

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

Date: April 11, 2023

Meeting: Regular

Place: Madisonville Branch

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Ms. Allen, Ms. Clemons Louis, Mr. Harding,
Mr. Olson, Ms. Redden

Trustees Absent: Mr. Hendon, Ms. Reynolds

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

PUBLIC COMMENTS

None

ACTION ITEMS

Mr. Olson moved the following:

The Hamilton County Budget Commission has allowed the Library to file modified tax budgets since fiscal year 2005, with the understanding that ongoing approval is subject to annual review. A request to submit a modified 2024 budget was submitted to the Budget Commission on March 3, 2023.

The Library is required to submit its annual budget to Hamilton County by May 31, 2023. The proposed 2024 operating budget balances current funding expectations, current operating costs and capital project plans. The capital budget has been constructed on the basis of need – that is, what’s needed to fund top priorities for capital building and improvement projects as identified in the Facility Master Plan. The 2024 appropriations that are presented at the December 2023 board meeting will be based on the actual anticipated revenue and operations as of that time.

Approve the 2024 Operating Budget and Capital Budget as follows:

- The proposed general fund operating budget of \$74,136,100 is approximately 3.5% greater than the original 2023 appropriations. This includes allowances for increases to salary costs for the annual merit increase and planned new staffing for reopening Main and larger Forest Park. The budget also accounts for slight increases in other categories of expenditure in support of the strategic plan of the Library.

**Cincinnati and Hamilton County Public Library
2024**

	<u>General Fund</u>	
	2023	2024
Beginning Balance	29,950,000.00	25,458,000.00
Public Library Fund	49,583,636.00	74,709,326.00
Local Tax Levy	38,672,461.00	38,672,461.00
Subtotal	88,256,097.00	113,381,787.00
Other Library Revenue	1,001,903.00	920,003.00
Total Receipts	89,258,000.00	114,301,790.00
Operating Expenditure	71,750,000.00	74,136,100.00
Transfers Out	22,000,000.00	63,473,690.00
Total Expenditure	93,750,000.00	137,609,790.00
Ending Balance	25,458,000.00	2,150,000.00
Less Contingency	-	2,150,000.00
Available Balance	25,458,000.00	-

- The capital budget includes the remaining anticipated projects identified in the Facility Master Plan released in January 2020 for projects between 2024 – 2028.

<u>PROJECT</u>		<u>Estimate</u>
Lifecycle Repair and Maintenance		29,216,940
Land acquisition		3,000,000
Symmes Township	Renovation, addition and maintenance	5,000,000
Miami Township	Replacement with New, Expansion	3,500,000
Cheviot	Major Renovation, Expansion, Accessibility	5,500,000
Mt. Healthy	Relocation with New, Accessibility	3,500,000
Elmwood Place	Makeover	700,000
Delhi Township	Replacement with New, Expansion	14,500,000
		64,916,940

- The budget reserves two contingencies – a \$2,150,000 operating contingency (3%) in the General Fund and a \$2,000,000 capital contingency in the Building and Repair Fund.
- The General Fund expects to end 2023 with approximately \$25.5 million of available funding. To fund the 2024 budget, the Library will need intergovernmental revenue of a little more than \$113 million. For budget purposes, property tax receipts for 2024 are estimated at \$38,672,46 which is approximately the amount expected for 2023. The balance of the intergovernmental revenue, \$74,709,326, is being requested from the PLF.

Approve the extension of the Miami Township lease as follows and authorize the Eva Jane Romaine Coombe Director to execute the agreement:

- The Library and Miami Township have a long-standing lease arrangement for \$1.00 per year for the space the Library occupies. The current agreement expired 3/31/2023 and we would like to modify the current agreement via lease addendum no. 3 as attached on Exhibit I which would provide for an additional five (5) year period from April 1, 2023 – March 31, 2028. The rental payment for the extended term shall remain at \$1.00 per year. The addendum no. 3 also provides an option to extend for two (2) additional five (5) year periods with the first option from April 1, 2028 – March 31, 2033, and the second option from April 1, 2033 – March 31, 2038. The rental payment for each of the option terms shall remain at \$1.00 per year. As identified in the FMP, the Library will continue to seek a larger, more permanent solution in the area.

After satisfactory review of the GMP compilation and calculation for reasonableness by an independent third party, authorize the Eva Jane Romaine Coombe Director to modify the New Forest Park Branch 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 \$15,429,218 with a project budget of \$19,200,000 (which includes an owner contingency of approximately 7.5%) detailed below:

GMP cost inclusive of fee		\$ 15,429,218.00
Owner costs estimated(design fees, permits, and furniture)		\$ 2,613,782.00
Design Fees and consultants	\$ 1,050,000.00	
Furniture and Equipment	\$ 1,400,000.00	
Other expenses	\$ 163,782.00	
Contingency		\$ 1,157,000.00
		<u>\$ 19,200,000.00</u>

- The Library has been working on the design of the new branch since March 2022. The architect, SHP, and the Construction Manager at Risk, Turner Construction, have been part of the team. During the design phase, there were two estimates provided by Turner:

Schematic Design 7/6/2022 \$14,148,506 \$535.50 per sq ft
 Design Documents 10/28/2022 \$14,299,042 \$547.60 per sq ft

- Several design elements including the exterior courtyard and refinement of HVAC equipment continue during the construction document phase. These items, along with the market conditions, have resulted in a final GMP estimate of \$15,429,218 (\$617 per sq ft). Library staff has surveyed our peers at other Ohio metro libraries who have reported a current cost per sq ft range of \$600 to \$620. The FMP placeholder for this was estimated in 2019 at \$12.3 million and in August 2022 we reported a revised project estimate of between \$16 million - \$18 million. In order to move forward with the current GMP from Turner, the updated project budget is \$19.2 million.
- The work is expected to begin around April 30, 2023, with expected completion in summer 2024. The current Forest Park Branch will remain open during construction.

Confirm the following change order to modify the Price Hill Parklet project for Adleta:

Contractor	Trade Contract	Number	Purpose	Amount
Adleta	General	#1	Additional sidewalk	\$ 7,414.00

- The construction of the hardscape and landscaping for the project is almost complete. As part of this project and with the financial support of the Library Foundation, local artist Michael Coppage was hired to install public art into the space. In order to fully access the art and based on community input, we have added an additional sidewalk to the project.

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

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	#7	Deduct for reusing existing panel	\$ (6,468.00)

- The structural steel is complete and concrete is poured. A scan of the stairs has been completed, and final stages of the glass railing design and fabrication have begun. The work on the south plaza has started up again with underground utilities being installed. Demo on the remaining sidewalks will start in the next month. The Library has been working closely with the design team on interior finishes and furniture selections. The installation of a new entry with a vestibule off of the North Plaza is scheduled to open in mid-April 2023. The north parking lot fence is complete, and the installation of the security equipment is expected to be complete by mid-April 2023.

Approve increasing the Hyde Park Branch project budget by \$500,000 to a total of \$5,350,000. Once the final cost is determined, we will complete a change order to the GMP as necessary, and any unused project budget will remain with the Library and used for additional projects in the future. In addition, the estimated completion date has been adjusted by 90 days from August 2023 to November 2023. We are investigating the possibility of extending the lease at the temporary location.

- In October 2022, the Board approved the following project budget for the Hyde Park Elevator Replacement and Renovation:

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

- In February, we reported during demolition, several inconsistencies between the existing drawings from the 1970’s renovation and actual conditions were discovered. In addition, the soil was not considered stable to support the new elevator structure. The Library has been working with both Turner Construction and Emersion to solve the issue. Turner has outlined a plan, with a cost estimated not to exceed \$575,055, to reinforce the soil conditions to support the new construction.

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Olson, Ms. Redden...5 ayes.
The motion carried. **(5-2023)**.

Mr. Harding recommended the following:

Approve the following policy update:

- **Workplace Relationships Policy (Proposed Policy, Exhibit A; Replacing Current Employment, Assignment and Evaluation of Relatives Policy, Exhibit B)**

EXHIBIT A

PROPOSED WORKPLACE RELATIONSHIPS POLICY- EFFECTIVE
4/12/2023

The Library will not employ relatives of a current staff member (spouse/partner, parent, sibling, child, aunt, uncle, cousin, niece, nephew, grandchildren, stepparent, in-laws, or any relative living in his or her household), to work in the same branch or department. The Library strives to ensure that its practices do not create situations of conflict of interest, favoritism, or bias in the workplace. This also extends to practices that involve staff, volunteers, interns, co-ops, etc.

All applicants for employment, transfer, or other actions of staff movement, shall disclose any relationships outlined in this policy during the application process. No Library staff member or applicant shall submit or solicit for Library consideration, letters of reference from or for one another in such relationships.

The Library will not permit the direct supervision, evaluation, corrective action, scheduling or serving as the person-in-charge at a location of a staff member if they are in a relationship outlined in this policy. Should staff enter into a relationship mentioned above (i.e., dating, in-laws, etc.) while currently employed in the same branch or department, staff must immediately disclose such a relationship to Human Resources and options for employment in the same or similar role in an alternative location will be reviewed and a transfer will occur in the best interest of the Library. This transfer will be at the discretion of Human Resources with the concurrence of the Eva Jane Romaine Coombe Director. Failure to immediately disclose such a relationship will result in corrective action, up to and including termination.

EXHIBIT B

CURRENT EMPLOYMENT, ASSIGNMENT AND EVALUATION OF
RELATIVES POLICY

The Library will not employ direct relatives of a current staff member (spouse, parent, sibling, child), or any relative living in his or her household, to work in the same branch or department. The Library will not assign any staff member to the immediate supervision of a direct or household relative. The Library will not permit any participation in the evaluation of a staff member by his or her direct or household relative.

All applicants for employment or promotion by the Library shall disclose any direct or household relatives employed by the Library.

No Library staff member or applicant shall submit or solicit for Library consideration, letters of reference from or for a direct or household relative.

Absent a supervisory relationship and subject to The Eva Jane Romaine Coombe Director's approval, changes in the existing assignments of permanent staff members shall not be required for the relationships existing at the time of adoption of this policy or for relationships created by marriage after the adoption of this policy.

Mr. Olson seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Olson, Ms. Redden...5 ayes.
The motion carried. **(6-2023)**.

Mr. Harding recommended the following:

Approve Board President and Nominating Committee Chair Nadine L. Allen lead further communication with the Hamilton County Board of Commissioners (appointing body), including a formal letter regarding the next upcoming appointment to the Library Board of Trustees.

- The Board of Trustees of our Library consists of seven members. Four of the Board members are appointed by the Hamilton County Board of Commissioners, and three by the judges of the Hamilton County Court of Common Pleas. Board members are appointed for a term of seven years, the term of one Trustee expiring each year. The number of Trustees, term, and manner of appointment are governed by the Ohio Revised Code.
- The next upcoming appointment is that of current Board Vice-President Diane Cunningham Redden. Ms. Redden joined the Board in 2018, to fill an unexpired term. Ms. Redden has served 5 years and her term ends September 30, 2023. Her appointment in 2018 was made by the judges of the Hamilton County Court of Common Pleas, and this is the governing body charged with appointing a Trustee at the end of September 2023.

Mr. Olson seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Olson, Ms. Redden...5 ayes.
The motion carried. **(7-2023)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- In February, the Ohio House of Representatives introduced House Bill (HB) 33, the state budget bill for Fiscal Years (FY) 2024-2025, along with 52 other bills. One bill introduced at that time that requires particular attention and explanation is HB 1. HB 1 if enacted as introduced, would mean sweeping changes to property taxation and income tax rates, and have a devastating impact on public libraries as currently written.
 - The Ohio Library Council (OLC) has had multiple meetings with members of House leadership and the bill's sponsor, Rep. Adam Mathews (R-Lebanon), to convey the concerns of public libraries. We know there are layers to this legislation, and each could have an impact on Ohio's public libraries.
 - The first layer with the income tax changes, the proposed 2.75% flat tax, would cut state funding for libraries by more than \$74 million over the biennium. In order to make up the difference in the estimated loss to the Public Library Fund (PLF), the PLF percentage would need to be adjusted to at least 2.0% of the General Revenue Fund. Currently the PLF is set at 1.7%.
 - The second layer includes multiple changes to local property tax levies that could cause public libraries and local governments to lose at least \$239 million. This is because HB 1 proposes to eliminate the 10% property tax rollback on Class 1 property, reduce the real property assessment rates from 35% to 31.5% on both Class 1 & 2 property, and includes a gross domestic product deflator formula for future reductions in the property assessment percentage. In this regard, the Legislative Service Commission (LSC) is estimating the loss to local governments, including public libraries, to begin at \$239 million in Tax Year 2024. In addition, we know that public libraries currently receive about \$40 million from the rollback on Class 1 property. The potential impact on public library levies is at least \$25-40 million. Reduction in assessment percentage on Class II Property from 35% to 31.5%.
 - For our Library, these changes would mean millions of dollars lost from both our state funding (potentially more than \$7 million dollars over the biennium) and our local levy revenue (potentially more than \$1.5 million dollars each year).
 - It is worth noting, there is a second property tax reduction factor (in HB 920) that would automatically adjust a property owner's tax rate downward when a home's value goes up so that the homeowner would pay the same rate as they did before.
 - HB 1 will impact all local government entities and schools with a local property tax levy. The bill's sponsor has indicated that he understands the current bill, as introduced, is not necessarily the end goal. Attempts to simplify the tax code are a massive undertaking and not easily achieved. That said, we have repeatedly expressed

to our local state delegation our concerns with the bill and its devastating impact on public libraries as currently written.

- After the House returns on April 18, a substitute bill on HB 33, state budget legislation, will likely be introduced. At that time, OLC is planning on delivering additional in-person testimony before the House Finance Committee.
- The Ohio Library Council's annual Legislative Day will be held this year on Wednesday, April 26. Library advocates from across the state, including myself and a small group of administrative staff, will connect with state representatives and senators. We have been invited to be a part of the "Legislative Showcase" this year and will highlight the local e-gaming initiative on which we are working with a variety of community partners, including City Council Member Liz Keating who has championed this youth gaming effort. We will also highlight FAFSA preparation, another young-adult focused service.
- Thanks to 2022 Board President Karen R. Clemons for providing an introduction to our *Year In Review* video of 2022 highlights and successes for our Library. That video is now available on our website along with our *Building the Next Generation Library* video that reviews our Facility Master Plan progress through 2022 and discusses planned upcoming projects.
- I continue to present to local community and village councils about the Library's FMP progress and to talk with other influential groups, spreading the word about all that the Library is doing in service of our community thanks to the stable, consistent funding provided by the generous voters of Hamilton County. Since the February Board meeting, I have talked to the Arlington Heights, Saylor Park and Lockland Councils, participated in the USA Regional Chamber's Government Day, presented to the local Gamma Phi chapter of Educators, was the keynote speaker at NKU's annual MPA spring banquet, and met with Councilmember Cramerding. Additionally, I had the pleasure to spend a great morning with WLWT's Richard Chiles who did nearly the entire Saturday, March 18 morning show from the brand-new Madisonville Branch. And, Diane Redden and I joined Mary Ann Christie for her *High Heels and Politics* podcast interview on Wednesday, April 5. Lastly, I was recently named one of *Government Technology's* Top 25 Doers, Dreamers and Drivers for 2023.
- We are excited to announce our annual staff recognition celebration will be on Sunday, May 21 from 5:30 – 8 p.m. at The Kolping Center. Thanks to our committed and dedicated members of the Staff Recognition Team for ensuring we have this opportunity to celebrate our great staff!

Ms. Brehm-Heeger asked Ms. Allen to allow Terry Barnum, Madisonville Branch Manager to speak. Terry thanked everyone for coming to the meeting and thanked the Board for their support of the new branch

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Olson reported that:

- The Pleasant Ridge Branch reopened for service on March 31, 2023, and held a community reopening celebration on April 1, 2023. There remain a few exterior items that will be completed by the end of April 2023.
- The Corryville Branch remains closed, and the majority of the construction is on schedule to be completed by the end of April 2023. The exterior windows are expected to be installed in June 2023 and the branch will open later in June.
- The long-anticipated closing on the new Forest Park Branch Library parcel in the property exchange with the City of Forest Park took place on March 21, 2023. The second half of the exchange will take place in Summer 2024 once construction on the new building is complete.
- The new Madisonville Branch opened to an energetic crowd with a ribbon cutting on March 16, 2023, and community celebration on March 18, 2023. Everyone is thrilled with the new space and excited to see the new maker equipment put to use.
- As previously reported, the Library notified Megen Construction on December 13, 2022, that as a result of the ongoing delay with the Madisonville Branch project completion, the Library will enforce the liquidated damages clause of the agreement based on a substantial completion date of January 11, 2023. The actual substantial completion date was March 3, 2023. The 50 days past January 11, 2023, will result in \$100,000 in charges to Megen Construction.
- On March 10, the Library and Geiler both filed motions for summary judgment related to the Energy Retrofit project. The Hamilton County Prosecuting Attorney's Office is preparing a response to Geiler's motion and hoping for a ruling on the competing motions in advance of the trial scheduled for May 9, 2023.
- The resolution of the remaining punch list items for the Deer Park Branch project has been very slow. We continue to work with Perkins Carmack on these issues. In addition, over the last month a few of the decorative metal tubes on the façade have come loose

and fallen from the building. Fortunately, there were no injuries or property damage. We have been working with the architect and contractor to remedy the situation.

- 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.
- In February 2023, the Board waived public bidding out of urgent necessity to replace the failing condensing unit at the Groesbeck Branch. The cost, plus contingency, on this item is \$95,315 and it is expected to arrive in June.
- Kristen Payne, Capital Project Manager, joined the Library in late 2020. Kristen earned her Bachelor of Fine Art at Miami University and has a secondary focus in three-dimensional art. Prior to joining the Library, she was the project manager for Fishbeck and worked on both the Price Hill and Walnut Hills projects. She brings over 16 years of experience in Architecture, Construction, and Project Management. While at the Library, she has successfully led both the Deer Park and Walnut Hills construction and the Madisonville project from design to move-in all while navigating various market challenges. She recently led the design of the Forest Park branch and is a valuable resource on all other projects. In addition to her project management work at the Library, Kristen is participating in the “Tomorrow’s Leader Program.” Currently, Kristen is the Chair for this year’s OLC Facility Conference being held in Columbus this summer.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Redden reported that:

- As mentioned in the December 2022 Board Report, a pilot Public Service Leadership Certificate program has been designed in partnership with Cincinnati State to create new paths for advancement for staff who do not currently have an MLS or MLIS degree and are passionate about leading others in public service. The goal of this Library-funded program is to equip staff with the knowledge and skills to be successful in public service leadership roles at the Library. Applications for this program opened on Monday, March 27 and will close on Friday, April 23. Interest and excitement for this certificate program has been strong and we look forward to selecting participants to begin classes at Cincinnati State this upcoming Fall semester.
- The Library’s ArtsWave Annual Community Campaign ended on March 14. We are thankful to staff who contributed a total of \$2,233 during this year’s campaign.

OPERATIONS COMMITTEE REPORT

Ms. Clemons-Louis reported that:

- Many features of the 8,900 square foot Madisonville Branch, which opened on March 16, was designed with a focus on what we heard from the Madisonville community, including an emphasis on accessibility, areas for community gatherings, space to create, and increased parking. Attendance at the grand opening celebration on March 18 was 936, and is averaging 279 visits per day, compared to an average of 141 visitors at the former location, a 97.8% increase. Madisonville staff has welcomed a total of 4,197 visitors and counting since its opening.
- The Hamilton County Clerk of Courts Office borrowed two rare books from our Genealogy and Local History Department to be used for Mr. Pavan Parikh's ceremonial swearing in as the Hamilton County Clerk of Courts. The titles, Bhagavad Gita: the song celestial / the Sanskrit text translated into English verse by Sir Edwin Arnold; with an introduction by Sri Prakasa; illustrated with paintings by Y.G. Srimati and The statutes of Ohio and of the Northwestern territory, adopted or enacted from 1788 to 1833 inclusive: together with the Ordinance of 1787; the constitutions of Ohio and of the United States, and various public instruments and acts of Congress: illustrated by a preliminary sketch of the history of Ohio; Ed. by Salmon P. Chase were checked out and then locked in secure storage overnight and returned after the ceremony on February 24. The honorable Judge Allen conducted the swearing in.
- The Cincinnati Enquirer moved its headquarters into a smaller office in February and donated their hardcopy file photos to the Genealogy and Local History Department. Library staff went to The Enquirer's former offices at 312 Elm St. to load the approximately 2 million photos into more than 1,200 banker's boxes. The plan is to digitize the collection and upload it to our digital Library making these accessible to everyone via the website. Because the collection is so large, this will take several years, but work has already begun.
- In March, 8,011 customers completed the third annual Winter Checkout Challenge! Exciting upcoming programs and events include:
 - Tuesday, April 11 – 25th Annual Poetry in the Garden, Clifton Branch
 - Monday, April 17 – Tech Days: Spotlight on Digital Resources, Sharonville Branch
 - Saturday, April 22 – Get Certified in CPR and First Aid!, Loveland Branch

Featured programs:

- An Evening with Tommy Orange, SCPA/Corbett Theater – April 26

- The National Endowment for the Arts BIG READ Initiative, made possible through the collaboration and hard work of the Library and The Library Foundation, cumulates with an exciting visit by *New York Times* bestselling author Tommy Orange on April 26. The evening of conversation with Tommy Orange is also celebrated in partnership with the Greater Cincinnati Native American Coalition. Tommy Orange is a citizen of the Cheyenne and Arapaho Tribes of Oklahoma and the author of *There, There*, one of the *New York Times*' top books of 2018 and a Pulitzer Prize Finalist.
- Discover Summer – kick off on June 1.
 - Kids and teens will have fun reading and learning all summer with a free book and activity booklet for every participant, plus hands-on programs across the system. Families can find resources on our website, track reading progress via an app, and visit branches for prizes as kids complete learning activities. The summer activity booklet for young children will be available in both English and Spanish. Free meals and snacks will be available at eligible locations, in partnership with our federally-funded partner, UMC Food Ministries.

STRATEGY COMMITTEE REPORT

Mr. Harding reported that:

- The Adult Learning Center finished a six-week pilot program at Shelterhouse centered on helping residents with life skills and job training. Each quarter we will be offering this program to new group members and connect them with library services. After the trainings, several of the residents came into the Adult Learning Center to update their resumes and apply for employment.
- We are continuing our partnership with the Hamilton County Commission in hosting the County's new 513 Relief Bus, to connect our community members with wellness checks provided by UCHHealth and Hamilton County Public Health, and connections to services provided by the Council on Aging, Talbert House, and Urban League. Along with services provided on the bus, we host Job & Family Services inside our library meeting rooms who are connecting community members to rent and utility assistance, and summer youth employment. We have hosted the bus at our Walnut Hills Branch, Deer Park Branch, Price Hill Branch, and have assisted more than 225 people. Next stops will be at the North Central Branch and Green Township Branch.

- In partnership with Ohio Means Jobs, Supply Chain OKI, and The Workforce Council of Southwest Ohio we continue to develop job and career fairs in our libraries. Our recent *Find a Meaningful Career* fair hosted twelve employers and fast-track education and certification programs provided by The Brighton Center and Cincinnati State. We connected with 40 job seekers and career transitioners at the fair at our North Central Branch. We also provided presentations of our online workforce and job help resources, and our small business resources, to the Job Search Focus Group and at the Urban League's Small Business Development Center's small business entrepreneurial fair. We highlighted MakerSpace resources that are of great value to small business owners, and we spotlighted the Small Business Reference Center, LinkedIn Learning, Reference Solutions, Universal Class, free access to the Cincinnati Business Courier, and more.
- In collaboration with the Greater Cincinnati Voter Collaborative our Library is sharing resources and important updates with our staff on:
 - Voter registration and address update deadlines
 - The vote by mail and absentee ballot deadlines
 - Preparing for the May 2 Special Elections
- The Library's next public awareness campaign is scheduled for April and May. The campaign's goals are to:
 - Raise awareness of our [stream and download apps](#) and [online resources](#) throughout Hamilton County
 - Help new customers utilize these resources.

For customers who need assistance loading the apps onto their devices or using them on Library computers, in-person help will be offered via "Tech Days" events at about half of our locations, discussed in the Outreach section below. For digitally savvy customers, the campaign will highlight and encourage use of these pre-selected apps and online resources. The campaign will be supported through the use of postcards sent to homes of community members who are not yet library cardholders, customer emails, digital advertising, radio advertising and earned media.

- This spring, we will begin engagement efforts to gather community input on how we implement the new Strategic Framework, guiding community conversations about what services and resources customers most like to see their branch provide. Specifically, the conversations will be grounded in the five Strategic Priorities: Useful Resources, Limitless Learning, Reliable Information, Healthy Culture, and Welcoming Spaces. The conversations will range from in-person sessions, video, and surveys both online and in the branch. The engagement will start in May and run through the end of the year.
- On February 27, we hosted our 4th annual Legislative Breakfast for the Hamilton County delegation of the Ohio General Assembly. This event is intended to give State Legislators

the opportunity to ask us about current Library initiatives and to tell us about their upcoming goals and priorities. Legislators had a number of great questions about public library funding, including the state budget and HB 1 implications to library funding. State Legislators in attendance were Representatives Rachel Baker, Sedrick Denson, Dani Issacsohn and Jessica Miranda.

- Eva Jane Romaine Coombe Director Paula Brehm-Heeger and Government Relations Coordinator Elaine Fay attended the Cincinnati Chamber's Regional Government Day event on March 9. At the event, they heard from policy leaders about many local issues including housing and growth, regional collaboration, economic development, and more.
- On March 23, Kathy Bach and Elaine Fay met with Outreach Director Kelly Dukes from U.S. Congressman Greg Landsman's regional office. After the meeting, staff took Ms. Dukes on a hardhat tour of the Downtown Main Library and talked to her about what the space will look like once renovations are complete.
- Ohio Senate Finance Chair Matt Dolan (R-Chagrin Falls) hosted a Roundtable at the Cincinnati Chamber on March 27 to discuss the state's operating budget. Public Services Director Kathy Bach and Elaine Fay were in attendance and talked to the Senator about public library funding and the impacts HB 1 will have if the bill passes as written.
- Outreach Services mailed out letters in March to residents who have not utilized that service or returned library items over the past six months. The branded letter encouraged residents to call the department with the intended outcome of creating an open and direct line of communication with residents receiving delivered services. This campaign will also help us to identify residents that have moved away from a facility or that no longer wish to receive materials from Outreach Services.
- In April, Outreach staff will be supporting the Library's public awareness campaign, staffing Tech Days at various branches throughout the county. Also on the technology front, we have identified four long-term care facilities whose senior residents would benefit from receiving the new iPads which were purchased through the generosity of the Library Foundation. They will be delivered to the locations in May and Outreach staff will provide training and support so that residents can begin using them to read eBooks, connect with family members, and more.

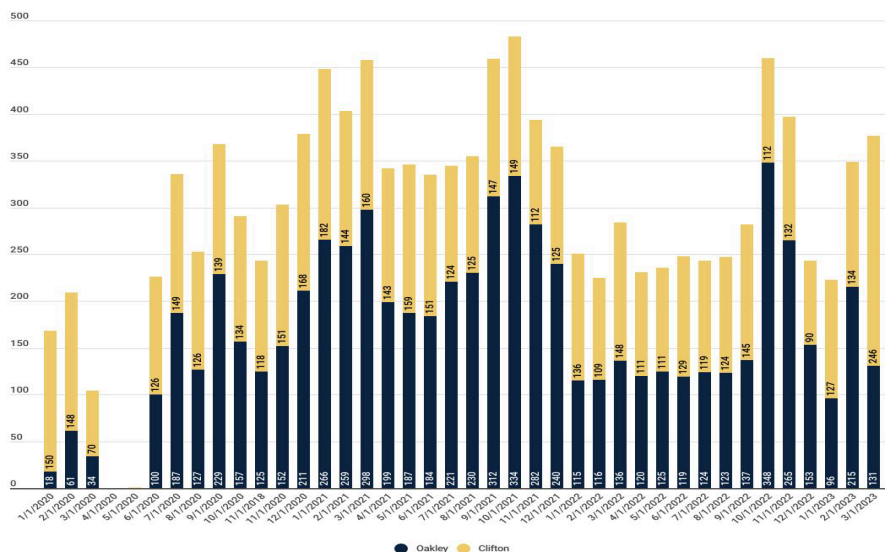
Ms. Brehm-Heeger acknowledged Vice President of Government Affairs Katie Eagan from the Cincinnati USA Regional Chamber for including the Library in important budget events

TECHNOLOGY COMMITTEE REPORT

Mr. Olson reported that:

- There are two locations with lockers where customers can pick up their holds, Clifton and Oakley Branches. The Clifton Branch holds lockers were installed a decade ago and have less functionality than the Oakley Branch lockers, which were installed three years ago. Both versions of these 24/7 holds pick-up lockers have been so popular that we are now considering expanding at the Oakley location, and determining other locations for locker implementation.

CHPL Lockers 2020-2023



Made with infogram

- Several staff from the Technology and Logistics Departments are contributing their talents to professional leadership activities. These include:
 - IT Manager Bill Lane is serving as an Ohio Public Library Information Network (OPLIN) Board Member for a 3-year term, ending June 30, 2024. Created in 1995, OPLIN provides broadband internet connections and related information services to Ohio public libraries. OPLIN offers state-wide support to public libraries in several areas including, Security awareness and training, E-Rate information and training and co-location services, which house libraries servers and networking equipment.
 - Cataloging and Processing Manager Michael Christian-Budd is a candidate for the OhioNet Board for a 3-year term that would expire December 31, 2025. OhioNet is a statewide membership organization with the goal of bringing together libraries of every type and size to build stronger communities. OhioNet reports a

yearly impact of more than \$1.28 million in member savings on e-resources, and over 3,600 training participants. Services include training and continuing education, e-resource management and discounts and systems and data support.

- Chief Technology and Logistics Officer Holbrook Sample serves on the Books by the Banks Board as the Treasurer with a term that renews yearly. The Books by the Banks Book Festival is held annually in downtown Cincinnati. The day-long festival, which is free and open to the public, features national, regional, and local authors and illustrators; book signings; panel discussions; and activities for the entire family to enjoy. The festival runs on the work of over 125 volunteers from libraries and other institutions. CHPL staff make up the bulk of the workers.

DEVELOPMENT COMMITTEE REPORT

Ms. Redden reported that:

- The Library's Development office was the grateful recipient of a sizable bequest from the Estate of Shirley Long for the Hyde Park Branch.
- The Library and Foundation celebrated #LibraryGivingDay with other libraries, library foundations and library friend groups from across the nation on April 4. A social media awareness campaign about the importance of giving and supporting the Library was launched with three new videos featuring Foundation board members. The Spring Giving Campaign will be underway in the coming weeks. This multi-channel campaign's goal is to increase the number of new donors to the Foundation and promote the Befriend a Branch giving program. Significant gifts have been received from the Sarah and James Goldman Charitable Fund, Kroger Rewards, the Beverly A. Thomas Fund of the Greater Cincinnati Foundation, Mary Beth and Tom Sundermann, David Family Giving Fund, and Ann C. Regan. Additional grant requests have been submitted and are under review.
- The Friends hosted Books-n-Booze, an Adult Book Fair on March 1 at Nine Giant Brewing. The event drew a significant crowd and resulted in a fantastic evening sale. More than 23 boxes of materials were sold during the 3-hour event. Further, the social media excitement before and after the event helped continue to grow awareness of the Friends and the Library. The Friends of the Library also had a significant presence in *City Beat's Best of Cincinnati 2023*, including:
 - Best Instagram Account, #2
 - Best Do-Gooder, #2
 - Best Comic Book Store, #2
 - Best Local Cause, #3
 - Best Bookstore (non-chain), #3

- Best Friend to the Environment, #3
- Best CD/Record Store (non-chain), #4

Congratulations to the Friends for their sweeping presence in Best of Cincinnati 2023!

- ATLA is hosting a Donate Day on April 15 from 9:00 a.m. to noon at the Anderson Township Branch Library. Customers can drive through and drop off used books, puzzles, games, and media. Items collected will be available for purchase June 23 – 25 at Nagel Middle School during ATLA’s 43rd Summer Sale.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held February 21, 2023
- Monthly Financial Reports – for the periods ending February 28, 2023 and March 31, 2023
- Marketing Board Report – February 2023 and March 2023
- Contributions, Gifts, and Donations – February 1, 2023 – March 31, 2023

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000			
February 1, 2023 - March 31, 2023			
2/9/2023	Library Foundation	Ed and Joan Hubert - Discover Summer	5,000.00
2/9/2023	Library Foundation	Annual Dorsey distribution	8,794.27
2/9/2023	Library Foundation	Annual Jones distribution	9,180.27
2/9/2023	Library Foundation	Book Memorials	10,380.82
2/9/2023	Johnson Foundation	Workforce development for Price Hill and Covedale	20,000.00
2/9/2023	Library Foundation	Annual Eva Jane Romaine Coombe distribution	50,571.61
2/9/2023	Library Foundation	Annual Caldecott Gift	1,000.00
2/9/2023	Library Foundation	Support for Discover Summer - Andrea Cheng	1,000.00
2/9/2023	Library Foundation	Wogemuth Herschede Foundation - Discover Summer	4,000.00
2/9/2023	Library Foundation	Book Memorials	4,108.33
2/9/2023	Library Foundation	Honor with Books - Scott Ludeke distribution	4,138.50
2/16/2023	Library Foundation	Support for After School Snacks	5,000.00
2/16/2023	Library Foundation	Support for DEI Staff Initiatives	5,000.00
2/16/2023	Library Foundation	Support for Branch Programs	10,000.00
2/16/2023	Friends of the Public Library	Support for Programs	13,200.00
2/16/2023	Library Foundation	Support for Maker Equipment at new Forest Park Branch	20,000.00
2/16/2023	Library Foundation	Support for Discover Summer	70,000.00
3/21/2023	Estate of Shirley E. Long	Support for the Library (designated for Hyde Park project)	35,000.00

- Personnel Change Report reflects changes through March 18, 2023

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	Tracey-Miller, Caitlin A.	Data Analyst	Technology&Logistics	1.00	10	01/09/2023
Appointment	Hay, Amy L.	Youth Librarian	Blue Ash	1.00	7	01/08/2023
Appointment	Bergmann, Audrey M.	Branch Shelver	Wyoming	0.30	1	01/08/2023
Appointment	Boss, Geneva L.	Branch Shelver	Wyoming	0.30	1	01/08/2023
Appointment	Chen, Amelia B.	Main Shelver	Sorting and Mat Retrieval	0.50	2	01/08/2023
Appointment	Lampkin, Amy E.	Library Customer Adviser	Clifton	0.50	4	01/08/2023
Appointment	Mayo, Marc A.	Library Customer Adviser	Madisonville	1.00	4	01/08/2023
Appointment	Meale, Kristin M.	Library Customer Adviser	Blue Ash	0.60	4	01/08/2023
Appointment	Nuku, Lauren	TC_Makerspace Technician	Techcenter Makerspace	0.50	4	01/08/2023
Appointment	Vallo, DeAnne W.	Library Customer Adviser	Walnut Hills	0.60	4	01/08/2023
Appointment	Kreimer, Nathan P.	Library Customer Adviser	Walnut Hills	0.60	4	01/08/2023
Appointment	Elkins, Diana M.	Branch Shelver	Delhi Township	0.30	1	01/22/2023
Appointment	Johnson-Dixon, Jakaih D.	Library Customer Adviser	Westwood	0.50	4	01/22/2023
Appointment	Wallace, Amanda L.	Main Shelver	Sorting and Mat Retrieval	0.50	2	01/22/2023
Appointment	Greathouse, Morgan A.	Library Customer Adviser	Price Hill	0.50	4	01/22/2023
Appointment	Frazier, Tamarius R.	Library Customer Adviser	Popular Library	0.50	4	01/22/2023
Appointment	Knott, Carmella R.	HW Help & Enrichment Asst	Price Hill	0.30	3	01/22/2023
Appointment	Tresenwriter, MeKaisha A.	HW Help & Enrichment Asst	Bond Hill	0.30	3	01/22/2023
Appointment	Williams Jr., Terry L.	Library Customer Adviser	Price Hill	0.60	4	01/22/2023

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	Jess, Michelle R.	Library Customer Adviser	Reading	0.50	4	02/05/2023
Appointment	Owens, Jasmine A.	Library Customer Adviser	Reading	0.50	4	02/05/2023
Appointment	Wilson, Shannon L.	Library Customer Adviser	College Hill	0.50	4	02/05/2023
Appointment	Pierson-Johnson, Ruth J.	Library Customer Adviser	Norwood	0.50	4	02/19/2023
Appointment	Fitzgerald, Kayla R.	Branch Shelver	Madeira	0.30	1	02/19/2023
Appointment	West, Kathryn A.	Main Shelver	Sorting and Mat Retrieval	0.50	2	02/19/2023
Appointment	Seifert, Nickolas M.	Branch Shelver	Loveland	0.30	1	02/19/2023
Appointment	Nelson, Kelly P.	Library Customer Adviser	Price Hill	0.60	4	03/05/2023
Appointment	Long, Elizabeth P.	Library Customer Adviser	Pleasant Ridge	0.50	4	03/05/2023
Appointment	Pfeiffer, Andrea C.	Branch Shelver	Oakley	0.30	1	03/05/2023
Appointment	White, Malasia L.	Library Customer Adviser	St. Bernard	0.50	4	03/05/2023
Appointment	Grindle-de Graaf, Tessa R.	RI - Grants	Genealogy&Local History	1.00	7	03/05/2023
Appointment	Carter, Tiffani N.	Branch Manager	Avondale	1.00	9	03/05/2023
Appointment	Sylla, Nana	Monitor Mentor	St. Bernard	0.375	6	02/19/2023
Change	Wood, Susan M.	Main Shelver	Outreach Services	0.60	2	02/05/2023
Change	Fogle, Cheryl R.	Main Shelver	Outreach Services	0.60	2	03/05/2023
Change	McCune, Carolyn K.	Youth Librarian	Mariemont	1.00	7	01/22/2023
Change	Spinelli, Emily J.	Library Customer Adviser	St. Bernard	1.00	4	02/19/2023
Change	Burdine, Carolyn R.	Library Customer Adviser	Forest Park	1.00	4	01/08/2023
Change	Scott, Matthew D.	TC_Makerspace Technician	Techcenter Makerspace	1.00	4	03/05/2023
Change	Bunten, Michael A.	Library Customer Adviser	Oakley	0.50	4	01/22/2023
Change	Horton, Madelyn C.	Library Customer Adviser	Elmwood Place	1.00	4	03/05/2023

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	Cochran, Joshua G.	Main Shelver	Sorting and Mat Retrieval	0.50	2	01/08/2023
Change	Thatcher, Patrick W.	Library Customer Adviser	Madeira	0.50	4	01/08/2023
Change	McKenzie, Sierra S.	Fiscal Specialist	Fiscal Office	1.00	5	01/08/2023
Change	Hamilton, Trevor C.	Truck Driver	Shipping&Receiving	1.00	6	02/05/2023
Change	Heindel, Kim C.	Library Customer Adviser	Mt. Washington	0.50	4	01/22/2023
Demotion	Sanchez, Alonzo M.	Sorter	Sorting and Mat Retrieval	1.00	2	01/22/2023
Demotion	Kennedy, Caleb M.	Line Asst Phys Proc	Catalog& Processing	1.00	2	01/08/2023
Departure	Brown, Taylor D.	Youth Librarian	Cheviot	1.00	7	03/08/2023
Departure	Tresenwriter, MeKaisha A.	HW Help & Enrichment Asst	Bond Hill	0.30	3	01/22/2023
Departure	Owens, Jasmine A.	Library Customer Adviser	Reading	0.50	4	03/09/2023
Departure	Peterson, Angela M.	Facility Property Manager	Facility Operations	1.00	11	02/15/2023
Departure	Willig, Emma M.	Customer Service Sub	Customer Service Subs	0.725	4	02/09/2023
Departure	Marshall, Justin M.	Fiscal Spec - Asset Mgt	Fiscal Office	1.00	5	02/03/2023
Departure	Dyer, Brannen P.	Branch Shelver	Blue Ash	0.30	1	01/09/2023
Departure	Martin, Emma N.	HW Help & Enrichment Asst	Harrison	0.30	3	02/28/2023
Departure	Myers, Irilla P.	Public Safety Specialist	Public Safety	1.00	6	01/15/2023
Departure	Harmon, Daria K.	Main Shelver	Sorting and Mat Retrieval	0.60	2	02/25/2023
Departure	Greathouse, Morgan A.	Library Customer Adviser	Price Hill	0.50	4	03/14/2023
Departure	Williams Jr., Terry L.	Library Customer Adviser	Price Hill	0.60	4	01/25/2023
Departure	Owens, Jasmine A.	Library Customer Adviser	Reading	0.50	4	03/09/2023
Departure	Malcolm, Annette M.	Library Customer Adviser	Price Hill	0.60	4	02/17/2023

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	Moon, Anna L.	Library Customer Adviser	Price Hill	0.60	4	03/07/2023
Departure	Thomas, Ella L.	Monitor Mentor	Bond Hill	0.375	6	02/10/2023
Departure	Beck II, Clark E.	Monitor Mentor	West End	0.375	6	01/18/2023
Departure	Vallo, DeAnne W.	Library Customer Adviser	Walnut Hills	0.60	4	02/02/2023
Departure	Shells, Rachelle D.	Branch Manager	College Hill	1.00	9	03/10/2023
Departure	Alexander, Shannon C.	Library Customer Adviser	Price Hill	0.50	4	02/16/2023
Departure	Hite, Stephanie A.	Library Customer Adviser	Forest Park	0.50	4	01/17/2023
Departure	Heard, Ciara N.	Branch Shelver	Loveland	0.30	1	02/21/2023
Departure	Hutchinson, Kaitlyn R.	Library Customer Adviser	Elmwood Place	0.50	4	02/27/2023
Departure	Dyer, Nicole L.	Branch Shelver	Anderson	0.30	1	02/06/2023
Departure	Curtis, Erica M.	Branch Shelver	Deer Park	0.30	1	03/11/2023
Promotion	Bach, Kathleen A.	Public Services Director	Service	1.00	15	01/08/2023
Promotion	Elliott, Michelle L.	Regional Manager	Service	1.00	12	02/05/2023
Promotion	Kressler, Tara S.	Asst Public Services Dir	Service	1.00	13	01/08/2023
Promotion	Lewis III, Charles S.	Regional Manager	Service	1.00	12	02/05/2023
Promotion	Meeks, Lisa G.	Virtual Info Cntr Super	Virtual Info Center	1.00	9	02/05/2023
Promotion	Mitchell, Mary E.	SMRT Manager	Sorting and Mat Retrieval	1.00	10	02/19/2023
Promotion	Mell, Kurt R.	PC Support Specialist	Information Tech	1.00	6	01/08/2023
Promotion	Wallpe, Taylor N.	Outreach Supervisor	Outreach Services	1.00	9	01/08/2023
Promotion	Price, Heather N.	Branch Supervisor - YS	Price Hill	1.00	9	02/05/2023
Promotion	Jariwala, Riya H.	Library Customer Spec	Covedale	1.00	5	01/08/2023
Promotion	Scott, Elizabeth L.	Communications Manager	Communications	1.00	11	01/08/2023
Promotion	Ross II, Ronald P.	Facility Property Manager	Facility Operations	1.00	11	02/19/2023

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>DATE</u>
Promotion	Meyer, Brooke M.	Life Skills Coordinator	Adult Learn & Literacies	1.00	7	01/08/2023
Promotion	Ursatchi-Dodd, Britt K.	Library Customer Spec	Avondale	1.00	5	01/22/2023
Promotion	Dia, Aminata I.	Library Customer Adviser	Forest Park	0.50	4	03/05/2023
Promotion	Kuhl, Casey R.	Library Customer Adviser	Madeira	0.60	4	01/08/2023
Promotion	Bunten, Michael A.	Library Customer Adviser	Oakley	0.50	4	01/22/2023
Promotion	Donegia, Michelle L.	Library Customer Adviser	West End	1.00	4	01/08/2023
Promotion	Scherer, Linda A.	HW Help & Enrichment Asst	Cheviot	0.30	3	02/19/2023
Promotion	Sublett, Scott M.	Library Customer Spec	College Hill	1.00	5	01/22/2023
Retirement	Holt, Christopher C.	Regional Manager	Service	1.00	12	02/03/2023
Retirement	Plichta, Catherine H.	Teen Librarian	Mariemont	1.00	7	01/14/2023
Retirement	Sullivan, Mary A.	Main Shelver	Outreach Services	0.60	2	02/17/2023
<i>01/08/23 - 03/18/23</i>						

- Statistical Report for March 2023
- Statistical Highlights – Winter Checkout Challenge
- Investment Report (summary of invested balances) as of March 31, 2023

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

	Amount As of 02/28/2023	Amount As of 03/31/2023
Fifth Third Investment:		
General Fund	\$6,644,228.00	\$6,644,228.00
Building and Repair	\$24,425,082.40	\$24,425,082.40
Total	\$31,069,310.40	\$31,069,310.40
 Fifth Third Operating Account:		
General Fund	26,088,743.03	44,883,182.25
Insurance Reserve	230,000.00	230,000.00
Special Revenue Funds	1,677,007.16	1,644,481.73
Building and Repair	17,091,653.41	15,344,269.02
Permanent Trust Funds	1,337,375.28	1,330,763.50
Total	\$46,424,778.88	\$63,432,696.50
 STAR Ohio:		
Building and Repair	1,143,897.19	1,148,084.91
Total	\$1,143,897.19	\$1,148,084.91
 U.S. Bank Managed Investments (Trust Funds):		
Total	\$6,775,149.00	\$6,775,149.00
	\$85,413,135.47	\$102,425,240.81

Mr. Harding seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Harding, Mr. Olson, Ms. Redden...5 ayes.
The motion carried. **(8-2023)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary