

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

Date: August 7, 2023

Meeting: Regular

Place: Bond Hill Branch

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

Trustees Present: Ms. Allen (arrived late), 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***

William R. Geiler expressed opinion on upcoming levy and library operations.

***ACTION ITEMS***

Ms. Allen moved the following:

- **Approve the proposed holiday closing schedule for 2024 and updating the 2023 schedule for Sunday, December 31, 2023 to be a closed holiday for staff. Staff are paid holiday time for all closed dates except for Easter and the early closing on New Year's Eve, in accordance with the Library's Holiday Policy.**

- Sunday, December 31, 2023 – New Year’s Eve
- Monday, January 1, 2024 – New Year’s Day
- Monday, January 15 – Martin Luther King Jr. Day
- Sunday, March 31 – Easter
- Monday, May 27 – Memorial Day
- Wednesday, June 19 – Juneteenth
- Thursday, July 4 – Independence Day
- Monday, September 2 – Labor Day
- Thursday, November 28 – Thanksgiving Day
- Tuesday, December 24 – Christmas Eve
- Wednesday, December 25 – Christmas Day
- Tuesday, December 31 – New Year’s Eve (close at 5:00 p.m.)
- Wednesday, January 1, 2025 – New Year’s Day

It is our practice to close at 5:00 on New Year's Eve. This year December 31 falls on a Sunday, and a limited number of locations are open with an already set close time of 5:00. In the spirit of parity across the system, I am requesting this day be a closed holiday for all in 2023 (similar to our annual approach to Easter).

- **Approve the proposed Board meeting dates for 2024.**

- Tuesday, February 13, 2024 – Corryville Branch
- Tuesday, April 9, 2024 – Hyde Park Branch
- Tuesday, June 11, 2024 – Main Library
- Tuesday August 13, 2024 – Main Library
- Tuesday, October 8, 2024 – Forest Park
- Tuesday, December 10, 2024 (Annual and Regular) – Main Library

All meetings begin at 4:30 at locations as listed above unless otherwise specifically noted.

Mr. Harding seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...7 ayes. The motion carried. **(15-2023)**.

Mr. Hendon moved the following:

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

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	#17	Third floor restroom exhaust credit	\$ (5,549.00)
Turner Construction	GMP	#18	Restroom duct conflict credit	\$ (8,170.00)
Turner Construction	GMP	#19	Replace existing water proofing that was unforeseen condition	\$ 28,392.00
Turner Construction	GMP	#20	Additional demo needed for buried sidewalk	\$ 31,547.00

The glass panels for the stair rail are in production and interior finish work is underway. The exterior work on the plaza continues in anticipation of a late 2023 opening of the space. The furniture and finish selections are being finalized.

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

Contractor	Trade Contract	Number	Purpose	Amount
Pepper Construction	General Trades	#5	Add lower level rubber flooring installation	\$ 33,734.99

The Corryville Branch had a soft opening on July 6. We are still waiting on the installation of new windows on both levels as well as the lower-level flooring.

- **Authorize increasing the Hyde Park Branch Elevator Replacement and Renovation project budget from \$5,350,000 to \$5,850,000 with a portion of this increase modifying the GMP which will be confirmed as the project is closer to completion.**
- **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	\$ 7,000.00
Turner Construction	GMP	#5	Remove hot water piping not in original scope	\$ 14,648.00
Turner Construction	GMP	#6	Modify design for traps	\$ (1,155.00)
Turner Construction	GMP	#7	Design additons for fixtures, BAS, ductwork and door hardware	\$ 25,692.00
Turner Construction	GMP	#8	Final soil stabilization and micro piles	\$ 408,456.00
Turner Construction	GMP	#9	Design finalization for upper level ceiling	\$ 133,215.00

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.

- **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	#2	Fence panel finish	\$ 3,652.00
Turner Construction	GMP	#3	Electrical and technology modifications after bidding	\$ 81,609.00
Turner Construction	GMP	#4	Exterior column structural repair - unforeseen condition	\$ 102,625.00

Although the interior of the project is on track for completion in August, during the course of construction an issue with the condition of the front columns was discovered. The columns are poured concrete in a steel tube. As a result of wear and tear, the base of the columns has deteriorated. Two engineers reviewed the conditions and determined it was a critical condition. The Library has opted to err on the side of caution and make the repairs immediately (which will be done as a change order to the existing contract with Turner Construction) and work to minimize the delay in reopening the branch.

- **Confirm the following change order to modify the Forest Park Branch GMP for Turner Construction:**

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	#1	Remediate existing buried foundations	\$ 85,004.00

While preliminary site work continues, Library staff and the design professionals are continuing to work with the City of Forest Park on the building permit.

- **Waive public bidding based on “urgent necessity” (as permitted in ORC 3375.41) for the Norwood boiler replacement and authorize the Eva Jane Romaine Coombe Director to enter into a contract with the necessary contractors, approve change orders as necessary, and to execute the Certificate of Substantial Completion as necessary. The contract amount and any change orders will be reported to the board for confirmation in October.**

As reported in June, the Norwood Branch experienced some structural and mechanical issues related to their hot water system. After further investigation, it has been determined that their boiler must be replaced (this had previously been identified as one of the next rounds of maintenance items). The preliminary estimate is \$100,000 (in excess of the \$50,000 bid threshold) and has a lead time of 8 weeks. We have worked quickly with the engineer to review the design. As a result of the lead time, we will need to expedite the purchase.

- **Authorize the Eva Jane Romaine Coombe Director to execute a purchase sale agreement (after satisfactory review by the Hamilton County Prosecutor’s Office and consultation with the Board President) for the Hamilton Ave property and execute all necessary documents related to the transaction for the potential Mt. Healthy Branch replacement.**

In addition, the lease on the current space is on an annual basis and is up for renewal.

- **Confirm the extension of the Mt. Healthy lease with the landlord McMakin Lodge #120 F&AM at \$1,868.56 per month (based on the 2022 extension) for August 1, 2023 – July 31, 2024.**

The Library, in consultation with our realtor, has been in discussion with the owner of the current CVS store building on Hamilton Avenue in Mt. Healthy. The replacement of this branch is noted in the FMP implementation schedule. If the Library is successful in securing the property, we expect to immediately begin working with SHP (under the existing task order arrangement) to

design the space with the intent of quickly moving to a GMP with Turner under their existing agreement. In order to timely keep the process moving, we are requesting:

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. **(16-2023)**.

## ***INFORMATIONAL ITEMS***

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

Ms. Brehm-Heeger reported that:

- Earlier this month, Governor DeWine signed the state's two-year operating budget (House Bill 33) into law. The Public Library Fund (PLF) is now set in permanent law at 1.7% of the state's General Revenue Fund (GRF). It is important to note that permanent law or codified law included in the budget bill may be changed, and often is as it relates to the PLF, in every biennium budget cycle. The PLF 1.7% is now a starting point for the next biennium budget but is not “permanent” in the sense that it is unchangeable.
- The Ohio Library Council (OLC) hosted a final update on the state budget and its impact on public libraries, including changes made by the conference committee and vetoes issued by the governor on the afternoon of Thursday, August 3. As of the writing of this report details are not available but will be verbally communicated at our August 7 Board meeting. Currently, we know that HB1 did not advance as originally introduced. However, some changes were made to the State Income Tax and Commercial Activities Tax (CAT) in the state budget bill. The August 3 update will help provide a fuller picture of PLF funding for the coming biennium.
- In related news, the Ohio Department of Taxation's (ODT) initial statewide PLF distribution estimate for CY 2024 is \$491,781,756 which is \$7 million less than the latest estimate for CY 2023. Additionally, we are expecting the Office of Budget and Management (OBM) to issue updated revenue forecasts in August for Fiscal Years (FY) 2024-2025 that reflect the final tax policy changes enacted in the state operating budget (HB 33). This may have an impact on the CY24 estimates released by ODT.
- In preparation for the Grand Opening of Cincinnati's Black Music Walk of Fame on July 22, we partnered with Hamilton County Commission President Alicia Reece in hosting a “10-day countdown to opening” celebration at the Downtown Main Library on July 12. The Black Music Walk of Fame is founded by Hamilton Commissioner Reece who was present along with an impressive list of the Black Music Walk of Fame's Influencers. The MakerSpace was packed with autograph seekers, wanting to meet Cincinnati's music

influencers and receive a free limited edition commemorative poster showcasing over 60 of Cincinnati's music influencers and the 12 artists inducted into Cincinnati's Black Walk of Fame. Library staff members Keloni Parks and Kent Mulcahy interviewed Commissioner Reece for their award-winning West End Stories Project podcast. The Library's participation was funded through the generous legacy of the Eva Jane Romaine Coombe gift.

- Kristen Payne, our Capital Project Manager and a recent Featured Speaker at the April Board of Trustees meeting, served as the Chair of the Planning Committee for the recent Ohio Library Council (OLC) Facilities Conference, hosted in Columbus on July 19. In recognition of her hard work, I received a formal letter of acknowledgement from the OLC Board of Directors thanking Kristen for her outstanding leadership for this event. The OLC thanked Kristen for her commitment to educating and informing public library colleagues across the state. Hyde Park Branch Manager Ben Lathrop also served on the Planning Committee. Molly DeFosse, Chief Finance and Facilities Officer, presented at this recent conference and staff involved in current and upcoming capital projects from our Facilities and Service divisions attended this conference, giving the event positive reviews for its educational value.
- In June, the Hamilton County Board of Health formally thanked the Library for all we did in supporting vaccinations and overall health needs in our community over the last several years with a Proclamation presented to us on June 15. A copy is attached at the end of this report (Exhibit I) which includes thanks specifically to Civic Engagement Coordinator David Siders and to me, for, among other things, affording space to provide COVID-19 vaccinations and serving as a key distribution point for many thousands of rapid COVID-19 test kits.
- The Ohio Library Council's (OLC) Annual Convention & Expo is coming to Cincinnati September 27-29! The event will be held at the Duke Energy Convention Center, kicking off with the opening general session Wednesday afternoon. We will host a convention-attendees only reception on Thursday evening at our Main Library. The three-day event is anticipated to draw hundreds of our Public Library colleagues from across the state. Special thanks to The Library Foundation and the Friends of the Library for their support of the Convention & Expo and to Assistant Public Services Director Tara Kressler who is serving as the OLC Local Arrangements Chair. CHPL Trustees are, of course, invited to attend the reception on Thursday!

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

Mr. Hendon reported that:

- The resolution of the remaining punch list items for the Walnut Hills Branch Accessibility project has been very slow. We continue to work with Megen Construction on these issues. The Library continues working with Megen on the final contract adjustments based on allowance and contingency usage and final change order

documentation. These final changes will be presented at the October Board meeting for confirmation.

- The construction of the hardscape and landscaping for the Price Hill Parklet project is complete and the installation of the public art is underway.
- 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 is scheduled for later in August 2023.
- Representatives from the Three Rivers School District in Miami Township reached out to the Library regarding the potential building of 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.
- 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 revisit the previously discussed Avondale maintenance which will include waterproofing and HVAC corrections.
- The Sharonville Branch refresh is expected to take place in September/October. As a reminder, the work will be done by the Library Facilities Team.
- The Library recently met with a representative of Delhi Township administration regarding possibilities for expanding the Delhi Township 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 2022 audit was completed on July 31, 2023, and Library staff worked quickly to complete the Annual Comprehensive Financial Report once the audit opinion was received. The auditors have sent a draft opinion/GAGAS opinion to each board member. This notification included the option to request a meeting within 5 days of receiving the email.

## **OPERATIONS COMMITTEE REPORT**

Ms. Louis introduced Public Safety Manager Ebony Gordon.

- Ms. Gordon spoke about current initiatives and challenges in public safety.

Ms. Louis reported that:

- August 1 marked the first meeting of the Public Safety Initiatives Work Group, an internal team formed to analyze insights from the recent Library Journal Safety Summit. The work group will focus on enhancing public safety, identifying areas for improvement, implementing trauma-informed support for staff and customers, and establishing a continuous operation plan for effective emergency response. The work group's plans are expected to be completed within six months from the start date and for the training components to be ongoing as needed. 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.
- A pilot program will provide expanded access to meeting rooms at three locations - Deer Park, North Central and Oakley branches. This pilot program's main objective is to enhance community engagement and meet the growing demand for public meeting spaces. By allowing customers to use meeting rooms starting at 8:30 a.m., an hour and a half before the Library's regular opening time of 10 a.m., we aim to better serve the needs of local businesses, community organizations and individuals seeking early morning meeting spaces. In addition to morning access, the Oakley branch will also offer after-hours access to their meeting room, starting when the Library closes at 6 p.m. on Wednesdays thru Saturday and ending at 8 p.m. The pilot program will provide expanded access to meeting rooms Monday through Saturday. During this period, participants will have access to the meeting rooms to conduct meetings, workshops, study sessions and other relevant activities. Customers interested in using the meeting rooms during the expanded access hours must make reservations through our Library's online booking system three weeks before the meeting.
- The new Madisonville Branch Library had a strong first 90 days. Since the new branch's opening:
  - Computer use has increased by 47%
  - Circulation has increased by 71%
  - Customer visits have increased by 89%
  - Wi-Fi Usage has increased by 105%
  - Community room usage increased by 119%

The community is loving the new Madisonville MakerSpace with the vinyl printer taking the lead in usage with 122 community members making 167 reservations for the vinyl printer resulting in 258 hours of usage.

- As noted in the February Director's report, the Library received funds from the F.R. Luther Charitable Foundation, Fifth Third Bank Trustee, for our Period Products Initiative. We have received the new free period product dispensers and they have been installed in 20 of our 41 public locations. We are on track for these to be deployed at every library location before the end of the year to meet our goal of offering products at nearly all public locations by the end of 2023. The feedback from customers and staff has been overwhelmingly positive.



- Ralph Wiegandt is one of the nation’s preeminent Daguerreian photography experts and researchers. He is retired but was formerly at the University of Rochester, where he served as Research Conservator and National Science Foundation Researcher. Thanks to Library Foundation support, we brought Mr. Wiegandt to Cincinnati to consult with Genealogy and Local History staff on our treasured Fontayne & Porter 1848 Panorama. He examined the plates, discussed and made recommendations for exhibit lighting, devised strategies to address Argon gas leakage from the case, led a presentation on the history of Daguerreian photography, and suggested potential successors to carry on the stewardship of this national treasure.
  
- Mayor Masanao Shibahashi, the Mayor of Gifu City, Japan, and a delegation from our sister city, Gifu visited the Downtown Main Library on August 2. Staff worked with the Cincinnati Sister Cities Program to host the delegation with a goal of fostering cultural exchange and strengthening the bond between Cincinnati and Gifu City. The delegation showed keen interest in exploring specific areas of our Library, and we facilitated a comprehensive tour to showcase the following sections: the construction areas of the South building, MakerSpace, Children’s/Teen collections, and Genealogy and Local History’s Lafcadio Hearn Collection.
  
- Discover Summer update
  - Discover Summer ended on July 31. This summer, we have seen a significant increase in traffic and engagement in Discover Summer. With 22,941 kids and teens joining the fun by July 1, we were close to surpassing our 2022 participation totals by mid-summer.
  - The new teen-only challenge has been especially popular—as of July 1, teen sign-ups had surpassed 2022’s total, with 2,287 participants reporting in.
  - Especially popular this year has been the introduction of the Wonder Wheel, an activity-based wheel available for youth to spin each time they visit the Library. Staff report that the Wonder Wheel has inspired families to visit the Library regularly all summer long, and the activities have forged stronger relationships between youth, families and Library staff.
  - 5,265 meals and snacks were served to youth at Library locations from June 1- July 21 provided by our partnership with our federally funded partner, UMC Food Ministries.
  - Thank you to the Development Office, Friends of the Library and the Library Foundation for making Discover Summer possible!
  
- Fall Future Ready
  - To support Future Readiness for teens this fall, the Library is offering several ACT Prep Classes in August and October:
    - August 26, Downtown Main Library
    - October 7, Price Hill Branch
    - October 21, Loveland Branch

- The Free Application for Federal Student Aid (FAFSA) opens on October 1 for students enrolling in the fall of 2024. To gain access to as many potential funding options and grants as possible, it's important for students to fill out this form as early as they can. Library staff at all 41 locations are available to assist students with filling out the FAFSA, by appointment or drop-in.
- Exciting upcoming programs and events include:
  - August 12 – Back-to-School Bash, Forest Park Branch
  - August 14 – Giant Candyland for Kids, Deer Park Branch
  - August 21 – Memory Café for Seniors, Green Township Branch
  - August 22 – Roots! With Professor Ernie for Kids & Teens, College Hill Branch
  - September 11 – Black-Owned Business Panel: Salons and Barbershops, Madisonville Branch

## **HUMAN RESOURCES COMMITTEE REPORT**

Ms. Redden reported that:

- Last year, the Library received our 2023 medical plan renewal quote from our previous medical carrier that reflected an unprecedented increase. Due to the large projected increase, medical carrier reviews of the most competitive major carriers were conducted. Each of the carriers submitted quotes and plans, which were reviewed by our benefits team and our Benefits Staff Work Group. Of the quotes received, Custom Design Benefits (CDB) offered the best plan designs and the lowest, most financially feasible options.

Service and communication with our new carrier, CDB, has been strong and on a monthly basis, the Library's benefits team receives claim information and an overall analysis of how our plans and costs are running. Data over the past months has shown that the loss-ratio (medical claims that we have paid to healthcare providers, as compared to Library premiums received by Custom Design Benefits) has again been high, specifically for our High Deductible Health Plan/HSA (HDHP). The year-to-date loss-ratio for the HDHP is 130%, and the year-to-date loss ratio for the TrueCost (also known as the Co-Pay) Plan is 93%. The target loss-ratio for CDB is 80-85%.

There are several factors contributing to the continuing cost increases we are experiencing. Medical costs, and specifically, prescription costs, continue to rise quickly, as does overall utilization of the plans. Changes in the Ohio Public Employees Retirement system (OPERS) healthcare options may also be a contributor, as many staff who were once eligible for healthcare under OPERS are no longer eligible and are now opting to continue to work and enroll in the Library's medical plans.

As a service organization, we have strongly invested in staff the past several years, including engaging in a compensation study that resulted in increasing pay scales and

wages for the vast majority of staff; providing a parking subsidy; offering parental leave; providing a more equitable merit increase approach and offering two additional paid holidays. A strong benefits program also continues to be a major talent attraction and retention tool utilized by the Library, as wage competition with outside sectors is often not feasible or sustainable. Due to the large, unprecedented increases we are seeing in medical benefits costs over the past three years (10% - 2021, 5% - 2022 and 22% - 2023), along with our medical claims' costs exceeding our premium payments, we expect to see an increase in medical and dental plan costs in 2024.

We will continue to diligently work on new and different ways to contain costs and to keep plan benefits strong for staff in the upcoming years. With inflation concerns continuing to persist, we will also continue to evaluate our compensation program and merit increase approaches through the upcoming months, while recommending approaches that continue to invest in staff and are financially sustainable for the Library through the coming years.

- The Staff Morale Team led another fun and engaging Discover Summer – Staff Edition program for all Library staff. The program ran from June through late July and included our Morale Team's take on the Discover Summer booklet for CHPL staff to get new ideas for some summer fun. Staff were also encouraged to complete a bingo form included in the booklet by participating in fun activities throughout the Summer. A Microsoft Teams channel was also formed, with a new prompt added each week, for staff to engage with each other across the system (114 staff joined the channel and many more participated in the program!). Weekly prize winners were selected for staff interacting in the Teams channel and one grand prize winner was selected for completion of the Bingo form. Thank you to Sarah Dole at the Harrison Branch, creator of this year's booklet, and our Staff Morale Team for your hard work on another successful Discover Summer for staff!

## **STRATEGY COMMITTEE REPORT**

Mr. Harding reported that:

- Customers have visited the Adult Learning Center this summer for hands-on help with career goals, resumes, employment assistance, technology, and life skills. In June alone the ALC conducted 448 sessions with customers, a 13% increase over this time last year. Summer classes have been popular, and in June 810 participated. Classes were focused on:
  - A series of Life Skills classes provided career building lessons for the clients at Shelterhouse
  - Preparing for the U.S. Citizenship Exam was held over ten weeks at the North Central Branch
  - Financial Literacy Workshops were held at six locations (Blue Ash, Greenhills, Loveland, Miami Township, Norwood, and Westwood) in June and July

- The Adult Learning Center will offer over 25 different opportunities for customers this fall. Here are some examples:
  - ESOL (English for Speakers of Other Languages), Level 1 & 2
  - Discovering FAFSA (Free Application for Federal Student Aid)
  - Exploring Colored Pencils
  - Career Development
  - Meal Planning
  - Introduction to Zine Making
  - Preparing for the U.S. Citizenship Exam
  
- The Urban Libraries Council recently released a leadership brief entitled “Libraries as Cornerstones of Democracy.” The brief featured our Library’s program series, *Community Conversations*, reporting that CHPL partnered with Action Tank, a non-partisan organization, to offer a Community Conversation entitled “What should we expect from our elected leaders?” in fall 2021. The Library targeted voters from across the area to convene and share their lived experiences and ideas, and to engage in meaningful and respectful conversation with each other. Action Tank facilitated the event. A primary outcome was consensus that community members from all backgrounds must be civically active in order to safeguard our local democracy.
  
- We continue to update customers and our staff on information and deadlines to vote in the August election. We emphasized the new deadline to register to vote or change an address by July 10, along with information on requesting absentee/vote by mail dates and deadlines. Our Outreach Services Department also sent voting information and resources to our hundreds of In the Mail customers.
  
- We continued our large-scale community resource fairs at the downtown Main Library on the North Plaza. We featured community organizations and social services that connect people with resources such as healthcare checkups and transportation for people experiencing homelessness, health insurance and Medicaid navigation and renewal, addiction recovery services, and record sealing or expungement services. We also hosted the county’s 513 Relief Bus on July 31 at the Deer Park Branch.
  
- Our quarterly job fair held at the end of June at the North Central Branch attracted 30 job seekers and featured career pathway resources, such as apprenticeship programs, as well as local businesses with job openings. Outcomes included: two teens who are studying welding in their trade school programs connected with CINFAB, an employer who connects individuals to a wide variety of construction and fabrication jobs. Another person connected with UCHealth Talent Management who helped her complete a job application at the event on a Library computer.

- Communications and Marketing are preparing to support CHPL's Customer Appreciation Days events in early fall. Each of the Library's 41 locations will host an event showing appreciation for customers while showcasing the location's staff, services and resources. The events will take the form of open houses, with fun activities and community engagement opportunities. The events are also timed to take place during Library Card Sign-Up Month. Postcards, emails, giveaways and other promotional support are being planned to help with awareness of the events.
- Marketing continues to roll out software that enables CHPL staff to easily and more quickly develop on-brand, printable, custom marketing materials. The software's rollout to a beta group of staff went well, and next steps include two all-staff trainings in August and making more templates available. As of July 18, there were already 67 templates in the system, and 80% had been used by staff.
- As progress on implementing the Facility Master Plan (FMP) continues, the FMP document is being lightly updated to reflect that progress. In addition to the original document that was released in early 2020, we have also built out the Building the Next Generation Library website with additional project updates and visuals, such as a map and a timeline: [CHPL.org/next](https://CHPL.org/next)
- In late July and early August, Outreach will be actively engaging in back-to-school community events to promote literacy and support educators! The focus will be on registering students and educators for library cards and providing information on library services. In addition to community events, Outreach will also be supporting CHPL's Teacher Nights at Loveland, Madisonville, Main Library and Reading in early August. Currently, 100 educators are signed up to participate in the 2023-2024 Delivered Collection Program. They will begin receiving monthly library collections for their classrooms after Labor Day.

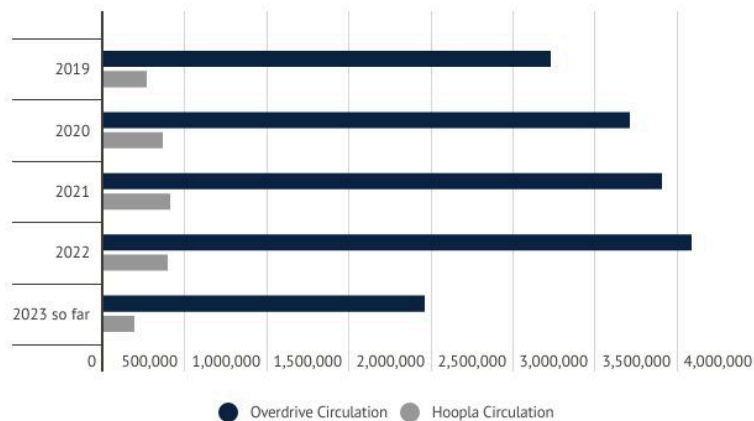
## **TECHNOLOGY COMMITTEE REPORT**

Mr. Olson reported that:

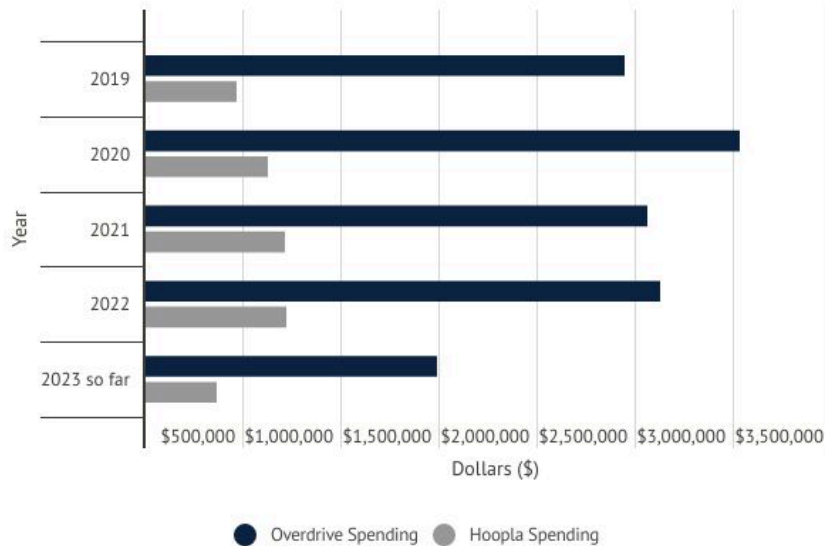
- The pandemic brought a surge in use of the Library's digital materials, on top of what was already a growing service. Because costs are so high, the holds ratios (holds/copy) in OverDrive are 5:1 for eBooks, and 7:1 for audiobooks. The print holds ratio we maintain is 3:1. To achieve 3:1 ratio in OverDrive, for eBooks and audiobooks, it would cost \$2,000,000 annually. Our other major vendor for eMaterials is Hoopla. Hoopla is an attractive service for our customers because all eBooks and audiobooks (as well as other eMaterials) are available immediately with no holds to place. This pay-per-use model is significantly more expensive than OverDrive's expensive leasing models. Our cost per checkout for materials in OverDrive in June 2023 was \$.79 per checkout, whereas on

Hoopla it was \$1.89 per checkout. Because of the high cost of Hoopla, we place limits on checkouts per customer, and daily spending caps for the system. To considerably lift the limits in Hoopla, the cost would be roughly \$250,000 annually. Chart I below provides an overview of OverDrive and Hoopla use from 2019– present. Chart II offers a visual of OverDrive and Hoopla spending from 2019 – present. Not only do the costs for all eMaterials continue to rise, the terms of use for digital materials are also different than print, which creates challenges. For example, leased titles in OverDrive can expire. To repurchase all expired titles with holds, it would currently cost over \$60,000, and that number increases weekly. An example of how this expiration can occur and the challenges it creates is how things have unfolded around the author Colleen Hoover, who is now TikTok famous. In OverDrive, we purchased her novel *Too Late* in March 2018 for \$31.96, and the copies did not expire. There are 45 holds per copy currently and the wait time says “several months”. With the rise in popularity, the digital edition we purchased is no longer available for purchase. Instead, the title has been re-released for \$75 to lease per copy, which expire in 24 months. This is not a unique example but illustrates the ongoing issues related to providing eMaterials to our users that they want and need.

**Chart I – Overdrive and Hoopla Use, 2019 - present**



**Chart II – Overdrive and Hoopla Spending, 2019 - present**



- The Library loans and borrows items through state-wide services. SearchOhio is a network of public libraries who share resources with participating libraries across Ohio. Most of our interlibrary loan activity is with SearchOhio. OhioLink is a network of participating academic libraries that works in the same way, using the same tools and delivery service, through which our customers gain access to academic works. The primary tool to circulate these items for both services is the Intergrated Library System (ILS) that we use: Sierra. We have just been informed that Ohio public universities are switching from Sierra to a competing ILS: Ex Libris. It remains to be seen what impact this move will have on our customers who use OhioLink.

### **DEVELOPMENT COMMITTEE REPORT**

Ms. Reynolds reported that:

- The Library’s Development Office was the grateful recipient of sizable bequests from the Estate of Shirly Long for the Hyde Park Branch and the Estate of June Whitney for the Downtown Main Library. Working with the family of the late Charles Westheimer, the Library has accepted 36 books to create the Charles I. Westheimer Collection. These items will be accessible through the Joseph S. Stern Cincinnati Room of rare and unique items.
- The Library Foundation closed its 2022-23 Fiscal Year on June 30th. It was an excellent year with nearly \$2 million in revenue and \$1.45 million in support provided for the

benefit of the Library. The Scot Ludeke plaque unveiling was held on June 15 at the North Central Branch Library. Since the establishment of the Scot Ludeke Endowment in 2021, thousands of juvenile books have already been purchased and circulated throughout the system, thanks to the generosity of the Ludeke family. Significant gifts have been received from the Charles H. Dater Foundation for the Homework Helper program, the Andrew Jergens Foundation for Discover Summer, the LaMacchia Family Foundation, the Johnson Charitable Gift Fund, John and Karen Martens, Helen H. and John A. Anderson for the Forest Park Branch and David J. Yi for the Norwood Branch. Additional grant requests have been submitted and are under review.

- At its most recent board meeting, the Friends of the Public Library reported that book sales at the Warehouse and Bookstore continue to be very strong. Daily sales totals consistently rival (or exceed) big, one-time sales (like those on Fountain Square) that the Friends held in past years.
- The Anderson Township Library Association had a wildly successful 43rd Summer Sale from June 23-25 at Nagel Middle School, raising more than \$39,000.

***CONSENT AGENDA ITEMS***

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

- Minutes of the Regular Meeting held June 13, 2023
- Minutes of the Special Meeting held July 18, 2023
- Monthly Financial Reports – for the periods ending June 30, 2023 and July 31, 2023
- Marketing Board Report – June 2023 and July 2023
- Contributions, Gifts, and Donations – June 1, 2023 – July 31, 2023

**CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000  
June 1, 2023 - July 31, 2023**

6/29/2023 Library Foundation	Dater Foundation - Homework Help Support	75,000.00
6/29/2023 Library Foundation	Andrew Jergens - Support for Discover Summer	10,000.00
7/6/2023 Estate of Shirley E. Long	Support for the Library (designated for Hyde Park project)	5,000.00
7/14/2023 Friends of the Public Library	Support for Programs and Events	51,950.00
7/14/2023 Johnson Gift Fund - Martha Allen	Support for the Library	2,500.00
7/25/2023 Estate of June Whitney	Support for Main Library	75,780.00



- Personnel Change Report reflects changes through July 22, 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>
Appointment	Coleman, Mary Catherine J.	Branch Shelver	Groesbeck	0.30	1	05/28/2023
Appointment	Mastruserio, Kayli I.	Branch Shelver	Harrison	0.30	1	05/28/2023
Appointment	Donaldson, Jeremy E.	Library Customer Adviser	Deer Park	0.50	4	05/28/2023
Appointment	Wilmont, Isaiah S.	Public Safety Specialist	Public Safety	1.00	6	05/28/2023
Appointment	Webster, Ava M.	HW Help & Enrichment Asst	Harrison	0.30	3	05/28/2023
Appointment	Edwards, Margaret E.	Customer Service Sub	Customer Service Subs	0.725	4	05/28/2023
Appointment	Seibert, Margaret A.	Main Shelver	Sorting and Mat Retrieval	0.50	2	05/28/2023
Appointment	Rice, Zachary S.	Customer Service Sub	Customer Service Subs	0.725	4	05/28/2023
Appointment	Jackson, Rebekah J.	Main Shelver	Outreach Services	0.50	2	05/28/2023
Appointment	Cooley, Elisabeth G.	Branch Shelver	Wyoming	0.30	1	06/11/2023
Appointment	Jones, Anthony J.	Maintenance Technician	Maintenance Services	1.00	6	05/28/2023
Appointment	Coy, Gina R.	Fiscal Specialist	Fiscal Office	1.00	5	06/11/2023
Appointment	Frazier, Suzanne	Library Customer Adviser	Popular Library	0.50	4	06/11/2023
Appointment	Hobson, Forrest J.	Youth Librarian	College Hill	1.00	7	06/11/2023
Appointment	Cooper, Lisa B.	Customer Service Sub	Customer Service Subs	0.725	4	06/11/2023
Appointment	Prysock, Jayla A.	Adult Learn Center Asst	Adult Learn & Literacies	0.50	4	06/11/2023
Appointment	Peelman, Susan J.	Library Customer Adviser	Delhi Township	0.50	4	06/25/2023
Appointment	Bradley, Magnolia R.	Branch Shelver	Madeira	0.30	1	06/11/2023
Appointment	Jessee, Camrin J.	Library Customer Adviser	Norwood	0.50	4	06/11/2023

**Personnel Change Report**

<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>
Appointment	Washington, Jonathan M.	Public Safety Specialist	Public Safety	0.50	6	06/11/2023
Appointment	Gillaspy, Timothy C.	Library Customer Adviser	Price Hill	0.60	4	06/11/2023
Appointment	Trowbridge, William D.	Library Customer Adviser	Popular Library	0.50	4	06/25/2023
Appointment	Testerman, Alex C.	Library Customer Adviser	Walnut Hills	0.50	4	06/25/2023
Appointment	Lyons, Kobe A.	Public Safety Specialist	Public Safety	1.00	6	06/25/2023
Appointment	Shaw, Tyanna T.	HW Help & Enrichment Asst	Walnut Hills	0.30	3	06/25/2023
Appointment	Dieterich, Halle T.	TC_Makerspace Technician	Techcenter Makerspace	0.50	4	06/25/2023
Appointment	Schriever, Dana E.	Library Customer Adviser	Walnut Hills	0.60	4	06/25/2023
Appointment	Zavala-Zumbrook, Nathan M.	Public Safety Specialist	Public Safety	0.50	6	06/25/2023
Appointment	Trotter, Joshua K.	HW Help & Enrichment Asst	Northside	0.30	3	06/25/2023
Appointment	Campagna, Adelaide W.	Branch Shelver	Clifton	0.30	1	07/09/2023
Appointment	Adams, Austin M.	Public Safety Specialist	Public Safety	0.50	6	06/25/2023
Appointment	Distler, Kanani B.	HW Help & Enrichment Asst	St. Bernard	0.30	3	07/09/2023
Appointment	Eubanks, Regina L.	Library Customer Adviser	Miami Township	0.50	4	07/09/2023
Appointment	Rader, Twyla L.	Library Customer Adviser	Madisonville	0.50	4	07/09/2023
Appointment	Roell, Rachel A.	Branch Shelver	Madeira	0.30	1	07/09/2023
Appointment	Teras, Katrina	Branch Shelver	Symmes Township	0.30	1	07/09/2023
Appointment	Kowsky, Capri E.	Sorter	Sorting and Mat Retrieval	1.00	2	07/09/2023
Appointment	Bonsu, Juliet K.	HW Help & Enrichment Asst	Elmwood Place	0.30	3	07/09/2023
Appointment	Johnson III, James	Branch Shelver	Madeira	0.30	1	07/09/2023

**Personnel Change Report**

<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>
Appointment	Stearns, Samantha Y.	Branch Shelver	Mariemont	0.30	1	07/09/2023
Appointment	Greve, Alaina R.	Branch Shelver	Blue Ash	0.30	1	07/09/2023
Appointment	Hunt, Tyler J.	Branch Shelver	Madisonville	0.30	1	07/09/2023
Appointment	Wickett, Rebecca I.	Library Customer Adviser	Clifton	0.50	4	07/09/2023
Appointment	Garbsch, Grace E.	Customer Service Sub	Customer Service Subs	0.725	4	06/25/2023
Change	Graham, Cynthia L.	Main Shelver	Outreach Services	0.50	2	06/25/2023
Change	Even, Jennifer L.	Library Customer Adviser	Madisonville	0.60	4	06/11/2023
Change	Brown, Kyle L.	TC_Makerspace Technician	Techcenter Makerspace	0.60	4	05/28/2023
Change	Torok, Hannah L.	Library Customer Adviser	Symmestownship	0.60	4	06/11/2023
Change	Bois, Patrick A.	Library Customer Adviser	Corryville	1.00	4	06/25/2023
Change	Malcom Jr., Bruce E.	Public Safety Specialist	Public Safety	1.00	6	05/28/2023
Change	Buckley, Pieper D.	Library Customer Adviser	Clifton	0.60	4	07/09/2023
Change	Diallo, Mariama D.	Library Customer Adviser	Blue Ash	0.60	4	06/25/2023
Change	Spikes, Theresa	Monitor Mentor	Deer Park	0.50	6	05/28/2023
Change	White, Malasia L.	Library Customer Adviser	St. Bernard	1.00	4	06/11/2023
Change	Obrien Rhoad, Kerry A.	Youth Librarian	Mariemont	1.00	7	07/09/2023
Change	Presley, Sondra A.	Senior Branch Manager	North Central	1.00	10	05/28/2023
Change	Kennedy-English, Mariah M.	Branch Manager	Madisonville	1.00	9	05/28/2023
Change	Rhodus, Bailey M.	TC_Makerspace Technician	Techcenter Makerspace	0.50	4	06/11/2023
Change	Schuster, Sarah F.	Library Customer Adviser	Forest Park	0.50	4	06/25/2023
Change	Caldwell, Kimberly G.	Library Customer Adviser	Delhi Township	0.50	4	06/11/2023

**Personnel Change Report**

<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>
Change	West, Kathryn A.	Page	Sorting and Mat Retrieval	1.00	2	06/25/2023
Demotion	Woodall, Sarah M.	Customer Service Sub	Customer Service Subs	0.725	4	06/25/2023
Departure	Mallstrom, Diane M.	Acquisitions Specilaist	Materials Sel. Acq.	1.00	5	07/21/2023
Departure	Carroll, Bridget A.	Line Asst Elect Proc	Catalog& Processing	1.00	3	05/31/2023
Departure	Winkler, Jennifer L.	Library Customer Adviser	Symmestown Township	0.60	4	06/02/2023
Departure	Johnson, Allison M.	Library Customer Adviser	Walnut Hills	0.50	4	06/01/2023
Departure	Wells, Brooke D.	Graphic Designer	Marketing	1.00	8	07/07/2023
Departure	Daly, Jeanne A.	Library Customer Adviser	Clifton	0.60	4	07/01/2023
Departure	Gregory, Brett T.	Library Customer Adviser	Hyde Park	0.50	4	07/08/2023
Departure	Bell, Peter G.	Page	Sorting and Mat Retrieval	1.00	2	07/07/2023
Departure	Donegia, Michelle L.	Library Customer Adviser	West End	1.00	4	06/06/2023
Departure	Meale, Kristin M.	Library Customer Adviser	Blue Ash	0.60	4	06/13/2023
Departure	Lowe, Uneek V.	Monitor Mentor	Madisonville	0.50	6	06/16/2023
Departure	Moore, Jennifer J.	Library Customer Adviser	Miami Township	0.50	4	06/05/2023
Departure	McCarter, Mary K.	Library Customer Adviser	Delhi Township	0.50	4	06/10/2023
Departure	Monroe, Ashley M.	Library Customer Adviser	Clifton	0.50	4	07/18/2023
Departure	Hale, Jessica S.	Library Customer Adviser	Madeira	0.60	4	06/16/2023
Departure	Weimer, Derek A.	Library Customer Adviser	Price Hill	0.60	4	07/01/2023
Departure	Berry, Mary J.	Library Customer Adviser	Wyoming	0.50	4	06/07/2023
Departure	Ramsey, Marie L.	Branch Shelver	Clifton	0.30	1	06/02/2023
Departure	Fitzgerald, Kayla R.	Branch Shelver	Madeira	0.30	1	06/26/2023
Departure	Phillips, Lily M.	Branch Shelver	Madeira	0.30	1	06/15/2023

<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	Cooper, Lisa B.	Customer Service Sub	Customer Service Subs	0.725	4	06/13/2023
Departure	Reitz, Isabelle O.	Branch Shelver	Symmes Township	0.30	1	06/22/2023
Departure	Smith, Isabella L.	HW Help & Enrichment Asst	Avondale	0.30	3	06/08/2023
Promotion	Schroeder, Sandra K.	Branch Supervisor - YS	Green Township	1.00	9	06/11/2023
Promotion	Themann, Marybeth L.	Library Customer Spec	Delhi Township	1.00	5	06/25/2023
Promotion	Schroeder, Claire M.	Branch Supervisor - YS	Groesbeck	1.00	9	05/28/2023
Promotion	Trame, Mary	Shelving Team Leader	Sorting and Mat Retrieval	1.00	7	07/09/2023
Promotion	Beecroft, Mandi L.	Branch Manager	Mariemont	1.00	9	05/28/2023
Promotion	Callon, John M.	Senior Branch Manager	Price Hill	1.00	10	06/25/2023
Promotion	Grant, Tyrus C.	Main Shelver	Sorting and Mat Retrieval	0.50	2	06/25/2023
Promotion	Probably, Remi G.	Library Customer Adviser	St. Bernard	0.50	4	07/09/2023
Retirement	Brock, April	Library Customer Spec	Blue Ash	1.00	5	06/30/2023
Retirement	Franks, Geraldine M.	Library Customer Adviser	Symmes Township	0.60	4	06/29/2023
<i>May 28 - July 22, 2023</i>						

- Statistical Report for July 2023
- Statistical Highlights – Discover Summer
- Investment Report (summary of invested balances) as of July 31, 2023

Cincinnati and Hamilton County Public Library					
<b>Investment Summary as of July 31, 2023</b>					
		Amount		Amount	
		As of 06/30/2023		As of 07/31/2023	
<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>Total</b>	<b>\$31,069,310.40</b>
<b>Fifth Third Operating Account:</b>					
General Fund		21,264,296.85		20,859,666.95	
Insurance Reserve		230,000.00		230,000.00	
Special Revenue Funds		1,529,297.46		1,660,345.99	
Building and Repair		\$30,329,356.66		\$27,966,707.85	
Permanent Trust Funds		1,299,460.74		1,310,525.23	
		<b>Total</b>	<b>\$54,652,411.71</b>	<b>Total</b>	<b>\$52,027,246.02</b>
<b>STAR Ohio:</b>					
Building and Repair		1,162,718.06		1,167,745.63	
		<b>Total</b>	<b>\$1,162,718.06</b>	<b>Total</b>	<b>\$1,167,745.63</b>
<b>U.S. Bank Managed Investments (Trust Funds):</b>					
		<b>Total</b>	<b>\$6,775,149.00</b>	<b>Total</b>	<b>\$6,775,149.00</b>
			<b>\$93,659,589.17</b>		<b>\$91,039,451.05</b>

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. **(17-2023)**.

The Regular Meeting was then adjourned.

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President

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Attest: Secretary