



Cuyahoga County **Public Library**

**Tuesday, January 24, 2023 / 5 PM**  
Administration Building  
2111 Snow Road, Parma, OH 44134



# Board of Trustees Meeting

**CUYAHOGA COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING AGENDA  
24 January 2023  
ADMINISTRATIVE BUILDING AUDITORIUM  
6:00 p.m.**

<b>TOPIC</b>	<b>PAGE#</b>	<b>MOTION</b>
1. Call to Order: Dean DePiero, President		ROLL-CALL
2. Election of Officers: Presentation of Slate		ACTION
3. Resolution to Appoint Fiscal Officer & Deputy Fiscal Officer	1	ACTION
• Oath of Office – Fiscal Officer	2	
• Oath of Office – Deputy Fiscal Officer	3	
4. Approval of Minutes: December 13, 2022 Board Meeting	5-13	ACTION
5. Retiree Recognition	14-20	INFORMATION
6. Public Comment		INFORMATION
7. Report of the Board President		INFORMATION
8. Report of the Executive Director	21-32	INFORMATION
9. Human Resources Report	33-41	ACTION
10. Finance Committee Report:	43-44	
• Financial Statement Review – Fiscal 2022 – December	45-49	INFORMATION
• Investments: Fiscal 2022 – December	50	ROLL-CALL
• Purchase Approval List	51-53	ACTION
• Gift Report	54	ACTION
• Voucher List		INFORMATION
11. New Business		
• Resolution Authorizing the Library to Enter into an Easement Agreement with Columbia Gas of Ohio, Inc.	55-62	ACTION
• Resolution to Negotiate an Agreement in Connection with The Solon Branch Addition and Renovation	63-64	ACTION
• Resolution to Revise Cuyahoga County Public Library Credit Card Policy	65-70	ACTION
• Resolution Joint Use Agreement between Cuyahoga Community College (Tri-C), The City of Solon and The Library	71-81	ACTION
• Resolution To Amend Official Certificate of Estimated Resources and Amend Appropriations	82	ROLL-CALL
12. Executive Session		
• To Discuss Pending or Imminent Court Action		ROLL-CALL
13. Reconvene from Executive Session		ROLL-CALL
14. Adjourn		ACTION

## Cuyahoga County Public Library – Resolution to Appoint Fiscal Officer and Deputy Fiscal Officer

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

**WHEREAS,** it is now necessary to appoint the Fiscal Officer to serve for that one-year term which shall begin with the appointment at the Board Meeting of January 24, 2023, and;

**WHEREAS,** the Board of Trustees will also appoint a Deputy Fiscal Officer to serve for the same term.

**NOW, THEREFORE BE IT RESOLVED,** that the Board of Trustees of Cuyahoga County Public Library hereby appoints Scott A. Morgan as Fiscal Officer and Robert W. Dolan as Deputy Fiscal Officer for one-year terms beginning January 24, 2023.

*Approved 24 January 2023*

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

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

## Cuyahoga County Public Library – Oath of Office Fiscal Officer

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I, Scott A. Morgan, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Ohio; that I will faithfully and impartially discharge my duties as Fiscal Officer of the Cuyahoga County Public Library, Cuyahoga County, Ohio to the best of my ability and in accordance with the laws now in effect and hereafter to be enacted during my term in office.

X

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Scott A. Morgan

Date: January 24, 2023

## Cuyahoga County Public Library – Oath of Office – Deputy Fiscal Officer

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I, Robert W. Dolan, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Ohio; that I will faithfully and impartially discharge my duties as Deputy Fiscal Officer of the Cuyahoga County Public Library, Cuyahoga County, Ohio to the best of my ability and in accordance with the laws now in effect and hereafter to be enacted during my term in office.

X

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Robert W. Dolan

Date: January 24, 2023

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**CUYAHOGA COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES  
13 December 2022**

The December 13, 2022, meeting of the Cuyahoga County Public Library Board of Trustees was held at the Cuyahoga County Public Library Administration Building Auditorium, 2111 Snow Road, Parma, Ohio. With a quorum of five (5) Board members present, President DePiero called the meeting to order at 5:00 p.m.

**Roll-Call:**      **Present:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; Patricia A. Shlonsky; Amira Thomas – **5.**

**Absent:** William J. Leonard; Maria L. Spangler – **2.**

**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, Izoduwa Ebose-Holt, Human Resources Director, Rebecca Ranallo, Literacy and Learning Division Director, Enda Bracken, Branch Services Director – East, Lane Edwards, Branch Services Director – South, Caroline Vicchiarelli, Branch Services Director – West, Daniel Barden, Technical Services Director, Jeff Mori, Facilities Director, Jim Haprian, IT Director and Robert Rua, Marketing & Communications Director, and other interested observers.

**Approval of Minutes:**

President DePiero asked for a motion to approve the minutes of the November 15, 2022, Board meeting that were sent to the Board members in advance of this meeting.

**01-12/2022**

Trustee Davies moved to approve the minutes, seconded by Trustee Blakemore. Seeing no corrections, omissions or additions, the minutes of the November 15, 2022, Board Meeting were approved by unanimous vote of the Board members present.

**Retiree Recognition:**

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

**(See page 472)**

**Public Comment:**

Heather Timko acknowledged President DePiero and Board of Trustees Members.

Heather Timko introduced herself to the Board, she is currently the Adult Services Supervisor at CCPL Strongsville Branch. She started her career at CCPL Berea Branch and have been an employee of CCPL for the past 17 years. She worked with Retiree Jill Hajdin at CCPL Berea Branch and on behalf of the Union, she congratulated Ms. Hajdin on her many years of service to the Library and wish her the best on her retirement.

Ms. Timko stated this past October, she was elected as the new Cuyahoga County Public Library Union Executive Board Chapter President for a 2-year term. She has been on the local Executive Board in many roles from West delegate to Vice President for about ten years and has been involved in the last three contract negotiations and have now taken on this new role. She stated she and the CCLU Executive Board members will continue to work in collaboration with the Library on Union issues with the guidance of our SEIU 1199 Administrative Organizer, Mike Wood.

Ms. Timko presented the Cuyahoga County Public Library Foundation with a 100<sup>th</sup> Birthday donation to the Library from our local Cuyahoga County Library Union chapter. She asks the foundation to please accept this donation of \$250 from the CCLU Chapter of SEIU District 1199/West Virginia/Kentucky/Ohio. This donation is being made to honor our past union library workers as well as the over four hundred Cuyahoga County Library Union members that work tirelessly each and every day. For one hundred years, Cuyahoga County Public Library has helped our community to read, learn, create, and connect because of the heart and soul of our Librarians, Assistants, Clerks, Coordinators, Specialists, Counselors, Instructors, Trainers, Maintenance Staff, Drivers, and Pages. The Union has worked together with Library Administration for over 37 years since our initial affiliation with SEIU-District 925 on January 25, 1985. Ms. Timko stated they look forward to continuing this positive collaboration to ensure we are an inclusive Library where all Library users and our Library workers can benefit.

#### **Report of the Board President:**

President DePiero stated Trustee Leonard has chaired the Nominating Committee along with Nominating Committee Member, Trustee Thomas and the following have accepted nominations to board leadership positions for the upcoming fiscal year. Yours truly, Trustee DePiero to fill the role of President, Trustee Davies to fill the role of Vice President, Trustee Spangler to fill the role of Secretary. The official vote will be at the January 2023 organizational meeting.

President DePiero expressed his gratitude that it has been a pleasure serving his first year as president on the board and a lot of wonderful things have happened. He commented Chief Executive Officer Strobel and staff do a great job, and he is proud to be affiliated and proud to have this role for another year. Thank you very much he appreciates it.

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

Chief Executive Officer Strobel thanked Ms. Timko for the CCLU report and congratulated Ms. Timko on her new role and she will let CCPL Foundation Board know of their generosity.

Chief Executive Officer Strobel mentioned the proclamations received in recognition of CCPL's 100<sup>th</sup> Anniversary from Cuyahoga County Executive and the County Council of Cuyahoga County and we also received a proclamation from Senators Dolan, Yuko, Antonio, and Martin honoring the Cuyahoga County Public Library on its Centennial.

Chief Executive Officer Strobel congratulated Director Mori and his team on the many significant capital projects this year. They are at the top of the pyramid but, all hands are on deck when changes happen to our branch facilities. Great job to all of you.



Chief Executive Officer Strobel presented some of the accomplished action items in her presentation of 2022 Year-in-Review:

Chief Executive Officer Strobel stated the highlight of this year was the opening of our new CCPL Bay Village Branch and ribbon cutting.

Chief Executive Officer Strobel stated we have a 100<sup>th</sup> year anniversary gift for every branch, and she highlighted the following.

#### **Outdoor Fun Gifts:**

- CCPL Beachwood refresh reading garden both front and back gardens
- Percussion Play at CCPL Parma-Snow Branch
- Bicycle lending at CCPL Mayfield Branch

#### **Group Study Rooms**

- CCPL Garfield Heights Branch, we added additional study rooms to meet the needs of customers
- CCPL Independence Branch had a large study room we divided into two separate study rooms

#### **Outdoor Seating**

- CCPL Parma-Powers Branch and CCPL South Euclid-Lyndhurst Branch, we added outdoor seating for customers that want to read outdoors or those walking and want to rest

#### **Art**

- CCPL Parma Heights Branch we installed a wall mural on a giant blank wall that now looks great
- CCPL Richmond Heights Branch we installed a hanging wind flyer airplane very popular with students

#### **Youth Spaces Changing and Refreshing**

- CCPL Brooklyn Branch, just last week installed a parent and child cubicle
- CCPL Chagrin Falls Branch children and teen room refresh

#### **Quiet Reading Spaces**

CCPL Berea Branch and CCPL Solon Branch are very busy branches and spaces are loud. We created quiet reading spaces and can now offer customers a refreshed quiet space with a much better ambiance

#### **Additional Accomplishments**

- Eliminated daily overdue fines
- New branding campaign
- Digital Navigators with mobile outreach van
- 100-year staff celebration at the zoo
- Completed Facilities Master Plan (FMP)
- New website

### Looking Ahead to 2023

- New Koha ILS
- New Aspen Discovery interface – will go live in August 2023
- New self-check system
- New HRIS and Payroll system - Currently on ADP changing to new system 2024
- Break ground on CCPL Brooklyn Branch
- CCPL Solon Branch Innovation Center and additions
- Innovation Centers at CCPL Fairview Branch and CCPL Warrensville Heights Branch
- New CCPL Foundation web site 2024
- In-person Staff Development Day
- Culinary literacy kitchen at CCPL Parma-Snow Branch
- Drive up windows at CCPL Maple Heights Branch and CCPL Brecksville Branch

Chief Executive Officer Strobel stated the board of trustees supports us and help make this happen and we are grateful for them. Thank you and great holidays to everyone.

President DePiero commented Chief Executive Officer Strobel did a great job as always and a great recap of some of 2022 accomplishments.

### Human Resources Report:

Human Resources Chief Good summarized the HR report. There are seventeen (17) new hires, seven (7) separations, one (1) retiree, two (2) transfers, two (2) transfer to SUB status, eleven (11) corrections to second rate, six (6) add second rate, five (5) increase in hours, one (1) acting to permanent position, and three (3) acting assignments started.

### 02-12/2022

Trustee Davies moved approval, seconded by Trustee Blakemore. Seeing no discussion, the Human Resources Report dated December 13, 2022, was approved as presented by unanimous vote of the Board members present. (See pages 473-489)

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

Chief Morgan reminded us that we only received a reimbursement from the State for Homestead exemption on our 2.5 mill levy. The Ohio Revised Code (ORC) no longer requires the State to reimburse local governments for Homestead exemptions on property tax levies.

Chief Morgan stated in the Public Library Fund (PLF) our November distribution for the PLF was \$2,090,042.18. Based on a comparison to last year, this distribution was slightly larger than the amount received in November 2021. Our year-to-date comparisons are also more than last year. The amount received year-to-date now exceeds what we had budgeted.

Chief Morgan stated patron fines and fees collected in November show a negative amount for year-to-date. This is due to a monthly accounting adjustment for credit card payments received after our monthly cutoff for deposits. With going fine free in January, the amounts received was for fees only. Looking at the total patron fines and fees the total amount collected this year does exceed the total amount collected last year. The amount collected for passport processing and photos exceeded what was collected last year for November.

Chief Morgan also noted the interest account. The amount collected through November is significantly larger than what we collected in all of 2021.

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

Chief Morgan stated the salaries and benefits accounts, apart from the insurance benefits are on budget. The insurance benefits expense is less than what we have projected, and we will have funds left in that account at the end of the year.

Chief Morgan stated the library materials accounts reflect an overall expense of 96%. This is typical for this time of year as we begin to stop ordering for the year and begin to closeout.

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

**(See Under FINANCE**

### **Investments - November**

Chief Morgan stated during the month of November, we purchased several pieces of Commercial Paper:

- Natixis NY - \$500,000 with a yield of 5.38%
- Bank America Securities - \$250,000 with a yield of 5.46%
- Toronto Dominion Bank - \$250,000 with a yield of 5.00%
- Natixis NY - \$250,000 with a yield of 5.38%
- Citigroup Global Markets - \$270,000 with a yield of 5.51%

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

### Transfers

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

### 03-12/2022

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the Investment Report Fiscal 2022 – November 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; Dean E. DePiero; Patricia A. Shlonsky; Amira Thomas – **5**.

Nea: – **0**.

### Purchase Approval List

Chief Morgan stated Item #1 thru Item #8 are encumbrance increases. Chief Morgan spoke to Item #1 thru Item #4. Item #1 is an increase for RTA passes from \$20,000.00 to \$25,695.00 due to increased demand. Item #2 is an increase for postage stamps for resale from \$25,000.00 to \$26,900.00 due to increased prices and demand. Item #3 is an increase for Zoom video conferencing software for one (1) year from \$45,000.00 to \$46,933.00 due to an increase of subscription products for video conferencing and webinar access. Item #4 is an increase for Adobe software renewal from \$52,229.00 to \$82,566.00 due to an increase of software subscription pricing and additional licenses.

Director Mori spoke to Item #5 thru Item #8. Item #5 is an increase for fire extinguisher inspection services from \$15,000.00 to \$16,500.00 due to additional services needed. Item #6 is an increase for electrical materials from \$28,943 to \$32,143.00 due to additional supplies needed. Item #7 is an increase for uniform service from \$15,000.00 to \$17,200.00 due to additional staff uniforms needed. Item #8 is an increase for trash & recycling services from \$63,000.00 to \$63,161.00 due to additional services needed.

Chief Morgan stated Item #9 thru Item #15 are new purchases. Director Mori spoke to Item #9 thru Item #13. He stated Item #9 is for the furniture package necessary for Teen area expansion at CCPL North Olmsted Branch. American Interiors. Cost not to exceed \$59,500.00. Item #10 is for the furniture package necessary for the meeting room renovation at CCPL Bedford Branch. Source Inc. Cost \$33,406.00. Item #11 is for LED lighting upgrades at CCPL Gates Mills Branch. Wire Men LLC. Cost \$17,660.00. Item #12 is for the roof plan review necessary for quality assurance during planning of the new CCPL Brooklyn Branch. Taylor Consulting Group. Cost \$18,600.00. Item #13 is for the interior build outs in Tech Services, Security, and Auditorium for ADM building improvements. Rick's Roofing. Cost \$26,840.00. Chief Morgan stated Item #14 is to replace projectors at CCPL Warrensville Heights Branch. iVideo. Cost \$15,415.00. Chief Good stated Item #15 is for the performance management subscription necessary to access talent and performance platform electronically just for initial startup. Clear Company. Cost \$17,995.00.

**04-12/2022**

Trustee Blakemore moved approval of Purchase Approval List, seconded by Trustee Davies. Seeing no additional discussion, the Purchase Approval List dated December 13, 2022, was approved as presented by unanimous vote of the Board members present. (**See pages 490-492**)

**Gift Report**

Chief Morgan stated the report includes Friends gifts for branch programming supplies. We received \$10,000.00 from the Connor Foundation, \$12,000.00 from the Eaton Charitable Fund, \$15,000.00 from The Ferry Family Foundation, and \$1,000.00 from The Giant Eagle Foundation all four gifts purposed for the Student Success Centers. Medical Mutual of Ohio gifted \$10,000.00 for Digital Equity. The PNC Foundation donated \$50,000.00 for Early Childhood Success, and \$10,000.00 from The Higley Fund for Workforce Development.

**05-12/2022**

Trustee Shlonsky moved approval of the Gift Report, seconded by Trustee Blakemore. The gift report was approved by unanimous vote of the Board members present. (**See page 493**)

- **Resolution to Request Tax Advances from Cuyahoga County**

Chief Morgan stated each year CCPL Board must adopt the resolution requesting the County to send us advances on our property tax.

**06-12/2022**

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the Resolution to Request Tax Advances from Cuyahoga County was approved by unanimous vote of the Board members present by roll-call vote. (**See page 494**)

**Roll-Call:**      **Yea:** Edward H. Blakemore; Ally Davies; Dean E. DePiero; Patricia A. Shlonsky; Amira Thomas – **5**.

**Nea:** – **0**.

- **Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations**

Chief Morgan stated this resolution is to amend our budget both the certificate and estimated resources and appropriations. We have five amendments to our official certificate of estimated resources:

- General Fund \$4,000,000.00
- Notes Retirement Fund \$32,000.00
- Regular Trust Fund \$94,700.00
- Special Trust Fund \$64,000.00
- Agency Fund \$5,000.00

Chief Morgan stated we are also asking for an appropriation adjustment for the following:

- General Fund \$4,000,000.00
- Notes Retirement Fund \$500.00
- Agency Fund \$30,000.00

**07-12/2022**

Trustee Blakemore moved approval, seconded by Trustee Davies. Seeing no additional discussion, the Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations was approved by unanimous vote of the Board members present. **(See page 495)**

**Roll-Call:**      **Yea:** Edward H. Blakemore; Ally Davies; Dean E. DePiero; Patricia A. Shlonsky; Amira Thomas – **5**.

**Nea:** – **0**.

- **Approval of Civility and Professionalism Policy**

Director Ebose-Holt stated we are asking Board approval of the Civility and Professionalism Policy. This policy was reviewed in detail at the Policy, Planning & External Relations (PPER) Committee meeting held prior to this meeting.

**08-12/2022**

Trustee Shlonsky moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the approval of the Civility and Professionalism Policy was approved by unanimous vote of the Board members present. **(See pages 496-499)**

- **Approval of Employee Assistance Program Policy (New)**

Director Ebose-Holt stated we are asking Board approval of the Employee Assistance Program Policy (New). This policy was reviewed in detail at the Policy, Planning & External Relations (PPER) Committee meeting held prior to this meeting.

**09-12/2022**

Trustee Davies moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the approval of the Employee Assistance Program Policy (New) was approved by unanimous vote of the Board members present. **(See page 500)**

- **Approval Public Records Policy**

Director Ebose-Holt stated we are asking Board approval of the Public Records Policy. This policy was reviewed in detail at the Policy, Planning & External Relations (PPER) Committee meeting held prior to this meeting.

**10-12/2022**

Trustee Shlonsky moved approval, seconded by Trustee Davies. Seeing no additional discussion, the approval of the Public Records Policy was approved by unanimous vote of the Board members present. **(See pages 501-507)**

**Motion to Adjourn.**

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

**11-12/2022**

Upon motion of Trustee Blakemore, seconded by Trustee Davies, the December 13, 2022, meeting of the Cuyahoga County Public Library adjourned at 5:39 p.m.

***Approved 24 January 2023***

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

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

# of **Daneen M. Bielecki**

## **WHEREAS,**

Daneen (Danni) M. Bielecki has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on November 1, 1999, as a Branch Regional Clerk at the Parma-Ridge Branch; on March 29, 2015, her title changed to Branch Services Clerk; on October 21, 2013, she transferred to the Parma-Powers Branch, a position she held until her retirement on December 28, 2022; and,

## **WHEREAS,**

Danni assisted customers with enthusiasm and dedication for more than 23 years, serving the community of Parma and providing excellent customer service to all – whether answering the phone, checking out materials, patiently helping customers with account issues, helping with the fax/copiers or processing passports; and,

## **WHEREAS,**

Danni provided friendly customer service and had an excellent rapport with all the Parma-Powers Branch customers, including many regulars. Danni liked to stay busy by maintaining the bulletin board, processing SearchOhio deliveries and helping customers at the drive-up window. Danni worked collaboratively alongside co-workers and was always willing to help wherever she was needed; and,

## **WHEREAS,**

Danni always had a smile for everyone she met, coworkers and customers alike. She looked on the bright side of situations and was always a positive light in the lives of all she served at the Parma-Powers Branch. Danni always exceeded expectations.

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

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

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

Date: January 24, 2023

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CUYAHOGA COUNTY PUBLIC LIBRARY



Date: January 24, 2023

Date: January 24, 2023

# of Jeanne Hertz

## WHEREAS,

Jeanne Hertz has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on May 1, 1995, as a Branch Regional Clerk at the Bay Village Branch; on July 30, 1995, she added the role of Public Services Assistant Substitute; on December 18, 1995, she transferred to a Public Service Assistant I – Children's at the Parma-Snow Branch; on March 29, 2015, her title changed to Branch Services Assistant I, a position she held until her retirement on December 31, 2022; and,

## WHEREAS,

she dedicated many years to serving the families of Cuyahoga County, especially Parma, providing storytimes and creative programming to children of all ages. For many years Jeanne presented exceptionally fun and educational preschool and family storytimes and enjoyed watching her storytime friends grow up into independent readers who she could help find the “right” book; and,

## WHEREAS,

Jeanne provided excellent customer service to all ages. Whether speedily answering a phone call for the adult desk, setting up intricate Kindergarten Club programs, creating borrowable tutor boxes for kids in need of that random colored pencil or glue stick, or patiently welcoming new or intimidated library users, helping customers was a core value and a strength for Jeanne; and,

## WHEREAS,

always willing to lend a helping hand, Jeanne worked well with all age levels, frequently assisting co-workers with P.A.L.S. (Programs for All Lives) initiatives and programming, pitching in with school-age offerings and storytimes of all sorts, and leading Kindergarten Club efforts for many years in ways that will have a lasting impact on both individual kids and our society.

## NOW, THEREFORE, BE IT RESOLVED

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

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

Date: January 24, 2023

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CUYAHOGA COUNTY PUBLIC LIBRARY

# of Joan Pacholewski

## WHEREAS,

Joan Pacholewski has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on April 14, 2003, as a Non-Bargaining Unit Page at the Gates Milles Branch, a position she held until her retirement on December 30, 2022; and,

## WHEREAS,

Joan was a swift shifter, an eager organizer and a kind colleague who spoiled her co-workers with homemade baked goods and a chipper demeanor. Joan was proud to know the branch like the back of her hand; and,

## WHEREAS,

Joan enthusiastically assisted her co-workers in the interests of the branch and for the benefit of customers. She worked hard to keep the shelves presentable, an asset in such a small branch; and,

## WHEREAS,

she was an avid reader and was always on the lookout for new cookbooks. She was welcoming to customers and always had a story to tell.

## NOW, THEREFORE, BE IT RESOLVED

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

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

Date: January 24, 2023

RESOLUTION  
 OF THE BOARD OF TRUSTEES  
 OF THE CUYAHOGA COUNTY PUBLIC LIBRARY  
 TO APPRECIATE THE SERVICE OF

# of Catherine Schultis

## WHEREAS,

Catherine Schultis has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on December 21, 1992, as a Public Service Assistant I at the Bay Village Branch; on August 8, 1998, she transferred to Public Service Assistant II; on August 9, 1999, she was promoted to Public Service Librarian I; on June 4, 2001, she was promoted to Public Services Librarian II; on March 7, 2005, she was promoted to Public Services Librarian III Regional Children's Services Manager at the Fairview Park Branch; on October 30, 2006, she was promoted to Branch Manager at the Brecksville Branch; on March 18, 2013, she became the Branch Manager over both the Brecksville and Independence branches; on April 14, 2014, she transferred as the Branch Manager to the Solon Branch; on March 11, 2019, she became the Branch Manager of the Berea Branch; on September 6, 2022, she became the Branch Manager over both the Berea and Olmsted Falls branches, a position she held until her retirement on December 31, 2022; and,

## WHEREAS,

she was a calm, confident, capable leader with a strong work ethic and a passion for libraries and the communities she served. She worked to initiate new partnerships and contacts in her communities and was an excellent representative of the Library. She was active in all local chamber of commerce organizations. She spoke at Rotary events, attended city council meetings, met with superintendents and principals, and worked tirelessly with all the Friends of the Library groups. She was the ambassador of the Library for her communities and was welcoming and gracious to all; and,

## WHEREAS,

she excelled at customer service and developed a strong rapport with customers, staff and colleagues. She was the first to offer a helping hand to a fellow manager or staff member. Her warm, caring and friendly nature made customers and colleagues gravitate to her, and she always had a kind word and smile for everyone she encountered; and,

## WHEREAS,

she was a quick and efficient adapter of any new initiatives, and she helped coach staff through the many new processes implemented. She was a strong proponent of staff training and education and worked as an unofficial mentor for years before officially becoming part of the mentoring program. She was dedicated to the library profession and to Cuyahoga County Public Library, and she took pride in her work and in her relationships with staff, customers and colleagues.

## NOW, THEREFORE, BE IT RESOLVED

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

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

Date: January 24, 2023

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CUYAHOGA COUNTY PUBLIC LIBRARY

# of Ramona Thurmond

## WHEREAS,

Ramona Thurmond has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on August 7, 2000, as a Branch Regional Clerk at the South Euclid-Lyndhurst Branch; on March 29, 2015, her title changed to Branch Services Clerk, a position she held until her retirement on December 31, 2022; and,

## WHEREAS,

Ramona has been a wonderful first face of the branch and last person to wish customers well as they leave. Her cheerful smile and friendly greeting made so many people smile. She is hard working and efficient, not liking to leave work unfinished and always looking for tasks to complete; and,

## WHEREAS,

Ramona has been a mentor to new staff, helping them out when they become overwhelmed and guiding them when they can't remember what to do next. Ramona is well-known and liked by her colleagues systemwide. Many customers enjoy stopping to chat with her; and,

## WHEREAS,

Ramona has been the South Euclid-Lyndhurst Branch professional announcer, promoting programs and informing customers of upcoming events, and she was invited to introduce Wayne Dawson at a recent talk at the branch. She is the only person to successfully threaten a computer to make it work.

## NOW, THEREFORE, BE IT RESOLVED

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

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

Date: January 24, 2023

RESOLUTION OF APPRECIATION



# Chief Executive Officer's Message

## LOOKING FORWARD TO ANOTHER BUSY YEAR

I am so proud of how much we accomplished at Cuyahoga County Public Library (CCPL) in 2022. We adopted a new strategic plan and vision, opened a beautiful new branch in Bay Village, celebrated our 100th birthday, and adopted a new Facilities Master Plan (FMP) that will provide the roadmap for our next 10 years of capital improvements. On top of all of that, it was around this time last year that our Board of Trustees approved a new policy to eliminate daily overdue fines and forgive all existing fines and fees to give everyone a fresh start heading into CCPL's second century of service to the community.

Two thousand twenty-two will be hard to top, but this year promises to be action-packed. We have several big initiatives and capital improvements in the works. At the top of the list is the construction of a new branch in Brooklyn. We plan to break ground for the new Brooklyn Branch this spring on Memphis Avenue at what is currently the site of Brooklyn City Hall. The new 25,000-square-foot branch will include an Innovation Center, an interactive children's area, community meeting spaces, and a Pearson Vue testing center where adult learners can take the GED® test or certification tests for careers in healthcare and transportation. We anticipate a grand opening celebration in the spring of 2024. CCPL's existing Brooklyn Branch will remain open while the new building is under construction. Other exciting capital improvements to look forward to this year include the addition of Innovation Centers at our Fairview Park, Solon and Warrensville Heights branches, the addition of a drive-up window at the Maple Heights Branch, and a renovation of the teen space at our North Olmsted Branch.

CCPL is also proud to collaborate with The City Club of Cleveland, Playhouse Square, and the other library systems in the county on One Community Reads, an initiative that seeks to engage the community in conversation about important social issues. The book at the center of this year's One Community Reads project is *Invisible Child: Poverty, Survival and Hope in an American City* by *New York Times* investigative journalist Andrea Elliott. It's a powerful true story that examines the impact of inequality and structural racism through the experiences of an amazing, resilient girl growing up in poverty in New York. By engaging our community to read and discuss *Invisible Child*, CCPL and its partners seek to drive important conversations about inequality and racism right here in Cuyahoga County. A variety of related public programs will be held throughout the county, culminating in a visit from Andrea Elliott on March 6 at the Mimi Ohio Theatre, made possible by the generous support of The Center for Community Solutions and KeyBank.

More information about the One Community Reads project and upcoming programs is available now at [onecommunityreads.org](https://onecommunityreads.org). I hope you will join the discussion.

**Tracy R. Strobel**  
Chief Executive Officer



## Social Media

Facebook Fans: 36,249

Instagram Followers: 6,774

Twitter Followers: 11,356

Thank you, Matt of @CuyahogaLib for providing a wonderful orientation to the Bay branch's Innovation Center for the @BaySchoolsOH K-12 library/media staff! We can't wait to test our skills on your amazing equipment!

#BeProudToBeBay

@iReyn, Jan 5, 2023

Families with kids ages 3-5 are invited to @CuyahogaLib for Adapted Storytime on 1/14 at 11 AM at the Middleburg Heights Branch. Kids with varying learning styles can learn together in a safe, supportive space.

@Cuyahoga\_DD, Jan 4, 2023

Find out more about the benefits of rooftop solar! The #CuyahogaCounty Solar Co-op is having an information session 6pm Thursday, Jan 12, 2023 at @CuyahogaLib Middleburg Heights. Membership in the co-op is free with no obligation.

@CuyahogaCounty, Jan 4, 2023

Congratulations to @LauraDeMarcoCle – her book “Cleveland: Then and Now” was one of the most-borrowed books last year @CuyahogaLib.

@clevelandbooks (Gray & Company, Publishers), Jan 3, 2023

Re-elected to the @CommunitySols board were @ClevelandClinic's Nazleen Barhmal, @MHAOhio's Kevin McDaniel, @SOCHHealthSystem's Heather Stoll, and @CuyahogaLib's Tracy Strobel.

@CommunitySolsED, Jan 3, 2023

## System Highlights

The **Solon Branch** hosted a lively crowd of 43 on December 21 for a preschool science and art program exploring colors. Color Lab, presented by BSA I Jen Johnson, featured color-blending science experiments, toys, and art projects inspired by famous abstract artists.

Tweens came out for Video Game Playtesters at the **Parma Heights Branch**, a program where each attendee had a chance to play *Luigi's Mansion 3* and then critically discuss the game. The 10 attendees worked really well together, sharing the controllers and giving advice about how to play the game and progress further into the game.

Five hundred customers visited the **Parma-Powers Branch** during Parma City's annual Frosty's Fest on December 3. Branch Manager Holly Camino offered two winter themed family story times with an attendance of 47. Children completed a “Build a Snowman Scavenger Hunt” and earned an activity bag. Youth staff also handed out free books for kids and there were holiday Take and Make crafts for teens and adults. The Digital Navigator van was a big success as customers came by to check out our newest addition to CCPL outreach. With the long lines to get into the senior center, many families decided to visit the library and participate in the activities available. Sunshine and not-too-frigid temperatures made for a perfect winter day out for families in Parma.

On December 27, **Garfield Heights Branch** Teen Librarian Jen DeLuxe facilitated a “Street Art 101” program with the help of Mentor/Monitors Isaiah Alums and Chris Williams. Twenty-Five teens learned about famous graffiti artists like Banksy and abstract artists who began by creating street art like Basquiat while adding their own original works of art to complete a new mural outside of the Teen Room.

Twilight Tales brought 26 people to the **Brecksville Branch** on December 7. A moon theme guided the stories, rhymes, and songs led by BSA II Lynne White. After the lights were dimmed in the room, the youth loved shining mini finger-lights to the tune of *Twinkle, Twinkle Little Star*. The program also concluded with a craft—making moonscapes! This experience provided an interesting sensory element as the youth crinkled aluminum foil and then opened it back up to make the surface of the moon. Star stickers, glitter glue and crayons were used to decorate a night sky.

The **Independence Branch** hosted local author/illustrator Betsy Snyder for a special bedtime story/craft/book signing program on December 13. Children's BSL II Kathy Roach worked with the author to plan a fun, interactive story time for children, who were encouraged to wear their jammies and bring their favorite stuffies. Fifty children and adults enjoyed listening to Betsy read her new book, *Alphabedtime*, where she pointed out details she incorporated into her illustrations.



Well deserved. Congratulations to Tracy Strobel for her leadership of the Cuyahoga County Public Library and service to our community. @CuyahogaLib

@Marnecheck, Dec 29, 2022

I only read one of @CuyahogaLib's most popular books of 2022. Not sure if that means I'm a hipster or weird. (the book was "I'm Glad My Mom Died" by Jennette McCurdy)

@EdRevelator34, Dec 29, 2023

It has been a busy week, so I forgot to thank @CuyahogaLib for all the assistance with getting our new #passports which we received last Monday. The #librarian was trained to make the process easy!

@sos\_jr, Dec 23, 2022

The Ohio Dept. Education has awarded \$5 million to libraries across Ohio to expand learning opportunities for students. This list includes the following ULC libraries: @Cleveland\_PL, @columbuslibrary, @CuyahogaLib, @Daytonlibrary, @PLYMC & @StarkLibrary.

@UrbanLibCouncil, Dec 20, 2022

YES!!! I've finalized my @bookriot #ReadHarderChallenge2023 list! I only had to purchase ONE book! I own a few of these and the vast majority are coming from @cuyahogalib!

@PattyMarvel, Dec 18, 2022

Ended the night with a little VCarve and Shopbot @CuyahogaLib Parma Snow Branch. Little present in the making. Font testing tonight.

@Leah440B, Dec 14, 2022

## System Highlights

The **Bedford Branch** Engineering Hour had nearly a full house on December 15 for more exploration with LEGOs. The 12 youth attendees used only their ingenuity to build, as they listened to music and chatted about their amazing creations.

On December 12, 67 customers had a holly jolly holiday as the Cleveland Fleaharmonic Ukulele Ensemble shared merry singalongs during *The Cleveland Fleaharmonic Holiday Yule-kulele Extravaganza* at the **North Royalton Branch**.

Youth staff incorporated Innovation Center technology into several programs at the **Bay Village Branch** this month. On December 6, BSL I Jean Cottrill, partnered with BSA I Gina Gerrity to present a magnet maker program for tweens. Three tweens drew their original design using Procreate on iPads, printed it on sublimation paper and then heat-pressed it onto magnets. Children's Supervisor Sarah Polace and Cottrill next led a program where participants made an ornament that was cut using the laser engraver and lastly, BSA I Peg Tomek pre-cut stickers on the Roland to use during the Gingerbread House program. The Innovation Center was hopping throughout the month of December!

On December 21, BSA Sarah Markovich facilitated a brand new winter program, "Celebrations of Light", that is destined to become a mainstay in years to come. The 23 attendees at **Brooklyn Branch** engaged in five different activities based on multicultural celebrations of the Winter Solstice; one caregiver in attendance emailed BSL II Alex Ward with the following praise: "As a parent I appreciated the multicultural awareness of the program. We will use the crafts we made in future teaching moments about world cultures and holidays. I appreciated it was a school age program."

The Centers of Ohio organized a collaborative library outreach visit at **Brook Park Branch**, with a Snowy Winter theme. In all, 20 kids, including older siblings, and 17 adults attended—almost all dressed in jammies! Miss Michelle presented storytime and had three different crafts the kids could do, as well as coloring sheets and games the families could play. Organizing case manager Andrea Luca said this was the highest attended event they've done!

The **Strongsville Branch** Teen Department held a tote bag sewing program on December 15. Five enthusiastic teens attended. They learned some basic sewing skills and were excited to make their own tote bag. Some planned on giving their creation as a gift.

Members taking advantage of class with @Munetrix today at @CuyahogaLib awesome computer lab! 2021 CDSG award still in action - thanks @CuyahogaCounty for your investment in us!  
@FirstSuburbs (First Suburbs Consortium of Northeast Ohio), Dec 13, 2022

Had a great day @ESCNortheastOH with #NEOSS learning about area teacher resources - @CuyahogaLib @LakeMetroparks @goCMNH @NASAglen @clevevmetroparks - all excellent presenters with great opportunities!  
@AmyRoediger, Dec 9, 2022

We are thrilled that the @CuyahogaLib will be joining the ByWater Solutions family! #opensource #librarytwitter  
@ByWaterSolution, Dec 6, 2022

MY PAATI'S SARIS is a staff pick at the Cuyahoga County Public Library - that is so coooooo! Thank you  
@CuyahogaLib.  
@JyotiGopal, Dec 2, 2022

## System Highlights

It's been a long time since Santa's sleigh has been updated! Kids in grades 1-5 from Olmsted Falls worked on designing and engineering sleighs with new features for Santa's safety and convenience using Zoob building pieces at the **Olmsted Falls Branch**. A GPS, robotic arms to drop the gifts, a safety bar across the front and added space for toys were some of the features our student engineers came up with. 12 participated. This program was repeated at the **Berea Branch** with 13 in attendance.

The **Berea Branch** held a "Holiday Decoupage" program on December 8, presented by BSA II Sherri Parojcic. Sixteen people attended, eager to learn and experiment with different types of paper scraps, including magazine images, old book pages, sheet music, and tissue paper to cover and enhance papier mache boxes and wooden coasters. A mother and daughter who attended together brought papers they had saved from a trip to London, wanting to use them to make something special.

Children's staff at the **Middleburg Heights Branch** spent the week of December 12 visiting K-4 students at Big Creek Elementary. BSA II Lisa Wurch, BSA II Kelly Bickley, and Children's Supervisor Rebecca Price-Donahue book talked titles from the Library's Great Books for Kids list with over 500 students throughout the week! That Friday afternoon, an excited first grader came in with his mother eager to get his hands on Deborah Underwood's *XO, Exoplanet*, a book talk title he couldn't wait to read!

Seven 3rd-5th graders and their parents joined Children's Supervisor Anna Heinz and BSA I Shawna Gorby at the **North Olmsted Branch** to explore the CASEL core concepts of social awareness and relationship skills. Last month, the group decided to create care packages for seniors living in a local nursing home as a service project. Donations of colored pencils, coloring books, shawls and craft kits were collected, and the students and their parents worked together with Heinz, Gorby, and BSL Supervisor Kathy Rak to assemble and wrap care packages. With the facility's activities director, Heinz visited O'Neill Healthcare's Memory Care Unit and delivered the packages to 20 residents on December 15, dressed in full elf attire! On December 3, nine people attended the **Fairview Park Branch's** "DIY Holiday Mug" program presented by BSA II Clara Ballado and BSA I Karen Kraus. The nine attendees created a beautiful, candy-filled gift mug to take home for themselves or to give as gifts.

On December 27, the **Warrensville Heights Branch** partnered with Phi Delta Kappa teacher's sorority and the National Council of Negro Women to celebrate the second day of Kwanzaa - Kujichagulia (a Swahili phrase meaning self-determination). Branch Manager Ali Boyd gave the keynote speech for a combined in-person and virtual crowd of 124!

# System Highlights

**Maple Heights Branch** Manager Deva Walker attended the Maple Heights community council meeting and the community meeting. Mayor Blackwell let Maple Heights know that the Storybook Trail grant was approved to be built. The Storybook Trail will be created in Stafford Park. CCPL Chief Executive Officer Tracy Strobel, Operations Director Scott Morgan and Marketing Director Hallie Rich suggested various authors and contacts for digital permissions in June. Rich, Assistant Marketing Director Rob Rua and Walker obtained digital book permissions for the grant.

**Mayfield/Richmond Heights Branch** BSL Generalist Mike Karaffa led seven customers in a maker program using resources in the Mayfield Branch Innovation Center to create custom holiday ornaments with personal photos on December 14. Patrons learned the proper techniques and procedures for how to use the Sublimation Printer, including the different types of materials they can use, how to use the computer software, and the Heat Press. All patrons said they are excited to use the machines on their own in the future and left happy with their personalized holiday ornaments.

Ten library customers attended the **Richmond Heights Branch** Maker Night – Architectural Ornament program on December 15. BSA Ramon Alvarez led the attendees through steps to build an internally illuminated architectural model using components created by the MAY Branch 3D printer and the CRICUT machine. All the attendees gave positive evaluations of the program, with one stating they wanted to attend “more programs like this.” Another attendee stated: “Wonderful ornament. Great instruction.”

Five attendees met for the “Tuesday Evening Book Discussion” to discuss *The Night She Disappeared*, a mystery by Lisa Jewell at the **Gates Mills Branch** on December 13. Participants were divided over the author’s use of alternating chapters to tell the story over two years. Some liked the nonlinear story, while others felt the author used the alternating timeline as a crutch to create suspense.

A frequent **Chagrin Falls Branch** customer needed to identify a certain song played on WCLV on a certain date in November. Between his notes and BSA Carolyn Prinic’s research, they were able to identify the song and its album! Prinic ordered one copy for him and one for herself. The customer was having a tough time due to a recent hospital stay and hearing this song on WCLV

his first night home lifted his spirits. He had tried on his own for weeks to identify the song and finally turned to the library for help. He now can recreate that feeling by listening to the song at home.

On December 11, **Beachwood Branch** Manager Amia Wheatley attended “Holiday Happiness: A Multicultural Celebration” at the Maltz Museum. She brought a snowflake craft created by the Children’s staff, and children’s books with a variety of winter holidays for the children to read after the performances. There were performances celebrating, Jewish, Christian, and Muslim faiths, Kwanzaa, and kindness. Approximately 60 children and parents/guardians were in attendance.

Some afterschool teens at the **Orange Branch** were looking at the new picture books and talking about how they used to come to storytimes when they were younger. They decided to use one of the books to run their own impromptu storytime at the branch in between display shelves.

In early December, a gentleman who was experiencing homelessness was kindly assisted by the staff at the **South Euclid-Lyndhurst Branch** with resources such as a bus pass and Nutri-Grain bars. Adult Supervisor Leslie Banks then used information she obtained from the recent mental health trainings to connect him with a mobile outreach social worker. CCPL’s new Social Work Manager Bryanta Spencer also coordinated with South Euclid-Lyndhurst staff and met with the customer. She provided him information on resources as well as supplies including socks, food and hand warmers. In mid-December, University Heights police also became involved separately and relocated the customer from sleeping in a park to a safer shelter. In the words of **South Euclid-Lyndhurst Branch** manager, Steve Haynie:

*“This example of kindness and concern for a customer who is facing challenges is a triumph of the various facets of the best that CCPL has to offer: Mental Health training, library policies that enable and empower branches to offer whatever they can to people in need and staff members willing to work as a team to uphold the twin spirits of service and generosity for which public libraries have come to be known.”*

**CUYAHOGA COUNTY PUBLIC LIBRARY  
REPORT OF THE CHIEF EXECUTIVE OFFICER  
JANUARY 24, 2023**

**ACTIVITIES OF THE CHIEF EXECUTIVE OFFICER**

**December 14**

- Met with Monique Good, CCPL Chief Human Resources Officer
- Met with Heather Timko, CCPL Adult Services Supervisor, CCPL Strongsville Branch and Camille Graley, CCPL Branch Services Clerk, CCPL Brook Park Branch

**December 15**

- Meeting with CCPL Executive Leadership Team, Pamela Jankowski, CCPL Chief Public Services Officer, and Monique Good, CCPL Chief Human Resources Officer, and Bertha Arrington, Executive Division Manager
- Met with Traci Haynes, CCPL Engagement & DEI Manager
- Met with Pamela Jankowski, CCPL Chief Public Services Officer, and Daniel Barden, CCPL TSD Director

**December 19-23**

- Vacation

**December 26**

- Meeting with Pamela Jankowski, CCPL Chief Public Services Officer

**December 27**

- Met with **Scott Simon, Author**, CCPL South Euclid-Lyndhurst Branch
- Phone Call with **Michelle Francis, Executive Director, Ohio Library Council (OLC)**

**December 28**

- Met with Monique Good, CCPL Chief Human Resources Officer
- Met with Hallie Rich, CCPL Chief Communications & External Relations Officer, and Rob Rua, CCPL Director, Marketing & Communications

**December 29**

- Meeting with **Matt Ross, Owner, Matt Ross Architects, Inc.**, and Scott Morgan, CCPL Chief Operations Officer, Pamela Jankowski, CCPL Chief Public Services Officer, Jeffery Mori, CCPL Facilities Director, and Melanie Rapp-Weiss, CCPL Branch Manager, CCPL Brecksville Branch
- Met with Scott Morgan, CCPL Chief Operations Officer, and Pamela Jankowski, CCPL Chief Public Services Officer

**January 2-6**

- Vacation

**January 9**

- CCPL Chagrin Falls Branch Visit and Staff Meeting, with, Scott Morgan, CCPL Chief Operations Officer, and Jeffery Mori, CCPL Facilities Director, and Maryann Penzvalto, CCPL Branch Manager, CCPL Chagrin Falls Branch, and staff

**January 10**

- Participated in **Youth Opportunities Unlimited (Y.O.U.) Board of Directors Meeting**
- Meeting with Traci Haynes, CCPL Engagement & DEI Manager, Courtney Conway, CCPL CER Supervisor, Kathleen Rak, CCPL BSL Supervisor, CCPL North Olmsted Branch, and Mary Schreiber, CCPL TSD Specialist - Collection Development

**January 11**

- Met with Monique Good, CCPL Chief Human Resources Officer
- CCPL Brooklyn Branch Visit and Staff Meeting, with, Scott Morgan, CCPL Chief Operations Officer, and Jeffery Mori, CCPL Facilities Director, and Kathleen Sullivan, CCPL Branch Manager, CCPL Brooklyn Branch, and staff

**January 12**

- Meeting with CCPL Leadership Team, includes CCPL Executive Leadership Team, and Enda Bracken, CCPL Branch Services Director - East, Caroline Vicchiarelli, CCPL Branch Services Director – West, and Lane Edwards, CCPL Branch Services Director – South, Daniel Barden, TSD Director, Jim Haprian, IT Director, Jeffrey Mori, CCPL Facilities Director, and Rebecca Ranallo, CCPL Literacy and Learning Director, Robert Rua, CCPL Marketing Director, Robert Dolan, CCPL Finance Director, Izoduwa Ebose-Holt, Human Resources Director, and Terrence Echols, CCPL Director, Adult Education Services, and Traci Haynes, CCPL Engagement & DEI Manager
- Meeting with **Patrick Losinski, CEO, Columbus Metropolitan Library (CML) and Donna Zuiderweg, Chief Community Engagement Officer (CCEO), CML**, and Hallie Rich, CCPL Chief Communications & External Relations Officer
- Met with Pamela Jankowski, CCPL Chief Public Services Officer
- Conference call with **Brooks Rainwater, President and CEO, Urban Libraries Council (ULC), and ULC Directors**

**January 13**

- Participated in interviews for Firm finalist for **CCPL Solon Branch** project, with Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, Jim Haprian, CCPL IT Director, James McLaughlin, CCPL Special Projects and Maintenance Manager, Kelly Daily, CCPL Project Superintendent, Gus Dionisos, Project Superintendent, and Terri Thompson, CCPL Operations Assistant, Projects
- Meeting with **Kirstin Krumsee, Library Consultant, Data & Research, State Library of Ohio, Wendy Knapp, State Librarian of Ohio, State Library of Ohio, and Julia Ward, Executive Secretary to the State Librarian's Office, State Library of Ohio**, and Mary Ellen Icaza, **CEO/Executive Director, Stark Library**, and Paula Brehm-Heeger, **Director, Cincinnati, and Hamilton County Public Library**

**January 16**

- Met with Pamela Jankowski, CCPL Chief Public Services Officer

**January 17**

- Met with Lisa Brown, CCPL Human Resources Coordinator
- Videotaping with CCPL Media Services for HR Orientation



**January 18**

- Met with **Mayor Justin Berns, Mayor, City of Beachwood, Dean E. DePiero, CCPL Trustee, Board President**, and Jeffery Mori, CCPL Facilities Director
- Attended **One Community Reads Press Event, West Side Catholic Center**
- Met with **Dean E. DePiero, CCPL Trustee, Board President**, and Jeffery Mori, CCPL Facilities Director
- Met with **Mayor Marie Gallo, Mayor, City of Parma Heights, Dean E. DePiero, CCPL Trustee, Board President**, and Jeffery Mori, CCPL Facilities Director
- Met with Traci Haynes, CCPL Engagement & DEI Manager, Courtney Conway, CCPL CER Supervisor, and Melanie Rapp-Weiss, CCPL Branch Manager, CCPL Brecksville and Independence Branches

**January 19**

- Meeting with CCPL Executive Leadership Team, Pamela Jankowski, CCPL Chief Public Services Officer, Hallie Rich, CCPL Chief Communications & External Relations Officer, Monique Good, CCPL Chief Human Resources Officer, and Bertha Arrington, CCPL Executive Division Manager, and Leadership Team members; Robert Dolan, CCPL Finance Director, Daniel Barden, CCPL TSD Director, Jim Haprian, IT Director, Jeffery Mori, CCPL Facilities Director, Rebecca Ranallo, CCPL Literacy and Learning Director, Izoduwa Ebose-Holt, Human, and Alisha Caraballo, CCPL Talent Manager
- Met with Hallie Rich, CCPL Chief Communications & External Relations Officer
- Conference call with **Brooks Rainwater, President and CEO, Urban Libraries Council (ULC)**, and ULC Directors

**January 20**

- Vacation
- Phone call with **Lisa Peet, Executive Director, Library Journal (LJ), Paula Brehm-Heeger, Director, Cincinnati, and Hamilton County Public Library (CHPL) and Mary Ellen Icaza, CEO/Executive Director, Stark Library**

**January 23**

- Met with **Suzanne Miklos, President and Founder, O.E. Strategies, Inc.**
- Participated in **CCPL Foundation Orientation** with **George Sample, Vice President, People and Culture, Federal Reserve Bank of Cleveland, Jerry Pena, CPDC, Founder & Senior Partner, Gradient, April Walker, Founder & CEO, Philanthropy for the People**, and Hallie Rich, CCPL Chief Communications & External Relations Officer
- Pamela Jankowski, CCPL Chief Public Services Officer

**January 24**

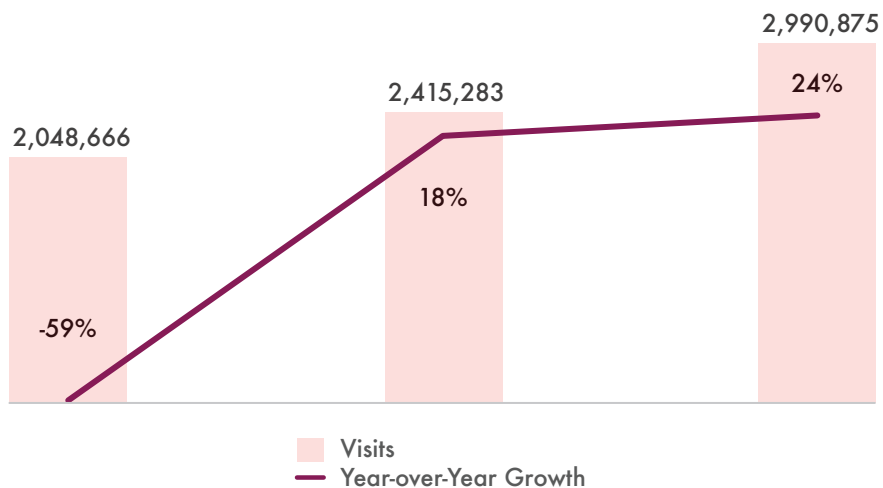
- Facilitated **CCPL Finance Committee meeting.**
- Facilitated **CCPL Board of Trustees meeting.**



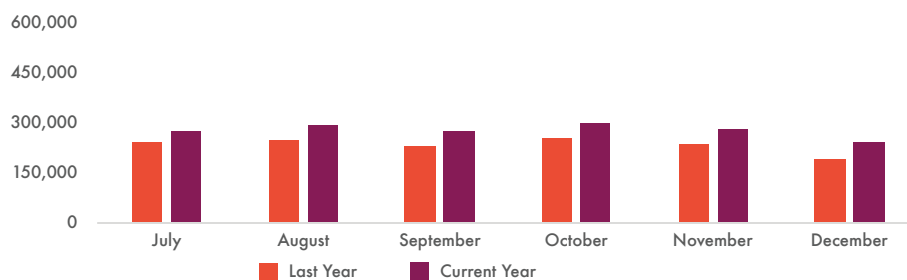
Chief Executive Officer

# Visits | January 2023

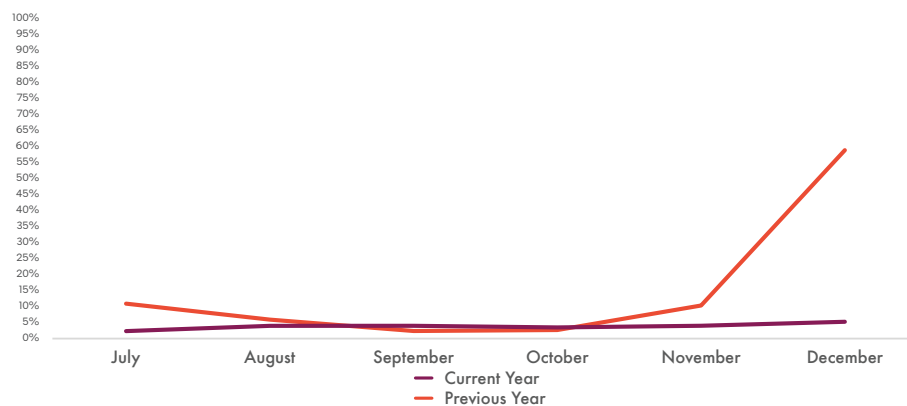
## Year to Date



## Monthly

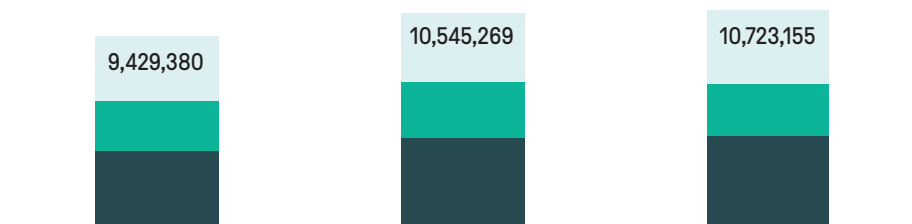


## Year-over-Year Growth

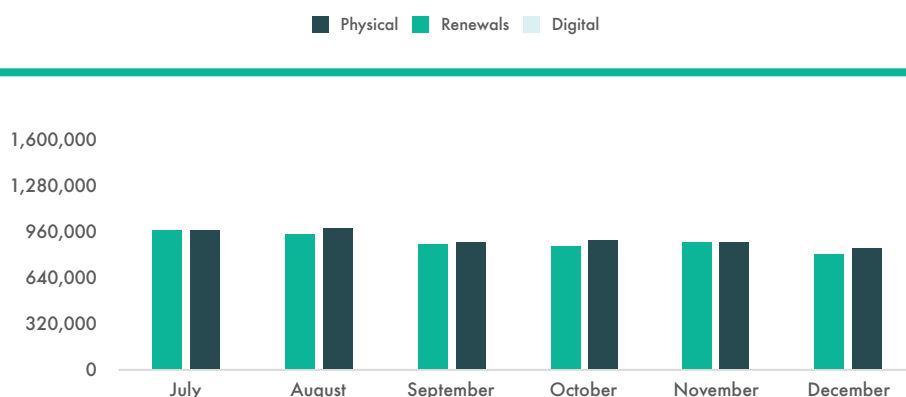


# Circulation | January 2023

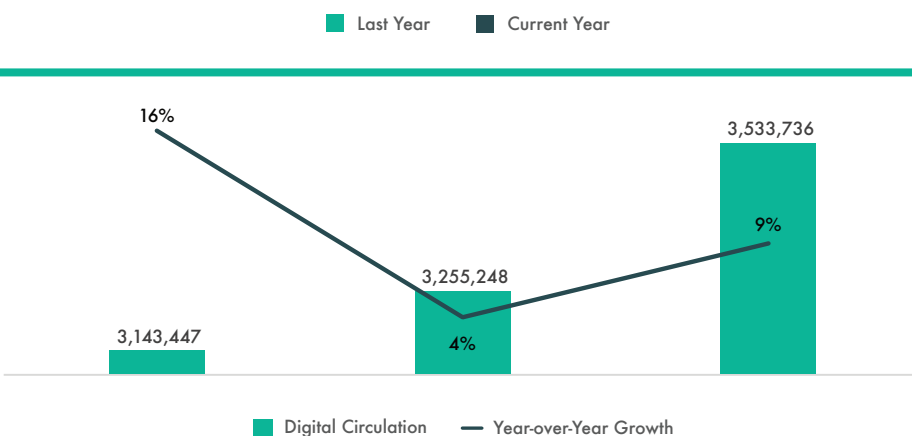
## Year to Date Total Circulation



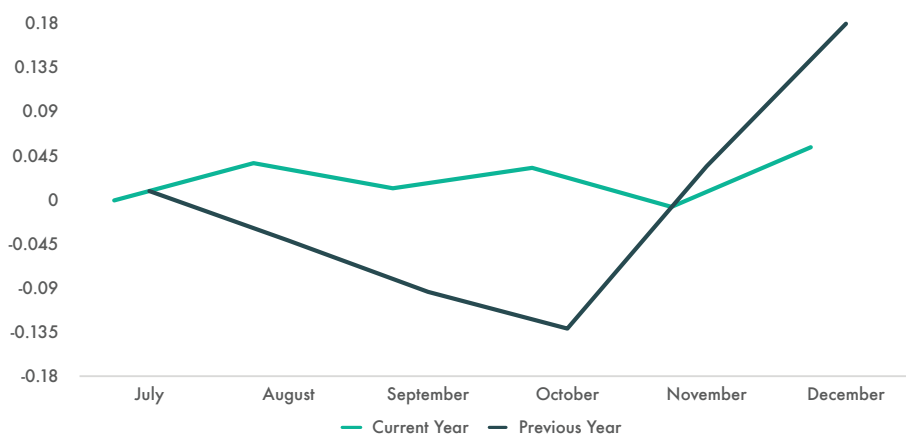
## Monthly Total Circulation



## Year to Date Digital Circulation



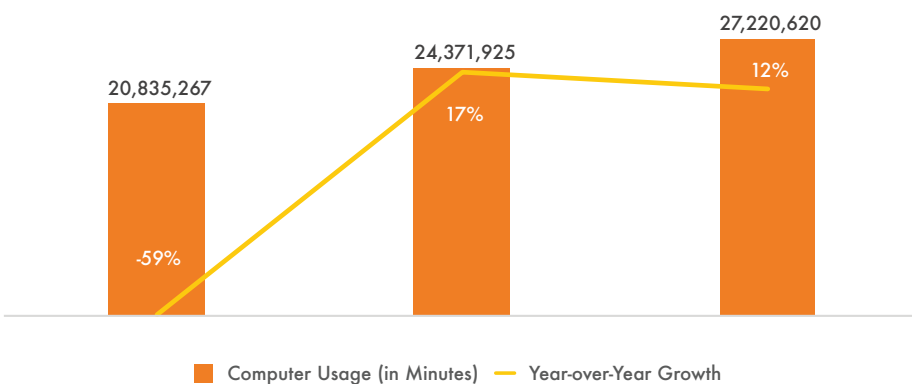
## Year-over-Year Growth Total Circulation



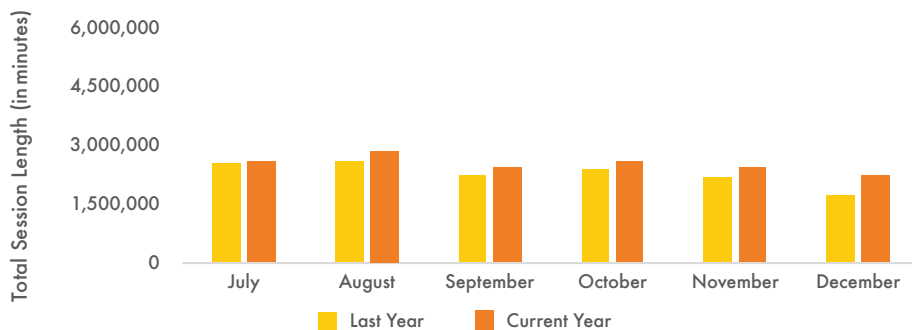


# Computer Use | January 2023

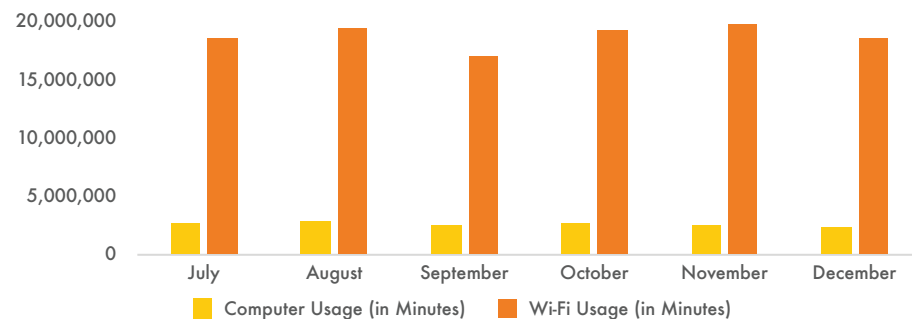
## Year to Date



## Monthly

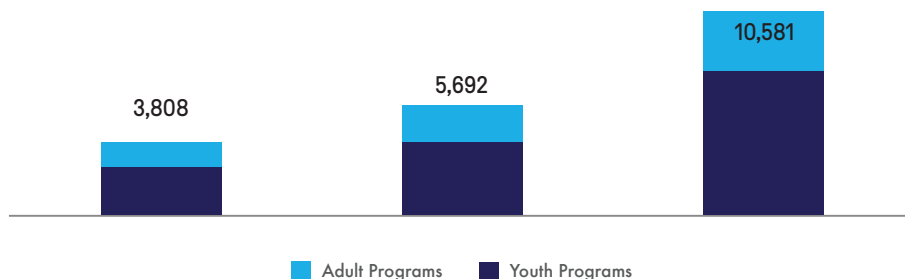


## Public Computer VS. WiFi Usage

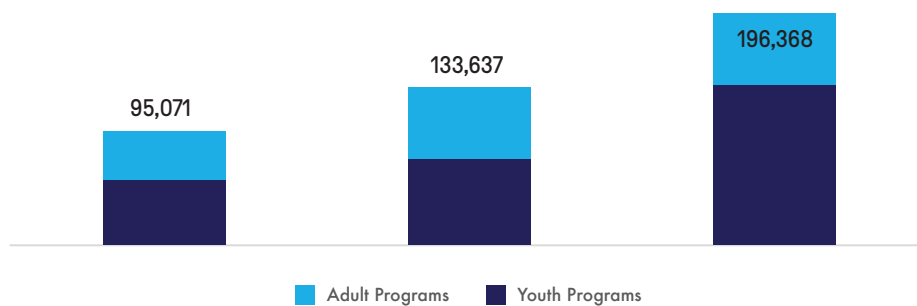


# Programs | January 2023

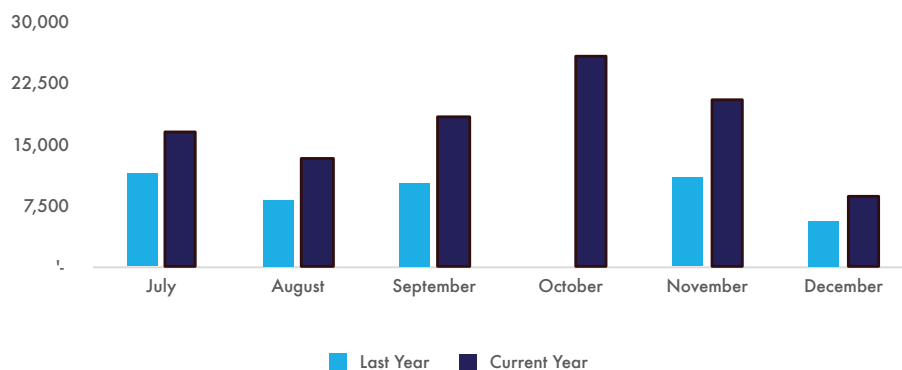
## Year to Date Programs Offered



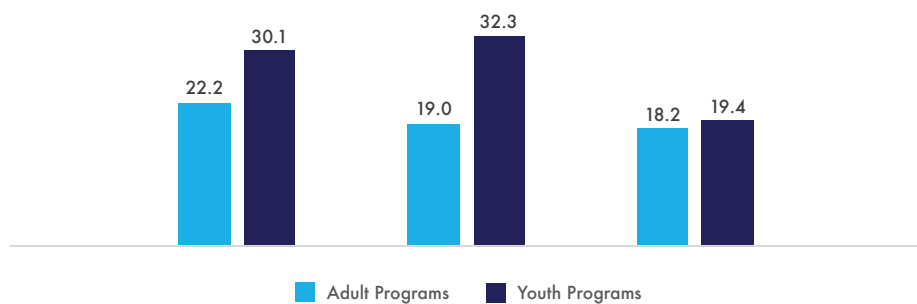
## Year to Date Program Attendance



## Monthly Program Attendance



## Average Program Attendance



## HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-1

January 2023

APPOINTMENTS										
NAME	POSITION	GRADE	SALARY	HOURS WEEK	COST CENTER	REPLACES	SALARY	REASON	HOURS WEEK	EFFECTIVE DATE
Begin Campbell, Barbara	Branch Services Assistant I	207	\$20.09	16	FPR111	Elezabeth Brouillette	\$20.09	New Hire	16	1/8/2023
Blythwood, Shomari	Branch Services Assistant SUB Branch Services Clerk SUB	207 205	\$20.09 \$16.16	1 1	450114		\$20.09 \$16.16	Rehire	1 1	1/8/2023
Britt-Jackson, Temah	Branch Services Assistant I	207	\$20.50	20	SEU111	Catherine Crow	\$20.50	New Hire	20	1/23/2023
Dornback, Christin	Branch Services Assistant I	207	\$20.09	28	MPL111	Adriana Pendolino	\$20.09	New Hire	28	12/12/2022
Griffiths, Kelly	NBU - Page	OEP	\$12.00	15	STV113	Iris Stroup	\$12.00	New Hire	15	12/12/2022
Hotchkiss, Marlene	NBU - Page	OEP	\$12.00	12	BPK113		\$12.00	New Hire	12	1/23/2023
Hudson, Janeth	NBU - Page	OEP	\$12.00	15	ORG113		\$12.00	New Hire	15	1/8/2022
Irizarry, Jehielis	NBU - Page	OEP	\$12.00	15	PAH113		\$12.00	New Hire	15	1/9/2023
Kroh, Nicholas	Digital Navigator	207	\$20.09	20	506111	Aja Russo	\$20.09	New Hire	20	12/12/2022
Kupiec, Mildred	NBU - Page	OEP	\$12.00	15	OLF113	Sara Lippi	\$12.00	Rehire	15	12/27/2022
Miller, Evan	NBU - Page	OEP	\$12.00	15	PAH113		\$12.00	New Hire	15	1/23/2022
Narron, Dracyn	Branch Services Clerk	205	\$16.16	24	ORG111	Anne Bumbak	\$16.16	New Hire	24	1/2/2023
Norris, Valerie	Branch Services Clerk SUB	205	\$16.16	1	450114		\$16.16	New Hire	1	1/22/2023
Pastor, Marian	NBU - Page	OEP	\$12.00	15	SLN113	Carol Price	\$12.00	New Hire	15	1/2/2023
Power, Katie	Branch Services Librarian - Teen	208	\$23.00	40	NOL111	Alison Lyon	\$23.00	New Hire	40	12/26/2022
Puleo, Jane	Branch Services Librarian SUB	208	\$22.40	1	450114		\$22.40	Rehire	1	12/11/2022
Sellman, Aidan	NBU - Page	OEP	\$12.00	15	STV113		\$12.00	New Hire	15	12/12/2022
Sottile, Elise	Branch Services Assistant I SUB	207	\$20.09	1	450114		\$20.09	New Hire	1	1/22/2023
Washington, Shandon	Family Advocate	OST	\$12.00	10	504113		\$12.00	New Hire	10	1/3/2023

## HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-1

January 2023

SEPARATIONS						
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	EFFECTIVE DATE
Auerbach, Mark	Tutor	504113	OST	\$12.00	10	11/21/2022
Easley, Tameka	123 Read Site Coordinator	504113	OSR	\$22.24	14	10/17/2022
Foerg, Katherine	NBU Page	MPL113	OSP	\$12.50	15	1/5/2023
Futey, Thomas	NBU Page	PAS113	OEP	\$12.00	15	12/13/2022
Gaddamanugu, Malini	NBU Page	STV113	OSP	\$13.00	15	12/29/2022
Green, Cassidy	NBU Page	OLF113	OEP	\$12.50	11	1/23/2023
Hearne, Sarah	Branch Services Clerk	GFH111	205	\$16.48	20	12/30/2022
Mueller, Pam	Branch Services Clerk SUB	450114	205	\$16.16	1	12/19/2022
Reid, Pauline	123 Read Site Coordinator	504113	OSR	\$22.24	14	12/22/2022
Washington, Tiffany	123 Read Site Coordinator	504113	OSR	\$22.04	7	8/29/2022

## HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-1

January 2023

ANNIVERSARY PAY ADJUSTMENTS (Not Based on 2080 Hours)								
NAME	POSITION	COST CENTER	GRADE OLD	GRADE NEW	HOURS	SALARY OLD	SALARY NEW	EFFECTIVE DATE
Bohlander, Deborah	NBU - Page	BEA113	OEP	OEP	12	\$12.00	\$12.50	11/27/2022
Burak, Isaac	NBU - Page	ORG113	OEP	OEP	15	\$12.00	\$12.50	12/26/2022
Carrillo, Caludia	NBU - Page	MPL113	OEP	OEP	15	\$12.00	\$12.50	12/26/2022
Dempsey, Jurnee	NBU - Page	MPL113	OEP	OEP	15	\$12.00	\$12.50	12/26/2022
Garnett, Michelle	NBU - Page	BED113	OEP	OEP	15	\$12.00	\$12.50	12/11/2022
Grossman, Nancy	NBU - Page	GAT113	OEP	OEP	5	\$12.00	\$12.50	12/11/2022
Kays, Carlotta	NBU - Page	SEU113	OEP	OEP	15	\$12.00	\$12.50	1/9/2023
Kollin, Nicholas	NBU - Page	BPK113	OEP	OEP	10	\$12.00	\$12.50	12/11/2022
Lucko, Nathaniel	NBU - Page	BPK113	OEP	OEP	10	\$12.00	\$12.50	12/26/2022
Moye, Laila	NBU - Page	PAS113	OEP	OEP	15	\$12.00	\$12.50	1/9/2023
Rezaee, Parisa	NBU - Page	SLN113	OEP	OEP	15	\$12.50	\$13.00	12/26/2022
Stubbs, Erica	NBU - Page	WVH113	OEP	OEP	15	\$12.00	\$12.50	12/11/2022
Wielgosz, Anne-Kathrin	NBU - Page	WVH113	OEP	OEP	15	\$12.00	\$12.50	12/11/2022
Wilson, Samantha	NBU - Page	MAY113	OEP	OEP	15	\$12.00	\$12.50	12/26/2022

RETIREMENTS							
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	HIRE DATE	LAST WORKING DAY
Bielecki, Daneen	Branch Services Clerk	PWR111	205	\$22.50	20	11/1/1999	12/28/2022
Dipadova, Mary	Branch Services Clerk	PAS111	205	\$22.63	28	5/3/1999	12/31/2022
Garsteck, Iris	Branch Services Clerk	PAH111	205	\$22.63	40	8/26/1996	12/31/2022
Hertzel, Jeanne	Branch Services Assistant	PAS111	207	\$28.13	40	5/1/1995	12/31/2022
Pacholewski, Joan	NBU Page	GAT113	OSP	\$13.00	15	4/14/2003	12/30/2022
Schultis, Catherine	Branch Manager	BEA112	41	\$47.91	40	12/21/1992	12/31/2022
Thurmond, Ramona	Branch services Clerk	SEU111	205	\$22.63	40	8/7/2000	12/31/2022

CHANGES IN HOURS/SALARY/TRANSFERS													
NAME	POSITION	COST CENTER OLD	COST CENTER NEW	GRADE OLD	GRADE NEW	HOURS OLD	HOURS NEW	SALARY OLD	SALARY NEW	REPLACES	REASON	HRS WEEK	EFFECTIVE DATE
Balduff, Bradley	Branch Services Librarian I - Generalist	FPR111	FPR111	208	208	40	40	\$22.40	\$22.85		2% Union Increase - Retro	40	10/31/2022
Biby, Noelle	Branch Services Clerk	PAS111	PAS111	205	205	16	24	\$16.98	\$16.98		Increase In Hours	24	1/8/2023
Bradley, Angela	Branch Services Assistant	NRY111	BEA111	207	207	20	16	\$24.61	\$24.61	Jill Hajdin	Transfer	16	12/11/2022
Brouillette, Elizabeth	Branch Services Assistant II Branch Services Librarian SUB	BPK111	BPK111 450114	207	207 208	20	20 1	\$22.16	\$22.16 \$23.07		Add Second Rate - Retro	20	12/12/2021
Buck, Sherri	Branch Services Clerk	SLN111	SLN111	205	205	40	32	\$20.28	\$20.28		Decrease In Hours	32	12/11/2022
Chang, Amanda	123 Read Site Coordinator Branch Services Assistant I SUB	NOL111	504113 450114	207	OSR 207	20	14 1	\$21.11	\$22.24 \$20.09		Transfer	14 1	1/22/2023
Clark, Crestian	Branch Services Clerk	SEU111	SEU111	205	205	24	40	\$18.63	\$18.63		Increase In Hours	40	1/8/2023
Clark, Joseph	Branch Services Clerk - Acting	GFH111	GFH111	205	205	28	28	\$16.16	\$16.97		Correction to Acting Rate	28	11/27/2022
Cook, Christine	Branch Services Clerk	BRV111	BRV111	205	205	16	16	\$16.16	\$16.48		2% Union Increase - Retro	16	10/31/2022
Cooke, Caitlin	Branch Services Clerk	PWR111	PWR111	205	205	24	28	\$20.28	\$20.28		Increase In Hours	28	1/8/2023
Cronin, Patricia	HR Adminidtrative Assistant	800112	800112	10	10	40	40	\$19.11	\$19.11	Melissa Arcuri	Acting to Peranent	40	12/25/2022
Dornback, Christin	Branch Services Assistant I	MPL111	MPL111	207	207	28	32	\$20.09	\$20.09		Temporary Increase in Hours	32	1/8/2023
Douglass, Sharon	Branch Services Librarian I - Generalist	SEU111	SEU111	208	208	40	40	\$24.00	\$24.48		2% Union Increase - Retro	40	10/17/2022
Forsberg, Bethany	Branch Services Librarian	404111	PAS111	207	208	40	40	\$28.04	\$28.60		Acting Position Ended 2% Union Increase	40	12/25/2022
Gage, Joshua	Branch Services Clerk	SLN111	SLN111	205	205	36	40	\$17.99	\$17.99		Increase In Hours	40	12/11/2022
Gessler, Karly	Branch Services Clerk	SLN111	SLN111	205	205	16	20	\$16.98	\$16.98		Increase In Hours	20	12/11/2022

CHANGES IN HOURS/SALARY/TRANSFERS													
NAME	POSITION	COST CENTER OLD	COST CENTER NEW	GRADE OLD	GRADE NEW	HOURS OLD	HOURS NEW	SALARY OLD	SALARY NEW	REPLACES	REASON	HRS WEEK	EFFECTIVE DATE
Graham, April	NBU Page SUB Branch Services Clerk SUB	IND113	IND113 450114	OSP	OSP 205	1	1 1	\$13.00	\$13.00 \$16.16		Add Second Rate	1 1	1/9/2023
Hearne, Sarah	Branch Services Clerk Branch Services Assistant I SUB	GFH111	GFH111 450114	205	205 207	20	20 1	\$16.48	\$16.48 \$20.69		Add Second Rate	20 1	11/27/2022
Hereford, Sabrina	Branch Services Clerk	GFH111	GFH111	205	205	40	40	\$17.83	\$18.19		Correction to Union 2% Rate Adjustment	40	10/16/2022
Hilfiker, Stephanie	Branch Services Librarian	STV111	STV111	208	208	40	40	\$23.00	\$23.46		2% Union Increase - Retro	40	10/31/2022
Hull, Quinn	Branch Services Assistant II - Acting Branch Services Librarian SUB	450114	MPL111	208	207 208	1	16 1	\$22.40	\$21.09 \$23.07		Acting Position Started	16 1	1/22/2023
Johns, Eleanore	Branch Services Librarian I - Generalist Branch Services Librarian SUB	STV111 450114	STV111 450114	208	208	40 1	40 1	\$23.52 \$23.07	\$23.52 \$23.52		Correction to Second Rate Retro	40	4/18/2022
Johnson, Stephanie	Branch Services Librarian I - Generalist	BED111	MAY111	208	208	40	40	\$25.32	\$25.32	Gianni Conti	Transfer	40	12/12/2022
Kafer, Molly	Branch Services Clerk Branch Services Assistant I SUB	450114	PAH111 450114	205 207	205 207	1 1	32 1	\$16.16 \$20.09	\$16.16 \$20.69	Iris Garsteck	Transfer	32 1	1/22/2023
Kahn, Deena	Branch Services Clerk	BAY111	BAY111	205	205	16	16	\$16.16	\$16.48		2% Union Increase - Retro	16	10/17/2022
Kappelman, Kalyn	Branch Manager	MAY111	BEA112	209	40	40	40	\$28.41	\$38.46	Catherine Schultis	Promotion	40	1/8/2023
Kekerchen, Rebecca	ITD Assistant Branch Services Assistant SUB	611111	611111 450114	206	206 207	40	40 1	\$18.02	\$18.02 \$20.09		Add Second Rate	40 1	1/8/2023
Kekerchen, Rebecca	Branch Services Assistant SUB	611111 450114	450114	206 207	207	40	1	\$18.02 \$20.09	\$20.09		Transfer to SUB Status	1	1/22/2023
Kell, Alexandra	Branch Services Clerk	BKL111	BKL111	205	205	16	16	\$16.16	\$16.48		2% Union Increase - Retro	16	10/17/2022
Kroh, Nicholas	Digital Navigator Branch Services Assistant SUB	506111	506111 450114	207	207 207	20	20 1	\$20.09	\$20.09		Add Second Rate	20 1	1/8/2023
Krueger, Kristi	TSD Specialist - ILS Librarian	701111	701111	210	210	40	40	\$29.33	\$29.92		2% Union Increase - Retro	40	10/18/2022
Krueger, Kristi	TSD Specialist - ILS Librarian Branch Services Librarian SUB	701111	701111 450114	210	210 208	40	40 1	\$29.92	\$29.92 \$29.92		Add Second Rate	40 1	12/26/2022



## HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-1

January 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
Liberatore, Caroline	Branch Services Clerk	PAS111	PAS111	205	205	16	20	\$16.98	\$16.98		Increase In Hours	20	1/8/2023
Macesich, Amanda	Branch Services Clerk	BKL112	MDH111	OSM	205	15	24	\$23.68	\$16.16		Transfer	24	12/26/2022
Mayer, Linda	Branch Services Assistant I	BEA111	BEA111	207	207	16	24	\$20.49	\$20.49		Increase In Hours	24	12/11/2022
McIntire, Laura	NBU Page Branch Services Assistant SUB Branch Services Clerk SUB	IND113 450114	IND113 450114 450114	OSP 207 205	OSP 207 205	15 1 1	15 1 1	\$13.00 \$20.09 \$20.09	\$13.00 \$20.09 \$16.16		Add Third Rate	15 1 1	1/8/2023
Miller, Laura	Branch Services Clerk	FPR111	FPR111	205	205	16	16	\$16.16	\$16.48		2% Union Increase - Retro	16	10/31/2022
Mirvic, Emina	Branch Services Clerk	GFH111	GFH111	205	205	40	40	\$20.07	\$20.48		2% Union Increase - Retro	40	10/16/2022
Mirvic, Emina	Branch Services Clerk Supervisor - Acting	GFH111	GFH111	207	207	40	40	\$20.48	\$21.50		Correction to Acting Rate	40	11/28/2022
Morris, Timothy	AES Instructor II - Corrections	508111	508111	208	208	32	40	\$24.34	\$24.34		Increase In Hours	40	12/12/2022
Muckerheide, Shayna	Branch Manager	BPK111	NOL111	40	40	40	40	\$40.72	\$43.92	Andrew Harrant	Transfer and Rate Increase	40	12/11/2022
Nelson, LaRhonda	Youth Programming Tutor Branch Services Assistant I SUB	504113	504113 450114	OST	OST 207	10	10 1	\$12.00	\$12.00 \$20.09		Add Second Rate	10 1	12/11/2022
Norris, Judith	Homework Center Coordinator	504113	NOL112	OST	OSH	10	10	\$13.00	\$22.24		Transfer	10	12/11/2022
Ostromeck, Ciera	Branch Services Clerk SUB	BKL111	450114	205	205	16	1	\$16.98	\$16.16		Transfer to SUB Status	1	1/22/2023
Paulraj, SelvaSubha	Homework Center Coordinator Branch Services Assistant I SUB	BPK112	BPK112 450114	OSH	OSH 207	14	14 1	\$22.24	\$22.24 \$20.29		Add Second Rate	14 1	11/27/2022
Selzer, Theresa	Branch services Assistant I	MPL111	MPL111	207	207	40	20	\$25.55	\$25.55		Decrease In Hours	20	1/8/2023
Singh, Jessica	Branch Services Assistant II Branch Services Librarian SUB	IND111	IND111 450114	207	207 208	16	16 1	\$20.69	\$20.69 \$23.07		Add Second Rate	16 1	1/8/2023

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
Smith, David	Branch Services Assistant II Branch Services Librarian SUB	450114	SEU111 450114	208	207 208	1	20 1	\$22.40	\$20.69 \$23.07	Mia Cowan	Transfer	20 1	1/9/2023
Spreng, Erin	Branch Services Clerk	NOL111	NOL111	207	205	40	40	\$21.09	\$20.48		Acting Position Ended 2% Union Increase	40	12/25/2022
Stopar, Cheryl	Homework Center Coordinator Branch Services Assistant I SUB	BED112	BED112 450114	OSH	OSH 207	10	10 1	\$22.24	\$22.24 \$20.09		Add Second Rate	10 1	1/22/2023
Tagliarini, Noelle	Branch Services Assistant II Branch Services Clerk SUB Branch Services Librarian SUB	BRV111 309SUB	BRV111 309SUB 305SUB	207 205	207 205 208	32 1	32 1 1	\$23.74 \$23.74 \$23.74	\$23.74 \$23.74 \$23.74		Add Third Rate	32	12/26/2022
Taylor, Joseph	Branch Services Clerk Supervisor	BPK111	NOL111	207	207	40	40	\$24.59	\$24.59	Marie Battista	Transfer	40	12/25/2022
Thompson, Jena	AES Instructor I - Unlicensed Branch Services Assistant I SUB	508111	508111 450114	207	207 207	32	32 1	\$22.00	\$22.00 \$22.00		Add Second Rate	32 1	1/22/2023
Thurau, Darlene	123 Read Coordinator Branch Services Assistant I SUB	NOL112	504113 450114	OSH	OSR	14	14	\$23.68	\$22.24 \$20.09		Transfer	14	12/11/2022
Venditti, Gabriel	Branch Manager	BKL111	BPK111	209	40	40	40	\$27.31	\$36.06	Shayna Muckerheide	Promotion	40	12/11/2022
Walker, Jade	Branch Services Librarian Supervisor	WVH111	MAY111	208	209	40	40	\$25.21	\$26.47		Promotion	40	1/9/2023
Walsh, Emily	Branch Services Assistant SUB	PWR112	450114	OSH	207	14	1	\$22.24	\$20.09		Transfer to SUB Status	1	12/26/2022
Washington, Shandon	Family Advocate Branch Services Assistant SUB	504113	504113 450114	OST	OST 207	10	10 1	\$12.00	\$12.00 \$20.09		Add Second Rate	10 1	1/22/2023
Wurch, Lisa	ITD Assistant Branch Services Librarian SUB Branch Services Clerk SUB	MDH111 450114 450114	611111 450114 450114		206 208 205	20 1 1	40 1 1	\$25.15 \$25.15 \$22.63	\$25.15 \$25.15 \$22.63	Rebecca Kekerchen	Transfer	40 1 1	1/23/2023
Zakes, Ashlie	Branch Services Librarian I - Generalist	FPR111	FPR111	208	208	40	40	\$23.50	\$23.97		2% Union Increase - Retro	40	10/31/2022

CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (\$)	AMOUNT	MILEAGE	MEETING
Carpenter, Sarah	1/31/2023	\$0.00	\$ -	NEORLS Teen Summer Reading Program / Westlake, OH
Power, Katie	1/31/2023	\$0.00	\$ -	NEORLS Teen Summer Reading Program / Westlake, OH
		\$0.00		

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## Financial Statement Analysis

December 2022

### Revenues

We received a small distribution from the County for our 2.5 mill tax levy. With this distribution it put us just slightly under our original budget. Our 1.0 mill tax levy was also just slightly under our original budget. Our reimbursement from the state for our 2.5 mill tax levy was also just slightly under budget. The total of the 3 amounts was under budget by \$89,371.46.

The Public Library Fund (PLF) was over budget by a large amount based on our original budget. We received \$3,544,167.55 more than our original budget. Other revenue accounts of note are:

Patron Fines and Fees - \$378,319.09 over original budget (increase from passport fees).

Interest - \$312,469.88 over original budget (larger than expected increase in interest rates).

The remainder of the revenue accounts were within the original budget.

### Expenses

The Salaries and Benefits accounts, apart from the Insurance Benefits were right within the original budget. The Insurance Benefits account was under the original budget by \$1,330,304.84. Our projection included a much higher than expected rate increase. Other expense accounts of note are:

Purchased and Contracted Services our original budget was over our actual expenditures by \$1,557,556.60. Expenditures were less than expected in Property Maintenance & Repair, Professional Services and Other Contracted Services.

Library Materials was within the original budget.

The Capital Outlay accounts were under spent by \$2,950,430.00. Several larger projects were moved to 2023.

Transfers to Other Funds budget was increased by \$10,883,449.00 from the original budget. This allowed us to transfer a much larger than anticipated amount into the Capital Fund. This increase came from the larger than expected increase in revenues and less in actual expenditures than budgeted as outlined above.

The remainder of the expense accounts were within the original budget.

### **Investments**

During the month of December, we purchased two pieces of Commercial Paper as follows:

Citigroup Global Markets - \$500,000 with a yield of 5.51%

National Bank of Canada - \$500,000 with a yield of 5.22%

### **Transfers and Advances**

We had several transfers for the month of December. This is typical for this time of year, and they are as follows:

Transfers from the General Fund to:

\$5,500.26 to Hotspots Program

\$15,707.80 to Starting Point for Library match

\$115,120.00 to ASPIRE for Library match

\$449.84 to Unclaimed Funds for uncashed payroll checks

\$18,674,567.13 to the Capital Fund

Transfers to the General Fund from:

\$33,227.54 from Regular Trust Fund to close remaining balance on an inactive account

\$35,000.00 from FSA Agency Fund for 100<sup>th</sup> Anniversary Zoo event

We also had several advances for the month of December.

Advances from the General Fund to:

\$20,000.00 to Hotspots Program

\$19,233.60 to Homework Centers

\$6,307.25 to Special School Programming.

Advances repaid to the General Fund:

\$135,520.00 from Hotspots Program

CUYAHOGA COUNTY PUBLIC LIBRARY									General Fund	
REVENUE									100% of Year	
Fiscal 2022 -December										
Acct. No.	General Fund Line Item Description	2022 Revenue	2021 Final Revenue	2022 MTD Received	2021 MTD Received	2022 YTD Received	2021 YTD Received	2022 % Received	2022 Balance	Notes
1200	General Property Taxes	\$58,211,926.00	\$57,769,729.82	\$9,994.69	\$0.00	\$58,211,919.16	\$57,769,729.82	100.0%	(\$6.84)	
	Gen Prop Taxes-Rel Estate 2.5 Mills	\$39,468,011.00	\$39,163,998.70	\$9,994.69	\$0.00	\$39,468,008.53	\$39,163,998.70	100.0%	(\$2.47)	
	Gen Prop Taxes-Rel Estate 1.0 Mills	\$18,743,915.00	\$18,605,731.12	\$0.00	\$0.00	\$18,743,910.63	\$18,605,731.12	100.0%	(\$4.37)	
1250	Intergovernmental	\$31,116,775.02	\$29,279,275.86	\$2,266,873.17	\$2,073,793.87	\$31,116,767.95	\$29,279,275.86	100.0%	(\$7.07)	
	Public Library Fund	\$26,345,225.02	\$24,353,461.58	\$2,266,873.17	\$2,073,793.87	\$26,345,222.57	\$24,353,461.58	100.0%	(\$2.45)	
	Property Taxes	\$4,771,550.00	\$4,925,814.28	\$0.00	\$0.00	\$4,771,545.38	\$4,925,814.28	100.0%	(\$4.62)	
2200	Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
2300	Local Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
3100	Patron Fines & Fees	\$836,395.00	\$657,617.11	\$75,369.33	\$53,979.09	\$903,319.09	\$657,617.11	108.0%	\$66,924.09	
	Fines and Fees Income	\$50,000.00	\$189,105.86	\$7,878.65	\$13,056.59	\$50,060.47	\$189,105.86	100.1%	\$60.47	
	Passport Fee	\$577,415.00	\$390,705.00	\$50,155.00	\$30,100.00	\$627,570.00	\$390,705.00	108.7%	\$50,155.00	
	Passport Photo Fee	\$198,980.00	\$75,150.00	\$17,240.00	\$9,710.00	\$216,220.00	\$75,150.00	108.7%	\$17,240.00	
	Electric Vehicle Charging	\$0.00	\$0.00	\$95.68	\$0.00	\$562.37	\$0.00	0.0%	\$562.37	
	Meeting Room Rental Fees	\$10,000.00	\$2,656.25	\$0.00	\$1,112.50	\$8,906.25	\$2,656.25	89.1%	(\$1,093.75)	
4000	Interest	\$271,495.00	\$12,621.84	\$60,978.57	\$1,012.79	\$332,469.88	\$12,621.84	122.5%	\$60,974.88	
5500	Services Provided Other Entities	\$6,010.00	\$5,015.62	\$20.00	\$102.79	\$6,006.00	\$5,015.62	99.9%	(\$4.00)	
6100	Restricted Gifts	\$0.00	\$63,048.55	\$116,760.00	\$24,089.40	\$149,414.22	\$63,048.55	0.0%	\$149,414.22	
6500	Unrestricted Gifts	\$1,160.00	\$609.81	\$50.00	\$100.88	\$1,158.04	\$609.81	99.8%	(\$1.96)	
8100	Sale of Property	\$21,435.00	\$38,025.93	\$1,425.00	\$1,050.00	\$21,432.77	\$38,025.93	100.0%	(\$2.23)	
8200	Sale of Resale Supplies	\$79,020.00	\$63,212.39	\$7,779.25	\$6,170.77	\$83,754.94	\$63,212.39	106.0%	\$4,734.94	
8300	Rental of Real Property	\$23,110.00	\$23,106.00	\$1,925.50	\$3,851.00	\$21,180.50	\$23,106.00	0.0%	(\$1,929.50)	
8700	Refunds and Reimbursements	\$233,595.00	\$884,793.48	\$20,918.81	\$174.85	\$233,593.94	\$884,793.48	100.0%	(\$1.06)	
8900	Miscellaneous	\$18,625.00	\$12,543.18	\$1,853.54	\$1,016.79	\$18,620.39	\$12,543.18	100.0%	(\$4.61)	
9800	Advances In	\$0.00	\$0.00	\$135,520.00	\$0.00	\$146,396.00	\$0.00	0.0%	\$146,396.00	
9900	Transfers In	\$49,345.00	\$0.00	\$68,227.54	\$0.00	\$68,881.01	\$0.00	0.0%	\$19,536.01	
	Carryover	\$500,000.00	\$947,747.99	\$0.00	\$0.00	\$500,000.00	\$947,747.99	100.0%	\$0.00	
TOTAL -- General Fund		\$91,368,891.02	\$89,757,347.58	\$2,767,695.40	\$2,165,342.23	\$91,814,913.89	\$89,757,347.58	100.5%	\$446,022.87	
TOTAL -- Capital Fund - 402		\$585,000.00	\$19,359,859.84	\$18,746,087.49	\$19,138,643.77	\$19,514,789.94	\$19,359,859.84	3335.9%	\$18,929,789.94	
TOTAL -- Note Retirement Fund - 301		\$4,481,855.85	\$51,974,457.00	\$109.49	\$0.00	\$4,481,224.54	\$51,974,457.00	100.0%	(\$631.31)	
TOTAL -- Trust Fund (Regular) - 701		\$96,700.00	\$24,649.48	\$5,442.42	\$925.59	\$102,194.12	\$24,649.48	105.7%	\$5,494.12	
TOTAL -- Trust Fund (Special) - 702		\$64,900.00	\$628,480.44	\$4,889.38	\$108.35	\$69,759.16	\$628,480.44	107.5%	\$4,859.16	
TOTAL -- Endowment Fund - 801		\$100.00	\$15.76	\$66.62	\$1.42	\$326.63	\$15.76	326.6%	\$226.63	
TOTAL -- Agency Fund (FSA) - 901		\$85,000.00	\$81,606.87	\$7,075.62	\$6,770.76	\$86,002.50	\$81,606.87	101.2%	\$1,002.50	
TOTAL -- Project Build - 223		\$0.00	\$40,632.59	\$0.00	\$15,382.59	\$0.00	\$40,632.59	0.0%	\$0.00	
TOTAL -- Entrepreneurships Adult & Youth - 232		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Cleve Found Encore Initiative - 236		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- My Com Neighborhood - 242		\$32,500.00	\$292,500.36	\$0.00	\$10,833.37	\$32,499.67	\$292,500.36	100.0%	(\$0.33)	
TOTAL -- Memory Lab Grant - 243		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- W VH Garden Grant - 244		\$2,000.00	\$1,500.00	\$0.00	\$0.00	\$2,000.00	\$1,500.00	100.0%	\$0.00	
TOTAL -- Adult Education Services - 247		\$2,609,909.26	\$1,670,135.25	\$343,547.00	\$400,926.68	\$1,670,824.11	\$1,670,135.25	64.0%	(\$939,085.15)	
TOTAL -- Family Engagement - 249		\$256,405.00	\$77,500.00	\$18,164.83	\$55,000.00	\$147,299.05	\$77,500.00	0.0%	(\$109,105.95)	
TOTAL -- IPAD Lab - 253		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Food & Culinary Literacy Program		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Hotspot Lending Program		\$245,000.00	\$135,520.00	\$130,170.28	\$135,520.00	\$255,170.28	\$135,520.00	0.0%	\$10,170.28	
TOTAL -- Poetry Out Loud - 261		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL --Digital Literacy- 265		\$0.00	\$237,450.00	\$10,000.00	\$125,000.00	\$91,000.00	\$237,450.00	0.0%	\$91,000.00	
TOTAL --OH EPA Charging Station- 266		\$28,576.00	\$10,876.00	\$0.00	\$10,876.00	\$26,806.00	\$10,876.00	93.8%	(\$1,770.00)	
TOTAL -- Homework Centers - 270		\$377,315.55	\$203,000.00	\$39,733.60	\$59,500.00	\$211,726.90	\$203,000.00	56.1%	(\$165,588.65)	
TOTAL -- Summer Camps - 280		\$45,000.00	\$23,172.09	\$53,946.00	\$0.00	\$98,946.00	\$23,172.09	219.9%	\$53,946.00	
TOTAL -- Kindergarten & Baby Kits - 290		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Special School Program. - 293		\$249,362.42	\$254,750.55	\$23,503.53	\$77,496.80	\$118,567.15	\$254,750.55	47.5%	(\$130,795.27)	
GRAND TOTAL -- All Funds		\$100,528,515.10	\$164,773,453.81	\$22,150,431.66	\$22,202,327.56	\$118,724,049.94	\$164,773,453.81	118.1%	\$18,195,534.84	

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2022 December												
100% of Year												
Acct. No.	General Fund Line Item Description	2022 Appropriation	2021 C/O Encumbrance	2021 Final Expended	2022 MTD Expended	2021 MTD Expended	2022 YTD Expended	2021 YTD Expended	2022 Enc + PY Enc	2022 Exp+Enc	2022% Exp+Enc	2022 Balance
1000s	SALARIES & BENEFITS	43.8%										
1110	Salaries	\$29,340,340.00	\$0.00	\$27,721,271.74	\$2,374,744.66	\$2,295,161.40	\$29,339,850.22	\$27,721,271.74	\$0.00	\$29,339,850.22	100.0%	\$489.78
1400	Retirement Benefits-Employer	\$4,101,461.00	\$0.00	\$3,833,569.75	\$307,575.96	\$281,685.59	\$4,101,309.03	\$3,833,569.75	\$0.00	\$4,101,309.03	100.0%	\$151.97
1600	Insurance Benefits-Employer	\$6,597,386.00	\$0.00	\$6,899,059.74	\$517,112.15	\$547,906.85	\$6,597,211.16	\$6,899,059.74	\$0.00	\$6,597,211.16	100.0%	\$174.84
1900	Other Employee Benefits	\$23,470.00	\$0.00	\$71,300.61	\$635.49	\$28,403.05	\$23,378.67	\$71,300.61	\$0.00	\$23,378.67	99.6%	\$91.33
	SUBTOTAL -- SALARIES & BENEFITS	\$40,062,657.00	\$0.00	\$38,525,201.84	\$3,200,068.26	\$3,153,156.89	\$40,061,749.08	\$38,525,201.84	\$0.00	\$40,061,749.08	100.0%	\$907.92
2000s	SUPPLIES	1.3%										
2100	General Administrative Supplies	\$744,741.00	\$93,947.63	\$566,154.10	\$102,388.14	\$185,622.24	\$769,369.23	\$566,154.10	\$69,065.15	\$838,434.38	100.0%	\$254.25
2200	Property Maintenance & Repair Supplies	\$324,489.00	\$4,701.13	\$301,424.31	\$25,261.02	\$24,798.62	\$327,216.72	\$301,424.31	\$1,958.38	\$329,175.10	100.0%	\$15.03
2300	Motor Equipment Fuel & Supplies	\$89,270.00	\$0.00	\$102,397.52	\$7,343.16	\$11,835.13	\$88,557.77	\$102,397.52	\$700.00	\$89,257.77	100.0%	\$12.23
2500	Supplies for Resale	\$60,065.00	\$0.00	\$31,595.00	\$28,205.00	\$9,500.00	\$60,065.00	\$31,595.00	\$0.00	\$60,065.00	100.0%	\$0.00
	SUBTOTAL -- SUPPLIES	\$1,218,565.00	\$98,648.76	\$1,001,570.93	\$163,197.32	\$231,755.99	\$1,245,208.72	\$1,001,570.93	\$71,723.53	\$1,316,932.25	100.0%	\$281.51
3000s	PURCHASED & CONTRACTED SERVICES	15.8%										
3100	Travel & Meeting Expenses	\$122,520.00	\$0.00	\$44,986.28	\$15,861.49	\$11,554.64	\$122,327.10	\$44,986.28	\$0.00	\$122,327.10	99.8%	\$192.90
3200	Communications-Printing & Publications	\$1,398,490.00	\$515.84	\$1,108,783.05	\$110,324.46	\$129,102.83	\$1,398,864.02	\$1,108,783.05	\$0.00	\$1,398,864.02	100.0%	\$141.82
3300	Property Maintenance & Repair Service	\$5,110,300.00	\$1,103,684.61	\$5,437,855.84	\$272,021.05	\$487,199.98	\$5,785,426.62	\$5,437,855.84	\$428,508.76	\$6,213,935.38	100.0%	\$49.23
3400	Insurance	\$362,740.00	\$0.00	\$313,740.34	\$2,292.44	\$0.00	\$362,738.44	\$313,740.34	\$0.00	\$362,738.44	100.0%	\$1.56
3500	Rents and Leases	\$549,955.00	\$87,425.68	\$610,145.51	\$842.00	\$4,735.58	\$612,860.85	\$610,145.51	\$24,500.00	\$637,360.85	100.0%	\$19.83
3600	Utilities	\$1,426,150.00	\$0.00	\$1,529,944.20	\$91,200.64	\$119,075.23	\$1,425,946.05	\$1,529,944.20	\$0.00	\$1,425,946.05	100.0%	\$203.95
3700	Professional Services	\$3,110,810.00	\$451,958.64	\$1,985,577.86	\$164,197.53	\$96,847.87	\$3,067,294.75	\$1,985,577.86	\$495,427.17	\$3,562,721.92	100.0%	\$46.72
3900	Other Contracted Services	\$2,319,870.00	\$12,526.36	\$2,256,526.08	\$238,817.40	\$128,719.91	\$2,058,335.57	\$2,256,526.08	\$274,025.00	\$2,332,360.57	100.0%	\$35.79
	SUBTOTAL -- CONTRACTED SERVICES	\$14,400,835.00	\$1,656,111.13	\$13,287,559.16	\$895,557.01	\$977,236.04	\$14,833,793.40	\$13,287,559.16	\$1,222,460.93	\$16,056,254.33	100.0%	\$691.80
4000s	LIBRARY MATERIALS & INFORMATION	10.9%										
4100	Books & Pamphlets	\$7,484,414.34	\$440,573.47	\$7,227,986.18	\$417,798.22	\$297,603.52	\$7,552,274.61	\$7,227,986.18	\$346,645.84	\$7,898,920.45	99.7%	\$26,067.36
4200	Periodicals	\$175,194.91	\$0.00	\$194,257.15	\$9,754.64	\$18,831.23	\$175,194.91	\$194,257.15	\$0.00	\$175,194.91	100.0%	\$0.00
4300	Audiovisual Material	\$1,052,130.39	\$136,911.10	\$1,114,238.63	\$37,300.93	\$60,129.84	\$1,038,259.67	\$1,114,238.63	\$150,781.82	\$1,189,041.49	100.0%	\$0.00
4500	Computer Services & Information	\$1,226,758.65	\$0.00	\$1,295,945.72	\$37,169.66	\$53,747.36	\$1,226,758.65	\$1,295,945.72	\$0.00	\$1,226,758.65	100.0%	\$0.00
4700	Library Material Repair & Restoration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
4900	Library Materials-Other	\$61,501.71	\$1,093.74	\$30,653.07	\$6,982.37	\$1,084.92	\$55,585.45	\$30,653.07	\$7,010.00	\$62,595.45	100.0%	\$0.00
	SUBTOTAL -- LIBRARY MATERIALS	\$10,000,000.00	\$578,578.31	\$9,863,080.75	\$509,005.82	\$431,396.87	\$10,048,073.29	\$9,863,080.75	\$504,437.66	\$10,552,510.95	99.8%	\$26,067.36
5000s	CAPITAL OUTLAY	2.2%										
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	\$262,415.00	\$5,500.00	\$441,312.77	\$0.00	\$15,100.00	\$218,285.88	\$441,312.77	\$49,627.00	\$267,912.88	100.0%	\$2.12
5500	Furniture & Equipment	\$1,777,505.00	\$721,703.33	\$1,143,941.60	\$124,109.13	\$307,042.15	\$1,279,607.57	\$1,143,941.60	\$1,219,564.42	\$2,499,171.99	100.0%	\$36.34
5700	Motor Vehicles	\$12,705.00	\$89,087.00	\$200,855.00	\$0.00	\$0.00	\$63,706.05	\$200,855.00	\$38,085.00	\$101,791.05	0.0%	\$0.95
	SUBTOTAL -- CAPITAL OUTLAY	\$2,052,625.00	\$816,290.33	\$1,786,109.37	\$124,109.13	\$322,142.15	\$1,561,599.50	\$1,786,109.37	\$1,307,276.42	\$2,868,875.92	100.0%	\$39.41
7000s	OTHER OBJECTS	0.1%										
7100	Dues and Memberships	\$67,570.00	\$0.00	\$60,919.00	\$2,641.00	\$500.00	\$67,547.92	\$60,919.00	\$0.00	\$67,547.92	100.0%	\$22.08
7200	Taxes and Assessments	\$29,905.00	\$0.00	\$17,465.00	\$1,831.63	\$1,293.96	\$29,889.54	\$17,465.00	\$0.00	\$29,889.54	99.9%	\$15.46
7500	Refunds and Reimbursements	\$3,355.00	\$0.00	\$2,864.58	\$62.49	\$12.86	\$3,347.95	\$2,864.58	\$0.00	\$3,347.95	99.8%	\$7.05
7900	Other Miscellaneous Expenses	\$4,385.00	\$235.00	\$1,965.04	\$0.00	\$400.00	\$2,607.71	\$1,965.04	\$2,000.00	\$4,607.71	99.7%	\$12.29
	SUBTOTAL -- OTHER OBJECTS	\$105,215.00	\$235.00	\$83,213.62	\$4,535.12	\$2,206.82	\$103,393.12	\$83,213.62	\$2,000.00	\$105,393.12	99.9%	\$56.88
8000s	CONTINGENCY	0.0%										
8999	Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
	SUBTOTAL -- CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
9000s	TRANSFERS OUT	25.8%										
9899	Advances to Other Funds	\$45,545.00	\$0.00	\$146,396.00	\$45,540.85	\$146,396.00	\$45,540.85	\$146,396.00	\$0.00	\$45,540.85	0.0%	\$4.15
9999	Transfers to Other Funds	\$23,483,449.02	\$0.00	\$24,041,621.14	\$18,811,345.03	\$19,156,290.16	\$23,457,520.92	\$24,041,621.14	\$0.00	\$23,457,520.92	99.9%	\$25,928.10
	SUBTOTAL -- TRANSFERS OUT	\$23,528,994.02	\$0.00	\$24,188,017.14	\$18,856,885.88	\$19,302,686.16	\$23,503,061.77	\$24,188,017.14	\$0.00	\$23,503,061.77	99.9%	\$25,932.25
	GRAND TOTAL -- General Fund	\$91,368,891.02	\$3,149,863.53	\$88,734,752.81	\$23,753,358.54	\$24,420,580.92	\$91,356,878.88	\$88,734,752.81	\$3,107,898.54	\$94,464,777.42	99.9%	\$53,977.13



CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2022 December												100% of Year
FUND	Line Item Description	2022 Appropriation	2021 C/O Encumbrance	2021 Final Expended	2022 MTD Expended	2021 MTD Expended	2022 YTD Expended	2021 YTD Expended	2022 ENC + PY Enc	2022 Exp+Enc	2022 % Exp+Enc	2022 Balance
223	TOTAL -- Project Build	\$40,613.09	\$0.00	\$6,002.93	\$0.00	\$0.00	\$14,990.20	\$6,002.93	\$0.00	\$14,990.20	36.9%	\$25,622.89
232	TOTAL -- Entrepreneurships Adult & Youth	\$0.00	\$0.00	\$3,882.09	\$0.00	\$382.59	\$0.00	\$3,882.09	\$0.00	\$0.00	0.0%	\$0.00
236	TOTAL -- Cleveland Foundation Encore Initiative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
242	TOTAL -- MyCom Neighborhood	\$81,506.45	\$0.00	\$259,075.04	\$0.00	\$21,333.11	\$80,351.51	\$259,075.04	\$0.00	\$80,351.51	98.6%	\$1,154.94
244	TOTAL -- WVH Garden Grant	\$3,046.67	\$0.00	\$873.09	\$0.00	\$0.00	\$1,970.81	\$873.09	\$0.00	\$1,970.81	64.7%	\$1,075.86
247	TOTAL -- Adult Education Services	\$2,802,823.86	\$0.00	\$1,483,936.95	\$234,637.30	\$151,032.13	\$1,599,840.58	\$1,483,936.95	\$0.00	\$1,599,840.58	57.1%	\$1,202,983.28
249	TOTAL -- Family Engagement	\$311,405.00	\$0.00	\$23,327.15	\$35,412.59	\$2,600.00	\$165,384.55	\$23,327.15	\$0.00	\$165,384.55	0.0%	\$146,020.45
253	TOTAL -- IPAD Lab	\$33.73	\$0.00	\$1,604.63	\$0.00	\$0.00	\$33.73	\$1,604.63	\$0.00	\$33.73	0.0%	\$0.00
256	TOTAL -- Food & Culinary Literacy Programs	\$33,065.43	\$0.00	\$0.00	\$145.36	\$0.00	\$1,064.08	\$0.00	\$0.00	\$1,064.08	3.2%	\$32,001.35
257	TOTAL -- Hotspot Lending Program	\$245,000.00	\$0.00	\$171,440.00	\$137,792.33	\$5,260.00	\$245,000.00	\$171,440.00	\$0.00	\$245,000.00	100.0%	\$0.00
261	TOTAL -- Poetry Out Loud	\$0.00	\$0.00	\$2,300.00	\$0.00	\$0.00	\$0.00	\$2,300.00	\$0.00	\$0.00	0.0%	\$0.00
265	TOTAL --Digital Literacy	\$233,477.36	\$0.00	\$3,972.64	\$5,408.29	\$3,972.64	\$222,668.71	\$3,972.64	\$0.00	\$222,668.71	95.4%	\$10,808.65
266	TOTAL --OH EPA Charging Station Grant	\$28,576.00	\$0.00	\$10,876.00	\$0.00	\$0.00	\$26,806.00	\$10,876.00	\$0.00	\$26,806.00	93.8%	\$1,770.00
270	TOTAL -- Homework Centers	\$381,292.94	\$0.00	\$209,509.18	\$25,540.45	\$19,850.91	\$215,204.29	\$209,509.18	\$0.00	\$215,204.29	56.4%	\$166,088.65
280	TOTAL -- Summer Camps	\$45,000.00	\$0.00	\$23,172.09	\$0.00	\$0.00	\$37,878.18	\$23,172.09	\$0.00	\$37,878.18	0.0%	\$7,121.82
290	TOTAL -- Kindergarten & Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
293	TOTAL -- Special School Programming	\$313,559.64	\$0.00	\$208,505.41	\$33,454.23	\$24,605.08	\$182,764.37	\$208,505.41	\$0.00	\$182,764.37	58.3%	\$130,795.27
301	TOTAL -- Note Retirement Fund	\$4,498,250.00	\$0.00	\$51,926,982.03	\$0.00	\$0.00	\$4,498,249.46	\$51,926,982.03	\$0.00	\$4,498,249.46	100.0%	\$0.54
402	TOTAL -- Capital Fund	\$10,000,000.00	\$3,351,341.87	\$7,584,939.19	\$77,847.55	\$2,194,282.74	\$4,789,536.46	\$7,584,939.19	\$1,568,874.76	\$6,358,411.22	47.6%	\$6,992,930.65
701	TOTAL -- Trust Fund (Regular)	\$385,000.00	\$2,618.07	\$39,898.33	\$44,263.19	\$1,440.75	\$324,591.31	\$39,898.33	\$2,352.98	\$326,944.29	84.3%	\$60,673.78
702	TOTAL -- Trust Fund (Special)	\$190,000.00	\$0.00	\$64,973.42	\$0.00	\$0.00	\$158,969.10	\$64,973.42	\$0.00	\$158,969.10	83.7%	\$31,030.90
801	TOTAL -- Endowment Fund	\$2,500.00	\$0.00	\$0.00	\$39.74	\$0.00	\$2,094.09	\$0.00	\$322.19	\$2,416.28	96.7%	\$83.72
901	TOTAL -- Agency Fund (FSA)	\$135,000.00	\$0.00	\$77,501.94	\$41,167.32	\$7,338.53	\$117,085.27	\$77,501.94	\$0.00	\$117,085.27	86.7%	\$17,914.73
	GRAND TOTAL -- All Funds	\$19,730,150.17	\$3,353,959.94	\$62,102,772.11	\$635,708.35	\$2,432,098.48	\$12,684,482.70	\$62,102,772.11	\$1,571,549.93	\$14,256,032.63	61.8%	\$8,828,077.48

CUYAHOGA COUNTY PUBLIC LIBRARY							
Capital Fund Balances							
Fiscal 2022 -December							
FUND	CC	Project Budget	2022 Expenditures	Expenditures To Date (1)	Encumbered & Unpaid (2)	Project Balance (3)	STATUS
Capital Fund - 402							
Bay	004	\$10,943,360.00	\$3,930,347.63	\$11,531,290.07	\$30,935.03	(\$618,865.10)	COMPLETE
Brooklyn	019	\$17,500,000.00	\$306,372.77	\$306,372.77	\$938,531.73	\$16,255,095.50	
Richmond	070	\$1,500,000.00	\$27,353.02	\$1,453,902.57	\$0.00	\$46,097.43	
Total Capital Fund - 402		\$29,943,360.00	\$4,264,073.42	\$13,291,565.41	\$969,466.76	\$15,682,327.83	

CUYAHOGA COUNTY PUBLIC LIBRARY				
All Funds Cash Balance				
Fiscal 2022 --December				
Fund	Beginning Cash Balance	Receipts To Date	Expenditures To Date	Cash Balance
General Fund	\$3,649,863.53	\$91,314,913.89	\$91,356,878.88	\$3,607,898.54
Debt Service	\$47,894.15	\$4,481,224.54	\$4,498,249.46	\$30,869.23
Capital Fund - 402	\$33,790,210.11	\$19,514,789.94	\$4,789,536.46	\$48,515,463.59
Trust Fund - Regular	\$493,911.56	\$102,194.12	\$324,591.31	\$271,514.37
Trust Fund - Special	\$1,478,455.14	\$69,759.16	\$158,969.10	\$1,389,245.20
Endowment Fund	\$19,271.11	\$326.63	\$2,094.09	\$17,503.65
Agency Fund	\$52,282.34	\$86,002.50	\$117,085.27	\$21,199.57
Project Build	\$40,613.09	\$0.00	\$14,990.20	\$25,622.89
Keybank FNDTH College Prep/Entrepreneurship	\$0.00	\$0.00	\$0.00	\$0.00
MyCom Neighborhood	\$49,006.45	\$32,499.67	\$80,351.51	\$1,154.61
Memory Lab Grant	\$0.00	\$0.00	\$0.00	\$0.00
WVH Garden Grant	\$1,046.67	\$2,000.00	\$1,970.81	\$1,075.86
Adult Education Services (AES)	\$192,914.60	\$1,670,824.11	\$1,599,840.58	\$263,898.13
Family Engagement	\$55,000.00	\$147,299.05	\$165,384.55	\$36,914.50
IPAD Lab	\$33.73	\$0.00	\$33.73	(\$0.00)
Food & Culinary Literacy Programs	\$33,065.43	\$0.00	\$1,064.08	\$32,001.35
Hotspot Lending Program	\$0.00	\$255,170.28	\$245,000.00	\$10,170.28
Poetry Out Loud	\$0.00	\$0.00	\$0.00	\$0.00
Digital Literacy	\$233,477.36	\$91,000.00	\$222,668.71	\$101,808.65
OH EPA Charging Station Grant	\$0.00	\$26,806.00	\$26,806.00	\$0.00
Homework Centers	\$3,977.39	\$211,726.90	\$215,204.29	\$500.00
Summer Camps	\$0.00	\$98,946.00	\$37,878.18	\$61,067.82
Kindergarten and Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00
Special School Programming	\$64,197.22	\$118,567.15	\$182,764.37	\$0.00
SUBTOTAL	\$40,205,219.88	\$118,224,049.94	\$104,041,361.58	\$54,387,908.24

CUYAHOGA COUNTY PUBLIC LIBRARY						
Investments Approval						
Fiscal 2022 - December						
Description	Institution of Deposit	Par Value/Qty.	Purchase Yield	Purchase Date	Maturity Date	% of Assets
Money Market Funds						
Sweep Account	Key Bank	\$8,630,541.21	0.38%	n/a	n/a	15.59%
Money Market Fund	Northwest Bank	\$0.00	0.00%	n/a	n/a	0.00%
Money Market Fund	US Bank	\$16,457.29	4.15%	n/a	n/a	0.03%
Money Market Fund	Fifth Third	\$12,904.15	4.11%	n/a	n/a	0.02%
ICS Account	TriState Capital	\$0.00	0.00%	n/a	n/a	0.00%
Star Ohio Accounts						
Star Ohio Accounts	Star Ohio	\$21,584,708.92	4.19%	n/a	n/a	38.99%
US Treasury Notes						
US Treasury	Wells Fargo Securities, LLC	\$570,000.00	0.42%	June 30, 2021	April 15, 2024	1.03%
US Treasury	Morgan Stanley & Co LLC	\$550,000.00	3.45%	August 31, 2022	August 31, 2024	0.99%
US Treasury Bills						
Municipal Bonds						
City of Columbus, OH	BofA Securities, Inc.	\$500,000.00	2.96%	May 17, 2022	April 1, 2025	0.90%
Commercial Paper						
Standard Chartered Bk	JP Morgan Securities LLC	\$250,000.00	2.52%	May 23, 2022	February 13, 2023	0.45%
Bank Montreal Chicago	Montreal Chicago Brnch	\$765,000.00	2.49%	May 27, 2022	February 21, 2023	1.38%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$590,000.00	2.69%	June 6, 2022	February 28, 2023	1.07%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$250,000.00	3.05%	June 21, 2022	January 17, 2023	0.45%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$250,000.00	3.22%	June 21, 2022	February 16, 2023	0.45%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$250,000.00	3.33%	June 21, 2022	March 13, 2023	0.45%
Mufg Bank Ltd NY BRA	Usbna/Cp	\$250,000.00	3.24%	June 27, 2022	March 20, 2023	0.45%
Toronto Dominion Bank	JP Morgan Securities LLC	\$250,000.00	3.32%	June 27, 2022	March 22, 2023	0.45%
Natixis NY	Dbtc Americas	\$500,000.00	3.49%	July 8, 2022	April 3, 2023	0.90%
Toronto	BofA Securities, Inc.	\$500,000.00	3.94%	August 11, 2022	May 8, 2023	0.90%
Citigroup Global Mkts	Citigroup Global Markets, Inc	\$265,000.00	3.71%	August 12, 2022	March 8, 2023	0.48%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$400,000.00	3.78%	August 15, 2022	May 10, 2023	0.72%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$450,000.00	3.56%	August 22, 2022	February 17, 2023	0.81%
Mufg Bank Ltd NY BRA	Usbna/Cp	\$800,000.00	3.63%	August 29, 2022	February 24, 2023	1.45%
Mizuho Bk Ltd New York	Mizuho Securities USA Fsc Inc	\$850,000.00	3.35%	August 30, 2022	January 30, 2023	1.54%
Societe Generale 4 A2	BofA Securities, Inc.	\$500,000.00	3.91%	August 31, 2022	May 1, 2023	0.90%
Toronto Dominion Bank	BofA Securities, Inc.	\$500,000.00	4.88%	October 11, 2022	July 7, 2023	0.90%
Royal Bk Cda Ny	Rbc Capital Markets LLC	\$1,070,000.00	4.82%	October 13, 2022	June 15, 2023	1.93%
Bank Amer Secs Inc Disc	BofA Securities, Inc.	\$1,000,000.00	5.07%	October 17, 2022	June 23, 2023	1.81%
Mufg Bank Ltd NY BRA	Usbna/Cp	\$500,000.00	5.24%	October 19, 2022	July 14, 2023	0.90%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$500,000.00	4.66%	October 25, 2022	February 24, 2023	0.90%
Toronto Dominion Bank	Td Securities (USA)	\$510,000.00	5.31%	October 31, 2022	June 29, 2023	0.92%
Natixis NY	Dbtc Americas	\$500,000.00	5.38%	November 3, 2022	July 5, 2023	0.90%
Bank Amer Secs Inc Disc	BofA Securities, Inc.	\$250,000.00	5.46%	November 7, 2022	August 2, 2023	0.45%
Toronto Dominion Bank	Td Securities (USA)	\$250,000.00	5.00%	November 7, 2022	April 6, 2023	0.45%
Natixis NY	Dbtc Americas	\$250,000.00	5.38%	November 14, 2022	August 7, 2023	0.45%
Citigroup Global Mkts	Citigroup Global Markets, Inc	\$270,000.00	5.51%	November 28, 2022	August 22, 2023	0.49%
Citigroup Global Mkts	Citigroup Global Markets, Inc	\$500,000.00	5.51%	December 5, 2022	August 30, 2023	0.90%
National Bk Cda Disc	BofA Securities, Inc.	\$500,000.00	5.22%	December 5, 2022	June 7, 2023	0.90%
Certificate of Deposit						
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	2.65%	May 22, 2019	May 15, 2023	0.45%
Certificate of Deposit	Bankwell Bk New	\$249,000.00	0.49%	July 6, 2020	July 6, 2023	0.45%
Certificate of Deposit	Beal Bank, USA	\$244,000.00	2.10%	June 15, 2022	June 14, 2023	0.44%
Certificate of Deposit	John Marshall Bank	\$89,000.00	2.30%	June 17, 2022	October 17, 2023	0.16%
Certificate of Deposit	Goldman Sachs Bank, USA	\$246,000.00	2.50%	June 15, 2022	December 15, 2023	0.44%
Certificate of Deposit	Capital One Bank (USA) National Assoc	\$246,000.00	2.85%	June 15, 2022	June 17, 2024	0.44%
Certificate of Deposit	The Dart Bank	\$250,000.00	3.10%	June 21, 2022	December 22, 2025	0.45%
Certificate of Deposit	Bangor Svgs Bk	\$244,000.00	4.85%	November 23, 2022	May 23, 2024	0.44%
Agency Securities						
Federal National Mortgage Assoc	BofA Securities Inc/FXD Inc	\$350,000.00	0.25%	May 28, 2020	May 22, 2023	0.63%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$305,000.00	0.57%	September 30, 2020	September 24, 2025	0.55%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$300,000.00	0.27%	October 8, 2020	August 24, 2023	0.54%
Federal Farm Credit Bank	Intl Fcstone Financial Inc	\$250,000.00	0.50%	October 29, 2020	January 27, 2025	0.45%
Federa Farm Credit Bank	JP Morgan Securities LLC	\$250,000.00	0.40%	November 19, 2020	May 16, 2024	0.45%
Federal Home Loan Mortgage Company	Multi-Bank Securities Inc.	\$390,000.00	0.25%	December 4, 2020	December 4, 2023	0.70%
Federal Home Loan Mortgage Company	Citigroup Global Markets, Inc	\$500,000.00	0.27%	January 22, 2021	March 28, 2024	0.90%
Federal Home Loan Mortgage Company	Intl Fcstone Financial Inc	\$500,000.00	0.65%	January 28, 2021	January 28, 2026	0.90%
Federal Farm Credit Bank	Mizuho Securities USA Inc.	\$500,000.00	0.22%	February 12, 2021	February 12, 2024	0.90%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$300,000.00	0.65%	February 26, 2021	February 26, 2026	0.54%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$390,000.00	1.00%	March 23, 2021	March 23, 2026	0.70%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$240,000.00	0.50%	May 27, 2021	August 27, 2024	0.43%
Federal Home Loan Mortgage Company	Toronto Dominion Securities	\$250,000.00	0.63%	May 28, 2021	November 27, 2024	0.45%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$140,000.00	0.33%	July 29, 2021	December 29, 2023	0.25%
Federal Home Loan Mortgage Company	Great Pacific Securities	\$255,000.00	1.10%	August 30, 2021	August 24, 2026	0.46%
Federal Home Loan Mortgage Company	Baird, Robert W. & Company In	\$200,000.00	0.60%	October 8, 2021	January 7, 2025	0.36%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$150,000.00	1.50%	February 28, 2022	February 23, 2024	0.27%
Federal Farm Credit Bank	Amherst Pierpont Securities	\$250,000.00	3.37%	May 26, 2022	May 26, 2026	0.45%
Federal Home Loan Mortgage Company	First Tennessee Bank	\$205,000.00	3.12%	May 27, 2022	May 23, 2025	0.37%
Federal Farm Credit Bank	Stonex Financial Inc	\$250,000.00	3.96%	August 17, 2022	August 17, 2026	0.45%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$250,000.00	3.35%	August 17, 2022	March 8, 2024	0.45%
Federal Farm Credit Bank	Wells Fargo Securities, LLC	\$500,000.00	3.29%	August 24, 2022	August 24, 2026	0.90%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$120,000.00	5.00%	October 18, 2022	October 18, 2027	0.22%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$265,000.00	5.00%	October 20, 2022	October 20, 2025	0.48%
Federal Home Loan Mortgage Company	JP Morgan Securities LLC	\$300,000.00	4.79%	November 2, 2022	March 8, 2024	0.54%
US Government Agency Discount Notes						
Federal Home Loan Bank Discount Note	Stonex Financial Inc	\$545,000.00	4.78%	December 30, 2022	June 30, 2023	0.98%
TOTAL PORTFOLIO						
		\$55,356,611.57				
						100.00%

**CUYAHOGA COUNTY PUBLIC LIBRARY****Purchase Approval List****January 24, 2023**

<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Supplier</b>	<b>Unit Cost</b>	<b>Total Amount</b>
		<b>ENCUMBRANCE INCREASES</b>			
1		Sierra software renewal for 2023			
		SUMMARY: Necessary to increase Blanket PO from \$465,000 to \$494,566 due to an increased renewal & continuation of Skyriver.	Innovative		
		As requested by the Information Technologies Division.	Interfaces Inc		\$29,566.00
2		SIP2 license renewals			
		SUMMARY: Necessary to increase Blanket PO from \$37,312 to \$37,493 due to increased renewal costs.	Innovative		
		As requested by the Information Technologies Division.	Interfaces Inc		\$181.00
3		Construction Legal services			
		SUMMARY: Necessary to increase Blanket PO from \$10,000 to \$60,000 due to additional services needed for new buildings & renovations.			
		As requested by the Operations-Facilities Division.	Roetzel & Andress LPA		\$50,000.00
4		Library membership dues			
		SUMMARY: Necessary to increase Blanket PO from \$15,000 to \$18,000 due to increased institutional membership fee.	Ohio		
		As requested by the Executive Division.	Library Council		\$3,000.00
		<b>NEW PURCHASES</b>			
5		Additional switches			
		SUMMARY: Necessary to support IP security cameras.			
		As requested by the Information Technologies Division.	Logicalis Inc		\$36,978.00
6		Auditorium A/V refresh project			
		SUMMARY: Necessary for upgrades to Parma-Snow Auditorium technology.			
		As requested by the Information Technologies Division.	iVideo Technologies		\$399,709.00

**CUYAHOGA COUNTY PUBLIC LIBRARY****Purchase Approval List****January 24, 2023**

<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Supplier</b>	<b>Unit Cost</b>	<b>Total Amount</b>
7		A/V repairs & parts, Blanket for 2023			
		SUMMARY: Necessary for additional technology repairs system wide. As requested by the Information Technologies Division.	iVideo Technologies		\$20,000.00
8		100 new self-check machines			
		SUMMARY: Necessary to replace aging self-check devices system wide. As requested by the Information Technologies Division.	CDW-G		Not to Exceed \$300,000.00
9		Freshservice software			
		SUMMARY: Necessary to replace Help Desk software. As requested by the Information Technologies Division.	Freshworks Inc		\$28,154.00
10		Learning Suite for Libraries subscription			
		SUMMARY: Necessary to renew online tutoring program for Homework Centers. As requested by the Learning and Literacy Division.	Tutor.com Inc		\$16,500.00
11		2022 Ford Edge			
		SUMMARY: Necessary to replace vehicle for Executive Director. As requested by the Operations-Facilities Division.	Liberty Ford		\$48,115.00
12		2023 Chevrolet Silverado			
		SUMMARY: Necessary to replace plow truck for Maintenance. As requested by the Operations-Facilities Division.	Valley Ford		\$50,900.00
13		2023 Ford Electric E-Transit vehicle			
		SUMMARY: Necessary for CER staff use for Media Services. As requested by the Operations-Facilities Division.	Valley Ford		\$68,470.00

**CUYAHOGA COUNTY PUBLIC LIBRARY**
**Purchase Approval List**
**January 24, 2023**

<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Supplier</b>	<b>Unit Cost</b>	<b>Total Amount</b>
14		Acrylic barriers between computer stations			
		SUMMARY: Necessary for patron PPE at Brecksville branch. As requested by the Operations-Facilities Division.	Downing Exhibits		\$23,235.00
15		Patio Furniture package			
		SUMMARY: Necessary for outdoor seating at Orange branch. As requested by the Operations-Facilities Division.	American Interiors		\$15,623.00
16		Deep Cleaning services			
		SUMMARY: Necessary for cleaning of drapes, seats, & floors in Parma-Snow Auditorium. As requested by the Operations-Facilities Division.	Toplevel Carpet Cleaning		\$16,577.00
		<b>GRANT PURCHASES</b>			
17		Family Engagement consulting services			
		SUMMARY: Necessary to coordinate Family Engagement services for 2023. As requested by the Learning and Literacy Division.	Two Gen-U-Win Educational Consulting, LLC		\$75,058.00
		<b>CAPITAL FUND NEW PURCHASES</b>			
18		Architecture & Administrative services			
		SUMMARY: Necessary to design for Brecksville drive thru project. As requested by the Operations-Facilities Division.	Matthew Ross Architects		\$34,080.00



**Gift Report December 1-31, 2022**

<b>Gift Amount</b>	<b>Donor</b>	<b>Recipient</b>	<b>Purpose</b>
\$100.00	Andrew N. Russman	Branch Trust Fund Solon	Programming and Supplies
\$1,000.00	Anonymous	Branch Trust Fund Chagrin Falls	Programming and Supplies
\$6,000.00	Anonymous	CCPL	Student Success
\$300.00	Charles Shalkhauser	Branch Trust Fund Berea	Programming and Supplies
\$300.00	Edward T. Holzheimer	Branch Trust Fund Beachwood	Programming and Supplies
\$5,000.00	FirstEnergy Foundation	CCPL	Student Success
\$511.95	Friends of Brooklyn Library	Branch Trust Fund Brooklyn	Programming and Supplies
\$164.77	Friends of the Bay Village Library	Branch Trust Fund Bay Village	Programming and Supplies
\$626.93	Friends of the Bedford Library	Branch Trust Fund Bedford	Programming and Supplies
\$315.65	Friends of the Brecksville-Broadview Hts Library	Branch Trust Fund Brecksville	Programming and Supplies
\$272.64	Friends of the Brooklyn Library	Branch Trust Fund Brooklyn	Programming and Supplies
\$151.68	Friends of the BrookPark Library	Branch Trust Fund BrookPark	Programming and Supplies
\$217.47	Friends of the Garfield Hts Library	Branch Trust Fund Garfield Hts	Programming and Supplies
\$123.95	Friends of the Independence Library	Branch Trust Fund Indpendence	Programming and Supplies
\$327.44	Friends of the North Olmsted Library	Branch Trust Fund North Olmsted	Programming and Supplies
\$265.05	Friends of the North Royalton Library	Branch Trust Fund North Royalton	Programming and Supplies
\$850.06	Friends of the Orange Library	Branch Trust Fund Orange	Programming and Supplies
\$1,331.65	Friends of the Orange Library	Branch Trust Fund Orange	Programming and Supplies
\$152.11	Friends of the Parma Heights Library	Branch Trust Fund Parma Heights	Programming and Supplies
\$196.67	Friends of the Solon Library	Branch Trust Fund Solon	Programming and Supplies
\$741.72	Friends of the Strongsville Library	Branch Trust Fund Strongsville	Community Guide
\$500.00	Jewish Federation of Cleveland	CCPL	Early Childhood Success
\$215.00	Judy A. Harvan	Branch Trust Fund Brooklyn	Programming and Supplies
\$100.00	Marjorie N. Krause	CCPL	Digital Equity
\$100.00	Marlene Weinstein	CCPL	Workforce Development
\$400.00	Ratner Family Club	CCPL	COVID Relief
\$100.00	Susan Petruccio	Branch Trust Fund Mayfield	Programming and Supplies
\$5,000.00	Synthomer Foundation	CCPL	Student Success
\$10,000.00	The Hankins Foundation	CCPL	Student Success
\$1,000.00	VanKeuren Family Foundation	Branch Trust Fund Brookpark	Programming and Supplies
\$18,849.05	William J. Leonard	CCPL	Capital Fund



## Cuyahoga County Public Library

### A RESOLUTION AUTHORIZING THE LIBRARY TO ENTER INTO AN EASEMENT AGREEMENT WITH COLUMBIA GAS OF OHIO, INC.

- Whereas,** The Cuyahoga County Public Library (the "Library") is a county library district and political subdivision of the State of Ohio organized under the Ohio Revised Code and this Board of Library Trustees (this "Board") is body politic and corporate organized and acting under relevant provisions of the Ohio Revised Code, including sections 3375.22 and 3375.40 of the Ohio Revised Code; and
- Whereas,** The City of Olmsted Falls (City) and the Olmsted Community Center own titles to adjoining real estate identified as 28115003 and 28115005, respectively, and
- Whereas,** Columbia Gas of Ohio, Inc. is improving utility service to the City Building and the Community Center, and
- Whereas,** Columbia Gas of Ohio, Inc. seeks an easement upon, over, and through a segment of the Library Property identified as 28115007, for utility replacement and service delivery; and
- Whereas,** The Library desires to grant the requested easement.

### Now therefore be it resolved by the Cuyahoga County Public Library:

**Section 1.** The President of the Board of Trustees concurs with the request to grant the easement for the mutual benefit of The Village and The Library and hereby does grant the easement.

**Section 2.** It is found and determined that all formal actions of this Board concerning and relating to this resolution were adopted in an open meeting of this Board and that all deliberations of this Board and any of its committees that resulted in this formal action were meetings open to the public in compliance with all legal requirements, including relevant provisions of the Ohio Revised Code.

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Dean E. DePiero, President

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Maria L. Spangler, Secretary

Easement No. \_\_\_\_\_

### **EASEMENT**

FOR AND IN CONSIDERATION of One Dollar (\$1.00) and other good and valuable consideration to it in hand paid, receipt of which is hereby acknowledged, **CUYAHOGA COUNTY PUBLIC LIBRARY** (hereinafter called the Grantor), does hereby grant to **COLUMBIA GAS OF OHIO, INC.**, with principal offices at 290 West Nationwide Boulevard, Columbus, Ohio 43215, (hereinafter called the Company), its successors and assigns, the right to lay pipelines, including lateral pipeline connections, together with service connections, over and through the premises hereinafter described, and to operate and maintain without restriction or limitation, repair, replace, or change the size of its pipes without interruption to service and remove same, together with valves and other necessary appurtenances on lands situated in the City of Olmsted Falls, Cuyahoga County, State of Ohio, and more particularly described as follows:

Recorded In: Instr. No. 201207240310

Permanent Parcel No.: 281-15-007

Property Address: 8100 Maplewood Dr., Olmsted Falls, Ohio 44138

Containing: 1.653 acres; known as being all of Parcel B in the Lot Split Plat Creating Parcels "A" and "B" of part of Original Olmsted Township Lot No. 1, Tract 2, as shown by the recorded plat in Volume 370 of Maps, Page 66 of Cuyahoga County Records.

The pipelines laid pursuant to the terms and conditions of this Easement Agreement shall be located within the limits of a ten foot (10') wide easement as shown on Exhibit A attached hereto and made part hereof; the ten foot (10') wide area is referred to as the "Easement Area."

With the right of ingress and egress to and from the same, the Grantor may fully use and enjoy the said premises, except for the purposes hereinbefore granted to the Company and will not in any way impair the ability of the Company to operate, maintain, repair, replace or remove any such pipeline facility.

Grantor shall not construct or permit to be constructed or place any house, structure, trees, shrubbery taller than five (5) feet, leach beds, septic tanks or other obstructions on or over the Easement Area that will interfere with the construction, maintenance, operation, replacement or repair of the pipelines or appurtenances constructed hereunder.

Grantor acknowledges and agrees that Company has the right from time to time to: (a) clear the Easement Area of all obstructions and (b) clear, cut, trim and remove any and all vegetation, trees, brush, and overhanging branches from the Easement Area by various means, including the use of herbicides approved by the State of Ohio or the United States Environmental Protection Agency (or successor in-duty).

All pipes shall be buried so as not to interfere with the present use of the land.

The Company shall replace the area disturbed by the laying, construction, operation and maintenance of said pipelines to as near as practical to its original condition.

The Grantor and the Company have agreed as a part of the consideration hereof that any damages to lawn, driveways, permitted shrubbery, drain tiles, crops, or permitted fences on said premises, the amount of which cannot be mutually agreed upon, shall be determined by a panel of arbitrators composed of three disinterested persons, of whom the Grantor and the Company shall appoint one each and the two arbitrators so appointed shall appoint the third, the award of any two of whom shall be final and a condition precedent to the institution of any legal proceedings hereunder.

With regard to the lands encompassed by this Easement, Grantor represents that, to the best of its knowledge:

1. No pollutants, contaminants, petroleum or hazardous substances have been disposed or released on or under the Easement Area which would cause or threaten to cause an endangerment to human health or the environment or require clean up;
2. Neither the Easement Area, nor any portion thereof, is legally or contractually restricted as to its use or is subject to special environmental protection that would affect the use of the Easement Area for Company's intended use; and,
3. The Easement Area is not currently and has not previously been used for commercial or industrial purposes.

Grantor further represents that it has informed Company, prior to execution of this Easement Agreement, of any and all pollutants, contaminants, petroleum, hazardous substances and endangerments which the Grantor knows or has reason to know exist or may exist on or under the Easement Area.

Grantor and Company agree that, except to the extent caused by the acts or omissions of the Company or its representatives and contractors, the Company shall not be liable for, and is hereby released from, any and all claims, damages, losses, judgments, suits, actions and liabilities, whether arising during, prior to or subsequent to the term of this Easement Agreement, related to the presence of pollutants, contaminants, petroleum, hazardous substances, or endangerments in, beneath or along the Easement Area.

The rights, privileges and terms hereby shall extend to and be binding upon the Grantor and the Company and their respective representatives, heirs, successors and assigns.

IN WITNESS WHEREOF, the Grantor hereto has hereunto set its hand this \_\_\_\_\_ day of

\_\_\_\_\_

**CUYAHOGA COUNTY PUBLIC LIBRARY**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF OHIO

)

) SS:

COUNTY OF CUYAHOGA

)

BEFORE ME, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_ of the aforementioned **CUYAHOGA COUNTY PUBLIC LIBRARY** who represented that he/she is duly authorized in the premises, and who acknowledged that he/she did sign the foregoing instrument and that the same is his/her free act and deed as such \_\_\_\_\_ and is the free act and deed of said **CUYAHOGA COUNTY PUBLIC LIBRARY**.

IN TESTIMONY WHEREOF, I hereunto set my hand and official seal this \_\_\_\_\_ day of

\_\_\_\_\_

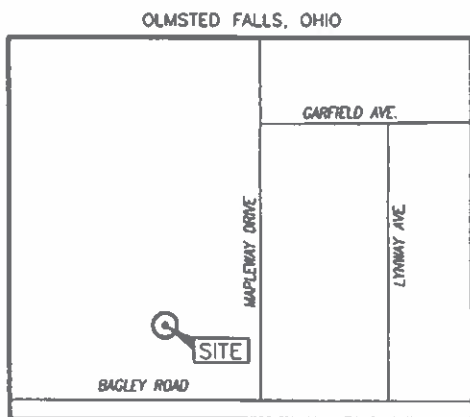
My Commission Expires:

\_\_\_\_\_

\_\_\_\_\_  
Notary Public

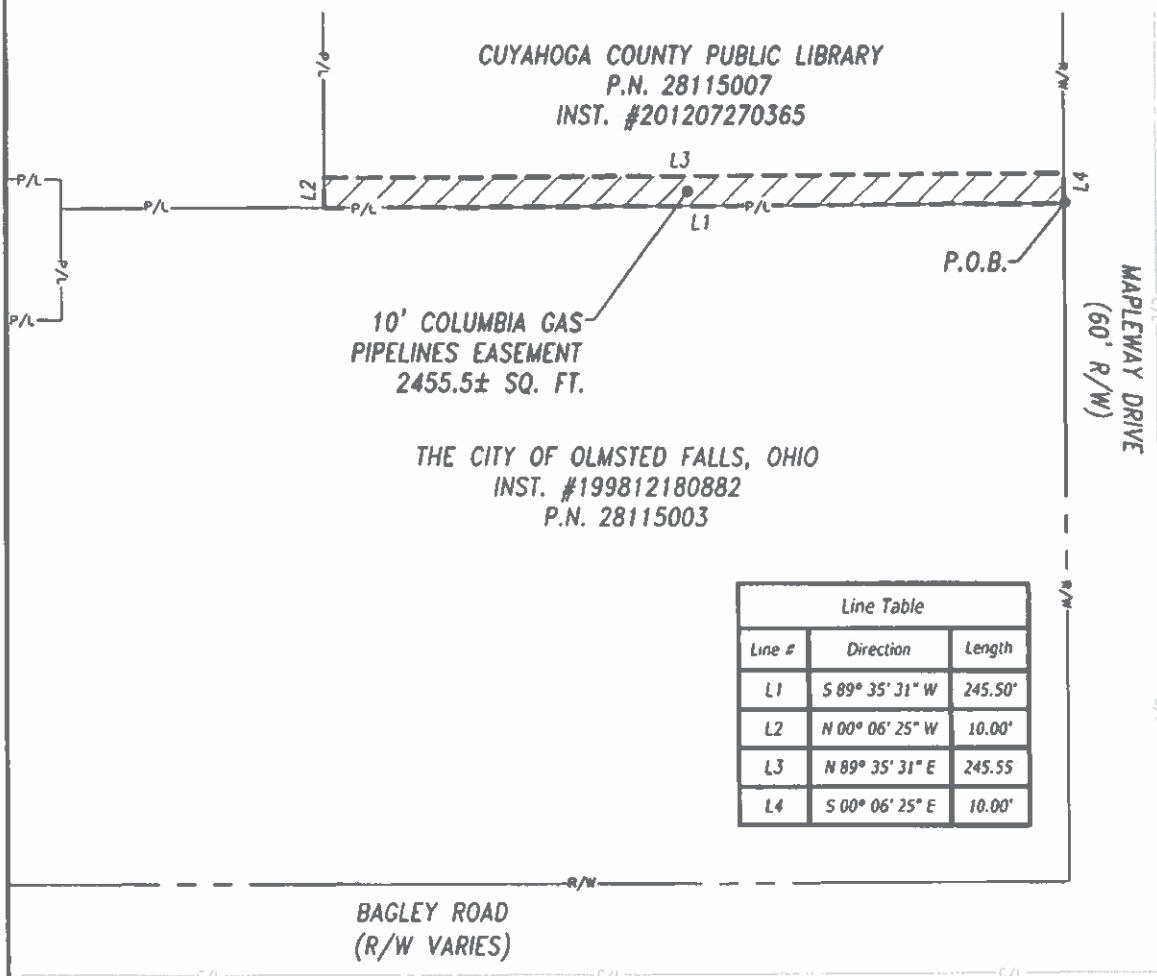
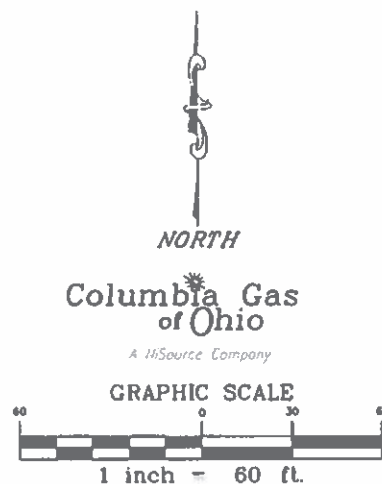
THIS INSTRUMENT PREPARED BY:  
COLUMBIA GAS OF OHIO, INC.  
JO# 20-0127135-00 TS-ORC

## EXHIBIT 'A'



SITE VICINITY MAP

NTS



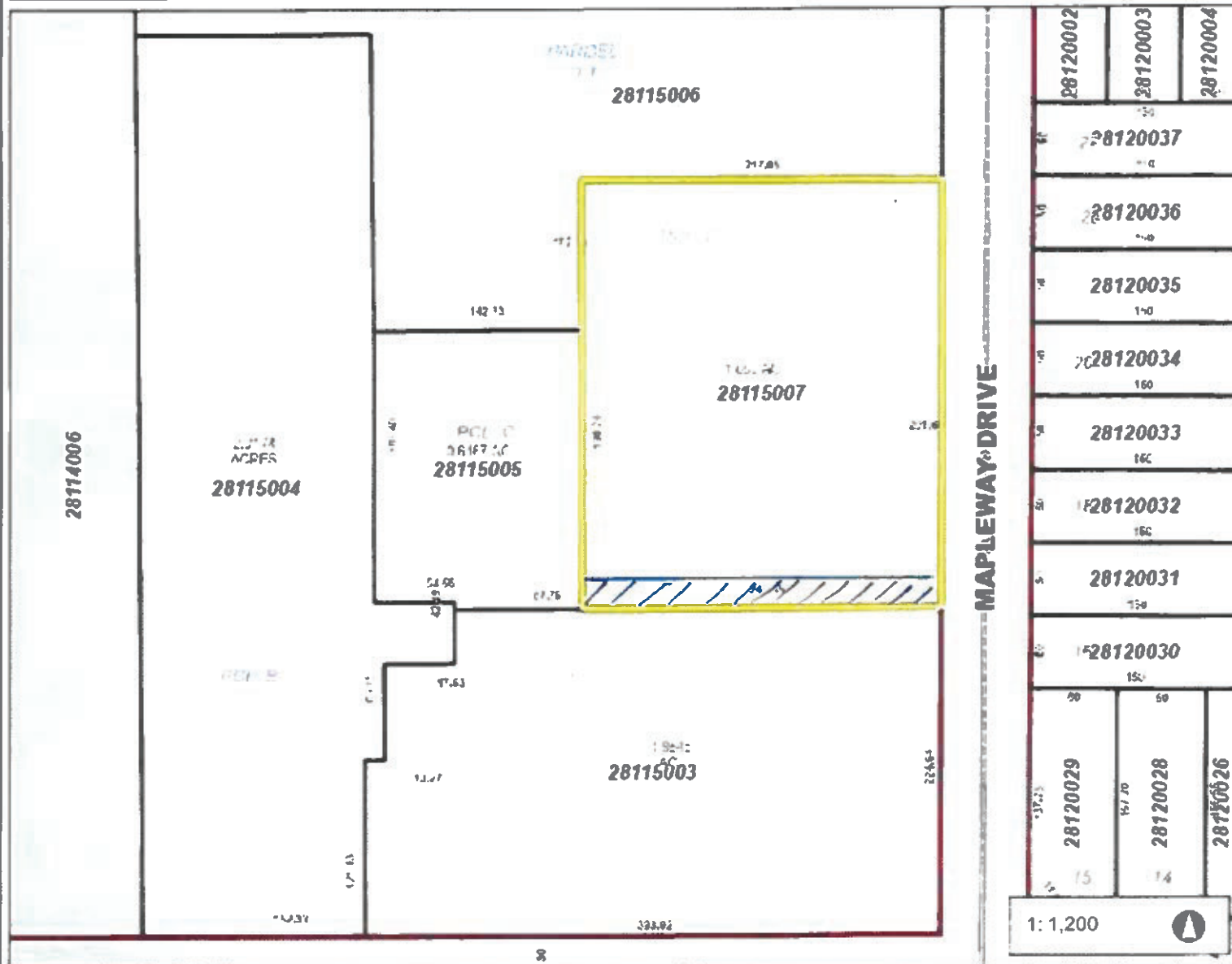
Line Table		
Line #	Direction	Length
L1	S 89° 35' 31" W	245.50'
L2	N 00° 06' 25" W	10.00'
L3	N 89° 35' 31" E	245.55'
L4	S 00° 06' 25" E	10.00'

REVISION

EXHIBIT D



# Cuyahoga County GIS Viewer



Date Created: 1/2/2023

## Legend

- ☐ Municipalities
- ☐ Right Of Way
- ☐ Platted Centerline
- ☐ Parcel

1: 1,200



200 0 100 200 Feet

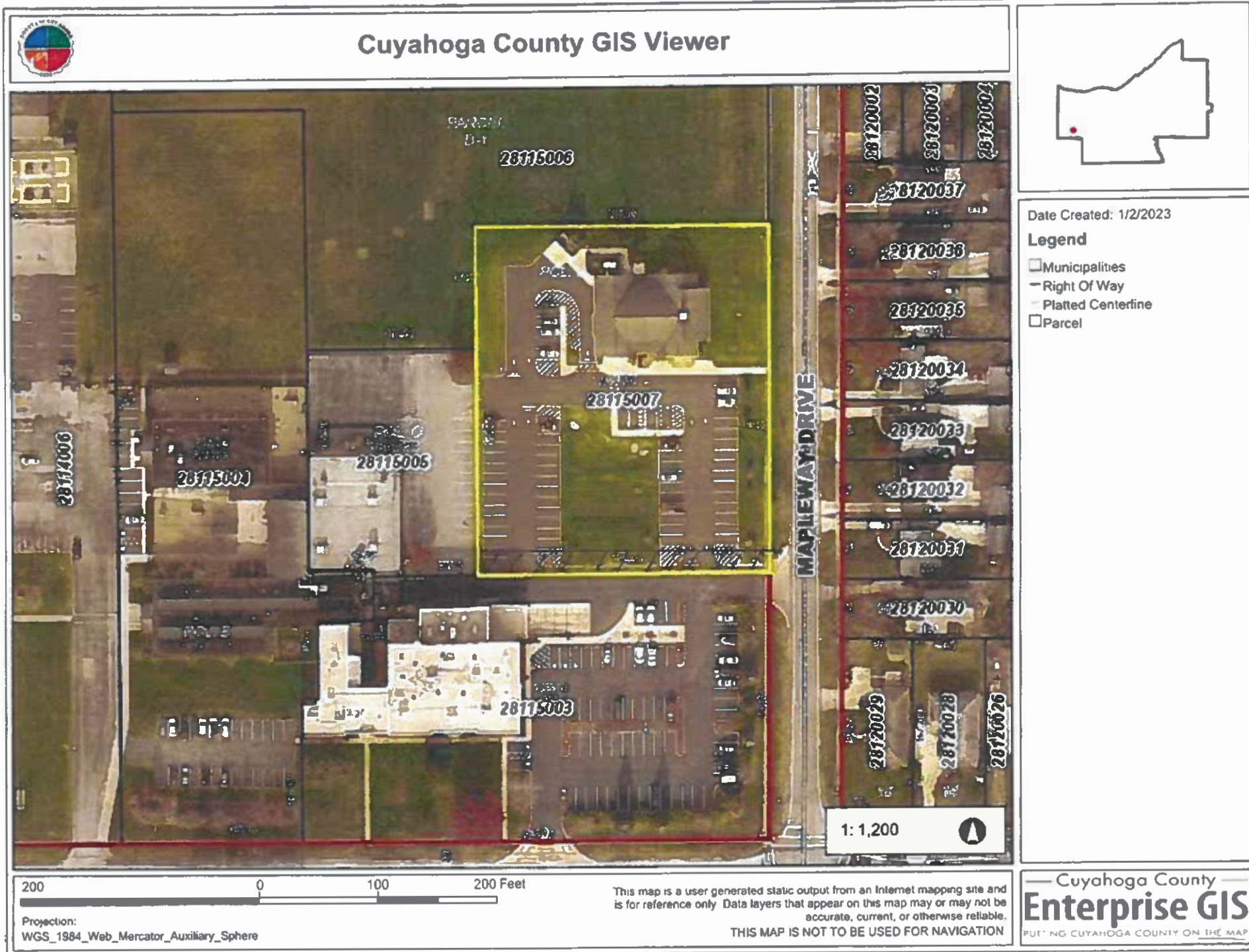
Projection:  
WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Cuyahoga County  
**Enterprise GIS**  
PUTTING CUYAHOGA COUNTY ON THE MAP







**CUYAHOGA COUNTY PUBLIC LIBRARY  
RESOLUTION TO NEGOTIATE AN AGREEMENT IN CONNECTION WITH  
THE SOLON BRANCH ADDITION AND RENOVATION**

**WHEREAS**, the Cuyahoga County Public Library is a county library district and political subdivision of the State of Ohio organized under the Ohio Revised Code and this Board is a body politic organized and acting pursuant to relevant provisions of the Ohio Revised Code (ORC), including Sections 3375.22 and 3375.40 of the ORC; and,

**WHEREAS**, the Board of Trustees has determined that it is in the best interest of the Library and the residents it serves to renovate and construct an addition on the existing building in Solon; and,

**WHEREAS**, the Board of Trustees previously authorized the Chief Executive Officer, or designee, to advertise for proposals from professional architectural firms for design services for the Solon addition and renovation in accordance with the Request for Qualifications; and,

**WHEREAS** the Library staff has ranked three (3) design firms under consideration for this work in accordance with the procedures and policies set forth in Chapter 153, ORC; and,

**WHEREAS**, this Board has determined that it is in the interest of the Library to proceed with negotiating a design services agreement for the addition and renovation of the Solon Branch.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF CUYAHOGA COUNTY PUBLIC LIBRARY, STATE OF OHIO, THAT:**

**Section 1**

The Board of Trustees has been advised that the rank of the three (3) design firms under consideration for this work is as follows:

1. CBLH Design
2. Williams Architects
3. Bostwick Design Partnership

**Section 2**

That the Board of Trustees hereby approves the ranking and authorizes the Chief Executive Officer, or designee, to negotiate a contract for design services following the procedures set forth in Chapter 153, ORC, wherein the Chief Executive Officer, or designee, will attempt to negotiate an agreement with the top ranked consultant, proceeding next to the second ranked consultant if an agreement is unable to be reached with the first ranked consultant.

**Section 3**

That upon negotiation of an agreement with the ranked consultant, in accordance with the procedures set forth in Chapter 153, ORC, the Chief Executive Officer will present that negotiated agreement to the Board of Trustees for final approval.

**Section 4**

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

**Approved January 24, 2023**

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

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

## 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 Library passed a resolution to modify the Credit Card Policy on January 26, 2021; and,

**Whereas,** The Library passed a resolution to modify the Credit Card Policy on April 26, 2022; 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 and deleted language in the Policy,

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

**Updated Credit Limits:**

ITD Electronic Equipment Tech with a credit limit up to \$9,400

Maintenance Technician with a credit limit up to \$9,400

Project Manager with a credit limit up to \$9,400

Maintenance Assistant with a credit limit up to \$9,400

Maintenance Supervisor with a credit limit up to \$9,400

Maintenance Manager with a credit limit up to \$9,400

HVAC Technician with a credit limit up to \$9,400

HVAC Supervisor with a credit limit up to \$9,400

Mechanic with a credit limit up to \$9,400

**The following Language will be Deleted:**

Regarding credit cards for the Branch Services Division and the Division of Literacy and Learning, a credit card for Giant Eagle will be kept in the Safe Room adjacent to the Fiscal Officer's office and Deputy Fiscal Officer and may be signed out to employees belonging to Branch Services or Literacy and Learning from time to time as necessary. Expenditures will be limited to items used for programing activities at the Branches and for programing by the Division of Literacy and Learning. 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.

Approved 24 January 2023

---

Dean E. DePiero  
President

---

Maria L. Spangler  
Secretary

# Cuyahoga County Public Library Credit Card Policy

Revision approved January 24, 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.

~~Regarding credit cards for the Branch Services Division and the Division of Literacy and Learning, a credit card for Giant Eagle will be kept in the Safe Room adjacent to the Fiscal Officer’s office and Deputy Fiscal Officer and may be signed out to employees belonging to Branch Services or Literacy and Learning from time to time as necessary. Expenditures will be limited to items used for~~

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



**Cuyahoga County Public Library**  
**Resolution to Authorize a Joint Use Agreement with the City of Solon and Tri-C**

**Whereas**, Cuyahoga County Public Library is constructing an Innovation Center at its Solon Branch in partnership with the City of Solon; and,

**Whereas**, The Library will design, construct, operate, and manage the Solon Innovation Center;

**Whereas**, The City of Solon partnered with Cuyahoga Community College (the College) to secure a Capital Improvements Appropriation in the amount of One Hundred Fifty Thousand Dollars (\$150,000) from the state of Ohio for the Innovation Center project; and,

**Whereas**, A condition of the funding requires a joint use agreement between the Library, City of Solon and the College;

**Now therefore be it resolved by** the Board of Trustees of Cuyahoga County Public Library:

**SECTION 1.** that Cuyahoga County Public Library is hereby authorized to participate in a Joint Use Agreement with the Cuyahoga Community College District and the City of Solon for programming at the future Innovation Center of the Solon Branch of the Cuyahoga County Public Library.

**SECTION 2.** that this Joint Use Agreement is made in accordance with the requirements contained in Ohio Administrative Code §3333-1-03(E)(1)-(11) in order for the City to receive the reappropriation of capital resources from the 134th General Assembly enacted House Bill 597, in the amount of one hundred fifty thousand dollars (\$150,000), to be used toward construction improvements and modifications to the future Innovation Center of the Solon Branch of the Cuyahoga County Public Library.

**Approved January 24, 2023**

X \_\_\_\_\_

**Dean E. DePiero, President**

X \_\_\_\_\_

**Maria L. Spangler, Secretary**

## **JOINT USE AGREEMENT**

This Joint Use Agreement (“Agreement”) is entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between Cuyahoga Community College District (hereinafter referred to as the “College”), an instrumentality of the State of Ohio, created under Chapter 3354.02 of the Ohio Revised Code, whose address is 700 Carnegie Avenue, Cleveland, Ohio 44115, the City of Solon (hereinafter referred to as the “City”), an Ohio municipality, whose address is 34200 Bainbridge Road, Solon, Ohio 44139, and the Board of Trustees of the Cuyahoga County Public Library, a county district library duly organized and existing under Chapter 3375 of the Ohio Revised Code whose address is 2111 Snow Road, Parma, Ohio 44134 (hereinafter referred to as the “Library”).

WHEREAS, the 134<sup>th</sup> General Assembly enacted House Bill 597, which includes a specific reappropriation of capital resources in the amount of One Hundred Fifty Thousand Dollars (\$150,000), directed to the College for construction improvements and modifications to the Library’s Solon Innovation Center; and

WHEREAS, the City leases the real property located at 34125 Portz Parkway, Solon, Ohio, with the building thereon, to the Library pursuant to a lease agreement executed on or about January 16, 2001, as well as a supplemental lease agreement executed by the City and Library on or about February 22, 2011, (collectively hereinafter referred to as “Lease”), whereby the Library leases and manages the property that will be used to construct and operate the Library’s Solon Innovation Center; and

WHEREAS, the Lease between the City and Library, by its terms, commenced on September 20, 1998 and extends for a twenty-five year term, through September 20, 2023, and unless amended or modified by the City and Library, shall thereafter continue year to year unless terminated by the parties pursuant to the provisions of the Lease; and

WHEREAS, the Library as lessee of the property and pursuant to an agreement of the Library and City, will design, construct, operate and manage the Library’s Solon Innovation Center; and

WHEREAS, the City of Solon and the Library will provide the College with use of the Library’s Solon Innovation Center facilities for training, programming and projects; and

WHEREAS, Ohio Administrative Code §3333-1-03(E) requires a public institution to submit to the Chancellor of the Ohio Department of Higher Education a joint use agreement that contains the requirements in (E)(1)-(11) for review and approval; and

WHEREAS, the College has demonstrated that the value of the use of the facility or equipment is reasonably related to the amount of appropriation through the worksheet included in this Agreement as Exhibit A; and

NOW, THEREFORE, in consideration of the mutual benefits hereunder, it is hereby agreed to among the parties as follows:

**1. Facility or equipment owned, to be built or purchased by nonprofit or public body.**

The City covenants that it shall use the Capital Improvements Appropriation to improve and modify the facilities of the Solon Innovation Center, and other necessary appurtenances and work incidental here to (hereinafter referred to as the “Project”) located at the Cuyahoga County Public Library – Solon Branch, 34125 Portz Parkway, Solon, Ohio 44139. The City of Solon represents and warrants that it owns the property where the Project will be completed and has sufficiently insured its facilities and the Project.

The City leases the real property located at 34125 Portz Parkway, Solon, Ohio, with the building thereon, to the Library pursuant to a lease agreement executed on or about January 16, 2001, as well as a supplemental lease agreement executed by the City and Library on or about February 22, 2011, (collectively hereinafter referred to as “Lease”) The Library leases and manages the property that will be used to construct and operate the Library’s Solon Innovation Center.

The Lease between the City and Library, by its terms, commenced on September 20, 1998 and extends for a twenty-five year term, through September 20, 2023, and unless amended or modified by the City and Library, shall thereafter continue year to year unless terminated by the parties pursuant to the provisions of the Lease

- 2. Terms.** The term of this Agreement will commence when the College has use of the facility and shall remain effective for twenty (20) years.
- 3. Termination.** The City of Solon may terminate this Agreement prior to the expiration of the Term by providing notice of its intent to terminate the Agreement to the College at least six (6) months prior to the effective date of that termination.
- 4. Reimbursement of funds.** In the event of termination of this Agreement or if the College’s right to use the facility is terminated by the City of Solon prior to the expiration of the twenty-year term, the City shall immediately return to the State of Ohio a pro rata portion of the appropriation to be calculated by dividing the funds contributed by the

State of Ohio by twenty (20) and multiplying the result by twenty (20) minus the number of full years that the City of Solon provided the benefits to the College during the term.

5. **Appropriation and administrative fee.** An approved Controlling Board request will release project funds. The City of Solon shall submit invoices and related documentation to the reasonable satisfaction of the College, after which the College shall transfer appropriate amounts to the City of Solon. The College shall be paid for administrative costs incurred as a result of the Project. Such administrative costs shall be \$2,250, which is equal to 1.5% of the appropriation, and shall be paid to the College upon receipt of the appropriation.
6. **Use of funds.** The City's appropriation shall be used only for capital improvements. The City of Solon has adopted a capital construction budget to be implemented in part with the funds contemplated by this Agreement. The City shall not utilize the appropriation for operating expenses.
7. **Use of the facility or equipment by public institution.** The use, terms, and per annum amounts of the value are described in Exhibit A, hereby incorporated.
8. **Competitive bidding.** The Library, in connection with the construction work contemplated by the Project and funded by the appropriation, shall use competitive bidding procedures equivalent to those enumerated in relevant provisions of Chapter 153 of the Ohio Revised Code involving publishing advertisements to seek bids, receiving sealed bids, and awarding contracts to the lowest responsive and responsible bidders.
9. **Insurance for facility and hold harmless.** The City and Library will each maintain insurance for the facility and shall hold the College harmless from all liability for the construction, operation, and maintenance costs of the facility.
10. **Compliance with federal, state and local law.** The City and the Library shall comply with all pertinent federal, state, and local laws as well as state administrative regulations.
11. **Amendments.** Any amendments to this Agreement require prior written approval by the College and the City of Solon. Any amendments to this Agreement require the approval by the Ohio Department of Higher Education and will be submitted to the Chancellor before any amendment takes effect.
12. **Notice.** All mailings and notices relating to legal matters involving this Agreement in any way shall be in writing and addressed to the parties at the addresses set forth below or to

such other addresses as either party shall have designated by notice given in accordance with the provisions of this paragraph. All mailings shall be addressed as follows:

Cuyahoga Community College  
Office of the President  
700 Carnegie Avenue  
Cleveland, Ohio 44115

Copy to: General Counsel (same address)

The City of Solon  
Attn: Economic Development Department  
34200 Bainbridge Road  
Solon, Ohio 44139

The Board of Trustees of the Cuyahoga County Public Library  
Attn: Board of Trustees  
2111 Snow Road  
Parma, Ohio 44134

13. **Assignment.** This agreement may not be assigned. Any attempted assignment would be null and void.
14. **Entire Agreement.** This Agreement sets forth the entire agreement of the parties concerning its subject matter and any and all other oral or written agreements, discussions, representations, promises, and understandings made or arrived at prior to or contemporaneously with this Agreement are hereby mutually revoked, withdrawn, rescinded, and rendered null and void by the parties.
15. **Severability.** The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be constructed in all aspects as if such invalid or unenforceable provisions were omitted.
16. **Governing Law.** This Agreement shall be construed under Ohio law.
17. **Policies and Procedures.** The College acknowledges that the College's students will have to follow all rules of the City of Solon while in or on the City of Solon's facilities. The City of Solon acknowledges that its staff will have to follow all rules of the College while in or on College facilities.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year written below.

CUYAHOGA COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF SOLON

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

BOARD OF TRUSTEES OF THE CUYAHOGA COUNTY PUBLIC LIBRARY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A: Joint Use Agreement Worksheet**

The Ohio Department of Higher Education

**Project:** Solon Innovation Center**Date:** October 2022*Section I: State appropriation information.*

1. Amount of state appropriation provided: \$150,000
2. Estimated annual debt service on the appropriation: \$11,532
3. Term of the state bond, in years: 20

*Section II: Estimated value of use of the facility.*

<b>Use(s) of the facility*</b>	<b>Annual value of use</b>	<b># of years</b>
<i>a. Staff support for programs and projects</i>	\$ <u>3,600</u>	<u>20</u>
<i>b. Innovation Center programming</i>	\$ <u>3,920</u>	<u>20</u>
<i>c. Expanded technical training for growth indus</i>	\$ <u>10,570</u>	<u>20</u>
<i>d.</i>	\$ _____	_____
<i>e.</i>	\$ _____	_____
<i>f.</i>	\$ _____	_____

(\* List additional uses on separate page as needed.)



*Section III:*

*On a separate page, explain how each use listed in Section II was valued for this analysis*

- a. Activity: Staff support for programs & projects  
 Amount: \$3,600  
 Valuation: \$30 x 10 hours/month

Staff Support Detail: The Innovation Center will allow expanded services to be offered to Tri-C students accessing the Innovation Center. Tri-C students will have access to training via the Innovation Center that connects them to job opportunities in the Solon Job Hub. Support staff will assist Tri-C by sharing information about jobs to the College's Career Centers, and to students accessing the Innovation Center. Tri-C will connect students enrolled in its manufacturing and other in-demand workforce training programs with the services offered at the Solon Innovation Center, and it is anticipated that approximately 50 students will be served at the Innovation Center annually. As a result, of the increased on-site activities, additional staff support will be necessary. Cuyahoga County Public Library (CCPL) staff are degreed librarians trained to support the Innovation Centers and equipment. Staff receive regular trainings and support for programming and logistics. CCPL staff will assist Tri-C Instructors in using the Innovation Center to ensure that instructors and students are oriented to the space and equipment allowing both to use the space outside of structured class time for support and practice. CCPL staff also track all usage of the equipment in the space and can provide Tri-C with reports detailing of how students are using the space and equipment outside of class time. Staff support costs include: \$30/hr. x 10 hours/month x 12 months = \$3,600/year.

Tri-C instructors and students will have access to the Innovation Center during regular hours of operation:

- Monday, Tuesday, Wednesday & Thursday 9 a.m. – 9 p.m.
- Friday & Saturday 9 a.m. – 5:30 p.m.
- Sunday 1 – 5 p.m.

- b. Activity: Innovation Center Programming: Summer inventions/STEM camps  
 Amount: \$3,920  
 Valuation: Cost of instruction/materials = \$1,960/camp x 2 camps summer

Training Detail: The Innovation Center will offer summer camps to youth in Solon and will use the space to collaborate with Tri-C for STEM camps

through Tri-C's Nuts & Bolts Academy. Camps will be available for young people from elementary through high school, using age-appropriate curriculum. Camps include Invention Camps, Creation Station, Biz Whiz, and FlexFactor. Students will learn the fundamentals of inventing their own product, solving world problems using technology, additive manufacturing, architectural design, flexible electronics, and using digital sketching software. The Innovation Center will provide instruction and materials for two on-site camps each summer, with each camp serving up to 20 Academy students. STEM Instructor costs:  $\$44 \times 40/\text{hrs.} = \$1760$ , material costs:  $\$10 \times 20 \text{ youth} = \$200$ , cost per camp is  $\$1,960/\text{camp}$ , with two camps held per summer. Materials may include T-Shirts and/or caps for printing, printing spool and wood, metal and acrylic for projects. Materials will vary according to curriculum. The camp activities will be held Monday through Friday for eight hours each day (total of 40 hours per camp). Camp dates will be mutually agreed upon by the College and the CCPL/Innovation Center.

- c. Activity: Expanded technical training for growth industries  
 Amount: \$10,570  
 Valuation: Cost of training and session materials =  $\$5,285/\text{session} \times 2$  sessions/year

Training Detail: Training will include classes to prepare Tri-C students for employment opportunities to support Solon's expanding Job Hub. Tri-C will work with the Innovation Center to offer classes based on job demand/location. Tri-C students working or pursuing employment in Solon will be offered training. Each 40-hour session will allow for up to 15 students, who will be referred by Tri-C, to be enrolled. Classes will include preparation for careers in manufacturing through Manufacturing skills courses, industry recognized credential training, and additive manufacturing. The Innovation Center will provide the training, certification, and instruction: Technical Instructor costs:  $\$44 \times 40/\text{hrs.} = \$1760$ ; certification exam:  $\$120$ ; session materials (includes books at  $\$25$  each and licensing for practice exams at  $\$90$  each for a total of  $\$115$ ):  $(\$115 + \$120) \times 15 = \$3,525$ . Total of  $\$5,285$  per session. See Exhibit B for reference to the costs associated with certification exam, licensing for practice exams and books. Training dates will be mutually agreed upon by the College and the CCPL/Innovation Center and held during normal CCPL/Innovation Center operating hours:

- Monday, Tuesday, Wednesday & Thursday 9 a.m. – 9 p.m.
- Friday & Saturday 9 a.m. – 5:30 p.m.
- Sunday 1 – 5 p.m.

Name	Description	Price	Quantity	Subtotal
Green Production Assessment	CPT Green Production Assessment.	\$90.00	1	\$90.00
Maintenance Awareness 4.0 Assessment - Online	CPT 4.0 Online Maintenance Awareness Assessment	\$90.00	1	\$90.00
Mfg. Process & Production 4.0 Assessment - Online	CPT 4.0 Online Manufacturing Process and Production Assessment	\$90.00	1	\$90.00
Quality Practices & Measurement 4.0 Assessment - Online	CPT 4.0 Online Quality Assessment	\$90.00	1	\$90.00
Safety 4.0 Assessment - Online	CPT 4.0 Online Safety Assessment	\$90.00	1	\$90.00
Certified Production Technician Text/Modules	CPT 4.0	\$25.00	4	\$100.00
Maintenance Awareness 4.0 Assessment Exam - Online	CPT 4.0 Online Maintenance Awareness Assessment	\$120.00	1	\$120.00
Mfg. Process & Production 4.0 Assessment Exam - Online	CPT 4.0 Online Manufacturing Process and Production Assessment	\$120.00	1	\$120.00
Quality Practices & Measurement 4.0 Assessment Exam - Online	CPT 4.0 Online Quality Assessment	\$120.00	1	\$120.00
Safety 4.0 Assessment Exam - Online	CPT 4.0 Online Safety Assessment	\$120.00	1	\$120.00

Total: \$1,030.00

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\* This is an order estimate and does not necessarily reflect the final total

## Cuyahoga County Public Library

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

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

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

#### Official Certificate of Estimated Resources

#### Appropriations Amendment

Agency Fund			
901 – Agency Fund (FSA)		\$	(30,000.00)

Approved 24 January 2023

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Dean E. DePiero  
President

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Maria L. Spangler  
Secretary