

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
September 26, 2019  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,  
Mr. Hairston, Ms. Rodriguez (arrived, 12:24  
p.m.)

Absent: Ms. Washington, Mr. Parker

Ms. Rodriguez called the meeting to order at 12:04 p.m.

**Approval of the Minutes**

Mr. Hairston moved approval of the Regular Board Meeting of 6/18/19; and Special Board Meeting of 8/29/19. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

**PUBLIC COMMENT**

Mr. Corrigan acknowledged Reverend Pamela M. Pinkney-Butts who (1) shared with the Board her views on Ohio House Bill 70 and Cuyahoga County Council Resolutions 2017-216 & 2018-32; (2) presented a calendar of events for The Faithful Few & The Eastside Fellowship; (3) informed the Board of her written works: "*Prodigal Pro-To-Cal*", "*So What?! Sow What?! Sew What?!*", "*The Passage of Pamela*", *Choose Life!* and "*Consuming Worship*"; and (4) presented Director Thomas with a photograph of herself.

**COMMUNICATIONS**

Director Thomas acknowledged letters from Paul R. Williams, Ph.D., Past President, Rowfant Club, expressing gratitude for the Library hosting the Rowfant Club for a summer picnic on July 20, 2019; and Vera J. Camden, Professor of English and Valentino L. Zullo, Ph.D. Candidate, Kent State University, expressing thanks for the Library's support of the Kent State University and Cleveland Public Library's Wonder Woman

REGULAR BOARD  
MEETING 6/18/19;  
AND SPECIAL  
BOARD MEETING  
OF 8/29/19  
Approved

LTRS. FROM:  
PAUL R.  
WILLIAMS, PH. D.,  
PAST PRESIDENT,  
ROWFANT CLUB;  
AND VERA  
CAMDEN,  
PROFESSOR OF  
ENGLISH AND  
VALENTINO L.  
ZULLO, PH. D.  
CANDIDATE,  
KENT STATE  
UNIVERSITY  
Acknowledged

Symposium in 2016 and requested that the Library consider similar support for Wonder Woman's 80<sup>th</sup> anniversary in 2020.

Director Thomas welcomed new Library staff and asked various administrators to introduce them to the Board.

Tana Peckham, Chief, Marketing & Communications, introduced and shared background information on Akilah Porter, Marketing Coordinator, and Kelly Woodard, Marketing Manager, Communications.

Jeremiah Swetel, Chief Operations Officer, introduced and shared background information on Kathleen Sonnhalter, Capital Projects Managers.

Shenise Johnson Thomas, Chief of External Relations and Development, introduced and shared background information on Kellie Mayle, Development Manager.

MOTION TO  
TEMPORARILY  
SUSPEND THE  
REGULATIONS  
Approved

**MOTION TO TEMPORARILY SUSPEND THE REGULATIONS**

Because there was no Finance Committee Meeting, Mr. Corrigan moved to temporarily suspend the Regulations of the Board of Trustees in Article IX and X requiring referral of resolutions to committees, to consider the following resolutions. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

**FINANCE COMMITTEE REPORT**

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Months of June, July, August

(See pages 1224-1226)

Mr. Seifullah moved approval of the following resolution. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

WHEREAS, The Board receives gifts of moneys and library services materials from generous citizens from time to time; and

RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTHS  
OF JUNE, JULY,  
AUGUST  
Approved

WHEREAS, Attached to this Resolution are the Gift Reports itemizing the gifts received by the Library for the months of June, July and August of 2019; now therefore be it

RESOLVED, That the gifts described in the Gift Report for June, July and August of 2019 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Fourth Amendment to the Year 2019 Appropriation

(See pages 1227-1233)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, **Ohio Revised Code** Section 5705.40 provides for the amendment of an appropriation measure when necessary; and

WHEREAS, It is now deemed necessary to amend the Year 2019 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated September 13, 2019; and

WHEREAS, The aggregate of all appropriation classifications does not exceed the total amount submitted to the Cuyahoga County Budget Commission; now therefore be it

RESOLVED, That the sums indicated on the attached Fourth Amendment to the Year 2019 Appropriation Schedule be approved.

Resolution to Accept Grants from the George Gund Foundation and PNC through the Cleveland Public Library Foundation for the 150<sup>th</sup> Anniversary Oral History and Photography Programs

Mr. Seifullah moved approval of the following resolution. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

FOURTH  
AMENDMENT TO  
THE YEAR 2019  
APPROPRIATION  
Approved

RESOLUTION TO  
ACCEPT  
GRANTS FROM  
THE GEORGE  
GUND  
FOUNDATION  
AND PNC  
THROUGH THE  
CLEVELAND  
PUBLIC  
LIBRARY  
FOUNDATION  
FOR THE 150<sup>TH</sup>  
ANNIVERSARY  
ORAL HISTSORY  
AND  
PHOTOGRAPHY  
PROGRAMS  
Approved

WHEREAS, The George Gund Foundation encourages a lively, diverse arts community in Greater Cleveland by funding local projects that emphasize artistic quality, innovative programming and reaching new audiences; and

WHEREAS, PNC Bank has a legacy of supporting initiatives and organizations that make our community a better place to live and work; and

WHEREAS, Cleveland Public Library applied for grants to support 150<sup>th</sup> Anniversary programming, specifically the Cleveland 20/20 photography program in partnership with Cleveland Print Room and Cleveland Stories oral history program in partnership with ideastream which will share and honor the stories of everyday Clevelanders who make up the fabric of our city; and

WHEREAS, The Gund Foundation agreed to grant the Cleveland Public Library Foundation \$50,000 and PNC agreed to grant the Cleveland Public Library Foundation \$25,000, which will be passed through to the Cleveland Public Library to be used toward these programs; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from The George Gund Foundation through the Cleveland Public Library Foundation, in the amount of \$50,000 for the grant period July 2019 through July 2020; and be it further

RESOLVED, The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from PNC, in the amount of \$25,000 for the grant period July 2019 through July 2020; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of the Grant and this Resolution, including those in excess of \$25,000, to effectuate the terms and conditions of the Grant and this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.



Resolution to Ratify and Approve the Purchase of  
Insurance Coverage for Policies Effective August 1, 2019

(See pages 1234-2147)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On August 9, 2018, the Board of Library Trustees authorized the renewal of the insurance packages stated within this Resolution for three, one-year renewal periods commencing on August 1, 2019, provided terms, conditions, and pricing remained comparable to the current programs and consistent with then current market conditions; and

WHEREAS, On June 18, 2019, the Board of Library Trustees authorized the Executive Director to make the final determination to accept the insurance package that provides the best coverage for the lowest overall cost, for a total annual premium for all policies not to exceed \$447,688, and the coverage purchased would be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting; and

WHEREAS, The 2019 renewal premiums are as follows:

Coverage	Expiring Premium	Incumbent Carrier	Renewal
Property, including Boiler & Machinery	\$219,000 (annualized)	Affiliated FM Insurance Company	\$237,000
General Liability, including Employee Benefits Liability and Ohio Employer's Liability,	\$38,994.40 (annualized)	Liberty Mutual Insurance Company	\$40,479
Abuse and Molestation Liability	\$1,041	Liberty Mutual Insurance Company	\$981
Law Enforcement Professional Liability	\$5,002	Liberty Mutual Insurance Company	\$5,127
Automobile Liability	\$42,927.49 (annualized)	Liberty Mutual Insurance Company	\$44,850

RESOLUTION TO  
RATIFY AND  
APPROVE THE  
PURCHASE OF  
INSURANCE  
COVERAGE FOR  
POLICIES  
EFFECTIVE  
AUGUST 1, 2019  
Approved

\$10 million Excess Liability	\$18,343	Liberty Mutual Insurance Company	\$18,671
<b>Coverage</b>	<b>Expiring Premium</b>	<b>Incumbent Carrier</b>	<b>Renewal</b>
\$15 million Excess Liability over \$10 million Excess Liability	\$15,150	Travelers Insurance Company	\$15,150
Crime	\$9,850	Travelers Insurance Company	\$9,850
Cyber Liability	\$13,965	Illinois National Insurance Company - AIG	\$18,306* (Increased from \$1m to \$2m with a \$25k retention for additional premium of \$4,663)
Public Officials and Employment Practices Liability	\$44,301	Illinois National Insurance Company - AIG	\$49,539 (Added \$1m Enhanced Assault Coverage for additional premium of \$995)
<b>Total Premium</b>	<b>\$408,573.89</b>		<b>\$439,953</b>

;and

WHEREAS, The Library's Executive Director is authorized to accept the Property, General Liability, Abuse and Molestation Liability, Law Enforcement Professional Liability, Automobile Liability, Excess Liability, Crime, Cyber Liability and Public Officials and Employment Practices Liability as presented by McGowan Insurance for coverage effective August 1, 2019; and

WHEREAS, The combined annual renewal premiums yielded a 6.3% increase in cost (or \$25,721) compared to the expiring program premiums, not including the additional premiums paid of \$5,658 for additional coverage; now therefore be it

RESOLVED, That the Board of Library Trustees ratifies the decision to purchase Property, General Liability, Abuse and Molestation Liability, Law Enforcement

Professional Liability, Automobile Liability, Excess Liability, Crime, Cyber Liability and Public Officials and Employment Practices Liability through McGowan Insurance for the third year's premium not-to-exceed \$439,953 for the period August 1, 2019 through August 1, 2020; and be it further

RESOLVED, That it is the intention of this Board to renew the insurance packages stated within this Resolution for two, one-year renewal periods commencing on August 1, 2020, provided terms, conditions, and pricing remain comparable to the current programs and consistent with then current market conditions.

Resolution Authorizing Purchase and Installation of Cameras, Access Control Systems, and Software from Integrated Precision Systems, Inc.

(See pages 1248-2155)

Mr. Seifullah moved approval of the following resolution. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

WHEREAS, Integrated Precision Solutions, Inc. has provided and installed the alarm systems, access control systems, and security cameras at the Library's branches and at the Main downtown campus; and

WHEREAS, The Property Management Department recommends purchasing additional security cameras for the Main Library, East 131<sup>st</sup> Street branch, and South branch as well as adding access control systems to the Sterling branch, and Room 38 in the Main Library; and

WHEREAS, Integrated Precision Solutions, Inc. has proposed to install the security cameras, access control systems, and related hardware and software as described in the attached quotes for a total cost of \$52,368.54; and

WHEREAS, The Library is satisfied with the products and services provided by Integrated Precision Solutions, Inc. and finds proposed equipment to be compatible with the existing systems and the attached quotes to be fair and reasonable; now therefore be it

RESOLUTION  
AUTHORIZING  
PURCHASE AND  
INSTALLATION  
OF CAMERAS,  
ACCESS  
CONTROL  
SYSTEMS, AND  
SOFTWARE  
FROM  
INTEGRATED  
PRECISION  
SYSTEMS, INC.  
Approved

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into an agreement or agreements with Integrated Precision Systems Inc. to provide and install the security cameras, access control systems, and related hardware and software for a total cost of \$52,368.54, subject to approval of the Chief Legal Officer, with the expenditure being charged as follows:

<u>Description</u>	<u>Amount</u>	<u>Account (Org-Object)</u>
Main Library Cameras (43)	\$37,210.22	19010055-55520 (Equipment)
Loading Dock Camera	1,927.56	19010055-55520 (Equipment)
South Branch Camera	1,489.00	17830055-55520 (Equipment)
Main Library Room 38 Access Control	3,161.70	19010055-55300 (Building Improvement)
Sterling Access Control - staff work room & staff lunch room doors	5,110.06	17900055-55300 (Building Improvement)
East 131 Branch Cameras (3)	3,470.00	17340055-55520 (Equipment)
	<u>\$52,368.54</u>	

In response to Ms. Butts' inquiry, Jeremiah Swetel, Chief Operations Officer, stated that these are additional cameras requested for five branches. The Library has exterior cameras at some locations that exceed ten different exterior views.

In response to Mr. Corrigan's inquiry, Joyce Dodrill, Chief Legal Officer, stated that if there is a request to view camera footage regardless of where it comes from, Safety & Protective Services always forwards the request to the Legal Department to determine if the request is about Library patrons, in which case it requires a subpoena.

Mr. Corrigan stated that it would be good for the Library to memorialize this process from the Board level as requests come in, the issue of who has cameras and what they are doing with them will probably become a larger issue as we go.

Resolution Acknowledging and Approving Merger of  
CareWorks USA Ltd. with York Services Group, Inc.

(See pages 1256-1257)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On June 25, 2015, the Board of Library Trustees authorized the Library to enter into a Leave Administration, Disability Claim Administration and Integrated Disability Management Services Agreement (the "Agreement") with CareWorks Absence Management, Ltd. ("CareWorks") for an initial term of one year commencing on or about July 1, 2015 and renewable for subsequent one-year terms; and

WHEREAS, The Agreement contains a provision allowing the agreement to be assigned to the parties' respective successors and assigns; and

WHEREAS, Effective December 31, 2018, CareWorks merged with its affiliate, York Services Group, Inc., and York Services Group, Inc. assumed all of CareWorks' obligations to provide services under the Agreement with the Library; and

WHEREAS, The Library most recently renewed the Agreement effective August 1, 2019 for a one-year term, and has been receiving leave administration services from York Services Group, Inc.; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby acknowledges and approves the merger of CareWorks USA, Ltd. with York Services Group, Inc. and recognizes that services under the agreement authorized by this Board on June 25, 2015 will be performed by York Services Group, Inc.

In response to Ms. Butts' inquiry, Carrie Krenicky, Chief Financial Officer, explained that CareWorks provides FMLA services as a third party.

RESOLUTION  
ACKNOWLEDGING  
AND APPROVING  
MERGER OF  
CAREWORKS USA  
LTD. WITH YORK  
SERVICES GROUP,  
INC.

Approved

RESOLUTION  
AUTHORIZING  
AMENDMENT  
TO AND  
CONSENTING  
TO  
ASSIGNMENT  
OF  
AGREEMENT  
WITH CENTERS  
FOR FAMILIES  
AND CHILDREN  
FOR  
EMPLOYEE  
ASSISTANCE  
PROGRAMS  
Approved

Resolution Authorizing Amendment to and Consenting to  
Assignment of Agreement with Centers for Families and  
Children for Employee Assistance Program

(See pages 1258-1259)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, In February 2018, the Executive Director of the Cleveland Public Library entered into an agreement ("Agreement") with The Centers for Families and Children for its Employee Assistance Program known as "ease@work" for a two year period beginning on March 1, 2018, and this Board ratified the Agreement on March 15, 2018; and

WHEREAS, The Agreement, as approved by this Board, is for a two-year term with a total base cost of \$27,400 payable in two annual installments of \$13,700 each. The annual cost is based on a rate of \$25 per employee for a total of 548 employees; and

WHEREAS, The Library desires to amend the Agreement to increase the number of employees from 548 to 600 for the second year of the term which began on March 1, 2019 and which would increase the annual cost by \$1,300, bringing the cost of the second year to \$15,000. However, the first annual installment was invoiced at \$13,625, which amends the total base cost to \$28,625; a net overall increase of \$1,225; and

WHEREAS, On or about August 12, 2019, the Library received notification from AllOne Health Resources, Inc. that it had entered into an agreement with The Centers for Families and Children to purchase its "ease@work" business and requesting the Library's consent to an assignment of The Centers for Families and Children's rights and obligations under the Agreement to AllOne Health Resources, Inc.; and

WHEREAS, The Library Administration desires to continue to receive services under the Agreement and recommends that this Board consent to the assignment of the Agreement to AllOne Health Resources, Inc.; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby consents to the assignment of the Agreement to AllOne Health Resources, Inc. and authorizes the Executive Director, CEO or his designee to execute such agreements and instruments as are necessary to convey such consent, and which agreements and instruments shall be subject to the approval of the Chief Legal Officer; be it further

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee to amend the Agreement for the "ease@work" program to increase the number of employees to 600 for the second year and to increase the total cost of the contract from \$27,400 to \$28,625, allocated to object code 51900 (Salaries/Benefits - Other Benefits) based on employee's organizational code, and which amendment shall be subject to the approval of the Chief Legal Officer.

Resolution to Ratify Agreement with KONE Inc. for Maintenance of Elevators in Main Building and Louis Stokes Wing and Authorizing New Agreement with KONE Inc. for Maintenance of Elevators in Main Building, Louis Stokes Wing, Branches, and Lakeshore

(See pages 1260-1274)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On June 19, 2014, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a five year agreement with KONE Inc., effective July 1, 2014 through June 30, 2019, for full maintenance services for the elevators in the Main Library and the Louis Stokes Wing; and

WHEREAS, Upon expiration of the five year agreement on June 30, 2019, the agreement with KONE automatically renewed at a monthly cost of \$5,128.67; and

WHEREAS, The Library currently has contracts with KONE to provide maintenance services to the elevators located at the Library's Carnegie West, Eastman, Martin Luther King, Jr., and South Brooklyn branches for a fee of

RESOLUTION TO RATIFY AGREEMENT WITH KONE INC. FOR MAINTENANCE OF ELEVATORS IN MAIN BUILDING AND LOUIS STOKES WING AND AUTHORIZING NEW AGREEMENT WITH KONE INC. FOR MAINTENANCE OF ELEVATORS IN MAIN BUILDING, LOUIS STOKES WING, BRANCHES, AND LAKKESHORE  
Approved

\$4,629.12 per year, and which contract will expire on March 31, 2020; and

WHEREAS, KONE has proposed to consolidate under one U.S. Communities contract the maintenance services to the Library's elevators in the Main building, Louis Stokes Wing, Carnegie West, Eastman, Martin Luther King, Jr., and South Brooklyn branches at a monthly rate of \$6,066.41 per month beginning on October 1, 2019 through September 30, 2020; and

WHEREAS, KONE has further proposed to provide maintenance services to the Library's two elevators at the Lakeshore Facility at a monthly cost of \$151.96 per month beginning on April 1, 2020 through September 30, 2020 following the expiration of the Library's agreement with Schindler; and

WHEREAS, The new contract proposed by KONE would supersede both of the Library's current agreements with KONE, and the Library would have no further obligations to KONE under the two current agreements beginning on October 1, 2019; and

WHEREAS, The Library desires to enter into the new contract proposed by KONE for a one-year term beginning on October 1, 2019 at a monthly cost of \$6,066.41 per month, which monthly cost will be increased by \$151.96 to \$6,218.37 per month effective April 1, 2020, for a total contract amount of \$73,708.68; now therefore be it

RESOLVED, That the Board of Trustees hereby ratifies the renewed agreement for maintenance services of the elevators in the Main Library and Louis Stokes Wing for the period commencing July 1, 2019 and terminating September 30, 2019 in an amount not-to-exceed \$15,386.01, with the expenditure being charged to the General fund account 12100053-53340, (Building Maintenance); be it further

RESOLVED, That the Board of Trustees hereby authorizes the Executive Director, CEO or his designee to enter into an agreement with KONE Inc. for maintenance services to the elevators located in the Main Library, Louis Stokes Wing, Carnegie West, Eastman, Martin Luther King, Jr., and South Brooklyn branches, and the Lakeshore Facility for a one-year term beginning on



October 1, 2019 at a cost not-to-exceed \$73,708.68, with the expenditure being charged to the General fund account 1xxx0053-53340, (Building Maintenance), where xxx = the department/branch, and which agreement shall be subject to the approval of the Chief Legal Officer.

Resolution to Ratify Agreement with Bravo Wellness LLC for Wellness Incentive Program Services

(See pages 1275-1278)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On October 18, 2012, the Board of Trustees of the Cleveland Public Library authorized an agreement with BRAVO Wellness LLC ("BRAVO") to provide Wellness Incentive Program services on behalf of the Library for a three-year period; and

WHEREAS, On September 17, 2015 and September 13, 2016, this Board authorized the Library to execute agreements with BRAVO to provide Wellness Incentive Program services on behalf of the Library for one year terms, and on May 18, 2017, this Board authorized the Library to execute an agreement with BRAVO to provide Wellness Incentive Program services for two years through 2019; and

WHEREAS, Effective July 8, 2017, the Library entered into the amendment to the agreement with BRAVO extending the Wellness Incentive Program Services through July 8, 2019; and

WHEREAS, Effective May 1, 2019, the Cleveland Public Library entered into an amendment to the agreement approved by this Board on May 18, 2017 to cover BRAVO's 2019 wellness screenings, which amendment extended the term of the agreement through December 31, 2020 at no additional cost to the Library; and

WHEREAS, The Executive Director hereby requests that the Board of Trustees of the Cleveland Public Library ratify the amendment entered into with BRAVO extending the term of the agreement through December 31, 2020; now therefore be it

RESOLUTION TO  
RATIFY  
AGREEMENT  
WITH BRAVO  
WELLNESS LLC  
FOR WELLNESS  
INCENTIVE  
PROGRAM  
SERVICES  
Approved

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby ratifies and approves the agreement entered into with BRAVO Wellness LLC to extend the current term of the agreement through December 31, 2020.

In response to Mr. Hairston's inquiry, Director Thomas stated that we could continue to examine the correlation between employees' participation, health scores and work attendance.

Carrie Krenicky, Chief Financial Officer, stated that we annually submit a report to the Board on employee screening and points received after their screening. We are currently screening and data will be collected in January. Another report will follow.

Mr. Hairston stated that he is interested in the correlation between employee participation and sick leave.

Director Thomas stated that a correlation has not been made to determine if employee participation has caused a decrease in sick leave.

Ms. Krenicky stated that numbers in productivity have consistently been around 85%.

Mr. Corrigan stated that we have fewer than 600 employees, it will only take a few employees with severe health issues to skew the numbers dramatically. In effect, the averages are affected by catastrophic illness rather than the overall health of the staff. Therefore, the numbers may not be helpful without qualification of that aspect of it.

Director Thomas stated that this may be brought to the Human Resources Committee as the biometrics used have been a concern to the union. We need to determine if this has value one way or the other.

Resolution to Ratify Agreement for Purchase of Natural Gas

(See pages 1279-1288)

Mr. Seifullah moved approval of the following resolution. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On June 18, 2019, the Board of Library Trustees authorized the Executive Director or his designee, to enter into a new agreement commencing November 2019, through North Shore Energy Consulting, LLC, with natural gas suppliers that have the best fixed rates for periods of time up to and including 24 months commencing at the expiration of the Library's current natural gas contract, provided the rates do not exceed the rate of \$3.16 per Mcf, for a 12-month term or \$3.19 per Mcf for a 24-month term; and

WHEREAS, The Cleveland Public Library currently has a contract with Volunteer Energy Services, Inc. at the rate of \$2.79 per Mcf effective from November 1, 2018 through October 31, 2019; and

WHEREAS, On June 24, 2019, the Library entered into an agreement with CenterPoint Energy Services, Inc. at the rate of \$2.85 per Mcf effective from November 1, 2019 through October 31, 2020; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies the agreement entered into by the Library on June 24, 2019 with CenterPoint Energy Services, Inc. for natural gas at the rate of \$2.85 per MCF for a 12 month term from November 1, 2019 through October 31, 2020.

Resolution to Ratify Agreement for Purchase of Electricity

(See pages 1289-1297)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On June 18, 2019, the Board of Library Trustees authorized the Executive Director or his

RESOLUTION TO RATIFY AGREEMENT FOR PURCHASE OF NATURAL GAS  
Approved

RESOLUTION TO RATIFY AGREEMENT FOR PURCHASE OF ELECTRICITY  
Approved

designee, to enter into a new agreement commencing August 2020, through North Shore Energy Consulting, LLC, with electricity suppliers that have the best fixed rates for periods of time up to and including 24 months commencing at the expiration of the Library's current electric contract, provided the rates do not exceed the rates currently being paid by the Library for electric; and

WHEREAS, The Cleveland Public Library currently has a contract with Dynegy Energy Services, LLC for the supply of electricity through August 2020 at the rate of \$4.400 per kWh; and

WHEREAS, The Library entered into an agreement with Dynegy Energy Services, LLC on July 5, 2019 at the rate of \$3.860 per kWh from August 2020 through August 2021; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies the agreement entered into by the Library on July 5, 2019 with Dynegy Energy Services, LLC for electricity at the rate of \$3.860 per kWh for a 12 month term from August 2020 through August 2021.

Resolution to Ratify Agreements with Applied Laser Technologies for Managed Print Services

(See pages 1298-1315)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On May 16, 2019, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement with Applied Laser Technologies (BSL-Applied Laser Technologies LLC) for the purchase or lease of multifunction devices, desktop printers, and production equipment for a total cost not-to-exceed \$550,000 for outright purchase, or a three year lease with the option for two one-year renewal terms; and

WHEREAS, On May 16, 2019, the Board of Trustees of the Cleveland Public Library also authorized the Library to enter into an agreement with Applied Laser Technologies (BSL-Applied Laser Technologies LLC) for the service and

RESOLUTION TO  
RATIFY  
AGREEMENTS  
WITH APPLIED  
LASER  
TECHNOLOGIES  
FOR  
MANAGED  
PRINT SERVICES

Approved

maintenance of the Library's multifunction devices, desktop printers, and production equipment for an annual cost not-to-exceed \$90,000; and

WHEREAS, On June 20, 2019, the Library entered into an agreement with Applied Laser Technologies for the purchase of multifunction devices, desktop printers, and production equipment for a total cost of \$503,961.57; and

WHEREAS, On June 20, 2019, the Library also entered into a three-year agreement effective July 1, 2019, with the option of two one-year renewals, with Applied Laser Technologies for the service and maintenance of the Library's multifunction devices, pay station equipment, desktop printers, and production equipment with the fee for such service and maintenance based on the per-page rates as described in Exhibit "A" to this Resolution, and which the Library estimates not to exceed \$90,000 annually from July 1 through June 30 based on current usage; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies the purchase agreement and service and maintenance agreement entered into by the Library on June 20, 2019 with Applied Laser Technologies (BSL-Applied Laser Technologies LLC) at the rates set forth in this Resolution.

**Exhibit "A"**

<b>Device Type</b>	<b>Rate</b>
Multifunction Devices	B/W: \$0.00550 /page Color: \$0.04300 /page
Production Printer (B/W only)	B/W: \$0.00370 /page
Production Printer (B/W and color)	B/W: \$0.00370 /page Color: \$0.03400 /page
Desktop Printers	B/W: \$0.00750 /page
Existing Non-ALT Printers	B/W: \$0.00750 /page Color: \$0.09500/page
Pay Stations	\$25 /pay station per month

RESOLUTION  
 AUTHORIZING  
 AGREEMENTS  
 WITH MOST  
 QUALIFIED  
 ARCHITECT/  
 ENGINEERING  
 FIRMS FOR  
 MASTER PLAN  
 PROJECTS  
 Approved

Resolution Authorizing Agreements with Most Qualified Architect/Engineering Firms for Master Plan Projects

(See pages 1316-1393)

Mr. Seifullah moved approval of the following resolution. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On August 29, 2019, the Board of Trustees of the Cleveland Public Library approved the selection of the below-listed firms and design teams as the top-ranked, most qualified firms to provide professional architectural/engineering services for each corresponding project as part of the implementation of Phase One of the Facilities Master Plan:

<b>Firm/Design Team</b>	<b>Project</b>
Moody Nolan, Inc.	Hough - relocation and new building
Wanix Architects, L.L.C. and Williams Associates Architects, LTD	Jefferson - renovation with minor addition
Bialosky and Partners, Architects, LLC and Robert P. Madison International, Inc.	Walz - new building on expanded site
VOCON Partners, LLC	West Park - renovation with addition
Bostwick Design Partnership, Inc. and Ubiquitous Design, LTD.	Woodland - major renovation with new central distribution facility

; and

WHEREAS, Moody Nolan Inc. has submitted a proposal for a total cost of **\$457,490** for the Hough Branch; and

WHEREAS, Bialosky and Partners Architects and Robert P. Madison have submitted a proposal for a total cost of **\$647,100** for the Walz Branch; and

WHEREAS, Bostwick Design Partnership Inc. and Ubiquitous Design Ltd. have submitted a proposal for a

total cost of **\$363,310** for the Woodland Branch, and **\$586,700** for the Distribution Facility; and

WHEREAS, VOCON Partners LLC has submitted a proposal for a total cost of **\$402,395** for the Westpark Branch; and

WHEREAS, Wanix Architects LLC and Williams Associates Architects has submitted a proposal for a total cost of **\$174,791** for the Jefferson Branch; and

WHEREAS, This Board finds that each of the proposed fees are fair and reasonable; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to negotiate and execute agreements with Moody Nolan, Inc. in an amount not-to-exceed **\$457,490** for the Hough Branch, with the expenditure being charged to the Construction - Tax-Exempt fund account 40275205-55300 (Construction/Improvements); with Bialosky and Partners, Architects, LLC and Robert P. Madison International, Inc in an amount not-to-exceed **\$647,100** for the Walz Branch, with the expenditure being charged to the Construction - Tax-Exempt fund account 40279405-55300 (Construction/Improvements); with Bostwick Design Partnership, Inc. and Ubiquitous Design, LTD., in an amount not-to-exceed **\$363,310** for the Woodland Branch, with the expenditure being charged to the Construction - Tax-Exempt fund account 40279905-55300 (Construction/Improvements), and **\$586,700** for the Distribution Facility, with the expenditure being charged to the Construction - Tax-Exempt fund account 40241105-55300 (Construction/Improvements); with VOCON Partners LLC in an amount not-to-exceed **\$402,395** for the Westpark Branch, with the expenditure being charged to the Construction - Tax-Exempt fund account 40279705-55300 (Construction/Improvements); and with Wanix Architects LLC and Williams Associates Architects in an amount not-to-exceed **\$174,791** for the Jefferson Branch, with the expenditure being charged to the Construction - Tax-Exempt fund account 40275405-55300 (Construction/Improvements); upon such terms and conditions as are reviewed and approved by the Library's Chief Legal Officer, and authorizes entering enter into such other documents or instruments as are necessary or

appropriate to effectuate the agreements in accordance with this Resolution.

Jeremiah Swetel, Chief Operations Officer, stated that we were successful in negotiating the price proposals with the design teams for a 9% value of the total construction cost which is a good rate. Although some firms required multiple revisions, we were able to bring costs down to below what was originally budgeted in the Master Plan for design.

In response to Mr. Seifullah's inquiry, Mr. Swetel explained that this resolution gives the Library authority to begin design once we have signed contracts.

Resolution Approving Change Orders for Main Library and Louis Stokes Wing Façade Cleaning and Restoration Project

(See pages 1394-1395)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On January 17, 2019, the Board of Trustees of the Cleveland Public Library awarded contracts to the M-A Building and Maintenance Company in the amount of \$278,250.00 and to Cleveland Building Restoration LLC in the amount of \$167,757.00, for façade cleaning and restoration of the Main Library building and the Louis Stokes Wing, respectively; and

WHEREAS, The project has been completed and the contract sums need to be amended to reflect costs savings to the Library; and

WHEREAS, Change Order #001 to the contract with M-A Building and Maintenance reduces the contract amount by \$16,605.00 for a revised contract total of \$261,645.00; and

WHEREAS, Change Order #001 to the contract with Cleveland Building Restoration LLC reduces the contract amount by \$3,960.00 for a revised contract total of \$163,797.00; now therefore be it

RESOLUTION  
APPROVING  
CHANGE  
ORDERS FOR  
MAIN LIBRARY  
AND LOUIS  
STOKES WING  
FAÇADE  
CLEANING  
AND  
RESTORATION  
PROJECT  
Approved



RESOLVED, That Change Order #001 to the contract with M-A Building and Maintenance reducing the contract amount by \$16,605.00 for a revised contract total of \$261,645.00, and Change Order #001 to the contract with Cleveland Building Restoration LLC reducing the contract amount by \$3,960.00 for a revised contract total of \$163,797.00, are hereby approved; and be it further

RESOLVED, That the Chief Operating Officer, or his designee, is hereby authorized to execute the Change Orders on behalf of the Library.

Amendment to Resolution of Intent to Accept Gift and to Authorize the Cleveland Public Library to Enter into Agreements with Cleveland Thermal Energy and Third Sun Solar LLC in Connection with Construction and Maintenance of the Gift

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On June 15, 2017, the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Cleveland Public Library to enter into a License agreement and such other instruments and agreements as are necessary to effectuate the construction by Dovetail Construction Company, to be hired by Cleveland Thermal Energy ("Cleveland Thermal"), of a solar panel system on the roof of the Library's Rice Branch, which Cleveland Thermal will convey as a gift to the Library, along with a twenty-five year performance warranty and three educational kiosks to be placed at the Rice Branch, the Carnegie West Branch, and the Main library; and

WHEREAS, The construction of the gift was delayed due to the need by Cleveland Thermal to obtain necessary approvals. Since adoption of the original Resolution, Cleveland Thermal has decided to utilize Third Sun Solar LLC to construct the solar panel system instead of Dovetail Construction Company, which has gone out of business; and

AMENDMENT TO  
RESOLUTION OF  
INTENT TO  
ACCEPT GIFT  
AND TO  
AUTHORIZE THE  
CLEVELAND  
PUBLIC LIBRARY  
TO ENTER INTO  
AGREEMENTS  
WITH  
CLEVELAND  
THERMAL  
ENERGY AND  
THIRD SUN  
SOLAR LLC IN  
CONNECTION  
WITH  
CONSTRUCTION  
AND  
MAINTENANCE  
OF THE GIFT  
Approved

WHEREAS, The solar panel system to be constructed is now more accurately described as an 85.84 kW PV System instead of an 85.7kW solar system; now therefore be it

RESOLVED, That the Resolution adopted by the Board of Trustees of the Cleveland Public Library on June 15, 2017 is hereby amended to reflect that Cleveland Thermal Energy LLC shall engage Third Sun Solar, LLC to construct a 85.84 kW PV System which it shall convey as a gift to the Cleveland Public Library; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into a 25-year service agreement with Third Sun Solar LLC; and be it further

RESOLVED, That all other directives, declarations and authorities set forth in the Resolution adopted by this Board on June 15, 2017 shall hereby remain in full force and effect.

In response to Mr. Corrigan's inquiry, Joyce Dodrill, Chief Legal Officer, stated that Rice branch will have a gift of solar panels installed by Cleveland Thermal Energy who are paying the full price of \$235,000 and they are also paying for us to enter into a 25-year service agreement with Third Sun Solar LLC in the amount of \$114,000.

Ms. Dodrill explained that the reason this being presented to the Board is that the company that is doing the installation has changed since the authorizing resolution was originally adopted.

Ms. Dodrill also confirmed that three educational kiosks will be placed at the Rice Branch, the Carnegie West Branch, and the Main library.

Resolution Amending 2018-2019 Agreement with Advance Local Media LLC and Authorizing 2019-2020 Agreement with Advance Local Media LLC for Digital Advertising

(See pages 1396-1399)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

RESOLUTION  
AMENDING  
2018-2019  
AGREEMENT  
WITH  
ADVANCE  
LOCAL MEDIA  
LLC AND  
AUTHORIZING  
2019-2020  
AGREEMENT  
WITH  
ADVANCE  
LOCAL MEDIA  
LLC FOR  
DIGITAL  
ADVERTISING  
Approved

WHEREAS, On June 19, 2018, the Board of Library Trustees authorized the Library to enter into an agreement with Advance Local Media LLC for digital advertising services for the period beginning on June 1, 2018 and ending on May 31, 2019 for a total cost not-to-exceed \$31,188; and

WHEREAS, The Library continued to utilize Advance Local Media's services following the expiration of the agreement on May 31, 2019 and has received invoices from Advance Local Media amounting to \$10,396 for services provided through September 30, 2019; and

WHEREAS, Advance Local Media has submitted a proposal to the Library to provide digital advertising services, including improving search engine marketing and targeting, and providing access to data tracking and analytics for the period beginning October 1, 2019 and ending September 30, 2020 for a total contract amount of \$29,700; and

WHEREAS, The Library desires to amend the 2018-2019 agreement to extend services and the term through September 30, 2019 and thereafter execute an agreement with Advance Local Media for the 2019-2020 term according to Advance Local Media's proposal; now therefore be it

RESOLVED, That the Board of Trustees ratifies and authorizes the Executive Director, CEO, or his designee, to execute a retroactive amendment to the 2018-2019 agreement with Advance Local Media LLC to extend the contract term through September 30, 2019 for an additional cost of \$10,396, thus increasing the total contract amount to \$41,584, which expenditure shall be charged to General fund account 11610053-53240 (PR/Other Communications), and which agreement shall be subject to review and approval of the Chief Legal Officer; be it further

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to negotiate and enter into an agreement with Advance Local Media LLC for the period commencing October 1, 2019 through September 30, 2020 in an amount not-to-exceed \$29,700.00, which expenditure shall be charged to General fund account 11610053-53240 (PR/Other

Communications), and which agreement shall be subject to review and approval of the Chief Legal Officer.

In response to Mr. Corrigan's inquiry, Tana Peckham, Chief Marketing & Communications Officer, stated that Advance Local Media LLC is the same as The Plain Dealer and Cleveland.com and they do our search engine marketing.

Mr. Corrigan asked for an explanation of how digital advertising is audited to determine its effectiveness.

Ms. Peckham explained that this contract covers the search engine marketing including the tracking analytics for digital.

Michael Young, Marketing & Web Manager, stated that they provide the analytics and access to a dashboard for campaign monitoring. We can define keywords. We meet with them regularly to look at benchmarks and have the opportunity to discuss optimization.

Resolution Authorizing Amendment to Agreement with Johnson Randolph Advisors

(See pages 1400-1401)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On May 2, 2019, the Cleveland Public Library entered into a contract with Cassandra Johnson of Johnson Randolph Advisors, LLC for a total fee of \$9,750 plus up to \$500 in reimbursables to assist the Library with its efforts to promote diversity in its construction projects by providing recommendations for changes to the Library's procurement and solicitation documents; and

WHEREAS, On July 11, 2019 the Library and Johnson Randolph Advisors entered into an amendment to the original agreement to increase the total fee to \$9,967.50 and to reduce the reimbursables to \$282.50, thus leaving the total contract amount at \$10,250; and

RESOLUTION  
AUTHORIZING  
AMENDMENT  
TO  
AGREEMENT  
WITH  
JOHNSON  
RANDOLPH  
ADVISORS  
Approved

WHEREAS, On July 16, 2019, the Library and Johnson Randolph Advisors amended the agreement to add services related to preparation, planning, coordination, attendance, and support for a pre-proposal meeting to be held in conjunction with the Facilities Master Plan design professional selection process and to increase the total compensation under the agreement to an amount not-to-exceed \$18,250; and

WHEREAS, CPL Administration also engaged Cassandra Johnson to provide additional services with regard to assistance with the selection process for the Facilities Master Plan design professionals and additional meetings with members of the Administration from July through September 2019 in the additional amount of \$4,330.86, (including reimbursables), increasing the total contract amount to \$22,580.86; and

WHEREAS, The Library has been pleased with the services provided by Johnson Randolph Advisors and desires to amend its agreement or enter into a new agreement to include additional services in conjunction with the preparation of a pre-proposal meeting and for the selection of construction managers for the Facilities Master Plan, and meetings with members of the Administration and the Board for an additional fee not-to-exceed \$20,073.36 (including reimbursables); now therefore be it

RESOLVED, That the Executive Director, CEO or his designee, is hereby authorized to negotiate and execute an amendment to the agreement with Johnson Randolph Advisors, LLC subject to the approval of the Chief Legal Officer, to provide payment for services rendered in the amount of \$4,330.86 (including reimbursables), and for additional services as described in this Resolution in an amount not-to-exceed \$20,073.36 (including reimbursables), bringing the total contract amount to an amount not-to-exceed \$42,654.22, which expenditure shall be charged to General Fund Account 12100053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution.

Ms. Butts stated that she was pleased with the diversity and inclusion efforts so far and requested an

explanation for this amendment and the Library's expectations.

Jeremiah Swetel, Chief Operations Officer, explained that Ms. Johnson provided support for our architect selection by assisting with a pre-proposal meeting, review of scoring rubric and participated in the interviews of the shortlisted firms. The additional services provided in an amount not-to-exceed \$20,073.36, is to help us get through the CMR selection process to ensure that we have support to do an equally good job as we have done with the architect selection. This also includes some miscellaneous meetings and participation in prep for things we will do in 2020.

FISCAL OFFICER'S  
REPORTS, JUNE,  
JULY, AUGUST  
Submitted

Mr. Hairston stated that although the Supreme Court struck down the Fannie Lewis law, he cautioned the Board not to lower its standards but remain diligent to our commitment to Library construction projects.

REPORT ON  
INVESTMENTS,  
JUNE, JULY,  
AUGUST  
Submitted

Fiscal Officer's Reports, June, July, August

(See pages 1402-1461)

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES,  
JUNE, JULY,  
AUGUST  
Submitted

Reports on Investments, June, July, August

(See pages 1462-1464)

PURCHASES FROM  
\$5,000-\$25,000,  
4/1/19-6/30/19  
Submitted

Reports on Conference and Travel Expenditures, June,  
July, August

(See pages 1465-1472)

PURCHASES  
EXCEEDING  
\$25,000, \$5,000-  
\$25,000, 4/1/19-  
6/30/19  
Submitted

Purchases from \$5,000-\$25,000, 4/1/19-6/30/19

(See page 1473)

FEES PAID FOR  
LEGAL ADVICE  
AND SERVICES TO  
OGLETREE, 4/1/19-  
6/30/19  
Submitted

Purchases Exceeding \$25,000, 4/1/19-6/30/19

(See page 1474)

Fees Paid for Legal Advice and Services to Ogletree,  
4/1/19-6/30/19

(See page 1475)

Report on Expenditures Made from the Owner's Contingency Fund for Safe, Warm and Dry Construction Project, June, July, August

(See pages 1476-1494)

Report on Expenditures Made from the Owner's Contingency Fund for South Branch Renovation Project, June, July, August

(See pages 1495-1497)

Report on Expenditures Made from the Owner's Contingency Fund for Lake Shore Facility Roof Replacement Project

(See pages 1498-1500)

Report on Expenditures Made from the Owner's Contingency Fund for Eastman Reading Garden Improvements

(See pages 1501-1502)

Report on Agreements Entered into for Entertainment and Vendors for 2019 CPL150 Activities

(See pages 1503-1505)

**HUMAN RESOURCES COMMITTEE REPORT**

Before presenting his report, Mr. Hairston thanked Director Thomas and Lynn Sargi, Chief Talent Officer, for taking time to meet and address various topics regarding the Library and the direction for Human Resources. Mr. Hairston announced that as a result of his conversations, Ms. Rodriguez approved that Joint Finance and Human Resources Committee will be held each month giving the opportunity for Trustees to review and consider items for both committees.

Regular Employment Reports, June, July, August

(See pages 1506-1516)

Mr. Hairston moved approval of the Regular Employee Report. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

REPORT ON  
EXPENDITURES  
MADE FROM THE  
OWNER'S  
CONTINGENCY  
FUND FOR SAFE,  
WARM AND DRY  
CONSTRUCTION  
PROJECT, JUNE,  
JULY, AUGUST  
Submitted

REPORT ON  
EXPENDITURES  
MADE FROM THE  
OWNER'S  
CONTINGENCY  
FUND FOR SOUTH  
BRANCH  
RENOVATION  
PROJECT, JUNE,  
JULY, AUGUST  
Submitted

REPORT ON  
AGREEMENTS  
ENTERED INTO  
FOR  
ENTERTAINMENT  
AND VENDORS  
FOR 2019 CPL150  
ACTIVITIES  
Submitted

REGULAR  
EMPLOYMENT  
REPORTS, JUNE,  
JULY, AUGUST  
Approved

RESOLUTION  
TO REVISE THE  
HUMAN  
RESOURCES  
MANUAL  
Approved

Resolution to Revise the Human Resources Manual

(See pages 1517-1528)

Mr. Hairston moved approval of the following resolution. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

WHEREAS, Pursuant to Section 121.2 of the Human Resources Manual, the Board of Library Trustees must approve all changes to the Human Resources Manual; and

WHEREAS, A comprehensive review and revision of the Human Resources Manual has not occurred since 1996, and certain sections of the Human Resources Manual could benefit from being revised to reflect the prevailing practices in today's workplaces; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to add a new Section 314, titled "Overtime," as set forth in Exhibit "A" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 361, titled "Sick Leave," as set forth in Exhibit "B" to this Resolution and rescind existing Sections 362, 363, 364, 365, and 366 of the Human Resources Manual; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 370, titled "Vacation Leave," as set forth in Exhibit "C" to this Resolution and rescind existing Sections 371, 372, 373, 374, 375, and 376 of the Human Resources Manual; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 391, titled "Authorized Leaves of Absence," as set forth in Exhibit "D" to this Resolution and rescind existing Section 392 of the Human Resources Manual; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a new Section 393, titled "Family and Medical Leave," as set forth in Exhibit "E" to this Resolution; and



WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a new Section 394, titled "Military Leave," as set forth in Exhibit "F" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a new Section 395, titled "Medical Leave of Absence," as set forth in Exhibit "G" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a new Section 396, titled "Family Leave of Absence," as set forth in Exhibit "H" to this Resolution;

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 431, titled "Fleet Vehicles," as set forth in Exhibit "I" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 432, titled "Employee-Provided Transportation (Personal Vehicle and Public Transportation)," as set forth in Exhibit "J" to this Resolution;

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 387, titled "Bereavement Leave", as set forth in Exhibit "K" to this Resolution; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revisions to the Human Resources Manual as set forth in Exhibits "A" through "K" of this Resolution to create Sections 314, 393, 394, 395, and 396, to update Sections 361, 370, 391, 431, 432, and 387 and to rescind Sections 362, 363, 364, 365, 366, 371, 372, 373, 374, 375, 376, and 392 to become effective September 27, 2019, and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and their related procedures.

In response to Ms. Butts' inquiry, Lynn Sargi, Chief Talent Officer, explained that currently various elements of sick time and vacation time policies are in separate policies. With these revisions, sick time and vacation time policies have been collapsed so all the

various components that were previously separate now appear in one policy.

Ms. Sargi shared the following examples of separate policies: public employees carrying over sick time from one public employer to another; and accrual rates. With these revisions all the separate elements that relate to sick or vacation time are contained in one policy for each type of time.

Resolution Designating Executive Director and His Designees Serving on Boards of Nonprofit Organizations as Serving in Their Official Capacities

(See page 1529)

Mr. Hairston moved approval of the following resolution. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

WHEREAS, The Ohio Ethics Commission and the Ohio Attorney General have opined that a public official may serve as a trustee or executive-director of a nonprofit corporation with which their public entity contracts, provided that certain requirements are met, including the requirement that the public official's governing body formally designates the officer as serving the nonprofit in his or her official capacity, and that it formally instructs the public official to represent the governmental entity and its interests; and

WHEREAS, The Executive Director of the Cleveland Public Library serves on the boards of numerous nonprofit organizations in the Greater Cleveland area whose interests, missions, and strategic goals are aligned with or complement those of the Library, which organizations are listed in Exhibit "A" to this Resolution; and

WHEREAS, Of the organizations, listed in Exhibit "A", the Library has contracts with DigitalC, Greater Cleveland Food Bank, Sisters of Charity Foundation, and University Circle Inc.; and

WHEREAS, The Executive Director desires to designate certain Library employees to serve in his place on the boards and committees of certain nonprofit organizations

RESOLUTION  
DESIGNATING  
EXECUTIVE  
DIRECTOR AND  
HIS DESIGNEES  
SERVING ON  
BOARDS OF  
NONPROFIT  
ORGANIZATIONS  
AS SERVING IN  
THEIR OFFICIAL  
CAPACITIES

Approved

listed in Exhibit "A"; and

WHEREAS, This Board of Trustees desires to adopt this Resolution in compliance with the aforementioned opinions of the Ohio Ethics Commission and Ohio Attorney General; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public retroactively approves and formally designates that the Executive Director, CEO and his designees, as long as they serve on the boards and committees of those organizations listed in Exhibit "A" or other nonprofit organizations in the future, provide those services in their official capacities as representatives of the Cleveland Public Library, and further instructs the Executive Director, CEO and his designees to represent the interests of the Cleveland Public Library while so serving.

Mr. Hairston said this resolution indicates that Director Thomas is heavily woven into the fabric of the community and asked if the Director would be permitted to serve on for-profit boards.

Bryan Szalewski, Senior Legal Officer, stated that the Attorney General opinion applies to nonprofit corporations specifically because the Library and certain nonprofit corporations may have related interests. To the extent that a private for-profit corporation may have business interests with the Library, Ohio Ethics Laws would generally preclude the Director from serving on the board of a for profit corporation with which the Library does business.

Retirement Recognition Citation

Mr. Hairston moved approval of the following resolution. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

A Citation has been issued for the following staff members on the occasion of their retirement:

Lori Scurka (29 years of service); Branch Manager, Mount Pleasant; Grade J - Public Services; retired 09/30/2019

Judith Pauza (25 years of service); Electronics

RETIREMENT  
RECOGNITION  
CITATION  
Approved

Duplication Technician; Grade B - Ohio Library for the Blind and Physically Disabled; retired 08/30/2019

Be it resolved that the citation for the above staff members be presented by the Board of Trustees in appreciation of their faithful and dedicated service given to the Library by them be recorded in the minutes of this meeting, and

Be it further resolved that the citation be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

REPORTS ON  
PAID SICK TIME,  
JUNE, JULY,  
AUGUST  
Submitted

Report on Paid Sick Time Used by the Month, June, July, August

EMPLOYEE  
DEMOGRAPHICS  
(EEO-4)  
REPORTS, JUNE,  
JULY, AUGUST  
Submitted

(See pages 1530-1532)

Employee Demographics (EEO4) Reports, June, July, August

(See pages 1533-1535)

INSURANCE  
SUMMARY  
REPORTS, JUNE,  
JULY, AUGUST  
Submitted

Insurance Summary Reports, June, July, August

(See pages 1536-1538)

#### **COMMUNITY SERVICES**

Mr. Corrigan submitted the following report.

MONTHLY  
ACTIVITY  
REPORTS, JUNE,  
JULY, AUGUST  
Submitted

Monthly Activity Report, June, July, August

(See pages 1539-1556)

Mr. Corrigan stated that this report reflects a total circulation increase of 16% from last year mostly led by Main Library; electronic media continues to climb and is up 27% year to date; computer usage has increased to 8.5%; wifi hotspots are successful and walk-in count is up almost 5% from last year to this point.

In response to Mr. Corrigan's inquiry, Director Thomas stated that Glenville branch circulation is up 112% due to the branch closing for Safe, Warm & Dry.

Mr. Corrigan noted the circulation increase at South Branch and associated the increase as a probable result

of the newly renovated branch.

Building Status Update

Mr. Corrigan stated that the Board has approved architect/engineering teams for the first five branches for Master Plan Projects.

Safe, Warm and Dry Update

Because Jeremiah Swetel, Chief Operations Officer, confirmed that the Safe, Warm and Dry project has been completed, Mr. Corrigan requested that this item no longer be reflected on future Board Meeting agendas.

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that it was discussed at a previous Board Meeting that the PLF was increased from 1.68% to 1.7% of the state's General Revenue Fund which will generate about \$290,000 for the Library.

Ms. Johnson Thomas stated that she, Mr. Swetel and Director Thomas on some occasions, continue to meet with elected officials, using a phased approach aligned with the capital projects' phases, to provide an overview of capital projects in respective branches in their wards

Foundation Update

Mr. Corrigan stated that he attended the recent Foundation Board Meeting via phone. Work continues on the CPL Anniversary Affair on November 16, 2019. The official invitation for the Anniversary Affairs should be going out this week.

Shenise Johnson Thomas, Chief of External Relations and Development, invited the Board to attend An Evening of Food & Conversation on Wednesday, Oct. 23, 2019, 6:30-8:00PM at the home of Bob & Bobbi Pincus in Hunting Valley. A formal invite will be forthcoming.

Diversity, Equity & Inclusion Update

Mr. Corrigan commended Sadie Winlock, Chief Equity,

**BUILDING  
STATUS UPDATE**  
Presented

**SAFE, WARM &  
DRY UPDATE**  
Presented

**ADVOCACY  
TASKFORCE  
UPDATE**  
Presented

**FOUNDATION  
UPDATE**  
Presented

**DIVERSITY,  
EQUITY &  
INCLUSION  
UPDATE**  
Presented

Education & Engagement Officer, for her hard work that is evident by the diversity reflected in the selection of the architect/engineering firms for the first five branches for the Master Plan Projects.

Mr. Corrigan stated that historically we are maintaining and improving on the standard which we have had over the last 35 years.

Ms. Winlock gave a detailed overview of her DEI Strategic Outline 2020-2022 and reviewed the following objectives:

- Engage the board, leadership, and staff in ongoing inclusion training, education, and professional development;
- Create a safe workplace environment in which employees' voices can be included, heard, valued, and treated with respect;
- Develop and implement programs and services that incorporate the differences that make us a community, ensuring fair and equitable treatment with access to appropriate resources and opportunities; and
- Develop a supplier diversity program that mirrors the patrons we serve.

Ms. Winlock stated that the DEI Strategic Plan will drive the Library in these areas for the next three years:

- Year One 2020: Create Awareness/Build Foundation
- Year Two 2021: Increase Understanding and Knowledge
- Year Three 2022: Develop Best Practices

Ms. Winlock announced that a DEI Coordinator will join the team to drive the strategies for the organization.

Mr. Corrigan stated that for the next Board Meeting, a formal resolution by this Board be placed on the agenda joining efforts of the Mayor and others handling the appeal of the reconsideration of the initial decision made on the Fannie Lewis Law.

After detailed discussion continued about the Fannie Lewis Law and its historical significance in awarding City contracts, Ms. Butts requested that Mr. Corrigan

continue to update the Board as developments occur.

Mr. Hairston noted that the Greater Cleveland Partnership is releasing a statement on this issue and agreed that the Library should commit as well.

**NEW BUSINESS**

Before Ms. Rodriguez presented the following item of New Business, she commended the Library participation in the City of Cleveland's Annual Hispanic Heritage Month Celebration.

Resolution Adopting Supplier Diversity Statement

(See pages 1557-1558)

Ms. Rodriguez moved approval of the following resolution. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

WHEREAS, Cleveland Public Library recognizes that diversity, equity and inclusion are mutually reinforcing and must be woven through the Library's vision, mission, values, strategic priorities, goals, and objectives; and

WHEREAS, Over the last seven years, the Library has strategically readied itself for the future and is now set to embark on a bold plan to position the Cleveland Public Library as the center of learning in each of the neighborhood communities we serve; and

WHEREAS, Consistent with its intentions for serving its communities, the Library wishes to adopt a statement of its commitment to developing and implementing standards and procedures to achieve the inclusion of diverse firms in all business activities of the Library, including contract procurement; now therefore be it

RESOLVED, That the Board of Library Trustees adopts the attached Supplier Diversity Statement, as an expression of its intentions to increase diversity in all its business activities, including contract procurement. Ms. Rodriguez commended staff on their work on this initiative and stated that she approved of the Library's stance on how we are doing business.

RESOLUTION  
ADOPTING  
SUPPLIER  
DIVERSITY  
STATEMENT  
Approved

Ms. Butts recommended that this policy statement be made available to the public as other organization have done with policy statements.

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that this policy was developed with the same process used with the DEI Committee. The Supplier and Diversity Council will help the Library with strategy on how to make this statement live in the organization.

**DIRECTOR'S  
REPORT**  
Presented

**DIRECTOR'S REPORT**

Director Thomas presented Wow! Awards to Michael McGee and Tristan Wheeler.

Michael McGee, Library Assistant Substitute, was selected as recipient of 2019's WOW! Remarkable Employee award. Mr. McGee, who serves as a greeter in the lobby of the Louis Stokes Wing is often the first contact patrons have with a Library employee. According to Jazmine Smith, Mr. McGee always goes above and beyond his duties, maintaining a positive attitude and doing everything in his power to see that questions are answered.

Tristan Wheeler, Audiovisual & Event Planning Specialist, who is the winner of the first WOW! Innovation Award. Mr. Wheeler was chosen for developing Cleveland Public Library's eSports program. Through his efforts, Cleveland Public Library has become a trailblazer in the e-Sports arena offering a variety of gaming PCs, VR stations and consoles to "cater to both casual and competitive audiences.

Finally, Director Thomas acknowledged the WOW! Committee Members: Melinda Graves, Yari Rodriguez, Heidi Strickland, Crystal Bridges, Peter London, Tracey Josey-Allen and Barbara Satow.

**Strategic Plan**

**Our Mission:**



We are "The People's University," the center of learning for a diverse and inclusive community.

**Our Strategic Priorities:**

1. Form communities of learning
2. Fight community deficits
3. Ready for the future: CPL 150
4. Cultivate a global perspective
5. Innovate for efficient and sustainable operations

**PUBLIC SERVICES**

**Programs and Services**

**Ohio Library for the Blind and Physically Disabled (OLBPD)**

OLBPD hosted its annual Family Fun and Learning Day in Cleveland at the Lake Shore Facility on July 9<sup>th</sup>. OLBPD hosted 85 registered patrons who enjoyed tours of the Sensory Garden and OLBPD, as well as guest speakers Tracy Grimm from the SLO Talking Book Program. OLBPD patrons also enjoyed listening to keynote speaker Dan Coughlin, FOX8 sports anchor and author of "Just One More Story." Exhibitors were also on hand from the Cleveland Sight Center, Guiding Eyes for the Blind, Magnifiers and More, and others offering products and services of interest to our patrons.

OLBPD hosted the Cleveland Council on World Affairs and 11 social activists from the country of Belarus promoting the inclusion and rights of people with disabilities on a program called "Community Connections" on July 31<sup>st</sup>. Sponsored by the U.S. Agency for International Development (USAID) in partnership with the Washington, D.C. based non-profit organization World Learning, Community Connections is designed to strengthen the professional capacity and skill sets of activists and emerging leaders in a country that is still facing obstacles following the dissolution of the Soviet Union. During their two hour visit, OLBPD provided a tour of the library, demonstrations about the service and adaptive technologies, and facilitated a discussion regarding library services to print disabled patrons.

**Center for Local and Global History**

The *Genealogy and Family History Research Clinic* was held on June 8<sup>th</sup>. The African-American Genealogy Society takes a break from the clinics in July and August.

On June 15<sup>th</sup>, Library Assistant Lisa Sanchez held a screening of "Uptight!" a proto-blaxploitation movie filmed in Cleveland.

The Library hosted *Family History Day* on June 29<sup>th</sup>. Subject Department Librarian Terry Metter worked with Outreach and Programming Services Coordinator Shayna Muckerheide and Dr. Deborah Abbott of the African American Genealogical Society of Cleveland to plan this event, which featured both local and nationally recognized speakers. Over 200 people from across the country attended this all day conference.

On July 11<sup>th</sup>, Director of Public Services John Skrtic, Photograph Collection Librarian Brian Meggitt, and CLGH Manager Olivia Hoge worked with Encyclopedia of Cleveland History's (ECH) John Grabowski, Meghan Schill and Ryan Chamberlain on the joint program, *Make Cleveland History!*. This program provided an overview of changes taking place with ECH, discussed the partnership created between Cleveland Public Library and Encyclopedia of Cleveland History, and recruited people to edit and add to the online encyclopedia. As a part of the presentation, Ms. Hoge discussed the various collections available to the public to use in their local history research. Mr. Meggitt spoke about the Photograph Collection and showed the short film *Streetcar* (1953), by Jasper Wood.

Over the summer, Library Assistant Adam Jaenke partnered with the Cleveland Print Room to introduce photography to children at the West Park, Langston Hughes, East 131, South Brooklyn and Garden Valley branches through the *My Cleveland 20/20* program. Children were provided an overview of photography techniques and principles and then were given instax cameras and encouraged to roam around the branch taking photographs. Mr. Jaenke will be working with the Branches to display the photographs from the program.

On July 24<sup>th</sup>, Mx. Sanchez held a program at the Clark-Fulton branch, *Putting Clark Fulton on the Map*. The children viewed historic images of the Clark-Fulton neighborhood, learned how to read historic maps, and

drew pictures of how they imagined their neighborhood to look in the future.

Library Assistant Danilo Milich presented *Cleveland Club Men in Caricature* on August 10<sup>th</sup>.

Mr. Jaenke continued shooting photographs for *Cleveland 20/20*. Mr. Jaenke has been photographing the people, places, and events of Cleveland. His photographs, along with the Cleveland Print Room photographers', will become a permanent part of the Photograph Collection. He also covered the 51st Annual Puerto Rican Parade, went to Zubal Books, the Union Miles Development Corporation, East Side Daily News, Cleveland Metroparks Zoo, the House of Wills, and WCSB College Radio Station.

Mx. Sanchez selected photographs for the department's weekly TBT feature. Mx. Sanchez has continued to select images to be featured on CPL's Instagram promoting *Cleveland 20/20*. In collaboration with Mr. Meggitt and Ms. Hoge, Mx. Sanchez selects images, writes descriptions, and keeps track of images uploaded by participating Cleveland 20/20 photographers. Mx. Sanchez chose images of City Dogs Cleveland, the Puerto Rican Festival, and residences in Detroit-Shoreway for August.

CLGH hosted a group of 11 students from Shaker Heights High School who were researching topics about the Victorian Era. Mx. Sanchez and Mr. Jaenke welcomed the students to the Photograph Collection and had some items pulled for their use.

Wade Park Elementary School visited the Map Collection with 12 students on June 18<sup>th</sup>.

From June 18<sup>th</sup> - 20<sup>th</sup>, Cleveland Ink came to Map Collection to view maps from the Collection and find writing inspiration about the Cuyahoga River. As a part of the Cleveland Ink program, Naturalist Jake Kudrna conducted the "Burning River" in the Map Collection on June 19<sup>th</sup>.

Ms. Hoge presented relevant resources for three Youth Opportunity Unlimited student workers working for the City of Cleveland's Economics Development Department on June 24<sup>th</sup>. They were studying the land use/reuse and brownfields surrounding the Woodhill Station. Students

then visited the Map Collection to view the Sanborn Fire Insurance Maps of Cleveland, G.M. Hopkins Plat Books of Cleveland & Cuyahoga County and historical aerials of Cuyahoga County. Mx. Sanchez introduced the students to the Photograph Collection. She pulled images for the Woodhill RTA station, Rawlings School, and the Woodland Hills neighborhood.

Mr. Meggitt provided a presentation on the Photograph Collection for Cleveland Foundation fellows, who were touring the Library as part of the Cleveland Foundation Civic Immersion Day on July 17<sup>th</sup>.

Mx. Sanchez welcomed four visitors to the Photograph Collection on August 26<sup>th</sup>. Two of the patrons were benefactors from PNC Bank sponsoring the Cleveland 20/20 Project. Mx. Sanchez gave the visitors an overview of the department, explained the department holdings, and displayed some submitted images from *Cleveland 20/20*.

Ms. Hoge gave a tour of Main Library to a group of 12 individuals from the Bay Village Senior Center on August 29<sup>th</sup>. Those on the tour enjoyed the view of the City, the Library's unique collections, and the art and architecture of the buildings.

### **Fine Arts and Special Collections**

The Anisfield Wolf SAGES graduate class from Case Western Reserve held their workshop class in the Treasure Room utilizing the collection. There were 11 students in attendance. Special Collections Librarian Ray Rozman hosted approximately 60 students from the Baldwin Wallace Youth Summer Chess Program. Students were given a tour of Special Collections and viewed various items from the chess collection. Fine Arts Librarian Andy Kaplan put together a display of books for June LGBTQ Pride Month. July featured Cleveland musicians and architecture.

The tabletop exhibit in Special Collections featured rare baseball items to celebrate the *All Star Game* hosted in Cleveland on July 9<sup>th</sup>. The exhibit was very popular. It included books from the circulating collection, and rare items were secured with Plexiglas covers.

Special Collections featured an exhibit of artifacts from the Soldiers' & Sailors' Monument celebrating its 125<sup>th</sup> Anniversary. This exhibit was approved by OPS and will include a book talk about the monument in November 2019.

**Music at Main:**

Singer-songwriter Brent Kirby performed a selection of tunes he composed to 23 guests on June 1<sup>st</sup>. Jazz trumpeter Curtis Taylor performed for Summer garden *Music at Main* for 60 guests on June 26<sup>th</sup>. The Cleveland Clinic Band performed a selection of patriotic music to 87 guests on June 29<sup>th</sup>. Singer-songwriter Diana Chittester performed in the Eastman Reading Garden for part of the Summer Music at Main in the Garden series on July 5<sup>th</sup>. 62 people were in attendance. Gypsy jazz quartet *Moustache Yourself* performed in the Indoor Reading Garden due to the art installation on August 3<sup>rd</sup>. 58 people were in attendance. Instrumental guitarist Victor Samalot performed in the Eastman Reading Garden to 54 people in attendance on August 7<sup>th</sup>.

**General Research**

Business, Economics and Labor Senior Subject Librarian Sandy Witmer started fielding questions from patrons interested in the upcoming business series, *Running Your Small Business*, which debuts September 21<sup>st</sup>.

Business Subject Department Librarian Zachary Hay continued work on digitizing the Cleveland Institute of Art Cinematheque film calendars using Cleveland Digital Public Library's KIC scanner. He will continue to work on scanning for two hours each week until the digitization is complete. The complete collection of Cinematheque calendars (1986-present) will be posted to the library's Digital Gallery after the project is completed.

Mr. Hay continued work on cleaning up item records in the department's Library Research reference collection. This project provides an opportunity to better learn the contents of this collection, and to be aware of many of the rare and unique items housed in Business, Economics & Labor Department. Mr. Hay helped a patron with their research on a historical New York business, George A. Graf & Co. as well as later possibly related family businesses. Information was found using the New York

Secretary of State business lookup, as well as newspaper articles found on the New York Times Historical 1851-2012 database.

Joseph Parnell, along with the CPL FIT Committee, "christened" the CPL 150 Wall of Memories on the 9th floor LSW by placing a few words of observation and wisdom on the wall. CPL Staff is encouraged to place their own memories on the exhibit wall.

Mr. Hay helped a patron who visited Business Department with a question regarding a private real estate company (Flaherty & Collins Properties, Inc.), and what information could be found regarding their different properties. A listing of their portfolio was found on the official company website, and the patron was also provided with a walkthrough of our databases and how to conduct searches to look for articles where the company may be mentioned. Databases referred to include Reference USA, Mergent Intellect, and Regional Business News. Additionally, bound copies of Properties Magazine (a magazine devoted to realty and construction projects in Northeast Ohio), were found in the Periodical Center collection, and were made available for the patron to browse for articles.

### **International Languages**

The International Languages Department hosted 37 programs both in-house and off-site during the season. Senior Subject Librarian Caroline Han planned 33 of these events which instructed both children and adults in aspects of Chinese language and culture. One major success was the department's Chinese Summer Camp which was in partnership with the Cleveland Chapter of Confucius Institute and Jubilee Academy. Subject Librarian Victoria Kabo hosted four programs for both adults and children focused on Russian literary themes. A total of 314 patrons participated in CPL-sponsored events during the summer. In addition, Markovic hosted three tours of CPL campus for visiting senior groups. A total of 59 visitors participated in tours.

### **Lending**

August Passport numbers:

<b><u>Passports</u></b>		
<b><u>Processed:</u></b>	24	\$ 840.00

<u>Passport Photos:</u>	27	\$ 291.60
<u>Total Passport Revenue:</u>	\$	1,131.60

For reference, July Passport numbers:

<u>Passports Processed:</u>	26	\$ 910.00
<u>Passport Photos:</u>	20	\$ 216.00
<u>Total Passport Revenue:</u>	\$	1,126.00

For reference, June Passport numbers:

<u>Passports Processed:</u>	17	\$ 595.00
<u>Passport Photos:</u>	14	\$ 151.20
<u>Total Passport Revenue:</u>	\$	746.20

### Literature

Literature staff processed 706 packages for 611 shipments to Homebound patrons. Over the summer, services to the homebound continued to be integrated into the existing Literature department duties. Literature Librarian Timothy Phillips took over primary responsibility for the service along with assistance from Library Assistant Michael Haverman. Literature/OCFB Manager Don Boozer has handled the financial considerations, approving invoices and conferring with the US Postal Service to resolve delivery issues. Computer/Network Technician Chris Strnad was able to replace the aging Homebound Services computer and update the existing software.

Ohio Center for the Book (OCFB)/Literature Library Assistant Michael Haverman hosted the monthly Award-Winning Book Club. Mr. Haverman and the four attendees discussed the novel *To the Lighthouse* by Virginia Woolf, as well as *One Hundred Years of Solitude* by Gabriel

García Márquez. Mr. Haverman hosted the last *Classic Novel Book Club* of the summer series. Mr. Haverman and his four attendees discussed the novel *Sense and Sensibility* by Jane Austen.

OCFB/Literature Library Assistant Nick Durda, along with former OCFB Scholar-in-Residence Valentino Zullo, hosted an *Ohio Center for the Book: Get Graphic!* book discussion about *Iceman: Amazing Friends* by Sina Grace, as well as a book discussion about *Lumberjanes: Beware the Kitten Holy* by Noelle Stevenson. Mr. Durda and Mr. Zullo moderated a lively discussion of *On a Sunbeam* by Tillie Walden with ten patrons. They met to discuss *Exit Stage Left: The Snagglepuss Chronicles* by Mark Russell and Mike Feehan. The 10 attendees had a lively discussion with Mr. Durda and Mr. Zullo. The group met to discuss *Abbott* by Saladin Ahmed. The 10 attendees engaged in a lively discussion with Mr. Durda and Mr. Zullo. This session was the final installment of the summer's *Queer Comix* theme for the book club.

OCFB/Literature Librarian Evone Jeffries hosted six participants in a Cleveland Public Poetry open mic poetry reading program. Ms. Jeffries presented a Cleveland Public Poetry open mic poetry reading program along with five enthusiastic attendees.

OCFB/Literature Librarian Timothy Phillips hosted a Literary Frolic Friday book and film discussion on both Daniel Keyes' novel *Flowers for Algernon* and Ralph Nelson's 1968 film adaptation *Charly* with seven library customers. Mr. Phillips also uploaded a study guide and discussion questions for the program to the OCFB website for others to emulate around Ohio. Mr. Phillips hosted discussion along with seven patrons about both Alan LeMay's novel *The Searchers* and John Ford's 1956 film adaptation.

OCFB/Literature Manager Don Boozer and Social Sciences Librarian Forrest Kilb co-hosted the second Thinkers Club Unbook Discussion at noon in the Eastman Reading Garden. The topic - "How do we know if any of this is real? How does the answer inform meaning in our lives? Is there a 'meaning of life'?" - provided for a lively exchange of ideas in the Eastman Reading Garden.



**PAL****Knitting at PAL**

A meeting was held for the Lunchtime Knitting Circle at City Hall. There were seven members in attendance in June and ten in July. Members donated 26 handmade items to Warm Up Cleveland. Seven attendees knit, loom knitted, and crocheted on August 21<sup>st</sup>.

**Popular**

Popular Library Clerk Daunte Bolden worked at the eSports event in the Learning Commons.

Popular Library Assistant Doug Westerbeke gave tours to CWRU First Year Experience students

Popular Library Manager Sarah Flinn and Public Administration Library Assistant Monica Musser hosted a knitting class for City Hall Employees. Patrons are planning for fall charity knitting projects.

**Youth Services**

Senior Librarian Lan Gao hosted a Puppetry Special Program "Paper Plates Puppets" in Brett Hall on June 4<sup>th</sup>. Two families stopped by and made paper plates puppets while they were visiting the Puppetry Exhibit.

**TechCentral****Street Festival**

The TechCentral Mobile MakerSpace, alongside Gaming & Esports, exhibited in a tent at Street Festival. Participants were able to take home personalized laser engraved dog tags, paracord bracelets and buttons. We also offered 3D Printing demonstrations and a free build table.

**Main Library Tours and School Visits****Tours:**

Literature Department Manager Don Boozer led a tour of about 50 first-year students from Case Western Reserve University on August 24<sup>th</sup>. They visited the Photograph Collection where Mr. Meggitt explained the nature of the Collection's contents, and how it can be used for research, and Map Collection Librarian Thomas Edwards gave them an overview of the Map Collection.

OCFB/Literature Manager Don Boozer assisted in facilitating a tour of Main Library for Director Felton Thomas and two guests. Mr. Boozer met the group in TechCentral, accompanied them to the Main Library Lobby while providing historical anecdotes, and escorted them to Special Collections where staff there took over the tour duties. Mr. Boozer coordinated tours of Cleveland Public Library for almost 30 Case Western Reserve University First-Year Experience students. Popular Library Assistant Doug Westerbeke assisted in giving the tours and was indispensable in making them run efficiently. Library staff in multiple departments provided useful information on collections, resources, and services useful to the students.

OCFB/Literature Library Assistant Nick Durda provided a tour of the Mike Curtis Superman Collection to 17 students from the Connect Cleveland Initiative at Oberlin College.

June had approximately 448 visitors to Special Collections, plus special tours. Summer tours included the Cleveland Natural History Geological tour (15 guests); Cleveland State Urban Studies Natural History of Cleveland class (15); Truly Gifted Academy students (22); 25 middle school students; 25 librarians attending the Special Libraries Association conference in Cleveland (also toured Puppet exhibit, CDPL, and the Photograph Collection); 33 seniors; Sanyuka Children's Choir from Uganda (25); Police Summer Camp (70); and a tour of 50 guests. July had approximately 535 visitors to Special Collections plus special tours, including Hathaway Brown STEAM (6); West Park Day Camp (15); West Park Camp (13); a tour for the Rowfant Club in Special Collections featuring items related to Jay Hay and Samuel Mather displaying Ege Medieval manuscripts, Nuremberg Chronicle from 1493, two Jewish scrolls of Esther, Japanese crepe paper books, Panorama of Constantinople from the 19<sup>th</sup> century, Derrydale publications, chess scrapbook of Emanuel Lasker, miniature books and the Group Plan (43); two retired librarians from New York Public Library. 244 visitors were given tours of Special Collections during the 150<sup>th</sup> Street Festival. In August, approximately 447 visitors plus a tour of the Puppet exhibit and Special Collections was given to a group of seniors from Toledo

attending the musical Lion King. There were 56 people in attendance.

In preparation for a school visit from Shaker Heights High School, Business Subject Department Librarian Zachary Hay prepared a cart of books for students to browse for their research. Subjects included African-Americans in 19th century Cleveland / N.E. Ohio, as well as topics relating to Victorian England and 19th century United States, including crime and the justice system, women's rights, and the economy.

Joseph Parnell has been asked to participate in the 2nd Annual Cleveland History Days at CPL by giving tours on Tuesday & Thursday the week of June 24<sup>th</sup>.

Youth Services Department staff hosted tours for the visiting schools and groups with a total attendance of about **470** students and educators from the following schools and daycares:

- Fisher Phillips
- St. Martin de Porres Summer Camp
- Boys & Girls Club (FDR Glenville Area)
- Truly Gifted Kids Academy
- North Collinwood Salvation Army I
- North Collinwood Salvation Army II
- Leaders of the Future
- Dynamic Creations, New Beginnings I & III
- Katai's Child Development Center
- Valley View Boys Academy
- Greater Cleveland Neighborhood Centers Association
- North Collinwood Salvation Army III
- Youth Opportunities Unlimited
- Bellefaire JCB Summer Leadership Institute.

On June 18<sup>th</sup>, Youth Services Department coordinated another large-scale Puppet event featuring visits from various summer camps and education centers featuring a live puppetry performance as well as tours of the library and the puppet exhibit. We had about **160 students and educators** from

- North Collinwood Salvation Army II
- Leaders of the Future, Dynamic Creations

- New Beginnings I & III, Katai's Child Development Center
- Valley View Boys Academy

To see a puppet show *Goblins* by Imaginos. We provided a story time, songs, tours of the library, including *The World of Puppets* Exhibit, TechCentral, Special Collections, as well as Youth Services. Staff including Annisha Jeffries, Eric Hanshaw, Julie Gabb, Crystal Bridges, Peter Roth and J.J. Lendl led tour groups while Lan Gao facilitated the puppet event in the auditorium, coordinated seating, introduced the performers, and oversaw group dismissals

The library hosted three groups of North Collinwood Salvation Army summer campers, offering tours of the puppet exhibit and library, storytimes, and a live puppet show on the 18<sup>th</sup>. In preparation for the event, Library Assistant substitute J.J. Lendl led a tour of Salvation Army educators to give them ideas about developing a puppet curriculum for their campers for the summer.

Library Assistant Substitute J.J. Lendl assisted Special Collections in a visit from the Your Next Move Chess Club, a youth organization that uses the game of chess to teach life skills for youth in their teens and early 20s.

#### **Main Library Book Clubs**

The OLBDP adult book club met on June 14<sup>th</sup> to discuss "Welcome to the World Baby Girl" by Fannie Flagg; July 19<sup>th</sup> to discuss "George & Lizzie" by Nancy Pearl.

#### **Main Library Outreach**

OLBDP provided information and talks about the service at White Cane Walk on June 1<sup>st</sup>; Ahuja Health and Safety Day on June 8<sup>th</sup>; Slavic Village Senior Health & Wellness Fair on June 13<sup>th</sup>; Ward 5 Community Festival June 29<sup>th</sup>; Southwest Community Health Expo on July 13<sup>th</sup>; Mentor Low Vision Group on July 24<sup>th</sup>; Deepwood Rocks Community Resource Fair on August 3<sup>rd</sup>; Wade Oval Wednesday (ADA Night) on August 7<sup>th</sup>; "Be My Neighbor Day" at Main Library on August 9<sup>th</sup>; Collinwood Resource Fair on August 17<sup>th</sup>; Northeast Collaborative on August 20<sup>th</sup>; Federal Building Safety and Health Fair on August 21<sup>st</sup>.

On June 25<sup>th</sup> Ms. Dobransky and Center for Local and Global History Manager Olivia Hoge gave a webinar for the Federal Depository Library Program on programming at the public library. The webinar, titled *Eat Your Veggies: Sneaking Government Documents into Popular Library Programs*, focused on the supporting role the Government Documents Department offers other Subject Departments for programs, school research days, and other events. As a result of the webinar, Ms. Dobransky was contacted by an academic government librarian in California to speak on a panel at the upcoming Federal Depository Library Program Fall Conference in October. The program proposal was accepted; Ms. Dobransky will represent the Library in Washington, D.C. later this year.

As a part of *Cleveland 20/20*, the Cleveland Print Room and Cleveland Public Library attended various community events around the City. Cleveland Print Room photographers took portrait photographs of attendees at the events and CPL staff talked to people about the Library's 150<sup>th</sup> anniversary and *Cleveland 20/20*. Ms. Hoge attended Hessler Street Festival on June 2<sup>nd</sup>, Lincoln Park Farmers Market on June 18<sup>th</sup>, and Jefferson Rocks on July 10<sup>th</sup>. Library Assistant Substitute Aimee LePelley attended the Waterloo Arts Festival on June 29<sup>th</sup> and Leo's Listening Party on July 11<sup>th</sup>.

Mr. Edwards gave a presentation on map-related genealogy resources at the Cleveland Public Library to Ciao Cleveland at Cuyahoga County Public Library Independence Branch on July 13<sup>th</sup>.

Special Collections librarian Ray Rozman and the chess collection were featured on WEWS Channel 5 discussing why chess programs are important for youth on June 10<sup>th</sup>. Special Collections was filmed on July 9<sup>th</sup> for the WKYC program hosted by Leon Bibb to celebrate the Library's 150<sup>th</sup> Anniversary. Mr. Bibb focused on the collections that can be seen at the Library including chess, rare books and artifacts. Archivist Ann Marie Weiland and Manager Pam Eyerdam hosted the William Brett Family Reunion in Special Collections on July 13<sup>th</sup>. There were 22 family members in attendance; most travelled from California. These are the great great grandsons and daughters of former Library Director William Brett. Documents from Archives were available for their viewing

and the Marble bust of William Brett was relocated to the Treasure Room (moved by ICA) so the family could take a family photograph. The family matron and others were recorded for an oral history video led by Tim Diamond.

The department hosted a tour for the Cleveland Foundation Civic Immersion Day of Special Collections and the Puppet exhibit for 12 guests. Ms. Brisker interviewed seniors at Judson Manor for the *Ideastream* project. Ms. Eyerdam appeared on Fox 8 show *Kickin' It with Kenny* featuring Special Collections and its displays on August 6<sup>th</sup>.

Fine Arts & Special Collections Manager Pam Eyerdam worked with the Cuyahoga County Archivist Judy Cetina to identify types of blueprints in the collection to assist patrons who are looking for building plans of their homes. Dr. Cetina reported that county residential and commercial structures are found on Real Estate Appraisal Cards dating circa 1935-1970. The cards include building sketches and some photographs of homes taken between 1957-1964. Special Collections librarian Stacie Brisker attended the parent's day program at Catholic Charities Head Start located in King Kennedy Public Housing to conduct some oral histories as part of the *Ideastream* project and as the folklore selector for the White Collection.

The Government Documents Department held a program titled "Mad Skillz" on June 8<sup>th</sup>, a life-skills learning challenge for all ages. Government Documents Supervisor Sarah Dobransky was able to secure partnerships from Lowe's Home Improvement, Ohio Technical College, and the Home Repair Resources Center in Cleveland Heights. Each partner brought a challenge for patrons to complete. Lowe's provided a toilet complete with a plumbing system that patrons learned to unclog using an auger. Ohio Technical College brought their bright red Chevy Camaro to teach patrons about basic maintenance and quiz them on the dash board symbols. Home Repair Resources Center came with power tools, allowing patrons to use an angle grinder, miter saw, and tile cutter. Safety equipment was also provided, as were waiver forms. Ms. Dobransky gave a presentation on June 18<sup>th</sup> regarding government information and the Government Documents Department, as well as the Patent and Trademark Resource

Center at the 2019 Special Library Association annual conference held this year in Cleveland, Ohio. She was asked by Annette Haldeman, Chair and Program Coordinator for the Special Library Association Government Information Division, to present at the conference on government resources and publications for libraries.

Science and Technology Senior Librarian Jim Bettinger and Ms. Dobransky spoke on a panel at the 2019 "Start Up Scale Up" event held by JumpStart. The event took place in several different restaurants and bars in the east bank of the flats. Mr. Bettinger and Ms. Dobransky were part of the panel "Hidden Gems: Community Orgs Ready to help you Explore your Great Idea" along with Erica C. Penick, Executive Director of The Presidents' Council, Ted Theofrastous, Managing Director of the Fusion Program at the Case Western Reserve University School of Law, Doug DeGirolamo, Sears Think[box] Program Manager at Case Western Reserve University, and Teleange Thomas, Director of Candid Midwest. The panel, held at Lago, was well attended and several audience members stayed to get contact information from Mr. Bettinger and Ms. Dobransky. Later that afternoon, they staffed a table at the resources fair held at the Big Bang Piano Bar. Several attendees met with Mr. Bettinger and Ms. Dobransky to network, get information on Library resources, as well as discuss future partnerships with their small business. Both have had several appointments as a result of the panel interview and resources fair.

The Public Safety Career Pipeline Summer Program brought 60 students to the Main Library in the first of three research sessions on June 27<sup>th</sup>. Ms. Dobransky taught the students at Martin Luther King, Jr. High School last year along with Literature Department Manager Don Boozer (who was the General Research Collections Manager at the time). This year the student advisors chose to come to the Main Library for better access to research materials. The students came back for three additional research days, utilizing the print collections in Social Sciences and Science and Technology, as well as online resources from the federal government and Cleveland Public Library databases.

#### **JumpStart Start Up Scale Up 2019**

Science and Technology Senior Librarian Jim Bettinger  
and Government Documents Supervisor Sarah Dobransky

spoke on a panel at the 2019 "Start Up Scale Up" event held by JumpStart. The event took place in several different restaurants and bars in the east bank of the flats. Mr. Bettinger and Ms. Dobransky were part of the panel "Hidden Gems: Community Orgs Ready to help you Explore your Great Idea" along with Erica C. Penick, Executive Director of The Presidents' Council, Ted Theofrastous, Managing Director of the Fusion Program at the Case Western Reserve University School of Law, Doug DeGirolamo, Sears think[box] Program Manager at Case Western Reserve University, Teleange Thomas, Director of Candid Midwest. The panel, held at Lago, was well attended and several audience members stayed to get contact information from Mr. Bettinger and Ms. Dobransky. Later that afternoon they staffed a table at the resources fair held at the Big Bang Piano Bar. Several attendees met with Mr. Bettinger and Ms. Dobransky to network, get information on Library resources, as well as discuss future partnerships with their small business in the future. Both have had several appointments as a result of the panel interview and resources fair.

Joseph Parnell has been asked to serve as a "MC" (Master of Ceremonies) during the CPL 150 Street Festival. The Cleveland Community has been invited to come celebrate 150 years of service by the Cleveland Public Library.

OCFB/Literature Department Library Assistant Nick Durda staffed a table at the Cleveland Public Square event "Summer Splash" from 11:30 am to 1:30 pm as part of the on-going summer outreach event. Mr. Durda and former Scholar-In-Residence Valentino Zullo hosted a Facebook Live video on the *Ohio Center for the Book: Get Graphic!* Book club titles for the month of May.

OCFB/Literature Manager Don Boozer and Library Assistant Nick Durda met with the Curatorial Projects Specialist from Stan Hywet Hall & Gardens in Akron and the artist/designer working on the 2019 *Deck the Halls* project for the mansion. The theme this coming holiday season at the mansion is "A Classic Comic Hero Christmas" and the Music Room theme will specifically be Superman. Stan Hywet is interested in borrowing two dozen items from Literature's Mike Curtis Superman Collection to display over the holiday season. Mr. Boozer is working with Senior Legal Officer Bryan



Szalewski to craft a Loan Agreement, and Stan Hywet plans to pick up the items in early November in coordination with Mr. Boozer and Mr. Durda.

In August, the Ohio Center for the Book commemorated the passing of iconic Ohio writer Toni Morrison with a post on the Ohio Center for the Book website that included links to various online resources including a list of her works in translation, her official OCFB biography, and a recording of her 1993 Nobel Prize Lecture. The post was also sent out via the OCFB Facebook page and Twitter account. A display of Morrison's works was also set-up in the Literature Department as well as in the Main Library Lending area.

OCFB/Literature Library Assistant Nick Durda hosted a Coffee and Comics Workshop at Rising Star Roastery on Walton Avenue in Cleveland. The featured speaker was Matthew Horak, Spiderman and Deadpool artist for Marvel, who gave a talk and then had an interactive conversation with the 12 attendees. On August 24<sup>th</sup>, Nicole Boose, a former Marvel editor, was the featured speaker at a Coffee and Comics Workshop hosted by OCFB/Literature Library Assistant Nick Durda at Rising Star Roastery on Walton Avenue in Cleveland. The 27 attendees greatly enjoyed the interactive session with Ms. Boose.

On August 31<sup>st</sup>, OCFB/Literature Librarian Evone Jeffries represented the Ohio Center for the Book at Cleveland Public Library (OCFB) at the 19th Annual National Book Festival in Washington, DC. Visitors to the Ohio booth in the Parade of States learned about the OCFB and our state. *Miss Mary Reporting: The True Story of Sportswriter Mary Garber* by Sue Macy and Ohio illustrator C. F. Payne was selected by OCFB as this year's *Discover Great Places Through Reading* title. Ms. Jeffries was able to distribute bookmarks to encourage attendees to *Unleash Your Inner Mary Garber* and to provide a Readers Toolkit for the book courtesy of the State Library of Ohio.

Popular Library Assistant April Lancaster prepared items for display at the satellite collection at Kelvin Smith Library.

### Summer Robotics Camps

During June and July, and August, TechCentral offered week-long Robotics Summer Camps at six locations: Main Library, Addison, Eastman, South, Union, and Woodland. This year's summer camp topic focused on the use of Sphero Robots to create space-themed programs. Each camp consisted of four 2-hour sessions with hands-on instruction, design and coding of robots.

#### **Edgewater Book Box Demonstration**

The TechCentral Mobile MakerSpace visited the Edgewater Book Box on June 27<sup>th</sup> and July 11<sup>th</sup> to give visitors to Edgewater Beach an opportunity to learn about Laser Engraving, Button Making and other maker services offered in the TechCentral MakerSpace.

#### **Summer Splash at Public Square**

The TechCentral Button Maker visited Public Square during Summer Splash on June 5<sup>th</sup>, 12<sup>th</sup>, 26<sup>th</sup>; July 3<sup>rd</sup>, 31<sup>st</sup>; August 14<sup>th</sup>, 28<sup>th</sup>. This was in collaboration with the Youth Services Department to provide additional offerings for Summer Splash participants.

#### **Nation of Makers Conference and MakerSpace Visits**

On June 15<sup>th</sup> & 16<sup>th</sup>, Interim TechCentral Manager Suzi Perez, attended the Second Annual Nation of Makers Conference in Chattanooga, TN. The focus of the Conference was Intentional Inclusion and Working Inclusion particularly of makers with disabilities and makers in the LGBTQ community into the maker movement.

Additionally, as part of the pre-conference tours, Mrs. Perez was able to visit the Makerspaces at Chattanooga Public Library and ChattLab, learning about the variety of offerings and sharing experiences with operators of those spaces.

#### **Community Engagement: Visits and Outreach**

Library Assistant Computer Emphasis Cortney Gatewood participated in eSports Events on June 22<sup>nd</sup>, July 27<sup>th</sup>, August 24<sup>th</sup>.

TechCentral provided a tour and demo of the MakerSpace to the Cleveland Foundation Public Service Fellows during their Civil Immersion Day at Cleveland Public Library on July 17<sup>th</sup>.

#### **Main Library Displays**

Business, Economics & Labor Department featured a display of books related to CPL150, including books on what was happening in the world one hundred and fifty years ago. Mr. Hay selected circulating and reference-only books focusing on the topics of finance, economics, transportation, labor unions and work, stamps, the stock market, amongst others, that covered 1869 specifically, as well as the general time frame of 1850-1900.

The Business, Economics & Labor Department featured a display of books related to the topic of economics. Mr. Hay selected a variety of books, including those on the history of economics, memoirs of various economists, economic treatises, and studies on economic systems and conditions. Titles were selected from both circulating and reference-only collections.

Business Subject Department Librarian Zachary Hay has regularly maintained Business Department's Career Opportunities bulletin board. Recent job postings found using the Reference USA database are posted every week, as well as job fair and training opportunities advertised by OhioMeansJobs, Greater Cleveland RTA, City of Cleveland, Cuyahoga County Job & Family Services, the Council for Economic Opportunities in Greater Cleveland, and other area organizations involved in providing career opportunities for job seekers.

Government Documents Library Assistant Alea Lytle created a table-top display featuring vacation information from various National Parks. She also created a separate table with general summer information such as exercise and fitness from the National Institute on Aging, safety information from the Center for Disease control, and a beach checklist from the National Oceanic and Atmospheric Administration. Ms. Lytle created a display for Independence Day and the history of the Declaration of Independence.

PAL sent a selection of books to the Wade Oval book box. Public Administration Library Assistant David Furies held a book discussion in collaboration with the Cleveland Law Library Association and author Michael Jordan. The book discussed with the author and 11 attendees was, *The Company of Demons: A Novel*.

PAL sent the Cleveland Community Police Commission Application Form and Instructions to shipping for distribution to CPL branches and Lending.

Senior Librarian Lan Gao attended *Parade the Circle* event together with Outreach and Programming Services (OPS) and branch staff members on June 8<sup>th</sup>. We signed up children for Summer Lit League, hosted a puppet show by Rid-All Greenlight Puppet Theater, and provided a couple crafts for children and families.

Library Assistant substitute J.J. Lendl and Kent State University intern Peter Roth represented Youth Services at the Rock & Roll Hall of Fame Fam Jam event at the Rock Hall on June 29<sup>th</sup>. At their outreach table, they offered sign-ups for Summer Lit League, sign-up incentives, books, and other giveaway prizes.

#### **Collection Development**

Mr. Meggitt, on behalf of the Photograph Collection, received a donation of five photographs (including two panoramic photographs) relating to Banater Hall and the Banater Civic League, located on Lorain Avenue. The photographs were taken in the 1920s-1940s. The Photograph Collection received a donation of nearly 50 19<sup>th</sup>-century stereographs, cabinet cards, and postcards of Cleveland and northeast Ohio from patron Tim McGuire.

The Map Collection received a donated historical map of Painesville, Ohio from 1896.

Mr. Edwards continued to work with the Catalog Department to catalog previously uncatalogued maps.

Mr. Meggitt processed 90 photographs of Cleveland Indians player-manager Tris Speaker, which were found during the shifting of collections earlier this year. The photographs are primarily from the 1910s and 1920s, during Speaker's playing years.

Mr. Milich sent over 600 Cleveland City Hall Park Plan images to CDPL to be uploaded into DuraCloud. To ContentDM, Mr. Milich added 241 park plans with images and metadata.

In July, Mr. Meggitt completed a significant shift of the Photograph Collection, arranging and moving over 3,150 document cases (more than 630,000 photographs),

which accounts for about one-half of the overall Collection. The shift allows for newly-processed Portrait & Biography Collection items to be added into that Collection (which had used all of its shelf space). There is now space for about 130,000 more photographs to be added without any further shifting.

Mr. Meggitt continued the item-level inventory of the Cleveland City Hall Collection. Over the summer he added unique identifying numbers, re-housed items, and created initial metadata bringing the total to 21,006 (out of roughly 35,000 total items in the Board of Zoning Appeals section of the Collection).

As part of the joint project with the Encyclopedia of Cleveland History (ECH), Mr. Meggitt reviewed physical collections, selected and digitized 30 pertinent photographs of African-American Clevelanders, and uploaded those files into CONTENTdm (where he created metadata, and added them into the Library's Digital Gallery). Additionally, he edited and revised metadata for about 70 earlier CONTENTdm records pertaining to other subjects that are being included in the ECH project. Links to the new items on the Digital Gallery were then provided to ECH for relevant articles.

The Heights Chamber Orchestra was given a special loan for four score orchestral pieces that they will be performing for their 2019-2020 concert season.

A lithograph entitled *Panorama of Cleveland and Ohio City* (1851) was purchased for the collection. The artist, Jacob Mueller was well known for his lithographs of city views created during the 1850s. Special Collections Librarian Stacie Brisker assisted Library Archivist Ann Marie Wieland with a researcher's request for items about Langston Hughes for a documentary. Ms. Brisker in creating a finding aid for Hughes materials for the Digital Gallery. Ms. Brisker is participating in the oral history *Ideastream Storytelling project*. In June, she interviewed local puppeteer David Johnson and will be interviewing seniors from several Cleveland facilities. Ms. Brisker assisted an American Literature scholar from the University of Tennessee on a project regarding Langston Hughes' poem entitled *When the Tom-Tom Beats*. Ms. Eyerdam reviewed the profile about Trade Catalogs (1860s-1960s) and looked for the James Gray

Appraisal of the collection for consultant Michael Ruffing. The catalog record for *Cleveland Town Topics* was updated to reflect issues found in Special Collections. Ms. Eyerdam met with rare book dealer Peter Bernett from Boston to select items for the Lockwood Thompson endowment, White endowment and for the Schweinfurth August quarterly meeting.

Special Collections staff assisted author with locating images of chess player Adolf Anderssen for his new book.

A Ph.D candidate from North Carolina State University would like to submit his transcription based on the CPL manuscripts of *Brut's Chronicle of England and the destruction of Jherusalem* by Roger D'Argenteuil from the 13<sup>th</sup> century (MS W q091.92 C468, ocn431903346) to the Cleveland Digital Gallery. He will work with CDPL Manager Chatham Ewing and Special Collections.

**Gifts:** Two books on Kurdish culture and language were donated by a local patron: *Kurdskii Pastukh* and *K'rdakan zhoghovrdakan hek'iat'ner*. Dr. H. Leslie Adams added a DVD of his *Blake* performance to his archive collection in Fine Arts. A patron from Perry, Ohio donated a wood carved chess set with a board to the collection.

**Schweinfurth:** The Schweinfurth Committee approved the purchase of over 400 trade catalogs from the Walter Caldwell estates (1891-1971) at the May quarterly meeting. Ms. Eyerdam and Library Assistant Bill Chase picked up 7 archival boxes of trade catalogs from the family home in Rocky River in July. These were dropped off at Lake Shore for cataloging. The Schweinfurth Committee met on August 16<sup>th</sup> and selected trade catalogs from Jordan Antiquarian, Bookpress and Bernet Penka.

April Urban, from the Case Western Reserve University Urban Poverty Center, referred a researcher to the Government Documents Department for historic Census data on Cleveland Heights, Ohio. The information was not available online, and the Library is one of the few who have print copies of the city's demographics from the 1930's on. He came to the department and spent several hours gathering research for the Cleveland Heights Historic Society.

The department assisted two staff members from the Federal Reserve Bank. Librarian Joanne O'Dell came in to the department to scan a Congressional hearing in the microfiche collection. Vice President and Counsel Mark Greenlee came in to copy historic print volumes of the *Congressional Record*. He also requested Congressional hearings, which the department was able to provide digitally.

Director of Public Services John Skrtic contacted Ms. Dobransky and Ms. Hoge to help research an area of Cleveland known as "Duck Island" for a team at WVIZ. Ms. Dobransky was able to provide scans of Census records for that area from the 1930s through the 1960s and 1970s.

Business Subject Department Librarian Zachary Hay completed work on an Assumed-Lost list consisting of eighty titles, assessing whether any titles should be reordered in print, or added to the library's eBook collection (or both). This consisted of analyzing circulation, age of the item in question, item cost, availability of other copies in the catalog, item availability in Baker & Taylor, Overdrive Marketplace and Amazon.

OCFB/Literature Library Assistant Nick Durda along with Fine Arts Librarian Raymond Rozman re-inventoried the Musicarnival CD collection to make it more complete and easier to access as a prelude to the collection's being house in Special Collections. The CDs were officially transferred to Special Collections in mid-July 2019.

The Literature Department hosted a visit by Technical Services Librarians Amei Hu and Michael Gabe. Mr. Gabe and Ms. Hu were given a comprehensive tour of the collections in Literature by manager Don Boozer, and the two met with staff in an effort to better understand the needs of front-line public service staff and to open lines of communication between cataloging staff and technical services staff.

Over the summer, the Literature Department undertook a major project to move the Room Reference items to clear space for the ever-growing and hugely-popular manga, graphic novel, and Urban Fiction collections. Manager Don Boozer began the project by measuring areas and

determining the collection arrangements and logistics. Page Erin Binkley did an excellent job of shifting the collections and spotting potential problems with misshelved and mislabeled books.

Martin Hauserman shared a copy of File No 163-58 Statement of Anthony J. Celebrezze Mayor of the City of Cleveland Before the Subcommittee on Housing of the Committee on Banking and Currency Jan 8, 1958 which was sent to Catalog.

Public Services Director John Skrtic donated items to PAL collection.

The Shaker Lakes Planting plan was returned June 10<sup>th</sup> and the historical Cleveland plans sent to CPL Digital Library in February for scanning were returned June 21<sup>st</sup>.

PAL is waiting to hear from the Cleveland Restoration if the book, *The making of Cleveland's Black Suburb in the City Lee-Seville & Lee Harvard* is available for purchase.

The first binder of the Cleveland City Landmarks Minutes and Proceedings, years 1972-1974 has been scanned.

The first 10 reels of 16mm subject file microfilm has been sent to the Cleveland Public Library Digital Gallery for review on August 30<sup>th</sup>.

Ms. Lancaster and Ms. Flinn are collaborating with Collection Management to get a Lucky Day collection of non-holdable items available in both lobbies.

PAL transferred some microfilm titles to the Main collection. They will be interfiled with the storage titles.

**Research only Possible Only at Main Library:**

- CLGH staff located photographs of famous estates and their owners for a local property researcher. The patron is using these items as visual representations to show her clients and guests how these properties have changed or stayed the same.
- CLGH staff sent sports pages from the Cleveland Press, Plain Dealer, and Cleveland News to a researcher.



- CLGH staff located newspaper articles, photographs, and local histories surrounding the "red light districts" of Cleveland such as Short Vincent and Doan's Corners for a documentarian from Los Angeles. Staff provided information the filmmaker did not know before, such as notable names within that time period, famous landmarks and theaters, and how to find more within the collection and elsewhere. The film is scheduled for release sometime next year.
- CLGH staff located images of the Union Trust/Union Commerce Building for a writer and editor who wanted to use them to illustrate part of the history of the Jones Day law firm.
- CLGH staff found historic images of Cleveland's Chinese community with traditional instruments for a patron who is an ethnomusicologist and director of a local music ensemble.
- The Clerk of Council for the City of Pepper Pike contacted Map Collection with a geographical feature question concerning the correct spelling of "Willey Creek". The answer for the correct spelling was determined through the use of USGS topographical maps and the *Omni Gazetteer of the United States of America, Volume 6*.
- CLGH staff found images of Ione Biggs for a patron working on a new exhibit celebrating 30 pioneering African American women throughout Ohio's history.
- CLGH staff found images of local stone quarries and of stone hauling for the building of the Lorain-Carnegie Bridge for researchers.
- CLGH staff found images of commercial buildings along Detroit Avenue between West 116<sup>th</sup> and West 117<sup>th</sup> streets for a patron.
- CLGH staff found images of a residence at 1963 East 73<sup>rd</sup> Street. The patron and the firm he works for are making plans for a restoration of the structure.
- CLGH staff found images of the cigar-making industry in Cleveland in the late 19<sup>th</sup> century and early 20<sup>th</sup> century for a researcher.

- CLGH staff found images of John H. Devereux and his son Henry K. Devereux, as well as images of their Millionaires' Row mansions (at 3226 Euclid and 2525 Euclid, respectively) for a researcher.
- CLGH staff found images for a patron of his former hip-hop venues in Cleveland around the 1980s. Staff was able to find a photo of Peabody's in the flats. The patron plans to use the image for a documentary about Cleveland hip-hop.
- CLGH staff assisted a patron find photographs for more than a dozen streets and addresses. The patron plans to use the images for research and planning purposes.
- CLGH staff helped a patron find an unidentified photograph of Euclid Avenue circa 1930. Using the Photograph Collection finding aids, the staff member was able to narrow down the photo's location.
- CLGH staff located and scanned numerous historic photographs of the Euclid Arcade. The patron plans to use the images in a future documentary.
- CLGH staff helped a patron find the exact address for a relative living on West 47<sup>th</sup> St. in 1969. Using a combination of the Cleveland City Directories and Cleveland Criss Cross Directories, staff was able to obtain the exact address of the relative.
- CLGH staff helped a patron doing genealogy research find an article about his grandfather. The article detailed a warehouse explosion in South Euclid. The grandfather, a part owner of the Epstein Construction Company, was caught in the blaze, but survived.
- CLGH staff found an article about a patron's mother in 1955. Using the Plain Dealer Historical database, staff found the article based on the patron's mother's name. Apparently, the patron's aunt had rescued her mother from a house fire when they were both 12 and 5 respectively. The article even included photographs of the patron's family members, which the patron had never seen before.
- CLGH staff found a photo in the December 1, 1963 edition of the Plain Dealer for a patron looking for

a photograph of two young boys who had built a Terminal Tower snow sculpture, but didn't have an exact date or paper title.

- CLGH staff helped a patron find information about her father's burial place. Using the Plain Dealer microfilm and the Cleveland Cemetery Directory, staff was able to find the patron's father's death notice and burial information. The patron's copy of the death notice had been destroyed in a fire.
- Using the Cleveland City Directories and Suburban Directories, staff helped a patron find listings for Holiday Inns during 1969-1970.
- CLGH staff sent the front pages of the July 25, 1969 editions of the Cleveland Press and Plain Dealer to a patron planning to surprise his wife with the front pages. She was born on July 25, 1969 and will be turning 50 years old.
- CLGH staff helped an author find images of the Cleveland Browns and various influential sports figures. The author plans to use the images in an upcoming book about Cleveland sports history.
- CLGH staff helped local researcher and author find images of Christmas celebrations at the Cleveland Museum of Art. Using the Subject Cleveland and Cleveland Picture Collection, staff found photos for the upcoming book about Christmas in Cleveland.
- CLGH staff helped patrons find images of the Glenville neighborhood around the 1950s to 1960s. Using the City Hall Collection and Subject Cleveland Collection, staff provided images to the patrons who plan to use the images in a presentation at their 60 year high school reunion.
- CLGH staff found articles for a patron about a crime committed against him in the mid-1990s. In 1996, the patron was 12; a crime was perpetrated against him and his friend that resulted in community outcry.
- CLGH staff assisted a patron researching a dance studio located in Cleveland during the 1950s. The patron didn't have any information other than the stage name of the owner, Tito Cavalero. Using the

Cleveland City Directories, staff found a listing in the 1963 directory for "Tito's Dance Studio".

- CLGH staff found articles detailing a 1982 shooting on Prospect Ave. in downtown Cleveland. The patron requesting articles was a relative of two of the men who had been shot in the incident. One of the survivors was paralyzed from the mid-stomach down due to the incident. The criminal trial of the shooter and the survivor's physical therapy recovery were chronicled in the Plain Dealer over the course of multiple months.
- CLGH staff assisted a patron via telephone with finding genealogical information. The patron had limited information about her grandmother and was hoping to find her grandmother's birthplace in Germany in advance of an upcoming trip there. Using the Ancestry database, staff located baptismal records confirming the location of her grandmother's birth.
- CLGH staff used the Library's newspapers on microfilm and Historical Plain Dealer database to provide information to a documentary filmmaker in London who is working on a film about Led Zeppelin's performance at Musicarnival on the night of the first moon landing in 1969.
- CLGH staff assisted an out of town researcher with finding information about former Cleveland Mayor William R. Hopkins. Using the Index to Cleveland Biography on microfiche, staff located articles that the researcher was previously unaware of.
- CLGH staff assisted a university professor who is researching an African American composer who lived in Cleveland in the 1800s. Using maps and city directories, staff located and verified the composer's address.
- CLGH staff located articles about which company manufactured double decker buses that ran in Cleveland for a short period of time in the 1920s

- CLGH staff assisted researchers from Australia with finding information about a relative who lived in northeast Ohio in the 1920s
- CLGH staff assisted a researcher from Boston who was searching for information about the biological parents of a grandparent who had been adopted by a family in Lorain County.
- CLGH staff provided scans of the *Cleveland News* to a researcher in California who is affiliated with the Society for American Baseball Research
- CLGH staff assisted a researcher interested in Florence Ellinwood Allen. Serving on the Ohio Supreme Court, she was the first woman to serve on a state supreme court and one of the first two women to serve as a United States federal judge. Staff found a book of Ms. Allen's poetry that had been signed and dedicated by the author.
- CLGH staff assisted researchers interested in the history of the Duck Island neighborhood. There was not much information on that neighborhood by name or as specified, but staff was able to piece together relevant sources and information to give a history overview of the area.
- CLGH staff members assisted a developer locate images of the Public Auditorium. After the initial findings, the patron was interested in finding a better, clearer image of the Cleveland Corporate Seal located on the Music Hall auditorium curtain. Staff was able find a beautiful clear image in the *Cleveland Public Auditorium* (1928) by Ernest Graham Studio.
- CLGH staff helped a researcher creating a documentary on "Black Buckeyes" locate newspaper articles on Joan Southgate, a retired social worker who walked 519 miles of the Underground Railroad through Ohio, Pennsylvania, New York and Canada. She is also the founder of Restore Cleveland Hope, a nonprofit dedicated to telling Cleveland's Underground Railroad history and preserving the historic Cozad-Bates House.

- CLGH staff researched the House of Wills, finding articles about the history and importance of the funeral home to the community for a television program.
- Patron request for scans from the title, *A Cultural History of Aramaic* which very few libraries have.
- Librarian from the Cleveland Museum of Art Ingalls Library requested assistance to obtain scans for a curator from a French book about Cambodian antiquities.
- Italian researcher requested scans from a 1520 manuscript entitled *Libro del infant don Pedro de Portugal*.
- Chess researcher/author came to Cleveland to research 1930s articles from *Chess Review*.
- The Foundation requested information about Amasa Stone.
- Assisted professor from CWRU with research on cuneiform for which she is interested in translating the tablets on display in the Reading Room.
- Researcher from Ireland requested scans of MacAuliffe's pamphlets on the Sikhs from the 16<sup>th</sup> century, *The Life of Guru Nanak; The Rahiras; The Evening Prayer of the Sikhs; Hymns of jaidev; The Bawab Akhari; The Sloks of Guru Angad; The Anand & the Sadd; The Legend of Mira Bai; The Life of Guru Teg Bahadur, The Anand & the Sadd; The Legend of the Bhagat Namdev Found in the Granch Shib; Hazare de Shabd of the Sikhs*. These titles are only available at the Cleveland Public Library.
- Researcher from Italy requested scans from a 16<sup>th</sup> century chess manuscript comparing how the leaves were numbered. CDPL is going to redo the scan to reflect the pagination on the digitized page of *Libro Da Imparare Giochare a Scachi: et de Bellissimi Partiti*.
- Patron request to see the 1<sup>st</sup> edition set of Edmund Burke's work.
- Patron request for scan of chess master Jose Raul Capablanca from 1942 issue of *Chess Revue*.

- Patron request for a score from Eyman Dance Collection called *I'm Gonna Get You* (1923).
- Assisted patron to locate materials on the Susu Language of New guinea and Sierra Leone in West Africa.
- Patrons requested the following music scores: Santana, scores by Johnny Smith, Isley Brothers, Beach Boys songs, Lion King songs, classical sheet music for piano, score for Moon Glow, songs by Irving Berlin from Eyman collection, Marriage of Figaro, songs by Al Jarreau, Ibert's Escales Piece from 1922, nursery rhymes for guitar, polka music, gospel songs for weddings.
- Patron request about Cleveland architects Frank Meade and the buildings he designed in Cleveland.
- Patron requests for the following music materials: Pythagorean tradition in music, birth and death dates of American composers, biography on Alice Cooper.
- A researcher requested an article from the September 1888 issue of *American Musician* on composer George F. Bristow.
- Patron request for blueprints of the Howell & Thomas plan for the Oxford (Ohio) Presbyterian Church. They drove up from Oxford and had scanned 10 blueprints for a renovation project.
- Patron request about the value of a painting by the regional artist Thomas Haverfield (born 1939) that was sold by the Akron Art Musuem. The patron was informed that the library is not a certified appraiser but gave him quotes of sold items at auction and was given a list of certified appraisers in northeast Ohio.
- Patron request about the bombing of the Rodin sculpture "The Thinker" outside the Cleveland Museum or Art in the 1970s. Staff found articles and books.
- Patron request for catalogue raisonné of Pablo Picasso works.
- Books on the art of Kara Walker (exhibit at Cleveland Museum of Art).

- Chess player from the USCF (United States Chess Federation) was assisted to scan chess charts from the 1970s.
- Researcher from Case Western Reserve requested biographical information on Cleveland artist Joseph Egan (1906-1979). Fine Arts has a painting on display by Egan and staff found biographical information in an exhibition catalog by the Cleveland Artist Foundation entitled, *A Brush with Light* (c1998).
- Special Collections Librarian Stacie Brisker assisted a patron with African American genealogical research using the *Call & Post*.
- Patron request to see Napoleon's 1809 elephant folios of *Description De L'Egypte*. This is a full 40 volume series that was commissioned by Napoleon when the Rosetta Stone was discovered.
- A colleague, professor & librarian from the University of Pittsburgh came in to research the *Niles Newbell Puckett Collection of the Religious and Folk Beliefs of Southern Negroes*. He was inspired from the *Sacred Spaces* exhibit he saw in Special Collections and received a grant to form a digital collection about the different religious institutions of the Pittsburgh area.
- Patron wanted a listing of 1954 Domestic typewriter manufacturers. Business, Economics, and Labor Librarian Susan Mullee located the information in the Office Appliances, Buyers Index Issue, 1955 Edition. Cleveland Public Library is the only Ohio library to own this publication, per Worldcat research database.
- Business, Economics & Labor Department holds a reference copy of a 1971 publication, "Market study of the mobile and travel trailer industries" published by Mobile Home Dealer Magazine. Business Subject Department Librarian, Zachary Hay, requested the title from Offsite Storage to be sent to Interlibrary Loan Department for photoduplication services. Cleveland Public Library is one of only two libraries listed on Worldcat to old this item.



- Business Department received a reference question regarding the availability of information on drip stocks (dividend reinvestment plans). Business Subject Department Librarian Zachary Hay, in consultation with other BEL staff, located our reference-only serial title 'The Drip Investor,' a monthly publication listing drip stock investing information and resources. This title was the specific title the patron was looking to be able to access.
- Business Subject Department Librarian Zachary Hay assisted a patron in finding and retrieving various circulating and reference titles on the subject of Cleveland transportation history. He also provided the patron with a walk-through of the library catalog, and offered different ideas on ways of searching for books and other resources on this topic to help them in their research.
- A patron visited Business Department looking for annual reports for Cleveland Trust Company/Ameritrust. Business Subject Department Librarian Zachary Hay located and made available our print copies of the annual reports found in our Library Research reference collection, as well as the digital copies scanned from Business Department's collection that are available on the *Mergent Archives* database. The patron looked at several annual reports from the early 1970s.
- This summer, a Literature patron requested to view two books of poetry from the department's collection: *Aunt Hagar's Children: Poems and Thoughts of our Folks in "Our Language."* (1941) and *"America's Negro" Sub-Titled "This is Our Country" A Book of Poems* (1943), both by Ophelia Dudley Steed. Cleveland Public Library is fortunate to be **one of only three libraries in the world** to own each title (along with Ohio State University and Yale University for the first; and University of Toledo and UC Davis for the second title). In fact, Cleveland Public Library owns **an author-signed copy of *Aunt Hagar's Children*** in

which she writes *Compliments of Ophelia Dudley Steed Oct. 3, 1941*.

- OCFB/Literature Library Assistant Nick Durda did research for a film company creating a documentary on Led Zeppelin. The company was specifically interested in the rock group's performance at Musicarnival in Cleveland on July 20, 1969. Mr. Durda utilized the Literature department's Musicarnival archives which are **ONLY** available at Cleveland Public Library. The film company was pleased with the results.
- OCFB/Literature Manager Don Boozer received a call from an Ashland University professor requiring a number of quotation and citation verifications for a paper that needed to be submitted for publication within the next two days. The search for the quotes involved searching CPL's copies of *World of Our Fathers* by Howe (1976) in the Center for Local and Global History and Literature's *Critical Views of Isaac Bashevis Singer* (1969), *Isaac Bashevis Singer and the Eternal Past* (1968), and *Isaac Bashevis Singer: A Study of the Short Fiction* (1990). Mr. Boozer verified several quotes using both the print as well as the digital versions of the 1968 and 1969 volumes available through Internet Archive and found the others in an online search using the original 1976 edition in CLGH. The professor also requested a search of Aristotle's *Poetics* for the section that talked about writing "probable" vs. "possible" stories. Mr. Boozer utilized the Perseus Digital Library edition of the philosopher's works available through Tufts University. The professor was very appreciative and asked to speak to Director of Public Services, John Skrtic to convey her positive interaction with Mr. Boozer.
- OCFB/Literature Librarian Evone Jeffries confirmed a quotation attributed to Mark Twain using *The Autobiography of Mark Twain: Including chapters now published for the first time* (1990). Cleveland Public Library is **one of only three libraries** in northeast Ohio that own this book.

- Patron scanned pages from Report of the Special tax commission of the city of Cleveland: appointed by the mayor at the request of the City council. Filed November 22, 1915. R. E. Collins, Clerk of Council / Cleveland (Ohio). Special Tax Commission.
- Assisted patron find a Plain Dealer story about a relative from 1926.
- Assisted patron with finding information about the pavers in the Eastman Reading Garden. CPL's archivist Annmarie Wieland as well as Tom Edwards helped in locating the material and scanning it.
- PAL staff helped a city hall employee locate old brochures that were created by the city's Landmarks department depicting the history of City Hall. They were found in PAL's subject files and scanned for the patron. PAL receives questions often about the history of the building and the city staff member mentioned that being able to see past brochures will be helpful in creating a new one.
- Patron stopped by to research Fleming Thomas and Liston G. Schooley.
- A patron utilized PAL's subject files to supplement his own research on the city of Cleveland's recreation department history.
- Patrons researched law cases, requested information on the Ohio budget and viewed the city's annual reports from the 1920s.
- A patron was assisted with research related to life expectancy rates in Cleveland neighborhoods.
- Assisted patron with historical Cleveland government information by email and in person.
- A Professor working on a 10 year study visited PAL to research Model Cities, Slavic neighborhood, City planning, and community development information.
- PAL and Photograph Collection assisted Cleveland Water Pollution with finding images.
- Used the Plain Dealer Historical Database to locate information about the Cleveland foster care system during the 1950s. A patron had been placed in foster

care during that time and was looking for details related to it.

- Assisted a patron find the start of the Cleveland reserve fund.
- Emailed patron Resolution 2223-45 concerning playground on Lamont Avenue. Patron is writing a book about the area.

## **CDPL**

### ***Learning Commons/Programs***

Cleveland Digital Public Library regularly hosted classes over the summer. In partnership with DanceUSA, we hosted a workshop on digitizing and archiving dance company records. Working with Youth Services, we held three separate classes teaching papermaking to patrons and had 21 attendees over the summer. Working with Special Collections to show off library materials that reflected the class activity, we held a calligraphy class with 6 attendees, and a font making class with 5. Working with CPL FIT, ClevDPL regularly hosted Yoga and Core Strengthening. Weekly Yoga and Core Strengthening offerings are regularly attended by over 30 attendees a week, 90 over a month, and 270 over the summer. About half of attendees are from downtown offices and half from library participants in our FIT program. Finally, we've held 12 meetings of the CPL Chess Club with a total headcount of 27 attendees over the summer.

### **Exhibits**

In terms of media, object registration, and exhibit preparation ClevDPL continues to support both the John G. White exhibit and the Library History exhibit that were planned for sesquicentennial. Before the summer, staff in ClevDPL collaborated with staff from Graphics, Archives, and Special Collections to design and install the "CPL: 150 Years through the Eyes of the Staff" and the "John G. White" exhibits. During the summer, ClevDPL continued to help with ongoing tasks and projects related to Sesquicentennial shows. Support includes including maintaining the media displays in Brett Hall and programming and adding content to the Magic Box in the John G. White Gallery. Also during summer 2019, ClevDPL staff worked with OPS, revisiting the current status of the "facilities brief" as a useful document and collecting and sharing data from temperature and humidity monitors in the Brett Hall exhibit space.

***Magic Box***

After a shift in priorities by the puppet curators, Cleveland Digital Public Library moved the Magic Box exhibit case to the John G. White Gallery on the third floor of Main. We refreshed the interactive content for the John G. White exhibit over the summer.

***Touch Wall***

The interactive touch wall in the third floor space in Cleveland Digital Public Library continues to be used by casual visitors and classes. It had content updates in over the summer, and we have continued to refine content to enhance accessibility and use.

***Videography and Photography***

Before the summer, ClevDPL has finished loading all of the videos from Sports Research Center, Cleveland Restoration Society, the Andrew Venable Oral History Project, Cleveland Growing Strong, and Library Institutional Oral History interviews onto Internet Archive and YouTube and, working with CPL's Internet Team, has also embedded them in ContentDM records in the Digital Gallery. During the summer, we leveraged the automated closed captioning in YouTube to create searchable transcripts for all of the above oral history recordings

Working with Langston Hughes Manager William Bradford and Professor Anne Galletta from CSU, CPL has been developing exemplary oral history interviews of subjects who remember the 1964 Freedom Day protests here in Cleveland. The goal is to produce four sample interviews and work with professor Galletta to assist her to seek funding for a larger project. ClevDPL continues to work with the Cleveland Architecture foundation to support oral history interviews of prominent Cleveland architects.

During summer, ClevDPL did a variety of media projects focused mainly on producing video content for CPL Director and Patricia and Richard O'Connell (photos), Peter van Dijk, FAIA, Architect Oral History (video), Jasmine Elder Oral History (video), CPL and IOTA re-do voice-over (video), Rev. Mylion Waite Oral History (video), Patron Headshot - WALK IN (photos), CPL 150th K. Thorpe and Children Interview (video), Estefany V. Rodriguez Oral History (video), Summer Camp in LSW -

Technology (photos), All Stars Legends Round Table (video), Brett Electricity (video), Brett Noise (video), Brett Pages (video), Brett Family (photos), Brett Family Oral History (video), 7/2 St. Martin De Porres Summer Camp (photos), 7/9 St. Martin De Porres Summer Camp (photos), 7/16 St. Martin De Porres Summer Camp (photos), 7/23 St. Martin De Porres Summer Camp (photos), 7/30 St. Martin De Porres Summer Camp (photos), CPL150 festival (video), CPL150 festival (photos), Inner Circle (photos), Plates (photos), Music at Main (photos), CPL150 Hats (video), Sports Icon 50 (video), Sports Icon 51 (video), Freedom Day interview Karim (video), Freedom Day interview Angela (video), Freedom Day (photos), South Brooklyn Short Version (video), South Brooklyn Long Version (video), CPL150 Game Maker (video), Best Buy Mentor (video), CPL150 15 second ad (video).

#### **Scanning Assistance**

Cleveland Digital Public Library staff assisted 43 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub. Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

**Digital Gallery:** From June 1<sup>st</sup>, 2019 to August 31<sup>st</sup>, 2019, Google Analytics (GA) reports 15,597 sessions for 9930 users and 264,693 page views. Our top five landing pages are grouped in the following categories: Digital Gallery Home Page 16%; Yearbooks 8%; Photos 4%; History 2%; and Cleveland Orchestra 2%. Organic Search channeled 41% of our accesses (Google search is the most common channel to our Digital Gallery). Direct access through CDM search accounts for 31.2% of our accesses. Referrals through other website are about 21.4% of our access volume. Finally, social media accounted for 6% of our sessions (with the bulk of these, almost 80%, from Facebook). The number one referral site with 15% of all referrals is Wikipedia. After that at 12% is Cleveland State, and our own website, cpl.org, rose one and half percentage points to 6.5%. Notable additional sites for referral are 3% from dp.la and 2% from Case Western University. Nearly 44% of our sessions occur on mobile devices (up from last

month) with 13% of those on tablets. 40% accessed ContentDM through tablets and phones.

### **Outreach**

ClevDPL continues a collaboration with Dr. Regennia Williams on an interview project related to the anti-apartheid activism in Cleveland during the 1980s. We have been working with her to produce a sample set of interviews so that she can pursue funding opportunities.

ClevDPL continues to work with the Cleveland Orchestra to scan scrapbooks.

Cleveland Digital Public Library continues to work with local newspapers to provide access to the back files of member news organizations. We already provide access to Tremonster, Plain Press, and East Side Daily News. We have completed work with our vendor to get 1970-2000 of Cleveland Scene digitized.

Working with the Internet Archive, CDPL is closing out the grant for curating web-content (part of a 35,000 dollar IMLS grant working with the Internet Archive's ArchiveIT project to document local web-content and local digital resources). ClevDPL has created a collection in the Digital Gallery (ContentDM) for Web Archives and has populated the collection. We have done numerous public presentations on our Web Archiving, and have presentations planned for the summer. We will be doing a final training on web archiving this fall.

ClevDPL staff has continued to enhance demonstration digitization projects with Euclid Library, the Ukrainian Museum and Archives, Shaker Heights Public Library, Cleveland Orchestra and the South Brooklyn Historical Society.

We have arranged with the administrator of the Literature Collection regarding storing the surveyed, refoldered, reboxed, and relabeled W. Ward Marsh collection and will be moving the collection to Literature in early fall.

We have initiated a project with literature to obtain physical copies of programs, update and scan programs,

and capture natively digital programs of theatre productions from Playhouse Square.

#### **Collection Development**

Scene Magazine Digitized. Scene magazine has been re-scanned after a quality control glitch, and is currently in post-production, correction, and revision. This constitutes well over 40,000 pages of news and has been converted to METS-ALTO. Upload of the newspaper will proceed this fall.

#### **Library Staff Does Digitization**

ClevDPL team is currently addressing how to better mediate and manage the large number of scanning projects that are moving through the unit at this time. Scan: 235 items, 7,434 files created. Post: 127 items, 6,849 post processed. Upload: 501 items, 716 files.

#### **ILL**

Statistics are a month behind for ILL.

*CPL Borrows:* For May, June, and July of 2019 CPL customers initiated 162 borrowing requests of which 142 were filled. The average turnaround time for filled requests was 17 days and 2 hours.

*CPL Loans:* For May, June, and July, CPL ILL received 3610 requests and filled 872 (a 24% fill rate. Our average turnaround time for filled requests was 3 days, 10 hours (well over our target range of two days).

#### **Preservation**

##### *Managing Art Collections*

CPL has one of the largest and most significant Art Collections in any public library in the country. ClevDPL is currently updating the database listing of items in the collection, and is currently exploring collaboration with financial services to add all of CPL's art holdings to the real property inventory maintained in our MUNIS system so CPL's art will be audited on a regular schedule.

During the summer, most of the Superman items sent to Intermuseum Conservation Association were returned to the library. One item remains to be completed.

Due to renovations at Fleet we have an untitled Clarence Van Duzer sculpture at Main Library in the



preservation/conservation lab area. Here is a link to a picture:

<https://cdm16014.contentdm.oclc.org/digital/collection/p4014coll13/id/1974/rec/1> . We anticipate shipping the sculpture to ICA in September. Staff will need assistance and training to pack and ship the item, but should be able to do it effectively with proper instruction.

Currently, due to renovations at Collinwood, we have the center panel of Max Bachofen's *Snow and Wind (triptych)*, oil on canvas (Left: H 46" x W 36 1/8"; Center: H 46" x W 59 3/16" ; Right: H 46" x 34 1/8") in storage on a cart in the basement microfilm area of Main Library. It came here as result of reductions in wall space out at the branch. At the moment we are at the very beginning of developing a plan for how to effectively move and manage art in the library for the next several years, and this plan should look to existing expertise in the library that can effectively manage the process and plan for developing appropriate skills in staff.

With the goal of developing staff in mind, during August and into September, ClevDPL contacted the Intermuseum Conservation Association and received a positive response to working with ICA to develop workshop trainings for art moving and packing for staff working on CPL's Preservation/Conservation teams. In addition, ClevDPL has just begun discussing with Property Management the possibility of developing collaboration with Rock and Roll Hall of Fame staff to do a workshop on how to build crates for pictures and sculptures for CPL carpenters. An additional hope for these workshops is to involve the student art curation program that enabled CMSD students to put together the WPA print exhibit our ML King Branch.

#### **Environmental Monitoring**

Working with Property Management, including Oliver Reyes, ClevDPL continues to monitor from 22 placements around Main and LSW using PEM II environmental monitoring devices.

We have upgraded our monitoring subscription with the Image Permanence Institute.

As a new development in summer, OPS requested that we monitor the environment in Brett Hall, and we added monitoring in 3 cases using Arten monitors, and placed a PEM II in Brett hall to log temperature and humidity. Monitoring in Brett Hall should be a year-round activity.

### **Stacks and Collections**

ClevDPL has completed its work on studying potential stack options for storing over-sized maps from the maps collection. We have received appropriate conservation housings, and have moved forward with wrapping maps on storage tubes. We have obtained appropriate storage racks for the rolled maps, but we still have the rolled maps stored in our 5<sup>th</sup> floor storage area in Main Building, there is now foam padding on the storage rack arms. Moving of maps should happen this fall.

### **IPM monitoring**

ClevDPL has placed insect traps appropriate for establishing the detection portion of an integrated pest management (IPM) program in Main, LSW, and Lakeshore Facility. We are currently monitoring LSW, Main, and Lakeshore.

### **Facility Brief**

ClevDPL wrote the library's 'facility brief', a document produced for the Superman exhibit. This document uses elements of an American Museum Association facility report. The data previously collected for the brief is now out of date. Depending on planned uses for spaces in the library, a document like the 'facilities brief' may sometimes serve as a de-facto facilities report, and in many cases we may not need to produce a full facilities report per AMA. The document needs to be revised, and the process of gathering data for display areas at the library needs to reboot.

### **Exhibits Monitoring and Install**

ClevDPL has restarted using PEM II and Arten devices to monitor temperature and humidity levels in Brett Hall. ClevDPL continues to use them in the John G. White Gallery where materials that might need to be monitored have been installed. These readings are being recorded and maintained for future reference.

**Metadata Revision**

There were 69,377 record touches on metadata in the digital gallery. This work mostly consisted of additions to records to link high resolution images in long-term storage with low resolution access copies presented through the digital gallery.

ClevDPL continues to engage with DPLA. We continue to contribute to WorldCat through OCLC's Digital Collection Gateway. We are engaging CPL's cataloging team to explore how to pull records developed from our ContentDM collections now in WorldCat into our Sirsi catalog.

ClevDPL has accepted a role on a ContentDM/linked data project that has emerged from the *Metadata Initiatives Advisory Group*. The project will explore possible new, and more effective routes for delivering metadata, images, and information using linked data environments. The project is projected to take a year, and started in August of 2019.

**Partner Engagement**

We continue to plan how to engage local partners, large and small, and are seeking to engage more partners from the local business community. Our partnerships with Cleveland Orchestra, Karamu, UMA, Old Brooklyn Historical, and others need support in the form of developed plans for the future, and we continue to discover new partners with whom to work on projects such as the Cleveland Grays, Crile Archives, and East Cleveland Public Library.

**Digital Collection Gateway**

Cleveland Digital Public Library has contributed ContentDM metadata to international catalogs through OCLC's Digital Collection Gateway, and we have been invited to participate in a pilot project involving linked data. We will be working with technical services over the summer to develop a plan for better integrating into our local OPAC our ContentDM metadata pulled into WorldCat. The first goal is to hold a meeting to discuss it.

**Staff Development**

OLBPD Manager Will Reed and OLBPD Library Assistant Ken Redd attended the 2019 ALA Annual Conference in

Washington D.C. Mr. Redd is a 2018-2019 ALA Spectrum Scholar, and attended the Spectrum Leadership Institute.

OLBPD Duplication Technician Judy Pauza retired on August 30th.

Mr. Metter attended the American Library Association's Annual Conference on June 20-22. He attended numerous sessions about genealogy, project management, ALA advocacy in Washington, how libraries help grassroots advocacy efforts, and Code for America in Libraries.

Mr. Edwards was acknowledged in Lauren L. Pacini's new book, *Honoring their Memory: Levi T. Scofield, Cleveland's Monumental Architect & Sculptor*.

Special Collections Librarian Stacie Brisker attended the *Ideastream Storytelling* meeting held at Lake Shore. Ms. Eyerdam attended an Ohio Museum Association workshop in Columbus entitled *Catalyzing Conversations: How to Activate Collections in a Socially Relevant Way*. Special Collections librarian Ray Rozman was admitted into the Mandel School of Management program at Case Western Reserve to pursue his MA in Business. Fine Arts librarian Bruce Biddle watched the NDSR Art Webinar about *Getting Started with Disk Imaging*.

Ms. Dobransky and Webmaster Will Skora attended a webinar on August 7<sup>th</sup> for the federal Institute for Museum and Library Services about grant opportunities.

Also on August 7<sup>th</sup>, Ms. Dobransky also called in to the conference call for the United States Customs and Immigration Services Citizenship and Assimilation Grant Programs. Elizabeth Cusma from Global Cleveland was interested in the opportunities and asked Ms. Dobransky to report back. The Library does not qualify for either grant as the Library does not offer legal help to immigrants, but Global Cleveland may if they choose to expand their services.

Subject Librarian Victoria Kabo attended Book Expo America where she met with vendors and publishers and developed a better understanding of new forthcoming titles and materials. She attended the following workshops:

\*The New Wave of International Fiction

\*How to Raise a Reader

\*The Future of Library E-Book Lending

\*The Future of Publishing: Five Predictions for 2025

OCFB/Literature Manager Don Boozer (virtually) attended an all-day meeting of directors of state Centers for the Book held at the Library of Congress' Center for the Book in Washington, DC. Mr. Boozer utilized the Library of Congress' Webex connection to attend the meeting online. A number of intriguing initiatives were shared by other states including several that have Mr. Boozer planning to follow-up on for possible integration into the Ohio Center for the Book.

Monica Musser met with Laura Walter to talk about Warm Up Cleveland and the Lunchtime Knitting Circle at City Hall. Patty Aston, Edwin Gabriel and Dennis Matejka, members of the knitting circle, were kind to write supportive reviews. Ms. Musser finished the scanning of the original material in the Mall subject file and is working on uploading the scans to ContentDM and the digital gallery.

Starting July 30<sup>th</sup>, PAL staff will report to Assistant Director of Public Services Robin Wood.

On July 31<sup>st</sup>, Director of Public Services, John Skrtic, Robin Wood, David Furyes, Monica Musser and Elaine Herroon met to discuss projects, possible new arrangement for public access computers, and location for new MFD.

Dave Furyes viewed a Census 2020 Webinar on July 17<sup>th</sup>. Dave Furyes attended the Census 2020 committee meeting with Robin Wood on August 5<sup>th</sup>.

Youth Services Manager Annisha Jeffries and Children's Librarians, Eric Hanshaw and Julie Gabb attended the American Library Association's Annual Conference on June 20-22<sup>nd</sup>.

Library Assistants Computer Emphasis Alison Guerin and Kalie Boshara attended the NEO-RLS Emerging Tech Symposium in Twinsburg, OH on June 6<sup>th</sup>.

Library Assistant Computer Emphasis Cortney Gatewood attended a Gaming & Esports Event Planning meeting on June 12<sup>th</sup>.

Mrs. Gatewood attended a Gaming & Esports meeting with Euclid Public Library on June 17<sup>th</sup>.

Interim TechCentral Manager Suzi Perez, TechCentral Coordinator Melissa Canan, and Mrs. Gatewood attended a CPL 150 Street Festival Planning Meeting on June 19<sup>th</sup>.

TechCentral Social Media team met with Marketing and Web Manager Michael Young to discuss procedures for department use of social media accounts on June 21<sup>st</sup>.

Library Assistant Computer Emphasis Denise Williams-Riseng attended NEO-RLS webinar Caring for the Mind on July 1<sup>st</sup>.

Mrs. Williams-Riseng attended NEO-RLS webinar Creating a Resume Review on July 1<sup>st</sup>.

Library Assistants Computer Emphasis Alison Guerin, Tawana Campbell and Denise Williams-Riseng attended NEO-RLS webinar Tech Troubleshooting on July 11<sup>th</sup>.

Mrs. Perez along with Director Thomas Felton Jr. and Benefits & Compensation Manager Ronelle Miller-Hood, met with Peter Pronovost of University Hospital on July 19<sup>th</sup>.

Mrs. Williams-Riseng attended NEO-RLS webinar You Can Be the Expert - Tech Troubleshooting with Confidence 101 on July 22<sup>nd</sup>.

Mrs. Perez attended a meeting with Applied Laser Technology regarding new Printer interface on July 26<sup>th</sup>.

Mrs. Perez and Ms. Canan attended the Cleveland Leadership Center - Second Workshop on August 1<sup>st</sup>.

## **BRANCHES**

### **DISTRICT ONE**

**EASTMAN** - Summer Lunch program was in full swing with a decrease in the amount of meals served due to low attendance. Eastman Branch maintained a Master Plan Meeting on June 15<sup>th</sup> with the Property Management Dept. Eastman Branch will receive renovation with many updates, such as a new roof and new wiring for the technology of the future. Additionally, many

infrastructure changes will be maintained such as new shelving and a new circulation desk. Eastman Branch held its Summer Lit League finale party on July 23<sup>rd</sup>. Over 30 families attended for cake and popcorn, free book giveaways, and balloon twisting. The final tally for Eastman Summer Lit League participants are: Early Learners 17 signed up and 6 completed, Teens 26 signed up and 7 completed, and kids 72 signed up and 31 completed. Eastman Branch was one of the branches open during the CPL 150 celebration on July 27<sup>th</sup>. The Branch was open from 12-6 and many patrons came in to take advantage of the free trolley ride to the downtown festivities.

**LORAIN** - The Lorain Branch saw a massive increase in attendance during youth programming during the summer, with as many as fifty children attending most programs. Several camps and daycare centers brought their children to join in on the fun at the library. MakerLabs led by Library Assistant Computer Emphasis Marlie Hooper and Peter Roth included a variety of activities and weekly Summer Lit League and Origami Hour Programs. Over 350 patrons registered for the Summer Lit League. Lorain was also a trolley stop for Be My Neighbor Day, providing families with transportation to and from downtown. A Nutrition Program for the youth was also presented twice in July as an extension of the Summer Lunch Program.

Adult programming during the summer was also successful. A Sewing Fundamentals series began at Lorain the second half of June and ended on July 20<sup>th</sup>. All fifteen sewing machines were in use by patrons during most sessions. A Short Story Book Club was held every other Saturday for adults, led by Roth. Tech Central also partnered with the branch and taught CPL & Your Device, Computer Basics: Organizing Files, Email Basics, Resume Workshop, and Job Searching Online, on Mondays in July.

Peter Roth and Crystal Tancak planted Lorain's community garden along with the help of several eager youth. Additionally, Marlie Hooper, Peter Roth and Crystal Tancak worked at the CPL 150 Street Fest on July 27<sup>th</sup>.

Crystal Tancak taught a NEO-RLS webinar with fellow branch manager Lexy Kmiecik entitled, "How to Make Outlook and Calendar Work for You."

A representative from the Cleveland Rape Crisis Center educated staff on the topic of Human Trafficking during the first half of the staff meeting, a topic that is very prevalent in the Lorain neighborhood. Also, Property Management held their Facilities Master Plan Meeting with Lorain Branch Staff on August 13<sup>th</sup> to discuss the future of Lorain's building. Lastly, Lorain Branch was selected as the recipient for Karcher's Cultural Sponsorship. Karcher will analyze, document, and remove contaminants from the facade of the building.

**ROCKPORT** - Rockport's Summer Lit League programs were well attended, with approximately 100 participants in our finale program. Our branch had 600 enrolled readers and 300 completions this summer. Our Friday Flicks series continued throughout July, attracting dozens of viewers each time. Patrons of all ages completed knitting projects as part of our MakerLab - Knitting Made Easy. We had a visitor from the zoo bring nature to us with hands on exhibits as part of the Metroparks Eco-Explorers series, which was fun for children and adults alike.

Our Best Buy Teen Tech Center has surpassed 300 members! The Best Buy Teen Tech Center expanded hours this summer to allow members to create projects and learn new skills all afternoon long, and we hosted a variety of programming. July started off with a BOOM, with a DIY rocket-making program using antacid tablets! We also enjoyed the outside with a sunny day science program, had a photography lunch-and-learn, and finished the summer with a DIY Ice Cream social. It was a special treat to have Jacinda Walker from DesignExplorer host a two-day design workshop called Power Posters! for our members.

**WALZ** - The summer of 2019 was still successful and productive despite Walz branch manager on leave. Regular visits continued from St. Augustine's Child Enrichment Center, Apple of My Eye Childcare and our new neighbors Jireh Learning Center. All the children enrolled in the daycares and their school-aged summer programs at these centers participated in the summer reading club and FINISHED!! Close relationships with these organizations allowed Walz to keep Summer Reading club numbers consistent with last year's. "Read to the Beat",



a music therapy program was held at Walz Branch in conjunction with the Music Settlement.

Kudos to Mr. James Talley who kept the Mobile Pantry going in the absence of the manager; Mr Antonio Williams who filled in with outreach at St. Augustine's skilled nursing facility; Ms. Jeannie balanced the summer reading club and duties as PIC.

**WEST PARK** - City Year Cleveland, headquartered Downtown, used our North Meeting Room during the month of July. Thanks to the YMCA and Cleveland Clinic for allowing the staff of City Year Cleveland to park in their lots. Summer Lit League was well attended by a local daycare from Newton D. Baker and a large group of children and adults from The Hope Center. The finale was attended by children and adults who enjoyed cake and balloon twister, Mr. Markowitz. We were at capacity for the Cleveland 20/20 Program. The participants all enjoyed learning photo techniques and had fun taking photographs inside and outside the building. The Hope Center brought three of their ESL classes to the library for a tour and to allow the adult students to sign up for library cards. All three book clubs - Blue Collar, Franciscan, and Rose Center were active this summer. The Cleveland Metroparks visited the branch with their Animal Tracks program, which was enjoyed by children and adults. Michael Dalby and Jamie Lauver attended the Ice Cream Social Meet & Greet at Newton D. Baker to introduce ourselves to the principal in an effort to improve communications and work together to manage our after-school patrons.

The BookBox at Edgewater continued its popularity, especially on Thursday nights at Edgewater Live. With the support of staff around D1 and Jessica Odum, we have managed to staff all Edgewater Lives and Friday and Saturdays during this summer. Our last day for the year was August 31<sup>st</sup>.

## **DISTRICT TWO**

**BROOKLYN** - The summer was highlighted by Summer Lit League, and the branch saw several families participate regularly on Tuesday and Saturday, of which, the sheep puppet program by Cathy Hankins being a favorite. The branch continued its participation in the collaborative effort of select CPL branches and the Cleveland Police

Commission community conversations featuring the book 'Ghost Boys.' Staff remained community-minded highlighted by Children Librarian Laura McShane's involvement with Robert Ocasio Latin Jazz Foundation, ARTS Renaissance Tremont, and MetroHealth. Branch manager Ron Roberts attended the Ward 14 (Councilperson Jasmin Santana) and the 2nd District Community Relations meetings. In addition, John Black of Steel Valley Federal Credit Union visited the branch to discuss a possible Financial Awareness Eat and Learn workshop for the fall or winter. Branch Clerk Andrew Mocsiran, was part of a special Early Childhood training pilot that involved CPL staff of various job classifications. Staff said farewell to Page Grover Allen, and Ronald Roberts was promoted from Interim Branch Manager to Branch Manager.

**CARNEGIE WEST** - Carnegie West's puppet themed Summer Lit League was well attended throughout the summer. Weekly SLL sessions were attended by children from the neighborhood and from Happy Works Daycare. Second and fourth graders from Urban Community School were invited to view a professional puppet show, and attended puppet making sessions. The branch SLL had approximately 457 total readers and 356 completions, with a 78% completion rate. Children Librarian Helen Zaluckyj encouraged all Lit League participants to attend CPL 150, and made gift bags of leftover prizes for those unable to attend. Summer Read to the Beat sessions were attended by classes from Mi Casita Daycare and neighborhood families. Thirty-five classes visited Carnegie West this summer, and Ms. Zaluckyj held four SLL storytimes at Metro Catholic School. The St. Martin De Porres intern Miguel Camacho also served as Carnegie West's Y.O.U. intern. Branch Manager Angela Guinther was the Zone 3 leader for CPL 150 Street Festival; organized weekly visits to the branch for a U.S. Census Bureau employment recruiter looking to hire Cleveland residents for long-term, good-paying, part-time employment; and recommended patrons Silk Allen and Caillou Allen to be interviewed for the Ideastream project, of which, both were subsequently selected to be videotaped. Part of Caillou's interview was replayed on the Sound of Ideas radio program featuring Director Thomas.

**FULTON** - Fulton Branch had numerous organizations utilize the meeting room: Sustainable Cleveland (Rain

Barrel workshop), The Ohio State University Extension, Aspire (ESOL and Citizenship classes), Greater Cleveland Food Bank (Healthy Foods workshop during Summer Feeding), State Senator Sandra R. Williams Town Hall meeting, and Big Creek Connects for an offsite field trip. The Get Up, Get Out, and Go program, which provided free transportation to and from the branch, and activities at the Cuyahoga Valley National Park concluded. Children from the community, Busy Bee Daycare, and Happy Works Daycare enjoyed the SLL finale, which featured a dance party with cabezudo dancers from LatinUS. Children Librarian Beverly Austin offered back-to-school crafts, Cooking for Kids programs, and word games to the youth. Interim Branch Manager Steve Capuozzo attended a neighborhood beautification project entitled Painting a Better Picture, and was promoted to the Jefferson Branch Manager.

**JEFFERSON** - Jefferson Branch was abuzz with activity this summer. Staff participated in various aspects of the CPL 150 Street Festival, and loved seeing branch patrons taking part in the celebration. SLL's Puppet Palooza guided youngsters through the facets of producing a puppet show, and a final celebration of their performances, which was also enhanced by the presence of the Twister Girl balloon twisters. Whatever Wednesdays presented a variety of discovery activities including Nail Art, Making Caterpillars Crawl with a Straw, Removing the "M" from an M&M, and creating Storms in a Glass. Staff shared movies with youngsters as part of Movie Mondays. July also included several yearly branch traditions: Fun in the Sun (an afternoon of water and chalk activities in the parking lot), and the annual Tie Dying event. Sundae Love was an awesome way to celebrate the partnership with Merrick House as their summer camp was wrapping up. The branch was also a trolley location for Be My Neighbor Day, where families shared songs from the Neighborhood and games. The Greater Cleveland Food Bank did presentations during July and August focusing on how to make nutritious smoothies and wraps to battle the summer heat. Branch staff welcomed back children from the neighborhood schools with a Back to School Bash, a Spelling Bee, and a Bingo Bonanza. Staff was active throughout the neighborhood: frequently having a table at the Tremont Farmers' Market and participating in planning sessions of MyCom. The Think & Drink Book Club is entering its

third year, and discussed *Grandma Gatewood's Walk* (July) and *21 Lessons for the 21st Century* (August). The branch was also featured in the neighborhood newspaper *Tremonster*, of which former branch manager Jaime Declet and new branch manager Steve Capuozzo were interviewed.

**SOUTH** - The Youth staff kept the children of the branch busy with the programming for the SLL. This year's theme was Puppet Palooza and our patrons had the opportunity to learn about and create different types of puppets throughout the summer. At the end of summer, the Boys & Girls Club of Luis Munoz Marin Dual Language Academy performed a play they put together. The Staff hosted 6 summer camps throughout the summer, and participated in the weekly Summer Lit League programs. The Branch hosted Kindergarten Club, in which six families and their children were provided the support for this new milestone in their child's life, and the Youth Staff held a curriculum-based story time. During the CPL 150 Street Festival on July 27<sup>th</sup>, the South Branch served as one of the Trolley stops that took patrons to the Street Festival and back. While on the trolley, Youth Staff read stories and informed the patrons of the many services the Library has to offer. The staff was present at La Placita (including *Twister Girl*), Night out Against Crime, and Esperanza Back to School event. South Branch Youth Opportunities Unlimited worker (Y.O.U) Ms. LaClair assisted in everyday Branch duties, such as shelving and sorting materials.

**SOUTH BROOKLYN** - South Brooklyn Branch had numerous organizations utilize the meeting room: Fruitful in a Desert Place Ministry, Old Brooklyn Knitting Club, Metro Hospital, Center for Local & Global History's CLE 20/20 photography project, Jamaican Kitchen restaurant Job Fair, and Big Creek Connects for an offsite field trip. The Branch's Coffee Cart (staffed by Recovery Resources) continued to serve hot and cold refreshments. Children's Librarian Ronald Palka-Roman attended Youth Services meeting; had outreach to Loving Cups Daycare; assisted with Edgewater Park Book Box; provided a Karaoke and pizza party for 29 patrons, and two storytimes to a total of 5 children; cohosted Kindergarten Club, and Classics for Kids: The Double Digit Piano Duo (Mozart music); and began a "What I Did This Summer" Essay Contest for youth to win leftover SLL prizes. LAYE Raymond Cruz hosted Gamer's Guild (video game club),

cohosted Kindergarten Club; offered two Movie & Crafts: How to Train Your Dragon 4, and Detective Pikachu; and attended Youth Services Meeting. Assistant Manager Tammy Houghton attended the following: Second District Community Relations Committee, Leadership Training (Communicating Effectively, Performance Coaching, and Leading Teams), and DM-AM meeting. District Manager Luigi Russo participated in the following: Second District Community Relations Committee, CAR Facilities Master Plan, Street Festival, and Edgewater Live (Book Box). Sadly, the Branch, its staff and community fell victims to gun violence; nonetheless, the CPL family rallied together to provide support to the staff and the community by utilizing/offering the following organizations: Ease@work, Frontline Services, and Cornerstone of Hope.

### **DISTRICT THREE**

**GARDEN VALLEY** - Summer Lit League Program was a great success! A total of 518 enrolled, 467 children and teens completed, and several attended the weekly canned programs. Mr. Eric Graves, from Ohio State University Extension, conducted a nutrition and physical education program with youth at the Garden Valley Branch.

In addition, the Tween Book Club continues to be a great success and showcases our young adults' desire to develop literacy skills as well as their ability to enhance relationships.

The Cleveland 20/20 Program taught children photography basics and allowed them to use cameras to take photos inside and outside of the Garden Valley Branch.

Public Services Manager Maria F. Estrella attended the 2019 American Library Association Annual Conference in Washington, D.C. She also attended several meetings for the Cleveland Public Library Diversity, Equity and Inclusion Committee.

Assistant Branch Manager Donald Smith has completed all ERC Leadership Training Courses: Role of the Supervisor, Accountability, and Responsibility, Communication Skills with Disc, Employment Law, Generations in the Workplace, Leading and Managing Change, Performance Management, Conflict Management, and Leading Effective Teams.

In addition, the Chess Club continues to create excitement at the Garden Valley Branch. There are always new patrons who want to learn how to enhance their chess skills and join the fun.

The TechCentral Department provided Computer and Internet Basics classes during June 2019. The department also hosted several Maker Lab Programs: Mobile Maker Space Demo, Introduction to 3D Design using Tinkercad, Laser Engraver Workshop, and Make a statement/Button Making.

The Garden Valley Branch also participated in the Ward 5 Festival and hosted an informational table of various programs/services the Cleveland Public Library and the Garden Valley Branch offers.

**HOUGH** - This summer was action packed at Hough. Youth Services staff went above and beyond promoting the Summer Lit League. Both Children's librarian Manisha Spivey and Library Assistant- Youth Emphasis Romael Young partnered with AdvantageCLE Tennis & Education camp to read stories with the campers and log books read. The Ward 7 Academic Boot Camp visited the branch many times. The group checked out items, participated in the weekly Summer Lit League activities, and participated in the Digital Design program. Their participation helped make all of our programs a success.

Summer Lit League kicked off and held weekly activities for the youth. The Summer Lit League wrapped up with a successful interactive puppet play held by the youth from the Ward 7 Academic Boot Camp. The branch was a trolley stop for the Daniel Tiger's Be My Neighbor program held downtown giving our families easy access to the program. K-Club grew weekly and included up to five families that participated.

Legal Aid was held and was a great asset and offering for the community. Branch Manager Lexy Kmiecik worked one Wade Oval Wednesday, and overall a lot of professional development was done by staff members. Mrs. Kmiecik even hosted a webinar with branch manager Crystal Tancak, *How to make Outlook and Calendar work for you!*

*Hough Reads* was held every Thursday night with multiple neighborhood literacy partners. The program included a local celebrity reader and a meal, with a lot of interaction around literacy. Youth Services staff worked hard to sign up all youth at the event for Summer Lit League. The book read each week was logged into the youth's Summer Lit League reading log. Councilman Basheer Jones stopped by for the kick off. Mr. Jones provided the weekly meal. The branch was honored to host our Director, Felton Thomas Jr. as a celebrity reader at the Hough Reads program. It was wonderful watching him engage and read to the youth. It meant a lot to the community and staff. Hough Reads also created a Banner campaign. The banners showcase everyday Hough residents and individuals involved in promoting literacy along Hough Avenue. Mrs. Kmiecik was honored to be chosen for one of the banners.

Multiple staff members participated in the Streetfest and were excited to be part of the once in a lifetime celebration. Here's to another 150 years of greatness!

**MARTIN LUTHER KING, JR.** - This summer included an assortment of programming and outreach to the community and our patrons. Martin Luther King Jr. staff hosted its third annual front porch series "Jazz Under the Stars" featuring the 147 Band. African-American music appreciation month was also celebrated with a performance by Councilmen Kevin Conwell and the Footprints. Representative Athena Nimmer set up a table to discuss with adult patrons the benefits and programs provided by Oak Street Health. Tameka Coleman from the Cleveland Foundation also set up a table to discuss with patrons "produce perks" (the benefit of purchasing fresh produce). Angela Davis hosted an event featuring Danita Harris and Honey Bell-Bay on Domestic Violence awareness where survivors shared their stories, followed by a balloon release.

Participants enjoyed another great summer reading program through the Summer Lit League. There were visits from balloon artist Twister Girl and Kathleen Rocco from Cuyahoga County Solid Waste who taught children how to recycle items for practical use. There was much inquiry into SLL; however, there were 102 registrants and 13 completions. Public service youth staff Angela Margerum and Eric Eubanks conducted several mobile story times to

LeafBridge - the youth division of United Cerebral Palsy of Greater Cleveland. Angela Margerum and Eric Eubanks visited PNC and met with program directors and coordinators to promote programming and maintain relationships with organizations. Preparations are being made thanks to the Growth Plan initiative. We were chosen to pilot "Picture Book Bins" and are excited for its reveal to our patrons.

Interim branch manager Shanell Jones participated in the libraries BookBox at Wade Oval Wednesdays; there were numerous patrons who stopped by and were highly interested in the seed box and the array of activities at the library. Ms. Jones also worked alongside Branch Manager Kristen Schmidt with orientation of Y.O.U (Youth Opportunities Unlimited) participants to prepare them for their roles as Summer Lit League Engagement Specialists at the various branches. Shanell Jones also facilitated the monthly book club meetings at Fenway Manor; the books, *The Woman in the Window* by A.J. Finn, *The Safe House* by Kiki Swinson, *The Perfect Nanny* by Leila Slimani, *Queenie* by Candice Carty-Williams and *Bad Men and Wicked Women* by Eric Jerome Dickey.

**STERLING** - Summer 2019 at Sterling was a special time for our Central neighbors, residents and friends. To help CPL celebrate our 150<sup>th</sup> anniversary Street Fest, Sterling served as a trolley stop and hosted a "Street Fest" luncheon for over 50 guests.

KPMG returned for a fourth year of summer reading at Sterling. 36 KPMG employees volunteered for seven weeks providing 121 individual reading sessions and new books to Central Neighborhood youth ages 6 months to 16 years. While our partnership continues to get rave reviews from KPMG, we are in awe of their employees' generous spirit and commitment to the children.

New this year, and in addition to the volunteer program, was the KPMG Summer Reading Challenge for children entering grades K-5. Branch Manager Monica Rudzinski served as the program administrator for KPMG. Sterling, part of KPMG's Columbus hub, set a goal of 75 participants; 73 children registered and read a total of 13,650 minutes during the four week challenge. Each child received 8 new books for registering and school supplies for participating. We distributed 629 new



books to Central Neighborhood youth through the Summer Reading Challenge.

Arts programming continued this summer with The Center for Arts Inspired Learning artists. Sara Lawrence-Sucato presented a series of eight yoga classes for children. James Peake returned for a four week origami residency. Vernice Jackson, President of the Board of Directors and Managing Director of Women In History, brought Mary Fields, better known as Stagecoach Mary, to life in a performance recounting her life as a former slave, her association with the Ursuline sisters and ultimately, as the first African-American stagecoach driver/postal carrier for the U.S. Postal Service.

Octavofest in Promise continued to present programming with a coherent set of activities that builds on each other and strongly supports literacy. Summer programs featured calligraphy and African symbols.

**WOODLAND** - Summer Lit League Program was a success! A total of 432 enrolled, 270 children and teens completed, and several attended the weekly planned programs. Ward 5 Councilwoman Phyllis Cleveland conducted a story time for the Central neighborhood families.

The TechCentral Department hosted a Robotics Camp, where 3<sup>rd</sup> through 8<sup>th</sup> graders learned to control robots using principles of block coding. The Woodland Branch also hosted a Family Back to School Ice Cream Social. In addition, the Woodland Wonderland Hub continues to be a great success in the Children's Area, which showcased various early literacy toys. The Braxton Tutoring also provided tutoring services for young library patrons.

The NEOMED/MetroHealth hosted several wellness screenings during the summer and the Housing Division of Cleveland Municipal Court hosted a free seminar called "What Every Tenant Should Know." Adult patrons learned about the rights and responsibilities as a tenant in Cleveland as well as assistance and resources available through the Cleveland Housing Court. The City of Cleveland's Department of Air Quality also exhibited a timeline display on air quality.

Transition for the mid-year at the Woodland Branch was the following: the transfer of Mrs. Stacy Brown (LACE) as of Sunday, August 4, 2019.

Branch Manager Mrs. Estrella was invited to attend the second annual Cleveland Central Promise College Roundtable, where the community celebrated Promise's East Tech High School grads. The Woodland Branch also participated in the Ward 5 Festival, Dike School of the Arts Meet and Greet, First Beulah annual Community Festival, and the George W. Carver Back to School Event. The branch hosted an informational table of various programs/services which the Cleveland Public Library and the Woodland Branch offers.

#### **DISTRICT FOUR**

**EAST 131** - In partnership with the First Street Coalition, the East 131<sup>st</sup> Street Branch kicked off the summer by hosting the Street Beautification Project. Over 80 community volunteers participated in the event. The Summer Lit League kicked off system wide with Guest Performer Karen Lakus from the Metroparks who held a program about Owls. Another highlight was Kathleen Rocco, from City of Cleveland, visiting the branch to provide a recycling program and a puppet show. East 131<sup>st</sup> branch closed SLL by hosting a movie day for the youth and their families who completed Summer Lit League.

Marina Marquez became the official Manager of East 131. Ms. Marquez met with Kimberly Peavy, Program Manager at the Cleveland Clinic, to finalize details for a summer series of employment workshops. The Cleveland Clinic (CC) Employment Workshops during the summer were successful, as 10-15 patrons attended each workshop. Thus far, five patrons from the East 131<sup>st</sup> branch who attended the workshops were hired by the Cleveland Clinic. Additionally, Mrs. Marquez coordinated informational career opportunities for the patrons by teaming up with multiple community partners.

East 131<sup>st</sup> Street Branch hosted the summer book club Common Ground through Conversation: A Closer Look at Community and Police Relations Through the Art of Dialog. 10 youth participants read and were completely engaged with the book Ghost Boys by Jewell Parker Rhodes. Chapelside Academy and Education with Imagination

attended the fun filled Read to the Beat program on Tuesdays for 6 weeks through August 6th. Art therapy programming began on August 13, 2019. State Representative Janine Boyd, closed out the summer by providing a wonderful Storytime and puppet craft for 50 children.

**FLEET** - During the summer months at Fleet, Pasha Moncrief Robinson attended Diamonds in the Rough Ladies Luncheon where she promoted library services. Mrs. Moncrief Robinson participated in the University Settlement Senior Citizens Health Fair at Stella Walsh Recreation Center. Mrs. Moncrief Robinson represented Fleet Branch at Iglesia Comunidad de Fe in its 2nd Annual Community Resources Fair. She also served on the Slavic Village's Back to School, Employment and Taste of Slavic Village host committees.

Fleet Branch Summer Literacy Celebration was held with approximately 225 people in attendance. Attendees enjoyed a variety of entertainment including the Cleveland Metroparks' NatureTracks mobile outreach bus, a compost demonstration with the Rust Belt Riders, a performance by St. Martin de Porres drum line, face painting by LA-YE Anna Fullmer and Clerk R-Riana Spivey, carnival games with Children's Librarian Tracie Forifa and LA-CE Brigid Clark. Everyone enjoyed hot dogs and juice generously provided by Slavic Village Community Leaders, Pastor Al Lewis and Sister Marnetta Lewis. Fleet branch was the #2 Summer Lit League (SLL) branch in readers and completions. They won a pizza party from the Director of Public Services.

Fleet Youth staff participated in the Literary Lots initiative by conducting story times in July and August. At the end of July, youth staff conducted Teen Agents: Mysteries Unraveled. They created a blog about the event. This program is a result of Ms. Forfia and Ms. Fullmer receiving the YALSA/Dollar General Summer Learning Resources grant.

**HARVARD LEE** - The Harvard-Lee (HL) team welcomed the summer by featuring Klumsy Klown at their Summer Lit League (SLL) Kickoff event, and closed it by coming in first place system-wide for SLL participation and completions. Official Branch Manager Kristen Schmidt conducted the Youth Opportunities Unlimited (Y.O.U.)

orientation day for student workers and mentored Y.O.U. worker Jordan Jackson.

Harvard-Lee also hosted Representative Juanita Brent as she conducted a story time and talked with staff about her priorities and library advocacy at the state level. Ms. Brent attributes part of her success to receiving help on her resume at the Harvard-Lee Branch when she was younger.

Ms. Schmidt collaborated with Oak Street Health to hold an Info Session for older adult patrons and to start an adult book club for our patrons together. Ms. Schmidt also collaborated with US Bank to offer a three-part series on Learn How to Grow Your Money for children, as well as a program for adults.

**MOUNT PLEASANT** - To begin the summer, LAYE Renita Carter and Children's Librarian Mark Tidrick attended an end of the year family event at AJ Rickoff School to promote the summer reading program and other library events. Mr. Tidrick helmed a table at the Family Unity Day at Luke Easter Park.

Programming at the branch throughout the summer included The Music Settlement's Read to the Beat program (attended by Brightside Academy preschoolers), Aaww Snap! Circuits (presented by LACEs Kyra Berzonsky and Larissa Mondock), Make Anything Out of A Drum (presented by LACE Kyra Berzonsky and Children's Librarian Mark Tidrick), Puppet Science Experiments (presented by LACE Kyra Berzonsky and Children's Librarian Mark Tidrick), Make A Puppet Out of Recycled Materials (presented by LAYE Renita Carter), and the Cleveland Metropark's Ecco-explorers program.

LACEs Kyra Berzonsky and Latrisse Mondock presented Powerpoint presentation classes at the Life Exchange Community Center. LACEs walked attendees through opening the program, choosing the design, entering text and pictures, adding slides and transitions. Both classes were filled to capacity. LACE Kyra Berzonsky created how-to booklets for patrons on resume writing and searching the Internet for job sources.

**RICE** - Rice started the summer out with a very successful reading celebration kickoff. Over 100 guests

joined the Rice Branch as we celebrated the start of summer, fun and reading. Great Lakes Science center provided three different STEM activities. Tech central provided their button maker, allowing guests to make an array of custom buttons. Prizes, cake and bubbles were also enjoyed while guests listened to music, played the Nintendo Wii and registered for Summer Lit League. Due to the success of the kickoff, multiple community partners returned to participate with Summer Lit League (SLL) programming. Over 30 children each week attended the Rice Branch SLL programming to create and build their puppets as we gear up for our child-led puppet show. Children learned the basics of puppet creation, puppet variations and getting comfortable manipulating the puppets they have created.

Youth Librarian Whitney Johnson, with the assistance of Rice youth and Kristen Schmidt, planted their sprouts into the Rice Branch Garden. These seedlings were planted by students who planted seeds in the month of April. Seedlings included tomatoes, green peppers and romaine lettuce.

Rice Manager Amiya Hutson attended the American Library Association Annual Conference in Washington DC. Rice added new LAYE Bridey Clark, formerly of FLE, to the team.

**UNION** - The summer for the Union Branch began with the Summer Lit League program (Puppet Palooza). Youth staff Tamara Steward and Valerie Johnson provided outreach to neighboring daycares and summer camps by providing staff and students with SLL information. Youth created a variety of puppets (hand, stick, shadow, etc.) and finished with a puppet show. During the 8-week program, youth also played warm-up and acting games. The youth learned how to create characters for their puppets. Everyone had a fun time during the Summer Lit League Finale presenting their creations.

TechCentral worked with school-age children for a week at a Robotics Camp. Digital Design and Stop Motion Animation were two technological programs that fostered creativity for our teens. And finally, we have the Kindergarten Club which helps prepare youth ages 4-6 and their families for kindergarten. The Music Settlement presented to attending families during the Final

Kindergarten Club session. TechCentral also presented Computer Basics classes to our adults. Legal Aid offered free legal advice to patrons and was able to assist 35 people.

Ms. Williams setup informational tables during the Hayes Temple Church of God Fair and the Ward 2 Back to School Festival.

#### **DISTRICT FIVE**

**ADDISON** - Our goals this summer were to learn how to increase program attendance through increased marketing efforts, offering Saturday programs more academically aligned with CMSD's curriculum and community needs.

Six participants attended the TechCentral Robotics Camp July 8<sup>th</sup>-11<sup>th</sup>. LACE Autumn Williams and Ms. Briggs attended Code.org workshops for elementary school students. Code.org's free system includes a learning management system that personalizes learning for each participant and an assessment component. Addison's Code.org afterschool program starts on Monday, September 9, 2019. The program will be held on Mondays and Wednesdays from 3:30 - 5:30 pm. We will use iPads for the plugged lessons. We also ordered Bee-Bots through the Bruening grant and coding books for toddlers who may accompany their older siblings.

Ms. Briggs met with MyCom representative, Lisa Shepherd. MyCom's primary work during the 2019-2020 service year is to formalize systems of support around Say Yes to Education Schools, and coordinate these same systems within the neighborhood and community schools based on the assigned criteria.

Addison was a trolley stop for the CPL 150 Street Fair. We used an iPad to check off registered patrons before they boarded the trolley.

Addison's physical appearance has been improved with carpet cleaning, window painting, caulking around windows to prevent leaks, new meeting room blinds, and regular landscaping. Ms. Briggs and her team are very appreciative of property management's work.

**COLLINWOOD** - The Dog Days of summer found the staff at the Collinwood Branch busy and abuzz with Apples of Gold and Keys for Keys Day Cares coming for the Summer Meal Program, while also working to meet their Summer Lit qualifications to be completers. Youth Staff Adam Tully and Kiaira Jefferson prepared for programs each Tuesday with enthusiasm and joy - making sure samples and all materials were prepared well in advance to ensure a smooth presentation. Collinwood's final Summer Lit League numbers were 171 completers out of 174 total signups, putting us number 9 in the 31 branch line up. ***Poolside Story Time in the Park*** was implemented at the branch in collaboration with the City of Cleveland Recreation Division and OPS. Youth Staff presented sessions to youth after lunch at Duggan Park - 1696 Catalpa. We welcomed, LACE Zainab Kazeem to the team on July 23<sup>rd</sup>. She is off to a good start. LACE Ericka Smith presented, "What Every Tenant Should Know..." on August 1<sup>st</sup>.

CPL 150 was also a big part of our summer with the branch being one of the six locations that were open during the big Street Fest on July 27<sup>th</sup>. One hundred and seven (107) passengers took Lolly the Trolley downtown to participate in festivities. Manager Caroline Peak, with the support of OPS, served cupcakes and snacks to keep the riders comfortable while waiting their turn on the Trolley. Youth Librarian Adam Tully treated the groups to stories and activities during their ride. Back to school activities have been the focus during August; staff has been on the go attending Meet and Greets at schools, Collinwood Rec Center Summer Splash, and Collinwood Neighborhood Resource Fair.

Lastly, Literacy Mondays at the Library has been a great success with staff strategically identifying games and activities for children and families to engage - with a refocus every Monday for the week.

**GLENVILLE** - On Thursdays during the summer, Glenville Branch held a program done by Life's Little Creations that consisted of arts and crafts that averaged fifteen to twenty kids each week until to the end of the last program on the last Thursday in July. The kids created crafts and they designed and decorated their own hand puppets. Story time was provided on Fridays to kids at the branch during the summer. We also had a newly

created Vocal Arts program that started early in the year and ended the first week of June. The youth participants ended with a performance at Severance Hall. The group also performed at the Street fest. Success of the program has prompted the continuation of the group for Autumn. Lastly, our startup of our Chess Club has had success and become popular with the children and adults. It has been approved for continuation throughout the school year.

The Manager attended Manager's meeting which included Y.O.U. training.

Mr. Cunningham attended the Glenville Festival as part of our community outreach for the summer.

**LANGSTON HUGHES** - Summer programming continued with our Summer Lit League calendar of events including: Make a Stage; Acting!, Games & Fun, Oh My; Rehearse, rehearse, rehearse and Showtime!; Get Creative with New Approaches to Puppets and Performance; Photography workshop; From the Ohio State University extension program, Food with Tina Tobbins; Summer Lunch Program. Aaron Mason from OPS and a small contingent from LAND Studios surveyed the Northwest corner of the branch property to decide where four protest sculptures would be permanently located on the branch grounds. The sculptures will be between seven to nine feet tall in height, made of steel, will include a small bench for sitting and will be illuminated at night. New branch equipment that has been installed recently include the new MFD for patrons and printer at the branch manager's desk. The branch has added three new additions to the staff this summer with the arrival of Page Rayhannah Abdullah, and soon to arrive LACE Aquenue Kimmel, and District Clerk Anise Jefferson.

**MEMORIAL NOTTINGHAM** - This year's summer reading club, "Lit League" concluded with 225 enrolled and 20 completions. During the program, youth enjoyed crafts and games, concluding with a children's puppet show finale which included refreshments, giveaways, and face painting. Y.O.U Summer Volunteer Antwan Chavers was a big help with the summer lunch program and SLL. The branch hosted an adult summer book discussion program facilitated by the Cleveland Police Commission. The goal of this program was to create an opportunity for dialog with the community concerning police relations.



Planning for a series of fall "Mindfulness and Wellness" programs for adults were finalized. CPL Fit Ambassador Cassandra Childress has put together a wonderful schedule which includes Yoga, Journaling, and holistic skin and body care. Lastly, Branch Manager Magnolia Peters transferred to the Fleet Branch in District 4. Pasha Moncrief Robinson became the new manager of MNT.

### **OUTREACH & PROGRAMMING SERVICES**

The Cleveland Public Library summer reading program, Summer Lit League (SLL), was thematically aligned with *The World of Puppets: From Stage to Screen*, an exhibit in Brett Hall. Critical aspects of the exhibition include traditional and modern puppets from around the world. As it relates to summer programming, *The World of Puppets* vital aspects were the foundation for introducing puppetry to local youth and families.

Programming content focused on puppet making and performance activities. Throughout the summer program, participants explored a variety of enrichment activities that promoted youth-led programming, the arts, community building, reading, writing and other forms of creative expression.

With the help of the Youth Services Department, the Cleveland Public Library Outreach and Programming Services youth staff developed the summer reading program content. All involved parties assisted in creating weekly canned programs. Additionally, the Outreach and Programming Services team collectively provided input on incentives, website and reading log content.

Outreach and Programming Youth Manager and Coordinators worked with in the reduced costs budget compared to 2017. *Beanstack*, an online user platform for families and children remained the Summer Lit League tracking tool for reading. The Cleveland Public Library currently subscribes to the *Beanstack* database; there is no additional fee. Furthermore, using common craft

supplies for the weekly canned programs resulted in the same supply cost reduction as 2018 at 48%. Youth staff were allotted a discretionary budget of \$150 for each branch location.

Summer Lit League programming began Monday, June 3, 2019, with the associated programming continuing for eight weeks. At the conclusion of this year's SLL, 12,205 students with 7,137 completing. The 2019 completion rate continued its trend in increase with a 10% increase from 2018.

The Cleveland Public Library received generous in-kind support from The Cleveland Metroparks Zoo, The Children's Museum of Cleveland, Chipotle Mexican Grill, The Cleveland Cavaliers, The Cleveland Monsters, Insomnia Cookies, Greater Cleveland Food Bank and The Cleveland Book Bank.

The 2019 Summer Lit League culminated with free V.I.P. tickets for Summer Lit League participants to the CPL150 Street Festival on Saturday, July 27, 2019 at Main Library. As a completion prize, all eligible SLL participants in attendance received free books, backpacks and school supplies. Additionally, Playhouse Square Lion King tickets were given to the first 200 SLL completers at the festival. Eligible patrons were entered into a raffle for iPads, Beats Headphones and Nintendo Switch game consoles.

On Saturday, July 27<sup>th</sup> the Library hosted a street festival in celebration of its 150<sup>th</sup> Anniversary. The CPL150 Street Festival, was held on Superior Avenue between East 3<sup>rd</sup> and East 6<sup>th</sup> from 1:00 PM to 10:00 PM and welcome over 10,000 participants throughout the day. The event included two performance stages, Ferris wheel, an eSports competition, and day-long activities for all ages. Courtesy of Lolly the Trolley the library provided free transportation to and from the event from seven CPL branch libraries: Addison, Collinwood, East 131, Eastman, South, Sterling, and Woodland.

Presenting partners for the event were as follows: Border Light International Theater, Center for Arts-Inspired Learning, Cleveland Museum of Art, Cleveland Museum of Natural History, Cleveland Music School Settlement, Cleveland Print Room ,Cleveland Rock and Roll Hall of Fame ,Cuyahoga Community College (Tri-C), Lake Erie Ink, LAND Studio, MetroHealth System, MOCA Cleveland, Skidmark Garage, Upcycle Parts Shop, and Zygote Press.

Key performance elements were: Authors Eric Litwin and Raul the Third, Roger Titley Puppet Procession, Hiplet, Tri-C Vocal Arts Academy, The Octopus Project, Roy Wood Jr., and Dam Funk.

In partnership LAND Studio the 2019 See Also art installation unveiled on July 27<sup>th</sup>. The installation, *Inner Circles*, a large-scale work consisting of six inflatable forms placed throughout the Garden. French artist and architect Cyril Lancelin was born in 1975 in Lyon, where he still lives and works. After 15 years of working for some of the most influential architects and artists in Paris and Los Angeles, Cyril Lancelin started his own creative studio, town and concrete, in 2016. Cyril began his work as an artist by sharing images of unbuilt worlds on social media. He has produced large-scale works in many places, including in Hangzhou, London, Paris, Philadelphia, and, most recently, at Art Dubai 2019.

## **EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION**

### **EXTERNAL RELATIONS & ADVOCACY UPDATES:**

- **Goal:** *Advance and Support State-wide Efforts Locally to Maintain or Increase Public Library Fund (PLF)*
  - o PLF was increased from 1.68% to 1.7% of the State's general revenue fund
    - Governor DeWine signed state budget and set PLF at 1.7%

- **Goal:** *Increase Elected Officials and Key Stakeholders' Awareness and Understanding of CPL's Community Impact:*
  - CPL Facilities Master Plan (FMP) Local Elected Officials Outreach
    - Chief of Operations Jeremiah Swetel, Chief of External Relations & Development Shenise Johnson Thomas and Director Thomas (for certain meetings) met with local elected officials to provide an overview of the facilities master plan. The meetings also serve as an opportunity to address questions and obtain feedback on FMP efforts. Outreach will continue until all city and county council members within the CPL footprint have been briefed.
      - June:
        - Councilperson Kevin Kelley (Director in attendance)
        - Councilperson Martin Keane
        - Councilperson Dale Miller
        - Councilperson Basheer Jones (Director in attendance)
        - Councilperson Michael Polensek (Director in attendance)
        - Councilperson Kevin Conwell
        - Councilperson Yvonne Conwell
        - Councilperson Dan Brady
      - August:
        - Councilperson Phyllis Cleveland (Director in attendance)
        - Councilperson Cheryl Stephens
  - Congresswoman Fudge Small Business Forum
    - ER&D coordinated CPL representation for Congresswoman Fudge's small business forum where CPL staff member Robin Wood participated on the panel and informed the audience on the plethora of small business resources the Library offers to the community.

- o Imagination Library Visit First Lady Fran DeWine
  - In June CPL hosted First Lady Fran DeWine and the Dolly Parton Imagination Library Affiliates at our Collinwood Branch. First Lady DeWine also toured the Collinwood Branch as well as visited with children participating in the Summer Food Service Program provided through our partnership with the Greater Cleveland Food Bank.
- o Story Times with Councilmembers & State Officials
  - ER&D staff coordinated legislator CPL story times. Legislators engaged with children by participating in a story time at one of the branches in their district/ward. There will be more story times occurring throughout the year.
    - Councilmembers: Matt Zone (Walz), Phyllis Cleveland (Woodland), Cheryl Stephens (Mem-Not)
    - State Officials: Rep. Terrance Upchurch (South), Rep. Juanita Brent (Harvard-Lee), Rep. Janine Boyd (E131st), Sen. Nickie Antonio (Walz)

#### **CPL DEVELOPMENT UPDATES:**

- *Goal: Reach Annual Financial Targets*
  - o Fundraising
    - Grant received from The George Gund Foundation for A Tribute to Cleveland oral history and photography project: **\$50,000**
    - Submitted grant request to The Cleveland Foundation for year 2 support of the mobile hotspot lending program and participation in a digital ambassadors program.
    - Submitted grant request to Verizon for STEM programming.

- **Goal:** *Raise the Organizational Profile of the CPL Foundation*
  - Plain Dealer ad on the launch of the CPL Foundation, August, 2019
  - TV Spot on the launch of the CPL Foundation, August, 2019
  - Hosted the Rowfant Club Summer Picnic
    - In July CPL hosted The Rowfant Club's Summer Picnic. During this special event Director Thomas spoke on the Library's newly launched Foundation, its anniversary year, along with CPL programming and partnerships. After the presentation guests took a tour of our Specials Collections Department as well as The World of Puppets: From Stage to Screen exhibit.

#### **CPL FOUNDATION UPDATES:**

- **Goal:** *Reach Annual Financial Targets*
  - CPL150 Anniversary Affair:
    - Sponsorships Secured:
      - AT&T
      - CMHA
      - CMSD
      - Legal Aid Society of Cleveland
      - Tri-C
      - Turner Construction
      - United Black Fund
  - CPL150 In-Kind
    - Cleveland Browns & Cleveland Indians Tickets
      - In celebration of our 150th anniversary, the Cleveland Browns and Cleveland Indians gifted Cleveland Public Library with complementary game tickets. Participants receiving Browns tickets took the Browns #Give10

pledge by pledging to volunteer to read to a child for at least 10 hours this year.

- Additional Efforts:
  - Launched 2019 Spring Appeal
  - Hosted CPLF Board meeting June, 2019
  - Hosted Governance Committee meeting August, 2019
  - Hosted CPL Street Festival Beer Garden: Sold more than 500 tickets
  - Hosted CPL Street Festival VIP Experience

### **COLLECTION & TECHNICAL SERVICES**

Collection Services staff were unable to perform any acquisitions, cataloging, or technical services activities in Sirsi during the Unicode Upgrade/Catalog Data re-indexing project on August 8th and 9th. Staff worked on daily assignments that could be completed without using Sirsi or were assigned special projects.

Collection Services Managers meet with consultants from Tech Logic to learn about their Automated Materials Handling System for sorting library materials. Director of Collection Services Jean Duncan McFarren, Assistant Director of Collection and Technical Services and Acquisitions and High Demand Manager Sandy Jelar Elwell, and Collections Manager Pam Matthews met with Findaway Senior Key Account Northeast Manager Donna Destefano to review Playaway's Launchpad tablets that the Cleveland Public Library had purchased to pilot at the South Branch and to learn about Playaway's new read-a-long product the Wonderbook.

Ms. McFarren and Ms. Matthews met with Co-Director of Public Services - Director of Branch Libraries Harriette Parks and interim MLK Branch Manager Shanell Jones to plan for the picture book categorization pilot project that will be implemented at the MLK Branch. Ms. McFarren and Catalog Manager Andrea Johnson met with Director of Public Services John Skrtic and Digital Library Strategist Chatham Ewing to discuss cataloging digital resources. Ms. McFarren is representing the Cleveland Public Library on the planning committee for the Project 400 Conference to be held at Cleveland State

University (CSU) and has attended several meetings of the committee.

Collections Services Managers and some staff from the Catalog and Materials Processing Departments attended the Technical Services and Acquisitions SIG meeting at Lake Shore on July 23th. Collections Services Managers and representatives from each of the Collection Services Departments continued to meet with Ms. McFarren to discuss providing tours of the Lake Shore Facility and to identify standard descriptions to be used for each of the Departments.

Ms. McFarren, Ms. Matthews, and Collection Management Librarian Laura Mommers traveled to the Cuyahoga County Public Library Administrative Offices to meet their Collection Development Department staff, discuss best practices and current issues, and tour their Technical Services Division to learn about the workflow.

Ms. McFarren attended the 2019 American Library Association (ALA) Annual Conference in Washington, D.C. Ms. Jelar Elwell attended the Re-IMAGEing Ohio's Libraries: A Collaborative Event for the Staffs of Ohio's Academic, Public and School Libraries in Columbus. Ms. McFarren and Ms. Jelar Elwell attended the Ohio Technical Services Directors meeting at the Akron-Summit County Public Library.

Catalog Librarian Perry Huang, Technical Services Librarians Yeshen Dugarova-Montgomery, Michael Gabe, Amei Hu, Barbara Satow, and Technical Services Senior Clerk Shirley Jones volunteered at the CPL150 Street Festival.

**Acquisitions:** During June, July, and August, the Acquisitions Department ordered 20,041 titles and 37,651 items (including periodical subscriptions and serial standing orders); received 39,509 items, 3,217 periodicals, and 1,216 serials; added 1,183 periodical items, 239 serial items, 1,431 paperbacks, and 1,561 comics; and processed 3.992 invoices and 659 gift items.

Assistant Director of Collection and Technical Services and Acquisitions and High Demand Manager Sandy Jelar Elwell, Acquisitions Coordinator Alicia Naab, and Technical Services Librarian Barbara Satow collaborated



to add a large selection of trade catalogs to the Schweinfurth Collection for Fine Arts & Special Collections Manager Pam Eyerdam. The trade catalogs were purchased from the estate sale of Walter G. Caldwell, Jr. and Ms. Eyerdam personally handled the pick-up and delivery of the trade catalogs.

Acquisitions Librarian Leslie Pultorak continued to assist with the unpacking and verifying of foreign language materials for the Lake Shore Shelf/Shipping Department.

**Catalog**: Librarians cataloged 10,290 titles and added 13,131 items for Cleveland Public Library, and added 4,137 titles for CLEVNET member libraries.

On August 8th and 9th, while local cataloging functions were largely unavailable due to the Unicode upgrade, most staff visited at least one Main Library department. Technical Services Librarians Michael Gabe and Amei Hu took a tour of Literature. Senior Catalog Librarian Dawn Grattino, Catalog Librarian Perry Huang and Technical Services Librarians Celia Halkovich and Erin Valentine went to Special Collections. Technical Services Librarian Yeshen Dugarova-Montgomery, Ms. Halkovich, and Mr. Huang visited Youth Services and Science & Technology.

Catalog Manager Andrea Johnson developed guidelines for including additional staff in CLEVNET overlay procedures. In preparation for an upcoming project to retrospectively catalog maps without available online records, Technical Services Librarian Barbara Satow worked out a way to generate brief MARC records from an Excel spreadsheet using the MarcEdit program, and to import those records into the local catalog. Ms. Valentine learned to review non-book trucks so that she could check them for a week while Ms. Johnson was on vacation.

Ms. Johnson helped CLEVNET Technical Services Special Interest Group Director Liaison Katie Ringenbach organize a SIG meeting at Lake Shore, and proposed a new CLEVNET policy for Blu-ray and combo pack bibliographic records which was approved at the meeting on July 23th. Ms. Valentine recorded thorough notes at the meeting, which was also attended by Ms. Dugarova-Montgomery, Mr.

Gabe, Ms. Grattino, Ms. Halkovich, Ms. Hu, and Mr. Huang.

Mr. Gabe was invited to the Midwest Slavic and Eurasian Library Consortium's annual meeting at the University of Illinois in June to facilitate a discussion on collecting and cataloging Slavic materials in public libraries. On June 26th, Ms. Johnson and Ms. Valentine attended a Northern Ohio Technical Services Librarians (NOTSL) Board meeting at the Rock and Roll Hall of Fame Library + Archives. Ms. Valentine attended the NEO-RLS webinar on Office 365 Outlook and Calendar on August 14th. Ms. Satow attended a meeting of the OLC Technical Services Action Council on August 22nd.

**Collection Management**: During June, July, and August, Collection Management selected 3,289 titles and 27,280 copies, and spent \$544,344.00.

Ms. Matthews began the process of revising and identifying new magazine titles to add to the Branch selection list for 2020. She continued to work with Nancy Mocsiran in the Knowledge Office to update the Collection Services section on the staff intranet and added new content about the latest developments regarding the embargo on eBooks sold to libraries. Ms. Matthews also spoke with a representative from collectionHQ to discuss getting some return on investment and other metrics.

Ms. Matthews attended the Public Day session of the Connections Summit: Directors Edition online conference sponsored by SirsiDynix, which covered various best managerial and administrative practices for public libraries, and a webinar entitled "Fulton County Library System - A Power of Libraries Story," which discussed Fulton County Library System's award-winning "Library on the Lawn" programming that uses mobile technology to bring library resources to a downtown Atlanta park. Ms. Mommers attended a webinar sponsored by Lee & Low, a publisher specializing in diverse books for children, on their upcoming titles and a webinar sponsored by Booklist magazine called "Hittin' the Books: Back to School Titles."

**High Demand**: During June, July, and August, the High Demand Department ordered 2,850 titles and 25,128 items;

received and added 29,141 items; and processed 1,589 invoices.

High Demand Librarian Dale Dickerson and Technical Services Senior Clerk Mya Warner assisted Library Assistant - Substitute Nate Krieger with the receipt and processing of replacement hotspots.

Catalog Manager Andrea Johnson trained Technical Services Associates Rosalyn Easley and Summer Salem to perform CLEVNET bibliographic overlay requests.

**Materials Processing:** Technical Services Associates cataloged 1,883 new titles for the Cleveland Public Library and added 2,141 records for the CLEVNET libraries. Technical Services Associates and Senior Clerks added 9,076 items. The Materials Processing Technicians processed 53,057 items during the summer months. Technical Services Associate Christon Hicks resigned to pursue other opportunities.

**Shelf/Shipping:** The staff of the Lake Shore Shelf/Shipping Department sent 129 items to the Main Library for requests and 289 items to fill holds. Main Library received 650 telescopes, the Branches received 1,277 telescopes, CLEVNET received 189 telescopes, CWRU received 15 telescopes, CSU received 10 telescopes, and Tri-C received 8 telescopes. A total of 2,149 telescopes were shipped out over the summer. The Technicians sent out 1,731 items of foreign material and in total 40,673 new items were sent to the Acquisitions and High Demand Departments.

Receiving and Distribution Supervisor and Materials Handling Supervisor James Clardy participated on the interview panel for Page positions along with the rest of the members of the Page committee for three days in June and also participated in the orientation for the Pages that were hired on August 28th. Mr. Clardy and Director of Collection Services Jean Duncan McFarren participated on the interview panel for the Receiving and Distribution Technician temporary position on July 22nd. Jaz Hogan was chosen as the successful candidate and promoted from his position as a Page in the Shelf/Shipping Department. He began working in his new position on August 5th.

**MARKETING & COMMUNICATIONS**

The Library's 150<sup>th</sup> anniversary (CPL150) campaign peaked this summer with the CPL150 Street Festival in July.

HIGHLIGHTS: In addition to the Street Festival recap that was shared with the board in early August, the Street Festival creative garnered the highest number of engagements and retweets, resulting in a significant increase in impressions compared to other creative.

**PAID MEDIA Q2 2019 Report**

<b>Cleveland Public Library</b>				
2019 TV Post Reporting – Demo Adults 25-54				
<b>Vendor/Station</b>	<b>TRP Bought</b>	<b>TRP Delivered</b>	<b>% Delivery</b>	<b>Total Impressions Delivered</b>
WKYC-Channel 3	394.6	383.6	97%	4,557
WOIO-Channel 19	281.0	268.4	96%	1,728,000
<b>Totals</b>	<b>675.6</b>	<b>652</b>	<b>97%</b>	<b>1,732,557</b>

<b>Cleveland Public Library</b>				
2019 TV Post Reporting				
<b>Vendor/Station</b>	<b>TRP Bought</b>	<b>TRP Delivered</b>	<b>% Delivery</b>	<b>Total Impressions Delivered</b>
WOIO-Channel 19	14.4	13.0	90%	84,000
WEWS-Channel 5	17.4	11.5	66%	307,000
WKYC-Channel 3	29.5	23.1	78%	273,000
WJW-Channel 8	126.8	104.1	82%	960,000
<b>Totals</b>	<b>188.1</b>	<b>151.7</b>	<b>81%</b>	<b>1,624,000</b>

- WKYC and WOIO segments overdelivered TRP's by 97% and 96% respectively, but the TV spots underdelivered at 81%. To make good, the stations delivered 17 TRP's to meet the 90% delivery goal. TRP = targeted audience GRP's. GRP = gross rating points. Each GRP equals 1 percent of the total audience; a TRP equals 1 percent of the target audience.
- WKYC's We the People ran 3 segments (36,000 impressions)
- WKYC's Live on Lakeside ran 2 segments (13,750 impressions)
- WOIO's Cleveland Now ran 11 segments (99,500 impressions)

PRINT: The Plain Dealer ad on Sunday, August 25 introduced the Cleveland Public Library Foundation, reaching ~189,000 readers across the Cleveland region.

## FACEBOOK

Cleveland Public Library				Cleveland Public Library					
2019 Facebook Reporting				2019 Facebook Reporting					
Month	Impressions	Clicks	CTR	Creative	Impressions	Clicks	CTR	Post Reactions	Shares
May 27-31	39,840	252	0.63%	Brand Awareness A	70,924	439	0.62%	60	4
June	246,612	1,378	0.56%	Brand Awareness B	57,107	331	0.58%	57	6
July	281,166	1,520	0.54%	Puppetry Exhibit A	218,562	1,160	0.53%	161	54
Totals	567,618	3,150	0.55%	Puppetry Exhibit B	33,343	201	0.60%	26	0
				Street Festival	187,682	1,019	0.54%	228	14
				Totals	567,618	3,150	0.55%	532	78

The Facebook/Instagram campaign created brand awareness to 567,618 users and drove 3,150 clicks to 150.cpl.org. The **overall CTR (click through rate) continues to perform above benchmark**, with a 0.02%+ increase from Q1, showing that the target audience is interested and clicking through to learn more.

The ads were shared 78 times, ads drove 29 people comment on the ad and 532 people to post reactions (Likes, Loves, etc.)

## TWITTER

Cleveland Public Library				Cleveland Public Library					
2019 Twitter Reporting				2019 Twitter Reporting					
Month	Impressions	Clicks	CTR	Creative	Impressions	Clicks	CTR	Tweet Engagements	Retweets
May 27-31	11,240	176	1.57%	Brand Awareness	36,273	623	1.72%	633	1
June	73,807	1,046	1.42%	Puppetry Exhibit A	21,476	320	1.49%	340	0
July	109,075	452	0.41%	Puppetry Exhibit B	46,314	658	1.42%	662	0
Totals	194,122	1,674	0.86%	Street Festival	90,059	73	0.08%	1,112	42
				Totals	194,122	1,674	0.86%	2,747	43

The Street Festival saw high CTRs either at or above industry benchmarks (1.5%). The ad was retweeted, or shared, 42 times.

## DISPLAY

Cleveland Public Library			
2019 Digital Display Reporting			
Month	Impressions	Clicks	CTR
May 27-June 30	200,011	61	0.03%
July	200,022	94	0.05%
<b>Totals</b>	<b>400,033</b>	<b>155</b>	<b>0.04%</b>

Cleveland Public Library			
2019 Digital Display Reporting			
Creative	Impressions	Clicks	CTR
Brand Awareness	98,669	36	0.04%
Puppetry Exhibit	116,838	35	0.03%
Street Festival	184,526	84	0.05%
<b>Totals</b>	<b>400,033</b>	<b>155</b>	<b>0.04%</b>

Cleveland Public Library			
2019 Digital Display Reporting			
Ad Size	Impressions	Clicks	CTR
300x600 (desktop)	40,730	18	0.04%
728x90 (desktop)	10,432	6	0.06%
320x50 (mobile)	143,072	37	0.03%
300x250 (desktop)	205,799	94	0.05%
<b>Totals</b>	<b>400,033</b>	<b>155</b>	<b>0.04%</b>

- The added-value campaign on WKYC.com in Q2 delivered 400,033 impressions and received 155 clicks.
- The 300x250 desktop ad unit garnered the highest number of impressions and clicks within the campaign.

**PROPERTY MANAGEMENT**Painters

- Repainted Edgewater Book Box.
- Collinwood- repaired ceiling walls and repainted back hall leading to the basement.
- Lorain- painted children's area.
- Lakeshore- painted steel I beams.

Carpenters

- Main- built new office for Say Yes 2 Education.
- Westpark- partially completed wall construction of Westpark meeting room.
- Walz- replaced damaged soffit area on drive side of building.
- Union- repaired and installed door to women's restroom.

- MLK- dry walled and painted gallery for the MOA.
- LSW- installed new book drop.

#### Maintenance Mechanics

- Lakeshore
  - Setup/wired temporary spot cooler rentals in preparation for stacks area chiller project.
  - Worked with Carrier on stacks area chiller replacement.
  - Replaced chilled water valve and actuator on AHU#10.
  - Checked associated controls/programming with Siemens.
- Collinwood
  - Worked with Siemens to replace the fire alarm panel and defective aux. devices.
  - Intrusion panel installation in progress.
- MLK
  - Repaired chiller/condenser, recharged system with refrigerant.
- Union
  - Relocated public computers/tables, reconfigured electrical and data cabling.
  - Replaced defective semi-hermetic compressor on main air handler.
- LSW/Main
  - Kone upgraded VFD's for LSW #1 public elevator and #4 staff/freight elevator in Main.
  - Siemens software upgrade installed on SOCC virtual server.
  - Panel flashes/revision updates for Siemens HVAC controllers.
- Eastman Garden
  - Additional power and camera installations in preparation for CPL150.
- Mem-Nott
  - Worked with DiFranco plumbing on replacing rotted 20' section of roof drain piping above circulation desk and computer lab.

- Staff training
  - Arc flash/Electrical safety training with Siemens.
  - Annual refresher training for Asbestos removal/ handling at TSI.
- Continued working on LSW/Main security camera cabling project, Hippo work orders/emergency calls and preventative maintenance on HVAC equipment.

### **SAFETY & PROTECTIVE SERVICES**

#### Safety Services

- SPS completed Library Building Security checklists' for all CPL branches. Branch managers were advised to submit Hippo tickets to address discrepancies and issues found at branches. Building contents, material management, entry and interior space control, windows, barriers, lights, intrusion and fire protection, stack access, and security gates were all evaluated at our locations.
- SPS along with Property Management removed the cylinder locks from the LSW Special Collections and Map room vault doors in an effort to enhance loss prevention measures. Access control card readers are the only means of entering the vault, therefore an electronic history of access is stored.

#### **PROTECTIVE SERVICES**

#### Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
<b>Aug 2019</b>	1854	13	46	26	147	272
<b>July 2019</b>	1916	25	64	20	186	96
<b>June 2019</b>	1939	23	53	24	147	35
<b>May 2019</b>	1958	24	58	38	116	65
<b>April 2019</b>	1970	22	48	46	90	47
<b>March 2019</b>	126	42	45	79	168	75
<b>Feb 2019</b>	2249	53	117	32	153	178
<b>Jan 2019</b>	2830	36	46	41	84	56
<b>Dec 2018</b>	3166	45	95	90	78	51



<b>Nov 2018</b>	3669	42	51	41	76	51
<b>Oct 2018</b>	4128	25	46	77	77	74
<b>Sept 2018</b>	3463	30	53	68	37	63
<b>Aug 2018</b>	3788	61	65	95	87	71

### Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: Fleet coverage (early morning special attention), special assignments at South Brooklyn after July 23<sup>rd</sup>, Rice branch Community Meeting, CPL 150, and Collinwood fire watch.
- SPS and CPD responded to South Brooklyn branch for a shooting July 23<sup>rd</sup>. Video provided to CPD led to the quick apprehension of the two suspects.
- A meeting was held June 10, 2019 with all CPL Third District managers, SPS, CPD's Third District Commander Anne Todd, and Mrs. Parks.
- Video requests fulfilled for Cleveland Police Department, Homeland Security, RTA PD, and US Postal Police.
- SPS officers deployed pepper gel on a patron at Sterling branch who was throwing rocks and swinging yard tools (stolen from CMHA) at SPS officers. The male punched a responding CPD officer and was arrested.
- SPS Manager Duncan will attend the Ohio Metro Libraries Security Meeting September 16<sup>th</sup>.
- SPS participated in CPL Safety Task Force Meetings.
- Over 30 new cameras were installed at LSW and Main's interior and exterior.

### Protective and Fire Systems

- Fire and burglar system troubles were addressed at Rice, Harvard Lee, Fulton, Mt. Pleasant, and Collinwood.
- A new fire alarm panel was installed at Collinwood branch last month. The intrusion panel will be installed this month.
- Fire drills were completed for the third quarter at all locations. Cleveland Fire Department's Fire Marshal oversaw the LSW and Main fire drill.

- SPS audited all Access Control ID cards in August and adjusted access levels based on transfers, resignations, and terminations.

#### Contract Security

- SPS moved the Memorial Nottingham guard to Rice branch. The SPS officer posted at Lake Shore and Royce guard from Lake Shore now patrol and respond to all requests for service at Memorial Nottingham.
- SPS had the E. 131 guard removed for leaving her post early, the Rockport guard was removed for insubordination, Collinwood's guard was removed for speaking inappropriately to female staff,
- The Eastside Royce supervisor was replaced per SPS request for subpar performance.

#### Administration

- SPS Supervisors received white uniform shirts. This will help clearly identify Safety & Protective Services Supervisors from Field Officers.
- A procedure was developed for non SPS staff to clarify when it is appropriate to call CPD instead of SPS. SPS also has proposed changes to how Lost & Found items are gathered and stored and developed an Emergency Lockdown protocols. The documents are with the Knowledge Office for review.
- SPS hired three new PTR Officers. One is training now and the other two start in a couple of weeks.

### **INFORMATION TECHNOLOGY & CLEVNET**

#### CLEVNET Quarterly Meeting

The CLEVNET Directors held their third quarterly meeting of 2019 on Friday, July 26, 2019, at the Kelleys Island Branch of Sandusky Library. Leslie Korenko, an author and board member of The Kelleys Island Historical Association, gave a short presentation on the history of the island and shared her personal perspective as someone who lives on the island year round and benefits from the services of CLEVNET.

Lorena Williams, Chair of the Directors Panel and Director of Hubbard Public Library, welcomed Kara Cervelli, the new director of Fairport Harbor Public

Library. Director Williams congratulated Carlos Latimer on his appointment to director of East Cleveland Public Library, after serving as interim director. Hilary Prisbylla, Director of CLEVNET, was also congratulated on her appointment to the board of OPLIN (Ohio Public Library Information Network) for a three-year term that began July 1, 2019.

Tim Diamond, CPL's Special Assistant to the Director and liaison to CLEVNET, provided a brief update on CLEVNET's strategic plan with a focus on governance. The West Region has a vacancy on the CLEVNET Executive Panel due to Stephanie Buchanan's departure from Bellevue Public Library. (Ms. Buchanan is now the director of Bucyrus Public Library.) Two directors volunteered to put their names on the ballot. The East Region has two seats with terms ending in December 2019, which will have to be filled by the end of the year.

Mr. Diamond discussed CLEVNET's 2019 priorities and goals (distributed at the meeting as a handout) and how, any suggested changes or additions to this list must be brought to the Executive Panel for vetting. A strategic framework for the Panel to use when evaluating proposed projects and initiatives is described in CLEVNET's operating procedures. Mr. Diamond explained that the list is being used to report back to the membership, in a systematic and consistent fashion, on the status of the many projects underway.

The next part of the meeting focused on the work of the Library Systems and Applications Team headed by Hilary Prisbylla. Ms. Prisbylla updated the CLEVNET directors on the new mobile app templates; credit card transactions; how OverDrive Advantage Plus accounts for each library system could provide better circulation data than the current structure; additional periodical offerings purchased from OverDrive with funds previously used for support services that are now part of the platform costs; LibCal, the event management and room booking software available as a service to member libraries; and the "go green" campaign to reduce paper notices.

Ms. Prisbylla also announced that she would be sending out a survey regarding the databases purchased by CLEVNET to get feedback from the member libraries on

what should be kept and what should possibly be dropped and/or added. Finally, Ms. Prisbylla explained the upcoming ILS cleanup on August 8, 2019, and what impact the work would have on circulation operations and technical services.

Larry Finnegan, Director of IT, updated the CLEVNET directors on special projects and initiatives, including: expanding capacity of the data center in Columbus; updating access points as part of the network infrastructure; SharePoint Office 365 successful transitions at Wayne County and Sandusky; VoIP installations at Twinsburg and Norwalk; purchasing licenses through TechSoup; the remote monitoring and management solution from ConnectWise Automate now used by all member libraries; computer and print management; Rubrik backup and recovery services; InformaCast mass notification of staff; and ConnectWise Manage, the help desk software product. As always, security remains a top concern and priority for his team.

Don Yarman, Executive Director of OPLIN, attended the meeting along with Karl Jendretzky, OPLIN's Technology Project Manager. Mr. Yarman expressed his thanks to Ms. Prisbylla for her willingness to serve on OPLIN's board, especially at this time, as it faces difficult challenges with Lynda.com, a provider of online classes and one of the most popular services purchased by OPLIN for Ohio's public libraries. Lynda.com is now LinkedIn Learning and the acquisition has created a host of privacy and accessibility issues with the new owner. The OPLIN Board will grapple with the question of what to do with the contract at their August meeting.

The meeting ended but the networking continued over lunch and the ferry ride back to Marblehead. The next quarterly meeting of the CLEVNET Directors will be held on Friday, October 25, 2019, at Cleveland Public Library, in the Louis Stokes Wing Learning Commons at 10:00 am.

In other news this summer, staff re-encoded the Sirsi database in Unicode format and re-indexed all of the existing data. The new format went live on August 12. Unicode is a universal encoding scheme adopted by the computer industry which is designed to support the worldwide interchange, processing, and display of

diverse languages. The format of the catalog data had been ASCII; ASCII was originally designed for English only. Unicode, on the other hand, allows for better visual representation, and searching of international language records in the catalog. It is also the modern standard for record processing and encoding. In addition the browse index had not been fully re-indexed in many years due to processing time. The full re-index will improve searching for all records. Staff had originally planned to upgrade to Unicode in 2006, but costs and downtime required to migrate (over a week) made it prohibitive. Technology upgrades in recent years have made the process much easier.

CPL's VMware environment was successfully moved to the SOCC (State of Ohio Computer Center) in Columbus, with no down time. The only servers left to move are Munis and those for Property Management. The vendor will move Munis to the SOCC VMware environment in September. Seimens will install their software for Property Management on a server already stood up on CPL's VMware environment. When these moves are completed, the server room at Main Library will have four cages, down from 16. The Network Team was also busy throughout the summer moving CPL branch circuits from the head end at Main Library to the new AT&T head end at the SOCC. Nearby, at the SOCC, all 200+ CLEVNET servers are now on the latest version of VMware, 6.7. Both datacenters are up and running, managed by VMware vCenter Server.

The new CLEVNET mobile app was released on August 20, 2019. There was nothing new for patrons to download. The existing CLEVNET app began displaying library profiles and assumed the functionality of the testing app. The testing app no longer worked.

Staff replaced and configured all CPL printers; group policy settings were revamped to improve the user experience and uniformity. Staff also installed seven access points in the Eastman Reading Garden and reimaged 89 public PCs in Tech Central, upgrading from Windows 7 to Windows 10.

Hilary Prisbylla, Larry Finnegan, and Tim Diamond visited Kara Cervelli, the new director of Fairport Harbor Public Library, on August 2, 2019, for her orientation to CLEVNET.

Ms. Rodriguez adjourned the Regular Board Meeting at  
1:38 p.m.

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Maritza Rodriguez  
President

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Thomas D. Corrigan  
Secretary

## GIFT REPORT FOR JUNE 2019

**LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	1,379	5,038
Periodicals	11	45
Publishers Gifts	4	9
Non-Print Materials	206	1,228
<b>Total Library Service Materials</b>	<b>1,600</b>	<b>6,320</b>

**TECHNOLOGY RESOURCES**

Tech Gifts	2	17
<b>Total Technology Resources</b>	<b>2</b>	<b>17</b>

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 5	\$ 35,090
Library Fund	Restricted	233	1,745
Young Fund	Restricted	0	13,163
Schweinfurth Fund	Restricted	0	72,576
Founders Fund	Restricted	0	53,300
Ohio Center for the Book	Restricted	0	2,300
Judd Fund	Restricted	60,135	121,805
Lockwood Thompson Fund	Restricted	0	94,747
Learning Centers	Restricted	0	25,000
Early Literacy	Restricted	0	150,000
<b>Total Money Gifts</b>		<b>\$ 60,372</b>	<b>\$ 569,725</b>

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	15	105	1,600	6,320
Technology Resources	1	5	2	17
Money Gifts	2	27	4	33
<b>TOTAL GIFTS</b>	<b>18</b>	<b>137</b>	<b>1,606</b>	<b>6,370</b>

## GIFT REPORT FOR JULY 2019

**LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	401	5,439
Periodicals	12	57
Publishers Gifts	0	9
Non-Print Materials	37	1,265
<b>Total Library Service Materials</b>	<b>450</b>	<b>6,770</b>

**TECHNOLOGY RESOURCES**

Tech Gifts	0	17
<b>Total Technology Resources</b>	<b>0</b>	<b>17</b>

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 5	\$ 35,095
Library Fund	Restricted	4,130	5,875
Young Fund	Restricted	13,163	26,326
Schweinfurth Fund	Restricted	0	72,576
Founders Fund	Restricted	0	53,300
Ohio Center for the Book	Restricted	0	2,300
Judd Fund	Restricted	0	121,805
Lockwood Thompson Fund	Restricted	0	94,747
Learning Centers	Restricted	0	25,000
Early Literacy	Restricted	0	150,000
<b>Total Money Gifts</b>		<b>\$ 17,298</b>	<b>\$ 587,023</b>

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	12	117	450	6,770
Technology Resources	0	5	0	17
Money Gifts	18	45	18	51
<b>TOTAL GIFTS</b>	<b>30</b>	<b>167</b>	<b>468</b>	<b>6,838</b>



## GIFT REPORT FOR AUGUST 2019

**LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	225	5,664
Periodicals	23	80
Publishers Gifts	4	13
Non-Print Materials	49	1,314
<b>Total Library Service Materials</b>	<b>301</b>	<b>7,071</b>

**TECHNOLOGY RESOURCES**

Tech Gifts	0	17
<b>Total Technology Resources</b>	<b>0</b>	<b>17</b>

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 1,000	\$ 36,095
Library Fund	Restricted	150	6,025
Young Fund	Restricted	0	26,326
Schweinfurth Fund	Restricted	0	72,576
Founders Fund	Restricted	500	53,800
Ohio Center for the Book	Restricted	0	2,300
Judd Fund	Restricted	0	121,805
Lockwood Thompson Fund	Restricted	0	94,747
Learning Centers	Restricted	0	25,000
Early Literacy	Restricted	0	150,000
<b>Total Money Gifts</b>		<b>\$ 1,650</b>	<b>\$ 588,673</b>

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	13	130	301	7,071
Technology Resources	0	5	0	17
Money Gifts	3	48	3	54
<b>TOTAL GIFTS</b>	<b>16</b>	<b>183</b>	<b>304</b>	<b>7,142</b>

1827  
Cleveland Public Library  
2019

September 13, 2019

Cuyahoga County Budget Commission  
Attention: Bryan Dunn  
1219 Ontario Street  
Cleveland, Ohio 44113

Dear Bryan,

Cleveland Public Library requests a Certificate of Estimated Resources as noted below for the following funds:

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-19	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
<b>General Fund</b>							
101	General Fund	\$ 16,754,161.56	\$ 36,035,180.00	\$ 36,035,180.00	\$ 1,943,650.96	\$ 1,943,650.96	\$ 571,966.31
			22,447,382.88	23,019,349.19			
<b>Special Revenue Funds</b>							
201	Anderson	\$ 346,454.39			\$ 18,000.00	\$ 18,000.00	\$ -
202	Endowment for the Blind	\$ 2,653,421.78			\$ 150,000.00	\$ 150,000.00	\$ -
203	Founders	\$ 6,434,603.83			\$ 422,500.00	\$ 497,500.00	\$ 75,000.00
204	Kaiser	\$ 73,325.37			\$ 4,000.00	\$ 4,000.00	\$ -
205	Kraley	\$ 206,548.27			\$ 10,000.00	\$ 10,000.00	\$ -
206	Library	\$ 172,725.37			\$ 14,000.00	\$ 18,500.00	\$ 4,500.00
207	Pepke	\$ 158,161.91			\$ 8,000.00	\$ 8,000.00	\$ -
208	Wickwire	\$ 1,629,879.06			\$ 100,000.00	\$ 100,000.00	\$ -
209	Wittke	\$ 99,729.36			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 5,007,491.72			\$ 320,000.00	\$ 320,000.00	\$ -
225	Friends	\$ 4,390.87			\$ -	\$ -	\$ -
226	Judd	\$ 57,485.48			\$ 242,074.00	\$ 242,074.00	\$ -
228	Lockwood Thompson	\$ 17,134.60			\$ 189,493.00	\$ 189,493.00	\$ -
229	Ohio Center for the Book	\$ 64.50			\$ 2,300.00	\$ 2,300.00	\$ -
230	Schweinfurth	\$ 76,006.12			\$ 72,576.00	\$ 72,576.00	\$ -
231	CLEVNET	\$ 584,271.71			\$ 5,521,042.00	\$ 5,521,042.00	\$ -
251	OLBPD	\$ 41,256.96			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (41,082.83)			\$ 191,076.07	\$ 191,076.07	\$ -
256	Learning Centers	\$ 26,534.35			\$ 25,000.00	\$ 25,000.00	\$ -
257	Tech Centers	\$ (10,000.00)			\$ 10,000.00	\$ 10,000.00	\$ -
258	Early Literacy	\$ 21,614.93			\$ 150,000.00	\$ 150,000.00	\$ -
		\$ 17,880,117.73			\$ 8,014,286.07	\$ 9,043,756.07	\$ 79,500.00
<b>Debt Service</b>							
301	Debt Service	\$ -	\$ -	\$ -	\$ -	\$ 8,624,744.32	\$ 8,624,744.32
<b>Capital Projects Funds</b>							
401	Building and Repair	\$ 2,607,169.58			\$ -	\$ -	\$ -
402	Construction - Tax-Exempt	\$ -			\$ -	\$ 53,336,384.40	\$ 53,336,384.40
401	Construction - Taxable	\$ -			\$ -	\$ 9,034,378.23	\$ 9,034,378.23
		\$ 2,607,169.58			\$ -	\$ 62,370,762.63	\$ 62,370,762.63
<b>Permanent Funds</b>							
501	Abel	\$ 261,024.22			\$ 15,000.00	\$ 15,000.00	\$ -
502	Ambler	\$ 2,557.40			\$ 150.00	\$ 150.00	\$ -
503	Beard	\$ 150,830.72			\$ 8,000.00	\$ 8,000.00	\$ -
504	Klein	\$ 6,021.81			\$ 300.00	\$ 300.00	\$ -
505	Malon/Schroeder	\$ 214,456.49			\$ 18,000.00	\$ 18,000.00	\$ -
506	McDonald	\$ 214,356.04			\$ 12,000.00	\$ 12,000.00	\$ -
507	Ratner	\$ 105,935.10			\$ 5,000.00	\$ 5,000.00	\$ -
508	Root	\$ 41,757.00			\$ 2,500.00	\$ 2,500.00	\$ -
509	Sugarman	\$ 69,420.67			\$ 11,000.00	\$ 11,000.00	\$ -
510	Thompson	\$ 131,051.15			\$ 10,000.00	\$ 10,000.00	\$ -
511	Weldenthal	\$ 7,580.50			\$ 400.00	\$ 400.00	\$ -
512	White	\$ 2,137,403.47			\$ 150,000.00	\$ 150,000.00	\$ -
513	Beard Anna Young	\$ 28,807.61			\$ 4,000.00	\$ 4,000.00	\$ -
		\$ 3,971,202.18			\$ 238,350.00	\$ 238,350.00	\$ -
<b>Agency Funds</b>							
901	Unclaimed Funds	\$ 5,400.04			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 6,695.06			\$ -	\$ -	\$ -

The reason for the increase/decrease In Estimated Resources:

An Increase In PLF-General Fund by \$571,966.31 as was updated by ODT on 6/26/19; an increase in Other Sources-Special Revenue by \$79,500 relating to an increase in the Founders fund - \$25,000 for the PNC grant and \$50,000 for the Gund Foundation grant; an increase In the Library fund - \$4,500; and an increase in the Debt Service fund and Construction funds by a total of \$70,995,506.95 relating to the Library Facilities Notes Series 2019 A&B (Series A Par Amount - \$53,000,000, Series B Par Amount - \$9,000,000, Premium - \$8,995,506.95).

Thank You,  
*Carrie Krenichy*  
Treasurer/CFO  
Cleveland Public Library

Form Prescribed by the Bureau of Inspection and Supervision of Public Offices.  
County Auditor's Form No. 139

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Based on 87.89% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio



September 13, 2019

To the Board of Library Trustees of the:

**Cleveland Library**

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2019, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balace	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$16,754,161.56	\$36,035,180.00	\$23,019,349.19	\$1,943,650.96	\$77,752,341.71
Special Revenue	\$17,560,017.75			\$9,043,755.07	\$26,603,772.82
Debt Service	\$0.00			\$8,624,744.32	\$8,624,744.32
Capital	\$2,607,169.58			\$62,370,762.63	\$64,977,932.21
Permanent	\$3,371,202.18			\$236,350.00	\$3,607,552.18
Agency	\$12,095.10			\$0.00	\$12,095.10
<b>Totals/Subtotals</b>	<b>\$40,304,646.17</b>	<b>\$36,035,180.00</b>	<b>\$23,019,349.19</b>	<b>\$82,219,262.98</b>	<b>\$181,578,438.34</b>

	<b>Budget</b>	
	<b>Commission</b>	

**CLEVELAND PUBLIC LIBRARY  
2019 APPROPRIATION: FOURTH AMENDMENT  
SEPTEMBER 26, 2019**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	16,754,161.56	0.00	16,754,161.56 (3)
Taxes - General Property	33,635,180.00	0.00	33,635,180.00
Public Library Fund (PLF)	22,447,382.88	571,966.31	23,019,349.19
State Rollbacks/CAT	2,400,000.00	0.00	2,400,000.00
Fines and Fees	180,800.00	0.00	180,800.00
Earned Interest	574,090.00	0.00	574,090.00
Restricted Gifts	35,000.00	0.00	35,000.00
Unrestricted Gifts	1,400.00	0.00	1,400.00
Miscellaneous	1,227,360.96	0.00	1,227,360.96
Return of Advances/(Advances Out)	(75,000.00)	0.00	(75,000.00)
<b>TOTAL RESOURCES</b>	<b>77,180,375.40</b>	<b>571,966.31</b>	<b>77,752,341.71</b>

<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	37,024,369.88	0.00	37,024,369.88
Supplies	839,467.00	0.00	839,467.00
Purchased/Contracted Services	10,054,074.82	0.00	10,054,074.82
Library Materials/ Information	7,150,000.00	0.00	7,150,000.00
Capital Outlay	1,510,270.09	0.00	1,510,270.09
Other Objects	174,000.00	0.00	174,000.00
<b>SUBTOTAL OPERATING</b>	<b>56,752,181.79</b>	<b>-</b>	<b>56,752,181.79</b>
Transfers	0.00	0.00	0.00
<b>TOTAL APPROPRIATION</b>	<b>56,752,181.79</b>	<b>-</b>	<b>56,752,181.79</b>

**CLEVELAND PUBLIC LIBRARY  
2019 APPROPRIATION: FOURTH AMENDMENT  
SEPTEMBER 26, 2019**

**SPECIAL REVENUE FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	26,524,272.82	79,500.00	26,603,772.82
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	344,311.88	0.00	344,311.88
Endowment for the Blind	2,803,421.78	0.00	2,803,421.78
Founders	4,392,441.47	75,000.00	4,467,441.47
Kaiser	77,325.37	0.00	77,325.37
Kraley	216,548.27	0.00	216,548.27
Library	186,725.37	4,500.00	191,225.37
Pepke	166,161.91	0.00	166,161.91
Wickwire	1,722,626.43	0.00	1,722,626.43
Wittke	105,729.36	0.00	105,729.36
Young	5,327,491.72	0.00	5,327,491.72
Friends	4,390.87	0.00	4,390.87
Judd	299,559.48	0.00	299,559.48
Lockwood Thompson	206,627.60	0.00	206,627.60
Ohio Center for the Book	2,364.50	0.00	2,364.50
Schweinfurth	148,582.12	0.00	148,582.12
CLEVNET	6,105,313.71	0.00	6,105,313.71
LSTA-OLBPD	1,549,450.96	0.00	1,549,450.96
MyCom	74,993.24	0.00	74,993.24
Learning Centers	51,534.35	0.00	51,534.35
Tech Centers	0.00	0.00	0.00
Early Literacy	171,614.93	0.00	171,614.93
<b>TOTAL APPROPRIATION</b>	<b>23,957,215.32</b>	<b>79,500.00</b>	<b>24,036,715.32</b> (4)

**CLEVELAND PUBLIC LIBRARY  
2019 APPROPRIATION: FOURTH AMENDMENT  
SEPTEMBER 26, 2019**

**DEBT SERVICE FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	0.00	8,624,744.32	8,624,744.32
APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
DEBT SERVICE	0.00	5,767,702.06	5,767,702.06

**CAPITAL PROJECT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,607,169.58	62,370,762.63	64,977,932.21
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Building & Repair	2,607,169.58	0.00	2,607,169.58
Construction - Tax-Exempt	0.00	6,735,749.93	6,735,749.93
Construction - Taxable	0.00	34,378.23	34,378.23
<b>TOTAL APPROPRIATION</b>	<b>2,607,169.58</b>	<b>6,770,128.16</b>	<b>9,377,297.74</b> (5)

**CLEVELAND PUBLIC LIBRARY  
2019 APPROPRIATION: FOURTH AMENDMENT  
SEPTEMBER 26, 2019**

**PERMANENT FUNDS**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	3,607,552.18	0.00	3,607,552.18

<b>APPROPRIATION</b>	<b>Prior Fund Balance/</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/</b>
Abel	276,024.22	0.00	276,024.22
Ambler	2,707.40	0.00	2,707.40
Beard	158,830.72	0.00	158,830.72
Klein	6,321.81	0.00	6,321.81
Malon/Schroeder	232,456.49	0.00	232,456.49
McDonald	226,356.04	0.00	226,356.04
Ratner	110,935.10	0.00	110,935.10
Root	44,257.00	0.00	44,257.00
Sugarman	80,420.67	0.00	80,420.67
Thompson	141,051.15	0.00	141,051.15
Weidenthal	7,980.50	0.00	7,980.50
White	2,287,403.47	0.00	2,287,403.47
Beard Anna Young	32,807.61	0.00	32,807.61

<b>TOTAL APPROPRIATION</b>	<b>3,607,552.18</b>	<b>0.00</b>	<b>3,607,552.18</b> (6)
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**AGENCY FUNDS**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	12,095.10	0.00	12,095.10

<b>APPROPRIATION</b>	<b>Prior Fund Balance/</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/</b>
Unclaimed Funds	5,400.04	0.00	5,400.04
CLEVNET Fines & Fees	6,695.06	0.00	6,695.06
<b>TOTAL APPROPRIATION</b>	<b>12,095.10</b>	<b>0.00</b>	<b>12,095.10</b>

**CLEVELAND PUBLIC LIBRARY  
2019 APPROPRIATION: FOURTH AMENDMENT  
SEPTEMBER 26, 2019**

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- (1) Certificate dated April 9, 2019
- (2) Certificate dated September 13, 2019
- (3) \$16,499,146.56 unencumbered cash carried forward plus the repayment of advances to be made from MyCom of \$75,015 and Tech Centers of \$180,000 to produce the carryover balance available for appropriation in 2019 (plus \$6,192,284.63 encumbered cash).
- (4) \$17,815,032.75 unencumbered cash carried forward less the repayment of advances to be made from MyCom of \$75,015 and Tech Centers of \$180,000 less non-expendable principal amounts of \$2,492,057.50 to produce the carryover balance available for appropriation in 2019 (plus \$1,287,167.78 encumbered cash).  
\$8,968,755.07 additional revenue.  
(Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.)  
(\$17,815,032.75 - \$75,015 - \$180,000 - \$2,492,057.50 + \$8,968,755.07 = \$24,036,715.32)
- (5) \$2,607,169.58 unencumbered cash carried forward to produce the carryover balance available for appropriation in 2019 in the Building & Repair fund (plus \$2,924,910.41 encumbered cash).  
\$370,762.63 appropriated for note issuance costs  
\$1,618,295.00 appropriated for anticipated Group 1A project spend in 2019  
(\$2,607,169.58 + \$370,762.63 + \$6,399,365.53 = \$9,377,297.74)
- (6) \$4,155,518.54 unencumbered cash carried forward less non-expendable principal amounts of \$784,316.36 to produce the carryover balance available for appropriation in 2019 (plus \$25,438.37 encumbered cash). \$236,350 additional revenue.  
(Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.)  
(\$4,155,518.54 - \$784,316.36 + \$236,350 = \$3,607,552.18)



AN INSURANCE PROPOSAL  
PREPARED FOR:

*CLEVELAND PUBLIC LIBRARY*  
*325 SUPERIOR AVE.*  
*CLEVELAND, OH 44114*

PRESENTED BY:



*20595 LORAIN RD*  
*FAIRVIEW PARK, OH 44126*

**July 25, 2019**

**Updated on August 7, 2019**

DISCLAIMER - The abbreviated outlines of coverages used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverages. Please read your policy for specific details of coverages.

## GENERAL LIABILITY POLICY OUTLINE

**COMPANY:** Liberty Mutual Fire Insurance Company (Admitted / Incumbent)

<b>COVERAGE</b>	<b>LIMIT</b>
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**GENERAL LIABILITY – OCCURRENCE-BASIS:**

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate (Other Than Products / Completed Operations)	\$2,000,000
Products / Completed Operations Aggregate	\$2,000,000
Rented to You	\$1,000,000
Medical Expense – Each Person	\$5,000

**EMPLOYEE BENEFIT LIABILITY – CLAIMS-MADE BASIS:**

Each Person	\$1,000,000
Aggregate	\$2,000,000
Retroactive Date	08/01/2006

**OHIO STOP-GAP LIABILITY – OCCURRENCE-BASIS:**

Each Person	\$1,000,000
Each Occurrence	\$1,000,000
Bodily Injury – By Disease	\$1,000,000

**MAJOR POLICY TERMS & CONDITIONS:**

- Blanket Additional Insured & Waiver of Subrogation as required by written contract
- Sexual Abuse/Molestation Exclusion (Separate Policy with Liberty)
- Liberty General Liability Enhancement Endorsement
- Law Enforcement Exclusion ( Separate Policy with Liberty)
- Total Pollution Exclusion With A Building Heating, Cooling And Dehumidifying Equipment Exception And A Hostile Fire Exception

# **LAW ENFORCEMENT PROFESSIONAL LIABILITY POLICY OUTLINE**

**COMPANY:** Liberty Mutual Fire Insurance Company (Admitted / Incumbent)

<b>COVERAGE</b>	<b>LIMIT</b>
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**LAW ENFORCEMENT – OCCURRENCE-BASIS:**

Each Wrongful Act	\$1,000,000
Aggregate	\$1,000,000
Supplementary Payments – Non-Monetary Relief	\$25,000
Deductible Each Wrongful Act	\$2,500
Supplementary Payments – Non-Monetary Relief Deductible	\$2,500

## **SEXUAL MISCONDUCT & MOLESTATION LIABILITY POLICY OUTLINE**

**COMPANY:** Liberty Mutual Fire Insurance Company (Admitted / Incumbent)

<b>COVERAGE</b>	<b>LIMIT</b>
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**SEXUAL MISCONDUCT & MOLESTATION – OCCURRENCE-BASIS:**

Each Wrongful Act	\$1,000,000
Aggregate	\$1,000,000
Innocent Party Aggregate Defense Expense Amount	Included Above
Deductible Each Wrongful Act	\$2,500

## COMMERCIAL AUTO POLICY OUTLINE

**COMPANY:** Liberty Mutual Fire Insurance Company (Admitted / Incumbent)

<i>COVERAGE</i>	<i>LIMIT</i>	<i>PER</i>
Bodily Injury and Property Damage	\$1,000,000	Combined Single Limit - Each Accident
Uninsured Motorists	\$100,000	Each Accident
Underinsured Motorists	\$100,000	Each Accident
Medical Payments	\$5,000	Each Accident

<i>COVERAGE</i>	<i>SYMBOL</i>	<i>APPLICABLE TO:</i>	<i>DEDUCTIBLE</i>
Liability	01	Any Auto	Nil
Uninsured Motorists Underinsured Motorists	02	Owned Autos	Nil
Physical Damage - Comprehensive	02, 08	Owned Autos Hired Auto	\$500
Physical Damage – Collision	02, 08	Owned Autos Hired Auto	\$1,000

***MAJOR POLICY TERMS & CONDITIONS:***

- Liberty Auto Enhancement Endorsement
- Autos per schedule received on May 17

**SUBJECT TO:**

1- Favorable Driving Records per drivers list received on May 17

- Kevin Embrose has been put on a watch list, but is allowed to drive. Liberty will rerun the MVR in 6 months to reevaluate if he will be able to continue driving or not.
- Liberty is getting a no hit for the following drivers:
  - Luke Pentowski
  - Mark Taylor

## **\$10M EXCESS LIABILITY POLICY OUTLINE**

**COMPANY: Liberty Insurance Corporation (Admitted / Incumbent)**

<b>COVERAGE</b>	<b>LIMIT</b>
Per Occurrence	\$10,000,000
Aggregate	\$10,000,000
Self-Insured Retention	\$10,000

### ***UNDERLYING COVERAGE:***

**General Liability:**

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Products / Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000

**Employee Benefits Liability:**

Per Occurrence	\$1,000,000
Aggregate	\$1,000,000

**Abuse/Molestation:**

Per Occurrence	\$1,000,000
Aggregate	\$1,000,000

**Law Enforcement:**

Each Wrongful Act	\$1,000,000
Aggregate	\$1,000,000

**Ohio Stop Gap:**

Each Accident	\$1,000,000
Policy Limit	\$1,000,000
Each Employee	\$1,000,000

***MAJOR POLICY TERMS AND CONDITIONS:***

- Follow Form

## **\$15M xs \$10M EXCESS LIABILITY POLICY OUTLINE**

**COMPANY:** Travelers Property Casualty Company of America (Admitted / Incumbent)

<b>COVERAGE</b>	<b>LIMIT</b>
Per Occurrence	\$15,000,000
Aggregate	\$15,000,000

### **UNDERLYING COVERAGE:**

**Liberty Excess Policy:**

Each Occurrence	\$10,000,000
General Aggregate	\$10,000,000

### **MAJOR POLICY TERMS AND CONDITIONS:**

- Follow Form except Abuse/Molestation as it is excluded

## CRIME POLICY OUTLINE

**COMPANY:** Travelers Casualty & Surety Company of America (Admitted / Incumbent)

<i>COVERAGE</i>	<i>LIMIT</i>	<i>DEDUCTIBLE</i>
<b>A - FIDELITY:</b>		
Employee Theft (Per Loss Coverage)	\$2,000,000	\$10,000
ERISA Fidelity	Not Covered	
Employee Theft of Client Property	Not Covered	
<b>B – FORGERY OR ALTERATION:</b>		
	\$2,000,000	\$10,000
<b>C – ON PREMISES:</b>		
	\$100,000	\$10,000
<b>D – IN TRANSIT</b>		
	\$100,000	\$10,000
<b>E – MONEY ORDERS AND COUNTERFEIT MONEY</b>		
	\$100,000	\$10,000
<b>F – COMPUTER CRIME</b>		
Computer Fraud	\$1,000,000	\$10,000
Computer Program and Electronic Data Restoration Expense	\$100,000	\$10,000
<b>G – FUNDS TRANSFER FRAUD</b>		
	\$1,000,000	\$10,000
<b>H – PERSONAL ACCOUNTS PROTECTION:</b>		
Personal Accounts Forgery or Alteration	\$100,000	\$500
Identity Fraud Expense Reimbursement	\$25,000	\$-0-
<b>I – Claim Expense</b>		
	\$5,000	\$-0-

**MAJOR POLICY COVERAGE EXTENSIONS:**

- Removal of Short-Rate Cancellation Endorsement
- Government Entity Crime – Specified Limit for Faithful Performance of Duty Endorsement
- Social Engineering Fraud
  - \$100,000 Limit / \$10,000 Deductible



## CYBER POLICY OUTLINE

**COMPANY: Illinois National Insurance Company (Admitted / Incumbent)**

<b>Specialty Professional Liability Insurance (SPL)</b>	
Sublimit of Liability	\$2,000,000
Retention	\$25,000
Continuity Date	08/01/2017
Retroactive Date	12/31/2015

<b>Media Content Insurance (MC)</b>	
Sublimit of Liability	\$2,000,000
Retention	\$25,000
Continuity Date	08/01/2017
Retroactive Date	12/31/2015

<b>CyberEdge Security and Privacy Liability</b>	
Sublimit of Liability	\$2,000,000
Regulatory Action Sublimit of Liability	\$2,000,000
Retention	\$25,000
Continuity Date	08/01/2017
Retroactive Date	Full Prior Acts

<b>CyberEdge Network Interruption Insurance</b>	
Sublimit of Liability	\$2,000,000
Waiting Hours Period	12 Hours
Retention	\$25,000
Continuity Date	Not Applicable
Retroactive Date	Not Applicable

<b>CyberEdge Event Management Insurance</b>	
Sublimit of Liability	\$2,000,000
Retention	\$25,000
Continuity Date	Not Applicable

Retroactive Date	Not Applicable
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<b>CyberEdge Cyber Extortion Insurance</b>	
Sublimit of Liability	\$2,000,000
Retention	\$25,000
Continuity Date	Not Applicable
Retroactive Date	Not Applicable

## **PUBLIC OFFICIALS LIABILITY/EMPLOYMENT PRACTICES LIABILITY POLICY OUTLINE**

<b>INSURED:</b>	Cleveland Public Library
<b>CARRIER:</b>	<del>Illinois National Insurance Company (AIG)</del> (Admitted / Incumbent) National Union Fire Insurance Company (AIG) –(Admitted / Incumbent)
<b>COVERAGE: FORM:</b>	Public Officials Liability / Employment Practices Liability including Third-Party <b>Claims-Made Basis</b>
<b>RETRO-DATE:</b>	Full Prior Acts
<b>CONTINUITY-DATE:</b>	09/18/2013
<b>LIMITS OF LIABILITY:</b>	\$2,000,000 Each Claim / \$2,000,000 Policy Aggregate / Shared Limits CrisisFund - \$25,000
<b>DEDUCTIBLES:</b>	Public Officials - \$50,000 Each Claim Including indemnity & defense Employment Practices - \$100,000 Each Claim Including indemnity & defense
<b>DEFENSE COSTS:</b>	Outside the Limits of Liability

### **POLICY FORMS & ENDORSEMENTS:**

- This year AIG has changed their Public Officials/Employment Practices form from their MuniPRO to their Leaders Risk Protector. With this new form included in the definition of damages is front and back pay. For your reference we have included a coverage analysis table that AIG has provided that addresses the changes in coverage to their new form. With this change in form EEOC Hearing Coverage is now included and there is no longer a need for a specific endorsement providing coverage.
- 108335 03/12 LRP Admitted GTC
- 108337 03/12 PUBLIC ENTITY COVERAGE SECTION
- 108341 03/12 LRP - Crisis Fund Coverage Section
- 108338 03/12 PUBLIC ENTITY EPL COVERAGE SECTION
- 97531 03/17 OHIO CANCELLATION/NONRENEWAL ENDORSEMENT
- 111370 07/12 OHIO AMENDATORY ENDORSEMENT
- MNSCPT NOTICE/CLAIM REPORTING PROVISION AMENDATORY
- 108359 02/11 CANCELLATION PROVISION AMENDATORY NOTICE PERIOD 90 Days
- 108370 02/11 STATE AMENDATORY INCONSISTENT ENDORSEMENT
- 127617 12/17 SPLIT RETROACTIVE DATE ENDORSEMENT
- 124010 04/17 EPL PAK PREMIER ENDORSEMENT (EMPLOYMENT PRACTICES, LOSS PREVENTION AND RISK MANAGEMENT TOOLS)
- 97531 03/08 OHIO AMENDATORY - CANCELLATION/NONRENEWAL
- 125595 03/17 FEDERAL SHARE OF COMPENSATION UNDER TRIA AND CAP ON LOSSES ENDORSEMENT
- 119679 09/15 ECONOMIC SANCTIONS ENDORSEMENT
- 78859 10/01 FORMS INDEX ENDORSEMENT
- 132592 04/19 **ENHANCED ASSAULT EXTENSION ENDORSEMENT** (PUBLIC ENTITY COVERAGE SECTION)

## **PROPERTY POLICY OUTLINE**

**COMPANY: Affiliated FM (Admitted / Incumbent)**

**POLICY LIMIT:**

The company's total limit of liability, including any insured business interruption loss will not exceed the policy limit of **\$600,000,000** as a result of any one occurrence subject to the respective sub-limits of liability shown elsewhere in the policy.

**Location Schedule: On file with the company per Statement of Values received.**

**SUB-LIMITS:**

Unless otherwise stated below, the following sub-limits of liability will apply on a per occurrence basis for all coverages provided, and are part of not in addition to, the above limit(s) of liability.

- **\$200,000,000** Earth Movement (Annual Aggregate)
- **\$100,000,000** Flood (Annual Aggregate)
- **\$3,000,000** Extra Expense
- **\$784,475,709** Valuable Papers at Main Library Building, 303-499 Superior Ave., Cleveland, OH
- **\$146,847,450** Valuable Papers at Louis Stokes Wing, 507-525 Superior Ave., Cleveland, OH
- **\$56,647,390** Valuable Papers at Lakeshore Storage, 17001 Lakeshore Blvd, Cleveland, OH
- **\$2,316,066** Valuable Papers at 1st Floor Cleveland City Hall, Cleveland, OH
- **\$1,500,000** Valuable Papers per location, **\$5,000,000** per occurrence at all locations not to exceed **\$10,000** per item for irreplaceable valuable papers excluding locations covered in sublimits above.

**SOME ADDITIONAL COVERAGES:**

- **\$2,500,000** Accounts Receivable
- **\$1,000,000** Data Programs or software annual aggregate
- **\$1,000,000** Data Restoration annual aggregate
- **Policy Limit** Demolition and increased cost of construction
- **\$500,000** **Fine Arts not to exceed \$10,000** per item for irreplaceable Fine Arts
- **\$200,000** Land & Water Clean-up Expense annual aggregate
- **2,500,000** Newly acquired property
- **50,000** Data Services Provider– Property Damage
- **\$2,500,000** Off Premises Service Interruption – Property Damage
- **Policy Limit** United States Certificate Act of Terrorism Coverage
- **1,000,000** Transit not to exceed **\$250,000** for Business Interruption
- **\$2,500,000** Unnamed Property

## PROPERTY POLICY OUTLINE- CONTINUED

### Fine Arts Coverage:

The following limits apply to each article in the schedule of Fine Arts listed below. In no event will the Fine Arts limit of liability shown in the extensions of Coverage Sub-limit section apply in addition to those limits shown below and will now apply to each unscheduled article of Fine Arts.

1. Per Schedules on file with company shown below with a total value at **\$2,157,800**
  - An Appraisal Report for The Cleveland Public Library – Appendix One, December 16, 2001, by James Gray – for highlighted items only.
  - Joseph J. Felcone Inc., Princeton, NJ – Bulletin 89: Rare Books from the 16<sup>th</sup> through the 20<sup>th</sup> Century - for the highlighted items only.
  - Loan Report dated October 31, 2008 for exhibit at Martin Luther King Branch for collection by James Ransome (Illustrator).
2. Fine Art Schedule at 1962 Stoke Blvd. valued at **\$18,800 for WPA Prints**
3. Fine Art Schedule (Puppet Exhibit) at 325 Superior Avenue valued at **\$277,455**
4. Kristen Cliffel Collection valued at **\$17,350**

### DEDUCTIBLES:

The following deductible amounts shall apply per occurrence for insured loss or damage under this policy

- **\$100,000** Earth Movement (per location for all coverages provided).
- **\$100,000** Flood (per location for all coverages provided)
- **\$100,000** Boiler & Machinery
- **\$100,000** Communicable Disease Property Damage & Business Interruption subject to 48 Hours qualifying period.
- **\$100,000** Data Restoration subject to 48 Hours qualifying period
- **\$100,000** Data Service Provider Property Damage & Business Interruption subject to 24 Hours qualifying period to
- **\$100,000** Off Premises Service Interruption Property Damage & Business Interruption subject to 24 Hours qualifying period
- **\$100,000** Owned Network Interruption subject to 48 Hours qualifying period
- **\$10,000** Fine Arts
- **\$10,000** Personal Property of Others
- **\$10,000** Transit
- **\$100,000** All other losses

## ANNUAL PREMIUM SUMMARY

**Coverage Effective Date: August 1, 2019-20**

COVERAGE	CARRIER	2018-19 EXPIRING	2019-20 RENEWAL
Property	Affiliated	\$219,000*	\$237,000
General Liability Employee Benefits Liability Ohio Employer's Liability	Liberty	\$38,994.40*	\$40,479
Abuse/Molestation	Liberty	\$1,041	\$981
Law Enforcement	Liberty	\$5,002	\$5,127
Commercial Auto	Liberty	\$42,927.49*	\$44,850
\$10M Excess Liability	Liberty	\$18,343	<del>\$19,278</del> \$18,671
\$15M xs \$10M Excess Liability	Travelers	\$15,150	\$15,150
Crime	Travelers	\$9,850	\$9,850
Cyber	AIG	13,965	<del>\$13,643</del> \$18,306
Public Officials/Employment Practices	AIG	\$44,301	<del>\$48,544</del> \$49,539
<b>Total Premium</b>		<b>\$408,573.89</b>	<del><b>\$434,902</b></del> <b>\$439,953</b>

\* Annualized Premium

**In order to Bind:**

1. *Written request to Bind – Received on July 31.*
2. *Signed Warranty Letter if \$5M Public Officials/Employment Practices option is purchased – N/A as option was not purchased.*
3. *Signed Warranty Letter if \$2M or \$5M Cyber/Tech E&O option is purchased – Received on July 31.*
4. *Completed Microsoft Cloud Supplemental for Cyber – Received on August 2.*
5. *Signed Statement of Values for property – Received on August 1.*
6. *Signed TRIA acceptance forms for Property, Excess Policies, General Liability, Abuse/Molestation and Law Enforcement – Received on August 2.*
7. *Signed UM/UIM acceptance/rejection forms for auto – N/A as Liberty only required if we were changing our options from last year. We have renewed the \$100,000 liability limit for uninsured/underinsured motorist coverage.*

## OPTIONAL COVERAGES

### **2019-20 Options:**

1. Increase Public Officials/Employment Practices from \$2M to \$5M with \$75K Public Officials Retention & \$200K Employment Practices retention for an additional premium of \$21,294. – **Did Not Purchase**
2. Increase Cyber including Technology E&O from \$1M to \$2M with a \$25K retention for an additional premium of \$4,663. - **Purchased**
3. Increase Cyber including Technology E&O from \$1M to \$5M with a \$25K retention for an additional premium of \$25,826. – **Did Not Purchase**
4. Add \$1M Enhanced Assault Coverage for an additional premium of \$995 to Public Officials/Employment Practices. - **Purchased**

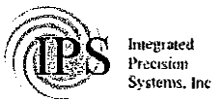
The following list outlines coverages that are available to you but are not currently in your insurance program. We feel that it is important that we bring these optional coverages to your attention and would be happy to discuss them in further detail as well as provide you with a quotation. Please review the brief description of these items and advise if you are interested in obtaining additional information and/or a quote. We will forward the appropriate application(s) to you for completion. Upon receipt of your completed application we will provide you with a quote.

**Active Shooter/Workplace Violence Insurance:** covers liability and extra expenses tied to violent attacks and/or threats, providing victim death benefits as well as needed medical / rehabilitation / psychiatric / funeral expense coverages. The program considers all classes of business, including but not limited to government agencies, education, religious institutions, hospitality, entertainment, retail, and public entities. The program covers a wide range of attack-types, such as knife, vehicular attacks, explosives, acid attacks rather than solely committed with a firearm.

- Legal liability coverage with indemnity to address lawsuits that may result from a covered event.
- Victim coverages related to:
  - Psychiatric care
  - Medical or dental care
  - Rehabilitation expenses
  - Death Benefit / Disability Coverages
  - Funeral / Burial Expenses
- Business Expenses related to:
  - Business income/interruption and extra expenses
  - Public relations counsel
  - Crisis Consultant expenses
  - Employee counseling
  - Additional / Temporary security measures

**Fiduciary Liability Insurance:** Helps to protect the personal assets of company fiduciaries, as well as the financial assets of the company and employee benefit plans against lawsuits.

**Third Party Crime Coverage:** Crime coverage if an employee steals your client's property



Company Address 9321 Ravenna Rd  
Twinsburg, OH 44087  
US

Created Date 9/3/2019  
Expiration Date 11/29/2019

Quote ID 13404 - 1392

Prepared By Rob Jackson  
Phone (216) 644-3505  
Email rjackson@ipsid.com

Contact Name Oliver Reyes  
Phone (216) 623-2903  
Email oliver.reyes@cpl.org

Bill To Name Cleveland Public Library HQ  
Bill To 325 Superior Ave  
Cleveland, OH 44114-1271

Ship To Name Cleveland Public Library HQ  
Ship To 325 Superior Ave  
Cleveland, OH 44114-1271

**Project Scope**

This proposal is for camera hardware, programming, and connection of IP cameras into the S2 video system and CPL main branch. All cabling and mounts will be provided by CPL.

**Fixed indoor cameras**

35 cameras need to be installed (CPL has 6 on hand so this quote is for 29 Axis IP cameras). IPS will program and configure all 35 cameras (billing for 16 cameras to be covered under CPL PO 00131741).

**Fixed exterior cameras**

16 cameras need to be installed (CPL has 2 on hand so this quote is for 14 Axis IP cameras). IPS will program and configure all 16 cameras with IP addresses and the latest firmware (billing for 9 cameras to be covered under CPL PO 00131741).

**Exterior PTZ**

6 cameras need to be installed (CPL has 6 on hand). IPS will program and configure all 6 cameras with IP addresses and the latest firmware (billing for 6 cameras to be covered under CPL PO 00131741).

New camera hardware is covered under a 2 year warranty.

Product Code	Product	Quantity
01056-001	AXIS P3374-V	29.00
01061-001	AXIS P3375-VE	14.00
S2-NETVR-16C	16 IP Camera add-on Licenses	1.00
S2-NETVR-8C	8 IP Camera add-on Licenses	1.00
IPS-LABOR	IPS LABOR - Installation	52.00
IPS IP Programming	IPS IP Programming	26.00

Total Price \$37,210.22

\*Applicable sales tax not included.

**Proposal Terms**

**General Terms**

- A purchase order or signed proposal is required prior to any start of work

**Payment terms**

- Unless specified in Master Service Agreement, payment is due Net 30 days from invoice date.



This quote and proposed product/service are subject to the "IPS Terms and Conditions".

Quote approval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchase Order #





Company Address 9321 Ravenna Rd  
Twinsburg, OH 44087  
US

Created Date 9/3/2019  
Expiration Date 12/3/2019

Quote ID 13429 - 1415

Prepared By Brandon Spurbeck  
Phone (330) 963-0064  
Email bspurbeck@ipsid.com

Contact Name Oliver Reyes  
Phone (216) 623-2903  
Email oliver.reyes@cpl.org

Bill To Name Cleveland Public Library- East 131st St.  
Bill To 325 Superior Ave.  
Cleveland, OH 44114-1271  
USA

Ship To Name Cleveland Public Library- East 131st St.  
Ship To 3830 East 131st Street  
Cleveland, OH

**Project Scope**

Installation and programming of (3) outdoor IP cameras

**Notes:**

PoE network switch to be provided by Cleveland Public Library.  
S2 camera licenses to be provided by Cleveland Public Library.  
Cat-6 cabling installation is not included in this proposal. For IPS to provide and install camera cabling, the cost would be an additional \$3,104.31 (or \$1,034.77 per camera).

Product Code	Product	Quantity
0955-001	AXIS P3225-LVE Network Camera	3.00
STS-5505-871	T94T01D PENDANT KIT (P1981)	3.00
5506-481	AXIS T91E61 Wall Mount	3.00
IPS-Shipping	Shipping And Handling	1.00
IPS-LABOR	IPS LABOR - Installation	1.00

Total Price \$3,470.00

\*Applicable sales tax not included.

**Proposal Terms**

General Terms

- A purchase order or signed proposal is required prior to any start of work

Payment terms

- Unless specified in Master Service Agreement, payment is due Net 30 days from invoice date.

This quote and proposed product/service are subject to the "IPS Terms and Conditions".

**Quote approval**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Purchase Order # \_\_\_\_\_



Company Address 9321 Ravenna Rd  
Twinsburg, OH 44087  
US

Created Date 9/3/2019  
Expiration Date 12/3/2019

Quote ID 13414 - 1401

Prepared By Brandon Spurbeck  
Phone (330) 963-0064  
Email bspurbeck@ipsid.com

Contact Name Oliver Reyes  
Phone (216) 623-2903  
Email oliver.reyes@cpl.org

Bill To Name Cleveland Public Library HQ  
Bill To 325 Superior Ave  
Cleveland, OH 44114-1271

Ship To Name Cleveland Public Library HQ  
Ship To 325 Superior Ave  
Cleveland, OH 44114-1271

**Project Scope**

Install access control on Foundation Room door 38. Existing S2 reader ports are available. IPS will install door hardware and configure into the S2 system.

If CPL electricians install wire, labor can be reduced by \$800.

Product Code	Product	Quantity
AD-NC-OP30RTEBK	OMNI 30 READER W/BLACK RTE	1.00
AD-HE-100630510	1006CLB Complete Pac for Latchbolt Locks	1.00
AD-HE-015060051	150 LATCH GUARD	1.00
AD-SR-RCRREXW	REQUEST TO EXIT (GE-REX) SENSOR WHITE	1.00
AD-947-75TBR	STEEL DOOR CONTACT W/TERM BR	1.00
AD-WG-32955099	Access Control Plenum Multi Cable Kit 500 Feet	1.00
IPS-LABOR	IPS LABOR - Installation	1.00
Misc	Misc IPS	1.00
IPS-Shipping	Shipping and Handling	1.00

Total Price \$3,161.70

\*Applicable sales tax not included.

**Proposal Terms**

General Terms

- A purchase order or signed proposal is required prior to any start of work

Payment terms

- Unless specified in Master Service Agreement, payment is due **Net 30 days** from invoice date.

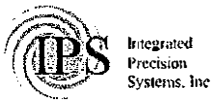
This quote and proposed product/service are subject to the "IPS Terms and Conditions".

Quote approval

Signature \_\_\_\_\_

Date \_\_\_\_\_

Purchase Order # \_\_\_\_\_



Company Address 9321 Ravenna Rd  
Twinsburg, OH 44087  
US

Created Date 9/3/2019  
Expiration Date 12/3/2019

Quote ID 13405 - 1393

Prepared By Brandon Spurbeck  
Phone (330) 963-0064  
Email bspurbeck@ipsid.com

Contact Name Oliver Reyes  
Phone (216) 623-2903  
Email oliver.reyes@cpl.org

Bill To Name Cleveland Public Library HQ  
Bill To 325 Superior Ave  
Cleveland, OH 44114-1271

Ship To Name Cleveland Public Library HQ  
Ship To 325 Superior Ave  
Cleveland, OH 44114-1271

**Project Scope**

Provide (1) Axis 360 degree, multisensor camera to replace the PTZ in the loading dock. This new camera provides 360 degree coverage of the room with IR illumination for low light conditions.

**Note:**

- CPL will provide all wiring
- Existing S2 video licenses available for use
- IPS will burn-in the IP address and load the latest camera firmware
- CPL is responsible for reusing the existing mounting pole in the garage to fit the new camera

Product Code	Product	Quantity
01504-001	P3717-PLE 360 degree CAMERA MULTISENSOR 4X1080P 12.5/15FPS	1.00
01513-001	T94N01D Pendant Kit	1.00
IPS IP Programming	IPS IP Programming	1.00
IPS-LABOR	IPS LABOR - Installation	3.00
IPS-Labor-SC	Service Call	1.00

Total Price \$1,927.56

\*Applicable sales tax not included.

**Proposal Terms**

**General Terms**

- A purchase order or signed proposal is required prior to any start of work

**Payment terms**

- Unless specified in Master Service Agreement, payment is due Net 30 days from invoice date.

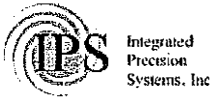
This quote and proposed product/service are subject to the "**IPS Terms and Conditions**".

**Quote approval**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Purchase Order # \_\_\_\_\_



Company Address 9321 Ravenna Rd  
Twinsburg, OH 44087  
US

Created Date 9/3/2019  
Expiration Date 12/3/2019

Quote ID 13396 - 1380

Prepared By Brandon Spurbeck  
Phone (330) 963-0064  
Email bspurbeck@ipsid.com

Contact Name Eric Herman  
Phone (216) 706-2025  
Email eric.herman@cpl.org

Bill To Name Cleveland Public Library- South Branch  
Bill To 3096 Scranton Rd  
Cleveland, OH 44113

Ship To Name Cleveland Public Library- South Branch  
Ship To 3096 Scranton Rd  
Cleveland, OH 44113

**Project Scope**

Installation and programming of (1) indoor 2MP Axis P3225-V cameras to view the rear vestibule.

**Notes:**

Assumes CAT6 cable has been previously installed.  
All required static IP addresses to be provided by others.  
Existing camera license and server storage will be used.

Product Code	Product	Quantity
0952-001	AXIS P3225-V Mk II Network Camera	1.00
IPS-CCTV Installation	IPS-CCTV Miscellaneous	1.00
IPS-LABOR	IPS LABOR - Installation	1.00

Total Price \$1,489.00

\*Applicable sales tax not included.

**Proposal Terms**

**General Terms**

- A purchase order or signed proposal is required prior to any start of work

**Payment terms**

- Unless specified in Master Service Agreement, payment is due Net 30 days from invoice date.

This quote and proposed product/service are subject to the "**IPS Terms and Conditions**".

**Quote approval**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchase Order #



Company Address 9321 Ravenna Rd  
Twinsburg, OH 44087  
US

Created Date 9/3/2019  
Expiration Date 12/3/2019

Quote ID 13413 - 1399

Prepared By Brandon Spurbeck  
Phone (330) 963-0064  
Email bspurbeck@ipsid.com

Contact Name Oliver Reyes  
Phone (216) 623-2903  
Email oliver.reyes@cpl.org

Bill To Name Cleveland Public Library- Sterling  
Bill To 325 Superior Ave.  
Cleveland, OH 44114-1271  
USA

Ship To Name Cleveland Public Library- Sterling  
Ship To 2200 East 30th St.  
Cleveland, OH

**Project Scope**

Install access on the staff work room and staff lunch room doors.  
Integrate into the existing S2 access control system. Program and test.  
Note: The customer will supply a network port on the existing switch and AC power.

Product Code	Product	Quantity
MA-8300-121	5395 Thinline II - Gray Std. Wiegand	2.00
AD-HE-100610406	1006 12/24D-612STRIKE BODY	2.00
AD-SR-RCRREXW	REQUEST TO EXIT (GE-REX) SENSOR WHITE	2.00
AD-947-75TBR	STEEL DOOR CONTACT W/TERM BR	2.00
S2-MNP	S2 MICRONODE PLUS 2 reader inputs, 4 supervised inputs, 4 relay outputs, and 1 temperature input in wall mount enclosure. 12 VDC/PoE/PoE Plus.	1.00
AD-AX-AL175ULX	12/24VDC 1.6A UL LISTED P/S GY	1.00
AD-IM-1270	12V 7AMP BATTERY	1.00
AD-WG-32955099	Access Control Plenum Multi Cable Kit 500 Feet	1.00
IPS-LABOR	IPS LABOR - Installation	1.00
Misc	Misc IPS	1.00
IPS-Shipping	Shipping And Handling	1.00

Total Price \$5,110.06

\*Applicable sales tax not included.

**Proposal Terms**

**General Terms**

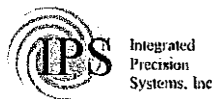
- A purchase order or signed proposal is required prior to any start of work

**Payment terms**

- Unless specified in Master Service Agreement, payment is due **Net 30 days** from invoice date.

This quote and proposed product/service are subject to the "IPS Terms and Conditions".

**Quote approval**



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchase Order #

**AMENDMENT TO AND RESTATEMENT OF CERTAIN PROVISIONS OF LEAVE,  
ADMINISTRATION, DISABILITY CLAIM ADMINISTRATION AND INTEGRATED  
DISABILITY MANAGEMENT SERVICES AGREEMENT**

This Amendment to and Restatement of Certain Provisions of Leave, Administration, Disability Claim Administration and Integrated Disability Management Services Agreement (the "Agreement") is entered into as of the 1st day of August, 2019 (the "Effective Date"), by and between the York Risk Services Group, Inc. ("York") and the Cleveland Public Library (the "Client").

WHEREAS, On July 23, 2015, the Client entered into the Agreement with CareWorks USA Ltd., d/b/a CareWorks Absence Management ("CareWorks") to provide leave administration and integrated disability management services to the Client;

WHEREAS, CareWorks merged with its affiliate, York, effective December 31, 2018, and pursuant to Section 11(c) of the Agreement, York assumed the obligations of CareWorks under the Agreement;

WHEREAS, The Client wishes to renew the Agreement for an additional twelve (12) months with York;

NOW THEREFORE, for and in consideration of the mutual promises contained in this Amendment, the Client and York hereby agree that the Leave, Administration, Disability Claim Administration and Integrated Disability Management Services Agreement is hereby amended and partially restated as follows:

1. Section 3 of the Agreement, titled "Term of the Agreement," shall be modified to provide that the Agreement shall continue for an additional one (1) year term from July 23, 2019 through July 22, 2020.
2. By execution hereof, the Client and York hereby expressly reaffirm all of their respective obligations under the Agreement as amended hereby as the date hereof and agree all such obligations remain in full force and effect without defense or counterclaim of any kind.
3. All other terms and conditions of the original Agreement and Exhibits thereto shall remain in full force and effect.
4. In the event of a conflict between this Amendment and the original Agreement, this Amendment will prevail.

[SIGNATURE BLOCK TO FOLLOW]

By the signatures of their duly-authorized representatives below, the Client and York intend to be legally bound, and agree to all of the provisions of this Amendment.

**THE CLEVELAND PUBLIC LIBRARY**

By: X Timothy R. Diamond

8-12-2019  
Date

Timothy R. Diamond, Special Asst. to Director  
Printed Name & Title

**YORK RISK SERVICES GROUP, INC.**

DocuSigned by:  
By: Jody A Moses  
F0034B47BE10400...

8/1/2019  
Date

Jody A Moses Executive Vice President  
Printed Name & Title



August 12, 2019

Cleveland Public Library  
Att: Lynn Sargi, Chief Talent Officer  
525 Superior Ave.  
Cleveland, Ohio 44114

**Re: Agreement between Cleveland Public Library and The Centers for Families and Children (the “Company”) dated March 1, 2018 (the “Agreement”)**

To Whom It May Concern:

We would like to express our appreciation for the relationship that we share with you. This letter is to inform you that the Company intends to enter into an asset purchase agreement (the “APA”) with an affiliate of AllOne Health Resources, Inc. (the “Buyer”), pursuant to which the Buyer will purchase certain of the assets of the Company relating to the Company’s ease@work business upon the consummation of the transactions contemplated by the APA (the “Transaction”), which assets include the Agreement. The signing/closing of the Transaction took place on August 1, 2019.

The Agreement provides that the Company may not assign the Agreement without your prior written consent. Accordingly, we hereby request that you consent to the assignment of the Agreement, which assignment shall become effective upon the consummation of the Transaction. Following the receipt of your consent and the consummation of the Transaction, the Buyer will become a party to the Agreement as the assignee and will assume the rights, duties and obligations of the Company thereunder.

Please indicate your consent to the foregoing by executing this letter where indicated below and returning it to me as soon as possible. We would appreciate your prompt attention to this matter. Should you have any questions, please contact me.

This letter may be executed by facsimile, email (e.g., .pdf) or other electronic signature and in one or more counterparts, all of which when taken together shall constitute one and the same agreement.

*[Signature Page Follows]*

Very truly yours,

**THE CENTERS FOR FAMILIES AND CHILDREN**

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

Name: Elizabeth Newman

Title: President and CEO

**Accepted and Consented to:**

**CLEVELAND PUBLIC LIBRARY**

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

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

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

Date: \_\_\_\_\_, 2019



Exhibit 4

**KONE Inc. Proposal to Supply Elevator, Escalator, Moving Walkway Maintenance, Repair, Modernization and Related, Products, Services and Solutions under the U.S. Communities Program utilizing the Terms and Conditions of the City of Kansas City Master Contract (Reference GENRL-EV2516 dated December 1<sup>st</sup>, 2018)**

The parties hereby agree to be bound to the Terms and Conditions of the City of Kansas City Master Contract (Reference GENRL-EV2516 dated December 1<sup>st</sup>, 2018) (“Contract”), together with those terms and conditions contained in this Exhibit 4(collectively, “Service Agreement”). In the event of conflict between terms and conditions contained in the Contract and this Exhibit 4, the terms in this Exhibit 4 shall supersede and prevail.

**PROPOSED UNITS & EQUIPMENT PRICING:**

<u>Location Address</u>	<u>Elevators</u>	<u>Escalators</u>	<u>Other</u>	<u>Pricing</u>
Cleveland Public Library 11602 Lorain Rd. Cleveland, OH 44111	1			\$75.98/mth
Cleveland Public Library 4303 Pearl Rd. Cleveland, OH 44109	1			\$75.98/mth
Cleveland Public Library 1962 Stokes Blvd. Cleveland, OH 44106	1			\$75.98/mth
Cleveland Public Library 17109 Lakeshore Blvd. Cleveland, Ohio 44110	2	<b>**To be added to the contract upon expiration of contract with current vendor.</b>		\$151.96/mth

\*\*KRMS-Elevator Phone Monitoring                      Y                      N

\*\*Requires execution and completion on the CIS (Customer Information Sheet) before phones can be programmed to KONE.

**APPLICABLE LAW**

This Agreement shall be construed and enforced in accordance with, and the validity and performance of shall be governed by, the laws of the State of Ohio.

## PROPOSED SCOPE OF WORK

### PERFORMANCE

KONE Inc. will provide the labor to systematically examine and/or lubricate the equipment outlined below.

All lubricants, greases, and wiping cloths will be provided.

Should KONE's examination uncover items, which, in KONE's judgment, require replacement and/or repair, a separate proposal may be prepared for Purchaser's authorization. However, no guarantee is made that any or all items have been or will be found.

### HYDRAULIC ELEVATORS

#### **RELAY LOGIC CONTROL SYSTEM**

All control system components.

#### **MICROPROCESSOR CONTROL SYSTEM**

All control system components. System performance examinations will be conducted to ensure dispatching and motion control systems are operating properly.

KONE First Service technicians will be equipped with necessary field diagnostic and service tools.

#### **POWER UNIT**

Valves, pump, motor, and all related parts and accessories.

#### **HYDRAULIC SYSTEM ACCESSORIES**

Exposed piping, fittings and accessories between the pumping unit and the jack, jack packing, hydraulic fluid, and any heating or cooling elements installed by the original elevator equipment manufacturer for controlling fluid temperature.

#### **CAR EQUIPMENT**

All elevator control system components on the car.

#### **WIRING**

All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.

#### **HOISTWAY AND PIT EQUIPMENT**

All elevator control equipment and buffers.

#### **RAILS AND GUIDES**

Guide rails, guide shoe gibs, and rollers.

#### **DOOR EQUIPMENT**

Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs, and auxiliary door closing devices.

### **MANUAL FREIGHT DOOR EQUIPMENT**

Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter-balancing equipment.

### **POWERFREIGHT DOOR EQUIPMENT**

Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams, interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices.

### **SIGNALS AND ACCESSORIES**

Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position indicators, lobby control panels, car operating panels, fireman's service equipment and all other signal, and accessory facilities furnished and installed as an integral part of the elevator equipment.

### **LUBRICANTS**

KONE will use lubricants compounded under OEM's specifications or equal.

### TRACTION ELEVATORS

#### **RELAY LOGIC CONTROL SYSTEM**

All control system components.

#### **MICROPROCESSOR CONTROL SYSTEM**

All control system components. System performance examinations will be conducted to ensure dispatching and motion control systems are operating properly.

KONE First Service technicians will be equipped with necessary solid state field diagnostic and service tools.

#### **GEARED/GEARLESS MACHINES**

All geared and gearless machine components.

#### **WIRING**

All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.

#### **CAR EQUIPMENT**

All elevator control system components on the car.

#### **HOISTWAY AND PIT EQUIPMENT**

All elevator control equipment, car and counterweight buffers, overspeed governors, governor tension sheave assemblies, and car and counterweight safeties.

#### **RAILS AND GUIDES**

Guide rails, guide shoe gibs and rollers.

**HOIST ROPES**

Hoist ropes will be properly lubricated and adjusted for equalized tension.

**DOOR EQUIPMENT**

Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs, and auxiliary door closing devices.

**MANUAL FREIGHT DOOR EQUIPMENT**

Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter-balancing equipment.

**POWERFREIGHT DOOR EQUIPMENT**

Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams, interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices.

**SIGNALS AND ACCESSORIES**

Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position indicators, lobby control panels, car operating panels, fireman's service equipment, and all other signal and accessory facilities furnished and installed as an integral part of the elevator equipment.

**LUBRICANTS**

KONE will use lubricants compounded under OEM's specifications or equal.

**ESCALATORS****ESCALATOR SYSTEM COMPONENTS****CONTROL SYSTEM**

All control system components.

**DRIVE MACHINERY AND MOTOR EQUIPMENT**

All drive machine components. The gear case will be periodically drained and flushed to remove sediment and grit, and refilled with new gear oil.

**WIRING**

All escalator control wiring and all power wiring from the escalator equipment input terminals to the motor.

**HANDRAIL DRIVE SYSTEM**

Handrail and all handrail drive components.

**SAFETY SWITCH SYSTEM**

Missing step detector, handrail speed detector, handrail inlet switches, step upthrust inlet switches, combplate impact device, skirt switches, pit and motor stop switches, access cover switches, out-of-level step switches, emergency stop and

inspection switches, alarm on the stop switch cover, broken step chain switches, key start switches, and brake temperature switch.

**GUIDANCE AND ALIGNMENT SYSTEMS**

All steps, guidance and alignment components and demarcation lights. Balustrades and decks will be examined, adjusted, aligned, and properly fastened.

**POWER WALKS****POWER WALK SYSTEM COMPONENTS****CONTROL SYSTEM**

All control system components and wiring.

**DRIVE MACHINERY AND MOTOR EQUIPMENT**

All drive machine components. The gear case will be periodically drained and flushed to remove sediment and grit, and refilled with new gear oil.

**WIRING**

All power walk control wiring and all power wiring from the power walk equipment input terminals to the motor.

**HANDRAIL DRIVE SYSTEM**

Handrail and all handrail drive components.

**SAFETY SWITCH SYSTEM**

Missing pallet detector, handrail speed detector, handrail inlet switches, comb plate impact device, skirt switches, pit and motor stop switches, access cover switches, out-of-level pallet detector, emergency stop and inspection switches, alarm on the stop switch cover, broken pallet chain switches, and key start switches.

**GUIDANCE AND ALIGNEMENT SYSTEMS**

All pallets, guidance and alignment components, and demarcation lights. Balustrades, decks and skirt panels will be examined regularly, adjusted, properly fastened, and aligned as applicable.

**EXAM FREQUENCY**

4 examinations per contract year are covered in this agreement.

**HOURS OF SERVICE**

All work covered under this Agreement is to be performed during regular working hours of regular working days of the elevator trade.

**TESTS**

KONE will perform the following tests on the equipment:  
Annual Hydraulic Pressure Test.

**HYDRAULIC ELEVATOR**

A pressure relief test and a yearly leakage test.

KONE is not responsible for damages, either to the elevator equipment or to the building, or for any personal injury or death, resulting from this test(s).

**TRACTION ELEVATOR**

An annual no load test.

KONE is not responsible for damages, either to the elevator equipment or to the building, or for any personal injury or death, resulting from this test.

**ESCALATOR**

An annual Escalator Step/Skirt Performance Index Test.

**POWER WALK****EXCLUSIONS**

This Agreement does not include hydraulic fluids.

No labor, parts, or supplies, except those specified herein, will be furnished under this Agreement.

KONE shall not be obligated to: perform safety tests other than those specified herein; install new attachments or make equipment changes, repairs or adjustments, correct outstanding violations or deficiencies.

**REMOTE MONITORING**

If your unit is equipped with remote monitoring capabilities, KONE reserves the right to utilize this functionality and the phone line for the unit to collect data related to the use and operation of your equipment.

**PURCHASER ASSURANCES**

Purchaser agrees to: be solely liable for the proper use of this equipment; furnish KONE with a list of authorized personnel responsible for building operations; provide KONE with a complete set of as-built wiring diagrams; shut down the equipment and notify KONE if the equipment is not functioning properly; notify KONE of any injury or accident in or about the equipment (verbal notification immediately and written notification within three days); perform the monthly firefighter's service testing and keep record of such tests, if required

**ACCEPTANCE**

Service Agreement Effective Date: 10/01/2019

Service Agreement Number: **TBD**

The parties to this service agreement agree to the conditions contained herein:

Sign for on behalf of Participating Public Agency

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(Signature)

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(Print Name)

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(Print Title)

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

Respectfully submitted,  
**KONE Inc.**

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(Submitted By)

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(Approved By)      Authorized Representative

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(Title)

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



**Exhibit 4**

**KONE Inc. Proposal to Supply Elevator, Escalator, Moving Walkway Maintenance, Repair, Modernization and Related, Products, Services and Solutions under the U.S. Communities Program utilizing the Terms and Conditions of the City of Kansas City Master Contract (Reference GENRL-EV2516 dated December 1<sup>st</sup>, 2018)**

The parties hereby agree to be bound to the Terms and Conditions of the City of Kansas City Master Contract (Reference GENRL-EV2516 dated December 1<sup>st</sup>, 2018) (“Contract”), together with those terms and conditions contained in this Exhibit 4 (collectively, “Service Agreement”). In the event of conflict between terms and conditions contained in the Contract and this Exhibit 4, the terms in this Exhibit 4 shall supersede and prevail.

**PROPOSED UNITS & EQUIPMENT PRICING:**

<u>Location Address</u>	<u>Elevators</u>	<u>Escalators</u>	<u>Other</u>	<u>Pricing</u>
Cleveland Public Library 325 Superior Ave. Cleveland, OH 44114	5			\$2,558.30/mth
Cleveland Public Library 525 Superior Ave. Cleveland, OH 44114	5		3	\$3,122.35/mth
Cleveland Public Library 1900 Fulton Rd. Cleveland, OH 44113	1			\$157.82/mth

\*\*KRMS-Elevator Phone Monitoring Y N

\*\*Requires execution and completion on the CIS (Customer Information Sheet) before phones can be programmed to KONE.

\*\*KONE will perform the monthly fire service testing the Superior Avenue Locations.

\*\*KONE will provide Maintenance Control Plans as per required code.

**APPLICABLE LAW**

This Agreement shall be construed and enforced in accordance with, and the validity and performance of shall be governed by, the laws of the State of Ohio.



## **PROPOSED SCOPE OF WORK:**

### **PERFORMANCE**

KONE will systematically examine, maintain, adjust and lubricate the equipment described above. In addition, unless specifically excluded elsewhere, KONE will repair or replace the following if the repair or replacement is, in KONE's judgment, necessitated by normal wear and tear:

### **HYDRAULIC ELEVATORS**

#### **RELAY LOGIC CONTROL SYSTEM**

All control system components.

#### **MICROPROCESSOR CONTROL SYSTEM**

All control system components. System performance examinations will be conducted to ensure dispatching and motion control systems are operating properly.

#### **POWER UNIT**

Pump, motor, valves and all related parts and accessories.

#### **HYDRAULIC SYSTEM ACCESSORIES**

Exposed piping, fittings and accessories between the pumping unit and the jack, jack packing, hydraulic fluid, and any heating or cooling elements installed by the original elevator equipment manufacturer for controlling fluid temperature.

#### **CAR EQUIPMENT**

All elevator control system components on the car.

#### **WIRING**

All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.

#### **HOISTWAY AND PIT EQUIPMENT**

All elevator control equipment and buffers.

#### **RAILS AND GUIDES**

Guide rails, guide shoe gibs, and rollers.

#### **DOOR EQUIPMENT**

Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs, and auxiliary door closing devices.

#### **MANUAL FREIGHT DOOR EQUIPMENT**

Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter-balancing equipment.

#### **POWER FREIGHT DOOR EQUIPMENT**

Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams, interlocks, switches, guide shoes,

sheaves, rollers, chains, sprockets, and tensioning devices.

### **SIGNALS AND ACCESSORIES**

Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position indicators, lobby control panels, car operating panels, fireman's service equipment and all other signal, and accessory facilities furnished and installed as an integral part of the elevator equipment. Re-lamping of signal fixtures is included only during KONE's systematic examinations. Service requests related to re-lamping of signal fixtures will be considered billable.

### **TRACTION ELEVATORS**

#### **RELAY LOGIC CONTROL SYSTEM**

All control system components.

#### **MICROPROCESSOR CONTROL SYSTEM**

All control system components. System performance examinations will be conducted to ensure dispatching and motion control systems are operating properly.

#### **GEARED/GEARLESS MACHINES**

All geared and gearless machine components.

#### **WIRING**

All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.

#### **CAR EQUIPMENT**

All elevator control system components on the car.

#### **HOISTWAY AND PIT EQUIPMENT**

All elevator control equipment, car and counterweight buffers, overspeed governors, governor tension sheave assemblies, and car and counterweight safeties.

#### **RAILS AND GUIDES**

Guide rails, guide shoe gibs and rollers.

#### **HOIST ROPES**

Hoist ropes will be properly lubricated and adjusted for equalized tension.

#### **DOOR EQUIPMENT**

Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs and auxiliary door closing devices.

#### **MANUAL FREIGHT DOOR EQUIPMENT**

Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter-balancing equipment.

**POWER FREIGHT DOOR EQUIPMENT**

Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams, interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices.

**SIGNALS AND ACCESSORIES**

Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position indicators, lobby control panels, car operating panels, fireman's service equipment and all other signal and accessory facilities furnished and installed as an integral part of the elevator equipment. Re-lamping of signal fixtures is included only during KONE's systematic examinations. Service requests related to re-lamping of signal fixtures will be considered billable.

**ESCALATORS****ESCALATOR SYSTEM COMPONENTS****CONTROL SYSTEM**

All control system components.

**DRIVE MACHINERY AND MOTOR EQUIPMENT**

All drive machine components. The gear case will be periodically drained and flushed to remove sediment and grit and refilled with new gear oil.

**WIRING**

All escalator control wiring and all power wiring from the escalator equipment input terminals to the motor.

**HANDRAIL DRIVE SYSTEM**

All handrail drive components.

**SAFETY SWITCH SYSTEM**

Missing step detector, handrail speed detector, handrail inlet switches, step upthrust inlet switches, combplate impact device, skirt switches, pit and motor stop switches, access cover switches, out-of-level step switches, emergency stop and inspection switches, alarm on the stop switch cover, broken step chain switches, key start switches, and brake temperature switch.

**GUIDANCE AND ALIGNMENT SYSTEMS**

All steps, guidance and alignment components and demarcation lights. Balustrades and decks will be examined, adjusted, aligned, and properly fastened.

**POWER WALKS****POWER WALK SYSTEM COMPONENTS****CONTROL SYSTEM**

All control system components and wiring.

**DRIVE MACHINERY AND MOTOR EQUIPMENT**

All drive machine components. The gear case will be periodically drained and flushed to remove sediment and grit and refilled with new gear oil.

**WIRING**

All power walk control wiring and all power wiring from the power walk equipment input terminals to the motor.

**HANDRAIL DRIVE SYSTEM**

Handrail and all handrail drive components.

**SAFETY SWITCH SYSTEM**

Missing pallet detector, handrail speed detector, handrail inlet switches, comb plate impact device, skirt switches, pit and motor stop switches, access cover switches, out-of-level pallet detector, emergency stop and inspection switches, alarm on the stop switch cover, broken pallet chain switches, and key start switches.

**GUIDANCE AND ALIGNMENT SYSTEMS**

All pallets, guidance and alignment components, and demarcation lights. Balustrades, decks and skirt panels will be examined regularly, adjusted, properly fastened, and aligned as applicable.

**HOURS OF SERVICE**

All work covered under this Agreement is to be performed during the regular working hours of regular working days of the elevator trade, unless otherwise indicated herein.

**SERVICE REQUESTS (CALLBACKS)**

In addition to preventive maintenance, this Agreement covers minor adjustment service requests during the regular working hours of regular working days of the elevator trade, unless otherwise indicated herein. Service requests are defined as minor adjustments, corrections or entrapments that require immediate attention and are not caused by reasons beyond KONE's control. Service requests that require more than one technician or more than two hours to complete will be scheduled as a repair during the regular hours of service.

If Purchaser should require, at any time, service requests (unless included above) to be made on overtime, Purchaser will be charged only for the difference between KONE's regular hourly billing rate and KONE's regular overtime billing rate applicable for each overtime hour worked.

**TESTS**

KONE will perform the following tests on the equipment:

**HYDRAULIC ELEVATOR**

A pressure relief test and a yearly leakage test.

KONE is not responsible for damages, either to the elevator equipment or to the building, or for any personal injury or death, resulting from this test(s).

**TRACTION ELEVATOR**

An annual no load test.

A five (5) year full load test.

KONE is not responsible for damages, either to the elevator equipment or to the building, or for any personal injury or death, resulting from this test.

**ESCALATOR**

An annual Escalator Step/Skirt Performance Index Test.

**POWER WALK****EXCLUSIONS**

KONE assumes no responsibility for the following items or services, which are excluded from the Agreement:

**GENERAL**

KONE shall not be obligated to: perform safety tests other than those specified herein; install new attachments or make equipment changes or adjustments required by new or retroactive code changes; perform tests or correct outstanding violations or deficiencies prior to the effective date of this agreement; make renewals or repairs necessitated by fluctuations in the building AC power systems, adverse machine room or environmental conditions (including temperature variations below 50 degrees and above 90 degrees Fahrenheit), excessive humidity (greater than 95% non-condensing humidity), water damage, prior water exposure, rust, fire, explosion, acts of God, misuse, vandalism, theft, war, acts of government, labor disputes, strikes, lockouts, or tampering with the equipment by unauthorized personnel; repair or replace parts damaged by negligence, misuse or any other cause beyond its control.

**OBSOLESCENCE**

Obsolete items (including, but not limited to, assemblies, parts, components or systems) are excluded from this agreement and are defined as an item for which the original design is no longer regularly manufactured by the OEM or the original design has been replaced with an item of a different design. No exception to this exclusion will be made for items defined as obsolete above simply because they can be custom made or acquired at any price. Obsolete items and the labor to replace them will be at the owner's expense. Any modifications to existing equipment necessary to accommodate replacement components will also be at the owner's expense. KONE will not be required to furnish reconditioned or used parts. Once upgraded by KONE, obsolete items will be covered under this Agreement.

**ELEVATOR**

Refinishing, repairing, replacing or cleaning of car enclosure, telephones or communication devices, fans, computer monitoring systems, gates and/or door panels, door pull straps, hoistway enclosure, rail alignment, hoistway doors, door frames, sills, hoistway gates, finished flooring, power feeders, switches, their wiring and fusing, car light diffusers, ceiling assemblies and attachments, smoke or heat sensors, fireman's phone devices, intercoms, music systems, media displays, card-readers or other security systems, light tubes and bulbs, pit pumps, emergency power generators, hydraulic cylinder, unexposed piping, disposal of or clean-up of waste oil or any contamination caused by leaks in the hydraulic cylinder or unexposed piping. KONE shall not be obligated to perform or keep records of firefighter's service testing, unless specifically included in this agreement.

**ESCALATOR AND POWERWALK**

Refinishing, repairing, replacing or cleaning of balustrades, pits, pans, sideplate devices, decks, skirt panels, anti-slide devices, brushes, guards and damage or deterioration to skirt deflector brushes. KONE shall not be obligated to make equipment adjustments to achieve Code required Escalator Step/Skirt Performance Index or loaded gap values. Purchaser agrees that escalators are for the sole purpose of transporting passengers.

**REMOTE MONITORING**

If your unit is equipped with remote monitoring capabilities, KONE reserves the right to utilize this functionality and the phone line for the unit to collect data related to the use and operation of your equipment.

**PURCHASER ASSURANCES**

Purchaser agrees to: be solely liable for the proper use of this equipment; furnish KONE with a list of authorized personnel responsible for building

operations; provide KONE with a complete set of as-built wiring diagrams; shut down the equipment and notify KONE if the equipment is not functioning properly; notify KONE of any injury or accident in or about the equipment (verbal notification immediately and written notification within three days); perform the monthly firefighter's service testing and keep record of such tests, if required and not specifically included elsewhere herein. Purchaser shall not permit anyone other than KONE to perform work covered under this Agreement.

#### **NON-KONE EQUIPMENT**

The Purchaser agrees to procure replacement parts or proprietary diagnostic devices from the original equipment manufacturer when requested by KONE. KONE agrees to reimburse owner for the cost of all parts acquired at KONE's request. Purchaser authorizes KONE to produce single copies of the EPROM and/or ROM chips for each unit for the sole purpose of an archive backup of the embedded software to allow for replacement of a defective or damaged chip. These will be stored on the building premises and the Purchaser retains possession.

#### **PERFORMANCE CLAUSE**

Purchaser may, at any time and at Purchaser's expense, call for a mutually agreeable independent elevator consulting firm to evaluate KONE's performance within the scope of this Agreement.

If it is found KONE is not complying with the terms of this Agreement, a detailed report shall be submitted to KONE outlining the specific requirements and a minimum period of sixty (60) days shall be allowed for KONE to correct the non-compliances within the scope of this Agreement.

In the event KONE fails to correct the noted material items within the allowed time, Purchaser shall have the right to terminate this Agreement by giving KONE thirty (30) days written notice. Notwithstanding this right, Purchaser remains obligated to pay all outstanding balances owed KONE.

KONE's 24/7 Connected Services uses proprietary advanced remote monitoring and analysis technologies to bring intelligent services to elevators and escalators. 24/7 Connected Services provides continuous updates on the status and condition of the equipment, allowing KONE to perform services tailored to each equipment's needs. 24/7 Connected Services is a family of different services that may be ordered separately.

As consideration and in order for KONE to be able to provide the 24/7 Connected Services to the Customer, the Agreement is hereby amended as follows:

1. KONE to provide the Services set forth below are included in the pricing per month.
2. KONE shall perform the selected Value-Added Services (each a "Service" and together the "Services") substantially as set forth and authorized below:

**A. KONE Care 24/7 Connect - Performance Analytics**

If Data Remote Monitoring is selected, then KONE shall provide and install the necessary device(s) to perform 24/7 Connected Services on the equipment below. Unless otherwise provided for in the Agreement, any callouts, repairs, or maintenance prompted by the 24/7 Connected Services shall be performed during regular working hours of regular working days, Monday to Friday, statutory holidays excluded, of the International Union of Elevator Constructors (IUEC.) All response times generated by 24/7 Connected Services shall be calculated starting at 8:00 a.m. local time the next business day. Repair and maintenance needs identified through the Services shall be performed based on the repair coverage agreed in the Agreement. Under no circumstances shall any "Service Needs" indicators or predictions be cause for immediate services, but shall be determined and completed upon the next scheduled maintenance visit, or otherwise at the sole discretion of KONE unless customer places service request billable at standard rates.

## 3. The KONE Care 24/7 Connected Services are performed for the following equipment:

Equipment Name	KONE Equipment #	Wireless Phone	Phone Monitoring	24/7 Connect
Elevator #1-325 Superior	20090017			X
Elevator #2-325 Superior	20090018			X
Elevator #3-325 Superior	20090019			X
Elevator #4-325 Superior	20090020			X
Elevator #5-325 Superior	20090021			X
Elevator #1-525 Superior	20012107			X
Elevator #2-525 Superior	20012127			X
Elevator #3-525 Superior	20012111			X
Elevator #4-525 Superior	20012104			X
Elevator #5-525 Superior	20012123			X
Hydraulic Elevator-525 Superior	20012100			X

Service	Price / Month
Kone Care Emergency Phone Monitoring	
KONE Care Wireless Phone Provider Service	
24/7 Connect Performance Analytics	Included

4. Unless the remote monitoring device was a built-in component of a new KONE elevator, the remote monitoring devices are installed to the equipment by KONE solely in order to enable the Services. The remote monitoring devices are provided to the Customer as part of the Services. Purchaser gives KONE the right to utilize 24/7 Connected Services to collect, export and use data generated by the use and operation of the equipment, regardless if Customer elects any of the Services. Purchaser will not use the 24/7 Connected Services device, except in connection with the use and operation of the equipment. Purchaser will not reverse engineer or otherwise attempt to obtain the source code of any software in object code form. Purchaser has no ownership or proprietary rights to such data, nor the device or software that monitors, analyzes, translates, reports or compiles such data. The 24/7 Connected Services, including any data collected, the device(s) to perform the service, and any software related thereto shall be the exclusive property of KONE.
5. 24/7 Connected Services is a family of remote monitoring Services. The parties may later agree to add new Services to the equipment.
6. The Services shall be performed for the duration of the Agreement unless KONE terminates for any reason an Individual Service or the Services upon 15 days prior written notice to Customer. Should the Agreement expire or terminate, the Services will automatically terminate. Further, during the term of the Agreement, the Customer can terminate an individual Service prematurely on 30 days prior written notice to KONE after an initial period of one (1) year from the effective date of this amendment. Either party may also terminate an Individual Service prematurely if the other party is in breach of its obligations relating to such Service and fail to rectify such breach within 30 days of a written notice thereof. All termination provisions of the Agreement shall remain in full force and effect. If the Agreement is terminated, the Services shall be terminated.
7. If any or all Services are terminated, unless the remote monitoring device was a built-in component of a new KONE elevator, the Customer shall upon request give KONE access to the equipment to remove any remote monitoring devices owned by KONE along with any other equipment which remains KONE's property at the facility or otherwise at KONE's expense. Such right shall survive the expiration or termination of the Agreement. Upon termination for any reason of either the Emergency Phone Monitoring or Wireless Phone Provider Service, no further phone services will be provided, the phone(s) must be immediately reprogrammed to dial to a location other than a KONE designated phone number and KONE will block the phone numbers from coming into the KONE Service Center. Upon termination for any reason of the Data Remote Monitoring, no further data will be collected. Upon any termination or expiration of the Agreement, no further Services will be provided, including phone services or data collection. KONE shall have no obligation to any party to either collect, export or analyze any data, or to provide the source code of any software in object code form.
8. If the Customer uses its own SIM card or network connection for the data transfer required by the Services, KONE shall not be liable for the costs of such data transfer incurred due to the Services.
9. Considering the nature of the Services, KONE may adjust the fee for a Service on 30 days prior written notice if value adding features or functionalities are added to such Service. Should the Customer disagree with a fee increase, the Customer may terminate the affected Service starting from the fee increase.
10. Limitation of Liability. KONE MAKES NO EXPRESS OR IMPLIED WARRANTY; DISCLAIMS ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE OR NON-INFRINGEMENT; AND DISCLAIMS ANY

**WARRANTIES ARISING BY USAGE OF TRADE OR BY COURSE OF DEALING. KONE MAKES NO WARRANTY THAT SERVICES WILL BE UNINTERRUPTED OR ERROR-FREE. KONE IS NOT LIABLE FOR ANY DAMAGES RELATING TO LACK OF NETWORK COVERAGE AT THE SITE OF THE EQUIPMENT, DUE TO TAMPERING WITH THE REMOTE MONITORING DEVICE, INTEROPERABILITY, SERVICE DEFECTS, SERVICE LEVELS, DELAYS, SERVICE ERRORS, INTERRUPTIONS OR ANY OTHER REASON OUTSIDE OF KONE'S REASONABLE CONTROL. KONE DISCLAIMS ANY LIABILITY FOR DAMAGES OR INJURIES (INCLUDING DEATH) ARISING FROM OR IN CONNECTION WITH THE OPERATION OR USE OF THE 24/7 CONNECTED SERVICES.**

### Remote Monitoring Service Voice Link and Wireless Phone Service

Elevator Description	Equipment #	Elevator Phone # and Extension for Caller ID
1		
2		
3		
4		
5		
<b>First Point of Contact (Required)</b>		
Name:		Title:
Phone#:		Cell Phone#:
<b>Second Point of Contact (Required)</b>		
Name:		Title:
Phone#:		Cell Phone#:
<b>Third Point of Contact (Optional)</b>		
Name:		Title:
Phone#:		Cell Phone#:
<b>Local Emergency Authorities (Required)</b>		
Fire Department Phone#:		Police Department Phone #:

### ACCEPTANCE

Service Agreement Effective Date: 10/01/2019

Service Agreement Number: **TBD**

The parties to this service agreement agree to the conditions contained herein:



Sign for on behalf of Participating Public Agency

(Signature)

(Print Name)

(Print Title)

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

Respectfully submitted,  
**KONE Inc.**

\_\_\_\_\_  
(Submitted By)

\_\_\_\_\_  
(Approved By)      Authorized Representative

\_\_\_\_\_  
(Title)

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

**AMENDMENT NO: 2  
TO  
THE CLIENT SERVICES AGREEMENT**

This Amendment (this "Amendment") to the Client Services Agreement is made by and between Bravo Wellness, LLC, ("Bravo") and Cleveland Public Library. ("Employer").

**BACKGROUND**

WHEREAS, Bravo and Client are parties to a Client Services Agreement ("Agreement") dated July 8, 2015, as amended on July 8, 2017.

WHEREAS, Bravo and Client desire to amend Exhibit A of the Agreement dated July 8, 2015;

NOW, THEREFORE, Bravo and Employer agree as follows:

1. Any capitalized term used and not defined in this Amendment shall have the same meaning ascribed to such term in the Agreement.
2. The term of the Agreement shall extend to December 31, 2020.
3. Section 4 of Exhibit A of the Agreement shall be deleted in its entirety and replaced with the following:

**Current Cycle**

Beginning Date	May 1, 2018
Program Impact Period	January 1, 2019 – December 31, 2019

**Next Service Cycle**

Beginning Date	May 1, 2019
Program Impact Period	January 1, 2020 – December 31, 2020

4. The screening Addendum titled 'Bravo On-site Screening Venipuncture Pre-bundled' dated June 19, 2018 shall be deleted in its entirety and replaced with the Addendum set forth herein.
5. This Amendment shall be effective May 1<sup>st</sup>, 2019.
6. All other terms or provision of the Agreement, as amended, not modified by this Amendment or any other amendments or addenda shall remain unchanged. If there is a conflict between this amendment and the Agreement, the terms of this Amendment will govern.

Bravo Wellness, LLC

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

Printed Name: James R. Pshock

Cleveland Public Library

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

Printed Name: Telton Thomas

Title: Founder and CEO

Date: 9/3/19

Title: Director, CEO

Date: 6-20-19

## Addendum

### Exam One Screenings

CLIENT has chosen to engage Bravo Wellness and their sub-contracted screening provider to conduct on-site biometric screenings. Fees outlined herein are subject to increases made by the applicable third-party solution provider and shall be provided to CLIENT in writing at least thirty (30) days prior to the effective date.

#### Definition of Screening Event

A Screening Event ("Event") is defined as Screenings conducted at one location for one day with no longer than a 1-hour break in between screenings.

- o The Event will be billed based on the number of participants *per day* so long as there is not more than an hour break between screenings. For example, if the day one count is twenty-four (24), the Fee would be billed the \$500 small event fee. If day two has two hundred (200) participants, day two would be billed at the thirty plus (30+) Fee.

#### Screening outside of Standard Service Hours

- o Screening Events outside of the Standard Service hours will incur a surcharge as outlined in the table below.
- o If any of the screenings are outside of the Standard Service hours, the surcharge will apply. For example, if a screening session is from 3pm to 8pm, where after 7pm is off hours, the entire session while staff are on site for set up, screenings, and clean-up (2pm to 8:30pm) will be billed with the surcharge.

#### Service Pricing

The Fee per participant per Screening Event is based upon the greater of final commitment count (locked down/ final commitment count occurs ten (10) business days before the Event) or the actual number who attend each Screening Event, whichever is greater. If no final counts are provided prior to the deadline, the original submitted estimates will be used for staffing, supplies, and invoicing. Additional Screening Events will incur additional fees if required by no fault of the screening provider.

Screening pricing options includes the following:

**Lead Time:** 30 days prior to registration open date.

**Final commitment count:** Required 10 (ten) business days prior to the event start date, at the earlier of 1) the event's planned start time, or 2) 10am Eastern.

**Example# 1:** If the Event is to start on Tuesday, Oct 24 at 6am, the final estimated amount is due by Tuesday, October 10, at 6am, but no later than 10 am Eastern.

**Example #2:** If the Event is to start on Tuesday, Oct 24 at 3 pm, the final estimated amount is due by Tuesday, October 10, at 10 am Eastern.

**Travel cost included:** for all events locations within 25 miles of city limits with a population of 50,000 or greater. For Alaska, Hawaii, and all Events outside this range, additional charges apply. Quote will be provided upon request.

**Staffing matrix:** Minimum 4-hour event for 20+ participants. 12-minute screenings appointments/ 5 per hour per examiner.

Any 20+ participant event scheduled with less than 4 hours may be subject to additional charges.

**Standard hours:** 6 am to 7 pm local time Monday – Friday

**Permit Fees:** included in all states except NV \$400/location.

**Cancellation penalty:** 50% if within 10 business days of event, 100% if within 48 hours of event.

All prices are per participant, unless otherwise noted.

In home/remote screening	\$125 for 1 participant Or \$170 (\$85 each) for 2 participants
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**Venipuncture EXPANDED Package**

- Test values: Blood Pressure, height, weight, BMI, waist circumference, pulse, Total Cholesterol, HDL, LDL, Triglycerides, glucose.
- 1 Privacy screen per station
- Site manager for all Events of 30+
- Serum Cotinine
- Expanded blood test panel: total protein, albumin, globulin, A/G ratio, BUN, creatinine, alkaline phosphatase, ALT, (SGPT), AST (SGOT), GGT, and total bilirubin.

Size of Event. Participant count as determined by the greater of final estimated amount vs. actual screened.	Venipuncture
Less than 30	\$59 plus \$500 per event
Event with 30+	\$59 per participant

Additional tests available	Venipuncture
A1c	\$15.00
PSA	\$18.00
TSH	\$15.00
CBC (complete blood count)	\$15.00

additional services available	
Site Manager	Standard Package: \$85/hr.  Expanded Package: 30+ events = Included. Less than 30 = \$85/hr.
Receptionist	\$50/hr.
Extra Examiner per Event	\$85/hr.
Extra Time per Event (when extra time is added to Event beyond normal staffing matrix)	\$85/hr.
Off Standard Hours Surcharge	20% surcharge
Privacy Screens	Standard Package: \$20 per screen  Expanded Package: 1 screen per station is included. If additional screens are requested, they are \$20 each.
Pre-Site visits may be arranged to check supplies	\$125 per event



## Ohio Gas Choice Customer Contract Large Commercial

This Ohio Gas Choice Customer Contract ("Contract") is entered into by and between CenterPoint Energy Services, Inc. ("Seller" or "CenterPoint"), and the "Buyer" identified in the Contract Summary below.

Seller agrees to supply and sell to Buyer at the Delivery Point and Buyer agrees to purchase and pay for natural gas, all in accordance with the definitions, terms and conditions of the Contract Summary set forth hereunder, the General Terms and Conditions ("GT&C" or "Terms and Conditions"), Exhibit "A", and any other exhibits attached hereto; all of which together comprise this Contract.

### Buyer Information

Buyer (Company Name):	Cleveland Public Library
Parent Company (if any):	Cleveland Public Library
Street Address, City, State, Zip:	325 Superior Ave N.W., Cleveland, OH 44114
Mail Address, City, State, Zip:	325 Superior Ave N.W., Cleveland, OH 44114

*Specific facility locations and service addresses included on Contract are listed in Exhibit "A"*

### Contract Facts

Contract Date:	06/21/2019	Utility / LDC:	Dominion East Ohio
Product Type:	Fixed	Delivery Point:	DEO CG
Contract Price:	\$2.8500 per Mcf	Service Level:	Primary
Initial Term:	12 months starting 11/01/2019		

*Tolerance: All products are full requirements with 100% swing tolerance and fully inclusive of all fees.*

*Rate Conversion: During the Initial Term for Managed Price, Index Price or Variable Price products, Buyer may execute a one-time conversion to a Fixed Priced product at a contract price and term determined by CenterPoint. This one-time conversion applies to all natural gas accounts in Exhibit A. The conversion will require Buyer to sign a new contract with a term end date no earlier than the end date for the Initial Term of the Contract.*

### Notices

	<b>Seller</b>	<b>Buyer</b>
Name:	CenterPoint Energy Services, Inc.	Cleveland Public Library
Address:	PO Box 1336 Houston, TX 77251-1336	325 Superior Ave N.W. Cleveland, OH 44114
Phone:	888-200-3788	(000) 000-0000
Email:	ChoiceSalesDesk@CenterPointEnergy.com	
Attn:	Customer Care CA	-

*All notices provided for in this Agreement shall be in writing (with the limited exception as contained in the 14 day cancellation period, which may be made verbally) and directed to the address of Seller or Buyer as set forth above, or at*



## Ohio Gas Choice Customer Contract Large Commercial

*such other address as Seller or Buyer shall designate in writing from time to time and shall be made by delivery, by registered U.S. Mail, by facsimile, by email, or by some other means specifically agreed to by the parties.*

### Payments & Invoices

Payments are to be remitted to your Utility. See your utility bill for payment information.



# Ohio Gas Choice Customer Contract Large Commercial

## Contract Acceptance

I acknowledge that I am the account holder or legally authorized person to execute a contract and legally bind the business in this contract. I understand that by signing this Contract, I am switching the Natural Gas Supplier for this commercial account(s) to CenterPoint. I understand that gas purchased for this commercial account(s) by CenterPoint will be delivered through my Utility's delivery system. The legally authorized person to execute a contract and legally bind the business in this Contract has 3 business days from the execution of this Contract to cancel this Contract for any reason through written or verbal notification to the Utility.

Seller

CenterPoint Energy Services, Inc.

Authorized  
Signature:

Printed  
Name:

Title:

Date:

Buyer

Cleveland Public Library

Authorized  
Signature:

Printed  
Name:

Title:

Date:

*A photocopy/facsimile of this Contract (being a photographic copy of the signature) shall be deemed to be equivalent of the original hereof and shall be used as a duplicate original.*





# Ohio Gas Choice Customer Contract Large Commercial

## Exhibit "A" – Facility & Service Locations

Customer: Cleveland Public Library  
 DUNS: \_\_\_\_\_  
 Utility / LDC: Dominion East Ohio  
 Contract Date: 06/21/2019

Consolidated Billing Company Name: Cleveland Public Library  
 Consolidated Billing Address for all Locations: \_\_\_\_\_

#	Location Name		Meter#	Service Address	Billing Address
1	Cleve Public Libr	5180003124501	11181136	3096 Scranton Rd, Cleveland, OH 44113	325 Superior Ave N.E., Cleveland, OH 44114
2	Cleveland Public Library	9440200128439	11599650	17001 Lake Shore Blvd, Cleveland, OH 44110	325 Superior Ave N.E., Cleveland, OH 44114
3	Cleveland Public Library	5441200134469	13790522	3830 E 131st ST, Cleveland, OH 44120	325 Superior Ave N.E., Cleveland, OH 44114
4	Cleveland Public Library	8500053713093	13894878	16918 Harvard Ave, Cleveland, OH 44128	325 Superior Ave N.E., Cleveland, OH 44114
5	Cleveland Public Library	5441400134434	11284931	14000 Kinsman Rd, Cleveland, OH 44120	325 Superior Ave N.E., Cleveland, OH 44114
6	Cleveland Public Library	5500035872369	12153766	7201 Kinsman Rd STE 101, Cleveland, OH 44104	325 Superior Ave N.E., Cleveland, OH 44114
7	Cleveland Public Library	9440100134533	19150250	3545 Fulton, Cleveland, OH 44109	325 Superior Ave N.E., Cleveland, OH 44114
8	City of Cleve Pub Librar	1441200117751	11066498	1900 Fulton Rd, Cleveland, OH 44113	325 Superior Ave N.E., Cleveland, OH 44114
9	Cleveland Public Library	9500033259589	11617907	6901 Superior Ave, Cleveland, OH 44103	325 Superior Ave N.E., Cleveland, OH 44114
10	Cleveland Public Library (Glenville)	9442000134540	19251257	11900 Saint Clair Ave, Cleveland, OH 44108	325 Superior Ave N.E., Cleveland, OH 44114



## Ohio Gas Choice Customer Contract Large Commercial

11	Cleveland Public Library	9440500128428	11284949	1566 Crawford Ave, Cleveland, OH 44106	325 Superior Ave N.E., Cleveland, OH 44114
12	Cleveland Public Library	4500042167332	11266021	11535 Shaker Blvd, Cleveland, OH 44120	325 Superior Ave N.E., Cleveland, OH 44114
13	Cleveland Public Library	5440100134456	11284951	3704 Pearl Rd, Cleveland, OH 44109	325 Superior Ave N.E., Cleveland, OH 44114
14	Cleveland Public Library	5440300134441	11451748	4303 Pearl Rd, Cleveland, OH 44109	325 Superior Ave N.E., Cleveland, OH 44114
15	Cleveland Public Library	9440900128412	13795221	7910 Detroit Ave, Cleveland, OH 44102	325 Superior Ave N.E., Cleveland, OH 44114
16	Cleveland Public Library	4500034001378	13993487	7200 Broadway Ave, Cleveland, OH 44105	325 Superior Ave N.E., Cleveland, OH 44114
17	Cleveland Public Library	5440100134480	11260242	856 E 152nd St, Cleveland, OH 44110	325 Superior Ave N.E., Cleveland, OH 44114
18	Cleveland Public Library	5440600134500	11284575	2200 E 30th ST, Cleveland, OH 44115	325 Superior Ave N.E., Cleveland, OH 44114
19	Clev Public Library	0441300126508	19680004	11600 Lorain Ave, Cleveland, OH 44111	325 Superior Ave N.E., Cleveland, OH 44114
20	Cleveland Public Library	5441200134473	19365018	8216 Lorain Ave, Cleveland, OH 44102	325 Superior Ave N.E., Cleveland, OH 44114
21	Cleveland Pub Library	6440400134412	11612036	850 Jefferson Ave, Cleveland, OH 44113	325 Superior Ave N.E., Cleveland, OH 44114
22	Clev Public Library	0500041159131	11260749	5813 Griswold Ave, Cleveland, OH 44104	325 Superior Ave N.E., Cleveland, OH 44114
23	Cleveland Public Library	9441200134526	11778297	3463 E 93rd St, Cleveland, OH 44104	325 Superior Ave N.E., Cleveland, OH 44114
24	Cleve Public Library	4441100128402	13894880	5806 Woodland Ave, Cleveland, OH 44104	325 Superior Ave N.E., Cleveland, OH 44114
25	Cleve Public Library	4441100128399	19267036	5806 Woodland Ave, Cleveland, OH 44104	325 Superior Ave N.E., Cleveland, OH 44114



## Ohio Gas Choice Customer Contract Large Commercial

26	Cleveland Public Library	9441800128459	13795553	4421 W 140th ST, Cleveland, OH 44135	325 Superior Ave N.E., Cleveland, OH 44114
27	City of Cleveland	8441800118115	13640592	3805 W 157th ST, Cleveland, OH 44111	325 Superior Ave N.E., Cleveland, OH 44114
28	Cleveland Public Library	5440600134497	10181635	1962 E 107TH, Cleveland, OH 44106	325 Superior Ave N.E., Cleveland, OH 44114
29	Cleveland Public Library	1500054077413	11552137	525 Superior Ave, Cleveland, OH 44114	325 Superior Ave N.E., Cleveland, OH 44114



## General Terms and Conditions (v. 2016-09-27)

These Terms and Conditions ("Terms and Conditions") shall be read together with the Gas Choice Customer Contract – Large Commercial (> 500 Mcf) and any exhibits thereto (collectively, the "Contract") and explain the terms and conditions that govern your purchase of commercial natural gas service from CenterPoint Energy Services, Inc. ("Seller" or "CenterPoint"). CenterPoint is licensed as a Competitive Retail Natural Gas Supplier ("CRNGS") by the Public Utilities Commission of Ohio ("PUCO"). Your Contract with CenterPoint for natural gas service includes these terms and conditions. By accepting natural gas service from CenterPoint, you have agreed to be bound by the terms of your Contract.

In these Terms and Conditions, "Buyer", "Customer", "you", "I" and "your" mean the account holder who completes and signs your Contract or a person expressly authorized to do so by the account holder. "Premises" mean the address specified in your Contract, and any future addresses that the account holder may move to during the term of your Contract, which are located in Ohio and to which CenterPoint has the ability and capacity to supply gas. If you move to a new location other than the Premises, you agree to notify CenterPoint as soon as possible prior to any such move, in order to determine whether such new location is served by CenterPoint or whether other arrangements must be made.

Your Contract is for the supply of natural gas. This does not include natural gas delivery service, which will be provided by your utility. You will receive one bill from your utility that will include (i) CenterPoint's charges for the supply of natural gas and (ii) your utility's charges for natural gas delivery service. The obligation of CenterPoint to sell and schedule natural gas for delivery to you and your obligation to purchase natural gas from CenterPoint is contingent upon (a) your eligibility and successful enrollment, as determined by your utility, to take supply from an CRNGS, and (b) the accuracy and completeness of information provided by you during the enrollment process.

**1. CONTACT INFORMATION:** CenterPoint Customer Service Agents are available Monday through Friday, 7AM to 7PM CST at 1-888-200-3788 (TOLL FREE), 1-877-391-6606 (FAX). Email CenterPoint at [ChoiceSalesDesk@CenterPointEnergy.com](mailto:ChoiceSalesDesk@CenterPointEnergy.com) or write to "CenterPoint Energy Services - Retail Choice" at PO Box 1336 Houston, TX 77251-1336. You may view other CenterPoint products and services online at [www.CenterPointEnergyRetail.com](http://www.CenterPointEnergyRetail.com).

To report service outages, please call the utility that provides distribution services to your business:

- Columbia Gas: 1-800-344-4077
- Dominion East Ohio: 1-800-362-7557
- Duke Energy Ohio: 1-800-544-6900

**2. PRICING AND FEES:** Your monthly natural gas bill will be calculated by multiplying the price of natural gas per usage unit (e.g., Therm, Ccf, Mcf) by the amount of natural gas used during the billing cycle, as measured or estimated by your utility. Your price under this Contract does not include, and you are required to pay, your utility's delivery service charges, customer charges, and all other applicable charges and taxes. For the term of this Contract, you agree to pay all amounts that are charged by CenterPoint consistent with this Contract. We may charge a fee for early cancellation of your Contract ("Early Termination Fee"). Such Early Termination Fee is set forth in Section 5, "Early Termination By Customers".



## Ohio Gas Choice Customer Contract Large Commercial

**3. BILLING AND PAYMENT:** Bills you receive from your utility for natural gas delivery charges will also include CenterPoint's charges pursuant to this Contract, and you will remit payment for CenterPoint's charges directly to your utility. Your utility will determine the rules governing your billing and payment. Failure to pay the natural gas utility charges may result in disconnection of your natural gas service in accordance with the applicable natural gas utility tariff. CenterPoint early termination fees will be billed to you directly by CenterPoint. You have the right to request up to twenty-four months of your payment history for services rendered by a CRNGS without any charge to you.

**4. CONTRACT TERM AND CONTINUATION:** The Initial Term of your Contract is indicated in the "Contract Facts" section on the first page of the Gas Choice Customer Contract. CenterPoint may deny enrollment for any reason. Service under this Contract will begin on the first available date, no earlier than the start date of the Initial Term, as determined by your Utility, and after successful enrollment with CenterPoint. A delay in the start of service may occur for reasons beyond CenterPoint's control, such as a delay by the Customer's Gas Utility in providing CenterPoint with requested information or in processing your Contract. You agree that you will not purchase natural gas for the Premises identified on Exhibit A from any other supplier (including any Gas Utility) during the Initial Term of your Contract. For fixed-term products, CenterPoint will provide a written notice of Contract expiration between 45 and 90 days prior to Contract expiration. Unless you authorize a new contract with CenterPoint or your service with CenterPoint is terminated, at the expiration of your Contract your natural gas service will continue with CenterPoint on a market-based month-to-month variable rate, cancellable at any time without penalty. This market-based month-to-month variable rate may remain the same or may change based on CenterPoint's assessment of gas supply costs including, but not limited to, applicable market conditions, risk factors, historical costs, actual costs, and future cost projections. Specific costs that may be considered include, but are not limited to, transportation, fuel, storage, pooling fees, balancing, and basis. For example: If CenterPoint purchases gas at \$3.50 per Mcf and creates an adder of \$0.70 per Mcf (based on factors similar to the factors identified above), then the cost to you would be \$4.20 per Mcf. If the adder is \$1.00 per Mcf, then the cost to you would be \$4.50 per Mcf.

**5. EARLY TERMINATION BY CUSTOMERS:** If Buyer is under a fixed-term Contract and terminates the Contract before the end of the Contract term, Buyer agrees to pay the Early Termination Fee. The Early Termination Fee shall be the greater of \$100/month/meter for every month remaining on the contract, or Liquidated Damages (as defined below) on any volumes purchased or secured by CenterPoint on the Customer's behalf and not delivered to Customer due to Customer's early termination of Contract. "Liquidated Damages" are an amount determined by CenterPoint by multiplying the Projected Future Volume (as defined below) by the difference in the per Unit price in this Contract (the "Contract Price") and the market wholesale price (the "Market Price"), where the Market Price shall be the average of the NYMEX plus Basis cost for each month remaining on this Contract, plus any losses incurred on the sale of gas in storage purchased for the Customer and not consumed by the Customer due to early termination of Contract. Projected Future Volume is CenterPoint's forecasted volume for Customer's accounts in this Contract. After providing notice of termination of your Contract, your utility will perform a final meter read. You will be responsible for all charges incurred through the date your utility performs the final meter read. CenterPoint's obligations will end after the final meter read when CenterPoint is no longer designated as your CRNGS. Termination of your Contract does not excuse your obligation to pay outstanding balance or the Early Termination Fee or any other charges or fees incurred under this Contract prior to the date that termination becomes effective. Customer has the right to terminate Contract without penalty if Customer moves outside of Utility's service area or within the Utility's service area that does not permit portability of contract.

**6. TERMINATION BY CENTERPOINT:** CenterPoint may terminate this Contract upon 45 days written notice if we are no



Ohio Gas Choice Customer Contract  
Large Commercial

longer able to serve you as a result of a change in law or other act beyond our reasonable control. If you have a fixed-term product, CenterPoint may terminate this Contract upon 45 days written notice, effective at the end of the then-current term. If you have a month-to-month product, CenterPoint may terminate this Contract at any time by providing 45 days written notice. Termination will be effective on the next applicable meter read date. Upon termination by CenterPoint, you will be returned to your utility's standard offer service or you may choose another CRNGS. If this Contract is terminated for non-payment, CenterPoint will provide you 14 days' notice and you will be responsible for any applicable Early Termination Fee, as well as any and all collection costs (inclusive of any necessary legal fees). This Contract automatically terminates if (a) the requested service location is not served by the incumbent natural gas company; (b) CenterPoint returns the Customer to the Customer's Incumbent natural gas company's sales service, provided that CenterPoint is permitted to terminate this Contract under the terms and condition of this Contract; or (c) Customer moves outside the incumbent natural gas service area or to an area not served by CenterPoint. The effective date of termination for any reason contained in this Section 6 will occur on the next meter read date following expiration of the applicable notice period, at which time you will be returned to your utility for natural gas service. If this Contract is terminated, you will be responsible for payment of all natural gas and services received, up to and including the effective date of termination, as well as any charges assessed by your utility. ~~CenterPoint may also charge an Early Termination Fee if this Contract is terminated because of a breach of this Contract by you, or if you provide any false, inaccurate, or misleading information to CenterPoint during any time prior to executing this Contract.~~

JMD  
←  
CNP

7. **CHANGE IN LAW:** In the event that there is a change in law, administrative regulation, rule, order, judicial decision, statute or the commencement of enforcement of a change in law or administrative regulation (collectively, a "Change in Law"), and such change affects CenterPoint generally or specifically and causes CenterPoint to incur material capital or operating costs, or results in any increased fees or other costs relating to the provision of services contemplated herein in order to maintain the same level and quality of delivery of natural gas, then CenterPoint shall be permitted to pass through the economic effects of such Change in Law. *In such event, Customer may terminate this Contract without penalty or Early Termination Fee, upon 14 days advanced notice.*

JMD  
CNP

8. **AUTHORIZATION FOR RELEASE OF INFORMATION:** You authorize CenterPoint to obtain account information that we may need to provide natural gas service to you, including but not limited to: (a) your natural gas account numbers which CenterPoint includes on Exhibit A; and (b) information about your natural gas account, including payment, credit, consumption and meter information. CenterPoint will not give or sell your personal information, such as account number(s) or social security number to any third-party without your affirmative written consent, unless required by court order or by a regulatory ruling or order.

9. **CUSTOMER REPRESENTATIONS:** You represent and warrant that at the time of enrollment you do not have any outstanding, non-disputed charges with your utility, and that the information you provided during the enrollment process is complete, accurate, and verifiable.

10. **DISCLAIMER OF WARRANTIES:** THE PARTIES ACKNOWLEDGE AND AGREE THAT NO REPRESENTATION, WARRANTY, DUTY, OR REMEDY, WHETHER EXPRESSED, IMPLIED, OR STATUTORY, IS GIVEN OR INTENDED TO ARISE OUT OF THIS CONTRACT EXCEPT AS OTHERWISE EXPRESSLY STATED HEREIN, AND CENTERPOINT SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.

11. **FORCE MAJEURE:** You agree that certain causes and events outside of CenterPoint's control (Force Majeure



## Ohio Gas Choice Customer Contract Large Commercial

Events), including but not limited to acts of God, acts of any governmental authority, acts of terrorists or enemies of the state, accidents, strikes or lock outs, labor troubles, and/or required maintenance work, Force Majeure Events occurring with respect to your natural gas utility or other third party systems or assets may result in interruptions in service, and CenterPoint will not be liable for any such interruptions.

**12. LIMITATIONS OF LIABILITY:** You acknowledge that CenterPoint does not own or control any of the transmission or distribution facilities used to deliver natural gas to you, and accordingly CenterPoint shall have no liability on account of any acts or omissions related thereto or for any interruption or failure to deliver natural gas arising therefrom. Any liabilities of CenterPoint that are not excused by reason of Force Majeure Events or otherwise will be limited to direct actual damages only and neither CenterPoint nor you shall be liable to the other for consequential, special, incidental, punitive, exemplary, or indirect damages.

**13. MISCELLANEOUS:** Your Contract with CenterPoint will be interpreted in accordance with the laws of the State of Ohio, without giving effect to principles of conflicts of laws. Subject to regulatory requirements, CenterPoint may assign this Contract without your consent to an Ohio licensed CRNGS. You may not assign this Contract, in whole or in part, or any of your rights or obligations hereunder. Your Contract constitutes the entire agreement between you and CenterPoint and supersedes all prior or contemporaneous communications, understandings, and agreements between you and CenterPoint related to the supply of residential retail natural gas service to you. This Contract is for the sole and exclusive benefit of you and CenterPoint, and nothing in this Contract will create, or be construed as creating, any express or implied rights in any person or entity other than you and CenterPoint. If you have any questions, concerns or complaints, please contact CenterPoint by U.S. mail, facsimile, email or telephone using the contact information provided in Section 1 of this Contract. If your complaint is not resolved after you have called CenterPoint, or for general utility information, residential and business customers may contact the Public Utilities Commission of Ohio (PUCO) by phone at 1-800-686-7826 (toll free) from 8AM to 5PM ET, Mon-Fri, online at [www.puc.state.oh.us](http://www.puc.state.oh.us), or by writing to PUCO, Attn: IAD, 180 East Broad Street Columbus, OH 43215. Hearing or speech impaired customers may contact the PUCO via 7-1-1 (Ohio relay service)

**ELECTRIC SERVICE AGREEMENT**  
**EXHIBIT A – Standard Large Stable**  
**Issued: July 5, 2019**

This offer is presented to CLEVELAND PUBLIC LIBRARY ("Customer") by DYNEGY ENERGY SERVICES EAST, LLC ("Supplier") and represents a price for Customer's full requirement retail power ("Retail Power") needs at the service location(s) listed in Table 2, each service location referred to as an ("Account"). Upon acceptance, this offer will become Exhibit A of Supplier's Electric Service Agreement Terms and Conditions ("Agreement"), a copy of which is attached. By signing this Exhibit A, Customer is authorizing Supplier to enroll each Account with the Utility ("Utility") noted in Table 1.

Table 1					
Select Term: TD	Quote#:	Delivery Term Begins:	Delivery Term Ends:	Power Price (/kWh):	Voluntary REC Quantity (%):
	Q-00654155	August 2020	August 2021	\$0.03860	N/A
<b>Utility:</b>		First Energy			
<b>Regional Transmission Organization (RTO):</b>		PJM			
<b>Broker Consultant (if blank, N/A):</b>		NORTH SHORE ENERGY			

**Power Price:** Supplier will arrange for delivery of Customer's Retail Power. The Power Price noted in Table 1 includes charges for energy, capacity, applicable Regional Transmission Operator, ancillary services and other market settlement charges, distribution and transmission energy losses, charges associated with the purchase, acquisition and delivery of renewable energy certificates (RECs) in accordance with the state-mandated Renewable Portfolio Standards ("RPS") requirements, if applicable, the charge for additional voluntary RECs, and scheduling and load forecasting associated with the delivery of Customer's Retail Power.

**Voluntary REC Quantity:** If applicable in Table 1, the Power Price in Table 1 will include a charge associated with the Voluntary REC Quantity requested by Customer. Retail Power shall be associated with the generation of electricity from a renewable energy resource such that the percentage required, when added to Customer's obligation under the RPS of this Agreement, shall equal the Voluntary REC Quantity(%) selected in Table 1.

The Parties agree and understand a REC is separate from the Retail Power being delivered but, nonetheless, constitutes value associated with the provision of Retail Power. It is understood and agreed that any RECs purchased and retired in accordance with the aforesaid state mandate is not the property of Customer and Customer has no claim, interest, or right to said RECs, or any value derived therefrom.

Customer will incur additional service and delivery charges from the Utility, and Customer is solely responsible for payments of all charges related to the delivery of electricity from the Utility.

**NET METERING.** Customer must enroll, and be accepted in, as applicable by state law, Supplier's net metering program in order to participate in net metering with Supplier.

The validity, interpretation and performance of this Agreement shall be governed by and performed in accordance with the laws of the State of Ohio. Notwithstanding any language in this Agreement to the contrary, the electricity sold by Supplier to Customer is deemed to be "a good" for purposes of the Uniform Commercial Code of Ohio, and the parties agree that the provisions of the Uniform Commercial Code of Ohio shall apply to this Agreement.

This offer is contingent on acceptance by the Utility of the enrollment of Customer with Supplier. By signing below, you certify that 1) you are authorized on behalf of Customer to enter into this Agreement with Supplier, 2) Customer has read the Terms & Conditions of this Agreement and agrees to be bound by them, and 3) Customer authorizes Supplier to enroll the Account(s) listed in Table 2 with the Utility which will allow Supplier to provide retail electricity.



IN WITNESS WHEREOF, subject to any of the foregoing execution conditions, the Parties have executed and delivered this Agreement on the date last signed by the Parties.

DYNEGY ENERGY SERVICES EAST, LLC	<b>CLEVELAND PUBLIC LIBRARY</b> By: <u>X Timothy Diamond</u> Name: <u>Timothy Diamond</u> Title: <u>Special Assistant to the Director</u> Date: <u>7-5-2019</u> **Signatory certifies authorization to enter in to this Agreement
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<b>BILLING AND NOTICE INFORMATION</b>	
FEIN or DUNS#: _____	
<input type="checkbox"/> Check here if you are a local government entity subject to the Ohio Prompt Payment Requirements Act as defined by ORC 126.30/OAC 126-3-01	
If applicable, see Section 4 of the Terms & Conditions for below:	
<input type="checkbox"/> Check here to receive one master invoice that includes detailed usage by Account. If blank, an individual invoice for each Account will be issued.	
<input type="checkbox"/> Check here if you want invoices mailed to the Service Location, Attn: Accounts Payable. Otherwise, please complete Invoice Information below.	
<b>Invoices</b> Attn: (Complete below section) Accounts Payable Address: 325 Superior Avenue Cleveland OH 44114 E-mail: _____ Phone: _____	<b>Notices</b> Attn: _____ Address: _____ E-mail: _____ Phone: _____
<b>Sales Contact</b> Name: Eileen Morgan Address: 312 Walnut Street, Ste 1500 Cincinnati OH 45202 E-mail: eileen.morgan@vistraenergy.com Phone: (513) 762-8260	<b>Notices/Inquires</b> Attn: Customer Care Address: 312 Walnut Street, Ste 1500 Cincinnati OH 45202 E-mail: ContractLegal12@vistraenergy.com Phone: 800-920-5039

Upon execution and delivery to Supplier, this Agreement is binding. Please retain a copy for your records and send a signed copy to [DynergyEnergyServicesOhio@Dynergy.com](mailto:DynergyEnergyServicesOhio@Dynergy.com). Supplier will forward all necessary documents to the Utility.

**ELECTRIC SERVICE AGREEMENT**  
**ACCOUNT INFORMATION SHEET FOR**  
**CLEVELAND PUBLIC LIBRARY AS OF JULY 5, 2019**

TABLE 2 Utility: First Energy			
	Account #	Bill Group	Service Location
1	08004607261050095671	10	10200 SUPERIOR AVE, CLEVELAND, OH 44114
2	08004607261230000974	14	2200 E 30TH ST, CLEVELAND, OH 44115
3	08004607261250001296	16	525 SUPERIOR AVE, CLEVELAND, OH 44114
4	08004607261350000312	18	4421 W140TH ST, Cleveland, OH 44135
5	08004607261400000345	4	3805 W 157TH ST, CLEVELAND, OH 44111
6	08004607261450000155	20	7910 DETROIT AVE, Cleveland, OH 44102
7	08004607261460094095	3	17133 LAKE SHORE BLVD, CLEVELAND, OH 44110
8	08004607261490000929	13	7200 BROADWAY AVE, CLEVELAND, OH 44105
9	08004607261570000786	5	16918 HARVARD AVE, CLEVELAND, OH 44128
10	08004607261570001012	4	14000 KINSMAN RD, CLEVELAND, OH 44120
11	08004607261580001118	11	1566 CRAWFORD RD, CLEVELAND, OH 44106
12	08004607261610000956	10	3463 E 93RD ST, CLEVELAND, OH 44104
13	08004607261620000179	18	3545 FULTON RD, CLEVELAND, OH 44109
14	08004607261670000172	17	850 JEFFERSON AVE, CLEVELAND, OH 44113
15	08004607261670000420	13	4303 PEARL RD, CLEVELAND, OH 44109
16	08004607261700000161	20	11602 LORAIN AVE, CLEVELAND, OH 44111
17	08004607261710000178	18	3706 PEARL RD, CLEVELAND, OH 44109
18	08004607261910001136	10	1980 STOKES BLVD, CLEVELAND, OH 44106
19	08004607261960000915	9	3830 E 131ST ST, CLEVELAND, OH 44106
20	08004607265000036749	20	850 jefferson Ave, CLEVELAND, OH 44113
21	08004607265000039831	10	7200 Broadway Ave POL, Cleveland, OH 44105
22	08004607265000040244	3	4303 Pearl Rd A/L, Cleveland, OH 44109
23	08004607265000040862	16	525 SUPERIOR AVE, CLEVELAND, OH 44114
24	08004607265000041062	19	3463 E 93rd St, Cleveland, OH 44104
25	08004607265000041155	11	14000 Kinsman Rd, Cleveland, OH 44120
26	08004607265000041540	21	3545 Fulton Rd POL, Cleveland, OH 44109
27	08004607265000041544	3	17133 Lake Shore Blvd, Cleveland, OH 44110
28	08004607265000042566	10	10200 SUPERIOR AVE, Cleveland, OH 44114

29	08004607265000043233	2	3805 W 157th St A/L, Cleveland, OH 44111
30	08004607265000043234	2	4421 W 140th St OAL, CLEVELAND, OH 44135
31	08004607265000043340	6	10200 Superior Ave A/L, Cleveland, OH 44114
32	08004607265000043341	14	2200 E 30th St, Cleveland, OH 44115
33	08004607265000043622	14	1980 Stokes Blvd, CLEVELAND, OH 44106
34	08004607265000044129	20	7910 DETROIT AVE, CLEVELAND, OH 44102
35	08004607265000341555	12	11535 SHAKER BLVD, CLEVELAND, OH 44120

**ELECTRIC SERVICE AGREEMENT  
GENERAL TERMS AND CONDITIONS**

This Electric Service Agreement ("Agreement") Is between Supplier and Customer and is dated and effective as of the date the Exhibit A is signed by both parties. To the extent there is a conflict in the terms, interpretation or understanding of this Agreement and Exhibit A, the terms of Exhibit A shall supersede the terms of this Agreement.

**1. ELECTRIC ENERGY SERVICES**

Supplier shall supply and deliver to Customer and Customer shall exclusively purchase and receive from Supplier all Retail Power as defined in Exhibit A, pursuant to the terms and conditions which are described in the attached Exhibit A and incorporated herein for all purposes. The Retail Power will be delivered to the interconnection between the transmission system of the applicable transmission provider and the Utility's ("Utility") distribution system ("Delivery Point"). Customer's Utility will be responsible for delivery of Retail Power to Customer's meter from the Delivery Point. The delivery of Retail Power over the Utility's distribution system is subject to the terms and conditions of the Utility's tariff relating to delivery and metering. Customer's Utility will send Customer a notice confirming the switch to Supplier for electricity (the "Confirmation"). Customer shall provide written notice as soon as practicable of any changes to Customer's Account and meter numbers and/or billing locations associated with Customer's delivery services. Customer is solely responsible for payments of all charges related to the delivery of the Retail Power from the Utility whether billed to Supplier or Customer and agrees to the full extent allowed by law to release Supplier from any liability, demand, or payment for same. Customer represents and warrants it is eligible to receive electric energy services from Supplier and that it has given all required notices to the supplier currently serving Customer, if applicable.

**2. TERM OF AGREEMENT**

After Supplier and the Utility process Customer's enrollment request, Retail Power delivery will begin for each Account with the first available meter reading date of the month noted under "Delivery Term Begins" in Table 1 or as soon as possible thereafter, and ends with the regularly scheduled meter reading date for the month noted under "Delivery Term Ends" in Table 1 on Exhibit A ("Term"). At the end of the Term of this Agreement, Supplier will return Customer to Utility default service, unless a written amendment has been executed to renew the Term. Notwithstanding the foregoing, the Term is subject to renewal pursuant to the conditions under Section 3, Monthly Renewal.

**3. MONTHLY RENEWAL**

This Agreement shall automatically continue on a monthly basis ("Renewal Term") at the rates determined by Supplier, which may vary from month to month. If Customer has not notified Supplier that Customer has elected to obtain Retail Power from another retail supplier, then Supplier may, in its sole discretion, place Customer on Renewal Term service or

Supplier may return Customer to Utility default service, thereby terminating this Agreement.

**4. PAYMENTS/INVOICES**

Supplier will issue an invoice via mail or e-mail based on actual usage data provided by the Utility as soon as practicable after the end of each Monthly Billing Cycle in which service was provided. Each invoice will include Supplier charges set forth in this Agreement and payments shall be sent to Supplier within thirty(30) Calendar Days following the issue date of each invoice, the "Due Date". Alternatively and upon mutual agreement of the Parties and approval by Utility, Supplier may issue an invoice that includes both Supplier charges set forth in this Agreement and the Utility's delivery service charges, in which case the Due Date shall be reduced to fourteen (14) days. All payments shall be made via an electronic method or check to the account specified on each invoice. Should the Utility fail to provide the customer's usage information to Supplier within five (5) Business Days after the published meter read date, Supplier reserves the right to provide the Customer with an estimated bill to be trued up in an Invoice that follows receipt of the actual bill. Amounts not paid on or before the Due Date shall be deemed delinquent and a late payment charge equivalent to one and one percent (1%) will be assessed each month on the unpaid balance ("Interest Rate"). If Customer in good faith disputes the correctness of any invoice rendered under this Agreement, then Customer shall 1) provide written explanation of the basis of the dispute to Supplier no later than the Due Date and 2) pay the undisputed portion of the amount invoiced no later than the Due Date. If the disputed amount is determined in good faith to have been due by Supplier, it shall be paid to Supplier within (ten (10)) Business Days of such determination, along with interest at the Interest Rate from and including the date such amount was due, but excluding the date paid. For purposes of this Agreement, "Business Day" shall mean any day except a Saturday, Sunday, or a Federal Reserve Bank holiday, and "Calendar Day" shall mean every day including Saturday, Sunday and Federal Reserve Bank holidays. Alternatively, if eligible, Customer will receive a single bill from the Utility that contains Supplier charges set forth in this Agreement and Utility charges. Customer will make payments to the Utility according to the Utility's billing rules and schedules. Failure to pay Supplier charges may result in the Account(s) being returned to the Utility's standard service and forfeiture of Customer's right to choose another retail electric service provider until past due amounts are paid. Failure to pay invoice charges may result in the Account(s) being disconnected in accordance with the Utility's business practices. If, due to Utility rules, any Account(s) become ineligible for a single bill from the Utility at any time during contract, then Supplier will issue an invoice for all ineligible Account(s). Supplier's invoice will reflect the Power Price for Retail Power times the kWh each month for those accounts billed by supplier, and Customer will make

payments to Supplier in the terms described above in Supplier billing.

If Customer is a state government entity as defined by its local government Prompt Payment Requirements Act indicated in Exhibit A, then, in such event, said Act shall control with regard to the calculation of payment due dates and late payment charges. All other provisions in this paragraph remain the same and are in effect.

#### **5. CUSTOMER INFORMATION**

Customer authorizes Supplier to receive current and historical energy billing and usage data from the Utility and such authorization shall remain in effect unless Customer rescinds such authorization in writing. Supplier reserves the right to cancel this Agreement in the event that Customer rescinds such authorization. Customer has the right to request from Supplier, twice within a twelve (12) month period without charge, up to twenty-four (24) months of Customer's payment history.

#### **6. TAXES**

Customer represents that it is a tax-exempt governmental entity and therefore is not responsible for any taxes. It is understood that Supplier is responsible for all taxes applicable prior to Supplier's delivery to the Delivery Point, and Supplier agrees to hold harmless and indemnify Customer from any liability, demand or payment for same.

#### **7. CREDIT**

Should Customer's creditworthiness or financial condition deteriorate following the date of this Agreement, Supplier may request adequate financial security from Customer in a form acceptable to Supplier as determined in a commercially reasonable manner. The failure of Customer to provide adequate financial security to Supplier within ten (10) Business Days of a written request by Supplier shall be considered an Event of Default under Section 14. For purposes of this Section, creditworthiness or financial condition shall be determined by Supplier in a commercially reasonable manner, based upon but not limited to, reasonable concern over Customer's payment pattern, discovery of negative or derogatory public information, and/or based upon a review of Customer's most recently audited annual financial statements or such other documents that may be necessary to adequately determine Customer's creditworthiness (which, if available, shall be supplied by Customer upon the reasonable request of Supplier). In addition, the determination of creditworthiness or financial condition may include consideration of the market exposure assumed by Supplier relevant to the liquidation value of this Agreement under Section 14.

#### **8. CONFIDENTIALITY**

To the extent permitted by the Ohio Public Records Act, Customer and Customer's agents and Supplier and/or Supplier's agents shall treat as confidential all terms and conditions of this Agreement, including all information and documentation exchanged by the Parties during the negotiations of this Agreement. Neither Party will disclose terms and conditions of this Agreement to any other party,

except as required by law. Notwithstanding the foregoing, Supplier and/or Supplier's agents and Customer and/or Customer's agents shall be allowed to acknowledge that an Agreement for Retail Power services does exist between the Parties.

#### **9. WARRANTY, DISCLAIMER AND LIMITATION OF LIABILITY**

Supplier warrants title to all Retail Power delivered hereunder, and sells such Retail Power to Customer free from liens and adverse claims to the delivery point. THIS IS SUPPLIER'S ONLY WARRANTY CONCERNING THE RETAIL POWER PROVIDED HEREUNDER, AND IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES AND REPRESENTATIONS, EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY OR OTHERWISE. UTILITY WILL PROVIDE DELIVERY SERVICES UNDER THIS AGREEMENT; THEREFORE, SUPPLIER IS NOT LIABLE FOR ANY DAMAGES RESULTING FROM FAILURE BY THE UTILITY OR RTO. SUPPLIER DOES NOT GUARANTEE UNINTERRUPTED SERVICE AND SHALL NOT BE LIABLE FOR ANY DAMAGES SUSTAINED BY CUSTOMER BY REASON OF ANY FAILURE, ALTERATION OR INTERRUPTION OF SERVICE. NEITHER PARTY SHALL BE RESPONSIBLE UNDER ANY CIRCUMSTANCES FOR ANY SPECIAL, INCIDENTAL, INDIRECT, EXEMPLARY, OR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF PROFITS, OR OTHER BUSINESS INTERRUPTION DAMAGES, BY STATUTE, IN TORT OR CONTRACT, UNDER ANY INDEMNITY PROVISION OR OTHERWISE, INCURRED BY THE OTHER PARTY.

#### **10. FORCE MAJEURE**

If a Party is prevented by Force Majeure from carrying out, in whole or part, its obligations under this Agreement (the "Claiming Party") and gives notice and details of the Force Majeure to the other Party as soon as practicable, then the Claiming Party shall be excused from the performance of its obligations under this Agreement (other than the obligation to make payments then due or becoming due with respect to performance prior to the Force Majeure). The Claiming Party shall remedy the Force Majeure with all reasonable dispatch. During the period excused by Force Majeure, the non-Claiming Party shall not be required to perform its obligations under this Agreement. "Force Majeure" shall mean an event or circumstance which prevents the Claiming Party from performing its obligations or causes delay in the Claiming Party's performance under this Agreement, which event or circumstance was not anticipated as of the date this Agreement was agreed to, which is not within the reasonable control of, or the result of the negligence of, the Claiming Party, and which, by the exercise of due diligence or use of good utility practice, as defined in the applicable transmission tariff, the Claiming Party is unable to overcome or avoid or cause to be avoided, such as, but not limited to: acts of God, fire, flood, earthquake, war, riots, strikes, walkouts, lockouts and other labor disputes that affect Customer or Supplier. Force Majeure shall not be based on 1) Customer's inability to economically use the Retail Power purchased hereunder;

or 2) Supplier's ability to sell the Retail Power at a price greater than the price under this Agreement.

#### 11. CHANGE IN LAW OR REGULATORY EVENT

In the event that any change in or enactment of any rule, regulation, Utility operating procedure, tariff, ordinance, statute, or law affecting the sale or transmission, distribution, or purchase or other obligation under this Agreement (including but not limited to any administrative ruling, interpretation, or judicial decision), of Retail Power to Customer affects Supplier's costs to deliver Retail Power, as determined in Supplier's reasonable discretion, Supplier shall, except in the instances where the change or enactment relates to the pricing or charges associated with Transmission, Ancillary Services or RPS, whereby those terms in Exhibit A are controlling, 1) provide written notice to Customer of the change, 2) specify the effect on price necessary to accommodate the impact of the legal and/or regulatory change, and 3) state the date upon which such new pricing shall be effective, which date shall not be less than thirty calendar (30) days from the date of the written notice and shall coincide with the next Monthly Billing Cycle invoice that follows the thirty calendar (30) day period. Customer agrees that it shall be bound by the new pricing set forth in the written notice described in the foregoing provision. Notwithstanding the foregoing, in the event that Supplier ever does so adjust the price as provided above, Customer shall have the right, within thirty (30) calendar days after Supplier's notice of such price increase, to terminate this Agreement upon thirty (30) calendar days prior written notice to Supplier; provided, however, in the event that Supplier should sustain a loss in liquidating the remaining power quantities under the Agreement as a result of Customer exercising such right to terminate the Agreement, Customer agrees to reimburse Supplier the amount equal to the product of (i) the Total Monthly Usage kWh in the Monthly Billing Cycles remaining in the Term after such termination multiplied by (ii) the Power Price for this Agreement minus the then current Market Value. Such amount shall be discounted to present value and due and payable on or before the date of Customer's termination. The Total Monthly Usage kWh in the Monthly Billing Cycles remaining in the Term shall be based upon, as applicable, (i) the monthly usage history provided by the Utility when the parties entered into this Agreement (adjusted for any added or deleted Accounts over the term), or (ii) Supplier's reasonably forecasted monthly usage requirements when the parties entered into this Agreement (adjusted for any added or deleted Accounts over the term). Market Value means the price that Supplier is able to obtain from the sale of the unpurchased/liquidated quantities. Supplier shall have a duty to use commercially reasonable efforts to obtain a commercially reasonable price for the sale of such quantities.

#### 12. ASSIGNMENT/CUSTOMER NAME CHANGE

This Agreement shall be binding on each Party's successors and permitted assigns. Neither Party shall assign this Agreement or its rights without the prior written consent of

the other Party, which consent shall not be unreasonably withheld; provided, however, 1) Supplier may assign its rights and obligations under this Agreement to an affiliate without consent of the Customer, or 2) the assigning party ("Assignor") shall be released from all liability under this Agreement if assignee agrees in writing to be bound by the terms and conditions and assumes the liability of Assignor under this Agreement.

If Customer undergoes a change of legal name during any term of this Agreement, Customer is responsible for notifying the Utility and Supplier of such change in Customer's legal name (such new name, the "New Name") as soon as practicable. Customer further agrees to take any and all steps as may be required by the Utility to continue as Supplier's customer or to re-enroll with Supplier.

#### 13. WAIVER

Except as otherwise set forth in this Agreement, failure or delay on the part of either Party to exercise any right, power, or privilege under this Agreement shall not operate as a waiver of such right, power or privilege of this Agreement.

#### 14. EVENTS OF DEFAULT

**Definition:** An "Event of Default" shall mean, with respect to a defaulting party (the "Defaulting Party"), the occurrence of any of the following: (a) the failure to make, when due, any payment required pursuant to this Agreement if such failure is not remedied within ten (10) Business Days (as such term is defined in Section 4 above) after receipt of written notice of such failure; (b) any representation or warranty made by such Party herein is false or misleading in any material respect when made or when deemed made or repeated; (c) the failure to perform any material covenant or obligation set forth in this Agreement (except to the extent constituting a separate Event of Default, and except for such Party's obligations to deliver or receive where such Party has made payments due for such failure to deliver or receive) if such failure is not remedied within ten (10) Business Days (as such term is defined in Section 4 above) after receipt of written notice by Supplier to Customer; (d) such Party (1) files a petition or otherwise commences, authorizes or acquiesces in the commencement of a proceeding or cause of action under any bankruptcy, insolvency, reorganization or similar law, or has any such petition filed or commenced against it, (2) makes an assignment or any general arrangement for the benefit of creditors, (3) otherwise becomes bankrupt or insolvent (however evidenced), or (4) has a liquidator, administrator, receiver, trustee, conservator or similar official appointed with respect to it or any substantial portion of its property or assets as part of bankruptcy proceeding or reorganization for the benefit of creditors; (e) the failure of Customer to satisfy the creditworthiness/collateral requirements under Section 7 of this Agreement; or (f) a Party consolidates or merges with or into, or transfers all or substantially all of its assets to another entity and, at the time of such consolidation, amalgamation, merger or transfer, the resulting, surviving or transferee entity fails to assume all the obligations of such Party under this Agreement, or the

resulting, surviving or transferee entity does not satisfy the creditworthiness requirements/collateral requirement set forth in Section 7 of this Agreement (each, an "Event of Default").

**Suspension and Early Termination:** If an Event of Default occurs, the non-defaulting Party ("the Non-Defaulting Party") may, at its option and in its sole discretion after providing the other Party with the opportunity to remedy such default as provided above, 1) suspend its performance under this Agreement, or 2) terminate this Agreement ("Early Termination"), at which Early Termination, the Non-Defaulting Party shall have the right to liquidate this Agreement and to demand payment of, which the defaulting Party ("the Defaulting Party") shall pay upon invoice, a settlement amount which shall be equal to a) if Customer is the Defaulting Party, any unpaid invoices plus the positive difference (if any) of the Power Price minus the Market Price multiplied by the Total Monthly Usage kWh in the Monthly Billing Cycles remaining in the Term or Renewal Term, or b) if Supplier is the Defaulting Party, the net result of any unpaid invoices by Customer to Supplier and, the positive difference (if any) of the Market Price minus the Power Price multiplied by the Total Monthly Usage kWh in the Monthly Billing Cycles remaining in the Term or Renewal Term. Any such calculation shall be discounted to present value, plus other costs, expenses and charges under this Agreement which the Non-Defaulting Party incurs as a result of such Early Termination, in addition to and without prejudice to any right of setoff, recoupment, combination of accounts, lien or other right to which the Non-Defaulting Party is otherwise entitled, whether by operation of law, equity, contract or otherwise as a result of the Event of Default and early termination of this Agreement, subject to any limitations on liability as set forth in Section 9 WARRANTY, DISCLAIMER AND LIMITATION OF LIABILITY. For the purposes of this section "Market Price" shall mean the amount, as determined by the Non-Defaulting Party, that a bona fide third party would pay for the subject kWh at the then current prevailing energy prices. The non-Defaulting Party may consider, among other things, quotations from the leading dealers in the wholesale energy industry, internally developed forward market prices and other bona fide third party offers as commercially available to the Non-Defaulting Party, which will be adjusted, as necessary, for the period and differences in transmission costs, volume, and other factors, as reasonably determined by the Non-Defaulting Party.

#### 15. MISCELLANEOUS

This Agreement constitutes the entire agreement of the parties with respect to the subject matter of this Agreement and supersedes and extinguishes any and all prior oral or written agreements between the parties concerning the subject matter of this Agreement. This Agreement may only be modified or amended through a written document signed by both parties. Except as otherwise set forth in this Agreement, failure or delay on the part of Supplier to exercise any right, power, or privilege under this Agreement shall not

operate as a waiver of such right, power or privilege of this Agreement.

#### 16. FORWARD CONTRACT/NON-UTILITY ACKNOWLEDGEMENT

The Parties agree this Agreement is construed and understood to be a "forward contract" as defined by the U.S. Bankruptcy Code. Each party agrees that, for purposes of this Agreement, the other party is not a "utility" as such term is used in Section 366 of the U.S. Bankruptcy Code, and each party waives and agrees not to assert the applicability of the provisions of such Section 366 in any bankruptcy proceeding wherein such party is a debtor.

#### 17. RESOLUTION OF DISPUTES/ARBITRATION

If a question or controversy arises between the Parties concerning the observance or performance of any of the terms, provisions or conditions contained herein or the rights or obligations of either Party under this Agreement, such question or controversy shall in the first instance be the subject of a meeting between the Parties to negotiate a resolution of such dispute. Such meeting shall be held within fifteen (15) days of a written request by either Party. If within fifteen (15) days after that meeting the Parties have not negotiated a resolution or mutually extended the period of negotiation, the question or controversy may be resolved by arbitration in accordance with arbitration procedures established from time to time by the American Arbitration Association ("AAA") if both Parties agree. The panel of arbitrators to be provided shall be competent in their expertise and qualifications to understand and arbitrate the dispute. In addition to the arbitration procedures established by the AAA, arbitration shall be conducted pursuant to the Federal Rules of Evidence. The arbitrators may award only damages as allowed for by this Agreement, and attorney fees and other legal costs. Any decision and award of the majority of arbitrators shall be binding upon both Parties. Judgment upon the award rendered may be entered in any court of competent jurisdiction.

#### 18. EXECUTION

Customer may provide Supplier with an executed facsimile copy of the Agreement, or other form of an electronic execution of the Agreement, and in such event the Agreement is binding on the Parties upon acceptance and execution by Supplier, and shall be deemed an original.

#### 19. CHANGES IN CONSUMPTION

Customer will provide Supplier advanced notification of any planned shut-downs or known or anticipated changes to Customer's operations that will have an impact on Supplier's ability to accurately forecast Customer's load and/or notice of any Account closings that may occur or may be expected to occur during the Term. Supplier may incorporate a request that Customer provide a periodic production or load forecast, to the extent practicable, to aid in forecasting Customer's load requirements as part of the terms of this Agreement.

**20. CUSTOMER SERVICE**

For questions about your invoice or Supplier service, please contact our Customer Care Department by calling Supplier at

the toll free number listed on the Notices Schedule. To report a service outage in an emergency or for any other questions, please contact your Utility directly.



## PURCHASE AGREEMENT

This Purchase Agreement ("Agreement") is made and entered by and between BSL-Applied Laser Technologies LLC ("ALT") an Ohio limited liability company with a principal place of business at 4560 Johnson Parkway, Cleveland, OH 44128, and the Cleveland Public Library, a body politic and corporate with a principal place of business at 325 Superior Avenue, Cleveland, Ohio 44114 ("CPL"), on the date last signed below.

### RECITALS

WHEREAS, The Cleveland Public Library engaged in a formal request for proposal ("RFP") process to provide Print Management Services Firms an opportunity to present proposals for providing multifunction devices, printers, pay stations, and other printing equipment to CPL;

WHEREAS, CPL received six (6) proposals in response to the RFP;

WHEREAS, CPL reviewed all of the proposals for their responsiveness to the requirements contained in the RFP, and selected three (3) of the top six (6) vendors to participate in in-person interviews;

WHEREAS, Following the interviews, the Library selected Applied Laser Technologies as the most qualified, responsive, and best vendor based on its proposal and the interview with its president;

NOW THEREFORE, for and in consideration of the mutual promises contained in this Agreement, CPL and ALT hereby agree as follows:

- Section 1. **Product.** ALT shall sell to CPL the multifunction devices, pay stations, printers, and equipment (hereinafter referred to as the "Equipment") described in ALT's proposal and equipment list which are attached hereto and collectively incorporated herein as Exhibits "A" and "B," respectively. ALT shall ensure that the Equipment are in brand new condition, shipped in factory packaging, and complete with all documentation and literature issued by the manufacturer.
- Section 2. **Delivery and Installation.** ALT and CPL shall mutually agree upon a schedule for the delivery of the Equipment, and ALT shall deliver and install the Equipment at the respective locations as described in Exhibit "B."

Section 3. **Payment Terms.**

- 3.1. **Purchase Price.** ALT shall provide the Equipment to CPL at the prices indicated in its price proposal which is attached hereto and incorporated herein as Exhibit "C" for a total sum of Five Hundred Three Thousand Nine Hundred Sixty-One Dollars and Fifty-Seven Cents (\$503,961.57) (the "Purchase Price").
- 3.2. **Payment.** CPL shall remit payment to ALT via automated clearing house on the Friday of any given week in which CPL accepts, pursuant to Section 4 below, some or all of the Equipment on the preceding Monday, Tuesday, or Wednesday. If CPL accepts some or all of the Equipment on a Thursday or Friday, then CPL shall remit payment to ALT via automated clearing house no later than the Friday of the week immediately following acceptance.
- 3.3. **No Sales Tax.** ALT shall be solely responsible for any sales or other taxes imposed upon the transaction which is the subject of this Agreement. CPL shall provide ALT with an appropriate certification of CPL's sales tax exemption upon request.

Section 4. **Acceptance.** After delivery and installation of the Equipment, acceptance by CPL will occur upon completion of satisfactory acceptance testing based upon testing criteria set forth in Exhibit "D" and execution of the Customer Acceptance Document attached as Exhibit "E".

CPL will issue a notice of noncompliance if the Equipment does not meet the testing criteria or warranties in this Agreement. If CPL issues a letter of noncompliance, ALT will have thirty (30) calendar days to correct the problems listed in the noncompliance letter. If CPL has issued a noncompliance letter, the Equipment will not be accepted until CPL issues a letter of acceptance indicating that each problem noted in the noncompliance letter has been cured. If the problems have been fixed during the thirty (30) day period, CPL will execute the Customer Acceptance Document within fifteen (15) days after all defects have been fixed. If ALT fails to fix the problems, ALT will be in default of this Agreement without a cure period, and CPL may terminate this Agreement in accordance with Section 14.

Section 5. **Warranty and Maintenance.** ALT shall furnish the Equipment with standard manufacturer's warranties and shall maintain, service, and, if necessary, replace the Equipment according to the Agreement for Print Management Services entered into by the parties. ALT warrants that the Equipment is merchantable and fit for its intended use.

Section 6. **Representations.** ALT represents and warrants to CPL as follows:

- a. ALT's performance under this Agreement will be in accordance with sound professional standards and the requirements of this Agreement and without any material defect;
  - b. ALT has been duly-authorized to enter into this Agreement; and
  - c. ALT is not subject to an unresolved finding for recovery under Ohio Revised Code Section 9.24. If this warranty was false on the date the parties signed this Agreement, then this Agreement is void ab initio.
  
- Section 7. **Compliance with Applicable Laws.** ALT shall observe and comply with all applicable rules, regulations, requirements, and directions of any governmental authority which may pertain to its activities under this Agreement, including without limitation, Ohio Revised Code Chapter 1302, Commercial Transactions, Sales. The parties expressly agree that this Agreement constitutes a contract for the sale of goods as defined in R.C. § 1302.01 and is, therefore, subject to provisions of R.C. Chapter 1302.
  
- Section 8. **Indemnification.** ALT shall defend, hold harmless and indemnify CPL, its officers and employees, from and against any and all claims, demands, losses, costs, damages, expenses and liabilities, including reasonable attorney fees and costs, arising out of or attributable to ALT's breach of this Agreement. Notwithstanding the foregoing, this provision shall survive the termination of this Agreement.
  
- Section 9. **Risk of Loss.** Title to the Equipment will pass to CPL upon delivery of the Equipment to CPL. All risk of loss with regard to the Equipment shall remain with ALT until title to the Equipment passes to CPL.
  
- Section 10. **Modification or Termination of Agreement.** CPL reserves the right to terminate this Agreement for any reason upon thirty (30) days advanced written notice to ALT at the notice address contained in the first paragraph of this Agreement. Unless this Agreement is terminated as a result of ALT's default, ALT shall be compensated for Equipment accepted prior to the effective date of the termination, as documented in a final invoice. Such compensation shall be ALT's exclusive remedy in the case of termination for convenience. CPL further reserves the right to cancel some of the Equipment to be provided under this Agreement in the event CPL deems it necessary or desirable, in which event the purchase price will be reduced in proportion to the Equipment eliminated. All Equipment once accepted by CPL shall remain the property of CPL.
  
- Section 11. **Default Remedies.** In addition to any rights and remedies which either party may have at law or in equity (which are declared to be cumulative and not exclusive) this Agreement may be terminated by either party if the other party fails to observe or perform any obligation under this Agreement and such failure continues for a period of thirty (30) days after

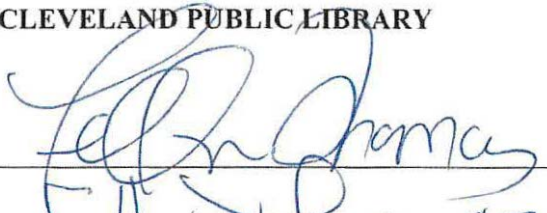
written notice thereof is given to the defaulting party at the notice address in the first paragraph of this Agreement.

- Section 12. **Assignment and Subcontracts.** ALT shall not subcontract, in whole or in part, any of the services to be provided under this Agreement, or assign or transfer any of its rights or obligations under this Agreement without first obtaining the prior written consent of CPL.
- Section 13. **Independent Contractor.** The parties intend that ALT shall be an independent contractor and that nothing in this Agreement shall be deemed or construed as creating a principal, agent, partnership, joint venture, or exclusive dealing relationship between the parties. ALT will be fully and solely responsible for the supervision, control, performance, compensation, benefits, withholdings, and workers compensation coverage of all its employees and agents. Employees of ALT are not "public employees" for the purpose of membership in the Ohio Public Employees Retirement System.
- Section 14. **Equal Opportunity.** ALT will not discriminate in its employment practices on the basis of race, religion, age, sex, color, disability, national or ethnic origin.
- Section 15. **Choice of Law.** This Agreement shall be construed, governed, and enforced in accordance with the laws of the State of Ohio.
- Section 16. **Waiver.** No failure on the part of either party to exercise, and no delay in exercising, any right, power or privilege hereunder operates as a waiver thereof; nor does any single or partial exercise of any right, power or privilege hereunder preclude any other or further exercise thereof, or the exercise of any other right, power or privilege.
- Section 17. **Entire Agreement.** This Agreement and any exhibits hereto constitute the entire agreement between the parties pertaining to the subject matter hereof; supersedes any and all prior agreements, proposals, letters of intent, understandings, negotiations and discussions of the parties, whether oral or written, relating to the subject matter hereof; and shall be binding upon the parties' respective successors and permitted assigns. In the event of a conflict between the terms of this Agreement and any exhibits hereto, the terms of this Agreement shall prevail.
- Section 18. **Severability of Provisions.** If any part of this Agreement is found by a court of competent jurisdiction or other competent authority to be invalid, unlawful, or unenforceable, then such part shall be severed from the remainder of this Agreement, which shall continue to be valid and enforceable to the fullest extent permitted by law.

Section 19. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which together will constitute one and the same agreement. Faxed signatures or signatures in PDF copies transmitted via e-mail will be deemed original signatures for all purposes.

By the signatures of their duly authorized representatives below, ALT and CPL, intending to be legally bound, agree to all of the provisions of this Agreement, including any and all exhibits attached hereto.

**THE CLEVELAND PUBLIC LIBRARY**

By:   
Felton Thomas, CEO  
Printed Name and Title

6/20/19  
Date

**BSL-APPLIED LASER TECHNOLOGIES LLC**

By:   
Tyler L. Spey\_President

6/12/19  
Date

## AGREEMENT FOR PRINT MANAGEMENT SERVICES

**THIS AGREEMENT** ("Agreement") for Print Management Services is entered into by and between BSL-Applied Laser Technologies LLC, a limited liability company organized under the laws of the State of Ohio, with a principal place of business located at 4560 Johnson Parkway, Cleveland, OH 44128, hereinafter referred to as "Contractor", and the Cleveland Public Library, a body corporate and politic with a principal place of business located at 325 Superior Avenue, Cleveland, Ohio 44114 (the "Library" or "CPL") (collectively, the "Parties") as of the date last signed below.

### RECITALS

WHEREAS, The Library engaged in a formal request for proposal ("RFP") process to provide Print Management Services Firms an opportunity to present their qualifications, experience, and conceptual approach to providing the scope of services in relation to the needs of the Library;

WHEREAS, The Library received six (6) proposals in response to the RFP;

WHEREAS, The Library reviewed all of the proposals for their responsiveness to the requirements contained in the RFP, and selected three (3) of the top six (6) vendors to participate in in-person interviews;

WHEREAS, Following the interviews, the Library selected Applied Laser Technologies as the most qualified, responsive, and best vendor based on its proposal and the interview with its president;

NOW THEREFORE, for and in consideration of the mutual promises contained herein, Contractor and the Library hereby agree as follows:

#### **Section 1. SCOPE, CONTRACT DOCUMENTS, AND TERM.**

- 1.1 Contractor shall provide the Library professional services (the "Services"), as from time to time ordered by the Library, in accordance with the terms and conditions of this Contract.
- 1.2 This Contract consists of multiple documents as follows in order of precedence, each of which are incorporated herein and made a part hereof for all purposes as if fully set forth herein:
  - This Contract Form;
  - The Cleveland Public Library's request for submittal of a Proposal, which is attached hereto as Exhibit "A";
  - Contractor's Technical Proposal, which is attached hereto as Exhibit "B";
  - Contractor's Price Proposal, which is attached hereto as Exhibit "C";
  - Contractor's Equipment & Maintenance Agreement and Sales Order Form,

- which are collectively attached hereto as Exhibit "D"; and
- Statements of work, if any, issued from time-to-time, pursuant to this Contract (each of which is incorporated in this Contract whether or not physically attached hereto).

In the event of a conflict of the terms of this Contract Form and any documents incorporated hereto, the terms of this Contract Form shall prevail.

- 1.3. This Contract shall be in effect from July 1, 2019, through June 30, 2022 unless otherwise extended, expired or terminated pursuant to this Contract. The Library may renew this Agreement up to two (2) times for renewal terms of twelve (12) months each (initial three (3) year term with up to two (2) 12-month renewals) under the same terms and at the same price as the initial three (3) year term.

## **Section 2. PROFESSIONAL SERVICES.**

- 2.1 The Contractor shall perform the Project as described in Exhibits "B" and "D." The Services shall be performed in accordance with the schedule included in Exhibit "D", or, if no such schedule is included, in accordance with a schedule agreed upon in writing by the parties at a future date and adopted as an amendment to Exhibit "D". The Contractor shall perform the Project as expeditiously as is consistent with good professional skill and care and the orderly progress of the Project.
- 2.2 The Contractor shall perform the Project in accordance with the standard of care and skill ordinarily exercised by members of the same profession with equivalent expertise and experience with similar projects currently practicing in their respective fields.
- 2.3 The maximum fee for the Contractor's professional services shall be as set forth in Exhibit "C." The Contractor's fees for services required to complete the Project shall not exceed the maximum fee.
- 2.3 The Cleveland Public Library will designate a staff member to act as coordinator ("Project Coordinator") between the Library and the Contractor. Throughout this period of the Project, copies of all correspondence, work products, specifications, estimates and other materials prepared by the Contractor should be directed to the Project Coordinator and also to any other Library personnel designated by the Project Coordinator. Direct contact or communication by the Contractor with other Library offices or any other entity concerning the Project shall be made only with the prior knowledge and consent of the Project Coordinator.
- 2.4 The professional services team for the Project shall be the same team identified in the Contractor's submittal responding to the Library's solicitation unless (a) a change is requested by the Contractor and approved in writing by the Project Coordinator; or (b) a change is requested in writing by the Project Coordinator

for good cause, in which case the Contractor will make an appropriate substitution, subject to the Library's approval, and notify the Library in writing. Major changes in the Contractor's organization or personnel (other than the Contractor's Team) shall be reported to the Library in writing as they occur.

- 2.5 All terms and conditions of the Library's solicitation, and any amendments thereto, are made a part of this Agreement unless expressly contradicted by a term and condition of this Agreement. Proposals or suggestions of the Contractor for changes in the solicitation or the terms and conditions of the contract are not binding upon the Library and are not a part of this Agreement unless set forth in an amendment of the solicitation or in this Agreement and agreed to in writing by the Library.

### **Section 3. FEES AND PAYMENT.**

- 3.1 Contractor's fees shall not exceed the rates set forth in Exhibit "C."
- 3.2 As compensation for satisfactory performance of Services, the Library will pay Contractor no later than thirty (30) days after the Library's receipt of a proper invoice from the Contractor. A purchase order number must be included on all invoices submitted to the Library for payment.
- 3.2.1. Payment requests (invoices) shall be submitted electronically to Accounts Payable at [accounting@cpl.org](mailto:accounting@cpl.org). Contractor may also send the invoices to Cleveland Public Library, Accounting Department, 325 Superior Avenue, Cleveland, Ohio 44114. The Library's current purchase order number, issued for accounting purposes only, must be noted on all invoices.
- 3.2.2. The Contractor shall cooperate with the Library's internal requisition process, and the Contractor acknowledges that the Library shall have no obligation to make payments under this Agreement until such time as a purchase order is issued and completed.
- 3.3 The Contractor shall be solely responsible for any sales or other taxes imposed upon the compensation. The Library shall provide the Contractor with an appropriate certification of the Library's sales tax exemption upon request.

### **Section 4. INSURANCE.**

- 4.1 At all times during the Term of this Agreement, the Contractor shall maintain, with a company authorized to do business in the State of Ohio, and shall require that subcontractor's secure, pay the premiums for and keep in force until the expiration of this contract, and any renewal thereof, adequate insurance as provided below:
- Commercial General Liability Insurance including all extensions
    - Not less than \$1,000,000 each occurrence;



Not less than \$1,000,000 personal injury;  
 Not less than \$2,000,000 products/completed operations aggregate; and  
 Not less than \$2,000,000 general aggregate.

- Worker's compensation per statutory requirements.
- Professional liability insurance in an amount not less than \$1,000,000.

4.1.1 The Contractor's comprehensive liability insurance policy shall contain endorsements or provisions waiving the insurer's rights of subrogation against the Library, and the Contractor shall name the Board of Trustees of the Cleveland Public Library, its officers and employees, as additional insureds on its liability insurance.

4.1.2 The above-described general liability coverage may be obtained through the combination of a general liability policy and an excess/umbrella policy.

4.1.3 Prior to the commencement of the Term of this Agreement, the Contractor shall deliver to the Library a certificate of insurance and additional insured endorsements to such policy (all in form and substance acceptable to the Library), evidencing the insurance coverage required hereunder.

## **Section 5. WORK PRODUCT.**

- 5.1 Contractor shall complete all reports and presentations required by the Library and other reports set forth in the Scope of Work.
- 5.2 Contractor agrees that all research, notes, data, computations, estimates, reports or other documents or work product obtained by or produced by Contractor under this Agreement (the "Work") shall be the sole and exclusive property of the Library. Upon the Library's request or upon the expiration or termination of this Agreement, Contractor shall deliver or return all copies of the Work to the Library. The Contractor is permitted, subject to its obligations of confidentiality, to retain one copy of the Work for archival purposes and to defend its work product.
- 5.3 Notwithstanding the terms of Paragraph 5.2, Contractor is permitted to retain all rights to the intellectual capital (including without limitation, ideas, methodologies, processes, inventions and tools) developed or possessed by the Contractor prior to, or acquired during, the performance of the Services under this Agreement.
- 5.4 Contractor and Library intend this Agreement to be a contract for services and each considers the Work to be a work made for hire. If for any reasons the Work would not be considered a work made for hire under applicable law, Contractor does hereby sell, assign and transfer to Library, its successors, assigns, the entire right, title and interest in and to the copyright and any registrations and copyright

applications relating thereto and renewals and extensions thereof, and in and to all works based upon, derived from or incorporating the Work, and in and to all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or equity for past, present, or future infringement based on the copyrights, and in and to all rights corresponding to the foregoing throughout the world.

- 5.5 Contractor agrees to execute all documents and to perform such other proper acts as Library may deem necessary to secure for Library the rights in the Work.
- 5.6 In the event of loss of any data or records necessary for the performance of this Contract where such loss is due to the error or negligence of the Contractor, the Contractor shall be responsible, irrespective of cost to the Contractor, for recreating such lost data or records.

#### **Section 6. EVALUATION AND ACCEPTANCE PROCEDURE.**

- 6.1 Upon completion and delivery of each deliverable, excluding consumables, by Contractor, Library will begin the evaluation and acceptance process, which shall include, but not be limited to, the steps described below. Payments in accordance with Section 3 of this Contract will be based on the completion/delivery of a deliverable by Contractor and acceptance by Library of each deliverable, and any warranty term shall commence upon acceptance. Contractor will demonstrate to Library that the deliverable has been completed or has occurred and will provide Library with written notice of the same.
- 6.2 Within the time period specified in the Agreement including any Contract Amendments, or if not specified, then within thirty (30) business days of receipt by Library of a scheduled deliverable from Contractor, Library shall determine whether such deliverable Materially Conforms to any specifications or representations made or provided by the Contractor. As used herein, the term "Materially Conforms" means that the deliverable is ready to be used in production and meets or exceeds its intended functionality and performance. If the deliverable Materially Conforms to the specifications, then Library will provide written confirmation to Contractor that the deliverable is accepted.
- 6.3 If the deliverable does not Materially Conform, Library shall immediately return it to Contractor with a written list of deficiencies. Contractor, at no additional cost to Library, shall thereafter make all appropriate and necessary fixes to the deliverable and return it to Library within the time period specified, or if not specified, then within five (5) business days for further testing by Library. If the deliverable again fails to Materially Conform then this same process will be repeated one more time. If the deliverable fails to Materially Conform to the specifications after delivery for the second time then Library may, at its sole discretion, (a) further extend the timeframe for cure and (b) extend the warranty period, if applicable, or (c) begin the termination process as defined in Section 12 of this Agreement. If Library does not elect to terminate this Agreement after the

second failure, it has not automatically waived its right to do so following any additional failed attempt at correction by Contractor to which the parties may agree.

- 6.4 If the Contractor fails to meet the testing period described above, or any other periods of time as mutually agreed to, the Library may declare the Agreement in material breach and begin the termination process as defined in Section 12 of this Agreement.

**Section 7. INTELLECTUAL PROPERTY.**

- 7.1 Neither party may use the other party's name, trademarks or other proprietary identifying symbols without the prior written approval of the other party.
- 7.2 Contractor agrees to defend upon request and indemnify and hold harmless Library, its officers, agents and employees with respect to any claim, action, cost or judgment for patent infringement, or trademark or copyright violation arising out of purchase or use of materials, software, supplies, equipment or services under this Agreement.
- 7.3 The Contractor is the owner or authorized user of the Contractor's software and all of its components, to the best of Contractor's knowledge and does not violate any patent, trademark, trade secret, copyright or any other right of ownership of any third party.

**Section 8. CONFIDENTIAL INFORMATION AND RECORDKEEPING.**

**8.1 Confidential Information.**

8.1.1 Contractor acknowledges and understands that in connection with this Agreement, the performance of the Services and otherwise, Contractor has had or shall have access to, has obtained or shall obtain, or has been or shall be given the Library's Confidential Information (as defined herein). For purposes of this Agreement, "Confidential Information" means all information provided by the Library to Contractor, including without limitation information concerning the Library's business strategies, political and legislative affairs, patrons, employees, vendors, contractors, patron records, customer lists, finances, properties, methods of operation, computer and telecommunications systems, and software and documentation. Confidential information includes information in any and all formats and media, including without limitation oral, and includes the originals and any and all copies and derivatives of such information.

8.1.2 Contractor shall use the Confidential Information only if and when required for the performance of the Services, and for no other purpose whatsoever, and only by Contractor employees engaged in that performance.

8.1.3 Contactor shall not, in any manner whatsoever, disclose, permit access to, or allow use of Confidential Information to any person or entity except as specifically permitted or required under this Contract.

8.1.4 Contractor may disclose Confidential Information as required by legal process. If Contractor is required by legal process to disclose Confidential Information, Contractor shall immediately notify the Library, and before disclosing such information shall allow Library reasonable time to take appropriate legal action to prevent disclosure of the Confidential Information.

8.1.5 Contractor's obligations with respect to Confidential Information shall survive the expiration or the termination of this Contract.

8.1.6 Contractor acknowledges that Contractor's failure to comply fully with the restrictions placed upon use, disclosure and access to Confidential Information may cause the Library grievous irreparable harm and injury. Therefore, any failure to comply with the requirements of this Article 8 shall be a material breach of this Agreement.

8.1.7 Contractor shall forward any request for disclosure of Confidential Information to:

Legal Services Department  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114

8.1.8 Except to the extent otherwise required by applicable law or professional standards, the obligations under this section do not apply to information that (a) is or becomes generally known to the public, other than as a result of disclosure by Contractor, (b) had been previously possessed by Contractor without restriction against disclosure at the time of receipt by Contractor, (c) was independently developed by Contractor without violation of this Agreement, or (d) Contractor and the Library agree in writing to disclose. Contractor shall be deemed to have met its nondisclosure obligations under this section as long as it exercises the same level of care to protect the Confidential Information as it exercises to protect its own confidential information, except to the extent that applicable law or professional standards impose a higher requirement.

8.1.9 All Confidential Information received by Contractor shall be returned to the Library or destroyed upon completion or termination of this Agreement.

8.2. **Recordkeeping.** The Contractor shall maintain all records with respect to the matters covered by this Agreement for a period of three (3) years after receipt of the final payment under this Agreement. If requested, the Contractor shall provide the Library access during normal business hours to all books, accounts, records, reports, files and other papers or property of the Contractor that pertain to the compensation received

under this Agreement at any time during the term and for a period of three years thereafter.

**Section 9. SECURITY.**

- 9.1 The Contractor shall: (i) establish and maintain industry standard technical and organizational measures to help to protect against accidental damage to, or destruction, loss, or alteration of the materials; (ii) establish and maintain industry standard technical and organizational measures to help to protect against unauthorized access to the Services and materials; and (iii) establish and maintain network and internet security procedures, protocols, security gateways and firewalls with respect to the Services. Contractor software and its components are equipped and/or designed with systems intended to prevent industry known system attacks (e.g., hacker and virus attacks) and unauthorized access to confidential information.
- 9.2 The Contractor shall report any confirmed or suspected breach of Library data to CPL's IT Helpdesk Support Team within one hour of discovery or detection. Any confirmed or suspected computer security incidents not resulting in breach of Library data shall be reported to CPL's IT Helpdesk Support Team within twelve (12) hours of discovery or detection.
- 9.3 The Contractor shall also follow strong identity management characteristics and practices, requiring users to adhere to organizational usage, construction, and change requirements.
- 9.4 The Contractor shall also configure and maintain network to be suitably hardened against security threats and ensure adequate performance.
- 9.5 The Contractor shall, upon the termination of this Agreement, make available to CPL a complete and secure (i.e., encrypted and appropriately authenticated) download file of customer data, sales, and product information in .xml format including all schema and transformation definitions and/or delimited text files with documented, detailed schema definitions along with attachments in their native format. The Contractor further warrants that all data and content pertaining to CPL's buying programs is solely owned by CPL and shall not be transferred or disclosed to any Parties without the written consent from CPL.

**Section 10. RELATIONSHIP OF THE PARTIES.**

- 10.1 The Parties intend that the Contractor shall be an independent contractor, and that nothing in this Agreement shall be deemed or construed as creating a principal, agent, partnership, joint venture, or exclusive dealing relationship between the Parties. The Contractor shall be fully and solely responsible for the

supervision, control, performance, compensation, benefits, withholdings, and workers compensation coverage of any of its employees and agents, including those employees and agents providing services under this Agreement. The Contractor agrees that its employees and agents are not “public employees” for purposes of membership in the Ohio Public Employees Retirement System (OPERS), and that by mandating compliance with all applicable labor laws, the Library is not creating an employment relationship with Contractor’s employees.

- 10.2 Each party reserves the right to review all press releases or other public communications of the other party that may affect the party’s public image, programs or operations.

**Section 11. INDEMNIFICATION.** The Contractor shall defend, hold harmless and indemnify the Library, the Board of Trustees, its officers, employees, and agents, from and against any and all claims, demands, losses, costs, damages, expenses and liabilities, including reasonable attorney fees and costs, arising out of or attributable to: (a) the acts or omissions of the Contractor, its employees and agents in connection with services provided under this Agreement; (b) the Contractor’s breach of this Agreement; or (c) any employment claim or lawsuit brought against the Library by an employee of the Contractor. This provision shall survive the termination of this Agreement. The Contractor shall be responsible and liable to the Library under this Section 11 for any damage to the Library’s property and for any injuries to persons (including death) resulting or arising from the acts or omissions of the Contractor, its employees, and agents.

**Section 12. TERMINATION, EXTENSION, AND SUSPENSION.**

- 12.1 Termination for Default. “Default” shall mean: the failure of either party to observe or perform any obligation under this Agreement when such failure continues for a period of thirty (30) days after written notice thereof is given to the party failing to perform at the notice address in the first paragraph of this agreement. If a party is in Default of this Agreement, the non-defaulting party may terminate this Agreement in its entirety. If the Library terminates this Agreement or any part thereof due to Contractor’s default or due to material changes in its operations and or programming caused by adverse changes in funding, labor relations, or other external cause, then the Library shall pay Contractor for all work properly done under this Agreement up to the termination of this Agreement. The right of termination is in addition to any rights and remedies which either party may have at law or in equity (which are declared to be cumulative and not exclusive).
- 12.2 Termination for Convenience. The performance of work under this Agreement may be terminated by the Library in accordance with this clause in whole, or from time to time in part, whenever the Library shall determine that such termination is in the best interest of the Library. The Library will pay all reasonable costs associated with this Agreement that the Contractor has incurred up to the date of

termination and all reasonable costs associated with termination of the Agreement. However, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of CPL's Procurement Policies and Procedures.

- 12.3 Delays and Extension of Time. The Contractor agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made by it for any delays or hindrances from any cause whatsoever during the progress of any portion of the work specified in this Contract. Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to, acts of God, acts of public enemy, acts of another Contractor in the performance of a contract with the Library, changes in law or regulation, action by government or other competent authority, fires, earthquakes, floods, epidemics, quarantine restrictions, strikes, freight embargoes, malicious or criminal acts of third parties, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractors or suppliers.
- 12.4 Suspension of Work. The Procurement Officer unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of its performance for such period of time as the Procurement Officer may determine to be appropriate for the convenience of the Library.
- 12.5 Force Majeure. "Force Majeure" shall mean any contingency beyond the affected party's reasonable control that prevents a party from complying with its obligations hereunder, including, without limitation, acts of God, terrorism, riots, acts of war, declared states of emergency, and threatened or actual labor strikes. If either party believes that a Force Majeure event has occurred, then it shall notify the other party in writing as soon as possible but no later than ten (10) days following the occurrence of the Force Majeure event, and the non-declaring party may dispute the declaration that Force Majeure event has occurred within five (5) days of receipt of notification thereof. If the Parties agree that a Force Majeure event has occurred, each party's obligation to perform under this Agreement shall be subject to temporary permitted excuse to the extent that such performance is prevented by Force Majeure. If the Force Majeure event has not been resolved within thirty (30) days after its occurrence, either party may elect to terminate this Agreement, and Contractor shall be compensated for all work properly done under this Agreement in accordance with Section 3 above.

### **Section 13. MISCELLANEOUS.**

- 13.1 Subcontracting and Assignment.

13.1.1 The Contractor may not subcontract any portion of the Services provided under this Agreement without obtaining the prior written approval of the Library nor may the Contractor assign this Agreement or any of its rights or obligations hereunder, without the prior written approval of CPL. The Library shall not be responsible for the fulfillment of the Contractor's obligations to subcontractors. Any such subcontract shall be subject to any terms and conditions that the Library deems necessary to protect its interests. Contractor shall remain responsible for performance of all Services under this Contract, and shall be subject to liability to the Library for acts and omissions of subcontractors.

13.2.2 Neither party may assign this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld, except that Contractor may assign this Agreement to any parent, subsidiary, affiliate or purchaser of all or substantially all its assets with notice to the Library. Contractor may designate a third party to receive payment without the Library's prior written consent unless in conflict with Ohio or federal law, but shall provide the Library with notification thereof.

13.2 Ohio Law Prevails. The laws of the State of Ohio shall govern the interpretation and enforcement of this Agreement.

13.3 Contract Integration and Modification. This Agreement and the documents incorporated herein form the entire agreement of the parties with respect to the subject matter of this procurement, and supersede all prior negotiations, agreements and understandings with respect thereto. This Agreement may be amended with the written consent of both parties. Amendments may not significantly change the scope of the Agreement.

13.4 No Third Party Beneficiaries. This Agreement is only for the benefit of the undersigned parties and their permitted successors and assigns. No one shall be deemed to be a third party beneficiary of this Agreement.

13.5 Notices. Notices under this Agreement will be written and will be considered effective upon personal delivery to the person addressed for five (5) calendar days after deposit in any U.S. mailbox, first class (registered or certified) and addressed to the other party as follows:

**For the Library:**

Cleveland Public Library  
Financial and Legal Services  
Attn: Procurement Officer  
325 Superior Avenue  
Cleveland, Ohio 44114



**For the Contractor:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13.6 Dispute Resolution.

13.6.1 **Performance to Continue.** The Parties shall, in the event of any claim or dispute in question arising out of or relating to this Agreement but which does not rise to the level of a declared default (“Dispute”) continue to perform all obligations as required under this Agreement, notwithstanding the existence of such Dispute.

13.6.2 **Mediation and Arbitration.** Upon mutual agreement of the Parties, the Parties may submit any Dispute to mediation in accordance with the Rules of the American Arbitration Association (“AAA”) currently in effect. The Parties may agree to mediate with an independent third party who is not associated with the AAA who is mutually acceptable to both parties. If the Parties agree to engage in mediation or arbitration, then the Parties shall each pay one half (1/2) of the fees and expenses of the mediation or arbitration.

13.6.3 **Choice of Law, Forum, and Litigation.** This Agreement and all matters connected with the performance thereof shall be construed, interpreted, applied, and governed in accordance with the laws of the State of Ohio. The Parties consent to the jurisdiction of the state courts located in Cuyahoga County, Ohio which the Parties find to be a proper forum for any legal action brought under this Agreement.

13.7 Equal Opportunity. Contractor shall not discriminate in its employment practices on the basis of race, religion, age, sex, color, disability, sexual orientation, political affiliation, national or ethnic origin, or veteran status.

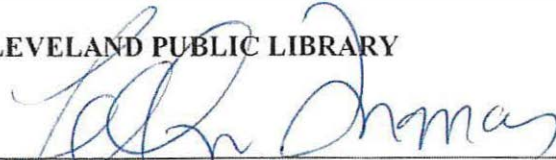
13.8 Waiver. No failure on the part of the Party to exercise, and no delay in exercising any right, power or privilege hereunder, including but not limited to the partial termination of services provision contained in Section 12.2 above, operates as a waiver thereof; nor does any single or partial exercise of any right, power or privilege hereunder preclude any other or further exercise thereof, or the exercise of any other right, power or privilege.

13.9 Counterparts. This Agreement may be executed in counterparts, each of which taken together shall constitute one single agreement between the Parties. Faxed signatures or signatures in PDF copies transmitted via e-mail will be deemed original signatures for all purposes.

- 13.10 Entire Agreement. This Agreement constitutes the entire agreement between the Parties pertaining to the subject matter hereof; supersedes any and all prior agreements, proposals, letters of intent, understandings, negotiations, and discussions of the Parties, whether oral or written, relating to the subject matter hereof; and shall be binding upon the Parties' respective successors and permitted assigns.
- 13.11 Amendments. Any modifications to this Agreement shall be made only in writing, signed by the duly authorized representatives of both Parties, and a copy shall be attached to the original Agreement.
- 13.12 Severability of Provisions. If any part of this Agreement is found by a court of competent jurisdiction or other competent authority, to be invalid, unlawful, or unenforceable, then such part shall be severed from the remainder of this Agreement which shall continue to be valid and enforceable to the fullest extent permitted by law.


By the signatures of their duly-authorized agents below, the Contractor and the Library, intending to be legally bound, agree to all of the provisions of this Agreement, including any and all Exhibits attached hereto.

**THE CLEVELAND PUBLIC LIBRARY**

By:  6/20/19  
Date

J. Howard Thomas, CEO  
**PRINTED NAME & TITLE**

**BSL-APPLIED LASER TECHNOLOGIES LLC**

By:  6/12/19  
Date

Tyler L. Spey President  
**PRINTED NAME & TITLE**

September 20, 2019

Mr. Jeremiah Swetel, Chief Operations Officer  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114

**Re: Fee Proposal for the Cleveland Public Library Hough Branch**

Dear Jeremiah,

Moody Nolan appreciates the honor to have been selected to provide Professional Design Services for the proposed Cleveland Public Library Hough Branch.

As we continue to work with Cleveland Public Library and begin to engage the community and stakeholders in discussions about the vision of Hough Branch, we look forward to designing a branch that is rooted in "Responsive Architecture" – a uniquely tailored design solution that considers the library and community goals and needs.

We have truly enjoyed the spirit of our discussions with your team and we are excited to undertake this transformative project.

We have assembled our team of engineers and consultants to provide the Cleveland Public Library, the most experienced, creative and collaborative team, who will continue to work closely with you to advance this very exciting project. We realize the amazing impact of this project on the community and the Moody Nolan team is honored to be a part of reimagining Cleveland Public Library.

The following is the presentation of our technical proposal for Architectural and Engineering Services for the Cleveland Public Library Hough Branch. Please review and do not hesitate to call me with any questions or clarifications that you may have.

Thank you for this opportunity.

Sincerely,

**Moody Nolan, Inc,**



Anne M. Hartman, AIA  
Director of Cleveland Operations



Curt Moody, FAIA, NCARB, LEED AP  
CEO



**Technical Proposal for:  
The New Cleveland Public Library Hough Branch**

Submitted to:  
Mr. Jeremiah Swetel, Chief Operations Officer

Moody Nolan Project Number 19240.01

September 20, 2019

The following generally defines the work to be provided by the architectural-engineering team for the new Cleveland Public Library Hough Branch, as proposed by Moody Nolan, Inc. This proposal is to demonstrate the architects' understanding of the project scope and the design process. This technical proposal is submitted by Anne M. Hartman, AIA, Project Executive for the Prime Consultant/Architect of Record firm, Moody Nolan, Inc. The Federal Tax ID number for our firm is 311256984.

**1. Understanding of Project Scope:**

The new Hough Branch library is anticipated to be a single-story, 10,000 square foot building at the southwest corner of the intersection of Lexington Avenue and East 66<sup>th</sup> Street. The site proposed for the new library is currently Land Bank parcels owned by the City of Cleveland and a street needing to be vacated by the City. Although the parcels are owned by the Land Bank and were formerly developed, the parcels are not registered as brownfield sites with the Ohio EPA. Documentation and permitting of the demolition of structures is not anticipated. EPA Phase I assessment and requirements for any bat surveys shall be the responsibility of the Owner.

Project phases with duration and deliverables have been proposed for consideration by Cleveland Public Library. The duration and deliverables per phase may be adjusted or revised if deemed necessary by Cleveland Public Library.

Standards developed by Cleveland Public Library shall be incorporated into the Project. CPL shall provide their standards for review and use by the design team including requirements of CPL's insurance underwriter.

Though not in scope, this proposal includes a separate fee for LEED Certification and required documentation.

Moody Nolan will perform services for Project Phases as described in the State of Ohio contract documents. This would also include, but not be limited to, the following:



**a. Community Engagement:**

Prior to the commencement of design services, Moody Nolan will host and partner with Cleveland Public Library (CPL) four (4) community and stakeholder meetings to solicit input on the design of the proposed Hough branch. The meetings shall entail: one (1) kickoff meeting with CPL to plan community engagement meetings and establish measurable goals; one (1) kickoff meeting with CPL Hough branch staff to discuss the project; and two (2) community concept meetings to solicit input on the design, program, and function of the proposed Hough Branch.

We have allocated three (3) months for this effort.

Deliverables: Documentation of information provided for community meetings including denoting preferences, meeting agenda and minutes for each meeting, and summary report of community engagement effort and outcome.

**b. Schematic Design:**

Upon completion of the community and stakeholder meetings, CPL will provide an initial program of the branch to Moody Nolan for the use in design and layout of the proposed building. The potential 10,000 square foot branch library shall include program areas unique to today's modern library (meeting and collaboration spaces, technology resources, and stacks supplemented with digital resources) with the potential for 500-700 square feet to be allocated for the Cleveland Public Library's 'Sports Research Center'. A minimum of three (3) initial plans and massing studies with site analysis shall be provided for review and consideration by CPL prior to issuance of Schematic Design documents.

After selection of a preferred building massing and site scheme, Moody Nolan shall develop a schematic design package with narratives provided by their consultants. A cost estimate of the schematic design package shall be provided to CPL, and the estimate and schematic design package both be presented to CPL and their Board.

Upon acceptance of the schematic design by CPL, Moody Nolan will submit Hough Branch to the City of Cleveland Northeast Design Review for schematic design approval with subsequent review by the City of Cleveland Planning Commission.

We have allocated three (3) months for this effort and anticipate periodic meetings to review progress of the project, with a total of four (4) meetings anticipated.

Deliverables: Schematic design drawings showing program adjacencies and preliminary exterior building massing/design; consultant narratives; estimate of probable construction cost; meeting minutes; and schematic design submission package to City of Cleveland Northeast Design Review and Planning Commission.

**c. Design Development Phase:**

Upon completion and sign off the Schematic Design phase, the documents will be progressed to the design development phase. This will include further developed plans, elevations, schedules, details, and preliminary outline specifications.

Moody Nolan and their consultants will meet with the Authorities Having Jurisdiction and utility providers to review the project and incorporate preliminary review comments into the documents to assure successful permitting and approvals. An updated cost estimate of the design development package shall be provided to CPL, and the estimate and design development package shall be presented to CPL and their Board.





Upon acceptance of the design development concept by CPL, Moody Nolan will submit Hough Branch to the City of Cleveland Northeast Design Review for design approval with subsequent review by the City of Cleveland Planning Commission.

We have allocated four (4) months for this effort and anticipate six (6) meetings to review progress of the project.

Deliverables: Design development drawings with developed floor plans and exterior elevation, preliminary equipment layout and sizes, and site plan; updated estimate of probable construction cost; and design submission package to City of Cleveland Northeast Design Review and Planning Commission. Perspective views shall be generated directly from BIM/Revit and not rendered or subject to post-production.

**d. Construction Documents Phase:**

Upon completion and sign off the Design Development phase, the documents shall be developed for permitting and bidding. Building components and systems shall be sufficiently detailed and specified, with clash detection performed in BIM. BIM model and drawings shall be coordinated prior to issuance.

Moody Nolan will work with CPL to select, design and specify a Fixtures Furniture and Equipment package. Moody Nolan and CPL will determine when to issue FF&E drawings for bidding and procurement during initial project scheduling. This is included in our basic service fee (\$15,000.00).

Signage shall be provided and specified for the project as required by the Ohio Building Code; Signage beyond code requirements, experiential design and wayfinding graphics are not included in the scope of work.

When drawings are 75% complete, the set and supplemental narratives shall be provided to the Project's Construction Manager for review and use in developing a Guaranteed Maximum Price (GMP). Moody Nolan shall review the Construction Manager's GMP with their design team and cost estimator to verify scope, accuracy, and completeness.

The Construction Manager's GMP and summary of construction documents shall be provided and presented to CPL and their board prior to submitting for plan review and permit.

Documents shall be submitted to local agencies for permitting and approval with clarifications or corrections provided to assure compliance with applicable codes and regulations. Documents shall be issued as one (1) bid package except for the FF&E package.

Additional or subsequent reviews with the Northeast Design Review committee and Cleveland Planning Commission will be performed prior to submitting documents for permitting.

We have allocated four (4) months for this effort and anticipate six (6) meetings to review progress of the project.



Deliverables: Complete construction documents with project manual for bidding and permitting; review comments of 75% GMP; meeting minutes; and final design submission package to City of Cleveland Northeast Design Review and Planning Commission.

**e. GMP Buyout and Permitting:**

Moody Nolan shall provide clarifications to the Construction Manager during the buyout of the GMP and respond to comments from the AHJ to permit documents. Clarifications and comments shall be issued to the Project as Addendums and incorporated into the GMP.

We have allocated one (1) month for this effort and anticipate two (2) meetings.

Deliverables: Meeting minutes; Addendum(s) to Contract Documents.

**f. Construction Administration & Close-Out Phases:**

Twelve (12) months are anticipated for construction with two (2) months for project close-out. During construction, Moody Nolan shall remain involved with the work to the extent necessary to maintain continuity in the execution of the design.

The duties to be performed during Construction Administration include: review of shop drawings for compliance with the design intent; responding to Requests for Information (RFI's); development and issuance of Bulletins; review and approval of Applications for Payment; review of Change Orders; and observation of construction for compliance with the Documents.

Moody Nolan will attend bi-weekly construction meetings, with consultants limited to two (2) visits per discipline. CMR will provide minutes.

Close-out of the project will include review of a punch list report provided by the Construction Manager, issuance of Certificate of Substantial Completion, and review of adequacy of Operations and Maintenance Manuals.

Incorporating comments and marks from the CM's field set into the Documents and issuing to CPL "As Constructed Drawings" shall be an Additional Service negotiated with and authorized by CPL prior to commencement of work.

**g. Other Scope in Contract**

- **LEED Certification: (Separate Fee)**

Scope of work for LEED Certification includes the registration of the project with USGBC/GBCI, sustainable design charette with goal of achieving Silver certification under LEEDv4, coordination with design and construction team to achieve Silver certification level, development of energy model, and sufficient documentation provided to USGBC/GBCI to achieve certification level. Registration, design review submittal, construction review submittal, one (1) appeal, and one (1) project credit interpretation ruling is included.



**Design Contingency Allowance: (Separate Fee)**

Per the direction of Cleveland Public Library, an allowance of 5% of Basic Service Fees is provided. Design contingency allowance shall be used at the discretion of CPL to cover the potential increase of building footprint or inclusion of programs, systems, services, or processes not yet realized by CPL.

- **3D Studies/Renderings:**

3D Renderings, using secondary software, (3D Max, Enscape, Photoshop, etc.) will be provided (2-3 views) for community and design review meetings. Other 3D views (interior and exterior), for review during design or documentation will be exported directly from the BIM modeling program, Revit, for clarification of spaces, geometry and relationships as the process dictates. These views will not be photo realistic images.

**h. Not in Scope – Services Provided by Owner:**

- Site/Land Topographic Survey
- Lot Consolidation
- Geotechnical Evaluations
- EPA Phase I Site Assessment
- Bat Survey
- Basic and Enhanced Commissioning
- Selection of Construction Manager

**i. Not in Scope - Additional Services:**

- Building Signage and Wayfinding– Exterior and Interior
- LEED Certification
- As-Constructed Record Drawings
- Extensive environmentally responsible design
- 3D Renderings and Animated Renderings beyond basic service described above
- Traffic Study (if determined necessary during design process)
- Acoustic Design/Assessments of specialty spaces
- Meetings in excess of those defined above.

Please see attached sheets for MN and Consultants' current hourly rates that are applicable to this project should additional services be requested. MNI can provide not to exceed proposal based upon additional owner requested/defined scope.

**2. Project Preliminary Schedule:**

- |   |                       |
|---|-----------------------|
| • Community and Stakeholder Engagement Starts | October/November 2019 |
| • CPL Secures Project Site                    | Spring 2020           |
| • Schematic Design Starts                     | June 2020             |
| • Schematic Design Complete                   | September 2020        |
| • Design Development Complete                 | January 2021          |
| • Construction Document Complete              | May 2021              |
| • Bidding:                                    | June 2021             |
| • Construction Notice to Proceed              | July 2021             |





- Construction Complete
- Project Closeout Complete

July 2022

September 2022

### 3. Proposed Professional Fee:

Our Basic Service Fee is based on 9% of the estimated construction budget of approximately \$4,100,000 for New Construction of the Cleveland Public Library Hough Branch and including engineering, cost estimating, and FF&E.

#### Basic Services Fee Breakdown:

Community Engagement	5%	\$ 18,450.00
Schematic Design	20%	\$ 73,800.00
Design Development	20%	\$ 73,800.00
Construction Documents	20%	\$ 73,800.00
Bidding and Negotiation	2.5%	\$ 9,225.00
Construction Administration	25%	\$ 110,700.00
Close-Out	2.5%	\$ 9,225.00
<b>TOTAL</b>	<b>100%</b>	<b>\$ 369,000.00</b>

#### Additional Services Fee Breakdown:

LEED Certification services	\$ 52,200.00
LEED Certification and USGBC Fees	\$ 4,840.00
<b>TOTAL</b>	<b>\$ 57,040.00</b>

#### Design Contingency Allowance

A design contingency allowance of 5% of Basic Service Fees	\$ 18,450.00
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### 4. Reimbursables:

- Travel \$6,000.00
- Printing, Delivery, Misc \$2,500.00
- Permit, Zoning, Approval Fees \$4,500.00

### 5. Owner Provided Information

Cleveland Public Library shall furnish, in electronic format at the Owner's expense, all information, publications, existing documents, requirements, reports, data, surveys and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof as permitted while exercising its professional standard of care. If information provided is from another architecture/engineering firm, the Owner has secured approval for reuse as this design consultant is not liable for their reuse.

### 6. Hazardous Materials Indemnity

Owner shall conduct an EPA Phase I site assessment prior to commencement of Schematic Design. Owner shall be responsible for providing and EPA Phase I report to the team and coordinating the removal or remediation of items cited in the report.



**7. LEED Registration and Certification**

This project will be designed utilizing sustainable best practices. LEED Certification, documentation and associated fees are an Additional Service.

**8. Design Team**

A. Prime Consultant – Architect of Record  
Interiors/FFE/Sustainability

**Moody Nolan, Inc**

1621 Euclid Ave, Ste 1150  
Cleveland, OH 44115  
P: (216) 432-0696 D: (216) 356-4162  
Anne Hartman, RA-Project Executive  
[ahartman@moodynolan.com](mailto:ahartman@moodynolan.com)

C. Consultant – Landscape

**DERU Landscape Architecture**

812 Huron Rd E. Suite 411  
Cleveland, OH 44115  
Jayme Schwartzberg, Owner  
[jayme@deru-la.com](mailto:jayme@deru-la.com)

B. Consultant - Civil Engineering

**Moody Engineering**

300 Spruce Street, Suite 200  
Columbus, OH 43215  
P. (614) 280-9355  
David Moody, PhD, President and CEO  
[dmoody@moody-eng.com](mailto:dmoody@moody-eng.com)

D. Consultant – Structural

**Barber and Hoffman**

2217 East 9<sup>th</sup> Street, Suite 350  
Cleveland, Ohio 44115  
P. 216.875.0100  
Jon T. Leuthaeuser, PE, LEED AP  
[jleuthaeuser@barberhoffman.com](mailto:jleuthaeuser@barberhoffman.com)

E. Consultant – HVAC/Plumbing  
Electrical/Technology/Security

**Osborn Engineering**

1100 Superior Avenue, Suite 300  
Cleveland, Ohio 44114  
P. 216.861.2020  
Brian Kane, PE, LEED AP  
[bkane@osborn-eng.com](mailto:bkane@osborn-eng.com)

F. Consultant – Lighting Design

**TEC Studio, Inc.**

7510 Slate Ridge Boulevard  
Columbus, Ohio 43068  
P. 614.866.2868  
Ardra Zinkon, CLD, IALD  
[azinkon@tecstudioinc.com](mailto:azinkon@tecstudioinc.com)



## G. Consultant – Community Engagement

**Margaret Sullivan Studio**  
307 7<sup>th</sup> Avenue, Suite 504  
New York, New York 10001  
P. 646.687.7923  
Margaret Sullivan  
[margaret@margaretsullivanllc.com](mailto:margaret@margaretsullivanllc.com)

## H. Consultant – Cost Estimating

**Ascension Construction Services**  
419 East 13<sup>th</sup> Avenue  
Columbus, Ohio 43201  
P. 614.499.6924  
Jeanna Hondel, PE  
[jhondel@ascension-cs.com](mailto:jhondel@ascension-cs.com)

Additional Documentation can be provided upon request. We look forward to being of service to the Cleveland Public Library and will gladly discuss with you any questions regarding this proposal.





## EXHIBIT A

20 September 2019

Mr. Jeremiah Swetel, Chief Operating officer  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114

RE: Project Understanding and Scope of Services – Exhibit A  
Proposal for Professional Services  
Jefferson Branch Renovation and Addition Project  
850 Jefferson Avenue  
Cleveland, Ohio 44113

Dear Jeremiah –

On behalf of the Wanix Architects + Williams Architects Team, Williams Architects is pleased to present this proposal for professional services in connections with the Cleveland Public Library Jefferson Branch Renovation and Addition Project. We look forward to working with the Library to implement your vision for this Project!

### PROJECT BACKGROUND / UNDERSTANDING

In 2019, the Cleveland Public Library completed a comprehensive Master Plan for the Library system that honors the past while creating a view of the bright future that is ahead. It is the third major facilities/building program in the 150-year life of the Library. Bialosky Cleveland worked with the Library to gather input from the community, establish design principles, address programmatic needs, respond to and evaluate the emerging trends in libraries, and create a vision and path forward for this significant undertaking. As part of the Master Plan, Bialosky developed preliminary project definitions which included potential scopes of work and design concepts for each branch. Regency Construction Services worked with Bialosky Cleveland and the Library to classify levels of renovation and establish probable square foot costs for the implementation and deferred maintenance costs. These preliminary project definitions are somewhat fluid and may change as part of the program verification process.

The Jefferson Branch is a well-liked branch that is too small to adequately serve its patrons. As noted on the Library's web site and/or the Master Plan, it is an historic Carnegie Library building which was constructed in 1918 and renovated in 1981. It is a red brick building with a flat roof and multiple sawtooth skylights. The building maintains its historic character and is located on a tight site in the historic Tremont neighborhood. The backyard space and some land adjacent to the existing 14-space parking lot may allow for a modern expansion. The site includes a bio swale/rain garden between the parking lot and the library building.

In its early history, Cleveland Public Library constructed several branch libraries that could be easily adapted into a store or business as the local population and library service needs fluctuated. Jefferson is an example of this convertible-type building as evidenced by its plain brick, factory-type skylights, and the fact that it is semi-fireproof.

The 6,900 square foot library currently includes a meeting room, collections, reading area, a computer area, and children's reading area. There is a basement level mechanical room and a small second floor that are not open to the public. The relatively open interior layout lends itself to renovation. The Future Vision for the Project in the Master Plan includes:

- Create a small addition to give the building an improved entry from the parking lot, while potentially improving visibility from Jefferson Avenue;
- Maintain existing historic entry on Jefferson Avenue;
- Renovate branch to make more efficient use of the space; create a defined teen space;

- Install operable partitions to open up meeting room and provide increased flexibility;
- Improve wayfinding;
- Create a new "Community Living Room";
- Improve views into and out of the building;
- Add small group study rooms or other collaborative space;
- Improve children's collection with small interactive area; and
- Push active spaces to the street front.

The Current State and Future Vision for the Jefferson Branch is further described on pages 168 – 177 of the Master Plan.

Deferred maintenance may include MEP items such as: replacing the roof-top unit, boiler and secondary boiler pumps - which are near or beyond their anticipated service life, upgrading electric load/capacity, and replacing existing lighting with LED fixtures.

## PROJECT SCHEDULE

We will work with the Cleveland Public Library to develop a Project Schedule that meets the goals and objectives of the Library. Based on our conversation at the September 4, 2019, Planning Meeting with the Library, we propose the following Preliminary Project Schedule, which is subject to review by the Owner and CMR. A Project Schedule will be developed during the Schematic Design Phase Project Definition that is mutually acceptable to the Owner, Architect and Construction Manager.

### Preliminary Project Schedule

Task	Duration	Anticipated Start/End Dates
Authorization to Proceed		October 1, 2019
Schematic Design Phase	3.0 months	October – December 2019
Design Development Phase	2.0 months	January – February 2020
Construction Documents Phase	3.0 months	March – May 2020
Bidding Phase	1.5 months	June – Mid July 2020
Construction Phase	7.0 months	Mid July 2020 – February 2021
Training/Occupancy/Closeout	1.0 months	March 2021

## PROJECT BUDGET

The estimated Project Budget provided by the Library is \$2,000,000, including the renovation, addition, deferred maintenance items, escalation, contingencies, architect's fees and other soft costs.

The Project Budget provided by the Library includes the following breakdown:

### Project Budget

Addition (900 s.f. @ \$800.00/s.f.)	\$ 720,000
Renovation (5,200 s.f. @ 162.57/s.f)	\$ 845,364
Deferred Maintenance	\$ 320,047
Escalation (6%)	<u>\$ 113,125</u>
<b>Total Project Budget</b>	<b>\$ 1,998,536 (Total rounded to \$2,000,000)</b>

The estimated Construction Budget provided by the Library is \$1,688,800, including estimating and design contingencies, General Conditions, CMR's fee during construction, and other items as outlined in the preliminary Construction Budget.

## CONSTRUCTION MANAGER

The Cleveland Public Library intends to hire a Construction Manager at Risk (CMR) to provide Pre-Construction Services including detailed cost estimating, constructability reviews, design/value engineering, and bidding for the project. It is



currently anticipated that the CMR will establish the Guaranteed Maximum Price for the Project near the end of the Design Development Phase. They will also provide construction management services for the construction of the Project.

In addition to the detailed cost estimating provided by the CMR, the Library requested that the Wanix Architects + Williams Architects Team (WAN + WA Team) also provide cost estimates of the preliminary concept, and Schematic Design and Design Development Phases. This cost estimating is included as a Basic Service. If requested, additional cost estimating by the Architects will be provided as an Additional Service.

## **THE WANIX ARCHITECTS + WILLIAMS ARCHITECTS PROJECT TEAM**

We have assembled the following group of experienced and talented professionals for this Project.

### **Architects:**

- Architect of Record – Williams Architects
- Consulting Architect – Wanix Architects

The following team members represent the Wanix Architects + Williams Architects critical Management Team. The services of many other talented professional and technical staff beyond those noted herein will also be utilized:

- Andrew Dogan / Project Principal-In-Charge (Williams Architects)
- Nancy Weir / Project Manager (Williams Architects)
- Xin “Cindy” Wan / Project Design Lead (Wanix Architects)

### **Consulting Engineers:**

- Civil Engineer – Karpinski Engineering
- Structural Engineer – Barber & Hoffman
- Mechanical, Plumbing, Fire Protection and Electrical Engineers – R Engineering Team

### **Architect’s Specialty Consultants:**

- Landscape Architect – To Be Determined (TBD)
- Sustainability Consultant – The Construction Green Team (Additional Services)
- Interior Design – Williams Interiors

### **OWNER’S DIRECT SPECIALTY CONSULTANTS**

Traditional Owner’s Consultants contracted by the Owner and coordinated by the Architect are as follows:

- Surveyor – To Be Determined (TBD)
- Geo-Technical Soils Testing Consultant – TBD
- Telecommunications and Data – TBD
- Security - TBD

The WAN + WA Team will assist the Owner with determining the extent of the site survey and geotechnical soils investigation that is required to implement the Project.

The Owner will provide information to the Architect regarding the design and infrastructure requirements for the Telecommunication and Data and Security systems. The Architect will be responsible for coordinating this information with the WAN + WA Team and incorporating requirements into the Construction Documents.

Traditional Owner’s Professional Services contracted and coordinated by the Owner directly are as follows:

- Construction Manager at Risk (CMR) – TBD
- Commissioning Agent – TBD (if applicable)
- Special Inspections – TBD

## SCOPE OF SERVICES - BASIC SERVICES

### SCHEMATIC DESIGN PHASE

#### **Project Definition – (1) Kick-Off Meeting, (2) Owner Meetings, (2) Community Engagement Meetings**

We will work with the Library and Construction Manager (if applicable/on board at time of services) to verify the Building Program and define the scope, schedule and budget for the project. Our Scope of Services includes the following:

- A. Data Collection and Review
  1. Existing Conditions – Review existing drawings, reports, surveys and other information provided by the Owner and Construction Manager in order to become familiar with the existing conditions of the Project.
  2. Building Program – review the Owner’s Building Program for the Project.
- B. Project Kick-off Meeting – **One (1) Kick-off Meeting at Jefferson Branch**
  1. Conduct an organizational meeting where the following items will be discussed:
    - a. Team Roles and Responsibilities – Review the roles and responsibilities of each of the key members of the Project Team – Owner, WAN + WA Project Team and CMR (if applicable). Confirm lines of communication among the parties.
    - b. Goals and Objectives - Validate and/or establish goals and objectives for the Project.
    - c. Community Engagement – Identify project stakeholders and anticipated touchpoints for the community engagement process.
    - d. Project Scope - Facilitate discussion regarding the Library’s program requirements and the overall project parameters based on the vision in the Master Plan.
    - e. Project Budget – Review cost parameters and funding mechanisms.
    - f. Project Schedule – Review the proposed schedule and identify milestone dates and amount of time to allow for Library reviews, etc.
    - g. Service Model Description – discuss goals and process for developing the service model.
    - h. Data Collection – Review data already received and identify additional information required in order to facilitate a thorough understanding of the project background and services of the Design Team.
  2. Conduct a walk-through of the existing building and site with the Owner and CMR (as applicable).
- C. Program Verification Meetings – **One (1) Owner Meeting and (1) Community Engagement Committee Meeting**
  1. Meet with Library staff to review program requirements and discuss service model.
  2. Meet with Community Engagement Committee to review goals, objectives and program requirements.
- D. Review Regulatory Requirements – Research applicable building codes, local zoning codes and/or other required procedures that may impact the design and/or implementation of the Project.
- E. Preliminary Evaluation and Proposed Project Definition - **One (1) Owner Meeting**
  1. Preliminary Evaluation – Prepare a preliminary evaluation of the Owner’s Building Program, Project Schedule, Project Budget, and other initial information provided by the Owner.
  2. Proposed Project Definition – Based on the findings of the Preliminary Evaluation, prepare a Proposed Project Definition, consisting of:
    - a. Proposed Building Program modifications;
    - b. Preliminary Design Concepts - Develop up to (3) three preliminary concept bubble diagrams;
    - c. Project Schedule – prepare a proposed Project Schedule reflecting performance of WAN + WA Team’s services and the progression of the project through completion of construction.
    - d. Project Budget – Develop a conceptual budget to confirm the Owner’s initial budgeting for the Project.
  3. Meet with the Owner and CMR to:
    - a. Review the Preliminary Evaluation and Proposed Project Definition.
    - b. Discuss alternative approaches to design and construction of the Project.
    - c. Prepare and review preliminary concepts (bubble diagrams) for the design of the Project.
    - d. Discuss alternative approaches of incorporating sustainable design principles into the Project.
  4. Project Definition Revisions – Based on the outcome of the above meeting, revise documents.

- F. Community Engagement - **One (1) Community Engagement Meeting**
  - 1. Conduct a Community Engagement meeting to share information and seek feedback from the community.
  - 2. Revise Project Definition based on feedback.
  - 3. Request Owner approval of the Project Definition.

#### **Preliminary Design – (2) Owner Meetings**

- A. Based on the approved Project Definition and the preferred preliminary design concept, prepare and present to the Owner, a preliminary design illustrating the scale and relationship of the of the project components. **One (1) Owner Meeting.**
- B. Review and determine preliminary civil, landscape, structural, mechanical, electrical, plumbing, fire protection, interior and other specialty systems for the facility.
- C. Review Regulatory Requirements – Research applicable building codes, local zoning codes and/or other procedures required to secure approval(s) for Project by local governmental officials.
- D. Further Explore the feasibility of incorporating sustainable design alternatives and/or achieving LEED certification.
  - 1. Eco Charrette – If LEED appears to be a viable option for the Project, the Owner may request the Architect to conduct an Eco Charrette with the Owner (design committee, facilities/operations staff), CMR and Design Team to review in detail the LEED checklist in order to determine the likelihood of the Project achieving LEED Silver or LEED Certification. The Eco Charrette will be provided as an Additional Service.
- E. Meet with the Owner and Construction Manager to review the Preliminary Design and any updates to the Service Model Description. **One (1) Owner Meeting.**

#### **Schematic Design Documents – (1) Owner Meeting, (1) Board Meeting, (1) Community Engagement Meeting**

- A. Based on the approved Preliminary Design, continue development of the Schematic Design. Prepare Schematic Design Documents, consisting of:
  - 1. Drawings - Site Plan, Floor Plans, Exterior Elevations, and Sections (if appropriate), with notes indicating location of preliminary selections of major building systems, materials, and finishes;
  - 2. Digital Modeling or Perspective Sketches, including a 3-D cutaway Floor Plan (if appropriate).
    - a. Physical Models, if requested by the Owner, will be provided as an Additional Service as mutually agreed in writing by the Architect and Owner;
  - 3. Outline Specifications – a written description of the anticipated major building systems and materials;
  - 4. List of Alternates – a written description of the proposed bidding alternates for the project.
  - 5. Cost Estimate
    - a. Prepare Architect’s Preliminary Estimate of Probable Construction Cost.
    - b. Review CMR’s Schematic Design Estimate.
  - 6. Project Schedule
- B. Present the Schematic Design Documents to the Owner and Construction Manager, for the Owner’s approval and the CMR’s review (if applicable). Incorporate revisions as required for Board and Community Engagement meetings. **One (1) Owner Meeting.**
- C. Board Presentation, Community Engagement, and Approval
  - 1. Board of Trustees - Present Schematic Design Documents to Library Board of Trustees prior to Community Engagement meeting. **One (1) Board Meeting.**
  - 2. Community Engagement Meeting – Conduct a community engagement meeting to share information and seek feedback from the community. **One (1) Community Engagement Meeting**
  - 3. Approval – Request the Owner’s approval of the Schematic Design Documents. Revisions requested by the Owner, if any, will be incorporated in the Design Development Phase.

#### **DESIGN DEVELOPMENT PHASE - (2) Owner Meetings, (1) GMP Review Meeting, (1) Board Meeting, (1) Community Engagement Meeting**

- A. Based on the approved Schematic Design Documents, further develop site plans, building plans, building sections, exterior elevations, and details for the Project.
- B. Further develop main components of civil, landscape, structural, mechanical, electrical, plumbing, fire protection, interior finishes and other specialty systems for the facility.



- C. Meet with the Owner and CMR to review materials, equipment and product selections. **One (1) Owner Meeting.**
- D. Prepare and present to the Owner and Construction Manager, for the Owner's approval and the CMR's review, Design Development Documents consisting of: **One (1) Owner Meeting.**
  - 1. Drawings – Site Plan, Building Plans, Exterior Elevations, Sections, and Details.
    - a. Develop diagrammatic layouts of building systems, such as structural, mechanical, electrical systems (as applicable), to fix and describe the size and character of the proposed systems.
  - 2. Digital Modeling or Perspective Sketches – refine as required by modifications to design (if applicable);
  - 3. Outline Specifications - Draft project specifications that identify major systems and materials and establish, in general, their quality levels.
    - a. Identify building materials, finishes and product selections
  - 4. List of Alternates – a written description of the proposed bidding alternates for the project.
  - 5. Provide a written general description of anticipated scope items, basic systems, and/or quality of materials, finishes, or equipment not otherwise detailed or described in the Design Development Documents to further describe the scope of the Project for the CMR to generate their Guaranteed Maximum Price (GMP) proposal for the Project.
  - 6. Cost Estimate - Refine Preliminary Estimate of Probable Construction Cost.
  - 7. Project Schedule
- E. Evaluation of CMR's Guaranteed Maximum Price Proposal
  - 1. Assist the Owner with review and evaluation of CMR's GMP proposal
  - 2. Participate in up to one (1) design/value engineering meetings, as needed, with Owner and CMR following preparation of the GMP Proposal as required to reconcile scope, quality and cost of Project. Additional meetings are available at the request of the Owner or CMR as an Additional Service. **One (1) GMP Review Meeting**
- F. Board Presentation, Community Engagement, and Approval
  - 1. Board of Trustees - Present Design Development Documents to Library Board of Trustees prior to Community Engagement meeting. **One (1) Board Meeting.**
  - 2. Community Engagement Meeting – Conduct community engagement meeting to share information and seek feedback from the community. **One (1) Community Engagement Meeting**
  - 3. Approval – Request the Owner's approval of the Design Development Documents. Revisions requested by the Owner, if any, will be incorporated in the Construction Documents Phase.

#### **CONSTRUCTION DOCUMENTS PHASE – (2) Owner Meetings, (1) GMP Review Meeting**

- A. Based on the approved Design Development Documents, further develop the drawings and specifications as required to secure a building permit and proceed with the bidding and construction of the Project.
- B. Prepare and present to the Owner and Construction Manager, for the Owner's approval and the CMR's review, Construction Documents consisting of drawings and specifications setting forth in detail the quality levels of materials and systems and other requirements for construction of the Work. The touchpoints for progress review of documents shall be as follows:
  - 1. 50% completion of Construction Documents. **One (1) Owner Meeting.**
  - 2. Plan Check/Bidding Documents. **One (1) Owner Meeting.**
  - 3. Final Construction Documents
- C. Assist Owner with review and evaluation of CMR's estimate. **(1) GMP Review Meeting**
- D. Building Permit– Submit the application for a building permit, monitor the plan review process, and respond to plan review comments. Incorporate plan review comments, if any, in the Construction Documents.

#### **BIDDING PHASE - One (1) Pre-Bid Meeting.**

During the bidding and award process, the WAN+WA Team will provide information and input to the Owner and Construction Manager, as follows:

- A. Issue Construction Documents to the CMR or print house for distribution of documents to bidders.
- B. Issue Addenda as necessary to interpret or clarify the Construction Documents.
- C. Evaluate substitution requests in accordance with procurement substitution procedures.
- D. Attend up to one (1) Pre-bid Meeting. **One (1) Pre-Bid Meeting.**

- E. Assist the Owner and CMR with review and evaluation of bids for the Project.

**CONSTRUCTION ADMINISTRATION PHASE - (15) OAC/Site Visit Meetings, Up to (3) Substantial Completion and (3) Final Completion Visits, (1) Post-Occupancy Evaluation, (1) ten-Month Warranty Walk-through**

- A. Pre-Construction Project Kick-off and Planning Meeting with Owner and CMR
- B. On Site Project Meetings with Owner, Architect and CMR (OAC) – Attendance at up to fifteen (15) on-site OAC Project Meetings combined with a site observation visit to become generally familiar with the progress and quality of completed construction work for general compliance with Construction Documents. Architect's attendance at additional OAC meetings and/or additional site observation visits shall be considered an Additional Service. **(15) OAC/Site Visit Meetings.**
  - 1. The Owner anticipates that the duration of the Construction Phase for the Project will be seven months; OAC Meetings will occur approximately every other week for the duration of the Construction Phase. Construction Phase duration for the Architect's Services shall be that period of time from commencement of construction through thirty (30) days following date of Architect's issuance of a Certificate of Substantial Completion.
  - 2. Architect shall have the authority to reject construction work that does not conform to the Construction Documents.
- C. Request for Information (RFI's) - The Architect shall review and respond to written Requests for Information ("RFI's") from the Contractor seeking an interpretation or clarification of the Construction Documents in writing within a reasonable time.
- D. Submittals and Shop Drawings - The Architect shall review of Contractor submittals and shop drawings for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents and process Contractor's Submittals and Shop Drawings.
- E. Applications for Payment - The Architect shall review in conjunction with a site observation visit the Contractor's Applications for Payment and process Contractor's Applications for Payment. Such review is to check for quantity of construction work which the Contractor has indicated is completed in the Application for Payment. The Architect shall not be responsible for obtaining or checking lien waivers provided or required.
- F. Changes to Construction Documents - The Architect shall maintain records of changes to the Construction Documents (related to RFI's, Bulletins, ASK Drawings and other changes issued by the Design Team) and update Construction Documents as changes are made. The CMR and not the Architect is responsible for documenting as-constructed record drawings
- G. Substantial and Final Completion – The Architect shall conduct inspections with Owner and CMR to prepare a Punch List of items to be repaired or completed, determine the date or dates of Substantial Completion and the date for final completion, issue Certificates of Substantial Completion, receive from the CMR and transmit to the Owner warranties and other close out materials, and issue a final Certificate for Payment. **Number of visits as indicated in final B133 Agreement.**
- H. Post Occupancy Evaluation – Approximately 30 days after the Owner takes occupancy, meet with the Owner to observe and evaluate the Project. **One (1) Post Occupancy Evaluation**
- I. Warranty Walk-through - The Architect and Owner shall conduct a 10-month walk-through of the facility to determine any outstanding warranty items and identify items to be repaired or corrected. **One (1) Ten-Month Warranty Walk-Through.**

**SCOPE OF SERVICES - ADDITIONAL SERVICES**

Additional Services are any services which are not defined as Basic Services under this proposal. Additional Services will be provided only when authorized in writing by the Owner. Additional Services may include, and are not limited to the following:

- A. Building Programming beyond the scope outlined above in the Project Definition section of the Schematic Design Phase. It is our understanding that the Owner will provide the current Building Program prior to commencement of the Project.
- B. Multiple Preliminary Designs beyond the three (3) preliminary design concepts outlined in the Schematic Design Phase.



- C. Physical Models, if requested by the Owner, will be provided as mutually agreed in writing by the Architect and Owner.
- D. Eco Charrette – If requested by the Owner, the WAN+WA Team will conduct an in depth, full day meeting with the Owner (design committee and facilities/operations staff), CMR and Design Team to review in detail the LEED checklist and determine the likelihood of the Project achieving each applicable LEED credit and ultimately LEED Silver or LEED Certification. We will also identify strategies for incorporating these LEED or other sustainable design alternatives into the Project.
- E. LEED Certification.
- F. Detailed Cost Estimating beyond what is described as a Basic Service.
- G. Telecommunications/Data Design and Security beyond what is described as Basic Services. It is our understanding the Owner will directly retain these specialty consultants who will determine the design of these systems and provide infrastructure and other requirements and product specifications to the Architect to incorporate in the Contract Documents.
- H. Additional meetings and/or site visits beyond the quantities identified in this proposal as Basic Services.
- I. Other items identified in Article 4 as Additional Services.

## PROFESSIONAL SERVICE FEES

### BASIC SERVICES

The Architect's base fee for Basic Services as described above, is a stipulated sum of **One hundred Fifty-one thousand Nine hundred Ninety-two dollars (\$151,992.00)**, equaling **9.00%** of the estimated Construction Budget.

If the Construction Budget is increased during the project definition, schematic design phase or subsequent phases, or the scope of work should materially increase during the course of the Project, we will review the impact of the proposed changes on our services and negotiate a fee adjustment to the mutual satisfaction of the Cleveland Public Library and Williams Architects.

The compensation for the Basic Services fees for each phase of services shall be as follows:

1. Schematic Design Phase (includes Project Definition)	15%
2. Design Development Phase	15%
3. Construction Documents Phase	35%
4. Bidding Phase	5%
5. <u>Construction Administration Phase</u>	<u>30%</u>
Total Basic Services - Building	100%

Williams Architects will invoice the Library monthly based on the progress of our services, including Basic Services, Additional Services and Reimbursable Expenses.

### ADDITIONAL SERVICES

Unless mutually agreed otherwise, compensation for Additional Services shall be provided on an hourly basis in accordance with Williams Architect's Rate Schedule included in this Proposal.

### HOURLY RATES

Any Basic Services performed on an hourly basis, and Additional Services requested in writing by the Owner for work not included as a Basic Service, shall be provided on an hourly basis at the rates listed below. Our consultant's rate schedules vary for each consultant, but they are generally comparable to our own.





**WILLIAMS ARCHITECTS  
RATE TABLE**

Principal II .....	\$ 236.00/Hour
Principal I .....	\$ 217.00/Hour
Associate Principal.....	\$ 200.00/Hour
Senior Associate/Senior Project Mgr.....	\$ 196.00/Hour
Associate / Project Manager .....	\$ 179.00/Hour
Architect III .....	\$ 158.00/Hour
Architect II .....	\$ 146.00/Hour
Architect I .....	\$ 131.00/Hour
Senior Project Coordinator II.....	\$ 158.00/Hour
Senior Project Coordinator I.....	\$ 146.00/Hour
Project Coordinator IV.....	\$ 119.00/Hour
Project Coordinator III .....	\$ 109.00/Hour
Project Coordinator II .....	\$ 92.00/Hour
Project Coordinator I.....	\$ 80.00/Hour
Project Technician II.....	\$ 62.00/Hour
Project Technician I .....	\$ 48.00/Hour
Aquatic Engineer II .....	\$ 188.00/Hour
Aquatic Engineer I .....	\$ 144.00/Hour
Director of Marketing.....	\$ 176.00/Hour
Marketing Coordinator.....	\$ 127.00/Hour
Accounting .....	\$ 169.00/Hour
Secretarial.....	\$ 119.00/Hour
Clerical.....	\$ 84.00/Hour
Director of Interior Design.....	\$ 160.00/Hour
Interior Designer V .....	\$ 125.00/Hour
Interior Designer IV .....	\$ 105.00/Hour
Interior Designer III.....	\$ 82.00/Hour
Interior Designer II.....	\$ 69.00/Hour
Interior Designer I.....	\$ 48.00/Hour

In addition to our proposed fees, we recommend the Library maintain an Owner Contingency fund within the overall Project Budget to allow for the potential of Additional Services and unforeseen conditions, etc. not included herein.

**REIMBURSABLE EXPENSES**

In addition to our professional services listed above, we shall also invoice the Owner for our reimbursable expenses at our direct cost. Reimbursable expenses include project-related expenses such as:

- A. Transportation, lodging and subsistence for authorized out-of-state travel;
- B. Fees paid for securing approval of authorities having jurisdiction over the Project;
- C. Printing, reproductions, plots, standard form documents, electronic documentation transfer and project related supplies;
- D. Postage, handling and delivery;
- E. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner; and
- F. Architect's and Architect's Consultants' expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect and the Architect's Consultants.

With the exception of bid and permit documents, we anticipate that the majority of the documents created in conjunction with our scope of work will be transmitted electronically. We suggest the Owner establish an allowance of \$7,600 for reimbursable expenses, excluding Item F, and an allowance of \$12,000 for Item F. Should reimbursable expenses exceed these allowances, the Architect will obtain the Owner's written approval prior to incurring said expenses.

## PROPOSAL QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

- A. The Library shall provide existing conditions drawings, site surveys, environmental reports, community engagement notes and other available information for our use in developing the documents. Prior to the Kick-off meeting, the Library shall provide the Building Program and existing drawings for the site and building.
- B. We include in our Basic Services up to the following quantity of meetings with local authorities having jurisdictions. Additional meetings will be provided as an Additional Service.
  1. City of Cleveland Building officials (preliminary plan review) – Up to one (1) meeting.
  2. City of Cleveland Zoning officials (preliminary zoning review) – Up to one (1) meeting.
  3. City of Cleveland Near West Side (Tremont) Review Board – Up to two (2) meetings.
  4. City of Cleveland Planning/Zoning Commission – Up to one (1) meeting.
  5. City of Cleveland Landmarks Commission – Up to two (2) meetings.
- C. Our assumption in preparing this fee proposal is that multiple meetings, such as Owner Meetings, Board Meetings, Community Engagement Meetings and/or review meetings with local authorities, whenever possible, will occur on the same day or on adjacent days.
- D. We anticipate the construction phase will take approximately seven (7) months. All Basic Services, with the exception of the Ten-Month Warranty Walkthrough, shall conclude sixty (60) days beyond the Substantial Completion and not later than eight (8) months after the start of construction.
- E. We include one set of bid documents and one bid phase for building construction in this proposal.
- F. This proposal is based on the assumption that a Construction Manager will provide full Preconstruction and Construction Phase services, including cost estimating, value engineering, scheduling, bid packaging and trade contractor contract requirements.
- G. This proposal is based on the “professional standards” for architectural services provided by similar firms performing similar services. The client understands that in the course of producing these documents, imperfections and inconsistencies may occur.
- H. We shall be compensated for all alternate bid items drawn that increase the scope of the project and approved change orders that are not caused by imperfections and inconsistencies in the contract documents prepared by our firm.
- I. As-Constructed Record Drawings shall be prepared by the Construction Manager and provided to the Architect and in electronic format. As part of Basic Services, the WAN+WA Team will compile the As-Designed Record Drawings and As-Constructed Record Drawings and provide the Owner with final Record Drawings for the Project.
- J. The following items or services are not part of our Basic Services, but can be provided as an Additional Service:
  1. Preparation of materials and presentations in connection with Zoning Variances.
  2. Fast track construction (multiple bid releases beyond one building construction release).
- K. This Proposal, dated 9/20/19, replaces Williams Architects’ previous Proposal dated 9/19/19.

We appreciate this opportunity to provide this proposal for the Jefferson Branch Renovation and Addition Project. We are looking forward to getting started on the Project!

Cordially,



Mark S. Bushhouse, AIA, LEED AP  
President/Managing Principal



Nancy Thomas Weir, AIA, LEED AP BD+C  
Senior Project Manager

END OF EXHIBIT A



6555 Carnegie Ave.  
Cleveland, OH 44103

☎ 216 752 8750

September 23, 2019

Mr. Jeremiah Swetel, FMP  
Chief Operations Officer  
Cleveland Public Library  
Jeremiah.swetel@cpl.org

Cleveland Public Library – Walz Branch  
**Fee Proposal for Architectural & Engineering Services – Revised 2**

Dear Jeremiah,

Our collective team of Bialosky and Robert P Madison International, appreciates the opportunity to submit this fee proposal to you for the Architectural and Engineering services required for the construction of the new CPL Walz Branch Library.

Our understanding of the basic project scope for the Walz Branch is that the existing branch library on the site will be demolished in its entirety and replaced with a new 14,000 square foot branch, which will be at the ground floor of a mixed-use development with housing above. The total project cost is \$6,900,000, with an estimated construction budget of \$5,703,000.

**Base Scope of Services**

Architecture  
MEP Engineering  
Structural Engineering  
Fire Protection Engineering  
Community Outreach (4 sessions)  
Programming  
Multiple Preliminary Designs  
BIM  
Civil Engineering  
Landscape Design  
Architectural Interior Design  
Cost Estimating (SD, DD & CD)  
On-Site Representation (per part 4.3.3)  
As-Designed Record Drawings  
Post Occupancy Evaluation  
Telecommunication/Data Design  
Security Design  
FF&E

**TOTAL PROPOSED BASE FEE: \$520,000.00**

**Additional Scope of Services**

Measured Drawings	N/A, assuming existing drawings are available
Existing Facilities Surveys	N/A, assuming existing drawings are available
Site Evaluation	N/A, assuming existing site is reused
Value Analysis	N/A, assuming basic value analysis scope
Conformed Construction Documents	N/A, assuming basic scope
As-Constructed Record Drawings	N/A, assuming basic scope
LEED Design Fees (Registration NIC)	\$57,000
Community Outreach (2 during CA)	\$4,800

**Additional Scope of Services Related to Housing Project Above**

Coordination w/ Additional Architect	\$57,000*
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\*This fee only applies if Bialosky/RPMI is not the architect selected for the housing project

**TOTAL PROPOSED ADDITIONAL SERVICES FEE:     \$118,800.00\***

**Reimbursables**

Out-of-Town Travel and Subsistence	\$5,000
Plan Review Fee for Permit	TBD
In-House Printing	\$3,000
Owner & City Requested Printing	\$5,000
Parking at CPL Main	\$300

**Assumed Owner Consultants**

Site Survey  
Hazardous Materials  
Geotechnical  
Special Inspections  
Enhanced Commissioning

Thank you for your consideration in reviewing this proposal. If you have any suggestions for modifying it to better suit your needs, feel free to contact me at any time.

Respectfully submitted,



Aaron Hill, AIA  
Principal  
Bialosky Cleveland  
ahill@bialosky.com  
216-767-2064



Cleveland | New York | Los Angeles

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216.588.0800  
vocon.com

*Revised September 20, 2019*

September 13, 2019

Jeremiah Swetel  
Chief Operations Officer  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114

**RE: PROPOSAL FOR PROFESSIONAL SERVICES  
CLEVELAND PUBLIC LIBRARY – WEST PARK BRANCH – ADDITION AND RENOVATION  
VOCON PROJECT#: 190622.00**

Dear Jeremiah:

Based on your request for Vocon to complete Design and Implementation Services for the Cleveland Public Library (CPL) – West Park Branch Project, please find herein our Proposal for Professional services. We have organized this Proposal into (04) parts; Part I identifies Project Overview, Part II describes Professional Services, Part III defines the anticipated Project Schedule and Part IV addresses Compensation.

#### **PART I - PROJECT OVERVIEW**

Vocon is excited to begin working with CPL as they begin to implement their Master Plan. We understand that there are Design Principles that CPL will want to use as touchstones throughout the renovation process. These principles include the following: Reorganize, Rebalance, Reconfigure, Remove, Reveal and Retain. Vocon will work with CPL to revisit these touchstones regularly. The following points are provided to summarize some of the data we have been discussing.

- a) The West Park Branch of the CPL is located at 3805 West 157 Street, Cleveland, Ohio 44111.
- b) The original West Park Branch Architect was: Walker & Weeks (1928); the building was renovated by Carlson, Englehorn (1978). The building is not on the historic register.
- c) The existing building has approximately 14,800 square feet.
- d) The Total Project Budget is approximately \$5,000,000. This budget will be broken down as is indicated in the CPL Cost Summary dated 8-21-19 and provided to Vocon on 9-10-19.
- e) The 1970's addition will be demolished and replaced with a new 2,500 sf addition.
- f) An elevator will be installed to allow ADA access the lower level.
- g) The historic entry off W. 157<sup>th</sup> Street will be reactivated.
- h) The dropped ceiling will be removed to reclaim the historic vaulted ceilings.
- i) Opportunities for expanded parking will be explored as part of the project site studies.
- j) The Library will require all new library shelving, furniture and millwork.
- k) There is a preference that the Library remain open throughout the construction process.
- l) Deferred Maintenance items as identified by CPL will be part of this renovation project.
- m) Owner Responsibilities will include, but will not be limited to:
  1. Construction Manager engagement
  2. Geotechnical Engineer/Testing engagement
  3. Land Surveyor engagement
  4. Provide existing drawings for the Walker and Weeks structure and the 1970's addition in electronic format.
  5. Provide a space program, that Vocon will review/verify the program with the CPL team.
  6. Provide the standards that CPL has developed and that will apply to this project.





## PART II – PROFESSIONAL SERVICES

### A. PROFESSIONAL ARCHITECTURAL/INTERIOR DESIGN AND ENGINEERING SERVICES

#### 1. PROGRAM VALIDATION/COMMUNITY ENGAGEMENT/CONCEPT DESIGN

- a) Vocon will schedule a Project Kick-Off Meeting with CPL Representatives to discuss Project goals and objectives, Team member roles and responsibilities, Project decision-making process, Project Budget and Schedule Review, and Review Project information completed to date.
- b) Vocon will attend one Kick-off meeting with CPL to discuss community engagement that has been performed and to plan what the Staff/Community Engagement will look like.
- c) Vocon will lead up to (02) Programming Validation Meetings with Project Team and/or Staff Leaders to validate CPL provided program requirements.
- d) Vocon will attend one Staff Kick-off Meeting early in the Concept Design Phase.
- e) Vocon anticipates (02) design meetings with the CPL and CM team during Concept Design.
- f) Vocon will attend two Community concept meetings at the mid-point of the Concept Phase to discuss the potential of the branch, what works, what doesn't, including inspiration /precedent images.
- g) Vocon will research Zoning/Planning regulations applicable to the site and prepare a written report summarizing restrictions related to setbacks, parking, landscaping, signs, building design and development/design review processes.
- h) Vocon will field verify the existing facility based on the CPL provided existing drawings. We will review the suggested deferred maintenance items and existing conditions as compared to the proposed program.
- i) Based on your Programming/Visioning requirements for initial/ future growth and Zoning/Planning regulations, Vocon will complete up to (03) Concept Design Alternatives that address the interior and exterior of the building, the addition and the site plan.
- j) As part of the Concept Phase, the team will consider LEED Silver criteria as a design goal. During the Phase the team will review the LEED Score Card to determine if the project will be able to earn enough points to achieve LEED Silver.
- k) Construction Phasing Plans will be considered during the Concept Phase.
- l) Vocon will provide cost estimating services that parallel the CM cost estimates during the Concept Phase.
- m) Vocon will begin to identify alternates (Add and Deduct) to help maintain the project budget.

#### 2. SCHEMATIC DESIGN

- a) Based on the approved Program and the selected Concept Design, Vocon will develop a site plan, exterior elevations, and interior space plans. Preliminary selection of major interior and exterior building materials will be made during this phase.
- b) The Design Team shall engage CPL, the designated CM and Engineers to begin a dialogue regarding the site development, structural building components and mechanical/electrical/technology systems.
- c) Vocon anticipates (02) design meetings with the CPL and CM team.
- d) Vocon will attend one Staff Review Meeting in the latter part of the Schematic Design Phase.
- e) Vocon will attend one Community Review meeting at the completion of the Schematic Design Phase.
- f) Based on Schematic Design comments, Vocon will prepare up to (02) modifications of the Schematic Design Package to obtain final CPL approval.
- g) Construction Phasing Plans will continue to be developed during the Schematic Design Phase.
- h) Vocon will coordinate a preliminary meeting with designated municipality to formally introduce the Project and obtain initial feedback related to the site layout and architectural building character.
- i) Vocon will provide cost estimating services that parallel the CM cost estimates during the Schematic Design Phase.
- j) Vocon will continue to identify alternates (Add and Deduct) to help maintain the project budget.
- k) At the end of the phase, the Design Team will work with the Construction Manager to update the Project Budget and explore value engineering initiatives to support the Project Budget.
- l) Entitlements/Public Approvals
  - A) Vocon will work with the Project Consultants to prepare a City Entitlement package for approval.
  - B) Package will include site plans, floor plans, elevations, building sections (if required) renderings, materials boards, and site lighting concepts. We will assemble the information and applications and submit to secure a position on the entitlement agenda.



- C) Vocon will attend the public meetings to attain the required public approvals for the Project. Vocon assumes that approvals will be obtained with not more than (2) submissions.

### 3. DESIGN DEVELOPMENT

- a) Based on Schematic Design Documents approval, CPL's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, Vocon shall prepare a comprehensive Design Development package for CPL review and approval. This package will include site plans, building floor plans, building sections, exterior/interior elevations, perspectives, material boards, floor plans, furniture plans, partition layouts, door locations, finish plans and ceiling plans/lighting solutions.
- b) Construction Phasing Plans will continue to be refined in the Design Development Phase.
- c) The Design Development Documents will also include outline specifications that identify major materials, systems and establish, in general, their quality levels.
- d) Vocon anticipates (02) design meetings with the CPL and CM team.
- e) Vocon will attend one Staff Review Meeting at the latter part of the Design Development Phase.
- f) Vocon will attend one Community Review meeting at the completion of the Design Development Phase.
- g) Based on Design Development comments, Vocon will prepare up to (02) modifications of the Design Development Package to obtain final CPL approval.
- h) Vocon will meet with Building Department Officials in a preliminary meeting to discuss compliance with local building codes, fire codes and other regulations applicable to the Project.
- i) Vocon will provide cost estimating services that parallel the CM cost estimates during the DD phase.
- j) Vocon will continue to identify alternates (Add and Deduct) to help maintain the project budget.
- k) At the end of the phase, the Design Team will work with the Construction Manager to update the Project Budget and explore value engineering initiatives to support the Project Budget.
- l) During Design Development Phase, we will work closely with CPL to determine the scope of the new furniture to be purchased.
  1. Vocon will work with CPL to establish the overall look and feel of the proposed furniture package by using precedent images to guide the specifications.
  2. Vocon will develop a comprehensive furniture plan that identifies new furniture to be incorporated into the design solution. Furniture plans will include all furniture locations tagged to the specifications, will indicate critical dimensions and will coordinate electrical requirements.
  3. Vocon will select, specify and prepare bid documents for all new furnishings associated with the project. Vocon will establish a Basis of Design and two equal products as part of the bid documents.
  4. Vocon anticipates (02) design/review meetings with the CPL and CM team.
  5. During the bidding process, Vocon will assist CPL with the bid solicitation from a maximum of (03) furniture vendors. We will tabulate the bids and evaluate the specified alternates only.
  6. Vocon will review the final furniture quote provided by the furniture dealer on behalf of CPL and provide comments prior to order.
  7. Vocon will review the furniture installation in field and will send a list of any issues or concerns to the furniture dealer and CPL for further review and coordination.

### 4. ARCHITECTURAL CONSTRUCTION DOCUMENTATION

- a) Prepare Architectural Construction Documents for permitting and construction to include construction plans, construction phasing plans, ceiling/lighting plans, door/frame/hardware schedules, finish plans and schedules, millwork plans and details, elevations, sections and architectural details.
- b) Coordinate architecture/interior design efforts with HVAC, electrical, plumbing, technology, structural and civil engineering documents prepared by Project Engineers.
- c) Project Alternates will be confirmed and identified in the construction documents.
- d) Vocon anticipates (02) document review meetings with the CPL and CM team. These will be at the 60% and 90% completion of the Construction Documents.
- e) Vocon will attend one Staff Review Meeting at the latter part of the Construction Document Phase.
- f) Vocon will attend two Community Review meetings at the completion of the Construction Document Phase.
- g) Prior to submission to the Designated Building Department, Vocon will coordinate a thorough document review with CPL, Project Engineers and CM.
- h) Vocon will meet with Building Department Officials to establish compliance with local building codes, fire codes and other regulations applicable to the Project.



## 5. GMP PHASE SERVICES

- a) A single GMP set will be issued at 60% completion of CD's and a Prose Statement will be issued as a part of the GMP documents.
- b) Vocon will respond to contractor questions
- c) Vocon will attend (01) scope review meeting for each bid package that is reviewed by the CM during the GMP process. The number of scope review meetings will not exceed (10) meetings.

## 6. ARCHITECTURAL CONSTRUCTION ADMINISTRATION

- a) At the beginning of the Construction Phase, Vocon will issue a conformed "For Construction" set of documents. This set will incorporate the responses to bidding RFI's.
- b) Vocon will attend up to (02) on-site Project meeting per month, for what is anticipated to be a maximum of a 12-month construction duration to confirm that work is proceeding in accordance with the Construction Documents.
- c) Vocon will review and approve the CM Applications for payment
- d) Vocon will provide interpretation and clarification to the Construction Documents and respond to issues arising throughout construction.
- e) Vocon will review Contractor submittals including shop drawings, product data sheets and material/finish samples for conformance with Construction Documents.
- f) Prepare required project bulletins and make recommendations on possible revisions to the project budget and schedule
- g) Once substantial completion has been established, we will schedule an on-site meeting to develop and publish (01) Project punch list
- h) Vocon will coordinate with the CM to review the completion of punch list items and secure a Certificate of Occupancy.
- i) Vocon will provide "As Designed Record Drawings" at the completion of construction. The set of documents will include the drawing information generated during the construction phase.
- j) Vocon will attend a Post Occupancy Evaluation Meeting with CPL, the Vocon Design Team and the Construction Team to review the project and the "Lessons Learned".

## 7. MECHANICAL, ELECTRICAL, PLUMBING, FIRE PROTECTION & CIVIL ENGINEERING

Karpinski Engineering and. will provide MEPFP and Civil Engineering services as outlined in Attachment A.

## 8. LANDSCAPE ARCHITECTURE

DERU Landscape Architecture will provide Landscape Architecture services as outlined in Attachment B.

## 9. STRUCTURAL ENGINEERING

Barber & Hoffman, Inc. will provide Structural Engineering services as outlined in Attachment C.

## 10. AUDIO VISUAL & TECHNOLOGY DESIGN

Crescent Digital will be responsible for Audio Visual and Technology design services as outlined in Attachment D.

## 11. COST ESTIMATING

McGuiness Unlimited will be responsible for Cost Estimating services as outlined in Attachment E.



## B. OPTIONAL/ADDITIONAL SERVICES

The following Optional/Additional Services are not included in the above-mentioned services but are available through Vocon and our Alliance Partners at an agreed upon lump sum proposal or hourly rate, as agreed to by CPL. This list includes but is not limited to:

1. Phase I & II environmental site assessments
2. Geotechnical Testing
3. Land Survey Services
4. As Constructed Record Drawings
5. Traffic studies/impact reports/surveys
6. Existing furniture inventory
7. Historic Preservation
8. LEED Administration and Coordination, including Energy Modeling.
9. Artwork/Accessory Coordination
10. Renderings, physical and virtual models, animated/video simulations, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project except as required to obtain public approvals as set forth in Section A.2. I). Entitlements/Public Approvals
11. Branding and Graphic Design Services
12. Acoustician/Sound Engineering Service
13. Multiple Bid Packages or Early Release Bid Packages.
14. Lighting Design Services beyond those considered as "Basic Services"
15. Additional meetings beyond those specified in this proposal
16. Structural Engineering Services for the reinforcement or replacement of existing framing due to deterioration of the existing structure
17. Attendance at Public Engagement Meetings by Engineering Consultants

## PART III – PROJECT SCHEDULE

The proposed Project Schedule is itemized below. This schedule is preliminary and is based on information provided by CPL. Vocon anticipates that we will work with the CPL team and the Construction Manager to refine this schedule based on actual Project events.

1. Design Team is likely to be released to begin the Program Verification/Community Engagement/Concept Design Phase on or about October 3, 2019 (Note: The Design Schedule is planned for a duration of approximately 220 days)
2. Schematic Design will likely begin in early January of 2020
3. GMP process will likely occur in June/July 2020 (Assume that the Construction Documents are 50-60% complete)
4. Mobilizing for Construction will likely occur in September of 2020
5. Construction will likely begin in October of 2020
6. Construction will likely be complete by October 1, 2021



## PART IV - COMPENSATION

Please find below our compensation by Consultant (See attached Vocon Proposed Fee Breakdown by Consultant for a detailed breakdown of the fees by Phase). We have provided an Allowance for Field Verification and an Owner Design Contingency at the request of CPL. The Allowance for Field Verification will be used if the project requires extensive field measurement and/or measured drawings beyond what is anticipated in the Basic Services fees. The Owner Design Contingency will be used based on agreement between CPL and Vocon for design services that were not anticipated due to unforeseen conditions or other unanticipated project events.

<b>A. PROFESSIONAL ARCHITECTURE/INTERIOR DESIGN/ENGINEERING SERVICES</b>	<b>FEES</b>
1. VOCON – Architecture/Interior Design/Public Engagement (Mobius Grey)	\$239,000.00
2. Karpinski – MEPFP & Civil Engineering	\$72,300.00
3. Deru – Landscape Architecture	\$11,025.00
4. Barber & Hoffman – Structural Engineering	\$18,400.00
5. Crescent Digital – Audio Visual and Technology Design	\$20,520.00
6. McGuinness Unlimited – Cost Estimating	\$12,000.00
<b>TOTAL PROFESSIONAL ARCHITECTURE/INTERIOR DESIGN/ENGINEERING SERVICES</b>	<b>\$373,245.00</b>
1. Owner Design Contingency (5% of Professional Service Fees)	\$21,000.00
2. Field Verification Allowance	\$1,600.00
3. Estimated Reimbursables	\$6,550.00

### Reimbursable Expenses

Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows and as enumerated in the Agreement between Owner and Architect: transportation and authorized out of state travel and subsistence; reasonable fees paid for securing approval of authorities having jurisdiction over the Project; printing, reproductions, plots, standard form documents; postage, shipping, handling and delivery; renderings, physical and virtual models, animated/video simulations, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project (not included in fee); Fees for LEED registration and certification. All expenses shall be billed to Cleveland Public Library based on 1.0 times actual cost.

### B. Optional/Additional Services


Compensation for any Optional/Additional Services will be based on either a lump sum proposal or upon the following hourly rate schedule for Vocon Services. Rate Schedules for Engineering Services are provided in separate schedules:

Principal	\$345.00	Project Architect	\$140.00
Director	\$225.00	Sr. Tech. Proj Designer 1	\$135.00
Sr. Project Director	\$225.00	Tech. Proj. Designer	\$130.00
Design Director	\$200.00	Sr. Proj. Designer 1	\$120.00
Assoc. Design Director	\$180.00	Project Manager	\$120.00
Project Director	\$180.00	Architect	\$115.00
Sr. Proj. Manager	\$180.00	Proj. Designer	\$115.00
Sr. Proj. Architect	\$165.00	Workplace Strategist	\$115.00
BIM Specialist	\$155.00	Designer	\$ 85.00
Sr. Tech. Proj. Designer	\$150.00	Intern - Co-op	\$ 75.00
Sr. Proj. Designer	\$140.00		

# VOCON.

We appreciate the opportunity to work with you and look forward to your review of our Proposal. We understand that the approved proposal and the Owner Architect Agreement will have to be approved by the CPL Board of Trustees. If you should have any questions regarding this Proposal, please do not hesitate to contact Laura Rees or Lisa Dye directly.

VOCON PARTNERS, LLC:

	September 20, 2019
Signature	Date
<hr/>	
Debbie Donley, Principal	
Printed Name and Title	





Phase	Karpinski MEP	Karpinski Civil	Deru	McGuiness	Barber & Hoffman	Crescent Digital	Mobius Grey	VOCON	Totals
Program-Public Engagement-Concept Design	\$2,750.00	\$1,100.00	\$3,200.00	\$1,500.00	\$920.00	\$4,200.00	\$4,000.00	\$26,400.00	\$44,070.00
Schematic Design	\$5,500.00	\$2,600.00	\$1,825.00	\$3,600.00	\$1,840.00	\$5,400.00	\$3,000.00	\$40,350.00	\$64,115.00
Design Development	\$11,000.00	\$4,900.00	\$1,800.00	\$6,000.00	\$5,520.00	\$8,400.00	\$3,000.00	\$40,850.00	\$81,470.00
Construction Documents	\$8,250.00	\$4,500.00	\$1,800.00	\$900.00	\$5,520.00		\$2,000.00	\$57,300.00	\$80,270.00
GMP Services	\$13,750.00	\$2,300.00	\$1,200.00		\$920.00	\$2,520.00		\$4,800.00	\$25,490.00
Construction Services	\$13,750.00	\$1,900.00	\$1,200.00		\$3,680.00			\$57,300.00	\$77,830.00
<b>Sub Total 1</b>	<b>\$55,000.00</b>	<b>\$17,300.00</b>	<b>\$11,025.00</b>	<b>\$12,000.00</b>	<b>\$18,400.00</b>	<b>\$20,520.00</b>	<b>\$12,000.00</b>	<b>\$227,000.00</b>	<b>\$373,245.00</b>
Owner Design Contingency									\$21,000.00
Field Verification Contingency									\$1,600.00
<b>Sub Total 2</b>									<b>\$395,845.00</b>
Reimbursables	\$500.00	\$300.00	\$350.00	\$300.00	\$300.00	\$300.00	\$300.00	\$4,200.00	\$6,550.00
<b>Totals with Reimbursables</b>	<b>\$55,500.00</b>	<b>\$17,600.00</b>	<b>\$11,375.00</b>	<b>\$12,300.00</b>	<b>\$18,700.00</b>	<b>\$20,820.00</b>	<b>\$12,300.00</b>	<b>\$231,200.00</b>	<b>\$402,395.00</b>

## ATTACHMENT A



September 11, 2019

Ms. Laura Rees  
Vocon  
3142 Prospect Ave.  
Cleveland, Ohio 44115

Subject: Cleveland Public Library (CPL) – West Park Branch

Ms. Rees,

Thank you for the opportunity to provide our proposal for professional engineering services for this project.

#### SCOPE OF PROJECT

It is our understanding that the project consists of performing professional engineering services for the renovation of the West Park Branch building at 3805 West 57<sup>th</sup> Street, Cleveland, Ohio. Work scope includes demolition of the 1978 addition, and a new addition in its place.

Throughout this proposal, engineering systems, equipment and components are generally referenced as “Building systems” and related scope is described in greater detail under Basic Services. The term “Mechanical” generally references HVAC, Plumbing and Fire Protection.

The professional engineering services included in this proposal are:

1. Heating, Ventilating, and Air Conditioning (HVAC)
2. Plumbing
3. Fire Protection
4. Electrical
5. A separate Civil Engineering fee proposal is being provided.

This proposal is based upon the following:

1. CPL’s RFQ and Addenda.
2. CPL’s master plan summary.
3. New construction area is 2,500 square feet.
4. Renovated construction area is 14,800 square feet (minus the small area of demolition mentioned above).
5. Estimated total construction cost is \$3,800,000.00.
6. The scope and services summarized within this proposal, as well as the summary of services not included.
7. Timely receipt of information required as summarized in this proposal.



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Ms. Laura Rees / CPL West park Branch  
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### BASIC SERVICES

The following is included as part of our basic services for the proposed project:

1. Expenses necessary for the normal exchange of information, including standard electronic media and standard delivery methods.
2. A fixed number of meetings, site visits and construction observation visits, as defined herein.
3. Coordination with your office to support timely project delivery which may include design requirements, approvals, intermediate reviews and quality checks as necessary to complete our scope of work per the project schedule.
4. Demolition scope will include the provision of demolition drawings and specifications of adequate detail to define Contractor work scope. Due to concealed conditions, demolition scope will not be comprehensive and may only include performance specifications to make areas safe for general demolition by Contractors.
5. Documentation of Building systems energy code compliance.
6. Fire Protection systems including:
  - a. Service entrance modifications if required, layout of fire protection equipment, main piping layout (interior to five feet outside building footprint) and riser diagrams. Specifications and branch piping installation requirements will be performance based.
  - b. Specialty Fire Protection systems (IT rooms, etc.).
7. Plumbing systems including:
  - a. Service entrance modifications if required, layout of domestic water equipment, piping layout (interior to five feet outside building footprint), plumbing fixtures and provisions for point of use equipment.
  - b. Sanitary waste, vent and storm water removal system modifications if required (interior to five feet outside building footprint).
  - c. Natural gas system including service entrance modifications if required, piping layout (interior to five feet outside building footprint) and provisions for point of use equipment.
8. HVAC systems including:
  - a. Layout of distribution equipment, ductwork, piping and terminal equipment.
  - b. Temperature Control / Building Automation systems for the control and monitoring of HVAC system functions.
9. Electrical systems including:
  - a. Electric and telecommunication utility company conduit modifications if required, site lighting and site power.
  - b. Lighting systems, with fixtures and layouts selected by Architect and Engineer.
  - c. Lighting Control systems.
  - d. Power Distribution system new and / or modifications if required.
  - e. Grounding system modifications if required.
  - f. Branch Circuit system including receptacles and equipment connections.

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- g. Fire Alarm system – new and / or modifications if required.
  - h. Conduit and Rough-in Box Systems for Low Voltage / Technology systems. We assume device layouts and related contract drawings are provided by the Technology Engineer. We will coordinate power and rough-in requirements and reference their drawings for locations.
10. Voice, Data and related low voltage cabling are not a part of the scope. We will provide conduit and rough-in box systems only based upon the premises design documents furnished by the Owner's Technology Consultant or System Vendor.
11. Audio / Visual systems and related low voltage cabling are not a part of the scope. We will provide conduit and rough-in box systems only based upon the premises design documents furnished by the Owner's Audio / Visual Consultant or System Vendor.
12. Security Surveillance (CCTV), Access Control and Intrusion Detection / Theft Prevention systems and related low voltage cabling are not a part of the scope. We will provide conduit and rough-in box systems only based upon the premises design documents furnished by the Owner, Owner's Security Consultant or System Vendor.
13. Probable Costs of Construction - We assume a Construction Manager will be retained by the Owner and will be responsible for cost estimating of the Building systems. For review of budgets or probable costs of construction prepared by others, and for our parallel cost estimates, our developed costs will represent our professional judgment based on current market conditions and our knowledge of the project as outlined by your office. It must be recognized that we have no control over the following: the cost of labor, materials or equipment; the contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, we do not warrant or represent that bids or negotiated prices for this project will not vary from our estimates.
14. BIM Engineering Model Deliverables - Karpinski Engineering has established a baseline of services that will be provided as part of our Building Information Modeling (BIM) deliverable package. Based upon the needs of the project, some components may warrant greater attention to detail, receiving priority over those where the same focus is not justified. The following outlines the expectations of our engineering model as included in our baseline services:
- a. Our standard level of development (LOD) that will be provided with Construction Documents is similar to LOD 300 as described in the AIA Document *G202-2013 Project Building Information Modeling Protocol Form*.
  - b. Commitment to LOD 300 is dependent upon the following:
    - i. We are provided with a similar or higher LOD architectural and structural model.
    - ii. A BIM Implementation Plan is defined prior to the commencement of work defining project schedule, model exchange schedule, model element authoring and coordination of shared devices.
  - c. Exceptions to LOD 300 are as follows:
    - 1) The LOD will correlate to the detail expected per associated project deliverables described in the schematic design, design development, and construction documents sections.
    - 2) Our engineering model is to be considered diagrammatic due to graphic limitations, such as actual spacing of piping or true scaling of devices, which may need to be altered to allow for legibly printed documents. Final routing of all systems and services is the

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- responsibility of the Contractors and must be evaluated by the Contractors prior to fabrication and installation.
- 3) The engineering model will only account for the manufacturers used as the basis of design. If another manufacturer is provided, the alternate dimensions and clearance requirements for that equipment is the responsibility of the Contractors.
  - 4) The engineering model is not to be considered as reflecting as-built conditions for existing areas. The design information identifies general points of connection to existing installations and approximate pathways of existing services. Contractors are required to field verify pathways and dimensional constraints to accommodate existing conditions.
- d. The coordinated engineering model submitted with Construction Documents is not intended to be a clash free model.
- 1) It is assumed that a Construction Manager or the Architect will be the administrator of clash detection reports and meetings to facilitate the construction model.
  - 2) A physical clash detection report generated by Karpinski Engineering (using a BIM management software such as Navisworks) can be provided as an additional service.
  - 3) Coordination of the engineering model beyond the level described will be considered an additional service.
- e. Engineering model elements will be populated with data to coordinate construction documentation annotation such as schedules, tags, and notes.
- 1) Incorporation of additional data into engineering model elements beyond Karpinski Engineering's customized Revit standards can be provided as an additional service.
- f. Attempts to coordinate installation details beyond what was agreed to during initial BIM planning, that will not affect bidding, and which is not consistent with construction means and methods, will be considered an additional service.
- g. The engineering model is not intended for use by Contractors as a construction and/or coordination model. Exact placement of equipment and devices are dependent on and affected by construction field conditions and therefore is the responsibility of the Contractors.
- h. We have included one BIM model exchange every two weeks. Should the client post model updates more frequently, we cannot guarantee they will be utilized. More frequent model exchanges will be considered an additional service.
15. Refer to the Additional Services, Services Not Included and Reimbursable Expenses sections for scope that is not included as part of Basic Services.

### SUPPLEMENTAL SERVICES

We have also included separate fees for the following Supplemental services:

1. Professional Lighting Design: A separate fee is provided for Professional Lighting Design which includes the following services for building façade and main entry area.
  - a. Selection of specialized Lighting Fixtures, coordinated with your office, including fixture cut sheets in PDF format.
  - b. Provision of photometric calculations and subsequent reports indicating illumination levels and maximum-to-minimum ratios.
  - c. Provision of 3-dimensional renderings of the proposed lighting design for the areas defined above.

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2. A separate fee is provided for **LEED®** related engineering and design services. We will assist in the **LEED®** certification process as it pertains to the Building systems. We will perform the following LEED® services:
  - a. We will develop Building systems **LEED®** submission data in a format prescribed by the USGBC.
  - b. We will upload data to the project **LEED®** online web page. The data will be uploaded for a design phase review and a construction phase review should two uploads be required.
  - c. We will develop a Basis of Design document per the **LEED®** requirements.
  - d. Should an independent Commissioning Agent be retained, we will respond to their review comments.
  - e. We will respond to USGBC review comments related to our portion of the work.
  - f. It must be recognized that we have no control over the following: the Owner's use and operation of the Building systems, services provided by the Architect and other Consultants, work performed by the Contractors, or the interpretation of credit requirements by the certifying authority. Accordingly, we do not warrant or represent that the project will achieve the Sustainable Objective solely with respect to our scope of services.
  
3. A separate fee is provided for Energy Modeling services. We will perform Building systems energy modeling to assist in the evaluation of the Building systems alternatives and to demonstrate energy use reduction per the requirements of the **LEED®** certification process. Karpinski Engineering is not responsible for building envelope information input, including, but not limited to, insulation in walls, roofs, attics, floors over unconditioned spaces, glazing properties, wall areas, building/room/space areas, etc. The energy modeling effort includes the following:
  - a. Schematic Design Phase - Energy modeling will be directed toward the evaluation of building massing, envelop options, and architectural features.
  - b. Design Development Phase - Energy modeling will evaluate relevant Building systems and component alternatives. The building geometry will be set at this time. Architectural components, such as glazing and envelop alternatives may be evaluated in this phase.
  - c. Construction Documents Phase - The previously finalized and accepted building geometry, envelop design, and Building systems design will be utilized for this phase of modeling. The DD Phase energy model will be updated per the final systems design. The energy model data will be formatted per the **LEED®** documentation requirements. Since the final energy model must be based on the final equipment selection (motor sizes, airflow capacities, lighting levels, etc.) the final energy model will be uploaded to the project **LEED®** online webpage after the project design is complete and within 30 days of the project being issued for bidding.
  
4. **LEED®** Commissioning Services: Separate fees are provided for Professional Commissioning services which include the following:
  - d. The provision of fundamental commissioning per **LEED®** prerequisite requirements is excluded from the basic **LEED®** certification fee. A separate fee for this service is provided.
  - a. An additional fee for enhanced commissioning is also provided which includes effort by an independent commissioning agent, which is required to obtain this credit.
  - b. Services related to the **LEED®** credit for "Measurement & Verification", which consist of monthly evaluations of building systems operations over a ten month period, are not included. If requested, these services will be performed as additional services at our current hourly commissioning rates.
  - c. Should any commissioning services be accepted, we will provide a formal proposal outlining a detailed scope of services.

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### ADDITIONAL SERVICES

We will provide additional engineering services for this project, when authorized in writing, in addition to those services set forth in Basic Services. The following items are not included in Basic Services and will be performed as additional services at our current hourly rates.

1. Services related to Building Information Modeling (BIM) beyond what is included in Basic Services.
2. The evaluation of existing HVAC systems or their upgrade for compliance with the requirements of ASHRAE 62 *Ventilation for Acceptable Indoor Air Quality*.
3. Energy modeling beyond what is included in Basic Services.
4. Special computer calculation services such as comparative energy and life cycle cost analyses of Building systems.
5. Services related to an Arc Flash risk analysis of the building's power distribution system as defined in NFPA-70E, Standard for Electrical Safety in the Workplace.
6. Complete, hydraulically calculated fire protection system documents.
7. Fire water storage tank design – should available fire water not be sufficient for fire protection purposes and on site fire water storage is required.
8. Site design of domestic water, fire protection and natural gas services, sanitary and storm sewer systems.
9. Special computerized simulation of daylight as required by applicable LEED® credits.
10. Evaluation of contractor proposed equipment substitutions.
11. Additional meetings and site visits in excess of those defined herein.
12. Requested field visits performed between the hours of 7PM and 7AM.
13. Additional studies or design work requested by your office or design services not customarily provided in accordance with generally accepted engineering practice.
14. Any redesign work required as requested by your office or the Owner.
15. Additional design work required for the preparation of alternates when the alternates require separate design documentation.
16. Services related to the compilation and submission of materials required for the application of tax credit or other incentive based programs on behalf of the Owner or other beneficiary.
17. Our basic scope of services applies to the preparation of construction documents for one construction bid package. The provision of multiple sets of documents for multiple construction bid packages is considered additional services.
18. Our basic scope of services applies to one continuous Construction Administration phase. Additional

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engineering services and related design documentation or field visits required to support multiple construction phases are considered additional services.

19. We believe "value engineering" is a part of good engineering practice throughout the design phases of the project, and we will work with the entire design team in this effort. However, meetings, negotiations and redesign work required to reduce costs will be considered additional services.

#### **SERVICES NOT INCLUDED**

The following items are not included in our basic scope of services:

1. The responsibility for the discovery, presence, handling, removal or disposal, or the exposure of persons to, hazardous materials and/or toxic materials at the project site.
2. The retention of the services of a contractor to assist in the verification of field conditions. Since we are not certified or approved to perform certain services, such as confined space entry (entering manholes), disassembling Building systems equipment, etc., it may be necessary to utilize the services of outside contractors.
3. The responsibility for the discovery of hidden existing conditions, any resulting damages to persons or properties, or any additional construction costs. Hidden conditions are defined as concealed in existing construction or incapable of investigation by reasonable and safe visual observation. We are not responsible for providing accessible openings in ceilings, wall, shafts, floors, etc.
4. Testing of contractor installed systems. We will review and comment on service manuals submitted by contractors.
5. The evaluation of existing structural conditions as related to the support of Building systems equipment, piping, conduit, etc., along with required structural modifications and/or solutions.
6. Documentation and application for code variances, appeals, or similar efforts including attendance at related meetings or hearings.
7. Obtaining permits.
8. Providing coordination drawings related to the construction trades.
9. Documentation of building envelope energy code compliance, including, but not limited to, insulation in walls, roofs, attics, floors over unconditioned spaces, glazing properties, wall areas, building/room/space areas, etc.
10. Special physical, numerical, or computerized modeling of site air flow and distribution as related to building pressurization, building air infiltration, control of exterior air contaminants and pollutants, or similar situations.
11. Photovoltaic system design.
12. Technology designs indicated above.
13. Audio or acoustical engineering and acoustical space modeling for measurable intelligibility of audio systems, including Emergency Voice / Fire Alarm Communication systems, Audio / Visual sound paging systems, etc.

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14. Geotechnical Services / analysis and Engineering of ground water removal systems.
15. Underground utility locating services (public right of way or private locations), including mapping, physical markings, and/or determining the integrity of existing underground or under slab systems.
16. Soil Gas Mitigation analysis and Engineering of mitigation systems.
17. Design of Site Dewatering systems to enable construction.
18. Design of temporary power, lighting, heating, fuel gas piping or venting systems for construction.
19. Services related to the **LEED®** credit for "Measurement & Verification" are not included. If required, these services will be provided by the Commissioning Agent as part of Enhanced Commissioning.
20. Any other engineering and design related services not specifically included under Basic Services, Supplemental Services, and Basic Services Phasing.

#### **INFORMATION WE REQUIRE**

For the purposes of this project, the following information must be supplied by your office. Karpinski Engineering will attempt to verify the information provided to the extent reasonably possible, but has the right to expect and rely upon the information provided to be correct, accurate and complete. Required Information includes but is not limited to:

1. Copy of the current construction budget.
2. Copies of previous contract record, or "as-built" drawings, showing existing structures, services, utilities and interior building conditions in as much detail as is possible.
3. Copy of building or facility Building systems design standards.
4. Structural evaluations required for the support of Building systems equipment.
5. Electronic drawing background files, including electronic templates and submission information required for each design milestone (submission title, date, etc.).
6. Specification templates, including required information for headers and footers.
7. Architectural and Structural coordination drawings.
8. Latest Civil site survey indicating underground utilities (natural gas, water, storm, sanitary, electrical and telecommunications).
9. Should the project require ground water removal systems by internal pumping, we require inlet flow (GPM) information for equipment sizing and selection purposes.
10. Equipment data sheets and equipment locations for all equipment requiring engineering services or connections.
11. Load information on heat producing equipment, people counts and other information required for our load calculations.

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12. Project schedule approved by Owner indicating design milestones and review timelines.
13. Electronic file of building envelope energy code compliance report to insure accuracy and consistency of building/room/space areas used in the engineering portions of the energy compliance process.
14. Requested initial lighting layouts.
15. Requested initial receptacle and voice/data drop locations (or typical room layouts).
16. An electronic file of completed drawings and specifications issued for each phase of the project design for our office records.
17. An executed copy of the prime agreement between the Owner and Architect. Fees and costs stated in the agreement may be deleted.

### BASIC SERVICES PHASING

We will coordinate with your office at each phase of the project as described below. We assume your office will oversee overall project coordination including, but is not limited to, exchange of project design needs of all team members, adequate time to perform quality reviews, adequate time to respond to and incorporate Owner review comments, and adequate time to support any other design requirements needed to complete project scope per the design schedule. Note that substantial changes in project scope, including adjustments to floor plans and/or the model, that occur during the week a submission is due, may not be incorporated until the next phase.

We understand the project includes the following phases:

1. Program Verification / Community Engagement / Concept Design
2. Schematic Design (SD)
3. Design Development (DD)
4. Guaranteed Maximum Price (GMP) Documents
5. Construction Documents (CD) / Conformance Documents
6. Bidding / Construction Administration (CA)

The following services will be provided in the appropriate phase:

1. We will review existing conditions and available record documents to determine conditions affecting this project.
2. We will participate in the code review process as related to Building systems.
3. We will review conceptual designs and provide a written narrative of the Building systems. If necessary, the narrative will be supplemented with preliminary floor plans indicating required equipment rooms, closets, shafts and chases, and / or sketches indicating initial equipment layouts. Equipment catalog data will be included as a reference when requested.
4. Our narrative will be suitable for the generation of a preliminary probable cost of construction by others.
5. Our narrative will include a preliminary probable cost of construction.
6. We will contact the providers of utilities required under the scope of our work, and will produce a



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- site plan showing the preliminary utility entrance locations.
7. We will review and comment upon the Building systems construction budget as requested.
  8. We will update the preliminary probable cost of construction as requested.
  9. We will provide construction drawings and specifications setting forth in detail the construction requirements for the project. Specifications will be based on standard Karpinski Engineering three part master specifications, coordinated with your formatting.
  10. We will provide GMP drawings and specifications at the completion of a pre-determined milestone of CD progress. As part of the GMP deliverables, we will provide a GMP narrative (prose statement) outlining work scope that has yet to be completed in order for such scope to be included in the GMP pricing. After submission of the GMP deliverables, we will continue with the production of final construction drawings and specifications.
  11. At the completion of the CD phase we will transmit an electronic copy of the final Contract Documents (construction drawings and specifications). Karpinski Engineering only authorizes the client to use the final Contract Documents for contractors, sub-contractors and suppliers in the course of business for bidding, purchasing and constructing the work shown on the documents. Unauthorized reuse of the final Contract Documents for other purposes or other projects is prohibited without the expressed written consent of Karpinski Engineering.
  12. During the Bidding phase we will provide assistance in obtaining bids or negotiated proposals, and contract award, as requested.
  13. After the Bidding phase, we will provide Conformance Documents indicating accepted or declined alternates as well as any addenda or responses to RFI's issued during the Bidding phase. Value engineering re-design is not included.
  14. During the CA phase we will respond to the plan review by the local authority having jurisdiction and will provide construction administration as it pertains to our portion of the work, including responding to RFI's.
  15. Interpretation necessary for the proper execution of work progress will be made and recommendations will be provided concerning changes in the work. We will review shop drawings for general conformance with the intent of the Contract Documents. We will not be responsible for construction means, methods, techniques, sequences, procedures, scheduling or construction safety.
  16. A written construction observation report will be provided after each field visit. Construction observation includes general monitoring for conformance with design intent and is not a guarantee that the contractor has performed the work in complete compliance with the Contract Documents or applicable codes. The last report will be considered a final punch list.
  17. The preparation of electronic record drawings is not included. Record drawing scope includes electronic update of Construction Documents inclusive of addenda, construction phase bulletins, and Contractor mark-ups of constructed conditions. Since record drawings are prepared based on unverified information provided by others, we will make no guarantee of their accuracy or completeness. Preparation of record drawings does not include system installation drawings such as fire protection piping layouts, HVAC sheet metal layouts, and other Building systems installation and Contractor coordination drawings as these drawings are prepared by Contractors and/or system

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vendors and are included in the Operation and Maintenance Manual submission as supplemental to the Construction Documents. Once the scope is known, a fee will be provided as an add-service.

18. We will provide as an additional service, an additional field visit to verify completion of final punch list items. Prior to performance, completed Contractor responses to our punch lists will be required.

#### **MEETINGS AND SITE VISITS**

<b>DESCRIPTION</b>	<b>QUANTITY INCLUDED</b>
Attendance at existing condition site visits.	As Required
Attendance at coordination meetings during the design phase(s) to review our design progress. Number of staff that will attend each meeting will be as appropriate to discuss the Building system items on the agenda.	3
Attendance at pre-bid meeting and bid review meetings.	Included
Attendance at pre-construction meeting.	Included
Attendance at construction meetings and/or field observation visits. Multiple persons attending each (such as from individual engineering disciplines) will count as multiple meetings and/or visits.	9
Meetings and/or field visits in addition to those indicated above will be performed upon request as additional services at our current hourly rates, plus reimbursable expenses.	Additional Service

#### **SUB-CONSULTANT SERVICES**

This proposal includes the following Sub-consultant(s) and corresponding services. Karpinski Engineering will require each Sub-consultant to sign a contract, carry general and professional liability insurance, and adhere to the General Terms and Conditions of any contract between our firms, including the services described in this proposal. Karpinski Engineering will administer the services of each Sub-consultant and coordinate their efforts.

Sub-consultants and services included:

1. R Engineering Team – MEP production support

Sub-consultant fees will be negotiated by Karpinski Engineering and are included in this fee proposal as part of our Basic Services fee.

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### COMPENSATION FOR BASIC SERVICES

Our compensation for the provision of Basic Services is indicated below and does not include reimbursable expenses.

BASIC SERVICES PER PHASE	FEE
Program Verification / Concept Design (We assume we are not part of Community Engagement.) (5%)	\$2,750.00
Schematic Design (10%)	\$5,500.00
Design Development (20%)	\$11,000.00
GMP (25%)	\$13,750.00
Construction Documents (15%)	\$8,250.00
Construction Administration (25%)	\$13,750.00
Total	\$55,000.00

### COMPENSATION FOR SUPPLEMENTAL SERVICES

The following Supplemental Services are not included as part of our Basic Services. However, should these services be desired, our proposed compensation is indicated below and does not include reimbursable expenses.

	SERVICES	FEE	ACCEPTED?
1	Professional Lighting Design Services – 40 hours of effort provided	\$5,000.00	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	LEED® Fundamental Commissioning Services	\$18,000.00	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	LEED® Enhanced Commissioning Services (We have included a third party for portions the design firm is not allowed to provide.)	\$7,000.00	Yes <input type="checkbox"/> No <input type="checkbox"/>

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4	Design Services related to LEED® Certification	\$8,000.00	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Energy Modeling Services	\$5,000.00	Yes <input type="checkbox"/> No <input type="checkbox"/>

**REIMBURSABLE EXPENSES**

Certain expenses may be incurred during the course of the project and are not included in our basic scope of services. The following items will be considered Reimbursable Expenses:

1. Expenses related to obtaining permits and related approvals from local authorities having jurisdiction.
2. Expenses related to the retention of the services of contractors, surveyors, etc. if required to assist in the verification of field conditions. Should retention of contractors fall under the direct responsibility of Karpinski Engineering, a 15% administration charge will be added to the contractor's fee to cover our efforts and expenses.
3. Expenses related to the retention of the services of sub-consultants to perform work scope as described under "Services Not Included". Should retention of sub-consultants fall under the direct responsibility of Karpinski Engineering, a 15% administration charge will be added to the sub-consultant's fee to cover our effort and expenses.
4. Expenses related to specialized equipment rental.
5. Printing Expenses associated with the printing of Permit and / or Construction / Bid Documents, as well as related Addenda, Bulletins, Change Orders, etc.
6. Delivery service costs as required for the prompt exchange of information where normal methods are not practical.
7. LEED® expenses related to USGBC registration, USGBC certification and appeals fees or third party commissioning agent's fees.

Reimbursable expenses will be in addition to compensation for Basic Services, accepted Supplemental Services, and approved Additional Services, and will be invoiced at our cost.

<b>ESTIMATED (MAXIMUM) REIMBURSABLE EXPENSES</b>
\$500.00

**HOURLY RATES**

Compensation for Additional Services will be mutually developed on an hourly basis. Our current hourly rates are as follows:

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<b>STAFF</b>	<b>HOURLY RATE</b>
Principal	\$190
Senior Associate	\$160
Associate	\$145
Senior Project Manager	\$140
Construction Coordinator	\$125
Senior Project Engineer	\$125
Senior Project Designer	\$110
Project Engineer	\$100
Project Designer	\$95
Engineer	\$90
Designer	\$80
Technician	\$70
Administration	\$60

Supplemental hourly rates are as follows:

<b>STAFF</b>	<b>HOURLY RATE</b>
Certified Fire Protection Engineering	\$150
Mechanical Systems Specialist	\$140
Testing and Balancing Systems Specialist	\$140

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Energy Systems Specialist	\$ 140
Fire Safety Specialist	\$ 125
Professional Lighting Design	\$ 125
BIM Specialist	\$ 125

Commissioning hourly rates are as follows:

STAFF	HOURLY RATE
Commissioning Director	\$ 150
Commissioning Project Manager	\$ 140
Commissioning Senior Engineer / Professional	\$ 130
Commissioning Engineer / Professional	\$ 120
Commissioning Technician / Coordinator	\$ 110

#### INVOICING AND PAYMENTS

Karpinski Engineering will invoice our Services on a monthly basis. Payment is required within thirty (30) days from the date of the invoice statement, unless other payment terms have been agreed upon by both parties. If this agreement is terminated for any reason by either party, Karpinski Engineering shall be compensated for services provided and expenses incurred as of the date of termination.

#### ELECTRONIC MEDIA

Should an electronic copy of digital data and related contract documents be required by a third party after completion of design, a release form summarizing the terms of use will be provided that requires signature from the user(s). Additional compensation may be required.

#### INTELLECTUAL PROPERTY

All non-public data and information developed or conceived by Karpinski Engineering which pertains to its products (including all forms of digital data and related contract documents), methods, services or business, whether or not patentable under copyright, trademark or some other basis, is the sole and exclusive property of Karpinski Engineering.

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### INDEMNIFICATIONS

The Client/Architect agrees, to the fullest extent permitted by law, to indemnify and hold harmless Karpinski Engineering from the following, including reasonable attorney's fees and defense costs:

1. Any and all damage, liability, costs or expenses, to the extent caused by their own negligent acts, errors or omissions, including those of anyone for whom they are legally liable, arising from this project. Neither party is obligated to indemnify the other in any manner whatsoever for the other's own negligence. Karpinski Engineering shall not be responsible for the acts or omissions of the Client/Architect, Client/Architect's other consultants, contractor, sub-contractors, their agents or employees, or other persons performing any of the work.
2. Any and all damage, liability, costs or expenses, should the Client/Architect elect not to retain Karpinski Engineering for construction administration services during the construction phase, to the extent resulting from construction issues caused by the non-conformance with our design intent, non-conformance with code requirements, Building system performance, and/or construction performance, including those of anyone for whom the Client/Architect is legally liable, arising from this project.
3. Any and all damage, liability, costs or expenses, to the extent caused by the unauthorized reuse of digital data and related contract documents, without limitation, including use on future project modifications by others.
4. It is understood that buildings may, as a result of construction activities, post-construction use, maintenance, operation or occupation, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage and/or necessary remedial measures and costs. The Client/Architect agrees to release, indemnify and hold harmless Karpinski Engineering and all other parties from and against all claims, costs, liabilities and damages, arising in any way from the existence of mold as a result of the construction, use, maintenance, operation or occupation of the completed project. In addition, the Client/Architect agrees to include in the Construction Contract a provision whereby the contractor shall defend, indemnify and hold harmless Karpinski Engineering and all other parties from any claims arising in any way from the existence of mold as a result of the contractor's workmanship or construction means, methods, techniques, sequencing or procedures including without limitation, the failure to protect materials during the construction process.
5. The Client/Architect agrees to release, indemnify and hold harmless Karpinski Engineering from and against all claims, costs, liabilities and damages, arising in any way from decisions made by the Owner, their Representatives, other Consultants, Contractors, or any other party during the design and/or construction phases as a result of a cost reduction (value engineering) process, including, but not limited to, decisions made without our knowledge or consent that may conflict with our engineering recommendations, industry standard design recommendations and/or national, regional or local code requirements.

The Client/Architect agrees to include the above Indemnifications in their Contract with the Owner should the provisions not already be included in aforementioned Contract. In addition, Karpinski Engineering recommends the Client/Architect review such Indemnifications on their own behalf or on behalf of the entire design team.

### MISCELLANEOUS PROVISIONS

Standard of Care – In providing services under this Agreement, Karpinski Engineering will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession



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currently practicing under similar circumstances and locations. Regardless of any other term or condition of the Agreement, Karpinski Engineering makes no express or implied warranty of any sort, nor does it express or imply any fiduciary responsibility towards the Client/Architect whatsoever.

Professional Limitation – Karpinski Engineering has been retained to provide the professional engineering services summarized above and its obligations are limited to these services without any other responsibilities or obligations. Karpinski Engineering bears no responsibility for project funding and/or financial performance of the project.

Disclaimer of Consequential Damages - Notwithstanding any other provision to the contrary, and to the fullest extent permitted by law, neither party shall be liable to the other for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business or income or any other consequential damages that either party may have incurred for any cause of action whatsoever.

Dispute Resolution - Any claim, dispute or matter between the client and Karpinski Engineering arising out of or related to this agreement shall be subject to mediation as a condition precedent to litigation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. The parties shall agree to the selection of a mediator and shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. Claims, disputes and other matters that are not resolved by mediation shall be subject to and decided by a litigation process subject to local jurisdiction legal policies and practices, unless the parties mutually agree otherwise.

Limitation of Liability - In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims for expenses from any cause or causes, including attorney and/or expert witness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and sub-consultants shall not exceed \$4,000,000. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

This document represents our total agreement and supersedes any prior representations. Any amendment must be in writing and signed by both parties. This agreement shall be governed by the laws of the state in which the project is performed. In the event that any term or clause of this agreement is held to be invalid as contravening any law or governmental regulation, then such term or clause shall remain in effect only to the extent permitted by such law or governmental regulations, but the remaining provisions of this agreement shall continue in full force and effect.

Should a separate contract be utilized, such as AIA Document C401 *Standard Form of Agreement Between Architect and Consultant*, and if conflicts arise between the two, the terms and conditions of this proposal shall apply. This proposal shall remain in effect for Ninety (90) days, unless Karpinski Engineering agrees to another time period in writing.

To serve as our agreement, sign and return a copy of this proposal. If authorized to proceed prior to our receipt of a signed copy of this document, Karpinski Engineering shall consider this to be a binding agreement including all of the requirements and conditions contained herein.

Should you have any questions relating to this proposal, please do not hesitate to call. I will be pleased to personally review it with you upon your examination.



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Sincerely,

**karpinski**

ENGINEERING



Brian J. David, PE, LEED AP  
Senior Vice President, Director of Engineering

ACCEPTANCE OF VOCON

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Project #: \_\_\_\_\_



September 20, 2019

Ms. Laura Rees, RA, NCARB  
Vocon  
3142 Prospect Ave E,  
Cleveland, OH 44115

Subject: CPL West Park Branch – Civil Engineering Proposal Request

Ms. Rees,

Thank you for the opportunity to provide our proposal for professional Civil Engineering services for this project.

#### **SCOPE OF PROJECT**

It is our understanding that the project consists of performing professional Civil Engineering services for the West Park Cleveland Public Library Branch located at 3805 West 157<sup>th</sup> Street.

The professional engineering services included in this proposal are:

1. Civil Engineering services

This proposal is based upon the following:

1. Request for proposal (RFP) dated September 6, 2019.
2. The scope of work defined in the West Park Branch MP Implementation Plan.
3. Estimated construction cost of \$3,8000,00.00
4. The demolition 1978 addition of the library and construction of a new addition.
5. Improve connections to Lorain and the YMCA site.
6. Provide design of a new reading garden.
7. Inspection of the existing parking lot and proposed pavement improvements.
8. Investigate parking lot expansion either on site or on a remote lot across Silsby.

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9. Investigate and provide plans for improvements to the existing brick plaza, associated planters and furnishings.
10. Assessing and design of ADA accessible paths from the right of way and ADA parking spaces to the main entrance.
11. Provide Construction Documents, Specifications, and Construction Administration for the overall site.
12. Obtaining all governmental and utility approvals.
13. The scope and services summarized within this proposal, as well as the summary of services not included.
14. Timely receipt of information required as summarized in this proposal.
15. Refer to the Additional Services, Services Not Included and Reimbursable Expenses sections for scope that is not included as part of Basic Services.
16. The architect/owner will provide all geotechnical data including soil borings, permeability/infiltration tests, and recommendations for excavation, engineered fill, pavement design, and subdrainage for the property.
17. The architect/owner will provide the site topographic survey and base map in Autocad including tin and survey data points.
18. The architect/owner will provide all environmental reports/assessment and if required remediation work for building/garage demolition.
19. The project team's structural engineer will design all site retaining walls over 3 feet tall.
20. The project team's electrical engineer will perform photometric analysis, design the site lighting and on-site electrical routing, temporary power, permanent power, and if required transformer location. We will coordinate the routing on-site with them.
21. Refer to the Additional Services, Services Not Included and Reimbursable Expenses sections for scope that is not included as part of Basic Services.

#### **BASIC SERVICES**

The following is included as part of our basic services for the proposed project:

1. Expenses necessary for the normal exchange of information, including standard electronic media and standard delivery methods.
2. A fixed number of meetings, site visits and construction observation visits, as defined herein.

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3. Coordination with your office to support timely project delivery which may include design requirements, approvals, intermediate reviews and quality checks as necessary to complete our scope of work per the project schedule.
4. We will obtain all Governmental Approvals and Permits including the following items:
  - a. Coordination with the City of Cleveland Building Department, Cleveland Water Pollution Control, Cuyahoga Soil and Water Conservation District, all utilities, and the OhioEPA to facilitate their approval process to ensure the project remains on schedule.
  - b. Storm Water Management and Storm Water Pollution Prevention (SWPP) design including calculations for submittal to the City of Cleveland Building Department.
  - c. Submittals of all plans to appropriate agencies for review and approval. We will invoice all printing costs as in addition reimbursable to the project.
  - d. Review, respond and revise plans based reviewing agencies comments.
  - e. Permit and Application fees to be paid for by owner.
5. Construction Documents to include the following sheets:
  - a. Cover Sheet
  - b. Existing Conditions and Demolition Plan
  - c. Site Layout Plan
  - d. Site Utility Plan
  - e. Grading Plan
  - f. Storm Water Management Plan
  - g. Storm Water Pollution Prevention Plan
  - h. Pavement and Utility Construction Details
  - i. Erosion and Sediment Control Details
6. Site Utility, Pavement, Earthwork and Erosion Control Technical Specifications.
7. A separate fee for **LEED**<sup>®</sup> related engineering and design services is provided. We will assist in the **LEED**<sup>®</sup> certification process as it pertains to the site civil systems. We will perform the following **LEED**<sup>®</sup> services:
  - a. We will develop site civil systems **LEED**<sup>®</sup> submission data in a format prescribed by the USGBC.
  - b. We will upload data to the project **LEED**<sup>®</sup> online web page. The data will be uploaded for a design phase review and a construction phase review should two uploads be required.
  - c. We will develop a Basis of Design document per the **LEED**<sup>®</sup> requirements.
  - d. Should an independent Commissioning Agent be retained, we will respond to their review comments.
  - e. We will respond to USGBC review comments related to our portion of the work.

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- f. It must be recognized that we have no control over the following: the Owner's use and operation of the civil site systems, services provided by the Architect and other Consultants, work performed by the Contractors, or the interpretation of credit requirements by the certifying authority. Accordingly, we do not warrant or represent that the project will achieve the Sustainable Objective solely with respect to our scope of services.
8. Automobile mileage reimbursement at current federal rates, parking and tolls are included in our base services fees.
9. We will provide an Engineer's Probable Costs of Construction and review and comment upon the civil site systems construction budget provided by the CM-R/estimator at each phase.
10. Refer to the Additional Services, Services Not Included and Reimbursable Expenses sections for scope that is not included as part of Basic Services

#### **ADDITIONAL SERVICES**

We will provide additional engineering services for this project, when authorized in writing, in addition to those services set forth in Basic Services. The following items are not included in Basic Services and will be performed as additional services at our current hourly rates.

1. Services related to Building Information Modeling (BIM).
2. Evaluation of contractor proposed substitutions.
3. Additional meetings and site visits in excess of those defined herein.
4. Additional studies or design work requested by your office or design services not customarily provided in accordance with generally accepted engineering practice.
5. Any redesign work required after the final site preliminary layout has been approved by the owner and local jurisdictions will be considered "Additional Services". We understand and appreciate that minor modifications are part of the design process and we will accommodate these revisions as requested as part of the base fee. However, complete site layout design will be considered an "Additional Services".
6. Additional design work required for the preparation of alternates when the alternates require separate design documentation.
7. Services related to the compilation and submission of materials required for the application of tax credit or other incentive based programs on behalf of the Owner or other beneficiary.
8. Our basic scope of services applies to the preparation of construction documents for one construction site package. The provision of multiple sets of documents for multiple construction bid packages is considered additional services.
9. Our basic scope of services applies to the standard Design/Bid/Construction project delivery

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method. Additional Engineering Services and related documents or field visits required to support fast-track project delivery methods are considered additional services. The use of other delivery methods, such as Design/Build, Design Assist, or Integrated Project Delivery (IPD), will require a re-evaluation of the engineering design fee included herein.

10. We believe "value engineering" is a part of good engineering practice throughout the design phases of the project, and we will work with the entire design team in this effort. However, any additional meetings, negotiations and redesign work required to reduce costs once the CD phase begins will be considered additional services.
11. Mileage, parking and tolls for any additional meetings not called for in the base services section of proposal will be billed as a reimbursable at current federal rates.

### **SERVICES NOT INCLUDED**

The following items are not included in our basic scope of services:

1. Attendance at all Planning Commission and Zoning Commission meetings.
2. Surveying and Base Mapping
3. Parking Gate system design.
4. Offsite Roadway Improvements including traffic counts/traffic signal, deceleration lanes, lane widening, utility extensions to the site, etc.
5. Offsite utility extension work to the site.
6. Architectural, mechanical, electrical, plumbing, site lighting, structural and foundation design services.
7. Environmental Services including Site Assessments, ESA Phase 1 and 2 Studies, Lead & Asbestos, Ecosystem Analysis, Stream or Wetlands Studies/Delineation, Environmental Compliance, etc.
8. Geotechnical Services / analysis and Engineering of ground water removal systems.
9. Landscape Architectural services including irrigation design and tree preservation plan.
10. Retaining wall design (except landscape walls < 3ft. in height).
11. Sanitary pump station and force main if the design reveals a gravity main is not feasible.
12. Booster pump design if the water pressure in the area is low.
13. The responsibility for the discovery, presence, handling, removal or disposal, or the exposure of persons to, hazardous materials and/or toxic materials at the project site.

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14. The retention of the services of a contractor to assist in the verification of field conditions. Since we are not certified or approved to perform certain services, such as confined space entry (entering manholes, etc.), it may be necessary to utilize the services of outside contractors.
15. The responsibility for the discovery of hidden existing conditions, any resulting damages to persons or properties, or any additional construction costs. Hidden conditions are defined as concealed underground, or in existing construction or incapable of an investigation by reasonable and safe visual observation. This includes active or abandoned gas or drinking water wells.
16. Testing of contractor installed systems.
17. Documentation and application for code variances, appeals, or similar efforts including attendance at related meetings or hearings, unless specifically included in Basic Services.
18. Permit and Application fees.
19. Evaluation of contractor proposed substitutions.
20. Providing coordination drawings related to the construction trades.
21. Coordination of a fire flow and pressure testing of a nearby hydrant to be performed by the team's mechanical engineer.
22. Chemical Hazard Analysis related to chemical hazards.
23. Soil Gas Mitigation analysis and Engineering of mitigation systems.
24. Design of site dewatering systems to enable construction.
25. SITES certification.

Any other engineering and design related services not specifically included under Basic Services and Basic Services Phasing

#### **INFORMATION WE REQUIRE**

For the purposes of this project, the following information must be supplied by your office. Karpinski Engineering will attempt to verify the information provided to the extent reasonably possible, but has the right to expect and rely upon the information provided to be correct, accurate and complete. Required Information includes but is not limited to:

1. Copy of the current construction budget.
2. Architectural, Mechanical, Electrical, Plumbing, Technology, Landscape Architect and Structural

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coordination drawings.

3. Copies of previous contract record, or "as-built" drawings, showing existing structures, services, and utilities in as much detail as is possible.
4. Copy of facility design standards, if available.
5. Copy of geotechnical report and environmental reports if available.
6. Copy of wetland delineation report, if applicable.
7. Copy of proposed schematic layouts, preliminary site plans, building plans, etc. to be provided to Karpinski Engineering in an electronic drawing format.
8. ALTA Survey & Title Commitment, if available. Survey is to be provided to Karpinski Engineering in an electronic drawing format.
9. Electronic drawing background files, including electronic templates and submission information required for each design milestone (submission title, date, etc.).
10. Specification templates, including required information for headers and footers.
11. Latest Civil site survey indicating underground utilities (natural gas, water, storm, sanitary, electrical and telecommunications).
12. Project schedule approved by Owner indicating design milestones and review timelines.
13. An electronic file of completed drawings and specifications issued for each phase of the project design for our office records.
14. An executed copy of the prime agreement between the Owner and Architect. Fees and costs stated in the agreement may be deleted.

#### **BASIC SERVICES PHASING**

We will coordinate with your office at each phase of the project as described below. We assume your office will oversee overall project coordination including, but is not limited to, exchange of project design needs of all team members, adequate time to perform quality reviews, adequate time to respond to and incorporate Owner review comments, and adequate time to support any other design requirements needed to complete project scope per the design schedule. Note that substantial changes in project scope, including adjustments to floor plans and/or the model, that occur during the week a submission is due, may not be incorporated until the next phase.

We understand the project includes the following phases:



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1. Schematic Design
2. Design Development
3. GMP Documents
4. Construction Documents
5. Construction Administration

The following services will be provided in the appropriate phase:

1. We will review existing conditions and available record documents to determine conditions affecting this project.
2. We will participate in the code review process as related to civil site systems.
3. We will review conceptual designs and provide a written narrative of the civil systems. Our narrative will be suitable for the generation of a preliminary probable cost of construction by others at the schematic design phase.
4. Schematic Design site civil plan will indicate proposed schematic site layout, grading, utilities, and storm retention/detention on one overall site plan.
5. We will perform Storm Water Management (detention/retention/green LID strategies) and Storm Sewer design calculations for the addition.
6. We will contact the providers of utilities required under the scope of our work, and will produce a site plan showing the preliminary utility entrance locations if the addition requires new utilities.
7. We will provide drawings and specifications GMP submittal. As part of the GMP deliverables, we will provide a GMP narrative outlining work scope that has yet to be completed in order for such scope to be included in the GMP pricing. After submission of the GMP deliverables, we will continue with the production of final construction drawings and specifications.
8. We believe "value engineering" is a part of good engineering practice throughout the design phases of the project, and we will work with the entire design team in this effort. During the GMP phase we will attend a Value Engineering meeting and evaluate/incorporate alternates, VE items as part for the GMP negotiation process.
9. Probable Costs of Construction - We will review and comment upon the civil site systems construction budget provided by the CM at each phase. We assume a Construction Manager will be retained by the Owner and will be responsible for cost estimating of the Civil/Site related work scope. For review of budgets or probable costs of construction prepared by others, our developed costs will represent our professional judgment based on current market conditions and our knowledge of the project as outlined by your office. It must be recognized that we have no control over the following: the cost of labor, materials or equipment; the contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, we do not warrant or represent that bids or negotiated prices for this project will

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not vary from our estimates.

10. We will provide construction drawings and specifications setting forth in detail the construction requirements for the project. Specifications will be based on standard Karpinski Engineering three part master specifications, coordinated with your formatting.
11. At the completion of the CD phase we will transmit an electronic copy of the final Contract Documents (construction drawings and specifications). Karpinski Engineering only authorizes the client to use the final Contract Documents for contractors, sub-contractors and suppliers in the course of business for bidding, purchasing and constructing the work shown on the documents. Unauthorized reuse of the final Contract Documents for other purposes or other projects is prohibited without the expressed written consent of Karpinski Engineering.
12. During the Bidding phase we will respond to all bidding questions from the CM-R, prepare addenda and review bids.
13. After the Bidding phase, we will provide updated Conformance Documents indicating accepted or declined alternates as well as any addenda or responses to RFI's issued during the Bidding phase. Value engineering re-design is not included.
14. We will submit plans to all appropriate reviewing agencies including City Building Department and incorporate all review comments into the plans and resubmit plans for final approval. Printing of Plans for permits will be considered a project Reimbursable.
15. During Construction Administration we will review and respond to all contractor Request for Information during construction and provide Construction Bulletins drawings if required.
16. Interpretation necessary for the proper execution of work progress will be made and recommendations will be provided concerning changes in the work. We will review shop drawings for general conformance with the intent of the Contract Documents. We will not be responsible for construction means, methods, techniques, sequences, procedures, scheduling or construction safety.
17. A written construction observation report will be provided after each field visit. Construction observation includes general monitoring for conformance with design intent and is not a guarantee that the contractor has performed the work in complete compliance with the Contract Documents or applicable codes. The last report will be considered a final punch list.
18. The preparation of electronic record drawings is not included. Drawing scope includes electronic update of Construction Documents inclusive of construction phase bulletins, and Contractor mark-ups of constructed conditions. Since record drawings are prepared based on unverified information provided by others, we will make no guarantee of their accuracy or completeness. A fee will be provided as an add-service once scope is known.
19. At the end of construction we will visit the site and perform and review the conditions and make recommendations for areas that need corrective measures.

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### **MEETINGS AND SITE VISITS**

<b>DESCRIPTION</b>	<b>QUANTITY INCLUDED</b>
Attendance at existing condition site visits.	As Required
Attendance at City of Cleveland Planning/Zoning Commission Meetings	Not included
Attendance at kick off/coordination meetings during the design phase(s) to review our design progress. Number of staff that will attend each meeting will be as appropriate to discuss the Building system items on the agenda.	4
Attendance at Community Engagement Meetings to discuss site items	Not included
Attendance at pre-bid meeting and bid review meetings.	Included
Attendance at pre-construction meeting.	Included
Attendance at construction meetings and/or field observation visits. Multiple persons attending each (such as from individual engineering disciplines) will count as multiple meetings and/or visits. Includes Punch List	3
Meetings and/or field visits in addition to those indicated above will be performed upon request as additional services at our current hourly rates, plus reimbursable expenses.	Additional Service

### **COMPENSATION FOR BASIC SERVICES**

Our compensation for the provision of Basic Services is indicated below and does not include reimbursable expenses.

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<b>BASIC SERVICES PER PHASE</b>	<b>FEE</b>
Program Verification	\$1,100.00
Schematic Design	\$ 2,600.00
Design Development	\$ 4,900.00
Construction Documents	\$4,500.00
GMP Services	\$ 2,300.00
Construction Administration	\$ 1,900.00
Total Civil Engineering Fees	\$ 17,300.00

#### **COMPENSATION FOR SUPPLEMENTAL SERVICES**

The following Supplemental Services are not included as part of our Basic Services. However, should these services be desired, our proposed compensation is indicated below and does not include reimbursable expenses.

	<b>SERVICES</b>	<b>FEE</b>	<b>ACCEPTED?</b>
1	Design Services related to <b>LEED</b> ® Certification	\$1,500.00	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### **REIMBURSABLE EXPENSES**

Certain expenses may be incurred during the course of the project and are not included in our basic scope of services. The following items will be considered Reimbursable Expenses:

1. Expenses related to obtaining permits and related approvals from local authorities having jurisdiction.
2. Expenses related to the retention of the services of contractors, surveyors, etc. if required to assist in the verification of field conditions. Should retention of contractors fall under the direct responsibility of Karpinski Engineering, a 15% administration charge will be added to the contractor's fee to cover our efforts and expenses.

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3. Expenses related to the retention of the services of sub-consultants to perform work scope as described under "Services Not Included". Should retention of sub-consultants fall under the direct responsibility of Karpinski Engineering, a 15% administration charge will be added to the sub-consultant's fee to cover our effort and expenses.
4. Expenses related to obtaining a project specific professional liability insurance policy if required to supplement the coverage provided by our current professional liability insurance policy.
5. Expenses related to project specific on-line documentation management services.
6. Expenses related to specialized equipment rental.
7. Printing Expenses associated with the printing of Permit and / or Construction / Bid Documents, as well as related Addenda, Bulletins, Change Orders, etc.
8. Delivery service costs as required for the prompt exchange of information where normal methods are not practical.

Reimbursable expenses will be in addition to compensation for Basic Services, accepted Supplemental Services, and approved Additional Services, and will be invoiced at our cost.

#### **HOURLY RATES**

Compensation for Additional Services will be mutually developed on an hourly basis. Our current hourly rates are as follows:

<b>STAFF</b>	<b>HOURLY RATE</b>
Principal	\$190
Senior Associate	\$160
Associate	\$145
Senior Project Manager	\$140
Construction Coordinator	\$125
Senior Project Engineer	\$125
Senior Project Designer	\$110

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Project Engineer	\$100
Project Designer	\$95
Engineer	\$90
Designer	\$80
Technician	\$70
Administration	\$60

#### **INVOICING AND PAYMENTS**

Karpinski Engineering will invoice our Services on a monthly basis. Payment is required within thirty (30) days from the date of the invoice statement, unless other payment terms have been agreed upon by both parties. If this agreement is terminated for any reason by either party, Karpinski Engineering shall be compensated for services provided and expenses incurred as of the date of termination.

#### **ELECTRONIC MEDIA**

Should an electronic copy of digital data and related contract documents be required by a third party after completion of design, a release form summarizing the terms of use will be provided that requires signature from the user(s). Additional compensation may be required.

#### **INTELLECTUAL PROPERTY**

All non-public data and information developed or conceived by Karpinski Engineering which pertains to its products (including all forms of digital data and related contract documents), methods, services or business, whether or not patentable under copyright, trademark or some other basis, is the sole and exclusive property of Karpinski Engineering.

#### **INDEMNIFICATIONS**

The Client/Architect agrees, to the fullest extent permitted by law, to indemnify and hold harmless Karpinski Engineering from the following, including reasonable attorney's fees and defense costs:

1. Any and all damage, liability, costs or expenses, to the extent caused by their own negligent acts, errors or omissions, including those of anyone for whom they are legally liable, arising from this project. Neither party is obligated to indemnify the other in any manner whatsoever for the other's own negligence. Karpinski Engineering shall not be responsible for the acts or

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omissions of the Client/Architect, Client/Architect's other consultants, contractor, sub-contractors, their agents or employees, or other persons performing any of the work.

2. Any and all damage, liability, cost or expenses, should fast track project delivery methods be utilized which result in design changes and modifications of portions of the work already completed.
3. Any and all damage, liability, cost or expenses caused by the work of any contractor that is not properly licensed, adequately insured and bonded and/or approved (if required) by the local municipality to perform work within the municipal boundaries.
4. Any and all damage, liability, costs or expenses, to the extent caused by the unauthorized reuse of digital data and related contract documents, without limitation, including use on future project modifications by others.
5. It is understood that buildings may, as a result of construction activities, post-construction use, maintenance, operation or occupation, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage and/or necessary remedial measures and costs. The Client/Architect agrees to release, indemnify and hold harmless Karpinski Engineering and all other parties from and against all claims, costs, liabilities and damages, arising in any way from the existence of mold as a result of the construction, use, maintenance, operation or occupation of the completed project. In addition, the Client/Architect agrees to include in the Construction Contract a provision whereby the contractor shall defend, indemnify and hold harmless Karpinski Engineering and all other parties from any claims arising in any way from the existence of mold as a result of the contractor's workmanship or construction means, methods, techniques, sequencing or procedures including without limitation, the failure to protect materials during the construction process.
6. The Client/Architect agrees to release, indemnify and hold harmless Karpinski Engineering from and against all claims, costs, liabilities and damages, arising in any way from decisions made by the Owner, their Representatives, other Consultants, Contractors, or any other party during the design and/or construction phases as a result of a cost reduction (value engineering) process, including, but not limited to, decisions made without our knowledge or consent that may conflict with our engineering recommendations, industry standard design recommendations and/or national, regional or local code requirements.
7. Karpinski Engineering shall not be responsible for the performance of the security systems in deterring crime, identifying and capturing perpetrators of criminal acts and/or the provision of a safe environment for the Owner's employees, customers, students, patients and/or visitors.
8. The Client/Architect agrees to release, indemnify and hold harmless Karpinski Engineering from and against all claims, costs, liabilities and damages, arising in any way from the future conversions of apartments to condominiums.

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### **MISCELLANEOUS PROVISIONS**

Standard of Care - In providing services under this Agreement, Karpinski Engineering will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and locations. Regardless of any other term or condition of the Agreement, Karpinski Engineering makes no express or implied warranty of any sort, nor does it express or imply any fiduciary responsibility towards the Client/Architect whatsoever.

Professional Limitation – Karpinski Engineering has been retained to provide the professional engineering services summarized above and its obligations are limited to these services without any other responsibilities or obligations. Karpinski Engineering bears no responsibility for project funding and/or financial performance of the project.

Disclaimer of Consequential Damages - Notwithstanding any other provision to the contrary, and to the fullest extent permitted by law, neither party shall be liable to the other for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business or income or any other consequential damages that either party may have incurred for any cause of action whatsoever.

Dispute Resolution - Any claim, dispute or matter between the client and Karpinski Engineering arising out of or related to this agreement shall be subject to mediation as a condition precedent to litigation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. The parties shall agree to the selection of a mediator and shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. Claims, disputes and other matters that are not resolved by mediation shall be subject to and decided by a litigation process subject to local jurisdiction legal policies and practices, unless the parties mutually agree otherwise.

Limitation of Liability - In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims for expenses from any cause or causes, including attorney and/or expert witness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and sub-consultants shall not exceed \$1,000,000. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

This document represents our total agreement and supersedes any prior representations. Any amendment must be in writing and signed by both parties. This agreement shall be governed by the laws of the state in which the project is performed. In the event that any term or clause of this agreement is held to be invalid as contravening any law or governmental regulation, then such term or clause shall remain in effect only to the extent permitted by such law or governmental regulations, but the remaining provisions of this agreement shall continue in full force and effect.



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Should a separate contract be utilized, such as AIA Document C401 *Standard Form of Agreement Between Architect and Consultant*, and if conflicts arise between the two, the terms and conditions of this proposal shall apply. This proposal shall remain in effect for Ninety (90) days, unless Karpinski Engineering agrees to another time period in writing.

To serve as our agreement, sign and return a copy of this proposal. If authorized to proceed prior to our receipt of a signed copy of this document, Karpinski Engineering shall consider this to be a binding agreement including all of the requirements and conditions contained herein.

Should you have any questions relating to this proposal, please do not hesitate to call. I will be pleased to personally review it with you upon your examination.

Sincerely,

**karpinski**  
ENGINEERING



Christopher Bednar, P.E.  
Director of Civil

ACCEPTANCE OF Vocon

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Project #: \_\_\_\_\_

**ATTACHMENT B**

September 20, 2019

**Cleveland Public Library: Scope and Fee Proposal  
Landscape Architectural Services - Revised**

**Program Verification / Community Engagement / Concept Design:**

- Site Analysis: Conduct an inventory of the existing site to determine the health and viability of existing vegetation, adjacent uses, site assets and liabilities.
- Review municipal site requirements to ensure any plans comply with regulations.
- Program refinement: Work with you and the owner to develop a more specific idea of how they would like to make use of the site in a way that furthers the overall goals of the client.
- Attend up to (4) community and/or stakeholder meetings.
- Sustainability: Review LEED Credits and sustainability goals
- Develop a variety of options for the site that respond to building options developed by Vocon.
- Design considerations to include: overall impression for patrons, security, natural viewsheds, outdoor amenities, pedestrian and vehicular circulation, maintenance, and stormwater management.

**Schematic Design:**

- Conceptual Site Plan: Consult with the Vocon team and ownership as we develop plans. Begin to develop a plant palette, ideas for site amenities and furniture options.
- Work with civil engineers to make sure the practical necessities and the amenities are well coordinated.
- Conceptual Visualizations: Provide renderings and/or precedent images of design concepts to help the client understand the design intent
- Present Concept Plans and Visualizations to client for review and comment. These should help them understand the differing options and feel confident in the approach with which they want to proceed.
- Incorporate comments from client into a revised plan.

**Design Development:**

- Provide color plans, plant palette, material and furnishing palette and updated renderings for public approval process.
- Attend meetings as necessary to review plans with the city.
- Make any necessary adjustments based on design or cost concerns.
- Work closely with the design team on development of coordinated plans.
- Meet all deadlines for coordination and submittals.

**Construction Documents:**

- Upon approval by the client and the architect prepare Construction Documents suitable for bidding and permitting. Documents to include landscape plans, site material plans, site furnishing plans, specifications and details.
- Grading, drainage and stormwater management to be coordinated with Civil.

- Issue 60% CDs for GMP set
- Issue 100% CDs

GMP Services

- Scope review with contractor
- Respond to questions and provide clarification during bidding or contractor review.
- Update drawings should any addendum be issued during bidding.

Construction Administration:

- Meet with contractors to review drawings and answer questions.
- Review all shop drawings and contractor submittals.
- Conduct site inspections for quality and design adherences.
- Provide punch-list prior to final completion.

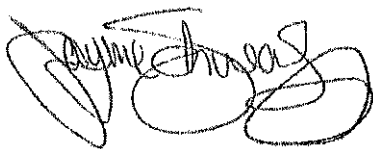
The not-to-exceed fees for the work described above will be

<u>Program Verification / Community Engagement / Concept Design:</u>	<u>\$ 3,200.00</u>
<u>Schematic Design:</u>	<u>\$ 1,825.00</u>
<u>Design Development:</u>	<u>\$ 1,800.00</u>
<u>Construction Documents:</u>	<u>\$ 1,800.00</u>
<u>GMP Services:</u>	<u>\$ 1,200.00</u>
<u>Construction Administration:</u>	<u>\$ 1,200.00</u>
<b>Total:</b>	<b>\$11,025.00</b>

Additional activities requested by you or the owner will be billed at \$100 per hour for the principal, and \$80 per hour for associates. Expenses for reproductions of presentation drawings will be reimbursable, not to exceed \$350. Invoices will be sent at the end of the month with payment due in 30 days.

Please don't hesitate to contact me if you have any questions or require additional information.

Sincerely,



Jayme Schwartzberg  
Owner, DERU Landscape Architecture

## ATTACHMENT C

September 20, 2019

**BARBER & HOFFMAN, INC.**

Consulting Engineers

Laura Rees  
vocon  
3142 Prospect Ave E  
Cleveland, OH 44115

Re: CPL West Park Library  
Proposal for Structural Engineering Design Services

Dear Laura,

We are pleased to submit this fee proposal for providing structural engineering services for the referenced project in the West Park neighborhood of Cleveland, Ohio. Based on information provided by your office, the project consists of renovation of the original 1928 building, demolition of the 1978 addition, and construction of a 2,500 square foot addition. The total project cost is \$5 million, with an estimated construction cost of \$3.5 million.

It is our understanding that drawings are available for the existing buildings, and that a survey will not be necessary.

### Scope of Service

Our scope of services for the new addition will include providing structural engineering services to design the slab on ground, the building foundation system, the roof deck, and the steel frame. The addition will be one story and may or may not have a full or partial basement. A geotechnical report for the building has not yet been made available for our review. However, we anticipate utilizing conventional shallow foundation systems for all of the new work.

For the renovations, we will provide the engineering required for floor penetrations and foundations for the new elevator. We will also provide reinforcing of the existing structure for the support of new rooftop mechanical units, if required.

In addition to the aforementioned scope, our work will also include:

1. Preparation of structural drawings for inclusion in the bidding/construction documents. We do not anticipate the need to issue early design packages.
2. Preparation of technical specifications for the pertinent structural sections.
3. Offering consultation to the architect and other consultants on items of structural issues.
4. Attending design coordination and progress meetings.
5. Reviewing structural submittals.
6. Issuing clarifications, etc., during construction, if required.
7. Field visits at appropriate intervals during construction. A maximum of three field visits are included in our basic services fee.

#### PRINCIPALS

*Ronald M. Czaplinski*

*Michael R. Miller*

*Hulum M. Saab*

#### MEMOR ASSOCIATES

*Nitin S. Dabholkar*

*Jon T. Leuthauser*

*James D. Pospisil*

#### ASSOCIATES

*Brad A. Boomer*

*James M. Coletta*

*Alexandra S. Koopl*

*Michael A. Mazzocco*

*Tyler J. McGrady*

*David W. Deaton*

*Mark D. Heinzen*

*Andrew J. Kovarik*

*John A. McElhinney*

*2217 East 9th Street*

*Suite 350*

*Cleveland, OH*

*44115-1257*

*216.875.0100*

*FAX 875.0111*

**Proposed Basic Fees**

We propose to furnish the aforementioned services for a fixed fee of **\$18,400** plus reimbursable expenses, at cost. Unless directed otherwise by your office, we propose to invoice as follows:

Program Verification/Community		
Engagement/Concept Design	-	5%
Schematic Design	-	10%
Design Development	-	30%
Construction Documents	-	30%
GMP Services	-	5%
Construction Administration	-	20%

**Additional Services**

Services not covered in our basic services fee, but if required, will be considered as additional services, and will be invoiced on an hourly basis.

**Reinforcement or replacement of existing framing due to deterioration of the existing structure is not included in our basic fee. If necessary, we can provide an additional service fee for this work when the scope is identified.**

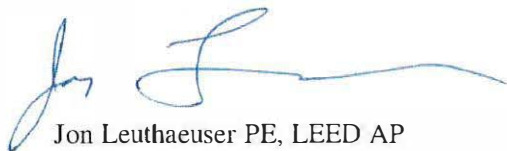
Our current hourly rates are:

Principal	-	\$200.00
Associate Principal	-	175.00
Senior Associate	-	150.00
Associate	-	130.00
Senior Engineer	-	110.00
Engineer	-	100.00
Designer	-	90.00
Senior Drafter/Technician	-	85.00
Technician	-	70.00
Clerical	-	65.00
Intern Engineer	-	60.00

Once again, we thank you for this opportunity and we look forward to working with you and your design team.

Very truly yours,

BARBER & HOFFMAN, INC.



Jon Leuthaeuser PE, LEED AP  
Associate Principal



**ATTACHMENT D**

**Cleveland Public  
Library  
West Park Branch**

**Technology Design  
and Engineering**

*Crescent Digital Deliverable  
Definition For  
vocon partners, LLC*







**CRESCENT***DIGITAL*

**PROPOSAL FOR AV DESIGN AND  
ENGINEERING FOR THE CLEVELAND  
PUBLIC LIBRARY – WEST PARK BRANCH  
3805 WEST 157<sup>TH</sup>, CLEVELAND, OHIO**

**vocon partners, LLC  
September 11, 2019**

# Summary Contents

**Project**

**Qualifications-Relevant Experience**

**Project Team**

**Base Deliverable**

**Timetable**

**Investment**



# Project



- ❑ **West Park Library of the CPL System Renovation and Addition Project**
- ❑ **AV, CCTV, Access Control, Network and Infrastructure System Design Build**
- ❑ **Development of base system functionality and control**
- ❑ **CAD Set Delivery**
- ❑ **For purpose of coordination – Crescent Digital will perform all work designed**

# Qualifications – Engineering and Design/Build

- Senior level design staff
- Large project design capability – Rocket Mortgage Fieldhouse, Willis Towers Watson, UBS Financial Services, Key Tower Marriott, Centennial, Moet Hennessy,
- Turn-Key Through Implementation and Support
- Proven Process
- Depth of Experience

# Project Team

---

- **Management**                      **Mike Heines**
- **Design Lead**                      **Scott Sheldon**
- **Design Staff**                      **Kasey Gilder**
- **Control**                              **Adam Christian**
- **Schematics/Draw**                      **Mark Griffin, Neil Becker**
- **Documentation**                      **Jason Cook**

# Base Deliverable - Systems

- ❑ **Process, Functionality, System Capability, Schematics, Draw**
- ❑ **Definition Of CPL Technology Standards For All Locations**
- ❑ **Display Matrix – Internal, External Definition, Layout and Development**
- ❑ **Audio System Definition, Layout and Development**
- ❑ **CCTV System Definition, Layout and**
- ❑ **Access Control – Building, Spaces Definition, Layout and Development**
- ❑ **Infrastructure, Racking and Termination For Low Voltage – Definition and Pathways**
- ❑ **Network Definition, Layout and Development**
- ❑ **Lighting Control Definition, Layout and Development**
- ❑ **Soundmasking System Requirements - Definition, Layout and Development**
- ❑ **Conferencing Spaces, Meeting Spaces Definition, Layout and Development**
- ❑ **Control System Definition, Layout and Development**
- ❑ **System Functionality Matrix and Definition**
- ❑ **GMP Proposal Submission With Drawings/Schematics**
- ❑ **Contract Documents**

# Timetable

---

- **Begin Project** **October 3, 2019**
- **System Layout** **February 28, 2020**
- **GMP Proposal On Design** **July 1, 2020**
- **Execution On Delivery** **October 1, 2020-  
September 30, 2021**

# Investment

- **Concept Design** **\$4,200**
- **Design Development** **\$8,400**
- **AV Draw-Schematics** **\$5,400**
- **GMP Services** **\$2,520**
- **Crescent Digital will perform all project management and installation work for systems designed.**



**ATTACHMENT E**

**FEE PROPOSAL**  
**Cleveland Library System**  
**Westpark Branch**

9.19.2019

Attn: Ms. Laura Rees, RA, NCARB  
 Practice Leader, Architecture  
 Vocon

Scope Professional Cost Estimating Services as follows:

**Breakdown of Fee**

	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
1 Concept estimate - developed menu style such that library can prioritize needs/wants	10	150	\$1,500.00
2 SD estimate - based on CSI format	24	150	\$3,600.00
3 DD estimate - based on CSI format + reconciliation w/ CMR	40	150	\$6,000.00
4 Review CMR Estimate at CD and provide comments	6	150	\$900.00
5 Drawing Reproduction (reimbursable)	1	300	\$300.00
			<b>\$12,300.00</b>

**Clarifications**

*Fee based on 2500 sf addition and renovation to 14400 sf building*  
*Fee based on a \$ 4.5 million dollar construction budget*

Sincerely,

A handwritten signature in black ink that reads 'Erin McGuinness' with a date '9/19/19' written below it.

Erin McGuinness, PE  
 President

**Design Services Fees and Project Cost - Attachment B**

A/E	Bostwick Design Partnership + Ubiquitous Design	Date	9/20/19 rev 1
Owner	Cleveland Public Library	Owner Project #	
Project	Central Distribution Facility	BDP Project #	19047
Address	5806 Woodland Ave, Cleveland OH 44104 (to be confirmed)		
Proposed SF	20,000		

\* SF as noted in CPL Master Plan and Budget - to be confirmed

		Budget Estimate	Clarifications
Central Distribution Facility Construction Budget	Estimate aligned with proposed project budget	\$ 4,575,000.00	
Central Distribution Facility FFE Budget	\$20/SF per CC per CPL MP Budget 'New'	\$ 550,000.00	Increased for auto materials equip.
<b>Total Estimated Construction Budget</b>	<b>228.75 /SF 266.25 /SF w FFE</b>	<b>\$ 5,125,000.00</b>	

A. Pre-Design Services and Fees	Notes		
1. Community Engagement at project initiation	2 public sessions w/ Prof Hughes, student support	\$ 8,000.00	
2. Site visits to peer facilities	Asbury Cincinnati and Dayton	\$ 0.00	covered in reimbursables below
3. Programming	Allowance - unique building	\$ 7,250.00	required - no precedent
4.		\$ 0.00	
5.		\$ 0.00	
	<b>Subtotal A</b>	<b>\$ 15,250.00</b>	

B. Basic Services @ 9% of construction cost	Notes		
1. Schematic Design 25 %		\$ 115,312.50	
2. Design Development 28 %		\$ 129,150.00	
3. Construction Documents 21 %		\$ 96,862.50	
4. Bidding / GMP Reconciliation 2 %		\$ 9,225.00	
5. Construction 23 %		\$ 106,037.50	
6. Closeout 1 %		\$ 4,612.50	
7.		\$ 0.00	
	<b>Subtotal B</b>	<b>\$ 461,250.00</b>	

C. Additional Services	Notes		
1. Assistance with CM Selection	AIA B133 4.1.1 - not required per CPL	\$ 0.00	
2. Programming	AIA B133 4.1.2 - see above	\$ 0.00	
3. Multiple Preliminary Designs	AIA B133 4.1.3 - up to 3 in Basic Svcs	\$ 0.00	
4. Measured Drawings	AIA B133 4.1.4 - NA, new building	\$ 0.00	
5. Existing Facilities Survey	AIA B133 4.1.5 - by CPL, see below	\$ 0.00	
6. Site Evaluation and Planning	AIA B133 4.1.6 - only for extensive site planning	\$ 0.00	
7. Building Information Modeling	AIA B133 4.1.7 - included in Basic Svcs	\$ 0.00	
8. Civil Engineering	AIA B133 4.1.8 - included in Basic Svcs	\$ 0.00	
9. Landscape design	AIA B133 4.1.9 - included in Basic Svcs	\$ 0.00	
10. Architectural Interior Design	AIA B133 4.1.10 - included in Basic Svcs	\$ 0.00	
11. Value Analysis	AIA B133 4.1.11	\$ 0.00	
12. Detailed Cost Estimating	AIA B133 4.1.12 - included in Basic Svcs	\$ 0.00	SD and DD only
13. On Site Project Representation	AIA B133 4.1.13	\$ 0.00	
14. Confirmed Construction Documents	AIA B133 4.1.14 - only if multiple bids	\$ 0.00	
15. As-Constructed Record Drawings	AIA B133 4.1.15 - included in Basic Svcs	\$ 0.00	
16. As-Constructed Record Drawings	AIA B133 4.1.16 - not required per CPL	\$ 0.00	
17. Post-Occupancy Evaluation	AIA B133 4.1.17 - post occ visit in Basic Svcs	\$ 0.00	
18. Facility Support Services	AIA B133 4.1.18 - NA	\$ 0.00	
19. Tenant-related Services	AIA B133 4.1.19 - NA	\$ 0.00	
20. Coordination of Owner's Consultants	AIA B133 4.1.20 - not expected per CPL	\$ 0.00	
21. Telecommunications / IT Design	AIA B133 4.1.21 - included in Basic Svcs	\$ 0.00	
22. Security Evaluation and Planning	AIA B133 4.1.22 - provided by CPL	\$ 0.00	
23. Commissioning	AIA B133 4.1.23 - by CPL, see below	\$ 0.00	
24. Extensive Environmentally Responsible Design	AIA B133 4.1.24 - to be confirmed	\$ 0.00	CPL wants to showcase GDF
25. LEED Certification	See below	\$ 0.00	
26. Historic Preservation	AIA B133 4.1.26 - NA	\$ 0.00	
27. Furniture, Fixtures and Equipment Design	AIA B133 4.1.27 - included in Basic Svcs	\$ 0.00	
28. Hazardous Materials Investigation	See below	\$ 0.00	
29. Ongoing Community and Staff Engagement	CPL to lead, minimal effort	\$ 0.00	
30.		\$ 0.00	
	<b>Subtotal C</b>	<b>\$ 0.00</b>	

**Total Design Services Fees (A + B + C) \$ 476,600.00**

D. Reimbursable Expenses - Budget	Notes		
1. Reimbursables and Contingency	5.0 % of fee per CPL LEES site visit	\$ 15,325.00	
2. Advertising Expense	in above	\$ 0.00	
3. Travel / Parking / Mileage, Misc	in above	\$ 0.00	
4. Lodging	in above	\$ 0.00	
5. Project Printing / Copy	0.05% of CC per CPL MP Budget - in above	\$ 0.00	
6. Site visits to peer facilities	Dayton / Cincinnati	\$ 8,500.00	
7.		\$ 0.00	
	<b>Subtotal D</b>	<b>\$ 23,825.00</b>	

**Total Design Services Fees + Reimbursables (A + B + C + D) \$ 500,325.00**

E. Construction, Contingencies, Other Costs	Notes		
1. Estimated Construction Costs	From above	\$ 5,125,000.00	
2. Site Survey	0.05% of CC per CPL MP Budget 'New'	\$ 2,562.50	required for sitework + addition
3. Geotechnical + Subsurface Investigations	0.10% of CC per CPL MP Budget 'New'	\$ 5,125.00	required for sitework + addition
4. Agency Approval Fees (Blade Code)	0.25% of CC per CPL MP Budget 'New'	\$ 12,812.50	
5. Construction Testing	0.40% of CC per CPL MP Budget 'New'	\$ 20,500.00	
6. Printing Reimbursable	see Reimbursables above	\$ 0.00	
7. Builder's Risk Insurance	0.14% of CC per CPL MP Budget 'New'	\$ 7,175.00	
8. Professional Design Fees	see above	\$ 0.00	
9. LEED Design Fees	NA for branch	\$ 0.00	
10. LEED Registration/Administration Fees	NA for branch	\$ 5,125.00	
11. CMR Preconstruction	0.60% of CC per CPL MP Budget 'New'	\$ 25,625.00	
12. CMR Construction Contingency	Included in CPL MP Construction Budget	\$ 0.00	
13. CMR Fee	Included in CPL MP Construction Budget	\$ 0.00	
14. Owner Contingency	5.0% of CC per CPL MP Budget 'New'	\$ 256,250.00	
15. Miscellaneous	3.0% of CC per CPL MP Budget 'New'	\$ 153,750.00	
16. Architectural/Engineering Fee Contingency	Allowance	\$ 30,000.00	
17. Environmental Site Assessment - Phase 1	Provided by CPL, in separate budget	\$ 0.00	
18. Commissioning	Allowance / placeholder pending final estimate	\$ 20,000.00	
19. Distribution Facility AV / IT Infrastructure + Equipment	In 'Miscellaneous' per MP Budget 'New'	\$ 0.00	
20. Hazardous Materials Investigation	Allowance, CPL to forward all reports	\$ 4,500.00	
21. LEED Certification	AIA B133 4.1.25 - 1.0% per CPL Budget 'New'	\$ 51,250.00	
22.		\$ 0.00	
	<b>Subtotal E</b>	<b>\$ 5,719,675.00</b>	

**Project Cost Budget \$ 6,220,000.00**

CPL MP Total Distribution Center Project Budget \$ 6,267,500.00

**Estimated Total - Over / (Under) Project Budget \$ (47,500.00)**



# Document G701

## Change Order

PROJECT: <i>(Name and Address)</i> CPL Main Building 325 Superior Avenue Cleveland, Ohio 44114	CHANGE ORDER NUMBER: 1  DATE: 5/22/2019  ARCHITECT'S PROJECT NO:  CONTRACT DATE: 1/29/2019  CONTRACT FOR: Cleveland Public Library Mah Building Façade Cleaning	OWNER <input checked="" type="checkbox"/>  ARCHITECT <input type="checkbox"/>  CONTRACTOR <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>  OTHER <input type="checkbox"/>
TO CONTRACTOR: <i>(Name and Address)</i> M-A Building & Maintenance 5515 Old Brecksville Road Independence, OH 44131		

The Contract is changed as follows:  
 (Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

SEE ATTACHED CHANGE ORDER SUMMARY

The original <u>Contract Sum</u> was	\$ <u>278,250.00</u>
The net change by previously authorized Change Orders	\$ <u>\$0.00</u>
The <u>Contract Sum</u> prior to this Change Order was	\$ <u>\$278,250.00</u>
The <u>Contract Sum</u> will be <u>decreased</u> by this Change Order in the amount of	\$ <u>\$16,605.00</u>
The new <u>Contract Sum</u> including this Change Order will be	\$ <u>\$261,645.00</u>
The Contract Time will be <u>unchanged</u> by <enter days in words> ( ) days	
The date of Substantial Completion as of the date of this Change Order therefore is	

*(Note: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.)*

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Taylor Consulting Group, LLC  
 ARCHITECT *(Firm name)*  
 P.O. Box 1570  
 Mentor, OH 44081  
 ADDRESS  
 BY *(Signature)*  
 Kurtis G. Taylor  
 Typed name  
 5/22/2019  
 DATE

M-A Building & Maintenance  
 CONTRACTOR *(Firm name)*  
 5515 Old Brecksville Road  
 Independence, OH 44131  
 ADDRESS  
 BY *(Signature)*  
 Brian Van Atta  
 Typed name  
 5/29/19  
 DATE

Cleveland Public Library  
 OWNER *(Firm name)*  
 325 Superior Ave  
 Cleveland, Ohio 44114  
 ADDRESS  
 BY *(Signature)*  
 Typed name  
 DATE

TO (OWNER): CLEVELAND PUBLIC LIBRARY  
c/o TAYLOR CONSULTING GROUP  
PO BOX 1570  
MENTOR, OH 44061

PROJECT: LOUIS STOKES WING  
FACADE CLEANING PROJECT  
525 WEST SUPERIOR AVE  
CLEVELAND, OH 44114

APPLICATION NO: 5  
INVOICE NO: T252  
PERIOD TO: 5/31/2019

DISTRIBUTION  
ID:  
OWNER  
ARCHITECT  
CONTRACTOR

FROM (CONTRACTOR): CLEVELAND BUILDING RESTORATION L. VIA (ARCHITECT): TAYLOR CONSULTING GROUP LLC  
8821 FREEWAY DRIVE  
MACEDONIA, OH 44056

ARCHITECT'S  
PROJECT NO: PO #190429

CONTRACT FOR: Masonry

CONTRACT DATE: 1/29/2019

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$	167,757.00
2. Net Change by Change Orders .....	\$	-3,960.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	163,797.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	156,456.00
5. RETAINAGE:		
a. 8.00 % of Completed Work	\$	12,516.40
b. 0.00 % of Stored Material	\$	0.00
Total retainage (Line 5a + 5b) .....	\$	12,516.40
6. TOTAL EARNED LESS RETAINAGE .....	\$	143,938.60
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificates) .....	\$	141,403.08
8. CURRENT PAYMENT DUE .....	\$	2,535.52
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 8 less Line 6)	\$	19,858.40

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	7,342.00	-11,302.00
TOTALS	7,342.00	-11,302.00
NET CHANGES by Change Order		-\$,960.00

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: CLEVELAND BUILDING RESTORATION LLC  
8821 FREEWAY DRIVE MACEDONIA, OH 44056

By: [Signature] Date: 5-31-19  
DEAN LAMB / VICE PRESIDENT  
State of OH  
County of SUMMIT  
Subscribed and Sworn to before me on 5/31/19  
Notary Public: [Signature]  
My Commission Expires: May 26, 2020



### ARCHITECT'S CERTIFICATE FOR PAYMENT

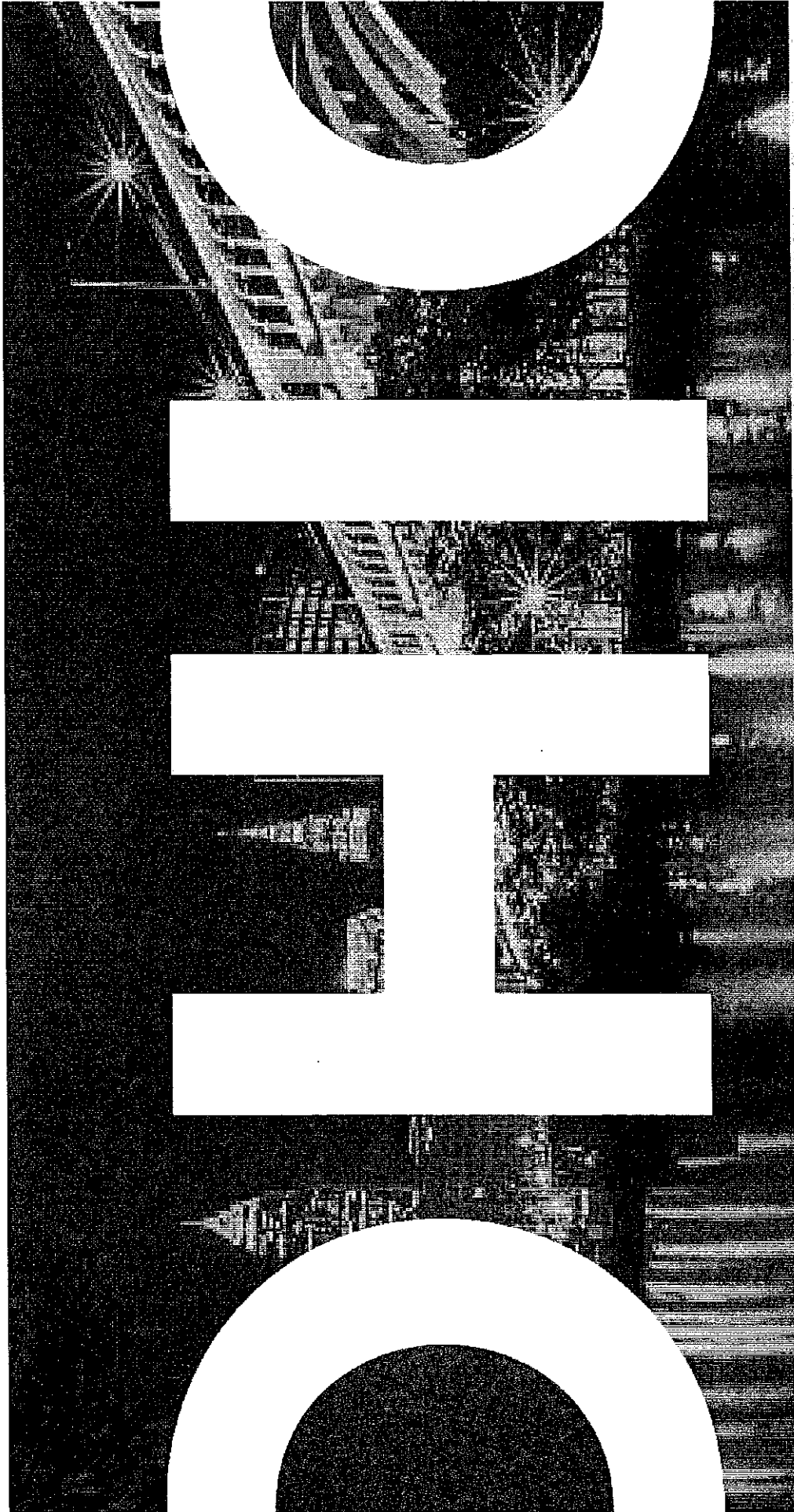
In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 2,535.52

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: [Signature] Date: 6/4/19

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



CLEVELAND PUBLIC LIBRARY | 2019 / 2020 1

ADVANCE **OHIO**

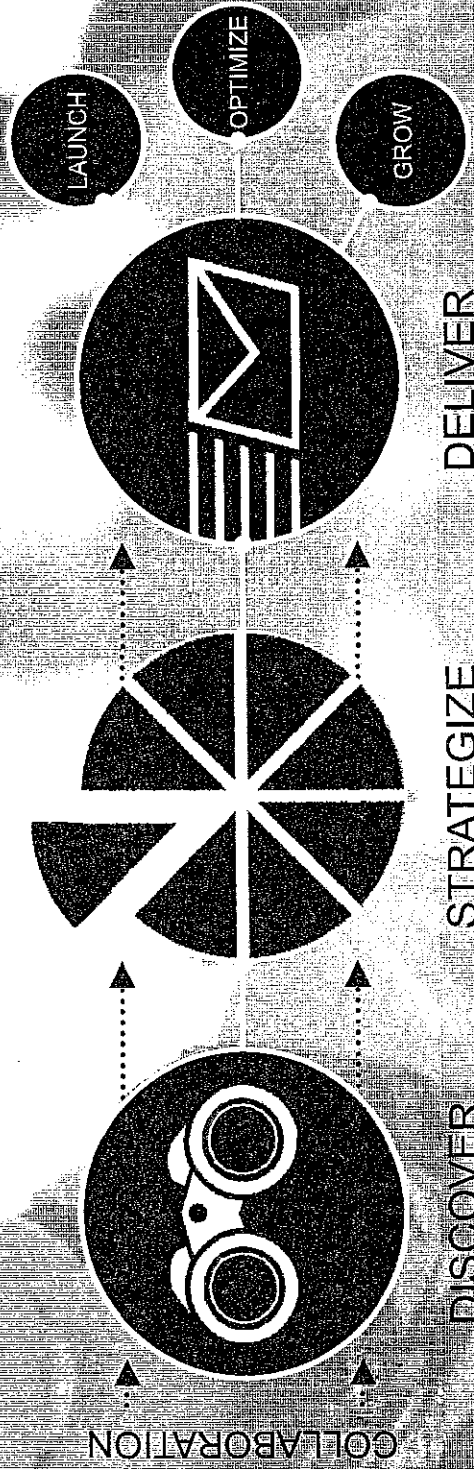


## Digital intelligence for life.

Advance Ohio drives success for businesses with cutting-edge marketing solutions, uniquely crafted for our clients using first-party data from our news and information websites to ensure the right message reaches the right audience at precisely the right time and place.

# A clear, efficient path forward

BUILDING PARTNERS FOR LIFE



ADVANCE **CHIC**

# 2019/2020 Program – Cleveland Public Library



Advance Ohio: Cleveland Public Library – 2019 / 2020 Program Overview

SEARCH ENGINE MARKETING: Keyword Budget - \$1,500 Monthly –

– SEM REPORTING: Dashboard Access – traffic, click data, conversions

– SEM GEOGRAPHIC TARGETING: Targeted Reach By Segment – Downtown, Local Community, Cleveland DMA

CLEVELAND.COM: 1.2 Million, Digital Display Ad Impressions – multi-size options – local targeting by campaign

ADVANCE ANALYTICS: Digital Reporting Platform – Direct Access To Your Digital Display Account

TOTAL CONTRACT: \$29,700, Oct 1, 2019 – Sept 30, 2020, 12-Month Program

# Johnson Randolph

September 24, 2019

Mr. Jeremiah Swetel  
Chief Operating Officer  
Cleveland Public Library  
525 Superior Avenue  
Cleveland, Ohio 44114

Re: Construction Supplier Diversity - Proposal #8 – Engagement thru January 30 2019

Dear Jeremiah,

Thank you for the opportunity to present the below proposal, presented in response to our conversation from yesterday; and your follow-up email.

The basis for the proposal is the scope of work detailed in your email of 9/23/19 and all remaining, uninvoiced work. Please note the following; the costs included below are supplemental to invoices previously submitted for payment; proposed work for the CMR selection process is based on actuals for the AE selection process; and estimates of mileage are only applicable when I travel to the CPL offices from another location. If I am scheduled in my downtown office, there is no mileage charge to CPL.

#	Proposal #8 - Engagement thru Jan 30, 2020	Type	Hours	Mileage	Notes
1	July 2019 Administration	Actual Time	1.75	NA	
2	July 2019 - Curriculum Pre- Development	Actual Time	5.50	NA	Proposal Requested by Owner, On Indefinite Hold
3	August 2019 - Administration	Actual Time	7.50	36	2 round trips
4	September 2019 - Administration	Actual Time	6.75	36	2 round trips
5	September 2019 - Meeting with CEO; Report Prep	Actual Time	4.25	18	1 round trip
6	September 2019 - Supplier Diversity Meeting	Actual Time	1.50	18	1 round trip; Owner will not pay for this meeting going forward
7	September 2019 - Disparity Study Tutorial Pre-Development	Actual Time	3.00	NA	Proposal Requested by Owner; Owner Declined
8	September 2019 - Vendor Sourcing	Actual Time	1.50	9	50% of 1 round trip

Fifth Third Building  
600 Superior Ave., East, #1300  
Cleveland, OH 44114

o 216.479.6885  
c 216.386.7191

# Johnson Randolph

9	Oct 2019 - Jan 2020: CEO Meetings	Proposed Time	8.00	72	4 Meetings with CEO, 4 Round Trips, 4 Status Reports; JS Email
10	Oct. 2019 - Jan. 2020: Miscellaneous Prep Meetings	Proposed Time	10.00	72	4 round trips; JS Email
11	Oct 2019 - Jan 2020: CMR PPM Support	Proposed Time	68.00	72	Based on AE Selection Support Actuals; 4 Round Trips; JS Email
12	Oct 2019 - Jan 2020: CMR Selection Support (RFQ Review & Interviews)	Proposed Time	40.50	72	Based on AE RFQ Actuals w/ additional time for participation in 3 (actual) rounds of selection committee review; 4 Round Trips; JS Email
13	Oct 2019 - Jan 2010: Participation in 3 Board Meetings	Proposed Time	6.00	54	3 Round Trips, 2 Hours per Meeting (Attendance & Prep); JS Email
14			164.25	459	
15					
16	Labor Rate (Hourly)	\$150	\$24,637.50		
17	Mileage (Mile)	\$0.58	\$266.22		
18	<b>Total</b>		<b>\$24,903.72</b>		

Please let me know if there is anything else I can provide. Thank you again!

Cassandra L. Johnson, Principal  
Johnson Randolph Advisors

Fifth Third Building

o 216.479.6885

600 Superior Ave., East, #1300

c 216.386.7191

Cleveland, OH 44114



CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD JUNE 1 – JUNE 30, 2019

*Carrie Krenicky*

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FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending June 30, 2019**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	20,208,251.23	0.00	0.00	0.00	\$ 0.00	20,208,251.23
42 Intergovernmental	12,737,489.21	795,059.60	0.00	0.00	\$ 0.00	13,532,548.81
43 Fines & Fees	162,550.94	0.00	0.00	0.00	\$ 0.00	162,550.94
44 Investment Earnings	281,637.07	77,297.27	0.00	9,860.73	\$ 0.00	368,795.07
45 Charges for Services	0.00	3,368,997.81	0.00	0.00	\$ 0.00	3,368,997.81
46 Contributions & Donations	35,090.00	534,635.19	0.00	0.00	\$ 0.00	569,725.19
48 Miscellaneous Revenue	191,526.59	0.00	0.00	0.00	\$ 49,364.94	240,891.53
<b>Total Revenues</b>	<b>\$ 33,616,545.04</b>	<b>\$ 4,775,989.87</b>	<b>\$ 0.00</b>	<b>\$ 9,860.73</b>	<b>\$ 49,364.94</b>	<b>\$ 38,451,760.58</b>
51 Salaries/Benefits	18,439,194.09	1,641,222.07	0.00	0.00	\$ 0.00	20,080,416.16
52 Supplies	363,644.31	61,589.45	0.00	1,179.10	\$ 0.00	426,412.86
53 Purchased/Contracted Services	5,603,941.51	1,996,359.98	398,856.78	32,357.56	\$ 0.00	8,031,515.83
54 Library Materials	4,208,921.92	482,451.92	0.00	16,469.37	\$ 0.00	4,707,843.21
55 Capital Outlay	569,440.46	80,222.73	1,864,958.15	5,538.55	\$ 0.00	2,520,159.89
57 Miscellaneous Expenses	57,037.66	19,573.55	0.00	0.00	\$ 46,355.47	122,966.68
<b>Total Expenditures</b>	<b>\$ 29,242,179.95</b>	<b>\$ 4,281,419.70</b>	<b>\$ 2,263,814.93</b>	<b>\$ 55,544.58</b>	<b>\$ 46,355.47</b>	<b>\$ 35,889,314.63</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 4,374,365.09</b>	<b>\$ 494,570.17</b>	<b>\$(2,263,814.93)</b>	<b>\$(45,683.85)</b>	<b>\$ 3,009.47</b>	<b>\$ 2,562,445.95</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	180,015.00	(180,015.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$ 180,015.00</b>	<b>\$(180,015.00)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 4,554,380.09</b>	<b>\$ 314,555.17</b>	<b>\$(2,263,814.93)</b>	<b>\$(45,683.85)</b>	<b>\$ 3,009.47</b>	<b>\$ 2,562,445.95</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 22,691,431.19</b>	<b>\$ 19,102,200.53</b>	<b>\$ 5,532,079.99</b>	<b>\$ 4,180,956.91</b>	<b>\$ 12,095.10</b>	<b>\$ 51,518,763.72</b>
<b>Current Cash Balance</b>	<b>\$ 27,245,748.24</b>	<b>\$ 19,416,755.70</b>	<b>\$ 3,268,265.06</b>	<b>\$ 4,135,273.06</b>	<b>\$ 15,104.57</b>	<b>\$ 54,081,146.63</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the Period Ending June 30, 2019**

	<b>Certified Revenue (1)</b>	<b>Income To Date</b>	<b>Balance</b>	<b>Percent To Date</b>	<b>Percent Prior Year</b>
PLF State Income Tax	22,447,383	11,451,790	10,995,593	51%	51%
General Property Tax	33,635,180	20,208,251	13,426,929	60%	61%
Rollback, Homestead, CAT	2,400,000	1,285,699	1,114,301	54%	50%
Fines & Fees	180,800	162,551	18,249	90%	45%
Investment Earnings	574,090	281,637	292,453	49%	57%
Contributions	36,400	35,090	1,310	96%	100%
Miscellaneous	1,227,361	191,527	1,035,834	16%	61%
Return of Advances Out	0	255,015	(255,015)	0%	0%
<b>Total</b>	<b>\$ 60,501,214</b>	<b>\$ 33,871,560</b>	<b>\$ 26,629,654</b>	<b>56%</b>	<b>56%</b>

	<b>Appropriation(2)</b>	<b>Expended/ Encumbered</b>	<b>Balance</b>	<b>Percent To Date (3)</b>	<b>Percent Prior Year</b>
Salaries/Benefits	37,182,278	18,458,813	18,723,465	50%	49%
Supplies	926,512	653,105	273,407	70%	50%
Purchased Services	11,742,382	8,854,166	2,888,216	75%	68%
Library Materials	10,928,033	6,590,830	4,337,202	60%	59%
Capital Outlay	1,989,586	668,752	1,320,834	34%	31%
Other	175,676	90,023	85,653	51%	62%
<b>Subtotal</b>	<b>\$ 62,944,466</b>	<b>\$ 35,315,689</b>	<b>\$ 27,628,778</b>	<b>56%</b>	<b>54%</b>
Advances Out	0	75,000	(75,000)		
Transfers Out	0	0	0		
<b>Total</b>	<b>\$ 62,944,466</b>	<b>\$ 35,390,689</b>	<b>\$ 27,553,778</b>	<b>56%</b>	<b>56%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated April 9, 2019.

Note (2): Subtotal Amended Appropriation of \$56,752,181.79 plus carried forward encumbrance of \$6,192,284.63.

Note (3): Subtotal includes 46% expended and 10% encumbered.

**Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending June 30, 2019**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110	Professional Salaries	12,241,512.39	11,181,392.39	5,596,283.22	0.00	5,585,109.17
51120	Clerical Salaries	10,760,259.04	10,405,209.04	5,212,348.78	0.00	5,192,860.26
51130	Non-Clerical Salaries	1,306,477.03	1,102,217.03	547,826.13	0.00	554,390.90
51140	Buildings Salaries	4,354,116.00	4,086,439.94	2,034,170.35	0.00	2,052,269.59
51150	Other Salaries	534,924.26	527,934.26	258,033.12	0.00	269,901.14
51180	Severance Pay	0.00	122,881.68	130,147.81	0.00	(7,266.13)
51190	Non-Base Pay	475,000.00	888,690.00	302,946.45	0.00	585,743.55
51400	OPERS	4,181,573.32	3,937,757.27	1,960,742.95	0.00	1,977,014.32
51610	Health Insurance	4,299,714.82	4,050,224.82	2,020,633.52	0.00	2,029,591.30
51611	Dental Insurance	225,998.16	206,578.16	102,016.40	0.00	104,561.76
51612	Vision Insurance	17,528.88	17,158.88	7,738.15	0.00	9,420.73
51620	Life Insurance	13,644.00	14,144.00	6,739.08	0.00	7,404.92
51625	Short Term Disability Insurance	27,792.24	29,032.24	14,390.01	0.00	14,642.23
51630	Workers Compensation	155,341.02	161,792.64	358.19	0.00	161,434.45
51640	Unemployment Compensation	10,000.00	29,702.66	42,433.22	2,266.02	(14,996.58)
51650	Medicare - ER	399,237.08	387,175.11	190,670.12	271.00	196,233.99
51900	Other Benefits	21,251.64	33,947.51	11,716.59	17,081.59	5,149.33
	<b>Salaries/Benefits</b>	<b>\$39,024,369.88</b>	<b>\$ 37,182,277.63</b>	<b>\$ 18,439,194.09</b>	<b>\$ 19,618.61</b>	<b>\$ 18,723,464.93</b>
52110	Office Supplies	45,647.34	51,383.77	22,620.23	747.01	28,016.53
52120	Stationery	30,745.00	31,884.29	17,400.09	3,629.90	10,854.30
52130	Duplication Supplies	24,400.00	25,065.84	11,299.74	1,750.41	12,015.69
52140	Hand Tools	1,500.00	1,500.00	473.08	0.00	1,026.92
52150	Book Repair Supplies	66,000.00	66,507.30	32,027.97	1,237.14	33,242.19
52210	Janitorial Supplies	100,700.00	105,596.57	54,935.29	13,088.66	37,572.62

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending June 30, 2019**

		<b>Current Year Appropriation</b>	<b>Total Appropriated Funds</b>	<b>Current Year Expenditures</b>	<b>Encumbered and Unpaid</b>	<b>Unencumbered Balance</b>
52220	Electrical Supplies	42,000.00	49,018.85	22,004.09	18,129.61	8,885.15
52230	Maintenance Supplies	293,500.00	344,756.64	134,108.97	186,330.12	24,317.55
52240	Uniforms	7,000.00	8,164.14	800.90	2,897.80	4,465.44
52300	Motor Vehicle Supplies	58,000.00	63,980.98	23,553.94	37,424.18	3,002.86
52900	Other Supplies	169,974.66	178,653.69	44,420.01	24,225.48	110,008.20
	<b>Supplies</b>	<b>\$839,467.00</b>	<b>\$ 926,512.07</b>	<b>\$ 363,644.31</b>	<b>\$ 289,460.31</b>	<b>\$ 273,407.45</b>
53100	Travel/Meetings	100,000.00	117,023.72	37,937.00	29,745.92	49,340.80
53210	Telecommunications	272,836.00	297,253.07	111,167.03	157,695.19	28,390.85
53230	Postage/Freight	78,600.00	92,875.36	20,721.74	63,210.70	8,942.92
53240	PR/Other Communications	273,000.00	316,832.82	62,967.17	46,405.06	207,460.59
53310	Building Repairs	132,028.00	162,830.01	59,256.02	93,625.23	9,948.76
53320	Machine Repairs	21,000.00	26,433.62	7,926.03	509.41	17,998.18
53340	Building Maintenance	502,000.00	591,117.75	188,734.35	62,600.13	339,783.27
53350	Machine Maintenance	176,961.70	282,395.11	95,200.87	68,660.40	118,533.84
53360	Computer Maintenance	336,694.90	347,344.94	197,731.03	10,070.46	139,543.45
53370	Motor Vehicle Repairs/Maint	27,000.00	31,938.23	15,210.97	15,251.51	1,475.75
53380	Contract Security	680,000.00	729,958.82	510,260.08	203,886.43	15,812.31
53390	Landscaping	10,000.00	16,380.00	9,730.00	450.00	6,200.00
53400	Insurance	421,856.00	421,856.00	1,964.00	0.00	419,892.00
53510	Rent/Leases	154,127.49	158,484.08	68,988.21	87,126.33	2,369.54
53520	Equipment Rental	279,346.12	114,563.14	10,039.74	10,405.64	94,117.76
53610	Electricity	1,914,664.00	1,960,138.93	864,124.19	1,071,458.01	24,556.73
53620	Gas	135,594.00	158,258.49	100,472.88	55,870.39	1,915.22
53630	Chilled Water	795,776.00	904,311.44	206,788.36	649,400.22	48,122.86

**Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending June 30, 2019**

		<b>Current Year Appropriation</b>	<b>Total Appropriated Funds</b>	<b>Current Year Expenditures</b>	<b>Encumbered and Unpaid</b>	<b>Unencumbered Balance</b>
53640	Water/Sewer	125,273.00	143,841.94	70,113.72	58,026.43	15,701.79
53710	Professional Services	1,125,605.00	2,151,232.36	833,957.66	446,829.75	870,444.95
53720	Auditors Fees	695,000.00	750,353.50	503,921.74	51,303.50	195,128.26
53730	Bank Service Charges	11,000.00	11,000.00	3,580.03	0.00	7,419.97
53800	Library Material Control	266,500.00	436,497.64	107,727.83	63,754.81	265,015.00
53900	Other Purchased Services	1,519,212.61	1,519,460.61	1,515,420.86	3,938.50	101.25
	<b>Purchased/Contracted Services</b>	<b>\$10,054,074.82</b>	<b>\$ 11,742,381.58</b>	<b>\$ 5,603,941.51</b>	<b>\$ 3,250,224.02</b>	<b>\$ 2,888,216.05</b>
54110	Books	2,085,000.00	2,480,741.32	944,849.33	442,339.99	1,093,552.00
54120	Continuations	291,000.00	486,205.10	172,436.17	171,473.11	142,295.82
54210	Periodicals	790,000.00	1,648,065.69	667,256.57	201,166.18	779,642.94
54220	Microforms	30,600.00	69,249.00	18,838.44	21,229.00	29,181.56
54310	Video Media	1,615,000.00	1,978,823.35	854,929.43	312,635.21	811,258.71
54320	Audio Media - Spoken	90,150.00	117,693.90	55,463.59	6,722.93	55,507.38
54325	Audio Media - Music	172,650.00	260,490.65	83,754.08	76,534.20	100,202.37
54350	Computer Media	0.00	729.88	693.38	0.00	36.50
54500	Database Services	570,000.00	1,223,120.47	612,121.01	95,967.70	515,031.76
54530	eMedia	1,622,600.00	2,289,454.39	744,165.84	869,260.61	676,027.94
54600	Interlibrary Loan	3,000.00	4,135.00	1,941.50	2,193.50	0.00
54710	Bookbinding	20,000.00	46,455.69	8,153.73	16,241.77	22,060.19
54720	Preservation Services	20,000.00	53,993.71	17,242.43	18,857.05	17,894.23
54730	Preservation Boxing	5,000.00	14,339.60	8,597.63	2,246.96	3,495.01
54790	Preservation Reformatting	25,000.00	50,515.20	15,062.09	10,959.31	24,493.80
54905	Other LM-Hotspots	200,000.00	200,000.00	0.00	134,081.00	65,919.00
54910	Other LM-Tablets & Devices	0.00	4,019.70	3,416.70	0.00	603.00

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending June 30, 2019**

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
<b>Library Materials</b>	<b>\$7,540,000.00</b>	<b>\$ 10,928,032.65</b>	<b>\$ 4,208,921.92</b>	<b>\$ 2,381,908.52</b>	<b>\$ 4,337,202.21</b>
55300 Construction/Improvements	0.00	34,415.88	0.00	26,144.12	8,271.76
55510 Furniture	219,787.80	168,623.40	66,229.92	13,524.92	88,868.56
55520 Equipment	358,256.77	899,664.24	126,213.99	24,006.30	749,443.95
55530 Computer Hardware	585,825.52	596,209.13	291,856.66	5,724.93	298,627.54
55540 Software	106,400.00	136,699.25	11,165.89	29,911.25	95,622.11
55700 Motor Vehicles	240,000.00	153,974.00	73,974.00	0.00	80,000.00
<b>Capital Outlay</b>	<b>\$1,510,270.09</b>	<b>\$ 1,989,585.90</b>	<b>\$ 569,440.46</b>	<b>\$ 99,311.52</b>	<b>\$ 1,320,833.92</b>
57100 Memberships	87,767.38	89,478.68	46,243.50	22,197.18	21,038.00
57200 Taxes	15,000.00	15,487.89	6,663.02	7,747.78	1,077.09
57500 Refunds/Reimbursements	71,232.62	70,709.82	4,131.14	3,040.77	63,537.91
<b>Miscellaneous Expenses</b>	<b>\$174,000.00</b>	<b>\$ 175,676.39</b>	<b>\$ 57,037.66</b>	<b>\$ 32,985.73</b>	<b>\$ 85,653.00</b>
59810 Advances Out	0.00	0.00	75,000.00	0.00	(75,000.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 75,000.00</b>	<b>\$ 0.00</b>	<b>\$(75,000.00)</b>
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$59,142,181.79</b>	<b>\$ 62,944,466.22</b>	<b>\$ 29,317,179.95</b>	<b>\$ 6,073,508.71</b>	<b>\$ 27,553,777.56</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending June 30, 2019**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	22,691,431.19	33,871,560.04	29,317,179.95	6,073,508.71	21,172,302.57
<b>Total General Fund</b>	<b>\$ 22,691,431.19</b>	<b>\$ 33,871,560.04</b>	<b>\$ 29,317,179.95</b>	<b>\$ 6,073,508.71</b>	<b>\$ 21,172,302.57</b>
201 Anderson	346,454.39	13.09	528.08	0.00	345,939.40
202 Endowment for the Blind	2,653,421.78	(4,530.42)	0.00	0.00	2,648,891.36
203 Founders	7,113,384.74	143,560.83	742,362.89	777,486.60	5,737,096.08
204 Kaiser	73,325.37	0.00	0.00	0.00	73,325.37
205 Kralej	206,681.24	504.31	0.00	0.00	207,185.55
206 Library	177,000.37	1,438.60	4,674.56	0.00	173,764.41
207 Pepke	158,161.91	(1,265.77)	0.00	0.00	156,896.14
208 Wickwire	1,629,879.06	3,419.24	0.00	3,023.31	1,630,274.99
209 Wittke	99,729.36	0.00	0.00	0.00	99,729.36
210 Young	5,007,491.72	2,365.58	0.00	0.00	5,009,857.30
225 Friends	4,490.87	0.00	0.00	100.00	4,390.87
226 Judd	63,460.85	121,804.50	74,251.03	28,582.20	82,432.12
228 Lockwood Thompson Memorial	158,275.27	94,746.50	91,591.45	95,010.95	66,419.37
229 Ohio Center for the Book	64.50	2,300.00	1,992.08	0.00	372.42
230 Schweinfurth	84,166.12	72,576.00	22,284.00	2,200.00	132,258.12
231 CLEVNET	926,146.62	3,368,997.81	2,399,146.33	1,077,259.78	818,738.32
251 OLBPD-Library for the Blind	52,461.90	754,098.00	762,500.84	184,753.96	(140,694.90)
254 MyCom	33,938.93	115,961.60	94,555.99	46,212.31	9,132.23
256 Learning Centers	49,264.60	25,000.00	19,865.60	21,783.18	32,615.82
257 Tech Centers	170,000.00	0.00	180,000.00	0.00	(10,000.00)
258 Early Literacy	94,400.93	150,000.00	142,681.85	59,663.15	42,055.93
<b>Total Special Revenue Funds</b>	<b>\$ 19,102,200.53</b>	<b>\$ 4,850,989.87</b>	<b>\$ 4,536,434.70</b>	<b>\$ 2,296,075.44</b>	<b>\$ 17,120,680.26</b>



**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending June 30, 2019**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
401 Building & Repair	5,532,079.99	0.00	2,263,814.93	1,473,721.90	1,794,543.16
<b>Total Capital Project Funds</b>	<b>\$ 5,532,079.99</b>	<b>\$ 0.00</b>	<b>\$ 2,263,814.93</b>	<b>\$ 1,473,721.90</b>	<b>\$ 1,794,543.16</b>
501 Abel	271,024.22	0.00	0.00	0.00	271,024.22
502 Ambler	2,757.40	0.00	0.00	0.00	2,757.40
503 Beard	163,891.13	7,794.35	27,421.07	32,941.41	111,323.00
504 Klein	6,521.81	0.00	0.00	0.00	6,521.81
505 Malon/Schroeder	324,456.49	475.60	2,112.43	0.00	322,819.66
506 McDonald	228,826.19	69.11	6,158.55	2,170.00	220,566.75
507 Ratner	110,935.10	(490.78)	0.00	0.00	110,444.32
508 Root	47,757.00	0.00	0.00	0.00	47,757.00
509 Sugarman	218,704.11	(34.57)	906.00	0.00	217,763.54
510 Thompson	178,304.90	4,093.37	2,442.16	7,602.45	172,353.66
511 Weidenthal	8,080.50	0.00	0.00	0.00	8,080.50
512 White	2,523,609.44	(2,046.35)	16,504.37	6,011.48	2,499,047.24
513 Beard Anna Young	96,088.62	0.00	0.00	0.00	96,088.62
<b>Total Permanent Funds</b>	<b>\$ 4,180,956.91</b>	<b>\$ 9,860.73</b>	<b>\$ 55,544.58</b>	<b>\$ 48,725.34</b>	<b>\$ 4,086,547.72</b>
901 Unclaimed Funds	5,400.04	2,310.57	0.00	0.00	7,710.61
905 CLEVNET Fines & Fees	6,695.06	47,054.37	46,355.47	0.00	7,393.96
<b>Others</b>	<b>\$ 12,095.10</b>	<b>\$ 49,364.94</b>	<b>\$ 46,355.47</b>	<b>\$ 0.00</b>	<b>\$ 15,104.57</b>
<b>Total All Funds</b>	<b>\$ 51,518,763.72</b>	<b>\$ 38,781,775.58</b>	<b>\$ 36,219,329.63</b>	<b>\$ 9,892,031.39</b>	<b>\$ 44,189,178.28</b>

**Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending June 30, 2019**

<b>Balance of All Funds</b>	<b>\$ 54,081,146.63</b>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	468,097.17
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,620.00
KeyBank-Payroll Account (ZBA)	255.52
<b>Cash in Library Treasury</b>	<b>\$ 475,499.88</b>
PNC - Money Market	10,208.65
U.S. Bank - Investments	34,134,750.89
U.S. Bank - Inv - Money Market	14,622.35
STAR Ohio Investment	294,579.59
STAR Plus Program	0.00
<b>Investments</b>	<b>\$ 34,454,161.48</b>
PNC- Endowment Account	19,151,485.27
<b>Endowment Account</b>	<b>\$ 19,151,485.27</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 54,081,146.63</b>

## Summary

### Portfolio value

Income		Principal		Total	
Income on June 28	\$236,759.45	Principal on June 28	\$24,032,595.10	Total portfolio value on June 28	\$24,269,354.55
Income on April 1	129,926.35	Principal on April 1	23,461,052.52	Total portfolio value on April 1	23,590,978.87
Change in value	\$106,833.10	Change in value	\$571,542.58	Total change in value	\$678,375.68

### Portfolio value by asset class

Income	Value Jun. 28	Value Apr. 1	Change in value	Tax cost*
Cash and cash equivalents	\$236,759.45	\$129,926.35	\$106,833.10	\$236,759.45
<b>Principal</b>	<b>Value Jun. 28</b>	<b>Value Apr. 1</b>	<b>Change in value</b>	<b>Tax cost*</b>
Cash and cash equivalents	\$1,034,130.44	\$531,136.26	\$502,994.18	\$1,034,130.44
Fixed income	6,238,240.48	5,371,745.46	866,495.02	6,209,096.96
Equities	14,992,946.07	16,061,943.77	- 1,068,997.70	10,465,175.17
Alternative investments	1,767,278.11	1,496,227.03	271,051.08	1,940,524.00
<b>Total</b>	<b>\$24,269,354.55</b>	<b>\$23,590,978.87</b>	<b>\$678,375.68</b>	<b>\$19,885,686.02</b>

\* We use tax cost to calculate the cost of your portfolio. When this information is not available for all assets, your portfolio's tax cost may be understated. To determine if we have tax cost information for all your assets, call Leah Fisher your Account Advisor.

*Summary*

*Change in account value*

	This period	From Jan. 1, 2019
Beginning account value	\$23,620,710.93	\$22,501,009.11
<b>Additions</b>		
Investment income	\$256,585.69	\$367,319.23
Other receipts	-	801.56
<b>Disbursements</b>		
Fees and charges	-\$22,392.11	-\$44,783.88
Other disbursements	-	-910,750.00
Change in value of investments	444,182.10	2,396,147.09
Net accrued income	2,698.26	-7,958.24
<b>Ending account value</b>	<b>\$24,301,784.87</b>	<b>\$24,301,784.87</b>

*Investment income summary*

	This period	From Jan. 1, 2019	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$6,234.54	\$10,041.30	\$28,258.33	\$2,673.40
Interest-fixed income	51,335.48	97,537.49	221,841.96	24,948.69
Dividends-equities	199,015.67	252,306.83	268,133.67	4,808.23
Income-alternative investments	-	7,433.61	13,199.59	-
<b>Total</b>	<b>\$256,585.69</b>	<b>\$367,319.23</b>	<b>\$531,433.55</b>	<b>\$32,430.32</b>

*Gain/loss summary*

	Net realized gain/loss		Net unrealized gain/loss*
	This period	From Jan. 1, 2019	Since acquisition
Fixed income	-\$3,067.26	-\$3,792.78	\$29,143.52
Equities	473,046.36	501,864.62	4,527,770.90
Alternative inv	-	-	-173,245.89
<b>Total</b>	<b>\$469,979.10</b>	<b>\$498,071.84</b>	<b>\$4,383,668.53</b>

\* All unrealized gain/loss information is based on tax cost. When this information is not available for all assets, your portfolio's tax cost may be understated. To determine if we have tax cost information for all your assets, call Leah Fisher your Account Advisor.

*Accrued income summary*

Accrued income on June 28	\$32,430.32
Accrued income on April 01	29,732.06
<b>Net accrued income</b>	<b>\$2,698.26</b>

*Summary*

*Transaction summary - measured by cash balance*

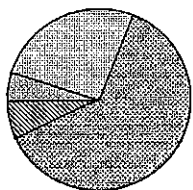
	Income		Principal	
	This period	From Jan. 1, 2019	This period	From Jan. 1, 2019
Beginning cash balance	\$0.00	\$0.00	\$0.00	\$0.00
<b>Additions</b>				
Investment income	\$129,225.21	\$239,958.75	\$127,360.48	\$127,360.48
Sales and maturities	135,066.61	1,018,942.19	3,152,591.53	4,226,108.48
Other receipts	-	-	-	801.56
<b>Disbursements</b>				
Purchases	-\$228,425.55	-\$289,942.90	-\$3,293,426.17	-\$4,367,694.68
Fees and charges	-22,392.11	-44,783.88	-	-
Other disbursements	-	-910,700.00	-	-50.00
<b>Ending cash balance</b>	<b>\$13,474.16</b>	<b>\$13,474.16</b>	<b>\$13,474.16</b>	<b>\$13,474.16</b>
Change in cash	\$13,474.16	\$13,474.16	-\$13,474.16	-\$13,474.16

*Transaction summary - measured by tax cost*

	This period	From Jan. 1, 2019
Beginning tax cost	\$19,181,513.34	\$19,975,027.27
<b>Additions</b>		
Purchases	\$3,521,851.72	\$4,657,637.58
Securities received	628,837.00	628,837.00
<b>Disbursements</b>		
Sales	-\$2,817,679.04	-\$4,746,978.83
Securities delivered	-628,837.00	-628,837.00
<b>Change in cash</b>		
<b>Ending tax cost</b>	<b>\$19,885,686.02</b>	<b>\$19,885,686.02</b>

## Analysis

### Asset allocation



	Jun. 28, 2019
<b>Cash and cash equivalents</b>	<b>5.24 %</b>
Mutual funds	5.24 %
<b>Fixed income</b>	<b>25.70 %</b>
Corporate	3.77 %
US treasury	7.40 %
Agency	1.57 %
Mutual funds	12.65 %
Mortgages	0.26 %
Other	0.06 %
<b>Equities</b>	<b>61.78 %</b>
Stock	11.76 %
Etf's	34.19 %
Mutual funds	15.83 %
<b>Alternative investments</b>	<b>7.28 %</b>
Mutual funds	7.28 %

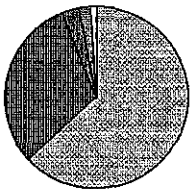
### Equity sectors

	Market value	% of equities	% of total portfolio
Industrials	\$307,372.95	10.77 %	1.27 %
Consumer discretionary	357,913.24	12.54 %	1.47 %
Consumer staples	193,314.50	6.77 %	0.80 %
Energy	122,161.50	4.28 %	0.50 %
Financial	433,221.90	15.18 %	1.79 %
Materials	98,086.30	3.44 %	0.41 %
Information technology	569,229.70	19.95 %	2.35 %
Real estate	49,761.00	1.74 %	0.21 %
Utilities	116,478.50	4.08 %	0.48 %
Health care	356,051.70	12.48 %	1.47 %
Telecommunication services	250,051.02	8.76 %	1.03 %
<b>Total</b>	<b>\$2,853,642.31</b>	<b>100.00 %</b>	<b>11.78 %</b>

*Analysis*

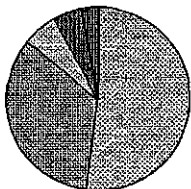
*Bond analysis*

Bond rating



	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$1,981,584.35	62.52 %	8.17 %
Moody's Aa1	25,592.35	0.81 %	0.11 %
Moody's Aa2	75,763.25	2.39 %	0.31 %
Moody's Aa3	91,201.80	2.88 %	0.38 %
Other	995,177.75	31.40 %	4.10 %

Maturity schedule



Market value (% of bonds maturing in)	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	6.16 %	\$180,119.90 [92.33%]	- (-)	- (-)	\$14,958.45 [7.67 %]
1 - 5 years	52.13 %	416,819.30 [25.23%]	1,235,342.55 [74.77 %]	- (-)	- (-)
6 - 10 years	34.02 %	317,768.80 [29.47 %]	697,136.04 [64.66 %]	- (-)	63,300.60 [5.87 %]
11 - 15 years	5.36 %	- (-)	169,857.25 [100.00 %]	- (-)	- (-)
16 or more years	2.34 %	- (-)	74,016.61 [100.00 %]	- (-)	- (-)

Detail

*Portfolio - income*

Cash and cash equivalents

**Uninvested cash**

Description	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
UNINVESTED CASH		13,474.160	\$13,474.16 \$1.0000	0.06 %	\$13,474.16 \$1.00				

**Mutual funds - money market**

Description	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
PNC GOVT. MONEY MARKET FUND #405 PKIXX 21-75-073-4453885	\$109,885.87	198,435.010	\$198,435.01 \$1.0000	0.82 %	\$198,435.01 \$1.00		2.23 %	\$4,412.22	\$273.39
PNC GOVT. MONEY MARKET FUND #405 PKIXX PNC CAPITAL ADVISORS	20,040.48	24,850.280	24,850.28 1.0000	0.11 %	24,850.28 1.00		2.23 %	552.55	57.55
PNC GOVT. MONEY MARKET FUND #405 PKIXX PCA LCC ADVANTAGE			1.0000	0.01 %					7.37
<b>Total mutual funds - money market</b>			<b>\$223,285.29</b>	<b>0.92 %</b>	<b>\$223,285.29</b>		<b>2.22 %</b>	<b>\$4,964.77</b>	<b>\$338.31</b>
<b>Total cash and cash equivalents</b>			<b>\$236,759.45</b>	<b>0.98 %</b>	<b>\$236,759.45</b>		<b>2.10 %</b>	<b>\$4,964.77</b>	<b>\$338.31</b>



*Detail*

*Portfolio - principal*

Cash and cash equivalents

**Uninvested cash**

Description	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit						
UNINVESTED CASH	- 13,474.160	\$1.0000	- 0.06 %	- \$13,474.16	\$1.00			

**Mutual funds - money market**

Description	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit						
PNC GOVT. MONEY MARKET FUND #405 PKIXX 21-75-073-4453885	\$520,598.92	\$1,024,665.08	4.23 %	\$1,024,665.08	\$1.00	2.23 %	\$22,783.50	\$2,274.51
PNC GOVT. MONEY MARKET FUND #405 PKIXX PNC CAPITAL ADVISORS	6,962.27	1.0000	0.01 %					4.67
PNC GOVT. MONEY MARKET FUND #405 PKIXX PCA LCC ADVANTAGE	3,575.07	22,939.52	0.10 %	22,939.52	1.00	2.23 %	510.06	55.91
<b>Total mutual funds - money market</b>		<b>\$1,047,604.60</b>	<b>4.32 %</b>	<b>\$1,047,604.60</b>		<b>2.22 %</b>	<b>\$23,293.56</b>	<b>\$2,335.09</b>
<b>Total cash and cash equivalents</b>		<b>\$1,034,130.44</b>	<b>4.26 %</b>	<b>\$1,034,130.44</b>		<b>2.25 %</b>	<b>\$23,293.56</b>	<b>\$2,335.09</b>

Detail

Fixed income  
 Corporate bonds

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
AMERICAN EXPRESS CREDIT SER MTN CALL 04/03/2027 03.300% DUE 05/03/2027 RATING: A2 (0258MOEL9) PNC CAPITAL ADVISORS	\$20,258.20	\$20,987.80	0.09 %	\$19,754.80	\$1,233.00	3.15 %	\$660.00	\$106.33
	20,000	\$104.9390		\$98.77				
AMERIPRISE FINANCIAL INC UNSC 03.000% DUE 03/22/2022 RATING: A3 (03076CAJ5) PNC CAPITAL ADVISORS	20,000	20,367.00	0.09 %	20,063.40	303.60	2.95 %	600.00	165.00
		101.8350		100.32				
APPLE INC UNSC 02.400% DUE 05/03/2023 RATING: AA1 (037833AK6) PNC CAPITAL ADVISORS	9,903.50	10,099.00	0.05 %	9,071.90	1,027.10	2.38 %	240.00	38.67
	10,000	100.9900		90.72				
APPLE INC CALL 12/09/2023 UNSC 03.000% DUE 02/09/2024 RATING: AA1 (037833CG3) PNC CAPITAL ADVISORS	15,204.45	15,493.35	0.07 %	14,993.40	499.95	2.91 %	450.00	177.50
	15,000	103.2890		99.96				
AVALONBAY COMMUNITIES IN SR UNSEC CALL 07/01/20 @100 03.625% DUE 10/01/2020 RATING: A3 (05348EAS8) PNC CAPITAL ADVISORS	25,291.00	25,337.75	0.11 %	26,572.00	- 1,234.25	3.58 %	906.25	226.56
	25,000	101.3510		106.29				

*Detail*

**Fixed income**  
**Corporate bonds**

Description (Cusip)	Market value last period Quantity	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Current price per unit	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
BB&T CORPORATION SER MTN CALL 11/06/2023 03.750% DUE 12/06/2023 RATING: A2 (05531FBF9) PNC CAPITAL ADVISORS	25,941.25 25,000	26,385.50 105.5420	26,385.50 105.5420	0.11 %	24,961.50 99.85	1,424.00	3.56 %	937.50	65.10
BANK OF AMERICA CORP SR UNSEC CALL 01/23/25 @ 100 VAR% DUE 01/23/2026 RATING: A2 (06051GGZ6) PNC CAPITAL ADVISORS	25,017.50 25,000	25,797.25 103.1890	25,797.25 103.1890	0.11 %	25,000.00 100.00	797.25	3.27 %	841.50	369.33
BANKAMER CORP VAR% DUE 05/17/2022 RATING: A2 (06051GHH5) PNC CAPITAL ADVISORS	10,117.10 10,000	10,192.70 101.9270	10,192.70 101.9270	0.05 %	10,000.00 100.00	192.70	3.47 %	352.79	43.12
BANK OF NEW YORK MELLON CALL 04/15/2024 @ 100.000 UNSC 03.400% DUE 05/15/2024 RATING: A1 (06406HCV9) PNC CAPITAL ADVISORS	10,214.80 10,000	10,450.40 104.5040	10,450.40 104.5040	0.05 %	9,912.50 99.13	537.90	3.26 %	340.00	43.44
BANK OF NOVA SCOTIA SEDOL ISIN US064159KT26 02.500% DUE 01/08/2021 RATING: AA2 (064159KT2) PNC CAPITAL ADVISORS	9,967.80 10,000	10,045.10 100.4510	10,045.10 100.4510	0.05 %	9,815.50 98.16	229.60	2.49 %	250.00	120.14

*Detail*

**Fixed income**  
**Corporate bonds**

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
BP CAP MARKETS AMERICA SER * COGT 03.245% DUE 05/06/2022 RATING: A1 (10373QAJ9) PNC CAPITAL ADVISORS	30,461.10 30,000	30,888.00 102.9600	0.13 %	29,540.20 98.47	1,347.80	3.16 %	973.50	148.73
COMCAST CORP CALL 08/15/2025 COGT 03.950% DUE 10/15/2025 RATING: A3 (20030NCS8) PNC CAPITAL ADVISORS	15,687.30 15,000	16,183.20 107.8880	0.07 %	14,965.20 99.77	1,218.00	3.67 %	592.50	125.08
CONSOLIDATED EDISON CO O SER D CALL 09/01/2028 04.000% DUE 12/01/2028 RATING: A3 (209111FS7) PNC CAPITAL ADVISORS	15,984.90 15,000	16,483.80 109.8920	0.07 %	14,988.90 99.93	1,494.90	3.64 %	600.00	50.00
JOHN DEERE CAPITAL CORP SER MTN UNSC 03.200% DUE 01/10/2022 RATING: A2 (24422EUQ0) PNC CAPITAL ADVISORS	5,083.35 5,000	5,130.40 102.6080	0.03 %	4,995.20 99.90	135.20	3.12 %	160.00	76.00
DUKE ENERGY INDIANA INC 1ST MORTGAGE 03.750% DUE 07/15/2020 RATING: AA3 (263901AC4) PNC CAPITAL ADVISORS	10,142.30 10,000	10,143.30 101.4330	0.05 %	10,900.90 109.01	-757.60	3.70 %	375.00	172.92

*Detail*

**Fixed income**  
**Corporate bonds**

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
DUKE ENERGY FLORIDA LLC CALL 04/15/2028 MORT 03.800% DUE 07/15/2028 RATING: A1 (26444HAE1) PNC CAPITAL ADVISORS	15,659.55	15,000	16,161.00 107.7400	0.07 %	15,031.80 100.21	1,129.20	3.53 %	570.00	262.83
HSBC HOLDINGS PLC SR UNSEC ISIN US404280AK50 SEDOL B61GQ88 05.100% DUE 04/05/2021 RATING: A2 (404280AK5) PNC CAPITAL ADVISORS	20,852.40	20,000	20,898.60 104.4930	0.09 %	20,930.60 104.65	- 32.00	4.89 %	1,020.00	243.67
HOME DEPOT INC CALL 03/15/2029 UNSC 02.950% DUE 06/15/2029 RATING: A2 (437076BY7) PNC CAPITAL ADVISORS	10,000		10,258.20 102.5820	0.05 %	9,942.60 99.43	315.60	2.88 %	295.00	11.47
INTEL CORP CALL 03/11/2024 UNSC 02.875% DUE 05/11/2024 RATING: A1 (458140BD1) PNC CAPITAL ADVISORS	30,189.90	30,000	30,878.70 102.9290	0.13 %	30,018.75 100.06	859.95	2.80 %	862.50	119.79
JPMORGAN CHASE & CO SR UNSEC VAR% DUE 12/05/2024 RATING: A2 (46647PAY2) PNC CAPITAL ADVISORS	46,700.10	45,000	47,825.55 106.2790	0.20 %	45,026.10 100.06	2,799.45	3.79 %	1,810.35	130.75

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Detail

Fixed income  
 Corporate bonds

Description (CUSIP)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
JOHNSON & JOHNSON CALL 12/01/2025 @ 100.000 UNSC 02.450% DUE 03/01/2026 RATING: AAA (478160BY9) PNC CAPITAL ADVISORS	19,550.40	20,109.40	100.5470	0.09 %	19,971.80 99.86	137.60	2.44 %	490.00	163.33
KFW SEDOL ISIN US500769HR85 02.375% DUE 12/29/2022 RATING: AAA (500769HR8) PNC CAPITAL ADVISORS	30,039.60	30,580.20	101.9340	0.13 %	29,850.30 99.50	729.90	2.33 %	712.50	360.21
LOWE'S COS INC UNSC VAR % DUE 09/10/2019 RATING: BAA1 (548661DB0) PNC CAPITAL ADVISORS	30,029.70	30,023.40	100.0780	0.13 %	29,844.90 99.48	178.50	3.03 %	908.76	53.01
MASTERCARD INC CALL 03/01/2029 UNSC 02.950% DUE 06/01/2029 RATING: A1 (57636QAM6) PNC CAPITAL ADVISORS	15,000	15,472.35	103.1490	0.07 %	14,979.30 99.86	493.05	2.86 %	442.50	38.10
MERCK & CO INC CALL 12/07/2028 UNSC 03.400% DUE 03/07/2029 RATING: A1 (58933YAX3) PNC CAPITAL ADVISORS	20,518.00	21,287.80	106.4390	0.09 %	19,887.60 99.44	1,400.20	3.20 %	680.00	215.33

Detail

Fixed income  
Corporate bonds

Description (Cusip )	Market value last period Quantity	Current market value	% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
METLIFE INC SER D UNSC 04.368% DUE 09/15/2023 RATING: A3 (59156RBB3) PNC CAPITAL ADVISORS	16,013.40 15,000	16,219.50 108.1300	0.07 %	16,198.95 107.99	20.55	4.04 %	655.20	29.12
MORGAN STANLEY UNSC 02.650% DUE 01/27/2020 RATING: A3 (61747YDW2) PNC CAPITAL ADVISORS	29,966.40 30,000	30,034.20 100.1140	0.13 %	30,284.10 100.95	- 249.90	2.65 %	795.00	340.08
NEXEN INC ISIN US65334HAK86 06.200% DUE 07/30/2019 RATING: A1 (65334HAK8) PNC CAPITAL ADVISORS	15,154.35 15,000	15,043.35 100.2890	0.07 %	18,672.75 124.49	- 3,629.40	6.19 %	930.00	390.08
ORACLE CORP CALL 04/15/2026 @ 100.000 UNSC 02.650% DUE 07/15/2026 RATING: A1 (68389XBM6) PNC CAPITAL ADVISORS	29,020.80 30,000	30,137.10 100.4570	0.13 %	29,887.20 99.62	249.90	2.64 %	795.00	366.58
PROCTER & GAMBLE CO/THE UNSC VAR% DUE 11/01/2019 RATING: AA3 (742718EH8) PNC CAPITAL ADVISORS	45,066.15 45,000	45,040.05 100.0890	0.19 %	44,910.63 99.80	129.42	2.99 %	1,343.66	227.67

Detail

Fixed income  
Corporate bonds

Description (Cusip )	Market value last period	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
PUBLIC STORAGE CALL 06/15/2027 UNSC 03.094% DUE 09/15/2027 RATING: A2 (74460DAC3) PNC CAPITAL ADVISORS		10,000	10,221.70 102.2170	0.05 %	10,084.80 100.85	136.90	3.03 %	309.40	91.10
ROYAL BANK OF CANADA SEDOL ISIN US780082AA14 01.875% DUE 02/05/2020 RATING: AAA (780082AA1) PNC CAPITAL ADVISORS	9,935.70	10,000	9,974.60 99.7460	0.05 %	9,950.00 99.50	24.60	1.88 %	187.50	76.04
ROYAL BANK OF CANADA SER GMTN UNSC VAR% DUE 07/29/2019 RATING: AA2 (78012KRL3) PNC CAPITAL ADVISORS	20,034.00	20,000	20,009.40 100.0470	0.09 %	20,000.20 100.00	9.20	3.28 %	655.30	112.86
ROYAL BANK OF CANADA SEDOL ISIN US78013XW204 03.700% DUE 10/05/2023 RATING: A2 (78013XW20) PNC CAPITAL ADVISORS	5,165.80	5,000	5,261.90 105.2380	0.03 %	4,989.60 99.79	272.30	3.52 %	185.00	44.19
SHELL INTERNATIONAL FIN SEDOL ISIN US822582BG61 02.125% DUE 05/11/2020 RATING: AA2 (822582BG6) PNC CAPITAL ADVISORS	29,847.30	30,000	29,994.90 99.9830	0.13 %	29,936.40 99.79	58.50	2.13 %	637.50	88.54



*Detail*

**Fixed income**  
**Corporate bonds**

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
SIERRA PACIFIC POWER CO CALL 02/01/2026 MORT 02.600% DUE 05/01/2026 RATING: A2 (826418BM6) PNC CAPITAL ADVISORS	19,207.20	20,000	19,829.40 99.1470	0.09 %	18,661.40 93.31	1,168.00	2.63 %	520.00	86.67
SIMON PROPERTY GROUP SR UNSEC CALL 9/1/21 @ 100 04.125% DUE 12/01/2021 RATING: A2 (828807CG0) PNC CAPITAL ADVISORS	15,515.85	15,000	15,598.80 103.9920	0.07 %	15,243.60 101.62	355.20	3.97 %	618.75	51.56
SUMITOMO MITSUI FINL GRP SEDOL BZ1H048 ISIN US86562MAU45 02.778% DUE 10/18/2022 RATING: A1 (86562MAU4) PNC CAPITAL ADVISORS	14,932.50	15,000	15,148.20 100.9880	0.07 %	14,890.05 99.27	258.15	2.76 %	416.70	84.50
3M COMPANY SER MTN CALL 01/14/2024 03.250% DUE 02/14/2024 RATING: A1 (88579YBB6) PNC CAPITAL ADVISORS	10,303.30	10,000	10,446.60 104.4660	0.05 %	10,117.20 101.17	329.40	3.12 %	325.00	259.10
TOYOTA MOTOR CREDIT CORP SER GMTN UNSC 03.450% DUE 09/20/2023 RATING: AA3 (89236TFN0) PNC CAPITAL ADVISORS	20,617.40	20,000	20,938.20 104.6910	0.09 %	19,960.80 99.80	977.40	3.30 %	690.00	193.58

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*Detail*

**Fixed income**  
**Corporate bonds**

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit		Avg. tax cost per unit				
UNIONBANCAL CORP SR UNSEC 03.500% DUE 06/18/2022 RATING: A2 (908906AC4) PNC CAPITAL ADVISORS	30,463.20 30,000	30,940.80 103.1360	0.13 %	30,614.40 102.05	326.40	3.40 %	1,050.00	37.92
WALMART INC CALL 05/08/2026 UNSC 03.050% DUE 07/08/2026 RATING:AA2 (931142EM1) PNC CAPITAL ADVISORS	15,000	15,713.85 104.7590	0.07 %	14,980.20 99.87	733.65	2.92 %	457.50	86.42
WELLS FARGO & COMPANY SER MTN SUB 04.100% DUE 06/03/2026 RATING: A3 (94974BFY1) PNC CAPITAL ADVISORS	10,223.40 10,000	10,605.20 106.0520	0.05 %	10,120.65 101.21	484.55	3.87 %	410.00	31.89
WELLS FARGO & COMPANY SER MTN UNSC 03.300% DUE 09/09/2024 RATING: A2 (94974BGA2) PNC CAPITAL ADVISORS	20,156.80 20,000	20,695.20 103.4760	0.09 %	20,026.15 100.13	669.05	3.19 %	660.00	205.33
WESTPAC BANKING CORP SEDOL ISIN US961214DU48 02.650% DUE 01/25/2021 RATING: AA3 (961214DU4) PNC CAPITAL ADVISORS	14,983.80 15,000	15,080.25 100.5350	0.07 %	14,989.65 99.93	90.60	2.64 %	397.50	172.25

Detail

Fixed income

Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
XILINX INC	15,030.45		15,128.25	0.07 %	15,016.05	112.20	2.98 %	450.00	132.50
UNSC 03.000% DUE 03/15/2021 RATING: A3 (983919AH4) PNC CAPITAL ADVISORS	15,000		100.8550		100.11				
<b>Total corporate bonds</b>			<b>\$899,541.20</b>	<b>3.71 %</b>	<b>\$880,553.93</b>	<b>\$18,987.27</b>	<b>3.18 %</b>	<b>\$28,559.66</b>	<b>\$6,634.39</b>

Treasury bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
USA TREASURY NOTES 02.000% DUE 02/28/2021 RATING: AAA (912828B90) PNC CAPITAL ADVISORS	\$178,974.00		\$180,541.80	0.75 %	\$179,876.56	\$665.24	2.00 %	\$3,600.00	\$1,210.00
	180,000		\$100.3010		\$99.93				
USA TREASURY NOTES 02.375% DUE 08/15/2024 RATING: AAA (912828D56) PNC CAPITAL ADVISORS	291,461.60		298,497.00	1.23 %	290,514.80	7,982.20	2.31 %	6,887.50	2,601.94
	290,000		102.9300		100.18				
USA TREASURY NOTES 02.125% DUE 09/30/2021 RATING: AAA (912828F21) PNC CAPITAL ADVISORS	164,458.80		166,392.60	0.69 %	161,336.53	5,056.07	2.11 %	3,506.25	886.30
	165,000		100.8440		97.78				
USA TREASURY NOTES 02.250% DUE 11/15/2025 RATING: AAA (912828M56) PNC CAPITAL ADVISORS	39,818.80		40,964.00	0.17 %	39,258.40	1,705.60	2.20 %	900.00	115.00
	40,000		102.4100		98.15				

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*Detail*

**Treasury bonds**

Description (Cusip)	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
USA TREASURY NOTES 01.625% DUE 05/15/2026 RATING: AAA (912828R36) PNC CAPITAL ADVISORS	23,846.75 10,000	9,842.20 98.4220	0.05 %	9,048.04 90.48	794.16	1.66 %	162.50	20.76
USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9) PNC CAPITAL ADVISORS	279,365.55 285,000	284,130.75 99.6950	1.18 %	278,126.16 97.59	6,004.59	1.63 %	4,631.25	1,749.58
USA TREASURY NOTES 02.500% DUE 08/15/2023 RATING: AAA (912828VS6) PNC CAPITAL ADVISORS	136,444.50 135,000	139,077.00 103.0200	0.58 %	133,190.04 98.66	5,886.96	2.43 %	3,375.00	1,275.00
USA TREASURY NOTE 01.875% DUE 01/31/2022 RATING: AAA (912828V72) PNC CAPITAL ADVISORS	193,026.60 180,000	180,633.60 100.3520	0.75 %	175,633.98 97.57	4,999.62	1.87 %	3,375.00	1,415.62
USA TREASURY NOTES 01.750% DUE 10/31/2020 RATING: AAA (912828WC0) PNC CAPITAL ADVISORS	193,172.85 140,000	139,759.20 99.8280	0.58 %	139,554.29 99.68	204.91	1.76 %	2,450.00	415.14
USA TREASURY NOTES 02.500% DUE 05/15/2024 RATING: AAA (912828WJ5) PNC CAPITAL ADVISORS	106,205.40 140,000	144,807.60 103.4340	0.60 %	141,253.51 100.90	3,554.09	2.42 %	3,500.00	447.01
USA TREASURY NOTES 02.375% DUE 05/15/2027 RATING: AAA (912828X88) PNC CAPITAL ADVISORS	100,102.00 80,000	82,709.60 103.3870	0.35 %	76,059.57 95.07	6,650.03	2.30 %	1,900.00	242.78

*Detail*

**Treasury bonds**

Description (Cusip )	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
USA TREASURY NOTES TREASURY INFLATION PROTECT SECS 00.375% DUE 07/15/2027 RATING: N/A (9128282L3) PNC CAPITAL ADVISORS	45,958.27	42,181.22	105.4531	0.18 %	40,171.26	2,009.96	0.37 %	153.92	71.01
USA TREASURY NOTES 02.875% DUE 05/15/2028 RATING: AAA (9128284N7) PNC CAPITAL ADVISORS	10,387.10	85,903.20	107.3790	0.36 %	84,025.38	1,877.82	2.68 %	2,300.00	296.16
<b>Total treasury bonds</b>		<b>\$1,795,439.77</b>		<b>7.40 %</b>	<b>\$1,748,048.52</b>	<b>\$47,391.25</b>	<b>2.05 %</b>	<b>\$36,741.42</b>	<b>\$10,746.30</b>

**Agency bonds**

Description (Cusip )	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
FEDERAL NATL MTG ASSN UNSC 01.875% DUE 09/24/2026 RATING: AAA (3135G0Q22) PNC CAPITAL ADVISORS	\$71,737.50	\$74,235.75	\$98.9810	0.31 %	\$70,862.85	\$3,372.90	1.90 %	\$1,406.25	\$378.91
FEDERAL NATL MTG ASSN POOL #AH3765 04.000% DUE 01/01/2041 RATING: N/A (3138A5FF4) PNC CAPITAL ADVISORS	19,211.73	18,683.49	105.4450	0.08 %	18,978.35	- 294.86	3.80 %	708.75	61.03

Detail

Agency bonds

Description (Cusip )	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
FEDERAL NATL MTG ASSN POOL #AL0578 03.500% DUE 08/01/2026 RATING: N/A {3138EGUC6} PNC CAPITAL ADVISORS	10,227.92 9,302.481	9,601.93 103.2190	0.04 %	9,908.50 106.52	-306.57	3.40 %	325.59	28.04	
FEDERAL NATL MTG ASSN POOL AS5327 03.000% DUE 07/01/2030 RATING: N/A {3138WE4M8} PNC CAPITAL ADVISORS	44,618.08 41,841.695	42,796.52 102.2820	0.18 %	43,229.33 103.32	-432.81	2.94 %	1,255.25	108.09	
FEDERAL NATL MTG ASSN POOL AS8018 03.000% DUE 09/01/2031 RATING: N/A {3138WH4C3} PNC CAPITAL ADVISORS	35,087.62 32,867.690	33,618.06 102.2830	0.14 %	33,956.42 103.31	-338.36	2.94 %	986.03	84.91	
FEDERAL NATL MTG ASSN POOL BC4777 02.500% DUE 10/01/2031 RATING: N/A {3140FOJX3} PNC CAPITAL ADVISORS	40,440.77 38,918.288	39,231.19 100.8040	0.17 %	39,818.28 102.31	-587.09	2.49 %	972.96	83.78	
FEDERAL NATL MTG ASSN POOL BM3954 02.500% DUE 12/01/2028 RATING: N/A {3140J8MC4} PNC CAPITAL ADVISORS	55,631.83 52,730.778	53,201.14 100.8920	0.22 %	51,643.19 97.94	1,557.95	2.48 %	1,318.27	113.52	
FEDERAL NATL MTG ASSN POOL #AB2077 04.000% DUE 01/01/2041 RATING: N/A {31416XJX9} PNC CAPITAL ADVISORS	56,193.64 52,350.204	55,333.12 105.6980	0.23 %	51,683.56 98.73	3,649.56	3.79 %	2,094.01	180.32	

*Detail*

**Agency bonds**

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
FEDERAL NATL MTG ASSN POOL MA2803 02.500% DUE 11/01/2031 RATING: N/A (31418CDH4) PNC CAPITAL ADVISORS	55,976.66 53,779.630	54,211.48 100.8030	0.23 %	54,075.83 100.55	135.65	2.49 %	1,344.49	115.78
<b>Total agency bonds</b>		<b>\$380,912.68</b>	<b>1.57 %</b>	<b>\$374,156.31</b>	<b>\$6,756.37</b>	<b>2.73 %</b>	<b>\$10,411.60</b>	<b>\$1,154.38</b>

**Mutual funds - fixed income**

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
DODGE & COX INCOME FUND (DODIX) FD #147 21-75-073-4453885	\$246,714.39 53,225.514	\$740,366.90 \$13.9100	3.06 %	\$723,996.00 \$13.60	\$16,370.90	3.08 %	\$22,780.52	
METROPOLITAN WEST UNCONSTRAINED (MWCIX) BOND FUND CLASS I FUND #0518 21-75-073-4453885	929,031.52 99,137.246	1,180,724.60 11.9100	4.87 %	1,182,461.00 11.93	- 1,736.40	3.86 %	45,504.00	4,040.79
T ROWE PRICE INSTITUTIONAL (PFFRX) FLOATING RATE FUND FD #430 21-75-073-4453885	567,305.00 57,947.395	569,622.89 9.8300	2.35 %	580,873.00 10.02	- 11,250.11	5.20 %	29,611.12	2,256.94
TEMPLETON GLOBAL BOND FUND R6 (FBNRX) 21-75-073-4453885	51,533.564	578,206.59 11.2200	2.39 %	628,837.00 12.20	- 50,630.41	7.90 %	45,658.74	
<b>Total mutual funds - fixed income</b>		<b>\$3,068,920.98</b>	<b>12.65 %</b>	<b>\$3,116,167.00</b>	<b>- \$47,246.02</b>	<b>4.68 %</b>	<b>\$143,554.38</b>	<b>\$6,297.73</b>

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*Detail*

**Mortgages**

Description (Cusip )	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
FHLMC MULTIFAMILY STRUCTURED P SERIES K067 CLASS A2 03.194% DUE 07/25/2027 RATING: AAA (3137FAWS3) PNC CAPITAL ADVISORS	\$61,333.80	60,000	\$63,300.60 \$105.5010	0.27 %	\$60,183.20 \$100.31	\$3,117.40	3.03 %	\$1,916.40	\$31.94

**Asset backed**

Description (Cusip )	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
FIFTH THIRD AUTO TRUST SERIES 2019 1 CLASS A3 02.640% DUE 12/15/2023 RATING: AAA (31680YAD9) PNC CAPITAL ADVISORS		15,000	\$15,166.80 \$101.1120	0.07 %	\$14,996.70 \$99.98	\$170.10	2.62 %	\$396.00	\$17.60

**Other fixed income assets**

Description (Cusip )	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
INTL FINANCE CORP SER GMTN UNSC 01.750% DUE 03/30/2020 RATING: AAA (45950KCL2) PNC CAPITAL ADVISORS	\$14,888.25	15,000	\$14,958.45 \$99.7230	0.07 %	\$14,991.30 \$99.94	-\$32.85	1.76 %	\$262.50	\$66.35

<b>Total fixed income</b>			<b>\$6,238,240.48</b>	<b>25.70 %</b>	<b>\$6,209,096.96</b>	<b>\$29,143.52</b>	<b>3.56 %</b>	<b>\$221,841.96</b>	<b>\$24,948.69</b>
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Detail

Equities

Stocks

*Consumer discretionary*

Description (Symbol)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
AMAZON COM INC (AMZN)	Quantity: 137,117.75	Current price per unit: \$107,936.91	0.45%	\$85,380.96	\$22,555.95			
PCA LCC ADVANTAGE	57	\$1,893.6300		\$1,497.91				
AUTOZONE INC (AZO)	70,664.28	53,874.03	0.23%	38,143.88	15,730.15			
PCA LCC ADVANTAGE	49	1,099.4700		778.45				
BURLINGTON STORES INC (BURL)	32,902.80	25,522.50	0.11%	12,103.54	13,418.96			
PCA LCC ADVANTAGE	150	170.1500		80.69				
DARDEN RESTAURANTS INC W I (DRI)		27,997.90	0.12%	27,469.28	528.62	2.90%	809.60	
PCA LCC ADVANTAGE	230	121.7300		119.43				
DOLLAR GENERAL CORP (DG)	39,369.00	32,438.40	0.14%	28,162.93	4,275.47	0.95%	307.20	
PCA LCC ADVANTAGE	240	135.1600		117.35				
HOME DEPOT INC (HD)	74,837.10	56,151.90	0.24%	11,664.24	44,487.66	2.62%	1,468.80	
PCA LCC ADVANTAGE	270	207.9700		43.20				
MCDONALD'S CORP (MCD)	70,263.00	53,991.60	0.23%	39,779.52	14,212.08	2.24%	1,206.40	
PCA LCC ADVANTAGE	260	207.6600		153.00				
<b>Total consumer discretionary</b>		<b>\$357,913.24</b>	<b>1.48%</b>	<b>\$242,704.35</b>	<b>\$115,208.89</b>	<b>1.06%</b>	<b>\$3,792.00</b>	

*Consumer staples*

Description (Symbol)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
CHURCH & DWIGHT INC (CHD)	Quantity: 40,601.10	Current price per unit: \$29,224.00	0.13%	\$25,740.76	\$3,483.24	1.25%	\$364.00	
PCA LCC ADVANTAGE	400	\$73.0600		\$64.35				
COSTCO WHOLESALE CORP (COST)	58,113.60	44,924.20	0.19%	37,351.45	7,572.75	0.99%	442.00	
PCA LCC ADVANTAGE	170	264.2600		219.71				
LAUDER ESTEE COS INC (EL)	54,631.50	43,946.40	0.19%	37,170.82	6,775.58	0.94%	412.80	
CLA	240	183.1100		154.88				
PCA LCC ADVANTAGE								
PROCTER & GAMBLE CO (PG)	101,552.80	75,219.90	0.31%	63,092.43	12,127.47	2.73%	2,047.02	
PCA LCC ADVANTAGE	686	109.6500		91.97				
<b>Total consumer staples</b>		<b>\$193,314.50</b>	<b>0.80%</b>	<b>\$163,355.46</b>	<b>\$29,959.04</b>	<b>1.69%</b>	<b>\$3,265.82</b>	

*Detail*

<b>Energy</b>		Current market value	%	Total tax cost	Current yield	Estimated annual income	Accrued income
Description [Symbol]	Market value last period Quantity	Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss		
BP PLC [BP]	\$38,910.80	\$26,271.00	0.11 %	\$26,754.32	- \$483.32	5.86 %	\$1,537.20
SPONSORED ADR	630	\$41.7000		\$42.47			
PCA LCC ADVANTAGE							
CHEVRON CORPORATION [CVX]	39,417.60	28,621.20	0.12 %	28,534.19	87.01	3.83 %	1,094.80
PCA LCC ADVANTAGE	230	124.4400		124.06			
CONOCOPHILLIPS [COP]	46,718.00	29,890.00	0.13 %	25,965.36	3,924.64	2.01 %	597.80
PCA LCC ADVANTAGE	490	61.0000		52.99			
TOTAL SA (TOT)	52,311.00	37,379.30	0.16 %	32,484.18	4,895.12	4.35 %	1,624.08
PCA LCC ADVANTAGE	670	55.7900		48.48			446.80
<b>Total energy</b>		<b>\$122,161.50</b>	<b>0.50 %</b>	<b>\$113,738.05</b>	<b>\$8,423.45</b>	<b>3.97 %</b>	<b>\$4,853.88</b>
<b>Accrued income</b>							<b>\$446.80</b>
<b>Financial</b>		Current market value	%	Total tax cost	Current yield	Estimated annual income	Accrued income
Description [Symbol]	Market value last period Quantity	Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss		
BANK OF AMERICA CORP [BAC]	\$95,185.50	\$70,760.00	0.30 %	\$71,463.97	- \$703.97	2.07 %	\$1,464.00
PCA LCC ADVANTAGE	2,440	\$29.0000		\$29.29			
CITIZENS FINANCIAL GROUP [CFG]	49,400.00	37,835.20	0.16 %	31,866.52	5,968.68	3.62 %	1,369.60
PCA LCC ADVANTAGE	1,070	35.3600		29.78			
E*TRADE FINANCIAL CORP [ETFC]		25,868.00	0.11 %	28,957.73	-3,089.73	1.26 %	324.80
PCALCC ADVANTAGE	580	44.6000		49.93			
JPMORGAN CHASE & CO [JPM]	129,068.25	100,061.00	0.42 %	18,678.65	81,382.35	2.87 %	2,864.00
PCA LCC ADVANTAGE	895	111.8000		20.87			
M&T BK CORP [MTB]	59,667.60	45,918.90	0.19 %	40,708.59	5,210.31	2.36 %	1,080.00
PCA LCC ADVANTAGE	270	170.0700		150.77			
PROGRESSIVE CORP OHIO [PGR]	54,788.40	42,362.90	0.18 %	36,245.92	6,116.98	0.51 %	212.00
PCA LCC ADVANTAGE	530	79.9300		68.39			
S&P GLOBAL INC [SPGI]	84,220.00	63,781.20	0.27 %	30,311.29	33,469.91	1.01 %	638.40
PCALCC ADVANTAGE	280	227.7900		108.26			
SUNTRUST BANKS INC [STI]	62,331.00	46,634.70	0.20 %	30,341.49	16,293.21	3.19 %	1,484.00
PCA LCC ADVANTAGE	742	62.8500		40.89			
<b>Total financial</b>		<b>\$433,221.90</b>	<b>1.79 %</b>	<b>\$288,574.16</b>	<b>\$144,647.74</b>	<b>2.18 %</b>	<b>\$9,436.80</b>
<b>Accrued income</b>							<b>\$1,484.00</b>

*Detail*

<b>Health care</b>		Current market value	%	Total tax cost	Current yield	Estimated annual income	Accrued income	
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss			
	Quantity							
ALEXION PHARMACEUTICALS INC (ALXN)	\$39,202.20	\$26,196.00	0.11 %	\$25,883.00	\$313.00			
PCA LCC ADVANTAGE	200	\$130.9800		\$129.42				
AMGEN INC (AMGN)	72,192.40	49,755.60	0.21 %	31,164.75	18,590.85	3.15 %	1,566.00	
PCALCCADVANTAGE	270	184.2800		115.43				
BAXTER INTERNATIONAL INC (BAX)	46,346.70	32,760.00	0.14 %	27,365.12	5,394.88	1.08 %	352.00	
PCALCCADVANTAGE	400	81.9000		68.41			101.20	
BRISTOL MYERS SQUIBB CO (BMY)	34,828.30	23,582.00	0.10 %	31,598.74	-8,016.74	3.62 %	852.80	
PCA LCC ADVANTAGE	520	45.3500		60.77				
DANAHER CORP (DHR)	52,808.00	40,017.60	0.17 %	28,583.07	11,434.53	0.48 %	190.40	
PCA LCC ADVANTAGE	280	142.9200		102.08			47.60	
HCA HEALTHCARE INC (HCA)	37,810.20	27,034.00	0.12 %	27,064.62	-30.62	1.19 %	320.00	
PCA LCC ADVANTAGE	200	135.1700		135.32				
LILLY ELI & CO (LLY)	57,094.40	34,344.90	0.15 %	27,736.75	6,608.15	2.33 %	799.80	
PCA LCC ADVANTAGE	310	110.7900		89.47				
PFIZER INC (PFE)	62,855.60	45,052.80	0.19 %	36,443.78	8,609.02	3.33 %	1,497.60	
PCA LCC ADVANTAGE	1,040	43.3200		35.04				
QUEST DIAGNOSTICS INC (DGX)		28,506.80	0.12 %	28,120.63	386.17	2.09 %	593.60	
PCA LCC ADVANTAGE	280	101.8100		100.43				
UNITEDHEALTH GROUP INC (UNH)	66,760.20	48,802.00	0.21 %	28,421.24	20,380.76	1.78 %	864.00	
PCA LCC ADVANTAGE	200	244.0100		142.11				
<b>Total health care</b>		<b>\$356,051.70</b>	<b>1.47 %</b>	<b>\$292,381.70</b>	<b>\$63,670.00</b>	<b>1.98 %</b>	<b>\$7,036.20</b>	<b>\$148.80</b>

<b>Industrials</b>		Current market value	%	Total tax cost	Current yield	Estimated annual income	Accrued income
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss		
	Quantity						
INGERSOLL-RAND PLC (IR)		\$49,401.30	0.21 %	\$44,290.77	\$5,110.53	1.68 %	\$826.80
SEDOL B633030	390	\$126.6700		\$113.57			
ISIN IE00B6330302							
PCA LCC ADVANTAGE							
CSX CORP (CSX)	62,100.60	45,648.30	0.19 %	41,421.87	4,226.43	1.25 %	566.40
PCA LCC ADVANTAGE	590	77.3700		70.21			

*Detail*

<b>Industrials</b>		Current market value	%	Total tax cost	Current	Estimated	Accrued
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	annual income	income
	Quantity				yield		
CINTAS CORP (CTAS)		30,847.70	0.13 %	28,066.66	2,781.04	0.87 %	266.50
PCA LCC ADVANTAGE	130	237.2900		215.90			
NORFOLK SOUTHERN CORP (NSC)	62,608.15	46,842.55	0.20 %	38,756.10	8,086.45	1.73 %	808.40
PCA LCC ADVANTAGE	235	199.3300		164.92			
NORTHROP GRUMMAN CORPORATION (NOC)	40,440.00	35,542.10	0.15 %	17,637.11	17,904.99	1.64 %	580.80
PCA LCC ADVANTAGE	110	323.1100		160.34			
UNITED RENTALS INC (URI)	41,130.00	34,483.80	0.15 %	29,233.51	5,250.29		
PCA LCC ADVANTAGE	260	132.6300		112.44			
WASTE MANAGEMENT INC (WM)	83,128.00	64,607.20	0.27 %	46,842.98	17,764.22	1.78 %	1,148.00
PCA LCC ADVANTAGE	560	115.3700		83.65			
<b>Total industrials</b>		<b>\$307,372.95</b>	<b>1.27 %</b>	<b>\$246,249.00</b>	<b>\$61,123.95</b>	<b>1.37 %</b>	<b>\$4,196.90</b>
<b>Information technology</b>		Current market value	%	Total tax cost	Current	Estimated	Accrued
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	annual income	income
	Quantity				yield		
ACCENTURE PLC CLASS A (ACN)		\$29,563.20	0.13 %	\$27,651.91	\$1,911.29	1.59 %	\$467.20
SEDOL B4BNMY3	160	\$184.7700		\$172.82			
ISIN IE00B4BNMY34							
PCALCCADVANTAGE							
APPLE INC (AAPL)	96,874.50	71,251.20	0.30 %	3,015.53	68,235.67	1.56 %	1,108.80
PCA LCC ADVANTAGE	360	197.9200		8.38			
AUTOMATIC DATA PROCESSING INC (ADP)	71,883.00	52,905.60	0.22 %	41,328.41	11,577.19	1.92 %	1,011.20
PCA LCC ADVANTAGE	320	165.3300		129.15			284.40
BODZALLEN HAMILTON HOLDING (BAH)	55,814.40	44,360.70	0.19 %	30,593.91	13,766.79	1.39 %	616.40
PCA LCC ADVANTAGE	670	66.2100		45.66			
BROADCOM INC (AVGO)	60,142.00	40,300.40	0.17 %	38,133.86	2,166.54	3.69 %	1,484.00
PCA LCC ADVANTAGE	140	287.8600		272.39			424.00
CISCO SYSTEMS INC (CSCO)	91,243.10	65,128.70	0.27 %	31,694.07	33,434.63	2.56 %	1,666.00
PCA LCC ADVANTAGE	1,190	54.7300		26.63			
INTEL CORP (INTC)	88,605.00	56,007.90	0.24 %	45,073.45	10,934.45	2.64 %	1,474.20
PCA LCC ADVANTAGE	1,170	47.8700		38.52			

*Detail*

<b>Information technology</b>		Current market value	%	Total tax cost	Current	Estimated	Accrued
Description (Symbol)	Market value last period	Current	of total	Avg. tax cost per unit	Unrealized gain/loss	annual income	income
	Quantity	price per unit	portfolio				
MICROSOFT CORP (MSFT)	188,114.30	150,705.00	0.63 %	59,806.50	90,898.50	2,070.00	
PCA LCC ADVANTAGE	1,125	133.9600		53.16			
VISA INC (V)	74,971.20	59,007.00	0.25 %	13,392.87	45,614.13	340.00	
CLASS A SHARES	340	173.5500		39.39			
PCA LCC ADVANTAGE							
<b>Total information technology</b>		<b>\$569,229.70</b>	<b>2.35 %</b>	<b>\$290,690.51</b>	<b>\$278,539.19</b>	<b>\$10,237.80</b>	<b>\$708.40</b>

<b>Materials</b>		Current market value	%	Total tax cost	Current	Estimated	Accrued
Description (Symbol)	Market value last period	Current	of total	Avg. tax cost per unit	Unrealized gain/loss	annual income	income
	Quantity	price per unit	portfolio				
BERRY GLOBAL GROUP INC (BERY)		\$25,243.20	0.11 %	\$28,066.57	- \$2,823.37		
PCA LCC ADVANTAGE	480	\$52.5900		\$58.47			
CELANESE CORP (CE)	58,179.90	45,276.00	0.19 %	43,302.09	1,973.91	1,041.60	
PCA LCC ADVANTAGE	420	107.8000		103.10			
INTERNATIONAL FLAVORS & (IFF)	33,485.40	27,567.10	0.12 %	26,925.85	641.25	554.80	153.30
FRAGRANCES INC	190	145.0900		141.72			
PCA LCC ADVANTAGE							
<b>Total materials</b>		<b>\$98,086.30</b>	<b>0.40 %</b>	<b>\$98,294.51</b>	<b>- \$208.21</b>	<b>\$1,596.40</b>	<b>\$153.30</b>

<b>Real estate</b>		Current market value	%	Total tax cost	Current	Estimated	Accrued
Description (Symbol)	Market value last period	Current	of total	Avg. tax cost per unit	Unrealized gain/loss	annual income	income
	Quantity	price per unit	portfolio				
CBRE GROUP INC (CBRE)	\$68,241.00	\$49,761.00	0.21 %	\$45,261.89	\$4,499.11		
PCA LCC ADVANTAGE	970	\$51.3000		\$46.66			

*Detail*

<b>Telecommunication services</b>		Current market value	%	Total tax cost	Current	Estimated	Accrued
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit	yield	annual income	income
	Quantity			Unrealized gain/loss			
ALPHABET INC/CA-CL A (GOOGL)	\$176,533.50	\$75,796.00	0.32 %	\$10,749.75	\$65,046.25		
PCA LCC ADVANTAGE	70	\$1,082.8000		\$153.57			
COMCAST CORPORATION CL A (CMCSA)	81,519.22	60,840.92	0.26 %	17,041.58	43,799.34	1.99 %	1,208.76
PCA LCC ADVANTAGE	1,439	42.2800		11.84			
FACEBOOK INC (FB)	61,675.30	52,110.00	0.22 %	29,582.10	22,527.90		
PCA LCC ADVANTAGE	270	193.0000		109.56			
OMNICOM GROUP (OMC)		28,682.50	0.12 %	27,943.52	738.98	3.18 %	910.00
PCA LCC ADVANTAGE	350	81.9500		79.84			260.00
T-MOBILE US INC (TMUS)	42,842.00	32,621.60	0.14 %	29,744.63	2,876.97		
PCA LCC ADVANTAGE	440	74.1400		67.60			
<b>Total telecommunication services</b>		<b>\$250,051.02</b>	<b>1.03 %</b>	<b>\$115,061.58</b>	<b>\$134,989.44</b>	<b>0.85 %</b>	<b>\$2,118.76</b>
							<b>\$260.00</b>
<b>Utilities</b>		Current market value	%	Total tax cost	Current	Estimated	Accrued
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit	yield	annual income	income
	Quantity			Unrealized gain/loss			
AMERICAN WATER WORKS CO INC (AWK)	\$43,789.20	\$34,800.00	0.15 %	\$19,093.35	\$15,706.65	1.73 %	\$600.00
PCA LCC ADVANTAGE	300	\$116.0000		\$63.65			
SEMPRA ENERGY (SRE)		27,488.00	0.12 %	27,427.73	60.27	2.82 %	774.00
PCA LCC ADVANTAGE	200	137.4400		137.14			
WEC ENERGY GROUP INC (WEC)	72,753.60	54,190.50	0.23 %	13,081.83	4,108.67	2.84 %	1,534.00
PCA LCC ADVANTAGE	650	83.3700		20.13			
<b>Total utilities</b>		<b>\$116,478.50</b>	<b>0.48 %</b>	<b>\$59,602.91</b>	<b>\$56,875.59</b>	<b>2.50 %</b>	<b>\$2,908.00</b>
<b>Total stocks</b>		<b>\$2,853,642.31</b>	<b>11.76 %</b>	<b>\$1,955,914.12</b>	<b>\$897,728.19</b>	<b>1.73 %</b>	<b>\$49,442.56</b>
							<b>\$1,717.30</b>

Detail

**Etf - equity**

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
ISHARES CORE S&P 500 (IVV) ETF 21-75-073-4453885	\$4,630,075.76	13,796	\$4,066,371.00 \$294.7500	16.76 %	\$3,052,363.63 \$221.25	\$1,014,007.37	2.02 %	\$82,072.40	
ISHARES RUSSELL MID-CAP (IWR) ETF 21-75-073-4453885	2,330,424.20	43,196	2,413,360.52 55.8700	9.95 %	1,325,511.66 30.69	1,087,848.86	1.61 %	38,833.20	
VANGUARD FTSE ALL WORLD EX-US (VEU) INDEX FUND ETF 21-75-073-4453885	804,255.55	16,037	817,726.63 50.9900	3.37 %	807,461.19 50.35	10,265.44	2.90 %	23,702.69	
VANGUARD SMALL CAP (VB) ETF 21-75-073-4453885	974,405.60	6,377	999,020.82 156.6600	4.12 %	859,107.52 134.72	139,913.30	1.49 %	14,826.53	3,090.93
<b>Total etf - equity</b>			<b>\$8,296,478.97</b>	<b>34.19 %</b>	<b>\$6,044,444.00</b>	<b>\$2,252,034.97</b>	<b>1.92 %</b>	<b>\$159,434.82</b>	<b>\$3,090.93</b>

**Mutual funds - equity**

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
SEAFARER OVERSEAS GROWTH & (SIGIX) INCOME INSTL CLASS FD # 11602 21-75-073-4453885	\$665,221.91	57,946.159	\$664,642.44 \$11.4700	2.74 %	\$668,688.00 \$11.54	- \$4,045.56	1.58 %	\$10,488.25	
LAZARD GLOBAL LISTED (GLIFX) INFRASTRUCTURE PORTFOLIO FUND# 1243 21-75-073-4453885	26,754.286		408,537.95 15.2700	1.69 %	412,016.00 15.40	- 3,478.05	5.41 %	22,099.04	
PNC SMALL CAP FUND (PPCIX) CLASS I FUND #426 21-75-073-4453885	711,222.36	39,446.609	624,045.35 15.8200	2.58 %	231,946.06 5.88	392,099.29	0.20 %	1,214.96	
PNC INTERNATIONAL EQUITY-R6 (PEIRX) 21-75-073-4453885	1,849,160.96	80,293.572	1,905,366.46 23.7300	7.86 %	948,138.46 11.81	957,228.00	1.01 %	19,109.87	

*Detail*

**Mutual funds - equity**

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
T ROWE PRICE REAL ESTATE FUND (TRREX)	241,839.78		240,232.59	0.99 %	204,028.53	36,204.06	2.65 %	6,344.17	
FD #122	8,458.894		28.4000		24.12				
21-75-073-4453885									
<b>Total mutual funds - equity</b>			<b>\$3,842,824.79</b>	<b>15.83 %</b>	<b>\$2,464,817.05</b>	<b>\$1,378,007.74</b>	<b>1.54 %</b>	<b>\$59,256.29</b>	
<b>Total equities</b>			<b>\$14,992,946.07</b>	<b>61.78 %</b>	<b>\$10,465,175.17</b>	<b>\$4,527,770.90</b>	<b>1.79 %</b>	<b>\$268,133.67</b>	<b>\$4,808.23</b>

**Alternative investments**

**Mutual funds - alternative invest**

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
AQR LONG-SHORT EQUITY-I (QLEIX)	\$786,250.66		\$750,133.14	3.10 %	\$937,487.00	-\$187,353.86	0.38 %	\$2,788.69	
21-75-073-4453885	69,456.772		\$10.8000		\$13.50				
GOLDMAN SACHS ABSOLUTE (GJRTX)	709,976.37		1,017,144.97	4.20 %	1,003,037.00	14,107.97	1.03 %	10,410.90	
RETURN TRACKER FUND CL I	104,109.004		9.7700		9.63				
FD # 3279									
21-75-073-4453885									
<b>Total mutual funds - alternative invest</b>			<b>\$1,767,278.11</b>	<b>7.28 %</b>	<b>\$1,940,524.00</b>	<b>-\$173,245.89</b>	<b>0.75 %</b>	<b>\$13,199.59</b>	
<b>Total alternative investments</b>			<b>\$1,767,278.11</b>	<b>7.28 %</b>	<b>\$1,940,524.00</b>	<b>-\$173,245.89</b>	<b>0.75 %</b>	<b>\$13,199.59</b>	
<b>Total portfolio</b>			<b>\$24,269,354.55</b>	<b>100.00 %</b>	<b>\$19,885,686.02</b>	<b>\$4,383,668.53</b>	<b>2.19 %</b>	<b>\$531,433.55</b>	<b>\$32,430.32</b>

*Pending Trades*



CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD JULY 1 – JULY 31, 2019

*Carrie Krenicky*

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FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending July 31, 2019**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	26,868,251.23	0.00	0.00	0.00	\$ 0.00	26,868,251.23
42 Intergovernmental	14,880,790.95	920,741.60	0.00	0.00	\$ 0.00	15,801,532.55
43 Fines & Fees	199,677.60	0.00	0.00	0.00	\$ 0.00	199,677.60
44 Investment Earnings	316,385.16	77,297.27	0.00	9,860.73	\$ 0.00	403,543.16
45 Charges for Services	0.00	3,676,773.98	0.00	0.00	\$ 0.00	3,676,773.98
46 Contributions & Donations	35,095.00	551,928.38	0.00	0.00	\$ 0.00	587,023.38
48 Miscellaneous Revenue	193,185.28	0.00	0.00	0.00	\$ 56,352.53	249,537.81
<b>Total Revenues</b>	<b>\$ 42,493,385.22</b>	<b>\$ 5,226,741.23</b>	<b>\$ 0.00</b>	<b>\$ 9,860.73</b>	<b>\$ 56,352.53</b>	<b>\$ 47,786,339.71</b>
51 Salaries/Benefits	21,291,043.44	1,883,407.35	0.00	0.00	\$ 0.00	23,174,450.79
52 Supplies	409,578.41	94,659.85	0.00	1,179.10	\$ 0.00	505,417.36
53 Purchased/Contracted Services	6,148,486.84	2,248,268.54	398,856.78	35,136.97	\$ 0.00	8,830,749.13
54 Library Materials	4,645,190.33	679,356.52	0.00	19,969.37	\$ 0.00	5,344,516.22
55 Capital Outlay	639,702.57	104,234.83	2,542,264.98	5,538.55	\$ 0.00	3,291,740.93
57 Miscellaneous Expenses	80,160.83	21,692.59	0.00	0.00	\$ 53,749.43	155,602.85
<b>Total Expenditures</b>	<b>\$ 33,214,162.42</b>	<b>\$ 5,031,619.68</b>	<b>\$ 2,941,121.76</b>	<b>\$ 61,823.99</b>	<b>\$ 53,749.43</b>	<b>\$ 41,302,477.28</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 9,279,222.80</b>	<b>\$ 195,121.55</b>	<b>\$(2,941,121.76)</b>	<b>\$(51,963.26)</b>	<b>\$ 2,603.10</b>	<b>\$ 6,483,862.43</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	180,015.00	(180,015.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$ 180,015.00</b>	<b>\$(180,015.00)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 9,459,237.80</b>	<b>\$ 15,106.55</b>	<b>\$(2,941,121.76)</b>	<b>\$(51,963.26)</b>	<b>\$ 2,603.10</b>	<b>\$ 6,483,862.43</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 22,691,431.19</b>	<b>\$ 19,102,200.53</b>	<b>\$ 5,532,079.99</b>	<b>\$ 4,180,956.91</b>	<b>\$ 12,095.10</b>	<b>\$ 51,518,763.72</b>
<b>Current Cash Balance</b>	<b>\$ 32,150,668.99</b>	<b>\$ 19,117,307.08</b>	<b>\$ 2,590,958.23</b>	<b>\$ 4,128,993.65</b>	<b>\$ 14,698.20</b>	<b>\$ 58,002,626.15</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the Period Ending July 31, 2019**

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	22,447,383	13,595,092	8,852,291	61%	61%
General Property Tax	33,635,180	26,868,251	6,766,929	80%	83%
Rollback, Homestead, CAT	2,400,000	1,285,699	1,114,301	54%	50%
Fines & Fees	180,800	199,678	(18,878)	110%	53%
Investment Earnings	574,090	316,385	257,705	55%	64%
Contributions	36,400	35,095	1,305	96%	100%
Miscellaneous	1,227,361	193,185	1,034,176	16%	79%
Return of Advances Out	0	255,015	(255,015)	0%	0%
<b>Total</b>	<u>\$ 60,501,214</u>	<u>\$ 42,748,400</u>	<u>\$ 17,752,814</u>	<u>71%</u>	<u>72%</u>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	37,182,278	21,308,226	15,874,052	57%	57%
Supplies	926,512	673,181	253,332	73%	53%
Purchased Services	11,742,382	9,285,403	2,456,979	79%	68%
Library Materials	10,928,033	6,943,503	3,984,530	64%	62%
Capital Outlay	1,989,586	1,176,914	812,672	59%	32%
Other	175,676	98,987	76,689	56%	65%
<b>Subtotal</b>	<u>\$ 62,944,466</u>	<u>\$ 39,486,214</u>	<u>\$ 23,458,253</u>	<u>63%</u>	<u>59%</u>
Advances Out	0	75,000	(75,000)		
Transfers Out	0	0	0		
<b>Total</b>	<u>\$ 62,944,466</u>	<u>\$ 39,561,214</u>	<u>\$ 23,383,253</u>	<u>63%</u>	<u>61%</u>

Note (1): Certificate from Cuyahoga County Budget Commission dated April 9, 2019.

Note (2): Subtotal Amended Appropriation of \$56,752,181.79 plus carried forward encumbrance of \$6,192,284.63.

Note (3): Subtotal includes 53% expended and 10% encumbered.

**Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending July 31, 2019**

		<b>Current Year Appropriation</b>	<b>Total Appropriated Funds</b>	<b>Current Year Expenditures</b>	<b>Encumbered and Unpaid</b>	<b>Unencumbered Balance</b>
51110	Professional Salaries	12,241,512.39	11,181,392.39	6,466,536.17	0.00	4,714,856.22
51120	Clerical Salaries	10,760,259.04	10,405,209.04	6,013,958.73	0.00	4,391,250.31
51130	Non-Clerical Salaries	1,306,477.03	1,102,217.03	629,717.59	0.00	472,499.44
51140	Buildings Salaries	4,354,116.00	4,086,439.94	2,353,029.25	0.00	1,733,410.69
51150	Other Salaries	534,924.26	527,934.26	295,638.58	0.00	232,295.68
51180	Severance Pay	0.00	122,881.68	130,696.32	0.00	(7,814.64)
51190	Non-Base Pay	475,000.00	888,690.00	347,798.89	0.00	540,891.11
51400	OPERS	4,181,573.32	3,937,757.27	2,264,140.42	0.00	1,673,616.85
51610	Health Insurance	4,299,714.82	4,050,224.82	2,359,591.67	0.00	1,690,633.15
51611	Dental Insurance	225,998.16	206,578.16	119,105.78	0.00	87,472.38
51612	Vision Insurance	17,528.88	17,158.88	8,991.12	0.00	8,167.76
51620	Life Insurance	13,644.00	14,144.00	7,891.83	0.00	6,252.17
51625	Short Term Disability Insurance	27,792.24	29,032.24	16,870.31	0.00	12,161.93
51630	Workers Compensation	155,341.02	161,792.64	358.19	0.00	161,434.45
51640	Unemployment Compensation	10,000.00	29,702.66	43,953.73	745.51	(14,996.58)
51650	Medicare - ER	399,237.08	387,175.11	219,707.42	271.00	167,196.69
51900	Other Benefits	21,251.64	33,947.51	13,057.44	16,165.74	4,724.33
	<b>Salaries/Benefits</b>	<b>\$39,024,369.88</b>	<b>\$ 37,182,277.63</b>	<b>\$ 21,291,043.44</b>	<b>\$ 17,182.25</b>	<b>\$ 15,874,051.94</b>
52110	Office Supplies	45,647.34	51,383.77	23,413.81	2,860.07	25,109.89
52120	Stationery	30,745.00	31,884.29	20,046.10	969.30	10,868.89
52130	Duplication Supplies	24,400.00	22,065.84	13,097.26	0.00	8,968.58
52140	Hand Tools	1,500.00	1,500.00	473.08	109.20	917.72
52150	Book Repair Supplies	66,000.00	66,507.30	32,721.89	2,873.52	30,911.89
52210	Janitorial Supplies	100,700.00	102,596.57	66,861.17	4,911.42	30,823.98

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending July 31, 2019**

		<b>Current Year Appropriation</b>	<b>Total Appropriated Funds</b>	<b>Current Year Expenditures</b>	<b>Encumbered and Unpaid</b>	<b>Unencumbered Balance</b>
52220	Electrical Supplies	42,000.00	49,018.85	23,618.28	18,643.27	6,757.30
52230	Maintenance Supplies	293,500.00	344,756.64	147,354.71	174,909.53	22,492.40
52240	Uniforms	7,000.00	19,164.14	1,605.90	2,092.80	15,465.44
52300	Motor Vehicle Supplies	58,000.00	63,980.98	27,968.12	33,010.00	3,002.86
52900	Other Supplies	169,974.66	173,653.69	52,418.09	23,222.99	98,012.61
	<b>Supplies</b>	<b>\$839,467.00</b>	<b>\$ 926,512.07</b>	<b>\$ 409,578.41</b>	<b>\$ 263,602.10</b>	<b>\$ 253,331.56</b>
53100	Travel/Meetings	100,000.00	117,023.72	58,733.92	11,012.68	47,277.12
53210	Telecommunications	272,836.00	297,253.07	147,045.71	121,816.51	28,390.85
53230	Postage/Freight	78,600.00	92,875.36	27,804.67	56,167.17	8,903.52
53240	PR/Other Communications	273,000.00	316,832.82	72,110.49	62,929.74	181,792.59
53310	Building Repairs	132,028.00	174,119.02	96,240.55	67,378.47	10,500.00
53320	Machine Repairs	21,000.00	26,433.62	8,500.76	509.41	17,423.45
53340	Building Maintenance	502,000.00	580,599.03	201,159.36	69,604.24	309,835.43
53350	Machine Maintenance	176,961.70	283,395.11	100,616.82	63,761.69	119,016.60
53360	Computer Maintenance	336,694.90	347,344.94	198,330.03	14,371.46	134,643.45
53370	Motor Vehicle Repairs/Maint	27,000.00	37,217.94	18,535.96	18,681.98	0.00
53380	Contract Security	680,000.00	729,958.82	567,522.00	146,624.51	15,812.31
53390	Landscaping	10,000.00	20,330.00	15,660.00	4,400.00	270.00
53400	Insurance	421,856.00	421,856.00	1,964.00	0.00	419,892.00
53510	Rent/Leases	154,127.49	158,484.08	85,695.46	70,419.08	2,369.54
53520	Equipment Rental	279,346.12	104,563.14	14,597.76	9,588.63	80,376.75
53610	Electricity	1,914,664.00	1,960,138.93	957,041.24	978,540.96	24,556.73
53620	Gas	135,594.00	158,258.49	102,098.55	54,244.72	1,915.22
53630	Chilled Water	795,776.00	888,379.05	302,920.56	553,268.02	32,190.47

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending July 31, 2019**

		<b>Current Year Appropriation</b>	<b>Total Appropriated Funds</b>	<b>Current Year Expenditures</b>	<b>Encumbered and Unpaid</b>	<b>Unencumbered Balance</b>
53640	Water/Sewer	125,273.00	159,774.33	81,039.36	64,906.31	13,828.66
53710	Professional Services	1,125,605.00	2,149,423.61	876,353.93	467,783.92	805,285.76
53720	Auditors Fees	695,000.00	750,353.50	523,721.74	31,503.50	195,128.26
53730	Bank Service Charges	11,000.00	11,000.00	3,897.97	0.00	7,102.03
53800	Library Material Control	266,500.00	436,497.64	171,475.14	264,554.66	467.84
53900	Other Purchased Services	1,519,212.61	1,520,269.36	1,515,420.86	4,848.50	0.00
	<b>Purchased/Contracted Services</b>	<b>\$10,054,074.82</b>	<b>\$ 11,742,381.58</b>	<b>\$ 6,148,486.84</b>	<b>\$ 3,136,916.16</b>	<b>\$ 2,456,978.58</b>
54110	Books	2,085,000.00	2,480,741.32	1,059,640.79	496,243.62	924,856.91
54120	Continuations	291,000.00	486,205.10	181,700.12	209,088.76	95,416.22
54210	Periodicals	790,000.00	1,648,065.69	672,768.92	200,492.65	774,804.12
54220	Microforms	30,600.00	69,249.00	18,838.44	21,229.00	29,181.56
54310	Video Media	1,615,000.00	1,975,823.35	1,009,154.42	256,314.27	710,354.66
54320	Audio Media - Spoken	90,150.00	120,693.90	58,733.55	11,162.14	50,798.21
54325	Audio Media - Music	172,650.00	260,490.65	91,436.90	73,313.28	95,740.47
54350	Computer Media	0.00	729.88	693.38	0.00	36.50
54500	Database Services	570,000.00	1,223,120.47	625,585.13	76,164.70	521,370.64
54530	eMedia	1,622,600.00	2,289,454.39	810,355.50	812,226.03	666,872.86
54600	Interlibrary Loan	3,000.00	4,135.00	3,023.50	1,111.50	0.00
54710	Bookbinding	20,000.00	46,455.69	9,687.13	14,708.37	22,060.19
54720	Preservation Services	20,000.00	53,993.71	19,078.67	27,020.81	7,894.23
54730	Preservation Boxing	5,000.00	14,339.60	9,930.09	2,787.36	1,622.15
54790	Preservation Reformating	25,000.00	50,515.20	15,062.09	10,959.31	24,493.80
54905	Other LM-Hotspots	200,000.00	200,000.00	56,085.00	85,491.00	58,424.00
54910	Other LM-Tablets & Devices	0.00	4,019.70	3,416.70	0.00	603.00

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending July 31, 2019**

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
<b>Library Materials</b>	<b>\$7,540,000.00</b>	<b>\$ 10,928,032.65</b>	<b>\$ 4,645,190.33</b>	<b>\$ 2,298,312.80</b>	<b>\$ 3,984,529.52</b>
55300 Construction/Improvements	0.00	34,415.88	0.00	26,144.12	8,271.76
55510 Furniture	219,787.80	168,623.40	66,229.92	13,524.92	88,868.56
55520 Equipment	358,256.77	899,664.24	194,809.17	458,621.10	246,233.97
55530 Computer Hardware	585,825.52	596,209.13	293,523.59	9,010.14	293,675.40
55540 Software	106,400.00	136,699.25	11,165.89	29,911.25	95,622.11
55700 Motor Vehicles	240,000.00	153,974.00	73,974.00	0.00	80,000.00
<b>Capital Outlay</b>	<b>\$1,510,270.09</b>	<b>\$ 1,989,585.90</b>	<b>\$ 639,702.57</b>	<b>\$ 537,211.53</b>	<b>\$ 812,671.80</b>
57100 Memberships	87,767.38	89,478.68	67,540.87	9,157.81	12,780.00
57200 Taxes	15,000.00	15,487.89	7,734.16	6,676.64	1,077.09
57500 Refunds/Reimbursements	71,232.62	70,709.82	4,885.80	2,991.81	62,832.21
<b>Miscellaneous Expenses</b>	<b>\$174,000.00</b>	<b>\$ 175,676.39</b>	<b>\$ 80,160.83</b>	<b>\$ 18,826.26</b>	<b>\$ 76,689.30</b>
59810 Advances Out	0.00	0.00	75,000.00	0.00	(75,000.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 75,000.00</b>	<b>\$ 0.00</b>	<b>\$(75,000.00)</b>
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$59,142,181.79</b>	<b>\$ 62,944,466.22</b>	<b>\$ 33,289,162.42</b>	<b>\$ 6,272,051.10</b>	<b>\$ 23,383,252.70</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending July 31, 2019**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	22,691,431.19	42,748,400.22	33,289,162.42	6,272,051.10	25,878,617.89
<b>Total General Fund</b>	<b>\$ 22,691,431.19</b>	<b>\$ 42,748,400.22</b>	<b>\$ 33,289,162.42</b>	<b>\$ 6,272,051.10</b>	<b>\$ 25,878,617.89</b>
201 Anderson	346,454.39	13.09	528.08	0.00	345,939.40
202 Endowment for the Blind	2,653,421.78	(4,530.42)	3,333.34	6,666.66	2,638,891.36
203 Founders	7,113,384.74	143,560.83	950,949.29	688,637.66	5,617,358.62
204 Kaiser	73,325.37	0.00	0.00	0.00	73,325.37
205 Kraley	206,681.24	504.31	0.00	0.00	207,185.55
206 Library	177,000.37	5,568.60	4,674.56	0.00	177,894.41
207 Pepke	158,161.91	(1,265.77)	0.00	0.00	156,896.14
208 Wickwire	1,629,879.06	3,419.24	3,023.31	0.00	1,630,274.99
209 Wittke	99,729.36	0.00	0.00	0.00	99,729.36
210 Young	5,007,491.72	15,528.77	3,144.42	6,288.85	5,013,587.22
225 Friends	4,490.87	0.00	3,052.50	100.00	1,338.37
226 Judd	63,460.85	121,804.50	87,270.11	25,845.88	72,149.36
228 Lockwood Thompson Memorial	158,275.27	94,746.50	110,615.44	76,170.00	66,236.33
229 Ohio Center for the Book	64.50	2,300.00	1,992.08	0.00	372.42
230 Schweinfurth	84,166.12	72,576.00	24,484.00	9,900.00	122,358.12
231 CLEVNET	926,146.62	3,676,773.98	2,766,933.71	866,201.85	969,785.04
251 OLBPD-Library for the Blind	52,461.90	879,780.00	860,502.15	113,492.14	(41,752.39)
254 MyCom	33,938.93	115,961.60	105,433.03	36,375.42	8,092.08
256 Learning Centers	49,264.60	25,000.00	32,979.21	8,669.57	32,615.82
257 Tech Centers	170,000.00	0.00	180,000.00	0.00	(10,000.00)
258 Early Literacy	94,400.93	150,000.00	147,719.45	59,663.15	37,018.33
<b>Total Special Revenue Funds</b>	<b>\$ 19,102,200.53</b>	<b>\$ 5,301,741.23</b>	<b>\$ 5,286,634.68</b>	<b>\$ 1,898,011.18</b>	<b>\$ 17,219,295.90</b>



**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending July 31, 2019**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
401 Building & Repair	5,532,079.99	0.00	2,941,121.76	1,070,980.53	1,519,977.70
<b>Total Capital Project Funds</b>	<b>\$ 5,532,079.99</b>	<b>\$ 0.00</b>	<b>\$ 2,941,121.76</b>	<b>\$ 1,070,980.53</b>	<b>\$ 1,519,977.70</b>
501 Abel	271,024.22	0.00	0.00	0.00	271,024.22
502 Ambler	2,757.40	0.00	0.00	0.00	2,757.40
503 Beard	163,891.13	7,794.35	29,395.03	80,967.45	61,323.00
504 Klein	6,521.81	0.00	0.00	0.00	6,521.81
505 Malon/Schroeder	324,456.49	475.60	2,112.43	300.00	322,519.66
506 McDonald	228,826.19	69.11	6,158.55	2,170.00	220,566.75
507 Ratner	110,935.10	(490.78)	0.00	0.00	110,444.32
508 Root	47,757.00	0.00	0.00	0.00	47,757.00
509 Sugarman	218,704.11	(34.57)	906.00	0.00	217,763.54
510 Thompson	178,304.90	4,093.37	6,747.61	3,297.00	172,353.66
511 Weidenthal	8,080.50	0.00	0.00	0.00	8,080.50
512 White	2,523,609.44	(2,046.35)	16,504.37	5,912.00	2,499,146.72
513 Beard Anna Young	96,088.62	0.00	0.00	0.00	96,088.62
<b>Total Permanent Funds</b>	<b>\$ 4,180,956.91</b>	<b>\$ 9,860.73</b>	<b>\$ 61,823.99</b>	<b>\$ 92,646.45</b>	<b>\$ 4,036,347.20</b>
901 Unclaimed Funds	5,400.04	2,316.24	0.00	0.00	7,716.28
905 CLEVNET Fines & Fees	6,695.06	54,036.29	53,749.43	0.00	6,981.92
<b>Others</b>	<b>\$ 12,095.10</b>	<b>\$ 56,352.53</b>	<b>\$ 53,749.43</b>	<b>\$ 0.00</b>	<b>\$ 14,698.20</b>
<b>Total All Funds</b>	<b>\$ 51,518,763.72</b>	<b>\$ 48,116,354.71</b>	<b>\$ 41,632,492.28</b>	<b>\$ 9,333,689.26</b>	<b>\$ 48,668,936.89</b>

**Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending July 31, 2019**

<b>Balance of All Funds</b>	<b>\$ 58,002,626.15</b>
Huntington - Checking	10,215.36
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	(350,393.85)
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,620.00
KeyBank-Payroll Account (ZBA)	255.52
<b>Cash in Library Treasury</b>	<b>\$(332,775.78)</b>
PNC - Money Market	0.00
U.S. Bank - Investments	34,134,750.89
U.S. Bank - Inv - Money Market	46,703.47
STAR Ohio Investment	2,502,462.30
STAR Plus Program	2,500,000.00
<b>Investments</b>	<b>\$ 39,183,916.66</b>
PNC- Endowment Account	19,151,485.27
<b>Endowment Account</b>	<b>\$ 19,151,485.27</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 58,002,626.15</b>

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD AUGUST 1 – AUGUST 31, 2019

*Carrie Krenicky*

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FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending August 31, 2019**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	35,773,863.94	0.00	0.00	0.00	\$ 0.00	35,773,863.94
42 Intergovernmental	17,921,659.02	1,046,423.60	0.00	0.00	\$ 0.00	18,968,082.62
43 Fines & Fees	226,007.33	0.00	0.00	0.00	\$ 0.00	226,007.33
44 Investment Earnings	363,411.22	77,297.27	0.00	9,860.73	\$ 0.00	450,569.22
45 Charges for Services	0.00	4,092,870.24	0.00	0.00	\$ 0.00	4,092,870.24
46 Contributions & Donations	36,095.00	552,578.38	0.00	0.00	\$ 0.00	588,673.38
48 Miscellaneous Revenue	615,838.47	77,678.00	0.00	0.00	\$ 62,362.84	755,879.31
<b>Total Revenues</b>	<b>\$ 54,936,874.98</b>	<b>\$ 5,846,847.49</b>	<b>\$ 0.00</b>	<b>\$ 9,860.73</b>	<b>\$ 62,362.84</b>	<b>\$ 60,855,946.04</b>
51 Salaries/Benefits	24,178,153.88	2,131,185.49	0.00	0.00	\$ 0.00	26,309,339.37
52 Supplies	469,141.95	113,289.63	0.00	1,179.10	\$ 0.00	583,610.68
53 Purchased/Contracted Services	7,520,615.56	2,533,979.54	448,884.50	76,364.91	\$ 0.00	10,579,844.51
54 Library Materials	5,050,572.78	786,913.23	0.00	28,129.37	\$ 0.00	5,865,615.38
55 Capital Outlay	1,098,306.44	107,957.93	2,740,075.62	5,538.55	\$ 0.00	3,951,878.54
56 Debt Service	0.00	0.00	0.00	0.00	\$ 0.00	0.00
57 Miscellaneous Expenses	84,664.46	435,437.58	0.00	0.00	\$ 60,731.35	580,833.39
<b>Total Expenditures</b>	<b>\$ 38,401,455.07</b>	<b>\$ 6,108,763.40</b>	<b>\$ 3,188,960.12</b>	<b>\$ 111,211.93</b>	<b>\$ 60,731.35</b>	<b>\$ 47,871,121.87</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 16,535,419.91</b>	<b>\$(261,915.91)</b>	<b>\$(3,188,960.12)</b>	<b>\$(101,351.20)</b>	<b>\$ 1,631.49</b>	<b>\$ 12,984,824.17</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	180,015.00	(180,015.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$ 180,015.00</b>	<b>\$(180,015.00)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 16,715,434.91</b>	<b>\$(441,930.91)</b>	<b>\$(3,188,960.12)</b>	<b>\$(101,351.20)</b>	<b>\$ 1,631.49</b>	<b>\$ 12,984,824.17</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 22,691,431.19</b>	<b>\$ 19,102,200.53</b>	<b>\$ 5,532,079.99</b>	<b>\$ 4,180,956.91</b>	<b>\$ 12,095.10</b>	<b>\$ 51,518,763.72</b>
<b>Current Cash Balance</b>	<b>\$ 39,406,866.10</b>	<b>\$ 18,660,269.62</b>	<b>\$ 2,343,119.87</b>	<b>\$ 4,079,605.71</b>	<b>\$ 13,726.59</b>	<b>\$ 64,503,587.89</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the Period Ending August 31, 2019**

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	22,447,383	15,339,175	7,108,208	68%	68%
General Property Tax	33,635,180	35,773,864	(2,138,684)	106%	108%
Rollback, Homestead, CAT	2,400,000	2,582,484	(182,484)	108%	50%
Fines & Fees	180,800	226,007	(45,207)	125%	60%
Investment Earnings	574,090	363,411	210,679	63%	71%
Contributions	36,400	36,095	305	99%	100%
Miscellaneous	1,227,361	615,838	611,522	50%	129%
Return of Advances Out	0	255,015	(255,015)	0%	0%
<b>Total</b>	<b>\$ 60,501,214</b>	<b>\$ 55,191,890</b>	<b>\$ 5,309,324</b>	<b>91%</b>	<b>88%</b>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	37,182,278	24,194,215	12,988,062	65%	64%
Supplies	926,512	730,424	196,088	79%	60%
Purchased Services	11,742,382	10,209,602	1,532,779	87%	77%
Library Materials	10,928,033	7,328,743	3,599,290	67%	70%
Capital Outlay	1,989,586	1,192,411	797,175	60%	33%
Other	175,676	99,611	76,065	57%	70%
<b>Subtotal</b>	<b>\$ 62,944,466</b>	<b>\$ 43,755,006</b>	<b>\$ 19,189,460</b>	<b>70%</b>	<b>67%</b>
Advances Out	0	75,000	(75,000)		
Transfers Out	0	0	0		
<b>Total</b>	<b>\$ 62,944,466</b>	<b>\$ 43,830,006</b>	<b>\$ 19,114,460</b>	<b>70%</b>	<b>68%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated April 9, 2019.

Note (2): Subtotal Amended Appropriation of \$56,752,181.79 plus carried forward encumbrance of \$6,192,284.63.

Note (3): Subtotal includes 61% expended and 9% encumbered.

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending August 31, 2019**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110	Professional Salaries	12,241,512.39	11,181,392.39	7,333,421.74	0.00	3,847,970.65
51120	Clerical Salaries	10,760,259.04	10,405,209.04	6,821,829.17	0.00	3,583,379.87
51130	Non-Clerical Salaries	1,306,477.03	1,102,217.03	709,080.69	0.00	393,136.34
51140	Buildings Salaries	4,354,116.00	4,086,439.94	2,674,068.05	0.00	1,412,371.89
51150	Other Salaries	534,924.26	527,934.26	333,621.53	0.00	194,312.73
51180	Severance Pay	0.00	122,881.68	139,988.51	0.00	(17,106.83)
51190	Non-Base Pay	475,000.00	888,690.00	414,413.13	0.00	474,276.87
51400	OPERS	4,181,573.32	3,937,757.27	2,570,638.35	0.00	1,367,118.92
51610	Health Insurance	4,299,714.82	4,050,224.82	2,698,121.36	0.00	1,352,103.46
51611	Dental Insurance	225,998.16	206,578.16	136,179.86	0.00	70,398.30
51612	Vision Insurance	17,528.88	17,158.88	10,285.84	0.00	6,873.04
51620	Life Insurance	13,644.00	14,144.00	9,056.58	0.00	5,087.42
51625	Short Term Disability Insurace	27,792.24	29,032.24	19,376.81	0.00	9,655.43
51630	Workers Compensation	155,341.02	161,792.64	358.19	0.00	161,434.45
51640	Unemployment Compensation	10,000.00	29,702.66	43,953.73	745.51	(14,996.58)
51650	Medicare - ER	399,237.08	387,175.11	249,412.05	65.99	137,697.07
51900	Other Benefits	21,251.64	33,947.51	14,348.29	15,249.89	4,349.33
	<b>Salaries/Benefits</b>	<b>\$39,024,369.88</b>	<b>\$ 37,182,277.63</b>	<b>\$ 24,178,153.88</b>	<b>\$ 16,061.39</b>	<b>\$ 12,988,062.36</b>
52110	Office Supplies	45,647.34	51,315.12	26,290.30	863.56	24,161.26
52120	Stationery	30,745.00	32,692.32	21,470.07	1,879.34	9,342.91
52130	Duplication Supplies	24,400.00	23,065.84	13,050.76	736.56	9,278.52
52140	Hand Tools	1,500.00	1,500.00	582.28	0.00	917.72
52150	Book Repair Supplies	66,000.00	66,507.30	35,253.93	7,173.16	24,080.21
52210	Janitorial Supplies	100,700.00	102,943.37	71,900.50	8,613.34	22,429.53

**Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending August 31, 2019**

		<b>Current Year Appropriation</b>	<b>Total Appropriated Funds</b>	<b>Current Year Expenditures</b>	<b>Encumbered and Unpaid</b>	<b>Unencumbered Balance</b>
52220	Electrical Supplies	42,000.00	49,506.35	31,689.95	11,059.10	6,757.30
52230	Maintenance Supplies	293,500.00	343,172.34	173,529.00	155,337.55	14,305.79
52240	Uniforms	7,000.00	15,440.04	1,605.90	2,092.80	11,741.34
52300	Motor Vehicle Supplies	58,000.00	63,980.98	33,010.25	28,567.87	2,402.86
52900	Other Supplies	169,974.66	176,388.41	60,759.01	44,958.62	70,670.78
	<b>Supplies</b>	<b>\$839,467.00</b>	<b>\$ 926,512.07</b>	<b>\$ 469,141.95</b>	<b>\$ 261,281.90</b>	<b>\$ 196,088.22</b>
53100	Travel/Meetings	100,000.00	114,823.72	62,847.05	16,394.29	35,582.38
53210	Telecommunications	272,836.00	297,253.07	147,652.03	120,740.19	28,860.85
53230	Postage/Freight	78,600.00	92,875.36	29,188.13	54,783.71	8,903.52
53240	PR/Other Communications	273,000.00	316,832.82	85,358.74	52,679.49	178,794.59
53310	Building Repairs	132,028.00	177,124.71	109,960.03	59,281.51	7,883.17
53320	Machine Repairs	21,000.00	21,458.10	8,605.27	1,246.08	11,606.75
53340	Building Maintenance	502,000.00	574,457.45	210,320.99	67,386.61	296,749.85
53350	Machine Maintenance	176,961.70	266,084.11	111,460.64	126,267.63	28,355.84
53360	Computer Maintenance	336,694.90	335,344.94	203,230.03	24,767.74	107,347.17
53370	Motor Vehicle Repairs/Maint	27,000.00	37,217.94	20,985.82	16,232.12	0.00
53380	Contract Security	680,000.00	729,958.82	647,932.56	66,213.95	15,812.31
53390	Landscaping	10,000.00	21,860.00	19,610.00	450.00	1,800.00
53400	Insurance	421,856.00	439,167.00	439,167.00	0.00	0.00
53510	Rent/Leases	154,127.49	170,484.08	97,452.09	70,662.45	2,369.54
53520	Equipment Rental	279,346.12	40,825.71	16,690.79	9,291.89	14,843.03
53610	Electricity	1,914,664.00	1,946,730.93	1,173,643.16	761,939.04	11,148.73
53620	Gas	135,594.00	158,258.49	103,589.41	52,753.86	1,915.22
53630	Chilled Water	795,776.00	858,379.05	460,560.12	395,628.46	2,190.47

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending August 31, 2019**

		<b>Current Year Appropriation</b>	<b>Total Appropriated Funds</b>	<b>Current Year Expenditures</b>	<b>Encumbered and Unpaid</b>	<b>Unencumbered Balance</b>
53640	Water/Sewer	125,273.00	159,774.33	95,429.89	51,380.78	12,963.66
53710	Professional Services	1,125,605.00	2,149,232.45	925,589.62	465,250.61	758,392.22
53720	Auditors Fees	695,000.00	866,471.50	835,281.00	31,228.80	(38.30)
53730	Bank Service Charges	11,000.00	11,000.00	4,169.78	0.00	6,830.22
53800	Library Material Control	266,500.00	436,497.64	193,963.05	242,066.75	467.84
53900	Other Purchased Services	1,519,212.61	1,520,269.36	1,517,928.36	2,341.00	0.00
	<b>Purchased/Contracted Services</b>	<b>\$10,054,074.82</b>	<b>\$ 11,742,381.58</b>	<b>\$ 7,520,615.56</b>	<b>\$ 2,688,986.96</b>	<b>\$ 1,532,779.06</b>
54110	Books	2,085,000.00	2,480,741.32	1,210,973.43	497,005.76	772,762.13
54120	Continuations	291,000.00	486,205.10	228,585.33	164,286.20	93,333.57
54210	Periodicals	790,000.00	1,648,065.69	680,537.69	258,283.07	709,244.93
54220	Microforms	30,600.00	69,249.00	19,057.72	20,659.00	29,532.28
54310	Video Media	1,615,000.00	1,975,823.35	1,121,385.51	257,239.21	597,198.63
54320	Audio Media - Spoken	90,150.00	120,693.90	66,232.38	21,097.75	33,363.77
54325	Audio Media - Music	172,650.00	260,490.65	100,930.76	82,300.43	77,259.46
54350	Computer Media	0.00	729.88	693.38	0.00	36.50
54500	Database Services	570,000.00	1,223,120.47	634,307.58	67,827.70	520,985.19
54530	eMedia	1,622,600.00	2,289,454.39	845,136.85	778,195.41	666,122.13
54600	Interlibrary Loan	3,000.00	4,135.00	3,328.50	806.50	0.00
54710	Bookbinding	20,000.00	46,455.69	11,341.05	13,054.45	22,060.19
54720	Preservation Services	20,000.00	53,993.71	38,411.92	10,229.99	5,351.80
54730	Preservation Boxing	5,000.00	14,339.60	10,688.09	2,029.36	1,622.15
54790	Preservation Reformatting	25,000.00	50,515.20	19,460.89	19,664.27	11,390.04
54905	Other LM-Hotspots	200,000.00	200,000.00	56,085.00	85,491.00	58,424.00
54910	Other LM-Tablets & Devices	0.00	4,019.70	3,416.70	0.00	603.00



**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending August 31, 2019**

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
<b>Library Materials</b>	<b>\$7,540,000.00</b>	<b>\$ 10,928,032.65</b>	<b>\$ 5,050,572.78</b>	<b>\$ 2,278,170.10</b>	<b>\$ 3,599,289.77</b>
55300 Construction/Improvements	0.00	34,415.88	7,047.23	19,096.89	8,271.76
55510 Furniture	219,787.80	168,623.40	78,727.22	10,402.84	79,493.34
55520 Equipment	358,256.77	899,664.24	633,868.51	23,655.32	242,140.41
55530 Computer Hardware	585,825.52	596,209.13	293,523.59	11,038.12	291,647.42
55540 Software	106,400.00	136,699.25	11,165.89	29,911.25	95,622.11
55700 Motor Vehicles	240,000.00	153,974.00	73,974.00	0.00	80,000.00
<b>Capital Outlay</b>	<b>\$1,510,270.09</b>	<b>\$ 1,989,585.90</b>	<b>\$ 1,098,306.44</b>	<b>\$ 94,104.42</b>	<b>\$ 797,175.04</b>
57100 Memberships	87,767.38	89,478.68	70,483.28	6,215.40	12,780.00
57200 Taxes	15,000.00	15,487.89	8,749.82	5,660.98	1,077.09
57500 Refunds/Reimbursements	71,232.62	70,709.82	5,431.36	3,070.35	62,208.11
<b>Miscellaneous Expenses</b>	<b>\$174,000.00</b>	<b>\$ 175,676.39</b>	<b>\$ 84,664.46</b>	<b>\$ 14,946.73</b>	<b>\$ 76,065.20</b>
59810 Advances Out	0.00	0.00	75,000.00	0.00	(75,000.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 75,000.00</b>	<b>\$ 0.00</b>	<b>\$(75,000.00)</b>
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$59,142,181.79</b>	<b>\$ 62,944,466.22</b>	<b>\$ 38,476,455.07</b>	<b>\$ 5,353,551.50</b>	<b>\$ 19,114,459.65</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending August 31, 2019**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	22,691,431.19	55,191,889.98	38,476,455.07	5,353,551.50	34,053,314.60
<b>Total General Fund</b>	<b>\$ 22,691,431.19</b>	<b>\$ 55,191,889.98</b>	<b>\$ 38,476,455.07</b>	<b>\$ 5,353,551.50</b>	<b>\$ 34,053,314.60</b>
201 Anderson	346,454.39	13.09	528.08	0.00	345,939.40
202 Endowment for the Blind	2,653,421.78	(4,530.42)	5,000.01	4,999.99	2,638,891.36
203 Founders	7,113,384.74	144,060.83	1,190,298.13	543,965.93	5,523,181.51
204 Kaiser	73,325.37	0.00	0.00	0.00	73,325.37
205 Kralej	206,681.24	504.31	267.37	1,232.72	205,685.46
206 Library	177,000.37	5,718.60	4,674.56	0.00	178,044.41
207 Pepke	158,161.91	(1,265.77)	0.00	0.00	156,896.14
208 Wickwire	1,629,879.06	3,419.24	0.00	0.00	1,633,298.30
209 Wittke	99,729.36	0.00	0.00	0.00	99,729.36
210 Young	5,007,491.72	15,528.77	4,716.63	4,716.64	5,013,587.22
225 Friends	4,490.87	0.00	3,052.50	100.00	1,338.37
226 Judd	63,460.85	121,804.50	103,829.09	19,657.36	61,778.90
228 Lockwood Thompson Memorial	158,275.27	94,746.50	128,248.69	85,328.25	39,444.83
229 Ohio Center for the Book	64.50	2,300.00	1,992.08	0.00	372.42
230 Schweinfurth	84,166.12	72,576.00	30,909.00	3,735.00	122,098.12
231 CLEVNET	926,146.62	4,170,548.24	3,453,311.14	745,739.76	897,643.96
251 OLBPD-Library for the Blind	52,461.90	1,005,462.00	959,332.78	18,336.61	80,254.51
254 MyCom	33,938.93	115,961.60	111,882.08	30,106.60	7,911.85
256 Learning Centers	49,264.60	25,000.00	32,979.21	8,669.57	32,615.82
257 Tech Centers	170,000.00	0.00	180,000.00	0.00	(10,000.00)
258 Early Literacy	94,400.93	150,000.00	152,757.05	85,879.42	5,764.46
<b>Total Special Revenue Funds</b>	<b>\$ 19,102,200.53</b>	<b>\$ 5,921,847.49</b>	<b>\$ 6,363,778.40</b>	<b>\$ 1,552,467.85</b>	<b>\$ 17,107,801.77</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending August 31, 2019**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
401 Building & Repair	5,532,079.99	0.00	3,188,960.12	884,002.17	1,459,117.70
<b>Total Capital Project Funds</b>	<b>\$ 5,532,079.99</b>	<b>\$ 0.00</b>	<b>\$ 3,188,960.12</b>	<b>\$ 884,002.17</b>	<b>\$ 1,459,117.70</b>
501 Abel	271,024.22	0.00	0.00	0.00	271,024.22
502 Ambler	2,757.40	0.00	0.00	0.00	2,757.40
503 Beard	163,891.13	7,794.35	67,437.97	42,924.51	61,323.00
504 Klein	6,521.81	0.00	0.00	0.00	6,521.81
505 Malon/Schroeder	324,456.49	475.60	2,262.43	300.00	322,369.66
506 McDonald	228,826.19	69.11	6,158.55	2,170.00	220,566.75
507 Ratner	110,935.10	(490.78)	0.00	0.00	110,444.32
508 Root	47,757.00	0.00	0.00	0.00	47,757.00
509 Sugarman	218,704.11	(34.57)	906.00	0.00	217,763.54
510 Thompson	178,304.90	4,093.37	9,782.61	5,943.89	166,671.77
511 Weidenthal	8,080.50	0.00	0.00	0.00	8,080.50
512 White	2,523,609.44	(2,046.35)	24,664.37	5,912.00	2,490,986.72
513 Beard Anna Young	96,088.62	0.00	0.00	0.00	96,088.62
<b>Total Permanent Funds</b>	<b>\$ 4,180,956.91</b>	<b>\$ 9,860.73</b>	<b>\$ 111,211.93</b>	<b>\$ 57,250.40</b>	<b>\$ 4,022,355.31</b>
901 Unclaimed Funds	5,400.04	2,316.24	0.00	0.00	7,716.28
905 CLEVNET Fines & Fees	6,695.06	60,046.60	60,731.35	0.00	6,010.31
<b>Others</b>	<b>\$ 12,095.10</b>	<b>\$ 62,362.84</b>	<b>\$ 60,731.35</b>	<b>\$ 0.00</b>	<b>\$ 13,726.59</b>
<b>Total All Funds</b>	<b>\$ 51,518,763.72</b>	<b>\$ 61,185,961.04</b>	<b>\$ 48,201,136.87</b>	<b>\$ 7,847,271.92</b>	<b>\$ 56,656,315.97</b>

**Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending August 31, 2019**

<b>Balance of All Funds</b>	<b>\$ 64,503,587.89</b>
Huntington - Checking	10,146.09
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	2,853,611.10
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,620.00
KeyBank-Payroll Account (ZBA)	255.52
<b>Cash in Library Treasury</b>	<b>\$ 2,871,159.90</b>
PNC - Money Market	0.00
U.S. Bank - Investments	34,189,131.69
U.S. Bank - Inv - Money Market	31,370.22
STAR Ohio Investment	5,758,262.04
STAR Plus Program	2,502,178.77
<b>Investments</b>	<b>\$ 42,480,942.72</b>
PNC- Endowment Account	19,151,485.27
<b>Endowment Account</b>	<b>\$ 19,151,485.27</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 64,503,587.89</b>

**CLEVELAND PUBLIC LIBRARY**

**Board Meeting**

**REPORT ON INVESTMENTS – June 2019**

**1. INTERIM DEPOSITS**

In accordance with *Ohio Revised Code* Section 135.14, funds that become available periodically throughout the fiscal year are invested in short term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury issues, Agency issues, commercial paper, and negotiable certificates of deposit as managed by UACC (a Meeder Investment Management Company), STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period June 1, 2019 through June 30, 2019.

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
06/01/19 - 06/30/19	30	Various	STAR Ohio	Various	3,828.69	Investment Pool
06/01/19 - 06/30/19	30	Various	STAR Plus	Various	0.00	Bank Deposit Program
06/01/19 - 06/30/19	30	Various	U.S. Bank	Various	72.11	Sweep Money Market
06/01/19 - 06/30/19	30	Various	PNC	Various	9.39	Money Market
04/29/19 - 06/26/19	59	265,000	Federal Home Loan Bank	1.300%	984.26	Federal Agency
12/06/18 - 06/06/19	183	500,000	Federal Home Loan Bank	1.230%	3,075.00	Federal Agency
12/28/18 - 06/28/19	183	250,000	Federal National Mortgage Assn.	1.200%	1,500.00	Federal Agency
12/23/18 - 06/23/19	183	500,000	Federal Home Loan Mortgage Corp.	1.000%	3,125.00	Federal Agency
12/28/18 - 06/28/19	183	500,000	Federal National Mortgage Assn.	1.250%	3,125.00	Federal Agency
12/27/18 - 06/27/19	183	750,000	Federal National Mortgage Assn.	1.200%	4,500.00	Federal Agency
12/10/18 - 06/10/19	183	500,000	Federal Home Loan Mortgage Corp.	2.000%	5,000.00	Federal Agency
12/14/18 - 06/14/19	183	1,000,000	Federal Farm Credit Bank	1.870%	9,350.00	Federal Agency
12/15/18 - 06/15/19	183	275,000	United States Treasury Note	1.875%	2,578.13	Treasury Security
09/07/18 - 06/03/19	270	625,000	ING (US) Funding LLC	2.560%	11,955.56	Commercial Paper
Earned Interest June 2019					\$ 49,103.14	
Earned Interest Year To Date					\$ 281,637.07	

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – July 2019

1. INTERIM DEPOSITS

In accordance with *Ohio Revised Code* Section 135.14, funds that become available periodically throughout the fiscal year are invested in short term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury issues, Agency issues, commercial paper, and negotiable certificates of deposit as managed by UACC (a Meeder Investment Management Company), STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period July 1, 2019 through July 31, 2019.

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
07/01/19 - 07/31/19	31	Various	STAR Ohio	Various	2,660.26	Investment Pool
07/01/19 - 07/31/19	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
07/01/19 - 07/31/19	31	Various	U.S. Bank	Various	326.36	Sweep Money Market
07/01/19 - 07/31/19	31	Various	PNC	Various	6.71	Money Market
12/30/18 - 06/30/19	183	350,000	Federal National Mortgage Assn.	1.200%	2,100.00	Federal Agency
12/29/18 - 06/29/19	183	500,000	Federal Farm Credit Bank	1.140%	2,850.00	Federal Agency
01/28/19 - 07/28/19	182	1,050,000	Federal National Mortgage Assn.	1.300%	6,825.00	Federal Agency
01/17/19 - 07/17/19	182	1,000,000	Federal Home Loan Mortgage Corp.	1.500%	7,500.00	Federal Agency
01/31/19 - 07/31/19	182	550,000	United States Treasury Note	1.375%	3,781.25	Treasury Security
01/25/19 - 07/25/19	182	250,000	Federal Home Loan Mortgage Corp.	1.500%	1,875.00	Federal Agency
12/29/18 - 06/29/19	183	675,000	Federal Home Loan Bank	1.750%	5,906.25	Federal Agency
06/20/19 - 07/20/19	31	210,000	Merrick Bank	2.350%	405.62	Negotiable CD
06/27/19 - 07/27/19	31	249,000	Comenity Capital Bank	2.500%	511.64	Negotiable CD
Earned Interest July 2019					\$ 34,748.09	
Earned Interest Year To Date					\$ 316,385.16	

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – August 2019

1. INTERIM DEPOSITS

In accordance with *Ohio Revised Code* Section 135.14, funds that become available periodically throughout the fiscal year are invested in short term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury issues, Agency issues, commercial paper, and negotiable certificates of deposit as managed by UACC (a Meeder Investment Management Company), STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period August 1, 2019 through August 31, 2019.

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
08/01/19 - 08/31/19	31	Various	STAR Ohio	Various	5,799.74	Investment Pool
08/01/19 - 08/31/19	31	Various	STAR Plus	Various	2,178.77	Bank Deposit Program
08/01/19 - 08/31/19	31	Various	U.S. Bank	Various	58.51	Sweep Money Market
02/23/19 - 08/23/19	182	100,000	Federal Home Loan Mortgage Corp.	1.400%	1,151.20	Federal Agency
04/28/19 - 08/26/19	121	500,000	Federal National Mortgage Assn.	1.350%	2,677.50	Federal Agency
02/12/19 - 08/12/19	182	1,000,000	Federal Home Loan Mortgage Corp.	1.125%	5,625.00	Federal Agency
02/23/19 - 08/23/19	182	1,000,000	Federal Farm Credit Bank	1.990%	9,950.00	Federal Agency
02/28/19 - 08/28/19	182	500,000	Federal Home Loan Mortgage Corp.	2.000%	5,000.00	Federal Agency
02/28/19 - 08/28/19	182	500,000	Federal Home Loan Mortgage Corp.	2.875%	7,187.50	Federal Agency
02/27/19 - 08/26/19	181	500,000	MUFG Bank Ltd.	2.580%	6,450.00	Commercial Paper
07/20/19 - 08/20/19	32	210,000	Merrick Bank	2.350%	419.14	Negotiable CD
07/27/19 - 08/27/19	32	249,000	Comenity Capital Bank	2.500%	528.70	Negotiable CD
Earned Interest August 2019					\$ 47,026.06	
Earned Interest Year To Date					\$ 363,411.22	

## CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

September 26, 2019

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JUNE 2019**

In accordance with Board Policy adopted by resolution on November 29, 1972,  
a description of Conference and Travel Expenditures is submitted.

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Preservation Council Preservation Workshop: Archival Enclosures for Works on Paper Columbus, Ohio	5/21/2019	Elizabeth Bardossy	205.42
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	6/6/2019	Kalie Boshara	25.00
Northeast Ohio Regional Library System Critical Conversations Conference: Mental Health Awareness Twinsburg, Ohio	4/4/2019	Steven Capuozzo	25.00
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	6/6/2019	Brigid Clark	25.00
Northeast Ohio Regional Library System Gripes, Grumbles, and Grievances: Improving Labor Relations Cleveland, Ohio	5/9/2019	Cynthia Coccaro	1.57
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	6/6/2019	Emily Crompton	56.84
Best Buy Teen Tech Center and Clubhouse Network Annual Conference San Diego, California (\$1,500 stipend received from The Clubhouse Network)	4/8/2019 - 4/12/2019	Michael Dalby	(1,500.00)
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	6/6/2019	Judy Daniels	25.00
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	6/6/2019	Jaime Declet	25.00
Ohio Library Council Re-IMAGEing Ohio's Libraries Columbus, Ohio	6/14/2019	Sandra Jelar Elwell	186.52
Midwest Slavic and Eurasian Librarians' Consortium Consortium Workshop Champaign, Illinois	6/6/2019 - 6/7/2019	Michael Gabe	541.92
Northern Ohio Technical Services Librarians Spring Meeting Parma, Ohio	5/23/2019	Amel Hu	27.84
BookExpo America 2019 Expo New York City, New York	5/29/2019 - 5/31/2019	Victoria Kabo	1,006.93



ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Gripes, Grumbles, and Grievances: Improving Labor Relations Cleveland, Ohio	5/9/2019	Alexandra Kmiecik	3.48
BookExpo America 2019 Expo/Library Journal Day of Dialogue New York City, New York	5/29/2019 - 5/31/2019	Pamela Matthews	770.88
American Payroll Association Chapter Meeting Akron, Ohio	6/14/2019	Ronelle Miller-Hood	100.00
Northeast Ohio Regional Library System Early Literacy 101: An Ohio Ready-to-Read Workshop Stow, Ohio	5/16/2019	Jennifer Moncayo	39.27
Ohio Association for the Education of Young Children Ohio Early Childhood Conference Sandusky, Ohio	4/25/2019 - 4/27/2019	Sandra Nosse	407.33
Best Buy Teen Tech Center and Clubhouse Network Annual Conference San Diego, California (\$1,500 stipend received from The Clubhouse Network)	4/8/2019 - 4/12/2019	Jill Pappenhagen	(1,500.00)
State Library of Ohio Consumer Advisory Meeting Columbus, Ohio	5/23/2019	William Reed	146.16
Ohio Digitization Interest Group May Meeting Oberlin, Ohio	5/21/2019	Rachel Senese	37.82
Cleveland Leadership Center Cleveland Bridge Builders Cleveland, Ohio	9/19/2019 - 6/11/2020	John Skrtic	3,200.00
BookExpo America 2019 Expo New York City, New York	5/29/2019 - 5/31/2019	Helena Travka	1,017.57
Northern Ohio Technical Services Librarians Spring Meeting Panna, Ohio	5/23/2019	Erin Valentine	37.82
Special Libraries Association Annual Conference Cleveland, Ohio	6/15/2019 - 6/18/2019	Robin Wood	395.00
<b>TOTAL</b>			<b>\$ 5,307.37</b>

**SUMMARY**

FUND	JUNE	YEAR TO DATE
General	\$1,961.21	\$37,937.00
Library for the Blind and Physically Disabled	146.16	\$1,585.54
Lockwood Thompson	3,200.00	\$13,286.47
CLEVNET	0.00	\$6,631.31
Thompson	0.00	\$2,442.16
<b>TOTAL</b>	<b>\$5,307.37</b>	<b>\$61,882.48</b>

## CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

September 26, 2019

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JUNE 2019**

In accordance with Board Policy adopted by resolution on November 29, 1972,  
a description of Conference and Travel Expenditures is submitted.

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Preservation Council Preservation Workshop: Archival Enclosures for Works on Paper Columbus, Ohio	5/21/2019	Elizabeth Bardossy	205.42
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	6/6/2019	Kalie Boshara	25.00
Northeast Ohio Regional Library System Critical Conversations Conference: Mental Health Awareness Twinsburg, Ohio	4/4/2019	Steven Capuozzo	25.00
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	6/6/2019	Brigid Clark	25.00
Northeast Ohio Regional Library System Gripes, Grumbles, and Grievances: Improving Labor Relations Cleveland, Ohio	5/9/2019	Cynthia Coccaro	1.57
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	6/6/2019	Emily Crompton	56.84
Best Buy Teen Tech Center and Clubhouse Network Annual Conference San Diego, California (\$1,500 stipend received from The Clubhouse Network)	4/8/2019 - 4/12/2019	Michael Dalby	(1,500.00)
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	6/6/2019	Judy Daniels	25.00
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	6/6/2019	Jaime Declet	25.00
Ohio Library Council Re-IMAGEing Ohio's Libraries Columbus, Ohio	6/14/2019	Sandra Jelar Elwell	186.52
Midwest Slavic and Eurasian Librarians' Consortium Consortium Workshop Champaign, Illinois	6/6/2019 - 6/7/2019	Michael Gabe	541.92
Northern Ohio Technical Services Librarians Spring Meeting Parma, Ohio	5/23/2019	Amei Hu	27.84
BookExpo America 2019 Expo New York City, New York	5/29/2019 - 5/31/2019	Victoria Kabo	1,006.93

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Gripes, Grumbles, and Grievances: Improving Labor Relations Cleveland, Ohio	5/9/2019	Alexandra Kmiecik	3.48
BookExpo America 2019 Expo/Library Journal Day of Dialogue New York City, New York	5/29/2019 - 5/31/2019	Pamela Matthews	770.88
American Payroll Association Chapter Meeting Akron, Ohio	6/14/2019	Ronelle Miller-Hood	100.00
Northeast Ohio Regional Library System Early Literacy 101: An Ohio Ready-to-Read Workshop Stow, Ohio	5/16/2019	Jennifer Moncayo	39.27
Ohio Association for the Education of Young Children Ohio Early Childhood Conference Sandusky, Ohio	4/25/2019 - 4/27/2019	Sandra Nosse	407.33
Best Buy Teen Tech Center and Clubhouse Network Annual Conference San Diego, California (\$1,500 stipend received from The Clubhouse Network)	4/8/2019 - 4/12/2019	Jill Pappenhagen	(1,500.00)
State Library of Ohio Consumer Advisory Meeting Columbus, Ohio	5/23/2019	William Reed	146.16
Ohio Digitization Interest Group May Meeting Oberlin, Ohio	5/21/2019	Rachel Senese	37.82
Cleveland Leadership Center Cleveland Bridge Builders Cleveland, Ohio	9/19/2019 - 6/11/2020	John Skrtic	3,200.00
BookExpo America 2019 Expo New York City, New York	5/29/2019 - 5/31/2019	Helena Travka	1,017.57
Northern Ohio Technical Services Librarians Spring Meeting Parma, Ohio	5/23/2019	Erin Valentine	37.82
Special Libraries Association Annual Conference Cleveland, Ohio	6/15/2019 - 6/18/2019	Robin Wood	395.00
<b>TOTAL</b>			<b>\$ 5,307.37</b>

**SUMMARY**

FUND	JUNE	YEAR TO DATE
General	\$1,961.21	\$37,937.00
Library for the Blind and Physically Disabled	146.16	\$1,585.54
Lockwood Thompson	3,200.00	\$13,286.47
CLEVNET	0.00	\$6,631.31
Thompson	0.00	\$2,442.16
<b>TOTAL</b>	<b>\$5,307.37</b>	<b>\$61,882.48</b>

## CLEVELAND PUBLIC LIBRARY

REPORT C-1**Board Meeting**

September 26, 2019

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JULY 2019**

In accordance with Board Policy adopted by resolution on November 29, 1972,  
a description of Conference and Travel Expenditures is submitted.

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Annual Conference Washington, D.C.	6/21/2019 - 6/25/2019	Michael Barkacs	1,377.52
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	6/6/2019	Jaime Declet	33.64
American Library Association Annual Conference Washington, D.C.	6/21/2019 - 6/24/2019	Maria Estrella	1,500.00
Columbus Metropolitan Library Best Practices Exchange Columbus, Ohio	4/30/2019	Chatham Ewing	162.40
Midwest Archives Conference Annual Meeting Detroit, Michigan	4/4/2019 - 4/6/2019	Chatham Ewing	196.04
American Library Association Annual Conference Washington, D.C.	6/20/2019 - 6/22/2019	Julie Gabb	736.11
American Library Association Annual Conference Washington, D.C.	6/20/2019 - 6/22/2019	Eric Hanshaw	1,248.42
American Library Association Annual Conference Washington, D.C.	6/21/2019 - 6/24/2019	Jean McFarren	1,500.00
American Library Association Annual Conference Washington, D.C.	6/20/2019 - 6/22/2019	Terrence Metter	1,060.06
American Library Association Annual Conference Washington, D.C.	6/21/2019 - 6/24/2019	Tana Peckham	1,039.96
Nation of Makers Annual Conference Chattanooga, Tennessee	6/14/2019 - 6/16/2019	Suzi Perez	1,128.19
American Library Association Annual Conference Washington, D.C.	6/20/2019 - 6/23/2019	William Reed	1,499.52
American Library Association Annual Conference Washington, D.C.	6/20/2019 - 6/25/2019	Luigi Russo	1,500.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Annual Conference Washington, D.C.	6/20/2019 - 6/25/2019	Rachel Senese	1,401.34
American Library Association Annual Conference Washington, D.C.	6/20/2019 - 6/24/2019	Jasmine Sims	744.10
American Library Association Annual Conference Washington, D.C.	6/21/2019 - 6/24/2019	William Skora	1,453.05
Code for America Annual Summit Oakland, California	5/28/2019 - 5/31/2019	William Skora	286.60
American Library Association Annual Conference Washington, D.C.	6/21/2019 - 6/24/2019	John Skrtic	1,215.38
American Library Association Annual Conference Washington, D.C.	6/20/2019 - 6/24/2019	Jeremiah Swetel	1,742.63
Next Library 2019 Conference Aarhus, Denmark	5/30/2019 - 6/7/2019	Jeremiah Swetel	805.45
American Library Association Annual Conference Washington, D.C.	6/21/2019 - 6/24/2019	Felton Thomas	1,329.92
American Library Association Annual Conference Washington, D.C.	6/20/2019 - 6/24/2019	Robin Wood	1,500.00
<b>TOTAL</b>			<b>\$ 23,460.33</b>

**SUMMARY**

FUND	JULY	YEAR TO DATE
General	\$20,796.92	\$58,733.92
Library for the Blind and Physically Disabled	1,499.52	\$3,085.06
Lockwood Thompson	0.00	\$13,286.47
CLEVNET	0.00	\$6,631.31
Founders	358.44	\$358.44
Thompson	805.45	\$3,247.61
<b>TOTAL</b>	<b>\$23,460.33</b>	<b>\$85,342.81</b>

## CLEVELAND PUBLIC LIBRARY

REPORT C2**Board Meeting**

September 26, 2019

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR AUGUST 2019**

In accordance with Board Policy adopted by resolution on November 29, 1972,  
a description of Conference and Travel Expenditures is submitted.

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Museums Association Catalyzing Conversations Workshop Columbus, Ohio	6/24/2019	Pamela Eyerdam	25.00
American Library Association Annual Conference Washington, D.C.	6/22/2019 - 6/24/2019	Jeanmarie Gielty	214.00
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	6/6/2019	Alison GuerIn	33.99
American Library Association Annual Conference Washington, D.C.	6/20/2019 - 6/24/2019	Amiya Hutson	1,046.93
State Treasurer of Ohio Center for Public Investment Management Cleveland, Ohio	1/1/2019 - 12/31/19	Carrie Krenlcky	100.00
American Library Association Annual Conference Washington, D.C.	6/20/2019 - 6/24/2019	Erica Marks	1,500.00
Nation of Makers Annual Conference Chattanooga, Tennessee	6/14/2019 - 6/16/2019	Suzi Perez	287.45
Code.org Computer Science Fundamentals Introductory Workshop Cleveland, Ohio	6/11/2019	Ronald Roberts	9.00
Society for Human Resource Management Shifting Workplace Culture New Orleans, Louisiana	10/28/2019 - 10/30/2019	Lynn Sargi	1,360.00
Ohio Digitization Interest Group July Meeting Cincinnati, Ohio	7/16/2019 - 7/17/2019	Rachel Senese	520.28
International Society for Technology in Education Annual Conference Philadelphia, Pennsylvania	6/22/2019 - 6/23/2019	Tristan Wheeler	376.48
Society for Human Resource Management Shifting Workplace Culture New Orleans, Louisiana	10/28/2019 - 10/30/2019	Sadie Winlock	1,675.00
<b>TOTAL</b>			<b>\$ 7,148.13</b>

## SUMMARY

FUND	AUGUST	YEAR TO DATE
General	\$4,113.13	\$62,847.05
Library for the Blind and Physically Disabled	0.00	\$3,085.06
Lockwood Thompson	0.00	\$13,286.47
CLEVNET	0.00	\$6,631.31
Founders	0.00	\$358.44
Thompson	3,035.00	\$6,282.61
<b>TOTAL</b>	<b>\$7,148.13</b>	<b>\$92,490.94</b>

**CLEVELAND PUBLIC LIBRARY****Board Meeting**

September 26, 2019

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD**  
**APRIL 1 THROUGH JUNE 30, 2019**

In accordance with Board Policy amended by resolution on April 18, 1996, a description of expenditures exceeding \$5,000.00 to \$25,000.00 for library supplies and equipment is therefore submitted.

<b><u>DATE</u></b>	<b><u>ITEM DESCRIPTION</u></b>	<b><u>AGENCY</u></b>	<b><u>SUPPLIER</u></b>	<b><u>AMOUNT</u></b>
04/05/19	Computer Hardware	IT/CLEVNET	Amazon	10,500.00
04/12/19	Computer Hardware	IT/CLEVNET	Business Smarts	6,720.33
04/19/19	3D Printer for Makerspace	Tech Central	MakerGear, LLC	5,949.00
05/03/19	Fish Tank for Walz	Branch/Outreach	The Fish Butler Aquarium Serv	5,538.55
05/10/19	Summer Lit League Prizes	OPS	Playhouse Square	7,500.00
06/14/19	Automatic AED Kits	Prop Mgmt.	AED Ventures, LLC	16,900.00
06/14/19	Carpet Extractors	Prop Mgmt.	Grainger	9,925.91
06/14/19	Computer Hardware	IT/CLEVNET	Business Smarts	6,674.90
06/14/19	Janitorial Supplies	Stockroom	American Merchandising Serv	5,069.90
06/28/19	Replace LSW Bookdrop	Prop Mgmt.	American Book Returns, LLC	6,232.98
06/28/19	Security Strips	Stockroom	Ohionet	7,026.00
06/28/19	Pelican Cases for Hotspots	Main Library	Fin Feather Fur Outfitter, Inc.	5,325.90
06/30/19	Electrical Supplies	Prop Mgmt.	Mars Electric Co.	16,669.46
06/30/19	Maintenance Supplies	Prop Mgmt.	Cleveland Hermetic	12,442.99
06/30/19	Maintenance Supplies	Prop Mgmt.	Midland Hardware	12,861.55
06/30/19	Maintenance Supplies	Prop Mgmt.	Sutton Hardware	10,787.10
06/30/19	Maintenance Supplies	Prop Mgmt.	Grainger	7,894.03
06/30/19	Maintenance Supplies	Prop Mgmt.	Cleveland Lumber Co.	6,598.72
06/30/19	Gas for Vehicles	Prop Mgmt.	BP Oil Co.	11,148.76
06/30/19	Promotional Items	OLBPD	Janway Company	5,228.33

Above vendors are in compliance with Cleveland Public Library's Equal Opportunity Guidelines as adopted on May 19, 1977.



REPORT E**CLEVELAND PUBLIC LIBRARY****Board Meeting**

September 26, 2019

**PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD**  
**APRIL 1 THROUGH JUNE 30, 2019**

In accordance with Board Policy adopted by resolution on May 16, 2002, a description of expenditures exceeding \$25,000.00 for library service materials and for CLEVNET - related goods and services is submitted.

**LIBRARY SERVICE MATERIALS**

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
06/28/19	Periodicals	IT/CLEVNET	OverDrive	60,000.00

**CLEVNET-RELATED GOODS AND SERVICES**

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
06/28/19	Computer Maintenance	IT/CLEVNET	SirsiDynix	77,678.00

Above vendors are in compliance with Cleveland Public Library's Equal Opportunity Guidelines as adopted on May 19, 1977.

**REPORT F****CLEVELAND PUBLIC LIBRARY**

**Board Meeting**  
September 26, 2019

**FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,  
NASH, SMOAK & STEWART, PC. ("Ogletree")  
APRIL 1 THROUGH JUNE 30, 2019**

In accordance with the Board resolution adopted on October 18, 2012, quarterly fees paid for legal advice and services from Ogletree for labor and employment matters are submitted.

Collective Bargaining	\$	-
General Labor & Miscellaneous Matters		2,795.00
EEOC/OCRC		<u>27,093.10</u>
2nd Quarter Total	\$	<u>29,888.10</u>
Year to Date Total	\$	<u><u>72,134.48</u></u>

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

**Safe, Warm and Dry Construction Project**

In accordance with the Board resolution adopted on December 21, 2017, a report to the Board of Trustees on direct expenditures for the materials and services as budgeted for the Project and not covered by the GMP and expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP, is hereby submitted:

For the Period Ending June 30, 2019			
Safe, Warm and Dry Construction Initiative Budget			\$5,000,000.00
	<u>Encumbered</u>	<u>Expended</u>	
URS Corporation - Asbestos Survey and Testing	\$ -	\$ 33,728.21	
Osborn Engineering Company - Professional Architectural and Engineering Services	31,579.05	418,350.95	
Regency Construction Services, Inc. - Construction Manager at Risk	426,420.39	3,827,642.08	
Direct Expenditures paid from Contingency Fund	-	51,278.50	
	\$ 457,999.44	\$ 4,330,999.74	
Available Budget from Owner's Contingency and Permit Fund			<u>\$211,000.82</u>

Owner's Contingency and Permit Fund **\$381,871.15**

**Direct Expenditures**

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ -	\$ 3,280.00
1/22/2018	City of Cleveland	180314	Permits for Glenville, Harvard Lee, Lorain and Jefferson	-	19,256.25
7/15/2018	City of Cleveland	181262	Permits for Collinwood, Fulton, and Langston Hughes	-	18,752.25
10/22/2018	Grainger	181752	Upgrade/Replace existing indoor wall mount fixtures for Addison Branch that should have been part of Safe, Warm and Dry project	-	9,990.00
				\$ -	\$ 51,278.50

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18: **\$ 4,425,831.31**

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #2 02/21/18	Credit for not performing the demo, rework and soil infill of the masonry planters at Rockport	\$ (17,122.53)
PCO #4 02/21/18	Change from wall-hung to floor-mounted water closets at Lorain	(1,191.80)
PCO #5 02/21/18	Lorain pump changes per the returned submittal	(460.56)
PCO #6 02/21/18	Lorain additional work associated with the existing light ballasts located in the basement in lieu of light fixtures	2,865.81
PCO #7 02/21/18	Credit for hand dryers furnished by CPL in lieu of Regency	(3,535.00)
PCO #8 02/21/18	Two additional precast concrete bumper blocks at Glenville per the returned submittal	252.50
PCO #9 02/28/18	Additional lighting control to create 4 lighting zones at Glenville	2,038.21
PCO #10 02/28/18	Glenville Emergency Lighting: Furnish and install emergency lights that are required	1,078.14
PCO #11 02/28/18	Revisions to electrical panel work at Lorain	(774.67)
PCO #12 02/28/18	Credit for attaching to basement lights to existing circuit at Lorain	(356.53)
PCO #13 02/28/18	Complete installation of emergency exit lighting at Lorain	4,672.07
PCO #14 03/21/18	Replace 1" water valve at Lorain that failed and needed to be replaced	716.09
PCO #15 03/21/18	Additional painting at Lorain behind existing removed light fixtures where walls were not painted	1,187.76
PCO #16 03/21/18	Furnish and install materials to repair the Lorain ramp	6,077.71
PCO #17 03/21/18	Added occupancy indicators at Lor, Jeff, and Rock	169.42

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #18 03/21/18	Credit for Jefferson thermostats as requested by CPL	(1,864.46)
PCO #19 03/21/18	Replace additional GFCI receptacle on the Glenville roof that was in need of replacement	445.32
PCO #20 03/21/18	Revisions for Harvard Lee dorrs/hardware per the returned HL doors, frames, hardware submittal	2,578.89
PCO #21 03/21/18	Plumbing camera and investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL	1,483.69
PCO #25 04/10/18	Repair/Infill abandoned window opening that was discovered under the exterior ramp during ramp rework	805.84
PCO #26 04/10/18	Added flashing in the Lorain basement to help water infiltration issues	1,181.70
PCO #1		
03/21/18 rec'd 5/14	Alternate #2 Carnegie West restroom configuration option budget pricing	17,546.21
PCO #22		
03/28/18 rec'd 5/14	Added check valves at Lorain	755.48
PCO #23		
03/28/18 rec'd 5/14	Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout	855.19
PCO #24		
03/28/18 rec'd 5/14	Lorain concrete repairs at exterior storage closet door	3,415.28
PCO #3		
02/21/18 rec'd 5/18	Credit for signage manufacturer	(858.50)
Amendment No 2		
05/23/18-PCO #33	Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund)	(305,582.46)
PCO #38		
05/23/18	Steel costs for infilling the unforeseen restroom hole	7,184.13
PCO #39		
05/30/18	Jefferson Boiler #1 and #2 cleaning/preventative maintenance and inspection as required by the city inspector	680.74
PCO #40		
05/30/18	Jefferson unit heater demo to accommodate updated restroom layout	680.74
PCO #42		
05/30/18	Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch	16,649.55
PCO #43		
06/06/18	Modify and reinstall shelving in the Harvard Lee closet that contains ductwork per direction of Eric Herman	398.92
PCO #44		
06/20/18	The removal of loose brick and patching of the chimney on the roof of the Jefferson Branch	757.50
PCO #27aR		
04/25/18 rec'd 7/13	Plumbing, drywall, and tile work associated with RFIs 20/22 to repair the broken Lorain sanitary pipe. Remaining work will be submitted under PCO 27b.	14,714.10
PCO #27b		
04/25/18	Additional abatement/demo associated with additional LR sanitary work. Remove and replace 2nd floor countertop and install a new mirror. Install two cleanouts as requested by CPL	4,922.71
PCO #28		
04/25/18	Revised hardware at Lorain	742.35
PCO #29		
04/25/18	Harvard Lee exit signs and emergency lights per RFI 42	1,324.69
PCO #30		
05/01/18	Harvard Lee additional lighting zones per RFI 31 and approved zoning suggestion	3,439.45
PCO #31		
05/01/18	Jefferson emergency lights	2,878.50
PCO #32		
05/01/18	Glenville intel repair as directed in the RFI response	339.94
PCO #41a		
07/11/18	Credit for the elimination of the HL handrails	(1,050.40)
PCO #41b		
07/11/18	Reconciliation for the Rockport handrail credit due to an originally incorrect schedule of values	7,857.80
PCO #45		
8/8/18	Fabrication and installation of aluminum jacketing to insulate two duct enclosures and make these ducts weathertight per RFI 69	8,733.47
PCO #46		
8/7/18	Furnish and install a new flue through the roof for the existing hot water tank at the Addison Branch per RFI 81	678.69

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #47 8/7/18	Light fixtures called out in RFI 79. Lighting not originally called out for the ceiling area in the toilet rooms.	2,011.73
PCO #48 8/7/18	Remove and replace caulk and backer rod at the northeast walkway at the Jefferson Branch	235.40
PCO #49 8/7/18	Exploration, excavation and subsequent corrective work at and adjacent to the frost slab at the Jefferson Branch due to an unforeseen pipe. Leech beds were added to the ends of the pipe that was uncovered per CPL direction	2,140.40
PCO #50 8/7/18	Credit for not completing the step crack repair at the Jefferson Branch	(2,020.00)
PCO #51 8/7/18	Credit for not installing the book drop at the Jefferson Branch	(151.50)
PCO #52 8/14/18	Cost to add emergency signs and exit lights back into the Carnegie West branch per RFI 90	6,155.99
PCO #55 8/14/18	Cost to install Carnegie West restroom subfloor as directed in RFI 93	4,272.30
PCO #56 8/15/18	Concrete floor infill work and tile patching at the Jefferson Branch due to RFI 65	1,143.32
PCO #57 8/22/18	Addition of 6 vibration isolators for the rooftop AHU at Carnegie West per RFI 99. Purchase of vibration isolators was previously approved to avoid schedule delays.	3,753.16
PCO #60 8/22/18	Additional terracotta repair at the Carnegie West Branch per RFI 95 increasing tuckpointing from 50% to 100% at north and west turret structure at the Langston Hughes Branch per RFI 88. Added sealant removal and replacement at the same location	3,787.50
PCO #61 8/22/18	Core drilling and filling/grouting the sunken slabs to level the sidewalks at the Langston Hughes Branch per RFI 109. This price does not include modification to the existing curb.	6,344.82
PCO #64 8/29/18	Lowering pull stations per the city inspector at the Jefferson Branch.	4,421.78
PCO #66 8/29/18	Lowering one fire alarm pull station per RFI 92 at the Carnegie West Branch.	664.58
PCO #67 8/29/18	Lighting controls for lighting zones per RFI 31 for the Carnegie West Branch	124.23
PCO #68 8/29/18	Modify and re-route the return air duct through the bathroom at the Addison Branch per RFI 97	778.44
PCO #69 8/29/18		992.12
PCO #72 08/31/18	Furnish and install new soffit in front of existing window to allow for installation of ceiling at 8'6" at the Carnegie West Branch per RFI 106	388.85
PCO #73 08/31/18	Shift new toilet 3" east to accommodate location of floor joists at the Carnegie West Branch per RFI 111. Patching of floor at original location of the toilet and adjusting wall type "C" to maintain 5'0" turning radius	515.10
PCO #74 08/31/18	Lowering of fire alarm pull stations at the Addison Branch per RFI 92	1,440.60
PCO #58 09/04/18	Cost to seal roof seams at the Carnegie West Branch	17,574.00
PCO #71 09/12/18	Remove and replace (9) existing smoke detectors, (1) pull station, and (1) horn strobe that were not shown in the drawings at Carnegie West per RFI 104	7,113.13
PCO #75 09/19/18	Installation of window film to the window in the new restroom at Carnegie West per RFI 100. Window film to be installed as "3M Fasara Glass Finish" and the pattern is to be "Frost and Mat Milky White"	570.65
PCO #76 09/19/18	Credit for 2 roof strainers at the Lorain Branch	(101.00)
PCO #77 09/19/18	Resupporting existing to remain ceiling lights that were attached to the roof and not properly installed at the Fulton Branch per RFI 122	3,429.70
PCO #78 09/19/18	Installation of one wall hydrant in the men's room per RFI 121	353.50
PCO #79 09/19/18	Final Rockport mechanical credit including mechanical items that were able to be returned.	(81,100.98)

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #80 09/19/18	Salvaging and rehangng the women's restroom door at the Addison Branch per RFI 116	161.79
PCO #81 09/19/18	Addition of (1) 2" wye strainer before the heating water pumps at the Jefferson Branch per punchllst request.	1,551.36
PCO #82 09/19/18	Installation of new ceiling tile and grid in the Men's Restroom an Women's Restroom at the Fulton Branch Cleaning quote for Carnegie west requested by Eric Herman. This	1,919.00
PCO #83 09/26/18	Includes washing the interior and exterior windows and frames of the skylight, vacuuming all carpet, sweeping and mopping floors and cleaning the restroom area	2,020.00
PCO #84 09/25/18	Replacement of damaged storm clean out pipe and fittings at the Fulton Branch per RFI 117	895.87
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PCO #62 08/28/18	Fabrication and Installation of 4 pipe reducers at Carnegie West per RFI 80. Credit for door 17CW at Carnegie West per RFI 86. RFI 86 called for the installation of a new frame, door and hardware for opening 17CW to be removed from the scope of work. Door, frame and hardware material was turned over the library.	526.21
PCO #65 08/28/18	Removal and reconstruction of an existing pier at the Addison Branch per RFI 98. This price includes the removal and reinstallation of 3 light fixtures in the pier.	(383.77)
PCO #70 10/03/18	Additional striping requested by Eric Herman at the handicap ramp at the Jefferson Branch	5,476.65
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PCO #99 10/31/18		13,020.13

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PCO #109 11/09/18	Mold removal needed in the mechanical room at Fulton.	675.92
PCO #110 11/09/18	Scraping and painting the exterior railings on the west side of Collinwood per RFI 137 and 139.	1,262.50
PCO #112 11/09/18	Installation of a backflow for the new boiler feed at Carnegie West per RFI 134.	1,085.75
PCO #108 11/14/18	Additional heater and wiring and replacement of the motor starter for the air handling unit at Fulton per RFI 143.	710.02
PCO #111 11/14/18	Labor credit for installing (2) exterior railings on the west side of Collinwood per RFI 137 and 139. Railings were ordered previously and will be turned over to the library.	(1,756.36)
PCO #113 11/14/18	Labor credit for the installation of the heater that was not needed at Langston Hughes per RFI 120.	(707.00)
PCO #114 11/14/18	Installation of backflow preventer on the water main at Carnegie West per RFI 134.	1,633.17
PCO #115 11/14/18	Removal and reinstallation of new fuses at Langston Hughes needed per city inspector.	293.95
PCO #116 11/14/18	Rework of the restrooms at Collinwood due to the discovery of tru spun piping and RFI 149. Price includes demolition of existing restroom features.	6,453.10
PCO #117 11/14/18	Replacement of 5 horn strobe devices to sync with fire alarm system and painting patching required at Fulton per RFI 142.	1,506.47
PCO #118 11/14/18	Budget reconciliation for electrical wire protection at Collinwood that was not needed.	(5,050.00)
PCO #120 11/26/18	Replace TruSpun Pipe and Fittings with cast iron in the staff bathroom, to the drinking fountain air admittance valve and the front sink pipe in the basement.	3,847.09
PCO #122 11/26/18	Replacement of the fiberglass reinforced panel behind the drinking fountain at Collinwood.	368.64
PCO #97 11/28/18	Demolition required as described in RFI 93 for the unforeseen floor grout Infill that was discovered after tile demolition in the restroom at Carnegie West that took place on 8/1 and 8/3.	3,765.28
PCO #119 11/28/18	Additional conduit and motor starters needed for pumps 3 and 4 at Collinwood per RFI 153.	3,398.72
PCO #123 11/28/18	Budget reconciliation for ground penetrating radar allowance that was not needed.	(3,030.00)
PCO #124 11/28/18	Replacement of the water heater at Collinwood due to poor condition of the existing water heater.	557.52

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #125 11/28/18	Additional abatement that took place on 8/28 In the basement at Carnegie West due to the shift of toilet per RFI 111	1,761.65
PCO #127 12/20/18	Inspection of VAVs and reconnection of VAVs 3 and 7 at Collinwood. Inspection of VAVs took place per Eric Herman's approval.	629.31
PCO #128 12/20/18	Demolition of (2) exhaust drops, installation of (2) new exhaust ducts and (3) exhaust grills in the restroom at Collinwood	1,510.54
PCO #138 12/21/18	Repair of an additional lintel on the east elevation that was approved to be done on time and material basis at Collinwood	2,265.28
PCO #139 12/26/18	Credit for not installing the door operator at Lorain that was unable to be installed due to existing condition space limitations. Door operator was turned over to CPL	(204.50)
PCO #130 12/27/18	Fixing the hanging light that was damaged at Fulton due to the previous improper connection of the light fixture	144.23
PCO #131 12/27/18	Credit for the tuckpointing of the west elevation of Collinwood that was deleted from the scope per RFI 138	(4,490.46)
PCO #132 12/27/18	Credit for the deletion of the replacement of the west entrance stair/platform at Collinwood per RFI 137	(2,038.18)
PCO #133 12/27/18	Credit for the elimination of clear coat application to (21) Terra Cotta Columns at Carnegie West per owner and architect direction	(1,939.20)
PCO #134 12/27/18	Fixing and maintaining the existing frost slab at Fulton in lieu of replacing it per RFI 124	(1,010.00)
PCO #137 12/27/18	Caulking to fill voids in the concrete steps and landing at the west entry and the joint between the asphalt and concrete at the west basement stair at Collinwood per RFIs 137 and 139	901.93
PCO #129 01/08/19	Budget reconciliation for the door closer allowance that was not needed.	(1,313.00)
PCO #136 01/03/19	Caulking at the exterior of the restroom at Fulton to stop and prevent further water leakage into the building.	556.50
PCO #140 01/03/19	Additional electrical work required by the electrical inspector at Collinwood	558.61
PCO #141 01/08/19	Reconciliation of drywall patching allowances that was included in the Interiors package. Allowance will be reconciled as follows: Carnegie West (\$1,896.00), Fulton (\$1,468.65) and Jefferson (\$1,896.00).	(5,313.26)
PCO #135 01/28/19	Addition of a guardrail to the ramp at Collinwood and painting the guardrail per Andy Cygan's bulletin. A temporary guardrail has been installed while the permanent guardrail is being fabricated.	3,880.82
PCO #144 01/25/19	Reconciliation of the temporary HVAC allowance	(4,385.68)
PCO #142 01/25/19	Reconciliation of the art protection allowance	(1,443.83)
PCO #142 01/25/19	Reconciliation of the door rework allowance	(11,417.01)
PCO #145R 02/11/19	Collinwood tile work and reconciliation of window patching allowance. The remainder of tile reconciliation for Fulton is included.	(623.17)
PCO #146R 02/26/19	(2) additional automatic air vents requested by the owner during the training session at Carnegie West	953.44
Change Order Number: 010 05/29/19	Reconciliation of the contingency	(18,911.58)
Total Change Orders to date		\$ (171,768.84)

**Updated Guaranteed Maximum Price (GMP):** \$ 4,254,062.47



## CLEVELAND PUBLIC LIBRARY

## Board Meeting

**Safe, Warm and Dry Construction Project**

In accordance with the Board resolution adopted on December 21, 2017, a report to the Board of Trustees on direct expenditures for the materials and services as budgeted for the Project and not covered by the GMP and expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP, is hereby submitted:

For the Period Ending July 31, 2019

			Safe, Warm and Dry Construction Initiative Budget		\$5,000,000.00
			Encumbered	Expended	
URS Corporation - Asbestos Survey and Testing			\$ -	\$ 33,728.21	
Osborn Engineering Company - Professional Architectural and Engineering Services			29,593.78	420,336.22	
Regency Construction Services, Inc. - Construction Manager at Risk			(0.00)	4,254,062.46	
Direct Expenditures paid from Contingency Fund			-	51,278.50	
			\$ 29,593.78	\$ 4,759,405.39	
<b>Available Budget from Owner's Contingency and Permit Fund</b>					<b>\$211,000.83</b>

Owner's Contingency and Permit Fund \$381,871.15

**Direct Expenditures**

Date	Vendor	PO	Description	Encumbered	Expended
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ -	\$ 3,280.00
1/22/2018	City of Cleveland	180314	Permits for Glenville, Harvard Lee, Lorain and Jefferson	-	19,256.25
7/15/2018	City of Cleveland	181262	Permits for Collinwood, Fulton, and Langston Hughes	-	18,752.25
10/22/2018	Grainger	181752	Upgrade/Replace existing Indoor wall mount fixtures for Addison Branch that should have been part of Safe, Warm and Dry project	-	9,990.00
				\$ -	\$ 51,278.50

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18: \$ 4,425,831.31

Change Orders	Description	Amount
PCO #2 02/21/18	Credit for not performing the demo, rework and soil infill of the masonry planters at Rockport	\$ (17,122.53)
PCO #4 02/21/18	Change from wall-hung to floor-mounted water closets at Lorain	(1,191.80)
PCO #5 02/21/18	Lorain pump changes per the returned submittal	(460.56)
PCO #6 02/21/18	Lorain additional work associated with the existing light ballasts located in the basement in lieu of light fixtures	2,865.81
PCO #7 02/21/18	Credit for hand dryers furnished by CPL in lieu of Regency	(3,535.00)
PCO #8 02/21/18	Two additional precast concrete bumper blocks at Glenville per the returned submittal	252.50
PCO #9 02/28/18	Additional lighting control to create 4 lighting zones at Glenville	2,038.21
PCO #10 02/28/18	Glenville Emergency Lighting: Furnish and install emergency lights that are required	1,078.14
PCO #11 02/28/18	Revisions to electrical panel work at Lorain	(774.67)
PCO #12 02/28/18	Credit for attaching to basement lights to existing circuit at Lorain	(356.53)
PCO #13 02/28/18	Complete installation of emergency exit lighting at Lorain	4,672.07
PCO #14 03/21/18	Replace 1" water valve at Lorain that failed and needed to be replaced	716.09
PCO #15 03/21/18	Additional painting at Lorain behind existing removed light fixtures where walls were not painted	1,187.76
PCO #16 03/21/18	Furnish and install materials to repair the Lorain ramp	6,077.71
PCO #17 03/21/18	Added occupancy indicators at Lor, Jeff, and Rock	169.42

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #18 03/21/18	Credit for Jefferson thermostats as requested by CPL	(1,864.46)
PCO #19 03/21/18	Replace additional GFCI receptacle on the Glenville roof that was in need of replacement	445.32
PCO #20 03/21/18	Revisions for Harvard Lee dorrs/hardware per the returned HL doors, frames, hardware submittal	2,578.89
PCO #21 03/21/18	Plumbing camera and investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL	1,483.69
PCO #25 04/10/18	Repair/infill abandoned window opening that was discovered under the exterior ramp during ramp rework	805.84
PCO #26 04/10/18	Added flashing in the Lorain basement to help water infiltration issues	1,181.70
PCO #1 03/21/18 rec'd 5/14	Alternate #2 Carnegie West restroom configuration option budget pricing	17,546.21
PCO #22 03/28/18 rec'd 5/14	Added check valves at Lorain	755.48
PCO #23 03/28/18 rec'd 5/14	Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout	855.19
PCO #24 03/28/18 rec'd 5/14	Lorain concrete repairs at exterior storage closet door	3,415.28
PCO #3 02/21/18 rec'd 5/18	Credit for signage manufacturer	(858.50)
Amendment No 2 05/23/18-PCO #33	Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund)	(305,582.46)
PCO #38 05/23/18	Steel costs for Infilling the unforeseen restroom hole	7,184.13
PCO #39 05/30/18	Jefferson Boiler #1 and #2 cleaning/preventative maintenance and inspection as required by the city inspector	680.74
PCO #40 05/30/18	Jefferson unit heater demo to accommodate updated restroom layout	680.74
PCO #42 05/30/18	Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch	16,649.55
PCO #43 06/06/18	Modify and reinstall shelving in the Harvard Lee closet that contains ductwork per direction of Eric Herman	398.92
PCO #44 06/20/18	The removal of loose brick and patching of the chimney on the roof of the Jefferson Branch	757.50
PCO #27aR 04/25/18 rec'd 7/13	Plumbing, drywall, and tile work associated with RFIs 20/22 to repair the broken Lorain sanitary pipe. Remaining work will be submitted under PCO 27b.	14,714.10
PCO #27b 04/25/18	Additional abatement/demo associated with additional LR sanitary work. Remove and replace 2nd floor countertop and install a new mirror. Install two cleanouts as requested by CPI	4,922.71
PCO #28 04/25/18	Revised hardware at Lorain	742.35
PCO #29 04/25/18	Harvard Lee exit signs and emergency lights per RFI 42	1,324.69
PCO #30 05/01/18	Harvard Lee additional lighting zones per RFI 31 and approved zoning suggestion	3,439.45
PCO #31 05/01/18	Jefferson emergency lights	2,878.50
PCO #32 05/01/18	Glenville lintel repair as directed in the RFI response	339.94
PCO #41a 07/11/18	Credit for the elimination of the HL handrails	(1,050.40)
PCO #41b 07/11/18	Reconciliation for the Rockport handrail credit due to an originally incorrect schedule of values	7,857.80
PCO #45 8/8/18	Fabrication and installation of aluminum jacketing to insulate two duct enclosures and make these ducts weathertight per RFI 69	8,733.47
PCO #46 8/7/18	Furnish and install a new flue through the roof for the existing hot water tank at the Addison Branch per RFI 81	678.69

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #47 8/7/18	Light fixtures called out in RFI 79. Lighting not originally called out for the ceiling area in the toilet rooms.	2,011.73
PCO #48 8/7/18	Remove and replace caulk and backer rod at the northeast walkway at the Jefferson Branch	235.40
PCO #49 8/7/18	Exploration, excavation and subsequent corrective work at and adjacent to the frost slab at the Jefferson Branch due to an unforeseen pipe. Leech beds were added to the ends of the pipe that was uncovered per CPL direction	2,140.40
PCO #50 8/7/18	Credit for not completing the step crack repair at the Jefferson Branch	(2,020.00)
PCO #51 8/7/18	Credit for not installing the book drop at the Jefferson Branch	(151.50)
PCO #52 8/14/18	Cost to add emergency signs and exit lights back into the Carnegie West branch per RFI 90	6,155.99
PCO #55 8/14/18	Cost to install Carnegie West restroom subfloor as directed in RFI 93	4,272.30
PCO #56 8/15/18	Concrete floor infill work and tile patching at the Jefferson Branch due to RFI 65	1,143.32
PCO #57 8/22/18	Addition of 6 vibration isolators for the rooftop AHU at Carnegie West per RFI 99. Purchase of vibration isolators was previously approved to avoid schedule delays.	3,753.16
PCO #60 8/22/18	Additional terracotta repair at the Carnegie West Branch per RFI 95	3,787.50
PCO #61 8/22/18	Increasing tuckpointing from 50% to 100% at north and west turret structure at the Langston Hughes Branch per RFI 88. Added sealant removal and replacement at the same location	6,344.82
PCO #64 8/29/18	Core drilling and filling/grouting the sunken slabs to level the sidewalks at the Langston Hughes Branch per RFI 109. This price does not include modification to the existing curb.	4,421.78
PCO #66 8/29/18	Lowering pull stations per the city inspector at the Jefferson Branch.	664.58
PCO #67 8/29/18	Lowering one fire alarm pull station per RFI 92 at the Carnegie West Branch.	124.23
PCO #68 8/29/18	Lighting controls for lighting zones per RFI 31 for the Carnegie West Branch	778.44
PCO #69 8/29/18	Modify and re-route the return air duct through the bathroom at the Addison Branch per RFI 97	992.12
PCO #72 08/31/18	Furnish and install new soffit in front of existing window to allow for installation of ceiling at 8'6" at the Carnegie West Branch per RFI 106	388.85
PCO #73 08/31/18	Shift new toilet 3" east to accommodate location of floor joists at the Carnegie West Branch per RFI 111. Patching of floor at original location of the toilet and adjusting wall type "C" to maintain 5'0" turning radius	515.10
PCO #74 08/31/18	Lowering of fire alarm pull stations at the Addison Branch per RFI 92	1,440.60
PCO #58 09/04/18	Cost to seal roof seams at the Carnegie West Branch	17,574.00
PCO #71 09/12/18	Remove and replace (9) existing smoke detectors, (1) pull station, and (1) horn strobe that were not shown in the drawings at Carnegie West per RFI 104	7,113.13
PCO #75 09/19/18	Installation of window film to the window in the new restroom at Carnegie West per RFI 100. Window film to be installed as "3M Fasara Glass Finish" and the pattern is to be "Frost and Mat Milky White"	570.65
PCO #76 09/19/18	Credit for 2 roof strainers at the Lorain Branch	(101.00)
PCO #77 09/19/18	Resupporting existing to remain ceiling lights that were attached to the roof and not properly installed at the Fulton Branch per RFI 122	3,429.70
PCO #78 09/19/18	Installation of one wall hydrant in the men's room per RFI 121	353.50
PCO #79 09/19/18	Final Rockport mechanical credit including mechanical items that were able to be returned.	(81,100.98)

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PCO #81 09/19/18	Addition of (1) 2" wye strainer before the heating water pumps at the Jefferson Branch per punchlist request.	1,551.36
PCO #82 09/19/18	Installation of new ceiling tile and grid in the Men's Restroom and Women's Restroom at the Fulton Branch	1,919.00
PCO #83 09/26/18	Cleaning quote for Carnegie West requested by Eric Herman. This includes washing the interior and exterior windows and frames of the skylight, vacuuming all carpet, sweeping and mopping floors and cleaning the restroom area	2,020.00
PCO #84 09/25/18	Replacement of damaged storm clean out pipe and fittings at the Fulton Branch per RFI 117	895.87
PCO #85 09/25/18	Roof maintenance reconciliation allowance completed at the Glenville Branch. Roofing work includes the following: strip in all seams and roof curb flashings, clean roof drains, strip in all vent pipes and conduit penetrations, infill all pitch pockets with pourable sealer and install walk pads for a total of \$14,480 of the the \$15,000	(525.20)
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PCO #65 08/28/18	Credit for door 17CW at Carnegie West per RFI 86. RFI 86 called for the installation of a new frame, door and hardware for opening 17CW to be removed from the scope of work. Door, frame and hardware material was turned over the library.	(383.77)
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PCO #103 10/31/18	Price to demolish tile and drywall and replace tile in the restroom at PL due to mold and RFI 117. This price also includes the removal of ACT ceiling in the restrooms at Fulton.	697.81
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PCO #106 11/09/18	Touch up painting of the door at Fulton per RFI 131 and Eric Herman request. Pricing also includes labor credit for installation of door that was deleted.	(39.13)
PCO #107 11/09/18	Replacing the N20s for motor power disconnect at Carnegie West per RFI 130	136.04
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PCO #110 11/09/18	Scraping and painting the exterior railings on the west side of Collinwood per RFI 137 and 139.	1,262.50
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PCO #116 11/14/18	Rework of the restrooms at Collinwood due to the discovery of tru spun piping and RFI 149. Price includes demolition of existing restroom features.	6,453.10
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PCO #97 11/28/18	Demolition required as described in RFI 93 for the unforeseen floor grout infill that was discovered after tile demolition in the restroom at Carnegie West that took place on 8/1 and 8/3.	3,765.28
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PCO #139 12/26/18	Credit for not installing the door operator at Lorain that was unable to be installed due to existing conditions space limitations. Door operator was turned over to CPL	(204.50)
PCO #130 12/27/18	Fixing the hanging light that was damaged at Fulton due to the previous improper connection of the light fixture	144.23
PCO #131 12/27/18	Credit for the tuckpointing of the west elevation of Collinwood that was deleted from the scope per RFI 138	(4,490.46)
PCO #132 12/27/18	Credit for the deletion of the replacement of the west entrance stair/platform at Collinwood per RFI 137	(2,038.18)
PCO #133 12/27/18	Credit for the elimination of clear coat application to (21) Terra Cotta Columns at Carnegie West per owner and architect direction	(1,939.20)
PCO #134 12/27/18	Fixing and maintaining the existing frost slab at Fulton in lieu of replacing it per RFI 124	(1,010.00)
PCO #137 12/27/18	Caulking to fill voids in the concrete steps and landing at the west entry and the joint between the asphalt and concrete at the west basement stair at Collinwood per RFIs 137 and 139	901.93
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Change Order Number: 010 05/29/19	Reconciliation of the contingency	(18,911.58)
Total Change Orders to date \$		(171,768.84)
<b>Updated Guaranteed Maximum Price (GMP):</b>		<b>\$ 4,254,062.47</b>

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

**Safe, Warm and Dry Construction Project**

In accordance with the Board resolution adopted on December 21, 2017, a report to the Board of Trustees on direct expenditures for the materials and services as budgeted for the Project and not covered by the GMP and expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP, is hereby submitted:

**For the Period Ending August 31, 2019**

			Safe, Warm and Dry Construction Initiative Budget	\$5,000,000.00
			<u>Encumbered</u>	<u>Expended</u>
URS Corporation - Asbestos Survey and Testing			\$ -	\$ 33,728.21
Osborn Engineering Company - Professional Architectural and Engineering Services			29,593.78	420,336.22
Regency Construction Services, Inc. - Construction Manager at Risk			(0.00)	4,254,062.46
Direct Expenditures paid from Contingency Fund			28,190.00	62,948.50
			<u>\$ 57,783.78</u>	<u>\$ 4,771,075.39</u>
<b>Available Budget from Owner's Contingency and Permit Fund</b>				<b><u>\$171,140.83</u></b>

**Owner's Contingency and Permit Fund \$381,871.15**

**Direct Expenditures**

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ -	\$ 3,280.00
			Permits for Glenville, Harvard		
1/22/2018	City of Cleveland	180314	Lee, Lorain and Jefferson	-	19,256.25
			Permits for Collinwood, Fulton,		
7/15/2018	City of Cleveland	181262	and Langston Hughes	-	18,752.25
			Upgrade/Replace existing		
			indoor wall mount fixtures for		
			Addison Branch that should		
			have been part of Safe, Warm		
10/22/2018	Grainger	181752	and Dry project	-	9,990.00
			Install new fire alarm panel,		
			field devices and 28 zone		
8/16/2019	Siemens Industry, Inc.	191021	intrusion panel at Collinwood	28,190.00	11,670.00
				<u>\$ 28,190.00</u>	<u>\$ 62,948.50</u>

**Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18: \$ 4,425,831.31**

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #2 02/21/18	Credit for not performing the demo, rework and soil infill of the masonry planters at Rockport	\$ (17,122.53)
PCO #4 02/21/18	Change from wall-hung to floor-mounted water closets at Lorain	(1,191.80)
PCO #5 02/21/18	Lorain pump changes per the returned submittal	(460.56)
PCO #6 02/21/18	Lorain additional work associated with the existing light ballasts located in the basement in lieu of light fixtures	2,865.81
PCO #7 02/21/18	Credit for hand dryers furnished by CPL in lieu of Regency	(3,535.00)
PCO #8 02/21/18	Two additional precast concrete bumper blocks at Glenville per the returned submittal	252.50
PCO #9 02/28/18	Additional lighting control to create 4 lighting zones at Glenville	2,038.21
PCO #10 02/28/18	Glenville Emergency Lighting: Furnish and install emergency lights that are required	1,078.14
PCO #11 02/28/18	Revisions to electrical panel work at Lorain	(774.67)
PCO #12 02/28/18	Credit for attaching to basement lights to existing circuit at Lorain	(356.53)
PCO #13 02/28/18	Complete Installation of emergency exit lighting at Lorain	4,672.07
PCO #14 03/21/18	Replace 1" water valve at Lorain that failed and needed to be replaced	716.09

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #15 03/21/18	Additional painting at Lorain behind existing removed light fixtures where walls were not painted	1,187.76
PCO #16 03/21/18	Furnish and install materials to repair the Lorain ramp	6,077.71
PCO #17 03/21/18	Added occupancy indicators at Lor, Jeff, and Rock	169.42
PCO #18 03/21/18	Credit for Jefferson thermostats as requested by CPL	(1,864.46)
PCO #19 03/21/18	Replace additional GFCI receptacle on the Glenville roof that was in need of replacement	445.32
PCO #20 03/21/18	Revisions for Harvard Lee dorrs/hardware per the returned HL doors, frames, hardware submittal	2,578.89
PCO #21 03/21/18	Plumbing camera and investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL	1,483.69
PCO #25 04/10/18	Repair/infill abandoned window opening that was discovered under the exterior ramp during ramp rework	805.84
PCO #26 04/10/18	Added flashing in the Lorain basement to help water infiltration issues	1,181.70
PCO #1 03/21/18 rec'd 5/14	Alternate #2 Carnegie West restroom configuration option budget pricing	17,546.21
PCO #22 03/28/18 rec'd 5/14	Added check valves at Lorain	755.48
PCO #23 03/28/18 rec'd 5/14	Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout	855.19
PCO #24 03/28/18 rec'd 5/14	Lorain concrete repairs at exterior storage closet door	3,415.28
PCO #3 02/21/18 rec'd 5/18	Credit for signage manufacturer	(858.50)
Amendment No 2 05/23/18-PCO #33	Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund)	(305,582.46)
PCO #38 05/23/18	Steel costs for infilling the unforeseen restroom hole	7,184.13
PCO #39 05/30/18	Jefferson Boiler #1 and #2 cleaning/preventative maintenance and inspection as required by the city inspector	680.74
PCO #40 05/30/18	Jefferson unit heater demo to accommodate updated restroom layout	680.74
PCO #42 05/30/18	Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch	16,649.55
PCO #43 06/06/18	Modify and reinstall shelving in the Harvard Lee closet that contains ductwork per direction of Eric Herman	398.92
PCO #44 06/20/18	The removal of loose brick and patching of the chimney on the roof of the Jefferson Branch	757.50
PCO #27aR 04/25/18 rec'd 7/13	Plumbing, drywall, and tile work associated with RFIs 20/22 to repair the broken Lorain sanitary pipe. Remaining work will be submitted under PCO 27b.	14,714.10
PCO #27b 04/25/18	Additional abatement/demo associated with additional LR sanitary work. Remove and replace 2nd floor countertop and install a new mirror. Install two cleanouts as requested by CPI	4,922.71
PCO #28 04/25/18	Revised hardware at Lorain	742.35
PCO #29 04/25/18	Harvard Lee exit signs and emergency lights per RFI 42	1,324.69
PCO #30 05/01/18	Harvard Lee additional lighting zones per RFI 31 and approved zoning suggestion	3,439.45
PCO #31 05/01/18	Jefferson emergency lights	2,878.50
PCO #32 05/01/18	Glenville lintel repair as directed in the RFI response	339.94
PCO #41a 07/11/18	Credit for the elimination of the HL handrails	(1,050.40)
PCO #41b 07/11/18	Reconciliation for the Rockport handrail credit due to an originally incorrect schedule of values	7,857.80



<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #45 8/8/18	Fabrication and Installation of aluminum jacketing to Insulate two duct enclosures and make these ducts weathertight per RFI 69	8,733.47
PCO #46 8/7/18	Furnish and Install a new flue through the roof for the existing hot water tank at the Addison Branch per RFI 81	678.69

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #47 8/7/18	Light fixtures called out in RFI 79. Lighting not originally called out for the ceiling area in the toilet rooms.	2,011.73
PCO#48 8/7/18	Remove and replace caulk and backer rod at the northeast walkway at the Jefferson Branch	235.40
PCO #49 8/7/18	Exploration, excavation and subsequent corrective work at and adjacent to the frost slab at the Jefferson Branch due to an unforeseen pipe. Leech beds were added to the ends of the pipe that was uncovered per CPL direction	2,140.40
PCO#50 8/7/18	Credit for not completing the step crack repair at the Jefferson Branch	(2,020.00)
PCO#51 8/7/18	Credit for not installing the book drop at the Jefferson Branch	(151.50)
PCO #52 8/14/18	Cost to add emergency signs and exit lights back into the Carnegie West branch per RFI 90	6,155.99
PCO #55 8/14/18	Cost to Install Carnegie West restroom subfloor as directed in RFI 93	4,272.30
PCO#56 8/15/18	Concrete floor infill work and tile patching at the Jefferson Branch due to RFI 65	1,143.32
PCO#57 8/22/18	Addition of 6 vibration isolators for the rooftop AHU at Carnegie West per RFI 99. Purchase of vibration isolators was previously approved to avoid schedule delays.	3,753.16
PCO #60 8/22/18	Additional terracotta repair at the Carnegie West Branch per RFI 95	3,787.50
PCO #61 8/22/18	Increasing tuckpointing from 50% to 100% at north and west turret structure at the Langston Hughes Branch per RFI 88. Added sealant removal and replacement at the same location	6,344.82
PCO #64 8/29/18	Core drilling and filling/grouting the sunken slabs to level the sidewalks at the Langston Hughes Branch per RFI 109. This price does not include modification to the existing curb.	4,421.78
PCO #66 8/29/18	Lowering pull stations per the city inspector at the Jefferson Branch.	664.58
PCO #67 8/29/18	Lowering one fire alarm pull station per RFI 92 at the Carnegie West Branch.	124.23
PCO #68 8/29/18	Lighting controls for lighting zones per RFI 31 for the Carnegie West Branch	778.44
PCO #69 8/29/18	Modify and re-route the return air duct through the bathroom at the Addison Branch per RFI 97	992.12
PCO #72 08/31/18	Furnish and install new soffit in front of existing window to allow for installation of ceiling at 8'6" at the Carnegie West Branch per RFI 106	388.85
PCO #73 08/31/18	Shift new toilet 3" east to accommodate location of floor joists at the Carnegie West Branch per RFI 111. Patching of floor at original location of the toilet and adjusting wall type "C" to maintain 5'0" turning radius	515.10
PCO #74 08/31/18	Lowering of fire alarm pull stations at the Addison Branch per RFI 92	1,440.60
PCO #58 09/04/18	Cost to seal roof seams at the Carnegie West Branch	17,574.00
PCO#71 09/12/18	Remove and replace (9) existing smoke detectors, (1) pull station, and (1) horn strobe that were not shown in the drawings at Carnegie West per RFI 104	7,113.13
PCO #75 09/19/18	Installation of window film to the window in the new restroom at Carnegie West per RFI 100. Window film to be installed as "3M Fasara Glass Finish" and the pattern is to be "Frost and Mat Milky White"	570.65
PCO #76 09/19/18	Credit for 2 roof strainers at the Lorain Branch	(101.00)
PCO #77 09/19/18	Resupporting existing to remain ceiling lights that were attached to the roof and not properly installed at the Fulton Branch per RFI 122	3,429.70
PCO #78 09/19/18	Installation of one wall hydrant in the men's room per RFI 121	353.50
PCO #79 09/19/18	Final Rockport mechanical credit including mechanical items that were able to be returned.	(81,100.98)

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #80 09/19/18	Salvaging and rehangng the women's restroom door at the Addison Branch per RFI 116	161.79
PCO #81 09/19/18	Addition of (1) 2" wye strainer before the heating water pumps at the Jefferson Branch per punchlist request.	1,551.36
PCO #82 09/19/18	Installation of new ceiling tile and grid in the Men's Restroom an Women's Restroom at the Fulton Branch	1,919.00
PCO #83 09/26/18	Cleaning quote for Carnegie West requested by Eric Herman. This includes washing the interior and exterior windows and frames of the skylight, vacuuming all carpet, sweeping and mopping floors and cleaning the restroom area	2,020.00
PCO #84 09/25/18	Replacement of damaged storm clean out pipe and fittings at the Fulton Branch per RFI 117	895.87
PCO #85 09/25/18	Roof maintenance reconciliation allowance completed at the Glenville Branch. Roofing work includes the following: strip in all seams and roof curb flashings, clean roof drains, strip in all vent pipes and conduit penetrations, infill all pitch pockets with pourable sealer and install walk pads for a total of \$14,480 of the the \$15,000	(525.20)
PCO #62 08/28/18	Fabrication and Installation of 4 pipe reducers at Carnegie West per RFI 80.	526.21
PCO #65 08/28/18	Credit for door 17CW at Carnegie West per RFI 86. RFI 86 called for the installation of a new frame, door and hardware for opening 17CW to be removed from the scope of work. Door, frame and hardware material was turned over the library.	(383.77)
PCO #70 10/03/18	Removal and reconstruction of an existing pier at the Addison Branch per RFI 98. This price includes the removal and reinstallation of 3 light fixtures in the pier.	5,476.65
PCO #86 10/03/18	Additional striping requested by Eric Herman at the handicap ramp at the Jefferson Branch	505.00
PCO #87 10/03/18	Additional work and material needed for updated asphalt amount needed per RFI 119. Price includes additional 246 square feet of full depth pavement replacement	3,076.46
PCO #88 10/03/18	Addition of single circuit and 3 wires for a direct tie in for a future door opener at ADA entrance at Carnegie West per RFI 105. Price includes painting of conduit to match existing wall color.	850.37
PCO #89 10/03/18	Fabrication and Installation of 3 LED wall packs to the exterior back wall of the Addison Branch per RFI 114 and Eric Herman's request.	2,542.14
PCO #90 10/03/18	Providing power to the circulating pumps at Carnegie West per RFI 129	7,387.54
PCO #93 10/10/18	Exit and Emergency lights needed for the restrooms at the Fulton Branch.	4,552.03
PCO #95 10/22/18	Additional concrete work requested at the Collinwood Branch including removal and replacement of concrete and steel reinforcements.	12,870.43
PCO #96 10/24/18	Provide and install light fixtures for the restroom at Fulton requested in the RFI 125	1,782.69
PCO #98 10/24/18	Removal of TruSpun pip and fittings with cast iron pipe and fittings for the chase vent at the restrooms. Patch and repair walls and ceilings will come out of the Interiors patching allowance. A 10 day time extension to the substantial completion date is requested due to discovery, pricing, approval and work completion of this piping. This extension is based on a 10/23/18 approval	3,620.85
PCO #94 10/29/18	Additional terracotta repair at Carnegie West. Repairs are recommended due to cracks, failed/missing mortar and displacement of terracotta. Not to exceed price.	9,288.97
PCO #63 10/31/18	Cost for a 3.5'x7'x4" section of concrete pavement at the Glenville branch	488.35
PCO #92R 10/31/18	Additional contractors and switching per the lighting zones provided in RFI 31 for the Collinwood branch. This pricing has been revised to exclude tax that was accidentally included in PCO 92.	3,585.40
PCO #99 10/31/18	Additional asphalt work requested by the Cleveland Public Library for the alleyway next to the Collinwood Branch.	13,020.13

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #100		
10/31/18	Credit for the deleted light pole work at the Addison branch per RFI 114	(390.73)
PCO #101		
10/31/18	Removal and replacement of the air separator, air vent and expansion tank at Collinwood per RFI 144	2,232.00
PCO #102		
10/31/18	Demolition of old conduit and wire and replacement with new feeder to AHU-1 at Collinwood per RFI 135	1,363.01
PCO #103		
10/31/18	Price to demolish tile and drywall and replace tile in the restroom at FL due to mold and RFI 117. This price also includes the removal of ACT ceiling in the restrooms at Fulton.	697.81
PCO #104		
10/31/18	Price to replace 200 amp disconnect for CU-1 at Collinwood per RFI 136	858.91
PCO #105		
10/31/18	Labor and scaffolding costs to change 38 light bulbs at Carnegie West per CPL request	924.27
PCO #106		
11/09/18	Touch up painting of the door at Fulton per RFI 131 and Eric Herman request. Pricing also includes labor credit for installation of door that was deleted.	(39.13)
PCO #107		
11/09/18	Replacing the N20s for motor power disconnect at Carnegie West per RFI 130	136.04
PCO #109		
11/09/18	Mold removal needed in the mechanical room at Fulton.	675.92
PCO #110		
11/09/18	Scraping and painting the exterior railings on the west side of Collinwood per RFI 137 and 139.	1,262.50
PCO #112		
11/09/18	Installation of a backflow for the new boiler feed at Carnegie West per RFI 134.	1,085.75
PCO #108		
11/14/18	Additional heater and wiring and replacement of the motor starter for the air handling unit at Fulton per RFI 143.	710.02
PCO #111		
11/14/18	Labor credit for installing (2) exterior railings on the west side of Collinwood per RFI 137 and 139. Railings were ordered previously and will be turned over to the library.	(1,756.36)
PCO #113		
11/14/18	Labor credit for the installation of the heater that was not needed at Langston Hughes per RFI 120.	(707.00)
PCO #114		
11/14/18	Installation of backflow preventer on the water main at Carnegie West per RFI 134.	1,633.17
PCO #115		
11/14/18	Removal and reinstallation of new fuses at Langston Hughes needed per city inspector.	293.95
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Change Order Number: 010 05/29/19	Reconciliation of the contingency	(18,911.58)
		Total Change Orders to date \$ (171,768.84)
<b>Updated Guaranteed Maximum Price (GMP):</b>		<b>\$ 4,254,062.47</b>

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

South Branch Renovation Project

In accordance with the Board resolution adopted on January 18, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from permitting and changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending June 30, 2019

Date	Vendor	PO	Description	Owner's Contingency and Permit Fund	GMP Increase	
				Encumbered	Expended	
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee		37,772.92	3,768.22
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing		8,365.95	
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
5/3/2019	The Albert M. Higley Co., LLC	161896	Change Order # 005			(14,476.37)
				\$ -	\$ 57,188.87	\$ 92,450.91
			Owner's Contingency and Permit Fund Available Balance			\$105,450.33

	South Branch Renovation Project Budget	Encumbered	Expended
	\$ 4,500,000.00		
HBM Architects, LLC - Architectural Design Services		\$ 6,510.00	\$ 317,500.00
The Albert M. Higley Co., LLC - Construction Manager at Risk Furniture, Fixtures, Equipment and Technology		550,333.52	3,347,118.02
Direct Expenditures paid from Contingency Fund		-	115,654.26
		-	57,188.87
		\$ 556,843.52	\$ 3,837,461.15
	Available Budget as of 06/30/2019		\$ 105,695.33

Change Order DetailsChange Order # 001

PCO#00001	Added abatement	\$ 4,469.22
PCO #00002	Deducted wall protection	(1,342.46)
PCO #00003	Deduct fountain drain pipe	(1,536.00)
PCO #00004	Added drain to water heater	2,177.46
		\$ 3,768.22

Change Order # 002

PCO #00005	Office steel support	\$ 7,976.96
PCO #00006	Add walk and stairs	10,639.80
PCO #00007	Lintel exploration	21,733.50
		\$ 40,350.26

Change Order # 003

PCO #00008	Computer desk inset panel	\$ 1,720.32
PCO #00009	Split cost of items	1,221.59
PCO #00010	Book cart credit	(1,396.69)
PCO #00012	Remove pipes at skylight	1,045.30
PCO #00013	Landscaping contract	3,928.84
PCO #00014	Lintel replacement	25,239.48
		\$ 31,758.84

Change Order # 004

PCO #00015	Schedule extension	\$ 18,004.00
PCO #00016	Added wall panel millwork only	6,463.52
PCO #00017	Celling patch	741.65
PCO #00018	Backflow testing	288.60
PCO #00019	Ceiling repairs	4,850.79
PCO #00020	Clerestory blocking and lintel	701.40
		\$ 31,049.96

Change Order # 005

PCO #00026	Ceiling plaster repair Teen, Adult	\$ 2,401.26
PCO #00027	Deduct Clark Street scope	(10,582.02)
PCO #00028	Electrical field ticket work	11,181.98
PCO #00029	Electrical security wiring install	7,167.48
PCO #00030	Window flm cost add change	3,221.30
PCO #00031	Temporary handrail install	8,672.26
PCO #00032	GMP contract deduct	(36,538.63)
		\$ (14,476.37)

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

South Branch Renovation Project

In accordance with the Board resolution adopted on January 18, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from permitting and changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending July 31, 2019

Date	Vendor	PO	Description	Owner's Contingency and Permit Fund Encumbered	Expended	GMP Increase
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing	-	8,365.95	
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
5/3/2019	The Albert M. Higley Co., LLC	161896	Change Order # 005			(14,476.37)
				\$ -	\$ 57,188.87	\$ 92,450.91
			<b>Owner's Contingency and Permit Fund Available Balance</b>			<b>\$105,450.33</b>

South Branch Renovation Project Budget			\$ 4,500,000.00
	Encumbered	Expended	
HBM Architects, LLC- Architectural Design Services	\$ 6,510.00	\$ 317,500.00	
The Albert M. Higley Co., LLC - Construction Manager at Risk	550,333.52	3,347,118.02	
Furniture, Fixtures, Equipment and Technology	-	115,654.26	
Direct Expenditures paid from Contingency Fund	-	57,188.87	
	\$ 556,843.52	\$ 3,837,461.15	
	<b>Available Budget as of 07/31/2019</b>	<b>\$</b>	<b>105,695.33</b>

Change Order DetailsChange Order # 001

PCO #00001	Added abatement	\$ 4,469.22
PCO #00002	Deducted wall protection	(1,342.46)
PCO #00003	Deduct fountain drain pipe	(1,536.00)
PCO #00004	Added drain to water heater	2,177.46
		\$ 3,768.22

Change Order # 002

PCO #00005	Office steel support	\$ 7,976.96
PCO #00006	Add walk and stairs	10,639.80
PCO #00007	Lintel exploration	21,733.50
		\$ 40,350.26

Change Order # 003

PCO #00008	Computer desk inset panel	\$ 1,720.32
PCO #00009	Split cost of items	1,221.59
PCO #00010	Book cart credit	(1,396.69)
PCO #00012	Remove pipes at skylight	1,045.30
PCO #00013	Landscaping contract	3,928.84
PCO #00014	Lintel replacement	25,239.48
		\$ 31,758.84

Change Order # 004

PCO #00015	Schedule extension	\$ 18,004.00
PCO #00016	Added wall panel millwork only	6,463.52
PCO #00017	Ceiling patch	741.65
PCO #00018	Backflow testing	288.60
PCO #00019	Ceiling repairs	4,850.79
PCO #00020	Clerestory blocking and lintel	701.40
		\$ 31,049.96

Change Order # 005

PCO #00026	Ceiling plaster repair Teen, Adult	\$ 2,401.26
PCO #00027	Deduct Clark Street scope	(10,582.02)
PCO #00028	Electrical field ticket work	11,181.98
PCO #00029	Electrical security wiring install	7,167.48
PCO #00030	Window film cost add change	3,221.30
PCO #00031	Temporary handrail install	8,672.26
PCO #00032	GMP contract deduct	(36,538.63)
		\$ (14,476.37)

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

South Branch Renovation Project

In accordance with the Board resolution adopted on January 18, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from permitting and changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending August 31, 2019				Owner's Contingency and Permit Fund		\$255,090.11
Date	Vendor	PQ	Description	Encumbered	Expended	GMP Increase
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing	-	8,365.95	
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
5/3/2019	The Albert M. Higley Co., LLC	161896	Change Order # 005			(14,476.37)
				\$ -	\$ 57,188.87	\$ 92,450.91
			<b>Owner's Contingency and Permit Fund Available Balance</b>			<b>\$105,450.33</b>
				<b>South Branch Renovation Project Budget</b>		<b>\$ 4,500,000.00</b>
				<b>Encumbered</b>	<b>Expended</b>	
	HBM Architects, LLC - Architectural Design Services			\$ 6,510.00	\$ 317,500.00	
	The Albert M. Higley Co., LLC - Construction Manager at Risk			550,333.52	3,347,118.02	
	Furniture, Fixtures, Equipment and Technology			-	115,654.26	
	Direct Expenditures paid from Contingency Fund			-	57,188.87	
				\$ 556,843.52	\$ 3,837,461.15	
			<b>Available Budget as of 08/31/2019</b>			<b>\$ 105,695.33</b>

Change Order DetailsChange Order # 001

PCO #00001	Added abatement	\$ 4,469.22
PCO #00002	Deducted wall protection	(1,342.46)
PCO #00003	Deduct fountain drain pipe	(1,536.00)
PCO #00004	Added drain to water heater	2,177.46
		\$ 3,768.22

Change Order # 002

PCO #00005	Office steel support	\$ 7,976.96
PCO #00006	Add walk and stairs	10,639.80
PCO #00007	Lintel exploration	21,733.50
		\$ 40,350.26

Change Order # 003

PCO #00008	Computer desk inset panel	\$ 1,720.32
PCO #00009	Split cost of items	1,221.59
PCO #00010	Book cart credit	(1,396.69)
PCO #00012	Remove pipes at skylight	1,045.30
PCO #00013	Landscaping contract	3,928.84
PCO #00014	Lintel replacement	25,239.48
		\$ 31,758.84

Change Order # 004

PCO #00015	Schedule extension	\$ 18,004.00
PCO #00016	Added wall panel millwork only	6,463.52
PCO #00017	Celling patch	741.65
PCO #00018	Backflow testing	288.60
PCO #00019	Celling repairs	4,850.79
PCO #00020	Clerestory blocking and lintel	701.40
		\$ 31,049.96

Change Order # 005

PCO #00026	Ceiling plaster repair Teen, Adult	\$ 2,401.26
PCO #00027	Deduct Clark Street scope	(10,582.02)
PCO #00028	Electrical field ticket work	11,181.98
PCO #00029	Electrical security wiring install	7,167.48
PCO #00030	Window film cost add change	3,221.30
PCO #00031	Temporary handrail install	8,672.26
PCO #00032	GMP contract deduct	(36,538.63)
		\$ (14,476.37)



## CLEVELAND PUBLIC LIBRARY

## Board Meeting

Lakeshore Facility Roof Replacement Project

In accordance with the Board resolution adopted on May 22, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to cover the cost of Owner-requested changes and unforeseeable conditions uncovered during the removal and replacement of the Lakeshore Facility roof, and if needed, to cover the costs of permitting and inspection fees, is hereby submitted:

For the Period Ending June 30, 2019

<u>Date</u>	<u>Vendor</u>	<u>PQ</u>	<u>Description</u>	<u>Owner's Contingency and Permit Fund</u>		<u>\$64,550.00</u>
				<u>Encumbered</u>	<u>Expended</u>	
7/16/2018	Warren Roofing & Insulating Co.	181234	City permit	\$ -	\$ 10,151.30	
				\$ -	\$ 10,151.30	
			<b>Owner's Contingency and Permit Fund Available Balance</b>			<b>\$54,398.70</b>
				<b>South Branch Renovation Project Budget*</b>		<b>\$ 703,551.30</b>
				<u>Encumbered</u>	<u>Expended</u>	
	<b>Construction Resources, Inc.</b> - Prepare Specifications/Construction Administration			\$ 5,060.00	\$ 44,840.00	
	<b>Warren Roofing &amp; Insulating Co.</b> - Contractor			-	643,500.00	
	Direct Expenditures paid from <b>Contingency Fund</b>			-	10,151.30	
				\$ 5,060.00	\$ 698,491.30	
			<b>Available Budget as of 06/30/2019</b>			<b>\$ -</b>

\*Project nearly completed; budget reduced by \$296,448.70

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

**Lakeshore Facility Roof Replacement Project**

In accordance with the Board resolution adopted on May 22, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to cover the cost of Owner-requested changes and unforeseeable conditions uncovered during the removal and replacement of the Lakeshore Facility roof, and if needed, to cover the costs of permitting and inspection fees, is hereby submitted:

**For the Period Ending July 31, 2019**

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Owner's Contingency and Permit Fund</u>		<u>\$64,550.00</u>
				<u>Encumbered</u>	<u>Expended</u>	
7/16/2018	Warren Roofing & Insulating Co.	181234	City permit	\$ -	\$ 10,151.30	
				\$ -	\$ 10,151.30	
			<b>Owner's Contingency and Permit Fund Available Balance</b>			<b>\$54,398.70</b>
				<b>South Branch Renovation Project Budget*</b>		<b>\$ 703,551.30</b>
				<u>Encumbered</u>	<u>Expended</u>	
	<b>Construction Resources, Inc.</b> - Prepare Specifications/Construction Administration			\$ 5,060.00	\$ 44,840.00	
	<b>Warren Roofing &amp; Insulating Co.</b> - Contractor			-	643,500.00	
	Direct Expenditures paid from <b>Contingency Fund</b>			-	10,151.30	
				\$ 5,060.00	\$ 698,491.30	
			<b>Available Budget as of 07/31/2019</b>			<b>\$ -</b>

\*Project nearly completed; budget reduced by \$296,448.70

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

**Lakeshore Facility Roof Replacement Project**

In accordance with the Board resolution adopted on May 22, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to cover the cost of Owner-requested changes and unforeseeable conditions uncovered during the removal and replacement of the Lakeshore Facility roof, and if needed, to cover the costs of permitting and inspection fees, is hereby submitted:

**For the Period Ending August 31, 2019**

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Owner's Contingency and Permit Fund</u>		
				<u>Encumbered</u>	<u>Expended</u>	
7/16/2018	Warren Roofing & Insulating Co.	181234	City permit	\$ -	\$ 10,151.30	
				\$ -	\$ 10,151.30	
			<b>Owner's Contingency and Permit Fund Available Balance</b>			<b>\$54,398.70</b>

	<u>South Branch Renovation Project Budget*</u>		
	<u>Encumbered</u>	<u>Expended</u>	
<b>Construction Resources, Inc.</b> - Prepare Specifications/Construction Administration	\$ 5,060.00	\$ 44,840.00	
<b>Warren Roofing &amp; Insulating Co.</b> - Contractor	-	643,500.00	
Direct Expenditures paid from <b>Contingency Fund</b>	-	10,151.30	
	\$ 5,060.00	\$ 698,491.30	
<b>Available Budget as of 08/31/2019</b>			<b>\$ 703,551.30</b>

\*Project nearly completed; budget reduced by \$296,448.70

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

Eastman Reading Garden Improvements

In accordance with the Board resolution adopted on June 18, 2019, a report to the Board of Trustees on expenditures and contracts entered into, to cover the cost of unforeseen conditions or Library requested changes resulting in change orders, is hereby submitted:

For the Period Ending July 31, 2019

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	<u>Owner's Contingency and Permit Fund</u>	<u>\$22,000.00</u>
7/31/2019	Stuart Dean Co. Inc.	191188	Clean Ornate Bronze Entrance Gates and Bronze Figurines	\$ 14,793.15			
				\$ 14,793.15	\$ -		
			<b>Owner's Contingency and Permit Fund Available Balance</b>				<b>\$7,206.85</b>
						<b>Eastman Reading Garden Improvements Budget</b>	<b>\$ 526,106.00</b>
				<u>Encumbered</u>	<u>Expended</u>		
			CT Consultants, Inc. - Landscape Architecture Services for the design of improvements	\$ 23,888.64	\$ 26,111.36		
			Brookside Construction Services, Inc. - Contractor	219,699.00	-		
			Furniture, plantings and other items	16,073.32	-		
			Direct Expenditures paid from Contingency Fund	14,793.15	-		
				\$ 274,454.11	\$ 26,111.36		
			<b>Available Budget as of 07/31/2019</b>				<b>\$ 225,540.53</b>

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

Eastman Reading Garden Improvements

In accordance with the Board resolution adopted on June 18, 2019, a report to the Board of Trustees on expenditures and contracts entered into, to cover the cost of unforeseen conditions or Library requested changes resulting in change orders, is hereby submitted:

For the Period Ending August 31, 2019

<u>Date</u>	<u>Vendor</u>	<u>PQ</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	<u>Owner's Contingency and Permit Fund</u>	<u>\$22,000.00</u>
			Clean Ornate Bronze Entrance				
7/31/2019	Stuart Dean Co. Inc.	191188	Gates and Bronze Figurines	\$ 14,793.15			
8/5/2019	GOCHARGE, LLC.	191200	Solar Charging Locker	\$ 5,395.00			
				\$ 20,188.15	\$ -		
			<b>Owner's Contingency and Permit Fund Available Balance</b>				<b>\$1,811.85</b>

	<u>Encumbered</u>	<u>Expended</u>	<u>Eastman Reading Garden Improvements Budget</u>	<u>\$ 526,106.00</u>
<b>CT Consultants, Inc. - Landscape Architecture Services for the design of improvements</b>	\$ 21,386.14	\$ 28,613.86		
<b>Brookside Construction Services, Inc. - Contractor</b>	65,507.92	154,191.08		
<b>Furniture, plantings and other items</b>	16,073.32	-		
<b>Direct Expenditures paid from Contingency Fund</b>	20,188.15	-		
	\$ 123,155.53	\$ 182,804.94		
<b>Available Budget as of 08/31/2019</b>			<b>\$ 220,145.53</b>	

REPORT KCLEVELAND PUBLIC LIBRARY**Board Meeting**

September 26, 2019

**AGREEMENTS ENTERED INTO FOR ENTERTAINMENT AND VENDORS FOR 2019  
CPL150 ACTIVITIES FOR THE PERIOD ENDING JUNE 30, 2019**

In accordance with the Board resolution adopted on April 18, 2019, agreements entered into, including those in excess of \$25,000, for entertainment and vendors for the CPL150 activities, provided that the total cost of all agreements does not exceed \$244,000, which costs shall be charged to the Founders Fund Account 20380103-53710 (Professional Services) are hereby submitted.

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Mitchell's Ice Cream Catering	Mitchell Brother Ice Cream	\$ 6,260.00
Ferris Wheel for July 27, 2019	Bates Bros. Amusement Co.	17,000.00
Keynote speaker and discussion panelist	Violette Robinson	4,386.00
(2) Silk Screen Stations & Commemorative Design for Poster/Bookmarks	Zygote Press	1,490.00
DJ for July 27, 2019	KMB	460.00
Mobile Stage and AV Equipment for CPL 150 Northeast Projections Inc.		59,492.50
Total for the Period Ending June 30, 2019		\$ 89,088.50
Cumulative Total		<u>\$ 236,613.50</u>

REPORT K1CLEVELAND PUBLIC LIBRARY**Board Meeting**

September 26, 2019

**AGREEMENTS ENTERED INTO FOR ENTERTAINMENT AND VENDORS FOR 2019  
CPL150 ACTIVITIES FOR THE PERIOD ENDING JULY 31, 2019**

In accordance with the Board resolution adopted on April 18, 2019, agreements entered into, including those in excess of \$25,000, for entertainment and vendors for the CPL150 activities, provided that the total cost of all agreements does not exceed \$244,000, which costs shall be charged to the Founders Fund Account 20380103-53710 (Professional Services) are hereby submitted.

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Provide 2 Caricature Artists	Flower Entertainment Inc.	\$ 900.00
Cleveland Browns Mascot Appearance of Swagger	Cleveland Browns	554.06
VIP Parking Tickets	Towne Holding, Inc.	525.00
Skidmark CLE Garage Will Hold Shop Class for Patrons	Skidmark CLE	750.00
Total for the Period Ending July 31, 2019		\$ 2,729.06
Cumulative Total		<u>\$ 239,342.56</u>

REPORT K2CLEVELAND PUBLIC LIBRARY

**Board Meeting**  
September 26, 2019

**AGREEMENTS ENTERED INTO FOR ENTERTAINMENT AND VENDORS FOR 2019**  
**CPL150 ACTIVITIES FOR THE PERIOD ENDING AUGUST 31, 2019**

In accordance with the Board resolution adopted on April 18, 2019, agreements entered into, including those in excess of \$25,000, for entertainment and vendors for the CPL150 activities, provided that the total cost of all agreements does not exceed \$244,000, which costs shall be charged to the Founders Fund Account 20380103-53710 (Professional Services) are hereby submitted.

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Food Vendor to Provide Food for Voucher Service	Brant Semplak	\$ 1,165.00
Total for the Period Ending August 31, 2019		\$ 1,165.00
Cumulative Total		<u>\$ 240,507.56</u>



CLEVELAND PUBLIC LIBRARY  
Regular Employment Report  
6/01/2019 TO 6/30/2019

EXHIBIT 18

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
<b>RESIGNATIONS</b>			
BLYTHEWOOD, SHOMARI T	Shelf Pages	PAGE	06/06/2019
BROWN, DIANE	Shelf Pages	PAGE	06/03/2019
YOUNG, SARAH A	Shelf Pages	PAGE	06/12/2019
ZUERCHER, BRADFORD P	Center for Local & Gloi	PAGE	06/29/2019
<b>OTHER TERMINATIONS</b>			
DAVIS, CYNTHIA J	Martin Luther King	LIBRARY ASST-COMP EMPH	06/01/2019
NDUKWE, MASSEY E	Shelf Pages	PAGE	06/25/2019

CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 6/01/2019 TO 6/30/2019

EMPLOYEE:	JOHNSON, CATRIES N	CURRENT GRADE:	C	HIRE DATE:	6/09/2019
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1		
LOCATION:	SECURITY	SALARY:	28,254.98	HOURLY RATE:	19.41
EMPLOYEE:	TISDALE, BRANDON E	CURRENT GRADE:	C	HIRE DATE:	6/09/2019
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1		
LOCATION:	SECURITY	SALARY:	28,254.98	HOURLY RATE:	19.41

CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 06/01/2019 TO 06/30/2019

EMPLOYEE: GRAVINO, GIOVANNI A      CURRENT GRADE: G EFFECTIVE DATE  
JOB TITLE: ER&D ADMINISTRATIVE COORD      CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	22961.12	53589.64	PROMOTION

CLEVELAND PUBLIC LIBRARY  
Regular Employment Report  
7/01/2019 TO 7/31/2019

EXHIBIT 18A

EMPLOYEE NAME	DEPARTMENT	JOB TITLE	TERM/INACT DATE
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CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 7/01/2019 TO 7/31/2019

<b>EMPLOYEE:</b>	KAZEEM, ZAINAB A	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	7/21/2019
<b>JOB TITLE:</b>	LIBRARY ASST-COMP EMPH	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	24.27
<b>LOCATION:</b>	COLLINWOOD	<b>SALARY:</b>	35,337.38		
<b>EMPLOYEE:</b>	PARRA, JORGE P	<b>CURRENT GRADE:</b>	B	<b>HIRE DATE:</b>	7/07/2019
<b>JOB TITLE:</b>	CUSTODIAN II (DAYS/BRANCHES)	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	17.77
<b>LOCATION:</b>	JEFFERSON	<b>SALARY:</b>	34,648.12		
<b>EMPLOYEE:</b>	ULMSCHNEIDER, MARY ANN	<b>CURRENT GRADE:</b>	B	<b>HIRE DATE:</b>	7/07/2019
<b>JOB TITLE:</b>	CUSTODIAN II (DAYS/BRANCHES)	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	17.77
<b>LOCATION:</b>	CUSTODIALA	<b>SALARY:</b>	34,648.12		

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 07/01/2019 TO 07/31/2019**

**EMPLOYEE:** JOHNSON-THOMAS, SHENISE    **CURRENT GRADE:** O    **EFFECTIVE DATE**  
**JOB TITLE:** ER&D ADMINISTRATIVE COORD    **CURRENT STEP:** 1    **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
ANNUAL PAY	112189.49	127662.18	PROMOTION

**EMPLOYEE:** ELWELL, PETER E    **CURRENT GRADE:** F    **EFFECTIVE DATE**  
**JOB TITLE:** LIBRARY ASSISTANT (SUBJ DEP)    **CURRENT STEP:** 8    **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
ANNUAL PAY	58731.92	59906.08	MLIS STEP PER UNION CONTRA

**EMPLOYEE:** PARKS, HARRIETTE D    **CURRENT GRADE:** N    **EFFECTIVE DATE**  
**JOB TITLE:** DIR OF PUBLIC SERVICES    **CURRENT STEP:** 1    **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
ANNUAL PAY	103725.76	119216.58	PROMOTION

**EMPLOYEE:** SARGI, LYNN    **CURRENT GRADE:** O    **EFFECTIVE DATE**  
**JOB TITLE:** CHIEF TALENT OFFICER    **CURRENT STEP:** 1    **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
ANNUAL PAY	123984.92	127662.18	PROMOTION

**EMPLOYEE:** WALTER, LAURA    **CURRENT GRADE:** G    **EFFECTIVE DATE**  
**JOB TITLE:** WRITER/EDITOR    **CURRENT STEP:** 1    **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	24.03	27.48	PROMOTION

<b>EMPLOYEE:</b>	WINLOCK, SADIE M	<b>CURRENT GRADE:</b>	O	<b>EFFECTIVE DATE</b>
<b>JOB TITLE:</b>	CHIEF, EQUITY, EDU & ENGAG	<b>CURRENT STEP:</b>	1	<b>FOR GRADE/STEP</b>
<b><u>TYPE OF CHANGE</u></b>	<b><u>PREVIOUS VALUE</u></b>	<b><u>CURRENT VALUE</u></b>	<b><u>REASON FOR CHANGE</u></b>	
ANNUAL PAY	105350.45	127662.18	PROMOTION	

## CLEVELAND PUBLIC LIBRARY

## EXHIBIT 18B

## Regular Employment Report

8/01/2019 TO 8/31/2019

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACTDATE</u>
<b>RESIGNATIONS</b>			
ALLEN, GROVER	Brooklyn	PAGE	08/10/2019
COACHMAN, MARIO	Mount Pleasant	PAGE	08/13/2019
DANDRIDGE, CHRISTOPHER T	Harvard Lee	PAGE	08/12/2019
FUMICH, PETER K	Branch Substitues	LIBRARY ASST SUBSTITUTE	08/31/2019
GOOKOOL, SUNIL	Lakeshore Shipping/Shelf	PAGE	08/09/2019
HICKS, CHRISTON J	Materials Processing	TECHNICAL SERVICES ASSOCIATE	08/16/2019
IPPOLITO, ALEXANDER J	Eastman	LIBRARY ASST-COMP EMPH	08/18/2019
JOHNS, JEREMIAH	Security	SAFETY&PROTECTIVE SVC OFFICER	08/13/2019
MUCKERHEIDE, SHAYNA M	Outreach & Programming	COOD-ADULT EMPH	08/23/2019
<b>RETIREMENTS</b>			
PAUZA, JUDITH A	Library for the Blind	ELECTRONICS DUPLICATION TECHNI	08/30/2019
<b>OTHER TERMINATIONS</b>			
SMITH, DELVON E	Shelf Pages	PAGE	08/08/2019
RENDER, ROBERT	Hough	LIBRARY ASST-COMP EMPH	08/17/2019



**CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 8/01/2019 TO 8/31/2019**

<b>EMPLOYEE:</b>	ALLAH, SULEIMON I	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/18/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	10.46
<b>LOCATION:</b>	FLEET	<b>SALARY:</b>	0.00		
<b>EMPLOYEE:</b>	ALOI, ALEXANDER D	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/18/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	10.46
<b>LOCATION:</b>	SOUTH	<b>SALARY:</b>	0.00		
<b>EMPLOYEE:</b>	CHANDLER, MAE	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/27/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	10.46
<b>LOCATION:</b>	SHELF PAGES	<b>SALARY:</b>	0.00		
<b>EMPLOYEE:</b>	CLEVELAND, JOSEPH	<b>CURRENT GRADE:</b>	C	<b>HIRE DATE:</b>	8/18/2019
<b>JOB TITLE:</b>	SAFETY&PROTECTIVE SVC OFFICEI	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	19.41
<b>LOCATION:</b>	SECURITY	<b>SALARY:</b>	28,254.98		
<b>EMPLOYEE:</b>	DAVIS, SUMAYYAH M	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/18/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	10.46
<b>LOCATION:</b>	ADDISON	<b>SALARY:</b>	0.00		
<b>EMPLOYEE:</b>	EDWARDS, ANNETTE A	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/18/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	10.46
<b>LOCATION:</b>	WOODLAND	<b>SALARY:</b>	0.00		
<b>EMPLOYEE:</b>	GALO, ROBERT A	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/18/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	10.46
<b>LOCATION:</b>	SHELF PAGES	<b>SALARY:</b>	0.00		
<b>EMPLOYEE:</b>	GAMBRELL, CIERA J	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/27/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	10.46
<b>LOCATION:</b>	SHELF PAGES	<b>SALARY:</b>	0.00		
<b>EMPLOYEE:</b>	JACKSON, PARIS N	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/18/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	10.46
<b>LOCATION:</b>	SHELF PAGES	<b>SALARY:</b>	0.00		
<b>EMPLOYEE:</b>	LOPEZ, DAYLENI E	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/18/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	10.46
<b>LOCATION:</b>	SOUTH BROOKLYN	<b>SALARY:</b>	0.00		

1515  
CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 8/01/2019 TO 8/31/2019

<b>EMPLOYEE:</b>	LOUIS, CINDY R	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/18/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1		
<b>LOCATION:</b>	SHELF PAGES	<b>SALARY:</b>	0.00	<b>HOURLY RATE:</b>	10.46
<b>EMPLOYEE:</b>	PAGAN, JACOB L	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/29/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1		
<b>LOCATION:</b>	CARNEGIE WEST	<b>SALARY:</b>	0.00	<b>HOURLY RATE:</b>	10.46
<b>EMPLOYEE:</b>	TURNER, JAMEN	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/18/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1		
<b>LOCATION:</b>	STERLING	<b>SALARY:</b>	0.00	<b>HOURLY RATE:</b>	10.46
<b>EMPLOYEE:</b>	UTER, JEREMIAH R	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/28/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1		
<b>LOCATION:</b>	SHELF PAGES	<b>SALARY:</b>	0.00	<b>HOURLY RATE:</b>	10.46
<b>EMPLOYEE:</b>	WELLS, TRINETTE Y	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	8/18/2019
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1		
<b>LOCATION:</b>	SHELF PAGES	<b>SALARY:</b>	0.00	<b>HOURLY RATE:</b>	10.46

**CLEVELAND PUBLIC LIBRARY**  
**SALARY CHANGES REPORT**  
**FROM 08/01/2019 TO 08/31/2019**

<b>EMPLOYEE:</b>	BRADFORD, WILLIAM K	<b>CURRENT GRADE:</b>	J	<b>EFFECTIVE DATE</b>
<b>JOB TITLE:</b>	BRANCH MANAGER (MEDIUM)	<b>CURRENT STEP:</b>	9	<b>FOR GRADE/STEP</b>
<b><u>TYPE OF CHANGE</u></b>	<b><u>PREVIOUS VALUE</u></b>	<b><u>CURRENT VALUE</u></b>	<b><u>REASON FOR CHANGE</u></b>	
SALARY AFFECTS BASE	91232.06	86038.23	DEMOTION	
<b>EMPLOYEE:</b>	HOGAN, JAZ D	<b>CURRENT GRADE:</b>	B	<b>EFFECTIVE DATE</b>
<b>JOB TITLE:</b>	RECEIVING & DISTRIBUTION	<b>CURRENT STEP:</b>	1	<b>FOR GRADE/STEP</b>
<b><u>TYPE OF CHANGE</u></b>	<b><u>PREVIOUS VALUE</u></b>	<b><u>CURRENT VALUE</u></b>	<b><u>REASON FOR CHANGE</u></b>	
ANNUAL PAY	34648.12	25870.52	PROMOTION	
<b>EMPLOYEE:</b>	SMITH, LANECIA S	<b>CURRENT GRADE:</b>	F	<b>EFFECTIVE DATE</b>
<b>JOB TITLE:</b>	LIBRARY ASST-COMP EMPH	<b>CURRENT STEP:</b>	2	<b>FOR GRADE/STEP</b>
<b><u>TYPE OF CHANGE</u></b>	<b><u>PREVIOUS VALUE</u></b>	<b><u>CURRENT VALUE</u></b>	<b><u>REASON FOR CHANGE</u></b>	
SALARY AFFECTS BASE	18.48	25.24	PROMOTION	

## Exhibit "A"

*COMPENSATION PRACTICES – 300*

*OVERTIME – 314 (REVISED)*

Bargaining unit employees shall be eligible for overtime pursuant to their collective bargaining agreement. Non-bargaining unit non-exempt employees shall be paid (or compensated with compensatory time) at the rate of time-and-one half their regularly hourly rate for time worked more than 37.5 hours in a work week.

Exempt employees are expected to work beyond the standard 37.5-hour work week with no additional pay.

June 18, 2009

Revised September 17, 2019

## Exhibit "B"

### COMPENSATION PRACTICES – 300

#### SICK LEAVE – 361 (REVISED)

Full time and regular part-time employees earn paid sick leave at the rate of .0577 hours for each hour compensated or 112.5 hours (15 working days) per year. Unused sick leave shall be cumulative to 900 hours.

#### Sick Leave Transfer

Sick leave of an employee who has been separated from public service in the State of Ohio shall be placed to the employee's credit upon the employee's re-employment in public service, provided that the re-employment takes place within ten years of the date on which the employee was last terminated from public service in the State of Ohio. An employee who transfers from another public agency to the library shall be credited with the unused balance of the employee's accumulated sick leave from the last public employer up to a maximum of 900 hours.

#### Good Attendance Incentive

Bargaining unit employees shall be eligible for a Good Attendance Incentive pursuant to their collective bargaining agreement. Non-bargaining unit employees who have a balance in their sick bank of less than 900 hours at the end of the calendar year and who use a combined total of fewer than five (5) sick days and/or emergency leave days (37.5 hours for full time employees; 20 hours for part-time regular employees) in the previous calendar year shall be awarded three (3) Good Attendance days (taken from sick leave balance) which can be used at any time within the calendar year in which they are awarded. Part-time employees shall earn days on a prorated basis (a 4-hour shift equals a "day").

#### Sick Leave Payout

Bargaining unit employees shall be eligible for Sick Leave Payout pursuant to their collective bargaining agreement. Non-bargaining unit employees who have a balance of over 900 hours in their sick leave bank at the end of the calendar year will be paid 75 percent of those hours in excess of 900 hours at their current hourly rate; the remaining 25 percent of those hours are forfeited in excess of 900 hours.

#### Sick Leave Payout – Retirement

A non-bargaining employee with ten (10) or more years of service with the library who has applied to the Ohio Public Employee's Retirement System (OPERS) for retirement benefits may elect to be paid in cash 25 percent of the value of any unused accumulated sick leave credit up to 500 hours (maximum number of paid hours is 125).

March 21, 1996

Revised September 17, 2019

(Rescind policies 362, 363, 364, 365, 366)

## Exhibit "C"

*COMPENSATION PRACTICES – 300*

*VACATION LEAVE – 370 (REVISED)*

Bargaining unit employees shall be eligible for vacation leave pursuant to their collective bargaining agreement. Vacation time for full-time employees accumulates from the first day of employment. Vacation leave for regular part-time employees is pro-rated based on their full-time equivalency percentage. Previous service with a public employer in the State of Ohio will be counted in computing vacation leave credit for newly-hired eligible employees. Prior service credit will not be taken into account for purposes of vacation accruals for a newly hired employee who is receiving retiree benefits from the Ohio Public Employees Retirement System (OPERS) will begin accrual at the lowest level appropriate for their position.

All other full time and regular part-time employees shall accumulate vacation time as follows:

- Employees with less than three (3) years of service: .0385 per hour compensated, or 75 hours (10) days per year.
- Employees with three (3) to (5) years of service: .0577 per hour compensated or 112.5 (15) days per year.
- Professional and administrative non-bargaining employees (pay grade H and higher), as well as employees with at least five (5) years of service shall accumulate vacation leave at the rate of .0846 per hour compensated or 165 hours (22) days per year.
- Employees with greater than 25 years of service: .0962 per hour compensated or 25 days per year.

September 16, 1982

Revised September 17, 2019

(Rescind policies 371, 171.1, 372, 373, 374, 375, 376)

## Exhibit “D”

*COMPENSATION PRACTICES – 300*

*AUTHORIZED LEAVES OF ABSENCE – 391 (REVISED)*

A leave of absence may be approved for employees for certain circumstances such as military duty, a serious health condition, or personal circumstances. A leave of absence may be approved for employees (upon the recommendation of a department or agency head and with the approval of the Director or their designee for special study or extended travel.

An employee absent without an approved leave may be subject to discipline up to and including termination.

February 15, 2007

Revised September 17, 2019

(Rescind policy 392)

## Exhibit "E"

COMPENSATION PRACTICES – 300

FAMILY AND MEDICAL LEAVE – 393 (NEW)

It is the policy of the Cleveland Public Library to provide leave in accordance with the Public Law 103-3, Family and Medical Leave Act (FMLA) of 1993 as amended from time to time. Eligible employees shall be provided up to twelve (12) weeks of leave during a rolling twelve (12) month period in connection with any of the following reasons:

1. Incapacity due to pregnancy, prenatal medical care or child birth.
2. Care for the employee's child after birth, or placement for adoption or foster care.
3. Care for the spouse, including lawfully married same-sex spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
4. Serious health condition that makes the employee unable to perform the functions of the position of such employee.
5. To address any qualifying exigency arising out of the fact that the lawfully married spouse, son, daughter or parent of the covered employee is on "covered active duty" or called to covered active duty status.

Military Family Leave - Eligible employees are entitled to receive up to 26 weeks of leave during a twelve (12) month period to care for an Armed Forces family member who has a serious injury or illness incurred while in active duty. This military leave is available during "a single twelve (12) month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. The "single twelve (12) month period" begins on the first day the eligible employee takes FMLA for this reason and ends 12 months after the date.

An employee's FMLA leave may be either paid or unpaid. However, before unpaid FMLA leave may be authorized, the employee will be required to exhaust any appropriate accrued paid leave with the exception of a leave for a work-related injury that has been allowed by the Ohio Bureau of Workers Compensation. An employee requesting leave for a qualifying exigency for a service member being deployed must use all accrued vacation as part of the approved leave period.

Any other use of FMLA leave requires the use of all accrued paid sick leave followed by all other available paid leave accruals as part of the approved leave period.

Employees shall be provided employment in an equivalent position with equivalent conditions of employment upon the return from family or medical leave, in accordance with applicable laws. The library shall maintain records of the utilization of family or medical leave in



## **Exhibit "E"**

compliance with requirements of the Department of Labor- United States Wage and Hour Division.

## Exhibit “F”

### COMPENSATION PRACTICES – 300

#### MILITARY LEAVE – 394 (NEW)

Pursuant to Ohio Revised Code (ORC) 5923.05, permanent public employees who are members of the Ohio National Guard, Ohio Organized Militia, or members of other U.S. Armed forces reserve components are entitled to a leave of absence without loss of pay for the time they are performing service in the uniformed services for periods of up to one month for each calendar year in which they are performing service in the uniformed services.

For purposes of this policy “month” means twenty-two (22), seven and one-half (7.5) or eight (8) hour work days or one hundred seventy six (176) hours within one calendar year. “Permanent public employee” means any person holding a position that requires a regular schedule of twenty-six (26) consecutive bi-weekly pay periods and does not include intermittent employees. An employee shall submit to the library the published order authorizing the call or order to the uniformed services or a written statement from the appropriate military commander authorizing that service prior to the commencement of the leave.

Any employee who is entitled to the leave provided under this policy and who is called or ordered to the uniformed services for longer than a month for each calendar year in which the employee performed service in the uniformed services, because of an Executive Order issued by the President of the United States, because of an act of Congress or because of an order to perform duty issued by the Governor, is entitled during the period designated in the order or act to a leave of absence and to be paid during each monthly pay period of that leave of absence the difference between the employee’s gross monthly wage or salary as a permanent public employee and the sum of the employee’s gross uniformed pay and allowances received that month. No differential payment shall be made to the employee during any month in which the sum of the employee’s gross uniformed pay and allowances exceeds the employee’s gross wage or salary for that period.

The Library will comply with all federal and state requirements, as relates to employee benefit coverage eligibility.

## **Exhibit “G”**

### *COMPENSATION PRACTICES – 300*

#### *MEDICAL LEAVE OF ABSENCE – 395 (NEW)*

Bargaining unit employees shall be eligible for a Medical Leave of Absence pursuant to their collective bargaining agreement. Non-bargaining unit employees may be eligible for a Medical Leave of Absence, a continuous leave of absence for the serious health condition of an employee, child, spouse or parent. A Medical Leave of Absence cannot exceed one year for full time and regular part time employees and six months for pages and substitutes. Employees shall be provided employment in an equivalent position with equivalent conditions of employment upon the return from Medical Leave. Eligible employees are required to use sick and vacation time; an unpaid Medical Leave will not commence until all earned time has been exhausted.

## **Exhibit "I"**

### **STAFF WELFARE AND ECONOMIC BENEFITS - 400 Fleet Vehicle and Transportation - 430**

#### **431 - Fleet Vehicles**

Employees needing transportation for business or other purposes related to Cleveland Public Library activities may use one of the Library's vehicles.

431.1 Requests for the use of a Library car for out of town travel are to be made on Form 070 and must include the expected times of pick-up and return; local travel requests are made via phone or email to the Property Management department. All requests must be approved by a department or agency head and forwarded to the Property Management Department well in advance of the need for the car.

431.2 Except in unusual or emergency circumstances and with prior approval of a department or agency head, a Library employee must be the driver of the car. Any person driving a Library car must have a valid driver's license. Article 23 of the Local 860 Union Agreement and Article XXIIa of the SEIU District 1199 Union Agreement govern the Library's driver's record check procedures for union employees.

431.3 Library fleet vehicles must not be utilized by Library employees for any personal use without permission of a department or agency head. All usage of Library fleet vehicles must be substantiated on the "IRS Mileage Log Sheet," maintained in each fleet vehicle. Each time a Library employee utilizes a fleet vehicle, he/she must document the travel date(s), his/her name, destination, business purpose for use of the vehicle, and beginning and ending odometer readings on the mileage log sheet.

Additionally, no Library employee is permitted to take a fleet vehicle home for overnight use (e.g., borrow a fleet vehicle at the end of the day to take home and utilize for travel the following day). This usage would be considered personal, and, therefore, taxable to the employee.

431.4 Personal use of a Library fleet vehicle is taxable to the employee as a fringe benefit under the IRS's "cents-per-mile" rule. Personal use is any use of the Library vehicle other than use for Library business. Under the "cents-per-mile" rule, the Library must determine the value of a vehicle that the Library provides to an employee for personal use by multiplying the standard mileage rate by the total miles the employee drives the vehicle for personal purposes. This amount must be included in the employee's wages or reimbursed by the employee.

## Exhibit "J"

### **432 - Employee-Provided Transportation (Personal Vehicle and Public Transportation)**

Employees authorized by their department heads to use their personal vehicles for Library purposes are entitled to a mileage allowance equal to the Internal Revenue Service's standard mileage rate. Employees always have the option of calculating the actual fuel costs of using their vehicle rather than using the standard mileage rates.

- 432.1 If an employee utilizes his/her own vehicle for Library business, he/she must possess a valid driver's license and must carry insurance coverage on said vehicle. The employee's vehicle must be in safe working order and good repair. The Library will not be held responsible for or pay for any damages, necessary repairs, or malfunctions that occur to an employee's vehicle while in use on Library business. In the event of an accident, vandalism, or similar occurrence, the employee's personal auto insurance policy would be the primary coverage, and the Library's auto insurance policy would be excess coverage. Whenever possible, employees are encouraged to carpool or arrange for the use of a Library vehicle.
- 432.2 Employees needing transportation from one assignment to another within the Library system will be entitled to receive bus fare to and from the second assignment unless it completes a day's schedule, in which case transportation will be paid only one way.
- 432.3 Employees will not be reimbursed for commuting, which is travel between an employee's personal residence and the first/last place of work within the Library system. This includes mileage, bus fare, parking, tolls, etc. Reimbursements for transportation expenses for traveling from one work location to another for Library business will be reimbursed in accordance with the guidelines stated in this policy.
- 432.4 Employees will not be reimbursed for both vehicle mileage costs and bus fare on the same day. If an employee claims both vehicle mileage and bus fare on the same day, the employee will be reimbursed for the lesser of vehicle mileage costs or bus fare for that entire day's travel (up to the maximum all-day bus pass amount currently in effect at the time of travel).
- 432.5 In no instance will the Library reimburse costs incurred by an employee for ride-sharing services (e.g., Uber, Lyft, taxis, etc.) for transportation between branches unless the use of ride-sharing services is in the best interest of the Library and is approved in advance by the employee's supervisor.

#### 432.6 Reimbursement Procedures

- 432.6.1 Claims for reimbursement for employee-provided transportation must be made on Form 024, "Claim for Mileage/Transport Reimbursement," through Employee Self Service (ESS). For vehicle mileage, employees must include a route map printout or similar support as a receipt to substantiate the reimbursement request. Employees are to utilize Form 023, Mileage Matrix, to substantiate mileage between Library facilities. For all-day bus fare requests, employees must include the all-day pass. Other expenses, such as parking or tolls, must be accompanied by a receipt.
- 432.6.2 Employees must submit claims on a monthly basis in ESS. Claims for reimbursement must be submitted by the end of the following month (e.g., travel for the month of June must be submitted in ESS by July 31<sup>st</sup>). Reimbursements will not be made if claims are submitted past this date.
- 432.6.3 Any personal tax implications related to fleet vehicles and/or employee-provided transportation are the sole responsibility of the employee, not the Cleveland Public Library.

## Exhibit “K”

COMPENSATION PRACTICES – 300

*BEREAVEMENT LEAVE – 387 (REVISED)*

Bargaining unit employees shall be eligible for bereavement (funeral) leave pursuant to their collective bargaining agreement.

Bereavement leave shall be granted up to five (5) days bereavement leave for a death in the immediate family. Immediate family is defined as spouse, parent (including legal guardian or other person who stands in the place of a parent), child, or sibling.

Up to three (3) days shall be granted for a death of other relatives including parents-in-law, stepchildren, grandchild, brother or sister-in-law, son or daughter-in-law, uncle, aunt, grandparent, niece or nephew.

March 17, 1976 (Funeral Leave)

Revised September 26, 2019

**DIRECTOR FELTON THOMAS**REV: August 16, 2019**BOARDS**

Advisory Board to the IMLS LB21 Grant: Libraries Lead Learning

BorderLight: Festival of International Theatre Cleveland Board of Directors

Cleveland/Cuyahoga County Workforce Development Board – Governance Committee

Cleveland Museum of Art Board of Trustees

Cleveland School of the Arts Board of Trustees      Board President

Executive Committee

Development Committee

Cleveland Public Library Foundation Board of Directors

DigitalC Board of Directors

Digital Public Library of America

FRONT International Board of Directors

Greater Cleveland Chinese Chamber of Commerce Advisory Board

Greater Cleveland Food Bank      Board President

Executive Committee

Finance Committee

Audit Committee

Chair, Community Impact Committee

Group Plan Commission      Executive Committee

Chair, Public Engagement Committee

PRE4CLE      Member

Sisters of Charity Foundation      Governance Committee

United Way of Greater Cleveland.      Chair, Community Impact Committee

Governance &amp; Nominating Committee

Strategic Planning Committee

University Circle Inc.      Community Development Committee

Education Advisory Committee

Strategic Plan Steering Committee



## CLEVELAND PUBLIC LIBRARY

## REPORT L

Human Resources Committee Report  
 Meeting Date:  
 Report Period: June 2019

Report on Paid Sick Time Used by the Month  
 Hours Used Per Each Two Pay Periods

<b>MONTH</b>	<b>2018 SICK LEAVE HOURS USED</b>	<b>2019 SICK LEAVE HOURS USED</b>	<b>2019 TOTAL HOURS</b>
January	3931.18	3,251.75	95,303.43
February	4368.48	3,853.94	91,826.85
March	3941.66	4,016.19	91,808.99
April	3899.74	3,867.74	91,763.15
May	3768.36	6,050.12*	137,079.11*
June	5135.95*	3,239.28	91,656.87
July	3360.54		
August	3710.82		
September	3940.78		
October	4268.98		
November	5562.59*		
December	4835.04		

\*Covers three pay dates

## CLEVELAND PUBLIC LIBRARY

## REPORT L1

## Human Resources Committee Report

Meeting Date:

Report Period: July 2019

**Report on Paid Sick Time Used by the Month  
Hours Used Per Each Two Pay Periods**

<b>MONTH</b>	<b>2018 SICK LEAVE HOURS USED</b>	<b>2019 SICK LEAVE HOURS USED</b>	<b>2019 TOTAL HOURS</b>
January	3931.18	3,251.75	95,303.43
February	4368.48	3,853.94	91,826.85
March	3941.66	4,016.19	91,808.99
April	3899.74	3,867.74	91,763.15
May	3768.36	6,050.12*	137,079.11*
June	5135.95*	3,239.28	91,656.87
July	3360.54	2,975.39	92,065.98
August	3710.82		
September	3940.78		
October	4268.98		
November	5562.59*		
December	4835.04		

\*Covers three pay dates

## CLEVELAND PUBLIC LIBRARY

## REPORT L2

Human Resources Committee Report  
 Meeting Date:  
 Report Period: Aug 2019

Report on Paid Sick Time Used by the Month  
 Hours Used Per Each Two Pay Periods

<b>MONTH</b>	<b>2018 SICK LEAVE HOURS USED</b>	<b>2019 SICK LEAVE HOURS USED</b>	<b>2019 TOTAL HOURS</b>
January	3931.18	3,251.75	95,303.43
February	4368.48	3,853.94	91,826.85
March	3941.66	4,016.19	91,808.99
April	3899.74	3,867.74	91,763.15
May	3768.36	6,050.12*	137,079.11*
June	5135.95*	3,239.28	91,656.87
July	3360.54	2,975.39	92,065.98
August	3710.82	3,682.01	92,653.25
September	3940.78		
October	4268.98		
November	5562.59*		
December	4835.04		

\*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY**  
**June 1, 2019 - June 30, 2019**  
**EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT M****Human Resources Committee Report**

July 1, 2019

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	M
Officials/Administrators	86	25	14	2			25	15	4				1
Professionals	73	17	1			1	30	13	7	4			
Technicians	18	12	1	1			2	1	1				
Protective Service	29	7	12	3			1	5	1				
Para-Professionals	136	29	28	3	1		40	28	6	1			
Administrative Support	223	29	49	3	2		39	86	10	3	1	1	
Skilled Craft	12	6	4	1				1					
Service Maintenance	46	8	30	1			1	5	1				
<b>Grand Total</b>	<b>623</b>	<b>133</b>	<b>139</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>138</b>	<b>154</b>	<b>30</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>2</b>

**A= Total Column****B= White****C=Black****D=Hispanic****E=Asian/Pacific****G=White****H=Black****I=Hispanic****J=Asian/Pacific****F= American Indian/Alaskan Native****L= HAWAII****K=American Indian/Alaskan Native****M= Two or more races**

**CLEVELAND PUBLIC LIBRARY**  
**July 1, 2019 - July 31, 2019**  
**EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT M1****Human Resources Committee Report**

August 1, 2019

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	M
Officials/Administrators	84	24	14	2			25	15	3				1
Professionals	74	17	1		1		31	13	7	4			
Technicians	19	12	1	1			3	1	1				
Protective Service	29	7	12	3			1	5	1				
Para-Professionals	135	29	28	3	1		40	27	6	1			
Administrative Support	221	29	49	3	2		38	85	10	3	1	1	
Skilled Craft	12	6	4	1				1					
Service Maintenance	47	8	30	1			1	6	1				
<b>Grand Total</b>	<b>621</b>	<b>132</b>	<b>139</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>139</b>	<b>153</b>	<b>29</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>2</b>

**A = Total Column****B = White****C = Black****D = Hispanic****E = Asian/Pacific****G = White****H = Black****I = Hispanic****J = Asian/Pacific****F = American Indian/Alaskan Native****L = HAWAII****K = American Indian/Alaskan Native****M = Two or more races**

**CLEVELAND PUBLIC LIBRARY**  
**August 1, 2019 - August 31, 2019**  
**EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT M2**

**Human Resources Committee Report**

September 1, 2019

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	M
Officials/Administrators	84	24	14	2			25	15	3				1
Professionals	74	17	1			1	31	13	7	4			
Technicians	18	12	1	1			2	1	1				
Protective Service	28	7	12	2			1	5	1				
Para-Professionals	134	29	27	2	1		40	28	6	1			
Administrative Support	220	31	46	3	2		38	85	10	3	1	1	
Skilled Craft	12	6	4	1				1					
Service Maintenance	47	8	30	1			1	6	1				
<b>Grand Total</b>	<b>617</b>	<b>134</b>	<b>135</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>138</b>	<b>154</b>	<b>29</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>2</b>

**A= Total Column**

**B= White**

**C=Black**

**D=Hispanic**

**E=Asian/Pacific**

**G=White**

**H=Black**

**I=Hispanic**

**J=Asian/Pacific**

**F= American Indian/Alaskan Native**

**L= HAWAII**

**K=American Indian/Alaskan Native**

**M= Two or more races**

# Insurance Report for the Month of June 2019

Human Resources Committee Report

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>Basic</b>	6	2	8
<b>Essential</b>	57	12	69
<b>Standard</b>	234	136	370
<b>Cobra</b>		1	1
<b>Total MMO</b>			448
<b>Dental Insurance</b>	291	179	470
<b>Vision Employee</b>			265
<b>Vision Children</b>			37
<b>Vision Spouse</b>			51
<b>Vision Family</b>			73
<b>Total Vision</b>			426
<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

# Insurance Report for the Month of July 2019

Human Resources Committee Report

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>Basic</b>	7	2	9
<b>Essential</b>	59	13	72
<b>Standard</b>	235	137	372
<b>Cobra</b>		1	1
<b>Total MMO</b>			454
<b>Dental Insurance</b>	294	179	473
<b>Vision Employee</b>			267
<b>Vision Children</b>			39
<b>Vision Spouse</b>			51
<b>Vision Family</b>			76
<b>Total Vision</b>			433
<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0



# Insurance Report for the Month of August 2019

REPORT N2

Human Resources Committee Report

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>Basic</b>	7	2	9
<b>Essential</b>	59	13	72
<b>Standard</b>	237	137	374
<b>Cobra</b>		1	1
<b>Total MMO</b>			456
<b>Dental Insurance</b>	297	180	477
<b>Vision Employee</b>			270
<b>Vision Children</b>			38
<b>Vision Spouse</b>			51
<b>Vision Family</b>			76
<b>Total Vision</b>			435
<b>Workers' Compensation Lost Time Report</b>			
			<i>Total days missed during report month</i>
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	
			0

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR JUNE 2019**

CIRCULATION ACTIVITY*	Monthly Total		Average Hourly		Year-to-Date		YTD
	2019	2018	2019	2018	2019	2018	Gain/Loss
Main Library	137,876	109,544	689	527	837,634	658,328	27.2%
Branches	249,903	219,158	1,180	1,076	1,453,967	1,223,291	18.9%
Mobile Units	224	3,417			15,483	22,159	-30.1%
Library for the Blind	48,826	40,049			244,824	239,597	2.2%
OLBPD BARD	11,947	12,535			73,017	75,527	-3.3%
eMedia	50,396	39,361			294,933	228,267	29.2%
<b>TOTAL CIRCULATION</b>	<b>499,172</b>	<b>424,064</b>			<b>2,919,858</b>	<b>2,447,169</b>	<b>19%</b>

ELECTRONIC MEDIA CIRCULATION*	Monthly Total		Year-to-Date		YTD
	2019	2018	2019	2018	Gain/Loss
eBook	25,428	22,073	147,968	130,300	13.6%
eAudiobook	17,397	14,462	102,997	83,727	23.0%
eMusic	4,459	312	27,933	1,972	1316.5%
eVideo	1,527	590	5,871	3,481	68.7%
eMagazines	1,585	1,924	10,164	8,787	15.7%
<b>TOTAL eCIRCULATION</b>	<b>50,396</b>	<b>39,361</b>	<b>294,933</b>	<b>228,267</b>	<b>29.2%</b>

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD
			2019	2018	2019	2018	Gain/Loss
Main Library	107	56 minutes	38,956	47,753	41,420	41,526	-0.3%
Branches	590	42 minutes	312,723	343,671	257,664	235,581	9.4%
<b>TOTAL USAGE</b>	<b>697</b>		<b>351,679</b>	<b>391,424</b>	<b>299,084</b>	<b>277,107</b>	<b>7.9%</b>

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.

WiFi Hotspot Checkouts	Monthly Total	Year-to-Date
	2019	2019
	561	3,716

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD
	2019	2018	2019	2018	2019	2018	Gain/Loss
Main Library	36,489	33,940	182	163	280,706	192,742	45.6%
Branches	153,272	151,859	724	746	948,423	947,591	0.1%
<b>TOTAL VISITS</b>	<b>189,761</b>	<b>185,799</b>			<b>1,229,129</b>	<b>1,140,333</b>	<b>7.8%</b>

\*2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR JUNE 2019**

<b>BRANCH</b>	<b>a</b> <b>Branch</b> <b>Circulation</b>	<b>b</b> <b>Sent from</b> <b>Other</b> <b>Branches</b>	<b>c</b> <b>Sent from</b> <b>Main</b>	<b>d</b> <b>Sent from</b> <b>Other</b> <b>CLEVNET</b> <b>Systems</b>	<b>e</b> <b>Total Direct</b> <b>Circulation</b> <b>(a+b+c+d)</b>	<b>f</b> <b>Sent to Other</b> <b>CLEVNET</b> <b>Systems</b>	<b>g</b> <b>Total</b> <b>Circulation</b> <b>(e+f)</b>
Addison	4,134	1,698	635	1,354	7,821	495	8,316
Brooklyn	2,451	1,245	500	644	4,840	384	5,224
Carnegie West	5,192	1,744	1,615	1,637	10,188	1,205	11,393
Collinwood	3,786	1,274	386	1,467	6,913	526	7,439
East 131st	2,850	791	407	495	4,543	407	4,950
Eastman	8,219	2,240	1,110	1,770	13,339	2,000	15,339
Fleet	6,458	1,188	833	1,357	9,836	696	10,532
Fulton	5,320	1,903	500	902	8,625	707	9,332
Garden Valley	2,600	412	239	445	3,696	239	3,935
Glenville	4,224	1,317	436	1,553	7,530	520	8,050
Harvard-Lee	3,077	836	533	909	5,355	761	6,116
Hough	3,974	1,057	390	724	6,145	476	6,621
Jefferson	2,743	927	704	1,067	5,441	693	6,134
Langston Hughes	3,397	1,710	605	1,258	6,970	510	7,480
Lorain	4,651	1,191	483	874	7,199	579	7,778
Martin Luther King, Jr.	3,331	1,062	506	1,178	6,077	558	6,635
Memorial-Nottingham	5,534	987	1,111	2,491	10,123	1,085	11,208
Mt. Pleasant	2,363	1,236	367	639	4,605	345	4,950
Rice	5,974	1,698	851	1,911	10,434	1,077	11,511
Rockport	11,978	2,166	1,575	2,176	17,895	1,711	19,606
South	7,393	1,205	360	621	9,579	913	10,492
South Brooklyn	9,532	1,406	1,501	2,242	14,681	1,753	16,434
Sterling	2,780	889	353	399	4,421	415	4,836
Union	2,944	1,126	334	668	5,072	410	5,482
Walz*	7,450	2,088	1,187	2,069	12,794	866	13,660
West Park	7,410	1,837	2,487	4,164	15,898	1,929	17,827
Woodland	5,435	1,538	494	680	8,147	476	8,623
<b>TOTAL</b>	<b>135,200</b>	<b>36,771</b>	<b>20,502</b>	<b>35,694</b>	<b>228,167</b>	<b>21,736</b>	<b>249,903</b>

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JUNE 2019**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2019	2018	2019	2018	Gain/Loss	%G/L
Addison	8,316	5,063	49,400	42,360	7,040	17%
Brooklyn	5,224	5,147	28,481	24,888	3,593	14%
Carnegie West	11,393	11,619	67,122	63,614	3,508	6%
Collinwood	7,439	5,356	41,716	33,099	8,617	26%
East 131st	4,950	4,877	23,605	24,123	-518	-2%
Eastman	15,339	16,896	93,857	89,738	4,119	5%
Fleet	10,532	11,473	59,698	61,249	-1,551	-3%
Fulton	9,332	9,055	52,254	51,799	455	1%
Garden Valley	3,935	3,998	21,111	18,866	2,245	12%
Glenville	8,050	5,110	46,354	14,959	31,395	210%
Harvard-Lee	6,116	3,003	36,885	27,663	9,222	33%
Hough	6,621	5,101	39,635	29,543	10,092	34%
Jefferson	6,134	712	38,829	22,643	16,186	71%
Langston Hughes	7,480	7,784	42,598	39,485	3,113	8%
Lorain	7,778	5,946	40,817	22,574	18,243	81%
Martin Luther King, Jr.	6,635	5,165	37,288	30,256	7,032	23%
Memorial-Nottingham	11,208	11,897	67,733	66,819	914	1%
Mt. Pleasant	4,950	4,262	26,157	21,872	4,285	20%
Rice	11,511	9,377	68,957	52,996	15,961	30%
Rockport	19,606	17,993	110,057	92,718	17,339	19%
South	10,492	8,332	61,415	45,172	16,243	36%
South Brooklyn	16,434	16,770	95,103	89,946	5,157	6%
Sterling	4,836	4,247	33,114	24,502	8,612	35%
Union	5,482	4,210	31,181	22,793	8,388	37%
Walz*	13,660	11,633	78,145	70,178	7,967	11%
West Park	17,827	17,595	112,826	100,860	11,966	12%
Woodland	8,623	6,537	49,629	38,576	11,053	29%
<b>TOTAL</b>	<b>249,903</b>	<b>219,158</b>	<b>1,453,967</b>	<b>1,223,291</b>	<b>230,676</b>	<b>19%</b>

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE JUNE 2019**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2019	2018	2019	2018	Gain/Loss	%G/L
Addison	4,335	2,322	24,481	24,439	42	0%
Brooklyn	3,000	3,025	18,560	17,367	1,193	7%
Carnegie West	6,308	7,782	44,145	50,585	-6,440	-13%
Collinwood	5,462	4,867	24,974	29,288	-4,314	-15%
East 131st	6,998	5,670	39,596	43,761	-4,165	-10%
Eastman	8,166	8,757	49,555	53,765	-4,210	-8%
Fleet	7,982	9,042	44,816	49,136	-4,320	-9%
Fulton	5,983	6,721	32,628	39,085	-6,457	-17%
Garden Valley	4,277	4,554	24,078	22,840	1,238	5%
Glenville	4,534	4,086	25,942	13,243	12,699	96%
Harvard-Lee	5,236	193	34,700	23,513	11,187	48%
Hough	5,815	6,010	35,501	39,586	-4,085	-10%
Jefferson	3,519	1	25,918	14,326	11,592	81%
Langston Hughes	5,314	6,788	31,804	37,253	-5,449	-15%
Lorain	5,730	5,334	29,573	19,067	10,506	55%
Martin Luther King, Jr.	3,930	3,738	28,338	29,125	-787	-3%
Memorial-Nottingham	5,191	6,637	28,684	28,089	595	2%
Mt. Pleasant	3,183	3,994	18,036	21,210	-3,174	-15%
Rice	7,177	7,160	55,225	53,781	1,444	3%
Rockport	6,997	6,754	42,016	40,336	1,680	4%
South	5,329	5,197	30,468	29,209	1,259	4%
South Brooklyn	8,858	10,569	62,985	61,231	1,754	3%
Sterling	7,057	7,412	44,512	41,682	2,830	7%
Union	4,529	4,345	34,917	34,716	201	1%
Walz*	5,693	6,580	31,317	44,330	-13,013	-29%
West Park	5,696	6,861	43,484	45,270	-1,786	-4%
Woodland	6,973	7,460	42,170	45,380	-3,210	-7%
<b>TOTAL</b>	<b>153,272</b>	<b>151,859</b>	<b>948,423</b>	<b>951,613</b>	<b>-3,190</b>	<b>0%</b>

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS JUNE 2019**

Branch	Total Circulation
1 <b>Rockport</b>	19,606
2 <b>West Park</b>	17,827
3 <b>South Brooklyn</b>	16,434
4 <b>Eastman</b>	15,339
5 <b>Walz</b>	13,660
6 <b>Rice</b>	11,511
7 <b>Carnegie West</b>	11,393
8 <b>Memorial-Nottingham</b>	11,208
9 <b>Fleet</b>	10,532
10 <b>South</b>	10,492
11 <b>Fulton</b>	9,332
12 <b>Woodland</b>	8,623
13 <b>Addison</b>	8,316
14 <b>Glenville</b>	8,050
15 <b>Lorain</b>	7,778
16 <b>Langston Hughes</b>	7,480
17 <b>Collinwood</b>	7,439
18 <b>Martin Luther King, Jr.</b>	6,635
19 <b>Hough</b>	6,621
20 <b>Jefferson</b>	6,134
21 <b>Harvard-Lee</b>	6,116
22 <b>Union</b>	5,482
23 <b>Brooklyn</b>	5,224
24 <b>East 131st</b>	4,950
25 <b>Mt. Pleasant</b>	4,950
26 <b>Sterling</b>	4,836
27 <b>Garden Valley</b>	3,935
	<b>249,903</b>

Branch	Attendance
1 <b>South Brooklyn</b>	8,858
2 <b>Eastman</b>	8,166
3 <b>Fleet</b>	7,982
4 <b>Rice</b>	7,177
5 <b>Sterling</b>	7,057
6 <b>East 131st</b>	6,998
7 <b>Rockport</b>	6,997
8 <b>Woodland</b>	6,973
9 <b>Carnegie West</b>	6,308
10 <b>Fulton</b>	5,983
11 <b>Hough</b>	5,815
12 <b>Lorain</b>	5,730
13 <b>West Park</b>	5,696
14 <b>Walz*</b>	5,693
15 <b>Collinwood</b>	5,462
16 <b>South</b>	5,329
17 <b>Langston Hughes</b>	5,314
18 <b>Harvard-Lee</b>	5,236
19 <b>Memorial-Nottingham</b>	5,191
20 <b>Glenville</b>	4,534
21 <b>Union</b>	4,529
22 <b>Addison</b>	4,335
23 <b>Garden Valley</b>	4,277
24 <b>Martin Luther King, Jr.</b>	3,930
25 <b>Jefferson</b>	3,519
26 <b>Mt. Pleasant</b>	3,183
27 <b>Brooklyn</b>	3,000
	<b>153,272</b>

Branch	Population	
	2010	2000
1 <b>South Brooklyn</b>	32,043	34,217
2 <b>West Park</b>	27,814	29,398
3 <b>Fleet*</b>	26,727	34,598
4 <b>Eastman</b>	23,674	25,873
5 <b>Rockport</b>	19,896	21,467
6 <b>Fulton</b>	19,647	22,575
7 <b>Rice</b>	19,462	25,893
8 <b>Memorial-Nottingham</b>	19,271	22,598
9 <b>Harvard-Lee</b>	17,655	21,246
10 <b>Walz</b>	16,063	18,497
11 <b>Collinwood</b>	14,769	19,377
12 <b>Langston Hughes</b>	14,439	21,224
13 <b>Glenville</b>	14,006	20,302
14 <b>Addison</b>	13,603	19,263
15 <b>East 131st</b>	13,025	18,001
16 <b>Mt. Pleasant</b>	12,792	17,155
17 <b>Lorain</b>	12,588	14,589
18 <b>Martin Luther King, Jr.</b>	12,392	15,483
19 <b>Carnegie West</b>	10,487	11,716
20 <b>Union</b>	8,416	12,603
21 <b>Sterling</b>	8,267	8,712
22 <b>Woodland</b>	7,946	7,213
23 <b>South</b>	6,325	7,729
24 <b>Hough</b>	5,667	7,845
25 <b>Brooklyn</b>	5,524	6,430
26 <b>Jefferson</b>	3,515	3,987
27 <b>Garden Valley</b>	2,310	3,220
28 <b>Broadway*</b>		1,966
	<b>388,323</b>	<b>473,177</b>

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

\*Broadway and Fleet service areas merged

Prepared By: Northern Ohio Data and Information Service - NODIS,  
Maxine Goodman Levine College of Urban Affairs, Cleveland State  
University

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR JUNE 2019**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
CLEVNET	67,816	44,279	431,976	324,276	33%
Other Libraries	212	337	2,546	2,773	-8%
<b>TOTAL</b>	<b>68,028</b>	<b>44,616</b>	<b>434,522</b>	<b>327,049</b>	<b>33%</b>

\*Totals included in Main Library and Branch circulation counts

REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Projected	13,382	15,275	80,591	107,002	-25%
Mail and Email Reference	741	372	3,852	1,875	105%
Interlibrary Loan Requests	526	758	4,900	5,890	-17%
<b>TOTAL</b>	<b>14,649</b>	<b>16,405</b>	<b>89,343</b>	<b>114,767</b>	<b>-22%</b>

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
New Titles Added	4,914	4,273	32,577	25,245	29%
Total Items Added	17,590	20,220	125,802	118,187	6%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Main Library	200	208	1,208	1,216	-1%
Branches	5,719	5,499	34,528	32,723	6%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Downloads	11,947	12,535	73,017	75,523	-3%
Users	662	659	3,928	3,916	0%

Included in circulation activity

STREAMING MEDIA	Monthly Total		Year-to-Date	
	Songs	Users	Songs	Users
	13830	289	125019	691

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR JULY 2019**

CIRCULATION ACTIVITY*	Monthly Total		Average Hourly		Year-to-Date		YTD
	2019	2018	2019	2018	2019	2018	Gain/Loss
Main Library	140,593	131,430	676	632	978,227	789,758	23.9%
Branches	268,565	238,824	1,217	1,165	1,721,507	1,462,115	17.7%
Mobile Units	1,553	3,740			17,036	25,899	-34.2%
Library for the Blind	40,264	41,700			285,088	281,297	1.3%
OLBPD BARD	11,421	13,897			84,438	89,420	-5.6%
eMedia	52,398	42,231			347,331	270,498	28.4%
<b>TOTAL CIRCULATION</b>	<b>514,794</b>	<b>471,822</b>			<b>3,433,627</b>	<b>2,918,987</b>	<b>18%</b>

ELECTRONIC MEDIA CIRCULATION*	Monthly Total		Year-to-Date		YTD
	2019	2018	2019	2018	Gain/Loss
eBook	25,759	23,917	173,727	154,217	12.7%
eAudiobook	18,224	14,916	121,221	98,643	22.9%
eMusic	4,852	283	32,785	2,255	1353.9%
eVideo	1,955	864	7,826	4,345	80.1%
eMagazines	1,608	2,251	11,772	11,038	6.6%
<b>TOTAL eCIRCULATION</b>	<b>52,398</b>	<b>42,231</b>	<b>347,331</b>	<b>270,498</b>	<b>28.4%</b>

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD
			2019	2018	2019	2018	Gain/Loss
Main Library	107	56 minutes	44,748	55,745	48,476	48,463	0.0%
Branches	590	42 minutes	360,803	402,945	305,016	277,278	10.0%
<b>TOTAL USAGE</b>	<b>697</b>		<b>405,551</b>	<b>458,690</b>	<b>353,492</b>	<b>325,741</b>	<b>8.5%</b>

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.

WiFi Hotspot Checkouts	Monthly Total	Year-to-Date
	2019	2019
	997	4,713

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD
	2019	2018	2019	2018	2019	2018	Gain/Loss
Main Library	41,183	36,320	198	175	241,493	269,550	-10.4%
Branches	157,858	158,057	715	771	1,106,281	1,109,670	-0.3%
<b>TOTAL VISITS</b>	<b>199,041</b>	<b>194,377</b>			<b>1,347,774</b>	<b>1,379,220</b>	<b>-2.3%</b>

\*2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

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REPORT 01



**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR JULY 2019**

<b>BRANCH</b>	<b>a</b> <b>Branch</b> <b>Circulation</b>	<b>b</b> <b>Sent from</b> <b>Other</b> <b>Branches</b>	<b>c</b> <b>Sent from</b> <b>Main</b>	<b>d</b> <b>Sent from</b> <b>Other</b> <b>CLEVNET</b> <b>Svstems</b>	<b>e</b> <b>Total Direct</b> <b>Circulation</b> <b>(a+b+c+d)</b>	<b>f</b> <b>Sent to Other</b> <b>CLEVNET</b> <b>Systems</b>	<b>g</b> <b>Total</b> <b>Circulation</b> <b>(e+f)</b>
Addison	4,794	1,806	614	1,264	8,478	485	8,963
Brooklyn	3,034	1,176	313	700	5,223	387	5,610
Carnegie West	5,850	2,151	1,591	1,568	11,160	1,329	12,489
Collinwood	4,493	1,309	528	1,665	7,995	649	8,644
East 131st	2,291	771	277	515	3,854	413	4,267
Eastman	8,557	2,085	1,117	1,773	13,532	1,970	15,502
Fleet	7,569	1,494	838	1,333	11,234	792	12,026
Fulton	5,842	2,119	507	996	9,464	790	10,254
Garden Valley	2,743	768	247	507	4,265	372	4,637
Glenville	4,152	1,186	633	1,573	7,544	456	8,000
Harvard-Lee	3,473	884	691	1,178	6,226	854	7,080
Hough	4,678	1,235	397	905	7,215	600	7,815
Jefferson	2,582	1,037	613	1,048	5,280	602	5,882
Langston Hughes	4,049	1,754	505	1,119	7,427	612	8,039
Lorain	4,878	1,791	611	829	8,109	770	8,879
Martin Luther King, Jr.	3,906	1,231	764	1,301	7,202	827	8,029
Memorial-Nottingham	6,208	1,069	1,056	2,688	11,021	1,254	12,275
Mt. Pleasant	2,469	1,200	371	717	4,757	353	5,110
Rice	6,870	1,864	1,047	1,771	11,552	1,096	12,648
Rockport	12,905	2,283	1,581	2,523	19,292	1,723	21,015
South	6,880	1,084	294	688	8,946	1,202	10,148
South Brooklyn	10,423	1,542	1,515	2,321	15,801	1,783	17,584
Sterling	3,103	961	522	468	5,054	348	5,402
Union	3,330	1,172	394	680	5,576	366	5,942
Walz*	7,654	2,081	1,162	2,066	12,963	918	13,881
West Park	8,414	1,973	2,643	4,607	17,637	1,928	19,565
Woodland	5,740	1,564	383	570	8,257	622	8,879
<b>TOTAL</b>	<b>146,887</b>	<b>39,590</b>	<b>21,214</b>	<b>37,373</b>	<b>245,064</b>	<b>23,501</b>	<b>268,565</b>

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JULY 2019**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2019	2018	2019	2018	Gain/Loss	%G/L
Addison	8,963	2,770	58,363	45,130	13,233	29%
Brooklyn	5,610	5,201	34,091	30,089	4,002	13%
Carnegie West	12,489	12,057	79,611	75,671	3,940	5%
Collinwood	8,644	7,212	50,360	40,311	10,049	25%
East 131st	4,267	6,021	27,872	30,144	-2,272	-8%
Eastman	15,502	17,988	109,359	107,726	1,633	2%
Fleet	12,026	12,042	71,724	73,291	-1,567	-2%
Fulton	10,254	9,700	61,483	61,499	-16	0%
Garden Valley	4,637	3,815	25,748	22,681	3,067	14%
Glenville	8,000	6,599	54,354	21,558	32,796	152%
Harvard-Lee	7,080	6,535	43,965	34,198	9,767	29%
Hough	7,815	5,899	47,450	35,442	12,008	34%
Jefferson	5,882	1,462	44,711	24,105	20,606	85%
Langston Hughes	8,039	8,123	50,637	47,608	3,029	6%
Lorain	8,879	6,938	49,696	29,512	20,184	68%
Martin Luther King, Jr.	8,029	6,458	45,317	36,714	8,603	23%
Memorial-Nottingham	12,275	13,584	80,008	80,403	-395	0%
Mt. Pleasant	5,110	4,586	31,267	26,458	4,809	18%
Rice	12,648	10,676	81,605	63,672	17,933	28%
Rockport	21,015	18,131	131,072	110,849	20,223	18%
South	10,148	8,924	71,563	54,096	17,467	32%
South Brooklyn	17,584	16,801	112,687	106,747	5,940	6%
Sterling	5,402	4,803	38,516	29,305	9,211	31%
Union	5,942	4,439	37,123	27,232	9,891	36%
Walz*	13,881	12,612	92,026	82,790	9,236	11%
West Park	19,565	17,874	132,391	118,734	13,657	12%
Woodland	8,879	7,574	58,508	46,150	12,358	27%
<b>TOTAL</b>	<b>268,565</b>	<b>238,824</b>	<b>1,721,507</b>	<b>1,462,115</b>	<b>259,392</b>	<b>18%</b>

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE JULY 2019**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2019	2018	2019	2018	Gain/Loss	%G/L
Addison	5,013	0	29,494	24,439	5,055	21%
Brooklyn	3,143	3,238	21,703	20,605	1,098	5%
Carnegie West	6,559	7,757	50,704	58,342	-7,638	-13%
Collinwood	5,889	5,245	30,863	34,533	-3,670	-11%
East 131st	7,528	5,385	47,124	49,146	-2,022	-4%
Eastman	7,847	8,525	57,402	62,290	-4,888	-8%
Fleet	8,233	8,475	53,049	57,611	-4,562	-8%
Fulton	5,651	7,084	38,279	46,169	-7,890	-17%
Garden Valley	3,609	5,082	27,687	27,922	-235	-1%
Glenville	4,960	4,861	30,902	18,104	12,798	71%
Harvard-Lee	5,425	5,191	40,125	28,704	11,421	40%
Hough	5,996	6,110	41,497	45,696	-4,199	-9%
Jefferson	3,372	63	29,290	14,389	14,901	104%
Langston Hughes	5,697	7,166	37,501	44,419	-6,918	-16%
Lorain	6,096	5,739	35,669	24,806	10,863	44%
Martin Luther King, Jr.	3,735	3,883	32,073	33,008	-935	-3%
Memorial-Nottingham	5,589	6,832	34,273	34,921	-648	-2%
Mt. Pleasant	3,666	3,701	21,702	24,911	-3,209	-13%
Rice	6,729	7,444	61,954	61,225	729	1%
Rockport	7,278	6,783	49,294	47,119	2,175	5%
South	5,190	5,532	35,658	34,741	917	3%
South Brooklyn	9,029	10,356	72,014	71,587	427	1%
Sterling	7,943	7,852	52,455	49,534	2,921	6%
Union	4,231	4,564	39,148	39,280	-132	0%
Walz*	5,881	6,499	37,198	50,829	-13,631	-27%
West Park	5,929	6,762	49,413	52,032	-2,619	-5%
Woodland	7,640	7,928	49,810	53,308	-3,498	-7%
<b>TOTAL</b>	<b>157,858</b>	<b>158,057</b>	<b>1,106,281</b>	<b>1,109,670</b>	<b>-3,389</b>	<b>0%</b>

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS JULY 2019**

Branch	Total Circulation
1 <b>Rockport</b>	21,015
2 <b>West Park</b>	19,565
3 <b>South Brooklyn</b>	17,584
4 <b>Eastman</b>	15,502
5 <b>Walz*</b>	13,881
6 <b>Rice</b>	12,648
7 <b>Carnegie West</b>	12,489
8 <b>Memorial-Nottingham</b>	12,275
9 <b>Fleet</b>	12,026
10 <b>Fulton</b>	10,254
11 <b>South</b>	10,148
12 <b>Addison</b>	8,963
13 <b>Lorain</b>	8,879
14 <b>Woodland</b>	8,879
15 <b>Collinwood</b>	8,644
16 <b>Langston Hughes</b>	8,039
17 <b>Martin Luther King, Jr.</b>	8,029
18 <b>Glenville</b>	8,000
19 <b>Hough</b>	7,815
20 <b>Harvard-Lee</b>	7,080
21 <b>Union</b>	5,942
22 <b>Jefferson</b>	5,882
23 <b>Brooklyn</b>	5,610
24 <b>Sterling</b>	5,402
25 <b>Mt. Pleasant</b>	5,110
26 <b>Garden Valley</b>	4,637
27 <b>East 131st</b>	4,267
	<b>268,565</b>

Branch	Attendance
1 <b>South Brooklyn</b>	9,029
2 <b>Fleet</b>	8,233
3 <b>Sterling</b>	7,943
4 <b>Eastman</b>	7,847
5 <b>Woodland</b>	7,640
6 <b>East 131st</b>	7,528
7 <b>Rockport</b>	7,278
8 <b>Rice</b>	6,729
9 <b>Carnegie West</b>	6,559
10 <b>Lorain</b>	6,096
11 <b>Hough</b>	5,996
12 <b>West Park</b>	5,929
13 <b>Collinwood</b>	5,889
14 <b>Walz*</b>	5,881
15 <b>Langston Hughes</b>	5,697
16 <b>Fulton</b>	5,651
17 <b>Memorial-Nottingham</b>	5,589
18 <b>Harvard-Lee</b>	5,425
19 <b>South</b>	5,190
20 <b>Addison</b>	5,013
21 <b>Glenville</b>	4,960
22 <b>Union</b>	4,231
23 <b>Martin Luther King, Jr.</b>	3,735
24 <b>Mt. Pleasant</b>	3,666
25 <b>Garden Valley</b>	3,609
26 <b>Jefferson</b>	3,372
27 <b>Brooklyn</b>	3,143
	<b>157,858</b>

Branch	Population	
	2010	2000
1 <b>South Brooklyn</b>	32,043	34,217
2 <b>West Park</b>	27,814	29,398
<b>Fleet*</b>	26,727	34,598
<b>Eastman</b>	23,674	25,873
<b>Rockport</b>	19,896	21,467
<b>Fulton</b>	19,647	22,575
<b>Rice</b>	19,462	25,893
<b>Memorial-Nottingham</b>	19,271	22,598
9 <b>Harvard-Lee</b>	17,655	21,246
10 <b>Walz</b>	16,063	18,497
11 <b>Collinwood</b>	14,769	19,377
12 <b>Langston Hughes</b>	14,439	21,224
13 <b>Glenville</b>	14,006	20,302
14 <b>Addison</b>	13,603	19,263
15 <b>East 131st</b>	13,025	18,001
16 <b>Mt. Pleasant</b>	12,792	17,155
17 <b>Lorain</b>	12,588	14,589
18 <b>Martin Luther King, Jr.</b>	12,392	15,483
19 <b>Carnegie West</b>	10,487	11,716
20 <b>Union</b>	8,416	12,603
21 <b>Sterling</b>	8,267	8,712
22 <b>Woodland</b>	7,946	7,213
23 <b>South</b>	6,325	7,729
24 <b>Hough</b>	5,667	7,845
25 <b>Brooklyn</b>	5,524	6,430
26 <b>Jefferson</b>	3,515	3,987
27 <b>Garden Valley</b>	2,310	3,220
28 <b>Broadway*</b>		1,966
	<b>388,323</b>	<b>473,177</b>

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

\*Broadway and Fleet service areas merged

Prepared By: Northern Ohio Data and Information Service - NODIS,  
Maxine Goodman Levine College of Urban Affairs, Cleveland State  
University

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR JULY 2019**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
CLEVNET	71,697	58,093	503,673	382,369	32%
Other Libraries		469		3,242	-100%
	<b>71,697</b>	<b>58,562</b>	<b>503,673</b>	<b>385,611</b>	<b>31%</b>

\*Totals included in Main Library and Branch circulation counts

REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Projected	12,010	11,984	92,603	118,988	-22%
Mail and Email Reference	750	347	4,602	2,222	107%
Interlibrary Loan Requests		967		6,857	-100%
	<b>12,760</b>	<b>13,298</b>	<b>97,205</b>	<b>128,067</b>	<b>-24%</b>

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
New Titles Added	4,909	4,067	37,486	29,312	28%
Total Items Added	19,704	16,208	145,506	134,395	8%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Main Library	208	208	1,416	1,424	-1%
Branches	5,958	5,535	40,486	38,258	6%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Downloads	11,421	13,897	84,438	89,420	-6%
Users	666	659	4,594	4,575	0%

Included in circulation activity

STREAMING MEDIA	Monthly Total		Year-to-Date	
	Songs	Users	Songs	Users
	13914	285	108039	2103

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR AUGUST 2019**

CIRCULATION ACTIVITY*	Monthly Total		Average Hourly		Year-to-Date		YTD
	2019	2018	2019	2018	2019	2018	Gain/Loss
Main Library	140,585	142,818	651	661	1,118,812	932,576	20.0%
Branches	271,237	248,902	1,185	1,155	1,992,629	1,711,017	16.5%
Mobile Units	2,287	3,179			19,323	29,078	-33.5%
Library for the Blind	41,130	44,181			326,218	325,478	0.2%
OLBPD BARD	13,692	12,830			98,130	102,250	-4.0%
eMedia	52,094	42,598			399,425	313,096	27.6%
<b>TOTAL CIRCULATION</b>	<b>521,025</b>	<b>494,508</b>			<b>3,954,537</b>	<b>3,413,495</b>	<b>16%</b>

ELECTRONIC MEDIA CIRCULATION*	Monthly Total		Year-to-Date		YTD
	2019	2018	2019	2018	Gain/Loss
eBook	24,522	23,057	198,249	177,274	11.8%
eAudiobook	18,946	15,876	140,167	114,519	22.4%
eMusic	4,703	339	37,488	2,594	1345.2%
eVideo	2,359	907	10,185	5,252	93.9%
eMagazines	1,564	2,419	13,336	13,457	-0.9%
<b>TOTAL eCIRCULATION</b>	<b>52,094</b>	<b>42,598</b>	<b>399,425</b>	<b>313,096</b>	<b>27.6%</b>

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD
			2019	2018	2019	2018	Gain/Loss
Main Library	107	56 minutes	51,418	64,696	56,543	56,177	0.7%
Branches	590	42 minutes	413,626	467,873	353,208	321,582	9.8%
<b>TOTAL USAGE</b>	<b>697</b>		<b>465,044</b>	<b>532,569</b>	<b>409,751</b>	<b>377,759</b>	<b>8.5%</b>

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.

WiFi Hotspot Checkouts	Monthly Total	Year-to-Date
	2019	2019
	824	4,713

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD
	2019	2018	2019	2018	2019	2018	Gain/Loss
Main Library	37,726	37,513	175	174	280,706	269,550	4.1%
Branches	178,463	175,712	780	815	1,292,002	1,285,382	0.5%
<b>TOTAL VISITS</b>	<b>216,189</b>	<b>213,225</b>			<b>1,572,708</b>	<b>1,554,932</b>	<b>1.1%</b>

\*2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

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REPORT 02

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR AUGUST 2019**

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	5,060	1,924	734	1,344	9,062	544	9,606
Brooklyn	3,689	969	595	769	6,022	437	6,459
Carnegie West	5,974	2,064	1,425	1,406	10,869	1,324	12,193
Collinwood	3,855	1,180	481	1,612	7,128	636	7,764
East 131st	2,323	866	290	497	3,976	397	4,373
Eastman	9,091	2,186	1,191	1,819	14,287	2,092	16,379
Fleet	6,895	1,699	868	1,440	10,902	809	11,711
Fulton	5,877	1,610	485	1,031	9,003	721	9,724
Garden Valley	2,795	821	235	365	4,216	257	4,473
Glenville	4,626	1,232	545	1,501	7,904	474	8,378
Harvard-Lee	4,390	963	534	1,004	6,891	858	7,749
Hough	5,198	1,027	391	623	7,239	449	7,688
Jefferson	2,536	921	548	1,000	5,005	709	5,714
Langston Hughes	3,566	2,189	538	1,123	7,416	567	7,983
Lorain	5,158	1,338	544	766	7,806	629	8,435
Martin Luther King, Jr.	3,725	1,121	719	1,276	6,841	761	7,602
Memorial-Nottingham	6,233	1,173	1,120	2,796	11,322	1,156	12,478
Mt. Pleasant	2,360	1,376	345	609	4,690	487	5,177
Rice	6,996	2,091	873	1,649	11,609	941	12,550
Rockport	12,374	2,386	1,662	2,285	18,707	1,789	20,496
South	7,290	1,383	422	683	9,778	1,233	11,011
South Brooklyn	10,668	1,828	1,720	2,358	16,574	1,919	18,493
Sterling	3,382	1,068	492	390	5,332	438	5,770
Union	2,759	1,071	474	739	5,043	433	5,476
Walz*	8,164	2,202	1,142	1,864	13,372	1,041	14,413
West Park	8,129	1,903	2,788	4,448	17,268	2,120	19,388
Woodland	6,415	1,447	540	766	9,168	586	9,754
<b>TOTAL</b>	<b>149,528</b>	<b>40,038</b>	<b>21,701</b>	<b>36,163</b>	<b>247,430</b>	<b>23,807</b>	<b>271,237</b>

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

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**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR AUGUST 2019**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2019	2018	2019	2018	Gain/Loss	%G/L
Addison	9,606	3,845	67,969	48,975	18,994	39%
Brooklyn	6,459	5,108	40,550	35,197	5,353	15%
Carnegie West	12,193	11,010	91,804	86,681	5,123	6%
Collinwood	7,764	8,101	58,124	48,412	9,712	20%
East 131st	4,373	4,789	32,245	34,933	-2,688	-8%
Eastman	16,379	18,531	125,738	126,257	-519	0%
Fleet	11,596	11,652	83,320	84,943	-1,623	-2%
Fulton	9,539	9,880	71,207	71,379	-172	0%
Garden Valley	4,473	3,492	30,221	26,173	4,048	15%
Glenville	8,378	8,002	62,732	29,560	33,172	112%
Harvard-Lee	7,749	7,606	51,714	41,804	9,910	24%
Hough	7,688	6,125	55,138	41,567	13,571	33%
Jefferson	5,714	5,416	50,425	29,521	20,904	71%
Langston Hughes	7,983	8,908	58,620	56,516	2,104	4%
Lorain	8,435	7,148	58,131	36,660	21,471	59%
Martin Luther King, Jr.	7,602	5,932	52,919	42,646	10,273	24%
Memorial-Nottingham	12,478	12,441	92,486	92,844	-358	0%
Mt. Pleasant	5,177	4,635	36,444	31,093	5,351	17%
Rice	12,550	11,669	94,155	75,341	18,814	25%
Rockport	20,496	18,572	151,568	129,421	22,147	17%
South	11,011	8,482	82,574	62,578	19,996	32%
South Brooklyn	18,493	15,779	131,180	122,526	8,654	7%
Sterling	5,770	5,539	44,286	34,844	9,442	27%
Union	5,476	5,311	42,599	32,543	10,056	31%
Walz*	14,413	13,331	106,439	96,121	10,318	11%
West Park	19,388	19,204	151,779	137,938	13,841	10%
Woodland	9,754	8,394	68,262	54,544	13,718	25%
<b>TOTAL</b>	<b>270,937</b>	<b>248,902</b>	<b>1,992,629</b>	<b>1,711,017</b>	<b>281,612</b>	<b>16%</b>

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.



**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE AUGUST 2019**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2019	2018	2019	2018		
Addison	4,520	0	34,208	24,439	9,769	40%
Brooklyn	3,737	3,452	25,574	24,057	1,517	6%
Carnegie West	6,686	4,987	57,752	63,329	-5,577	-9%
Collinwood	5,601	5,437	36,762	39,970	-3,208	-8%
East 131st	8,493	7,524	55,970	56,670	-700	-1%
Eastman	9,429	9,431	67,159	71,721	-4,562	-6%
Fleet	8,733	8,320	62,111	65,931	-3,820	-6%
Fulton	5,965	6,862	44,635	53,031	-8,396	-16%
Garden Valley	3,565	5,134	31,400	33,056	-1,656	-5%
Glenville	5,348	5,266	36,459	23,370	13,089	56%
Harvard-Lee	6,254	6,007	46,586	34,711	11,875	34%
Hough	6,349	7,143	48,105	52,839	-4,734	-9%
Jefferson	4,796	3,816	34,251	18,205	16,046	88%
Langston Hughes	6,359	7,632	44,143	52,051	-7,908	-15%
Lorain	6,201	5,762	42,192	30,568	11,624	38%
Martin Luther King, Jr.	4,995	4,385	37,192	37,393	-201	-1%
Memorial-Nottingham	5,588	6,511	40,137	41,432	-1,295	-3%
Mt. Pleasant	3,350	3,503	25,233	28,414	-3,181	-11%
Rice	10,977	10,220	73,248	71,445	1,803	3%
Rockport	9,475	7,975	59,098	55,094	4,004	7%
South	6,503	5,257	42,413	39,998	2,415	6%
South Brooklyn	10,294	12,285	82,773	83,872	-1,099	-1%
Sterling	8,325	8,484	61,126	58,018	3,108	5%
Union	6,122	6,064	45,445	45,344	101	0%
Walz*	6,361	7,742	43,833	58,571	-14,738	-25%
West Park	6,767	7,955	56,384	59,987	-3,603	-6%
Woodland	7,670	8,558	57,813	61,866	-4,053	-7%
<b>TOTAL</b>	<b>178,463</b>	<b>175,712</b>	<b>1,292,002</b>	<b>1,285,382</b>	<b>6,620</b>	<b>1%</b>

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS AUGUST 2019**

Branch	Total Circulation
1 <b>Rockport</b>	20,496
2 <b>West Park</b>	19,388
3 <b>South Brooklyn</b>	18,493
4 <b>Eastman</b>	16,379
5 <b>Walz*</b>	14,413
6 <b>Rice</b>	12,550
7 <b>Memorial-Nottingham</b>	12,478
8 <b>Carnegie West</b>	12,193
9 <b>Fleet</b>	11,596
10 <b>South</b>	11,011
11 <b>Woodland</b>	9,754
12 <b>Addison</b>	9,606
13 <b>Fulton</b>	9,539
14 <b>Lorain</b>	8,435
15 <b>Glenville</b>	8,378
16 <b>Langston Hughes</b>	7,983
17 <b>Collinwood</b>	7,764
18 <b>Harvard-Lee</b>	7,749
19 <b>Hough</b>	7,688
20 <b>Martin Luther King, Jr.</b>	7,602
21 <b>Brooklyn</b>	6,459
22 <b>Sterling</b>	5,770
23 <b>Jefferson</b>	5,714
24 <b>Union</b>	5,476
25 <b>Mt. Pleasant</b>	5,177
26 <b>Garden Valley</b>	4,473
27 <b>East 131st</b>	4,373
	<b>270,937</b>

Branch	Attendance
1 <b>Rice</b>	10,977
2 <b>South Brooklyn</b>	10,294
3 <b>Rockport</b>	9,475
4 <b>Eastman</b>	9,429
5 <b>Fleet</b>	8,733
6 <b>East 131st</b>	8,493
7 <b>Sterling</b>	8,325
8 <b>Woodland</b>	7,670
9 <b>West Park</b>	6,767
10 <b>Carnegie West</b>	6,686
11 <b>South</b>	6,503
12 <b>Walz*</b>	6,361
13 <b>Langston Hughes</b>	6,359
14 <b>Hough</b>	6,349
15 <b>Harvard-Lee</b>	6,254
16 <b>Lorain</b>	6,201
17 <b>Union</b>	6,122
18 <b>Fulton</b>	5,965
19 <b>Collinwood</b>	5,601
20 <b>Memorial-Nottingham</b>	5,588
21 <b>Glenville</b>	5,348
22 <b>Martin Luther King, Jr.</b>	4,995
23 <b>Jefferson</b>	4,796
24 <b>Addison</b>	4,520
25 <b>Brooklyn</b>	3,737
26 <b>Garden Valley</b>	3,565
27 <b>Mt. Pleasant</b>	3,350
	<b>178,463</b>

Branch	Population	
	2010	2000
1 <b>South Brooklyn</b>	32,043	34,217
2 <b>West Park</b>	27,814	29,398
<b>Fleet*</b>	26,727	34,598
<b>Eastman</b>	23,674	25,873
<b>Rockport</b>	19,896	21,467
<b>Fulton</b>	19,647	22,575
<b>Rice</b>	19,462	25,893
<b>Memorial-Nottingham</b>	19,271	22,598
9 <b>Harvard-Lee</b>	17,655	21,246
10 <b>Walz</b>	16,063	18,497
11 <b>Collinwood</b>	14,769	19,377
12 <b>Langston Hughes</b>	14,439	21,224
13 <b>Glenville</b>	14,006	20,302
14 <b>Addison</b>	13,603	19,263
15 <b>East 131st</b>	13,025	18,001
16 <b>Mt. Pleasant</b>	12,792	17,155
17 <b>Lorain</b>	12,588	14,589
18 <b>Martin Luther King, Jr.</b>	12,392	15,483
19 <b>Carnegie West</b>	10,487	11,716
20 <b>Union</b>	8,416	12,603
21 <b>Sterling</b>	8,267	8,712
22 <b>Woodland</b>	7,946	7,213
23 <b>South</b>	6,325	7,729
24 <b>Hough</b>	5,667	7,845
25 <b>Brooklyn</b>	5,524	6,430
26 <b>Jefferson</b>	3,515	3,987
27 <b>Garden Valley</b>	2,310	3,220
28 <b>Broadway*</b>		1,966
	<b>388,323</b>	<b>473,177</b>

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

\*Broadway and Fleet service areas merged

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**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR AUGUST 2019**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
<b>CLEVNET</b>	71,099	68,900	571,772	451,269	27%
<b>Other Libraries</b>	395	382	2,941	3,624	-19%
	<b>71,494</b>	<b>69,282</b>	<b>574,713</b>	<b>454,893</b>	<b>26%</b>

\*Totals included in Main Library and Branch circulation counts

REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
<b>Projected</b>	14,670	13,734	107,273	132,722	-19%
<b>Mail and Email Reference</b>	159	477	4,761	2,699	76%
<b>Interlibrary Loan Requests</b>	1,364	848	6,264	7,705	-19%
	<b>16,193</b>	<b>15,059</b>	<b>118,298</b>	<b>143,126</b>	<b>-17%</b>

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
<b>New Titles Added</b>	4,469	4,177	41,955	33,489	25%
<b>Total Items Added</b>	15,692	18,982	161,198	153,377	5%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
<b>Main Library</b>	216	216	1,632	1,640	0%
<b>Branches</b>	6,182	5,820	46,658	44,077	6%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
<b>Downloads</b>	13,692	12,830	98,130	102,250	-4%
<b>Users</b>	696	642	5,290	5,217	1%

Included in circulation activity

STREAMING MEDIA	Monthly Total		Year-to-Date	
	Songs	Users	Songs	Users
	15652	296	123691	2399

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## **CLEVELAND PUBLIC LIBRARY**

### **Policy on Diversity, Equity, and Inclusion**

Cleveland Public Library embraces and supports the diversity of our workforce as well as our community to include differences in race, ethnicity, language, culture, religion, gender, sexual orientation, gender identity or expression, socioeconomic status, military status, physical or mental ability or disability.

The Library demonstrates its support by:

- Engaging the board, leadership, and staff in ongoing inclusion training, education, and professional development;
- Creating a safe workplace environment in which employees' voices can be included, heard, valued, and treated with respect;
- Developing and implementing programs and services that incorporate the differences that make us a community, ensuring fair and equitable treatment with access to appropriate resources and opportunities; and
- Developing a supplier diversity program that mirrors the patrons we serve.



## **Supplier Diversity Statement**

**September 26, 2019**

The Cleveland Public Library is committed to developing and implementing standards and procedures to achieve, to the fullest extent possible, the inclusion and utilization of diverse firms in all business and activities of the agency at all levels, including in procurement and all types of contracts; and expect contractors and, as applicable, subcontractors, to have a diverse, equitable and inclusive workforce.

**Note:** Diversity, equity and inclusion is defined by the Cleveland Public Library as stated in our DEI Policy:

*Cleveland Public Library embraces and supports the diversity of our workforce as well as our community to include differences in race, ethnicity, language, culture, religion, gender, sexual orientation, gender identity or expression, socioeconomic status, military status, physical or mental ability or disability.*