

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

Date: February 21, 2023

Meeting: Regular

Place: Main Library

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Ms. Clemons

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

PUBLIC COMMENTS

None

ACTION ITEMS

Mr. Hendon moved the following:

- **Approve adding one committee to the Board Committee list this year, a Nominating Committee.**

As discussed in the December Board meeting, we are adding one committee to our Board Committee list this year (assignments noted in the Annual Meeting). The Board bylaws (Exhibit II) have been updated.

Exhibit II

BYLAWS

BOARD OF TRUSTEES CINCINNATI AND HAMILTON COUNTY PUBLIC LIBRARY

ARTICLE I

Section 1. The name of this library system is “Cincinnati and Hamilton County Public Library” and it is governed by a seven-person board of trustees (“Board”) who are appointed in accordance with law.

Section 2. These bylaws shall constitute the rules of the Board with respect to the conduct of official business. Such rules shall equally be applicable to all committees and special committees of the Board.

ARTICLE II

Section 1. All meetings of the Board and its committees shall be open to the public but subject to the special provisions provided in Ohio Revised Code Section 121.22 or successor provision thereto; the holding of non-public executive sessions shall be in compliance with Ohio Revised Code, Section 121.22(G) or successor provision thereto.

Any person wishing to address the Board shall be required to sign in, providing both name and topic. Except in unusual cases approved by the Board speakers shall be limited to three minutes.

Section 2. The annual meeting of the Board for purposes of electing officers for the year shall be held in accordance with Ohio law and may be held simultaneously with a regular meeting of the Board. The time and place of all regularly scheduled meetings of the Board and of committee meetings, and the time, place and purpose of all special meetings of the Board shall be posted on the customary notice board at the Main Library at least 24 hours prior to any meeting, excepting emergency meetings which are subject to the provisions of Ohio Revised Code Section 121.22(F) or successor provision thereto.

Any person, upon request and payment of a reasonable fee, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall include, but is not limited to, mailing the agenda of meetings to all subscribers on a mailing list or mailing notices in self-addressed, stamped envelopes provided by the requesting person.

Section 3. The order of business at all meetings of the Board and of committees of the Board shall be determined from time to time by the Board or the particular committee as the case may be.

Section 4. For the purpose of transacting any business, a quorum is a majority of the full membership but subject to the special provisions provided in Ohio Revised Code Section 375.35 or successor provision thereto.

ARTICLE III

Section 1. The officers of the Board shall consist of a President, a Vice President, and a Secretary and each of whom shall be elected at the annual meeting for a period of one (1) year or until his or her successors are chosen and qualified.

Section 2. The President shall preside at all meetings of the Board, shall appoint the standing committees for a year of which he or she shall be a member ex-officio without the right to vote, shall appoint all special committees unless otherwise provided, and shall perform such other duties as by custom or law devolve upon him or her but provided that all committee appointments shall be subject to ratification and approval by the Board.

Section 3. The Vice President shall perform the duties of the President in the latter's absence.

Section 4. The Secretary shall perform the usual duties pertaining to the office.

Section 5. A vacancy in any office may be filled at a special election held at the next regular or special meeting of the Board immediately following the occurrence of the vacancy. An officer elected to fill a vacancy shall hold that office for the balance of the year.

ARTICLE IV

Section 1. The standing committees of the Board shall be:

Development

Facilities and Finance and Audit

Human Resources

Nominating

Operations

Strategy

Technology

The committees shall consist of at least 3 members each, the number of the membership of which shall be fixed from time to time by the President. The President shall annually submit for Board approval the Committee appointments. Meetings shall be held on call of the respective chairman, or on call of two members thereof.

Section 2. The Committee on Development is charged with reviewing and recommending to the Board matters that deal with contributions to the Library and work of the Library Foundation, Friends of the Public Library and Anderson Township Library Association (ATLA).

Section 3. The Committee on Facilities and Finance and Audit is charged with reviewing and recommending to the Board matters concerning library facilities, and for reviewing master planning of facilities as they relate to comprehensive, long-term planning. The committee also reviews and recommends fiscal policies, reviews audit results, and assures that audit recommendations are appropriately addressed.

Section 4. The Committee on Human Resources is charged with reviewing and recommending to the Board matters concerning the board and staff of the Library including personnel policies, benefits, compensation, and collective bargaining.

Section 5. The Committee on Nominating is charged with presenting a slate of officers at the December regular meeting. The Committee also highlights and recommends potential future Trustees to the appointing bodies. This Committee will consist of the Annual Officers of the Board.

Section 6. The Committee on Operations is charged with reviewing and recommending to the Board matters that deal with the provision of library service, including books and materials.

Section 7. The Committee on Strategy is charged with reviewing and recommending to the Board matters that deal with library strategy, including strategic planning.

Section 8. The Committee on Technology is charged with reviewing and recommending to the Board matters that deal with library technology.

ARTICLE V

Section 1. At the annual meeting the Board shall appoint and fix the compensation of the chief executive of the library. This person shall devote his or her entire time to the duties of the office and, under the supervision and control of the Board, shall have complete charge of the Library.

The chief executive shall be expected to attend all meetings of the Board and to meet with all committees the President may appoint, excepting those the President shall order otherwise.

At each regular meeting the chief executive shall ensure that the operation and progress of the Library is reported to the Board. A similar report, covering the preceding calendar year, shall be presented at the first Regular meeting following the end of the fiscal year.

Section 2. At the annual meeting, the Board shall elect a Fiscal Officer, who shall serve as the clerk of the Board and treasurer of the library funds, subject to the special provisions provided in Ohio Revised Code Sections 3375.32 and 3375.36 or successor provisions thereto.

The Fiscal Officer shall maintain a complete file of all instruments and documents of a permanent nature relating to the library and the Board. This person shall attend meetings of the Board and generally perform those duties delegated to the Chief Finance and Facilities Officer by action of the Board.

ARTICLE VI

The use of the library system and the privileges thereof shall be governed by regulations therefore as may from time to time be adopted by the Board of Trustees.

ARTICLE VII

The Trustees shall comply in all respects with the civil and criminal provisions of the Ohio Revised Code relating to conflicts of interest for public officials.

ARTICLE VIII

These bylaws may be amended from time to time by the Board of Trustees.

Mr. Harding seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. **(1-2023)**.

Mr. Hendon moved the following:

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

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	#4	Scope reduction for design modification	\$ (3,128.00)
Turner Construction	GMP	#5	Design modification for conflict between MEP and structural	\$ 18,743.00
Turner Construction	GMP	#6	Additional work to coordinate MEP and architectural design	\$ 7,543.00

The interior renovation work at the Main Library continues. The installation of the structural steel to support the new social stair is 30% complete. The structural walls for the atrium area are being built. The electric and the plumbing to support the new design are also in progress. The Library has been working closely with the design team on interior finishes and furniture selections.

We have recently engaged with Kraemer Design + Production, a local firm who specializes in designing and building visitor attractions and entertainment projects for entities such as museums and nature centers, to assist with developing a unique experience in the renovated Main Library. We have scheduled some initial meetings for early March to develop the design ideas. This same firm will also provide some design ideas for the new Forest Park Branch children's area.

The installation of a new entry with a vestibule off of the North Plaza is under construction.

The north parking lot modifications are almost complete including the installation of the perimeter fencing. The installation of the security equipment is the only open item and should be complete by the end of March 2023.

The Library leadership team is continuing to identify necessary internal improvements outside of the scope of Turner's work to support the new Main Library. This includes refresh items and relocation of staff to support the new service delivery. The 2023 budget includes \$2,000,000 in continued maintenance dollars to support these improvements. Most of this work will be performed by the Library maintenance team, and some of the budget will be used for furniture purchases. For any work that requires infrastructure modifications, the Library will work with Champlin and Turner to include a change order to the Interior Renovation project.

- **Confirm the following change order to modify the Corryville Branch GMP for Pepper Construction:**

Contractor	Trade Contract	Number	Purpose	Amount
Pepper Construction	General Trades	#1	Unforeseen deterioration of the concrete wall below the front stairs	\$ 8,913.83

The interior of the Pleasant Ridge Branch project is on schedule to be completed in February 2023 with the branch to reopen in March 2023. There are a few exterior items that will be completed by the end of April 2023.

The Corryville Branch closed in mid-November. The interior and exterior work is ongoing. The original schedule called for the work to be completed by April 2023 with a possible branch reopening in late May or early June. The interior is on schedule to be completed by April 2023, but the arrival of the replacement windows is not expected until early June. In the interest of streamlining the window installation and not complicating service delivery during this time, we have adjusted the projected reopening date to late June. Upon confirmation of the expected window delivery date, we will amend the current agreement with Pepper Construction as necessary.

- **Approve extending the Forest Park closing date to no later than 3/31/2023.**

At the December Board meeting, the Board approved extending the Forest Park closing date to 2/14/2023. The parcel split has been completed by Forest Park, and we are awaiting the final resolution of the existing electric relocation. We anticipate the closing to occur in the next 30 days. As previously approved, the Eva Jane Romaine Coombe Director will execute the necessary closing documents.

- **Confirm the following change orders to modify the Hyde Park Branch GMP for Turner Construction:**

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	#1	Buyout savings from scope reductions	\$ (11,948.00)
Turner Construction	GMP	#2	Not to exceed demolition of low voltage wires	\$ 8,500.00
Turner Construction	GMP	#3	Not to exceed abatement of unforeseen conditions	\$ 15,000.00

The demolition of the interior of the Hyde Park Branch is almost complete. As anticipated, the demolition revealed several inconsistencies between the existing drawings from the 1970's renovation and actual conditions. The Library is working with both Turner and the design team to resolve any issues with minimal impact to the design, budget and timeline.

- **Confirm the following change order to modify the Green Township Branch project for Lutz Construction:**

Contractor	Trade Contract	Number	Purpose	Amount
Lutz Construction	General Trades	#3	Replace fire extinguisher cabinet	\$ 362.25

The Green Township Branch opened on 12/10/2022.

- **Authorize the Eva Jane Romaine Coombe Director to modify the Renovation and Replacement 2022-2027 agreement (along with necessary change orders subsequently reported for confirmation) with Turner Construction via GMP amendment subject to owner and attorney review as follows:**

GMP inclusive of CMR fee and CMR contingency equal to or less than \$1,900,000 with a project budget of \$2,800,000 detailed below:

GMP cost inclusive of fee		\$ 1,900,000.00
Owner costs estimated(design fees, permits, and furniture)		\$ 670,000.00
Design Fees and consultants	\$ 215,000.00	
Furniture and Equipment	\$ 375,000.00	
Other expenses	\$ 80,000.00	
Contingency		<u>\$ 230,000.00</u>
		<u>\$ 2,800,000.00</u>

The West End Branch renovation work is expected to begin around March 15, 2023. The branch will be closed during the construction and is expected to reopen upon completion in August 2023.

- **Confirm these modifications in the amounts reported at the December 2022 Board meeting. The correct amounts were reported to the County in January 2023.**

Subsequent to the December 2022 Board meeting, the Library received an updated PLF estimate for 2023. The revised estimate is \$2,730,942 less than previously reported. Based on the updated estimate, the General Fund resources and appropriations reported to the county in January, 2023 includes the updated estimate of \$49,583,636.

Also, the carryforward in the Building and Repair Fund from 2022 was overestimated as the result of a timing difference and a typographical error preparing the 2023 Resources and Appropriation. As a result, the 2023 available resources are included in the Fund Balances in the Year End Summary below and the revised appropriations are detailed as follows:

General Administrative Supplies	4,000,000.00
Property Maintenance and Repair	1,500,000.00
Property Rentals	500,000.00
Professional Services	3,400,000.00
Other Purchased and Contracted Services	350,000.00
Land Improvements	1,000,000.00
Buildings Improvements	26,000,000.00
Furniture and Equipment	1,000,000.00
Total Expenditures	<u>37,750,000.00</u>

- **Authorize transfer of funds, \$22,000,000, included in the 2023 appropriations to be transferred from the General Fund to the Building and Repair Fund during the year as cash flow permits as determined by the Chief Finance and Facilities Officer.**
- **Waive public bidding based on “urgent necessity” (as permitted in ORC 3375.41). In addition, we are requesting authorization for Paula Brehm-Heeger, Eva Jane Romaine Coombe Director to enter into a contract with the necessary contractors and authority to approve change orders as necessary and to execute the Certificate of Substantial Completion as necessary. The contract amount and any change orders will be reported to the board for confirmation in April.**

The condensing unit at the Groesbeck Branch has been failing over the last several months. The Library’s team has been working towards a resolution over the last few weeks and determined the unit cannot be repaired. The initial estimate is approximately \$85,000 (in excess of the \$50,000 bid threshold) and has a 14 – 18-week lead time. We plan to quickly work with an engineer to review the design. As a result of the lead time, we will need to expedite the purchase.

Mr. Olson seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. **(2-2023)**.

Ms. Allen recommended the following:

- **Approve revisions to the following policies:**
 - **Sick Leave Policy**
 - **Paid Time Off Policy**
 - **Timekeeping Policy**

We are recommending an addition to the current Sick Leave and Paid Time Off policies that will align these policies with our current practices. The guidance that staff must use all accrued paid

leave, when applicable, before requesting an Unpaid Leave, is being added to both policies to clarify the current process of when an Unpaid Leave can be requested.

An additional revision to the Sick Leave Policy has also been added to clarify that if a staff member moves from a full-time status to a part-time status, the accumulated Sick Leave balance will be reduced to the maximum balance of part-time staff.

EXHIBIT A

PROPOSED SICK LEAVE POLICY- EFFECTIVE 2/22/2023

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. If a full-time staff member changes to part-time status and has more than the part-time maximum balance of 480 hours, the Sick Leave accumulated balance will be reduced to the maximum balance of 480 hours and there is no payout upon status change.

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.

All accrued time off, including Sick Leave, when applicable, must be exhausted before a staff member is eligible to apply for Unpaid Leave.

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 B

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.

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:

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- 480 hours for 20 and 24 hour per week staff

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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.

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EXHIBIT C

PROPOSED PAID TIME OFF POLICY – EFFECTIVE 2/22/2023

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 Staff: PTO benefits accrue from the start of employment for all new regular full-time and part-time staff. PTO benefits may not be used until after 13 weeks of employment.
 - All accrued time off, including PTO, must be exhausted before a staff member is eligible to apply for Unpaid Leave.

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.

Appendix A

PTO Accrual

Grades 1- 6	Full Time		24 hours per week	20 hours per week
	Per hour	Annual Max	Annual Max	Annual Max
Start	0.066	137.28	82.368	68.64
Second anniversary	0.074	153.92	92.352	76.96
Fourth anniversary	0.081	168.48	101.088	84.24
Sixth anniversary	0.089	185.12	111.072	92.56
Eighth anniversary	0.097	201.76	121.056	100.88
Tenth anniversary	0.105	218.4	131.04	109.2

Grades 7-15	Full Time		24 hours per week	20 hours per week
	Per hour	Annual Max	Annual Max	Annual Max
	0.105	218.4	131.04	109.2

CURRENT PAID TIME OFF POLICY

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

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 - 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.
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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.

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Grades 7-15	Full Time		24 hours per week	20 hours per week
	Per hour	Annual Max	Annual Max	Annual Max
	0.105	218.4	131.04	109.2

We are recommending updates to the Timekeeping Policy that will remove references to former processes of our legacy timekeeping system. Additional updates will clarify that staff need to be in their designated work area when clocking in and out, unless prior Manager approval has been obtained, and that non-exempt staff must be clocked in whenever engaging in work.

EXHIBIT D

PROPOSED TIMEKEEPING POLICY – EFFECTIVE 2/22/2023

We adhere to the provisions of the Fair Labor Standards Act, which states that non-exempt staff must be compensated for all hours worked and that we must maintain records indicating those hours.

Staff are responsible for accurately reporting their own time via the timekeeping system. All requests for leave will be submitted to Managers through the timekeeping system and will be recorded on the timecard upon approval. Managers are responsible for verifying and approving their staffs' time entries, including paid absences such as Sick Leave and PTO. When necessary, incomplete time entries must be completed by the Manager.

Entering or changing another employee's time or falsifying any time entry is prohibited and is grounds for corrective action, up to and including termination.

Nonexempt Staff:

Non-exempt staff must use the timekeeping system to punch in and out at the beginning and end of each shift and meal break. Staff may only punch in and out in their designated work area, unless prior Manager approval is obtained. Staff are not permitted to commence work before

their scheduled starting time, or stop work after their scheduled end time, or in any way work more than their scheduled hours without the prior approval of their Manager. Staff who work without this approval or who work without being punched in will be paid for the time worked and may receive corrective action.

Exempt Staff:

Exempt staff are those staff who are classified as Directors, Managers, Supervisors and other professionals as identified on their job description in the FLSA Status. Exempt staff will submit requests for leave through the timekeeping system that will be recorded on their timecard upon Manager approval for any time not worked.

CURRENT TIMEKEEPING POLICY

We adhere to the provisions of the Fair Labor Standards Act, which states that non-exempt employees must be compensated for all hours worked and that we must maintain records indicating those hours.

Employees are responsible for accurately reporting their own time via the timekeeping system. All requests for leave will be submitted to managers through the timekeeping system and will be recorded on the timecard upon approval. Managers are responsible for verifying and approving their employees' time entries, including paid absences such as Sick Leave and PTO.

When necessary, incomplete time entries must be completed by the Manager.

Entering or changing another employee's time or falsifying any time entry is prohibited and is grounds for disciplinary action, up to and including termination.

Nonexempt Staff:

Non-exempt employee must use the timekeeping system to punch in and out at the beginning and end of each shift and meal break. Employees are not permitted to commence work before their scheduled starting time, or stop work after their scheduled quitting time, or in any way work more than their scheduled hours without the prior approval of their Supervisor.

Exempt Staff:

Exempt staff are those employees who are classified as Directors, Managers, Supervisors and other professionals as identified on their job description in the FLSA Status. Exempt staff will submit request for leave through the timekeeping system that will be recorded on their timecard upon Manager approval for any time not worked. The biweekly timecard will be populated with scheduled hours and approved paid time off with no more than 40 total hours per week, including any paid absences.

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. (3-2023).

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- Despite the challenges presented by the pandemic, inflation and ongoing supply chain issues, 2022 was another successful year for our Library! Once again, our staff and Library received recognition for excellence. This included:
 - For the second year in a row, we were honored with multiple annual awards by the Ohio Library Council. Laura Rosero, Reading Branch Library Customer Specialist, was named the Service Excellence Award winner; Keloni Parks, West End Branch Manager and Genealogy and Local History Reference Coordinator Kent Mulcahy were recognized for their work on the West End Stories Project, the winner of the Library Innovation Award.
 - The Cincinnati Preservation Association awarded the Walnut Hills Branch renovation the Excellence in Institutional Rehabilitation Award, noting that the project “exemplifies the balance of providing upgrades and needs for a community while respecting and celebrating the historic building.”
 - Special Districts Top 10 Technology Innovation Award for our work on the Institute of Museum and Library Services (IMLS)-grant supported SAVES grant with the Cincinnati Museum Center that provided access to technology in five local communities.
 - Greater Cincinnati Chinese Cultural Exchange Association 2022 Community Leadership Award for partnering on activities such as the Chinese Railroad Workers Photo Exhibit and Asian American and Pacific Islander Heritage Month events.
 - Super Partner Award from the Workforce Council of Southwest Ohio (formerly the Southwest Ohio Region Workforce Investment Board)

- The pandemic disrupted several of the usual recognition avenues, including altering the conditions for Library Journal’s annual Five-Star rankings. We had been ranked as a Five-Star Library for nine consecutive years. This year, we are not on the list. We, along with the vast majority of Ohio’s excellent public libraries (75%), were disqualified for consideration based on guidance provided by the State Library of Ohio. A letter to this effect from the State Librarian is included as Exhibit I. To summarize, the data used in producing this year’s *Library Journal* ranking was gathered primarily during the pandemic year of 2020. The State Library of Ohio provided explicit instructions guiding Ohio’s public libraries to submit “not available” rather than our actual customer visit

numbers for our official statistics (which are used to establish the rankings). This caused our disqualification. It is clear that the State Library gave us bad instructions. I, along with several other Directors of public libraries in Ohio, followed up with the State Librarian and I requested the attached explanation letter. We have discussed the issue with the editor of *Library Journal*. The lack of a ranking was not a result of our use or service. I have informed our staff of this frustrating situation and assured them that we know we are an outstanding Public Library, no matter this error by the State and subsequent lack of action for clarification by *Library Journal*. I offer that same assurance to our Trustees and community.

274 East First Avenue · Columbus, OH 43201



Exhibit I

614-644-7061 · library.ohio.gov

January 12, 2023

Paula Brehm-Heeger, Eva Jane Romaine Coombe Library Director
Cincinnati and Hamilton County Public Library
800 Vine St.
Cincinnati, Ohio 45202

Dear Director Brehm-Heeger,

As was the case in so many areas across the world, 2020 was a remarkable year for Ohio's public libraries. Libraries across the state were closed for many weeks of that year and that lead to challenges in calculating statistics for the Institute of Museum and Library Services' annual Public Library Survey.

The majority of Ohio's public libraries calculate annual visits based on a "typical week" determined by each library. As very little was typical about the 2020 calendar year, we recommended that Ohio libraries that use a typical week input "not available," a value that reflects our goal of ensuring the highest data integrity in what we submit to the federal government. Like so many other amazing things libraries do to support their patrons, many things are difficult, if not impossible, to quantify for the Public Library Survey.

We do not believe Cincinnati's omission from the 2022 America's Star Libraries list indicates anything about the quality of services to your patrons nor the great value you offer your community. Furthermore, *Library Journal* indicates in the Frequently Asked Questions section on whether the LJ Index measures, "the quality, excellence, effectiveness, value, or appropriateness of library services." They state that, "[n]o, the index measures none of these. By definition, service outputs do not reflect quality, excellence, effectiveness, or value of services to the library's community." In fact, as one of the first libraries in the country to partner with state health departments to distribute COVID-19 tests, CHCPL demonstrated its national leadership as recognized in *American Libraries*.

As our recommendation regarding determining annual visits was limited to data collected in 2020, this issue will not be reflected in future *Library Journal* Indexes.

Sincerely,

A handwritten signature in blue ink that reads "Wendy Knapp".

Wendy Knapp
State Librarian
State Library of Ohio

- Our 2022 Annual Report, discussed in the Strategy Report, offers an opportunity to highlight services we provided that may not be known to everyone in our community. Examples include:
 - Homework Helpers, available at nearly 20 library locations to help kids in grades K-8, provided nearly 9,000 homework sessions
 - Distributed 299,994 meals and snacks to youth
 - Faxed and scanned more than 100,000 documents for our customers, free of charge
 - Completed 328 voter registrations
 - Our Outreach Department delivered 155,144 items directly to daycares, schools and senior living facilities
 - Over 1.5 million Wi-Fi sessions by customers

- Our Development office set a high bar for success last year, including the 2022 Mary S. Stern Lecture delivered by Walter Isaacson, who discussed his most recent biography, *The Code Breaker: Jennifer Doudna, Gene Editing and the Future of the Human Race*. This is a gripping account of how Nobel Prize winner Jennifer Doudna and her colleagues launched a scientific revolution. Special thanks to Dr. Peter and Sandy Stern and the Stern Lecture Committee as their generous donation and hard work are what make this event possible.

- Staff Development Day 2022 successfully ended in September, training over 800+ staff. Dr. Hill, the Library's DEI & Culture Director presented the first two parts of a 6-part implicit/explicit bias curriculum and will be presenting parts 3 and 4 at this spring's Staff Development Day.

- We continued to make progress on our Facility Master Plan, opening the renovated Walnut Hills Branch and the refreshed Green Township Branch in 2022. We have several projects currently in progress, including Corryville and Pleasant Ridge (maintenance), Hyde Park (renovation), West End, Forest Park, Symmes Township, Price Hill parklet (construction), Main Library and Madisonville (construction). These are in addition to the 8 projects already completed since implementation of the FMP in 2019.

- I want to take a moment to offer my personal thanks to our Trustees. Thank you to 2022 Board President Karen Clemons-Lewis for her support and assistance, especially during last winter's Omicron phase of the pandemic. I also want to once again thank Monica Kohnen-Donath who attended her final meeting as a Library Trustee this fall after serving

on our Board for 7 years, including as Board President during the first pandemic year of 2020. My deepest appreciation to our amazing, supportive community. And, of course, to our staff members who provide the heart and soul of our great organization. This concludes my review of 2022.

- The Governor's budget proposal includes funding the Public Library Fund (PLF) at 1.7% of the General Revenue Fund (GRF) in FY 2024 and FY 2025 and would set that percentage in permanent law. More recent developments on the budget include the introduction of House Bill (HB) 1 by the State House of Representatives, led by Speaker Jason Stephens. HB 1 is seeking to make changes to Ohio's tax structure by introducing a flat tax of 2.75%, eliminating the 10% rollback, and reducing the local assessment percentage on class 1 property. If enacted, this would result in cuts to the amount of taxes the state takes in, eliminating significant payments (known as rollbacks) to schools and local governments. For a bit of context, a recent Columbus Dispatch article noted State Rep. Adam Mathews, R-Lebanon pointed out that local school districts, for example, could go to their voters for a new levy, "Putting those dollars into a more accountable form of government for our taxpayers and our communities," he said. "I think that's a win for everyone." OLC is currently reviewing the newly introduced bill and potential impact on Ohio's public libraries.
- State Legislators have been invited to join Library leadership on February 27 for a breakfast at the Walnut Hills Branch. The Ohio Library Council's annual Legislative Day, where Library advocates hold meetings in Columbus with elected officials, will be held April 26.
- Locally, as part of our efforts to raise awareness of the importance of the Library, Government Relations Coordinator Elaine Fay and I have been meeting with Cincinnati and Hamilton County elected leaders to provide updates and answer questions. In late January, we met with Mayor Aftab Pureval and Hamilton County Commissioners Alicia Reece and Denise Driehaus. We will continue to schedule meetings with city and county officials in the coming months.
- As noted in the December Development report, the Library recently received funds from the F.R. Luther Charitable Foundation, Fifth Third Bank Trustee, for our Period Product Initiative. Currently locations are assessing their needs for updated or new period product dispensers. We will assess our needs and plan to have the initiative implemented over the next several months, with a goal of offering products in some way at nearly all public locations by the end of 2023.
- This year I have been nominated for Northern Kentucky University's Master of Public Administration Distinguished Alumna/nus Award. This annual award recognizes an MPA

alum for their leadership in serving and helping individuals and communities in Northern Kentucky / Greater Cincinnati and will be presented at NKU's MPA Spring event on April 6.

- We commissioned a week-long awareness survey of citizens, via telephone, during the last week of January. The survey focused on understanding various matters in the community, particularly as they relate to Library usage. We will be processing and analyzing the information during the next several weeks in order to determine ways to increase community awareness of all that the Library has to offer.

At the conclusion of the Eva Jane Romaine Coombe Director's report, Mr. Harding inquired about the purpose of the nominating committee. Ms. Brehm-Heeger informed the Board that this is a standard practice at other Ohio Metropolitan Libraries, and staff also noted that there have been instances in the past where it took several months to fill a Board vacancy

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Hendon reported that:

- On December 13, 2022, the Library notified Megen Construction that as a result of the ongoing delay with the Madisonville Branch Accessibility project completion, the Library intends to enforce the liquidated damages clause of the agreement based on a substantial completion date of January 11, 2023. The delay in the delivery of the electric panel has been resolved via a design modification and the selection of a different panel. Construction is complete and the certificate of occupancy is expected in mid-February. We are planning for a ribbon-cutting ceremony in mid-March with a grand opening celebration a few days later.
- We are continuing to work with the architect, SHP, and Construction Manager at Risk, Turner Construction on the design for the Forest Park Branch Replacement project. 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 at the April 2023 Board meeting with construction beginning shortly thereafter.
- The resolution of the remaining punch list items for the Walnut Hills Branch Accessibility project has been very slow. We continue to work with Megen Construction on these issues. The Library and Model Group have successfully completed the property exchange for parcels that will provide Model Group with the space they need for their development

and provide adjacent accessible parking for the Library. The construction of the development is underway and expected to be completed in late 2023/early 2024.

- The table below represents the final 2022 available fund balances as were reported to the County in January 2023. The variances from the December 2022 report are the result of overall favorable actual activity as compared to the estimates.

FUND	2023 ESTIMATED	2023	2023
	AVAILABLE BALANCE	ESTIMATED RESOURCES	APPROPRIATION
General Fund	\$29,950,000.00	\$89,258,000.00 *	\$93,750,000.00
Building & Repair Capital Fund	17,193,253.80	22,000,000.00	37,750,000.00
Special Revenue (4 funds)	1,476,114.18	612,400.00	699,000.00
Permanent (44 funds)	1,339,459.55	120,500.00	282,000.00
Total	\$49,958,827.53	\$111,990,900.00	\$132,481,000.00

* This was reduced for reduction in PLF estimate issued 12/22/2022

- The new HRIS Payroll system went live 12/25/2022. There have been several challenges during the implementation of the timekeeping and payroll processing components of the system. The payroll team is continuing to work through the issues and investigating the potential use of timeclocks versus tablet kiosks currently used by non-exempt employees. The Fiscal and Human Resources teams appreciate the patience and cooperation of all Library staff.
- As previously reported, the Library implemented Munis, a new financial accounting ERP solution on January 1, 2023. The Fiscal Office team led by Alesha Sanders, Fiscal Manager, has worked with users of the system to set up workflows and reporting to reduce manual work, eliminate redundancies, capitalize on current technology, and increase transparency both internally and externally. As with most systems, we are working on some of the issues and hope to have all components fully functioning by mid-year.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Redden reported that:

- An internal staff Diversity, Equity and Inclusion Steering Committee has been created consisting of staff from various levels of the organization, with Dr. Hill overseeing the group and serving as the senior leadership liaison. The committee will focus on engaging staff to create spaces for continued DEI conversations and growth to provide feedback to senior leaders. Future plans include creation of Employees Resource Groups.
- The tenth annual Staff Recognition Program will be held on Sunday, May 21 at the Kolping Center beginning at 5:30 pm with the program to commence at 6:15 pm. This year, service recognition pins will be given to all staff reaching a five-year increment anniversary. This year's event will recognize Ebony Gordon, Public Safety Manager, who has been awarded the Rookie of the Year. Kathy Sebastian, Children's Librarian at the Miami Township Branch, will also be recognized as the Impact Award and Bunny Dehner prize recipient, for her exceptional contributions and service. We look forward to celebrating those receiving recognition and those who are being honored for their accomplishments.

OPERATIONS COMMITTEE REPORT

Ms. Reynolds introduced Tara Kressler

- Assistant Public Services Director, Tara Kressler talked about her newly created role and shared a high-level perspective of the Library's vision for the collections and space in the south building of the Downtown Main Library once renovations are complete.

Ms. Reynolds reported that:

- Former Chief Operating Officer, Brett Bonfield's departure from the Library provided an opportunity to reorganize leadership of the Service Division, taking into account evolving needs for how best to support staff and enhance our project capacity. On January 8, Kathy Bach started in her new role as the Public Services Director. She is joined in leadership by Tara Kressler, Assistant Public Services Director and two new Regional Managers: Michelle Elliott and Chad Lewis, positions vacant due to recent retirements by Chris Holt and Katie Greifenkamp. Michelle, Chad and current Regional Manager Sagoree Chatterjee oversee regional areas consisting of a dozen branches each. Tara oversees the Main Library, Public Safety, Custodial Services and is heavily involved in the construction project for our Main Library's South Building.
- We continue our work with Champlin Architects and Group 4 on the South Building's new Social Staircase. This signature element of the renovated South Building will invite customers to gather and connect, reflecting the way that Cincinnati's long musical history

can bring people together. With that concept in mind, the architects are incorporating Cincinnati's extensive music history into the design of the Social Staircase. There are over 1,400 entries on the staircase, in chronological order by year, starting in 1945. Each entry appears on a vertical line with the artist's name, the song or album title and the year of the release date. Each line will have a color determined by the genre of the entry. The new staircase is a design intended to encourage the public to discover the musical story of our city and region and to inspire future local musicians to add their song to this impressive "Jukebox" of music. Thanks to Reference Librarian Brian Powers, who led the planning team and worked extensively with local members of various music communities. Thanks to so many who provided input.

STRATEGY COMMITTEE REPORT

Mr. Harding reported that:

- In partnership with Hamilton County, we are hosting the 513Relief.org Bus at five library locations this spring to connect residents with federal, state and local programs designed to help families find stability in challenging times, and to ensure equity of access to these resources. Services will include assistance with eviction prevention, rent and utilities.
- Marketing recently published our annual report, which highlights the Library's accomplishments, statistics, and financials for 2022. The report also features stories of customers whose lives have been positively impacted by the Library. A digital version of the report is at CHPL.org/annual-report.
- Marketing & Communications are preparing for the opening of the new Madisonville Branch. Among the highlights we will be celebrating is the new branch's maker equipment, which will be showcased through sample customer projects and book displays developed in coordination with community partners. A ribbon-cutting will be held for a soft opening as soon as possible, with the exciting weekend community celebration to follow.
- The Customer Experience Team has drafted a Customer Experience Framework, which will roll out to staff in the coming months. Titled "You Belong Here," this framework consists of three levels: Collaboration, Creation, and Connection. The goal is to ensure that our Library provides an excellent, consistent, and on-brand customer experience across all locations.
- The Adult Learning Center (ALC) conducted 488 in-person sessions during January helping customers enhance life skills and providing assistance with the Cincinnati

Metropolitan Housing Authority's housing voucher lottery. Examples of ALC classes and life skills support include:

- Thirty-two classes were held for 500 customers from meal planning to the popular consumer protection series hosted by a representative from the Ohio Attorney General's education division.
- Three new ESOL classes along with wellness and social connectivity classes such as Beginning Gardening and Hiking class will be held this spring.
- Twenty-six other classes will focus on Career 101.

The ALC has begun providing weekly career and computer training at the Shelterhouse for residents to build their workforce readiness skills, including computer skills and resume writing.

- The Outreach Department recently received 75 iPads, cases and accessories with funding from the Library Foundation, with the goal of helping seniors stay connected to family and friends and access digital library resources. Staff are reaching out to community partners to set up the distribution of the devices to older adults with limited access to technology who are living in long-term care facilities. We'll provide trainings for the seniors in early March 2023. Outreach continues to support the local YMCA with book collections that tie into their quarterly challenges. This month we are providing materials about building healthy habits.
- We continue to provide in-person COVID rapid and PCR testing, plus testing for the flu, RSV and strep throat, at our Price Hill and Sharonville locations, in partnership with Hamilton County Public Health. Since spring 2021, we have distributed more than 200,000 at-home COVID test kits at our drive-thru locations, adding the Forest Park Branch and North Central Branch on request from Hamilton County so that residents of the northern part of the county have equitable access to the kits. Test kits are provided in partnership with the Ohio Department of Health and the Ohio Library Council. We are also hosting Get Covered Ohio/Freestore Foodbank and Equitas Health in many of our locations to assist residents in navigating eligibility and enrollment in marketplace insurance and Medicaid. The Walnut Hills Branch hosted a Beat the Deadline event in early January (the deadline to enroll was January 15). Beginning this April, the federal government starts to roll back pandemic-related benefits for those on Medicaid and requires residents to update their information and complete renewal forms. Our health insurance partners are holding several events in five of our library locations to assist residents in understanding this process, and to offer appointments for personalized assistance.

- The Workforce Council of Southwest Ohio recently awarded CHPL with a Workforce Champion Award for Innovation for the job fairs we organized and hosted in 2022. The workforce development staff team provided our fourth job fair at the Walnut Hills Branch in January, hosting employers promoting their in-demand jobs, including Amazon, Cincinnati Public Schools, Cincinnati State, DHL, Eastern Personnel Services, and UPS. Our job fairs are in partnership with Supply Chain OKI, OhioMeansJobs—Cincinnati & Hamilton County, and the Workforce Council of Southwest Ohio.

TECHNOLOGY COMMITTEE REPORT

Mr. Olson reported that:

RENOVATING MAIN SOUTH: RE-ORGANIZING THE COLLECTIONS

- The materials on the three public floors of the south building of the Main Library are a fundamental element of the Library’s identity. With the renovation of the south building underway, a group of staff and senior leaders have worked, sometimes with outside consultation, to re-imagine the layout of those ten thousand shelves to align with the new design and maintain the strength of the current collection.
 - The public floor collection will be approximately the same size, with some duplicates and deeply-worn items removed.
 - The first floor, where much of the exciting construction work is being done, will have the newest, most popular books, CDs and DVDs. Additionally, Adult Fiction, and the Teen collection will share the space of the ‘50s building with new furniture, meeting spots, and a dynamic Children’s area with a robust collection for kids.
 - The second floor will be the reference floor. We are going to add shelving to accommodate the materials from the third floor. With the Genealogy and Local History Department also relocating, all non-fiction (minus Art and Music) will be readily accessible, with staff help at the ready, on the second floor.
 - The third floor will focus on Art and Music. The other books (all non-fiction) currently on the third floor will move to the second floor.

The work of staging, shifting, and moving all those books will be led by a cross-departmental team, coordinated with Facilities staff, who will prepare the areas and build the shelving. We will begin this movement of material and rearrangement of the floor collection this March as we prepare for re-opening the Main Library next year.

DEVELOPMENT COMMITTEE REPORT

Ms. Reynolds reported that:

- The Foundation's fall campaign was a smashing success with an increase of 45% more donations than the previous year. Significant gifts were received from Robert Dorsey, the David N. & Ann Early Foundation for the Mariemont Branch, Julie Beatty, the Hyman & Bessie Passman Family Charitable Foundation, the Gillman Family Fund, Bruce G. Stewart, Anonymous, Joyce and Marshall McHenry, Anera Shell, Janet and Paul Sullivan, and the Estate of Carol A. Helle. In addition to these individual donations, grants were received from the Johnson Foundation for workforce development, as well as the Ed & Joann Hubert Family Foundation and Wohlgemuth Herschede Foundation for Discover Summer. Additional grant requests have been submitted and are under review. At the Foundation's February board meeting, it was reported that just over \$1 million has been contributed to support the Library since July 2022 and the endowment portfolio is over \$10 million.
- Holiday sales at the Friends of the Public Library Bookstore and Warehouse remained strong throughout the season. Moreover, used book donations to library locations and at the Warehouse continue to be steady. March is Members' Month at the Friends Bookstore and Warehouse, where all members get 20% off of their purchases. The Friends have had much success on social media, specifically with Instagram and bookstagramers promoting the bookstore and warehouse. To continue to engage this demographic and their followers, they are hosting an Adult Book Fair on Wednesday, March 1st from 5-8 pm at Nine Giant Brewing in the Fermentorium event space.
- At their December board meeting, ATLA provided \$35,000 (included in consent agenda) in support of the Anderson and Mt. Washington Branches. This funding supports, programs, professional development and supplies at these branches.

The financial information presented in this report is not intended to tie to Library financial information.

CONSENT AGENDA ITEMS

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

- Minutes of the Annual Meeting held December 13, 2022
- Minutes of the Regular Meeting held December 13, 2022
- Monthly Financial Reports – for the periods ending December 31, 2022 and January 31, 2023
- Marketing Board Report – December 2022 and January 2023
- Contributions, Gifts, and Donations – December 1, 2022 – January 31, 2023

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000			
December 1, 2022 - January 31, 2023			
12/15/2022	ATLA	Support for Anderson and Mt. Washington Branches	35,000.00
12/22/2022	Early Foundation	Support for Mariemont Branch	43,156.00
12/22/2022	Luther Foundation	Support for Period Product Initiative	20,000.00
12/22/2022	Library Foundation	Support for Big Read Grant	3,000.00
1/5/2023	Friends of the Public Library	Support for Programs	33,750.00
1/11/2023	Greater Cincinnati Foundation	Khoury Family Library Support	1,000.00
1/20/2023	Norma Clark Trust	Support for the Library (designated for capital project)	100,000.00

- Personnel Change Report reflects changes through January 7, 2023

Personnel Change Report						
ACTION	FULL NAME	JOB TITLE	AGENCY	FTE	GRADE	DATE
Appointment	Aleman-Padilla, Norberto M	Library Customer Adviser	Reading Branch	0.50	04	11/27/2022
Appointment	Brown, Patrick L	HVAC Technician	HVAC Services	1.00	07	11/13/2022
Appointment	Burns, Marisa R	Library Customer Adviser	Delhi Township Branch	0.50	04	11/27/2022
Appointment	Caldwell, Kimberly G	Library Customer Adviser	Covedale Branch	0.50	04	11/27/2022
Appointment	Demianenko, Svitlana	Library Customer Adviser	Mt. Healthy Branch	0.50	04	11/27/2022
Appointment	Dungan, Cassandra M	Page	Sorting & Materials Retrieval	1.00	02	11/13/2022
Appointment	Fuqua, Charles W	Library Customer Adviser	Walnut Hills Branch	0.60	04	11/27/2022
Appointment	Hale, Jessica S	Library Customer Adviser	Madeira Branch	0.60	04	11/13/2022
Appointment	Jackson, Deborah C	Library Customer Adviser	Madisonville Branch	0.50	04	11/27/2022
Appointment	Johnson, Allison M	Library Customer Adviser	Walnut Hills Branch	0.50	04	11/27/2022
Appointment	Luebbe, Ruth H	Library Customer Adviser	Monfort Heights Branch	0.50	04	11/27/2022
Appointment	Mae, Arden M	Youth Librarian	Mt. Washington Branch	1.00	07	11/13/2022
Appointment	Powers, Matthew G	Library Customer Adviser	Covedale Branch	0.60	04	11/27/2022

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	Ryan, Daniel P	Homework Help & Enrichment Asst	Norwood Branch	0.30	03	11/27/2022
Appointment	Sanders, Khahlia J	Library Customer Adviser	Walnut Hills Branch	0.50	04	11/27/2022
Appointment	Slater, Martha J	Homework Help & Enrichment Asst	Madisonville Branch	0.30	03	11/13/2022
Appointment	Smith, Amber G	Branch Shelver	Blue Ash Branch	0.30	01	11/27/2022
Appointment	Tejeda, Margaret M	Library Customer Adviser	Deer Park Branch	0.50	04	11/27/2022
Appointment	Walker, Akili M	Homework Help & Enrichment Asst	West End Branch	0.30	03	11/13/2022
Appointment	Burns, Larry G	Public Safety Specialist	Public Safety	1.00	06	11/28/2022
Change	Hill, Tasha K	Library Customer Adviser	Covedale Branch	0.60	04	11/13/2022
Change	Peak, Justin D	Main Shelver	Outreach Services	1.00	02	11/27/2022
Change	Westermeyer, Mary E	Library Customer Adviser	Covedale Branch	1.00	04	11/27/2022
Change	Brown, Kyle L	TechCenter/Makerspace Technician	Techcenter / Makerspace	0.50	04	11/27/2022
Change	Velez, Madison L	Sorter	Sorting & Materials Retrieval	0.50	02	11/27/2022
Demotion	McBride, Carol A	Line Assistant Physical Processing	Cataloging & Processing	1.00	02	11/13/2022
Departure	Lortie, John	Youth Librarian	Blue Ash Branch	1.00	07	12/02/2022
Departure	Timmons, Drew M.	Library Customer Specialist	College Hill Branch	1.00	05	12/12/2022
Departure	Kelly, Cameron I.	Branch Shelver	Avondale Branch	0.30	01	12/13/2022
Departure	Rice, Christopher	Communications Manager	Communications	1.00	11	12/14/2022
Departure	Dubarry, Isabel G.	Library Customer Adviser	College Hill Branch	0.50	04	12/17/2022
Departure	Pennington, Liam E.	Branch Shelver	Madeira Branch	0.30	01	12/08/2022
Departure	Scheponick, Marie T.	Library Customer Adviser	Reading Branch	0.50	04	12/03/2022
Departure	Burnett, Danielle L.	Library Customer Adviser	West End Branch	1.00	04	12/23/2022
Departure	Darby, Emma B.	Library Customer Adviser	Reading Branch	0.50	04	11/13/2022
Departure	Schlageck, Karla J.	Library Customer Adviser	Oakley Branch	0.50	04	12/03/2022
Departure	Rychener, Amanda	Children's Librarian	College Hill Branch	1.00	07	12/20/2022
Promotion	Boyne, Anna M	Library Customer Specialist	Outreach Services	1.00	05	11/27/2022
Promotion	Holloway-Reliford, Kenya N	Library Customer Adviser	College Hill Branch	0.50	04	11/13/2022
Promotion	Mathews, Erin L	Library Customer Specialist	Madisonville Branch	1.00	05	11/13/2022
Promotion	Schuster, Sarah F	Library Customer Adviser	Madisonville Branch	0.50	04	11/27/2022
Promotion	True, Sarah K	Youth Librarian	Forest Park Branch	1.00	07	11/27/2022
Promotion	Washington, Adrienne M	Youth Librarian	Mt. Washington Branch	1.00	07	11/27/2022
Retirement	Schmidt, John P.	Library Customer Specialist	Covedale Branch	1.00	05	11/30/2022

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>
11/13/2022-01/07/23						

- Statistical Report for January 2023
- Statistical Highlights – January Rebound
- Investment Report (summary of invested balances) as of January 31, 2023

Cincinnati and Hamilton County Public Library
Investment Summary as of January 31, 2023

	<u>Amount</u> As of 12/31/2022	<u>Amount</u> As of 01/31/2023
Fifth Third Investment:		
General Fund	\$6,894,228.00	\$6,644,228.00
Building and Repair	\$24,675,082.40	\$24,425,082.40
Total	\$31,569,310.40	\$31,069,310.40
Fifth Third Operating Account:		
General Fund	27,378,240.47	27,367,138.91
Insurance Reserve	230,000.00	230,000.00
Special Revenue Funds	1,359,027.49	1,472,371.58
Building and Repair	19,584,941.28	18,334,485.78
Permanent Trust Funds	1,359,872.42	1,344,864.03
Total	\$49,912,081.66	\$48,748,860.30
STAR Ohio:		
Building and Repair	1,135,434.60	1,139,485.96
Total	\$1,135,434.60	\$1,139,485.96
U.S. Bank Managed Investments (Trust Funds):		
Total	\$6,775,149.00	\$6,775,149.00
	<u><u>\$89,391,975.66</u></u>	<u><u>\$87,732,805.66</u></u>

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. **(4-2023)**.

Mr. Harding commended Library staff, referencing the digital services department, for their work in supporting County history documentation and the value of local historians.

Mr. Olson commended Library staff on their ability to manage the complex facility projects with so much work occurring simultaneously while also doing their "regular job."

Library staff thanked both Mr. Harding and Mr. Olson for the recognition.

The Regular Meeting was then adjourned.

President

Attest: Secretary