - 40 hour per week employees can earn up to 137.28 hours per year
 - 24 hour per week employees can earn up to 82.368 hours per year
 - 20 hour per week employees can earn up to 68.64 hours per year

This annual PTO benefit increases every two years of service up to a maximum benefit equivalent of employees in Grades 7-15 in accordance with the schedule attached as [Appendix A](#).

General Provisions

1. Hours worked includes the following pay codes: Regular, Holiday, PTO, Sick, Bereavement, Jury Duty, Court Witness, Conference/Meeting, Delay Open, Premium Hours, and Training.
2. Accrual and Use – New Employees: PTO benefits accrue from the start of employment for all new regular full-time and part-time employees. PTO benefits may not be used until after 13 weeks of employment.
3. Accumulation Maximums: Unused PTO for full-time and part-time employees in any year may be accumulated and carried forward to the next year. The following limits apply (which represent approximately 2.5 years of earning):

- Full-time employees – The maximum accumulation is 568 hours, in excess of which any accruable PTO is forfeited.
 - Part-time 24 hour per week employees – The maximum accumulation is 328 hours, in excess of which any accruable PTO is forfeited.
 - Part-time 20 hour per week employees – The maximum accumulation is 273 hours, in excess of which any accruable PTO is forfeited.
4. All employees are required to take the equivalent of one full week of their scheduled hours off in a consecutive time frame during each calendar year. This is to promote the wellness associated with time away from work.
 5. Payout upon status change. When a full-time employee transfers to part-time status, the employee shall be paid for all vested PTO in excess of the part-time maximum.
 6. Payout upon separation from service. Upon separation from service for any reason, employees of at least 13 weeks will receive a lump sum payment for their vested PTO at their current rate of pay. If an employee dies in service, this payment will be made to their estate.
- **In an effort to communicate expectations for staff who have approved days of remote work as a part of their Flexible Work Arrangement (FWA) agreement, we are recommending an addition to clarify expectations during inclement weather and other days of unexpected Library closing. Staff with an FWA have the ability to perform the essential functions of their position in a remote capacity and will be expected to work during circumstances of unexpected Library closing.**

EXHIBIT E

PROPOSED FLEXIBLE WORK ARRANGEMENT POLICY

The Cincinnati and Hamilton County Public Library is committed to helping staff face the demands of juggling work, family and life-related issues by offering flexible work arrangements. These arrangements provide staff with increased flexibility with their work schedule while allowing the Library to maintain a progressive and productive work environment. Alternative work scheduling is an opportunity to maintain staff productivity through various forms of creative work scheduling. Many positions and employees are not well suited for FWAs; however, when feasible and realistic in meeting department performance/staffing requirements, Library management is encouraged to consider FWA requests. This includes requests for flex time and/or remote work. However, FWAs are not entitlements and should be considered on a case-by-case basis.

Staff who have an approved FWA are expected to work remotely whenever the Library is closed for inclement weather or for other unexpected circumstances, unless they are on an approved leave. Staff with an FWA have the ability to continue to perform the essential functions of their position regardless of the weather or other conditions which may require the Library to close the entire system or a specific location.

FWAs are not an organization-wide benefit and utilizing an FWA in no way changes the terms and conditions of employment with the Library. The Library will remain the primary work location for any position that is eligible for a FWA, meaning that more than 50% of one's scheduled work hours must be at the Library.

To have your position considered for FWA you must review and complete the following documentation:

- [Is Remote Work Right For You?](#)
- [Process for Requesting a FWA](#)
- [Flexible Work Arrangement Proposal Form](#) (requires Manager participation to complete)

EXHIBIT F

CURRENT FLEXIBLE WORK ARRANGEMENT POLICY

The Public Library of Cincinnati and Hamilton County is committed to helping employees face the demands of juggling work, family and life-related issues by offering flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing the Library to maintain a progressive and productive work environment. Alternative work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling. Many positions and employees are not well suited for FWAs; however, when feasible and realistic

in meeting department performance/staffing requirements, Library management is encouraged to consider FWA requests. This includes requests for flex time and/or telecommuting. However, FWAs are not entitlements and should be considered on a case-by-case basis. FWAs are not a company-wide benefit and utilizing a FWA in no way changes the terms and conditions of employment with the Library. The Library will remain the primary work location for any position that is eligible for a FWA, meaning that more than 50% of one's scheduled work hours must be at the Library.

To have your position considered for FWA you must review and complete the following documentation:

- [Is Remote Work Right For You?](#)
- [Process for Requesting a FWA](#)
- [Flexible Work Arrangement Proposal Form](#) (requires Manager participation to complete)

Mr. Harding seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Ms. Kohnen, Ms. Redden...6 ayes. The motion carried. **(11-2022)**.

Ms. Kohnen recommended the following:

- **Approve the updated Management Agreement between the Library and the Friends of the Public Library, as shown in Exhibit I**

The updated draft has modest changes from the agreement that was adopted in 2017 (**Exhibit II**), including: the removal of references to the Friends' Shop at the Main Library, modification to logistic and operational services provided, and updates to payment processes (the annual fee for services remains the same). This agreement has been done in consultation with the Friends' Executive Director and will be presented to the Friends' board for approval at their next meeting.

Exhibit I

**AGREEMENT
Between
THE CINCINNATI & HAMILTON COUNTY PUBLIC LIBRARY
And
THE FRIENDS OF THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY**

This Agreement is entered into between The Cincinnati & Hamilton County Public Library ("the Library") and the Friends of The Public Library of Cincinnati and Hamilton County ("the Friends").

WHEREAS, The Cincinnati & Hamilton County Public Library is a body politic, organized and existing under the statutes of the State of Ohio and,

WHEREAS, The Friends of The Public Library of Cincinnati and Hamilton County is a not-for-profit corporation organized and existing under the statutes of the State of Ohio, formed for and dedicated to the support of the Library and,

WHEREAS, The Board of Trustees of the Library and the Board of Directors of the Friends have determined that it is in their mutual interest to enter into this amended and restated agreement governing certain relationships between the two organizations,

NOW, THEREFORE, the Library and the Friends agree to the terms and conditions as set forth below:

I. DISCARDED LIBRARY MATERIALS

- A. The Library, at its sole convenience and discretion, discards library materials (items in the collection or gifts being considered for the collection) which meet one or more of the following criteria: excessively worn or damaged; outdated; superfluous; or not used as measured by low circulation. Discarded items may be given to the Friends for fundraising purposes.
- B. The Friends shall act as the Library's agent for the sale of selected library discards at Friends' book sales and for the subsequent disposal of items not sold.
- C. Funds earned by the Friends from the sale of these materials shall be added to the income of the Friends to benefit the Library through the acquisition of any item or provision of any service deemed of value to the Library and the public it serves.
- D. Discarded materials shall be presorted by Library personnel and placed in plastic bins supplied by the Library and the Friends.
- E. The Library shall transport discarded library materials to the Friends' property for storage.
- F. The Friends shall sell the library materials received under this agreement to the general public and shall otherwise dispose of nonsalable materials.
- G. The Friends shall have sole responsibility for arranging such sales.
- H. Upon request from the Friends, the Library shall make available to the Friends, facilities at the Main Library and at branch libraries for the purpose of holding public sales of discarded library materials and similar materials donated to the Friends. The Library shall not be obligated to make such facilities available at times that conflict with other scheduled events or with work schedules.
- I. The Library shall assist the Friends in transporting discarded library materials to and from the site of such sales.
- J. Upon request from the Library, the Friends shall provide an accounting of monies earned through the book sales and how those monies were expended.
- K. This Agreement replaces all previous Agreements and Addendums entered into by and between the Library and the Friends.

II. FRIENDS' OFFICE/WAREHOUSE

- A. The Friends rent office/warehouse space currently located at 8456 Vine Street to conduct business operations and to store and prepare discarded materials for public sale.
- B. The Library shall provide twice-weekly custodial service for the warehouse, for a total not-to-exceed 8 hours per week.

III. LONG-TERM LOAN OF LIBRARY FURNITURE AND EQUIPMENT

- A. If available, the Library shall provide used shelving, furniture and/or equipment to the Friends on long-

term loan, for use in the Friends' office/warehouse, and shall assist with the delivery and installation.

- B. The Friends shall exercise due care in maintaining the condition of the furniture and equipment.
- C. The Friends shall not dispose of Library-owned furniture and equipment without the written consent of the Eva Jane Romaine Coombe Director of the Library.

IV. GRAPHIC DESIGN, PROMOTION AND PRINTING SERVICES

- A. When requested by the Friends, the Library shall design digital and print promotional items for the Friends, including but not limited to:
 - 1. Membership materials (e.g. membership brochure, commemorative brick brochure)
 - 2. Book sale materials (e.g. bookmarks, flyers, posters, maps, signage, postcards, banners, digital content)
 - 3. Volunteer recognition materials (e.g. invitations)
 - 4. Items featuring Library collections and services (daguerreotype products for example)
 - 5. The Friends shall reimburse the Library for printing at cost.
- B. When requested by the Friends, the Library shall arrange for the production of promotional banners, take photos of Friends' events for use in future promotion and share such photos with the Friends.
- C. The Library shall prepare and distribute digital content to the membership and selected Library cardholders about Friends' activities, sales, and meetings. The Library reserves the right to limit the number and frequency of distribution of Friends' content to Library cardholders, provided promotion of major sales is not restricted.

V. COMPUTER SUPPORT SERVICES

- A. If available, the Library shall provide used computer equipment to the Friends on long-term loan, for use in the Friends' office/warehouse, and shall assist with installation.
- B. When requested by the Friends, the Library shall assist with credit card set-up at Friends' events.

VI. TELEPHONE SERVICES

- A. The Library shall provide the Friends warehouse, with phone lines, voice mail services, and white page directory listings as part of the Library's phone system. These services are included in the basic services and lump sum payment as provided in this agreement. The Friends shall also reimburse the Library for actual charges for toll, and long distance calls, Internet access and call forwarding.

VII. POSTAGE AND MAIL SERVICES

- A. Upon request, the Library shall mail first-class correspondence and parcels for the Friends, keeping an account of the postage and United Parcel Services mailing charges. The Friends shall reimburse the Library for actual charges.

- B. The Friends shall maintain a postage account for bulk and presort mailings, including library newsletters. The Library shall transport bulk rate mailings from the Main Library to United Mail Service for processing and delivery to the post office.
- C. Occasionally, the Library Foundation will add items to the Friends' bulk rate mailing. The Foundation will reimburse the Friends for actual charges.
- D. Library personnel shall track expenditures against the bulk rate account balance and will request in a timely way additions to the account.

VIII. INSURANCE

- A. The Friends shall maintain appropriate insurance for all liability in the case of personal injury or property damage arising from operation of the warehouse and public book sales.
- B. The Friends shall carry appropriate property insurance coverage on Library- owned furniture and equipment on long-term loan. If property insurance on the contents of the Friends' Shop and/or the warehouse is desired, it shall be the responsibility of the Friends to purchase such insurance.

IX. MISCELLANEOUS PROVISIONS

- A. The Library shall arrange for the production and installation of commemorative bricks, a program sponsored by the Friends.
- B. The Library shall provide library staff to receive calls from the public regarding the donation of books and materials.
- C. All Library employees are members of the Friends. Library employees may not volunteer to work on Friends projects on Library time, except for the contracted support services described in this agreement.
- D. The address of the Friends is 8456 Vine Street, Cincinnati, Ohio 45216.

X. FISCAL SERVICES

- A. The Library shall invoice the Friends on a quarterly basis for an aggregate amount equal to the services provided and the quarterly installment of programming support as identified in the Friend's annual budget.

XI. TERM

- A. The initial term of this amended and restated agreement is for the period from June 15, 2022 through June 30, 2023.
- B. Upon completion of each current and subsequent term, the agreement shall automatically renew for a three-year term under the same terms and conditions unless amended in writing by mutual consent of both parties.
- C. Either party may terminate this agreement at any time by giving written notice of 180 days.

XII. FRIENDS PAYMENTS TO THE LIBRARY

- A. The Friends shall pay the Library the sum of \$868 (eight hundred sixty-eight dollars) per month for the goods and services the Library provides to the Friends in accordance with the terms of this agreement. This amount represents an 85% discount on the cost of services provided and may be adjusted annually.
- B. In addition, the Friends shall pay actual costs for all out-of-pocket expenses, such as postage, parcel service, shopping bags and other supplies, printing, toll and long distance charges, Internet access, call forwarding, commercial truck rental, and contracted security services, which shall be duly reported and charged to the Friends by the Library.
- C. The Library shall provide the Friends with a quarterly invoice for the total amount due by the 15th day of the month for all expenses incurred the previous quarter.

The aforementioned terms being mutually and entirely agreed upon by the parties, the Library and the Friends do hereby indicate their approval of this agreement.

Karen R. Clemons, President
Board of Trustees of the
Cincinnati & Hamilton County Public Library

Date

William Strangfeld, President
Board of Directors of the Friends of the
Public Library of Cincinnati and Hamilton County

Date

AGREEMENT
Between
THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY
And
THE FRIENDS OF THE PUBLIC LIBRARY OF CINCINNATI AND
HAMILTON COUNTY

This Agreement is entered into between The Public Library of Cincinnati and Hamilton County (“the Library”) and the Friends of The Public Library of Cincinnati and Hamilton County (“the Friends”).

WHEREAS, The Public Library of Cincinnati and Hamilton County is a body politic, organized and existing under the statutes of the State of Ohio and,

WHEREAS, The Friends of The Public Library of Cincinnati and Hamilton County is a not-for-profit corporation organized and existing under the statutes of the State of Ohio, formed for and dedicated to the support of the Library and,

WHEREAS, The Board of Trustees of the Library and the Board of Directors of the Friends have determined that it is in their mutual interest to enter into this amended and restated agreement governing certain relationships between the two organizations,

NOW, THEREFORE, the Library and the Friends agree to the terms and conditions as set forth below:

XII. DISCARDED LIBRARY MATERIALS

- A. The Library, at its sole convenience and discretion, discards library materials (items in the collection or gifts being considered for the collection) which meet one or more of the following criteria: excessively worn or damaged; outdated; superfluous; or not used as measured by low circulation. Discarded items may be given to the Friends for fundraising purposes.
- B. The Friends shall act as the Library’s agent for the sale of selected library discards at Friends’ book sales and for the subsequent disposal of items not sold.
- C. Funds earned by the Friends from the sale of these materials shall be added to the income of the Friends to benefit the Library through the acquisition of any item or provision of any service deemed of value to the Library and the public it serves.
- D. Discarded materials shall be presorted by Library personnel and placed in plastic bins supplied by the Library and the Friends.
- E. The Library shall transport discarded library materials to the Friends’ property for storage.
- F. The Friends shall sell the library materials received under this agreement to the general public and shall otherwise dispose of nonsalable materials.
- G. The Friends shall have sole responsibility for arranging such sales.
- H. Upon request from the Friends, the Library shall make available to the Friends, facilities at the Main Library and at branch libraries for the purpose of holding public sales of discarded library materials and similar materials donated to the Friends. The Library shall not be obligated to make such facilities available at times that conflict with other scheduled events or

with work schedules.

- I. The Library shall assist the Friends in transporting discarded library materials to and from the site of such sales.
- J. Upon request from the Friends, the Library shall provide in-house security services for sales conducted at the Main Library. The Library shall not be obligated to make such services available at times that conflict with other security needs or with work schedules.
- K. Upon request from the Library, the Friends shall provide an accounting of monies earned through the book sales and how those monies were expended.
- L. This Agreement replaces all previous Agreements and Addendums entered into by and between the Library and the Friends.

XIII. FRIENDS' OFFICE/WAREHOUSE

- A. The Friends rent office/warehouse space currently located at 8456 Vine Street to conduct business operations and to store and prepare discarded materials for public sale.
- B. The Library shall assist the Friends by removing trash dumpsters from the warehouse as needed. This shall occur in the course of transporting discarded library materials to and from the warehouse site. The trash dumpsters shall be returned to the warehouse in the next delivery.
- C. The Library shall provide twice-weekly custodial service for the warehouse, for a total not-to-exceed 8 hours.

XIV. LONG-TERM LOAN OF LIBRARY FURNITURE AND EQUIPMENT

- A. If available, the Library shall provide used shelving, furniture and/or equipment to the Friends on long-term loan, for use in the Friends' shop or office/warehouse, and shall assist with the delivery and installation.
- B. The Friends shall exercise due care in maintaining the condition of the furniture and equipment.
- C. The Friends shall not dispose of Library-owned furniture and equipment without the written consent of the Director of the Library.

XV. GRAPHIC DESIGN, PROMOTION AND PRINTING SERVICES

- A. The Library shall design promotional items for the Friends, including but not limited to:
 - 1. Brochures, e.g. membership and commemorative brick.
 - 2. Book sale materials, e.g. bookmarks, flyers, posters, requests for volunteers,

maps, signage for subject categories, and sale postcards.

3. Friends' Shop materials, e.g. signage, bookmarks, sale postcards, invitations for volunteer recognition.
 4. Items featuring Library collections and services (daguerreotype products for example)
 5. The Friends shall reimburse the Library for printing at cost.
- B. The Library shall arrange for the production of promotional banners, take photos of Friends' events for use in future promotion and share such photos with the Friends.
 - C. The Library shall prepare and distribute digital content to the membership and selected Library cardholders about Friends' activities, sales, and meetings. The Library reserves the right to limit the number and frequency of distribution of Friends' content to Library cardholders, provided promotion of major sales is not restricted.
 - D. The Library shall assist with development of and updates to the Friends website. These services shall not exceed 60 hours in a year. The Library shall host the Friends website on its server.

XVI. COMPUTER SUPPORT SERVICES

- A. If available, the Library shall provide used computer equipment to the Friends on long-term loan, for use in the Friends' shop or office/warehouse, and shall assist with installation.
- B. The Library shall assist with credit card set-up at Friends' events.

XVII. TELEPHONE SERVICES

- A. The Library shall provide the Friends, at both the Friends' Shop and warehouse, with phone lines, voice mail services, Friends' Shop phone equipment, and white page directory listings as part of the Library's phone system. These services are included in the basic services and lump sum payment as provided in this agreement. The Friends shall also reimburse the Library for actual charges for toll, and long distance calls, Internet access and call forwarding.

XVIII. POSTAGE AND MAIL SERVICES

- A. Upon request, the Library shall mail first-class correspondence and parcels for the Friends, keeping an account of the postage and United Parcel Services mailing charges. The Friends shall reimburse the Library for actual charges.
- B. The Friends shall maintain a postage account for bulk and presort mailings, including LINKS. The Library shall transport bulk rate mailings from the Main Library to United Mail Service for processing and delivery to the post office.
- C. Occasionally, the Library Foundation will add items to the Friends' bulk rate mailing. The Foundation will reimburse the Friends for actual charges.

- D. Library personnel shall track expenditures against the bulk rate account balance and will request in a timely way additions to the account.

XIX. INSURANCE

- A. The Friends shall maintain appropriate insurance for all liability in the case of personal injury or property damage arising from operation of the Friends' Shop, warehouse and public book sales.
- B. The Friends shall carry appropriate property insurance coverage on Library- owned furniture and equipment on long-term loan. If property insurance on the contents of the Friends' Shop and/or the warehouse is desired, it shall be the responsibility of the Friends to purchase such insurance.

XX. MISCELLANEOUS PROVISIONS

- A. The Library shall arrange for the production and installation of commemorative bricks, a program sponsored by the Friends.
- B. The Library shall provide library staff to receive calls from the public regarding the donation of books and materials and shall arrange for the pick-up of gift materials.
- C. All Library employees are members of the Friends. Library employees may not volunteer to work on Friends projects on Library time, except for the contracted support services described in this agreement.
- D. The address of the Friends is 8456 Vine Street, Cincinnati, Ohio 45216. This address will be used for all Friends' correspondence except for the Friends Shop.

XXI. FISCAL SERVICES

- A. All Library employee reimbursements and programming expenses formerly paid directly by The Friends will be paid by the Library via standard processing.
- B. The Library shall invoice the Friends on a monthly basis for an aggregate amount equal to the expenses incurred the previous month by the Library for authorized expenses from Friends' allocated budgets.
- C. The Friends shall pay the invoice within fifteen (15) days of receipt.
- D. The Fiscal Office shall provide an itemized list of reimbursements detailed by recipient's name, agency, and type of program.

XXII. TERM

- A. The initial term of this amended and restated agreement is for the period from January 1, 2018 through December 31, 2020.
- B. Upon completion of each current and subsequent term, the agreement shall automatically renew for a three-year term under the same terms and conditions unless amended in writing by mutual consent of both parties.
- C. Either party may terminate this agreement at any time by giving written notice of 180 days.

XII. FRIENDS PAYMENTS TO THE LIBRARY

- A. The Friends shall pay the Library the sum of \$868 (eight hundred sixty-eight dollars) per month for the goods and services the Library provides to the Friends in accordance with the terms of this agreement. This amount represents an 85% discount on the cost of services provided and may be adjusted annually.
- B. In addition, the Friends shall pay actual costs for all out-of-pocket expenses, such as postage, parcel service, shopping bags and other supplies, printing, toll and long distance charges, Internet access, call forwarding, commercial truck rental, contracted security services, and reimbursement of program expenses, which shall be duly reported and charged to the Friends by the Library.
- C. The Library shall provide the Friends with a monthly invoice for the total amount due by the 15th day of the month for all expenses incurred the previous month.

The aforementioned terms being mutually and entirely agreed upon by the parties, the Library and the Friends do hereby indicate their approval of this agreement.

 President
 Board of Trustees of the Public Library of
 Cincinnati and Hamilton County

 Date

 Michael A. Keslosky, President
 Board of Directors of the Friends of the
 Public Library of Cincinnati and Hamilton County

 Date

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Ms. Kohlen, Ms. Redden...6 ayes. The motion carried. (12-2022).

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- Ohioans continue to express their support for libraries at the polls. On May 3, voters approved 100% of the public library levies on local ballots around Ohio. The successful library ballot issues included three renewals, two renewals with an increase, and one replacement. The levies passed by significant margins with the average voter approval rate of 71 percent.
- On Monday, May 9, we hosted our 3rd annual Legislative Breakfast at the Deer Park Branch for the Hamilton County delegation of the Ohio General Assembly. This event is intended to give State Legislators the opportunity to ask us about current Library initiatives and to tell us about their upcoming goals and priorities. Legislators had a number of great questions and one of the main topics of discussion was the Facility Master Plan. State Legislators in attendance were Senator Louis Blessing, III and Representatives Tom Brinkman, Sedrick Denson, Catherine Ingram, and Bill Seitz.
- Two bills impacting public libraries received focus just prior to the General Assembly's summer recess in June. Ohio House Bill (HB) 140, sponsored by Rep. Derek Merrin (R – Monclova Township), was passed by the Senate after being unexpectedly brought up for a vote after several months of inactivity. The bill proposes conveying a property tax levy's rate in dollars for each \$100,000 of a county auditor's appraised value instead of in dollars for each \$100 of taxable value. It also requires election notices and ballot language to display the estimated amount the levy would collect annually. The Ohio Library Council (OLC) opposes HB 140. Upon learning of plans for the bill to be passed out of the Senate Ways and Means Committee, I reached out to Committee Chair, Senator Louis W. Blessing III to let him know of our concerns. OLC also testified in opposition to the bill in collaboration with the Ohio Township Association and Ohio's public school districts. OLC will be reaching out to the governor to ask for the bill to be vetoed.
- There was a possibility for House Bill (HB) 327 (divisive concepts bill) to be scheduled for a House vote prior to the General Assembly's summer recess. Emails were sent to House Speaker Cupp and members of the House of Representatives reiterating concerns about this legislation. Although the bill did not move forward this time, we will work with OLC as they continue to monitor it.

- Both chambers have recessed for the summer and aren't likely to be back in session until after the November election when they will return for "lame duck" session.
- Each spring, the Ohio Library Council hosts dinner meetings throughout the state for public library trustees and administrators. These events focus on the challenges and opportunities ahead for Ohio's public libraries and provide a venue for library trustees and administrators to share information and ideas with their counterparts throughout the region. This year's Southwest trustee dinner featured special Guest State Representative Jessica E. Miranda (D-Forest Park) who spoke highly of the new Deer Park Branch which she cited as an example of a Public Library for the future. She also expressed her excitement about the upcoming Forest Park Branch project. Trustees Christopher Harding and Diane Redden were in attendance, along with me.
- The Ohio Governor's Imagination Library (OGIL) Million Book Celebration for the OGIL in Hamilton County took place at our new Deer Park Branch on May 17. The Library's partnership with Cincinnati Public Schools, Cincinnati Children's Hospital Medical Center and public libraries throughout our region featured First Lady Fran DeWine, Vice-Mayor Jan-Michele Lemon Kearney, and Hamilton County Commission President Stephanie Summerall Dumas. The First Lady launched the Ohio Governor's Imagination Library in Hamilton County in March 2020 (March 10, 2020, at CCHMC) and it is now in all 88 Ohio counties. Trustee Diane Redden and I presented Mrs. DeWine with the resolution passed by our own board during our April meeting.
- Library leaders from across North America convened in Cleveland June 8 – June 10 at the Urban Libraries Council's (ULC) Lessons from the Field event to share and discuss how public libraries can continuously enhance their role as valuable partners and leaders within the community. The in-person meeting, Library Partnerships in a Post-COVID World, features a variety of library thought leaders. I spoke as part of a panel discussing my perspective on fostering relationships to improve our library's work, role, and community contributions. I also attended an exclusive session for Ohio Metro Libraries on Strengthening libraries through DEI that featured Melanie Huggins, PLA President and Sonia Alcantara-Antoine, PLA President-Elect.
- Staci Dennison is presenting a session at the International Public Library Fundraising Conference (virtual) on June 6th with board members from the Long Beach Public Library Foundation. The session is titled: Diversity, Equity & Inclusion Beyond the Optics: Fostering Belonging and Inclusion through Governance. At the session, participants will learn about strategies, factors for consideration, and perspectives from both organizations in their experiences, as well as what role nonprofit governance can play to support and sustain diversity.

- We continue to update policies to align with our DEI efforts and have a group of staff in our Building Cultural Competence Cohort, a Leadership Development program to bridge divides and deepen understanding. Dr. Dees, our DEI & C Director, has returned and with her leadership planning for Staff Development Days focused on diversity, equity and inclusion are being made for multiple half-day sessions through August and September.
- As mentioned in this April's Facilities, Finance and Audit Committee report there is an evolving plan to redevelop Cincinnati Metropolitan Housing Authority (CMHA) properties in the West End. Additional details have very recently been provided. CMHA is pursuing a Choice Neighborhood effort to redevelop CMHA properties in the West End. This includes potentially creating a "Next Generation Center" as part of the redevelopment, which is a place-based initiative that creates opportunities for residents, preserves affordable housing and strategically reinvests in the West End. The Transformation Team, led by CMHA, is working with the Cincinnati Recreation Commission, the Cincinnati & Hamilton County Public Library, the Cincinnati Museum Center and Seven Hills Neighborhood Houses to identify possible partnerships in addition to the redevelopment of CMHA owned sites in the West End. This is planned to be a multi-year, long-term plan and we will continue to update the Board and community as more specifics are revealed including how and if funding is secured for this ambitious plan.
- Representatives from Group 4 Architecture, Research + Planning, Inc., who developed our FMP with us and have continued to work with us on a variety of projects, including the Main Library, are on hand to provide a brief update with a focus on the unusual market conditions impacting design and construction work.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Hendon reported that:

2022 Capital Maintenance Projects

- We plan to begin with the work at Pleasant Ridge based on the severity of the issues there. We anticipate the GMP to be presented at the August 2022 Board meeting and this work to begin in September and continue for four months. The branch will be closed during this time. Most of this work involves overdue exterior maintenance, interior finish work to repair the long existing plaster damage, and a few interior modifications to improve functionality.

- The Corryville work is much more extensive. There has been water getting into the building for many years. The perimeter of the building will be excavated so that the waterproofing can be done. There is a fair amount of interior work to repair the damaged walls. The interior will also receive paint and carpet. There will be some other modifications along the Next Gen Library principles and improve the functionality and customer experience. We expect this work to begin in late 2022. The work is expected to last six months and the branch will be closed during the work.
- We are still working on the final closeout documentation for the Price Hill Branch Accessibility project and a few remaining punch list items.
- Mariemont Exterior Courtyard project work will be completed by mid-June and an opening celebration will be scheduled shortly thereafter.
- The exterior site improvement work for the Price Hill Parklet is expected to begin this summer. Thanks to the support of the Library Foundation, we will be working with ArtWorks to identify a local artist to create a unique piece for the space which will be installed in 2023.
- The Walnut Hills Branch Accessibility project interior finish work continues and the exterior site work has started. We hope to have the branch open by the end of the summer. We continue to work with Model Group on opportunities to maximize the adjacencies of our two properties
- Construction is moving along quickly on buildout of the leased space as part of the Madisonville Branch Accessibility project. We continue to face coordination challenges with the Landlord's contractor. The Library and Megen Construction are working with Ackermann (landlord) to resolve the issues in a timely manner to stay on schedule.
- We are continuing with our due diligence on the Forest Park Branch property exchange and are working towards a property transfer of the City of Forest Park's parcel to the Library mid-summer.
- The Forest Park Branch Replacement project design process is ongoing. We have shared high-level conceptual designs with both Forest Park officials and the community. The plans include 25,000 square feet, almost 100 parking spots, and integrated exterior space, a drive-thru window, and most of the interior features of a Next Gen Library. In April 2022, the Board approved Turner Construction as the CMR for the branch projects for 2022-2027 which included Forest Park. The Library has worked with Turner Construction to partner with Megen Construction on the Forest Park Branch project. We are excited about the partnership and the value it will bring to the project.

- The two easements to access the sewer line in the Hyde Park Branch Library's rear parking lot were approved in April 2022. We are working to finalize the details of the site improvements. There will be a short two-week disruption to the parking lot in August when the new sewer connection is made. The remainder of the work will begin in mid-October, and we hope to align this with the interior branch work.
- Emersion, the project architect for the Hyde Park Branch elevator replacement and renovation project, has been working quickly on the renovation design to improve the location of the elevator and the overall branch accessibility. The plan will also work to incorporate as many of the Next Gen Library principles as possible. As noted above, we anticipate this work beginning in mid-October. The branch will be closed during the renovations. Once details are finalized, the Library team will work out the communication plan.
- On June 8, 2022, bids for the Green Township Branch Refresh were received. The estimate for the project was \$314,850 and the Library received bids ranging from \$650,000 to \$774,000. The Library and the architect will work together to review the scope and rebid with a revised estimate in the next few weeks.
- Hamilton County Prosecuting Attorney's Office continues to represent the Library in the Energy Retrofit Project claim with Geiler. A second round of mediation was held at the end of April without any progress.
- Overall, the year-to-date expenditures are within budget. The year-to-date Public Library Fund revenue through May is 21% or almost \$3.7 million over projections. The additional PLF provides us with a cushion on the FMP projects to help offset cost increases for labor, delivery, and premiums as a result of supply chain issues. We will continue to monitor the PLF and request resource modifications later in the year.
- As previously reported, the Library is implementing Tyler Technologies Muni's ERP solution to replace our current accounting system that has been in use since 2012. We have been working on the configuration for the last several months. It will continue through the early fall and then we will begin testing with implementation on January 1, 2023. The new system will provide us with improved workflow and reporting and will result in much less processing of paper. We will implement electronic vendor payments as well as have improved transparency. The system will provide us with the necessary tools to expand our DEI vendor initiatives.
- We were recently notified that the Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to the Library for our annual comprehensive financial report for the fiscal year ended December 31, 2020. The report has been judged by an

impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The Library has received this report every year since the first year it was completed in the mid-1990s.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Allen reported that:

- Due to the additional costs that staff incur from working at the Main Library, we are investigating the possibility of a Main Library subsidy. We are currently in conversation with other downtown organizations to benchmark best practices and to assess what may be feasible for our organization. We plan to have more information to share at the upcoming August Board meeting.
- This summer, the Library is partnering with the Talbert House 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 plans to have youth working at the Groesbeck and Price Hill branches through this program.
- As a part of our work around Investing in Staff, we are investigating the possibility of amending our contracts with medical, dental, life and voluntary carriers so that eligible staff will be able to enroll in benefits on the first of the month after 30 days of hire. This potential change would shorten the waiting period for staff, as they currently must wait until the first of the month after 60 days of hire to become benefits eligible. We plan to continue to work with our carriers to understand if this change is feasible and will share more information around this potential change at the August Board meeting.

DEVELOPMENT COMMITTEE REPORT

Ms. Kohnen reported that:

- The Library's Development Office has been the grateful recipient of several gifts since April including a sizeable bequest distribution for the Hyde Park Branch.

- The Library is currently in discussions with the donor for the Mariemont Branch project regarding naming the patio space, per the Library's naming policy.
- In conjunction with the Mary S. Stern Lecture Committee and Library Foundation, we are excited to announce the 2022 lecturer, Walter Isaacson. Isaacson will be discussing his latest book *The Code Breaker: Jennifer Doudna, Gene Editing, and the Future of the Human Race*.
- Since April, The Library Foundation has been the grateful recipient of several significant gifts as follows: Marge and Charles J. Schott Foundation for Discover Summer, Mr. and Mrs. James Dempsey for the Genealogy and Local History Department, various matching gifts from the GE Foundation, Cincinnati Incorporated Foundation for the Harrison Branch, and Franklin P. Kromer.
- The Foundation's spring campaign was a success, with a 33% increase in donations over the previous year. The goal of this year's campaign was to increase branch-specific support through Befriend a Branch giving; gifts to this effort had a 58% increase over the previous year.
- The Friends have allocated a 19% increase in funding to support Library programs and initiatives for the year. The Library has not received this level of support from the Friends in many years. The Friends have a new revenue model that does not rely on one-time big sales, but rather relies on weekly sales, online marketing and social media strategies.
- On June 26th through 28th, the Anderson Township Library Association will host their 42nd Sale at Nagel Middle School. In preparation for this sale, the group hosted a Donate Day at the Anderson Branch Library on April 30th where two Library box trucks were filled with materials from 170 donor vehicles.

TECHNOLOGY COMMITTEE REPORT

Ms. Kohnen reported that:

- On June 15, the Library is changing its domain name from cincinnati.library.org to chpl.org as discussed in the October, 2021 Board report. The Library's website will be chpl.org. Library staff email addresses will follow the structure: holbrook.sample@chpl.org.

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
- As reported in the October 2020 Board Report, the Library contributed significantly to the application for the two-year Institute of Museum and Library Services (IMLS) grant awarded to the Cincinnati Museum Center. The Library submitted the joint proposal with the CMC to help bridge the digital divide. The grant focuses on youth in kindergarten through fifth grade, and seniors in five neighborhoods: Avondale, Price Hill, St. Bernard, West End and Westwood. 2021 saw the distribution of tech bundles that included a Chromebook, hot spot, and accessories. For 2022, the grant is funding workforce-related bundles with laptops and interview accessories. Also, the St. Bernard Branch will be the beneficiary of a laptop kiosk to get tech into the hands of the branch's many younger customers, and the seniors that visit regularly.
- After a two-year pandemic hiatus, BBTB is set to announce its return to the Duke Energy Center on November 19th. The festival features both regional and national authors and makes their books available for signing and sale. Beyond meeting and talking with authors, festival-goers can attend panel discussions, a Kids Corner, and a Teen Scene featuring authors and activities. The 2022 event will be a restart with about half the authors and panels than previous years to allow for more distance between people. The Library has spearheaded the efforts of the festival going back to its inception in 2006. This year, we will collaborate with other libraries and institutions that are increasing their contributions of time and resources to take a greater share of responsibility for the success of the festival.

OPERATIONS COMMITTEE REPORT

Ms. Redden introduced Ebony Gordon

- Public Safety Manager, Ebony Gordon gave an overview of what her department has been working on this year.

Ms. Redden reported that:

- The Covedale and Price Hill Branches are expanding workforce development activities at their locations, thanks to a grant from the Johnson Foundation. These branches regularly support community members who seek assistance with technology access for professional or business meetings. Additionally, customers who are either just starting a business or are already small business owners frequently request assistance with marketing support, including help with tasks like printing business cards, and creating

professional banners and posters. Branch programming and purchases made with funding provided by the Johnson Foundation will provide customers with essential technology and interview materials, as well as language instruction when needed.

- On April 19, four staff members participated virtually in a focus group hosted by the Office of the U.S. Surgeon General’s Innovation and Design Team, which wanted to understand more about misinformation regarding COVID-19. Staff were asked to share their professional experiences and feelings of being frontline workers during the pandemic, along with their impressions of the role libraries play in sharing health information with the communities they serve.
- The Harrison Branch hosted its first Vietnam Veterans Recognition event on May 25th in partnership with The Military Officers Association of America. The event included 19 local living veterans and one deceased, along with families and friends of the veterans. The ceremony recognized veterans from all military branches and provided a commemorative medal from the group. Many of the participants had never been honored for their service in Vietnam.
- Seven members of the management team for Main Library, along with Chief Operating Officer Brett Bonfield and Chief Technology and Logistics Officer Holbrook Sample, visited the Cleveland Public Library. Like CHPL, Cleveland’s Main Library is two grand buildings, and their approach to making them work together provided numerous ideas for our renovation and subsequent service model. Several of their initiatives around youth service and community-based programming could benefit our customers, and the way they make use of their special collections helped clarify our thinking around the new local “Stories” area that will be featured on the renovated second floor of the Main Library (South Building) when it reopens for public service. We look forward to the fall when Cleveland Public Library staff will visit us in Cincinnati.
- For the second year in a row, we partnered with United Way of Greater Cincinnati to offer free tax preparation in several branches that had not previously offered these services, adding six locations to our longstanding partnership with AARP at the Main Library and North Central Branch. The additional locations were Groesbeck, Harrison, Madisonville, Price Hill, Reading, and Westwood. During the recent tax season, 748 individuals and families received tax assistance at Library locations, and our customers’ aggregate 2021 tax refund was more than \$1.1 million. The United Way again proved to be an outstanding partner, helping to staff all locations other than the Main Library and North Central; along with Ernst and Young; Kroger, which provided volunteers at Groesbeck; GE Aviation, which provided volunteers at Reading; and Santa Maria Community Services, which provided volunteers at Price Hill and Westwood.

- Kaya Burgin, Avondale Branch Manager, recently graduated from Cincinnati Children's Hospital Medical Center (CCHMC) Impact U, Class 7. Impact U is a six-month, hands-on course designed to provide local leaders with an in-depth understanding of Improvement Science and build a broader community of improvement leaders to enable sustained positive change. The course leverages a curriculum CCHMC has used for over 16 years to develop hundreds of leaders to manage whole system improvement. The curriculum is tailored to support improvement in community systems that impact children and families.
- On May 2, the Library received an OCRC Letters of Determination for both the original and amended charges filed by Derrick Blassingame against the Main Library. Both charges were dismissed.

STRATEGY COMMITTEE REPORT

Mr. Harding reported that:

- An update on the Library's strategic planning process is as follows:
 - An all staff survey ran for two weeks to collect feedback to help shape the focus for an intensive 1.5 day workshop that took place on May 18-19.
 - The first day of the workshop engaged members of the Library's Community Advisory Council and Library staff from the following groups: Senior Leadership Team, Strategic Planning Implementation Communication & Engagement Team (SPICE), and Tomorrow's Managers. The second day was comprised of only the staff groups.

Next Steps

- Eric Meade, the consultant coordinating the strategic planning process, is reviewing findings from the workshop to utilize in drafting a framework for the strategic plan.
- Drop-in sessions are being organized in June that all staff are welcome to participate in, with a focus on gathering ideas related to the themes that emerged from the workshop
- Reconvening the Community Advisory Council in July to provide feedback on the draft.
- To be better positioned to serve the community and support other Library Divisions, the Strategy Division has reorganized existing positions to create a new Communications Department, which will focus on both internal and external communications. The department will consist of the Communications Manager, Social Media Specialist,

Content Specialist, Videographer and Internal Communications Coordinator. This change creates the opportunity to provide more system-wide support to communications and related new technologies as these continue to emerge.

- This spring, over 200 Library Customer Advisers (LCA) and Library Customer Specialists (LCS) have participated in customer service training. Staff took a deep dive into our customer experience philosophy of "You Belong Here." Staff engaged in Journey Mapping, which is a way to visually represent, reflect, and recommend improvements on a single or shared customer journey. The training addressed the barriers our customers face and how to resolve them. The highlight of each session has been the featured LCA or LCS guest speaker sharing their perspectives on customer experience. The work will also help to inform the development of a CHPL customer experience model later this year. An additional round of training for LCAs and LCSs will take place in the fall.
- CHPL's summer learning and reading program, Discover Summer, began June 1 and runs through Aug 1. This year, youth aged 0-18 from across the county are invited to keep learning all summer by setting their own goals and exploring their interests by engaging with Library resources and activities. Every young person who participates receives a free book, an activity booklet, and families of pre-school children also receive a calendar of daily literacy activities. Families can stop by any Library location to get their summer packet. As young people work towards their Discover Summer goals, they can earn badges and become eligible for prizes provided through the support of the Library Foundation. Select Library locations are providing free meals and snacks to youth, ages 0-18, and all locations are hosting in-person activities and events to keep kids learning and developing social emotional skills. Learn more at chpl.org/summer.
- Upcoming Programs & Events
 - Youth Education and Engagement
 - Vibe & Flow: Sharing Songs that Speak to You for Teens, June 23, Deer Park
 - Impact of Inventions for Children with Cincinnati Museum Center, June 28, Anderson
 - Teen Hobby Swap, June 28, Harrison
 - Adult Education and Life Skills
 - Workforce Development Office Hours, June 14, Price Hill
 - Breaking the Silence: A Class of Conversation, June 16, online event
 - Arts & Culture
 - Lost Cincinnati Concert Venues of the '50s and '60s: From the Surf Club to Ludlow Garage, June 17, MOTR Pub Downtown
 - Cultural Centre of India: Bollywood Beat, June 28, Symmes Township

- Electric Guitar Petting Zoo, June 29, Mariemont
- Our spring awareness campaign ran from April 4 – May 22, on Cincinnati Bell, YouTube and TV set top boxes such as Roku and AppleTV, web banner ads, digital billboards and displays, social media and streaming radio. The campaign was intended to increase awareness about CHPL with the hope to increase in-person visits. Initial projections were that we would receive 2,185,000 impressions and have 600 TV ads run. Once again, the campaign outperformed the projections, with more than 2.6 million impressions and 1,450 TV ads aired. The ads aired on networks such as BET, CNN, E!, ESPN, Food, Freeform, HGTV, Lifetime, MSNBC, MTV, Nickelodeon, Cartoon Network. The results for CHPL are year-to-year increases for April and May in:
 - Circulation: 3.1%
 - Visits: 55.9%
 - PC use: 54.3%
 - Wi-Fi: 63.4%

With the success of the past two campaigns, we are hoping to run another one during National Library Card Signup month in September.

CONSENT AGENDA ITEMS

Ms. Redden moved the Board approve the consent agenda as follows:

- Minutes of the Regular Meeting held April 12, 2022
- Monthly Financial Reports – for the periods ending April 30, 2022 and May 31, 2022
- Marketing Board Report – April 2022 and May 2022
- Contributions, Gifts, and Donations – April 1, 2022 – May 31, 2022

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000			
February 1, 2022 - March 31, 2022			
Date	Organization	Description	Amount
4/5/2022	Library Foundation	Support for Summer Adventure - Duke Foundation	10,000.00
4/13/2022	Friends of the Public Library	Support for Programs	30,000.00
5/9/2022	Library Foundation	Johnson Foundation Grant - Workforce initiative for Covedale and Price Hill	20,000.00
5/9/2022	Library Foundation	Support for DEI training initiative	6,500.00
5/9/2022	Library Foundation	Support for Loveland Branch (Befriend a Branch program)	2,303.97
5/13/2022	Library Foundation	Support for Clifton Branch (Befriend a Branch program)	7,825.00
5/26/2022	Shirley Long	Support for the Library (designated for Hyde Park project)	15,000.00

- Personnel Change Report reflects changes through May 28, 2022

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	Elfers, Isbelle K	Branch Shelver	Pleasant Ridge Branch	0.30	01	04/03/2022
Appointment	Fisher, Carol J	Library Customer Adviser	Cheviot Branch	0.50	04	04/03/2022
Appointment	Frost, Larry A	Maintenance Technician	Maintenance Services	1.00	06	04/03/2022
Appointment	Gregory, Brett T	Library Customer Adviser	Hyde Park Branch	0.50	04	04/03/2022
Appointment	Keller, Anna M	Branch Shelver	Anderson Branch	0.30	01	04/03/2022
Appointment	Kelly, Cameron I	Branch Shelver	Avondale Branch	0.30	01	04/03/2022
Appointment	Thatcher, Patrick W	Library Customer Adviser	Madeira Branch	0.60	04	04/03/2022
Appointment	Vernon, Rita R	Library Customer Adviser	St Bernard Branch	0.50	04	04/03/2022
Appointment	Wessels, Hermann J	Content Specialist	Marketing	1.00	07	04/03/2022
Appointment	Brett, Teresa M	Branch Shelver	Green Township Branch	0.30	01	04/17/2022
Appointment	Dell, Melany R	Monitor Mentor	Northside Branch	0.375	06	04/17/2022
Appointment	Falkin, Chad M	Homework Help & Enrichment Assistant	Deer Park Branch	0.30	03	04/17/2022
Appointment	Heard, Ciara N	Branch Shelver	Loveland Branch	0.30	01	04/17/2022
Appointment	Hill, Brittany N	Library Customer Adviser	Groesbeck Branch	0.60	04	04/17/2022
Appointment	McKnight, Rachel E	Branch Shelver	Blue Ash Branch	0.30	01	04/17/2022
Appointment	Morgan, Connor P	Branch Shelver	Madeira Branch	0.30	01	04/17/2022
Appointment	Nymberg, Caroline M	Branch Shelver	Blue Ash Branch	0.30	01	04/17/2022
Appointment	Stanley, Tamia C	Homework Help & Enrichment Assistant	Northside Branch	0.30	03	04/17/2022
Appointment	Winkle, Kayla P	Library Customer Adviser	Popular Library	1.00	04	04/17/2022
Appointment	Helberg, Sadie R	Library Customer Adviser	Clifton Branch	0.50	04	05/01/2022

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	Mulford, Mary	Library Customer Adviser	Greenhills Branch	0.50	04	05/01/2022
Appointment	Scott, Matthew D	TechCenter/Makerspace Technician	Techcenter / Makerspace	0.50	04	05/01/2022
Appointment	Blackwell, Katherine L	Library Customer Adviser	Avondale Branch	0.50	04	05/15/2022
Appointment	Bunten, Michael A	Branch Shelver	Oakley Branch	0.30	01	05/15/2022
Appointment	Gray, Jeffery L	Monitor Mentor	Covedale Branch	0.375	06	05/15/2022
Appointment	Kinzer, Allyn P	Branch Shelver	Monfort Heights Branch	0.30	01	05/15/2022
Appointment	Kuhl, Casey R	Branch Shelver	Madeira Branch	0.30	01	05/15/2022
Appointment	Lockwood, Julie M	Homework Help & Enrichment Assistant	Price Hill Branch	0.30	03	05/15/2022
Appointment	McCarter, Mary K	Library Customer Adviser	Delhi Township Branch	0.50	04	05/15/2022
Appointment	Probably, Remi G	Branch Shelver	St Bernard Branch	0.30	01	05/15/2022
Appointment	Wellington, Paul A	Social Media Specialist	Marketing	1.00	07	05/15/2022
Appointment	Young, Elizabeth N	Library Customer Adviser	Monfort Heights Branch	0.50	04	05/15/2022
Appointment	Lang, Gayle E	Homework Help & Enrichment Assistant	Groesbeck Branch	0.30	03	04/03/2022
Appointment	Dennemann, Shannon L	Branch Shelver	Pleasant Ridge Branch	0.30	01	05/15/2022
Change	Barr, Tamara S	Library Customer Adviser	North Central Branch	1.00	04	04/03/2022
Change	Gerberick, Zachary F	TechCenter/Makerspace Technician	Techcenter / Makerspace	1.00	04	04/03/2022
Change	Sanchez, Agustin L	Adult Learning Center Assistant	Education & Homework Support	1.00	04	04/03/2022
Change	Woolums, Justin T	Library Customer Adviser	Norwood Branch	1.00	04	04/03/2022
Change	Kaiser, Amanda S	Monitor Mentor	Delhi Township Branch	0.50	06	05/01/2022
Change	Colesanti, Ellen N	Library Customer Adviser	Hyde Park Branch	0.50	04	05/15/2022
Change	Jansing, Elisabeth K	Main Shelver	Outreach Services	1.00	02	05/15/2022

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	Maycock, Alyssa L	Adult Learning Center Assistant	Education & Homework Support	1.00	03	05/15/2022
Change	Price, Heather N	Library Customer Adviser	Price Hill Branch	1.00	04	05/15/2022
Change	Mulcahy, Kenton E	Reference Librarian - Reference Coordinator	Genealogy & Local History	1.00	07	04/03/2022
Change	Lapp, Anna M	Youth Librarian	Madisonville Branch	1.00	07	04/17/2022
Change	Girdler, Michael J	Truck Driver	Shipping & Receiving	1.00	04	05/01/2022
Change	Hamilton, Trevor C	Truck Driver	Outreach Services	1.00	04	05/01/2022
Change	Hauer, Peter G	Truck Driver	Shipping & Receiving	1.00	04	05/01/2022
Change	Hauer, Peter G	Truck Driver	Shipping & Receiving	1.00	04	05/01/2022
Change	Pryor, Wilbert	Truck Driver	Shipping & Receiving	1.00	04	05/01/2022
Change	Grote, Amy L	Sorting & Materials Retrieval Specialist	Sorting & Materials Retrieval	1.00	05	05/01/2022
Departure	Travers, Rachel L.	Library Customer Adviser	Madeira Branch	0.50	04	04/23/2022
Departure	Anderson, Arpi C.	Library Customer Adviser	Virtual Information Center	1.00	04	05/06/2022
Departure	Rausch, Kailey S.	Library Customer Adviser	Mt. Healthy Branch	1.00	04	05/13/2022
Departure	Blake, Madelyn R.	Branch Shelver	Monfort Heights Branch	0.30	01	05/13/2022
Departure	Mendez Sanchez, Gabriella N.	Homework Help & Enrichment Assistant	Price Hill Branch	0.30	03	04/20/2022
Departure	Wright, Jayden K.	Library Customer Adviser	Price Hill Branch	0.60	04	04/21/2022
Departure	Love, Julia	Library Customer Specialist	Price Hill Branch	1.00	05	04/11/2022
Departure	Blankenship, Rachel E.	Library Customer Adviser	Virtual Information Center	0.50	04	04/28/2022
Departure	Lemley, Rachel K.	Branch Shelver	Loveland Branch	0.30	01	04/30/2022
Departure	Brett, Teresa M.	Branch Shelver	Green Township Branch	0.30	01	05/04/2022
Departure	Courtney, Riley M.	Branch Shelver	Anderson Branch	0.30	01	05/06/2022
Departure	Cornett Hubbard, Sean B.	Branch Shelver	Norwood Branch	0.30	01	05/07/2022
Departure	Elfers, Isabelle K.	Branch Shelver	Pleasant Ridge Branch	0.30	01	05/07/2022

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	Walling, Rylee R.	Monitor Mentor	Deer Park Branch	0.375	06	05/10/2022
Departure	Serger, Gina M.	Customer Service Substitute	Service	0.725	04	05/18/2022
Departure	Blackwell, Katherine L.	Library Customer Adviser	Avondale Branch	0.50	04	05/26/2022
Departure	McClanahan, Kimberly	Computer Services Manager	Information Technology	1.00	11	05/03/2022
Departure	Miceli, Michael C.	PC Support Specialist	Information Technology	1.00	06	05/13/2022
Departure	Malcolm, Annette M.	Library Customer Adviser	Corryville Branch	0.50	04	04/30/2022
Departure	Siebel, Jessica M.	Library Customer Adviser	Deer Park Branch	0.50	04	04/04/2022
Departure	Jones, Yancey H.	Monitor Mentor	College Hill Branch	0.50	06	04/20/2022
Departure	Allen, Andrea N.	Library Customer Adviser	Virtual Information Center	0.50	04	04/24/2022
Departure	Ewing, Robert	Truck Driver	Shipping & Receiving	1.00	06	04/29/2022
Departure	Robinson, Abigail C.	Library Customer Adviser	Symmes Township Branch	0.50	04	05/09/2022
Departure	Groene, Lela L.	Library Customer Adviser	Madisonville Branch	0.50	04	05/23/2022
Departure	Sall, Nailah P.	Branch Shelver	Deer Park Branch	0.30	01	05/17/2022
Departure	Lopez-Nolasco, Heidy I.	Library Customer Adviser	Price Hill Branch	0.60	04	05/18/2022
Promotion	Manjarrez, Natalie M	Collection Assistant	Sorting & Materials Retrieval	1.00	03	04/03/2022
Promotion	McGowan, Mary K	Collection Assistant	Sorting & Materials Retrieval	1.00	03	04/03/2022
Promotion	Timmons, Drew M	Library Customer Specialist	College Hill Branch	1.00	05	04/03/2022
Promotion	Barnhill, Ashley L	Senior Branch Manager	Walnut Hills Branch	1.00	10	05/01/2022
Promotion	Jones, Katrina G	Line Assistant Physical Processing	Cataloging & Processing	1.00	02	05/01/2022
Promotion	Wallpe, Taylor N	Reference Librarian - Grants	Genealogy & Local History	1.00	07	05/01/2022
Promotion	Ward, Sheila M	Library Customer Specialist	Price Hill Branch	1.00	05	05/01/2022
Promotion	Williams, Sara N	Reference Librarian - Arts & Special Collections	Genealogy & Local History	1.00	07	05/01/2022

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	Macklin, Hannah K	Library Customer Specialist	Deer Park Branch	1.00	05	05/15/2022
Retirement	Grimes, Mark	HVAC Supervisor	HVAC Services	1.00	09	05/13/2022

04/03/22-05/28/22

- Statistical Report for May 2022
- Statistical Highlights – HR Trends
- Investment Report (summary of invested balances) as of May 31, 2022

Cincinnati and Hamilton County Public Library					
Investment Summary as of May 31, 2022					
		Amount		Amount	
		As of 04/30/2022		As of 05/31/2022	
Fifth Third Investment:					
General Fund			\$6,500,000.00		\$6,500,000.00
Building and Repair			\$16,993,800.00		\$18,743,800.00
		Total	\$23,493,800.00		\$25,243,800.00
Fifth Third Operating Account:					
General Fund			18,568,295.24		19,510,230.46
Insurance Reserve			230,000.00		230,000.00
Special Revenue Funds			1,394,188.29		1,324,290.48
Building and Repair			\$38,750,771.52		\$35,981,810.37
Permanent Trust Funds			1,362,823.52		1,327,629.60
		Total	\$60,306,078.57		\$58,373,960.91
STAR Ohio:					
Building and Repair			1,120,816.89		1,121,193.72
		Total	\$1,120,816.89		\$1,121,193.72
U.S. Bank Managed Investments (Trust Funds):					
		Total	\$6,773,599.00		\$6,773,599.00
			\$91,694,294.46		\$91,512,553.63

Mr. Harding seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Ms. Redden...5
ayes. The motion carried. **(13-2022)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary