



Cuyahoga County **Public Library**

**Tuesday, December 13, 2022 / 5 PM**  
Administration Building  
2111 Snow Road, Parma, OH 44134



# Board of Trustees Meeting



**CUYAHOGA COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING AGENDA  
13 December 2022  
ADMINISTRATION BUILDING AUDITORIUM  
5:00 p.m.**

<b>TOPIC</b>	<b>PAGE#</b>	<b>MOTION</b>
1. Call to Order: Dean DePiero, President		ROLL-CALL
2. Approval of Minutes: November 15, 2022, Board Meeting	1-7	ACTION
3. Retiree Recognition	8	INFORMATION
4. Public Comment		
5. Report of the Board President		INFORMATION
6. Report of the Chief Executive Officer	9-20	INFORMATION
7. Human Resources Report	21-38	ACTION
8. Finance Committee Report:	39-40	
• Financial Statement Review – Fiscal 2022 – November	41-45	INFORMATION
• Investments: Fiscal 2022 – November	46	ROLL-CALL
• Purchase Approval List	47-49	ACTION
• Gift Report	50	ACTION
• New Business		
• Resolution to Request Tax Advances from Cuyahoga County	51	ROLL-CALL
• Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations	52	ROLL-CALL
• Approval of Civility and Professionalism Policy	53-56	ACTION
• Approval of Employee Assistance Program Policy (New)	57	ACTION
• Approval of Gender Transition Policy	58-66	ACTION
• Approval of Public Records Policy	67-73	ACTION
9. Adjourn		ACTION



**CUYAHOGA COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES  
15 November 2022**

The November 15, 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 DePiero called the meeting to order at 5:05 p.m.

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

**Absent:** Allyn Davies – **1**.

**Also present:** Chief Executive Officer Tracy Strobel; Scott Morgan, Chief Operations Officer; Hallie Rich, Chief Communications & External Relations Officer, Monique Good, Chief Human Resources Officer, Robert Dolan, Finance Director, Izoduwa Ebose-Holt, Human Resources Director, Rebecca Ranallo, Literacy and Learning Division Director, Enda Bracken, Branch Services Director – East, Lane Edwards, Branch Services Director – South, Caroline Vicchiarelli, Branch Services Director – West, Daniel Barden, Technical Services Director, Jeff Mori, Facilities Director, Jim Haprian, IT Director and Robert Rua, Marketing & Communications Director, and other interested observers.

**Approval of Minutes:**

President DePiero asked for a motion to approve the minutes of the October 25, 2022, Board meeting that were sent to the Board members in advance of this meeting.

**01-11/2022**

Trustee Blakemore moved to approve the minutes, seconded by Trustee Leonard. Seeing no corrections, omissions or additions, the minutes of the October 25, 2022, Board Meeting were approved by unanimous vote of the Board members present.

**Retiree Recognition:**

President DePiero acknowledged and thanked Teresa Rakovec for her many years of service to Cuyahoga County Public Library (CCPL) and wished her the best on her retirement. Ms. Rakovec was not present at the meeting.

**(See page 415)**

**Public Comment:**

There was no public comment.

**Report of the Board President:**

President DePiero mentioned he looks forward to hearing the Facilities Master Plan (FMP). He stated he have established the 2022 Nominating Committee for the appointment of Officers for next year. The Nominating Committee include Chairperson Trustee Leonard, and Committee Member, Trustee Thomas.



### **Report of the Chief Executive Officer:**

Chief Executive Officer Strobel stated she did not have a report this month to allow time for the Final FMP presentation. She stated they presented a draft of the FMP in September and this final version incorporates the Board's recommendations. She introduced presenters David Schnee, Principal, Group 4 Architecture Research, + Planning, Inc., and Jill Eyres, Associate Principal, Group 4 Architecture Research, + Planning, Inc., of San Francisco, CA, and in attendance was Robert Klann, AIA, Partner/CFO, Robert P. Madison International, Inc., local partner for the project.

David Schnee and Jill Eyres' stated Group 4 is out of San Francisco, CA., and it was a privilege to work with CCPL on this project. Robert Klann gave a brief summary on the history of Robert P. Madison International and they are also working with Cleveland Public Library (CPL).

David Schnee and Jill Eyres assessment was that Cuyahoga County Public Library's existing facilities were found to be high quality and well maintained. The new and renovated branches over the past decade are well built and well positioned to evolve with CCPL's service offerings. Branches are well-distributed and accessible throughout Cuyahoga County.

The Cuyahoga County Public Library Facilities Master Plan will build on the success, best practices and lessons learned over the last 12 years of capital projects. CCPL will continue developing branches that provide:

- Excellent Service
- Equitable Access
- Engaging Experiences

Every CCPL Facility is considered in this master plan for the next 10 years of capital improvements. Ongoing investments to keep CCPL's facilities in excellent condition and up to date will be managed by the Facilities Department through its proactive preventive maintenance program.

### **Maintain and Keep Relevant**

- Bay Village Branch Library
- Brecksville Branch Library
- Fairview Park Branch Library
- Garfield Heights Branch Library
- Mayfield Branch Library
- Middleburg Heights Branch Library
- North Royalton Branch Library
- Orange Branch Library
- Parma-Powers Branch Library
- Parma-Snow Branch Library
- Richmond Heights Branch Library
- South Euclid-Lyndhurst Branch Library
- Warrensville Heights Branch Library



David Schnee and Jill Eyres noted that some of CCPL's branches will require a higher level of maintenance over the next decade as major building systems (such as roofs) reach the end of their expected useful life. Such projects offer opportunities to also make strategic improvements for service, such as adding group study rooms or drive-up service windows. CCPL's Facilities Department will manage and, whenever possible, implement these renovation and strategic update projects:

#### **Renovate + Strategic Updates**

- Berea Branch Library
- Chagrin Falls Branch Library
- Gates Mills Branch Library
- North Olmsted Branch Library
- Strongsville Branch Library
- Administration Building

The maintenance work, renovations, and strategic updates by CCPL's Facilities Department will be scheduled based on timing of life cycle maintenance needs, available funding, and other considerations.

Ten (10) major renovation, expansion, and new construction projects are recommended. These projects will be delivered via general contractor (GC) or construction manager at risk (CMAR) methods depending on the scope of work and other factors.

#### **In Progress**

Brooklyn Branch Library – new  
Solon Branch Library – renovate + expand

#### **Start in One to Four Years**

Beachwood Branch Library – new with auditorium  
Maple Heights Branch Library – renovate + reimagine  
Parma Heights Branch Library – new partnership library

#### **Start in Five to Seven Years**

Bedford Branch Library – renovate + expand  
Brook Park Branch Library – renovate + expand  
Independence Branch Library – new

#### **Start in Eight to Ten Years**

Olmsted Falls Branch Library – expand  
Broadview Heights Branch Library – new

David Schnee and Jill Eyres stated that focused feasibility studies were completed to confirm the potential for improvements at the Beachwood, Bedford, Brook Park, and Maple Heights branches.

President DePiero mentioned he was not in attendance for the FMP draft presentation in September but, the final draft presented at this meeting is very exciting.

Chief Executive Officer Strobel commented she is pleased with the Final FMP.



### **Human Resources Report:**

Human Resources Chief Good summarized the HR report. There are fourteen (14) new hires, one (1) rehire, eight (8) separations, one (1) retiree, two (2) added second rate, five (5) Acting position started, three (3) transfers, two (2) employees increased their hours, one (1) employee added a second rate, one (1) employee transferred to BSA II, and one (1) promotion added a third rate.

### **02-11/2022**

Trustee Spangler moved approval, seconded by Trustee Shlonsky. Seeing no discussion, the Human Resources Report dated November 15, 2022, was approved as presented by unanimous vote of the Board members present. **(See pages 416-421)**

### **Finance Committee Report:**

Acting Finance Chairperson Blakemore stated we had a robust discussion at the Finance Committee meeting held prior to this meeting. Director Dolan gave a financial summary.

Director Dolan stated we did not receive any additional distributions from the County for our property tax levies. Since we have received advances on both levies, we will only receive a few more dollars for the remainder of the year. With the advances, we are running slightly over what we had budgeted. We did receive our reimbursement from the State in September for Homestead Exemptions for the 2.5 mill levy.

Director Dolan stated in the Public Library Fund (PLF) our October distribution for the PLF was \$2,126,428.99. Based on a comparison to last year, this distribution was slightly larger than the amount received in October 2021. Our YTD comparisons are also more than last year. The amount received YTD is 96.4% of the budget.

Director Dolan stated patron fines and fees collected in September were less than what was collected last year. With going fine free in January, the amounts received was for fees only. Looking at the total of patron fines and fees the total amount collected this year does exceed the total amount collected last year. The amount collected for passport processing and photos greatly exceeded what was collected last year for October.

Director Dolan also noted the interest account. The amount collected through October is significantly larger than what we collected in all of 2021.

Director Dolan stated the remainder of the revenue accounts are where we would expect them to be for the month of October.

Director Dolan stated the salaries and benefits accounts are on budget.

Director Dolan stated the insurance benefits expense is less than what we have projected, and we will have funds left in that account at the end of the year.

Director Dolan stated the library materials accounts reflect an overall expense of 88.9%. This is typical as the first couple of months are larger buying months for materials and we also have encumbered funds to pay for preordered publications.



Director Dolan stated many of the other expense accounts show a higher percentage spent. This would account for standing order encumbrances.

**(See Under FINANCE)**

### **Investments - October**

Director Dolan stated there were several purchases of investments for the month of October.

Six Pieces of Commercial Paper purchased with higher yields and shorter Maturities:

- Toronto Dominion Bank - \$500,000 with a yield of 4.88%
- Royal Bank Cda NY - \$1,070,000 with a yield of 4.82%
- Bank Amer Secs Inc Disc - \$1,000,000 with a yield of 5.07%
- Mufg Bank Ltd YY BRA - \$500,000 with a yield of 5.24%
- JP Morgan Secs LLC - \$500,000 with a yield of 4.66%
- Toronto Dominion Bank - \$510,000 with a yield of 5.31%

Two Agency Securities with higher yields and longer maturities:

- Federal Home Loan Mortgage Company - \$120,000 with a yield of 5.00%
- Federal Home Loan Mortgage Company - \$265,000 with a yield of 5.00%

### **Transfers**

Director Dolan stated we had one transfer for the month. A transfer of \$2,194.99 for a match for the SNAP program.

### **03-11/2022**

Trustee Blakemore moved approval, seconded by Trustee Spangler. Seeing no additional discussion, the Investment Report Fiscal 2022 – October 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:** Edward H. Blakemore; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Amira Thomas  
– 6.

**Nea:** – 0.

### **Purchase Approval List**

Director Dolan stated the Purchase Approval List (PAL) was reviewed in depth at the Finance Committee Meeting. All those that attended the Finance Committee meeting are present at this meeting.

### **04-11/2022**

Trustee Blakemore moved approval of Purchase Approval List, seconded by Trustee Spangler. Seeing no additional discussion, the Purchase Approval List dated November 15, 2022, was approved as presented by unanimous vote of the Board members present. **(See pages 422-423)**



### **Gift Report**

Director Dolan stated the report includes Friends gifts for branch programming supplies. Chief Rich gave a brief summary of the gift report. We received \$1,565.52 from Omnia Partners for programs and \$1,200.00 from S. Livingston Mather Charitable Trust for Tempestry Project at CCPL Warrensville Heights Branch.

### **05-11/2022**

Trustee Shlonsky moved approval of the Gift Report, seconded by Trustee Leonard. The gift report was approved by unanimous vote of the Board members present. **(See page 424)**

- **Temporary Annual Appropriation**

Director Dolan stated for the temporary annual appropriations resolution for 2023 we are asking \$91,748,644.47 from the general fund. The grand total for the 2023 appropriations we are requesting is \$108,525,827.62.

### **06-11/2021**

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the Temporary Annual Appropriation was approved by unanimous vote of the Board members present by roll-call vote. **(See pages 425-428)**

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

**Nea:** – 0.

- **2023 Blanket Purchase Orders**

Director Dolan stated each year when we put together the next year's budget, we put together the blanket orders. These are purchase orders that we encumber ahead of time that allow us to pay recurring vendors for purchases as well as recurring monthly bills.

### **07-11/2021**

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the 2023 Blanket Purchase Orders was approved by unanimous vote of the Board members present. **(See pages 429-430)**

- **Resolution for The Cuyahoga County Public Library to Adopt Third Amendment to The Cuyahoga County Public Library Salary Redirection Plan**

Director Dolan stated this was discussed in the Finance Committee Meeting. This is the third amendment to our salary redirection plan. It is for employees that have a Health Flexible Spending Plan (HFSA). The Library amended the plan June 1, 2015, via the First Amendment to the Plan to implement certain changes for a carryover amount, and amended the plan January 26, 2021, via the Second Amendment to the plan to implement certain changes to the carryover amount regarding challenges for COVID-19. CCPL now wishes via the Third Amendment to the plan to implement changes to the carryover amount. A participant in the HFSA may roll over amounts allowed to the maximum carryover in the HFSA remaining at the end of each plan year.



**08-11/2021**

Trustee Leonard moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the Resolution for The Cuyahoga County Public Library to Adopt Third Amendment to The Cuyahoga County Public Library Salary Redirection Plan was approved by unanimous vote of the Board members present. **(See pages 431-432)**

- **Resolution Authorizing the Execution of a Contract for a New Integrated Library System and Discovery System**

Director Dolan stated that Director Barden discussed this at the October meeting, and this is the resolution for a New Integrated Library System and Discovery System. CCPL has determined that the current integrated library system (ILS) software and discovery system software no longer meets the Library's needs and our customer's expectations and should be replaced. We conducted on-site demonstrations of ILS products and discovery layer products to an inclusive and representative evaluation committee. At the conclusion of the demonstrations the companies were again evaluated and scored by the committee and the company that scored the highest and have been determined to best meet the needs of the library and customers' expectations is ByWater Solutions representing the Koha ILS and Aspen discovery layer.

**09-11/2021**

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the Resolution Authorizing the Execution of a Contract for a New Integrated Library System and Discovery System was approved by unanimous vote of the Board members present. **(See pages 433-462)**

**Motion to Adjourn.**

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

**10-11/2022**

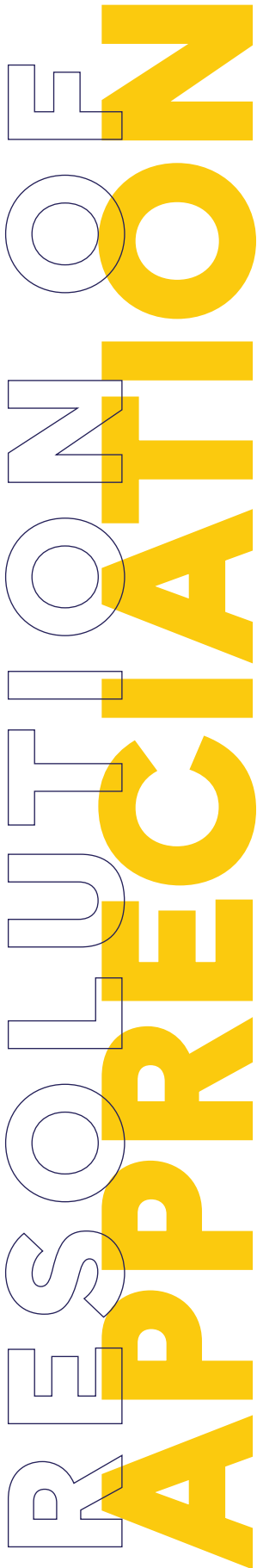
Upon motion of Trustee Blakemore, seconded by Trustee Leonard, the November 15, 2022, meeting of the Cuyahoga County Public Library adjourned at 6:06 p.m.

***Approved 13 December 2022***

X \_\_\_\_\_  
**Dean E. DePiero**  
**President**

X \_\_\_\_\_  
**Maria L. Spangler**  
**Secretary**





# *for* **Jill Hajdin**

## **WHEREAS,**

Jill Hajdin has served with great loyalty as an employee of the Cuyahoga County Public Library since her hire on June 4, 2001, as a Public Service Assistant I Substitute at the Parma Regional Branch; on February 2, 2004, she transferred to Public Services Assistant I Children's at the Berea Branch, a position she held until her retirement on November 30, 2022; and,

## **WHEREAS,**

She dedicated many years to serving the community of Berea, providing story times and creative programming to children of all ages. Jill was especially fond of presenting Baby and Me storytime and enjoyed watching her babies grow up and "graduate" to toddler and preschool story times. Friendly and welcoming, she knew children and parents by name and was fond of catching up with families when they visited the library; and,

## **WHEREAS,**

She provided excellent customer service to all ages. Whether answering a phone inquiry, patiently helping customers with computer or faxing issues, or helping children and adults find their next great read, she always went the extra mile with a smile on her face; and,

## **WHEREAS,**

A conscientious employee who liked to keep busy, she was always seen diligently working on her next program or project, even if it was months away. She displayed strong organizational skills, dedication, initiative, and a strong work ethic. Always willing to lend a helping hand, she worked cooperatively alongside coworkers, pitching in wherever she was needed.

## **NOW, THEREFORE, BE IT RESOLVED**

that the Board of Library Trustees records its appreciation to Jill Hajdin for all the years of service she has rendered to the Library and the public and extends to her all good wishes for a happy, healthy, and rewarding life.

**Dean E. DePiero, President  
Board of Trustees  
Cuyahoga County Public Library**

Date: December 13, 2022





# Chief Executive Officer's Message

## A Memorable Year

As the holidays approach I want to share a few exciting year-end updates, starting with the return of *Great Books for Kids*, Cuyahoga County Public Library's (CCPL) annual gift-giving guide to the best recently published books for kids and families. Great Books is a long-standing CCPL tradition that highlights our librarians' "best of the year" picks and encourages parents to make sure there are plenty of books around the house for their young readers to enjoy. This year's edition features 100 titles (in honor of CCPL's 100th birthday), plus a selection of toys available to borrow from our fabulous toy collection. You can explore our selections at [ccplgreatbooksforkids.org](http://ccplgreatbooksforkids.org) or by picking up a copy of our winter Program Guide. Free copies are available now at all CCPL branches and local Drug Mart, Marc's, and Giant Eagle stores.

Earlier this year, we commissioned three local artists – Antwoine Washington, Chi-Irena Wong, and Natalie Lanese – to create works that express what CCPL means to the community. Their beautiful artwork is now featured on limited edition 100th anniversary commemorative library cards – which are now available at CCPL branches, while supplies last. CCPL cardholders who would like to exchange their existing cards for these commemorative cards may do so at no charge. Limited edition merchandise featuring the artists' work is also available to preorder from our online store. More information about the artists is available on our website.

This December, I find myself reflecting on the incredible level of activity at Cuyahoga County Public Library (CCPL) in 2022. There have been so many successes and so many notable milestones this year, it's simply not possible to mention them all here. But I can share a few highlights.

- Our Board of Trustees approved a new policy to eliminate daily overdue fines and – as a one-time exception – forgive all existing fines and fees to give everyone a fresh start.
- We adopted a new strategic plan, mission, and vision to set the course for our organization as it enters its second century of service.
- We launched a new brand identity that aligns with our strategic plan and articulates our commitment to helping county residents discover more.
- Amira Thomas joined our Board of Trustees, replacing long-time Trustee Robert Varley who retired after many years of distinguished service. Amira is the Executive Director of the OAK Nonprofit organization which supports fifteen not-for-profit schools.



- We celebrated the grand opening of the Bay Village Branch of CCPL, an event that was years in the making. There was an outstanding turn out for the event and the community's response to the new building has been phenomenal.
- Last month, we adopted a new Facilities Master Plan (FMP) that will provide the roadmap for our next 10 years of capital improvements. It is a plan that will help ensure our branches can continue to provide excellent service, equitable access, and engaging experiences for years to come.

These are just a few of the moments that made 2022 so special. As 2023 approaches I want to thank our customers, Board of Trustees, Foundation Board members, Friends of the Library members, elected officials and community partners for an unforgettable year. Your support and belief in the power of libraries to change lives and transform communities propels us into the new year with renewed energy and commitment to excellence.

Thank you.



**Tracy R. Strobel**  
Chief Executive Officer



## Social Media

Facebook Fans: 34,769

Instagram Followers: 6,651

Twitter Followers: 11,378

#ShoutOut to Library Facilitator Karyssa for co-leading inclusive storytimes at @CuyahogaLib in Middleburg. Congratulations on a job well done! Thank you to partner CCPL for your support.  
#StoryTimes #library  
@Cuyahoga\_DD, Nov 21, 2022

Happy StoryWalk®Week!

@CuyahogaLib have been coordinating with the city recreation department to have their StoryWalk be part of many city events on the path. Thanks for Submitting!  
#LetsMoveInLibraries #ABOSSStoryWalkWeek22  
@ABOS\_Outreach, Nov 9, 2022

It's National STEM Day! Take a walk in the @clevevetroparks woods. Or visit a @CuyahogaLib branch and play with a STEM kit. Or maybe just take a few minutes to wonder about something. Today's a day to celebrate discovery, so go be curious! #STEM #education #nationalstemday  
@NEOSTEM\_Eco, Nov 8, 2022

Happy 100th anniversary to the Cuyahoga County Public Library (@CuyahogaLib) system! The Solon Chamber values the endless education and support they provide within our community. #solonchamber #Cuyahoga #library #solonohio  
@SolonChamberOH, Nov 3, 2022

@CuyahogaLib provides new space and programming for local families. New program focuses on the critical role that early learning and supportive communities play in a child's growth and development.  
@OhioLibraryCncl, Nov 1, 2022

It is great that @CuyahogaLib has Passport Services where you can apply for #passport & get passport photo

The librarian was very helpful to be sure we did everything correctly to order new #passports

See details on #CuyahogaCounty #Library website <http://CUYAHOGALIBRARY.ORG/PASSPORTS>  
@sos\_jr, Oct 29, 2022

## System Highlights

On November 17 at the **South Euclid-Lyndhurst Branch**, licensed social worker Rebecca Bryson discussed social media, screens and children with a group of six virtual attendees. Bryson covered the risks of excessive screen time, including the addictive power of too much screen time caused by excessive dopamine production in the brain, the importance of in-person human interaction to counter the effects of excessive screen time, challenges of restricting screen time and low-conflict strategies for organically limiting screen time

"The **Gates Mills Branch Library**: Past and Present" program on November 16 was a hit. Twenty-one community members enjoyed hearing a history of the branch and playing a 1922 Literature-themed game of Jeopardy! with BSL I Jamie Frank and Branch Manager Maryann Penzvalto. Many said they love this branch because of its coziness but mainly because of how friendly and helpful staff is. Happy Birthday, CCPL!

Patrolman Nyce from the Chagrin Falls Police Department and K-9 Max came in to the **Chagrin Falls Branch** do a demonstration for 75 parents and children from the Valley Preschool. Children's BSA-I Morgan Schultz got the kids ready by reading "Officer Buckle and Gloria." Max stole the show!

On each Tuesday in November, the **Warrensville Heights Branch** Trauma Informed Programs continued to impact the lives of challenged youth. The program is organized by Children's BSL II Isabel Klein and facilitated by two P.A.L.S. for Healing Art Therapists at the Warrensville Heights Elementary School for youth in grades 3 – 5 who have experienced trauma in their lives. P.A.L.S. stands for Paper. Art Therapy. Letting Go. Self Actualization. The youth participants were selected by the Warrensville Heights Elementary School Principal Takiba Thompson and school counselors. Participants have experienced significant traumas in their young lives. The total attendance was 36 over the four sessions.

In November, the **Orange Branch** displayed art pieces from winners and honorable mentions from the Orange School's K – 8 PTA Reflections program. Several family members of award winners were elated to see the art since they could not view it at the school awards program earlier in the month. Orange's Teen Librarian, Mary Slater, was one of the judges for this program.

Learning through play: For the first week of the storytime hiatus, The **Mayfield Branch** Children's Department had toys from the toy library in the storytime room for families to enjoy. Families have been in and out of the room through the week. One little boy was pushing the toy stroller and baby. The mother, who was holding his baby sister said, "He always wants to help with her, but he's too young. So, he's pretending the baby in the stroller is her." All the toys are available for check out, too!



# System Highlights

On November 2, Margie Advent, a certified drone pilot for Solon's Fire and Rescue, alongside other members of a Drone Task Force demonstrated their drones at the **Richmond Heights Branch's** Drone Camp. Eighteen participants observed the different features of each drone, such as the high-tech thermal camera, which was used as part of a learning activity. The Drone Task Force members shared real-life instances where the drones assist police and firefighters to make our communities safer. In addition to the Drone Task Force presentation, and hands-on practice, students who completed their TRUST test received their Recreational Drone Flying I.D. cards along with candy, gel pens, and a bookmark to commemorate their achievement!

As part of the Digital Literacy initiative, **Maple Heights Branch** Adult BSA-II Scott Siegel presented a class on iPhone Photography in which nine participants learned how to use the built-in functions of their camera, including the special features and post-processing tools available to improve and enhance their picture taking. They also learned the secret that professional photographers use to separate themselves from amateur photographers.

On November 3, **Beachwood Branch** Children's Librarian Supervisor Morgan Reeves presented "Art Explorers" to 26 school age children and their families. Participants learned about the life and works of Michaela Goade, an Indigenous American illustrator who works primarily in watercolor. Students explored the watercolor techniques used in *We Are Water Protectors* written by Carole Lindstrom and illustrated by Michaela Goade, then experimented with using those same basic watercolor techniques themselves.

On Saturday, November 12 the **Brooklyn Branch** kicked off its annual Toys for Tots drive at the branch. Star Wars characters Darth Vader, Kylo Ren, Storm Troopers and others amused customers as they browsed the shelves, read books and posed with kids and families in front of a green screen image of the Death Star. Popcorn was served and attendees who donated a toy received a free book courtesy of Disney Press, Scholastic Books, Legendary Pictures Comics, and Dark Horse Comics. Teen Librarian Mike Pawuk organized the program, in partnership with the U.S. Marines, and Children's Supervisor Alex Ward assisted with the green screen photos. Over 50 attendees donated new toys during the event, and to date customers and staff have filled over five large Toys for Tots

boxes. Following the event, Pawuk received an email from the Star Wars 501st Legion thanking us for inviting them to the program and complimenting the branch for our event and our support of Toys for Tots.

The **Strongsville Branch** Adult Services Department highlighted all things wine this month with two special programs. Our Branch Generalist, Eleanor Johns, facilitated a program on November 10 by showing 24 library participants how to make their very own decorative wine cork board to hang in their homes. The month concluded with a special presentation on November 28 on "Improving Your Wine Vocabulary" by Allison Ritterspach, a sommelier with 15 years of experience in fine dining. There were 17 in attendance. Customers enjoyed what they learned.

The **North Olmsted Branch** hosted an audience of 25 for "Murder in the Stacks: A Murder Mystery Game." In this interactive game, patrons took on roles of family, colleagues and friends of the murdered librarian, seven of whom were also suspects in her untimely demise. A secret draw from a bag determined the murderer of the game. Staff member Kathy Aloï, the author of this role-playing mystery game, led the patrons as the detective and guided them in learning their roles and solving Louise's murder. Attendees were complimentary and stated that they had really enjoyed the game.

Kelly Bickley at the **Middleburg Heights Branch** cohosted a book club with the school media specialist at Big Creek Elementary. Twenty-two 4th grade students spent their lunch and recess period discussing the book, *Dragons in a Bag*, an urban fantasy by Zetta Elliot. Kids had fun not only talking about the characters, plot, and setting of the book, but also playing a get-to-know-you game with Airheads candy and taking home some great dragon-themed activities.

In the **Bay Village Branch's** Teen Zone, 15 teens learned how to use the design program Procreate on the iPads to draw their own sticker designs. Stickers were printed on the Roland Printer/Cutter for use on their Chromebooks.

**Olmsted Falls Branch** Teen Librarian Lee Ikimis hosted a 3D Design program on November 8 with four in attendance. After an overview of Tinkercad software, the teens created their own designs. Two of the teens ended up exchanging phone numbers to keep in touch after spending most of the program discussing and designing characters from a popular video game series.



# System Highlights

BSAs Clara Ballado and Karen Kraus taught a Screen printing 101 class to seven people at the **Fairview Park Branch** on Wednesday, November 16. The attendees created a beautiful design on their canvas bag using screen printing techniques.

“Artful Impact” at the **Brook Park Branch** has been getting a great group of regulars every week – 15 to 18 kids – largely due to Christian, the art therapist who is so engaging with the kids and has wonderful projects. He even said, “Brook Park is our branch with the highest attendance!”

In collaboration with Baldwin Wallace University’s Ritter Library, as part of the Hereafter Series, the **Berea Branch** hosted two popular programs in November. On November 2, 37 customers attended “Religious Perspective on the Afterlife” by Dr. Ellen Posman, BW Professor of Religion. Her presentation was an interesting exploration of some of the world’s religions including their scriptural or alternate basis for their beliefs. On November 10, BW student and Archivist Assistant Brandy Arnold presented “Adams Street Cemetery Uncovered” to 58 eager attendees. Her informative and entertaining program featured her research on the history of the local cemetery, complete with slideshow and anecdotes.

In honor of Veterans Day on Saturday, November 12, **Bedford Branch** BSA Sylvia Johnson hosted the November Film Discussion for *Liberators Fighting on Two Fronts in World War II*. The documentary discussed the African American troops who were part of the U.S. army units that liberated the Nazi Death Camps. The seven attendees were surprised to learn about the numerous African American soldiers who fought overseas during WWII. Everyone stated that being able to view the film on Kanopy was a great resource.

Fourteen kids and caregivers joined **Parma Heights Branch** BSL-II Patricia Hehir-Brewer for a story and an art activity inspired by Japanese artist Yayoi Kusama on November 8. Yayoi Kusama loved dots! Participants painted pumpkins with dots using different paints and tools.

On November 12, **Garfield Heights Branch** BSL-Generalist Young Koo had a wonderful group of 11 adults and one child for the BBQ Tofu program. Great conversations were exchanged and many culinary program ideas were mentioned. Koo wore an embroidered apron and her sewn chef hat to promote the Innovation Center at the Garfield Heights branch. Everyone loved the BBQ Tofu and went for seconds and thirds.

Heather Lenson, BSA-II at the **Solon Branch**, held a Superhero Training Academy program on Saturday, November 19. The program was for children ages 3 – 7. Thirty people attended. The participants trained in six stations: crawl through a wheel of fire (a tunnel with flame-colored streamers), crawl through a spider web (painter’s tape), leap across buildings (a balance beam surrounded by images of buildings), walk through kryptonite (green balloons), smash through a wall (jumbo building blocks), and lift heavy weights (inflatable dumbbells). When the activities were completed, the trainees received a certificate of completion from the Superhero Training Academy.

The **North Royalton Branch** Adult Department gave the community two opportunities to “get their craft on” during the month of November. On November 1, 23 artists released their inner “happy trees” when they joined certified Bob Ross Painting Instructor Mary Kenney for her Paint Like a Ross workshop. Later in the month, BSL-I Laura Piskac led a DIY Autumn Lantern workshop for 23 customers, who created lanterns using decals prepared on the branch’s Cricut. As participants worked on their creations, Laura shared new titles from the library’s collection.

On November 14, 13 attendees made screen-printed art at the **Parma-Snow Branch**. Customers learned about different screen-printing stencil techniques, such as using drawing fluid, as well as supplies and basic methods. The class also watched a Creativebug tutorial and then tried their hand at making screen-printed art onto different paper.



# System Highlights

On Tuesday, November 8, **Parma-Powers Branch** Adult Department Supervisor Chad Lowther dropped into the Tuesday Quilters group to give a 15-minute presentation on library resources available to quilters. The group was elated to look over the dozen instructional books on quilting. He also introduced the group to the numerous instructional videos available through the Creativebug media database. Five of the women said that they already had CCPL library cards. The remaining two eagerly signed up for cards before they left the library.

To celebrate CCPL's 100th anniversary, Noelle Tagliarini, BSA-II at the **Brecksville Branch**, helped nine customers decorate their own canvas bags with a cute book phrase on one side and the CCPL logo and "Est. 1922" on the other. One of the participants expressed how grateful she was for programs like this one that provide her some measure of relief from caring for a gravely ill family member.

On November 3, the **Independence Branch** hosted a "King of the Moondoggers" program. Historian Dennis R. Sutcliffe shared information, stories, and audio clips of the birth of rock and roll in Cleveland. Sutcliffe discussed the journey pioneering DJ Alan Freed took to get to Cleveland and the famous dance at the Moondog Coronation Ball. Thirteen people attended the program.



**CUYAHOGA COUNTY PUBLIC LIBRARY  
REPORT OF THE CHIEF EXECUTIVE OFFICER  
DECEMBER 13, 2022**

**ACTIVITIES OF THE CHIEF EXECUTIVE OFFICER**

**November 16-18**

- Attended **2022 Urban Libraries Council (ULC) Annual Forum, Washington, D.C.**, with Pamela Jankowski, CCPL Chief Public Services Officer, and Hallie Rich, CCPL Chief Communications & External Relations Officer
- Attended **Urban Libraries Council (ULC) CEO/Director Session**
- Attended **Dinner with Associates of Group 4 Architect**

**November 17**

- Attended **Urban Libraries Council's (ULC) 50th Birthday Celebration**

**November 22**

- Gave welcome and remarks for Cuyahoga County Public Library's Adult Book Buzz

**November 23**

- Met with Monique Good, CCPL Chief Human Resources Officer

**November 28**

- Meeting with Pamela Jankowski, CCPL Chief Public Services Officer
- Phone call with **John Benson, Reporter, Cleveland.com** regarding the new CCPL Brooklyn Branch

**November 29**

- Meeting to discuss CCPL Brooklyn Branch Design with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Jill Christoff, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, Kelly Deak, Architectural Designer, Bialosky Cleveland, Raviraj Patel, E.I.T. Electrical Engineer, Bialosky Cleveland**, and Scott Morgan, CCPL Chief Operations Officer, Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, Kathleen Sullivan, Branch Manager, CCPL Brooklyn Branch, and Terri Thompson, CCPL Operations Assistant, Projects

**November 30**

- Met with Monique Good, CCPL Chief Human Resources Officer
- Met with Hallie Rich, CCPL Chief Communications & External Relations Officer
- Phone call with **Sarah, Solon Magazine**
- Met with Scott Morgan, CCPL Chief Operations Officer, and Jim Haprian, IT Director
- Met with CCPL Leadership Team

**December 1-2**

- Attended **Library Journal (LJ) 2022 Directors' Summit, Baltimore, MD**
- Attended dinner with **Communico Associates**

**December 5**

- Met with Pamela Jankowski, CCPL Chief Public Services Officer
- Attended **CCPL Induction Ceremony into the 100 Year Club for the Western Reserve Historical Society (WRHS), held at the Cleveland History Center** with **Trustee Edward Blakemore, Trustee Patricia Shlonsky**, Scott Morgan, CCPL Chief Operations Officer, Pamela Jankowski, CCPL Chief Public Services Officer, Robert Dolan, CCPL Finance Director, Robert Rua, CCPL Marketing & Communications Director, and Rebecca Ranallo, CCPL Literacy & Learning Director



**December 6**

- Meet and greet with **ByWater Team, Brendan Gallagher, CEO, ByWater Solutions, Joy Nelson, President, Koha Division, ByWater Solutions, Jessie Zairo, Director of Sales, ByWater Solutions, and Donna Bachowski, Educator/Partner Success, ByWater Solutions**
- Participated in **Public Library Association (PLA) Continuing Education Advisory Committee, Introductory Meeting**

**December 7**

- Phone call with **David Merriman, Director, Cuyahoga County Department of Health, and Human Services**
- Participated in **Metro Directors** monthly conference call
- Dinner with **Brendan Gallagher, CEO, ByWater Solutions, Joy Nelson, President, Koha Division, ByWater Solutions, Jessie Zairo, Director of Sales, ByWater Solutions, and Donna Bachowski, Educator/Partner Success, ByWater Solutions, and Daniel Barden, CCPL TSD Director, and Pamela Jankowski, CCPL Chief Public Services Officer**

**December 8**

- Attended **Global Cleveland Annual Meeting**, CCPL Parma-Snow Branch
- Meeting with CCPL Leadership Team, includes CCPL Executive Leadership Team, and Enda Bracken, CCPL Branch Services Director - East, Caroline Vicchiarelli, CCPL Branch Services Director – West, and Lane Edwards, CCPL Branch Services Director – South, Daniel Barden, TSD Director, Jim Haprian, IT Director, Jeffrey Mori, CCPL Facilities Director, and Rebecca Ranallo, CCPL Literacy and Learning Director, Robert Rua, CCPL Marketing Director, Robert Dolan, CCPL Finance Director, Izoduwa Ebose-Holt, Human Resources Director, and Terrence Echols, CCPL Director, Adult Education Services
- Attended **CCPL Foundation Board Meeting and Social**, CCPL South Euclid-Lyndhurst Branch
- Attended **author program, Scott Simon**, CCPL South Euclid-Lyndhurst Branch

**December 12**

- Met with Pamela Jankowski, CCPL Chief Public Services Officer

**December 13**

- Meeting to discuss CCPL Brooklyn Branch Design with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Jill Christoff, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, Kelly Deak, Architectural Designer, Bialosky Cleveland, and Travis Clarke, Designer, Bialosky Cleveland, and Scott Morgan, CCPL Chief Operations Officer, Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, Kathleen Sullivan, Branch Manager, CCPL Brooklyn Branch, and Terri Thompson, CCPL Operations Assistant, Projects**
- Facilitated **CCPL Policy, Planning & External Relations Committee meeting**
- Facilitated **CCPL Board of Trustees meeting**

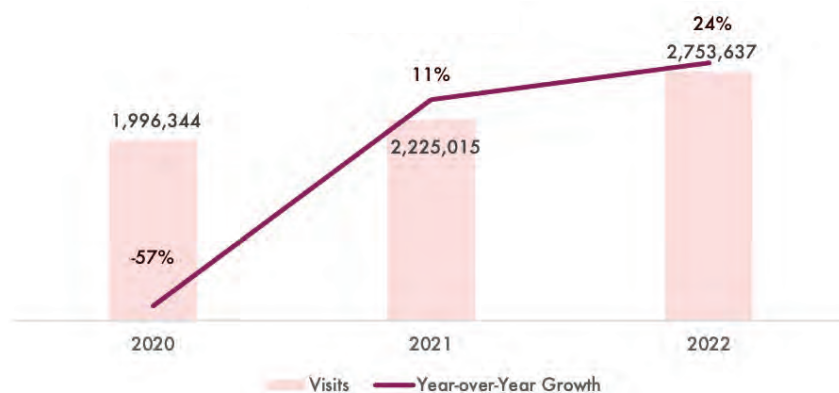


Chief Executive Officer

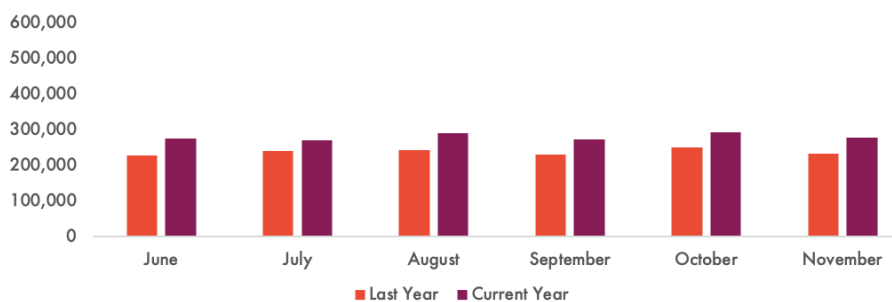


# Visits | December 2022

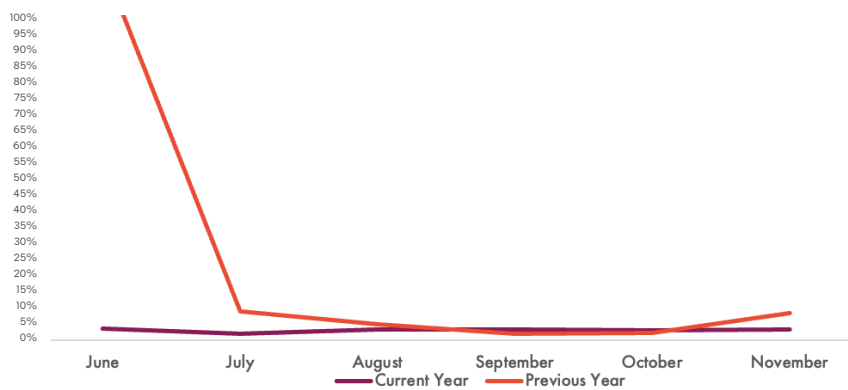
## Year to Date



## Monthly



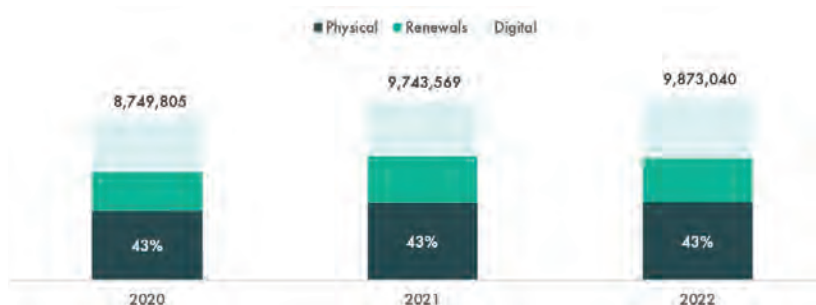
## Year-over-Year Growth



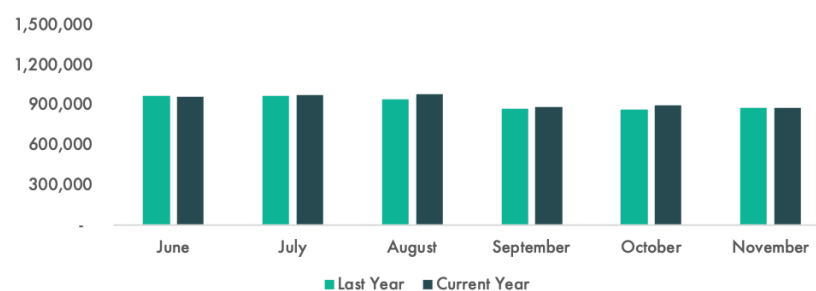


# Circulation | December 2022

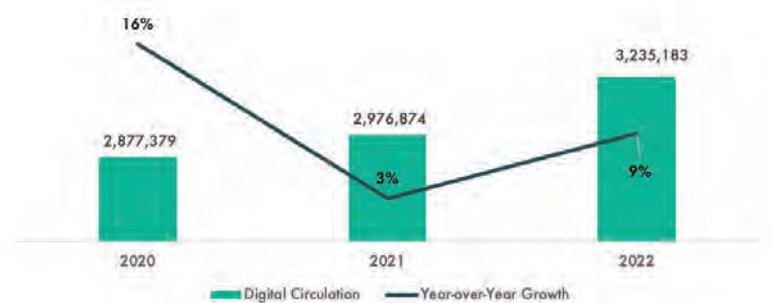
## Year to Date Total Circulation



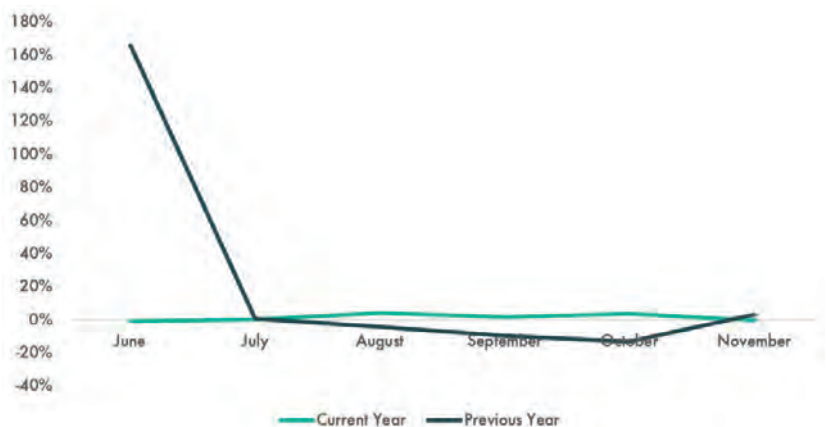
## Monthly Total Circulation



## Year to Date Digital Circulation



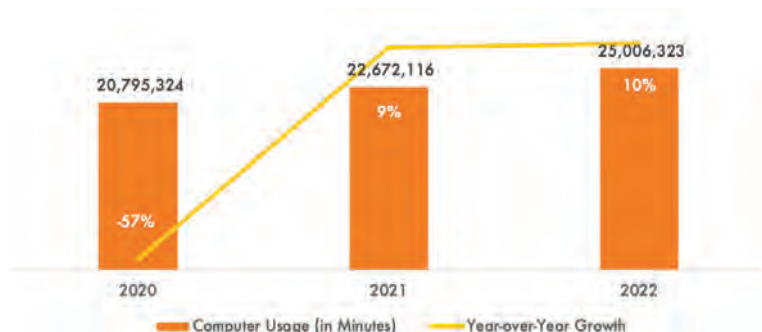
## Year-over-Year Growth Total Circulation



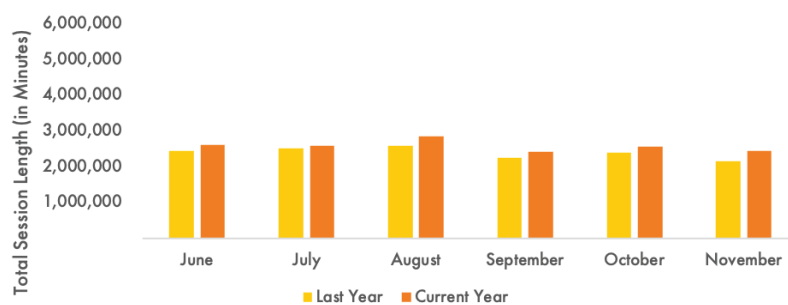


# Computer Use | December 2022

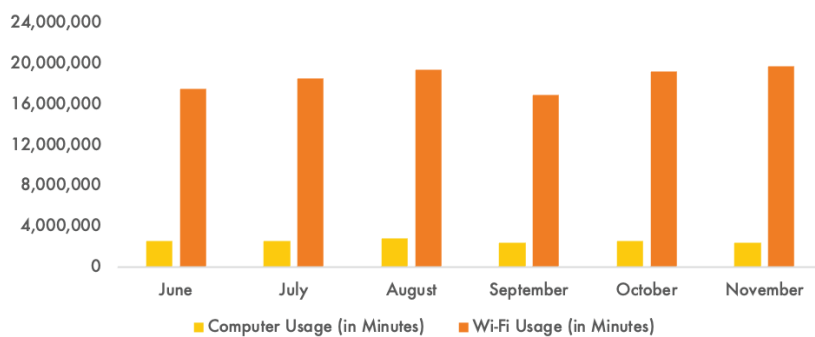
## Year to Date



## Monthly



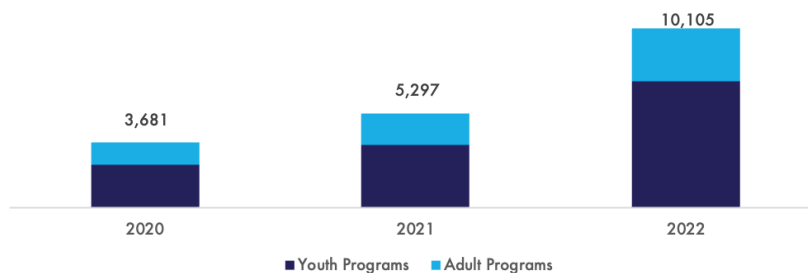
## Public Computer VS. WiFi Usage



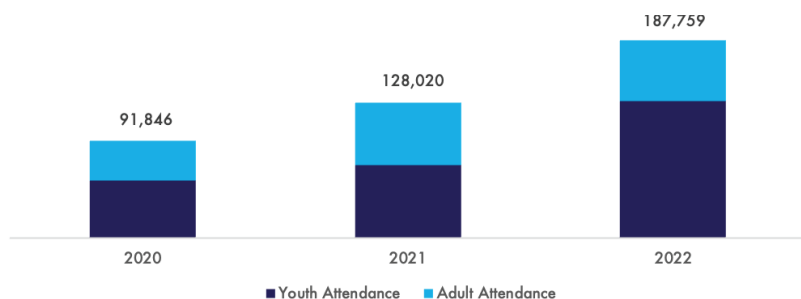


# Programs | December 2022

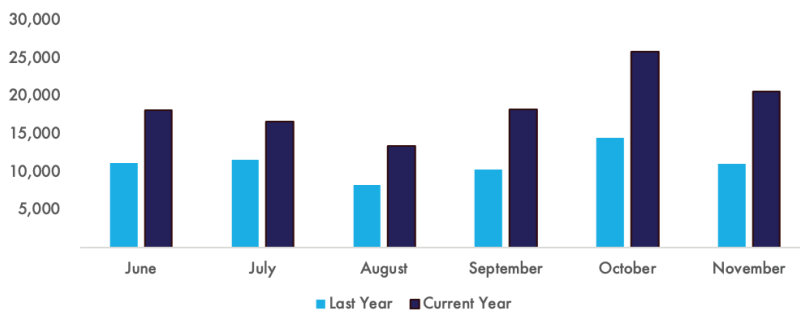
## Year to Date Programs Offered



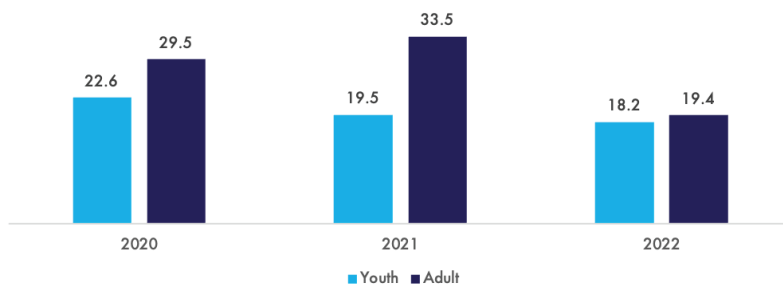
## Year to Date Program Attendance



## Monthly Program Attendance



## Average Program Attendance





## HUMAN RESOURCES DIVISION REPORT LIST NO. 2022-12

December 2022

APPOINTMENTS										
NAME	POSITION	GRADE	SALARY	HOURS WEEK	COST CENTER	REPLACES	SALARY	REASON	HOURS WEEK	EFFECTIVE DATE
Bray, Ami	Branch Services Librarian	208	\$24.00	40	FPR111	Sarah Carpenter	\$24.00	New Hire	40	11/14/2022
Colbaugh, Kristin	Branch services Clerk	205	\$16.16	20	NRV111	Gayle Reese	\$16.16	New Hire	20	11/27/2022
Fagan, Audrey	Branch Services Clerk	205	\$16.16	16	IND111	Anna Buczek	\$16.16	New Hire	16	11/28/2022
Hallal, Laurice	Page NBU	OEP	\$12.00	15	BKL113	Kevin Dean	\$12.00	New Hire	15	11/28/2022
Kekerchen, Rebecca	ITD Assistant	206	\$18.02	40	611111	Eric Kish	\$18.02	New Hire	40	11/28/2022
Leisure, Christopher J	Monitor Mentor	OSM	\$22.24	15	BAY113		\$22.24	New Hire	15	11/20/2022
Montgomery, Vickie	Youth Programing Tutor	OST	\$12.00	10	504113		\$12.00	New Hire	10	11/28/2022
Parks-Harris, Hattia	123 Read Site Coordinator	OSR	\$22.24	14	504113		\$22.24	New Hire	14	11/13/2022
Paullin, Cassie	Page NBU	OEP	\$12.00	12	BAY113	Christopher Cox	\$12.00	New Hire	12	11/15/2022
Pollard, Dymond	Page NBU	OEP	\$12.00	15	BKL113	Claudia Cangemi	\$12.00	New Hire	15	11/28/2022
Rambo, Christopher	Branch Services Clerk	205	\$16.16	16	IND111		\$16.16	New Hire	16	11/28/2022
Reid, Pauline	123 Read Site Coordinator	OSR	\$22.24	14	504113		\$22.24	New Hire	14	11/21/2022
Spencer, Bryanta	Social Work Manager	30	\$36.06	40	500112		\$36.06	New Hire	40	11/28/2022
Sveda, Diann	Branch Services Assistant I - SUB	207	\$20.09	1	450114		\$20.09	New Hire	1	11/13/2022
Thompson, Jena	AES Instructor I - Unlicensed	207	\$20.09	32	508111		\$20.09	New Hire	32	12/5/2022
Wadge, Genevieve	Branch Services Assistant SUB	207	\$20.09	1	540114		\$20.09	New Hire	1	11/28/2022
Wratee, Voncille	Branch Services Assistant SUB Branch Services Clerk SUB	207 205	\$20.09 \$16.16	1 1	540114		\$20.09 \$16.16	New Hire	1 1	11/28/2022



## HUMAN RESOURCES DIVISION REPORT LIST NO. 2022-12

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SEPARATIONS						
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	EFFECTIVE DATE
Andrews, Terrance	Youth Programming Tutor	504113	OST	\$12.00	10	11/21/2022
Archarjee, Sandra	Youth Programming Tutor	504113	OST	\$13.00	10	11/21/2022
DeSantis, Mary Ellen	Homework Center Coordinator	MPL112	OSH	\$22.24	14	11/21/2022
Futey, Thomas	Page NBU	PAS113	OSP	\$12.00	15	12/13/2022
Holton, John	Branch Services Clerk - SUB	450114	205	\$16.16	1	11/29/2022
Kantorak, Jennifer	Monitor - Mentor	NOL112	OSM	\$22.24	15	12/9/2022
Rodrigues, Christina	Youth Programming Tutor	568LLD	OST	\$13.00	10	12/8/2022



## HUMAN RESOURCES DIVISION REPORT LIST NO. 2022-12

December 2022

ANNIVERSARY PAY ADJUSTMENTS (Not Based on 2080 Hours)								
NAME	POSITION	COST CENTER	GRADE OLD	GRADE NEW	HOURS	SALARY OLD	SALARY NEW	EFFECTIVE DATE
Cek, Linda	Page NBU	BCH113	OEP	OEP	15	\$12.00	\$12.50	11/27/2022
Green, Cassidy	Page NBU	OLF113	OEP	OEP	11	\$12.00	\$12.50	11/27/2022
Halamek, Julia	Page NBU	BRV113	OEP	OEP	12	\$12.00	\$12.50	11/27/2022
Holstein, Livia	Page NBU	FPR113	OEP	OEP	10	\$12.50	\$13.00	11/13/2022
Husar, Christina	Page NBU	MDH113	OEP	OEP	12	\$12.50	\$13.00	11/13/2022
Lucko, Alexander	Page NBU	BEA113	OEP	OEP	12	\$12.00	\$12.50	11/27/2022
Moskalski, Pyper	Page NBU	MDH113	OEP	OEP	12	\$12.50	\$13.00	11/13/2022
Soper, Sarah	Page NBU	FPR113	OEP	OEP	10	\$12.50	\$13.00	11/13/2022
Van de Walle, Hohn	Page NBU	ORG113	OEP	OEP	15	\$12.50	\$13.00	11/13/2022



RETIREMENTS							
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	HIRE DATE	LAST WORKING DAY
Hajdin, Jill	Branch Services Assistant I	BEA111	207		24	6/4/2001	11/30/2022



## HUMAN RESOURCES DIVISION REPORT LIST NO. 2022-12

December 2022

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
Andry, Kimberly	Branch Services Clerk	BRV111	PAH111	205	205	32	32	\$18.63	\$18.63		Transfer	32	11/27/2022
Basnett, Megan	Page NBU SUB	STV113	STV113	OEP	OEP	10	1	\$13.00	\$13.00		Trasnfer to SUB Status	1	11/14/2022
Battista, Marie	HRIS Coordinator	800112	800112	20	20	40	40	\$24.03	\$24.03		Acting to Permanent Position	40	10/2/2022
Biby, Noelle	Branch Services Clerk Branch Services Assistant I - SUB	PAS111 450114	PAS111 450114	205 207	205 207	16 1	16 1	\$16.64 \$20.09	\$16.64 \$20.69		Correction to Second Rate	16 1	6/27/2022
Cangemi, Claudia	Branch Services Clerk Branch Services Assistant I - SUB	BKL111	BKL111 450114	205	205 207	20	20 1	\$16.48	16.48 20.69		Add Second Rate	20 1	11/27/2022
Chang, Amanda	Branch Services Assistant II Branch Services Librarian SUB	NOL111 450114	NOL111 450114	207 208	207 208	20 1	20 1	\$20.69 \$22.40	\$20.69 \$23.07		Correction to Second Rate	20 1	9/6/2022
Clark, Joseph	Branch Services Clerk - Acting	PWR113	GFH111	OSP	205	15	28	\$13.00	\$16.16		Acting Assignment Started	28	11/27/2022
Davies, Laura	Branch Services Clerk Branch Services Assistant I - SUB	NOL111 450114	NOL111 450114	205 207	205 207	20 1	20 1	\$16.16 \$20.09	\$16.16 \$20.69		Correction to Second Rate	20 1	9/20/2022
DiGeronimo, Leslie	Branch Serices Clerk Branch Services Assistant I - SUB	GAT111 450114	GAT111 450114	205 207	205 207	16 1	16 1	\$16.64 \$20.09	\$16.64 \$20.69		Correction to Second Rate	16 1	8/8/2022
DiGeronimo, Leslie	Branch Services Clerk Branch Services Assistant I - SUB	GAT111 450114	GAT111 450114	205 207	205 207	16 1	20 1	\$16.64 \$20.69	\$16.64 \$20.69		Increase in Hours	20	11/13/2022
Fenell, Zachary	Branch Services Clerk Branch Services Assistant I - SUB	SEU111	SEU111 450114	205	205 207	24	24 1	\$16.98	\$16.98 \$20.69		Add Second Rate	24 1	11/27/2022
Hamilton, Michelle	Branch Services Clerk Branch Services Assistant I - SUB	BKL111	BKL111 450114	205	205 207	32	32 1	\$18.19	\$18.19 \$20.69		Add Second Rate	32 1	11/27/2022
Hammond, Nicholas	Branch Services Clerk Branch Services Librarian - SUB	BRV111 450114	BRV111 450114	205 208	205 208	20 1	20 1	\$16.64 \$22.40	\$16.64 \$23.07		Correction to Second Rate	20 1	6/27/2022
Hawkins, Dorrian	Branch Services Clerk	ORG111	ORG111	205	205	28	40	\$17.64	\$17.64		Increase in Hours	40	11/13/2022
Kazimir, Brandon	Branch Services Clerk Branch Services Assistant I - SUB	BPK111 450114	BPK111 450114	205 207	205 208	16 1	16 1	\$16.16 \$20.09	\$16.16 \$20.69		Correction to Second Rate	16 1	7/12/2022
Kiel, Katherine	Branch Services Clerk Branch Services Assistant I - SUB	BAY111	BAY111 450114	205	205 207	32	32 1	\$16.48	\$16.48 \$20.69		Add Second Rate	32 1	11/27/2022



## HUMAN RESOURCES DIVISION REPORT LIST NO. 2022-12

December 2022

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
Lenson, Heather	Branch Services Assistant II Branch Services Librarian SUB	SLN111 450114	SLN111 450114	207 208	207 208	16 1	16 1	\$21.31 \$22.40	\$21.31 \$23.07		Correction to Second Rate	16 1	9/19/2022
Lumbus, Faith	Branch Services Clerk Branch Services Assistant I - SUB	GFH111	GFH111 450114	205	205 207	20	20 1	\$16.48	\$16.48 \$20.69		Add Second Rate	20 1	11/27/2022
Mirvic, Emina	Branch Services Clerk Supervisor - Acting	GAH111	GAF111	205	207	40	40	\$20.07	\$21.09		Acting Assignment Started	40	11/28/2022
Morris, Timothy	AES Instructor II - Corrections	508111	508111	208	208	32	40	\$24.82	\$24.82		Increase in Hours	40	12/5/2022
Parker, Riley	Branch Services Clerk Branch Services Assistant I - SUB	BAY111	BAY111 450114	205	205 207	28	28 1	\$16.48	\$16.16 \$20.69		Add Second Rate	28 1	11/27/2022
Paulraj, SalvaSubha	Homework Center Coordinator	504113	BPK113	OST	OSH	10	14	\$12.00	\$22.24		Trasnfer	14	11/14/2022
Retting, Kathryn	Branch Services Assistant II Branch Services Librarian SUB	BCH111 450114	BCH111 450114	207 208	207 208	32 1	32 1	\$21.72 \$22.40	\$21.72 \$23.07		Correction to Second Rate	32 1	09/19/2022
Robinson, Jessica	Branch Services Assistant II Branch Services Librarian SUB	PWR111 450114	PWR111 450114	207 208	207 208	24 1	24 1	\$21.63 \$22.40	\$21.63 \$23.07		Correction to Second Rate	24 1	10/03/2022
Robinson, Tanisha	AES Program Specialist - Acting	508111	508111	207	210	40	40	\$25.38	\$29.24		Correction to Rate	40	10/31/2022
Saleh, Mehraeel	Page NBU SUB Branch Services Clerk SUB	STV113 450114	STV113 450114	OSP 205	OSP 205	10 1	1 1	\$13.00 \$16.16	\$13.00 \$16.16		Transfer to SUB Status	1 1	11/27/2022
Salvo, Aymie	Branch Services Clerk Branch Services Assistant I - SUB	GAT111 450114	GAT111 450114	205 207	205 207	32 1	40 1	\$20.07 \$20.69	\$20.07 \$20.69		Increase in Hours	40 1	11/13/2022
Schalk, Hannah	Branch Services Clerk	ORG111	ORG111	205	205	28	32	\$16.64	\$16.64		Increase in Hours	32	11/13/2022
Shah, Poonam	Branch Services Assistant I - Acting	450114	MPL111	207	207	1	16	\$20.09	\$21.09		Acting Assignment Started	16	11/13/2022
Siegel, Scott	Branch Services Assistant II Branch Services Librarian SUB	MPL111 450114	MPL111 450114	207 208	207 208	32 1	32 1	\$21.91 \$22.40	\$21.91 \$23.07		Correction to Second Rate	32 1	01/24/2022
Willis, Precious	Branch Services Assistant - SUB	504113	450114	OST	207	10	1	\$22.24	\$20.09		Transfer to SUB Status	1	11/27/2022
Wirfel, Charles	TSD Clerk Branch Services Assistant I - SUB	702111 450114	702111 450114	204 207	204 207	40 1	40 1	\$16.64 \$20.09	\$16.64 \$20.69		Correction to Second Rate	40 1	6/26/2022



## HUMAN RESOURCES DIVISION REPORT LIST NO. 2022-12

December 2022

CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (\$)	AMOUNT	MILEAGE	MEETING
Arcuri, Melissa	12/5/2022	\$30.00	\$ -	How Onboarding Can Make or Break Your New Employees / Virtual
Bartik, Ericableu	12/8/2022	\$0.00	\$ -	Penguin Random House Winter Book & Author Festival / Virtual
Brinker, Grace	12/16/2022	\$28.16	\$ -	Migration Station: Tips & Tricks to Manage Your Data / Virtual
Curry, Kaleb	11/3/2022	\$50.00	\$ -	Executive Functioning / Parma, OH
Echols, Terrance	11/18/2022 - 09/01/2023	\$0.00	\$ -	Cleveland Leadership Institute - Advanced Leadership Institute / Cleveland, OH
Gabb, Julie	01/27/2023 - 01/30/2023	\$1,385.00	\$ -	LibLearnX / New Orleans, LA
Harris, Jami	11/3/2022	\$49.00	\$ -	Everyday Leadership, Regardless of Your Job Title / Virtual
Krueger, Kristi	12/16/2022	\$28.16	\$ -	Migration Station: Tips & Tricks to Manage Your Data / Virtual
Paulett, N Maureen	9/29/2022	\$405.00	\$ -	CRCC - Certification Renewal / Virtual
Robinson, Tanisha	11/3/2022	\$49.00	\$ -	Everyday Leadership, Regardless of Your Job Title / Virtual
Schreiber, Mary	11/17/2022	\$0.00	\$ -	Library Con / Virtual
Schreiber, Mary	12/8/2022	\$0.00	\$ -	Penguin Random House Winter Book & Author Festival / Virtual
Slater, Mary	4/25/2023	\$0.00	\$ -	7th & 8th Grade Reading & Writing Festival / Kent, OH
Venditti, Gabrial	04/25/2023 - 04/27/2023 07/11/2023 - 07/13/2023 10/17/2023 - 10/19/2023	\$0.00	\$ 288.37	ILEAD 2023 / Newark, OH
		<b>\$2,024.32</b>		



NAME	JOB CODE	JOB DESCRIPTION	COST CENTER	GRADE	STANDARD HOURS	OLD HOURLY RATE	PAYOUT OVER MAXIMUM	NEW HOURLY RATE	Formatted New Hourly Rate	2nd Rate	3rd Rate
Alessandro, Elizabeth R	559LLD	TECHNOLOGY TRAINER	506111	209	40.00	\$ 27.0159		\$ 27.5562	27.5562	27.5562	
Aloi, Katherine M	107NOL	BRANCH SERVICES ASSISTANT I	NOL111	207	16.00	\$ 22.1660		\$ 22.6093	22.6093		
Alvarez Jr, Ramon F	118MAY	BRANCH SERVICES ASSISTANT II	MAY111	207	40.00	\$ 26.0187		\$ 26.5391	26.5391		
Anderson, Darlene G	612FND	OPD ASSISTANT - ACCOUNTING	601111	206	40.00	\$ 22.4913		\$ 22.9411	22.9411	22.9411	22.9411
Anderson, William S	623ITD	ITD ELECTRONIC EQUIPMENT TECH	611111	208	40.00	\$ 24.7147		\$ 25.2090	25.209		
Andry, Kimberly S	109BRV	BRANCH SERVICES CLERK	BRV111	205	32.00	\$ 18.2625		\$ 18.6278	18.6278		
Arthur, Adam W	203PAS	BRANCH SERVICES CLK SUPERVISOR	PAS111	207	40.00	\$ 24.1226		\$ 24.6051	24.6051		
Axelrod, Andrea L	107MAY	BRANCH SERVICES ASSISTANT I	MAY111	207	20.00	\$ 20.0900		\$ 20.4918	20.4918		
Baer, Tessa L	102WVH	BRANCH SERV LIBN I GENERALIST	WVH111	208	40.00	\$ 24.8196		\$ 25.3160	25.316	25.316	
Bailey, Tammy L	118NOL	BRANCH SERVICES ASSISTANT II	NOL111	207	32.00	\$ 25.4525		\$ 25.9616	25.9616		
Baldwin, Rebecca M	105NRY	BRANCH SERVICES LIBRARIAN	NRY111	208	40.00	\$ 27.7639		\$ 28.3192	28.3192		
Banks, Leslie M	103SEU	BRANCH SERV LIBN SUPERVISOR	SEU111	209	40.00	\$ 26.9963		\$ 27.5362	27.5362		
Bar, Skye B	109FPR	BRANCH SERVICES CLERK	FPR111	205	20.00	\$ 16.6448		\$ 16.9777	16.9777		
Barbato, Michele	107MDH	BRANCH SERVICES ASSISTANT I	MDH111	207	24.00	\$ 25.7971		\$ 26.3130	26.313		
Barbour, Scott M	118SEU	BRANCH SERVICES ASSISTANT II	SEU111	207	36.00	\$ 24.6572		\$ 25.1503	25.1503	25.1503	
Bates, Linda M	203BRV	BRANCH SERVICES CLK SUPERVISOR	BRV111	207	40.00	\$ 22.7159		\$ 23.1702	23.1702		
Becker, Brenna K	103CHF	BRANCH SERV LIBN SUPERVISOR	CHF111	209	40.00	\$ 31.8177		\$ 32.4541	32.4541		
Begin, Susan M	107PAS	BRANCH SERVICES ASSISTANT I	PAS111	207	20.00	\$ 20.0900		\$ 20.4918	20.4918	20.4918	
Beleske, Nicole J	565CER	CER ASSISTANT-VOLUNTEER COORD	401111	207	40.00	\$ 24.8333		\$ 25.3300	25.33	25.33	
Benites-Galvez, Tania M	566LLD	LLD ASSIST - ADULT PROGRAMMING	515111	207	40.00	\$ 22.1660		\$ 22.6093	22.6093		
Berkey, Barbara J	109STV	BRANCH SERVICES CLERK	STV111	205	24.00	\$ 20.1805		\$ 20.5841	20.5841		
Bessner, Amber L	107GFH	BRANCH SERVICES ASSISTANT I	GFH111	207	32.00	\$ 21.7273		\$ 22.1618	22.1618		
Bibyk, Noelle C	109PAS	BRANCH SERVICES CLERK	PAS111	205	16.00	\$ 16.6448		\$ 16.9777	16.9777		
Bickley, Kelly P	118MDH	BRANCH SERVICES ASSISTANT II	MDH111	207	16.00	\$ 21.7273		\$ 22.1618	22.1618		
Bielecki, Daneen M	109PWR	BRANCH SERVICES CLERK	PWR111	205	20.00	\$ 22.0544		\$ 22.4955	22.4955		
Bistriz, Martha B	109SLN	BRANCH SERVICES CLERK	SLN111	205	16.00	\$ 20.0736		\$ 20.4751	20.4751		
Bohurjak, Therese M	109BRV	BRANCH SERVICES CLERK	BRV111	205	16.00	\$ 16.6448		\$ 16.9777	16.9777		
Bonadio, Josephine	109STV	BRANCH SERVICES CLERK	STV111	205	40.00	\$ 20.7894		\$ 21.2052	21.2052		
Booth, Kaitlin M	555CDD	TSD SPEC - COLLECTION DEVELOP	705111	210	40.00	\$ 29.8288		\$ 30.4254	30.4254		
Bowen, Jeffrey C	559LLD	TECHNOLOGY TRAINER	506111	209	40.00	\$ 27.0159		\$ 27.5562	27.5562		
Bradley, Angela C	107NRY	BRANCH SERVICES ASSISTANT I	NRY111	207	20.00	\$ 24.1286		\$ 24.6112	24.6112		
Brennan, Kristin A	107PAS	BRANCH SERVICES ASSISTANT I	PAS111	207	16.00	\$ 26.5231		\$ 27.0536	27.0536		
Brightman, Theresa G	564LLD	LLD CLERK - ADULT PROGRAMMING	515111	205	40.00	\$ 19.5702		\$ 19.9616	19.9616		
Brinker, Grace M	720CAT	TSD Supervisor - Catalog	701111	210	40.00	\$ 28.8747		\$ 29.4522	29.4522		
Brouillette, Elizabeth M	118BPK	BRANCH SERVICES ASSISTANT II	BPK111	207	20.00	\$ 21.7300		\$ 22.1646	22.1646		
Bucey, Jennifer M	589LLD	AES INSTRUCTOR I - UNLICENSED	508111	207	40.00	\$ 20.6927		\$ 21.1066	21.1066		
Buck, Sherri A	109SLN	BRANCH SERVICES CLERK	SLN111	205	40.00	\$ 19.8835		\$ 20.2812	20.2812		
Burks, Shon R	410GFX	GRAPHIC DESIGNER	402111	208	40.00	\$ 28.6331		\$ 29.2058	29.2058		
Buryanek, Rebecca L	103PAS	BRANCH SERV LIBN SUPERVISOR	PAS111	209	40.00	\$ 28.4055		\$ 28.9736	28.9736		
Busch, Denise R	109OLF	BRANCH SERVICES CLERK	OLF111	205	16.00	\$ 17.6364		\$ 17.9891	17.9891		
Cadesky, Amy P	107ORG	BRANCH SERVICES ASSISTANT I	ORG111	207	20.00	\$ 25.7971		\$ 26.3130	26.313		
Cangemi, Claudia G	109BKL	BRANCH SERVICES CLERK	BKL111	205	20.00	\$ 16.1600		\$ 16.4832	16.4832	16.4832	
Carlson, Jodi A	105OLF	BRANCH SERVICES LIBRARIAN	OLF111	208	40.00	\$ 28.4383		\$ 29.0071	29.0071		
Carpenter, Sarah T	105PAH	BRANCH SERVICES LIBRARIAN	PAH111	208	40.00	\$ 25.3100		\$ 25.8162	25.8162		
Carroll, Andrea L	102BAY	BRANCH SERV LIBN I GENERALIST	BAY111	208	20.00	\$ 24.6620		\$ 25.1552	25.1552	25.1552	
Carroll, Donald S	626FCD	MAINTENANCE TECHNICIAN	607111	208	40.00	\$ 23.6900		\$ 24.1638	24.1638		
Cawley, Ian T	203BEA	BRANCH SERVICES CLK SUPERVISOR	BEA111	207	40.00	\$ 21.0900		\$ 21.5118	21.5118		
Cecil, Molly R	109NRY	BRANCH SERVICES CLERK	NRY111	205	20.00	\$ 16.1600		\$ 16.4832	16.4832		
Chang, Amanda L	118NOL	BRANCH SERVICES ASSISTANT II	NOL111	207	20.00	\$ 20.6927		\$ 21.1066	21.1066		
Chapline, Robert L	626FCD	MAINTENANCE TECHNICIAN	607111	208	40.00	\$ 26.0436		\$ 26.5645	26.5645		
Chatlos, Jeffrey	707ITD	ITD SYSTEMS SUPPORT TECH	613111	208	40.00	\$ 29.7030		\$ 30.2971	30.2971		
Chokan, Robin T	745PRO	TSD LEAD CLERK - PROCESSING	702111	206	40.00	\$ 23.0990		\$ 23.5610	23.561	23.561	



NAME	JOB CODE	JOB DESCRIPTION	COST CENTER	GRADE	STANDARD HOURS	OLD HOURLY RATE	PAYOUT OVER MAXIMUM	NEW HOURLY RATE	Formated New Hourly Rate	2nd Rate	3rd Rate
Cilik, Peter E	109MPL	BRANCH SERVICES CLERK	MPL111	205	24.00	\$ 16.6448		\$ 16.9777	16.9777		
Clancy, Robin E	107SLN	BRANCH SERVICES ASSISTANT I	SLN111	207	20.00	\$ 20.6927		\$ 21.1066	21.1066		
Clark, Crestian J	109SEU	BRANCH SERVICES CLERK	SEU111	205	24.00	\$ 18.2625		\$ 18.6278	18.6278		
Clark, Tristan C	109MAY	BRANCH SERVICES CLERK	MAY111	205	40.00	\$ 17.9891		\$ 18.3489	18.3489		
Clifton, Karmar I	596LLD	AES INSTRUCTOR ASSISTANT	508111	207	20.00	\$ 22.0710		\$ 22.5124	22.5124	22.5124	22.5124
Collins, Deborah C	109PAS	BRANCH SERVICES CLERK	PAS111	205	24.00	\$ 20.7894		\$ 21.2052	21.2052		
Comer, Tameka L	107GFH	BRANCH SERVICES ASSISTANT I	GFH111	207	40.00	\$ 20.6927		\$ 21.1066	21.1066		
Conti, Gianna C	105MAY	BRANCH SERVICES LIBRARIAN	MAY111	208	40.00	\$ 23.6900		\$ 24.1638	24.1638		
Conway, Courtney L	418MKD	CER SUPERVISOR - MARKETING	404111	209	40.00	\$ 30.6394		\$ 31.2522	31.2522		
Conway, Ryan	102NOL	BRANCH SERV LIBN I GENERALIST	NOL111	208	40.00	\$ 24.2256		\$ 24.7101	24.7101		
Cooke, Caitlin M	109PWR	BRANCH SERVICES CLERK	PWR111	205	24.00	\$ 19.8835		\$ 20.2812	20.2812		
Cottrill, Jean E	105BAY	BRANCH SERVICES LIBRARIAN	BAY111	208	40.00	\$ 25.8223		\$ 26.3387	26.3387		
Cowan, Mia B	105GAT	BRANCH SERVICES LIBRARIAN	GAT111	208	20.00	\$ 23.7043		\$ 24.1784	24.1784	24.1784	
Cox, Benjamin J	118BPK	BRANCH SERVICES ASSISTANT II	BPK111	207	40.00	\$ 25.5440		\$ 26.0549	26.0549		
Craig, Brianna D	203SLN	BRANCH SERVICES CLK SUPERVISOR	SLN111	207	40.00	\$ 21.7273		\$ 22.1618	22.1618		
Crea, Gretchen M	107PWR	BRANCH SERVICES ASSISTANT I	PWR111	207	28.00	\$ 25.4189		\$ 25.9273	25.9273		
Cross, Toni J	107BED	BRANCH SERVICES ASSISTANT I	BED111	207	20.00	\$ 21.0000		\$ 21.4200	21.42		
Daily, Shawn O	626FCD	MAINTENANCE TECHNICIAN	607111	207	40.00	\$ 23.0000		\$ 23.4600	23.46		
Davies, Laura M	109NOL	BRANCH SERVICES CLERK	NOL111	205	20.00	\$ 16.1600		\$ 16.4832	16.4832		
Davis, Crystal B	203WVH	BRANCH SERVICES CLK SUPERVISOR	WVH111	207	40.00	\$ 24.8971		\$ 25.3950	25.395		
Dean, Kevin J	109BKL	BRANCH SERVICES CLERK	BKL111	205	20.00	\$ 16.1600		\$ 16.4832	16.4832		
Dehrmann, Sharon	109MDH	BRANCH SERVICES CLERK	MDH111	205	24.00	\$ 21.4000		\$ 21.8280	21.828		
DeLuke, Jennifer A	105GFH	BRANCH SERVICES LIBRARIAN	GFH111	208	40.00	\$ 24.5762		\$ 25.0677	25.0677		
Deming, Matthew C	109CHF	BRANCH SERVICES CLERK	CHF111	205	32.00	\$ 16.6448		\$ 16.9777	16.9777		
DePenti, Annmarie	107IND	BRANCH SERVICES ASSISTANT I	IND111	207	16.00	\$ 23.6929		\$ 24.1668	24.1668		
Desvari, Diane M	109NOL	BRANCH SERVICES CLERK	NOL111	205	32.00	\$ 20.0736		\$ 20.4751	20.4751		
DiGeronimo, Leslie F	109GAT	BRANCH SERVICES CLERK	GAT111	205	16.00	\$ 16.6448		\$ 16.9777	16.9777		
Doughty, Angel S	107WVH	BRANCH SERVICES ASSISTANT I	WVH111	207	40.00	\$ 20.6927		\$ 21.1066	21.1066		
Douglass, Sharon	102SEU	BRANCH SERV LIBN I GENERALIST	SEU111	208	40.00	\$ 24.0000		\$ 24.4800	24.48		
Doyle, Julia G	107ORG	BRANCH SERVICES ASSISTANT I	ORG111	207	28.00	\$ 27.3220		\$ 27.8684	27.8684		
Dreger, Amy E	103BEA	BRANCH SERV LIBN SUPERVISOR	BEA111	209	40.00	\$ 31.5085		\$ 32.1387	32.1387		
Ehrman, Gina m	426GFX	PRINT PRODUCTION ASSISTANT	402111	206	40.00	\$ 20.6824		\$ 21.0960	21.096		
Eiben, Kathleen D	107PAS	BRANCH SERVICES ASSISTANT I	PAS111	207	32.00	\$ 24.2405		\$ 24.7253	24.7253		
Eiben, Marcella D	589LLD	AES INSTRUCTOR I - UNLICENSED	508111	207	32.00	\$ 22.0000		\$ 22.4400	22.44		
Erlenbach, Heather A	109SLN	BRANCH SERVICES CLERK	SLN111	205	16.00	\$ 17.8337		\$ 18.1904	18.1904		
Ewell, Zanetta F	109MPL	BRANCH SERVICES CLERK	MPL111	205	20.00	\$ 17.4770		\$ 17.8265	17.8265		
Fabian, Joseph J	570LLD	LLD LIBRARIAN - YTH PROGRAMMING	505111	208	40.00	\$ 25.3160		\$ 25.8223	25.8223	25.8223	
Fahey, Danette M	103BRV	BRANCH SERV LIBN SUPERVISOR	BRV111	209	40.00	\$ 26.2200		\$ 26.7444	26.7444		
Fartouchna, Oksana	582LLD	AES INSTRUCTOR 1	508111	207	35.00	\$ 25.2590		\$ 25.7642	25.7642		
Feikert, Tina	109BED	BRANCH SERVICES CLERK	BED111	205	20.00	\$ 17.8299		\$ 18.1865	18.1865		
Fenell, Zachary C	109SEU	BRANCH SERVICES CLERK	SEU111	205	24.00	\$ 16.6448		\$ 16.9777	16.9777		
Filippi, Allyson L	118MAY	BRANCH SERVICES ASSISTANT II	MAY111	207	24.00	\$ 21.7273		\$ 22.1618	22.1618		
Ford, Grace C	107BKL	BRANCH SERVICES ASSISTANT I	BKL111	207	20.00	\$ 20.6927		\$ 21.1066	21.1066		
Foster, Faye M	716ACQ	TSD ASSIST - ACQUISITIONS	703111	206	40.00	\$ 24.1719		\$ 24.6553	24.6553		
Frank, Jamie S	105GAT	BRANCH SERVICES LIBRARIAN	GAT111	208	16.00	\$ 25.8223		\$ 26.3387	26.3387		
Fried, Aaron J	107SEU	BRANCH SERVICES ASSISTANT I	SEU111	207	40.00	\$ 22.1660		\$ 22.6093	22.6093		
Friend, Denise C	584LLD	AES PROGRAM SPECIALIST	508111	210	40.00	\$ 33.1065		\$ 33.7686	33.7686		
Froliklong, William M	103BED	BRANCH SERV LIBN SUPERVISOR	BED111	209	40.00	\$ 26.7800		\$ 27.3156	27.3156		
Furino, Stephanie H	103MAY	BRANCH SERV LIBN SUPERVISOR	MAY111	209	40.00	\$ 27.1134		\$ 27.6557	27.6557		
Futryk, Linda M	109PAH	BRANCH SERVICES CLERK	PAH111	205	28.00	\$ 20.0736		\$ 20.4751	20.4751		
Gabb, Julie A	103SEU	BRANCH SERV LIBN SUPERVISOR	SEU111	209	40.00	\$ 31.0236		\$ 31.6441	31.6441		
Gaffney, Emily R	107GFH	BRANCH SERVICES ASSISTANT I	GFH111	207	40.00	\$ 22.1660		\$ 22.6093	22.6093		



NAME	JOB CODE	JOB DESCRIPTION	COST CENTER	GRADE	STANDARD HOURS	OLD HOURLY RATE	PAYOUT OVER MAXIMUM	NEW HOURLY RATE	Formated New Hourly Rate	2nd Rate	3rd Rate
Gage, Joshua H	109SLN	BRANCH SERVICES CLERK	SLN111	205	36.00	\$ 17.6398		\$ 17.9926	17.9926		
Galarza, Ramon A	694FCD	OPD SUPERVISOR - MAINTENANCE	607111	210	40.00	\$ 30.7279		\$ 31.3425	31.3425		
Gardner, Jason R	107WVH	BRANCH SERVICES ASSISTANT I	WVH111	207	40.00	\$ 22.1660		\$ 22.6093	22.6093	22.6093	
Germani, Patricia A	109STV	BRANCH SERVICES CLERK	STV111	205	32.00	\$ 20.0736		\$ 20.4751	20.4751		
Gerrity, Regina M	107BAY	BRANCH SERVICES ASSISTANT I	BAY111	207	20.00	\$ 24.1306		\$ 24.6132	24.6132		
Gessler, Karly M	109SLN	BRANCH SERVICES CLERK	SLN111	205	16.00	\$ 16.6448		\$ 16.9777	16.9777		
Gibbs, Geneva M	109GAT	BRANCH SERVICES CLERK	GAT111	205	16.00	\$ 16.6448		\$ 16.9777	16.9777		
Giehler, Emily E	107BRV	BRANCH SERVICES ASSISTANT I	BRV111	207	16.00	\$ 22.1660		\$ 22.6093	22.6093	22.6093	
Giffin, Mary	107SLN	BRANCH SERVICES ASSISTANT I	SLN111	207	16.00	\$ 20.0900		\$ 20.4918	20.4918		
Gorby, Shawna L	107NOL	BRANCH SERVICES ASSISTANT I	NOL111	207	32.00	\$ 22.1622		\$ 22.6054	22.6054		
Gornall, Stephanie F	118STV	BRANCH SERVICES ASSISTANT II	STV111	207	24.00	\$ 26.7882		\$ 27.3240	27.324	27.324	
Grame, Susan M	105OLF	BRANCH SERVICES LIBRARIAN	OLF111	208	40.00	\$ 29.8548		\$ 30.4519	30.4519		
Greene, Arlene M	109BED	BRANCH SERVICES CLERK	BED111	205	28.00	\$ 20.1805		\$ 20.5841	20.5841		
Grosso, Bernadette A	107PAS	BRANCH SERVICES ASSISTANT I	PAS111	207	20.00	\$ 25.0520		\$ 25.5530	25.553		
Haag, Jennifer A	103FPR	BRANCH SERV LIBN SUPERVISOR	FPR111	209	40.00	\$ 33.4423		\$ 34.1111	34.1111		
Haas, Stephen J	103MDH	BRANCH SERV LIBN SUPERVISOR	MDH111	209	40.00	\$ 33.1157		\$ 33.7780	33.778		
Hajdin, Jill E	107BEA	BRANCH SERVICES ASSISTANT I	BEA111	207	24.00	\$ 25.4186		\$ 25.9270	25.927		
Hajek, Nicolaus J	118MAY	BRANCH SERVICES ASSISTANT II	MAY111	207	28.00	\$ 21.3134		\$ 21.7397	21.7397		
Hall, James	626FCD	MAINTENANCE TECHNICIAN	607111	208	40.00	\$ 24.4007		\$ 24.8887	24.8887		
Haller, Maryanne B	103ORG	BRANCH SERV LIBN SUPERVISOR	ORG111	209	40.00	\$ 28.3675		\$ 28.9349	28.9349		
Hamilton, Michelle L	109BKL	BRANCH SERVICES CLERK	BKL111	205	32.00	\$ 17.8299		\$ 18.1865	18.1865	18.1865	
Hamilton, Rachel E	426GFX	PRINT PRODUCTION ASSISTANT	402111	206	40.00	\$ 18.0200		\$ 18.3804	18.3804		
Hammond, Nicholas F	109BRV	BRANCH SERVICES CLERK	BRV111	205	24.00	\$ 16.6448		\$ 16.9777	16.9777		
Haneberg, Susan M	107FPR	BRANCH SERVICES ASSISTANT I	FPR111	207	16.00	\$ 20.6927		\$ 21.1066	21.1066		
Hargate, Faye W	107GFH	BRANCH SERVICES ASSISTANT I	GFH111	207	20.00	\$ 20.0900		\$ 20.4918	20.4918	20.4918	
Harris, Jami L	590LLD	AES CORRECTION SPECIALIST	508111	210	40.00	\$ 31.2528		\$ 31.8779	31.8779		
Harris, Mark A	203MAY	BRANCH SERVICES CLK SUPERVISOR	MAY111	207	40.00	\$ 23.4877		\$ 23.9575	23.9575	23.9575	
Hasenohrl, Kate E	720ITD	ITD SPEC - PROGRAMMER/ANALYST	610111	210	40.00	\$ 31.2528		\$ 31.8779	31.8779		
Hawkins, Dorrian A	109ORG	BRANCH SERVICES CLERK	ORG111	205	28.00	\$ 17.6398		\$ 17.9926	17.9926		
Hearne, Sarah M	109GFH	BRANCH SERVICES CLERK	GFH111	205	20.00	\$ 16.1600		\$ 16.4832	16.4832		
Hehir-Brewer, Patricia M	103PAH	BRANCH SERV LIBN SUPERVISOR	PAH111	209	40.00	\$ 31.0568		\$ 31.6779	31.6779		
Heinz, Anna I	103NOL	BRANCH SERV LIBN SUPERVISOR	NOL111	209	40.00	\$ 32.4664		\$ 33.1157	33.1157		
Hirsimaki, Amy B	103SLN	BRANCH SERV LIBN SUPERVISOR	SLN111	209	40.00	\$ 31.0584		\$ 31.6796	31.6796		
Hogan, Ebony M	133BSD	CAREER SERVICES SUPERVISOR	508111	210	40.00	\$ 32.4664		\$ 33.1157	33.1157		
Howell, Amy B	410GFX	GRAPHIC DESIGNER	402111	208	40.00	\$ 28.0700		\$ 28.6314	28.6314		
Howell, Maxine J.	203GFH	BRANCH SERVICES CLK SUPERVISOR	GFH111	207	40.00	\$ 27.1243		\$ 27.6668	27.6668		
Hull, Margaret V	105BCH	BRANCH SERVICES LIBRARIAN	BCH111	208	40.00	\$ 25.8223		\$ 26.3387	26.3387		
Hunt, Yvette	580LLD	AES CLERK II	508111	205	40.00	\$ 17.6510		\$ 18.0040	18.004		
Hurley, Ruairi	107SEU	BRANCH SERVICES ASSISTANT I	SEU111	207	40.00	\$ 23.9106		\$ 24.3888	24.3888		
Iammarino, Sarah	118BCH	BRANCH SERVICES ASSISTANT II	BCH111	207	24.00	\$ 23.0316		\$ 23.4922	23.4922		
Ikimis, Elias C	105OLF	BRANCH SERVICES LIBRARIAN	OLF111	208	40.00	\$ 28.0337		\$ 28.5944	28.5944		
Iyer, Lavanya	603LLD	Digital Navigator	506111	207	20.00	\$ 21.7273		\$ 22.1618	22.1618	22.1618	
Jackson, Elayne M	559LLD	TECHNOLOGY TRAINER	506111	209	40.00	\$ 28.4055		\$ 28.9736	28.9736		
Jackson, Mary E	109PAS	BRANCH SERVICES CLERK	PAS111	205	40.00	\$ 20.0736		\$ 20.4751	20.4751		
Jakuszeit, Jacob T	203FPR	BRANCH SERVICES CLK SUPERVISOR	FPR111	207	40.00	\$ 21.1150		\$ 21.5373	21.5373		
James, Angeline V	563LLD	LLD SPEC- ADULT PROGRAMMING	515111	210	40.00	\$ 33.3006		\$ 33.9666	33.9666		
James, Jeffrey	707ITD	ITD SYSTEMS SUPPORT TECH	613111	208	40.00	\$ 30.4620		\$ 31.0712	31.0712		
Johanni, Angelique M	109SLN	BRANCH SERVICES CLERK	SLN111	205	20.00	\$ 16.1600		\$ 16.4832	16.4832		
Johns, Eleanor K	102STV	BRANCH SERV LIBN I GENERALIST	STV111	208	40.00	\$ 23.5200		\$ 23.9904	23.9904		
Johnson, Jennifer D	107SLN	BRANCH SERVICES ASSISTANT I	SLN111	207	32.00	\$ 22.1660		\$ 22.6093	22.6093	22.6093	
Johnson, Mark M	109BCH	BRANCH SERVICES CLERK	BCH111	205	40.00	\$ 20.0736		\$ 20.4751	20.4751		
Johnson, Stephanie L	105BED	BRANCH SERVICES LIBRARIAN	BED111	208	40.00	\$ 24.8196		\$ 25.3160	25.316		



NAME	JOB CODE	JOB DESCRIPTION	COST CENTER	GRADE	STANDARD HOURS	OLD HOURLY RATE	PAYOUT OVER MAXIMUM	NEW HOURLY RATE	Formatted New Hourly Rate	2nd Rate	3rd Rate
Jones,Jacie L	107BED	BRANCH SERVICES ASSISTANT I	BED111	207	16.00	\$ 20.6927		\$ 21.1066	21.1066		
Jones,Regan E	107ORG	BRANCH SERVICES ASSISTANT I	ORG111	207	20.00	\$ 20.0900		\$ 20.4918	20.4918		
Kacica,Lauren S	596LLD	AES INSTRUCTOR ASSISTANT	508111	207	20.00	\$ 21.3725		\$ 21.8000	21.8		
Kahoe Arthur,Elizabeth A	103BPK	BRANCH SERV LIBN SUPERVISOR	BPK111	209	40.00	\$ 32.2550		\$ 32.9001	32.9001		
Kalal,Abigale M	755TSD	TSD CLERK	702111	204	40.00	\$ 15.4500		\$ 15.7590	15.759		
Kappelman,Kalyn L	103MAY	BRANCH SERV LIBN SUPERVISOR	MAY111	209	40.00	\$ 27.8512		\$ 28.4082	28.4082		
Karaffa,Michael J	102MAY	BRANCH SERV LIBN I GENERALIST	MAY111	208	40.00	\$ 24.2256		\$ 24.7101	24.7101		
Karp,Andrew J	105BPK	BRANCH SERVICES LIBRARIAN	BPK111	208	40.00	\$ 27.7639		\$ 28.3192	28.3192		
Kazimir,Brandon M	109BPK	BRANCH SERVICES CLERK	BPK111	205	16.00	\$ 16.1600		\$ 16.4832	16.4832		
Khadige,Jonathan J	584LLD	AES PROGRAM SPECIALIST	508111	210	40.00	\$ 30.0392		\$ 30.6400	30.64		
Khalid,Nadeem	107PAH	BRANCH SERVICES ASSISTANT I	PAH111	207	28.00	\$ 23.9085		\$ 24.3867	24.3867		
Kiel,Katherine M	109BAY	BRANCH SERVICES CLERK	BAY111	205	32.00	\$ 16.1600		\$ 16.4832	16.4832		
Kish,Eric R	707ITD	ITD SYSTEMS SUPPORT TECH	613111	208	40.00	\$ 23.5200		\$ 23.9904	23.9904		
Klein,Isabel G	103WVH	BRANCH SERV LIBN SUPERVISOR	WVH111	209	40.00	\$ 27.7904		\$ 28.3462	28.3462		
Koch,Rewa M	435MKD	CER MEDIA SERVICES COORDINATOR	404111	207	40.00	\$ 24.5805		\$ 25.0721	25.0721		
Koo,Young J	102GFH	BRANCH SERV LIBN I GENERALIST	GFH111	208	40.00	\$ 24.6582		\$ 25.1514	25.1514		
Koustis,Lisa H	109BAY	BRANCH SERVICES CLERK	BAY111	205	36.00	\$ 21.4000		\$ 21.8280	21.828	21.828	
Kowalski,Zachary S	109STV	BRANCH SERVICES CLERK	STV111	205	28.00	\$ 16.1600		\$ 16.4832	16.4832		
Koziol,Tracy L	713CAT	TSD ASSISTANT - CATALOGING	701111	206	40.00	\$ 24.1719		\$ 24.6553	24.6553		
Kraus,Karen M. Kelly	107FPR	BRANCH SERVICES ASSISTANT I	FPR111	207	16.00	\$ 25.5444		\$ 26.0553	26.0553		
Krejny,Michele R	203PAH	BRANCH SERVICES CLK SUPERVISOR	PAH111	207	40.00	\$ 23.4877		\$ 23.9575	23.9575	23.9575	
Kreutzke,Kelly M	107STV	BRANCH SERVICES ASSISTANT I	STV111	207	20.00	\$ 22.1660		\$ 22.6093	22.6093		
Krieger,Jennie L	298MDH	PAGE BARGAINING UNIT	MDH111	203	16.00	\$ 16.8714		\$ 17.2088	17.2088		
Krozser,Lauren E	107MPL	BRANCH SERVICES ASSISTANT I	MPL111	207	20.00	\$ 22.1660		\$ 22.6093	22.6093		
Krul,Katy A	203BED	BRANCH SERVICES CLK SUPERVISOR	BED111	207	40.00	\$ 21.0900		\$ 21.5118	21.5118		
Krusoczky,Janice L	107STV	BRANCH SERVICES ASSISTANT I	STV111	207	36.00	\$ 25.4186		\$ 25.9270	25.927		
Lachowski,Kris R	534LLD	LLD SPEC -INFO & TECH LITERACY	506111	210	40.00	\$ 32.6732		\$ 33.3267	33.6267		
Lagunzad,Ashley H	203BKL	BRANCH SERVICES CLK SUPERVISOR	BKL111	207	40.00	\$ 21.7273		\$ 22.1618	22.1618		
Lally,William T	109BCH	BRANCH SERVICES CLERK	BCH111	205	24.00	\$ 20.7894		\$ 21.2052	21.2052		
Lang,Warren J	707ITD	ITD SYSTEMS SUPPORT TECH	613111	208	40.00	\$ 27.5240		\$ 28.0745	28.0745		
Leigh,Brendan E	741ITD	ITD SPECIALIST-SYSTEMS SUPPORT	613111	210	40.00	\$ 29.2425		\$ 29.8274	29.8274		
Lenson,Heather N	118SLN	BRANCH SERVICES ASSISTANT II	SLN111	207	16.00	\$ 21.3134		\$ 21.7397	21.7397		
Lewis,Mary	109BEA	BRANCH SERVICES CLERK	BEA111	205	16.00	\$ 16.1600		\$ 16.4832	16.4832	16.4832	
Liberatore,Caroline M	109PAS	BRANCH SERVICES CLERK	PAS111	205	16.00	\$ 16.6448		\$ 16.9777	16.9777		
Lordan,Christina S	109CHF	BRANCH SERVICES CLERK	CHF111	205	24.00	\$ 16.6448		\$ 16.9777	16.9777		
Loughlin,Cara A	604FND	PURCHASING AGENT	601111	209	40.00	\$ 30.4573		\$ 31.0664	31.0664		
Lowther,Chad W	103PWR	BRANCH SERV LIBN SUPERVISOR	PWR111	209	40.00	\$ 24.9800		\$ 25.4796	25.4796		
Lumbus,Faith R	109GFH	BRANCH SERVICES CLERK	GFH111	205	20.00	\$ 16.1600		\$ 16.4832	16.4832		
Luther,Isaac E	109STV	BRANCH SERVICES CLERK	STV111	205	20.00	\$ 16.1600		\$ 16.4832	16.4832		
Magda,Timothy R	652SHP	DELIVERY DRIVER II	605111	205	40.00	\$ 22.0316		\$ 22.4722	22.4722		
Magpoc,Kevin R	109PAS	BRANCH SERVICES CLERK	PAS111	205	40.00	\$ 20.0736		\$ 20.4751	20.4751		
Maimin,Raisa	582LLD	AES INSTRUCTOR 1	508111	207	40.00	\$ 25.2590		\$ 25.7642	25.7642		
Manders,Celia Y	109BCH	BRANCH SERVICES CLERK	BCH111	205	16.00	\$ 16.1600		\$ 16.4832	16.4832		
Manley,Norman J	694FCD	OPD SUPERVISOR - MAINTENANCE	607111	210	40.00	\$ 34.4249		\$ 35.1134	35.1134		
Markovich,Sarah J	107BKL	BRANCH SERVICES ASSISTANT I	BKL111	207	24.00	\$ 24.4670		\$ 24.9563	24.9563		
Marshall,Colin F	103GFH	BRANCH SERV LIBN SUPERVISOR	GFH111	209	40.00	\$ 26.2200		\$ 26.7444	26.7444		
Martin,Amy L	118STV	BRANCH SERVICES ASSISTANT II	STV111	207	16.00	\$ 23.4877		\$ 23.9575	23.9575	23.9575	
Marting,Aimee E	107CHF	BRANCH SERVICES ASSISTANT I	CHF111	207	24.00	\$ 23.6929		\$ 24.1668	24.1668		
Masella,Megan E	111LLD	LLD CLERK	504111	205	40.00	\$ 17.8127		\$ 18.1690	18.169		
Mason,Susan G	103BEA	BRANCH SERV LIBN SUPERVISOR	BEA111	209	40.00	\$ 28.8313		\$ 29.4079	29.4079		
Matera,Arlie J	107BPK	BRANCH SERVICES ASSISTANT I	BPK111	207	28.00	\$ 22.1660		\$ 22.6093	22.6093	22.6093	
Matsko,Julianne A	105MAY	BRANCH SERVICES LIBRARIAN	MAY111	208	40.00	\$ 31.3154	\$ 548.66	\$ 31.3702	31.3702		



NAME	JOB CODE	JOB DESCRIPTION	COST CENTER	GRADE	STANDARD HOURS	OLD HOURLY RATE	PAYOUT OVER MAXIMUM	NEW HOURLY RATE	Formatted New Hourly Rate	2nd Rate	3rd Rate
Mayer, Linda M	107BEA	BRANCH SERVICES ASSISTANT I	BEA111	207	16.00	\$ 20.0900		\$ 20.4918	20.4918		
Mazur, Michelle M	109BEA	BRANCH SERVICES CLERK	BEA111	205	24.00	\$ 16.6448		\$ 16.9777	16.9777		
McGuinness, Tara A	107BAY	BRANCH SERVICES ASSISTANT I	BAY111	207	20.00	\$ 24.6983		\$ 25.1923	25.1923		
McLellan, Laura R	109WVH	BRANCH SERVICES CLERK	WVH111	205	28.00	\$ 16.1600		\$ 16.4832	16.4832		
McNally, David M	103BCH	BRANCH SERV LIBN SUPERVISOR	BCH111	209	40.00	\$ 34.9700	\$ 671.24	\$ 34.9702	34.9702		
McNeely, Brigid E	103FPR	BRANCH SERV LIBN SUPERVISOR	FPR111	209	40.00	\$ 32.2547		\$ 32.8998	32.8998		
McRill, Michele K	109SLN	BRANCH SERVICES CLERK	SLN111	205	16.00	\$ 17.8299		\$ 18.1865	18.1865		
Merlene, Katherine R	103ORG	BRANCH SERV LIBN SUPERVISOR	ORG111	209	40.00	\$ 33.4423		\$ 34.1111	34.1111		
Mihelich, Joni J	103CHF	BRANCH SERV LIBN SUPERVISOR	CHF111	209	40.00	\$ 34.9700	\$ 671.24	\$ 34.9702	34.9702		
Miller Jr., Paul A	695FCD	HVAC MAINTENANCE ASSISTANT	602111	206	40.00	\$ 18.5606		\$ 18.9318	18.9318		
Minich, Stacy A.	713CAT	TSD ASSISTANT - CATALOGING	701111	206	40.00	\$ 24.1719		\$ 24.6553	24.6553		
Money, Joanna R	650SHP	SHIPPING RECEIVING CLK	605111	205	40.00	\$ 16.6448		\$ 16.9777	16.9777	16.9777	
Morris, Melissa C	118MPL	BRANCH SERVICES ASSISTANT II	MPL111	207	40.00	\$ 26.3046		\$ 26.8307	26.8307		
Morris, Timothy J	591LLD	AES INSTRUCTOR II-CORRECTIONS	508111	208	32.00	\$ 24.3381		\$ 24.8249	24.8249	24.8249	
Morrison, Bennett P	592LLD	CAREER SERVICES COACH	508111	207	40.00	\$ 26.0601		\$ 26.5813	26.5813		
Morton, Ingrid H	109BED	BRANCH SERVICES CLERK	BED111	205	24.00	\$ 16.1600		\$ 16.4832	16.4832		
Mullin, Gregory P	435MKD	CER MEDIA SERVICES COORDINATOR	404111	207	40.00	\$ 23.0753		\$ 23.5368	23.5368		
Mural, Andrea I	755TSD	TSD CLERK	702111	204	40.00	\$ 20.0736	\$ 177.76	\$ 20.2899	20.2899		
Myers, Rebecca R	603LLD	Digital Navigator	506111	207	20.00	\$ 25.8223		\$ 26.3387	26.3387		
Napoli, Samuel D	623ITD	ITD ELECTRONIC EQUIPMENT TECH	611111	208	40.00	\$ 23.0720		\$ 23.5334	23.5334		
Nay, Kyra L	103MPL	BRANCH SERV LIBN SUPERVISOR	MPL111	209	40.00	\$ 28.6839		\$ 29.2576	29.2576		
Niederhausen, Jennifer C	107STV	BRANCH SERVICES ASSISTANT I	STV111	207	24.00	\$ 25.4186		\$ 25.9270	25.927		
Niederhausen, Michael R	601LLD	Technology Training Supervisor	506111	210	40.00	\$ 31.7730		\$ 32.4085	32.4085	32.4085	
Novak, Amanda S	107BED	BRANCH SERVICES ASSISTANT I	BED111	207	40.00	\$ 22.1660		\$ 22.6093	22.6093	22.6093	
Olexo, Kurtis T	729ACQ	TSD ASSIST - RETURNS	703111	206	40.00	\$ 23.6070		\$ 24.0791	24.0791		
Orlowski, Joseph P.	651SHP	DELIVERY DRIVER I	605111	205	40.00	\$ 20.3662		\$ 20.7735	20.7735	20.7735	
Ostromeck, Ciera B	109BKL	BRANCH SERVICES CLERK	BKL111	205	16.00	\$ 16.6448		\$ 16.9777	16.9777		
Overton, Dionne T	595LLD	AES LEAD CLERK	508111	206	40.00	\$ 19.8821		\$ 20.2797	20.2797	20.2797	
Palcisko, Carina L	435MKD	CER MEDIA SERVICES COORDINATOR	404111	207	40.00	\$ 24.5805		\$ 25.0721	25.0721		
Palker, Karen L.	707ITD	ITD SYSTEMS SUPPORT TECH	613111	208	40.00	\$ 29.7030		\$ 30.2971	30.2971		
Panevnyk, Volodymyr	653SHP	SORTER	605111	203	40.00	\$ 16.5961		\$ 16.9280	16.928		
Parker, Riley R	109BAY	BRANCH SERVICES CLERK	BAY111	205	28.00	\$ 16.1600		\$ 16.4832	16.4832		
Paulett, Nancy M	131MPL	CAREER CENTER COUNSELOR	508111	209	40.00	\$ 31.8177		\$ 32.4541	32.4541	32.4541	
Pease, Christina R	741ITD	ITD SPECIALIST-SYSTEMS SUPPORT	613111	210	40.00	\$ 28.8400		\$ 29.4168	29.4168		
Peltier, Michael T	427MKD	CER COORDINATOR-COMMUNICATION	404111	208	40.00	\$ 27.3081		\$ 27.8543	27.8543		
Penny, Nanette T	107PWR	BRANCH SERVICES ASSISTANT I	PWR111	207	32.00	\$ 25.2590		\$ 25.7642	25.7642	25.7642	
Perkins, Sharmayne P	589LLD	AES INSTRUCTOR I - UNLICENSED	508111	207	16.00	\$ 24.7200		\$ 25.2144	25.2144	25.2144	
Perzel, David M	118NOL	BRANCH SERVICES ASSISTANT II	NOL111	207	24.00	\$ 22.5801		\$ 23.0317	23.0317		
Pettigrew, Christopher J	203OLF	BRANCH SERVICES CLK SUPERVISOR	OLF111	207	40.00	\$ 21.0945		\$ 21.5164	21.5164		
Phillips, Magdalene A	107BAY	BRANCH SERVICES ASSISTANT I	BAY111	207	20.00	\$ 21.0945		\$ 21.5164	21.5164	21.5164	
Pierce, Lauren E	109GAT	BRANCH SERVICES CLERK	GAT111	205	16.00	\$ 16.1600		\$ 16.4832	16.4832		
Polace, Sarah M	103BAY	BRANCH SERV LIBN SUPERVISOR	BAY111	209	40.00	\$ 31.2574		\$ 31.8825	31.8825		
Price, Carol L	109BED	BRANCH SERVICES CLERK	BED111	205	24.00	\$ 16.1600		\$ 16.4832	16.4832		
Price-Donahue, Rebecca L	103MDH	BRANCH SERV LIBN SUPERVISOR	MDH111	209	40.00	\$ 26.7669		\$ 27.3022	27.3022		
Princic, Carolyn R	118CHF	BRANCH SERVICES ASSISTANT II	CHF111	207	24.00	\$ 27.5952	\$ 9.96	\$ 28.1298	28.1298	28.1298	
Radovanic, Frank G	626FCD	MAINTENANCE TECHNICIAN	607111	208	40.00	\$ 26.5416		\$ 27.0724	27.0724		
Rafal, Richard C.	425GFX	CER PRODUCTION SUPVR GRAPHICS	402111	209	40.00	\$ 30.2614		\$ 30.8666	30.8666		
Raffa, Alicia D	109MAY	BRANCH SERVICES CLERK	MAY111	205	24.00	\$ 16.6448		\$ 16.9777	16.9777	16.9777	
Rak, Kathleen R	103NOL	BRANCH SERV LIBN SUPERVISOR	NOL111	209	40.00	\$ 26.2290		\$ 26.7536	26.7536		
Raymond, Lynn M	107IND	BRANCH SERVICES ASSISTANT I	IND111	207	40.00	\$ 25.7971		\$ 26.3130	26.313		
Reeves, Morgan E	103BCH	BRANCH SERV LIBN SUPERVISOR	BCH111	209	40.00	\$ 32.4719		\$ 33.1213	33.1213		
Regan, Kaitlyn M	107PAH	BRANCH SERVICES ASSISTANT I	PAH111	207	20.00	\$ 21.7273		\$ 22.1618	22.1618		



NAME	JOB CODE	JOB DESCRIPTION	COST CENTER	GRADE	STANDARD HOURS	OLD HOURLY RATE	PAYOUT OVER MAXIMUM	NEW HOURLY RATE	Formatted New Hourly Rate	2nd Rate	3rd Rate
Retting, Kathryn W	118BCH	BRANCH SERVICES ASSISTANT II	BCH111	207	32.00	\$ 21.7273		\$ 22.1618	22.1618		
Reynolds, Mark A	650SHP	SHIPPING RECEIVING CLK	605111	205	40.00	\$ 19.8932		\$ 20.2911	20.2911	20.2911	
Riba, Scott C	653SHP	SORTER	605111	203	40.00	\$ 17.9912	\$ 144.98	\$ 18.2000	18.2		
Rini, Denise M	707ITD	ITD SYSTEMS SUPPORT TECH	613111	208	40.00	\$ 29.7030		\$ 30.2971	30.2971		
Roach, Kathleen M	103IND	BRANCH SERV LIBN SUPERVISOR	IND111	209	40.00	\$ 33.4423		\$ 34.1111	34.111		
Robinson, Jessica L	118PWR	BRANCH SERVICES ASSISTANT II	PWR111	207	24.00	\$ 21.6300		\$ 22.0626	22.0626		
Rodriguez, Kimberly A	203BCH	BRANCH SERVICES CLK SUPERVISOR	BCH111	207	40.00	\$ 25.3148		\$ 25.8211	25.8211		
Rogaliner, Michael J	109BCH	BRANCH SERVICES CLERK	BCH111	205	32.00	\$ 20.1805		\$ 20.5841	20.5841		
Rogers, Marya S	103WVH	BRANCH SERV LIBN SUPERVISOR	WVH111	209	40.00	\$ 34.9700	\$ 671.24	\$ 34.9702	34.9702		
Roush, Janine M	109BRV	BRANCH SERVICES CLERK	BRV111	205	32.00	\$ 20.7894		\$ 21.2052	21.2052		
Russo, Rene C	109FPR	BRANCH SERVICES CLERK	FPR111	205	24.00	\$ 17.6398		\$ 17.9926	17.9926		
Ruvolo, Lynn A	107PWR	BRANCH SERVICES ASSISTANT I	PWR111	207	20.00	\$ 25.0520		\$ 25.5530	25.553		
Sabo, Joseph J	107IND	BRANCH SERVICES ASSISTANT I	IND111	207	16.00	\$ 22.1660		\$ 22.6093	22.6093	22.6093	
Sadler, Donna J	109FPR	BRANCH SERVICES CLERK	FPR111	205	40.00	\$ 20.4739		\$ 20.8834	20.8834		
Salamon, Joseph	749ITD	TSD SPECIALIST DIGITAL ACCESS	700111	210	40.00	\$ 35.7605		\$ 36.4757	36.4757		
Salvo, Aymie L	109CHF	BRANCH SERVICES CLERK	CHF111	205	32.00	\$ 20.0736		\$ 20.4751	20.4751		
Sand, Joni R	105CHF	BRANCH SERVICES LIBRARIAN	CHF111	208	24.00	\$ 24.8196		\$ 25.3160	25.316		
Sanek, Shannon C	102PAS	BRANCH SERV LIBN I GENERALIST	PAS111	208	40.00	\$ 31.3154	\$ 548.66	\$ 31.3702	31.3702		
Sanicki, Brian P	203MDH	BRANCH SERVICES CLK SUPERVISOR	MDH111	207	40.00	\$ 23.0272		\$ 23.4877	23.4877		
Saunders, Gerard A	109FPR	BRANCH SERVICES CLERK	FPR111	205	20.00	\$ 16.6448		\$ 16.9777	16.9777		
Schalk, Hannah L	109ORG	BRANCH SERVICES CLERK	ORG111	205	28.00	\$ 16.6448		\$ 16.9777	16.9777		
Schalk, Maggie J	107BCH	BRANCH SERVICES ASSISTANT I	BCH111	207	32.00	\$ 22.1660		\$ 22.6093	22.6093	22.6093	
Schmitt, Bradley J	109BCH	BRANCH SERVICES CLERK	BCH111	205	32.00	\$ 17.8299		\$ 18.1865	18.1865		
Schreiber, Mary E	555CDD	TSD SPEC - COLLECTION DEVELOP	705111	210	40.00	\$ 35.1230		\$ 35.8255	35.8255		
Schroeder, Emily C	107BCH	BRANCH SERVICES ASSISTANT I	BCH111	207	16.00	\$ 22.1600		\$ 22.6032	22.6032		
Schultz, Henry H	626FCD	MAINTENANCE TECHNICIAN	607111	207	40.00	\$ 23.0000		\$ 23.4600	23.46		
Schultz, Morgan L	107CHF	BRANCH SERVICES ASSISTANT I	CHF111	207	16.00	\$ 20.6927		\$ 21.1066	21.1066		
Sedlacko, Jamie A	107SEU	BRANCH SERVICES ASSISTANT I	SEU111	207	20.00	\$ 20.0900		\$ 20.4918	20.4918		
Selzer, Theresa M	107MPL	BRANCH SERVICES ASSISTANT I	MPL111	207	40.00	\$ 25.0520		\$ 25.5530	25.553		
Seppelt-Paige, Emily E	555CDD	TSD SPEC - COLLECTION DEVELOP	705111	210	32.00	\$ 34.0779		\$ 34.7595	34.7595		
Shafer, Dale C	624FCD	MAINTENANCE TECHNICIAN - HVAC	607111	209	40.00	\$ 34.6697	\$ 377.19	\$ 34.9702	34.9702		
Shafer, Janelle A	109SEU	BRANCH SERVICES CLERK	SEU111	205	40.00	\$ 20.1805		\$ 20.5841	20.5841		
Shaw, Peggy L	537LLD	LLD CLK YTH LITERACY&OUTREACH	504111	205	40.00	\$ 21.2944		\$ 21.7203	21.7203		
Shimko, Judith A	109IND	BRANCH SERVICES CLERK	IND111	205	32.00	\$ 22.0544		\$ 22.4955	22.4955		
Shinkim, Young Hee	107ORG	BRANCH SERVICES ASSISTANT I	ORG111	207	28.00	\$ 27.3221		\$ 27.8685	27.8685		
Siegel, Scott	118MPL	BRANCH SERVICES ASSISTANT II	MPL111	207	32.00	\$ 22.5756		\$ 23.0271	23.0271		
Simmons, Mallory K	107WVH	BRANCH SERVICES ASSISTANT I	WVH111	207	20.00	\$ 20.0900		\$ 20.4918	20.4918	20.4918	
Simone, Valerie K	109STV	BRANCH SERVICES CLERK	STV111	205	20.00	\$ 16.1600		\$ 16.4832	16.4832		
Singh, Jessica A	107IND	BRANCH SERVICES ASSISTANT I	IND111	207	16.00	\$ 20.0900		\$ 20.4918	20.4918		
Sinnema, Amy K	107FPR	BRANCH SERVICES ASSISTANT I	FPR111	207	24.00	\$ 22.1660		\$ 22.6093	22.6093		
Skapura, Maria C	107NRY	BRANCH SERVICES ASSISTANT I	NRY111	207	28.00	\$ 24.6983		\$ 25.1923	25.1923		
Skvasik, Matthew J	575LLD	LLD SPECIALIST - INNOVATION	506111	210	40.00	\$ 34.4509		\$ 35.1399	35.1399		
Slater, Mary A	105ORG	BRANCH SERVICES LIBRARIAN	ORG111	208	40.00	\$ 24.6620		\$ 25.1552	25.1552		
Slobodchikova, Irina	582LLD	AES INSTRUCTOR 1	508111	207	35.00	\$ 25.2590		\$ 25.7642	25.7642	25.7642	
Smith, Laura J	118PAH	BRANCH SERVICES ASSISTANT II	PAH111	207	20.00	\$ 24.6572		\$ 25.1503	25.1503	25.1503	
Smith, Sarah M	105GAT	BRANCH SERVICES LIBRARIAN	GAT111	208	24.00	\$ 24.2256		\$ 24.7101	24.7101	24.7101	
Stahl, Wayne T	203PWR	BRANCH SERVICES CLK SUPERVISOR	PWR111	207	40.00	\$ 25.0717		\$ 25.5731	25.5731		
Starcovic, Elizabeth A	109NRY	BRANCH SERVICES CLERK	NRY111	205	28.00	\$ 20.4739		\$ 20.8834	20.8834		
Stefanowicz, Sean M	109OLF	BRANCH SERVICES CLERK	OLF111	205	36.00	\$ 17.6398		\$ 17.9926	17.9926		
Steiner, Sandra M	109MAY	BRANCH SERVICES CLERK	MAY111	205	24.00	\$ 21.4000		\$ 21.8280	21.828		
Sterba, Christie A	118BED	BRANCH SERVICES ASSISTANT II	BED111	207	28.00	\$ 22.3565		\$ 22.8036	22.8036		
Stergar, Michelle A	109NOL	BRANCH SERVICES CLERK	NOL111	205	32.00	\$ 20.7894		\$ 21.2052	21.2052		



NAME	JOB CODE	JOB DESCRIPTION	COST CENTER	GRADE	STANDARD HOURS	OLD HOURLY RATE	PAYOUT OVER MAXIMUM	NEW HOURLY RATE	Formatted New Hourly Rate	2nd Rate	3rd Rate
Stopper, Regina M	103BRV	BRANCH SERV LIBN SUPERVISOR	BRV111	209	40.00	\$ 34.9700	\$ 671.24	\$ 34.9702	34.9702		
Story, Justin T	107BKL	BRANCH SERVICES ASSISTANT I	BKL111	207	20.00	\$ 20.6927		\$ 21.1066	21.1066		
Stupica, Dominik M	692FCD	OPD SUPERVISOR- HVAC	607111	210	40.00	\$ 35.7546		\$ 36.4697	36.4697		
Sutter, Bridget C	105SLN	BRANCH SERVICES LIBRARIAN	SLN111	208	40.00	\$ 22.4000		\$ 22.8480	22.848		
Svigelj, Anna T	203BAY	BRANCH SERVICES CLK SUPERVISOR	BAY111	207	40.00	\$ 24.3169		\$ 24.8032	24.8032	24.8032	
Taft, Virginia J	107CHF	BRANCH SERVICES ASSISTANT I	CHF111	207	20.00	\$ 23.6929		\$ 24.1668	24.1668		
Tagliarini, Noelle M	118BRV	BRANCH SERVICES ASSISTANT II	BRV111	207	32.00	\$ 23.2743		\$ 23.7398	23.7398	23.7398	
Taylor, Joseph E	203BPK	BRANCH SERVICES CLK SUPERVISOR	BPK111	207	40.00	\$ 24.1108		\$ 24.5930	24.593	24.593	
Taylor, Michele L	109NOL	BRANCH SERVICES CLERK	NOL111	205	32.00	\$ 17.6398		\$ 17.9926	17.9926		
Timko, Heather A	103STV	BRANCH SERV LIBN SUPERVISOR	STV111	209	40.00	\$ 34.4627	\$ 174.49	\$ 34.9702	34.9702		
Todd, Michelle E	103BPK	BRANCH SERV LIBN SUPERVISOR	BPK111	209	40.00	\$ 28.8337		\$ 29.4104	29.4104		
Tomek, Peggy A	107BAY	BRANCH SERVICES ASSISTANT I	BAY111	207	40.00	\$ 24.6983		\$ 25.1923	25.1923		
Torell, Emma L	105SEU	BRANCH SERVICES LIBRARIAN	SEU111	208	40.00	\$ 23.0720		\$ 23.5334	23.5334		
Toth, Gail M	105BEA	BRANCH SERVICES LIBRARIAN	BEA111	208	40.00	\$ 29.5148		\$ 30.1051	30.1051		
Trivisonno, Maria F.	604LLD	LLD SPEC - FAMILY ENGAGEMENT	505111	210	40.00	\$ 30.8800		\$ 31.4976	31.4976		
Turko, William	651SHP	DELIVERY DRIVER I	605111	205	40.00	\$ 18.0818		\$ 18.4434	18.4434		
Turner, Maureen A	203IND	BRANCH SERVICES CLK SUPERVISOR	IND111	207	40.00	\$ 22.1331		\$ 22.5758	22.5758	22.5758	
Turner, Shawn A	427MKD	CER COORDINATOR-COMMUNICATION	404111	208	40.00	\$ 26.0802		\$ 26.6018	26.6018		
Ubinas, Harry	696FCD	MECHANIC	607111	207	40.00	\$ 25.5658		\$ 26.0771	26.0771		
Untch, Jessica L	584LLD	AES PROGRAM SPECIALIST	508111	210	40.00	\$ 31.2530		\$ 31.8781	31.8781		
Van Der Schalie, Beate	102WVH	BRANCH SERV LIBN I GENERALIST	WVH111	208	40.00	\$ 24.2634		\$ 24.7487	24.7487		
Vapenik, Michele J	109NRY	BRANCH SERVICES CLERK	NRY111	205	40.00	\$ 16.6448		\$ 16.9777	16.9777		
Vargas, Anna O	109BEA	BRANCH SERVICES CLERK	BEA111	205	28.00	\$ 16.6448		\$ 16.9777	16.9777		
Venable, Moriah A	109BKL	BRANCH SERVICES CLERK	BKL111	205	40.00	\$ 17.9926		\$ 18.3525	18.3525		
Venditti, Gabriel L	103BKL	BRANCH SERV LIBN SUPERVISOR	BKL111	209	40.00	\$ 26.7721		\$ 27.3075	27.3075		
Verlie, Sarah M	103NRY	BRANCH SERV LIBN SUPERVISOR	NRY111	209	40.00	\$ 27.7274		\$ 28.2819	28.2819		
Villanueva, Samantha R	109BPK	BRANCH SERVICES CLERK	BPK111	205	16.00	\$ 16.6448		\$ 16.9777	16.9777		
Vilhauer, Meghan M	107ORG	BRANCH SERVICES ASSISTANT I	ORG111	207	16.00	\$ 23.9085		\$ 24.3867	24.3867		
Wade, Elizabeth A	109NRY	BRANCH SERVICES CLERK	NRY111	205	20.00	\$ 17.8299		\$ 18.1865	18.1865		
Walker, Jade A	105WVH	BRANCH SERVICES LIBRARIAN	WVH111	208	40.00	\$ 24.7190		\$ 25.2134	25.2134		
Wallace, Holly R	109PAS	BRANCH SERVICES CLERK	PAS111	205	16.00	\$ 16.1600		\$ 16.4832	16.4832	16.4832	
Ward, Alex J	103BKL	BRANCH SERV LIBN SUPERVISOR	BKL111	209	40.00	\$ 26.2200		\$ 26.7444	26.7444		
Ward, Carol D	107SLN	BRANCH SERVICES ASSISTANT I	SLN111	207	40.00	\$ 24.2405		\$ 24.7253	24.7253		
Watkins, Hannah V	107NRY	BRANCH SERVICES ASSISTANT I	NRY111	207	20.00	\$ 22.1660		\$ 22.6093	22.6093	22.6093	22.6093
Weiss, Jeremy B	591LLD	AES INSTRUCTOR II-CORRECTIONS	508111	208	32.00	\$ 23.2500		\$ 23.7150	23.715	23.715	
Weiss, Richard H	624FCD	MAINTENANCE TECHNICIAN - HVAC	607111	209	40.00	\$ 34.6697	\$ 377.19	\$ 34.9702	34.9702		
Wells, Lanson W	109CHF	BRANCH SERVICES CLERK	CHF111	205	28.00	\$ 16.6448		\$ 16.9777	16.9777		
White, Lynne M	118BRV	BRANCH SERVICES ASSISTANT II	BRV111	207	40.00	\$ 23.2743		\$ 23.7398	23.7398		
Wilkins, Stacey M	556CDD	TSD ASST COLLECTION DEVELOP	705111	206	40.00	\$ 21.9699		\$ 22.4093	22.4093	22.4093	22.4093
Willoughby, Ginaya D	103GFH	BRANCH SERV LIBN SUPERVISOR	GFH111	209	40.00	\$ 27.0159		\$ 27.5562	27.5562		
Wilson, Alvin C	592LLD	CAREER SERVICES COACH	508111	207	40.00	\$ 26.8472		\$ 27.3841	27.3841		
Winstead, Lakeisha C	107GFH	BRANCH SERVICES ASSISTANT I	GFH111	207	20.00	\$ 21.7273		\$ 22.1618	22.1618		
Wirfel, Charles Q	109IND	BRANCH SERVICES CLERK	IND111	205	16.00	\$ 16.6448		\$ 16.9777	16.9777		
Wlodarczak, Benjamin J	118NRY	BRANCH SERVICES ASSISTANT II	NRY111	207	40.00	\$ 26.8296		\$ 27.3662	27.3662		
Woznicki, Marie A	109PWR	BRANCH SERVICES CLERK	PWR111	205	20.00	\$ 20.7894		\$ 21.2052	21.2052		
Wright, Brian D	651SHP	DELIVERY DRIVER I	605111	205	40.00	\$ 16.6448		\$ 16.9777	16.9777		
Wurch, Lisa	118MDH	BRANCH SERVICES ASSISTANT II	MDH111	207	20.00	\$ 24.6572		\$ 25.1503	25.1503	25.1503	
Young, Beth W	107WVH	BRANCH SERVICES ASSISTANT I	WVH111	207	20.00	\$ 20.0900		\$ 20.4918	20.4918		
Zukauckas, Julie A	105BRV	BRANCH SERVICES LIBRARIAN	BRV111	208	40.00	\$ 31.3700	\$ 602.12	\$ 31.3702	31.3702		



NAME	JOB CODE	JOB DESCRIPTION	COST CENTER	GRADE	STANDARD HOURS	OLD HOURLY RATE	PAYOUT OVER MAXIMUM	NEW HOURLY RATE	Formatted New Hourly Rate	2nd Rate	3rd Rate
Aguier, Judith M	109PAS	BRANCH SERVICES CLERK	PAS111	205	32.00	\$ 22.6300	\$ 347.60	\$ 22.6300			
Althoff, Sandra J.	107PWR	BRANCH SERVICES ASSISTANT I	PWR111	207	20.00	\$ 28.1298	\$ 270.04	\$ 28.1298			
Andres, Heidi J	105MDH	BRANCH SERVICES LIBRARIAN	MDH111	208	40.00	\$ 32.7224	\$ 628.27	\$ 32.7224			
Baca, Carol A	690FCD	OPD ASSISTANT - MAINTENANCE	607111	206	40.00	\$ 25.2300	\$ 484.42	\$ 25.2300			
Ballado, Clara	118FPR	BRANCH SERVICES ASSISTANT II	FPR111	207	36.00	\$ 28.2890	\$ 488.83	\$ 28.2890			
Bartik, Ericableu L	555CDD	TSD SPEC - COLLECTION DEVELOP	705111	210	40.00	\$ 39.8091	\$ 764.33	\$ 39.8091			
Bathgate, Cathy W	107PWR	BRANCH SERVICES ASSISTANT I	PWR111	207	40.00	\$ 28.1298	\$ 540.08	\$ 28.1298			
Benisek, Mary E	109PWR	BRANCH SERVICES CLERK	PWR111	205	32.00	\$ 22.6300	\$ 347.60	\$ 22.6300			
Benson, Bonnie E	109MDH	BRANCH SERVICES CLERK	MDH111	205	40.00	\$ 22.6298	\$ 434.48	\$ 22.6298			
Brice-Miller, Sandra J	109WVH	BRANCH SERVICES CLERK	WVH111	205	32.00	\$ 22.6298	\$ 347.59	\$ 22.6298			
Brich, Joanna	203STV	BRANCH SERVICES CLK SUPERVISOR	STV111	207	40.00	\$ 28.1298	\$ 540.08	\$ 28.1298			
Brosowski, Paula J	103BED	BRANCH SERV LIBN SUPERVISOR	BED111	209	40.00	\$ 35.1494	\$ 674.87	\$ 35.1494			
Buccilli, Linda	109MAY	BRANCH SERVICES CLERK	MAY111	205	20.00	\$ 22.6300	\$ 217.25	\$ 22.6300			
Bumbak, Anne V	109ORG	BRANCH SERVICES CLERK	ORG111	205	40.00	\$ 22.6300	\$ 434.50	\$ 22.6300			
Chatlos, Amy M	103PAS	BRANCH SERV LIBN SUPERVISOR	PAS111	209	40.00	\$ 35.9873	\$ 690.96	\$ 35.9873			
Colon, Alexis	727ACQ	TSD CLERK - ACQUISITIONS	703111	204	40.00	\$ 20.2899	\$ 389.56	\$ 20.2899			
Debrow, Ellen C	109MAY	BRANCH SERVICES CLERK	MAY111	205	40.00	\$ 22.6300	\$ 434.50	\$ 22.6300			
Dipadova, Mary E	109PAS	BRANCH SERVICES CLERK	PAS111	205	28.00	\$ 22.6300	\$ 304.15	\$ 22.6300			
Duong, Linh M	109OLF	BRANCH SERVICES CLERK	OLF111	205	40.00	\$ 22.6300	\$ 434.50	\$ 22.6300			
Eberle, Stephanie A	298PWR	PAGE BARGAINING UNIT	PWR111	201	20.00	\$ 16.7169	\$ 160.48	\$ 16.7169			
Embry, Darlene L	109WVH	BRANCH SERVICES CLERK	WVH111	205	36.00	\$ 22.6300	\$ 391.05	\$ 22.6300			
Evans, Susan M	726PRO	TSD CLERK - PROCESSING	702111	204	40.00	\$ 20.2899	\$ 389.56	\$ 20.2899			
Faldowski, Mark E	103SLN	BRANCH SERV LIBN SUPERVISOR	SLN111	209	40.00	\$ 35.9874	\$ 690.96	\$ 35.9874			
Foutz, Jodi L.	612FND	OPD ASSISTANT - ACCOUNTING	601111	206	40.00	\$ 25.2298	\$ 484.40	\$ 25.2298			
Franklin, Elisea	118MAY	BRANCH SERVICES ASSISTANT II	MAY111	207	20.00	\$ 28.7134	\$ 275.65	\$ 28.7134			
Freeman, Judith F.	109MPL	BRANCH SERVICES CLERK	MPL111	205	28.00	\$ 22.6300	\$ 304.15	\$ 22.6300			
Frieson-Howard, Tonya M	726PRO	TSD CLERK - PROCESSING	702111	204	40.00	\$ 20.2899	\$ 389.56	\$ 20.2899			
Funk, Mary Jo A	203NRY	BRANCH SERVICES CLK SUPERVISOR	NRY111	207	40.00	\$ 29.2879	\$ 562.33	\$ 29.2879			
Gallo, Erminia M	105PWR	BRANCH SERVICES LIBRARIAN	PWR111	208	40.00	\$ 32.7226	\$ 628.27	\$ 32.7226			
Garsteck, Iris M	109PAH	BRANCH SERVICES CLERK	PAH111	205	40.00	\$ 22.6300	\$ 434.50	\$ 22.6300			
Gonzalez, Wilfredo	727ACQ	TSD CLERK - ACQUISITIONS	703111	204	40.00	\$ 20.2899	\$ 389.56	\$ 20.2899			
Gornall Jr., William Stanley	103IND	BRANCH SERV LIBN SUPERVISOR	IND111	209	40.00	\$ 35.9873	\$ 690.96	\$ 35.9873			
Graley, Camille	109BPK	BRANCH SERVICES CLERK	BPK111	205	36.00	\$ 22.6300	\$ 391.05	\$ 22.6300			
Hamm, Susannah L	103PWR	BRANCH SERV LIBN SUPERVISOR	PWR111	209	40.00	\$ 35.9874	\$ 690.96	\$ 35.9874			
Haverman, Janet M.	107PAH	BRANCH SERVICES ASSISTANT I	PAH111	207	24.00	\$ 28.1298	\$ 324.05	\$ 28.1298			
Hertzel, Jeanne M	107PAS	BRANCH SERVICES ASSISTANT I	PAS111	207	40.00	\$ 28.1298	\$ 540.08	\$ 28.1298			
Isaacs, Barbara J.	103BAY	BRANCH SERV LIBN SUPERVISOR	BAY111	209	40.00	\$ 35.9873	\$ 690.96	\$ 35.9873			
Jambor, Lisa A	109NRY	BRANCH SERVICES CLERK	NRY111	205	32.00	\$ 22.6298	\$ 347.59	\$ 22.6298			
Jeziar, Daniel L.	103NRY	BRANCH SERV LIBN SUPERVISOR	NRY111	209	40.00	\$ 35.1494	\$ 674.87	\$ 35.1494			
Johnson, Sylvia E	107BED	BRANCH SERVICES ASSISTANT I	BED111	207	40.00	\$ 28.1298	\$ 540.08	\$ 28.1298			
Johnston, Diana L	107PWR	BRANCH SERVICES ASSISTANT I	PWR111	207	32.00	\$ 28.1298	\$ 432.07	\$ 28.1298			
Jones, Joseph P	107BKL	BRANCH SERVICES ASSISTANT I	BKL111	207	40.00	\$ 28.1298	\$ 540.08	\$ 28.1298			
Kich, Melanie T	109BEA	BRANCH SERVICES CLERK	BEA111	205	32.00	\$ 22.6300	\$ 347.60	\$ 22.6300			
Kincer, Laurie B	576LLD	LLD SPECIALIST-WRITING	515111	210	40.00	\$ 38.9900	\$ 748.61	\$ 38.9900			
Kulaga, Melanie L	109PWR	BRANCH SERVICES CLERK	PWR111	205	40.00	\$ 22.6300	\$ 434.50	\$ 22.6300			
Lavelle, Bridget M.	103PAH	BRANCH SERV LIBN SUPERVISOR	PAH111	209	40.00	\$ 34.9702	\$ 671.44	\$ 34.9702			
Lindberg, Sara A	105MPL	BRANCH SERVICES LIBRARIAN	MPL111	208	40.00	\$ 32.7224	\$ 628.27	\$ 32.7224			
Long, Kathleen	107MDH	BRANCH SERVICES ASSISTANT I	MDH111	207	28.00	\$ 28.1298	\$ 378.06	\$ 28.1298			
Louis, Dorothy M	105IND	BRANCH SERVICES LIBRARIAN	IND111	208	40.00	\$ 32.7226	\$ 628.27	\$ 32.7226			
Maiden, Narrissa M	203MPL	BRANCH SERVICES CLK SUPERVISOR	MPL111	207	40.00	\$ 29.2879	\$ 562.33	\$ 29.2879			
Mastney, Nancy E	109STV	BRANCH SERVICES CLERK	STV111	205	40.00	\$ 22.6300	\$ 434.50	\$ 22.6300			
Mathieson, Cynthia G	203SEU	BRANCH SERVICES CLK SUPERVISOR	SEU111	207	40.00	\$ 29.2879	\$ 562.33	\$ 29.2879			



NAME	JOB CODE	JOB DESCRIPTION	COST CENTER	GRADE	STANDARD HOURS	OLD HOURLY RATE	PAYOUT OVER MAXIMUM	NEW HOURLY RATE	Formatted New Hourly Rate	2nd Rate	3rd Rate
Means, Tina M	726PRO	TSD CLERK - PROCESSING	702111	204	40.00	\$ 20.2899	\$ 389.56	\$ 20.2899			
Morrell, Linda S	109PWR	BRANCH SERVICES CLERK	PWR111	205	24.00	\$ 22.6300	\$ 260.70	\$ 22.6300			
Moscollic, Kelly	755TSD	TSD CLERK	702111	204	40.00	\$ 20.2899	\$ 389.56	\$ 20.2899			
Neuman, Karen E.	109MAY	BRANCH SERVICES CLERK	MAY111	205	40.00	\$ 22.6300	\$ 434.50	\$ 22.6300			
Pandya, Robin T	105MAY	BRANCH SERVICES LIBRARIAN	MAY111	208	40.00	\$ 32.7226	\$ 628.27	\$ 32.7226			
Parker, Lynn M.	203ORG	BRANCH SERVICES CLK SUPERVISOR	ORG111	207	40.00	\$ 28.1642	\$ 540.75	\$ 28.1642			
Parojcic, Cheryl	118BEA	BRANCH SERVICES ASSISTANT II	BEA111	207	40.00	\$ 28.7134	\$ 551.30	\$ 28.7134			
Pawuk, Michael G	105BKL	BRANCH SERVICES LIBRARIAN	BKL111	208	40.00	\$ 34.9700	\$ 671.42	\$ 34.9700			
Phillips, Ian R	105PWR	BRANCH SERVICES LIBRARIAN	PWR111	208	40.00	\$ 32.7223	\$ 628.27	\$ 32.7223			
Piskac, Laura	105NRY	BRANCH SERVICES LIBRARIAN	NRY111	208	40.00	\$ 31.9493	\$ 613.43	\$ 31.9493			
Protiva, Timothy	103STV	BRANCH SERV LIBN SUPERVISOR	STV111	209	40.00	\$ 35.9874	\$ 690.96	\$ 35.9874			
Pruitt, Charity	107MPL	BRANCH SERVICES ASSISTANT I	MPL111	207	16.00	\$ 28.1300	\$ 216.04	\$ 28.1300			
Rainey, Barbara A	109MDH	BRANCH SERVICES CLERK	MDH111	205	32.00	\$ 22.6298	\$ 347.59	\$ 22.6298			
Rakovec, Teresa M	109PAH	BRANCH SERVICES CLERK	PAH111	205	32.00	\$ 22.6300	\$ 347.60	\$ 22.6300			
Rapacki, Michelle L	107STV	BRANCH SERVICES ASSISTANT I	STV111	207	40.00	\$ 28.1298	\$ 540.08	\$ 28.1298			
Salsgiver, Candice L	572LLD	LLD Clerk- IT Literacy	506111	205	40.00	\$ 22.6298	\$ 434.48	\$ 22.6298			
Sandy, Joyce D	107BAY	BRANCH SERVICES ASSISTANT I	BAY111	207	32.00	\$ 28.1298	\$ 432.07	\$ 28.1298			
Sawczak, Diana L	714CDD	TSD ASSISTANT - SERIALS	701111	206	40.00	\$ 25.2298	\$ 484.40	\$ 25.2298			
Sawczak, Jeffery M	650SHP	SHIPPING RECEIVING CLK	605111	205	40.00	\$ 22.6298	\$ 434.48	\$ 22.6298			
Schroeder Perry, Kimberly A	107BEA	BRANCH SERVICES ASSISTANT I	BEA111	207	24.00	\$ 28.1298	\$ 324.05	\$ 28.1298			
Slapnik, Diane M	203CHF	BRANCH SERVICES CLK SUPERVISOR	CHF111	207	40.00	\$ 29.2879	\$ 562.33	\$ 29.2879			
Stacho, Tamera L	727ACQ	TSD CLERK - ACQUISITIONS	703111	204	40.00	\$ 20.2899	\$ 389.56	\$ 20.2899			
Stonitsch, Sandra R	109BPK	BRANCH SERVICES CLERK	BPK111	205	28.00	\$ 22.6300	\$ 304.15	\$ 22.6300			
Stutzman, Marie	109FPR	BRANCH SERVICES CLERK	FPR111	205	40.00	\$ 22.6300	\$ 434.50	\$ 22.6300			
Szabo, Deborah L	107BKL	BRANCH SERVICES ASSISTANT I	BKL111	207	40.00	\$ 28.1298	\$ 540.08	\$ 28.1298			
Tecco, Vickie	109MAY	BRANCH SERVICES CLERK	MAY111	205	40.00	\$ 22.6300	\$ 434.50	\$ 22.6300			
Thompson, Terri M	699FCD	OPD ASSISTANT - PROJECTS	602111	206	40.00	\$ 25.2298	\$ 484.40	\$ 25.2298			
Thurmond, Ramona	109SEU	BRANCH SERVICES CLERK	SEU111	205	40.00	\$ 22.6300	\$ 434.50	\$ 22.6300			
Tomaselli, Frank	109PWR	BRANCH SERVICES CLERK	PWR111	205	40.00	\$ 22.6300	\$ 434.50	\$ 22.6300			
Toth, Karen S	109PWR	BRANCH SERVICES CLERK	PWR111	205	24.00	\$ 22.6298	\$ 260.69	\$ 22.6298			
Tracz, Catherine M	105PAS	BRANCH SERVICES LIBRARIAN	PAS111	208	40.00	\$ 32.7224	\$ 628.27	\$ 32.7224			
Wallace, Candice L	298PWR	PAGE BARGAINING UNIT	PWR111	201	40.00	\$ 17.4070	\$ 334.21	\$ 17.4070			
Warminski, Marge	532LLD	LLD CLERK YOUTH PROGRAMMING	505111	205	40.00	\$ 22.6298	\$ 434.48	\$ 22.6298			
Weitendorf, Matthew J	118BCH	BRANCH SERVICES ASSISTANT II	BCH111	207	40.00	\$ 28.1300	\$ 540.10	\$ 28.1300			
Whittaker, Martha	109MPL	BRANCH SERVICES CLERK	MPL111	205	28.00	\$ 22.6300	\$ 304.15	\$ 22.6300			
Wiggins, Christy L	118BEA	BRANCH SERVICES ASSISTANT II	BEA111	207	20.00	\$ 28.7134	\$ 275.65	\$ 28.7134			
Wilson, Marie L	105GAT	BRANCH SERVICES LIBRARIAN	GAT111	208	20.00	\$ 31.9493	\$ 306.71	\$ 31.9493			
Wires, Cheryl L.	107MDH	BRANCH SERVICES ASSISTANT I	MDH111	207	24.00	\$ 28.1298	\$ 324.05	\$ 28.1298			
Woodruff, Lisa M	118NOL	BRANCH SERVICES ASSISTANT II	NOL111	207	28.00	\$ 28.7134	\$ 385.91	\$ 28.7134			
Zurowski, Ronald R	537LLD	LLD CLK YTH LITERACY&OUTREACH	504111	205	40.00	\$ 22.6300	\$ 434.50	\$ 22.6300			



## Management and Confidential Wages as of October 16 2022.xlsx

NAME	JOB CODE	JOB DESCRIPTION	COST CENTER	GRADE	OLD HOURLY RATE	PAYOUT FOR TOP OF SCALE	Final Hourly Rate	Formatted Hourly Pay Rate
Arrington, Bertha A	432EXD	EXECUTIVE DIVISION MANAGER	400112	30	\$ 41.0810		\$ 41.9026	\$ 41.9026
Bartlett, Wendy K	505CDD	COLLECTION/ACQUISITIONS MGR	705112	40	\$ 49.4073		\$ 50.3954	\$ 50.3954
Boyd, Ali J	201WVH	BRANCH MANAGER	WVH112	46	\$ 45.0750		\$ 45.9765	\$ 45.9765
Brown, Lisa K	804HRD	HUMAN RESOURCES COORDINATOR	800112	20	\$ 29.4075		\$ 29.9957	\$ 29.9957
Browne, Jennifer C	525FDD	GRANT COORDINATOR	413112	20	\$ 32.5687		\$ 33.2201	\$ 33.2201
Caliguire, Marisa C	437MKD	CER DEVELOPMENT DATA ADMIN	413112	14	\$ 21.3400		\$ 21.7668	\$ 21.7668
Chromik, George K	615FND	FINANCE ADMINISTRATIVE MANAGER	601112	40	\$ 45.0283		\$ 45.9289	\$ 45.9289
Curry, Kaleb J	605LLD	STUDENT SUCCESS MANAGER	505112	30	\$ 26.4424		\$ 26.9712	\$ 26.9712
Davis, Darlene	201SLN	BRANCH MANAGER	SLN112	46	\$ 41.0696		\$ 41.8910	\$ 41.8910
Dickerson, Eboni C	201STH	BRANCH MANAGER	STH112	41	\$ 38.1100		\$ 38.8722	\$ 38.8722
Furino, Anthony L	201ORG	BRANCH MANAGER	ORG112	41	\$ 39.1139		\$ 39.8962	\$ 39.8962
Grame, Ryan G	418SEC	Security Manager	602112	30	\$ 40.8415		\$ 41.6583	\$ 41.6583
Haynes, Traci S	815HRD	ENGAGEMENT AND DEI MANAGER	800112	30	\$ 37.2227		\$ 37.9672	\$ 37.9672
Liggins III, Bossie	417SEC	SECURITY COORDINATOR	602112	20	\$ 35.9032	\$ 541.03	\$ 36.0577	\$ 36.0577
Meyers, Donna R	201STV	BRANCH MANAGER	STV112	47	\$ 49.4073		\$ 50.3954	\$ 50.3954
Mondok, Larisse Jem H	524FDD	ANNUAL FUND COORDINATOR	413112	20	\$ 28.7267		\$ 29.3012	\$ 29.3012
Muckerheide, Shayna M	201BPK	BRANCH MANAGER	BPK112	41	\$ 39.9229		\$ 40.7214	\$ 40.7214
Penzvalto, Maryann	201GAT	BRANCH MANAGER	GAT112	41	\$ 37.1394		\$ 37.8822	\$ 37.8822
Pucci, Kathleen M	524BSD	Circulation Manager	500112	30	\$ 35.6538		\$ 36.3669	\$ 36.3669
Rapp-Weiss, Melanie A	201BRV	BRANCH MANAGER	BRV112	47	\$ 49.4073		\$ 50.3954	\$ 50.3954
Riccelli, Karyn M	614FND	PAYROLL MANAGER	601112	30	\$ 35.7925		\$ 36.5084	\$ 36.5084
Schultis, Catherine E.	201BEA	BRANCH MANAGER	BEA112	41	\$ 47.9146	\$ 919.96	\$ 47.9146	
Sullivan, Kathleen T	201BKL	BRANCH MANAGER	BKL112	46	\$ 49.4073	\$ 948.62	\$ 49.4073	
Tharp, Denise N	417SEC	SECURITY COORDINATOR	604112	36	\$ 29.9750		\$ 30.5745	\$ 30.5745
Tokarz, Krista M	201PAH	BRANCH MANAGER	PAH112	41	\$ 40.5003		\$ 41.3103	\$ 41.3103
Walker, Hillary E	420CER	SPECIAL EVENTS COORDINATOR	413112	20	\$ 28.7267		\$ 29.3012	\$ 29.3012
Wendeln, Rebecca E	201NRY	BRANCH MANAGER	NRY112	40	\$ 38.4616		\$ 39.2308	\$ 39.2308



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## Financial Statement Analysis

November 2022

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

### **Revenues**

We did not receive any additional distributions from the County for our property tax levies. With the advances, we are running slightly over what we had budgeted. We did receive an additional distribution from the state for homestead exemption on manufactured homes for the 2.5 mill levy. With this distribution we are under budget, but the additional amounts we received from the County will just about cover the shortfall.

As a reminder, we only receive a reimbursement from the State for homestead exemption on our 2.5 mill levy. The ORC no longer requires the State to reimburse local governments for homestead exemptions on property tax levies.

Our November distribution for the PLF was \$2,090,042.18. Based on a comparison to last year, this distribution was slightly larger than the amount received in November 2021. Our YTD comparisons are also more than last year. The amount received YTD now exceeds what we had budgeted.

Fines and Fees collected in November show a negative amount for year to date. This is due to a monthly accounting adjustment for credit card payments received after our monthly cutoff for deposits. With going Fine Free in May, the amounts received was for fees only. Although, looking at the total of Patron Fines and Fees the total amount collected this year does exceed the total amount collected last year. The amount collected for passport processing and photos exceeded what was collected last year for November.

Also of note is the interest account. The amount collected through November is significantly larger than what we collected in all of 2021.

The remainder of the revenue accounts are where we would expect them to be for the month of November.

### **Expenses**

The Salaries and Benefits accounts, apart from the Insurance Benefits are right on budget. The Insurance Benefits expense is less than what we have projected, and we will have funds left in that account at the end of the year.



The Library Materials accounts reflect an overall expense of 96%. This is typical for this time of year as we begin to cutoff ordering for the year to begin to closeout.

Some of the expense accounts show a larger percentage expensed and encumbered. This reflects the blanket purchase orders for the year, which is accounted for in the encumbrances.

### **Investments**

During the month of November, we purchased several pieces of Commercial Paper as follows:

Natixis NY - \$500,000 with a yield of 5.38%

Bank America Securities - \$250,000 with a yield of 5.46%

Toronto Dominion Bank - \$250,000 with a yield of 5.00%

Natixis NY - \$250,000 with a yield of 5.38%

Citigroup Global Markets - \$270,000 with a yield of 5.51%

We also purchased a CD from Bangor Savings Bank for \$244,000 with a yield of 4.85% and an Agency Security from Federal Home Loan Mortgage Company for \$300,000 with a yield of 4.79%.

### **Transfers and Advances**

We had one transfer for the month of \$3,177.62 for a match into the SNAP program that is part of the federal funding for ASPIRE.



CUYAHOGA COUNTY PUBLIC LIBRARY										General Fund
REVENUE										91.6% of Year
Fiscal 2022 -November										
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	\$58,147,036.00	\$57,769,729.82	\$0.00	\$0.00	\$58,201,924.47	\$57,769,729.82	100.1%	\$54,888.47	
	Gen Prop Taxes-Rel Estate 2.5 Mills	\$39,397,036.00	\$39,163,998.70	\$0.00	\$0.00	\$39,458,013.84	\$39,163,998.70	100.2%	\$60,977.84	
	Gen Prop Taxes-Rel Estate 1.0 Mills	\$18,750,000.00	\$18,605,731.12	\$0.00	\$0.00	\$18,743,910.63	\$18,605,731.12	100.0%	(\$6,089.37)	
1250	Intergovernmental	\$27,726,855.02	\$29,279,275.86	\$2,110,967.79	\$1,984,436.22	\$28,849,894.78	\$27,205,481.99	104.1%	\$1,123,039.76	
	Public Library Fund	\$22,801,055.02	\$24,353,461.58	\$2,090,042.18	\$1,984,436.22	\$24,078,349.40	\$22,279,667.71	105.6%	\$1,277,294.38	
	Property Taxes	\$4,925,800.00	\$4,925,814.28	\$20,925.61	\$0.00	\$4,771,545.38	\$4,925,814.28	96.9%	(\$154,254.62)	
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	\$525,000.00	\$657,617.11	\$74,564.07	\$78,804.35	\$827,949.76	\$603,638.02	157.7%	\$302,949.76	
	Fines and Fees Income	\$50,000.00	\$189,105.86	(\$5,481.20)	\$17,819.35	\$42,181.82	\$176,049.27	84.4%	(\$7,818.18)	
	Passport Fee	\$390,000.00	\$390,705.00	\$57,960.00	\$46,165.00	\$577,415.00	\$360,605.00	148.1%	\$187,415.00	
	Passport Photo Fee	\$75,000.00	\$75,150.00	\$20,940.00	\$14,820.00	\$198,980.00	\$65,440.00	265.3%	\$123,980.00	
	Electric Vehicle Charging	\$0.00	\$0.00	\$82.77	\$0.00	\$466.69	\$0.00	0.0%	\$466.69	
	Meeting Room Rental Fees	\$10,000.00	\$2,656.25	\$1,062.50	\$0.00	\$8,906.25	\$1,543.75	89.1%	(\$1,093.75)	
4000	Interest	\$20,000.00	\$12,621.84	\$66,788.55	\$1,242.06	\$271,491.31	\$11,609.05	1357.5%	\$251,491.31	
5500	Services Provided Other Entities	\$5,000.00	\$5,015.62	\$65.00	\$130.00	\$5,986.00	\$4,912.83	119.7%	\$986.00	
6100	Restricted Gifts	\$0.00	\$63,048.55	\$0.00	(\$1,000.00)	\$32,654.22	\$38,959.15	0.0%	\$32,654.22	
6500	Unrestricted Gifts	\$45,000.00	\$609.81	\$321.00	\$87.05	\$1,108.04	\$508.93	2.5%	(\$43,891.96)	
8100	Sale of Property	\$37,000.00	\$38,025.93	\$12,205.00	\$0.00	\$20,007.77	\$36,975.93	54.1%	(\$16,992.23)	
8200	Sale of Resale Supplies	\$64,520.00	\$63,212.39	\$8,538.92	\$7,338.16	\$75,975.69	\$57,041.62	117.8%	\$11,455.69	
8300	Rental of Real Property	\$23,110.00	\$23,106.00	\$1,925.50	\$1,925.50	\$19,255.00	\$19,255.00	0.0%	(\$3,855.00)	
8700	Refunds and Reimbursements	\$263,370.00	\$884,793.48	\$18,635.11	\$10,413.87	\$212,675.13	\$884,618.63	80.8%	(\$50,694.87)	
8900	Miscellaneous	\$12,000.00	\$12,543.18	\$278.00	\$15.00	\$16,766.85	\$11,526.39	139.7%	\$4,766.85	
9800	Advances In	\$0.00	\$0.00	\$0.00	\$0.00	\$10,876.00	\$0.00	0.0%	\$10,876.00	
9900	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$653.47	\$0.00	0.0%	\$653.47	
	Carryover	\$500,000.00	\$947,747.99	\$0.00	\$0.00	\$500,000.00	\$947,747.99	100.0%	\$0.00	
TOTAL -- General Fund		\$87,368,891.02	\$89,757,347.58	\$2,294,288.94	\$2,083,392.21	\$89,047,218.49	\$87,592,005.35	101.9%	\$1,678,327.47	
TOTAL -- Capital Fund - 402		\$585,000.00	\$19,359,859.84	\$40,396.92	\$10,640.54	\$768,702.45	\$221,216.07	131.4%	\$183,702.45	
TOTAL -- Note Retirement Fund - 301		\$4,449,855.85	\$51,974,457.00	\$8,395.27	\$0.00	\$4,481,115.05	\$51,974,457.00	100.7%	\$31,259.20	
TOTAL -- Trust Fund (Regular) - 701		\$2,000.00	\$24,649.48	\$10,256.47	\$1,966.86	\$96,751.70	\$23,723.89	4837.6%	\$94,751.70	
TOTAL -- Trust Fund (Special) - 702		\$900.00	\$628,480.44	\$4,191.94	\$99.44	\$64,869.78	\$628,372.09	7207.8%	\$63,969.78	
TOTAL -- Endowment Fund - 801		\$100.00	\$15.76	\$59.14	\$1.30	\$260.01	\$14.34	260.0%	\$160.01	
TOTAL -- Agency Fund (FSA) - 901		\$80,000.00	\$81,606.87	\$7,151.42	\$6,780.09	\$78,926.88	\$74,836.11	98.7%	(\$1,073.12)	
TOTAL -- Project Build - 223		\$0.00	\$40,632.59	\$0.00	\$25,000.00	\$0.00	\$25,250.00	0.0%	\$0.00	
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		\$32,500.00	\$292,500.36	\$0.00	\$75,833.37	\$32,499.67	\$281,666.99	100.0%	(\$0.33)	
TOTAL -- Memory Lab Grant - 243		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- W VH Garden Grant - 244		\$2,000.00	\$1,500.00	\$0.00	\$0.00	\$2,000.00	\$1,500.00	100.0%	\$0.00	
TOTAL -- Adult Education Services - 247		\$2,609,909.26	\$1,670,135.25	\$144,397.80	\$84,642.07	\$1,327,277.11	\$1,269,208.57	50.9%	(\$1,282,632.15)	
TOTAL -- Family Engagement - 249		\$256,405.00	\$77,500.00	\$56,750.43	\$0.00	\$129,134.22	\$22,500.00	0.0%	(\$127,270.78)	
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		\$245,000.00	\$135,520.00	\$0.00	\$0.00	\$125,000.00	\$0.00	0.0%	(\$120,000.00)	
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		\$0.00	\$237,450.00	\$10,000.00	\$15,000.00	\$81,000.00	\$112,450.00	0.0%	\$81,000.00	
TOTAL --OH EPA Charging Station- 266		\$28,576.00	\$10,876.00	\$0.00	\$0.00	\$26,806.00	\$0.00	93.8%	(\$1,770.00)	
TOTAL -- Homework Centers - 270		\$377,315.55	\$203,000.00	\$21,000.00	\$5,000.00	\$171,993.30	\$143,500.00	45.6%	(\$205,322.25)	
TOTAL -- Summer Camps - 280		\$45,000.00	\$23,172.09	\$0.00	\$1,172.09	\$45,000.00	\$23,172.09	100.0%	\$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		\$249,362.42	\$254,750.55	\$18,364.95	\$49,243.31	\$95,063.62	\$177,253.75	38.1%	(\$154,298.80)	
GRAND TOTAL -- All Funds		\$96,332,815.10	\$164,773,453.81	\$2,615,253.28	\$2,358,771.28	\$96,573,618.28	\$142,571,126.25	100.2%	\$240,803.18	



CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2022 November												
91.6% 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	47.6%										
1110	Salaries	\$29,500,000.00	\$0.00	\$27,721,271.74	\$2,277,079.23	\$2,162,228.85	\$26,965,105.56	\$25,426,110.34	\$0.00	\$26,965,105.56	91.4%	\$2,534,894.44
1400	Retirement Benefits-Employer	\$4,130,046.00	\$0.00	\$3,833,569.75	\$322,976.37	\$305,846.71	\$3,793,733.07	\$3,551,884.16	\$0.00	\$3,793,733.07	91.9%	\$336,312.93
1600	Insurance Benefits-Employer	\$7,927,516.00	\$0.00	\$6,899,059.74	\$497,308.03	\$543,239.78	\$6,080,099.01	\$6,351,152.89	\$0.00	\$6,080,099.01	76.7%	\$1,847,416.99
1900	Other Employee Benefits	\$72,438.00	\$0.00	\$71,300.61	\$735.00	\$1,180.25	\$22,743.18	\$42,897.56	\$0.00	\$22,743.18	31.4%	\$49,694.82
	SUBTOTAL -- SALARIES & BENEFITS	\$41,630,000.00	\$0.00	\$38,525,201.84	\$3,098,098.63	\$3,012,495.59	\$36,861,680.82	\$35,372,044.95	\$0.00	\$36,861,680.82	88.5%	\$4,768,319.18
2000s	SUPPLIES	1.6%										
2100	General Administrative Supplies	\$844,121.00	\$93,947.63	\$566,154.10	\$81,936.06	\$55,256.06	\$666,981.09	\$380,531.86	\$269,101.41	\$936,082.50	99.8%	\$1,986.13
2200	Property Maintenance & Repair Supplies	\$406,609.00	\$4,701.13	\$301,424.31	\$28,784.60	\$28,127.23	\$301,955.70	\$276,625.69	\$109,271.98	\$411,227.68	100.0%	\$82.45
2300	Motor Equipment Fuel & Supplies	\$97,270.00	\$0.00	\$102,397.52	\$8,008.55	\$8,322.76	\$81,214.61	\$90,562.39	\$15,758.33	\$96,972.94	99.7%	\$297.06
2500	Supplies for Resale	\$53,000.00	\$0.00	\$31,595.00	\$0.00	\$0.00	\$31,860.00	\$22,095.00	\$20,670.00	\$52,530.00	99.1%	\$470.00
	SUBTOTAL -- SUPPLIES	\$1,401,000.00	\$98,648.76	\$1,001,570.93	\$118,729.21	\$91,706.05	\$1,082,011.40	\$769,814.94	\$414,801.72	\$1,496,813.12	99.8%	\$2,835.64
3000s	PURCHASED & CONTRACTED SERVICES	18.8%										
3100	Travel & Meeting Expenses	\$178,555.00	\$0.00	\$44,986.28	\$11,363.52	\$4,621.12	\$106,465.61	\$33,431.64	\$0.00	\$106,465.61	59.6%	\$72,089.39
3200	Communications-Printing & Publications	\$1,542,080.00	\$515.84	\$1,108,783.05	\$129,850.26	\$92,196.80	\$1,288,539.56	\$979,680.22	\$252,325.06	\$1,540,864.62	99.9%	\$1,731.22
3300	Property Maintenance & Repair Service	\$5,672,395.00	\$1,103,684.61	\$5,437,855.84	\$823,741.19	\$370,127.07	\$5,513,405.57	\$4,950,655.86	\$1,068,196.14	\$6,581,601.71	97.1%	\$194,477.90
3400	Insurance	\$372,300.00	\$0.00	\$313,740.34	\$0.00	\$2,269.34	\$360,446.00	\$313,740.34	\$11,854.00	\$372,300.00	100.0%	\$0.00
3500	Rents and Leases	\$903,455.00	\$87,425.68	\$610,145.51	\$24,140.00	\$22,264.92	\$612,018.85	\$605,409.93	\$378,829.25	\$990,848.10	100.0%	\$32.58
3600	Utilities	\$1,693,625.00	\$0.00	\$1,529,944.20	\$126,391.75	\$140,805.65	\$1,334,745.41	\$1,410,868.97	\$0.00	\$1,334,745.41	78.8%	\$358,879.59
3700	Professional Services	\$3,441,040.00	\$451,958.64	\$1,985,577.86	\$247,546.48	\$94,292.86	\$2,903,097.22	\$1,888,729.99	\$987,867.26	\$3,890,964.48	99.9%	\$2,034.16
3900	Other Contracted Services	\$2,587,900.00	\$12,526.36	\$2,256,526.08	\$88,394.03	\$112,666.80	\$1,819,518.17	\$2,127,806.17	\$775,957.79	\$2,595,475.96	99.8%	\$4,950.40
	SUBTOTAL -- CONTRACTED SERVICES	\$16,391,350.00	\$1,656,111.13	\$13,287,559.16	\$1,451,427.23	\$839,244.56	\$13,938,236.39	\$12,310,323.12	\$3,475,029.50	\$17,413,265.89	96.5%	\$634,195.24
4000s	LIBRARY MATERIALS & INFORMATION	11.4%										
4100	Books & Pamphlets	\$7,207,950.00	\$440,573.47	\$7,227,986.18	\$604,098.01	\$614,306.41	\$7,134,476.39	\$6,930,382.66	\$514,046.12	\$7,648,522.51	100.0%	\$0.96
4200	Periodicals	\$195,000.00	\$0.00	\$194,257.15	\$158,223.82	\$651.71	\$165,440.27	\$175,425.92	\$0.00	\$165,440.27	84.8%	\$29,559.73
4300	Audiovisual Material	\$1,150,000.00	\$136,911.10	\$1,114,238.63	\$83,285.07	\$65,357.46	\$1,000,958.74	\$1,054,108.79	\$164,919.17	\$1,165,877.91	90.6%	\$121,033.19
4500	Computer Services & Information	\$1,385,950.00	\$0.00	\$1,295,945.72	\$213,374.01	\$190,959.85	\$1,189,588.99	\$1,242,198.36	\$0.00	\$1,189,588.99	85.8%	\$196,361.01
4700	Library Material Repair & Restoration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
4900	Library Materials-Other	\$61,100.00	\$1,093.74	\$30,653.07	\$3,067.75	\$3,400.26	\$48,603.08	\$29,568.15	\$10,991.75	\$59,594.83	95.8%	\$2,598.91
	SUBTOTAL -- LIBRARY MATERIALS	\$10,000,000.00	\$578,578.31	\$9,863,080.75	\$1,062,048.66	\$874,675.69	\$9,539,067.47	\$9,431,683.88	\$689,957.04	\$10,229,024.51	96.7%	\$349,553.80
5000s	CAPITAL OUTLAY	5.7%										
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	\$3,003,055.00	\$5,500.00	\$441,312.77	\$96,085.57	\$133,349.98	\$218,285.88	\$426,212.77	\$49,627.00	\$267,912.88	8.9%	\$2,740,642.12
5500	Furniture & Equipment	\$1,987,000.00	\$721,703.33	\$1,143,941.60	\$126,747.85	\$56,413.08	\$1,155,498.44	\$836,899.45	\$1,400,794.69	\$2,556,293.13	94.4%	\$152,410.20
5700	Motor Vehicles	\$13,000.00	\$89,087.00	\$200,855.00	\$0.00	\$0.00	\$63,706.05	\$200,855.00	\$38,127.09	\$101,833.14	0.0%	\$253.86
	SUBTOTAL -- CAPITAL OUTLAY	\$5,003,055.00	\$816,290.33	\$1,786,109.37	\$222,833.42	\$189,763.06	\$1,437,490.37	\$1,463,967.22	\$1,488,548.78	\$2,926,039.15	50.3%	\$2,893,306.18
7000s	OTHER OBJECTS	0.1%										
7100	Dues and Memberships	\$66,920.00	\$0.00	\$60,919.00	\$13,186.00	\$3,027.00	\$64,906.92	\$60,419.00	\$2,000.00	\$66,906.92	100.0%	\$13.08
7200	Taxes and Assessments	\$29,510.00	\$0.00	\$17,465.00	\$1,370.59	\$1,070.00	\$28,057.91	\$16,171.04	\$0.00	\$28,057.91	95.1%	\$1,452.09
7500	Refunds and Reimbursements	\$3,545.00	\$0.00	\$2,864.58	\$128.38	\$36.14	\$3,285.46	\$2,851.72	\$0.00	\$3,285.46	92.7%	\$259.54
7900	Other Miscellaneous Expenses	\$4,620.00	\$235.00	\$1,965.04	\$169.00	\$1.00	\$2,607.71	\$1,565.04	\$2,215.00	\$4,822.71	99.3%	\$32.29
	SUBTOTAL -- OTHER OBJECTS	\$104,595.00	\$235.00	\$83,213.62	\$14,853.97	\$4,134.14	\$98,858.00	\$81,006.80	\$4,215.00	\$103,073.00	98.3%	\$1,757.00
8000s	CONTINGENCY	0.3%										
8999	Contingency	\$238,891.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$238,891.02
	SUBTOTAL -- CONTINGENCY	\$238,891.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$238,891.02
9000s	TRANSFERS OUT	14.4%										
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	\$12,600,000.00	\$0.00	\$24,041,621.14	\$3,177.62	\$28,405.86	\$4,646,175.89	\$4,885,330.98	\$0.00	\$4,646,175.89	36.9%	\$7,953,824.11
	SUBTOTAL -- TRANSFERS OUT	\$12,600,000.00	\$0.00	\$24,188,017.14	\$3,177.62	\$28,405.86	\$4,646,175.89	\$4,885,330.98	\$0.00	\$4,646,175.89	36.9%	\$7,953,824.11
	GRAND TOTAL -- General Fund	\$87,368,891.02	\$3,149,863.53	\$88,734,752.81	\$5,971,168.74	\$5,040,424.95	\$67,603,520.34	\$64,314,171.89	\$6,072,552.04	\$73,676,072.38	81.4%	\$16,842,682.17



CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2022 November												
91.6% 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	\$40,613.09	\$0.00	\$6,002.93	\$24.70	\$0.00	\$14,990.20	\$6,002.93	\$0.00	\$14,990.20	36.9%	\$25,622.89
232	TOTAL -- Entrepreneurships Adult & Youth	\$0.00	\$0.00	\$3,882.09	\$0.00	\$0.00	\$0.00	\$3,499.50	\$0.00	\$0.00	#DIV/0!	\$0.00
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	\$81,506.45	\$0.00	\$259,075.04	\$0.00	\$17,677.17	\$80,351.51	\$237,741.93	\$0.00	\$80,351.51	98.6%	\$1,154.94
244	TOTAL -- WVH Garden Grant	\$3,046.67	\$0.00	\$873.09	\$50.69	\$102.69	\$1,970.81	\$873.09	\$0.00	\$1,970.81	64.7%	\$1,075.86
247	TOTAL -- Adult Education Services	\$2,802,823.86	\$0.00	\$1,483,936.95	\$107,849.63	\$101,285.98	\$1,365,203.28	\$1,332,904.82	\$19,418.87	\$1,384,622.15	49.4%	\$1,418,201.71
249	TOTAL -- Family Engagement	\$311,405.00	\$0.00	\$23,327.15	\$14,829.96	\$1,300.00	\$129,971.96	\$20,727.15	\$29,600.22	\$159,572.18	0.0%	\$151,832.82
253	TOTAL -- IPAD Lab	\$33.73	\$0.00	\$1,604.63	\$33.73	\$0.00	\$33.73	\$1,604.63	\$0.00	\$33.73	0.0%	\$0.00
256	TOTAL -- Food & Culinary Literacy Programs	\$33,065.43	\$0.00	\$0.00	\$539.66	\$0.00	\$918.72	\$0.00	\$0.00	\$918.72	2.8%	\$32,146.71
257	TOTAL -- Hotspot Lending Program	\$245,000.00	\$0.00	\$171,440.00	\$7,557.39	\$130,260.00	\$107,207.67	\$166,180.00	\$0.00	\$107,207.67	43.8%	\$137,792.33
261	TOTAL -- Poetry Out Loud	\$0.00	\$0.00	\$2,300.00	\$0.00	\$0.00	\$0.00	\$2,300.00	\$0.00	\$0.00	0.0%	\$0.00
265	TOTAL --Digital Literacy	\$233,477.36	\$0.00	\$3,972.64	\$4,993.69	\$0.00	\$217,260.42	\$0.00	\$0.00	\$217,260.42	93.1%	\$16,216.94
266	TOTAL --OH EPA Charging Station Grant	\$28,576.00	\$0.00	\$10,876.00	\$0.00	\$0.00	\$26,806.00	\$10,876.00	\$1,770.00	\$28,576.00		\$0.00
270	TOTAL -- Homework Centers	\$381,292.94	\$0.00	\$209,509.18	\$24,513.71	\$21,858.33	\$189,663.84	\$189,658.27	\$0.00	\$189,663.84	49.7%	\$191,629.10
280	TOTAL -- Summer Camps	\$45,000.00	\$0.00	\$23,172.09	\$0.00	\$0.00	\$37,878.18	\$23,172.09	\$4,205.90	\$42,084.08	0.0%	\$2,915.92
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	\$313,559.64	\$0.00	\$208,505.41	\$15,336.30	\$32,220.47	\$149,310.14	\$183,900.33	\$11,153.86	\$160,464.00	51.2%	\$153,095.64
301	TOTAL -- Note Retirement Fund	\$4,497,750.00	\$0.00	\$51,926,982.03	\$3,986,374.73	\$0.00	\$4,498,249.46	\$51,926,982.03	\$0.00	\$4,498,249.46	100.0%	(\$499.46)
402	TOTAL -- Capital Fund	\$10,000,000.00	\$3,351,341.87	\$7,584,939.19	\$73,293.85	\$124,586.85	\$4,711,688.91	\$5,390,656.45	\$1,618,605.01	\$6,330,293.92	47.4%	\$7,021,047.95
701	TOTAL -- Trust Fund (Regular)	\$385,000.00	\$2,618.07	\$39,898.33	\$1,179.16	\$6,488.15	\$280,328.12	\$38,457.58	\$9,107.07	\$289,435.19	74.7%	\$98,182.88
702	TOTAL -- Trust Fund (Special)	\$190,000.00	\$0.00	\$64,973.42	\$0.00	\$0.00	\$158,969.10	\$64,973.42	\$0.00	\$158,969.10	83.7%	\$31,030.90
801	TOTAL -- Endowment Fund	\$2,500.00	\$0.00	\$0.00	\$337.27	\$0.00	\$2,054.35	\$0.00	\$361.93	\$2,416.28	96.7%	\$83.72
901	TOTAL -- Agency Fund (FSA)	\$100,000.00	\$0.00	\$77,501.94	\$6,827.87	\$4,866.04	\$75,917.95	\$70,163.41	\$0.00	\$75,917.95	75.9%	\$24,082.05
	GRAND TOTAL -- All Funds	\$19,694,650.17	\$3,353,959.94	\$62,102,772.11	\$4,243,742.34	\$440,645.68	\$12,048,774.35	\$59,670,673.63	\$1,694,222.86	\$13,742,997.21	59.6%	\$9,305,612.90



CUYAHOGA COUNTY PUBLIC LIBRARY							
Capital Fund Balances							
Fiscal 2022 -November							
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	\$3,920,941.87	\$11,521,884.31	\$42,696.53	(\$621,220.84)	COMPLETE
Brooklyn	019	\$17,500,000.00	\$243,310.52	\$243,310.52	\$975,839.48	\$16,280,850.00	
Richmond	070	\$1,500,000.00	\$27,353.02	\$1,453,902.57	\$0.00	\$46,097.43	
Total Capital Fund - 402		\$29,943,360.00	\$4,191,605.41	\$13,219,097.40	\$1,018,536.01	\$15,705,726.59	



<b>CUYAHOGA COUNTY PUBLIC LIBRARY</b> <b>All Funds Cash Balance</b> <b>Fiscal 2022 --November</b>				
<b>Fund</b>	<b>Beginning Cash Balance</b>	<b>Receipts To Date</b>	<b>Expenditures To Date</b>	<b>Cash Balance</b>
General Fund	\$3,649,863.53	\$88,547,218.49	\$67,603,520.34	\$24,593,561.68
Debt Service	\$47,894.15	\$4,481,115.05	\$4,498,249.46	\$30,759.74
Capital Fund - 402	\$33,790,210.11	\$768,702.45	\$4,711,688.91	\$29,847,223.65
Trust Fund - Regular	\$493,911.56	\$96,751.70	\$280,328.12	\$310,335.14
Trust Fund - Special	\$1,478,455.14	\$64,869.78	\$158,969.10	\$1,384,355.82
Endowment Fund	\$19,271.11	\$260.01	\$2,054.35	\$17,476.77
Agency Fund	\$52,282.34	\$78,926.88	\$75,917.95	\$55,291.27
Project Build	\$40,613.09	\$0.00	\$14,990.20	\$25,622.89
Keybank FNDTH College Prep/Entrepreneurship	(\$0.00)	\$0.00	\$0.00	(\$0.00)
MyCom Neighborhood	\$49,006.45	\$32,499.67	\$80,351.51	\$1,154.61
Memory Lab Grant	\$0.00	\$0.00	\$0.00	\$0.00
WVH Garden Grant	\$1,046.67	\$2,000.00	\$1,970.81	\$1,075.86
Adult Education Services (AES)	\$192,914.60	\$1,327,277.11	\$1,365,203.28	\$154,988.43
Family Engagement	\$55,000.00	\$129,134.22	\$129,971.96	\$54,162.26
IPAD Lab	\$33.73	\$0.00	\$33.73	(\$0.00)
Food & Culinary Literacy Programs	\$33,065.43	\$0.00	\$918.72	\$32,146.71
Hotspot Lending Program	\$0.00	\$125,000.00	\$107,207.67	\$17,792.33
Poetry Out Loud	\$0.00	\$0.00	\$0.00	\$0.00
Digital Literacy	\$233,477.36	\$81,000.00	\$217,260.42	\$97,216.94
OH EPA Charging Station Grant	\$0.00	\$26,806.00	\$26,806.00	\$0.00
Homework Centers	\$3,977.39	\$171,993.30	\$189,663.84	(\$13,693.15)
Summer Camps	(\$0.00)	\$45,000.00	\$37,878.18	\$7,121.82
Kindergarten and Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00
Special School Programming	\$64,197.22	\$95,063.62	\$149,310.14	\$9,950.70
<b>SUBTOTAL</b>	<b>\$40,205,219.88</b>	<b>\$96,073,618.28</b>	<b>\$79,652,294.69</b>	<b>\$56,626,543.47</b>



CUYAHOGA COUNTY PUBLIC LIBRARY Investments Approval Fiscal 2022 - November						
Description	Institution of Deposit	Par Value/Qty.	Purchase Yield	Purchase Date	Maturity Date	% of Assets
Money Market Funds						
Sweep Account	Key Bank	\$4,652,183.18	0.35%	n/a	n/a	7.99%
Money Market Fund	Northwest Bank	\$0.00	0.00%	n/a	n/a	0.00%
Money Market Fund	US Bank	\$17,094.54	3.71%	n/a	n/a	0.03%
Money Market Fund	Fifth Third	\$5,486.12	3.62%	n/a	n/a	0.01%
ICS Account	TriState Capital	\$0.00	0.00%	n/a	n/a	0.00%
Star Ohio Accounts						
Star Ohio Accounts	Star Ohio	\$28,504,767.93	3.70%	n/a	n/a	48.94%
US Treasury Notes						
US Treasury	Wells Fargo Securities, LLC	\$570,000.00	0.42%	June 30, 2021	April 15, 2024	0.98%
US Treasury	Morgan Stanley & Co LLC	\$550,000.00	3.45%	August 31, 2022	August 31, 2024	0.94%
US Treasury Bills						
Municipal Bonds						
City of Columbus, OH	BofA Securities, Inc.	\$500,000.00	2.96%	May 17, 2022	April 1, 2025	0.86%
Commercial Paper						
Standard Chartered Bk	JP Morgan Securities LLC	\$250,000.00	2.52%	May 23, 2022	February 13, 2023	0.43%
Toyota Motor Credit	Citibank	\$500,000.00	2.14%	May 24, 2022	December 20, 2022	0.86%
Bank Montreal Chicago	Montreal Chicago Brnch	\$765,000.00	2.49%	May 27, 2022	February 21, 2023	1.31%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$590,000.00	2.69%	June 6, 2022	February 28, 2023	1.01%
Mufg Bank Ltd NY BRA	Usbna/Cp	\$1,000,000.00	2.35%	June 13, 2022	December 13, 2022	1.72%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$250,000.00	3.05%	June 21, 2022	January 17, 2023	0.43%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$250,000.00	3.22%	June 21, 2022	February 16, 2023	0.43%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$250,000.00	3.33%	June 21, 2022	March 13, 2023	0.43%
Mufg Bank Ltd NY BRA	Usbna/Cp	\$250,000.00	3.24%	June 27, 2022	March 20, 2023	0.43%
Toronto Dominion Bank	JP Morgan Securities LLC	\$250,000.00	3.32%	June 27, 2022	March 22, 2023	0.43%
Natixis NY	Dbtc Americas	\$500,000.00	3.49%	July 8, 2022	April 3, 2023	0.86%
Toronto	BofA Securities, Inc.	\$500,000.00	3.94%	August 11, 2022	May 8, 2023	0.86%
Citigroup Global Mkts	Citigroup Global Markets, Inc	\$265,000.00	3.71%	August 12, 2022	March 8, 2023	0.45%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$400,000.00	3.78%	August 15, 2022	May 10, 2023	0.69%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$450,000.00	3.56%	August 22, 2022	February 17, 2023	0.77%
Mufg Bank Ltd NY BRA	Usbna/Cp	\$800,000.00	3.63%	August 29, 2022	February 24, 2023	1.37%
Mizuho Bk Ltd New York	Mizuho Securities USA Fsc Inc	\$850,000.00	3.35%	August 30, 2022	January 30, 2023	1.46%
Societe Generale 4 A2	BofA Securities, Inc.	\$500,000.00	3.91%	August 31, 2022	May 1, 2023	0.86%
Toronto Dominion Bank	BofA Securities, Inc.	\$500,000.00	4.88%	October 11, 2022	July 7, 2023	0.86%
Royal Bk Cda Ny	Rbc Capital Markets LLC	\$1,070,000.00	4.82%	October 13, 2022	June 15, 2023	1.84%
Bank Amer Secs Inc Disc	BofA Securities, Inc.	\$1,000,000.00	5.07%	October 17, 2022	June 23, 2023	1.72%
Mufg Bank Ltd NY BRA	Usbna/Cp	\$500,000.00	5.24%	October 19, 2022	July 14, 2023	0.86%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$500,000.00	4.66%	October 25, 2022	February 24, 2023	0.86%
Toronto Dominion Bank	Td Securities (USA)	\$510,000.00	5.31%	October 31, 2022	June 29, 2023	0.88%
Natixis NY	Dbtc Americas	\$500,000.00	5.38%	November 3, 2022	July 5, 2023	0.86%
Bank Amer Secs Inc Disc	BofA Securities, Inc.	\$250,000.00	5.46%	November 7, 2022	August 2, 2023	0.43%
Toronto Dominion Bank	Td Securities (USA)	\$250,000.00	5.00%	November 7, 2022	April 6, 2023	0.43%
Natixis NY	Dbtc Americas	\$250,000.00	5.38%	November 14, 2022	August 7, 2023	0.43%
Citigroup Global Mkts	Citigroup Global Markets, Inc	\$270,000.00	5.51%	November 28, 2022	August 22, 2023	0.46%
Certificate of Deposit						
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	2.65%	May 22, 2019	May 15, 2023	0.43%
Certificate of Deposit	Bankwell Bk New	\$249,000.00	0.49%	July 6, 2020	July 6, 2023	0.43%
Certificate of Deposit	Beal Bank, USA	\$244,000.00	2.10%	June 15, 2022	June 14, 2023	0.42%
Certificate of Deposit	John Marshall Bank	\$89,000.00	2.30%	June 17, 2022	October 17, 2023	0.15%
Certificate of Deposit	Goldman Sachs Bank, USA	\$246,000.00	2.50%	June 15, 2022	December 15, 2023	0.42%
Certificate of Deposit	Capital One Bank (USA) National Assoc	\$246,000.00	2.85%	June 15, 2022	June 17, 2024	0.42%
Certificate of Deposit	The Dart Bank	\$250,000.00	3.10%	June 21, 2022	December 22, 2025	0.43%
Certificate of Deposit	Bangor Svgs Bk	\$244,000.00	4.85%	November 23, 2022	May 23, 2024	0.42%
Agency Securities						
Federal National Mortgage Assoc	BofA Securities Inc/FXD Inc	\$350,000.00	0.25%	May 28, 2020	May 22, 2023	0.60%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$305,000.00	0.57%	September 30, 2020	September 24, 2025	0.52%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$300,000.00	0.27%	October 8, 2020	August 24, 2023	0.52%
Federal Farm Credit Bank	Intl Fcstone Financial Inc	\$250,000.00	0.50%	October 29, 2020	January 27, 2025	0.43%
Federa Farm Credit Bank	JP Morgan Securities LLC	\$250,000.00	0.40%	November 19, 2020	May 16, 2024	0.43%
Federal Home Loan Mortgage Company	Multi-Bank Securities Inc.	\$390,000.00	0.25%	December 4, 2020	December 4, 2023	0.67%
Federal Home Loan Mortgage Company	Citigroup Global Markets, Inc	\$500,000.00	0.27%	January 22, 2021	March 28, 2024	0.86%
Federal Home Loan Mortgage Company	Intl Fcstone Financial Inc	\$500,000.00	0.65%	January 28, 2021	January 28, 2026	0.86%
Federal Farm Credit Bank	Mizuho Securities USA Inc.	\$500,000.00	0.22%	February 12, 2021	February 12, 2024	0.86%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$300,000.00	0.65%	February 26, 2021	February 26, 2026	0.52%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$390,000.00	1.00%	March 23, 2021	March 23, 2026	0.67%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$240,000.00	0.50%	May 27, 2021	August 27, 2024	0.41%
Federal Home Loan Mortgage Company	Toronto Dominion Securities	\$250,000.00	0.63%	May 28, 2021	November 27, 2024	0.43%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$140,000.00	0.33%	July 29, 2021	December 29, 2023	0.24%
Federal Home Loan Mortgage Company	Great Pacific Securities	\$255,000.00	1.10%	August 30, 2021	August 24, 2026	0.44%
Federal Home Loan Mortgage Company	Baird, Robert W. & Company In	\$200,000.00	0.60%	October 8, 2021	January 7, 2025	0.34%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$150,000.00	1.50%	February 28, 2022	February 23, 2024	0.26%
Federal Farm Credit Bank	Amherst Pierpont Securities	\$250,000.00	3.37%	May 26, 2022	May 26, 2026	0.43%
Federal Home Loan Mortgage Company	First Tennessee Bank	\$205,000.00	3.12%	May 27, 2022	May 23, 2025	0.35%
Federal Farm Credit Bank	Stonex Financial Inc	\$250,000.00	3.96%	August 17, 2022	August 17, 2026	0.43%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$250,000.00	3.35%	August 17, 2022	March 8, 2024	0.43%
Federal Farm Credit Bank	Wells Fargo Securities, LLC	\$500,000.00	3.29%	August 24, 2022	August 24, 2026	0.86%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$120,000.00	5.00%	October 18, 2022	October 18, 2027	0.21%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$265,000.00	5.00%	October 20, 2022	October 20, 2025	0.45%
Federal Home Loan Mortgage Company	JP Morgan Securities LLC	\$300,000.00	4.79%	November 2, 2022	March 8, 2024	0.52%
TOTAL PORTFOLIO						
		\$58,246,531.77			100.00%	



**CUYAHOGA COUNTY PUBLIC LIBRARY**
**Purchase Approval List**
**December 13, 2022**

<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Supplier</b>	<b>Unit Cost</b>	<b>Total Amount</b>
		<b>ENCUMBRANCE INCREASES</b>			
1		RTA passes			
		SUMMARY: Necessary to increase Blanket PO from \$20,000 to \$25,695 due to increased demand.	Greater Cleveland		
		As requested by the Operations-Finance Division.	Regional Transit		\$5,695.00
2		Postage stamps for resale			
		SUMMARY: Necessary to increase Blanket PO from \$25,000 to \$26,900 due to increased prices & demand.			
		As requested by the Operations-Finance Division.	US Postal Service		\$1,900.00
3		Zoom Video conferencing software, 1 year			
		SUMMARY: Necessary to increase Blanket PO from \$45,000 to \$46,933 due to an increase of subscription products for video conferencing & webinar access.	Zoom Video		
		As requested by the Information Technologies Division.	Communications Inc		\$1,933.00
4		Adobe software renewal			
		SUMMARY: Necessary to increase Blanket PO from \$52,229 to \$82,566 due to an increase of software subscription pricing & additional licenses.			
		As requested by the Information Technologies Division.	Cornerstone IT		\$30,337.00
5		Fire extinguisher inspection services			
		SUMMARY: Necessary to increase Blanket order from \$15,000 to \$16,500 due to additional services needed.			
		As requested by the Operations-Facilities Division.	Protegis		\$1,500.00



**CUYAHOGA COUNTY PUBLIC LIBRARY**
**Purchase Approval List**
**December 13, 2022**

<i>Item</i>	<i>Quantity</i>	<i>Description</i>	<i>Supplier</i>	<i>Unit Cost</i>	<i>Total Amount</i>
6		Electrical materials			
		SUMMARY: Necessary to increase Blanket order from \$28,943 to \$32,143 due to additional supplies needed.			
		As requested by the Operations-Facilities Division.	Sup-R-Die		\$3,200.00
7		Uniform service			
		SUMMARY: Necessary to increase Blanket order from \$15,000 to \$17,200 due to additional staff uniforms needed.			
		As requested by the Operations-Facilities Division.	Unifirst		\$2,200.00
8		Trash & recycling services			
		SUMMARY: Necessary to increase Blanket order from \$63,000 to \$63,161 due to additional services needed.			
		As requested by the Operations-Facilities Division.	Rumpke of Ohio		\$161.00
		<b>NEW PURCHASES</b>			
9		Furniture package			
		SUMMARY: Necessary for Teen area expansion at North Olmsted branch.			Not to Exceed
		As requested by the Operations-Facilities Division.	American Interiors		\$59,500.00
10		Furniture package			
		SUMMARY: Necessary for meeting room renovation at Bedford branch.	Contract		
		As requested by the Operations-Facilities Division.	Source Inc		\$33,406.00



**CUYAHOGA COUNTY PUBLIC LIBRARY****Purchase Approval List****December 13, 2022**

<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Supplier</b>	<b>Unit Cost</b>	<b>Total Amount</b>
11		LED lighting upgrades			
		SUMMARY: Necessary for building system upgrades at Gates Mills branch. As requested by the Operations-Facilities Division.	Wire Men LLC		\$17,660.00
12		Roof plan review			
		SUMMARY: Necessary for quality assurance during planning of new Brooklyn branch. As requested by the Operations-Facilities Division.	Taylor Consulting Group		\$18,600.00
13		Interior build outs in Tech Services, Security, and Auditorium areas			
		SUMMARY: Necessary for building improvements at Administration building. As requested by the Operations-Facilities Division.	Rick's Roofing		\$26,840.00
14		Projector equipment			
		SUMMARY: Necessary to replace projectors at Warrensville Heights branch. As requested by the Information Technologies Division.	iVideo		\$15,415.00
15		Performance Management subscription			
		SUMMARY: Necessary to access talent & performance platform. As requested by the Human Resources Division.	Clear Company		\$17,995.00



**Gift Report November 1-30, 2022**

<b>Gift Amount</b>	<b>Donor</b>	<b>Recipient</b>	<b>Purpose</b>
\$200.00	Bay Village League of Women Voters	Bay Village	Bay Village
\$100.00	Catherine Louis	Maple Heights	Maple Heights
\$10,000.00	Connor Foundation	CCPL	Student Success Centers
\$12,000.00	Eaton Charitable Fund	CCPL	Student Success Centers
\$410.18	Friends of the Bay Village Library	Bay Village	Programming and Supplies
\$76.87	Friends of the Brecksville-Broadview Heights Library	Brecksville-Broadview Hts	Programming and Supplies
\$85.17	Friends of the Garfield Heights Library	Garfield Hts	Programming and Supplies
\$206.17	Friends of the Independence Library	Independence	Programming and Supplies
\$74.54	Friends of the Mayfield Library	Mayfield	Programming and Supplies
\$363.30	Friends of the North Royalton Library	North Royalton	Programming and Supplies
\$67.86	Friends of the Orange Library	Orange	Programming and Supplies
\$227.95	Friends of the Parma Heights Library	Parma Hts	Programming and Supplies
\$33.85	Friends of the Solon Library	Solon	Programming and Supplies
\$1,249.00	Joseph and Katherine Zack Fund	CCPL	Programming and Supplies
\$5,000.00	Legacy Village Lyndhurst Community Fund	South Euclid-Lyndhurst	Interactive Play Tables
\$10,000.00	Medical Mutual of Ohio	CCPL	Digital Equity
\$50,000.00	PNC Foundation	CCPL	Early Childhood Success
\$500.00	Richard T. Castele	CCPL	Early Childhood Success
\$150.00	Ronald Myers	Strongsville	Strongsville
\$15,000.00	The Ferry Family Foundation	CCPL	Student Success Centers
\$1,000.00	The Giant Eagle Foundation	CCPL	Student Success Centers
\$10,000.00	The Higley Fund	CCPL	Workforce Development
\$100.00	Yuriko Gilbertson	Beachwood	Beachwood



## Cuyahoga County Public Library

### Resolution To Request Tax Advances from Cuyahoga County

**Whereas**, a resolution is required by the Cuyahoga County Public Library Board of Trustees to request advances of tax revenues from the Cuyahoga County Treasurer, and;

**Whereas**, the Cuyahoga County Public Library Board of Trustees desires to receive advances of tax revenue from the Cuyahoga County Treasurer,

**Now therefore be it resolved**, that the Cuyahoga County Public Library Board of Trustees hereby requests advances from the Cuyahoga County Treasurer for all tax revenues collected in the year 2023.

Approved 13 December, 2022

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Dean E. DePiero  
President

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Maria L. Spangler  
Secretary



## Cuyahoga County Public Library

### Resolution To Amend Official Certificate of Estimated Resources and Amend Appropriations

**Whereas**, the current Certificate of Estimated Resources and Appropriations need to be amended for the year ending December 31, 2022.

**Now therefore be it resolved**, by the Board of Trustees of Cuyahoga County Public Library amend the Official Certificate of Estimated Resources and Amend the Appropriations as follows:

#### Official Certificate of Estimated Resources

General Fund		
101 - General Fund	\$	4,000,000.00
Notes Retirement Fund:		
301 – Notes Retirement Fund	\$	32,000.00
Regular Trust Fund		
701- Regular Trust Fund	\$	94,700.00
Special Trust Fund		
702- Special Trust Fund	\$	64,000.00
Agency Fund		
901 – Agency Fund (FSA)	\$	5,000.00

#### Appropriations Amendment

General Fund		
101 – General Fund	\$	4,000,000.00
Notes Retirement Fund:		
301—Notes Retirement Fund	\$	500.00
Agency Fund		
901 – Agency Fund (FSA)	\$	30,000.00

Approved 13 December 2022

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Dean E. DePiero  
President

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Maria Spangler  
Secretary



It is the policy of CCPL to promote workplace conditions that are humane, fair, dignified, civil, respectful, and non-discriminatory. CCPL will not tolerate disorderly, abusive, or indecent conduct that creates, encourages, or permits an offensive, intimidating, or inappropriate work environment or that endangers the safety, health, or wellbeing of another person.

- 611.1 The consistent professional conduct of employees is critical to the overall successful operation of CCPL and service to the community. For this reason, CCPL employees are expected to conduct themselves with a high level of customer service including the following guidelines:
1. Each internal and external customer should be given courteous and prompt service.
  2. Staff members should show proper restraint and tact at all times. Difficult situations, or people, should be brought to the attention of the Branch or Department Manager or the Person in Charge.
  3. The staff should be alert and approachable. Customers should not be made to feel that a staff member is too busy to help them.
  4. Telephone calls should be answered pleasantly and with the branch or department name.
  5. Employees may not eat food or chew gum while working in view of the public.
- 611.2 CCPL values professionalism among its employees in carrying out its mission. Professionalism includes demonstrating excellence, integrity, respect, compassion and accountability in all work interactions and responsibilities. All employees, volunteers or others representing CCPL are expected to exhibit self-discipline and to conduct themselves in a professional manner that promotes a safe, healthy, and productive work environment. Employees are expected to perform job responsibilities, adhere to workplace principles and the Policy Manual in matters of personal conduct, and exhibit a high degree of personal integrity, ethics, and professionalism at all times while on the job or on CCPL property. Employees are expected to be courteous, respectful, and helpful customers, vendors, visitors, and other employees in all their work assignments. Employees are to support the mission, vision, and values of CCPL and perform their assigned duties and responsibilities in a manner deserving of the public trust. When interacting with their colleagues, CCPL employees should speak with respect and courtesy, and report any conflicts promptly to their Supervisor, Manager or Human Resources.
- 611.3 Employees are expected to maintain personal cleanliness and to dress appropriately for their position. See section 650 in this document for dress guidelines.
- 611.4 Employees are expected to maintain a positive attitude while at work and to show a spirit of cooperation with other individuals, workgroups, branches and departments.
- 611.5 Employees are expected to exercise due care in the use of CCPL property and to use such property only for authorized purposes.



LIBRARY REGULATIONS - 600  
Civility and ProfessionalismEmployee  
Conduct - 610

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General Policy

The Library expects its staff to provide courteous and impartial service to all persons. Use of profanity and degrading language or actions will be construed as creating a hostile workplace and subject to discipline. Ethnic and/or racial slurs are illegal in the workplace and therefore, not even a single incident can be tolerated.



## LIBRARY REGULATIONS - 600

Civility and ProfessionalismEmployee Conduct - 610Self-Discipline611 General Policy

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~~All CCPL employees are expected to exhibit the self-discipline necessary to perform their jobs courteously and effectively. It is the policy of CCPL to promote workplace conditions that are humane, fair, dignified, civil, respectful, and non-discriminatory. CCPL will not tolerate disorderly, abusive, or indecent conduct that creates, encourages, or permits and offensive, intimidating, or inappropriate work environment or that endangers the safety, health, or wellbeing of another person.~~

611.1 The consistent professional conduct of employees is critical to the overall successful operation of CCPL the Library and service to the community. For this reason, CCPL employees are expected to conduct themselves with a high level of customer service including in accordance with the following guidelines:

1. Each internal and external customer should be given courteous and prompt service.
2. Staff members should show proper restraint and tact at all times. Difficult situations, or people, should be brought to the attention of the Branch or Department Manager or the Person in Charge.
3. The staff should be alert and approachable. Customers should not be made to feel that the staff member is too busy to help them.
4. Telephone calls should be answered pleasantly and with the employee's branch or department name.
5. Employees working in public areas may not eat food or candy, or chew gum while they are on duty. Branch or Department Managers may specify other areas as off limits to eating and/or drinking. Staff working in public areas should exercise discretion if they need to eat or drink while working in view of the public. Employees may not eat food or chew gum while working in view of the public.

~~5-611.2~~ CCPL values professionalism among its employees in carrying out its mission. Professionalism includes demonstrating excellence, integrity, respect, compassion and accountability in all work interactions and responsibilities. All employees, volunteers or others representing CCPL are expected to exhibit self-discipline and to conduct themselves in a professional manner that promotes a safe, healthy, and productive work environment. Employees are expected to perform job responsibilities, adhere to workplace principles and the Policy Manual in matters of personal conduct, and exhibit a high

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## LIBRARY REGULATIONS - 600

Civility and Professionalism~~Employee~~Conduct - 610

degree of personal integrity, ethics, and professionalism at all times while on the job or on CCPL property. Employees are expected to be courteous, respectful, and helpful to customers, vendors, visitors, and other employees in all their work assignments. Employees are to support the mission, vision, and values of CCPL and perform their assigned duties and responsibilities in a manner deserving of the public trust. When interacting with their colleagues, CCPL employees should speak with respect and courtesy, greet each other, and report any conflicts promptly to their Supervisor, Manager or Human Resources.

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~~611.2~~611.3 Employees are expected to maintain personal cleanliness and to dress appropriately for their position. See [section 650 in this document](#) ~~Appendix VI~~ for dress guidelines.

~~611.3~~611.4 Employees are expected to maintain a positive attitude while at work ~~exhibit loyalty to the Library~~ and to ~~show~~ maintain a spirit of cooperation with other individuals, workgroups, branches and departments.

~~611.4~~ — ~~Except for emergencies, employees are expected to conduct personal business on their own time.~~

611.5 Employees are expected to exercise due care in the use of ~~Library~~ CCPL property and to ~~use~~ such property only for authorized purposes.



STAFF WELFARE AND ECONOMIC BENEFITS – 400  
Employee Assistance Program – 470

CCPL strives to support the overall wellbeing of its staff. One way is by offering all employees access to an Employee Assistance Program (“EAP”), a third-party organization. To the extent that they are used, EAPs can contribute to employees’ productivity, personal wellness, and organizational success.

- 470.1 An EAP is an employee benefits program provided by CCPL to help employees resolve issues that could impact their lives and possibly interfere with work performance.
- 470.2 CCPL’s EAP is an intake, information, professional counseling referral and support service for CCPL employees and their families. The EAP is designed to help employees meet the many life challenges while remaining healthy, engaged and productive. The EAP can assist employees with issues and concerns such as grief, depression, anxiety, elder care, financial situations, medical advocacy, and alcohol and/or substance use or abuse.
- 470.3 An employee’s voluntary contact with the EAP is confidential. CCPL does not receive information about the identity of any employee contacting the EAP unless the contact is made mandatory by CCPL. An employee may contact the EAP at any time to address concerns and may be entitled to a certain number of free counseling sessions. Employees are also encouraged to contact the EAP for advice on how to handle workplace matters in addition to seeking input from supervisors and/or Human Resources. Information about the EAP and contact details may be found here: [EAP](#).
- 470.4 Employees usually contact the EAP on a voluntary basis. However, a mandatory referral to the EAP may be required by management in consultation with Human Resources. If an employee’s work performance is inadequate or deficient, drug or alcohol use is suspected or confirmed, their behavior is aberrant or otherwise outside CCPL standards of conduct, or if there is reason to believe a threat may exist, that employee may be mandated to participate in an evaluation by a provider. An employee’s failure or refusal to participate in a mandatory EAP referral will lead to appropriate discipline in accordance with Section 280 of this Policy Manual.



CCPL strives to be an inclusive and engaging workplace, and does not discriminate in any way on the basis of sex, sexual orientation, gender identity, or gender expression. These guidelines are designed to create a safe and productive workplace for all employees. Any employee may notify the CCPL Human Resources Division of their intention to begin a gender transition process, including gender fluidity and/or gender nonbinary. This document does not anticipate every situation that might occur with respect to transgender or non-binary employees, and the needs of each employee must be assessed on a case-by-case basis with the employee's input. In all cases, the goal is to ensure the safety, comfort, and healthy development of the employee while maximizing their workplace integration and minimizing stigmatization.

After the employee discloses to Human Resources that they intend to begin a gender transition process, Human Resources will work with that employee to commence the necessary steps. Employees may consult the Director of Human Resources on how to begin the legal gender/sex transition process.

1. Dress Code

Appropriate work attire will be worn. The applicable dress code for the employee must follow the guidelines contained in this document in section 650.

2. CCPL Resources

Human Resources Division – leave administration, insurance benefits, short-term disability or any questions – 216-749-9464 or HRD@cuyahogalibrary.org

Employee Assistance Program (EAP) – Information may be accessed here: [Employee Assistance Program](#)

3. ID Changes

The employee may request that their name be changed on their email, identification badge, CCPL records and Human Resources Information System. This process will be handled by Human Resources.

4. Facilities Usage

Employees are free to use the restrooms and/or facilities that coincide with their gender identity.

5. Appropriate Conduct for CCPL Employees

**Form of address** – The employee shall be known by the name of their choice and by their proper pronouns.

If a particular employee continually addresses the employee by the wrong name or gender identity, Human Resources should be notified. The employee's supervisor and/or manager should enforce usage of the employee's name and pronouns.

If a CCPL employee, contractor, vendor or customer requests not to work with an



employee because of his or her gender identity or expression, such a request shall not be honored, as it is illegal discrimination and against CCPL's values. Therefore, CCPL cannot honor a request to isolate the employee from certain contacts, companies or coworkers. However, Human Resources may be able to provide some guidance to all involved that will help make the relationship and interactions easier.

Medical Information - The employee should not feel compelled to discuss medical condition or information about procedures with other CCPL employees, nor should the employee be asked about any medical conditions or procedures. Employees should endeavor to keep medical information confidential. Supervisors or managers should not discuss the employee's medical information, except with Human Resources.

#### 6. Communication Guidelines

No general announcements regarding the employee's transition shall be made, unless the employee requests that others be made aware of their transition or gender identity. Supervisors and managers should not discuss an employee's transition gender identity with other employees. In response to inquiries, the statement should be, for example, "the employee should be called Tony and the pronouns are [he/she/they]." Any further questions should be directed to Human Resources.

#### 7. Complaint Procedures

Any employee concerns or complaints about gender transition, including those of the employee in transition, co-workers, managers, vendors, customers or others, are to be referred to Human Resources, not to the employee in transition. If complaints or concerns are voiced to the employee in transition, the employee should refer the person to Human Resources and notify Human Resources. Supervisors and managers aware of any concerns or complaints regarding an employee's transition are responsible for informing individuals that CCPL is a non-discriminatory environment and negative treatment is unacceptable. They have an affirmative obligation to alert Human Resources of any such behavior towards employees in transition.

When concerns or complaints are brought to the attention of Human Resources, they will be investigated in accordance with proper practices.



**APPENDIX VII****GENDER TRANSITION PLAN (Employee Only)**

The employee known as \_\_\_\_\_ (“the employee”) has notified the Cuyahoga County Public Library (“CCPL”) of his, her or their intention to transition from one gender to another. This plan will govern the actions of the CCPL and the employee in regard to this gender transition, including:

- ~~Timeline;~~
- ~~Dress;~~
- ~~CCPL resources;~~
- ~~ID changes;~~
- ~~Security clearance issues;~~
- ~~Facilities usage;~~
- ~~Change of location;~~
- ~~Appropriate norms of conduct for CCPL employees;~~
- ~~Gender transition guidelines review session;~~
- ~~Complaint procedures;~~
- ~~Deviations from plan;~~
- ~~Amendment of plan; and~~
- ~~Ending date.~~

CCPL strives to be an inclusive and engaging workplace, and does not discriminate in any way on the basis of sex, sexual orientation, gender identity, or gender expression. These guidelines are designed to create a safe and productive workplace for all employees. Any employee may notify the CCPL Human Resources Division of their intention to begin a gender transition process, including gender fluidity and/or gender nonbinary. This document does not anticipate every situation that might occur with respect to transgender or non-binary employees, and the needs of each employee must be assessed on a case-by-case basis with the employee’s input. In all cases, the goal is to ensure the safety, comfort, and healthy development of the employee while maximizing their workplace integration and minimizing stigmatization.

**1. Timeline**

The employee has notified CCPL that he, she or they will begin living in a different gender role as their preferred gender on or about \_\_\_\_\_.

After the employee discloses to Human Resources that they intend to begin a gender transition process, Human Resources will work with that employee to commence the necessary steps. Employees may consult the Director of Human Resources on how to begin the legal gender/sex transition process.

**2.1. Dress Code**

~~It is expected that the employee in transition will adhere to the dress code of his/her/their new preferred gender, and that appropriate work attire will be worn. The applicable dress code for the employee must follow the guidelines contained in~~ this document in section

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STAFF WELFARE AND ECONOMIC BENEFITS – 400

Gender Transition – 470

650.

**3-2. CCPL Resources**

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~~Gender Transition Liaison – Lisa Keefer, Human Resources~~

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~~Specialist, 216-749-9464~~

~~Human Resources Division – leave administration, insurance benefits, short-term disability or any questions – 216-749-9464 or HRD@cuyahogalibrary.org~~

~~Employee Assistance Program (EAP) – contact person: Janet Schiavoni, Director, EASE@Work, 216-325-9343 Information may be accessed here: [link to updated EAP section on intranet](#)~~ [Employee Assistance Program](#)

~~Leave administration – contact person: Lisa Keefer~~

~~Insurance benefits – contact person: Lisa Keefer~~



STAFF WELFARE AND ECONOMIC BENEFITS – 400  
Gender Transition – 470

#### 4.3. ID Changes

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The name and gender on all employment records created on or after \_\_\_\_\_ will be listed as \_\_\_\_\_. The name in the HR database will be changed on or about \_\_\_\_\_ as follows: \_\_\_\_\_. A new e-mail address will be issued to the employee on or about \_\_\_\_\_. The employee may request that their name be changed on their email, identification badge, CCPL records and Human Resources Information System. This process will be handled by Human Resources.

#### 5.4. Facilities Usage

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After discussion with the employee and CCPL management, the following arrangements have been made for facilities usage:

- (Bathrooms; Dressing Rooms, if any; Restrooms to coincide with gender identity; Other Gender Specific Spaces, if any)

Employees are free to use the restrooms and/or facilities that coincide with their gender identity.

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#### 6. Change of Location

If the employee is notified that he, she or they will be reassigned to another CCPL location, permanently or temporarily, the employee should notify the GTL as soon as possible.

#### 7.5. Appropriate Norms of Conduct for CCPL Employees

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Form of address The employee shall be known by the name of \_\_\_\_\_ as of \_\_\_\_\_ their choice and by their proper pronouns. The proper pronouns to use shall be \_\_\_\_\_ (he/him, \_\_\_\_\_ she/her \_\_\_\_\_ or they/them).

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As many people have not been exposed to gender transition, it is likely that co-workers will make mistakes, such as referring to the employee in gender transition by the wrong name or pronoun, or asking inappropriate questions. Employees in transition should gently correct a co-worker who makes a mistake. It is assumed that mistakes will be less frequent after a reasonable period of time.

If a, after a reasonable period of time, a particular employee continually addresses the employee by the wrong name or gender identity, the GTL Human Resources should be notified. The employee should not attempt to correct the situation by inappropriate conduct in return. The employee's supervisor and/or manager should enforce usage of the employee's name and pronouns.

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If a CCPL employee, contractor, vendor or customer patron requests not to work with an the employee because of his or her gender identity or expression, such a request shall not ~~cannot~~ be honored, as it is illegal discrimination and against CCPL's values. The CCPL

contacts. Those ~~who~~ choose to work with the \_\_\_\_\_ respect the CCPL's policies.



## STAFF WELFARE AND ECONOMIC BENEFITS – 400

Gender Transition – 470

~~cannot subject an employee to adverse employment actions based on his or her personal identity.~~ Therefore, ~~the~~ CCPL cannot honor a request to isolate the employee from certain ~~contacts, companies or coworkers.~~

However, Human Resources ~~the GTL~~ may be able to provide some guidance to all ~~involved the requester~~ that will help make the relationship and interactions transition easier.

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**Medical information** ~~Other than the fact of gender transition, the~~ employee should not ~~feel compelled to~~ discuss medical condition or ~~information about~~ procedures with other CCPL employees, nor should the employee be asked about any medical conditions or procedures. Employees should endeavor to keep medical information confidential. Supervisors or managers should not discuss the employee's medical information, except with Human Resources. ~~Discussion of such information at the workplace is a~~

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## STAFF WELFARE AND ECONOMIC BENEFITS – 400

## Gender Transition – 470

breach of confidentiality, and in such a situation the CCPL may take action to amend the transition plan and/or take corrective action based on such information. Further, it is likely that public disclosure of sensitive medical information regarding gender transition will lower the comfort level of co-workers and require changes to the facilities usage plan.

Media contacts—All media contacts should be referred to Hallie Rich, Chief Director of Communications and External Relations, 216 749 9512.

#### 8-6. Communication Guidelines Review Session

A Gender Transition Guidelines Review Session will be held with those in frequent workplace contact, including co-workers, and possibly vendors and customers/patrons who are in direct contact with the employee. This meeting will be held on or about \_\_\_\_\_. The purpose of the meeting is to inform them of changes in dress and proper forms of address, the CCPL's guidelines and expected norms of conduct. Except for the fact of transition, medical privacy will be maintained.

The employee will not be present at the session in order to give attendees the opportunity to ask questions with less discomfort. However, if the employee desires he, she or they may write a short letter to be given to those attending the meeting. The employee should give the letter to the GTL no later than \_\_\_\_\_ to ensure its inclusion in the meeting. The letter should introduce the new name, express the employee's commitment to a good working environment and, if desired, include a short personal message about his, her or their transition. A letter expressing management support may also be given to those attending the meeting, if appropriate. The management letter should be given to the GTL no later than \_\_\_\_\_ to ensure its inclusion in the meeting.

No general announcements regarding the employee's transition shall be made, unless the employee requests that others be made aware of their transition or gender identity. Supervisors and managers should not discuss an employee's transition gender identity with other employees. In response to inquiries, the statement should be, for example, "the employee should be called Tony and the pronouns are [he/she/they]." Any further questions should be directed to Human Resources.

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#### 10. 7. Complaint Procedures

Any employee concerns or complaints about gender transition, including those of the employee in transition, co-workers, managers, vendors, customer/patrons or others, are to be referred to Human Resources ~~the GTL~~, not to the employee in transition. If complaints or concerns are voiced to the employee in transition, the employee should refer the person to Human Resources ~~the GTL~~ and notify Human Resources ~~the GTL~~. Supervisors and managers aware of any concerns or complaints regarding an employee's transition are responsible for informing individuals that CCPL is a non-discriminatory environment and negative treatment is unacceptable. They have an affirmative obligation to alert Human Resources of any such behavior towards employees in transition.

When concerns or complaints are brought to the attention of Human Resources, they will be investigated in accordance with proper practices.

When concerns or complaints about gender transition are raised to the GTL, the GTL will speak to those concerned to provide guidance regarding CCPL's policy.

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**STAFF WELFARE AND ECONOMIC BENEFITS – 400****Gender Transition – 470****11. Deviations from Plan**

~~Deviation from the terms of this transition plan may constitute grounds for corrective action by CCPL to ensure that the plan is adhered to in the future.~~

**12. Amendment of Plan**

~~If the employee or the manager feels that the transition plan needs to be changed, the request is to be made to the GTL. The request should be in writing and specifically state the change requested and evidence supporting a significant need for the change.~~

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STAFF WELFARE AND ECONOMIC BENEFITS – 400

Gender Transition – 470

**13. Ending Date**

~~This plan will terminate one year from the date listed in section 1, unless the GTL determines, in his or her sole discretion, that circumstances require continuing it for a specific period of time to address problems or concerns that have arisen. The employee and supervisory management shall be notified in writing of the time of extension and the reason.~~



Cuyahoga County Public Library (CCPL) will strictly adhere to its obligations under Ohio's Public Records law. All records of CCPL are public unless they are exempt from disclosure under Ohio or federal law including such as under the exemption in the Ohio Revised Code Section 149.432 that prohibits CCPL from releasing any library records or from disclosing any customer information except in those situations specified in the statute.

#### 265.1 Public Records

CCPL in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, email), or other format – that is created or received by, or comes under the jurisdiction of CCPL that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of CCPL meeting this definition are public unless they are specifically exempt from disclosure under Ohio law or federal law.

- A. It is the policy of CCPL that, as required by Ohio law, records will be organized and maintained so that they are available for inspection and copying in accordance with the Ohio Public Records law. Current record retention schedules shall also be made available to the public.

#### 265.2 Records Requests

Each request for public records should be evaluated for a response using the following guidelines:

- A. The Records Custodian for CCPL is the Chief Communications & External Relations Officer. Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow CCPL to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which CCPL keeps its records.
- B. The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is CCPL's general policy that this information is only to be requested if the written request or disclosure of identity of the requester or intended use of the record would benefit the requester by enhancing the ability of CCPL to identify, locate or deliver the requested public records, and if the requester is informed that the written request or disclosure of identity of the requester or intended use of the record is not mandatory.
- C. Public records are to be made available for inspection during regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.) with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and, the necessity for any legal review of the records requested.



## EMPLOYMENT PRACTICES – 200

## Personnel Records – 260

## Public Records Policy – 265

- D. Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately, if feasible to do so. Routine requests include completed meeting minutes, budgets, salary information, forms and applications, and such other records requests that the Board of Trustees determines are “routine.” If any of these records contain exempt material such as social security numbers or other confidential information, they cannot be handled as “routine” requests. If fewer than 20 pages of copies are requested, or if the records are readily available in an electronic format that can be emailed or downloaded easily, these should be made as quickly practicable, taking into account the necessity for any legal review of the records requested. CCPL will strive to acknowledge all requests for public records and provide an estimate of the number of business days it will take to satisfy the request within three business days following the Record’s Custodian’s receipt of the request.
- E. Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority. If the initial request was in writing, the explanation also shall be provided in writing.

## 265.3 Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

- A. The charge for paper copies is 3 cents per page after the first 10 (free) pages.
- B. The charge for downloaded computer files will be the actual cost of the media to which the files are downloaded (i.e. compact disc, flash drive).
- C. There is no charge for documents emailed.
- D. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.
- E. CCPL may require the requester to pay, in advance, the cost involved in providing the copies, including postage.

## 265.6 Email

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. Email is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

## 265.7 Failure to respond to a public records request

CCPL recognizes that the consequences of failing to respond to a public records request in accordance with the law may result in a court ordering CCPL to comply with the law and to pay the requester attorney’s fees and statutory damages.





Cuyahoga County Public Library

EMPLOYMENT PRACTICES – 200

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## Cuyahoga County Public Library

### Public Records Policy

~~Whereas, the Legislature of the State of Ohio approved House Bill 9 in December 2006, which establishes a Library Records Commission (LRC) and requires county libraries throughout the State of Ohio to adopt a Public Records Policy by September 29, 2007; and,~~

~~Whereas, House Bill 9 further states that the LRC shall be composed of members of the Board of Trustees and the Clerk of the Board and that the LRC shall meet at least once a year; and,~~

~~Whereas, the duties of the LRC include:~~

- ~~• Reviewing schedules of retention and disposition and applications for one-time disposal of obsolete records~~
- ~~• Sending approved retention and disposition schedules and approved destruction requests to Ohio Historical Society (OHS) for review and approval by OHS and Auditor of State~~
- ~~• Sending certificate of records disposal to the OHS at least 15 business days before planned destruction of obsolete records; and,~~

~~Whereas, House Bill 9 requires that all public records must be organized and maintained by all divisions and departments of the Library so that records can promptly be made available for inspection; and,~~

~~Whereas, the records retention schedule approved by the LRC must be made readily available to the public; and,~~

~~Whereas, requests that are overbroad, ambiguous or unclear such that the public record being requested cannot be reasonably identified by the Library may be denied, the requester shall be given an opportunity to revise the request; and is informed by the Library of the manner in which records are maintained by the Library; and,~~

~~Whereas, the Library may only ask that the request be put into writing, that the requester identify him/herself, or that the intended use of the records be revealed, if the Library discloses to the requester that a written request is not mandatory, and that the requester may decline to reveal the requester's identity or intended use of the records; and,~~

~~Whereas, if a request for a public record is denied by the Library, an explanation shall be provided, including legal authority. The denial must be in writing if the request is in writing. Redactions must be clearly delineated or identified.~~



~~Whereas, House Bill 9 further requires that copies of requested public records will be made available within a reasonable period of time by the Library and that the requester does not have the right to make his or her own copies. The cost per copy will be the \_\_\_\_\_ actual cost of making the copy and may be required in advance of providing copies. The requester has the right to choose the medium of copy (i.e. paper, disc, electronic, etc.) If requested, copies will be sent via U.S. Mail or other means of delivery or transmission. Costs may be required in advance of mailing or transmitting.~~

~~Now therefore be it resolved~~ that the Board of Trustees of Cuyahoga County Public Library adopts the attached Public Records Policy and acknowledges the establishment under R. C. 149.411 of a Library Records Commission in accordance with House Bill 9 and let the record show that this Policy will be disseminated through training of Library employees and communications to the public.

~~Adopted by the Cuyahoga County Public Library Board of Trustees on May 23, 2006. Amended on September 25, 2007.~~



## Cuyahoga County Public Library

### Public Records Policy

#### Introduction

~~It is the policy of Cuyahoga County Public Library (CCPL) that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of Cuyahoga County Public Library CCPL~~Cuyahoga County Public Library (CCPL) will ~~to~~ strictly adhere to its obligations under Ohio's Public Records law. All records of ~~CCPL the Library~~ are public unless they are exempt from disclosure under Ohio or ~~f~~Federal law including such as under the exemption in the Ohio Revised Code Section 149.432 that prohibits ~~the Library~~CCPL from releasing any library records or from disclosing any ~~customer/patron~~ information except in those situations specified in the statute.

#### ~~265.1~~Section 8.1- Public Records

~~CCPL~~Cuyahoga County Public Library, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, email), or other format – that is created or received by, or comes under the jurisdiction of ~~Cuyahoga County Public Library~~CCPL that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of ~~Cuyahoga County Public Library~~CCPL meeting this definition are public unless they are specifically exempt from disclosure under Ohio law or ~~f~~Federal law.

##### ~~A.~~Section 8.1.1

It is the policy of ~~CCPL~~Cuyahoga County Public Library that, as required by Ohio law, records will be organized and maintained so that they are available for inspection and copying in accordance with the Ohio Public Records law. Current record retention schedules shall also be made available to the public.

#### ~~265.2~~Section 8.2- Record Requests

Each request for public records should be evaluated for a response using the following guidelines:

##### ~~A.~~Section 8.2.1

The Records Custodian for ~~the Library~~CCPL is the Chief Communications & External Relations Officer~~Marketing Director~~. Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow ~~Cuyahoga County Public Library~~CCPL to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which ~~the Library~~CCPL keeps its records.

##### ~~B.~~Section 8.2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is ~~Cuyahoga County Public Library~~CCPL's general policy that this information is only to be requested if the written request or disclosure of identity of the requester or intended use of the record would benefit the requester by enhancing the ability of ~~the Library~~CCPL to identify, locate or deliver the requested public records, and if the requester is informed that the written request or disclosure of identity of the requester or intended use of the record is not mandatory.

##### ~~C.~~Section 8.2.3



Public records are to be made available for inspection during regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.) with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and, the necessity for any legal review of the records requested.

#### **D.Section 8.2.4**

Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately, if feasible to do so. Routine requests include completed meeting minutes, budgets, salary information, forms and applications, and such other records requests that the Board of Trustees determines are "routine." If any of these records contain exempt material such as social security numbers or other confidential information, they cannot be handled as "routine" requests. If fewer than 20 pages of copies are requested, or if the records are readily available in an electronic format that can be emailed or downloaded easily, these should be made as quickly practicable, taking into account the necessity for any legal review of the records requested. The Library CCPL will strive to acknowledge all requests for public records and provide an estimate of the number of business days it will take to satisfy the request within three business days following the Record's Custodian's receipt of the request.

#### **E.Section 8.2.5**

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority. If the initial request was in writing, the explanation also shall be provided in writing.

### **265.3Section 8.3. Costs for Public Records**

Those seeking public records will be charged only the actual cost of making copies.

A.Section 8.3.1 — The charge for paper copies is 3 cents per page after the first 10 (free) pages.

B.Section 8.3.2 — The charge for downloaded computer files to a compact disc is \$1 per disc will be the actual cost of the media to which the files are downloaded (i.e. compact disc, flash drive).

C.Section 8.3.3 — There is no charge for documents emailed.

D.Section 8.3.4 — Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

E. Section 8.3.5. Payment — The Library may require the requester to pay, in advance, the cost involved in providing the copies, including postage.

### **265.4 Section 8.4. Email**

Section 8.4.1 — Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. Email is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

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**265.5 Section 8.5—Failure to respond to a public records request**

~~Cuyahoga County Public Library~~CCPL recognizes that the consequences of failing to respond to a public records request in accordance with the law may result in a court ordering ~~Cuyahoga County Public Library~~CCPL to comply with the law and to pay the requester attorney's fees and statutory damages.

*~~Adopted by the Cuyahoga County Public Library Board of Trustees on May 23, 2006. Amended on September 25, 2007.~~*