

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

Date: April 20, 2021

Meeting: Regular

Place: Virtual

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

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

Trustees Absent: Ms. Kohnen

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

***PUBLIC COMMENTS***

Ms. Brehm-Heeger read a comment from Kathy Lloyd who thanked the Library for distributing free At-Home COVID-19 tests. She said that the tests help to lessen stress levels and that having the added knowledge gives her a little more peace-of-mind.

***ACTION ITEMS***

Mrs. LaMacchia moved the following:

- Establish the overall project budget for the Main Library Renovation including the Vine Street Plaza Repair/Renovation at \$24 million.

Jay Derenthal, Principal of Champlin Architecture and David Schnee, Principal of G4 Architecture joined the meeting to present high-level design and costing for the Main Library Project, as well as a project timeline.

The Board approved the maximum GMP for the Elevator Replacement at the February 2021 Board Meeting of inclusive of CMR fee and CMR contingency equal to or less than \$2,584,000 with the total project estimate of \$3.2 million. The actual GMP is \$2,413,863; the updated project budget is \$3,095,900.

The GMP for the Skylight Replacement has not been finalized yet.

In addition to the elevator replacement and skylight replacement and as noted in the presentation by the design team, the conceptual design process for the future of service at the Main Library has been underway. The process included three meetings with staff and three meetings with stakeholders, business leaders, and community members.

The conceptual design for the replacement of the plaza, infilling a portion of the basement, and renovation of all of the public spaces was established so that the design was not done piecemeal and that as funding became available, the plan was in place. The current estimate for this work is approximately \$80 million. The original allowance for the beginning of the project is \$16.8 million. A foundational element of the work, eliminating water leaking into the basement, is critical. This work involves removal of the plaza, addition and repair of the curtain wall, and major renovation to the first floor of the south building once the mezzanine area is removed. We believe this work can be accomplished for \$24-27 million. In order to achieve this funding, we carefully reviewed the status of the Facility Master Plan, now in its second year of 10 for guiding decisions and expending dollars for a 10-year levy passed in 2018. At the time of the plan, we held an allowance of \$8 million for Norwood which was dependent on an aspirational hope for acquiring adjacent property. To date, we have not been able to acquire property despite several attempts to investigate options for land co-located to the Norwood branch. As such, we have elected to defer the project in order to move forward with those projects where more immediate opportunities exist. This does not reflect a lack of interest, but rather a lack of opportunity for necessary land acquisition to make the robust renovation and expansion for the much-loved Norwood facility. We have also shifted Cheviot upgrades from the first half of the FMP to the second half. We are currently working with a budget for the project of \$24 million.

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(12-2021)**.

Mrs. LaMacchia moved the following:

- Approve the 2022 Operating Budget and Capital Budget as follows:

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 2022 budget was submitted to the Budget Commission on March 22, 2021.

The Library is required to submit its annual budget to Hamilton County by May 31, 2021. The proposed 2022 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’s needed to fund top priorities for capital building and improvement projects as identified in the Facility Master Plan. The 2022 appropriations that are presented at the December 2022 board meeting will be based on the actual anticipated revenue and operations as of that time.

The proposed general fund operating budget of \$67,945,680 is approximately 5% greater than original 2021 appropriations. This includes allowances for increases to salary costs for the anticipated increase in operating costs related to opening several new branches, potential outcomes of the compensation review, and annual merit increases. 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  
2022**

	<b><u>General Fund</u></b>	
	<u>2021</u>	<u>2022</u>
<b>Beginning Balance</b>	21,065,000.00	15,069,782.00
Public Library Fund	41,728,742.00	86,750,000.00
Local Tax Levy	37,717,596.00	37,717,596.00
Subtotal	79,446,338.00	124,467,596.00
Other Library Revenue	1,762,444.00	1,658,302.00
<b>Total Receipts</b>	<b>81,208,782.00</b>	<b>126,125,898.00</b>
Operating Expenditure	64,704,000.00	67,945,680.00
Transfers Out	22,500,000.00	71,500,000.00
<b>Total Expenditure</b>	<b>87,204,000.00</b>	<b>139,445,680.00</b>
<b>Ending Balance</b>	<b>15,069,782.00</b>	<b>1,750,000.00</b>
Less Contingency	-	1,750,000.00
<b>Available Balance</b>	<b>15,069,782.00</b>	<b>-</b>

The capital budget includes the remaining anticipated projects identified in the Facility Master Plan released in January 2020 for projects between 2022 – 2028.

<b>Project</b>	<b>Estimate</b>
Lifecycle Repair and Maintenance	18,466,940
Land acquisition	3,000,000
Main - Extensive Reconstruction/Infilling basement	12,000,000
Symmes Township Makeover + Parking expansion	4,700,000
Forest Park Replacement	12,300,000
Miami Township Replacement with New, Expansion	2,700,000
Cheviot Major Renovation, Expansion, Accessibility	4,900,000
West End Makeover	1,000,000
Mt. Healthy Relocation with New, Accessibility	2,700,000
Elmwood Place Makeover	700,000
Delhi Township Replacement with New, Expansion	<u>12,400,000</u>
	<u><u>74,866,940</u></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 2021 with \$15,069,782 of available funding. To fund the 2022 budget, the Library will need intergovernmental revenue of almost \$125 million. The source of that revenue is the Public Library Fund and local property taxes. For budget purposes, property tax receipts for 2022 are estimated at \$37,717,596 which is approximately the amount expected for 2021. The balance of the intergovernmental revenue, \$86,750,000, is being requested from the PLF.

Ms. Allen seconded.

Voting for the motion by a roll call vote: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(13-2021)**.

Mrs. LaMacchia moved the following:

- Confirm approval of the Anderson Branch Refresh Project as follows:
  - Approval of the Anderson Branch Refresh Project Budget including an approximate 10% contingency as follows:

Project Budget

Contractor - Perkins/Carmack Construction LLC.	146,800.00
Owner costs (Design fees, permits, carpet, furniture, supplies)	320,000.00
Contingency	46,000.00
	<hr/>
	512,800.00
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- Approve authorization for the Eva Jane Romaine Coombe Director to approve change orders that do not increase the overall budget and to execute the Certificate of Substantial Completion. All change orders for the contractor will be reported to the Board for confirmation.

On March 31, 2021, bids for the Anderson Branch Refresh were received. The estimate for the project was \$249,620, and the Library received six bids ranging from \$146,800 to \$176,000. The lowest responsible bidder was Perkins/Carmack Construction LLC. This is the same contractor on the Deer Park project.

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(14-2021)**.

Mrs. LaMacchia moved the following:

- Authorize the publication of the following bid advertisement for statements of qualifications for the Forest Park Branch Replacement Project with the timing of publication to be determined by Library staff based on progress of securing property.

The Library has continued to work on the Forest Park Branch Replacement project. We have had several meetings with city officials and worked with Champlin Architecture on a site assessment. We are currently working with our realtor to determine a market value of both our property and the proposed site as well as perform site testing on the proposed site. We expect this to involve some property exchange so we have included Library legal representation in our meetings. We are requesting approval for Requests for Qualifications for a design professional for this project with the understanding that we will not make the final selection until the property has been identified. We anticipate that we will employ the Construction Manager at Risk delivery model on this project and we will begin the selection process this summer.

**ADVERTISEMENT FOR DESIGN SERVICES FOREST PARK BRANCH  
REPLACEMENT**

The Board of Trustees of the Cincinnati and Hamilton County Public Library intends to contract for design services for the Forest Park Branch Replacement Project.

The preliminary project description includes the design and construction of a new 25,000 – 30,000 square foot Forest Park Branch Library on currently vacant property. The project budget is established at \$12,300,000. Construction, design, consulting, FF&E, Technology and permit fees are included as part of this budget. The source of funding is from the Building and Repair Fund of the Public Library of Cincinnati and Hamilton County. The anticipated date for commencing design is Fall 2021, bidding is anticipated in mid-2022 with a construction startup in the Fall of 2022. The Library intends to utilize the Construction Manager at Risk method for project delivery with the procurement process in the Fall of 2021.

The architect will provide full architectural services for design of the completed facilities, including any civil, structural, mechanical, plumbing, electrical engineering and low voltage, and collaboration with other consultants for design for all interior furnishings, technology, security, signage, equipment and shelving. The design architect will incorporate the principles of the Library's Facility Master Plan in all phases of the project, from programming through schematic design, design development, bidding, and application for permits. The architectural firm also will be required to provide construction observation and management services. The Library anticipates the architect will participate in at least three community engagement sessions during the project.

Design firms interested in being considered for a contract to provide full services should reply with a Statement of Qualifications no later than 4:00 p.m. Tuesday, July 13, 2021. Statements received after this deadline will not be considered. Statements of qualification should include information regarding the firm's history; education and experience of owners and key personnel; the technical and design expertise of the firm's staff for this type of project; recent library projects completed by the firm; availability of staff; and client and contractor references.

Six paper copies and one digital copy in PDF format on CD-DVD or flash drive of the Statement of Qualifications shall be submitted. The submittals shall be submitted in sealed boxes or opaque envelopes. The submittals shall include the following information in large bold print on the outside of the envelopes or boxes: (1) name of respondent and (2) **FOREST PARK BRANCH REPLACEMENT PROJECT**.

Qualifications should be delivered to Paula Brehm-Heeger, The Eva Jane Romaine Coombe Director, Third Floor Administrative Offices, The Public Library of Cincinnati and Hamilton County, 800 Vine Street, Cincinnati, Ohio 45202-2009.

The Library reserves the right postpone the award of the contract dependent upon the outcome of acquisition of property.

As required by Ohio Revised Code 153.65-153.71, Statements of Qualification will be evaluated and ranked on the basis of qualifications. The Library will enter into contract negotiations with the firm ranked most qualified.

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(15-2021)**.

Mrs. LaMacchia moved the following:

- Confirm the following change orders for the Price Hill Branch Accessibility Project, Walnut Hills Branch Accessibility, Energy Retrofit Project, and North Central Branch HVAC Replacement projects:

The Price Hill Branch is expected to be open by mid-April 2021.

The following change orders have been approved and are submitted for confirmation:

Contractor	Trade Contract	Number	Purpose	Amount
Jostin Construction	TC-01 General Trades	#5	Required undercutting for site work and minor design change	\$ 122,810.80
SSRG	TC-02 Masonry	#5	stairs, ducts, floor joists	\$ (4,044.27)
Geiger Construction Products	TC-04 Window/Storefront	#5	Add'l work based on design clarifications	\$ 2,661.00
Dalamtion Fire	TC-06 Fire Protection	#2	Add water meter pit tamper switches	\$ 455.00
Delta Electrical Constructors Inc.	TC-09 Electrical	#5	Add elevator and security electric	\$ 3,732.00

After several delays in final permitting, the Walnut Hill Branch Accessibility project has started. Interior demolition is almost complete and the equipment is being mobilized for the exterior excavation. Model Group, the neighbor bordering two sides of the property, has been working well with both the Library and Megen Construction in coordination of several items.

The following minimal change order for a tree removal that was not noted on the drawings has been approved and are submitted for confirmation:

Contractor	Trade Contract	Number	Purpose	Amount
Megen Construction	GMP	#1	Additional scope for tree removal not previously identified	\$ 1,283.84

The Energy Retrofit Project is complete.

The following change order has been approved and is submitted for confirmation:

Contractor	Trade Contract	Change #	Purpose	Amount
Preferred Fire Protection, Inc.	TC-01 Fire Suppression	#4	Unused allowances	\$ (30,776.00)

Subsequent to the committee meeting, we received a request from a contractor to meet about some concerns they had related to the project. We met with them on April 8, 2021. In response to their request, we have initiated a change order review with JS Held. On April 14, 2021, we received a formal request for mediation from a law firm on behalf of the contractor. We are working with the Hamilton County Prosecuting Attorney’s Office on a response.

The North Central Branch HVAC Replacement project is complete. The following change order has been approved and is submitted for confirmation:

Contractor	Trade Contract	Number	Purpose	Amount
Triton Services	TC-01 General Trades	#1	Reduced scope for unneeded item and slight increase for bipolar ionization installation	\$ (10,851.08)

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(16-2021)**.

Mrs. LaMacchia moved the following:

- Approval to waive public bidding based on “urgent necessity” (as permitted in ORC 3375.41) and authorize Paula Brehm-Heeger, Eva Jane Romaine Coombe Director to enter into a contract with the necessary contractors and authority to approve change orders as necessary and to execute the Certificate of Substantial Completion as necessary. The contract amount and any change orders will be reported to the Board for confirmation in June. Interim progress reports will be shared with the Board President and the Chair of the Finance and Facilities and Audit Committee.

As part of the Facility Master Plan, the Library staff identified several lifecycle replacements and maintenance matters that needed to be addressed between 2020-2023 and are actively working towards correcting the issues. One major item, the North Central HVAC system, was replaced this past year. In addition, we completed four branch refreshes during 2020. Northside Branch is also part of this list for repairs needed for their gutter system. Although the roof was replaced several years ago, the gutter system is original to the building. There is interior plaster damage as a result of the ongoing leaks. In an effort to remedy the situation before it progressed further, we obtained proposals of approximately \$35,000 to repair the gutter system and were working on a proposal for the plaster work. As a precautionary measure and out of an abundance of caution, we performed a lead test on a sample of plaster that had recently fallen from the wall. Unfortunately, the results indicated the presence of lead in the paint. We immediately closed the building and are working to get the necessary work scheduled. We anticipate the total cost of the work will be in excess of \$50,000.

Ms. Redden seconded.

Voting for the motion by a roll call vote: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(17-2021)**.

Ms. Redden moved the following:

- Approve the updated Management Agreement with The Library Foundation (Exhibit I). The reduction in annual fee represents a change in the overall services provided by the Library. The effective date for this update is May 1, 2021

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(18-2021)**.

Ms. Clemons moved the following:

- Approve the updated Standards of Library Behavior

The Hamilton County Prosecutor's Office has recommended we update our Standards with clear, plain language. This language mirrors analogous documents at our peer Metro libraries. The spirit and philosophy of the standards remains the same, this update clarifies specific areas within the document (Exhibit I) and process. The effective date for this document is May 17, 2021.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(19-2021)**.

## ***INFORMATIONAL ITEMS***

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

Ms. Brehm-Heeger reported that:

- This year's biennium budget bill, as introduced, sets the Public Library Fund (PLF) at 1.66% of the General Revenue Fund over the biennium. While this is the rate that is set in permanent law, the PLF has been set at 1.7% for the last several budget cycles. We are proud that Ohio has the highest library use per capita in the United States and are asking lawmakers to make public libraries a priority and maintain the PLF at the current (FY21) rate of 1.7%.
- During "Ohio Library Week" April 5 – 9, Library advocates across the state joined together virtually for advocacy efforts, contacting state legislators to ask for support in reinstating the Public Library Fund to its current level. Elaine Fay, our Government Relations

Coordinator, and I met with members of our local legislative delegation including Representatives Abrams, Ingram, Miranda and Kelly and Senators Blessing and Thomas. We also joined representatives of other metropolitan library systems in meeting with legislative leaders from across the state including Representatives Cross, Jarells, West and Sweeney. *At the meeting, Ms. Brehm-Heeger noted that she and Elaine Fay also met with Representative Brinkman.*

Despite these strong advocacy efforts and our continued communication that Ohio's public libraries are not receiving direct funding from the federal government through the American Rescue Plan like other local governments, right now we do not see language in the recently released Substitute House Bill 110 to preserve the Public Library Fund (PLF) at its current level (1.7%) for the next two fiscal years. This means the PLF will be cut to 1.66% on July 1. The Ohio Library Council (OLC) has sent a letter to members of the Ohio House asking them to amend Sub. HB 110 prior to the bill being voted out of the Ohio House. We will continue to advocate for the PLF through the budget cycle and are hopeful that there may yet be action on this important matter this spring and summer prior to the passage of the final state budget bill.

- The Ohio House Ways and Means Committee is considering legislation that would make changes to the way information about a proposed property tax levy is presented to voters in required ballot advertising and on the actual ballot itself. House Bill (HB) 140 is sponsored by Rep. Derek Merrin (R-Monclova Township). Although the intent of the bill is to allow voters to better understand the effects a proposed levy will have on their property taxes, we feel the changes included in HB 140 will only lead to confusion and misunderstanding by voters. The OLC opposes this bill for this reason and has submitted joint opposition testimony with the Ohio Township Association and other organizations.
- The original Price Hill Branch facility closed to the public in July 2018 as a result of a section of the ceiling collapsing. We secured a temporary location in the Cincinnati Recreation Center building near the branch and operated in this spot for more than two years. On April 11, 2021 we were pleased to re-open the renovated and expanded Price Hill Library to the community. Later in our meeting we will have a chance to hear from Sondra Presley, the Senior Branch Manager for Price Hill who will tell us more details about the updated branch. I do want to mention briefly here that this is one of 9 branches built with seed money provided by Andrew Carnegie in the early 20th century, 7 of which remain branch libraries in our system. The original Price Hill Carnegie building opened in November 1909 and cost \$26,707.15 according to library records. The renovation and expansion represent a more than \$7 million investment in the community and was designed with community input that we sought through surveys, forums and focus groups. Thank you to the Board for their support on this project, which included Trustees attending community engagement sessions in Price Hill during the multi-year project period.

- During the next several months the Library will continue to assess service provision as the pandemic situation evolves, always keeping at the forefront of our planning the health and safety of our staff and community. We are currently offering outdoor programming, keeping in-line with the Governor’s updated and simplified Health orders. In May we anticipate providing small meeting rooms access as possible and reducing the quarantine time for returned materials. In June we hope to restore evening hours at our largest locations. We have reviewed our current planning with the Hamilton County Health Department as well. This continues to be an evolving situation and we will adjust accordingly, keeping the community, staff and Trustees up-to-date.

## **DEVELOPMENT COMMITTEE REPORT**

Ms. Allen reported that:

- The Foundation worked to celebrate National Library Week and Library Giving Day with requests for honorary gifts in support of library workers and direct branch support. This campaign is still underway, but early results already represent a 283% growth in the number of donors and 305% increase in total donations over the prior year.
- As part of its launch of the multi-channel spring campaign, the Foundation also launched its new brand and a new website.
- The Foundation has been the grateful recipient of several gifts since February, including significant gifts from the Marge & Charles J. Schott Foundation, Duke Energy Foundation, and Dr. Carl A. and Carol Huether.
- The Library has been the grateful recipient of several gifts since February including significant gifts from Mary B. Early and the Martin Luther King, Jr. Coalition.
- The Friends continue to welcome shoppers and donations to the Warehouse. Membership renewals exceeded the Friends goal by 38% during Membership Appreciation Month, with new and renewed members excited to shop! The Friends had their highest sales totals pre-pandemic during February. Based on these results, the Friends will host a series of “pop-up” style sales throughout the spring and summer, rather than a large June sale.
- Results are in for City Beat’s Best of Cincinnati, with the Friends racking up placements in multiple categories, including: 2nd in Best Non-Chain Bookstore, 3rd in Best Instagram Account, 3rd in Best New Store (listed as the Garage Pop-Up Shop) and 7th for Best Local Cause.
- Donate Days at the Distribution Center have resumed during April, with the first two Saturdays hosting a total of 54 donors. The next Donate Day is April 17 and additional dates are being considered for May and June.

- The Anderson Township Library Association has a Donate Day scheduled on April 24 at the Anderson Branch Library and is looking to schedule a sale for later this summer. Additional Donate Days are being considered.

### **OPERATIONS COMMITTEE REPORT**

Ms. Clemons introduced Sondra Presley.

Price Hill Senior Branch Manager, Sondra Presley spoke about how passionate she is about the well-being of the Price Hill community and ensuring that libraries continue to be a place for all. She talked about the opening of the Price Hill Branch Library, the role the restored and renovated facility will play in the neighborhood, and how the Library serves as a community space for all.

*Ms. Allen commented on how she appreciated the bilingual signing in the branch.*

### **HUMAN RESOURCES COMMITTEE REPORT**

Ms. Allen reported that:

- April 6 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 were gifted with a specially designed branded tote bag and the Staff Morale Team sponsored fun, virtual activities throughout the week, encouraging staff to connect with each other and take part in the celebration.
- The Library is continuing to focus on our Diversity, Equity and Inclusion efforts and is currently engaged in Phase 3 of the work. Phases 1 and 2 included planning for and facilitating Listening Sessions for our BIPOC staff to have a space to share perspectives and lived experiences that would help to inform the effort as it moved forward.

Phase 3 began with facilitating two workshops for our staff to lift up areas of opportunity from the earlier Listening Sessions that staff felt should be prioritized. Thoughts and ideas as to how this may be accomplished were also shared. These workshops concluded in March and also served as a bridge to the next part of Phase 3, which is the work that Consultant, Jennifer Ingram with Calibrated Lens, is currently leading. Jennifer attended these staff workshops to help inform her team's work and is also in the process of conducting a Racial Equity Assessment & Diagnostic (READ). Calibrated Lens will gather insights through this assessment to build the internal capacity among stakeholders to drive transformation and to deliver content and services that will result in sustainable progress

and deepen the experiences of equity and inclusion across the organization. Recommendations from Calibrated Lens are expected in July 2021.

- As mentioned in the February Board Report, a Compensation Review, led by compensation consultant Segal Group, is being conducted as part of a coordinated Investing in Staff initiative. Recently, all staff had the opportunity to complete a Job Description Questionnaire, which will help to inform updated job descriptions and a recommendation for a new position classification structure. Segal is currently in the process of conducting a market survey with peer competitors to serve as a benchmark for the development classification updated pay structures. The project is on schedule to deliver final recommendations in Fall 2021.
- In February, all staff were asked to complete an Organizational Culture survey conducted by Denison Consulting. This survey differed from past engagement surveys as it sought to benchmark our collective effort as a workforce rather than assess an individual's satisfaction or engagement. This culture survey is designed to assess how effective the systems of an organization operate and to identify areas of strength as well as opportunity.

In early April, the survey findings were shared with all staff and the upcoming months will have opportunities for everyone in the organization to share feedback and input. We are also inviting our Tomorrow's Managers Program staff participants to research organizational best practices and to join in guided discussions around the survey findings to help surface ideas to strengthen systems and to involve staff in all areas of the organization. Our Diversity, Equity and Inclusion, Compensation Review and Organizational Culture efforts will all work together in the upcoming months and years with the goal of creating an even stronger organization moving forward.

- The Library's ArtsWave Annual Community Campaign ended on March 15. We are thankful to staff who contributed a total of \$2,064.80 during this year's campaign.

### **STRATEGY COMMITTEE REPORT**

Mrs. LaMacchia reported that:

- We are partnering with The Ohio Library Council and the Ohio Department of Health to provide free Abbott BinaxNOW rapid at-home COVID-19 test kits. The partnership goal is widespread accessibility of free testing. To date, more than 100 Ohio public libraries are part of this initiative, and our Library has joined the effort.
- The CDC extended the eviction moratorium until June 30, 2021 for those who qualify. We collaborated with the Hamilton County Law Library in educating our staff on eviction prevention resources and free computer access, printing, faxing, and our staff's knowledgeable, welcoming tech assistance are being promoted by the Legal Aid Society of Greater Cincinnati.

- We continue to strengthen our partnership with Cincinnati Works, as they make efforts to expand their workforce development programs. Cincinnati Works is joining forces with our Adult Learning Center staff in developing new virtual courses on virtual job interview assistance.
- As part of our Facility Master Plan implementation, Library leadership and architects were on-hand to virtually present the timeline and final design for the Deer Park Branch Library expansion and renovation on Feb. 17, 2021. A Main Library Improvements Public Information Session was held virtually on March 2. Representatives from our Library and Champlin Architecture gave an update on upcoming improvements to the Downtown Main Library. Additionally, three Main Library engagement sessions were held with Main Library staff.

We also plan to update the FMP document annually as different projects develop and the plan evolves in order to keep the public informed.

- We held eight virtual *Every Child Ready to Read* sessions that targeted children birth to five years old and parents/caregivers, with over 130 attendees. Sessions covered early literacy skills along with math and science concepts. Children’s Librarians – Kim Thompson (Cheviot), Mandi Beecroft (Groesbeck), Kerry Obrien Road (Blue Ash) and Sarah Howison (Deer Park) conducted the morning and evening sessions. Another series will take place this summer in hopes to reach more children and families. In the area of Adult Education Classes, 47 virtual classes were offered during the winter and spring months.
- Cincinnati Council Members Liz Keating and Greg Landsman joined our Library to celebrate National Library Week by submitting a resolution to city council and joining Eva Jane Romaine Coombe Director Paula Brehm-Heeger and CHPL partners Dan Betts of the Cincinnati Recreation Commission and Tiana Henry of Children’s Hospital’s Ready to Read and Imagination Library for a recorded video panel discussion.
- Lifelong Learning: Upcoming Programs
  - Youth Education and Engagement
    - Virtual STEAM: Impact of Inventions – Wednesday, May 5
  - Youth Exploration & Career
    - Virtual Author Visit: Journey of a Book – Monday, May 17
  - Youth Entertainment and Self-Expression
    - Virtual Workshop - Discord 101 – Saturday, May 15
  - Adult Information and Education
    - Virtual Workshop with the Writer-in-Residence: The Prose of Parenting – Saturday, May 8
- Our fall awareness campaign ran from late October to early December. A customer survey has revealed that awareness of our virtual offerings remained near the same as at the start of

the campaign; however, awareness of our in-person services went up for all of the following:

- Free printing by 59%
- 1-1 assistance by 16%
- Computer and Wi-Fi access by 18%
- Browsing and material pick-up by 2%

Customers indicated that they most want materials and technology access, while overwhelmingly preferring to receive services in-person with 74% of the responses indicating just that.

## **TECHNOLOGY COMMITTEE REPORT**

Mr. Olson reported that:

- In late 2020, we began rolling out new people counters at our locations. After piloting at the Delhi Township Branch, we added the Main Library and have now completed 21 locations. The new devices, by SenSource, have 2 internal cameras that use stereo vision tracking to accurately count customers. These counters can view and identify customers from a single person to larger groups in high traffic areas by sorting them by height and identifying and omitting items like carts or strollers based on their shapes. These sensors can also identify whether a customer is entering or leaving and the Safe Space option we use lets staff know the number of visitors in the branch at any given moment. The counters are also connected to and powered via data cables which eliminates the need to change batteries and doesn't require Wi-Fi connectivity.
- Over 190,000 of our customers continue to rely on the telephone as their primary means of receiving account-related notifications from the Library. To provide them with more flexibility and greater equity across all service platforms, we will soon introduce the ability to dial into an automated account management system.

Implementing the dial-in service will afford our customers with 24/7 access to their account, including the ability to get a quick summary of their account activity, review currently on-loan items, renew eligible titles, check the status of their holds, and connect with our Virtual Information Center during our normal service hours. Cycling through a simple series of voice prompts, they will now have access to many of the same features enjoyed by those who choose to manage their account online.

- As part of Ohio's Workforce Transformation efforts championed by Lt. Governor Husted, TechCred offers employers the opportunity to upskill their employees by enrolling them in technology related classes, or credentials, and be reimbursed up to \$2,000 per credential. The Library's application to the TechCred program was successful and several staff from

Computer Services and the TechCenter/MakerSpace will be the first from the Library to embark on credentials in this state-wide program.

**CONSENT AGENDA ITEMS**

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

- Minutes of the Regular Meeting held February 9, 2021.
- Monthly Financial Reports – for the periods ending February 28, 2021 and March 31, 2021.
- Marketing Board Report – February 2021 and March 2021.
- Contributions, Gifts, and Donations – February 1, 2021 – March 31, 2021

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000  
February 1, 2020 - March 31, 2021

2/3/2021 Friends of the Public Library	Support for Programs	30,000.00
2/25/2021 Library Foundation	Annual Caldecott Gift	1,000.00
2/25/2021 Library Foundation	Program Support - Take and Make Kits	5,439.93
2/25/2021 Library Foundation	Program Support - Winter Checkout Challenge	4,071.84
3/12/2021 Johnson Foundation/Mary B. Early	Library Support	5,000.00
3/15/2021 Library Foundation	Wogemuth Herschede Foundation - Summer Adventure	3,000.00
3/15/2021 Library Foundation	Western Southern - Summer Adventure	7,000.00
3/15/2021 Library Foundation	Carl and Carol Huether -Summer Adventure	15,000.00
3/15/2021 Library Foundation	Annual Mary S. Stern Lecture distribution	26,250.00
3/15/2021 Library Foundation	Annual Eva Jane Romaine Coombe distribution	45,565.12
3/15/2021 Library Foundation	Support for Summer Adventure	61,496.02
3/24/2021 MLK Coalition	ML King Fund Support	1,000.00

- Personnel Change Report reflects changes through March 20, 2021.

<b>Personnel Change Report</b>						
<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Appointment	Ament, Constance F	Customer Service Substitute	Service	0.725	04	02/07/2021
Appointment	Blackmer, Geneva C	Customer Service Substitute	Service	0.725	04	02/07/2021
Appointment	Hill, Tasha K	Library Customer Adviser	Covedale Branch	0.50	04	03/07/2021
Appointment	Johnson, Arianna N	Library Customer Adviser	Madeira Branch	0.60	04	02/21/2021
Appointment	Lettner, Rachel T	Shelver	Mariemont Branch	0.30	01	02/21/2021
Appointment	Luecke, Robert M	Library Customer Adviser	Madeira Branch	0.60	04	02/07/2021

**Personnel Change Report**

<b>ACTION</b>	<b>FULL NAME</b>	<b>JOB TITLE</b>	<b>AGENCY</b>	<b>FTE</b>	<b>GRADE</b>	<b>EFFECTIVE DATE</b>
Appointment	McClinton, Omavi J	Homework Help Aide	College Hill Branch	0.30	01	01/24/2021
Appointment	McCoucha, Rachel C	Library Customer Adviser	North Central Branch	0.50	04	03/07/2021
Appointment	McCray, Babette	Library Customer Adviser	Avondale Branch	0.50	04	02/07/2021
Appointment	Rowen, Ella M	Library Customer Adviser	Covedale Branch	0.50	04	03/07/2021
Appointment	Smith, Paul M	Shelver	Outreach Services	0.50	01	02/21/2021
Appointment	Torok, Hannah L	Library Customer Adviser	Symmes Township Branch	0.50	04	01/24/2021
Appointment	Travers, Rachel L	Library Customer Adviser	Madeira Branch	0.50	04	01/24/2021
Appointment	Turner, Christina A	Homework Help Aide	Avondale Branch	0.30	01	02/21/2021
Appointment	Johnson, Melinda N	Shelver	Delhi Township Branch	0.30	01	02/07/2021
Appointment	Peterson, Angela M	Facility Property Manager	Facility Operations	1.00	11	02/07/2021
Appointment	Song, Maria H	Library Customer Adviser	College Hill Branch	0.50	04	02/07/2021
Change	Bell, Chloe A	TechCenter/Makerspace Technician	Techcenter / Makerspace	1.00	04	03/07/2021
Change	Holladay, Michelle M	Library Customer Adviser	Symmes Township Branch	0.60	04	01/10/2021
Change	Lopez-Nolasco, Heidy I	Library Customer Adviser	Price Hill Branch	0.60	04	03/07/2021
Change	Maghathe, Noel B	Library Customer Adviser	Price Hill Branch	0.50	04	03/07/2021
Change	Maier, Jacob A	Lifelong Learning Assistant	Lifelong Learning	1.00	04	03/07/2021
Change	Mathews, Erin L	Library Customer Adviser	Madisonville Branch	1.00	04	03/07/2021
Change	Riney, Meredith H	Customer Service Substitute	Service	0.725	04	01/10/2021
Change	Satchwell, Amanda K	TechCenter/Makerspace Technician	Techcenter / Makerspace	1.00	04	03/07/2021
Change	Spiegel, Jill D	Library Customer Adviser	Symmes Township Branch	0.50	04	02/21/2021
Change	Taylor, Christine R	Library Customer Adviser	Groesbeck Branch	1.00	04	03/07/2021
Change	Wallace, Tara D	Library Customer Adviser	Walnut Hills Branch	0.60	04	02/07/2021
Change	Wood, Colleen M	Library Customer Adviser	Covedale Branch	0.60	04	02/07/2021
Change	Wooden-Perdue, Hediah E	Library Customer Adviser	Walnut Hills Branch	0.60	04	02/07/2021
Change	Blye, Tangye F	Shelver	Sorting & Materials Retrieval	1.00	01	01/24/2021
Change	Breeze, Paula K	Shelver	Sorting & Materials Retrieval	0.50	01	01/24/2021
Change	Crisp, Dosani L	Shelver	Sorting & Materials Retrieval	0.60	01	01/24/2021
Change	Cruder, Ciara L	Shelver	Sorting & Materials Retrieval	0.50	01	01/24/2021
Change	Davis, Marcie J	Shelver	Sorting & Materials Retrieval	0.50	01	01/24/2021

**Personnel Change Report**

<b><u>ACTION</u></b>	<b><u>FULL NAME</u></b>	<b><u>JOB TITLE</u></b>	<b><u>AGENCY</u></b>	<b><u>FTE</u></b>	<b><u>GRADE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Change	Ellis, Ge'Ana L	Shelver	Sorting & Materials Retrieval	0.50	01	01/24/2021
Change	Gerberick, Zachary F	Shelver	Sorting & Materials Retrieval	0.60	01	01/24/2021
Change	Griffin, Michael B	Shelver	Sorting & Materials Retrieval	0.50	01	01/24/2021
Change	Holloway-Reliford, Kenya N	Shelver	Sorting & Materials Retrieval	0.50	01	01/24/2021
Change	Jaafari, Leila A	Shelver	Sorting & Materials Retrieval	0.60	01	01/24/2021
Change	Martin, Cara	Shelver	Sorting & Materials Retrieval	0.50	01	01/24/2021
Change	Rhodus, Bailey M	Shelver	Sorting & Materials Retrieval	0.60	01	01/24/2021
Change	Severyn, Jennifer T	Shelver	Sorting & Materials Retrieval	0.50	01	01/24/2021
Change	Spenlen, Stephen M	Shelver	Sorting & Materials Retrieval	0.50	01	01/24/2021
Change	Timmerman, Melissa G	Shelver	Sorting & Materials Retrieval	0.60	01	01/24/2021
Change	Trester, Lauren V	Shelver	Sorting & Materials Retrieval	0.60	01	01/24/2021
Change	Monroe, Alexis D	Homework Help Aide	West End Branch	0.30	01	01/10/2021
Change	Schmidt, John	Library Customer Specialist	Covedale Branch	1.00	05	03/07/2021
Change	Gerhardt, Abigayle M	Library Customer Adviser	Mariemont Branch	0.50	04	01/24/2021
Change	Dole, Sarah A	Library Customer Adviser	Harrison Branch	1.00	04	01/10/2021
Change	Long, Amy C	Cataloger	Cataloging & Processing	1.00	07	01/10/2021
Departure	Kristof, Damian B.	Teen Librarian	Harrison Branch	1.00	07	01/28/2021
Departure	Vormbrock, Lynn M.	Library Customer Adviser	Groesbeck Branch	0.60	04	02/04/2021
Departure	Capal, Morgan R.	Library Customer Adviser	Symmestown Branch	0.50	04	02/09/2021
Departure	Foster, Jasper K.	Library Customer Adviser	St Bernard Branch	0.50	04	02/12/2021
Departure	Heaton, Kelsey C.	Library Customer Adviser	Wyoming Branch	0.50	04	03/05/2021
Departure	Froehle, Joseph A.	HVAC Technician	HVAC Services	1.00	06	03/19/2021
Departure	Winkeljohn, Maxwell B.	Page	Sorting & Materials Retrieval	0.50	01	01/16/2021
Departure	Monroe, Alexis D.	Homework Help Aide	West End Branch	0.30	01	01/22/2021
Departure	Freeman, Elodie M.	Materials Selection & Acquisition Assistant	Materials Selection & Acq	1.00	04	02/05/2021
Departure	Timmerman, Melissa G.	Shelver	Sorting & Materials Retrieval	0.60	01	02/19/2021
Departure	Ross, Susan M.	Library Customer Adviser	Madeira Branch	1.00	04	02/23/2021
Departure	Brooks, Leah N.	Customer Service Substitute	Service	0.725	04	03/16/2021

**Personnel Change Report**

<b>ACTION</b>	<b>FULL NAME</b>	<b>JOB TITLE</b>	<b>AGENCY</b>	<b>FTE</b>	<b>GRADE</b>	<b>EFFECTIVE DATE</b>
Departure	Severyn, Jennifer T.	Shelver	Sorting & Materials Retrieval	0.50	01	03/19/2021
Departure	Floyd, Suzanne M.	Library Customer Adviser	Madeira Branch	0.60	04	02/03/2021
Departure	Sadler, Miranda R.	Teen Librarian	Avondale Branch	1.00	07	02/27/2021
Departure	Metz, Michael S.	EBM Technician	Techcenter / Makerspace	1.00	04	03/10/2021
Promotion	Aijaz, Tasneem H	Library Customer Specialist	Forest Park Branch	1.00	05	02/21/2021
Promotion	Callon, John M	Mid Size Branch Manager	Cheviot Branch	1.00	09	01/24/2021
Promotion	Henry, Owen K	Senior Web Developer	Marketing	1.00	11	02/07/2021
Promotion	Jaafari, Leila A	Library Customer Adviser	Sharonville Branch	0.50	04	03/07/2021
Promotion	Kennedy-English, Mariah M	Youth Librarian	Covedale Branch	1.00	07	02/21/2021
Promotion	Lewis, Charles S	Sorting & Materials Retrieval Manager	Sorting & Materials Retrieval	1.00	10	01/24/2021
Promotion	Linder, William G	Library Customer Adviser	Covedale Branch	0.50	04	03/07/2021
Promotion	Matthews, Michelle Y	Human Resources Manager	Human Resources	1.00	11	02/07/2021
Promotion	McConnell, Brendan J	Library Customer Adviser	Symmestown Branch	0.50	04	01/24/2021
Promotion	McCoy, Matthew P	Library Customer Adviser	Reading Branch	0.50	04	03/07/2021
Promotion	McKenzie, Sierra S	Library Customer Specialist	Avondale Branch	1.00	05	02/07/2021
Promotion	Powell, Megan N	Library Customer Specialist	Madisonville Branch	1.00	05	02/07/2021
Promotion	Presley, Sondra A	Senior Branch Manager	Price Hill Branch	1.00	10	02/21/2021
Promotion	Richter, Michael S	Branch Team Leader	Price Hill Branch	1.00	08	03/07/2021
Promotion	Sawyer, Anne M	Library Customer Specialist	Westwood Branch	1.00	05	01/24/2021
Promotion	Schnieber, Brendan R	Library Customer Specialist	Price Hill Branch	1.00	05	03/07/2021
Promotion	Schroeder, Sandra K	Library Customer Specialist	Delhi Township Branch	1.00	05	03/07/2021
Promotion	Smallwood, Lauren M	Popular Library Team Lead	Popular Library	1.00	08	03/07/2021
Promotion	Smith, Christopher E	Reference Librarian	Genealogy & Local History	1.00	07	03/07/2021
Promotion	Spaite, Patricia A	Materials Selection & Acquisition Manager	Materials Selection & Acq	1.00	11	03/07/2021
Promotion	Stegall, Lucas L	Shelving Team Leader	Sorting & Materials Retrieval	1.00	07	02/07/2021
Promotion	Willig, Emma M	Community TechCenter Coordinator	Techcenter / Makerspace	1.00	07	02/07/2021
Retirement	Mainger, James C.	Reference Librarian	Genealogy & Local History	1.00	07	02/26/2021

01/10/21 - 03/20/21

- Statistical Report for March 2021.
- Statistical Highlight – New People Counters.
- Investment Report (summary of invested balances) as of March 31, 2021.

The Public Library of Cincinnati and Hamilton County  
**Investment Summary as of March 31, 2021**

	<u>Amount</u> <u>As of 02/28/2021</u>	<u>Amount</u> <u>As of 03/31/2021</u>
<b>Fifth Third Investment:</b>		
General Fund	\$4,500,000.00	\$6,500,000.00
Building and Repair	\$13,245,000.00	\$13,245,000.00
<b>Total</b>	<b>\$17,745,000.00</b>	<b>\$19,745,000.00</b>
 <b>Fifth Third Operating Account:</b>		
General Fund	17,694,505.46	14,824,565.41
Insurance Reserve	230,000.00	230,000.00
Special Revenue Funds	1,060,609.02	1,225,033.87
Building and Repair	19,202,080.45	18,323,824.49
Permanent Trust Funds	1,415,834.57	1,413,761.99
<b>Total</b>	<b>\$39,603,029.50</b>	<b>\$36,017,185.76</b>
 <b>STAR Ohio:</b>		
Building and Repair	1,119,499.65	1,119,577.63
<b>Total</b>	<b>\$1,119,499.65</b>	<b>\$1,119,577.63</b>
 <b>U.S. Bank Managed Investments (Trust Funds):</b>		
<b>Total</b>	<b>\$6,772,444.00</b>	<b>\$6,772,444.00</b>
	<b><u>\$65,239,973.15</u></b>	<b><u>\$63,654,207.39</u></b>

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. (20-2021).

The Regular Meeting was then adjourned.

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President

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Attest: Secretary