

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

Date: February 11, 2025

Meeting: Regular

Place: Main Library

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

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

Trustees Absent: Ms. Louis, Ms. Allen, Mr. Olson

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

***PUBLIC COMMENTS***

NONE

***ACTION ITEMS***

Mr. Harding took a point of privilege to welcome everyone to the meeting and highlight his hopes for the year including maintaining supportive PLF funding via the state budget, continuing the FMP implementation, focus on continuing to be a workplace of choice, delivery quality library service and expanding our partnerships.

Mr. Hendon recommended the following:

**CONSERVATION/PRESERVATION LAB UPDATE**

As noted in the Director’s December 2024 Board report, the MOU and Service Agreement for our partnership with the University of Cincinnati in support of the Conservation/Preservation Lab has been updated and is in effect, following final review by both organizations and workflow evaluation. The MOU was included in December's report; it is attached as Exhibit I to this report along with the verification of signature from both organizations for reference. We request that the Board formerly approve the updated MOU and Service Agreement.

## **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

Signed by:  
  
EF4D4978A41A49F...

DocuSigned by:  
  
08D50B4EB6024F3...

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

Name: Paula Brehm Heeger

Eva Jane Romaine Coombe Library Director

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

Date: 12/16/2024

\_\_\_\_\_

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

Name: Zoraida vale

Title: sociate General Counsel/ Contracting officer

Date: 12/13/2024

\_\_\_\_\_

**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: \_\_\_\_\_  
Signed by: *Paula Brehm Heeger*  
EF4D4978A41A49F...

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



Paula Brehm Heeger

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

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

Title: Eva Jane Romaine Coombe Library Director

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

Date: 12/16/2024

\_\_\_\_\_

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. (billed to 1/4 hr.)	
Pamphlet bind (clear front)	\$15	Custom - \$25/hr. (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

Exhibit 9

<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 10

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

Other imaging	Quote		
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Exhibit 11

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



**Certificate Of Completion**

Envelope Id: 59F810DF-16FB-49AB-AAE2-62FA854003CB	Status: Completed
Subject: Signature request on Contract 36974 jbd ZV UCL PLCH Affiliation Agreement	
RIFEmpName:	
Source Envelope:	
Document Pages: 11	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	University of Cincinnati Contracts Management
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	2600 Clifton Ave
	Cincinnati, OH 45220-2872
	contrmgt@ucmail.uc.edu
	IP Address: 35.170.89.44

**Record Tracking**

Status: Original	Holder: University of Cincinnati Contracts Management	Location: DocuSign
12/13/2024 5:38:50 PM	contrmgt@ucmail.uc.edu	

**Signer Events**

Zoraida Vale  
martinz@ucmail.uc.edu  
Associate General Counsel/ Contracting Officer  
University of Cincinnati  
Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
08D50B4EB6024F3...  
Signature Adoption: Pre-selected Style  
Using IP Address: 129.137.96.14

**Timestamp**

Sent: 12/13/2024 5:38:52 PM  
Viewed: 12/13/2024 5:39:28 PM  
Signed: 12/13/2024 5:39:45 PM  
Freeform Signing

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Paula Brehm Heeger  
Paula.Brehm-Heeger@chpl.org  
Eva Jane Romaine Coombe Library Director  
Security Level: Email, Account Authentication (None)

Signed by:  
  
EF4D4978A41A49F...  
Signature Adoption: Pre-selected Style  
Using IP Address: 66.213.10.203

Sent: 12/13/2024 5:39:46 PM  
Viewed: 12/16/2024 10:06:05 AM  
Signed: 12/16/2024 10:54:46 AM  
Freeform Signing

Electronic Record and Signature Disclosure:  
 Accepted: 12/16/2024 10:06:05 AM  
 ID: e42daeb6-b234-4064-b95d-95c3b4b4e737

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/13/2024 5:38:52 PM
Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	12/16/2024 10:06:05 AM
Signing Complete	Security Checked	12/16/2024 10:54:46 AM
Completed	Security Checked	12/16/2024 10:54:46 AM
Payment Events	Status	Timestamps
<b>Electronic Record and Signature Disclosure</b>		

Ms. Reynolds seconded.

Voting for the motion: Ms. Redden, Ms. Reynolds, Mr. Harding, Mr. Hendon...4 ayes. The motion carried. (01-2025).

Mr. Hendon recommended the following:

PROPERTY ACQUISITION – 1609 W NORTH BEND ROAD

- Based on the expiration of the letter of intent and given the proposed agreement modifications to the previously agreed to terms which lack alignment with standard practices of a publicly funded organization, authorize pausing on any further discussions on the property located at 1609 W North Bend Road.**

At the December 2024 meeting, the Board approved the purchase of property located at 1609 W North Bend Road in accordance with the signed letter of intent from Main on Main LLC (affiliated with College Hill CURC) on October 28, 2024 which included a deadline to execute the purchase sale agreement by

January 9, 2025. The draft purchase sale agreement was submitted to the seller on December 16, 2024. An edited draft of the purchase agreement was returned to the Library by the seller on January 17, 2025 with the following modifications to the terms previously agreed upon in the LOI:

- Additional language regarding the AS IS condition of the property
- Changing the title company from the Library's preferred Queen City Title Company (the Library has traditionally used this firm on the recommendation of the Hamilton County Prosecutor's Officer) to Safe Title Agency, Inc.
- Modifying the Deed from General Warranty Deed to Limited Warranty Deed
- Reduce the inspection period from the requested 90 days to 30 days
- Increase the timeframe for the seller to turnover pertinent inspection documents to the Library from 5 days to 7 days and deem those items confidential
- Add language "that once closing occurs, each party shall have deemed to have waived and released the other party from any defaults or other failure to perform its obligations under the agreement"
- Add language that "all such representation and warranties are limited to the direct knowledge of the Seller. Without any further duty or obligation to investigate, the issue with respect to the representation or warranty is being."

In addition, they have added the following terms:

- **Renovation Commitment.** Buyer agrees to complete renovations and be operational within 12 months of the closing date. Renovation delays caused by external factors beyond Buyer's reasonable control, such as natural disasters, acts of God, government-imposed restrictions, or supply chain disruptions, shall not constitute a breach of this agreement, provided Buyer promptly notifies Seller in writing and takes reasonable steps to mitigate such delays.
- **Penalty for Non-Compliance.** In the event Buyer fails to comply with the agreed renovation timeline, Buyer shall pay Seller a penalty of \$6,000 per month until compliance is achieved.
- **Right of First Refusal.** In the event Buyer intends to sell, transfer, or otherwise dispose of the property, Seller shall have the right of first refusal to purchase the property at a price equivalent to the third party offer or 80% of the appraised value of the property. Whichever price is less.
- **Progress Reporting.** Buyer shall provide quarterly progress reports to Seller, detailing the status of renovations, including timelines and any potential delays. Seller reserves the right to request inspections to verify progress
- **Restricted Use or Conditional Deed.** Buyer agrees to utilize the property solely for purposes consistent with community, educational, or library objectives. Any deviation from this use must be approved in writing by Seller.

- Memorandum of Agreement Recording. A memorandum of this purchase agreement, including the Right of First Refusal and Renovation Commitment clauses, shall be recorded with the County Recorder's Office to ensure enforceability and public notice.

MARIEMONT RIGHT OF WAY ACQUISITION

- **Authorize the Eva Jane Romaine Coombe Director to execute any necessary documents related to right of way acquisition at the Mariemont Branch subsequent to satisfactory legal review. All items will be reported to the board upon completion.**

The Library has been notified by an agent on behalf of the Great Parks of Hamilton County who is working with ODOT to acquire property for the Mariemont Connector project.

ONGOING MAINTENANCE – CORRYVILLE

The project is now complete. There are a few items that the Library has received credit for in the final change order that we will be completing.

- **Confirm the following change orders that modify the Corryville Branch Maintenance Project GMP for Pepper Construction:**

Contractor	Trade Contract	Number	Purpose	Amount
Pepper Construction	General Trades	#5	Add lower level rubber flooring (correction from Aug 2023)	\$ 35,421.74
Pepper Construction	General Trades	#6	Additional site work for plaza	\$ 4,221.00
Pepper Construction	General Trades	#8	Return allowances and contingency	\$ (42,272.28)

2025 RESOURCES AND APPROPRIATIONS UPDATE

- **Confirm the modification of an updated PLF estimate for 2025 of \$50,406,974 which is \$724,863 greater than reported at the December 2024 meeting. The overall estimated General Fund resource of \$105,750,000 remain the same.**

AUTHORIZATION TO TRANSFER FUNDS

- **Authorize transfer of funds, \$25,000,000, included in the 2025 appropriations to be transferred from the General Fund to the Building and Repair Fund during the year as cash flow permits as determined by the Chief Finance and Facilities Officer.**

Ms. Reynolds seconded.

Voting for the motion: Ms. Redden, Ms. Reynolds, Mr. Harding, Mr. Hendon...4 ayes. The motion carried. (02-2025).

Ms. Redden recommended the following:



## ACQUISITION OF ART OBJECTS RECOMMENDED

We are recommending accepting the donation of the original 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. Each star is approximately 37" x 33" x 24" (first discussed in the December Director's Report). We are working with representatives from CVG airport, where the stars are currently housed, to finalize logistics for the transport of the stars to our Main Library.

Ms. Reynolds seconded.

Voting for the motion: Ms. Redden, Ms. Reynolds, Mr. Harding, Mr. Hendon ...4 ayes. The motion carried. **(03-2025)**.

## ***INFORMATIONAL ITEMS***

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

Ms. Bach reported that:

#### **2024 IN REVIEW**

#### RECOGNITION & STAFF DEVELOPMENT

Once again, our staff and Library received recognition for excellence, reinforcing our commitment to a Healthy Culture. This included:

- The Cincinnati Design Awards, chosen by a panel of local and national judges, honored our Library with three awards, two for the Main branch and one for Forest Park.
  - Interior Architecture Honor Award for Main Library (Champlin/G4)
  - Experiential Graphics Honor Award for our Main Library musical history stair (Champlin/G4)
  - Large Scale Architecture Highest Award for the Forest Park Library (SHP)
- Our second staff cohort of staff members began classes toward the new Public Service Leadership Certificate program in partnership with Cincinnati State. Completion of this program offers path to management positions at CHPL as an alternative to the traditional Master's Degree in Library & Information Science.

#### ANNUAL STATISTICAL HIGHLIGHTS

Our wide variety of resources and services reinforce our Reliable Information and Useful Resources Strategic Priorities. These include:

- 4,155,258 visits to our locations -- 500,000 more than during the previous year of 2023

- Reached 5 million downloads through Libby (ebook app) the highest number among Ohio’s non-consortium Library and one of 7 libraries to reach this mark
- Accommodated more than 69,000 meeting and study room reservations.
- Faxed and scanned 489, 149 documents (pages) for our customers, free of charge.
- Registered 715 community members to vote.
- During our Summer Reading Program, distributed more than 35,000 free books
- Collaborative tax preparation at our libraries served more than 1200 filers, saving them \$300,000 in filing fees, and helping to claim more than \$1M in refunds. Our services increased 24% over 2023.
- In 2024, the Library provided 97,242 meals and snacks for youth through the federally funded meal program. In addition, staff distributed supplemental snacks for youth outside of the meal service, thanks to generous support from the Library Foundation.

## DEVELOPMENT

Our Development Office set a high bar for success in the Limitless Learning Strategic Priority last year, including the 2024 Mary S. Stern Lecture delivered by David Grann. Mr. Grann discussed his book *Killers of the Flower Moon*, which documents one of the most sinister crimes and injustices in American history, perpetrated against the Osage Indian nation in Oklahoma. Described in the New York Times as a “riveting” work the has been adapted into a major motion picture. Special thanks to Dr. Peter and Sandy Stern and the Stern Lecture Committee as their generous donation and hard work are what make this event possible.

## FACILITY MASTER PLAN

We continued to make progress on our Facility Master Plan with a focus on creating Welcoming Spaces. In 2024 we opened the renovated Hyde Park Branch, renovated Main Library, the new Forest Park and Mt. Healthy Branches.

We have several projects currently in progress, including the Cheviot Branch (construction) Symmes Township (design), Miami Township, Avondale and Delhi (planning), Mt. Washington, Oakley and Mariemont (design for significant refreshes/renovation) These are in addition to the 19 projects already completed since implementation of the FMP in 2019.

## THANK YOU

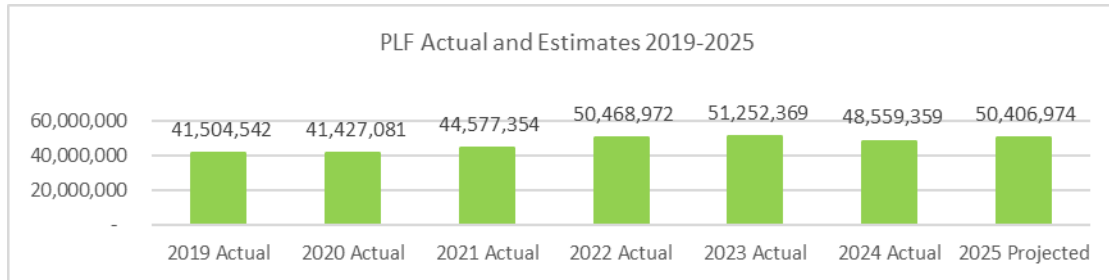
I want to take a moment to once again offer my personal thanks to our Trustees. Thank you to 2024 Board President Gregory W. Olson for his support and assistance. My deepest appreciation to our amazing, supportive community. And, of course, to our staff members who provide the heart and soul of our great organization.

## STATE BUDGET UPDATE

Gov. DeWine released his budget proposal on February 3<sup>rd</sup>. The proposal includes an increase to the Public Library Fund (PLF) percentage of the General Revenue Fund (GRF), moving from 1.7% to 1.75% in FY 26 and FY 27. More information will be available once the actual budget bill is formally introduced in the Ohio House and the legislative language is analyzed. The Office of Budget and Management has made the following PLF projections:

- FY 2025: \$530 Million
- FY 2026: \$531.7 Million
- FY 2027: \$549.1 Million

PLF distributions for FY 2019 – FY 2024 (to date) is below (we receive approximately 10%)



During his budget press conference Governor Dewine stated, “One of the most impactful things we can do to put our kids on the best trajectory for success is to put books in their hands and introduce them to the wonders of reading. Reading is simply the key to everything. It’s the key to success in school and it’s the key to success in life.” I vigorously agree with the Governor! Public libraries like CHPL are clearly an integral part of the reading ecosystem and essential to helping all Ohioans achieve their potential in life, as the Governor emphasized.

**PROFESSIONAL DEVELOPMENT & CONFERENCE ACTIVITY**

March 5 – 7, I will be attending a Public Library Leaders/Directors Advisory Board meeting in Phoenix, AZ. This invitation-only Board brings together Library thought leaders with the goal of improving and advancing public libraries in current and future endeavors, and to inform long-time Library vendor and partner EBSCO in understanding how best to support the library community, navigate challenges, and to make informed decisions. March 12 – 13, I will be attending the Innovative Director’s Day Summit in Denver, CO. Innovative (part of Clarivate Library Software Group, and the vendor for our Library ILS), has invited a select group of Library Directors to take a deep dive into strategies to support their library partners’ success including understanding changes and the anticipated impact of the upcoming Revised Federal Accessibility Standards, as well as exploring the cost challenges related to eBook pricing and budgets, and possible actionable ways to bend that cost curve.

**FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT**

Mr. Redden reported that:

**MAIN LIBRARY PROJECT UPDATE**

The equipment for the chiller and cooling tower replacement project is in the process of being ordered. We continue to receive the paperwork associated with the Main Library renovation.

We are working with Champlin Architecture on façade concepts to refresh the 9<sup>th</sup> Street exterior and provide a clear design connection between the two buildings.

The public art on the south plaza has had intermittent issues with the lights flickering. The artist has identified the root cause and will have a representative on site in February to make the necessary modifications to the column in hopes of eliminating the problem.

#### CHEVIOT BRANCH ACCESSIBILITY, MAINTENANCE AND RENOVATION

The electrical work is complete and the restoration of permanent power is in process. Once it is complete, the elevator installation will begin. The roof is being framed on the addition and tied into the existing building. The interior finish work should begin in February and all of the furniture and shelving will be ordered by the end of January. The contracted substantial completion date for construction is mid-April 2025.

#### SYMMES TOWNSHIP BRANCH RENOVATION AND ADDITION

The permitting is complete so that earthwork and grading can begin. The demolition is complete and all the debris has been removed from the site. The project is on schedule. We intend to complete the design of the children's play element by mid-February.

#### AVONDALE BRANCH MAINTENANCE AND RENOVATION

We have completed the conceptual planning and the architect is working on construction documents. In addition, we are completing the environmental testing. We are coordinating community engagement for later this winter with the intent to begin the project this summer.

At this time, we don't have a viable temporary space and will continue to explore options as well as maintaining service at the branch during most of construction as we are able.

#### 2025 BRANCH MAINTENANCE – MT. WASHINGTON BRANCH, MARIEMONT BRANCH AND OAKLEY BRANCH

We have identified the scope for each of these branches and are working with branch staff to develop the interior programming. We hope to have construction plans over the next few months and will schedule community engagement sessions when the timelines are firm.

At Mt. Washington, the roof, HVAC, ceiling, and flooring will be replaced, the electric and lighting will be updated, and the branch will have finish and furniture refreshes with hopes of incorporating a meeting space and maker area.

At Oakley, the HVAC will be replaced, the lighting will be updated, and the branch will be refreshed with some operational updates.

At Mariemont, the HVAC and ceiling will be replaced with the electric and lighting being upgraded. We are hoping to incorporate a meeting space, improve operation efficiency, and a branch refresh.

#### 2024 PARKING LOT REPAIR/REPLACEMENTS

The work on the parking lots is wrapping up with the exception of Sharonville, which has been deferred until the weather warms up.

### ALLOCATION OF TAX SAVINGS TO PARTNERS ON CONSTRUCTION PROJECTS

Ohio Revised Code Section 9.239 states that a person that is primarily responsible for designing energy efficient commercial building property installed in a public building may seek allocation of any deduction allowed under section 179D of the Internal Revenue Code in connection with that installation by submitting a written request to the public entity that owns the building and the tax commissioner. Within fifteen days of receiving such a request, the public entity shall respond and, if merited, formally allocate the deduction as required under that section and any associated rules or guidance of the Internal Revenue Service or the United States Department of the Treasury. The public entity shall send to the commissioner a copy of the response and, if applicable, the document or documents formally allocating the deduction.

If a public entity does not respond within fifteen days of receiving a request, the entity shall be considered to have approved the request. The commissioner shall provide the person that submitted the request with any documentation necessary to formally allocate the deduction.

Our previous experience with this section (prior to it being updated in 2021 with the above language) required intentional action from the Library and our previous Boards took a conservative approach. SHP has requested the deduction (approximately \$2 per square foot) for both the Forest Park Branch and Mt. Healthy Branch projects. The Library was not aware of the 15-day requirement and SHP has moved forward with claiming the credit. We have verified the code interpretation with our attorney.

### DELHI BRANCH REPLACEMENT PLANNING

The Library has continued working with our partners on options for the Delhi Branch in accordance with the original FMP timeline of 2026-2027 implementation. We will include township officials and the community as options develop. We are working with SHP to develop the content for an engagement session to take place during the first quarter.

### 2024 YEAR END SUMMARY

The table below represents the final 2024 available fund balances as were reported to the County in January 2025. The variances from the December 2024 report are the result of overall favorable actual activity as compared to the estimates.

FUND	2025	2025	2025
	AVAILABLE	ESTIMATED	APPROPRIATION
	BALANCE	RESOURCES	
General Fund	\$33,691,190.28	\$105,750,000.00	\$108,750,000.00
Building & Repair Capital Fund	10,907,224.32	25,000,000.00	31,000,000.00
Special Revenue (4 funds)	2,794,718.12	758,000.00	995,000.00
Permanent (44 funds)	1,590,008.25	230,000.00	426,000.00
<b>Total</b>	<b>\$48,983,140.97</b>	<b>\$131,738,000.00</b>	<b>\$141,171,000.00</b>

## DEVELOPMENT COMMITTEE REPORT

Mr. Hendon reported that:

### DEVELOPMENT OFFICE

The Library was the grateful recipient of significant gifts from the estate of Frank J. Dinnie. During his life, Mr. Dinnie loved the Library and would often walk from his home in Price Hill to the Downtown Branch. Dinnie was an avid reader and always felt welcome at the Library.

### THE LIBRARY FOUNDATION

The Foundation's Fall campaign and appeal finished strong with general donations within 1% of 2023. Overall donor retention has been high, with 69% of supporters from the previous year renewing their support.

Planning is already underway for the Spring campaign and appeal that will focus on #LibraryGivingDay on April 1, 2025.

The Library Foundation was the grateful recipient of significant gifts from Robert Dorsey, PNC Charitable Trusts, The Johnson Foundation, Dennis B. & Patricia L. Worthen, Mercy Health, the Ed & Joann Hubert Family Foundation, Bruce G. Smith, Patricia H. Collins, and Janet & Paul Sullivan.

## HUMAN RESOURCES COMMITTEE REPORT

Ms. Reynolds reported that:

### MARKET ASSESSMENT

We are currently in the final stages of the first phase of our Market Assessment, led by compensation expert Organizational Architecture. This assessment focuses on refining job descriptions into a clear, consistent format, evaluating our current position classifications, and updating our pay scale. Our last review was completed in early 2022, and at that time, we committed to revisiting our compensation structure approximately every three years. We anticipate sharing recommendations at the April Board meeting, with implementation targeted for the second quarter of this year.

## ROOKIE OF THE YEAR RECIPIENT

We are excited to announce that this year's Rookie of the Year recipient is Emily Griffis, our Youth Librarian at the Blue Ash Branch. Excerpts from Emily's nomination include:

"Since starting at CHPL, Emily has demonstrated exceptional initiative in her role as Youth Librarian. She has leaned on her previous experience and expertise as a programmer, which helped facilitate the addition of Preschool Play Art and our monthly Adult Craft Night. Both have been an astounding success, with registration filling-up within minutes of opening.

Through her work, Blue Ash has seen a 41% increase in program attendance from 2023 to 2024, drawing nearly 19K customers this year so far. Since 2022, Blue Ash has seen an 86.7% increase in programming attendance. None of this would be possible without her hard work and determination to evolve our branch's programs.

Please join me in congratulating our Rookie of the Year, Emily Griffis!

## IMPACT AWARD AND BUNNY DEHNER PRIZE RECIPIENTS

We are also excited to share that we have not one, but two Impact Award winners and Bunny Dehner Prize recipients of \$1,000 this year. Joe Armstrong, our Communications Director and Sarah Dole, our Library Customer Adviser at the Harrison Branch are both recipients of this honor.

- Excerpts from Joe's nominations include:

"I would like to commend Joe Armstrong for his exceptional project management in planning and executing the hugely successful 'Meet Me at Main' event. His hard work resulted in tremendous success, drawing over 12,000 attendees and significantly impacting the community.. Though Joe worked for what seemed like three days straight, every time I saw him, he had a smile on his face, full of energy, and was happy to help in any way he could. Joe's leadership and positive attitude helped make the event a success. Joe is a natural leader who rose to the occasion when he took on extra responsibilities for the Main reopening weekend! Joe is an asset to CHPL and is truly worthy of this award.

Congratulations, Joe! Your hard work on this event is greatly appreciated, and your recent promotion to Communications Director is so well-deserved!

- Excerpts from Sarah's nominations include:

"Sarah has been a joy to work with! Sarah has been enthusiastically on board with the changes made to our public floor layout over the last few months and is always customer-focused when presenting her opinions.. Her ideas have absolutely created positive customer engagement in the branch, increased usage, and made navigating our collection easier. One of Sarah's most fun, creative ideas was the Museum of Lost Water Bottles display she put up in our display case. These were all items that customers had left behind. She made each item a funny museum title card, and customers LOVED this display. It was posted on CHPL's social media and got over 1,700 likes and several hundred shares. Fox19 News saw it and published a story about it!

Also, though not an official part of this nomination, it is important to note that Sarah deserves accolades for her leadership on the Staff Morale Team and Staff Recognition Team during her time with CHPL. For many years, Sarah has been the driving force and leader of initiatives such as the Summer Reading – Staff Edition, the Job Shadowing team and planning team for the annual Staff Recognition event. Her work has a positive impact on so many, and her contributions to the Library have been exceptional.

Please join me in congratulating Sarah Dole, our Impact Award winner and Bunny Dehner Prize recipient!

### STAFF RECOGNITION PROGRAM

The twelfth annual Staff Recognition Program will be held on Sunday, May 18, 2025, at the Main Library, beginning at 5:30 pm, with the program to commence at 6:15 pm. This year, service recognition pins will be awarded to all staff reaching a five-year increment anniversary. This year's event will recognize Emily Griffis, Youth Librarian at the Blue Ash Branch, who has been awarded Rookie of the Year. Sarah Dole, Library Customer Adviser at the Harrison Branch, and Joe Armstrong, Communications Director, will also be recognized as the Impact Award and Bunny Dehner Prize recipients for their contributions and service. We look forward to celebrating those receiving recognition and those being honored for their accomplishments.

## **OPERATIONS COMMITTEE REPORT**

Ms. Reynolds reported that:

### LACEY WEHRLE, BRANCH MANAGER, MT. HEALTHY BRANCH

Lacey Wehrle is the Branch Manager at the Mt. Healthy Branch where she has worked since 2019. She earned her Master's Degree in Library Science at Drexel University and her undergraduate degree in Psychology at Northern Kentucky University. Before becoming manager at Mt. Healthy, Lacey held various positions over the past 23 years at CHPL including Student Shelver, Library Services Assistant, Library Services Floater, Children's Librarian, and Senior Children's Librarian. Lacey has served as project leader for the Girl Scout Camp-in Event at the Main Library from 2017-2019 and is currently serving as co-chair for the Staff Recognition Team where she has had the opportunity to acknowledge the hard work and achievements of CHPL staff.

### CUSTODIAL CONTRACT REVIEW TO SUPPORT WELCOMING SPACES

In alignment with CHPL's Welcoming Spaces priority, we are reviewing our custodial contract to ensure our facilities remain clean and inviting. This process will assess service levels, vendor performance, and industry best practices to enhance the customer and staff experience. A well-maintained facility is essential to community engagement, and this review will help us uphold the Library's high standards.

### PROGRAMS & EVENTS HIGHLIGHTS

We are excited to welcome our newest community partner to the Discovery Pass program – Gorman Heritage Farm! Our Discovery Pass allows Library customers to visit many of their favorite arts, cultural,



and recreational attractions in Hamilton County for free with a Library card. Since launching the new ePass software in January 2024, 4,230 passes have been used to access 11 partner venues. We have received great feedback from participants about this service:

- “Discovery Pass makes it easy to try new things and check off my Cincinnati bucket list!”
- “I didn't know this pass existed, but it is so great to get to go try something new without having to worry about the cost the first time around. It takes the pressure off and allows you to see if you like it. I love this concept! Libraries again for the win!”
- “Our family has enjoyed trips to most Discovery Pass locations, many of which we likely would have said over and over that we should go there but this made it happen. It brought up conversations we otherwise would not have had, broadened our perspectives, and brought us closer as a family and to our city. It gets to the core purposes of the library.”

### **Meals & Snacks**

In 2024, the Library provided 58,386 meals and snacks for youth in partnership with UMC Food Ministry. These meals are funded through the USDA's Child Nutrition Program. Staff also distributed 38,856 supplemental snacks for youth thanks to generous support from the Library Foundation.

### **Featured Programs & Events**

- February 17 – Cincinnati Black Playwright Meet and Greet, Reading Branch
- February 18 – The Road to College: Answering Your Readiness Questions, North Central Branch
- February 22 – Houses + Apartments 101 w/ Do It Yourself Darlin', Downtown Main Library
- March 5 – Peanut Butter & Jam Sessions with Brasstacular, Northside Branch
- March 8 – Backyard Chickens, Wyoming Branch
- March 16 – McGing Irish Dancers, Downtown Main Library
- 

## **STRATEGY COMMITTEE REPORT**

Mr. Hendon reported that:

### **FREE TAX PREP**

The Library is again partnering with the United Way's Free Tax Prep initiative and AARP Tax Aide program to provide Free tax preparation assistance to Hamilton County residents. Tax preparation assistance is available for individuals facing economic barriers, on a fixed income, individuals with disabilities, and non-English speakers. The program helps taxpayers take advantage of the Earned Income Tax Credit (EITC) and the Child Tax Credit (CTC), two important anti-poverty programs.

### **HAMILTON COUNTY JOBS & FAMILY SERVICES (JFS) UPDATES**

#### **Office Hours Expansion**

Following the successful launch of JFS office hours at Main Library last year, JFS will expand their office hours to include Groesbeck, Price Hill and Reading beginning this month. JFS staff will assist

citizens with benefit applications and case inquiries, though JFS will not approve cases or issue benefits on-site.

## **2024 FAXED JOBS TO JFS**

In 2024, Library locations faxed 53,908 print jobs to JFS, totaling 476,149 pages. This represents a 14.3% increase in the number of print jobs and a 19.6% increase in the number of pages faxed to JFS. The top three locations for JFS faxing are Groesbeck, Westwood and North Central.

## **HAMILTON COUNTY PUBLIC DEFENDER – YOUTH FOCUSED TRAINING EVENTS**

The Hamilton County Public Defender Office (HCPD) is hosting an all-day training for public defenders and court-appointed private counsel at the Main Library on March 7, 2025. This training will bring together youth, youth-serving organizations, public defender staff and private attorneys that represent youth. The goal of the event is to work collaboratively together to achieve better outcomes for youth in Hamilton County.

The training will follow a community-defender visioning event that will take place at the Price Hill Branch Library in February, which will focus on amplifying youth and community voices in youth justice in defense advocacy work.

## **ADAPTIVE TECHNOLOGY TRAINING**

In January 2025, our Outreach Department staff participated in an adaptive technology training session at the Apple Store. This introductory class provided techniques for assisting adults with vision impairments. The sessions reviewed iPad visual accessibility settings, voiceover, and other built-in tools. Inspired by what they learned, the team is now developing a tailored training program for nursing facilities. In this program, residents will use library provided iPads to enhance their accessibility and support.

## **LEGISLATIVE BREAKFAST EVENT**

On February 24, 2025, the Library is hosting a Legislative Breakfast at the Forest Park Branch Library from 8:30 a.m. to 10:00 a.m. Library staff will showcase programs, services and resources we offer and will provide a targeted presentation to our State Legislators regarding the upcoming state budget and the Public Library Fund (PLF). The PLF is the source of approximately 50% of our Library's funding and is a percentage of the state's General Revenue Fund (GRF).

## **GUN LOCK DISTRIBUTION**

In 2024, the Library distributed 310 Gun Locks to the community in collaboration with Council Member Anna Albi, Mom's Demand Action, Cincinnati Police Department, Hamilton County Sheriff's Department, Colerain Township Police Department, Greenhills Police Department and the Veteran's Administration. This collaboration aims to promote safe storage of firearms in order to protect children from gaining unauthorized access to weapons and potentially harming themselves or others. We are awaiting a new shipment of gun locks from the Cincinnati Police Department to continue this important effort.

## 513 RELIEF BUS – JANUARY 14 AND 21, 2025

On January 14 and 21, the Library hosted the Hamilton County 513 Relief Bus at the Main Library as a pop-up service in response to the dangerously cold temperatures. The events provided services to 1000 individuals including:

- 180 blankets distributed by partners
- 158 residents received food, clothing, hand warmers, and hygiene kits
- 73 engagements conducted by Hamilton County’s Quick Response Team (QRT)
- Metro Day passes provided to a gentleman to provide transportation to his new job
- Transportation assistance was provided to individuals for appointments and job interviews via bus tickets
- Referrals to Central Access Point for overnight shelter for two residents

## DENISON CULTURE SURVEY UPDATE

The Denison Culture Survey launched on Monday, January 27, and closed on Friday, February 7. Denison will compile the results and provide a debrief to Senior Leadership by the end of February. Following this debrief, the results will be shared with managers and Library staff. Our Library last conducted a Denison culture survey with our staff in 2021.

## **TECHNOLOGY COMMITTEE REPORT**

Ms. Redden reported that:

### CYBERSECURITY 2025 UPDATE

Our IT division is planning a year’s worth of education, training, and implementation to support network security and incident preparedness. Plans for 2025 include:

- Quarter 1: Cybersecurity education with real library and individual stories of incidents, and what our Library has done to date to protect the network;
- Quarter 2: Safety best practices training
- Quarter 3: additional preparedness training involving tabletop incident response training

We will be working with the Ohio Persistent Cyber Improvement program (OPCI), offered through the University of Cincinnati. The OPCI educational program guides Ohio local government entities through cybersecurity preparedness levels. Each level of training consists of education, training, exercising, mentoring, and improvement.

### NEW ANTI-VIRUS SOFTWARE

We are replacing our current server anti-virus software, CarbonBlack, with FortiEDR. FortiEDR provides better functionality in protecting our servers and integrates with our current firewalls. Known as a next generation anti-virus, FortiEDR helps prevent malware infections, detects potential threats immediately, and shrinks the “attack surface” or area of vulnerability of our servers. Additionally, FortiEDR is substantially less expensive than the current product.

## NEW FIBER OPTIC CABLING AT MAIN

The Library has updated the fiber optic cabling in the north and south buildings of Main. The upgrade was needed because of the age and speed limitations of the current fiber, which was installed when the north building was built in 1995. Our new core switches and storage solution can handle 40 gig speeds, representing a significant speed improvement, and the new fiber optic cabling is single mode, which will run up to 100 gig speeds.

## STATISTICAL HIGHLIGHT

The Statistical Highlight features the work of Information Technologies over 2024.

## ***CONSENT AGENDA ITEMS***

Ms. Redden moved the Board approve the consent agenda as follows:

- Minutes of the Annual Meeting held December 10, 2024
- Minutes of the Regular Meeting held December 10, 2024
- Monthly Financial Reports – for the periods ending December 31, 2024 and January 31, 2025
- Media Activity Report – December 2, 2024 – February, 2025
- Contributions, Gifts, and Donations – December 1, 2024 – January 31, 2025

### CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000 December 1, 2024 – January 31, 2025

12/06/2024 Friends of PLCH	Support for Library programs	85,000.00
12/20/2024 Estate of Frank Dinne	Support for various Library projects and initiatives	2,365,246.63
12/20/2024 Anne N. and Samuel S. Wilson	Support for Library programs	1,026.00
01/14/2025 Library Foundation	PNC Foundation - Summer Reading	20,000.00
01/14/2025 Library Foundation	Ed & Joann Hubert Family Foundation - Summer Reading	7,500.00
01/14/2025 Library Foundation	Scripps Howard Foundation - Summer Reading	30,000.00
01/14/2025 Library Foundation	HCGS support for 2 South Book Scanner	10,354.00
01/17/2025 Library Foundation	2024 Pet Memorials and Honor with Books	7,826.51

- Personnel Change Report through February 4, 2025

<b><u>ACTION</u></b>	<b><u>REASON</u></b>	<b><u>FULL NAME</u></b>	<b><u>JOB TITLE</u></b>	<b><u>AGENCY</u></b>	<b><u>FT E</u></b>	<b><u>G R A D E</u></b>	<b><u>DATE</u></b>
Appointment	New hire	McDonough, Evelyn	PT20-Library Customer Adv	1 South	0.5 0	4	12/08/20 24
Appointment	New hire	Tankersley, Margaret	PT20-Main Shelver	Sorting and Mat Retrieval	0.5 0	2	12/08/20 24
Appointment	New hire	Ward, Errin	HW Help & Enrichment Asst	Price Hill	0.3 0	3	12/08/20 24
Appointment	New hire	Glenn, Henry	PT20-Sorter	Sorting and Mat Retrieval	0.5 0	2	12/08/20 24
Appointment	New hire	Hooks, India	PT20-Library Customer Adv	3 South	0.5 0	4	12/08/20 24
Appointment	New hire	Kollie, Ellen	Youth Librarian	St. Bernard	1.0 0	7	12/08/20 24
Appointment	New hire	Coates, Maxwell R.	PT24-Library Customer Adv	Walnut Hills	0.6 0	4	01/05/20 25
Appointment	New hire	Curran, Helen	Branch Shelver	Blue Ash	0.3 0	1	01/05/20 25
Appointment	New hire	Eppert, Alexander C.	Branch Shelver	Harrison	0.3 0	1	01/05/20 25
Appointment	New hire	Ford, Marianne J.	PT20-Library Customer Adv	Covedale	0.5 0	4	01/05/20 25
Appointment	New hire	Brockwell, Emma R.	PT24-Library Customer Adv	Sharonville	0.6 0	4	01/05/20 25
Appointment	New hire	Helm, Breaysha A.	PT24-Library Customer Adv	Walnut Hills	0.6 0	4	01/05/20 25
Appointment	New hire	Guerra, Aissa S.	PT20-Library Customer Adv	Madisonville	0.5 0	4	01/05/20 25
Appointment	New hire	Brown, Kaylee A.	PT20- TC_Makerspace Tech	1 & 2 North	0.5 0	4	01/05/20 25
Appointment	New hire	Howdyshell, Emily R.	PT20-Library Customer Adv	Clifton	0.5 0	4	01/05/20 25
Appointment	New hire	Pearson, Alexandra	Youth Librarian	Monfort Heights	1.0 0	7	01/05/20 25
Appointment	New hire	Wurth, Megan O.	Capital Plan&Proj Mgr	Capital Plan & Proj Mgmt	1.0 0	1 2	01/05/20 25

Appointment	New hire	Sweeney, Pearsyn E.	Branch Shelver	Blue Ash	0.3 0	1	01/05/20 25
Appointment	New hire	Siry, Cole M.	PT24-Library Customer Adv	Walnut Hills	0.6 0	4	01/05/20 25
Appointment	New hire	O'Kelley, Edward B.	PT20-Library Customer Adv	Clifton	0.5 0	4	01/19/20 25
Appointment	New hire	May, Sanaa J.	HW Help & Enrichment Asst	Norwood	0.3 0	3	01/19/20 25
Appointment	New hire	Randall, Matthew L.	PT20-Library Customer Adv	Deer Park	0.5 0	4	01/19/20 25
Appointment	New hire	Vuic, Rae A.	Gov Relations Coord	DEIE	1.0 0	8	01/19/20 25
Appointment	New hire	Longland, Seth	Branch Manager	Covedale	1.0 0	9	01/19/20 25
Appointment	New hire	Brooks, Kapreice K.	PT20-Library Customer Adv	1 South	0.5 0	4	02/02/20 25
Appointment	New hire	Ashe Ph.D., Jessica	HW Help & Enrichment Asst	Madisonville	0.3 0	3	02/02/20 25
Appointment	New hire	Keyes, Elijah	Branch Shelver	Blue Ash	0.3 0	1	02/02/20 25
Appointment	New hire	Groene, Brittany N.	Branch Shelver	Anderson	0.3 0	1	02/02/20 25
Appointment	New hire	Hartsek, Julia	.Net Developer	Information Tech	1.0 0	1 0	02/02/20 25
Appointment	New hire	Thomas, William K.	PT20-Main Shelver	Sorting and Mat Retrieval	0.5 0	2	02/02/20 25
Appointment	Rehire	Martin, Karay	Customer Service Sub	Customer Service Subs	0.7 25	N / A	12/08/20 24
Appointment	Rehire	Bay, Melissa A.	Branch Shelver	Monfort Heights	0.3 0	1	12/08/20 24
Promotion	Promotion	Pyle, Emily E.	Library Customer Spec	Mt. Healthy	1.0 0	5	12/08/20 24
Promotion	Promotion	Maguire, Sarah E.	Events & Spaces Coord	Programs & Events	1.0 0	7	12/08/20 24
Promotion	Promotion	Tejeda, Margaret M.	Monitor Mentor	Northside	0.3 75	6	12/08/20 24
Promotion	Promotion	Fiorito, Isabella M.	PT20-Library Customer Adv	Norwood	0.5 0	4	01/05/20 25
Promotion	Promotion	Bennett, Aaliyah C.	PT24-Library Customer Adv	Anderson	0.6 0	4	01/05/20 25

Promotion	Promotion	Schriever, Dana E.	Library Customer Spec	1 South	1.0 0	5	01/05/2025
Promotion	Promotion	Yackin, Rylee T.	PT20-Library Customer Adv	Elmwood Place	0.5 0	4	01/19/2025
Change	Change in FTE	Brueggeman, Erik	PT24-Library Customer Adv	Pleasant Ridge	0.6 0	4	01/05/2025
Change	Change in FTE	Allfree Jr., Quincy	PT20-Monitor Mentor	St. Bernard	0.5 0	6	01/05/2025
Change	Change in FTE	Kimbrell, Nicholas B.	Library Customer Adviser	Blue Ash	1.0 0	4	01/05/2025
Change	Change in FTE	McCoucha, Rachel C.	Library Customer Adviser	Groesbeck	1.0 0	4	01/05/2025
Change	Change in FTE	Schreiber, Rebecca A.	PT24-Library Customer Adv	Clifton	0.6 0	4	01/05/2025
Change	Lateral transfer	Soper, Lisa M.	Payroll & Budget Coord	Fiscal Office	1.0 0	8	12/22/2024
Change	Lateral transfer	Brock, Gina M.	Library Customer Spec	Sharonville	1.0 0	5	01/05/2025
Change	Lateral transfer	Rose, Arra B.	PT20-Library Customer Adv	Pleasant Ridge	0.5 0	4	01/19/2025
Change	Transfer	Thompson, Seth H.	PT24-Library Customer Adv	Walnut Hills	0.6 0	4	01/19/2025
Change	Voluntary Demotion	Schnure, Rowe E.	Library Customer Spec	1 South	1.0 0	5	01/19/2025
Departure	Mutual agreement	Browning, Nicole S.	Conservation Assistant	Conservation Services	1.0 0	4	12/13/2024
Departure	Mutual agreement	McCoy, Matthew P.	Conservation Specialist	Conservation Services	1.0 0	5	12/13/2024
Departure	Performance	Schierloh, Heather	PT20-Library Customer Adv	Miami Township	0.5 0	4	01/15/2025
Departure	Resignation	Banfield, Karletta L.	Branch Shelver	Harrison	0.3 0	1	12/04/2024
Departure	Resignation	McKnight, Rachel E.	Library Customer Adviser	Blue Ash	1.0 0	4	12/05/2024
Departure	Resignation	Pennington, Eric W.	Youth Librarian	Covedale	1.0 0	7	12/06/2024
Departure	Resignation	Parian, Olivia R.	PT20-Library Customer Adv	Pleasant Ridge	0.5 0	4	12/14/2024
Departure	Resignation	Eck, Carmen V.	Customer Service Sub	Customer Service Subs	0.7 25	4	12/19/2024

Departure	Resignation	Stevens, Dixie L.	PT24-Main Shelver	Sorting and Mat Retrieval	0.6 0	2	12/27/2024
Departure	Resignation	Healy, Ian P.	Truck Driver	Shipping&Receiving	1.0 0	6	12/27/2024
Departure	Resignation	Sketch, Claire M.	PT24-Library Customer Adv	Walnut Hills	0.6 0	4	01/02/2025
Departure	Resignation	Risma, Chai Lee P.	PT20-Library Customer Adv	Elmwood Place	0.5 0	4	01/03/2025
Departure	Resignation	Rolfes, Amy E.	Page	Sorting and Mat Retrieval	1.0 0	2	01/03/2025
Departure	Resignation	Buckley, Pieper D.	PT24-Library Customer Adv	Clifton	0.6 0	4	01/04/2025
Departure	Resignation	Ivanov, Emily W.	HW Help & Enrichment Asst	Madisonville	0.3 0	3	01/06/2025
Departure	Resignation	Zappone, William J.	PT20-Library Customer Adv	Reading	0.5 0	4	01/10/2025
Departure	Resignation	Dyer, Britaney L.	Branch Shelver	Symmes Township	0.3 0	1	01/11/2025
Departure	Resignation	Jones, Julius R.	PT20-Library Customer Adv	1 South	0.5 0	4	01/17/2025
Departure	Resignation	Lindsay, Jackson J.	PT24-Library Customer Adv	Price Hill	0.6 0	4	01/31/2025
Departure	Retirement	Sehlhorst, Dave	Contracted Services Mgr	Facility Operations	1.0 0	9	12/20/2024
Departure	Retirement	Drew, Robert M.	Reference Librarian	Outreach Services	1.0 0	7	01/31/2025
Departure	Return to School	Wagner, Mallory L.	Branch Shelver	Madeira	0.3 0	1	01/02/2025
Departure	Return to School	Nash, Leslie C.	Branch Shelver	Loveland	0.3 0	1	01/18/2025

12/4/2024 - 2/4/2025

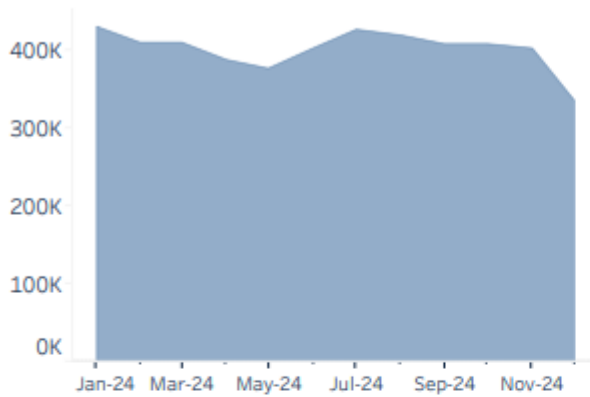
- Statistical Report for December 2024 and January 2025



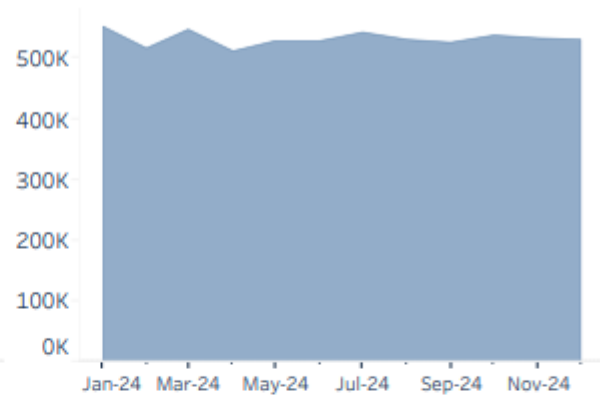
# Statistical Report - December 2024

## Trailing 12 Months of Data

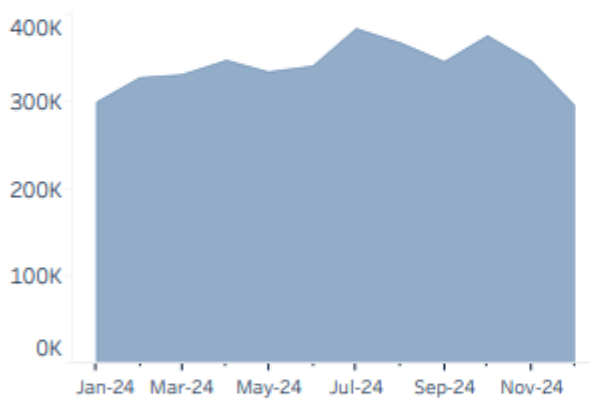
### Original Circulation



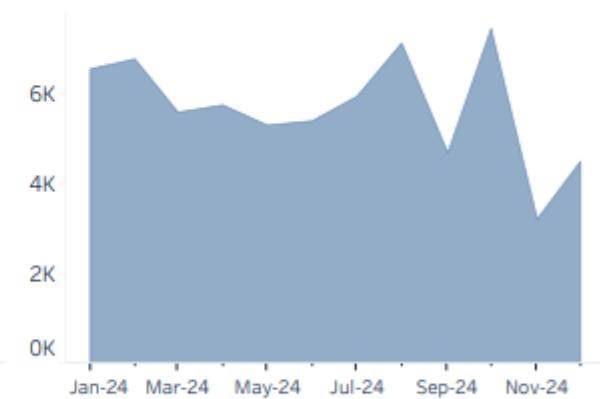
### Digital Circulation



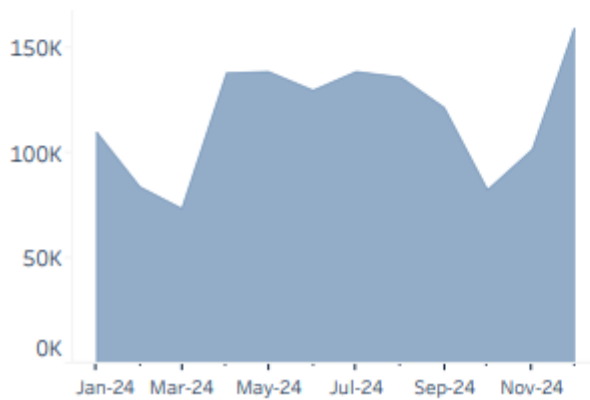
### Visits In-Person



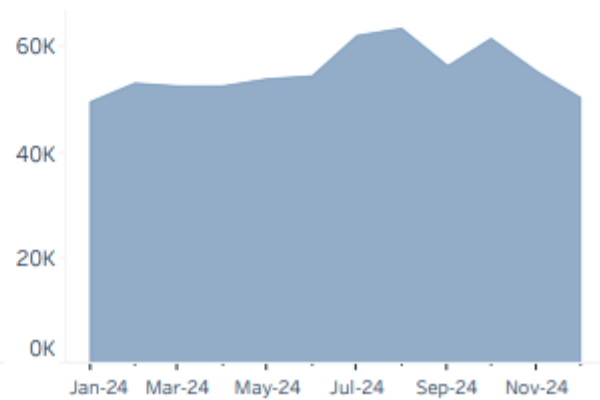
### Visits Curbside & Drive-thru



### Wi-Fi Sessions



### PC Sessions



# Statistical Report - January 2025

## Trailing 12 Months of Data

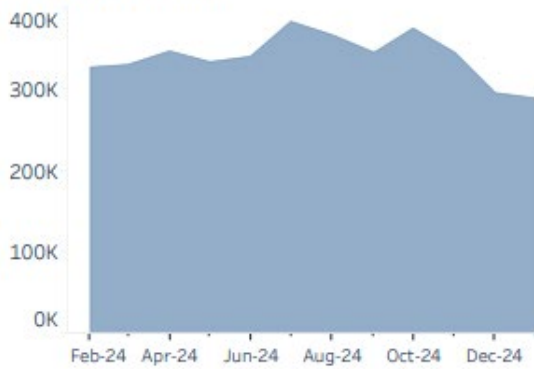
**Original Circulation**



**Digital Circulation**



**Visits In-Person**



**Visits Curbside & Drive-thru**



**Wi-Fi Sessions**



**PC Sessions**



- Statistical Highlights – Usage Snapshot New & Renovated Locations

# IT Year in Review: 2024

CHPL Invested in Technology in 2024



## 121 new self-check machines

These machines provide efficient and user-friendly checkouts for customers.

4,497,207 customer checkouts in 2024



## 50 new Points of Sale

All new customer friendly payment system for charges like Makerspace supplies and lost materials.



## 54 new print/copy payment kiosks

All new customer friendly print/copy payments.



## My PC & PaperCut

New PC reservation and printing software



## 23,232 daily printed pages

Customers print thousands of pages every day.

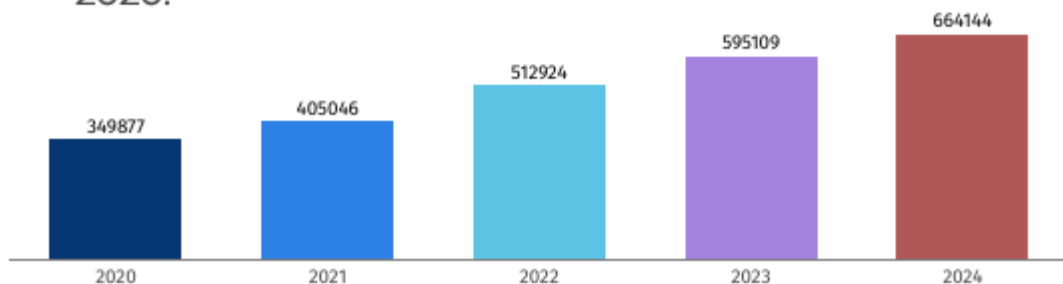


## 1820 average PC reservations

Customer PC bookings are a popular service each day.



Customer PC reservations have been on the rise since 2020.



# FMP Project Technology Investments



## Forest Park

- 24 Public PCs and 18 Staff PCs
- 4 children's iPads
- 4 study rooms with TVs
- Interior and exterior RFID drops
- Large meeting room with projector and second display TV in the rear
- Microphone system
- 12-bay laptop kiosk new upgrade
- Outdoor Wi-Fi
- 5 Meeting room info/scheduler tablets
- 5 remote lock/badge readers for customer study rooms



## Forest Park Makerspace

- Roland vinyl printer
- Keenecut Saber Series 2 cutter/trimmer
- Boss laser, laser engraver
- Direct to garment printer with heat press
- Laminator
- 4 HP Z Tower PCs with Adobe Suite
- Everbright lightboard



## Mt Healthy

- 19 public PCs, 14 staff PCs
- 12-Bay laptop kiosk new upgrade
- Meeting room with AV, microphone system, and hearing-impaired system



## Hyde Park

- 4 Public PCs and 10 Staff PCs
- Meeting room with AV (TV)
- Outdoor WiFi



## Main South

- 18 public PCs, 9 staff PCs across 3 floors
- 3 new meeting rooms in atrium with AV
- Mic system for large meeting room
- 3 mobile TVs on carts
- Everbright lightboard
- Atrium projector drop down with mic system
- 12 bay laptop kiosk
- Children's area meeting with with AV
- 5 Story Center interactive displays
- Recording Studio
- Drive through intercom system
- South plaza WiFi upgrade
- Meeting room display tablet
- 11 meeting room info/ scheduler tablets



Made with 

- Investment Report (summary of invested balances) as of January 31, 2025

Cincinnati and Hamilton County Public Library  
**Investment Summary as of January 31, 2025**

	Amount As of 12/31/2024	Amount As of 1/31/2025
<b>Fifth Third Investment:</b>		
General Fund	\$18,362,497.19	\$21,486,247.50
Building and Repair	\$20,100,607.40	\$16,859,607.40
<b>Total</b>	<b>\$38,463,104.59</b>	<b>\$38,345,854.90</b>
<b>Fifth Third Operating Account:</b>		
General Fund	\$18,878,743.14	\$14,897,194.02
Insurance Reserve	\$230,000.00	\$230,000.00
Special Revenue Funds	\$2,683,710.17	\$3,041,827.59
Building and Repair	\$14,558,343.25	\$16,584,678.80
Permanent Trust Funds	\$1,628,241.87	\$1,606,042.19
<b>Total</b>	<b>\$37,979,038.43</b>	<b>\$36,359,742.60</b>
<b>STAR Ohio:</b>		
Building and Repair	\$1,260,782.47	\$1,265,815.44
<b>Total</b>	<b>\$1,260,782.47</b>	<b>\$1,265,815.44</b>
<b>U.S. Bank Managed Investments (Trust Funds):</b>		
<b>Total</b>	\$6,776,403.00	\$6,776,403.00
<b>Grand Total</b>	<b>\$84,479,328.49</b>	<b>\$82,747,815.94</b>

Ms. Redden seconded.

Voting for the motion: Ms. Redden, Ms. Reynolds, Mr. Harding, Mr. Hendon...4 ayes. The motion carried. **(04-2025)**.

The Regular Meeting was then adjourned.

\_\_\_\_\_  
 President

\_\_\_\_\_  
 Attest: Secretary