



Cuyahoga County **Public Library**

**Tuesday, February 27, 2024 / 5 PM**  
Administration Building  
2111 Snow Road, Parma, OH 44134



# Board of Trustees Meeting

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

<b>TOPIC</b>	<b>PAGE#</b>	<b>MOTION</b>
• Call to Order: Allyn Davies, President		ROLL-CALL
• Approval of Minutes: January 23, 2024 Board Meeting	1-16	ACTION
• Public Comment		INFORMATION
• Report of the Board President		INFORMATION
• Report of the Chief Executive Officer	17-30	INFORMATION
• Learning Moment - Table Top Exercise <ul style="list-style-type: none"> <li>• Jeff Mori, Chief Operations Officer</li> <li>• Ryan Grame, Security Manager</li> </ul>		
• Human Resources Report	31-39	ACTION
• Finance Committee Report:	41-42	
• Financial Statement Review – Fiscal 2024– January	43-47	INFORMATION
• Investments: Fiscal 2024 – January	48	ROLL-CALL
• Purchase Approval List	49-52	ACTION
• Gift Report	53	ACTION
• New Business	54-57	ROLL-CALL
• Permanent Annual Appropriation	58-59	ACTION
• Approval of Death Policy	60-61	ACTION
• Approval of Honorariums Policy	62-63	ACTION
• Approval of Introduction Policy	64-65	ACTION
• Approval of Layoff Policy	66-67	ACTION
• Approval of Retirement Policy	68-69	ACTION
• Approval of Transportation Reimbursement Policy	70-71	ACTION
• Approval of Borrowing Policy	72-73	ACTION
• Approval of Naming Rights Policy		
• Adjourn		ACTION

**CUYAHOGA COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES  
23 January 2024**

The January 23, 2024, 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 seven (7) 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; Amira Thomas – **7**.

**Absent:** – **0**.

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

President DePiero stated before he turns the gavel over to the newly elected President Davies, he would like to make a few comments. It has been an honor to serve as President and serve with great colleagues at Cuyahoga County Public Library (CCPL). He has served on the board for seven years, the last two years as Board President. It has been great to work in this position, with a great staff, and a great Director. He stated Cuyahoga County Executive Chris Ronayne recommended him for reappointment, and he was renominated to serve another seven years on CCPL Board of Trustees. He stated at his hearing he spent about fifteen to twenty minutes with members of the County Council where he reflected on his role as Board President and talked about all the good things that are happening within the library system. He mentioned he gave the staff a lot of credit, Chief Executive Officer Strobel, a lot of credit, and her predecessor, a lot of credit for what is happening in the library system. He mentioned all the good things we do for the people in all our communities and how we continue to be a valuable resource for our communities, and a good partner to the mayors in all our cities. He stated that it occurred to him that even though he has been on the Board of Trustees seven years, he still has more to learn about what we do and is looking forward to continuing that over the next seven years. He stated he appreciate the opportunity to serve as president.

### **Election of Officers**

President DePiero stated on behalf of the Nominating Committee, Trustee Spangler presented a slate of officers for 2024. The slate was also shared with the trustees at the December 2023 Board meeting. President DePiero asked if there were other nominations from the floor. Seeing none, President DePiero asked for a motion to approve the slate of officers as follows:

President:	Allyn Davies
Vice President:	Edward Blakemore
Secretary:	Amira Thomas

### **01-01/2024**

Trustee Shlonsky moved approval, seconded by Trustee Spangler. Seeing no discussion or other nominations from the floor, the above-listed slate of officers was approved as presented by unanimous vote of Board members present.

At this time, Trustee Allyn Davies assumed the presidency.

### **Resolution to Appoint Fiscal Officer & Deputy Fiscal Officer**

President Davies asked for a motion to approve the Resolution to Appoint Gregory Cordek as Fiscal Officer and Robert W. Dolan as Deputy Fiscal Officer for a one-year term beginning January 23, 2024.

### **02-01/2024**

Trustee Blakemore moved approval, seconded by Trustee DePiero. Seeing no discussion, the resolution to appoint Gregory Cordek Fiscal Officer and Robert W. Dolan Deputy Fiscal Officer was approved by unanimous vote of Board members present as stipulated above. [\(See page 17\)](#)

### **Oath of Office:**

President Davies administered the Oath of Office to Fiscal Officer Gregory Cordek and to Deputy Fiscal Officer Robert W. Dolan as required by ORC Section 3375.32. [\(See pages 18-19\)](#)

### **Approval of Minutes:**

President Davies asked for a motion to approve the minutes of the December 12, 2023, Board meeting that were sent to the Board members in advance of this meeting.

### **03-01/2024**

Trustee Blakemore moved to approve the minutes, seconded by Trustee Leonard. Seeing no corrections, omissions or additions, the minutes of the December 12, 2023, Board Meeting were approved by unanimous vote of the Board members present.

### **Retiree Recognition:**

President Davies acknowledged and thanked Jeffrey James for his many years of service to Cuyahoga County Public Library (CCPL) and wished him the best on his retirement. Mr. James was not present at the meeting. [\(See page 20\)](#)

### **Public Comment:**

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

Hello, my name is Mike Niederhausen, I am a Technology Training Supervisor in LLD. I am also an officer as Union Grievance Chair. There are two things I just want to point out. First, I want to thank Jeffrey James for his years of service, we appreciate him and wish him well. Secondly, if you are not aware, we are on the eve of negotiations starting tomorrow. I just want to state as a matter of public record that the union negotiations team are looking forward to it. We are looking forward to good and fair negotiations, and we are looking forward to both parties being satisfied with the result of the negotiations.

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

President Davies stated how proud she is and honored to be in this seat. She is very enthusiastic about the library, loves all the services that we provide daily. She mentioned one of her goals over the next year is to visit all the branches, she has seven left. She is looking forward to doing that and participating in more programs and getting to know all CCPL staff better. To her fellow trustees, she is looking forward to collaborating with them. She knows that all of you have sat in this chair, and some of you more than once and she looks forward to your guidance and Trustee DePiero, she aspires to work through that agenda the way you did.

### **Report of the CCPL Foundation Board Liaison**

President Davies stated she have been on the CCPL Foundation Board fifteen years. She is the Foundation Board Liaison and wanted to share some highlights. The Foundation was formed in 2002. The Foundation exists to raise financial resources in support of the Cuyahoga County Public Library's mission and to raise awareness of its critical role in the community. She is amazed that over the fifteen years that she has been on the Foundation Board, how it has grown, both in terms of events and programs that they support. Now regularly providing funding for a slate of grants to support the library's impactful community programs that provide and expand opportunities for everyone to read, learn, create, and connect.

President Davies stated in 2023, the CCPL Foundation's Annual Fund received 1,004 donations totaling \$445,724 from 748 community members, who showed their support for the Library during Giving Tuesday and a year-end giving campaign, among other initiatives. While one of these gifts was the result of a planned giving agreement for \$185,000, overall, the average donation amount was \$375, and the median gift amount was \$50.

President Davies stated that overall, 219 people chose to donate to the CCPL Foundation for the first time in 2023, and they gave more than \$225,000.

President Davies stated another way the Foundation raises money is through high-profile special events that raise funds, raise awareness, and steward donors. Collectively, 1,930 donors made 2,266 gifts to the CCPL Foundation through their attendance or sponsorship of author events that included Writers Center Stage and their participation in fundraising events such as Reading the Green. These gifts totaled \$507,996.

President Davies stated the Foundation is currently planning:

- The final leg of Writers Center Stage, which includes author visits in March, April, and May.
- Reading the Green, on June 24<sup>th</sup>, a golf outing and silent auction planned and executed with the help of CCPL Foundation Board members and Cleveland Guardians Senior Vice President of Public Affairs Bob DiBiasio; and
- The return of an in-person, culinary themed fundraising event featuring a well-known author and chef.

President Davies invites everyone to attend these amazing events, all are welcome!

President Davies stated the final way they raise money is through grants from corporations and foundations. The library staff member that is charged with identifying and applying for these grants is Grants Manager Margaret Currie.

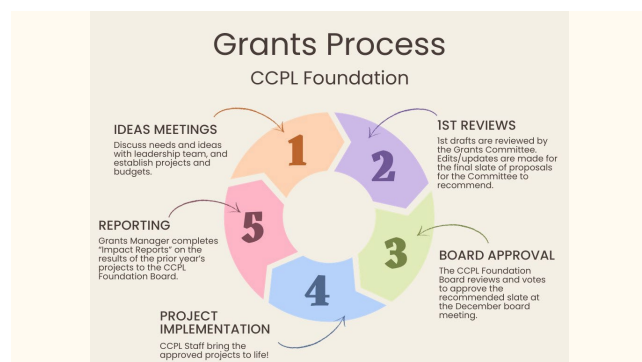
President Davies stated that Manager Currie started with us in August 2023 and has already secured more than \$372,103 in grants for the library from corporations and foundations that include the Callahan Foundation, Martha Holden Jennings Foundation, PNC Charitable Trusts, and Synthomer, among others.

President Davies stated that Manager Currie secured grants that were shepherded by CCPL Foundation board members and my fellow trustees, from organizations that include the Hankins Foundation, Sherwin-Williams, Huntington, and KeyBank.

President Davies stated Manager Currie most recent successes include more than \$271,000 in grants from the CCPL Foundation itself, which in 2023 surpassed the million-dollar mark for grants given to the library. This is a huge milestone, especially for such a young foundation.

President Davies introduced and welcomed Manager Currie as part of our Learning Moment. Manager Currie will walk us through information regarding the grants provided by CCPL Foundation and the process used to secure them.

Good evening, everyone, my name is Margaret Currie, CCPL new Grants Manager. She shared an overview about the CCPL matching grants process.



Manager Currie said one of the most unique pieces of this grant making process is that as the grant writer, she gets to take the ideas that our Leadership Team gives her to approach the Foundation for funding, and she writes up those proposals.

## CCPL Foundation Grant Process:

1. Ideas Meetings
2. 1<sup>st</sup> Reviews
3. Board Approval
4. Project Implementation
5. Reporting

Manager Currie stated we are looking back at the 2023 projects and reviewing all the amazing work that happened because of the Foundation Board's support.



Manager Currie stated the above shows the amazing eight projects funded by CCPL Foundation that were approved for 2024 that we are going to be able to do.

### 2024 Funding Summary

Title	Request Amount	Description
Play Tables for Youth Engagement	\$67,100	Adding interactive Touch Tables to 11 branches
Staff Innovation Grants	\$50,000	Ability to offer mini grants that will bring creative staff dream projects to fruition
Customer Service Training for Re-Entry	\$50,000	Expanding Aspire to include customer service training and experiences for reentry adults
Solar Eclipse Programming	\$30,000	System-wide programming surrounding the community's excitement for the solar eclipse
Resource Closets Expansion	\$25,000	Providing vital hygiene products for those in need at more CCPL branches
World Languages Collection	\$22,000	Doubling our collection of Ukrainian materials for both children and adults
Percussion Play	\$15,000	Purchasing and installing Percussion Play instruments at the newly constructed Brooklyn branch
Summer Learning Rewards in Aspen	\$10,000	Update Aspen's tracking systems to improve Summer Reading experiences for participants and staff
Annual Reserve Allocation	\$27,500	Annual gift requested to build CCPL's reserve
<b>TOTAL</b>	<b>\$271,600</b>	

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Manager Currie stated this is the 2024 Funding Summary to support those amazing eight projects.



## Play Tables for Youth Engagement

**Request Amount:** \$67,100

**Summary :** Adding 11 interactive, digital Touch Tables to 11 branches who have requested them.

**The WHY:**

- Multi -generational interactions
- Positive screen time experiences
- Playful learning
- Fostering literacy & 21<sup>st</sup> Century skills
- Strengthens motor -skills/hand -eye -coordination
- Strengthens connection to returning to the library



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Manager Currie commented on a good example of something that is very tangible is how you use the Play Tables for Youth Engagement. We have added eleven interactive, digital Touch Tables to eleven branches that requested them. A lot of interactive qualities help with multigenerational interactions, positive screentime experiences, and playful learning, activities that can be more of a learning experience for those using them.

## Staff Innovation Grants

**Request Amount:** \$50,000

**Summary :** CCPL will coordinate a mini grants process, accepting staff submissions from across all 27 branches to bring creative dream -projects to fruition.

**The WHY:**

- Empowering & invigorating employees
- Staff's awareness of unmet needs
- Unique projects, inspiring pilots or continued services (ex: bookable sewing kits)



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Manager Currie stated we are excited to bring back the Staff Innovation Grants. The Leadership Team will coordinate a mini grants process, accepting staff submissions from all twenty-seven branches to bring creative dream projects to fruition at our branches for our communities. The Leadership Team can award up to ten mini grant projects. In the past there was a mini grant for bookable sewing kits, and movie nights which were funded.



## Customer Service Training for Re-Entry

**Request Amount:** \$50,000

**Summary :** An expansion to Aspire, creating customer service training and experiences for re-entry adults in partnership with Dave's Supermarkets.

**The WHY:**

- Increased demand to fill customer service jobs
- Advantage to earning the RISE Up Customer Service Certification
- Hands-on, paid experience through our new partnership with Dave's Supermarkets



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Manager Currie stated the Customer Service Training for Re-Entry is an expansion to Aspire, creating customer service training and experiences for re-entry adults in partnership with Dave's Supermarkets for those who need hands-on experience. They will get training, classroom style training, and then they will also have paid work experience.

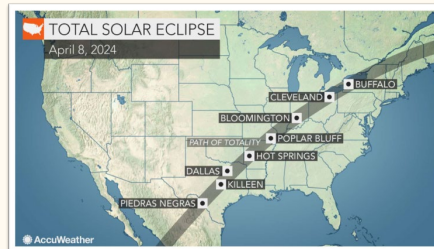
## Solar Eclipse Programming

**Request Amount:** \$30,000

**Description :** CCPL wants to provide system-wide programming surrounding the community's excitement for the solar eclipse in 2024.

**The WHY:**

- TOTAL solar eclipse will be visible for NEO!
- Once in a lifetime learning opportunities
- System-wide reach
- Connects with community's interest
- Expert partners



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Manager Currie mentioned the solar eclipse is coming and the Foundation has supplied us with thousands of glasses so that our community can watch the eclipse and have a once in a lifetime learning opportunity. We are excited to collaborate with our community partners NASA Summit and local colleges to put on some eclipse programming and connect to the community.



## Percussion Play

**Request Amount:** \$15,000

**Summary :** CCPL seeks support to purchase and install Percussion Play outdoor instruments at the newly constructed Brooklyn Branch in 2024.

**The WHY:**

- Multi -generational interactions
- Learning & Play beyond the traditional
- Accessible musical interaction for everyone
  - "Differences in age, gender, ethnic or linguistic background have no place in music, and obstacles present in other activities defined by motor and mental ability are absent where music is concerned."



Inspired by Nature Ensemble - Percussion Play

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Manager Currie mentioned CCPL new Brooklyn Branch will wrap up its construction this year. The Foundation will support the purchase of Percussion Play outdoor instruments at the newly constructed branch in 2024. The Foundation will get naming rights for that as well. It will be great to see their names out there.

## Summer Learning Rewards in Aspen

**Request Amount:** \$10,000

**Summary :** CCPL wants to update Aspen's tracking systems to improve Summer Reading experiences for both participants and staff.

**The WHY:**

- Increased Summer Reading engagement in 2023
- Improved experience for both adult and children summer programming participants
- Improve staff experience, and alleviate staff time to increase overall staff capacity



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Manager Currie mentioned our last recently approved project was to update Aspens tracking systems. We are developing that which will help us with tracking Summer Reading and summer reading activities.

## Extension Requests → 2023 to 2024



CCPL received an extension to implement the two below projects that were funded in 2023 to now occur in 2024. Due to CCPL's transition to the new Koha/Aspen for our ILS in 2023, these projects were delayed to ensure their implementation is high quality and given proper staff attention.



Library2You Expansion

Reader Survey

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Manager Currie mentioned CCPL received extension requests to implement Library2You and a Reader Survey. The Library2You services will be renamed this year. We will be reaching out to new families with babies and helping deliver those materials to those customers as well. We will also be conducting a reader survey.

### Report of the Chief Executive Officer:

Chief Executive Officer Strobel thanked Trustee DePiero for his 2 years of service as Board President. To commemorate his service, she was pleased to present him with a plaque custom made for him in one of our Innovation Centers.

Chief Executive Officer Strobel congratulated Trustee Davies as newly elected Board President and she looks forward to collaborating closely with her to advance library services. Chief Executive Officer Strobel commented that Trustee Davies time as Board President promises to be exciting with a couple of ribbon cuttings, a couple ground breakings and, many new opportunities to read, learn, create, and connect.

Chief Executive Officer Strobel recognized and thanked our Human Resources Division and Finance Division for a successful migration from ADP to UKG. This was a significant and complex undertaking that culminated with successful open enrollment and payroll processing. A great deal of work went into this project with many contributing. Chief Executive Officer Strobel gave special thanks to Monique Good, Chief Human Resources Officer, Robert Dolan, Finance Director, and Karyn Riccelli, Payroll Manager for their efforts. She also recognized every staff member in the organization that was tasked with learning the new interface and entering their HR and payroll data into the system.

Chief Executive Officer Strobel stated she was impressed and proud especially since just four months ago we went live with a new Integrated Library System, and Discovery Layer, Koha, and Aspen. She commented that doing both in 2023 was certainly ambitious but is paying off by saving us hundreds of thousands of dollars while improving both internal operations and external services.

Chief Executive Officer Strobel shared an overview of 2024 Action Items that we committed to complete that are related to our Strategic Plan.

# Cuyahoga County Public Library

## Strategic Plan – 2024

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

Review and enhance all programs and services for all generations of readers and learners

Support student success through programs and partnerships with families, school districts and other community agencies

Contribute to the region's economic growth

### 2024 ACTION ITEMS

- Open innovation centers in Brooklyn and Solon and expand South Euclid Memory Lab to full Innovation Center by adding additional equipment
- Expand Pearson Vue testing center services to the new Brooklyn Branch
- Offer ESOL programming for youth
- Offer programming to support 2024 election
- Offer programming to support 2024 total solar eclipse
- Improve access to workforce training opportunities by completing the development of the Bendable platform
- Improve access to bookable materials by developing a customer facing booking module in Aspen Discovery
- Improve access to digital magazines and newspapers to in branch customers
- Expand culinary literacy programming
- Expand entrepreneur programming
- Connect Aspire Greater Cleveland students and graduates to work experience and employment opportunities

## GOAL 2: Prioritize connections with our customers and communities

Build and enhance our reputation in the community.

Strengthen the region's social infrastructure.

Refine processes and partnerships to serve our communities through our dynamic, welcoming spaces and commitment to open access for all.

### 2024 ACTION ITEMS

- Expand communications to elected officials including direct to city council and school board members
- Reinstate the *Donor Dispatch* newsletter to reach out to donors and highlight gifts and opportunities for giving
- Host a culinary literacy themed fundraising event
- Expand recognition of National Library Week and leverage it for fundraising
- Develop and implement a Readers Rewards program using Koha/Aspen software
- Refresh Benefit Navigator services and conduct training for all branch staff
- Expand the Resource Closet program to additional branches
- Develop and implement customer service training to include de-escalation training and emphasize "getting to yes"
- Expand health and wellness programming in partnership with community organizations
- Promote the Community Collections initiative in the library profession
- Reimagine mobile pantry and Foodbank initiatives to provide work experience for Aspire students

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

Prioritize digital equity and inclusion.

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

Integrate diversity, equity and inclusion into CCPL operations.

### 2024 ACTION ITEMS

- Improve and consolidate internal communications and staff engagement by reestablishing a monthly staff newsletter
- Increase Digital Navigator presence and targeted promotion of federal Affordable Connectivity Program services
- Expand digital literacy training utilizing branch staff as trainers
- Partner with PCs for people to expand highspeed internet access by using branches as anchor facilities
- Conduct people and culture awareness training for all staff
- Complete the project to establish a supplier diversity program
- Provide intellectual freedom and collection diversity training for branch staff
- Expand Ukrainian, Arabic, and Hebrew language circulating collections
- Expand access to auditorium programming by updating livestream technology
- Implement staff innovation grants program and support awarded projects

Additional Projects for 2024		
Facilities Related	IT Related	Human Resources Related
Complete construction of new Brooklyn Branch	Complete new staff intranet	Successfully negotiate a union contract for 2024-2027
Complete Brecksville Branch renovation	Replace all public and staff desktop computers and programming laptops	Provide staff training in supervision, anti-harassment, performance management, and FMLA/ADA
Complete Solon Branch addition and renovation	Complete AV Updates at all branches	Complete implementation of new performance management system
Continue design and construction of Parma Heights and Beachwood Branches	Install new print management software and add EZ Scan stations	Complete Personnel Policy Manual revisions and updates
Refresh furniture and update spaces in multiple branches	Migrate all self-checks to Communico Interact software	Develop a leadership succession plan
Conduct staff security training	Replace Staff cell phones, UPS equipment, and DNS Servers	Explore online staff scheduling software
	Replace label printing hardware systemwide	

Trustee DePiero left the board of trustees meeting at 5:34p.m.

#### Human Resources Report:

Human Resources Director Ebose-Holt summarized the HR report. There are eight (8) new hires, ten (10) increase in hours, three (3) new roles, four (4) acting positions begins, six (6) acting positions ended, two (2) transfers, four (4) promotions, and (1) retirement.

#### 04-01/2024

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no discussion, the Human Resources Report dated January 23, 2024, was approved as presented by unanimous vote of the Board members present. [\(See pages 21-29\)](#)

#### Finance Committee Report:

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

Chief Cordek stated 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.

Chief Cordek stated our monthly distribution for the Public Library Fund (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.

Chief Cordek stated patron fines and fees were \$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.

Chief Cordek stated that due to the Federal Reserve raising interest rates during 2023 CCPL ended the year \$396,613 over the original budget.



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

Chief Cordek stated the salaries 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. 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.

Chief Cordek stated purchased and contracted services were over budget by \$411,468, this represents a 3% increase from the original budget.

Chief Cordek stated library materials were within the original budget.

Chief Cordek stated the capital outlay accounts were under spent by \$2,085,873. These funds will be available to use in future years from the capital fund.

Chief Cordek stated transfers to other funds were 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 expenditure than budgeted.

**(See Under FINANCE)**

### **Investments – December**

Chief Cordek stated there were no purchases of commercial paper for the month of December.

Chief Cordek stated 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**

Chief Cordek stated we had several transfers for the month of December. This is typical for this time of year.

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

Chief Cordek stated 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

**05-01/2024**

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

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

**Nea:** – **0**.

**Purchase Approval List**

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

**06-01/2024**

Trustee Leonard moved approval of Purchase Approval List, seconded by Trustee Blakemore. Seeing no additional discussion, the Purchase Approval List dated January 23, 2024, was approved as presented by unanimous vote of the Board members present. **(See pages 30-32)**

**Gift Report**

Chief Cordek stated Manager Currie gave highlights of the gift report during her presentation. We received an estate gift from Janice L. Green dedicated to CCPL Orange Library. The \$24,444.29 is the final payout from her estate. Shirley J. Rebro, CCPL Ex Libris Donor 2010-2016 we received an estate gift of \$100,000.00 for general operating fund.

**07-01/2024**

Trustee Blakemore moved approval of the December Gift Report, seconded by Trustee Spangler. The gift report was approved by unanimous vote of the Board members present. **(See page 33)**

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

Chief Mori stated we received Board approval to advertise through Taylor Consulting Group for roofing services in connection with the skylight repair work at the North Royalton Branch. We received bids of \$144,500.00 and \$133,600.00 which were over the estimated project construction budget of \$94,810.00. 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.

**08-01/2024**

Trustee Blakemore moved approval, seconded by Trustee Thomas. Seeing no additional discussion, the approval of the Resolution Authorizing CCPL to Advertise for Rebid of the Skylight Repair Project at The North Royalton Branch Library was approved by unanimous vote of the Board members present. **(See page 34)**

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

Chief Cordek stated that we originally passed the credit card policy in January 2019 and each time we make modifications we have to bring it to the Board for approval. This resolution reflects one change.

- Added Job Title: Social Work Manager- Branch Services Division with a credit limit up to \$3,000.

**09-01/2024**

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the approval of the Resolution to Revise Cuyahoga County Public Library Credit Card Policy was approved by unanimous vote of the Board members present. **(See pages 35-40)**

**Motion to Adjourn**

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

**10-01/2024**

Upon motion of Trustee Spangler, seconded by Trustee Blakemore the January 23, 2024, meeting of the Cuyahoga County Public Library adjourned at 5:41 p.m.

**Approved February 27, 2024**

**X**

**Allyn Davies  
President**

**X**

**Amira Thomas  
Secretary**



# Chief Executive Officer's Message

## Their Stories Are Our Story

This spring, Cuyahoga County Public Library (CCPL) will launch a compelling new awareness campaign highlighting the value of owning a library card and encouraging county residents to “Discover more” of the materials, programs and services their Library has to offer. I’m especially excited to share that the campaign will showcase some of our talented staff members and shine a spotlight on the amazing work they do to make Cuyahoga County an even better place to live, work and play. Their stories are CCPL’s story, and their work exemplifies our mission to empower individuals and communities by providing opportunities for all to read, learn, create and connect.

CCPL is known for its outstanding facilities, collection of materials and electronic resources, but we are also very much in the people business. We help people solve problems, learn new skills and make connections. Some libraries like to refer to their cardholders as “patrons” or “members.” At CCPL, we call them “customers,” because we are committed to providing excellent customer service. Everyone has a sense of what excellence customer service feels like, and everyone wants to experience it themselves. It’s a simple, but very effective concept. This campaign celebrates the vitally important “people side” of our daily work and delivers the message that all are welcome.

From a storytelling standpoint, profiles highlighting the talents and passions of our outstanding staff connect organically with information about our materials, programs, and services. A profile of a librarian podcaster leads naturally to CCPL’s recording studios and author visits, a charismatic leader transitions smoothly to our community collaborations, and so on. While customers discover more about the people who make CCPL great, they’ll also learn more about the incredible value their Library provides.

I appreciate the staff members who have so eagerly agreed to participate in the campaign thus far and I can’t wait to see others from all levels of the organization get involved as well. Your stories make CCPL great, and you deserve to be celebrated.

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

**Tracy R. Strobel**  
Chief Executive Officer

## Social Media

**Facebook Fans: 37,553**

**Instagram Followers: 8,287**

**Twitter Followers: 11,198**

Libraries are my favorite place to be. Thanks to you and all the library staffs out there for providing a quiet, safe space to be yourself and to better yourself. Happy New Year. Cc: @Cleveland\_PL @CuyahogaLib

**@MelodieInCLE, January 1, 2024**

Throughout 2024, @CuyahogaCounty is partnering with @CuyahogaLib & the 9 library systems in the county on #CuyahogaReads Asked for my monthly reading recs, here are my first quarter picks. What are yours? Sign up for the Cuyahoga Reads challenge here [cuyahogareads.org](https://cuyahogareads.org)

**@chrisronayne, January 7, 2024**

@CuyahogaLib Love how CF has programs for adults. So many forget the elderly and just focus on children. Ironically, in the elderly's days, there weren't programs for children, so it's nice to be remembered.

**@melliemimi, January 9, 2024**

Our Library Facilitators will be at partner #libraries to co-lead workshops this month. @CuyahogaLib Next Chapter Book Club 1/13, [ow.ly/b2UN50QqbNg](https://ow.ly/b2UN50QqbNg) Adapted Writing Fun for Adults 1/29, [ow.ly/vqLZ50QqbHa](https://ow.ly/vqLZ50QqbHa) @WestlakePorter Sensory Workshop 1/17, [ow.ly/wuEM50QqbS4](https://ow.ly/wuEM50QqbS4)


**@Cuyahoga\_DD, January 11, 2024**

Our library has such amazing programs - from the traditional books and such to all age programming and community involvement. Proud of @CuyahogaLib

**@piranha54, January 13, 2024**

Very excited to collaborate with @CuyahogaLib to share my art and talk about the adventure of a lifetime as an artist in residence with @forestservice Come join me Art and an Alaskan Adventure - Cuyahoga County Public Library

**@THanicak, January 16, 2024**

 According to @OverDriveInc, both @Cleveland\_PL & @CuyahogaLib had millions of digital checkouts in 2023, making them among the busiest library systems worldwide for e-books & audiobooks. [cleveland.com/news/2024/01/clevnet-cuyahoga-county-among-busiest-library-systems-worldwide-for-e-books-and-audiobooks.html](https://cleveland.com/news/2024/01/clevnet-cuyahoga-county-among-busiest-library-systems-worldwide-for-e-books-and-audiobooks.html)

**@GreaterCLE, January 18, 2024**

## System Highlights

**Solon Branch** Services Assistant Carol Ward presented the APD maker program, Beeswax Candle Making, January 4 to an enthusiastic group. Sixteen were in attendance for this class, which shared how to make tapered, pillar, and twisted candles from pre-made sheets of beeswax. Starting with a string of wick and rolling the wax up, registrants created a diverse collection of candles. Many participants made two or three candles of a nice variety and chose a base or two as well as ribbons, cords, pinecones and more for embellishments. The finished products were all well-made and everyone went away satisfied with a new skill.

The Western Reserve Historical Society visited the **North Olmsted Branch** to present "Stories From Millionaire's Row" on January 31. This uniquely local program described Cleveland's Euclid Avenue in the 19th century, once known as "the most beautiful street in America." A total of 73 attendees learned about the powerful families who shaped politics and industry in Cleveland and the nation and the art and architecture of their homes.

On January 30, the **Brook Park Branch** library hosted Craig Williams, from the NASA Glenn Research Center. Williams presented a lecture on the Total Eclipse of the Sun to 65 people. He covered the science behind a solar eclipse, what research is performed by astronomers, and the path of totality in Cleveland on April 8. People are very excited for this event in Northeast Ohio.

Break a Record program was held at the **Brecksville Branch** on Saturday, January 6. Nine children tried their hand at various world records as 6 parents cheered them on! Lynne White (BSAII) led the group through various challenges that included things such as eating Jello with chopsticks, assembling Mr. Potato Head blindfolded, and sticking as many post-it notes as possible on their face in 1 minute. The most difficult challenge for all was eating M&Ms with chopsticks, which was also their favorite record to attempt. They concluded the program by watching the "best of 2023 world records" video which showed amazing feats such as fastest speed of a car driving in reverse (171 mph), the farthest basketball shot, and the longest dog conga line.

On January 31, the **Independence Branch** hosted a Venner Clarinets program. The Venner Clarinets, a clarinet ensemble made up of Cleveland area musicians, performed classical, modern and jazz-inspired selections. Originated by the late Theodore Johnson of the Cleveland Orchestra, the ensemble promotes the beauty of the instrument in a chamber music setting. A total of 77 people attended the program.

**Orange Branch** staff members Regan Jones and Heather Lenson facilitated two Lego WeDo Workshop with a Daisy Girl Scout troop on January 10 for 26 girl scouts and caregivers and again on Saturday, January 13 for 17 children and caregivers. The attendees worked in pairs to build a flying bird Lego model. They enjoyed using the tilt sensor to program their birds to make a flapping noise when the wings moved.

# System Highlights

After **Gates Mills Branch** staff installed a deposit collection at Addie's Cup, a local coffee shop, on January 24, owner Laura Berge posted a photo on Instagram® the next day of two young customers holding children's books from the collection with a shout out to "our first in shop library customers."

Acting Teen Services Librarian Robin Clancy created a Blind Date with a Book (Taylor's Version) at the **Chagrin Falls Branch**. All books selected for the display have something that ties them to a Taylor Swift song or album - the title, the main character's name, a plot device, or just the vibe. Wrapped in brown paper, books are chosen by customers based solely on the description on the wrapping. Teens, children, and adults are all enjoying the display.

Steve Haas, **Middleburg Heights** Adult Supervisor, visited the MDH Rehabilitation & Health Center on Monday, January 22nd where he held a winter trivia program with the residents. He also showed the 16 in attendance a snow sculpting short from Kanopy. The activities director commented that the residents love it when Steve visits.

On Thursday, January 18 at the **Berea Branch**, seven young participants learned all about the Makey Makey circuit board through a demonstration and short videos. After exploring how the Makey Makey can turn everyday objects into a keyboard and why, the kids then set off playing one-handed pinball, soccer, and the piano using bananas, Play-Doh, gummy bears, and gummy worms (one hand needs to always be touching the "earth"). After mastering all of that, the kids were then shown how to make an aluminum foil bracelet or ring to take their playing to the next level with two hands!

Families from the Olmsted Falls Early Childhood PTA visited the **Olmsted Falls Branch** for an evening of wild animal fun this month. Stories, songs and a lion craft were on the agenda. A total of 33 participated in this roaring, dancing good time.

The **Bay Village branch** January Jr. Innovators and Homeschool Innovators programs focused on using the Direct to Garment printer. The 6 Jr. Innovator participants created designs in Procreate while the 5 Homeschool Innovators learned to use Canva to create their designs. The custom designs were printed on tote bags and drawstring backpacks. Teen Innovators saw 6 student makers this month create custom stickers and t-shirts to share with their friends.

This month, **Garfield Heights Branch** adult staff led customers in making MLK Inspired Art. Each person shared various MLK Jr. stories from their family's memories. They really enjoyed hearing Dr. Martin Luther King, Jr. "I Have a Dream" speech playing while working on their Art project.

North Royalton City Schools Career Specialist Jill Larson invited **North Royalton Branch** Children's Librarian Sarah Verlie to join School Librarian Laura Whitehead on a mock interview panel for 13 North Royalton High School seniors on January 31. The students prepare for their exit interviews by creating a website to showcase their academic and extracurricular achievements, in addition to their educational and career goals. After reviewing the senior portfolios, Verlie joined NRHS staff to interview the students about their websites, simulating an actual job or school interview. The students were then given feedback on their portfolios and discussed their interview experiences in more detail.

**Parma-Snow Branch's** USCRI Immigration Legal Services for Ukrainians collaboration is in it's third month. Ukrainian clients are able to meet with a USCRI staff member for translation help, and an attorney for free legal services. The group held 9 sessions in January for 36 clients.

On Saturday, January 20, **Bedford Branch** BSA II Jacie Tengesdal led two different sessions of The Heirloom Apothecary Escape Room along with Tania Benites from APD. The two began collaborating on the escape room in early 2023. A total of 21 total participants loved the experience of solving riddles, puzzles, and building community with each other to successfully complete the challenge.

Sheela Das from Creative Concepts in Music came to the **Strongsville Branch** on January 8 to teach ukulele workshops to both youth and adult attendees. 14 kids ages 8 – 17 came out for the first session and enjoyed learning about chords and playing some songs on the ukulele while singing along. In the second session, we hosted 27 enthusiastic adults who were eager to learn how to play and had fun learning some fun songs on the ukulele. One customer stated "I learned so much and had great fun doing it! Thank you to the library for this great opportunity and to our wonderful teacher!"



# System Highlights

On January 20, BSA Sarah Markovich, along with BSL II Alex Ward, planned and led the **Brooklyn Branch's** first *Winter Beach Party*, a messy sensory play program for children 0-35 months. This engaging program was a hit, and it was every bit as messy as promised! The 42 attendees enjoyed a wide variety of stations, including kinetic sand, bins filled with dry rice dyed like sand and the ocean, messy paint crafts, water tubs filled with interactive toys, cooked noodles dyed blue to look like the sea, all with hidden ocean-themed goodies to find. Parents and caregivers were so impressed that some even asked for the stations' instructions for an upcoming birthday party!

On January 23, Chad Lowther, BSLII-A hosted the Therapy Dog Meet N Greet program for 38 **Parma-Powers Branch** customers. Certified Therapy Dog Trainer and Dog Handler Gina Dias invited some of her furry friends and their handlers to bring smiles to the faces of customers of every age. The sense of joy in the room could be seen and felt, as the therapy dogs did what they were born to do—make people happy.

Shared customer Quote: “A customer who had just attended the How AI is Impacting the World adult program stopped at the reference desk on the way out to say that she’s from Massachusetts, and their libraries don’t have anything like we have in terms of programming. She said she would go to a library event every now and then, but since she moved to Ohio, she goes to events several nights a week! She just loves us!!!!” A total of 23 people attended this program at the **Parma Heights Branch**.

As a New Year’s celebration for young children who are unable to stay up until midnight, **South Euclid-Lyndhurst Branch** BSA I Temah Britt-Jackson and BSA II Jamie Sedlacko led a Noon Year’s Eve celebration. Sedlacko read *Groovy Joe: Dance Party Countdown* by Eric Litwin and Britt-Jackson read a fun filled story as well. As families filed in, they were given a snack and juice, as well as a craft (a paper crown they could decorate at their tables). They were also given glow sticks. After storytime, they played a parachute game and participants finished their crowns until our countdown. At 5 ‘til 12:00, families prepared for the countdown and turned off the lights. When the clock struck noon, Sedlacko and Britt-Jackson turned on disco lights and the bubble machines, playing music so kids could dance in the bubbles. After a while, they opened Meeting Room A where we set up several toys and a 2024 photo backdrop. A total of 21 children and 22 adults attended.

In celebration of National Hot Chocolate Day (1/31), Teen Takeover participants designed mugs using the mug heat press in the **Mayfield Branch** Innovation Center, facilitated by Teen BSL’s Gigi Conti (MAY) and Kat Retting (RCH.) The 12 participants had a chance to make a mug, and while they waited their turn passed the time creating colorful key chains. ). Their custom designed mugs were then filled with a take home hot chocolate packet and a peppermint candy cane spoon. With adults, there was 18 people in total. Healthy Shopping 101 (1/20/2024) at the **Richmond Hts. Branch** on January 20 was presented by Chef Tynisa Acoff-Roubideaux. Chef T. shared tips on how to identify the most nutritional food while grocery store shopping. Evaluations included: “Chef T. was engaging & interesting”, and “Great Class! Very informative & easy to understand.” The program was promoted at our UH partners Health and Wellness event at the Richmond Heights Community Center and UH Outreach provider, Susan, stopped by as well!

On January 17, **Maple Heights Branch's** Deva Walker and Leslie Patterson spoke with students at Remington College about the services at Cuyahoga County Public Library. Deva noticed a meeting room request from Cleveland State University. In this request they spoke about introducing the library resources to their students. Walkerspoke with Professor Rachel Chapman about partnering with her to provide a presentation to the education students that will be doing field work at Abraham Lincoln. Due to this conversation Deva created a community partner with Cleveland State to provide resources to their students at the Maple Heights Branch. Kyra spoke with 25 students on January 31 about library resources, the Maple Heights community, Abraham Lincoln, the role of the library and more. The comment from Professor Chapman was, “I didn’t realize that the library provided so many resources”. Maple staff will meet with Cleveland State University students a few more times this year.

**Beachwood Branch** Manager Amia Wheatley met with Beachwood Economic Development Director Cathy Bieterman on January 9 to showcase our business resources online. Cathy was impressed by the amount of resources CCPL has to share, and has linked our Resource page on the economic development website: [www.beachwoodohio.com/160/One-Stop-Business-Resource-Center](http://www.beachwoodohio.com/160/One-Stop-Business-Resource-Center)



# System Highlights

On January 15, the **Warrensville Heights Branch** hosted a Martin Luther King Day Innovation Celebration: LEGO Pixel Art program! Children's BSL-II Isabel Klein, Innovation Programming Specialist Matt Skvasik, BSL-I Beate van der Schalie and Acting BSA-I Claudia Cangemi facilitated the pilot LEGO Pixel Art program with youth to celebrate and honor MLK Jr. Day. Each participant created messages of hope, peace, and love! There was a total of 20 in attendance.

Jenny Haag, Fairview Park Branch, Children's Librarian held an Iron Chef Mug Makers program on January 6, which was a huge success. A total of 24 joined us for the two-part program. The first half was dedicated to choosing designs to decorate mugs in the Innovation Center. Once the kids had their mugs, they then got to make homemade hot cocoa mix, customized with mix-ins of their choosing. The kids also made recipe cards for their mixes and shared their recipes with the group. Two of the kids have attended all 3 of the innovation programs Jenny has led so far and now consider themselves junior innovators! While in the center, the kids noticed the canvas prints made with our UV printer and wanted to know more about how they were made. This has led to a program planned for the summer where they will illustrate their designs via Procreate and then print them on canvas. Parents and kids alike are enjoying the children's innovation programs and look forward to more in the future.

The new year has been off to a great start for **Social Work!** With Social Work manager Bryanta Spencer onboarding a newly hired Social Worker, Donea Roddy, her arrival has been extremely helpful and well received by both customers and staff. It's rewarding engaging with someone like minded who can assist with the responsibilities to maximize the efforts to help those in need. Donea is a wealth of knowledge and hit the ground running without hesitation to lend a hand. While assisting a family with a unique circumstance, Donea discovered a new resource and developed another relationship that will be utilized to assist others. The possibilities are endless...more to come.

**CUYAHOGA COUNTY PUBLIC LIBRARY  
REPORT OF THE CHIEF EXECUTIVE OFFICER  
FEBRUARY 27, 2024**

**ACTIVITIES OF THE CHIEF EXECUTIVE OFFICER**

**January 25**

- Meeting with **Justin McCaulley, President, McCaulley& Company**, and **Devon Eldridge, Associate, McCaulley& Company**, and Kate McCreary, CCPL Chief Communications & External Relations Officer
- 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, Jeffrey Mori, Chief Operations Officer, and Bertha Arrington, CCPL Executive Division Manager

**January 26**

- Vacation

**January 29**

- Welcomed and Presented at the monthly CCPL **New Employee Orientation**
- Met with Kate McCreary, CCPL Chief Communications & External Relations Officer

**January 30**

- Met with Greg Cordek, CCPL Chief Financial Officer
- Met with **Justin McCaulley, President, McCaulley& Company**

**January 31**

- Welcomed and gave CCPL Foundation Board President report at CCPL Foundation Board Meeting, Parma-Snow Branch
- Attended CCPL's Security Operations training, with other staff members, Parma-Powers Branch
- Met with Monique Good, CCPL Chief Human Resources Officer

**February 1**

- 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, Jeffrey Mori, Chief Operations Officer, and Bertha Arrington, CCPL Executive Division Manager
- Meeting with **Steve Potash, CEO, OverDrive, Inc.**
- Conference call with **Brooks Rainwater, President and CEO, Urban Libraries Council (ULC)**, and ULC Directors

**February 2**

- Attended **The City Club Forum: "Propelling the Region and Its People Forward"** with **CCPL Trustee Patricia Shlonsky**
- Met with **Julia Waga, University Librarian | Library Director, John Carroll University** at CCPL South Euclid-Lyndhurst Branch

### February 5

- Met with **Kevin Martin, President, and CEO, IdeaStream**, with Kate McCreary, CCPL Chief Communications & External Relations Officer
- Met Kate McCreary, CCPL Chief Communications & External Relations Officer
- Met with Pamela Jankowski, CCPL Chief Public Services Officer

### February 6

- Meeting to discuss Owner Design for **CCPL new Parma Heights Branch** with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland**, and **Sandy Tilberg, Senior Interior Designer, Bialosky Cleveland**, and **Christopher Persons, Associate, Bialosky Cleveland, Eric Gradert, Project Manager, Shook Construction, Brian Gissiner, General Contractor, Shook Construction, and Matthew Danis, MBA, CPSM, Shook Construction** and, Pamela Jankowski, CCPL Chief Public Services Officer, Terrance Echols, CCPL Director, Adult Education Services, Krista Tokarz, CCPL Branch Manager
- **Community Collaboration Committee Pre-Call with Craig Dorn, President & CEO, Youth Opportunities Unlimited (Y.O.U.), and Amy Morgenstern, President, Main Stream Enterprises**

### February 7

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

### February 8

- Meeting with **Justin McCaulley, President, McCaulley& Company**, and **Devon Eldridge, Associate, McCaulley& Company, Camryn Pillar, Analyst, McCaulley& Company**, and Kate McCreary, CCPL Chief Communications & External Relations Officer, Jessica Kanelos, CCPL Development Director, Margaret Currie, CCPL Grants Manager
- Meeting with CCPL Executive Leadership Team, Greg Cordek, CCPL Chief Financial Officer, Pamela Jankowski, Chief Public Services Officer, Kate McCreary, CCPL Chief Communications & External Relations Officer, Monique Good, CCPL Chief Human Resources Officer, and Bertha Arrington, CCPL Executive Division Manager
- Meeting with **Karen Hooser, President, The Reinberger Foundation**, with Kate McCreary, CCPL Chief Communications & External Relations Officer, Jessica Kanelos, CCPL Development Director, Margaret Currie, CCPL Grants Manager
- Conference call with **Brooks Rainwater, President and CEO, Urban Libraries Council (ULC), and ULC Directors**

### February 9

- Attended **The Center for Community Solutions Board Meeting**
- Met with **Jeff Valus, Principal, CBLH Design, Scott Weaver, Principal, CBLH Design**, and **Aaliyah Russell, Project Designer, CBLH Design**, and Darlene Davis, CCPL Solon Branch Manager

**February 12**

- Attended and Welcomed guests at CCPL **Employee Resource Group (ERG)** training for CCPL Executive Sponsors
- Conference call with **Brian Moore, Attorney, Roetzel & Andress**, and **Daniel McIntyre, Legal Counsel for Beachwood City School District**, and Jeffrey Mori, CCPL Chief Operations Officer
- Met with Kate McCreary, CCPL Chief Communications & External Relations Officer
- Met with Pamela Jankowski, CCPL Chief Public Services Officer

**February 13**

- Met with Greg Cordek, CCPL Chief Financial Officer
- Meeting with **Jeff Valus, Principal, CBLH Design, Aaliyah Russell, Project Designer, CBLH Design**, and Darlene Davis, CCPL Solon Branch Manager at CCPL Solon Branch
- Participated in **Youth Opportunities Unlimited (Y.O.U.) Community Collaboration Committee Meeting**

**February 14**

- Met with Monique Good, CCPL Chief Human Resources Officer
- Attended **The City Club Forum: “Can Libraries be Everything to Everyone”** with **CCPL Trustee Patricia Shlonsky and Trustee Edward Blakemore** and, **Mary Ellen Icaza, CEO and Executive Director, Stark County District Library**, Pamela Jankowski, CCPL Chief Public Services Officer, Monique Good, CCPL Chief Human Resources Officer, Greg Cordek, CCPL Chief Financial Officer, Rebecca Ranallo, CCPL LLD Director, and Terrence Echols, CCPL AES Director
- Gave **CCPL Quarterly Town Hall meeting**

**February 15**

- 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 Bertha Arrington, CCPL Executive Division Manager
- Attended CCPL new Beachwood Library Branch Kickoff Meeting

**February 16**

- Met with Jessica Breslin, Director, Rocky River Public Library

**February 19**

- Interviewed with **Gretchen Kroen, Reporter, Cleveland.Com**
- Met with Kate McCreary, CCPL Chief Communications & External Relations Officer
- Met with Pamela Jankowski, CCPL Chief Public Services Officer

**February 20**

- Met with Jeffrey Mori, CCPL Chief Operations Officer
- Meeting with **Ohio Library Council (OLC) Statehouse Update on the One Time Strategic Community Investment Fund**
- **Phone call with Matt Carroll, County Executive Ronayne's Office**
- Meeting to discuss Design for **CCPL new Parma Heights Branch** with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, Sandy Tilberg, Senior Interior Designer, Bialosky Cleveland, and Samantha Meyer, Interior Designer, Bialosky Cleveland, and** Jeffrey Mori, CCPL Chief Operations Officer, Pamela Jankowski, CCPL Chief Public Services Officer, and Krista Tokarz, CCPL Branch Manager, CCPL Parma Heights Branch
- Attended CCPL Grievance meeting

**February 21**

- Met with Monique Good, CCPL Chief Human Resources Officer
- 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, Jeffrey Mori, Chief Operations Officer, and Bertha Arrington, CCPL Executive Division Manager
- Met with Jeffrey Mori, CCPL Chief Operations Officer

**February 22-23**

- Vacation

**February 26**

- Attended the **American Heart Association(AHA) Event** at CCPL South Euclid-Lyndhurst Branch, with guests from, **American Heart Association, Parker Hannifin, and Local Civic Leaders**, and Kate McCreary, CCPL Chief Communications & External Relations Officer, Robert Rua, CCPL Director, Marketing & Communications, Pamela Jankowski, CCPL Chief Public Services Officer, Monique Good, CCPL Chief Human Resources Officer, Donea Roddy, CCPL Social Worker, and Steven Haynie, Branch Manager, CCPL South Euclid-Lyndhurst Branch
- Met with Kate McCreary, CCPL Chief Communications & External Relations Officer
- Attended CCPL Grievance meeting
- Met with Pamela Jankowski, CCPL Chief Public Services Officer

**February 27**

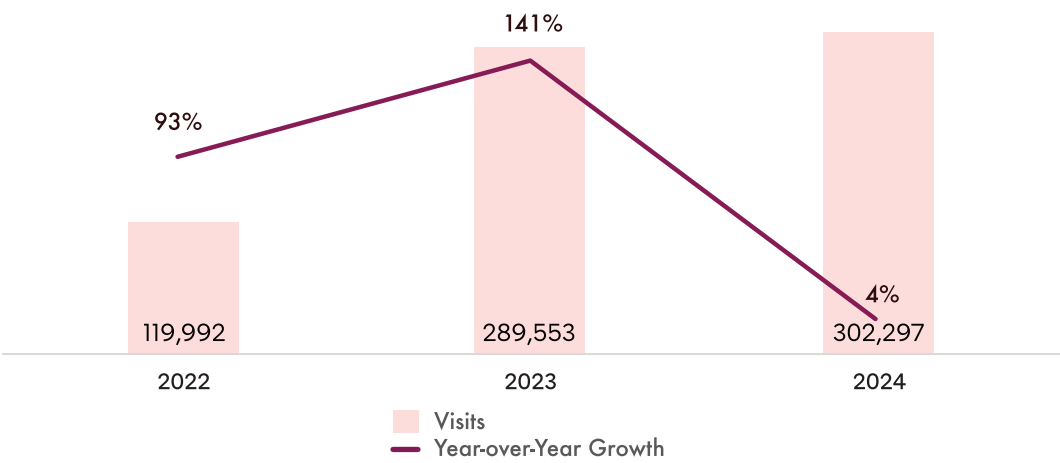
- Met with Greg Cordek, CCPL Chief Financial Officer
- Facilitated **CCPL Policy, Planning & External Relations meeting**
- Facilitated **CCPL Board of Trustees meeting**



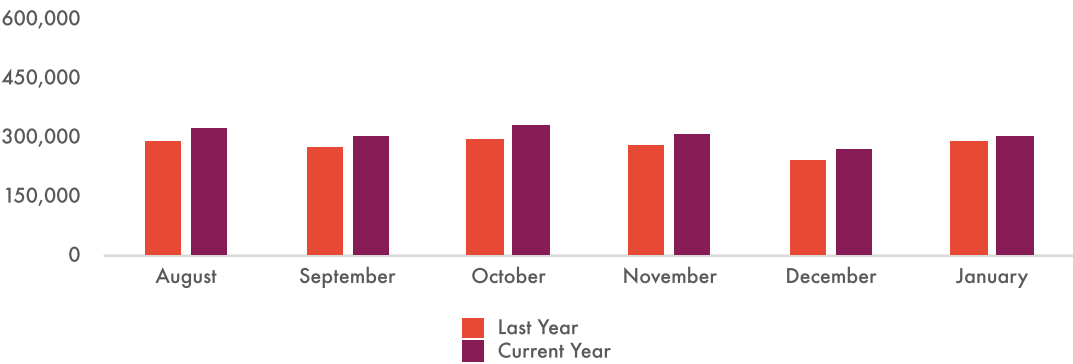
Chief Executive Officer

# Visits | January 2024

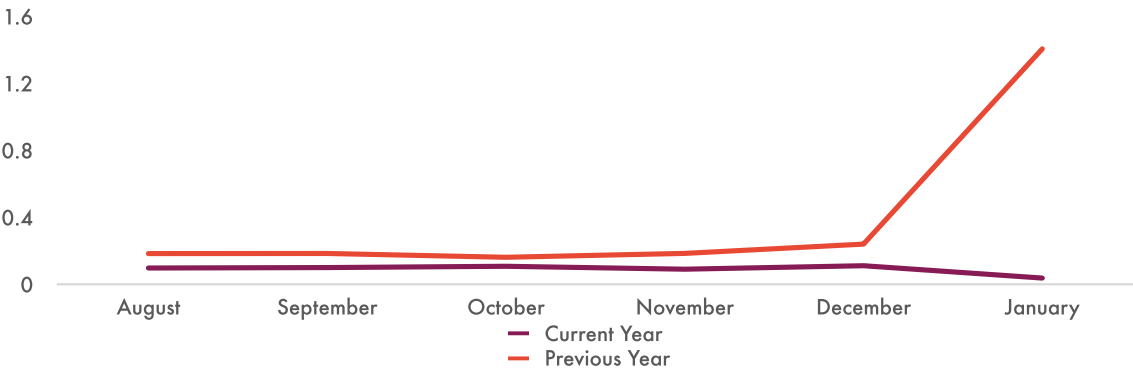
## Year to Date



## Monthly

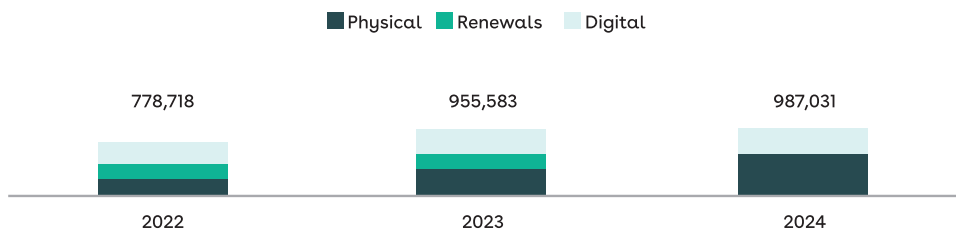


## Year-over-Year Growth

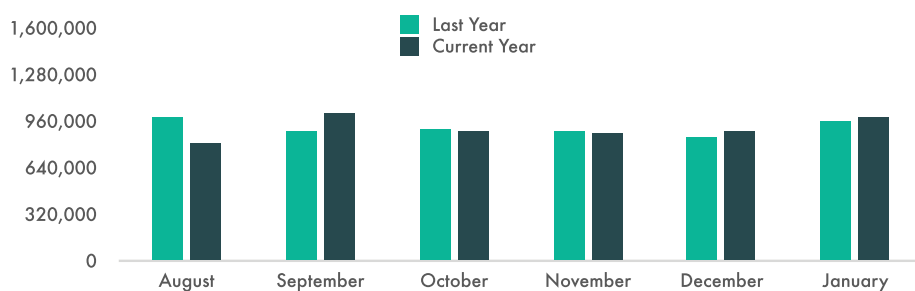


# Circulation | January 2024

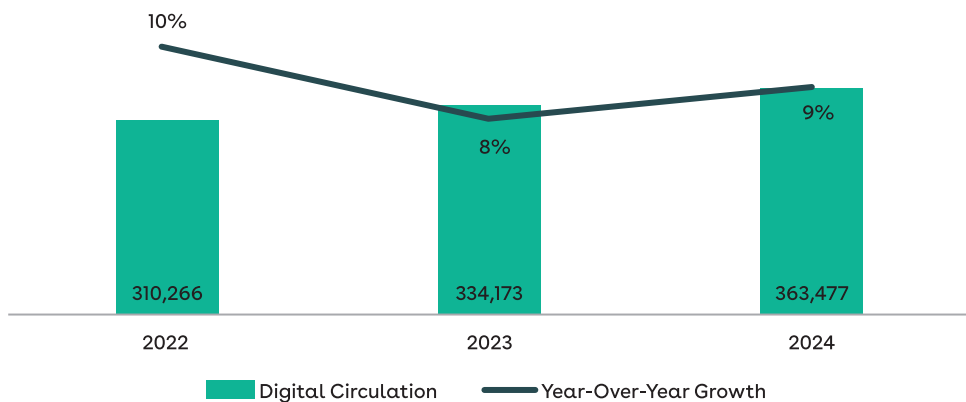
## Year to Date Total Circulation



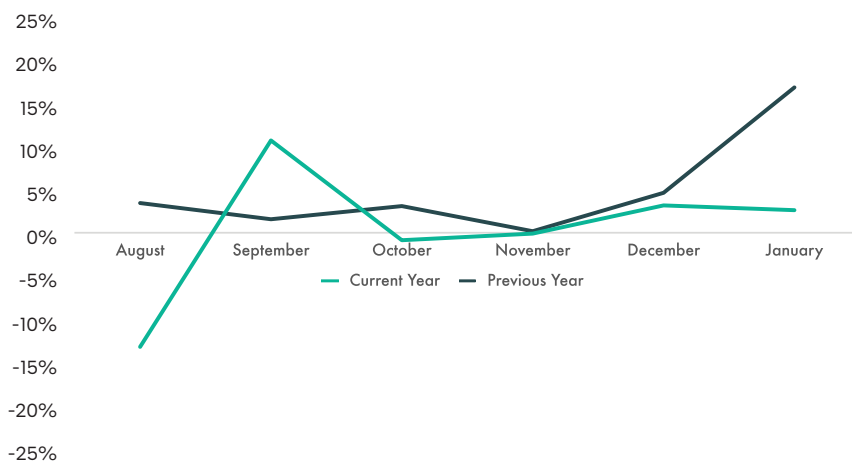
## Monthly Total Circulation



## Year to Date Digital Circulation



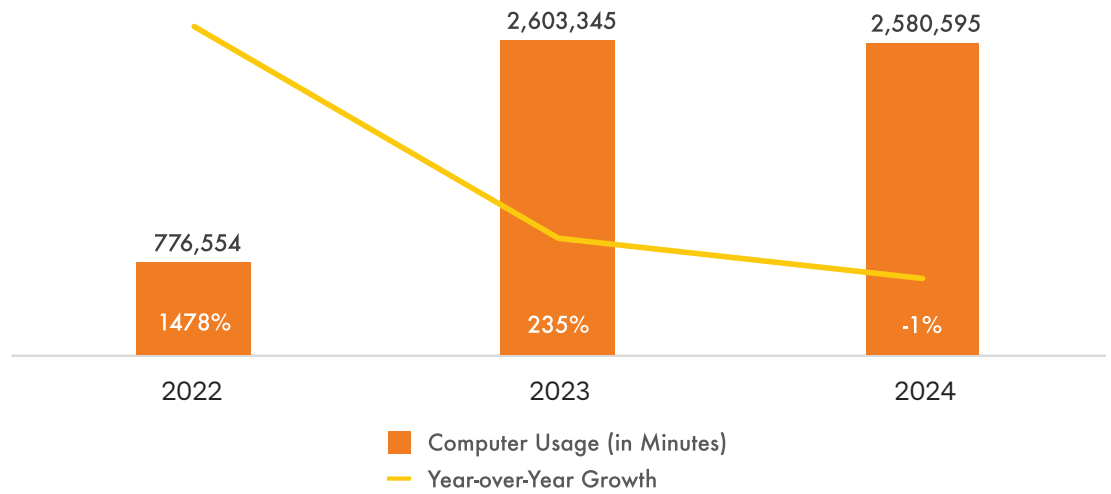
## Year-over-Year Growth Total Circulation



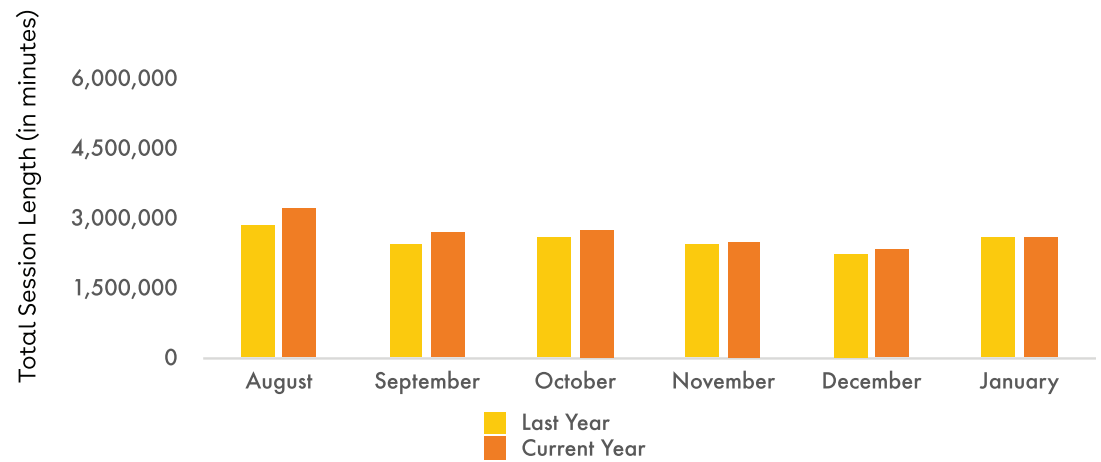


# Computer Use | January 2024

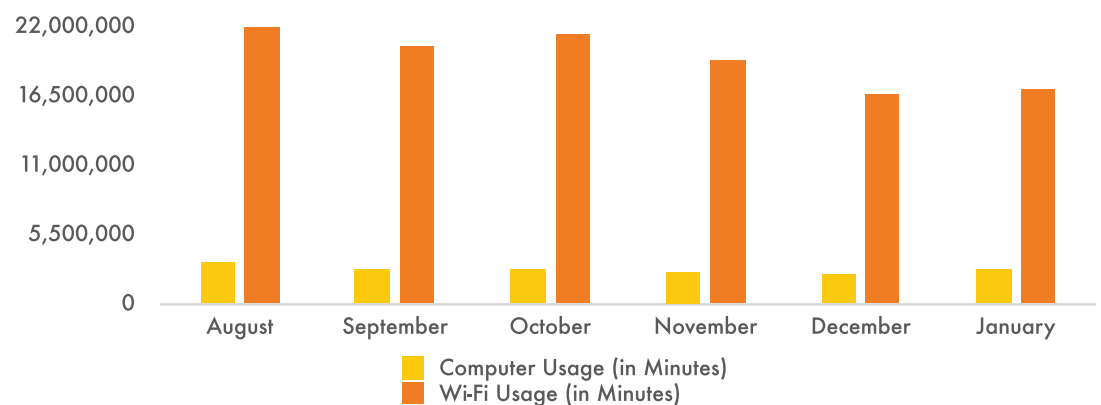
## Year to Date



## Monthly

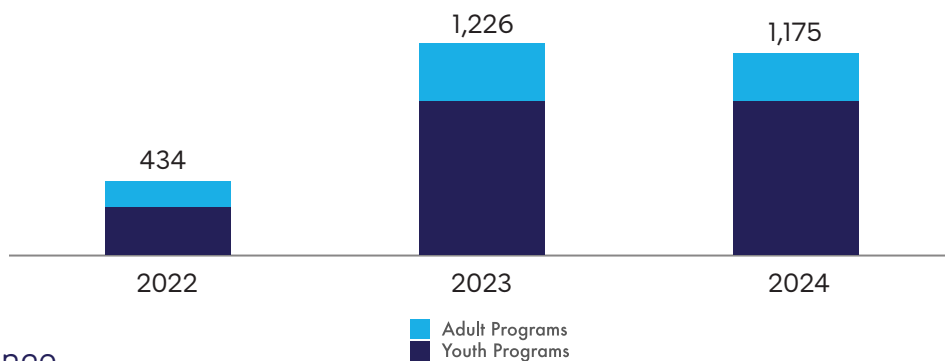


## Public Computer VS. WiFi Usage

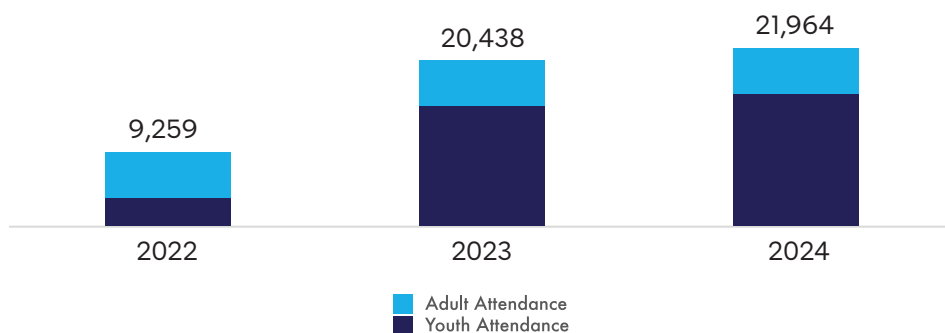


# Programs | January 2024

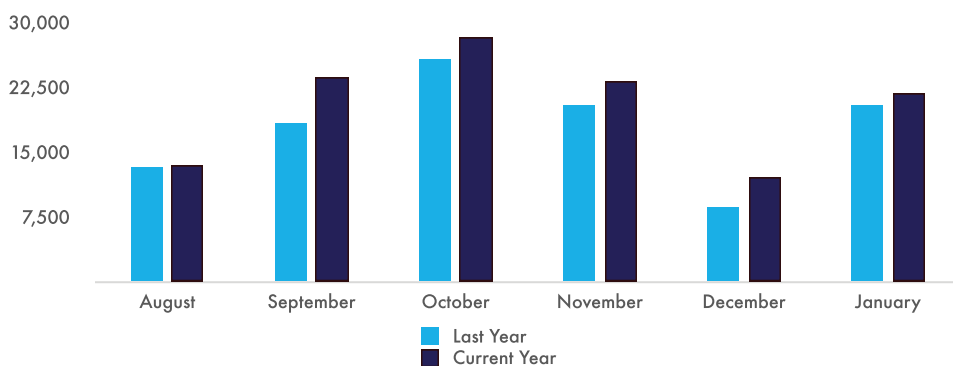
## Year to Date Programs Offered



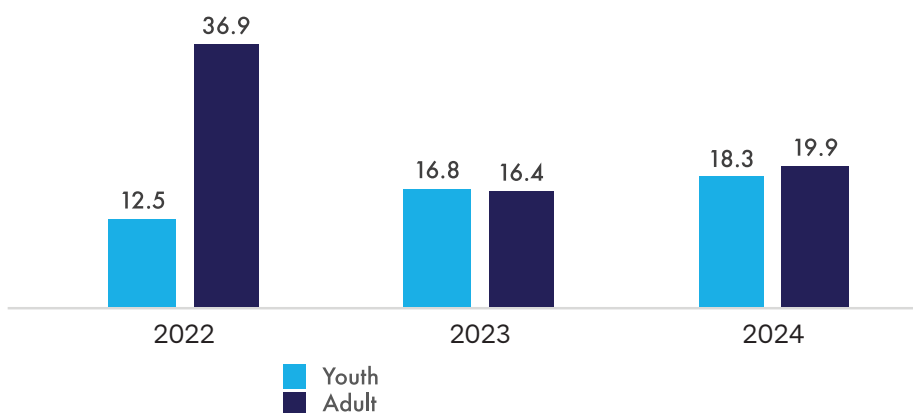
## Year to Date Program Attendance



## Monthly Program Attendance



## Average Program Attendance



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APPOINTMENTS										
NAME	POSITION	GRADE	SALARY	HOURS WEEK	COST CENTER	REPLACES	SALARY	REASON	HOURS WEEK	EFFECTIVE DATE
Fox, Hannah	Youth Programming Tutor	OS	\$12.00	10	RCH		\$12.00	New Hire	10	2/12/2024
Hanrahan, Karen	Youth Programming Tutor	OS	\$13.00	10	BKL		\$13.00	Rehire	10	1/29/2024
Pettit, Alison	Youth Programming Tutor	OS	\$12.00	10	BPK		\$12.00	New Hire	10	2/12/2024
Randolph, Katelyn	Youth Programming Tutor	OS	\$12.00	10	NOL		\$12.00	Rehire	10	1/29/2024

SEPARATIONS						
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	EFFECTIVE DATE
Burdine Jr, Brent	Shipping and Receiving Clerk	ADM	205	\$16.16	40	2/7/2024
Duke, Denise	Branch Services Assistant SUB	ADM	205	\$16.16	1	1/31/2024
Fiordalisi, Anne	NBU Page	ORG	OS	\$13.00	15	5/10/2023
Moenich, Teresa	NBU Page	PWR	OS	\$13.00	15	12/13/2023

ANNIVERSARY PAY ADJUSTMENTS								
NAME	POSITION	COST CENTER	GRADE OLD	GRADE NEW	HOURS	SALARY OLD	SALARY NEW	EFFECTIVE DATE
Gill, Malloy	NBU Page	GAT	OSP	OS	15	\$12.50	\$13.00	2/4/2024
Kowall, Celine	NBU Page	SEU	OSP	OS	15	\$12.50	\$13.00	2/18/2024
Miller, Evan	NBU Page	PAH	OSP	OS	15	\$12.50	\$13.00	2/4/2024
Schreiber, Corinne	NBU Page	SEU	OSP	OS	15	\$12.00	\$12.50	2/4/2024
Smith, Jordan	NBU Page	SEU	OSP	OS	15	\$12.50	\$13.00	2/18/2024
Zumack, Magdalena	NBU Page	NRY	OSP	OS	15	\$12.00	\$12.50	1/7/2024

RETIREMENTS							
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	HIRE DATE	LAST WORKING DAY



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
Bar, Skye	TSD ACQ Clerk - Acquisitions Branch Services Clerk SUB TSD ACQ Assistant SUB	ADM ADM ADM	ADM ADM ADM	204 205 206	204 205 206	40 1 1	40 1 1	\$17.83 \$17.83 \$17.83	\$17.83 \$17.83 \$18.56		Add Third Rate	40 1 1	1/21/2024
Bessner, Amber	Branch Services Assistant II	GFH	GFH	207	207	32	24	\$23.97	\$23.97		Temporary Hours Ended	24	2/18/2024
Brunecz, Cecelia	Branch Services Clerk Branch Services Librarian SUB	GFH ADM	GFH ADM	207 205	205 208	20 1	32 1	\$21.73 \$21.73	\$17.83 \$23.07		Acting Position Ended	32 1	2/18/2024
Cangemi, Claudia	Branch Services Clerk Branch Services Assistant I SUB	WVH ADM	BKL ADM	207 205	205 207	40 1	24 1	\$21.09 \$21.09	\$17.31 \$20.69		Acting Position Ended	24 1	1/21/2024
Cilik, Peter	Branch Services Clerk	MAY	MAY	205	205	28	32	\$17.83	\$17.83		Increase in Hours	32	2/18/2024
Clancy, Robin	Branch Services Librarian Branch Services Clerk SUB	SLN ADM	CHF ADM	207 205	208 205	20 1	24 1	\$21.16 \$22.63	\$23.52 \$22.63		Acting Position Begins	24 1	1/7/2024
Cross, Toni	Branch Services Assistant I Branch Services Clerk SUB	BED	BED ADM	207	207 205	32	32 1	\$22.49	\$22.49 \$22.49		Add Second Rate	32 1	2/4/2024
Davies, Laura	Branch Services Clerk Branch Services Assistant I SUB	NOL ADM	NOL ADM	205 207	205 207	20 1	28 1	\$17.31 \$20.69	\$17.31 \$20.69		Increase in Hours	28 1	1/21/2024
Dean, Kevin	Branch Services Clerk	BKL	BKL	205	205	40	28	\$17.31	\$17.31		Decrease in Hours	28	2/18/2024
Deming, Matthew	Branch Services Clerk	CHF	CHF	205	205	32	40	\$17.83	\$17.83		Temporary Hours Increase	40	1/21/2024
DiNovo, Erica	NBU Page Branch Services Clerk SUB	ORG	ORG ADM	OS	OS 205	15	15 1	\$12.00	\$12.00 \$16.16		Add Second Rate	15 1	2/18/2024
Gessler, Karly	Branch Services Clerk	SLN	SLN	205	205	40	32	\$17.83	\$17.83		Decrease in Hours	32	1/21/2024
Hereford, Sabrina	Branch Services Clerk	GFH	GFH	205	205	36	32	\$19.10	\$19.10		Temporary Hours Ended	32	2/18/2024
Holpuch, Mary	NBU Page	NRY	NRY	OS	OS	15	1	\$13.00	\$13.00		Transfer to Substitute	1	2/4/2024
Johanni, Angelique	Branch Services Clerk	MDH	CHF	205	205	36	24	\$17.31	\$17.31		Acting Position Begins	24	2/4/2024
Kazimir, Brandon	TSD ACQ Clerk - Acquisitions Branch Services Assistant I SUB TSD ACQ Assistant SUB	ADM ADM ADM	ADM ADM ADM	204 207 207	204 207 206	40 1 1	40 1 1	\$17.31 \$20.69 \$20.69	\$17.31 \$20.69 \$18.56		Add Third Rate	40 1 1	1/21/2024
Kell, Alexandra	Branch Services Assistant I	PAS	BAY	205	207	40	40	\$17.31	\$21.09		Acting Position Begins	40	2/18/2024

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
Khan, Deena	Branch Services Clerk	BAY	BAY	205	205	16	20	\$17.31	\$17.31		Increase in Hours	20	2/18/2024
Kiel, Katherine	Branch Services Clerk	BAY	BAY	205	205	32	40	\$17.31	\$17.31		Increase in Hours	40	2/18/2024
Lordan, Christina	Branch Services Clerk	CHF	CHF	205	205	24	32	\$17.83	\$17.83		Temporary Hours Increase	32	1/21/2024
Lumbus, Faith	Branch Services Clerk	GFH	GFH	205	205	32	20	\$17.31	\$17.31		Temporary Hours Ended	20	2/18/2024
Luther, Isaac	Branch Services Assistant I Floater Branch Services Clerk SUB	STV ADM	ADM ADM	205 207	207 205	20 1	20 1	\$17.31 \$20.69	\$21.09 \$21.09		Acting Position Begins	20 1	2/4/2024
Miller, Evan	NBU Page Branch Services Clerk SUB	PWR	PWR ADM	OS	OS 205	15	15 1	\$12.50	\$12.50 \$16.16		Add Second Rate	15 1	1/21/2024
Ostromeck, Ciera	Branch Services Clerk	GFH	GFH	205	205	32	20	\$16.98	\$16.98		Temporary Hours Ended	20	2/18/2024
Papcum, Erica	Branch Services Assistant I Branch Services Clerk SUB	FPR ADM	FPR ADM	205 207	207 205	40 1	24 1	\$16.97 \$20.69	\$21.09 \$21.09		Promotion	24 1	2/18/2024
Phillips, Magdalene	Branch Services Assistant I Branch Services Clerk SUB	BAY ADM	SEU ADM	207 205	207 205	20 1	36 1	\$22.59 \$22.59	\$22.59 \$22.59		Transfer	36 1	1/21/2024
Raffa, Alicia	Branch Services Assistant II Branch Services Clerk SUB Branch Services Librarian SUB	MAY ADM	MAY ADM ADM	207 205	207 205 208	20 1	20 1 1	\$21.09 \$21.09	\$21.73 \$21.73 \$23.07		Promoted to BSA II	20 1 1	1/21/2024
Sedlacko, Jamie	Branch Services Librarian Generalist	SEU	MAY	207	208	20	40	\$21.52	\$23.52		Acting Position Begins	40	1/21/2024
Stergar, Michelle	Branch Services Clerk	NOL	NOL	205	205	32	24	\$22.27	\$22.27		Decrease in Hours	24	1/21/2024
Tengesdal, Jacie	Branch Services Assistant II Branch Services Librarian SUB	BED	BED ADM	207	208 208	40	40 1	\$22.83	\$22.83 \$23.07		Add Second Rate	40 1	2/4/2024
Toth, Gail	Branch Services Librarian	SLN	BEA	209	208	40	40	\$32.94	\$31.37		Acting Position Ended	40	1/21/2024
Vargas, Anna	Branch Services Clerk SUB	BEA	ADM	205	205	24	1	\$17.83	\$17.83		Transfer to Substitute	1	2/18/2024
Vasquez-Garcia, Sveidy	Branch Services Clerk Branch Services Assistant I SUB	RCH	RCH ADM	205	205 207	16	16 1	\$16.16	\$16.16 \$20.69		Add Second Rate	16 1	1/21/2024
Youmans, Katelyn	Branch Services Clerk Branch Services Assistant II SUB	PAS	PAS ADM	205	205 207	24	24 1	\$16.16	\$16.16 \$21.09		Add Second Rate	24 1	2/4/2024

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
Zukauckas, Julie	Branch Services Clerk Branch Services Librarian SUB	MAY ADM	MAY ADM	205 208	205 208	24 1	32 1	\$22.63 \$23.07	\$22.63 \$23.07		Increase in Hours	32 1	2/4/2024

HUMAN RESOURCES DIVISION REPORT LIST NO. 2024-2

CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (S)	AMOUNT	MILEAGE	MEETING
Bartlett, Wendy	2/19/2024	\$0.00	\$ -	Stark District Library Staff Day / Stark District Library / Canton, OH
Brown, Lisa	2/28/2024	\$0.00	\$ -	ADA and FMLA Challenges Relating to Mental Health / Kastner, Westman and Wilkins / Akron, OH
Buryanek, Rebecca	6/25/2024 - 6/28/2024	\$0.00	\$ -	De-Escalation Training & Crisis Intervention / Tri-C West / Parma, OH
Dolan, Robert	4/18/2024 - 4/19/2024	\$655.00	\$ 165.06	CPIM - Public Library Fiscal Officer Conference / Ohio Library Council / Lewis Center, OH
Flinn, Sarah	6/25/2024 - 6/28/2024	\$0.00	\$ -	De-Escalation & Crisis Management / Tri-C / Parma, OH
Hajek, Nicolaus	3/19/2024 - 3/22/2024	\$0.00	\$ 66.81	De-Escalation & Crisis Intervention Training / ADAMHS Board of Cuyahoga County / Parma, OH
Haynie, Steven	2/1/2024	\$0.00	\$ 26.20	NEO Teen Summer Reading Program / NEO / Bainbridge, OH
Lagunzad, Ashley	4/9/2024 - 4/12/2024	\$0.00	\$ -	De-Escalation & Crisis Intervention Training / ADAMHS Board of Cuyahoga County / Parma, OH
Lang, Katie	2/7/2024	\$40.00	\$ -	Lunch with Leaders / Engage! Cleveland / Cleveland, OH
Lang, Katie	3/13/2024	\$106.42	\$ -	Lunch with Leaders / Engage! Cleveland / Cleveland, OH
Lang, Katie	3/14/2024	\$35.00	\$ -	AFP Fundraising Boot Camp / Association of Fundraising Professionals Greater Cleveland Chapter / Cleveland, OH
McCreary, Kate	4/2/2024 - 4/5/2024	\$1,553.00	\$ 89.73	PLA 2024 Conference / Public Library Association / Columbus, OH
Power, Katie	6/25/2024 - 6/28/2024	\$0.00	\$ -	De-Escalation Training & Crisis Intervention / Tri-C West / Parma, OH
Roddy, Donea	2/8/2024	\$0.00	\$ 24.89	Summer Reading Program Palooza / NEO-RLS / Westlake, OH
Roddy, Donea	2/13/2024	\$0.00	\$ 6.55	Adult Mental Health First Aid / ADAMHS Board / Cleveland, OH
Roddy, Donea	3/15/2024	\$0.00	\$ 2.62	Youth Mental Health First Aid / Cuyahoga County Youth Work Institute / Cleveland, OH
Roddy, Donea	3/19/2024 - 3/22/2024	\$0.00	\$ 94.32	De-Escalation & Crisis Intervention Training / ADAMHS Board of Cuyahoga County / Parma, OH
Roddy, Donea	2/9/2024	\$0.00	\$ 2.62	Verbal Intervention Strategies / Cuyahoga Youth Works Institute / Cleveland, OH
Sanicki, Brian	2/8/2024	\$49.00	\$ -	Conflict In The Library / Library Works / Virtual
Spencer, Bryanta	2/13/2024	\$0.00	\$ 14.41	Adult Mental Health First Aid / ADAMHS Board / Cleveland, OH
Spencer, Bryanta	2/9/2024	\$0.00	\$ 15.72	Verbal Intervention Strategies / Cuyahoga Youth Works Institute / Cleveland, OH

CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (S)	AMOUNT	MILEAGE	MEETING
Spencer, Bryanta	2/8/2024	\$0.00	\$ 27.51	Summer Reading Program Palooza / NEO-RLS / Westlake, OH
Thorrat, Lori	4/3/2024 - 4/5/2024	\$1,200.00	\$ -	PLA 2024 Conference / Public Library Association / Columbus, OH
Trivisonno, Maria	4/3/2024 - 4/5/2024	\$1,200.00	\$ -	PLA 2024 Conference / Public Library Association / Columbus, OH
Walker, Hillary	4/3/2024 - 4/5/2024	\$888.90	\$ 178.16	PLA 2024 Conference / Public Library Association / Columbus, OH
Ward, Alex	4/9/2024 - 4/12/2024	\$0.00	\$ -	De-Escalation & Crisis Intervention Training / ADAMHS Board of Cuyahoga County / Parma, OH
		\$5,727.32		

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## **Financial Statement Analysis**

### **January 2024**

The budget presented on this report is the Temporary Appropriations and Estimated Revenues as adopted by the Board on November 14, 2023 for the fiscal year 2024.

#### **Revenues**

We received a small portion of our Property Tax Advance during the month of January, the large Property Tax Advance will be received in February. Our total Property Tax revenue received in January is \$3.1 million, this is comparable to last January's receipts.

Our monthly distribution for the PLF was received in the amount of \$1,859,089. While last January's receipts were \$285,000 more than this year's receipts we do not anticipate issues with meeting our expected annual total amount of \$25 million. We will monitor during the year.

We collected \$145 thousand in Patron, Fines & Fees. The bulk of these receipts are from passport and passport photo fees. This month's collections are comparable to last January's collections.

#### **Expenses**

The Salaries and Benefits accounts for one month into our fiscal year are within budget. The Insurance Benefits line item is 12.6% of budget. While that may seem high, every January the Library funds the Health Savings Account for the enrolled employees. This line item will reflect a more normal percentage after a couple of months into the fiscal year.

Other expense groupings such as Supplies, Purchased & Contracted, Capital Outlay and Library Materials are showing larger percentages spent against the budget due to the encumbering of blanket purchase orders during January to cover anticipated cost during the course of the year.

**Investments**

There was one purchase of a Treasury Note for the month of January:

Bank of America Securities \$250,000 at a yield of 4.00%

There was one purchase of Commercial Paper for the month of January:

Wells Fargo Securities \$570,000 at a yield of 5.40%

There was one purchase of an Agency Security for the month of January:

Citigroup Global Markets, Inc \$1,000,000 at a yield of 5.56%

**Transfers and Advances**

There were no transfers or advances for the month.



CUYAHOGA COUNTY PUBLIC LIBRARY										General Fund
REVENUE										
Fiscal 2024 -January										8.3% of Year
Acct. No.	General Fund Line Item Description	2024 Revenue	2023 Final Revenue	2024 MTD Received	2023 MTD Received	2024 YTD Received	2023 YTD Received	2024 % Received	2024 Balance	Notes
1200	General Property Taxes	\$59,268,450.00	\$59,394,793.53	\$3,160,643.11	\$3,287,000.00	\$3,160,643.11	\$3,287,000.00	5.3%	(\$56,107,806.89)	
	Gen Prop Taxes-Rel Estate 2.5 Mills	\$40,268,450.00	\$40,291,214.03	\$1,683,700.64	\$1,772,000.00	\$1,683,700.64	\$1,772,000.00	4.2%	(\$38,584,749.36)	
	Gen Prop Taxes-Rel Estate 1.0 Mills	\$19,000,000.00	\$19,103,579.50	\$1,476,942.47	\$1,515,000.00	\$1,476,942.47	\$1,515,000.00	7.8%	(\$17,523,057.53)	
1250	Intergovernmental	\$30,520,596.98	\$31,487,529.60	\$1,859,088.89	\$2,144,161.86	\$1,859,088.89	\$2,144,161.86	6.1%	(\$28,661,508.09)	
	Public Library Fund	\$25,789,046.98	\$26,754,162.29	\$1,859,088.89	\$2,144,161.86	\$1,859,088.89	\$2,144,161.86	7.2%	(\$23,929,958.09)	
	Property Taxes	\$4,731,550.00	\$4,733,367.31	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$4,731,550.00)	
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	\$950,000.00	\$1,175,260.26	\$145,735.11	\$148,901.54	\$145,735.11	\$148,901.54	15.3%	(\$804,264.89)	
	Fines and Fees Income	\$35,000.00	\$33,338.27	\$1,057.24	(\$971.46)	\$1,057.24	(\$971.46)	3.0%	(\$33,942.76)	
	Passport Fee	\$620,000.00	\$823,270.00	\$104,930.00	\$110,250.00	\$104,930.00	\$110,250.00	16.9%	(\$515,070.00)	
	Passport Photo Fee	\$276,400.00	\$298,505.00	\$38,040.00	\$36,260.00	\$38,040.00	\$36,260.00	13.8%	(\$238,360.00)	
	Electric Vehicle Charging	\$600.00	\$640.74	\$107.87	\$0.00	\$107.87	\$0.00	18.0%	(\$492.13)	
	Meeting Room Rental Fees	\$18,000.00	\$19,506.25	\$1,600.00	\$3,363.00	\$1,600.00	\$3,363.00	8.9%	(\$16,400.00)	
4000	Interest	\$450,000.00	\$696,612.86	\$9,216.43	\$18,327.09	\$9,216.43	\$18,327.09	2.0%	(\$440,783.57)	
5500	Services Provided Other Entities	\$5,000.00	\$6,106.03	\$6.00	\$85.00	\$6.00	\$85.00	0.1%	(\$4,994.00)	
6100	Restricted Gifts	\$0.00	\$195,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
6500	Unrestricted Gifts	\$20,000.00	\$123,676.23	\$500.00	\$0.00	\$500.00	\$0.00	2.5%	(\$19,500.00)	
8100	Sale of Property	\$25,000.00	\$31,254.23	\$8,500.00	\$0.00	\$8,500.00	\$0.00	34.0%	(\$16,500.00)	
8200	Sale of Resale Supplies	\$87,220.00	\$101,490.90	\$10,335.27	\$9,572.04	\$10,335.27	\$9,572.04	11.8%	(\$76,884.73)	
8300	Rental of Real Property	\$23,110.00	\$25,031.50	\$1,925.50	\$0.00	\$1,925.50	\$0.00	8.3%	(\$21,184.50)	
8700	Refunds and Reimbursements	\$157,170.00	\$203,722.33	\$5,316.38	\$7,495.08	\$5,316.38	\$7,495.08	3.4%	(\$151,853.62)	
8900	Miscellaneous	\$7,500.00	\$7,807.38	\$57.20	\$46.00	\$57.20	\$46.00	0.8%	(\$7,442.80)	
9800	Advances In	\$0.00	\$45,540.85	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
9900	Transfers In	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
	Carryover	\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	100.0%	\$0.00	
TOTAL -- General Fund		\$92,014,046.98	\$94,001,425.70	\$5,201,323.89	\$5,615,588.61	\$5,701,323.89	\$6,115,588.61	6.2%	(\$86,312,723.09)	
TOTAL -- Capital Fund - 402		\$750,000.00	\$17,249,885.44	\$111,391.08	\$65,165.92	\$111,391.08	\$65,165.92	14.9%	(\$638,608.92)	
TOTAL -- Note Retirement Fund - 301		\$4,327,019.00	\$4,602,011.85	\$681.52	\$119.21	\$681.52	\$119.21	0.0%	(\$4,326,337.48)	
TOTAL -- Trust Fund (Regular) - 701		\$25,000.00	\$81,727.25	\$4,129.86	\$3,900.13	\$4,129.86	\$3,900.13	16.5%	(\$20,870.14)	
TOTAL -- Trust Fund (Special) - 702		\$65,000.00	\$500,064.66	\$8,884.77	\$5,378.10	\$8,884.77	\$5,378.10	13.7%	(\$56,115.23)	
TOTAL -- Endowment Fund - 801		\$250.00	\$937.23	\$81.63	\$67.76	\$81.63	\$67.76	32.7%	(\$168.37)	
TOTAL -- Agency Fund (FSA) - 901		\$80,000.00	\$102,334.57	\$9,378.54	\$8,431.20	\$9,378.54	\$8,431.20	11.7%	(\$70,621.46)	
TOTAL -- Libraries Accelerated Learning - 222		\$190,785.00	\$244,281.51	\$20,483.85	\$0.00	\$20,483.85	\$0.00	10.7%	(\$170,301.15)	
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	0.0%	(\$2,000.00)	
TOTAL -- Adult Education Services - 247		\$1,129,182.00	\$1,494,225.71	\$232,685.24	\$175,371.65	\$232,685.24	\$175,371.65	20.6%	(\$896,496.76)	
TOTAL -- Family Engagement - 249		\$55,000.00	\$184,093.45	\$26,647.28	\$15,522.87	\$26,647.28	\$15,522.87	48.4%	(\$28,352.72)	
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		\$116,000.00	\$118,982.49	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$116,000.00)	
TOTAL --Digital Literacy- 265		\$490,688.00	\$320,193.10	\$94,149.35	\$33,250.00	\$94,149.35	\$33,250.00	19.2%	(\$396,538.65)	
TOTAL --OH EPA Charging Station- 266		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL --SLN Innovaton Center- 267		\$850,000.00	\$850,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$850,000.00)	
TOTAL -- Student Success - 270		\$233,552.00	\$333,342.21	\$2,500.00	\$0.00	\$2,500.00	\$0.00	1.1%	(\$231,052.00)	
TOTAL -- Summer Camps - 280		\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Special School Program. - 293		\$25,500.00	\$39,140.78	\$9,924.83	\$7,064.67	\$9,924.83	\$7,064.67	38.9%	(\$15,575.17)	
GRAND TOTAL -- All Funds		\$100,354,022.98	\$120,134,645.95	\$5,722,261.84	\$5,929,860.12	\$6,222,261.84	\$6,429,860.12	6.2%	(\$94,131,761.14)	

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2024 January												
8.3% of Year												
Acct. No.	General Fund Line Item Description	2024 Appropriation	2023 C/O Encumbrance	2023 Final Expended	2024 MTD Expended	2023 MTD Expended	2024 YTD Expended	2023 YTD Expended	2024 Enc + PY Enc	2024 Exp+Enc	2024% Exp+Enc	2024 Balance
1000s	SALARIES & BENEFITS	47.6%										
1110	Salaries	\$31,500,000.00	\$0.00	\$31,084,592.55	\$2,346,342.26	\$2,357,172.70	\$2,346,342.26	\$2,357,172.70	\$0.00	\$2,346,342.26	7.4%	\$29,153,657.74
1400	Retirement Benefits-Employer	\$4,410,000.00	\$0.00	\$4,328,516.25	\$329,214.82	\$324,681.18	\$329,214.82	\$324,681.18	\$0.00	\$329,214.82	7.5%	\$4,080,785.18
1600	Insurance Benefits-Employer	\$7,817,562.00	\$0.00	\$6,433,846.64	\$985,664.44	\$922,312.33	\$985,664.44	\$922,312.33	\$0.00	\$985,664.44	12.6%	\$6,831,897.56
1900	Other Employee Benefits	\$72,438.00	\$0.00	\$71,093.62	\$0.00	\$19,828.16	\$0.00	\$19,828.16	\$0.00	\$0.00	0.0%	\$72,438.00
	SUBTOTAL -- SALARIES & BENEFITS	\$43,800,000.00	\$0.00	\$41,918,049.06	\$3,661,221.52	\$3,623,994.37	\$3,661,221.52	\$3,623,994.37	\$0.00	\$3,661,221.52	8.4%	\$40,138,778.48
2000s	SUPPLIES	1.8%										
2100	General Administrative Supplies	\$1,041,925.00	\$105,382.36	\$765,167.23	\$17,579.10	\$37,336.28	\$17,579.10	\$37,336.28	\$533,200.83	\$550,779.93	48.0%	\$596,527.43
2200	Property Maintenance & Repair Supplies	\$463,170.00	\$857.95	\$349,034.29	\$9,697.45	\$20,819.72	\$9,697.45	\$20,819.72	\$454,141.75	\$463,839.20	100.0%	\$188.75
2300	Motor Equipment Fuel & Supplies	\$109,340.00	\$720.00	\$88,941.34	\$6,777.38	\$7,783.04	\$6,777.38	\$7,783.04	\$103,029.55	\$109,806.93	99.8%	\$253.07
2500	Supplies for Resale	\$60,065.00	\$0.00	\$36,795.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00	99.9%	\$65.00
	SUBTOTAL -- SUPPLIES	\$1,674,500.00	\$106,960.31	\$1,239,937.86	\$34,053.93	\$65,939.04	\$34,053.93	\$65,939.04	\$1,150,372.13	\$1,184,426.06	66.5%	\$597,034.25
3000s	PURCHASED & CONTRACTED SERVICES	17.4%										
3100	Travel & Meeting Expenses	\$198,225.00	\$0.00	\$107,030.84	\$1,608.19	\$1,417.61	\$1,608.19	\$1,417.61	\$0.00	\$1,608.19	0.8%	\$196,616.81
3200	Communications-Printing & Publications	\$1,323,340.00	\$0.00	\$1,289,213.30	\$69,394.84	\$131,227.15	\$69,394.84	\$131,227.15	\$749,931.17	\$819,326.01	61.9%	\$504,013.99
3300	Property Maintenance & Repair Service	\$5,662,978.00	\$289,878.84	\$5,609,197.60	\$531,942.48	\$587,666.33	\$531,942.48	\$587,666.33	\$4,399,382.06	\$4,931,324.54	82.8%	\$1,021,532.30
3400	Insurance	\$397,300.00	\$0.00	\$378,438.67	\$4,384.00	\$0.00	\$4,384.00	\$0.00	\$392,916.00	\$397,300.00	100.0%	\$0.00
3500	Rents and Leases	\$1,251,985.00	\$0.00	\$1,152,073.02	\$108,899.48	\$52,618.61	\$108,899.48	\$52,618.61	\$1,143,079.23	\$1,251,978.71	100.0%	\$6.29
3600	Utilities	\$1,769,400.00	\$0.00	\$1,473,017.40	\$83,612.25	\$149,168.99	\$83,612.25	\$149,168.99	\$0.00	\$83,612.25	4.7%	\$1,685,787.75
3700	Professional Services	\$2,939,536.00	\$1,034,164.21	\$2,563,859.47	\$62,687.43	\$115,450.36	\$62,687.43	\$115,450.36	\$2,067,612.27	\$2,130,299.70	53.6%	\$1,843,400.51
3900	Other Contracted Services	\$2,457,236.00	\$62,364.52	\$2,674,690.94	\$240,550.66	\$664,459.67	\$240,550.66	\$664,459.67	\$1,933,989.18	\$2,174,539.84	86.3%	\$345,060.68
	SUBTOTAL -- CONTRACTED SERVICES	\$16,000,000.00	\$1,386,407.57	\$15,247,521.24	\$1,103,079.33	\$1,702,008.72	\$1,103,079.33	\$1,702,008.72	\$10,686,909.91	\$11,789,989.24	67.8%	\$5,596,418.33
4000s	LIBRARY MATERIALS & INFORMATION	10.9%										
4100	Books & Pamphlets	\$7,890,150.00	\$542,919.87	\$7,162,412.96	\$1,070,384.21	\$893,807.91	\$1,070,384.21	\$893,807.91	\$629,565.68	\$1,699,949.89	20.2%	\$6,733,119.98
4200	Periodicals	\$235,200.00	\$0.00	\$189,831.72	\$1,466.39	\$12,476.89	\$1,466.39	\$12,476.89	\$0.00	\$1,466.39	0.6%	\$233,733.61
4300	Audiovisual Material	\$1,155,000.00	\$81,645.36	\$1,147,783.73	\$40,363.15	\$119,649.09	\$40,363.15	\$119,649.09	\$109,455.37	\$149,818.52	12.1%	\$1,086,826.84
4500	Computer Services & Information	\$667,000.00	\$0.00	\$1,289,080.16	\$111,225.70	\$71,269.09	\$111,225.70	\$71,269.09	\$0.00	\$111,225.70	16.7%	\$555,774.30
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	\$52,650.00	\$360.00	\$58,932.39	\$752.99	\$6,278.48	\$752.99	\$6,278.48	\$240.00	\$992.99	1.9%	\$52,017.01
	SUBTOTAL -- LIBRARY MATERIALS	\$10,000,000.00	\$624,925.23	\$9,848,040.96	\$1,224,192.44	\$1,103,481.46	\$1,224,192.44	\$1,103,481.46	\$739,261.05	\$1,963,453.49	18.5%	\$8,661,471.74
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	\$3,679,500.00	\$601,109.00	\$1,478,686.00	\$0.00	\$2,324.00	\$0.00	\$2,324.00	\$601,109.00	\$601,109.00	14.0%	\$3,679,500.00
5500	Furniture & Equipment	\$886,000.00	\$1,506,368.28	\$2,383,843.03	\$37,679.96	\$28,519.00	\$37,679.96	\$28,519.00	\$1,646,182.97	\$1,683,862.93	70.4%	\$708,505.35
5700	Motor Vehicles	\$310,000.00	\$57,925.00	\$193,472.20	\$57,860.00	\$98,470.00	\$57,860.00	\$98,470.00	\$0.00	\$57,860.00	0.0%	\$310,065.00
	SUBTOTAL -- CAPITAL OUTLAY	\$4,875,500.00	\$2,165,402.28	\$4,056,001.23	\$95,539.96	\$129,313.00	\$95,539.96	\$129,313.00	\$2,247,291.97	\$2,342,831.93	33.3%	\$4,698,070.35
7000s	OTHER OBJECTS	0.1%										
7100	Dues and Memberships	\$61,950.00	\$0.00	\$52,084.43	\$47,700.00	\$19,056.50	\$47,700.00	\$19,056.50	\$10,100.00	\$57,800.00	93.3%	\$4,150.00
7200	Taxes and Assessments	\$55,970.00	\$0.00	\$37,391.21	\$8,223.24	\$7,537.49	\$8,223.24	\$7,537.49	\$0.00	\$8,223.24	14.7%	\$47,746.76
7500	Refunds and Reimbursements	\$3,310.00	\$0.00	\$3,849.49	\$0.00	\$55.99	\$0.00	\$55.99	\$0.00	\$0.00	0.0%	\$3,310.00
7900	Other Miscellaneous Expenses	\$3,770.00	\$300.00	\$5,657.49	\$0.00	\$122.85	\$0.00	\$122.85	\$300.00	\$300.00	7.4%	\$3,770.00
	SUBTOTAL -- OTHER OBJECTS	\$125,000.00	\$300.00	\$98,982.62	\$55,923.24	\$26,772.83	\$55,923.24	\$26,772.83	\$10,400.00	\$66,323.24	52.9%	\$58,976.76
8000s	CONTINGENCY	0.2%										
8999	Contingency	\$139,046.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$139,046.98
	SUBTOTAL -- CONTINGENCY	\$139,046.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$139,046.98
9000s	TRANSFERS OUT	16.7%										
9899	Advances to Other Funds	\$0.00	\$0.00	\$306,645.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
9999	Transfers to Other Funds	\$15,400,000.00	\$0.00	\$19,610,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$15,400,000.00
	SUBTOTAL -- TRANSFERS OUT	\$15,400,000.00	\$0.00	\$19,916,795.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$15,400,000.00
GRAND TOTAL -- General Fund		\$92,014,046.98	\$4,283,995.39	\$92,325,328.85	\$6,174,010.42	\$6,651,509.42	\$6,174,010.42	\$6,651,509.42	\$14,834,235.06	\$21,008,245.48	21.8%	\$75,289,796.89



CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2024 January												8.3% of Year
Acct. No.	General Fund Line Item Description	2024 Appropriation	2023 C/O Encumbrance	2023 Final Expended	2024 MTD Expended	2023 MTD Expended	2024 YTD Expended	2023 YTD Expended	2024 Enc + PY Enc	2024 Exp+Enc	2024% Exp+Enc	2024 Balance
FUND	Line Item Description	2024 Appropriation	2023 C/O Encumbrance	2023 Final Expended	2024 MTD Expended	2023 MTD Expended	2024 YTD Expended	2023 YTD Expended	2024 ENC + PY Enc	2024 Exp+Enc	2024 % Exp+Enc	2024 Balance
222	TOTAL -- Libraries Accelerated Learning	\$190,785.00	\$0.00	\$0.00	\$6,281.37	\$0.00	\$6,281.37	\$0.00	\$52,647.00	\$58,928.37	30.9%	\$131,856.63
223	TOTAL -- Project Build	\$25,483.00	\$0.00	\$14,990.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$25,483.00
244	TOTAL -- WVH Garden Grant	\$4,004.00	\$0.00	\$1,970.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$4,004.00
247	TOTAL -- Adult Education Services	\$1,312,372.00	\$0.00	\$1,599,840.58	\$115,290.87	\$108,034.96	\$115,290.87	\$108,034.96	\$34,340.48	\$149,631.35	11.4%	\$1,162,740.65
249	TOTAL -- Family Engagement	\$100,961.00	\$0.00	\$165,384.55	\$10,130.34	\$7,920.31	\$10,130.34	\$7,920.31	\$15,909.46	\$26,039.80	0.0%	\$74,921.20
256	TOTAL -- Food & Culinary Literacy Programs	\$22,210.00	\$0.00	\$1,064.08	\$1,205.87	\$360.59	\$1,205.87	\$360.59	\$0.00	\$1,205.87	5.4%	\$21,004.13
257	TOTAL -- Hotspot Lending Program	\$116,000.00	\$0.00	\$245,000.00	\$2,053.25	\$10,000.00	\$2,053.25	\$10,000.00	\$0.00	\$2,053.25	1.8%	\$113,946.75
265	TOTAL --Digital Literacy	\$392,154.00	\$0.00	\$222,668.71	\$13,775.59	\$7,358.45	\$13,775.59	\$7,358.45	\$0.00	\$13,775.59	3.5%	\$378,378.41
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	\$233,552.00	\$0.00	\$215,204.29	\$7,646.49	\$13,543.47	\$7,646.49	\$13,543.47	\$24,021.81	\$31,668.30	13.6%	\$201,883.70
280	TOTAL -- Summer Camps	\$0.00	\$0.00	\$37,878.18	\$0.00	\$0.00	\$0.00	\$0.00	\$1,102.50	\$1,102.50	0.0%	(\$1,102.50)
293	TOTAL -- Special School Programming	\$25,500.00	\$0.00	\$182,764.37	\$0.00	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	0.0%	\$25,500.00
301	TOTAL -- Note Retirement Fund	\$4,327,019.00	\$0.00	\$4,498,249.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$4,327,019.00
402	TOTAL -- Capital Fund	\$12,300,000.00	\$16,068,550.03	\$4,789,536.46	\$296,056.49	\$153,012.02	\$296,056.49	\$153,012.02	\$15,880,043.44	\$16,176,099.93	57.0%	\$12,192,450.10
701	TOTAL -- Trust Fund (Regular)	\$140,000.00	\$1,318.04	\$324,591.31	\$1,706.87	\$2,146.95	\$1,706.87	\$2,146.95	\$3,151.63	\$4,858.50	3.4%	\$136,459.54
702	TOTAL -- Trust Fund (Special)	\$50,000.00	\$0.00	\$158,969.10	\$0.00	\$0.00	\$0.00	\$0.00	\$230.37	\$230.37	0.5%	\$49,769.63
801	TOTAL -- Endowment Fund	\$2,500.00	\$223.27	\$2,094.09	\$0.00	\$122.17	\$0.00	\$122.17	\$223.27	\$223.27	8.2%	\$2,500.00
901	TOTAL -- Agency Fund (FSA)	\$100,000.00	\$0.00	\$117,085.27	\$6,125.37	\$10,413.04	\$6,125.37	\$10,413.04	\$0.00	\$6,125.37	6.1%	\$93,874.63
	GRAND TOTAL -- All Funds	\$112,206,586.98	\$20,354,086.73	\$104,902,620.31	\$6,634,282.93	\$6,971,921.38	\$6,634,282.93	\$6,971,921.38	\$30,845,905.02	\$37,480,187.95	28.3%	\$95,080,485.76

<b>CUYAHOGA COUNTY PUBLIC LIBRARY</b> <i>Capital Fund Balances</i> <i>Fiscal 2024 -January</i>							
<b>FUND</b>	<b>CC</b>	<b>Project Budget</b>	<b>2024 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	\$49,484.50	\$62,206.75	\$1,875,734.25	\$19,062,059.00	
Brecksville	013	\$1,565,000.00	\$77,905.38	\$653,734.94	\$380,091.45	\$531,173.61	
Brooklyn	019	\$17,662,550.00	\$136,479.18	\$4,543,237.57	\$12,641,118.31	\$478,194.12	
Parma Heights	061	\$16,175,000.00	\$10,082.53	\$234,946.35	\$862,808.65	\$15,077,245.00	
Solon	073	\$4,793,000.00	\$19,355.00	\$257,759.22	\$120,290.78	\$4,414,950.00	
<b>Total Capital Fund - 402</b>		<b>\$61,195,550.00</b>	<b>\$293,306.59</b>	<b>\$5,751,884.83</b>	<b>\$15,880,043.44</b>	<b>\$39,563,621.73</b>	

CUYAHOGA COUNTY PUBLIC LIBRARY				
All Funds Cash Balance				
Fiscal 2024 --January				
Fund	Beginning Cash Balance	Receipts To Date	Expenditures To Date	Cash Balance
General Fund	\$4,783,995.39	\$5,201,323.89	\$6,174,010.42	\$3,811,308.86
Debt Service	\$145,002.42	\$681.52	\$0.00	\$145,683.94
Capital Fund - 402	\$59,919,266.64	\$111,391.08	\$296,056.49	\$59,734,601.23
Trust Fund - Regular	\$255,984.06	\$4,129.86	\$1,706.87	\$258,407.05
Trust Fund - Special	\$1,889,309.86	\$8,884.77	\$0.00	\$1,898,194.63
Endowment Fund	\$16,336.91	\$81.63	\$0.00	\$16,418.54
Agency Fund	\$19,348.72	\$9,378.54	\$6,125.37	\$22,601.89
Libraries Accelerated Learning	\$0.00	\$20,483.85	\$6,281.37	\$14,202.48
Project Build	\$25,483.51	\$0.00	\$0.00	\$25,483.51
WVH Garden Grant	\$2,004.57	\$0.00	\$0.00	\$2,004.57
Adult Education Services (AES)	\$0.00	\$232,685.24	\$115,290.87	\$117,394.37
Family Engagement	\$0.00	\$26,647.28	\$10,130.34	\$16,516.94
Food & Culinary Literacy Programs	\$19,311.33	\$0.00	\$1,205.87	\$18,105.46
Hotspot Lending Program	\$0.00	\$0.00	\$2,053.25	(\$2,053.25)
Digital Literacy	\$0.00	\$94,149.35	\$13,775.59	\$80,373.76
SLN Innovation Center	\$850,000.00	\$0.00	\$0.00	\$850,000.00
Student Success	\$28,861.33	\$2,500.00	\$7,646.49	\$23,714.84
Summer Camps	\$10,004.89	\$0.00	\$0.00	\$10,004.89
Kindergarten and Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00
Special School Programming	\$0.00	\$9,924.83	\$0.00	\$9,924.83
SUBTOTAL	\$67,964,909.63	\$5,722,261.84	\$6,634,282.93	\$67,052,888.54

CUYAHOGA COUNTY PUBLIC LIBRARY						
Investments Approval						
Fiscal 2024 - January						
Description	Institution of Deposit	Par Value/Qty.	Purchase Yield	Purchase Date	Maturity Date	% of Assets
Money Market Funds						
Sweep Account	Key Bank	\$5,065,272.12	0.40%	n/a	n/a	7.49%
Money Market Fund	US Bank	\$14,241.22	5.21%	n/a	n/a	0.02%
Money Market Fund	Fifth Third	\$347,858.50	5.21%	n/a	n/a	0.51%
Star Ohio Accounts						
Star Ohio Accounts	Star Ohio	\$27,987,447.61	5.54%	n/a	n/a	41.36%
US Treasury Notes						
US Treasury	Wells Fargo Securities, LLC	\$570,000.00	0.42%	June 30, 2021	April 15, 2024	0.84%
US Treasury	Morgan Stanley & Co LLC	\$550,000.00	3.45%	August 31, 2022	August 31, 2024	0.81%
US Treasury	BofA Securities, Inc	\$250,000.00	4.00%	January 12, 2024	November 15, 2028	0.37%
US Treasury Bills						
Municipal Bonds						
City of Columbus, OH	BofA Securities, Inc.	\$500,000.00	2.96%	May 17, 2022	April 1, 2025	0.74%
Commercial Paper						
Toronto Dominion Bank	Td Securities (USA)	\$660,000.00	5.31%	May 9, 2023	February 2, 2024	0.98%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$1,500,000.00	5.79%	June 30, 2023	March 25, 2024	2.22%
Royal Bk Cda Ny	JP Morgan Securities LLC	\$1,500,000.00	5.79%	June 30, 2023	February 29, 2024	2.22%
Natixis NY	Dbtc Americas	\$500,000.00	5.92%	June 30, 2023	March 26, 2024	0.74%
Toronto Dominion Bank	Citigroup Global Markets, Inc	\$1,000,000.00	5.91%	July 13, 2023	April 8, 2024	1.48%
Royal Bk Cda Ny	Rbc Capital Markets, LLC	\$500,000.00	5.86%	July 14, 2023	April 5, 2024	0.74%
Canadian Imperial Bk	JP Morgan Securities LLC	\$700,000.00	5.92%	July 17, 2023	April 11, 2024	1.03%
Toyota Mtr Cr Corp	Citibank	\$1,000,000.00	5.86%	July 19, 2023	April 8, 2024	1.48%
Canadian Imperial Bk	JP Morgan Securities LLC	\$500,000.00	5.89%	July 24, 2023	April 19, 2024	0.74%
Toyota Mtr Cr Corp	Citibank	\$500,000.00	5.90%	July 25, 2023	April 16, 2024	0.74%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$500,000.00	5.80%	July 25, 2023	March 1, 2024	0.74%
Toyota Mtr Cr Corp	Citibank	\$250,000.00	5.92%	August 2, 2023	April 25, 2024	0.37%
Natixis NY	Bny Capital Markets Inc	\$500,000.00	5.88%	August 8, 2023	April 29, 2024	0.74%
Canadian Imperial Bk	JP Morgan Securities LLC	\$485,000.00	5.84%	August 14, 2023	May 9, 2024	0.72%
National Bank	Rbc Capital Markets, LLC	\$425,000.00	5.77%	August 17, 2023	March 15, 2024	0.63%
Ing US Fdg LLC	Rbc Capital Markets, LLC	\$820,000.00	5.75%	August 21, 2023	February 16, 2024	1.21%
Bank Montreal Disc Coml	Bank of New York	\$1,500,000.00	5.91%	August 24, 2023	May 20, 2024	2.22%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$500,000.00	5.80%	August 24, 2023	March 28, 2024	0.74%
Ing US Fdg LLC	Rbc Capital Markets, LLC	\$1,000,000.00	5.82%	August 31, 2023	April 1, 2024	1.48%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$415,000.00	5.84%	August 31, 2023	March 18, 2024	0.61%
Toronto Dominion Bank	JP Morgan Securities LLC	\$350,000.00	5.86%	September 7, 2023	June 3, 2024	0.52%
Bank Amer Secs Inc	BofA Securities, Inc.	\$1,600,000.00	5.93%	October 5, 2023	June 4, 2024	2.36%
Bank Amer Secs Inc	BofA Securities, Inc.	\$625,000.00	5.92%	October 17, 2023	July 12, 2024	0.92%
Natixis NY	BofA Securities, Inc.	\$340,000.00	5.94%	October 23, 2023	June 20, 2024	0.50%
Mufg Bk LTD NY	Usbna/CP	\$280,000.00	5.89%	November 2, 2023	June 28, 2024	0.41%
Toyota Mtr Cr Corp	Citibank/Cp/lpa	\$250,000.00	5.81%	November 8, 2023	August 2, 2024	0.37%
Natixis NY	Rbc Capital Markets, LLC	\$1,050,000.00	5.78%	November 16, 2023	May 20, 2024	1.55%
Mufg Bk LTD NY	Wells Fargo Securities, LLC	\$570,000.00	5.40%	January 26, 2024	May 31, 2024	0.84%
Certificate of Deposit						
Certificate of Deposit	Capital One Bank (USA) National Assoc	\$246,000.00	2.85%	June 15, 2022	June 17, 2024	0.36%
Certificate of Deposit	The Dart Bank	\$250,000.00	3.10%	June 21, 2022	December 22, 2025	0.37%
Certificate of Deposit	Bangor Svgs Bk	\$244,000.00	4.85%	November 23, 2022	May 23, 2024	0.36%
Certificate of Deposit	Multi-Bank Securities Inc	\$244,000.00	4.55%	April 19, 2023	April 20, 2026	0.36%
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	4.80%	April 20, 2023	July 22, 2024	0.37%
Certificate of Deposit	Charles Schwab Bank, SSB	\$237,000.00	5.35%	August 21, 2023	August 20, 2024	0.35%
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	0.37%
Certificate of Deposit	Multi-Bank Securities Inc	\$243,000.00	5.08%	August 24, 2023	August 25, 2025	0.36%
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	4.84%	August 28, 2023	August 25, 2026	0.37%
Certificate of Deposit	Multi-Bank Securities Inc	\$248,000.00	4.95%	September 8, 2023	September 28, 2026	0.37%
Certificate of Deposit	Multi-Bank Securities Inc	\$248,000.00	4.95%	September 13, 2023	September 14, 2026	0.37%
Certificate of Deposit	Multi-Bank Securities Inc	\$243,000.00	5.15%	September 29, 2023	September 29, 2026	0.36%
Agency Securities						
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$305,000.00	0.57%	September 30, 2020	September 24, 2025	0.45%
Federal Farm Credit Bank	Intl Fcstone Financial Inc	\$250,000.00	0.50%	October 29, 2020	January 27, 2025	0.37%
Federa Farm Credit Bank	JP Morgan Securities LLC	\$250,000.00	0.40%	November 19, 2020	May 16, 2024	0.37%
Federal Home Loan Mortgage Company	Citigroup Global Markets, Inc	\$500,000.00	0.27%	January 22, 2021	March 28, 2024	0.74%
Federal Home Loan Mortgage Company	Intl Fcstone Financial Inc	\$500,000.00	0.65%	January 28, 2021	January 28, 2026	0.74%
Federal Farm Credit Bank	Mizuho Securities USA Inc.	\$500,000.00	0.22%	February 12, 2021	February 12, 2024	0.74%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$300,000.00	0.65%	February 26, 2021	February 26, 2026	0.44%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$390,000.00	1.00%	March 23, 2021	March 23, 2026	0.58%
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	0.37%
Federal Home Loan Mortgage Company	Great Pacific Securities	\$255,000.00	1.10%	August 30, 2021	August 24, 2026	0.38%
Federal Home Loan Mortgage Company	Baird, Robert W. & Company In	\$200,000.00	0.60%	October 8, 2021	January 7, 2025	0.30%
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	0.37%
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	0.37%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$250,000.00	3.35%	August 17, 2022	March 8, 2024	0.37%
Federal Farm Credit Bank	Wells Fargo Securities, LLC	\$500,000.00	3.29%	August 24, 2022	August 24, 2026	0.74%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$120,000.00	5.00%	October 18, 2022	October 18, 2027	0.18%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$265,000.00	5.00%	October 20, 2022	October 20, 2025	0.39%
Federal Home Loan Mortgage Company	JP Morgan Securities LLC	\$300,000.00	4.79%	November 2, 2022	March 8, 2024	0.44%
Federal Home Loan Mortgage Company	Morgan Stanley & Co LLC	\$250,000.00	5.37%	March 8, 2023	September 13, 2024	0.37%
Federal Farm Credit Bank	Stonex Financial Inc	\$550,000.00	5.19%	August 11, 2023	September 28, 2026	0.81%
Federal Home Loan Mortgage Company	Loop Capital Markets LLC	\$500,000.00	4.64%	August 25, 2023	September 10, 2027	0.74%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$410,000.00	5.87%	December 14, 2023	December 14, 2028	0.61%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$635,000.00	5.41%	December 29, 2023	September 11, 2024	0.94%
Federal Home Loan Mortgage Company	Citigroup Global Markets, Inc	\$1,000,000.00	5.56%	January 29, 2024	August 13, 2024	1.48%
US Government Agency Discount Notes						
TOTAL PORTFOLIO	\$67,668,819.45					100.00%

CUYAHOGA COUNTY PUBLIC LIBRARY					
Purchase Approval List					
February 27, 2024					
Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		NEW PURCHASES			
1		Furniture package			
		SUMMARY: Necessary for new meeting room furniture at Chagrin Falls branch.	Contract		
		As requested by the Operations-Facilities Division.	Source Inc		\$40,474.91
2		Furnish & Install Mitsubishi unit in mechanic's bay			
		SUMMARY: Necessary to upgrade HVAC in garage area of Administration building.	North Shore		
		As requested by the Operations-Facilities Division.	Mechanical		\$22,845.00
3		Lighting upgrades at multiple branches	Mayfield Heights	\$22,286.00	
			Strongsville	\$32,850.00	
			Orange	\$26,425.00	
		SUMMARY: Necessary for building lighting system upgrades at 3 locations.	Building		
		As requested by the Operations-Facilities Division.	Control Integrators		\$81,561.00
4		2024 Ford Escape			
		SUMMARY: Necessary to purchase new vehicle for new Facilities Manager.			
		As requested by the Operations-Facilities Division.	Liberty Ford		\$40,500.00
5		2024 Chevrolet Silverado 3500			
		SUMMARY: Necessary to replace van for Maintenance.			
		As requested by the Operations-Facilities Division.	Valley Ford		\$52,820.00
6		Employee Engagement & DEI Insights surveys			
		SUMMARY: Necessary for annual subscription & consulting services.			
		As requested by the Human Resources Division.	Energage		\$27,826.95



CUYAHOGA COUNTY PUBLIC LIBRARY					
Purchase Approval List					
February 27, 2024					
Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		CAPITAL FUND NEW PURCHASES			
7		Furniture package #1			
		SUMMARY: Necessary for furniture at new Brooklyn branch.	Environments		
		As requested by the Operations-Facilities Division.	4 Business		\$219,332.25
8		Furniture package #2			
		SUMMARY: Necessary for furniture at new Brooklyn branch.	Inspire		
		As requested by the Operations-Facilities Division.	Workplace Interiors		\$230,893.38
9		Shelving for new Brooklyn branch			
		SUMMARY: Necessary for materials shelving at new Brooklyn branch.			
		As requested by the Operations-Facilities Division.	Patterson Pope		\$143,872.27
10		Audio-Video items package			
		SUMMARY: Necessary for A/V items throughout the new Brooklyn branch.			
		As requested by the Information Technologies Division.	iVideo		\$383,114.57
11		Cisco Infrastructure package			
		SUMMARY: Necessary for network equipment including switches, wireless access			
		points and UPS, throughout the new Brooklyn branch.			
		As requested by the Information Technologies Division.	Logicalis		\$45,331.52
12		Innovation Center items- see attached list			
		SUMMARY: Necessary for equipment & materials for the new Brooklyn branch.			
		As requested by the Information Technologies Division.	Various		\$136,335.00



BKL Innovation Center Equipment							
Req #	Equipment	Dimensions	Notes	Vendor	Quantity	Estimated Cost Per Unit	Estimated Total Cost
275	16" Macbook Pro			ITD Selects	2	\$ 3,000.00	\$ 6,000.00
	14" screen PC Laptop w/maxed RAM			ITD Selects	6	\$ 2,300.00	\$ 13,800.00
	Laptop Charging Cabinet	Will need to fit under counter top at Infomration Desk, ability to hold at least 8 laptops		ITD Selects	1	\$ 1,000.00	\$ 1,000.00
	Software + Apps						
		Corel Draw (Two PC's)		ITD Selects	2	\$ 350.00	\$ 700.00
		Microsoft Office Suite License		ITD Selects	8	\$ 150.00	\$ 1,200.00
		Floriani		Barnes Sewing	1	\$ 2,000.00	\$ 2,000.00
		Adobe Creative Suite (1-Year)		ITD Selects	8	\$ 1,200.00	\$ 9,600.00
214	<a href="#">Husky Tool Cart</a>	39" x 40.75" x 17.4"	For 3D Printer	Home Depot	1	\$ 300.00	\$ 300.00
216	<a href="#">Powerstrip for Utility Cart</a>			Amazon	1	\$ 35.00	\$ 35.00
233	<a href="#">Epilog Laser Fusion Edge 24, 50 Watt + Stand + Air Assist + Rotary Tool</a>	41.52" x 32.81" x 38.04"	Needs: 110 to 240 volts, 50 or 60 Hz, single phase power, computer/networking connection, exterior ventilation to roof	Buckeye Educational Systems	1	\$26,500	\$26,500
216	<a href="#">Cricut Maker 3</a>			Amazon	1	\$ 400.00	\$ 400.00
214	<a href="#">Husky Tool Cart</a>	39" x 40.75" x 17.4"	For Cricut	Home Depot	1	\$ 300.00	\$ 300.00
216	<a href="#">Powerstrip for Utility Cart</a>	15 ft. cord		Amazon	1	\$ 35.00	\$ 35.00
		15.75" x 17.25" x 8.5"	Needs: power, computer/networking, counter/tabletop	Heat Press Nation	1	\$ 625.00	\$ 625.00
276	<a href="#">Sawgrass SG500 - Standard Kit</a>						
276	<a href="#">HPN Black Series 16" x 20" Heat Press</a>	27" x 16" x 14"	Needs: power, tabletop with clear workspace around it.	Heat Press Nation	1	\$ 700.00	\$ 700.00
276	<a href="#">HPN Signature Series Automated Sublimation Heat Transfer Mug Press</a>	14" x 11" x 16" (D x W x H in open position)	Needs: power, tabletop with clear workspace around it.	Heat Press Nation	1	\$ 350.00	\$ 350.00
260	<a href="#">Brother PR1055 / 10-Needle / Embroidery Machine + Software + Stand + Hat Hoop</a>	23.11" x 22.09" x 30.79"	Stand included. Needs: floorspace around it, power.	Barnes Sewing	1	\$ 15,000.00	\$ 15,000.00
235	<a href="#">Wazer Water Jet Stand and Bundle</a>	24" x 26" x 48"	115-Volt Power for Main Unit 11-Volt Power for Pump Box 1-Gallon per minute water outlet Drain outlet accessible. Full Tech Specs at: <a href="https://wazer.com/product/tech-specs/">https://wazer.com/product/tech-specs/</a> Storage space for abrasive	Buckeye Educational Systems	1	\$ 12,300.00	\$ 12,300.00
235		6-month additional warranty		Buckeye Educational Systems	6 months	\$ 1,000.00	\$ 1,000.00
236	<a href="#">Roland VG3-540 54" Printer/Cutter</a>	105.8" [W] x 28.8" [D] x 51.6" [H] in.	Needs: Power, computer networkings, clearance above machine, clearance to pullout machine to change media.	Buckeye Educational Systems	1	\$18,600.00	\$18,600.00
217	<a href="#">Yellotools TwisterClick Modular Wheeled Vinyl Roll Storage - 3in Cores</a>	21.65" x 21.65" x 10.23"	Close proximity to Vinyl Printer/Cutter needs floor space.	US Cutter	1	\$ 130.00	\$ 130.00
269	<a href="#">Direct to Garment Printer / Ricoh Ri100</a>	15.7" (W) x 27.5" (D) x 11.5" (H)	Replaces the Roland DTG Printers	Ricoh (new vendor)	1	\$ 4,055.00	\$ 4,055.00

216  
278

<a href="#">Singer Heavy Duty Sewing Machine 4432</a>		15.2"W x 12"H x 6.2"D	1 needs tabletop space with power. 7 need storage space.	Amazon	8	\$ 220.00	\$ 1,760.00
<a href="#">Inkjet Printer / HP OfficeJet Pro 9015e</a>				ITD Determines	1	\$ 230.00	\$ 230.00
TV Monitor / 65" with mobile stand				ITD Determines	1	\$3,350	\$3,350
C-10 Clickshare Unit for TV Display				ITD	1	\$1,365	\$1,365
Consumable Supplies per ITL				Various	1		\$13,000
Misc additional equipment accessories				As needed			\$2,000
						Estimated Total:	\$ 136,335.00
				ITD will need to obtain quotes for equipment for exact totals.			

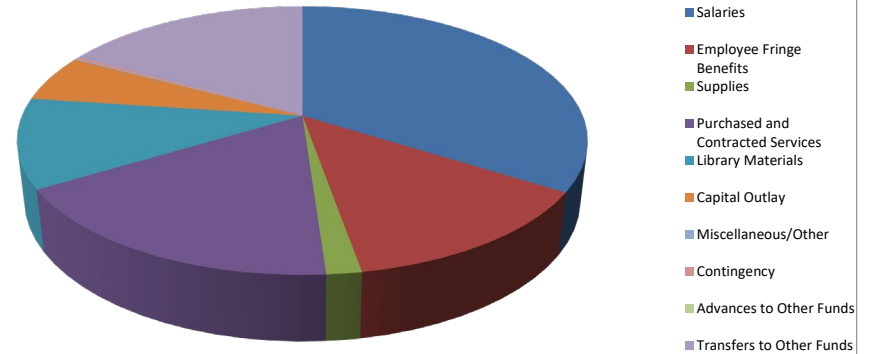
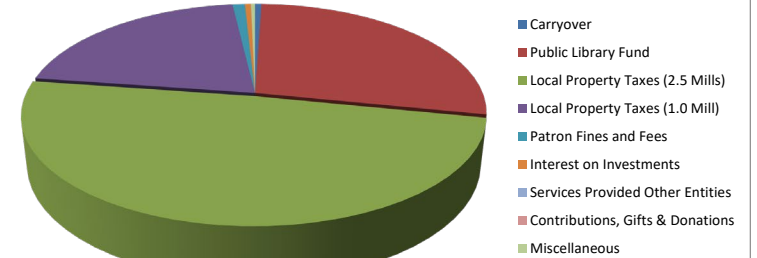
## BOARD BOOK GIFT REPORT

Jan. 1st through Jan. 31st 2024

Gift Amount	Name	Recipient	Purpose
\$100.00	Marla & Joseph Shafran Foundation	Beachwood Branch	General Operating Fund
\$500.00	Charles Shalkhauser	Berea Branch	General Operating Fund
\$2,000.00	Conway Family Foundation	Garfield Heights Branch	Restorative Practices Initiative at Garfield Heights Library
\$20.00	Anonymous	Mayfield Branch	General Operating Fund
\$100.00	Anonymous	Mayfield Branch	General Operating Fund
\$30.00	Gail Long	Warrensville Heights Branch	General Operating Fund
\$500.00	Besemmer Fund (DAF via Anya Rudd)	Cuyahoga County Public Library	123 Read Program
\$1,113.75	Pearson Education	Cuyahoga County Public Library	Project Learn
\$2,000.00	The Helen F. Stoler and Louis Stoler Family Foundation	Cuyahoga County Public Library	Student Success Program

**CUYAHOGA COUNTY PUBLIC LIBRARY**  
**BUDGET PREPARATION**      *Actuals Presented on Cash Basis*      *Summary Report*  
**Fiscal 2024-Permanent**      *General Fund*

Description	2024 Proposed Budget	2023 Unaudited Actuals	2022 Actuals	2021 Actuals
<b>REVENUE</b>				
Carryover	\$500,000.00	\$500,000.00	\$500,000.00	\$947,747.99
Public Library Fund	\$25,524,770.74	\$26,754,162.29	\$26,345,222.57	\$24,353,461.58
Local Property Taxes (2.5 Mills)	\$45,418,778.00	\$45,024,581.34	\$44,239,553.91	\$44,089,812.98
Local Property Taxes (1.0 Mill)	\$19,271,121.00	\$19,103,579.50	\$18,743,910.63	\$18,605,731.12
Patron Fines and Fees	\$950,000.00	\$1,175,260.26	\$903,319.09	\$657,617.11
Interest on Investments	\$450,000.00	\$696,612.86	\$332,469.88	\$12,621.84
Services Provided Other Entities	\$5,000.00	\$6,106.03	\$6,006.00	\$5,015.62
Contributions, Gifts & Donations	\$20,000.00	\$318,776.23	\$150,572.26	\$63,658.36
Miscellaneous	\$300,000.00	\$369,306.34	\$378,582.54	\$1,021,680.98
Advances from Other Funds	\$306,645.88	\$45,540.85	\$146,396.00	\$0.00
Transfers from Other Funds	\$0.00	\$7,500.00	\$68,881.01	\$0.00
<b>TOTAL</b>	<b>\$92,746,315.62</b>	<b>\$94,001,425.70</b>	<b>\$91,814,913.89</b>	<b>\$89,757,347.58</b>
<b>EXPENDITURES</b>				
Salaries	\$31,500,000.00	\$31,084,592.55	\$29,339,850.22	\$27,721,271.74
Employee Fringe Benefits	\$12,300,000.00	\$10,833,456.51	\$10,721,898.86	\$10,803,930.10
Supplies	\$1,550,000.00	\$1,239,937.86	\$1,245,208.72	\$1,001,570.93
Purchased and Contracted Services	\$16,197,560.00	\$15,247,521.24	\$14,833,793.40	\$13,287,559.16
Library Materials	\$10,000,000.00	\$9,848,040.96	\$10,048,073.29	\$9,863,080.75
Capital Outlay	\$5,228,062.76	\$4,056,001.23	\$1,561,599.50	\$1,786,109.37
Miscellaneous/Other	\$125,000.00	\$98,982.62	\$103,393.12	\$83,213.62
Contingency	\$288,277.66	\$0.00	\$0.00	\$0.00
Advances to Other Funds	\$0.00	\$306,645.88	\$45,540.85	\$146,396.00
Transfers to Other Funds	\$15,557,415.20	\$19,610,150.00	\$23,457,520.92	\$24,041,621.14
<b>TOTAL</b>	<b>\$92,746,315.62</b>	<b>\$92,325,328.85</b>	<b>\$91,356,878.88</b>	<b>\$88,734,752.81</b>



# **PERMANENT ANNUAL APPROPRIATION RESOLUTION**

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

Regular session on the 27th day of February 2024, at the office of The Board with the following members present:

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\_\_\_\_\_ moved the adoption of the following Resolution:

**BE IT RESOLVED** by the Board of Library Trustees of the Cuyahoga County Public Library District,

Cuyahoga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library

Trustees, during the fiscal year, ending December 31st, 2024, the following sums be and the same are hereby set

aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal

year, as follows, viz:

**That there be appropriated from the**

General Fund	\$92,746,315.62
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Special Revenue Fund Total	\$3,036,400.30
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Libraries Accelerating Learning	\$204,440.91
Project Build	\$25,483.51
WVH Garden	\$2,004.57
Adult Education Services	\$1,171,953.77
Family Engagement	\$188,876.84
Food & Culinary Literacy Program	\$19,311.33
Hotspot Lending Program	\$118,982.49
Digital Literacy	\$131,302.89
SLN Innovation Center	\$850,000.00
Student Success	\$175,913.33
Summer Camps	\$114,904.89
Special School Programming	\$33,225.77

Note Retirement Fund	\$4,327,019.00
Capital Fund-402	\$12,300,000.00
Regular Trust Fund	\$140,000.00
Special Trust Fund	\$1,180,000.00
Endowment Trust Fund	\$2,500.00
Agency Fund	\$100,000.00
<b>GRAND TOTAL - ALL APPROPRIATIONS</b>	<b>\$113,832,234.92</b>

**CONTINUANCE**

\_\_\_\_\_seconded the Resolution and the roll called upon its adoption, the vote

resulted as follows:

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The State of Ohio, Cuyahoga County, ss.

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

Witness my signature, this 27th day of February, 2024.

\_\_\_\_\_  
**Greg Cordek**  
**Fiscal Officer of the Board of Library Trustees of the**  
**Cuyahoga County Public Library District**  
**Cuyahoga County, Ohio**

On receipt of a copy of the death certificate and proof of beneficiary, the Human Resources Division will assist the beneficiary with the process of claiming benefits due.

275.1           The Human Resources Division will assist the beneficiary in notifying OPERS to make arrangements for accrued benefits.

275.2           Payment for up to one hundred twenty (120) hours of accumulated sick leave and for all accumulated vacation and holiday time will be made to the employee's estate.



EMPLOYMENT PRACTICES - 200Death - 275

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Death - 275 ¶

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CCPL staff members requested to speak at job related meetings or workshops are encouraged to do so. When engagements of this nature involve an honorarium payment by the sponsor(s) to the staff member on the program, CCPL requires the individual to remit this payment to the organization, if they attend and participate on CCPL time (on a scheduled workday approved and credited as time worked). However, if CCPL requested the employee to participate, or if this participation was on the employee's own time, e.g., vacation, holiday or off day, the employee may keep the honorarium payment.

- 332.1 Employees must have advance approval through their Branch or Department Manager to participate in a meeting during time that they would be scheduled to work. Use of vacation or holiday time must also be approved.
- 332.2 This policy does not pertain to an employee hired elsewhere to work as a consultant. Such work must be conducted on the employee's own time.

COMPENSATION PRACTICES – 300  
Honorariums – 332

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 Honorariums – 332¶

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## POLICY MANUAL

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### INTRODUCTION - 100

While this manual sets forth policies, goals, and restrictions upon employment activity, it is not to be construed or deemed, in whole or in part, an employment contract or agreement. CCPL wishes you a rewarding career. Nothing contained in this manual should be considered to alter the at-will relationship between you and CCPL. Simply put, this means that both you and CCPL retain the right to end the relationship at any time for any reason, subject to certain time and notice conditions. Further, these policies and terms and conditions of the employment relationship can be modified only by the Board of Trustees, and no CCPL employee other than the Chief Executive Officer has the authority to enter into an agreement for any specific period of time or to make any promise contrary to the foregoing.

The provisions set forth in this manual and any changes in policy herein, shall be authorized by and approved by the Board of Trustees. The Board reserves the right to change, at any time, any provisions included in this manual. However, procedures describe herein may be modified as needed by the CCPL Administration with approval of the Chief Executive Officer.

Provisions in this manual on which the union's collective bargaining agreement is silent, *e.g.*, policies regarding hiring, discipline, training, and development, shall apply to bargaining unit employees as well. In the event of a conflict between this manual and the provisions of the collective bargaining agreement, the terms of the agreement shall prevail.

## POLICY MANUAL

### INTRODUCTION - 100

While this manual sets forth policies, goals, and restrictions upon employment activity, it is not to be construed or deemed, in whole or in part, an employment contract or agreement. CCPL wishes you a rewarding career. Nothing contained in this manual should be considered to alter the at-will relationship between you and CCPL. Simply put, this means that both you and CCPL retain the right to end the relationship at any time for any reason, subject to certain time and notice conditions. Further, these policies and terms and conditions of the employment relationship can be modified only by the Board of Trustees, and no CCPL employee, other than the Chief Executive Officer, has the authority to enter into an agreement for any specific period of time or to make any promise contrary to the foregoing.

The provisions set forth in this manual and any changes in policy herein, shall be authorized by and approved by the Board of Trustees. The Board reserves the right to change, at any time, any provisions included in this manual. However, procedures describe herein may be modified as needed by the CCPL Administration with approval of the Chief Executive Officer.

Provisions in this manual on which the union's collective bargaining agreement is silent, e.g., policies regarding hiring, discipline, training, and development, shall apply to bargaining unit employees as well. In the event of a conflict between this manual and the provisions of the collective bargaining agreement, the terms of the agreement shall prevail.

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The CCPL Board of Trustees may take action to reduce personnel costs to the organization. Layoff, which is the reduction of the number of staff by separation from service, or reduction of scheduled hours, may be employed to reduce the costs of personnel services to CCPL. The collective bargaining agreement addresses layoff and recall procedures for union members.

273.1 When layoff is authorized by the Board, at least one (1) month's advance written notice shall be given to affected employees. Questions should be directed to the Human Resources Division. .

273.2 Employees who are serving their Initial Employment Period in an affected classification shall be laid off before any other employees in the classification. Seniority shall be only one factor upon which CCPL will make any layoff decision regarding a non-bargaining unit employee.

273.3 Employees who are serving their Initial Employment Period shall not be recalled from layoff until all other eligible employees in the affected classification are recalled.

273.4 Once a former employee has been contacted for layoff reinstatement, their name will be removed from the reinstatement list whether the offer is accepted or not.

273.5 Employees who have been laid off are eligible to apply for unemployment compensation subject to the regulations and determination of the Ohio Department of Job and Family Services.

EMPLOYMENT PRACTICES - 200  
Layoff - 273

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The retirement and disability pension plan that covers CCPL employees is the Ohio Public Employees Retirement System (OPERS). Details of the pension plan and procedures for applying for benefits are contained in OPERS publications, which are available on the retirement system's website. CCPL employees are not covered by the Social Security System. However, a small tax toward Social Security Medicare benefits is deducted from employees' pay in accordance with federal law.

- 272.1 Employees should notify the Human Resources Division at least two (2) months prior to the date on which they wish to retire.
- 272.2 At the time of retirement, the employee shall receive payment of accumulated earned vacation and holiday time.
- 272.3 Effective April 1, 2011, a retiring employee will be paid accumulated sick leave time in accordance with the following schedule:
- Less than ten (10) years of service – no payment
  - Ten (10) to nineteen (19) years of service – Up to 300 hours of accumulated sick time.
  - Twenty (20) to twenty-nine (29) years of service – Up to 350 hours of accumulated sick time.
  - Thirty (30) or more years of service - Up to 400 hours of accumulated sick time.

Payments made to a retiring employee under the terms of this section will be made to the employee in their final paycheck.



EMPLOYMENT PRACTICES – 200  
Retirement - 272

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Employees will be reimbursed for public transportation or mileage and parking expenses incurred while using their private vehicle in the performance of official duties. This does not include initial commuting between one's residence and work site for that day. However, employees required to work a split shift will receive mileage reimbursement for the second trip to work. Reimbursement for travel outside the county for approved conference attendance is explained in Section 330.

- 331.1 The employee is responsible for maintaining a record of transportation and miscellaneous work-related expenses. This includes mileage records, parking receipts, and bus fare.
- 331.2 The mileage and expense report must be approved by the supervisor and sent to the Finance Division. These reports must be in by the fifth day of the following month in order to be included in the Board report for approval within that month. Expense reimbursement requests that are older than eighteen (18) months after the date of the incurred expense will not be reimbursed.
- 331.3 In consideration of the mileage reimbursement policy, CCPL requires all employees to have appropriate and adequate automobile/motorist insurance when using personal vehicles for CCPL-related work purposes. If an auto accident while on work assignment incurs a liability beyond the limits of the employee's personal coverage, CCPL's automobile insurance may cover the balance, but only in defense of CCPL as determined by the insurer.
- 331.4 Any traffic or parking ticket violation incurred while on CCPL time is considered personal and, as such, is not reimbursable. Time spent on settling a traffic violation will be considered personal and must be covered on the time card as vacation, holiday, or personal leave. See [Automobile Policy](#) for additional information.
- 331.5 CCPL's mileage reimbursement rate is based on the federal IRS reimbursement rate and is adjusted accordingly. See [Travel Policy](#) for additional information.

COMPENSATION PRACTICES - 300  
Transportation Reimbursement - 331

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## Borrowing Library Materials Policy

Cuyahoga County Public Library lends materials in a variety of formats to meet the information and entertainment needs and interests of all community members. This *Borrowing Library Materials Policy* has been established to ensure free, equal, and equitable access to limited resources.

All Ohio residents may borrow library materials from Cuyahoga County Public Library. Library cardholders are responsible for library materials checked out on their card. Library cardholders are responsible for fees charged to their account as a result of borrowing library materials.

To assure equitable access to limited resources, borrowing limits are established by library administration. These limits determine the number of items that can be checked-out, the length of time items may be checked-out, and the number of times items may be renewed.

Borrowers are responsible for returning library materials to any CCPL Branch on or before the due date and in the same condition as when borrowed. The borrower will be assessed a replacement fee for lost or damaged material. Replacement fees for lost or damaged material will be established by the library administration and will not exceed the actual cost to replace the item.

The type and number of materials account holders may borrow based on accrued fees.

<b>Accrued Fees</b>	<b>Borrowing Privileges</b>
Up to \$24.99	<ul style="list-style-type: none"> <li>• Full access to all library materials</li> </ul>
\$25.00 to \$99.99	<ul style="list-style-type: none"> <li>• Access limited to digital collection, electronic resources, and public computers.</li> <li>• Can place holds</li> </ul>
\$100.00 and above	<ul style="list-style-type: none"> <li>• Access limited to digital collection, electronic resources, and public computers.</li> <li>• Cannot place holds</li> </ul>
\$100.00 and above and 90 days overdue	<ul style="list-style-type: none"> <li>• Access limited to digital collection, electronic resources, and public computers.</li> <li>• Cannot place holds</li> <li>• Referred to collection agency</li> </ul>

**Adopted by the Cuyahoga County Public Library Board of Trustees on February 27, 2024.**

## Naming Rights Policy

To effectively leverage resources, provide the citizens of Cuyahoga County with the highest quality library services, and to allow citizens and organizations the opportunity to participate directly in support of Cuyahoga County Public Library, the Cuyahoga County Public Library Board of Trustees has adopted the following policy concerning the granting of naming rights to Library buildings, spaces, and furnishings.

The purpose of this policy is to establish the authority and qualifications for naming and renaming Cuyahoga County Public Library buildings, interior spaces, exterior spaces, and furnishings in recognition of a monetary gift to Cuyahoga County Public Library or Cuyahoga County Public Library Foundation.

### **Named Library Buildings**

The Board of Trustees will consider naming or renaming a Library building in honor of a living or deceased individual, a family, corporation, foundation, or organization (donor) who donates \$1 million or more. The donor's name will appear on the library building. The branch will be named after the city in which it is located so that customers can easily ascertain the location of the library branch. In marketing, public relations, and communications, the library will take every opportunity to use the name of the donor when referring to the branch. Naming rights for a Library building will not extend beyond the normal life of the structure.

### **Named Library Interior and Exterior Spaces**

A room, area, or space inside or outside a Library branch may be named in honor of a living or deceased individual, a family, corporation, foundation, or organization (donor) who donates \$10,000–\$999,999. Specific amounts to be determined based on the size, location, and purpose of the space. The donor's name will appear on a plaque that will be placed in the proximity of the space at the discretion of the library. The library reserves the right to choose the wording, size, placement, and style of this recognition. Naming rights for a room, area, or space inside or outside a Library branch will not extend beyond its normal life.

### **Named Furnishings**

The library may identify planned or existing furnishings eligible to be named in honor of a living or deceased individual, a family, corporation, foundation, or organization (donor). Examples include furniture, equipment, and art. Specific furnishings are chosen by the library based on the library's needs and suitability to meet the intended purpose. A specific donation amount will be determined by the library and will take into consideration the initial cost of the furnishing, installation, and ongoing maintenance of the furnishing. The donor's name will appear on a plaque that will be placed on or in proximity to the furnishing at the discretion of the library. The library reserves the right to choose the wording, size, placement, and style of this recognition. Naming rights for furnishings will not extend beyond the normal life of the furnishing.

### **General Guidelines**

The naming or re-naming of a Library building, room, area or space inside or outside the library branch, and furnishings shall be negotiated by the Library's Chief Executive Officer or his/her designee subject to approval of the Board of Trustees.

The condition and purpose of the named building, room, area, interior or exterior space, or furnishing, is at the discretion of the library and may not be altered by donor request.

Naming rights will only be granted for monetary gifts.

The Board reserves the right to terminate or alter a naming right under unusual circumstances. For example, if an individual or organization named comes into disrepute at the library or in the community at large at any point. Should the Naming Rights Donor Agreement be terminated, the Board and the Library shall have no further obligation or liability to the donor and shall not be required to return any portion of the gift that has already been paid.

If a named building, space, or furnishing is relocated, remodeled, or converted to a use other than its original use, upgraded or modified, destroyed, or severely damaged, the naming rights may be altered to reflect these changes.

**Adopted by the Cuyahoga County Public Library Board of Trustees on July 24, 2012.  
First revision; July 22, 2014. Second revision; July 24, 2018.**

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