

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

Date: December 10, 2024

Meeting: Regular

Place: Main Library

**REGULAR 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

***PUBLIC COMMENTS***

NONE

***EXECUTIVE SESSION***

Mr. Olson moved that the Board go into Executive Session under ORC 121.22(G)(3).

Ms. Redden seconded.

Voting for the motion: Mr. Hendon, Mr. Olson, Ms. Allen, Ms. Reynolds, Mr. Harding, Ms. Redden...6 ayes. The motion carried. **(28-2024)**.

Mr. Olson moved that the Board exit Executive Session.

Mr. Harding seconded.

Voting for the motion: Mr. Hendon, Mr. Olson, Ms. Allen, Ms. Reynolds, Mr. Harding, Ms.

Redden...6 ayes. The motion carried. (29-2024).

## ***ACTION ITEMS***

Ms. Redden recommended the following:

### PROPERTY ACQUISITION – 1609 NORTHBEND ROAD

In the Facility Master Plan, the College Hill Branch is identified as a scheduled maintenance project because it is in need of major HVAC and electrical upgrades. It was also noted that the building was built in 1966 and no significant improvements have been made to this branch. The distance between the primary public entrance to the parking lot presents some accessibility issues. In addition, the Library does not own the property that the branch is built on – it is part of a 99-year lease with Cincinnati Public Schools that was executed in 1965.

In early 2024, the Library was approached about being a part of the redevelopment efforts in College Hill along Hamilton Avenue. As a result of this opportunity and given the existing conditions of the current branch, we have identified a site that will meet our needs and improve overall service to the community.

- **Approve the purchase of the property located at 1609 Northbend Rd for \$2.1M along with up to \$200,000 in closing costs and realtor fees and authorize the Eva Jane Romaine Coombe Director to execute all necessary documents related to the transaction upon satisfactory execution of a purchase sale agreement based on the letter of interest (Exhibit I) and completion of the due diligence process outlined in the agreement.**

### MAIN LIBRARY PROJECT UPDATE

The Library, along with the team from Turner Construction, Champlin (with CMTA) and has identified the necessary equipment for replacing/updating chillers and cooling towers and certain electrical components at the Main Library.

- **Authorize the Eva Jane Romaine Coombe Director to modify the Main Library Renovation Plaza and Interior Renovations agreement (along with necessary change orders subsequently reported for confirmation) with Turner Construction via GMP amendment subject to owner and attorney review as follows:**

GMP inclusive of CMR fee and CMR contingency equal to or less than \$6,300,000 with a project budget of \$7,750,000 (which includes an owner contingency of approximately 8.5%) detailed below:

**Main Library Chillers and Cooling Tower Replacement**

|  |    |            |                     |
|--|----|------------|---------------------|
| GMP cost inclusive of fee                                  |    | \$         | 6,300,000.00        |
| Owner costs estimated(design fees, permits, and furniture) |    | \$         | 825,000.00          |
| Design Fees and consultants                                | \$ | 425,000.00 |                     |
| Other Equipment and Supplies                               | \$ | 300,000.00 |                     |
| Other expenses   | \$ | 100,000.00 |                     |
| Contingency  |    | \$         | 625,000.00          |
|  |    | \$         | <u>7,750,000.00</u> |

We are working to wrap up the paperwork associated with the work completed earlier this year.

- **Confirm the following change order to modify the Interior Renovation GMP for Turner Construction:**

| Contractor          | Trade Contract | Number | Purpose  | Amount          |
|---------------------|----------------|--------|--|-----------------|
| Turner Construction | GMP            | #44    | Final credit for unused allowances and contingency | \$ (107,084.12) |

- **Confirm the following change order to modify the Main Library - Demo and Foundations GMP for Turner Construction:**

| Contractor          | Trade Contract | Number | Purpose                                 | Amount     |
|---------------------|----------------|--------|---|------------|
| Turner Construction | GMP            | #8     | Credit for remaining General Conditions | \$ (42.12) |

HYDE PARK BRANCH ELEVATOR REPLACEMENT AND RENOVATION

- **Confirm the following change order to modify the Hyde Park Branch Elevator Replacement and Renovation GMP for Turner Construction:**

| Contractor          | Trade Contract | Number | Purpose                             | Amount        |
|---------------------|----------------|--------|-------------------------------------|---------------|
| Turner Construction | GMP            | #17    | Final credit for unused contingency | \$ (1,219.00) |

FOREST PARK BRANCH

We are in the process of closing out the project. In August, 2023, the overall project budget was approved at \$19,200,000. We anticipate the overall cost to come in about \$1,000,000 under budget.

- **Confirm the following change order to modify the Forest Park Branch GMP for Turner Construction:**

| Contractor          | Trade Contract | Number | Purpose  | Amount          |
|---------------------|----------------|--------|--|-----------------|
| Turner Construction | GMP            | #13    | Final credit for unused allowances and contingency | \$ (251,159.00) |

## MT. HEALTHY BRANCH REPLACEMENT

The branch opened on Saturday, November 2, 2024. We are working to empty and clean the former branch in the rental space.

- **Confirm the following change order to modify the Mt. Healthy Branch GMP for Turner Construction:**

| Contractor          | Trade Contract | Number | Purpose  | Amount          |
|---------------------|----------------|--------|--|-----------------|
| Turner Construction | GMP            | #3     | Final credit for unused allowances and contingency | \$ (199,829.00) |

## CHEVIOT BRANCH ACCESSIBILITY, MAINTENANCE AND RENOVATION

On the exterior, the elevator vestibule is under construction. On the interior, all of the demolition work is complete and framing has started. The contracted substantial completion date for construction is mid-April 2025.

- **Confirm the following change order to modify the Cheviot Branch GMP for Turner Construction:**

| Contractor          | Trade Contract | Number | Purpose                                     | Amount       |
|---------------------|----------------|--------|---|--------------|
| Turner Construction | GMP            | #1     | Additional scope for lighting in adult area | \$ 28,417.00 |

The branch closed in early September and construction is underway.

## SYMMES TOWNSHIP BRANCH RENOVATION AND ADDITION

Turner Construction has completed the bidding process and is preparing the Guaranteed Maximum Price documentation. The GMP cost is in line with the Forest Park cost of \$600 per square foot. This project is different in that it includes greater up-front costs of energy efficient features of solar and geothermal. Both of these items will result in tax incentive refunds upon project completion as well as long term savings in operational costs. In addition, concerted efforts during design have been made to make efficient thoughtful design.

- **Authorize the Eva Jane Romaine Coombe Director to modify the Branch Renovation and Replacement 2022-2027 agreement (along with necessary change orders subsequently reported for confirmation) with Turner Construction via GMP amendment subject to owner and attorney review as follows:**

GMP inclusive of CMR fee and CMR contingency equal to or less than \$12,500,000 with a project budget of \$17,500,000 (which includes an owner contingency of approximately 5%) detailed below:

## Symmes Branch GMP

|  |    |              |                      |
|--|----|--------------|----------------------|
| GMP cost inclusive of fee                                  |    | \$           | 12,500,000.00        |
| Owner costs estimated(design fees, permits, and furniture) |    | \$           | 4,200,000.00         |
| Design Fees and consultants                                | \$ | 1,800,000.00 |                      |
| Furniture and Equipment                                    | \$ | 1,400,000.00 |                      |
| Other expenses   | \$ | 1,000,000.00 |                      |
| Contingency  |    | \$           | 800,000.00           |
|  |    | \$           | <u>17,500,000.00</u> |

With the demolition of the former branch complete, we anticipate construction to begin shortly after the execution of the GMP document. The temporary branch has been providing service since October 14, 2024.

## PLANNING FOR 2025

### FMP Status of Capital Projects

The construction work at the Cheviot Branch will be completed in the spring 2025 with the additional work and furniture installation expected to be complete by the end of June.

We will continue with the planning for Delhi. At Miami Township, we have scheduled the demolition of the existing building and site fencing of the property to take place in the next few weeks. We plan to begin the design process in the first half of 2025.

### Lifecycle Replacement and Maintenance Projects

We have continued to evaluate opportunities and explore design possibilities in Avondale. The architect and the construction manager are working on cost estimates for several options. We continue to search for a temporary space in the event we need to completely close the branch. We have settled on an approach for resolving the continued HVAC issues and we are planning a community engagement session for early 2025 to review the potential design changes that will inform the approach to the exterior and interior maintenance work.

We have been working to finalize the scope for the needed roofing, HVAC, and electrical work in Mt. Washington. While the work is being done, we will also refresh the interior space to better meet the needs of the community. We are hopeful that this work can begin in the first half of 2025 after a GMP is prepared.

Both Oakley and Mariemont are due for HVAC replacements. We are working with the engineers to identify the equipment. It is our intent to do a refresh (flooring, paint and furniture) when the work is being completed. In addition, we have identified Monfort Heights and Harrison as opportunities for branch refresh projects in 2025. The timing and sequencing of the work is all dependent upon the availability of resources.

- For the calendar year 2025, authorize the Eva Jane Romaine Coombe Director to publish bid requests and enter into agreements with the lowest responsible bidders for projects with a construction estimate of less than \$1,500,000 that will involve design professionals with fees of less than \$50,000.

This is a continuation of the authorization from 2021 through 2023. All bids will be reviewed with the Chair of the Facilities Finance and Audit Committee and be reported at the next Board meeting.

REVISION OF THE 2024 ESTIMATED RESOURCES AND ANNUAL APPROPRIATIONS

- Approve the following estimated resources and appropriation increases to the General Fund and the Building and Repair Fund to account for the expenditure of greater-than-anticipated revenues in 2024 in local tax revenue and interest earnings less than anticipated expenses in a few areas that were conservatively estimated for the Main Library reopening, we expect to end the year with some favorable variances. As we have ongoing FMP needs, these savings will permit an additional transfer to the Building and Repair Fund in continued support of projects and a reclassification of expenditure budget based on actual needs:

*General Fund*

*Expenses*

|  |                        |
|--|------------------------|
| Salaries - decrease by                             | \$ (750,000.00)        |
| Insurance benefits - decrease by                   | \$ (750,000.00)        |
| Purchased and contracted services - decrease by    | \$ (500,000.00)        |
| Other Financing Uses - Transfers Out - Increase by | <u>\$ 4,000,000.00</u> |
| <i>Increase in expenses</i>                        | <u>\$ 2,000,000.00</u> |

*Building and Repair Fund*

*Revenue*

|  |                        |
|--|------------------------|
| Other Financing Sources - Transfers In | <u>\$ 4,000,000.00</u> |
| <i>Increase in resources</i>           | <u>\$ 4,000,000.00</u> |

*Expenses*

|   |                        |
|---|------------------------|
| Supplies - decrease by                          | \$ (5,100,000.00)      |
| Purchased and contracted services - decrease by | \$ (1,700,000.00)      |
| Capital Outlay - Increase by                    | <u>\$ 6,800,000.00</u> |
| <i>Increase in expenses</i>                     | <u>\$ -</u>            |

- Confirm the following appropriation change to account for timing of programs and additional resources needed in the Library Programs Trust Fund:

***Library Program Fund  
Expenses***

|   |                |
|---|----------------|
| Supplies - Increase by                          | \$ 15,000.00   |
| Purchased and contracted services - decrease by | \$ (15,000.00) |
| <i>Net change</i>                               | <u>\$ -</u>    |

**AUTHORIZATION TO TRANSFER FUNDS**

- **Authorize the transfer of funds, \$4,000,000 noted above to be transferred from the General Fund to the Building and Repair Fund.**

**REVISION OF PERMANENT FUND PRINCIPAL BALANCES**

- **Approve revision of the permanent (trust) fund principal amounts based on donations received in 2024:**

| Fund      | Principal<br>1/1/2024 | 2024     | Principal<br>12/31/24 |
|-----------|-----------------------|----------|-----------------------|
| Abell     | 104,176.00            | 4.00     | 104,180.00            |
| Goldsmith | 43,379.00             | 1,000.00 | 44,379.00             |
| King      | 28,620.00             | 1,000.00 | 29,620.00             |

**2024 ANNUAL APPROPRIATIONS**

- **Authorize revision to General Fund appropriations as needed from now until the end of the year in order to close out the funds for 2024. Any revisions made will be reported to the Board in February 2025.**

**2024 UNENCUMBERED BALANCE**

- **Approve that all unencumbered funds be carried forward in the General Fund at 12/31/2024 in accordance with Ohio Revised Code Section 3375.40(L) states that a board of library trustees may “at the end of any fiscal year, unless doing so would be contrary to law, set aside any unencumbered surplus remaining in the general or any other fund of the free public library under its jurisdiction for any purpose, including creating or increasing a special building and repair fund, or for operating the library or acquiring equipment and supplies”.**

We are anticipating an unencumbered balance of approximately \$33 - 34 million to carry forward to 2025. This includes establishing an operating contingency of \$2,150,000, representing the allowable 3% of the budget, and approximately \$31 -32 million available for operations in 2025, which is available for operations including transfers to the Building and Repair Fund. The 2025 budget will be included in the annual meeting.

## Exhibit I

COMMERCIAL REAL ESTATE SERVICES

Tori Sunderman Stefanou  
Vice President  
CBRE, Inc.  
Advisory & Transaction Services

201 East Fifth Street  
Suite 2200  
Cincinnati, OH 45202

+1 513 369 1827 Tel  
+1 513 241 2291 Fax

Tori.Stefanou@cbre.com  
www.cbre.com

October 21, 2024

### VIA E-Mail TRANSMISSION

Main on Main 1 LLC  
Attn: Emmanuel Karikari  
Chief Executive Officer  
College Hill CURC  
6060 Hamilton Ave.  
Cincinnati, OH 45224

Re: **Non-Binding Letter of Intent to Purchase approximately 0.79 acres located at 1609 North Bend Road, Cincinnati, OH 45224**

Emmanuel,

As the brokerage representative for Cincinnati and Hamilton County Public Library, I have been authorized to submit to you this Non-Binding Letter of Intent ("LOI") for which you serve as representative.

The purpose of this LOI is to set forth the basic terms upon which Cincinnati and Hamilton County Public Library ("Purchaser") intends to purchase the following described properties (the "Property") and that Main on Main 1 LLC ("Seller") is willing to sell the above mentioned Properties to Purchaser. This letter will not constitute a binding offer to purchase by the Purchaser or a binding offer to sell by the Seller. This non-binding letter of intent is a summary of the proposed terms that can serve as a basis for discussion. The terms are as follows:

1. Purchaser: Cincinnati and Hamilton County Public Library  
800 Vine Street  
Cincinnati, OH 45202
2. Premises: The term "Premises" shall include the land and improvements located at **1609 North Bend Road, Cincinnati, OH 45224, Hamilton County Property ID 233-0001-0028-00**. The Premises consists of a 10,814 SF building on approximately .79 acres (to be



determined by legal description and final site plan).  
Premises is depicted on Exhibit A.

3. Purchase Price: **\$2,100,000.00** ("Purchase Price")
4. Earnest Money: **\$25,000.00** to be deposited to Purchaser's title company ("Escrow Agent") within five (5) business days after execution of an Agreement. The earnest money deposit shall be fully refundable should Purchaser elect to terminate the Agreement during the Inspection Period (as defined below). The earnest money deposit shall be applicable to the Purchase Price. Purchaser will pay the remaining portion of the Purchase Price at Closing.
5. Title & Survey Matters: Seller shall convey, with general warranty, good and marketable fee simple title to the Property, free, clear and unencumbered, including but not limited to free of any and all leases and occupancy agreements, mortgages, mechanics' liens and any encumbrances, except as approved by Purchaser during the Inspection Period.
6. Contingencies: Purchaser will have **90 days** upon execution of the Agreement ("Inspection Period") to inspect the Property, during which Purchaser may terminate the Agreement for any reason and the earnest money will be refunded to Purchaser. Purchaser will notify Seller within the Inspection Period that Purchaser wishes to proceed to purchase the Property pursuant to the terms and conditions of the Agreement. Contingencies include, but are not limited to, the following:
  - (a) Determination that the Property is properly zoned under any applicable laws and ordinances as so to permit Purchaser's intended use as a public library;
  - (b) Determination that the Property is properly served with sufficient sanitary sewer, storm sewer, water, gas, electricity, telephone and other utilities sufficient for said intended use;
  - (c) Receipt of an environmental assessment report satisfactory to Purchaser with respect to any recognized environmental conditions (or lack thereof) affecting the Property; assurances satisfactory to Purchaser that it will obtain all necessary or desirable government

approvals and/or permits in connection with the Purchaser's intended use of the Property including the construction of a building and the erection of acceptable signage;

- (d) Determination that the Property is in a physical condition and/or state of repair acceptable to Purchaser. Purchaser shall have obtained such inspections and/or testing of the Property as may be desired by Purchaser, the results of which shall be acceptable to Purchaser;
- (e) Appropriate state and federal regulatory approval to operate a library;
- (f) Approval from the Cincinnati & Hamilton County Public Library Board of Trustees.

7. Documentation:

Existing

Within **five (5) days** after mutual execution of the Agreement, Seller shall provide Purchaser any existing or recently produced documentation within its possession or control relating to the Property (including property condition reports, easements, inspections, mechanical reports, site surveys, environmental reports, title work, certificates of occupancy, zoning certificates, off-site parking agreements, etc.).

9. Representations;  
Prorations;  
Assignment:

The Agreement will contain customary representations/warranties of the parties regarding their good standing, their authority to enter into the Agreement, and the binding effect of the Agreement. The Agreement will also contain customary representations/warranties by Seller regarding the environmental condition of the Property, title to the Property, legal compliance of the Property, no tenants/leases/licenses/occupancy agreements, and similar items.

Purchaser and Seller will each pay one-half of the Escrow Agent's closing fee.

Seller will pay the real property conveyance fee.

Purchaser will pay its own due diligence expenses, including the cost of any title insurance, survey, environmental or other inspections or assessments obtained by Purchaser.

Purchaser shall have the right to assign the Agreement.

10. Brokerage & Commission: Neither Seller nor Purchaser has utilized the services of any other broker with respect to this transaction other than CBRE, Inc., who represent the Purchaser in this transaction. Purchaser shall pay any commission due to CBRE, Inc. upon Closing. **Purchaser shall pay CBRE 3% of the total Purchase Price upon closing.**
11. Exclusivity: Seller agrees once this letter is signed by both parties, neither it, nor any other party acting on its behalf, will solicit, negotiate, or enter into any contract to sell or any lease or contract to lease the Property prior to January 9, 2025. If a Purchase Contract is not fully executed by both Purchaser and Seller by January 9, 2025, Seller shall be free to pursue another purchaser for the Property. **The business terms and conditions outlined above will expire at 5:00 pm, on the Fifth (5<sup>th</sup>) business day (October 28, 2024), following the date of this letter.**
12. Negotiation in Good Faith: Upon acceptance of this LOI, the Purchaser will present this LOI to their Board of Trustees on December 10, 2024 for approval. Upon approval, the parties shall negotiate in good faith to attempt to finalize and execute a mutually acceptable purchase and sale agreement, to be drafted by the Purchaser, for the Property consistent with the terms set forth in this LOI (an "Agreement") within thirty (30) days thereafter.
13. Closing: "Closing" shall occur within **30 days** after the expiration of the Inspection Period. Purchaser shall have the right to select an earlier Closing date, upon five (5) days written notice to Seller.
14. Financing Contingency: None.

15. Default:

In the event that Purchaser defaults under the Agreement, Seller's damages/remedies will be limited to receiving the earnest money deposit. In the event that Seller defaults under the Agreement, Purchaser will be entitled to terminate the Agreement (and be entitled to return of the earnest money, and reimbursement of its expenses which shall be the lesser of actual expenses or \$100,000), to seek specific performance, or sue for damages.

15. Confidentiality:

Purchaser and Seller will maintain in confidence all information relating to Purchaser's proposed purchase of the Property, including but not limited to the terms of this LOI and proposed Agreement, and will not disclose such information to any other party without written consent, except that (a) either party may disclose such information to its directors, officers, managers, members, attorneys, accountants, consultants, brokers, business advisors, and employees on a "need to know" basis, provided such persons are informed of the obligations of confidentiality; and (b) Purchaser may disclose such information to governmental authorities and other third parties as may be necessary or appropriate to complete Purchaser's due diligence regarding the Property and to obtain any necessary licenses, permits and approvals relating to its intended use of the Property.

Notwithstanding, the Purchaser must follow the Ohio Revised Code related to public records.

16. Non-Binding:

This LOI does not create a binding contract and is not an offer to enter into a contract (whether to purchase or sell the Property or otherwise), but rather is a non-binding expression of the present interests and intentions of the parties, and no party hereto, nor anyone associated or affiliated with them, shall have any obligation or liability whatsoever under this LOI as a result of any prior, present, or future discussions or negotiations between the parties pursuant hereto or otherwise, unless and until an Agreement is executed and delivered, and then only in accordance with the terms of such Agreement (with the terms of any such binding contract to be subject in all respects to the

approval of all parties thereto); provided, however, that the exception to the non-binding nature of this LOI are the paragraphs titled "Exclusivity", "Negotiation in Good Faith" and "Confidentiality" above. This LOI does not attempt to be comprehensive on the issues which are addresses herein, and except as set forth above in the paragraphs titled "Exclusivity", "Negotiation in Good Faith" and "Confidentiality", this LOI does not impose upon either party any obligation to continue discussions or negotiations regarding the subject matter of this LOI.

17. Right of First Refusal

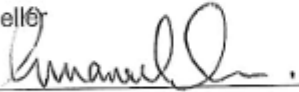
Seller will have the Right of First Refusal to Purchase the Premises should Purchaser ever sell. Details to be defined in the Purchase and Sale Agreement.

Best regards,



Tori Sunderman Stefanou  
Vice President  
CBRE, Inc.  
513.369.1627  
[Tori.Stefanou@cbre.com](mailto:Tori.Stefanou@cbre.com)

Accepted and Agreed:  
Main on Main 1 LLC  
as Seller

By:   
Name: Emmanuel Karikari  
Its: CEO  
Date: 10/28/2024, 2024

Cincinnati and Hamilton County Public Library  
as Buyer


By:   
Name: Paula Brehm-Heeger  
Eva Jane Romaine Coombe Director  
Its: \_\_\_\_\_  
Date: 11/5/24, 2024

EXHIBIT A



Ms. Reynolds seconded.

Voting for the motion: Ms. Redden, Ms. Reynolds, Ms. Allen, Mr. Harding, Mr. Hendon, Mr. Olson...6 ayes. The motion carried. **(30-2024)**.

Ms. Allen recommended the following:

MEAL AND REST BREAKS POLICY

A goal for 2024 is to continue to review and update policies in an effort to ensure that they are clear, concise and reflect the current practices of the Library. We request approval of the attached policy updates and changes. The revised policy is attached as follows:

- Meal Periods Policy (Proposed Policy Exhibit A; Current Policy Exhibit B)

In an effort to ensure compliance, information regarding breaks for minors has been added into this policy. Also, an update to the policy title from “Meal Periods Policy” to “Meal and Rest Breaks Policy”, as well as updates to language within the policy, have been made.

### 2024 PERFORMANCE YEAR MERIT INCREASES

Under our current compensation plan, staff are eligible to receive pay increases based on their performance reviews, which are completed each year between February and March and evaluate work done during the prior year.

In recognition of the impact that inflation has continued to have on those earners in jobs graded at the lower end of our pay scale and as a part of our strategic priority of investing in staff while also addressing disparities through policies, structures and practices, a grade-based sliding scale of between 3.0% and 6.0%, is recommended for staff. In lieu of the additional .25% additional amount we have recommended in past years to recognize exceptional performance, this year, we are recommending increasing the merit percentage available per grade. For instance, last year, the merit percentage available for grade 3 was 5.25% and this year, we are recommending a merit increase of up to 6.0% for grade 3. Staff will be eligible for merit increases of up to the top percentage for each grade, with top performers receiving the amount indicated in Exhibit C.

It is also recommended that staff who are currently at the maximum of their pay range, often referred to as red-circled, receive a one-time, lump sum payment of up to the maximum amount allotted (based on the sliding scale percentage) of their annual pay, based on performance and that the Eva Jane Romaine Coombe Director be eligible for a merit increase of up to 2.75%. The funding associated with this plan will be included in the budget outlined in the Facilities, Finance & Audit Report for the Annual Meeting.

### STAFF BONUSES

In recognition of our hard-working staff through a year that brought the completion of many projects, including the re-opening of the South building of the Main Library, opening new branches in Mt. Healthy and Forest Park, and re-opening of the renovated Hyde Park Branch to name just a few highlights, a bonus is recommended for all staff. The bonus structure is recommended to be tiered as follows:

- \$1,000 for regular full-time (40 hour/week) staff
- \$600 for regular part-time (24 hour/week) staff
- \$500 for regular part-time (20 hour/week) staff
- \$300 for regular part-time (15 hour/week) staff
- \$125 for regular part-time (12 hour/week) staff
- Substitute staff will be prorated bonus based on hours worked in 2024, pay period 1 through pay period 23.

Staff will receive these bonuses on the December 12, 2024 pay. As noted in the Facilities, Finance, and Audit Committee report, the merit increases and the staff bonuses are well within the 2024 budget.

## EXHIBIT A

### **Meal Breaks**

Meal breaks will be scheduled based on operational needs.

- **Eligibility:** Staff working more than six (6) consecutive hours in a workday are entitled to an unpaid meal break of up to one hour.
- **Extended Shifts:** Staff working more than ten (10) hours in a workday will be granted a second meal break, which must occur no later than six (6) hours after returning from the first meal break.
- **Location:** Meal breaks should generally be taken away from the work station unless otherwise directed by the Supervisor. If a meal break is required to be taken at the work station, then the meal break will be considered paid work time.
- **Time Card Requirements:** Non-exempt staff are required to sign out and back in on their time card when taking a meal break.

### **Rest Breaks**

Staff members are eligible for a paid 15-minute rest break for every four (4) hours worked, subject to scheduling availability.

- **Location:** Staff must remain on Library premises during rest breaks. Rest breaks cannot be used to extend meal breaks, arrive late, or leave early.
- **Time Card Requirements:** Non-exempt staff are not required to sign out and back in on their time card for rest breaks.

### **Rest Break for Minors**

- **Eligibility:** Staff members under 18 years of age who work five (5) consecutive hours are required to take a rest break of at least 30 minutes.
- **Location:** Rest breaks for minors should be taken away from the work station.
- **Time Card Requirements:** Minors are required to sign out and back in on their time card for this mandatory rest break.

## EXHIBIT B

### **Meal**

Meal breaks are scheduled by the supervisor or department manager based on the needs of the agency.

Staff members scheduled to work more than six (6) consecutive hours during any workday will receive an unpaid meal break up to one hour.

Staff members required to work more than ten (10) hours in any workday will be allowed a second meal break no later than six (6) hours after returning from their first meal break.

Meal breaks may not be taken at the staff member's work station, unless required by their supervisor. If required by their supervisor, then the meal break will be considered hours worked.

Staff members in non-exempt positions are required to sign out and in from meal breaks on their time card.

### **Rest**

Whenever practical, staff members are eligible to take a fifteen (15) minute paid break for every four hours of work.

Rest breaks will be scheduled by the agency Supervisor or manager based on the needs of the agency.

Staff members must remain on library premises during rest breaks and may not use this time to come in late, leave early or extend meal breaks.



EXHIBIT C

|                 | <b>Current #<br/>of<br/>Employees</b> | <b>FTE</b> | <b>Base<br/>Merit</b> | <b>Current<br/>Salary \$</b> |
|-----------------|---------------------------------------|------------|-----------------------|------------------------------|
| <b>Grade 1</b>  | 74                                    | 22.2       | 3.00%                 | \$17,953.98                  |
| <b>Grade 2</b>  | 48                                    | 36.5       | 6.00%                 | \$71,503.54                  |
| <b>Grade 3</b>  | 35                                    | 18.975     | 6.00%                 | \$42,130.39                  |
| <b>Grade 4</b>  | 330                                   | 227.8      | 5.25%                 | \$459,220.29                 |
| <b>Grade 5</b>  | 86                                    | 86         | 5.25%                 | \$210,165.23                 |
| <b>Grade 6</b>  | 55                                    | 45.75      | 5.00%                 | \$114,132.20                 |
| <b>Grade 7</b>  | 100                                   | 98.5       | 4.50%                 | \$264,962.88                 |
| <b>Grade 8</b>  | 12                                    | 12         | 4.25%                 | \$34,518.43                  |
| <b>Grade 9</b>  | 53                                    | 53         | 4.25%                 | \$165,470.34                 |
| <b>Grade 10</b> | 32                                    | 31.6       | 4.00%                 | \$105,713.92                 |
| <b>Grade 11</b> | 7                                     | 7          | 3.50%                 | \$23,776.48                  |
| <b>Grade 12</b> | 7                                     | 7          | 3.50%                 | \$23,134.38                  |
| <b>Grade 13</b> | 4                                     | 4          | 3.50%                 | \$15,255.24                  |
| <b>Grade 14</b> | 4                                     | 4          | 3.50%                 | \$19,803.06                  |
| <b>Grade 15</b> | 3                                     | 3          | 3.00%                 | \$13,826.38                  |
| <b>Director</b> | 1                                     | 1          | 2.75%                 | \$7,226.65                   |

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Mr. Harding, Mr. Olson, Ms. Redden, Ms. Reynolds ...6 ayes. The motion carried. **(31-2024)**.

***INFORMATIONAL ITEMS***

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

Ms. Brehm-Heeger reported that:

OHIOANS APPROVE 93% OF PUBLIC LIBRARY LEVIES

Ohioans across the state continue to express their support for libraries at the polls. In total, voters approved 26 out of the 28 public library ballot issues. The successful library ballot issues included 16 renewals; four additional/new; one renewal with an increase; six replacement levies and one bond issue. The average approval rate was 59%. An additional, continuing levy for MidPointe Library District (Butler County) did not pass, nor did an additional, 10-year levy for the Southwest Public Libraries (Franklin County).

OHIO SENATE & HOUSE LEADERSHIP

Both caucuses in the Ohio Senate recently announced their selections for leadership positions in the upcoming 136th General Assembly beginning in January. Senate Republicans chose Senator Rob McColley (R-Napoleon) as Senate president. The Democratic re-elected Senator Nickie Antonio (D-Lakewood) as Senate minority leader. In the Ohio House, Republicans selected Rep. - elect Matt Huffman (R-Lima) to be House speaker beginning next year. The House Democrat re-elected Rep. Allison Russo (D-Upper Arlington) as the House Minority Leader. Republicans in the Senate will have a 24-9 supermajority heading in the next session. Republicans in the House will have a 65-34 supermajority heading into the next session.

#### CHAIRPERSON, OLC GOVERNMENT RELATIONS COMMITTEE (RE-APPOINTMENT)

I have been re-appointed as the Ohio Library Council's (OLC) Government Relations Committee Chairperson for a three-year term beginning in January. I am pleased to continue offering my leadership in the government relations area at the state level, particularly as 2025 is a biennial budget year, which always brings potential implications for Public Library Funding (PLF).

#### MT. HEALTHY BRANCH REOPENING CELEBRATION

On November 2, 2024, we celebrated the opening of the new Mt. Healthy Branch Library (7700 Hamilton Ave, Cincinnati, OH 45231). The new branch is located in a 10,000-sf renovated CVS building less than .01 miles from the former rental space that served as the Mt. Healthy Branch for 73 years. The ribbon-cutting featured performances from the Mt. Healthy Junior High School cheerleaders who enthusiastically kicked off our day-long celebration. The Mt. Healthy Branch, which represents a \$6.3 million investment in our community, saw more than 1,117 visits on November 2nd, registered 12 customers for library cards and had 561 items checked out on opening day.

#### FOREST PARK & MAIN LIBRARY DESIGNS HONORED

At the recent Cincinnati Design Awards event on Nov. 8th, our Library won three awards, two for the Main Library and one for our new Forest Park Branch. Architects Champlin/G4 submitted for the Interior Architecture Award for the Main Library project, and our project was selected for that award. The jury then awarded us an honor award for experiential graphics, an award for which Champlin/G4 didn't formally submit an application, but our amazing musical history stair was honored in this category, nonetheless!

The Forest Park Branch Library and our architect partners on that project, SHP, received the highest honor for Large Scale Architecture.

These award winners were chosen by a panel of local and national judges who were extremely impressed with the Forest Park Branch and Renovation at the Main Library.

#### UNIVERSITY OF CINCINNATI (UC) CONSERVATION/PRESERVATION LAB AGREEMENT

As noted in the Director's August 2024 Board report, it has been nearly 13 years since the signing of our MOU with the University of Cincinnati Libraries creating the Conservation/Preservation Lab. We are proposing an update to the Service Agreement. This update focuses on transitioning all Lab staff to be employees of UC, rather than a split of staff between UC and CHPL.

The new model will operate as a pilot for three calendar years (2025-2027) under a proposed updated agreement (Exhibit I). We expect it to be successful and continue operating after the pilot period. Features of the new agreement include:

- This change is budget neutral and maintains services at the current level
- We are proposing January 1, 2025, as the start date for the new service agreement, realizing there remains a need for final legal and insurance review from both organizations. To accommodate the need for this review, we will put a hold on processing any CHPL work beginning January 1, using the first month of 2025 for evaluating workflow. CHPL will not be billed for services during this time.
- By the date of CHPL's next Board meeting on February 11, we expect to have all reviews complete. We intend to request that the Board approve fully and formally execute the Service Agreement at that time.
- Staff will transition from CHPL to UC in two phases, with the Conservation Assistant and Specialists transitioning to UC as their employer by the end of 2024 or, at the latest, the first pay period of 2025; the Lab Manager will be transitioning to UC as their employer as of June 23, 2025.

### BLACK MUSIC WALK OF FAME ORIGINAL "STARS" COMING TO THE LIBRARY

The stars of the first four inductees to the Cincinnati Black Music Walk of Fame, Otis Williams, The Isley Brothers, Dr. Charles Fold, and Bootsy Collins have been on display at the CVG Airport for several years. Having worked to support awareness of and information about the Black Music Walk of Fame, and having our own strong focus on Cincinnati music as a part of our Main Library renovation and musical history stairs, we are working with Hamilton County Commission President Alicia Reese to have these four original stars on exhibit at our Main Library. We anticipate having additional information for the February Board meeting.

### APPOINTED TO SERVE ON AMERICAN LIBRARY ASSOCIATION EXECUTIVE DIRECTOR SEARCH COMMITTEE

The American Library Association (ALA), the largest association in the library industry, has reopened its search for an Executive Director. A small committee of ALA member leaders, including Paula Brehm-Heeger, the Eva Jane Romaine Coombe Director of the Cincinnati & Hamilton County Public Library, will oversee the search.

### THANK YOU

Finally, thank you to our community, staff and Trustees for your continued support in 2024. We accomplished so much this year, including the completion of several once-in-a-generation building renovations at Hyde Park (April), Main Library (July), and new branch buildings in Forest Park (September) and Mt. Healthy (November). Response to these facilities has been overwhelmingly positive and builds on our foundation of success as we boldly step into the future.

Public libraries are in a period of transformation and change, and visionary leadership is required to navigate these challenging times. Our role as champions of community, democracy and access remains constant. The support we receive is essential and deeply appreciated.

Exhibit I

**MASTER SERVICES AGREEMENT**

**Between**

**University of Cincinnati**

**and**

**The Cincinnati and Hamilton County Public Library**

This Master Services Agreement (the “Agreement”), effective the date last signed below (the “Effective Date”), is entered into by and between the University of Cincinnati, a state institution of higher education organized under Chapter 3361 of the Ohio Revised Code, having its primary business address at 2618 University Circle, 625 University Pavilion, Cincinnati, Ohio 45221 (“UC”) and The Cincinnati and Hamilton County Public Library (“Client”) with an office at 800 Vine Street, Cincinnati, Ohio 45202. UC and Client agree as follows:

**Article 1 - Services and Fees**

1.1 UC shall provide the services listed in addenda to this Agreement using the template addendum attached hereto as **Exhibit A** (collectively, the “Service” or “Services”). Each addendum shall include pricing for the Services provided under the respective addendum. At the conclusion of the then-current term for each addendum, the parties will negotiate in good faith reasonable increases in pricing for each addendum renewal term. The total fees for all Services under this Agreement shall not exceed Two Hundred Thousand Dollars (\$200,000) during any single term of an addendum unless expressly agreed to in writing by both parties.

**Article 2 - Invoices and Payment**

2.1 UC will invoice Client for all Services on a biannual basis (June and December). Biannual billing will include a breakdown of services provided and the corresponding fees. All invoices for Services shall be delivered to:

Cincinnati and Hamilton County Public Library  
800 Vine Street  
Cincinnati, Ohio 45202

2.2 Client will pay UC within 30 days of receipt of UC’s invoice.

**Article 3 - Term and Termination**

3.1 This Agreement shall be effective on January 1, 2025 and remain in effect for an initial term of three (3) years (the “Initial Term”), unless sooner terminated. Prior to expiration, this Agreement may be renewed by written agreement of the parties for an unlimited number of successive one (1) year periods (the Initial Term and any renewal terms are collectively, the “Term”). In the event the Agreement is not renewed prior to the expiration date, this Agreement will automatically terminate.

3.2 If a party asserts that the other party committed a material breach of this Agreement, then the non-breaching party must notify the breaching party in writing of the specific breach and request that it be cured. If the breaching party does not cure within thirty (30) days after such notice, then the non-breaching party may terminate this Agreement without cost or penalty by sending final written notice to the breaching party.

3.3 UC may terminate this Agreement without cause by providing the Client with at least thirty (30) days’ prior written notice of intent to terminate. In the event of termination of this Agreement, any addenda to this Agreement shall terminate on the effective date of termination of this Agreement.

3.4 The termination of this Agreement by either party (a) does not excuse either party from performing any duty or obligation assumed under this Agreement before termination, (b) does not have the effect of waiving any right either party

may have to obtain performance under this Agreement, and (c) does not preclude either party from pursuing any and all remedies available to it at law or equity.

#### **Article 4 – Mutual Responsibility**

4.1 Each party agrees to be solely responsible for its negligent acts or omissions in the performance of its activities hereunder and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by applicable Laws. The parties agree that this section is only a statement setting forth the limited responsibility of each party for its own acts of negligence and is not and shall not be construed as any contractual or other obligation to defend, indemnify, or hold harmless the other party or any third party. The parties further agree that nothing contained herein shall be construed or interpreted as UC consenting to be sued or waiving its sovereign immunity or denying any remedy or defense available to UC under the laws of the State of Ohio.

#### **Article 5 – Disclaimer of Warranties**

5.1 UC MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE SERVICES OR PRODUCTS PROVIDED UNDER THIS AGREEMENT. FURTHERMORE, UC EXPRESSLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY, USE/FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT OF ANY INTELLECTUAL PROPERTY RIGHTS WITH REGARD TO SERVICES, DATA, RESEARCH RESULTS, OR OTHER RESULTS, PRODUCTS OR SERVICES PROVIDED UNDER THIS AGREEMENT.

#### **Article 6 - Limitation on Liability**

6.1 NEITHER PARTY SHALL BE RESPONSIBLE FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES OR ANY OTHER SIMILAR DAMAGES UNDER ANY THEORY OF LIABILITY (WHETHER IN CONTRACT, TORT OR OTHERWISE), EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. UC'S TOTAL MAXIMUM AGGREGATE LIABILITY TO THE CLIENT UNDER THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT PAID TO UC IN THE INITIAL TERM OR THE THEN-CURRENT RENEWAL TERM. THE LIMITATIONS PROVIDED IN THIS SECTION SHALL APPLY EVEN IF ANY OTHER REMEDIES FAIL OF THEIR ESSENTIAL PURPOSE.

#### **Article 7 – Confidentiality; Data Security**

7.1 As used herein, “Confidential Information” shall mean information, know-how, samples, drawings or data, technical or non-technical, provided hereunder that originates with either party, is appropriately marked as confidential (or if disclosed verbally or visually, is promptly reduced to writing and designated as confidential) and is disclosed or provided to the other party. The recipient may use the originator’s Confidential Information for purposes of this Agreement but agrees neither to use for any other purpose nor to disclose nor provide such Confidential Information to any third party at any time during the term of this Agreement or thereafter, except as follows:

- a) To the extent that the Confidential Information was known to the recipient from sources other than the originator prior to its disclosure hereunder, and this is demonstrably documented in written records made by the recipient prior to disclosure by the originator; or
- b) To the extent that the Confidential Information in fact is public knowledge prior to or after its disclosure by originator, other than through acts or omissions attributable to the recipient; or
- c) To the extent the Confidential Information was disclosed or provided to the recipient by a third party who did not derive such information from the originator; or
- d) To the extent disclosure is required by law, valid subpoena, or court order.

7.2 UC shall not be required to maintain the confidentiality of any information (including Confidential Information) if, in the sole opinion of UC's Office of General Counsel, the disclosure of such information is required by the Ohio Public Records Act, Ohio Revised Code §149.43, or any other applicable federal or state law governing UC.

**Article 8 - Intellectual Property**

8.1 Each party shall retain all right, title and interest in any patent, patent application, trade secret, know-how, trade mark or other intellectual property owned by it prior to the date of this Agreement, and no license grant or assignment, express or implied, by estoppel or otherwise, with regard thereto is intended by, or shall be inferred from, this Agreement. In accordance with Ohio law, UC shall be sole owner of all rights in and to materials developed and produced by UC personnel and students, including such materials developed and produced prior to, during, or after the execution of this Agreement. No unauthorized use of UC materials or information is permitted by Client without the express written approval of UC.

**Article 9 - Compliance with Laws; Debarment**

9.1 This Agreement is intended to comply with all relevant federal, state and local statutes, regulations, and rules (collectively, "Laws") applicable to the subject matter of this Agreement.

9.2 Client acknowledges that UC, in the performance of Services, may utilize the personal services of UC employees, visiting professionals and students who may not be U.S. citizens or permanent residents. Client assumes all responsibility for compliance with the provisions of the International Trade in Arms Regulations, 22 C.F.R. §§ 120-130 ("ITAR") and the Export Administration Regulations, 15 C.F.R. §§ 730-744 and 768 ("EAR"). Client shall not disclose or provide to UC or any employee or agent of UC any information subject to the licensing provisions of ITAR and/or EAR without the prior written notice to and advance approval of UC's Export Controls Officer and Office of General Counsel. UC reserves the right to decline to receive any such export-controlled materials or information.

**Article 10 – Miscellaneous**

10.1 Notices. Any notice required to be given under this Agreement must be in writing, postage and delivery charges pre-paid, and may be sent by email, fax, hand delivery, overnight mail service, first-class mail, or certified mail with return receipt requested, to UC at the addresses set forth below. Any party may change the address to which notices are to be sent by notice given in accordance with the provisions of this Section 10.1. Notices under this Agreement are deemed to have been given, and are effective upon, actual receipt by the other party or, if mailed, upon the earlier of the fifth day after mailing or actual receipt by the other party.

If to UC:

With copy to:

University of Cincinnati  
University of Cincinnati Libraries  
PO Box 210033  
Cincinnati, OH 45221-0033

University of Cincinnati  
Office of General Counsel  
PO Box 210623  
Cincinnati, OH 45221-0623

If to Client:

Cincinnati and Hamilton County Public Library  
800 Vine Street  
Cincinnati, Ohio 45202

10.2 Relationship of the Parties. This Agreement does not create a joint venture or partnership between the parties. UC is an independent contractor, and Client shall not control the manner, means, or method by which UC performs any of the Services called for by this Agreement. Each party has all ownership, rights and title to any of its unique information that it provides or discloses in connection with the administration of this Agreement or in connection with any transaction under this Agreement.

10.3 Force Majeure. No party shall be liable for any delay or failure to perform if such delay or failure to perform is due to a cause beyond the control of the party, including without limitation restrictions of law or regulations, acts of God, acts of terrorism or war, telecommunications, network or power failures or interruptions, or mechanical or electronic breakdowns.

10.3 Use of UC Names/Marks. Client shall not advertise the fact that it has contracted with UC or appropriate or make use of UC's name or registered marks, logos, or property without the prior written consent of UC's Director, Trademarks & Licensing.

10.4 Governing Law/Venue. This Agreement shall be governed by, construed and interpreted according to the laws of the State of Ohio without regard to any principles of choice of law. The parties agree that any disputes arising out of or under this Agreement shall be litigated in the Ohio Court of Claims.

10.5 Assignment. Neither party may assign this Agreement to a third party without the express written permission of the other party.

10.6 Survival. Articles 4-8 and 10 shall survive the expiration or termination of this Agreement.

10.7 Entire Agreement; Waiver; Signature. This Agreement, including all exhibits, addenda, and schedules (all of which are incorporated in this Agreement by reference), constitutes the entire agreement on this subject and supersedes all previous and contemporaneous communications, representations, or agreements between UC and Client regarding the referenced subject matter. In the event of a conflict between the terms of this Agreement and any incorporated exhibits, addenda, or schedules, this Agreement shall control. This Agreement may be executed in one or more counterparts, each of which counterpart shall be deemed an original Agreement and all of which shall constitute but one Agreement. The failure of either party to assert a right under this Agreement or to insist upon compliance with any term or condition of this Agreement shall not constitute a waiver of that right. In the event that any provision of this Agreement shall be illegal or otherwise found unenforceable by any court, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect. The parties agree that this Agreement may be executed and transmitted electronically, and a facsimile or signed electronic copy shall be as enforceable as an original. This Agreement may be modified or extended only by written agreement signed by both parties.

**IN WITNESS WHEREOF**, each of the parties hereto has caused this Agreement to be executed by its duly authorized officers or representatives as of the Effective Date.

CLIENT

UNIVERSITY OF CINCINNATI

By: \_\_\_\_\_ By: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT A**

**Services Addendum 1**

This Addendum 1, effective the date last signed below (the “Addendum 1 Effective Date”), is entered into by and between the University of Cincinnati, a state institution of higher education organized under Chapter 3361 of the Ohio Revised Code, having its primary business address at 2618 University Circle, 625 University Pavilion, Cincinnati, Ohio 45221 (“UC”) and The Cincinnati and Hamilton County Public Library (“Client”) with an office at 800 Vine Street, Cincinnati, Ohio 45202. UC and Client agree as follows:

1. The parties previously entered into a Master Services Agreement dated January 1, 2025, including any amendments thereto (the “Agreement”). This Addendum 1 shall be incorporated into the Agreement and shall be subject to the terms and conditions of the Agreement.
2. The parties agree that UC shall provide Client the following Services:
  - Special collections conservation treatment
  - General collections repair
  - Preservation consulting, including support for special exhibits
  - Disaster recovery (on-site triage)
  - Added value to treatment, such as custom enclosures, scrapbook/post binds, cradles, encapsulations, matting, surrogates, and additional photographic imaging.

The Services are further described in the attached Schedule 1 to Addendum 1, which shall be incorporated into this Addendum 1, and the Agreement, by reference.

3. The Client shall pay UC for the Services based on the fees or pricing set forth in the attached Schedule 2 to Addendum 1, which shall be incorporated into this Addendum 1, and the Agreement, by reference.
4. The parties agree that the term of this Addendum 1 shall be from January 1, 2025 until December 31, 2028. Any extensions of the term must be in writing and signed by duly authorized officers or representatives.
5. Capitalized terms not otherwise defined in this addendum will have the meanings ascribed to them in the Agreement.
6. Except as otherwise expressly provided in this Addendum 1, all of the terms and conditions of the Agreement remain unchanged and in full force and effect.

**IN WITNESS WHEREOF**, each of the parties hereto has caused this addendum to be executed by its duly authorized officers or representatives as of January 1, 2025.

CLIENT

UNIVERSITY OF CINCINNATI

By: \_\_\_\_\_ By: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



## Schedule 1 to Addendum 1

### Services

1. Special collections conservation treatment (Refer to Fee/Pricing Exhibit 1) on non-circulating rare and unique materials. Conservation treatment plan created in consultation with “client” and includes treatment report and photographic documentation.
2. Preservation consulting (Refer to Fee/Pricing Exhibit 2) for special projects. Fee is exclusive of collections conservation or repair and fixed price services. Services include, but are not limited to:
  - a. exhibit/display installation
  - b. exhibit loans, outgoing and incoming loans, including reports and documentation
  - c. collection storage
  - d. collection moves
  - e. digitization handling
  - f. environmental monitoring
  - g. pest management
  - h. emergency planning and documentation
3. Disaster recovery (Refer to Fee/Pricing Exhibit 3) on-site coordination and triage. Note – In the event of a large disaster impacting the tri-state area, it may be necessary for UCL to first attend to their holdings before then aiding CHPL.
4. Fixed priced services adding value to conservation treatments and/or are recommended outcomes of preservation consulting (see 2 above). Products include custom enclosures (Refer to Fee/Pricing Exhibit 4), Scrapbook/Post Binds (Refer to Fee/Pricing Exhibit 5), cradles (Refer to Fee/Pricing Exhibit 6), encapsulations (Refer to Fee/Pricing Exhibit 7), matting (Refer to Fee/Pricing Exhibit 8), surrogates (Refer to Fee/Pricing Exhibit 9), and additional photographic imaging (Refer to Fee/Pricing Exhibit 10).
5. General collections repair (Refer to Fee/Pricing Exhibit 11) of circulating materials. Repairs are standardized and work is primarily performed by student staff and technicians.

## Schedule 2 to Addendum 1

### Fees/Pricing

#### Exhibit 1

| <b>SPECIAL COLLECTIONS CONSERVATION</b>  |                               |
|--|-------------------------------|
| Conservation treatment - book and/or paper, materials included   | \$135/hr. (billed to 1/4 hr.) |
| <i>Note: hourly fee includes materials except when custom materials need to be ordered (e.g., metal book clasps, custom dyed leather, decorative papers). Authorization for additional charges will be obtained from client prior to conservation treatment.</i> |                               |

#### Exhibit 2

| <b>PRESERVATION CONSULTING</b> |                               |
|--------------------------------|-------------------------------|
| Special project consulting     | \$100/hr. (billed to 1/4 hr.) |

#### Exhibit 3

| <b>DISASTER RECOVERY</b> |
|--------------------------|
|--------------------------|

|   |  |
|---|--|
| On-site coordination and triage   | \$50/hr. (each staff member and billed to 1/4 hr.) |
| <i>Note: conservation treatment or general collections repair of individual items, beyond initial triage, will be billed accordingly.</i> |  |

**FIXED PRICE PRODUCTS - ADDED VALUE TO TREATMENT / RECOMMENDATIONS FOLLOWING PRESERVATION CONSULTATION**

*Exhibit 4*

| <b>ENCLOSURES</b>  | <b>Base cost</b> | <b>Height over 30 cm</b>                 | <b>Per 2 cm</b> |
|--|------------------|--|-----------------|
| Cloth-covered clamshell box                                    | \$295            | \$300                                    | + \$5           |
| Cloth-covered clamshell box with integral cradle               | \$380            | \$390                                    | + \$10          |
| Corrugated clamshell box                                       | \$40             | \$41                                     | + \$1           |
| Corrugated clamshell with integrated cradle                    | \$45             | \$46                                     | + \$1           |
| Tuxedo box   | \$25             | \$26                                     | + \$1           |
| Manuscript folder  | \$10             | Custom - \$25/hr.<br>(billed to 1/4 hr.) |                 |
| Pamphlet bind (clear front)                                    | \$15             | Custom - \$25/hr.<br>(billed to 1/4 hr.) |                 |
| Printed paper label  | \$5              |  |                 |
| Stamped paper label  | \$25             |  |                 |
| Stamped leather label  | \$35             |  |                 |
| Foam build-up for items under minimum thickness, per enclosure | \$15             |  |                 |

*Exhibit 5*

| <b>SCRAPBOOK / POST BINDS</b>                           |  |
|---|--|
| Cloth covered postbinder up to 14"                      | \$230, plus \$2 each page for protective sleeves |
| Half cloth-covered postbinder with marbled paper boards | \$275, plus \$2 each page for protective sleeves |

*Exhibit 6*

| <b>CRADLES</b>                   | <b>Base cost</b> | <b>Height over 30 cm</b> | <b>Per 2 cm</b> |
|----------------------------------|------------------|--------------------------|-----------------|
| Cloth-covered collapsible cradle | \$380            | \$390                    | + \$5           |
| Vivak cradle                     | \$75             | \$80                     | + \$5           |
| Mat board cradle                 | \$50             | \$56                     | + \$1           |

*Exhibit 7*

| <b>ENCAPSULATION</b>        | <b>Base cost</b> |
|-----------------------------|------------------|
| 6" x 9"                     | \$15             |
| 8.5" x 11"                  | \$20             |
| 24" x 24"                   | \$25             |
| Polyester jacket            | \$20             |
| Colibri polyethylene jacket | \$15             |

*Exhibit 8*

| <b>CONSERVATION MATTING</b>                                     | <b>Base cost</b> | <b>Height over 30 cm</b> | <b>Per 2 cm</b> |
|---|------------------|--------------------------|-----------------|
| Object mounted with archival photo corners to mat backing board | \$50             | \$55                     | + \$5           |

|  |       |       |       |
|--|-------|-------|-------|
| Object mounted with T-hinges to mat backing board                            | \$90  | \$95  | + \$5 |
| Window hinged to mat backing board   | \$140 | \$145 | + \$1 |
| Cover and window hinged to mat backing board                                 | \$150 | \$155 | + \$1 |
| Two-sided window inset with Vivak support                                    | \$180 | \$185 | + \$5 |
| Magnetic closure (additional cost)   | \$40  |       |       |
| Other (sink mats, mounting photographs, parchment, multiple apertures, etc.) | Quote |       |       |
| Mat Board Portfolio with ties  | \$45  | \$50  | + \$1 |
| Corrugated board portfolio with ties   | \$20  | \$25  | + \$1 |

| <b>SURROGATE (</b>                         | <b>Base cost</b> | <b>Height over 30 cm</b> | <b>Per 2 cm</b> |
|--|------------------|--------------------------|-----------------|
| Archival paper and archival pigmented inks | \$55             | \$56                     | + 1             |

*Exhibit 9*

*Exhibit 10*

| <b>ADDITIONAL PHOTO-DOCUMENTATION</b>    | <b>Set-up fee</b> | <b>Processing</b> |  |
|--|-------------------|-------------------|--|
| Reflectance Transformation Imaging (RTI) | \$150             | \$20 hour         |  |
| Other imaging                            | Quote             |                   |  |

*Exhibit 11*

| <b>GENERAL COLLECTIONS</b>  |                              |
|---|------------------------------|
| Book repair conducted by student staff and/or technicians, materials included | \$25/hr. (billed to 1/4 hr.) |

## **FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT**

Mr. Hendon reported that:

### 2024 PARKING LOT REPAIR/REPLACEMENTS

The work on the parking lots continues. The Distribution Center, Blue Ash Branch and Monfort Heights Branch are complete. The work continues at Anderson Branch, Covedale Branch and Madeira Branch. The project is expected to be complete by the end of the year.

### EXTERIOR SIGN UPDATE

The Library continues working on updating the exterior signage at Library locations. The second phase of signs includes Corryville, Harrison, Mariemont, Northside, Reading, Sharonville, West End and Westwood.

## ONGOING MAINTENANCE – CORRYVILLE

Although this project has been open for a while, we continue to wait on the window trim for the custom windows and an acceptable resolution for the lower-level flooring that was not installed properly.

## ANNUAL REQUEST FOR QUALIFICATIONS

The Library must annually request statements of qualifications from all three types of professional services firms in order to hire an architect, surveyor, or engineer for a project with professional services fees of less than \$50,000. In the past, we have published a formal notice in the newspaper and on our website. This has created a great deal of confusion as firms and contractors associated the request for a specific project. After discussions with our attorney, we will request updated qualifications directly from all firms who submitted in 2024 and maintain an ongoing request on our public website instead of the past approach. This will meet the objectives of the requirement.

## **HUMAN RESOURCES COMMITTEE REPORT**

Ms. Redden reported that:

### FEATURED MANAGER MELANIE PRIES

Melanie Pries serves as our Human Resources Manager and has been with the Library since February 2024. With over 20 years of experience in the Human Resources field, Melanie began her career as a Benefits Analyst at Honeywell International, later advancing to the role of HR Generalist. Her diverse background spans multiple industries, including manufacturing, engineering and the public sector. Before joining the Library, Melanie served as the Human Resources Officer for Whitehall Township, Pennsylvania. Today, she leads our HR Operations team with a focus on improving systems and processes to enhance organizational efficiency.

### MARKET ASSESSMENT

We are currently conducting a market assessment, led by the industry experts at Organizational Architecture, as part of our ongoing commitment to investing in staff. This assessment will review our job descriptions, pay structure, and benchmark positions within the structure, offering recommendations for potential changes to be considered in 2025. The last comprehensive assessment was completed in January 2022, and as noted at that time, we plan to conduct these assessments approximately every three years, in line with industry best practices. This project is progressing smoothly and is on track to deliver final recommendations in the first quarter of 2025. We will continue to provide updates as the project moves forward.

### UNITED WAY / COMMUNITY SHARES CAMPAIGN RESULTS

The United Way and Community Shares annual campaigns ended October 13. The final numbers received from United Way and Community Shares are:

- United Way \$2,073.26
- Community Shares \$1,724.00

## STAFF RECOGNITION PROGRAM

We are in the process of planning our eleventh annual Staff Recognition Program. The Rookie of the Year and the Impact Award/Bunny Dehner prize, which will be announced in the February 2025 Board Report, will be awarded at this event. Our goal is to hold this event in May of 2025 at the Downtown Main Library. More details will be shared once the date is confirmed.

## EVA JANE ROMAINE COOMBE DIRECTOR REVIEW PROCESS

In order to systematically review the past year's performance of the Eva Jane Romaine Coombe Director as it pertains to strategic priorities and core competencies that lead to fulfilling the Mission and Strategic Plan of the Library, an established formal annual review process of the Director, facilitated by the Board of Trustees, was conducted.

## **OPERATIONS COMMITTEE REPORT**

Ms. Allen reported that:

### KOKESHI DOLL PROJECT AND EXHIBIT AT FOREST PARK

We are excited to host Kokeshi: Wooden Dolls of Japan, an exhibit exploring the artistry and cultural significance of traditional Japanese kokeshi dolls at the Forest Park Branch. The exhibit, created in partnership with The Kokeshi Project, runs through December 14 and celebrates Japanese craftsmanship and cultural heritage. As part of the program, we offered hands-on workshops, including a special session on designing your own kokeshi doll. This engaging event provided a unique opportunity for customers of all ages to connect with Japanese culture through art and storytelling.

### CELEBRATING PUBLIC LIBRARY HISTORY

Staff at Dunfermline Carnegie Library & Galleries in Scotland have accepted custom-made CHPL Carnegie Library coasters produced by our talented MakerSpace staff. Three sets of coasters depicting each of our city's seven Carnegie libraries were presented to Dunfermline Carnegie Library (1st Carnegie Library) as a gesture of shared history and appreciation. Making the presentation was lifelong CHPL supporter and customer, Diane Wright, who was visiting Dunfermline. This effort highlights our commitment to honoring library heritage while fostering global connections that celebrate the enduring impact of public libraries.

### PARTNERSHIP WITH CONTEMPORARY ARTS CENTER

We are partnering with the Contemporary Arts Center (CAC) on an Artist in Residence series. Every Wednesday evening, the Main Library has been hosting the CAC's Artist in Residence, Maddy McFadden. The Artist in Residence program is an education focused residency that encourages artists to collaborate and create alongside CAC/CHPL visitors of all ages. The artist changes quarterly: January through March: Adrienne Dixon, April through May: Elan Schwartz and June through August: Karen Boyhen.

## WINTER CHECKOUT CHALLENGE

The Winter Checkout Challenge, January 21 – February 28, is a six-week program that engages adults (18+) with Library services and materials while offering opportunities for enjoyment and support for mental wellbeing. Adults can participate in person at a library branch, online or through our Outreach department's visits to senior centers. All customers who join can collect a free cork coaster and a bookmark with a coupon for the Friends of the Library Warehouse. Those who complete at least five activities will receive a limited edition CHPL Winter Checkout Challenge Mug and be entered to win a grand prize.

## OPERATIONAL HOURS WORK GROUP

In July, the Library reinstated Wednesday evening hours (6-8 p.m.) at 29 locations, reflecting our commitment to providing accessible and consistent services for our community. This adjustment has enhanced customer flexibility and increased engagement with library resources. The decision to restore hours system-wide was guided by the goal of better meeting the needs of our users while ensuring a cohesive approach to service. To evaluate the impact of these changes, we are reviewing visitor counts and other key metrics. A staff work group has been analyzing usage data, benchmarking with peer libraries, and conducting customer surveys. This thorough review process is aimed at ensuring our open hours balance customer needs with operational efficiency, ensuring our hours of operation remain responsive and effective.

## OCRC CHARGE FILED

On October 22, 2024, the Library was notified of an OCRC charge. The charge was filed by Library customer, Lauryne Hodge. A response to the charge was prepared and submitted by the Hamilton County Prosecutor's Office.

## ADDITIONAL UPCOMING PROGRAMS & EVENTS

December 11 – Animals Alive: Animals in Winter, Madisonville Branch  
December 12 - Discovering FAFSA: Your Gateway to Federal Student Aid, Virtual  
December 14 - The Foley Road Band: Irish Holiday Music, Mt. Washington Branch  
December 18 - The Upside of Downsizing, Wyoming Branch  
January 13 - Explore the African American Archive Collection, Bond Hill Branch

## **STRATEGY COMMITTEE REPORT**

Mr. Harding reported that:

### ADOPT A CLASS

Eight members of the Senior Leadership Team are volunteering with the local non-profit Adopt A Class. We are mentoring two fifth-grade classes at Saylor Park Elementary school. We will meet with the students for one hour, once a month to explore library careers, leadership and life skills through discussions and hands on activities with the students.

### ALL-IN – WARMING CINCINNATI

In partnership with Turner Construction, Holden Hands, and Hamilton County's 513 Relief Bus we provided *Warming Cincy/Mission All-In*, a coat and cold weather clothing drive and resource fair at the downtown Main Library on October 31. Resources included connections to JFS services, free medical checkups with UCHHealth, and printing free birth certificates, with resource tables from Equitas Health, NeighborHub Health, and Ohio Crime Victims Advocates, among others. Free legal educational resources were available with the Help Center of Hamilton County Courts, and Cincy Animal Care provided free pet food and warm coats for dogs. Together, we served more than 300 people, and provided coats, socks, gloves, hand warmers, hats, and scarves. We also provided a hot buffet meal thanks to Food For The Soul. Particularly popular among attendees were the free haircuts provided by the 513 Relief Bus.

### CENTURY OF CHARTER – FINAL EVENT

We partnered with the Charter Government Committee to celebrate 100 years of non-partisan Charter Government. In 1924, Cincinnati citizens voted in the City Charter to adopt a Council/City Manager form of government. The new Charter fought corruption with a professional city manager, competitive bidding for city contracts, and proportional representation voting. The result was dramatic: balanced representation on City Council, amplified women's rights and suffrage, and led to the election of Cincinnati's first black mayor Theodore Berry. In partnership with the Charter Government Committee, educational events about our city government history were held at the Walnut Hills and Price Hill Branch Libraries, and the Main Library. Speakers included David Mann, David Pepper, and Dan Hurley. We exhibited rare materials from our collection to illustrate the milestones of the Charter, including letters, books and photographs from the Library's Murray Seasongood Collection. More than 200 community members were in attendance.

### EXPUNGEMENT CLINIC

We partnered with the Office of Vice Mayor Kearny, the Ohio Justice & Policy Center (OJCP), and the Hamilton County Office of Re-Entry, to provide a free Second Chance Legal Clinic on December 7, 2024, at the Main Library. OJCP is booking appointments for community members to provide free legal education, recorded sealing and expungement, and eligibility review for the Expedited Pardon Project.

### WOMAN'S CITY CLUB – CINCINNATI FUTURES COMMISSION FORUM

We collaborated with the Woman's City Club and the City of Cincinnati to present a community forum on the City's Futures Commission Report (FCR) at the Main Library in November. The Futures Commission's key goals are to increase population, grow jobs, increase wages, and shrink wage disparities. Facilitated by Becca Costello of WVXU Radio, the forum featured Cincinnati leaders Mark Jeffreys, Pete Metz, Emily Woerner, and Jerry Newfarmer. More than 100 people were in attendance.

### OUTREACH COLLABORATES WITH SHOES 4 THE SHOELESS

Shoes 4 the Shoeless is a non-profit organization that ensures that children in need have proper footwear. By providing new shoes and socks to students in local schools, including those in Cincinnati Public Schools (CPS), they address a critical need, enabling children to focus on learning and playing without discomfort or embarrassment.

Our Outreach Services Department has been actively collaborating with the organization to enhance their impact by distributing books and library-branded materials to students as they receive their new

shoes. During November events at Winton Hills Academy and Lincoln Heights, 125 and 142 students were served respectively, enriching their experience with resources promoting literacy and learning.

## TECHNOLOGY COMMITTEE REPORT

Ms. Reynolds reported that:

### BOOKS BY THE BANKS

On Saturday, November 16, the Library hosted Books By the Banks for the first time in its 17 year history. Feedback from authors, volunteers, customers and staff has been universally positive, with essentially everyone declaring the festival should return to the showcase Main Branch next year. There were 3,300 visits through the day, and books sales by BBTB sales partner Joseph Beth were up 31% over last year, prompting Joseph Beth President Adam Miller to write, “We had so much fun at the library. The guests were in high spirits, buying stacks of books...Overall, this was my favorite event so far.” Kudos to all staff, from agencies throughout the Library, who worked to make the festival a success.

### DIGITAL STRATEGY

Public libraries nationally are facing a cost crisis in deploying the digital ecosystem their customers have become familiar with. Digital strategy includes not just the e-books and e-audiobooks crunch we’ve described in previous reports to the Board, but also research databases, and large expenses outside of the \$12.5 million materials budget: the Integrated Library System (ILS), called Sierra, which runs the catalog and circulation; the website and discovery layer (searching the catalog online), provided by Bibliocommons; and other technologies that support digital services to customers. Digital materials, including the platforms Overdrive (Libby), Hoopla, and Kanopy, as well as research databases, account for 53% of the materials budget (\$6,625,000), while the technologies that support the digital strategy cost very nearly \$600,000 per year.

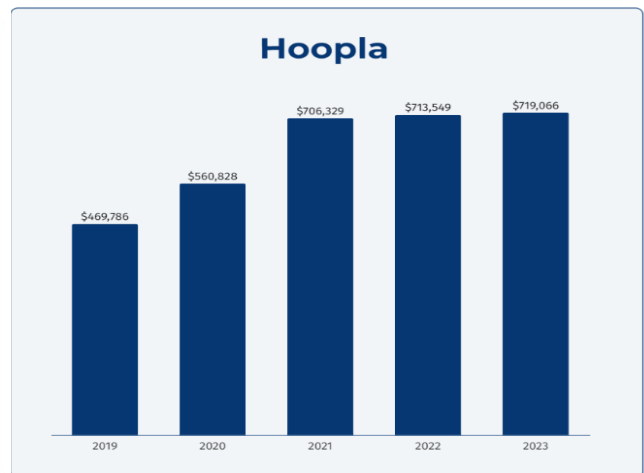
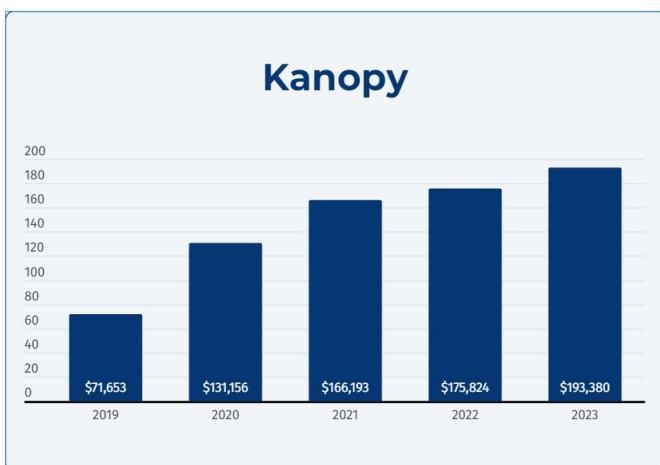
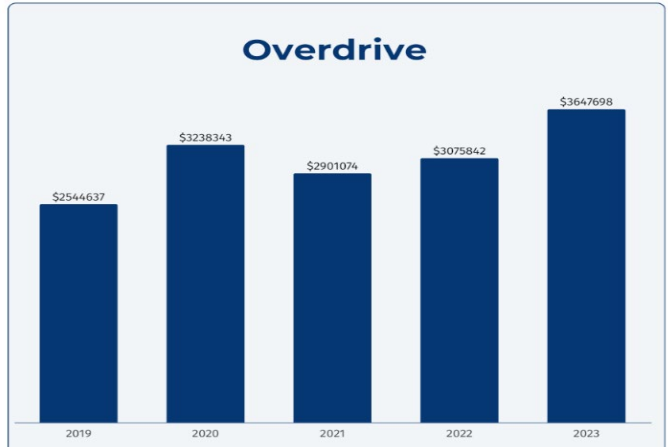
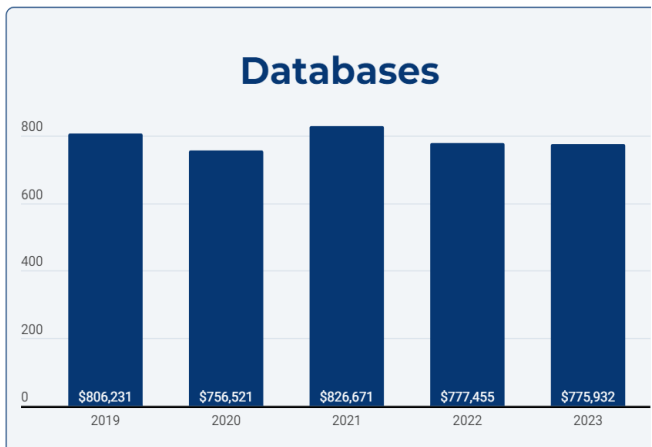
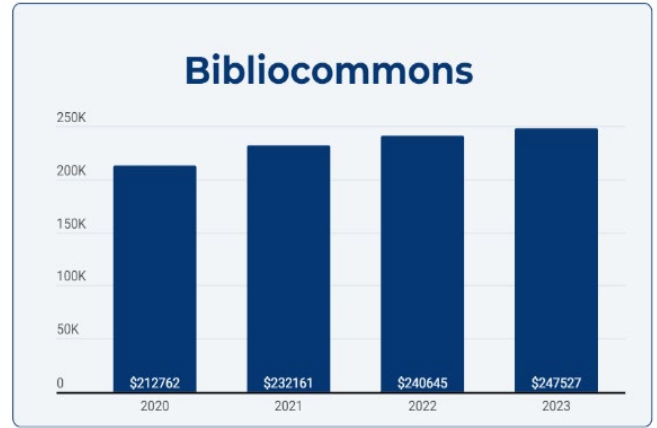
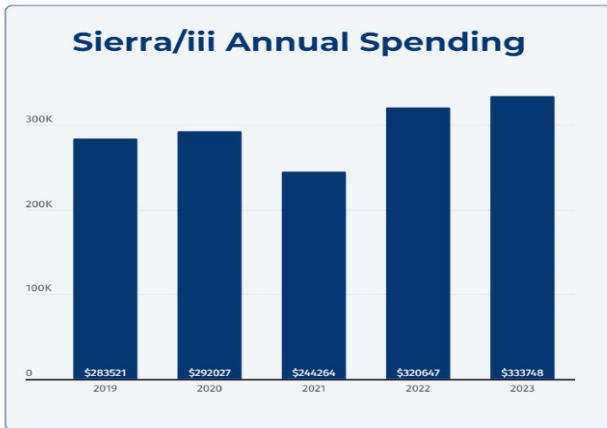
Public libraries are making hard choices due to the unsustainable nature of digital costs, and because their users are probably like CHPL’s where less than a quarter of our customers borrow digital materials, but a third borrow physical materials. Hard choices include significantly reducing holds and borrows in Libby, restricting use of Hoopla, as public libraries in Seattle, Pittsburg and Toronto have done, or even more drastically, dropping Hoopla altogether as Dayton and Columbus have done in 2024. Not only are the choices difficult, but they are unpopular as well, so libraries develop communication plans to explain the decisions to their communities. Vendors are also struggling to get ahead, or just keep up in a turbulent landscape. CHPL is in conversation with at least three varied but significant vendor partners about how best to move forward.

CHPL has a generous materials budget, and even though we are under considerable pressure to keep up with demand and rising costs, we think with some adjustments we can stretch our monies through 2025 without drastic restrictions. But during 2025 we will be developing a digital strategy that will look at all of our digital ecosystem, from platforms such as Hoopla and Libby, to research databases, to support technologies such as the ILS.

- Exhibit A: CHPL Annual Spending – Digital Strategy (below)



# EXHIBIT A



## DEVELOPMENT COMMITTEE REPORT

Ms. Allen reported that:

### DEVELOPMENT OFFICE

The Library has been the grateful recipient of significant gifts from Helen Dupree, as well as an Anonymous donor.

### THE LIBRARY FOUNDATION

The Foundation hosted over 50 donors and community leaders at the Sneak Peek of the Mt. Healthy Branch on November 1st. Response to the new branch was tremendous.

As previously reported the employee giving campaign launched on September 15th and ran through October 12th. In addition to the Library Director's challenge match, this year, the campaign focused on incentives like free tickets to a Reds Game, FCC ticket packs and gift certificates to the Library & Foundation's online merch store. Thank you to Alta Fiber and the Davis Family for the tickets! The campaign raised 4% more in gifts and pledges than the previous year and saw over 44% of employees participate.

The Library Foundation's Fall Campaign is underway, starting with #GivingTuesday (December 2nd) and participation in Cincinnati Magazines, Cincinnati Gives 2024 Challenge.

The Library Foundation was the grateful recipient of significant gifts from the David N. and Ann Early Foundation for the Mariemont Branch Library, the Scripps Howard Foundation for Summer Reading, Nancy and Tom Gilman, the Hamilton County Genealogical Society, Sarah A. and Tommy Evans, Anonymous (3), Naomi Tucker Gerwin, Katheryn and Thomas Law, and Dr. Rachelle Bruno and Stephen Bondurant.

### ANDERSON TOWNSHIP LIBRARY ASSOCIATION (ATLA)

ATLA's annual Holiday and Nearly New Book Sale was a success. With the proceeds earned from the June and November sales, ATLA was able to support the Anderson and Mt. Washington Branches generously with an increased gift this year—14% higher than in previous years!

## ***CONSENT AGENDA ITEMS***

Mr. Harding moved the Board approve the consent agenda as follows:

- Minutes of the Regular Meeting held October 8, 2024
- Monthly Financial Reports – for the periods ending October 31, 2024 and November 30, 2024
- Media Activity Report – October 1, 2024 – December 3, 2024
- Contributions, Gifts, and Donations – October 1, 2024 – November 30, 2024

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000  
 October 1, 2024 – November 30, 2024

|            |                                     |   |           |
|------------|-------------------------------------|---|-----------|
| 10/07/2024 | Friends of PLCH                     | Support for Library programs                            | 42,500.00 |
| 10/11/2024 | Library Foundation                  | Support for Barbershop Books                            | 35,000.00 |
| 10/11/2024 | Greater Cincinnati Foundation       | Support for Library Programs - Joseph and Susan Pilcher | 5,000.00  |
| 11/08/2024 | Helen Dupree                        | Support for Library Programs                            | 5,500.00  |
| 11/15/2024 | Library Foundation                  | Support for Main Library 2 South                        | 8,000.00  |
| 11/15/2024 | Library Foundation                  | Support for Corryville Branch                           | 1,230.96  |
| 11/22/2024 | Library Foundation/Early Foundation | Support for Mariemont Branch                            | 44,960.00 |
| 11/22/2024 | ATLA                                | Support for Anderson Branch                             | 22,000.00 |
| 11/22/2024 | ATLA                                | Support for Mt. Washington Branch                       | 18,000.00 |
| 11/22/2024 | Library Foundation                  | Support for Madeira Branch                              | 5,000.00  |
| 11/26/2024 | Greater Cincinnati Foundation       | Support for Library Programs                            | 5,000.00  |

- Personnel Change Report through December 3, 2024

| <u>ACTION</u> | <u>REASON</u> | <u>FULL NAME</u>      | <u>JOB TITLE</u>          | <u>AGENCY</u>         | <u>FTE</u> | <u>G<br/>R<br/>A<br/>D<br/>E</u> | <u>DATE</u> |
|---------------|---------------|-----------------------|---------------------------|-----------------------|------------|----------------------------------|-------------|
| Appointment   | New Hire      | Berwanger, John       | Maintenance Technician    | Maintenance Services  | 1.00       | 6                                | 09/29/2024  |
| Appointment   | New Hire      | Barnes, Dillon E.     | Youth Librarian           | Oakley                | 1.00       | 7                                | 09/29/2024  |
| Appointment   | New Hire      | Tewodros, Kema A.     | Main Shelver              | Outreach Services     | 0.50       | 2                                | 09/29/2024  |
| Appointment   | New Hire      | Ratterman, Carrie E.  | Outreach Supervisor       | Outreach Services     | 1.00       | 9                                | 09/29/2024  |
| Appointment   | New Hire      | Plair, Micah          | Fiscal Specialist         | Fiscal Office         | 1.00       | 5                                | 09/29/2024  |
| Appointment   | New Hire      | Nowicki, Tyler M.     | Library Customer Adv      | Reading               | 0.50       | 4                                | 09/29/2024  |
| Appointment   | New Hire      | Kalubi, Muyumba L.    | Library Customer Adv      | 3 South               | 0.50       | 4                                | 09/29/2024  |
| Appointment   | New Hire      | Widener, Olivia       | HW Help & Enrichment Asst | Delhi Township        | 0.30       | 3                                | 09/29/2024  |
| Appointment   | New Hire      | Beamon, Vanessa-Marie | Fiscal Specialist         | Fiscal Office         | 1.00       | 5                                | 09/29/2024  |
| Appointment   | New Hire      | Allfree Jr., Quincy   | Monitor Mentor            | St. Bernard           | 0.375      | 6                                | 09/29/2024  |
| Appointment   | New Hire      | Lusher, Katelyn       | Customer Service Sub      | Customer Service Subs | 0.725      | 4                                | 09/29/2024  |

|             |          |                       |                           |                       |       |   |            |
|-------------|----------|-----------------------|---------------------------|-----------------------|-------|---|------------|
| Appointment | New Hire | Michels, Benjamin T.  | Library Customer Adv      | Walnut Hills          | 0.60  | 4 | 09/29/2024 |
| Appointment | New Hire | Most, Graham R.       | Library Customer Adv      | Bond Hill             | 0.50  | 4 | 09/29/2024 |
| Appointment | New Hire | Warner, Alice I.      | Library Customer Adv      | Walnut Hills          | 0.60  | 4 | 09/29/2024 |
| Appointment | New Hire | Gentry II, Joel P.    | Library Customer Adv      | 3 South               | 0.50  | 4 | 10/13/2024 |
| Appointment | New Hire | Rafertry, Megan       | Youth Librarian           | Avondale              | 1.00  | 7 | 10/13/2024 |
| Appointment | New Hire | Zuberi, Imraan M.     | Branch Shelver            | Blue Ash              | 0.30  | 1 | 10/13/2024 |
| Appointment | New Hire | Hampton, Emilie E.    | Branch Shelver            | Anderson              | 0.30  | 1 | 10/13/2024 |
| Appointment | New Hire | Araki, Suzu           | Branch Shelver            | Blue Ash              | 0.30  | 1 | 10/13/2024 |
| Appointment | New Hire | Domhoff, Kayleigh     | Library Customer Adv      | Avondale              | 0.50  | 4 | 10/13/2024 |
| Appointment | New Hire | O'Rourke, Finnegan    | Branch Shelver            | Groesbeck             | 0.30  | 1 | 10/13/2024 |
| Appointment | New Hire | Ivanov, Emily W.      | HW Help & Enrichment Asst | Madisonville          | 0.30  | 3 | 10/13/2024 |
| Appointment | New Hire | Leeman, Maria         | Library Spaces Asst       | Library Spaces        | 0.50  | 4 | 10/13/2024 |
| Appointment | Rehire   | Kuhl, Kenneth T.      | Truck Driver              | Shipping & Receiving  | 1.00  | 6 | 10/27/2024 |
| Appointment | New Hire | Zwick, Seth A.        | Truck Driver              | Shipping & Receiving  | 1.00  | 6 | 10/27/2024 |
| Appointment | New Hire | Wendling, Allison     | Customer Service Sub      | Customer Service Subs | 0.725 | 4 | 10/27/2024 |
| Appointment | New Hire | Thompson, Bayleigh R. | Branch Shelver            | Wyoming               | 0.30  | 1 | 10/27/2024 |
| Appointment | New Hire | Uzo-Ngerem, Victor    | Branch Shelver            | Mt. Healthy           | 0.30  | 1 | 10/27/2024 |
| Appointment | New Hire | Mathis, Cassidy M.    | Branch Shelver            | Harrison              | 0.30  | 1 | 10/27/2024 |
| Appointment | New Hire | James, Joanna         | HW Help & Enrichment Asst | Sharonville           | 0.30  | 3 | 10/27/2024 |
| Appointment | New Hire | Vilski, Marcus        | Monitor Mentor            | Groesbeck             | 0.375 | 6 | 10/27/2024 |
| Appointment | New Hire | Willis, Lila D.       | Library Customer Adv      | Oakley                | 0.50  | 4 | 10/27/2024 |
| Appointment | New Hire | Frierson, Alpha       | Monitor Mentor            | Mt. Healthy           | 0.375 | 6 | 10/27/2024 |
| Appointment | New Hire | Diaz, Mariza          | Library Customer Adv      | Sharonville           | 0.50  | 4 | 10/27/2024 |

|             |                  |                        |                           |                       |       |    |            |
|-------------|------------------|------------------------|---------------------------|-----------------------|-------|----|------------|
| Appointment | New Hire         | Cannon, Jalen          | Branch Shelver            | North Central         | 0.30  | 1  | 10/27/2024 |
| Appointment | New Hire         | Bobst, Rachel E.       | Library Customer Adv      | Bond Hill             | 0.50  | 4  | 11/10/2024 |
| Appointment | New Hire         | Karle, Elizabeth       | Library Customer Adv      | Price Hill            | 0.50  | 4  | 11/10/2024 |
| Appointment | New Hire         | Byrd, Carolyn          | Branch Shelver            | Hyde Park             | 0.30  | 1  | 11/10/2024 |
| Appointment | New Hire         | Castleman, Caroline A. | Library Customer Adv      | Madisonville          | 0.50  | 4  | 11/10/2024 |
| Appointment | New Hire         | Crawford, Emiley R.    | Customer Service Sub      | Customer Service Subs | 0.725 | 4  | 11/10/2024 |
| Appointment | New Hire         | Barnes, Megan          | Customer Service Sub      | Customer Service Subs | 0.725 | 4  | 11/24/2024 |
| Appointment | New Hire         | Gandert, Elizabeth     | TC_Makerspace Tech        | 1 & 2 North           | 0.50  | 4  | 11/24/2024 |
| Appointment | New Hire         | Wang, Feibi            | Library Customer Adv      | West End              | 0.50  | 4  | 11/24/2024 |
| Promotion   | Promotion        | Westermeyer, Mary E.   | Library Customer Spec     | Covedale              | 1.00  | 5  | 09/29/2024 |
| Promotion   | Promotion        | O'Connor, Brittany N.  | Library Customer Spec     | Price Hill            | 1.00  | 5  | 10/13/2024 |
| Promotion   | Promotion        | Armstrong, Joseph M.   | Communications Director   | Brand Team            | 1.00  | 13 | 10/13/2024 |
| Promotion   | Promotion        | Leming, Stefani M.     | Senior Branch Manager     | Sharonville           | 1.00  | 10 | 10/27/2024 |
| Promotion   | Promotion        | Ross II, Ronald P.     | Facility Property Manager | Facility Operations   | 1.00  | 12 | 10/27/2024 |
| Promotion   | Promotion        | Mathews, Erin L.       | Youth Librarian           | Wyoming               | 1.00  | 7  | 10/27/2024 |
| Promotion   | Promotion        | Hicks, Stephanie S.    | Branch Manager            | Corryville            | 1.00  | 9  | 11/24/2024 |
| Promotion   | Promotion        | Taylor, Christine R.   | Library Customer Spec     | Groesbeck             | 1.00  | 5  | 11/24/2024 |
| Promotion   | Promotion        | Willard, Stephen K.    | PC Support Specialist     | Information Tech      | 1.00  | 6  | 11/24/2024 |
| Promotion   | Promotion        | Spinola, Jacinta A.    | Library Customer Spec     | Norwood               | 1.00  | 5  | 11/24/2024 |
| Change      | Change in FTE    | Long, Vincent L.       | Library Customer Adviser  | Price Hill            | 1.00  | 4  | 09/29/2024 |
| Change      | Change in FTE    | Sand, Keith N.         | Library Customer Adv      | Sharonville           | 0.60  | 4  | 09/29/2024 |
| Change      | Change in FTE    | Vernon, Rita R.        | Library Customer Adv      | St. Bernard           | 0.50  | 4  | 09/29/2024 |
| Change      | Lateral Transfer | Kreimer, Nathan P.     | Main Shelver              | Outreach Services     | 0.60  | 2  | 09/29/2024 |

|           |                  |                            |                          |                           |       |        |            |
|-----------|------------------|----------------------------|--------------------------|---------------------------|-------|--------|------------|
| Change    | Change in FTE    | Lewis, Erika               | Library Customer Adviser | Walnut Hills              | 1.00  | 4      | 09/29/2024 |
| Change    | Change in FTE    | Park, Jin Ha               | Library Customer Adv     | St. Bernard               | 0.60  | 4      | 09/29/2024 |
| Change    | Change in FTE    | McArdle, Matthew K.        | Library Customer Adviser | 3 South                   | 1.00  | 4      | 10/13/2024 |
| Change    | Change in FTE    | Payton, Carrie I.          | Library Customer Adviser | Covedale                  | 1.00  | 4      | 11/10/2024 |
| Change    | Change in FTE    | Overholt, Seth J.          | Library Customer Adviser | Walnut Hills              | 1.00  | 4      | 11/10/2024 |
| Change    | Change in FTE    | Gebele, Trix-Nico K.       | Library Customer Adviser | Bond Hill                 | 1.00  | 4      | 11/10/2024 |
| Change    | Change in FTE    | Gueye, Deya                | Page                     | Sorting and Mat Retrieval | 1.00  | 2      | 11/24/2024 |
| Change    | Lateral Transfer | Naik, Erin E.              | Youth Librarian          | Deer Park                 | 1.00  | 7      | 09/29/2024 |
| Demotion  | Demotion         | Hester, Kelwin L.          | Library Customer Adviser | Mt. Healthy               | 1.00  | 4      | 10/13/2024 |
| Departure | Personal Reason  | Potter, Rasha R.           | TC_Makerspace Tech       | 1 & 2 North               | 0.50  | 4      | 09/30/2024 |
| Departure | Other job        | Zavala-Zumbrook, Nathan M. | PC Support Specialist    | Information Tech          | 1.00  | 6      | 10/11/2024 |
| Departure | Other Position   | Hutson, Lilyann J.         | Library Customer Adviser | Bond Hill                 | 1.00  | 4      | 10/15/2024 |
| Departure | Resignation      | Comstock, Clark H.         | Library Customer Adv     | Walnut Hills              | 0.60  | 4      | 10/18/2024 |
| Departure | Departure        | Zuberi, Imraan M.          | Branch Shelver           | Blue Ash                  | 0.30  | 1      | 10/29/2024 |
| Departure | Moving           | Moldauer Garcia, Aniah Y.  | Branch Shelver           | Blue Ash                  | 0.30  | 1      | 11/02/2024 |
| Departure | Performance      | McCartney, Brendon K.      | Library Customer Adv     | Clifton                   | 0.50  | 4      | 11/04/2024 |
| Departure | Resignation      | Mosley, Theresa            | Monitor Mentor           | West End                  | 0.375 | 6      | 11/08/2024 |
| Departure | Other job        | Shawver, Nathan L.         | Branch Shelver           | Blue Ash                  | 0.30  | 1      | 11/13/2024 |
| Departure | Performance      | Celek, Maxwell S.          | Fiscal Manager           | Fiscal Office             | 1.00  | 1<br>2 | 11/14/2024 |
| Departure | Resignation      | Heenan, Samantha L.        | Events & Spaces Coord    | Library Spaces            | 1.00  | 7      | 11/15/2024 |
| Departure | Personal Reason  | Hobson, Forrest J.         | Branch Manager           | Covedale                  | 1.00  | 9      | 11/17/2024 |
| Departure | Personal Reason  | Chrystal, Natalie L.       | Library Customer Adv     | Anderson                  | 0.60  | 4      | 11/22/2024 |

|           |        |                      |                |                    |      |   |            |
|-----------|--------|----------------------|----------------|--------------------|------|---|------------|
| Departure | Moving | Tucker,<br>Callie M. | Branch Shelver | Monfort<br>Heights | 0.30 | 1 | 11/30/2024 |
|-----------|--------|----------------------|----------------|--------------------|------|---|------------|

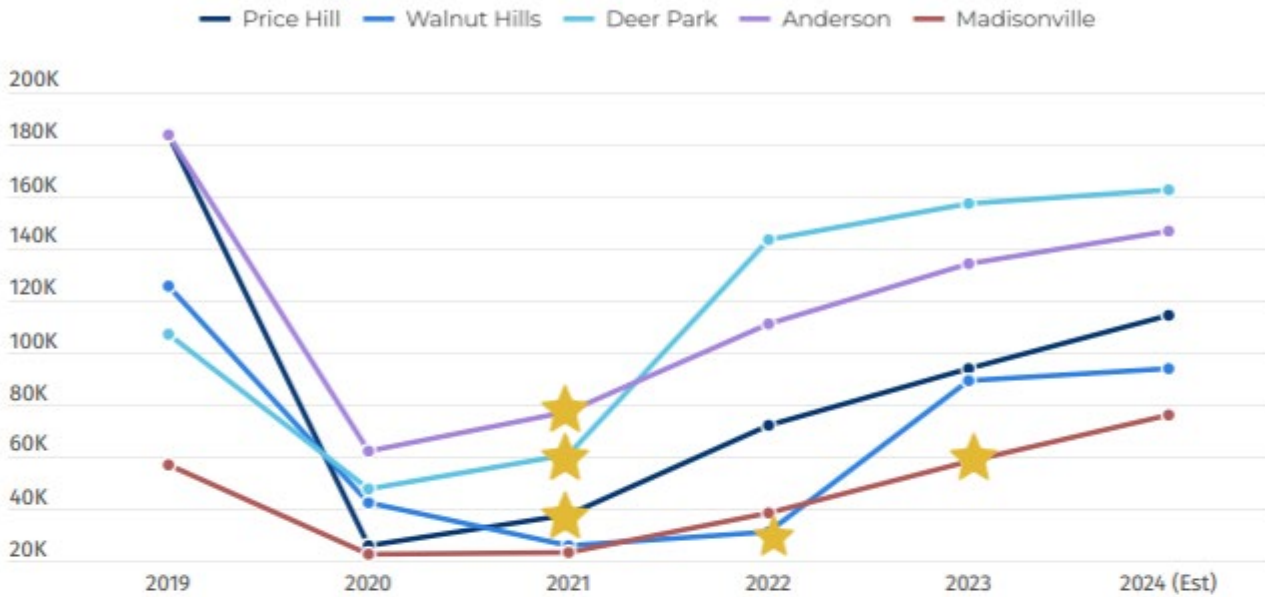
*9/29/2024 -  
12/03/2024*

- Statistical Report for October 2024 and November 2024
- Statistical Highlights – Usage Snapshot New & Renovated Locations

# Facility Master Plan Data Highlights

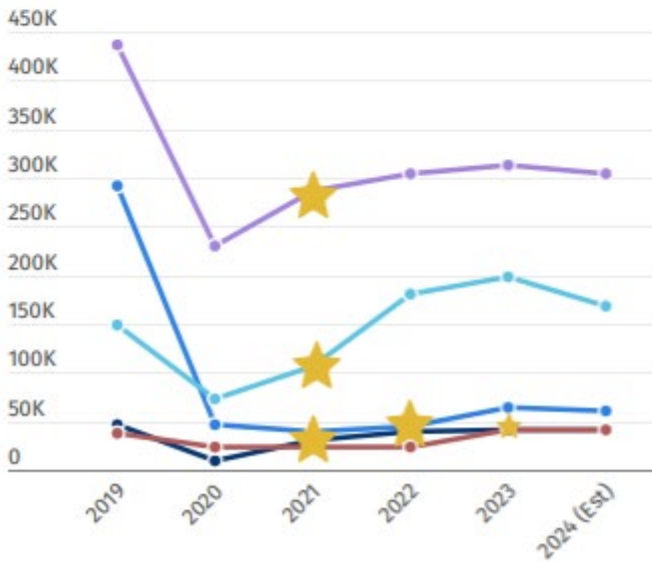
## Visits

★ Project Completed



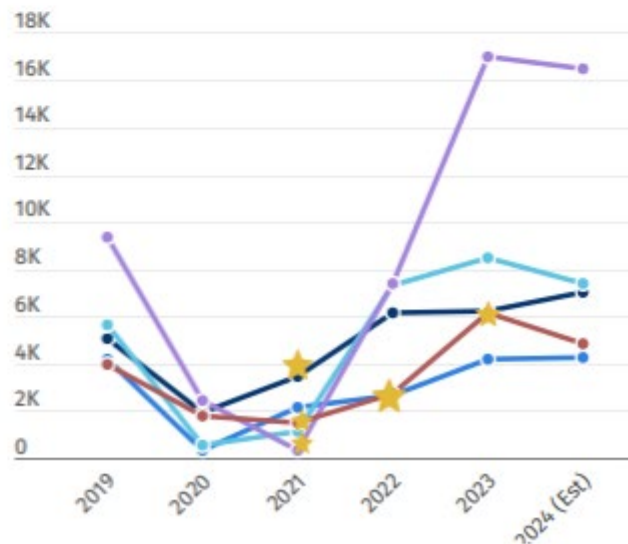
## Circulation

Price Hill Walnut Hills Deer Park  
Anderson Madisonville



## Program Attendance

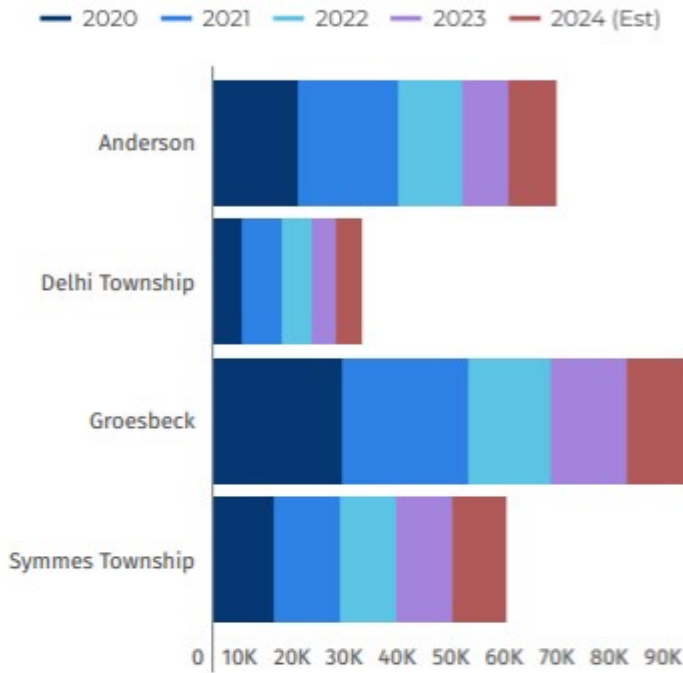
Price Hill Walnut Hills Deer Park  
Anderson Madisonville





# Facility Master Plan Data Highlights

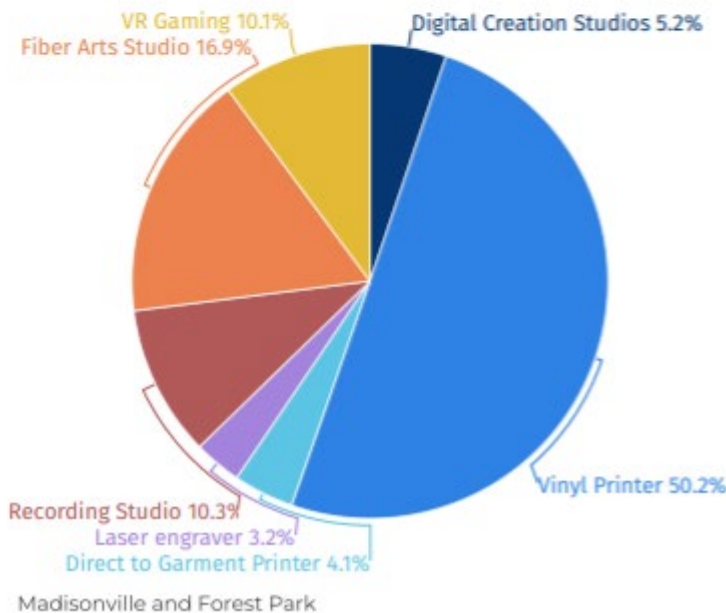
## Drive Thru



## PC Sessions



## 2024 FMP Makerspace Usage



29%

increase in space reservations in 2024.



2088

2024 reservations of new West End study pods.



22%

increase in Main Library reservations in 2024.

- Investment Report (summary of invested balances) as of November 30, 2024

Cincinnati and Hamilton County Public Library  
**Investment Summary as of November 30, 2024**

|   | Amount<br>As of 10/31/2024 | Amount<br>As of 11/30/2024 |
|---|----------------------------|----------------------------|
| <b>Fifth Third Investment:</b>                      |                            |                            |
| General Fund  | \$13,995,657.69            | \$13,745,657.69            |
| Building and Repair                                 | \$25,093,402.40            | \$25,093,402.40            |
| <b>Total</b>  | <b>\$39,089,060.09</b>     | <b>\$38,839,060.09</b>     |
| <b>Fifth Third Operating Account:</b>               |                            |                            |
| General Fund  | \$29,918,869.13            | \$28,587,525.59            |
| Insurance Reserve                                   | \$230,000.00               | \$230,000.00               |
| Special Revenue Funds                               | \$1,940,013.63             | \$2,070,629.19             |
| Building and Repair                                 | \$6,266,616.37             | \$4,798,211.18             |
| Permanent Trust Funds                               | \$1,518,051.42             | \$1,586,870.93             |
| <b>Total</b>  | <b>\$39,873,550.55</b>     | <b>\$37,273,236.89</b>     |
| <b>STAR Ohio:</b>                                   |                            |                            |
| Building and Repair                                 | \$1,250,424.38             | \$1,255,773.51             |
| <b>Total</b>  | <b>\$1,250,424.38</b>      | <b>\$1,255,773.51</b>      |
| <b>U.S. Bank Managed Investments (Trust Funds):</b> |                            |                            |
| <b>Total</b>  | <b>\$6,776,403.00</b>      | <b>\$6,776,403.00</b>      |
| <b>Grand Total</b>                                  | <b>\$86,989,438.02</b>     | <b>\$84,144,473.49</b>     |

Ms. Redden seconded.

Voting for the motion: Mr. Harding, Ms. Redden, Ms. Allen, Mr. Hendon, Mr. Olson, Ms. Reynolds...6 ayes. The motion carried. **(32-2024)**.

The Regular Meeting was then adjourned.

---

President

---

Attest: Secretary