



Cuyahoga County **Public Library**

Tuesday, June 27, 2023 / 5 PM
Administration Building
2111 Snow Road, Parma, OH 44134



Board of Trustees Meeting

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA
27 June 2023
Administration Building Auditorium
5:00 p.m.**

TOPIC	PAGE#	MOTION
1. Call to Order: Dean DePiero, President		ROLL-CALL
2. Approval of Minutes: May 23, 2023 Board Meeting	1-9	ACTION
3. Retiree Recognition	10-12	INFORMATION
4. Public Comment		INFORMATION
5. Report of the Board President		INFORMATION
6. Report of the Executive Director -Learning Moment Book Talks <ul style="list-style-type: none"> • Sarah Polace, BSL Supervisor Children, CCPL Bay Village Branch (Children's titles) • Sarah Carpenter, Branch Services Librarian I, CCPL Parma Heights Branch (Teen titles) • Kate Merlene, BSL Supervisor Adult, CCPL Orange Branch (Adult titles) 	13-25	INFORMATION
7. Human Resources Report	27-34	ACTION
8. Finance Committee Report: <ul style="list-style-type: none"> • Financial Statement Review – Fiscal 2023 – May • Investments: Fiscal 2023 – May • Purchase Approval List • Gift Report 	35-36 37-41 42-43 44-46 47	INFORMATION ROLL-CALL ACTION ACTION
<ul style="list-style-type: none"> • New Business • Resolution To Amend Official Certificate of Estimated Resources and Amend Appropriations • Resolution to Negotiate an Agreement in Connection with the Renovation and Addition of the Solon Branch Library • Approval of Internet, Computers, and Wi-Fi Network Use Policy • Approval of Employment Practices – Applications • Approval of Compensation Practices – Break and Meal Periods • Approval of Employment Practices – Position Appointment 	49 50-51 52 53-55 56-57 58-60	ROLL-CALL ACTION ACTION ACTION ACTION ACTION
9. Adjourn		ACTION

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
23 May 2023**

The May 23, 2023, meeting of the Cuyahoga County Public Library Board of Trustees was held at the Cuyahoga County Public Library Administration Building Auditorium, 2111 Snow Road, Parma, Ohio. With a quorum of six (6) Board members present, President DePiero called the meeting to order at 5:01 p.m.

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

Absent: Allyn Davies – **1**.

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

Approval of Minutes:

President DePiero asked for a motion to approve the minutes of the April 25, 2023, Board meeting that were sent to the Board members in advance of this meeting.

01-05/2023

Trustee Leonard moved to approve the minutes, seconded by Trustee Blakemore. Seeing no corrections, omissions or additions, the minutes of the April 25, 2023, Board Meeting were approved by unanimous vote of the Board members present.

Retiree Recognition:

President DePiero thanked Caroline Vicchiarelli for her many years of service to Cuyahoga County Public Library and wished her and her family well on her retirement and to come back and visit.

(See page 321)

Pamela Jankowski, CCPL Chief Public Services Officer, shared that she and Ms. Vicchiarelli have worked together for a number of years, in many different roles. At one point, Ms. Vicchiarelli was her supervisor, at another point, they were colleagues, and now Chief Jankowski is her supervisor. Through all those different roles, there's never been a moment she wasn't supportive. Ms. Vicchiarelli has always had CCPL at the forefront of her decisions.

Chief Jankowski welcomed retiree Caroline Vicchiarelli and read her resolution into the record.

Ms. Vicchiarelli stated as she and her husband were raising their children, she would say to her Mom, she cannot wait to retire because life is too crazy, and she just want to do some other things. Her Mom would say stop rushing your life away just take day by day, and you will be fine. Now she can say she is on the other side of her professional career 36 years later, and she took it day by day and here to retire. Ms. Vicchiarelli mentioned she met some wonderful people when worked in the branches and many other nice people, Mr. Bracken, Mr. Edwards, and Ms. Pucci. She says she is so blessed to have those nice people in her life. She thanked everyone. She stated she has been so proud to be a part of the CCPL story and if Chief Executive Officer Strobel keeps building new buildings, she will come.

Scott Siegel said:

I am Scott Siegel, Executive Board member for the CCLU. I would like to add to the wonderful things said and congratulate Ms. Vicchiarelli on a wonderful career at the library. We want to wish her the best in her next chapter.

Ms. Vicchiarelli thanked Mr. Siegel for those kind words.

Public Comment:

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

Report of the Board President:

President DePiero mentioned he is happy to see the project in Parma-Heights. It has been a long time coming and just a signal to the community that we continue to improve our reach into communities with modern facilities and good programs for everybody. It is great to see. President DePiero commended the staff, and everybody who works hard at CCPL.

Report of the Chief Executive Officer:

Chief Executive Officer Strobel stated it is her pleasure to recognize the retirement of a very significant contributor to the success of Cuyahoga County Public Library. I would like to thank Caroline Vicchiarelli for 33 years of hard work and dedication. For twelve of those years Ms. Vicchiarelli served in the role of Branch Services Director (BSD). I cannot overstate the importance of the BSD role. They serve as the conduit and connector between branches and administration. Chief Executive Officer Strobel stated we have 3 Branch Services Directors, each overseeing a territory of nine branches which they are the primary support for Branch Managers, serving as their supervisors, mentors and therapists while helping them navigate everyday challenges and implement new and evolving services. Branch Services Directors serve a critical role on the Leadership Team as advocates and truth tellers who shape our big ideas into realistic success stories. Chief Executive Officer Strobel stated Ms. Vicchiarelli brought to her role a special talent for choosing and mentoring great managers and because of this, her legacy will continue for many years to come. Thank you, Ms. Vicchiarelli.

Chief Executive Officer Strobel mentioned a copy of our 2023 Program Guide is at your seat. Within its pages you will find information about hundreds of programs serving all ages and interests. We are very excited to promote our 2023 Summer Reading Challenge which officially starts on June 3rd. Complementing our Summer Reading Challenge this summer is the Summer Fun for Everyone initiative. Every branch will be offering fun drop-in activities and challenges to

promote STEAM skills every week with several branches offering structured programming four afternoons per week. Chief Executive Officer Strobel commended our eleven branches in our most under resourced communities for also offering the free summer lunch program in conjunction with the Greater Cleveland Food Bank Monday-Friday starting June 1st.

Chief Executive Officer Strobel stated this month's Learning Moment information will be shared about a topic you may be reading and hearing about in the news "The Science of Reading" and the "Pandemic Learning Loss." Rebecca Ranallo, CCPL Literacy and Learning Director, and Kaleb Curry, CCPL Student Success Manager are here to present on both topics to assure you that CCPL are well informed on each topic. Hallie Rich, Chief Communication & External Relations Officer is going to conclude our learning moment with how our work aligns with political priorities in Columbus.

Libraries Accelerating Learning

- Professional development
- Information Literacy programming
- Student Success Center programming & supplies
- 1-2-3 Read & expansion of 1-2-3 Boost
- Arts-based trauma programs
- Kindergarten and Middle school readiness
- Transitions out of Foster care



Cuyahoga
County
Public
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Literacy & Learning Division • 23 May 2023 | 1

Director Ranallo stated we received a grant from the Ohio Department of Education (ODE) just over \$428,000.00 using American Rescue Plan Act (ARPA) dollars. It is designed to address kids' "Pandemic Learning Loss" from the State. The focus is on libraries, and how libraries can work with community partners in schools, to ensure that we are addressing those needs that come up again and again. This grant means a lot because it really recognizes the work we already do. Often when we get a grant it is for new programming or a new initiative, and in this case, this particular grant really helps us continue to fund some of the work that we're doing, and then expand upon it to address those specific needs that we've seen coming out of the pandemic.

Director Ranallo stated it hits pre-K through grade 12, and it acknowledges the library as a partner in learning support. For us, that means it is going to fund Professional Development. We are going to send the remainder of our Youth Librarians from fourteen branches to Family Place training that complements the Librarians at the thirteen branches who have already gone. This is base training that our librarians go through and trains our staff to make our branches welcoming places that support our family engagement programming, and really to set the tone for early literacy activities and our work with families. Director Ranallo stated that is a piece we were really thrilled to find with this grant.

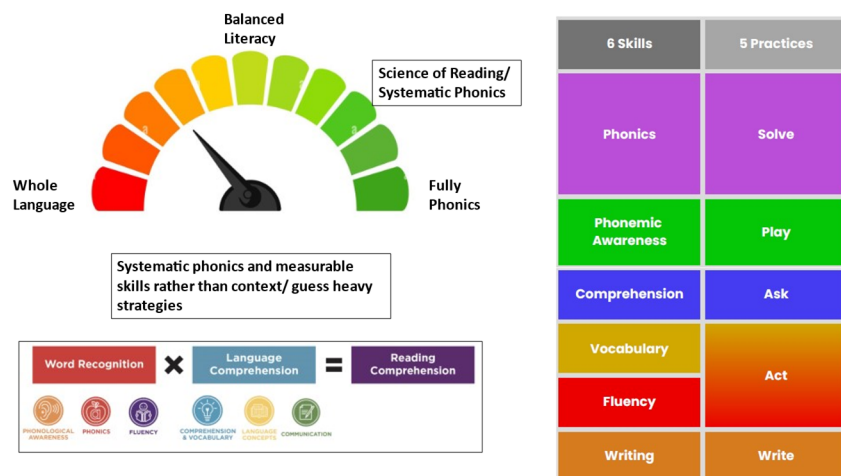
Director Ranallo stated in our strategic plan activities, LLD was working on Information Literacy programming before the grant. We were able to pull that in because we developed an Information Literacy curriculum, one of things we were told was a need from local superintendents when we surveyed them for our strategic plan. Manager Curry has worked with staff to create that curriculum and present it to staff. He stated that they have done a soft rollout.

Director Ranallo stated that will be one of those pieces that we use to connect with our twenty-three school districts in the fall and make more inroads. It funds our Student Success Center programming and supplies in our fourteen soon to be fifteen locations. Those centers provide after school homework support and after school programming to students. Manager Curry will be building out a stem exercise program. We have a lot of supplies we were able to purchase for these STEM activities when kids do not have formal homework. We will be able to engage them in really fun STEM learning. Director Ranallo stated it is also helping fund our 123 Reading Coordinators, in our grade level reading program. This is a big concern out of the pandemic, many students are coming out, not reading at grade level, and 123 Boost is a program that we added when we came back into the office from COVID. We knew that kindergarteners were going to be coming in way behind because they missed crucial skills. We are going to be able to expand 123 Boost, our focus on kindergarten reading skills, to all locations that do our 123 read training. Manager Curry is expanding to seven locations and saving us money in the process, by cutting out the online version. We are finding that it works better in person because we have volunteers back and kids back.

Director Ranallo stated we are also going to be providing even more of our trauma programs. We have been doing a pilot in three locations, and this allows us to continue those programs and expand in conjunction with the schools in those locations. It is also going to fund some of the restorative programs with teens who may act out in our branches to ensure they can still come back to our branches, using those moments where they must leave for the day as a learning moment and really work with our team to do some professional development to ensure that they react well to those situations.

Director Ranallo stated we are working on even more in kindergarten readiness and middle school readiness. The middle school readiness is around middle school transitions and executive functioning, self-regulation, and focus.

Director Ranallo stated one of our favorite programs that we have been looking to offer for years that we are excited to fund, is a program on transitioning out of foster care. We are going to work with a programmer that we have used before to target some of our locations where we know there are large foster care populations and to really work on support services and providing adult skills. Bryanta Spencer, CCPL Social Worker Manager, is very engaged already in our community. We can work with her and some of our other partners to make sure that we have the resources.



Manager Curry stated the Science of Reading is the most recent pedagogy push in the field of reading instruction and has become as confusing as it is buzzy. In short, it is evidence-based practice that prioritizes phonics without sacrificing comprehension and engagement.

- Systematic phonics does not:
 - Assume reading is natural. Reading is difficult and we are not hard wired for it like we are for speaking/ listening.
 - Use context or guess heavy strategies. These do not promote actual word solving.
 - Neglect non-phonics elements. It just shifts the emphasis.

Manager Curry mentioned one of the most rigorous reading studies was the National Reading Panel in 2000 which emphasizes the simple view of reading:

Word Recognition x Oral Comprehension = Reading Comprehension and;

Highlights five pillars of reading instruction:

- Phonemic awareness: are students able to manipulate the smallest units in spoken words?
- Phonics: are students able to connect spoken sound to written symbols
- Fluency: are students able to read accurately and smoothly?
- Vocabulary: do students have the background knowledge to understand the words they read, as well as the automaticity to read high frequency words with minimal effort?
- Comprehension: do students understand what they read on a detail, inference, and elaborative level?

Chief Executive Officer Strobel welcomed Chief Rich and commented that she is going to share what is going on in Columbus around the Science of Reading because, as Manager Curry shared it is a buzzword, and it is something that the State is actively promoting libraries to participate in.

Chief Rich stated earlier this year, the Governor signed an executive order calling for a Statewide literacy challenge. Having recognized that 40% of all third graders are not reading proficiently and they are investing resources into supporting schools to make sure that kids if they are learning how to read are doing so successfully. This embedded within the executive order is a big focus on the Science of Reading. There is a really big focus on it.

Chief Rich stated there is funding for reading intervention positions. Libraries are not called out explicitly anywhere in the executive order, the Dolly Parton Imagination Library is, and we see opportunities to engage with the DeWine Administration for libraries and the ULC is also engaged in that process. They are both within the State budget bill and a parallel bill, House Bill 117. There is talk of eliminating the retention components of the Third Grade Reading Guarantee. If you recall the kids who do not pass their Third Grade Reading Guarantee are held back, and the latest they saw was about 1% of third graders are actually held back. Legislators from Northeast Ohio, including State Representative Gail Manning and Representative Phil Robinson, who have some of our branches in his district; they have proposed HB117, the retention component. The Science of Reading is particularly a hot topic, and there is focus and attention on HB117 at the State level. Chief Rich mentioned knowing the work that our team is doing we are very well positioned at the moment and are leaning into the aspects of Science of Reading.

Human Resources Report:

Human Resources Chief Good summarized the HR report. There are six (6) increase in hours, three (3) add second rate, one (1) promotion to BSA II, one (1) decrease in hours, and retirement. On pages 31-32 are those at the top of their pay scale and received a 5% payout.

02-05/2023

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no discussion, the Human Resources Report dated May 23, 2023, was approved as presented by unanimous vote of the Board members present. ([See pages 322-329](#))

Finance Committee Report:

Acting Finance Chairperson Leonard reminded us that the Finance Committee met prior to the Board meeting, and Chief Morgan gave an in-depth review of the financials.

Chief Morgan gave highlights from the Finance report.

Chief Morgan stated we received small distributions for both of our property tax levies (2.5 and 1.0 Mills) totaling \$13,779. This is the settlement of our funds for the first half of the year. The next amounts we receive will be advances against the second half of the year.

Chief Morgan stated the Public Library Fund (PLF) distribution was received in the amount of \$1,729,071. We will continue to track those amounts monthly, as we did last year. Based on a comparison to last year, this distribution was slightly larger than the amount received in April 2022.

Chief Morgan stated patron fines and fees collected in April were up from last year. Once again, we saw an increase in passport fees for the month based on what we saw last year.

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

Chief Morgan stated the salaries and benefits accounts. The Salaries and Benefits accounts for four months into our fiscal year are within budget. The Insurance Benefits account shows over 34.5% spent. In January each year, the Library funds a portion of employee Health Savings Accounts (HAS) for those who chose that type of healthcare coverage. This amount would reflect a more normal percentage after a couple of months into our fiscal year and that has now taken place.

Chief Morgan stated the library materials accounts reflect an overall expense and encumbrance of 45.5%. This is typical as the beginning of the year is a larger buying time for materials.

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

(See Under FINANCE)

Investments - April

Chief Morgan stated there was one purchase of Commercial Paper and two Certificates of Deposit purchased for the month as follows:

- Wells Fargo Securities \$250,000 at a yield of 5.41%
- Multi-Bank Securities \$244,000 at a yield of 4.55%
- Multi-Bank Securities \$249,000 at a yield of 4.80%

Transfers

Chief Morgan stated there were two transfers for the month:

- \$884.66 from the General Fund into ASPIRE for a match for the SNAP program.
- \$57,560.00 from the General Fund into ASPIRE for our third quarter match.

03-05/2023

Trustee Leonard moved approval, seconded by Trustee Edward. Seeing no additional discussion, the Investment Report Fiscal 2023 – April listing all Money Market Funds, Star Ohio Accounts, U.S. Treasury Investments, Certificates of Deposit and Agency Securities was approved as presented by roll-call vote. **(See Under FINANCE)**

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

Nea: **– 0.**

Purchase Approval List

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

04-05/2023

Trustee Leonard moved approval of Purchase Approval List, seconded by Trustee Spangler. Seeing no additional discussion, the Purchase Approval List dated May 23, 2023, was approved as presented by unanimous vote of the Board members present. **(See pages 330-331)**

Gift Report

Chief Morgan stated the gift report is brief and was reviewed at the Finance Committee meeting and includes Friends gifts for branch programming supplies, and several gifts in memory of former CCPL Trustee Dale Powers.

05-05/2023

Trustee Blakemore moved for approval of the Gift Report, seconded by Trustee Shlonsky. The gift report was approved by unanimous vote of the Board members present. **(See page 332)**

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

Chief Morgan stated this resolution is to amend both the certificate and estimated resources and appropriations amendments both in special revenue fund.

- Warrensville Heights Garden Grant in the amount of \$2,000.00
- Student Success in the amount of \$290,700.00.

06-05/2023

Trustee Blakemore moved approval, seconded by Trustee Leonard. 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 by roll-call vote. **(See page 333)**

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

Nea: – **0**.

- **Alternate Tax Budget**

Chief Morgan stated this is a request for the Board to approve our Alternate Tax Budget that we will send to the County. On page 50, you will see our continuing 2.5 mill levy we passed in 2008, and the new money we started receiving, which was passed in November 2020. We are asking for the first Levy in the amount of \$45,500,000.00 million, and the second one an additional \$19,000.00 million. This request is for the two tax levies for a total of \$64,500,000.00 million.

07-05/2023

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the Alternate Tax Budget was approved by unanimous vote of the Board members present. **(See pages 334-340)**

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

Nea: – **0**.

- **Resolution to Negotiate an Agreement in Connection with the New Construction of the Parma Heights Branch Library**

Director Mori stated the Board previously authorized us to advertise for proposals for design services for the new construction of the Parma Heights Branch in accordance with Request for Qualifications (RFQ) and we have ranked three (3) design firms under consideration. We will negotiate a contract for design services with Bialosky Cleveland.

1. Bialosky Cleveland
2. GPD Group
3. Bostwick Design Partnership

08-05/2023

Trustee Blakemore moved approval, seconded by Trustee Spangler. Seeing no additional discussion, the Resolution to Negotiate an Agreement in Connection with the New Construction of the Parma Heights Branch Library was approved by unanimous vote of the Board members present. **(See pages 341-342)**

Motion to Adjourn

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

09-05/2023

Upon motion of Trustee Blakemore, seconded by Trustee Leonard the May 23, 2023, the meeting of the Cuyahoga County Public Library adjourned at 5:43 p.m.

Approved June 27, 2023

X _____
Dean E. DePiero
President

X _____
Maria L. Spangler
Secretary



Of **Bonnie Benson**

WHEREAS,

Bonnie Benson has served with great loyalty as an employee of the Cuyahoga County Public Library since her hire on May 3, 1999, as a Branch Regional Clerk Substitute at the Fairview Park Regional Branch; on March 19, 2001, she was hired as Branch Regional Clerk at the Middleburg Heights Branch; on March 29, 2015, she had a title change to Branch Services Clerk, a position she held until her retirement on May 31, 2023; and,

WHEREAS,

Bonnie was a dedicated worker at the Middleburg Heights Branch. During her time at Middleburg, she was always helpful and kept the branch running smoothly with clear and precise organization. She was great at keeping passport materials and records in order, so it was easy for her coworkers to properly handle and process passports in a timely fashion; and,

WHEREAS,

She would never hesitate to help her fellow coworkers and was a great team member. She had a plethora of knowledge and was the go-to person to ask about the internal workings of CCPL. She always had a dog treat ready for our canine customers at the drive-up window where they were overjoyed to get their treats; and,

WHEREAS,

Bonnie showed a strong work ethic with her excellent organizational skills, quality customer service, and great teamwork. She was an asset to CCPL, her coworkers at the Middleburg Heights Branch and her many appreciative customers.

NOW, THEREFORE, BE IT RESOLVED

that the Board of Library Trustees records its appreciation to Bonnie Benson 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: June 27, 2023



of **Linda Buccilli**

WHEREAS,

Linda Buccilli has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on January 10, 2000, as a Branch Regional Clerk Substitute at the Mayfield Regional and Richmond Heights branches; on May 30, 2000, she was hired as Branch Regional Clerk at the Mayfield and Richmond Heights branches; on March 29, 2015, she had a title change to Branch Services Clerk, a position she held until her retirement on May 31, 2023; and

WHEREAS,

Linda was dedicated to showcasing excellent customer service as a member of both the Mayfield Branch and the Richmond Heights Branch staff. Long-time customers had come to know and enjoy Linda's presence in both branches, especially in sharing their love of books; and,

WHEREAS,

Linda was a quick learner and willing to accept new challenges. She was attentive and responsive to customers, staff and members of the community, providing excellent service in all her interactions. As CCPL continued to advance in technological services, Linda adeptly adjusted to the necessary demands, learning the skill sets needed and offering support and teamwork to her colleagues; and

WHEREAS,

Linda was a team player. She displayed organizational skills, leadership and empathy in the workplace and the community that she served. She was always flexible and more than willing to help and assist staff in any and every difficult circumstance that arose. She will be missed at the Mayfield and Richmond Heights branches.

NOW, THEREFORE, BE IT RESOLVED

that the Board of Library Trustees records its appreciation to Linda Buccilli 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: June 27, 2023

of **Nancy Maureen Paulett**

WHEREAS,

Nancy Maureen Paulett has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on March 2, 2009, as a Career Center Counselor in Cuyahoga Works Career Center at the Maple Heights Branch; on September 30, 2012, she added a second title as Branch Services Librarian Substitute, both positions she held until her retirement on May 25, 2023; and,

WHEREAS,

Maureen worked diligently to provide quality service and support to thousands of job seekers from Cuyahoga County and beyond. She achieved this by creating and presenting trendy career programs and by providing individualized career services. As a teammate and mentor, Maureen helped her team overcome great challenges. She also taught them the secrets to her success in preparing clients for new careers and job interviews. Be it sharing job search tips, preparing job seekers for job interviews or helping clients discover their best career fit, Maureen shared a wealth of expertise, techniques and resources joyfully! It was her mission to evoke great vision, value and victory in her clients, many of whom received and accepted desired job offers; and,

WHEREAS,

As CCPL continued to advance in its strategic plan, services and programs, Maureen also decided to advance herself by going back to college to earn her second master's degree, a Master of Library and Information Science, while working full-time. It was a tall task, but if anyone could climb it, Maureen was among the top contenders. Maureen believed in the Library's strategic plan and used it as a foundation for all that she did while employed by CCPL; and,

WHEREAS,

Maureen has demonstrated superior career counseling services during her tenure with CCPL, and she will be greatly missed by her clients, community partners, Cuyahoga Works and Aspire teammates, and library staff from the branches she worked at to provide career services.

NOW, THEREFORE, BE IT RESOLVED

that the Board of Library Trustees records its appreciation to Nancy Maureen Paulett 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: June 27, 2023



Chief Executive Officer's Message

Summer Updates

This summer at Cuyahoga County Public Library (CCPL) is packed with great events, programs and learning opportunities. At the center of it all is our annual summer reading program. Thousands of people of all ages have already signed up to participate for a chance to win great prizes, like a Nintendo Switch, theater tickets or a beautiful Trek bike from our friends at Eddy's Bike Shop. The program ends August 13, so there is still plenty of time to sign up and log those reading minutes.

Summer is a time when students who are not engaged in reading and learning activities run the risk of losing some of the skills that they gained during the previous school year. It's a phenomenon commonly referred to as "the summer slide." CCPL's role during the summer months is to help students avoid the summer slide by providing out-of-school-time (OST) activities and a safe, welcoming environment. Our OST experiences are designed to inspire curiosity and support educational outcomes. From drop-in STEAM activities to free summer lunches in communities where a large percentage of students depend on school lunch assistance programs, we help bridge the gap from one school year to the next.

June 14-22 was Affordable Connectivity Program (ACP) Week of Action, a national campaign, launched through a partnership between Civic Nation and the U.S. Department of Education, to close the digital divide by focusing on internet access, affordability, and equity for students, families, and all Americans. During the Week of Action our Digital Navigators visited branches throughout the county to help residents determine their eligibility for the ACP and sign up to receive benefits. The ACP program provides affordable broadband access and devices to those who qualify. The Digital Navigators and their snazzy high-tech van will be at branches and various community events all summer long to help people enroll in the ACP. If you or someone you know is in need of affordable internet access or a device, visit cuyahogalibrary.org/connect or call 216.749.9420 to connect with a Digital Navigator and see where they're headed next.

Tracy R. Strobel
Chief Executive Officer

Social Media

Facebook Fans: 36,474

Instagram Followers: 7,365

Twitter Followers: 11,279

Happy Mother's Day to my mom Janis who was recently featured in this cute @CuyahogaLib Foundation video. She really makes use of library resources from Senior classes and her Digital Navigator to books and concerts. Such a cute vid. <https://ccplfoundation.org/stories/digital-equity-and-inclusion> #MothersDay 🌸

@24caratviola, May 14, 2023

This is a thing that happened tonight @CuyahogaLib. @AndrewTMcCarthy was so generous with his time with everyone. I can't wait to dig into #WalkingWithSam

@EMcGeeCle, May 15, 2023

"Other people should not have the power to make decisions about what I read or what my children read. That is foundational to our democracy. And it's dangerous to entrust others with that power." Tracey Strobel, @CuyahogaLib <https://bit.ly/3ldXmCO> #UniteAgainstBookBans

@ALALibrary, May 15, 2023

BOOK CLUB! Did you know @HomaBashNews and I host a virtual book club with the @CuyahogaLib?! There is still time to read our next book...#TheMeasure! Here is more information: <https://attend.cuyahogalibrary.org/event/7659183>

@KatieMcGrawx, May 18, 2023

Thank you to @CuyahogaLib #ParmaBranch for talking to our students today about the Summer Reading BINGO game!

@PCSDrenwood, May 18, 2023

Thank you to everyone who packed the theater to max capacity at the @CuyahogaLib in Parma, OH tonight, and to the Cuyahoga County Public Library staff for hosting such a fun event!

@JackCarrUSA, May 22, 2023

Here's a nice moment from @JackCarrUSA's ONLY THE DEAD tour event this week at @CuyahogaLib in Parma, OH. We told this Navy vet that we wanted to interview him about how far he traveled to come to the event but really, we had a surprise in store for him!

@AtriaMysteryBus, May 24, 2023

System Highlights

Presenter and financial wellness coach Rachel Durci spoke to 12 attendees about money and the emotions behind it in the May 6 virtual program "How to Build a Healthy Financial Life" at the **Gates Mills Branch**.

Maple Heights Branch Manager Deva Walker attended the Maple Heights City Council meeting. At the meeting she informed the community about the construction project for the roof repair and highlighted programs happening at the branch. Walker also attended the school district's community engagement meeting and participated with the group pertaining to goals and how the library can be an integral part in the goals pertaining to literacy. Walker and Theresa Selzer spoke at the Maple Heights housing fair to more than 100 attendees about library resources.

On May 20, the **Beachwood Branch** auditorium was home to 12 concert harps and three lever harps during a recital for 73 attendees. Twelve students and teacher Jody Guinn performed classical, folk and even a pop tune or two during an hour and a half. The high point of the event came at the end of the program, when all of the harpists played renditions of "Edelweiss," "The Music of the Night" and "Somewhere Over the Rainbow." The branch's own BSA II Matthew Weitendorf performed to much applause.

BSL II Julie Gabb, BSA I Temah Britt-Jackson and BSA Sub Zach Fenell hosted "Community Helper Day" in the **South Euclid-Lyndhurst Branch** parking lot. Ninety-three children and adults attended and saw up close a South Euclid fire truck, ambulance, and police car; a South Euclid-Lyndhurst school bus; and a CCPL delivery vehicle. Families expressed how much fun they had and were relieved that the weather cleared just in time for the event.

Many families stopped by the **Chagrin Falls Branch** the last weekend of May during the Blossom Time Festival. Some needed to use the restrooms while others just wanted a nice cool, calm place to rest between carnival rides. Several came and went while others read books and played with the wind tunnel in the children's area. A number of new visitors got their first library cards!

During school visits to promote the All Together Now Summer Reading Challenge, an Orange Schools fourth-grade student told the visiting **Orange Branch** librarian that a book he chose as his completion prize in 2022 was the best book he ever read. He is hoping to find another great book this year.

System Highlights

Staff from Tuscarawas County Public Library ventured to Northeast Ohio May 17 to visit libraries and made a stop at the **Mayfield Branch** to learn more about the bike lending service and tour the Innovation Center. It was an engaging visit and Julie Liedtke received a gracious thank-you from Director Michelle Ramsey and Technology Coordinator Leigh Burnham, who expressed their gratitude for the information shared as they look to bring more services and resources to their customers.

Strongsville Branch BSL II Heather Timko and Collection Development Manager Wendy Bartlett spoke to the Indivisible Strongsville group May 16 about intellectual freedom and the library. The mission of this organization is to empower fellow citizens to peacefully influence elected officials and to oppose and counteract all unjust and/or unlawful policies. Timko and Bartlett spoke to 35 members about the importance of intellectual freedom and how – through board-approved policies and collection development division – CCPL protects the rights of library users to read, seek information and speak freely. The members appreciated the presentation.

This May the adult departments of the **Berea Branch** and **Olmsted Falls Branch** traded programs. Olmsted Falls Branch BSL Jodi Carlson hosted a watercolor program at the Berea Branch for 16 people. One of the participants said, “I was a fifth-grade teacher and wish I had thought of something like this.” Many people also commented on how relaxing it was to spend the afternoon painting. Berea Branch BSA Sherri Parojcic presented a program at the Olmsted Falls Branch on creating paper dolls. After showing the attendees a variety of examples, Parojcic demonstrated how to make/modify dolls and pieces of clothing, and she showed everyone how to make a base so that the dolls could stand.

In observation of Mental Health Awareness Month, the **Berea Branch** held a “Self-Care Fair” May 13, showcasing hobbies and habits to bring relaxation to everyday life. Thirty-four people of all ages enjoyed activities created by staff from the children’s and adult departments, which included journaling, smoothie making, Zen doodles, neurographic drawing, bath teabags and discovery walks. A representative from NAMI answered questions and offered resources.

On May 11, BSL Chad Lowther helped facilitate “Is It an Emergency? When to Call 911” for 34 **Parma-Powers Branch** customers. The event was part of an ongoing partnership between University Hospitals Parma Medical Center and the branch. The program included presentations from five different medical personnel, who discussed when people should call 911 should health issues related to heart attack, stroke and injury occur. Following the presentations, nurses from UH offered free medical screenings, including non-fasting glucose, cholesterol and blood pressure readings.

The Brook Park Branch held its second annual “Touch a Truck” event for nearly 400 attendees. So many community partners helped out: the city of Brook Park, the police department, the fire department, the National Guard, ADMAR Construction and the post office. Vehicles included a garbage truck, dump truck, police SUV, SWAT truck, fire engine, school bus, military supplies truck, military ambulance, construction digger and postal van, as well as our own CCPL Digital Navigators van.

BSA I Emily Giehler demonstrated to nine foodies how to make an easy lentil soup using the garam masala spice blend in “Spice Up Your Life” May 23 at the **Brecksville Branch**. Giehler also offered a presentation on spices and had a selection of cookbooks available for customers. The group was very enthusiastic and had great conversations about food and cooking. Everyone loved the soup and expressed their interest in future cooking programs.

On May 18, 26 second-grade students from St. Michael’s School visited the **Independence Branch**. Kathy Roach and Lynn Raymond gave the students and teachers a tour of the children’s area of the branch. After the tour, the group gathered in the story room, where Roach and Raymond shared poetry and book talks on high-interest fiction and nonfiction for their grade level. Roach and Raymond also told the students about this year’s summer reading challenge and encouraged them to register. During the last 20 minutes of their visit, students browsed the children’s collection and perused some books of their choosing.

System Highlights

The **Solon Branch** adult department hosted Eliot Ness expert Becky McFarland, who filled the meeting room with 60 people May 1 as she shared the connection between Cleveland and Ness. McFarland highlighted Ness' work to get 1930s Cleveland crime under control, his investigation of the Torso Murders and his unsuccessful run for Cleveland mayor. The crowd loved McFarland's detailed anecdotes that gave insight into the time Ness spent in Cleveland and his accomplishments here.

On May 6, the **Brooklyn Branch** celebrated Free Comic Book Day. More than 200 people lined up inside the building in the morning as staff passed out an assortment of comic books and other fun items – including posters, bookmarks and tchotchkes – donated by a variety of publishers. A special thanks goes to the art students from Brooklyn Middle School's seventh and eighth grade classes who came to the event and sketched comic book characters for the children attending. Everyone had an awesome time.

North Olmsted Branch Teen Librarian Katie Power invited students in grades 6 – 12 to learn about and participate in “Mindfulness Journaling” on May 16. Fifteen participants customized a blank journal, received journal prompts and completed their first entry. Teens talked about the healthy coping mechanism of keeping a journal and how reflecting on our daily lives can lead to better mental health.

During two sessions at the **Bay Village Branch**, 30 attendees at book discussions of *Solito* by Javier Zamora had civil discourse around the much-politicized topic of immigration. Multiple participants commented on how much they appreciate the opportunity to converse with those with views different from their own in a comfortable environment and with the help of a skilled library staff facilitator. They agreed that the personal and poetic story of this young, resilient man was powerful and showed them the human side of the issue.

Geauga Lake, Chippewa Lake, Puritas Springs Park and Idora. On May 2, 107 **North Royalton Branch** customers joined John Frato of Euclid Beach Park Now for a look at some of Northeast Ohio's gone-but-not-forgotten amusement parks. The Friends of the North Royalton Library sponsored the event.

On May 20, **Bedford Branch** BSA II Christie Sterba held “Acrylic Paint Pouring.” The 10 attendees each got their own canvas and ceramic flowerpot, and after seeing a demonstration they used one of three techniques of paint pouring – the straight pour, tree ring pour or flip cup pour.

Ten teens learned how to bleach dye a dark-colored shirt at the **Parma Heights Branch**. They mocked up a design for their shirts by either drawing an image or using provided silhouettes. Then they adhered their image to the shirt, donned full-scale PPE and went outside to bleach their shirt. Some added pops of color to the shirt using fabric paint. The teens had a great time and asked for more shirt making programs.

On May 2, 15 teens participated in a monthly art program with **Garfield Heights Branch** Teen Librarian Jen DeLuke and art therapists from P.A.L.S. for Healing (Paper. Art Therapy. Letting Go. Self-Actualization.). Teens traced their arms and used that as the base for the project. They wrote long- and short-term goals for themselves to the base and added artistic decorations to make their arms even more uniquely “them.” Since October 2022, total attendance for the monthly programs is 144.

On May 20, five teens attended the **Fairview Park Branch's** inaugural “Animanga Club.” BSL Teen Ami Bray brought a Japanese treat box, and participants used Google Translate to read and select the candies. The second half of the program was dedicated to the teens discussing their favorite anime and manga and choosing topics for future dates.

The **Parma-Snow Branch** held “Big Truck Day” May 27. The first part of the program was a storytime and craft for 20 customers, and then children and their parents went to the roped-off area of the parking lot to see a few big vehicles, including a fire truck, ambulance, CCPL delivery truck and SWAT vehicle. PCs for People also shared information on its program. Approximately 75 people visited the outside event.

Richmond Heights Schools' last day of classes was May 25, and high schoolers frequented the branch in the morning. **Richmond Heights Branch** Teen Librarian Gigi Conti saw this as an opportunity to have an on-the-floor art program, and 10 students made their own bouncy balls, played the Xbox and had Rice Krispies treats as a snack.

System Highlights

On May 11, partner instructors from SAFY (Specialized Alternatives for Families and Youth) had eight people attend the “Connecting Threads” program at the **Warrensville Heights Branch**. This was the first time the group had been able to use the new Innovation Center, and they were very excited to see the space. There has been so much interest in sewing classes because of the Innovation Center that the instructor has offered to teach a second session of the class in the fall.

Middleburg Height Branch BSL II Rebecca Price-Donahue led a weekly digital literacy series for caregivers and children ages 2 – 5. Each session featured a craft, stories and unplugged exploratory play with imaginative and non-working tech. Key themes included modeling appropriate tech use, determining what is safe to share online, empowering early learning through moderated technology and developing self-regulation skills, with the overarching goal of demystifying screen use for young children and instilling healthy attitudes about screen time. Forty-six children and caregivers attended over the four weeks.

Social Work Manager Bryanta Spencer’s weekly check-ins on Thursdays at the **Warrensville Heights Branch** with community youth have been extremely positive. Staff have been helpful, appreciative and engaging, and they have been instrumental in helping to build the rapport Spencer has with youth. Staff’s strong support of social work services and interventions is much appreciated. Youth consistently show up eager to share their experiences and are receptive to feedback, correction, information and resources. Spencer always adds motivational coloring pages to the bin on arrival, which seem to be a hit with all ages judging by how quickly they disappear. She also uses affirmation cards, conversation techniques and trauma activities as casual engagement tactics, which help the teens calm down, open up and feel heard. It has been rewarding to see them implementing the learned behaviors when the informal group is not meeting and seeing them sharing the lessons with peers who may have not attended.

**CUYAHOGA COUNTY PUBLIC LIBRARY
REPORT OF THE CHIEF EXECUTIVE OFFICER
JUNE 27, 2023**

ACTIVITIES OF THE CHIEF EXECUTIVE OFFICER

May 24

- Met with Monique Good, CCPL Chief Human Resources Officer

May 25

- Meeting with CCPL Executive Leadership Team, Scott Morgan, Chief Operations Officer, Pamela Jankowski, CCPL Chief Public Services Officer, Hallie Rich, CCPL Communications & External Relations Officer, Monique Good, CCPL Chief Human Resources Officer, and Bertha Arrington, CCPL Executive Division Manager
- Participated in **Greater Cleveland Digital Equity Coalition** meeting to discuss **5/25 3 Year Anniversary Meeting**

May 26

- Vacation

May 30

- Welcomed and Presented at the monthly CCPL **New Employee Orientation**
- **Meeting #1 to discuss Furniture** for the new CCPL Brooklyn Branch with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Jill Christoff, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, and Kate Walker, Designer, Bialosky Cleveland,** and Scott Morgan, CCPL Chief Operations Officer, Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, Kathleen Sullivan, Branch Manager, CCPL Brooklyn Branch, and Terri Thompson, CCPL Operations Assistant, Projects
- Participated in CCPL Beachwood Design Proposal Review

May 31

- Meeting to discuss partner space with **The Centers for Families and Children** at the new CCPL Parma Heights Branch with **Eric Morse, President & CEO, The Centers for Families and Children, Carole Beaty, Chief Program Officer, Family & Work Programs, The Centers for Families and Children, Daniel Frech, Chief Strategy Officer and General Counsel, The Centers for Families and Children, Lynn Palmer, Program Operations Director, The Centers for Families and Children,** and Hallie Rich, CCPL Chief Communications & External Relations Officer
- Meeting to review space program and goals for **CCPL Solon Branch Renovation & Addition with Jeff Valus, Principal, CBLH Design, Justin Kaufer, Project Architect, CBLH Design, Aaliyah Russell, Project Designer, CBLH Design,** and Scott Morgan, CCPL Chief Operations Officer, Pamela Jankowski, CCPL Chief Public Services Officer, Darlene Davis, CCPL Solon Branch Manager, Solon Branch, and Terri Thompson, CCPL OPD Assistant Projects
- Met with Monique Good, CCPL Chief Human Resources Officer
- Met with Traci Haynes, CCPL Engagement, Diversity, Equity, and Inclusion Manager

June 1

- Meeting with CCPL Executive Leadership Team, Scott Morgan, CCPL Chief Operations Officer, Pamela Jankowski, CCPL Chief Public Services Officer, and Monique Good, CCPL Chief Human Resources Officer, and Bertha Arrington, CCPL Executive division Manager
- Participated in **University Circle & Community Libraries Meeting**, with Community Leaders
- CCPL South Euclid-Lyndhurst Branch Visit with Steven Haynie, CCPL South Euclid-Lyndhurst Branch Manager, and staff

June 2

- Vacation

June 5

- Vacation

June 6

- Meeting to discuss **CCPL Brooklyn Branch 90% Concept Design Review with Luci Kiah Shapiro, Chief of Staff, Luci Creative, Angelica Guzmán, Lead Exhibit Designer, Luci Creative, and Ben Crabtree, Senior Associate, Bialosky Cleveland**, and Pamela Jankowski, CCPL Chief Public Services Officer, Jeffery Mori, CCPL Facilities Director, Kathleen Sullivan, CCPL Brooklyn Branch Manager, and Alex Ward, CCPL BSL Supervisor, Children
- Attended author visit with **Author and former FBI Director James Comey to discuss his new crime novel, *Central Park West*, CCPL Parma-Snow Branch Auditorium**

June 7

- Met with Monique Good, CCPL Chief Human Resources Officer
- Participated in **Metro Directors** monthly conference call
- Meeting with Union Leader Heather Timko, BSL II, CCPL Strongsville Branch

June 8

- Met with **David Merriman, Director, Department of Health and Human Services, Cuyahoga County**, and **Chris Murray, Senior Budget Analyst, Cuyahoga County**, and Pamela Jankowski, CCPL Chief Public Services Officer, and Hallie Rich, CCPL Chief Communications & External Relations Officer
- Attended CCPL Foundation Board meeting and reception with current and former CCPL Foundation Board members, CCPL Beachwood Branch

June 9

- Review The Center for Community Solutions (CCS) Volunteer Award applications%

June 12

- Met with Pamela Jankowski, CCPL Chief Public Services Officer

June 13

- Attended and participated in The Center for Community Solutions (CCS) Volunteer Award meeting
- CCPL North Royalton Branch Visit with Rebecca Wendelin, CCPL North Royalton Branch Manager, and staff

June 14

- Phone interview with John Benson, Freelance Writer, Cleveland.com, with Robert Rua, Director, CCPL Marketing & Communications

June 15

- Meeting with CCPL Executive Leadership Team, Scott Morgan, CCPL Chief Operations Officer, Pamela Jankowski, CCPL Chief Public Services Officer, Monique Good, CCPL Chief Human Resources Officer, and Bertha Arrington, CCPL Executive Division Manager
- CCPL North Olmsted Branch Visit with Shayna Muckerheide, CCPL North Olmsted Branch Manager, and staff

June 16

- Participated on the **CE Advisory Group** for the **Public Library Association (PLA)** to **Review Webinar Proposals**

June 19

- Met with Pamela Jankowski, CCPL Chief Public Services Officer
- Introduced the **William N. Skirball Writers Center Stage** author **Silvia Moreno-Garcia**

June 20

- Met with Traci Haynes, CCPL Engagement, Diversity, Equity, and Inclusion Manager
- **Meeting #2 to discuss Furniture** for the new CCPL Brooklyn Branch with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Jill Christoff, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, and Kate Walker, Designer, Bialosky Cleveland,** and Scott Morgan, CCPL Chief Operations Officer, Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, Kathleen Sullivan, Branch Manager, CCPL Brooklyn Branch, and Terri Thompson, CCPL Operations Assistant, Projects

June 21

- Met with Monique Good, CCPL Chief Human Resources Officer
- CCPL Parma-Snow Branch Visit with Stacey Boycik, CCPL Parma-Snow Branch Manager, and staff

June 22

- Meeting with CCPL Leadership Team, includes CCPL Executive Leadership Team, and Enda Bracken, CCPL Branch Services Director - East, and Lane Edwards, CCPL Branch Services Director – South, Daniel Barden, CCPL TSD Director, Jim Haprian, CCPL IT Director, Jeffery Mori, CCPL Facilities Director, and Rebecca Ranallo, CCPL Literacy and Learning Director, Robert Rua, CCPL Marketing Director, Robert Dolan, CCPL Finance Director, and Izoduwa Ebose-Holt, CCPL Human Resources Director, and Terrance Echols, CCPL Director, Adult Education Services (AES)
- CCPL Brecksville Branch Visit with Melanie Rapp-Weiss, CCPL Brecksville Branch Manager, and staff

June 23-26

- Attended **American Library Association (ALA) Annual Conference, Hyatt Regency McCormick Place, Chicago, Illinois**

June 23

- Attended **Opening Session featuring Author Judy Blume**

June 24

- Attended Session: **Socioeconomic Mixing: Creating Public Libraries Where Everyone Belongs**
- Attended Session: **Going to the Root: Libraries, Adult Literacy, and the Interruption of Generational Poverty**
- **Attended Public Library Association and Cleveland Public Library (CPL) event “Welcome to Chicago” Reception for Library and Library Foundation Leadership**

June 25

- Attended Session: **News You Can Use—Future of Digital Collection in a Post-Pandemic Public Library**
- Attended Session: **Leadership by Design; A human-centered approach for library leaders**
- Attended Session: **Thinking Big: How Systemwide Planning & Design Optimize Service & Maximize Engagement**
- Attended **Conversations with Penguin Random House Library Marketing and *Booklist***
- Attended **Baker & Taylor Dinner**

June 26

- Visited Chicago Design Mart with **Ben Crabtree, Senior Associate, Bialosky Cleveland**, Pamela Jankowski, CCPL Chief Public Services Officer
- Site Visit to **Luci Creative Studio** with Pamela Jankowski, CCPL Chief Public Services Officer

June 27

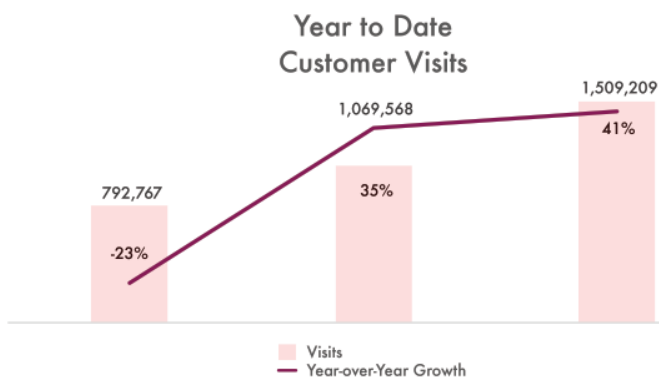
- Facilitated **CCPL Policy, Planning & External Relations Committee meeting**
- Facilitated **CCPL Board of Trustees meeting**



Chief Executive Officer

Visits | May 2023

Year to Date



Monthly

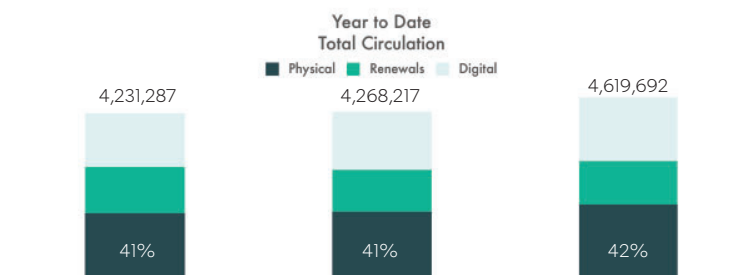


Year-over-Year Growth

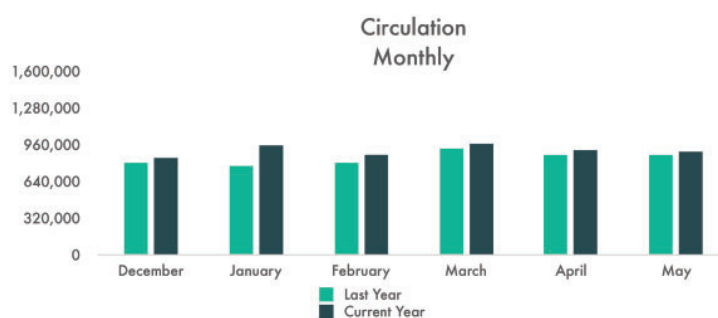


Circulation | May 2023

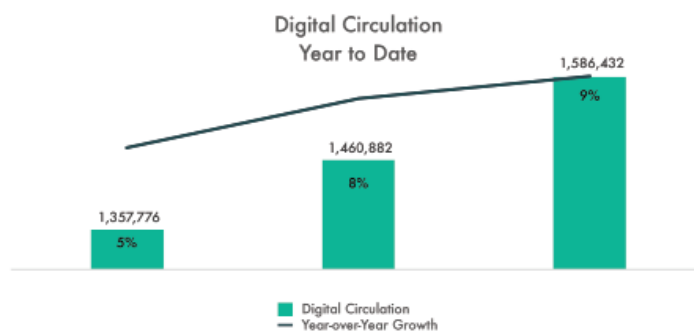
Year to Date Total Circulation



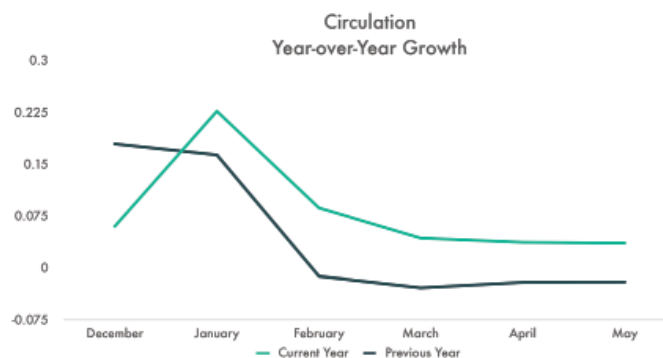
Monthly Total Circulation



Year to Date Digital Circulation

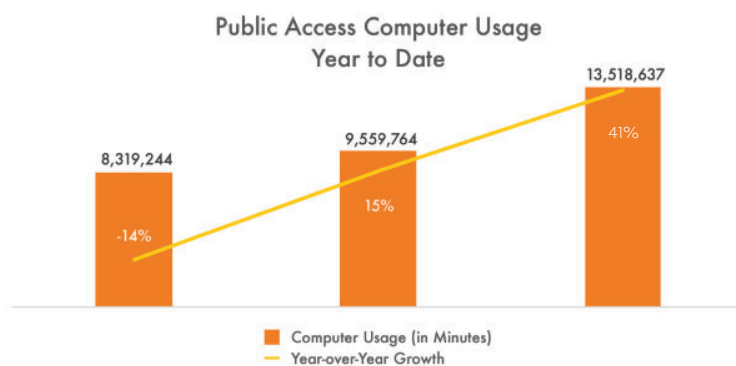


Year-over-Year Growth Total Circulation

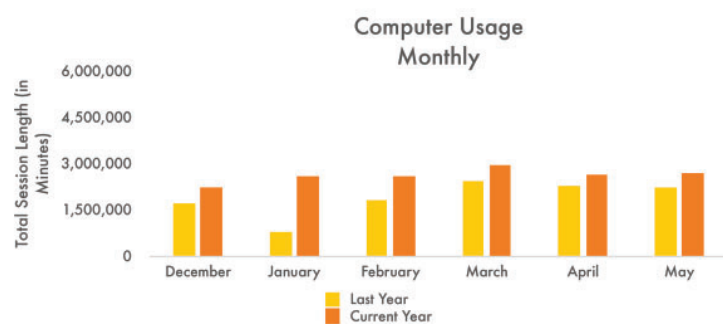


Computer Use | May 2023

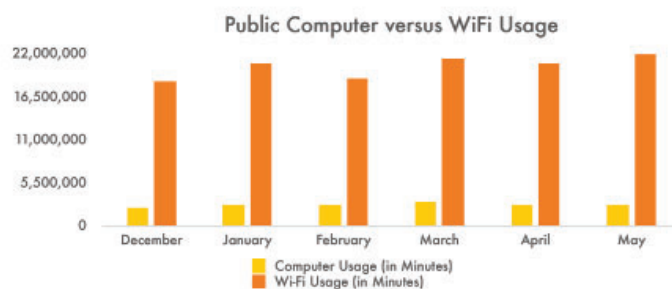
Year to Date



Monthly

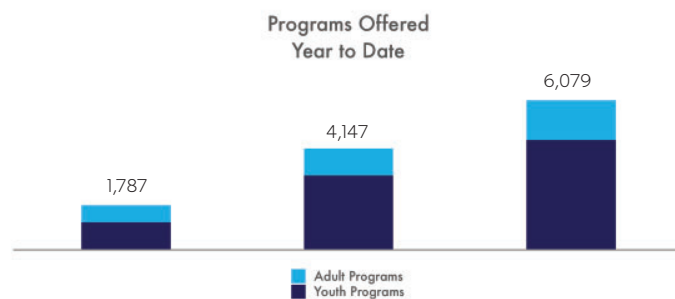


Public Computer VS. WiFi Usage

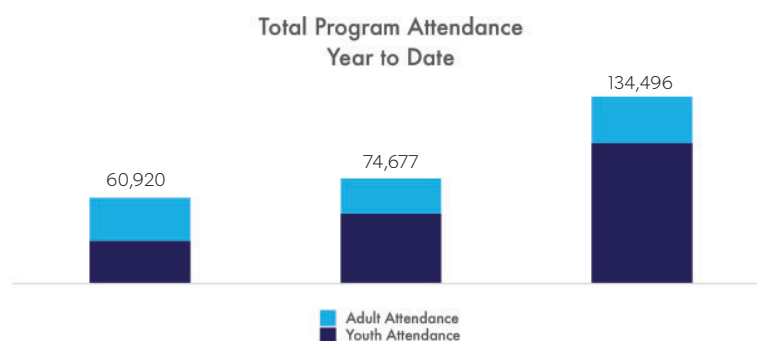


Programs | May 2023

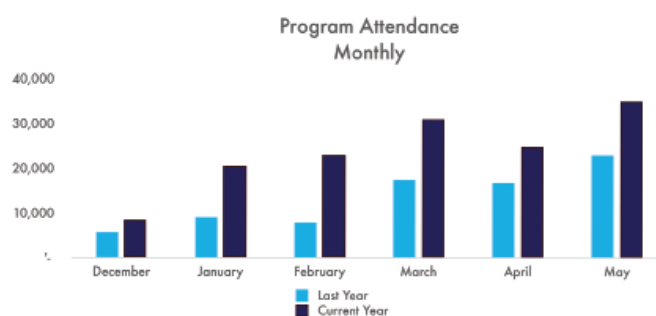
Year to Date Programs Offered



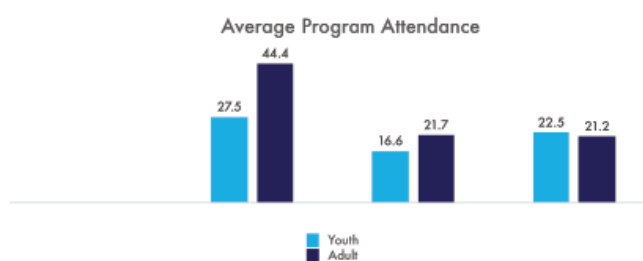
Year to Date Program Attendance



Monthly Program Attendance



Average Program Attendance



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HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-6

June 2023

APPOINTMENTS										
NAME	POSITION	GRADE	SALARY	HOURS WEEK	COST CENTER	REPLACES	SALARY	REASON	HOURS WEEK	EFFECTIVE DATE
Cengic, Lukas	NBU Page	OSP	\$12.00	15	NRV113	Emily Boersma	\$12.00	New Hire	15	6/19/2023
Cumpston, Colton	Branch Services Assistant I	207	\$20.09	24	FPR111	Amy Sinnema	\$20.09	New Hire	24	6/19/2023
Fearn, Andrew S	NBU Page	OEP	\$12.00	15	ORG113	Isaac Burak	\$12.00	New Hire	15	5/28/2023
Flowers, Delpheena	Family Advocate	OST	\$12.00	10	504113		\$12.00	New Hire	10	5/28/2023
Howell III, Michael	NBU Page	OEP	\$12.00	15	BED113	Samantha Dobbins-Cobb	\$12.00	New Hire	15	6/5/2023
Lovett, Tiffany	Family Advocate	OST	\$12.00	10	504113		\$12.00	New Hire	10	6/19/2023
McIntire, Aaron	NBU Page	OSP	\$12.00	15	NRV113	Emily Boersma	\$12.00	Rehire	15	6/19/2023
Ohlinger, Tian	Branch Services Clerk	205	\$16.16	24	GFH111	Magdalene Phillips	\$16.16	New Hire	24	6/19/2023
Popik, Frances	NBU Page	OEP	\$12.00	15	BPK113	Marlene Hotchkiss	\$12.00	New Hire	15	5/30/2023
Stephan, Julia	NBU Page	OSP	\$12.00	10	BRV113		\$12.00	New Hire	10	6/15/2023

HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-6

June 2023

SEPARATIONS						
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	EFFECTIVE DATE
Colon, George	Shipping Receiving Clerk	605111	205	\$16.97	40	6/7/2023
Fyock, Stacy	123 Read Site Coordinator	504113	OSR	\$22.24	14	6/12/2023
Henry, James	123 Read Site Coordinator	504113	OSR	\$22.24	15	6/12/2023
Jennings, Cathy	NBU Page	GFH113	OEP	\$12.00	15	5/25/2023
Palcisko, Carina	Media Services Coordinator	404111	207	\$26.33	40	6/16/2023
Zivkovic, Steven	Branch Services Clerk SUB	450114	205	\$16.16	1	5/17/2023

HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-6

June 2023

ANNIVERSARY PAY ADJUSTMENTS								
NAME	POSITION	COST CENTER	GRADE OLD	GRADE NEW	HOURS	SALARY OLD	SALARY NEW	EFFECTIVE DATE
Cek, Linda	NBU Page	BCH113	OEP	OSP	15	\$12.50	\$13.00	5/28/2023
Garnett, Michelle	NBU Page	BED113	OEP	OSP	9	\$12.50	\$13.00	6/11/2023
Grossman, Nancy	NBU Page	GAT113	OEP	OSP	5	\$12.50	\$13.00	6/11/2023
Halamek, Julia	NBU Page	BRV113	OEP	OSP	15	\$12.50	\$13.00	5/28/2023
Hallal, Laurice	NBU Page	BKL113	OEP	OSP	15	\$12.00	\$12.50	6/11/2023
Kollin, Nicholas	NBU Page	BPK113	OEP	OSP	10	\$12.50	\$13.00	6/11/2023
Lucko, Alexander	NBU Page	BEA113	OEP	OSP	15	\$12.50	\$13.00	5/28/2023
Paullin, Cassie	NBU Page	BAY113	OEP	OSP	15	\$12.00	\$12.50	5/28/2023
Pollard, Dymond	NBU Page	BKL113	OEP	OSP	15	\$12.00	\$12.50	6/11/2023
Stubbs, Erica	NBU Page	WVH113	OEP	OSP	15	\$12.50	\$13.00	6/11/2023
Wielgosz, Anne-Kathrin	NBU Page	WVH113	OEP	OSP	15	\$12.50	\$13.00	6/11/2023

RETIREMENTS							
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	HIRE DATE	LAST WORKING DAY
Benson, Bonnie	Branch Services Clerk	MDH111	205	\$22.63	40	5/3/1999	5/31/2023
Buccilli, Linda	Branch Services Clerk	MAY111	205	\$22.63	20	1/10/2000	5/31/2023
Paulett, Nancy M	Career Center Counselor	508111	209	\$33.41	40	3/2/2009	5/25/2023

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
Aloi, Katherine	Branch Services Assistant I	NOL111	NOL111	207	207	16	20	\$23.74	\$23.74		Temporary Increase in Hours - SFFE	20	6/5/2023
Axelrod, Andrea	Branch Services Assistant I	MAY111	MAY111	207	207	20	24	\$21.62	\$21.62		Temporary Increase in Hours - SFFE	24	6/5/2023
Begin, Susan	Branch Services Assistant I Branch Services Clerk SUB	PAS111 450114	PAS111 450114	207 205	207 205	36 1	40 1	\$21.52 \$21.52	\$21.52 \$21.52		Temporary Increase in Hours - SFFE	40 1	6/5/2023
Bessner, Amber	Branch Services Assistant I	GFH111	GFH111	207	207	24	28	\$23.27	\$23.27		Temporary Increase in Hours - SFFE	28	6/5/2023
Brennan, Kristin	Branch Services Assistant I	PAS111	PAS111	207	207	16	20	\$28.13	\$28.13		Temporary Increase in Hours - SFFE	20	6/5/2023
Britt-Jackson, Temah	Branch Services Assistant I	SEU111	SEU111	207	207	20	28	\$21.53	\$21.53		Temporary Increase in Hours - SFFE	28	6/5/2023
Brouillette, Elizabeth	Branch Services Assistant II	BPK111	BPK111	207	207	24	32	\$23.27	\$23.27		Temporary Increase in Hours - SFFE	32	6/5/2023
Clancy, Robin	Branch Services Assistant I	SLN111	SLN111	207	207	20	28	\$22.16	\$22.16		Temporary Increase in Hours - SFFE	28	6/5/2023
Cross, Toni	Branch Services Assistant I	BKL111	BKL111	207	207	20	28	\$22.49	\$22.49		Temporary Increase in Hours - SFFE	28	6/5/2023
Davenport, George	Youth Programming Tutor Branch Services Clerk SUB	504113	504113 450114	OST	OST 205	10	10 1	\$12.00	\$12.00 \$16.16		Add Second Rate	10 1	5/28/2023
Dornback, Christin	Branch Services Assistant I	MPL111	MPL111	207	207	28	36	\$21.09	\$21.09		Temporary Increase in Hours - SFFE	36	6/5/2023
Ford, Grace	Branch Services Assistant I	BKL111	BKL111	207	207	20	28	\$22.16	\$22.16		Temporary Increase in Hours - SFFE	28	6/5/2023
Garnett, Michelle	NBU Page	BED113	BED113	OEP	OEP	15	9	\$12.50	\$12.50		Decrease in Hours	9	4/28/2023
Giffin, Mary	Branch Services Assistant I	SLN111	SLN111	207	207	16	20	\$21.52	\$21.52		Temporary Increase in Hours - SFFE	20	6/5/2023
Gorby, Shawna	Branch Services Assistant I	NOL111	NOL111	207	207	32	36	\$23.74	\$23.74		Temporary Increase in Hours - SFFE	32	6/5/2023

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
Grosso, Bernadette	Branch Services Assistant I	PAS111	PAS111	207	207	28	32	\$26.83	\$26.82		Temporary Increase in Hours - SFEE	32	6/5/2023
Hajek, Nicolaus	Branch Services Assistant II	MAY111	MAY111	207	207	28	28	\$22.83	\$22.83		Add Third Rate	28	5/28/2023
	Branch Services Clerk SUB	450114	450114	205	205	1	1	\$22.63	\$22.63			1	
	Branch Services Librarian SUB	450114	450114	208	208	1	1	\$23.07	\$23.07			1	
Hammond, Nicholas	Branch Services Clerk	BRV111	BRV111	205	205	24	32	\$16.98	\$16.98		Increase Hours	32	3/5/2023
	Branch Services Librarian SUB	450114	450114	208	208	1	1	\$23.07	\$23.07			1	
Harget, Faye	Branch Services Assistant I	GFH111	GFH111	207	207	20	32	\$21.52	\$21.52		Temporary Increase in Hours - SFEE	32	6/5/2023
Hudson, Janeth	NBU Page	ORG113	ORG113	OEP	OEP	15	15	\$12.00	\$12.00		Add Second Rate	15	5/28/2023
	Branch Services Clerk SUB	450114	450114	205	205	1	1	\$16.16	\$16.16			1	
Johanni, Angelique	Branch Services Clerk	SLN111	SLN111	205	205	20	24	\$17.31	\$17.31		Increase Hours	24	4/17/2023
	Branch Services Assistant SUB	450114	450114	207	207	1	1	\$20.69	\$20.69			1	
Kay, Megan	Branch Services Assistant I	NOL111	NOL111	207	207	20	28	\$21.09	\$21.09		Temporary Increase in Hours - SFEE	28	6/5/2023
Khalid, Nadeem	Branch Services Assistant I	PAH111	PAH111	207	207	28	36	\$25.61	\$26.61		Temporary Increase in Hours - SFEE	36	6/5/2023
Kich, Melanie	Branch Services Clerk	BEA111	BEA111	205	205	32	28	\$22.63	\$22.63		Decrease in Hours	28	6/11/2023
	Branch Services Librarian SUB	450114	450114	208	208	1	1	\$23.07	\$23.07			1	
Koo, Young	Branch Services Librarian Supervisor	GFH111	BAY111	208	209	40	40	\$26.41	\$27.73	Barbara Isaacs	Promotion	40	5/28/2023
Lenson, Heather	Branch Services Assistant I	SLN111	SLN111	207	207	16	20	\$22.83	\$22.83		Temporary Increase in Hours - SFEE	20	6/5/2023
Lewis, Mary	Branch Services Clerk	BEA111	BEA111	205	205	16	24	\$17.31	\$17.31		Increase in Hours	24	6/11/2023
Macesich, Amanda	Branch Services Clerk	MDH111	MDH111	205	205	24	28	\$16.97	\$16.97		Increase in Hours	28	6/11/2023
Mazur, Michelle	Branch Services Clerk	BEA111	BEA111	205	205	24	28	\$17.83	\$17.83		Increase in Hours	28	6/11/2023
Raffa, Alicia	Branch Services Clerk Branch Services Assistant SUB	MAY111 450114	MAY111 450114	205 207	205 207	32	32	\$17.83 \$20.69	\$17.83 \$20.69		Temporary Hours to Permanent	32	6/11/2023

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
Regan, Kaitlyn	Branch Services Assistant I	PAH111	PAH111	207	207	20	28	\$23.27	\$23.27		Temporary Increase in Hours - SFFE	28	6/5/2023
Rias, Avis	Branch Services Assistant I	MPL111	MPL111	207	207	20	28	\$22.05	\$22.05		Temporary Increase in Hours - SFFE	28	6/5/2023
Robinson, Jessica	Branch Services Assistant II Branch Services Librarian SUB	PWR111 450114	PWR111 450114	207 208	207 208	24	32	\$23.17 \$23.17	\$23.17 \$23.17		Temporary Increase in Hours - SFFE	32 1	6/5/2023
Robinson, Tanisha	AES Program Specialist Branch Services Assistant SUB	508111	508111 450114	210	210 207	40	40 1	\$30.70	\$30.70 \$28.13		Add Second Rate	40 1	5/28/2023
Ruvolo, Lynn	Branch Services Assistant I	PWR111	PWR111	207	207	20	24	\$26.83	\$26.83		Temporary Increase in Hours - SFFE	24	6/5/2023
Smith, David	Branch Services Assistant II Branch Services Librarian SUB	SEU111 450114	SEU111 450114	207 208	207 208	20 1	32 1	\$21.73 \$23.07	\$21.73 \$23.07		Temporary Increase in Hours - SFFE	32 1	6/5/2023
Steiner, Sandra	Branch Services Clerk	MAY111	MAY111	205	205	28	28	\$22.63	\$22.63		Temporary Hours to Permanent	28	6/11/2023
Story, Justin	Branch Services Assistant I	BKL111	BKL111	207	207	28	36	\$22.16	\$22.16		Temporary Increase in Hours - SFFE	36	6/5/2023
Tecco, Vickie	Branch Services Clerk	MAY111	RCH111	205	205	40	40	\$22.63	\$22.63		Transfer	40	6/12/2023
Tengesdal, Jacie	Branch Services Assistant II	BKL111	BKL111	207	207	24	32	\$22.83	\$22.83		Temporary Increase in Hours - SFFE	32	6/5/2023
Voloshchak, Myroslava	Branch Services Assistant I - SUB	450114	450114	207	207	1	5	\$20.09	\$20.09		Temporary Increase in Hours - SFFE	5	6/5/2023
Woodruff, Lisa	Branch Services Assistant II	NOL111	PAS111	207	207	28	16	\$28.71	\$28.71	Kathleen Eiben	Transfer	16	6/11/2023

HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-6

June 2023

CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (\$)	AMOUNT	MILEAGE	MEETING
Dolan, Robert	08/02/2023 - 08/03/2023	\$676.00	\$ 106.11	Advanced Governmental Accounting Seminar / Ohio Government Finance Officers Association / Put-In-Bay, OH
Good, Monique	06/10/2023 - 06/13/2023	\$3,000.00	\$ -	SHRM Annual Conference / Society for Human Resource Management / Las Vegas, NV
Jankowski, Pamela	07/17/2023, 07/24/2023, 07/31/2023, 08/07/2023	\$188.10	\$ -	AI Empowerment for Library Staff / ALA / Virtual
Merlene, Katherine	06/22/2023 - 06/27/2023	\$385.00	\$ -	ALA Digital Experience / ALA / Virtual
Lachowski, Kris	06/13/2023 - 06/16/2023	\$450.00	\$ -	FabPlay Conference / Hawekn School / Gates Mills, OH
Skvasik, Matthew	06/13/2023 - 06/16/2023	\$0.00	\$ 47.16	FabPlay Conference / Hawekn School / Gates Mills, OH
Spencer, Bryanta	5/19/2023	\$0.00	\$ 8.25	Youth Mental Health First Aid / Cuyahoga County Youth Work Institute / Cleveland, OH
Spencer, Bryanta	6/2/2023	\$0.00	\$ 11.79	Caresource Forum / Caresource / Cleveland, OH
Tagliarini, Noelle	04/25/2023 - 04/27/2023, 07/23/2023 - 07/25/2023, 10/24/2023 - 10/26/2023	\$0.00	\$ 479.46	iLead Ohio / State Library of Ohio / Newark, OH
		\$4,699.10		

Financial Statement Analysis

May 2023

Revenues

We did not receive any distributions for either of our property tax levies (2.5 and 1.0 Mills) from the County. We have already received advances and the first half settlement. We should begin to receive advances against our second half in June. We did receive our reimbursement from the State for Homestead and Roll-back for the 2.5 mill levy.

Our monthly distribution for the PLF was received in the amount of \$2,509,506.16. We will continue to track those amounts monthly, as we did last year. Based on a comparison to last year, this distribution was less than the amount received in May 2022.

Patron Fines and Fees collected in May were up from last year. Once again, we saw an increase in passport fees for the month based on what we saw last year.

We continue to see an increase in the amount of interest we are receiving on our investments. We will continue to monitor this account and may need to increase the revenue budget towards the end of the year to account for this increase.

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

Expenses

The Salaries and Benefits accounts for five months into our fiscal year are within budget.

The Library Materials accounts reflect an overall expense and encumbrance of 52.3%. This is typical as the beginning of the year is a larger buying time for materials.

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

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

Investments

There were four purchases of Commercial Paper purchased for the month as follows:

JP Morgan Securities LLC \$1,000,000 at a yield of 5.27%

Td Securities \$860,000 at a yield of 5.31%

JP Morgan Securities LLC \$400,000 at a yield of 5.41%

JP Morgan Securities LLC \$290,000 at a yield of 5.44%

Transfers and Advances

There were two transfers for the month:

\$1,666.05 from the General Fund into ASPIRE for a match for the SNAP program.

\$1,648.16 from the General Fund into ASPIRE for additional match for the SNAP program.

CUYAHOGA COUNTY PUBLIC LIBRARY									General Fund	
REVENUE									41.6% of Year	
Fiscal 2023 -May										
Acct. No.	General Fund Line Item Description	2023 Revenue	2022 Final Revenue	2023 MTD Received	2022 MTD Received	2023 YTD Received	2022 YTD Received	2023 % Received	2023 Balance	Notes
1200	General Property Taxes	\$58,128,450.00	\$58,211,919.16	\$0.00	\$70.95	\$32,306,808.02	\$31,655,406.58	55.6%	(\$25,821,641.98)	
	Gen Prop Taxes-Rel Estate 2.5 Mills	\$39,428,450.00	\$39,468,008.53	\$0.00	\$70.95	\$21,965,872.63	\$21,511,468.10	55.7%	(\$17,462,577.37)	
	Gen Prop Taxes-Rel Estate 1.0 Mills	\$18,700,000.00	\$18,743,910.63	\$0.00	\$0.00	\$10,340,935.39	\$10,143,938.48	55.3%	(\$8,359,064.61)	
1250	Intergovernmental	\$30,654,620.75	\$31,116,767.95	\$4,867,449.77	\$3,021,827.64	\$13,122,359.86	\$13,303,546.39	42.8%	(\$17,532,260.89)	
	Public Library Fund	\$25,883,070.75	\$26,345,222.57	\$2,509,506.16	\$3,021,827.64	\$10,762,698.69	\$10,932,152.22	41.6%	(\$15,120,372.06)	
	Property Taxes	\$4,771,550.00	\$4,771,545.38	\$2,357,943.61	\$0.00	\$2,359,661.17	\$2,371,394.17	49.5%	(\$2,411,888.83)	
2200	Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
2300	Local Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
3100	Patron Fines & Fees	\$800,000.00	\$903,319.09	\$91,456.70	\$77,604.22	\$621,601.45	\$387,867.68	77.7%	(\$178,398.55)	
	Fines and Fees Income	\$50,000.00	\$50,060.47	\$3,438.54	\$5,810.47	\$14,079.87	\$28,193.93	28.2%	(\$35,920.13)	
	Passport Fee	\$559,400.00	\$627,570.00	\$59,780.00	\$53,375.00	\$439,495.00	\$266,245.00	78.6%	(\$119,905.00)	
	Passport Photo Fee	\$180,000.00	\$216,220.00	\$23,060.00	\$17,350.00	\$152,450.00	\$89,310.00	84.7%	(\$27,550.00)	
	Electric Vehicle Charging	\$600.00	\$562.37	\$71.41	\$0.00	\$219.33	\$0.00	0.0%	(\$380.67)	
	Meeting Room Rental Fees	\$10,000.00	\$8,906.25	\$5,106.75	\$1,068.75	\$15,357.25	\$4,118.75	153.6%	\$5,357.25	
4000	Interest	\$300,000.00	\$332,469.88	\$57,737.51	\$10,440.25	\$214,726.72	\$22,053.92	71.6%	(\$85,273.28)	
5500	Services Provided Other Entities	\$5,000.00	\$6,006.00	\$185.20	\$127.00	\$4,003.35	\$5,099.00	80.1%	(\$996.65)	
6100	Restricted Gifts	\$0.00	\$149,414.22	\$0.00	\$0.00	\$0.00	\$6,654.22	0.0%	\$0.00	
6500	Unrestricted Gifts	\$100,000.00	\$1,158.04	\$1,136.08	\$102.27	\$10,469.33	\$226.49	10.5%	(\$89,530.67)	
8100	Sale of Property	\$25,000.00	\$21,432.77	\$3,502.00	\$0.00	\$7,543.23	\$120.00	30.2%	(\$17,456.77)	
8200	Sale of Resale Supplies	\$87,220.00	\$83,754.94	\$9,470.97	\$7,114.85	\$44,311.35	\$30,605.56	50.8%	(\$42,908.65)	
8300	Rental of Real Property	\$23,110.00	\$21,180.50	\$1,925.50	\$1,925.50	\$7,702.00	\$7,702.00	0.0%	(\$15,408.00)	
8700	Refunds and Reimbursements	\$152,670.00	\$233,593.94	\$18,509.64	(\$6,214.95)	\$51,727.79	\$13,898.36	33.9%	(\$100,942.21)	
8900	Miscellaneous	\$12,000.00	\$18,620.39	\$2,721.32	\$155.52	\$5,183.24	\$2,536.33	43.2%	(\$6,816.76)	
9800	Advances In	\$45,540.85	\$146,396.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$45,540.85)	
9900	Transfers In	\$0.00	\$68,881.01	\$0.00	\$0.00	\$0.00	\$653.47	0.0%	\$0.00	
	Carryover	\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	100.0%	\$0.00	
TOTAL -- General Fund		\$90,833,611.60	\$91,814,913.89	\$5,054,094.69	\$3,113,153.25	\$46,896,436.34	\$45,936,370.00	51.6%	(\$43,937,175.26)	
TOTAL -- Capital Fund - 402		\$750,000.00	\$19,514,789.94	\$349,930.26	\$13,370.59	\$779,108.70	\$596,048.27	103.9%	\$29,108.70	
TOTAL -- Note Retirement Fund - 301		\$4,497,008.77	\$4,481,224.54	\$18,870.69	\$4,449,855.85	\$4,499,845.81	\$4,449,855.85	100.1%	\$2,837.04	
TOTAL -- Trust Fund (Regular) - 701		\$25,000.00	\$102,194.12	\$29,135.41	\$10,541.32	\$36,409.42	\$45,312.78	145.6%	\$11,409.42	
TOTAL -- Trust Fund (Special) - 702		\$65,000.00	\$69,759.16	\$6,232.70	\$47,163.61	\$30,846.34	\$48,308.99	47.5%	(\$34,153.66)	
TOTAL -- Endowment Fund - 801		\$250.00	\$326.63	\$78.49	\$12.81	\$356.85	\$27.87	142.7%	\$106.85	
TOTAL -- Agency Fund (FSA) - 901		\$80,000.00	\$86,002.50	\$8,693.54	\$7,122.84	\$43,484.33	\$36,018.36	54.4%	(\$36,515.67)	
TOTAL -- Libraries Accelerated Learning - 222		\$428,157.56	\$0.00	\$24,161.95	\$0.00	\$55,846.43	\$0.00	13.0%	(\$372,311.13)	
TOTAL -- Project Build - 223		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- My Com Neighborhood - 242		\$0.00	\$32,499.67	\$0.00	\$0.00	\$0.00	\$32,499.67	0.0%	\$0.00	
TOTAL -- Memory Lab Grant - 243		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- WVH Garden Grant - 244		\$2,000.00	\$2,000.00	\$2,000.00	\$500.00	\$2,000.00	\$2,000.00	0.0%	\$0.00	
TOTAL -- Adult Education Services - 247		\$922,356.62	\$1,670,824.11	\$91,091.34	\$210,478.28	\$650,453.86	\$601,127.58	70.5%	(\$271,902.76)	
TOTAL -- Family Engagement - 249		\$272,152.00	\$147,299.05	\$0.00	\$0.00	\$58,081.34	\$32,000.00	21.3%	(\$214,070.66)	
TOTAL -- IPAD Lab - 253		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Food & Culinary Literacy Program		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Hotspot Lending Program		\$120,000.00	\$255,170.28	\$0.00	\$0.00	\$0.00	\$125,000.00	0.0%	(\$120,000.00)	
TOTAL --Digital Literacy- 265		\$440,404.00	\$91,000.00	\$0.00	\$0.00	\$33,250.00	\$33,250.00	0.0%	(\$407,154.00)	
TOTAL --OH EPA Charging Station- 266		\$0.00	\$26,806.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL --SLN Innovaton Center- 267		\$850,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$0.00	0.0%	(\$600,000.00)	
TOTAL -- Student Success - 270		\$570,617.25	\$211,726.90	\$20,000.00	\$5,000.00	\$75,000.00	\$65,000.00	13.1%	(\$495,617.25)	
TOTAL -- Summer Camps - 280		\$0.00	\$98,946.00	\$0.00	\$24,500.00	\$0.00	\$34,500.00	0.0%	\$0.00	
TOTAL -- Special School Program. - 293		\$39,297.25	\$118,567.15	\$0.00	\$20,000.00	\$15,839.84	\$32,962.63	40.3%	(\$23,457.41)	
GRAND TOTAL -- All Funds		\$99,895,855.05	\$118,724,049.94	\$5,604,289.07	\$7,901,698.55	\$53,426,959.26	\$52,070,282.00	53.5%	(\$46,468,895.79)	

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2023 May												
41.6% of Year												
Acct. No.	General Fund Line Item Description	2023 Appropriation	2022 C/O Encumbrance	2022 Final Expended	2023 MTD Expended	2022 MTD Expended	2023 YTD Expended	2022 YTD Expended	2023 Enc + PY Enc	2023 Exp+Enc	2023% Exp+Enc	2023 Balance
1000s	SALARIES & BENEFITS	46.6%										
1110	Salaries	\$30,800,000.00	\$0.00	\$29,339,850.22	\$2,423,580.64	\$2,240,479.50	\$13,152,190.77	\$12,262,138.08	\$0.00	\$13,152,190.77	42.7%	\$17,647,809.23
1400	Retirement Benefits-Employer	\$4,311,302.00	\$0.00	\$4,101,309.03	\$339,038.73	\$319,799.86	\$1,846,513.84	\$1,730,825.72	\$0.00	\$1,846,513.84	42.8%	\$2,464,788.16
1600	Insurance Benefits-Employer	\$7,116,260.00	\$0.00	\$6,597,211.16	\$489,915.11	\$497,875.23	\$2,944,153.98	\$3,002,136.33	\$0.00	\$2,944,153.98	41.4%	\$4,172,106.02
1900	Other Employee Benefits	\$72,438.00	\$0.00	\$23,378.67	\$1,449.50	\$446.83	\$23,805.19	\$4,493.58	\$0.00	\$23,805.19	32.9%	\$48,632.81
	SUBTOTAL -- SALARIES & BENEFITS	\$42,300,000.00	\$0.00	\$40,061,749.08	\$3,253,983.98	\$3,058,601.42	\$17,966,663.78	\$16,999,593.71	\$0.00	\$17,966,663.78	42.5%	\$24,333,336.22
2000s	SUPPLIES	1.7%										
2100	General Administrative Supplies	\$918,950.00	\$69,065.15	\$769,369.23	\$188,153.92	\$25,980.19	\$399,605.47	\$251,461.57	\$233,121.78	\$632,727.25	64.0%	\$355,287.90
2200	Property Maintenance & Repair Supplies	\$430,805.00	\$1,958.38	\$327,216.72	\$19,319.95	\$19,284.59	\$152,858.30	\$151,072.50	\$279,508.91	\$432,367.21	99.9%	\$396.17
2300	Motor Equipment Fuel & Supplies	\$103,180.00	\$700.00	\$88,557.77	\$6,975.79	\$7,763.94	\$39,698.97	\$37,467.81	\$63,901.03	\$103,600.00	99.7%	\$280.00
2500	Supplies for Resale	\$60,065.00	\$0.00	\$60,065.00	\$19,875.00	\$10,990.00	\$19,875.00	\$19,690.00	\$30,125.00	\$50,000.00	83.2%	\$10,065.00
	SUBTOTAL -- SUPPLIES	\$1,513,000.00	\$71,723.53	\$1,245,208.72	\$234,324.66	\$64,018.72	\$612,037.74	\$459,691.88	\$606,656.72	\$1,218,694.46	76.9%	\$366,029.07
3000s	PURCHASED & CONTRACTED SERVICES	16.8%										
3100	Travel & Meeting Expenses	\$180,185.00	\$0.00	\$122,327.10	\$9,411.58	\$4,508.05	\$27,497.48	\$28,201.47	\$0.00	\$27,497.48	15.3%	\$152,687.52
3200	Communications-Printing & Publications	\$1,313,315.00	\$0.00	\$1,398,864.02	\$164,339.22	\$147,644.45	\$612,215.82	\$528,035.86	\$466,263.85	\$1,078,479.67	82.1%	\$234,835.33
3300	Property Maintenance & Repair Service	\$5,368,587.00	\$428,508.76	\$5,785,426.62	\$428,269.35	\$137,394.38	\$2,286,983.38	\$1,661,344.20	\$2,734,722.80	\$5,021,706.18	86.6%	\$775,389.58
3400	Insurance	\$377,300.00	\$0.00	\$362,738.44	\$0.00	\$2,689.00	\$64,590.00	\$59,071.00	\$312,710.00	\$377,300.00	100.0%	\$0.00
3500	Rents and Leases	\$1,164,785.00	\$24,500.00	\$612,860.85	\$61,776.11	\$10,714.10	\$469,869.37	\$274,139.51	\$719,411.55	\$1,189,280.92	100.0%	\$4.08
3600	Utilities	\$1,697,025.00	\$0.00	\$1,425,946.05	\$106,324.92	\$128,272.04	\$630,403.29	\$615,531.37	\$0.00	\$630,403.29	37.1%	\$1,066,621.71
3700	Professional Services	\$2,469,042.00	\$495,427.17	\$3,067,294.75	\$438,859.40	\$121,936.43	\$1,419,133.19	\$1,086,538.34	\$1,514,147.03	\$2,933,280.22	98.9%	\$31,188.95
3900	Other Contracted Services	\$2,704,761.00	\$274,025.00	\$2,058,335.57	\$194,121.57	\$82,439.77	\$1,591,087.26	\$1,176,449.17	\$1,387,247.85	\$2,978,335.11	100.0%	\$450.89
	SUBTOTAL -- CONTRACTED SERVICES	\$15,275,000.00	\$1,222,460.93	\$14,833,793.40	\$1,403,102.15	\$635,598.22	\$7,101,779.79	\$5,429,310.92	\$7,134,503.08	\$14,236,282.87	86.3%	\$2,261,178.06
4000s	LIBRARY MATERIALS & INFORMATION	11.0%										
4100	Books & Pamphlets	\$6,774,000.00	\$346,645.84	\$7,552,274.61	\$619,746.46	\$439,179.15	\$3,442,528.54	\$3,291,663.03	\$839,244.83	\$4,281,773.37	60.1%	\$2,838,872.47
4200	Periodicals	\$160,000.00	\$0.00	\$175,194.91	\$594.13	\$959.57	\$14,542.00	\$3,374.90	\$0.00	\$14,542.00	9.1%	\$145,458.00
4300	Audiovisual Material	\$1,729,000.00	\$150,781.82	\$1,038,259.67	\$93,678.62	\$79,709.97	\$490,563.92	\$449,105.44	\$206,061.78	\$696,625.70	37.1%	\$1,183,156.12
4500	Computer Services & Information	\$1,300,000.00	\$0.00	\$1,226,758.65	\$104,171.97	\$99,430.77	\$471,630.11	\$584,718.42	\$685.00	\$472,315.11	36.3%	\$827,684.89
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	\$37,000.00	\$7,010.00	\$55,585.45	\$5,607.82	\$2,564.51	\$23,203.87	\$14,701.68	\$3,674.71	\$26,878.58	61.1%	\$17,131.42
	SUBTOTAL -- LIBRARY MATERIALS	\$10,000,000.00	\$504,437.66	\$10,048,073.29	\$823,799.00	\$621,843.97	\$4,442,468.44	\$4,343,563.47	\$1,049,666.32	\$5,492,134.76	52.3%	\$5,012,302.90
5000s	CAPITAL OUTLAY	7.3%										
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	\$1,552,280.00	\$49,627.00	\$218,285.88	\$0.00	\$0.00	\$33,679.00	\$5,500.00	\$1,565,857.00	\$1,599,536.00	99.9%	\$2,371.00
5500	Furniture & Equipment	\$4,807,780.00	\$1,219,564.42	\$1,279,607.57	\$192,885.93	\$7,764.40	\$520,483.34	\$466,275.23	\$2,791,358.96	\$3,311,842.30	54.9%	\$2,715,502.12
5700	Motor Vehicles	\$251,940.00	\$38,085.00	\$63,706.05	\$0.00	\$0.00	\$125,002.20	\$45,002.00	\$126,395.00	\$251,397.20	0.0%	\$38,627.80
	SUBTOTAL -- CAPITAL OUTLAY	\$6,612,000.00	\$1,307,276.42	\$1,561,599.50	\$192,885.93	\$7,764.40	\$679,164.54	\$516,777.23	\$4,483,610.96	\$5,162,775.50	65.2%	\$2,756,500.92
7000s	OTHER OBJECTS	0.1%										
7100	Dues and Memberships	\$61,450.00	\$0.00	\$67,547.92	\$386.00	\$4,885.00	\$44,045.03	\$48,115.92	\$5,400.00	\$49,445.03	80.5%	\$12,004.97
7200	Taxes and Assessments	\$31,945.00	\$0.00	\$29,889.54	\$2,220.30	\$1,751.26	\$18,307.50	\$12,792.50	\$0.00	\$18,307.50	57.3%	\$13,637.50
7500	Refunds and Reimbursements	\$3,310.00	\$0.00	\$3,347.95	\$30.58	\$47.94	\$2,276.46	\$1,755.41	\$0.00	\$2,276.46	68.8%	\$1,033.54
7900	Other Miscellaneous Expenses	\$3,295.00	\$2,000.00	\$3,047.71	\$200.00	\$629.00	\$3,047.49	\$1,048.21	\$2,000.00	\$5,047.49	95.3%	\$247.51
	SUBTOTAL -- OTHER OBJECTS	\$100,000.00	\$2,000.00	\$103,393.12	\$2,836.88	\$7,313.20	\$67,676.48	\$63,712.04	\$7,400.00	\$75,076.48	73.6%	\$26,923.52
8000s	CONTINGENCY	0.1%										
8999	Contingency	\$133,611.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$133,611.60
	SUBTOTAL -- CONTINGENCY	\$133,611.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$133,611.60
9000s	TRANSFERS OUT	16.4%										
9899	Advances to Other Funds	\$0.00	\$0.00	\$45,540.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
9999	Transfers to Other Funds	\$14,900,000.00	\$0.00	\$23,457,520.92	\$3,314.21	\$4,449,855.85	\$4,524,530.33	\$4,546,775.29	\$0.00	\$4,524,530.33	30.4%	\$10,375,469.67
	SUBTOTAL -- TRANSFERS OUT	\$14,900,000.00	\$0.00	\$23,503,061.77	\$3,314.21	\$4,449,855.85	\$4,524,530.33	\$4,546,775.29	\$0.00	\$4,524,530.33	30.4%	\$10,375,469.67
	GRAND TOTAL -- General Fund	\$90,833,611.60	\$3,107,898.54	\$91,356,878.88	\$5,914,246.81	\$8,844,995.78	\$35,394,321.10	\$32,359,424.54	\$13,281,837.08	\$48,676,158.18	51.8%	\$45,265,351.96

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2023 May												
41.6% of Year												
FUND	Line Item Description	2023 Appropriation	2022 C/O Encumbrance	2022 Final Expended	2023 MTD Expended	2022 MTD Expended	2023 YTD Expended	2022 YTD Expended	2023 ENC + PY Enc	2023 Exp+Enc	2023 % Exp+Enc	2023 Balance
222	TOTAL -- Libraries Accelerated Learning	\$428,157.56	\$0.00	\$0.00	\$29,528.54	\$0.00	\$85,374.97	\$0.00	\$49,471.60	\$134,846.57	31.5%	\$293,310.99
223	TOTAL -- Project Build	\$25,622.89	\$0.00	\$14,990.20	\$103.40	\$0.00	\$139.38	\$14,965.50	\$0.00	\$139.38	0.5%	\$25,483.51
242	TOTAL -- MyCom Neighborhood	\$1,154.61	\$0.00	\$80,351.51	\$0.00	\$0.00	\$1,154.61	\$80,351.51	\$0.00	\$1,154.61	0.0%	\$0.00
244	TOTAL -- WVH Garden Grant	\$3,075.86	\$0.00	\$1,970.81	\$0.00	\$199.71	\$0.00	\$199.71	\$0.00	\$0.00	0.0%	\$3,075.86
247	TOTAL -- Adult Education Services	\$1,186,254.75	\$0.00	\$1,599,840.58	\$118,097.88	\$110,995.82	\$686,964.82	\$605,264.41	\$37,620.97	\$724,585.79	61.1%	\$461,668.96
249	TOTAL -- Family Engagement	\$309,066.50	\$0.00	\$165,384.55	\$16,396.07	\$12,928.30	\$81,680.48	\$38,176.61	\$63,679.10	\$145,359.58	0.0%	\$163,706.92
253	TOTAL -- IPAD Lab	\$0.00	\$0.00	\$33.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
256	TOTAL -- Food & Culinary Literacy Programs	\$32,001.35	\$0.00	\$1,064.08	\$950.04	\$0.00	\$2,936.94	\$0.00	\$0.00	\$2,936.94	9.2%	\$29,064.41
257	TOTAL -- Hotspot Lending Program	\$130,170.28	\$0.00	\$245,000.00	\$8,680.00	\$0.00	\$47,825.33	\$28,619.60	\$42,174.67	\$90,000.00	69.1%	\$40,170.28
265	TOTAL --Digital Literacy	\$542,212.65	\$0.00	\$222,668.71	\$8,067.31	\$18,721.00	\$42,296.68	\$135,915.36	\$152.62	\$42,449.30	7.8%	\$499,763.35
266	TOTAL --OH EPA Charging Station Grant	\$0.00	\$0.00	\$26,806.00	\$0.00	\$0.00	\$0.00	\$15,930.00	\$0.00	\$0.00	0.0%	\$0.00
267	TOTAL -- SLN Innovation Center	\$850,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325,250.00	\$325,250.00		\$524,750.00
270	TOTAL -- Student Success	\$571,117.25	\$0.00	\$215,204.29	\$31,231.06	\$22,453.41	\$157,610.74	\$109,475.44	\$0.00	\$157,610.74	27.6%	\$413,506.51
280	TOTAL -- Summer Camps	\$61,067.82	\$0.00	\$37,878.18	\$5,787.35	\$19,556.80	\$7,715.13	\$23,186.80	\$34,760.43	\$42,475.56	0.0%	\$18,592.26
293	TOTAL -- Special School Programming	\$39,297.25	\$0.00	\$182,764.37	\$925.00	\$14,117.22	\$8,460.00	\$60,698.47	\$1,643.42	\$10,103.42	25.7%	\$29,193.83
301	TOTAL -- Note Retirement Fund	\$4,527,878.00	\$0.00	\$4,498,249.46	\$456,189.33	\$511,374.73	\$456,189.33	\$511,374.73	\$0.00	\$456,189.33	10.1%	\$4,071,688.67
402	TOTAL -- Capital Fund	\$10,000,000.00	\$1,568,874.76	\$4,789,536.46	\$355,539.41	\$161,394.45	\$1,056,753.84	\$2,236,509.89	\$795,241.13	\$1,851,994.97	16.0%	\$9,716,879.79
701	TOTAL -- Trust Fund (Regular)	\$140,000.00	\$2,352.98	\$324,591.31	\$7,771.13	\$10,371.97	\$27,916.91	\$250,340.19	\$29,244.34	\$57,161.25	40.2%	\$85,191.73
702	TOTAL -- Trust Fund (Special)	\$850,000.00	\$0.00	\$158,969.10	\$0.00	\$37.81	\$0.00	\$138,982.76	\$0.00	\$0.00	0.0%	\$850,000.00
801	TOTAL -- Endowment Fund	\$2,500.00	\$322.19	\$2,094.09	\$102.04	\$106.08	\$1,436.99	\$1,006.62	\$932.09	\$2,369.08	83.9%	\$453.11
901	TOTAL -- Agency Fund (FSA)	\$100,000.00	\$0.00	\$117,085.27	\$8,751.37	\$8,349.44	\$53,036.27	\$35,937.47	\$0.00	\$53,036.27	53.0%	\$46,963.73
	GRAND TOTAL -- All Funds	\$19,799,576.77	\$1,571,549.93	\$12,684,482.70	\$1,048,119.93	\$890,606.74	\$2,717,492.42	\$4,286,935.07	\$1,380,170.37	\$4,097,662.79	19.2%	\$17,273,463.91

CUYAHOGA COUNTY PUBLIC LIBRARY							
Capital Fund Balances							
Fiscal 2023 -May							
FUND	CC	Project Budget	2023 Expenditures	Expenditures To Date (1)	Encumbered & Unpaid (2)	Project Balance (3)	STATUS
Capital Fund - 402							
Brecksville	013	\$800,000.00	\$26,176.58	\$32,886.58	\$9,943.42	\$757,170.00	
Brooklyn	019	\$17,662,550.00	\$509,869.31	\$811,527.08	\$486,287.42	\$16,364,735.50	
North Olmsted	046	\$382,000.00	\$187,013.62	\$226,954.68	\$116,418.38	\$38,626.94	
Parma Heights	061	\$11,500,000.00	\$3,942.75	\$3,942.75	\$38,724.25	\$11,457,333.00	
Solon	073	\$4,793,000.00	\$320.00	\$320.00	\$6,347.00	\$4,786,333.00	
Total Capital Fund - 402		\$35,137,550.00	\$727,322.26	\$1,075,631.09	\$657,720.47	\$33,404,198.44	

CUYAHOGA COUNTY PUBLIC LIBRARY All Funds Cash Balance Fiscal 2023 --May				
Fund	Beginning Cash Balance	Receipts To Date	Expenditures To Date	Cash Balance
General Fund	\$3,607,898.54	\$46,396,436.34	\$35,394,321.10	\$14,610,013.78
Debt Service	\$30,869.23	\$4,499,845.81	\$456,189.33	\$4,074,525.71
Capital Fund - 402	\$48,515,463.59	\$779,108.70	\$1,056,753.84	\$48,237,818.45
Trust Fund - Regular	\$271,514.37	\$36,409.42	\$27,916.91	\$280,006.88
Trust Fund - Special	\$1,389,245.20	\$30,846.34	\$0.00	\$1,420,091.54
Endowment Fund	\$17,503.65	\$356.85	\$1,436.99	\$16,423.51
Agency Fund	\$21,199.57	\$43,484.33	\$53,036.27	\$11,647.63
Libraries Accelerated Learning	\$0.00	\$55,846.43	\$85,374.97	(\$29,528.54)
Project Build	\$25,622.89	\$0.00	\$139.38	\$25,483.51
Keybank FNDTH College Prep/Entrepreneurship	\$0.00	\$0.00	\$0.00	\$0.00
MyCom Neighborhood	\$1,154.61	\$0.00	\$1,154.61	(\$0.00)
Memory Lab Grant	\$0.00	\$0.00	\$0.00	\$0.00
WVH Garden Grant	\$1,075.86	\$2,000.00	\$0.00	\$3,075.86
Adult Education Services (AES)	\$263,898.13	\$650,453.86	\$686,964.82	\$227,387.17
Family Engagement	\$36,914.50	\$58,081.34	\$81,680.48	\$13,315.36
IPAD Lab	(\$0.00)	\$0.00	\$0.00	(\$0.00)
Food & Culinary Literacy Programs	\$32,001.35	\$0.00	\$2,936.94	\$29,064.41
Hotspot Lending Program	\$10,170.28	\$0.00	\$47,825.33	(\$37,655.05)
Digital Literacy	\$101,808.65	\$33,250.00	\$42,296.68	\$92,761.97
SLN Innovation Center	\$0.00	\$250,000.00	\$0.00	\$250,000.00
Student Success	\$500.00	\$75,000.00	\$157,610.74	(\$82,110.74)
Summer Camps	\$61,067.82	\$0.00	\$7,715.13	\$53,352.69
Kindergarten and Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00
Special School Programming	\$0.00	\$15,839.84	\$8,460.00	\$7,379.84
SUBTOTAL	\$54,387,908.24	\$52,926,959.26	\$38,111,813.52	\$69,203,053.98

CUYAHOGA COUNTY PUBLIC LIBRARY						
Investments Approval						
Fiscal 2023 - May						
Description	Institution of Deposit	Par Value/Qty.	Purchase Yield	Purchase Date	Maturity Date	% of Assets
Money Market Funds						
Sweep Account	Key Bank	\$3,664,060.81	0.40%	n/a	n/a	5.22%
Money Market Fund	Northwest Bank	\$0.00	0.00%	n/a	n/a	0.00%
Money Market Fund	US Bank	\$50,404.31	4.71%	n/a	n/a	0.07%
Money Market Fund	Fifth Third	\$17,198.44	4.91%	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	\$32,789,159.90	5.20%	n/a	n/a	46.73%
US Treasury Notes						
US Treasury	Wells Fargo Securities, LLC	\$570,000.00	0.42%	June 30, 2021	April 15, 2024	0.81%
US Treasury	Morgan Stanley & Co LLC	\$550,000.00	3.45%	August 31, 2022	August 31, 2024	0.78%
US Treasury Bills						
Municipal Bonds						
City of Columbus, OH	BofA Securities, Inc.	\$500,000.00	2.96%	May 17, 2022	April 1, 2025	0.71%
Commercial Paper						
Toronto Dominion Bank	BofA Securities, Inc.	\$500,000.00	4.88%	October 11, 2022	July 7, 2023	0.71%
Royal Bk Cda Ny	Rbc Capital Markets LLC	\$1,070,000.00	4.82%	October 13, 2022	June 15, 2023	1.53%
Bank Amer Secs Inc Disc	BofA Securities, Inc.	\$1,000,000.00	5.07%	October 17, 2022	June 23, 2023	1.43%
Mufg Bank Ltd NY BRA	Usbna/Cp	\$500,000.00	5.24%	October 19, 2022	July 14, 2023	0.71%
Toronto Dominion Bank	Td Securities (USA)	\$510,000.00	5.31%	October 31, 2022	June 29, 2023	0.73%
Natixis NY	Dbtc Americas	\$500,000.00	5.38%	November 3, 2022	July 5, 2023	0.71%
Bank Amer Secs Inc Disc	BofA Securities, Inc.	\$250,000.00	5.46%	November 7, 2022	August 2, 2023	0.36%
Natixis NY	Dbtc Americas	\$250,000.00	5.38%	November 14, 2022	August 7, 2023	0.36%
Citigroup Global Mkts	Citigroup Global Markets, Inc	\$270,000.00	5.51%	November 28, 2022	August 22, 2023	0.38%
Citigroup Global Mkts	Citigroup Global Markets, Inc	\$500,000.00	5.51%	December 5, 2022	August 30, 2023	0.71%
National Bk Cda Disc	BofA Securities, Inc.	\$500,000.00	5.22%	December 5, 2022	June 7, 2023	0.71%
BofA Securities Inc	BofA Securities, Inc.	\$400,000.00	5.15%	January 12, 2023	August 15, 2023	0.57%
Lymh Moet Hennessy	Mizuho Securities USA Fxd Inc	\$715,000.00	5.02%	January 12, 2023	July 11, 2023	1.02%
National Bk Cda Disc	JP Morgan Securities LLC	\$1,800,000.00	4.99%	January 20, 2023	July 19, 2023	2.57%
Natixis NY	Wells Fargo Securities, LLC	\$1,200,000.00	5.15%	January 20, 2023	October 6, 2023	1.71%
Toyota Mtr Cr Corp	Citibank	\$2,500,000.00	4.93%	January 24, 2023	June 29, 2023	3.56%
Ing US Fdg LLC	JP Morgan Securities LLC	\$2,000,000.00	5.08%	January 25, 2023	August 22, 2023	2.85%
Mufg Bk NY Brh	Wells Fargo Securities, LLC	\$600,000.00	5.03%	January 27, 2023	July 20, 2023	0.86%
Mufg Bk NY Brh	Usbna/Cp	\$300,000.00	5.38%	February 21, 2023	November 14, 2023	0.43%
Natixis NY	Dbtc Americas	\$300,000.00	5.40%	February 21, 2023	November 17, 2023	0.43%
Toyota Mtr Cr Corp	Citibank	\$250,000.00	5.44%	February 22, 2023	November 17, 2023	0.36%
Ing US Fdg LLC	Wells Fargo Securities, LLC	\$600,000.00	5.20%	February 24, 2023	August 22, 2023	0.86%
Toronto Dominion Bank	Citigroup Global Markets, Inc	\$600,000.00	5.41%	February 27, 2023	November 24, 2023	0.86%
Royal Bk Cda Ny	Rbc Capital Markets LLC	\$300,000.00	5.12%	March 13, 2023	July 14, 2023	0.43%
Lymh Moet Hennessy	JP Morgan Securities LLC	\$250,000.00	5.10%	March 15, 2023	August 10, 2023	0.36%
Canadian Imperial Bk	JP Morgan Securities LLC	\$260,000.00	5.21%	March 24, 2023	November 1, 2023	0.37%
Bank of Montreal M	Bny Capital Markets Inc	\$425,000.00	5.24%	March 29, 2023	October 10, 2023	0.61%
Bank Montreal Disc Coml	Wells Fargo Securities, LLC	\$250,000.00	5.41%	April 13, 2023	January 4, 2024	0.36%
Bank Montreal Disc Coml	JP Morgan Securities LLC	\$1,000,000.00	5.27%	May 2, 2023	August 7, 2023	1.43%
Toronto Dominion Bank	Td Securities (USA)	\$660,000.00	5.31%	May 9, 2023	February 2, 2024	0.94%
Mufg Bk Ltd NY	JP Morgan Securities LLC	\$400,000.00	5.41%	May 15, 2023	November 10, 2023	0.57%
Toronto Dominion Bank	JP Morgan Securities LLC	\$290,000.00	5.44%	May 22, 2023	October 23, 2023	0.41%
Certificate of Deposit						
Certificate of Deposit	Bankwell Bk New	\$249,000.00	0.49%	July 6, 2020	July 6, 2023	0.35%
Certificate of Deposit	Beal Bank, USA	\$244,000.00	2.10%	June 15, 2022	June 14, 2023	0.35%
Certificate of Deposit	John Marshall Bank	\$89,000.00	2.30%	June 17, 2022	October 17, 2023	0.13%
Certificate of Deposit	Goldman Sachs Bank, USA	\$246,000.00	2.50%	June 15, 2022	December 15, 2023	0.35%
Certificate of Deposit	Capital One Bank (USA) National Assoc	\$246,000.00	2.85%	June 15, 2022	June 17, 2024	0.35%
Certificate of Deposit	The Dart Bank	\$250,000.00	3.10%	June 21, 2022	December 22, 2025	0.36%
Certificate of Deposit	Bangor Svgs Bk	\$244,000.00	4.85%	November 23, 2022	May 23, 2024	0.35%
Certificate of Deposit	Multi-Bank Securities Inc	\$244,000.00	4.55%	April 19, 2023	April 20, 2026	0.35%
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	4.80%	April 20, 2023	July 22, 2024	0.35%
Agency Securities						
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$305,000.00	0.57%	September 30, 2020	September 24, 2025	0.43%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$300,000.00	0.27%	October 8, 2020	August 24, 2023	0.43%
Federal Farm Credit Bank	Intl Fcstone Financial Inc	\$250,000.00	0.50%	October 29, 2020	January 27, 2025	0.36%
Federa Farm Credit Bank	JP Morgan Securities LLC	\$250,000.00	0.40%	November 19, 2020	May 16, 2024	0.36%
Federal Home Loan Mortgage Company	Multi-Bank Securities Inc.	\$390,000.00	0.25%	December 4, 2020	December 4, 2023	0.56%
Federal Home Loan Mortgage Company	Citigroup Global Markets, Inc	\$500,000.00	0.27%	January 22, 2021	March 28, 2024	0.71%
Federal Home Loan Mortgage Company	Intl Fcstone Financial Inc	\$500,000.00	0.65%	January 28, 2021	January 28, 2026	0.71%

Federal Farm Credit Bank	Mizuho Securities USA Inc.	\$500,000.00	0.22%	February 12, 2021	February 12, 2024	0.71%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$300,000.00	0.65%	February 26, 2021	February 26, 2026	0.43%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$390,000.00	1.00%	March 23, 2021	March 23, 2026	0.56%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$240,000.00	0.50%	May 27, 2021	August 27, 2024	0.34%
Federal Home Loan Mortgage Company	Toronto Dominion Securities	\$250,000.00	0.63%	May 28, 2021	November 27, 2024	0.36%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$140,000.00	0.33%	July 29, 2021	December 29, 2023	0.20%
Federal Home Loan Mortgage Company	Great Pacific Securities	\$255,000.00	1.10%	August 30, 2021	August 24, 2026	0.36%
Federal Home Loan Mortgage Company	Baird, Robert W. & Company In	\$200,000.00	0.60%	October 8, 2021	January 7, 2025	0.29%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$150,000.00	1.50%	February 28, 2022	February 23, 2024	0.21%
Federal Farm Credit Bank	Amherst Pierpont Securities	\$250,000.00	3.37%	May 26, 2022	May 26, 2026	0.36%
Federal Home Loan Mortgage Company	First Tennessee Bank	\$205,000.00	3.12%	May 27, 2022	May 23, 2025	0.29%
Federal Farm Credit Bank	Stonex Financial Inc	\$250,000.00	3.96%	August 17, 2022	August 17, 2026	0.36%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$250,000.00	3.35%	August 17, 2022	March 8, 2024	0.36%
Federal Farm Credit Bank	Wells Fargo Securities, LLC	\$500,000.00	3.29%	August 24, 2022	August 24, 2026	0.71%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$120,000.00	5.00%	October 18, 2022	October 18, 2027	0.17%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$265,000.00	5.00%	October 20, 2022	October 20, 2025	0.38%
Federal Home Loan Mortgage Company	JP Morgan Securities LLC	\$300,000.00	4.79%	November 2, 2022	March 8, 2024	0.43%
Federal Home Loan Mortgage Company	Morgan Stanley & Co LLC	\$250,000.00	5.37%	March 8, 2023	September 13, 2024	0.36%
US Government Agency Discount Notes						
Federal Home Loan Bank	BofA Securities Inc	\$1,000,000.00	5.02%	February 9, 2023	December 1, 2023	1.43%
Federal Home Loan Bank	Mizuho Securities USA Fxd Inc	\$700,000.00	5.08%	February 28, 2023	August 25, 2023	1.00%
TOTAL PORTFOLIO	\$70,161,823.46					100.00%

CUYAHOGA COUNTY PUBLIC LIBRARY**Purchase Approval List****June 27, 2023**

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		ENCUMBRANCE INCREASES			
1		Construction Legal services			
		SUMMARY: Necessary to increase Blanket PO from \$80,000 to \$90,000 due to additional services needed for Orange branch construction dispute.			
		As requested by the Operations-Facilities Division.	Roetzel & Andress LPA		\$10,000.00
2		New HRIS & Payroll software			
		SUMMARY: Necessary to increase amount from \$424,022 to \$436,061 due to an addition of 40 user licenses. Previously approved by Resolution.	Kronos SaaShr Inc		
		As requested by the Operations-Finance Division.	A UKG Company		\$12,039.00
3		Website maintenance			
		SUMMARY: Necessary to increase Blanket PO from \$20,000 to \$65,000 due to additional website development needed in conjunction with new ILS launch in August.			
		As requested by the Communications and External Relations Division.	Designing Interactive LLC		\$45,000.00
		GRANT ENCUMBRANCE INCREASES			
4		Family Space consulting services			
		SUMMARY: Necessary to increase amount from \$12,800 to \$15,800 for additional consulting work through the end of year.	Two Gen-U-Win Educational Consulting, LLC		
		As requested by the Learning and Literacy Division.			\$3,000.00
5		Organizational Internships			
		SUMMARY: Necessary to increase amount from \$10,000 to \$25,000 for additional internships as part of the Adult Education Services Ohio Means Jobs program.	Staffing		

CUYAHOGA COUNTY PUBLIC LIBRARY**Purchase Approval List****June 27, 2023**

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		As requested by the Learning and Literacy Division.	Solutions Enterprises		\$15,000.00
		NEW PURCHASES			
6	172	Phone headsets for branch staff desk phones		\$212.00	
		SUMMARY: Necessary to provide needed branch equipment for staff.			
		As requested by the Information Technologies Division.	Logicalis		\$36,464.00
7		Consulting services			
		SUMMARY: Necessary for Executive recruiting services and consulting.	Organizational		
		As requested by the Human Resources Division.	Architecture Inc		\$29,500.00
8		Exterior and Interior signage			
		SUMMARY: Necessary to replace signs at Parma-Snow branch to conform to signage standards, improve wayfinding, and replace damaged exterior signs.			
		As requested by the Communications and External Relations Division.	ASI Signage		\$62,022.00
9		Exterior and Interior signage			
		SUMMARY: Necessary to replace signs at Parma-Powers branch to conform to signage standards, replace damaged signs, and replace sign with old CCPL branding and the branch's previous name of "Parma Branch".			
		As requested by the Communications and External Relations Division.	ASI Signage		\$75,642.00
10		Syndetics Unbound software, Year 1 of 3			
		SUMMARY: Necessary to replace Content Café software with a product compatible with new ILS Koha/Aspen software.			
		Three year subscription has a total amount not-to-exceed \$91,800.			

CUYAHOGA COUNTY PUBLIC LIBRARY
Purchase Approval List
June 27, 2023

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		As requested by the Technical Services Division.	Proquest LLC		\$30,600.00
		GRANT PURCHASES			
11		TutorMate High Dosage Tutoring Program			
		SUMMARY: Necessary to renew program services at 7 locations as part of the			
		Libraries Accelerated Learning grant.	Innovations		
		As requested by the Literacy and Learning Division.	for Learning		\$17,500.00
		CAPITAL FUND NEW PURCHASES			
12		Construction observation and materials testing			
		SUMMARY: Necessary for construction of Innovation Center addition at Solon branch			
		as part of the Federal grant projects.	Geo Sci		
		As requested by the Operations-Facilities Division.	Laboratory		\$25,000.00
13		Construction observation and materials testing at Brooklyn site			
		SUMMARY: Necessary for construction of new Brooklyn branch.	Geo Sci		
		As requested by the Operations-Facilities Division.	Laboratory		\$40,000.00
14		Install electric service for new construction			
		SUMMARY: Necessary for construction of new Brooklyn branch.	Illuminating Company		
		As requested by the Operations-Facilities Division.	First Energy Company		\$16,291.00

Gift Report May 1-30, 2023

Gift Amount	Donor	Recipient	Purpose
\$100.00	Alla Kolkin	CCPL	IMO Dale Powers
\$20,000.00	Parker Hannifin Foundation	CCPL	Programming
\$100.50	David J. Weisenberger	Branch Trust Fund Brecksville	IMO Bruce Gordon
\$821.61	Friends of the Bay Village Library	Branch Trust Fund Bay Village	Programming and Supplies
\$81.31	Friends of the Bedford Library	Branch Trust Fund Bedford	Programming and Supplies
\$420.97	Friends of the Berea Library	Branch Trust Fund Berea	Programming and Supplies
\$143.85	Friends of the Brecksville Library	Branch Trust Fund Brecksville	Programming and Supplies
\$238.52	Friends of the Brook Park Library	Branch Trust Fund Brook Park	Programming and Supplies
\$326.53	Friends of the Brooklyn Library	Branch Trust Fund Brooklyn	Programming and Supplies
\$288.24	Friends of the Chagrin Falls Library	Branch Trust Fund Chagrin Falls	Programming and Supplies
\$162.76	Friends of the Garfield Heights Library	Branch Trust Fund Garfield Heights	Programming and Supplies
\$1,000.00	Friends of the Gates Mills Library	Branch Trust Fund Gates Mills	Programming and Supplies
\$129.21	Friends of the Independence Library	Branch Trust Fund Independence	Programming and Supplies
\$371.55	Friends of the North Olmsted Library	Branch Trust Fund North Olmsted	Programming, Supplies, Presenter Fees & Gardening
\$241.39	Friends of the North Royalton Library	Branch Trust Fund North Royalton	Programming, Supplies, Presenter Fees
\$25,000.00	Friends of the Orange Library	Branch Trust Fund Orange	Orange Patio Gift; Electrical & Furniture
\$2,160.48	Friends of the Orange Library	Branch Trust Fund Orange	Spring and Summer Program Supplies
\$5,944.24	Friends of the Orange Library	Branch Trust Fund Orange	Sprogramming, Supplies, Story Walk Signs
\$91.69	Friends of the Parma Heights Library	Branch Trust Fund Parma Heights	Supplies and Presenter Fees
\$755.80	Friends of the Solon Library	Branch Trust Fund Solon	Programming and Supplies
\$419.03	Friends of the Strongsville Library	Branch Trust Fund Strongsville	Programming and Supplies
\$500.00	Jeanette G. Brown	CCPL	IMO Dale Powers
\$100.00	Lynn E. Wolfram	CCPL	IMO Dale Powers
\$2,000.00	Patricia M. Kulp	Branch Trust Fund Warrensville Heights	Children's Garden or Fall Festival
\$100.00	Tracy R. Strobel	CCPL	IMO Dale Powers

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Cuyahoga County Public Library

Resolution To Amend Official Certificate of Estimated Resources and Amend Appropriations

Whereas, the current Certificate of Estimated Resources and Appropriations need to be amended for the year ending December 31, 2023.

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

Official Certificate of Estimated Resources

Special Revenue Fund:

247 – Adult Education Services (AES)	\$ 1,517,908.00
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Appropriations Amendment

Special Revenue Fund:

247 – Adult Education Services (AES)	\$ 1,517,908.00
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Approved 27 June 2023

Dean E. DePiero
President

Maria L. Spangler
Secretary

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

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 build an addition and renovate the existing branch in the city of Solon; and,

WHEREAS, the Board of Trustees previously authorized the Chief Executive Officer, or designee, to advertise for proposals from firms for construction manager at risk services for the renovation and addition to the Solon library branch in accordance with the Request for Qualifications; and,

WHEREAS, the Library staff has ranked three (3) construction 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 construction manager at risk services agreement for the renovation and addition of the Solon library 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. Infinity Construction Company
2. Panzica Construction Company
3. Independence Construction

Section 2

That the Board of Trustees hereby approves the ranking and authorizes the Chief Executive Officer, or designee, to negotiate a contract for construction manager at risk 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 firm, proceeding next to the second ranked firm if an agreement is unable to be reached with the first ranked firm.

Section 3

That upon negotiation of an agreement with the ranked firm, 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 June 27, 2023

X _____
Dean E. DePiero, President

X _____
Maria L. Spangler, Secretary

Internet, Computers, and WiFi Network Use Policy

Adopted by the Cuyahoga County Public Library Board of Trustees on June 27, 2023

Cuyahoga County Public Library (CCPL) computers and Wi-Fi network are provided to customers with a library card or guest pass to access the Internet and CCPL digital resources. Any restrictions of a minor's access to the Internet are the responsibility of the parent or legal guardian.

CCPL computers and Wi-Fi network are not considered private. Computer and Wi-Fi activity may be subject to monitoring and recording. Information being sent or received over the library's network could potentially be intercepted by another user. CCPL does not guarantee that any username, password, email, credit card number, financial, or any other information entered is private or secure. Library staff may not enter personal and sensitive information into a device for a customer.

Customers are expected to use the Internet in a courteous, reasonable, and responsible manner and follow all CCPL Policies and Rules. Users may not use public computers or Wi-Fi for viewing sites that create a disturbance or are inappropriate in a public setting such as the display of sexually suggestive images which could be in violation of the State of Ohio's Harmful to Juveniles statutes. CCPL computers and Wi-Fi network may not be used to harass others or for any illegal activity that violates local, state, or federal laws.

The user agrees to hold CCPL harmless from any claims, losses, damages, obligations, or liabilities relating to the use of CCPL computers, network, or other equipment, or to the use of information obtained from the library's resources.

Users may not attempt in any way to alter, damage, abuse or sabotage computer equipment or software, alter configurations, or install any software or hardware. Damage to Cuyahoga County Public Library computer equipment and digital resources or attempts to access non-public areas of the network system may result in prosecution.

CCPL accepts applications for employment when a position vacancy exists. All employment applications shall be processed centrally in Human Resources in accord with established procedures.

- 234.1 All applications for a posted vacancy must be received by the designated deadline.
- 234.2 Applications will be received by Human Resources, pre-screened for minimum qualifications for specific vacancies and forwarded to the hiring supervisor. Applicants not meeting minimum qualifications for a given vacancy will not be given further consideration for that position.
- 234.3 All applications received by Human Resources will be housed in the online applicant tracking system. Applications will be considered active for at least six months. Active applications can be referred to and drawn from as needed for future vacancies. After six months, applications on file will be archived unless the applicant reactivates it for a subsequent posting, which will initiate an additional six months in the active file.
- 234.4 As a courtesy, and for planning purposes, employees are encouraged to inform supervisors of their interests in promotional positions. Employees are encouraged to submit such applications.
- 234.5 Applications may be rejected for the following reasons (list is not exhaustive):
 - (a) The applicant does not possess one or more of the requirements specified in the announcement of the position opening.
 - (b) The applicant's online application was not completed before the closing date for receiving applications or the applicant failed to complete a required assessment.
 - (c) The applicant falsified a statement of a material fact or attempted deception in the application.
 - (d) The applicant was previously employed by CCPL and was dismissed for cause or resigned under unfavorable circumstances. or CCPL is made aware of a relevant adverse employment action with a recent previous or current employer.
 - (e) The applicant was not among the most qualified candidates.

CCPL applications may request information on race, disability, or veteran status, for example. However, this information must not be used in a decision on which candidates to reject. The information should be used to determine the diversity of the applicant pool for Affirmative Action or other related data purposes.

EMPLOYMENT PRACTICES – 200

Applications - 234

CCPL ~~accepts~~ applications for employment when a position ~~vacancy~~ exists. All employment applications shall be processed centrally in Human Resources in accord with established procedures.

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234.4 As a courtesy, and for planning purposes, employees are encouraged to inform supervisors of their interests in promotional positions. Employees are encouraged to submit such applications.

234.5

234.6 Applications may be rejected for the following reasons (list ~~is not~~ ~~exhaustive~~):

- (a) The applicant does not possess one or more of the requirements specified in the announcement of the position opening.
- (b) The ~~applicant's online~~ application was not ~~completed~~ before the closing date for receiving applications ~~or the applicant failed to complete a required assessment.~~
- (c) The applicant ~~falsified~~ a statement of a material fact or attempted deception in the application.
- (d) The applicant was previously employed by ~~CCPL~~ and was dismissed for cause or resigned ~~under unfavorable circumstances~~, or ~~CCPL is made aware of a relevant adverse employment action with a recent previous or current employer.~~
- (e) The applicant was not among the most qualified candidates.

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EMPLOYMENT PRACTICES – 200

Applications - 234

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CCPL applications may request information on race, disability, or veteran status, for example. However, this information must not be used in a decision on which candidates to reject. The information should be used to determine the diversity of the applicant pool for Affirmative Action or other related data purposes.

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Deleted: <#>Only those candidates that have been deemed "considered" by Human Resources shall have their application materials forwarded to the hiring manager. This information is used to complete State and Federal Civil Rights and¶ E.E.O. reporting requirements. It is also used internally for human resource staffing management monitoring and planning.

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COMPENSATION PRACTICES - 300
Breaks and Meal Periods - 311

Breaks and meal periods are granted in accordance with CCPL policy and the collective bargaining agreement, as applicable. These break and meal periods are to be taken as scheduling permits and with the approval of the immediate supervisor (or PIC).

- 311.1 An employee working at least four consecutive hours shall be scheduled for a 15 minute paid break.
- 311.2 An employee scheduled to work at least six hours shall be granted a 30 minute unpaid lunch break (except for the paid supper break discussed below). This is in addition to the 15 minute paid break referenced in Section 311.1 herein. The 30 minute unpaid lunch break is not counted as part of the workday.
- 311.3 A 45 minute paid supper break, which includes the 15 minute evening break, shall be granted to an employee scheduled to work at least 6 consecutive afternoon and evening hours.
- 311.4 Employees shall not be permitted to take meal periods and breaks outside a CCPL facility if that would leave only one employee in the building.
- 311.5 Employees may not skip breaks or meal periods to shorten the workday. Breaks and meal periods may not be skipped to accumulate compensatory time.

COMPENSATION PRACTICES - 300

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Appointments to CCPL staff and promotions are approved by the Chief Executive Officer or designee upon recommendation of the Chief Human Resources Officer, who also serves as CCPL's E.E.O. Officer, and will be confirmed by the Board of Trustees. Persons are hired to fill a specific position, but are employed by the CCPL system and are subject to transfers by order of the Chief Executive Officer or designee. Any appointment to a position at CCPL shall be made as detailed in Section 221 of this manual.

- 236.1 The Chief Human Resources Officer or designee shall notify the affected supervisor(s) of the appointment of a current employee to a position vacancy. A minimum of one month's notice for professional and managerial roles, and two weeks' notice for all other roles will be provided.
- 236.2 The Chief Executive Officer or designee may appoint an employee, meeting the qualifications for a position opening, in an "acting" capacity (Section 242).
- 236.3 Rehired retirees will be paid at the starting rate for the position being filled.
 - (a) Upon regular reemployment, retirement deductions must be taken in accordance with regulations promulgated by OPERS and in effect on the first date of employment.
- 236.4 All appointments to positions shall be published in the Board of Trustees Report on a monthly basis.
- 236.5 The pay assignment of a new hire from outside CCPL is usually the minimum rate of the designated grade but may be higher, on approval of the Chief Executive Officer or designee, in consideration of experience and current or previous rate of pay (for internal promotion pay assignments see Section 240).
- 236.6 Any persons reemployed within eighteen (18) months, after having previously resigned under favorable circumstances, will be permitted to retain seniority privileges (as well as have unused sick time accruals restored to their credit, as noted in Section 271).
- 236.7 New employees hired within one year of (as noted in Section 237.4) previous work experience with an employer under OPERS (or other Ohio Retirement System recognized by OPERS), will be credited any unused sick time accruals upon written verification from that previous employer. The new employee is responsible for obtaining that written verification.
- 236.8 CCPL will abide by the provisions of Ohio Revised Code Section 9.44 in crediting new employees with prior vacation benefits years earned from employment with another political subdivision of the state of Ohio. All proration rules apply.

EMPLOYMENT PRACTICES - 200

Position Appointment - 236

Appointments to CCPL staff and promotions are approved by the Chief Executive Officer or designee upon recommendation of the Chief Human Resources Officer, who also serves as CCPL's E.E.O. Officer, and will be confirmed by the Board of Trustees. Persons are hired to fill a specific position, but are employed by the CCPL system and are subject to transfers by order of the Chief Executive Officer or designee. Any appointment to a position at CCPL shall be made as detailed in Section 221 of this manual.

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EMPLOYMENT PRACTICES - 200

Position Appointment - 236

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from employment with another political subdivision of the state of Ohio

All proration rules apply

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