



Cuyahoga County **Public Library**

Tuesday, February 22, 2022 / 5 PM
Administration Building
2111 Snow Road, Parma, OH 44134



Board of Trustees Meeting

**ACUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA
22 February 2022
ADMINISTRATION BUILDING AUDITORIUM
5:00 p.m.**

TOPIC	PAGE#	MOTION
1. Call to Order: Dean DePiero, President		ROLL-CALL
2. Approval of Minutes: January 25, 2022 Board Meeting	1-8	ACTION
3. Public Comment		
4. Report of the Board President		INFORMATION
5. Report of the Executive Director - CCPL 100 th Anniversary Gifts	9-19	INFORMATION
6. Human Resources Report	20-26	ACTION
7. Finance Committee Report: • Financial Statement Review – Fiscal 2022 – January • Investments: Fiscal 2022 – January • Purchase Approval List • Gift Report	27-28 29-33 34 35-37 38	INFORMATION ROLL-CALL ACTION ACTION
8. New Business • Permanent Annual Appropriation • Depository Agreement with Westfield Bank • Resolution Seeking Permission to Close the Bay Village Branch in Preparation for the Move to the New Building • Approval of the New ADA Accommodations Policy and Intake Packet • Approval of the New Audio Recordings Policy • Approval of Unemployment Compensation Policy • Approval of Worker’s Compensation Policy • Approval of Updated Sick Leave Policy	39-41 42 43 44-45 46 47-48 49-50 51-60	ROLL-CALL ACTION ACTION ACTION ACTION ACTION ACTION ACTION
9. Executive Session • Certain Personnel Matters pertaining to Managerial Compensation pursuant to Ohio Revised Code section 121.22 (G)(1)		ROLL-CALL
10. Reconvene from Executive Session		ROLL-CALL
11. Adjourn		ACTION

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
25 January 2022**

The January 25, 2022, meeting of the Cuyahoga County Public Library Board of Trustees was held at the Cuyahoga County Public Library Administration Building Auditorium, 2111 Snow Road, Parma, Ohio. With a quorum of six (6) Board members present, President Leonard called the meeting to order at 5:00 p.m.

Roll-Call: **Present:** Allyn Davies; Edward H. Blakemore; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler – 6.

Absent: –0.

Also present: Executive Director Tracy Strobel; Deputy Director-Support Services and Fiscal Officer Scott Morgan; Deputy Director of Public Services Pamela Jankowski; Communications and External Relations Director Hallie Rich; Human Resources Director Monique Good; Assistant Finance Director Robert Dolan; Facilities Director Jeffrey Mori; Literacy and Learning Division Director Rebecca Ranallo; Branch Services Director - East Enda Bracken; Branch Services Director - West Caroline Vicchiarelli; IT Director Jim Haprian; Technical Services Director Daniel Barden; Development Director Bridget Hawes and other interested observers.

Election of Officers

President Leonard stated on behalf of the Nominating Committee, Trustee Shlonsky presented a slate of officers for 2022. The slate was also shared with the trustees at the December 2021 Board Meeting. President Leonard asked if there were other nominations from the floor. Seeing none, President Leonard asked for a motion to approve the slate of officers as follows:

President:	Dean E. DePiero
Vice President:	Allyn Davies
Secretary:	Maria L. Spangler

01-01/2022

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no discussion or other nominations from the floor, the above-listed slate of officers was approved as presented by unanimous vote of Board members present.

At this time, Trustee Dean E. DePiero assumed the presidency.

Amendment to the Agenda:

President DePiero requested a motion to approve an amendment to the agenda, following the Human Resources Report Public Comment was added.

02-01/2022

Trustee Blakemore moved to approve, the amendment to the agenda, seconded by Trustee Leonard. Seeing no additional discussion, the amendment to the agenda was approved by unanimous vote of the Board members present.

President DePiero announced the composition of the 2022-2023 Board Committees:

Audit Committee – Dean E. DePiero, Patricia Shlonsky, and a community member to be named later

Foundation Liaison – Allyn Davies

Finance Committee – Trustee Davies, chair; Trustee Leonard, and Trustee Blakemore

Policy, Planning & External Relations Committee – Trustee Shlonsky, chair; Trustee Spangler, and vacant seat

Capital Committee – Trustee Blakemore, chair; Trustee Leonard, and vacant seat

Resolution to Appoint Fiscal Officer & Deputy Fiscal Officer

President DePiero asked for a motion to approve the Resolution to appoint Scott A. Morgan as Fiscal Officer and Robert W. Dolan as Deputy Fiscal Officer for a one-year term beginning January 25, 2022.

03-01/2022

Trustee Shlonsky moved approval, seconded by Trustee Blakemore. Seeing no discussion, the resolution to appoint Scott A. Morgan Fiscal Officer and Robert W. Dolan Deputy Fiscal Officer was approved by unanimous vote of Board members present as stipulated above. **(See page 9)**

Oath of Office:

President DePiero administered the Oath of Office to Fiscal Officer Scott A. Morgan and to Deputy Fiscal Officer Robert W. Dolan as required by ORC Section 3375.32. **(See pages 10-11)**

Approval of Minutes:

President DePiero asked for a motion to approve the minutes of the December 14, 2021, Board meeting that were sent to the Board members in advance of this meeting.

04-01/2022

Trustee Leonard moved to approve the minutes, seconded by Trustee Blakemore. Seeing no corrections, omissions or additions, the minutes of the December 14, 2021, Board Meeting were approved by unanimous vote of the Board members present.

Retiree Recognition:

President DePiero recognized and thanked Wendy Charney and Joanne Loftus for their many years of service to Cuyahoga County Public Library (CCPL) and wished them the best on their retirement. None of the retirees participated in the meeting. **(See pages 12-13)**

Report of the Board President:

President DePiero thanked everyone for their vote to make him CCPL Board President and he is truly honored. He mentioned this is his 5th year on the board, and he has enjoyed working with past and current members and is also looking forward to filling the vacant seat and working with the administration. He commented this is a first-class operation and to be president of the highest-ranking library system in the country is quite an honor. He stated that he will work hard with the staff and keep the board focused and continue to do good things for the residents of Cuyahoga County Public Library. He is excited about the opportunity and working with Executive Director Strobel and her team, and he appreciates them very much.

Report of the Executive Director:

Executive Director Strobel thanked Trustee Leonard for his service as president of this board. There were several tough decisions to be made during his tenure, and she appreciate his thoughtfulness and responsiveness and his wisdom. She looks forward to working with President DePiero the next few years.

Executive Director Strobel commented most sectors of the economy suffered throughout the pandemic. Some did not such as PPE manufacturers, liquor stores, and our friends at Overdrive the supplier of digital content. Our circulation of digital content in 2021 was 21% higher than in 2019. That is one of the areas that thrived during these difficult times.

Executive Director Strobel mentioned on Tuesday, January 4 we reached a big milestone by circulating 100,000 Overdrive titles in a single day. In 2021, CCPL customers borrowed 2.86 million items from our Overdrive catalog and that globally we are the fifth highest in book circulation use per capita. This is very exciting and very prestigious, and she is very proud of us.

Executive Director Strobel thanked the Technical Services Division and team for cultivating an outstanding collection of titles that our customers want. She also thanked the branch staff for spending countless hours promoting the digital collections and teaching our customers how to use it, which is not easy.

Executive Director Strobel thanked the Board for approving such a generous materials budget so that our customers wait less, borrow more, and read more.

Executive Director Strobel reminded us to save the date of Saturday, April 30, we will be cutting ribbon on the new CCPL Bay Village Branch. Please join us.

Executive Director Strobel commented that she hopes everyone received a new t-shirt and a new lanyard with the new brand identity. Tomorrow is the big day to reveal our new brand and officially kick off our 100-year anniversary celebration. She looks forward to the year ahead and everyone will have many opportunities to celebrate CCPL.

President DePiero thanked Trustee Leonard for his service. He did a great job. He commended the staff and that we do a lot of great things as a library system, but regarding the distribution of the covid test kits in the last few months we really did a great public service. It is a fantastic service and hopefully there won't be a need like that again, but if it should, we can jump in and help in the community, and that would be a homerun.

Executive Director Strobel commented we distributed over 275,000 covid test kits.

Public Comment:

President DePiero stated if there is any one with a public comment please come forward and state your name and they are limited to three-minutes.

Camilo Villa
7402 Franklin Blvd., Cleveland
SEIU Local 1

Mr. Villa commented:

My name is Camilo Villa a Union Representative with SEIU Local 1 the union that is currently attempting and trying to bargain a Collective Bargaining Agreement (CBA) with Summit Building Services the janitorial contractor for the Cuyahoga County Public Library. If you've been on the board in the last year, this will not be the first time that you're hearing from us. I wish that I was coming to you with good news and that we are working well with Summit Building Services, and we've reached a CBA unfortunately, that is not why I'm here. I'm here because Summit Building Services is refusing to agree to basic contract principles that exist in all union work places across the State and across the Country. They are employing classic anti-union right wing rhetoric to try and build poison pills into the contract to avoid this being a union worksite in the long term. We have concerns from day one, not just because of SBS's refusal to recognize the union until we filed Federal Labor Board charges but because we had concerns that they were not up to the task,

especially with a significant number of workers at the library with disabilities. There were clear signs about this. Summit Building Services had to be coached by Operation staff Scott Morgan, to include the word disability in their diversity statement after they were awarded the contract in March of 2021. These are from emails to Thomas Cisco with Summit Building Services. They've since created a hostile work environment for disabled workers, including potentially illegal refusal of reasonable accommodation as well use of ableist slurs against our disabled members.

There's a human cost to bring in a responsible contractor like SBS. Dozens of workers, many disabled have had their lives turned upside down by a company that is cutting their hours forcing them to quit or outright firing them for specious reasons. We were therefore extremely disappointed to learn that the Board and the library are refusing to hold somebody accountable to the commitments that they made. When the Board recently renewed the Summit Building Services contract despite everything that is going on. Summit believes that they can act with impunity, because that is the message that the Board is sending. Summit is insisting on an anti-union language because they have no accountability to the libraries and to the public, and they believe that they should have no accountability to their workers. The Board and the administration must act now to remedy the situation and hold someone accountable to their commitments and to the library's values before a bad situation continues to deteriorate. Thank you.

Cameron Mays
30293 Ridgeview Dr., Wickliffe
SEIU Local 1

Mr. Mays commented:

My name is Cameron Mays a Union Representative with SEIU Local 1. It is apparent that Summit Building Services site managers and supervisors have little to no regard ensuring that the janitorial staff have the education, cleaning supplies and products to properly clean high touch surfaces, and efficient training that allows janitorial staff to feel satisfied with leaving for the day and accommodations that don't support, benefit, or protect our janitors. Janitors cannot be forced to bring a sick child on site to work because manager refuses to find coverage for her shift. The janitors cannot be terminated because of her mental health which led to a 72-hour hospital admittance with legal documentation provided with plans to return to work upon discharge. Janitors found to resign from Summit because they have COVID, and manager refused to allow time off or offer temporary work duty workflow before returning to work depending on the severity of the Covid recovery. When the manager has gotten in power over the employees physical and psychological condition, they're undermining the standard code of safety. With supplies such as soap, antibacterial disinfectant sprays, cleaning cloths and gloves are not in stock for janitors to use. High touch surfaces such as door handles, sink faucets, stair rails, etc., cannot be cleaned properly if at all sometimes. If high touch surfaces are being cleaned without new cleaning cloths it goes against standards and sanitary guidelines which is directly happening at this very site. If high touch surfaces are being cleaned without new cleaning cloths, they aren't being cleaned at all. If those are not being provided chemical contamination will directly impact janitorial workers doing their daily duties and increases the risk of chemical exposure and injury and it misses the code of safety of the Cuyahoga County Public Library. We bring it to the Board and the process to correct these mishandlings beginning immediately. Janitorial jobs cannot be on the line because Jason and Chris are disregarding the short supply of cleaning products needed to properly clean. Their current job cannot be on the line for lack of training on sight which is supposed be led Chris that was directly stated he doesn't know the ins and outs of that site and training. Janitorial jobs cannot be on the line by unprofessional derogatory comments made by Chris to employees for promotion based on gender. For example, if you are in a lead janitorial role and not actually looking at the site, the comment was made there are too many women at the company already we need more men, and that position was given to a male who quit within two days in a new lead role. Janitors that have been terminated unjustly or resigning sacrificially they still would be working today if they had a professional, equal, and fair contract to build upon the success of their company doing good by all their employees.

Leeza McCormick
 27025 Oakwood Circle, Olmsted Falls
 Employee of Summit Building Services

Ms. McCormick commented:

Hello, my name is Leeza McCormick I work at CCPL North Olmsted Branch. I've been there since July 24. My biggest concern is there's no communication. None from the top to the area supervisor from the area supervisor to the employee. If you send an email or text to your supervisor, you don't hear from him from one-or two-days past. I work Saturday and Sundays, the last two weeks, we haven't had a vacuum so I can't clean the library properly. I can't use a shop vac because I have fibromyalgia. If I use a shop vac, I can't work my normal job which I work for the North Olmsted City Schools, and I drive a school bus. So I haven't been able the last two Saturdays and Sundays to clean the library floor properly. I have to use a broom and a dustpan, what am I picking up nothing, and now it's snow, salt on the ground. I don't know what else to do.

This Sunday, just past I didn't have any proxy to clean the toilets with. The proxy that was left in the bottle had this much in it. I had to clean 2, 4, 6 toilets with this much proxy, really? and there wasn't an extra bottle, I couldn't fill it up. Our cleaning solution that we use on a mop floor this much, you don't need that much, but for the next crew that comes in, they don't have nothing to mop the floor with. The communication must be from the top to the middle person, to the employees. My area supervisor when I first started, I was told to come in at 5:30a.m. on July 24, he didn't get there until six o'clock, if my shift starts at 5:30a.m. and I have to be there at 5:30a.m. that area supervisor should be there at 5:30a.m. he was doing my training. He told me that he didn't know anything about the library. I don't know how many 10 libraries or four libraries I think that the area supervisor should know that library and what to clean and what not to clean. He just told me that oh, you just clean this, and then that's all that was done. He went it oh, well you have to get the vacuum and vacuum the whole library. What did he do? He got his laptop out of his car, he sat down, and I vacuumed the whole library. Did he follow me? Did he tell me what to vacuum? No to me, that's not training. Basically, I started the next day on the 25th I was the only one. I asked him before I left is someone going to be here tomorrow for my second day of training. Oh yeah, someone might be here. Somebody came in it was a night supervisor that's no longer with the company that I know of. Thank you.

President DePiero ask Ms. McCormick if she was employed by the Library or Summit Building Services. Ms. McCormick answered she works for Summit Building Services.

President DePiero thanked them for their comments.

Human Resources Report:

Human Resources Director Good summarized the HR report. She stated we made changes to all our Pages entry rate. The starting rate increased to \$12.00 per hour. After six months their rate will increase to \$12.50 per hour and after one year their rate will increase to \$13.00 per hour.

We have seven (7) new hires, 2 rehires, one employee to move from PSAI to PSAll and two (2) retirements.

05-01/2022

Trustee Leonard moved approval, seconded by Trustee Blakemore. Seeing no discussion, the Human Resources Report dated January 25, 2022, was approved as presented by unanimous vote of the Board members present. **(See pages 14-26)**

Finance Committee Report:

Finance Committee Chair Davies reminded us that the Finance Committee met prior to the Board meeting, and Director Morgan gave an in-depth review of the financials.

Director Morgan gave highlights from the Finance report. We did not receive any additional revenue for property taxes in December. We were short in property taxes by \$266,845.18 with our budget of \$58,036,575.00 for both the 2.5 and 1.0 mills levies. He stated our reimbursements received back from the State for our 2.5 mill levy were over our estimate by \$385,814.28 with a budget of \$4,540,000.00. Combining all property tax accounts we exceeded our budget by \$118,969.10.

Director Morgan stated in the Public Library Fund (PLF) monthly distribution was larger than our distribution last year for December. Collections from the State were much larger than expected. We were \$4,975,128.90 over our original budget of \$19,378,332.68. We also received \$2,758,029.36 more than what was received in 2020.

Director Morgan stated patron fines and fees collected in December were up from last year. A large portion of this is for passport fees. Last year we were not processing passports or taking photos. Since we are once again offering that service, we have seen a steady increase in the revenue generated over the last several months. We exceeded our budget of \$550,000.00 by \$53,638.02.

Director Morgan stated the salaries and benefits accounts are within budget.

Director Morgan stated library materials overall show an expenditure of over 99% spent. This includes a carryover encumbrance of \$578,578.31 for orders that were not yet invoiced and/or paid. Those expenses will be paid in 2022.

Director Morgan stated all the blanket purchase orders have now been closed. Any remaining encumbrances left in the account are for encumbrances left on regular purchase orders that will be carried over and expensed in 2022. We did have several larger projects, such as parking lot replacements for Maple Heights and North Olmsted that will be completed later in 2022.

Director Morgan noted the large transfer expense for the month. We typically transfer remaining cash to the capital fund. With 2021 being the first year of collection for our 1.0 mill levy, there would be excess funds to begin building some reserves back into the capital fund, as well as complete several building projects. With the transfer of \$19,086,671.97 we will have the funds to replace the Brooklyn Branch and put some funds in reserve for future capital needs.

(See under FINANCE)

Investments - December

Director Morgan stated there were no investment purchases for the month of December.

Transfers - December

Director Morgan stated there were five transfers for the month totaling \$19,156,290.16. Transfers were made from the General Fund to Special Revenue Funds as follows:

Adult Education Services (ASPIRE match) - \$57,559.50

My Com Neighborhood (monthly match) - \$10,833.37

There were two transfers from the General Fund made to Unclaimed Funds - \$225.32 for uncashed payroll checks and \$1,000.00 for an uncashed check a presenter.

The transfer mentioned above for \$19,086,671.97 from the General Fund to the Capital Fund.

We also advanced cash from the General Fund to two Special Revenue Funds as follows – those amounts will be repaid as soon as we receive dollars into those funds:

Hotspot Lending Program - \$135,520.00

OH EPA Charging Station - \$10,876.00

(See under FINANCE)

06-01/2022

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the Investment Report Fiscal 2021 – December listing all Money Market Funds, Star Ohio Accounts, U.S. Treasury Investments, Certificates of Deposit and Agency Securities was approved as presented by roll-call vote.

(See Under FINANCE)

Roll-Call: **Yea:** Allyn Davies; Edward H. Blakemore; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler – **6**.

Nea: – **0**.

Purchase Approval List

Director Morgan stated that the comprehensive Purchase Approval List (PAL) was reviewed in depth at the Finance Committee meeting and all participants here at this meeting were at the Finance Committee meeting.

07-01/2022

Trustee Blakemore moved approval of Purchase Approval List, seconded by Trustee Leonard. Seeing no additional discussion, the Purchase Approval List dated January 25, 2022, was approved as presented by unanimous vote of the Board members present. **(See pages 27-28)**

Gift Report

Director Morgan stated the report includes Friends Groups gifts for branch programming for the month of December. Director Hawes gave an in-depth report on the larger gifts at the Finance Committee meeting and all participants here at this meeting were at the Finance Committee meeting.

08-01/2022

Trustee Blakemore moved approval, seconded by Trustee Leonard. The gift report was approved by unanimous vote of the Board members present. **(See page 29)**

- **Resolution Authorizing the Library to Enter into an Agreement with Bialosky Cleveland for Design Services in connection with the new construction of the Brooklyn Branch Library**

Director Morgan stated this resolution is the next step in the process. We brought a resolution to the Board when we had advertised for design services for the new CCPL Brooklyn Branch. We interviewed three firms and Bialosky Cleveland was in the first-place ranking. We are asking the Board to approve the agreement with their services for \$1,205,000.00.

09-01/2022

Trustee Blakemore moved approval, seconded by Trustee Davies. Seeing no additional discussion, the Resolution Authorizing the Library to Enter into an Agreement with Bialosky Cleveland for Design Services in connection with the new construction of the Brooklyn Branch Library was approved by unanimous vote of the Board members present. **(See pages 30-38)**

- **Resolution Seeking Permission to Advertise for a Request for Proposals for Consulting Services to develop a Facilities Master Plan**

Director Morgan stated we are asking permission to allow us to advertise for a proposal for Consulting Firms to develop a Facilities Master Plan. The last time we did this was in 2009, when we entered our building program. This Master Plan will focus more on a library service rather than the actual condition of the buildings since we have brought the standard of our buildings back up to very high levels.

10-01/2022

Trustee Blakemore moved approval, seconded by Trustee Davies. Seeing no additional discussion, the Resolution Seeking Permission to Advertise for a Request for Proposals for Consulting Services to develop a Facilities Master Plan was approved by unanimous vote of the Board members present. **(See pages 39-40)**

- **Resolution to Eliminate Daily Overdue Fines and Purge All Current Fines and Fees**

Executive Director Strobel stated we had a lengthy discussion about this resolution at the December 14, 2021, Policy, Planning & External Relations (PPER) Committee meeting where she presented some rationale for this resolution and experiences of other libraries who have eliminated overdue fines. There are several reasons that we do this. To improve access and to celebrate our kickoff of CCPL's 100th anniversary and welcoming all our customers back with a clean slate.

Trustee Blakemore commented there are several other library systems, and the majority of them have done this and it is particularly impactful, and this rationale is just to bring us up to speed with best practices.

Trustee Spangler commented she is glad for the resolution to eliminate daily overdue fines. This takes one thing off our staff's plate especially with them going beyond with masking and covid tests. She expressed her thanks and appreciation for CCPL leadership.

11-01/2022

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, Resolution to Eliminate Daily Overdue Fines and Purge All Current Fines and Fees was approved by unanimous vote of the Board members present. **(See page 41)**

Motion to Adjourn

Seeing no other business under consideration for vote, President DePiero asked for a motion to adjourn the meeting.

12-01/2022

Upon motion of Trustee Leonard, seconded by Trustee Blakemore the January 25, 2022, meeting of the Cuyahoga County Public Library adjourned at 5:34 p.m.

Approved 22 February 2022

X _____
Dean E. DePiero
President

X _____
Maria L. Spangler
Secretary



Feeling the Fine-Free Love

On January 26, 2022, Cuyahoga County Public Library (CCPL) officially eliminated daily overdue fines and, as a one-time exception, forgave all existing fines and fees. County residents quickly took to Facebook to send us some early Valentine's Day love notes. These are a few of my favorite comments:

"This is the best way to kick off your anniversary! Thanks for increasing access CCPL!" – Melinda F.

"This gives me some comfort, especially since I might've kinda sorta lost some things in a move. To be able to go to the library again at last is a huge relief." – Dana H.

"Great!!! I love reading books but many times my life gets busy and I forget to take back my books! So, this a good thing for me." – Marnita T.

On Twitter, CCPL followers celebrated the news, thanking our Board of Trustees for approving the fine-free policy:

"Best news of my day (so far): @CuyahogaLib is now fine free!!!! This makes my always late, always reading heart happy!! Thank you to the Board of Trustees!" – @KDuBayGillis

"Hey @CuyahogaLib I see you. This is awesome. The less barriers to reading, the better. I will be sending a donation your way." – @szimnik2198

"Huge news: @CuyahogaLib is now fine free! Yes, that means that if you have current overdue fines they've been forgiven... and you won't accrue any more daily fines." – @Ms_Neville

It is heartening to see so many people express their appreciation for this policy change. Sometimes life happens and library materials are returned late, or simply lost. Many of us have been there before (I know I have been). It happens. You pay your fine and get on with your life. But for our most vulnerable customers, overdue fines can sometimes mean the difference between being able to access library materials and having to go without. For that reason, I am beyond thrilled that everyone is getting a fresh start.

Like so many of CCPL's social media followers, I too want to thank our Board of Trustees for making this policy change. Going fine-free significantly increases access to CCPL for everyone in our community. It is a wonderful 100th anniversary gift back to county residents who support our mission to empower individuals and communities by providing opportunities for all to read, learn, create and connect.

Thank you!

Tracy R. Strobel
Executive Director

Social Media

Facebook Fans: 33,327

Twitter Followers: 11,382

Instagram Followers: 6,079

It was such a treat watching

@JamesPonti & @KSehouM, 2 of my favorite #RenegadesofMiddleGrade authors in conversation for the release of Forbidden City. Listening to their stories made me love their books even more. Purchase & support them! Incredible 🍷@CuyahogaLib #BookPosse @SC_mommy-n-wife

February 1, 2022

If you're in the #Cleveland area for February, it's #BlackHistoryMonth! Check out programming from @CuyahogaLib @CPTCLE @KaramuHouseInc @CleStartsHere and more. Virtual and in-person! @AjaHannah

January 28, 2022

While the rest of the world falls apart, libraries just keep getting better.

@jimszel

January 27, 2022

System Highlights

Maple Heights Branch Manager Deva Walker attended the Maple Heights City Schools Family Engagement Parent and Community Meeting on January 31. Some highlights are:

- They are creating a Parent Power Summit and asked for Maple Heights Branch staff to contribute resources (staff leading breakout sessions) for the event. It is yet to be determined what session we might provide.
- Maple Heights Branch staff provided Adult and Youth Financial Literacy a book list per request for families. They have requested that we provide a book list each month depending on their topic.
- The Family Engagement Coordinator shared with the library the results of a survey pertaining to what the students want to do regarding afterschool and summer programs. Deva shared the information with the Maple Heights Branch Youth/Teen departments and the Literacy & Learning Division.
- The Family Engagement Coordinator is now also putting Maple Heights Branch programs and virtual CCPL programs on the school website.

The Red Cross Blood Drive on Saturday January 15 was a busy one for the **Beachwood Branch** staff. Since the library was still closed to pedestrian traffic, the plan was to have donors enter through the side (emergency exit) door to the large meeting room. Unfortunately, this would not work for the Red Cross staff who were running the drive. So, members of the Beachwood Branch staff took turns sitting at a table in the front of the library directing traffic, so donors could enter but others would not. There were 37 donors and 7 staff—a total of 44 attendees.

Independence Branch staff assisted a gentleman to talk him through the process for mobile printing during the time we were curbside service only. The customer was able to complete his task and made a point to express his gratitude for all the library does to assist customers, even during the closure to walk-in customers. He added that many of his friends in other areas of Ohio and Florida do not enjoy the same quality and array of services from their libraries that are provided by CCPL.

The **Brecksville Branch** received a monetary donation for books from a customer whose son recently passed away unexpectedly. The son was 23 years old and had a medical condition that left him unable to speak. Even without being able to communicate through speech, his mother said he went on to become a wonderful teacher in their lives. The Collection Development Department was contacted to let them know the book preferences the family would like to have purchased on their son's behalf. The mother visited the branch to see the books prior to placing them in circulation. She was very appreciative of the variety of books and felt her son would have loved them all.

System Highlights

This month an **Orange Branch** customer was elated to find out about the Time2Talk Spanish fluency pilot program the library has been doing for the past year. She saw it in the newest Library Insider that also featured CCPL going fine-free. The customer had very positive feedback about the program and was going to spread the word via social media and her Spanish Meetup groups. "Thank you to the library for offering this resource to its patrons!"

Solon Branch BSA I Jennifer Johnson at the was honored to welcome a new family on their first visit to the library since moving to the United States. They signed up for library cards, took information on ESOL classes and checked out books on coding video games for the tween son. It is always exciting to introduce new residents to the resources we offer and help them settle in more comfortably and make connections in the community.

On January 13, Gates Mills Branch Acting Teen Librarian Sarah Smith held a virtual Design and STEM program where 7 participants made nebula jars using plastic mason jars, cotton balls, paint, and glitter. They watched a short video clip from NASA about nebulas which helped to draw color inspiration for their own nebula jars.

A seventh grader who regularly attends the **Chagrin Falls Branch** Dungeons & Dragons club stopped by the library with his dad to ask Teen Librarian Joni Sand how he could print his own D&D character on a 3D printer. Sand showed him how to send a file to one of CCPL's Innovation Centers for printing. The teen's father said that the monthly games have inspired his son to start a D&D club at his school and thanked Sand for offering a program that gave his son an opportunity to learn.

Bedford Branch Manager Eboni Dickerson attended the League of Women Voters (Southeast Chapter) semi-annual meeting on January 26, 2022.

On January 12, **Garfield Heights Branch** Teen Librarian Jen DeLuke, MyCom Network Manager Beverly Burks, and MyCom Coordinator Brenda Pryor led the first Garfield Heights MyCom Neighborhood Steering Committee Meeting. The steering committee is charged with completing the Youth Development Plan/Report and developing a 3-year work plan. The steering committee will communicate this plan to the community and serve as ambassadors for the Garfield Heights MyCom Neighborhood.

Mayfield Branch BSL Supervisor-Adult Kalyn Kappelman hosted the virtual program "This is How We Brew It," which was attended by 12 people. Participants enjoyed learning about the beer brewing process at Great Lakes Brewing Company and had plenty of questions for the presenter about brewing beer at home and how the company sourced some of their ingredients.

At the **Richmond Heights Branch** on January 31, BSL Supervisor Children Maria Trivisonno led a virtual Kindergarten Readiness program aimed at caring and sharing. Eight people attended and she hopes to make it in person next month. Parents were also reminded the kindergarten students need to work on their phone number, address, and birthdate and were given sheets to fill out and use for practice.

On January 17, the **Warrensville Heights Branch** celebrated the legacy of Dr. Martin Luther King, Jr., with a presentation and discussion lead by professor and founder of the RASHAD Center, Dr. Regennia N. Williams. Dr. Williams provided the virtual crowd of 55 with images, insights and historical narratives surrounding Dr. King's involvement with the Civil Rights Movement in Cleveland. Branch Manager Ali Boyd facilitated the event, providing the introduction and directed questions and answers during and following the discussion.

On Tuesday January 11 a Notre Dame College professor came into the **South Euclid-Lyndhurst Branch** to inquire about programming. BSL Supervisor Children Julie Gabb described the structure of Homework Center and how the Center needs paid/volunteer tutors. The professor was so excited to hear this. Gabb and the professor exchanged information and the professor is now promoting Homework Center volunteer opportunities to her students for service credit for education classes.

The **Bay Village Branch** children's department shifted programming from in-person to virtual seamlessly as it hosted both storytimes and school age programs on Zoom. The storytime attendance grew throughout the month as additional families joined the program. In addition, two daycare centers joined at regular virtual storytimes this month.

At the **Brooklyn Branch's** COVID test kit distribution on a very cold January 6, several customers were so grateful to receive the kits that they offered staff money, which was, of course, refused. One customer said he wanted to "send you over a couple of sheets; do you want cheese or pepperoni?" Staff were just happy that so many people received the kits they needed that day.

System Highlights

The **Brook Park Branch** hosted 33 library customers for the virtual “Music of the Civil Rights Movement” program on January 5. Baldwin Wallace professor of musicology Michael Strasser discussed music from early slave spirituals to 1970s funk music. Customers heard examples throughout the program and Dr. Strasser provided a playlist of the songs to listen to on their own time.

On January 19, a little girl and her mom showed up for story time at the **Parma-Powers Branch**. However, it was a virtual story time, not in-person. When the little girl looked so sad, BSL Supervisor Adult Jen Jumba set her and Mom up with a laptop at a table. It was quite fun to watch the little girl do all the movements and sing along to story time.

On January 19, **Fairview Park Branch** BSL I Colin Marshal helped a patron scan a document to their email address and taught them to upload it to a website online. Afterward, the patron informed him the help got the patron and his wife a substantial reimbursement and that it would not have been possible without the library.

Strongsville Branch BSL II Heather Timko assisted Strongsville Fire Lieutenant, Brian Tomcany, with some Strongsville local history research. He was researching the 100th Anniversary of the creation of the Fire Department in the city of Strongsville. Timko showed him the Strongsville local newspaper index and referred him to the Historical society to view microfilms of the collection. She also showed him how to use historical Plain Dealers to do more extensive searches on the Strongsville Fire Department. He was excited to learn about these great resources provided by CCPL.

The **North Royalton Branch** team handed out over 3,000 COVID test kits on January 13 and 14. Customers were very grateful the library continues to make the distribution convenient in the community. Many customers commented how much they like the new traffic patterns for pick-up.

On 1/30/22, **Parma Heights Branch** BSA I Nadeem Khalid was helping a customer at a public computer terminal. On learning that she spoke Arabic, Khalid showed her the branch’s adult foreign language collection. She was very happy to see the books written in Arabic by foreign authors.

The **Parma-Snow Branch** monthly P.A.L.S. meet-up met virtually on January 13 for 3 attendees. Participants practiced mindfulness—that month’s theme—through breathing exercises and made a calming jar at the end.

A customer **Middleburg Heights Branch** BSL Supervisor Steve Haas was assisting with faxing commented that she had been to a couple of his Senior outreach presentations at the Middleburg Heights Recreation Center and she said that she now uses hoopla and Kanopy for many of her movie needs and that she gets her magazines from Flipster. Although it is always hoped that these talks/demos are productive and that people go home and use these resources, this was very welcome feedback!

Thirteen members of the **Olmsted Falls Branch** Kindergarten Book Club met virtually to discuss *The Epic Adventures of Huggie & Stick* by Drew Daywalt, hosted by BSL I Sue Game. They delved into character studies, learned that a story depends a lot upon the perspective of the characters and really enjoyed sharing maps of journeys around the world that they would like to take.

North Olmsted Branch Manager Andrew Harant was a panelist for the session “Advancing Social Justice Through the 9th Principle of the Code of Ethics” at the inaugural ALA LibLearn X Conference that was held virtually.

The **Berea Branch** again participated in Baldwin Wallace University’s community celebration of Martin Luther King Week. New this year was a StoryWalk® featuring Amanda Gorman’s *Change Sings: A Children’s Anthem*. This installation came at the suggestion of Berea Police Chief Dan Clark who serves on the Martin Luther King Week committee. Two of the police force assisted with the installation of the boards in the cold ground.

**CUYAHOGA COUNTY PUBLIC LIBRARY
REPORT OF THE EXECUTIVE DIRECTOR
FEBRUARY 22, 2022**

ACTIVITIES OF THE EXECUTIVE DIRECTOR

January 26

- Filmed with **Matt Pearl, Reporter, Scripps Media** at CCPL Richmond Heights Branch
- Met with Monique Good, CCPL Human Resources Director
- Participated in **Metro Directors/OLC biweekly meeting**
- Rehearsal for the virtual **Northern Ohio Women In Leadership Symposium; Paragon of Womanhood: Restoration, Reintegration & Reemergence**

January 27

- Presented at **CCPL Foundation Board Meeting**
- Meeting with CCPL Executive Leadership Team, Scott Morgan, CCPL Deputy Director-Support Services, Pamela Jankowski, CCPL Deputy Director of Public Services, Hallie Rich, CCPL Communications & External Relations Director, and Monique Good, CCPL Human Resources Director, and Bertha Arrington, Executive Division Manager
- Meeting with **Greater Cleveland Digital Equity Coalition** with **Leon Wilson, Chief of Digital Innovation & CIO, Cleveland Foundation, Felicia Soto, Associate Director, Esperanza Inc., Jessica Cancel, Community Learning Center, Coordinator, Esperanza Inc., and Monica Hershberger, Senior Account Executive, Brokaw Inc.**
- Met with Lisa Brown, CCPL Human Resources Coordinator
- Joined **Jill Rizika, President and CEO, Towards Employment** and **Craig Dorn, President and CEO, Youth Opportunities Unlimited (Y.O.U.)** and others to celebrate 5 years of working together on the management of the **Young Adult Resource Center at Ohio Means Jobs**

January 28 – February 4

- Vacation

February 4

- Participated in **The Center for Community Solutions (CCS) Board of Directors** meeting

February 7

- Met with Scott Morgan, CCPL Deputy Director-Support Services, and Director Rich, CCPL Communications & External Relations Director

February 8

- New Bay Village Library walk through with Jeffrey Mori, CCPL Facilities Director, Scott Morgan, CCPL Deputy Director-Support Services, Pamela Jankowski, CCPL Deputy Director of Public Services, Hallie Rich, CCPL Communications & External Relations Director, Enda Bracken, CCPL Branch Services Director-East, Caroline Vicchiarelli, CCPL Branch Services Director-West, Jessica Breslin, Branch Manager, CCPL Bay Village Branch, Kathleen Pucci, CCPL Circulation Manager
- Participated in **Youth Opportunities Unlimited (Y.O.U.) Community Collaboration Committee** Pre-Call with **Craig Dorn, President and CEO, Y.O.U.** and **Amy Morgenstern, President, Main Stream Enterprises, Inc.**

February 9

- Met with Monique Good, CCPL Human Resources Director
- Participated in **Metro Directors/OLC biweekly meeting**

February 10

- Meeting with CCPL Executive Leadership Team, Scott Morgan, CCPL Deputy Director-Support Services, Pamela Jankowski, CCPL Deputy Director of Public Services, Hallie Rich, CCPL Communications & External Relations Director, and Monique Good, CCPL Human Resources Director, and Bertha Arrington, Executive Division Manager
- Conference call with **Susan Benton, President and CEO, Urban Libraries Council (ULC), and ULC Directors**

February 11

- Met with **CCPL Trustee Dean DePiero**, and Scott Morgan, CCPL Deputy Director-Support Services
- Met with Pamela Jankowski, CCPL Deputy Director of Public Services

February 15

- MakerSpace tour at **Swagelok Company with Joel Feldman, Vice President, Corporate Engineering, Theresa Polachek, Vice President, Corporate Communications, and Michael DiSante, Manufacturing Supervisor**, and Hallie Rich, CCPL Communications & External Relations Director, Bridget Hawes, CCPL Development Director, Rebecca Ranallo, CCPL Literacy and Learning Director
- Participated in **Youth Opportunities Unlimited (Y.O.U.) Community Collaboration Committee Meeting**

February 16

- Met with Monique Good, CCPL Human Resources Director
- Meeting with **Neil Rains, CCPL Foundation Board member**, and Hallie Rich, CCPL Communications & External Relations Director, and Bridget Hawes, CCPL Development Director for orientation of the new **CCPL Library Foundation Board members; Lisa Mayers, Admissions Consultant, Road to College, Harmon Lute, Jr., President, Great Lakes Publishing, Ronald Konstantinovsky, Vice President & Relationship Manager, Institutional Real Estate Group at Huntington Bank, and Bridget Martin, Assistant General Auditor, PNC**
- Met with **CCPL Trustee Allyn Davies**, and Scott Morgan, CCPL Deputy Director-Support Services

February 17

- Meeting with CCPL Leadership Team, includes CCPL Executive Leadership Team, and Caroline Vicchiarelli, CCPL Branch Services Director – West, Enda Bracken, CCPL Branch Services Director - East, Daniel Barden, CCPL Technical Services Director, Jim Haprian, IT Director, Jeffrey Mori, CCPL Facilities Director, and Rebecca Ranallo, Literacy and Learning Director
- Tri-C presentation with **Margarita Shulman, Director Client Organizational Effectiveness/Client Solutions & Programs, Corporate College, A Division of Tri-C, and Mike Nwankwo, Founder and CEO, Apogee Leadership Group**

February 17- Continued

- Attended **Reading the Opportunity of a City Forum** at the **City Club** facilitated by **Felton Thomas, Director, Cleveland Public Library (CPL), with CCPL Trustee Patricia Shlonsky** and other community leadership
- Meeting & Tour Garfield Branch, Innovation Center with **David Smith, Business Development, Gardiner, Daniel Babic, Marketing Director, Gardiner,** and Hallie Rich, CCPL Communications & External Relations Director, Bridget Hawes, CCPL Development Director, Rebecca Ranallo, CCPL Literacy and Learning Director, Aimee Lurie, CCPL IT and Literacy Manager, and Michael Skvasik, CCPL LLD Specialist, Innovation
- Presented at Labor Management Committee Meeting

February 22

- Met with **CCPL Trustee Dean DePiero**
- Participated in monthly meeting to discuss **proposed park in Middleburg Heights**
- Facilitated **CCPL Finance Committee meeting**
- Facilitated **CCPL Board of Trustees meeting**



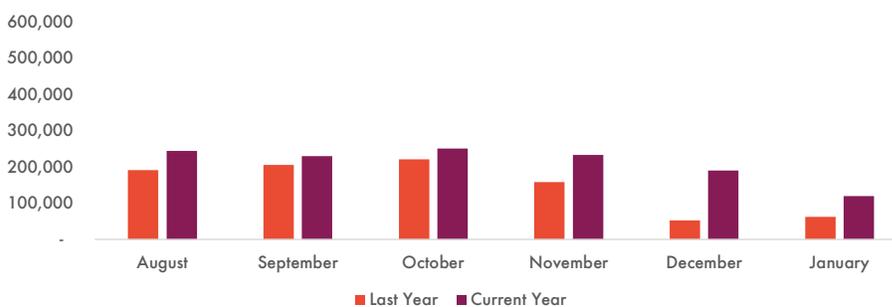
Executive Director

Visits | January 2022

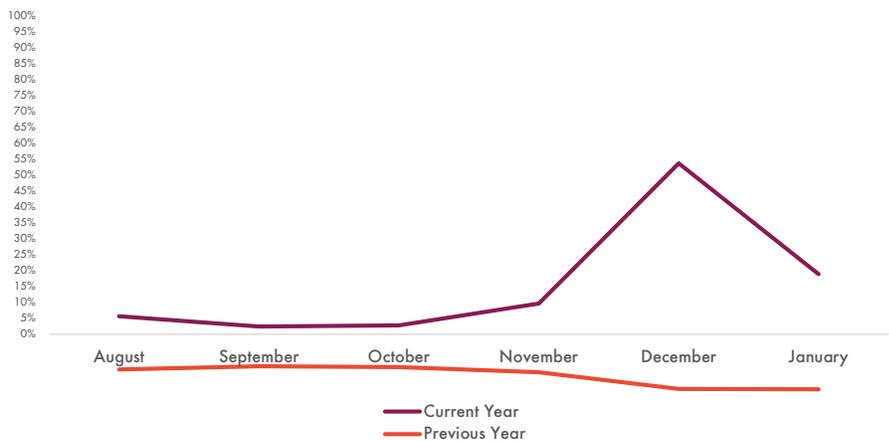
Year to Date



Monthly



Year-over-Year Growth



Circulation | January 2022

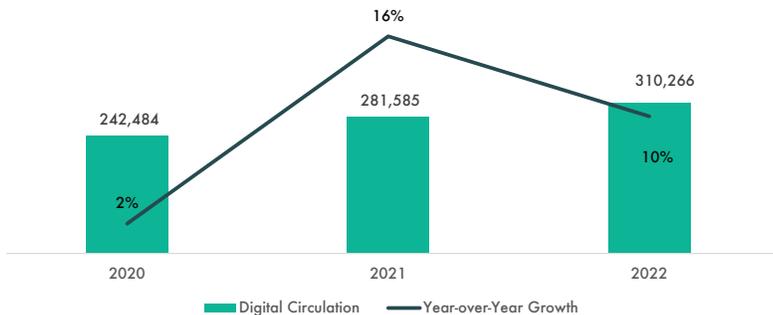
Year to Date Total Circulation



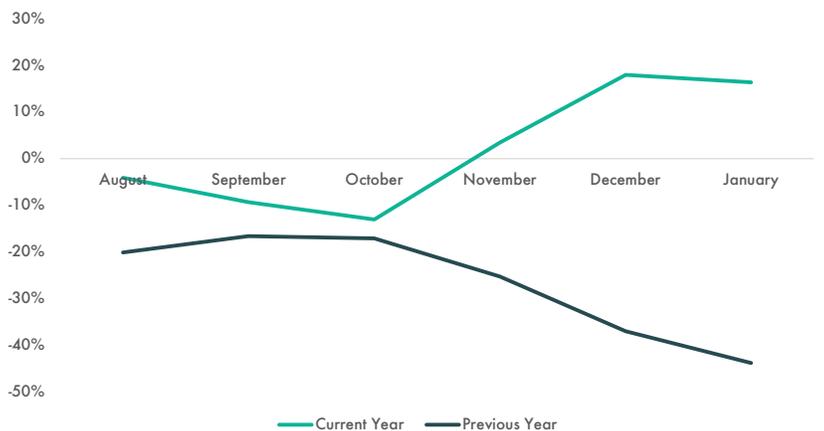
Monthly Total Circulation



Year to Date Digital Circulation

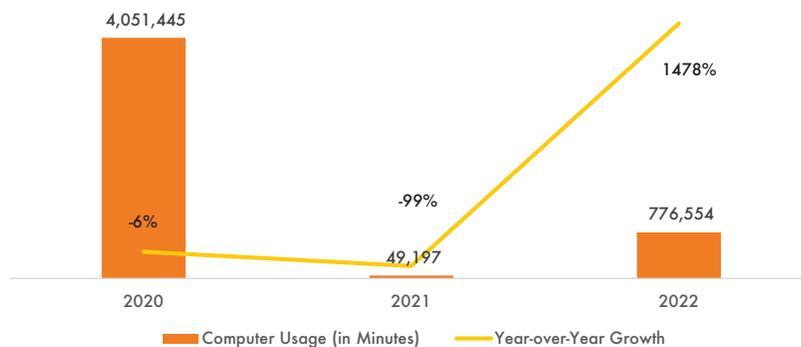


Year-over-Year Growth Total Circulation



Computer Use | January 2022

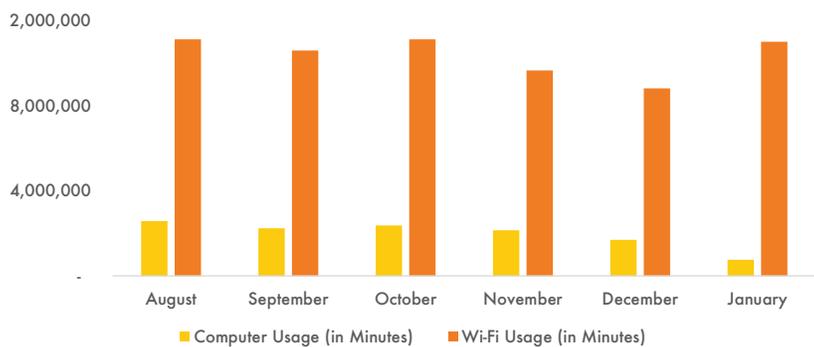
Year to Date



Monthly

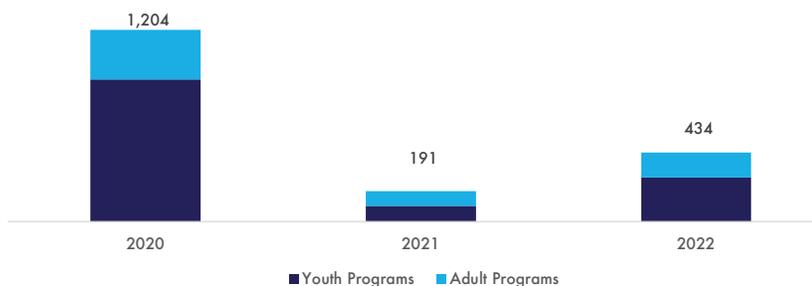


Public Computer VS. WiFi Usage

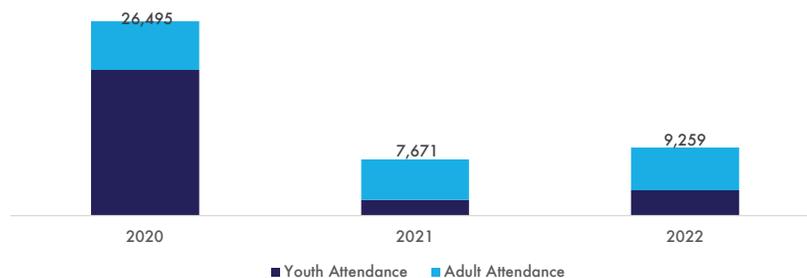


Programs | January 2022

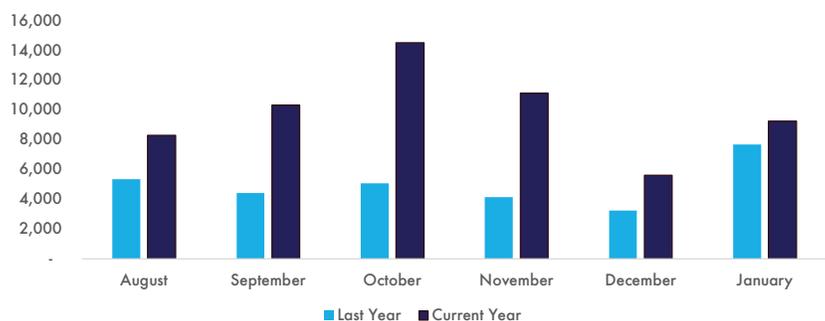
Year to Date Programs Offered



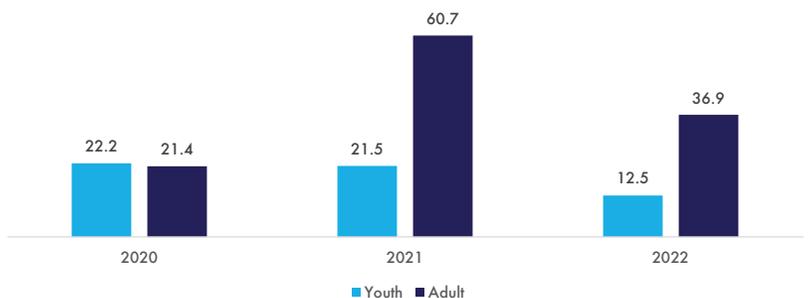
Year to Date Program Attendance



Monthly Program Attendance



Average Program Attendance



CHANGES IN HOURS/SALARY/TRANSFERS

NAME	POSITION	COST CENTER OLD	COST CENTER NEW	GRADE OLD	GRADE NEW	HOURS OLD	HOURS NEW	SALARY OLD	SALARY NEW	REPLACES	REASON	HRS WEEK	EFFECTIVE DATE
Ashford, Keith	Branch Services Assistant I SUB	STH112	450114	OSM	207		1		\$20.09		Adding Second Rate	1	1/9/2022
Bailey, Tammy	Branch Services Assistant II	NOL111	NOL111	207	207	32	32	\$23.53	\$24.71		BSA I to BSA II	32	1/9/2022
Breslin, Amy	Branch Services Librarian SUB Branch Services Clerk SUB	SEU111	450114	207	208	24	1 1	\$21.91 \$23.07	\$22.40 \$16.16		Transfer to Sub Status	1 1	1/9/2022
Carroll, Donald	Maintenance Technician	607111	607111	207	207	40	40	\$20.09	\$23.00		Pay Increase	40	2/6/2022
Chapline, Robert	Maintenance Technician	607111	607111	207	207	40	40	\$22.36	\$24.11		Pay Increase	40	2/6/2022
Cilik, Peter	Branch Services Assistant SUB	MHR111	MHR111		207		1		\$20.09		Adding Second Rate	1	1/23/2022
Clancy, Robin	Branch Services Librarian SUB Branch Services Clerk SUB	SLN111	SLN111	207	207	1 1	1 1		\$22.40 \$16.96		Adding a Second and Third Rates	1 1	1/9/2022
Cooley, Kathryn	Branch Services Librarian SUB Branch Services Clerk SUB	NOL111	450114	209	208	40	1	\$27.57 \$22.63	\$22.40 \$22.63		Transfer to Sub Status	1	1/23/2022
DeGirolamo, Gregory	NBU Page SUB	450114	450114	OSP	OSP	1	1	\$9.05	\$13.00		Second Rate Updated	1	12/26/2021
Dehrmann, Sharon	Branch Services Clerk	MDH111	MDH111	205	205	20	24	\$22.78	\$22.78		Increased Hours	24	2/6/2022
Disterhof-Apperson, Shannon	NBU Page SUB	450114	450114	OSP	OSP	1	1	\$9.05	\$13.00		Second Rate Updated	1	12/26/2021
Fishman, Kyle	Branch Services Assistant SUB Branch Services Clerk SUB	MYR113	450114	OSP	207 205	15	1 1	\$20.09 \$16.16	\$20.09 \$16.16		Transfer to Sub Status	1 1	1/9/2022
Fistek, Coleen	NBU Page SUB	450114	450114	OSP	OSP	1	1	\$9.05	\$13.00		Second Rate Updated	1	12/26/2021
Fried, Aaron	Branch Services Assistant I	SEU111	SEU111	207	207	36	40	\$21.52	\$21.52		Increased Hours	40	1/23/2022
Hall, James	Maintenance Technician	607111	607111	207	207	40	40	\$20.89	\$23.00		Pay increase	40	2/6/2022
Hammond, Nicholas	Branch Services Clerk	STV113	BRV111	OSP	205	15	20	\$12.50	\$16.16	Megan Masella - Job Transfer	Page to Clerk Role	20	1/9/2022
Hereford, Sabrina	Branch Services Clerk	GFH111	GFH111	205	205	20	24	\$17.31	\$17.31		Increased Hours	24	2/6/2022
Holton, John	NBU Page SUB	450114	450114	OSP	OSP	1	1	\$9.05	\$13.00		Second Rate Updated	1	12/26/2021
Hopes, Gloria	Branch Services Assistant I SUB	STH112	STH112	207	207		1		\$20.09		Adding Second Rate	1	1/9/2022
Hruschak, Bethany	NBU Page SUB	450114	450114	OSP	OSP	1	1	\$9.05	\$13.00		Second Rate Updated	1	12/26/2021
Iammarino, Sarah	Branch Services Assistant II	BCH111	BCH111	207	207	20	24	\$22.36	\$22.36		Increased Hours	24	2/6/2022
Johnson, Stephanie	Branch Services Librarian	STH111	STH111	209	208	40	40	\$26.23	\$24.10		Acting Assignment Ended	40	1/23/2022
Kalal, Abigale	TSD Clerk	702111	702111	204	204	40	40	\$14.49	\$15.00		Pay Increase	40	12/26/2021
Kazimir, Brandon	NBU Page SUB	450114	450114	OSP	OSP	1	1	\$9.05	\$13.00		Second Rate Updated	1	12/26/2021

CHANGES IN HOURS/SALARY/TRANSFERS

NAME	POSITION	COST CENTER OLD	COST CENTER NEW	GRADE OLD	GRADE NEW	HOURS OLD	HOURS NEW	SALARY OLD	SALARY NEW	REPLACES	REASON	HRS WEEK	EFFECTIVE DATE
Kraus, Karen	Branch Services Assistant I	FPR111	FPR111	207	207	20	16	\$24.80	\$24.80		Decreased Hours	16	1/9/2022
Laessig, Bonnie	Branch Services Assistant I SUB Branch Services Clerk SUB	BPK111	450114	207 205	207 205	1 1	1 1	\$21.52 \$16.16	\$20.09 \$20.09		Transfer to Sub Status	1 1	1/23/2022
Lane, Kimberly	1-2-3 Read Site Coordinator Branch Services Assistant SUB	NOL111	504113 450114	207	OSR	20	10 1	\$20.09 \$20.09	\$22.24 \$20.09		Transfer to New Role Adding Second Rate	10 1	1/23/2022
Mazur, Michelle	Branch Services Clerk	BEA111	BEA111	205	205	20	24	\$16.16	\$16.16		Increased Hours	24	1/23/2022
McIntire, Patrick	NBU Page SUB	450114	450114	OSP	OSP	1	1	\$9.05	\$13.00		Second Rate Updated	1	12/26/2021
Money, Joanna	Sorter Shipping and Receiving Clerk	605111 605111	605111 605111	203 203	203 205	20 20	20 40	\$13.95 \$15.00	\$15.00 \$16.16	Vlad Pavenyk Roger Mihaly - Retired	Pay Increase New Role	20 40	12/26/2021 2/7/2022
Morris, Melissa	Branch Services Assistant II	MHR111	MHR111	207	207	40	40	\$24.32	\$25.54		BSA I to BSA II	40	1/9/2022
Panevnyk, Volodymyr	Sorter	605111	605111	203	203	28	40	\$16.11	\$16.11		Increased Hours	40	2/6/2022
Radovanic, Frank	Maintenance Technician	607111	607111	207	207	40	40	\$23.94	\$24.11		Pay Increase	40	2/6/2022
Raffa, Alicia	Branch Services Clerk	MYR111	MYR111	205	205	15	24	\$16.16	\$16.16		Increased Hours	24	2/21/2022
Roscoe, Terrance	Security Coordinator	MHR112	604112	OSM	36	15	40	\$22.24	\$29.98	Ryan Grame - Promotion	Promotion	40	2/7/2022
Schalk, Maggie (Finn)	Branch Services Assistant I	BCH111	BCH111	207	207	40	32	\$21.52	\$21.52		Decreased Hours	32	2/6/2022
Siegel, Scott	Branch Services Librarian SUB	MHR111	MHR111		208		1		\$22.40		Adding Second Rate	32 1	1/23/2022
Smith, Sarah	Branch Services Librarian I	GAT111	GAT111	208	208	16	24	\$23.52	\$23.52	Isabella Ziemak - Resigned	New Role	24	2/6/2022
Soares Sgrinhelli, Natalia	Branch Services Assistant I SUB Branch Services Clerk SUB	BCH111	450114	207	207 205	24	1 1	\$21.52 \$16.16	\$20.09 \$16.16		Transfer to Sub Status	1 1	2/6/2022
Voroselo, Kevin	NBU Page SUB	450114	450114	OSP	OSP	1	1	\$9.05	\$13.00		Second Rate Updated	1 1	12/26/2021
Warren, Valerie	Branch Services Clerk SUB	STH112	STH112	205	205		1		\$16.16		Adding Second Rate	1	1/9/2022
Zsilko, Nicole	Branch Services Clerk SUB NBU Page SUB	450114	450114	205 OSP	205 OSP	1	1	\$16.16 \$9.05	\$16.16 \$13.00		Second Rate Updated	1	12/26/2021

HUMAN RESOURCES DIVISION REPORT LIST NO. 2022-02

February 2022

SEPERATIONS

NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	EFFECTIVE DATE
Berzinsky, Judith	Branch Services Clerk	SLN111	205	\$16.16	16	1/26/2022
Cooley, Kathryn	Branch Services Librarian SUB Branch Services Clerk SUB	450114	208	\$22.40 \$22.63	1	2/7/2022
Elkins-Wylie, Brenda	Tutor	504113	OST	\$12.00	10	12/9/2021
Hallahan, Erin	Branch Services Librarian I Generalist	GFH111	208	\$24.10	40	1/26/2022
Henry, Patricia	1-2-3 Read Site Coordinator	504113	OSR	\$22.24	10	1/31/2022
Lester, Danielle	Branch Service Clerk	IND111	205	\$16.16	16	2/7/2022
McElwain, Rachel	Page	BEA113	OEP	\$12.00	12	12/30/2021
Reddy, Kloby	1-2-3 Read Site Coordinator	504113	OSR	\$22.24	10	11/1/2021
Shepherd, Taylor	Tutor	504113	OST	\$12.00	10	2/14/2022
Ward, Alex	Branch Services Librarian SUB	450114	208	\$22.40	1	1/30/2022

RETIREMENTS							
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	HIRE DATE	LAST WORKING DAY

Financial Statement Analysis

January 2022

The budget presented on this report is the Temporary Appropriations and Estimated Revenues as adopted by the Board for the beginning of 2022.

Revenues

We received advances for both of our property tax levies (2.5 and 1.0 Mills) totaling a little over \$5 million. The largest advance generally comes to us in February or March for the first half of the year.

Our first monthly distribution for the PLF was received in the amount of \$2,089,331. We will begin tracking those amounts on a monthly basis, as we did last year. Based on a comparison to last year, this distribution was larger than the amount received in January 2021.

Patron Fines and Fees collected in January were up from last year. This amount will be the last month the actual Fines and Fees Income is for both fines and fees. The actual Fines and Fees budget will be adjusted to only reflect fees, as the Board approved the move to fine free at the meeting in January. The budget adjustment will be reflected in the Permanent Budget.

The negative amount of \$1200 in the Meeting Room Rental is for a refund to an organization, who paid a deposit to use a meeting room and cancelled their reservation.

The remainder of the revenue accounts are where we would expect them to be one month into our fiscal year.

Expenses

The Salaries and Benefits accounts for one month into our fiscal are within budget. The Insurance Benefits account shows nearly 12% spent. The Library funds a portion of employee health savings accounts for those who chose that type of healthcare coverage. That amount will reflect a more normal percentage after a couple of months into our fiscal year.

The Library Materials accounts reflect an overall expense of 18.5%. This is typical as January is a larger buying month for materials.

Some of the expense accounts show a larger percentage expensed and encumbered. This reflects the blanker purchase orders for the year, which increases the encumbrances.

Investments

There were several purchases of Commercial Paper for the month of January.

Two pieces from Royal Bank Capital Markets in the amounts of \$1,070,000 and \$600,000 with yields of 0.62% and 0.59% respectively.

Two pieces from Bank of America in the amounts of \$1,250,000 and \$1,500,000 with yields of 0.65% and 0.58% respectively.

And a piece from Toyota Motor Credit in the amount of \$1,000,000 with a yield of 0.75%.

Transfers and Advances

There were three transfers for the month.

Two transfers to the ASPIRE program for our match for SNAP in the amounts of \$1,271.59 and \$1,233.49.

We also had our monthly transfer to MyCom for the library match in the amount of \$10,833.37.

CUYAHOGA COUNTY PUBLIC LIBRARY

General Fund

REVENUE

Fiscal 2022 -January

8.3% of Year

Acct. No.	General Fund Line Item Description	2022 Revenue	2021 Final Revenue	2022 MTD Received	2021 MTD Received	2022 YTD Received	2021 YTD Received	2022 % Received	2022 Balance	Notes
1200	General Property Taxes	\$57,824,200.00	\$57,769,729.82	\$5,008,000.00	\$4,071,000.00	\$5,008,000.00	\$4,071,000.00	8.7%	(\$52,816,200.00)	
	Gen Prop Taxes-Rel Estate 2.5 Mills	\$39,074,200.00	\$39,163,998.70	\$2,966,000.00	\$2,323,000.00	\$2,966,000.00	\$2,323,000.00	7.6%	(\$36,108,200.00)	
	Gen Prop Taxes-Rel Estate 1.0 Mills	\$18,750,000.00	\$18,605,731.12	\$2,042,000.00	\$1,748,000.00	\$2,042,000.00	\$1,748,000.00	10.9%	(\$16,708,000.00)	
1250	Intergovernmental	\$27,726,855.00	\$29,279,275.86	\$2,089,331.52	\$1,827,992.45	\$2,089,331.52	\$1,827,992.45	7.5%	(\$25,637,523.48)	
	Public Library Fund	\$22,801,055.00	\$24,353,461.58	\$2,089,331.52	\$1,827,992.45	\$2,089,331.52	\$1,827,992.45	9.2%	(\$20,711,723.48)	
	Property Taxes	\$4,925,800.00	\$4,925,814.28	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$4,925,800.00)	
2200	Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
2300	Local Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
3100	Patron Fines & Fees	\$550,000.00	\$657,617.11	\$28,160.28	\$4,223.49	\$28,160.28	\$4,223.49	5.1%	(\$521,839.72)	
	Fines and Fees Income	\$200,000.00	\$189,105.86	\$14,005.28	\$4,223.49	\$14,005.28	\$4,223.49	7.0%	(\$185,994.72)	
	Passport Fee	\$340,000.00	\$390,705.00	\$11,305.00	\$0.00	\$11,305.00	\$0.00	3.3%	(\$328,695.00)	
	Passport Photo Fee	\$0.00	\$75,150.00	\$4,050.00	\$0.00	\$4,050.00	\$0.00	0.0%	\$4,050.00	
	Meeting Room Rental Fees	\$10,000.00	\$2,656.25	(\$1,200.00)	\$0.00	(\$1,200.00)	\$0.00	-12.0%	(\$11,200.00)	
4000	Interest	\$35,000.00	\$12,621.84	\$363.39	\$135.95	\$363.39	\$135.95	1.0%	(\$34,636.61)	
5500	Services Provided Other Entities	\$4,000.00	\$5,015.62	\$24.00	\$256.00	\$24.00	\$256.00	0.6%	(\$3,976.00)	
6100	Restricted Gifts	\$0.00	\$63,048.55	\$12.94	\$37,000.00	\$12.94	\$37,000.00	0.0%	\$12.94	
6500	Unrestricted Gifts	\$45,000.00	\$609.81	\$0.00	\$45.25	\$0.00	\$45.25	0.0%	(\$45,000.00)	
8100	Sale of Property	\$37,000.00	\$38,025.93	\$120.00	\$0.00	\$120.00	\$0.00	0.3%	(\$36,880.00)	
8200	Sale of Resale Supplies	\$64,520.00	\$63,212.39	\$1,787.11	\$2.33	\$1,787.11	\$2.33	2.8%	(\$62,732.89)	
8300	Rental of Real Property	\$23,110.00	\$23,106.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$23,110.00)	
8700	Refunds and Reimbursements	\$263,370.00	\$884,793.48	\$940.04	\$735,252.31	\$940.04	\$735,252.31	0.4%	(\$262,429.96)	
8900	Miscellaneous	\$12,000.00	\$12,543.18	\$349.00	\$881.00	\$349.00	\$881.00	2.9%	(\$11,651.00)	
9800	Advances In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
9900	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
	Carryover	\$500,000.00	\$947,747.99	\$0.00	\$0.00	\$500,000.00	\$500,000.00	100.0%	\$0.00	
TOTAL -- General Fund		\$87,085,055.00	\$89,757,347.58	\$7,129,088.28	\$6,676,788.78	\$7,629,088.28	\$7,176,788.78	8.8%	(\$79,455,966.72)	
TOTAL -- Capital Fund - 402		\$200,000.00	\$19,359,859.84	\$5,122.46	\$2,788.96	\$5,122.46	\$2,788.96	2.6%	(\$194,877.54)	
TOTAL -- Note Retirement Fund - 301		\$4,449,855.85	\$51,974,457.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$4,449,855.85)	
TOTAL -- Trust Fund (Regular) - 701		\$2,000.00	\$24,649.48	\$1,682.67	\$1,210.37	\$1,682.67	\$1,210.37	84.1%	(\$317.33)	
TOTAL -- Trust Fund (Special) - 702		\$100.00	\$628,480.44	\$130.63	\$78.69	\$130.63	\$78.69	130.6%	\$30.63	
TOTAL -- Endowment Fund - 801		\$100.00	\$15.76	\$1.71	\$1.65	\$1.71	\$1.65	1.7%	(\$98.29)	
TOTAL -- Agency Fund (FSA) - 901		\$80,000.00	\$81,606.87	\$7,210.34	\$6,868.75	\$7,210.34	\$6,868.75	9.0%	(\$72,789.66)	
TOTAL -- Project Build - 223		\$255.50	\$40,632.59	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$255.50)	
TOTAL -- Entrepreneurships Adult & Youth - 232		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Cleve Found Encore Initiative - 236		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- My Com Neighborhood - 242		\$70,400.00	\$292,500.36	\$10,833.37	\$10,833.33	\$10,833.37	\$10,833.33	15.4%	(\$59,566.63)	
TOTAL -- Memory Lab Grant - 243		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- WVH Garden Grant - 244		\$149.36	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$149.36)	
TOTAL -- Adult Education Services - 247		\$1,049,389.07	\$1,670,135.25	\$6,760.38	\$40,278.00	\$6,760.38	\$40,278.00	0.6%	(\$1,042,628.69)	
TOTAL -- Family Engagement - 249		\$0.00	\$77,500.00	\$32,000.00	\$0.00	\$32,000.00	\$0.00	0.0%	\$32,000.00	
TOTAL -- IPAD Lab - 253		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Food & Culinary Literacy Program		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Hotspot Lending Program		\$490,000.00	\$135,520.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$490,000.00)	
TOTAL -- Poetry Out Loud - 261		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL --Digital Literacy- 265		\$106,450.00	\$237,450.00	\$33,250.00	\$0.00	\$33,250.00	\$0.00	31.2%	(\$73,200.00)	
TOTAL --OH EPA Charging Station- 266		\$30,000.00	\$10,876.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$30,000.00)	
TOTAL -- Homework Centers - 270		\$138,477.00	\$203,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	7.2%	(\$128,477.00)	
TOTAL -- Summer Camps - 280		\$0.00	\$23,172.09	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Kindergarten & Baby Kits - 290		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Special School Program. - 293		\$233,015.16	\$254,750.55	\$0.00	\$30,107.20	\$0.00	\$30,107.20	0.0%	(\$233,015.16)	
GRAND TOTAL -- All Funds		\$93,935,246.94	\$164,773,453.81	\$7,236,079.84	\$6,768,955.73	\$7,736,079.84	\$7,268,955.73	8.2%	(\$86,199,167.10)	

CUYAHOGA COUNTY PUBLIC LIBRARY
BUDGET EXPENDITURE STATUS
 Fiscal 2022 January 8.3% of Year

Acct. No.	General Fund Line Item Description	2022 Appropriation	2021 C/O Encumbrance	2021 Final Expended	2022 MTD Expended	2021 MTD Expended	2022 YTD Expended	2021 YTD Expended	2022 Enc + PY Enc	2022 Exp+Enc	2022% Exp+Enc	2022 Balance
1000s SALARIES & BENEFITS		47.8%										
1110	Salaries	\$29,500,000.00	\$0.00	\$27,721,271.74	\$2,123,936.07	\$1,966,984.18	\$2,123,936.07	\$1,966,984.18	\$0.00	\$2,123,936.07	7.2%	\$27,376,063.93
1400	Retirement Benefits-Employer	\$4,130,046.00	\$0.00	\$3,833,569.75	\$300,999.07	\$274,291.41	\$300,999.07	\$274,291.41	\$0.00	\$300,999.07	7.3%	\$3,829,046.93
1600	Insurance Benefits-Employer	\$7,927,516.00	\$0.00	\$6,899,059.74	\$937,221.54	\$901,264.31	\$937,221.54	\$901,264.31	\$0.00	\$937,221.54	11.8%	\$6,990,294.46
1900	Other Employee Benefits	\$72,438.00	\$0.00	\$71,300.61	\$698.75	\$0.00	\$698.75	\$0.00	\$0.00	\$698.75	1.0%	\$71,739.25
	SUBTOTAL -- SALARIES & BENEFITS	\$41,630,000.00	\$0.00	\$38,525,201.84	\$3,362,855.43	\$3,142,539.90	\$3,362,855.43	\$3,142,539.90	\$0.00	\$3,362,855.43	8.1%	\$38,267,144.57
2000s SUPPLIES		1.5%										
2100	General Administrative Supplies	\$744,121.00	\$93,947.63	\$566,154.10	\$76,447.10	\$33,150.33	\$76,447.10	\$33,150.33	\$364,689.32	\$441,136.42	52.6%	\$396,932.21
2200	Property Maintenance & Repair Supplies	\$387,484.00	\$4,701.13	\$301,424.31	\$19,792.27	\$17,428.47	\$19,792.27	\$17,428.47	\$367,024.58	\$386,816.85	98.6%	\$5,368.28
2300	Motor Equipment Fuel & Supplies	\$123,395.00	\$0.00	\$102,397.52	\$5,271.64	\$15,052.94	\$5,271.64	\$15,052.94	\$59,377.04	\$64,648.68	52.4%	\$58,746.32
2500	Supplies for Resale	\$45,000.00	\$0.00	\$31,595.00	\$0.00	\$3,300.00	\$0.00	\$3,300.00	\$45,000.00	\$45,000.00	100.0%	\$0.00
	SUBTOTAL -- SUPPLIES	\$1,300,000.00	\$98,648.76	\$1,001,570.93	\$101,511.01	\$68,931.74	\$101,511.01	\$68,931.74	\$836,090.94	\$937,601.95	67.0%	\$461,046.81
3000s PURCHASED & CONTRACTED SERVICES		16.7%										
3100	Travel & Meeting Expenses	\$178,555.00	\$0.00	\$44,986.28	\$981.42	\$638.38	\$981.42	\$638.38	\$0.00	\$981.42	0.5%	\$177,573.58
3200	Communications-Printing & Publications	\$1,159,080.00	\$515.84	\$1,108,783.05	\$76,111.43	\$80,845.85	\$76,111.43	\$80,845.85	\$931,511.49	\$1,007,622.92	86.9%	\$151,972.92
3300	Property Maintenance & Repair Service	\$5,672,395.00	\$1,103,684.61	\$5,437,855.84	\$307,418.50	\$501,787.69	\$307,418.50	\$501,787.69	\$4,327,651.48	\$4,635,069.98	68.4%	\$2,141,009.63
3400	Insurance	\$352,300.00	\$0.00	\$313,740.34	\$0.00	\$1,674.00	\$0.00	\$1,674.00	\$352,300.00	\$352,300.00	100.0%	\$0.00
3500	Rents and Leases	\$627,455.00	\$87,425.68	\$610,145.51	\$30,320.75	\$30,219.69	\$30,320.75	\$30,219.69	\$603,193.22	\$633,513.97	88.6%	\$81,366.71
3600	Utilities	\$1,693,625.00	\$0.00	\$1,529,944.20	\$103,251.77	\$138,941.05	\$103,251.77	\$138,941.05	\$0.00	\$103,251.77	6.1%	\$1,590,373.23
3700	Professional Services	\$2,429,315.00	\$451,958.64	\$1,985,577.86	\$99,845.83	\$34,733.19	\$99,845.83	\$34,733.19	\$1,383,875.26	\$1,483,721.09	51.5%	\$1,397,552.55
3900	Other Contracted Services	\$2,387,275.00	\$12,526.36	\$2,256,526.08	\$647,872.24	\$596,599.14	\$647,872.24	\$596,599.14	\$1,498,846.51	\$2,146,718.75	89.5%	\$253,082.61
	SUBTOTAL -- CONTRACTED SERVICES	\$14,500,000.00	\$1,656,111.13	\$13,287,559.16	\$1,265,801.94	\$1,385,438.99	\$1,265,801.94	\$1,385,438.99	\$9,097,377.96	\$10,363,179.90	64.1%	\$5,792,931.23
4000s LIBRARY MATERIALS & INFORMATION		11.5%										
4100	Books & Pamphlets	\$7,205,000.00	\$440,573.47	\$7,227,986.18	\$839,446.44	\$1,031,982.67	\$839,446.44	\$1,031,982.67	\$682,079.79	\$1,521,526.23	19.9%	\$6,124,047.24
4200	Periodicals	\$195,000.00	\$0.00	\$194,257.15	\$462.25	\$11,790.48	\$462.25	\$11,790.48	\$0.00	\$462.25	0.2%	\$194,537.75
4300	Audiovisual Material	\$1,150,000.00	\$136,911.10	\$1,114,238.63	\$90,052.79	\$213,461.89	\$90,052.79	\$213,461.89	\$183,056.43	\$273,109.22	21.2%	\$1,013,801.88
4500	Computer Services & Information	\$1,398,000.00	\$0.00	\$1,295,945.72	\$152,237.24	\$75,739.61	\$152,237.24	\$75,739.61	\$7,444.00	\$159,681.24	11.4%	\$1,238,318.76
4700	Library Material Repair & Restoration	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$2,000.00
4900	Library Materials-Other	\$50,000.00	\$1,093.74	\$30,653.07	\$643.93	\$965.07	\$643.93	\$965.07	\$2,017.04	\$2,660.97	5.2%	\$48,432.77
	SUBTOTAL -- LIBRARY MATERIALS	\$10,000,000.00	\$578,578.31	\$9,863,080.75	\$1,082,842.65	\$1,333,939.72	\$1,082,842.65	\$1,333,939.72	\$874,597.26	\$1,957,439.91	18.5%	\$8,621,138.40
5000s CAPITAL OUTLAY		8.0%										
5100	Purchase of Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
5400	Building Improvements	\$5,000,000.00	\$5,500.00	\$441,312.77	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$0.00	\$5,500.00	0.1%	\$5,000,000.00
5500	Furniture & Equipment	\$2,000,000.00	\$721,703.33	\$1,143,941.60	\$85,847.13	\$45,769.16	\$85,847.13	\$45,769.16	\$665,930.80	\$751,777.93	27.6%	\$1,969,925.40
5700	Motor Vehicles	\$0.00	\$89,087.00	\$200,855.00	\$0.00	\$31,130.00	\$0.00	\$31,130.00	\$89,087.00	\$89,087.00	0.0%	\$0.00
	SUBTOTAL -- CAPITAL OUTLAY	\$7,000,000.00	\$816,290.33	\$1,786,109.37	\$91,347.13	\$76,899.16	\$91,347.13	\$76,899.16	\$755,017.80	\$846,364.93	10.8%	\$6,969,925.40
7000s OTHER OBJECTS		0.1%										
7100	Dues and Memberships	\$57,335.00	\$0.00	\$60,919.00	\$33,042.92	\$15,930.00	\$33,042.92	\$15,930.00	\$15,500.00	\$48,542.92	84.7%	\$8,792.08
7200	Taxes and Assessments	\$32,610.00	\$0.00	\$17,465.00	\$6,862.90	\$5,808.85	\$6,862.90	\$5,808.85	\$0.00	\$6,862.90	21.0%	\$25,747.10
7500	Refunds and Reimbursements	\$3,545.00	\$0.00	\$2,864.58	\$25.00	\$84.75	\$25.00	\$84.75	\$0.00	\$25.00	0.7%	\$3,520.00
7900	Other Miscellaneous Expenses	\$1,510.00	\$235.00	\$1,965.04	\$20.00	\$120.00	\$20.00	\$120.00	\$215.00	\$235.00	13.5%	\$1,510.00
	SUBTOTAL -- OTHER OBJECTS	\$95,000.00	\$235.00	\$83,213.62	\$39,950.82	\$21,943.60	\$39,950.82	\$21,943.60	\$15,715.00	\$55,665.82	58.5%	\$39,569.18
8000s CONTINGENCY		0.2%										
8999	Contingency	\$210,055.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$210,055.00
	SUBTOTAL -- CONTINGENCY	\$210,055.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$210,055.00
9000s TRANSFERS OUT		14.2%										
9899	Advances to Other Funds	\$0.00	\$0.00	\$146,396.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
9999	Transfers to Other Funds	\$12,350,000.00	\$0.00	\$24,041,621.14	\$13,338.45	\$10,833.33	\$13,338.45	\$10,833.33	\$0.00	\$13,338.45	0.1%	\$12,336,661.55
	SUBTOTAL -- TRANSFERS OUT	\$12,350,000.00	\$0.00	\$24,188,017.14	\$13,338.45	\$10,833.33	\$13,338.45	\$10,833.33	\$0.00	\$13,338.45	0.1%	\$12,336,661.55
GRAND TOTAL -- General Fund		\$87,085,055.00	\$3,149,863.53	\$88,734,752.81	\$5,957,647.43	\$6,040,526.44	\$5,957,647.43	\$6,040,526.44	\$11,578,798.96	\$17,536,446.39	19.4%	\$72,698,472.14

CUYAHOGA COUNTY PUBLIC LIBRARY
BUDGET EXPENDITURE STATUS
 Fiscal 2022 January 8.3% of Year

FUND	Line Item Description	2022 Appropriation	2021 C/O Encumbrance	2021 Final Expended	2022 MTD Expended	2021 MTD Expended	2022 YTD Expended	2021 YTD Expended	2022 ENC + PY Enc	2022 Exp+Enc	2022 % Exp+Enc	2022 Balance
223	TOTAL -- Project Build	\$25,255.50	\$0.00	\$6,002.93	\$474.50	\$0.00	\$474.50	\$0.00	\$14,525.50	\$15,000.00	59.4%	\$10,255.50
232	TOTAL -- Entrepreneurships Adult & Youth	\$1,382.09	\$0.00	\$3,882.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,382.09
236	TOTAL -- Cleveland Foundation Encore Initiative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
242	TOTAL -- MyCom Neighborhood	\$85,400.00	\$0.00	\$259,075.04	\$19,043.87	\$23,276.29	\$19,043.87	\$23,276.29	\$4,716.95	\$23,760.82	27.8%	\$61,639.18
244	TOTAL -- WVH Garden Grant	\$1,149.36	\$0.00	\$873.09	\$0.00	\$377.91	\$0.00	\$377.91	\$0.00	\$0.00	0.0%	\$1,149.36
247	TOTAL -- Adult Education Services	\$1,049,389.07	\$0.00	\$1,483,936.95	\$90,232.05	\$93,080.25	\$90,232.05	\$93,080.25	\$20,230.45	\$110,462.50	10.5%	\$938,926.57
249	TOTAL -- Family Engagement	\$0.00	\$0.00	\$23,327.15	\$0.00	\$772.24	\$0.00	\$772.24	\$55,008.00	\$55,008.00	0.0%	(\$55,008.00)
253	TOTAL -- IPAD Lab	\$0.00	\$0.00	\$1,604.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
256	TOTAL -- Food & Culinary Literacy Programs	\$33,065.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$33,065.43
257	TOTAL -- Hotspot Lending Program	\$490,000.00	\$0.00	\$171,440.00	\$14,321.30	\$0.00	\$14,321.30	\$0.00	\$95,158.70	\$109,480.00	22.3%	\$380,520.00
261	TOTAL -- Poetry Out Loud	\$0.00	\$0.00	\$2,300.00	\$0.00	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	0.0%	\$0.00
265	TOTAL --Digital Literacy	\$218,900.00	\$0.00	\$3,972.64	\$52,278.90	\$0.00	\$52,278.90	\$0.00	\$0.00	\$52,278.90	23.9%	\$166,621.10
266	TOTAL --OH EPA Charging Station Grant	\$30,000.00	\$0.00	\$10,876.00	\$15,930.00	\$0.00	\$15,930.00	\$0.00	\$1,770.00	\$17,700.00		\$12,300.00
270	TOTAL -- Homework Centers	\$138,477.00	\$0.00	\$209,509.18	\$12,599.48	\$8,250.62	\$12,599.48	\$8,250.62	\$748.69	\$13,348.17	9.6%	\$125,128.83
280	TOTAL -- Summer Camps	\$0.00	\$0.00	\$23,172.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
290	TOTAL -- Kindergarten & Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
293	TOTAL -- Special School Programming	\$244,015.16	\$0.00	\$208,505.41	\$5,730.42	\$4,520.70	\$5,730.42	\$4,520.70	\$0.00	\$5,730.42	2.3%	\$238,284.74
301	TOTAL -- Note Retirement Fund	\$4,497,750.00	\$0.00	\$51,926,982.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$4,497,750.00
402	TOTAL -- Capital Fund	\$8,000,000.00	\$3,351,341.87	\$7,584,939.19	\$125,180.12	\$166,161.60	\$125,180.12	\$166,161.60	\$3,271,104.78	\$3,396,284.90	29.9%	\$7,955,056.97
701	TOTAL -- Trust Fund (Regular)	\$140,000.00	\$2,618.07	\$39,898.33	\$634.45	\$3,543.64	\$634.45	\$3,543.64	\$2,354.30	\$2,988.75	2.1%	\$139,629.32
702	TOTAL -- Trust Fund (Special)	\$50,000.00	\$0.00	\$64,973.42	\$0.00	\$692.10	\$0.00	\$692.10	\$0.00	\$0.00	0.0%	\$50,000.00
801	TOTAL -- Endowment Fund	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$2,500.00
901	TOTAL -- Agency Fund (FSA)	\$100,000.00	\$0.00	\$77,501.94	\$7,554.92	\$9,092.83	\$7,554.92	\$9,092.83	\$0.00	\$7,554.92	7.6%	\$92,445.08
GRAND TOTAL -- All Funds		\$15,107,283.61	\$3,353,959.94	\$62,102,772.11	\$343,980.01	\$310,668.18	\$343,980.01	\$310,668.18	\$3,465,617.37	\$3,809,597.38	20.6%	\$14,651,646.17

CUYAHOGA COUNTY PUBLIC LIBRARY							
Capital Fund Balances							
Fiscal 2022 -January							
FUND	CC	Project Budget	2022 Expenditures	Expenditures To Date (1)	Encumbered & Unpaid (2)	Project Balance (3)	STATUS
Capital Fund - 402							
Bay	004	\$10,943,360.00	\$97,813.18	\$7,698,177.62	\$3,264,315.55	(\$19,133.17)	
Brooklyn	019	\$17,500,000.00	\$0.00	\$0.00	\$0.00	\$17,500,000.00	
Richmond	070	\$1,500,000.00	\$26,353.02	\$1,452,902.57	\$6,789.23	\$40,308.20	
Total Capital Fund - 402		\$29,943,360.00	\$124,166.20	\$9,151,080.19	\$3,271,104.78	\$17,521,175.03	

CUYAHOGA COUNTY PUBLIC LIBRARY				
All Funds Cash Balance				
Fiscal 2022 --January				
Fund	Beginning Cash Balance	Receipts To Date	Expenditures To Date	Cash Balance
General Fund	\$3,649,863.53	\$7,129,088.28	\$5,957,647.43	\$4,821,304.38
Debt Service	\$47,894.15	\$0.00	\$0.00	\$47,894.15
Capital Fund - 402	\$33,790,210.11	\$5,122.46	\$125,180.12	\$33,670,152.45
Trust Fund - Regular	\$493,911.56	\$1,682.67	\$634.45	\$494,959.78
Trust Fund - Special	\$1,478,455.14	\$130.63	\$0.00	\$1,478,585.77
Endowment Fund	\$19,271.11	\$1.71	\$0.00	\$19,272.82
Agency Fund	\$52,282.34	\$7,210.34	\$7,554.92	\$51,937.76
Project Build	\$40,613.09	\$0.00	\$474.50	\$40,138.59
Keybank FNDTH College Prep/Entrepreneurship	(\$0.00)	\$0.00	\$0.00	(\$0.00)
MyCom Neighborhood	\$49,006.45	\$10,833.37	\$19,043.87	\$40,795.95
Memory Lab Grant	\$0.00	\$0.00	\$0.00	\$0.00
WVH Garden Grant	\$1,046.67	\$0.00	\$0.00	\$1,046.67
Adult Education Services (AES)	\$192,914.60	\$6,760.38	\$90,232.05	\$109,442.93
Family Engagement	\$55,000.00	\$32,000.00	\$0.00	\$87,000.00
IPAD Lab	\$33.73	\$0.00	\$0.00	\$33.73
Food & Culinary Literacy Programs	\$33,065.43	\$0.00	\$0.00	\$33,065.43
Hotspot Lending Program	\$0.00	\$0.00	\$14,321.30	(\$14,321.30)
Poetry Out Loud	\$0.00	\$0.00	\$0.00	\$0.00
Digital Literacy	\$233,477.36	\$33,250.00	\$52,278.90	\$214,448.46
OH EPA Charging Station Grant	\$0.00	\$0.00	\$15,930.00	(\$15,930.00)
Homework Centers	\$3,977.39	\$10,000.00	\$12,599.48	\$1,377.91
Summer Camps	(\$0.00)	\$0.00	\$0.00	(\$0.00)
Kindergarten and Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00
Special School Programming	\$64,197.22	\$0.00	\$5,730.42	\$58,466.80
SUBTOTAL	\$40,205,219.88	\$7,236,079.84	\$6,301,627.44	\$41,139,672.28

CUYAHOGA COUNTY PUBLIC LIBRARY
Investments Approval
Fiscal 2022 - January

Description	Institution of Deposit	Par Value/Qty.	Purchase Yield	Purchase Date	Maturity Date	% of Assets
Money Market Funds						
Sweep Account	Key Bank	\$11,409,896.99	0.01%	n/a	n/a	27.36%
Money Market Fund	Northwest Bank	\$0.00	0.00%	n/a	n/a	0.00%
Money Market Fund	US Bank	\$7,233,637.92	0.01%	n/a	n/a	17.34%
Money Market Fund	Fifth Third	\$79,104.60	0.03%	n/a	n/a	0.19%
ICS Account	TriState Capital	\$0.00	0.00%	n/a	n/a	0.00%
Star Ohio Accounts						
Star Ohio Accounts	Star Ohio	\$5,631,173.76	0.10%	n/a	n/a	13.50%
US Treasury						
US Treasury	Wells Fargo Securities, LLC	\$570,000.00	0.42%	June 30, 2021	April 15, 2024	1.37%
US Government Agency Discount Notes						
Commercial Paper						
Societe Generale 4 A2	JP Morgan Securities LLC	\$300,000.00	0.20%	May 24, 2021	February 15, 2022	0.72%
JP Morgan Securities LLC	JP Morgan Securities LLC	\$450,000.00	0.18%	June 4, 2021	February 24, 2022	1.08%
Toronto Dominion Bank	BofA Securities, Inc.	\$415,000.00	0.17%	August 20, 2021	May 16, 2022	1.00%
Bank Montreal Chicago	Bank of Montreal Chicago Brnch	\$500,000.00	0.18%	October 6, 2021	July 1, 2022	1.20%
Collateralized Coml Paper	JP Morgan Securities LLC	\$500,000.00	0.23%	October 18, 2021	July 12, 2022	1.20%
Toronto Dominion Bank	Td Securities	\$250,000.00	0.22%	October 21, 2021	July 18, 2022	0.60%
Mufg Bank Ltd NY BRA	Usbna/Cp	\$290,000.00	0.22%	October 26, 2021	July 22, 2022	0.70%
Toyota Motor Credit	Citibank	\$500,000.00	0.31%	November 22, 2021	August 19, 2022	1.20%
Royal Bk Cda Disc Coml	Rbc Capital Markets LLC	\$1,070,000.00	0.62%	January 26, 2022	October 20, 2022	2.57%
Toronto Dominion Bank	BofA Securities, Inc.	\$1,250,000.00	0.65%	January 26, 2022	October 21, 2022	3.00%
Societe Generale 4 A2	BofA Securities, Inc.	\$1,500,000.00	0.58%	January 27, 2022	August 31, 2022	3.60%
Royal Bk Canada Ny	Rbc Capital Markets LLC	\$600,000.00	0.59%	January 31, 2022	August 22, 2022	1.44%
Toyota Motor Credit	Citibank	\$1,000,000.00	0.75%	January 31, 2022	October 28, 2022	2.40%
Certificate of Deposit						
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	2.65%	May 22, 2019	May 15, 2023	0.60%
Certificate of Deposit	Multi-Bank Securities Inc	\$246,000.00	2.55%	May 22, 2019	May 16, 2022	0.59%
Certificate of Deposit	Multi-Bank Securities Inc/Ally Bk Midvale	\$246,000.00	2.50%	June 10, 2019	June 6, 2022	0.59%
Certificate of Deposit	Bankwell Bk New	\$249,000.00	0.49%	July 6, 2020	July 6, 2023	0.60%
Certificate of Deposit	Washington Trust Company of Westerly	\$249,000.00	0.05%	May 11, 2021	May 11, 2022	0.60%
Certificate of Deposit	Safra National Bank of New York	\$249,000.00	0.07%	May 13, 2021	May 12, 2022	0.60%
Certificate of Deposit	Goldman Sachs Bank, USA	\$249,000.00	0.10%	May 19, 2021	May 19, 2022	0.60%
Certificate of Deposit	Banesco, USA	\$249,000.00	0.05%	May 28, 2021	May 27, 2022	0.60%
Agency Securities						
Federal Farm Credit Bank	Morgan Stanley & Co LLC	\$250,000.00	0.16%	May 18, 2020	May 18, 2022	0.60%
Federal Farm Credit Bank	Wells Fargo Securities, LLC	\$300,000.00	0.16%	May 21, 2020	May 18, 2022	0.72%
Federal National Mortgage Assoc	BofA Securities Inc/FXD Inc	\$350,000.00	0.25%	May 28, 2020	May 22, 2023	0.84%
Federal Farm Credit Bank	Mellon Bank/MellonFinancial	\$500,000.00	0.26%	June 25, 2020	June 22, 2022	1.20%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$305,000.00	0.57%	September 30, 2020	September 24, 2025	0.73%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$300,000.00	0.27%	October 8, 2020	August 24, 2023	0.72%
Federal Farm Credit Bank	Intl Fcstone Financial Inc	\$250,000.00	0.50%	October 29, 2020	January 27, 2025	0.60%
Federa Farm Credit Bank	JP Morgan Securities LLC	\$250,000.00	0.40%	November 19, 2020	May 16, 2024	0.60%
Federal Home Loan Mortgage Company	Multi-Bank Securities Inc.	\$390,000.00	0.25%	December 4, 2020	December 4, 2023	0.94%
Federal Home Loan Mortgage Company	Citigroup Global Markets, Inc	\$500,000.00	0.27%	January 22, 2021	March 28, 2024	1.20%
Federal Home Loan Mortgage Company	Intl Fcstone Financial Inc	\$500,000.00	0.65%	January 28, 2021	January 28, 2026	1.20%
Federal Farm Credit Bank	Mizuho Securities USA Inc.	\$500,000.00	0.22%	February 12, 2021	February 12, 2024	1.20%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$300,000.00	0.65%	February 26, 2021	February 26, 2026	0.72%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$390,000.00	1.00%	March 23, 2021	March 23, 2026	0.94%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$240,000.00	0.50%	May 27, 2021	August 27, 2024	0.58%
Federal Home Loan Mortgage Company	Toronto Dominion Securities	\$250,000.00	0.63%	May 28, 2021	November 27, 2024	0.60%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$140,000.00	0.33%	July 29, 2021	December 29, 2023	0.34%
Federal Home Loan Mortgage Company	Great Pacific Securities	\$255,000.00	1.10%	August 30, 2021	August 24, 2026	0.61%
Federal Home Loan Mortgage Company	Baird, Robert W. & Company In	\$200,000.00	0.60%	October 8, 2021	January 7, 2025	0.48%
TOTAL PORTFOLIO		\$41,704,813.27				100.00%

CUYAHOGA COUNTY PUBLIC LIBRARY

*Purchase Approval List
February 22, 2022*

<i>Item</i>	<i>Quantity</i>	<i>Description</i>	<i>Supplier</i>	<i>Unit Cost</i>	<i>Total Amount</i>
		ENCUMBRANCE INCREASES			
1		Fire inspection services			
		SUMMARY: Necessary to increase Blanket amount from \$25,000 to \$65,000 due to continued inspection services needed.			
		As requested by the Operations-Facilities Division.	Continental Fire Service		\$40,000.00
2		Construction observation and materials testing at Bay Village site			
		SUMMARY: Necessary to increase PO from \$26,600 to \$30,000 due to additional testing as needed.			
		As requested by the Operations-Facilities Division.	Geo Sci Laboratory		\$3,400.00
3		Hotspot cases			
		SUMMARY: Necessary to increase PO from \$17,833 to \$18,142 due to shipping fees.			
		As requested by the Technical Services Division.	Midwest Case		\$309.00
		NEW PURCHASES			
4		Art program presentations			
		SUMMARY: Necessary for programs at 4 branches running January through June.			
		As requested by the Learning and Literacy Division.	Art Therapy Studio		\$17,200.00
5		Consulting services			
		SUMMARY: Necessary to assist in bid & evaluation of new payroll software provider.			
		As requested by the Operations-Finance Division.	Plante Moran		\$96,930.00

CUYAHOGA COUNTY PUBLIC LIBRARY

Purchase Approval List
February 22, 2022

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
6		Yearly lease of 47 HP laptops with support			
		SUMMARY: Necessary for upgrade of additional staff computer equipment. Lease renewal will be added to existing equipment Blanket PO in 2023.	Hewlett Packard		
		As requested by the Information Technologies Division.	Financial Services		\$80,502.00
7		Monument replacement at North Olmsted branch			
		SUMMARY: Necessary for replacement of monument at branch exterior.			
		As requested by the Communications and External Relations Division.	ASI Sign Innovations		\$43,440.00
8		Building façade repair & replacement			
		SUMMARY: Necessary to repair the building façade at Orange branch.			
		As requested by the Operations-Facilities Division.	Norstone USA		\$60,000.00
9		New plows for replacement trucks			
		SUMMARY: Necessary to replace truck plows due to end of life.			
		As requested by the Operations-Facilities Division.	Zoresco Equipment		\$16,735.00
		CAPITAL FUND NEW PURCHASES			
10		Interior signage at Bay Village branch			
		SUMMARY: Necessary for installation of signage in new branch building.			
		As requested by the Communications and External Relations Division.	ASI Sign Innovations		\$15,000.00
11		Moving services for Bay Village branch			
		SUMMARY: Necessary to move items from existing branch to new building.	Corrigan		\$42,500.00
		As requested by the Operations-Facilities Division.	Moving Systems		

CUYAHOGA COUNTY PUBLIC LIBRARY
Purchase Approval List
February 22, 2022

<i>Item</i>	<i>Quantity</i>	<i>Description</i>	<i>Supplier</i>	<i>Unit Cost</i>	<i>Total Amount</i>
		2022 BLANKET PURCHASES			
12		Postage for Books by Mail, Blanket for 2022			
		SUMMARY: Necessary for funding Books by Mail program. As requested by the Operations-Facilities Division	US Post Office		\$25,000.00
13		Mailing machine postage, Blanket for 2022			
		SUMMARY: Necessary for postage through mailroom meter machine. As requested by the Operations-Facilities Division	Pitney Bowes		\$60,000.00

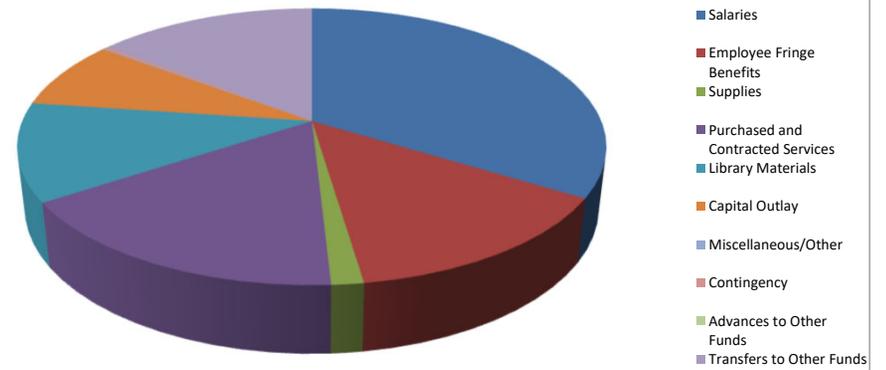
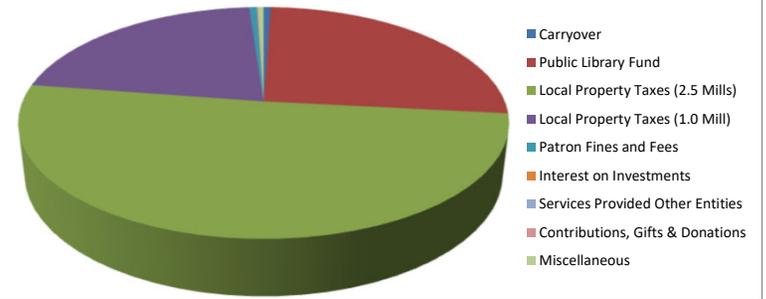
**Cuyahoga County Public Library
Gift Report / January 1-31, 2022**

Gift Amount	Donor	Recipient	Purpose
\$ 10,000.00	FirstEnergy Foundation	CCPL	Homework Centers
\$ 385.25	Friends of the Bay Village Branch	Bay Village Branch Trust fund	Supplies and Programming
\$ 53.78	Friends of the Brecksville Branch	Brecksville Branch Trust Fund	Supplies and Programming
\$ 63.74	Friends of the Brook Park Branch	Brook Park Branch Trust Fund	Supplies and Programming
\$ 268.39	Friends of the Brooklyn Branch	Brooklyn Branch Trust Fund	Supplies and Programming
\$ 378.92	Friends of the Chagrin Falls Branch	Chagrin Falls Branch Trust Fund	Supplies and Programming
\$ 38.48	Friends of the Garfield Heights Branch	Garfield Heights Branch Trust Fund	Supplies and Programming
\$ 199.71	Friends of the Gates Mills Branch	Gates Mills Branch Trust Fund	Supplies and Programming
\$ 139.85	Friends of the Independence Branch	Independence Branch Trust Fund	Supplies and Programming
\$ 471.77	Friends of the North Olmsted Branch	North Olmsted Branch Trust Fund	Supplies and Programming
\$ 135.04	Friends of the Parma Heights Branch	Parma Heights Branch Trust Fund	Supplies and Programming
\$ 2,000.00	Iris November	CCPL	123 READ
\$ 15,000.00	Martha Holden Jennings Foundation	CCPL	Deep Dive Drones
\$ 20,000.00	PNC Charitable Trusts	CCPL	Student Success
\$ 33,250.00	The Cleveland Foundation	CCPL	Digital Navigators
\$ 32,000.00	The Eva L. and Joseph M. Bruening Foundation	CCPL	Family Engagement Specialist
\$ 2,000.00	The Helen F. Stolier and Louis Stolier Family Foundation	CCPL	Project Learn
\$ 341.33	United Way of Greater Cleveland	CCPL	Project Learn

CUYAHOGA COUNTY PUBLIC LIBRARY
BUDGET PREPARATION
Fiscal 2022-Permanent

Summary Report
General Fund

Description	2022 Proposed Budget	2021 Actuals	2020 Actuals	2019 Actuals
REVENUE				
Carryover	\$500,000.00	\$947,747.99	\$3,217,447.21	\$1,851,996.98
Public Library Fund	\$22,801,055.02	\$24,353,461.58	\$21,595,432.22	\$21,635,811.96
Local Property Taxes (2.5 Mills)	\$44,322,836.00	\$44,089,812.98	\$43,309,612.49	\$43,402,673.36
Local Property Taxes (1.0 Mill)	\$18,750,000.00	\$18,605,731.12	\$0.00	\$0.00
Patron Fines and Fees	\$525,000.00	\$657,617.11	\$444,981.45	\$1,337,524.75
Interest on Investments	\$20,000.00	\$12,621.84	\$37,660.77	\$221,839.08
Services Provided Other Entities	\$5,000.00	\$5,015.62	\$3,059.91	\$4,127.82
Contributions, Gifts & Donations	\$45,000.00	\$63,658.36	\$44,469.91	\$46,528.87
Miscellaneous	\$400,000.00	\$1,021,680.98	\$746,228.15	\$460,123.11
Advances from Other Funds	\$0.00	\$0.00	\$49,565.70	\$25,084.06
Transfers from Other Funds	\$0.00	\$0.00	\$408,392.80	\$30,406.56
TOTAL	\$87,368,891.02	\$89,757,347.58	\$69,856,850.61	\$69,016,116.55
EXPENDITURES				
Salaries	\$29,500,000.00	\$27,721,271.74	\$24,416,071.94	\$28,081,804.25
Employee Fringe Benefits	\$12,130,000.00	\$10,803,930.10	\$10,841,932.08	\$10,048,402.39
Supplies	\$1,300,000.00	\$1,001,570.93	\$830,098.75	\$1,121,967.48
Purchased and Contracted Services	\$14,500,000.00	\$13,287,559.16	\$9,120,279.97	\$9,736,957.99
Library Materials	\$10,000,000.00	\$9,863,080.75	\$8,492,316.61	\$8,821,551.63
Capital Outlay	\$7,000,000.00	\$1,786,109.37	\$2,109,165.99	\$1,095,270.22
Miscellaneous/Other	\$95,000.00	\$83,213.62	\$64,158.94	\$90,696.12
Contingency	\$243,891.02	\$0.00	\$0.00	\$0.00
Advances to Other Funds	\$0.00	\$146,396.00	\$0.00	\$49,565.70
Transfers to Other Funds	\$12,600,000.00	\$24,041,621.14	\$13,024,341.27	\$5,184,830.15
TOTAL	\$87,368,891.02	\$88,734,752.81	\$68,898,365.55	\$64,231,045.93



PERMANENT ANNUAL APPROPRIATION RESOLUTION

The Board of Library Trustees of the Cuyahoga County Public Library District, Cuyahoga County, Ohio, met in

Regular session on the 22nd day of February 2022, at the office of The Board with the following members present:

_____ moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Cuyahoga County Public Library District, Cuyahoga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, ending December 31st, 2022, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the

General Fund		\$87,368,891.02
Special Revenue Fund Total		\$2,140,815.17
Project Build	\$40,613.09	
MyCom Neighborhood	\$81,506.45	
WVH Garden	\$1,046.67	
Adult Education Services	\$1,086,193.86	
Family Engagement	\$110,000.00	
Ipad Labs	\$33.73	
Food & Culinary Literacy Program	\$33,065.43	
Hotspot Lending Program	\$245,000.00	
Digital Literacy	\$233,477.36	
OH EPA Charging Station	\$28,576.00	
Homework Centers	\$138,572.94	
Special School Programming	\$142,729.64	
Note Retirement Fund		\$4,497,750.00
Capital Fund-402		\$10,000,000.00
Regular Trust Fund		\$385,000.00
Special Trust Fund		\$190,000.00
Endowment Trust Fund		\$2,500.00
Agency Fund		\$100,000.00
GRAND TOTAL - ALL APPROPRIATIONS		\$104,684,956.19

CONTINUANCE

_____seconded the Resolution and the roll called upon its adoption, the vote

resulted as follows:

_____ Aye

_____ Aye

_____ Aye

_____ Aye

_____ Aye

The State of Ohio, Cuyahoga County, ss.

I, Scott A. Morgan Clerk of the Board of Library Trustees, Cuyahoga

County Public Library District, in said County, and whose custody the Files, Journals and Records of said Board

are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Annual

Appropriation Resolution is taken and copied from the original Resolution now on file with said Board,

that the foregoing Resolution has been compared by me with the said original and that the same is a true

and corrected copy thereof.

Witness my signature, this 22nd day of February, 2022.

Scott A. Morgan

Fiscal Officer of the Board of Library Trustees of the

Cuyahoga County Public Library District

Cuyahoga County, Ohio

MEMORANDUM OF AGREEMENT FOR DEPOSIT OF PUBLIC FUNDS

This Agreement is made on the 2nd day of February 2022 by and between **Westfield Bank, FSB** ("Bank"), a federal savings bank organized under the laws of the United States, and **The Cuyahoga County Public Library** ("Depositor").

Section 1. Depositor hereby designates Bank as a public depository for Depositor's active, interim and inactive deposits, where appropriate, during the period beginning February 2, 2022 to and including October 31, 2023.

Section 2. Bank hereby agrees:

- (a) to accept for deposit up to a maximum amount of **\$5,000,000** at any one time during this period of designation in any active, interim or inactive deposits. This amount does not exceed the limitations set forth in Chapter 135 of the Ohio or Revised Code, or 30% of Bank's total assets.
- (b) to hold said deposits subject to all terms and conditions set forth in the Ohio Uniform Depository Act, Ohio Revised Code Chapter 135.
- (c) to furnish Depositor a monthly statement during any time that the Bank holds any active, interim or inactive deposits, showing the activity and balance of funds on deposit in any account for which such a statement is customarily issued.
- (d) in order to secure the performance of its obligations hereunder, to pledge and deposit with a designated trustee, at the option of the Bank, either eligible securities or a pool of eligible securities in accordance with the provisions of Chapter 135 of the Ohio Revised Code.
- (e) to comply with the provisions of Chapter 135 of the Ohio Revised Code and all amendments and supplements thereto.

Section 3. Depositor hereby agrees:

- (a) to comply with all the rules and regulations governing the deposit accounts into which the Depositor's active, interim and inactive deposits are deposited.
- (b) to provide Bank the names and signatures of those persons authorized to execute drafts on and make withdrawals from the account(s), and to provide documentation evidencing such authority as Bank may request.
- (c) that Bank may designate, at its option, the manner in which the active, interim and inactive deposits of Depositor will be secured in accordance with Chapter 135 of the Ohio Revised Code and all amendments and supplements thereto

Westfield Bank, FSB

By: _____

By: Jason Niec

Its: _____

Commercial Banking Development Officer

**CUYAHOGA COUNTY PUBLIC LIBRARY
A RESOLUTION SEEKING PERMISSION TO CLOSE THE
BAY VILLAGE BRANCH IN PREPARATION FOR THE MOVE TO
THE NEW BUILDING**

WHEREAS, the Board of Trustees has determined that it is in the best interest of the Library and the residents it serves to build a new library in the city of Bay Village; and,

WHEREAS, the new library will be rebuilt at 27400 Wolf Road, Bay Village, Oh 44140; and

WHEREAS, in order to facilitate the move of library materials from the current location to the rebuilt location, it is necessary to close the Bay Village Branch from Monday, April 25, 2022 through Friday, April 29, 2022.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Cuyahoga County Public Library hereby approve the request to close the Bay Village Branch on the specified dates with the grand opening of the new library to commence on Saturday, April 30, 2022.

It is found and determined that all formal actions of this Board concerning and relating to this resolution were adopted in an open meeting of this Board and that all deliberations of this Board or any of its committees that resulted in this formal action were meetings open to the public in compliance with all legal requirements, including relevant provisions of the Ohio Revised Code (ORC).

Approved 22 February 2022

X _____
Dean E. DePiero, President

X _____
Maria Spangler, Secretary

STAFF WELFARE AND ECONOMIC BENEFITS – 400
ADA Accommodations – 470

The Americans with Disabilities Act (ADA) and its amendments make it unlawful for an employer to discriminate against qualified applicants or employees with a disability. CCPL is committed to following the ADA and its amendments to ensure fair treatment and reasonable accommodation of qualified applicants and employees with disabilities. This extends to all aspects of the employment relationship, including but not limited to hiring, transfers, promotions, training, termination, working conditions, compensation, benefits and other terms and conditions of employment.

- 470.1 An ADA Reasonable Accommodation may be provided to qualified employees and qualified applicants with disabilities. A reasonable accommodation will vary from case to case depending on the needs of the position and of the qualified employee or qualified applicant. There is no guarantee that a reasonable accommodation exists for every situation.
- 470.2 CCPL's Human Resources Division will engage in the interactive process with the employee and their healthcare provider to determine the reasonable accommodation that may be feasible.
- 470.3 CCPL's *ADA Reasonable Accommodation Intake Packet* serves to verify the existence of a disability and the need for an accommodation. To request an ADA accommodation, employees are required to contact Human Resources to request the *ADA Reasonable Accommodation Intake Packet*. Employees are required to return the *ADA Reasonable Accommodation Intake Packet* to Human Resources within 15 days.
- 470.4 Upon receipt of the required information, Human Resources will engage the employee or applicant in an interactive process to ascertain the individual's precise job-related limitations and how they can be overcome with a reasonable accommodation. Human Resources will also identify potential accommodations and assess the effectiveness of each accommodation.
- 470.5 Human Resources, with input from the employee, CCPL management and other necessary professionals, will determine whether or not a reasonable accommodation may be fashioned without undue hardship on CCPL, and whenever possible, will recommend an appropriate accommodation. The appropriate accommodation may not be the one desired by the employee.
- 470.6 All information obtained by CCPL concerning the medical condition or history of employees or applicants is maintained in separate medical information files and disclosed only in accordance with the ADA and its amendments as well as applicable federal and Ohio laws. Such information may be subject to production under the Ohio Public Records laws and subpoena.

Americans with Disabilities Act
Reasonable Accommodation Intake Packet

Date

Dear [employee name]:

In compliance with the Americans with Disabilities Act (“ADA”), the Cuyahoga County Public Library (“CCPL”) provides reasonable accommodation(s) to qualified employees with disabilities. CCPL has developed a process through which you can request accommodation(s) to enable you to perform the essential functions of your current position and/or enjoy the benefits and privileges enjoyed by other employees.

CCPL provides accommodations under the basis of the ADA and state law. An individual with a disability is defined by the ADA as:

- A. a person who has a physical or mental impairment that substantially limits one or more of the major life activities; or
- B. a person who has a history of or a record of such an impairment; or
- C. being regarded as having such an impairment.

Further, in order for CCPL to make an informed decision in a timely fashion, we request that you do the following:

- ◆ Have your physician fill out the attached *Interactive Process Questionnaire*. Employees must coordinate with their physician to return this completed questionnaire form so the accommodation review can occur. Delays in returning this form will cause delays in CCPL’s response to your accommodation request.
- ◆ Complete the Authorization for Release of Health Information.
- ◆ Once you have completed the above steps, make copies for yourself (optional) and return the *Reasonable Accommodation Intake Packet* to Lisa Brown in Human Resources via email at lbrown@cuyahogalibrary.org or confidential fax at 216.749.9478 within 15 days. If you have questions or are unable to meet this deadline, please contact Lisa Brown at 216.749.9464.

I acknowledge that CCPL’s accommodation process has been explained to me and that I have signed this request for accommodation voluntarily.

Employee Signature

Date

Witness Name and Title

Date

LIBRARY REGULATIONS - 600
Audio Recording of Conversations and Meetings - 617

CCPL endeavors to maintain a collegial and collaborative work environment for all employees. To that end, CCPL has established regulations for the audio or video recording of telephone conversations, meetings, and conversations while on CCPL property, in or around CCPL vehicles or while conducting CCPL business.

- 617.1 While on CCPL property, in CCPL vehicles, or while performing work for the benefit of CCPL, an employee may not make audio or video recordings of other individuals if the employee is not an active participant in the conversation. Therefore, employees may not use a recording device, smart phone, or any other device to record a conversation of which they have no part. This is illegal under Ohio law.
- 617.2 Audio or video recording by CCPL employees of meetings, conversations, and verbal communications involving the discussion of matters pertaining to the affairs of CCPL is prohibited unless all parties consent verbally or in writing prior to the recording. While recording CCPL business communications without permission is expressly prohibited, recording personal conversations without permission is highly discouraged.
- 617.3 This regulation shall not apply to public meetings of the CCPL Board of Trustees or any other meeting or forum involving the discussion of CCPL business that is open to members of the general public, including, but not limited to, public hearings.
- 617.4 It shall be the responsibility of each individual employee to comply with this regulation and all federal, Ohio and local laws governing the recording of conversations. Employees who violate this regulation will be subject to disciplinary action up to and including termination.

.STAFF WELFARE AND ECONOMIC BENEFITS – 400
Unemployment Compensation – 460

CCPL employees who are separated from employment are covered by the Ohio State Unemployment Program under the Ohio Department of Job & Family Services. The Human Resources Division is responsible for the Unemployment Compensation process at CCPL.

An employee who ends employment with CCPL, may qualify for unemployment compensation as determined by the Unemployment Compensation Bureau.

460.1 To be eligible for these benefits a person must have applied for the benefits and registered with an Ohio Bureau of Employment Services Office. To receive benefits the person must be able to work, available for suitable work, and actively seeking suitable work. Former employees may file for benefits online: <http://unemployment.Ohio.gov> or file by phone by calling 1-877-OHIOJOB OR 1-877-664-6562.

460.2 Disciplinary layoff, voluntary resignation, discharge because of performance failure, making false statements or omissions when applying, attaining OPERS retirement, or refusal of an offer of comparable work may disqualify a person from unemployment compensation as determined by the Bureau. Please consult the Bureau for further information.

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STAFF WELFARE AND ECONOMIC BENEFITS – 400
Workers' Compensation – 450

CCPL is committed to meeting its obligation under the Ohio Workers' Compensation Act to provide medical, rehabilitation and wage-replacement benefits to employees who sustain an allowed work-related injury or illness. All staff are covered by the Ohio Bureau of Workers' Compensation. An accident or injury on the job or on CCPL property should be reported immediately to the person in charge. Generally, an injured employee should be sent to the nearest health center physician, or hospital ER for severe injury. The physician, health center, or the hospital representative should complete the required Workers' Compensation form.

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450.1 Unless mandated by employee job responsibilities and/or duties, employees are not required to provide care for another employee that becomes injured or ill while at work. If employees become aware of another employee's work injury or work-related illness, employees should notify CCPL Security, the person in charge or appropriate manager/supervisor, and if warranted and able, call 911.

450.2 Once the employee is cared for, employees witnessing or responding to the injured or ill employee must immediately report the event to a supervisor, no matter how minor the injury or illness may appear to be. If the injured or ill employee is able, they must report the accident/event to the person in charge or appropriate manager/supervisor.

450.3 Injured or ill employees who need to seek treatment should do so and are suggested to report to the nearest health center or hospital. Employees have the right to seek or refuse treatment for an illness or injury sustained while on CCPL property or conducting CCPL business. In all emergency cases, it must be made clear to the physician, health center or hospital authorities that the patient is a CCPL employee and is covered by Workers' Compensation. The employee should not pay any medical bills and cannot use CCPL's group health insurance plan for work-related injuries or illnesses, which are covered under the Workers' Compensation Act. Allowed claims expenses are covered by Workers' Compensation to the limits specified by state law.

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450.4 Reporting accidents which involve employees on duty involves two steps:

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1. [Cuyahoga County Public Library Forms](#) (located on CCPL intranet [home page](#))

Fill out the online Accident/Incident Report as soon after the accident as possible (Human Resources will be notified that an A/I Report has been submitted.) A copy will be printed out and filed in Human Resources.

Print out the Accident/Near Miss Investigation Form and fill it out. Forward the original to Human Resources (attach photos, accident diagram or additional information, if appropriate). Human Resources will forward a copy to Operations as needed.

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2. [Workers' Compensation Forms](#)

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A. Accidents requiring medical attention or hospitalization must be reported to the Ohio Bureau of Workers' Compensation. The doctor or hospital will fill out the form in duplicate and send both copies to the Third Party Administrator who will complete the forms and send one to the Bureau in Columbus.

B. An extra supply of injury packets is available from Human Resources if not available from the physician. All accidents must be reported on this

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STAFF WELFARE AND ECONOMIC BENEFITS – 400
Workers' Compensation – 450

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 - B. An extra supply of injury packets is available from Human Resources if not available from the physician. All accidents must be reported on this form within one week after the accident.

COMPENSATION PRACTICES – 300
Sick Leave – 360

General Policy

Sick leave with pay is granted for personal illness that renders an employee unable to perform his/her job during the period such leave is requested or renders the employee contagious, for injury that renders the employee unable to perform his/her job during the period such leave is requested, for medical or dental appointments that cannot be scheduled outside of work hours, for disability resulting from pregnancy, or for illness or injury of an employee's spouse, dependent child or other person living in the employee's home where the employee's presence is medically required. Sick leave may also be used for serious health conditions of an employee's parent, child, in-law, sibling, or other person for whom an employee is legally responsible, but in all such cases only when the employee is the primary caregiver.

Additionally, eligible employees may [apply for Short Term Disability](#).

360.1 (a) A full-time Managerial or Confidential employee hired on or before March 31, 2010 will accrue sick leave at the conclusion of each pay period at the rate of .05775 hours per compensated hour (excluding sick bank hours and overtime), with a maximum of 4.62 hours per pay period, up to 120 hours for a full year's employment. Part-time employees working sixteen (16) hours or more per week shall receive a pro-rata share.

(b) A full-time Managerial employee (Grades 38 through 45) hired on or after April 1, 2010 will accrue sick leave at the conclusion of each pay period at the rate of .05775 hours per compensated hour (excluding sick bank hours and overtime), with a maximum of 4.62 hours per pay period, up to 120 hours for a full year's employment. Part-time employees working sixteen (16) hours or more per week shall receive a pro-rata share.

(c) A full-time Managerial employee (Grades 35 through 37) or Confidential employee hired on or after April 1, 2010 will accrue sick leave at the conclusion of each pay period at the rate of .0385 hours per compensated hour (excluding sick bank hours and overtime), with a maximum of 3.08 hours per pay period, upto 60 hours for a full year's employment. Part-time employees working sixteen (16) hours or more per week shall receive a pro-rata share.

360.2 Accrued, unused sick leave, up to a maximum of 800 hours excluding the sickleave allowance for the current year, may be carried forward into the next calendar year. An employee who reduces his/her work schedule to fewer than 16 hours per week, and is otherwise ineligible to continue to accrue sick leave, may still carryforward any accrued, unused sick leave as set forth above.

360.3 Sick leave may be used in fifteen (15) minute increments.

360.4 [CCPL](#) retains the right to place an employee on the appropriate type of leave and send the employee home when the employee is suffering from illness or injury that exposes the employee's co-workers, [CCPL](#) patrons or the employee to increased risk of injury or infection.

360.5 When using sick leave for medical and dental appointments that cannot be made outside working hours, employees must make arrangements with their supervisors as far in advance of such leave as possible.

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- 360.6 Employees shall notify their immediate supervisors as early as possible when unable to report to work. For a sustained illness of more than three days, the employee must

communicate a doctor's orders concerning reporting for work, including the expected return date, or the employee must report off not later than the scheduled start of each workday. The employee must notify her/his supervisor of any change in the expected return date.

- 360.7 If an employee has been absent due to illness or injury for more than three (3) days and has seen a doctor, he/she must provide Human Resources with a return-to-work statement from his/her doctor. If the doctor's statement includes any restrictions, then the employee must submit that statement to Human Resources as far in advance of his/her return to work date as practicable and shall not be permitted to return to work until the employee has been told by Human Resources that he/she is approved to return to work. Human Resources will make a good faith effort to advise the employee of whether he/she is approved to return to work within two business days of receiving the doctor's statement.
- 360.8 CCPL may require a doctor's certificate in cases of frequent or extended absence, as proof of fitness to return to work, as proof of the employee's role as a primary caregiver and that the employee's presence is medically required, or if CCPL suspects falsification, abuse or misuse of the sick leave privilege.
- 360.9 Falsification, abuse or misuse of the sick leave privilege may result in discipline of an employee, up to and including termination of employment.
- 360.10 Generally, sick leave will not be granted for an illness or injury that occurs during an employee's vacation. If an employee provides proof of hospitalization under such circumstances, however, sick leave may be granted.

COMPENSATION PRACTICES – 300
Sick Leave – 360

General Policy

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STAFF WELFARE AND ECONOMIC BENEFITS – 400
Workers' Compensation – 450

form within one week after the accident.

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INTERACTIVE PROCESS QUESTIONNAIRE

FORM TO BE COMPLETED BY EMPLOYEE'S MEDICAL PROVIDER

Name of Employee: _____

Employee's Date of Birth: _____

Employee's SSN (Last 4 Digits): _____

Job Evaluated: _____

Please answer and return the following questionnaire to your patient within the time frame indicated by your patient. The questionnaire format is a guide and we need a response to every question. We need your complete medical opinion, so please feel free to include a more detailed narrative response to any and all questions if needed to answer more fully. Thank you for your anticipated cooperation.

IMPORTANT NOTE TO HEALTH CARE PROVIDER: When answering these questions, please do not take into consideration any ameliorative effects of mitigating measures, such as medications, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies; use of assistive technology; reasonable accommodations or auxiliary aids or services; or learned behavioral or adaptive neurological modifications.

1. Does the patient have a physical or mental impairment?

___ Yes ___ No

If so, please state the type of impairment:

2. Does your patient's impairment substantially limit any major life activities?

___ Yes ___ No

If yes, what major life activity(s) (includes major bodily functions) is/are affected? Please indicate below.

<input type="checkbox"/> Bending	<input type="checkbox"/> Learning	<input type="checkbox"/> Sitting
<input type="checkbox"/> Breathing	<input type="checkbox"/> Lifting	<input type="checkbox"/> Sleeping
<input type="checkbox"/> Caring For Self	<input type="checkbox"/> Performing Manual tasks	<input type="checkbox"/> Speaking
<input type="checkbox"/> Concentrating	<input type="checkbox"/> Reaching	<input type="checkbox"/> Standing
<input type="checkbox"/> Eating	<input type="checkbox"/> Reading	<input type="checkbox"/> Thinking
<input type="checkbox"/> Hearing	<input type="checkbox"/> Seeing	<input type="checkbox"/> Walking
<input type="checkbox"/> Interacting with others		<input type="checkbox"/> Working

- Other: (describe)

Major bodily functions:

<input type="checkbox"/> Bladder	<input type="checkbox"/> Genitourinary	<input type="checkbox"/> Operation of an organ
<input type="checkbox"/> Bowel	<input type="checkbox"/> Hemic	<input type="checkbox"/> Reproductive
<input type="checkbox"/> Brain	<input type="checkbox"/> Immune	<input type="checkbox"/> Respiratory
<input type="checkbox"/> Cardiovascular	<input type="checkbox"/> Lymphatic	<input type="checkbox"/> Special sense organs & skin
<input type="checkbox"/> Circulatory	<input type="checkbox"/> Musculoskeletal	<input type="checkbox"/> Other: (describe)
<input type="checkbox"/> Digestive	<input type="checkbox"/> Neurological	
<input type="checkbox"/> Endocrine	<input type="checkbox"/> Normal Cell Growth	

4. For each major life activity that is limited by the impairment, please describe how your patient is restricted as to the condition, manner, or duration under which your patient can perform that activity as compared to the way in which an average person in the general population can perform that activity:

5. What is the duration or expected duration of your patient's impairment (or, if applicable, indicate whether the impairment is permanent in nature)?

6. Attached is a job description for your patient's current position. Please review the job description and assess whether your patient can perform all job functions:

___ Yes ___ No

7. If not, which job function(s) can your patient not perform and why not?

Please describe any reasonable accommodations that would allow your patient to be able to perform those job functions based upon your medical opinion:

If a medical leave of absence is one of the possible accommodations listed above, please provide an estimated date and duration for the leave:

9. Would performing any of the job functions listed result in a direct safety or health threat to your patient or other people (co-workers, members of the general public, etc.)?

Yes No

10. If yes, please describe:

- Which job function(s) would pose such a threat?

- What is the direct safety or health threat posed?

- Are there any reasonable accommodations that would eliminate the direct safety or health threat, or reduce it to an acceptable level?

Signature

Title

Date

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Printed Name and Address of Medical Provider:

Return this completed form to Lisa Brown in Human Resources by confidential fax at 216.749.9478 OR email at lbrown@cuyahogalibrary.org. Questions call 216.749.9464.

AUTHORIZATION

for Release of Health Information

A. Information About the Disclosure

I authorize disclosure of my health information as described below. I understand that providing this Authorization is voluntary on my part and that I may revoke it at any time by writing to the person or business providing the information.

1. Individual's Name:
2. Last four digits of Social Security Number:
3. The health information will be disclosed by: _____ [Dr. Name]
4. The persons entitled to receive the information are **Lisa Brown, HR Coordinator** and other personnel of the **Cuyahoga County Public Library** who are responsible for considering and evaluating my fitness for duty. The information to be disclosed is health information that may relate to my fitness for duty or my request for accommodation, which should be provided by completing the attached Physician's Statement and responding to follow-up inquiries by the **Cuyahoga County Public Library**.
5. The information will be disclosed during the period beginning with the date I have signed this Authorization and ending on the date upon which all relevant issues are finally and fully resolved.
6. The information is being disclosed at my request so that the Cuyahoga County Public Library can make a determination regarding my fitness for the job in which I am currently employed or concerning my request for accommodation or concerning clarification of my Healthcare Provider Certification.
7. This Authorization will expire when the period described in paragraph 5 of this form ends.

B. Important Information About My Rights

I have read and understand the following statements about my rights:

- I may revoke this Authorization at any time by writing to the person or business that is providing the information and telling such person or business that I want to revoke it. I

understand that if I revoke this Authorization, my revocation will not have any effect on actions taken before notice of revocation is received.

- I may see and copy the information described on this form that is disclosed if I ask for it.
- I understand that I am not required to sign this form to receive my health care benefits, to be eligible for these benefits, or to receive payment for my benefits.
- I understand that the information that is disclosed pursuant to this Authorization may be re-disclosed by the recipient and may no longer be protected or covered by the requirements of federal regulations pertaining to disclosure of health information by a health care provider, a health plan or other entity that is covered under those regulations. I also understand that the Americans with Disabilities Act and the Family and Medical Leave Act prohibit my employer from disclosing the information provided except for those situations authorized by law.

C. Signature of Individual

This Authorization is signed by me as follows:

Signature of individual

Date

Printed name of the individual

SIGNING THIS AUTHORIZATION FORM IS VOLUNTARY