

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

Date: August 9, 2022

Meeting: Regular

Place: Main Library Board Room

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Ms. Clemons, Mr. Olson, Ms. Redden

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

PUBLIC COMMENTS

NONE

ACTION ITEMS

Ms. Allen moved the following:

- **Approve the proposed holiday closing schedule for 2023. Staff are paid holiday time for all closed dates except for Easter and the early closing on New Year's Eve, are in accordance with the Library's Holiday Policy.**

- Sunday, January 1, 2023 – New Year’s Day
 - Monday, January 2, 2023 – New Year’s Day Recognized
 - Monday, January 16 – Martin Luther King Jr. Day
 - Sunday, April 9 – Easter
 - Monday, May 29 – Memorial Day
 - Monday, June 19 – Juneteenth
 - Tuesday, July 4 – Independence Day
 - Monday, September 4 – Labor Day
 - Thursday, November 23 – Thanksgiving Day
 - Sunday, December 24 – Christmas Eve
 - Monday, December 25 – Christmas Day
 - Sunday, December 31 – New Year’s Eve (close at 5:00 p.m.)
 - Monday, January 1, 2024 – New Year’s Day
- **Approve the proposed Board meeting dates for 2023.**
 - Tuesday, February 14, 2023 – Madisonville Branch
 - Tuesday, April 11, 2023 – Main Library, Board Room
 - Tuesday, June 13, 2023 – Green Township
 - Tuesday August 8, 2023 – Hyde Park Branch
 - Tuesday, October 10, 2023 – Pleasant Ridge Branch
 - Tuesday, December 12, 2023 (Annual and Regular) – Main Library, Board Room

All meetings begin at 4:30 at locations as listed above unless otherwise specifically noted.

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Kohnen...4 ayes. The motion carried. (14-2022).

Mr. Harding moved the following:

- **Confirm the following change orders that have been approved for the Main Library project:**

Main Library - Elevator project

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	6	Deduct for removing drinking fountains from project	\$ (5,931.00)

Main Library - Demolition and curtainwall project

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	1	Add necessary drain tile	\$ 31,368.00

In June, the Board authorized a GMP amendment to include the Social Stair and Interior Renovation – GMP inclusive of CMR fee and CMR contingency equal to or less than \$18,500,000. The GMP was executed for \$18,483,653. The work on the plaza and basement demolition is ongoing. The elevator project is expected to be complete by the end of August. Turner continues to manage the supply chain and market challenges.

- **Authorize the Eva Jane Romaine Coombe Director to extend the agreement with the City of Forest Park to 180 days, or October 14, 2022.**

The Library has completed test borings on the proposed site. There are some areas where the soil may require additional support, but it is considered manageable. We are currently evaluating the implications of a transformer on the property. The City of Forest Park is in the process of completing the survey and parcel definition. The current agreement specifies a closing no later than 120 days from the contract execution, which is August 14, 2022. We expect to close in mid-September.

- **Authorize the following appropriation modification to account for changes made in June for adjustments based on actual and estimated activity:**

Library Programs Fund

Expenses

Supplies - increase by	\$ 60,000.00
<i>Increase in expenses</i>	<u>\$ 60,000.00</u>

Building and Repair

Expenses

Supplies - increase by	\$ 40,000.00
Capital Outlay - decrease by	<u>\$ (40,000.00)</u>
<i>Increase in expenses</i>	<u>\$ -</u>

- **Authorize the following resources and appropriation modification to account for the General Fund increase in the PLF revenue to date and an additional transfer out to the Building and Repair Fund:**

General Fund

Revenue	Intergovernmental Revenue - State - Increase by	\$ 3,515,010.00
	<i>Increase in resources</i>	<u>\$ 3,515,010.00</u>

Expenses

	Other Financing Uses - Transfers Out	\$ 3,000,000.00
	<i>Increase in expenses</i>	<u>\$ 3,000,000.00</u>

Building and Repair Fund

Revenue	Other Financing Sources - Transfers In	\$ 3,000,000.00
	<i>Increase in resources</i>	<u>\$ 3,000,000.00</u>

- **Authorize the transfer of funds included in the above revisions of the 2022 Estimated Resources and Annual Appropriations.**
- **Authorize the Eva Jane Romaine Coombe Director to modify the current agreement with Pepper Construction via GMP amendments for the Pleasant Ridge and Corryville facility projects, subject to owner and attorney review as follows:**

Pleasant Ridge – GMP inclusive of CMR fee and CMR contingency equal to or less than \$890,000 with a project budget of \$1,200,000 detailed below:

CMR cost inclusive of fee		\$ 890,000.00
Owner costs estimated(design fees, permits, and furniture)		\$ 210,000.00
Design Fees	\$ 80,000.00	
Furniture and Equipment	\$ 100,000.00	
Other expenses	\$ 30,000.00	
Contingency		<u>\$ 100,000.00</u>
		<u>\$ 1,200,000.00</u>

Corryville – GMP inclusive of CMR fee and CMR contingency equal to or less than \$2,100,000 with a project budget of \$2,180,000 detailed below:

CMR cost inclusive of fee		\$ 2,100,000.00
Owner costs estimated (design fees, permits, furniture and carpet)		\$ 500,000.00
Design Fees	\$ 150,000.00	
Furniture and Equipment	\$ 290,000.00	
Other expenses	\$ 60,000.00	
Contingency		\$ 200,000.00
		<u>\$ 2,800,000.00</u>

We continue to work with THP and Pepper Construction on the GMP for both Pleasant Ridge and Corryville. Pepper is facing challenges in getting adequate coverage in several trade areas. Although these are not finalized, we are requesting authorization for the Eva Jane Romaine Coombe Director to modify the current agreement with Pepper Construction via GMP amendments subject to owner and attorney review

- **Approve extending the current lease with three one-year options for the current Mt. Healthy lease with the landlord McMakin Lodge #120 F&AM to include a 1% increase in rent each year beginning August 1, 2022 to \$1,850.06 per month, increasing to \$1,868.56 on August 1, 2023 and \$1,887.24 on August 1, 2024.**

The current lease was executed in 2017 for three years and included a two-year renewal option.

- **Approve the Green Township Branch Refresh Project Budget at \$686,000, including an approximate 10% contingency as follows:**

Contractor		\$ 285,000.00
Owner costs (design fees, permits, furniture and carpet)		\$ 335,650.00
Contingency		\$ 65,350.00
		<u>\$ 686,000.00</u>

On July 7, 2022, the second round of bids for the Green Township Branch Refresh were received. The estimate for the project was \$375,000 and the Library received bids ranging from \$285,000 to \$310,000. The lowest responsible bidder was Lutz Construction Management Co. at \$285,000. The bid scope was reviewed with the architect, Lutz and the Library team for completeness.

- **Authorize the Eva Jane Romaine Coombe Director to execute the necessary documents related to the Walnut Hills property exchange to transfer subsequent to review and approval by the Hamilton County Prosecutor's Office.**

As previously reported, the Library has been discussing a property exchange with Model Group to exchange part of our parcel with a piece of their parcel. The property that the Library acquires will provide adjacent accessible parking to the rear entry. The agreement will also include a permanent easement on the property the Library exchanges so that we can access the rear of the building.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Kohnen...4 ayes. The motion carried. (15-2022).

Mr. Harding recommended the following:

- **Approve \$75,000, which is the estimated cost of one month of employee contributions, to be set aside in a liability account to recognize that the Library is now paying for premiums before the premium costs are collected from staff.**

In January 2023, the Library will begin taking benefit premium deductions in the month that they are incurred, rather than the month prior. This change aligns with the capabilities of our new HR/Payroll Information System (HRIS) and will make the administration of benefits a more streamlined and efficient process. To facilitate this change, staff will not have benefit premiums, other than their approved HSA and FSA contributions, deducted from their pay during the month of December.

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Kohnen...4 ayes. The motion carried. (16-2022).

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- The August Director’s Report often highlights and discusses the annual circulation rankings for public libraries from across the United States and Canada. As noted last year:
 - This information had been provided courtesy of the Public Library Association’s Public Library Data Service (PLDS) survey for years.
 - In 2019 the sponsoring organizations voted to sunset this survey.
 - The last data available was from 2018 which we reported in August 2019.
 - Plans for future data collection will focus on data visualizations allowing for comparing inputs and outputs to statistically valid peer groups and nationwide data.
 - We believe the new PLA Benchmark tool, as it is being called, will focus first on Diversity and Inclusion information. This information may be out sometime later in 2022 but the timing and nature of that report is not clear yet.
 - PLA Benchmark is unlikely to provide the statistical comparisons on which we reported each August.
 - Additionally, the transition to the new PLDS tool has probably been complicated by the pandemic. And, valid statistical comparisons covering the last 2 – 3 years will be very difficult, as libraries were open or closed to widely varying degrees across North America in 2020 and 2021. (Our Library was completely closed for in-building visits for less than three months in the spring of 2020.)

Last year we offered statistical context for our use relative to libraries nationally by reviewing data measurements provided by the Institute of Museum and Library Services (IMLS) Public Libraries Survey. Earlier this month, the Institute of Museum and Library Services released the latest data from its 2020 Public Libraries Survey. The annual data collected by IMLS was gathered from approximately 9,000 public library systems across all 50 states, the District of Columbia and U.S. territories.

There are several issues that make IMLS data not as accurate or useful for comparison and context as the previous PLDS. Please note:

- Dates for collection of data vary, with some libraries following their fiscal year for data (often July – July) and others, like our library, following a calendar year.
- IMLS data is not usable for us to compare for some metrics such as visit counts, as it is an estimate by IMLS, rather than a reflection of our actual visits. Visit information is not included in my report due to our belief that the methods IMLS employed for calculation and estimation are inaccurate for valid comparisons.

If you look at the IMLS data as is, we appear to be:

- 5th in total circulation
- 3rd in circulation of physical material

That is not accurate when you adjust for reporting dates. When one compares us to other libraries that have nearly all of 2020 in their data (January 2020 – December 2020, rather than July 2019 – July 2020 – which includes many months of 2019 and 2020 not impacted by the pandemic), we rank:

- 2nd in total circulation
- 1st in circulation of physical material

I report this to provide context but not direct comparison to the annual circulation rankings we have reported previously. That said, I can say with confidence we are clearly an amazing and very busy library system!

- For the second year in a row, we have won two of the Ohio Library Council's (OLC) prestigious annual awards!

Reading Branch Library Customer Specialist Laura Rosero has been named the 2022 Service Excellence Award winner. This award recognizes the achievements of a library employee who, among other criteria, exhibits excellence in performing their jobs including enabling the library to best serve its constituents and exhibits stellar customer service internally and externally. Laura's winning nomination highlighted how kind and compassionate she is, noting "even the most distressed customer finds she can help them feel a moment of peace."

West End Branch Manager Keloni Parks and Genealogy and Local History Reference Coordinator Kent Mulcahey lead the West End Stories Project, the winner of the 2022 Library Innovation Award, which recognizes the wide variety of expertise and creative talent incorporated into Ohio Public Libraries by honoring a program or initiative that breaks new ground in library service, significantly benefiting the community it serves. The West End Stories Project podcast updates the idea of oral histories for today's consumer. It may be one of the only (or only) oral history podcasts produced by a public library. The project is multifaceted and includes blogging and digital preservation of photographs and documents.

Congratulations to Laura, Keloni and Kent! Winners will receive their awards at the OLC Convention and Expo Awards and Honors Luncheon on Wednesday, September 28 at the hotel in downtown Toledo.

- The Library's Diversity, Equity, Inclusion and Culture Director Dr. Ashli Dees, is planning for the remainder of 2023. As will be highlighted in the upcoming Human Resources report, a central piece of DEI efforts this year will be our Staff Development Days coming up in late August/early September. Additionally, the recommendations from the Calibrated Lens report are being reviewed by Dr. Dees and Senior Leadership to ensure the recommendations are being cross walked to an action plan with transparency and accountability.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Hendon reported that:

- While the design of the Forest Park branch continues, Turner and SHP have been working collaboratively with the Library to establish a reasonable estimate for the Forest Park Branch replacement project budget while balancing design objectives and market conditions. The FMP placeholder for this was estimated in 2019 at \$12.3 million. We are currently targeting between \$16 million - \$18 million for the overall project estimate. The design should be completed this winter with construction commencing next spring.
- The building and site work for the Walnut Hills Accessibility project are almost complete, and we anticipate furniture installation to begin in mid-August. We were recently notified of delays in the shelving being delivered. We are hopeful that it will be here in late September. Once it arrives, library materials will be quickly installed and the grand opening scheduled shortly thereafter.
- The finishing touches on the exterior façade of the Deer Park branch have been completed. The punch work related to the construction contract has been completed. There are some additional adjustments that need to be made to some of the millwork pieces and the security system, but they are outside of the contract. Library staff will complete these items over the next few weeks. We are working on the final payment details with the architect and the contractor, which will result in a final change order. It will be confirmed at the October 2022 Board meeting.
- Final payment application details for the Price Hill Branch Accessibility project have been finalized with Jostin Construction, and the final change order is in process. It will be confirmed at the October 2022 Board meeting.
- The Library continues to be involved in a claim by Geiler Co. (as first reported in April 2021) for work performed as part of the Energy Retrofit project that was greater than the contracted scope. The Hamilton County Prosecuting Attorney's Office is representing the Library in that matter. Two past mediation efforts were unsuccessful and the matter is currently scheduled for trial in 2023.
- The Mariemont Exterior Courtyard project is complete, and the grand opening ceremony is in the process of being scheduled. The new space provides very useful covered space with comfortable seating in a previously underutilized space.
- Planned parking lot work for the Hyde Park Branch Elevator Replacement and Renovation project by the neighboring development for early August has been delayed by a few weeks. We expect this work to begin in the next several weeks. The second phase of the work, which will make permanent improvements to our parking lot, is expected to begin in October and align with our interior renovations. Emersion, the project architect, 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 Generation 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.

- The 2021 audit is complete, and the reports were sent to each of the Board members from the auditors earlier this summer. The Library was presented with the Ohio Auditor of State Award with Distinction by Keith Faber, Auditor of State on July 19, 2022. The award is presented to local governments and school districts who meet the criteria of a “clean” audit report; the entity must file financial reports with the Auditor of State’s office by the statutory due date, without extension, via the Hinkle System, on a GAAP accounting basis and prepare a ACFR (Annual Comprehensive Financial Report); and the audit report does not contain any findings for recovery, material citations, material weaknesses, significant deficiencies, Uniform Guidance (Single Audit) findings or questioned costs and the entity’s management letter contains no comments related to Ethics referrals, questioned costs less than the threshold per the Uniform Guidance, lack of timely report submission, bank reconciliation issues, failure to obtain a timely Single Audit in accordance with Uniform Guidance, findings for recovery less than \$500, public meetings or public records issues and the entity has no other financial or other concerns. The award is presented to less than 4% of entities that are audited, and this is the 8th year the Library has received it.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Allen reported that:

- We are excited to host our Staff Development Days throughout August and September. This year, we will host 17 sessions so that staff can gather in smaller groups for an interactive development session, created and facilitated by our Diversity, Equity, Inclusion and Culture Director, Dr. Ashli Dees, and co-facilitated by our Staff Development Coordinator, Jen Rusche. This session, with a focus on implicit bias, will kick off the beginning of a development journey for all staff over the next 2 years around a variety of DEI topics.
- Human Resources and the Fiscal Office continue to partner on the setup and implementation of a new HR/Payroll Information System (HRIS). The new system, Ultimate Kronos Group (UKG), will replace the current HRIS, Paycor. The initial go-live date of October 2022 has been revised and is now scheduled for January 2023 to ensure the accuracy and streamlining of W2s, Benefits Open Enrollment, ACA reporting and other critical HR and Fiscal processes.
- Preparation for the 2023 renewal of medical and voluntary benefits is underway. The Human Resources team and benefits broker, USI, are currently consulting around the projected 2023 renewal of our current medical plans. The most recent data indicates that our medical carrier has paid more in medical care costs than what has been collected in premiums, which can indicate a high-cost increase upon renewal. This data has prompted

our decision to conduct medical carrier reviews of the most competitive major carriers. Each of the carriers has been asked to submit plan designs and quotes, which will be reviewed by our benefits team and our Benefits Staff Work Group. The Benefits Staff Work Group is led by our Human Resources benefits team and is designed to offer transparency, understanding and effective communication around the renewal process. Benefit recommendations for the 2023 plan year will be available at the October Board Meeting.

- As a part of our work around Investing in Staff, we will be amending our contracts with medical, dental, life and voluntary carriers so that eligible staff can enroll in benefits on the first of the month after 30 days of hire. This will 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. This change will be effective November 1, 2022, to allow for staff hired in November to be benefits eligible on January 1, 2023.
- As mentioned at the June Board meeting, due to the additional costs that staff incur from working at the Main Library, we are continuing to investigate the possibility of a Main Library subsidy. We are assessing best practices and tax implications to be able to recommend a feasible and sustainable option at the December Board meeting.

OPERATIONS COMMITTEE REPORT

Ms. Kohnen introduced Brian Powers.

- Popular Library Reference Librarian, Brian Powers discussed his work with Champlin Architects and Group 4 as they have been developing designs for the Downtown Main Library, notably the new Social Staircase of the South Building. The Social Staircase will invite customers to gather and connect, reflecting the way that music can bring people together.

Ms. Kohnen reported that:

- The Genealogy & Local History Department completed a yearbook digitization project that made an additional 700 yearbooks and 100,000 individual pages available for searching or browsing on the Digital Library. The project was completed as a part of the American Rescue Plan Act DigiHub Grant administered by the State Library of Ohio, which included an award of \$99,843 to upgrade the Library's digitization equipment. The Digital Library now has over 1,180 yearbook volumes and more than 205,000 pages available for our customers.

STRATEGY COMMITTEE REPORT

Mr. Harding reported that:

- The Free Application for Federal Student Aid (FAFSA) is an online application process open to anyone pursuing formal postsecondary education, from four-year colleges to vocational or trade schools, and everything in between. According to Randy Gardner, the Chancellor of the Ohio Department of Higher Education, public libraries can support workforce readiness in our youth by helping increase the completion rates of the FAFSA so this year, Library staff will help customers completing the FAFSA. The Library has partnered with University of Cincinnati's One Stop to prepare staff for the FAFSA application period and plan a FAFSA event on November 5 at the Deer Park Branch, where participants can complete the application and attend workshops on financial literacy and career planning.
- Discover Summer update:
 - Discover Summer ended on August 1. In June and July, Library staff hosted 423 programs for youth to help them practice their reading, math, and social skills in the break between school years.
 - 554 families registered for the mobile app platform to track summer learning and 1,486 individuals submitted entries for the grand prize.
 - We served 12,663 meals and snacks for youth, including 7,875 served in the library and 4,788 distributed through meal box pop-ups.
 - Thank you to the Development Office, Friends of the Library and the Library Foundation for making Discover Summer possible!
- We updated our [Voter Information webpage](#) and our internal [staff Civic Engagement webpage](#), for our customers and staff to easily access vital voting information and resources. Our partnership with the Greater Cincinnati Voter Collaborative continues, which has designated City precincts with the lowest voter registration and voter turnout, to amplify our efforts to connect residents with voter registration, information and myth-busting on the voting process. We also connect community members to GCVC's Free Rides To Go Vote services.
- The Library hosted State Senator Lou Blessing at the Cheviot Branch Library on August 4 to observe a STEAM Discovery Lab, for youth ages 7-15. The program focused on the James Webb Space Telescope's first images, building rockets and outer space. State Senator Cecil Thomas stopped by the Library's booth at the Evanston Community Celebration to assist in giving away dozens of COSI learning lunchboxes. Boxes were provided to the Library free of charge for a second year through a statewide partnership between Columbus' Center of Science and Industry (COSI) and the Ohio Library Council. We are finalizing arrangements with Shumaker Advisors (a firm we have worked with at the state level previously), to finalize a consulting agreement for assistance in developing strong relationships with local city and county officials to help ensure understanding of all the Library does and to open up opportunities for potential partnerships.

- Marketing & Communications
 - **Recent Accomplishments**
 - A brand workshop for Marketing and Communications staff was held over two days in July. The meetings, which focused on the written and visual execution of our brand, were facilitated by branding firm LPK. LPK was previously engaged to lead the Library’s recent rebranding.
 - Recent Marketing projects have included Discover Summer, the switch to CHPL.org from CincinnatiLibrary.org, and promotion of the ATLA summer sale.
 - **Current Projects**
 - Marketing is developing a fall campaign to target lapsed customers during September’s Library Card Sign-up Month. A lapsed customer is a cardholder who has not used the Library in the past two years. This campaign will be informed by insights from Patron Point and CHPL’s lapsed customer survey, completed earlier this year.
 - Communications is working on rolling out a new series of welcome emails for customers signing up for Library cards. Using our email tool, we will be able to customize messaging based on customer data and provide targeted messaging based on how they interact with the email. We are hoping to have it ready to launch for Library Card Signup Month.
 - Marketing is supporting fall programs and events, including the Mary S. Stern Lecture and the region’s BLINK festival.
 - The Marketing team is preparing for the annual Winter Checkout Challenge, designed to engage adults with the wide variety of activities at the Library.
 -
- Outreach Services’ “Door to Door Delivery” serves community centers, daycares, hospitals, nursing homes, and retirement communities throughout Hamilton County. This service continues to experience steady growth in line with the Baby Boomer population.

Door to Door	January 2021	July 2021	January 2022	July 2022
Locations	111	131	136	146
Customers	1,070	1,097	1,135	1,150

- Strategic Planning drop-in sessions were organized by the SPICE Team in June and July that all staff were welcome to participate in and focused on gathering staff ideas related to the major themes that emerged from the May workshop: healthy culture, inspiring ideas, reliable information, useful resources, and welcoming spaces. The SPICE Team is hosting SPICE-y week August 8-13, where agency staff will have a chance to brainstorm and prioritize ideas as well as learn about major themes that have emerged from earlier sessions. The Community Advisory Council met July 25 to provide feedback on the draft themes. Eric Meade, the consultant coordinating the strategic planning process, is

reviewing findings from the drop-in sessions and Council meeting, which he will use to draft a framework for the strategic plan. The Senior Leadership Team will review the draft plan in September to provide feedback. The SLT feedback will be used to refine the plan and submit it to the Board of Trustees at the October Board meeting.

- COVID-19 testing with no out-of-pocket cost continues at the Corryville, Price Hill and Sharonville Branch Libraries, in partnership with Hamilton County Public Health and Ethos Labs. The testing services offer a choice of rapid or PCR testing. More than 200 people have been tested since early Summer 2022. We continue to partner with the Ohio Library Council and the Ohio Department of Health in providing more than 140,000 COVID-19 at-home test kits to date at our drive-thru library locations across the county. We thank Hamilton County Public Health who have also provided us with test kits for community members. Our partnership with Hamilton County Public Health also continues providing no-cost COVID-19 vaccines in neighborhoods where HCPH determined a critical need, including Cheviot, Elmwood Place, Monfort Heights, Mt. Healthy, Reading and St. Bernard. These vaccines include the vaccines for youth ages 6 months – 5 years old. Since June 2022, we have provided 207 vaccines, that includes 135 pediatric vaccines and 72 vaccines for adults.
- We are partnering with the Get Covered Ohio (GCO) initiative that provides support to community members who need to apply for health insurance coverage. Freestore Foodbank staff, contracted by GCO in our region, provides assistance with both Medicaid and Marketplace insurance, answers questions, helps people understand their health insurance options, helps enroll in coverage, and helps with post-enrollment issues like finding in-network providers. GCO determined neighborhoods with critical need across Hamilton County, and we are currently hosting GCO sessions at Corryville, Forest Park, Groesbeck, Madisonville, Mariemont, Mt. Washington and Price Hill Branch Libraries.

TECHNOLOGY COMMITTEE REPORT

Mr. Harding reported that:

- As announced at the October 2021 Board meeting, Information Technology conducted an audit of Active Directory. Active Directory stores staff and computer device information, which can become obsolete. All accounts are now up to date, and the structure of the directory database is following best practices. To maintain the health of Active Directory, IT has implemented a new tool for monitoring called ADAudit. ADAudit helps detect and respond to insider threats and other indicators of compromise.
- During the pandemic, we lengthened the number of days that customers' materials are waiting on the holds shelf from five day to seven days. We have found that approximately 90% of the holds customers check out are now being picked up in the first five days. We will implement the change back to five days by the middle of September, which will reduce wait times for in-demand items and move items through the system more quickly.

- While the Library allots a generous amount for the purchase of books, DVDs, CDs, ebooks, audiobooks, databases and more, the steady increase in costs and changes in the way we can purchase digital materials has put pressure on the materials budget. We continue to monitor usage and costs to determine where money can be saved. At the October Board meeting we will share strategies to stay within budget while maintaining as much access to materials as possible for our customers.

DEVELOPMENT COMMITTEE REPORT

Ms. Kohnen reported that:

- The Library has been the grateful recipient of several gifts since June including a sizeable contribution from the LaMacchia Family Foundation. Discussions with the donor supporting the Mariemont Branch project have concluded. The new patio space will be named the Ann Early Courtyard. Appropriate signage will be installed to celebrate this investment in the community.
- Since mid-June, The Library Foundation has been the grateful recipient of several significant gifts as follows: Anonymous to support the Facility Master Plan, Charles H. Dater Foundation for Homework Helpers, Stern Family Fund to support the Mary S. Stern Lecture, John and Karen Martens, Sarah Corlett and Jason T. Hampton, and Patricia W. and H.C. Buck Niehoff. Late last year, staff applied to Midwest Arts to receive a Big Read grant that is funded by the National Endowment for the Arts. Funding has been awarded. This grant and the ensuing project will support a variety of activities for the community and ultimately bring Tommy Orange to Cincinnati to discuss his award-winning book *There There*.
- The 42nd June sale of the Anderson Township Library Association was a success, raising more than \$38,000.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held June 14, 2022
- Monthly Financial Reports – for the periods ending June 30, 2022 and July 31, 2022
- Marketing Board Report – June 2022 and July 2022
- Contributions, Gifts, and Donations – June 1, 2022 – July 31, 2022

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000			
June 1, 2022 - July 31, 2022			
6/30/2022	Library Foundation	Marge and Charles Schott Foundation -Discover Summer	100,000.00
6/30/2022	Library Foundation	Impact Committee - Support for Price Hill Public Art	50,000.00
6/30/2022	Library Foundation	Support for Pet Memorials and Honor with Books	10,304.03
6/30/2022	Library Foundation	Library support from LaMacchia Family Foundation	10,000.00
7/19/2022	Friends of the Public Library	Support for Programs	33,750.00
7/29/2022	Library Foundation	Anonymous support for the FMP (designated for Hyde Park project)	500,000.00
7/29/2022	Library Foundation	Dater Foundation - homework help support	75,000.00
7/29/2022	Library Foundation	Support for DEI training initiative	21,500.00

- Personnel Change Report reflects changes through July 23, 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>DATE</u>
Appointment	Durham, Rose E	Customer Service Substitute	Service	0.725	04	05/29/2022
Appointment	Ely, Matthew P	Truck Driver	Shipping & Receiving	1.00	06	05/29/2022
Appointment	Fader, Amanda I	Library Customer Adviser	Virtual Information Center	1.00	04	05/29/2022
Appointment	Hutton, Brian A	HVAC Control Specialist	HVAC Services	1.00	07	05/29/2022
Appointment	Monroe, Ashley M	Library Customer Adviser	Clifton Branch	0.50	04	05/29/2022
Appointment	Schuster, Sarah F	Branch Shelver	Loveland Branch	0.30	01	05/29/2022
Appointment	Velez, Madison L	Main Shelver	Sorting & Materials Retrieval	0.50	02	05/29/2022
Appointment	Brown, Kamyiah A	Library Customer Adviser	West End Branch	0.50	04	06/12/2022
Appointment	Chrystal, Natalie L	Library Customer Adviser	Anderson Branch	0.60	04	06/12/2022
Appointment	Cremonese, Katelyn R	Library Customer Adviser	Deer Park Branch	0.50	04	06/12/2022
Appointment	Hicks, Andrew M	Library Customer Adviser	Corryville Branch	0.50	04	06/12/2022
Appointment	McCroby, Laura L	Library Customer Adviser	Deer Park Branch	0.50	04	06/12/2022
Appointment	Miller, Grace M	Branch Shelver	Green Township Branch	0.30	01	06/12/2022
Appointment	Mitchell, Patrick S	Library Customer Adviser	Corryville Branch	0.50	04	06/12/2022
Appointment	Smith, Isabella L	Homework Help & Enrichment Assistant	Avondale Branch	0.30	03	06/12/2022

Appointment	Turner, Anastasia M	Library Customer Adviser	Delhi Township Branch	0.50	04	06/12/2022
Appointment	Yeager, Joseph D	Library Customer Adviser	Madeira Branch	0.50	04	06/12/2022
Appointment	Bell, Peter G	Page	Sorting & Materials Retrieval	1.00	02	06/26/2022
Appointment	Devlin, Shannon C	TechCenter/Makerspace Technician	Techcenter / Makerspace	0.50	04	06/26/2022
Appointment	Diallo, Mariama D	Library Customer Adviser	Blue Ash Branch	0.50	04	06/26/2022
Appointment	Ingram, Lael N	Branch Shelver	Hyde Park Branch	0.30	01	06/26/2022
Appointment	Bell, Kertu R	Main Shelver	Sorting & Materials Retrieval	0.50	02	07/10/2022
Appointment	Benderman, Amanda M	Branch Shelver	Groesbeck Branch	0.30	01	07/10/2022
Appointment	Hessler, Lynn P	Customer Service Substitute	Service	0.725	04	07/10/2022
Appointment	Kuhr, Sarah A	Branch Shelver	Deer Park Branch	0.30	01	07/10/2022
Appointment	Miller, Alexander P	Youth Librarian	Avondale Branch	1.00	07	07/10/2022
Appointment	Roberts, Ian C	Main Shelver	Sorting & Materials Retrieval	0.60	02	07/10/2022
Appointment	Spikes, Theresa	Monitor Mentor	Deer Park Branch	0.375	06	07/10/2022
Appointment	Wakefield, Sonya S	Public Safety Specialist	Public Safety	1.00	06	07/10/2022
Appointment	Gardner, Kamryn S	Page	Sorting & Materials Retrieval	1.00	02	05/29/2022
Appointment	Montag, Jeffrey S	HVAC Supervisor	HVAC Services	1.00	09	05/29/2022
Appointment	Ariail, Julianne M	Branch Shelver	Hyde Park Branch	0.30	01	06/26/2022
Appointment	Hubbard, Stephona J	Library Customer Adviser	Deer Park Branch	1.00	04	07/10/2022
Appointment	Malcom, Bruce E	Monitor Mentor	College Hill Branch	0.50	06	07/10/2022
Change	Hammarlund, Gabrielle N	Library Customer Adviser	Virtual Information Center	1.00	04	05/29/2022
Change	Sprague, Lauren L	Library Customer Adviser	Delhi Township Branch	1.00	04	05/29/2022
Change	Wease, Steven A	Customer Service Substitute	Service	0.725	04	05/29/2022
Change	Edwards, Sidney N	Library Customer Adviser	Symmes Township Branch	1.00	04	06/12/2022
Change	Heindel, Kim C	Customer Service Substitute	Service	0.725	04	06/12/2022
Change	Pyle, Emily E	Library Customer Adviser	Mt. Healthy Branch	1.00	04	06/26/2022
Change	Cannon, Meredith L	Library Customer Adviser	Sharonville Branch	0.60	04	07/10/2022

Change	Crusham, Caitlin E	Senior Branch Manager	Green Township Branch	1.00	10	06/12/2022
Change	Maguire, Sarah E	Library Customer Specialist	Popular Library	1.00	05	06/12/2022
Change	McBride, Carol A	Library Customer Adviser	Delhi Township Branch	0.50	04	06/12/2022
Change	Schnieber, Brendan R	Library Customer Specialist	Symmestown Township Branch	1.00	05	07/10/2022
Change	Armour, Keith	Adult Learning & Literacies Manager	Adult Learning & Literacies	1.00	09	06/12/2022
Change	Daly, Denis W	Virtual Information Center Manager	Virtual Information Center	1.00	10	06/12/2022
Change	France, Steven E	Videographer	Communications	1.00	08	06/12/2022
Change	Henry, Owen K	Senior Web Developer	Information Technology	1.00	11	06/12/2022
Change	Kendig, Daniel L	Web Developer	Information Technology	1.00	10	06/12/2022
Change	Krahenbuhl, Regina K	Data Analyst	Technology and Logistics	1.00	10	06/12/2022
Change	Pearson, Drew D	Outreach Services Manager	Outreach Services	1.00	10	06/12/2022
Change	Pelley, Nathaniel D	TechCenter/Makerspace Manager	Techcenter / Makerspace	1.00	10	06/12/2022
Change	Rice, Christopher	Communications Manager	Communications	1.00	11	06/12/2022
Change	Richmond, Larry	Genealogy and Local History Manager	Genealogy & Local History	1.00	10	06/12/2022
Change	Scott, Elizabeth L	Internal Communications Coordinator	Communications	1.00	09	06/12/2022
Change	Sutthoff, Andrew J	Administrative Coordinator	Director's Office	1.00	08	06/12/2022
Change	Uhler, Ella M	Popular Library Manager	Popular Library	1.00	10	06/12/2022
Change	Vetter, Andrea R	Lifelong Learning Specialist	Lifelong Learning	1.00	06	06/12/2022
Change	Wellington, Paul A	Social Media Specialist	Communications	1.00	07	06/12/2022
Change	Wessels, Hermann J	Content Specialist	Communications	1.00	07	06/12/2022
Change	Delgado-Rodriguez, Annaliet	Branch Shelver	Norwood Branch	0.30	01	07/10/2022
Departure	Cardinal, Julia B.	Library Customer Adviser	Sharonville Branch	0.60	04	06/28/2022
Departure	Harworth, Claire O.	Library Customer Specialist	Elmwood Place Branch	1.00	05	06/19/2022

Departure	Clemons, Bethany K.	Library Customer Adviser	Blue Ash Branch	0.50	04	06/23/2022
Departure	Sanchez, Vanessa V.	Sorter	Sorting & Materials Retrieval	1.00	02	06/23/2022
Departure	Kinzer, Allyn P.	Branch Shelver	Monfort Heights Branch	0.30	01	07/06/2022
Departure	Fleak, Gabrielle M.	Library Customer Adviser	Elmwood Place Branch	0.50	04	06/03/2022
Departure	Runyon, Michael A.	PC Support Specialist	Information Technology	1.00	06	06/10/2022
Departure	McNabb, LeeAnn	Customer Service Substitute	Service	0.725	04	05/31/2022
Departure	Amend, Alyona R.	Homework Help & Enrichment Asst	West End Branch	0.30	03	06/30/2022
Departure	Russell, George F.	Page	Sorting & Materials Retrieval	1.00	02	07/02/2022
Departure	Wagster, Thomas A.	Library Customer Adviser	Popular Library	0.50	04	07/20/2022
Departure	Patel, Roop J.	Adult Learning Center Asst	Education & Homework Support	0.50	04	07/15/2022
Departure	Ware, Jamari D.	Branch Shelver	Covedale Branch	0.30	01	07/21/2022
Promotion	Mays, Josie L	Library Customer Adviser	Price Hill Branch	0.50	04	05/29/2022
Promotion	Myers, Christine D	Youth Librarian	Elmwood Place Branch	1.00	07	05/29/2022
Promotion	Bach, Kathleen A	Regional Manager - Capital Projects	Service	1.00	13	06/12/2022
Promotion	Chatterjee, Sagoree	Interim Regional Manager	Service	1.00	12	06/12/2022
Promotion	Foreman, Elizabeth R	Marketing Manager	Marketing	1.00	11	06/12/2022
Promotion	Kressler, Tara S	Regional Manager	Service	1.00	12	06/12/2022
Promotion	Lumetta, Samantha G	Branch Supervisor - Youth Services	Walnut Hills Branch	1.00	09	06/12/2022
Promotion	Boyd, Richard C	Facilities Coordinator	Facility Operations	1.00	07	06/26/2022
Promotion	Castleberry, Travis S	Senior Branch Manager	Reading Branch	1.00	10	06/26/2022
Retirement	Taylor, Kathleen	Regional Manager	Service	1.00	12	05/31/2022
Retirement	Hamrick, Lisa D.	Senior Branch Manager	Green Township Branch	1.00	10	06/01/2022
Retirement	Rhude, Bryce H.	Supply Assistant	Fiscal Office	1.00	03	06/08/2022
Retirement	Sohmer, Melissa A.	Teen Librarian	Symmestown Branch	1.00	07	06/30/2022

05/29/22-07/23/22

- Statistical Report for July 2022
- Statistical Highlights – Processing Team
- Investment Report (summary of invested balances) as of July 31, 2022

Cincinnati and Hamilton County Public Library
Investment Summary as of July 31, 2022

	<u>Amount</u> <u>As of 06/30/2022</u>	<u>Amount</u> <u>As of 07/31/2022</u>
Fifth Third Investment:		
General Fund	\$6,500,000.00	\$6,500,000.00
Building and Repair	\$20,493,800.00	\$20,493,800.00
Total	\$26,993,800.00	\$26,993,800.00
 Fifth Third Operating Account:		
General Fund	17,507,646.89	17,848,837.08
Insurance Reserve	230,000.00	230,000.00
Special Revenue Funds	1,372,765.55	1,353,950.84
Building and Repair	\$31,800,365.58	\$31,292,298.13
Permanent Trust Funds	1,329,239.85	1,315,616.31
Total	\$52,240,017.87	\$52,040,702.36
 STAR Ohio:		
Building and Repair	1,121,938.55	1,122,998.33
Total	\$1,121,938.55	\$1,122,998.33
 U.S. Bank Managed Investments (Trust Funds):		
Total	\$6,773,599.00	\$6,773,599.00
	<u>\$87,129,355.42</u>	<u>\$86,931,099.69</u>

Mr. Harding seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Kohnen...4 ayes. The motion carried. (17-2022).

The Regular Meeting was then adjourned.

President

Attest: Secretary