

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

Date: June 13, 2023

Meeting: Regular

Place: Green Township Branch

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

Trustees Present: Ms. Allen, Mr. Harding (arrived late), Mr. Hendon, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds

Trustees Absent: None

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

***PUBLIC COMMENTS***

None

***EXECUTIVE SESSION***

Ms. Allen moved that the Board go into Executive Session under ORC 121.22(G)(3).

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...7 ayes. The motion carried. **(9-2023)**.

Ms. Allen moved that the Board exit Executive Session. Ms. Redden seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...7 ayes. The motion carried. **(10-2023)**.

***ACTION ITEMS***

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            | #8     | Design corrections on north restrooms              | \$ 8,546.00    |
| Turner Construction | GMP            | #9     | Design corrections on south restrooms              | \$ 9,909.00    |
| Turner Construction | GMP            | #10    | Reconnect hot water not on plans                   | \$ 5,099.00    |
| Turner Construction | GMP            | #11    | Change to standard tree grates and sidewalk in ROW | \$ (93,733.00) |
| Turner Construction | GMP            | #12    | Modify south plaza layout for grade changes        | \$ 20,293.00   |
| Turner Construction | GMP            | #13    | Design corrections new first floor south restrooms | \$ 15,513.00   |
| Turner Construction | GMP            | #14    | Delete Koroseal product in atrium area             | \$ (27,315.00) |
| Turner Construction | GMP            | #15    | Design corrections new first floor south restrooms | \$ 42,503.00   |
| Turner Construction | GMP            | #16    | Design corrections for sanitary tie in             | \$ 11,214.00   |

The framing and drywall work for the first-floor renovation is in process. The glass panels for the stair rail are in production. The electric has been installed on the plaza. The barricades around the construction on the plaza were recently moved so that the sidewalk work can begin. The work on the interior finishes and furniture selections is expected to be complete by late summer. The Library continues to work with Kraemer Design on the thematic element to serve as entry to the children’s area on the first floor.

The work is complete on the North Plaza vestibule. On the North Parking Lot, the adjustment to the fence base wall and minor punch list items are expected to be complete by the end of July.

- **Confirm the following change orders to modify the Corryville Branch Maintenance Project GMP for Pepper Construction:**

| Contractor          | Trade Contract | Number | Purpose   | Amount         |
|---------------------|----------------|--------|---|----------------|
| Pepper Construction | General Trades | #2     | Deducts for scope reductions  | \$ (75,255.04) |
| Pepper Construction | General Trades | #3     | Sidewalk repairs, landscaping increase, exterior lighting additions | \$ 26,263.87   |
| Pepper Construction | General Trades | #4     | Design modifications to meet code; clarification of design details  | \$ 98,220.98   |

The work on the Corryville Branch is almost complete. The temporary certificate of occupancy is expected in the next two weeks and the reopening will be scheduled shortly after that. There will be additional items installed later this summer and scheduled at our convenience

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

| Contractor          | Trade Contract | Number | Purpose                   | Amount      |
|---------------------|----------------|--------|---------------------------|-------------|
| Turner Construction | GMP            | #4     | Abatement - not to exceed | \$ 7,000.00 |

The work on the soil remediation for the elevator installation has been finalized and is in progress. All of the demolition is complete and most of the new electric has been roughed in. We expect to have an updated substantial completion date by the August 2023 Board meeting.

- **Confirm the following change orders to modify the West End Branch Renovation GMP for Turner Construction:**

| Contractor          | Trade Contract | Number | Purpose                                    | Amount       |
|---------------------|----------------|--------|--|--------------|
| Turner Construction | GMP            | #1     | Plumbing and Site Storm Revisions per GCWW | \$ 42,312.00 |

The demolition phase of the project was completed in a timely manner without major issues. During specific trade permitting, issues were noted regarding the gas meter placement and the routing of stormwater and sewer water line. Both of these items have resulted in some redesign with corresponding change orders (one of the two presented below). Upon the commencement of construction, an issue arose with the existing conditions of the building and the installation of the new electric lines. Work was stopped while Turner and Emersion worked through details. As of the beginning of June, the project is back on track. The completion date remains the same.

- **Confirm the following change orders to modify the agreement with Adleta for the Price Hill Parklet project:**

| Contractor | Trade Contract | Number | Purpose   | Amount      |
|------------|----------------|--------|---|-------------|
| Adleta     | General        | #2     | Net deduct for brick substitution and electric repair | \$ (151.00) |

The construction of the hardscape and landscaping for the project is complete and the installation of the public art is underway.

- **Confirm the following appropriation change to reclassify the amounts incurred from February 2023 through June 2, 2023.**

***General Fund  
Expenses***

|                               |                |
|-------------------------------|----------------|
| Insurance benefits            | \$ (63,522.00) |
| Other employee benefits       | \$ 63,522.00   |
| <i>Net change in expenses</i> | <u>\$ -</u>    |

- **Approve the following appropriation change to reclassify the amounts expected to be incurred for the remainder of the year.**

***General Fund  
Expenses***

|                               |                      |
|-------------------------------|----------------------|
| Insurance benefits            | \$ (136,478.00)      |
| Other employee benefits       | <u>\$ 136,478.00</u> |
| <i>Net change in expenses</i> | <u>\$ -</u>          |

In December 2022, the Board approved providing an affordable parking stipend to assist employees in offsetting the additional costs associated with working at the Main Library and any other locations that do not offer parking at no charge to employees. Although the parking stipend was included in original appropriations in December, it was added to Insurance Benefits.

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...7 ayes. The motion carried. **(11-2023)**.

Mr. Harding recommended the following:

**Approve the following policy update:**

- **Flexible Work Arrangement Policy (Proposed Policy Exhibit A; Current Policy Exhibit B)**

A goal for 2023 is to continue to review and update policies in an effort to ensure that they are clear, concise and reflect the current practices of the Library.

We are recommending a revision to the current Flexible Work Arrangement Policy that will meet the needs of a public service organization, while still providing some flexibility to staff whose roles allow for remote work. Beginning in September, eligible staff can work from a remote location for a maximum of 8 hours a week, rather than the current allowance of 16 hours. Please note, a very small percentage of our staff (approximately 10%) are eligible for remote work, as the vast majority of our service requires in-person staffing.

EXHIBIT A

PROPOSED FLEXIBLE WORK ARRANGEMENT POLICY- EFFECTIVE 9/3/2023

The Cincinnati and Hamilton County Public Library is committed to providing flexible work arrangements when feasible, while also recognizing the needs of a public service organization. These arrangements are intended to provide staff with increased flexibility with their work schedule while allowing the Library to maintain a progressive and productive work environment. Many positions are not well suited for FWAs; however, when feasible and realistic in meeting department performance/staffing requirements, Managers are encouraged to consider FWA requests. This includes requests for flex time and/or remote work. However, FWAs are not entitlements, should be considered on a case-by-case basis, and can be ended or altered at any time.

Staff who have an approved FWA are expected to work remotely whenever the Library is closed for inclement weather or for other unexpected circumstances, when this day occurs on the staff member's scheduled remote day. Staff with an FWA have the ability to continue to perform the essential functions of their position regardless of the weather or other conditions which may require the Library to close the entire system or a specific location.

FWAs are not an organization-wide benefit and utilizing an FWA in no way changes the terms and conditions of employment with the Library. The Library will remain the primary work location for any position that is eligible for an FWA and a maximum of 8 hours/week can be performed at a remote location. To have your position considered for an FWA, you must review and complete the following documentation:

Is Remote Work Right For You?

Process for Requesting an FWA

Flexible Work Arrangement Proposal Form (requires Manager participation to complete)

## EXHIBIT B

### CURRENT FLEXIBLE WORK ARRANGEMENT POLICY

The Cincinnati and Hamilton County Public Library is committed to helping staff face the demands of juggling work, family and life-related issues by offering flexible work arrangements. These arrangements provide staff with increased flexibility with their work schedule while allowing the Library to maintain a progressive and productive work environment. Alternative work scheduling is an opportunity to maintain staff productivity through various forms of creative work scheduling. Many positions and employees are not well suited for FWAs; however, when feasible and realistic in meeting department performance/staffing requirements, Library management is encouraged to consider FWA requests. This includes requests for flex time and/or remote work. However, FWAs are not entitlements and should be considered on a case-by-case basis.

Staff who have an approved FWA are expected to work remotely whenever the Library is closed for inclement weather or for other unexpected circumstances, unless they are on an approved leave. Staff with an FWA have the ability to continue to perform the essential functions of their

position regardless of the weather or other conditions which may require the Library to close the entire system or a specific location.

FWAs are not an organization-wide benefit and utilizing an FWA in no way changes the terms and conditions of employment with the Library. The Library will remain the primary work location for any position that is eligible for a FWA, meaning that more than 50% of one's scheduled work hours must be at the Library. To have your position considered for FWA you must review and complete the following documentation:

Is Remote Work Right For You?

Process for Requesting an FWA

Flexible Work Arrangement Proposal Form (requires Manager participation to complete)

*The Board spoke briefly about the reasons associated with the Flexible Work Arrangement policy regarding business needs.*

Ms. Reynolds seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...7 ayes. The motion carried. **(12-2023)**.

## ***INFORMATIONAL ITEMS***

### **EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT**

Ms. Brehm-Heeger reported that:

- Ohioans continue to express their support for libraries at the polls, approving 86% of public library levies. On May 2, voters approved six of seven public library levies on local ballots around Ohio. The successful library ballot issues included five renewals and one renewal with an increase. The six levies passed by significant margins with the average voter approval rate of 72 percent.
- On Monday, May 22, we hosted our bi-annual Legislative dinner 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. The main topics of discussion included the current state budget and our

Library's Facility Master Plan. State Legislators in attendance were Representatives Cindy Abrams, Sedrick Denson, Dani Isaacsohn, Bill Seitz and Cecil Thomas.

- On April 26, the Ohio House of Representatives passed their version of the state budget bill, House Bill (HB) 33, by a vote of 77-19. After passage by the House, the bill moved to the Ohio Senate and the Senate introduced their version of the budget last week. The Senate Finance Committee will hold hearings on their version of the budget and is planning to vote out HB 33 on the Senate floor on June 15. The Bill continues to recommend funding the Public Library Fund (PLF) at the same level as proposed in both the Governor's proposal and the House proposal at 1.70% in permanent law. Even though the Senate version includes a significant income tax cut, the estimates contained in the budget related to the PLF remain consistent with \$505 million in Fiscal Year (FY) 24 and \$530 million in FY 25. We continue to advocate for the Senate to:
  - Maintain PLF Funding at a Minimum of 1.70% of the GRF. We thank the Senate for their support of the Public Library Fund at 1.70% and ask that they support increasing the PLF percentage if there are any additional changes in the state budget that cause a reduction in library funding.
  - Support Funding for Library Facilities. We are urging Senators to support public libraries with funding to update critical needs such as roofs, elevators, HVAC systems, flooring and security systems.
  - Support Increasing the Competitive Bidding Threshold for Public Libraries. The House's version of HB 33 increases library competitive bidding thresholds from \$50,000 to \$75,000 and includes a provision to increase the threshold by 3% annually after calendar year 2024. Competitive bidding for public libraries under Ohio Revised Code Section 3375.41 has not been updated in more than a decade. This change would give public libraries more flexibility in making improvements. We thank the Senate for maintaining the language added by the House to increase this competitive bidding threshold for public libraries.
  - Restore the Option for Replacement Levies. The House's version of the state budget eliminates the authority of local governments to levy replacement property tax levies beginning in 2025. The Senate version of the state budget restores the option for local governments, including libraries, to utilize the option of a replacement levy.

Please note that the Senate included language to expand the back-to-school sales tax holiday to last for two weeks in August starting in 2024. Language was included by the Senate to reimburse counties, local governments and the PLF for any lost revenue. We

thank the Senator for holding us harmless from loss of revenue due to this expanded tax holiday.

- In early May, I joined Public Library leaders from across North America as we convened at the Urban Libraries Council's (ULC) two-day CEO Roundtable in New York at the recently renovated Stavros Niarchos Foundation Library (previously referred to as the mid-Manhattan branch). Presentations focused on adult education, workforce and economic development and AI and included sessions titled, A.I: Bridging the gap between excited and scared, Libraries as Spaces for Innovation and Productivity, and Rehearsing for Change. The NYPL branch location's TechConnect floor (the library is a 5-floor building) was particularly interesting to see as it featured multiple rooms designed for workforce and technology training, plus a studio/creative space boasting up-to-date equipment for making music, podcasts and more.
- In late April I, along with Assistant Public Service Director Tara Kressler and Public Safety Manager Ebony Gordon attended the Safety & Security Summit sponsored by Library Journal hosted in Columbus, Ohio. Loveland Branch Manager Kaya Burgin spoke on the Security Staffing Models: Police, Social Work and Everything In Between panel. I served on the planning/advisory board for this event and feedback was strong that it is essential for continued training, best practices and awareness focused on the increasing security challenges Public Libraries and their staff members across the country are facing.
- In May we completed parts 3 & 4 of our Diversity, Equity, Inclusion and Culture curriculum, training over 80% of our staff. This summer we will shift efforts to workplace culture focusing on "caring conflict" which includes staff training that will place emphasis on having productive and necessary, though tough, conversations. Beginning June 9, we will roll out the Coffee Friday initiative. This is a new initiative to engage and build rapport with our regular customers at the Main Library.

## **FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT**

Mr. Hendon reported that:

- At the May 25, 2023, special meeting of the Board of Trustees, six resolutions were approved requesting the tax valuation at three different millage rates for both a 10-year term and a continuing term. The resolutions were submitted to the auditor on May 25, 2023 and the responses were received on June 5, 2023. The table below summarizes the responses.



Certificate of Estimated Property Tax Revenue  
 Comparison of Different Millage  
 Amount is the same regardless of term

|                                       | 1 Mill     | 1.5 Mill   | 1.85 Mill  |
|---------------------------------------|------------|------------|------------|
| Estimated Revenue                     | 19,604,000 | 30,878,000 | 38,771,000 |
| Annual cost on \$100,000 market value | \$ 25.00   | \$ 43.00   | \$ 55.00   |

- The Library requested and received information regarding continuing levy terms in Hamilton County. Based on our review, many essential services such as Police Information Center and other local fire and police services have an ongoing term. In addition, the vast majority of school district current expense levies are ongoing with most districts having multiple. For example, Cincinnati Public Schools have 7 continuing between voted on between 1976-2000. They have a 28-year bond issue approved in 2003 and 3 more recent emergency levies with various terms ranging from 5 – 10 years. Another example, Deer Park City Schools has 13 continuing levies voted on between 1976-2021 and one bond issue at 37 years.

One other item of interest is that CHPL is unique among our peers in Ohio when it comes to funding. We were the last major metro Library in Ohio to seek local funding – many years after the others. They have moved to a more stable, reliable model with continuing local funding that ensures the continuation of Library service to the community without primary dependence on the fluctuating state funding. In addition, we are the only major metro in Ohio without any debt.

The table compares our funding source distribution between Local and State funding with the other large systems in Ohio.

|              | CHPL | Columbus       | Cleveland     | Cuyahoga      | Toledo       |
|--------------|------|----------------|---------------|---------------|--------------|
| Local        | 43%  | 67%            | 56%           | 66%           | 54%          |
| State        | 57%  | 33%            | 44%           | 34%           | 46%          |
| Debt balance | 0    | \$ 100,894,149 | \$ 63,735,506 | \$ 52,718,503 | \$30,153,000 |

Source - 2021 ACFR reports comparing General Fund Local Funding and Intergovernmental State Revenue

- The new Forest Park branch groundbreaking was held on May 25, 2023, with several Board members, elected officials, representatives from the construction and design teams, along with many enthusiastic community members and Library staff in attendance. The site work started almost immediately. As with some of our other projects, unforeseen conditions were

discovered early on with the existence of buried basements on the site. There were multiple testing drilling spots during the due diligence process but these two areas, each 42 feet by 42 feet, were not discovered. The basements were only under the center sections of the former building on the property. The Library is working with Turner to determine the project implications.

- The previously filed motions for summary judgement for the Energy Retrofit 3 project, by both the Library and Geiler, were denied by the judge. The trial previously scheduled for May 9, 2023, is in the process of being rescheduled. In advance of the trial, the Library is expected to participate in another round of mediation in mid-July.
- Representatives from the Three Rivers School District in Miami Township reached out to the Library regarding the potential of building a new building on the lot in front of the school campus. The Library is investigating the feasibility along with the estimated costs associated with acquiring, building and maintaining the property. We intend to continue this discussion with the school district later this summer.
- The Library recently met with a representative of Delhi Township administration regarding possibilities for expanding the Library property, potential for connecting to the neighboring park, as well as opportunities for shared parking. We continue to explore design ideas and site improvement requirements.
- The installation issues associated with decorative metal tubes on the façade at the Deer Park branch have been satisfactorily resolved.
- 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.
- As originally planned, the bulk of the major Facility Master Plan work was front loaded to the first five years of the ten-year implementation schedule. As we approach the end of those five years, we are evaluating the most critical maintenance work that needs to be completed. We will be revisiting the previously discussed Avondale maintenance which will include waterproofing and HVAC corrections. Recently, the Norwood Branch experienced a collapse of the interior lining of the chimney. Norwood, along with several other branches, have HVAC systems over 50 years old. We are working with a mechanical engineer to identify the scope of each of these projects so that we can determine the funding needs.
- The Sharonville Branch will be the seventh branch to receive a refresh since 2020. As a reminder, a refresh includes new flooring, updated finishes, and limited furniture and shelving replacement while incorporating the features of a Next Generation Library as able. The goal is to begin the refresh in late summer and it should take 6-8 weeks. The work will

be done by the Library Facilities Team. The expected budget for this project is estimated to be \$450,000 which includes carpet, furniture, supplies and minor consulting.

- The 2022 audit is almost finished, and Library staff are working to complete the Annual Comprehensive Financial Report. We have not been made aware of any issues. The auditors will still send out a draft opinion/GAGAS opinion to each board member. This opinion will include the option to request a meeting within 5 days of receiving the email. The Board may waive the post audit meeting at their discretion.
- We were recently notified that the Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to the Library for our annual comprehensive financial report for the fiscal year ended December 31, 2021. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The Library has received this report every year since the first year it was completed in the mid-1990s.

## **HUMAN RESOURCES COMMITTEE REPORT**

Ms. Redden reported that:

- The tenth annual Staff Recognition Program was held on Sunday, May 21 at the Kolping Center. This year, service recognition pins were given to all staff reaching a five-year increment anniversary. During this year's event, Ebony Gordon, Public Safety Manager, was awarded the Rookie of the Year for her outstanding performance in her first 18 months with the Library. Kathy Sebastian, Children's Librarian at the Miami Township Branch, was recognized as the Impact Award and Bunny Dehner prize recipient, for her exceptional contributions and service. Thank you to Casey Titschinger, Senior Branch Manager at our Delhi Branch, Ella Uhler, Popular Library Manager, and Lacey Wehrle, Mt. Healthy Branch Manager, for going above and beyond to coordinate this fun event for staff and to all staff who were able to attend and celebrate all of our accomplishments in the past year.
- April 25 was National Library Worker's Day, where we celebrate all library workers. This is a day that communities across the country recognize the valuable contributions made by library staff. National Library Worker's Day honors our staff for their commitment to serve with excellence. This year, the Staff Morale Team sponsored activities throughout the week, encouraging staff to connect with each other and take part in the celebration. Senior

Leadership created themed baskets to raffle off to staff during each hour on National Library Workers Day.

## TECHNOLOGY COMMITTEE REPORT

Mr. Olson introduced ILS Manager Karen Davis

- Ms. Davis highlighted implementation to a new point of sale system that replaces several systems and is expected by the end of the year. Computer Services is replacing almost 800 devices and is upgrading to Office 2021. The Library's ILS system was upgraded and will allow for future upgrades and eventually improve the notification system. The platform that houses Newsdex – our inhouse developed database of local newspapers – was also upgraded.

Mr. Olson reported that:

- The Story Center, which will be located on the second floor of the Main Library's south building in the soon-to-be renovated Library, is being developed by a cross-departmental team led by the Genealogy and Local History Department. IT's involvement includes selecting the technology for collecting, preserving and showcasing community narratives. We are exploring museum-quality monitors with audio capabilities to present curated stories to the public and are designing a dedicated space for customers to record video and audio narratives.
- In the Library, ChatGPT has been used by several teams, including IT staff, who effectively use it for tasks like code error correction, programming skill improvement and documentation enhancement. However, caution is needed when handling sensitive data, as ChatGPT is best suited for brainstorming and natural language debugging, complementing human expertise in critical thinking, adaptability and security. The Strategy Division is establishing a work group to explore Artificial Intelligence (AI)/Machine Learning (ML) tools' potential for improving efficiencies in Communications and Marketing. Human Resources is actively investigating AI/ML's role in streamlining forms, processes and policy verbiage for consistency and efficiency across the organization. The cross-departmental team responsible for the Story Center's technology and services has successfully utilized ChatGPT to create draft vision statements. Early ChatGPT implementation demonstrates enhanced productivity and problem-solving abilities. As we further explore AI/ML applications, guidelines will be developed for appropriate use, considering DEI, privacy, legal and financial aspects. ChatGPT assisted in writing this section.

## OPERATIONS COMMITTEE REPORT

Ms. Louis reported that:

- An internal Public Safety Initiatives Work Group has been formed to address the insights gathered from the Library Journal Safety Summit held in April. The primary objective of this work group is to analyze the key takeaways from the Summit and develop a comprehensive action plan to enhance public safety within our organization. The work group's focus includes implementing trauma-informed support strategies, establishing a continuous operation plan for effective emergency response, and identifying areas for improvement in our existing safety protocols. We are dedicated to ensuring a safe and secure environment for our customers and staff, and this work group will play a vital role in achieving that objective.
- For the third consecutive year, we partnered with the United Way of Greater Cincinnati to provide free tax preparation services to individuals and families in need. The program was successfully implemented at six locations: Main Library, Groesbeck, Harrison, Madisonville, North Central, and Reading. During the recent tax season, a total of 917 individuals and families received tax assistance at library locations. We are pleased to report that the aggregate 2022 tax refund for our customers amounted to an impressive \$838,421, representing a 22% increase in the number of taxpayers served compared to the previous season. This outcome would not have been possible without the unwavering support and dedication of our partner, the United Way, and their collaboration in staffing all locations with volunteers from AARP, Ernst and Young, GE Aviation and Kroger.
- The Walnut Hills Branch successfully hosted art from ten different artists for Asian American and Native Hawaiian/Pacific Islander (AANHPI) month. This initiative aimed to celebrate and honor the rich cultural contributions of the AANHPI community. Several different mediums were included in the show including paintings, carvings, printmaking, ceramics and sculpture. The exhibition was organized by Yu Ling Huang and was sponsored by CHPL, along with the Greater Cincinnati Chinese Cultural Exchange Association with support from the Asian American Cultural Association of Cincinnati.
- The Library actively participated in local Memorial Day parades as part of our community outreach strategy in the communities of Blue Ash, Clifton and Deer Park. The parades presented an opportunity to showcase our commitment to community engagement, honor our veterans, and increase our visibility in the neighborhoods we serve.
  - Discover Summer
    - CHPL's summer learning and reading program, Discover Summer, began June 1 and runs through July 31.
    - Youth ages 0-18 are invited to keep learning all summer by setting their own goals and exploring their interests by engaging with the Library.

- This year, a special teen program offers teens more freedom and flexibility to explore Library resources in a program similar to the Winter Checkout Challenge for adults.
- All youth are also welcome to spin the “Wonder Wheel” each day they visit the Library and do a quick challenge to have fun and engage with Library staff!
- Every young person who participates receives a free book, and youth 0-12 receive an activity booklet while teens 13-18 receive a free journal.
- Families can stop by any Library location to get their summer packet.
- As young people work towards their Discover Summer goals, they can earn badges and become eligible for prizes provided through the support of the Library Foundation.
- Free meals and snacks will be available at eligible locations, in partnership with our federally funded partner, UMC Food Ministries, and all open locations are hosting in-person activities and events to keep kids learning and developing social emotional skills.
- Exciting upcoming programs and events include:
  - June 15<sup>th</sup> – Annual Poetry in the Garden, Clifton Branch
  - June 15<sup>th</sup> – Career Exploration: What's it like to be a Mail Carrier?, Walnut Hills Branch
  - June 15<sup>th</sup> – Expanded Food and Nutrition Education Program, Price Hill Branch
  - June 15<sup>th</sup> – Sensory-Friendly Night, Westwood Branch
  - June 17<sup>th</sup> – Plant Club- Backyard Composting 101, Clifton Branch
  - June 17<sup>th</sup> – Dance Discovery with the Cincinnati Ballet, Anderson Twp Branch
  - June 19<sup>th</sup> – Tai Chi for Arthritis and Fall Prevention, Deer Park Branch

## **STRATEGY COMMITTEE REPORT**

Mr. Harding reported that:

- The Adult Learning Center in-person daily program continues to provide customers with hands-on help with career goals, resumes, employment assistance, technology and life skills. Our spring class attendance increased significantly over the same period from last year, up nearly 40%. Summer classes have started, and we are offering nearly two dozen new classes. In addition to our regular ESOL and Career focused series we are offering:
  - 3-D Printing
  - TOEFL/IELTS
  - Arts Collective
  - Preparing for the U.S. Citizenship Exam – At the North Central Branch

After the successful pilot at the Shelterhouse, the Adult Learning Center will offer another six-week program this summer focusing on life skills and job training for their residents.

- We celebrated In-Demand Jobs Week in partnership with Ohio Means Jobs and The Workforce Council of Southwest Ohio, hosting a Supply Chain & Transportation job fair at the Walnut Hills Branch on May 4. We also partnered with the City of Cincinnati's Department of Economic Inclusion to host an inclusionary job fair at the Walnut Hills Branch on May 10. Additionally, the City of Cincinnati's Department of Economic Inclusion asked us to be their featured DEI Partner of the Month, spotlighting our small business resources in their newsletter. Hamilton County launched their new Small Business Center with a large-scale small business resources expo at the Sharonville Convention Center in May where we hosted a resources table to promote our small business resources and Makerspaces. We connected with more than 100 entrepreneurs at the expo.
- The recently renovated north plaza at Main has been very active this spring. In early May, we hosted Hamilton County's 513 Relief Bus and provided connections to Job & Family Services' rent and utility assistance and youth employment programs. Services on the bus included free wellness checks provided by UC Health, Council on Aging services, and addiction recovery services provided by Talbert House. On May 25, we partnered with Turner Construction and Holden Hands to provide a large community resources fair. The fair provided connections to resources such as addiction recovery services provided by the Urban League, record expungement by the Ohio Justice & Policy Center, free clothes and fresh produce provided by Holden Hands, health insurance and Medicaid navigation, and Cincy Animal CARE provided free pet food and pet resources. Over 100 community members joined us and enjoyed the DJ, healthy cooking resources, and welcoming spaces and connections to services.
- With the addition of the August election in Ohio, we are collaborating with the Greater Cincinnati Voter Collaborative on an effort to increase awareness about the newly scheduled election, and the July 10 registration deadline for it. We are also updating our [Voter Information web page](#) and seeking additional ways to inform community members about their right to vote and alert them to the changes to acceptable forms of voter identification
- CHPL's spring public awareness campaign helped increase awareness of digital library materials. The campaign shared information about our e-resources and offered hands-on assistance through Tech Days at library locations. The campaign led to increased usage of our e-resources including:
  - Freegal music app use increased 14% from April to May, and 82% compared to May 2022

- Kanopy use increased 6% from April to May, and 15% compared to May 2022
  - Creativebug increased 13% from April to May, and 125% compared to May 2022
  - The number of Bookflix sessions increased 32% from April to May, and 70% compared to May 2022
- During Tech Days, customers brought in their devices for help with loading apps like the Libby e-reading app. Others had specific requests for assistance. For example, one customer wanted to learn about project management to prepare for an upcoming job interview. Staff provided the customer with resources through the LinkedIn Learning app. The campaign was supported through 32,543 postcards sent to homes of older community members who are not yet library cardholders and emails to 16,426 existing customers. We have also revamped our new cardholder email campaign to include a focus on digital materials, which has been sent to more than 800 cardholders with an open rate of over 59%. The campaign yielded 573,335 impressions through paid social media and digital display advertising. The highest response was from the social media portion of the digital advertising, which yielded the highest clickthroughs from the 35–44-year-old female demographic segment who accessed the ads via mobile devices.
  - This spring staff were asked to track where they provided customers with government services support. More than 1,000 instances of support were recorded, and the time spent helping customers was 272 hours. Customer needs fell into three categories: access to technology, assistance with using the technology and getting help finding needed resources. Overall, our staff connected community members to at least 15 government agencies across the local, state, and federal levels. Customers sought assistance in the areas of citizenship/civic engagement, finances, housing, judicial process/public safety, medical/health, social services and workforce development. Our staff offer a great deal of value-added in-person assistance to those seeking government services support. Based on our tracking, it is also clear how essential our help is for those trying to navigate these services and processes. For example, just 240 fax/scans to Job & Family Services were sent by customers navigating the technology on their own, while more than 4,300 fax/scans were sent by staff on behalf of a customer. And these statistics are likely a low estimate as having the opportunity to record statistics in a way that doesn't disrupt the delivery of excellent customer service isn't always possible.
  - Throughout the month of May, Library Customer Advisers (LCA), Library Customer Specialists (LCS) and Youth Services staff participated in a training on library advocacy. Each session covered the ways staff can incorporate library advocacy into their daily work by providing excellent customer service, as well as in the community and with elected officials. This training ensures frontline staff understand the importance of being an active library advocate and helps them feel comfortable and supported in their efforts to provide



outstanding customer experiences and to raise awareness about all the resources, the Library has to offer.

- On May 5, staff members Drew Pearson and Taylor Wallpe along with Liz Foreman from Marketing visited the Hamilton County Courthouse. Currently, Outreach Services provides monthly collections for the Jury Room as well as the Law Library. The Friends of the Public Library also have a collection shelf in the Jury Room. Working with Jury Commissioner Brad Seitz and Friends Executive Director Alexia Loyanich, we were able to add over 120 new items. These shelves are restocked monthly to ensure that those waiting in the Jury room will have access to a variety of genres. Marketing provided signage and bookmarks for the newly refreshed collections. Thanks to Trustee Christopher Harding for making this connection happen!

### **DEVELOPMENT COMMITTEE REPORT**

Ms. Reynolds reported that:

- The Library Foundation's Spring Giving Campaign is underway, and results will be reported in an upcoming meeting. Significant gifts have been received from the estate of Marilyn Stoeckle, the Kramig/Delisio Family Fund for the Blue Ash Branch, Casey and Bob Ruschman, Franklin Kromer, anonymous for the Blue Ash Branch, Sandy and Peter Stern and Sylvia Johnson. Additional grant requests have been submitted and are under review. On June 1 the Cincinnati Estate Planning Council, in partnership with the Foundation and Library, hosted the basics of estate planning for the community. This first-of-its-kind free workshop had 30 participants and was very well received. The plaque dedication for the Scot Ludeke Endowment at the North Central Branch Library is scheduled for June 15. This permanent endowment fund was created in 2021. Annual proceeds from the fund are used to purchase early reader books and materials in memory of Scot that are circulated throughout the system, thanks to the generosity of his parents.
- At its most recent board meeting, the Friends of the Public Library approved \$218,700 in support for the Library. Over the next 12 months, these funds will support programs, the annual Books by the Banks festival, and much more!
- The Anderson Township Library Association is hosting its 43rd Summer Sale on June 23 – 25 at Nagel Middle School.

*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 Regular Meeting held April 11, 2023
- Minutes of the Special Meeting held May 25, 2023
- Monthly Financial Reports – for the periods ending April 30, 2023 and May 31, 2023
- Marketing Board Report – April 2023 and May 2023
- Contributions, Gifts, and Donations – April 1, 2023 – May 31, 2023

| CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000 |                               |   |           |
|--|-------------------------------|---|-----------|
| April 1, 2023 - May 31, 2023                                     |                               |   |           |
| DATE   | AGENCY                        | DESCRIPTION                               | AMOUNT    |
| 4/6/2023   | Friends of the Public Library | Support for Programs                      | 33,750.00 |
| 5/18/2023  | Library Foundation            | Annual Mary S. Stern Lecture distribution | 30,000.00 |

- Personnel Change Report reflects changes through May 27, 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             | Bennett, Aaliyah C.         | Branch Shelver           | Anderson                  | 0.30       | 1            | 03/19/2023  |
| Appointment             | Maril, Brooke S.            | Internal Comm Coord      | Communications            | 1.00       | 9            | 03/19/2023  |
| Appointment             | Phillips, Lily M.           | Branch Shelver           | Madeira                   | 0.30       | 1            | 03/19/2023  |
| Appointment             | Rosen, Steven R.            | Library Customer Spec    | Loveland                  | 1.00       | 5            | 03/19/2023  |
| Appointment             | Ullrey, Duncan R.           | Library Customer Adviser | Northside                 | 0.50       | 4            | 03/19/2023  |
| Appointment             | Firor, Robert T.            | Branch Shelver           | Blue Ash                  | 0.30       | 1            | 04/16/2023  |
| Appointment             | Jenkins, Gabrielle R.       | Library Customer Adviser | Price Hill                | 0.50       | 4            | 04/16/2023  |
| Appointment             | Kennedy-English, Michael S. | Truck Driver             | Outreach Services         | 1.00       | 6            | 04/16/2023  |
| Appointment             | Monroy, Carolina E.         | Page                     | Sorting and Mat Retrieval | 1.00       | 2            | 04/16/2023  |

**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   | Weimer, Derek A.      | Library Customer Adviser | Price Hill                | 0.60       | 4            | 04/16/2023  |
| Appointment   | Olsen-Brunot, Anya M. | Library Customer Spec    | Price Hill                | 1.00       | 5            | 04/30/2023  |
| Appointment   | Ramella, Meredith B.  | Youth Librarian          | Mt. Washington            | 1.00       | 7            | 04/30/2023  |
| Appointment   | Dailey, Elizabeth R.  | Library Customer Adviser | Reading                   | 0.50       | 4            | 05/14/2023  |
| Appointment   | Lacey, Mary L.        | Branch Shelver           | Deer Park                 | 0.30       | 1            | 05/14/2023  |
| Appointment   | Newman, Stix E.       | Library Customer Adviser | Price Hill                | 0.50       | 4            | 05/14/2023  |
| Appointment   | Spears, Rebecca M.    | Library Customer Adviser | Elmwood Place             | 0.50       | 4            | 05/14/2023  |
| Appointment   | Zoller, Jovana I.     | Branch Shelver           | Groesbeck                 | 0.30       | 1            | 05/14/2023  |
| Change        | Dungan, Cassandra M.  | Main Shelver             | Sorting and Mat Retrieval | 0.50       | 2            | 04/03/2023  |
| Change        | Adi, Haneen M.        | Adult Learn Center Asst  | Adult Learn & Literacies  | 1.00       | 4            | 04/30/2023  |
| Change        | Mae, Arden M.         | Youth Librarian          | Bond Hill                 | 0.50       | 7            | 04/30/2023  |
| Change        | Witt, Alexis N.       | Library Customer Adviser | Price Hill                | 0.60       | 4            | 04/30/2023  |
| Change        | Buschle, Olivia D.    | Library Customer Adviser | College Hill              | 1.00       | 4            | 05/14/2023  |
| Change        | Maghathe, Noel B.     | Customer Service Sub     | Customer Service Subs     | 0.725      | 4            | 05/14/2023  |
| Change        | Williams, Cara N.     | Library Customer Adviser | Madisonville              | 1.00       | 4            | 05/14/2023  |
| Change        | Barnum, Terry L.      | Branch Supervisor - YS   | Blue Ash                  | 1.00       | 9            | 04/30/2023  |
| Change        | Denier, Katharine M.  | Senior Branch Manager    | Harrison                  | 1.00       | 10           | 04/30/2023  |
| Change        | Moore, Dana M.        | Library Customer Adviser | Pleasant Ridge            | 0.50       | 4            | 03/19/2023  |
| Change        | Wyatt, Sarah C.       | Youth Librarian          | College Hill              | 1.00       | 7            | 03/19/2023  |
| Change        | Statzer, Jasmine M.   | Library Customer Adviser | College Hill              | 0.50       | 4            | 04/02/2023  |
| Change        | Moeller, Karla        | Youth Librarian          | North Central             | 1.00       | 7            | 04/16/2023  |

### 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        | Smith, Krista E.         | Youth Librarian           | Cheviot                   | 1.00       | 7            | 04/16/2023  |
| Demotion      | Desiderio, Joseph F.     | Library Customer Adviser  | Popular Library           | 1.00       | 4            | 03/19/2023  |
| Demotion      | Pennington, Eric W.      | Youth Librarian           | Covedale                  | 1.00       | 7            | 03/19/2023  |
| Demotion      | Wyatt, Sarah C.          | Library Customer Spec     | Greenhills                | 1.00       | 5            | 04/25/2023  |
| Departure     | Girdler, Haley R.        | Library Customer Adviser  | Blue Ash                  | 0.60       | 4            | 04/01/2023  |
| Departure     | Coronado, Kimberly J.    | Page                      | Sorting and Mat Retrieval | 1.00       | 2            | 04/13/2023  |
| Departure     | Ahlers, Andrew P.        | Library Customer Spec     | Greenhills                | 1.00       | 5            | 04/21/2023  |
| Departure     | Luken, Madison L.        | HW Help & Enrichment Asst | Delhi Township            | 0.30       | 3            | 04/27/2023  |
| Departure     | Collins, Lydia E.        | Monitor Mentor            | Westwood                  | 0.50       | 6            | 04/28/2023  |
| Departure     | Smith, Kamyah T.         | Branch Shelver            | Groesbeck                 | 0.30       | 1            | 05/05/2023  |
| Departure     | O'Hara, Stephen J.       | Branch Shelver            | Mariemont                 | 0.30       | 1            | 05/27/2023  |
| Departure     | Frazier, Tamarius R.     | Library Customer Adviser  | Popular Library           | 0.50       | 4            | 04/18/2023  |
| Departure     | Riley, Brian J.          | Library Customer Adviser  | Corryville                | 1.00       | 4            | 03/28/2023  |
| Departure     | Nelson, Kelly P.         | Library Customer Adviser  | Price Hill                | 0.60       | 4            | 05/13/2023  |
| Departure     | Johnson, Alyssa M.       | Branch Shelver            | Madeira                   | 0.30       | 1            | 05/17/2023  |
| Departure     | Cochran, Joshua G.       | Main Shelver              | Sorting and Mat Retrieval | 0.50       | 2            | 05/20/2023  |
| Departure     | Slater, Martha J.        | HW Help & Enrichment Asst | Madisonville              | 0.30       | 3            | 05/25/2023  |
| Departure     | Maycock, Alyssa L.       | Adult Learn Center Asst   | Adult Learn & Literacies  | 1.00       | 4            | 04/28/2023  |
| Departure     | Dia, Aminata I.          | Library Customer Adviser  | Forest Park               | 0.50       | 4            | 05/06/2023  |
| Departure     | Rivera-Wiegmann, Myah R. | Library Customer Adviser  | St. Bernard               | 1.00       | 4            | 05/11/2023  |

| <b>Personnel Change Report</b> |                         |                             |                           |                   |                     |                    |
|--------------------------------|-------------------------|-----------------------------|---------------------------|-------------------|---------------------|--------------------|
| <b><u>ACTION</u></b>           | <b><u>FULL NAME</u></b> | <b><u>JOB TITLE</u></b>     | <b><u>AGENCY</u></b>      | <b><u>FTE</u></b> | <b><u>GRADE</u></b> | <b><u>DATE</u></b> |
| Departure                      | Gentry, Denise E.       | Branch Shelver              | Groesbeck                 | 0.30              | 1                   | 03/23/2023         |
| Departure                      | Lykins, Morgan M.       | Main Shelver                | Sorting and Mat Retrieval | 0.50              | 2                   | 03/23/2023         |
| Departure                      | Mayo, Marc A.           | Library Customer Adviser    | Madisonville              | 1.00              | 4                   | 04/04/2023         |
| Departure                      | Lee, Miyoung            | Customer Service Substitute | Service                   | 0.725             | 4                   | 04/20/2023         |
| Departure                      | Walker, Akili M.        | HW Help & Enrichment Asst   | West End                  | 0.30              | 4                   | 04/18/2023         |
| Departure                      | Roberts, Ian C.         | Main Shelver                | Sorting and Mat Retrieval | 0.60              | 2                   | 04/21/2023         |
| Departure                      | Doan, Kyla A.           | Library Customer Adviser    | Deer Park                 | 0.50              | 4                   | 04/28/2023         |
| Departure                      | Middlebrooks, Erin B.   | Library Customer Adviser    | Norwood                   | 0.50              | 4                   | 05/08/2023         |
| Departure                      | Hay, Amy L.             | Youth Librarian             | Blue Ash                  | 1.00              | 7                   | 05/13/2023         |
| Departure                      | Bergmann, Audrey M.     | Branch Shelver              | Wyoming                   | 0.30              | 1                   | 04/25/2023         |
| Departure                      | Nuku, Lauren            | TC_Makerspace Technician    | Techcenter Makerspace     | 0.50              | 4                   | 04/29/2023         |
| Departure                      | Fiora, David A.         | Library Customer Adviser    | Popular Library           | 1.00              | 4                   | 05/05/2023         |
| Departure                      | Petro, Jacob D.         | Library Customer Adviser    | Madeira                   | 0.60              | 4                   | 05/13/2023         |
| Promotion                      | Kuhl, Alexander         | Maintenance Supervisor      | Maintenance Services      | 1.00              | 8                   | 03/19/2023         |
| Promotion                      | McCoy, Matthew P.       | Conservation Specialist     | Conservation Services     | 1.00              | 5                   | 04/30/2023         |
| Promotion                      | Guess Sr., Michael D.   | Branch Manager              | College Hill              | 1.00              | 9                   | 05/14/2023         |
| Promotion                      | Stegall, Lucas L.       | SMRT Supervisor             | Sorting and Mat Retrieval | 1.00              | 9                   | 05/14/2023         |
| 03/19-23 - 05/27/2023          |                         |                             |                           |                   |                     |                    |

- Statistical Report for May 2023
- Statistical Highlights – Government Support

- Investment Report (summary of invested balances) as of May 31, 2023

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

|   | Amount<br>As of 04/30/2023 | Amount<br>As of 05/31/2023 |
|---|----------------------------|----------------------------|
| <b>Fifth Third Investment:</b>                          |                            |                            |
| General Fund  | \$6,644,228.00             | \$6,644,228.00             |
| Building and Repair                                     | \$24,425,082.40            | \$24,425,082.40            |
| <b>Total</b>  | <b>\$31,069,310.40</b>     | <b>\$31,069,310.40</b>     |
| <br><b>Fifth Third Operating Account:</b>               |                            |                            |
| General Fund  | 21,054,753.14              | 21,911,399.61              |
| Insurance Reserve                                       | 230,000.00                 | 230,000.00                 |
| Special Revenue Funds                                   | 1,635,628.89               | 1,566,756.72               |
| Building and Repair                                     | \$35,321,191.78            | \$32,892,095.31            |
| Permanent Trust Funds                                   | 1,336,296.78               | 1,324,393.89               |
| <b>Total</b>  | <b>\$59,577,870.59</b>     | <b>\$57,924,645.53</b>     |
| <br><b>STAR Ohio:</b>                                   |                            |                            |
| Building and Repair                                     | 1,152,828.34               | 1,157,607.91               |
| <b>Total</b>  | <b>\$1,152,828.34</b>      | <b>\$1,157,607.91</b>      |
| <br><b>U.S. Bank Managed Investments (Trust Funds):</b> |                            |                            |
| <b>Total</b>  | <b>\$6,775,149.00</b>      | <b>\$6,775,149.00</b>      |
|   | <b>\$98,575,158.33</b>     | <b>\$96,926,712.84</b>     |

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...7 ayes. The motion carried. **(13-2023)**.

The Regular Meeting was then adjourned.

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President

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Attest: Secretary