

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

Date: December 13, 2022

Meeting: Regular

Place: Main Library

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden and Ms. Reynolds

Trustees Absent: None

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

PUBLIC COMMENTS

NONE

OATH OF OFFICE

Board President Karen R. Clemons swore in Colleen Reynolds for a seven-year term on the Cincinnati & Hamilton County Public Library Board of Trustees.

ACTION ITEMS

Ms. Clemons presented the following resolutions:

Resolution Honoring Monica Donath Kohen

Whereas, Monica Donath Kohnen was first appointed to the Cincinnati & Hamilton County Public Library Board of Trustees in 2015 by the Hamilton County Commissioners, and

Whereas, Ms. Kohnen served for 7 years as a valued member of the Library's Board of Trustees including President of the Board in 2020 and Vice President in 2019, and

Whereas, Ms. Kohnen has been a staunch, vocal supporter of the Library during our advocacy for local and state funding, and

Whereas, Ms. Kohnen served as Board President during the pandemic year of 2020, providing immediate, consistent and caring support to staff and in particular to the Executive Director during calls and discussions, some of them late in the evening to facilitate immediate and unprecedented decisions about Library service and safety, and

Whereas, while Ms. Kohnen served on the Board, the Library received national recognition including consecutive Five-Star ratings among public libraries in our population and budget categories from *Library Journal* in 2015, 2016, 2017, 2018, 2019, 2020 and 2021, and

Whereas, Mr. Kohnen served when Library use reached record levels, resulting in the Library ranking in the top 5 of busiest library systems in the United States in 2014, 2015, 2017, and 2018, and the 2nd busiest in the United States in 2016, and

Whereas, Ms. Kohnen supported the building, renovation and improvement of Library locations across Hamilton County communities including the Loveland Branch Expansion, Energy Retrofit Project at Main Library, Roofing Replacements for 7 branches, relocation of the Greenhills Branch, Distribution Center, Anderson, Avondale, Clifton, Deer Park, Groesbeck, Downtown Main Library, Pleasant Ridge, Price Hill, Reading, St. Bernard, and Walnut Hills, and

Whereas, Ms. Kohnen supported the ongoing creation of accessible spaces and upholding the Library's mission of connecting people with the world of ideas and information, and

Whereas, throughout her tenure on the Board, Ms. Kohnen continually demonstrated strong and vocal care and concern for the staff, by advocating for fair policies, salaries, and benefits, and

NOW THEREFORE, BE IT RESOLVED in recognition of her years of committed service, the Members of the Board of Trustees thank and commend Monica Donath Kohnen for her dedicated service to the Cincinnati & Hamilton County Public Library.

Karen R. Clemons, President
Board of Library Trustees

Resolution Honoring Kathy Y. Wilson

Whereas, Kathy Y. Wilson began her literary journey as an employee at the Cincinnati & Hamilton County Public Library, and

Whereas, Ms. Y. Wilson's experiences as a library employee were foundational to her literary world-view, and

Whereas, Ms. Y. Wilson was appointed as the first Writer-in-Residence for the Cincinnati & Hamilton County Public Library and The Library Foundation in 2014, and

Whereas, Ms. Y. Wilson's residency served as the model for the program's community engagement, and

Whereas, Ms. Y. Wilson has continued her service to the Writer-in-Residence program as a member of the selection committee in 2019 and 2021, and

Whereas, Ms. Y. Wilson has been a passionate advocate for the Library and the literary community in Cincinnati, and

Whereas, Ms. Y. Wilson delighted in providing support and advice to past and future Writers-in-Residence, and

NOW THEREFORE, BE IT RESOLVED in recognition of her years of service and advocacy, the Members of the Board of Trustees honor and commend Kathy Y. Wilson for her dedicated service to the Cincinnati & Hamilton County Public Library and send its deepest condolences to her family.

Karen R. Clemons, President
Board of Library Trustees

Ms. Redden moved that the Board adopt the resolutions as they are written.

Ms. Clemons seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden and Ms. Reynolds ... 7 ayes. The motion carried. **(24-2022)**.

Ms. Allen recommended the following:

- **Confirm the following Main Library Project change orders to modify the Interior Renovation GMP for Turner Construction:**

Contractor	Trade Cont	Number	Purpose	Amount
Turner Construction	GMP	#1	Reconnect chilled water lines not in original design	\$ 49,159.00
Turner Construction	GMP	#2	Additional work for permit design changes	\$ 28,713.00
Turner Construction	GMP	#3	Credit for change in fire alarm design	\$ (17,553.00)

The interior renovation work at the Main Library continues. The demolition has been completed, and the structural steel to support the new social stair is being installed. The installation of a new entry with a vestibule off of the North Plaza is under construction. The north parking lot modifications are progressing. The masonry work is almost complete and the lot will remain in its current condition until the fence arrives in early 2023.

- **Authorize extension of the closing date of the Forest Park property up to February 14, 2023 at the Library's discretion.**

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.

- **Authorize the Eva Jane Romaine Coombe Director to execute the necessary documents to consolidate the parcels of the Hyde Park Branch.**

The Board approved the estimated GMP at the October Board meeting. The details are still being finalized and the work is expected to begin in the next few weeks. During the permitting process, GCWW raised a concern about the property being on multiple parcels. We are working with the Hamilton County Prosecutor's Office to consolidate the parcels and update the Library's name.

- **Approve a design assist agreement for Turner Construction in advance of the GMP for the West End Branch (expected in February 2023) for the vestibule component in the amount of \$200,000 in order to minimize the duration of the building closure based on materials that may have a long lead time.**

The architect is finalizing the details of the construction documents for the West End Branch. The new design features a relocated entry with a vestibule to improve the access to the building and increase usable square footage. All of the restrooms will be fully accessible and the interior layout and furnishing will enhance both the staff and customer experience.

- **Confirm the following Madisonville Branch Accessibility Project change orders to modify the Interior Renovation GMP for Megen Construction:**

Contractor	Trade	Number	Purpose	Amount
Megen Construction	GMP	#1	Deduct to use the mechanical chase as a plenum	\$ (3,628.53)
Megen Construction	GMP	#2	Modify ceiling design to work with windows	\$ 1,625.46
Megen Construction	GMP	#3	Require design modifications to work with existing conditions	\$ 4,712.30

Construction is almost complete on the buildout of the leased space with the exception of the installation of the electric panel. The ongoing supply chain issues have delayed the delivery for several months. The current anticipated ship date is early December. We expect to take possession of the space in mid-January 2023 with an opening in late January.

- **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 Trade	#2	Additional painting of steel beams in ceiling	\$ 7,975.00

The Green Township Branch closed at the end of August to complete and interior refresh and improve accessibility. The work is complete and the branch is scheduled to reopen on 12/10/2022

- **Confirm the following change order to modify the Walnut Hills GMP for Megen Construction:**

Contractor	Trade Contract	Number	Purpose	Amount
Megen Construction	GMP	#14	Additional sidewalk concrete	\$ 17,059.00

The branch has been open since October 20, 2022. There are several punch list items that are being worked on but overall, the new branch has been very well received and staff are getting accustomed to providing library service in the new expanded space. We continue to work with Model Group on opportunities to maximize the adjacencies of our two properties. The division of the necessary parcels has been approved by the City of Cincinnati. We are working with Model Group on an agreement for site improvements prior to completing the exchange.

PLANNING FOR 2023

FMP Status of Capital Projects

The work at the Main Library will continue through 2023. In addition to the other projects noted in this report, we have begun feasibility studies on both an extension of the Delhi Township Branch and accessibility improvements at Cheviot as potential projects for 2024 and beyond. The design options for a possible addition and parking lot improvements at Symmes are also underway with hopes to complete the work in 2024. As originally planned,

we frontloaded the funding of the Facility Master Plan so the available dollars for implementation will decrease.

- **For the calendar year 2023, authorize the Eva Jane Romaine Coombe Director to publish bid requests and enter into agreements with the lowest responsible bidders for projects with a construction estimate of less than \$1,500,000 that will involve design professionals with fees of less than \$50,000.**

This is a continuation of the authorization from 2022 and 2021 and will keep projects on track and not hindered by the timing of Board meetings. All bids will be reviewed with the Chair of the Facilities Finance and Audit Committee and be reported at the next Board meeting.

In 2023, we will begin ongoing maintenance work at Avondale and hope to work on one or two branch refresh projects as resources permit.

- **Confirm the following appropriation increase to account for actual activity in the General Fund to accelerate planned 2023 technology expenses into 2022 based on funding availability:**

General Fund Confirmation

Expenses

Supplies - increase by	\$ 275,000.00
<i>Increase in expenses</i>	<u>\$ 275,000.00</u>

- **Confirm the following appropriation change to account for actual activity in the Building and Repair Fund:**

Building & Repair Fund Confirmation

Expenses

Supplies - increase by	\$ 50,000.00
Building improvements - decrease by	<u>\$ (50,000.00)</u>
<i>Net change in expenses</i>	<u>\$ -</u>

- **Approve revision of the permanent (trust) fund principal amounts based on donations received in 2022:**

Fund	Principal 1/1/2022	2022 Donations	Principal 12/31/22
Abell	103,372.00	550.00	103,922.00
King	26,620.00	1,000.00	27,620.00

- **Authorize revision to General Fund appropriations as needed from now until the end of the year in order to close out the funds for 2022. Any revisions made will be reported to the Board in February 2023.**
- **Approve that all unencumbered funds be carried forward in the General Fund at 12/31/2022 in accordance with Ohio Revised Code Section 3375.40(L) states that a board of library trustees may “at the end of any fiscal year, unless doing so would be contrary to law, set aside any unencumbered surplus remaining in the general or any other fund of the free public library under its jurisdiction for any purpose, including creating or increasing a special building and repair fund, or for operating the library or acquiring equipment and supplies”.**

We are anticipating an unencumbered balance of approximately \$25-26 million to carry forward to 2023 (an updated estimate will be included in the final report from the committee to the Board at the December 13, 2022 meeting). This includes establishing an operating contingency of \$2,150,000, representing the allowable 3% of the budget, and approximately \$23-25 million available for operations in 2023, which is available for operations including transfers to the Building and Repair Fund.

- **Approve modification of the Credit Card Policy to add two positions with the stated credit limits to the policy:**
 - **The Chief Human Resources Officer with a credit limit of \$5,000**
 - **The Special Events Coordinator with a credit limit of \$5,000**

The Board approved the credit card policy on December 11, 2018. The current Authorized Individuals”) with specific spending limits are:

- The Fiscal Officer with a credit limit of \$25,000
- The Eva Jane Romaine Coombe Director with a credit limit of \$5,000
- The Materials Selection and Acquisition Manager with a credit limit of \$15,000

Mr. Harding seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden and Ms. Reynolds ... 7 ayes. The motion carried. **(25-2022)**.

Ms. Redden recommended the following:

- **Approve an increase to the total overall merit budget for staff pay increases from the 2022 performance year, as well as a grade-based sliding scale of between 2% and 5%.**

Under our current compensation plan, staff are eligible to receive pay increases based on their performance reviews, which are completed each year between February and March and evaluate work done during the prior year. In consideration of the substantial cost and inflation rate increases not seen in decades, an increase to the total overall merit budget is recommended. In recognition of the immediate and substantial impact that the sharp rise in inflation has on those earners in jobs graded at the lower end of our pay scale and as a part of our strategic priority of investing in staff while also addressing disparities through policies, structures and practices, a grade-based sliding scale of between 2% and 5%, is recommended. The recommended sliding scale is shown in Exhibit A. To adequately recognize exceptional performance, we will include an additional amount of .25% for managers' discretion in recognizing exceptional performers. It is also recommended that staff who are currently at the maximum of their pay range, often referred to as red-circled, receive a one-time, lump sum payment of up to the maximum amount allotted (based on the sliding scale) of their annual pay, based on performance. The Eva Jane Romaine Coombe Director will be eligible for a merit increase of up to 2% with the ability to receive up to .25% for Board discretion in recognizing exceptional performance. The funding associated with this plan will be included in the budget outlined in the Facilities, Finance & Audit Report.

EXHIBIT A

	FTE	Current # of employees	Base Merit	Average annual increase for full time employee
Grade 1	21.30	71	3.00%	n/a
Grade 2	32.90	45	5.00%	1,544.40
Grade 3	15.60	24	5.00%	1,607.84
Grade 4	202.60	291	4.50%	1,611.79
Grade 5	77.60	78	4.50%	1,995.55
Grade 6	39.75	46	4.25%	2,084.47
Grade 7	105.50	108	3.75%	2,125.50
Grade 8	12.00	12	3.50%	2,169.44
Grade 9	47.50	48	3.50%	2,458.46
Grade 10	33.00	33	3.25%	2,593.14
Grade 11	10.00	10	3.00%	2,954.80
Grade 12	5.00	5	3.00%	3,102.84
Grade 13	5.00	5	3.00%	3,415.83

Grade 14	4.00	4	3.00%	4,089.70
Grade 15	2.00	2	2.50%	3,965.52
Director	1.00	1	2.00%	4,904.22

- **Approve a bonus for all current staff, to be structured as follows:**
 - \$1,000 for regular full-time staff
 - \$500 for regular part-time staff
 - \$125 for regular less than 20 hour staff and current substitute staff who have worked a minimum of 40 hours as of November 26, 2022.

In recognition of our hard-working staff as well as the extremely high inflation environment discussed above, a bonus is recommended for all current staff. Staff will receive these bonuses on the December 15, 2022 pay. As noted in the Facilities, Finance, and Audit Committee report, the merit increases and the staff bonuses are well within the 2023 budget.

- **Approve including an Affordable Parking Stipend in our current Pay Administration Guidelines as follows:**

In discussions with other urban public libraries throughout the country, it was found that many central, or main libraries located in downtown areas, offered some sort of stipend to staff working at those locations. This stipend will assist in offsetting the additional costs associated with working at the Main Library and any other locations that do not offer parking at no charge. These stipends are taxable and will be contingent upon the number of days that a staff member is typically scheduled to work on location. The recommended stipend amounts are shown in Exhibit B. This stipend is taxable and will be paid on the first pay following the month prior (i.e. the stipend for January parking will be paid on the first pay in February).

EXHIBIT B

Schedule	Monthly Stipend
Full-Time	\$75/month
24 Hour	\$45/month
20 Hour	\$37.50/month
Remote 1 day	\$60/month
Remote 2 day	\$45/month

- **Approve revisions to the Paid Time Off and Sick Leave policies as follows:**

PAID TIME OFF POLICY

In an effort to streamline our Paid Time Off policy, a revision of wording around time that is considered “hours worked,” is recommended. The current policy individually lists all types of hours considered “hours worked.” It is recommended to remove this list of individual types of hours and replace it with the statement: “Hours worked includes all hours paid to the staff member with the exception of lump sum payouts upon departure. The Library reserves the right to suspend accruals for unforeseen systemwide extended closures.” This will eliminate the need for continual policy revisions when new staff benefits and/or pay codes are added. The proposed policy is shown in Exhibit C and the current policy is shown in Exhibit D.

EXHIBIT C

PROPOSED PAID TIME OFF POLICY

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

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

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

General Provisions

1. Hours worked includes all hours paid to the staff member with the exception of lump sum payouts upon departure. The Library reserves the right to suspend accruals for unforeseen systemwide extended closures.
2. Accrual and Use – New Employees: PTO benefits accrue from the start of employment for all new regular full-time and part-time employees. PTO benefits may not be used until after 13 weeks of employment.
3. Accumulation Maximums: Unused PTO for full-time and part-time employees in any year may be accumulated and carried forward to the next year. The following limits apply (which represent approximately 2.5 years of earning):

- Full-time employees – The maximum accumulation is 568 hours, in excess of which any accruable PTO is forfeited.
 - Part-time 24 hour per week employees – The maximum accumulation is 328 hours, in excess of which any accruable PTO is forfeited.
 - Part-time 20 hour per week employees – The maximum accumulation is 273 hours, in excess of which any accruable PTO is forfeited.
4. All employees are required to take the equivalent of one full week of their scheduled hours off in a consecutive time frame during each calendar year. This is to promote the wellness associated with time away from work.
 5. Payout upon status change. When a full-time employee transfers to part-time status, the employee shall be paid for all vested PTO in excess of the part-time maximum.
 6. Payout upon separation from service. Upon separation from service for any reason, employees of at least 13 weeks will receive a lump sum payment for their vested PTO at their current rate of pay. If an employee dies in service, this payment will be made to their estate.

EXHIBIT D

CURRENT PAID TIME OFF POLICY

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

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

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

General Provisions

7. Hours worked includes the following pay codes: Regular, Holiday, PTO, Sick, Parental Leave, Bereavement, Jury Duty, Court Witness, Conference/Meeting, Delay Open, Premium Hours, and Training.
8. Accrual and Use – New Employees: PTO benefits accrue from the start of employment for all new regular full-time and part-time employees. PTO benefits may not be used until after 13 weeks of employment.

9. Accumulation Maximums: Unused PTO for full-time and part-time employees in any year may be accumulated and carried forward to the next year. The following limits apply (which represent approximately 2.5 years of earning):

- Full-time employees – The maximum accumulation is 568 hours, in excess of which any accruable PTO is forfeited.
- Part-time 24 hour per week employees – The maximum accumulation is 328 hours, in excess of which any accruable PTO is forfeited.
- Part-time 20 hour per week employees – The maximum accumulation is 273 hours, in excess of which any accruable PTO is forfeited.

10. All employees are required to take the equivalent of one full week of their scheduled hours off in a consecutive time frame during each calendar year. This is to promote the wellness associated with time away from work.

11. Payout upon status change. When a full-time employee transfers to part-time status, the employee shall be paid for all vested PTO in excess of the part-time maximum.

12. Payout upon separation from service. Upon separation from service for any reason, employees of at least 13 weeks will receive a lump sum payment for their vested PTO at their current rate of pay. If an employee dies in service, this payment will be made to their estate.

SICK LEAVE POLICY

A revision to our current Sick Leave policy is recommended to align Sick Leave accruals to the regular hours a staff member works in a pay period. Currently, staff who do not fully meet their scheduled hours in a pay period do not accrue Sick Leave. This change will benefit staff by allowing the accrual of Sick Leave hours based on the hours that they actually work during that pay period. This revision will now align with how Paid Time Off accruals are generated as well.

EXHIBIT E

PROPOSED SICK LEAVE POLICY

The Library grants paid leave to staff members to cover personal illness, doctor's appointments, and, to a limited extent, family illnesses.

Accrual by Full-Time Staff Members.

Regular full-time and part-time staff are granted Sick Leave at .05875 hours per hour worked (as defined below) up to the following amount per year:

- 40 hour per week staff can earn up to 120 hours per year
- 24 hour per week staff can earn up to 73.32 hours per year
- 20 hour per week staff can earn up to 60 hours per year

Hours worked includes all hours paid to the staff member with the exception of lump sum payouts upon departure. The Library reserves the right to suspend accruals for unforeseen systemwide extended closures. Sick leave balances remaining at the end of one year may be carried forward to the next.

Sick leave accumulates up to a maximum of:

- 1,920 hours for 40 hour per week staff hired on or prior to 12/25/2011
- 1,680 hours for 40 hour per week staff hired after 12/25/2011
- 480 hours for 20 and 24 hour per week staff

Part/Full-Time Transfers.

Accumulated sick leave balances carry over if a staff member changes between full-time and part-time status.

Sick Leave Usage.

Sick Leave may be used in 15-minute increments for any physical or mental medical condition which incapacitates a staff member for work. With supervisor approval, Sick Leave may be used for personal medical treatment or for an illness or doctor's appointments in the staff member's immediate family – i.e., father, mother, step-parent, sister, brother, spouse, child, or household resident. Medical documentation is required when a staff member is absent from work due to illness for more than 5 consecutive days or as deemed necessary by the staff member's supervisor.

Payout.

Full-time staff members who retire from the Library with proper notice shall receive a lump sum payment, at their current rate of pay, for the amount of unused sick leave over 1,440 hours. If a staff member dies in service, this payment will be made to their estate. There is no sick leave payout to any staff member who resigns or is discharged.

EXHIBIT F

CURRENT SICK LEAVE POLICY

The Library grants paid leave to staff members to cover personal illness, doctor's appointments, and, to a limited extent, family illnesses.

Accrual by Full-Time Staff Members.

Sick leave is awarded at the rate of 120 hours per calendar year. Sick leave balances remaining at the end of one year may be carried forward to the next. Sick leave accumulates up to a maximum of 1,920 hours, or 1,680 hours for new employees hired after 12/25/2011.

Accrual by Part-Time Staff Members.

Sick leave is awarded to regular part-time staff members working at least 20 hours per week at the rate 60 hours per calendar year. Sick leave balances remaining at the end of one year may be carried forward to the next. Sick leave accumulates up to a maximum of 480 hours.

Part/Full-Time Transfers.

Accumulated sick leave balances carry over if a staff member changes between full-time and part-time status.

Sick Leave Usage.

Sick leave may be used in 15-minute increments for any physical or mental medical condition which incapacitates a staff member for work. With supervisor approval, sick leave may be used for personal medical treatment or for an illness or doctor's appointments in the staff member's immediate family – i.e., father, mother, step-parent, sister, brother, spouse, child, or household resident. A doctor's certificate is required when a staff member is absent from work due to

illness for more than 5 consecutive days or as deemed necessary by the staff member's supervisor.

Payout.

Full-time staff members who retire from the Library with proper notice shall receive a lump sum payment, at their current rate of pay, for the amount of unused sick leave over 1,440 hours. If a staff member dies in service, this payment will be made to their estate. There is no sick leave payout to any staff member who resigns or is discharged.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden and Ms. Reynolds ... 7 ayes. The motion carried. **(26-2022)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- Colleen Reynolds has been appointed to the Library Board. Colleen is Partner at DSD Advisors, LLC, the government relations consulting affiliate of the firm that partners with public, private, and nonprofit clients to achieve their public policy goals at the local, state, and federal levels. She is responsible for advocacy and communications strategy development and execution on behalf of all DSD clients. Before joining DSD Advisors, she served as director of communications & community affairs for a Cincinnati City Council member. Her experience includes shaping and guiding the city's \$1.4 billion annual budget, managing constituent services and internal stakeholder relationships, directing both internal and external communications, and advising on legislative policy and issue management. She also created, executed, and oversaw office initiatives that received national recognition. Colleen holds an Honors B.A. in the Philosophy, Politics, and the Public Program from Xavier University, where she served as student body president. She also holds a B.A. in Theology with minors in History and Peace Studies. She is active in the community, serving as president of the Oakley Community Council Board of Trustees and a newly appointed member of the Cincinnati & Hamilton County Library Board of Trustees. She is also an elected Precinct Executive serving on the Hamilton County Democratic Executive Committee. She resides in Oakley.
- As part of our Price Hill Branch renovation, we are working to create a "parklet" in the large green space in front of the branch. We have again worked with the local nonprofit organization ArtWorks in crafting an RFP to invite submissions from artists that will help create an anchoring, engaging presence for audiences of all ages as part of the parklet. There is a focus on engaging local artists, particularly from the Price Hill community, which has developed a neighborhood focus on fostering creativity. Artworks and Library staff reviewed the submissions and selected Price Hill resident Michael Coppage. Mr.

Coppage's submission was the only one that specifically included community engagement, something we know is a priority to Price Hill residents, as we saw during our own work in designing the renovated branch.

Tentatively titled "Off To See The Wizard," Mr. Coppage's concept imagines the sidewalk leading up to the library colored to mimic the yellow brick road from the story. The "road" would be flanked by fluted decorative street poles on both sides. Each pole will have street signs each oriented north, south, east and west. This orientation will create intersections that prompt conversation, provoke curiosity and speak about the period of time we live in simultaneously incorporating the language we use. His plan is to meet with community members to receive input for the language at the intersections so it is reflective of the place. The design will be engaging and welcoming, easy to navigate by individuals of all abilities and attractive to a diverse and multi-generational audience.

A 3D rendering has been requested by the artist for the next step, with the project continuing through the spring, along with implementation of the other elements of the "parklet" (seating, plantings, etc.). The current block sculpture will remain at the branch and be relocated as part of the Parklet design. This effort to include art as part of the project is made possible thanks to generous funding provided by The Library Foundation.

- Kathy Bach, Regional Manager – Capital Projects (just named our new Public Services Director as of 1/8/2023) and I attended the Cincinnati Chamber's Statehouse "Drive-In" event in Columbus on November 30. At the event, we had the opportunity to hear from and talk with members of the General Assembly. Additional speakers provided information about the latest developments on workforce and economic development, and childcare accessibility.
- Both caucuses in the Ohio Senate recently announced their selections for leadership positions in the upcoming 135th General Assembly beginning in January. The Senate Republican Caucus unanimously elected Senate President Matt Huffman (R-Lima) to retain his position as president of the Senate. The Senate Democratic Caucus elected Sen. Nickie Antonio (D-Lakewood) as Senate minority leader. In the Ohio House, members selected Rep. Derek Merrin (R-Monclova) to be House speaker beginning next year. The House Democrat caucus re-elected Rep. Allison Russo (D-Upper Arlington) as the House Minority Leader.
- As noted in my October report, recently I have been visiting Village, Township and Trustee meetings on the western side of our County in order to update leaders and residents about the progress of our Facility Master Plan. My thanks to the leaders and trustees of Green Township, Delhi Township, and the Village of Addyston, who have provided time at their recent meetings for an update from me. These visits will continue in 2023.
- I will begin serving on the Ohio Library Council's Government Relations Committee in January for a three-year term. Having served 6 years as a member of OLC's Board of

Directors, I am term-limited out and pleased to be able to maintain my presence in the government relations area at the state level with this new appointment.

- Ohioans continue to express their support for libraries at the polls, approving 95% of public library levies. On November 8, voters approved 18 out of the 19 public library ballot issues. The successful library ballot issues included 13 renewals; two additional/new; two replacements; and one renewal with an increase. The average voter approval rating was 66 percent.
- I attended a reception hosted by the Governor and First Lady celebrating the success for Dolly Parton's Imagination Library of Ohio at their home in Columbus on December 7. The invitation was extended to primary providers of the service; in the case of Hamilton County this is our Cincinnati Children's Hospital Medical Center, and to the other major local partners, including our Library. I was invited by Dr. Greg Szumlas, the Medical Director for the Imagination Library Cincinnati, who thanked us for the "great partnership that we have with the library enrolling children in the Imagination Library and promoting literacy."
- Every year the Cincinnati Preservation Association celebrates and recognizes outstanding accomplishments in preservation. This year they "enthusiastically selected" our Walnut Hills Library for the award recognizing excellence in Institutional Rehabilitation. This award Recognizes institutional and public buildings that have been substantially restored or rehabilitated and comply with the Secretary of the Interior's Standards for Rehabilitation. Walnut Hills Senior Branch Manager Ashley Barnhill and I attended the Annual Award Ceremony on Sunday, December 4 to receive the award.
- David Siders, our Community Engagement Coordinator, was nominated as a WeTHRIVE! Community Champion for his work on behalf of the Library as a devoted partner and powerful ally who supports and accelerates local community health and safety efforts. David, who was honored for his work with the Library in supporting public health initiatives across the county, and I attended the WeTHRIVE! Recognition Event on Tuesday evening, December 6.
- In October, several senior leaders attended the Society for Human Resource Management (SHRM) 2022 Inclusion Conference. Kyla Hardin, Chief Human Resources Officer, Brett Bonfield, Chief Operating Officer, and Jen Rusche, Staff Development Coordinator, were able to attend in person, while Paula Brehm-Heeger, Eva Jane Romaine Coombe Director, Dr. Ashli Hill, Director of Diversity, Equity, Inclusion and Culture, and Holbrook Sample, Chief Technology & Logistics Officer, attended the conference virtually. The conference focused on building better and more inclusive workplaces, highlighting the importance that belonging plays in DE&I and culture. Topics included employment practices, sustaining culture transformation, DEI policy design, and inclusive hiring. Some of our key takeaways included:
 - The importance of both mentorship and sponsorship, and the distinction between them.
 - Placing a focus on building different career paths based on credentialed skills.

- Creating tracks to grow the technical skills of higher-level positions.
- Leadership across the board should drive DEI changes; it can't be the sole responsibility of one designated person.
- Practical strategies for managing setbacks, stagnation, and DEI burnout.

Although we have covered quite a bit of ground on our DEI journey, this conference helped us understand where we are lacking and could use more attention. As a result of these and other reflections, senior leadership has been discussing how we can continue our progress in 2023.

- We are adding one committee to our Board Committee list this year (assignments noted in the upcoming Annual Meeting), a Nominating Committee. This Committee will consist of the Annual Officers of the Board and will serve to highlight and recommend potential future Trustees to the appointing bodies.
- Finally, thank you to our community, staff and Trustees for your continued support in 2023. Recently I had the honor of being named to *Cincinnati Magazine's Cincinnati 300* list of influential people shaping our region. Honors such as this are not possible without the hard work and support of the individuals who make up our staff and leadership. I appreciate you. Public Libraries are in a period of transformation and change, and bold leadership is required to navigate these challenging times. Our role as champions of democracy and access remains constant. This year I served as an election poll worker for the November elections. I was reminded how seriously our community takes their role as participants in our democratic institutions and how important the Library is to this part of our national identity and life. I look forward to working with everyone in 2023!

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Hendon reported that:

- The majority of the exterior maintenance work at Pleasant Ridge is complete. The interior plaster repair and painting is underway. The project is on schedule to be completed in February 2023.
- The Corryville Branch closed in mid-November. Exterior excavation is underway to prepare for water proofing. The interior plaster repair and preparing for buildout of new spaces is ongoing. We are planning for an April 2023 opening as long as we don't encounter supply chain issues. The windows currently have a long lead time.
- We are continuing to work with the architect, SHP, and Construction Manager at Risk, Turner Construction on the design for the new Forest Park Branch. 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.

- Although the Deer Park branch has been opened for almost a year, we are continuing to work on some open items. Recently, the large seating unit and the central service point were modified by reducing their height to match the design intent. The Library has been working with the architect to resolve sound issues between the study rooms.
- The Library must annually request statements of qualifications from all three types of professional services firms in order to hire an architect, surveyor, or engineer for a project with professional services fees of less than \$50,000. In the past, we have published a formal notice in the newspaper and on our website. This has created a great deal of confusion as firms and contractors associated the request for a specific project. After discussions with our attorney, we will request updated qualifications directly from all firms who submitted in 2022 and maintain an ongoing request on our public website instead of the past approach. This will meet the objectives of the requirement.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Allen reported that:

- In alignment with our strategic priority of Healthy Culture, we have been exploring ways to open new leadership paths for all staff, as this has been the feedback we have heard most from staff, particularly those interested in advancement and additional supervisory responsibilities but do not have an MLS/MLIS degree.

Through the past year, we have worked to craft a pilot program around this concept of finding an effective avenue for advancement that could open up opportunities for a variety of individuals to move into leadership. In partnership with the professional curriculum designers from Cincinnati State, we have crafted a curriculum that speaks to the unique needs of a public service leadership role, like those we have at CHPL. Our goal is to select participants, based on an application and interview process, to begin in the fall of 2023 and to offer full funding for this development. Completion of this program will result in receiving a Public Service Leadership certification. This certification, or commitment to pursuing this certification, will be a path for our staff who do not hold an MLS or MLIS to meet the qualifications to apply for leadership positions in management and supervisory roles in public service leadership that previously excluded those who did not have the minimum qualification of an MLS or MLIS.

This pilot Public Service Leadership certification and program is intended to create a supported, credentialed skill path that speaks to what our public service leaders of today need, while coupling this with Library experience and mentorship in the organization. We hope that this will provide a more equitable and inclusive approach to hiring leaders in the years to come.

- Beginning in October, the Staff Morale Team coordinated a fun and engaging Wellness Challenge to promote overall staff health, connection and support of one another. At the start of the challenge, the Staff Morale team provided staff with a booklet of recipes,

healthy living tips and a list of activities that could be completed to earn points. These point totals could then be shared on the Wellness Challenge virtual channel with the weekly winners receiving prizes and Library swag. Participation in the challenge was strong, with over 100 staff taking part.

- The United Way and Community Shares annual campaigns ended on October 14. The final numbers received from United Way and Community Shares are:
 - United Way \$1,009.78
 - Community Shares \$1,200.00
- We are in the process of planning our tenth annual Staff Recognition Program. Our goal is to hold this event in May of 2023. More details will be shared as the date and location are confirmed.
- In an effort to review the past year's performance of the Eva Jane Romaine Coombe Director as it pertains to strategic priorities as well as core competencies that lead to fulfilling the Mission and Strategic Plan of the Library, an established formal annual review process of the Director, facilitated by the Board of Trustees, was conducted.

OPERATIONS COMMITTEE REPORT

Ms. Redden introduced Ben Lathrop.

Hyde Park Branch Manager, Ben Lathrop talked about the Hyde Park Branch's move to a temporary location as the branch is undergoing renovations. He shared that staff have been working to continue meeting the high demand for library service and maintaining their direct connection with the Hyde Park community during these changes.

Ms. Redden reported that:

- A newly launched service in the recently renovated Walnut Hills Branch Library is the Library of Things – a Seed Library. The branch “circulates” flower, herb, and vegetable seeds for customers to grow in home gardens. Seeds can be “checked out” of the library for anyone to use in their home or community gardens, and customers can contribute seeds from their garden to the seed library using envelopes that the Walnut Hills Branch will provide. With a generous donation of starter seeds from Benken Florist Home and Garden Center, the Walnut Hills Branch Seed Library is off to a great start with a large collection.
- The Pleasant Ridge Branch, in partnership with Community Happens Here and the Cincinnati Coalition Against Hate, planned and hosted the region's first Human Library on November 12. The Human Library is an international initiative where readers borrow a human “book” for open conversation with the goal of reducing stigma and judgement.

Over 200 people borrowed one or more of the 23 human “books” who shared their stories on topics including Bipolar, Profiled Veteran, Priest, Jewish, and Alcoholic.

- Since restarting the U.S. Passport Acceptance service in Spring of 2021, following a pause in service due to the pandemic, CHPL has seen a steady increase in the number of applications we have processed. In 2021, staff processed 484 applications. As of November 28, staff had processed 1,115 applications. The volume of customer questions about the passport service and the required documents needed has also increased, with most questions handled by the Virtual Information Center and the Genealogy & Local History departments. Currently, we have four locations acting as Acceptance Facilities: Main Library and the Anderson, Harrison and Symmes Township Branch libraries. The Corryville Branch, which also provides this service, is currently closed for a capital project and will resume service when the building is reopened.
- The Reading Branch Library’s newest Youth Librarian, Andrea Strobe, began presenting a bilingual family story time in early September. Children and their families gather in the meeting room every Thursday, where they participate in Spanish and English stories, songs, and hands-on activities. While the number of participants started out small in the first month, with only a few families attending, in November there were up to 30 participants as word spread about this exciting new program.
- The Adult Learning Center (ALC) offers adult academic and workforce development assistance. The areas it supports include Basic Academic Skill Building, Adult Literacy, Conversational English, High School Equivalency preparation, Online Job Assistance, and Exam Proctoring. From January to the end of November, the ALC had 3,917 individual in-person sessions to help customers with a variety of needs, a 31% year-over-year increase. During that same period, the ALC conducted 112 virtual classes with most of these classes spanning several sessions. Class attendance was 6,008, a 17% year-over-year increase. As the new year approaches, the ALC is offering 37 different classes for the winter quarter. Class topics include painting instruction, updating a resume, and avoiding consumer scams.
- Digitizing materials and adding them to CHPL’s Digital Library makes them freely accessible to anyone in the world, raises awareness about collections and our common history, and helps preserve original artifacts so they don’t need to be handled as frequently. To date in 2022, the six-person Digital Services team within the Genealogy & Local History department has digitized 62,896 pages from 15 organizations or collections, along with more than 130,000 pages from over 800 local yearbooks.

STRATEGY COMMITTEE REPORT

Mr. Harding reported that:

- Our partnership with the Greater Cincinnati Voter Collaborative (GCVC) continues, and we're working to set goals to increase our collaborative voter engagement efforts across the City and County in 2023. This fall, the Strategy Division developed a new approach to voter education and engagement, where we included voter registration forms, applications for vote-by-mail ballots, and the League of Women Voters' voting guide in our regular mailing to our hundreds of home-bound customers who receive Library materials via the mail.
- We continue to provide in-person COVID-19 testing at the Price Hill and Sharonville Branches, in partnership with Hamilton County Public Health. We also developed a new schedule of in-person vaccinations and boosters at the Cheviot, Monfort Heights, and Reading Branches, and we continue to provide free test kits at our drive-thru locations in partnership with the Ohio Library Council and the Ohio Department of Health (ODH). Upon request of the Hamilton County Commissioners, we now provide the free test kits at our Forest Park and North Central Branches so that we can serve the northern part of the county.

We continue to connect our community members to health insurance education and options in partnership with Get Covered Ohio (GCO) at branches across the county to ensure equity of access. GCO helps educate community members on eligibility for marketplace insurance, Medicaid, and Medicare, and how to navigate the best options for healthcare.

The Hamilton County Board of County Commissioners announced the anticipated arrival of the new 513Relief Bus in 2023. The bus will provide mobile community-based medical and social services to Hamilton County residents to combat health disparities and support the positive outcomes in underserved communities. We are in discussions with the 513Relief Program Manager to confirm details on how we can host the bus in 2023 at several library locations across the county and connect our community members to these vital services.

- Regional Manager Tara Kressler and Customer Experience Manager Justyn Rampa have collaborated with Service and Strategy staff to update the Meeting Room guidelines and create Study Room guidelines for customers. Across Hamilton County, we currently have 35 active meeting rooms at 31 locations and 52 study rooms at 14 locations. Since the October Board meeting through the end of November; 2,213 customers have made 133,773 reservations for meeting rooms and study rooms. This resulted in combined usage of 36,880 hours in approximately 7 weeks. One of the biggest themes we heard from the community through our Facility Master Plan engagement was the need for more community space. The guidelines have been refocused to reflect our organizational beliefs.

Lifelong Learning Programming and Events

- The Winter Checkout Challenge begins January 9 and runs through February 24. CHPL will challenge adults to "Stay In, Check Out" and learn something new by exploring

Library materials and resources, both physical and digital. Participants 18+ can stop by any Library location to receive a free tote and a tracking sheet, and those who complete the challenge will receive a CHPL mug and be entered to win a grand prize.

- Pauletta Hansel completed her year as Writer-in-Residence with a culminating event at Walnut Hills on December 8. To date, she has hosted 4 writing workshops for 61 participants, and 6 office hour opportunities for 25 participants. She has written 7 blog posts and produced 5 podcast episodes.
- CHPL's 2023 Writer-in-Residence, Manuel Iris, was introduced at the December 8 event. Manuel is a Mexican-American poet who was Cincinnati's second Poet Laureate. Manuel won the 2022 Ohioana Reader's Choice award for his poetry collection *The Parting Present*. We are grateful to the Library Foundation for their support of the Writer-in-Residence program.

Outreach Services Update

- Worked with Aretha Flowers of the Promise Center to provide 150 library cards to students in the 4th through 8th grades.
- In the month of November, we served 1,104 customers at 155 locations throughout Hamilton County.
- So far during the 2022-2023 school year, Outreach Services has provided themed materials to support classroom curriculum for 451 teachers at 68 schools.
- Received \$500 from an appreciative customer at Maple Knoll Village for our efforts in selecting and delivering Library materials. The funds have been designated to fund the purchase of CD players to be distributed to residents in need of devices to play audiobooks.

Marketing and Communications

Recent Accomplishments

- Next month, a mailer will arrive at the homes of 22,000+ CHPL customers ages 60+ who do not have email addresses associated with their library accounts. The mailer is designed to increase their awareness of relevant library services and encourage them to use the Library. The mailer includes information about our Outreach department's delivery service, quick details about our newest collections and upcoming events, shareable statistics, a customer story, and contact information for our Ask a Librarian service. The print platform was specifically selected to capitalize on this particular audience's trust in traditional advertising.
- CHPL's fall marketing campaign wrapped up in October with an 85% year-over-year increase in new customer accounts created in October, the most active part of the campaign. The campaign invited non-customers and lapsed library customers to either get

a library card or begin using the Library again. Messaging was delivered using a combination of digital delivery and direct mail postcards. The digital side of the campaign delivered 1,015,004 impressions during its 5-week, 5 days run through a combination of digital display, video pre-roll, email, over-the-top (video ads on television programming delivered using an internet connection instead of traditional cable or satellite), and digital out of home. Direct mail postcards reached 170,090 addresses in Hamilton County.

- We've recently launched a New Cardholder Welcome email campaign. Customers will receive staggered emails over their first 90 days as a cardholder, promoting the varying services CHPL offers, ranging from placing a hold to checking out a telescope.

Upcoming Events and Initiatives

- With the year winding down, work has begun on our Annual Report and 2022 year in review and FMP accomplishment videos; look for those at the first of the year. Winter Checkout Challenge promotions will begin in early January.

Strategic Framework

- The Marketing Department created an infographic of the new Strategic Framework to provide an impactful visual that shows how the different components of the framework connect with each other. See Exhibit A.

TECHNOLOGY COMMITTEE REPORT

Mr. Olson reported that:

- The Library has been selected for both the Ideas Worth Sharing and Top 10 Winner awards in the Citizen category of the 2022 Special Districts Technology Innovation Showcase. Our submission was *Bridging the Digital Divide*, which highlights the now completed Institute of Museum and Library Services (IMLS)-grant supported SAVES grant work with the Cincinnati Museum Center that provided access to technology and programming focusing on grades k through 5 and seniors in five local communities.
- Using deeper functionality of our computer/network access controls tool, IT is implementing new layers of protection and transparency for staff accessing sensitive personal computers in the course of their work. This audit functionality will further mitigate internal and external threats.
- On November 19, the revived Books By The Banks author festival exceeded expectations with 90 authors, over a dozen panels and author discussions (including a discussion by Paula Brehm-Heeger with the best-selling R. F. Kuang), activities for kids, 2,000 attendees, and almost \$45,000 in book sales. It took 75 volunteers to plan and execute the festival, including about 40 (on work time) staff from CHPL. Such was the post-pandemic giddiness that one attendee donated \$500 the next day with a note, "Wonderful

event on 11/19/22. . . one of the best times we've had in Cincinnati in fifteen years of living here. Looking forward to the next one!"

DEVELOPMENT COMMITTEE REPORT

Ms. Redden reported that:

- The Library has been the grateful recipient of several gifts since October including sizeable bequests from the estate of Shirley Long in memory of Virginia Lewis for the Hyde Park Branch and Skyline Chili.
- Since October, The Library Foundation has been the grateful recipient of several significant gifts as follows: Carol Helle Estate, Gillman Family Fund of The Greater Cincinnati Foundation, the H.B., E.W. and F.R. Luther Charitable Foundation, Fifth Third Bank Trustee for the Period Product Initiative, Scripps Howard Foundation for *Discover Summer*, the Joseph A. and Susan E. Pichler Fund, Anonymous, Kathryn K. and Thomas M. Law, Elizabeth and Paul G. Sittenfeld, Margaret and Joseph Conway, Ellen T. and Dr. Stewart B. Dunsker Designated Fund II of the Greater Cincinnati Foundation, Thomas and Janice Forte for the Elmwood Place Branch, Holly Varley and Scott M. Richards, and Alan Margulies.
- The annual library employee giving campaign concluded on October 15th, with 47% of staff participating. The Fall campaign's public appeal features Foundation board member Jeanette Altenau and her grandchildren and is underway.
- Discussions with a donor to create a new, named endowed fund have concluded. The new Anne Grieme Dorsey Fund will support children's learning spaces across the CHPL system. Recognition of this generosity will be renaming the Children's Discovery Center at the Anderson Branch Library: "The Anne Grieme Dorsey Discovery Center". In addition to naming the space, an associated plaque that celebrates Dr. Grieme Dorsey's achievements will also be installed.
- Sales at the Friends of the Public Library's Used Book Store and Warehouse continue to be strong, with a few significant donations resulting from the publicity about the theft of memorial donations for a long-served volunteer.
- The Anderson Township Library Association's Holiday Sale was well received by the community and raised \$10,276.70 through used book sales and basket raffle items.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held October 11, 2022

- Monthly Financial Reports – for the periods ending October 31, 2022 and November 30, 2022
- Marketing Board Report – October 2022 and November 2022
- Contributions, Gifts, and Donations – October 1, 2022 – November 30, 2022

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000			
October 1, 2022 - November 30, 2022			
10/12/2022	Friends of the Public Library	Support for Programs	33,750.00
10/27/2022	Skyline Chili	Support for Programs	5,000.00
11/9/2022	Eastate of Shirley E. Long	Support for the Library (designated for Hyde Park project)	50,000.00
11/30/2022	Library Foundation	Branch specific support - Elmwood Place	1,184.30

- Personnel Change Report reflects changes through November 12, 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	Ayers, Selena D	Library Customer Adviser	Mt. Healthy Branch	0.50	04	09/18/2022
Appointment	Cook, Isabella R	Branch Shelver	Anderson Branch	0.30	01	09/18/2022
Appointment	Rivera-Wiegmann, Myah R	Library Customer Adviser	St Bernard Branch	1.00	04	09/18/2022
Appointment	Schnure, Rowe E	Library Customer Adviser	Mariemont Branch	0.50	04	09/18/2022
Appointment	Sharma, Bibek	Truck Driver	Shipping & Receiving	1.00	06	09/18/2022
Appointment	Sublett, Scott M	Library Customer Adviser	College Hill Branch	1.00	04	09/18/2022
Appointment	Swett, Phyllis M	Branch Shelver	Anderson Branch	0.30	01	09/18/2022
Appointment	Williams, Marlee C	Branch Shelver	Deer Park Branch	0.30	01	09/18/2022
Appointment	Barnes, Keshia A	Library Customer Adviser	Clifton Branch	0.50	04	10/02/2022
Appointment	Curtis, Erica M	Branch Shelver	Deer Park Branch	0.30	01	10/02/2022
Appointment	Johnson, Kyle J	HVAC Technician	HVAC Services	1.00	07	10/02/2022
Appointment	Jones, Julius R	Library Customer Adviser	Popular Library	0.50	04	10/02/2022
Appointment	Lenarsich, Miranda A	Library Customer Adviser	Popular Library	0.50	04	10/02/2022
Appointment	Maver, Devon F	Library Customer Adviser	Walnut Hills Branch	0.60	04	10/02/2022
Appointment	Siemer, Kathryn A	Branch Shelver	Westwood Branch	0.30	01	10/02/2022

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	Spade, Mary K	Branch Shelver	Covedale Branch	0.30	01	10/02/2022
Appointment	Steward, Margaret V	Branch Manager	Covedale Branch	1.00	09	10/02/2022
Appointment	Jutt, Mia T	Branch Shelver	Blue Ash Branch	0.30	01	10/16/2022
Appointment	Luken, Madison L	Homework Help & Enrichment Asst	Delhi Township Branch	0.30	03	10/16/2022
Appointment	Murry-Shakir, Samantha L	Branch Shelver	Groesbeck Branch	0.30	01	10/16/2022
Appointment	Winter, Kenneth C	Library Customer Adviser	Anderson Branch	0.60	04	10/16/2022
Appointment	Albrinck, Ashley N	Branch Shelver	Blue Ash Branch	0.30	01	10/30/2022
Appointment	Bobel, Jane A	Library Customer Adviser	Loveland Branch	0.50	04	10/30/2022
Appointment	Brown, Kaitlynn M	Branch Shelver	Reading Branch	0.30	01	10/30/2022
Appointment	Hughes-Gray, Holly G	Human Resources Business Partner	Human Resources	1.00	09	10/30/2022
Appointment	Joppru, Carolina R	Branch Shelver	Reading Branch	0.30	01	10/30/2022
Appointment	Leyland, Joy M	Library Customer Adviser	Anderson Branch	0.60	04	10/30/2022
Appointment	Mihelich, Emily L	Library Customer Adviser	Walnut Hills Branch	0.60	04	10/30/2022
Appointment	Reynolds, Barry W	Library Customer Adviser	Forest Park Branch	0.50	04	10/30/2022
Appointment	Thamann, Joan C	Talent Acquisition Assistant	Human Resources	0.60	05	10/30/2022
Appointment	Williams, Danny J	Branch Shelver	Bond Hill Branch	0.30	01	10/30/2022
Appointment	Woo, Jieun	Branch Shelver	Symmestown Branch	0.30	01	10/30/2022
Appointment	Schreyer, Katharine L	Library Customer Adviser	Monfort Heights Branch	0.50	04	10/02/2022
Appointment	Agyemang, Nana Yaa G	Library Customer Adviser	Westwood Branch	0.50	04	10/16/2022
Change	Hardt, Cleo F	Library Customer Adviser	Anderson Branch	1.00	04	09/18/2022
Change	Jenkins, Kenneth T	Monitor Mentor	Norwood Branch	0.50	06	09/18/2022
Change	Fiora, David A	Library Customer Adviser	Popular Library	1.00	04	10/02/2022
Change	Grapes, Christine M	Library Customer Adviser	Hyde Park Branch	1.00	04	10/02/2022
Change	Lowe, Uneek V	Monitor Mentor	Madisonville Branch	0.50	06	10/02/2022

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	Fetters, Patricia E	Library Customer Adviser	Price Hill Branch	1.00	04	10/30/2022
Change	Jansing, Elisabeth K	Library Customer Adviser	Mariemont Branch	0.50	04	10/30/2022
Change	Burgin, Kaya N	Branch Manager	Loveland Branch	1.00	09	09/18/2022
Change	Chatterjee, Sagoree	Regional Manager	Service	1.00	12	10/16/2022
Change	Ehrnschwender, Molly B	Youth Librarian	Oakley Branch	1.00	07	10/16/2022
Change	Martin-Rush, Janet L	Line Assistant Physical Processing	Cataloging & Processing	1.00	02	10/16/2022
Change	Harris, Rhonda M	Sorter	Sorting & Materials Retrieval	1.00	02	10/02/2022
Change	Stenger, Abigail L	Library Customer Adviser	Hyde Park Branch	0.50	04	10/02/2022
Change	Obrien Rhoad, Kerry A	Youth Librarian	Wyoming Branch	1.00	07	10/16/2022
Change	Hicks, Andrew M	Line Assistant Physical Processing	Cataloging & Processing	1.00	02	10/30/2022
Departure	Helberg, Sadie R.	Library Customer Adviser	Clifton Branch	0.50	04	09/23/2022
Departure	Phelps, Stephanie C.	Sr. HR Business Partner	Human Resources	1.00	10	09/23/2022
Departure	Lockwood, Julie M.	Homework Help & Enrichment Asst	Price Hill Branch	0.30	03	10/06/2022
Departure	Krahenbuhl, Regina K.	Data Analyst	Technology and Logistics	1.00	10	10/14/2022
Departure	Artrip, Mary C.	Children's Librarian	Mt. Washington Branch	1.00	07	10/21/2022
Departure	Ovadia, Lindsey R.	Branch Shelver	Wyoming Branch	0.30	01	10/25/2022
Departure	Thevenot, Madelyn O.	Library Customer Adviser	Pleasant Ridge Branch	0.50	04	11/03/2022
Departure	Devlin, Shannon C.	TechCenter/Makerspace Tech	Techcenter/Makerspace	0.50	04	11/04/2022
Departure	Luecke, Stacey N.	Library Customer Adviser	Blue Ash Branch	0.60	04	09/24/2022
Departure	Sylla, Nana	Monitor Mentor	St Bernard Branch	0.375	06	10/14/2022
Departure	Brewer, Alicia A.	TechCenter/Makerspace Technician	Techcenter / Makerspace	1.00	04	10/17/2022
Departure	Dell, Melany R.	Monitor Mentor	Northside Branch	0.375	06	10/29/2022
Departure	Barnes, Keshia A.	Library Customer Adviser	Clifton Branch	0.50	04	10/31/2022

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	Martin, Susie D.	Library Customer Specialist	Outreach Services	1.00	05	10/31/2022
Departure	Bill, Samara R.	Branch Shelver	Wyoming Branch	0.30	01	10/01/2022
Departure	Pope-Smyth, Sally T.	Library Customer Adviser	Reading Branch	0.50	04	10/01/2022
Departure	McCord, Jennifer H.	Library Customer Adviser	Pleasant Ridge Branch	0.50	04	10/12/2022
Departure	Ayers, Selena D.	Library Customer Adviser	Mt Healthy Branch	0.50	04	10/13/2022
Departure	Brown, Kamyiah A.	Library Customer Adviser	West End Branch	0.50	04	10/15/2022
Departure	Judy, Glenn A.	Sorter	Sorting & Materials Retrieval	1.00	02	10/21/2022
Departure	Stanley, Tamia C.	Homework Help & Enrichment Asst	Northside Branch	0.30	03	10/27/2022
Departure	Hutchinson, William C.	Public Safety Specialist	Public Safety	1.00	06	11/02/2022
Departure	Moon, Michael L.	Library Customer Adviser	Price Hill Branch	0.60	04	09/29/2022
Departure	McCroby, Laura L.	Library Customer Adviser	Deer Park Branch	0.50	04	09/19/2022
Departure	Wakefield, Sonya S.	Public Safety Specialist	Public Safety	1.00	06	09/29/2022
Promotion	Meineke, Danielle M	Youth Librarian	Walnut Hills Branch	1.00	07	09/18/2022
Promotion	Moore, Dana M	Library Customer Adviser	Avondale Branch	0.50	04	09/18/2022
Promotion	Zappone, William J	Library Customer Adviser	Reading Branch	0.50	04	10/02/2022
Promotion	Koehler, Lauren E	Library Customer Specialist	Walnut Hills Branch	1.00	05	10/16/2022
Promotion	Leming, Stefani M	Branch Manager	Corryville Branch	1.00	09	10/16/2022
Promotion	Nymberg, Caroline M	Library Customer Adviser	Symmes Township Branch	0.50	04	10/16/2022
Promotion	Jones, Aliyah A	Fiscal Specialist	Fiscal Office	1.00	05	10/30/2022
Retirement	Greifenkamp, Katherine	Regional Manager	Service	1.00	12	10/15/2022
Retirement	Wood, Colleen M.	Library Customer Adviser	Covedale Branch	0.60	04	10/31/2022

09/18/22-11/12/22

- Statistical Report for November 2022
- Statistical Highlights – Digital Circulation
- Investment Report (summary of invested balances) as of November 30, 2022

Cincinnati and Hamilton County Public Library					
Investment Summary as of November 30, 2022					
		Amount		Amount	
		As of 10/31/2022		As of 11/30/2022	
Fifth Third Investment:					
General Fund			\$6,894,228.00		\$6,894,228.00
Building and Repair			\$24,675,082.40		\$24,675,082.40
		Total	\$31,569,310.40		\$31,569,310.40
Fifth Third Operating Account:					
General Fund			30,799,486.13		28,293,625.39
Insurance Reserve			230,000.00		230,000.00
Special Revenue Funds			1,375,383.76		1,344,641.02
Building and Repair			\$23,881,595.05		\$21,711,492.69
Permanent Trust Funds			1,314,180.47		1,303,628.81
		Total	\$57,600,645.41		\$52,883,387.91
STAR Ohio:					
Building and Repair			1,129,102.77		1,131,996.29
		Total	\$1,129,102.77		\$1,131,996.29
U.S. Bank Managed Investments (Trust Funds):					
		Total	\$6,773,599.00		\$6,773,599.00
			\$97,072,657.58		\$92,358,293.60

Ms. Clemons seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden and Ms. Reynolds ... 7 ayes. The motion carried. (27-2022).

The Regular Meeting was then adjourned.

President

Attest: Secretary