

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

Date: April 9, 2024

Meeting: Regular

Place: Main Library Board Room

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

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

Trustees Absent: Ms. Louis

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

***PUBLIC COMMENTS***

NONE

***ACTION ITEMS***

Ms. Redden recommended the following:

The Hamilton County Budget Commission has allowed the Library to file modified tax budgets since fiscal year 2005, with the understanding that ongoing approval is subject to annual review. A request to submit a modified 2025 budget was submitted to the Budget Commission on February 19, 2024.

The Library is required to submit its annual budget to Hamilton County by May 31, 2024. The proposed 2025 operating budget balances current funding expectations, current operating costs,

and capital project plans. The capital budget has been constructed on the basis of need – that is, what is needed to fund top priorities for capital building and improvement projects as identified in the Facility Master Plan. The 2025 appropriations presented at the December 2024 Board Meeting will be based on the actual anticipated revenue and operations as of that time.

- **Approve the 2025 Operating Budget and Capital Budget as follows:**

The proposed general fund operating budget of \$83,147,100 is approximately 6.0% greater than the original 2024 appropriations. This includes allowances for increases to salary costs (for the annual merit increase) and annualized planned new staffing (for reopening the Main Library and opening other new branches). The budget also accounts for slight increases in other categories of expenditure in support of the strategic plan of the Library.

**Cincinnati and Hamilton County Public Library  
2025**

	<u>General Fund</u>	
	<u>2024</u>	<u>2025</u>
<b>Beginning Balance</b>	33,950,000.00	28,735,000.00
Public Library Fund	49,403,419.00	72,014,000.00
Local Tax Levy	38,789,132.00	50,561,863.00
Subtotal	88,192,551.00	122,575,863.00
Other Library Revenue	2,907,449.00	2,770,637.00
<b>Total Receipts</b>	<b>91,100,000.00</b>	<b>125,346,500.00</b>
Operating Expenditure	78,315,000.00	83,147,100.00
Transfers Out	18,000,000.00	68,784,400.00
<b>Total Expenditure</b>	<b>96,315,000.00</b>	<b>151,931,500.00</b>
<b>Ending Balance</b>	<b>28,735,000.00</b>	<b>2,150,000.00</b>
Less Contingency	-	2,150,000.00
<b>Available Balance</b>	<b>28,735,000.00</b>	<b>-</b>

The capital budget includes the remaining anticipated projects identified in the Facility Master Plan released in January 2020 for projects between 2024 – 2028 (costs updated for current estimates).

<u>PROJECT</u>	<u>Estimate</u>
Lifecycle Repair and Maintenance	24,216,940
Land acquisition	3,000,000
Symmes Township Renovation, addition and maintenance	16,000,000
Miami Township Replacement with New, Expansion	7,000,000
Cheviot Major Renovation, Expansion, Accessibility	5,500,000
Elmwood Place Makeover	700,000
Delhi Township Replacement with New, Expansion	16,500,000
	<u>72,916,940</u>

The budget reserves two contingencies – a \$2,150,000 operating contingency (3%) in the General Fund and a \$2,000,000 capital contingency in the Building and Repair Fund.

The General Fund expects to end 2024 with approximately \$28.7 million of available funding. To fund the 2025 budget, the Library will need intergovernmental revenue of a little more than \$122 million. The source of that revenue is the Public Library Fund and local property taxes. For budget purposes, property tax receipts for 2025 are estimated at \$50,561,863. This is approximately the amount expected for 2024 and the additional funding for the new levy dollars expected in 2025. The balance of the intergovernmental revenue, \$72,014,000, is being requested from the Public Library Fund.

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

Turner Construction	GMP	#37	Deduct for north plaza winterization removed from scope	\$ (4,115.00)
Turner Construction	GMP	#38	Additional electric needs identified by the Library	\$ 65,836.00
Turner Construction	GMP	#39	Add Walnut St vestibule to scope	\$ 159,794.00
Turner Construction	GMP	#40	Return of unused project contingency	\$ (509,660.00)
Turner Construction	GMP	#41	Vine Street vestibule design modifications	\$ 11,996.00
Turner Construction	GMP	#42	Additional electric needs for the third floor improvements	\$ 22,449.00

The temporary certificate of occupancy was received on schedule in early March. Turner is continuing to work on the punch list and completing the add-on projects, including the third-floor staff area wall and the Walnut Street entry. The shelving is scheduled to be delivered in mid-April with the furniture to follow shortly after. The public art is scheduled to be installed on the plaza in early June and a signature design element for the children’s area entry will be installed in mid-June. Library staff relocations are happening as the spaces are completed and the Facilities team continues to complete work outside of the Turner project scope.

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

Turner Construction	GMP	#7	Additional metal panels required identified in shop drawing review	\$ 97,223.00
Turner Construction	GMP	#8	Add exhaust fan for laser cutter	\$ 5,279.00
Turner Construction	GMP	#9	Add motorized dampers	\$ 6,048.00
Turner Construction	GMP	#10	Design modification for drive up window	\$ 9,277.00
Turner Construction	GMP	#11	Permit required design changes for site improvements	\$ 141,035.00

The domestic and fire service water lines are currently being installed and the exterior masonry continues along the west elevation. The transformer has been installed and the concrete pads have been poured in preparation for the air handling units arriving by the end of March. The framing of the soffits continues on the south elevation (courtyard). In addition, window frames are being set with about 25% of the total glazing installed. The interior drywall walls are 90% complete and drywall ceilings have started.

- **Approve the purchase agreement of 1.34 acres located in Cleves, Ohio from Tisch Properties LLC consisting of the following parcels for \$584,695:**

Map Number	Parcel ID	Address	Acreage
B	57200060134	126 S Miami	0.2
1	572-0006-0080	200 S Miami Avenue	0.07
2	572-0006-0200	214 N Miami Avenue	0.23
3	572-0006-0179	109 S Miami Avenue	0.06
4	572-0006-0181	208 S Miami Avenue	0.22
5	575-0006-0141	N/A	0.02
6	572-0006-0153	N/A	0.03
7	572-0006-0007	214 S Miami Avenue	0.15
8	572-0006-0009	218 S Miami Avenue	0.18
9	572-0006-0183	218 S Miami Avenue	0.18
TOTAL ACRES			1.34

- **Authorize the Eva Jane Romaine Coombe Director to execute the necessary documents related to the Cleves property purchase subsequent to satisfactory due diligence and contract approval by the Hamilton County Prosecutor’s Office.**
- **Authorize the Eva Jane Romaine Coombe Director to act on all matters on behalf of the Board related to a sidewalk improvement project in the City of Madeira at the corner of Miami and Euclid. This transaction will include a parcel division, property transfer, sign relocation and potential easements. All transactions will be confirmed with the Board upon completion.**

Ms. Allen seconded.

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

Mr. Hendon recommended the following:

- **Approve revisions to the Sick Leave Policy as follows:**

We are recommending a revision to the current Sick Leave Policy that changes the time frame of when staff will need to provide medical documentation to return to work after an illness. The current policy states that documentation is required after 5 consecutive days of absence. We are recommending that medical documentation now be required after 3 consecutive shifts are missed due to illness. This recommendation aligns with the time frame that may initiate Family Medical Leave (FML) and comes now that the CDC has revised quarantine guidance and released a unified approach to addressing risks for a range of common respiratory viral illnesses, including COVID-19

- Sick Time Policy (Proposed Policy, Exhibit A; Current Policy, Exhibit B)

## **EXHIBIT A**

### **PROPOSED SICK LEAVE POLICY - EFFECTIVE 4/10/2024**

The Library grants paid leave to staff members to cover personal illness, doctor's appointments, and, to a limited extent, family illnesses.

#### **Accrual by Full-Time and Part-Time Staff Members**

Regular full-time and part-time staff are granted Sick Leave at .05875 hours per hour worked (as defined below) up to the following amount per year:

- 40 hour per week staff can earn up to 120 hours per year
- 24 hour per week staff can earn up to 73.32 hours per year
- 20 hour per week staff can earn up to 60 hours per year

Hours worked includes all hours paid to the staff member with the exception of lump sum payouts upon departure. The Library reserves the right to suspend accruals for unforeseen systemwide extended closures. Sick Leave balances remaining at the end of one year may be carried forward to the next.

Sick Leave accumulates up to a maximum of:

- 1,920 hours for 40 hour per week staff hired on or prior to 12/25/2011
- 1,680 hours for 40 hour per week staff hired after 12/25/2011
- 480 hours for 20 and 24 hour per week staff

#### **Part/Full-Time Transfers**

Accumulated Sick Leave balances carry over if a staff member changes between full-time and part-time status. If a full-time staff member changes to part-time status and has more than the part-time maximum balance of 480 hours, the Sick Leave accumulated balance will be reduced to the maximum balance of 480 hours and there is no payout upon status change.

#### **Sick Leave Usage**

Sick Leave may be used in 15-minute increments for any physical or mental medical condition which incapacitates a staff member for work. With supervisor approval, Sick Leave may be used for personal medical treatment or for an illness or doctor's appointments in the staff member's immediate family – e.g., father, mother, step-parent, sister, brother, spouse, child, or household resident. Medical documentation is required when a staff member is absent from work due to illness for more than 3 consecutive scheduled shifts or as deemed necessary by the staff member's supervisor.

All accrued time off, including Sick Leave, when applicable, must be exhausted before a staff member is eligible to apply for Unpaid Leave.

### **Payout**

Full-time staff members who retire from the Library with proper notice shall receive a lump sum payment, at their current rate of pay, for the amount of unused Sick Leave over 1,440 hours. If a staff member dies in service, this payment will be made to their estate. There is no Sick Leave payout to any staff member who resigns or is discharged.

## **EXHIBIT B**

### **CURRENT SICK LEAVE POLICY**

The Library grants paid leave to staff members to cover personal illness, doctor's appointments, and, to a limited extent, family illnesses.

#### **Accrual by Full-Time Staff Members.**

Regular full-time and part-time staff are granted Sick Leave at .05875 hours per hour worked (as defined below) up to the following amount per year:

- 40 hour per week staff can earn up to 120 hours per year
- 24 hour per week staff can earn up to 73.32 hours per year
- 20 hour per week staff can earn up to 60 hours per year

Hours worked includes all hours paid to the staff member with the exception of lump sum payouts upon departure. The Library reserves the right to suspend accruals for unforeseen systemwide extended closures. Sick Leave balances remaining at the end of one year may be carried forward to the next.

Sick Leave accumulates up to a maximum of:

- 1,920 hours for 40 hour per week staff hired on or prior to 12/25/2011
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#### **Part/Full-Time Transfers.**

Accumulated Sick Leave balances carry over if a staff member changes between full-time and part-time status. If a full-time staff member changes to part-time status and has more than the part-time maximum balance of 480 hours, the Sick Leave accumulated balance will be reduced to the maximum balance of 480 hours and there is no payout upon status change.

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Sick Leave may be used in 15-minute increments for any physical or mental medical condition which incapacitates a staff member for work. With supervisor approval, Sick Leave may be used for personal medical treatment or for an illness or doctor's appointments in the staff member's immediate family – i.e., father, mother, step-parent, sister, brother, spouse, child, or household resident. Medical documentation is required when a staff member is absent from work due to illness for more than 5 consecutive days or as deemed necessary by the staff member's supervisor.

All accrued time off, including Sick Leave, when applicable, must be exhausted before a staff member is eligible to apply for Unpaid Leave.

### **Payout.**

Full-time staff members who retire from the Library with proper notice shall receive a lump sum payment, at their current rate of pay, for the amount of unused sick leave over 1,440 hours. If a staff member dies in service, this payment will be made to their estate. There is no sick leave payout to any staff member who resigns or is discharged.

Mr. Harding seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. **(7-2024)**.

## ***INFORMATIONAL ITEMS***

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

Ms. Brehm-Heeger reported that:

- After honoring the Main Library's South Building at a closing ceremony in fall, 2021, we are excited to announce the date for our grand re-opening celebration! On the morning of Friday, July 12 at 10:00 a.m., we will re-open the South Building doors for a non-stop celebration of our remodeled and re-envisioned Main Library. In preparation for this action-packed weekend of celebratory events, we are working with local community partner and event planning expert, Game Day Communications. Game Day has coordinated and promoted many local events including the Cincinnati Music Festival and the past 20 years of the Flying Pig Marathon.
- House Bill (HB) 344 is legislation introduced by Reps. Mathews (R-Lebanon) and Hall (R-Middletown) that seeks to eliminate the authority of political subdivisions to levy replacement property tax levies. This bill has not yet passed out of the House's Ways and Means Committee.

- House Bill (HB) 257, which authorizes certain public bodies (including public libraries) to hold virtual meetings, has passed out of the House and is now in the Senate Government Oversight Committee, where they have been holding hearings.
- I had the pleasure of joining Cincinnati Vice Mayor Jan-Michele Lemon Kearney and Literacy Coordinator for the local Dolly Parton's Imagination Library program Kristy High, M.Ed, for a Storytime at the Madisonville Branch on February 14. The Vice Mayor and Ms. High read stories, interacted with families, and promoted information about the Ohio Imagination Library.
- On March 25, State and Local elected officials joined Library leaders and trustees at the Walnut Hills Branch for a Legislative Breakfast and Showcase. Elected stakeholders from Ohio, Cincinnati, and Hamilton County enjoyed breakfast and visiting showcase stations to learn about the telescope lending program and programs coinciding with the upcoming eclipse, Summer Reading, MakerSpace equipment, and Library outreach. The following elected officials were in attendance: Cincinnati Vice Mayor Jan-Michele Lemon Kearney and Council Members Anna Albi and Meeka Owens; Hamilton County Commission President Alicia Reece and Vice President Denise Driehaus, Ohio Senator Catherine Ingram and Ohio Representatives Cindy Abrams, Rachel Baker, Sedrick Denson, and Bill Seitz.
- Public Services Director Kathy Bach, Government Relations Coordinator Elaine Fay, and I attended Hamilton County Commission President Alicia Reece's "Women's History Month" celebration at the Cincinnati Black Music Walk of Fame on March 22.
- Through our ongoing conversations and relationship-building with City of Cincinnati Council member Anna Albi, we have the opportunity to pilot distributing 50 gun safety locks at select library locations, joining a small but growing number of public libraries across the country working in support of gun safety in our communities. The locks and supporting materials are being provided courtesy of the advocacy group Moms Demand Action.
- Thanks to 2023 Board President Nadine Allen for introducing CHPL's Year In Review video of 2023 highlights and successes for our Library. That video is now available at [CHPL.org/annual-report](https://www.chpl.org/annual-report), along with the Building the Next Generation Library video that reviews the Facility Master Plan progress through 2023 and discusses planned, upcoming projects.
- We are excited to announce our annual staff recognition celebration will be on Sunday, June 9 from 5:30 – 8 p.m. at the Main Library. We are inviting current staff, retirees, and their families to celebrate with us this year. Thanks to our committed and dedicated members of the Staff Recognition Team for ensuring we have this opportunity to celebrate our great staff! Thanks, too, for the support of the Foundation in ensuring we have great refreshments for our event.



- The January/February issue of *American Libraries* featured an article highlighting our Library's work in passing our local levy last fall. The article notes our high percentage of "yes" votes, and our Library Board and leadership's strong emphasis on community engagement across the city and county throughout the summer and fall leading up to election day.
- The Ohio General Assembly is considering projects to be funded by One-Time Strategic Community Investments Fund (OTSCIF), a fund that will provide up to \$700 million for one-time strategic investments in local communities. These funds are not intended for operations or to support pilot programs. Rather, they are intended to assist in the investment or completion of a project (not meant to be a sole funding source). These are one-time funds, designed for meaningful and transformational investments. We are working to complete and submit the OTSCIF worksheet and supporting documentation for the Cheviot Branch Accessibility Project to our State Senators, which is the legislative chamber now considering which projects to move forward with. We anticipate submitting \$1 million for this project, with the remaining funding coming from our local tax levy.
- In order to take full advantage of emerging programs that allow public libraries to seek funding for energy and sustainability efforts in several areas, the Library is working on both short- and long-term plans and projects. This includes the development of a framework/roadmap to help increase our knowledge and guide our choices.

In the immediate future, we are working with energy consultant Donovan Energy to prepare and submit an application for the upcoming round of OKI-allocated federal Carbon Reduction Program (CRP) grants. We have connected with Hamilton County to ensure their support and willingness to act as a partner in the application, which is focused on the installation of EV charging stations in up to 5 library parking lots; an application that requires meticulous preparation and strategic planning to ensure a competitive proposal.

Longer term, the Inflation Reduction Act (IRA) enacted in 2022 has expanded the set of clean-energy-related asset categories that are now able to be directly subsidized by the federal government via tax credits and direct payments. Previously, if you were an entity like the public library that does not pay taxes, there was little to no realistic opportunity to utilize the IRA for our clean and renewable energy needs. Recently this has changed with the creation of numerous opportunities for tax-exempt entities to take advantage of clean energy tax credits. This means that CHPL can now consider solar and other renewables to offset energy costs and upgrade or enhance existing energy-related technology, including transitioning from a commercial fleet to a hybrid or EV fleet over time and installing alternative fuel refueling infrastructure (charging stations). We will be best served by the prompt development of a long-term plan to capitalize on this quickly evolving landscape and ensure our choices are sustainable. We plan to work with Donovan Energy on the development of this plan, which will include community engagement over the next several months.

## FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Hendon reported that:

- The temporary certificate of occupancy related to the Hyde Park Branch Elevator Replacement and Renovation project was received in mid-March. Turner continues work on finishes and punch items. The elevator installation is ongoing with the assurance that it will be operational by the mid-April opening. The shelving and furniture have been delivered. Library staff is completing the move out and cleaning of the temporary leased space. Library staff are working to prepare the building for opening.
- The Board approved the 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 the property purchase price of \$1,975,000) in February of 2024 for the Mt. Healthy Branch Replacement project. The final GMP was executed in March at a total of \$2,875,851 which is approximately \$1.1 million less than anticipated. The site was mobilized in mid-March and the estimated completion is in Fall 2024.
- The Library has been working with design professionals and other consultants to identify the scope of the maintenance required for the Avondale Branch Maintenance and Renovation project to adequately waterproof the building as well as maximize the interior space. A major obstacle to improvements continues to be the lack of onsite parking. We are working to outline all improvement options over the next few months. In addition, we are investigating potential temporary rental space to provide Library service during any possible building closure while the work is completed.
- We have spent a considerable amount of time and resources over the last year developing and evaluating design options for the Symmes Township branch renovation and addition to improve the branch parking lot, pedestrian and traffic safety, and service operations at our system's busiest branch. During the process, the estimates to renovate and create a small addition were between \$8 million – \$10 million. Considering the lack of options to make cost-efficient and significant improvements, and given a rare opportunity for the Library to take advantage of tax reduction energy incentives, the Library is now considering a plan to demolish the existing structure and construct a new larger branch that is planned to include solar panels and a geothermal energy system. The preliminary estimate for the project's 22,000-square-foot building is approximately \$16 million. We are seeking a temporary location to provide service during construction (approximately September 2024 – November 2025) and plan to engage with the community in April. We will engage the services of JS Held on this project.

- The architect, SHP, is using the information from the pricing exercise with Turner and input from Library staff to develop construction documents over the next several weeks for the Cheviot Branch Accessibility, Maintenance and Renovation project. The intention is to work with Turner to obtain a GMP and commence 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 will include township officials and the community as options develop.
- In addition, several mechanical components of the Main Library’s North Building are at the end of their life. The more recently installed mechanical equipment in the South Building is dependent upon the chiller/cooling tower in the North Building to operate. The Library is working with local energy consultants, Donovan Energy, to identify options for replacement as well as opportunities to improve the overall energy efficiency of the Main Library campus given the unique offering of the Inflation Reduction Act tax incentives.
- The Madisonville Branch lease agreement with Ackermann in 2020 includes a tenant improvement allowance. While working through the amount due to the Library, it was discovered there was a discrepancy in the actual square footage of the finished space. As a result, the Library recently signed a lease amendment increasing the square footage from 8,260 to 8,796 which resulted in an increase in the monthly rent. The Library expects to receive the tenant allowance reimbursement by the end of April 2024.
- The resolution of the remaining punch list items for the Walnut Hills Branch 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.
- As previously reported, the Library implemented the new ERP system, Tyler Tech Munis, in January 2023. The system has provided several operational efficiencies in transaction processing, but more work needs to be done in several areas including capital assets and reporting. With the addition of our new Fiscal Manager, Max Celek, and the support of our partners at Tyler Tech, we plan to spend the next two quarters focusing on system improvements.
- The 2023 annual audit by the Auditor of State has recently commenced. The work will continue over the next few months and the Local Government Services unit of their Office is assisting the Library with our Annual Comprehensive Financial Report. The work will most likely continue over the next few months.

## HUMAN RESOURCES COMMITTEE REPORT

Ms. Redden reported that:

- Our first cohort for the Community Leadership Certificate program is finishing their second semester at Cincinnati State. We received strong positive feedback from participants and Cincinnati State, who referred to our staff cohort as a joy to work with, so engaging, valuing feedback, and putting a lot of thought and reflection into their assignments. This program was previously called the Public Service Leadership Certificate Program. It received a new title after Cincinnati State finalized the curriculum through their Academic Policies and Curriculum Committee.  
This program has been designed to create new paths for advancement for staff who do not currently have an MLS or MLIS degree and are passionate about leading others in public service. The goal of this Library-funded program is to equip staff with the knowledge and skills to be successful in public service leadership roles at the Library. We currently have 10 participants. Several of the first cohort participants have accepted promotions into leadership within the Library system. Currently, our Senior Branch Manager at Delhi Township, Heather Price; our Branch Manager at College Hill, Michael Guess; our Outreach Supervisor, Jenna Felsheim; and our Service & Hospitality Coordinator, Becky Cohn, have all advanced their careers through this program. Applications for our next cohort of the Community Leadership Certificate Program opened on Monday, April 8 and will close on Tuesday, April 30. Interest and excitement for this program continues to be high and we look forward to selecting participants to begin classes at Cincinnati State this upcoming Fall semester.
- Beginning March 3, I am pleased to have our Marketing and Communications departments reporting to me. These two departments have made a successful transition in this new reporting structure, and I look forward to continuing to support and work with both teams. This opportunity also allows me to learn more about various parts of our organization as we make succession planning a priority.
- Today, April 9, is National Library Worker's Day! This is the day when communities across the country recognize the valuable contributions made by library staff. National Library Worker's Day honors our staff for their commitment to serve with excellence. This week, our Staff Morale Team is sponsoring fun, virtual activities throughout the week, encouraging staff to connect with each other and take part in the celebration. Senior Leadership created themed baskets to raffle off to staff during each hour today to celebrate our staff.

- The Library's ArtsWave Annual Community Campaign ended on March 15. We are thankful to staff who contributed a total of \$2,643.00 – an increase of almost 20% over last year.

## OPERATIONS COMMITTEE REPORT

Ms. Allen introduced Dorvon Sweeten and Steve Causey.

Public Safety Main Library Supervisor, Dorvon Sweeten and Public Safety Branch Supervisor, Steve Causey discussed their new roles and what they are doing to enhance the experiences of Library customers and staff.

Ms. Allen reported that:

- This year's Public Library Association (PLA) national conference for public libraries in North America was hosted in Columbus, Ohio, last week, welcoming more than 7,000 registered attendees to our great state. Ohio's public libraries took center stage offering a rare, local opportunity for our library to send a larger than usual contingent of staff holding a wide variety of positions to this multi-day conference. Two of our staff members, Harrison Branch Manager Kate Denier and Public Safety Branch Supervisor Steve Causey, both presented. They served on a panel discussion titled "Building Engagement and Changing Futures with Restorative Practices for Teens."
- We are receiving more requests from individuals and organizations wanting to use our locations for filming and are revising our Photographing and Videotaping in the Public Library Policy. We have requested legal review of the updated policy and believe this will allow more understandable guidelines to be adopted. We will have the policy for review at the June Board meeting and as questions arise are operating with guidance in the spirit of the anticipated updates.
- With the reopening of the South building of the Main Library this summer, we are requesting policy changes that would allow customers to utilize the outdoor terrace spaces on the third floor. We are reviewing other library systems that utilize and/or rent their outdoor spaces, including Washington D.C and New York. We plan to present updates at the June Board meeting.
- The Genealogy and Local History Department and The Preservation Lab collaborated to display Illustrations of the Nests and Eggs of Birds of Ohio at Music Hall on March 1 and 2. Begun by Genevieve Estelle Jones, an Ohio woman known as "The Other Audubon," the book and exhibit coincided with a performance by the Cincinnati Symphony Orchestra honoring Olivier Messiaen, a major composer of the 20th century and an ornithologist

- Summer Reading returns June 1! We have officially rebranded our Discover Summer program as Summer Reading. As our largest program of the year, summer presents a prime opportunity for the Library to showcase our alignment with the state's emphasis on the Science of Reading. In line with this focus, we are returning to the fundamentals: reading and activities designed to bolster reading skills. This rebranding effort will not only celebrate hard work but also demonstrate our unwavering commitment to supporting young readers and their families.
- On March 12 and 18, Lifelong Learning and the Summer Reading Planning Team hosted Summer Reading Retreats for our Youth Services staff. Topics discussed included: program overview for 2024, planning events for youth, taking Summer Reading on the road through community outreach, and supporting older kids with reading skills. Staff left these retreats prepared to lead Summer Reading activities at their locations in June and July.
- This year, 8,000 adults participated in the Winter Checkout Challenge, and 3,358 of these participants completed the challenge and earned a limited-edition CHPL mug! The top two goals for Winter Checkout Challenge were to increase awareness and engagement with library resources and promote mental health and wellbeing for adults in the winter.
- Additional upcoming programs and events include:
  - April 10 – Cartooning with Skool Aid, Wyoming Branch
  - April 10 – Pete the Cat’s Groovy Party, Harrison Branch
  - April 11 – Produce Pop-Up with Freestore Foodbank, Covedale Branch
  - April 13 – Housing Empowerment & Resource Affair, Deer Park Branch
  - April 13 – From Seeds to Smiles: Exploring Ecology, Mt. Washington Branch

## **STRATEGY COMMITTEE REPORT**

Mr. Harding reported that:

- The Forest Park Branch Library hosted the 513Relief Bus in early February and early March in support of Hamilton County Commission President Alicia Reese’s goal to serve New Americans. The County provided three French translators to connect our growing Mauritanian communities living in the Forest Park area to vital resources. The County reported that hundreds of community members were served at both events, and provided fresh produce from Freestore Foodbank, warm meals from Food For The Soul, free medical checkups with UC Health, free printing of birth certificates, and more. Bryan Wright, Director of Cincinnati Compass, facilitated conversations about preparing for citizenship with our Mauritanian community members and French translators. Special

thanks to Mr. Harding, Vice President of the Library Board of Trustees, who helped serve our community members.

- The Citizen Complaint Authority's (CCA) mission is to investigate serious interventions by police officers including, but not limited to, discharges of firearms, deaths in custody, and major uses of force, and to review and resolve citizen complaints of law enforcement misconduct in a fair and efficient manner. The CCA requested to have an information table at nine branches: Avondale, College Hill, Covedale, Madisonville, Mt. Washington, Northside, Oakley, Pleasant Ridge and Price Hill. CAA staff may conduct interviews with citizens if they have a complaint. The tables will be at a different branch once per month for the rest of the year.
- We continue to strengthen our partnership with the Council On Aging (COA) by hosting Aging Connections at the Walnut Hills Branch Library on April 9, 2024. This event features COA's services to promote aging in place.
  - Hamilton County's Prosecutor's Office is providing education on avoiding fraud and scams, and emergency preparedness.
  - Cincinnati Recreation Commission will feature fun and well-being events and resources available to seniors and caregivers.
  - The Center For Closing The Health Gap will feature self-advocacy strategies to combat health challenges.
- Our partnership with United Way and our Free Tax Help service continues to grow. Free Tax Help is available at the downtown Main Library, Groesbeck, Harrison, Reading, and North Central Branch Libraries. United Way recruited IRS-certified volunteers from AARP and GE Aerospace. New this year includes the recruitment of AmeriCorps volunteers to allow us to expand Free Tax Help at the Price Hill Branch Library. A Case Manager from U.S. Congressman Greg Landsman's office is providing IRS-related troubleshooting and assistance to community members experiencing problems and barriers related to filing taxes with the IRS at the Price Hill Branch Library. We are promoting the United Way-endorsed MyFreeTaxes.com as an additional resource available for many tax filers.
- We are partnering with the Cincinnati NAACP to host their first Fair Housing & Empowerment Affair at the Deer Park Branch on April 13, 2024. The resource fair will include housing resources and assistance; empowerment and advocacy resources; legal assistance and fair housing support; and prevention of lead poisoning by People Working Cooperatively.

- We are once again partnering with OhioMeansJobs (OMJ) to celebrate In-Demand Jobs Week 2024 (IDJW). Governor DeWine noted via a recent Press Release, “Whether you are completing a certification, learning a new skill, or moving up in your career, Ohio’s broad range of in-demand jobs means Ohio is truly the heart of opportunity.” A job and career fair will be held at the Forest Park Branch Library on May 8, 2024, and will feature employers and organizations that provide fast-track education to achieve success in trades, health care, and more. OMJ is pleased that we can partner and host the IDJW fair in the northern part of Hamilton County, which allows OMJ to significantly extend their reach.
- In March, Outreach Services staff distributed 31 iPads (purchased through funding provided by the Library Foundation) to two senior facilities. Our goal was to provide devices to seniors with limited access to technology. The first program was on March 6 at St. Theresa Village. Staff helped 16 residents set up devices. This included creating an Apple ID, setting up email, and an overview of Libby, Kanopy, and Hoopla. On March 18, another 15 devices were distributed to residents at Seven Acres Senior Living. In addition to Libby, Kanopy, and Hoopla, customers also requested Candy Crush. The team works to ensure that all participants can use the devices to meet their interests and needs. We have follow-up programs in April to check in with residents and answer questions.

## **TECHNOLOGY COMMITTEE REPORT**

Ms. Reynolds reported that:

- Materials such as books, DVDs or even CDs can be borrowed from another public library in Ohio through SearchOhio, or an academic library through OhioLINK. Our Sorting and Materials Retrieval Department has staff dedicated to this beloved resource sharing among Ohio libraries. Due to the strength of our collections, we lend more items to public libraries than we borrow. However, we borrow more from academic libraries than we lend out. A more detailed breakdown is available in this meeting’s consent agenda item – Statistical Highlight. Relatively seamless interlibrary resource sharing is made possible by a software module attached to our integrated library system (ILS) and was a primary reason we moved to the Sierra ILS in 2012. Recently, OhioLINK announced they are moving to an ILS-agnostic resource sharing module, with SearchOhio likely to follow suit. Additionally, several public libraries utilizing OhioLINK and SearchOhio have recently re-evaluated their ILS, and Cuyahoga County Public Library has switched to a well-developed open-source ILS called Koha. We plan to evaluate several open-source ILS options over the next year. Open-source options require more dedicated staff time, which would be easily paid for with the significant savings realized from switching from a traditional vendor to an open-source product.



- Once reopened, the Hyde Park Branch will have the first of the new Bibliotheca self-checkout kiosks that will be rolled out at all locations this year. The self-checkout experience for customers will be familiar, as we already use Bibliotheca software, but the hardware will be all new. We are considering piloting checkouts without the use of PINs at Hyde Park; card numbers only would be required. Also at opening, Hyde Park will launch the first of the new point-of-sale payment kiosks where customers can pay for lost materials, MakerSpace supplies, and things like earbuds. As with the self-check kiosks, we will roll out the point-of-sale kiosks to all locations this year.

## **DEVELOPMENT COMMITTEE REPORT**

Ms. Redden reported that:

- The Library Foundation’s Spring campaign and appeal is currently underway. The results of the campaign will be reported at the next meeting.
- The Friends of the Public Library’s Books & Booze event on March 13, 2024, was a smashing success. This adult book fair welcomed customers from across the region to Nine Giant’s Fermentorium. Customers purchased materials and supported the Library through food and libations. April is Member’s Month at the Friends’ Warehouse, where Friends’ Members save 20% on purchases.
- Over the past few months, the Anderson Township Library Association (ATLA) volunteers have been working to relocate their operations to a more convenient space. They believe they have found a new “home” and the Library is continuing to work with them throughout this process. In the coming months, an updated Memorandum of Understanding will be presented for review.

## ***CONSENT AGENDA ITEMS***

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

- Minutes of the Regular Meeting held February 13, 2024
- Monthly Financial Reports – for the periods ending February 29, 2024 and March 31, 2024
- Media Activity Report – February 14, 2024 – April 5, 2024

- Contributions, Gifts, and Donations – February 1, 2024 – March 31, 2024

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000  
February 1, 2024 - March 31, 2024

03/08/2024 MLK Jr. Coalition	Contribution to trust fund principal	1,000.00
03/19/2024 Friends of PLCH	Support for special projects identified by the EJRC Director	3,776.87
02/22/2024 Library Foundation	Library support for programs and snacks	4,937.50
02/27/2024 Library Foundation	Support for community engagement and customer appreciation	10,000.00
02/27/2024 Library Foundation	Support for afterschool healthy snacks	15,000.00
02/08/2024 Friends of PLCH	Support for Main Library FMP project	50,000.01
02/27/2024 Library Foundation	Support for Summer Reading	90,000.00

- Personnel Change Report reflects changes through March 16, 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	Autzen, Christopher M.	Branch Shelver	Madisonville	0.30	1	01/21/2024
Appointment	Cassinelli, Olivia M.	Library Customer Adviser	Mariemont	0.50	4	01/21/2024
Appointment	Chandler Jr., Jeffery	Public Safety Specialist	Public Safety	1.00	6	01/21/2024
Appointment	Cushing, Sarah N.	Sorter	Sorting and Mat Retrieval	1.00	2	01/21/2024
Appointment	Lipps, Adam J.	Public Safety Specialist	Public Safety	0.50	6	01/21/2024
Appointment	Phillips, Terrin S.	Public Safety Specialist	Public Safety	1.00	6	01/21/2024
Appointment	Price, Aimee C.	Page	Sorting and Mat Retrieval	1.00	2	01/21/2024
Appointment	Waters, Jamie A.	Main Shelver	Outreach Services	0.50	2	01/21/2024
Appointment	Wynn, Sarah K.	Library Customer Adviser	Madeira	0.60	4	01/21/2024
Appointment	Brannin, Alder M.	Youth Librarian	Madisonville	1.00	7	02/04/2024
Appointment	Kelly, Jennifer L.	Library Customer Adviser	Miami Township	0.50	4	02/04/2024

Appointment	Parian, Olivia R.	Library Customer Adviser	Pleasant Ridge	0.50	4	02/04/2024
Appointment	Pries, Melanie	Human Resources Manager	Human Resources	1.00	12	02/04/2024
Appointment	Short, Crystal R.	Library Customer Adviser	St. Bernard	0.60	4	02/04/2024
Appointment	Kaufman, Ruth A.	HW Help & Enrichment Asst	Deer Park	0.30	3	02/18/2024
Appointment	McCoucha, Rachel C.	Library Customer Adviser	Corryville	0.50	4	02/18/2024
Appointment	McCoy, Sarah F.	Branch Shelver	Deer Park	0.30	1	02/18/2024
Appointment	Miller, Rodrick D.	Public Safety Specialist	Public Safety	1.00	6	02/18/2024
Appointment	Phillips, Dajanae L.	Branch Shelver	North Central	0.30	1	02/18/2024
Appointment	Wagner, Mallory L.	Branch Shelver	Madeira	0.30	1	02/18/2024
Appointment	Ward, Carleta E.	Benefits Coordinator	Human Resources	1.00	8	02/18/2024
Change	Kimbrell, Nicholas B.	Library Customer Adviser	Sharonville	0.60	4	02/04/2024
Change	Owensby-Dickerson, Alisha L.	Library Customer Adviser	Greenhills	0.50	4	02/04/2024
Change	West, Kathryn A.	Page	Sorting and Mat Retrieval	0.50	2	02/04/2024
Change	Griffin, Michael B.	Library Customer Adviser	Symmes Township	0.60	4	02/18/2024
Change	Meyer, Tracy L.	Library Customer Adviser	Virtual Info Center	0.60	4	02/18/2024
Change	Newman, Stix E.	Library Customer Adviser	Price Hill	1.00	4	02/18/2024
Change	Jariwala, Riya H.	Library Customer Spec	Deer Park	1.00	5	01/21/2024
Change	Kowsky, Capri E.	Line Asst Phys Proc	Catalog& Processing	1.00	2	02/04/2024

Demotion	Titschinger, Casey A.	Human Resources Partner	Human Resources	1.00	9	01/21/2024
Demotion	Ely, Matthew P.	Sorter	Sorting and Mat Retrieval	1.00	2	02/18/2024
Departure	Williams, Yolonda K.	Public Safety Specialist	Public Safety	1.00	6	03/07/2024
Departure	Inskeep, McKenna K.	Main Shelver	Outreach Services	0.60	2	03/16/2024
Departure	Smallwood, Lauren M.	Pop Library Supervisor	Popular Library	1.00	9	03/16/2024
Departure	Whiting, Mytia L.	Branch Shelver	Norwood	0.30	1	01/27/2024
Departure	Torok, Hannah L.	Library Customer Adviser	Symmes Township	0.60	4	02/14/2024
Departure	Yoke, Beth A.	Chief Strategy Officer	Strategy	1.00	14	02/29/2024
Departure	Mell, Kurt R.	PC Support Specialist	Information Tech	1.00	6	03/01/2024
Departure	Inskeep, McKenna K.	Main Shelver	Outreach Services	0.60	2	03/16/2024
Departure	Smallwood, Lauren M.	Pop Library Supervisor	Popular Library	1.00	9	03/16/2024
Departure	Rodriguez, Benito B.	Public Safety Specialist	Public Safety	0.50	6	03/05/2024
Departure	Seibel, Ethan H.	PC Support Specialist	Information Tech	1.00	6	02/01/2024
Departure	Tucker, EmmaGrace M.	Library Customer Adviser	West End	0.50	4	02/20/2024
Departure	Sanchez, Agustin L.	Adult Learn Center Assistant	Adult Literacies & Learning	1.00	4	03/06/2024
Departure	Meineke, Danielle M.	Youth Librarian	Walnut Hills	1.00	7	03/09/2024
Departure	Porter, Mary W.	Customer Service Sub	Service	0.725	4	02/16/2024
Departure	Sylla, Nana	Monitor Mentor	St. Bernard	0.50	6	01/26/2024
Departure	Morgan, Connor P.	Branch Shelver	Madeira	0.30	1	02/21/2024

Departure	Fields, Jewell R.	HW Help & Enrichment Asst.	Avondale	0.30	3	02/29/2024
Departure	Meineke, Danielle M.	Youth Librarian	Walnut Hills	1.00	7	03/09/2024
Departure	Rapoport, Dahlia S.	Branch Shelver	Blue Ash	0.30	1	03/05/2024
Departure	Porter, Ashlyn S.	Library Customer Adviser	Covedale	0.50	4	03/16/2024
Departure	Bridgeman, Corrie C.	Youth Librarian	Covedale	1.00	7	02/20/2024
Departure	Edwards, Sidney N.	Library Customer Adviser	Symmes Township	1.00	4	02/23/2024
Promotion	Smith, Nichelle M.	Human Resources Partner	Human Resources	1.00	9	01/21/2024
Promotion	Sweeten, Dorvon G.	Public Safety Supervisor	Public Safety	1.00	8	01/21/2024
Promotion	Matthews, Michelle Y.	DEIED	Directors Office	1.00	14	02/04/2024
Promotion	Edwards, Darryn M.	Library Customer Spec	Symmes Township	1.00	5	02/18/2024
Promotion	Roberson, Renee	Library Customer Spec	Avondale	1.00	5	02/18/2024
Retirement	Gump, Paul P.	Maintenance Technician	Maintenance Services	1.00	6	02/29/2024
Retirement	Stanko, Virginia	Branch Supervisor - YS	Sharonville	1.00	9	02/29/2024
Retirement	Sheblessy, Sarah A.	Library Customer Adviser	Blue Ash	0.50	4	03/01/2024
01/21/24-03/16/24						

- Statistical Report for February 2024 and March 2024
- Statistical Highlights – Search Ohio
- Investment Report (summary of invested balances) as of March 31, 2024

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

	Amount As of 2/29/2024	Amount As of 03/31/2024
<b>Fifth Third Investment:</b>		
General Fund	\$5,894,228.00	\$5,894,228.00
Building and Repair	\$31,293,402.40	\$31,293,402.40
<b>Total</b>	<b>\$37,187,630.40</b>	<b>\$37,187,630.40</b>
<b>Fifth Third Operating Account:</b>		
General Fund	\$30,570,977.49	\$28,024,257.88
Insurance Reserve	\$230,000.00	\$230,000.00
Special Revenue Funds	\$2,013,796.74	\$1,935,710.03
Building and Repair	\$3,382,755.99	\$495,961.14
Permanent Trust Funds	\$1,416,792.20	\$1,411,729.90
<b>Total</b>	<b>\$37,614,322.42</b>	<b>\$32,097,658.95</b>
<b>STAR Ohio:</b>		
Building and Repair	\$1,195,055.29	\$1,195,055.29
<b>Total</b>	<b>\$1,195,055.29</b>	<b>\$1,195,055.29</b>
<b>U.S. Bank Managed Investments (Trust Funds):</b>		
<b>Total</b>	\$6,776,403.00	\$6,776,403.00
<b>Grand Total</b>	<b>\$82,773,411.11</b>	<b>\$77,256,747.64</b>

Ms. Reynolds seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Mr. Olson, Ms. Redden, Ms. Reynolds...6 ayes. The motion carried. **(8-2024)**.

The Regular Meeting was then adjourned.

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President

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Attest: Secretary