



Cuyahoga County **Public Library**

Tuesday, October 24, 2023 / 5 PM
Parma Powers Branch
6996 Powers Boulevard, Parma, OH 44134



Board of Trustees Meeting

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA
24 October 2023
Parma Powers Branch
5:00 p.m.**

TOPIC	PAGE#	MOTION
1. Call to Order: Dean DePiero, President		ROLL-CALL
2. Approval of Minutes: September 26, 2023 Board Meeting	1-12	ACTION
3. Retiree Recognition	13	INFORMATION
4. Resolution Honoring Reginald Askew	14	INFORMATION
5. Public Comment		INFORMATION
6. Report of the Board President		INFORMATION
7. Report of the Chief Executive Officer -Learning Moment <ul style="list-style-type: none"> • Terrance Echols, Director of Adult Education Services <ul style="list-style-type: none"> ○ Aspire Greater Cleveland (AGC) Review FY23 	15-27	INFORMATION
8. Human Resources Report	29-35	ACTION
9. Finance Committee Report: <ul style="list-style-type: none"> • Financial Statement Review – Fiscal 2023 – September • Investments: Fiscal 2023 – September • Purchase Approval List • Gift Report • Voucher List 	37-38 39-43 44-45 47-49 50	INFORMATION ROLL-CALL ACTION ACTION ACTION
10. New Business <ul style="list-style-type: none"> • Resolution for The Cuyahoga County Public Library to Pick UP the Statutorily Required Contribution to The Ohio Public Employees Retirement System for The Employees of the Library • Resolution to Negotiate an Agreement for The New Construction of The Parma Heights Branch Library • Approval of Petition Policy • Approval of Community Information Materials Policy • Approval of Hiring Policy with Nicotine Requirement Enhanced Policy • Approval of Tobacco Free Policy • Approval of Drug Free Tobacco • Approval Interview and Selection Policy • Approval Position Authorization Policy • Approval Posting Vacancies Policy 	51 52-53 54-55 56-57 58 59 60-65 66 67 68	ACTION ACTION ACTION ACTION ACTION ACTION ACTION ACTION ACTION
11. Adjourn		ACTION

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
26 September 2023**

The September 26, 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 seven (7) Board members present, President DePiero called the meeting to order at 5:02 p.m.

Roll-Call: **Present:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Amira Thomas – **7**.

Absent: – **0**.

Also present: Chief Executive Officer Tracy Strobel, Scott Morgan, Chief Operations Officer, Monique Good, Chief Human Resources Officer, Robert Dolan, Finance Director, Lane Edwards, Branch Services Director- South, Holly Camino, Branch Services Director-West, Rebecca Ranallo, Literacy and Learning Division Director, Daniel Barden, Technical Services Director, Jeffrey 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 July 25, 2023, Board meeting that were sent to the Board members in advance of this meeting.

01-09/2023

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

Amendment to the Agenda:

President DePiero requested a motion to approve an amendment to the agenda. Under the Report of The Chief Executive Officer the "Learning Moment" will be presented after the Resolution Authorizing the Library to Enter into an Agreement with CBLH Design for Design Services in Connection with Construction of the New Beachwood Branch Library under New Business.

02-09/2023

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

Retiree Recognition:

President DePiero acknowledged and thanked Joseph Orlowski, Young Shinkim, and Sandra Steiner for their many years of service to Cuyahoga County Public Library (CCPL) and wished them the best on their retirement. Mr. Orlowski, Ms. Shinkim, and Ms. Steiner were not present at the meeting. **(See pages 541-544)**

Daniel Barden, CCPL Technical Services Director introduced retiree Faye Foster and read her resolution into the record.

Ms. Foster stated thank you.

President DePiero commented Ms. Foster we appreciate very much your dedication to our library system. You were one of the great people who made this organization run so well over the years. Congratulations and good luck in your retirement.

Public Comment:

There was no public comment.

Report of the Board President:

President DePiero welcomed everyone back to the Board meeting after the August hiatus. He stated it is good to see the new branches moving forward, and all the great things that are happening here in the library system.

Report of the Chief Executive Officer:

Chief Executive Officer Strobel mentioned how pleased and proud she is to share the news that our migration from the Sierra Integrated Library System to the Koha and Aspen system was a great success. We went live on the new software as planned on August 28. We migrated over two million records from the old system to the new system, an extremely complicated process. Staff are adjusting very well to the new system because they were well prepared. They are flexible and they embrace this change. Chief Executive Officer Strobel thanked all staff for that, and customers have not missed a beat. They continue to search for items, placed items on hold and checkout materials.

Chief Executive Officer Strobel stated that she wants to take this opportunity to recognize and congratulate the team that implemented this critical Koha and Aspen project. Daniel Barden, CCPL Technical Services Director, skillfully led this project, from start to finish. He was guided by Pamela Jankowski, CCPL Chief Public Services Officer, who provided oversight every step of the way. The core team was comprised of Lane Edwards, CCPL Branch Services Director-South, Jim Haprian, CCPL TSD Director, Rebecca Ranallo, CCPL Literacy & Learning Division Director, Robert Rua, CCPL Marketing & Communications Director, Lori Thorrat, CCPL Catalog Processing Manager, Kathleen Pucci, CCPL Circulation Manager, Joseph Solomon, CCPL Discovery Services User Experience Manager, and Kristi Krueger, CCPL ILS Librarian.

Chief Executive Officer Strobel took this opportunity to acknowledge the core team and recognize them and have read your names into the record that will forever be a part of Cuyahoga County Public Library. She stated she cannot stress enough how complicated and how many details were involved in making this transition and how smoothly it went. There are still some things that this team is working on to make the software even better. She is moved by how well it went and how impressive the process was over time from the selection of the product, to the communication, to the training, to the data migration. It was like putting round

balls into square holes and this team made it happen. They continue to collaborate with our vendor, Bywater Solutions, who has been a great partner overall, to optimize the software to best meet our needs. Thank you all very, very much. Well done.

Chief Executive Officer Strobel mentioned that tomorrow night we will kick off our 20th Season of Writers Center Stage which has been our signature CCPL Foundation fundraiser. We have welcomed great authors, poets, journalists, and creators of our time and has become one of the nation's most prestigious literary events. Tomorrow night, we will welcome authors Ann Patchett & Kevin Wilson to the Maltz Performing Arts Center. Chief Executive Officer Strobel expressed her appreciation to our Board Member, Trustee Shlonsky, who will be introducing them to a nearly sold-out audience. This is going to be a great night of celebrating that we have been doing this for 20 years, which is very impressive.

Human Resources Report:

Human Resources Chief Good summarized the HR report. There are twenty-four (24) new hires, six (6) rehires, four (4) retirements, six (promotions, twelve (12) increase in hours, twelve (12) acting positions begins, four (4) acting positions ended, five (5) new role, and twenty-five (25) increased hours for Summer Fun For Everyone(SFFE) program has ended.

03-09/2023

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no discussion, the Human Resources Report dated September 26, 2023, was approved as presented by unanimous vote of the Board members present. [\(See pages 545-557\)](#)

Finance Committee Report:

Finance Chairperson Davies stated we had a Finance Committee Meeting prior to this meeting and Chief Morgan will give a summary of the financials and all participants at this meeting were at the Finance Committee Meeting.

Chief Morgan stated we received distributions for both of our property tax levies (2.5 and 1.0 Mills) from the County. With these distributions, we will only receive a few more dollars for the remainder of the year. Based on these distributions, we are running slightly over what we had budgeted.

Chief Morgan stated we have yet to receive our reimbursement from the State for the Homestead Exemptions for the 2.5 mill Levy. We only receive reimbursement from the State for Homestead Exemption on our 2.5 mill Levy. The ORC no longer requires the State to reimburse local governments for Homestead Exemptions on property tax levies.

Chief Morgan stated in the Public Library Fund (PLF) our August distribution for the PLF was received in the amount of \$1,914,391.06. The last budget estimate from the Ohio Department of Budget and Management was received and is showing more than what we have budgeted. We will continue to monitor the amounts received monthly. This monthly distribution is more than we received in August 2022.

Chief Morgan stated patron fines and fees collected in August were slightly more than last year. The amount collected for passport processing and photos exceeded what was collected last August.

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

Chief Morgan stated refunds and reimbursements received in August include Erate Funds amounting to \$70,920.00.

Chief Morgan stated the remainder of the revenue accounts are where we would expect them to be at this point in our fiscal year.

Chief Morgan stated in the salaries and benefits accounts eight months into our fiscal year are slightly over budget. He stated the month of August was a three-pay month and we expect the budget to even out over the remaining 4 months of the year. We will continue to monitor the budget monthly.

Chief Morgan stated the library materials accounts reflect an overall expense and encumbrance of 74.4%. This is typical as the first half 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.

Chief Morgan noted we have also updated the Capital Fund projects to reflect all the current Budgets, Expenses and Encumbrances for the projects. ([See Under FINANCE](#))

Investments – July

Chief Morgan stated there were nine purchases of Commercial Paper purchased for the month of July as follows:

- Citigroup Global Markets, Inc \$1,000,000 at a yield of 5.91%
- BofA Securities, Inc. \$1,000,000 at a yield of 5.75%
- Rbc Capital Markets, LLC \$500,000 at a yield of 5.86%
- JP Morgan Securities, LLC \$700,000 at a yield of 5.92%
- Citibank \$500,000 at a yield of 5.68%
- Citibank \$1,000,000 at a yield of 5.86%
- JP Morgan Securities, LLC \$500,000 at a yield of 5.89%
- Citibank \$500,000 at a yield of 5.90%
- Rbc Capital Markets, LLC \$500,000 at a yield of 5.80%

There was one Agency Security purchased for the month of July As follows:

- Cap Institutional Services, Inc \$545,000 at a yield of 6.00%

04-09/2023

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

Roll-Call: **Yea:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Amira Thomas – **7.**

Nea: – **0.**

Investments – August

Chief Morgan stated there were nine purchases of Commercial Paper purchased for the month of August as follows:

- Citibank \$250,000 at a yield of 5.92%
- Bny Capital Markets, Inc \$500,000 at a yield of 5.88%
- JP Morgan Securities LLC \$485,000 at a yield of 5.84%
- Rbc Capital Markets LLC \$425,000 at a yield of 5.77%
- Rbc Capital Markets LLC \$820,000 at a yield of 5.75%
- Bank of New York \$1,500,000 at a yield of 5.91%
- Rbc Capital Markets LLC \$500,000 at a yield of 5.80%
- Rbc Capital Markets LLC \$1,000,000 at a yield of 5.82%
- Rbc Capital Markets LLC \$415,000 at a yield of 5.84%

There were five purchases of Certificate of Deposits purchased for the month of August as follows:

- Charles Schwab Bank, SSB \$237,000 at a yield of 5.35%
- Flagstar Bank, NA \$40,000 at a yield of 5.30%
- Multi-Bank Securities, Inc \$248,000 at a yield of 5.00%
- Multi-Bank Securities, Inc \$243,000 at a yield of 5.08%
- Multi-Bank Securities, Inc \$249,000 at a yield of 4.84%

There were two purchases of Agency Securities purchased for the month of August as follows:

- Stonex Financial Inc \$550,000 at a yield of 5.19%
- Loop Capital Markets LLC \$500,000 at a yield of 4.64%

Transfers

Chief Morgan stated there was one transfer for the month of August:

- \$2,118.76 from the General Fund into the Adult Educational Services fund for a match on the SNAP Program.

05-09/2023

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

Roll-Call: **Yea:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Amira Thomas – **7.**

Nea: – **0.**

Purchase Approval List

President DePiero 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 and asked for a motion for approval.

06-09/2023

Trustee Davies moved approval of Purchase Approval List, seconded by Trustee Shlonsky. Seeing no additional discussion, the Purchase Approval List dated September 26, 2023, was approved as presented by unanimous vote of the Board members present. **(See pages 558-560)**

Gift Report

President DePiero stated the July and August gift report was reviewed in depth at the Finance Committee meeting and all participants here at this meeting were at the Finance Committee meeting and asked for a motion for approval.

07-09/2023

Trustee Blakemore moved for approval of the July and August Gift Report, seconded by Trustee Leonard. The gift report was approved by unanimous vote of the Board members present. **(See page 561-562)**

- **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 in the 402 Capital Fund. This is an additional appropriation that we need to make in order to encumber the money for some of the current capital projects that we have going on, most of this is for the Brooklyn Branch. This is cash that we already have.

- Official Certificate of Estimated Resources 402 Capital Fund for \$11,000.00.
- Appropriations Amendment in 402 Capital Fund \$11,000.00.

08-09/2023

Trustee Leonard moved approval, seconded by Trustee Blakemore. 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 563)**

Roll-Call: **Yea:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Amira Thomas – **7**.

Nea: – **0**.

- **Resolution to Add Brighthouse Financial as an Additional 403(b) Provider**

Chief Morgan stated we had employees who were signing up for what we thought were accounts through MetLife. Brighthouse Financial had purchased some of the book of business of MetLife, and in order to bring us back in alignment with the Board approving the 403(b) providers, we had to also then add Brighthouse Financial as a provider, because we were doing some business with them. We are asking to add Brighthouse as one of those 403(b) providers that employees would have the opportunity to invest in.

09-09/2023

Trustee Davies moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the approval of the Resolution to Add Brighthouse Financial as an Additional 403(b) Provider was approved by unanimous vote of the Board members present. **(See page 564)**

- **Resolution To Accept Bids to Serve as a Depository for the Period of November 1, 2023, to October 31, 2028**

Chief Morgan stated the last time we did Depository contracts was five years ago. We are asking the Board to approve Depository contracts with four banks. These are the banks that we are currently doing business with. We reached out to other banks, and they did not respond back to us. It is fairly expensive for banks to take public funds right now because of the collateralization requirements. There are a lot of banks that will no longer take public funds. We

are currently working with Key Bank, and it would remain to be our active depository. We would like to have interim contracts with these four banks that currently responded to our request for a new depository contract: Key Bank, Fifth Third Bank, Huntington Bank and Dollar Bank. If in the future other banks came to us, we would be willing to add them as interim. He stated he would bring those to the Board when they request it. Chief Morgan stated this would be again for a five-year period, November 1st of this year 2023 through October 31, 2028.

10-09/2023

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the approval of the Resolution to Accept Bids to Serve as a Depository for the Period of November 1, 2023, to October 31, 2028, was approved by unanimous vote of the Board members present. [\(See page 565\)](#)

- **Resolution Authorizing The Library to Advertise for Bids for the Skylight Repair Project at The North Royalton Branch Library**

Director Mori stated at the North Royalton Branch we have two skylights that need repair and a 20-year warranty on the roof that have been leaking since construction. The Taylor Group in the last two years has also helped us pressure the company that holds that warranty to make multiple repairs have exhausted what can be covered under the warranty. We have brought in Taylor Consulting Group, who is a roof specialist to help design the skylight, flashing, and roof system repairs. We are asking permission to advertise for bids for the skylight repair project at the North Royalton Branch. The cost estimate to repair those is \$94,810.00.

11-09/2023

Trustee Blakemore moved approval, seconded by Trustee Davies. Seeing no additional discussion, the approval of the Resolution Authorizing the Library to Advertise for Bids for the Skylight Repair Project at The North Royalton Branch Library was approved by unanimous vote of the Board members present. [\(See page 566\)](#)

- **Resolution Authorizing the Library to Increase the Professional Fees with CBLH Design for Design Services for Additional Work in Connection with the Addition and Renovation of the Solon Library**

Director Mori stated we currently have a contract in place for design with CBLH Design for our Solon addition and renovation. Our current contract is \$321,750. We now have the opportunity to expand the scope of the project for two reasons: 1) the project estimates have come back well under budget. 2). A large portion of the expanded scope of work qualifies the Library for federal incentives under the Inflation Reduction Act of 2022. The scope of work that has to do with our geothermal HVAC system, which is the bulk of the design fee increase, qualifies for the Inflation Reduction Act refund incentive. The geothermal system is at the end of its useful life. We had budgeted money to replace it, but we were able to speak with the design firm and they were okay adding it to the project. The Inflation Reduction Act allows us to receive a refund of 30% of the cost which also includes the design fees, and if we meet certain criteria, we can get an additional 10%. We are aiming for a 40% refund of the total cost of all work associated with the geothermal system upgrades. The additional work will be bid as alternates to the project, to ensure competitive bidding, and will be added to the guaranteed maximum price, if accepted.

12-09/2023

Trustee Shlonsky moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the approval of the Resolution Authorizing the Library to Increase the Professional Fees with CBLH Design for Design Services for Additional Work in Connection with the Addition and Renovation of the Solon Library was approved by unanimous vote of the Board members present. **(See pages 567-570)**

- **Resolution Authorizing The Library to Enter Into an Agreement with The Garland Company for Roof Replacement at The Brook Park Branch Library**

Director Mori stated this is for replacing the roof at the Brook Park Branch. In 2014, there was a major renovation done at Brook Park and at that time the roof was coated. It was with that coating it was a 10-year warranty and we are in year nine. Director Mori stated we have worked with the company, and they have been out there multiple times at least six times this year. The roof is at the end of its roof life. Brook Park is on our Master Plan, for an addition in five to seven years, but we are not going to make it and we are going to be out of the warranty. Director Mori stated we did use the Equalis contract, which is a cooperative Council of Governments contract. We just finished a project at Maple Heights Branch where we replaced the roof using a cooperative Council of Government contract. The roof project went very well overall, and it is a very solid roof system, and we will get a 30-year warranty. This was competitively bid through this contract to only union companies. The contract amount would be for \$455,635.

13-09/2023

Trustee Shlonsky moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the approval of the Resolution Authorizing The Library to Enter Into an Agreement with The Garland Company for Roof Replacement at The Brook Park Branch Library was approved by unanimous vote of the Board members present. **(See pages 571-575)**

- **Resolution Authorizing The Library to Enter Into an Agreement with CBLH Design for Design Services in Connection with Construction of The New Beachwood Branch Library**

Director Mori stated the Board had previously given us authority to negotiate with CBLH Design for the design of the new Beachwood Branch. We had a construction budget of \$18,000,000.00. We have negotiated and agreed with CBLH their fees in an amount not to exceed \$1,905,000.00. This one is slightly higher because we are also building an auditorium, not just a library, and when we do that, there are additional Design Consultants that become part of the design team. Director Mori stated our AIA Contract was vetted by our Legal Counsel.

14-09/2023

Trustee Leonard moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the approval of the Resolution Authorizing The Library to Enter Into an Agreement with CBLH Design for Design Services in Connection with Construction of The New Beachwood Branch Library was approved by unanimous vote of the Board members present. **(See pages 576-611)**

President DePiero appointed Trustee Davies as Acting President for the remainder of the meeting. President DePiero left the board meeting at 5:26pm.

Learning Moment

Chief Executive Officer Strobel presented the Learning Moment. She gave an update on the Action Items that we committed to complete in 2023 that are related to our Strategic Plan.



GOAL 1: Advance literacy and lifelong learning through innovative programs and services that meet the diverse needs and interests of our communities

Review and enhance all programs and services for all generations of readers and learners	2023 ACTION ITEMS <ul style="list-style-type: none"> ➤ Implement Pre-School Club ➤ Refresh Summer Learning ☑ Expand integrated education opportunities ☑ Lead a One Community Reads initiative with <i>Invisible Child</i> ➤ Develop and offer programs for teens aging out of foster care ☑ Reignite culinary literacy programming with new teaching kitchen at PAS ➤ Expand Library2You to parents of newborns ➤ Aggregate workforce training opportunities through the Bendable platform ☑ Offer information literacy programming to middle schools and high schools
Support student success through programs and partnerships with families, school districts and other community agencies	
Contribute to the region's economic growth	

GOAL 2: Prioritize connections with our customers and communities

Build and enhance our reputation in the community.	2023 ACTION ITEMS <ul style="list-style-type: none"> ☑ Prioritize and refresh social media strategy ☑ Expand and standardize deposit and promotional collections ➤ Implement new signage and wayfinding plan ☑ Expand social worker services to provide referrals, community connection and staff training/support ☑ Partner with community organizations to offer health and wellness programming at multiple branch locations ➤ Establish automatic new card relationships with all school districts ☑ Host and facilitate candidate and civic issue conversations ☑ Proactively and intentionally collaborate with local organizations to accomplish shared goals or projects
Strengthen the region's social infrastructure.	
Refine processes and partnerships to serve our communities through our dynamic, welcoming spaces and commitment to open access for all.	

GOAL 3: Foster a culture of inclusion and respect that empowers staff and equitably connects our communities to opportunity

Prioritize digital equity and inclusion.

Integrate diversity, equity and inclusion into program and service planning.

Integrate diversity, equity and inclusion into CCPL operations.

2023 ACTION ITEMS

- Implement cooperative borrowing of International Language collection with Cleveland Public Library
- Offer naturalization application services through newly established partnerships
- ☑ Develop curriculum for MyChart training and other health equity training
- ☑ Offer a series of digital literacy programs at multiple branch locations where the digital divide is a barrier to resident success
- ☑ Complete staff training in unconscious bias and crucial conversations
- Complete setup and implementation of supplier diversity program
- ☑ Implement new and improved employee orientation program

Additional Projects for 2023		
Facilities Related	IT Related	Human Resources Related
Group Study rooms in Bedford and Garfield ☑	New Integrated Library System and Discovery Layer ☑	New employee orientation program ☑
Drive up windows in Maple Heights and Brecksville ☑	New Self-Check hardware and software ☑	New performance management system ☑
Innovation Centers in Warrensville Heights, Fairview Park and Solon ☑	Improved copy/fax/print services	Continue to update all personnel policies ☑
Continue work on new branch in Brooklyn and addition in Solon (Spring, 2024) ☑	Replace PC time and print management system	Replace HRIS and payroll system
Begin work on new branches in Beachwood and Parma Heights ☑	Replace circulation staff computers and peripherals	Staff training in anti-harassment and customer boundaries ☑
New digital monument signs in Olmsted Falls and Brook Park	Replace programming laptops in all branches	Hold Staff Development Day on October 9 th , 2023
Complete Parma-Snow auditorium improvements including culinary teaching kitchen ☑	New staff intranet	Conduct employee engagement survey ☑

Chief Executive Officer Strobel reminded us that we have goals with our Strategic Plan, and Action Items that go with that are our to do list as a Leadership Team in the organization. We check in on a quarterly basis to discuss where we are at with each of these projects. She mentioned she have indicated with a red checkmark, those Action Items that are accomplished.

Chief Executive Officer Strobel stated that we did something very new and challenging this year, “Summer Fun for Everyone” where we refreshed our idea of summer programming and created something very flexible and consistent in every branch. Some branches had one to two programs every week that were scheduled and open to all. There was no registration or a cap on who could participate and kids and families could depend on programming at every branch. There were eleven branches that had programming four days a week, every afternoon for kids in communities where there were little options. It was new, very challenging and staff rose to that occasion. The Literacy and Learning Division was incredibly supportive throughout providing programming ideas, supplies, and guidance. We learned a lot. Director Ranallo has been in touch with staff, specifically the children's staff at all of the branches, to do something similar next year and taking all that we learned to make it even better.

Chief Executive Officer Strobel mentioned reigniting culinary literacy programming with our new teaching kitchen at the Parma-Snow Branch. Our efforts toward culinary literacy are reignited after a big pause with the pandemic.

Chief Executive Officer Strobel reminded us that we talked earlier in the Finance Committee meeting today about the fact that we have refreshed our social media strategy with the help of a consultant and are pursuing more and deeper engagement on social media.

Chief Executive Officer Strobel stated we also have hired a social worker who has been very popular and successful out in the branches supporting our customers, and our community members with information and referrals, and also supporting our staff who every day, deal with customers who have challenges, and can go to a professional social worker now for advice and support.

Chief Executive Officer Strobel mentioned we are hosting and facilitating civic issue conversations. She shared that great program we had in conjunction with IDEA Stream about Issue 1, before the August election of this year. It was highly informative, and really brought a lot of attention to the library. She stated it is really a fantastic example of civic engagement.

Chief Executive Officer Strobel shared our third Strategic Plan goal and we have accomplished over half of what we set out to accomplish and many of these action items are very much in progress. Such as developing a series of digital literacy programs to advance people's knowledge around connecting to the internet, and once they are connected, what to do with it. There is still a great need in many of our communities.

Chief Executive Officer Strobel stated we have completed training in Unconscious Bias and Crucial Conversations. Thank you HRD team. She stated all of our managers and supervisors have had extensive training in preparation for introducing our new and improved Performance Management System that will culminate in the spring of next year. The work that we do throughout the organization will be evaluated formally in the spring of 2024. We also have a great New Employee Orientation program, thanks again to the HRD team. We get a lot of positive feedback from new employees, they feel more engaged, and more knowledgeable. She is really proud of that.

Chief Executive Officer Strobel stated there are additional projects that we have been working on Facilities, has been incredibly busy with meeting the goals that we have set forth at the beginning of the year, new group study rooms, drive up window at the Maple Heights Branch is completed and open. Brecksville Branch drive up window is under construction. The new Innovation Centers in the Warrensville Heights Branch and Fairview Park Branch are complete. The Solon Branch Innovation Center is part of their addition and renovation project that is underway. The new Brooklyn Branch, Beachwood Branch and Parma Heights Branch kicked off. We are working on signs for the Olmsted Falls Branch and Brook Park Branch. There are also big improvements to the Parma Snow auditorium, not just the kitchen, but also a lot of new technology. Chief Executive Officer Strobel commented that after 18 years of being at CCPL, the ADM auditorium we have been using a projector on a cart. We now have a projector, excellent cameras, a new podium, and microphones in the ceiling. There has been a lot of work and a lot of expense that the Board approved in improving the AV and technology in this building, which was always the last to get attention as the branches are updated.

Chief Executive Officer Strobel mentioned additional projects for 2023 in the IT department. We have completed a new Integrated Library System, new self-check hardware and software project, and new improved copy/fax/print services throughout the system.

Chief Executive Officer Strobel shared additional projects related to Human Resources. We have a New Employee Orientation program, new Performance Management System. They are continually updating all personnel policies. Staff training in anti-harassment and customer boundaries, in terms of invasion of personal space, and having awkward conversations in helping them not have to accept that, but politely and tactfully deal with that. We have some internal training to help staff have the confidence to maintain their personal space, both physically and conversationally, with customers and still meeting customer needs.

Chief Executive Officer Strobel reminded us that on October 9th, we will be holding our Staff Development Day. CCPL Board President DePiero will be making opening remarks. Everyone is invited to participate in Staff Development Day. Chief Executive Officer Strobel is excited about this event because we have not brought everyone together in one space since 2006. We have had different iterations, or we have broken staff up into groups and met with them, but not all staff in one place.

Chief Executive Officer Strobel mentioned items that do not have check marks are very much underway. One is replacing the HRIS and payroll system. It has taken a lot of work and flexibility, but we are doing that and must be complete by the end of this year to kick off the new year and the system.

Chief Executive Officer Strobel thanked everyone for the opportunity to update them on the action items that we are working on and then make sure they know we are making progress.

Motion to Adjourn

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

15-09/2023

Upon motion of Trustee Blakemore, seconded by Trustee Leonard the September 26, 2023, meeting of the Cuyahoga County Public Library adjourned at 5:47 p.m.

Approved October 24, 2023

X _____
Dean E. DePiero
President

X _____
Maria L. Spangler
Secretary



Of **Karen Neuman**

WHEREAS,

Karen Neuman has served with great loyalty as an employee of the Cuyahoga County Public Library since her hire on October 29, 1990, as a Branch Regional Clerk at the Mayfield Branch; on March 29, 2015, her title changed to Branch Services Clerk, a position she held until her retirement on September 30, 2023; and,

WHEREAS,

Karen was very caring, empathetic, and giving to others. She worked to help achieve teamwork and execute customer service. Her care and thoughtfulness extended to both patrons and coworkers alike. Her 30 plus years of service and experience in circulation at the Mayfield and Richmond Heights Branches helped shape and mold upcoming branch clerks; and,

WHEREAS,

Karen connected with a community of patrons through the years which only helped improve the customer services at both the Mayfield and Richmond Heights Branches. When the time came, she was always willing to help her fellow Circulation team. She was able to hold engaging and interesting conversations with her coworkers which created enduring relationships; and,

WHEREAS,

Karen's keen eye and detailed approach helped others to execute excellent customer service. She helped facilitate team morale by remembering birthdays and wonderful life events related to her coworkers. Being the giver that she was, she always shared thoughtful gifts with her coworkers. She took pride in her job as she was always dedicated to following the right approach as directed by our Cuyahoga County Public Library leaders. She will be missed.

NOW, THEREFORE, BE IT RESOLVED

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

Dean E. DePiero, President
Board of Trustees
Cuyahoga County Public Library
Date: October 24, 2023

of Reginald "Q" Askew

WHEREAS,

the Cuyahoga County Public Library lost a well-loved and valued member on October 11, 2023, with the death of Reginald Askew known to all as Q; and,

WHEREAS,

Q served with great grace, loyalty, and compassion as an employee of Cuyahoga County Public Library since his hire on June 5, 2017, as a Mentor Monitor at the Maple Heights Branch; and,

WHEREAS,

He developed an amazing rapport with his co-workers, and supervisors; he exhibited a warm, gentle presence appreciated by all within the library community; he handled conflict with compassion, empathy, and humor; he was a wonderful team player; he brightened everyone's day by greeting staff members and patrons, and always making sure that everyone was ok; and,

WHEREAS,

Q would end most days at the library singing part of the closing song to the Carol Burnett Show.

*"I'm so glad we had this time together
Just to have a laugh, or sing a song
Seems we just get started
and before you know it
Comes the time we have to say
So long."*

He was much loved and respected by his co-workers, supervisors, and the patrons of the Maple Heights Branch and will be missed by all.

NOW, THEREFORE, BE IT RESOLVED

that the Cuyahoga County Public Library Board of Trustees records, appreciates, and honors the memory of Reginald "Q" Askew for all the years of service he has rendered to Cuyahoga County Public Library and the public and extends its sincerest condolences to his family.

Dean E. DePiero, President
Board of Trustees
Cuyahoga County Public Library
October 2023



Chief Executive Officer's Message

Growing Together

On October 9, nearly 500 Cuyahoga County Public Library (CCPL) staff members came together at the Embassy Suites in Independence for our first in-person Staff Development Day in more than a decade. It was heartening to see so many colleagues making connections and taking in excellent presentations by Damaris Patterson Price of Working River Leadership Consulting (Belonging & DEI), nationally recognized library technology consultant Nick Tanzi (Artificial Intelligence in Libraries), Chinenye Nkemere and Bethany Studenic of Enlightened Solutions (Organizational Change and Self-Care), and Scott Simon, author, happiness entrepreneur and founder of the Scare Your Soul courage movement. Staff Development Days are valuable not just because they give us the rare opportunity to be together in person, but because they provide opportunities for learning and professional growth. I hope everyone who attended took away information that will help them enhance their daily interactions with co-workers and customers.

In many ways it has been a year of growth at CCPL. In August, we launched Koha and Aspen – our new Integrated Library System (ILS) and discovery layer, respectively – which replaced the ILS system we used daily for the past 20 years. This meant hundreds of staff members throughout CCPL had to prepare themselves to let go of 20 years of muscle memory and learn all new workflows and procedures. An ILS transition is a huge endeavor for any library, let alone one as large and busy as CCPL. Everyone prepared and worked hard leading up to migration day, from in-person training sessions, to training videos and documents, to off-the-floor time for staff to use and get comfortable with the new ILS. All that preparation paid off in a big way. As ILS migrations go, ours was a resounding success.

I am so proud of how staff have embraced the growth opportunities this year has presented. It speaks to our strong commitment not only to delivering excellent customer service that delights and exceeds expectations, but also to lifelong learning.

Tracy R. Strobel
Chief Executive Officer

Social Media

Facebook Fans: 37,096

Instagram Followers: 7,853

Twitter Followers: 11,222

We're excited to work with @CuyahogaLib and @ParmaHts community to help create a successful vision for the new Parma Heights branch! Join us this month for a series of community open houses to share your input for the new library. Learn more: <https://bit.ly/46dmzXF>

@Bialosky_Arch, September 13, 2023

Invest in Children's Alyssa Swiatek spent time with @wkyc to talk about FamilySpace – a new program for families with young children created by IIC and @UnitedWayCLE @CuyahogaLib @Cleveland_PL and Family Connections

@CuyahogaKids, September 15, 2023

Upcoming college prep workshops thanks to @CuyahogaLib 📚📖

@MrsNaimRenfro, September 16, 2023

CFMS book club is off and running! Thank you to Joni Sand, teen librarian at the Chagrin Falls @CuyahogaLib branch, for attending! #cfevs #cftogether 🐾

@Mrs_Jameson_CF, September 19, 2023

Need help applying for a passport? Join us on Sept 30 for Passport Day at @CuyahogaLib Garfield Heights Branch from 10 AM - 2 PM! Appointments are limited: RSVP now by calling 216-475-8178.

@RepShontelBrown, September 20, 2023

Tim and Jon had a great time at @CuyahogaLib Parma-Snow Branch Next Chapter Book Club. The book club allows people with IDD to read, learn and get to know others in a relaxed setting. Join them in the next meeting on October 7. Register at <http://attend.cuyahogalibrary.org/event/8914779>.

@Cuyahoga_DD, September 20, 2023

Spending my Saturday in a quiet room in my local branch of @CuyahogaLib, writing tales of adventure. My standing gig every weekend for the next several months, and probably my most productive day of the week. #CuyahogaCountyPublicLibrary #amwriting @jcbruening, September 23, 2023

System Highlights

The **Orange Branch** hosted a September 10 Grandparents' Day event for 108 children, grandparents and grand-friends. Participants enjoyed a show from the Bubble Lady, reptiles from Cleveland Metroparks, a visit from Pepper Pike's Fire Department and ice cream treats.

On August 17 at the **Beachwood Branch**, BSL II Morgan Reeves partnered with Fieldstone Farms to present a "Mini-Therapy Horse Visit" to 44 school-age students and family members. Each child attendee got the chance to groom the mini-horse and took home a packet of coping cards designed to help deal with anxiety and worry, and the Fieldstone Farm staff spoke about the benefits of therapy horses and answered questions about horse care. The parents and children were both very enthusiastic and appreciative. One mother said, "Thank you so much for this program. My daughter suffers from anxiety and has been very worried about starting school in a new building, but she's been so excited about coming to meet the horse today. It was a really calming time for her."

On September 23, Children's BSL Generalist Beate van der Schalie together with Children's BSA Mallory Simmons and Branch Manager Ali Boyd hosted the "Garden Harvest Fest 2023" at the **Warrensville Heights Branch**. Outside in the garden, customers enjoyed balloon sculpting by Flower Entertainment, drumming with Boyd, cornhole and sandbox play. Numerous customers harvested tomatoes, corn and herbs. To feature this year's garden crops, customers used fresh cherry tomatoes and sweet peppers to create delicious flatbread pizza snacks. Other indoor activities included making butterfly masks with a presenter from the Xerces Society for Invertebrate Conservation, creating cornhusk dolls and coloring seasonal crafts. Attendance was 182, rounding out another amazing year in the garden!

Families had a buzzing good time while exploring the amazing world of bugs at the **Chagrin Falls Branch** for the September 9 "Bug Detectives" program. Twenty-eight children enjoyed building their own bug using air-dry clay while exercising their fine motor skills and creativity.

Teen BSL I Mia Cowan hosted a "Homeschool Time Travelers" session September 27 with 10 enthusiastic students in attendance at the **Gates Mills Branch**. The session covered Ancestor Appreciation Day, the Rosetta Stone discovery, Rachel Carson's Silent Spring, Greta Thunberg and the history of Google.

System Highlights

The **Mayfield Branch** Innovation Center was very busy in September with many opportunities to learn, create and connect. BSL Mike Karaffa led 13 customers in a “Laser Basics” course on September 19. Tech Trainer Elizabeth Alessandro and Karaffa led 11 customers in learning how to use Adobe Illustrator to make their own graphic designs on September 20. A “Raspberry Pi Basics” class was served up on September 27, where Karaffa led four customers in how to wire basic circuits and how to write simple code. And BSL Robin Pandya showed off the sublimation printer and mug heat press on September 30, with seven participants creating their own custom designed mug.

Aromatherapist Beth Schreibman-Gehring presented and engaged in a question-and-answer session with 18 attendees about the safe and effective uses of plant-based essential oils at “The Health Benefits of Aromatherapy” program September 26 at the **Richmond Heights Branch**. Each participant received a take-home aromatherapy sample, and many attendees requested the return of Schreibman-Gehring for future presentations. The Friends of the Mayfield Library supported the program, which is in support of the health and wellness strategic initiative.

On September 26, the **South Euclid-Lyndhurst Branch** hosted the Greater Cleveland Regional Transit Authority (RTA) in the coordinated effort to provide on-site job recruiting and employment for members of the Greater Cleveland community. The event was a hybrid program that served the needs of 22 people who were excited about the possibilities of beginning a career at RTA.

At the **Parma-Powers Branch**, Adult BSL II Chad Lowther facilitated the “Drone Flying Fun!” program for seven enthusiastic customers on September 7. The participants were older adults who had never used a gaming controller. Each of them took to flying right away, and in little time they successfully maneuvered the drones around the meeting room. There were more than a few crashes that evening, but there were far more laughs. One of the attendees was interested in building a drone for his grandson fashioned out of parts made with a 3D printer, so Lowther showed him the Innovation Centers webpage and explained how to register for a maker space orientation.

The **Brecksville Branch** held the city’s mayoral candidate forum on September 25. The League of Women Voters of Greater Cleveland sponsored the event.

On September 23, the **Independence Branch** hosted an “Aging With a Plan” program. Case Western Reserve University Professor Sharona Hoffman discussed her book *Aging With a Plan* and addressed some of the social, financial, legal, medical and other challenges that people face as they grow older or care for aging loved ones. Hoffman offered the 12 attendees a wealth of practical advice backed by research studies and illustrated by many personal anecdotes.

On September 6, the **Parma-Snow Branch**’s Adult BSL II Becky Buryanek taught eight attendees how to make sauerkraut. This program is part of the culinary initiative, and the Adult Programming Department created the curriculum. Participants enjoyed learning the process and the health benefits of fermented food.

Eight participants created and cooked their own grilled cheese recipes at the **Solon Branch** during the September 5 “Teen Chefs” program. The teens were excited to show what they learned, and they made an extra sandwich to take home to parents or siblings. They also gave the program presenter some ideas of things they would like to do in the future.

Garfield Heights Branch staff teamed up with presenter Hector Castellanos-Lara to create an engaging Día de Muertos family-friendly program. Families participated in skull crafts and a storytime and learned about the history and significance of Día de Muertos. In a multigenerational event, abuelas decorated their sugar skulls alongside their grandchildren, and all participants went home with a creative custom-made skull mask and sugar skull.

On September 19, Adult BSL II Laura Piskac taught 16 customers how to make pretzels during the **North Royalton Branch**’s hands-on “Oktoberfest Pretzels” workshop. Participants learned how to make a quick rise dough, shape the pretzels and use an egg wash before taking the pretzels home to bake.

Parma Heights Branch teens learned the history and process of making bubble tea. Using molecular gastronomy, four participants created their own popping boba to use in a variety of teas. Teens worked together to create several recipes and helped each other navigate measurements.

System Highlights

On September 7, the **Bedford Branch** had its first VolunTeens of the school year. Bedford BSL I Victoria Bracher and four teens made a “Feelings Tree” to promote social-emotional awareness. The tree has a feelings wheel where each emotion is a different color, and it is meant to be an interactive piece in the Teen Area where they can choose a leaf that corresponds to the color of their feeling and put it on the tree anonymously. The teens helped create the tree frame and the leaves, and upon completion, added their own leaf.

Thirty customers stopped by the **Maple Heights Branch** September 11 to visit with a miniature therapy horse from Fieldstone Farms. This program was part of the “Adult Activities for All Abilities” series presented by Melissa Morris. Participants of all ages enjoyed petting and brushing the beautiful little horse.

Teen Librarian Andy Karp held an “Escape Room Challenge” for 23 excited teens on September 20 at the **Brook Park Branch**. The kids had a blast searching for clues and solving puzzles in the superhero-themed escape room. The puzzles included hidden objects, cyphers, riddles and even clues written with invisible ink. They built on each other and eventually gave the group combinations to open a set of six locks to “break out” of the library meeting room. The kids naturally separated into small groups to tackle the various challenges and worked as teams to put all the pieces together to escape before the end of the hour. After opening the final locks to complete the challenge, the teens were awarded with a custom-made “I Escaped!” button made by branch staff. The teens really enjoyed the experience and have already asked Karp to create another escape room for them in the future.

Ten customers attended “Library for All,” BSL I Generalist Andrea Carroll’s adapted program for adults with developmental disabilities and their caregivers, on September 12 at the **Bay Village Branch**. Together they learned all about America’s favorite fruit: the apple! After a short presentation, they held a taste test to determine the group’s favorite apple varietal. Attendees also used apples as stamps to decorate canvas tote bags. Finally, they snacked on apple and yogurt parfaits while listening to stories about apples.

On September 23, **Brooklyn Branch** BSL II Alex Ward and BSA I Grace Ford attended the city of Brooklyn’s annual Fall Festival. Staff talked about upcoming programs and services with 556 community members of all ages. The most exciting topic was the new building with the cranes and excavators perfectly visible from the table. Customers are looking forward to their new library coming next year!

North Olmsted Branch Teen Librarian Katie Power and BSA II Tammy Bailey held a “Ramen Remix” program September 12 for teens in grades 6 – 12. Participants learned to prepare ramen and toppings by chopping onions and mushrooms, cutting seaweed and opening cans of bean sprouts and corn. The program produced 88 bowls of ramen, and many teens were excited to try this dish for the first time.

On September 20, Baldwin Wallace University archivist Kieth Peppers and Brandy Arnold presented “The BW/ Berea Connection to NASA and Space Exploration” to 36 people at the **Berea Branch**. Along with a lecture and slideshow, they shared some interesting exhibit pieces, including a meteoroid found during digging of the Berea Sandstone quarries and a miniature grindstone made of Berea Sandstone that astronaut and BW graduate Robert F. Overmyer took into space. This event was part of the series “Our Place in Space: The Ongoing Adventures of Us Among the Stars,” presented in collaboration with Baldwin Wallace University.

Eleven first-grade classes (312 students) visited the **Olmsted Falls Branch** to celebrate National Library Card Sign-Up Month, and 187 students got their first library cards! When the kids returned later with their parents, the Children’s Librarian enjoyed overhearing them tell their parents all about books read to them (read-alongs) and toys they can check out. “You know more than I do about the library!” one parent said to her daughter.

The **Strongsville Branch** hosted two bestselling authors in September. The first event kicked off September 11 with author Craig Johnson discussing his new book, *The Longmire Defense*, to an audience of 150. Attendees enjoyed hearing about Johnson’s writing process, and many stayed for the signing and meet and greet. Mystery author J.A. Jance visited September 28, and 66 attendees celebrated the release of the authors 20th book in the Joanna Brady mystery series, *Blessing of the Lost Girls*.

System Highlights

Adult Services Supervisor Steve Haas held the first-ever “Networking & Smoothies” event at the **Middleburg Heights Branch**. The Middleburg Heights Chamber of Commerce helped promote the event, which seven local entrepreneurs attended. Haas showed them free resources and options available through the library, which included creating customer mailing lists with Reference Solutions and using the Legal Forms database. Attendees also received a handout listing more free library business resources and local organizations that specialize in small business development. Evaluation comments included “Wonderful work” and “Very helpful.”

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

ACTIVITIES OF THE CHIEF EXECUTIVE OFFICER

September 27

- Met with Monique Good, CCPL Chief Human Resources Officer
- Meeting with Melanie Rapp-Weiss, CCPL Branch Manager, CCPL Brecksville Branch, Traci Haynes, CCPL Engagement & DEI Manager, and Courtney Conway, CCPL Communications & External Relations Manager
- Hosted **Benefactor Reception** with author **Ann Patchett & Kevin Wilson**
- Welcomed guests to the **William N. Skirball Writers Center Stage** author **Ann Patchett & Kevin Wilson**

September 28

- Visited **Columbus Metropolitan Libraries (CML); Shepard Branch Library, Northside Branch Library, Dublin Branch Library, and Gahanna Branch Library**, with Scott Morgan, CCPL Chief Operating Officer, Pamela Jankowski, CCPL Chief Public Services Officer, Jeffery Mori, CCPL Facilities Director, Krista Tokarz, CCPL Branch Manager, CCPL Parma Heights Branch, and Amia Wheatley, CCPL Branch Manager, CCPL Beachwood Branch
- Met with **Paul Brehm-Heeger, Director, Cincinnati & Hamilton County Public Library, Aimee Fifarek, Director & CEO, Public Library of Youngstown & Mahoning Valley, Mary Ellen Icaza, Chief Executive Officer, Stark County District Library, Felton Thomas, Director, Cleveland Public Library, and Michelle Francis, Executive Director, Ohio Library Council (OLC)**

September 29

- Attended **Ohio Library Council, (OLC) Convention and Expo, Cincinnati, OH**

October 2

- Met with **Hallie Rich, Editor In Chief, Library Journal**
- Meeting with **Senator Nickie Antonio, Justin McCaulley, President, McCaulley&Company, and Devon Eldrige, Associate, McCaulley&Company**
- Phone call with **Attorney Brian Moore, Roetzel & Andress**, with Scott Morgan, CCPL Chief Operating Officer, Jeffery Mori, CCPL Facilities Director
- CCPL Parma Heights Branch Visit with Krista Tokarz, CCPL Parma Heights Branch Manager, and staff

October 3

- Met with Design Firms and Contractors at CBLH Design to discuss Solon Branch project; design review of interior spaces, floor plan options, finishes, lighting; overview of exterior design and overview of A/V & Security, with Jeffery Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, Jim Haprian, CCPL IT Director, James McLaughlin, CCPL Special Projects and Maintenance Manager, and Darlene Davis, CCPL Solon Branch Manager
- Met with Robert Rua, CCPL Marketing & Communications Director

October 3 - Continued

- Meeting to discuss Owner Design of new **CCPL Parma Heights Branch** with, **Ben Crabtree, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, Sam Meyer, LEED AP ID+C, Associate, and Interior Designer, Bialosky Cleveland,** and Scott Morgan, CCPL Chief Operating Officer, Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, Krista Tokarz, CCPL Branch Manager, CCPL Parma Heights Branch
- Conducted CCPL Chief Communications & External Relations Officer Interview

October 4

- Attended **2023 Annual Cuyahoga County Budget Commission Library Meeting, Rocky River Public Library**
- Participated in **Metro Directors** monthly conference call
- CCPL Bay Village Branch Visit with Maryann Penzvalto, CCPL Bay Village Branch Manager, and staff

October 5

- Meeting with **Justin McCaulley, President, McCaulley&Company, Camryn Pillar, Analyst, McCaulley&Company, Olivia Willis, Analyst, McCaulley&Company, Molly Farris, Associate, McCaulley&Company, Devon Eldridge, Associate, McCaulley&Company,** and Jessica Kanelos, CCPL Development Director
- Met with Bertha Arrington, CCPL Executive Division Manager, and Carol Baca, CCPL Maintenance Assistant
- CCPL Berea Branch Visit with Kalyn Kappelman, CCPL Berea Branch Manager, and staff

October 6

- Met with Gregory Cordek, CCPL new Chief Financial Officer

October 9

- Attended **CCPL Staff Development Day** gave opening remarks along with **Board President Dean DePiero** and gave closing remarks

October 10

- Met with **Neil Rains, CCPL Foundation Board President,** CCPL Orange Branch
- Met with Jessica Kanelos, CCPL Development Director
- Met with Pamela Jankowski, CCPL Chief Public Services Officer, Jessica Kanelos, CCPL Development Director, Rebecca Ranallo, CCPL Director Literacy & Learning Division, and Margaret Currie, CCPL Grants Manager
- Attended CCPL Branch Clerk Supervisors Meeting
- Chaired **Youth Opportunities Unlimited (Y.O.U.) Community Collaboration Committee**
- Meeting with CCPL Finance Division

October 11

- Met with Monique Good, CCPL Chief Human Resources Officer, Heather Timko, BSL II Adult, CCPL Strongsville Branch, Mike Niederhausen, CCPL Technology Training Supervisor, Mike Wood, SEIU 1199 Representative, and Angeline James, CCPL LLD Specialist - Adult Programming

October 11 - Continued

- Met with **Monica Brown, CCPL Foundation Board member**
- **Gave presentation and Q&A at the Rowfant Club** at the request of **CCPL Foundation Board President, Neal Rains**

October 12

- Attended the **Ohio Government Finance Officers Association (GFOA) Conference - Award Presentation** with **CCPL Trustee Patricia Shlonsky and CCPL Trustee Allyn Davies. Scott Morgan, CCPL Chief Operating Officer was a recipient of the Career Achievement Award.** Chief Executive Officer Strobel, and Robert Dolan, CCPL Finance Director gave remarks and presented Scott Morgan, CCPL Chief Operating Officer with the Career Achievement Award.
- Attended CCPL Literacy & Learning Division (LLD) Meeting with Rebecca Ranallo, Director, LLD and LLD staff
- Met with Kate McCreary, New CCPL Chief Communications & External Relations Officer

October 13

- Attended CSU Leadership Academy 32 Graduation with Scott Morgan, CCPL Chief Operating Officer, Monique Good, CCPL Chief Human Resources Officer, and Jeffery Mori, CCPL Facilities Director and graduating staff members

October 17

- Meeting with **CCPL Foundation Board - Governance Committee** meeting to; Review and confirm Governance Committee description, review Board member matrix and next steps, and review CCPL Foundation Board member vetting draft procedure
- Met with Robert Rua, CCPL Marketing & Communications Director
- Met with Traci Haynes, CCPL Engagement, Diversity, Equity, and Inclusion Manager
- Owner Design meeting for **CCPL new Parma Heights Branch** with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, Sam Meyer, LEED AP ID+C, Associate, and Interior Designer, Bialosky Cleveland, and Sandy Tilberg, Senior Interior Designer, Bialosky Cleveland,** and Scott Morgan, CCPL Chief Operating Officer, Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, Krista Tokarz, CCPL Branch Manager, CCPL Parma Heights Branch
- Met with CCPL Development and Marketing Team
- Chaired **Youth Opportunities Unlimited (Y.O.U.) Community Collaboration Committee**

October 18

- Meeting with **Justin McCaulley, President, McCaulley&Company, Camryn Pillar, Analyst, McCaulley&Company, Olivia Willis, Analyst, McCaulley&Company, Molly Farris, Associate, McCaulley&Company, Devon Eldridge, Associate, McCaulley&Company,** and Jessica Kanelos, CCPL Development Director
- Presented **CCPL Quarterly Town Hall Meeting**

October 19

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

October 19 - Continued

- Attended **Young Professionals' reception** with author **Michelle Zauner**
- Introduced the **William N. Skirball Writers Center Stage** author **Michelle Zauner**

October 20

- Vacation

October 23

- Gave welcome and remarks for CCPL for Schools workshop
- Met with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Angelica Guzman, Lead Exhibit Designer, Luci Creative, Sarah Anderson, Project Strategy Director, Luci Creative,** and Pamela Jankowski, CCPL Chief Public Services Officer, Jeff Mori, CCPL Facilities Director, Kathleen Sullivan, CCPL Branch Manager, CCPL Brooklyn Branch, Alex Ward, CCPL BSL Supervisor Children, CCPL Brooklyn Branch
- Met with **Mayor Edward Kraus, City of Solon, Angee Shaker, Director of Economic Development, City of Solon,** with Scott Morgan, CCPL Chief Operating Officer
- Met with Pamela Jankowski, CCPL Chief Public Services Officer
- Attended **CCPL Foundation Board Orientation**, with Jessica Kanelos, CCPL Development Director, at CCPL Garfield Heights Branch

October 24

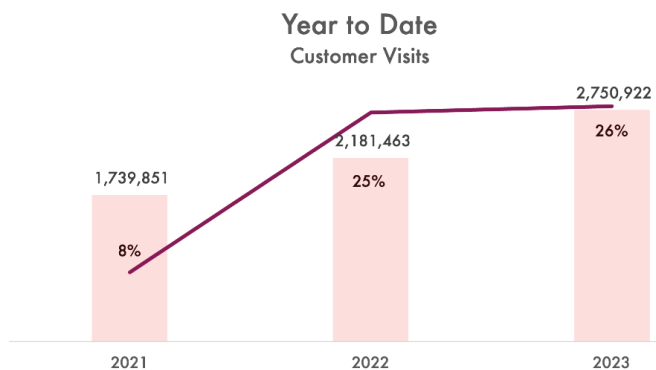
- Facilitated **CCPL Foundation Board Meeting**, CCPL Parma-Snow Administration Auditorium
- Met with Jessica Kanelos, CCPL Development Director
- Meeting to discuss Furniture for the new CCPL Brooklyn Branch with, **Ben Crabtree, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, Kate Walker, Associate Interior Designer, Bialosky Cleveland,** and Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, Chief Public Services Officer, Kathleen Sullivan, CCPL Branch Manager, CCPL Brooklyn Branch
- Facilitated **CCPL Policy, Planning & External Relations Committee meeting**
- Facilitated **CCPL Board of Trustees meeting**



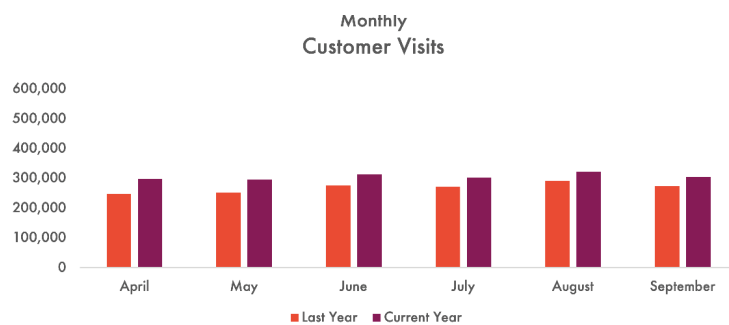
Chief Executive Officer

Visits | September 2023

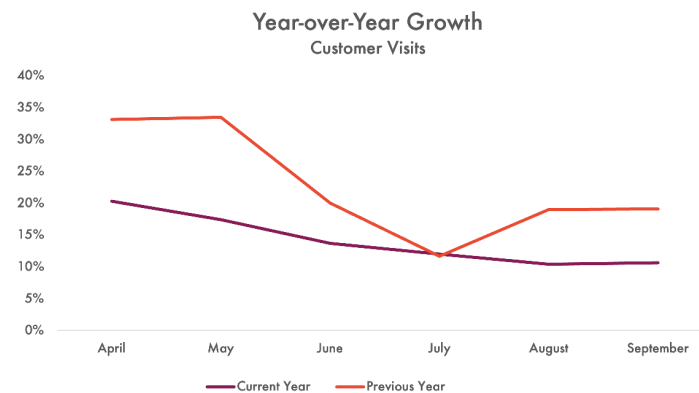
Year to Date



Monthly

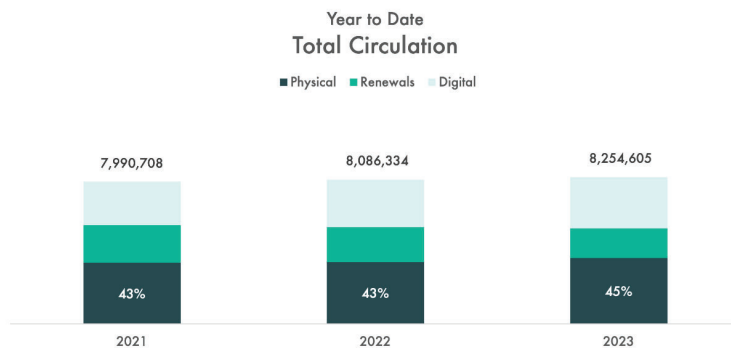


Year-over-Year Growth

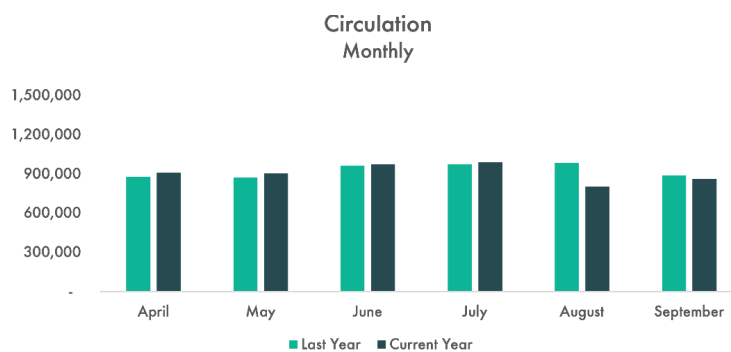


Circulation | September 2023

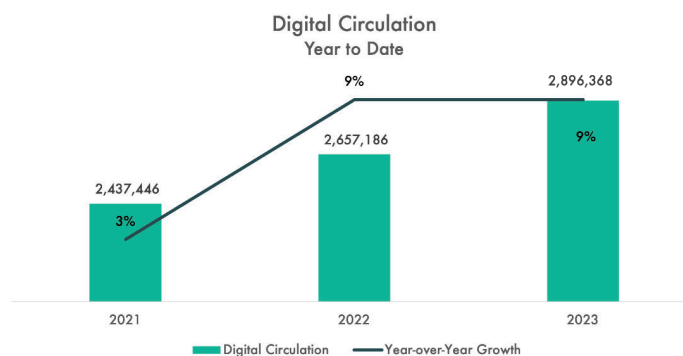
Year to Date Total Circulation



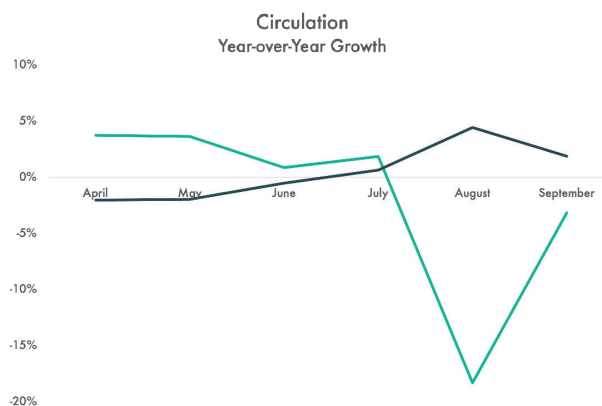
Monthly Total Circulation



Year to Date Digital Circulation

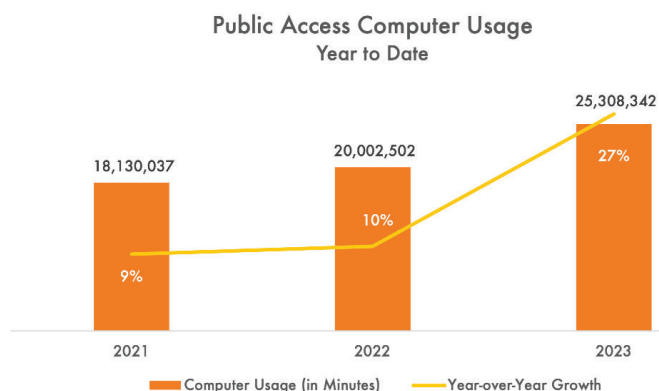


Year-over-Year Growth Total Circulation

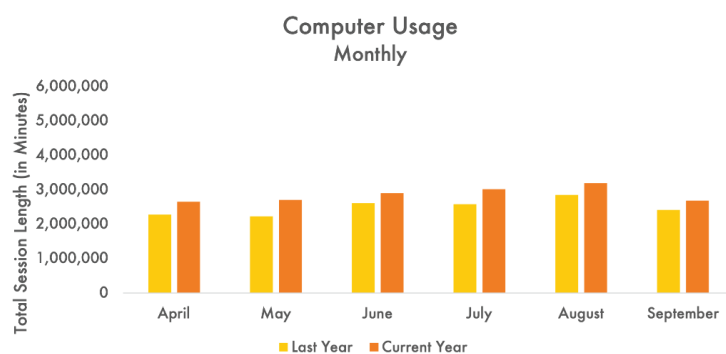


Computer Use | September 2023

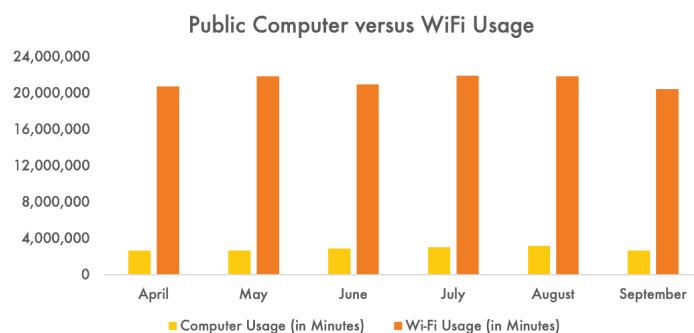
Year to Date



Monthly

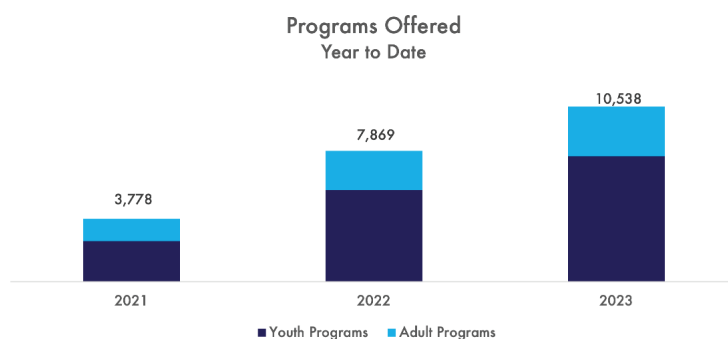


Public Computer VS. WiFi Usage

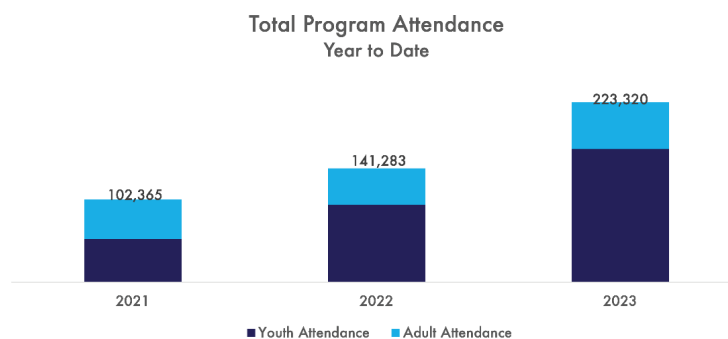


Programs | September 2023

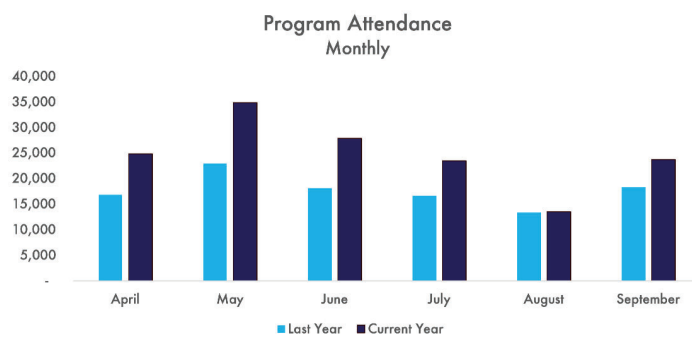
Year to Date Programs Offered



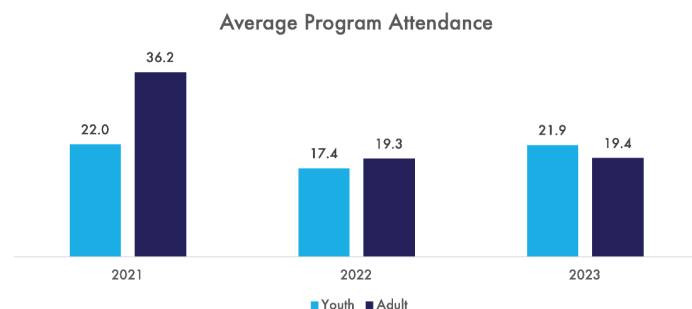
Year to Date Program Attendance



Monthly Program Attendance



Average Program Attendance



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HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-10

October 2023

APPOINTMENTS										
NAME	POSITION	GRADE	SALARY	HOURS WEEK	COST CENTER	REPLACES	SALARY	REASON	HOURS WEEK	EFFECTIVE DATE
Baird, Cassie	NBU Page	OSP	\$12.00	15	FPR113	Leah Goldstein	\$12.00	New Hire	15	10/16/2023
Cawley, Vicki	Youth Programming Tutor	OST	\$12.00	10	504113		\$12.00	New Hire	10	10/2/2023
Colgrave, Gail	Youth Programming Tutor	OST	\$12.00	10	504113		\$12.00	New Hire	10	10/2/2023
DiNovo, Erica	NBU Page	OEP	\$12.00	15	ORG113		\$12.00	New Hire	15	10/1/2023
Farrar, Jennifer	123 Read Site Coordinator	OSR	\$22.24	12	504113		22.24	New Hire	12	10/2/2023
Harper, Deborah	NBU Page	OEP	\$12.00	15	SLN113	Ohanna Wang	\$12.00	New Hire	15	10/10/2023
Lang, Katie	Donor Relations Coordinator	20	\$27.88	40	401112	Larisse Mondok	\$27.88	New Hire	40	9/28/2023
Latsko, Elaine	123 Read Site Coordinator	OSR	\$22.24	12	504113		\$22.24	Rehire	12	9/25/2023
Mango, Brynna	Branch Services Assistant I	207	\$20.09	16	MDH111		\$20.09	New Hire	16	9/17/2023
Muck, Anna	123 Read Site Coordinator	OSR	\$22.24	12	504113		\$22.24	New Hire	12	9/25/2023
Nickols, Andrew	Youth Programming Tutor	OST	\$12.00	10	504113		\$12.00	New Hire	10	10/2/2023
Oldrieve, Richard	Youth Programming Tutor	OST	\$12.00	10	504113		\$12.00	New Hire	10	9/18/2023
Patadia, Ashley	Youth Programming Tutor	OST	\$12.00	10	504113		\$12.00	New Hire	10	9/18/2023
Ragone, Loredana	NBU Page	OSP	\$12.00	15	IND113	Zaneb Zafar	\$12.00	New Hire	15	9/27/2023

HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-10

October 2023

SEPARATIONS						
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	EFFECTIVE DATE
Fuentes, Caroline	Youth Programming tutor	504113	OST	\$13.00	10	9/19/2023
Groves, Lisa	Youth Programming tutor	504113	OST	\$13.00	10	9/19/2023
Hanrahan, Karen	Youth Programming tutor	504113	OST	\$13.00	10	9/19/2023
Kulaga, Paul	NBU Page	FPR113	OSP	\$13.00	10	10/5/2023
Ohlinger, Tian	Branch Services Clerk	GFH113	205	\$16.16	32	10/20/2023
Peters, Anthony	TSD Clerk	705111	204	\$14.49	40	10/5/2023
Stubbs, Erica	NBU Page	WVH113	OSP	\$13.00	15	9/27/2023

HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-10

October 2023

ANNIVERSARY PAY ADJUSTMENTS								
NAME	POSITION	COST CENTER	GRADE OLD	GRADE NEW	HOURS	SALARY OLD	SALARY NEW	EFFECTIVE DATE
Baisden-Kraynak, Lisa	Youth Programming Tutor	504113	OST	OST	10	\$12.00	\$13.00	9/3/2023
Burgess, Richard	Youth Programming Tutor	504113	OST	OST	10	\$12.00	\$13.00	9/3/2023
Davenport, George	Youth Programming Tutor	504113	OST	OST	10	\$12.00	\$13.00	9/3/2023
Dudas, Arlene	Youth Programming Tutor	504113	OST	OST	10	\$12.00	\$13.00	9/3/2023
Irizarry, Carmen	Youth Programming Tutor	504113	OST	OST	10	\$12.00	\$13.00	9/3/2023
May, Kaleigh	NBU Page Branch Services Clerk SUB	MPL113 450114	OEP	OSP	15 1	\$12.00 \$16.16	\$12.50 \$16.16	10/1/2023
Scott, Elisha	NBU Page	SLN113	OEP	OSP	15	\$12.00	\$12.50	10/1/2023
Yoke, Nina	Youth Programming Tutor	504113	OST	OST	10	\$12.00	\$13.00	9/3/2023

RETIREMENTS							
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	HIRE DATE	LAST WORKING DAY
Neuman, Karen	Branch Services Clerk	MAY111	205	\$22.63	40	10/29/1990	9/30/2023

HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-10

October 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
Andres, Heidi	Branch Services Librarian Teen	MDH111	PAS111	208	208	40	40	\$32.72	\$32.72	Bethany Forsberg	Acting Position Begins	40	10/1/2023
Barrett, Megan	Branch Manager	GFH112	STV112	47	47	40	40	\$44.20	\$44.20	Donna Meyers	Transfer to New Location	40	9/17/2023
Becker, Brenna	Branch Manager	CHF111	GAT112	209	41	40	40	\$34.08	\$36.06	Maryann Penzvalto	Acting Position Begins	40	9/17/2023
Beyer, Emilee	Youth Programming Tutor	BKL112	504113	OSH	OST	15	10	\$22.24	\$13.00		Transfer	10	9/1/2023
Block, Ronald	Branch Manager	MDH112	MDH112	41	41	40	40	\$46.41	\$44.20		Acting Position Ended	40	9/17/2023
Brown, Jessica	Branch Services Clerk Branch Services Assistant I SUB	SLN111	SLN111 450114	205	205 207	16	16 1	\$16.16	\$16.16 \$20.69		Add Second Rate	16 1	10/15/2023
Forsberg, Bethany	Branch Services Librarian I	PAS111	GAT111	208	208	40	16	\$30.03	\$30.03		Acting Position Begins	16	9/17/2023
Fredericy, Cameron	Branch Services Clerk	450114	FPR111	205	205	1	24	\$16.16	\$16.16	Rene Ruso	Transfer	24	10/2/2023
Fried, Aaron	Branch Services Assistant I Branch Services Clerk - SUB	613111 450114	SEU111 450114	208 205	207 205	40 1	40 1	\$25.75 \$22.63	\$24.53 \$22.63		Acting Position Ended	40 1	10/1/2023
Fried, Aaron	ITD System Support Tech Branch Services Clerk SUB Branch Services Assistant I SUB	SEU111 450114	613111 450114 450114	207 205	208 205 207	40 1	40 1 1	\$24.53 \$22.63 \$25.75	\$25.75 \$22.63 \$25.75	Eric Kish	Promotion	40 1 1	10/15/2023
Furino, Anthony	Branch Manager	ORG112	GFH112	41	47	40	40	\$41.89	\$50.27	Megan Barrett	Promotion	40	9/17/2023
Haller, Maryanne	Branch Manager	ORG111	ORG112	209	41	40	40	\$30.38	\$36.06	Anthony Furino	Acting Position Begins	40	9/17/2023
Hawkins, Dorrian	Branch Services Clerk Branch Services Assistant SUB	ORG111 450114	ORG111 450114	205 207	205 207	40 1	32 1	\$18.52 \$20.69	\$18.51 \$20.69		Decrease in Hours	32 1	9/17/2023
Hudson, Janeth	Branch Services Clerk	ORG113	ORG111	OSP	205	15	24	\$12.50	\$16.16		Acting Position Begins	24	9/17/2023
Hull, Quinn	Branch Services Librarian SUB	450114	450114	208	208	1	1	\$22.15	\$22.40		Correction to Rate	1	10/1/2023
Johnson, Shannon	Branch Services Clerk SUB Branch Services Assistant I SUB	CHF113 450114 450114	450114 450114	OSP 205 207	205 207	15 1 1	1 1	\$13.00 \$16.16 \$20.09	\$16.16 \$20.09		Transfer to Substitute	1 1	10/1/2023
Lenson, Heather	Branch Services Assistant II	SLN111	ORG111	207	207	16	24	\$22.83	\$22.83	Younghee Shinkim	Transfer	24	9/17/2023

HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-10

October 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
Meyers, Donna	Branch Manager	STV112	PWR112	47	47	40	40	\$50.48	\$50.48	Holly Cimino	Transfer to New Location	40	9/17/2023
Nelson, LaRhonda	Branch Services Assistant - SUB	504113	450114	OST	207	10	1	\$12.00	\$20.09		Transfer to Substitute	1	9/17/2023
Oates, Alexandria	Branch Services Clerk Branch Services Assistant I SUB	BEA111	BEA111 450114	205	205 207	16	16 1	\$16.16	\$16.16 \$20.69		Add Second Rate	16 1	10/1/2023
Palevsky, Arielle	CER Administrative Assistant Branch Services Assistant I SUB	SEU112 450114	400111 450114	OSH 207	205 207	15 1	40 1	\$22.24 \$20.09	\$16.16 \$20.69		Transfer	40 1	10/2/2023
Pastor, Marian	NBU Page Branch Services Clerk SUB	SLN113	SLN113 450114	OSP	OSP 205	15	15 1	\$12.50	\$12.50 \$16.16		Add Second Rate	15 1	10/15/2023
Penzvalto, Maryann	Branch Manager	GAT112	BAY112	41	46	40	40	\$39.78	\$43.75	Jessica Breslin	Promotion	40	9/17/2023
Retting, Kathryn	Branch Services Librarian Teen	NOL	RCH	209	209	40	40	\$26.23	\$243.43		Acting Position Ended, Promotion	40	10/1/2023
Schalk, Hannah	Branch Services Clerk	ORG111	ORG111	205	205	32	36	\$17.83	\$17.83		Temporary Increase in Hours	36	9/17/2023
Scott, Elisha	NBU Page Branch Services Clerk SUB	SLN113	SLN113 450114	OSP	OSP 205	15	15 1	\$12.50	\$12.50 \$16.16		Add Second Rate	15 1	10/15/2023
Voloshchak, Myroslava	Branch Services Assistant I	450114	MDH111	207	207	1	16	\$20.09	\$20.09		Transfer	16	10/1/2023
Zumack, Magdalena	NBU Page Branch Services Clerk SUB	NRY113	NRY113 450114	OSP	OSP 205	15	15 1	\$12.00	\$12.00 \$16.16		Add Second Rate	15 1	10/1/2023

CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (\$)	AMOUNT	MILEAGE	MEETING
Andres, Heidi	04/03/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Barden, Daniel	04/03/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Barrett, Megan	04/03/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Bartlett, Wendy	04/03/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Bracher, Victoria	04/03/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Bracken, Enda	04/03/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Camino, Holly	01/19/2024 - 01/22/2024	\$1,600.00	\$ -	LibLearnX 2024 / ALA / Baltimore, MD
Dickerson, Eboni	04/03/2024 - 04/05/2024	\$545.54	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Dickerson, Eboni	01/18/2024 - 01/22/2024	\$1,600.00	\$ -	LibLearnX 2024 / ALA / Baltimore, MD
Haynie, Steven	04/03/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Hehir-Brewer, Patricia	04/03/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Kappelman, Kalyn	04/03/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Kelly, William	4/3/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Kirschner, Sue	10/28/2023 - 10/29/2023	\$1,200.00	\$ -	USA TLA Board of Directors Meeting / USA Toy Library Association / Evanston, IL
Liedtke, Julie	04/03/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Polace, Sarah	04/03/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Polace, Sarah	10/31/2023, 11/16/2023, 12/06/2023, 01/10/2024, 02/14/2024, 03/21/2024, 04/18/2024	\$150.00	\$ -	NEO-RLS 2023 Leadership Academy / NEO-RLS / Various Locations
Rak, Kathleen	10/11/2023	\$0.00	\$ -	2023 NEO-RLS New Supervisors Academy - Session 10 / Northeast Ohio Regional Library System / Virtual
Schreiber, Mary	04/03/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Walker, Jade	04/03/2024 - 04/05/2024	\$1,200.00	\$ -	Public Library Association Annual Conference / PLA / Columbus, OH
Winstead, Lakeisha	10/10/2023	\$200.00	\$ -	Disruptive Tech: The Unrecognizable New World of Tech / The City Club of Cleveland / Cleveland, OH
		\$22,095.54		

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Financial Statement Analysis

September 2023

Revenues

We received small distributions for both of our property tax levies (2.5 and 1.0 Mills) from the County. We have already received the majority of the funds through advances and the second half settlement. There may be a couple of smaller distributions to finish the year. We will bring an adjustment to the Board in December for the final amounts received.

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

Our monthly distribution for the PLF was received in the amount of \$2,410,623.29. The last budget estimate from the Ohio Department of Budget and Management was received and is showing more than what we have budgeted. We will continue to monitor the amounts received monthly. This monthly distribution is more than we received in September 2022.

Patron Fines and Fees collected in September were slightly more than last year. Although passport fees were almost the same (compared to 2022), we did receive more than last year for passport photos.

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

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

Expenses

The Salaries and Benefits accounts for nine months into our fiscal year are slightly over budget. The budget was adopted with a planned 3% increase for the raises in April and the Board approved a 5% increase. The budget was not adjusted for the increase so we will be slightly over for the year. We will make the adjustment in December and will have more than enough to cover the additional amount.

The Library Materials accounts reflect no encumbrances for the month. With the change in ILS we are still working through some of the Acquisition functions. We will have the amounts updated in the next report.

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

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

Investments

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

We also purchased 3 Certificates of Deposit (CDARS) as follows:

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

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

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

Transfers and Advances

There were two transfer for the month:

\$52,337.50 from the General Fund into ASPIRE for the 1st Quarter match.

\$64,194.21 from the General Fund into Student Success to fund the budget.

CUYAHOGA COUNTY PUBLIC LIBRARY									General Fund	
REVENUE									75.0% of Year	
Fiscal 2023 -September										
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	\$9,948.63	\$0.00	\$59,394,793.53	\$58,201,924.47	102.2%	\$1,266,343.53	
	Gen Prop Taxes-Rel Estate 2.5 Mills	\$39,428,450.00	\$39,468,008.53	\$5,960.77	\$0.00	\$40,291,214.03	\$39,458,013.84	102.2%	\$862,764.03	
	Gen Prop Taxes-Rel Estate 1.0 Mills	\$18,700,000.00	\$18,743,910.63	\$3,987.86	\$0.00	\$19,103,579.50	\$18,743,910.63	102.2%	\$403,579.50	
1250	Intergovernmental	\$30,654,620.75	\$31,116,767.95	\$4,777,705.35	\$4,656,315.80	\$24,845,624.25	\$24,612,498.00	81.1%	(\$5,808,996.50)	
	Public Library Fund	\$25,883,070.75	\$26,345,222.57	\$2,410,623.29	\$2,277,090.20	\$20,118,881.02	\$19,861,878.23	77.7%	(\$5,764,189.73)	
	Property Taxes	\$4,771,550.00	\$4,771,545.38	\$2,367,082.06	\$2,379,225.60	\$4,726,743.23	\$4,750,619.77	99.1%	(\$44,806.77)	
2200	Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
2300	Local Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
3100	Patron Fines & Fees	\$800,000.00	\$903,319.09	\$69,436.19	\$67,123.90	\$943,162.56	\$683,299.42	117.9%	\$143,162.56	
	Fines and Fees Income	\$50,000.00	\$50,060.47	\$1,971.19	\$3,359.90	\$27,156.39	\$38,138.61	54.3%	(\$22,843.61)	
	Passport Fee	\$559,400.00	\$627,570.00	\$46,935.00	\$46,830.00	\$661,675.00	\$476,685.00	118.3%	\$102,275.00	
	Passport Photo Fee	\$180,000.00	\$216,220.00	\$18,380.00	\$16,650.00	\$236,875.00	\$162,660.00	131.6%	\$56,875.00	
	Electric Vehicle Charging	\$600.00	\$562.37	\$0.00	\$102.75	\$462.42	\$284.56	0.0%	(\$137.58)	
	Meeting Room Rental Fees	\$10,000.00	\$8,906.25	\$2,150.00	\$181.25	\$16,993.75	\$5,531.25	169.9%	\$6,993.75	
4000	Interest	\$300,000.00	\$332,469.88	\$104,120.12	\$54,851.02	\$459,108.48	\$135,912.44	153.0%	\$159,108.48	
5500	Services Provided Other Entities	\$5,000.00	\$6,006.00	\$20.00	\$238.00	\$5,487.46	\$5,434.00	109.7%	\$487.46	
6100	Restricted Gifts	\$0.00	\$149,414.22	\$0.00	\$0.00	\$0.00	\$32,654.22	0.0%	\$0.00	
6500	Unrestricted Gifts	\$100,000.00	\$1,158.04	\$0.00	\$260.55	\$11,392.33	\$787.04	11.4%	(\$88,607.67)	
8100	Sale of Property	\$25,000.00	\$21,432.77	\$0.00	\$0.00	\$7,543.23	\$7,802.77	30.2%	(\$17,456.77)	
8200	Sale of Resale Supplies	\$87,220.00	\$83,754.94	\$7,037.40	\$6,646.60	\$75,979.60	\$60,034.95	87.1%	(\$11,240.40)	
8300	Rental of Real Property	\$23,110.00	\$21,180.50	\$3,851.00	\$1,925.50	\$19,255.00	\$15,404.00	0.0%	(\$3,855.00)	
8700	Refunds and Reimbursements	\$152,670.00	\$233,593.94	\$1,842.02	\$600.64	\$149,191.45	\$153,476.78	97.7%	(\$3,478.55)	
8900	Miscellaneous	\$12,000.00	\$18,620.39	\$236.00	\$500.00	\$7,150.76	\$15,208.85	59.6%	(\$4,849.24)	
9800	Advances In	\$45,540.85	\$146,396.00	\$0.00	\$10,876.00	\$0.00	\$10,876.00	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	\$4,974,196.71	\$4,799,338.01	\$86,418,688.65	\$84,435,966.41	95.1%	(\$4,414,922.95)	
TOTAL -- Capital Fund - 402		\$11,750,000.00	\$19,514,789.94	\$122,461.00	\$23,634.54	\$1,991,177.14	\$685,495.98	16.9%	(\$9,758,822.86)	
TOTAL -- Note Retirement Fund - 301		\$4,497,008.77	\$4,481,224.54	\$18,744.87	\$8,315.59	\$4,573,767.80	\$4,462,473.16	101.7%	\$76,759.03	
TOTAL -- Trust Fund (Regular) - 701		\$25,000.00	\$102,194.12	\$3,124.92	\$1,314.61	\$53,643.46	\$75,403.31	214.6%	\$28,643.46	
TOTAL -- Trust Fund (Special) - 702		\$65,000.00	\$69,759.16	\$6,525.04	\$2,862.91	\$54,619.29	\$57,150.10	84.0%	(\$10,380.71)	
TOTAL -- Endowment Fund - 801		\$250.00	\$326.63	\$82.18	\$40.39	\$680.90	\$151.10	272.4%	\$430.90	
TOTAL -- Agency Fund (FSA) - 901		\$80,000.00	\$86,002.50	\$8,508.54	\$7,151.42	\$77,633.00	\$64,624.04	97.0%	(\$2,367.00)	
TOTAL -- Libraries Accelerated Learning - 222		\$428,157.56	\$0.00	\$15,871.90	\$0.00	\$124,268.53	\$0.00	29.0%	(\$303,889.03)	
TOTAL -- Project Build - 223		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- My Com Neighborhood - 242		\$0.00	\$32,499.67	\$0.00	\$0.00	\$0.00	\$32,499.67	0.0%	\$0.00	
TOTAL -- Memory Lab Grant - 243		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- WVH Garden Grant - 244		\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%	\$0.00	
TOTAL -- Adult Education Services - 247		\$2,440,264.62	\$1,670,824.11	\$79,098.97	\$4,968.22	\$1,055,368.72	\$1,060,144.15	43.2%	(\$1,384,895.90)	
TOTAL -- Family Engagement - 249		\$272,152.00	\$147,299.05	\$11,476.65	\$0.00	\$109,485.74	\$54,341.40	40.2%	(\$162,666.26)	
TOTAL -- IPAD Lab - 253		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Food & Culinary Literacy Program		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Hotspot Lending Program		\$120,000.00	\$255,170.28	\$0.00	\$0.00	\$0.00	\$125,000.00	0.0%	(\$120,000.00)	
TOTAL --Digital Literacy- 265		\$440,404.00	\$91,000.00	\$0.00	\$0.00	\$63,250.00	\$71,000.00	0.0%	(\$377,154.00)	
TOTAL --OH EPA Charging Station- 266		\$0.00	\$26,806.00	\$0.00	\$26,806.00	\$0.00	\$26,806.00	0.0%	\$0.00	
TOTAL --SLN Innovaton Center- 267		\$850,000.00	\$0.00	\$0.00	\$0.00	\$850,000.00	\$0.00	0.0%	\$0.00	
TOTAL -- Student Success - 270		\$570,617.25	\$211,726.90	\$65,242.21	\$0.00	\$246,342.21	\$150,993.30	43.2%	(\$324,275.04)	
TOTAL -- Summer Camps - 280		\$0.00	\$98,946.00	\$0.00	\$0.00	\$0.00	\$45,000.00	0.0%	\$0.00	
TOTAL -- Special School Program. - 293		\$39,297.25	\$118,567.15	\$1,138.00	\$3,000.00	\$19,835.01	\$73,657.27	50.5%	(\$19,462.24)	
GRAND TOTAL -- All Funds		\$112,413,763.05	\$118,724,049.94	\$5,306,470.99	\$4,877,431.69	\$95,640,760.45	\$91,422,705.89	85.1%	(\$16,773,002.60)	

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2023 September												
75.0% 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	\$2,320,151.65	\$3,352,198.93	\$23,814,175.87	\$22,441,152.49	\$0.00	\$23,814,175.87	77.3%	\$6,985,824.13
1400	Retirement Benefits-Employer	\$4,311,302.00	\$0.00	\$4,101,309.03	\$324,970.88	\$470,241.89	\$3,337,617.09	\$3,151,650.89	\$0.00	\$3,337,617.09	77.4%	\$973,684.91
1600	Insurance Benefits-Employer	\$7,116,260.00	\$0.00	\$6,597,211.16	\$493,121.35	\$531,528.45	\$4,947,949.23	\$5,086,270.98	\$0.00	\$4,947,949.23	69.5%	\$2,168,310.77
1900	Other Employee Benefits	\$72,438.00	\$0.00	\$23,378.67	\$0.00	\$298.00	\$46,238.18	\$20,712.18	\$0.00	\$46,238.18	63.8%	\$26,199.82
	SUBTOTAL -- SALARIES & BENEFITS	\$42,300,000.00	\$0.00	\$40,061,749.08	\$3,138,243.88	\$4,354,267.27	\$32,145,980.37	\$30,699,786.54	\$0.00	\$32,145,980.37	76.0%	\$10,154,019.63
2000s	SUPPLIES	1.7%										
2100	General Administrative Supplies	\$918,950.00	\$69,065.15	\$769,369.23	\$31,991.83	\$142,637.50	\$611,804.99	\$520,394.70	\$274,370.67	\$886,175.66	89.7%	\$101,839.49
2200	Property Maintenance & Repair Supplies	\$454,305.00	\$1,958.38	\$327,216.72	\$27,948.32	\$14,647.38	\$237,642.51	\$223,224.83	\$218,172.88	\$455,815.39	99.9%	\$447.99
2300	Motor Equipment Fuel & Supplies	\$109,680.00	\$700.00	\$88,557.77	\$12,655.19	\$6,742.77	\$64,258.58	\$66,986.18	\$46,101.05	\$110,359.63	100.0%	\$20.37
2500	Supplies for Resale	\$60,065.00	\$0.00	\$60,065.00	\$0.00	\$7,530.00	\$28,155.00	\$31,860.00	\$21,845.00	\$50,000.00	83.2%	\$10,065.00
	SUBTOTAL -- SUPPLIES	\$1,543,000.00	\$71,723.53	\$1,245,208.72	\$72,595.34	\$171,557.65	\$941,861.08	\$842,465.71	\$560,489.60	\$1,502,350.68	93.0%	\$112,372.85
3000s	PURCHASED & CONTRACTED SERVICES	17.8%										
3100	Travel & Meeting Expenses	\$180,185.00	\$0.00	\$122,327.10	\$1,140.50	\$3,056.97	\$74,405.77	\$65,321.41	\$0.00	\$74,405.77	41.3%	\$105,779.23
3200	Communications-Printing & Publications	\$1,313,315.00	\$0.00	\$1,398,864.02	\$39,871.10	\$120,608.19	\$981,935.94	\$1,062,551.04	\$224,799.20	\$1,206,735.14	91.9%	\$106,579.86
3300	Property Maintenance & Repair Service	\$5,438,587.00	\$428,508.76	\$5,785,426.62	\$208,867.98	\$697,286.61	\$3,892,623.45	\$3,863,384.02	\$1,972,164.44	\$5,864,787.89	100.0%	\$2,307.87
3400	Insurance	\$378,300.00	\$0.00	\$362,738.44	\$210.00	\$0.00	\$375,735.00	\$360,446.00	\$2,459.00	\$378,194.00	100.0%	\$106.00
3500	Rents and Leases	\$1,182,585.00	\$24,500.00	\$612,860.85	\$76,778.65	\$157,856.03	\$889,454.04	\$577,497.14	\$317,489.26	\$1,206,943.30	100.0%	\$141.70
3600	Utilities	\$1,697,025.00	\$0.00	\$1,425,946.05	\$88,870.21	\$164,129.27	\$1,082,014.02	\$1,119,993.48	\$0.00	\$1,082,014.02	63.8%	\$615,010.98
3700	Professional Services	\$3,208,042.00	\$495,427.17	\$3,067,294.75	\$78,692.96	\$125,589.74	\$2,211,131.52	\$2,482,526.66	\$1,491,226.77	\$3,702,358.29	100.0%	\$1,110.88
3900	Other Contracted Services	\$2,754,761.00	\$274,025.00	\$2,058,335.57	\$115,924.97	\$96,552.64	\$2,213,419.56	\$1,658,677.44	\$769,403.85	\$2,982,823.41	98.5%	\$45,962.59
	SUBTOTAL -- CONTRACTED SERVICES	\$16,152,800.00	\$1,222,460.93	\$14,833,793.40	\$610,356.37	\$1,365,079.45	\$11,720,719.30	\$11,190,397.19	\$4,777,542.52	\$16,498,261.82	95.0%	\$876,999.11
4000s	LIBRARY MATERIALS & INFORMATION	11.0%										
4100	Books & Pamphlets	\$6,774,000.00	\$346,645.84	\$7,552,274.61	\$426,631.93	\$652,916.80	\$5,532,902.02	\$5,884,093.76	\$0.00	\$5,532,902.02	77.7%	\$1,587,743.82
4200	Periodicals	\$160,000.00	\$0.00	\$175,194.91	\$0.00	\$596.98	\$16,047.48	\$6,831.21	\$0.00	\$16,047.48	10.0%	\$143,952.52
4300	Audiovisual Material	\$1,729,000.00	\$150,781.82	\$1,038,259.67	\$112,678.19	\$103,994.57	\$856,216.17	\$822,453.59	\$0.00	\$856,216.17	45.5%	\$1,023,565.65
4500	Computer Services & Information	\$1,300,000.00	\$0.00	\$1,226,758.65	\$43,072.79	\$122,350.66	\$1,012,283.63	\$940,510.38	\$0.00	\$1,012,283.63	77.9%	\$287,716.37
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	\$1,834.84	\$8,218.40	\$38,047.01	\$36,805.36	\$0.00	\$38,047.01	86.5%	\$5,962.99
	SUBTOTAL -- LIBRARY MATERIALS	\$10,000,000.00	\$504,437.66	\$10,048,073.29	\$584,217.75	\$888,077.41	\$7,455,496.31	\$7,690,694.30	\$0.00	\$7,455,496.31	71.0%	\$3,048,941.35
5000s	CAPITAL OUTLAY	6.3%										
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	\$138,217.60	\$0.00	\$1,276,796.00	\$5,500.00	\$322,771.00	\$1,599,567.00	99.9%	\$2,340.00
5500	Furniture & Equipment	\$3,887,480.00	\$1,219,564.42	\$1,279,607.57	\$70,989.30	\$88,124.55	\$1,564,657.53	\$933,220.77	\$2,296,801.60	\$3,861,459.13	75.6%	\$1,245,585.29
5700	Motor Vehicles	\$251,940.00	\$38,085.00	\$63,706.05	\$0.00	\$0.00	\$193,472.20	\$63,706.05	\$57,925.00	\$251,397.20	0.0%	\$38,627.80
	SUBTOTAL -- CAPITAL OUTLAY	\$5,691,700.00	\$1,307,276.42	\$1,561,599.50	\$209,206.90	\$88,124.55	\$3,034,925.73	\$1,002,426.82	\$2,677,497.60	\$5,712,423.33	81.6%	\$1,286,553.09
7000s	OTHER OBJECTS	0.1%										
7100	Dues and Memberships	\$66,450.00	\$0.00	\$67,547.92	\$1,110.00	\$740.00	\$51,280.43	\$51,569.92	\$14,200.00	\$65,480.43	98.5%	\$969.57
7200	Taxes and Assessments	\$37,945.00	\$0.00	\$29,889.54	\$2,093.11	\$1,723.07	\$32,032.52	\$25,227.70	\$0.00	\$32,032.52	84.4%	\$5,912.48
7500	Refunds and Reimbursements	\$3,810.00	\$0.00	\$3,347.95	\$12.00	\$137.39	\$3,721.63	\$3,043.06	\$0.00	\$3,721.63	97.7%	\$88.37
7900	Other Miscellaneous Expenses	\$4,295.00	\$2,000.00	\$2,607.71	\$0.00	\$515.79	\$5,657.49	\$2,438.71	\$300.00	\$5,957.49	94.6%	\$337.51
	SUBTOTAL -- OTHER OBJECTS	\$112,500.00	\$2,000.00	\$103,393.12	\$3,215.11	\$3,116.25	\$92,692.07	\$82,279.39	\$14,500.00	\$107,192.07	93.6%	\$7,307.93
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	\$116,531.71	\$13,826.95	\$4,702,118.61	\$4,640,803.28	\$0.00	\$4,702,118.61	31.6%	\$10,197,881.39
	SUBTOTAL -- TRANSFERS OUT	\$14,900,000.00	\$0.00	\$23,503,061.77	\$116,531.71	\$13,826.95	\$4,702,118.61	\$4,640,803.28	\$0.00	\$4,702,118.61	31.6%	\$10,197,881.39
	GRAND TOTAL -- General Fund	\$90,833,611.60	\$3,107,898.54	\$91,356,878.88	\$4,734,367.06	\$6,884,049.53	\$60,093,793.47	\$56,148,853.23	\$8,030,029.72	\$68,123,823.19	72.5%	\$25,817,686.95

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2023 September75.0% 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	\$47,436.13	\$0.00	\$188,465.78	\$0.00	\$57,288.61	\$245,754.39	57.4%	\$182,403.17
223	TOTAL -- Project Build	\$25,622.89	\$0.00	\$14,990.20	\$0.00	\$0.00	\$139.38	\$14,965.50	\$0.00	\$139.38	0.5%	\$25,483.51
242	TOTAL -- MyCom Neighborhood	\$1,154.61	\$0.00	\$80,351.51	\$0.00	\$0.00	\$1,154.61	\$80,351.51	\$0.00	\$1,154.61	0.0%	\$0.00
244	TOTAL -- WVH Garden Grant	\$3,075.86	\$0.00	\$1,970.81	\$0.00	\$250.00	\$0.00	\$1,507.26	\$250.00	\$250.00	8.1%	\$2,825.86
247	TOTAL -- Adult Education Services	\$2,704,162.75	\$0.00	\$1,599,840.58	\$168,066.93	\$156,765.31	\$1,329,177.87	\$1,149,060.73	\$51,102.76	\$1,380,280.63	51.0%	\$1,323,882.12
249	TOTAL -- Family Engagement	\$309,066.50	\$0.00	\$165,384.55	\$17,228.58	\$16,737.73	\$155,562.11	\$101,256.26	\$34,635.38	\$190,197.49	0.0%	\$118,869.01
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	\$569.71	\$27.26	\$7,114.20	\$62.74	\$1,500.43	\$8,614.63	26.9%	\$23,386.72
257	TOTAL -- Hotspot Lending Program	\$130,170.28	\$0.00	\$245,000.00	\$9,960.00	\$10,020.00	\$85,936.81	\$89,659.61	\$5,063.19	\$91,000.00	69.9%	\$39,170.28
265	TOTAL --Digital Literacy	\$542,212.65	\$0.00	\$222,668.71	\$31,341.40	\$16,112.47	\$123,885.55	\$201,403.91	\$233,167.91	\$357,053.46	65.9%	\$185,159.19
266	TOTAL --OH EPA Charging Station Grant	\$0.00	\$0.00	\$26,806.00	\$0.00	\$10,876.00	\$0.00	\$26,806.00	\$0.00	\$0.00	0.0%	\$0.00
267	TOTAL -- SLN Innovation Center	\$850,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$850,000.00
270	TOTAL -- Student Success	\$571,117.25	\$0.00	\$215,204.29	\$12,724.25	\$11,174.18	\$189,131.50	\$139,263.18	\$12,212.88	\$201,344.38	35.3%	\$369,772.87
280	TOTAL -- Summer Camps	\$61,067.82	\$0.00	\$37,878.18	\$727.48	\$0.00	\$55,972.47	\$37,702.68	\$5,095.35	\$61,067.82	0.0%	\$0.00
293	TOTAL -- Special School Programming	\$39,297.25	\$0.00	\$182,764.37	\$2,480.00	\$13,477.17	\$14,074.45	\$111,054.76	\$775.00	\$14,849.45	37.8%	\$24,447.80
301	TOTAL -- Note Retirement Fund	\$4,527,878.00	\$0.00	\$4,498,249.46	\$0.00	\$0.00	\$456,689.33	\$511,874.73	\$0.00	\$456,689.33	10.1%	\$4,071,188.67
402	TOTAL -- Capital Fund	\$21,000,000.00	\$1,568,874.76	\$4,789,536.46	\$492,397.14	\$58,263.58	\$2,382,909.55	\$4,167,567.18	\$17,521,939.49	\$19,904,849.04	88.2%	\$2,664,025.72
701	TOTAL -- Trust Fund (Regular)	\$140,000.00	\$2,352.98	\$324,591.31	\$2,343.66	\$8,125.30	\$64,637.77	\$274,053.48	\$13,801.01	\$78,438.78	55.1%	\$63,914.20
702	TOTAL -- Trust Fund (Special)	\$850,000.00	\$0.00	\$158,969.10	\$0.00	\$0.00	\$0.00	\$158,969.10	\$0.00	\$0.00	0.0%	\$850,000.00
801	TOTAL -- Endowment Fund	\$2,500.00	\$322.19	\$2,094.09	\$42.00	\$75.47	\$1,995.97	\$1,181.55	\$0.00	\$1,995.97	70.7%	\$826.22
901	TOTAL -- Agency Fund (FSA)	\$100,000.00	\$0.00	\$117,085.27	\$2,992.84	\$8,810.38	\$72,332.89	\$65,313.89	\$0.00	\$72,332.89	72.3%	\$27,667.11
	GRAND TOTAL -- All Funds	\$32,317,484.77	\$1,571,549.93	\$12,684,482.70	\$788,310.12	\$310,714.85	\$5,129,180.24	\$7,132,054.07	\$17,936,832.01	\$23,066,012.25	68.1%	\$10,823,022.45

CUYAHOGA COUNTY PUBLIC LIBRARY							
Capital Fund Balances							
Fiscal 2023 -September							
FUND	CC	Project Budget	2023 Expenditures	Expenditures To Date (1)	Encumbered & Unpaid (2)	Project Balance (3)	STATUS
Capital Fund - 402							
Beachwood	007	\$21,000,000.00	\$1,107.00	\$1,107.00	\$4,259.00	\$20,994,634.00	
Brecksville	013	\$1,565,000.00	\$96,637.53	\$103,347.53	\$886,835.17	\$574,817.30	
Brooklyn	019	\$17,662,550.00	\$1,551,477.19	\$1,857,849.96	\$15,161,526.42	\$643,173.62	
North Olmsted	046	\$382,000.00	\$245,876.66	\$283,767.72	\$61,755.34	\$36,476.94	
Parma Heights	061	\$16,175,000.00	\$29,396.00	\$29,396.00	\$1,015,271.00	\$15,130,333.00	
Solon	073	\$4,793,000.00	\$72,065.00	\$72,065.00	\$309,852.00	\$4,411,083.00	
Total Capital Fund - 402		\$61,577,550.00	\$1,995,452.38	\$2,346,426.21	\$17,435,239.93	\$20,795,883.86	

CUYAHOGA COUNTY PUBLIC LIBRARY				
All Funds Cash Balance				
Fiscal 2023 --September				
Fund	Beginning Cash Balance	Receipts To Date	Expenditures To Date	Cash Balance
General Fund	\$3,607,898.54	\$85,918,688.65	\$60,093,793.47	\$29,432,793.72
Debt Service	\$30,869.23	\$4,573,767.80	\$456,689.33	\$4,147,947.70
Capital Fund - 402	\$48,515,463.59	\$1,991,177.14	\$2,382,909.55	\$48,123,731.18
Trust Fund - Regular	\$271,514.37	\$53,643.46	\$64,637.77	\$260,520.06
Trust Fund - Special	\$1,389,245.20	\$54,619.29	\$0.00	\$1,443,864.49
Endowment Fund	\$17,503.65	\$680.90	\$1,995.97	\$16,188.58
Agency Fund	\$21,199.57	\$77,633.00	\$72,332.89	\$26,499.68
Libraries Accelerated Learning	\$0.00	\$124,268.53	\$188,465.78	(\$64,197.25)
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	\$1,055,368.72	\$1,329,177.87	(\$9,911.02)
Family Engagement	\$36,914.50	\$109,485.74	\$155,562.11	(\$9,161.87)
IPAD Lab	(\$0.00)	\$0.00	\$0.00	(\$0.00)
Food & Culinary Literacy Programs	\$32,001.35	\$0.00	\$7,114.20	\$24,887.15
Hotspot Lending Program	\$10,170.28	\$0.00	\$85,936.81	(\$75,766.53)
Digital Literacy	\$101,808.65	\$63,250.00	\$123,885.55	\$41,173.10
SLN Innovation Center	\$0.00	\$850,000.00	\$0.00	\$850,000.00
Student Success	\$500.00	\$246,342.21	\$189,131.50	\$57,710.71
Summer Camps	\$61,067.82	\$0.00	\$55,972.47	\$5,095.35
Kindergarten and Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00
Special School Programming	\$0.00	\$19,835.01	\$14,074.45	\$5,760.56
SUBTOTAL	\$54,387,908.24	\$95,140,760.45	\$65,222,973.71	\$84,305,694.98

Agency Securities							
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$305,000.00	0.57%	September 30, 2020	September 24, 2025		0.35%
Federal Farm Credit Bank	Intl Fcstone Financial Inc	\$250,000.00	0.50%	October 29, 2020	January 27, 2025		0.29%
Federa Farm Credit Bank	JP Morgan Securities LLC	\$250,000.00	0.40%	November 19, 2020	May 16, 2024		0.29%
Federal Home Loan Mortgage Company	Multi-Bank Securities Inc.	\$390,000.00	0.25%	December 4, 2020	December 4, 2023		0.45%
Federal Home Loan Mortgage Company	Citigroup Global Markets, Inc	\$500,000.00	0.27%	January 22, 2021	March 28, 2024		0.58%
Federal Home Loan Mortgage Company	Intl Fcstone Financial Inc	\$500,000.00	0.65%	January 28, 2021	January 28, 2026		0.58%
Federal Farm Credit Bank	Mizuho Securities USA Inc.	\$500,000.00	0.22%	February 12, 2021	February 12, 2024		0.58%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$300,000.00	0.65%	February 26, 2021	February 26, 2026		0.35%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$390,000.00	1.00%	March 23, 2021	March 23, 2026		0.45%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$240,000.00	0.50%	May 27, 2021	August 27, 2024		0.28%
Federal Home Loan Mortgage Company	Toronto Dominion Securities	\$250,000.00	0.63%	May 28, 2021	November 27, 2024		0.29%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$140,000.00	0.33%	July 29, 2021	December 29, 2023		0.16%
Federal Home Loan Mortgage Company	Great Pacific Securities	\$255,000.00	1.10%	August 30, 2021	August 24, 2026		0.30%
Federal Home Loan Mortgage Company	Baird, Robert W. & Company In	\$200,000.00	0.60%	October 8, 2021	January 7, 2025		0.23%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$150,000.00	1.50%	February 28, 2022	February 23, 2024		0.17%
Federal Farm Credit Bank	Amherst Pierpont Securities	\$250,000.00	3.37%	May 26, 2022	May 26, 2026		0.29%
Federal Home Loan Mortgage Company	First Tennessee Bank	\$205,000.00	3.12%	May 27, 2022	May 23, 2025		0.24%
Federal Farm Credit Bank	Stonex Financial Inc	\$250,000.00	3.96%	August 17, 2022	August 17, 2026		0.29%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$250,000.00	3.35%	August 17, 2022	March 8, 2024		0.29%
Federal Farm Credit Bank	Wells Fargo Securities, LLC	\$500,000.00	3.29%	August 24, 2022	August 24, 2026		0.58%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$120,000.00	5.00%	October 18, 2022	October 18, 2027		0.14%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$265,000.00	5.00%	October 20, 2022	October 20, 2025		0.31%
Federal Home Loan Mortgage Company	JP Morgan Securities LLC	\$300,000.00	4.79%	November 2, 2022	March 8, 2024		0.35%
Federal Home Loan Mortgage Company	Morgan Stanley & Co LLC	\$250,000.00	5.37%	March 8, 2023	September 13, 2024		0.29%
Federal Home Loan Mortgage Company	Cap Institutional Services, Inc	\$545,000.00	6.00%	July 26, 2023	April 26, 2027		0.63%
Federal Farm Credit Bank	Stonex Financial Inc	\$550,000.00	5.19%	August 11, 2023	September 28, 2026		0.64%
Federal Home Loan Mortgage Company	Loop Capital Markets LLC	\$500,000.00	4.64%	August 25, 2023	September 10, 2027		0.58%
US Government Agency Discount Notes							
TOTAL PORTFOLIO		\$86,000,016.13					100.00%

CUYAHOGA COUNTY PUBLIC LIBRARY
Purchase Approval List
October 24, 2023

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		ENCUMBRANCE INCREASES			
1		Cleaning services in branches			
		SUMMARY: Necessary to increase Blanket PO from \$2,400,000 to \$2,650,000 due to additional cleaning services needed systemwide.	Summit		
		As requested by the Operations-Facilities Division.	Building Services		\$250,000.00
2		Construction Legal services			
		SUMMARY: Necessary to increase Blanket PO from \$90,000 to \$105,000 due to additional services needed for multiple construction projects.	Roetzel &		
		As requested by the Operations-Facilities Division.	Andress LPA		\$15,000.00
3		Zoom Video conferencing software, 1 year			
		SUMMARY: Necessary to increase Blanket PO from \$46,350 to \$51,505 due to an increase of subscription products for video conferencing & webinar access.	Zoom Video		
		As requested by the Information Technologies Division.	Communications Inc		\$5,155.00
4		Palo Alto Firewall support renewal			
		SUMMARY: Necessary to increase Blanket PO from \$38,652 to \$44,086 due to vendor price increase for security software.			
		As requested by the Information Technologies Division.	Logicalis Inc		\$5,434.00
5		RTA passes			
		SUMMARY: Necessary to increase Blanket PO from \$20,000 to \$30,000 due to increased sales of passes to public.	Greater Cleveland		
		As requested by the Operations-Finance Division.	Regional Transit		\$10,000.00
6		Postage for passport applications			
		SUMMARY: Necessary to increase Blanket PO from \$80,000 to \$92,000 due to increased postage rates & customer demand for passport services.			

CUYAHOGA COUNTY PUBLIC LIBRARY
Purchase Approval List
October 24, 2023

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		As requested by the Operations-Finance Division.	US Post Office		\$12,000.00
7		Water cooler rentals			
		SUMMARY: Necessary to increase Blanket PO from \$15,318 to \$15,753 due to vendor price increase for equipment in staff areas.	Culligan		
		As requested by the Operations-Finance Division.	of Cleveland		\$435.00
8		Photo supplies for passport applications			
		SUMMARY: Necessary to increase Blanket PO from \$20,660 to \$22,160 due to increased demand for passport services.			
		As requested by the Operations-Finance Division.	Pakor Inc		\$1,500.00
9		Upgraded Coin boxes on new public multifunction copiers			
		SUMMARY: Necessary to increase Blanket PO from \$521,612 to \$551,612 due to new equipment added to copier lease.	Xerox		
		As requested by the Operations-Finance Division.	Financial Services		\$30,000.00
10		Nutrigrain bars for patrons			
		SUMMARY: Necessary to increase Blanket PO from \$14,000 to \$20,000 due to increased demand for provided snacks in branches.			
		As requested by the Learning and Literacy Division.	Sam's Club		\$6,000.00
		NEW PURCHASES			
11	7	Panasonic Laser Projectors		\$6,330.91	\$44,316.37
	7	Projector Mounts		\$191.66	\$1,341.62
		Labor, Materials, & Shipping			\$4,450.00
		SUMMARY: Necessary to replace failing projectors at Parma Powers branch.			
		As requested by the Information Technologies Division.	iVideo		\$50,107.99
12		IP-Internet Protocol digital security camera upgrade at North Olmsted		\$34,921.00	

CUYAHOGA COUNTY PUBLIC LIBRARY
Purchase Approval List
October 24, 2023

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		IP-Internet Protocol digital security camera upgrade at Brecksville		\$24,915.00	
		SUMMARY: Necessary to upgrade security camera systems at two branches.	Continental		
		As requested by the Operations-Facilities Division.	Fire & Security		\$59,836.00
13		Work Shop Renovation- MEP Engineering additional services			
		SUMMARY: Necessary for upgrades in Maintenance Shop to improve safety.			
		Includes architectural services, design scope revisions, & reimbursable expenses.			
		As requested by the Operations-Facilities Division.	Wright Engineering		\$18,400.00
14		Staff break room furniture package		\$13,821.11	
		Staff work area furniture package		\$12,140.94	
		Furniture package for 4 Quiet Study rooms		\$9,750.22	
		Delivery & Installation		\$7,281.42	
		SUMMARY: Necessary for furniture for staff area and quiet study rooms that are part			
		of the renovations at the Brecksville branch.			
		As requested by the Operations-Facilities Division.	Meteor Education		\$42,993.69
		CAPITAL FUND NEW PURCHASES			
15		Title & Closing fees			
		SUMMARY: Necessary for final purchase of new Brooklyn branch site.			
		As requested by the Operations-Facilities Division.	Kingdom Title		\$63,864.00

Gift Report September 1-30 2023

Gift Amount	Donor	Recipient	Purpose
\$200.00	Chagrin Valley Quilt Guild	Branch Trust Fund of Chagrin Falls	General Support
\$1,053.21	Orange High School Class of 1958	Branch Trust Fund of Orange	General Support
\$448.64	Friends of the Bedford Library	Branch Trust Fund of Bedford	Supplies and Programming
\$352.15	Friends of the Brecksville Library	Branch Trust Fund of Brecksville	Supplies and Programming
\$541.51	Friends of the Brook Park Library	Branch Trust Fund of Brook Park	Supplies and Programming
\$56.97	Friends of the Brooklyn Library	Branch Trust Fund of Brooklyn	Supplies and Programming
\$1,296.86	Friends of the Chagrin Falls Library	Branch Trust Fund of Chagrin Falls	Supplies and Programming
\$198.36	Friends of the Garfield Heights Library	Branch Trust Fund of Garfield Heights	Supplies and Programming
\$72.57	Friends of the Gates Mills Library	Branch Trust Fund of Gates Mills	Supplies and Programming
\$507.42	Friends of the Independence Library	Branch Trust Fund of Independence	Supplies and Programming
\$291.43	Friends of the North Olmsted Library	Branch Trust Fund of North Olmsted	Garden maintenance, Program supplies
\$209.24	Friends of the North Royalton Library	Branch Trust Fund of North Royalton	Program supplies and Presenters
\$199.23	Friends of the Orange Library	Branch Trust Fund of Orange	Supplies and Programming
\$107.19	Friends of the Parma Heights Library	Branch Trust Fund of Parma Heights	Supplies and Programming
\$1,490.81	Friends of the Parma Libraries	Branch Trust Fund of Parma-Snow	Supplies and Programming
\$216.41	Friends of the Solon Library	Branch Trust Fund of Solon	Supplies and Programming
\$707.19	Friends of the Strongsville Library	Branch Trust Fund of Strongsville	Supplies and Programming

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Cuyahoga County Public Library

RESOLUTION

FOR THE CUYAHOGA COUNTY PUBLIC LIBRARY TO PICK UP THE STATUTORILY REQUIRED CONTRIBUTION TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR THE EMPLOYEES OF THE LIBRARY PURSUANT TO I.R.C. SECTION 414(H)(2).

Whereas, Pursuant to Federal and Ohio Laws, the employees of the Cuyahoga County Public Library could defer the Federal and State income taxes on a portion of their wages or salaries if the Cuyahoga County Public Library would “pick up” (assume and pay) the statutorily required contribution by such covered employees to the Ohio Public Employees Retirement System (“OPERS”); and

Whereas, The Board of Trustees of the Cuyahoga County Public Library previously adopted a resolution on February 28, 2012 adopting a fringe benefit pick up plan limited to the Executive Director and Deputy Director of the Library; and

Whereas, The Board of Trustees of the Cuyahoga County Public Library previously adopted a resolution on April 26, 2022 adopting a fringe benefit pick up plan limited to the Chief Executive Officer, Chief Operations Officer, and the Chief Public Services Officer of the Library; and

Whereas The Board of Trustees of the Cuyahoga County Public Library now wish to amend the fringe benefit pick up plan to re-define the classes of employees to which the plan is applicable

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

Section 1: Effective November 18, 2023, one hundred percent of the employees’ statutorily required contributions to OPERS shall be picked up and paid as a fringe benefit by the Library for each person with any of the classes established in Section 2 herein. This “pick up” by the Cuyahoga County Public Library is, and shall be designated as, public employee contributions and shall be in lieu of contributions to OPERS by each person within any of the classes established in Section 2 herein. No person subject to this “pick up” shall have the option of choosing to receive the statutorily required contribution to OPERS directly instead of having it “picked up” by the Cuyahoga County Public Library or of being excluded from the “pick up”. The Cuyahoga County Public Library shall, in reporting and making remittance to OPERS, report that the public employees’ contribution for each person subject to this “pick up” has been made as provided by the resolution.

:

Section 2: The “pick up” by the Cuyahoga County Public Library provided by this Ordinance shall apply to the Chief Executive Officer and the Chief Public Services Officer of the Library who are or shall become contributing members of OPERS.

Section 3: Under the Fringe Benefit Method of Employer pick-up, salary is not modified, however, the employer will pay 100% of the employees’ statutorily required contribution to OPERS.

Section 4: The Fiscal Officer and/or the Deputy Fiscal Officer are hereby authorized and directed to implement the provisions of this Resolution to institute the “pick up” of the statutorily required contributions to OPERS for those persons reflected in Section 2 herein so as to enable them to obtain in Federal and State tax deferments and other benefits.

Approved 24 October 2023

Dean E. DePiero
President

Maria L. Spangler
Secretary

**CUYAHOGA COUNTY PUBLIC LIBRARY
RESOLUTION TO NEGOTIATE AN AGREEMENT FOR THE NEW
CONSTRUCTION OF THE PARMA HEIGHTS 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 a new Branch Library in the city of Parma Heights; 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 new construction of the Parma Heights Branch Library in accordance with the Request for Qualifications; and,
- Whereas,** the Library staff has ranked four (4) 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 new construction of the Parma Heights Branch Library.

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

Section 1. The Board of Trustees has been advised that the rank of the four (4) construction management firms under consideration for this work is as follows:

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

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, October 24, 2023

X _____
Dean E. DePiero, President

X _____
Maria L. Spangler, Secretary



Petition and Solicitation Policy

Cuyahoga County Public Library (CCPL) facilities are considered limited public forums under Ohio law and are therefore obligated to permit the public to exercise those rights that are consistent with the nature of a library and consistent with the government's purpose in establishing a library.

Accordingly, this policy sets forth conditions for signature petitions and solicitation on CCPL property to protect both the free exercise of individual rights and to maintain a safe and welcoming environment for all citizens who visit CCPL facilities.

This policy is content neutral and applies to all petitioning regardless of the candidate, organization, issue, or cause. Petitioners, as with all visitors to CCPL, must abide by CCPL's Code of Conduct.

1. The presence of petitioners on CCPL property in no way constitutes CCPL's endorsement of a candidate, organization, issue, or cause.
2. Petitioning is not permitted inside CCPL facilities.
3. Petitioners shall not block, hinder, interfere, or otherwise impede persons from entering or exiting CCPL facilities or from accessing its exterior materials pick-up or return locations.
4. Petitioners are not permitted to occupy areas designated as fire or emergency lanes, traffic lanes, or vehicular entrances, and exits.
5. Petitioners shall not prevent persons from getting in or out of vehicles, nor use abusive language, harass, intimidate, or behave in any way that violates CCPL's Code of Conduct.
6. Petitioners must provide their own supplies and equipment. CCPL will not provide tables, chairs, nor supplies.
7. Petitioning and canvassing on behalf of candidates for elected office or in regard to ballot issues is not permitted inside CCPL facilities.
8. Solicitation for the purposes of selling items, merchandise, tickets, or other for-profit activities is not permitted on CCPL property.
9. Nonprofit fundraising activities are not permitted in CCPL facilities or on CCPL property when the purpose is to benefit a group or organization

other than CCPL, the Cuyahoga County Public Library Foundation or Friends of the Library groups affiliated with CCPL.

Persons who fail to comply with this policy will be asked to leave CCPL premises and may be barred from the right to petition at CCPL in the future.

CCPL Branches as Polling Places

Campaign material is only permitted outside of CCPL facilities that serve as polling locations, on the day of the election. In accordance with Ohio law, campaign materials must remain at least 100 feet from the entrance of the facility serving as a polling place; and must not block or interfere in any way with ingress/egress to the polling place.

Adopted by the Cuyahoga County Public Library Board of Trustees on October 24, 2023.

Distribution and Display of Community Information Materials Policy

As a service to the public, Cuyahoga County Public Library (CCPL) maintains designated areas in its branches for the passive distribution of community information materials presented by non-commercial groups located in Cuyahoga County.

The CCPL Communications and External Relations Division is responsible for the administration of this policy on a system-wide basis. CCPL branch managers are responsible for the administration of this policy within their facility.

The distribution and display of community information materials does not constitute endorsement of the materials' content by CCPL.

A. Terms for Use

1. The primary function of display areas at CCPL is to promote the Library's resources and programs. Consequently, priority will be given to:
 - a. Library programs, events, and services.
 - b. Friends of the Library groups.
 - c. Units of government.
2. All materials posted or distributed must comply with this and all other applicable CCPL policies.
3. Non-library organizations who wish to distribute or display community information materials at multiple CCPL locations must receive authorization from the Communications and External Relations Division prior to delivering materials. To receive authorization, an individual representing the non-library organization must submit a distribution request application through the CCPL website. Materials and applications submitted in any other manner will be discarded.
4. Organizations that wish to distribute community information materials at an individual branch location must contact the branch manager or their designee.
5. Community information materials may be removed from the designated area when space is limited at the discretion of the branch manager or their designee.
6. The quantity of materials displayed or distributed at branch locations is at the discretion of the branch manager.

7. All distribution will be handled by Cuyahoga County Public Library staff. Individuals shall not post or leave materials in the distribution area. Unauthorized materials will be discarded.

B. Permitted Materials

The following materials may be permitted for distribution and display as space permits:

1. Dated materials that publicize community events of a civic, cultural, recreational, or educational nature that are open to everyone and presented by non-commercial groups located in Cuyahoga County.
2. Information of general public interest provided by governmental agencies with jurisdiction in Cuyahoga County.
3. Local news publications that include substantially more news, information, and editorial content than paid advertisements.
4. Information about nonprofit, educational, religious, and community groups. These materials are non-returnable and will be discarded after they are no longer useful or at the discretion of the branch manager.
5. Nonpartisan election information, such as voter guides.
6. Job postings provided by CCPL partner organizations.

C. Prohibited Materials

The following materials will not be accepted:

1. Posters or flyers larger than 11 inches by 17 inches.
2. Commercial advertising, personal or group sales materials, business cards or any materials printed primarily for the purposes of soliciting members or donations.
3. Petitions.
4. Campaign literature for or against a political candidate or ballot issue.
5. Signs posted on entrance doors.

Adopted by the Cuyahoga County Public Library Board of Trustees on October 24, 2023.

EMPLOYMENT PRACTICES – 200
Hiring Policy - 230

CCPL's policy is, in accordance with its commitment to: Equal Employment Opportunity for all, creating a diverse workforce, and adheres to applicable local and federal statutes. All applicants will be given equal access to CCPL's recruitment/employment process. Each applicant will be considered based on their individual merits, the CCPL's staffing needs and applicable Affirmative Action guidelines.

230.1 The hiring process at CCPL is decentralized. The initial selection decision is delegated to the manager of the branch or department in which the vacancy occurs. The Branch or Department Manager hiring decisions are forwarded to the appropriate Director for approval, then to Human Resources.

230.2 Before any notification is given to a prospective employee (with the exception of Pages), hiring decisions must be authorized and approved by the Chief Executive Officer or designee. The Board of Trustees formally appoints employees and fixes compensation by approving the Human Resources report at each Board of Trustees meeting.

230.3 All persons hired to work at CCPL Library must be eligible to work in the United States Under the Immigration Reform and Control Act of 1986. All persons age 18 and over must pass, a criminal background check, test negative for drugs, test negative for nicotine-containing products, and, in some cases, receive credit check clearance. Additionally, some specified labor-intensive positions require pre-employment physical exams, which must be passed between the offer date and the start date.

230.4 Job applicants for all CCPL positions must submit their job application, resume and other supporting application materials as directed by the position vacancy posting.

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STAFF WELFARE AND ECONOMIC BENEFITS – 400
Tobacco Free Workplace Policy – 421

Cuyahoga County Public Library is dedicated to providing a healthy, comfortable and productive environment for our employees, customers, contract consultants, volunteers and vendors. Therefore, it is the Board's policy to provide a completely tobacco free environment at all facilities. All new facilities will be considered tobacco free upon official opening.

421.1 There will be no smoking, use of tobacco products, or vaping within CCPL-owned or leased buildings or on the grounds of any CCPL-owned or leased property at any time including in private vehicles.

421.2 There will be no smoking, use of tobacco products, or vaping in any CCPL-owned or leased vehicles at any time.

421.3 There will be no smoking, use of tobacco products, or vaping in personal vehicles when transporting persons on CCPL authorized business.

421.4 Compliance with the tobacco free workplace policy is mandatory for all employees, customers, volunteers, contract consultants and vendors.

421.5 After January 1, 2013, all external candidates for hire into benefits eligible CCPL positions will be required to submit to a test for nicotine-containing products. Such test will be administered post-offer of employment, with employment contingent upon the candidate having a negative result for the use of products containing nicotine.

421.6 Employees who violate this policy will be subject to CCPL standard disciplinary procedure.

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421.7 Customers, contract consultants, volunteers, vendors or other visitors using tobacco products will be asked to refrain while on CCPL property or leave the premises.

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STAFF WELFARE AND ECONOMIC BENEFITS – 400

Drug-Free Workplace – 422

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A drug-free workplace policy encourages responsible behavior that results in a safe workplace for everyone. It is the right, obligation and intent of the Cuyahoga County Public Library to maintain the highest standards of health, safety and security for its staff, patrons and the general public; to protect Library property and operations; and to comply with both the letter and spirit of the Drug-Free Workplace Act of 1988.

This Drug-Free Workplace Policy applies to all employees and shall be administered by the Human Resources Division.

422.1 Definitions

For purposes of this substance abuse policy and administrative procedure, the following terms shall have the following meanings:

A. "Library premises" shall include, without limitation, the branches, locations, offices, parking lots, and all other property owned or leased by the Library, including all vehicles.

B. "Library time" shall include all paid time during which employees are on Library premises or performing work for the benefit of the Library.

C. "Employee Assistance Program" (EAP) is an employee benefit program intended to help employees deal with personal problems and/or behavior that may adversely impact work performance, health and well-being. EAPs generally include assessment counseling and referral services for employees and their household members.

D. "Illegal drug" means any substance identified as a controlled substance under federal or Ohio law.

E. "Discipline" means any type of discipline up to and including termination.

F. "Last Chance Agreement" (LCA) is an agreement between the Library, employee and the employee's union, if the employee is in a collective bargaining unit, which may be offered to employees found to be in violation of this policy. If offered, the LCA sets forth behavior and performance expectations for the employee in exchange for an opportunity for the employee to remain employed by the Library.

G. "Legal drug" means any substance, the possession or sale of which is not prohibited by law, including prescription drugs and over-the-counter drugs.

H. "Reasonable suspicion" means evidence that an employee may be using drugs or alcohol in violation of this Drug-Free Workplace Policy, drawn from specific, objective observations and reasonable inferences drawn from those observations in light of experience and training of Library managers and supervisors making the observations.

I. "Refusing to cooperate" means any obstruction of the specimen collection process, including but not limited to refusing to sign a consent form, using of a "masking agent," attempting to or tampering with the collection or testing process, or failing to provide breath and/or urine specimens adequate for testing when directed to do so. Refusal to cooperate will typically result in suspension pending investigation or discharge unless the employee promptly establishes a valid medical basis for the failure to provide specimens.

J. "Safety-sensitive position or function" means any position or work-related function or job task which through the nature of the activity could be detrimental or dangerous to

STAFF WELFARE AND ECONOMIC BENEFITS – 400

Drug-Free Workplace – 422

Deleted: Health and Safety – 420

the physical well-being of the employee, co-workers, customers or the general public through a lapse in attention or judgment.

K. “Substance Abuse Professional” (SAP) means a person who evaluates employees who have violated a drug or alcohol program regulation applicable to commercial driver’s licenses. The SAP generally makes recommendations concerning employee education, treatment, follow-up testing and aftercare.

L. “Under the influence” means that the result of a laboratory’s analysis of the employee’s urine or blood specimen shows an alcohol concentration of more than the limit set forth by Ohio or other applicable laws and regulations, a positive result for an illegal drug, or for a legal drug contrary to the conditions identified in “Prohibited Conduct”. Employees having a commercial driver’s license will be held to the standard determined by federal or Ohio law or regulations adopted by the U.S. Department of Transportation.

422.2 Prohibited Conduct

Behaviors and activities that are strictly prohibited by the policy include:

- A. Using or being under the influence of illegal drugs and/or alcohol at work.
- B. Selling, distributing, transferring, delivering, purchasing, using or possessing alcohol or any illegal drugs or prescription drugs obtained illegally on the Library’s premises or while on Library time, in or on Library vehicles or while representing the Library in any way.
- C. Refusing to cooperate.
- D. Employees may not use or be under the influence of any legal drug while on Library time or while on Library premises if the drug may adversely affect the employee’s safety or job performance or the safety or job performance of others. It is the employee’s responsibility to consult with his/her health care provider to fully understand the impact of a legal drug on their ability to safely perform their job,, and to not perform work under the influence of the drug.
- E. Being convicted of a criminal offense related to substance use/abuse that occurs on Library property, or in or on Library vehicles or while conducting Library business.
- F. Failing to report as immediately as is safely possible a work-related vehicular accident to immediate supervisors or other designated Library personnel where such non-reporting results in a failing to comply with the post-accident testing requirements of this policy.

422.3 Testing Categories

This administrative procedure and policy include the following types of substance testing:

- Post-offer, pre-employment substance and nicotine testing
- Reasonable suspicion testing
- Work-related post-accident testing

STAFF WELFARE AND ECONOMIC BENEFITS – 400

Drug-Free Workplace – 422

Deleted: Health and Safety – 420

- Testing as part of or as follow-up to counseling or rehabilitation
- Commercial Driver's License

A. Post-Offer, Pre-Employment Substance Testing a. Applicants who receive an offer of employment will be required to undergo a post-offer, pre-employment substance screen test conducted by a qualified contractor designated by the Library. Any offer of employment that an applicant receives from the Library is contingent upon, among other things, satisfactory completion of the examination, screening and substance testing. The Library will rescind an offer of employment that has been extended to any applicant who tests positive for drugs and/or alcohol or any other violation of this policy.

B. Reasonable Suspicion Testing a. If the Library has reasonable suspicion based on observations reported by a supervisor, or another employee on a Reasonable Suspicion Checklist, the employee will be immediately sent for substance testing. The supervisor who made a referral for substance testing shall complete and sign a Reasonable Suspicion Checklist setting forth the observations upon which the supervisor relied in making the referral for drug and/or alcohol testing. If possible, the Reasonable Suspicion Checklist will be prepared before the end of the current shift, but no later than twenty-four (24) hours after the end of the current shift. A copy of the Reasonable Suspicion Checklist will be provided upon request to the subject employee. The Library will provide managers, supervisors, and persons in charge with both initial training and annual follow-up training on identifying and documenting reasonable suspicion.

C. Work-Related Post-Accident Testing a. When employees are involved in a work-related accident, they must report the accident to the supervisor or manager immediately. The Library may require employees to provide urine and/or blood specimens for laboratory testing and/or to take a breath alcohol test at the medical clinic of the Library's choice, if: i. The employee is involved in a work-related accident that the Library concludes was in whole or in part through the employee's action or inaction; or the accident resulted in damage to property either leased or owned by the Library.

ii. The employee is involved in a motor vehicle accident while driving a Library-owned or leased vehicle, or was driving a personal vehicle while on Library business. Employees shall be subject to post-accident testing in both single and/or multi-vehicle accidents that took place on or off the public roadways.

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D. Follow-up Testing Before Returning to Work a. Employees may be required to take a substance test before they may return to work from an absence that is related to this policy.

E. Random Testing a. Employees will be subject to random testing only to the extent required for the Library to comply with a government mandate. Random testing shall be conducted in accordance with such government mandates.

F. In addition to the testing described above, effective January 1, 2013, all external candidates for hire into benefits eligible CCPL positions will be required to submit to a test for nicotine-containing products. Such test will be administered post-offer of employment, with employment contingent upon the candidate having a negative result for the use of products containing nicotine.

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422.4 Union Representation

Employees belonging to a collective bargaining unit have the right to union representation prior to referral for drug or alcohol testing provided that a union representative is available in a reasonable timeframe to ensure timely testing. The non-availability of union representation shall not operate to delay the referral for testing. The Library will afford Union representatives the opportunity to be trained on the components of reasonable suspicion for the sole purpose of representing the bargaining unit member.

422.5 Employee Assistance Program

Voluntary

The Library provides employees with an opportunity to overcome drug and/or alcohol problems through an Employee Assistance Program. Employees with substance abuse problems are encouraged to voluntarily seek treatment and/or rehabilitation through the Library's EAP and to do so before they have engaged in any prohibited conduct under this policy. Employees may use sick time or benefit time (e.g. short-term disability) during their voluntary treatment and/or rehabilitation.

If the employee desires to continue to work while participating in a voluntary treatment and/or rehabilitation program, such voluntary participation will not prevent disciplinary action for violations of this Policy.

Involuntary

If employees are found to be under the influence of drugs and/or alcohol, the Library may, among other conditions, require employees to undergo alcohol and/or drug rehabilitative treatment at the facility and/or program recommended by the Library's EAP. To the extent such treatment or counseling is not paid for by a third-party healthcare provider, it shall be at the employee's expense. Such employees may take sick time or benefit time (e.g. short-term disability) during their treatment and/or rehabilitation.

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422.6 Disciplinary Action

If as a result of any alcohol screening test, the alcohol concentration is less than the limits set forth by the State of Ohio, the Library will take no further action. For employees required to have a commercial driver's license, this alcohol concentration shall be established by the Department of Transportation and the disciplinary consequences shall be consistent with applicable laws and regulations.

Employees who test positive for either an illegal drug, for a legal drug contrary to the conditions identified under *"Prohibited Conduct,"* or who test for an alcohol concentration above the limits referenced above may be subject to discipline. The determination of whether or not to discipline employees shall be made by the Library on a case-by-case basis.

The Library may terminate any employee for *"Refusing to Cooperate"* or who refuses to undergo rehabilitative treatment. The Library will comply with applicable federal and Ohio laws in administering this administrative procedure.

For non-bargaining unit employees, this administrative procedure does not alter the employment at will relationship that may otherwise exist between the Library and its employees. In addition, for at will employees, no oral or written representations related to this procedure or its implementation may be considered contracts or specific promises of any kind concerning any terms, conditions, and/or duration of or termination of Library employment.

422.7 Return to Work Requirements

Employees will be permitted to return to work following treatment and rehabilitation for drugs and/or alcohol only after meeting terms set forth in the employee's LCA.

422.8 Consent

Employees shall sign a consent form authorizing collection and/or withdrawal of specimens of blood and/or urine and/or to conduct a breath alcohol test. Such consent shall include a release of testing results obtained by a third-party laboratory to the Library.

Refusal to Provide a Specimen or Sign the Consent

Employees who refuse to provide a urine or blood specimen, or to take a breath alcohol test requested under this administrative procedure, or who refuse to sign a consent form, shall be subject to termination of employment.

422.9 Confidentiality

The results of any blood or urine analysis or breath alcohol tests shall be kept confidential to the extent required by law. The Library may use the test results to decide upon any action to be taken towards employees, or to the extent necessary or reasonable, to defend its actions in subsequent grievance, arbitration, legal, or other proceedings.

422.10 Workers' Compensation Benefits

Effective October 13, 2004, Section 4123.54 of the Ohio Revised Code requires notice to employees that they may not be eligible for Workers' Compensation benefits if they are injured on the job while intoxicated or under

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the influence of a controlled substance not prescribed by their healthcare provider. Employees may dispute or prove untrue the presumption (or belief) that alcohol or a controlled substance not prescribed by their healthcare provider is the proximate cause (main reason) for the work-related injury. The burden of proof is on the employee to prove this if they test positive.

If employees test positive or refuse to submit to the testing, they may be disqualified from compensation and benefits under the Workers’ Compensation Act.

422.11 Cost of collection and/or withdrawal of specimens

Any and all costs associated with testing hereunder shall be paid for by the Library.

EMPLOYMENT PRACTICES - 200

~~Deleted: Hiring Policy – 230~~

Interview & Selection - 235

~~The Human Resources Division, in collaboration with the Manager, Division Director, or Chief is responsible for the interview and selection process. Selection decisions must be reviewed by the appropriate Division Director, and the Chief Human Resources Officer, who also serves as the CCPL's E.E.O. Officer, prior to authorization by the Chief Executive Officer, or designee.~~

~~Deleted: The Manager of the branch or department where the vacancy occurs is responsible for the interview and selection process in collaboration with the Human Resources Division~~

235.1 All applications are received, screened by the Chief Human Resources Officer, or designee and forwarded to the Branch/Department Manager. The Human Resources Division shall contact the applicants and schedules their interviews. Interviews will be conducted utilizing consistent, pre-written, job-related questions against prescribed scores. These records (questions used, interview schedule, interview memos, and position requisition), along with the preliminary selection decision are reviewed by the Division Director or Chief.

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235.2 All completed application materials are kept in the online job application file. References will be checked for information concerning past work experience and personal qualifications at the request of the Branch/Department Manager.

~~Deleted: and background check of all the applicants 18 years of age or older will be conducted.~~

235.3 Applicants will be contacted to set interview dates as soon after the closing date of the position posting as is practicable.

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~~235.4 Panel interviewing is required. A panel of 2 to 5 interviewers is used in the preliminary hiring process. quired.~~

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235.5 The Branch/Department Manager may delegate the interviewing process to the immediate supervisor; however, the Manager remains accountable for the selection decision at that level.

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235.6 Managers are not to contact any applicants until the preliminary selection has been officially authorized by the Chief Executive Officer, or designee. Upon approval, the Branch/Department Manager will be electronically notified and may then contact the selected applicant to give notification and to discuss a starting date. The Human Resources Division will forward written notification to each applicant and finalize a starting date.

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235.7 The hiring Manager will advise internal applicants of the hiring decision in person or by telephone at the time that the appointment is accepted. Branch/Department Managers are requested to refer questions from non-selected applicants to the Chief Human Resources Officer.

EMPLOYMENT PRACTICES - 200

~~Deleted: Hiring Policy - 230~~

Position Authorization - 231

Staffing allocations are budgeted annually for each branch and department. The allocation criteria are established by the ~~Chief Executive Officer~~, with Board approval. Such criteria shall be consistently applied to all areas and shall be based on needs assessed as relative to work requirements and demands.

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Authorization to fill any vacancy must be obtained from the ~~Chief Executive Officer~~, or designee prior to any action, formal or informal, toward filling the opening. The ~~Human Resources Division and Department leadership~~ shall move on such requests judiciously. The authorization time limit is subject to departmental reorganization, staff reassignment, approved by the ~~Chief Executive Officer~~ or designee. Approval by the ~~Chief Executive Officer~~ or designee will be based on ~~CCPL's~~ needs and best interest as determined by the ~~Chief Executive Officer~~.

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231.1 Requests for authorization to create a new or additional position must be made through the appropriate ~~Department Director or Chief~~ online, then analyzed by the ~~Human Resources Division~~, and forwarded to the ~~Chief Executive Officer~~. ~~If the Chief Executive Office approves, then they shall seek Board of Trustees approval.~~

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231.2 Requests for authorization to replace vacated hours are generated by the immediate supervisor, ~~who then~~ completes the designated position requisition in ~~the CCPL's~~ online requisition process. The completed ~~requisition~~ is then reviewed by the next line supervisor, then the ~~Division Director or Chief~~, and then the ~~Chief Executive Officer~~, or designee.

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231.3 Upon approval by the ~~Chief Executive Officer~~, or designee, the requisition is reviewed by the ~~Chief Human Resources Officer~~, who ~~arranges the logistics related to the posting.~~

EMPLOYMENT PRACTICES - 200

Deleted: Hiring Policy - 230¶

Posting Vacancies - 232

It is the intention of CCPL to promptly post authorized position vacancies of 16 hours per week or more for a minimum of fourteen (14) calendar days. Exceptions to this posting schedule, in addition to those negotiated with SEIU/District 1199, would be approved departmental reorganization, elimination of a position, layoff (Section 273), leave of absence, reinstatement (Section 390), approved reassignment, and naming an employee to function in an "acting" capacity (Section 242). It shall be the responsibility of the Chief Human Resources Officer, to coordinate the hiring program, to monitor progress, to ensure timely and accurate feedback to applicants and supervisors involved, and to facilitate the transfer process as required.

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232.1 Position vacancies must be authorized to be filled by the Chief Executive Officer or designee before any action may be taken by the Chief Human Resources Officer, for posting or otherwise responding to the vacancy.

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232.2 Position postings are prepared by the Human Resources Division and posted online for staff and the public as applicable.

232.3 All applications for posted positions must be submitted online according to the established Human Resources Division procedure.

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232.4 All applications must be received by the posted deadline.

232.5 External postings with non-profit organizations is a routing procedure to ensure a balanced applicant pool. When determined appropriate, paid advertising may be utilized by the Human Resources Division according to the availability of qualified applicants and the assessment of CCPL needs. If the applicant pool is insufficient, the hiring supervisor may review additional applications for similar postings in other locations and/or the vacancy may be reposted.

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232.6 When it is determined to be in the best interest of CCPL, and before the selected candidate has been officially notified, a position opportunity may be withdrawn by the Chief Executive Officer or designee (*e.g.*, as a result of an approved cancellation of a Leave of Absence pursuant to Section 390).

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