

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

Date: May 19, 2020

Meeting: Regular

Place: Virtual

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Ms. Allen, Ms. Clemons, Mr. Hendon,
Ms. Kohnen, Mrs. LaMacchia, Mr. Olson and
Ms. Redden

Trustees Absent: None

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

PUBLIC COMMENTS

None.

ACTION ITEMS

Ms. Allen moved the following:

The Facilities and Finance and Audit Committee recommended that the Board take the following action.

- Approve the 2021 Budget which balances current funding expectation, current operating costs and capital project plans. The capital budget has been constructed on the basis of need – that is, what’s needed to fund top priorities for capital building and improvement projects.

The proposed general fund operating budget of \$66,120,680 is approximately less than 1% greater than original 2020 appropriations but closer to 3% factoring the infrequent occurrence of 27 pays in 2020. Although there are many variables about the delivery of service over the next few years, we have built this increase in to allow for increases in salary rates and other categories of expenditure in support of the strategic plan of the organization.

**The Public Library of Cincinnati and Hamilton County
2021**

	<u>General Fund</u>	
	<u>2020</u>	<u>2021</u>
Beginning Balance	15,400,000.00	9,170,000.00
Public Library Fund	41,793,176.00	70,807,957.00
Local Tax Levy	37,211,623.00	37,211,623.00
Subtotal	<u>79,004,799.00</u>	<u>108,019,580.00</u>
Other Library Revenue	3,030,201.00	1,866,100.00
Total Receipts	<u>82,035,000.00</u>	<u>109,885,680.00</u>
Operating Expenditure	65,765,000.00	66,120,680.00
Transfers Out	22,500,000.00	51,185,000.00
Total Expenditure	<u>88,265,000.00</u>	<u>117,305,680.00</u>
Ending Balance	9,170,000.00	1,750,000.00
Less Contingency	-	1,750,000.00
Available Balance	<u>9,170,000.00</u>	<u>-</u>

The capital budget includes the remaining anticipated projects identified in the Facility Master Plan (FMP) released in January 2020 that have been deferred from 2020 and those identified for 2021.

Main Library updates	\$ 16,800,000
Main Library elevator upgrade and skylight	\$ 2,500,000
System wide signage project	\$ 1,000,000
Lifecycle Replacements	\$ 9,999,320
Hyde Park Renovation	\$ 2,500,000
Facility Master Plan Strategic Investments	\$ 1,500,000
Symmes Township	\$ 4,500,000
Miami Township Branch replacement	\$ 2,700,000
Madisonville Replacement	\$ 5,500,000
Facility Master Plan Land Acquisition	\$ 3,000,000
Blue Ash Renovation	<u>\$ 1,500,000</u>
Total	<u>\$ 51,499,320</u>

The budget reserves two contingencies – a \$1,750,000 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 2020 with \$9,170,000 of available funding. To fund the 2021 budget, the Library will need intergovernmental revenue of almost \$110 million. The source of that revenue is the Public Library Fund and local property taxes. For budget purposes, property tax receipts for 2021 are estimated at \$37,211,623 which is approximately the amount expected for 2020. The balance of the intergovernmental revenue, \$70,807,957, is being requested from the PLF.

- Approve continuing to negotiate a lease agreement for the Deer Park Branch to relocate within the same shopping center in a larger space – approximately 25,000 square feet with anticipated lease approval at the June 9, 2020 meeting.
- Approve continuing to negotiate a lease agreement for the Madisonville Branch with the Ackermann Group for space on the first floor of a multi-use project with anticipated approval at the June 9, 2020 meeting. The Ackermann Group has worked to provide dedicated parking for the Library.
- Approve the award of the contract to lowest responsible bidder, Triton Services and approve the North Central Branch HVAC Replacement Project Budget including the contingency of 10% as follows:

Project budget:

Contract:	\$606,400
Contingency:	\$ 60,640
<hr/>	
Total Construction Budget:	\$667,040

- Approve authorization for the Director to approve change orders that do not increase the overall budget and to execute the Certificate of Substantial Completion. All change orders will be reported to the board for confirmation.
- Confirm the following approved change orders for the Energy Retrofit project:

Contractor	Trade Contract	Change order #	Purpose	Amount
Atkins & Stang Inc.	Building Electrical Switchgear	Change Order #2	Relocate lighting circuits not previously identified	\$ 10,037.00

This Energy Retrofit project is almost complete. The electrical work is finished and the HVAC installation and fire suppression system installation are still in progress. It is expected to be done by the end of the June.

- Confirm the following approved change orders for the Price Hill Branch Accessibility project:

Contractor	Trade Contract	Change order #	Purpose	Amount
Jostin Construction	General Trades	Change Order #1	Hidden Slab Removal/Fire Line Service Scope Swap/GCWW Tap Fee Re-imbusement	\$ 3,278.00
SSRG	Masonry	Change Order #1	Bulletin #2 - Added Bond Beams & Grout	\$ 9,116.23
CHC Manufacturing	Structral Steel	Change Order #1	Stitch welding vs. full welding on bent plates	\$ (2,200.00)
Geiger Construction Products	Window/Storefront/Glazing	Change Order #1	Curtainwall/screenwall product substitution	\$ (53,339.00)
Dalmation Fire	Fire Protection	Change Order #1	Exterior Fire Service Line Scope Swap w/ GC	\$ (4,000.00)

The Price Hill Branch Accessibility project broke ground at the end of March. Although the easement for the drive off of Purcell is still in process, the City Planning Commission has recommended approval. The project is currently on schedule and on budget. Demolition is almost complete and foundation walls are being poured. During demolition, there was mercury discovered in a unit in the attic which resulted in abatement by the Library. The cost was \$36,000 and was able to be absorbed into the overall project budget.

- Confirm for the following approved deduct change order to complete the Distribution Center project:

Contractor	Trade Contract	Change order #	Purpose	Amount
Leo J. Brielmaier, Co.	General Trades	Change order #5	Unused roofing allowance	\$ (3,200.00)

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen (Ms. Kohnen abstained on the Madisonville Branch lease), Mrs. LaMacchia, Mr. Olson and Ms. Redden... 7 ayes. The motion carried. **(09-2020)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- On May 14th the Hamilton County Commissioners appointed Greg Olson, CEO of Urban Sites, as the newest member of the Library's Board of Trustees. Mr. Olson was appointed to fulfill an unexpired term, beginning now through September 30, 2020 and also appointed for a term of seven years that will commence on October 1, 2020 and will expire on September 30, 2027. A graduate of Xavier University, Mr. Olson has served as a leader and board member for a variety of community organizations including the Good Samaritan Hospital Foundation and The Cincinnati Preservation Association. He is the immediate past Board Chair of the OTR Chamber, Director of the Ed and Joann Hubert Foundation and Director of the William S. Olson Memorial Foundation. Welcome to Mr. Olson!

- Since March 13th we have been demonstrating our resiliency - our organization's ability to withstand changes to our environment and still function - by quickly and effectively transitioning from in-person service to virtual services. Ms. Brehm-Heeger and many members of the Senior Leadership Team have been utilizing the Microsoft Teams platform to provide a daily staff update, answering questions and keeping staff informed of the Governor's plans and our own service adjustments and initiatives. A snapshot of statistics on customer impact and use demonstrating our leadership and staff effectively pivoting during the time since closing for in-person service include:
 - 25 live online events hosted
 - 158 on-demand videos created
 - 141 virtual 30-minute reference/service assistance appointments
 - Over 14,000 calls, 3,500 chats & 2,600 emails handled
 - In connection with UMC food ministries more than 8,000 meals served to young people
 - 400 cloth masks delivered to TriHealth in support of first responder PPE needs
 - Increased average daily use of digital and Ematerial services by customers with Overdrive (Ebooks and Eaudiobooks) use at 9,474, representing a 7% increase since March 15 and Kanopy (streaming video) use at 468, representing 20% increase since March 15

The Library is also working through the details on how to safely restart in-person service elements. Beginning in mid-March a team of staff at all levels began the challenging work of planning for recovery and restoration of service using a tiered model. This team, led by Customer Experience Manager, Justyn Rampa and Regional Manager, Kathy Taylor has produced an evolving plan that is guiding us as we move into our next phase of service. The current plan includes four tiers with services phased in at each tier:

- Tier One: Your Library a phone call or click away. This is the Tier we activated days after closure and involves working with customers in a remote and virtual service model.
- Tier Two: Your Library to go. This is the Tier we are getting ready to activate this month which will involve working with customers in a contact-less, in-person service model.
- Tier Three: Your Library in person and responsibly physically distanced. This is the Tier in which we will start to work with customers back in our buildings, while still adhering to physical distancing guidelines.
- Tier Four: Your Library reimagined. This is the Tier where we will really have an opportunity to innovate and reimagine the way our library operates and we serve our customers. This tier will be a chance to respond to a shifting landscape in a post COVID-19 world where many of our customers' needs will have shifted and we will need to be responsive to that.

In mid-May, utilizing a Return to Work guide focused on staff safety and best practices, additional staff began to return to our locations to prepare for the launch of drive-thru and pilot curbside service on May 26. Drive-thru service is scheduled to resume on that date at: Covedale, Groesbeck, Harrison, Main & Reading with Symmes piloting curbside service. Additional locations for curbside are scheduled to follow on May 28 and June 1 as the variables (outlined below) are assessed and allow for expanding curbside service. All of these plans are subject to change. They are also subject to the safety guidelines outlined in the Governor's Responsible ReStart Ohio Plan. Assessment variables include:

- Our ability to ensure that we have enough available personal protective equipment (PPE) and hand sanitizer for staff.
- Making sure locations from which we offer service have space for physical distancing among our staff and a reasonable area for pick-up by customers that also permits the required 6 feet of physical distancing space.
- Facilities conditions that are outlined as best practices by the Governor's recent information on operating during the pandemic.
- Time for daily disinfecting of work surfaces and areas, and access to the needed disinfecting supplies to accomplish this.
- Staggered start and work times for staff members.
- Appropriate staffing levels available to provide service.
- Budget situation.
- Protocols for staff members to perform daily symptom assessments.
- Working staff in specific "cohorts," as is the best practice from many businesses (health care, day care, firefighters, utility workers) that have been operating during the pandemic.

Mr. Hendon commented on the use of asbestos collection bags and Mr. Olson mentioned UV light.

- Recently, several public libraries in Northern Kentucky announced they were eliminating fines and fees through an "Amnesty for All" initiative. During these challenging times we believe it bears strong consideration for our Library to follow suit, at least through 2020 and potentially beyond. Additionally, fines and fees make up a very small portion of overall revenue for us. In the current disrupted pandemic environment we have been (and intend to continue to do so) extending due dates for materials so customers are not accumulating fines and have not been since mid-March. At the June Board meeting we will provide a review of the financial costs and revenue of fines and fees as well as information about policies and procedures that will ensure our material is still returned and available for others to use, as is the model on which public library service is based.
- The Ohio Library Council's (OLC) annual legislative day, mentioned in the February Director's Report, was cancelled this year due to the COVID-19 pandemic. Nationally, the American Library Association's in-person Legislative Day was also cancelled, though a virtual National Library Legislative Week took place May 4 – 8.
- Included in the May Library Board meeting packet of information are several statistical elements:
 - We have continued to produce a monthly report in the same layout and format for historical purposes. Some data is missing or incomplete (e.g. programming) while other data is nonexistent (e.g. visits). We will make updates as data becomes available.
 - Due to Covid-19, the library has shifted to reporting on brand new data sets in different ways. We have explored data around the following topics on a weekly basis and it is captured in the Data Analytics around closure (updated 5/5/2020). This includes:
 - Calls, chats, and emails to the Virtual Information Center (VIC): daily and hourly trends
 - Ebranch usage: average daily usage by vendor and the number of unique users
 - Number of new downloadables cardholders (including temporary cards)

- Wifi usage trends while our physical locations are closed to the public
- Website pageviews
- Staff usage of Microsoft Teams
- OrangeBoy conducted a survey around customer usage and needs
- We propose producing a statistical report in the format of the Director’s Report on a quarterly basis. This would allow us to present quarterly and seasonal trends in our data. We plan to share traditional statistics around circulation and visits but also introduce new statistics that share the work we are doing all across the library system.
- Finally, we typically include an additional report: top 10 checkouts by audience and format. This report has been discontinued on a monthly basis in favor of producing annually going forward.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Ms. Redden reported that:

- The PLF (Public Library Fund) revenue has been greatly impacted by the economic fallout of the COVID-19 pandemic. Although the exact loss of revenue is unclear at this time, with the information we have we are anticipating an overall shortfall of between \$10 and \$14 million from all sources. We will bring appropriation changes for approval to the Board in August. At that time, we will have more complete information. Currently we have identified the following opportunities for savings:
 - Staffing changes announced April 27 which included furloughing 106 12-hour per week staff members, reducing hours of 435 staff members by 75%, and salary reductions for the Senior Leadership Team.
 - Operational savings from reduction in consumption of supplies and services as the result of being closed and deferring major purchases and projects until 2021. Some of the savings in supplies are being offset by new supplies needed for the delivery of service in a safe and socially distanced manner (masks, paper bags, increase in cleaning and sanitizing supplies are examples).
 - Reducing Library Materials budget by \$1,000,000.
 - Reducing Transfer Out from the General Fund to the Building and Repair Fund as needed and deferring projects as determined appropriate (the current transfer is \$22,500,000).
- In response to our Request for Statements of Qualifications for design services for the Lease Buildout Projects 2020-2024 we received submittals from the following 15 architectural firms. The Board will rank the top three firms and select the firm most qualified to provide the services at the June 9, 2020 meeting.

Bialosky
 Brandstetter Carroll
 DNK
 Elevar
 Emersion Design
 Fishbeck
 GBBN
 HBM Architects

Levin Porter Architects
MSA Design
PWWG
SHP
Triad
VSWC
Williams Architects

- In response to our Request for Statements of Qualifications for design services for the Main Library Project, we received submittals from the following 6 architectural firms. The Board will rank the top three firms and select the firm most qualified to provide the services at the June 9, 2020 meeting.

Champlin Architecture
Elevar
Emersion Design
GBBN
Triad
Williams Architects

This project was originally scheduled to begin in the second half of 2020, but is currently being deferred for evaluation as part of the 2021 budget in order to make up the projected budget shortfall.

- Library staff continues to work with Fishbeck, Megen Construction and Interior Project Management on the addition and renovation of the Walnut Hills Branch. The team is working diligently to keep the project within budget while incorporating the Next Gen Library concept identified in the facility master plan. We hope to have designs to present in the next few months.
- As previously mentioned, there are 8 locations that have been prioritized for carpet and paint during the first half of the FMP 2020-2024. These include Anderson, Corryville, College Hill, Elmwood Place, Green Township, Groesbeck, Madeira, and Sharonville.

The work was completed at Elmwood Place in March. The work at College Hill and Madeira was put on hold when the stay at home order was put in place. Both of these will be moving forward during May and into June. All of the materials and equipment are in house. Once the reopening plan is in place and implemented and the budget review is complete, Library staff will review plans for additional branches.

- Committee member Diane Cunningham Redden recently shared with Library staff planning that was being done in Blue Ash. We will research opportunities for the Library to be involved in this project.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Allen reported that:

- April 21 was National Library Workers Day, where we celebrate and recognize all library workers. This is a day that communities across the country recognize the valuable contributions made by library employees. National Library Workers Day honors our staff for their commitment to serve with excellence. This year, all staff had any existing overdue fines removed from their cards and the Staff Morale Team sponsored fun, virtual activities throughout the week, encouraging staff to take part in the celebration.
- The Library's ArtsWave Annual Community Campaign ended on March 6. We are thankful to staff who contributed a total of \$2,973 during this year's campaign.
- On Tuesday, May 12, 2020, Human Resources Director, Kyla Hardin, received notice that the OCRC charge filed by former employee, Vincia Rountree, has been dismissed.

OPERATIONS COMMITTEE REPORT

Ms. Redden introduced :

- Regional Manager, Kathy Taylor talked about co-chairing the fourteen-person committee that is creating the Library's Resiliency Master Plan. In recognition of the rapidly changing situation brought about by COVID-19, the Library's plan is divided into four tiers of service that can be enacted or suspended at different points in the recovery process, based on the best available information about protecting the health and safety of customers and staff. The Library is currently moving into Tier 2 with the reactivation later this month of drive-thru service at Covedale, Groesbeck, Harrison, Reading, and the Main Library, and curbside service at Blue Ash, Loveland, and Symmes.

Ms. Redden reported that:

- The Library's call, chat and email center, the Virtual Information Center (VIC), has provided daily service for Library customers throughout the Library's closure of in-person service caused by COVID-19. The VIC's capacity for handling customer questions and needs was expanded by training and providing necessary hardware and software to branch and Main Library staff. In compliance with Ohio's stay-at-home orders, staff fulfilled VIC duties while working remotely since Monday, March 16. To the best of our knowledge, among the Library's peers, only Los Angeles Public Library has been able to offer comparable, uninterrupted service.
- The first phase of the Collection Update was nearly completed before the Library closed to the public on March 13. The first round of material was removed from the Popular Library stacks, and the team from Information and Reference has developed a workflow with the Friends and

Facilities, and is prepared to complete its first-round review when staff are again able to work within the Main Library. The Library is grateful to consultant Angela Farmer for her guidance in establishing the review process and her expertise in helping multiple parties to coordinate in this complex and exacting undertaking.

- The Reading Chamber of Commerce teamed up with Partech Lighting of Reading to send a thank you to first responders and essential workers. The Reading Branch is directly across the street from Partech Lighting and proved an ideal place to shine a light projection. During the week of April 24 from 8:30–11:30 p.m. each night, images shone on the building representing first responders and a scrolling message that read, “The Reading Chamber of Commerce would like to thank our first responders and all essential employees during this time.”

STRATEGY COMMITTEE REPORT

Mrs. LaMacchia reported that:

- We are now in the final stage of the new brand identity planning. Robust brand guidelines have been developed, and the Marketing team is scheduled for brand training on May 14. The plan is to launch the new brand simultaneously with the new web site on Monday, August 3. We are working with LPK on the best method to unveil the new brand identity and to train staff virtually on the new identity. The new look and feel has been applied to the new BiblioCommons web site, and Strategy is working with LPK on a roll-out plan for BiblioCommons and the new brand for the public.
- Since the Library’s closure to the public due to the COVID-19 pandemic, Elaine Fay, Government Relations Coordinator, has been emailing elected officials weekly to share statistics and information about how the Library is continuing to serve the public while our doors are closed temporarily, including:
 - Getting in touch with state, county and city health care contacts to offer the Library’s services in making personal protective equipment (PPE).
 - So far, the staff at the St. Bernard and Loveland branches have made over 400 cloth masks for TriHealth.
 - Encouraging elected officials to record a storytime for the Library to post online and share with customers. To date we’ve received recordings from:
 - Cindy Abrams
 - Sherrod Brown
 - Steve Chabot
 - Jessica Miranda
 - Rob Portman
 - Working with the Marketing Department to encourage community members to complete their Census questionnaire
 - Monitoring state and local governmental announcements and updates daily and compiling them for senior leaders to use to inform decision making

- Staying in regular communication with the American Library Association and the Ohio Library Council, and providing examples of how the Library is serving the community during the pandemic
 - Supporting all staff with raising awareness about the Library's contributions to the community during the pandemic, by creating five key messages for staff to share out through their networks
- Once the Facility Master Plan (FMP) was released in full in January, the Library began plans to raise public awareness about the plans. In-person information sessions were scheduled for each of the five planning zones. Before the Library closed to the public, we had completed the sessions for the Northeast and Southeast Planning Zones. The remaining three sessions will be rescheduled and either held virtually or in-person at a time that it becomes safe to do so. In addition, the Library received just over 100 customer calls and emails from the Blue Ash community about the recommendation for their branch presented in Part II of the FMP. To address those questions and concerns in a coordinated and timely manner the Library also held information sessions at Blue Ash on February 21 and 22.
- Strategy has been in regular contact with community agencies and organizations throughout the pandemic, including sending weekly emails highlighting new resources or services to our list of over 200 community contacts. Staff continue to attend community meetings, such as those held by 3CDC, in a virtual format. The Library has strived to meet specific requests from the community, including:
 - Providing school supplies and learning materials to Cincinnati Public Schools for inclusion in the Learning Packets they distribute weekly to students
 - Providing 990 books to the Cincinnati Recreation Center for inclusion in the Rec to Go bags they distribute to youth every two weeks
 - Translating our COVID-19 related resource guides into Spanish
 - Leveraging our social media presence to raise awareness about a specific agency's services and resources
 - Seeking solutions for providing Internet connectivity to students and job seekers
 - On April 6 Maggie Killman, who most recently worked at the Shaker Heights Public Library outside of Cleveland, started with PLCH as the new manager for the Lifelong Learning department, formerly called the Programming department. The department was re-focused to position the Library to better address evolving community needs and will coordinate a variety of learning opportunities across the system, that address issues such as early literacy, student success, workforce development, and more.

Virtual Programming and Services since March 13 closure: Over the past two months, the Library has been steadily building its capacity to provide programs and services in an online environment. We have also reached out to city and county organizations that are providing live programs, so that we can coordinate our efforts to maximize resources and to ensure strong participation from the community.

- 26 live online events
 - Average 25 audience participants for Facebook live-streamed events. The videos are also archived afterwards for on-demand viewing.
 - Includes ESOL (English to Speakers of Other Languages) conversation groups
 - Includes "Lunch & Learn" series that focuses on workforce development
- 158 videos created (94 of which are storytimes)

- YouTube usage statistics:
 - 1.2 thousand hours watched
 - +200 new channel subscribers
 - 284% increase in views
 - 184,000+ thousand impressions, up 31%
- 141 Virtual Appointments (30 minutes)
 - 35 directed to the Adult Learning Center (ALC) for unemployment issues, job applications, resumes, food assistance
 - 37 directed to Information & Reference for unemployment/job help and general information questions
 - 67 directed to ALC for adult literacy and life skills
 - 2 directed to the social worker
- Summer Learning: Discover Summer: We are adjusting plans for summer learning so that we can continue to offer robust resources and opportunities, but in a way that provides flexibility given the uncertain environment brought on by the pandemic. Overall, the goal is to provide a mix of online and print resources and services to accommodate families with differing levels of access to and expertise with digital tools and technology. At this time we are focusing our efforts on:
 - Creating and distributing summer activity booklets for the following age ranges: pre-kindergarten, elementary school, middle school and high school. Families with pre-kindergarteners will also receive an early literacy calendar. Each booklet will include do-at-home STEM (science, technology, engineering and math) activities as well as a page to track the number of minutes each day a young person spends reading and learning.
 - Planning virtual programs and events to take place daily throughout the summer. If it becomes safe to do so later in the summer, we may consider some in-person, small group activities.
 - Creating a robust web presence and engagement tool. Besides offering a web site with resources, this year we are piloting an engagement tool called BeanStack, which works via a mobile app and online. Parents can use it to track their child's reading and learning, find and share reading recommendations, and more.
 - Beginning June 1, families can pick up the activity booklets as well as a free book from branch drive-thrus or curbside pick-up. Virtual programs are being added to the online calendar as they're confirmed.

TECHNOLOGY COMMITTEE REPORT

Ms. Redden reported that:

- The Information Technology Security Team has rolled out a product called Ironscales to the Library. Ironscales is another security measure taken to prevent a breach of our computer network. A breach could result in ransomware or other malicious action locking our computers and network. While no measures are totally failsafe, Ironscales helps identify and eliminate phishing attempts (the fraudulent practice of sending emails purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit card numbers) and includes the ability of staff to flag suspicious emails.

- New training and launch dates have been identified for BiblioCommons, the new suite of state-of-the-art online services that our customers will utilize to access our online catalog, webpage and app. Originally planned for a late May launch, we have adjusted our timeline due to the pandemic. Staff training will commence the week of June 8, and continue until mid-July. Starting July 13, there will be a three-week public preview in which we will collect feedback to refine the customer experience. The target date for a full public launch is August 3.

DEVELOPMENT COMMITTEE REPORT

Mrs. LaMacchia reported that:

- The Library Foundation planned a variety of spring time fundraising activities. Given the pandemic, these plans were scaled back to be more mission focused and directed to support the library's programs. The following donors have made significant contributions or pledges to support the Library since February: Duke Energy Foundation, Marge and Charles J. Schott Foundation, The Johnson Foundation, TriHealth, Cincinnati Children's Hospital Medical Center and Messer Construction. Additional grant funding requests have been submitted and are under review. In celebration of National Library Week, a virtual fundraising campaign was held. The total gifts raised through this effort were 66% higher than in 2019.
- Results from the Friends' Winter sale (February 6th – 9th) were higher than previous sales during this period. In mid-March, the Friends' Warehouse and Bookstore closed to the public and has not reopened yet for business. The June sale has been cancelled and the Friends' are working to introduce a curbside sales model later this month. Despite these COVID-19 related challenges, the Friends' board approved funding for the Library at only a slight decrease (15%) from 2019. This mission focus support is critical for the continuation of the library's summer program.
- Ms. Brehn-Heeger acknowledged the generosity of the Friend's support during these challenging times and thanked them for their continued support of the Library.
- The Anderson Township Library Association has cancelled their June sale and is looking to reschedule for later in 2020.

CONSENT AGENDA ITEMS

Mrs. LaMacchia moved the Board approve the consent agenda as follows:

- Minutes of the Regular Meeting held February 11, 2020.
- Minutes of the Special Meeting held April 27, 2020.
- Monthly Financial Reports – for the periods ending February 29, 2020, March 31, 2020 and April 30, 2020.

- Marketing Board Report – April 2020.
- Contributions, Gifts, and Donations – February 2020 - April 2020.

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000
February 1, 2020 - April 30, 2020

4/22/2020	Library Foundation	Annual Mary S. Stern Lecture distribution	55,100.00
2/14/2020	Library Foundation	Annual Eva Jane Romaine Coombe distribution	42,925.91
2/14/2020	Library Foundation	Support for Summer Adventure	34,405.94
2/14/2020	Library Foundation	Annual Caldecott Gift	1,000.00
2/14/2020	Library Foundation	Support for Summer Adventure - Cheng	1,000.00
various	Friends of the Public Library	Support for Programs	33,123.25

- Personnel Change Report reflects changes through March 21, 2020.

Personnel Change Report

ACTION	FULL NAME	AGENCY	JOB TITLE	FTE	GRADE	EFFECTIVE DATE
Appointment	Brigger, Jessica M	Monfort Heights Branch	Library Services Assistant	0.50	03	01/26/2020
Appointment	Hemphill, Michael R	Shipping & Receiving	Truck Driver	1.00	03	01/26/2020
Appointment	Kinnen, Anna M	Pleasant Ridge Branch Sorting & Materials Retrieval	Shelver Sorter	0.30 0.50	01 01	01/26/2020
Appointment	Pace-Scrivener, Luke G	Hyde Park Branch	Shelver	0.30	01	01/26/2020
Appointment	Owens, Delaney W	Harrison Branch	Shelver	0.30	01	01/26/2020
Appointment	Thomas, Jessica R	Facility Operations	HVAC Technician	1.00	06	02/09/2020
Appointment	Winters, Rachael D	Service Operations	Social Worker	1.00	07	02/09/2020
Appointment	Abron, Khayla J	Forest Park Branch	Shelver	0.30	01	02/09/2020
Appointment	Ariail, Julianne M	Hyde Park Branch	Shelver	0.30	01	02/09/2020
Appointment	Tackett, Jacquelyn A	Westwood Branch	Library Services Assistant	0.50	03	02/09/2020
Appointment	Ramsey, Marie L	Clifton Branch	Shelver	0.30	01	02/09/2020
Appointment	Donley, Hannah G	Youth Services	Homework Help Aide Senior Library Services	0.30	01	02/23/2020
Appointment	Eyre, Carolyn M	Youth Services	Assistant	0.50	04	02/23/2020
Appointment	Thompson, Joseph M Wooden-Perdue,	Shipping & Receiving	Truck Driver	1.00	03	02/23/2020
Appointment	Hediah E	Walnut Hills Branch Education & Homework Support	Library Services Assistant Education & Homework Support Assistant	0.50 0.60	03 04	02/23/2020
Appointment	Rodner, Julia E	Covedale Branch	Shelver	0.30	01	02/23/2020
Appointment	Enginger, Katelyn M	North Central Branch	Shelver	0.30	01	03/08/2020
Appointment	Farhood, Laila K	Anderson Branch	Library Services Assistant	0.60	03	03/08/2020

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>AGENCY</u>	<u>JOB TITLE</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Appointment	Foreman, Elizabeth R	Marketing	Content Team Leader	1.00	09	03/08/2020
Appointment	Reeder, Abraham L	Anderson Branch	Shelver	0.30	01	03/08/2020
Appointment	Walters, Chelsea R	Madeira Branch Virtual Information Center	Library Services Assistant	0.60	03	03/08/2020
Appointment	Allen, Andrea N	Madeira Branch	Library Services Assistant	0.50	03	03/08/2020
Appointment	Randolph, Isabella J	Madeira Branch	Library Services Assistant	0.60	03	03/08/2020
Appointment	Kollmann, Emily R	Madeira Branch	Library Services Assistant	0.60	03	02/23/2020
Appointment	Siemer, Nicole K Delgado-Rodriguez, Annaliet	Miami Township Branch Norwood Branch	Library Services Assistant	0.50	03	02/09/2020
Appointment	Skilbeck, Carol L	Monfort Heights Branch	Senior Library Services Assistant	0.50	04	02/23/2020
Change	Muenchen, Linda	Monfort Heights Branch	Senior Library Services Assistant TechCenter\Makerspace	1.00	04	01/26/2020
Change	Bruker, Edward D	Techcenter /Makerspace	Technician	0.50	04	02/09/2020
Change	Crisp, Dosani L	Youth Services	Shelver TechCenter\Makerspace	0.60	01	01/26/2020
Change	Janneck, Margeaux A	Techcenter /Makerspace	Technician	0.60	04	02/09/2020
Change	Glemaker, Jacob M	Pleasant Ridge Branch Sorting & Materials Retrieval	Teen Librarian Page	1.00	07	03/08/2020
Change	Reynolds, Danielle M	Oakley Branch Symmes Township Branch	Shelver Children's Librarian	1.00	01	02/23/2020
Change	Beatty, Rebecca L	Public Safety	Public Safety Specialist	1.00	07	02/09/2020
Change	Barlage, Steven L	Public Safety	Public Safety Specialist	1.00	05	01/26/2020
Change	Causey, Stevie	Public Safety	Public Safety Specialist	1.00	05	01/26/2020
Change	Waldron, Joseph	Public Safety	Public Safety Specialist	1.00	05	01/26/2020
Change	Dunnigan, Leo D	Public Safety	Public Safety Specialist	1.00	05	01/26/2020
Change	Georgin, Gary E	Public Safety	Public Safety Specialist	1.00	05	01/26/2020
Change	Schwab, Robert A	Public Safety	Public Safety Specialist	1.00	05	01/26/2020
Change	Liu, Wei J	Public Safety	Public Safety Manager Public Safety Team Leader	1.00	10	01/26/2020
Change	Davis, Scott W	Public Safety	Public Safety Specialist	1.00	07	01/26/2020
Change	Hoang, Quoc	Public Safety	Public Safety Specialist	1.00	05	01/26/2020
Change	Noble, Eric N	Public Safety	Public Safety Specialist	1.00	05	01/26/2020
Change	Hobbs, Keith A	Public Safety	Public Safety Specialist	1.00	05	01/26/2020
Change	Guess, Michael D	Public Safety	Public Safety Specialist	1.00	05	01/26/2020
Change	Stahl, Gregory M	Public Safety	Public Safety Specialist	1.00	05	01/26/2020
Change	Morris, Christina A	Public Safety	Public Safety Specialist	1.00	05	01/26/2020
Change	Henry, Owen K	Marketing	Web Developer Temporary Line Assistant	1.00	10	03/08/2020
Change	Carroll, Bridget A	Cataloging & Processing	Electronic Processing	1.00	03	03/08/2020
Demotion	McNabb, LeeAnn	Hyde Park Branch	Library Services Assistant	0.50	03	03/08/2020

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>AGENCY</u>	<u>JOB TITLE</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Demotion	Gallagher-Sauter, Bridgid K	Westwood Branch	Children's Librarian	1.00	07	03/08/2020
Departure	Bacon, Adrian P.	Madisonville Branch	Homework Help Aide	0.30	01	03/05/2020
Departure	Hursh, Angela	Marketing	Content Team Leader	1.00	09	01/31/2020
Departure	Ferguson, Corey L.	Westwood Branch	Children's Librarian	1.00	07	02/14/2020
Departure	Ryan, Sarah E.	Youth Services	Teen Librarian	1.00	07	02/22/2020
Departure	Adkins, Charles M.	Maintenance Services Virtual Information Center	Maintenance Technician	1.00	05	03/06/2020
Departure	James, Lisa L.	Anderson Branch	Library Services Assistant	0.50	03	01/30/2020
Departure	Gulick, Savannah L.	Anderson Branch	Library Services Assistant	0.60	03	01/31/2020
Departure	Arthur, Lillian G.	Madeira Branch	Library Services Assistant	0.60	03	02/15/2020
Departure	Griffin, Michael B.	Popular Library	Shelver	0.50	01	02/19/2020
Departure	Randolph, Delia A.	Madeira Branch	Library Services Assistant	0.60	03	02/21/2020
Departure	Phillips, Maddox T.	Norwood Branch	Shelver	0.30	01	02/22/2020
Departure	Tafari, Sesheta A.	Avondale Branch	Library Services Assistant	0.60	03	03/14/2020
Departure	Goodman, Patrick L.	Mt. Healthy Branch	Children's Librarian	1.00	07	03/07/2020
Departure	Ritchie, Victoria L.	Price Hill Branch	Teen Librarian	1.00	07	03/11/2020
Departure	French, Elyse	Mariemont Branch Virtual Information Center	Children's Librarian Senior Library Services Assistant	1.00	07	02/28/2020
Departure	Whitney, Alexis D.	Anderson Branch	Library Services Assistant	0.60	04	02/29/2020
Departure	Bellman, William J.	Anderson Branch Sorting & Materials Retrieval	Library Services Assistant Sorter	0.50	03	02/18/2020
Departure	Thomas, Derrick J. Toren-Jones, Katheryn J	Norwood Branch	Sorter Mid Size Branch Manager	1.00	01	03/20/2020
Promotion	Sebring, Tom R	Outreach Services	Library Services Assistant Senior Library Services Assistant	1.00	09	03/08/2020
Promotion	Jariwala, Riya H	College Hill Branch	Library Services Assistant	1.00	03	02/23/2020
Promotion	Shells, Rachelle D	College Hill Branch	Mid Size Branch Manager	1.00	04	02/23/2020
Promotion	Thompson, Victoria D	Cataloging & Processing	Cataloging Assistant	1.00	09	02/09/2020
Promotion	Miller, Jordan M	Service Operations	Floater	1.00	03	02/23/2020
Promotion	Zigelmier, Harry E	Maintenance Services	Maintenance Technician	1.00	05	01/26/2020
Promotion	Zigelmier, Harry E	Maintenance Services	Maintenance Technician	1.00	05	03/08/2020
Retirement	Mussman, Jeffrey	Maintenance Services	Maintenance Technician	1.00	05	02/28/2020

01/26/20 - 03/21/20

- Statistical Report for April 2020.
- Data Analytics Report for May 9, 2020.
- Investment Report (summary of invested balances) as of February 29, 2020, March 31, 2020 and April 30, 2020.

The Public Library of Cincinnati and Hamilton County

Investment Summary as of April 30, 2020

	Amount <u>As of 02/29/2020</u>	Amount <u>As of 03/31/2020</u>	Amount <u>As of 4/30/2020</u>
Fifth Third Investment:			
General Fund	\$5,000,000.00	\$5,000,000.00	\$3,750,000.00
Building and Repair	\$12,850,000.00	\$11,600,000.00	\$10,000,000.00
Total	\$17,850,000.00	\$16,600,000.00	\$13,750,000.00
Fifth Third Operating Account:			
General Fund	11,360,568.77	9,797,586.19	29,510,450.81
Insurance Reserve	230,000.00	230,000.00	230,000.00
Special Revenue Funds	837,518.75	831,207.33	887,766.68
Building and Repair	5,646,321.06	6,436,362.03	7,643,597.68
Permanent Trust Funds	1,376,324.20	1,373,213.61	1,376,240.44
Total	\$19,450,732.78	\$18,668,369.16	\$39,648,055.61
STAR Ohio:			
Building and Repair	1,113,201.99	1,114,762.70	1,116,014.70
Total	\$1,113,201.99	\$1,114,762.70	\$1,116,014.70
U.S. Bank Managed Investments (Trust Funds):			
Total	\$6,755,228.80	\$6,755,228.80	\$6,755,228.80
	<u>\$45,169,163.57</u>	<u>\$43,138,360.66</u>	<u>\$61,269,299.11</u>

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Olson and Ms. Redden... 7 ayes. The motion carried. (10-2020).

The Regular Meeting was then adjourned.

President

Attest: Secretary