



Cuyahoga County **Public Library**

**Tuesday, January 23, 2024 / 5 PM**  
Administration Building  
2111 Snow Road, Parma, OH 44134



# Board of Trustees Meeting

**CUYAHOGA COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING AGENDA  
23 January 2024  
Administration Building Auditorium  
5:00 p.m.**

<b>TOPIC</b>	<b>PAGE#</b>	<b>MOTION</b>
<b>1. Call to Order: Dean DePiero, President</b>		<b>ROLL-CALL</b>
<b>2. Election of Officers: Presentation of Slate</b>		<b>ACTION</b>
<b>3. Resolution to Appoint Fiscal Officer &amp; Deputy Fiscal Officer</b>	<b>1</b>	<b>ACTION</b>
• Oath of Office – Fiscal Officer	<b>2</b>	
• Oath of Office – Deputy Fiscal Officer	<b>3</b>	
<b>4. Approval of Minutes: December 12, 2023 Board Meeting</b>	<b>5-13</b>	<b>ACTION</b>
<b>5. Retiree Recognition</b>	<b>14</b>	<b>INFORMATION</b>
<b>6. Public Comment</b>		<b>INFORMATION</b>
<b>7. Report of the Board President</b>		<b>INFORMATION</b>
• CCPL Foundation Report –Trustee Allyn Davies		
• -Learning Moment- CCPL Foundation Grants		
○ Margaret Currie, CCPL Grants Manager		
<b>8. Report of the Chief Executive Officer</b>	<b>15-27</b>	<b>INFORMATION</b>
• 2024 Strategic Plan Action Items		
<b>9. Human Resources Report</b>	<b>29-37</b>	<b>ACTION</b>
<b>10. Finance Committee Report:</b>	<b>39-40</b>	
• Financial Statement Review – Fiscal 2023 – December	<b>41-45</b>	<b>INFORMATION</b>
• Investments: Fiscal 2023 – December	<b>46-47</b>	<b>ROLL-CALL</b>
• Purchase Approval List	<b>49-51</b>	<b>ACTION</b>
• Gift Report	<b>52</b>	<b>ACTION</b>
• New Business	<b>53</b>	<b>ACTION</b>
• Resolution Authorizing CCPL to Advertise for Rebid of the Skylight Repair Project at The North Royalton Branch Library		
• Resolution to Revise Cuyahoga County Public Library Credit Card Policy	<b>54-59</b>	<b>ACTION</b>
<b>11. Adjourn</b>		<b>ACTION</b>

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

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

**WHEREAS,** it is now necessary to appoint the Fiscal Officer to serve for that one-year term which shall begin with the appointment at the Board Meeting of January 23, 2024, and;

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

**NOW, THEREFORE BE IT RESOLVED,** that the Board of Trustees of Cuyahoga County Public Library hereby appoints Gregory Cordek as Fiscal Officer and Robert W. Dolan as Deputy Fiscal Officer for one-year terms beginning January 23, 2024.

*Approved 23 January 2024*

X \_\_\_\_\_  
Allyn Davies  
President

X \_\_\_\_\_  
Amira Thomas  
Secretary

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

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

X

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Gregory Cordek

Date: January 23, 2024

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

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

X

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Robert W. Dolan

Date: January 23, 2024

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**CUYAHOGA COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES  
12 December 2023**

The December 12, 2023, meeting of the Cuyahoga County Public Library Board of Trustees was held at the Cuyahoga County Public Library Parma-Snow Branch Auditorium, 2111 Snow Road, Ohio. With a quorum of six (6) Board members present, President DePiero called the meeting to order at 5:00p.m.

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

**Absent:** Amira Thomas – 1.

**Also present:** Chief Executive Officer Tracy Strobel, Greg Cordek, Chief Financial Officer, Jeffrey Mori, Chief Operations Officer, Monique Good, Chief Human Resources Officer, Kate McCreary, Chief Communication & External Relations Officer, Robert Dolan, Finance Director, Enda Bracken, Branch Services Director-East, Holly Camino, Branch Services Director-West, Jim Haprian, IT Director, Daniel Barden, Technical Services Director, Rebecca Ranallo, Literacy and Learning Division Director, Robert Rua, Marketing & Communications Director, and other interested observers.

**Approval of Minutes:**

President DePiero asked for a motion to approve the minutes of the November 14, 2023, Board meeting that were sent to the Board members in advance of this meeting.

**01-12/2023**

Trustee Blakemore moved to approve the minutes, seconded by Trustee Davies. Seeing no corrections, omissions or additions, the minutes of the November 14, 2023, Board Meeting were approved by unanimous vote of the Board members present.

**Retiree Recognition:**

President DePiero acknowledged and thanked Jeffrey Chatlos and Mary Jo Funk for their many years of service to Cuyahoga County Public Library (CCPL) and wished them the best on their retirement. Mr. Chatlos and Ms. Funk were not present at the meeting. [\(See pages 701-702\)](#)

**Public Comment:**

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

Heather Timko  
CCLU Chapter President

Ms. Timko said:

On behalf of the Local Union, I wanted to express our appreciation for our union members who have retired, Jeffrey Chatlos was our Treasurer of our Executive Board for many years, and we will miss him and Mary Jo Funk, whom I worked with at the Berea Branch back when I started at CCPL. I wanted to wish them both well, and happy retirement. Thank you.

President DePiero thanked Ms. Timko for her comment and stated he certainly appreciate the work of all your members in all of our branches.

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

President DePiero stated this is his last meeting as Board President. He stated it has been a fun two years as president, and it has been great to serve with the administration. Chief Executive Officer Strobel, your leadership has been fantastic, and a great team to work with. It is great to work with all the board members here. He commented he cannot believe that he will be finishing his first seven-year term. He is happy to report that he has been reappointed subject to confirmation by County Council, and he has to go before them in January. He commented jokingly some of you will have to put up with him another seven years if he is able to get the votes to be reappointed. He is happy and he appreciates Cuyahoga County Executive Chris Ronayne. He is a big supporter of the library system.

President DePiero stated we have had a lot of progress under the leadership of Chief Executive Officer Strobel and her team; capital projects continue, good management of finances, good advocacy at the State level that keeps our funding in place, the programming continues to get better. That is just an example of all the good things we are doing, and he is really proud. President DePiero says he tells people all the time he is really proud of his role on the board. It has been a fun two years and he appreciates all of you, your support and you putting up with him running these meetings. Thank you very much.

President DePiero stated Trustee Spangler has chaired the Nominating Committee along with Nominating Committee Member, Trustee Shlonsky,

Trustee Spangler thanked President DePiero for his leadership these last two years. We appreciate it.

Trustee Spangler stated the Nominating Committee this year was herself and Trustee Shlonsky. She stated she has spoken with each of the nominated Trustees for board leadership positions for the upcoming fiscal year. Each Trustee has accepted their nomination. The slate will be as follows; Trustee Davies to fill the role of President, Trustee Blakemore to fill the role of Vice President and Trustee Thomas to fill the role of Secretary. The official vote will be at the January 2024 organizational meeting.



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

Chief Executive Officer Strobel wished everyone a happy holiday. She stated the holiday spirit motivated 160 people to generously donate \$13,887 in support of the Library on Giving Tuesday. This is a 47% increase over last year. She thanked the Development Team for coordinating a successful campaign.

Chief Executive Officer Strobel stated the CCPL Foundation met last week and voted to fund a slate of proposed projects requested by the library. We are excited and grateful to receive over \$270,000 from the Foundation. Foundation Board liaison Allyn Davies will share more details about what these funds will support at the January Board meeting.

Chief Executive Officer Strobel stated she is pleased to report that we hosted a Legislator breakfast yesterday to garner support for a funding request we are making to the State of Ohio. We are seeking \$2.36million to fund half of the cost of building the Early Childhood Education and Training Center, a portion of our branch project in Parma Heights that will be leased by The Centers for Families and Children to operate a high-quality Early Learning Center and, in partnership with Tri-C, will train the next generation of childcare providers. She stated if any of you have the opportunity to connect with an Ohio Representative or Senator to advocate for this project, please let her know.

Chief Executive Officer Strobel mentioned that the Trustees have at their places a brochure for the 2024 Public Library Association Conference being held on April 3-5 in Columbus. This is a great opportunity to attend programs, learn about trends in library services and network.

Chief Executive Officer Strobel mentioned for our learning moment Bill Kelly, CCPL Adult Services Manager will share his secrets for booking and hosting the hottest authors.

Manager Kelly thanked the Board for inviting him to speak today.

Manager Kelly stated Cuyahoga County Public Library tends to host a few author events. This year, we will have hosted 125 events, an average we have retained for many years now.

We have few peers nationally that can rival these numbers and only one other library, The Free Library of Philadelphia.

Manager Kelly asked how do we fund such a wealth of amazing programs.

The short answer is that he collaborates closely with publishers to host authors who are on publisher-supported tours, meaning that there is no cost to us. The authors appear gratis to promote their books and the publishers cover travel expenses.

Manager Kelly commented, but that still does not answer the question “why do they come to Cuyahoga”?

He stated beginning years ago, he gave his elevator pitch to scores of publicists and truthfully, there was initially some hesitation from publishers. Our library peers all know the name Cuyahoga. However, many publicists were reluctant. They could not pronounce Cuyahoga, let alone feel comfortable sending their best-selling authors to some backwater in flyover country. Therefore, he had to reverse-engineer the publicist’s job to figure out how to be successful. Manager Kelly learned that they spent half their time declining invitations from folks hoping to host John Grisham or JK Rowling and the other half pitching debut authors that nobody seemed

willing to host. So, he endeavored to simply read all those books by debut authors and invited the ones that seemed to be the best. With some luck, we were able to host (at the time) unknown authors who would go on to win the National Book Award or the Pulitzer Prize or be selected by Reese Witherspoon for her book club. Soon, all the publicists knew how to pronounce Cuyahoga. Only then would they also consider his proposals to host their best-selling authors.

Manager Kelly stated, getting on the tour is just the beginning. Then the real work starts. We would not be where we are had it not been for our incredible marketing team, led by Robert Rua, CCPL Marketing & Communications Director. Our branding, unparalleled marketing reach and creative promotions not only drive attendance but also create awareness well beyond the event itself. Further, our events have a reputation for being well-oiled, finely tuned machines, thanks to Media Services and the extended family of helpers at our large events. We treat the authors like guests in our home and they tell their agents, publishers and most importantly, their author friends about our professionalism and how well Cuyahoga treated them.

Manager Kelly continues to collaborate with every publisher and has learned that success is all about those relationships. He is fortunate to say that many of the upstart publicists who first took his call when we were all trying to help each other are now Directors of Publicity at the major publishing houses. Manager Kelly says he has always prioritized diversity and endeavor to have something for everyone, so that our visiting authors and their books' subject matter reflect our community.

Manager Kelly stated that now libraries and even booksellers across the country regularly call or email to learn our secret. They discover that if they simply inquire about hosting one of those best-selling authors, they are asked to pay a speaker's fee, and those can run into tens of thousands of dollars. In fact, this past spring, Manager Kelly was contacted by speaking agents letting him know that he could book Bonnie Garmus for the low, low price of \$35,000 or David Grann for \$30,000. He had to let them know that both Bonnie and David had just visited us on their respective tours.

Manager Kelly stated that not all of our visiting authors would command fees of that magnitude, just based on those whose fees are known to him, he estimates the value of our author visits to be \$1.5 million each year.

Manager Kelly stated he is happy to divulge the secret to our peers, which is Simply Read every book, successfully predict what will be critically well-received and/or popular before it is even published and support the book before everyone else jumps on the bandwagon or get out your check book. As the saying goes, if it were easy everyone would be doing it.

Manager Kelly stated it is not the monetary value that matters. He is motivated to make Cuyahoga a national literary destination so he does find some gratification for example, when Elin Hilderbrand, after a sellout event with us, featured Parma, Ohio in her next novel or that celebrity chef Eric Ripert's recent tour included stops in the world's culinary hot spots, appearances on the Today Show and a Martha Stewart special and of course a stop in Parma, Ohio.

Manager Kelly stated for him the only qualitative measure that counts is the look of pure joy on customer faces as they are about to meet their favorite author.

Manager Kelly left us with two different, but similar examples.

RL Stine when a young boy, 5 or 6 and could barely see over the signing table exclaimed in a quavering voice, "Your books changed my life".

Then, this spring, our event with Jack Carr (best-selling author and former navy Seal) drew an audience of over four hundred people, many active military and veterans and a fair number with prosthetics. During conversations in the signing line Manager Kelly says he heard many stories about how Jack's books saved their lives and helped get them through rehabilitation and physical therapy.

Manager Kelly commented that these are just two examples among thousands that serve as a useful reminder that it is never too early, or late, to change someone's life.

#### **Human Resources Report:**

Human Resources Chief Good summarized the HR report. There are ten (10) new hires, five (5) new roles, three (3) increase in hours, one (1) transfer, four (4) promotions, two (2) added second rate, and (2) retirements.

#### **02-12/2023**

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no discussion, the Human Resources Report dated December 12, 2023, was approved as presented by unanimous vote of the Board members present. **(See pages 703-709)**

#### **Finance Committee Report:**

President DePiero reminded us we did not have a Finance Committee Meeting and Chief Financial Officer Cordek will give an in-depth report of financials at this meeting.

Chief Cordek stated we did not receive any distributions for the month in either of our property tax levies (2.5 and 1.0 Mills) from the County. As of the end of November we have received approximately \$1.2M in excess of our anticipated property taxes. There may be a final small distribution to finish the year. We have taken this increase into account in our Board Resolution to amend our Certificate of Estimated Resources and Appropriations.

Chief Cordek stated we also received our distribution from the State for reimbursement of Homestead and Exemption for our 2.5 Mill levy.

Chief Cordek stated our monthly distribution for the Public Library Fund (PLF) was received in the amount of \$2,203,671. We anticipate collecting more than originally projected and have accordingly amended our Certificate and Appropriation Resolution. This monthly distribution is more than we received in November 2022.

Chief Cordek stated patron fines and fees collected in November were more than last year. Passport fees and photos were more than we collected for November 2022. The Certificate and Appropriation Resolution have been amended accordingly.

Chief Cordek stated we continue to see an increase in the amount of interest we are receiving on our investments. We will collect more than twice the amount of anticipated interest.

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

Chief Cordek stated the salaries and benefits accounts for eleven months into our fiscal year are on track to meet budget. The budget was adopted with a planned 3% increase for the raises in April and the Board approved a 5% increase. The budget has not been adjusted for the increase so we will be slightly over for the year. While the actual expenses for salaries are projected to be slightly higher than budget, we will make the adjustment in December and should be able to move dollars within the salaries and benefits accounts to cover the additional expense.

Chief Cordek stated that with a successful reconciliation of the Koha system, we have included \$662,820 of encumbrances in our accounting system.

Chief Cordek stated some of the expense accounts show a larger percentage expensed and encumbered. This reflects the blanket purchase orders for the year, which increases the percentage expensed and encumbered. Finance will adjust the balance of the blanket purchase orders to zero and also review all other open purchase orders prior to year-end. [\(See Under FINANCE\)](#)

#### **Investments – November**

Chief Cordek stated there were three pieces of Commercial Paper purchased for the month:

- MUFG Bank, \$280,000 at a yield of 5.89%
- Toyota Mtr Cr Corp, \$250,000 at a yield of 5.81%
- Natixis NY, \$1,040,000 at yield of 5.78%

#### **Transfers**

Chief Cordek stated there were no transfers or advances during the month of November.

#### **03-12/2023**

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

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

**Nea:** – **0**.

#### **Purchase Approval List**

Chief Cordek stated Item #1 through Item #4 are encumbrance increases. Chief Mori stated Item #1 is an increase from \$130,258 to \$150,258 due to additional backflow sprinkler inspections and security monitoring. Fire alarm testing, repairs, & security cameras. Supplier: Continental Fire & Security Inc. Director Rua stated Item #2 is an increase from \$65,000 to \$65,200 due to final costs for additional website development needed this year. Supplier: Designing Interactive LLC. Chief Mori stated Item #3 is an increase from \$40,000 to \$45,500 due to additional maintenance calls & generator repairs. 2023 yearly service agreement for generators. Supplier: WW Williams. Chief Good stated Item #4 is an increase from \$31,000 to \$35,000 for final Compensation Study services provided. HR Consulting services. Supplier: Organizational Architecture Inc.

Chief Cordek stated Item #5 through Item #7 are 2024 blanket purchases. Director Barden stated Item #5 is for year 2 renewal of World Cat interlibrary loan services. WorldShare ILL & FirstSearch software renewal. Cost \$37,000. Supplier: OCLC Inc. Director Haprian stated Item #6 is for papercut software necessary for the expansion of print management system for patrons. Cost: \$49,325. Supplier: Todays Business Solutions. Director Haprian stated Item #7 is the yearly lease for 47 HP laptops, year 3 of 5 necessary for new staff computer equipment. Cost: \$17,863. Supplier: Hewlett Packard Financial Services.

Chief Cordek stated Item #8 through Item #9 are new purchases. Director Ranallo stated Item #8 is for software development and renewal necessary for development work to enable reporting for our Student Success and Family Engagement data tracking software. Cost: \$15,500. Supplier: Commonteri Services. Chief Mori stated Item #9 is for a lighting panel and integration for the new Brooklyn Branch. Cost: \$16,240. Supplier: Building Control Integrators.

#### **04-12/2023**

Trustee Shlonsky moved approval of Purchase Approval List, seconded by Trustee Spangler. Seeing no additional discussion, the Purchase Approval List dated December 12, 2023, was approved as presented by unanimous vote of the Board members present. [\(See pages 710-711\)](#)

#### **Gift Report**

Chief McCreary stated we had several foundation gifts, which are corporate gifts that came in and several grants this month, which was the work of Margaret Currie, CCPL Grants Manager all the great work that she has been doing to secure these.

#### **05-12/2023**

Trustee Blakemore moved approval of the October Gift Report, seconded by Trustee Shlonsky. The gift report was approved by unanimous vote of the Board members present. [\(See page 712\)](#)

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

Chief Cordek stated this particular resolution accounts for the revenue increases that he was setting earlier as it relates to the general fund. He anticipates and notes the \$2,676,000 over anticipated budget. We are going to take that revenue overage and transfer that to our capital fund at the end of the year.

#### **06-12/2023**

Trustee Blakemore moved approval, seconded by Trustee Spangler. Seeing no additional discussion, the approval of the Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations was approved by unanimous vote of the Board members present. [\(See page 712\)](#)

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

- **Resolution Authorizing the Library to Enter Into Agreement with Shook Construction for Construction Management at Risk Services Relating to the New Construction of the Branch Library located in The City of Parma Heights**

Chief Mori stated the Board previously authorized us approval to put out a Request For Qualifications (RFQ) for Construction Management at Risk (CMR) services for the new construction of Library facilities located in the City of Parma Heights. The costs and fees for Shook Construction's CMR services will be based on the final agreed upon Guaranteed Maximum Price (GMP), with established preconstruction fees. The Board has decided that the Library proceed with the execution of the agreement with Shook Construction for CMR for the Parma Heights Branch. This has also been vetted by legal counsel.

#### **07-12/2023**

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the approval of the Resolution Authorizing the Library to Enter Into Agreement with Shook Construction for Construction Management at Risk Services Relating to the New Construction of the Branch Library located in The City of Parma Heights was approved by unanimous vote of the Board members present. **(See pages 713-799)**

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

#### **08-12/2023**

- **Approval of Hiring Policy**

Trustee Shlonsky moved approval, seconded by Trustee Davies. Seeing no additional discussion, the approval of the Hiring Policy was approved by unanimous vote of the Board members present. **(See pages 800-801)**

#### **09-12/2023**

- **Approval of Leave of Absence Policy**

Trustee Blakemore moved approval, seconded by Trustee Davies. Seeing no additional discussion, the approval of the Leave of Absence Policy was approved by unanimous vote of the Board members present. **(See pages 802-819)**

#### **10-12/2023**

- **Approval of Employees who work fewer than sixteen (16) hours per week Policy**

Trustee Blakemore moved approval, seconded by Trustee Davies. Seeing no additional discussion, the approval of the Employees who work fewer than sixteen (16) hours per week Policy was approved by unanimous vote of the Board members present. **(See pages 820-821)**

#### **11-12/2023**

- **Approval of Program Policy**

Chief Executive Officer Strobel stated this is a new policy that provides guidelines for programming.

Trustee Leonard moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the approval of the Program Policy was approved by unanimous vote of the Board members present. **(See pages 822-823)**

**12-12/2023**

- **Approval of Resolution Seeking Permission to Rescind the Library Media Box Policy**

Chief Executive Officer Strobel stated the Library Media Box Policy was approved by the Board on August 23, 2011, and numerous attempts made to implement the service were unsuccessful and the service did not meet Cuyahoga County Public Library's high customer service standards and the service has been discontinued and the policy is no longer necessary.

Trustee Shlonsky moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the approval of the Resolution Seeking Permission to Rescind the Library Media Box Policy was approved by unanimous vote of the Board members present. [\(See page 824\)](#)

**Motion to Adjourn**

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

**13-12/2023**

Upon motion of Trustee Blakemore, seconded by Trustee Leonard the December 12, 2023, meeting of the Cuyahoga County Public Library adjourned at 5:42 p.m.

**Approved January 23, 2024**

**X**

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**Dean E. DePiero**  
**President**

**X**

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**Maria L. Spangler**  
**Secretary**

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# Of **Jeffrey James**

## **WHEREAS,**

Jeffrey James has served with great loyalty as an employee of Cuyahoga County Public Library since his hire on February 5, 1990, as a Programmer Analyst I at the Administration Offices; on July 12, 2009, his title changed to Data Analyst; on September 21, 2009, he was reassigned as a Systems Support Technician – Inventory; on July 16, 2016, his titled change to System Support Technician, a position he held until his retirement on December 29, 2023; and,

## **WHEREAS,**

Jeffrey has been very loyal serving Cuyahoga County Public Library. He has reliably reported to work, showed up with a smile and continued to smile even under pressure. He was very willing to do whatever was needed. He was always approachable, calm, polite and courteous; and,

## **WHEREAS,**

Jeffrey always gave his best. Weathering changes with a “can-do” attitude, he willingly sported several hats while working in IT over his years of service, going from Programmer to Data Analyst to Systems Support, offering customer support by covering both help desk phones and field work; and,

## **WHEREAS,**

His strength was tackling routine tasks, going above and beyond in volume. He was always approachable and friendly. He rolled graciously with the decades of changes in technology while remaining a true and faithful team player.

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

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

Dean E. DePiero, President  
 Board of Trustees  
 Cuyahoga County Public Library  
 Date: January 23, 2024





# Chief Executive Officer's Message

## Discover More in 2024

We have a lot to look forward to this year at Cuyahoga County Public Library (CCPL). At the top of the list is the opening of a new 25,000-square-foot Brooklyn Branch on Memphis Avenue near the new City Hall and the John M. Coyne Recreation Center. The new branch will have many exciting features, including an Innovation Center, a children's area designed to encourage full body play, and a Pearson VUE testing center where adults will be able to take certification and licensing exams to further their careers. We anticipate a big turnout for the grand opening celebration this fall.

Later this year we also expect to celebrate the completion of a renovation and expansion of the Solon Branch, which will include the addition of an Innovation Center designed to support careers in smart manufacturing. We also plan to expand The Jack, Joseph & Morton Mandel Memory Lab at the South Euclid-Lyndhurst Branch into a full Innovation Center. Currently, the Lab offers a variety of equipment for digitizing older media formats like VHS, 8mm film and cassette tapes. The expansion will add maker equipment like what we currently offer at our other six Innovation Centers throughout the county.

Library programming is officially back to pre-COVID levels. In 2019, CCPL hosted 13,530 programs that drew 316,199 in attendance. In 2020 and 2021, programming was reduced dramatically as a public health precaution. We offered robust virtual and hybrid programs, but relatively few in-person programs. In 2022, we were finally able to regain a sense of normalcy. That year we offered 10,581 programs that drew 196,368 in attendance. Most of those programs were in-person. Last year, CCPL hosted 13,765 programs that were attended by 287,339 customers. This year our goal is to draw even more customers to programs that delight, inform and inspire, including expanded culinary literacy and entrepreneurship programs, plus many more.

Speaking of programming, this spring Cuyahoga County will experience a literal once-in-a-lifetime solar eclipse. On April 8, viewers in our area will experience nearly 4 minutes of total darkness, a rare experience that will not happen again for a very long time. CCPL will celebrate with eclipse viewing parties at several branches. Those who register and attend will receive a free pair of certified eclipse glasses to safely view this amazing astronomical event. Beginning in March, we will also have a limited amount of certified eclipse glasses available for the public in our branches, while supplies last. For a complete list of events, visit [cuyahogalibrary.org/eclipse](http://cuyahogalibrary.org/eclipse).

This is just a taste of what we have in store. There will be so much more to discover. It's going to be a very exciting year.

A stylized, handwritten signature in black ink that reads "Tracy R. Strobel".

**Tracy R. Strobel**  
Chief Executive Officer

## Social Media

Facebook Fans: 37,488

Instagram Followers: 8,168

Twitter Followers: 11,200

Do not miss this! The fabulous @jessicawstrawser (my brilliant @CareerAuthors sister) will be at the iconic @CuyahogaLib w/new #1 bestseller THE LAST CARETAKER! In person! AND joined by wonderful @KylieLogan! Here are all the details! <https://www.facebook.com/events/1066039674760978>

@HankPRyan, December 5, 2023

Proud to support the collaboration between the @CuyahogaLib and @TheCentersOhio who will be joining forces at the new soon to be built Parma Heights library branch. Great job to Mayor Marie Gallo for her work on the project!

@BrennanforOhio, December 12, 2023

Hooray for libraries! We're big fans of libraries because they're a great channel to help spread the word about saving for college. They can even help save you money. @Columbuslibrary @Cuyahogalib @FallsLibrary @DaytonLibrary @ToledoLibrary

@Ohio529Plan, December 12, 2023

At Garfield Heights branch of @CuyahogaLib Cuyahoga County residents can meet w/ caseworkers and apply for or renew benefits programs like Supplemental Nutrition Assistance Program and Medicaid thanks to partnership w/ Division of Job and Family Services

@NoahLenstra, December 20, 2023

Please donate to support the Parma Peanut Butter Drive. @AllFaithsPantry @BrennanforOhio @UHParma @CuyahogaLib @RumpkeNews @LamarOOH #peanutbutter

@pierogie5k, December 21, 2023

## System Highlights

During the week of Winter Break (Dec 18-21) **Brooklyn Branch** Teen Librarian Mike Pawuk held a 4-day drop-in program for tweens and teens to try out the Meta Quest 2 Virtual Reality headsets. Eighteen (18) attendees tried *Job Simulator* to experience the world of work, *Wander* to explore far-away places, painting & creating programs like *MultiBrush* and *Painting VR*, and *Beat Saber* to hone their gross motor skills (wielding a light saber to musical beats). All of the programs were popular, but the Teens especially liked the *Job Simulator* and *Beat Saber* programs and are eager to continue exploring this new resource.

Amy Sinnema, Brynna Mango, and Rebecca Price-Donahue hosted a festive Grinch-themed event at the **Middleburg Heights Branch** for 72 people. Participating families enjoyed making three crafts before singing a few carols and enjoying an abridged retelling of the Dr. Seuss classic. Children then joined hands and sang to welcome the highlight of the program—the Grinch himself! Families took turns taking photos while partaking in refreshments and a quick game of pin the heart on the Grinch.

The **Mayfield** Friends of the Library gathered in the Mayfield Branch Innovation Center with Mike Karaffa and Julie Liedtke on December 16th to design their own mugs on the Mug Heat Press that the Friends purchased! 11 Friends enjoyed learning how to create their own mug designs and received a special orientation of the center.

**Richmond's** Teen Librarian Kat Retting had 4 people attend the new Comic Club this month and Teen Tabletop Hangouts on Wednesday afternoons (early dismissal day) had 66 attendees, with the most popular games being the classics of Connect 4 and Uno. The teens also appreciated the Uno cards even when they were not in the program. Kat also visited the Student Council meeting this month, learning what the teens are looking for at the library.

On December 29, the **Warrensville Heights Branch** celebrated the 4th Day of Kwanzaa - Ujamaa - meaning cooperative economics, with Phi Delta Kappa National Educator's Sorority. Branch Manager Ali Boyd hosted a discussion on community economics with a panel of business owners for the 140 customers who attended!

Meghan Villhauer from the **Orange Branch** presented a Homeschool World Explorers program on December 21st to a group of 21, where students and their families designed their own board game with a geography theme. Each family received a blank board game kit and used craft supplies and the Cricut to design how they wanted their board game to look.

# System Highlights

On December 30, **Strongsville Branch** Children's Services Supervisor Tim Protiva presented a Noon Year's Eve Storytime Special. A total of 91 individuals attended a fun-filled storytime with silly stories and songs. There was even a dance party and an extra special countdown to noon and an extra special ball drop (using a large parachute and glitter beachballs.) The families also got to enjoy some "bubbly" celebration with a bubble machine blowing tons of bubbles. It was a great way to ring in the New Year!

Sherri Parojic (BSAI) led Give New Life to Old Greeting Cards on Wednesday, December 7 at the **Berea Branch**, showing the group of 13 people how to make ornaments, mini trees, and gift tags using recycled greeting cards. The main focus of the program was the creation of the ornament, a 20-sided ball called an icosahedron. It was great to have parents and their adult children working together, and one member of a family of four adults even invented his own 10-sided version of the ornament. The Friends of the Berea Library sponsored the program, also providing stacks of donated greeting cards and a selection of punches and ribbon for making tags.

A customer came into the **Gates Mills Branch** saying she wanted to get back to visiting the library in person. Staff showed her where to pick up her holds, gave her a copy of BookPage, and helped her use the new self-check station. As she was leaving, the customer exclaimed, "This was really fun. I can't wait to come back!"

Teen Librarian Joni Sand and Branch Clerk Aymie Salvo from the **Chagrin Falls Branch** visited Chagrin Falls High School on December 11th to celebrate Taylor Swift Day with the school community. Twenty students and teachers stopped at the Library's table and loved the notebooks and pens CER provided for the outreach program. A teen who recently moved to the area from Kansas applied for a CCPL library card, while other students and teachers commented on how much they enjoy visiting the branch.

On December 21st, **Fairview Park** Generalists, Drew Balduff and Ashlei Zakes led a UV Print Canvas Art program. Nine people attended and learned how to use the UV printer to create their own printed photo or art canvas. One person brought a picture of their dog and turned it into a canvas to hang on their wall.

BSL Jodi Carlson led a group of 11 adults in making snowmen lanterns out of yogurt jars at the **Olmsted Falls Branch**. The participants etched snowflakes onto the jars using etching cream and stencils cut out on the branch's Cricut. While the etching cream did its work the group also painted rocks to look like snowmen. Jodi showed the group how to make a paper nose using a quilling technique to make it 3D.

**North Olmsted** BSA Megan Kay lead a gingerbread themed STEM activity with 20 adults and children in attendance. Children listened to the story of the Gingerbread man, and then had to help solve his problem of crossing the river without getting eaten by the fox. The children created boats, bridges, planes, and even used coding to help the gingerbread man cross the river.

Nine patrons attended **Bay Village** Generalist Andrea Carroll's December program, Library for All. This adapted program was for adults with developmental disabilities and their caregivers, to learn about winter holiday celebrations around the world. Attendees shared their favorite winter traditions while snacking on holiday treats from different cultures and crafting rustic clay ornaments.

At **South Euclid-Lyndhurst** on December 5 & December 20, BSA I Temah Britt-Jackson's Little Movers program had attendees play with ride-ons, cars, trucks, farm toys and a washing machine from CCPL's Toy Library, all of which were a big hit! Britt-Jackson used dyed noodles for a noodle sensory bin. The kids loved searching for the penguins that were hidden in the noodles and practicing fine motor skills with pinch scoopers. 36 children and adults attended on December 5 and 10 children and adults attended on December 20.

Melissa and Leslie planned a Kwanza program at the **Maple Heights Branch**. Charity introduced The Cleveland Black Storytellers to over 100 people in attendance for the program. The room was not large enough, so we had overflow in the hallway and some parents took their youth to the youth floor so that they themselves could attend the Kwanza program. Other people were unable to attend the program due to space constraints and utilized other areas of the library.

# System Highlights

On Saturday, December 9th, 36 people crafted Branch Services Assistant II Lynne White and BSA II Finn Schalk at a drop-in Family Holiday Craft Day at the **Brecksville Branch**. They made votive candle holders with tissue paper and Modge Podge, created snowflake ornaments using plenty of glitter and popsicle sticks, and made some silly faces in front of a green screen with some handmade snow friend masks. Families enjoyed picking a background for their green screen family photo, which was then e-mailed to them to share with family and friends.

On December 9, the **Independence Branch** hosted a Winter Ornament Craft program. Adult Branch Services Assistant II Jessica Vargo led a hands-on demonstration on how to make 2 different ornament crafts – a snowman and a holiday tree. Vargo designed the ornaments, determined the steps needed to create them, gathered the necessary materials, and guided the attendees on creating their own ornaments. 7 people attended the program.

Families gathered at **Parma Heights Branch** on December 13 for **Reading with Rudolph**, a fun and interactive holiday-themed storytime. BSA Laura Smith led 28 attendees in a celebration of “the most famous reindeer of all” with a song, a story, and a festive take-home craft.

Families at the **Solon Branch** celebrated the start of Winter Break by getting creative together at Story Studio on Wednesday, December 20th. Branch Services Assistant II Jennifer Johnson shared several stories illustrated in a similar style with the group of 22, who then made their own art inspired by the work and style of Eric Carle and Oge Mora.

The **Parma-Snow Branch** celebrated their 10th anniversary of being renovated on December 9th. Activities included a band, a performance by the Bubble Lady, Mario Kart time trials, and cookie decorating. About 225 customers participated in the various activities. One of the more popular activities was signing a large banner. Comments included “One of my favorite places!”, “Congrats! Sheila practically grew up here!”, “Happy birthday! The Parma Snow library is my favrite (sic) place to be!”, “Thanks for giving me a space to do my best”, “Best library staff ever”, and “Congrats + 100 more!”. Or, as one of the teens who won a raffle prize said, “This is the best day of my life!”.

**Bedford Branch** Services Assistant, Amanda Novak hosted a new monthly program, Baby Craft, on December 9th. It was quite a hit. 14 participants made a snowman sign with their hands and feet, what a wonderful treat for caregivers to have for years to come.

Earlier this year, **North Royalton Branch** Manager Becky Wendeln was approached by the North Royalton Lions about a possible donation for the branch. Becky worked with the group to select a train table for the Children’s area and after much anticipation, it made its debut this month. To celebrate its arrival, Children’s staff created a gathering space near the table and put together a train-themed book display. The train table has already proven to be popular with both children and their caregivers; staff have reported seeing families make new friends and have overheard plans for play dates around this popular new attraction.

This December at **Garfield Heights**, seven library staff members facilitated a festive Families Innovate program. After listening to a reading of *’Twas the Night Before Christmas*, the families shook sleigh bells to invite Santa Claus (South Euclid Branch Manager, Steve Haynie) into the room. Every child and some adults received an early holiday gift from Santa Claus. 86 in total decorated cardboard gingerbread houses together with vanilla frosting and other sweet treats.

**Blue Whales at Your Library** kicked off at the **Parma Powers Branch** with Whale Week on December 26th. Customers of all ages visited to see the life-size whale tail floor mat, watch the 12-minute film *Return of the Giants*, and learn about whales from artwork by Ukrainian author Yuliya Barannikova and illustrator Tetiana Kopytova. Twenty-four attended a whale-themed storytime during the program’s first week. Susannah Hamm, Branch Services Librarian II was instrumental in acquiring a National Science Foundation grant for the Parma-Powers Branch whale activities that run through April 30th.

**Brook Park Branch** held their second annual Polar Express program on December 16th with 115 attendees! Children’s Supervisor Michelle Todd and BSAIL Beth Brouillette hosted a fun storytime featuring the Polar Express story, a Rudolph flannel about the color(s) of his nose, two more stories and a sing-along of Frosty the Snowman at the end. Attendees enjoyed hot chocolate and cookies (served by Circ Clerk Kelly Close), preschool crafts of a paper cone tree and a 5 Senses Christmas Book, and school-age crafts of an I Spy Ornament and a folded tree, plus coloring pages and lots of fun toys.

# System Highlights

**Beachwood Branch** Manager Amia Wheatley hosted the *Beachwood Chamber of Commerce Women's Connection* meeting at the branch on December 14. This networking event was lead by Robin Sacks, who presented "How To Develop a Great Working Relationship with Your Stress" to **25** attendees.

Over the Holiday break, Social Work Manager, Bryanta Spencer, helped to coordinate an exposure outing for B.R.I.C.K (brotherhood, respect, intelligence, conduct, knowledge) participants to witness and be a part of history. Former B.R.I.C.K. participant, Dante Gresham was sworn in as Councilman for the City of Euclid. Euclid Library was gracious in partnering to provide this amazing opportunity by lending their space for these young people to have personal conversation and share a meal with the new councilman. Present were 15 young men from Daniel E. Morgan, Kenneth Clement, Richmond, and Warrensville Schools. Also, present was CCPL's Chief Human Resources officer Monique Good, Program Founder Timothy Roberts Sr., Daniel E. Morgan Principal Dessie Sanders, former Cleveland City Councilman Basheer Jones, Jajuan Robinson of Say Yes Cleveland, and Economic Development and Finance Professional Allosious Snodgrass shared the space and joined me engaging these youth in a memorable experience. The youth were provided CCPL journals to document and reflect on their experience. A few comments of note were youth saying they felt "recognized, seen, proud, noticed, and happy." One specifically was taken aback stating "they clapped for us." These words confirm the impact and value of such experiences and the significance of community partnerships in creating life changing opportunities.



**CUYAHOGA COUNTY PUBLIC LIBRARY  
REPORT OF THE CHIEF EXECUTIVE OFFICER  
JANUARY 23, 2024**

**ACTIVITIES OF THE CHIEF EXECUTIVE OFFICER**

**December 13**

- Met with **Galen Schuerlein, Director of Public Affairs, Taft Stettinius & Hollister,** and Kate McCreary, CCPL Chief Communications & External Relations Officer
- Met with Monique Good, CCPL Chief Human Resources Officer

**December 14**

- Meeting with CCPL Executive Leadership Team, Greg Cordek, CCPL Chief Financial Officer, Kate McCreary, CCPL Chief Communications & External Relations Officer, Monique Good, CCPL Chief Human Resources Officer, Jeffrey Mori, Chief Operations Officer, and Bertha Arrington, CCPL Executive Division Manager
- Meeting with **Galen Schuerlein, Director of Public Affairs, Taft Stettinius & Hollister,** and **Dr. Cassandra J. Johnson, Superintendent, Bedford City School District, JaTina Threat, Executive Director of School and Community Relations, Bedford City School District, Tad Ellsworth, Executive Director of Operations, Bedford City School District, Samuel Vawters, Executive Director of Human Capital, Equity and Inclusion, Bedford City School District**
- Conference call with **Brooks Rainwater, President and CEO, Urban Libraries Council (ULC), and ULC Directors**

**December 15**

- Meeting with **James Wilkins, Attorney, Kastner Westman & Wilkins, LLC, Amanda Smith, Attorney, Kastner Westman & Wilkins, LLC,** and Pamela Jankowski, Chief Public Services Officer, Greg Cordek, CCPL Chief Financial Officer, Monique Good, CCPL Chief Human Resources Officer, Jeffrey Mori, CCPL Chief Operations Officer, and Enda Bracken, CCPL Branch Services Director-East
- Meeting with **State Representative Bride Rose Sweeney,** and **Justin McCaulley, President, McCaulley & Company,** and **Devon Eldridge, Associate, McCaulley & Company**

**December 18**

- Meeting with Aid of **State Representative Thomas F. Patton,** and **Justin McCaulley, President, McCaulley & Company,** and **Devon Eldridge, Associate, McCaulley & Company**
- Met with Kate McCreary, CCPL Chief Communications & External Relations Officer

**December 19**

- Met with Jeffrey Mori, CCPL Chief Operations Officer
- Met with Greg Cordek, CCPL Chief Financial Officer
- Meeting to discuss Middleburg Heights Central Park update with **Mayor Matthew Castelli, City of Middleburg Heights, Jeremy Hinte, Project Manager, OHM Advisors, James Herron, Director of Public Service, City of Middleburg Heights, Jeffery Minch, Assistant Director of Public Service, City of Middleburg Heights,** and Ron Block, CCPL Branch Manager, Middleburg Heights Branch

December 20

- Met with Monique Good, CCPL Chief Human Resources Officer
- Attended **McCauley & Company Holiday Event**

December 21

- Meeting with CCPL Executive Leadership Team, Greg Cordek, CCPL Chief Financial Officer, Kate McCreary, CCPL Chief Communications & External Relations Officer, Monique Good, CCPL Chief Human Resources Officer, Jeffrey Mori, Chief Operations Officer, and Bertha Arrington, CCPL Executive Division Manager
- CCPL Beachwood Kick-off meeting with **Jeff Valus, Principal, CBLH Design, Scott Weaver, Principal, CBLH Design, Daniel LaRossa, RA Senior Associate, Group 4 Architect, and Bryant Lui, Designer, Group 4 Architect**, and Pamela Jankowski, CCPL Chief Public Services Officer, Jeffrey Mori, CCPL Chief Operations Officer, and Amia Wheatley, CCPL Branch Manager, Beachwood Branch
- Meeting with **Michael Wise, Member, McDonald Hopkins**, and Jeffrey Mori, CCPL Chief Operations Officer

December 22

- Vacation

December 26-29

- Vacation

January 2

- Met with Greg Cordek, CCPL Chief Financial Officer
- Met Kate McCreary, CCPL Chief Communications & External Relations Officer

January 3

- Met with Monique Good, Chief Human Resources Officer
- Participated in **Metro Directors** monthly conference call

January 4

- Attended **Youth Opportunities Unlimited (Y.O.U.) Executive Committee**
- Participated in **Youth Opportunities Unlimited (Y.O.U.) Executive Session Annual Review**
- Meeting with CCPL Executive Leadership Team, Greg Cordek, CCPL Chief Financial Officer, Kate McCreary, CCPL Chief Communications & External Relations Officer, Monique Good, CCPL Chief Human Resources Officer, Jeffrey Mori, Chief Operations Officer, and Bertha Arrington, CCPL Executive Division Manager
- Meeting to discuss **CCPL Supporting the Head Start Workforce and Consistent Quality Programming** with **Justin McCaulley, President, McCaulley & Company**, and **Devon Eldridge, Associate, McCaulley & Company**, and Kate McCreary, CCPL Chief Communications & External Relations Officer

January 8

- Met with **Patricia Shlonsky, CCPL Trustee**
- Met with **Dr. Robert Hardis, Superintendent, Beachwood City Schools**, and Team, with Jeffrey Mori, CCPL Chief Operations Officer to discuss Beachwood Library Branch site plan
- Met with Kate McCreary, CCPL Chief Communications & External Relations Officer
- Met with Pamela Jankowski, CCPL Chief Public Services Officer

January 9

- Met with Jeffrey Mori, CCPL Chief Operations Officer
- Meeting to discuss Design for **CCPL new Parma Heights Branch** with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, and Sandy Tilberg, Senior Interior Designer, Bialosky Cleveland, and Christopher Persons, Associate, Bialosky Cleveland, Eric Gradert, Project Manager, Shook Construction, Brian Gissiner, General Contractor, Shook Construction, and Matthew Danis, MBA, CPSM, Shook Construction** and Jeffrey Mori, CCPL Facilities Director, Terrance Echols, CCPL Director, Adult Education Services, Krista Tokarz, CCPL Branch Manager, CCPL Parma Heights Branch

January 10

- Met with Monique Good, CCPL Chief Human Resources Officer
- Meeting with **Lisa Mayers, CCPL Foundation Board Member**, Kate McCreary, CCPL Chief Communications & External Relations Officer, Jessica Kanelos, CCPL Communications Director, Hillary Walker, CCPL Special Events Coordinator, Bill Kelly, CCPL Adult Services Manager, and Ron Block, CCPL Branch Manager, Middleburg Heights Branch

January 11

- Meeting with **McCaulley & Company**, CCPL Communications & External Relations Team and CCPL Development Team
- Meeting with CCPL Executive Leadership Team, Greg Cordek, CCPL Chief Financial Officer, Pamela Jankowski, CCPL Chief Public Services Officer, Kate McCreary, CCPL Chief Communications & External Relations Officer, Monique Good, CCPL Chief Human Resources Officer, and Jeffrey Mori, Chief Operations Officer
- Met with Lisa Brown, CCPL Human Resources Coordinator
- Conference call with **Brooks Rainwater, President and CEO, Urban Libraries Council (ULC), and ULC Directors**

January 12

- Meeting with **Janus Small, President, Janus Small Associates, Erin Shank, Web and Print Designer, Janus Small Associates, Felton Thomas, Director, Cleveland Public Library (CPL), Heath Rosenberger, Director, Migration & Refugee Services, Catholic Charities, Diocese of Cleveland, and Darren Hamm, Field Office Director, U.S. Committee for Refugees, and Immigrants (USCRI)** and Terrance Echols, CCPL Director Adult Education Services

January 15

- Met with Kate McCreary, CCPL Chief Communications & External Relations Officer
- Met with Greg Cordek, CCPL Chief Financial Officer

January 16-19

- Attended **EBSCO Advisory Group Meeting, California**

January 22

- Conference call with **Brian Moore, Attorney, Roetzel & Andress**, and Jeffrey Mori, CCPL Chief Operations Officer to discuss CCPL's Parma Heights Branch
- Met with Kate McCreary, CCPL Chief Communications & External Relations Officer
- Met with Pamela Jankowski, CCPL Chief Public Services Officer



January 23

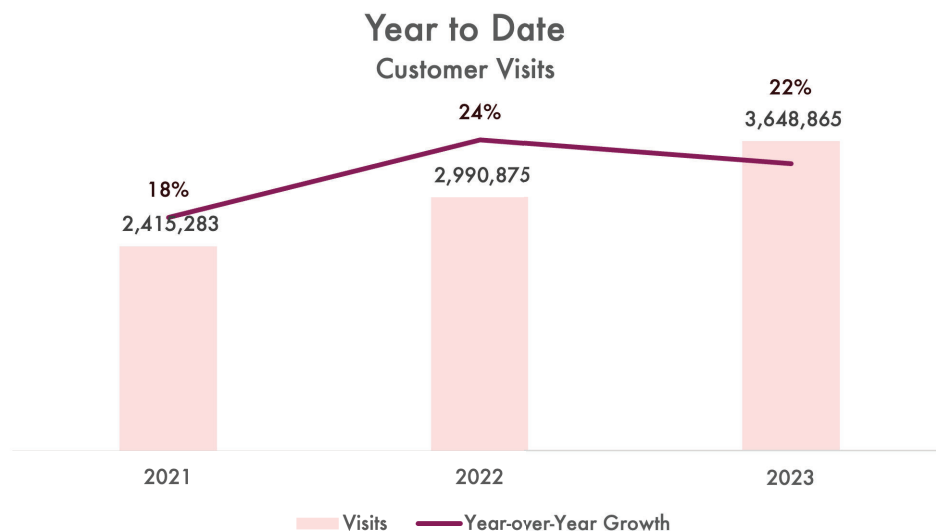
- Met with Jeffrey Mori, CCPL Chief Operations Officer
- Meeting to discuss Design for **CCPL new Parma Heights Branch** with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland,** and **Sandy Tilberg, Senior Interior Designer, Bialosky Cleveland,** and Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, and Krista Tokarz, CCPL Branch Manager, CCPL Parma Heights Branch
- Facilitated **CCPL Finance Committee meeting**
- Facilitated **CCPL Records Commission meeting**
- Facilitated **CCPL Board of Trustees meeting**



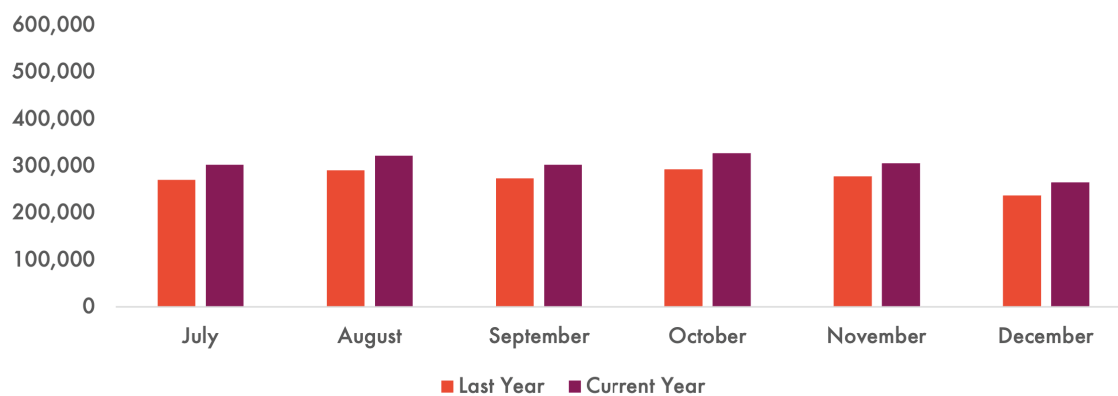
Chief Executive Officer

# Visits | December 2023

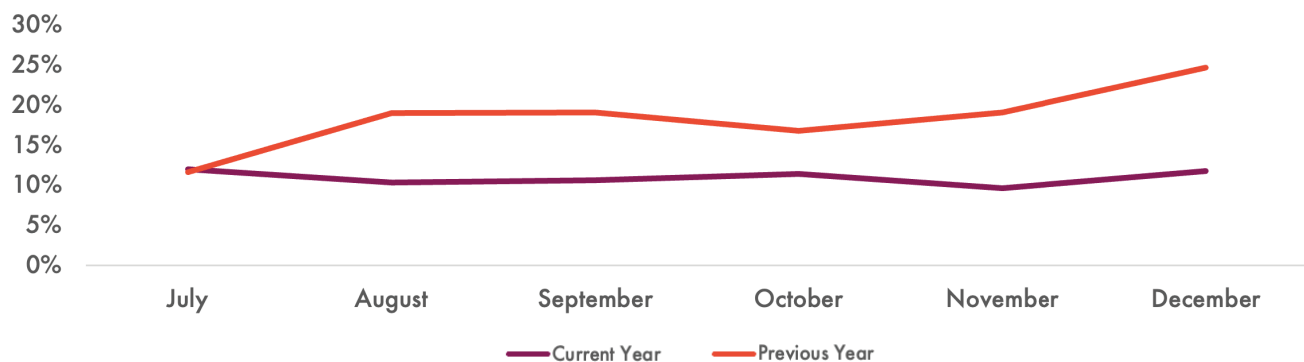
## Year to Date



## Monthly

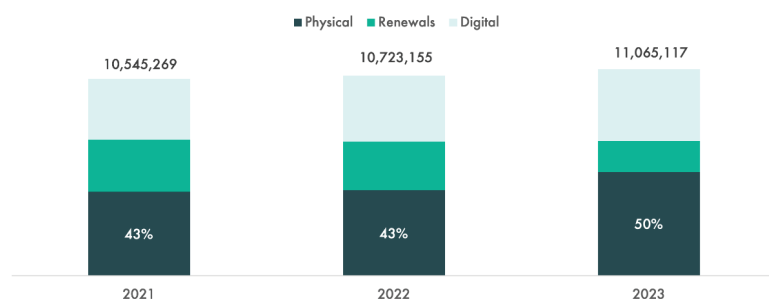


## Year-over-Year Growth

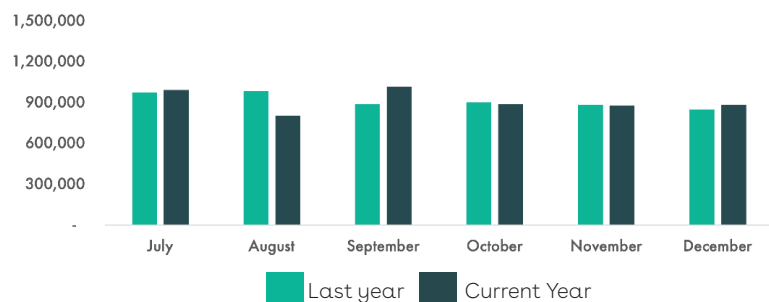


# Circulation | December 2023

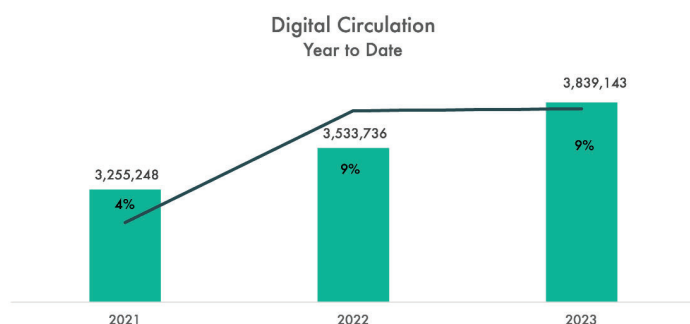
## Year to Date Total Circulation



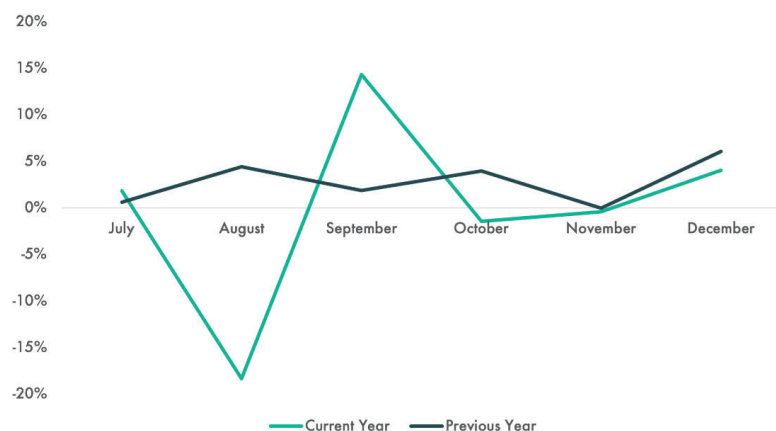
## Monthly Total Circulation



## Year to Date Digital Circulation

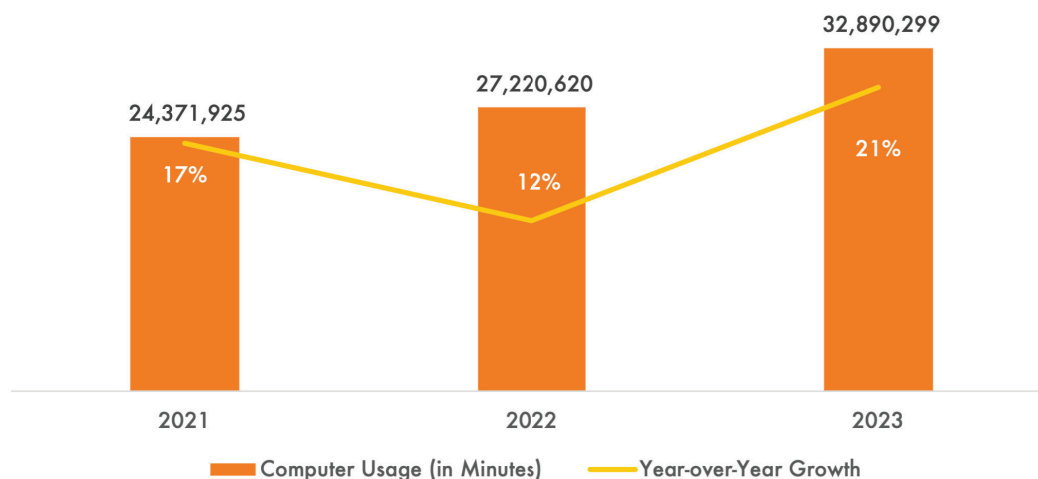


## Year-over-Year Growth Total Circulation

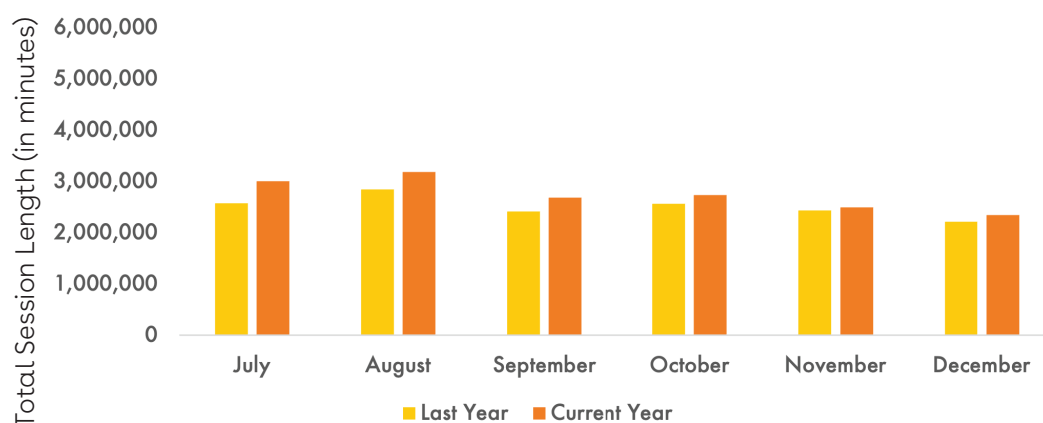


# Computer Use | December 2023

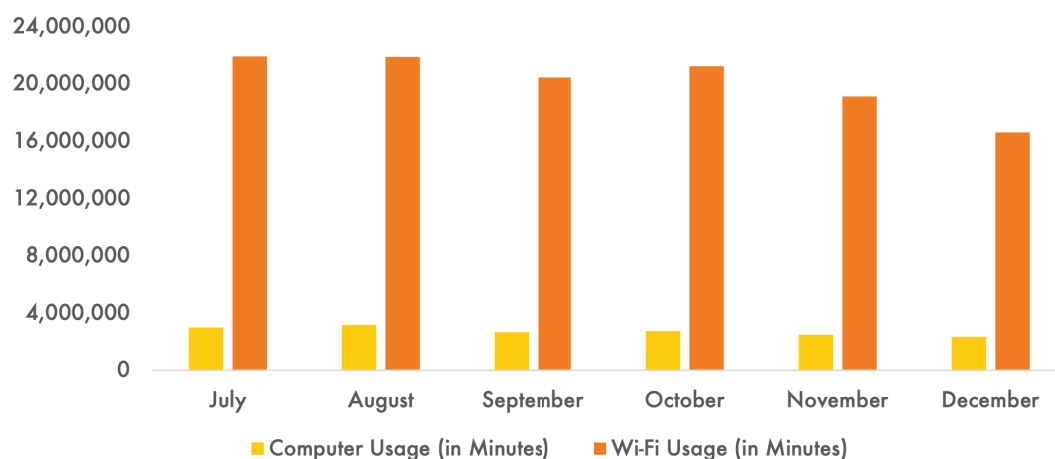
## Year to Date



## Monthly

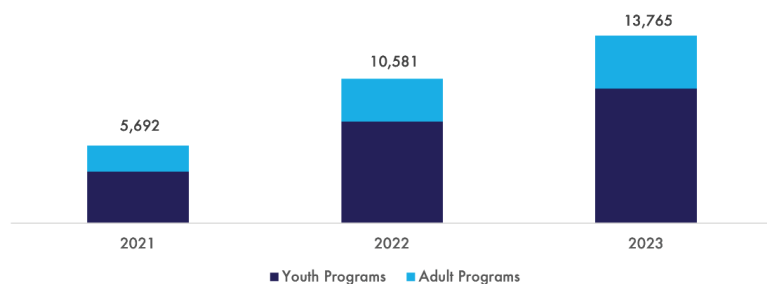


## Public Computer VS. WiFi Usage

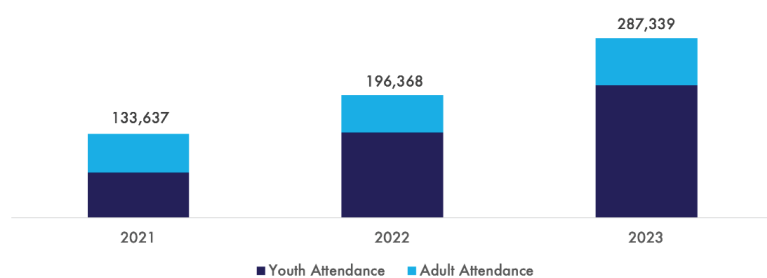


# Programs | December 2023

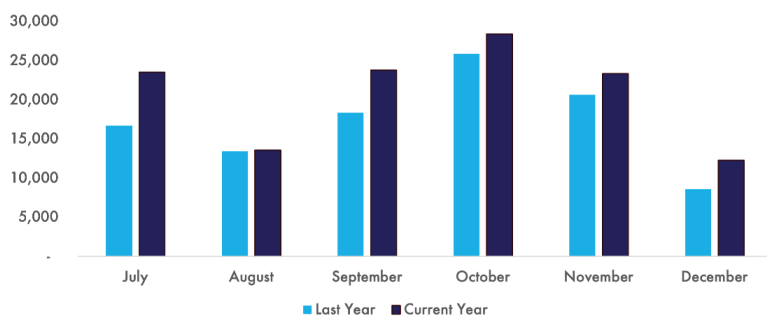
## Year to Date Programs Offered



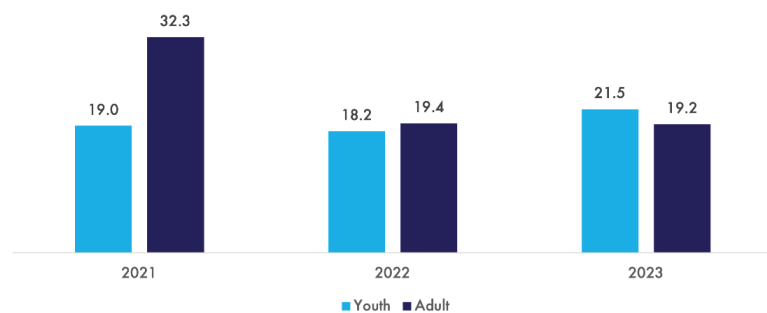
## Year to Date Program Attendance



## Monthly Program Attendance



## Average Program Attendance



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APPOINTMENTS									
NAME	POSITION	GRADE	SALARY	HOURS WEEK	COST CENTER	REPLACES	REASON	HOURS WEEK	EFFECTIVE DATE
Baer, Kescia	NBU Page	OS	\$12.00	15	WVH	Erica Stubbs	New Hire	15	1/7/2024
Bell, Janae	Branch Services Clerk	205	\$16.16	28	MAY		New Hire	28	1/8/2024
Colagiovanni, Laura	Branch Services Assistant	207	\$20.09	24	NOL	Margaret Ignasiak	New Hire	24	1/2/2024
Gray, Lomack	Monitor-Mentor	OS	\$22.24	15	SEU		New Hire	15	12/8/2023
Green, Michael	Monitor-Mentor	OS	\$22.24	15	MPL	Reginald Askew	New Hire	15	1/7/2024
Hays, Arizona	NBU Page	OS	\$12.00	15	SEU	Shawn Wolford	New Hire	15	1/8/2024
Moore, Daniella	Branch Services Assistant	207	\$20.09	24	NOL		New Hire	24	1/8/2024
Roddy, Donea	Social Worker	30	\$36.06	40	ADM		New Hire	40	1/7/2024

## HUMAN RESOURCES DIVISION REPORT LIST NO. 2024-1

January 2024

SEPARATIONS						
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	EFFECTIVE DATE
Armbruster, Alexandria	NBU Page SUB	NRV	OS	\$13.00	1	12/11/2023
Biondi, Heather	Branch Services Assistant I SUB	ADM	207	\$20.09	1	12/8/2023
Brackett, Kristen	Branch Services Assistant I SUB	ADM	207	\$20.09	1	12/8/2023
Breslin, Amy	Branch Services Librarian SUB	ADM	208	\$22.40	1	12/8/2023
Brooks, Lloyd	Homework Center Coordinator	MPL	OS	\$22.24	14	1/11/2024
Bubnick, Kevin	NBU Page SUB	NRV	OS	\$13.00	1	12/11/2023
Collins, Rex	NBU Page	MAY	OS	\$13.00	15	12/30/2023
Dann, Priscilla	Branch Services Librarian SUB	ADM	208	\$22.40	1	12/31/2023
Daugherty, Janeen	Branch Services Assistant I SUB	ADM	207	\$20.09	1	12/8/2023
Dogan, Ali	Youth Programming Tutor	NOL	OS	\$12.00	10	11/9/2023
Greenwald, Ronald	Youth Programming Tutor	ADM	OS	\$12.00	10	12/7/2023
Kootsouradis, Shannon	Branch Services Clerk SUB	ADM	205	\$16.16	1	12/8/2023
Krowka, Colleen	NBU Page	NRV	OS	\$13.00	15	12/9/2023
Kubit, Andrew	Youth Programming Tutor	BKL	OS	\$13.00	10	1/11/2024
Lane, Kimberly	Branch Services Assistant I SUB	ADM	207	\$20.09	1	12/8/2023



## HUMAN RESOURCES DIVISION REPORT LIST NO. 2024-1

January 2024

SEPARATIONS						
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	EFFECTIVE DATE
Lyon, Alison	Branch Services Librarian SUB	ADM	208	\$22.40	1	12/8/2023
Montagno, Sara	NBU Page	GAT	OS	\$12.00	15	11/28/2023
Schultz, Laura	Branch Services Assistant I SUB	ADM	207	\$20.09	1	12/8/2023
Turko, William	Delivery Driver I	ADM	205	\$19.86	40	12/31/2023
Visha, Kathleen	Youth Programming Tutor	BKL	OS	\$13.00	10	11/21/2023
Walsh, Emily	Branch Services Assistant I SUB	ADM	207	\$20.09	1	12/8/2023
Willis, Precious	Branch Services Assistant I SUB	ADM	207	\$20.09	1	12/8/2023
Ziegler, Natalie	Branch Services Assistant I SUB	ADM	207	\$20.09	1	12/8/2023

## HUMAN RESOURCES DIVISION REPORT LIST NO. 2024-1

January 2024

ANNIVERSARY PAY ADJUSTMENTS								
NAME	POSITION	COST CENTER	GRADE OLD	GRADE NEW	HOURS	SALARY OLD	SALARY NEW	EFFECTIVE DATE
Cengic, Lukas	NBU Page	NRY	OS	OS	15	\$12.00	\$12.50	12/24/2023
Fearn, Andrew	NBU Page Branch Services Librarian SUB	ORG ADM	OS 208	OS 208	15 1	\$12.00 \$22.40	\$12.50 \$22.40	12/10/2023
Garcia, Eileen	NBU Page	MDH	OS	OS	12	\$12.00	\$12.50	1/7/2024
Griffiths, Kelly	NBU Page	STV	OS	OS	15	\$12.50	\$13.00	12/24/2023
Hallal, Laurice	NBU Page Branch Services Clerk SUB	BKL ADM	OS 205	OS 205	15 1	\$12.50 \$16.16	\$13.00 \$16.16	12/10/2023
Howell, Michael	NBU Page	BED	OS	OS	15	\$12.00	\$12.50	12/10/2023
Irizarry, Jehielis	NBU Page	PAH	OS	OS	15	\$12.50	\$13.00	1/21/2024
Kirby, Haydyn	NBU Page	BRV	OS	OS	10	\$12.00	\$12.50	1/7/2024
Kupiec, Mildred	NBU Page	OLF	OS	OS	15	\$12.50	\$13.00	1/7/2024
Mance, Chloe	NBU Page	MDH	OS	OS	12	\$12.00	\$12.50	1/7/2024
McIntire, Aaron	NBU Page	NRY	OS	OS	15	\$12.00	\$12.50	12/24/2023
Pastor, Marian	NBU Page Branch Services Clerk SUB	SLN ADM	OS 205	OS 205	15 1	\$12.50 \$16.16	\$13.00 \$16.16	1/7/2024
Pollard, Dymond	NBU Page Branch Services Clerk SUB Branch Services Assistant I SUB	BKL ADM ADM	OS 205 207	OS 205 207	15 1 1	\$12.50 \$16.16 \$20.09	\$13.00 \$16.16 \$20.09	12/10/2023
Popik, Frances	NBU Page	BPK	OS	OS	15	\$12.00	\$12.50	12/10/2023
Stephan, Julia	NBU Page	BRV	OS	OS	10	\$12.00	\$12.50	12/24/2023

RETIREMENTS							
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	HIRE DATE	LAST WORKING DAY
James, Jeffrey	System Support Technician	ADM	208	\$31.37	40	2/5/1990	12/29/2023

## 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	PAS	MDH	208	208	40	40	\$32.72	\$32.72		Acting Position Ended	40	12/24/2023
Biby, Noelle	Branch Services Clerk Branch Services Assistant SUB	PAS ADM	PAS ADM	205 207	205 207	24 1	40 1	\$17.83 \$20.69	\$17.83 \$20.69		Increase in Hours	40 1	12/10/2023
Blythewood, Shomari	Branch Services Clerk Branch Services Assistant SUB	ADM	SEU ADM	207	205 207	1	16 1	\$16.16 \$20.09	\$16.16 \$20.69	Geneva Gibbs	New Role	16 1	1/7/2024
Booth, Kaitlin	TSD Specialist - Collection Develop	ADM	ADM	210	210	24	40	\$31.95	\$31.95		Return to Standard Hours	40	12/24/2023
Britt-Jackson, Temah	Branch Services Assistant I	SEU	SEU	207	207	20	24	\$21.53	\$21.53		Increase in Hours	24	12/10/2023
Brown, Jessica	Branch Services Clerk	SLN	SLN	205	205	16	20	\$16.16	\$16.16		Increase in Hours	20	1/21/2024
Brunecz, Cecelia	Branch Services Assistant Branch Services Clerk SUB	GFH ADM	GFH ADM	205 205	207 205	32 1	20 1	\$17.83 \$20.69	\$21.09 \$21.09		Acting Position Begins	20 1	12/10/2023
Cangemi, Claudia	Branch Services Assistant Branch Services Clerk SUB	BKL ADM	WVH ADM	205 205	207 205	24 1	40 1	\$17.31 \$16.16	\$21.09 \$21.09		Acting Position Begins	40 1	11/26/2023
Carrillo, Claudia	Branch Services Clerk	MPL	MPL	OS	205	15	16	\$13.00	\$16.16	Martha Whittaker	New Role	16	12/10/2023
Carrillo, Claudia	Branch Services Clerk	MPL	MPL	205	205	16	20	\$16.16	\$16.16		Increase in Hours	20	1/7/2024
Cilik, Peter	Branch Services Clerk Branch Services Assistant SUB	MPL ADM	MAY ADM	205 207	205 207	28 1	28 1	\$17.83 \$20.69	\$17.83 \$20.69		Transfer	28 1	1/7/2024
Clark, Joseph	NBU Page Branch Services Clerk SUB	NOL ADM	PWR ADM	205 205	OS 205	20 1	15 1	\$16.97 \$16.16	\$13.00 \$16.16		Acting Position Ended	15 1	12/24/2023
Davies, Laura	Branch Services Clerk Branch Services Assistant SUB	ADM ADM	NOL ADM	204 207	205 207	40 1	20 1	\$17.31 20.69	\$17.31 20.69		Acting Position Ended	20 1	12/24/2023
Dean, Kevin	Branch Services Clerk	BKL	BLK	205	205	28	40	\$17.31	\$17.31		Temporary Increase in Hours	40	12/24/2023
Erlenbach, Heather	Branch Services Clerk	SLN	SLN	205	205	16	20	\$19.10	\$19.10		Increase in Hours	20	1/21/2024

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
Forsberg, Bethany	Branch Services Librarian I	GAT	PAS	208	208	16	40	\$30.03	\$30.03		Acting Position Ended	40	12/24/2023
Gill, Malloy	NBU Page	GAT	GAT	OS	OS	5	10	\$12.50	\$12.50		Increase in Hours	10	12/10/2023
Hawkins, Dorrian	Branch Services Clerk Branch Services Assistant I SUB	ORG ADM	ORG ADM	205 207	205 207	32 1	40 1	\$18.52 \$20.69	\$18.52 \$20.69		Temporary Hours Ended	40 1	12/10/2023
Hereford, Sabrina	Branch Services Clerk	GFH	GFH	205	205	32	36	\$19.10	\$19.10		Temporary Increase in Hours	36	12/24/2023
Jambor, Lisa	Branch Services Clerk	NRY	NRY	205	205	32	28	\$22.63	\$22.63		Decrease in Hours	28	1/21/2024
James, Angeline	Adult Programming Specialist Branch Services Librarian SUB	ADM ADM	ADM ADM	210 208	210 208	40 1	40 1	\$35.66 \$32.33	\$35.66 \$31.37		Second Rate Adjustment	40 1	12/1/2023
Johnson, Stephanie	Branch Services Librarian Supervisor	MAY	ORG	208	209	40	40	\$26.58	\$27.91	Maryanne Haller	Promotion	40	1/7/2024
Kell, Alexandra	Branch Services Clerk	BKL	PAS	205	205	20	40	\$17.31	\$17.31		Acting Position Begins	40	12/24/2023
Kowalski, Zachary	Branch Services Clerk	NRY	NRY	205	205	36	40	\$17.31	\$17.31		Increase in Hours	40	1/21/2024
Lumbus, Faith	Branch Services Clerk	GFH	GFH	205	205	20	32	\$17.31	\$17.31		Temporary Increase in Hours	32	12/24/2023
Ostromeck, Ciera	Branch Services Clerk	GFH	GFH	205	205	20	32	\$16.98	\$16.98		Temporary Increase in Hours	32	12/24/2023
Papcum, Erica	Branch Services Clerk	PAS	FPR	205	205	16	40	\$16.97	\$16.97		Acting Position Begins	40	12/10/2023
Parker, Riley	Branch Services Assistant I Branch Services Clerk SUB	BAY ADM	BED ADM	205 205	207 205	28 1	24 1	\$17.31 \$17.31	\$21.09 \$21.09	Jacie Tengesdal	Promotion	24 1	1/7/2024
Raffa, Alicia	Branch Services Assistant Branch Services Clerk SUB	MAY ADM	MAY ADM	205 205	207 205	32 1	20 1	\$17.83 \$17.83	\$21.09 \$21.09	Allyson Filippi	Promotion	20 1	1/7/2024
Rambo, Christopher	Branch Services Clerk	IND	IND	205	205	32	36	\$16.97	\$16.97		Increase in Hours	36	1/21/2024

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
Russo, Rene	Branch Services Clerk	IND	IND	205	205	16	20	\$18.89	\$18.89		Increase in Hours	20	1/21/2024
Sand, Joni	Branch Services Librarian I Generalist	CFH	GAT	208	208	24	20	\$26.58	\$26.58		New Role	20	12/24/2023
Saunders, Gerard	Branch Services Clerk	FPR	FPR	205	205	20	40	\$17.83	\$17.83		Temporary Increase in Hours	40	12/10/2023
Schalk, Hannah	Branch Services Clerk	ORG	ORG	205	205	36	32	\$17.83	\$17.83		Temporary Hours Ended	32	12/10/2023
Schreiber, Mary	TSD Collection Development Specialist Branch Services Librarian SUB	BRV ADM	ADM ADM	40 208	210 208	40 1	40 1	\$40.87 \$31.37	\$37.17 \$31.37		Acting Position Ended	40 1	1/7/2024
Sedlacko, Jamie	Branch Services Assistant I	MDH	SEU	208	207	40	20	\$23.52	\$21.52		Acting Position Ended	20	12/24/2023
Shimko, Judith	Branch Services Clerk	IND	IND	205	205	32	24	\$22.63	\$22.63		Decrease in Hours	24	1/21/2024
Slater, Mary	Branch Services Librarian Supervisor	ORG	GFH	208	209	40	40	\$26.41	\$27.73	Ginaya Willoughby	Promotion	40	1/7/2024
Smith, Sarah	Branch Services Librarian	GAT	GAT	208	208	24	20	\$25.95	\$25.95		Permanent Reduction in Hours	20	12/24/2023
Stutzman, Marie	Branch Services Clerk Supervisor	FPR	NRV	207	207	40	40	\$27.11	\$27.11	Mary Jo Funk	Transfer	40	12/10/2023
Youmans, Katelyn	Branch Services Clerk	PAS	PAS	205	205	16	24	\$16.16	\$16.16		Increase in Hours	24	12/24/2023

## HUMAN RESOURCES DIVISION REPORT LIST NO. 2024-1

January 2024

CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (S)	AMOUNT	MILEAGE	MEETING
Booth, Kaitlin	4/4/2024	\$543.00	\$ 170.30	PLA Conference / Public Library Association/ Columbus, OH
Boxler, Julia	3/21/2024 - 3/22/2024	\$1,533.00	\$ -	Power Up: A Leadership Conference for Youth Services Managers / The Information School / Madison, WI
Bracken, Enda	12/13/2023	\$47.40	\$ -	Empowering Future Managers through Cohort Mentoring / PLA / Virtual
Camino, Holly	6/27/2024 - 7/2/2024	\$2,200.00	\$ -	ALA Annual Conference 2024 / American Library Association / San Diego, CA
Curry, Kaleb	1/16/2024	\$17.85	\$ -	Temescal: Recruiting Older Adults / Temescal / Virtual
Daily, Kelly	3/26/2024 - 3/29/2024	\$940.00	\$ -	BWC Ohio Safety Conference and Expo / Ohio Bureau Of Workman's Compensation / Columbus, OH
Dickerson, Eboni	6/28/2024 - 7/1/2024	\$2,158.00	\$ -	ALA Annual Conference 2024 / American Library Association / San Diego, CA
Dionisos, Gus	3/26/2024 - 3/29/2024	\$940.00	\$ -	BWC Ohio Safety Conference and Expo / Ohio Bureau Of Workman's Compensation / Columbus, OH
Forsberg, Bethany	6/27/2024 - 7/2/2024	\$2,200.00	\$ -	ALA Annual Conference 2024 / American Library Association / San Diego, CA
Gabb, Julie	6/27/2024 - 7/2/2024	\$2,200.00	\$ -	ALA Annual Conference 2024 / American Library Association / San Diego, CA
James, Angeline	4/3/2024 - 4/5/2024	\$1,200.00	\$ -	Adult Programming Specialist / Public Library Association / Columbus, OH
Jankowski, Pam	6/27/2024 - 7/2/2024	\$2,200.00	\$ -	ALA Annual Conference 2024 / American Library Association / San Diego, CA
Johnson, Jennifer	3/20/2024	\$0.00	\$ -	2024 northern Ohio women in leadership symposium / National Diversity Council / University Hts., OH
McNally, David	6/27/2024 - 7/2/2024	\$2,200.00	\$ -	ALA Annual Conference 2024 / American Library Association / San Diego, CA
Merlene, Kate	3/05/2024 - 03/26/2024	\$262.44	\$ -	Adopting Artificial Intelligence in Libraries / Library Journal / Virtual
Salamon, Joseph	3/13/2024 - 3/15/2024	\$2,200.00	\$ -	AspenCon 2024 / Water Solutions / Golden, CO
Schreiber, Mary	6/27/2024 - 7/2/2024	\$2,200.00	\$ -	ALA Annual Conference 2024 / American Library Association / San Diego, CA
Venditti, Gabriel	6/27/2024 - 7/2/2024	\$2,200.00	\$ -	ALA Annual Conference 2024 / American Library Association / San Diego, CA
Wadge, Genevieve	2/1/2024	\$20.00	\$ -	NEORLS - Teen Summer Reading Program / NEORLS / Chagrin Falls, OH
Weiss, Jeremy	10/12/2023 - 10/13/2023	\$375.44	\$ 193.88	Ohio Association for Adult & Continuing Education Annual / Ohio Association for Adult & Continuing Education / Columbus, OH
		<b>\$25,637.13</b>		

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## **Financial Statement Analysis**

### **December 2023**

#### **Revenues**

We ended 2023 exceeding our Property Tax collection budget by \$1,266,344; the 2.5 mill levy and 1.0 mill levy exceeded budget by \$862,764 and \$403,580, respectively. CCPL's total 2023 Property Tax collection was \$64,128,161.

Our monthly distribution for the PLF was received in the amount of \$2,315,250; our December collection was \$112,000 higher than the previous month. Annual PLF collections amounted to \$871,092 higher than originally anticipated. CCPL's total 2023 PLF collection was \$26,754,162.

Patron Fines and Fees - \$375,260 over original budget. Passport Fees and Passport Photo Fees contributed to this increase. CCPL processed 53,370 passports and photos, this represents a 35% increase over 2022 and a 13% increase over 2019

Due to the Federal Reserve raising interest rates during 2023 CCPL ended the year \$396,613 over the original budget.

CCPL received \$195,000 as a restricted contribution from the Foundation in order to fund programming for various initiatives.

#### **Expenses**

The Salaries related line items exceeded the annual budget by \$284,593. The budget was adopted with a planned 3% increase for the raises in April and the Board approved a 5% increase. While the actual expenses for Salaries was slightly higher than budget, this increase is offset with budgetary savings from the benefit line items. In total, the original Salaries and Benefit budget was \$42,300,000 and the actual expense for the year amounted to \$41,918,049, which represents 99% of the budget spent for these line items.

Purchased and Contracted Services were over budget by \$411,468, this represents a 3% increase from the original budget.

Library Materials were within the original budget.

Capital Outlay accounts were under spent by \$2,085,873. These funds will be available to use in future years from the Capital Fund.

Transfers to Other Funds was increased by \$4,710,150 from the original budget. This allowed us to transfer a larger than anticipated amount into the Capital Fund. This increase came from the larger than expected increase in revenues and less in actual expenditures than budgeted as outlined above.

**Investments**

There were no purchases of Commercial Paper for the month of December.

There were two purchases of Agency Securities purchased for the month of December:

BofA Securities Inc/FXD Inc \$410,000 at a yield of 5.87%

Wells Fargo Securities, LLC \$635,000 at a yield of 5.41%

**Transfers and Advances**

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

Transfers from the General Fund to:

\$1,987.18 to SNAP Program for Library match

\$3,177.09 to Ohio Means Jobs for Library match

\$52,337.50 to ASPIRE for quarterly Library match

\$14,000 to Starting Point for Library match

\$14,832,623.30 to the Capital Fund

We also had several advances for the month of December:

\$20,564.84 to Libraries Accelerated Learning Program

\$32,908.30 to Adult Education Services Program

\$25,161.59 to Family Engagement Program

\$118,982.49 to Hotspot Lending Program

\$101,302.89 to Digital Literacy Program

\$7,725.77 to Special School Programming

CUYAHOGA COUNTY PUBLIC LIBRARY								General Fund		
REVENUE								100% of Year		
Fiscal 2023 -December										
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	\$59,394,795.00	\$58,211,919.16	\$0.00	\$9,994.69	\$59,394,793.53	\$58,211,919.16	100.0%	(\$1.47)	
	Gen Prop Taxes-Rel Estate 2.5 Mills	\$40,291,215.00	\$39,468,008.53	\$0.00	\$9,994.69	\$40,291,214.03	\$39,468,008.53	100.0%	(\$0.97)	
	Gen Prop Taxes-Rel Estate 1.0 Mills	\$19,103,580.00	\$18,743,910.63	\$0.00	\$0.00	\$19,103,579.50	\$18,743,910.63	100.0%	(\$0.50)	
1250	Intergovernmental	\$31,525,712.75	\$31,116,767.95	\$2,315,249.97	\$2,266,873.17	\$31,487,529.60	\$31,116,767.95	99.9%	(\$38,183.15)	
	Public Library Fund	\$26,754,162.75	\$26,345,222.57	\$2,315,249.97	\$2,266,873.17	\$26,754,162.29	\$26,345,222.57	100.0%	(\$0.46)	
	Property Taxes	\$4,771,550.00	\$4,771,545.38	\$0.00	\$0.00	\$4,733,367.31	\$4,771,545.38	99.2%	(\$38,182.69)	
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	\$918,273.00	\$903,319.09	\$72,319.19	\$75,369.33	\$1,175,260.26	\$903,319.09	128.0%	\$256,987.26	
	Fines and Fees Income	\$50,000.00	\$50,060.47	\$743.14	\$7,878.65	\$33,338.27	\$50,060.47	66.7%	(\$16,661.73)	
	Passport Fee	\$677,673.00	\$627,570.00	\$50,855.00	\$50,155.00	\$823,270.00	\$627,570.00	121.5%	\$145,597.00	
	Passport Photo Fee	\$180,000.00	\$216,220.00	\$19,320.00	\$17,240.00	\$298,505.00	\$216,220.00	165.8%	\$118,505.00	
	Electric Vehicle Charging	\$600.00	\$562.37	\$107.30	\$95.68	\$640.74	\$562.37	106.8%	\$40.74	
	Meeting Room Rental Fees	\$10,000.00	\$8,906.25	\$1,293.75	\$0.00	\$19,506.25	\$8,906.25	195.1%	\$9,506.25	
4000	Interest	\$696,613.00	\$332,469.88	\$41,317.34	\$60,978.57	\$696,612.86	\$332,469.88	100.0%	(\$0.14)	
5500	Services Provided Other Entities	\$5,000.00	\$6,006.00	\$316.77	\$20.00	\$6,106.03	\$6,006.00	122.1%	\$1,106.03	
6100	Restricted Gifts	\$0.00	\$149,414.22	\$195,100.00	\$116,760.00	\$195,100.00	\$149,414.22	0.0%	\$195,100.00	
6500	Unrestricted Gifts	\$123,677.00	\$1,158.04	\$100,750.00	\$50.00	\$123,676.23	\$1,158.04	100.0%	(\$0.77)	
8100	Sale of Property	\$25,000.00	\$21,432.77	\$5,126.00	\$1,425.00	\$31,254.23	\$21,432.77	125.0%	\$6,254.23	
8200	Sale of Resale Supplies	\$87,220.00	\$83,754.94	\$8,798.90	\$7,779.25	\$101,490.90	\$83,754.94	116.4%	\$14,270.90	
8300	Rental of Real Property	\$23,110.00	\$21,180.50	\$3,851.00	\$1,925.50	\$25,031.50	\$21,180.50	108.3%	\$1,921.50	
8700	Refunds and Reimbursements	\$152,670.00	\$233,593.94	\$1,356.19	\$20,918.81	\$203,722.33	\$233,593.94	133.4%	\$51,052.33	
8900	Miscellaneous	\$12,000.00	\$18,620.39	\$340.76	\$1,853.54	\$7,807.38	\$18,620.39	65.1%	(\$4,192.62)	
9800	Advances In	\$45,540.85	\$146,396.00	\$0.00	\$135,520.00	\$45,540.85	\$146,396.00	100.0%	\$0.00	
9900	Transfers In	\$0.00	\$68,881.01	\$0.00	\$68,227.54	\$7,500.00	\$68,881.01	0.0%	\$7,500.00	
	Carryover	\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	100.0%	\$0.00	
TOTAL -- General Fund		\$93,509,611.60	\$91,814,913.89	\$2,744,526.12	\$2,767,695.40	\$94,001,425.70	\$91,814,913.89	100.5%	\$491,814.10	
TOTAL -- Capital Fund - 402		\$11,750,000.00	\$19,514,789.94	\$14,932,110.60	\$18,746,087.49	\$17,249,885.44	\$19,514,789.94	146.8%	\$5,499,885.44	
TOTAL -- Note Retirement Fund - 301		\$4,497,008.77	\$4,481,224.54	\$682.90	\$109.49	\$4,602,011.85	\$4,481,224.54	102.3%	\$105,003.08	
TOTAL -- Trust Fund (Regular) - 701		\$25,000.00	\$102,194.12	\$13,133.45	\$5,442.42	\$81,727.25	\$102,194.12	326.9%	\$56,727.25	
TOTAL -- Trust Fund (Special) - 702		\$65,000.00	\$69,759.16	\$31,992.23	\$4,889.38	\$500,064.66	\$69,759.16	769.3%	\$435,064.66	
TOTAL -- Endowment Fund - 801		\$250.00	\$326.63	\$86.89	\$66.62	\$937.23	\$326.63	374.9%	\$687.23	
TOTAL -- Agency Fund (FSA) - 901		\$98,000.00	\$86,002.50	\$8,192.82	\$7,075.62	\$102,334.57	\$86,002.50	104.4%	\$4,334.57	
TOTAL -- Libraries Accelerated Learning - 222		\$428,157.56	\$0.00	\$120,012.98	\$0.00	\$244,281.51	\$0.00	57.1%	(\$183,876.05)	
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	100.0%	\$0.00	
TOTAL -- Adult Education Services - 247		\$2,440,264.62	\$1,670,824.11	\$216,428.89	\$343,547.00	\$1,494,225.71	\$1,670,824.11	61.2%	(\$946,038.91)	
TOTAL -- Family Engagement - 249		\$272,152.00	\$147,299.05	\$37,061.37	\$18,164.83	\$184,093.45	\$147,299.05	67.6%	(\$88,058.55)	
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		\$145,750.00	\$255,170.28	\$118,982.49	\$130,170.28	\$118,982.49	\$255,170.28	81.6%	(\$26,767.51)	
TOTAL --Digital Literacy- 265		\$440,404.00	\$91,000.00	\$256,943.10	\$10,000.00	\$320,193.10	\$91,000.00	72.7%	(\$120,210.90)	
TOTAL --OH EPA Charging Station- 266		\$0.00	\$26,806.00	\$0.00	\$0.00	\$0.00	\$26,806.00	0.0%	\$0.00	
TOTAL --SLN Innovaton Center- 267		\$850,000.00	\$0.00	\$0.00	\$0.00	\$850,000.00	\$0.00	100.0%	\$0.00	
TOTAL -- Student Success - 270		\$570,617.25	\$211,726.90	\$72,000.00	\$39,733.60	\$333,342.21	\$211,726.90	58.4%	(\$237,275.04)	
TOTAL -- Summer Camps - 280		\$0.00	\$98,946.00	\$10,000.00	\$53,946.00	\$10,000.00	\$98,946.00	0.0%	\$10,000.00	
TOTAL -- Special School Program. - 293		\$39,297.25	\$118,567.15	\$16,725.77	\$23,503.53	\$39,140.78	\$118,567.15	99.6%	(\$156.47)	
GRAND TOTAL -- All Funds		\$115,133,513.05	\$118,724,049.94	\$18,578,879.61	\$22,150,431.66	\$120,134,645.95	\$118,724,049.94	104.3%	\$5,001,132.90	

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2023 December												
100% 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	44.8%										
1110	Salaries	\$31,085,090.00	\$0.00	\$29,339,850.22	\$2,554,353.82	\$2,374,744.66	\$31,084,592.55	\$29,339,850.22	\$0.00	\$31,084,592.55	100.0%	\$497.45
1400	Retirement Benefits-Employer	\$4,328,652.00	\$0.00	\$4,101,309.03	\$321,416.52	\$307,575.96	\$4,328,516.25	\$4,101,309.03	\$0.00	\$4,328,516.25	100.0%	\$135.75
1600	Insurance Benefits-Employer	\$6,433,985.00	\$0.00	\$6,597,211.16	\$491,286.61	\$517,112.15	\$6,433,846.64	\$6,597,211.16	\$0.00	\$6,433,846.64	100.0%	\$138.36
1900	Other Employee Benefits	\$71,193.00	\$0.00	\$23,378.67	\$22,266.94	\$635.49	\$71,093.62	\$23,378.67	\$0.00	\$71,093.62	99.9%	\$99.38
	SUBTOTAL -- SALARIES & BENEFITS	\$41,918,920.00	\$0.00	\$40,061,749.08	\$3,389,323.89	\$3,200,068.26	\$41,918,049.06	\$40,061,749.08	\$0.00	\$41,918,049.06	100.0%	\$870.94
2000s	SUPPLIES	1.4%										
2100	General Administrative Supplies	\$801,725.00	\$69,065.15	\$769,369.23	\$64,529.91	\$102,388.14	\$765,167.23	\$769,369.23	\$105,382.36	\$870,549.59	100.0%	\$240.56
2200	Property Maintenance & Repair Supplies	\$347,955.00	\$1,958.38	\$327,216.72	\$25,000.10	\$25,261.02	\$349,034.29	\$327,216.72	\$857.95	\$349,892.24	100.0%	\$21.14
2300	Motor Equipment Fuel & Supplies	\$88,965.00	\$700.00	\$88,557.77	\$5,550.06	\$7,343.16	\$88,941.34	\$88,557.77	\$720.00	\$89,661.34	100.0%	\$3.66
2500	Supplies for Resale	\$36,795.00	\$0.00	\$60,065.00	\$8,640.00	\$28,205.00	\$36,795.00	\$60,065.00	\$0.00	\$36,795.00	100.0%	\$0.00
	SUBTOTAL -- SUPPLIES	\$1,275,440.00	\$71,723.53	\$1,245,208.72	\$103,720.07	\$163,197.32	\$1,239,937.86	\$1,245,208.72	\$106,960.31	\$1,346,898.17	100.0%	\$265.36
3000s	PURCHASED & CONTRACTED SERVICES	16.5%										
3100	Travel & Meeting Expenses	\$107,260.00	\$0.00	\$122,327.10	\$19,839.77	\$15,861.49	\$107,030.84	\$122,327.10	\$0.00	\$107,030.84	99.8%	\$229.16
3200	Communications-Printing & Publications	\$1,289,385.00	\$0.00	\$1,398,864.02	\$132,342.78	\$110,324.46	\$1,289,213.30	\$1,398,864.02	\$0.00	\$1,289,213.30	100.0%	\$171.70
3300	Property Maintenance & Repair Service	\$5,470,622.00	\$428,508.76	\$5,785,426.62	\$521,393.92	\$272,021.05	\$5,609,197.60	\$5,785,426.62	\$289,878.84	\$5,899,076.44	100.0%	\$54.32
3400	Insurance	\$378,440.00	\$0.00	\$362,738.44	\$0.00	\$2,292.44	\$378,438.67	\$362,738.44	\$0.00	\$378,438.67	100.0%	\$1.33
3500	Rents and Leases	\$1,127,582.00	\$24,500.00	\$612,860.85	\$129,791.26	\$842.00	\$1,152,073.02	\$612,860.85	\$0.00	\$1,152,073.02	100.0%	\$8.98
3600	Utilities	\$1,473,200.00	\$0.00	\$1,425,946.05	\$125,017.69	\$91,200.64	\$1,473,017.40	\$1,425,946.05	\$0.00	\$1,473,017.40	100.0%	\$182.60
3700	Professional Services	\$3,102,647.00	\$495,427.17	\$3,067,294.75	\$108,906.31	\$164,197.53	\$2,563,859.47	\$3,067,294.75	\$1,034,164.21	\$3,598,023.68	100.0%	\$50.49
3900	Other Contracted Services	\$2,463,081.00	\$274,025.00	\$2,058,335.57	\$126,065.33	\$238,817.40	\$2,674,690.94	\$2,058,335.57	\$62,364.52	\$2,737,055.46	100.0%	\$50.54
	SUBTOTAL -- CONTRACTED SERVICES	\$15,412,217.00	\$1,222,460.93	\$14,833,793.40	\$1,163,357.06	\$895,557.01	\$15,247,521.24	\$14,833,793.40	\$1,386,407.57	\$16,633,928.81	100.0%	\$749.12
4000s	LIBRARY MATERIALS & INFORMATION	10.7%										
4100	Books & Pamphlets	\$7,358,686.99	\$346,645.84	\$7,552,274.61	\$246,946.99	\$417,798.22	\$7,162,412.96	\$7,552,274.61	\$542,919.87	\$7,705,332.83	100.0%	\$0.00
4200	Periodicals	\$189,831.72	\$0.00	\$175,194.91	\$69,535.71	\$9,754.64	\$189,831.72	\$175,194.91	\$0.00	\$189,831.72	100.0%	\$0.00
4300	Audiovisual Material	\$1,078,647.27	\$150,781.82	\$1,038,259.67	\$160,357.81	\$37,300.93	\$1,147,783.73	\$1,038,259.67	\$81,645.36	\$1,229,429.09	100.0%	\$0.00
4500	Computer Services & Information	\$1,289,080.16	\$0.00	\$1,226,758.65	\$90,124.20	\$37,169.66	\$1,289,080.16	\$1,226,758.65	\$0.00	\$1,289,080.16	100.0%	\$0.00
4700	Library Material Repair & Restoration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
4900	Library Materials-Other	\$52,282.39	\$7,010.00	\$55,585.45	\$7,418.70	\$6,982.37	\$58,932.39	\$55,585.45	\$360.00	\$59,292.39	100.0%	\$0.00
	SUBTOTAL -- LIBRARY MATERIALS	\$9,968,528.53	\$504,437.66	\$10,048,073.29	\$574,383.41	\$509,005.82	\$9,848,040.96	\$10,048,073.29	\$624,925.23	\$10,472,966.19	100.0%	\$0.00
5000s	CAPITAL OUTLAY	5.3%										
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	\$2,030,175.00	\$49,627.00	\$218,285.88	\$17,460.00	\$0.00	\$1,478,686.00	\$218,285.88	\$601,109.00	\$2,079,795.00	100.0%	\$7.00
5500	Furniture & Equipment	\$2,670,675.00	\$1,219,564.42	\$1,279,607.57	\$168,070.03	\$124,109.13	\$2,383,843.03	\$1,279,607.57	\$1,506,368.28	\$3,890,211.31	100.0%	\$28.11
5700	Motor Vehicles	\$213,315.00	\$38,085.00	\$63,706.05	\$0.00	\$0.00	\$193,472.20	\$63,706.05	\$57,925.00	\$251,397.20	0.0%	\$2.80
	SUBTOTAL -- CAPITAL OUTLAY	\$4,914,165.00	\$1,307,276.42	\$1,561,599.50	\$185,530.03	\$124,109.13	\$4,056,001.23	\$1,561,599.50	\$2,165,402.28	\$6,221,403.51	100.0%	\$37.91
7000s	OTHER OBJECTS	0.1%										
7100	Dues and Memberships	\$52,095.00	\$0.00	\$67,547.92	\$734.00	\$2,641.00	\$52,084.43	\$67,547.92	\$0.00	\$52,084.43	100.0%	\$10.57
7200	Taxes and Assessments	\$37,410.00	\$0.00	\$29,889.54	\$1,973.50	\$1,831.63	\$37,391.21	\$29,889.54	\$0.00	\$37,391.21	99.9%	\$18.79
7500	Refunds and Reimbursements	\$3,855.00	\$0.00	\$3,347.95	\$22.81	\$62.49	\$3,849.49	\$3,347.95	\$0.00	\$3,849.49	99.9%	\$5.51
7900	Other Miscellaneous Expenses	\$3,965.00	\$2,000.00	\$2,607.71	\$0.00	\$0.00	\$5,657.49	\$2,607.71	\$300.00	\$5,957.49	99.9%	\$7.51
	SUBTOTAL -- OTHER OBJECTS	\$97,325.00	\$2,000.00	\$103,393.12	\$2,730.31	\$4,535.12	\$98,982.62	\$103,393.12	\$300.00	\$99,282.62	100.0%	\$42.38
8000s	CONTINGENCY	0.0%										
8999	Contingency	\$6,216.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$6,216.07
	SUBTOTAL -- CONTINGENCY	\$6,216.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$6,216.07
9000s	TRANSFERS OUT	21.3%										
9899	Advances to Other Funds	\$306,650.00	\$0.00	\$45,540.85	\$306,645.88	\$45,540.85	\$306,645.88	\$45,540.85	\$0.00	\$306,645.88	0.0%	\$4.12
9999	Transfers to Other Funds	\$19,610,150.00	\$0.00	\$23,457,520.92	\$14,904,125.07	\$18,811,345.03	\$19,610,150.00	\$23,457,520.92	\$0.00	\$19,610,150.00	100.0%	\$0.00
	SUBTOTAL -- TRANSFERS OUT	\$19,916,800.00	\$0.00	\$23,503,061.77	\$15,210,770.95	\$18,856,885.88	\$19,916,795.88	\$23,503,061.77	\$0.00	\$19,916,795.88	100.0%	\$4.12
	GRAND TOTAL -- General Fund	\$93,509,611.60	\$3,107,898.54	\$91,356,878.88	\$20,629,815.72	\$23,753,358.54	\$92,325,328.85	\$91,356,878.88	\$4,283,995.39	\$96,609,324.24	100.0%	\$8,185.90

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2023 December												100% 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	\$20,483.85	\$0.00	\$244,281.51	\$0.00	\$0.00	\$244,281.51	57.1%	\$183,876.05
223	TOTAL -- Project Build	\$25,622.89	\$0.00	\$14,990.20	\$0.00	\$0.00	\$139.38	\$14,990.20	\$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	\$0.00	\$1,071.29	\$1,970.81	\$0.00	\$1,071.29	34.8%	\$2,004.57
247	TOTAL -- Adult Education Services	\$2,704,162.75	\$0.00	\$1,599,840.58	\$174,005.00	\$234,637.30	\$1,758,123.84	\$1,599,840.58	\$0.00	\$1,758,123.84	65.0%	\$946,038.91
249	TOTAL -- Family Engagement	\$309,066.50	\$0.00	\$165,384.55	\$31,234.55	\$35,412.59	\$221,007.95	\$165,384.55	\$0.00	\$221,007.95	0.0%	\$88,058.55
253	TOTAL -- IPAD Lab	\$0.00	\$0.00	\$33.73	\$0.00	\$0.00	\$0.00	\$33.73	\$0.00	\$0.00	0.0%	\$0.00
256	TOTAL -- Food & Culinary Literacy Programs	\$32,001.35	\$0.00	\$1,064.08	\$378.17	\$145.36	\$12,690.02	\$1,064.08	\$0.00	\$12,690.02	39.7%	\$19,311.33
257	TOTAL -- Hotspot Lending Program	\$155,920.28	\$0.00	\$245,000.00	\$3,255.96	\$137,792.33	\$129,152.77	\$245,000.00	\$0.00	\$129,152.77	82.8%	\$26,767.51
265	TOTAL --Digital Literacy	\$542,212.65	\$0.00	\$222,668.71	\$110,657.66	\$5,408.29	\$422,001.75	\$222,668.71	\$0.00	\$422,001.75	77.8%	\$120,210.90
266	TOTAL --OH EPA Charging Station Grant	\$0.00	\$0.00	\$26,806.00	\$0.00	\$0.00	\$0.00	\$26,806.00	\$0.00	\$0.00	0.0%	\$0.00
267	TOTAL -- SLN Innovation Center	\$850,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$850,000.00
270	TOTAL -- Student Success	\$571,117.25	\$0.00	\$215,204.29	\$29,651.09	\$25,540.45	\$304,980.88	\$215,204.29	\$0.00	\$304,980.88	53.4%	\$266,136.37
280	TOTAL -- Summer Camps	\$61,067.82	\$0.00	\$37,878.18	\$0.00	\$0.00	\$61,062.93	\$37,878.18	\$0.00	\$61,062.93	0.0%	\$4.89
293	TOTAL -- Special School Programming	\$39,297.25	\$0.00	\$182,764.37	\$13,468.70	\$33,454.23	\$39,140.78	\$182,764.37	\$0.00	\$39,140.78	99.6%	\$156.47
301	TOTAL -- Note Retirement Fund	\$4,527,878.00	\$0.00	\$4,498,249.46	\$0.00	\$0.00	\$4,487,878.66	\$4,498,249.46	\$0.00	\$4,487,878.66	99.1%	\$39,999.34
402	TOTAL -- Capital Fund	\$21,000,000.00	\$1,568,874.76	\$4,789,536.46	\$1,896,803.62	\$77,847.55	\$5,846,082.39	\$4,789,536.46	\$16,068,550.03	\$21,914,632.42	97.1%	\$654,242.34
701	TOTAL -- Trust Fund (Regular)	\$140,000.00	\$2,352.98	\$324,591.31	\$15,960.36	\$44,263.19	\$97,257.56	\$324,591.31	\$1,318.04	\$98,575.60	69.2%	\$43,777.38
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	\$24.00	\$39.74	\$2,103.97	\$2,094.09	\$223.27	\$2,327.24	82.5%	\$494.95
901	TOTAL -- Agency Fund (FSA)	\$118,000.00	\$0.00	\$117,085.27	\$8,404.00	\$41,167.32	\$104,185.42	\$117,085.27	\$0.00	\$104,185.42	88.3%	\$13,814.58
	GRAND TOTAL -- All Funds	\$32,361,234.77	\$1,571,549.93	\$12,684,482.70	\$2,304,326.96	\$635,708.35	\$13,732,315.71	\$12,684,482.70	\$16,070,091.34	\$29,802,407.05	87.8%	\$4,130,377.65

<b>CUYAHOGA COUNTY PUBLIC LIBRARY</b>							
<b>Capital Fund Balances</b>							
<b>Fiscal 2023 -December</b>							
<b>FUND</b>	<b>CC</b>	<b>Project Budget</b>	<b>2023 Expenditures</b>	<b>Expenditures To Date (1)</b>	<b>Encumbered &amp; Unpaid (2)</b>	<b>Project Balance (3)</b>	<b>STATUS</b>
<b>Capital Fund - 402</b>							
Beachwood	007	\$21,000,000.00	\$12,722.25	\$12,722.25	\$1,922,218.75	\$19,065,059.00	COMPLETED
Brecksville	013	\$1,565,000.00	\$569,119.56	\$575,829.56	\$457,996.83	\$531,173.61	
Brooklyn	019	\$17,662,550.00	\$4,100,385.62	\$4,406,758.39	\$12,730,997.49	\$524,794.12	
North Olmsted	046	\$382,000.00	\$300,288.35	\$338,179.41	\$0.00	\$43,820.59	
Parma Heights	061	\$16,175,000.00	\$224,863.82	\$224,863.82	\$818,691.18	\$15,131,445.00	
Solon	073	\$4,793,000.00	\$238,404.22	\$238,404.22	\$138,645.78	\$4,415,950.00	
<b>Total Capital Fund - 402</b>		<b>\$61,577,550.00</b>	<b>\$5,433,061.57</b>	<b>\$5,784,035.40</b>	<b>\$14,146,331.28</b>	<b>\$20,647,183.32</b>	



CUYAHOGA COUNTY PUBLIC LIBRARY				
All Funds Cash Balance				
Fiscal 2023 --December				
Fund	Beginning Cash Balance	Receipts To Date	Expenditures To Date	Cash Balance
General Fund	\$3,607,898.54	\$93,501,425.70	\$92,325,328.85	\$4,783,995.39
Debt Service	\$30,869.23	\$4,602,011.85	\$4,487,878.66	\$145,002.42
Capital Fund - 402	\$48,515,463.59	\$17,249,885.44	\$5,846,082.39	\$59,919,266.64
Trust Fund - Regular	\$271,514.37	\$81,727.25	\$97,257.56	\$255,984.06
Trust Fund - Special	\$1,389,245.20	\$500,064.66	\$0.00	\$1,889,309.86
Endowment Fund	\$17,503.65	\$937.23	\$2,103.97	\$16,336.91
Agency Fund	\$21,199.57	\$102,334.57	\$104,185.42	\$19,348.72
Libraries Accelerated Learning	\$0.00	\$244,281.51	\$244,281.51	\$0.00
Project Build	\$25,622.89	\$0.00	\$139.38	\$25,483.51
Keybank FNDTH College Prep/Entrepreneurship	\$0.00	\$0.00	\$0.00	\$0.00
MyCom Neighborhood	\$1,154.61	\$0.00	\$1,154.61	(\$0.00)
Memory Lab Grant	\$0.00	\$0.00	\$0.00	\$0.00
WVH Garden Grant	\$1,075.86	\$2,000.00	\$1,071.29	\$2,004.57
Adult Education Services (AES)	\$263,898.13	\$1,494,225.71	\$1,758,123.84	\$0.00
Family Engagement	\$36,914.50	\$184,093.45	\$221,007.95	\$0.00
IPAD Lab	(\$0.00)	\$0.00	\$0.00	(\$0.00)
Food & Culinary Literacy Programs	\$32,001.35	\$0.00	\$12,690.02	\$19,311.33
Hotspot Lending Program	\$10,170.28	\$118,982.49	\$129,152.77	\$0.00
Digital Literacy	\$101,808.65	\$320,193.10	\$422,001.75	\$0.00
SLN Innovation Center	\$0.00	\$850,000.00	\$0.00	\$850,000.00
Student Success	\$500.00	\$333,342.21	\$304,980.88	\$28,861.33
Summer Camps	\$61,067.82	\$10,000.00	\$61,062.93	\$10,004.89
Kindergarten and Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00
Special School Programming	\$0.00	\$39,140.78	\$39,140.78	\$0.00
SUBTOTAL	\$54,387,908.24	\$119,634,645.95	\$106,057,644.56	\$67,964,909.63

CUYAHOGA COUNTY PUBLIC LIBRARY						
Investments Approval						
Fiscal 2023 - December						
Description	Institution of Deposit	Par Value/Qty.	Purchase Yield	Purchase Date	Maturity Date	% of Assets
Money Market Funds						
Sweep Account	Key Bank	\$21,606,311.00	0.40%	n/a	n/a	31.17%
Money Market Fund	Northwest Bank	\$0.00	0.00%	n/a	n/a	0.00%
Money Market Fund	US Bank	\$7,782.76	5.24%	n/a	n/a	0.01%
Money Market Fund	Fifth Third	\$346,280.90	5.24%	n/a	n/a	0.50%
ICS Account	TriState Capital	\$0.00	0.00%	n/a	n/a	0.00%
Star Ohio Accounts						
Star Ohio Accounts	Star Ohio	\$13,125,604.73	5.58%	n/a	n/a	18.94%
US Treasury Notes						
US Treasury	Wells Fargo Securities, LLC	\$570,000.00	0.42%	June 30, 2021	April 15, 2024	0.82%
US Treasury	Morgan Stanley & Co LLC	\$550,000.00	3.45%	August 31, 2022	August 31, 2024	0.79%
US Treasury Bills						
Municipal Bonds						
City of Columbus, OH	BofA Securities, Inc.	\$500,000.00	2.96%	May 17, 2022	April 1, 2025	0.72%
Commercial Paper						
Bank Montreal Disc Coml	Wells Fargo Securities, LLC	\$250,000.00	5.41%	April 13, 2023	January 4, 2024	0.36%
Toronto Dominion Bank	Td Securities (USA)	\$660,000.00	5.31%	May 9, 2023	February 2, 2024	0.95%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$1,500,000.00	5.79%	June 30, 2023	March 25, 2024	2.16%
Royal Bk Cda Ny	JP Morgan Securities LLC	\$1,500,000.00	5.79%	June 30, 2023	February 29, 2024	2.16%
Natixis NY	Dbtc Americas	\$500,000.00	5.92%	June 30, 2023	March 26, 2024	0.72%
Toronto Dominion Bank	Citigroup Global Markets, Inc	\$1,000,000.00	5.91%	July 13, 2023	April 8, 2024	1.44%
National Bk Cda Disc	BofA Securities, Inc.	\$1,000,000.00	5.75%	July 13, 2023	January 31, 2024	1.44%
Royal Bk Cda Ny	Rbc Capital Markets, LLC	\$500,000.00	5.86%	July 14, 2023	April 5, 2024	0.72%
Canadian Imperial Bk	JP Morgan Securities LLC	\$700,000.00	5.92%	July 17, 2023	April 11, 2024	1.01%
Toyota Mtr Cr Corp	Citibank	\$1,000,000.00	5.86%	July 19, 2023	April 8, 2024	1.44%
Canadian Imperial Bk	JP Morgan Securities LLC	\$500,000.00	5.89%	July 24, 2023	April 19, 2024	0.72%
Toyota Mtr Cr Corp	Citibank	\$500,000.00	5.90%	July 25, 2023	April 16, 2024	0.72%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$500,000.00	5.80%	July 25, 2023	March 1, 2024	0.72%
Toyota Mtr Cr Corp	Citibank	\$250,000.00	5.92%	August 2, 2023	April 25, 2024	0.36%
Natixis NY	Bny Capital Markets Inc	\$500,000.00	5.88%	August 8, 2023	April 29, 2024	0.72%
Canadian Imperial Bk	JP Morgan Securities LLC	\$485,000.00	5.84%	August 14, 2023	May 9, 2024	0.70%
National Bank	Rbc Capital Markets, LLC	\$425,000.00	5.77%	August 17, 2023	March 15, 2024	0.61%
Ing US Fdg LLC	Rbc Capital Markets, LLC	\$820,000.00	5.75%	August 21, 2023	February 16, 2024	1.18%
Bank Montreal Disc Coml	Bank of New York	\$1,500,000.00	5.91%	August 24, 2023	May 20, 2024	2.16%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$500,000.00	5.80%	August 24, 2023	March 28, 2024	0.72%
Ing US Fdg LLC	Rbc Capital Markets, LLC	\$1,000,000.00	5.82%	August 31, 2023	April 1, 2024	1.44%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$415,000.00	5.84%	August 31, 2023	March 18, 2024	0.60%
Toronto Dominion Bank	JP Morgan Securities LLC	\$350,000.00	5.86%	September 7, 2023	June 3, 2024	0.50%
Bank Amer Secs Inc	BofA Securities, Inc.	\$1,600,000.00	5.93%	October 5, 2023	June 4, 2024	2.31%
Bank Amer Secs Inc	BofA Securities, Inc.	\$625,000.00	5.92%	October 17, 2023	July 12, 2024	0.90%
Natixis NY	BofA Securities, Inc.	\$340,000.00	5.94%	October 23, 2023	June 20, 2024	0.49%
Mufg Bk LTD NY	Usbna/CP	\$280,000.00	5.89%	November 2, 2023	June 28, 2024	0.40%
Toyota Mtr Cr Corp	Citibank/Cp/lpa	\$250,000.00	5.81%	November 8, 2023	August 2, 2024	0.36%
Natixis NY	Rbc Capital Markets, LLC	\$1,050,000.00	5.78%	November 16, 2023	May 20, 2024	1.51%
Certificate of Deposit						
Certificate of Deposit	Capital One Bank (USA) National Assoc	\$246,000.00	2.85%	June 15, 2022	June 17, 2024	0.35%
Certificate of Deposit	The Dart Bank	\$250,000.00	3.10%	June 21, 2022	December 22, 2025	0.36%
Certificate of Deposit	Bangor Svgs Bk	\$244,000.00	4.85%	November 23, 2022	May 23, 2024	0.35%
Certificate of Deposit	Multi-Bank Securities Inc	\$244,000.00	4.55%	April 19, 2023	April 20, 2026	0.35%
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	4.80%	April 20, 2023	July 22, 2024	0.36%
Certificate of Deposit	Charles Schwab Bank, SSB	\$237,000.00	5.35%	August 21, 2023	August 20, 2024	0.34%
Certificate of Deposit	Flagstar Bank, N.A.	\$40,000.00	5.30%	August 21, 2023	August 23, 2024	0.06%
Certificate of Deposit	Multi-Bank Securities Inc	\$248,000.00	5.00%	August 23, 2023	February 23, 2026	0.36%
Certificate of Deposit	Multi-Bank Securities Inc	\$243,000.00	5.08%	August 24, 2023	August 25, 2025	0.35%
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	4.84%	August 28, 2023	August 25, 2026	0.36%
Certificate of Deposit	Multi-Bank Securities Inc	\$248,000.00	4.95%	September 8, 2023	September 28, 2026	0.36%
Certificate of Deposit	Multi-Bank Securities Inc	\$248,000.00	4.95%	September 13, 2023	September 14, 2026	0.36%
Certificate of Deposit	Multi-Bank Securities Inc	\$243,000.00	5.15%	September 29, 2023	September 29, 2026	0.35%
Agency Securities						
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$305,000.00	0.57%	September 30, 2020	September 24, 2025	0.44%
Federal Farm Credit Bank	Intl Fcstone Financial Inc	\$250,000.00	0.50%	October 29, 2020	January 27, 2025	0.36%
Federa Farm Credit Bank	JP Morgan Securities LLC	\$250,000.00	0.40%	November 19, 2020	May 16, 2024	0.36%
Federal Home Loan Mortgage Company	Citigroup Global Markets, Inc	\$500,000.00	0.27%	January 22, 2021	March 28, 2024	0.72%
Federal Home Loan Mortgage Company	Intl Fcstone Financial Inc	\$500,000.00	0.65%	January 28, 2021	January 28, 2026	0.72%
Federal Farm Credit Bank	Mizuho Securities USA Inc.	\$500,000.00	0.22%	February 12, 2021	February 12, 2024	0.72%



Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$300,000.00	0.65%	February 26, 2021	February 26, 2026	0.43%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$390,000.00	1.00%	March 23, 2021	March 23, 2026	0.56%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$240,000.00	0.50%	May 27, 2021	August 27, 2024	0.35%
Federal Home Loan Mortgage Company	Toronto Dominion Securities	\$250,000.00	0.63%	May 28, 2021	November 27, 2024	0.36%
Federal Home Loan Mortgage Company	Great Pacific Securities	\$255,000.00	1.10%	August 30, 2021	August 24, 2026	0.37%
Federal Home Loan Mortgage Company	Baird, Robert W. & Company In	\$200,000.00	0.60%	October 8, 2021	January 7, 2025	0.29%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$150,000.00	1.50%	February 28, 2022	February 23, 2024	0.22%
Federal Farm Credit Bank	Amherst Pierpont Securities	\$250,000.00	3.37%	May 26, 2022	May 26, 2026	0.36%
Federal Home Loan Mortgage Company	First Tennessee Bank	\$205,000.00	3.12%	May 27, 2022	May 23, 2025	0.30%
Federal Farm Credit Bank	Stonex Financial Inc	\$250,000.00	3.96%	August 17, 2022	August 17, 2026	0.36%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$250,000.00	3.35%	August 17, 2022	March 8, 2024	0.36%
Federal Farm Credit Bank	Wells Fargo Securities, LLC	\$500,000.00	3.29%	August 24, 2022	August 24, 2026	0.72%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$120,000.00	5.00%	October 18, 2022	October 18, 2027	0.17%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$265,000.00	5.00%	October 20, 2022	October 20, 2025	0.38%
Federal Home Loan Mortgage Company	JP Morgan Securities LLC	\$300,000.00	4.79%	November 2, 2022	March 8, 2024	0.43%
Federal Home Loan Mortgage Company	Morgan Stanley & Co LLC	\$250,000.00	5.37%	March 8, 2023	September 13, 2024	0.36%
Federal Home Loan Mortgage Company	Cap Institutional Services, Inc	\$545,000.00	6.00%	July 26, 2023	April 26, 2027	0.79%
Federal Farm Credit Bank	Stonex Financial Inc	\$550,000.00	5.19%	August 11, 2023	September 28, 2026	0.79%
Federal Home Loan Mortgage Company	Loop Capital Markets LLC	\$500,000.00	4.64%	August 25, 2023	September 10, 2027	0.72%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$410,000.00	5.87%	December 14, 2023	December 14, 2028	0.59%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$635,000.00	5.41%	December 29, 2023	September 11, 2024	0.92%
US Government Agency Discount Notes						
TOTAL PORTFOLIO	\$69,314,979.39					100.00%

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# CUYAHOGA COUNTY PUBLIC LIBRARY

## Purchase Approval List

January 23, 2024

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		<b>ENCUMBRANCE INCREASES</b>			
1		Additional employee licenses			
		SUMMARY: Necessary to increase Blanket PO from \$270,000 to \$324,000 due to increase in number of employees from initial agreement. Amount covers increase of billing for 2023 and 2024.			
		As requested by the Operations-Finance Division.	UKG/Kronos		\$54,000.00
2		Construction Legal services			
		SUMMARY: Necessary to increase Blanket PO from \$10,000 to \$20,000 due to additional services needed for multiple construction projects.			
		As requested by the Operations-Facilities Division.	Roetzel & Andress LPA		\$10,000.00
3		Construction observation and materials testing at Brooklyn site			
		SUMMARY: Necessary to increase PO from \$40,000 to \$80,000 due to additional soil testing of new Brooklyn branch construction site.			
		As requested by the Operations-Facilities Division.	Geo Sci Laboratory		\$40,000.00
4		Workorder software			
		SUMMARY: Necessary to increase Blanket PO from \$25,000 to \$26,842 due to vendor price increase. As requested by the Operations-Facilities Division.			
			Brightly Software		\$1,842.00
5		Security software renewal upgrade			
		SUMMARY: Necessary to increase Blanket PO from \$120,000 to \$162,120 due to an upgrade of security software subscription. New CrowdStrike software replaces previously approved Fire Eye renewal because of superior ransomware and network security protection & response.			
		As requested by the Information Technologies Division.	CDW-G		\$42,120.00

# CUYAHOGA COUNTY PUBLIC LIBRARY

## Purchase Approval List

January 23, 2024

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		<b>NEW PURCHASES</b>			
6		Printing, packaging, & postage			
		SUMMARY: Necessary for over 46,000 mailings of the 2023 Annual Fund.			
		As requested by the Communications and External Relations Division.	Magic Marketing		\$19,302.00
7		Video conferencing system update			
		SUMMARY: Necessary to update A/V equipment for conferencing systems in two			
		meeting rooms at Richmond branch.			
		As requested by the Information Technologies Division.	iVideo		\$16,445.00
8		Video conferencing system update			
		SUMMARY: Necessary to update A/V equipment for conferencing systems in two			
		meeting rooms and Storytime room at Bay Village branch.			
		As requested by the Information Technologies Division.	iVideo		\$23,309.00
9		Carpet replacement			
		SUMMARY: Necessary for new carpet installation in the children's area at Fairview			
		Park branch. As requested by the Operations-Facilities Division.	Northern Flooring		\$32,541.00
10		Elevator repairs			
		SUMMARY: Necessary for elevator hydraulic valve replacement at Fairview Park			
		branch. As requested by the Operations-Facilities Division.	Otis Elevator		\$23,845.00

**CUYAHOGA COUNTY PUBLIC LIBRARY**
**Purchase Approval List**
**January 23, 2024**

<i>Item</i>	<i>Quantity</i>	<i>Description</i>	<i>Supplier</i>	<i>Unit Cost</i>	<i>Total Amount</i>
		<b>GRANT PURCHASES</b>			
11		Family Engagement consulting services			
			Two Gen-U-Win		
		SUMMARY: Necessary to coordinate Family Engagement services for 2024.	Educational		
		As requested by the Learning and Literacy Division.	Consulting, LLC		\$87,270.00

## December\_Board\_Report\_2023

## BOARD BOOK GIFT REPORT

Dec. 1st through Dec. 31st 2023

Gift Amount	Name	Recipient	Purpose
\$20.00	Anonymous	North Royalton Branch	Support of the North Royalton Library
\$2.00	Anonymous	Cuyahoga County Public Library	General Operating Fund
\$20.00	Anonymous	Richmond Heights Branch	Support of the Richmond Library
\$1,000.00	Anonymous	Chagrin Falls Branch	Support of the Chagrin Falls Library
\$350.00	Friends of the Solon Library	Solon Branch	Support of the Solon Library
\$24,444.29	Janice L. Greene*	Orange Branch	Dedicated to the Orange Library-Estate Gift
\$500.00	Grubb Family Charitable Trust	Cuyahoga County Public Library	General Operating Fund
\$100.00	Norman W. Gutmacher	Beachwood Branch	Support of the Beachwood Library
\$500.00	Edward T. Holzheimer	Beachwood Branch	Support of the Beachwood Library
\$1,000.00	Robert E. Jackson	Cuyahoga County Public Library	Capitol Bay Village Fund
\$211.75	Lauren Lanphear	South Euclid Branch	Rootzone fertilization at the South Euclid Library
\$7,000.00	Anonymous	Cuyahoga County Public Library	Project Learn Library
\$100,000.00	Shirley J. Rebro*	Cuyahoga County Public Library	General Operating Fund-Estate Gift
\$10.00	Eugene Sopher	Mayfield Branch	Support the Mayfield Library
\$258.00	VanKeuren Family Foundation	Brook Park Branch	Support of the Brook Park Library
\$700.00	Anonymous	Parma-Snow Branch	Support of the Parma Snow Library
\$50.00	Daniel Young	Brecksville Branch	Support of the Brecksville Library
\$750.00	Greta Rich	Cuyahoga County Public Library	General Operating Fund
\$90.00	Anonymous	Parma Heights Branch	Support of the Parma Heights Library
\$100.00	SMTA Ohio Valley Inc	Independence Branch	Support of the Independence Library
\$10,502.06	PNC Charitable Trust	Gates Mills Branch	Support of the Gates Mills Library

## CUYAHOGA COUNTY PUBLIC LIBRARY

### RESOLUTION AUTHORIZING CCPL TO ADVERTISE FOR REBID OF THE SKYLIGHT REPAIR PROJECT AT THE NORTH ROYALTON BRANCH LIBRARY

**WHEREAS**, the Cuyahoga County Public Library System is a political subdivision of the State of Ohio organized under the Ohio Revised Code and this Board is acting under relevant provisions of the Revised Code including 3375.40; and

**WHEREAS**, proposals will be solicited by Taylor Consulting Group on behalf of Cuyahoga County Public Library for roofing services in connection with the skylight repair work at the North Royalton Branch Library; and

**WHEREAS**, CCPL did receive approval on 09/26/2023 to advertise through Taylor Consulting and did receive bids of \$144,500.00 and \$133,600.00 on 10/17/2023, the bid opening date, which were over the estimated project construction budget of \$94,810.00; and

**WHEREAS**, Taylor Consulting recommends the budget be increased by \$47,000.00 to a total construction budget of \$141,810.00 to better reflect current industry costs;

**NOW THEREFORE BE IT RESOLVED**, the Board of Trustees of Cuyahoga County Public Library does hereby authorize the Operations Division to advertise to rebid the skylight repair work at the North Royalton Branch Library.

***Approved January 23, 2024***

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Allyn Davies, President

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Amira Thomas, Secretary

**Cuyahoga County Public Library**  
**Resolution to Revise Cuyahoga County Public Library**  
**Credit Card Policy**

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

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

**Whereas,** The Library has added a Job Title that may carry a Credit Card;

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

**Added Job Title:**

Social Work Manager - BSD with a credit limit up to \$3,000

Approved 23 January 2024

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Allyn Davies  
President

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Amira Thomas  
Secretary



# **Cuyahoga County Public Library Credit Card Policy**

**Revision approved January 23, 2024**

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

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

7. Credit cards may be issued to:

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

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

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

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

primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor. In any event, credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.

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

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

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

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

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

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

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

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

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

## Credit Card Responsibility and Use Procedures

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

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

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

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

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

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

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

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

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

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

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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