

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

Date: April 14, 2026

Meeting: Regular

Place: Main Library

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Mr. Hendon, Ms. Louis, and Mr. Olsen.

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

PUBLIC COMMENTS

Comments received electronically to the Clerk of the Board will be memorialized in the meeting minutes.

For all comments, The Board of Trustees of the Cincinnati and Hamilton County Public Library (“Board”) welcomes public input in its deliberations. The Board further recognizes both the importance of public comment on issues before the Board and the ability of members of the community to express their views on matters of interest to the Library. We do have a full public participation policy which includes a 3-minute limit on in-person comments. Please remember that Public comments are for us to listen to you and your fellow community members. It is unlikely that we will make any remarks. We reflect on your comments, research subjects, and consider any relevant legal codes and issues. We will set an alarm for 3 minutes and will alert in-person speakers that their time has expired. We ask commenters to be civil, and those addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting, and refrain from vulgar, profane, or harassing remarks. The President of the Board (or other presiding officer) may terminate any

presentation deemed not to adhere to these standards.

DIGITAL PUBLIC COMMENTS

ACTION ITEMS

Ms. Reynolds recommended the following:

- **Approve the 2027 Operating Budget and Capital Budget as follows:**

OPERATING BUDGET

The proposed general fund operating budget of \$89,857,000 is approximately 3.0% greater than the original 2026 appropriations. This includes allowances for increases to salary costs for the annual merit increase as well as slight increases in other categories of expenditure in support of the strategic plan of the Library.

**Cincinnati and Hamilton County Public Library
2027**

	<u>General Fund</u>	
	2026	2027
Beginning Balance	35,300,000.00	33,847,000.00
Public Library Fund	48,692,530.00	63,202,397.00
Local Tax Levy	54,210,960.00	54,210,960.00
Subtotal	102,903,490.00	117,413,357.00
Other Library Revenue	2,748,510.00	1,796,643.00
Total Receipts	105,652,000.00	119,210,000.00
Operating Expenditure	87,105,000.00	89,857,000.00
Transfers Out	20,000,000.00	60,000,000.00
Total Expenditure	107,105,000.00	149,857,000.00
Ending Balance	33,847,000.00	3,200,000.00
Less Contingency	-	3,200,000.00
Available Balance	33,847,000.00	-

CAPITAL BUDGET

The capital budget includes the remaining anticipated projects identified in the Facility Master Plan released in January 2020 for projects between 2027 – 2028 (costs updated for current estimates).

Intended use of 2027 Funding:

<u>PROJECT</u>	<u>Estimate</u>
Lifecycle Repair and Maintenance	30,000,000
Elmwood Place update	1,000,000
Potential Norwood Branch update	10,000,000
Potential Blue Ash Branch update	12,000,000
Potential Wyoming Branch update	5,000,000
Systemic security upgrades	2,500,000
	<u>60,500,000</u>

CONTINGENCIES

The budget reserves two contingencies – a \$3,200,000 operating contingency (3%) in the General Fund and a \$2,000,000 capital contingency in the Building and Repair Fund.

FUNDING – CARRYFORWARD & REQUIRED NEW FUNDING

The General Fund expects to end 2026 with approximately \$33.8 million of available funding. To fund the 2027 budget, the Library will need intergovernmental revenue of slightly more than \$117 million. The source of that revenue is the Public Library Fund and local property taxes. For budget purposes, property tax receipts for 2026 are estimated at \$54,210,960. This is approximately the amount expected for 2026. The balance of the intergovernmental revenue, \$63,202,397, is being requested from the Public Library Fund. We recognize that this is much greater than the revenue we are likely to receive but our ongoing facility needs remain greater than our resources.

LOVELAND BRANCH LEASE

- **Authorize the Eva Jane Romaine Coombe Director to extend the lease on the Loveland Branch which expires at the end of 2026 but it contains a renewal clause for five more years (2027 – 2031) with a continued 2% increase per year and request an additional five-year extension option (2032 – 2036) to be added. We have reviewed the terms with market conditions and consider them favorable for the Library.**

AVONDALE BRANCH MAINTENANCE AND RENOVATION

The recent wet weather has impacted the exterior progress. In addition, existing conditions at the connection location in street have stalled the installation of the storm system. Turner is working through the issues, and we are confident the overall timeline will be maintained.

On the interior, the work on the electrical installation continues and the complicated plumbing work is underway. The interior framing in the lower level is expected to start in April.

The project remains on track to reopen in the late summer.

- **Confirm the following change order that modifies the Avondale Branch Maintenance and Renovation GMP for Turner Construction for the design modifications necessary related to**

unforeseen conditions including required water line replacements, drywall repair of ceiling and the sewer connection at the street which has been approved:

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	#2	Unforeseen conditions - water line replacement; drywall repair and street connections NTE	\$ 125,450.00

Mr. Brown seconded.

Voting for the motion: Mr. Brown, Mr. Harding, Ms. Redden, and Ms. Reynolds...4 ayes. The motion carried. **(04-2026)**.

Mr. Harding recommended the following:

EXHIBITS POLICY UPDATE

As the Library has expanded and modernized its facilities through the Facility Master Plan, exhibits have become a frequently requested use of our public space. The updated Exhibits Policy and Guidelines (Proposed Policy Exhibit A) replace a policy last revised in 2006 and reflect current operational practices and legal considerations. The revised policy clarifies the Library’s role and the updated guidelines provide expectations for exhibitors regarding eligibility, responsibilities, and use of exhibit space, supporting consistent, transparent, and equitable management of exhibits across the system.

Ms. Reynolds seconded.

Voting for the motion: Mr. Brown, Mr. Harding, Ms. Redden, and Ms. Reynolds...4 ayes. The motion carried. **(05-2026)**.

Mr. Harding recommended the following:

POLICY UPDATE PROJECT

In 2026, we are taking a comprehensive approach to reviewing all HR policies and guidelines. As mentioned in the February 2026 Board Report, Human Resources is actively reviewing existing policies and developing recommendations for consolidation, updates, additions, or removal where appropriate. Recommendations are shared with a staff work group for input.

A key focus of this overall project is:

- Ensure policies are clear, concise, and centered on purpose and direction
- Ensure guidelines provide detailed, tactical direction for implementation

Currently, many of our policies include operational details that are better suited for more tactical guidelines that offer day-to-day guidance.

As part of this review process:

- Operational details will be transitioned from policies to guidelines
- This allows for more efficient updates as processes evolve
- These efforts reflect best practice and ensure staff receive timely, reliable information across the system

The first group of policies recommended for revision according to the above direction are policies that align with Compensation and Timekeeping (listed in bold below):

- These policies have been revised to remove operational details.
- Many were last revised some time ago and were written by multiple authors over the years. As such, they have also been updated to use consistent voice and common language.
- Most are policy revisions, with one policy elimination as the content of the current policy is updated and aligned with revised pay administration guidelines.
- Additionally, and of note, updates to the Safe Driving Policy have been made in order to meet our insurance carrier's requirements.

It is recommended that the following changes be approved:

- **Consolidate the Exempt and Nonexempt Designation Policy and Overtime Policy to create the Exempt/Nonexempt Job Classification & Overtime Policy (Proposed Policy Exhibit A)**
- **Revise the Hours of Work Policy (Proposed Policy Exhibit B)**
- **Revise the Meal Periods Policy and rename to Meal & Rest Breaks Policy (Proposed Policy Exhibit C)**
- **Revise the Timekeeping Policy (Proposed Policy Exhibit D)**
- **Revise the Flexible Work Arrangement Policy and rename to Remote Work Policy (Proposed Policy Exhibit E)**
- **Revise the Pay Administration Policy (Proposed Policy Exhibit F)**
- **Eliminate the Job Re-evaluation Policy, as this content is addressed in the Pay Administration Guidelines (Current Policy Exhibit G)**
- **Revise the Safe Driving Policy and rename to Vehicle Use & Safe Driving Policy (Proposed Policy Exhibit H)**

EXHIBIT A

PROPOSED EXEMPT/NONEXEMPT JOB CLASSIFICATION & OVERTIME POLICY- EFFECTIVE 4/15/2026

The Cincinnati & Hamilton County Public Library adheres to the Fair Labor Standards Act (FLSA) to classify positions as exempt or nonexempt based upon guidelines established by the U.S. Department of Labor. Nonexempt employees receive overtime pay for hours worked over 40 in a workweek.

EXHIBIT B

PROPOSED HOURS OF WORK POLICY- EFFECTIVE 4/15/2026

The Cincinnati & Hamilton County Public Library establishes work hours based on operational needs, workload demands, customer service requirements, and appropriate staffing levels. The work schedule for all employees is based on the number of hours they are hired to work and is determined and/or approved by their direct leader. Employees will be informed of their daily schedule and of any schedule changes deemed necessary.

EXHIBIT C

PROPOSED MEAL & REST BREAKS POLICY- EFFECTIVE 4/15/2026

The Cincinnati & Hamilton County Public Library provides employees with an unpaid meal break during the course of their workday, according to hours worked. Paid rest breaks may also be offered, subject to scheduling availability.

EXHIBIT D

PROPOSED TIMEKEEPING POLICY- EFFECTIVE 4/15/2026

The Cincinnati & Hamilton County Public Library requires all employees to record time worked in addition to approved leave via the timekeeping system. Direct leaders are responsible for verifying and approving all hours worked by their direct reports, including PTO and Sick time, as recorded in the timekeeping system and inputting all other paid time off.

EXHIBIT E

PROPOSED REMOTE WORK POLICY- EFFECTIVE 4/15/2026

The Cincinnati & Hamilton County Public Library offers remote work arrangements for eligible employees in suitable positions. A remote work arrangement is defined as an adjustment, approved by the direct leader and CHPL, to an employee's standard work location while supporting operational needs. Remote work may be modified or discontinued based on scheduling, performance, staffing, and/or any other requirements.

EXHIBIT F

PROPOSED PAY ADMINISTRATION POLICY- EFFECTIVE 4/15/2026

The Cincinnati & Hamilton County Public Library is committed to providing a total compensation package, including competitive benefits, that enables us to attract and retain highly skilled and talented employees. CHPL will provide, within the means of our operating budget, appropriate levels of pay that are: based on job responsibilities; competitive within the markets in which CHPL competes for talent; equitable; and reflective of an individual's skill, performance, knowledge, years of service with CHPL, and prior experience, when required.

EXHIBIT G

CURRENT JOB RE-EVALUATION POLICY – TO BE ELIMINATED

A position may be reevaluated if there has been a significant change in the nature of the job duties or level of responsibility.

A staff member whose job reevaluation results in a higher-grade assignment will have their pay rate adjusted to a merit level in the new grade that is not less than their current hourly rate on the effective date of the regrading.

EXHIBIT H

PROPOSED VEHICLE USE & SAFE DRIVING POLICY - EFFECTIVE 4/15/2026

Cincinnati & Hamilton County Public Library employees who operate vehicles during work time are expected to do so safely and in compliance with all applicable laws and regulations. Employees identified as Routine or Regular drivers, as defined in the affiliated guidelines, are required to report any moving violations to Human Resources within three (3) business days of receiving the citation. This requirement applies regardless of whether the infraction occurred during or outside of work hours.

Mr. Brown seconded.

Voting for the motion: Mr. Brown, Mr. Harding, Ms. Redden, and Ms. Reynolds...4 ayes. The motion carried. (06-2026).

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

STATE LEGISLATIVE ACTIVITIES

On Wednesday, March 18, several hundred public library staff members, administrators, and Trustees met in Columbus to advocate on behalf of Ohio's public libraries at the Ohio Library Council's Library

Legislative Day. Representatives from our Library included Board Vice-President Colleen Reynolds, Board Secretary Christopher Harding, Community & Employee Engagement Director Michelle Matthews, Government Relations Coordinator Rae Vuic, and myself. OLC staff gave an update on pending legislation of interest to libraries, followed by a presentation provided by Ohio Office of Management and Budget Director Kimberly Murnieks. The formal presentations concluded with a panel on advocacy featuring several Library Directors, including me, who have been a part of the state's budget process for several decades.

Our Library representatives met with members of our Southwest Ohio House delegation including Minority Speaker Isaacsohn, Representatives Abrams, Bryant Bailey, Brownlee, and Thomas. We met with legislative aides from Senators Blessing, Ingram, and Wilson's offices.

PUBLIC LIBRARY LEVY ISSUES ON THE MAY BALLOT IN OHIO

There are 13 systems with levy issues and a total of 14 issues on the upcoming May 5 ballot. Seven are new/additional levies, six are renewals, and one is a renewal with an increase.

ASIANATI BRIDGE BUILDER AWARD

The Library was recognized at Asianati's Golden Gala with a Bridge Builder award. This recognition honored our partnership in creating educational and entertaining cultural events, specifically honoring 2025's "Passport to Japan" program held on a Saturday that saw more than 1300 visits to the Main Library thanks to the event. Attendees experienced the art, culture, and food of Japan through various activities, workshops, and performances, in collaboration with multiple local partners including Asianati, the Japan America Society of GC, Queen City Riichi, Matsuri Con, and more.

CINCINNATI STATE LEADERSHIP PROGRAM GRADUATION

The second cohort of staff will be graduating from the Cincinnati State Technical and Community College Community Leadership Certificate Program this spring. Congratulations!

ANNUAL STAFF RECOGNITION EVENT

Our staff recognition celebration will be on Sunday, May 17 from 5:30 – 8 p.m. at the Main Library. We are inviting current staff, retirees, Library Trustees, and their families to celebrate with us this year. Thanks to our dedicated members of the Staff Recognition Team for ensuring we have this opportunity to celebrate our great staff! Thanks, too, for the support of the Foundation in ensuring we have great refreshments for our event.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Harding reported that:

FACILITY MASTER PLAN UPDATE

The current FMP was developed in 2019 with implementation beginning in 2020. With the design of the Delhi Branch replacement underway, we have achieved the major milestones that are outlined in the

plan. The planned projects along with several maintenance improvements have impacted twenty-six locations and we have spent over \$155M of the taxpayers' resources on our welcoming spaces.

With the progress of the plan and the upcoming 2018 levy set for renewal, we plan to reengage Group 4 Architecture, Research + Planning, Inc. to review and update as necessary the guiding principles of the plan. In addition, over the remainder of 2026, they will work with the Board, Library leadership and the community to outline a framework and timeline for the next ten years that is adaptable based on potential funding modifications.

EV CHARGING PROJECT

The Library partnered with Hamilton County and energy consultant Donovan Energy on a grant application for OKI-allocated federal Carbon Reduction Program (CRP) grant in 2024. The project was recently put out for bid by Hamilton County and the project is expected to be completed this summer. The five locations which include one in each of the five FMP planning zones are Anderson, Harrison, North Central, Sharonville and Walnut Hills.

Community engagement sessions and one staff input session were held prior to the grant application process in 2024. We will work with Donovan Energy to hold additional community engagement sessions prior to the roll out of the new chargers.

As part of the construction project, EV charging was included at Symmes. We are reviewing the pricing model and guidelines in our local market as well as libraries throughout Ohio. We will set the price based on cost recovery of the electricity and other fees associated with the management of the equipment and process. We will set the charging hours and access guidelines to balance the Library's safety needs and access by the community. We hope to open the charging stations by the end of April.

MAIN LIBRARY PROJECT UPDATE

The installation of the equipment for Main Library Chillers, Cooling Tower and Generator Replacement is complete. The connections and testing of the work are underway.

The screening elements that will be installed along the 9th Street openings are expected to go in by the end of April.

MIAMI TOWNSHIP BRANCH REPLACEMENT

In February, the Board approved a guaranteed maximum price of \$5M and an overall project budget of \$7.1M. The initial review of the bids indicated the cost of construction was over budget by almost 20%. We have worked with both Turner Construction and SHP Architects to make design modifications to reduce the budget. These changes include eliminating a secondary drive at the rear of the building, relocating the mechanical equipment from the roof of the building to the rear of the building, modifying the section of metal roof so that the entire roof is one continuous product, and minor interior design selections.

We expect the updated pricing and execution of the GMP by mid-April. Our goal is to keep the overall project cost to the previously approved \$7.1 million.

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

The Oakley Branch reopened on December 13, 2025, the Mariemont Branch reopened on January 3, 2026 and the Mt. Washington Branch reopened on February 14, 2026. The Sharonville Branch mechanical equipment has been installed.

The Madeira Branch mechanical equipment replacement is scheduled for later this summer.

The completed projects are working through punch list items and close out documents.

DELHI BRANCH REPLACEMENT PLANNING

The design process is progressing quickly. We intend to have an engagement session in early summer to share the designs, the timeline, and the plans for the temporary location. The temporary location is scheduled to begin operation in September. As noted previously, the existing branch will be demolished with a larger next generational Library being built on the site.

SYMMES TOWNSHIP BRANCH RENOVATION AND ADDITION

The construction of the branch is complete. Over the last few months, the furniture and equipment has been installed and tested. This branch will be the first one in the system to include a small sorter to help process the large volume of library materials that move through the space.

The opening is scheduled for April 11, 2026.

COLLEGE HILL BRANCH REPLACEMENT PLANNING

The design process is ongoing with expected completion of construction documents by the end of March. Turner will work to bid in April with a GMP by late May. The current budget for construction is \$4.5 M with a project budget of \$6 M exclusive of the purchase price.

SALE OF FORMER MADISONVILLE BRANCH 4830 WHETSEL AVE

As previously reported the Purchase Sale Agreement was executed on November 20, 2025. The buyer has requested and been granted a 45-day extension to the financing portion of the inspection period in order to obtain required documentation.

2025 AUDIT

The Fiscal Office is working with the Local Government Services (LGS) unit of the Auditor of State's Office to prepare our Annual Comprehensive Financial Report. The work on the annual audit has commenced with the firm of Julian and Grube. They are expected onsite the week of April 20 to complete the necessary compliance testing. The audit is expected to be completed by the end of June.

2024 AWARDS

As Paula reported in February, the Library was notified that we received the Auditor of State Award with Distinction for our clean audit report. There are defined criteria to earn this award as it honors governing bodies that maintain accurate financial records and demonstrate a commitment to efficient, effective, and transparent service.

In addition, the Library received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA) for the Annual Comprehensive Financial Report. This is the highest form of recognition in the area of governmental accounting and financial reporting, and it represents a significant accomplishment by the Library.

ASSISTANT FACILITY DIRECTOR

Jeff Gerrein, Facility Operations Manager, is retiring at the end of April. Jeff was hired as the Construction Manager in 2012 and moved into his current position in 2013. In addition to playing a key role in the staffing model and quality level of service of the Facilities' team, establishment of systemwide standards, and trusted resource for building technical information, Jeff has been instrumental in the transformative projects including the:

- 2016 Branch Maintenance project – HVAC, roofs, and controls Project (8 branches)
- 2017 Branch Roof Replacements (seven branches) and the Main Library roof replacement
- 2019 Main Library Boiler and Air Handler replacement project
- 2020 Main Library Renovation including skylight and elevator replacements
- Facility Master Plan Branch Projects including Price Hill, Deer Park, Walnut Hills, Madisonville, West End, Hyde Park, Forest Park, Mt. Healthy, Cheviot
- 2025 Main Library Chillers and Cooling Tower Replacement
- Numerous Maintenance Projects

The current role will be modified as an Assistant Facility Director position and is in the process of being filled.

2026 LIABILITY AND PROPERTY INSURANCE RENEWAL

The Library renews our liability and property insurance lines each March 31. The overall annual cost increased by approximately 5.8% with 2.5% of that being the premium increase and 3.3% the result of exposure increase. The increase in exposure is related to increased assets reported in our Annual Comprehensive Financial Report, higher value on our property and an overall increase in actual employee count (not FTE) from the previous year. This increase has been budgeted.

As noted in February, in response to changing market conditions, carrier expectations and to clarify employee expectations, we are modifying our Safe Driving Policy to Library Vehicle Use and Safe Driving Policy. The new policy identifies three distinct categories of drivers and the acceptable standards for employees. It also includes both Library and personal vehicle use standards. The proposed policy is included in the Human Resources Committee report.

OPERATIONS AND COMMUNITY SERVICE COMMITTEE REPORT

Mr. Brown reported that:

DENIS DALY, MANAGER, 3 SOUTH/VIRTUAL INFORMATION CENTER

Denis Daly has served as Manager of the 3 South/Virtual Information Center Department since 2011. He holds a Master's degree in History from the University of Cincinnati and a Master's degree in Library and Information Science from Kent State University. Denis began his career with the Library in 1998 at the Hyde Park Branch. In 2000, he moved to the History and Genealogy Department at the Main Library. He was named Team Lead in the Information and Reference Department in 2010 before moving into his current role the following year.

In addition to his long record of service to the community, Denis has played a key role in launching the Library's Veterans History Project, developing an African American history and genealogy research collection, and expanding the Library's partnership with United Way to provide free tax preparation assistance.

PRESENTATION AT PAY EQUITY EVENT

Michelle Matthews recently represented the Library at the Hamilton County Commission on Women & Girls Fifth Annual Pay Equity Commitment Signing Day. The event brought together 40 local employers to commit to fair, transparent pay practices that strengthen the region's workforce and economy. Michelle provided remarks on our Community Leadership Certificate program, offered in partnership with Cincinnati State Technical & Community College.

AUTHOR EVENTS

The Library will host several author visits this spring. Yalie Kamara will present a program on April 26 focused on poetry and author Matt Dinniman will visit on May 14. Both events will take place at the Main Library, with the Dinniman visit already sold out.

ADOPT A CLASS AUTHOR VISITS

In 2026, the Library has hosted 11 author visits in partnership with Adopt A Class, welcoming 568 students from 10 schools to the Main Library. This reflects strong interest from educators and sustained demand for high-quality author engagement opportunities. Participating schools include Hayes Porter School, Cheviot Elementary, Lincoln Heights Elementary, Roberts Academy, Winton Hills Academy, Taft Elementary, Delshire Elementary, Westwood Elementary, Mt. Airy School, Woodford Academy, and Frederick Douglass School.

DISCOVERY PASS UPDATE

Our Discovery Pass provides Library cardholders with free, time-limited admission to participating local museums and cultural institutions, expanding access to learning experiences throughout the community. The Cincinnati Recycling & Reuse Hub is our newest Discovery Pass partner, providing a one-day general admission pass per household.

TELESCOPE LENDING PROGRAM

Since its launch in 2021, the Telescope Lending Program has provided hands-on access to astronomy

equipment across Hamilton County. Circulation increased from 279 checkouts in 2024 to 287 in 2025, and early 2026 usage points to continued strong interest.

In response, we will add 15 new telescope kits in 2026, expanding the program to additional branches and increasing capacity at high-use locations. We are grateful to The Library Foundation, whose support made the purchase of these telescopes possible. Continued partnership with astronomer Dean Regas will support maintenance and staff training.

LIBRARY FOUNDATION

We are celebrating Library Giving Day on Thursday, April 23rd, as part of National Library Week. This giving day celebration is part of the Foundation's Spring campaign.

After last year's sold-out success, the Foundation is bringing back Booked for the Evening, an adults-only experience back on Thursday, June 25, 2026, from 6:30–10:00 p.m. at the Downtown Main Library. This ticketed event is an after-hours fundraiser. Sponsorships are being solicited and individual tickets will be available for purchase in May.

MISSION-ALL-IN

On May 21, the Main Library will host the Spring Edition of Mission All-In, a collaboration with Turner Construction Company Foundation and Holden Hands. The event will feature clothing, haircuts and hair braiding, a meal, a DJ, and community resources.

PUBLIC SAFETY CAMERA PARTNERSHIP

The Library is partnering with the Cincinnati Police Department (CPD) on a public safety initiative that provides CPD with more awareness of/visibility to Library-owned cameras at the Main Library. This effort aligns with CPD's voluntary Community Camera Registry, which is designed to support faster investigations and emergency response.

POPCORN & CONVERSATIONS

The upcoming Popcorn & Conversations sessions for our staff focuses on Individuals with Disabilities and their fight for access and civil rights. We will host two screenings of the documentary *Change, Not Charity: The Americans with Disabilities Act*. In May, we will host our next internal Lived Experience panel, an internal staff development opportunity that provides a platform for staff to share their experiences. These exchanges raise awareness and understanding of service to those with disabilities. The panel will be made up of staff with disabilities sharing their own experiences.

FEATURED UPCOMING PROGRAMS

- April 15: Business Basics: Planning for Your Company Legacy, Madisonville Branch
- April 16: Tales to Tails with Winston, Delhi Township Branch
- April 18: Stuffed Animal Sleepover and Storytime, Harrison Branch
- April 18: Youth Improv with The Cincinnati Shakespeare Company, Loveland Branch

HUMAN RESOURCES COMMITTEE REPORT

Ms. Reynolds reported that:

ARTSWAVE CAMPAIGN

The Library's ArtsWave Annual Community Campaign ended on March 13th. We are thankful to staff who contributed a total of \$2,966.60.

TECHNOLOGY COMMITTEE REPORT

Mr. Brown reported that:

CYBERSECURITY PROGRAM – HB 96 COMPLIANCE

House Bill 96 from the 136th Ohio General Assembly requires the Library to implement a formal cybersecurity program by July 1, 2026. Under HB 96, the Library's cybersecurity program must:

- Identify and address critical functions and associated cybersecurity risks
- Identify the potential impacts of a cybersecurity breach
- Specify mechanisms to detect potential threats and cybersecurity events
- Establish procedures for communication, incident analysis, and containment of cybersecurity incidents
- Establish procedures for infrastructure repair and post-incident security maintenance
- Establish cybersecurity training requirements for all employees

In addition, HB 96 requires political subdivisions to report cybersecurity and ransomware incidents in a prescribed manner. The legislation further stipulates that any ransomware payment may be made only after a public vote by the Legislative Authority—for our Library, the Board of Trustees.

As previously reported to the Board, the Library has been actively engaged for several years in safeguarding data, networks, and information technology resources. Notably, we were the first Ohio metro library to participate in the Ohio Persistent Cyber Initiative (OPCI), a state program designed to help political subdivisions strengthen their cybersecurity posture. Demand for OPCI participation has increased significantly as entities work toward the July 1, 2026 HB 96 compliance deadline.

A comprehensive overview of the Library's cybersecurity program and its compliance with HB 96 will be presented to the Board of Trustees at the June 9, 2026 meeting. At that time, staff will also request Board action on a Cybersecurity Program Resolution.

The State has advised that it is a best practice not to include detailed cybersecurity program information in public resolutions, as such disclosures that could unintentionally assist malicious actors in targeting systems.

NOMINATING & GOVERNANCE COMMITTEE REPORT

Ms. Brehm-Heeger reported that:

UPCOMING APPOINTMENTS

The Board of Trustees of our Library consists of seven members. Four of the Board members are appointed by the Hamilton County Board of Commissioners, and three by the judges of the Hamilton County Court of Common Pleas. Board members are appointed for a term of seven years, the term of one Trustee expiring each year. The number of Trustees, term, and manner of appointment are governed by the Ohio Revised Code.

The next appointment is at the upcoming expiration of Robert G. Hendon's term on September 30, 2026. Mr. Hendon joined the Board in 2006 and has served on the Board for 20 years. His appointment was made by the Judges of the Hamilton County Court of Common Pleas, as such this is the governing body charged with appointing a Trustee at the end of September 2026 when his term ends. Mr. Hendon has indicated he will not seek reappointment.

UPDATED BYLAWS AND NEW PROPOSED VIRTUAL MEETING POLICY

With recent changes implemented by the Ohio State General Assembly including a change to Trustee terms and the addition of virtual/hybrid meeting option for Library Boards requiring a Board approved policy, a review of existing Board bylaws is appropriate. A proposed update to the Bylaws of the Board of Trustees (Exhibit I) and a proposed Policy for Hybrid and Remote/Virtual Trustee Attendance (Exhibit II) is available for review and consideration. These will come before the Board for approval later in the year so that all Trustees will have the opportunity to review these important governing documents.

UPCOMING TRUSTEE ADVOCACY OPPORTUNITIES

As we look forward to the pivotal funding year of 2027, Board members' awareness of the various proposed legislative actions and Bills that could impact both our state and local funding is essential. Reviewing opportunities for Trustees to advocate will continue to be a priority.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held February 10, 2026
- Monthly Financial Reports – for the periods ending February 28, 2026 and March 31, 2026
- Media Activity Report – February 1, 2026 – March 31, 2026
- Contributions, Gifts, and Donations – February 1, 2026 – March 31, 2026

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000
 February 1, 2026 - March 31, 2026

03/03/2026	LIBRARY FOUNDATION	TURNER CONSTRUCTION - HOMEWORK HELP SUPPORT	1,293.33
03/03/2026	LIBRARY FOUNDATION	SUPPORT FOR SUMMER READING	93,471.79
03/03/2026	LIBRARY FOUNDATION	SUPPORT FOR MAKERSPACE EQUIPMENT	88,481.03
03/03/2026	LIBRARY FOUNDATION	SUPPORT FOR BRANCH CUSTOMER EVENTS	25,000.00
03/03/2026	LIBRARY FOUNDATION	MERCY HEALTH - SUPPORT FOR AFTERSCHOOL SNACKS	10,226.95
02/10/2026	LIBRARY FOUNDATION	BEFRIEND A BRANCH - PLEASANT RIDGE BRANCH	4,541.11
02/10/2026	LIBRARY FOUNDATION	BEFRIEND A BRANCH - MADEIRA BRANCH	1,054.29
03/13/2026	LIBRARY FOUNDATION	JOHNSON FOUNDATION - SUPPORT FOR LIBRARY PROGRAMS	8,991.86
03/18/2026	LIBRARY FOUNDATION	LUDEKE FUND - SUPPORT FOR CHILDREN'S BOOKS	4,368.82
03/24/2026	LIBRARY FOUNDATION	PICHLER FUND - SUPPORT FOR LIBRARY INITIATIVES AND BARBERSHOP BOOKS	16,858.65
03/24/2026	LIBRARY FOUNDATION	JONES FUND - SUPPORT FOR MAIN LIBRARY PROGRAMS	16,008.41
03/24/2026	LIBRARY FOUNDATION	DORSEY FUND SUPPORT FOR CHILDREN'S SPACES	14,456.13
02/06/2026	CARNEGIE LIBRARIES FOUNDATION	SUPPORT FOR CARNEGIE BUILDINGS	70,000.00
03/18/2026	MLK JR COALITION	CONTRIBUTION TO TRUST FUND PRINCIPAL	1,000.00

NOTE - The EJRC Distribution of \$52,971.63 confirmed in February was reclassified to the Summer Reading Program

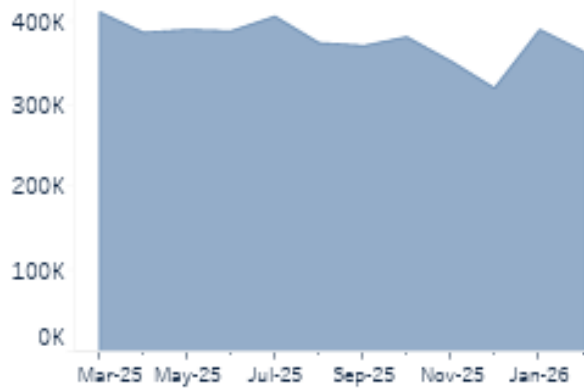
- Personnel Change Report through April 6, 2026

<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	Wint, Christopher	Branch Shelver	Symmes Township	0.30	1	02/15/2026
Appointment	New hire	Reinbold, Carter	PT20-Library Customer Adv	Symmes Township	0.50	4	02/15/2026
Appointment	New hire	Schreiber, Haylee	HW Help & Enrichment Asst	Delhi Township	0.30	4	02/15/2026
Appointment	New hire	Canterbury, Ryan	PT20-Library Customer Adv	Monfort Heights	0.50	4	02/15/2026
Appointment	New hire	Horton Jr., Adrian	Public Safety Specialist	Public Safety	1.00	6	02/15/2026
Appointment	New hire	Kibbey, Elinor	PT20-Library Customer Adv	Forest Park	0.50	4	02/15/2026
Appointment	New hire	Gabotero, Chelsea R.	PT20-TC_Makerspace Tech	1 & 2 North	0.50	4	03/01/2026
Appointment	New hire	Hughes, Anna M.	PT20-Library Customer Adv	North Central	0.50	4	03/01/2026
Appointment	New hire	McGuire, Colleen	PT20-Monitor Mentor	Madisonville	0.50	6	03/01/2026
Appointment	New hire	Jansen-McKinnis, Rebecca A.	PT20-Library Customer Adv	Pleasant Ridge	0.50	4	03/01/2026
Appointment	New hire	Page, Amelia	Branch Shelver	Anderson	0.30	1	03/01/2026
Appointment	New hire	Ortiz, Beatriz	Branch Shelver	Symmes Township	0.30	1	03/01/2026
Appointment	New hire	Sackenheim, Morgan	Youth Librarian	Corryville	1.00	7	03/01/2026
Appointment	New hire	Saffell, Shae	PT20-Library Customer Adv	Bond Hill	0.50	4	03/01/2026
Appointment	New hire	Tollefson, Sofia	HW Help & Enrichment Asst	Madisonville	0.30	4	03/01/2026
Appointment	New hire	Vaught I, Thomas C.	PT24-Library Customer Adv	Anderson	0.60	4	03/01/2026
Appointment	New hire	Wright, Sarah N.	PT20-Library Customer Adv	Symmes Township	0.50	4	03/01/2026
Appointment	Rehire	Abney, Devon	Branch Shelver	Symmes Township	0.30	1	03/15/2026
Appointment	Rehire	Hursh, Angela	Brand&Communications Dir	Brand Team	1.00	13	03/15/2026
Appointment	New hire	Sturdivant, Jaila	PT20-Library Customer Adv	Madisonville	0.50	4	03/15/2026
Appointment	New hire	Hageman, Bobbi K.	PT20-Library Customer Adv	Westwood	0.50	4	03/29/2026
Appointment	New hire	Ghouse, Lauren J.	HW Help & Enrichment Asst	Deer Park	0.30	4	03/29/2026
Appointment	New hire	Bass, Alexis	Monitor Mentor	Mt. Healthy	0.375	6	03/29/2026
Appointment	Rehire	Brokamp, Madeline	HW Help & Enrichment Asst	Corryville	0.30	4	03/29/2026
Appointment	New hire	Thompson, Indira	PT20-Library Customer Adv	3 South	0.50	4	03/29/2026
Appointment	New hire	Otting, Lucy	Branch Shelver	Corryville	0.30	1	03/29/2026
Promotion	Promotion	Sebring, Thomas R.	Library Customer Spec	Outreach Services	1.00	5	02/15/2026
Promotion	Promotion	Castleberry, Travis S.	Main Library Manager	Service	1.00	11	03/01/2026
Promotion	Promotion	Satterthwaite, Taylor M.	Library Customer Spec	St. Bernard	1.00	5	03/01/2026
Promotion	Promotion	Olsen-Brunot, Anya M.	Youth Librarian	Covedale	1.00	7	03/01/2026
Promotion	Promotion	Uhler, Ella M.	Main Library Manager	Service	1.00	11	03/01/2026
Promotion	Promotion	Jones, Timothy L.	Public Safety Team Leader	Public Safety	1.00	7	03/15/2026
Promotion	Promotion	Williams, Cara N.	Fiscal & Payroll Coord	Fiscal Office	1.00	7	03/15/2026
Change	Change in FTE	Wooddell, Rebecca L.	Library Customer Adviser	Delhi Township	1.00	4	02/15/2026
Change	Change in FTE	Morgan, Gabriel P.	PT24-Library Customer Adv	St. Bernard	0.60	4	02/15/2026
Change	Lateral transfer	Bambrick, Megan	Youth Librarian	Walnut Hills	1.00	7	02/15/2026
Change	Change in FTE	Hogue, Lemuel J.	Library Customer Adviser	1 South	1.00	4	03/01/2026
Change	Lateral transfer	Rosen, Steven R.	Library Customer Spec	Symmes Township	1.00	5	03/01/2026
Change	Lateral transfer	Kroger-Gardner, Sarah A.	PT20-Library Customer Adv	College Hill	0.50	4	03/15/2026
Change	Lateral transfer	Sagers, Jordyn A.	PT20-Library Customer Adv	Delhi Township	0.50	4	03/15/2026
Change	Change in FTE	Stumbo, Myles O.	PT24-Library Customer Adv	Madeira	0.60	4	03/15/2026
Change	Change in FTE	Kaiser, Amanda S.	Public Safety Specialist	Public Safety	1.00	6	03/29/2026
Departure	Resignation	Heath, Joseph F.	Public Safety Specialist	Public Safety	1.00	6	02/05/2026
Departure	Resignation	Armstrong, Joseph M.	Brand&Communications Dir	Brand Team	1.00	13	02/06/2026
Departure	Resignation	Redburn, Michaela L.	PT20-Library Customer Adv	Greenhills	0.50	4	02/14/2026
Departure	Resignation	Zigelmier-Grosardt, Kourtney K.	Customer Service Sub	Customer Service Subs	0.725	4	02/14/2026
Departure	Resignation	Healy, Payton R.	Public Safety Specialist	Public Safety	1.00	6	02/20/2026
Departure	Resignation	Getinet, Yeabesra N.	Branch Shelver	Corryville	0.30	1	02/28/2026
Departure	Resignation	Wright, Abigail P.	Branch Shelver	Blue Ash	0.30	1	03/02/2026
Departure	Resignation	Flanagan, Kathleen M.	PT20-Library Customer Adv	Mt. Healthy	0.50	4	03/10/2026
Departure	Departure	Caterino, Christina	HW Help & Enrichment Asst	1 South	0.30	4	03/11/2026
Departure	Resignation	Adi, Haneen M.	PT20-Monitor Mentor	St. Bernard	0.50	6	03/13/2026
Departure	Resignation	Arslan, Ayse	PT24-Library Customer Adv	Madeira	0.60	4	03/14/2026
Departure	Resignation	Thomas, William K.	PT20-Main Shelver	Sorting and Mat Retrieval	0.50	2	03/16/2026
Departure	Resignation	Wint, Christopher	Branch Shelver	Symmes Township	0.30	1	03/18/2026
Departure	Resignation	Grosardt, Marshall L.	PC Support Specialist	Information Tech	1.00	6	03/20/2026
Departure	Resignation	Faulkner, Madison A.	Branch Shelver	Delhi Township	0.30	1	03/26/2026
Departure	Resignation	Hornsby, Matthew D.	Facility Property Manager	Facility Operations	1.00	12	03/27/2026
Departure	Resignation	Schriever, Dana E.	Library Customer Spec	1 South	1.00	5	03/27/2026
Departure	Resignation	Kibbey, Elinor	PT20-Library Customer Adv	Forest Park	0.50	4	03/28/2026
Departure	Retirement	Jump, Eric T.	Reference Librarian	3 South	1.00	7	03/31/2026
Departure	Retirement	Hull, Deborah M.	Branch Supervisor - YS	Madeira	1.00	9	03/31/2026
Departure	Departure	Georgeff, Alexis N.	HW Help & Enrichment Asst	Groesbeck	0.30	4	04/02/2026
Departure	Resignation	Fisher, Carol J.	PT20-Library Customer Adv	Cheviot	0.50	4	04/03/2026

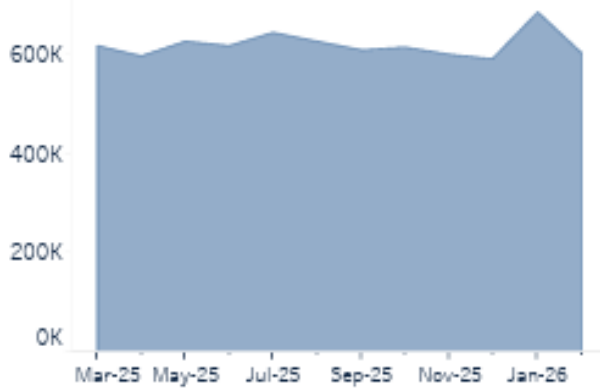
- Statistical Report for February 2026 and March 2026

Statistical Report - February 2026 Trailing 12 Months of Data

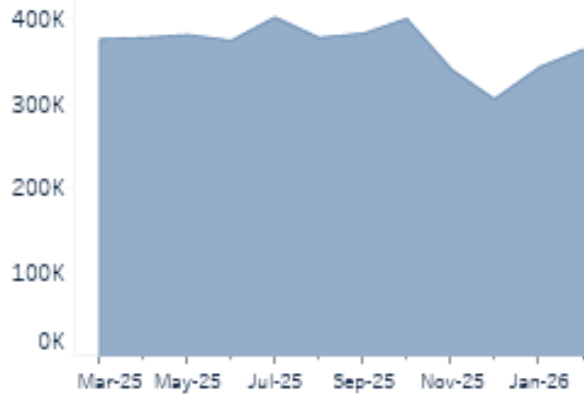
Original Circulation



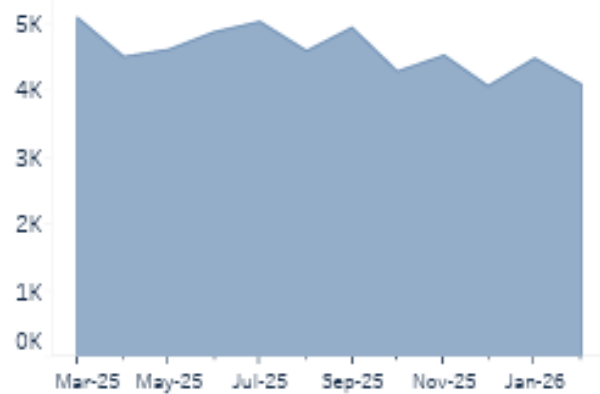
Digital Circulation



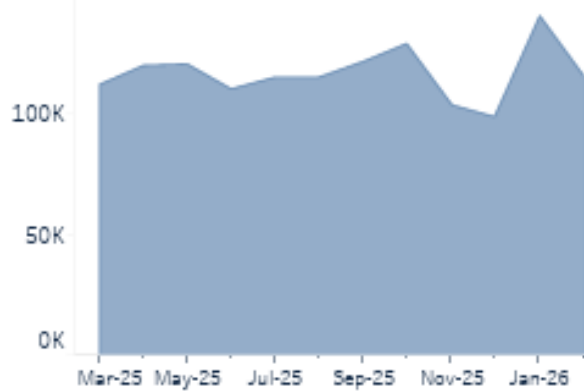
Visits In-Person



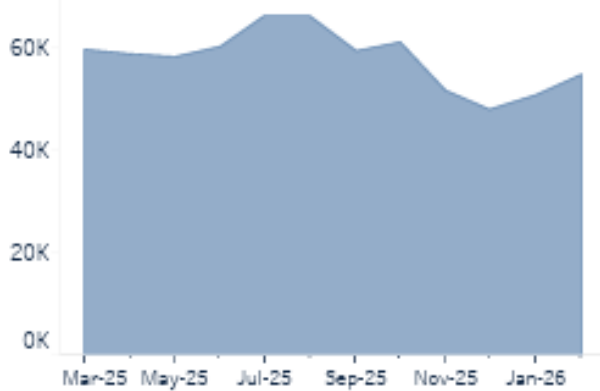
Visits Curbside & Drive-thru



Wi-Fi Sessions



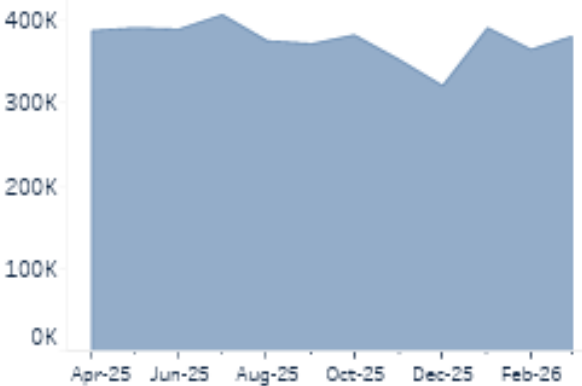
PC Sessions



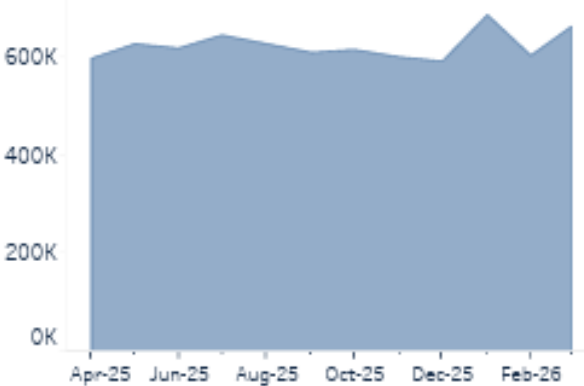
Statistical Report - March 2026

Trailing 12 Months of Data

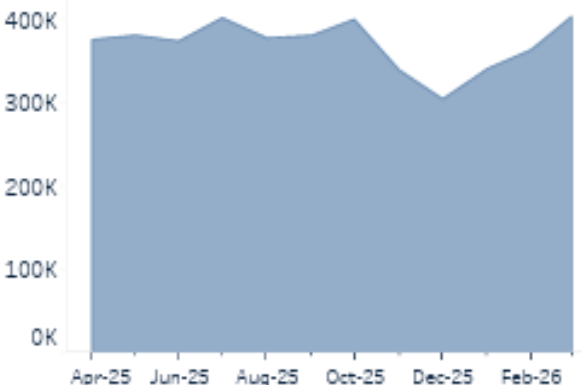
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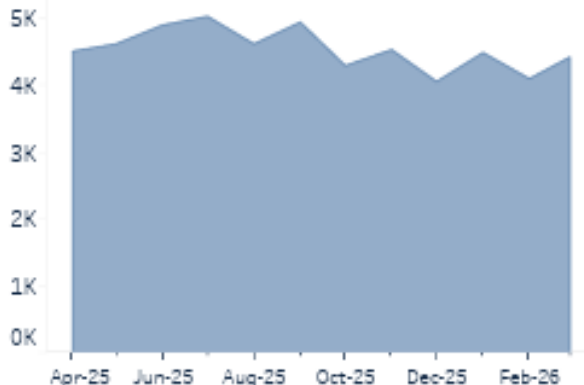
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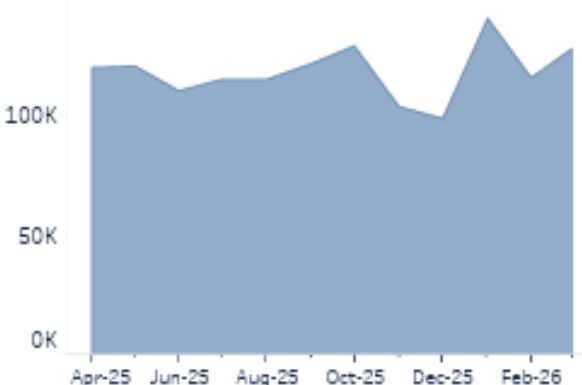
Visits In-Person



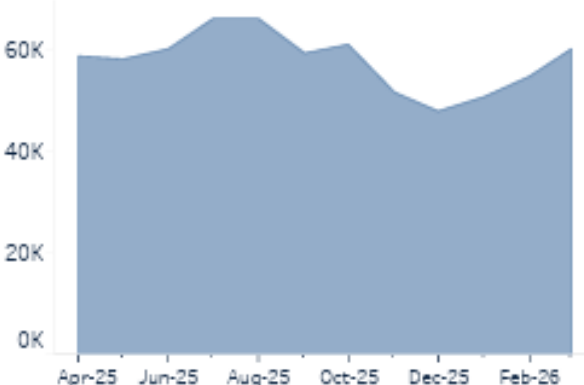
Visits Curbside & Drive-thru



Wi-Fi Sessions



PC Sessions

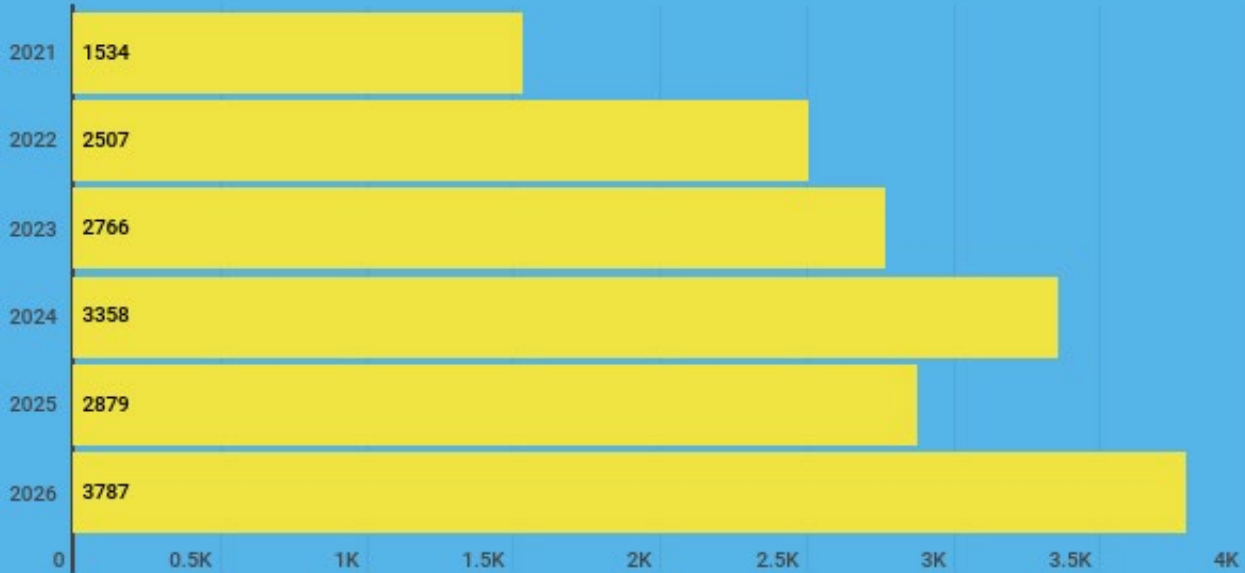


- Statistical Highlights – Winter Checkout Challenge

Winter Checkout Challenge 2026

Program Completions

● In-person program completions



8012

in-person program sign-ups



3787

in-person program completions



47%

in-person completion rate



23%

online completion rate (233 out of 987 signups)



31%

growth in in-person completions over 2025

Bookmark Challenge Impact

Customers completed themed bookmark challenges that introduced them to library resources.



Explore: Visit a branch you do not normally frequent

In-person visits were up 15.2% over the same months last year (908,626 to 1,047,107)



Explore: Watch a movie you haven't seen on Kanopy

13.2% increase in Kanopy tickets over the same months last year (37,209 to 42,134)



Personal Pursuits: Try a new hobby with Creativebug

23.1% increase in Creativebug sessions over the same months last year (242 to 298)



Personal Pursuits: Learn five new words using Transparent Language Solutions

83.4% increase in Transparent Languages sessions over the same months last year (1569 to 2878)



New Discoveries: Get outside at Great Parks using Discovery Pass

Usage was up 105% over the same months last year (20 passes to 41 passes)

- Investment Report (summary of invested balances) as of March, 2026

Cincinnati and Hamilton County Public Library
Investment Summary as of March 31, 2026

	Amount As of 2/28/2026	Amount As of 3/31/2026
Fifth Third Investment:		
General Fund	\$18,012,200.50	\$18,012,200.50
Building and Repair	\$15,894,684.45	\$15,894,684.45
Total	\$33,906,884.95	\$33,906,884.95
Fifth Third Operating Account:		
General Fund	\$16,611,866.33	\$14,687,398.66
Insurance Reserve	\$230,000.00	\$230,000.00
Special Revenue Funds	\$3,382,212.36	\$3,434,493.66
Building and Repair	\$20,196,809.29	\$17,466,910.43
Internal Service Fund	\$418,446.56	\$981,977.52
Permanent Trust Funds	\$1,722,341.15	\$1,719,191.31
Total	\$42,561,675.69	\$38,519,971.58
STAR Ohio:		
Building and Repair	\$1,326,681.63	\$1,330,548.24
Total	\$1,326,681.63	\$1,330,548.24
U.S. Bank Managed Investments (Trust Funds):		
Total	\$6,779,407.00	\$6,779,407.00
Grand Total	\$84,574,649.27	\$80,536,811.77

Mr. Brown seconded.

Voting for the motion: Mr. Brown, Mr. Harding, Ms. Redden, and Ms. Reynolds...4 ayes. The motion carried. (07-2026).

The Regular Meeting was then adjourned.

 President

 Attest: Secretary