

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

Date: December 10, 2024

Meeting: Regular

Place: Main Library

ANNUAL MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Ms. Louis

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

ELECTION OF OFFICERS

Mr. Olson moved the following:

The following officers are presented for election:

President: Christopher A. Harding

Vice-President: Colleen M. Reynolds

Secretary: Diane Cunningham Redden

COMMITTEE ASSIGNMENTS

2025 COMMITTEES

Development

Robert G. Hendon, Chair
Nadine L. Allen
Diane Cunningham Redden

Facilities and Finance and Audit

Diane Cunningham Redden, Chair
Gregory W. Olson
Colleen M. Reynolds

Human Resources

Colleen M. Reynolds, Chair
Karen R. Louis
Gregory W. Olson

Nominating

Christopher A. Harding, Chair
Colleen M. Reynolds
Diane Cunningham Redden

Operations

Nadine L. Allen, Chair
Robert G. Hendon
Colleen M. Reynolds

Strategy

Karen R. Louis, Chair
Robert G. Hendon
Nadine L. Allen

Technology

Gregory W. Olson, Chair
Diane Cunningham Redden
Karen R. Louis

Mr. Hendon seconded.

Voting for the motion: Ms. Redden, Ms. Reynolds, Ms. Allen, Mr. Harding, Mr. Hendon, Mr. Olson...6 ayes. The motion carried. **(24-2024)**.

REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING

The Human Resources Committee met December 2, 2024, at the Downtown Main Library. Committee Chair Diane Cunningham Redden and Committee member Christopher A. Harding were in attendance. Board members Gregory W. Olson, Colleen M. Reynolds and Nadine L. Allen and staff members Paula Brehm-Heeger and Kyla Hardin were also in attendance.

Mr. Harding moved the following:

APPOINTMENT OF FISCAL OFFICER AND DEPUTY FISCAL OFFICER; APPOINTMENT AND SALARY OF THE EVA JANE ROMAINE COOMBE DIRECTOR

1. 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.
2. Appoint Paula Brehm-Heeger, Eva Jane Romaine Coombe Director, as Interim Deputy Fiscal Officer. Ms. Brehm-Heeger receives no additional compensation for serving in this capacity.
3. Continue the appointment of Paula Brehm-Heeger as Eva Jane Romaine Coombe Director at an annual base salary of \$270,004.80 for 2025.

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Mr. Harding, Mr. Olson, Ms. Redden, Ms. Reynolds ...6 ayes. The motion carried. **(25-2024)**.

ANNUAL APPROPRIATION AND RESOLUTION AND ESTIMATED RESOURCES FOR 2025

Mr. Hendon moved the following:

The Ohio Department of Taxation has set our 2025 Public Library Fund receipts at \$49,682,111 and Hamilton County has estimated property tax levy receipts of \$53,259,450. Using these amounts, total General Fund resources are estimated to be **\$105,750,000**, as follows:

2025 GENERAL FUND RESOURCES

Operating Contingency	\$2,500,000.00
Unencumbered Balance	31,500,000.00
PRIOR YEAR CARRYFORWARD	<u>34,000,000.00</u>
Public Library Fund	49,682,111.00
Hamilton County Property Tax	53,259,450.00
Other Income	2,808,439.00
NEW INCOME	<u>105,750,000.00</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$139,750,000.00</u></u>

It is recommended that the 2025 General Fund appropriation (spending authority) be set at **\$108,750,000** distributed by account as follows:

2025 GENERAL FUND APPROPRIATION

Salaries	\$38,200,000.00
Retirement Benefits	5,348,000.00
Insurance Benefits	7,202,000.00
Other Benefits	300,000.00
Supplies	2,630,000.00
Purchased & Contracted Services	14,500,000.00
Library Materials & Information	13,500,000.00
Capital Outlay	1,250,000.00
Other Objects	820,000.00
Other Financing Uses - Transfer	25,000,000.00
TOTAL APPROPRIATION	<u><u>\$108,750,000.00</u></u>

Overall, the 2025 budget includes an adjustment to the salary schedule, merit increases based on performance, funding to supplement employee Ohio Library Council dues up to 50% of the membership cost up to \$45 per employee, support for Main Library employee parking stipend, increased spending in Library materials to meet customer demand of electronic materials and support for current operations and planned initiatives.

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 \$6,776,403 are excluded from permanent fund balances.

FUND	2025 ESTIMATED AVAILABLE BALANCE	2025 ESTIMATED RESOURCES	2025 APPROPRIATION
General Fund	\$34,000,000.00	\$105,750,000.00	\$108,750,000.00
Building & Repair Capital Fund	8,000,000.00	25,000,000.00	31,000,000.00
Special Revenue (4 funds)	2,299,000.00	758,000.00	995,000.00
Permanent (44 funds)	1,544,000.00	230,000.00	426,000.00
Total	\$45,843,000.00	\$131,738,000.00	\$141,171,000.00

1. Includes \$25 million capital transfer to Building & Repair.
2. Includes \$25 million transfer from General Fund.
3. Balances are projections for 12/31/24. Final actual balances will be reported to the County and confirmed in 2025.

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 and the events surrounding branch openings and celebrations (all which may include the purchase of refreshments), supplement the tuition assistance plan and supplement the Impact Award prize.

It is recommended that the Board adopt a Resolution to provide for expenditures during the fiscal year ending December 31, 2025, 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 **2025 Annual Appropriation Resolution and Certificate of Sources Available for Expenditure**.

For information only

The planned budget for the Building and Repair Fund includes planned funding for the following projects in 2025:

2025 Building and Repair Project Funding

Main Library	2,300,000.00
Symmes Township	3,350,000.00
Cheviot	1,100,000.00
College Hill	3,100,000.00
Miami Township	5,950,000.00
Delhi	250,000.00
Ongoing Maintenance	
Avondale	6,900,000.00
Mt. Washington	2,900,000.00
Lifecycle replacements and refreshes	5,150,000.00
	<u>31,000,000.00</u>

Ms. Redden seconded.

Voting for the motion: Mr. Harding, Ms. Redden, Ms. Allen, Mr. Hendon, Mr. Olson, Ms. Reynolds...6 ayes. The motion carried. **(26-2024)**.

ANNUAL MEETING RESPONSIBILITIES

Mr. Hendon requested:

PUBLIC OFFICIAL BONDS

In accordance with Section 3375.32 of the Ohio Revised Code, we are requesting approval to execute a public official bond in the name of Molly DeFosse, Fiscal Officer in the amount of \$500,000 for term commencing December 31, 2024 and ending December 31, 2025.

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 provisions in the Ohio Revised Code Sections 3375.32-38.

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: Mr. Hendon, Ms. Allen, Mr. Harding, Mr. Olson, Ms. Redden, Ms. Reynolds...6ayes. The motion carried. **(27-2024)**

The Annual Meeting was then adjourned.

President

Attest: Secretary

Exhibit A

2025 ESTIMATED RESOURCES and APPROPRIATIONS

	General Fund 100	Building & Repair Fund 401	TOTAL Special Revenue Funds	TOTAL Permanent Funds	TOTAL
Unencumbered Balance	34,000,000.00	8,000,000.00	2,214,000.00	1,544,000.00	45,758,000.00
ESTIMATED RESOURCES					
Intergovernmental Receipts	102,941,561.00	-	-	-	102,941,561.00
Patron Fines & Fees	135,449.00	-	-	-	135,449.00
Services Provided to Other Entities	10,000.00	-	-	-	10,000.00
Contributions, Gifts, and Donations	110,000.00	-	635,000.00	-	745,000.00
Earnings on Investments	2,052,990.00	-	123,000.00	230,000.00	2,405,990.00
Miscellaneous Revenue	500,000.00	-	-	-	500,000.00
Other Financing Sources	-	25,000,000.00	-	-	25,000,000.00
Total Resources	105,750,000.00	25,000,000.00	758,000.00	230,000.00	131,738,000.00
APPROPRIATION					
Salaries	38,200,000.00	-	-	-	38,200,000.00
Retirement Benefits	5,348,000.00	-	-	-	5,348,000.00
Insurance Benefits	7,502,000.00	-	-	-	7,502,000.00
Other Employee Benefits	-	-	-	98,500.00	98,500.00
Purchased/Contracted Services	14,500,000.00	4,700,000.00	275,000.00	56,000.00	19,531,000.00
Supplies	2,630,000.00	8,050,000.00	617,500.00	147,500.00	11,445,000.00
Library Materials and Information	13,500,000.00	-	27,500.00	124,000.00	13,651,500.00
Other Objects	820,000.00	-	-	-	820,000.00
Capital Outlay	1,250,000.00	18,250,000.00	75,000.00	-	19,575,000.00
Debt Service	-	-	-	-	-
Other Financing Uses	25,000,000.00	-	-	-	25,000,000.00
Contingency	-	-	-	-	-
Total Appropriation	108,750,000.00	31,000,000.00	995,000.00	426,000.00	141,171,000.00

2025 ESTIMATED RESOURCES and APPROPRIATIONS - Permanent Funds

	Anderson 801	Armstrong 802	K Brown 806	Cochran 808	Feld 812	Inc Expense 814	Glueck 816	Goldsmith 817	Greider 818	Abell 819	Hadley 820
Unencumbered Balance *	8,196.31	668,901.07	2,619.03	20,532.74	94,670.48	67,001.17	993.88	2,532.00	838.05	9,941.86	45,551.43
ESTIMATED RESOURCES											
Intergovernmental Receipts	-	-	-	-	-	-	-	-	-	-	-
Patron Fines & Fees	-	-	-	-	-	-	-	-	-	-	-
Services Provided to Other Entities	-	-	-	-	-	-	-	-	-	-	-
Contributions, Gifts, and Donations	-	-	-	-	-	-	-	-	-	-	-
Earnings on Investments	2,000.00	42,800.00	1,000.00	800.00	54,600.00	5,200.00	300.00	800.00	100.00	2,100.00	3,000.00
Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-
Total Resources	2,000.00	42,800.00	1,000.00	800.00	54,600.00	5,200.00	300.00	800.00	100.00	2,100.00	3,000.00
APPROPRIATIONS											
Salaries	-	-	-	-	-	-	-	-	-	-	-
Retirement Benefits	-	-	-	-	-	-	-	-	-	-	-
Insurance Benefits	-	-	-	-	-	-	-	-	-	-	-
Other Employee Benefits	-	61,000.00	1,500.00	15,000.00	-	-	-	-	-	-	10,000.00
Purchased/Contracted Services	-	1,000.00	-	-	-	2,500.00	-	-	-	-	-
Supplies	-	50,000.00	-	-	-	20,000.00	-	-	-	-	-
Library Materials and Information	-	-	-	-	50,000.00	-	-	1,500.00	-	3,000.00	-
Other Objects	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-
Total Appropriation	-	112,000.00	1,500.00	15,000.00	50,000.00	22,500.00	-	1,500.00	-	3,000.00	10,000.00

* Excludes Principal

2025 ESTIMATED RESOURCES and APPROPRIATIONS - Permanent Funds

	Hatfield 821	Heekin 823	HeiselDunlap 824	Heunefeld 825	Iacobucci 826	Lib Materials 827	Kahn 828	KaneMerton 829	Kersten 830	King 832	Lenke 833
Unencumbered Balance *	2,397.45	1,513.35	49,904.02	2,579.06	498.43	1,602.72	738.81	446.68	310,519.06	2,118.33	990.52
ESTIMATED RESOURCES											
Intergovernmental Receipts	-	-	-	-	-	-	-	-	-	-	-
Patron Fines & Fees	-	-	-	-	-	-	-	-	-	-	-
Services Provided to Other Entities	-	-	-	-	-	-	-	-	-	-	-
Contributions, Gifts, and Donations	-	-	-	-	-	-	-	-	-	-	-
Earnings on Investments	200.00	200.00	7,000.00	600.00	100.00	400.00	100.00	100.00	52,800.00	600.00	200.00
Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-
Total Resources	200.00	200.00	7,000.00	600.00	100.00	400.00	100.00	100.00	52,800.00	600.00	200.00
APPROPRIATIONS											
Salaries	-	-	-	-	-	-	-	-	-	-	-
Retirement Benefits	-	-	-	-	-	-	-	-	-	-	-
Insurance Benefits	-	-	-	-	-	-	-	-	-	-	-
Other Employee Benefits	-	-	10,000.00	-	-	-	-	-	-	-	-
Purchased/Contracted Services	-	1,000.00	-	-	-	-	-	-	20,000.00	-	-
Supplies	-	-	-	-	-	-	-	-	75,000.00	-	-
Library Materials and Information	1,500.00	-	-	1,500.00	-	1,000.00	-	-	-	1,000.00	-
Other Objects	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-
Total Appropriation	1,500.00	1,000.00	10,000.00	1,500.00	-	1,000.00	-	-	95,000.00	1,000.00	-

* Excludes Principal

2025 ESTIMATED RESOURCES and APPROPRIATIONS - Permanent Funds

	Lewis	Marsh	Meister	Nolan	O'Brien	Plaut	DeMarke	Rhein	Hattendorf	SchildScore	Sackett
Unencumbered Balance *	834	837	839	845	847	851	854	855	857	859	860
	1,097.11	937.89	755.81	3,423.55	286.39	1,874.54	744.61	4,843.05	1,421.56	763.75	122,352.11
ESTIMATED RESOURCES											
Intergovernmental Receipts	-	-	-	-	-	-	-	-	-	-	-
Patron Fines & Fees	-	-	-	-	-	-	-	-	-	-	-
Services Provided to Other Entities	-	-	-	-	-	-	-	-	-	-	-
Contributions, Gifts, and Donations	-	-	-	-	-	-	-	-	-	-	-
Earnings on Investments	200.00	100.00	100.00	400.00	100.00	300.00	100.00	200.00	200.00	100.00	18,200.00
Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-
Total Resources	200.00	100.00	100.00	400.00	100.00	300.00	100.00	200.00	200.00	100.00	18,200.00
APPROPRIATIONS											
Salaries	-	-	-	-	-	-	-	-	-	-	-
Retirement Benefits	-	-	-	-	-	-	-	-	-	-	-
Insurance Benefits	-	-	-	-	-	-	-	-	-	-	-
Other Employee Benefits	-	-	-	-	-	-	-	-	-	-	-
Purchased/Contracted Services	-	-	-	2,500.00	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	1,500.00	-	-	-
Library Materials and Information	1,000.00	-	-	-	-	1,500.00	-	-	1,000.00	-	30,000.00
Other Objects	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-
Total Appropriation	1,000.00	-	-	2,500.00	-	1,500.00	-	1,500.00	1,000.00	-	30,000.00

* Excludes Principal

2025 ESTIMATED RESOURCES and APPROPRIATIONS - Permanent Funds

	Dwyer	Stern, Ruth	Stern,Martha	Gillespie	Striker	T&R	Trager	Howard	ValerioFamily	Levesay	Dehner
Unencumbered Balance *	863	864	865	866	870	872	874	875	879	883	884
	6,945.69	1,182.74	1,201.57	3,707.20	1,287.71	2,356.14	1,802.54	52,204.76	37,063.61	995.05	1,666.17
ESTIMATED RESOURCES											
Intergovernmental Receipts	-	-	-	-	-	-	-	-	-	-	-
Patron Fines & Fees	-	-	-	-	-	-	-	-	-	-	-
Services Provided to Other Entities	-	-	-	-	-	-	-	-	-	-	-
Contributions, Gifts, and Donations	-	-	-	-	-	-	-	-	-	-	-
Earnings on Investments	2,500.00	200.00	400.00	200.00	200.00	1,100.00	500.00	26,600.00	2,300.00	100.00	900.00
Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-
Total Resources	2,500.00	200.00	400.00	200.00	200.00	1,100.00	500.00	26,600.00	2,300.00	100.00	900.00
APPROPRIATIONS											
Salaries	-	-	-	-	-	-	-	-	-	-	-
Retirement Benefits	-	-	-	-	-	-	-	-	-	-	-
Insurance Benefits	-	-	-	-	-	-	-	-	-	-	-
Other Employee Benefits	-	-	-	-	-	-	-	-	-	-	1,000.00
Purchased/Contracted Services	-	1,000.00	-	3,000.00	-	-	-	-	25,000.00	-	-
Supplies	1,000.00	-	-	-	-	-	-	-	-	-	-
Library Materials and Information	2,000.00	-	1,000.00	-	1,000.00	1,000.00	1,000.00	25,000.00	-	-	-
Other Objects	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-
Total Appropriation	3,000.00	1,000.00	1,000.00	3,000.00	1,000.00	1,000.00	1,000.00	25,000.00	25,000.00	-	1,000.00

* Excludes Principal

2025 ESTIMATED RESOURCES and APPROPRIATIONS - Special Revenue Funds

	Insurance	And/MW	Lib Program	Gifts	TOTAL
	209	201	252	299	Special Rev
Unencumbered Balance	150,000.00	131,298.85	394,315.57	1,538,385.58	2,214,000.00
ESTIMATED RESOURCES					
Intergovernmental Receipts	-	-	-	-	-
Patron Fines & Fees	-	-	-	-	-
Services Provided to Other Entities	-	-	-	-	-
Contributions, Gifts, and Donations	-	35,000.00	350,000.00	250,000.00	635,000.00
Earnings on Investments	-	3,000.00	20,000.00	100,000.00	123,000.00
Miscellaneous Revenue	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Total Resources	-	38,000.00	370,000.00	350,000.00	758,000.00
APPROPRIATION					
Salaries	-	-	-	-	-
Retirement Benefits	-	-	-	-	-
Insurance Benefits	-	-	-	-	-
Other Employee Benefits	-	-	-	-	-
Purchased/Contracted Services	-	25,000.00	75,000.00	175,000.00	275,000.00
Supplies	-	16,300.00	350,500.00	250,700.00	617,500.00
Library Materials and Information	-	7,500.00	-	20,000.00	27,500.00
Other Objects	-	-	-	-	-
Capital Outlay	-	25,000.00	-	50,000.00	75,000.00
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	-	-	-
Total Appropriation	-	73,800.00	425,500.00	495,700.00	995,000.00

RESOLUTION/AUTHORIZATION
LIBRARY OFFICERS

I, the undersigned, Secretary of the Board of Trustees of the Cincinnati and Hamilton County Public Library, do hereby certify that at the Annual Meeting of the Board of Trustees of the Cincinnati and Hamilton County Public Library duly called and held at the Main Library on 10th day of December, 2024, at which a quorum was present:

1. officers were duly elected for the ensuing year or until their successors are chosen and qualified:

Name	Title	Specimen Signature
Christopher A. Harding	President	_____
Colleen M. Reynolds	Vice President	_____
Diane Cunningham Redden	Secretary	_____
Molly DeFosse	Fiscal Officer	_____

2. a Deputy Fiscal Officer was appointed for the ensuing year:

Paula Brehm-Heeger	Deputy Fiscal Officer	_____
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3. the following authorizations were established:

Withdrawals and Transfers. Any funds deposited to the credit of any account of the Cincinnati and Hamilton County Public Library may be withdrawn by check or other order for the payment of money, signed by the **President or Vice President, and Fiscal Officer.**

Any funds deposited to the credit of the Cincinnati and Hamilton County Public Library may be transferred by wire transfer or ACH transaction to another Library account or investment instrument, as authorized either in writing, by telephone or computer by the **Fiscal Officer or Deputy Fiscal Officer.**

Products and Services. The **Fiscal Officer,** and the **President or Vice President** jointly are authorized to enter into contracts and agreements, written or verbal, for any products or services offered by an authorized public depository, including but not limited to cash management services and computer/internet based products and services. In addition, approve the attached template resolution for Fifth Third Bank Multi Product Resolution (Exhibit I) and authorize the Fiscal Officer to complete based on services provided.

Sale of Stock. The **Eva Jane Romaine Coombe Director** or **Fiscal Officer** are authorized to sell stock donations.

The authority herein given is to remain irrevocable so far as the public depository is concerned until it is notified in writing of a new resolution modifying or revoking such authority.

Executed this 10th day of December, 2024.

Secretary of the Board of Trustees
Cincinnati & Hamilton County Public Library