

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

Date: December 14, 2021

Meeting: Annual

Place: Deer Park Branch Library

ANNUAL MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Ms. Clemons

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

ELECTION OF OFFICERS

Ms. Kohnen moved the following:

The following officers were presented for 2022 election:

President: Karen R. Clemons

Vice-President: Nadine L. Allen

Secretary: Diane Cunningham Redden

The following 2022 committee assignments were presented:

Facilities Finance and Audit

Robert G. Hendon, Chair
Nadine L. Allen
Gregory W. Olson

Human Resources

Nadine L. Allen, Chair
Christopher A. Harding
Diane Cunningham Redden

Operations

Diane Cunningham Redden, Chair
Robert G. Hendon
Monica Donath Kohnen

Technology

Gregory W. Olson, Chair
Christopher A. Harding
Monica Donath Kohnen

Strategy

Christopher A. Harding, Chair
Robert G. Hendon
Gregory W. Olson

Development

Monica Donath Kohnen, Chair
Nadine L. Allen
Diane Cunningham Redden

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Kohnen, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(52-2021)**.

REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING

The Human Resources Committee met November 29, 2021. Committee Chair, Nadine Allen and Committee Member Christopher Harding, as well as Board President, Diane Cunningham Redden, and Board Members Robert Hendon and Gregory Olson were in attendance. Staff members Paula Brehm-Heeger and Kyla Hardin were also in attendance.

Ms. Allen moved the following:

- Appoint Molly DeFosse, Chief Finance and Facilities Officer, as Fiscal Officer. The Board approve a stipend of \$5,000 annually for the duties of the Fiscal Officer for Ms. DeFosse.

- Appoint Alesha Sanders, Senior Financial Analyst, as Deputy Fiscal Officer. Ms. Sanders receives no additional compensation for serving in this capacity.
- Continue the appointment of Paula Brehm-Heeger as Eva Jane Romaine Coombe Director at an annual base salary of \$245,211.20 for 2022.

Mr. Olson seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Kohnen, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(53-2021)**.

Mr. Hendon moved the following:

ANNUAL APPROPRIATION RESOLUTION AND ESTIMATED RESOURCES FOR 2022

The Ohio Department of Taxation has set our 2022 Public Library Fund receipts at \$43,481,894 and Hamilton County has estimated property tax levy receipts of \$38,266,218. Using these amounts, total General Fund resources are estimated to be **\$82,968,000**, as follows:

2022 GENERAL FUND RESOURCES

Operating Contingency	\$1,750,000.00
Unencumbered Balance	18,750,000.00
	20,500,000.00
PRIOR YEAR CARRYFORWARD	20,500,000.00
Public Library Fund	43,481,894.00
Hamilton County Property Tax	38,266,218.00
Other Income	1,219,888.00
	82,968,000.00
NEW INCOME	82,968,000.00
TOTAL ESTIMATED RESOURCES	\$103,468,000.00

Overall, the 2022 budget includes adjustments to the salary schedule as noted in the Human Resources Committee report, merit increases based on performance with the implementation timeline to be determined mid-year, funding to supplement employee Ohio Library Council dues up to 50% of the membership cost up to \$45 per employee, and support for current operations and planned initiatives.

Although the budget does result in a deficit, it is in line with the projected ending fund balance of \$20 M at 12/31/2022 that was included in the Facility Master MP timeline of capital transfers.

It is recommended that the 2022 General Fund appropriation (spending authority) be set at **\$85,680,500** distributed by account as follows.

2022 GENERAL FUND APPROPRIATION

Salaries	\$32,491,500.00
Retirement Benefits	4,548,800.00
Insurance Benefits	5,152,700.00
Supplies	1,946,050.00
Purchased & Contracted Services	11,419,450.00
Library Materials & Information	9,585,000.00
Capital Outlay	982,000.00
Other Objects	555,000.00
Other Financing Uses - Transfer	19,000,000.00
TOTAL APPROPRIATION	<u><u>\$85,680,500.00</u></u>

In addition to the General Fund, estimated resources and appropriations have been prepared for special revenue, capital and permanent (trust) funds. These recommendations plus unencumbered carry-forward balances for all funds are detailed in **Exhibit A** and summarized below. Trust fund principals, a total of \$6,773,599 are excluded from permanent fund balances.

FUND	2022 ESTIMATED AVAILABLE BALANCE (3)	2022 ESTIMATED RESOURCES	2022 APPROPRIATION
General Fund	\$20,500,000.00	\$82,968,000.00	\$85,680,500.00 (1)
Building & Repair Capital Fund	25,250,364.91	19,000,000.00 (2)	42,250,000.00
Special Revenue (4 funds)	1,191,145.16	572,402.84	643,707.68
Permanent (44 funds)	1,287,561.52	153,250.00	299,500.00
Total	<u><u>\$48,229,071.59</u></u>	<u><u>\$102,693,652.84</u></u>	<u><u>\$128,873,707.68</u></u>

(1) Includes \$19 million capital transfer to Building & Repair.

(2) Includes \$19 million transfer from General Fund.

(3) Balances are estimates at 12/31/21. Final actual balances will be reported to the County.

The Special Revenue and Permanent Funds appropriations include routine spending, as well as appropriations from the Armstrong Fund to be used as necessary in working towards our supporting staff morale, support in the community engagement process (both which may include the purchase of refreshments), and to supplement the tuition assistance plan.

It is recommended that the Board adopt a Resolution to provide for expenditures during the fiscal year ending December 31, 2022, the resources of the Library be appropriated at the fund and object levels outlined in **Exhibit A**. Upon approval by the Board, this information will be submitted to the Hamilton County Budget Commission as the Library's **2022 Annual Appropriation Resolution** and **Certificate of Sources Available for Expenditure**.

Mr. Harding seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Kohnen, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. (54-2021).

ANNUAL MEETING RESPONSIBILITIES

Mr. Hendon requested:

- Approve executing two public official bonds in the name of Molly DeFosse, Fiscal Officer and Alesha Sanders, Fiscal Supervisor – Financial Analyst/Deputy Fiscal Officer, each in the amount of \$500,000 for terms commencing December 31, 2021 and ending December 31, 2022 in accordance with the below statute.

Section 3375.32 of the Ohio Revised Code requires a library fiscal officer to execute a bond in an amount and with surety to be approved by the board, payable to the board, and conditioned for the faithful performance of the official duties required.

RESOLUTION/AUTHORIZATION FOR BANK ACCOUNTS

The annual change of officers of the Board and the annual appointment of a Fiscal Officer requires notification to our banking service providers. In addition, they require a resolution of the Board assigning the authority for financial transactions. It is requested that the Board adopt the resolution attached as **Exhibit A**, which is based on the following provisions of the Ohio Revised Code:

Per ORC 3375.32, the board *shall elect* a fiscal officer who shall serve for a term of one year. ORC 3375.36 states that the board *may appoint* a deputy fiscal officer.

ORC 3375.35 states in part that “no moneys credited to a free public library shall be paid out except on a check signed by the fiscal officer of the board having jurisdiction over said moneys and the president, vice-president, *or* secretary of said board”. The Library traditionally has designated the Fiscal Officer and President as co-signers on all checks. Both signatures are applied through a secure check-signing system.

ORC 3375.36 states that the fiscal officer shall be the treasurer of the library funds. ORC 3375.38 states that “all the duties...relating to the moneys to the credit of or to be credited to a board of library trustees of a free public library shall be complied with by dealing with the fiscal officer of such board”. On the basis of these two broad authorizations, the Library Fiscal Officer and, by written designation, the Deputy Fiscal Officer have been authorized to transfer funds between library accounts and to buy and sell investments. The Library’s Investment Policy, approved by the Board on October 13, 2015, establishes these responsibilities as well. Further, it would be impractical to require a board member’s signature for these routine transactions.

Our bankers also need to know who is authorized to enter into contracts and agreements. As previously established, the attached resolution designates that “the Fiscal Officer, Deputy Fiscal

Officer and the President or Vice President jointly are authorized”. The resolution also incorporates the specific resolution requirements of Fifth Third Bank.

Finally, the proposed resolution states that the Eva Jane Romaine Coombe Director or Fiscal Officer is authorized to sell donated stock.

These matters are submitted for review and appropriate action.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Kohnen, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(55-2021)**.

The Annual Meeting was then adjourned.

President

Attest: Secretary