

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

Date: February 13, 2024

Meeting: Regular

Place: Corryville Branch

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,
Michelle Matthews, Holbrook Sample, and Beth
Yoke

PUBLIC COMMENTS

NONE

ACTION ITEMS

Mr. Harding 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	#30	Credit for design change for metal panels in the Vine St vestibule	\$ (43,486.00)
Turner Construction	GMP	#31	Add metal collar to the art columns	\$ 9,920.00
Turner Construction	GMP	#32	Add base to the plaza book sculpture	\$ 16,231.00
Turner Construction	GMP	#33	Add exterior building signage on Vine St. side of building	\$ 73,336.00
Turner Construction	GMP	#34	Additional booster pump power	\$ 13,543.00
Turner Construction	GMP	#35	Deduct for scope reduction on elevator wall	\$ (13,586.00)
Turner Construction	GMP	#36	Deduct for scope reduction on CO 25 - staff space	\$ (6,607.00)

Turner is working on interior finishes and the project is on schedule. We anticipate six weeks of significant construction activities by the Turner team on the Main Library. The public art on the plaza is expected to be installed in April. The entryway children’s bridge, designed as a play element welcoming users to our newly created children’s area (1st floor, South building), will be installed in the spring. The new furniture and shelving will arrive later this spring. Library staff will continue to be relocated to the updated staff areas and the facilities team will also continue the work on spaces outside of Turner’s construction scope. We anticipate reopening the Main Library mid-summer.

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

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	#7	Credit for builder's risk insurance	\$ (1,304.00)

- **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	#14	Replace exterior egress stair based on unforeseen conditions and code*	\$ 135,884.00
Turner Construction	GMP	#15	Additional structural requirement for aquarium	\$ 19,698.00
Turner Construction	GMP	#16	Additional required electrical feed	\$ 3,901.00

*This replaces the change order confirmed in December which contained a typo error. The updated amount is \$10,000 less.

The work on the elevator installation and interior renovation continues. Turner’s construction is expected to be completed in the second half of March. The lease on the temporary space expires on March 31, 2024. We will close our temporary service space at the close of business on Saturday, March 23. Library staff will clean out the temporary space and our renovated space will be ready to open in mid-April.

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

The following change order modifies the Forest Park Branch GMP for Turner Construction has been approved and is submitted for confirmation:

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	#6	Additional canopy framing support	\$ 3,492.00

Forest Park construction is at the point in the building process where the structure has been enclosed and is protected from the elements (often referred to as “dried in”). There is a temporary roof and sheathing, and temporary heat is filling the space. Metal studs, ductwork, and piping are being installed on the interior. The steel for the exterior trellis has arrived. Contractors working on the project took advantage of the winter weather break to install this notable part of the new building design. We continue to work with Greater Cincinnati Waterworks and the City of Forest Park on the water connection and permit. Final drawings for the City’s review have been issued. We hope to receive the permit soon.

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

GMP inclusive of CMR fee and CMR contingency equal to or less than \$4,000,000 with a project budget of \$5,375,000 (excluding property purchase price of \$1,975,000) detailed below:

New Mt. Healthy Branch GMP

GMP cost inclusive of fee		\$	4,000,000.00
Owner costs estimated(design fees, permits, and furniture)		\$	975,000.00
Design Fees and consultants	\$	350,000.00	
Furniture and Equipment	\$	525,000.00	
Other expenses	\$	100,000.00	
Contingency		\$	400,000.00
		\$	<u>5,375,000.00</u>

The work is expected to begin during March of 2024 with completion in the Fall of 2024.

We hosted a well-attended community engagement session for the Mt. Healthy Branch Replacement project on December 14, 2023, at the new location with a variety of community members and leaders, including the Mt. Healthy Mayor, expressing their enthusiasm for our new branch project. We shared the high-level design concept as well as obtained feedback on the front façade which will be added to the existing former CVS façade. SHP quickly completed the design and Turner is in the process of developing the final GMP.

- Confirm the modification in the PLF estimate reported at the December 2023 Board meeting which did not modify the total reported to the County in January 2024 as follows.**

Subsequent to the December 2023 Board meeting, the Library received an updated PLF estimate for 2024. The revised estimate of \$48,897,250 is \$506,269 less than previously reported. Based on anticipated revenue from other sources, we have maintained an overall estimated General Fund resources of \$91,100,000.

- Confirm the following change to account for the employee tuition assistant expense:**

Armstrong Fund Expenses

Other employee benefits - Increase by	\$	7,500.00
<i>Increase in expenses</i>	\$	<u>7,500.00</u>

- Approve the following appropriation change to account for the employee tuition assistance for the remainder of 2024:**

*Armstrong Fund
Expenses*

Other employee benefits - Increase by	\$ 25,000.00
<i>Increase in expenses</i>	<u>\$ 25,000.00</u>

In January, we discovered the second half of 2023 employee tuition assistance from the Armstrong Fund which is payable in 2024 had not been encumbered.

- **Authorize transfer of funds, \$18,000,000, included in the 2024 appropriations to be transferred from the General Fund to the Building and Repair Fund during the year as cash flow permits as determined by the Chief Finance and Facilities Officer.**

Mr. Olson seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. **(1-2024)**.

EXECUTIVE SESSION

Mr. Harding moved that the Board go into Executive Session under ORC 3375.17 A 1.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. **(2-2024)**.

Mr. Harding moved that the Board exit Executive Session. Ms. Reynolds seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. **(3-2024)**.

Mr. Harding recommended the following:

- **Approve an addition to the current Hours of Work Policy that provides additional compensation to non-exempt staff who participate in a regular on-call rotation, as well as to provide compensation to non-exempt staff who are required to report onsite to a Library location during times it has been deemed necessary to close all Library locations, such as during inclement or hazardous weather conditions, and for Managers to have the ability to approve overtime when deemed critical to the needs of the agency without first seeking the Eva Jane Romaine Coombe Director's approval.**

The proposed policy is Exhibit A and the current policy is Exhibit B.

EXHIBIT A

We establish the time and duration of working hours as required by workload and production flow, customer service needs, and necessary staffing levels.

The workweek is Sunday through Saturday, beginning and ending at midnight on Saturday. The normal workday for full-time staff members is 8-10 consecutive hours of work with an unpaid meal period totaling a 40-hour work week.

The workweek for part-time staff members is the number of hours they are hired to work.

Rest breaks are considered time worked. The work schedule for all staff members is determined by their Manager. Full-time and part-time staff members will be informed of their daily schedule of hours of work, including meal period and rest breaks, and of any changes deemed necessary by their immediate supervisor.

Staff member attendance at conferences, meetings and training programs are considered hours of work if such attendance is approved by the Library.

Agency Managers may, at their discretion, allow staff members to make up lost time during the same week in which lost time occurs.

Overtime

Agency managers may approve overtime when deemed critical to the needs of the department or branch. (See [Overtime policy](#))

Premium Hours

Staff who are regularly scheduled to work at least 7 hours between 11:30 pm and 7:30 am would be paid one additional hour as premium pay.

On-Call Pay

Non-exempt staff required to participate in an on-call rotation will be compensated for this time. Each on-call rotation will have the duration of one week and will extend from Monday at 8am through the following Monday at 7:59am or as established by the Manager. Non-exempt staff who are on-call will be compensated at a pretax rate of \$200 per rotation, in addition to their regular pay for hours worked and any overtime for which they are eligible. On-call pay will not be prorated and an on-call rotation must be worked in its entirety to receive on-call pay. Staff who are on-call are required to reply to a call within 30 minutes and have an additional 30 minutes to report to the Library location that requires the onsite attention.

Hazard Pay

Some positions require staff to report onsite for work in circumstances when all Library locations are closed. CHPL recognizes these difficult and potentially hazardous circumstances and will provide additional compensation to non-exempt staff who must report at an onsite Library location. Staff will be compensated at 1.5 times their regular hourly rate of pay for all time that they are required to work onsite during circumstances when all Library locations in the system are closed.

EXHIBIT B

We establish the time and duration of working hours as required by workload and production flow, customer service needs, and the efficient management of personnel resources.

The workweek is Sunday through Saturday, beginning and ending at midnight on Saturday. The normal workday for full-time staff members is 8-10 consecutive hours of work with an unpaid meal period totaling a 40-hour work week.

The workweek for part-time staff members is the number of hours they are hired to work.

Rest breaks are considered time worked. The work schedule for all staff members is determined by their department head. Full-time and part-time staff members will be informed of their daily schedule of hours of work, including meal period and rest breaks, and of any changes deemed necessary by their immediate supervisor.

Staff member attendance at lectures, meetings and training programs are considered hours of work if such attendance is approved by the Library.

Agency supervisors may, at their discretion, allow staff members to make up lost time during the same week in which lost time occurs.

Overtime

Agency managers, with the approval of The Eva Jane Romaine Coombe Director may schedule overtime when deemed necessary. (See [Overtime policy](#))

Premium Hours

Staff regularly scheduled to work at least 7 hours between 11:30 pm and 7:30 am would be paid one extra hour as premium pay.

- **Approve an additional stipend (*Annual HR Report 2023*) of \$5,000 for the duties of the Fiscal Officer for the remainder of 2024.**

Ms. Reynolds seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. (4-2024).

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- At the start of 2023 we began implementation of our new Strategic Framework, which features five Strategic Priorities for the organization: Healthy Culture, Limitless

Learning, Reliable Information, Useful Resources, and Welcoming Spaces. My *2023 Year in Review* offers a few highlights of what the Library has achieved this year with a focus on our priority areas:

- **Recognition & Staff Development:** Once again, our staff and Library received recognition for excellence, reinforcing our commitment to a Healthy Culture. This included:
 - Peter Bour, Library Customer Advisor at the Forest Park Branch, was named Workforce Employee of the Year by the Workforce Council of Southwest Ohio for his outstanding leadership and impact on our region's workforce ecosystem. Our nomination of Peter focused on his taking the lead in exploring services the Library can offer to local job seekers and entrepreneurs. He developed a series of sessions that harnessed the collective power of local experts and his personalized approach to mentoring and coaching has been instrumental in building strong relationships with local businesses and organizations.
 - Our first staff cohort of 10 staff members began classes toward the new Public Service Leadership Certificate program in partnership with Cincinnati State. Completion of this program will offer staff a path to management positions at CHPL as an alternative to the traditional Master's Degree in Library & Information Science.
 - Organizing Staff Development Days, offering all staff training focused on the topic of racial equity.
 - Creation of our DEI Steering Committee, with members from a variety of divisions, departments, and whose work is focused on creating a more diverse, equitable, and inclusive environment.
- **Annual Statistical Highlights:** Our wide variety of resources and services reinforce our Reliable Information and Useful Resources Strategic Priorities. These include:
 - Accommodated 59,231 meeting and study room reservations.
 - Faxed and scanned more than 135,249 documents (641,049 pages) for our customers, free of charge.
 - Registered more than 340 community members to vote.
 - During Discover Summer, distributed 26,000+ free books and hosted over 1,900 programs for over 54,000 youth.

- Collaborated with United Way to provide free tax prep at select locations. The aggregate 2022 tax refund for our customers was \$838,421, a 22% increase in the number of taxpayers served compared to last year.
 - In 2023, the Library provided 53,090 meals and snacks for youth in partnership with UMC Food Ministry, a federally funded meal program. In addition, staff distributed 19,555 supplemental snacks for youth outside of the meal service, thanks to generous support from the Library Foundation. *(Please note, Federal guidelines, which govern this UMC Food Ministry program, have reverted to pre-pandemic rules and this accounts for the difference over 2022 meal distribution).*
- Our Development Office set a high bar for success in the Limitless Learning Strategic Priority last year, including the 2023 Mary S. Stern Lecture delivered by Isabella Wilkerson. Ms. Wilkerson discussed her book, *The Warmth of Other Suns*, an illustration of the Great Migration of African Americans in the Jim Crow South to the West and North as told through the impressively researched stories of three individuals who lived this migration. Special thanks to Dr. Peter and Sandy Stern and the Stern Lecture Committee as their generous donation and hard work are what make this event possible.
- We continued to make progress on our Facility Master Plan with a focus on creating Welcoming Spaces. In 2023 we opened the new Madisonville Branch and the refreshed Corryville, Pleasant Ridge, Sharonville, and West End Branches. We also completed the Price Hill parklet including a large-scale sculpture installation. We have several projects currently in progress, including Hyde Park (renovation), Forest Park (construction), Symmes Township (design), Cheviot (design), Delhi (design), Main Library (construction), and Mt. Healthy, where we are in design after recently purchasing the former CVS building and lot located very close to the current Library facility, which is a rental, in Mt. Healthy. These are in addition to the 16 projects already completed since implementation of the FMP in 2019.
- I want to take a moment to offer my personal thanks to our Trustees. Thank you to 2023 Board President Retired Judge Nadine L. Allen for her support and assistance, especially for her support and advocacy during the fall's local levy efforts. Retired Judge Allen attended the Ohio Library Council's annual legislative day and made a great impact when speaking with our local Southwest Ohio legislative delegation about the importance of their ongoing support for both local and state funding. My deepest appreciation to our amazing, supportive community. And, of course, to our staff members who provide the heart and soul of our great organization. This concludes my review of 2023.
- Several notable pieces of legislation have recently been introduced.

- Reps. Adam Mathews (R-Lebanon) and Brian Lampton (R-Beavercreek) and Sens. Steve Huffman (R-Tipp City) and George Lang (R-West Chester) announced the introduction of two plans to eliminate the State Personal Income Tax and the Commercial Activity Tax (CAT) by 2030. The Senate plan is contained in Senate Bill (SB) 216. The House plan is contained in House Bill (HB) 386. Both plans would fully phase out income tax by 2030. The sponsors will be hosting a series of town hall meetings around the state to discuss their plans and gain feedback from the public. Current CAT and Income Tax revenue estimates (proposed for elimination in these Bills) represent approximately 45% of the tax revenue for the state's General Revenue Fund.
- House Bill (HB) 344 is recent legislation introduced by Reps. Mathews (R-Lebanon) and Hall (R-Middletown) seeking to eliminate the authority of political subdivisions to levy replacement property tax levies beginning with elections held on or after Oct. 1, 2024.
- The Joint Committee on Property Tax Review and Reform, created last June and consisting of up to 5 Senators and 5 Representatives authorized to hold hearings and make recommendations on pending legislation related to property taxation, will submit a final report to the General Assembly by December 31, 2024. The Committee is co-chaired by Rep. Bill Roemer (R-Richfield) and Sen. Louis Blessing (R-Colerain Twp.).
- State and local elected officials are being invited to join Library leadership on March 25 for a breakfast at the Walnut Hills Branch. The Ohio Library Council's annual Legislative Day, where Library advocates hold meetings in Columbus with elected officials, will be held April 24.
- Locally, as part of our efforts to raise awareness of the importance of the Library, Government Relations Coordinator Elaine Fay and I have been meeting with Cincinnati and Hamilton County elected leaders to provide updates and answer questions. In late January, we met with newly elected City Council member Anna Albi.
- Michelle Matthews, our new Diversity, Equity, Inclusion and Engagement Director has been very active during her first month in this role. Her activities include:
 - Supporting the Cincinnati AKA Sigma Omega Chapter in celebrating their Centennial Anniversary in 2024, including hosting an on-going AKA display of the History of the Chapter at Walnut Hills for Black History Month and a reception at Walnut Hills on February 15, 2024.
 - Attending the Annual Meeting of the African American Chamber of Commerce held at Great American Ballpark.

- Connecting with Ron Dumas, Executive Director of Reaching Out for Kids, a local non-profit that uses golf as a platform to teach life lessons to kids who need it the most. Mr. Dumas is launching a Saturday reading tutoring program for students in 2nd – 5th grades and is in needs of books for his volunteers. Michelle connected him with our Outreach department who is creating an account for ROFK and will curate a selection of books for the tutors to use monthly. Thank you to Trustee Allen for introducing us to Mr. Dumas.
- Working with Erika Watson, Founder and CEO of The Intersection Collective. This organization's focus is empowering and advocating for families in the BIPOC disability community, with special emphasis on children. Ms. Watson is eager to partner with the Library by hosting meetings and trainings at Library locations.
- Leading the DEI Steering Committee in gearing up for another impactful event in the Popcorn and Conversation Movie series. The Committee is sponsoring three showings for staff over the next several months, beginning on February 19, 2024 at Deer Park. A panel discussion will follow the featured documentary, “The Right To Read”. The DEI Steering Committee views this as a Civil Rights and Social Justice issue, recognizing that literacy challenges can significantly impact educational attainment, career choices and earning potential.
- Westwood Works honored CHPL at their Annual Meeting and Appreciation Event by presenting us with “The Sister Ann Renee award for Outstanding Community Partner.” The Library was recognized for the strong partnership between the organizations and for providing resources and staff for community events. Westwood Works cited the Makerspace, the Westwood Branch, the Civic Engagement Coordinator, and the Public Services Director specifically for supporting efforts to “connect Cincinnati’s largest neighborhood and celebrate its strengths by building a positive, inclusive, and vibrant community.”

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Ms. Redden reported that:

- The exterior signs have been installed at Main Library (along Walnut), Anderson, Blue Ash, Clifton, Delhi Township, Green Township, Groesbeck, Madeira, and Pleasant Ridge branches. The new sign design repurposed the existing structure by reskinning the existing structure with a new visual design. The new signs were converted to LED for illumination. We are working to identify the next round of signs to be updated.

- We continue to evaluate options for Symmes Township Branch Renovation and Addition to best meet the high demand for service while maximizing site opportunities.
- Over the last several months we have been working with SHP and Turner to determine the options for the elevator addition to achieve full accessibility at Cheviot and to clarify the scope for exterior maintenance needs. Currently, visitors have a ramp to access the first floor of the building but there is no internal option for going to the ground floor, where the public restrooms are currently located. Over the next few weeks, we will be working with service staff to identify interior renovations to maximize operations within the existing branch footprint. The goal is to quickly move to construction drawings and then GMP development in hopes of commencing construction by the end of the year.
- The Library has continued working with our partners on options for the Delhi Township Branch in accordance with the original FMP timeline of 2026-2027 implementation. We have been and will continue to include township officials and the community as options develop.
- The resolution of the remaining punch list items has been very slow. We continue to work with Megen Construction on these issues and the project close-out documentation.
- The table below represents the final 2023 available fund balances as were reported to the County in January 2024. The variances from the December 2023 report are the result of overall favorable actual activity as compared to the estimates.

FUND	2024 ESTIMATED AVAILABLE BALANCE	2024 ESTIMATED RESOURCES	2024 APPROPRIATION
General Fund	\$33,950,000.00	\$91,100,000.00	\$96,315,000.00
Building & Repair Capital Fund	18,182,564.46	18,000,000.00	32,050,000.00
Special Revenue (4 funds)	1,850,373.81	798,000.00	689,000.00
Permanent (44 funds)	1,435,298.74	165,520.00	331,000.00
Total	\$55,418,237.01	\$110,063,520.00	\$129,385,000.00

- The trial for the Energy Retrofit 3, Geiler Co. lawsuit took place in December 2023. Each party will be providing written documentation to the judge in early February with an anticipated decision shortly after.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Redden reported that:

- We are excited to announce that this year's Rookie of the Year recipient is Tricia Fetters, Library Customer Specialist, at the Price Hill Branch! Tricia's nomination included the following accolades:
 - *Tricia consistently showcases remarkable initiative in her work by seeking opportunities for learning, supporting coworkers, and serving customers and the community. She identifies problem areas and proactively devises creative solutions...Tricia's positive attitude is contagious and serves as inspiration for the entire branch. She consistently approaches her work with enthusiasm, optimism, and a great sense of humor. Customer service is central to Tricia's approach in everything she does...Thanks to her advocacy, Price Hill is now offering an English Language for Beginners class in partnership with the Adult Learning Center. Tricia's multilingual proficiency is also an asset, as she is frequently called upon to assist native French and Spanish speakers at the branch...Both Price Hill and CHPL are lucky to have such a creative, kind, funny, connected, and emotionally intelligent person like Tricia on the team!*

Please join me in congratulating our Rookie of the Year, Tricia Fetters!

- We are also excited to share that this year's Impact Award winner and Bunny Dehner Prize Recipient of \$1,000 is Library Customer Specialist in the Popular Library, Sarah Maguire! Sarah's nomination included the following compliments and achievements:
 - *Sarah's willingness to jump in and take the lead on the Stern lecture is an excellent example of her dedication to the Library and pride in her work. Sarah has the unique ability to execute and communicate effectively at the same time, which made her perfect for this role that she stepped into. Sarah looks at assignments from all angles and rarely misses an issue or an opportunity to make whatever she is working on even better. She worked cross-functionally to flawlessly execute a wonderful event for our community that celebrated the Library, what we do for and mean to the community and that showcased our intrinsic value and mission. Sarah also had the foresight to introduce a new and important element to this year's lecture, a sign language interpreter.*

Please join me in congratulating Sarah Maguire, our Impact Award winner and Bunny Dehner Prize recipient!

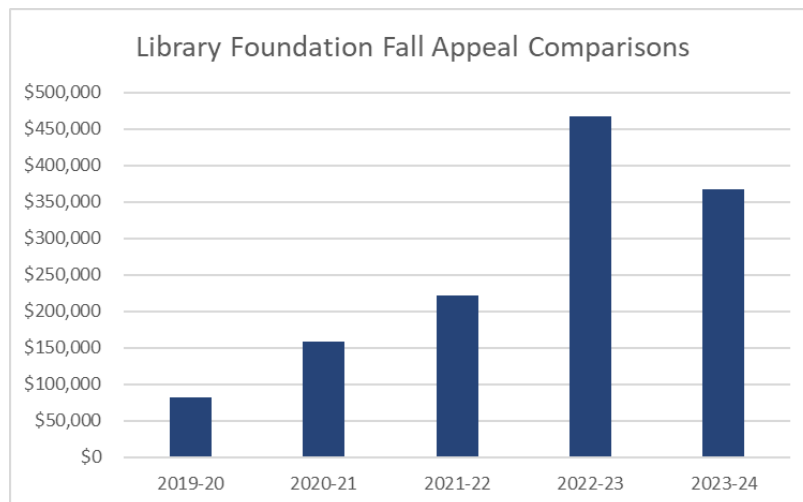
- The eleventh annual Staff Recognition Program will be held on Sunday, June 9 at the Main Library beginning at 5:30 pm with the program to commence at 6:15 pm. This year, service recognition pins will be given to all staff reaching a five-year increment anniversary. This year's event will recognize our Rookie of the Year, Tricia Fetters, and Impact Award winner and Bunny Dehner prize recipient, Sarah McGuire, for their

exceptional contributions and service. We look forward to celebrating those receiving recognition and those who are being honored for their accomplishments.

DEVELOPMENT COMMITTEE REPORT

Ms. Louis reported that:

- Family members of Jean Alva Goldsmith and Louise Goldsmith Trager, who both have named funds to purchase library materials from the early to mid-20th century, recently visited the Main Library. Their descendants explored their family's profound influence on Children's Literature in Hamilton County with a staff-guided tour of the Jean Alva Goldsmith exhibit in the Joseph S. Stern Cincinnati Room. The visit offered a chance to delve into various books and newspapers associated with the family, creating a meaningful connection to their legacy, Cincinnati, and what their parents, grandparents, and great-grandparents have made possible for the community.
- The Library was the grateful recipient of significant gifts from the Stern Family Charitable Fund in memory of Mary and Joseph S. Stern, and FotoFocus Biennial for an exhibit at the Walnut Hills Branch.
- The Foundation's Fall campaign and appeal finished strong, though with a decrease of 21% in total dollars raised as compared to the previous year. However, the 2022 campaign was the largest grossing campaign in Foundation history. See the chart below for additional context.



- Planning is already underway for the Spring campaign and appeal that will focus on #LibraryGivingDay on April 3, 2024.

- The Library Foundation was the grateful recipient of significant gifts from Robert Dorsey, Julie Beatty, Dr. Patricia Hill Collins, the Johnson Foundation for workforce development, and the Ed & Joann Hubert Foundation for Discover Summer.
- Books & Booze, the Adult Book Fair from the Friends of the Public Library is scheduled for March 13, 2024, from 5-8 pm at Nine Giant Fermentarium. This was a very popular and successful event last year, with much excitement about its return this year.

OPERATIONS COMMITTEE REPORT

Ms. Allen introduced Stefani Leming.

Corryville Branch Manager, Stefani Leming shared branch staff experiences while the branch was closed for renovation. She also shared the positive stats since the branch has reopened and the positive reactions from the community.

Ms. Allen reported that:

- The Genealogy & Local History and Popular Library Departments completed the inventory and re-housing of the *Cincinnati Enquirer* Photo Collection. The collection covers 1945 through 1995 and consists of around 1,000,000 photos divided among 35,000 folders. Online customer requests will go live in March 2024 and these requests will determine our digitization priorities. Once digitized, the images will live on the Digital Library for all to enjoy.
- The Science of Reading refers to an interdisciplinary body of scientific evidence that both informs how students learn to read and write proficiently and explains why some students have difficulty with reading and writing. In a continuing effort to provide support for our community related to Governor DeWine's Executive Order in support of implementing best instructional practices aligned to the Science of Reading, we have offered several opportunities for staff to learn more about this topic through training and discussion. These opportunities include:
 - Decodable Books Discussion – learn how our collection can help emerging readers build the decoding skills necessary to learn to read.
 - Early Literacy 101 Workshop – prepare staff to offer early literacy storytimes and work with parents and community partners to share early literacy concepts, promote kindergarten readiness, and build community support.
 - Virtual Program Chat – share ideas for programming designed to motivate and encourage young readers, such as book clubs.

- Thanks to support from the Ohio Library Council, the State Library of Ohio, and the Center of Science and Industry (COSI), CHPL received 500 free Water Science Learning Lunchbox kits. Each kit contains all the supplies and instructions to help young people explore a variety of water-related science activities. Kits are being used to support STEM programming after school and with homeschooling families. Plus, kids get to take their kit home to continue the fun with a coupon for free admission to COSI.
- A total solar eclipse is coming to Ohio on Monday, April 8, 1:52-4:24 p.m. For this eclipse, most of Hamilton County will be in 99% totality, with our Harrison Branch experiencing 100% totality around 3:09 p.m. CHPL is excited to celebrate this once-in-a-lifetime event in Hamilton County with all our residents! Eclipse glasses will be available for on-site use at all CHPL locations on the day of the event. All branches will host eclipse viewing parties that day to celebrate this once-in-a-lifetime opportunity in Hamilton County. CHPL received 5,000 eclipse glasses for free through a partnership with STARnet, and we are purchasing an additional 4,000 glasses to ensure all branches have sufficient supply the day of. Leading up to the event, branch locations will host events presented in partnership with the Cincinnati Observatory to spread awareness of the eclipse and safe sun viewing.
- Additional upcoming programs and events include:
 - February 15 and 26 – CAM Youth Art Lab: Black History Month, Forest Park Branch
 - February 17 – Jean Alva Goldsmith Read Aloud Storytime, Downtown Main Library
 - February 21 – Senior Lunch at the Library, Deer Park Branch
 - February 22 – Backyard Chickens, Harrison Branch
 - February 27 – Get Ready for the Eclipse with Astronomer Dean Regas, Harrison Branch
 - March 11 – Researching the History of Your House, Pleasant Ridge Branch

STRATEGY COMMITTEE REPORT

Mr. Harding reported that:

- We hosted a successful Partner Appreciation Breakfast on January 24 at the Price Hill Branch Library, with more than 50 representatives of community organizations in attendance. We are proud to collaborate with and host Magnificent Morsels, a Black-owned catering business from Findlay Kitchen who provided breakfast. A special thank you to Vice President of the Board, Christopher Harding who shared inspiring opening remarks of the day's event.
- We updated and provided timely, nonpartisan voting information on our website to prepare our communities and staff for the election season. Thanks to our partnership with the Greater Cincinnati Voter Collaborative and the League of Women Voters, we are able to provide concise, factual, and nonpartisan voting information. New resources this year include voter education information from Election Protection from the Ohio Voter Rights Coalition.
- Based on community need, defined by the Hamilton County Commissioners, we are planning to host the 513Relief Bus at the Bond Hill, Forest Park, Green Township and Monfort Heights Branch Libraries. Services include free primary medical care, services for older adults, free printing of birth certificates on demand, and a host of other social and governmental services.
- On January 18, Group 4 Architecture, who CHPL engaged in 2018 to develop our Facility Master Plan, came to facilitate wayfinding sessions with Main Library staff. Group 4 met with 82 staff members to discuss how best to help our customers experience the Downtown Main Library once it reopens. Beyond these engagement sessions, a small Wayfinding Core Group made up of staff from the Service, Strategy, Facilities, and Technology & Logistics divisions is developing wayfinding recommendations.
- The Adult Learning Center conducted 56 classes in January, with 622 in attendance. Our in-person and online classes for individuals who are English Language Learners continue to be popular. We are busy preparing for spring classes. Here are a few of the classes:
 - Reliable information
 - Real or Scam? How to Keep Yourself from Falling Victim
 - Too Much – Please Unsubscribe Me!
 - Reliable Information – How to Search to Find the Answers
 - Shop Smart – Presented by the Ohio Attorney General's Consumer Protection Division
 - Careers
 - New in-person GED Math Class

- Introduction to AI
- Life Skills & Interests
 - Explore CHPL Resources Series highlighting: Libby, LinkedIn Learning, Weiss Financial
 - Talkin' Trails
 - Freehand Brush Painting
- Marketing published CHPL's Annual Report today, an overview of the Library's accomplishments, statistics, and financials for 2023. The report also features stories of select CHPL customers whose lives have been positively impacted by the Library. A digital version of the report is available at CHPL.org/annual-report. To complement the Annual Report, two videos are in production and will be accessible from CHPL.org/annual-report
 - 2023 Facility Master Plan Implementation Highlights
 - 2023 CHPL Year in Review
- In January, the Explore CHPL newsletter was mailed to more than 20,000 CHPL customers ages 60+ who do not have email addresses associated with their library accounts. This edition of the mailer includes information about free tax help, the Winter Checkout Challenge, featured upcoming events, and a snapshot of our Facility Master Plan progress.
- In August 2023, the Marketing department debuted software to help all staff create Library-branded templates that help increase awareness about library events and services while keeping CHPL's brand consistent across all locations. Since then, 280 branded templates have been created for event flyers and posters, display templates, and calendars.
- Thanks to financial support from the Library Foundation, Outreach Services provided iPads and technology support programming to Seven Acres Senior Living in Clifton. Fifteen seniors in need now have access to Libby, Kanopy, and other resources. In addition, the department visited with the Macular Degeneration Support Group at Twin Towers to provide residents with an overview of services and to answer tech questions.
- Outreach continues to provide library materials to educators throughout Hamilton County. The 2023-2024 school year is at the highest level in a decade. Currently the department serves 89 schools and 569 teachers with monthly classroom collections.

TECHNOLOGY COMMITTEE REPORT

Ms. Reynolds reported that:

- Starting in January 2024, the Materials Selection and Acquisition department has used new funds allocated to digital resources to enhance service in Overdrive, home to the Libby app, the Library's primary eBook and eAudiobook vendor. Materials Selection and Acquisition's efforts include:
 - Contending with a post-pandemic cost increase of 79.6%; circulating 109,645 more items in January 2024 than the same month in 2023 while shortening the wait times a bit.
 - Dropping the holds ratio (and thus the wait time) on the 100 top circulating USA Today best sellers – such as *House of Flame and Shadow* from 5.3 holds per copy to 4 holds per copy.
 - Increasing the budget for no-wait titles by over \$50,000/month resulting in 4,456 instant check-outs in Overdrive by our customers in January.
- The Statistical Highlight reflects the interplay of circulation, expenditure, and wait time in Overdrive.
- By the end of January 2024, nine IT staff, mostly from Computer Services, had installed the fifty new pay-for-print and computer reservation systems across all locations, completing Phase I of the Payment Systems Project. Phase I includes an upgraded customer experience when paying for prints and copies, as well as a more user-friendly version of Wi-Fi printing.
- As reported in the December 2023 Board Report, the Library is investing in an upgraded self-check experience for customers and staff. The new self-check hardware will roll out concurrently with Phase II of the Payments System project. Phase II will provide an enhanced point of sale at all locations for items such as vinyl for making a banner in the Makerspace, and lost book charges. Currently there is a convoluted process to pay for these items on the self-check machines. The new and improved process will ease the experience, diversify payment types, divorce it from the self-check machines, and cost the Library less money in the long run.

CONSENT AGENDA ITEMS

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

- Minutes of the Annual Meeting held December 12, 2023

- Minutes of the Regular Meeting held December 12, 2023
- Monthly Financial Reports – for the periods ending December 31, 2023 and January 31, 2024
- Communications Board Report – November 30, 2023 – February 2, 2024
- Contributions, Gifts, and Donations – December 1, 2023 – January 31, 2024

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000
December 1, 2023 - January 31, 2024

12/14/2023	Greater Cincinnati Foundation (Hirsch Horn Fund)	Library Support	1,000.00
12/14/2023	Greater Cincinnati Foundation (Anonymous)	Library Support	10,000.00
12/19/2023	Elizabeth Hoffman Trust	Library Support	1,000.00
12/22/2023	Fotofocus	Support for Fotofocus 2024 program	3,500.00
12/22/2023	Library Foundation - Edelweiss	Discover Summer Support	10,000.00
12/22/2023	Greater Cincinnati Foundation - Stern	Support for FMP Implementation	16,000.00
12/22/2023	Library Foundation - Scripps Howard	Discover Summer Support	20,000.00
12/22/2023	Library Foundation - Early Foundation	Support for the Mariemont Branch	41,530.00
1/10/2024	Friends of PLCH	Support for Library Programming	33,750.00
1/30/2024	Library Foundation -Interact for Health	Support for Library Programming	1,000.00
1/30/2024	Library Foundation	Caldcott-Sweeney Books	1,000.00
1/30/2024	Library Foundation	A Chang Fund - Discover Summer	1,000.00
1/30/2024	Library Foundation	Briford a Branch - Main Library	2,371.23
1/30/2024	Library Foundation	Ludelo Fund -	4,091.19
1/30/2024	Library Foundation	Dorsey Fund - Support of Children's Space	8,892.13
1/30/2024	Library Foundation	Jones Fund - Main Library Support	9,302.99
1/30/2024	Library Foundation	Herschedo/Huber - Discover Summer Support	14,000.00
1/30/2024	Library Foundation	Johnson Foundation - Workforce Development Support	20,000.00
1/30/2024	Library Foundation	Annual Coombe Fund Distribution	50,517.98

- Personnel Change Report reflects changes through January 20, 2024

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>DATE</u>
Appointment	Blair, Annie- Laurie	Library Customer Adviser	Clifton	0.50	4	11/12/2023
Appointment	Henson, Hilary R.	Library Customer Adviser	Groesbeck	0.60	4	11/12/2023
Appointment	Seibel, Ethan H.	PC Support Specialist	Information Tech	1.00	6	11/12/2023
Appointment	Boggs, Jennifer L.	Library Customer Adviser	Westwood	0.50	4	11/26/2023
Appointment	Bolte, Margaret S.	Library Customer Adviser	Madisonville	0.50	4	11/26/2023
Appointment	Brady, Rosalia M.	Library Customer Adviser	Delhi Township	0.50	4	11/26/2023

Appointment	Fields, Jewell R.	HW Help & Enrichment Asst	Avondale	0.30	3	11/26/2023
Appointment	Hart, Ruby E.	Branch Shelver	Cheviot	0.30	1	11/26/2023
Appointment	Horn, Elizabeth D.	Customer Service Sub	Customer Service Subs	0.725	4	11/26/2023
Appointment	Lavelle, Claire E.	Branch Shelver	Anderson	0.30	1	11/26/2023
Appointment	Lee, Jacob J.	PC Support Specialist	Information Tech	1.00	6	11/26/2023
Appointment	Perry, Andrew W.	Library Customer Adviser	Anderson	0.60	4	11/26/2023
Appointment	Sketch, Claire M.	Library Customer Adviser	Walnut Hills	0.50	4	11/26/2023
Appointment	Bucalo, Marietta C.	HW Help & Enrichment Asst	Delhi Township	0.30	3	01/07/2024
Appointment	Frances, Kimberly S.	Library Customer Adviser	Westwood	0.50	4	01/07/2024
Appointment	Francis, Carlie K.	Library Customer Adviser	Madisonville	0.50	4	01/07/2024
Appointment	Jolley, Sara M.	Branch Shelver	Deer Park	0.30	1	01/07/2024
Appointment	Rodriguez, Benito B.	Public Safety Specialist	Public Safety	0.50	6	01/07/2024
Appointment	Shepard, Sage D.	Main Shelver	Sorting and Mat Retrieval	0.50	2	01/07/2024
Appointment	Wiley, John A.	Maintenance Technician	Maintenance Services	1.00	6	01/07/2024
Appointment	Kawanari, Jennifer M.	Graphic Designer	Marketing	1.00	8	11/12/2023
Appointment	Pinson, William D.	Customer Service Sub	Customer Service Subs	0.725	4	11/26/2023
Change	Pittinger, Esther R.	Library Customer Adviser	North Central	1.00	4	11/12/2023
Change	Schnure, Rowe E.	Library Customer Adviser	Norwood	1.00	4	11/12/2023
Change	Testerman, Alex C.	Library Customer Adviser	Walnut Hills	0.60	4	11/12/2023
Change	Bell, Kertu R.	Page	Sorting and Mat Retrieval	1.00	2	11/26/2023
Change	Hauser, Scarlett R.	Library Customer Adviser	Madeira	1.00	4	11/26/2023

Change	Behrman, Matthew T.	Library Customer Adviser	St. Bernard	1.00	4	12/10/2023
Change	Distler, Kanani B.	HW Help & Enrichment Asst	St. Bernard	0.375	3	01/07/2024
Change	Witt, Alexis N.	Library Customer Adviser	St. Bernard	1.00	4	01/07/2024
Change	Steward, Margaret V.	Branch Supervisor - YS	Forest Park	1.00	9	11/26/2023
Change	Ursatchi-Dodd, Britt K.	Library Customer Spec	North Central	1.00	5	11/26/2023
Change	Wild, Jasmine F.	Library Customer Adviser	College Hill	1.00	4	11/26/2023
Change	Eck, Shannon A.	Branch Supervisor - YS	Harrison	1.00	9	01/07/2024
Demotion	Jones, Janie L.	Customer Service Sub	Customer Service Subs	0.725	4	11/26/2023
Demotion	Eck, Carmen V.	Customer Service Sub	Customer Service Subs	0.725	4	01/07/2024
Demotion	Lapp, Anna M.	Customer Service Sub	Customer Service Subs	0.725	4	01/07/2024
Departure	Adams, Austin M.	Public Safety Specialist	Public Safety	0.50	6	12/04/2023
Departure	Jackson, Rebekah J.	Main Shelver	Outreach Services	0.50	2	11/28/2023
Departure	Sanders, Alesha N.	Fiscal Manager	Fiscal Office	1.00	10	12/07/2023
Departure	Malcom Jr., Bruce E.	Public Safety Specialist	Public Safety	1.00	6	12/08/2023
Departure	Falkin, Chad M.	HW Help & Enrichment Asst	Deer Park	0.30	3	12/18/2023
Departure	Eubanks, Regina L.	Library Customer Adviser	Miami Township	0.50	4	11/16/2023
Departure	Jackson, Deborah C.	Library Customer Adviser	Madisonville	0.50	4	11/30/2023
Departure	Wessels Jr., Hermann J.	Content Specialist	Communications	1.00	7	12/05/2023
Departure	Bay, Melissa A.	Branch Shelver	Monfort Heights	0.30	1	11/14/2023
Departure	Smith, Amber G.	Branch Shelver	Blue Ash	0.30	1	11/16/2023

Departure	White, Malasia L.	Library Customer Adviser	St. Bernard	1.00	4	12/04/2023
Departure	Caldwell, Kimberly G.	Customer Service Sub	Customer Service Subs	0.725	4	12/14/2023
Departure	Rudy, Aubrey L.	Library Customer Adviser	Corryville	0.50	4	12/15/2023
Departure	Cannon, Meredith L.	Library Customer Adviser	Sharonville	0.60	4	12/21/2023
Departure	McCutchen, Claire E.	Line Asst Elect Proc	Catalog& Processing	1.00	3	12/30/2023
Departure	Mulford, Mary	Library Customer Adviser	Greenhills	0.50	4	01/02/2024
Departure	Hobbs, Keith A.	Public Safety Specialist	Public Safety	1.00	6	12/01/2023
Departure	Bronner, Anthony D.	Branch Shelver	Deer Park	0.30	1	11/16/2023
Departure	Agyemang, Nana Yaa G.	Library Customer Adviser	Westwood	0.50	4	12/21/2023
Departure	Fogle, Cierra J.	Branch Shelver	Avondale	0.30	1	12/28/2023
Departure	Benford, Kymberlei M.	Library Customer Adviser	Covedale	0.50	4	12/29/2023
Departure	Mathews, Colleen D.	Library Customer Adviser	Pleasant Ridge	0.50	4	12/30/2023
Departure	McKenzie, Sierra S.	Library Customer Adviser	Price Hill	1.00	4	01/09/2024
Departure	Jones, Katrina G.	Library Customer Adviser	Virtual Info Center	0.60	4	11/13/2023
Departure	Phillips, Lily M.	Branch Shelver	Madeira	0.30	1	12/01/2023
Departure	Sharma, Bibek	Truck Driver	Shipping&Receiving	1.00	6	01/13/2024
Promotion	Carter, Austin C.	Monitor Mentor	Westwood	0.50	6	11/12/2023
Promotion	Causey, Stevie	Public Safety Br Super	Public Safety	1.00	8	11/12/2023
Promotion	Benjamin, Cody H.	Library Customer Adviser	Deer Park	0.50	4	11/26/2023
Promotion	Harris, Rhonda M.	Cataloging Assistant	Catalog& Processing	1.00	3	11/26/2023

Promotion	Cohn, Rebecca	Service&Hospitality Coord	Service	1.00	7	01/07/2024
Promotion	Hobson, Forrest J.	Branch Manager	Covedale	1.00	9	01/07/2024
Promotion	Matthews, Michelle Y.	DEIED	Directors Office	1.00	13	01/07/2024
Promotion	Pellegrino, Mario A.	Youth Librarian	Reading	1.00	7	01/07/2024
Retirement	Voynovich, Christopher G.	Conservation Assistant	Conservation Services	1.00	4	11/17/2023
Retirement	Dunnigan, Leo D.	Public Safety Specialist	Public Safety	1.00	6	12/27/2023
Retirement	Miller, Denise M.	Materials Sel & Acq Lib	Materials Selection&Acq	1.00	7	12/29/2023
Retirement	Heaton, Kelly	Childrens Librarian	Reading	1.00	7	12/30/2023
11/12/2023-01/20/2024						

- Statistical Report for December 2023 and January 2024
- Statistical Highlights – Januarys in Overdrive
- Investment Report (summary of invested balances) as of January 31, 2024

Cincinnati and Hamilton County Public Library
Investment Summary as of January 31, 2024

	Amount As of 12/31/2023	Amount As of 01/31/2024
Fifth Third Investment:		
General Fund	\$5,894,228.00	\$5,894,228.00
Building and Repair	\$29,652,082.40	\$31,349,702.40
Total	\$35,546,310.40	\$37,243,930.40
Fifth Third Operating Account:		
General Fund	\$32,546,407.23	\$31,092,605.82
Insurance Reserve	\$230,000.00	\$230,000.00
Special Revenue Funds	\$1,761,554.10	\$1,892,135.99
Building and Repair	\$9,462,166.87	\$5,827,452.92
Permanent Trust Funds	\$1,450,201.43	\$1,421,003.66
Total	\$45,450,329.63	\$40,463,198.39
STAR Ohio:		
Building and Repair	\$1,189,398.49	\$1,195,055.29
Total	\$1,189,398.49	\$1,195,055.29
U.S. Bank Managed Investments (Trust Funds):		
Total	\$6,776,403.00	\$6,776,403.00
Grand Total	\$88,962,441.52	\$85,678,587.08

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Ms. Louis, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. **(5-2024)**.

Mr. Olson thanked Beth Yoke for her service and the Board and staff offered a round of applause.

The Regular Meeting was then adjourned.

President

Attest: Secretary