

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

Date: October 11, 2022

Meeting: Regular

Place: Walnut Hills Branch Library

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Mr. Olson (arrived at 4:32), and Ms. Redden

Trustees Absent: Ms. Reynolds

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

PUBLIC COMMENTS

NONE

ACTION ITEMS

Ms. Clemons moved the following:

- **Confirm the following appropriation increase to account for actual activity in the General Fund to account for expenses greater than anticipated for levy collection fees to the County:**

General Fund Confirmation

Expenses

Other objects - increase by	\$ 15,100.00
<i>Increase in expenses</i>	<u>\$ 15,100.00</u>

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

CARES Act Grant Fund Confirmation

Expenses

Salaries - increase by	\$ 5.14
Retirement- increase by	\$ 2.24
Insurance Benefits- decrease by	\$ (7.37)
Supplies - decrease by	\$ (5,949.00)
Purchased and Contracted Service - increase by	<u>\$ 5,949.00</u>
<i>Net change in expenses</i>	<u>\$ 0.01</u>

- **Confirm the following appropriation increase to account for actual activity in the Building and Repair Fund to account for updated to originally estimated activity by object account:**

Building & Repair Fund Confirmation

Expenses

Supplies - increase by	\$ 100,000.00
Property rentals - increase by	\$ 200,000.00
Other contracts and purchases services - increase by	\$ 400,000.00
Land improvements - increase by	\$ 5,000,000.00
Building improvements - decrease by	\$ (6,000,000.00)
Computers and equipment - increase by	<u>\$ 300,000.00</u>
<i>Net change in expenses</i>	<u>\$ -</u>

- **Confirm the following change orders related to the Main Library project, to modify the Demolition and Curtain Wall GMP for Turner Construction:**

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	2	Additional foundation work required for design and art	\$ 132,780.00
Turner Construction	GMP	3	Additional steel for deck support	\$ 12,233.00
Turner Construction	GMP	4	Deduct for unused soil allowance and contingency	\$ (150,058.00)

The majority of the work has moved to GMP #5 which is the interior renovation and social stair installation. The demolition work related to these items is almost complete. There is a bit of design work associated with the stair support that is still being refined. The work on GMP #4, Demolition and Curtainwall, is almost complete.

- **Confirm the following change orders to modify the Main Library North Plaza GMP for Turner Construction:**

Turner Construction	GMP	3	Add new entry off of plaza	\$ 90,205.00
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The installation of a new entry with a vestibule off of the North Plaza is expected to begin in November.

- **Confirm the following change orders to modify the Main Library Elevator GMP for Turner Construction to increase the scope to add the north parking lot improvements:**

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	7	Add north parking lot to scope of project	\$ 344,701.00

The north parking lot was added to the Maintenance scope of the elevator GMP. The brick repair on the remaining rear wall is underway and the lot will remain in its current condition until the fence arrives in early 2023.

- **Confirm the following change orders to modify the Skylight GMP for Turner Construction:**

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	7	Deduct unneeded allowances	\$ (57,793.00)

- **Confirm the following change orders to modify the agreement with Perkins Carmack Construction for the Deer Park Branch:**

Contractor	Trade Contract	Number	Purpose	Amount
Perkins Carmack	General Trades	#11	Net of scope reductions/unusual allowance and minor increases	\$ (78,474.27)

The exterior façade is complete which concludes the contractor’s scope of work. We are working to complete the close out process. There are some design items that the Library is working to resolve outside of the contracted work.

- **Confirm the following change orders to modify the agreement with Lutz Construction for the Green Township Branch Refresh:**

Contractor	Trade Contract	Number	Purpose	Amount
Lutz Construction	General Trades	#1	Additional scope for updated furniture layout	\$ 2,865.50

The Green Township Branch closed at the end of August for approximately three months to complete an interior branch refresh and improve accessibility in the restroom.

- **Confirm the following change orders to modify the agreement with Leo J. Brielmaier Co for the Mariemont Exterior Courtyard Project:**

Contractor	Trade Contract	Number	Purpose	Amount
Leo J. Brielmaier	General Trades	#1	Remove work from scope	\$ (1,000.00)

This project is complete and has been very well received by the community.

- **Approve an extension of the closing date of the Forest Park property exchange to November 17, 2022.**

The City of Forest Park has completed the parcel layout and are working to record it with the county and prepare the necessary deed. We continue to work with them to develop a plan to resolve electric lines on the property.

RESOLUTION ACCEPTING TAX LEVY AMOUNT AND RATE

- **Approve the following resolution as forwarded by Hamilton County Auditor Dusty Rhodes to all County Fiscal Officers the following resolution for acceptance of 2023 tax levy rates and amounts. The resolution is to be approved by a roll call vote and returned to the Auditor before October 26, 2022.**

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

Board of Trustees
Rev. Code, Secs. 5705.34

WHERE AS, This Board of Trustees of the Cincinnati and Hamilton County Public Library in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2023; and

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

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

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

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

	Amount Approved by Budget Commission Inside 10M Limitation	Amount to be Derived from Levies Outside 10M Limitation	Tangible P.P. & P.U.P.P. State Reimbursements	Gross Levy Proceeds	County Auditor's Estimate of the Tax Rate to be Levied		
					Outside	Inside	TOTAL
GENERAL FUND	0	38,672,461	0	38,672,461	2.00	0.00	2.00
BOND	0	0	0	0	0.00	0.00	0.00
X8	0	0	0	0	0.00	0.00	0.00
X7	0	0	0	0	0.00	0.00	0.00
X6	0	0	0	0	0.00	0.00	0.00
X5	0	0	0	0	0.00	0.00	0.00
X4	0	0	0	0	0.00	0.00	0.00
X3	0	0	0	0	0.00	0.00	0.00
X2	0	0	0	0	0.00	0.00	0.00
X1	0	0	0	0	0.00	0.00	0.00
NEW	0	0	0	0	0.00	0.00	0.00
TOTAL	0	38,672,461	0	38,672,461	2.00	0.00	2.00

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

CURRENT EXPENSE LEVIES		PERIOD OF TIME	Mills	Fiscal Year
Authorized on:	November 5, 2013 May 6, 2018	10 Years	1.00	18,988,592
		10 Years	1.00	19,683,669
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
Proposed TOTAL			2.00	38,672,461
X8				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
Proposed TOTAL			0.00	0
X7				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
Election Date		0	0.00	0
TOTAL			0.00	0
X6				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
Enter Date of Election		0	0.00	0
TOTAL			0.00	0
X5				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
Enter Date of Election		0	0.00	0
TOTAL			0.00	0

Public Library of Greater Cincinnati & Hamilton County

September 20, 2022

and be it further

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

- **Approve a permanent easement to MSD for the new sewer line installed on the Hyde Park Branch property in coordination with the neighboring develop (exhibit I) and authorize the Eva Jane Romaine Coombe Director to execute the document on behalf of the Library. The documentation has been reviewed and approved by the Hamilton County Prosecutor's Office.**

Exhibit I

Hyde Park Parking Lot - MSD Plat Language

KNOW ALL MEN BY THESE PRESENTS THAT, WE THE UNDERSIGNED, IN CONSIDERATION OF (\$1.00) AND OTHER CONSIDERATIONS TO US PAID BY THE BOARD OF COUNTY COMMISSIONERS OF HAMILTON COUNTY, OHIO, RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED DO HEREBY GRANT, BARGAIN, SELL, AND CONVEY TO THE SAID BOARD OF COUNTY COMMISSIONERS, ITS SUCCESSORS AND ASSIGNS FOREVER, A PERMANENT EASEMENT TOGETHER WITH THE RIGHT OF ENTRY AND RE-ENTRY FOR THE CONSTRUCTION, PERPETUAL MAINTENANCE, RECONSTRUCTION, REPAIR AND OPERATION OF A SEWER AND SEWER APPURTENANCE IN AND UPON THE LAND SHOWN ON THIS PLAT. SAID EASEMENT TO BE AS SHOWN HEREON.

RESTRICTIONS ON SEWER EASEMENTS:

NO STRUCTURE OF ANY KIND WHICH CAN INTERFERE WITH THE CONSTRUCTION OR PERPETUAL ACCESS TO SAID PUBLIC SANITARY SEWER SHALL BE PLACED IN OR UPON A PERMANENT SEWER EASEMENT, EXCEPTING ITEMS SUCH AS RECREATIONAL SURFACES, PAVED AREAS FOR PARKING LOTS, DRIVEWAYS, OR OTHER SURFACES USED FOR INGRESS AND EGRESS, PLANTS, TREES, SHRUBBERY, FENCES, LANDSCAPING OR OTHER SIMILAR ITEMS, BEING NATURAL OR ARTIFICIAL. ANY OF THE AFORESAID SURFACES, PAVED AREAS, PLANTS, TREES, SHRUBBERY, FENCES, LANDSCAPING OR OTHER SIMILAR ITEMS WHICH MAY BE PLACED UPON SUCH SAID PERMANENT SANITARY SEWER EASEMENT, SHALL BE SO PLACED AT THE SOLE EXPENSE OF THE PROPERTY OWNER, AND THE GRANTEES OR ASSIGNS OF ANY PERMANENT EASEMENT HENCEFORTH SHALL NOT BE RESPONSIBLE TO ANY PRESENT OWNERS OF THE PROPERTY, NOR TO THEIR HEIRS, EXECUTORS, ADMINISTRATORS OR ASSIGNS, FOR THE CONDITION, DAMAGE TO, OR REPLACEMENT OF ANY SUCH AFORESAID ITEMS, OR ANY OTHER ITEMS PLACED UPON THE EASEMENT, RESULTING FROM THE EXISTENCE OR USE OF THE SAID PERMANENT SEWER EASEMENTS BY THE GRANTEES OR ASSIGNS. ANY STRUCTURE CONSTRUCTED ON SAID PROPERTY IN WHICH SAID SEWER EASEMENT EXISTS SHALL BE KEPT NOT LESS THAN THREE (3) FEET OUTSIDE THE PERMANENT SEWER EASEMENT LINE NEAREST THE SITE OF THE PROPOSED STRUCTURE. ANY DEVIATION FROM THE AFORESAID RESTRICTIONS SHALL BE PETITIONED BY WRITTEN REQUEST TO THE GRANTEES OR THEIR ASSIGNS. EACH SUCH REQUEST SHALL BE CONSIDERED ON AN INDIVIDUAL BASIS.

ASSIGNOR OF EASEMENTS

PARCEL NUMBERS: 041-0002-0049 AND 041-0002-0058

SIGNED:

BY: TITLE

HAMILTON COUNTY BOARD OF TRUSTEE

- **Approve GMP inclusive of CMR fee and CMR contingency equal to or less than \$3,560,000 with a project budget of \$4,850,000 detailed below in relation to the Hyde Park Branch Renovation and Replacement project and authorize the Eva Jane Romaine Coombe Director to execute the agreement and approve change orders as needed with confirmation to the Board:**

CMR cost inclusive of fee		\$ 3,560,000.00
Owner costs estimated(design fees, permits, and furniture)		\$ 970,000.00
Design Fees and consultants	\$ 340,000.00	
Furniture and Equipment	\$ 300,000.00	
Temporary location	\$ 175,000.00	
Other expenses	\$ 155,000.00	
Contingency		<u>\$ 320,000.00</u>
		<u>\$ 4,850,000.00</u>

Emersion has finalized the construction design for Hyde Park. The plans were shared with the community on September 7, 2022. We are requesting authorization for the Eva Jane Romaine Coombe Director to modify the Branch Renovation and Replacement 2022-2027 agreement with Turner Construction via GMP amendment subject to owner and attorney review.

As a result of an anticipated closure of greater than six months, the Library worked to secure a temporary location for the branch to maintain service. The current branch on Erie closed on September 29, 2022 and the temporary location in the Hyde Park Plaza (1.3 miles from the branch) opened on October 6, 2022.

- **Increase the capitalization threshold for recording capital assets in the Annual Comprehensive Financial Report from \$1,500 to \$5,000 effective January 1, 2023.**

Although it is not a defined policy, the Board has historically established the capitalization threshold for fixed assets as part of the reporting in the Annual Comprehensive Financial Report, which is prepared in conjunction with the annual audit. The previous threshold was established in approximately 2002 at \$1,500. Given the implementation of the new accounting system, we have reviewed the current threshold and the cost/estimated life of current purchased assets.

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden...6 ayes. The motion carried. **(18-2022)**.

Ms. Allen moved the following:

Due to the large, unprecedented increase in medical plan costs and in order for the Library to sustain a strong benefits program moving forward, changes to the premium cost share for medical benefits are recommended.

- **Approve the premium cost share for medical benefits change from: employee 16% - employer 84% to employee 20% - employer 80% for the High Deductible Health Plan/HSA option and a cost share change from employee 5% - employer 95% to employee 10% - employer 90% for the Copay Plan option, which will replace our current HMO option and that the dental plan cost share remains the same: employee 35% - employer 65% and that the Library continue to contribute 25% (pro-rated as necessary) towards the deductible into the employee's Health Savings Account for staff participating in the HSA plan.**

In September, the Library received our 2023 medical plan renewal quote from Anthem, our current medical carrier. The renewal was quoted at a 35% increase to current rates for all plans. The loss-ratio (medical claims that Anthem has paid to healthcare providers, as compared to Library premiums received by Anthem) has been high in the past months.

The Human Resources team and benefits broker, USI, conducted medical carrier reviews of the most competitive major carriers. Each of the carriers submitted quotes and plans, which were reviewed by our benefits team and our Benefits Staff Work Group. Several carriers declined to bid for our business, as their rates were to be even higher than Anthem's quotes. Of the three quotes received, Custom Design Benefits offered the best plan designs and the lowest, most financially feasible option. The overall plan cost increase of Anthem is approximately \$1.6 million annually, while the overall plan cost increase of Custom Design Benefits is approximately \$750, 000 annually.

The High Deductible Health Plan/HSA will have a 22% increase, and the plan design will keep the same structure as we currently have with Anthem. One additional plan design, Copay Plan, will be offered and operate as a low-cost, benefits-rich option that is similar to an HMO. Through these plan designs, there are additional rebates and cost savings that will be recognized as well, such as: all prescription rebates will now be received by the Library rather than kept by the carrier; certain specialty medications will be paid for through manufacturer coupons and carved out of the Library's cost expenses; and if the Library pays more in premiums than is paid to providers in medical costs, the difference will now be returned to the Library.

All full-time staff will attend Open Enrollment meetings with our benefits broker, USI, and Third-Party Administrator, Custom Design Benefits, to learn about the new plan offerings and new benefits provider. These sessions will be offered both in-person at multiple locations, as well as virtually, to ensure that staff are well informed of the transition and have the resources needed to make an educated medical plan selection.

All other benefit carriers and plan designs will remain the same, as all rates were quoted at no cost increase for 2023.

The benefits open enrollment will begin Monday, November 7, 2022, and a comparison of current costs, Anthem’s quoted renewal cost, and recommended plan costs are outlined in Exhibit A.

EXHIBIT A

	<u>Current</u>			Anthem 35% Renewal	<u>2023 Renewal Option</u>			
	Total	Employer Cost	Employee Cost		Total	Employer Cost	Employee Cost	Employee \$ Change
Copay Plan		95%		90%		90%		
Employee	\$447.37	\$425.00	\$22.37	\$60.39	\$588.42	\$529.58	\$58.84	\$36.47
Employee + Spouse	\$940.37	\$893.35	\$47.02	\$126.95	\$1,228.45	\$1,105.61	\$122.85	\$75.83
Employee + Child(ren)	\$850.47	\$807.95	\$42.52	\$114.81	\$1,015.10	\$913.59	\$101.51	\$58.99
Employee + Spouse & Child(ren)	\$1,301.86	\$1,236.77	\$65.09	\$175.75	\$1,655.12	\$1,489.61	\$165.51	\$100.42
High Deductable/HSA Plan		84%		80%		80%		
Employee	\$616.89	\$518.19	\$98.70	\$166.56	\$758.49	\$606.79	\$151.70	\$53.00
Employee + Spouse	\$1,296.69	\$1,089.22	\$207.47	\$350.11	\$1,597.23	\$1,277.78	\$319.45	\$111.98
Employee + Child(ren)	\$1,172.72	\$985.08	\$187.64	\$316.63	\$1,317.65	\$1,054.12	\$263.53	\$75.89
Employee + Spouse & Child(ren)	\$1,795.14	\$1,507.92	\$287.22	\$484.69	\$2,156.41	\$1,725.13	\$431.28	\$144.06

***All costs shown in Exhibit A are monthly costs.

Mr. Harding seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden...6 ayes. The motion carried. **(19-2022)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR’S REPORT

Ms. Brehm-Heeger reported that:

- Several staff members presented at the Ohio Library Council (OLC) Annual Convention & Expo in Toledo, September 28-30. Presenters and presentations included:

- *Policing Language in Libraries: Why Language is Important*, Kaya Burgin, Branch Manager, Loveland Branch, and Sondra Presley, Senior Branch Manager, Price Hill Branch
 - *Re-imagining Library Service for New Americans*, Brooke Meyer, Lifelong Learning Specialist
 - *Elevating BIPOC Voices in Your Library: Working together with BIPOC individuals and Allies*, Corrie Schuster, Youth Librarian, Covedale Branch, and Allison Jacobs, Youth Librarian, Mt. Healthy Branch
- As noted in my August Board report, three of our staff members were also honored at the OLC Awards and Honors Luncheon during the Convention. Reading Branch Library Customer Specialist Laura Rosero received her 2022 Service Excellence Award and West End Branch Manager Keloni Parks and Genealogy and Local History Reference Coordinator Kent Mulcahey received the 2022 Library Innovation Award.
 - From October 13-16, we will participate in BLINK Cincinnati – one of the largest light, art and projection mapping events in the nation. This year we are excited to host an art installation, *Grove*, an immersive sculpture featuring columns of light with pockets and clearings for people to explore, on the Vine Street side of the Main Library in the newly renovated North Plaza. *Grove* is made possible through the generous support of the Library Foundation. We will also have a float in the BLINK parade and keep Main Library (north building, 1st floor) open until 10 p.m. Thursday - Saturday during the BLINK weekend.
 - Throughout the late summer and fall I have been visiting Village, Township and City Council meetings on the western side of our County in order to update leaders and residents about the progress of our Facilities Master Plan. Much of our work has been focused on locations in the central and more eastern parts of the County due to pressing issues such as accessibility. Locations in the West Zone of our FMP may not be as aware of our progress and work. My thanks to the leaders and trustees of Whitewater Township, City of Harrison, Crosby Township, Harrison Township, and Village of North Bend who have provided time at their recent meetings for an update from me. These visits will continue and in the coming weeks I am scheduled to attend meetings of the Green Township Trustees, Delhi Township Trustees, and Addyston Village Council.
 - As we continue to raise awareness of the importance and value of the Library to our community, I have been meeting with City Council members to answer questions, provide updates on construction and ensure that Council is aware of all that the Library is doing to support our residents and businesses. In early October, I had the opportunity to meet with Council Members Harris, Keating, Owens and Vice Mayor Kearney. Elaine Fay, Government Relations Coordinator, and I will continue to schedule meetings with the remaining Council Members throughout the fall and winter.

- I will be attending the 2022 Urban Libraries Council (ULC) Annual Forum in Washington, D.C., November 16-18. This year’s forum topic, *Creating a Place for Democracy*, will feature expert-led sessions on preserving democracy and cultivating the future of libraries as a central pillar within our communities.
- Board member Monica Donath Kohnen’s term expired on September 30, 2022. We have not received additional information about this appointment and Ms. Kohnen will continue to act in her role as a member of our Board until further information is provided, per section 3.01 of the ORC (Continuation in office until successor elected or appointed and qualified). We thank Ms. Kohnen for her continued service.

Ms. Brehm-Heeger also noted:

- After this report was written, the Hamilton County Commissioners appointed Colleen Reynolds to the Library Board of Trustees. Ms. Kohnen sent Ms. Brehm-Heeger the following comment:

“I really enjoyed working with you and the rest of the Library Team and am so proud of all of you and what you have accomplished for our community. I believe our Library has emerged as a thought leader and doer. And the Master Plan! – so wonderful to see the physical structures grow up to support Minds of All Kinds! What a journey! Please share my thanks and best wishes with the Board too. It has been an honor to serve with them and I wish everyone continued success.”

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Hendon reported that:

- **Walnut Hills Branch Accessibility Project:** The Library received the temporary certificate of occupancy on September 23, 2022. The installation of the furniture, shelving and library materials is ongoing with the expectation of a public opening on October 20, 2022. We continue to work with Model Group on opportunities to maximize the adjacencies of our two properties.
- **Madisonville Branch Accessibility Project:** Construction is moving along quickly on buildout of the leased space. The interior finishes are ongoing and we hope to be installing furniture and shelving later this month. We will coordinate the opening details later in October.
- **Forest Park Branch Replacement:** We are continuing to work with the architect, SHP, and Construction Manager at Risk, Turner Construction on the design. We anticipate receiving an updated cost estimate in the next few weeks and then moving onto

construction documents. The plan is to have the Guaranteed Maximum Price in the first quarter of 2023 with construction beginning shortly thereafter.

- **2022 Capital Maintenance Project:** The Board approved the maximum GMP for the Pleasant Ridge Capital Maintenance Project at the August 9, 2022 Board Meeting inclusive of CMR fee and CMR contingency equal to or less than \$890,000 with the total project estimate of \$1.2 million. The actual GMP is \$812,111 and the project budget remains at \$1.2 million. The Board approved the maximum GMP for the Corryville Capital Maintenance Project at the August 9, 2022 Board Meeting inclusive of CMR fee and CMR contingency equal to or less than \$2.1 million with the total project estimate of \$2.8 million. The actual GMP is \$2,095,552 and the project budget remains at \$2.8 million.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Allen reported that:

- October 3 marked the beginning of National Customer Service Week, which celebrates the people who make customer service happen. The Library honored our team in a weeklong celebration of our staff who are continually providing excellent customer service. As a culture that recognizes both the importance of external customer service and also how critical internal customer service is to our organization, all staff were invited to celebrate by participating in the fun activities planned by our Staff Morale Team and Senior Leadership Team.
- As a part of our Investing in Staff and DEI and culture work, staff recently attended our Staff Development Days. This year's Staff Development Days, led by our DEI and Culture Director, Dr. Dees, and cofacilitated by our Staff Development Coordinator, Jen Rusche, focused on implicit bias and microaggressions. Feedback was strong around these sessions and additional DEI and culture development sessions will be scheduled for this upcoming Spring. Also, on October 4, over 50 staff attended a development session, entitled Age Savvy, which was facilitated by a staff member at the Denver Public Library. This virtual training explored lifelong learning and connecting library services and programs for our more senior population.

OPERATIONS COMMITTEE REPORT

Ms. Redden introduced Ashley Barnhill.

- Walnut Hills Branch Manager, Ashley Barnhill gave an update on the Walnut Hills Branch Accessibility project and talked about the community outreach opportunities staff were able to take advantage of while the facility was under construction.

Ms. Redden reported that:

- The next round of Library Customer Adviser and Library Customer Specialist Training and Development Day sessions are being held in October and November. A number of our public service staff are in these job classifications. The session is offered at a variety of times to make it as convenient as possible for staff members to participate. This round's topic is Trauma Informed Care, and the sessions are being led by Diversity, Equity, Inclusion and Culture Director Dr. Ashli Dees. These bi-annual trainings began in 2021 and help address one of our four organizational priorities, Investing in Staff. Previous topics included restorative practices and customer experience.
- Anthony Prince started in our new Resource Navigator position the week of August 21. This role is a revision of the Social Worker staff position introduced two months before the COVID-19 pandemic. Anthony has spent his first month developing relationships with our staff members, customers, and community partners. Prior to working at the Library, Anthony worked in Dayton for Montgomery County Public Health, Miami Valley Fair Housing, and in Cincinnati for Ohio Valley Goodwill.
- On September 15 and 25, the Groesbeck Branch Library partnered with Freestore Foodbank and GetCoveredOhio to host Nepali Translation Health Insurance Enrollment Assistance in order to connect its growing number of Nepalese community members to materials and resources. A Nepali-English speaker helped participants learn about their eligibility for Medicaid or Marketplace insurance and ensured they received answers to their questions about health services. Turnout exceeded expectations, and our partners have worked with Groesbeck staff to schedule another session at the beginning of November.

STRATEGY COMMITTEE REPORT

Mr. Harding reported that:

- The strategic planning process kicked off in the spring with an environmental scan, stakeholder interviews and an all-staff survey. These activities were followed by a 1.5-day workshop that included community leaders and a cross-section of staff. To test the themes and ideas gathered during the interviews, survey and workshop, informational sessions for all staff were held in June and July. Additional insights were gathered via a Community Advisory Council meeting in July, and ongoing discussions with all staff in August. The information gathered during these activities helped Eric Meade, the

consultant leading the project, draft a strategic plan (**Exhibit I**) which was shared in September with the Senior Leadership Team and Agency Managers for their feedback. The feedback was used to refine the plan.

Exhibit I

Cincinnati and Hamilton County Public Library Draft Strategic Plan

September, 2022

Background

The Cincinnati and Hamilton County Public Library (CHPL) is nationally respected and recognized for its excellence and innovation, leading *Library Journal* to name CHPL a Five Star Library for nine years in a row. Based on 2020 data, CHPL is ranked second nationally in total circulation and first in circulation of physical materials.

CHPL is currently embarked on a major facility renovation project based on a Facility Master Plan completed in 2019. The plan will bring improvements to all 41 locations over the 10-year life of the project. In 2018, voters approved a levy which the library has used primarily to fund its renovation efforts. CHPL has responsibly managed those funds and currently has 11 active projects in all parts of Hamilton County, including the downtown Main Library.

In March 2022, CHPL embarked on a strategic planning process to clarify its direction as it comes out of the 2020-2022 period, during which CHPL pivoted to new services while unable to provide its traditional services due to the COVID-19 pandemic. The purpose of this process was to take stock of CHPL's diverse activities and services; decide which ones could be sunsetted and which should continue; and make other strategic adjustments in light of social, economic, and technological trends.

This planning effort drew upon previous projects that generated multiple constructs for communicating the library's strategic direction. In addition to CHPL's longstanding statements of mission, vision, and values, CHPL has also crafted "brand beliefs" to guide its marketing, principles to guide the Facility Master Plan development, and temporary organizational priorities to focus staff while this strategic plan was in development. Rather than create yet another set of constructs for staff to learn and apply, we have tried to leverage the investments CHPL has made in its strategic thinking and to consolidate those constructs that remain relevant into a coherent framework to guide the organization's future.

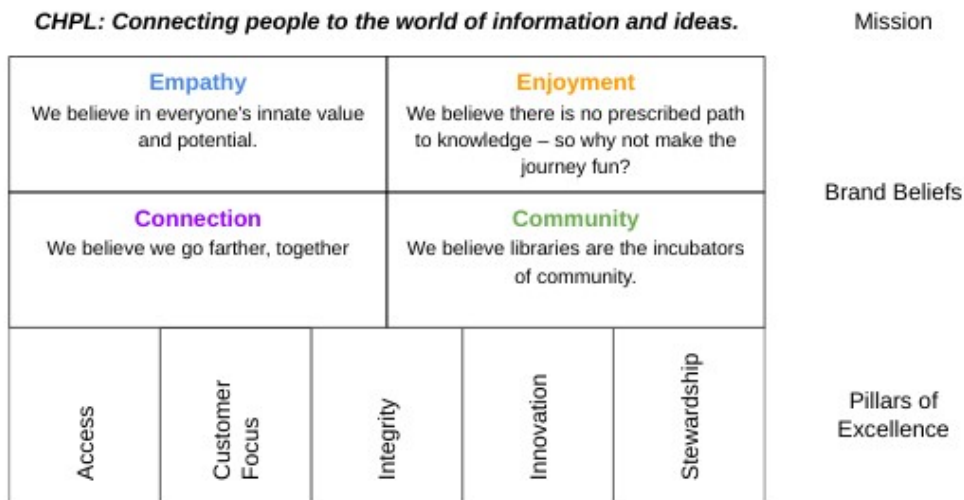
From the beginning, CHPL's leadership insisted that the strategic planning process provide ample opportunity for staff in all functional areas and at all stages of their careers, as well as external stakeholders, to contribute their input and ideas. We have accomplished this as follows:

- We conducted a staff survey that garnered responses from 156 employees, or 19% of the total staff.
- We conducted more than ten one-on-one interviews with staff members and community partners to capture more detailed perspectives on CHPL.

- We convened a Community Advisory Council made up of 28 community leaders.
- We held a 1½-day strategic planning session where a cross-section of staff heard directly from community leaders, then processed that and other input to identify key themes and initiatives for further exploration.
- We held drop-in sessions for staff to get additional input on the key themes that emerged during the 1½-day strategic planning session, as well as an “open” drop-in session and a drop-in session focused on diversity, equity, and inclusion.
- During SPICE-y Week, the first week of August, we held a week-long ideation process that agency managers facilitated through a poster where staff could add ideas, with each day focused on a priority area from strategic planning. These ideas will be used in 2023 agency planning.

Strategic Framework

The framework below consolidates CHPL’s existing strategic constructs and provides a clear description of the Library’s direction going forward.



Mission Statement

CHPL’s **mission statement** is, “Connecting people with the world of ideas and information.” Over many years, the mission itself has not changed, even as CHPL’s means for advancing the mission have.

Traditionally, libraries have been repositories of information and ideas contained in books and other printed materials. Today, information and ideas appear in many formats – print and digital – and libraries provide not just storage of materials but also a space for consuming, sharing, and creating with those materials.

At the same time, libraries are leveraging both their position as a community hub as well as their expertise at finding and curating information to help community members in need get information about essential services available within the community, such as social services, nonprofit programs, and employment assistance.

As the external environment has changed, CHPL has evolved with the times to “connect people with the world of ideas and information.”

Brand Beliefs

CHPL's specific approach to embodying this mission is captured in its **brand beliefs**. These were initially developed to guide CHPL's marketing efforts but they actually capture values reflected throughout the entire organization. By elevating them within CHPL's strategic framework, we invite staff to see how their individual behaviors align to the beliefs expressed by the organization as a whole.

- **Empathy** – We believe in everyone's innate value and potential.
- **Enjoyment** – We believe there is no prescribed path to knowledge – so why not make the journey fun?
- **Connection** – We believe we go farther, together.
- **Community** – We believe libraries are the incubators of community.

Pillars of Excellence

As an entity holding the public's trust, CHPL must live up to requirements not always expected of organizations in other sectors. These "must-have" values and behaviors comprise CHPL's **pillars of excellence**.

Previously, CHPL referred to these attributes as "values," but we believe "pillars of excellence" better captures their importance as fundamental standards for CHPL to maintain. Further, the previous value of "excellence" has been changed to "integrity" to emphasize the role of individual competence and accountability in CHPL's success.

CHPL's existing vision statement largely recapitulates the ideas expressed in these pillars. Thus, the vision statement itself has been removed from the strategic plan and any content not already reflected explicitly in these pillars has been added.

- **Access** – The Library values free, open, unrestricted access to its collections and services. We are committed to connecting our customers to the ideas, information and materials they wish to explore in a friendly, nonjudgmental manner. We strive to offer materials, programs and services that represent the needs of our diverse population.
- **Customer Focus** – The Library values all customers and is responsive to their service needs. The customer's opinion and input is welcomed in all initiatives and undertakings. We consider the impact on the customer in all decisions.
- **Integrity** – The Library values competence and accountability in our personal and professional actions. We strive to earn the trust and confidence of all customers.
- **Innovation** – The Library values continuous learning and innovation in the pursuit of excellence. We respond actively to present situations and anticipate future needs to serve as a dynamic force in our community.
- **Stewardship** – The Library values responsible stewardship of all the resources with which we have been entrusted. We are accountable for ensuring the proper use of public funds. We take seriously our responsibility to maximize the efficiency of staff time and talent making the best use of all our resources in the delivery of quality library service.

Strategic Priorities

The foundational concepts described above last longer than any particular strategy that might be used to advance them. Strategies are inherently bounded by the time period and context for which they are devised. The table below lists the strategies identified by CHPL throughout this process as critical to the organization's success in the coming 3-5 years. These items will form the basis for ongoing planning, adjustment, and monitoring.

Priority / Strategy
<i>Promote learning and enjoyment for minds of all kinds and people of all ages.</i>
<ul style="list-style-type: none">● Maintain and curate physical and digital collections of books, media, devices, and items that spark learning, growth, imagination, and fun.
<ul style="list-style-type: none">● Offer fun and engaging programs for all ages that stimulate learning and foster connection.
<i>Act as a trusted source of high-quality information on key issues in the life of the community.</i>
<ul style="list-style-type: none">● Help community members find and discern the accurate information they need as people, consumers, and citizens.
<ul style="list-style-type: none">● Convene community members about broader social issues.
<i>Connect community members to services and support they need to thrive.</i>
<ul style="list-style-type: none">● Serve as a community hub that provides basic services, technology, training, and support that community members need to succeed in their daily lives.

- Partner with external organizations that offer services and support to community members, particularly to those in need.

Provide safe, welcoming, and accessible spaces where people from all backgrounds and circumstances can meet, work, learn, create, and connect.

- Implement the Facility Master Plan, with emphasis on creating safe, welcoming, and accessible spaces for all.

- Strive for greater diversity of staff and collections to meet each community's particular needs.

- Provide access, independently or through partnerships, to materials and services in areas not currently served by a brick-and-mortar library.

Foster a supportive, inclusive, and enjoyable workplace that empowers staff to leverage their strengths and creativity to serve the community.

- Invest in staff by providing opportunities for career development and prioritizing staff safety and wellbeing.

- Address racial and other disparities through consistent work to advance equity in policies, structures, and processes.

- Engage staff at all levels in conversations and problem-solving by soliciting input and feedback and by communicating decisions transparently.

Conclusion

Throughout this process we have actively engaged internal and external stakeholders to tap into their insight and expertise on CHPL's greatest opportunities to impact the community and to uphold the reputation for excellence it has built over the years. Rather than starting from scratch, we have built upon previous efforts to articulate CHPL's strategic intentions by incorporating existing constructs – mission, brand beliefs, etc. – into a coherent strategic framework that can engage CHPL staff in all functions and at all points in their career to see how their own efforts contribute to the success of the organization as a whole.

Implementing this strategic plan will require three tracks of activity:

- The first is to institute the strategic framework as a guiding force within the organization. Leaders, managers, and supervisors should help their direct reports map their own activities to the mission and brand beliefs and should articulate performance standards that align to the pillars.
- The second is to identify concrete actions for moving forward on the strategic priorities. Each priority suggests specific initiatives that can be scheduled for implementation during the term of this 3-5-year plan. Further, some activities that have no connection to these priorities can be sunsetted, and the corresponding resources can be reallocated elsewhere. CHPL's leadership can use these priorities to track the progress of implementation.
- The third is to engage in institutional learning to develop the skills and knowledge necessary to implement that plan successfully, particularly with respect to areas where CHPL has less experience.

The plan, based on rich input from multiple stakeholders, will support CHPL as it continues to serve the community of Cincinnati and Hamilton County at a high level of excellence and with faithful stewardship over the public funds with which it is entrusted.

- We participated in National Voter Registration Day on September 20, 2022, with an event on the renovated North Plaza of the downtown Main Library. Along with our partner organization Greater Cincinnati Voter Collaborative, we helped community members register to vote, update address changes with the Hamilton County Board of Elections, request a vote-by-mail (absentee ballot) applications, reminded participants

about voting deadlines and locations and how to find a customized sample ballot. We also updated our public service staff on all voting deadlines, procedures, and options to best inform our customers.

- We continue to provide free at-home Covid test kits in partnership with the Ohio Library Council and the Ohio Department of Health at our drive-thru locations. We also continue to provide no-cost PCR and rapid Covid testing in partnership with Hamilton County Public Health and Ethos Labs at our Price Hill and Corryville Branch Libraries. In addition, we hosted the Get Covered Ohio effort to connect community members to health insurance enrollment information at a variety of library locations across the county to provide equity of access to health insurance eligibility and options. The Groesbeck Branch Library hosted three enrollment events translated into the Nepali language to meet the needs of the growing Nepali communities in our region.
- Our workforce development team developed our second job fair—*Find A Meaningful Career in Health Care*-- in response to the workforce labor crisis in nursing, health care, and home health care. This job fair will feature employers and fast-track education providers such as Brighton Center, Cincinnati State, Healthcare Access Now, UC Health, and more, in partnership with OhioMeansJobs Cincinnati-Hamilton County and the Southwest Ohio Region Workforce Investment Board. We have planned several events in October to promote Careers in Construction Month in partnership with Turner Construction, that will encourage youth to be inspired to prepare for meaningful careers in construction, to help diversify the construction workforce in our region.
- An improved New Cardholder Welcome Kit rolled out in September. The kit includes a map of CHPL libraries, a bookmark with essential account tips, and an “I Got My Library Card!” sticker. The goals of the New Cardholder Welcome Kit are to make sure new customers feel informed, supported, and excited about their new Library cards, yet do not feel overwhelmed. The kit will be used to welcome new customers year-round.
- We recently launched an [advocacy page](#) on the Library’s public website to help grow the number of library advocates in the community. The webpage features some of the many ways to support the Library, including getting a library card, engaging on social media, joining a Friends group, donating to the Foundation, contacting elected officials, and more.
- The Free Application for Federal Student Aid (FAFSA) opened on October 1, and Library staff are prepared to offer FAFSA assistance as an important component of our Future Ready initiative. We partnered with UC’s One Stop to offer training for library staff and are collaborating on a [FAFSA event](#) at Deer Park on November 5.
- On September 6, Main’s North Plaza opened to the public. Staff are working to activate this space in September and October through [Plaza Pop-Ups](#), to test out different programs and service options outdoors at Main. Upcoming highlights include an art

installation during BLINK, generously funded by the Library Foundation, and visits from Connectivity Champions, the Quick Response Team of the Hamilton County Addiction Response Coalition, and Equitas Health.

- The Library continues our participation in the federal [free meals for youth](#) program this fall, with 21 locations currently serving after-school meals to youth (Walnut Hills will join upon reopening). This program is possible through our partnership with UMC Ministries. The Library Foundation is also providing funds for supplemental snacks at Library locations, to meet the needs of youth not otherwise addressed through the federal meals program.
- We are collaborating with the Veteran’s Administration to plan a Veterans Day celebration to take place at the Harrison branch on Friday, November 11.
- The Outreach department has signed up 395 educators for delivered collection service at 55 schools throughout Hamilton County. The staff are pulling hand-picked seasonal, holiday, and other titles that tie directly into the class curriculum.
- Outreach staff presented tech programs at Traditions at North Bend and Western Hills retirement communities. Each staff member assisted a table of one or two residents with tech questions. This included installing Libby, setting up email, setting up quick links to browse magazines, and even synching to wi-fi printing at one of the facilities.
- Laura Madden, CHPL’s Special Events Coordinator, oversees the Library’s presence at large community events, with the goals of increasing awareness about the Library’s programs and services, and reaching new audiences. At these events, Library staff sign people up for library cards, give out fliers about key library services, answer questions from community members, and often provide an activity, such as making bookmarks or buttons. She also provides resources and support for branches to participate in neighborhood events. Below is a list of large events where CHPL has had a presence so far this year as a result of these efforts:

Date	Community Event	Organizer/Partner	Audience
Feb. 19	Owl Fest	Krohn Conservatory/Cincy Parks	families
Feb. 24	Diversity & Inclusion Job Fair	Superior Career Fairs	job seekers
March 5	Mayor's Career Fair	Cincinnati Recreation Center	teens
March 9	Inspire to Hire	Junior Achievement	teens
March 11	Elementary Career Fair/Day	Riverside Academy	children
March 12	Neighborhood Summit	Neighborhood Summit Organization	community leaders

April 14	Diversity & Inclusion Job Fair	Superior Career Fairs	job seekers
June 18	World Refugee Day Cup	Refugee Connect	new Americans
June 18	Cincinnati Juneteenth Festival	Juneteenth Cincinnati	families
June 25	Pride Parade & Festival	Cincinnati Pride	families
July 4	4th of July Parade/Booth	Northside Parade Org.	families
July 17	Our Shared Story Family Day	Cincinnati Museum Center	families
July 30	Period Summit	Girls Health Period	tween girls
July 30	Back to School Event	Community Action Agency	children
July 30	Healthy Kids Day Fair	YMCA	families
Aug. 5	Summer Bash: Member night	Cincinnati Museum Center	adults
Aug. 14	Sensory Day	Hamilton County Fair	special needs families
Aug. 18	Diversity & Inclusion Job Fair	Superior Career Fairs/Black Family Reunion	job seekers
Aug. 19	Black Family Reunion	MidWest Black Family Reunion	families
Sept. 8-9	Harvest Home Festival & Parade	Harvest Home Fair, Cheviot	families
Oct. 13	Blink Festival & Parade	Blink	families
Oct. 22	HallZOOween	Cincinnati Zoo	families
Oct. 22-23	Washington Park Fall Festival	Cincinnati Parks	families
Nov. 19	Books by the Banks	Books by the Banks	families

TECHNOLOGY COMMITTEE REPORT

Mr. Olson reported that:

- The last several years have seen a shift in the budgeting and purchase/lease landscape for library materials. While the traditional purchase-to-own model for physical books, CDs, and DVDs for customers remains the same, digital materials such as eBooks and audiobooks have undergone a revolution based on leasing, pay-per-use, and circulation limits that have both restricted access and made them considerably more expensive than their physical counterparts.
 - Print: Circulation has been recovering since the height of the pandemic, with Adult Fiction and Juvenile Fiction leading the way back. Spending over 5 years on print materials has remained at about \$3.4 million per year with a dip in 2020 during the pandemic.
 - Audiovisual: The pandemic seems to have crystalized much of the movement to streaming services for movies, TV shows and music. As a result, about half the

\$1.1 million the Library spent per year on average over the previous 5 years has been diverted to digital offerings.

- eBooks/audiobooks:
 - Overdrive, and their app called Libby, is the primary source for our customers to borrow digital materials. Leasing models have taken the place of permanent purchase of titles. Some publishers through Overdrive lease titles with restricted time in which it is accessible, for instance 2 years; some publishers lease titles with a limit on the number of uses, for instance 20 checkouts. At the end of the lease, the title has to be selected and leased again, making the work of Library staff who select materials complicated, and the costs increasingly higher.
 - Hoopla is the other main source for digital materials. All digital materials through Hoopla such as eBooks, audiobooks, music, and eComics, are always available and leased on a pay-per-use basis. The Library pays between 99 cents and \$3.99 per customer checkout. Hoopla's ease of use has been attractive to customers and demand keeps rising, but the inability of the Library to own the titles for continual use has significantly increased the average cost per checkout.
- Budget: Along with the diversion of funds from some physical formats such as DVDs to our digital services, the Library has tried to contain costs for digital materials without compromising the availability of titles. We have done this by setting some limits on the number of digital checkouts, limiting the number of digital items a customer can place on hold, and we're planning to focus on directing customers to Overdrive, where we have a very robust, curated collection. We are considering several options for the best use of our budget dollars in this growing and relatively expensive market. This may include reducing the borrowing opportunities for eBooks from Hoopla, while maintaining Hoopla as a great source for audiobooks and other types of digital materials unavailable elsewhere.
- Books by the Banks, the region's premier author event, is returning on November 19 to the Duke Energy Center. It will be a day-long event with book signings from national and local authors, panel discussions and fun activities. Books by the Banks is organized and run by volunteers from local libraries, universities and other institutions such as Cincinnati Children's Hospital Medical Center. CHPL is the originator and primary force behind Books by the Banks.

DEVELOPMENT COMMITTEE REPORT

Ms. Redden reported that:

- The Library's Development Office has been the grateful recipient of several gifts since August including sizeable bequests from the estate of Shirley Long in memory of Virginia Lewis for the Hyde Park Branch and the estate of Franklin Dale Estes. The Ohio Department of Education created a special, one-time, \$5 million grant program for public libraries to help students recover from the impact of the COVID-19 pandemic (through federal funds). CHPL will submit an application to access this opportunity to support students in our community.
- Since August, The Library Foundation has been the grateful recipient of several significant gifts as follows: Sandra Bolek for maker items at the new Madisonville Branch, the Mary L. Cramer Trust for the Madeira Branch, the Village Preschool for the Anderson and Mt. Washington Branches, the Corryville Community Council for the Corryville Branch, and Patricia L. and Dennis B. Worthen for the Forest Park Branch. The annual library staff giving campaign is underway and will conclude on October 15. Planning for the Fall campaign continues, with the public appeal expected to launch by mid-November.
- October is Friends Members' month, with an extra 20% off of all member purchases. On the opening weekend of the month, sales were very strong with double-digit growth in new members.
- The Anderson Township Library Association's Holiday Sale will return to the Anderson Branch from November 3-5.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held August 9, 2022
- Monthly Financial Reports – for the periods ending August 31, 2022 and September 30, 2022
- Marketing Board Report – August 2022 and September 2022
- Contributions, Gifts, and Donations – August 1, 2022 – September 30, 2022

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000			
August 1, 2022 - September 30, 2022			
8/8/2022	Estate of Shirley E. Long	Support for the Library (designated for Hyde Park project)	50,000.00
8/8/2022	Estate of Franklin Dale Estes	Support for the Library (designated for FMP projects)	25,000.00
8/29/2022	Library Foundation	Support for Outreach Department Ipad's for Seniors	40,000.00
8/29/2022	Library Foundation	Support for New Forest Park Maker Equipment	32,618.00
8/29/2022	Library Foundation	Support for Madisonville Maker Equipment	20,000.00
8/29/2022	Library Foundation	Support for Madisonville Maker Equipment	15,000.00
8/29/2022	Library Foundation	Support for Afterschool Snacks for Youth	6,500.00

- Personnel Change Report reflects changes through September 17, 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	Cage, Daniel A	Public Safety Specialist	Public Safety	1.00	06	07/24/2022
Appointment	Rice, Shelby S	Page	Sorting & Materials Retrieval	1.00	02	07/24/2022
Appointment	Sanchez, Alonzo M	Truck Driver	Shipping & Receiving	1.00	06	07/24/2022
Appointment	Simpson, Kirsten N	Branch Shelver	Anderson Branch	0.30	01	07/24/2022
Appointment	Stowers, Madison B	Library Customer Adviser	Symmes Township Branch	0.50	04	07/24/2022
Appointment	Burdett, Shannon K	Library Customer Adviser	Price Hill Branch	0.60	04	08/07/2022
Appointment	Cowart, Amber E	Library Customer Adviser	Virtual Information Center	0.50	04	08/07/2022
Appointment	Domroy, Julia M	Customer Service Substitute	Service	0.725	04	08/07/2022
Appointment	Donegia, Michelle L	Homework Help & Enrichment Asst	West End Branch	0.30	03	08/07/2022
Appointment	Horton, Madelyn C	Library Customer Adviser	Elmwood Place Branch	0.50	04	08/07/2022
Appointment	Hutchinson, Kaitlyn R	Library Customer Adviser	Elmwood Place Branch	0.50	04	08/07/2022
Appointment	Owensby-Dickerson, Alisha L	Customer Service Substitute	Service	0.725	04	08/07/2022
Appointment	Sheppard, Melissa H	Customer Service Substitute	Service	0.725	04	08/07/2022
Appointment	Strope, Andrea P	Youth Librarian	Reading Branch	1.00	07	08/07/2022
Appointment	Tabor, Jane E	Library Customer Adviser	Madisonville Branch	0.50	04	08/07/2022
Appointment	Gentry, Denise E	Branch Shelver	Groesbeck Branch	0.30	01	08/21/2022

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	Harmon, Daria K	Main Shelver	Sorting & Materials Retrieval	0.60	02	08/21/2022
Appointment	Kiefer, Margaret A	Branch Shelver	Monfort Heights Branch	0.30	01	08/21/2022
Appointment	Koepfer, Kate E	Library Customer Adviser	Anderson Branch	0.60	04	08/21/2022
Appointment	Kreps, Alyvia S	Library Customer Adviser	Avondale Branch	0.60	04	08/21/2022
Appointment	Kroger-Gardner, Sarah A	Library Customer Adviser	Monfort Heights Branch	0.50	04	08/21/2022
Appointment	Marks, Madeleine N	Main Shelver	Sorting & Materials Retrieval	0.60	02	08/21/2022
Appointment	Moon, Michael L	Library Customer Adviser	Price Hill Branch	0.60	04	08/21/2022
Appointment	Prince, Anthony W	Resource Navigator	Service	1.00	07	08/21/2022
Appointment	Scherer, Linda A	Branch Shelver	Harrison Branch	0.30	01	08/21/2022
Appointment	Dyer, Nicole L	Branch Shelver	Anderson Branch	0.30	01	09/04/2022
Appointment	Fetters, Patricia E	Library Customer Adviser	Price Hill Branch	0.50	04	09/04/2022
Appointment	Johnson, Alyssa M	Branch Shelver	Madeira Branch	0.30	01	09/04/2022
Appointment	Pennington, Liam E	Branch Shelver	Madeira Branch	0.30	01	09/04/2022
Appointment	Schell, Carson P	Sorter	Sorting & Materials Retrieval	1.00	02	09/04/2022
Appointment	Toole, Aiden P	Library Customer Adviser	Delhi Township Branch	0.50	04	09/04/2022
Appointment	Weickgenant, Susan P	Library Customer Adviser	Monfort Heights Branch	0.50	04	09/04/2022
Appointment	Wild, Jasmine F	Library Customer Adviser	St Bernard Branch	1.00	04	09/04/2022
Appointment	Kroener, Kelly L	TechCenter/Makerspace Technician	Techcenter / Makerspace	0.50	04	07/24/2022
Appointment	Middlebrooks, Erin B	Library Customer Adviser	Norwood Branch	0.50	04	07/24/2022
Appointment	Griffin, Michael B	Library Customer Adviser	Anderson Branch	1.00	04	08/21/2022
Appointment	Malcolm, Annette M	Library Customer Adviser	Price Hill Branch	0.60	04	09/04/2022
Change	Tehan, Amy K	Monitor Mentor	Price Hill Branch	0.50	06	07/24/2022
Change	Cochran, Joshua G	Page	Sorting & Materials Retrieval	1.00	02	08/07/2022
Change	Eck, Carmen V	Library Customer Adviser	Sharonville Branch	0.50	04	08/07/2022

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>DATE</u>
Change	Marshall, Vada S	Library Customer Adviser	Symmes Township Branch	0.60	04	08/21/2022
Change	Yeager, Joseph D	Library Customer Adviser	Madeira Branch	0.60	04	08/21/2022
Change	Scretchen, Denise R	Senior Branch Manager	Blue Ash Branch	1.00	10	07/24/2022
Change	Adi, Haneen M	Adult Learning Center Assistant	Adult Learning & Literacies	0.50	04	08/21/2022
Change	Richter, Michael S	Branch Manager	Westwood Branch	1.00	09	09/04/2022
Change	Willig, Emma M	Customer Service Substitute	Service	0.725	04	07/24/2022
Departure	Maycock, Kyle J.	Library Customer Adviser	St Bernard Branch	1.00	04	08/12/2022
Departure	Miskell, Kelsea E.	Library Customer Adviser	Popular Library	1.00	04	08/13/2022
Departure	Kirkpatrick, Dawn M.	Teen Librarian	Oakley Branch	1.00	07	08/26/2022
Departure	Re, Leeann N.	Branch Shelver	Reading Branch	0.30	01	09/02/2022
Departure	Adams, Linda J.	Teen Librarian	Wyoming Branch	1.00	07	08/09/2022
Departure	Young, Elizabeth N.	Library Customer Adviser	Monfort Heights Branch	0.50	04	09/04/2022
Departure	Hart, Colleen W.	Library Customer Adviser	College Hill Branch	0.50	04	09/13/2022
Departure	Cheng, Andy L.	Library Customer Adviser	Westwood Branch	0.50	04	09/16/2022
Departure	Mackley, Elizabeth N.	Library Customer Adviser	Madeira Branch	0.60	04	07/29/2022
Departure	Kim, Hannah S.	Library Customer Adviser	Symmes Township Branch	0.60	04	07/30/2022
Departure	Strauss, Arielle J.	Branch Shelver	Hyde Park Branch	0.30	01	08/03/2022
Departure	Kongos, Virginia R.	Library Customer Adviser	Madeira Branch	0.60	04	08/05/2022
Departure	Linder, Maxwell A.	Sorter	Sorting & Materials Retrieval	0.50	02	07/26/2022
Departure	Courtney, Richard H.	Library Customer Adviser	Hyde Park Branch	0.50	04	07/29/2022
Departure	Fritz, Mary L.	Library Customer Adviser	Blue Ash Branch	1.00	04	07/30/2022
Departure	Hart, Kaitlyn E.	Branch Shelver	Harrison Branch	0.30	01	07/30/2022
Departure	Colesanti, Ellen N.	Library Customer Adviser	Hyde Park Branch	0.50	04	08/08/2022
Departure	Pancheri, Joseph S.	PC Support Specialist	Information Technology	1.00	06	08/08/2022

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>
Departure	Billena, Eunice G.	Branch Shelver	Deer Park Branch	0.30	01	08/09/2022
Departure	Briggs, Natalie M.	Branch Shelver	Westwood Branch	0.30	01	08/09/2022
Departure	Turner, Anastasia M.	Library Customer Adviser	Delhi Township Branch	0.50	04	08/13/2022
Departure	Fleckinger, Lawrence A.	Sorter	Sorting & Materials Retrieval	1.00	02	08/17/2022
Departure	Gober, Rebecca M.	Library Customer Adviser	Groesbeck Branch	0.60	04	08/20/2022
Departure	Wilson, Mishka M.	Library Customer Adviser	Price Hill Branch	0.50	04	08/20/2022
Departure	Rakushin, Jessica H.	Library Customer Adviser	Forest Park Branch	0.50	04	08/26/2022
Departure	Tierney, Maeve M.	Branch Shelver	Madeira Branch	0.30	01	08/26/2022
Departure	Rowen, Ella M.	Library Customer Adviser	Covedale Branch	1.00	04	08/31/2022
Departure	Fairbanks, Thomas R.	Homework Help & Enrichment Asst	St Bernard Branch	0.30	03	09/01/2022
Departure	Lloyd, Natalie A.	Library Customer Adviser	Madeira Branch	0.60	04	09/03/2022
Departure	Smith, Sharon L.	Library Customer Adviser	Mariemont Branch	0.50	04	09/03/2022
Departure	Widanski, Jacob J.	Branch Shelver	Anderson Branch	0.30	01	07/30/2022
Departure	Song, Yumi	Branch Shelver	Groesbeck Branch	0.30	01	08/02/2022
Departure	Spitzmueller, Alexandra D.	Branch Shelver	Anderson Branch	0.30	01	08/12/2022
Departure	Cunningham, Rhani I.	Homework Help & Enrichment Asst	Madisonville Branch	0.30	03	08/18/2022
Departure	Keller, Anna M.	Branch Shelver	Anderson Branch	0.30	01	08/18/2022
Departure	Bandaru, Ravi	Branch Shelver	Symmestown Township Branch	0.30	01	08/19/2022
Departure	Liff, Erica J.	Branch Shelver	Blue Ash Branch	0.30	01	08/20/2022
Promotion	Allen, Malonna D	PC Support Specialist	Information Technology	1.00	06	07/24/2022
Promotion	Larue, Robin	PC Support Specialist	Information Technology	1.00	06	07/24/2022
Promotion	Ngo, Lauren H	Library Customer Specialist	Anderson Branch	1.00	05	07/24/2022
Promotion	Price, Heather N	Library Customer Specialist	Price Hill Branch	1.00	05	07/24/2022
Promotion	Chumbley, Lesleigh R	Computer Services Manager	Information Technology	1.00	10	08/07/2022
Promotion	Hauser, Scarlett R	Library Customer Adviser	Madeira Branch	0.60	04	08/07/2022

Personnel Change Report						
<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>DATE</u>
Promotion	Mell, Kurt R	Library Customer Specialist	Loveland Branch	1.00	05	08/07/2022
Promotion	Sullivan, Elizabeth L	Senior Branch Manager	Symmes Township Branch	1.00	10	08/07/2022
Promotion	Benderman, Amanda M	Library Customer Adviser	Groesbeck Branch	0.60	04	08/21/2022
Promotion	Brockman, Julia A	Library Customer Specialist	Elmwood Place Branch	1.00	05	08/21/2022
Promotion	Clark, Kelsey N	Youth Librarian	St Bernard Branch	1.00	07	08/21/2022
Promotion	Jones, Katrina G	Library Customer Adviser	Virtual Information Center	0.60	04	08/21/2022
Promotion	McKnight, Rachel E	Library Customer Adviser	Blue Ash Branch	1.00	04	09/04/2022
Promotion	Randolph, Mari C	Senior Branch Manager	Anderson Branch	1.00	10	09/04/2022
7/23/2022-09/17/2022						

- Statistical Report for September 2022
- Statistical Highlights – Supplement to Technology Report
- Investment Report (summary of invested balances) as of September 30, 2022

Cincinnati and Hamilton County Public Library
Investment Summary as of September 30, 2022

	Amount As of 8/31/2022	Amount As of 9/30/2022
Fifth Third Investment:		
General Fund	\$6,500,000.00	\$6,894,228.00
Building and Repair	\$20,493,800.00	\$23,275,082.40
Total	\$26,993,800.00	\$30,169,310.40
Fifth Third Operating Account:		
General Fund	31,449,794.48	31,260,257.00
Insurance Reserve	230,000.00	230,000.00
Special Revenue Funds	1,356,219.88	1,339,547.01
Building and Repair	\$32,419,972.16	\$26,730,129.00
Permanent Trust Funds	1,293,754.50	1,285,844.70
Total	\$66,749,741.02	\$60,845,777.71

STAR Ohio:

Building and Repair

	1,124,580.07	1,126,754.55
Total	\$1,124,580.07	\$1,126,754.55

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

Total	\$6,773,599.00	\$6,773,599.00
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\$101,641,720.09	\$98,915,441.66
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Mr. Redden seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden...6 ayes. The motion carried. **(20-2022)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary