

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

Date: December 9, 2025

Meeting: Regular

Place: Main Library

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

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

Trustees Absent: Mr. Olson.

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

***PUBLIC COMMENTS***

***DIGITAL PUBLIC COMMENTS***

***EXECUTIVE SESSION***

***ACTION ITEMS***

Ms. Reynolds recommended the following:

- **Approve revision of the permanent (trust) fund principal amounts based on donations received in 2025:**

Fund	Principal 1/1/2025	2025 Contributions	Principal 12/31/25
King	29,620.00	1,000.00	30,620.00

2025 ANNUAL APPROPRIATIONS AND 2025 UNENCUMBERED BALANCE

- **Approve that all unencumbered funds be carried forward in the General Fund at 12/31/2025 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 \$34 - 35 million to carry forward to 2026. This includes establishing an operating contingency of \$2,150,000, representing the allowable 3% of the budget, and approximately \$32 -33 million available for operations in 2026, which is available for operations including transfers to the Building and Repair Fund. The 2026 budget will be included in the annual meeting.

REVISION OF THE 2025 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 2025 in local tax revenue and interest earnings less than anticipated expenses. As we have ongoing FMP needs, these savings will permit an additional transfer to the Building and Repair Fund in support of actual needs:**

*General Fund*

*Expenses*

Other Financing Uses - Transfers Out - Increase by	\$ 5,000,000.00
<i>Increase in expenses</i>	<u>\$ 5,000,000.00</u>

*Building and Repair Fund*

*Revenue*

Other Financing Sources - Transfers In	\$ 5,000,000.00
<i>Increase in resources</i>	<u>\$ 5,000,000.00</u>

AUTHORIZATION TO TRANSFER FUNDS

- **Authorize the transfer of funds, \$5,000,000 noted above to be transferred from the General Fund to the Building and Repair Fund.**

2025 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 2025. Any revisions made will be reported to the Board in February 2026.**

2025 BRANCH MAINTENANCE – MT. WASHINGTON BRANCH, MARIEMONT BRANCH AND OAKLEY BRANCH AND REPLACEMENT OF SHARONVILLE AND MADEIRA MECHANICAL EQUIPMENT

The three branches have scheduled reopening celebrations as follows:

Oakley Branch - December 20, 2025

Mariemont Branch - January 3, 2026

Mt. Washington Branch - February 14, 2026

Each of the branches will try to have soft openings as circumstances permit the week prior to the reopening celebrations.

The guaranteed maximum price agreement for the Madeira Branch mechanical equipment replacement was estimated at \$1,200,000 but is expected to come in closer to \$2M with an additional cost of approximately \$500,000 to reduce the branch closure from three months to one month. We are working to reduce these costs, but in order to maintain the schedule, we are requesting an increase in the 2025 Maintenance Project budget of \$615,000 as outlined below. As with the other maintenance projects, the actual GMP will be reported once executed. We will evaluate the installation options and the impact on service.

	Estimate	Actual
Mt. Washington Branch GMP	2,000,000	1,693,564
Oakley Branch GMP	1,000,000	914,902
Mariemont Branch GMP	1,500,000	1,365,149
Sharonville Branch mechanical equipment GMP	800,000	640,308
Madeira Branch mechanical equipment GMP estimate	1,200,000	2,500,000
	6,500,000	7,113,923

- **Increase the total estimated GMP to from \$6,500,000 to \$7,200,000 to increase the Madeira Branch equipment in 2025 Branch Maintenance Project.**

PLANNING FOR 2026

FMP Status of Capital Projects

During 2026, we will be working on Miami Township, College Hill, and the Delhi Township Branch. These three projects will complete the planned projects in the 2019 FMP. During 2026, we will be working to update the plan for the next ten years.

#### Lifecycle Replacements Including Branch Refreshes and Furniture Replacement

- **Authorize advertisement and selection of the design professional in early 2026, along with authorization for the Eva Jane Romaine Coombe Director to execute any necessary documents related to the agreement, with reporting to the Board upon selection for the 2026 for the roof retrofit and HVAC replacement at Green Township and the roof replacement with interior renovation of Covedale with the ability to add maintenance projects through 2028.**

We also plan to complete several refreshes during 2026 as resources permit.

Mr. Brown seconded.

Voting for the motion: Mr. Brown, Mr. Harding, Mr. Hendon, Ms. Louis, Ms. Redden, and Ms. Reynolds...6 ayes. The motion carried. **(20-2025)**.

Ms. Redden recommended the following:

#### BYLAW UPDATES

The Committee reviewed updated bylaws (Exhibit I). This update primarily focuses on updating the standing committees of the Board. In addition to the standing committees stated in the updated bylaws, an ad-hoc Technology committee is also being appointed for 2026 and is charged with reviewing and recommending to the Board matters that deal with library technology.

The committee recommended review during 2026 to consider modifications that could allow for virtual attendance, which is now permitted in accordance with Ohio Revised Code Section 121.221.

## **BYLAWS**

### **BOARD OF TRUSTEES**

#### **CINCINNATI AND HAMILTON COUNTY PUBLIC LIBRARY**

##### **ARTICLE I**

Section 1. The name of this library system is “Cincinnati and Hamilton County Public Library” and it is governed by a seven-person board of trustees (“Board”) who are appointed in accordance with law

Section 2. These bylaws shall constitute the rules of the Board with respect to the conduct of official business. Such rules shall equally be applicable to all committees and special committees of the Board.

##### **ARTICLE II**

Section 1. All meetings of the Board and its committees shall be open to the public but subject to the special provisions provided in Ohio Revised Code Section 121.22 or successor provision thereto; the holding of non-public executive sessions shall be in compliance with Ohio Revised Code, Section 121.22(G) or successor provision thereto.

Any person wishing to address the Board shall be required to sign in, providing both name and topic. Except in unusual cases approved by the Board, speakers shall be limited to three minutes. Public comment is reserved for meetings of the full Board of Trustees, at the Board President’s discretion, and is not accepted at committee meetings

Section 2. The annual meeting of the Board for purposes of electing officers for the year shall be held in accordance with Ohio law and may be held simultaneously with a regular meeting of the Board. The time and place of all regularly scheduled meetings of the Board and of committee meetings, and the time, place and purpose of all special meetings of the Board shall be posted on the Library webpage at least 24 hours prior to any meeting, excepting emergency meetings which are subject to the provisions of Ohio Revised Code Section 121.22(F) or successor provision thereto.

Any person, upon request and payment of a reasonable fee, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall include, but is not limited to, mailing the agenda of meetings to all subscribers on a mailing list or mailing notices in self-addressed, stamped envelopes provided by the requesting person.

Section 3. The order of business at all meetings of the Board and of committees of the Board shall be determined from time to time by the Board or the particular committee as the case may be.

Section 4. For the purpose of transacting any business, a quorum is a majority of the full membership but subject to the special provisions provided in Ohio Revised Code Section 375.35 or successor provision thereto.

##### **ARTICLE III**

Section 1. The officers of the Board shall consist of a President, a Vice President, and a Secretary and each of whom shall be elected at the annual meeting for a period of one (1) year or until his or her successors are chosen and qualified.

Section 2. The President shall preside at all meetings of the Board, shall appoint the standing committees for a year of which he or she shall be a member ex-officio without the right to vote, shall appoint all special committees unless otherwise provided, and shall perform such other duties as by custom or law devolve upon him or her but provided that all committee appointments shall be subject to ratification and approval by the Board.

Section 3. The Vice President shall perform the duties of the President in the latter's absence.

Section 4. The Secretary shall perform the usual duties pertaining to the office.

Section 5. A vacancy in any office may be filled at a special election held at the next regular or special meeting of the Board immediately following the occurrence of the vacancy. An officer elected to fill a vacancy shall hold that office for the balance of the year.

#### ARTICLE IV

Section 1. The standing committees of the Board shall be:

Facilities and Finance and Audit

Human Resources

Nominating & Governance

Operations & Community Service

These committees shall consist of at least 3 members each, the number of the membership of which shall be fixed from time to time by the President. The President shall annually submit for Board approval the Committee appointments. Meetings shall be held on call of the respective chairman, or on call of two members thereof. The Board may, from time to time, authorize the appointment of such other committees as it shall deem expedient for matters relating to the business of the Library and reporting thereon to the Board. Any committee created hereunder shall continue to perform the duties assigned to them until discharged by action of the Board.

Section 2. The Committee on Facilities and Finance and Audit is charged with reviewing and recommending to the Board matters concerning library facilities, and for reviewing master planning of facilities as they relate to comprehensive, long-term planning. The committee also reviews and recommends fiscal policies, reviews audit results, and assures that audit recommendations are appropriately addressed.

Section 3. The Committee on Human Resources is charged with reviewing and recommending to the

Board matters concerning the board and staff of the Library including personnel policies and benefits.

Section 4. The Committee on Nominating & Governance is charged with presenting a slate of officers at the December regular meeting. The Committee also highlights and recommends potential future Trustees to the appointing bodies. This Committee will consist of the Annual Officers of the Board and will also review bylaws annually and update as needed.

Section 6. The Committee on Operations & Community Service is charged with reviewing and recommending to the Board matters that deal with the provision of library service, development activities, and strategic planning.

## **ARTICLE V**

Section 1. At the annual meeting the Board shall appoint and fix the compensation of the chief executive of the library. This person shall devote his or her entire time to the duties of the office and, under the supervision and control of the Board, shall have complete charge of the Library.

The chief executive shall be expected to attend all meetings of the Board and to meet with all committees the President may appoint, excepting those the President shall order otherwise.

At each regular meeting the chief executive shall ensure that the operation and progress of the Library is reported to the Board.

Section 2. At the annual meeting, the Board shall elect a Fiscal Officer, who shall serve as the clerk of the Board and treasurer of the library funds, subject to the special provisions provided in Ohio Revised Code Sections 3375.32 and 3375.36 or successor provisions thereto.

The Fiscal Officer shall maintain a complete file of all instruments and documents of a permanent nature relating to the library and the Board. This person shall attend meetings of the Board and generally perform those duties delegated to the Chief Finance and Facilities Officer by action of the Board.

## **ARTICLE VI**

The use of the library system and the privileges thereof shall be governed by regulations therefore as may from time to time be adopted by the Board of Trustees.

## **ARTICLE VII**

The Trustees shall comply in all respects with the civil and criminal provisions of the Ohio Revised Code relating to conflicts of interest for public officials.

## **ARTICLE VIII**

These bylaws may be amended from time to time by the Board of Trustees.

Mr. Hendon seconded.

Voting for the motion: Mr. Brown, Mr. Harding, Mr. Hendon, Ms. Louis, Ms. Redden, and Ms. Reynolds...6 ayes. The motion carried. **(21-2025)**.

## ***INFORMATIONAL ITEMS***

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

Ms. Brehm-Heeger reported that:

#### OHIOANS APPROVE 90% OF PUBLIC LIBRARY LEVIES

Ohioans across the state continue to express their support for libraries at the polls. In total, voters approved 18 out of the 20 local public library levies on the ballot. The approved measures included 13 renewals; 1 additional; 3 replacement levies and one bond issue. Collectively, these passed by wide margins, with an average voter approval rate of 63%. The two levies that did not pass were decided by close margins (91 votes and 259 votes respectively). Since 2008, 92 percent of all library levies on Ohio ballots have been approved by voters.

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

I continue to serve as the Ohio Library Council's (OLC) Government Relations Committee Chairperson. I am pleased to continue in this important role at the state level.

#### FOREST PARK BRANCH RECEIVES DESIGN RECOGNITION

Our new Forest Park Branch was selected as the cover image for Library Journal's recent (November) Library Design 2025 issue. Forest Park, along with the new Mt. Healthy Branch, was featured in the article "Design of the Times: Good design makes everyone feel welcome."

#### BLACK MUSIC WALK OF FAME DOCUMENTARY

In partnership with Hamilton County Commissioner Alicia Reece, founder of the Cincinnati Black Music Walk of Fame, we hosted a screening of the new Cincinnati Black Music Walk of Fame documentary *From the Rocks* at the Forest Park Branch on November 20. The family-friendly watch party provided a chance for attendees to join a Q&A with the filmmaker, and members of the cast and crew.

#### THANK YOU

Finally, thank you to our community, staff, and Trustees for your continued support in 2025, particularly during the Spring Budget season. We accomplished a great deal, including the reopening of the renovated Cheviot Branch. We are in progress renovating the Avondale Branch, in building new Symmes and Miami Township Branches and on several necessary maintenance projects. We have also acquired a site for a new College Hill Branch. These projects build on our foundation of success as we step into the future. We were also selected to host the annual Urban Libraries Council Annual Forum for the first time, receiving positive comments from the 250+ urban library leaders in attendance about our Library and the city.

Public libraries are in a period of transformation and change. Visionary leadership is required to navigate these challenging times. As champions of reading, literacy, and learning, we are vital to our community's success. Your support is essential, and I am deeply grateful for it.

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

Ms. Redden reported that:

### MIAMI TOWNSHIP BRANCH REPLACEMENT

The Library is working with the architect, SHP, on the design schedule with plans to complete the design by early 2026 with the GMP bidding and execution immediately after. There is a community engagement session planned for December 11, 2025 to share the plans and gather feedback on the potential name change.

The Library communicated the Board direction on the branch renaming to the village administrator after the last meeting. The current design requires two setback variances and a parking space size variance. The Cleves zoning commission has approved the variances contingent on the Library, changing our name to include Cleves.

We are evaluating the implication of the building design and the site layout without any variances.

### SALE OF FORMER MADISONVILLE BRANCH 4830 WHETSEL AVE

The Purchase Sale Agreement was executed on November 20, 2025.

### MAIN LIBRARY PROJECT UPDATE

The Main Library Chillers, Cooling Tower and Generator Replacement work has begun. Turner has prepared the north parking lot area to receive and install the equipment. The interior preparation work is underway. All of the equipment is expected to be installed by mid-2026.

The Library has approved the mockup of the screening that will be installed along the 9<sup>th</sup> Street openings. We are waiting on the final pricing and the anticipated installation date.

### DELHI BRANCH REPLACEMENT PLANNING

The design process will begin in late 2025 with hopes of construction beginning in late 2026. The current project budget is \$18,000,000. After careful review of the current projects, we will be working with Emersion Design on the project.

J.S. Held will serve as our Owner's Representative on the project and will be active in the design process. We plan to commence design immediately with the intent of beginning construction next August and completion before the end of 2027. The existing branch will be demolished with a larger next generational Library being built on the site.

### SYMMES TOWNSHIP BRANCH RENOVATION AND ADDITION

The interior finish work continues with flooring going in and the demountable partition in the meeting room being installed. The exterior building metal trim is being installed. The construction trailer has been removed and site finish work is underway.

The solar panels are being connected to the mechanical system and the building automation system is being configured.

Turner has worked diligently to maintain the schedule and we are working to open the building in March 2026.

#### AVONDALE BRANCH MAINTENANCE AND RENOVATION

The complicated project is underway. As the demolish continues, more unknown conditions are discovered which may result in additional costs. We expect to have a summary of items for the February Board meeting.

#### COLLEGE HILL BRANCH REPLACEMENT PLANNING

We will be working with Emersion Design on this project upon successful completion of closing on the property. The design process will begin immediately with a goal of bidding in February 2026 so that work can begin by the spring with completion by the end of 2026. The current budget for construction is \$4.5 M with a project budget of \$6 M exclusive of the purchase price.

#### CHEVIOT BRANCH RENOVATION AND MT. HEALTHY BRANCH

We are working on obtaining the project close out documentation for Mt. Healthy Branch and Cheviot Branch.

#### 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 2025 and maintain an ongoing request on our public website instead of the past approach. This will meet the objectives of the requirement.

### **STRATEGY COMMITTEE REPORT**

Ms. Louis reported that:

#### DENISON CULTURE SURVEY STAFF FOCUS GROUPS

Michelle Matthews, Community and Staff Engagement Director, will provide a Power Point presentation updating our activities related to our recent Denison survey, including further feedback from the Staff Focus Groups held this past summer.

## MISSION ALL - IN – WARMING CINCINNATI

Mission All-In aims to support community members by providing essential winter clothing, lunch, and access to local community resources. Turner Construction and Holden Hands in conjunction with the Library sponsored Warming Cincy on Thursday, November 20. Community members enjoyed a meal, selected winter clothing, and visited a variety of community resource partners, including the Hamilton County 513Relief Bus. More than 1,000 customers entered the south building during the event.

## VETERANS DAY COMMEMORATION

On November 11<sup>th</sup> the Library hosted its 67<sup>th</sup> Annual Veterans Day Commemoration at Main Library to honor and celebrate the service of Hamilton County's veterans. The event also included a re-dedication of the Main Library as a Memorial Library.

Members of the community who are part of local veterans' associations, military support organizations, and service groups took part in the Veterans Day ceremony, including the Hamilton County Sheriff's Office Pipes & Drums, the Diamond Oaks JROTC, the Greater Cincinnati Chapter of the Tuskegee Airmen, the Greater Cincinnati Women's American Legion Post 644, the Military Order of the Purple Heart Chapter 3620, the U.S.S. Hornet Breakfast Group, and the City of Cincinnati Police & Fire Departments. Music was provided by the Hyde Park Brass Quintet. The keynote speaker, Colonel Richard L. Bevington, Jr., served in the Army during the Vietnam War. A special thank you to the Library Foundation who provided a free lunch for Veterans and attendees.

Several elected officials, or their staff, were in attendance including: OH House Minority Leader Dani Isaacsohn (District 24), State Representative Cecil Thomas (District 25), State Representative Ashley Bryant Bailey (District 26), Hamilton County Commission President Denise Driehaus, Cincinnati City Council Member Anna Albi, Mike Robison on behalf of U.S. Representative Warren Davidson (OH-8), and Nikko Griffin on behalf of U.S. Representative Greg Landsman (OH-1).

## UNIQUE PROGRAMS FOR ADULTS

- The Business Series at Madisonville and Forest Park offers a 15-week pathway for entrepreneurs and small business owners. Participants can attend the entire series or select sessions aligned with their goals, including topics like "Where to Start in January" and "Managing Money in February."
- Pet Portraits continues to be a customer favorite, inviting participants to paint portraits of their pets while sharing stories in a relaxed, social setting.
- Workforce readiness remains a focus, with Find Work, Build Skills + Resume Workshops held at four branches to help job seekers craft resumes and improve their employability.
- In collaboration with Brighton Center, we launched a financial literacy series starting with the tenant rights class at Mt. Healthy.
- We also partnered with Breakthrough Performance Group to offer free Lean Six Sigma White Belt certification. This hands-on problem-solving bootcamp helps job seekers develop operational excellence and business skills.

## SCIENCE OF READING

The Library is working with Jennifer Naegele, Reading Specialist at Mount St. Joseph University, to launch a quarterly newsletter in 2026 that supports the Science of Reading initiative. Each issue will feature practical literacy-building activities for children, and links to Library resources for additional support.

### US NATURALIZATION CEREMONIES

We have been invited to table and provide Library resources to new Americans at the Naturalization Ceremonies at the Potter Stewart U.S. Courthouse. We attended our first ceremony in October where 65 people from 31 countries were granted citizenship in a ceremony attended by family, friends, and elected officials.

## **TECHNOLOGY COMMITTEE REPORT**

Ms. Louis reported that:

### BOOKS BY THE BANKS

On November 15, the 18th annual Books by the Banks was held at the Main Library. This year's festival—the second hosted at Main—featured 109 authors. It was a very busy day, with 3,600 visitors to Main. Panel discussion attendance reached 808, up from last year.

### WEBEX CALLING IMPLEMENTATION

The Library will implement a new phone system, Webex Calling, to enhance communication. This cloud-based Voice over Internet Protocol (VoIP) solution will replace our current end-of-life system, avoiding costly upgrades and higher monthly charges. The change will save approximately \$100,000 annually and provide advanced features and stronger security protocols. Beginning in December and through Q1 2026, the transition will occur with minimal disruption.

### PRINT BOOKS & MATERIALS VENDOR UPDATE

In response to the October closure of our premier book vendor, Baker & Taylor, we shifted orders primarily to another partner, Ingram Content Group. This change has caused some disruption in the flow of materials arriving at the Distribution Center. The Statistical Highlight focuses on the work our staff does to make materials accessible as quickly as possible.

### DIGITAL STRATEGY UPDATE

As part of the Digital Strategy described in the August Board Report, the Library has maintained access via Temporary Cards to physical materials and research databases. Temporary Cards can no longer be used to check out digital materials from Libby, Hoopla, and Kanopy. Temporary Cards can be easily converted to permanent cards by visiting a branch location.

## **HUMAN RESOURCES COMMITTEE REPORT**

Ms. Reynolds reported that:

## 2025 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.

Following the substantial adjustments made through the 2025 Market Assessment, the Board has approved a total merit increase budget of 3% for all grades in 2026. Merit increases will be based on performance eligibility and will take effect on April 12, 2026, reflected on the April 30, 2026 pay date.

Staff who are at the maximum of their pay range (“red-circled”) will receive a one-time lump-sum payment of up to 3% of their annual pay. The Eva Jane Romaine Coombe Director be also be eligible for a merit increase of up to 3%. The funding associated with this plan will be included in the budget outlined in the Facilities, Finance & Audit Report for the Annual Meeting.

## STAFF RECOGNITION PROGRAM

We are in the process of planning our twelfth annual Staff Recognition Program. The Rookie of the Year and the Impact Award/Bunny Dehner prize, which will be announced in the February 2026 Board Report, will be awarded at this event. Our goal is to hold this event in May of 2026 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**

Mr. Brown reported that:

### NATE PELLEY, REGIONAL MANAGER, SERVICE DEPARTMENT

Nate Pelley is the Regional Manager for the Library’s MakerSpace region, overseeing 10 branches and contributing to major organizational projects as part of the Senior Leadership Team. Nate began his library career at the Delhi Township Branch as a Student Assistant in 1997 and has held roles across the system, including managing MakerSpace and Computers at the Main Library. In that role, he partnered with organizations including the Cincinnati STEM Collaborative, OhioMeansJobs, CityLink Center, and ArtWorks to connect customers with valuable community resources.

As one of the original MakerSpace team members in 2015, Nate helped shape the service model that has made the MakerSpace a destination for small businesses, non-profits, entrepreneurs, families, and creators of all kinds. He also played a key role in developing and facilitating hundreds of technology classes during his time in the TechCenter (now Computers) department. A graduate of the Tomorrow’s Leader Program,

Nate has served on numerous teams, including Summer Reading, the MakerSpace Experience Project Team, the Public Safety Initiatives Workgroup, and the Onboarding/Orientation project team.

A Cincinnati native, Nate brings a passion for inclusive customer service to his role. His background in innovative technology initiatives allows him to bring a unique perspective to the Senior Leadership Team as we continue to evolve along with the needs of our community.

### MAIN LIBRARY MAKERSPACE 10TH ANNIVERSARY AND REFRESH PROJECT

The Main Library Makerspace is celebrating its 10th anniversary and has become one of our most popular and innovative service areas, providing access to cutting-edge tools and creative opportunities. The popularity of maker equipment continues to grow, reinforcing the importance of maintaining a modern, welcoming, and functional space. To mark this milestone and ensure the Makerspace remains a premier destination for creativity and learning, we are undertaking a comprehensive refresh of the space. This includes upgrading equipment to the latest maker technology, along with new carpet, fresh paint, and updated furniture. Thanks to the Library Foundation for their generous support in funding makerspace equipment, which helps us continue to offer exceptional resources to our community.

To complete these improvements, the Makerspace will close on January 26 and reopen on February 2. During this brief closure, staff will oversee installation and setup. We are informing the public about the temporary closure and reopening date and will emphasize the exciting updates and the enhanced experience awaiting them.

As noted in the October Board Report, new pricing for maker services will take effect upon reopening in February. These adjustments reflect supply costs only, excluding labor, with outdated items removed, new categories added, and adjustments driven by inflation.

We look forward to a revitalized space that continues to inspire and engage.

### CONNECTING SMALL BUSINESS OWNERS TO USEFUL RESOURCES AT THE DEER PARK BRANCH

The Deer Park Branch has partnered with the Minority Business Assistance Center, a collaboration between the Ohio Department of Development and the Greater Cincinnati African American Chamber of Commerce, to host monthly office hours. These sessions provide entrepreneurs with free business management counseling, marketing plan development, and guidance on financial aspects of starting and operating a small business. In 2026, offerings will expand to include monthly workshops with the local SCORE chapter, which fosters vibrant small business communities through mentoring and education. Office hours take place on the first Wednesday of each month from 1:00 to 5:00 p.m., and SCORE workshops are the fourth Thursday of each month from 10:30 a.m. to noon.

### FEDERALLY FUNDED FOOD ASSISTANCE

The Library supported food security by providing 7,406 meals and snacks in October and 4,742 in November. This effort, made possible through a federally funded grant in partnership with UMC Ministries, ensures families receive assistance beyond traditional services.

### DISCOVERY PASS UPDATE

Partnerships continue to grow opportunities for learning and enrichment. All 16 Discovery Pass partners renewed for 2026, and five new sites joined in 2025, providing families with access to cultural and educational experiences across the region.

### WINTER CHECKOUT CHALLENGE 2026

The six-week Winter Checkout Challenge (WCC) runs January 16–February 28, engaging adults with Library services and materials and offering opportunities for enjoyment and support for mental well-being. Participants complete activities such as reading, library visits, and program attendance using themed bookmarks. Incentives include a personalized tote with collectible buttons at sign-up, weekly button prizes, and a royal blue mug for completion.

*A Cozy Night In* will kick off the WCC 2026 on Friday, January 9, from 6:30–9:00 p.m. at the Downtown Main Library. This after-hours event features a panel and book signing with authors Abby Collette, Heather Webber, and Kerry Winfrey. Tickets include a book, with a portion of the proceeds to benefit The Library Foundation. Guests will enjoy refreshments, craft stations, puzzle tables, and activities.

### NOTABLE UPCOMING PROGRAMS & EVENTS

- December 11 – Bookbinding with Cincinnati Book Arts Society, Sharonville Branch
- December 13 – Genealogy and Local History Department Tour and Orientation, Downtown Main Library
- December 15 – The Sacred Spark: Meet Author Katie Steele, Forest Park Branch
- December 16 – Penguin Pals presented by the WAVE Foundation, West End Branch
- December 22 – A Madcap Christmas Carol presented by Madcap Puppets, Downtown Main Library

## **DEVELOPMENT COMMITTEE REPORT**

Mr. Hendon reported that:

### DEVELOPMENT OFFICE

The Library has been the grateful recipient of a significant gift from Kathryn H. Weinrich for the Outreach Department.

### LIBRARY FOUNDATION

The Foundation's annual library employee giving campaign was from September 14th through October 11<sup>th</sup>, with 37% of staff participating with a gift or pledge.

The Foundation's annual Fall giving campaign has launched, with solicitation letters sent to approximately 26,000 households. The Foundation is participating in the Cincinnati Gives Challenge, a campaign coordinated by Cincinnati Magazine, primarily through social media.

Significant gifts have been received from the estate of Dorothy Lockspieser, the estate of James Galloway, Willard Vaughn, Anonymous, Dr. Rachele Bruno & Stephen Bondurant, Sarah & Richard Williams in

support of the Loveland Branch, and James Cheng.

ANDERSON TOWNSHIP LIBRARY ASSOCIATION (ATLA)

ATLA's Holiday and Nearly New Book Sale held on November 6th through 8th, was a success at the new location, Comboni Missionaries on Nagel Road. The annual donation ATLA made to support the Anderson Township and Mt. Washington Branch Libraries in November, was its largest gift ever made to the Library.

***CONSENT AGENDA ITEMS***

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

- Minutes of the Annual Meeting held October 14, 2025
- Monthly Financial Reports – for the periods ending October 31, 2025 and November 30, 2025
- Media Activity Report – October 6, 2025 – December 1, 2025
- Contributions, Gifts, and Donations – October 1, 2025 – November 30, 2025

**CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000**  
October 1, 2025 - November 30, 2025

10/02/25 LIBRARY FOUNDATION	TOM JONES/SUPPORT FOR SYMMES PLAY ELEMENT	50,000
10/17/25 LIBRARY FOUNDATION	PET MEMORIAL AND HONOR WITH BOOKS	4,583
11/13/25 KATHRYN H WEINRICH	SUPPORT FOR THE OUTREACH	4,000
11/21/25 ATLA	SUPPORT FOR ANDERSON BRANCH	27,500
11/21/25 ATLA	SUPPORT FOR MT. WASHINGTON BRANCH	22,500

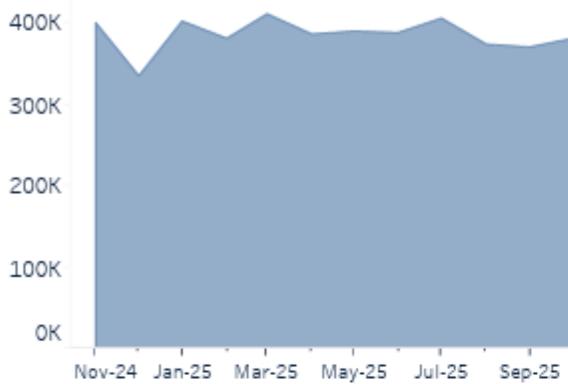
- Personnel Change Report through December 1, 2025

<u>ACTION</u>	<u>REASON</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>DATE</u>
Appointment	New hire	Kerstiens, Tobias	PT20-TC_Makerspace Tech	1 & 2 North	0.50	4	10/12/2025
Appointment	New hire	Henson, Lara	Branch Shelver	Blue Ash	0.30	1	10/12/2025
Appointment	Rehire	Adi, Haneen M.	PT20-Monitor Mentor	St. Bernard	0.50	6	10/12/2025
Appointment	New hire	Allen, Olivia K.	Sorter	Sorting and Mat Retrieval	1.00	2	10/12/2025
Appointment	New hire	Bartley, Asha	PT20-Library Customer Adv	1 South	0.50	4	10/12/2025
Appointment	New hire	Flanagan, Kathleen M.	PT20-Library Customer Adv	Mt. Healthy	0.50	4	10/12/2025
Appointment	New hire	Friend, Hannah L.	PT20-Library Customer Adv	West End	0.50	4	10/12/2025
Appointment	New hire	Laux, Mara	Branch Shelver	Blue Ash	0.30	1	10/12/2025
Appointment	New hire	Sallee, Alexander L.	PT20-TC_Makerspace Tech	1 & 2 North	0.50	4	10/12/2025
Appointment	New hire	Stuebbe, Catherine	Sorter	Sorting and Mat Retrieval	1.00	2	10/12/2025
Appointment	New hire	Stumbo, Myles O.	PT20-Library Customer Adv	Madeira	0.50	4	10/12/2025
Appointment	New hire	Walker, Ryshawd J.	Branch Shelver	West End	0.30	1	10/12/2025
Appointment	New hire	Zimpfer, Benjamin R.	PT24-Library Customer Adv	Walnut Hills	0.60	4	10/12/2025
Appointment	New hire	Ward, Dariah	HW Help & Enrichment Asst	West End	0.30	4	10/26/2025
Appointment	New hire	Sagers, Jordyn A.	PT20-Library Customer Adv	3 South	0.50	4	10/26/2025
Appointment	New hire	Lang, Hannah	PT20-Library Customer Adv	Harrison	0.50	4	10/26/2025
Appointment	New hire	Morgan, Gabriel P.	PT20-Library Customer Adv	St. Bernard	0.50	4	10/26/2025
Appointment	New hire	Pop, Samuel	Branch Shelver	Madeira	0.30	1	10/26/2025
Appointment	New hire	Bell, Nathaniel T.	PT20-Library Customer Adv	Pleasant Ridge	0.50	4	10/26/2025
Appointment	New hire	Anderson, Valarie M.	HW Help & Enrichment Asst	Covedale	0.30	4	10/26/2025
Appointment	New hire	Burns, Danielle	PT20-Library Customer Adv	Symmes Township	0.50	4	10/26/2025
Appointment	New hire	Grob, Jennifer	PT20-Library Customer Adv	Bond Hill	0.50	4	10/26/2025
Appointment	New hire	Adams, Milo	PT20-Library Customer Adv	1 South	0.50	4	10/26/2025
Appointment	New hire	Healy, Payton R.	Public Safety Specialist	Public Safety	1.00	6	10/26/2025
Appointment	New hire	Hill, Samantha	PT20-Library Customer Adv	Deer Park	0.50	4	11/09/2025
Appointment	New hire	Hornsby, Matthew D.	Facility Property Manager	Facility Operations	1.00	12	11/09/2025
Appointment	New hire	Sabo, Jeffrey A.	Public Safety Supervisor	Public Safety	1.00	9	11/09/2025
Appointment	New hire	Williams, Danielle Y.	PT20-Library Customer Adv	Price Hill	0.50	4	11/09/2025
Appointment	New hire	Toney, Ashley	Monitor Mentor	Mt. Healthy	0.375	6	11/09/2025
Appointment	New hire	Frosini, Christopher	Human Resources Partner	Human Resources	1.00	9	11/23/2025
Appointment	New hire	Rudolph, Amberly	HW Help & Enrichment Asst	Mt. Healthy	0.30	4	11/23/2025
Appointment	New hire	Weber, Alexandra M.	Public Safety Specialist	Public Safety	1.00	6	11/23/2025
Promotion	Promotion	Pelley, Nathaniel D.	Regional Manager	Service	1.00	12	10/12/2025
Promotion	Promotion	Willis, Lila D.	Library Customer Adviser	Hyde Park	1.00	4	10/26/2025
Promotion	Promotion	Lehotta, Siobhan	Branch Manager	Loveland	1.00	9	10/26/2025
Promotion	Promotion	Hicks, Andrew M.	Acquisitions Specialist	Materials Selection&Acq	1.00	5	10/26/2025
Promotion	Promotion	Kowsky, Capri E.	Cataloging Assistant	Catalog&Processing	1.00	3	11/23/2025
Promotion	Promotion	Ponferrada, Elizabeth A.	Branch Supervisor - YS	Blue Ash	1.00	9	11/23/2025
Change	Lateral transfer	Karle, Elizabeth	PT20-Library Customer Adv	Covedale	0.50	4	10/12/2025
Change	Change in FTE	Botsford, Rachael	PT24-Library Customer Adv	Madeira	0.60	4	10/12/2025
Change	Transfer	DiLoreto, Erika	Customer Service Sub	Customer Service Subs	0.725	4	10/12/2025
Change	Lateral transfer	Osborn, Heather Y.	PT24-Library Customer Adv	Symmes Township	0.60	4	11/23/2025
Change	Transfer	Tejeda, Margaret M.	Library Customer Spec	Deer Park	1.00	5	11/23/2025
Demotion	Voluntary Demotion	Barnum, Terry L.	Youth Librarian	College Hill	1.00	7	10/12/2025
Departure	Resignation	Hand, Ruby L.	Branch Shelver	Walnut Hills	0.30	1	10/09/2025
Departure	Resignation	Kinney, Chelsea J.	PT20-Library Customer Adv	1 South	0.50	4	10/11/2025
Departure	Resignation	Rose, Arra B.	PT20-Library Customer Adv	Pleasant Ridge	0.50	4	10/14/2025
Departure	Resignation	Propst, Violet E.	Public Safety Specialist	Public Safety	1.00	6	10/14/2025
Departure	Resignation	Brookhart, Erin M.	Visual Merchandiser	Brand Team	1.00	7	10/17/2025
Departure	Resignation	Melvin, Barbara A.	HW Help & Enrichment Asst	Reading	0.30	4	10/20/2025
Departure	Departure	Gerth-Unger, Jennifer R.	PT24-Library Customer Adv	Symmes Township	0.60	4	10/23/2025
Departure	Retirement	Spiegel, Jill D.	PT20-Library Customer Adv	Symmes Township	0.50	4	10/24/2025
Departure	Resignation	Uzo-Ngerem, Victor	Branch Shelver	Mt. Healthy	0.30	1	10/25/2025
Departure	Resignation	Connell, Hope M.	Library Customer Adviser	St. Bernard	1.00	4	10/30/2025
Departure	Retirement	Causey, Stevie	Public Safety Supervisor	Public Safety	1.00	9	10/31/2025
Departure	Departure	Kraus, Katharine A.	Library Customer Spec	Monfort Heights	1.00	5	11/10/2025
Departure	Resignation	Toney, Ashley	Monitor Mentor	Mt. Healthy	0.375	6	11/14/2025
Departure	Resignation	Chalmers, Hailey G.	Branch Shelver	Anderson	0.30	1	11/15/2025
Departure	Resignation	Henson, Lara	Branch Shelver	Blue Ash	0.30	1	11/19/2025
Departure	Departure	Linder, William G.	Library Customer Adviser	1 South	1.00	4	11/20/2025
Departure	Resignation	Joppru, Carolina R.	Branch Shelver	Reading	0.30	1	11/21/2025
Departure	Resignation	Allen, Olivia K.	Sorter	Sorting and Mat Retrieval	1.00	2	11/21/2025
Departure	Resignation	Witt, Alexis N.	Library Customer Adviser	St. Bernard	1.00	4	11/21/2025
Departure	Resignation	Ashe Ph.D., Jessica	HW Help & Enrichment Asst	Madisonville	0.30	4	11/28/2025
10/8/2025 - 12/1/2025							

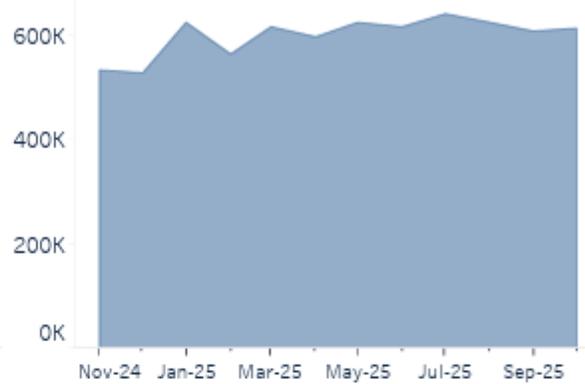
- Statistical Report for October 2025 and November 2025

## Statistical Report - October 2025 Trailing 12 Months of Data

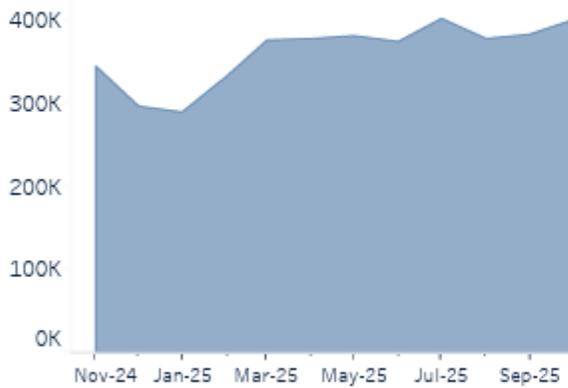
**Original Circulation**



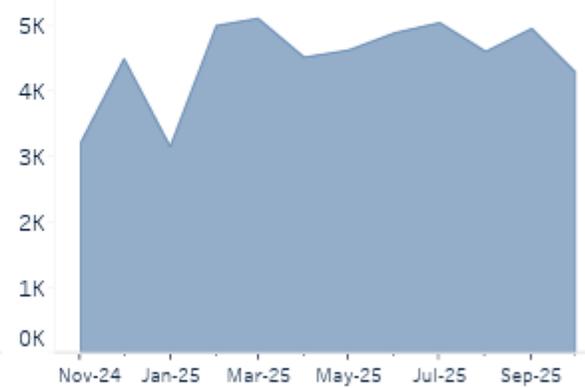
**Digital Circulation**



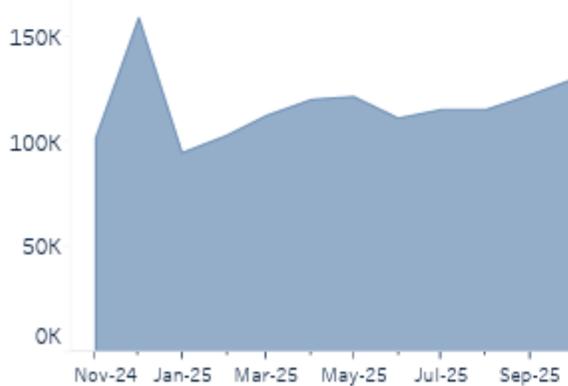
**Visits In-Person**



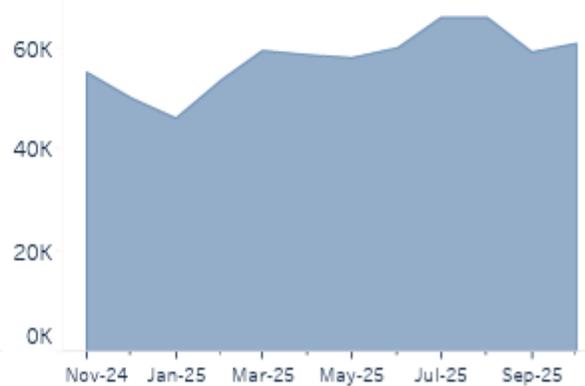
**Visits Curbside & Drive-thru**



**Wi-Fi Sessions**



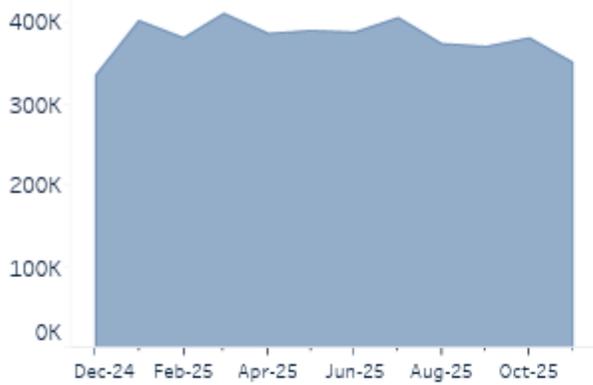
**PC Sessions**



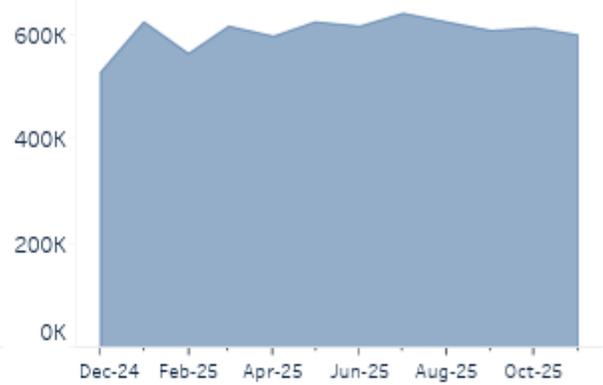
# Statistical Report - November 2025

## Trailing 12 Months of Data

### Original Circulation



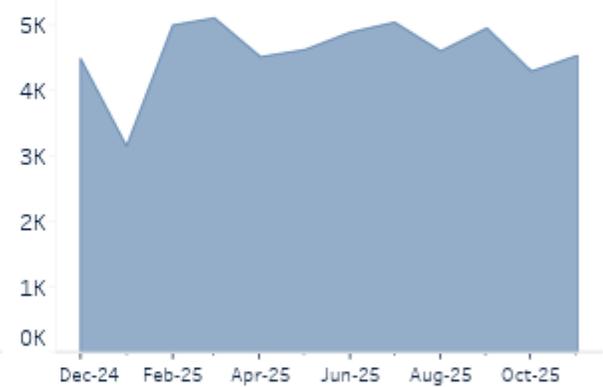
### Digital Circulation



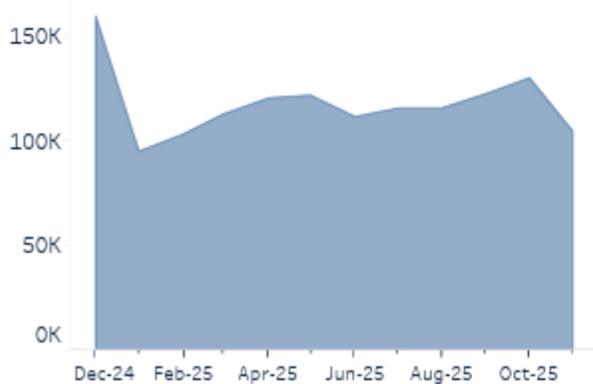
### Visits In-Person



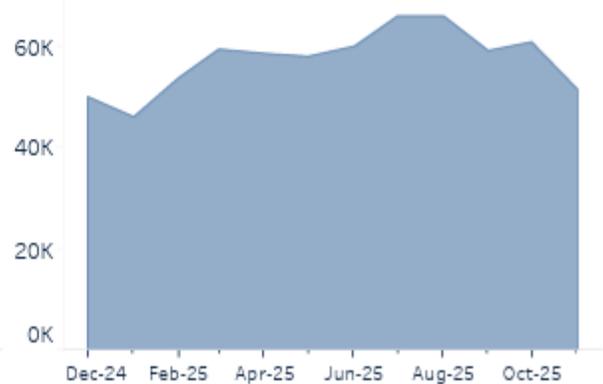
### Visits Curbside & Drive-thru



### Wi-Fi Sessions



### PC Sessions



- Statistical Highlights – Usage Snapshot New & Renovated Locations



# Cataloging & Processing @ the Distribution Center



**313**

pallets received at the DC from book & AV vendors 2025 to-date



**223,317**

new physical items prepared for customers 2025 to-date



**6,767**

Digital Library items, e.g., Cincinnati Enquirer photos, Library History Project, edited 2025 to-date



**64,724**

catalog records added 2025 to-date (bulk upload)



**23,743**

catalog records added 2025 to-date (individual entry)

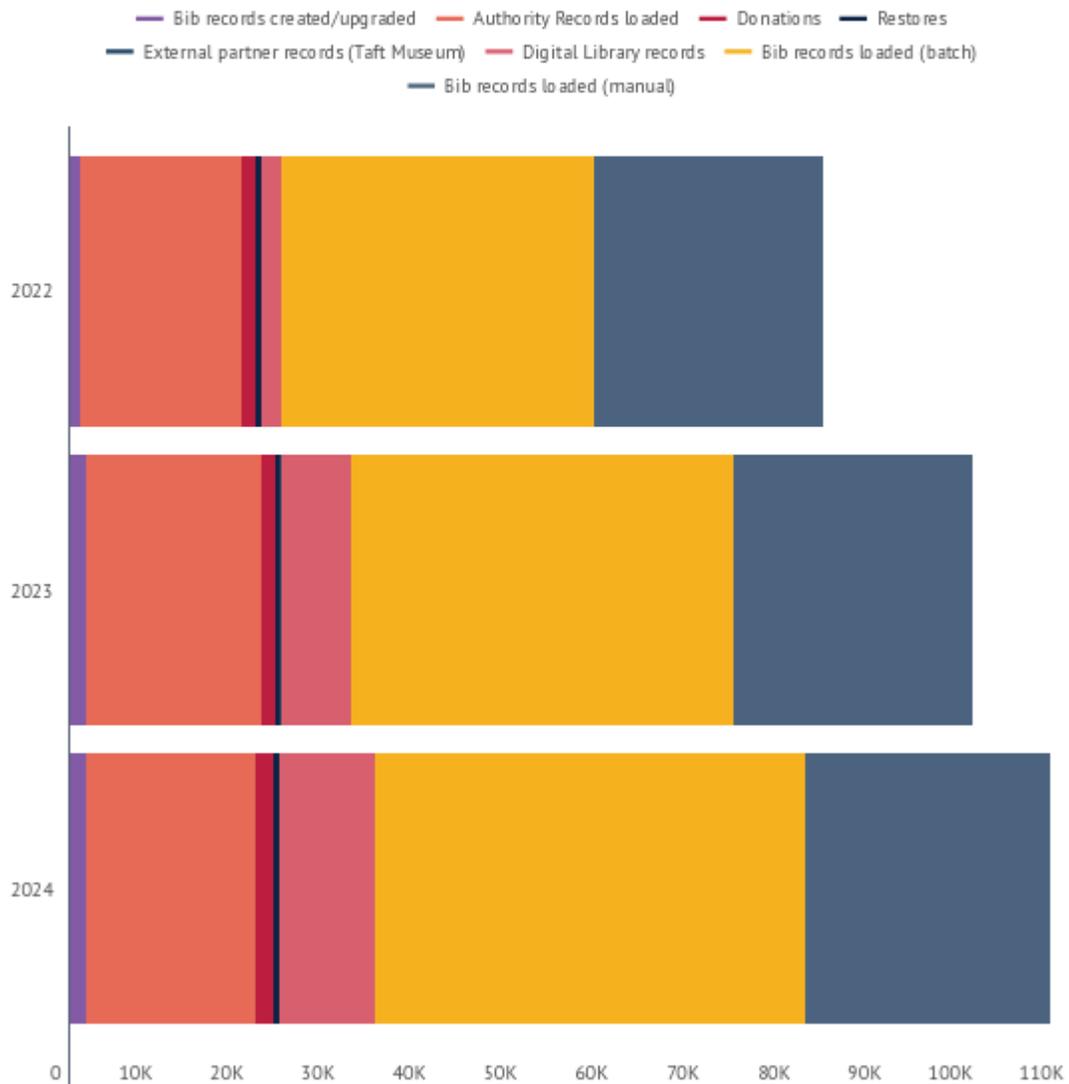


The pink flamingo represents the next pallet in the cue, based on date of receipt.



# CAP Data Highlights

## Cataloging Services



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

Cincinnati and Hamilton County Public Library  
**Investment Summary as of November 30, 2025**

	Amount As of 10/31/2025	Amount As of 11/30/2025
<b>Fifth Third Investment:</b>		
General Fund	\$23,140,473.00	\$20,503,950.50
Building and Repair	\$14,141,057.50	\$12,144,057.50
<b>Total</b>	<b>\$37,281,530.50</b>	<b>\$32,648,008.00</b>
<b>Fifth Third Operating Account:</b>		
General Fund	\$23,546,212.77	\$25,301,357.97
Insurance Reserve	\$230,000.00	\$230,000.00
Special Revenue Funds	\$3,013,501.87	\$3,291,999.80
Building and Repair	\$29,693,944.73	\$27,724,853.73
Permanent Trust Funds	\$1,655,923.05	\$1,650,558.29
<b>Total</b>	<b>\$58,139,582.42</b>	<b>\$58,198,769.79</b>
<b>STAR Ohio:</b>		
Building and Repair	\$1,308,712.17	\$1,313,474.41
<b>Total</b>	<b>\$1,308,712.17</b>	<b>\$1,313,474.41</b>
<b>U.S. Bank Managed Investments (Trust Funds):</b>		
<b>Total</b>	\$6,778,407.00	\$6,778,407.00
<b>Grand Total</b>	<b>\$103,508,232.09</b>	<b>\$98,938,659.20</b>

Ms. Redden seconded.

Voting for the motion: Mr. Brown, Mr. Harding, Mr. Hendon, Ms. Louis, Ms. Redden, and Ms. Reynolds...6 ayes. The motion carried. (22-2025).

The Regular Meeting was then adjourned.

\_\_\_\_\_  
 President

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