

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

Date: December 12, 2023

Meeting: Regular

Place: Main Library

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Mr. Hendon

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

PUBLIC COMMENTS

NONE

ACTION ITEMS

Ms. Allen presented the following resolution:

Resolution Thanking Hamilton County Voters

WHEREAS, the Cincinnati & Hamilton County Public Library offers welcoming spaces where community members from all backgrounds and circumstances can meet, work, learn, create and connect through its forty-one locations across Hamilton County, and

WHEREAS, the Library helps residents build workforce development skills, supports small businesses and entrepreneurs, and provides life-long learning opportunities, and

WHEREAS, the Library helps young Ohioans build early literacy skills, succeed in school, and prepare for college, careers and life, hosts thousands of storytimes each year and delivers teacher collections to schools and daycares, and

WHEREAS, the Library provides public access to the Internet, computers, and the latest technology; and provides millions of computer and Wi-Fi sessions for free to the residents of Hamilton County each year, and

WHEREAS, CHPL has been improving all 41 locations over 10 years because the thousands of community members told us through our 90 listening sessions in 2019 that they value having access to public space that's free and welcoming to everyone, and

WHEREAS, the Library has a history of being fiscally responsible by controlling costs, maximizing operating dollars, and managing finances responsibly and in 2023 was recognized for excellence in financial reporting through the Ohio Auditor of State Award of Distinction and the Government Finance Officers Association of Achievement for the 29th consecutive year, and

WHEREAS, the Library heard from residents who agreed that CHPL should do what it can to continue providing a high-quality experience to all Hamilton County residents and ensure excellent services and spaces for current and future generations, and

NOW THEREFORE, BE IT RESOLVED, that on this day of December 12, 2023, we, the members of the Cincinnati & Hamilton County Public Library Board of Trustees, extend our sincere appreciation to Hamilton County voters for supporting the Library and voting for the Library's 10-year, 1.5 mill levy in the November 2023 General Election.

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the Minutes of the Board of Trustees of the Cincinnati & Hamilton County Public Library.

Nadine L Allen, President
Board of Library Trustees

Ms. Allen moved that the Board adopt the resolution as it is written.

Mr. Harding seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. **(28-2023)**.

Mr. Olson recommended 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	#24	Add level 2 ceiling tile	\$ 40,769.00
Turner Construction	GMP	#25	Increase scope for levels 2 and 3 staff areas	\$ 154,616.00
Turner Construction	GMP	#26	Add hotwater return loop	\$ 7,973.00
Turner Construction	GMP	#27	Add hot water recirculation pump	\$ 11,219.00
Turner Construction	GMP	#28	Add backflow protection	\$ 36,386.00
Turner Construction	GMP	#29	Repair existing floor boxes	\$ 16,920.00

- **Confirm the following change order to modify the Main Library - Demo and Foundations GMP for Turner Construction:**

Contractor	Trade Contract	Number	Purpose	Amount
Turner	GMP 4	#9	Return general requirements	\$ (16,509.99)

The glass panel installation is complete. Turner Construction is working on interior finishes and the project is on schedule. The furniture and shelving will be ordered by the end of December.

In addition, the movement of staff workspaces and the collection to prepare for the opening in 2024 continues. The Library facilities staff are installing carpet and painting in the areas that were not included in the overall renovation project.

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

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	#6	Unused allowances	\$ (2,628.00)

- **Authorize increasing the Hyde Park Branch Elevator Replacement and Renovation project budget from \$5,850,000 to \$6,150,000 with a portion of this increase modifying the GMP which will be confirmed as the project is closer to completion.**

The work on the elevator installation and interior renovation continues. The project is tracking for completion in March 2024. We believe we have identified potential exposure items that could impact the budget.

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

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	#12	Site work/Landscaping	\$ 94,692.00
Turner Construction	GMP	#13	Interior foundation modifications based on unforeseen conditions	\$ 28,365.00
Turner Construction	GMP	#14	Replace exterior access stair based on unforeseen conditions and code	\$ 145,884.00

The construction of the elevator shaft has been completed and all interior shoring has been removed. This is a tremendous milestone in the project. We anticipate that once the interior slab is poured, the finish work will quickly follow. The exterior sitework is complete on the front of the building. The Library, Turner Construction and Terrex are working together to get the rear lot completed by the end of December.

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

Turner Construction	GMP	#3	Credit for scope reduction for transformer removal not needed	\$ (6,375.00)
Turner Construction	GMP	#4	Addition of structural steel to accommodate loads	\$ 7,030.00
Turner Construction	GMP	#5	Additional scope required as a result of steel changes	\$ 20,049.00

All of the steel is erected, and a temporary roof is being installed while the exterior walls are getting dried in for protection through the winter months. Discussions have continued with the City of Forest Park and Greater Cincinnati Water Works on the plans regarding the water service. We are hopeful that the most recent meeting at the end of December has produced a resolution.

- **For the calendar year 2024, authorize the Eva Jane Romaine Coombe Director to publish bid requests and enter into agreements with the lowest responsible bidders for projects with a construction estimate of less than \$1,500,000 that will involve design professionals with fees of less than \$50,000.**

This is a continuation of the authorization from 2021 through 2023. All bids will be reviewed with the Chair of the Facilities Finance and Audit Committee and be reported at the next Board meeting.

Facility Master Plan Status of Capital Projects

The construction work at the Main Library is expected to be completed in early spring 2024 with the additional work and furniture installation expected to be complete by the end of June.

We expect to open Hyde Park in the spring, Forest Park in late summer and Mt. Healthy in early fall. About that time, we expect to begin Symmes Township. We will continue with the planning for both Cheviot and Delhi Township as well as evaluating the options in Miami Township.

Lifecycle Replacements Including Branch Refreshes and Furniture Replacement

Once the Main Library work is complete in 2024, we will free up our internal resources to begin ongoing maintenance work and resume branch refreshes. We plan to evaluate the needs over the next few months and determine available resources with the hopes of identifying the projects by April.

- **Approve the following estimated resources and appropriation increases to the General Fund and the Building and Repair Fund. to account for the expenditure of greater-than-anticipated revenues in 2023 in the PLF revenue, local tax revenue, and interest earnings by accelerating known 2024 technology expenditures into the current year. In addition to the purchase of timeclocks to improve employee time management in the Supplies category. Also, an additional transfer to the Building and Repair Fund in continued support of the FMP projects:**

*General Fund
Expenses*

Supplies - increase by	\$ 150,000.00
Capital Outlay - increase by	\$ 1,000,000.00
Other Financing Uses - Transfers Out - Increase by	<u>\$ 3,000,000.00</u>
<i>Increase in expenses</i>	<u>\$ 4,150,000.00</u>

*Building and Repair Fund
Revenue*

Other Financing Sources - Transfers In	<u>\$ 3,000,000.00</u>
<i>Increase in resources</i>	<u>\$ 3,000,000.00</u>

- **Approve the following appropriation increase to the Armstrong Fund to account for the expenditure of greater-than-anticipated revenues in 2023 to fund the purchase of a branded T-shirt for staff.**

*Armstrong Fund
Expenses*

Supplies - Increase by	<u>\$ 8,000.00</u>
<i>Increase in expenses</i>	<u>\$ 8,000.00</u>

- **Authorize the transfer of funds, \$3,000,000 noted above to be transferred from the General Fund to the Building and Repair Fund.**
- **Approve revision of the permanent (trust) fund principal amounts based on donations received in 2023:**

Fund	Principal 1/1/2023	2023 Donations	Principal 12/31/23
Abell	103,922.00	254.00	104,176.00
King	27,620.00	1,000.00	28,620.00

- **Authorize revision to General Fund appropriations as needed from now until the end of the year in order to close out the funds for 2023. Any revisions made will be reported to the Board in February 2024.**
- **Approve that all unencumbered funds be carried forward in the General Fund at 12/31/2023 in accordance with Ohio Revised Code Section 3375.40(L) states that a board of library trustees may “at the end of any fiscal year, unless doing so would be contrary to law, set aside any unencumbered surplus remaining in the general or any other fund of the free public library under its jurisdiction for any purpose,**

including creating or increasing a special building and repair fund, or for operating the library or acquiring equipment and supplies”.

We are anticipating an unencumbered balance of approximately \$30-32 million to carry forward to 2024. This includes establishing an operating contingency of \$2,150,000, representing the allowable 3% of the budget, and approximately \$28-30 million available for operations in 2024, which is available for operations including transfers to the Building and Repair Fund. The 2024 budget will also include appropriations for the increase in library material expenditures and increased public safety expenditures that were discussed during the tax levy funding communications earlier in 2023, a year in advance of receiving the additional funding.

- **Approve an easement allowing Cincinnati Bell Telephone Company (DBA AltaFiber) access and rights related to the location of the equipment on the property at 660 Northland Blvd and authorize for the Eva Jane Romaine Coombe Director to execute all documents associated with the easement after successful legal review.**

The final easement will be confirmed to the Board at the February 2024 Board meeting.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. **(29-2023)**.

Ms. Redden recommended the following:

- **Approve a grade-based sliding scale of between 2.5% and 5%. The recommended sliding scale is shown in Exhibit A. To adequately recognize high performance, we will include an additional amount of .25% into the merit increase budget.**
- **Approve staff who are currently at the maximum of their pay range, often referred to as red-circled, receive a one-time, lump sum payment of up to the maximum amount allotted (based on the sliding scale) of their annual pay, based on performance and that the Eva Jane Romaine Coombe Director be eligible for a merit increase up to 2.5% with the ability to receive up to .25% for Board discretion in recognition of high performance.**

Under our current compensation plan, staff are eligible to receive pay increases based on their performance reviews, which are completed each year between February and March and evaluate work done during the prior year. A new Performance Review form and process will be implemented for the current 2023 performance year. This competency-based review process is designed to help pinpoint growth opportunities and recognize exceptional performance across the organization.

In recognition of the impact the sharp rise in inflation has continued to have on those earners in jobs graded at the lower end of our pay scale and as a part of our strategic priority of investing in staff while also addressing disparities through policies, structures and practices, a grade-based sliding scale of between 2.5% and 5% is approved. The recommended sliding scale is shown in Exhibit A. To adequately recognize high performance, we will include an additional amount of .25% into the merit increase budget.

The funding associated with this plan will be included in the budget outlined in the Facilities, Finance & Audit Report.

EXHIBIT A

	Current # of Employees	FTE	Base Merit	Current Salary \$
Grade 1	69	20.7	3.00%	\$544,664.64
Grade 2	47	35.3	5.00%	\$1,114,124.96
Grade 3	26	15.5	5.00%	\$549,837.60
Grade 4	305	210	4.50%	\$7,830,754.88
Grade 5	80	79.6	4.50%	\$3,577,067.52
Grade 6	45	38	4.25%	\$1,898,091.00
Grade 7	106	104	3.75%	\$6,026,644.00
Grade 8	9	9	3.50%	\$576,742.40
Grade 9	53	52.5	3.50%	\$3,756,968.80
Grade 10	35	35	3.25%	\$2,805,400.00
Grade 11	9	9	3.00%	\$810,180.80
Grade 12	6	6	3.00%	\$551,200.00
Grade 13	4	4	3.00%	\$439,483.20
Grade 14	4	4	3.00%	\$732,430.40
Grade 15	2	2	2.75%	\$315,952.00
Director	1	1	2.50%	\$250,744.00

- **Approve an updated pay structure that reflects a 2% increase to the current pay ranges effective January 7, 2024, as shown in Exhibit C. To address the impact of compression that pay structure adjustments can create, all staff will receive a 2% increase**

In alignment with our Pay Administration Guidelines, the Library’s pay structure ranges may be adjusted to stay in alignment with the market. The last adjustment to this structure was made in January 2022. It is requested that, effective January 7, 2024, an updated pay structure that reflects a 2% increase to the current pay ranges is approved. To address the impact of compression that pay structure adjustments can create, all staff will receive a 2% increase that will be reflected on the January 25, 2024 pay. The current pay structure is shown in Exhibit B and the recommended pay structure is shown in Exhibit C.

EXHIBIT B

Grade	Minimum	Midpoint	Maximum
1	\$12.27	\$14.11	\$15.95
2	\$13.56	\$15.59	\$17.62
3	\$14.98	\$17.73	\$19.48
4	\$15.87	\$19.04	\$22.21
5	\$17.85	\$21.42	\$24.99
6	\$20.08	\$24.10	\$28.12
7	\$22.13	\$27.11	\$32.09
8	\$24.90	\$30.50	\$36.10
9	\$28.01	\$34.31	\$40.61
10	\$31.51	\$38.60	\$45.69
11	\$35.45	\$43.43	\$51.41
12	\$39.09	\$48.86	\$58.63
13	\$43.98	\$54.97	\$65.96
14	\$49.47	\$61.84	\$74.21
15	\$55.66	\$69.57	\$83.48

EXHIBIT C

Grade	Minimum	Midpoint	Maximum
1	\$12.52	\$14.39	\$16.27
2	\$13.83	\$15.90	\$17.97
3	\$15.28	\$18.08	\$19.87
4	\$16.19	\$19.42	\$22.65
5	\$18.21	\$21.85	\$25.49
6	\$20.48	\$24.58	\$28.68
7	\$22.57	\$27.65	\$32.73
8	\$25.40	\$31.11	\$36.82
9	\$28.57	\$35.00	\$41.42
10	\$32.14	\$39.37	\$46.60
11	\$36.16	\$44.30	\$52.44
12	\$39.87	\$49.84	\$59.80
13	\$44.86	\$56.07	\$67.28
14	\$50.46	\$63.08	\$75.69
15	\$56.77	\$70.96	\$85.15

- **Approve changes to the Affordable Parking Stipend in our current Pay Administration Guidelines as follows:**

In January 2023, we implemented an Affordable Parking Stipend in our current Pay Administration Guidelines. In discussions with other urban public libraries throughout the country, it was found that many central or main libraries located in downtown areas offered some sort of subsidy to staff working at those locations to assist in offsetting the additional costs associated with working at the main library and any other locations that do not offer parking at no charge. In recent months, the cost of parking, including the garage/lot most utilized by Library staff at Main Library, has increased significantly. The current Parking Stipend amounts are shown in Exhibit D and the recommended stipend amounts are shown in Exhibit E.

EXHIBIT D

Schedule	Monthly Stipend
Full-Time	\$75/Month
24 Hours	\$45/Month
20 Hours	\$37.50/Month
Remote 1 Day	\$60/Month

EXHIBIT E

Schedule	Monthly Stipend
Full-Time	\$100/Month
24 Hours	\$60/Month
20 Hours	\$50/Month
Remote 1 Day	\$80/Month

Ms. Reynolds seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. (30-2023).

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- Our local levy was successful! I want to thank our Hamilton County voters who approved our levy on November 7, 2023. Voters approved, with 56.5% support, the 10-year, 1.5 mill levy that the bipartisan Board unanimously voted to place on the November 2023 ballot in Hamilton County. This levy was a renewal of an existing 10-year, 1 mill levy that has long supported the public library, along with an increase of 0.5 mill. The funding from this levy will allow the Library to continue to provide a high-quality experience to all Hamilton County residents.

- Ohioans across the state continue to express their support for libraries at the polls. In total, voters approved 25 out of the 26 public library ballot issues. The successful library ballot issues included 16 renewals; four additional/new; one renewal with an increase; three replacement levies and one renewal with a decrease. The levies passed by significant margins again this past election day. A levy renewal with an increase from Kingsville Public Library did not pass by 93 votes.

- The Sharonville Branch reopened on November 6, after an approximate 2-month closure for a refresh of the more than quarter-century old building. Our ribbon cutting and celebration of the reopening happened on Saturday, November 18, and saw more than 600 visits to the branch. Attendees enjoyed refreshments, storytimes, a selfie station, crafts for all ages, face painting, button-making, and more.

- We are excited to welcome Michelle Matthews as our new Diversity, Equity, Inclusion and Engagement Director, effective January 7, 2024. Michelle comes into this role with more than 25 years of experience in the field of Human Resources, including the past four years serving as CHPL's Human Resources Manager. Her background in diversity, equity and inclusion (DEI) and engagement comes from her extensive experience at various public organizations and committee work throughout the years, which includes:
 - Leading a partnership with Calibrated Lens and Design Impact to assess the DEI needs of CHPL to provide a roadmap and recommendations to the organization
 - Spearheading and collaborating with Library leadership to successfully launch and drive DEI initiatives
 - Serving as interim SLT liaison to the CHPL DEI Steering Committee
 - Serving as an ADA contact for CHPL staff
 - Serving as a member of the Staff Morale Team with a focus on wellbeing initiatives

In each of her positions, Michelle has worked to embed diversity, equity and inclusion through identifying diverse recruiting sources, ensuring fair and consistent employee relations, and recommending more equitable and inclusive policies and practices. Michelle's education and experience includes:

- A Bachelor of Science in Business Administration from University of Maryland

- United States Air Force Veteran, Honorable Discharge
- Human Resources Manager, Cincinnati and Hamilton County Public Library (4 years)
- Human Resources Manager, Montgomery County JFS (6 years)
- Director of Human Resources, Montgomery County Clerk of Courts (10 years)
- Human Resources Manager, City of Trotwood (5 years)

Congratulations Michelle!

- In the final quarter of 2023, I had the opportunity to attend and present at several events for our community, the media and our staff.
 - **Community**
Community-facing events included hosting the Land of Superheroes Event during National Bullying Awareness Month, moderating a panel featuring mystery writer Elle Cosimano (author of the popular “Finlay Donovan” series) at the annual Books by the Banks book festival, the annual Community Action Agency luncheon; First Suburbs annual meeting featuring State Representative Jessica Miranda and County Commissioner Denise Driehaus, the kickoff of Zonta’s city-wide “Zonta Says No” month designed to draw attention to Zonta’s anti-domestic violence mission, and serving on a panel with other arts and culture regional leaders for the Appointed series hosted by the Greater Cincinnati Foundation.
 - **Media**
I spoke with a reporter from the *Cincinnati Enquirer* several times just before election day, with The Enquirer featuring information about the Library and our funding as a result of these discussions. Fox19 morning news anchor Andrea Finney interviewed me about the new Sharonville Branch shortly after our reopening celebration, offering the chance to highlight what is new about that refreshed branch and how the library system continues to make improvements outlined in our FMP. Nationally, *American Libraries* magazine interviewed me as part of their annual referendum round-up article, due out in the January issue.
 - **Staff**
Internally, I attended several of our most important stakeholder’s annual meetings, including The Library Foundation, The Friends of the Library and the ATLA Board. I offered information and updates from the past busy year with a particular focus on thanking them for their advocacy during the fall local funding timeframe. I also visited several of our branches to talk with staff and, when possible, customers: During the Customer Appreciation Days at the newly refreshed Corryville Branch and upcoming project location Cheviot; and as part of the Branch “showcase” at Westwood where staff shared their initiatives of which they are very proud of from last year. Finally, I was pleased to have presented 10 Rufus awards to staff nominated by their peers for demonstrating excellence in performance.

- David Siders, our Civic Engagement Coordinator, and Casey Titschinger, Senior Branch Manager, Delhi Township Branch, were both nominated as WeTHRIVE! Community Champions this year for their work on behalf of the Library as a devoted partner and powerful ally who supports and accelerates local community health and safety efforts. This is Casey's first nomination and David's second (he was also a 2022 nominee). I attended the WeTHRIVE! Recognition Event on Thursday evening, December 7, where Casey and David were honored along with all of the 2023 nominees.
- I will begin serving as the Ohio Library Council's (OLC) Government Relations Committee Chairperson in January for a two-year term. Having served last year as a member of this committee and having previously served six years as a member of OLC's Board of Directors, I am pleased to be able to maintain my leadership in the government relations area at the state level with this new appointment.
- We have one resolution today: recognizing and thanking the voters of Hamilton County for their support of our Library levy.
- Finally, thank you to our community, staff and Trustees for your continued support in 2023. Recently I had the honor of again being named to *Cincinnati Magazine's Cincinnati 300* list of influential people shaping our region. Honors such as this are not possible without the hard work and support of the individuals who make up our staff and leadership. I appreciate you. Public libraries are in a period of transformation and change, and bold leadership is required to navigate these challenging times. Our role as champions of democracy and access remains constant.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Olson introduced Ronnie Ross.

Facility Property Manager, Ronnie Ross spoke to the Board about the work his team does to ensure welcoming spaces for staff and customers at CHPL's 42 locations.

Mr. Olson reported that:

- The Library closed on the property at 7700 Hamilton Avenue on November 15, 2023. Upon completion of due diligence, the purchase price was adjusted to \$1,975,000.
- The Library has a longstanding relationship with Hylant for our insurance broker/risk management services. Over the last several years, some providers have expressed interest in working with the Library. In the spirit of transparency and open competition, we assembled a cross-functional team of Library managers to review responses to a request for proposal that was issued earlier this fall. The team selected two of the five submitters for an interview and selected the team of Gallagher/Riskversity to be the provider. We plan to begin the transition immediately and they will lead our policy renewal for the March 31, 2024, renewal date.

- The Energy Retrofit 3 Geiler Co. lawsuit trial is currently underway, beginning December 6, 2023.
- As noted earlier, the Library closed on the new property for the Mt. Healthy Branch Replacement project in November 2023. The Library is working with SHP on the building renovation. We expect to replace the roof and mechanical system, add restrooms, and build out the interior for Library service. We will host a community engagement update session on December 14, 2023, at the new location from 4:30 to 6:30 p.m. We are hopeful that the design can be completed quickly so that the construction by Turner Construction can commence in very early spring.
- The Library has been working on a project to update the exterior signage at Library locations. The first phase involves the sites that only need the sign to be refaced with the current branding. The installation has taken longer than originally anticipated because of a misunderstanding with the design professional and fabricator related to permitting. As the issues are resolved, the installations will begin. We expect the first five—Clifton, Anderson, Green Township, Pleasant Ridge, and Blue Ash—to be completed in the next few weeks.
- The much-anticipated castle children’s play element is scheduled for installation in early December in the Corryville Branch. We continue to wait for the installation of the windows on the lower level.
- After a successful community engagement at the Symmes Township Branch Customer Appreciation Day in early October, we began working with SHP on the Symmes Township Branch Renovation and Addition project. We continue to work through the design details and are hopeful to share more details in 2024.
- We continue to investigate the potential of a new construction building on the lot in front of the Three Rivers School District school campus for the Miami Township Branch Replacement project. We are working with SHP, Turner Construction and JS Held in evaluating the feasibility along with the estimated costs associated with acquiring, building and maintaining the property. As previously stated, the property is currently in a flood zone.
- The Library has been working with the architect SHP, along with Turner Construction and J.S. Held on site maximization at the Delhi Township Branch. Potential options include acquiring a 25-foot strip of property to widen the entry and connect with the Delhi Park at the rear of the Library site. This option would result in expense associated with utility relocation. We continue to explore options and plan to meet with township officials when we have more to share.
- The resolution of the remaining punch list items for the Walnut Hills Branch Accessibility and Madisonville Branch Accessibility projects has been very slow. We

continue to work with Megen Construction on these issues as well as the project close out documentation.

- The Sharonville Branch reopened on November 6, 2023 with a community celebration on November 18, 2023. The project was completed within budget and the improvements have been very much appreciated by the community and the staff.
- The Library must annually request statements of qualifications from all three types of professional services firms in order to hire an architect, surveyor, or engineer for a project with professional services fees of less than \$50,000. In the past, we have published a formal notice in the newspaper and on our website. This has created a great deal of confusion as firms and contractors associated the request for a specific project. After discussions with our attorney, we will request updated qualifications directly from all firms who submitted in 2022 and maintain an ongoing request on our public website instead of the past approach. This will meet the objectives of the requirement.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Redden reported that:

- In an effort to review the past year's performance of the Eva Jane Romaine Coombe Director as it pertains to strategic priorities as well as core competencies that lead to fulfilling the Mission and Strategic Plan of the Library, an established formal annual review process of the Director, facilitated by the Board of Trustees, was conducted.
- In the past several months, the Library has connected with Hamilton County Public Health (HCPH) to learn more about the Recovery Friendly Workplace initiative. A Recovery Friendly Workplace is designed to support our communities by recognizing recovery from substance use disorder as a strength and by being willing to work intentionally with people in recovery. Recovery Friendly Workplaces encourage a healthy and safe environment where employers, employees and communities can collaborate to create positive change and eliminate barriers for those impacted by substance use disorder. The Library intends to participate in the Recovery Friendly Workplace initiative beginning in January 2024. Participation requires signing a letter of intent with HCPH, sending a declaration of commitment to our staff, posting recovery resources for our staff, and designating several staff to participate in an orientation/training with HCPH.
- The United Way and Community Shares annual campaigns ended October 13. The final numbers received from United Way and Community Shares are:
 - United Way \$760.00
 - Community Shares \$1,932.00
- We are in the process of planning our tenth annual Staff Recognition Program. Our goal is to hold this event in May of 2024. More details will be shared as the date and location are confirmed.

- On Monday, August 3, 2020 we received a wrongful termination charge filed by Eric Noble based on the First Amendment right to free speech. On September 26, 2023, a Motion for Summary judgement to dismiss this case was granted. On October 19, 2023, we received a Notice of Appeal, which we will be working through in collaboration with our attorney, Felix Gora.

OPERATIONS COMMITTEE REPORT

Ms. Louis reported that:

- The Public Safety Initiatives Work Group has initiated collaboration with comparable public library systems nationwide to incorporate best practices into our plans. They have worked to standardize our after-action review processes and provide tools for staff support. These resources will be introduced to staff in the coming months, along with ongoing staff training.
- The renovated West End Branch Library had a strong first 90 days. Since the branch's reopening:
 - Circulation has increased by 11%
 - Wi-Fi usage has increased by 34%

The study pods are heavily used, with 596 bookings so far and the community providing positive feedback about these new additions to the branch.

- Genealogy & Local History staff created an online exhibit, "The History of CHPL." The exhibit highlights the history of our library system through photos and scans available in our Digital Library as well as embedded YouTube videos and maps. The software used to produce this exhibit is Storymaps. an online service that allows staff to create engaging and thoughtful online exhibits. This software will be used in our Story Center when it opens.
- As noted in the June Director's Report, we began a Coffee Friday initiative this summer at the Main Library. This effort is designed to engage and build rapport with our regular customers and has been very popular! The impact of Coffee Fridays extends beyond social interactions. It has proven effective in fostering community engagement and connecting customers with resources in a casual, welcoming environment. Through our partnership with 3CDC, their ambassadors attend and offer access to social services to anyone seeking assistance. We continue to cultivate a relationship with our community partners and have observed a notable increase in awareness about community resources and services through these casual and friendly interactions. The informal setting has proven to be an effective platform for connecting customers with the diverse array of resources available. By fostering a sense of community and camaraderie, we are creating

a space where customers feel more comfortable exploring and utilizing the wealth of resources at their disposal.

- As noted in the February Director's Report, we received funds from the F.R. Luther Charitable Foundation, Fifth Third Bank Trustee, for our Period Products Initiative. These free period product dispensers have been installed in 37 of our 41 public locations and are on track to be complete by the end of the year. The one exception is the temporary rental location of Hyde Park Branch on Paxton Ave. However, dispensers will be incorporated into the Erie Ave. location upon reopening in spring of 2024. The feedback from customers and staff has been overwhelmingly positive.
- The Library recently received a donation of 10 deluxe public bike work stands from the Devou Good Foundation. These stands are fully equipped bicycle repair stations featuring bike repair tools securely attached to retractable cables. They will be installed near existing bike racks at the following locations over the next six months: Main Library, Avondale, Clifton, College Hill, Northside, Norwood, Price Hill, Walnut Hills, West End, and the new Forest Park Branch.
- **New Discovery Pass Software Rolls Out January 1:** In 2018, CHPL introduced the Discovery Pass program, partnering with six local institutions to offer passes to local museums and parks for free with a library card. The program has grown quickly in popularity since the pandemic. In 2024, we will be introducing a new software called ePass to manage our digital lending of museum passes. This software will offer an improved experience for customers, staff and partners alike. Our partners will be able to target additional pass offers to customers in under-resourced zip codes, determined by free and reduced lunch eligibility. All our current partners have shared that equity of access is their primary motivation for participating in this program, and this new feature is much anticipated.
- **Winter Checkout Challenge Returns on January 16:** The Winter Checkout Challenge is a six-week program that engages adults (18+) with Library services and materials while offering opportunities for enjoyment and supports for mental wellbeing. Participants can join in person or online and complete challenges that help them discover new ways to connect with our Library. Anyone who joins the challenge can collect a free tote, and those who complete the challenge will receive a limited-edition CHPL Winter Checkout Challenge mug. The challenge will take place from January 16 to February 26, 2024.
- **Additional Upcoming Programs & Events**
 - December 13 – Your Money Matters, Price Hill Branch

- December 15 – Sensory Open House for Families with Special Needs, Norwood Branch
- December 20 – Youth Chef with La Soupe, Avondale Branch
- December 27 – Juggling Lessons with the Cincinnati Circus, Oakley Branch
- January 13 – Composting and Rainwater Harvesting Basics, Westwood Branch
- January 25 – Ethics and Dragons, Reading Branch
- January 25 – Full Moon Stroll & Stargazing, Smale Riverfront Park

STRATEGY COMMITTEE REPORT

Mr. Harding reported that:

- As we continue efforts to raise awareness about the Library at the local level, congratulatory packets were sent to Cincinnati City Council members elected or re-elected this year. The Government Relations Coordinator also created a congratulatory letter template for Branch Managers to use when reaching out to newly elected officials in the neighborhoods served by their branch.
- The Library's fall Public Awareness Campaign helped increase recognition about the services, resources and spaces the Library has to offer and spread the word about CHPL's Customer Appreciation Days. Zoned postcards promoting the events were sent to 73,038 homes. Digital billboards in nine locations throughout the county, selected based on their proximity to library branches in population-dense neighborhoods, received roughly 7.8 million impressions. Radio advertising garnered a cumulative reach of 410,300 persons in September and October. The Communications Team sent out customer emails to customers who use locations currently undergoing improvements as part of the Facility Master Plan, including Hyde Park, Downtown Main Library and Forest Park. The open rate for these emails was between 41-63%.
- In November, the Outreach Team mailed fliers and bookmarks announcing new delivery dates for our 2024 routes. This effort has provided us with an opportunity to update customer account records and re-establish communication with some activity directors. We are currently serving 119 senior facilities throughout the county. Each month, 1,000 residents receive books, CDs, DVDs and magazines delivered to their door.

For the 2023-2024 school year, Outreach is providing collections for 89 schools throughout the county, which is a 10-year high. 564 teacher collections are pulled each month. The 89 schools that have qualified for service can add teachers as needed. Those schools that did not reach the minimum of five teachers are picking up collections that local branch staff prepare on a monthly basis.

In late September and early November, the Outreach team distributed iPads to residents at St. Margaret Hall, Residence at Salem Woods, the Meadows, and Seven Acres. The team guided residents through the following activities:

- Registering for an Apple ID
- Setting up email
- Logging into Kanopy and Libby apps

Feedback from the group receiving library iPads has been extremely positive. The most popular app is currently Kanopy. One resident sends emails to their friends to help them identify great movies for less than five Kanopy tickets.

- The Adult Learning Center has 26 different in-person and online classes for customers across Hamilton County to register for. Here's a sample:
 - Explore CHPL Resources Series highlighting: Northstar, Creativebug, and UniversalClass
 - Protecting Seniors from Scams
 - Art Classes: Watercolors: Capturing Animals in Art; Colored Pencils
 - Creative Writing
 - Understanding Poetry
 - Career Development Classes
 - Preparing for the U.S. Citizenship Exam
 - New in-person Speaking English as a Second Language Class in Price Hill

This year, the Adult Learning Center has conducted 463 classes with an attendance of 6,683.

- We partnered with the Greater Cincinnati Voter Collaborative and the League of Women Voters (LWV) to co-host a "Meet the City Council Candidates" forum at the Price Hill Branch. More than 50 community members attended and were able to talk one-on-one with candidates. In addition, the LWV provided three educational events to inform community members of the seven Issues on the November 2023 Ballot in the City of Cincinnati, held at the Monfort Heights, Pleasant Ridge, and West End Branches. The Library distributed more than 3,000 LWV voter education guides and mailed them to our In The Mail customers.
- We collaborated with the Genealogy & Local History Department and partnered with Veterans Affairs to host the Honoring Veterans event at the Walnut Hills Branch on November 11, 2023. A veteran sang the Star-Spangled Banner, and several others reflected on their service and Veterans Day at the WWII Honor Roll Memorial Monument outside of the branch.
- We are partnering again with Hoxworth Blood Center to host blood donation drives at seven library locations in December 2023: Deer Park, Downtown Main Library, Green Township, Harrison, Loveland, Sharonville and Symmes Township.

- On December 8, 2023, we partnered with Turner Construction and Holden Hands to provide a coat and warm clothing drive at the downtown Main Library, with additional services also available. We hosted six job and career pathway fairs in our Deer Park, North Central and Walnut Hills branches in 2023. In addition, we hosted:
 - An In-Demand Jobs Week supply chain and logistics career fair in partnership with Ohio Mean Jobs at the Walnut Hills Branch in Spring 2023
 - A City of Cincinnati Department of Economic Inclusion career fair at the Walnut Hills Branch in Summer 2023
 - A nursing and healthcare career fair at the Deer Park Branch in Summer 2023, in partnership with Ohio Means Jobs and Tri-Health

To promote our array of small business resources, we connected entrepreneurs to useful resources and reliable small business information at Cincy Start-Up Week, the Hispanic Chamber of Cincinnati, the Sam Adams Brewery Small Business Expo, and SCORE's Confluence Small Business Expo.

In partnership with the Hamilton County Commission, we hosted the 513 Relief Bus at six library locations in 2023, including Deer Park, downtown Main Library, North Central, Price Hill, and Walnut Hills. On average, the bus, library staff and community organizations served 60 people at each event, connecting them with an array of social, health and governmental services.

- The Customer Experience Framework, an internal document to guide staff, was released this summer with accompanying videos. Using the foundation of Connection, Creation, and Collaboration, it provides an intentional structure for staff to use when providing customer service. Recently, our Customer Experience Manager, Justyn Rampa, was invited to present the process for developing and using our Customer Experience Framework with the Urban Library Council (ULC) – Customer Experience Group in early 2024.

TECHNOLOGY COMMITTEE REPORT

Mr. Olson reported that:

- The fourteenth Books By The Banks festival was held November 18. Confirming the enthusiastic and positive feedback from authors and attendees, books sales were up 23%. Since the Duke Energy Convention Center will be undergoing renovation in 2024, the festival is seeking an alternate venue.
- Strategies for mitigating wait times for digital materials, as promised with new local support, include “swarming” digital audiobooks and eBooks with longer holds lists to reduce wait times by using a variety of techniques. These techniques include pay-per-download, concurrent licenses on select titles, increasing Lucky Day copies on digital

titles, and increasing spending no matter which model the title is leased under. The additional support is welcome, as costs for digital materials continue to rise, as does their popularity. For instance: we have leased 57 copies of David Grann's digital audiobook "Killers of the Flower Moon." Those 57 copies have 417 people waiting 15 weeks to listen to it. "Killers" is available to "swarm" with a pay-per-download model for \$7.60 per checkout to cut the wait time. Currently audiobooks from Overdrive average \$0.81 per circulation.

- To better prepare staff in our fight against cyberattacks, IT has been running a phishing campaign with employees that triggers an associated training for those lured. Staff can delete the messages, but they can also report it right within the email. There are several varieties of phishing in the campaigns. One variety is spear phishing: individualized phishing emails that impersonate a trusted sender. As an example, a spear phishing campaign in late November sent out 20 emails. Of those 20 emails, 12 were reported, two were lured (they're very convincing and you have to know what to look for), and the two that were lured watched the training video that automatically launches.
- When the Bond Hill Branch opened in 2008, it was our first location with self-checkout. The Library provided the hardware (computer, monitor, scanner, receipt printer, coin tower) and we licensed from Bibliotheca for the checkout software. The desk was built to accommodate the hardware, with a low portion for one station that was ADA compliant. From then until now, we have used this model in all our locations for checkout stations. To upgrade the experience for customers and reflect the advances brought by the Facility Master Plan, the Library is investing in all new self-check stations from Bibliotheca for all locations. There will still be some desktop kiosks, but many locations have chosen free-standing kiosks, which are ADA compliant, height adjustable, and much more flexible to position. Several locations are positioning their kiosks away from the service desk in high-traffic locations such as the children's area. The Statistical Highlight for the Board Report focuses on this exciting upgrade.

DEVELOPMENT COMMITTEE REPORT

Ms. Reynolds reported that:

- Since October, The Library Foundation has been the grateful recipient of several significant gifts from the David N. and Ann Early Foundation for the Mariemont Branch, Robert Dorsey, the Gilman Family Foundation, the Edelweiss Foundation, the David A. and Marianne Foster Fund, and the Greater Cincinnati Foundation.

- The annual Library employee giving campaign concluded on October 14, with 45% of staff participating. Currently, the overall fall campaign is underway, with the Cincinnati Gives Campaign ending on December 7 and the traditional mail piece going to homes.
- Holiday sales at the Friends Used Bookstore & Warehouse are very strong, with an increased interest in Overstock Boxes with teachers and families. The Friends are also recruiting and onboarding many new volunteers – the ages of volunteers now span from nine years to 90 years young!
- The Anderson Township Library Association’s Holiday and Nearly New Book Sale was very successful, with over \$11,000 in sales during this three-day event at the Anderson Branch Library.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held October 10, 2023
- Monthly Financial Reports – for the periods ending October 31, 2023 and November 30, 2023
- Communications Board Report – October 2023 and November 2023
- Contributions, Gifts, and Donations – October 1, 2023 – November 30, 2023

<u>CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000</u>			
<u>October 1, 2023 - November 30, 2023</u>			
10/25/2023	Library Foundation	Honor with Books and Pet Memorials	3,287.75
11/10/2023	Friends of the Public Library	Support for Programs and Events	33,750.00
11/30/2023	ATLA	Support for Anderson and Mt. Washington Branches	35,000.00
11/30/2023	Greater Cincinnati Foundation	Pilcher Fund - Support Library Programs	5,000.00

- Personnel Change Report reflects changes through November 11, 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	Rudy, Aubrey L.	Library Customer Adviser	Corryville	0.50	4	09/17/2023
Appointment	Kinkele, Jonah P.	HW Help & Enrichment Asst	Pleasant Ridge	0.30	3	09/17/2023

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>DATE</u>
Appointment	Bryant, Kathleen J.	Digital Services Asst	Genealogy&Local History	1.00	5	09/17/2023
Appointment	Longeway, Alyssa M.	Library Customer Adviser	Price Hill	1.00	4	09/17/2023
Appointment	White, Ellinore L.	Library Customer Adviser	Anderson	0.60	4	09/17/2023
Appointment	Yisrael, Aliyah N.	Library Customer Adviser	Forest Park	0.50	4	09/17/2023
Appointment	Woo, Jihye	Branch Shelver	Symmes Township	0.30	1	10/01/2023
Appointment	Draghic, Royce A.	Library Customer Adviser	Bond Hill	0.50	4	10/01/2023
Appointment	Herrin, Elizabeth A.	Branch Shelver	Groesbeck	0.30	1	10/01/2023
Appointment	Starghill, Rachel L.	Branch Shelver	Symmes Township	0.30	1	10/01/2023
Appointment	Buxsel, Jereme D.	Branch Shelver	Mt. Washington	0.30	1	10/01/2023
Appointment	Cupp, Hayley R.	Library Customer Adviser	Green Township	0.50	4	10/01/2023
Appointment	Jones, Samantha J.	Main Shelver	Sorting and Mat Retrieval	0.50	2	10/01/2023
Appointment	Johnson, Elijah	Main Shelver	Sorting and Mat Retrieval	0.50	2	10/01/2023
Appointment	Broderick, Laura E.	Youth Librarian	Reading	1.00	7	10/15/2023
Appointment	Brookhart, Erin M.	Visual Merchandiser	Marketing	1.00	7	10/15/2023
Appointment	Fioretti, Marta	Library Customer Adviser	Blue Ash	0.50	4	10/15/2023
Appointment	Wooddell, Rebecca L.	Library Customer Adviser	Delhi Township	0.50	4	10/15/2023
Appointment	Tucker, EmmaGrace M.	Library Customer Adviser	West End	0.50	4	10/15/2023
Appointment	Schreiber, Rebecca A.	Library Customer Adviser	Clifton	0.50	4	10/15/2023
Appointment	Minasian, Adnan A.	Library Customer Adviser	Symmes Township	0.50	4	10/15/2023
Appointment	Edlund, Thomas Mercer L.	Main Shelver	Sorting and Mat Retrieval	0.50	2	10/15/2023
Appointment	Kinney, Chelsea J.	Line Asst Phys Proc	Catalog& Processing	1.00	2	10/15/2023
Appointment	Wilkerson, Riley A.	Branch Shelver	Harrison	0.30	1	10/29/2023
Appointment	Heenan, Samantha L.	Special Events Coord	Marketing	1.00	8	10/29/2023

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	Oyediran, Olufeyisayo O.	Library Customer Adviser	Virtual Info Center	0.60	4	10/29/2023
Appointment	Mosley, Theresa	Monitor Mentor	West End	0.375	6	09/17/2023
Appointment	Cummings-Titus, Clarice	HW Help & Enrichment Asst	Bond Hill	0.30	3	10/15/2023
Appointment	Dia, Aminata I.	Library Customer Adviser	Forest Park	0.50	4	09/17/2023
Appointment	Phillips, Lily M.	Branch Shelver	Madeira	0.30	1	09/17/2023
Appointment	Reynolds, Barry W.	Customer Service Sub	Customer Service Subs	0.725	4	10/01/2023
Appointment	Gregory, Brett T.	Library Customer Adviser	Hyde Park	0.50	4	10/29/2023
Change	Bailey, Jennifer F.	Library Customer Adviser	Blue Ash	1.00	4	10/01/2023
Change	Borger, Amelia-Bell R.	Page	Sorting and Mat Retrieval	1.00	2	10/15/2023
Change	Sylla, Nana	Monitor Mentor	St. Bernard	0.50	6	10/29/2023
Change	Caldwell, Kimberly G.	Customer Service Sub	Customer Service Subs	0.725	4	10/29/2023
Change	Horobik, Valerie C.	Library Customer Adviser	Harrison	0.50	4	10/29/2023
Demotion	Snyder, Caitlin M.	Customer Service Sub	Customer Service Subs	0.725	4	10/29/2023
Departure	Lam, Monica	Monitor Mentor	Westwood	0.50	6	09/22/2023
Departure	Woolums, Justin T.	Library Customer Adviser	Norwood	1.00	4	10/20/2023
Departure	Stone, Theodore A.	Library Customer Adviser	Monfort Heights	0.50	4	09/18/2023
Departure	Greve, Alaina R.	Branch Shelver	Blue Ash	0.30	1	09/20/2023
Departure	Hunt, Tyler J.	Branch Shelver	Madisonville	0.30	1	10/04/2023
Departure	Campagna, Adelaide W.	Branch Shelver	Clifton	0.30	1	10/05/2023
Departure	Summers, Ventrice G.	PC Support Specialist	Information Tech	1.00	6	10/06/2023
Departure	Dungan, Cassandra M.	Line Asst Phys Proc	Catalog& Processing	1.00	2	10/19/2023
Departure	Pennington, Aimee M.	Human Resources Partner	Human Resources	1.00	9	11/01/2023
Departure	Brandt, Sharon A.	Cataloging Assistant	Catalog & Processing	1.00	3	10/04/2023
Departure	Prince, Anthony W.	Resource Navigator	Service	1.00	7	10/31/2023

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>DATE</u>
Departure	Bonsu, Juliet K.	HW Help & Enrichment Asst	Elmwood Place	0.30	3	09/29/2023
Departure	Crawford, Antoine J.	Public Safety Specialist	Public Safety	1.00	6	09/30/2023
Departure	Parish, Nancy A.	Library Customer Adviser	Symmes Township	0.60	4	10/12/2023
Departure	Martin, Cara	Main Shelver	Sorting and Mat Retrieval	0.50	2	10/24/2023
Departure	Schreiber, Michael E.	Library Customer Adviser	Madeira	1.00	4	10/28/2023
Departure	Dipo-Ajayi, Oluwafunmi D.	Library Customer Adviser	Clifton	0.50	4	09/23/2023
Departure	Koepfer, Kate E.	Library Customer Adviser	Anderson	0.60	4	09/30/2023
Promotion	Kennedy, Caleb M.	Lifelong Learning Asst	Lifelong Learning	1.00	4	09/17/2023
Promotion	Felsheim, Miriam	Outreach Supervisor	Outreach Services	1.00	9	09/17/2023
Promotion	Wolfley, Boris E.	Collection Assistant	Sorting and Mat Retrieval	1.00	3	09/17/2023
Promotion	Larue, Robin	Computer Services Manager	Information Tech	1.00	10	10/01/2023
Promotion	Davidson, Shaun A.	Senior Branch Manager	Forest Park	1.00	10	10/01/2023
Promotion	Willard, Stephen K.	Library Customer Spec	Sharonville	1.00	5	10/01/2023
Promotion	Tossey, Rebecca E.	Main Shelver	Sorting and Mat Retrieval	0.50	2	10/01/2023
Promotion	Burgess II, Michael P.	Library Customer Adviser	Monfort Heights	0.50	4	10/15/2023
Promotion	Buschle, Olivia D.	Library Customer Spec	West End	1.00	5	10/29/2023
Promotion	Rolfert, Heather A.	Library Customer Adviser	North Central	0.50	4	10/29/2023
Retirement	Lazaraton, Laura	Integrated Lib Sys Anlst	Integrated Library Sys	1.00	10	09/29/2023
<i>09/17/23-11/11/23</i>						

- Statistical Report for October 2023 and November 2023
- Statistical Highlights – Self-Check Machines

- Investment Report (summary of invested balances) as of November 30, 2023

Cincinnati and Hamilton County Public Library					
Investment Summary as of November 30, 2023					
		Amount		Amount	
		As of 10/31/2023		As of 11/30/2023	
Fifth Third Investment:					
General Fund			\$5,894,228.00		\$5,894,228.00
Building and Repair			\$29,652,082.40		\$29,652,082.40
		Total	\$35,546,310.40		\$35,546,310.40
Fifth Third Operating Account:					
General Fund			37,906,100.20		36,841,802.24
Insurance Reserve			230,000.00		230,000.00
Special Revenue Funds			1,677,228.89		1,720,488.79
Building and Repair			\$13,669,732.43		\$9,228,615.26
Permanent Trust Funds			1,309,927.97		1,432,884.18
		Total	\$54,792,989.49		\$49,453,790.47
STAR Ohio:					
Building and Repair			1,183,813.89		1,189,398.49
		Total	\$1,183,813.89		\$1,189,398.49
U.S. Bank Managed Investments (Trust Funds):					
		Total	\$6,775,149.00		\$6,775,149.00
			\$98,298,262.78		\$92,964,648.36

Mr. Harding seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. (31-2023).

The Regular Meeting was then adjourned.

President

Attest: Secretary