

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

Date: February 11, 2020

Meeting: Regular

Place: Board Room - Main Library – 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Request that the Board Bylaws, Exhibit I, be revised to align with the Library's new administrative structure by changing the Board Committees as follows:

Current:
Facilities and Finance and Audit
Human Resources
Library Experience
Strategy and Technology

Proposed:
Development
Facilities and Finance and Audit
Human Resources
Operations
Strategy
Technology

Ms. Allen motioned to accept.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden... 6 ayes. The motion carried. **(01-2020)**.

Ms. Redden moved the following:

- The Facilities and Finance and Audit Committee reviewed the following considerations for site selection for future Library projects:
The following Site Selection Criteria will assist the Library in the evaluation of potential sites for relocated Library facilities. These criteria apply to sites for purchase, lease, or to those that may be donated, and will ensure that the Library's facilities are located in places that are convenient and accessible to customers, allow efficient operation, and have a strong presence in their communities.
 - Fit with Facility Master Plan Strategies
 - Site Capacity
 - Location
 - Partnerships
 - Cost and Availability

The Committee also shared that the Library plans to work with the Group 4 team to facilitate a smooth transition to implementation of the Facility Master Plan by entering into a consulting relationship with them for services ranging from program strategy, site analysis and budgeting for our first group of projects.

The committee also named Robert G. Hendon as the Board liaison who will attend periodic meetings relative to milestone decision points for major capital projects.

- Authorize development of a lease agreement for the Madisonville Branch to be a part of the development planned for the block between Madison and Prentice on Whetsel. The Library would occupy a portion of the first floor retail space in a multi-use project.

The Library will maintain ownership of the current property during the construction, and relocation of the branch is expected in summer 2022. No further plans have been identified at this time.

- Authorize development of a lease agreement for the Deer Park Branch to relocate within the same shopping center in a larger space – approximately 25,000 square feet.

An expanded Deer Park Branch could serve as an opportunity to develop a “Big Next Gen Library” model early in the Facility Master Plan implementation process. The lease is expected to be executed at the April Board meeting.

- Authorize the following advertisement for Request for Qualifications for design services for the Lease Buildout Projects 2020 – 2024, beginning with the Deer Park project and including the option to add future lease buildout projects to the agreement.

**NOTICE OF REQUEST FOR QUALIFICATIONS
LEASE BUILDOUT PROJECTS 2020-2024**

The Public Library of Cincinnati and Hamilton County is requesting statements of qualifications pursuant to Ohio Revised Code Sections 153.65-153.71, from firms to provide design services for various lease buildout projects between 2020 and 2024 as part of the Facility Master Plan under a term agreement with individual projects to be authorized via a task order system. The Library will determine in its sole discretion whether to award any projects via task order to the Architect under the term agreement.

The source of funding is from the Building and Repair Fund budget of the Public Library of Cincinnati and Hamilton County. The anticipated date for commencing design is April 2020 starting with the buildout/interior finishes for the Deer Park Branch Library planned for approximately 25,000 square feet and a preliminary project budget of \$5,000,000. This is the only project current scheduled. Questions may be directed to, and Requests for Qualifications may be obtained by written request from Molly DeFosse, Chief Finance and Facilities Officer, at capitalprojectsubmissions@cincinnati.library.org. Qualifications will be accepted until 4:00 p.m. local time, March 16, 2020.

- Authorize the following advertisement for Request for Qualifications for the Main Library Project.

**NOTICE OF REQUEST FOR QUALIFICATIONS
2020 MAIN LIBRARY PLAZA AND INTERIOR RENOVATIONS**

The Public Library of Cincinnati and Hamilton County is requesting statements of qualifications pursuant to Ohio Revised Code Sections 153.65-153.71, from firms to provide design services for the 2020 Main Library Vine Street Plaza and Interior Renovations.

The preliminary project description includes the design and construction of necessary modifications to the Vine Street Plaza to correct water penetration issues in the interior space under the plaza and improve overall access to the Library, repair or replace the atrium skylight, incorporate improved accessibility to the second and third floor from the atrium of the south building, repair or replace existing elevators in the south building, and make interior renovations to better accommodate customer service. The multi-year overall project budget is established at \$19.3 million and will be funded over several years. Design, consulting and permit fees are included as part of this budget. The source of funding is from the Building and Repair Fund budget of the Public Library of Cincinnati and Hamilton County. The anticipated date for commencing design is May 2020. Questions may be directed to, and Requests for Qualifications may be obtained by written request from Molly DeFosse, Chief Finance and Facilities Officer, at capitalprojectsubmissions@cincinnati.library.org. Qualifications will be accepted until 4:00 p.m. local time, March 16, 2020.

- Authorize the following bid advertisement for the North Central Branch HVAC Replacement Project.

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administration Offices of the Main Public Library, 800 Vine Street, Cincinnati, Ohio 45202, until 12:00 noon, local time Tuesday, March 24, 2020 for furnishing all labor, materials, equipment, services and supervision necessary to complete the project titled:

NORTH CENTRAL BRANCH HVAC REPLACEMENT PROJECT

Proposals shall be in accordance with the Contract Documents prepared by Elevar Design Group, 555 Carr Street, Cincinnati, Ohio 45203, phone (513)721-0600. Bids received after the stated deadline will not be accepted. Bids by facsimile transmission or e-mail will not be accepted. Proposals will be publicly opened and read aloud immediately after closing of bids. All interested parties are invited to attend.

The estimates for the contracts are:

TC-01 General Trades - \$711,124.00

The summary of the work for this proposal is:

HVAC Replacement, HVAC Controls upgrades, & Lighting upgrades.

Starting Friday, February 28, 2020, bidders may purchase Contract Documents (full sets only) at the cost of reproduction from ARC Reprographics, 2863 Sharon Road, Cincinnati, Ohio, 45241, and (513) 326-2300.

A pre-bid meeting will be held at the North Central Branch Library at 11109 Hamilton Avenue, Cincinnati, Ohio 45231, on Monday, March 9, 2020 at 1:00 pm.

Bidders shall submit with their bid a bid guaranty in the form of either (1) a combined bid guaranty and contract bond for the full amount of the bid or (2) a certified check, cashier's check drawn on a solvent bank or irrevocable letter of credit in the sum of ten (10%) percent of the bid amount, including base bid and alternates, as bid security. The bid guaranty shall be in strict compliance with Sections 153.54, 153.57, 153.571, as applicable. The Bidder to whom the contract is awarded will be required to furnish a contract bond in the sum equal to 100% of the proposal.

Bidders shall comply with the Prevailing Wage Rates on public improvements in Hamilton County, Ohio, as ascertained and determined by the Ohio Department of Commerce Bureau of Labor & Worker Safety as provided in Section 4115 of the Revised Code of Ohio. Submitted bids shall not be withdrawn for a period of sixty days following the date of the bid opening. The Owner will award contracts to the lowest responsible bidder.

The Board of Trustees of the Public Library of Cincinnati and Hamilton County reserves the right to reject any or all bids and to waive informalities in bidding.

By order of: The Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio.

This notice is posted on the Public Library of Cincinnati and Hamilton County website and can be found by a link on the home page at: www.cincinnati.library.org.

- Authorize the Price Hill Branch Accessibility Construction Budget including the contingency of 7% as outlined below. The overall project budget, exclusive of Furniture, Fixture and Equipment and improvements to the front lawn, is \$7.3 million as approved at the December 2019 Board of Trustees meeting.

Price Hill Branch Accessibility Project bids were received. Three of the nine came in right at the estimate, three came in between 10%-17% below the estimate, and three came in between 16%-42% over the estimate. In total, the bids came in 8% over the published estimate. The lowest responsible bidder for each trade contracts are as follows:

01	General Trades	Jostin Construction	\$ 2,032,355.00
02	Masonry	Structural Systems Repair Group, LLC	\$ 509,690.00
03	Structural	CHC Manufacturing	\$ 377,400.00
04	Glazing	Geiger Construction Products, Inc.	\$ 711,166.00
05	Framing Drywall	OK Interiors Corp	\$ 298,500.00
06	Fire protection	Dalmation Fire	\$ 79,500.00
07	Plumbing	Performance Construction	\$ 233,000.00
08	HVAC	The Geiler Co.	\$ 580,000.00
09	Electric	Delta Electrical Contractors, LTD	\$ 407,000.00
			\$ 5,228,611.00
Contingency at 7%			\$ 366,003.00
Construction Budget			\$ 5,594,614.00

- Authorize 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.

Approve the following revision:

- At the December Board meeting, the Board authorized revisions to the appropriations as needed from now until the end of the year to close out the 2019 General Fund with any revisions be reported to the Board in February 2020. One revision was needed as follows:

General Fund Expenses

Salaries - decrease by	\$ (215,000.00)
Benefits - increase by	\$ 215,000.00
<i>Appropriations net change</i>	<u>\$ -</u>

- Revise the Abell permanent (trust) fund effective December 31, 2019 based on one additional donation received in 2019.

Fund	Principal updated 12/10/2019	Additional 2019 Donation	Principal 12/31/19
Abell	88,496.80	12,750.20	101,247.00

- Authorize transfer of \$22,500,000 million from the General Fund to the Building & Repair Fund during the year as cash flow permits as determined by the Fiscal Officer.
- Approve the following Energy Retrofit 3 project change orders:

TC#01 Fire Suppression	Preferred Fire Protection	Change order #2	\$ 5,659.00
TC#05 HVAC Upgrades	The Geiler Company	Change order #3	\$ 25,515.46

- Approve the final change order for the Distribution Center project:

TC #01 General Trades	Leo J. Breilmaier Co.	Change order #4	\$ (1,700.00)
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The Certificate of Substantial Completion was signed by the Library on January 20, 2020.

- Approve the Mariemont School Board request for another easement to relocate a water meter pit, which would also include a temporary easement for its construction and Licensing Agreement, which have been approved by the Hamilton County Prosecutors' Office.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden... 6 ayes. The motion carried. **(02-2020)**.

Mrs. LaMacchia moved the following:

- Approve the Internal Communications Policy developed by Human Resources and Strategy to provide framework and guidance around our many new options for internal communication. The policy has been reviewed by the Hamilton County Prosecutor's Office.

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden... 6 ayes. The motion carried. **(03-2020)**.

Mr. Hendon moved the following:

- Approve Branch closures for three Capital Maintenance projects undertaken by Library Facilities staff:
 - Elmwood Place: February 23–March 8, Reopening on March 9
 - College Hill: March 29–April 12, Reopening April 13
 - Madeira: April 19–May 17; Reopening May 18

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden... 6 ayes. The motion carried. **(04-2020)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- The Library received a Five-Star rating from Library Journal for the seventh year in a row! Two other important reflections of our excellence from 2019 include our Library being noted in PLA's Statistical Report (August 2019) as the 3rd in total circulation in the U.S. and being named as an Innovation Award Honorable Mention by the Urban Library Council as a recognition of leveraging digital tools for staff communication and engagement. At the meeting, Ms. Brehm-Heeger shared other highlights from 2019, including the Distribution Center, Facility Master, Summer Adventure, The Library Foundation, and changes in Senior Leadership. We are so excited to be on the cusp of building Next Generation Library facilities that will match the excellence of the staff who are working inside them to help our customers every day.
- On February 6, approximately 40 community leaders and stakeholders attended a presentation outlining the Library's 2020 plans and priorities. Board President Monica Donath Kohnen highlighted our 2019 accomplishments, while Mark Lawson, President and CEO of the Community Action Agency, spoke about the long-standing partnership between the Library and the CAA (which houses our Bond Hill Branch). Ms. Brehm-Heeger discussed our Facility Master Plan, rebranding, and other impressive services we offer, including Memory Cafes, returning citizen support, supporting skill development for 21st century jobs, and services to entrepreneurs.
- We will continue our strategic approach to facilities development by taking a system-level view of the internal design/layout of our Next Gen projects. This approach is essential for effectively communicating with multiple consultant and vendor teams and ultimately will save time and, subsequently, money, allowing us to "hit the ground running" on our planning as we work on so many facility projects the next 10 years. We intend to develop general strategies for each library type (Next Generation, Neighborhood, and Focused) that will direct decisions related to space, square footage needs and use, and service strategies. The strategies developed will direct design decisions early in the planning process, including preliminary feasibility of site capacity and general building strategies, such as the number of floors, site strategy, and general scope. Group 4 will continue to assist in these efforts throughout 2020, including in the development of an approach to service at Main Library that will be helpful when working on the renovation of some portion of our large and complicated buildings.

- In late January, Ms. Brehm-Heeger attended the ALA’s Midwinter Meeting. Additionally, she attended a meeting for directors/CEOs of urban libraries across the country to discuss topics to be covered at a potential forum this fall about best practices in public library security.
- The Ohio Library Council’s (OLC) annual legislative day will be held on April 21 in Columbus.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Hendon reported that:

- For the Walnut Hills Branch Accessibility project, Library staff carefully reviewed several options and considered the addition on one or two floors, the location of the parking lot, and the placement of the entrance. After reviewing several options and obtaining the input from design professionals from Fishbeck, Group 4, and Champlin Architecture, we recommend an addition of one level of up to 10,000 square feet and all of the parking on the lot across the street. This would provide one primary level of active service in a building in line with the Facility Master Plan and the Next Gen Library concept. The current cost estimate for this project is between \$11 and \$12.3 million.
- The table below represents the final 2019 available fund balances as were reported to the County in January 2020. The variances from the December 2019 report are the result of overall favorable actual activity as compared to the estimates.

FUND	2020 ESTIMATED AVAILABLE BALANCE	2020 ESTIMATED RESOURCES	2020 APPROPRIATION
General Fund	\$15,740,000.00	\$82,035,000.00	\$88,265,000.00
Building & Repair Capital Fund	16,704,325.62	22,500,000.00	36,890,000.00
Special Revenue (4 funds)	886,578.93	442,500.00	542,725.00
Permanent (44 funds)	1,314,488.86	192,900.00	282,500.00
Total	\$34,645,393.41	\$105,170,400.00	\$125,980,225.00

- As part of the planning for the implementation of the Facility Master Plan, we have reviewed our internal resources compared to the upcoming projects and determined the need to supplement our resources. We have had introductory meetings with a few local firms that provide these services. The fees for these services have been included in the FMP budgeting prepared by Group 4. We intend to hire a firm for support related to the Main Library Project because of the scope and variety of projects that will be covered.
- There are eight locations that have been prioritized for Capital Maintenance projects for carpet and paint during the first half of the FMP implementation - 2020-2024. These include Anderson, Corryville, College Hill, Elmwood Place, Green Township, Groesbeck, Madeira, and

Sharonville. These branches were chosen based on a variety of factors, which included the age and condition of their current carpet, the intentional decision to spread the work among all service zones, and the level of other improvements they were receiving related to the overall FMP.

We plan to begin three of these projects – Elmwood Place, College Hill, and Madeira soon, and in the interest of maximizing FMP funds, these projects will be done and managed by our Facility Department staff. After these projects, we will determine if this approach is feasible moving forward. The goal is to begin planning and order materials immediately so that these will be completed in advance of Summer Learning.

OPERATIONS COMMITTEE REPORT

Ms. Redden reported that:

- The first phase of the Collections Project at the Main Library is on track, and all participants are communicating well and remain enthusiastic. This phase is focused exclusively on the Adult Fiction collection in the Popular Library and is currently two-thirds complete. Popular Library staff are coordinating their work with the Library's consultant, Angela Farmer, and the Friends of the Library are full partners in this process. As Friends Executive Director, Alexia Loyanich, reported to the Friends at their quarterly meeting on January 31, they are pleased with the Library's cooperation, communication, and decisions about the materials.

STRATEGY COMMITTEE REPORT

Mrs. LaMacchia introduced Justyn Rampa:

- Customer Experience Manager, Justyn Rampa, talked about the Facility Master Plan and community engagement around the plan. Now that we have something more concrete for customers to engage with, we are planning community engagement for this year. We will have community meetings and presentations within each of the five planning zones in the FMP, as well as work with Branch Managers to deliver more tailored messaging across Hamilton County. We are also beginning work in each of the three threads of improvements, which include Design Projects, Capital Maintenance, and Strategic Investments so that the communities we serve can start to see the impact of this incredible process.

Mrs. LaMacchia reported that:

- The Marketing Department is leading the effort to revisit the Library's brand identity and is partnering with LPK, a local firm, on this undertaking. Last month Senior Library leaders were presented with three possible design options for the Library's new look and also had a conversation about naming options. LPK is incorporating feedback from the Library that will lead to a final design and naming option. The goal is to launch the new brand in timing with other major projects launching the 1st and 2nd quarters of 2020, including BiblioCommons.

- 2020 will be a very busy year for the Library, as the implementation of the Facility Master Plan begins, BiblioCommons launches, we launch our rebranding and more. Currently, Trustees regularly receive the Library-related updates and communications listed below. In an effort to ensure Trustees feel well-informed and are receiving the information in the most helpful format, the Strategy Committee reviewed these communications and recommended that Trustees continue to receive them, noting appreciation for the timely content in the Weekly Rufus Update. The Trustees further recommended that the format of the report from Marketing be streamlined to more of a highlights focus.

Communications to Trustees:

- Weekly Rufus Update via email
 - Quarterly Links magazine
 - PLCH Annual Report
 - PLCH email marketing messages, based on OrangeBoy profiles
 - Library Foundation communications, if the Trustee is a donor
 - Friends of the Library communications, if the Trustee is a member
- The FMP presents a comprehensive vision for improving all branches as well as the Main Library over the next 10 years. The Library has not undertaken this level of facility review and planning before, and communicating the vision to the public is essential in order to build understanding and support. The Strategy Committee discussed the FMP as a unique opportunity to help advance the Library’s vision and are exploring options such as a half-day Board retreat or tours of other urban public libraries in Ohio (or beyond) that include meetings with Trustees from these libraries.
 - A vacant position within the Marketing Department is being repurposed to address the increasing need for a staff position that oversees the Library’s participation in community events, as well as system-level special events, such as the annual Stern Lecture, branch anniversaries, ground breakings for Design Projects, and more.
 - Upcoming programming and exhibits:
 - Last month, our *Checkout Challenge* pilot project to provide adult programming in the winter launched and will continue to run through February 29. The goal is to increase awareness and use of Library resources, especially digital ones, by engaging adults in a fun, easy challenge. The Challenge will culminate in a celebration on February 27 at the event space in Kroger On the Rhine. All participants receive a Checkout Challenge tote bag and those who complete the challenge will be entered in a drawing for additional prizes. So far, about 5,000 customers have signed up to participate.
 - The Downtown Main Library will host its 2nd Annual African American Read-In on Saturday, February 15, from 12-4 p.m. Featured guests Sharon Draper and R. Gregory Christie will present workshops for youth and adults. Several local authors will also be in attendance, and the Library will display a large collection of books by African American authors and illustrators.
 - Learn about the black citizens who made a difference *19th Century Cincinnati* for both black and white citizens in 1800s Cincinnati. Hear the stories behind some of Cincinnati’s landmark churches, schools, social organizations, Civil War sites and art legacies. Presented by the Cincinnati Museum Center at the Cheviot Branch, February 24 from 6-7 p.m.

- Writer-in-Residence, Dani McLain, will be available to chat with budding authors from 4-5 p.m. at the Groesbeck Branch on February 21. She will hold office hours monthly on the 3rd Friday and rotate to different branches in the system. This initiative is funded by the Library Foundation.
- This year, the Library will again partner with the Cincinnati Museum Center to celebrate NEA's Read Across America. The event will take place on Saturday, February 29, from 10 a.m. – 4 p.m. at the Cincinnati Museum Center. This event is a celebration of diverse readers and is a great outreach opportunity for the Library. We will have storytimes, crafts, games, Library card sign-ups, and other hands-on activities.
- On Sunday, March 15, the Library will host the 38th Annual St. Patrick's Day Celebration of Song and Dance, featuring music by Foley Road and a performance by the McGing Irish Dancers.

TECHNOLOGY COMMITTEE REPORT

Ms. Clemons reported that:

- January 2020 marked the commencement of the rollout of Microsoft's Office 365 collaborative communications platform – Teams. Senior Leadership, Managers, and Leads have been trained to use the chat, channel, phone, meeting, and document collaboration functions of Teams. All agency staff will receive on-site training using Teams by the end of February.
- February is the fourth month of BiblioCommons implementation. A variety of staff are working tirelessly with BiblioCommons to make sure our catalog is correct, our website is well built, and our events calendar is up-to-date. The primary training for public-facing staff will begin at the end of March, and continue into April. We are aiming for a full public launch of BiblioCommons in May.

DEVELOPMENT COMMITTEE REPORT

Mrs. LaMacchia reported that:

- The Library Foundation's fall appeal generated 7% more in individual donations and contributions than the previous year. Planning for the spring appeal is underway. The following donors have made significant contributions to support the Library since December: Charles H. Dater Foundation, Inc., Stern Family Charitable Fund of the Greater Cincinnati Foundation, the L&L Nippert Foundation. These gifts were made to underwrite the Library's Homework Helper program. Additional grant funding requests have been submitted and are under review.
- The Friends Winter Sale, was held Feb. 6-9, at the Used Book Store at the Warehouse. Results from the sale will be reported at the next meeting.

CONSENT AGENDA ITEMS

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

- Minutes of the Annual Meeting held December 10, 2019.
- Minutes of the Regular Meeting held December 10, 2019.
- Investment Report (summary of invested balances) as of December 31, 2019 and January 31, 2020.

	Amount As of 12/31/2019	Amount As of 1/31/2020
Fifth Third Investment:		
General Fund	\$4,997,720.00	\$5,000,000.00
Building and Repair	\$11,850,000.00	\$13,850,000.00
Total	\$16,847,720.00	\$18,850,000.00
 Fifth Third Operating Account:		
General Fund	14,321,261.58	11,850,252.87
Insurance Reserve	230,000.00	230,000.00
Special Revenue		
Funds	743,239.01	773,718.48
Building and Repair	7,803,057.42	5,256,451.41
Permanent Trust		
Funds	1,341,780.86	1,387,807.02
Total	\$24,439,338.87	\$19,498,229.78
 STAR Ohio:		
Building and Repair	1,109,760.58	1,111,500.97
Total	\$1,109,760.58	\$1,111,500.97
 U.S. Bank Managed Investments (Trust Funds):		
Total	\$6,755,228.80	\$6,755,228.80
	\$49,152,048.25	\$46,214,959.55

- Monthly Financial Reports – for the periods ending December 31, 2019 and January 31, 2019.
- Marketing Board Report – December 2019 and January 2020.
- Contributions, Gifts, and Donations – December 2019 and January 2020.

12/2/2019	Library Foundation	Best Buy grant for Makerspace	5,000.00
1/7/2020	Hamilton County Genealogical Society	Abell Fund	1,970.00
1/13/2020	Library Foundation	Support of Homework Help	22,500.00
1/13/2020	Withrow Estate	Support for Anderson Branch	1,000.00
1/13/2020	Various - Stevenson tickets	Support for programs	4,512.67
1/22/2020	Library Foundation	Dater Grant for Homework Help	50,000.00
various	Library Foundation	Befriend a Branch - Various Branches	4,392.70
various	Friends of the Public Library	Support for Programs	19,264.02

- Personnel Change Report reflects changes through January 25, 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	Bacon, Adrian P	Madisonville Branch	Homework Help Aide	01	0.30	11/17/2019
Appointment	Banfield, Karletta L	Harrison Branch	Shelver	01	0.30	12/01/2019
Appointment	Beacher, Gabrielle A	Sorting & Materials Retrieval	Page	01	0.50	11/17/2019
Appointment	Clark, Bryce M	Sorting & Materials Retrieval	Page	01	1.00	11/17/2019
Appointment	Feldman, Michele A	Monfort Heights Branch	Library Services Assistant	03	0.50	12/01/2019
Appointment	Fleak, Gabrielle M	Elmwood Place Branch	Library Services Assistant	03	0.50	12/29/2019
Appointment	Freeman, Dena M	Education & Homework Support	Education & Homework Support Assistant	04	0.50	12/01/2019
Appointment	Gailey, Stephen D	Avondale Branch	Library Services Assistant	03	0.50	12/01/2019
Appointment	Jackson, Moriah K	Cheviot Branch	Homework Help Aide	01	0.30	12/29/2019
Appointment	Krahenbuhl, Regina K	Director's Office	Data Analyst - Eva Jane Romaine Coombe Director	09	1.00	12/15/2019
Appointment	Langston, Bacarri S	Avondale Branch	Shelver	01	0.30	12/01/2019
Appointment	Luce, Emma D	Avondale Branch	Homework Help Aide	01	0.30	12/29/2019
Appointment	Mathews, Erin L	Clifton Branch	Library Services Assistant	03	0.50	12/01/2019
Appointment	McCammon, Bridgette I	Covedale Branch	Homework Help Aide	01	0.30	12/29/2019
Appointment	Morris, Christina A	Safety & Security Services	Security Guard	05	1.00	12/29/2019
Appointment	Morris, Katarina N	Sorting & Materials Retrieval	Page	01	1.00	11/17/2019
Appointment	Parker, Phoebe E	Clifton Branch	Library Services Assistant	03	0.50	12/29/2019
Appointment	Thomas, Derrick J	Sorting & Materials Retrieval	Sorter	01	1.00	12/29/2019
Appointment	True, Sarah K	Youth Services	Senior Library Services Assistant	04	0.50	11/17/2019
Appointment	Van Voorhis, Laura E	Bond Hill Branch	Library Services Assistant	03	0.50	12/01/2019
Appointment	Vogt, Aaron T	Marketing	Web Developer	10	1.00	11/17/2019

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	Wallace, Tara D	Walnut Hills Branch	Library Services Assistant	03	0.50	12/29/2019
Appointment	Lindle, Meredith C	Groesbeck Branch	Shelver	01	0.30	11/17/2019
Appointment	Seifert, Amanda J	Madeira Branch	Children's Librarian	07	1.00	01/12/2020
Change	Brown, Taylor D	Youth Services	Senior Library Services Assistant	04	1.00	12/29/2019
Change	Barnhill, Ashley L	Walnut Hills Branch	Mid Size Branch Manager	09	1.00	01/12/2020
Change	Didusch, Robert J	Northside Branch	Library Services Assistant	03	1.00	11/17/2019
Change	Schroeder, Claire M	Groesbeck Branch	Children's Librarian	07	1.00	12/15/2019
Demotion	Jones, Ronisha R	Cheviot Branch	Library Services Assistant	03	1.00	12/15/2019
Demotion	Lord, Jared R	North Central Branch	Library Services Assistant	03	0.50	12/15/2019
Demotion	Tafari, Sesheta A	Avondale Branch	Library Services Assistant	03	0.60	12/01/2019
Departure	Harrison, Cassandra A.	Outreach Services	Shelver	01	0.50	11/19/2019
Departure	Yarbrough, Kevin J.	Shipping & Receiving	Truck Driver	03	1.00	11/23/2019
Departure	Pfeiffer, Steven S.	Sorting & Materials Retrieval	Sorter	01	0.50	12/21/2019
Departure	Vogt, Aaron T.	Marketing	Web Developer	10	1.00	01/03/2020
Departure	Tomlin, Samantha M.	Anderson Branch	Shelver	01	0.30	01/04/2020
Departure	Tye, Madison R.	West End Branch	Shelver	01	0.30	01/06/2020
Departure	Stangel, Wilanne	Westwood Branch	Library Services Assistant	03	0.50	01/11/2020
Departure	Webster, Phillip D.	Techcenter / Makerspace	TechCenter\Makerspace Technician	04	0.50	01/15/2020
Departure	Smith, Jeanna R.	Walnut Hills Branch	Library Services Assistant	03	0.50	01/10/2020
Departure	Feldman, Michele A.	Monfort Heights Branch	Library Services Assistant	03	0.50	12/09/2019
Departure	Richter, Charles	Cataloging & Processing	Cataloging Assistant	03	1.00	12/19/2019
Departure	Adams, Mary Jo A.	Oakley Branch	Shelver	01	0.30	12/27/2019
Departure	Myers, Amanda C.	Genealogy & Local History	Reference Librarian	07	1.00	12/31/2019
Departure	Lipsky, Mary D.	Madeira Branch	Library Services Assistant	03	0.60	01/11/2020
Departure	Zimmer, Mckenzie R.	Miami Township Branch	Library Services Assistant	03	0.50	01/18/2020
Departure	Morris, Katarina N.	Sorting & Materials Retrieval	Page	01	1.00	01/22/2020
Departure	Sabransky, Elizabeth M.	Madeira Branch	Teen Librarian	07	1.00	01/25/2020
Departure	Stephans, Hope V.	Harrison Branch	Shelver	01	0.30	01/03/2020
Departure	Neville, Randy	HVAC Services	HVAC Technician	06	1.00	11/22/2019

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>
Departure	Emmert, Edward C.	Youth Services	Senior Library Services Assistant	04	1.00	12/06/2019
Departure	Swartzendruber, Tamra L.	Education & Homework Support	Education & Homework Support Assistant	04	0.60	12/19/2019
Departure	Mincey, Wisdom	Virtual Information Center	Library Services Assistant	03	0.50	01/15/2020
Departure	Oliver, Payton A.	Blue Ash Branch	Shelver	01	0.30	01/21/2020
Departure	Suidan, Randa H.	Hyde Park Branch	Reference Librarian	07	0.50	11/30/2019
Departure	Poynter, Jerrold E.	Safety & Security Services	Security Guard	05	1.00	12/31/2019
Departure	Thomas, Franklin E.	Popular Library	Office Clerk	03	1.00	12/31/2019
Departure	Wood, Susan	Outreach Services	Library Services Specialist	05	1.00	12/31/2019
Departure	Schweikert, Donna J.	Monfort Heights Branch	Senior Library Services Assistant	04	1.00	01/24/2020
Departure	Tekia, Essaye T.	Clifton Branch	Shelver	01	0.30	12/28/2019
Departure	Rust, Katherine R.	Covedale Branch	Shelver	01	0.30	01/03/2020
Promotion	Boyne, Anna M	Outreach Services	Senior Library Services Assistant	04	1.00	01/12/2020
Promotion	Casto, Jeffrey E	Outreach Services	Library Services Specialist	05	1.00	01/12/2020
Promotion	Gorski, Jacob R	Fiscal Office	Payroll/Fiscal Coordinator	07	1.00	11/17/2019
Promotion	Johnson, Anthony R	Avondale Branch	Senior Library Services Assistant	04	1.00	12/29/2019
Promotion	Kash, Hayley E	North Central Branch	Library Services Assistant	03	0.50	12/01/2019
Promotion	Moning, Mandi	Groesbeck Branch	Senior Children's Librarian	08	1.00	11/17/2019
Promotion	Parks, Keloni	West End Branch	Branch Manager	08	1.00	01/12/2020
Promotion	Pelley, Nathaniel D	Techcenter / Makerspace	TechCenter/Makerspace Manager	10	1.00	01/12/2020
Promotion	Pennell, Leslie R	Hyde Park Branch	Senior Library Services Assistant	04	0.60	12/01/2019
Promotion	Wehrle, Lacey K	Mt. Healthy Branch	Mid Size Branch Manager	09	1.00	11/17/2019
<i>11/17/19 - 01/25/20</i>						

- Statistical Report for January 2020.
- Top Ten Circulating Titles for January 2020.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden... 6 ayes. The motion carried. **(05-2020)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary