



Cuyahoga County **Public Library**

Tuesday, November 14, 2023 / 5 PM
Administration Building
2111 Snow Road, Parma, OH 44134



Board of Trustees Meeting

**hCUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA
14 November 2023
Administration Building Auditorium
5:00 p.m.**

TOPIC	PAGE#	MOTION
1. Call to Order: Dean DePiero, President		ROLL-CALL
2. Resolution to Appoint Fiscal Officer	1	ACTION
3. Approval of Minutes: October 24, 2023 Board Meeting	2-12	ACTION
4. Retiree Recognition	13-14	INFORMATION
5. Public Comment		INFORMATION
6. Report of the Board President		INFORMATION
7. Report of the Chief Executive Officer -Learning Moment <ul style="list-style-type: none"> • Jeff Mori, Facilities Director • Gabriel Venditti, Branch Manager, Brook Park Branch <ul style="list-style-type: none"> ○ New Winter Model Food Distribution 	15-25	INFORMATION
8. Human Resources Report	27-32	ACTION
9. Finance Committee Report: <ul style="list-style-type: none"> • Financial Statement Review – Fiscal 2023 – October • Investments: Fiscal 2023 – October • Purchase Approval List • Gift Report 	33-34 35-39 40-41 43-44 45	INFORMATION ROLL-CALL ACTION ACTION
10. New Business <ul style="list-style-type: none"> • Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations • Temporary Annual Appropriation • Resolution to Request Tax Advances from Cuyahoga County • 2024 Blanket Purchase Orders vs 2023 • Resolution to Revise Cuyahoga County Public Library Credit Card Policy 	45 48-49 50 51-54 55	ROLL-CALL ROLL-CALL ACTION ACTION ACTION
11. Adjourn		ACTION

Cuyahoga County Public Library – Resolution to Appoint Fiscal Officer

WHEREAS, the Board of Trustees must appoint a Fiscal Officer for a one-year term under ORC Sec. 3375.32, and;

WHEREAS, Gregory Cordek has accepted the position of Chief Financial Officer beginning on November 6, 2023;

WHEREAS, it is now necessary to appoint the Fiscal Officer to serve for a three month term which shall begin with the appointment at the Board Meeting of November 14, 2023.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Cuyahoga County Public Library hereby appoints Gregory Cordek as the Fiscal Officer to serve for a three-month term which shall begin with the appointment at the Board Meeting of November 14, 2023, through January 23, 2024.

Approved 14 November 2023

X _____
Dean E. DePiero
President

X _____
Maria L. Spangler
Secretary

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
24 October 2023**

The October 24, 2023, meeting of the Cuyahoga County Public Library Board of Trustees was held at the Cuyahoga County Public Library Parma Powers Branch, 6996 Powers Boulevard, Parma, Ohio. With a quorum of five (5) Board members present, Acting President Davies called the meeting to order at 5:02 p.m.

Roll-Call: **Present:** Edward H. Blakemore; Allyn Davies; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; – 5.

Absent: – 2. Dean E. DePiero; Amira Thomas

Also present: Chief Executive Officer Tracy Strobel, Scott Morgan, Chief Operations Officer, Pamela Jankowski, Chief Public Services Officer; Monique Good, Chief Human Resources Officer, Robert Dolan, Finance Director, Enda Bracken, Branch Services Director-East, Lane Edwards, Branch Services Director-South, Holly Camino, Branch Services Director-West, Rebecca Ranallo, Literacy and Learning Division Director, Jeffrey Mori, Facilities Director, Robert Rua, Marketing & Communications Director, Jessica Kanelos, Development Director, and other interested observers.

Prior to this meeting, President DePiero, appointed Trustee Allyn Davies as Acting President for this meeting.

Approval of Minutes:

Acting President Davies asked for a motion to approve the minutes of the September 26, 2023, Board meeting that were sent to the Board members in advance of this meeting.

01-10/2023

Trustee Spangler moved to approve the minutes, seconded by Trustee Shlonsky. Seeing no corrections, omissions or additions, the minutes of the September 26, 2023, Board Meeting were approved by unanimous vote of the Board members present.

Retiree Recognition:

Acting President Davies acknowledged and thanked Karen Neuman for her many years of service to Cuyahoga County Public Library (CCPL) and wished her the best on her retirement. Ms. Neuman was not present at the meeting. ([See page 622](#))

Resolution Honoring Reginald “Q” Askew

Enda Bracken, CCPL Branch Services Director-East read the resolution honoring Reginald “Q” Askew into the record. ([See page 623](#))

Public Comment:

Acting President Davies asks if there is any one with a public comment to please come forward and state your name.

Heather Timko
CCLU Chapter President

Ms. Timko said:

On behalf of the Union I extend my congratulations to Karen Neuman on her retirement and wish her the best.

I want to address today about the previous PPER Committee meeting that we had. We appreciate the discussion that was held today about the changes to the nicotine screening policy. The Union definitely believes that this policy is not inclusive, nor does it support the library's DEI initiatives. We feel like the library is really losing many qualified candidates with such a strict stance on having nicotine screening. We would just really like to thank the Board for being open to bringing this policy back to the next PPER meeting, as was discussed earlier, and we are hopeful that you will consider a change to this policy. Thank you.

Mr. President, Madam Vice President, Madam Secretary and Board of Trustees Members:

My name is Joey Fabian, and I am:

- CCPL's Youth Programming Coordinator (ADM)
- CCLU Building Delegate (ADM)
- CCLU Executive Board Member (Recording Secretary)
- Member of the Inaugural and only DEIB Steering Committee

I am coming before you today to speak on two topics which have had much discussion among various groupings of staff throughout the system both formally and informally.

The first topic is one that is before you today for modification of its policies. The topic which I bring to your attention is Policy 421 (the Tobacco Free Workplace Policy) and Policy 422 (Drug-Free Workplace).

The idea of having a Tobacco Free Workplace on the surface seems like a wonderful policy to have in place, but unfortunately, in the eyes of many staff members, is becoming more and more problematic in this workplace. Here are a few examples:

- CCPL is attempting to dictate to its employees what they can and cannot do in their personal lives outside of the workplace. Nicotine is a legal substance and yet CCPL has taken a stance that it can enforce the non-usage of a legal substance with its employees. What is next? Will we begin banning the use of alcohol consumption outside of the workplace? What about sugar due to its major role in the onset of diabetes? As you can see this is a very slippery slope and one that I am shocked more staff have not spoken up about yet.
- This policy is very much in conflict with our DEIB initiative which our organization states we are working hard to implement. By not allowing those who use nicotine products of any type to obtain a position here at CCPL, we are not being inclusive. Smoking has been shown to be linked to demographics such as low socioeconomic status, those with depression, and those dealing with trauma-based events in their lives. By not allowing those who use nicotine to work for our organization, we truly deny a large population of qualified individuals from being able to contribute to the wealth of experience and service that we provide to our customers.
- In addition to this policy violating the DEIB initiative that we are trying to implement, it also is hurting the depth of our candidate pools in an already difficult economy for hiring. As a hiring manager myself, who interviews and hires more staff members on a routine basis than anyone else in our system other than Kim Dressel with our subbing pool; I can tell you firsthand that this policy has kept us from having very qualified and passionate candidates assume roles in our system. Just within the last 60 days, I have had two candidates go through the process of applying, interviewing, being offered and accepting a verbal offer, only to then call me to rescind their acceptance because when they received the bundle of paperwork to complete from our HR department, they saw the Tobacco Free Workplace document and could not sign it. Both of those individuals stated to me that they wished me luck in trying to find someone who would be willing to quit smoking in order to accept a 10 hours/week and \$12.00/hour position within our system.
- I spoke with many staff members who were here when this policy was adopted, and when asked why it was adopted, they stated at that time they were told it would help to save everyone on health costs along with promoting a healthier lifestyle. However, when the policy went into effect, all current employees were grandfathered into the policy, which throws out the idea of promoting a healthier lifestyle. In addition, no one can attest to the health insurance premiums going down after that policy went into effect, so it also did not help to save on insurance costs either.
- And we have had HR Leadership tell my Manager that just because they have to sign that document, it doesn't mean that we really ever do the testing which would catch someone using nicotine. To myself and my manager this insinuated that we should tell them it's ok to sign a legally binding document but tell them it's okay because we don't follow through on the penalties of it? Why have the policy then? I have never

and will never ask someone to sign something that binds them to a policy I know they are in violation of and tell them it's okay you will never get caught. That is not ethical in any way.

These are just a few the examples of how this policy has become a negative policy rather than one that helps to lift up the organization and make it better.

This brings me to my other topic today, which is the DEIB Steering Committee, its purpose and what has come about because of its existence. In April of 2022, I was selected along with approximately 19 other individuals (a wide array of CCPL staff representation from pages to clerks to supervisors to reference staff to managers to part-time individuals to full time individuals to seasonal individuals) to be a part of the inaugural DEIB Steering Committee. This committee was tasked with learning about the entire employee life cycle from recruitment through the exiting of an employee from the organization whether through retirement or resignation and then find ways that we can become better in each stage of that cycle when it came to DEIB. Our committee spent a year working together and having very difficult but healthy discussions to determine what we thought were reasonable and a valuable way in which we could impact the employee life cycle for the better.

At the end of our year's work, we compiled a document which listed all the suggestions we had on ways we could become more Diverse, Equitable, Inclusive and have a sense of Belonging at each stage of that employee life cycle. We handed that document off to our DEIB Manger and were told that it was going to be presented to the Leadership Team and that she would be seeking members of the committee to be a part of that presentation. We were also told that a new DEIB committee would be formed beginning in April of 2023 to take the suggestions we made and find ways actually implementing them. Since that time in April of this year, no one on our inaugural committee was ever contacted again, our Proposal of Recommendations has never been talked about or referred to again and to this day, no second committee has been formed to implement our ideas. Many of our committee members feel we were all used to simply check a box to say CCPL has a DEIB Steering Committee, and they are working hard on finding ways for our system to become better; without any intention of ever truly considering anything we have to say. Some of the committee members recently have tried to go back to review some of the work we had done on that committee only to find that our Microsoft Teams Group has been deleted or we have all been removed from it and we no longer have access to it.

I bring this topic to you today because one of our recommendations was to eliminate the Tobacco Free Workplace Policy and we as a group felt strongly about this.

Given that our committee did not feel like our recommendations were given any consideration, I have been asked by many of those committee members to attached to these written remarks a copy of our Proposal of Recommendations which we worked very hard on for a little over a year. As one committee member said to me, "Did we just spend a year of our time and hard work to strengthen our system and lift us all up, or did we just spend that whole year to make the Leadership of our Library look good and nothing else? We would like for you, the Board of Trustees, to have the chance to see some of the amazing ideas that our team came up with. We all feel very passionate about CCPL, what we do for our communities, and want to ensure that all of our staff feel like they belong and that we are all equals and treated equally, but simply are not feeling like this is what is happening from our Library Leadership.

In Solidarity,



Joey Fabain

Diversity, Equity, Inclusion and Belonging Steering Council
Recommendations to the Leadership Team
(Revised: May 30, 2023)

Attraction / Recruiting / Interviewing

- Establish a comprehensive recruitment website that includes the clearly described benefits, e.g., insurance, paid time off, leave, holidays, the collective bargaining agreement.
- Create an employee recruitment-to-hire referral program with incentives.
- Intentionally build social capital across the library's footprint to expand knowledge and support of the CCPL (Cuyahoga County Public Library) brand and to extend candidate attraction and recruiting opportunities while building trust, collaborations, and cooperation in the communities the library servers. Creating and fostering a sense of belonging at the system level.

- Reassess attractions, recruiting, and interviewing strategies to ensure inclusive tactics, language, and community relationships e.g., collaborating with community partners to post jobs, host jobs, attend career days and graduations, and initiate and sustain relationships with local media outlets. Promote CCPL. <https://www.cleveland.com/>, neighborhood newsletters and papers. and <https://spectrumnews1.com/oh/cleveland>
 - CCPL commits to be a key stakeholder for meaningful change connecting the community to the library as a resource, e.g., foster relationships with, boards of education, trade schools, colleges and universities and their alumni associations, community centers, cultural organizations.
- Allow functional interviewing where applicable, e.g., pre-tests, to balance the question-and-answer portion.
- Be more inclusive by eliminating the tobacco free workplace requirements.
- Require all interviewers to have completed the initial DEIB (Diversity, Equity, Inclusion and Belonging) training, interview training and Crucial Conversation training. (7/2024)
- Remove the “unseen” barrier from college degrees. Place value relevant and transferable skill, knowledge, and experience.
- Provide insight into the scope of the interview experience including the interviewers' names (phonetic pronunciations), title and division, for all candidates.
- Initiate post onboarding experience survey 60 days (about 2 months) from hire date.

Paid Parental Leave

- Offer employee paid parental leave to cover qualifying births or placement for adoption or foster care including stillborn deliveries and miscarriage. Adoption, fostering, assuming guardianship placements are to be all qualifying occurrences.

Flexible Work Options

- Flexible work schedules across the library are to be offered in all areas of the organization where applicable.
- Remote work options in all areas of the organization where applicable.
- Improved scheduling viewability across branches.
Align scheduling practice and CBA language, e.g., weekend rotation.
- Work from partial home options on where practical.
- Utilize comparable compensation studies for region and field of work.

Pay Equity Analysis

Conduct pay-equity analysis every 36 months (about 3 years) with comparable region and industry standards simultaneously vertically and horizontally in the library.

Onboarding

- Create an all-library updated 3-step formal review of new employees to be administered at one month, three months, and a final check-in at six months. These completed scheduled reviews shall be shared with leadership and HR (Human Resources) and should be mandatory for all supervisors or managers with new employees.
- “Provisionary” (what would then formerly known as “Probationary”) time should be lowered from one year to six months.
- Install a new-hire buddy program for new hire for the first six months of employment.

Engagement/Development/Retention/Separation

Designated Primary and Centralized Internal Communications Gatekeeper

- A designated primary and centralized internal communications gatekeeper or internal communications professional to facilitate communication collaboration. They would share knowledge, encourage honest discussion for staff to develop a greater understanding of the business and the decision-making, focus on problem-solving and solutions, facilitate innovation by making sure everyone knows the “why,” and help them understand meaningful change: industry, infrastructure, systematic, cultural, and internal. Initiate employee advocacy, autonomy for themselves, the library, and the communities it serves.

- **Responsibilities would include:**

- All-mailer communications (most)
- Intranet maintenance and upkeep
- Branch and department updates
- Newsletters
- Employee communications
- Employee photography and videos
- Flyers and posters
- Social media
- Collaboration across the library for clear, precise, and unified messaging
- Other duties can include eliminating exclusive language that reinforces stereotypes outside of the library, e.g., Facility Dude request, removing the word "probation," which has a negative connotation, signage accessible gender-neutral restrooms throughout the library, redact identifying information from application materials for hiring committees before interviews to reduce bias, review all job descriptions, duties, and roles to remove bias and well as from the intranet.

Staff Development

- Increase tuition reimbursement amount to be competitive with current state tuition cost.
- Increase budget for conferences and external training to be competitive with current learning and development options and cost.
- HR to establish professional career paths for employees to progress into different or more advanced roles at work. Career paths could consist of experiences and jobs that help employees reach their ultimate career objectives, whether vertical or horizontal.
- Create voluntary accountability measurements among employees, management, and leadership to facilitate agreed-upon understanding and expectations of all parties.
- Openly promote employee autonomy for career growth, development, and professional transparency, e.g., adding development, educational achievements, and additional work experience to personnel files, sharing additional stretch assignments experienced with the manager or member of the leadership team.
- Host employee-led workshops facilitated by staff members who excel in customer service, leadership, and job knowledge.
- Offer paid compensation for ERG (Employee Resource Groups) members to attend relevant events outside of work such as speaking engagements, conferences, classes, webinars, or celebrations, e.g., parades or marches, where staff members attend as representatives of CCPL.

Health Insurance Pay and Cost Equity:

- Implement sliding-scale employee health insurance premiums to make insurance equitably affordable for full and part-time employees.
- Eliminate or significantly reduce the dollar amount of co-pays.
- Reduce out-of-pocket excessive deductibles limits for all plans.
- for a minimum to no out-of-pocket healthcare deductibles for all health insurance plans.
- Expand covered employee conference and external training to include complementary experience, duties, transferable skills, and education for any library current and future library role.
- Increased staff awareness about conferences, meetings, classes, webinars, or any learning or development opportunity, valuing equivalent degrees or transferable skills whether library financially sponsored or complementary and whether offered on work time or on employee's own time.

Retention

- Structured Standard Operating Procedures (SOP) for each position at the library, including separate SOPs (Standard Operating Procedures) for location-specific, e.g., duties can slightly differentiate from branch to branch based on individual branch services.
- Create a library system succession plan:
 - Assist in identifying critical roles to help provide business safeguards in case of unforeseen challenges and changes in leadership, business, or culture to minimize gaps in leadership.
 - Identify internal potential leadership candidates.
 - Development or roadmap opportunities for all employees.

- Leadership transition opportunities, e.g., Stretch assignments.
- Regularly scheduled check-ins between employee and supervisor, e.g., reoccurring one on one meetings with duo ownership or agreements.
- Retention and succession planning can both be aided via thorough cross-training:
 - Inter-department and across departmental training
 - Across administration and branches to reduce the divide

Recognition

- Prioritize and embed employee recognition in the library's culture and frequently promote positive reinforcements.
- Create a voluntary ongoing internal/external campaign to highlight various roles, traditional and nontraditional, and extraordinary employees across administration and all branches at the library.
- Create an employee-focused human-interest campaign that spotlights employees and contributes to the impact on the community. The drive is the cause for the event/activity.
- Continue to recognize employee service milestones with certificates and pins. Increase employee recognition benefits with CCPL promotional item incentives tiers-based years of service.
- Build and incorporate a semiannual individual contributor and group contributions recognition program.
 - Peer to peer recognition
 - Top-down recognition
 - Leadership department recognition

Acting President Davies thanked them both for their public comment.

Report of the Board President:

Acting President Davies stated she does not have a report for this month.

Report of the Chief Executive Officer:

Chief Executive Officer Strobel stated she is pleased to share the great news that our Chief Operations Officer Scott Morgan was given the Career Achievement Award from the Ohio Chapter of the Government Finance Officers Association. Chief Executive Officer Strobel stated she and Robert Dolan, CCPL Finance Director, were honored to participate in the awards ceremony. She thanked Trustee Davies and Trustee Shlonsky for attending the awards luncheon. Congratulations to Chief Morgan for that great honor.

Chief Executive Officer Strobel commented she was proud to attend the graduation ceremony for seven CCPL participants in the Cleveland State University Leadership Academy. Congratulations to Courtney Conway, Alisha Caraballo, Kelly Daily, Gus Dionisos, Holly Camino, Steven Hainey and Aimee Lurie. She stated she is confident that their hard work and our investment in their future will pay off for the library for many years to come.

Chief Executive Officer Strobel stated she is pleased to announce the appointment of two new members to the Executive team. Greg Cordek has accepted the position of Chief Financial Officer. Mr. Cordek comes to us from the City of Cleveland where he has been the Budget Administrator. Kate McCreary has accepted the position of Chief Communications and External Relations Officer. She came to us recently from the Natural History Museum, prior to that Case Western Reserve University's Alumni Association. They are both very skilled and talented professionals, and we are excited, and they are excited to bring their expertise to the library. We look forward to their first day on November 6th. Chief Executive Officer Strobel stated we will swear Mr. Cordek in as our Fiscal Officer at the November 14th Board meeting.

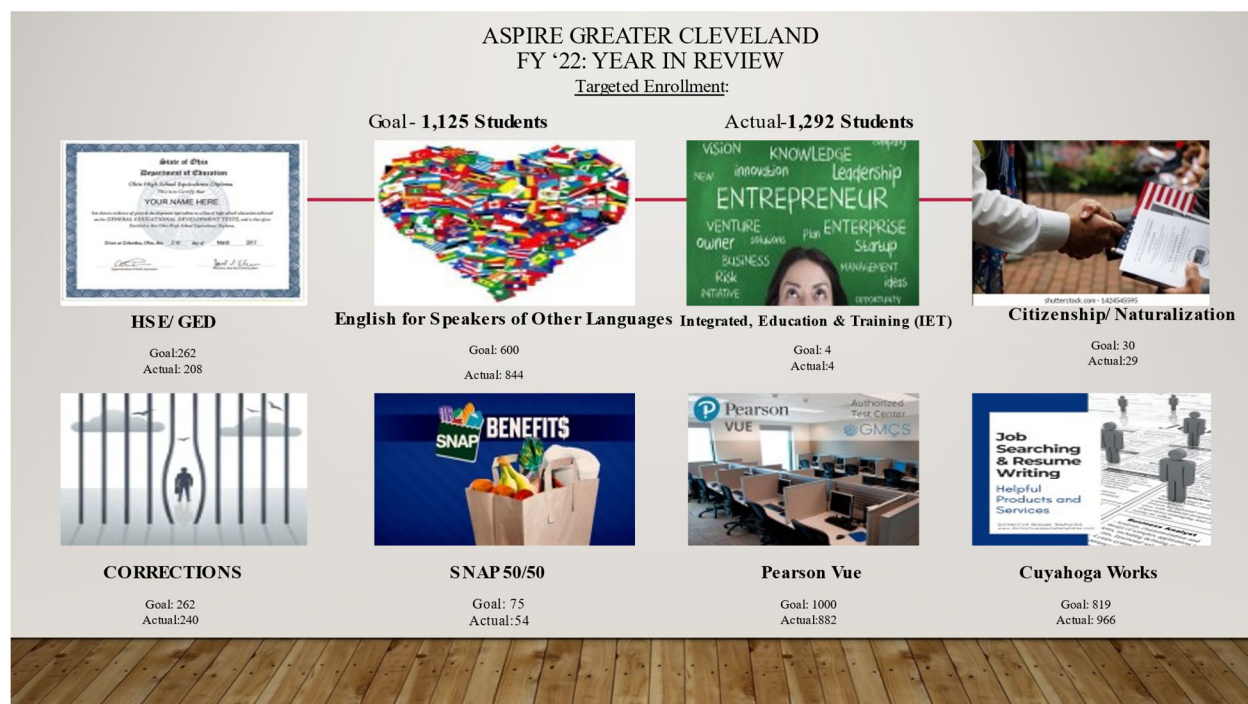
Chief Executive Officer Strobel shared that we had another very successful Writers Center Stage event last Thursday evening where nearly six hundred were in attendance to hear author and punk rocker Michele Zauner talk about her book, Crying in H Mart. Our next event is Thursday November 9th when author and legendary actor Henry Winkler (known as the Fonz) joins us at the Maltz Performing Arts Center. She is happy to say that this event is already sold out.

Chief Executive Officer Strobel also shared our customer visits statistics. Year to date, we are up over 26% from this time last year on customer visits. Every branch has experienced a double digit increase in their visits. This year Beachwood, Maple Heights, North Olmsted, Solon, and Warrensville Heights branches are all up over 30%. These details are not in your board report, and she wanted to make sure that you know about the great growth we have been having. Chief Executive Officer Strobel stated she attributes this positive growth to

three things: our helpful staff, our relevant and impactful programming, and our comfortable and welcoming places. Her thanks go out to all who are working to make us so popular.

Chief Executive Officer Strobel introduced Dr. Terrence Echols, CCPL Director of Adult Education Services (AES) to give an update of Aspire Greater Cleveland (AGC) FY22.

Director Echols thanked the Board for the opportunity to talk with them this evening and share a snapshot and review of some of the things that we have done in Aspire Greater Cleveland in FY22 which encompasses eight different areas that we operate in, primarily Adult Education. The State gives us a Targeted Enrollment; Goal 1,125 Students and our Actual students enrolled was 1,292. We exceeded the number by 167 students. The chart below represents the eight areas of each goal and number of actual students that attended each program.



Human Resources Report:

Human Resources Chief Good summarized the HR report. There are thirteen (13) new hires, one (1) rehire, five (5) acting position begins, three (3) acting positions ended, five (5) transfers, five (5) added second rate, four (4) promotions, two (2) transfers to substitute, and one (1) retirement.

02-10/2023

Trustee Leonard moved approval, seconded by Trustee Shlonsky. Seeing no discussion, the Human Resources Report dated October 24, 2023, was approved as presented by unanimous vote of the Board members present. [\(See pages 624-630\)](#)

Finance Committee Report:

Finance Chairperson Davies stated we did not have a Finance Committee meeting and Chief Morgan will give an in-depth financial report at this meeting.

Chief Morgan stated we received small distributions for both of our property tax levies (2.5 and 1.0 Mills) from the County. We have already received the majority of the funds through advances and the second half settlement. He stated we will bring an adjustment to the Board in December for the final amounts received.

Chief Morgan stated we also received our distribution from the State for reimbursement of Homestead and Exemption for our 2.5 Mill levy. We are a little short of budget for the year but have more than made up that amount with the distribution from the County from the levy. He stated we will also make those adjustments in December.

Chief Morgan stated in the Public Library Fund (PLF) our monthly distribution for the PLF was received in the amount of \$2,410,623.29. The last budget estimate from the Ohio Department of Budget and Management was received and is showing more than what we have budgeted. He stated we will continue to monitor the amounts received monthly. This monthly distribution is more than we received in September 2022.

Chief Morgan stated patron fines and fees collected in September were slightly more than last year. Although passport fees were the same (compared to 2022), we did receive more than last year for passport photos.

Chief Morgan stated we continue to see an increase in the amount of interest we are receiving on our investments. We will continue to monitor this account and will increase the revenue budget in December.

Chief Morgan stated the remainder of the revenue accounts are where we would expect them to be halfway through our fiscal year.

Chief Morgan stated the salaries and benefits accounts for nine months into our fiscal year are slightly over budget. The budget was adopted with a planned 3% increase for the raises in April and the Board approved a 5% increase. The budget has not been adjusted for the increase so we will be slightly over for the year. He stated we will make the adjustment in December and will have enough to cover the additional amount.

Chief Morgan stated the library materials accounts reflect no encumbrances for the month. With the change in ILS we are still working through some of the Acquisition functions. He stated we will have the amounts updated in the next report.

Chief Morgan stated some of the expense accounts show a larger percentage expensed and encumbered. This reflects the blanket purchase orders for the year, which increases the percentage expensed and encumbered.

Chief Morgan noted we have also updated the Capital Fund projects to reflect all the current expenses and encumbrances for the projects. [\(See Under FINANCE\)](#)

Investments – September

Chief Morgan stated there was one purchase of Commercial Paper purchased for the month from Toronto Dominion Bank, \$350,000 as a yield of 5.86%.

He stated we also purchased three (3) Certificates of Deposit (CDARS) as follows:

- Multi-Bank Securities, \$248,000 at a yield of 4.95%
- Multi-Bank Securities, \$248,000 at a yield of 4.95%
- Multi-Bank Securities, \$243,000 at a yield of 5.15%

Transfers

Chief Morgan stated there were two transfers for the month:

- \$52,337.50 from the General Fund into ASPIRE for the 1st Quarter match.
- \$64,194.21 from the General Fund into Student Success to fund the budget.

03-10/2023

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the Investment Report Fiscal 2023 – September 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; Allyn Davies; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler – 5.

Nea: – 0.

Purchase Approval List

Chief Morgan stated Item #1 through Item #10 are encumbrance increases. Director Mori stated Item #1 is an increase from \$2,400,000 to \$2,650,000 due to additional cleaning services needed systemwide; volume of people in buildings; restrooms and Parma-Snow Auditorium having more events. Supplier: Summit Building Services. Director Mori stated Item #2 is an increase from \$90,000 to \$105,000 for additional services from Roetzel & Andress needed for multiple construction legal services. Supplier: Roetzel & Andress LPA. Chief Morgan stated Item #3 is an increase from \$46,350 to \$51,505 due to an increase of subscription products for Zoom video conferencing software for one year. Supplier: Zoom Video Communications Inc. Chief Morgan stated Item #4 is an increase from \$38,652 to \$44,086 due to vendor price increase for security software renewal. Palo Alto Firewall support. Supplier: Logicalis Inc. Director Dolan stated Item #5 is an increase from \$20,000 to \$30,000 due to increased sales of RTA passes to the public. Supplier: Greater Cleveland Regional Transit. Chief Morgan stated Item #6 is an increase from \$80,000 to \$92,000 due to increased postage rates and customer demand for passport services. Supplier: US Post Office. Chief Morgan stated Item #7 is an increase from \$15,318 to \$15,753 due to vendor price increase for water cooler rentals in staff areas. Supplier: Culligan of Cleveland. Chief Morgan stated Item #8 is an increase from \$20,660 to \$22,160 for demand of photo supplies for passport applications. Supplier: Pakor Inc. Chief Morgan stated Item #9 is an increase from \$521,612 to \$551,612 for upgraded coin boxes on new public multifunction copiers. Supplier: Xerox Financial Services. Director Ranallo stated Item #10 is an increase from \$14,000 to \$20,000 for increased demand of Nutrigrain bars package snacks that are provided for students after school programs at all locations and Student Success programs in our branches. CCPL Independence Branch is the most requested for after school packaged snacks. Supplier: Sam's Club.

Chief Morgan stated Item #11 through Item #14 are new purchases. He stated Item #11 is to replace failing projectors at CCPL Parma Powers Branch: seven (7) Panasonic Laser Projectors \$6,330.91 each. Total Cost \$44,316.37. Seven (7) Projector Mounts \$191.66 each. Total Cost \$1,341.62 and Labor, Materials, & Shipping. Cost \$4,450.00. Total Cost \$50,107.99 Supplier: iVideo. Director Mori stated Item #12 is for the IP-Internet Protocol digital security camera upgrade at CCPL North Olmsted Branch. Cost \$34,921.00 and IP-Internet Protocol digital security camera upgrade at CCPL Brecksville Branch. Cost \$24,915.00. Supplier: Continental Fire & Security. Director Mori stated Item #13 is for Work Shop Renovation – MEP Engineering additional services for upgrades in Maintenance shop to improve safety. Includes architectural services, and design scope revisions. Cost \$18,400.00. Supplier Wright Engineering. Director Mori stated Item #14 is for the furniture in the staff area and quiet study rooms that are part of the renovations at CCPL Brecksville Branch: Staff break room furniture package. Cost \$13,821.11. Staff work area furniture package. Cost \$12,140.94. Furniture package for 4 Quiet Study rooms. Cost \$9,750.22. Delivery & Installation. Cost \$7,281.42. Total Cost \$42,993.69. Supplier Meteor Education.

Chief Morgan stated that Item #15 is for Capital Fund new purchases. He stated that Item #15 is for the Title and Closing fees for the final purchase of the new CCPL new Brooklyn site.

04-10/2023

Trustee Blakemore moved approval of Purchase Approval List, seconded by Trustee Leonard. Seeing no additional discussion, the Purchase Approval List dated October 24, 2023, was approved as presented by unanimous vote of the Board members present. [\(See pages 631-633\)](#)

Gift Report

Chief Morgan stated the gift report includes our regular monthly Friends gifts for branch programming supplies.

05-10/2023

Trustee Blakemore moved approval of the September Gift Report, seconded by Trustee Leonard. The gift report was approved by unanimous vote of the Board members present. [\(See page 634\)](#)

- **Resolution for The Cuyahoga County Public Library to Pick UP the Statutorily Required Contribution to The Ohio Public Employees Retirement System for The Employees of the Library**

Director Dolan stated we brought this resolution to the board about a year and half ago. We changed titles to Chiefs and Chief Morgan was included in that as well. This resolution is to modify that to just include Chief Executive Officer and Chief Public Services Officer. We are asking permission that CCPL Board approves this resolution, and we will then send it to OPERS Board to approve as well and to pay both the match and the contribution.

06-10/2023

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the approval of the Resolution for The Cuyahoga County Public Library to Pick UP the Statutorily Required Contribution to The Ohio Public Employees Retirement System for The Employees of the Library was approved by unanimous vote of the Board members present. [\(See page 635\)](#)

- **Resolution to Negotiate an Agreement for The New Construction of The Parma Heights Branch Library**

Director Mori stated the Board gave us permission to advertise for proposals from firms for Construction Manager at Risk (CMR) services for the new construction of the CCPL Parma Heights Branch Library. We received eight (8) responses and interviewed four (4) firms. Upon negotiation of an agreement with the ranked firm, we will present that negotiated agreement to the Board for final approval. The rank of the four (4) construction management firms under consideration for this work is as follows:

1. Shook Construction
2. Regency Construction
3. Infinity Construction
4. RFC Construction

07-10/2023

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the approval of the Resolution to Negotiate an Agreement for The New Construction of The Parma Heights Branch Library was approved by unanimous vote of the Board members present. [\(See pages 636-637\)](#)

Acting President Davies stated that the following policies were discussed in depth at the Policy, Planning & External Relations Committee (PPER) meeting prior to this meeting and all participants here were at the PPER Committee meeting and asked for a motion for approval.

- **Approval of the Petition Policy**

08-10/2023

Trustee Shlonsky moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the approval of the Petition Policy was approved by unanimous vote of the Board members present. [\(See pages 638-639\)](#)

- **Approval of Community Information Materials Policy**

09-10/2023

Trustee Leonard moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the approval of the Community Information Materials Policy was approved by unanimous vote of the Board members present. [\(See pages 640-641\)](#)

- **Hiring Policy with Nicotine Requirement Enhanced Policy**

10-10/2023

The Hiring Policy with Nicotine Requirement Enhanced Policy was not considered for approval at the Policy, Planning & External Relations (PPER) Committee meeting. This policy will be reviewed and brought back to the December 14, 2023, PPER Committee meeting for reconsideration of approval. [\(See page 642\)](#)

- **Tobacco Free Policy**

11-10/2023

The Tobacco Free Policy was not considered for approval at the Policy, Planning & External Relations (PPER) Committee meeting. This policy will be reviewed and brought back to the December 14, 2023, PPER Committee meeting for reconsideration of approval. **(See page 643)**

- **Drug Free Tobacco Policy**

12-10/2023

The Drug Free Tobacco Policy was not considered for approval at the Policy, Planning & External Relations (PPER) Committee meeting. This policy will be reviewed and brought back to the December 14, 2023, PPER Committee meeting for reconsideration of approval. **(See pages 644-649)**

- **Approval of Interview and Selection Policy**

13-10/2023

Trustee Leonard moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the approval of the Interview and Selection Policy was approved by unanimous vote of the Board members present. **(See page 650)**

- **Approval of Position Authorization Policy**

14-10/2023

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the approval of the Position Authorization Policy was approved by unanimous vote of the Board members present. **(See page 651)**

- **Approval of Posting Vacancies Policy**

15-10/2023

Trustee Leonard moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the approval of the Posting Vacancies Policy was approved by unanimous vote of the Board members present. **(See page 652)**

Motion to Adjourn

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

16-10/2023

Upon motion of Trustee Leonard, seconded by Trustee Blakemore the October 24, 2023, meeting of the Cuyahoga County Public Library adjourned at 5:44 p.m.

Approved November 14, 2023

X

Dean E. DePiero
President

X

Maria L. Spangler
Secretary

of Scott Morgan

WHEREAS,

Scott Morgan has served with great loyalty as an employee of the Cuyahoga County Public Library since his hire on December 1, 2003, as an Assistant Finance Director in the Administration building; on September 1, 2004, he was promoted to Finance Director; on January 24, 2007, he had a title change to Finance Director/Clerk-Treasurer; on November 26, 2008, he had a title change to Finance Director-Fiscal Officer; on May 1, 2011, he received a title change and promotion to Operations Director-Fiscal Officer; on January 12, 2020, he received a promotion to Deputy Director Support Services; on December 12, 2021, he received a promotion to Chief Operations Officer, a position he held until his retirement on November 17, 2023; and,

WHEREAS,

Scott served with tremendous integrity, professionalism, and expertise. His nearly twenty-year tenure has helped shape the Cuyahoga County Public Library we know today. In 2010 Scott led the effort to secure \$75 million in Library Fund Facility Notes which financed the replacement of twelve branch facilities, the largest capital improvement project in the library's 100-year history. Scott stewarded the library through award-winning audits and fifteen years of Annual Comprehensive Financial Reports. His ability to analyze and project library expenses and revenue justified the pursuit of additional funding that resulted in successful ballot initiatives in 2008 and 2020 securing the financial well-being of Cuyahoga County Public Library; and,

WHEREAS,

Scott was well respected among his peers locally and state-wide. He served as Coordinator of the Ohio Library Council's Library Accounting Division and a Board Member of the Government Finance Officers Association – Ohio Chapter, an organization that honored him with their Career Achievement Award. He was President of the Board of the LGBT Community Center of Greater Cleveland and a Board Member for the Gay Games, the Domestic Violence Center, and the Cooperative Council of Governments. He served on the Parma Mayor's Task Force and was a member of the Cleveland Leadership Center's Bridge Builders class of 2006; and,

WHEREAS,

Scott led his team with kindness, patience, and encouragement. He was fair, transparent, accountable, and responsive. His colleagues could depend on him to articulate complex matters in layman's terms. His ability to create straightforward reports and simple procedures was appreciated by all. Scott truly modeled a strong work ethic, an empathetic leadership style, and a dedication to service and ethics.

NOW, THEREFORE, BE IT RESOLVED

that the Cuyahoga County Public Library Board of Trustees records its appreciation to Scott Morgan for all the years of service he has rendered to the Cuyahoga County Public Library and the public and extends to him all good wishes for a happy, healthy, and rewarding life.

Dean E. DePiero, President
 Board of Trustees
 Cuyahoga County Public Library
 Date: November 14, 2023

Of **Martha Whittaker**

WHEREAS,

Martha Whittaker has served with great loyalty as an employee of the Cuyahoga County Public Library since her hire on September 29, 1987, as a Branch Regional Clerk at the Maple Heights Branch; on March 29, 2015, her title changed to Branch Services Clerk, a position she held until her retirement on October 31, 2023; and,

WHEREAS,

Martha's knowledge, friendly demeanor, and hard work have made her an extremely valuable resource and employee. Her dedication to her profession and the people of Maple Heights has been a shining example of public service; and,

WHEREAS,

Martha was an approachable person, friendly and easy to talk to at work. She was a highly valued employee, colleague, and mentor. She was always willing to help co-workers when they were stuck on how to complete a task or passport. Her compassion allowed her to be there for her colleagues in good and bad times. We thank her for her time, effort, and dedication over the past 36 years; and,

WHEREAS,

Martha was the Maple Heights Branch local historian who could always tell staff about the history of the branch. Retirement is a milestone that signifies the peak of a rewarding career and the beginning of a new chapter in life – one we hope is even more rewarding and fruitful. She will be missed by all.

NOW, THEREFORE, BE IT RESOLVED

that the Cuyahoga County Public Library Board of Trustees records its appreciation to Martha Whittaker for all the years of service she has rendered to Cuyahoga County Public 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: November 14, 2023



Chief Executive Officer's Message

Gen Z, Millennials and Libraries

A new American Library Association (ALA) report based on a nationally representative survey sample has revealed some surprising attitudes and behaviors regarding Gen Z and millennials' media consumption and library use. Authored by Kathi Inman Berens, Ph.D., and Rachel Noorda, Ph.D., of Portland State University, the report was informed by two primary datasets, one quantitative and the other qualitative. The quantitative data comes from a survey of 2,075 Gen Z and millennials (aged 13-40) conducted in March 2022. The qualitative data came from ethnographic research conducted by the report authors at two Cuyahoga County Public Library (CCPL) branches (Garfield Heights and South Euclid-Lyndhurst) in September 2022. They also conducted a listening session with the CCPL leadership team to share their preliminary survey insights and learn from our experiences with Gen Z and millennial customers. Kathi and Rachel kindly recognized several CCPL staff members for their contribution by name in the report acknowledgements.

Here are some encouraging takeaways from the report:

- Gen Z and millennials are reading books, buying books and visiting libraries at a higher rate than older generations.
- They have a distinct preference for physical versions of books. Print books are Gen Z's preferred book format.
- 54 percent of Gen Z and Millennials *who don't identify as readers* visit libraries because they provide a safe place to hang out, resources and advice during big life changes, Wi-Fi enabled workspaces and relevant programs.

The report also outlines several challenges libraries face when it comes to Gen Z and millennial media habits and preferences. For example, the emergence of exclusive content, the convenience of direct-to-door delivery from retailers like Amazon, and lack of equitable access to digital collections for BIPOC readers. Younger Americans, the report adds, also tend to be "context agnostic," meaning they are more likely to download or access digital content from unlicensed sources if it's more convenient than legitimate sources like libraries.

These are helpful insights, but what can we do as libraries to increase our relevance with Gen Z and millennials? The report authors recommend communicating libraries' unique qualities. We're free and easy to borrow from. We're fun and we offer more than books. We're also ethical. Libraries protect borrowers' privacy, source our content legitimately and offer a greener alternative to delivery services like Amazon. I would add that we offer an invaluable sense of community. Libraries are places where you feel supported; where you know there are caring people who want to help you solve a problem, find an answer or learn something new.

I encourage you to read the full report, which is available online at <https://bit.ly/3StaVEp>.

Tracy R. Strobel
Chief Executive Officer

Social Media

Facebook Fans: 37,238

Instagram Followers: 7,919

Twitter Followers: 11,222

We're dedicated to making sure that all individuals can participate in the digital world, regardless of ability, age, race, gender, or zip code. Proud to work with partners like @PCsforpeople @CuyahogaLib & #DigitalNavigators this #DigitalInclusionWeek. #DIW2023 #DigitalInclusion
@CuyahogaCounty, October 5, 2023

Effortlessly charming and he can cook too!
👨‍🍳 Had a great time attending my first authors series event @cuyahogalib and hearing the insights of Eric Ripert of @lebernardinny fame. Can't wait to test some recipes! 🍴 My favorite quote, "be curious".
@NattyGaldotcom, October 5, 2023

ReelAbilities Film Festival: Cleveland and Akron's next film screening is on Wed., Oct. 11 at 6 PM at the Parma-Snow Branch of @CuyahogaLib. Film: "No Ordinary Campaign" Post-film discussion: Q&A with an ALS Association Northern Ohio Chapter [@Cuyahoga_DD, October 9, 2023](http://reelabilities.org/cleveland/events)

Listen to Writers Reading—a series by the @CuyahogaLib that features our very own NEOMFA faculty member, Caryl Pagel ↓ <https://youtu.be/EQkJ7RhUcTc> Caryl Pagel | Essays • Writers Reading #20
@NEOMFA, October 11, 2023

This week, @CuyahogaLib's Parma-Powers Branch celebrated its 10th anniversary. At a recent council meeting, Ward 8 Councilwoman Linda Kohar and I recognized this milestone. Love our libraries in Parma. #library #libraries
@ParmaMayor, October 27, 2023

Our 140th conversation is w/ Tracy Strobel — CEO of @CuyahogaLib — on libraries as the great equalizer and bastion for education & the robust exchange of ideas, offering opportunity as a product, and their impact throughout #cleveland and NEO! 🎧 Tune in: <https://www.layoftheland.fm/140-tracy-strobel-cuyahoga-county-public-library>
@PodLayOfTheLand, October 28, 2023

Last Thursday, Mayor Blackwell welcomed residents to The City's StoryWalk Trail Grand Opening & Ribbon-Cutting Ceremony held at Stafford Park. This StoryWalk Trail features pages from a children's book, blending the fun of outdoor exploration with reading.
@ohiodnr @CuyahogaLib
@citymaplehts, October 31, 2023

System Highlights

Brook Park Branch Teen Librarian Andy Karp taught a screen-printing program October 18 for 10 teens. The goal of the program was to create fall-themed bags. By the end of the program, each teen had a bag with either fall leaves, a jack-o'-lantern or a spooky house. Several teens were so interested in the process that they stuck around to create custom stencils to use with the extra ink.

To celebrate Hispanic Heritage Month, the Victor Samalot Duo presented "*Que Bueno*," a vivacious, interactive and informational musical program that explored the diversity of Latin music through popular songs and performers. Twenty-three highly engaged attendees received a related handout and shaker eggs (if interested) October 4 at the **North Olmsted Branch**. The performers also expressed their love for libraries and librarians and their joy to be presenting in the system.

Thirty-two education students enrolled in Baldwin Wallace University's Reading Across the Content Area course visited the **Berea Branch** in October to learn about CCPL's resources for educators, children and families. Amy Dreger presented two sessions highlighting library services, bookables, digital resources and databases. Students also had the opportunity to view items from the toy and bookable collections. Following the presentations, many participants signed up for library cards. This is the sixth semester that Dreger has presented this program, and students have told their instructors that the library visit is the highlight of the semester.

The **Olmsted Falls Branch** hosted the culinary program "Halloween Treats to Make and Eat" for students in grades 1 – 5. Twenty-three participants made "I see you" Halloween Chex mix, witch hat cookies and monster mouths from apples, peanut butter, sunflower seeds, strawberries, cheese and candy eyes. The kids used all their senses as they measured, sniffed and compared ingredients, and all left with a big smile on their faces and tasty treats in their bellies.

BSL Generalist Eleanor Johns and the adult staff at the **Strongsville Branch** have been hosting popular monthly sewing programs. On October 26, eight attendees learned how to make hand warmers using the branch's sewing machines. The attendees really enjoyed learning and making something to take home. One customer commented, "I love, love, love that you offer these classes for people who don't have someone to learn from! Life skills! Thank you!"

System Highlights

Big Creek Elementary kicked off “One Book for Big Creek,” a schoolwide reading project calling for every student to read Kate DiCamillo’s *Flora & Ulysses*. As part of the project, families participated in a community scavenger hunt to find Ulysses the squirrel each week. Their first clue was, “To find Ulysses, you’ll have to look in the place where you go to borrow a book!” Families poured into the **Middleburg Heights Branch** to hunt down the squirrel, taking the opportunity to update expired library cards, browse for books and learn about upcoming programs. To support the project, Children’s Librarian Rebecca Price-Donahue obtained publisher permissions and recorded four videos of herself reading the first 17 chapters. In each video, a squirrel puppet makes an appearance holding an object. Students were encouraged to stop by the library and name the four objects for a small prize.

The “Baby Party” program continues to be popular with families at the **Fairview Park Branch**, with 28 attendees at the latest event. These monthly programs – created after “Baby Club” graduates wanted to “keep the party” going – feature music, rhymes, stories and items from the Toy Library that families can check out and take home with them. The playgroup has become quite popular with adults and kids alike socializing and making great connections, and staff have received feedback from parents about how much they enjoy coming.

On October 17, BSL II Alex Ward, BSL II Sarah Flinn and Branch Manager Kathy Sullivan presented the **Brooklyn Branch’s** second “Family Night for English Language Learners.” The 32 attendees enjoyed games, refreshments and conversation with library staff as they learned about the programs and services CCPL provides to new English speakers, immigrants and community members of all cultures. Thanks to promotion from the Brooklyn Schools’ ESL department, this program has allowed branch staff to connect with many new library visitors each time!

BSL I Generalist Andrea Carroll worked with Tynisa Roubideaux, owner of Food With Purpose – a Euclid-based healthy meal prep and catering service – to create products to promote her business at an upcoming expo using the **Bay Village Branch’s** Innovation Center. Roubideaux etched her logo onto miniature serving boards and added a sticker logo to reusable water bottles. She was excited by the opportunity to create more products to support her business, even making plans to return later in the week to print a shop banner.

This month, a customer was elated by the fact that she could drop into the **Garfield Heights Branch** to get help with her Medicaid paperwork instead of sitting on the phone for an hour waiting to speak with someone. She met with a Cuyahoga Job and Family Services specialist, faxed paperwork and got a coffee, all at the library!

On October 23, six members of the Emerald Necklace Garden Club led 24 children and parents in the “Succulents: All Year Plants” program at the **Brecksville Branch**. Shiela Humphrey prepared an informational presentation that shared many images of various succulents. The children then mixed soil that would be perfect for their chosen succulents to grow healthy and strong, and they decorated their plants with small figures and colorful rocks. BSL II Danette Fahey facilitated the event and observed the interactions between the children and the adults, who helped the young customers feel valued in the community.

Lynn Raymond presented three “Focus on 4s and 5s” programs at the **Independence Branch** in October for 16 attendees. These programs emphasize vocabulary, reading comprehension and other pre-literacy and pre-math skills to prepare students for kindergarten. Raymond has had the same families consistently attending the program every week this fall. Two of the children who were very quiet in the first few weeks have been participating more in discussions and answering questions as the weeks progressed.

On October 20, **Parma Heights Branch** BSL Supervisor – Adult Services Bridget Lavelle presented an outreach special needs storytime to adults and staff at Medicore Transport & Achievement Centers’ Parma Heights location. Ms. Zein told Lavelle that the group of approximately 22 special needs adults are “more calm” and “they know when you arrive what their routine will be, and they are all about routine.”

On October 14, **Solon Branch** Manager Darlene Davis and BSA I – Adult Mary Giffin presented a “Annular Eclipse Viewing Party” for 23 attendees. Unfortunately, there was no sun to view the eclipse with glasses; however, the program offered live coverage of NASA’s broadcast that included footage from Texas and New Mexico. Participants watched the “ring of fire” annular eclipse and created their own solar eclipse models out of paper and cardboard. They also received instructions and materials for creating their own pinhole projectors in preparation for the April 2024 total eclipse, as well as a pair of eclipse glasses and a coloring page from NASA.

System Highlights

Parapsychologist and author Brandon Massullo helped kick off the **North Royalton Branch's** annual Hauntober celebration October 16 with a lecture about "The Science of Ghosts." The Adult Department's Hauntober series – which included several speakers, a staff-led trivia night and a virtual booktalk – brought in 309 customers this year, with several commenting on how much they look forward to the annual event.

The **Parma-Snow Branch**, along with Aspire Greater Cleveland and the Adult Programming Department, started a collaboration with the Cleveland chapter of the U.S. Committee for Refugees and Immigrants to provide free legal services to Ukrainians a couple times a week at the branch. The branch is working out the details of the collaboration, including providing spaces and promotion.

On October 21, **Bedford Branch** BSA II Jacie Tengesdal and BSA II Christie Sterba held two sessions of the "DIY Tote Bag" program, where participants learned how to use the Cricut machine to make screen-printing stencils and then screen-printed their own bags, choosing from two designs. Nineteen attendees learned about the process and also eagerly talked about their crafting and maker experiences with each other.

The **Parma-Powers Branch** recognized 10 years of service in October with a week-long celebration of programs for all age groups. The Friends of the Parma Libraries provided a selection of delicious cake pops, which were passed out at each program and given to customers in the library. Highlights of the week included Jim Kleefeld's "Spooky Magic" program on October 21 for 65 children and family members, a teen "Tales From Beyond" program on October 25 for 14 attendees; a senior talent show on October 26 with 45 attendees, and the singing duo Girls With Squirrels on October 26 with 55 attendees. The mayor, city council and Ohio state representative presented proclamations of congratulations to the branch. The staff did an outstanding job of making the 10th anniversary a great celebration week for the community.

On October 7, Family Advocate Delpheena Flowers (a volunteer), Friends President Maria Hoffman (a volunteer), Social Work Manager Bryanta Spencer, Technology Training Supervisor Mike Niederhausen, Digital Navigator Lavanya Iyer and **South Euclid-Lyndhurst Branch** Manager Steven Haynie hosted the first annual "Young at Heart" Senior Health Fair at the South Euclid Community Center. The event featured vendors and speakers from throughout Greater Cleveland, including those from Cleveland Clinic's Gerontology Department, the mayors of South Euclid and Lyndhurst, and members of the Community Partnership on Aging. With more than 100 attendees, the event was a great success!

On October 26, **Maple Heights Branch** Manager Deva Walker and Branch Services Director Enda Bracken attended the ribbon cutting ceremony for the new StoryWalk trail at Stafford Park. The trail is a partnership between the library and the city of Maple Heights and was funded through a grant from the Ohio Department of Natural Resources. The StoryWalk's current book is Saturday by Oge Mora, which highlights the adventures of a young girl and her mom on their favorite day of the week.

On October 22, the **Warrensville Heights Branch** hosted the second installment of the very successful "Let's Talk Art" presentation, panel discussion and reception for 86 attendees. Partners for the program included the library, the Museum of Creative Human Art and Assembly for the Arts. The poets/panelists were Cuyahoga County poet laureate Honey Bell-Bey, Jennifer Coleman, Cleveland/University Heights poet laureate Siaara Freeman, Calil Gage and Wesley (Wallstreet Wes) Robinson. Branch Manager Ali Boyd served as the master of ceremonies for the poets, and Deidre McPherson – chief community officer for the Assembly for the Arts – moderated the panel discussion.

On October 12, the **Beachwood Branch** hosted the virtual program "Navigating LGBTQ+ Healthcare and Mental Services." Eight people joined Emerson Douglas, the founder of Authentic Pride Therapy, to learn how to find a safe, nonjudgmental space where one can find a therapeutic relationship founded in authenticity, openness and connection. One educator in particular expressed gratitude to the presenter for the information they were able to glean for professional purposes.

System Highlights

On October 11, the **Chagrin Falls Branch's** Lanson Wells led 12 customers in a virtual book discussion of *The Death of Jane Lawrence* by Caitlin Starling. The discussion touched on horror, magic and what makes a novel scary. Attendees included a surprise special guest, Christine Starling – the author's grandmother – who provided a personal perspective of her granddaughter's work.

On October 7, Adult BSL I Bethany Forsberg presented "Animal Guides and Protectors" for seven participants at the **Gates Mills Branch**. Forsberg discussed the ways in which cultural groups have used animals in their belief systems and how we can honor these traditions while making our own connections. Attendees spoke about which animals they associated with different characteristics and which animals they felt resonated with them. Immediately following the program, one attendee found a surprise guest in the adult nonfiction section – a little toad! The toad was released into the courtyard area.

The sensory break box at the **Mayfield Branch** has been a wonderful new resource. On October 28, Stephanie Furino observed a child collecting all the picture book dividers out of the bins. Together they found his mother, who informed Furino the boy had autism and "he loves letters," which was why he started collecting the letter dividers. Furino was more than happy to show them the sensory break box, which the mom was thrilled about. The boy set up the timers, bubblers and rain sticks in a row multiple times throughout the children's section while the mom continued to look for books. Everyone was genuinely happy, and it was great to see the sensory break box in action for its true purpose.

On October 27, Children's BSL I Nick Hajek led a rousing "Family Storytime" at the **Richmond Heights Branch**. The 16 family members in attendance enjoyed a night of fun, games and stories as well as a socializing period afterward. Hajek also shared information about the library's toy catalog, demonstrating to caregivers how they could place holds for the very toys they were playing with.

The **Orange Branch** hosted a passport fair on October 28. Administrative Manager Kimberly Dressel and passport agents from several branches and the post office processed 28 passport applications for customers, who received a free passport photo for attending the fair. A woman who lives part time in Ohio and part time in Virginia told Dressel, "Nobody else has the services you do!"

**CUYAHOGA COUNTY PUBLIC LIBRARY
REPORT OF THE CHIEF EXECUTIVE OFFICER
NOVEMBER 14, 2023**

ACTIVITIES OF THE CHIEF EXECUTIVE OFFICER

October 25-27

- Attended the **Urban Libraries Council (ULC) Annual Forum: People, Power, Place: Today's Urban Public Library**, Seattle, Washington

October 25

- Participated in **CEO to CEO Session**, Leonesa Ballroom, Grand Hyatt Seattle
- Attended **Urban Libraries Council (ULC) Forum Welcome Reception**

October 26

- Attended the **Urban Libraries Council (ULC) Forum Programming**
- Attended **Customer Dinner with Baker & Taylor Associates**

October 27

- Attended the **Urban Libraries Council (ULC) Forum Programming**

October 30 - November 2

- Vacation

November 3

- Met with Jessica Kanelos, CCPL Development Director
- Attended the **6th Annual Cleveland State University/Hall of Fame Celebration 2023 Induction Ceremony Honoring CCPL Trustee Maria L. Spangler**, with Pamela Jankowski, CCPL Chief Public Services Officer, and Monique Good, CCPL Chief Human Resources Officer

November 6

- Meeting and tour with Greg Cordek, CCPL's new Chief Financial Officer, and Kate McCreary, CCPL's new Chief Communications & External Relations Officer
- Meeting to discuss opportunities for Cuyahoga County Library, Tri-C and The Centers to collaborate around the Parma Heights Library/Early Learning project, with **Carole Beaty, Chief Program Officer, Family & Work, The Centers, Rozlyn Grant, Director of Curriculum for Early Learning, The Centers, and Lynn Palmer, the Centers, and Dr. Tatiana Wells, Program Director, Early Childhood Education Program, Tri-C-West**, with Pamela Jankowski, CCPL Chief Public Services Officer
- Met with Pamela Jankowski, CCPL Chief Public Services Officer

November 7

- Met with **George Sample, CCPL Foundation Board Member**
- Met with Kate McCreary, CCPL Chief Communications & External Relations Officer, and Robert Rua, CCPL Marketing & Communications Director
- Met with Scott Morgan, CCPL Chief Operations Officer, and Greg Cordek, CCPL Chief Financial Officer

November 8

- Met with **April Walker, CCPL Foundation Board Member**
- Participated in the University Circle & Community Libraries meeting
- CCPL Richmond Heights Branch Visit with Julie Liedtke, CCPL Richmond Heights Branch Manager, and staff

November 9

- Meeting with CCPL Leadership Team, includes CCPL Executive Leadership Team, and Enda Bracken, CCPL Branch Services Director - East, Holly Camino, CCPL Branch Services Director – West, and Lane Edwards, CCPL Branch Services Director South, Daniel Barden, CCPL TSD Director, Jim Haprian, CCPL IT Director, Jeffery 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, and Terrance Echols, CCPL Director, Adult Education Services (AES)
- Conference call with **Brooks Rainwater, President and CEO, Urban Libraries Council (ULC), and ULC Directors**
- Welcomed guests to the **William N. Skirball Writers Center Stage** author **Henry Winkler**

November 10

- Meeting with **Phillip Berg, Executive Director, Main Library Alliance**, with Daniel Barden, CCPL Technical Services Director
- Phone call with **Dr. Robert Hardis, Superintendent, Beachwood Schools**
- Met with **Representative Thomas Patton, with Justin McCaulley, President, McCaulley&Company, and Devon Eldridge, Associate, McCaulley&Company**

November 13

- Met with Pamela Jankowski, CCPL Chief Public Services Officer

November 14

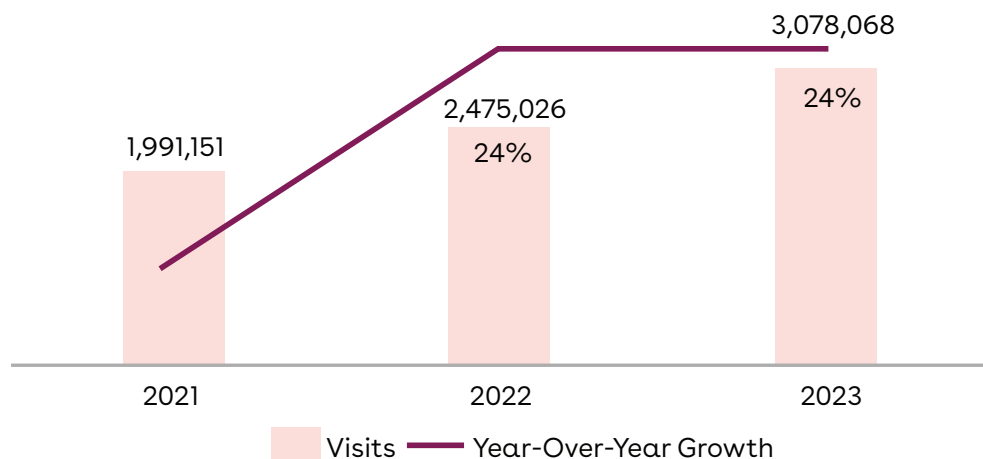
- Attended **Youth Opportunities Unlimited (Y.O.U.) Board of Directors Meeting**
- Participated in **Youth Opportunities Unlimited (Y.O.U.) Board Office Hours Meeting**
- Meeting to discuss Owner Design for **CCPL new Parma Heights Branch** with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland**, and **Sandy Tilberg, Senior Interior Designer, Bialosky Cleveland**, and **Christopher Persons, Associate, Bialosky Cleveland**, and Scott Morgan, CCPL Chief Operations Officer, Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, Krista Tokarz, CCPL Branch Manager, CCPL Parma Heights Branch
- Facilitated **CCPL Finance Committee meeting**
- Facilitated **CCPL Board of Trustees meeting**



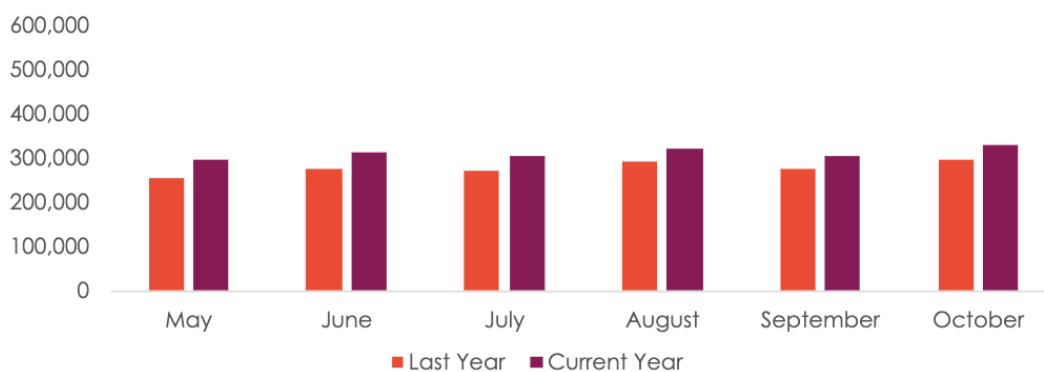
Chief Executive Officer

Visits | October 2023

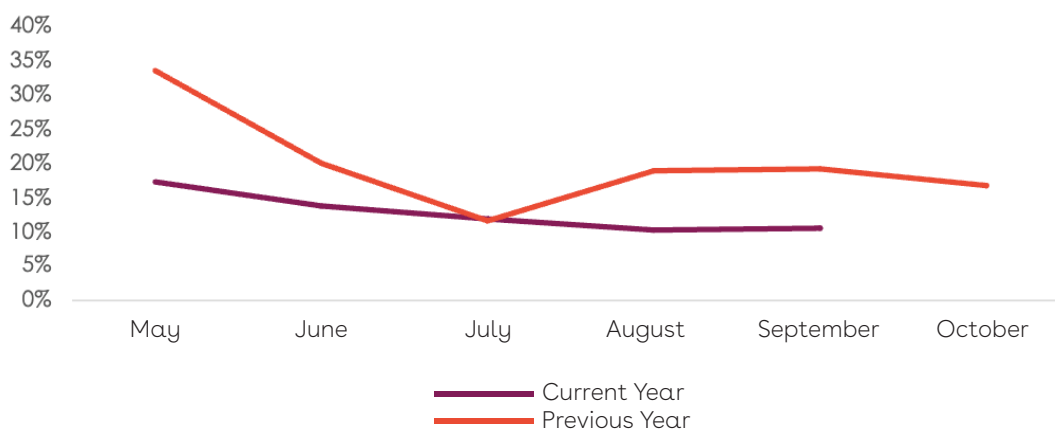
Year to Date



Monthly

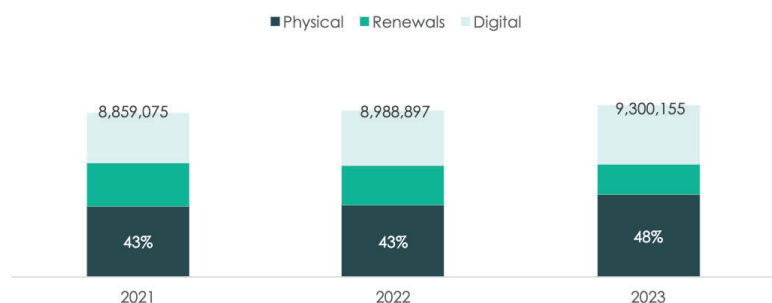


Year-over-Year Growth

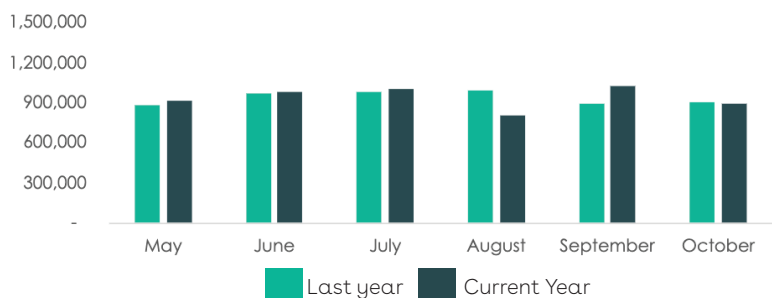


Circulation | October 2023

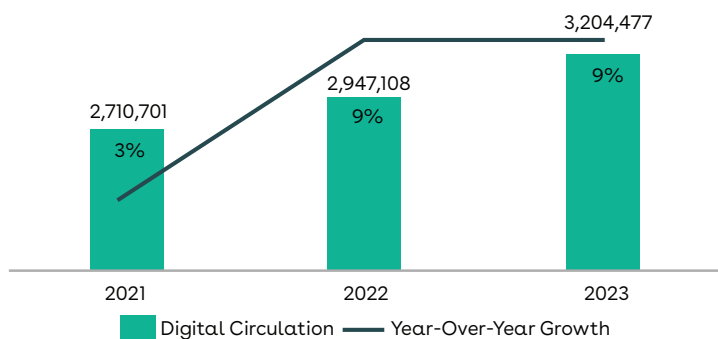
Year to Date Total Circulation



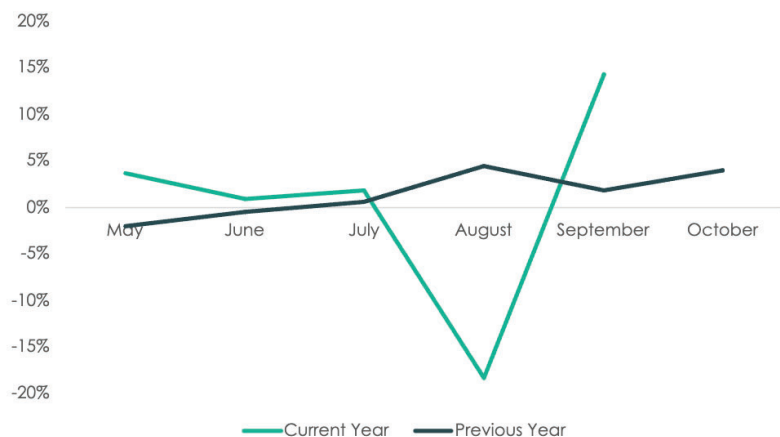
Monthly Total Circulation



Year to Date Digital Circulation

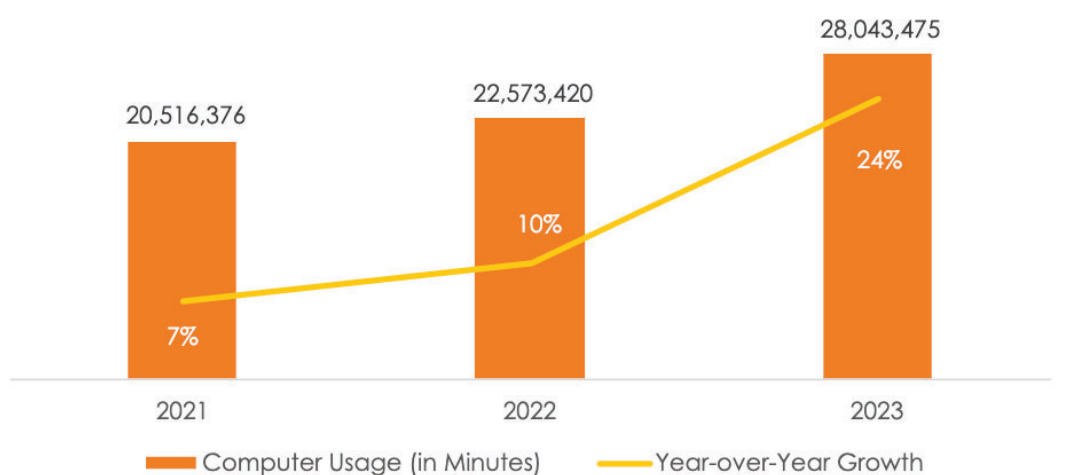


Year-over-Year Growth Total Circulation

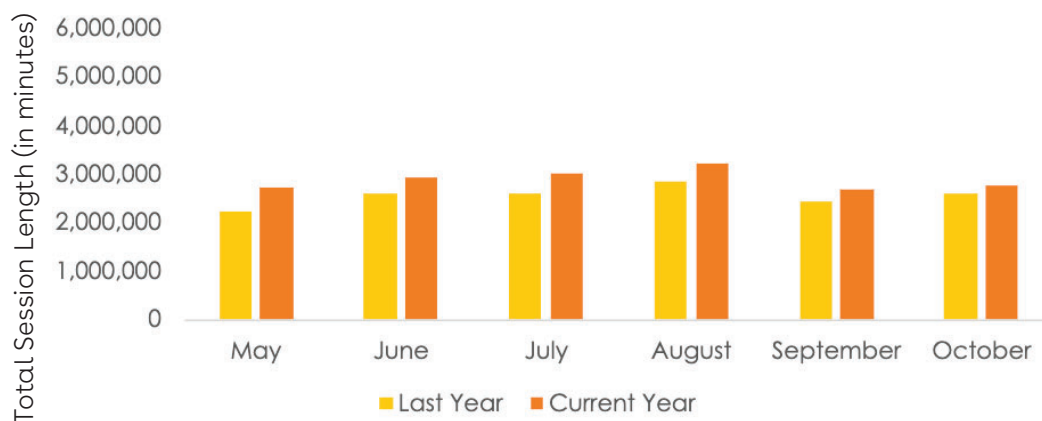


Computer Use | October 2023

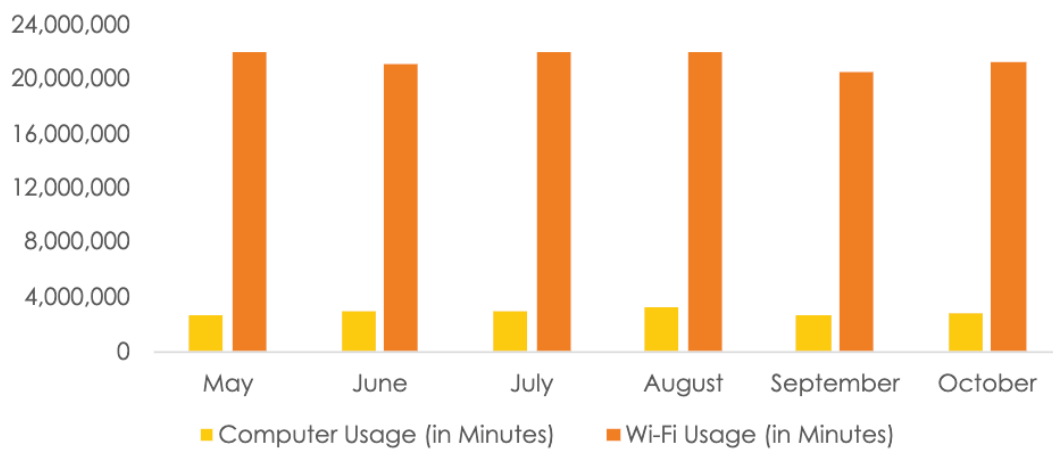
Year to Date



Monthly

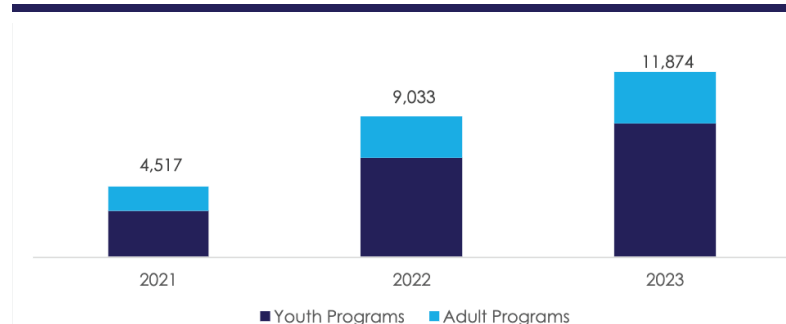


Public Computer VS. WiFi Usage

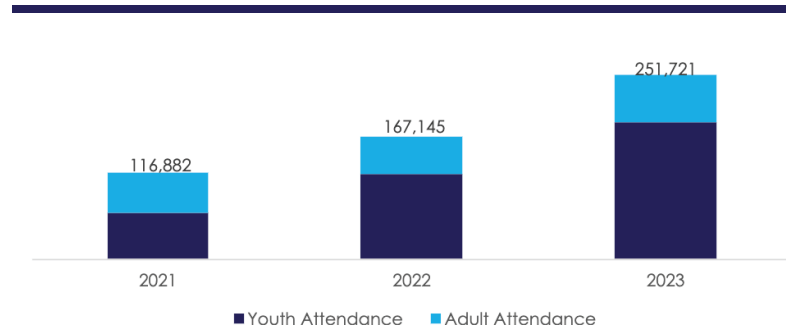


Programs | October 2023

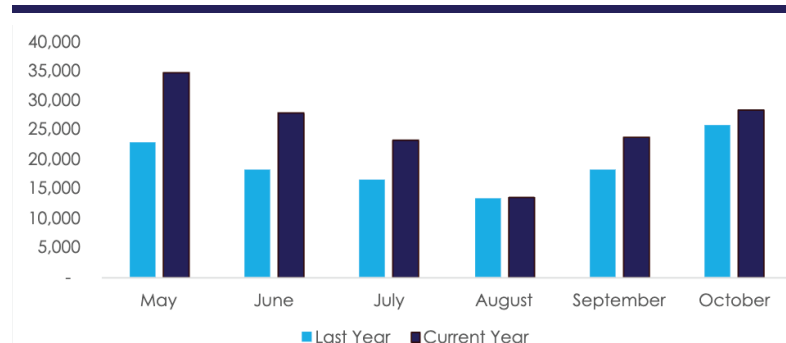
Year to Date Programs Offered



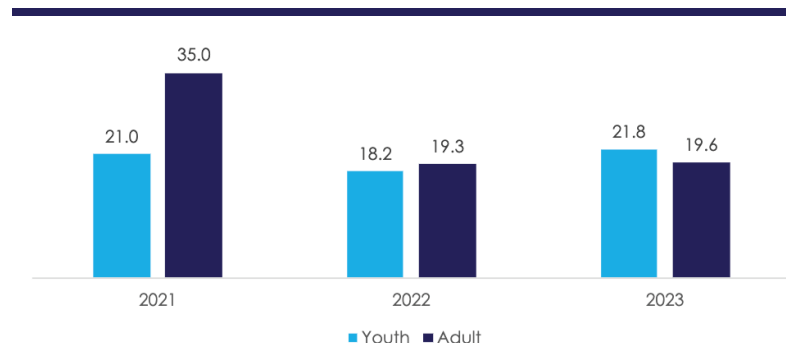
Year to Date Program Attendance



Monthly Program Attendance



Average Program Attendance



This page intentionally left blank.

HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-11

November 2023

APPOINTMENTS										
NAME	POSITION	GRADE	SALARY	HOURS WEEK	COST CENTER	REPLACES	SALARY	REASON	HOURS WEEK	EFFECTIVE DATE
Brewer, Matthew	NBU Page	OSP	\$12.00	15	FPR113	Leah Goldstein	\$12.00	New Hire	15	10/23/2023
Burdine Jr, Brent	Shipping and Receiving Clerk	205	\$16.16	40	605111	Max Minniear	\$16.16	New Hire	40	10/30/2023
Butcher, Jessica	NBU Page	OSP	\$12.00	15	STV113	Nora Bacon	\$12.00	New Hire	15	10/16/2023
Cordek, Gregory	Chief Financial Officer	60	\$69.71	40	400112	Scott Morgan	\$69.71	New Hire	40	11/6/2023
Delia, Gabrielle	NBU Page	OSP	\$12.00	15	BKL113	Laura Stasik	\$12.00	New Hire	15	11/6/2023
Dennis, Laylah	NBU Page	OEP	\$12.00	15	WVH113	John Baley	\$12.00	New Hire	15	10/23/2023
McCreary, Katherine	Chief Communications & External Relations Officer	60	\$67.31	40	401112	Hallie Rich	\$67.31	New Hire	40	11/6/2023
Miller, Michelle	Monitor/Mentor	OSM	\$22.24	15	SEU112		\$22.24	Rehire	15	10/23/2023
Saviers, Lori	Family Advocate	OST	\$12.00	10	504113		\$12.00	New Hire	10	11/2/2023
Starrett, Alyssa	NBU Page	OSP	\$12.00	15	CHF113	Liza Marra	\$12.00	Rehire	15	10/30/2023
Stein, Jessica	Branch Services Assistant I	207	\$20.09	24	BCH111	Finn Schalk	\$20.09	New Hire	24	10/17/2023
Turnage, Demitri	Monitor/Mentor	OSM	\$22.24	15	BED112		\$22.24	New Hire	15	11/6/2023

HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-11

November 2023

SEPARATIONS						
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	EFFECTIVE DATE
Patadia, Ashley	Youth Programming Tutor	504113	OST	\$12.00	10	10/28/2023
Romain, Jade	Branch Services Assistant I SUB	450114	207	\$20.09	20	10/25/2023
Wolford, Shawn	NBU Page	SEU113	OEP	\$12.00	15	10/3/2023

ANNIVERSARY PAY ADJUSTMENTS								
NAME	POSITION	COST CENTER	GRADE OLD	GRADE NEW	HOURS	SALARY OLD	SALARY NEW	EFFECTIVE DATE
Arkangel, Susan	NBU Page	NOL113	OEP	OSP	15	\$12.00	\$12.50	10/29/2023
Versaci, Michele	NBU Page	FPR113	OSP	OSP	15	\$12.50	\$13.00	10/1/2023

RETIREMENTS							
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	HIRE DATE	LAST WORKING DAY
Morgan, Scott	Chief Operation Officer	400112	60	\$95.15	40	12/1/2003	11/17/2023
Whittaker, Martha	Branch Services Clerk	MPL111	205	\$22.63	28	9/28/1987	10/31/2023

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
Arthur, Adam	Donor Database Coordinator	PAS111	413112	207	10	40	40	\$25.84	\$26.44	Marisa Caliguire	Acting Position Begins	40	10/15/2023
Bruncz, Cecelia	Branch Services Clerk Branch Services Assistant SUB	GFH111 450114	GFH111 450114	205 207	205 207	24 1	32 1	\$17.83 \$20.69	\$17.93 \$20.69		Increase in Hours	32	10/30/2023
Cilik, Peter	Branch Services Clerk Branch Services Assistant SUB	MPL111 450114	MPL111 450114	205 207	205 207	24 1	28 1	\$17.83 \$20.69	\$17.83 \$20.69		Increase in Hours	28 1	10/29/2023
Cumpston, Colton	Branch Services Assistant I	FPR111	BCH111	207	207	24	40	\$20.09	\$20.09	Kathryn Retting	New Role	40	10/30/2023
Ewell, Zanetta	Branch Services Clerk	MPL111	MPL111	205	205	20	28	\$18.72	\$18.72		Increase in Hours	28	10/29/2023
Gorby, Shawna	Digital Navigator	NOL111	506111	207	207	32	40	\$23.74	\$23.74		New Role	40	10/15/2023
Hudson, Janeth	Branch Services Clerk	ORG111	ORG111	205	205	24	24	\$16.16	\$16.16	Dracyn Narron	Acting to Permanent	24	10/30/2023
Ignasiak, Margaret	Branch Services Assistant SUB	NOL111	450114	207	207	20	1	\$21.50	\$20.09		Transfer to Substitute	1	10/29/2023
Jackson, Mary	Branch Services Clerk Supervisor	PAS111	PAS111	205	207	40	10	\$21.50	\$22.57	Adam Arthur	Acting Position Begins	40	10/15/2023
Kroh, Nicholas	Digital Navigator Branch Services Assistant I SUB	506111 450114	506111 450114	207 207	207 207	20 1	40 1	\$21.09 \$21.09	\$21.09 \$21.09		Increase in Hours	40 1	10/15/2023
Mehta, Anand	Branch Services Clerk	MAY111	MAY111	205	205	20	24	\$16.16	\$16.16		Increase in Hours	24	10/15/2023
Retting, Kathryn	Branch Services Librarian Teen	NOL	RCH	209	209	40	40	\$26.23	\$24.43		Correction to Rate	40	10/1/2023
Sedlacko, Jamie	Branch Services Librarian Teen	SEU111	MDH111	207	208	20	40	\$21.52	\$23.52	Heidi Andres	Acting Position Begins	40	10/15/2023
Stewart, Katherine	Branch Services Assistant I	NOL111	NOL111	207	207	16	20	\$21.00	\$21.00		Increase in Hours	20	10/15/2023
Tengesdal, Jacie	Branch Services Assistant II	BED111	BED111	207	207	24	40	\$22.83	\$22.83		New Role	40	10/29/2023
Zukauckas, Julie	Branch Services Clerk Branch Services Librarian SUB	MAY111 450114	MAY111 450114	205 208	205 208	16 1	24 1	\$22.63 \$23.07	\$22.63 \$23.07		Increase in Hours	24 1	10/15/2023

HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-11

November 2023

CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (S)	AMOUNT	MILEAGE	MEETING
Bartlett, Wendy	11/15/2023	\$0.00	\$ -	NEO-RLS DEI by Design: Building Inclusive Systems and Processes / NEO-RLS / Twinsburg, Ohio
Brouillette, Elizabeth	Various	\$24.95	\$ -	Light-Up Literacy Workshop / Kindermusik / Virtual
Bucey, Jennifer	11/9/2023 - 11/10/2023	\$618.62	\$ 164.00	Ohio TESOL Conference / Ohio TESOL / Lewis Center, Ohio
Dickerson, Eboni	1/18/2024 - 1/22/2024	\$1,600.00	\$ -	LibLearnX 2024 / American Library Association / Baltimore, MD
Edwards, Lane	4/3/2024 - 4/5/2024	\$1,200.00	\$ -	Public Library Association 2024 Conference / Public Library Association / Columbus, Ohio
Lang, Katie	11/30/2023 - 12/1/2023	\$237.40	\$ -	Lead CLE: Professional Development Conference / Case Western Reserve University / Cleveland, OH
Lang, Katie	11/3/2023	\$85.00	\$ -	National Philanthropy Day Luncheon / Association of Fundraising Professionals Greater Cleveland / Cleveland, OH
Polace, Sarah	Various	\$150.00	\$ -	NEO-RLS 2023-2024 Leadership Academy / NEO-RLS / Virtual
Ranallo, Rebecca	4/3/2024 - 4/5/2024	\$1,200.00	\$ -	Public Library Association 2024 Conference / Public Library Association / Columbus, Ohio
Slater, Mary	4/30/2024	\$0.00	\$ -	7th & 8th Grade Reading & Writing Festival / Six District Educational Compact / Kent, Ohio
Spencer, Bryanta	10/27/2023	\$0.00	\$ 13.10	Out of School Time Symposium / Mycom / Warrensville Heights, Ohio
Spencer, Bryanta	10/26/2023	\$0.00	\$ 82.53	Ashtabula Staff Training / Ashtabula County District Library / Ashtabula, Ohio
Walker, Hillary	11/30/2023 - 12/1/2023	\$237.40	\$ -	Lead CLE: Professional Development Conference / Case Western Reserve University / Cleveland, OH
Wheatley, Amia	4/3/2024 - 4/5/2024	\$1,200.00	\$ -	Public Library Association 2024 Conference / Public Library Association / Columbus, Ohio
		\$6,553.37		

Financial Statement Analysis

October 2023

Revenues

We did not receive any distributions for the month in both of our property tax levies (2.5 and 1.0 Mills) from the County. We have already received the majority of the funds through advances and the second half settlement. There may be a couple of smaller distributions to finish the year. We will bring an adjustment to the Board in December for the final amounts received.

We also received our distribution from the State for reimbursement of Homestead and Exemption for our 2.5 Mill levy. We are a little short of budget for the year but have more than made up that amount with the distribution from the County for the levy. We will also make those adjustments in December.

Our monthly distribution for the PLF was received in the amount of \$2,116,360. The last budget estimate from the Ohio Department of Budget and Management was received and is showing more than what we have budgeted. We will continue to monitor the amounts received monthly. This monthly distribution is less than we received in October 2022.

Patron Fines and Fees collected in October were more than last year. Passport fees and photos were more than we collected for October 2022. The amounts collected for the year are substantially larger than the amounts collected in 2022. We will bring an adjustment in December.

We continue to see an increase in the amount of interest we are receiving on our investments. We will continue to monitor this account and will increase the revenue budget in December.

In the Trust Fund Special we did receive a \$400,000 distribution from the Estate of Janice Green as a contribution to the Orange Branch.

The remainder of the revenue accounts are where we would expect them to be for this period of our fiscal year.

Expenses

The Salaries and Benefits accounts for ten months into our fiscal year are slightly over budget. The budget was adopted with a planned 3% increase for the raises in April and the Board approved a 5% increase. The budget was not adjusted for the increase so we will be slightly over for the year. We will make the adjustment in December and should be able to move dollars within the Salaries and Benefits accounts to cover the additional expense.

The Library Materials accounts reflect no encumbrances for the month. With the change in ILS we are still working through some of the Acquisition functions. With the work done by Acquisitions, they were able to identify the differences and we now have completed the work to balance the encumbrances and those will be updated for the November report.

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

Please note we have also updated the Capital Fund projects to reflect all the current expenses and encumbrances for the projects.

Investments

There were three pieces of Commercial Paper purchased for the month:

Bank American Services, \$1,600,000 5.93%

Bank American Services, \$625,000 at a yield of 5.92%

Natixis NY, \$340,000 at yield of 5.94%

Transfers and Advances

There were two Advances repaid in the amount of \$45,540.85 from 2022 to the General Fund for the month:

\$20,000.00 from the Special Revenue Fund – Hotspot Lending

\$25,540.85 from Special Revenue Fund - Student Success

There was also a transfer to the General Fund from the Gates Mills Regular Trust Fund in the amount of \$7500.00.

There were also two transfers out of the General Fund into the ASPIRE program totaling \$3,906.32.

CUYAHOGA COUNTY PUBLIC LIBRARY								General Fund		
REVENUE								83.3% of Year		
Fiscal 2023 -October										
Acct. No.	General Fund Line Item Description	2023 Revenue	2022 Final Revenue	2023 MTD Received	2022 MTD Received	2023 YTD Received	2022 YTD Received	2023 % Received	2023 Balance	Notes
1200	General Property Taxes	\$58,128,450.00	\$58,211,919.16	\$0.00	\$0.00	\$59,394,793.53	\$58,201,924.47	102.2%	\$1,266,343.53	
	Gen Prop Taxes-Rel Estate 2.5 Mills	\$39,428,450.00	\$39,468,008.53	\$0.00	\$0.00	\$40,291,214.03	\$39,458,013.84	102.2%	\$862,764.03	
	Gen Prop Taxes-Rel Estate 1.0 Mills	\$18,700,000.00	\$18,743,910.63	\$0.00	\$0.00	\$19,103,579.50	\$18,743,910.63	102.2%	\$403,579.50	
1250	Intergovernmental	\$30,654,620.75	\$31,116,767.95	\$2,116,360.09	\$2,126,428.99	\$26,961,984.34	\$26,738,926.99	88.0%	(\$3,692,636.41)	
	Public Library Fund	\$25,883,070.75	\$26,345,222.57	\$2,116,360.09	\$2,126,428.99	\$22,235,241.11	\$21,988,307.22	85.9%	(\$3,647,829.64)	
	Property Taxes	\$4,771,550.00	\$4,771,545.38	\$0.00	\$0.00	\$4,726,743.23	\$4,750,619.77	99.1%	(\$44,806.77)	
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	\$800,000.00	\$903,319.09	\$81,537.37	\$70,086.27	\$1,024,699.93	\$753,385.69	128.1%	\$224,699.93	
	Fines and Fees Income	\$50,000.00	\$50,060.47	\$9,593.85	\$9,524.41	\$36,750.24	\$47,663.02	73.5%	(\$13,249.76)	
	Passport Fee	\$559,400.00	\$627,570.00	\$51,310.00	\$42,770.00	\$712,985.00	\$519,455.00	127.5%	\$153,585.00	
	Passport Photo Fee	\$180,000.00	\$216,220.00	\$19,850.00	\$15,380.00	\$256,725.00	\$178,040.00	142.6%	\$76,725.00	
	Electric Vehicle Charging	\$600.00	\$562.37	\$71.02	\$99.36	\$533.44	\$383.92	0.0%	(\$66.56)	
	Meeting Room Rental Fees	\$10,000.00	\$8,906.25	\$712.50	\$2,312.50	\$17,706.25	\$7,843.75	177.1%	\$7,706.25	
4000	Interest	\$300,000.00	\$332,469.88	\$108,137.35	\$68,790.32	\$567,245.83	\$204,702.76	189.1%	\$267,245.83	
5500	Services Provided Other Entities	\$5,000.00	\$6,006.00	\$269.80	\$487.00	\$5,757.26	\$5,921.00	115.1%	\$757.26	
6100	Restricted Gifts	\$0.00	\$149,414.22	\$0.00	\$0.00	\$0.00	\$32,654.22	0.0%	\$0.00	
6500	Unrestricted Gifts	\$100,000.00	\$1,158.04	\$0.00	\$0.00	\$11,392.33	\$787.04	11.4%	(\$88,607.67)	
8100	Sale of Property	\$25,000.00	\$21,432.77	\$18,585.00	\$0.00	\$26,128.23	\$7,802.77	104.5%	\$1,128.23	
8200	Sale of Resale Supplies	\$87,220.00	\$83,754.94	\$8,295.48	\$7,401.92	\$84,275.08	\$67,436.87	96.6%	(\$2,944.92)	
8300	Rental of Real Property	\$23,110.00	\$21,180.50	\$1,925.50	\$1,925.50	\$21,180.50	\$17,329.50	0.0%	(\$1,929.50)	
8700	Refunds and Reimbursements	\$152,670.00	\$233,593.94	\$9,976.77	\$40,563.24	\$159,168.22	\$194,040.02	104.3%	\$6,498.22	
8900	Miscellaneous	\$12,000.00	\$18,620.39	\$0.00	\$1,280.00	\$7,150.76	\$16,488.85	59.6%	(\$4,849.24)	
9800	Advances In	\$45,540.85	\$146,396.00	\$45,540.85	\$0.00	\$45,540.85	\$10,876.00	0.0%	\$0.00	
9900	Transfers In	\$0.00	\$68,881.01	\$7,500.00	\$0.00	\$7,500.00	\$653.47	0.0%	\$7,500.00	
	Carryover	\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	100.0%	\$0.00	
TOTAL -- General Fund		\$90,833,611.60	\$91,814,913.89	\$2,398,128.21	\$2,316,963.24	\$88,816,816.86	\$86,752,929.65	97.8%	(\$2,016,794.74)	
TOTAL -- Capital Fund - 402		\$11,750,000.00	\$19,514,789.94	\$186,469.73	\$42,809.55	\$2,177,646.87	\$728,305.53	18.5%	(\$9,572,353.13)	
TOTAL -- Note Retirement Fund - 301		\$4,497,008.77	\$4,481,224.54	\$19,567.44	\$10,246.62	\$4,593,335.24	\$4,472,719.78	102.1%	\$96,326.47	
TOTAL -- Trust Fund (Regular) - 701		\$25,000.00	\$102,194.12	\$3,071.29	\$11,091.92	\$56,714.75	\$86,495.23	226.9%	\$31,714.75	
TOTAL -- Trust Fund (Special) - 702		\$65,000.00	\$69,759.16	\$406,811.37	\$3,527.74	\$461,430.66	\$60,677.84	709.9%	\$396,430.66	
TOTAL -- Endowment Fund - 801		\$250.00	\$326.63	\$85.79	\$49.77	\$766.69	\$200.87	306.7%	\$516.69	
TOTAL -- Agency Fund (FSA) - 901		\$80,000.00	\$86,002.50	\$8,508.54	\$7,151.42	\$86,141.54	\$71,775.46	107.7%	\$6,141.54	
TOTAL -- Libraries Accelerated Learning - 222		\$428,157.56	\$0.00	\$0.00	\$0.00	\$124,268.53	\$0.00	29.0%	(\$303,889.03)	
TOTAL -- Project Build - 223		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- My Com Neighborhood - 242		\$0.00	\$32,499.67	\$0.00	\$0.00	\$0.00	\$32,499.67	0.0%	\$0.00	
TOTAL -- Memory Lab Grant - 243		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- WVH Garden Grant - 244		\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%	\$0.00	
TOTAL -- Adult Education Services - 247		\$2,440,264.62	\$1,670,824.11	\$8,434.12	\$122,735.16	\$1,063,802.84	\$1,182,879.31	43.6%	(\$1,376,461.78)	
TOTAL -- Family Engagement - 249		\$272,152.00	\$147,299.05	\$31,197.27	\$18,042.39	\$140,683.01	\$72,383.79	51.7%	(\$131,468.99)	
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		\$120,000.00	\$255,170.28	\$0.00	\$0.00	\$0.00	\$125,000.00	0.0%	(\$120,000.00)	
TOTAL --Digital Literacy- 265		\$440,404.00	\$91,000.00	\$0.00	\$0.00	\$63,250.00	\$71,000.00	0.0%	(\$377,154.00)	
TOTAL --OH EPA Charging Station- 266		\$0.00	\$26,806.00	\$0.00	\$0.00	\$0.00	\$26,806.00	0.0%	\$0.00	
TOTAL --SLN Innovaton Center- 267		\$850,000.00	\$0.00	\$0.00	\$0.00	\$850,000.00	\$0.00	0.0%	\$0.00	
TOTAL -- Student Success - 270		\$570,617.25	\$211,726.90	\$0.00	\$0.00	\$246,342.21	\$150,993.30	43.2%	(\$324,275.04)	
TOTAL -- Summer Camps - 280		\$0.00	\$98,946.00	\$0.00	\$0.00	\$0.00	\$45,000.00	0.0%	\$0.00	
TOTAL -- Special School Program. - 293		\$39,297.25	\$118,567.15	\$100.00	\$3,041.40	\$19,935.01	\$76,698.67	50.7%	(\$19,362.24)	
GRAND TOTAL -- All Funds		\$112,413,763.05	\$118,724,049.94	\$3,062,373.76	\$2,535,659.21	\$98,703,134.21	\$93,958,365.10	87.8%	(\$13,710,628.84)	

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2023 October												
83.3% of Year												
Acct. No.	General Fund Line Item Description	2023 Appropriation	2022 C/O Encumbrance	2022 Final Expended	2023 MTD Expended	2022 MTD Expended	2023 YTD Expended	2022 YTD Expended	2023 Enc + PY Enc	2023 Exp+Enc	2023% Exp+Enc	2023 Balance
1000s	SALARIES & BENEFITS	46.6%										
1110	Salaries	\$30,800,000.00	\$0.00	\$29,339,850.22	\$2,343,017.54	\$2,246,873.84	\$26,157,193.41	\$24,688,026.33	\$0.00	\$26,157,193.41	84.9%	\$4,642,806.59
1400	Retirement Benefits-Employer	\$4,311,302.00	\$0.00	\$4,101,309.03	\$333,536.98	\$319,105.81	\$3,671,154.07	\$3,470,756.70	\$0.00	\$3,671,154.07	85.2%	\$640,147.93
1600	Insurance Benefits-Employer	\$7,116,260.00	\$0.00	\$6,597,211.16	\$504,320.54	\$496,520.00	\$5,452,269.77	\$5,582,790.98	\$0.00	\$5,452,269.77	76.6%	\$1,663,990.23
1900	Other Employee Benefits	\$72,438.00	\$0.00	\$23,378.67	\$938.00	\$1,296.00	\$47,176.18	\$22,008.18	\$0.00	\$47,176.18	65.1%	\$25,261.82
	SUBTOTAL -- SALARIES & BENEFITS	\$42,300,000.00	\$0.00	\$40,061,749.08	\$3,181,813.06	\$3,063,795.65	\$35,327,793.43	\$33,763,582.19	\$0.00	\$35,327,793.43	83.5%	\$6,972,206.57
2000s	SUPPLIES	1.7%										
2100	General Administrative Supplies	\$918,950.00	\$69,065.15	\$769,369.23	\$63,631.69	\$64,650.33	\$675,436.68	\$585,045.03	\$234,766.71	\$910,203.39	92.1%	\$77,811.76
2200	Property Maintenance & Repair Supplies	\$454,305.00	\$1,958.38	\$327,216.72	\$24,851.25	\$49,946.27	\$262,493.76	\$273,171.10	\$192,171.03	\$454,664.79	99.6%	\$1,598.59
2300	Motor Equipment Fuel & Supplies	\$110,180.00	\$700.00	\$88,557.77	\$11,598.95	\$6,219.88	\$75,857.53	\$73,206.06	\$34,779.99	\$110,637.52	99.8%	\$242.48
2500	Supplies for Resale	\$60,065.00	\$0.00	\$60,065.00	\$0.00	\$0.00	\$28,155.00	\$31,860.00	\$31,845.00	\$60,000.00	99.9%	\$65.00
	SUBTOTAL -- SUPPLIES	\$1,543,500.00	\$71,723.53	\$1,245,208.72	\$100,081.89	\$120,816.48	\$1,041,942.97	\$963,282.19	\$493,562.73	\$1,535,505.70	95.1%	\$79,717.83
3000s	PURCHASED & CONTRACTED SERVICES	18.3%										
3100	Travel & Meeting Expenses	\$180,185.00	\$0.00	\$122,327.10	\$7,536.08	\$29,780.68	\$81,941.85	\$95,102.09	\$0.00	\$81,941.85	45.5%	\$98,243.15
3200	Communications-Printing & Publications	\$1,313,315.00	\$0.00	\$1,398,864.02	\$89,508.65	\$96,138.26	\$1,071,444.59	\$1,158,689.30	\$239,140.68	\$1,310,585.27	99.8%	\$2,729.73
3300	Property Maintenance & Repair Service	\$5,788,587.00	\$428,508.76	\$5,785,426.62	\$783,692.87	\$826,280.36	\$4,676,316.32	\$4,689,664.38	\$1,505,193.06	\$6,181,509.38	99.4%	\$35,586.38
3400	Insurance	\$378,300.00	\$0.00	\$362,738.44	\$0.00	\$0.00	\$375,735.00	\$360,446.00	\$2,459.00	\$378,194.00	100.0%	\$106.00
3500	Rents and Leases	\$1,212,585.00	\$24,500.00	\$612,860.85	\$60,216.16	\$10,381.71	\$949,670.20	\$587,878.85	\$287,273.10	\$1,236,943.30	100.0%	\$141.70
3600	Utilities	\$1,697,025.00	\$0.00	\$1,425,946.05	\$135,978.47	\$88,360.18	\$1,217,992.49	\$1,208,353.66	\$0.00	\$1,217,992.49	71.8%	\$479,032.51
3700	Professional Services	\$3,288,042.00	\$495,427.17	\$3,067,294.75	\$155,197.04	\$173,024.08	\$2,366,328.56	\$2,655,550.74	\$1,413,606.06	\$3,779,934.62	99.9%	\$3,534.55
3900	Other Contracted Services	\$2,754,761.00	\$274,025.00	\$2,058,335.57	\$61,803.62	\$72,446.70	\$2,275,223.18	\$1,731,124.14	\$719,375.33	\$2,994,598.51	98.9%	\$34,187.49
	SUBTOTAL -- CONTRACTED SERVICES	\$16,612,800.00	\$1,222,460.93	\$14,833,793.40	\$1,293,932.89	\$1,296,411.97	\$13,014,652.19	\$12,486,809.16	\$4,167,047.23	\$17,181,699.42	96.3%	\$653,561.51
4000s	LIBRARY MATERIALS & INFORMATION	11.0%										
4100	Books & Pamphlets	\$6,769,000.00	\$346,645.84	\$7,552,274.61	\$1,046,314.58	\$646,284.62	\$6,579,216.60	\$6,530,378.38	\$0.00	\$6,579,216.60	92.5%	\$536,429.24
4200	Periodicals	\$160,000.00	\$0.00	\$175,194.91	\$976.06	\$385.24	\$17,023.54	\$7,216.45	\$0.00	\$17,023.54	10.6%	\$142,976.46
4300	Audiovisual Material	\$1,729,000.00	\$150,781.82	\$1,038,259.67	\$72,598.76	\$95,220.08	\$928,814.93	\$917,673.67	\$0.00	\$928,814.93	49.4%	\$950,966.89
4500	Computer Services & Information	\$1,300,000.00	\$0.00	\$1,226,758.65	\$90,557.55	\$35,704.60	\$1,102,841.18	\$976,214.98	\$0.00	\$1,102,841.18	84.8%	\$197,158.82
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	\$42,000.00	\$7,010.00	\$55,585.45	\$10,726.13	\$8,729.97	\$48,773.14	\$45,535.33	\$0.00	\$48,773.14	99.5%	\$236.86
	SUBTOTAL -- LIBRARY MATERIALS	\$10,000,000.00	\$504,437.66	\$10,048,073.29	\$1,221,173.08	\$786,324.51	\$8,676,669.39	\$8,477,018.81	\$0.00	\$8,676,669.39	82.6%	\$1,827,768.27
5000s	CAPITAL OUTLAY	5.8%										
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	\$2,067,280.00	\$49,627.00	\$218,285.88	\$128,280.00	\$116,700.31	\$1,405,076.00	\$122,200.31	\$709,962.00	\$2,115,038.00	99.9%	\$1,869.00
5500	Furniture & Equipment	\$2,911,480.00	\$1,219,564.42	\$1,279,607.57	\$513,732.21	\$95,529.82	\$2,078,389.74	\$1,028,750.59	\$1,869,449.21	\$3,947,838.95	95.6%	\$183,205.47
5700	Motor Vehicles	\$251,940.00	\$38,085.00	\$63,706.05	\$0.00	\$0.00	\$193,472.20	\$63,706.05	\$57,925.00	\$251,397.20	0.0%	\$38,627.80
	SUBTOTAL -- CAPITAL OUTLAY	\$5,230,700.00	\$1,307,276.42	\$1,561,599.50	\$642,012.21	\$212,230.13	\$3,676,937.94	\$1,214,656.95	\$2,637,336.21	\$6,314,274.15	96.6%	\$223,702.27
7000s	OTHER OBJECTS	0.1%										
7100	Dues and Memberships	\$66,450.00	\$0.00	\$67,547.92	\$0.00	\$151.00	\$51,280.43	\$51,720.92	\$14,200.00	\$65,480.43	98.5%	\$969.57
7200	Taxes and Assessments	\$37,945.00	\$0.00	\$29,889.54	\$1,610.22	\$1,459.62	\$33,642.74	\$26,687.32	\$0.00	\$33,642.74	88.7%	\$4,302.26
7500	Refunds and Reimbursements	\$4,310.00	\$0.00	\$3,347.95	\$102.16	\$114.02	\$3,823.79	\$3,157.08	\$0.00	\$3,823.79	88.7%	\$486.21
7900	Other Miscellaneous Expenses	\$4,295.00	\$2,000.00	\$2,607.71	\$0.00	\$0.00	\$5,657.49	\$2,438.71	\$300.00	\$5,957.49	94.6%	\$337.51
	SUBTOTAL -- OTHER OBJECTS	\$113,000.00	\$2,000.00	\$103,393.12	\$1,712.38	\$1,724.64	\$94,404.45	\$84,004.03	\$14,500.00	\$108,904.45	94.7%	\$6,095.55
8000s	CONTINGENCY	0.1%										
8999	Contingency	\$133,611.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$133,611.60
	SUBTOTAL -- CONTINGENCY	\$133,611.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$133,611.60
9000s	TRANSFERS OUT	16.4%										
9899	Advances to Other Funds	\$0.00	\$0.00	\$45,540.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
9999	Transfers to Other Funds	\$14,900,000.00	\$0.00	\$23,457,520.92	\$3,906.32	\$2,194.99	\$4,706,024.93	\$4,642,998.27	\$0.00	\$4,706,024.93	31.6%	\$10,193,975.07
	SUBTOTAL -- TRANSFERS OUT	\$14,900,000.00	\$0.00	\$23,503,061.77	\$3,906.32	\$2,194.99	\$4,706,024.93	\$4,642,998.27	\$0.00	\$4,706,024.93	31.6%	\$10,193,975.07
	GRAND TOTAL -- General Fund	\$90,833,611.60	\$3,107,898.54	\$91,356,878.88	\$6,444,631.83	\$5,483,498.37	\$66,538,425.30	\$61,632,351.60	\$7,312,446.17	\$73,850,871.47	78.6%	\$20,090,638.67

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2023 October												
83.3% of Year												
FUND	Line Item Description	2023 Appropriation	2022 C/O Encumbrance	2022 Final Expended	2023 MTD Expended	2022 MTD Expended	2023 YTD Expended	2022 YTD Expended	2023 ENC + PY Enc	2023 Exp+Enc	2023 % Exp+Enc	2023 Balance
222	TOTAL -- Libraries Accelerated Learning	\$428,157.56	\$0.00	\$0.00	\$16,302.78	\$0.00	\$204,768.56	\$0.00	\$61,247.02	\$266,015.58	62.1%	\$162,141.98
223	TOTAL -- Project Build	\$25,622.89	\$0.00	\$14,990.20	\$0.00	\$0.00	\$139.38	\$14,965.50	\$0.00	\$139.38	0.5%	\$25,483.51
242	TOTAL -- MyCom Neighborhood	\$1,154.61	\$0.00	\$80,351.51	\$0.00	\$0.00	\$1,154.61	\$80,351.51	\$0.00	\$1,154.61	0.0%	\$0.00
244	TOTAL -- WVH Garden Grant	\$3,075.86	\$0.00	\$1,970.81	\$1,071.29	\$412.86	\$1,071.29	\$1,920.12	\$0.00	\$1,071.29	34.8%	\$2,004.57
247	TOTAL -- Adult Education Services	\$2,704,162.75	\$0.00	\$1,599,840.58	\$120,046.02	\$108,292.92	\$1,449,223.89	\$1,257,353.65	\$51,703.91	\$1,500,927.80	55.5%	\$1,203,234.95
249	TOTAL -- Family Engagement	\$309,066.50	\$0.00	\$165,384.55	\$17,112.37	\$13,885.74	\$172,674.48	\$115,142.00	\$27,121.48	\$199,795.96	0.0%	\$109,270.54
253	TOTAL -- IPAD Lab	\$0.00	\$0.00	\$33.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
256	TOTAL -- Food & Culinary Literacy Programs	\$32,001.35	\$0.00	\$1,064.08	\$2,676.46	\$316.32	\$9,790.66	\$379.06	\$263.43	\$10,054.09	31.4%	\$21,947.26
257	TOTAL -- Hotspot Lending Program	\$130,170.28	\$0.00	\$245,000.00	\$29,980.00	\$9,990.67	\$115,916.81	\$99,650.28	\$20,000.00	\$135,916.81	104.4%	(\$5,746.53)
265	TOTAL --Digital Literacy	\$542,212.65	\$0.00	\$222,668.71	\$127,556.03	\$10,862.82	\$251,441.58	\$212,266.73	\$129,065.29	\$380,506.87	70.2%	\$161,705.78
266	TOTAL --OH EPA Charging Station Grant	\$0.00	\$0.00	\$26,806.00	\$0.00	\$0.00	\$0.00	\$26,806.00	\$0.00	\$0.00	0.0%	\$0.00
267	TOTAL -- SLN Innovation Center	\$850,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$850,000.00
270	TOTAL -- Student Success	\$571,117.25	\$0.00	\$215,204.29	\$55,422.33	\$25,886.95	\$244,553.83	\$165,150.13	\$5,603.78	\$250,157.61	43.8%	\$320,959.64
280	TOTAL -- Summer Camps	\$61,067.82	\$0.00	\$37,878.18	\$0.00	\$175.50	\$55,972.47	\$37,878.18	\$5,095.35	\$61,067.82	0.0%	\$0.00
293	TOTAL -- Special School Programming	\$39,297.25	\$0.00	\$182,764.37	\$6,757.25	\$22,919.08	\$20,831.70	\$133,973.84	\$5,948.60	\$26,780.30	68.1%	\$12,516.95
301	TOTAL -- Note Retirement Fund	\$4,527,878.00	\$0.00	\$4,498,249.46	\$0.00	\$0.00	\$456,689.33	\$511,874.73	\$0.00	\$456,689.33	10.1%	\$4,071,188.67
402	TOTAL -- Capital Fund	\$21,000,000.00	\$1,568,874.76	\$4,789,536.46	\$674,276.30	\$470,827.88	\$3,057,185.85	\$4,638,395.06	\$18,890,372.33	\$21,947,558.18	97.2%	\$621,316.58
701	TOTAL -- Trust Fund (Regular)	\$140,000.00	\$2,352.98	\$324,591.31	\$12,568.47	\$5,095.48	\$77,206.24	\$279,148.96	\$16,130.88	\$93,337.12	65.6%	\$49,015.86
702	TOTAL -- Trust Fund (Special)	\$850,000.00	\$0.00	\$158,969.10	\$0.00	\$0.00	\$0.00	\$158,969.10	\$0.00	\$0.00	0.0%	\$850,000.00
801	TOTAL -- Endowment Fund	\$2,500.00	\$322.19	\$2,094.09	\$0.00	\$535.53	\$1,995.97	\$1,717.08	\$0.00	\$1,995.97	70.7%	\$826.22
901	TOTAL -- Agency Fund (FSA)	\$100,000.00	\$0.00	\$117,085.27	\$4,131.97	\$3,776.19	\$76,464.86	\$69,090.08	\$0.00	\$76,464.86	76.5%	\$23,535.14
	GRAND TOTAL -- All Funds	\$32,317,484.77	\$1,571,549.93	\$12,684,482.70	\$1,067,901.27	\$672,977.94	\$6,197,081.51	\$7,805,032.01	\$19,212,552.07	\$25,409,633.58	75.0%	\$8,479,401.12

CUYAHOGA COUNTY PUBLIC LIBRARY							
Capital Fund Balances							
Fiscal 2023 -October							
FUND	CC	Project Budget	2023 Expenditures	Expenditures To Date (1)	Encumbered & Unpaid (2)	Project Balance (3)	STATUS
Capital Fund - 402							
Beachwood	007	\$21,000,000.00	\$2,953.00	\$2,953.00	\$1,928,604.00	\$19,068,443.00	
Brecksville	013	\$1,565,000.00	\$141,982.89	\$148,692.89	\$885,483.50	\$530,823.61	
Brooklyn	019	\$17,662,550.00	\$2,049,898.32	\$2,356,271.09	\$14,738,485.29	\$567,793.62	
North Olmsted	046	\$382,000.00	\$300,288.35	\$338,179.41	\$7,343.65	\$36,476.94	
Parma Heights	061	\$16,175,000.00	\$56,407.67	\$56,407.67	\$987,359.33	\$15,131,233.00	
Solon	073	\$4,793,000.00	\$112,804.00	\$112,804.00	\$264,456.00	\$4,415,740.00	
Total Capital Fund - 402		\$61,577,550.00	\$2,661,381.23	\$3,012,355.06	\$16,883,127.77	\$20,682,067.17	

CUYAHOGA COUNTY PUBLIC LIBRARY				
All Funds Cash Balance				
Fiscal 2023 --October				
Fund	Beginning Cash Balance	Receipts To Date	Expenditures To Date	Cash Balance
General Fund	\$3,607,898.54	\$88,316,816.86	\$66,538,425.30	\$25,386,290.10
Debt Service	\$30,869.23	\$4,593,335.24	\$456,689.33	\$4,167,515.14
Capital Fund - 402	\$48,515,463.59	\$2,177,646.87	\$3,057,185.85	\$47,635,924.61
Trust Fund - Regular	\$271,514.37	\$56,714.75	\$77,206.24	\$251,022.88
Trust Fund - Special	\$1,389,245.20	\$461,430.66	\$0.00	\$1,850,675.86
Endowment Fund	\$17,503.65	\$766.69	\$1,995.97	\$16,274.37
Agency Fund	\$21,199.57	\$86,141.54	\$76,464.86	\$30,876.25
Libraries Accelerated Learning	\$0.00	\$124,268.53	\$204,768.56	(\$80,500.03)
Project Build	\$25,622.89	\$0.00	\$139.38	\$25,483.51
Keybank FNDTH College Prep/Entrepreneurship	\$0.00	\$0.00	\$0.00	\$0.00
MyCom Neighborhood	\$1,154.61	\$0.00	\$1,154.61	(\$0.00)
Memory Lab Grant	\$0.00	\$0.00	\$0.00	\$0.00
WVH Garden Grant	\$1,075.86	\$2,000.00	\$1,071.29	\$2,004.57
Adult Education Services (AES)	\$263,898.13	\$1,063,802.84	\$1,449,223.89	(\$121,522.92)
Family Engagement	\$36,914.50	\$140,683.01	\$172,674.48	\$4,923.03
IPAD Lab	(\$0.00)	\$0.00	\$0.00	(\$0.00)
Food & Culinary Literacy Programs	\$32,001.35	\$0.00	\$9,790.66	\$22,210.69
Hotspot Lending Program	\$10,170.28	\$0.00	\$115,916.81	(\$105,746.53)
Digital Literacy	\$101,808.65	\$63,250.00	\$251,441.58	(\$86,382.93)
SLN Innovation Center	\$0.00	\$850,000.00	\$0.00	\$850,000.00
Student Success	\$500.00	\$246,342.21	\$244,553.83	\$2,288.38
Summer Camps	\$61,067.82	\$0.00	\$55,972.47	\$5,095.35
Kindergarten and Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00
Special School Programming	\$0.00	\$19,935.01	\$20,831.70	(\$896.69)
SUBTOTAL	\$54,387,908.24	\$98,203,134.21	\$72,735,506.81	\$79,855,535.64

CUYAHOGA COUNTY PUBLIC LIBRARY

Investments Approval

Fiscal 2023 - October

Description	Institution of Deposit	Par Value/Qty.	Purchase Yield	Purchase Date	Maturity Date	% of Assets
Money Market Funds						
Sweep Account	Key Bank	\$4,781,077.25	0.40%	n/a	n/a	5.80%
Money Market Fund	Northwest Bank	\$0.00	0.00%	n/a	n/a	0.00%
Money Market Fund	US Bank	\$23,148.54	5.23%	n/a	n/a	0.03%
Money Market Fund	Fifth Third	\$91,803.67	5.22%	n/a	n/a	0.11%
ICS Account	TriState Capital	\$0.00	0.00%	n/a	n/a	0.00%
Star Ohio Accounts						
Star Ohio Accounts	Star Ohio	\$43,085,564.24	5.56%	n/a	n/a	52.31%
US Treasury Notes						
US Treasury	Wells Fargo Securities, LLC	\$570,000.00	0.42%	June 30, 2021	April 15, 2024	0.69%
US Treasury	Morgan Stanley & Co LLC	\$550,000.00	3.45%	August 31, 2022	August 31, 2024	0.67%
US Treasury Bills						
Municipal Bonds						
City of Columbus, OH	BofA Securities, Inc.	\$500,000.00	2.96%	May 17, 2022	April 1, 2025	0.61%
Commercial Paper						
Toyota Mtr Cr Corp	Citibank	\$250,000.00	5.44%	February 22, 2023	November 17, 2023	0.30%
Toronto Dominion Bank	Citigroup Global Markets, Inc	\$600,000.00	5.41%	February 27, 2023	November 24, 2023	0.73%
Canadian Imperial Bk	JP Morgan Securities LLC	\$260,000.00	5.21%	March 24, 2023	November 1, 2023	0.32%
Bank Montreal Disc Coml	Wells Fargo Securities, LLC	\$250,000.00	5.41%	April 13, 2023	January 4, 2024	0.30%
Toronto Dominion Bank	Td Securities (USA)	\$660,000.00	5.31%	May 9, 2023	February 2, 2024	0.80%
Mufg Bk Ltd NY	JP Morgan Securities LLC	\$400,000.00	5.41%	May 15, 2023	November 10, 2023	0.49%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$1,500,000.00	5.79%	June 30, 2023	March 25, 2024	1.82%
Royal Bk Cda Ny	JP Morgan Securities LLC	\$1,500,000.00	5.79%	June 30, 2023	February 29, 2024	1.82%
Natixis NY	Dbtc Americas	\$500,000.00	5.92%	June 30, 2023	March 26, 2024	0.61%
Toronto Dominion Bank	Citigroup Global Markets, Inc	\$1,000,000.00	5.91%	July 13, 2023	April 8, 2024	1.21%
National Bk Cda Disc	BofA Securities, Inc.	\$1,000,000.00	5.75%	July 13, 2023	January 31, 2024	1.21%
Royal Bk Cda Ny	Rbc Capital Markets, LLC	\$500,000.00	5.86%	July 14, 2023	April 5, 2024	0.61%
Canadian Imperial Bk	JP Morgan Securities LLC	\$700,000.00	5.92%	July 17, 2023	April 11, 2024	0.85%
Toyota Mtr Cr Corp	Citibank	\$500,000.00	5.68%	July 19, 2023	December 18, 2023	0.61%
Toyota Mtr Cr Corp	Citibank	\$1,000,000.00	5.86%	July 19, 2023	April 8, 2024	1.21%
Canadian Imperial Bk	JP Morgan Securities LLC	\$500,000.00	5.89%	July 24, 2023	April 19, 2024	0.61%
Toyota Mtr Cr Corp	Citibank	\$500,000.00	5.90%	July 25, 2023	April 16, 2024	0.61%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$500,000.00	5.80%	July 25, 2023	March 1, 2024	0.61%
Toyota Mtr Cr Corp	Citibank	\$250,000.00	5.92%	August 2, 2023	April 25, 2024	0.30%
Natixis NY	Bny Capital Markets Inc	\$500,000.00	5.88%	August 8, 2023	April 29, 2024	0.61%
Canadian Imperial Bk	JP Morgan Securities LLC	\$485,000.00	5.84%	August 14, 2023	May 9, 2024	0.59%
National Bank	Rbc Capital Markets, LLC	\$425,000.00	5.77%	August 17, 2023	March 15, 2024	0.52%
Ing US Fdg LLC	Rbc Capital Markets, LLC	\$820,000.00	5.75%	August 21, 2023	February 16, 2024	1.00%
Bank Montreal Disc Coml	Bank of New York	\$1,500,000.00	5.91%	August 24, 2023	May 20, 2024	1.82%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$500,000.00	5.80%	August 24, 2023	March 28, 2024	0.61%
Ing US Fdg LLC	Rbc Capital Markets, LLC	\$1,000,000.00	5.82%	August 31, 2023	April 1, 2024	1.21%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$415,000.00	5.84%	August 31, 2023	March 18, 2024	0.50%
Toronto Dominion Bank	JP Morgan Securities LLC	\$350,000.00	5.86%	September 7, 2023	June 3, 2024	0.42%
Bank Amer Secs Inc	BofA Securities, Inc.	\$1,600,000.00	5.93%	October 5, 2023	June 4, 2024	1.94%
Bank Amer Secs Inc	BofA Securities, Inc.	\$625,000.00	5.92%	October 17, 2023	July 12, 2024	0.76%
Natixis NY	BofA Securities, Inc.	\$340,000.00	5.94%	October 23, 2023	June 20, 2024	0.41%
Certificate of Deposit						
Certificate of Deposit	Goldman Sachs Bank, USA	\$246,000.00	2.50%	June 15, 2022	December 15, 2023	0.30%
Certificate of Deposit	Capital One Bank (USA) National Assoc	\$246,000.00	2.85%	June 15, 2022	June 17, 2024	0.30%
Certificate of Deposit	The Dart Bank	\$250,000.00	3.10%	June 21, 2022	December 22, 2025	0.30%
Certificate of Deposit	Bangor Svgs Bk	\$244,000.00	4.85%	November 23, 2022	May 23, 2024	0.30%
Certificate of Deposit	Multi-Bank Securities Inc	\$244,000.00	4.55%	April 19, 2023	April 20, 2026	0.30%
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	4.80%	April 20, 2023	July 22, 2024	0.30%
Certificate of Deposit	Charles Schwab Bank, SSB	\$237,000.00	5.35%	August 21, 2023	August 20, 2024	0.29%
Certificate of Deposit	Flagstar Bank, N.A.	\$40,000.00	5.30%	August 21, 2023	August 23, 2024	0.05%
Certificate of Deposit	Multi-Bank Securities Inc	\$248,000.00	5.00%	August 23, 2023	February 23, 2026	0.30%
Certificate of Deposit	Multi-Bank Securities Inc	\$243,000.00	5.08%	August 24, 2023	August 25, 2025	0.30%
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	4.84%	August 28, 2023	August 25, 2026	0.30%
Certificate of Deposit	Multi-Bank Securities Inc	\$248,000.00	4.95%	September 8, 2023	September 28, 2026	0.30%
Certificate of Deposit	Multi-Bank Securities Inc	\$248,000.00	4.95%	September 13, 2023	September 14, 2026	0.30%
Certificate of Deposit	Multi-Bank Securities Inc	\$243,000.00	5.15%	September 29, 2023	September 29, 2026	0.30%
Agency Securities						
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$305,000.00	0.57%	September 30, 2020	September 24, 2025	0.37%
Federal Farm Credit Bank	Intl Fcstone Financial Inc	\$250,000.00	0.50%	October 29, 2020	January 27, 2025	0.30%
Federa Farm Credit Bank	JP Morgan Securities LLC	\$250,000.00	0.40%	November 19, 2020	May 16, 2024	0.30%

Federal Home Loan Mortgage Company	Multi-Bank Securities Inc.	\$390,000.00	0.25%	December 4, 2020	December 4, 2023	0.47%
Federal Home Loan Mortgage Company	Citigroup Global Markets, Inc	\$500,000.00	0.27%	January 22, 2021	March 28, 2024	0.61%
Federal Home Loan Mortgage Company	Intl Fcstone Financial Inc	\$500,000.00	0.65%	January 28, 2021	January 28, 2026	0.61%
Federal Farm Credit Bank	Mizuho Securities USA Inc.	\$500,000.00	0.22%	February 12, 2021	February 12, 2024	0.61%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$300,000.00	0.65%	February 26, 2021	February 26, 2026	0.36%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$390,000.00	1.00%	March 23, 2021	March 23, 2026	0.47%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$240,000.00	0.50%	May 27, 2021	August 27, 2024	0.29%
Federal Home Loan Mortgage Company	Toronto Dominion Securities	\$250,000.00	0.63%	May 28, 2021	November 27, 2024	0.30%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$140,000.00	0.33%	July 29, 2021	December 29, 2023	0.17%
Federal Home Loan Mortgage Company	Great Pacific Securities	\$255,000.00	1.10%	August 30, 2021	August 24, 2026	0.31%
Federal Home Loan Mortgage Company	Baird, Robert W. & Company In	\$200,000.00	0.60%	October 8, 2021	January 7, 2025	0.24%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$150,000.00	1.50%	February 28, 2022	February 23, 2024	0.18%
Federal Farm Credit Bank	Amherst Pierpont Securities	\$250,000.00	3.37%	May 26, 2022	May 26, 2026	0.30%
Federal Home Loan Mortgage Company	First Tennessee Bank	\$205,000.00	3.12%	May 27, 2022	May 23, 2025	0.25%
Federal Farm Credit Bank	Stonex Financial Inc	\$250,000.00	3.96%	August 17, 2022	August 17, 2026	0.30%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$250,000.00	3.35%	August 17, 2022	March 8, 2024	0.30%
Federal Farm Credit Bank	Wells Fargo Securities, LLC	\$500,000.00	3.29%	August 24, 2022	August 24, 2026	0.61%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$120,000.00	5.00%	October 18, 2022	October 18, 2027	0.15%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$265,000.00	5.00%	October 20, 2022	October 20, 2025	0.32%
Federal Home Loan Mortgage Company	JP Morgan Securities LLC	\$300,000.00	4.79%	November 2, 2022	March 8, 2024	0.36%
Federal Home Loan Mortgage Company	Morgan Stanley & Co LLC	\$250,000.00	5.37%	March 8, 2023	September 13, 2024	0.30%
Federal Home Loan Mortgage Company	Cap Institutional Services, Inc	\$545,000.00	6.00%	July 26, 2023	April 26, 2027	0.66%
Federal Farm Credit Bank	Stonex Financial Inc	\$550,000.00	5.19%	August 11, 2023	September 28, 2026	0.67%
Federal Home Loan Mortgage Company	Loop Capital Markets LLC	\$500,000.00	4.64%	August 25, 2023	September 10, 2027	0.61%
US Government Agency Discount Notes						
TOTAL PORTFOLIO		\$82,371,593.70				100.00%

This page intentionally left blank.

CUYAHOGA COUNTY PUBLIC LIBRARY

Purchase Approval List

November 14, 2023

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		ENCUMBRANCE INCREASES			
1		Digital asset management software			
		SUMMARY: Necessary to increase Blanket PO from \$39,000 to \$39,683.46 due to an additional user license for new Development staff.			
		As requested by the Communications and External Relations Division.	Lytho Inc		\$683.46
2		Canon imagePRESS lease			
		SUMMARY: Necessary to increase Blanket PO from \$55,000 to \$61,000 to cover one month's billing from 2022 received in 2023.			
		As requested by the Communications and External Relations Division.	Canon Financial Services		\$6,000.00
3		Marketing automation & Customer Relationship Management (CRM) service			
		SUMMARY: Necessary to increase Blanket PO from \$29,000 to \$30,500 due to an increase in library card applications.			
		As requested by the Communications and External Relations Division.	Patron Point		\$1,500.00
4		Quarterly program guide printing			
		SUMMARY: Necessary to increase Blanket PO from \$55,000 to \$57,317 due to increased paper & freight costs.			
		As requested by the Communications and External Relations Division.	LSC Communications		\$2,317.00
5		Executive recruiting services			
		SUMMARY: Necessary to increase amount from \$29,500 to \$31,000 due to additional recruiting services provided.			
		As requested by the Human Resources Division.	Organizational Architecture Inc		\$1,500.00

CUYAHOGA COUNTY PUBLIC LIBRARY

Purchase Approval List

November 14, 2023

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
6		Uniform service			
		SUMMARY: Necessary to increase Blanket PO from \$17,500 to \$21,300 due to additional staff uniforms needed.			
		As requested by the Operations-Facilities Division.	Unifirst		\$3,800.00
7		Adobe Software Renewal			
		SUMMARY: Necessary to increase Blanket PO from \$82,564.71 to \$85,705 due to an increase in subscription pricing.			
		As requested by the Information Technologies Division.	Cornerstone IT Inc.		\$3,140.29
		RENEWAL PURCHASES			
8		Performance Management subscription			
		SUMMARY: Necessary to access talent & performance platform.			
		As requested by the Human Resources Division.	Clear Company		\$17,995.00
		CAPITAL FUND NEW PURCHASES			
9		Commissioning services for new Brooklyn Branch			
		SUMMARY: Necessary to evaluate engineering needs of mechanical systems for new branch building.			
		As requested by the Operations-Facilities Division.	PTA Engineering		\$24,900.00

Gift Report October 1-30 2023

Gift Amount	Donor	Recipient	Purpose
\$50.00	Alpha Delta Kappa, Alpha Nu Chapter	Branch Trust Fund of Parma-Powers	Books
\$356.59	Friends of the Bedford Library	Branch Trust Fund of Bedford	Supplies and Programming
\$3,000.00	Friends of the Bedford Library	Branch Trust Fund of Bedford	Purchase of a bench
\$60.66	Friends of the Berea Library	Branch Trust Fund of Berea	Supplies and Programming
\$289.40	Friends of the Chagrin Falls Library	Branch Trust Fund of Chagrin Falls	Supplies and Programming
\$89.25	Friends of the Gates Mills Library	Branch Trust Fund of Gates Mills	Supplies and Programming
\$721.95	Friends of the North Olmsted Library	Branch Trust Fund of North Olmsted	Supplies and Programming
\$96.79	Friends of the Olmsted Falls Library	Branch Trust Fund of Olmsted Falls	Supplies and Programming
\$389.56	Friends of the Solon Library	Branch Trust Fund of Solon	Supplies and Programming
\$250.00	LPL Financial	Library General Operating Fund	General support
\$500.00	Hallie S. Rich	Branch Trust Fund of Warrensville Heights	Museum of Creative Human Art Event
\$400,000.00	Janice Green Trust	Branch Trust Fund of Orange	General support

This page intentionally left blank.

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, 2023.

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

Special Revenue Fund:

257 – Hotspot Lending Program	\$	25,750.00
-------------------------------	----	-----------

Appropriations Amendment

Special Revenue Fund:

257 – Adult Educational Services	\$	25,750.00
----------------------------------	----	-----------

Approved 14 November 2023

Dean E. DePiero
President

Maria L. Spangler
Secretary

TEMPORARY ANNUAL APPROPRIATION RESOLUTION

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

Regular session on the 14th day of November 2023, at the office of The Board with the following members present:

_____ moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Cuyahoga County Public Library District, Cuyahoga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, ending December 31st, 2024, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the

General Fund		\$92,014,046.98
Special Revenue Fund Total		\$3,273,021.00
Libraries Accelerating Learning	\$190,785.00	
Project Build	\$25,483.00	
WVH Garden	\$4,004.00	
Adult Education Services	\$1,312,372.00	
Family Engagement	\$100,961.00	
Food & Culinary Literacy Program	\$22,210.00	
Hotspot Lending Program	\$116,000.00	
Digital Literacy	\$392,154.00	
Student Success	\$233,552.00	
SLN Innovation Center	\$850,000.00	
Special School Programming	\$25,500.00	
Note Retirement Fund		\$4,327,019.00
Capital Fund-402		\$12,300,000.00
Regular Trust Fund		\$140,000.00
Special Trust Fund		\$50,000.00
Endowment Trust Fund		\$2,500.00
Agency Fund		\$100,000.00
GRAND TOTAL - ALL APPROPRIATIONS		\$112,206,586.98

CONTINUANCE

_____ seconded the Resolution and the roll called upon its adoption, the vote

resulted as follows:

_____	Aye
_____	Aye
_____	Aye
_____	Aye
_____	Aye
_____	Aye
_____	Aye

The State of Ohio, Cuyahoga County, ss.

I, Greg Cordek Clerk of the Board of Library Trustees, Cuyahoga County Public Library District, in said County, and whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Annual Appropriation Resolution is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and corrected copy thereof.

Witness my signature, this 14th day of November, 2023.

Fiscal Officer of the Board of Library Trustees of the
Cuyahoga County Public Library District
Cuyahoga County, Ohio

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 2024

.

Approved 14 November, 2023

Dean E. DePiero
President

Maria L. Spangler
Secretary

Cuyahoga County Public Library
For Board Review November 14, 2023

2024 Blanket Orders

Vendor	Description	Requested by	2023 Amount	2024 Amount	Difference	% Change
Abraxus Salt LLC	Bulk salt for parking lots	Facilities	\$40,000	\$40,000	\$0	0.0%
Active Plumbing	Supplies for repairs	Facilities	\$40,000	\$50,000	\$10,000	25.0%
ADP Inc	Employee payroll and benefit services	Finance, HR	\$570,000	\$165,000	(\$405,000)	-71.1%
Amazon	IT supplies	Information Technology		\$15,000	\$15,000	
Apache auto parts	Automobile repair parts	Facilities	\$15,000	\$15,000	\$0	0.0%
Baker & Taylor	BT Cat software renewal	Technical Services		\$20,600	\$20,600	
Bayscan Technologies	Lean Hold and receipt rolls	Finance	\$35,000	\$40,000	\$5,000	14.3%
Be Well Solutions	Wellness programming	Human Resources	\$35,000	\$45,000	\$10,000	28.6%
Blackbaud	Raiser's Edge software renewal	Information Technology	\$18,356	\$21,000	\$2,644	14.4%
Brightly Software	Work order software	Facilities	\$38,000	\$25,000	(\$13,000)	-34.2%
Brodart Library Supplies	Book covers, jackets & processing supplies	Processing	\$30,000	\$30,000	\$0	0.0%
Building Control Integrators	HVAC DDC/Control maintenance	Facilities	\$30,000	\$45,000	\$15,000	50.0%
ByWater Solutions	Annual software support	Technical Services		\$166,500	\$166,500	
ByWater Solutions	Software enhancements	Technical Services	\$50,000	\$50,000	\$0	0.0%
Canon	Lease C810 press production system	Graphics	\$55,000	\$67,000	\$12,000	21.8%
Case Western Reserve University	Executive Education classes	Human Resources	\$20,000	\$20,000	\$0	0.0%
CDW-G	Fireeye software renewal	Information Technology	\$104,283	\$120,000	\$15,717	15.1%
CDW-G	Ghost solutions suite	Information Technology	\$20,776	\$23,891	\$3,115	15.0%
CDW-G	IT supplies	Information Technology		\$15,000	\$15,000	
CertaSite	Fire Sprinkler & Backflow Testing, Repair	Facilities		\$20,000	\$20,000	
Citywide Solutions	Burglar alarm and camera repair & service	Facilities	\$48,000	\$40,000	(\$8,000)	-16.7%
Clarivate Analytica	Syndetics Unbound Subscription Year 2 of 3	Technical Services		\$30,600	\$30,600	
ClearCompany	Performance Management	Human Resources		\$17,995	\$17,995	
Cleveland Renovations	Repairs and emergency response	Facilities	\$15,000	\$20,000	\$5,000	33.3%
Cleveland Vicon	Lock & Door Maintenance	Facilities		\$15,000	\$15,000	
ComDoc	Managed print service, repair calls	Finance	\$108,000	\$108,000	\$0	0.0%
ComDoc	Docuware monthly maintenance	Information Technology	\$23,222	\$26,716	\$3,494	15.0%
Communico	Registration software renewal	Information Technology	\$26,000	\$29,900	\$3,900	15.0%
Communico	Self-check software renewal	Information Technology	\$81,113	\$93,279	\$12,166	15.0%

Cuyahoga County Public Library
For Board Review November 14, 2023

2024 Blanket Orders

Continental Fire & Security	Fire alarm and camera repair & service	Facilities	\$90,000	\$150,000	\$60,000	66.7%
Cornerstone IT Inc	Office 365 software renewal	Information Technology	\$22,620	\$26,050	\$3,430	15.2%
Cornerstone IT Inc	Adobe software renewal	Information Technology	\$82,565	\$91,517	\$8,952	10.8%
Corrigan Moving Systems	Moving services	Facilities	\$25,000	\$25,000	\$0	0.0%
Culligan	Water cooler service	Finance	\$15,318	\$16,000	\$682	4.5%
Cyrid Media	Media buying & consultation	Marketing	\$400,000	\$340,000	(\$60,000)	-15.0%
Davey Tree	Grounds, snow removal, ponds, tree services	Facilities	\$560,000	\$560,000	\$0	0.0%
Demco	Label protectors	Processing	\$15,000	\$15,000	\$0	0.0%
Designing Interactive, The Refinery	Website maintenance	Marketing	\$20,000	\$60,000	\$40,000	200.0%
Devin's Powerwash	Power wash & window cleaning	Facilities		\$20,000	\$20,000	
DiFranco Plumbing Company	Emergency sewer repairs	Facilities	\$33,000	\$35,000	\$2,000	6.1%
DPS	Click charges, maintenance, & supplies	Graphics	\$50,000	\$50,000	\$0	0.0%
DRO Ltd	Emergency branch repairs	Facilities	\$15,000	\$20,000	\$5,000	33.3%
Freshworks	IT Support ticket software	Information Technology		\$35,040	\$35,040	
Gardiner	HVAC service and parts	Facilities	\$15,000	\$25,000	\$10,000	66.7%
Giving Insight	Database consulting	Development		\$15,000	\$15,000	
Grainger Inc	Facility maintenance supplies	Facilities	\$60,000	\$60,000	\$0	0.0%
Grainger Inc	Learning Management system	Facilities	\$24,000	\$24,000	\$0	0.0%
Greater Cleveland Regional Transit	Bus Passes for retail sales	Finance	\$20,000	\$30,000	\$10,000	50.0%
Guarantee Pest Management	Exterminating services	Facilities	\$35,000	\$35,000	\$0	0.0%
Hewlett-Packard	PCs for Innovation Centers - year 3 of 4	Information Technology	\$17,423	\$17,423	\$0	0.0%
Hewlett-Packard	Public Laptop lease - year 2 of 4	Information Technology		\$122,940	\$122,940	
Hewlett-Packard	Staff Laptop lease - year 4 of 4	Information Technology	\$157,015	\$157,015	\$0	0.0%
Hewlett-Packard	Public PC lease - year 5 of 5	Information Technology	\$190,307	\$190,307	\$0	0.0%
Home Depot	Maintenance materials	Facilities	\$30,000	\$40,000	\$10,000	33.3%
Innovative Interfaces	INNReach & Peer to Peer Subscription Year 1 of 3	Technical Services	\$532,059	\$37,403	(\$494,656)	-93.0%
iVideo	Audio Visual service & repairs	Information Technology		\$20,000	\$20,000	
Jamf	Jamf software renewal	Learning and Literacy	\$15,982	\$15,338	(\$644)	-4.0%
Johnson Controls Fire Protection	Fire Alarm Testing, Repair	Facilities		\$15,000	\$15,000	
Johnstone Supply	Maintenance materials	Facilities	\$15,000	\$15,000	\$0	0.0%
Julian and Grube Inc	Audit service fees	Finance	\$17,400	\$17,400	\$0	0.0%

Cuyahoga County Public Library
For Board Review November 14, 2023

2024 Blanket Orders

Kastner, Westman & Wilkins	Professional legal services & negotiations	Human Resources	\$99,000	\$125,000	\$26,000	26.3%
Kodi Collective	Printing of quarterly program guide	Marketing	\$55,000	\$58,000	\$3,000	5.5%
Kronos SaaShr UKG	Employee payroll and benefit services	Finance, HR		\$270,000	\$270,000	
Kurak's Tire Center	Automobile repair & parts	Facilities	\$25,000	\$25,000	\$0	0.0%
Lake Graphics, Label, & Sign	Processing labels	Processing	\$25,000	\$15,000	(\$10,000)	-40.0%
Logicalis	Cisco smartnet software renewal	Information Technology	\$61,800	\$61,800	\$0	0.0%
Logicalis	Palo Alto Firewall software renewal	Information Technology	\$38,653	\$50,700	\$12,047	31.2%
Logicalis	Veeam Backup software	Information Technology		\$16,650	\$16,650	
Luce, Smith & Scott, Inc	Insurance premiums & adjustments	Finance	\$375,000	\$395,000	\$20,000	5.3%
Lytho	Project management software	Marketing	\$39,000	\$39,000	\$0	0.0%
Marcive Inc	Record Maintenance & Enhancements	Technical Services		\$15,000	\$15,000	
McCaulley & Company LLC	Advocacy consulting	Marketing	\$60,000	\$60,000	\$0	0.0%
Millcraft Paper Co.	Paper & supplies	Graphics	\$50,000	\$50,000	\$0	0.0%
Mobile Beacon	Mobile hotspots	Information Technology	\$46,800	\$30,480	(\$16,320)	-34.9%
OARnet	OARnet VMware renewal	Information Technology	\$19,200	\$22,080	\$2,880	15.0%
Ohio Library Council	Institutional dues	Executive Director	\$15,000	\$18,000	\$3,000	20.0%
Otis Elevator	Elevator services	Facilities	\$30,000	\$30,000	\$0	0.0%
Pakor	Passport photo supplies	Finance		\$23,000	\$23,000	
Patron Point	Marketing automation & CRM service	Marketing	\$29,000	\$30,000	\$1,000	3.4%
Pitney Bowes	Mailing machine postage	Facilities	\$60,000	\$60,000	\$0	0.0%
Relmec Mechanical LLC	HVAC repair and service	Facilities	\$40,000	\$50,000	\$10,000	25.0%
Rick's Roofing & Remodeling	Emergency plumbing & General repairs	Facilities	\$24,000	\$40,000	\$16,000	66.7%
Rooney Cleaning Company	Carpet cleaning, east side	Facilities	\$50,000	\$110,000	\$60,000	120.0%
Rtech Solutions	POTS replacement	Information Technology		\$31,860	\$31,860	
Rumpke of Ohio, Inc.	Waste Removal	Facilities	\$68,000	\$70,000	\$2,000	2.9%
Sam's Club	Branch snacks & supplies	Learning and Literacy		\$20,000	\$20,000	
Siemens Industry Inc.	HVAC DDC/Controls maintenance	Facilities	\$25,000	\$30,000	\$5,000	20.0%
Stanley Access Technologies LLC	Door service and repairs	Facilities	\$17,500	\$18,000	\$500	2.9%
State Library of OH	Delivery service Ohio Link & Search OH	Facilities	\$335,400	\$350,000	\$14,600	4.4%
Summit Building Services	Contract & emergency cleaning	Facilities	\$2,400,000	\$2,700,000	\$300,000	12.5%
Sunoco Suntrak	Gasoline purchases	Facilities	\$95,000	\$95,000	\$0	0.0%

Cuyahoga County Public Library
For Board Review November 14, 2023

2024 Blanket Orders

Sup-R-Die	Electrical supplies	Facilities	\$85,000	\$80,000	(\$5,000)	-5.9%
T Mobile	Mobile hotspots	Information Technology	\$36,600	\$73,440	\$36,840	100.7%
Taft Stettinius & Hollister	Government relations & strategic counsel	Marketing	\$66,000	\$66,000	\$0	0.0%
Todays Business Solutions	PaperCut & ScanEZ software	Information Technology		\$38,403	\$38,403	
Toplevel Carpet Cleaning	Carpet cleaning, west side	Facilities		\$110,000	\$110,000	
Trane US Inc	HVAC boiler & equipment maintenance	Facilities	\$18,000	\$25,000	\$7,000	38.9%
Treasurer of State	Audit service fees	Finance	\$22,000	\$22,000	\$0	0.0%
Tyler Technologies Inc.	New World software maintenance	Finance	\$45,000	\$45,000	\$0	0.0%
Unifirst	Uniform rental	Facilities	\$17,500	\$25,000	\$7,500	42.9%
Unique Management Services	Collections service	Branch Services	\$20,000	\$20,000	\$0	0.0%
United Electrical Systems	Electrical repairs	Facilities		\$30,000	\$30,000	
Urban Library Council	Institutional dues	Executive Director	\$16,875	\$16,875	\$0	0.0%
US Postal Service	Stamps for retail sales	Finance	\$30,000	\$30,000	\$0	0.0%
US Postal Service	Postage for passports	Finance	\$80,000	\$95,000	\$15,000	18.8%
US Postmaster	Postage for Books by Mail	Facilities	\$40,000	\$40,000	\$0	0.0%
Verizon Wireless	Wireless phone service & equipment	Information Technology	\$80,000	\$80,000	\$0	0.0%
WB Mason	Office supplies for all locations	Finance	\$50,000	\$85,500	\$35,500	71.0%
Willham Roofing	Roof repairs & additional maintenance	Facilities	\$25,000	\$25,000	\$0	0.0%
Wire Men	Emergency electrical repairs	Facilities		\$30,000	\$30,000	
WW Williams	Generator maintenance	Facilities	\$40,000	\$45,000	\$5,000	12.5%
Xerox Leasing	Multifunction machines lease - year 2 of 3	Finance	\$541,116	\$551,612	\$10,496	1.9%
Zoom Video Communications	Zoom business licenses	Information Technology	\$46,350	\$59,230	\$12,880	27.8%
Zoresco Equipment	Snow plow & salt spreader repairs	Facilities	\$18,000	\$20,000	\$2,000	11.1%
		Total	\$9,221,233	\$10,178,544	\$957,311	10.4%

Cuyahoga County Public Library

Resolution to Revise Cuyahoga County Public Library Credit Card Policy

Whereas, The Library passed a resolution to establish a Credit Card Policy on January 22, 2019; and,

Whereas, The Policy includes a list of all Cuyahoga County Public Employees who may be Issued Credit Cards; and,

Whereas, The Library has updated credit limits for certain Job Titles that may carry a Credit Card; The Library has added/updated Job Titles that may carry a Credit Card;

Now therefore be it resolved that the Board of Trustees of Cuyahoga County Public Library authorizes changes to the Policy as follows:

Added/Updated Job Title:

Chief Operations Officer with a credit limit up to \$9,000

Chief Financial Officer/Fiscal Officer with a credit limit up to \$9,000

Updated Credit Limits:

Literacy and Learning Director with a credit limit up to \$7,000

Chief Communications & External Relations (CER) Officer with a credit limit up to \$9,000

Chief Human Resources Officer with a credit limit up to \$9,000

Approved 14 November 2023

Dean E. DePiero
President

Maria L. Spangler
Secretary

Cuyahoga County Public Library Credit Card Policy

Revision approved November 14, 2023

1. This policy applies to all (i) payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and (ii) payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards”.
2. This policy does not apply to procurement cards (P-cards), or to gas cards or other payment cards that are capable of use only for the purchase of certain limited types of goods.
3. The Library will not obtain or maintain any debit cards.
4. The Fiscal Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library and determine which store credit card accounts the Library will utilize.
 - a. The Fiscal Officer is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
 - b. The Fiscal Officer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.
 - c. The Fiscal Officer is responsible for notifying the issuing financial institution of a lost or stolen card.
5. In the absence of the Fiscal Officer, the Deputy Fiscal Officer will assume the responsibilities of the Fiscal Officer.
6. Credit cards will be established in the name of the Cuyahoga County Public Library and the specific name of an individual with a maximum credit limit for each set by the Library, except for the Division of Technical Services, Acquisitions Department, the Branch Services Division and the Division of Literacy and Learning.

Regarding credit cards for the Technical Services Division, Acquisitions Department, credit cards will be kept in the Safe Room adjacent to the Fiscal Officer’s office and Deputy Fiscal Officer and may be signed out to the Director of Technical Services or the Acquisition’s Manager from time to time as necessary. Expenditures will be limited to items that affect the Material Collections used by the Public. The credit card will be promptly returned to the Fiscal Officer/Deputy Fiscal Officer once the purchases for which it was checked out have been made.

7. Credit cards may be issued to:

- a. Chief Executive Officer with a credit limit up to \$10,000
- b. Chief Operations Officer with a credit limit up to \$9,000
- c. Chief Financial Officer/Fiscal Officer with a credit limit up to \$9,000
- d. Chief Public Services Officer - Public Services with a credit limit up to \$9,000
- e. Finance Director/Deputy Fiscal Officer with a credit limit up to \$7,000
- f. Literacy & Learning Director with a credit limit up to \$7,000
- g. Facilities Director with a credit limit up to \$8,000
- h. Chief Communications & External Relations (CER) Officer with a credit Limit up to \$9,000
- i. Marketing Director with a credit limit up to \$7,000
- j. Information Technology Director with a credit limit up to \$8,000
- k. Chief Human Resources Officer with a credit limit up to \$9,000
- l. Human Resources Director with a credit limit up to \$7,000
- m. Engagement, Diversity, Equity, and Inclusion (DEI) Manager with a credit limit up to \$5,000
- n. Purchasing Agent with a credit limit up to \$20,000
- o. Executive Division Manager with a credit limit up to \$3,000
- p. CER Supervisor with a credit limit up to \$4,000
- q. Adult Education Services Director with a credit limit up to \$5,000
- r. Talent Manager with a credit limit up to \$4,000
- s. LLD Assist – Adult Programing with a credit limit up to \$3,000
- t. Adult Programing Manager with a credit limit up to \$4,000
- u. Administrative Manager with a credit limit up to \$4,000
- v. LLD Specialist-Writing with a credit limit up to \$3,000
- w. LLD Clerk – Youth Programing with a credit limit up to \$3,000
- x. Development Director with a credit limit up to \$8,000
- y. ITD Electronic Equipment Tech with a credit limit up to \$9,400
- z. Maintenance Technician with a credit limit up to \$9,400
- aa. Project Manager with a credit limit up to \$9,400
- bb. Maintenance Assistant with a credit limit up to \$9,400
- cc. Maintenance Supervisor with a credit limit up to \$9,400
- dd. Maintenance Manager with a credit limit up to \$9,400
- ee. HVAC Technician with a credit limit up to \$9,400
- ff. HVAC Supervisor with a credit limit up to \$9,400
- gg. Mechanic with a credit limit up to \$9,400

A credit card may not be used by anyone other than the individual to whom it is issued.

8. Prior to initial receipt of a credit card, each individual must agree to and sign the Credit Card Responsibility and Use Procedures.

9. The Board authorizes the use of Library credit cards for use in connection with Board-approved or Library-related activities and for only those types of expenses that are for the benefit of the Library that serve a valid and proper public purpose shall be paid for by credit card. Credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when

required by a vendor. In any event, credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.

10. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to the Compliance Officer promptly following the purchase.

11. Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.

12. The Library Board of Trustees will appoint a Compliance Officer to review all credit card accounts every six months, including: the number of accounts and issued/active cards, account expiration dates and credit limits. The Fiscal Officer may not also serve as the Compliance Officer.

13. The Compliance Officer may use a credit card only with the prior authorization of the Fiscal Officer, except that the Chief Executive Officer serving in the role as Compliance Officer may use a credit card as otherwise authorized in this policy.

14. The Compliance Officer may not authorize Library personnel to use a credit card, except that the Chief Executive Officer serving in the role as Compliance Officer may authorize such use in accordance with this policy.

15. If a credit card is lost or stolen, or if Library personnel become aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Fiscal Officer and Compliance Officer.

16. All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to the Cuyahoga County Public Library. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.

17. If the Compliance Officer is authorized to use a credit card, on a monthly basis, the Fiscal Officer (or the Deputy Fiscal Officer,) will review the credit card statements and will sign an attestation to such review.

18. On an annual basis, the Fiscal Officer (or the Deputy Fiscal Officer) will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

Credit Card Responsibility and Use Procedures

A credit card account has been established to meet the needs of your department for incidental purchases. Upon receipt of proper documentation and itemized receipt, credit card expenditures will be paid through the Fiscal Officer's office.

*****A credit card does not replace requisitions and purchase orders.**

Conditions of Use. Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of your department and budget. The expenditure may only be made after the approval of any required requisition and purchase order. The credit card is not to be used for any personal expenses.
2. Expenditures to be paid must be less than your credit limit of \$ _____. There are no exceptions.
3. Proper documentation to support the expenditure must be sent to the Compliance Officer prior to receipt of the monthly statement.
 - a. Proper documentation is to include:
 - i. Itemized paid receipt indicating the amount paid, the vendor, and an itemized description of the purchase.
 - ii. In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and the packing slip or other receiving document.
 - iii. A hardcopy print-out for any items ordered online.
 - b. Examples of documentation not allowed:
 - i. Non-itemized cash register receipts.
 - ii. Handwritten requests for reimbursement without receipts or other verification.
4. The Library is exempt from sales tax, and all reasonable efforts should be made to ensure that sales tax is not charged by vendors in connection with purchases made via credit card. A tax exemption certificate is available in the Fiscal Officer's office. In some cases, if you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged.

Safekeeping. You are responsible for the safekeeping of the credit card. You shall not permit anyone else to use the credit card or disclose to anyone (other than the vendor/merchant in connection with a purchase) the card account number, CVV, or other pertinent account information.

Unauthorized Use. If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, you must immediately report same to the Fiscal Officer and Compliance Officer.

No Right to Credit Card. The credit card is issued to you on a temporary basis and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Library's Fiscal Officer or Director. You must immediately return the credit card to the Library upon termination of your employment with the Library or in the event of a change in your position/title.

Personal Responsibility. You are personally responsible for any unauthorized credit card expenditures and expenditures made in violation of applicable Library policy.

Policy. In addition to the terms set out herein, use of the credit card is subject to the Library's Credit Card Policy.

I have read and fully understand and accept my personal responsibilities and liabilities in regard to the credit card issued to me, including the terms set out in the Library's Credit Card Policy. I further acknowledge that any misuse of the credit card may result in disciplinary action up to and including termination of employment.

Cardholder Signature: _____ Date: _____

Witness: _____ Date: _____