

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
October 21, 2021  
Learning Commons Louis Stokes Wing  
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,  
Ms. Rodriguez, Mr. Hairston

Absent: Ms. Thomas, Mr. Parker

Ms. Rodriguez called the Regular Board Meeting to order  
at 12:06 p.m.

**Approval of the Minutes**

Mr. Hairston moved approval of the minutes for the  
Regular Board Meeting of 09/16/21; and Joint Finance &  
Human Resources Committee Meeting of 09/14/21.  
Mr. Corrigan seconded the motion, which passed  
unanimously by roll call vote.

**COMMUNICATIONS**

Director Thomas stated that there were no Communications  
to be acknowledged.

**FINANCE COMMITTEE REPORT**

Mr. Seifullah presented the following report.

**Resolution to Accept Gifts for the Month of September**

(See page 1931)

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

WHEREAS, The Board receives gifts of moneys, library  
service materials, technology resources and  
miscellaneous non-monetary gifts from generous citizens  
from time to time; and

MINUTES OF  
REGULAR BOARD  
MEETING OF  
09/16/21; JOINT  
FINANCE & HUMAN  
RESOURCES  
COMMITTEE  
MEETING OF  
09/14/21

Approved

RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF SEPTEMBER  
2021

Approved

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of September of 2021; now therefore be it

RESOLVED, That the gifts described in the Gift Report for September of 2021 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Ninth Amendment to the Year 2021 Appropriation

(See pages 1932-1938)

Mr. Seifullah moved approval of the following resolution. Ms. Butts 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 2021 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated October 14, 2021; 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 Ninth Amendment to the Year 2021 Appropriation Schedule be approved.

Resolution to Accept the State Library of Ohio American Rescue Plan Act (ARPA)/Library Services and Technology Act (LSTA) Grant for Cleveland Digital Public Library

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

WHEREAS, ARPA (American Rescue Plan Act) funds are federal stimulus funds distributed to the State Library of Ohio via the Institute of Museum and Library Services (IMLS) to be used to address outreach and respond to the

**NINTH  
AMENDMENT TO  
THE YEAR 2021  
APPROPRIATION**  
Approved

**RESOLUTION TO  
ACCEPT THE  
STATE LIBRARY  
OF OHIO  
AMERICAN  
RESCUE PLAN  
ACT  
(ARPA)/LIBRARY  
SERVICES AND  
TECHNOLOGY  
ACT (LSTA)  
GRANT FOR  
CLEVELAND  
DIGITAL PUBLIC  
LIBRARY**  
Approved

COVID-19 pandemic through equitable approaches to all of Ohio's libraries; and

WHEREAS, The State Library of Ohio invited Cleveland Public Library to apply for these stimulus funds to update the current hardware within the statewide Ohio Digital Network Digi-Hubs as they respond to the COVID-19 pandemic; and

WHEREAS, Cleveland Public Library applied for and received a grant of \$70,254 to purchase digitization equipment, specifically two scanners (an i2S CopiBookOSA2 XD Book Scanner and a nextScan FlexView 300scanner); and

WHEREAS, These items will enable Cleveland Digital Public Library at Cleveland Public Library to continue and enhance services to our patrons, enabling the Library to continue to provide the high-quality digitization and cultural heritage services that Library patrons have come to expect and need; now therefore be it

RESOLVED, That the Board of Trustees of Cleveland Public Library, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts this grant from the State Library of Ohio in the amount of \$70,254 for receipt into the Building and Repair fund account 401042-42100-13965 (Federal Aid); 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 this Resolution, including those for amounts in excess of \$25,000, which agreements and instruments shall be subject to the approval of the Library's Director of Legal Affairs.

Resolution Approving Public Library Fund Allocation Agreement Commencing January 1, 2022 and Terminating December 31, 2022

(See pages 1939-1943)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which

**RESOLUTION  
APPROVING  
PUBLIC LIBRARY  
FUND  
ALLOCATION  
AGREEMENT  
COMENCING  
JANUARY 1, 2022  
AND  
TERMINATING  
DECEMBER 31,  
2022  
Approved**

passed unanimously by roll call vote.

WHEREAS, On January 1, 2009, the nine (9) independent free public library systems in Cuyahoga County entered into an agreement with the Cuyahoga County Budget Commission setting forth the percentage of the total County Public Library Fund ("PLF") that each library was to receive annually during the period commencing on January 1, 2009 and terminating on December 31, 2013; and

WHEREAS, On January 1, 2014, the nine library systems entered into another agreement with the Budget Commission extending the same percentage of the total PLF each library was to receive annually commencing on January 1, 2014 and terminating on December 31, 2017; and

WHEREAS, On January 1, 2018, the nine library systems again entered into an agreement with the Budget Commission extending the same percentage of the total PLF each library was to receive through December 31, 2021; and

WHEREAS, The Directors of the nine (9) independent free public libraries recently met and agreed, subject to the approval of each library's respective Board of Trustees and the Cuyahoga County Budget Commission, to enter into a new agreement that extends the current percentage allocation for an additional year through December 31, 2022; and

WHEREAS, The percent of PLF to be allocated to the Cleveland Public Library under the new agreement remains at **41.18430%** of the entire amount distributed for all of the public library systems in Cuyahoga County; and

WHEREAS, The Board of Trustees has determined that the allocation set forth above is fair and reasonable; now therefore be it

RESOLVED, That subject to the approval of the Cuyahoga County Budget Commission and the approval of the Board of Trustees of each of the other independent free library systems in Cuyahoga County, this Board hereby approves an agreement commencing on January 1, 2022 and terminating on December 31, 2022 on the terms and conditions set forth in the agreement, which



substantially conforms with the agreement attached to this Resolution and incorporated herein by reference, which provides that the percentage of PLF to be allocated to the Cleveland Public Library under the new agreement is **41.18430%**; and be it further

RESOLVED, That the President of this Board of Trustees is authorized to execute any agreements, amendments, or other documents necessary or appropriate to effectuate the agreement which is the subject of this Resolution.

Mr. Seifullah introduced the resolution and moved for passage;

Mr. Corrigan seconded the motion and, after discussion a roll call vote was taken and the results were

Ayes: 5

Nays: 0

#### **CERTIFICATE**

The undersigned Fiscal Office of the Board of Trustees of the Cleveland Public Library hereby certifies that the foregoing is a true copy of a resolution duly adopted by said Board on October 21, 2021.

\_\_\_\_\_  
Carrie Krenicky, Fiscal Officer  
Cleveland Public Library

Mr. Corrigan stated that basically, we are getting into almost 30 years of avoiding litigation and dispute between the nine library systems; the waste that during those fights and wars that were done in that period are gone now. It is important to remember we act as a group for the libraries' needs within the county and that the nine systems work together. Mr. Corrigan commended the other library systems for their continued cooperation to make this work.

**RESOLUTION TO  
PURCHASE REAL  
PROPERTY  
FROM THE CITY  
OF CLEVELAND  
LAND BANK FOR  
THE NEW HOUGH  
BRANCH**

Approved

Resolution to Purchase Real Property from the City of  
Cleveland Land Bank for the New Hough Branch

(See page 1944)

Mr. Corrigan noted that parcel 106-14-096 was not listed in the following clause: *WHEREAS, All of the parcels as depicted in Exhibit "A" to this Resolution are owned by the City of Cleveland Land Bank and include parcels 106-14-001, 106-14-100, 106-14-103, 106-14-099, 106-14-108, 106-14-109, 106-14-104, 106-14-098, 106-14-097, and..*

Mr. Corrigan motioned to amend the clause to be corrected as follows: *WHEREAS, All of the parcels as depicted in Exhibit "A" to this Resolution are owned by the City of Cleveland Land Bank and include parcels 106-14-001, 106-14-100, 106-14-103, 106-14-099, 106-14-108, 106-14-109, 106-14-104, 106-14-098, 106-14-097, and 106-14-096; and..* Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

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

WHEREAS, The Library and its architects have identified 10 vacant parcels on the corner of E. 66<sup>th</sup> Street and Lexington Avenue in the Hough neighborhood that the Library wishes to acquire for use as the location of the new Hough branch; and

WHEREAS, All of the parcels as depicted in Exhibit "A" to this Resolution are owned by the City of Cleveland Land Bank and include parcels 106-14-001, 106-14-100, 106-14-103, 106-14-099, 106-14-108, 106-14-109, 106-14-104, 106-14-098, 106-14-097, and 106-14-096; and

WHEREAS, The Library Administration has been in discussions with the City to acquire the above-mentioned 10 parcels, and the City has agreed to sell them to the Library at their current assessed value of \$45,600 as determined by the Cuyahoga County Fiscal Officer; and

WHEREAS, Ohio Revised Code Section 3375.35 requires that the purchase of any real property be authorized by a two-thirds vote of the full membership of

the Library Board before making such purchase; now therefore be it

RESOLVED, 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 the City of Cleveland in the amount of \$45,600 and to execute such other instruments as are necessary for the acquisition of the City of Cleveland Land Bank owned property bearing Permanent Parcel Nos. 106-14-001, 106-14-100, 106-14-103, 106-14-099, 106-14-108, 106-14-109, 106-14-104, 106-14-098, 106-14-097, and 106-14-096, which agreement and instruments shall be subject to the approval of the Director of Legal Affairs and which amount shall be charged to the Construction - Tax-Exempt fund account 40275205-55100 (Land).

Resolution to Ratify Agreements with the Lamar Companies for Advertising

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

WHEREAS, On September 21<sup>st</sup> and 24<sup>th</sup>, 2021, the Executive Director of the Cleveland Public Library entered into two agreements with Lamar Companies for bus shelter advertising for the Library's Reimagined and Awareness campaigns for the period of October 17, 2021 through February 6, 2022; and

WHEREAS, The total cost for the campaigns is \$30,240 which consists of \$21,600 for 20 advertising spaces for the Awareness campaign and \$8,640 for 8 advertising spaces for the Reimagined campaign; and

WHEREAS, The Executive Director hereby requests that the Board of Library Trustees ratify the Agreements entered into with Lamar Companies on September 21<sup>st</sup> and 24<sup>th</sup>, 2021 and authorizes the expenditure by Cleveland Public Library of funds in the amount \$30,240 for the two Library advertising campaigns; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies and approves the agreements entered into with Lamar Companies on September 21<sup>st</sup> and 24<sup>th</sup>, 2021 in the amount of \$30,240 for the Library's Reimagined and

**RESOLUTION TO  
RATIFY  
AGREEMENTS  
WITH THE LAMAR  
COMPANIES FOR  
ADVERTISING**  
Approved

Awareness advertising campaigns from General Fund Account 11610053-53240 (PR/Other Communications).

In response to Ms. Butts' inquiry, Director Thomas stated Your Story Starts Here is a new campaign that will start later. We need to secure space in the bus shelters now. This campaign will be fully introduced to the Board next month.

Michael Young, Director, Digital Content, explained that we want to be able to visually move forward and show the community themselves within the Library. This will be taking a different approach to how we have promoted in the past. For example, to show that you can play here by showing a kid actually engaged; showing someone from that community representing that community; looking at the different ages groups of the people we serve throughout the City of Cleveland. This will include everyone from our youngest scholars up to our seniors as well as to make sure that they are reflected and showing them how they can use and activate the spaces.

Mr. Corrigan added that one important part is that this is connected to the Facilities Master Plan that they will be site specific particularly the branches that are temporarily closed.

Director Thomas stated that a presentation about the campaign will be brought to the Board next month. Ultimately, we would like to reactivate our buildings. Hopefully, as we begin to see COVID go down, we will begin to increase our capacity so that people can come back into our buildings. We want people to know that we are anxious and ready for them to come in.

In response to Mr. Hairston's inquiry, Director Thomas explained that we will begin to see a temporary campaign. As we get closer to Library's Anniversary in February 2022, there will be a re-introduction of the reimagination and that is going to be a larger campaign. We must have a different concept to drive people back into the Library.

Resolution Authorizing Amendment to Agreement for Design Services for the New Martin Luther King, Jr. Branch Project

(See pages 1945-1948)

**RESOLUTION  
AUTHORIZING  
AMENDMENT  
TO  
AGREEMENT  
FOR DESIGN  
SERVICES  
FOR THE NEW  
MARTIN  
LUTHER KING,  
R. BRANCH  
PROJECT**  
Approved

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 Trustees of the Cleveland Public Library authorized an agreement with SO-IL Office Ltd and/or JKURTZ Architects Ltd in the amount of \$1,456,525 for architectural and engineering design services for the new Martin Luther King, Jr. Branch. The Library and JKURTZ Architects Ltd. entered into an agreement in the amount of \$1,435,210 on November 15, 2019; and

WHEREAS, On September 17, 2020, this Board authorized the Library to amend the agreement with JKURTZ Architects Ltd. to revise the design of the new Martin Luther King, Jr. Branch to bring the project within budget, increasing the total fee to \$1,931,370; and

WHEREAS, The Library desires to amend the agreement with JKURTZ to include a redesign of portions of the exterior curtainwall and entryways necessitated by the evolving design of the Library Lofts' façade and to include modifications to the design of the stage, including enhanced audiovisual technology; and

WHEREAS, JKURTZ has submitted proposals in the amount of \$14,500 for the external redesign and \$29,500 for the modifications to the performance space, which would increase JKURTZ's total fee to \$1,975,370; and

WHEREAS, This Board finds that the increase in the fees is fair and reasonable; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee(s), to negotiate and execute an amendment to the agreement with JKURTZ Architects Ltd., in an amount not-to-exceed \$44,000, with the expenditure being charged to the Construction - Tax-Exempt fund account 40276705-55300 (Construction/Improvements), and increasing the agreement to a total cost of \$1,975,370, in such form as is approved by the Director of Legal Affairs.

Mr. Corrigan stated that he likes to know that our architectural and engineering costs are staying in line with the costs of the projects and thanked John Lang, Chief Operations Officer, for keeping the Board apprised

of the percentages as well as working to control the Library's overall design fees.

**RESOLUTION  
AUTHORING  
AMENDMENT  
TO AGREEMENT  
WITH  
BOSTWICK  
DESIGN  
PARTNERSHIP,  
INC. AND  
UBIQUITOUS  
DESIGN LTD  
FOR DESIGN  
SERVICES FOR  
THE  
WOODLAND  
BRANCH AND  
DISTRIBUTION  
FACILITY**

Approved

Resolution Authorizing Amendment to Agreement with  
Bostwick Design Partnership, Inc. and Ubiquitous Design  
LTD for Design Services for the Woodland Branch and  
Distribution Facility

(See pages 1949-1952)

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

WHEREAS, On September 26, 2019, the Board of Trustees of the Cleveland Public Library authorized the Executive Director to enter into an agreement with Bostwick Design Partnership, Inc. (in partnership with Ubiquitous Design LTD) ("Bostwick") in an amount not-to-exceed \$363,310 for the design of the renovation of the Woodland branch and \$586,700 for the design of the Central Distribution Facility; and

WHEREAS, Due to design and other changes requested by the Library, this Board authorized four amendments to the agreement with Bostwick, resulting in architect fees totaling \$1,311,439 for both the new Woodland branch and the Central Distribution facility; and

WHEREAS, The Library Administration has determined that it is necessary to further amend the agreement to add a redesigned storm water management system to Bostwick's scope of work for the Woodland branch and to add structural assessment and architectural services to Bostwick's scope for the Central Distribution Facility, which were necessitated by the July 21, 2021 incident where a vehicle crashed into the building; and

WHEREAS, Bostwick has proposed fees of \$20,714 for the work related to the Woodland branch and \$4,600 for the work related to the Central Distribution Facility, for a total additional fee not-to-exceed \$25,314, which amount will bring Bostwick's architect fees to a total amount not-to-exceed \$1,336,753; and

WHEREAS, This Board finds that the increase in the fees is 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 an amendment to the agreement with Bostwick upon such terms and conditions as are approved by the Library's Director of Legal Affairs, increasing the architect fee by \$25,314 for a total contract amount not-to-exceed \$1,336,753 being charged to the Construction - Tax-Exempt fund account 40241105/40279905-55300 (Construction/Improvements).

Resolution Approving Amended Project Budgets for Woodland Branch and Central Distribution Facility Projects

(See page 1953)

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

WHEREAS, On July 6, 2021, the Board of Library Trustees approved total project budgets for the new Woodland branch and Central Distribution Facilities as shown in Exhibit "A" to this Resolution; and

WHEREAS, As work began on the new Woodland branch, the Library and its construction manager, Gilbane, encountered unforeseen site conditions including below-ground obstructions and the need for further environmental remediation and enhanced storm water retention and outfall systems; and

WHEREAS, Gilbane estimates that the cost of the additional work necessitated by the below-ground obstructions, additional environmental remediation, and storm water retention and outfall systems will cost \$260,000; and

WHEREAS, The Chief Operating Officer further recommends that this Board authorize the Library to increase the Owner's Contingency Fund by \$260,000 and the architect fees budget by \$20,714 for the corresponding additional architectural services authorized by this Board on October 21, 2021, bringing the total project budget for the new Woodland branch to \$7,808,306; and

WHEREAS, The Chief Operating Officer further recommends that this Board authorize the Library to amend the

**RESOLUTION  
APPROVING  
AMENDED  
PROJECT  
BUDGETS FOR  
WOODLAND  
BRANCH AND  
CENTRAL  
DISTRIBUTION  
FACILITY  
PROJECTS**  
Approved

project budget for the Central Distribution Facility by reallocating \$4,600 from owner direct costs to architect fees to cover the additional architect fees authorized by this Board on October 21, 2021 without increasing the total project budget; now therefore be it

RESOLVED, That the Board of Library Trustees approves the amended total project budgets for the Woodland branch and Central Distribution Facility projects as set forth in Exhibit "A" to this resolution.

Resolution Establishing Project Budget and Approving Guaranteed Maximum Price Amendment with Regency Construction Services, Inc. for the Lorain Branch

(See pages 1954-1976)

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

WHEREAS, On March 18, 2021, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a construction manager at risk master agreement with Regency Construction Services, Inc. ("Regency") for the Phase 1B projects of the Library's Facilities Master Plan and authorized Regency to commence preconstruction services in an amount not-to-exceed \$116,461. The Library and Regency executed the master agreement on April 13, 2021 ("Agreement"); and

WHEREAS, Regency has completed procurement of subcontractor construction bids for the work on the Lorain branch and, as contemplated by the Agreement, Regency has prepared a Guaranteed Maximum Price Proposal, which sets forth a maximum construction budget for the project; and

WHEREAS, The Guaranteed Maximum Price ("GMP") for the Lorain branch is \$2,861,071.80 and does not include the costs of professional design services, permitting, and other purchases that the Library will make directly and outside of the GMP; and

WHEREAS, The Library, in consultation with Regency, prepared a budget for the Lorain branch project, which consists of: 1) the GMP; 2) an Owner's Contingency Fund to cover additional costs outside of the GMP that arise

**RESOLUTION  
ESTABLISHING  
PROJECT  
BUDGET AND  
APPROVING  
GUARANTEED  
MAXIMUM PRICE  
AMENDMENT  
WITH REGENCY  
CONSTRUCTION  
SERVICES, INC.  
FOR THE  
LORAIN  
BRANCH**

Approved



during construction; 3) estimated costs for furniture, fixtures, and equipment; 4) the architect fees approved by this Board; and 5) Owner Direct costs, all of which are set forth in Exhibit "A" to this Resolution; and

WHEREAS, This Board desires to authorize the Library to move forward with the Lorain branch project and to allocate funds from the Construction - Tax-Exempt fund account in order to accomplish this project; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee to accept the Guaranteed Maximum Price proposal and enter into and execute an amendment to the agreement between the Cleveland Public Library and Regency Construction Services, Inc. approving the subcontract packages and establishing the Guaranteed Maximum Price for the Lorain branch in the amount of \$2,861,071.80 which shall be charged to the Construction Tax Exempt fund account 40276405-55300 (Construction/Improvements); be it further

RESOLVED, That the Executive Director, CEO or his designee, is authorized to establish an Owner's Contingency Fund for the Lorain branch project in the amount set forth in Exhibit "A" to this Resolution and to make expenditures and enter into contracts in excess of \$25,000 to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP. The Library shall report monthly to the Board on expenditures from the Owner's Contingency Fund; be it further

RESOLVED, That the Board of Library Trustees approves the total project budget for the Lorain branch project as set forth in Exhibit "A" to this resolution, which expenditures shall be charged to the Construction Tax Exempt fund account 40276405-55300 (Construction/Improvements), and authorizes the Executive Director, CEO, or his designee to move forward in taking the steps necessary to complete the Lorain branch project and to execute such instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, including those in excess of \$25,000 and which are payable from the project budget established herein.

Mr. Hairston expressed his appreciation to Director Thomas and staff for setting a model for what the Library can look forward to in the future. These firms will be an example to those in Cleveland that we are diversified and we have proven that we can reach out to people to ensure that they are a part of the process here at the Library.

Mr. Corrigan stated that John Lang, Chief Operations Officer and Bryan Szalewski, Director of Legal Affairs have done a wonderful job in keeping us organized with the extensive projects that Library has going on. Finance Committee Meetings have been very productive and the hard work of staff that gets us to decision making is appreciated.

In closing, Mr. Corrigan stated that we are on a great first foot and hopes that we can keep it up.

Resolution to Amend Agreement with Peter D. MacEwan, LLC for Consulting Services

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

WHEREAS, On February 20, 2020, the Board of Library Trustees authorized an agreement with Peter D. MacEwan, LLC for consultant services through July 3, 2020, in the amount of \$65,000, in order to manage the Library's Facilities Master Plan and Martin Luther King, Jr. branch capital projects during the search for a new Chief Operating Officer (COO); and

WHEREAS During 2020 and 2021, this Board authorized six amendments to Mr. MacEwan's contract, increasing his compensation to an amount not-to-exceed \$194,125 and extending his services through October 31, 2021; and

WHEREAS, The Library Administration desires to extend Mr. MacEwan's contract to provide further assistance on the Martin Luther King, Jr. branch project and to assist with the development agreement and shared cost negotiations for the Walz branch project; and

WHEREAS, The Director of Legal Affairs would like to continue to retain Mr. MacEwan at his current hourly rate of \$125 per hour for approximately 10 hours per

**RESOLUTION TO  
AMEND  
AGREEMENT  
WITH PETER D.  
MacEWAN, LLC  
FOR  
CONSULTING  
SERVICES**  
Approved

week, which the Library Administration finds to be fair and reasonable; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO, or the Director of Legal Affairs, to enter into an amendment or amendments to the agreement with Peter D. MacEwan, LLC, to provide capital projects consulting services, in particular for the Martin Luther King, Jr. and Walz branch projects, at the rate of \$125 per hour for approximately 10 hours per week, which expenditure shall be charged to General Fund Account 11400053-53710 (Professional Services), and requires that the Fiscal Officer provide a report to the Board of Library Trustees of fees paid to Peter D. MacEwan, LLC on a quarterly basis.

Resolution Authorizing Amendment to Agreement with Professional Service Industries, Inc. D/B/A Intertek-PSI for Surveying, Environmental, Geotechnical, and Ancillary Engineering Services

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

WHEREAS, On May 21, 2020, this Board authorized the Cleveland Public Library to enter into an Agreement with Professional Service Industries, Inc. in an amount not-to-exceed \$75,000 for surveying, environmental, geotechnical, and other ancillary engineering services in connection with the first phase of the Library's Facilities Master Plan; and

WHEREAS, During 2020 and 2021, this Board authorized three amendments to the agreement with Professional Service Industries, Inc. to increase the total contract to an amount not-to-exceed \$313,000, which included a contingency allowance of \$16,000 and also a Phase 1 environmental site assessment for \$6,000 for property that the Library intends to acquire for a project during Phase 2 of the Facilities Master Plan that shall be charged to the General fund; and

WHEREAS, The Library Administration determined that construction phase services will be needed from Professional Service Industries, Inc., including construction testing and special inspection services, initiate building commissioning services, and additional

**RESOLUTION  
AUTHORIZING  
AMENDMENT TO  
AGREEMENT WITH  
PROFESSIONAL  
SERVICE  
INDUSTRIES, INC.  
D/B/A INTERTEK-PSI  
FOR SURVEYING,  
ENVIRONMENTAL,  
GEOTECHNICAL,  
AND ANCILLARY  
ENGINEERING  
SERVICES**

Approved

sampling and testing services for the Group 1 buildings, which the Library Administration estimates will cost approximately \$312,579; and

WHEREAS, The Library Administration recommends that this Board authorize the Library to enter into an amendment to the agreement with Professional Service Industries, Inc. for such construction phase services in an amount not-to-exceed \$312,579, thus increasing the total contract cost to an amount not-to-exceed \$625,579; now therefore be it

RESOLVED, The Board of Trustees accepts the recommendation of the Library Administration and authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the agreement with Professional Services Industries, Inc., upon such terms and conditions as are approved by the Library's Director of Legal Affairs, increasing Professional Service Industries, Inc.'s compensation by \$312,579 for a total contract amount not-to-exceed \$625,579, which expenditure shall be charged to the Construction Tax Exempt fund account 402xxx05-55300 (Construction/Improvements), where xxx = branch/department.

Resolution to Renew Maintenance Agreement with Integrated Precision Systems Inc. for Maintenance of People Counting Hardware, Software, and Firmware

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

WHEREAS, On November 21, 2013, the Board of Library Trustees authorized the Library to enter into a five-year agreement with Integrated Precision Systems, Inc. ("IPS") for maintenance of the Library's people counting hardware, software, and firmware at the cost of \$30,000 for the first year, with a 5% increase each subsequent year of the contract; and

WHEREAS, Each year since 2013, this Board has authorized the Library to renew the agreement with IPS for maintenance services for the Library's people counting system, and on October 15, 2020, this Board authorized the Library to renew the agreement with IPS for maintenance services for the period beginning

**RESOLUTION  
TO RENEW  
MAINTENANCE  
AGREEMENT  
WITH  
INTERGRATED  
PRECISION  
SYSTEMS INC.  
FOR  
MAINTENANCE  
PEOPLE  
COUNTING  
HARDWARE,  
SOFTWARE,  
AND FIRMWARE  
Approved**

November 15, 2020 and ending on November 14, 2021 at a cost of \$45,497.15; and

WHEREAS, IPS has proposed to provide maintenance to the Library's people counting hardware, software, and firmware for the period beginning on November 15, 2021 and ending on November 14, 2022 at a cost of \$48,090.49; and

WHEREAS, The Department of Information Technology recommends renewing the maintenance agreement with IPS for an additional year effective November 15, 2021 at a cost of \$48,090.49; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into an amendment to the agreement with Integrated Precision Systems Inc. for maintenance services for the Library's people counting hardware, software, and firmware for an additional year for a total amount of \$48,090.49, subject to approval of the Library's Director of Legal Affairs, with the expenditure being charged to 13010053-53360 (Computer Maintenance).

In response to Ms. Butts' inquiry, Director Thomas stated that although there was a 5% increase this year, there was no increase the previous year.

Resolution to Accept Emergency Connectivity Fund (ECF) Funding Commitments and to Enter into Agreements to Purchase Eligible Connectivity Equipment and Services for Remote Access

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

WHEREAS, On March 11, 2021, Congress passed the American Rescue Plan Act, which included the Emergency Connectivity Fund (ECF) to provide \$7.17 billion to help schools and libraries provide the tools and services their communities need for remote learning during the COVID-19 emergency period; and

WHEREAS, The ECF is administered by Universal Service Administrative Company (USAC) with oversight from the Federal Communications Commission (FCC); and

**RESOLUTION TO ACCEPT EMERGENCY CONNECTIVITY FUND (ECF) FUNDING COMMITMENTS AND TO ENTER INTO AGREEMENTS TO PURCHASE ELIGIBLE CONNECTIVITY EQUIPMENT AND SERVICES FOR REMOTE ACCESS**  
Approved

WHEREAS The ECF Program will reimburse schools and libraries 100% for the reasonable costs of eligible equipment and broadband connections used to help students, staff, and patrons who otherwise lack access to be able to engage in remote learning; and

WHEREAS, These funds fall under the federal E-Rate program and Cleveland Public Library qualifies to apply for E-Rate and is therefore eligible to participate in the ECF Discount Program; and

WHEREAS, On August 8, 2021, the Cleveland Public Library filed two FCC Form 471s: One for Hotspots and Service in the amount of \$128,379.60 and one for Fixed Connections for 500 households in the Central Neighborhood in the amount of \$337,640, for total funding requests of \$466,019.60 for the period July 1, 2021 through June 30, 2022; and

WHEREAS, On October 12, 2021, the Library received an ECF Funding Commitment Decision Letter notifying the Library that the funding request for the Fixed Connections has been approved. The Library has not yet received the funding status for the Hotspots and Service request; now therefore be it

RESOLVED, The Board of Library Trustees accepts the Emergency Connectivity Fund Funding Commitments up to \$466,019.60; and be it further

RESOLVED, That the Board of Library Trustees authorizes Library management to move forward with the funding requests filed on the FCC Form 471s, including those in excess of \$25,000, and authorizes the Executive Director, CEO or his designee, to execute agreements to purchase eligible connectivity equipment and services for remote access, subject to the approval of the Director of Legal Affairs.

In response to Ms. Butts' inquiry, Director Thomas confirmed that none of the 500 households have been equipped or served yet.

Fiscal Officer's Report

(See pages 1977-2034)

Report on Investments

(See pages 2035-2036)

Report on Conference and Travel Expenditures

(See page 2037)

Report on All Vendor Expenditures

(See pages 2038-2053)

Report on Security Services Expenditures

(See page 2054)

Fees Paid for Legal Services, 7/01/21-9/30/21

(See page 2055)

Report on Expenditures Made from the Owner's Contingency Funds for Hough, Jefferson, West Park, Woodland and Central Distribution Facility

(See pages 2056-2060)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Hairston presented the following report.

Regular Employee Report

(See page 2061)

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

Resolution Amending Cleveland Public Library Flexible Spending Plan

(See pages 2062-2063)

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

**REPORT ON INVESTMENTS**  
Submitted

**REPORT ON CONFER. & TRAVEL EXPENDITURES**  
Submitted

**REPORT ON ALL VENDOR EXPENDITURES**  
Submitted

**REPORT ON SECURITY SERVICES EXPENDITURES**  
Submitted

**FEES PAID FOR LEGAL SERVICES, 7/01/21-9/30/21**  
Submitted

**REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUNDS FOR HOUGH, JEFFERSON, WEST PARK, WOODLAND AND CENTRAL DISTRIBUTION FACILITY**  
Submitted

**REGULAR EMPLOYEE REPORT**  
Approved

**RESOLUTION AMENDING CLEVELAND PUBLIC LIBRARY FLEXIBLE SPENDING PLAN**  
Approved

WHEREAS, In January 2012, the Board of Trustees of the Cleveland Public Library ("Library") adopted a Restated Flexible Spending Account Plan for employees of the Cleveland Public Library in accordance with Internal Revenue Code Section 125 (Cafeteria Plan) permitting employees to make pre-tax contributions to health and dependent care Flexible Spending Accounts for qualified out-of-pocket expenses; and

WHEREAS, The Restated Flexible Spending Account Plan currently has different eligibility requirements for non-bargaining unit staff and those represented by SEIU District 1199 and Local 860; and

WHEREAS, For purposes of consistency, the Library Administration determined it is beneficial to revise the Restated Flexible Spending Account Plan as shown in Exhibit A to this Resolution to provide that all staff other than substitutes and pages who are regularly scheduled to work a minimum of 20 hours per week are eligible to participate in the Flexible Spending Account Plan; now therefore be it resolved

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby adopts and approves the attached amendment to the Cleveland Public Library's Flexible Spending Account Plan in the manner and to the extent described in the amendment, which changes shall be effective as of October 22, 2021, and authorizes the Executive Director, CEO or his designee to execute the Plan amendment.

Carrie Krenicky, Chief Financial Officer, explained that this is to amend our policy to provide that all staff other than subs and pages who regularly are scheduled to work a minimum of 20 hours are eligible for this plan.

In response to Mr. Corrigan's inquiry, Ms. Krenicky stated that there are over 100 employees who take advantage of this plan. This includes parking, transit, medical and dependent care.

Director Thomas stated that there are 20-40 employees for parking and over 100 for health care.

Ms. Krenicky added that there may be 4 or 5 for dependent care. Approximately 130 employees are budgeted for.



In response to Mr. Hairston's inquiry, Ms. Krenicky stated that the Cafeteria Plan is a section under the IRS Code that allows employees to deduct this benefit tax free. If they are contributing \$100 it is deducted from their gross and are not taxed.

Bryan Szalewski, Director of Legal Affairs, provided additional information regarding the Cafeteria Plan.

Retirement Citation Recognition

Mr. Hairston moved approval of the Retirement Citation Recognition. Mr. Corrigan 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:

Deborah Gray (8 years of service); Page; Popular Department; retired 09/30/2021

Donna Prude (31 years of service); Custodial Supervisor; Property Management Department; retired 09/18/2021

Khalia Scott (32 years of service); Subject Department Clerk; Fine Arts and Special Collections Department; retired 09/01/2021

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.

Report on Paid Sick Time Used by the Month

(See page 2064)

Employee Demographics (EEO-4) Report

(See page 2065)

**REGULAR  
EMPLOYMENT  
REPORT**  
Approved

**REPORT ON PAID  
SICK TIME**  
Submitted

**EMPLOYEE  
DEMOGRAPHICS  
(EEO-4) REPORT**  
Submitted

**INSURANCE  
SUMMARY  
REPORT**  
Submitted

Insurance Summary Report

(See page 2066)

**COMMUNITY SERVICES**

Mr. Corrigan submitted the following report.

**AMENDMENT  
TO FINES AND  
FEES  
SCHEDULE**  
Approved

Amendment to Fines and Fees Schedule

(See pages 2067-2068)

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

WHEREAS, The State Auditor requires that the fines and fees assessed by Cleveland Public Library be approved by the Board of Library Trustees; and

WHEREAS, The Fines and Fees Schedule ("Schedule") is revised and updated, as needed from time to time, to provide greater clarity and definition to library operations and services; and

WHEREAS, The introduction of new programs and initiatives that include the lending of laptops and other electronic devices or equipment that is not included in the Online Public Catalog requires the addition of a blanket fee statement to Part A of the Schedule; now therefore be it

RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective October 22, 2021.

Mr. Corrigan stated that this amendment is a way of assessing fines for those who do not return Chrome Books. This is an appropriate change.

**RESOLUTION  
TO REVISE  
POLICY ON  
INTERNET AND  
COMPUTER  
USE**  
Approved

Resolution to Revise Policy on Internet and Computer Use

(See pages 2069-2071)

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

WHEREAS, Library policies are revised periodically to conform with changes in the law, recommendations from the Library's Executive Leadership Team, and changes in how services are delivered by the Library; and

WHEREAS, On March 18, 2021, the Board of Library Trustees approved a resolution to enter into agreements and/or establish funding requests for e-rate Category Two services for the e-rate funding year 2021, under the Schools and Libraries Universal Service Discount Program; and

WHEREAS, To be eligible for any service under Category Two, the Library must certify compliance with the Children's Internet Protection Act (CIPA); and

WHEREAS, To be in compliance with CIPA, the Library must restrict access by minors to inappropriate matter on the Internet with the use of filtering software; now therefore be it

RESOLVED, That the Board of Library Trustees hereby adopts a revised Policy on Internet and Computer Use, effective October 22, 2021.

Ms. Rodriguez asked for clarification on who decides what is considered to be inappropriate.

Director Thomas explained that there is a filtering software that identifies things such as pornography, racism and others.

John Skrtic, Chief of Special Projects and Collections, stated that he believes that this filtering system identifies specific key words that block sites that have been known and flagged previously.

In response to Ms. Rodriguez' inquiry, Director Thomas stated that there has been a lot of discussion around this issue. However, typically in children's departments, there is a realization that there are some things that kids should not be seeing or have access to. If there are kids need assistance with things such as homework assignments, staff is available to help them.

Mr. Skrtic added that staff are always close to the computers and are constantly doing reference interviews

with kids so that they are directed to appropriate sites especially regarding sensitive research topics that may be considered inappropriate to others.

After Ms. Rodriguez asked that the record reflect that the Library does not want to hinder anyone from learning as there is a reason for education, learning and research on various topics; she thanked Mr. Skrtic for this clarification.

#### Monthly Activity Report

(See pages 2072-2077)

Mr. Corrigan stated that we continue to see the rebound from the time of COVID in terms of circulation and referred the Board to the Monthly Report to note interesting details about the branches as well.

In response to Mr. Seifullah's inquiry, Director Thomas stated that the dramatic increase in attendance at Rice Branch because of its proximity to Harvey Rice School and the school is open. Because of a great partnership, in essence, the Branch service as the school library.

#### Building Status Update

John Lang, Chief Operating Officer, reported that CPL Maintenance Mechanics continued the installation of outdoor air quality sensors for the US Ignite air monitoring collaboration with CWRU, Digital-C and CSU. As background, Mr. Lang stated that this is a grant-funded initiative to generate data on air quality across the city. We were approached to participate because the Library has physical property in neighborhoods around the city to install small passive sensors on brackets outside of our buildings to collect data. The results will compare air quality data throughout Cleveland, including pollutants in the air, and that data will be overlaid with studies that they are doing on public health especially COVID transmission.

In response to Mr. Seifullah's inquiry, Director Thomas stated that the School District is not a part of this study.

**MONTHLY  
ACTIVITY  
REPORT**  
Submitted

**BUILDING  
STATUS  
UPDATE**  
Presented

In response to Ms. Butts' inquiry, Mr. Lang stated that there was no cost to the Library for participating with the exception of staff time to install the brackets for the sensors.

In closing, Mr. Lang referred the Board to his update on the Facilities Master Plan focusing on temporary closure dates and projected opening dates for the various Group 1A and 1B branches.

Group	Branch/Project	Closure	Re-Open	Note
1A	Woodland	4/1/2021	9/1/2022	In construction (site, foundations)
1A	Central Distribution	N/A	9/1/2022	In construction (renovation)
1A	Jefferson	4/1/2021	6/1/2022	In construction (framing)
1A	Hough	N/A	7/1/2022	In construction (site, foundations)
1A	West Park	4/1/2021	7/1/2022	In construction (roof, framing)
1A	Walz	4/1/2022	9/1/2023	In design (DD); dates tentative
MLK	MLK	N/A	9/1/2023	Bidding complete
1B	Lorain	10/9/2021	12/1/2022	Bidding complete
1B	Eastman	12/4/2021	2/1/2023	In design (CD)
1B	Brooklyn	3/5/2022	12/1/2022	In design (DD)
1B	Rockport	N/A	9/1/2023	In design (DD)

Mr. Lang explained that N/A under the "Closure" column indicates that this project is a relocation and that the building will remain open for the duration of construction. After the building is constructed, we move to the new branch location.

Mr. Lang stated that the reopening dates are somewhat tentative pending construction progress, with updates provided to the Board on a periodic basis.

In response to Mr. Hairston, Mr. Lang stated that the all-in costs which includes hard constructions costs and total ancillary cost for the new Hough Branch totals \$5.7 million.

Mr. Corrigan thanked Mr. Lang for his update.

**ADVOCACY  
TASKFORCE  
UPDATE**

Presented

Advocacy Taskforce Update

Dr. Shenise Johnson Thomas, Chief of External Relations and Development, stated that we continue to keep our elected officials apprised of the work Mr. Lang is doing with the Facilities Master Plan. Dr. Johnson Thomas and her team are continuing to work on developing advocacy goals for next year.

Dr. Johnson Thomas introduced Ngoc Nguyen, Cleveland Foundation Public Service Fellow. Ms. Nguyen, a recent graduate of UCLA, will be with the Library for one year until September. Ms. Nguyen will be working in External Relations & Development on various projects that support the strategic plan.

After sharing additional information about background and what she expects to accomplish at the Library, Ms. Nguyen thanked the Board and Director Thomas for the opportunity.

Various Trustees welcomed Ms. Nguyen.

**FOUNDATION  
UPDATE**

Presented

Foundation Update

Dr. Shenise Johnson Thomas, Chief of External Relations and Development, stated that in November, we will be sharing with the Board an overview on the FMP Capital Enhancement fundraising work that has been underway with Jaros and LAND Studio that will include the accomplishments that have been done as well as the next scope of work.

Dr. Johnson Thomas stated that the Strategic Business Plan that we are working on for the Foundation will guide the funding strategy for the Foundation for the next 3 years. We will be coming to the Board in December to provide an update on that work as well.

Mr. Corrigan thanked Dr. Johnson Thomas for her updates.

Diversity, Equity & Inclusion Update

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that work continues in her department

**DIVERSITY,  
EQUITY &  
INCLUSION  
UPDATE**

Presented

and she will provide an update at the Regular Board Meeting in November.

In conclusion, Dr. Winlock stated that we are busy at work and focused on diversity, equity and inclusion at Cleveland Public Library.

After Director Thomas distributed a confidential list of authors for next year's Writers & Readers Series to the Board, he acknowledged their level and quality. Director Thomas commended Dr. Winlock and her staff for their hard work to make this happen.

Mr. Corrigan thanked Dr. Winlock and her staff for continuing to make this significant and free program for the citizens of the City of Cleveland.

Dr. Winlock acknowledged Aaron Mason, Director of Community Engagement, for his hard work to secure these authors.

In closing, Mr. Corrigan stated that others who are working on DEI issues have acknowledged the model that the Library has become. Mr. Corrigan commended Dr. Winlock and her staff and stated that the contracts that were approved today are a significant symbol of how the Library is moving forward on those issues and DEI goals.

Again, Mr. Corrigan thanked Dr. Winlock for her update.

### **OLD BUSINESS**

There were no items of Old Business to be discussed.

### **NEW BUSINESS**

Ms. Rodriguez presented the following items of New Business.

Resolution Authorizing the Cleveland Public Library Foundation Board of Directors to Develop a Draft Policy on Naming Library Spaces for Consideration by the Board of Library Trustees

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

RESOLUTION  
AUTHORIZING  
THE  
CLEVELAND  
PUBLIC  
LIBRARY  
FOUNDATION  
BOARD OF  
DIRECTORS  
TO DEVELOP  
A DRAFT  
POLICY ON  
NAMING  
LIBRARY  
SPACES FOR  
CONSIDERATI  
ON BY THE  
BOARD OF  
LIBRARY  
TRUSTEES  
Approved

WHEREAS, The Board of Directors of the Cleveland Public Library Foundation recommends that the Cleveland Public Library adopt a policy governing naming rights of library spaces including, but not limited to, meeting rooms, special use areas, gardens, hallways, and walkways to aid in fundraising efforts; and

WHEREAS, The Board of Directors of the Cleveland Public Library Foundation desires to assist the Library in developing such a policy; and

WHEREAS, The policy proposed by the Foundation's Board of Directors would not include the naming of Library branches as this Board in 2007 formally adopted the practice of giving Library branches names that are linked to their locations or proximity to other landmarks; and

WHEREAS, This policy will be presented to the Board of Library Trustees in 2022 for their review, consideration, and discussion; now therefore be it

RESOLVED, The Board of Library Trustees authorizes the Cleveland Public Library Foundation Board of Directors to develop a draft policy on naming insular Library spaces, which draft policy shall be presented to this Board for their review, consideration, and discussion.

Dr. Shenise Johnson Thomas, Chief of External Relations & Development, introduced Thomas Dewey, President, Cleveland Public Library Foundation Board of Directors, who was in attendance.

After thanking Mr. Dewey, Mr. Corrigan and Director Thomas who were a part of this effort, Dr. Johnson Thomas explained that this resolution grants the Foundation Board the authority to present to the Library Board a library spaces naming policy aligned with fundraising efforts. If approved, the Foundation Board will present a draft of the policy in 2022 for the Library Board's consideration.

Mr. Dewey added that this is a great opportunity for the Library and thanked Bob Pincus who has been a champion of this effort.



Ms. Rodriguez stated that this presents an opportunity to recognize individuals of the City of Cleveland to be recognized at the Library.

Mr. Corrigan stated that it is important that that both the Foundation Board and the Library Board understand the assets of naming and to think about a consistent process that will be a helpful system in doing this.

Mr. Corrigan expressed his appreciation to the Foundation for working up the protocols as it is most appropriate for them to do it. Since the Foundation will be selling the rights, we should look into the policy that supports this. This distinguishes the Library Board and the Foundation Board appropriately in this issue.

Ms. Butts expressed her approval of this resolution and stated that as a former trustee at Tri-C and Urban Community School, she has noticed that over the years the financial benefit for naming gyms or other parts of the building after someone. In contrast to the Library's branch naming policy, this policy focuses on the naming of Library spaces.

In response to Mr. Hairston's inquiry, Dr. Johnson Thomas explained that the spaces will have certain financial commitments and a draft will be prepared for that. In addition, there will be price points with a tiered approach to ensure that it will be fair for everyone.

Mr. Seiffulah asked there would be periods of time these spaces would be named.

Dr. Johnson Thomas stated that it is important to consider whether it would be in perpetuity or for specific time limits. However, time limits afford the opportunity to get new money. These and other things will be explored with the Foundation Board.

In conclusion, Dr. Johnson Thomas stated that after all of the research has been complete, the Foundation Board looks forward to presenting a viable draft for the Library Board's consideration.

Director Thomas emphasized that the Foundation Board will be bringing a proposal for the Library Board's

consideration. If Library has recommendations for changes in the draft, those recommendations can be forwarded to the Foundation Board. The Library will be updated during this process.

In response to Ms. Rodriguez' inquiry, Director Thomas stated that as this resolution will not be ready until 2022, during this process, the Library Board is welcome to submit any concerns, recommendations or suggestions to him or Mr. Corrigan who serves on the Foundation Board and will be a part of this process.

#### **PRESIDENT' S REPORT**

The President's Report was not presented at this time.

#### **DIRECTOR' S REPORT**

Before presenting his report, Director Thomas stated that in addition to the level and quality of authors that Dr. Winlock has provided us for next year's Writers & Readers Series, there will be a big announcement and campaign to bring people back in 2022. Director Thomas announced that the Library is hosting the 2021 City of Cleveland Sustainability Conference which is being done virtually. OPS staff is providing the technology support for this virtual conference. So far, over 400 people have attended virtually. Two weeks ago, the Library hosted the Global Cleveland's 2021 Sister Cities Conference virtually with the same set up. Ten different countries were represented including over 100 attendees from all over the world. Hopefully, next year this conference will be in person at Cleveland Public Library.

Mr. Hairston thanked Director Thomas for inviting him to attend Global Cleveland's 2021 Sister Cities Conference and stated that it was a pleasure to hear what was being said across the world especially the honor expressed about Cleveland Public Library.

Director Thomas expressed his appreciation to Harriette Parks, Chief of Public Service, Lending Department staff have distributed approximately 2,900 COVID test kits between March through October 2021 at Main Library's drive up window.

**DIRECTOR'S  
REPORT**  
Presented

In response to Ms. Butts' inquiry, Director Thomas explained the procedure for taking the test and its accuracy.

Finally, to express his appreciation to the Board for their consistent commitment to the City and to the Library, Director Thomas distributed gift bags to the Board in recognition of National Boss's Day which was on October 16, 2021.

Mr. Corrigan stated that we are trying to improve ways that all our tech staff work with CLEVNET in all of those systems. We have basically got ahead of what could have been problems. After thanking staff, Mr. Corrigan stated that service calls and tickets in the Library now come through the Tech Central staff. Mr. Corrigan pointed out that the way we do things to keep CLEVNET going include some of these additional responsibilities by our own tech staff in Tech Central.

Mr. Corrigan stated that because of his continuing interest and liaison with the Cultural Gardens of Cleveland, the Library helped with the Ohio Authors Explore American Identity program with the Republic of Slovenian Consulate in September 2021.

Mr. Corrigan stated that we treated Hispanic Heritage Month with a lot of care this year. Even with COVID, we still managed to do a number of events as we continue to respect the Hispanic culture in our city. Mr. Corrigan stated that he is proud of the Library in that regard.

Ms. Rodriguez stated that she attended an event at South Branch that was well received and shared her experience.

Director Thomas expressed his appreciation to Ms. Rodriguez and the Board for attending these programs. This emphasizes her initiative for the Board to continue to be visible at the Library branches and these programs.

## **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****MAIN LIBRARY SERVICES DURING COVID-19**

Phase 3 of CPL's reopening was continued through September of 2021, however, due to the rise in COVID-19 cases the Library reinstated the requirement for visitors to wear masks inside all buildings.

**PROGRAMS, SERVICES AND EXHIBITS**

Popular Library Manager Sarah Flinn and Literature/Ohio Center for the Book Manager Don Boozer continued presenting *Book Drops* on Facebook with over 2,500 views for all episodes so far.

Social Sciences Librarian Helena Travka collaborated with the local business, The Tea Lab (located in the 5<sup>th</sup> Street Arcade) to promote the Social Science and Science and Technology collections on tea, including its history and etiquette. Ms. Travka worked with the Graphics Department to create a bookmark highlighting specific titles and encouraging patrons to visit the Library to learn more. The bookmark was distributed to Social Sciences, Science and Technology, and the Tea Lab. Future programming will be planned once in-person programs with food and beverages are approved.

Government Documents Library Assistant Alea Lytle created a presentation for *Constitution Day*, which is annually celebrated on September 17th. Ms. Lytle sent the materials to branches for display.

Popular Librarian Judy Daniels, and Popular Library Assistant Ricardo Jackson assembled hot lists for books and DVDs for patrons to place holds.

Library Assistant Danilo Milich created new book display entitled *Freedom Is Not Free*.

Youth Services staff continue to conduct Storytimes in the reading garden for children and families. Children's Librarian Eric Hanshaw offered a fun Dungeons and Dragons program called "Afternoon Adventures" via Zoom on Friday, September 10th.

Literature and Ohio Center for the Book Manager Don Boozer recorded an online conversation with Jasmine Warga (author of *Other Words for Home*, the 2021 Great Reads selection for the National Book Festival) and Paula Brehm-Heeger, Director of the Cincinnati Library on August 17th.

### **Books by Mail Programs**

30 packages with 74 items were sent to patrons through The Words on Wheels program in September.

Homebound Services sent 146 packages to 132 patrons during the periods of August 17<sup>th</sup> to September 15<sup>th</sup>.

### **COVID-19 Home Test Distribution**

Lending Manager Stephen Wohl provided interviews to local Channel 5 and Channel 8 news teams regarding the distribution of COVID-19 Tests at CPL. Mr. Wohl provided information on how patrons can obtain the COVID tests at the library and spoke to the benefit this service is providing to our community. Following the airing of the TV News interviews, Lending staff distributed 1,035 COVID tests at the Drive-Up window before exhausting the current supply on Thursday, September 9th. More COVID-19 tests have been ordered through the Ohio Department of Health, and are expected to arrive in the coming days.

### **OUTREACH**

Business, Economics, and Labor Senior Librarian Sandy Witmer and General Research Collections Manager Sarah Dobransky trained Director of Development Tracy Martin and Cleveland Foundation Intern Ngoc Nguyen on the database *Data Axle*, which will be used to identify potential local businesses for collaboration and donation.

International Department staff collected, processed and shipped a total of 464 items to two Long Loan partners, shipped 136 items to 21 patrons who placed phone

requests for materials, assisted eight Homebound patrons and delivered 56 requested items.

Literature and Ohio Center for the Book Manager Don Boozer participated in a discussion panel with four other coordinators of state Centers for the Book and the authors representing their states at the National Book Festival on September 8<sup>th</sup>.

### **COLLECTION MANAGEMENT**

Across Main Library, Subject Department staff regularly work on collecting materials generated from the daily pull lists, re-shelving items returned from patrons, shifting collections, moving items from floor to stack, and ordering and processing new materials. As an example, the Literature Department staff added 4,325 items to the collection and weeded 4,070 during the period of January 2021 to August 2021.

Shelf Department pages are diligently working to clear the backlog of recently returned books. This backlog is due to staff shortages and the state courier catching up from deliveries that were missing in the previous month. Assistant Manager Cynthia Coccaro has begun taking the donated books to the assigned area on the 5th floor Main building. Upon completion Subject Department Managers will be directed to browse through items for possible inclusion in the library collection.

Photograph Collection Librarian Brian Meggitt created ninety new metadata records for the Neighborhood Photographic Survey (NPS) in CONTENTdm and uploaded them to the Digital Gallery.

Center for Local and Global History Department staff have made progress on several collections: Library Assistant Lisa Sanchez created a list of microfiche from the Newspaper Clipping File that details the ethnic communities of Cleveland. Library Assistant Adam Jaenke photographed, processed, and added metadata to 160 unique items for the Neighborhood Photographic Survey. Librarian Terry Metter began a review of flat maps in Map Collection case #17.

Social Science Librarian Helena Travka is weeding the Print United Nations Documents.

Popular Library Assistant Ricardo Jackson finished adding DVDs and CDs from West Park and a large donation of hundreds of DVDs to the collection.

**RESEARCH THAT'S ONLY POSSIBLE AT MAIN LIBRARY**

- Social Sciences Librarian Helena Travka assisted a professor from the Philippines looking for information from James Liveright's 1968 book, *Simple Methods for Detecting Buying and Selling Points in Securities*. Cleveland Public Library has the only Ohio copy of the book according to WorldCat. This item was a gift of the New York Stock Exchange Member Firms in Cleveland in recognition of the 175th Anniversary of the Exchange.
- Science and Technology Librarian Rose Hoge assisted a research patron who called the Science and Technology Department to find the standard PSTC-3, which was included in *Test Methods for Pressure Sensitive Adhesive Tapes* (PSTC-101) published by the Pressure Sensitive Tape Council. The standard was referenced in a patent, and the patron wished to see the text of the original PSTC-3. Cleveland Public Library is the only library in the world with this item, according to WorldCat.
- Science and Technology Librarian Rose Hoge assisted a patron who inquired about a specific wood used on the wall for his 1920's era home remodel. She found the name of the material and provided several books, including *Solid and Fibrous Plastering* (1939) by W. Verrall.
- A California researcher contacted The Literature Department to ask for a scan of information in the department's Clipping Files on the TV series "THE SECRET STORM, 1968-73".
- Center for Local and Global History Department Photo Librarian Brian Meggitt assisted the Cuyahoga County IT Multimedia Department with finding and obtaining images of grocery stores and corner markets in Cleveland's Central neighborhood for use in a video project.
- Center for Local and Global History Department Library Assistant Lisa Sanchez found articles in the Cleveland Gazette (a 19<sup>th</sup> century African American newspaper)

about the Supreme Court decisions that led to the enforcement of Jim Crow laws.

- Center for Local and Global History Department Library Assistant Adam Jaenke assisted a patron searching for a photograph of his family that was printed in the Plain Dealer in which his father received a Purple Heart.
- Center for Local and Global History Department Librarian Terry Metter used the Sanborn and Hopkins maps to assist a Kent State University student who is researching the history of underground infrastructure in Playhouse Square.
- Center for Local and Global History Department Librarian Terry Metter used the Cleveland Subject Clipping file along with digitized maps and aerial photographs to assist a Clark-Fulton resident who is researching the Jones Home and the development of the neighborhood immediately surrounding that institution.
- Center for Local and Global History Department Librarian Terry Metter used 1952 Sanborn Maps and the Plain Dealer Historical database to assist a librarian in Shaker Heights who was helping a patron with a question about a speakeasy or mafia-affiliated bar called the Casablanca Lounge that existed in Shaker Heights just after World War II.

#### **STAFF DEVELOPMENT**

Shelf Department Manager Demba Diawara and Assistant Manager Cynthia Coccaro attended the *Good Hiring Practices* training offered by NEO-RLS on September 16th. Ms. Coccaro also attended a seminar through OhioNet titled *Critical Conversations - Sustainable Thinking: What the World Needs Now* on September 8th.

Literature/Ohio Center for the Book Senior Librarian Nick Durda attended an online webinar about homelessness and libraries and shared his notes with staff on September 1<sup>st</sup>.

Literature/Ohio Center for the Book Manager Don Boozer participated in MailChimp training with Director of Digital Content Michael Young and September 9th.



Social Sciences Librarian Forrest Kilb attended the Webjunction webinar *OurStoryBridge: Creating Community through Stories*.

Business, Economics, and Labor Subject Librarian Zachary Hay watched the archived NEO-RLS webinar *Empathy in Enforcement: 10 Rules for Handling Difficult Situations*.

General Research Collections Manager Sarah Dobransky viewed the webinar *Intergenerational Leadership - Leveraging the Strengths of Five Generations in the Workplace* from Case Western Reserve University's Weatherhead School of Management.

Government Documents Library Assistant Alea Lytle viewed the Federal Depository Library Program webinars *U.S. Merchant Marine Academy: Contemporary and Historical Information Resources*, *Education Statistics 101*, and *We the People's Collection - The National Collection of U.S. Government Public Information*.

Youth Services Manager, Annisha Jeffries conducted the monthly Youth Services meeting on Wednesday, September 15th via teams. In addition, Ms. Jeffries hosted the first Norman A. Sugarman committee meeting on Thursday, September 16th.

### **OTHER**

Government Documents Senior Clerk Erick Walker won his primary election in his bid for Cleveland City Council for Ward 4.

Main Library is happy to host seven students from St. Martin de Porres for this academic year in the following departments: Business, Economics, and Labor, Science, Social Science, International, Shelf, Youth Services and Center for Local and Global History.

Lending staff continued to distribute free RTA Bus Passes, donated by the Ohio Department of Health, to patrons to assist in attending vaccination appointments.

**TECHCENTRAL****Outreach**

Inside Programs-via zoom

Name of Program	Date of Program	Total # of Attendees	# of Adults	# of YA	# of Juveniles
Microsoft Word I	9/2	4			
Microsoft Excel I	9/7	4			
Resume Workshop	9/8	3			
Microsoft Word II	9/9	6			
Microsoft Excel II	9/14	1			
Microsoft Word III	9/16	6			
Microsoft Excel III	9/21	1			
Microsoft Word IV	9/23	4			
Microsoft Excel IV	9/28	1			
Microsoft Mail Merge	9/30	3			
1-on-1s	September	31			

**Professional Development and Meetings**

Monthly staff meeting held September 15 in Eastman Reading Garden.

TechCentral participated in IngenuityFest on the Lake on September 25<sup>th</sup>. Participants engraved dog tags and made buttons.

Library Assistant-Computer Emphasis, Allison Collins

Date	Topic	Location
09/01/21	Reopening Task Force meeting	Teams
09/15/21	TechCentral staff meeting	Reading Garden
09/15/21	Reopening Task Force meeting	Teams
09/15/21	SEIU-CPL Chapter leadership monthly meeting	Zoom

09/22/21	"Can Everybody See My Screen?"; accessibility online	Zoom
09/29/21	Reopening Task Force meeting	Teams
09/30/21	Director meeting with staff	LSW auditorium

Library Assistant-Computer Emphasis, Denise Williams-Riseng

Date	Topic	Location
8/30	CPL Town Hall Towards Reopening	Stream
9/15	TC Staff Mtg	TC
9/28	Director/Staff Mtg	LSW

Library Assistant-Computer Emphasis, Alison Guerin

Date	Topic	Location
9/15	TechCentral Staff Meeting	Reading Garden
9/20	FIT Committee Meeting	Zoom
9/22	Harvest for Hunger Committee Meeting	Zoom
9/28	Director's Meeting	Auditorium

TechCentral Manager, Suzi Perez

Date	Topic	Location
9/14	Digital Ambassadors	
9/14	CPL Board Finance Meeting	
5/19	Re-Opening Committee; Main Managers Strategic Planning Mtg	
9/16	CPL Regular Board Meeting	
9/17	Meeting with CLEVNET regarding printer issues	
9/20	Meeting with CLEVNET regarding print solution	
9/25-30	Digital Navigators Training	

### Computer Usage

There were 2179 computer sessions at Main for September.

### **PST Monthly Report: Aug 26th - Sept 22nd**

#### **Service Calls and Tickets Summary**

Service Calls and Tickets Received: **241**

- CPL Help Desk Tickets: 226
- CPL TechCentral Tickets: 15

Service Calls and Tickets Resolved: 199

Tickets currently in Progress: 76

**Service Ticket and Project Detail**

Workstation: 33  
 Printer: 111  
 Computer Software: 6  
 iPad Management: 1  
 Hotspot Resets: 1  
 Form 001's: 4

**Notes:**

Increased ticket volume is due to a couple factors:

1. All tickets put in by CPL staff now come to the TechCentral PC techs.
2. Printing issues caused by a Microsoft security patch.

**CDPL****Summary**

ClevDPL scanned, described, and uploaded, repaired books and flat paper, did ILL, and served patrons.

**Programs & Exhibits**

We participated in Main Library meetings regarding exhibits, proposed to OPS and had accepted programming for winter, and ordered supplies for mini-book making.

**Public Service Statistics**

Library facilities were open to the public this month. Also open were walk-up, and drive through services. ClevDPL had 42 in-person visitors from September 1<sup>st</sup> to September 29<sup>th</sup>. We had 6 two-hour scanning appointments. From September 1<sup>st</sup> to September 29<sup>th</sup>, Google Analytics (GA) reports 5703 sessions for 4,348 users and 90,889 page-views. Search engines delivered 50.4% of our accesses (Google). Searching in ContentDM accounted for 28.3% of our accesses. Referrals were 7.8% of our accesses (including 28% from Wikipedia and 12% from CPL, and 4% from DPLA). 13.5% of our sessions came through social media (90% Facebook, 9% Twitter, and a bit from Pinterest, Blogger, and YouTube). 53% of our users accessed our site using desktop computers, and 47% accessed ContentDM through mobile devices (6% tablets and 41% mobile).

**Outreach**

Community partners work in September included the Cleveland Architecture Foundation (scanning), Cleveland

Orchestra (scrapbook project), Soldiers and Sailors Memorial (posters), Cleveland Playhouse (letter of support for a grant) and many others. Working with Toledo/Lucas PL, Cincinnati-Hamilton PL, and Columbus PL, and the State Library, ClevDPL obtained a \$75,000 grant of ARPA/LSTA funds for a new book scanner and a new high speed microfilm scanner. ClevDPL, along with librarians from collections and the library's archivist visited Cinecraft to discuss promotions of the Hagley Museum's Cleveland Industrial Films project.

### **Collection Development**

As of September 29th, 2247 images were scanned, 2463 were post-processed and QA'd, and 970 images were uploaded, many of which were included in multiple-image .pdfs. The web archives continue to document 44 unique Cleveland and NE Ohio organizations. Scanning highlights include continuing scanning sheet music, manuscripts for transcription, and continuing the Cleveland Orchestra scrapbook project. ClevDPL continues scanning volumes listing electors of Cleveland for the Social Science Department. The project involves working with oversized volumes that are delicate and need to be dis-bound for scanning and reassembled afterwards.

We ran a comparison with Internet Archive this month showing that 32% of CPL's collections are available through IA's Open Library. ClevDPL proposed to our collections team that we put together a joint digital, collections, and cataloging team to explore how CPL might make those records available to our patrons. Exploring collection overlap and getting a membership estimate from Hathi Trust was also proposed.

### **ILL**

Statistics from OCLC are one month behind and cover August. We had 86 requests from CPL users for materials from other libraries. Response time by other libraries, likely due to the pandemic, averaged a 13 day and 17 hour turn-around on our patron's requests. Partner libraries made 822 requests through OCLC to borrow from CPL and 43 ILL requests using ALA forms. CPL staff managed a response time of 4 days and 10 hours. We again had numerous ILL requests from incarcerated persons and general researchers using ALA forms. There were 9 copy requests.

### **Staff Development**

Digitization staff attended the yearly meeting of the ArchiveIt cohort and learned about the tool.

### **Preservation**

As of September 29th, preservation received 25 items and returned 27 items. The team produced 6 labels and put materials in 4 four-flaps. The team prepared 32 complex and 58 simple digicovers, and 16 complex and 3 simple book repairs. The team completed 33 complex and 13 simple flat paper repairs on difficult oversized maps and plans, including washing, and mending. The preservation team continued working on an inventory of artwork in the library system, focusing on branches in phase 1b of the Facilities Master Plan. Lorain and Eastman's murals will be taken down and rolled by ICA and moved by library staff. Walz and MLK are in progress. The rest of 1b is still being planned.

### **Planning Activities**

We continue to plan for art moves. We are planning for the winter 2021 Mini-Book Making program, Chess Club, and Introduction to Digital Resources programs. We continue researching metadata from WorldCat Collection manager for both controlled digital lending collections and open-access collections to get more and better access to online books for our patrons.

### **OLBPD**

#### **Activities**

For September 2021, OLBPD circulated 23,033 books and magazines directly to patrons. OLBPD registered 117 new readers to the service. Using Mailchimp, OLBPD successfully delivered 2,376 electronic newsletter notifications. Approximately 711 BARD patrons among 1,364 active users downloaded 15,419 items.

OLBPD and CPL Financial Services submitted the State Fiscal Year (SFY) 2021 Fourth Quarter final closeout report to the State Library of Ohio (SLO), which includes expenses paid on or before August 31, 2021 that were encumbered as of June 30, 2020.

On September 1st, the Director of OLBPD met with the CPL Marketing and Strategy team to discuss branding and creating an updated logo as part of the name revision of OLBPD to the Ohio Library for the Blind and Print Disabled in 2022.

On September 9th, OLBPD staff received training from Keystone (KLAS) as part of plans to migrate from single-copy specific circulation to multiple titles on single cartridges duplicated-on-demand (DoD). Training was held for patron support staff to demonstrate how procedures and routines will change between these two methods of circulation. OLBPD also received 25,000 cartridges, 25,000 mailing containers, 13,500 mailing cards, and 2 DoD computer workstations from the National Library Service (NLS) to initiate DoD service. Plans are to begin a soft launch in mid-to-late fall with new patrons and high demand readers.

NLS continues its work on implementing the Marrakesh Treaty. The treaty provides for the exchange of accessible-format works across international borders by organizations (Authorized Entities, or AEs) that serve people who are blind, visually impaired, or print disabled. To date, there are 1,118 Marrakesh-obtained works (DBGs, BRGs, and BRTs) in eight languages on BARD. NLS now has more than 101,000 titles (including DBCs) on the Accessible Books Consortium's Global Book Service, by far the most of any Marrakesh AE.

The OLBPD adult book club met in September to discuss "The book woman of Troublesome Creek" by Kim Michele Richardson.

## **PAL**

### **Programs/Exhibits**

Popular continues to share titles for display outside of Public Administration Library.

### **Collections**

The title *Cleveland Union Terminals Company* 0000184896405 has been added to the Cleveland Digital Gallery with assistance from Cleveland Digital Library. PAL received the *2020 Annual Report for the Division of Water Pollution Control* and the *2020 Department of Economic and Development Report to Council*.

### **Transferred**

PAL has transferred 9 titles to Main library.

**Reference Questions Unique to PAL**

Assisted patrons by email with questions concerning trees, signs, vacant properties, rental dwelling standards, dog nuisances and marijuana.

Assisted a patron with old ordinances concerning parks.

Provided resources for a patron researching any publications dealing the Cleveland Police Department during various Mayorships.

Received from a patron assisted in June with information concerning "history of Cleveland City Council's authority to suspend its rules" and "origin of the mandated three readings of legislation." The link: <https://www.theclevelandobserver.com/the-pace-of-passage-how-quickly-city-council-makes-laws-and-what-that-means-for-clevelanders/>

"Thank you so much for sending all the materials you did, which helped to ground me in some historical context."

On September 22nd, assisted Case exchange students with City Council information and tour of Cleveland City Chambers.

PAL helped a patron with the Ohio Rules of Civil Procedure so the patron could understand the court process for case dismissals.

PAL assisted a patron with City Hospital and tuberculosis information.

**Staff**

David Furies continues to assist the Collection Management Department with purchasing eBooks for the library system as a whole.

Lunchtime Knitting Circle dates for December 2021 - February 2022 were approved by John Skrtic and submitted into LibCal. The approved dates were selected by Sarah Flinn. The meetings can begin November 2021.



**BRANCHES****Regional West**

**D1 Eastman** - The branch held "Talk like a Pirate Day" and Tie-Dye Tuesday programs for youth. Manager Jamie Lauver worked with Lori Bachand from Vocation Services Unlimited (VSU) to accommodate their request to have a client work at the branch as part of their job training services. We hosted Keith Hochevar and his Job Coach, Cheryl Whitlow from VSU for two weeks.

**D1 Lorain** - Branch manager Crystal Tancak assisted 63 patrons at the Edgewater Book Box to check out books, receive seed packets, and take home crafts. Library Assistant Computer Emphasis Marlie Hooper attended the *Kicked Out! How to Safely Ask Someone to Leave without Calling the Police* webinar and also completed a six-week Resume Writing Workshop through Gale Courses. The 2021 Seed Library at the Lorain Branch concluded with over one hundred patrons checking out over 500 seed packets during the last six months.

**D1 Rockport** - A schematic design for the new Rockport Branch was presented to staff by Eric Herman for feedback and design improvement suggestions. We were excited to kick off a couple of unique programs: "Outdoor Family Yoga" with Studio 11 and "ProjectArt" a 30-week art program for youth taught by a local artist, completion leads to a certificate. Rockport welcomed a new Saint Martin De Porres Corporate Work Study student Zaria for this school year.

**D1 BBTTC @ Rockport** - The BBTTC at Rockport welcomed our new Assistant Coordinator: Jazmine Smith! We had 120 in-person member visits in September. Two peer-to-peer mentors began their training this month and will continue into the Clubhouse 2 Career program. The grant to fund our C2C program was formally accepted by the board and the search has begun for a new C2C Coordinator. Notable programs this month included the start of a new D&D campaign, Youth Leadership Council meetings, and a new e-sports team meeting. Jill Pappenhagen participated in the NEORLS *Emerging Technology Symposium* as well as a workshop offered by The Clubhouse Network on Trauma-informed, culturally responsive mentoring. C2C weekly meetings have begun, and we have started working directly with two new

partners: Cyber-Seniors and EveryoneOn, who will help facilitate the program.

**D1 Walz** - In the Walz Youth Department, Ms. McCaun and Ms. Power created beautiful, handmade "The Very Hungry Caterpillar" Storytime kits for early learners and their families to enjoy at home. Ms. McCaun read back-to-school books with the Pre-K students at Marion Seltzer and Joseph Gallagher. Ms. McCaun's after-school programs included two colorful Hispanic Heritage crafts, a mini golf course, and whimsical Hobbit door Take n' Make craft. Branch manager Ms. Gielty held the September Senior Book and Movie Club with Seniors in the Detroit Shoreway Neighborhood via Zoom and finally, she attended the First Annual Northeast Ohio *Aging & disABILITY Virtual Summit*.

**D1 West Park** (closed for FMP) - Manager Michael Dalby met with Kamm's Corners Neighborhood Development Corporation's non-profit community group. Mr. Dalby sat in on interviews for the new Public Services Associate position. He also attended the inaugural session of *The People's University Leadership Education Program*, and staffed the Newburgh Hts. Fall Festival and the Edgewater Book Box.

**D2 Brooklyn** - The branch reconnected with afterschool kids with the formation of a chess, anime, and manga group. A group of youth began regularly participating in chess activities with weekly instructional time led by branch manager Ronald Roberts and librarian Laura McShane. The ongoing manga interest of the afterschool regulars led to designating a day for anime and manga related programming. Plans were begun for a virtual group in collaboration with MLK branch. Community connections were highlighted by class visits from eighth graders from Denison. Branch manager Ron Roberts joined Art House Inc. in their kickoff event for their NEA Big Read grant award project, featuring the book *The House on Mango Street*.

**D2 Carnegie West** - Children's Librarian Helen Zaluckyj began Public Library Association's *Advancing Family Engagement in Libraries* professional development series as a member of its Fall 2021 cohort. Manager Angela Guinther assisted Hatchling CLE with an outreach event held in Frank Novak Park for new and expectant mothers. Clothing and other infant care items, resources for

families and Library information were provided. Ms. Guinther met with Vanessa Jackson, the Senior Wellness Coordinator for May Dugan Center, to discuss programming for the center's "Seniors on the Move" group.

**D2 Fulton** - Children's Librarian Karen Kelly-Grasso and Library Assistant Computer Emphasis Bernadette Lemak assisted and hosted the Fulton Branch's Comic Book Day program. Branch Clerk Rachel Irizarry and Branch Manager Leslie Barrett updated the lobby display to GET IN THE GAME READ. Library Assistant Computer Emphasis Bernadette Lemak attended the 8th Annual *Emerging Technology Symposium*, while Branch Manager Leslie Barrett attended the *Supporting Patrons to Obtain In-Demand Credentials that Boost Employability and Career Mobility* webinar. Branch Manager Leslie Barrett assisted with interviews for the Fulton Learning Center Coordinator hiring.

**D2 Jefferson** (closed for FMP) - Outreach efforts in the neighborhood included an informational table at the Tremont Farmers Market, hosted by Library Assistant Youth Emphasis Alex Story. Mr. Story also led the Anime Club at the Merrick House. Ms. Kelly Grasso represented the Library at Tremont Montessori's Open House. Steve Capuozzo, Branch Mmanager, started working one day a week in Collection Services, assisting in creating the opening day collection at the reimagined branch.

**D2 South** - September 15th marked the beginning of the Celebration of Hispanic Heritage month. This year the kickoff program for the Library took place at the South Branch. Performers included El Grupo Azteca Guadalupano, and the band Suavecito Project. Food was provided by Half Moon Bakery in Cleveland.

**D2 South Brooklyn** - Library Assistant Youth Emphasis Raymond Cruz held an impromptu craft to create "Papel Picados" for Hispanic Heritage Month. Assistant Manager Tammy Houghton attended the webinar *Meet Your Favorite Radical Indie Publishers*. Ms. Houghton hosted the South Brooklyn Book Club to discuss *The Henna Artists* by Alka Joshi. Regional Director Luigi Russo participated in the Old Brooklyn CDC MYCOM and CPL's Leadership Education Program.

### **Regional East**

**D3 Garden Valley** - Youth staff facilitated on-site outreach visits to daycares, All around Children Daycare

and Friendly Inn Settlement. Children's Librarian Andrea Csia hosted a four-week STEM Series: *Hexbugs, Rockets to the Rescue, and Make an Extendable Grabber*, which was facilitated by Rob Isner of 4-H Agriscience In the City, and sponsored by the Ohio State University Extension. Library Assistant Leonard Burks facilitated the *Moving Around the World* program in honor of Latinx Heritage Month.

**D3 Hough** - Ms. Spivey and Mr. Young offered weekly Storytimes at the Lexington-Bell daycare. Ms. Spivey read *Big Frog Can't Fit In* by Mo Willems, *I Don't Want to Be a Frog* by Dev Petty and *Where's My Frog* by Mercer Mayer is. For an activity she used the flannel board play of *Five Little Speckled Frogs*, and sang the songs "Hello, Hello, Hop, Hop, Hop", and "See You Later Alligator". Mr. Young hosted a Zoom Storytime, in which his focus was the shape oval. He read *The Happy Egg* by Ruth Krauss, *The Good Egg* by Jory John, and *Don't Let The Pigeon Stay Up Late!* by Mo Willems, played Simon Says, and sang the songs "The Elmo Slide" and "The Freeze Dance". Branch Manager Lexy Kmiecik taught Bookends Operations 101 class.

**D3 Martin Luther King** - Branch Manager Tonya Briggs and Youth staff worked with students from Hawken Mastery School in University Circle on a 3-week project to create a strategy to increase teen engagement at MLK. Twenty Hawken Mastery School students and two teachers visited and toured MLK. During the visit, Ms. Briggs provided background on Public Librarianship, MLK's current programs, vision for providing services to teens, and surveyed students about the types of social justice learning activities they were interested in. The students researched and prepared an 8-minute presentation about how to increase MLK's teen engagement. Ms. Briggs and Youth staff attended the presentation.

**D3 Sterling** - Children's Librarian Sonja McCord presented "Mary Had a Little Glam", the first in a series of nursery rhyme programs using music and video apps to create remixes of old favorites. Monica Rudzinski, Branch Manager, attended the Central MyCom meeting. Ms. Rudzinski worked with Central youth to submit questions to the Cleveland mayoral candidates for the September forum.

**D3 Woodland** - Branch Manager Maria Estrella attended the following meetings: MyCom Partner Meetings and the Central Collaborative Meeting/Community Based Services. She also attended the NEO-RLS 8th Annual *Emerging Technology Symposium*, Augusta Baker Lecture Series: *Critical Conversations in LIS*, ASERL Webinars: *A Special Afternoon with Dr. Carla Hayden*, and *Sprouting Talent: Growing Library Leadership at Every Level*.

**D4 East 131** - The Branch kicked off the month celebrating Library Card Sign-up Month. Children's Librarian Kelli Minter offered TinkerLab's Tinkersketch - Mini Sketchbook as a Take n' Make craft. Two in-person programs were offered: ProjectArt and Express Yourself Youth Art workshops. Library Assistant Rosa Simone facilitated the virtual Johnny Appleseed program, and demonstrated how to make an apple treat. Branch Manager Marina Márquez participated in community engagement efforts with the Jewish Federation of Cleveland, and completed several site visits to MyCom's Old Brooklyn Community Development Corporation, The Friendly Inn, and North East Ohio Alliance for Hope Resource Closets. In partnership with MyCom, along with the Volunteens, Ms. Márquez researched and planned a Resource Closet for teens and their families, which is expected to open at the branch in October. In partnership with the Western Reserve Land Conservancy, Ms. Márquez hosted an information table and pick up location for free tree adoption. As a member of ALA's Sustainable Round Table, Ms. Márquez completed *Sustainable Thinking: What the World Needs Now* webinar, and attended *Advancing Family Engagement in Public Libraries PLA Professional Development* series. In collaboration with the Mt. Pleasant Branch, East 131<sup>st</sup> Street Branch hosted the Children's Reading Foundation Meeting in the Reading Garden to discuss the vision of ensuring that every child learns to read early.

**D4 Fleet** - Branch Manager Magnolia Peters, in preparation for the Newburgh Heights Village official "Book Locker" launch, scheduled daily visits to Newburgh Heights Village City Hall to practice using the locker. Ms. Peters also provided floor and desk staff with on-site Book Locker training. In addition, Ms. Peters met with Slavic Village University Settlement, Work Force Development Manager, Sandra Buckner for planning and preparation for an onsite Virtual Job Fair. Lastly, this month was the kick-off for a pilot program partnership

with Slavic Village Oak Street Health Medical Center where Ms. Peters will facilitate monthly adult book discussions.

**D4 Harvard Lee** - Library Assistant Kevin Moore assisted at the Rice Branch Carnival to help with library card sign ups. The Harvard Lee Branch signed a partner agreement with Robert Jamison School. Youth staff performed Zoom Storytime with Robert Jamison School, and read: *It's Okay to Make Mistakes* by Todd Parr, and *Goodbye Summer, Hello Autumn* by Kenard Pak. Youth staff provided Storytime at Bright Eyes Day Care and read: *The Color Monster: A Story About Emotions* by Anna Llenas, *I Feel Lonely* by DK Children, and *This Makes Me Silly* by Hilli Kushnir. Branch Manager Kristen Schmidt promoted the collection of neckties for Jowan Smith's 1,000 Ties and Get Our Babies to College mentorship program.

**D4 Mount Pleasant** - Branch Youth staff partnered with a local photographer to host Camera Fun, a four part program to teach youth the joys of photography. Youth staff read *Hi, Pizza Man!* by Virginia Walter and *The Wide-Mouth Frog* by Keith Falkner, and offered literacy-focused programming and activities in-person to daycares during Storytime outreach. Children's Librarian Mark Tidrick began Public Library Association's *Advancing Family Engagement in Libraries* professional development series as a member of its Fall 2021 cohort. Staff welcomed a St. Martin De Porres sophomore student.

**D4 Rice** - The branch held its first Library Card Sign-Up Carnival for youth patrons. Staff hosted over 105 guests who enjoyed outdoor activities, such as sack races and sidewalk chalk drawing. Three participants won a library swag bag. Youth Librarian Ms. Johnson held the gardening growth series with youth patrons to learn about watering, pruning and sustainability. A Creation Station was made available for the youth to create artwork using an array of materials. Great Lakes Science Center hosted Boat float and Bubblemania S.T.E.M programs for families with children ages zero to five. The branch welcomed St. Martin De Porres student worker Ivion Yates for work study. Legal Aid Society spent a Saturday offering legal advice to patrons. Primary voting was held for the upcoming mayoral candidate. Assistant Manager Shanell Jones attended a webinar through Cleveland Leadership Center entitled *HR Prospective on Returning to Work*. Rice Manager Amiya Hutson accepted an appointment by the

American Library Association to serve on their Council Orientation Committee.

**D4 Union** - The Great Lakes Science Center conducted a Boat Float program, and there were six families in attendance. Chyna, who was the presenter, read *Who Sank the Boat* by Pamela Allen, and participants were given a gift bag consisting of a copy of book that was read, an activity, a gift card and snacks. Saint Martin De Porres Corporate work study student, Curtasia Ward joined the branch.

**D5 Addison** - Staff participated in a LinkedIn Learning webinar entitled *Communicating with Diplomacy and Tact and Learning to Be Approachable*. Children's Librarian Heidi Malinoski participated in the following webinars: *Chapter Books & Early Readers* and *PLA's Data Literacy for Youth*. Youth staff presented a preschool Storytime at Superior Academy with yoga and stretch poses. Branch Manager Tamara Means attended Virtual Veteran's Cafe, hosted by Hospice of the Western Reserve, and Mt. Pleasant Region MyCom Partner Meetings. The Branch welcomed Library Assistant Computer Emphasis Shavonne Bolton to the team.

**D5 Collinwood** - Children's Librarian Adam Tully collaborated with the Memorial Nottingham Branch to present a Hispanic Heritage Month program, which included interviews from Fox 8 and Channel 19 News. Mr. Tully attended the Waterloo Arts Festival to promote the Collinwood Branch to the community. Mrs. Peak attended the East 185th Street, East 156th Street and East 140th Street block meetings, and attended the CMSD Bond Accountability Commission meetings. Youth staff attended the Open House at the Boys' Academy.

**D5 Glenville** - The Branch celebrated students' return to school with a special Back-to-School program featuring a take-your-own photo booth with a back-to-school backdrop scene. Tri-C's GED classes resumed. St. Martin de Porres High School sophomore, Janiyah Bruce started her work study program for the school year.

**D5 Langston Hughes**- Children's Librarian Christopher Busta-Peck and Library Assistant Ron English offered the following programs: Summer Tales where participants described the craziest things that happened during the summer, Printmaking where participants created their own original works of art, and learn about textiles with

Textile Magic where participants were encouraged to create their own weavings. Patron Justin Hopson was the 2021 Grand Prize winner of the SLL's Nintendo Switch gaming system. Mr. Bradford attended the webinar *Providing Library Senior Services in a COVID World*.

**D5 Memorial Nottingham** - The Branch hosted various adult and family programs such as: Pound Fit with Pound Pro Erin Williams, Patron Appreciation Ice Cream Social, and a Community Pop-Up Roller Skating Event hosted by the Rollin Buckeye Foundation. Both Memorial-Nottingham and Collinwood Branches collaborated to host Baila Conmigo! for Hispanic Heritage Month programming. This 5-week program offered new Latin dances for participants to learn and was featured on Fox 8 News and Channel 19 News. Children's Librarian Joanna Rivera conducted Storytime visits to Robyin's Nest Daycare and Kidtopia Daycare that consisted of concepts books covering shapes, numbers, letters and colors. Ms. Rivera held a weekly Show and Tell Book Club to discuss current books youth have read and/or topics learned in school. Ms. Rivera and Library Assistant Marvin Benton participated in PLA's Census Data Literacy Project. Branch Manager Pasha Moncrief-Robinson attended The Waterloo Arts Festival with Collinwood Branch's Children's Librarian Adam Tully to promote programs and services offered at both locations. Mrs. Robinson attended CSU's Women's Leadership Workshop, and PLA's *Community Employment* Webinars.

## **OUTREACH & PROGRAMMING SERVICES**

### **SUMMARY**

During September, the Library continued its reentry into in-person programming; after-school tutoring resumed at 11 neighborhood branches, community events were held in the Eastman Reading Garden, and the department hosted a hybrid author event (in-person and virtual) in honor of Cleveland Book Week. Legal Aid @ The Library and Hispanic American Heritage Month programs, programs that were idled in 2019, began in-person programming for the first time since January of 2020.



**YOUTH**

The Cleveland State University Viking Corps Program (America Reads) began offering in-person services for the first time since 2020. Students in grades K - 12 receive homework help in the subjects of math, science, history, and language arts, Monday through Thursday, 3:00-6:00 pm After-school tutoring is currently at the following branches: Addison, East 131, Fleet, Fulton, Garden Valley, Glenville, Harvard Lee, Hough, Langston Hughes, Memorial Nottingham, Mt. Pleasant, Rice, Rockport, and South Brooklyn.

In partnership with College Now Greater Cleveland, the Library resumed hosting ImpACT 216, an SAT and ACT preparation program for high school students attending schools in northeast Ohio. The second session of 2021 began on September 7 and will conclude on November 12 and is being held at two locations: Main Library and the Martin Luther King Jr. Branch. ImpACT 216's average class size is 15 students per location.

In partnership with Cleveland Book Week and the Cleveland Foundation, the Library hosted an in-person event with young adult author Ayana Gray on Wednesday, September 29, at the Cleveland Metroparks Zoo. This event coincided with the official release of Gray's critically acclaimed first novel, *Beasts of Prey*. Described as "the next big thing in [Young Adult] fantasy by Kirkus Review, *Beasts of Prey* is a pan-African fantasy story of two teenagers who form an alliance to hunt down and mythical creature that is threatening their home.

Approximately 100 patrons (in-person and virtual) attended the program, including a significant number of teachers and students. Students and educators from Wade Park School, Patrick Henry, Pinnacle Academy, Apex Academy, Our Lady of the Lake, St. Adalbert Catholic School, Kirk Middle School, Marion C. Seltzer, and East Preparatory attended the event with each student receiving a free signed copy of Gray's novel.

**EDUCATION**

The fall session of Young Scholars Academy (YSA), a kindergarten readiness program designed for children

ages 3-6, commenced on September 28. Approximately 33 scholars participated in both the beginner level virtual courses on Mondays and Wednesdays, and 30 scholars attended the transitional level sessions on Tuesdays. The Rice Branch hosted an additional in-person transitional level course on Saturday mornings. The lessons and activities are based on the Ohio Department of Education Learning Standards; participating parents are given researched-based tips that support learning opportunities at home.

Violin for Boys + One, the Library's music education program that provides one-on-one violin instruction to school-aged students, was offered twice a week at 3 locations: Langston-Hughes, Rice, and the Faith Foundation/Family for Life. A total of 9 scholars are actively enrolled in this program.

#### **ENGAGEMENT**

In partnership with Consulate of the Republic of Slovenia, the Library hosted *Ohio Authors Explore American Identity* in the Eastman Reading Garden on September 14. Cleveland Arts Prize winner Ray McNiece, Pulitzer Prize nominee Bruce Weigl, and Gail Bellamy, past Cleveland Heights Poet Laureate, gave their insights on being "hyphenated" Americans and how heritage and memory influenced their personal and professional lives. The event was moderated by writer, historian and filmmaker Joe Valencic.

On Friday September 17<sup>th</sup> the Library held its annual Hispanic Heritage Month Celebration at the South Branch. The event included live music and dance performances by Suavecito Project, a Latin fusion sequence band from Ohio which encompasses various styles and genres of Latin music, and Grupo Azteca Guadalupeana, a dance troupe specializing in traditional Aztec dance. This event was the kick-off to a series of programs that will conclude on October 15.

The Library hosted its first in-person Legal Aid Clinic of the year on September 25 at the Rice Branch. Twenty-five patrons registered for this event, with 13 attending and receiving consultations from Jones-Day, Cleveland Clinic, and Legal Aid attorneys. Law students from The University of Akron, Case Western Reserve

University, and Cleveland Marshall also participated in this clinic.

### **DIVERSITY & INCLUSION**

Beginning September 15, the Hispanic & Latinx Employee Resource Group (ERG) hosted, sponsored, and volunteered with a series of activities throughout the month to recognize and celebrate Hispanic Heritage Month.

CPL's Latinos Juntos ERG led the Hispanic Heritage Month kickoff held on September 17 in partnership with South Branch. During this event, the community enjoyed the sights, sounds, and traditions of Cleveland's Hispanic heritage, including live music and dance performances by Suavecito Project and Grupo Azteca Guadalupeana, along with a sampling of Latinx treats.

On Friday, September 24, the Art Therapy Studio presented the Latinx Make Art arts program where youth and adults explored Latin America's culture through hands-on art activities.

While September is National Prostate Cancer Awareness Month, prostate cancer is the second most common cancer in American men. In partnership with University Hospitals, the Cleveland Public Library's Black ERG hosted a lunch and learn, designed to educate staff about the risk factors and symptoms and advocate for further research on prostate health issues, more specifically African American men.

This lunch and learn, held on September 21 was the first of a scheduled three-part staff education series, hosted by the Black ERG, that aligns with the cultural awareness topics associated with the September, October, and November - Prostate Cancer, Depression & Mental Health, and Diabetes.

Every month, 3E/OPS publishes a 3 Three Things to Know DEI article that consists of 3 DEI terms that we define and explain the importance of these words. Not only do we post these internally, but we have also partnered with Ohio Means Jobs to share the same DEI monthly publication with their 100+ partners.

The Cleveland Public Library understands and recognizes the impact voting can have on our communities. At The

People's University, we work hard to engage, educate, shift mindsets, and empower our community on topics that matter, such as voting. This September, we were committed to educating the community on why it matters to vote. We supported, sponsored, and hosted a series of activities to educate our communities on the importance of voting.

We partnered with community organizations and leaders to bring awareness and education regarding the importance of voting.

On September 22 the Cleveland Public Library hosted a social media conversation on why voting matters. We enlisted partners deeply connected in the community to help lead the discussion. The talk covered the following topics, Why Voting Matters to our panelists and Clevelanders, our Communities of Color, and Voter Suppression - Why should Clevelanders be aware of this? What should they know? What are their rights?

The conversation was moderated by community social action influencer Meredith Turner from the Cuyahoga County Board of Elections. The panelist included: Leon A. Harris III, Ph.D., Assistant Director of Health and Human Services Cuyahoga County, Kayla Griffin, ESQ., MPA, State Director at All Voting Is Local Greater Cleveland and Richard "Dick" Peery, retired Journalist, Cleveland Plain Dealer & The Call and Post.

On September 28, in association with National Voter Registration Day and support from Director Thomas, the Cleveland Public Library hosted a systemwide Why It Matters Voter Registration Drive at 25 of our locations. Our stretch goal was to have at minimum 25-30 new voter registrants at each of our branches. We enlisted the help of community volunteers to assist with this drive. These volunteers staffed the tables and assisted patrons and community members with completing the voter registration cards.

On September 17, CPL launched its inaugural Leadership Education Program. The kickoff included a program orientation, in which we combined facilitated virtual training with online pre-work and follow-up tools to create a personalized learning experience to help participants understand and appreciate the different priorities, preferences, and values everyone brings to

the workplace and how they can learn to adapt to the styles of others. Everything DiSC Workplace delivers a comprehensive, easily customizable workplace development solution to engage every employee regardless of title, position, department, or function—in building more productive and effective relationships at work.

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

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

- *Goal: Increase Elected Officials and Key External Stakeholders' Awareness and Understanding of CPL's Community Impact*
  - ***Elected Official Engagement***
    - Facilities Master Plan (FMP) Branch Updates
      - Met with local legislators to provide continued FMP updates for the branches in their jurisdiction.
        - City Council
          - Councilwoman Jasmin Santana
          - Councilman Brian Mooney
        - County Council
          - Councilman Martin Sweeney
  - ***External Stakeholder Engagement***
    - FMP Branch Updates
    - Met with community development corporations (CDC's) to provide continued FMP updates for the branches in their jurisdiction.
  - ***Additional External Relations & Advocacy Efforts***
    - CPL welcomed Ngoc Nguyen, Cleveland Foundation Public Service Fellow, who started at the Library in September and will be working on various initiatives

focusing on the Library's new strategic plan.

**CPL DEVELOPMENT UPDATES:**

- *Goal: Align fundraising to support CPL's new strategic plan and facilities master plan (FMP)*
  - Fundraising
    - **Strategic Plan Priority: Build 21<sup>st</sup> Century Resources**
      - Awarded grant from the State Library of Ohio American Rescue Plan to support new equipment purchases for the Cleveland Digital Public Library.
      - Submitted application to The Clubhouse Network for a Refresh and Retool grant for the Best Buy Teen Tech Center.
      - In concert with JumpStart, a request for artist proposals was developed for a piece that will be showcased at the Fulton Branch. This effort is part of a larger effort that will take place at the Fulton Branch in early 2022.

**CPL FOUNDATION UPDATES:**

- *Goal: Reach Financial Targets*
  - Met mid-year appeal fundraising goals.
- **Additional CPL Foundation Efforts**
  - Continued to advance the Foundation's 2021 major initiatives.
  - CPLF Board
    - Held quarterly board meeting
      - New member(s) include:
        - Ronald V. Johnson, Chief Ethics Officer, KeyBank
        - Mark Ross, Former Cleveland Managing Partner, PWC

- Held CPL Foundation Executive Committee monthly meeting.

#### **ADDITIONAL DEPARTMENT EFFORTS**

- Staff attended conferences/virtual conferences/webinars including:
  - Build a #GivingTuesday campaign that inspires and converts

#### **COLLECTION & TECHNICAL SERVICES**

A vaccination clinic for the second shot of the COVID-19 vaccine was held at the Lake Shore facility on September 3.

Director of Collection and Technical Services Sandy Jelar Elwell attended the Executive and quarterly meetings of the Women's Employee Resource Group (ERG), a follow-up meeting of the Doing Business with CPL Committee, and the Orientation for the Leadership Education Program. Ms. Jelar Elwell continued to participate in meetings of the Capital Improvement Plan Core Team and Transition Planning/Move Management Team.

An issue with the chiller system caused the Lake Shore building to close early for two days resulting in Collection and Technical Services staff working at other locations until the repair could be completed.

**Acquisitions:** The Acquisitions Department ordered 5,711 titles and 6,255 items (including periodical subscriptions and serial standing orders); received 8,713 items, 1,143 periodicals, and 110 serials; added 250 periodical items, 63 serial items, 68 paperbacks, and 470 comics; and processed 1,424 invoices and 49 gift items.

Acquisitions Coordinator Alicia Naab worked with Technical Services Librarian Tonya Jenkins to troubleshoot an issue with Electronic Data Interchange (EDI) orders not properly importing into Sirsi. Once it was discovered that the problem was with the data on the vendor Ingram's end, the vendor was able to correct the issue in two days. Technical Services Librarian Lisa Kowalczyk discovered that there was an issue with

multiple bibliographic records being created for the same items from the vendor Midwest Tape. Ms. Kowalczyk worked with Ms. Naab and Catalog Manager Andrea Johnson to resolve this issue by adding an additional match point for incoming vendor selection records when importing orders into Sirsi.

Ms. Naab continued to work on OverDrive eBook and audiobook collection development in the absence of a Collection Manager. Ms. Jenkins attended the Teacher Created Materials webinar "Easy-to-Implement SEL Strategies for Your Classroom" and the "Identity-Celebrating Stories" webinar sponsored by Booklist.

**Catalog:** The department cataloged 2,982 titles for Cleveland Public Library and 2,247 titles for CLEVNET member libraries. Librarians completed 161 transfers and edited 51 records for CLEVNET. Librarians also added 2,744 items for Cleveland Public Library. Clerical staff added 2,364 items.

Technical Services Librarian Michael Gabe completed a truck of Albanian books, nearly all of which required original cataloging. Technical Services Librarian Celia Halkovich created an original bibliographic record for a traditional Tenek cookbook, *Ruta Gastronómica de la Comida Tradicional Huasteca Tének*. This is only the second book in the library collection containing Tének (or Huastec), a language spoken in east-central Mexico. Catalog Manager Andrea Johnson identified some records with coding errors that prevented them from automatically matching records already in the local catalog when Stow-Munroe Falls Library items migrated to CLEVNET. Mr. Gabe merged the resulting duplicate titles.

Technical Services Librarian Barbara Satow cataloged seven maps as part of the Embedded Cataloger Project. Most were topical maps related to Cleveland and Cuyahoga County, pulled for the project by Lisa Sanchez of the Center for Local and Global History. This batch of maps included two showing library locations in the early 1900s and the ethnicity of Cleveland neighborhoods at that time. Another map depicted the African American population in 1948, based on statistics that were also included with the map.



Technical Services Librarian Erin Valentine created original records for five manuscripts from the East India Company manuscript collection. Ms. Valentine, using brief work forms completed by a CPL employee familiar with Arabic and Persian, created original records for a 19th century manuscript of Persian poetry, an undated manuscript of Persian and Arabic poetry, and an 18th century Persian translation of the Qur'an. Ms. Valentine attended a webinar "Cool things we've cataloged," sponsored by the Association of College and Research Libraries Rare Books and Manuscripts Section, on September 9.

Catalog Librarian Perry Huang, Ms. Satow, and Ms. Valentine assisted with cataloging branch material while Technical Services Associate Dwayne Jones was on leave. Ms. Johnson assisted Acquisitions staff with changing a load report's properties to reduce duplicate vendor records for video recordings. Technical Services Senior Clerk Shirley Jones corrected 161 book items incorrectly coded as other formats.

**Collection Management:** Collection Management Librarian Laura Mommers continued to handle the purchasing of additional copies for titles with holds and patron requests in the absence of a Collection Manager. Ms. Mommers attended the "Disney Publishing Worldwide Preview" webinar sponsored by Booklist.

**High Demand:** The High Demand Department ordered 639 titles and 4,423 items; received and added 6,793 items; processed 500 invoices; and added 749 records for the CLEVNET libraries.

High Demand Librarian Dale Dickerson continued to handle additional tasks due to the temporary redistribution of work assignments for the Collection Management Department.

**Materials Processing:** The Materials Processing Technicians processed 23,650 items for the month.

**Shelf/Shipping:** The staff of the Lake Shore Shelf/Shipping Department sent 21 items to the Main Library for requests and 74 items to fill holds. Main Library received 160 telescopes, the Branches received 254 telescopes, CLEVNET received 67 telescopes, CSU and Tri-C received 2 telescopes each, and CWRU received 3 telescopes. A total of 488 telescopes were shipped out.

The Technicians sent out 225 items of foreign material and in total 10,941 new items were sent to the Acquisitions and High Demand Departments.

### **MARKETING & COMMUNICATIONS**

In September, Cleveland Public Library's promotional efforts focused on [author visits](#), Diversity, Equity, and Inclusion with [Hispanic Heritage](#) celebrations and discussions about Critical Race Theory. The Library continued to provide [Covid-19 test kits](#) and resources. We worked with our community partners to hold a system-wide voter registration drive and a digital discussion about why voting matters.

Our marketing efforts included media releases, social media and digital (cpl.org, Off the Shelf, community calendars), and printed materials.

### **Library Programs & Services**

**Objective:** *Remain relevant by promoting programs and services to help Greater Clevelanders thrive.*

**COVID-19 TEST KITS:** Cleveland Public Library continues to offer COVID-19 rapid result test kits free of charge via the Main Library drive through window. With the rise virus variants, staff gave away record numbers of kits and attracted the attention of local news media who interviewed Lending Manager, Stephen Wohl.

#### **MEDIA COVERAGE:**

- <https://www.news5cleveland.com/news/continuing-coverage/coronavirus/demand-for-covid-19-testing-skyrockets-across-northeast-ohio>
- <https://fox8.com/news/coronavirus/at-home-covid-testing-kits-become-popular-item-from-unexpected-place/>
- <https://www.ideastream.org/news/how-to-get-a-free-covid-19-rapid-test-in-northeast-ohio>
- <https://www.news5cleveland.com/news/continuing-coverage/coronavirus/what-to-do-if-you-got-an-expired-covid-19-test-from-your-local-library>

**HISPANIC HERITAGE MONTH:** Cleveland Public Library hosted several events across branches to celebrate Hispanic and

Latinx culture and heritage. Some programs of note were: ;Baila Conmigo! dance class, CPL Play guest Edgardo Miranda-Rodriguez, Hispanic Roots genealogy, Hispanic Heritage celebration at South Branch, etc.

**MEDIA COVERAGE:**

- <https://www.cleveland.com/entertainment/2021/09/cleveland-public-library-to-host-hispanic-heritage-month-events.html>
- <https://www.wkyc.com/article/news/local/hispanic-heritage-month/hispanic-heritage-month-cleveland-public-library-events/95-3716a59c-7e95-4467-b22f-9f51c1a1cb83>
- <https://www.newsbreak.com/news/2367260573703/cleveland-public-library-presents-family-friendly-events-that-celebrate-hispanic-heritage-month>
- <https://www.newsbreak.com/news/2370837757256/cleveland-public-library-to-host-hispanic-heritage-month-events>

**VOTER REGISTRATION:** Library staff and volunteers manned registration tables throughout the Library system on National Voter Registration Day (September 28) to help get Cleveland residents registered before the October 4 deadline.

**MEDIA COVERAGE:**

- <https://www.news5cleveland.com/news/election-2021/are-you-registered-to-vote-tuesday-is-national-voter-registration-day>
- <https://wtam.iheart.com/content/2021-09-28-today-is-national-voter-registration-day/>
- <https://www.newsbreak.com/news/2386158560289/national-voter-registration-day-events-happening-today>
- <https://www.cleveland19.com/2021/09/28/voter-registration-day-cleveland-where-get-set-cast-your-vote/>

**FACILITIES MASTER PLAN:** News of our branch reimagining plans continue to spread throughout neighborhoods. Patrons, citizens, and local news media continue to be excited for neighborhood improvement and new spaces.

**MEDIA COVERAGE:**

- <https://energynews.us/2021/09/23/in-cleveland-a-potential-model-for-equitable-community-owned-solar/>

- <https://www.news5cleveland.com/news/local-news/whats-going-on-with/part-of-circle-square-street-design-gets-final-green-light-as-the-artisan-goes-up>
- <https://madmangreatlake.wordpress.com/2021/09/20/a-lofty-idea-whats-going-on-at-university-circle/>

**NEXT 400 ROUNDTABLE:** In partnership with WOIO 19 News and its "[The Next 400](#)" initiative, Cleveland Public Library hosted a Facebook Live discussion on the topic of [Critical Race Theory](#).

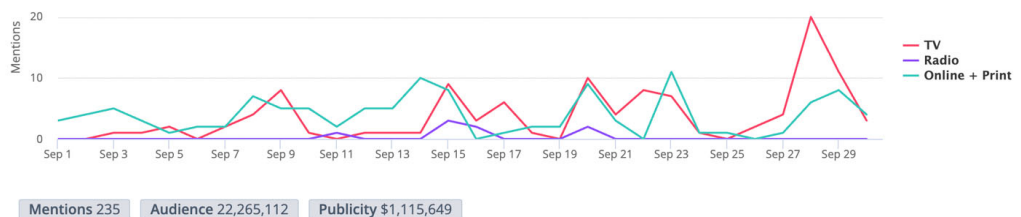
**CLEVELAND BOOK WEEK:** Presented in conjunction with Cleveland Book Week, Cleveland Public Library hosted an author discussion with Ayana Gray (Young Adult author of *Beasts of Prey*) at the Cleveland Metroparks Zoo Rainforest. CMSD students were bused to the event, which was livestreamed as well.

#### **MEDIA COVERAGE:**

- <http://laprensatoledo.com/Stories/2021/091721/cbw.htm>

#### **PUBLIC RELATIONS OVERVIEW**

Cleveland Public Library garnered 235 mentions for the month of September reaching more than 22 million people in national and local TV news, radio, and online and print.



#### **SOCIAL MEDIA SUMMARY**

##### **AUDIENCE GROWTH:**

During September, the Library's total audience growth increased on its social platforms. Engagement rate is up 27.7% compared to August. This growth means that the Library's messaging is resonating more with our audiences and is encouraging engagement and conversation. Our #tbt posts of historical photographs continue to perform well. Another notable stand out was a pop culture music reference.

**Broadcasts:** Marketing continues to explore streaming opportunities, conversations, and content that promote learning and timely topics. Popular examples include:

- **The Next 400 Digital Round Table:** The Library hosted a discussion with WOIO 19 on the topic of [Critical Race Theory](#).
- Book Drops (recommended reading by CPL)
- Why I Vote (voter advocacy discussion for #5Days4Democracy)


**CONTENT PRODUCTION:** Highlights include: [CPL highlight video](#), ad spots commercials for local tv news stations.

**Additional Content production**


- Video production for Rock X CPL virtual programming (<https://www.youtube.com/watch?v=CqEGvNs2iLw>)
- 3D Tour for Celebrate Those Who Give Black Exhibition (<https://cpl.org/tsop/>)
- Provided additional streaming support for author visit with Ayana Gray at Cleveland Metroparks RainForest.
- Kindergarten Readiness videos
- Latinx Make Art virtual program

**Most Popular Posts by Platform:**

Platform	Post Content	Total Engagements	Likes	@Replies	Retweets
Cleveland_PL	<b>#TBT</b> This photo, circa 1917, shows buildings on the southwest corner of Euclid Ave. at the intersection	253	51	0	10
Cleveland_PL	<b>#TBT</b> Toot toot! This 1930 photo of the flats shows the tug boat Nebraska pulling an ore carrier; t	133	23	1	9
Cleveland_PL	<b>#TBT</b> Let's go! The 1936-1937 Great Lakes Exposition brought millions of visitors to Cleveland fo	105	20	0	7

 Cleveland Public Lib...  
Thu 9/16/2021 8:00 am PDT

#TBT Toot toot! This 1930 photo of the flats shows the tug boat Nebraska pulling an ore carrier; t




<b>Total Engagements</b>	<b>192</b>
Reactions	112
Comments	4
Shares	15

 Cleveland Public Lib...  
Thu 9/23/2021 8:00 am PDT


#TBT One wheel, zero problems. This 1954 photo of the Fairfax neighborhood shows a packed



<b>Total Engagements</b>	<b>180</b>
Reactions	90
Comments	6
Shares	8

 Cleveland Public Lib...  
Wed 9/1/2021 9:09 am PDT

Looks like there are a lot of new albums releasing. We want to show off our skills, too! Keep an eye ou




<b>Total Engagements</b>	<b>135</b>
Reactions	51
Comments	3
Shares	5

 clevelandpublicibra...  
Thu 9/16/2021 8:00 am PDT


#TBT Toot toot! This 1930 photo of the flats shows the tug boat Nebraska pulling an ore carrier; t




<b>Total Engagements</b>	<b>463</b>
Likes	435
Comments	6

 clevelandpublicibra...  
Wed 9/1/2021 8:52 am PDT


Looks like there are a lot of new albums releasing. We want to show off our skills, too! Keep an eye ou



<b>Total Engagements</b>	<b>282</b>
Likes	255
Comments	20

 clevelandpublicibra...  
Thu 9/30/2021 8:00 am PDT

#TBT Let's go! The 1936-1937 Great Lakes Exposition brought millions of visitors to Cleveland fo



<b>Total Engagements</b>	<b>180</b>
Likes	166
Comments	3

**PROPERTY MANAGEMENT**

Carpenters/Painters

- Main- removed old door to men's restroom and installed new door.
- LSW- removed shelving from 8<sup>th</sup> floor vault.

- Harvard-Lee- removed old exit exterior door and installed new door.
- Addison- installed new lock cylinder to door across from circulation desk.
- E.131- stained three picnic tables and wooden gate to the reading garden.
- Memorial-Nottingham- scraped and painted ceiling by computers.
- Lakeshore- painted entire cafeteria.
- Rockport- tuck-pointed flower beds and repaired any damaged bricks, power washed flower beds.

#### MAINTENANCE MECHANICS

- Continued ionizer installation project for Main building air handlers.
- Boiler/heating equipment preventative maintenance.
- Continued LSW return fan motor/VFD replacement project.
- Continued installation of outdoor air quality sensors for the US Ignite air monitoring collaboration with CWRU, Digital C and CSU.
- LSW/Main lighting work orders - ballast replacement and re-lamping.
- 24/7 response to building emergencies and critical work orders.
- Continuing work on scheduled preventative maintenance requisitions generated by Hippo CMMS.
- Continuing work on the balance of the security camera project (IPS/Harrington Electric).
- Continuing work/meetings with FMP Core Group and the Capital projects team on FMP design, building standards and move management.

#### FMP SCHEDULE UPDATE

- Re-open dates are tentative pending progress of construction.

Group	Branch/Project	Closure	Re-Open	Note
1A	Woodland	4/1/2021	9/1/2022	In construction (site, foundations)
1A	Central Distribution	N/A	9/1/2022	In construction (renovation)
1A	Jefferson	4/1/2021	6/1/2022	In construction (framing)
1A	Hough	N/A	7/1/2022	In construction (site, foundations)
1A	West Park	4/1/2021	7/1/2022	In construction (roof, framing)
1A	Walz	4/1/2022	9/1/2023	In design (DD); dates tentative
MLK	MLK	N/A	9/1/2023	Bidding complete
1B	Lorain	10/9/2021	12/1/2022	Bidding complete
1B	Eastman	12/4/2021	2/1/2023	In design (CD)
1B	Brooklyn	3/5/2022	12/1/2022	In design (DD)
1B	Rockport	N/A	9/1/2023	In design (DD)

### **SAFETY & PROTECTIVE SERVICES**

#### Safety Services

- SPS is in the process of purchasing new ID badge reels for CPL staff with the new logo. Marketing will approve the proof prior to ordering.
- A 452 was completed and forwarded to the Chief of Public Services to bring SPS to its full complement of officers.
- SPS Standard Operating Procedures for Phazzers were created and the Use of Force Continuum was updated.

### **PROTECTIVE SERVICES**

#### Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
<b>Sept 2021</b>	2199	24	27	34	197	28
<b>Aug 2021</b>	2339	38	69	15	188	28
<b>July 2021</b>	1999	38	30	18	86	30
<b>June 2021</b>	2088	24	63	27	125	26
<b>May 2021</b>	2374	36	25	22	155	32
<b>April 2021</b>	2145	61	37	26	95	36
<b>March 2021</b>	2326	54	12	5	119	28
<b>Feb 2021</b>	1575	34	1	15	51	16
<b>Jan 2021</b>	1819	39	8	2	24	34



<b>Dec 2020</b>	1846	9	12	4	21	8
<b>Nov 2020</b>	2487	52	16	17	73	29
<b>Oct 2020</b>	2303	69	22	43	94	34
<b>Sept 2020</b>	2550	42	29	30	82	87

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

- Video requests filled for North Olmstead Police Department regarding a stolen vehicle that was at Lorain branch, CPD sex crimes unit requested video from Walz as follow up to a call, East 131 manager for plants pulled up on the exterior, LSW manager for patron threatening lending staff, and Eastman manager for damage to a yard sign and the newspaper box.
- Overtime filled for Finance department detail, Hispanic Heritage Month Celebration, Memorial Nottingham Skate event, and Election coverage.
- Reassigned Lorain branch staff had their passcodes entered at their new branches and their ID badges access levels were updated when applicable.

#### Protective and Fire Systems

- Fire extinguisher audits were completed at all locations in September.
- Troubleshooting multiple alarms at Harvard Lee led to a discovery of existing issues with the alarm panel there. Property Management is obtaining quotes for a replacement panel.
- Walz branch alarm communication issues were corrected by AT&T technicians.
- Sterling branch alarm keypad issues were forwarded to Property Management and they replaced the batteries.
- Alarm issues at Carnegie West were corrected by AT&T technicians.

#### Contract Security

- Requests for Proposal updates were forwarded to the Chief of Public Services.
- The Walz Royce guard was removed for poor work performance.

#### Administration

- SPS participated in all Transition Planning/Move meetings.

- SPS participated in the new employee orientation.
- Rent Wear and Royce invoices were reviewed and approved.
- PhaZZer training completed for all SPS staff.
- Branch patrols Ford Fusions were returned and branch patrol officers are now driving the Jeep Renegades.
- Redacted reports were forwarded to Sherry Parker.

### **INFORMATION TECHNOLOGY & CLEVNET**

On Sept 23, 2021, at 10:30 am the CLEVNET Executive panel met via MS Teams for their bi-monthly meeting.

John Skrtic, Chief of Collections and Special Projects and CPL's liaison to CLEVNET, provided an update on the creation of an independent CPL IT department. The first step in the process is to hire a CITO, Chief Innovation and Technology Officer at CPL. After the first round of interviews with members of CPL's executive team, Hilary Prisbylla, Director CLEVNET and Larry Finnegan, Director of IT for CLEVNET, will meet with prospective candidates to conduct a technical interview and provide feedback regarding their expertise.

Ms. Prisbylla noted that on September 13, 2021, Stow-Munroe Falls Public Library went live on CLEVNET. Stow is the 47th library to join the CLEVNET cooperative. CLEVNET-IT staff worked diligently with staff at SMFPL to make this transition as seamless as possible.

A Library Systems and Applications Specialist position on the ILS team has been open since Megan Trifiletti was promoted to the position of Library Systems and Applications Analyst earlier in the year. Ms. Prisbylla and her team are interviewing applicants and hope to fill the position soon.

CLEVNET has contracted with Howard Fleeter to provide an update to the 2009 CLEVNET Return on Investment study. Mr. Fleeter was part of the original team, Driscoll and Fleeter, that evaluated the economic savings associated with CLEVNET membership. The 2009 report concentrated on savings related to resource sharing and circulation but with the growth of CLEVNET over the past decade, the updated study will incorporate additional cost savings

available with new shared services and economies of scale. The final report will be ready in spring 2022 to mark CLEVNET's 40th Anniversary.

The group discussed upcoming regional elections in the western and southern region for current panel member terms ending in December 2021. A call for applicants will be sent out soon with elections taking place electronically in late October.

Ms. Prisbylla and Mr. Finnegan provided updates on a few ongoing projects.

- Ms. Prisbylla noted that we are working on guidelines for outlining services that fall outside of the CLEVNET system agreement. These guidelines were recommended by GFOA (Government Finance Officers Association) as part of the CLEVNET pricing model study.
- Patron Point, CLEVNET's community engagement software, will be moving from a shared system to individual software instances specific to each member library. These separate software instances will allow for greater flexibility, customization, and data segmentation.
- Mr. Finnegan discussed progress on the VOIP project with Easton. The team is moving forward and hopes to have a few libraries ported over soon.
- A member library had an older file server fail recently. CLEVNET-IT staff were able to recover it, but it illustrates the importance of moving to OneDrive and Share Point for better redundancy and stability.
- The solutions and pc tech teams also worked on printing issues with older versions of windows that was affecting several libraries.

Finally, under the CLEVNET operating procedures the Executive Panel must review and approve the budget for the upcoming year. The Panel reviewed and discussed major budget areas including salaries and benefits, computer maintenance, software, e-media and databases.

Mr. Finnegan noted that he plans to refresh all equipment at the SOCC, State of Ohio Computer Center, and replace the current WIFI solution including access points in 2022. Funding for these two projects will be

taken from the unencumbered balance of the CLEVNET Special Revenue fund. In 2020, the Executive Panel agreed to set aside portions of the unencumbered balance for large scale projects of this type to reduce overall costs.

The full Directors group will review the final CLEVNET costs at their quarterly meeting scheduled for October 29<sup>th</sup>, 2021, at 10:00 am using MS Teams.

#### **PUBLIC COMMENTS**

Ms. Rodriguez acknowledged a public comment from Stephen Katanovic regarding Xlerator hand dryer and noted that this hand dryer was ten times louder than the classic World Dryer of previous decades; and excessive use can cause hearing loss. Mr. Katanovic indicated that the Xlerator company now offers a noise reduction that can be mounted on any existing Xlerator dryer model. This nozel lowers dryer loudness by 9 DcB and increases drying time by three seconds. Mr. Katanovic added that this nozzel can be ordered separately and is sometimes free of charge. In closing, Mr. Katanovic recommended that the Library seriously consider his suggestion.

Ms. Rodriguez expressed appreciation to Mr. Katanovic for bringing this matter to the Board's attention. The Property Management department will be informed about the noise reduction nozzle for consideration.

After Ms. Butts agreed with Mr. Katanovic, discussion continued about the loud noise of the Xlerator hand dryer and how it can be a distraction to patrons especially if they are near the restrooms.

#### **EXECUTIVE SESSION**

Ms. Rodriguez moved to adjourn into Executive Session for the purpose of discussion of the compensation of public employees, to prepare for bargaining sessions with public employees, and to discuss the sale of real property. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

Executive Session began at 1:31 p.m.

1930

Ms. Rodriguez moved to return to Regular Board Meeting.  
Ms. Butts seconded the motion, which passed unanimously  
by roll call vote.

Regular Board Meeting resumed at 1:51 p.m.

Ms. Rodriguez adjourned the Regular Board Meeting at  
1:52 p.m.

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Maritza Rodriguez  
President

---

Thomas D. Corrigan  
Secretary

## GIFT REPORT FOR SEPTEMBER 2021

**LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	477	6,571
Periodicals	12	726
Publishers Gifts	1	27
Non-Print Materials	22	1,902
<b>Total Library Service Materials</b>	<b>512</b>	<b>9,226</b>

**TECHNOLOGY RESOURCES**

Tech Gifts	0	99
<b>Total Technology Resources</b>	<b>0</b>	<b>99</b>

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund - Federal Aid LSTA grant	Restricted	\$ 0	\$ 4,680
General Fund	Unrestricted	0	68
Library Fund	Restricted	262	4,190
Young Fund	Restricted	12,892	38,676
Founders Fund	Restricted	0	239,671
Judd Fund	Restricted	62,661	189,585
Lockwood Thompson Fund	Restricted	0	98,908
Tech Centers	Restricted	0	50,850
<b>Total Money Gifts</b>		<b>\$ 75,814</b>	<b>\$ 626,627</b>

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	17	131	512	9,226
Technology Resources	0	2	0	99
Money Gifts	3	48	5	58
<b>TOTAL GIFTS</b>	<b>20</b>	<b>181</b>	<b>517</b>	<b>9,383</b>

Cleveland Public Library  
2021

October 14, 2021

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-21	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
<b>General Fund</b>							
101	General Fund	\$ 36,550,206.71	\$ 37,339,195.00	\$ 39,704,356.66	\$ 1,240,493.51	\$ 1,439,568.72	\$ 2,564,236.87
<b>Special Revenue Funds</b>							
201	Anderson	\$ 394,352.65			\$ -	\$ -	\$ -
202	Endowment for the Blind	\$ 3,021,022.46			\$ -	\$ -	\$ -
203	Founders	\$ 6,013,336.15			\$ 369,671.00	\$ 369,671.00	\$ -
204	Kaiser/Brunckhart	\$ 84,138.78			\$ 71,551.62	\$ 71,551.62	\$ -
205	Kraley	\$ 224,615.95			\$ -	\$ -	\$ -
206	Library	\$ 204,839.02			\$ 3,500.00	\$ 3,500.00	\$ -
207	Pepke	\$ 179,786.70			\$ -	\$ -	\$ -
208	Wickwire	\$ 1,847,965.41			\$ -	\$ -	\$ -
209	Witke	\$ 114,363.97			\$ -	\$ -	\$ -
210	Young	\$ 5,797,311.25			\$ 50,000.00	\$ 50,000.00	\$ -
225	Friends	\$ -			\$ -	\$ -	\$ -
226	Judd	\$ 202,879.08			\$ 252,245.00	\$ 252,245.00	\$ -
228	Lockwood Thompson	\$ 224,813.02			\$ 197,815.00	\$ 197,815.00	\$ -
229	Ohio Center for the Book	\$ -			\$ -	\$ -	\$ -
230	Schweinfurth	\$ 197,762.52			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 1,499,844.35			\$ 4,889,063.14	\$ 4,889,063.14	\$ -
251	OLBPD	\$ 203,768.33			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (48,901.34)			\$ 198,901.34	\$ 198,901.34	\$ -
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
257	Tech Centers	\$ 64,990.12			\$ 75,850.00	\$ 75,850.00	\$ -
258	Early Literacy	\$ -			\$ -	\$ -	\$ -
259	Rice Solar Panel System	\$ 470.62			\$ -	\$ -	\$ -
260	Coronavirus Relief Fund	\$ 215,682.27			\$ 853.09	\$ 853.09	\$ -
		\$ 20,442,011.31			\$ 7,667,344.19	\$ 7,667,344.19	\$ -
<b>Debt Service</b>							
301	Debt Service	\$ 705,397.50	\$ -	\$ -	\$ 2,588,329.59	\$ 2,588,329.59	\$ -
<b>Capital Projects Funds</b>							
401	Building and Repair	\$ 1,802,420.83			\$ 18,000,000.00	\$ 18,070,254.00	\$ 70,254.00
402	Construction - Tax Exempt	\$ 46,597,518.14			\$ -	\$ -	\$ -
401	Construction - Taxable	\$ 9,138,482.28			\$ -	\$ -	\$ -
		\$ 17,538,421.25			\$ 18,000,000.00	\$ 18,070,254.00	\$ 70,254.00
<b>Permanent Funds</b>							
501	Abel	\$ 300,086.97			\$ -	\$ -	\$ -
502	Ambler	\$ 2,953.44			\$ -	\$ -	\$ -
503	Beard	\$ 56,365.09			\$ -	\$ -	\$ -
504	Klein	\$ 6,955.81			\$ -	\$ -	\$ -
505	Malon/Schroeder	\$ 249,579.98			\$ -	\$ -	\$ -
506	McDonald	\$ 240,288.86			\$ -	\$ -	\$ -
507	Ratner	\$ 121,809.54			\$ -	\$ -	\$ -
508	Root	\$ 48,663.37			\$ -	\$ -	\$ -
509	Sugarman	\$ 92,400.13			\$ -	\$ -	\$ -
510	Thompson	\$ 132,539.58			\$ -	\$ -	\$ -
511	Weidenthal	\$ 8,732.20			\$ -	\$ -	\$ -
512	White	\$ 2,409,531.50			\$ -	\$ -	\$ -
513	Beard Anna Young	\$ 40,849.71			\$ -	\$ -	\$ -
514	Paulson	\$ -			\$ -	\$ -	\$ -
		\$ 3,712,712.18			\$ -	\$ -	\$ -
<b>Agency Funds</b>							
901	Unclamed Funds	\$ 9,005.09			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 5,804.82			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:  
 General fund: An increase in Taxes by \$2,365,161.66 and Other Sources by \$194,828.61 for actual property tax and rollback/homestead collections; and an increase in Other Sources Capital Projects Funds by \$70,254 for the SLO ARPA/ISTA grant for CDPL.

Thank You,  
*Carric Krenicky*  
 Treasurer/CFD  
 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 91.54% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

October 14, 2021

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, 2021, 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 Balance	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$36,550,206.71	\$39,704,356.66	\$25,177,336.54	\$1,439,568.72	\$102,871,468.63
Special Revenue	\$20,443,041.31			\$7,667,644.19	\$28,110,685.50
Debt Service	\$705,397.50			\$2,588,329.59	\$3,293,727.09
Capital	\$57,538,421.25			\$18,070,254.00	\$75,608,675.25
Permanent	\$3,710,756.18			\$0.00	\$3,710,756.18
Agency	\$14,809.91			\$0.00	\$14,809.91
<b>Totals/Subtotals</b>	<b>\$118,962,632.86</b>	<b>\$39,704,356.66</b>	<b>\$25,177,336.54</b>	<b>\$29,765,796.50</b>	<b>\$213,610,122.56</b>

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



**CLEVELAND PUBLIC LIBRARY  
2021 APPROPRIATION: NINTH AMENDMENT  
OCTOBER 21, 2021**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Unencumbered Cash January 1	36,550,206.71	-	36,550,206.71
Taxes - General Property	34,939,195.00	2,365,161.66	37,304,356.66
Public Library Fund (PLF)	25,177,336.54	-	25,177,336.54
State Rollbacks/CAT	2,400,000.00	199,075.21	2,599,075.21
Federal Aid	4,680.00	-	4,680.00
Fines and Fees	132,000.00	-	132,000.00
Earned Interest	343,721.00	-	343,721.00
Restricted Gifts	-	-	-
Unrestricted Gifts	-	-	-
Miscellaneous	845,092.51	-	845,092.51
Return of Advances/(Advances Out)	(85,000.00)	-	(85,000.00)
<b>TOTAL RESOURCES</b>	<b>100,307,231.76</b>	<b>2,564,236.87</b>	<b>102,871,468.63</b> (3)

<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	39,317,513.68	-	39,317,513.68
Supplies	848,690.17	-	848,690.17
Purchased/Contracted Services	9,868,390.00	-	9,868,390.00
Library Materials/ Information	6,789,691.00	-	6,789,691.00
Capital Outlay	1,105,724.22	-	1,105,724.22
Other Objects	137,533.26	-	137,533.26
<b>SUBTOTAL OPERATING</b>	<b>58,067,542.33</b>	<b>-</b>	<b>58,067,542.33</b>
Transfers	20,588,329.59	-	20,588,329.59
<b>TOTAL APPROPRIATION</b>	<b>78,655,871.92</b>	<b>-</b>	<b>78,655,871.92</b>

**CLEVELAND PUBLIC LIBRARY  
2021 APPROPRIATION: NINTH AMENDMENT  
OCTOBER 21, 2021**

**SPECIAL REVENUE FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	28,110,685.50	-	28,110,685.50 (4)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Anderson	-	-	-
Endowment for the Blind	-	-	-
Founders	1,442,927.37	-	1,442,927.37
Kaiser	-	-	-
Kraley	30,000.00	-	30,000.00
Library	35,000.00	-	35,000.00
Pepke	-	-	-
Wickwire	-	-	-
Wittke	-	-	-
Young	-	-	-
Friends	-	-	-
Judd	455,124.08	-	455,124.08
Lockwood Thompson	422,628.02	-	422,628.02
Ohio Center for the Book	-	-	-
Schweinfurth	50,000.00	-	50,000.00
CLEVNET	6,388,907.49	-	6,388,907.49
LSTA-OLBPD	1,711,962.33	-	1,711,962.33
MyCom	75,000.00	-	75,000.00
Learning Centers	-	-	-
Tech Centers	140,840.12	-	140,840.12
Early Literacy	-	-	-
Rice Solar Panel System	-	-	-
Coronavirus Relief Fund	216,535.36	-	216,535.36
<b>TOTAL APPROPRIATION</b>	<b>10,968,924.77</b>	<b>-</b>	<b>10,968,924.77</b>

**CLEVELAND PUBLIC LIBRARY  
2021 APPROPRIATION: NINTH AMENDMENT  
OCTOBER 21, 2021**

**DEBT SERVICE FUND**

	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
<b>CERTIFIED REVENUE</b>	3,293,727.09	-	3,293,727.09
<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
DEBT SERVICE	3,293,704.00	-	3,293,704.00

**CAPITAL PROJECT FUNDS**

	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
<b>CERTIFIED REVENUE</b>	75,538,421.25	70,254.00	75,608,675.25 (5)
<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Building & Repair	1,802,420.83	70,254.00	1,872,674.83
Construction - Tax-Exempt	42,383,810.79	3,685,273.02	46,069,083.81
Construction - Taxable	5,000.00	-	5,000.00
<b>TOTAL APPROPRIATION</b>	44,191,231.62	3,755,527.02	47,946,758.64

**CLEVELAND PUBLIC LIBRARY  
2021 APPROPRIATION: NINTH AMENDMENT  
OCTOBER 21, 2021**

**PERMANENT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,710,756.18	-	3,710,756.18 (6)

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Abel	-	-	-
Ambler	-	-	-
Beard	8,423.00	-	8,423.00
Klein	-	-	-
Malon/Schroeder	10,000.00	-	10,000.00
McDonald	3,900.00	-	3,900.00
Ratner	-	-	-
Root	-	-	-
Sugarman	-	-	-
Thompson	-	-	-
Weidenthal	-	-	-
White	50,000.00	-	50,000.00
Beard Anna Young	-	-	-
<b>TOTAL APPROPRIATION</b>	<b>72,323.00</b>	<b>-</b>	<b>72,323.00</b>

**AGENCY FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	14,809.91	-	14,809.91

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Fund Balance/
Unclaimed Funds	9,005.09	-	9,005.09
CLEVNET Fines & Fees	5,804.82	-	5,804.82
<b>TOTAL APPROPRIATION</b>	<b>14,809.91</b>	<b>-</b>	<b>14,809.91</b>

**CLEVELAND PUBLIC LIBRARY  
2021 APPROPRIATION: NINTH AMENDMENT  
OCTOBER 21, 2021**

---

(1) Certificate dated September 13, 2021

(2) Certificate dated October 14, 2021

(3) \$36,465,198.15 unencumbered cash carried forward plus the repayment of advances to be made from MyCom of \$75,008.56 and Tech Centers of \$10,000 less advances out to Tech Centers of \$10,000 and MyCom of \$75,000 plus \$66,406,261.92 certified operating revenue produces the balance available for appropriation in 2021 (plus \$7,354,103.65 12/31/20 encumbered cash).

( $\$36,465,198.15 + \$75,008.56 + \$10,000 - \$10,000 - \$75,000 + \$66,406,261.92 = \$102,871,468.63$ )

(4) \$20,528,049.87 unencumbered cash carried forward less the repayment of advances to be made from MyCom of \$75,008.56 and Tech Centers of \$10,000 plus \$7,667,644.19 additional revenue to receive in 2021 produces the certified revenue of \$28,110,685.50.

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 available for appropriation.

( $\$28,110,685.50 - \$2,492,057.50 = \$25,618,628.00$  available for appropriation (plus \$944,969.42 12/31/20 encumbered cash).

(5) \$57,538,421.25 unencumbered cash carried forward plus the transfer in of \$18,000,000 and additional revenue of \$70,254 produces the balance available for appropriation in 2021 (plus \$5,180,957.75 12/31/20

( $\$57,538,421.25 + \$18,000,000 + 70,254 = \$75,608,675.25$ )

(6) \$4,643,856.96 unencumbered cash carried forward less non-expendable principal amounts of \$933,100.78 produces the balance available for appropriation in 2021 (plus \$45,430.69 12/31/20 encumbered cash).

( $\$4,643,856.96 - \$933,100.78 = \$3,710,756.18$ )

Non-expendable principal amounts of \$933,100.78 are not included in either the certified fund balances or the appropriated amounts.

**CUYAHOGA COUNTY  
PUBLIC LIBRARY FUND  
ALLOCATION 2022**

**PLF AGREEMENT BETWEEN THE NINE  
LIBRARIES OF CUYAHOGA COUNTY  
2022**

This Agreement (“Agreement”) is entered into in Cuyahoga County, Ohio by and between the various free public libraries in Cuyahoga County, Ohio, including: Cleveland Heights-University Heights Public Library, Cleveland Public Library, Cuyahoga County Public Library, East Cleveland Public Library, Euclid Public Library, Lakewood Public Library, Porter (Westlake) Public Library, Rocky River Public Library, Shaker Heights Public Library (“the libraries”) and the Cuyahoga County Budget Commission, pursuant to resolutions duly adopted by the above-referenced Boards of Library trustees, and the Cuyahoga County Budget Commission (copies of which are attached).

**WHEREAS**, the libraries constitute all of the libraries in Cuyahoga County entitled to participate in the fund presently referred to in R.C. 5705.28 and R.C. 5705.32 as the county Public Library Fund, formerly known as the county Library and Local Government Support Fund (hereinafter referred to as the “Fund”); and

**WHEREAS**, the libraries have in the past found that the statutory framework for allocating that fund has not always resulted in satisfactory allocations, and has led to appeals and litigation involving the libraries; and

**WHEREAS**, trustees and directors of the various libraries have met together in good faith to agree upon specific percentage allocations of the Fund for each library in order to eliminate disputes and litigation with regard to such allocations; and

**WHEREAS**, the libraries have agreed that for the one-year period commencing January 1, 2022 through December 31, 2022, the libraries will receive percentage allocations with regard to distributions from the Fund as set forth in this Agreement;

**NOW, THEREFORE**, subject to the approval of the Cuyahoga County Budget Commission, the libraries hereby agree that the Budget Commission shall order an allocation of the Fund for the year 2022 (the "subject year") in accordance with the following percentages of Funds distributed for the 2022 calendar year:

CLEVELAND HEIGHTS – UNIVERSITY HEIGHTS PUBLIC LIBRARY  
4.80750 %

CLEVELAND PUBLIC LIBRARY  
41.18430 %

CUYAHOGA COUNTY PUBLIC LIBRARY  
38.23690 %

EAST CLEVELAND PUBLIC LIBRARY  
2.59000 %

EUCLID PUBLIC LIBRARY  
3.30830 %

LAKEWOOD PUBLIC LIBRARY  
3.64400 %

PORTER (WESTLAKE) PUBLIC LIBRARY  
2.14310 %

ROCKY RIVER PUBLIC LIBRARY  
1.25070 %

SHAKER HEIGHTS PUBLIC LIBRARY  
2.83520 %

When a budget for each library has been adopted in accordance with Ohio Revised Code 5705.28, the Budget Commission shall fix the amount of the fund to be distributed to each library board of trustees pursuant to § 5705.32 for the ensuing calendar year in accordance with this Agreement, or as otherwise unanimously agreed to in writing by the libraries and the Budget Commission.

When the Budget Commission orders an allocation distribution of the Fund in accordance with the terms of this agreement and any agreement of the libraries provided for herein, each library shall refrain from challenging and/or appealing the distribution of the fund to the Board of Tax appeals, or to any other agency or court of competent jurisdiction. The only basis upon which any library may challenge any such distribution shall be on the basis that the Budget Commission failed to follow the provisions of this Agreement and any agreement of the libraries provided for herein for any of the subject years.

In the event that during the term of this agreement one library should cease to operate or be included with another, the libraries and the Cuyahoga County

Budget Commission agree to meet to discuss any revision to the allocation set forth above and amend the agreement accordingly.

In addition to the foregoing, the libraries agree that they will do the following:

- (a) The directors of each library will attend a meeting to be held at least once during calendar year 2022 in order to discuss the percentage share of the Fund to be allocated amongst the libraries after 2022 and to foster continued good faith and cooperation between the libraries. The directors will also explore ways and opportunities to utilize more effectively their resources to better serve their patrons and to achieve the goals of this agreement;
- (b) The libraries will collaborate and work together to create two (2) committees focusing on 1) the sharing of resources amongst the libraries and 2) addressing the various disparities between the libraries. The goal of the committees is to address the libraries' outstanding issues and concerns. The committees will meet periodically during the term of this Agreement and will report their progress to the libraries' directors at the meetings described in (a) above.
- (c) The libraries will work together through available political, civic and media channels to maintain and increase the level of financial support Ohio law provides for public libraries in Ohio; and
- (d) The libraries will work jointly to meet the needs of users in the present and in the future, with careful attention to population growth, circulation and particular requirements of different communities and neighborhoods.

This Agreement is executed by each of the libraries and the Budget Commission by their appropriately designated representatives for the purpose of effecting an agreed allocation and distribution of the Fund of the year 2022. This Agreement shall be introduced into evidence at the Board of Tax Appeals without objection by any library or the Budget Commission when it is claimed that any library has attempted an appeal pursuant to Ohio Revised code 5705.37 or when it is claimed that the Budget Commission has failed to make an allocation and distribution of the Fund in accordance with the terms of this agreement. Any amendment to this Agreement must be made in writing and be signed by the libraries and the Cuyahoga County Budget Commission.



This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Signed and acknowledged:

**CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Attach resolution duly adopted by Cleveland Heights-University Heights Public Library Board of Trustees]

**CLEVELAND PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Attach resolution duly adopted by Cleveland Public Library Board of Trustees]

**CUYAHOGA COUNTY PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Attach resolution duly adopted by Cuyahoga County Public Library Board of Trustees]

**EAST CLEVELAND PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Attach resolution duly adopted by East Cleveland Public Library Board of Trustees]

**EUCLID PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Attach resolution duly adopted by Euclid Public Library Board of Trustees]

**LAKEWOOD PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Attach resolution duly adopted by Lakewood Public Library Board of Trustees]

**PORTER (WESTLAKE) PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Attach resolution duly adopted by Porter (Westlake) Public Library Board of Trustees]

**ROCKY RIVER PUBLIC LIBRARY**

By: \_\_\_\_\_  
President, Board of Trustees

[Attach resolution duly adopted by Rocky River Public Library Board of Trustees]

**SHAKER HEIGHTS PUBLIC LIBRARY**

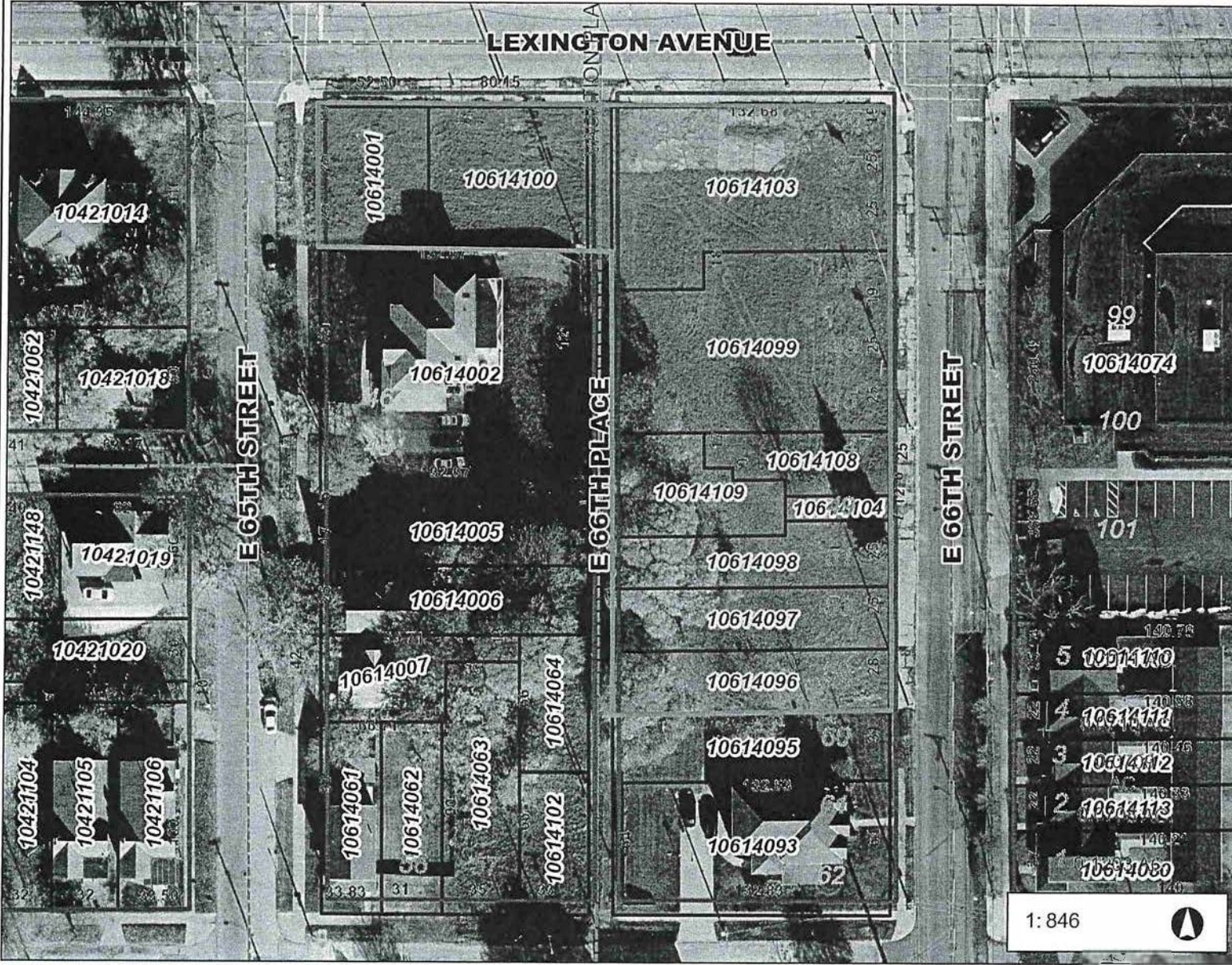
By: \_\_\_\_\_  
President, Board of Trustees

[Attach resolution duly adopted by Shaker Heights Public Library Board of Trustees]

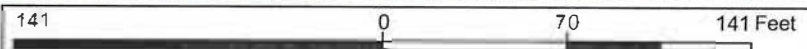


# Exhibit "A"

# Hough Branch Parcels



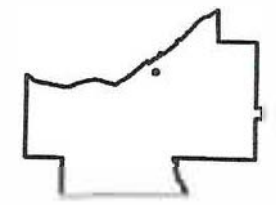
1: 846



Projection:  
WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



Date Created: 5/19/2021

### Legend

- Municipalities
- Right Of Way
- Platted Centerline
- Parcel



John Lang, COO  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114

RE: Cleveland Public Library  
Martin Luther King Jr. Branch  
Additional Services Fee Request #3\_MLK Entry design and engineering

Dear John,

As the Library Lofts design team has continued to evolve their design, it has been requested that we accommodate a number of unique conditions relative to the curtainwall, its detailing, structural support and engineering, including work required of SGH our Structural Engineer. The request includes and double curtainwall condition with hanging glazing and an unconditioned soffit and lighting cavity between the first layer and second layer of glazing. It should be noted that the outer glazing layer will need to be the same glass type as the rest of the facade in order to maintain aesthetic continuity.

In response to these requests we have made revisions to drawings and are set to begin implementing these in the construction documents. There are a number of conditions which are typical to the overall design approach and so we do not seek remuneration for those, but many conditions and claddings are specific to this area and will require additional documentation as well as engineering and support. We request an equitable accounting for these services as follows:

## **1.0 Additional Services**

- 1.1 2 meetings associated with these revisions and their review. Along with additional planned meetings to confirm approach and functionality.
- 1.2 Adjustments to curtain wall detailing and interfaces not existing elsewhere on the building.
- 1.3 Structural support [LL has requested a minimal bent plate on hangers] for the suspended glazing and associated thermal and moisture considerations.
- 1.4 Incorporation, design and specification of unique soffit at entry.
- 1.5 Accommodation of alternative cladding material on exterior to integrate with LL elevator materiality.
- 1.6 Developing Design and Construction Documents to comply with new design.

## 2.0 Additional Fee

We propose to complete this additional scope of work based on a fixed fee. The additional fee inclusive of all sub-disciplines required to modify work will be **\$14,500** plus any applicable reimbursable expenses [none expected at present].

I have included a transmittal for reference which loosely outlines these requests. We do not believe these costs should be wholly incurred by CPL but that the amounts can be used within the context of the negotiated shared costs matrix. We also believe that the construction costs for this design should be broken out and calibrated for CPL's further use in that discussion. We defer to you entirely on handling those accommodations as CPL deems equitable at that time.

I wish to note that there are countless other coordination and modifications we continue to make in pursuit of a closely coordinated whole building that we maintain within our existing contract but wish to alert you to elements which are compartmentalized and discreet enough to assess objectively. I thank you for your time and consideration. If you have any questions or if any of the services differ from your expectation, please contact me directly at 330.328.7347 or [jk@jkurtz.com](mailto:jk@jkurtz.com).

Sincerely,



Jonathan Kurtz, Principal  
[jk@jkurtz.com](mailto:jk@jkurtz.com)

John Lang, COO  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114

RE: Cleveland Public Library  
Martin Luther King Jr. Branch  
Additional Services Fee Request #4\_MLK Performance Space Scope Adjustment

Dear John,

On June 10th we were asked to review a range of enhancements to the central area of the library in order to accommodate certain performance requirements for CPL. We understood the program and needs under consideration evolved from a series of internal CPL meetings including Dr. Winlock, Aaron Mason, Tristan Wheeler, Kath Sonnhalter and others in CPL leadership.

In response to the requests at this meeting and subsequent others we provided revised and enhanced documentation and alternative approaches to utilization. Our original scope assumed a less complicated type of presentation system (similar to other CPL projects) with a more portable setup of the A/V systems that the library staff would manage. These modifications resulted in both illustrative diagrams and discussion, drawings for use in conveying revised intent to CPL leadership, and consequent revision of Construction Documents by AV/IT, Electrical, Theatrical, and secondary disciplines. This also creates a more complicated though comprehensive design which will require additional coordination with an A/V vendor and special video projection and switching equipment. We request an equitable accounting for these services as follows:

## 1.0 Additional Services

- 1.1 3 meetings associated with these revisions and their review. Along with additional planned meetings to confirm approach and functionality.
- 1.2 Develop a narrative and revised program for the performance space based on our takeaways from the kickoff meeting.
- 1.3 Generate 4-6 visualizations for performance related setups to convey intent of both functionality and use scenarios.
- 1.4 Research and discovery related to alternative AV, audio, and infrastructural accommodation.
- 1.5 Revising the Construction Documents to comply with new functionality.
- 1.6 Additional meetings as required for review and packaging of content.

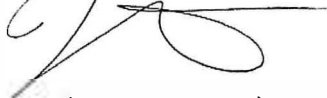
## 2.0 Additional Fee

We propose to complete this additional scope of work based on a fixed fee. The additional fee inclusive of all sub-disciplines required to modify work will be **\$29,500** plus any applicable reimbursable expenses [none expected at present]. This fee is based on our anticipated time commitments as follows:

Many of these revisions may result in a cost for functionality that exceeds what was previously budgeted but it is our understanding based on feedback from meetings from CPL that this functionality is essential and should be included within the project. We also understood the urgency to get these modifications in place for the impending GMP and so moved quickly with the adjustments.

I have attached herein both meeting notes from that session as well as many of the material created in response to it for your review. I thank you for your time and consideration. If you have any questions or if any of the services differ from your expectation, please contact me directly at 330.328.7347 or [jk@jkurtz.com](mailto:jk@jkurtz.com).

Sincerely,



Jonathan Kurtz, Principal  
[jk@jkurtz.com](mailto:jk@jkurtz.com)

Bostwick  
Design  
Partnership



2 October 2021

Kathleen Sonnhalter, LEED AP BD+C  
Capital Projects Manager  
Cleveland Public Library  
325 Superior Avenue  
Cleveland OH 44114

**RE: Woodland Branch and Central Distribution Facility**  
Bostwick Design Partnership Project No: 19047  
**Additional Services Request #07: Stormwater Management System Redesign**

Dear Kath:

Please accept this letter as formal request to amend our fees for additional services related to engineering services and accelerated technology bid package for the Woodland Branch and Central Distribution Facility (CDF). Details are outlined below:

**ASR 07.1 Stormwater Management Redesign**

**\$20,714.00**

As discussed in our 13 September 2021 videoconference, and per documentation forwarded prior to our meeting the stormwater management system was redesigned multiple times due to conflicting and changing information received over time from the Authorities Having Jurisdiction. A summary timeline is below for reference.

November 2020: the project civil engineer Mannik & Smith Group (MSG) conducted an initial review with representatives from the collective Authorities Having Jurisdiction (AHJ) for stormwater - Cleveland Water Pollution Control (CWPC) and Northeast Ohio Regional Sewer District (NEORS). This review determined that stormwater quality would need to be addressed, but stormwater volume detention would not be required, given that the design is reducing impervious surfaces.

April-June 2021: The design team proceeded to coordinate with AHJ and prepared Construction Documents accordingly, connecting stormwater to E 61<sup>st</sup> Street to the east and Griswold Ave. to the south. Upon final AHJ review, they revised their earlier direction, now requiring stormwater detention in addition to addressing quality.

July-August 2021: MSG prepared 2 sketches, one showing underground detention and one showing a surface basin for detention. After initial direction to prepare documents showing underground detention as a preference, a cost analysis demonstrated a significant cost increase,

**Cleveland**  
2729 Prospect Avenue  
Cleveland, OH 44115  
216.621.7900

**Erie**  
2501 West 12th Street  
Erie, PA 16505  
814.838.7525

**Miami**  
2045 Biscayne Boulevard  
#299  
Miami, FL 33137  
305.968.8964

**Pittsburgh**  
5016 Centre Avenue  
Pittsburgh, PA 15206  
412.998.9003



Kath Sonnhalter  
CPL Woodland Branch + CDF – Additional Services Request #06  
4 June 2021  
Page 2



requiring the change to surface detention as the preferred direction. The connection to E 61<sup>st</sup> Street and Griswold Ave. remained as per previous coordination with the AHJ.

September 2021: MSG initiated design on the 4<sup>th</sup> revision to the original direction. CWPC called MSG indicating that their investigation of the combined sewer under Griswold Ave. found several areas of collapse, and the project could no longer connect stormwater to the south as previously directed. MSG initiated revisions 5 and 6 to share options for final direction.

The bulletin documenting these final revisions has been prepared and is being processed and submitted for AHJ approvals and final cost with Gilbane.

**Grand Total for ASR 07** **\$20,714.00**

This request exceeds our current project fee contingency and will require an amendment to our current Purchase Order and contract. We recognize this request and corresponding fee amendment will therefore require board approval. We look forward to working with you to expedite approval in any way we can.

Note the attached Project Cost Attachment A for ASR 07 includes highlighted line items that identify the new fees associated with ASR 07, and all affected subtotals are highlighted in red text for ease of reference.

If you have any questions on the above, please do not hesitate to call me.

Sincerely,

BOSTWICK DESIGN PARTNERSHIP

AGREED and ACCEPTED

\_\_\_\_\_  
Rick Ortmeier AIA, LEED AP  
Principal

\_\_\_\_\_  
Kath Sonnhalter                      Date  
Cleveland Public Library

Attachments: Design Services Fees and Project Cost Attachment A – 10/2/2021 ASR 07

CC: John Lang, CPL  
Dan Bickerstaff, UD  
Megan Dibner-Dunlap, Bostwick  
Dave Miano, Bostwick  
Jeff Kessler, Bostwick

Bostwick  
Design  
Partnership



5 October 2021

Kathleen Sonnhalter, LEED AP BD+C  
Capital Projects Manager  
Cleveland Public Library  
325 Superior Avenue  
Cleveland OH 44114

**RE:** Woodland Branch and Central Distribution Facility  
Bostwick Design Partnership Project No: 19047  
**Additional Services Request #08: Vehicle Accident Insurance Claim**

Dear Kath:

Please accept this letter as formal request to amend our fees for additional services related to engineering services and accelerated technology bid package for the Woodland Branch and Central Distribution Facility (CDF). Details are outlined below:

**ASR 08.1 Design Services related to repairs from vehicle accident**

On August 3 2021, a vehicle on Woodland Avenue entered the site and crashed into the main entrance to the existing Woodland Branch Library, to be renovated as the future CDF.

Design services included architectural and structural engineering assessment and recommendations to repair damage to existing exterior architectural masonry, structural bearing walls and steel framing.

Summary by discipline:

• Structural Assessment and services	\$ 1,500.00
• Architectural Services Ubiquitous	\$ 1,000.00
• Architectural Services Bostwick	\$ 2,100.00
<b>Grand Total for ASR 08</b>	<b>\$ 4,600.00</b>

This request exceeds our current project fee contingency, and will require an amendment to our current Purchase Order and contract. We recognize this request and corresponding fee amendment will therefore require board approval. We look forward to working with you to expedite approval in any way we can.

**Cleveland**  
2729 Prospect Avenue  
Cleveland, OH 44115  
216.621.7900

**Erie**  
2501 West 12th Street  
Erie, PA 16505  
814.838.7525

**Miami**  
2045 Biscayne Boulevard  
#299  
Miami, FL 33137  
305.968.8964

**Pittsburgh**  
6016 Centre Avenue  
Pittsburgh, PA 15206  
412.998.9003

Kath Sonnhalter  
CPL Woodland Branch + CDF – Additional Services Request #08  
5 October 2021  
Page 2



Note the attached Project Cost Attachment A for ASR 08 includes highlighted line items that identify the new fees associated with ASR 08, and all affected subtotals are highlighted in red text for ease of reference.

If you have any questions on the above, please do not hesitate to call me.

Sincerely,

BOSTWICK DESIGN PARTNERSHIP

AGREED and ACCEPTED

\_\_\_\_\_  
Rick Ortmeier AIA, LEED AP  
Principal

\_\_\_\_\_  
Kath Sonnhalter                      Date  
Cleveland Public Library

Attachments: Design Services Fees and Project Cost Attachment A – 10/5/2021 ASR 08

CC: John Lang, CPL  
Dan Bickerstaff, UD  
Megan Dibner-Dunlap, Bostwick  
Dave Miano, Bostwick  
Jeff Kessler, Bostwick

**Exhibit "A"**

Woodland Branch Budget	July 6, 2021 Project Budget	Amended Project Budget
Pre-Construction	\$38,343	\$38,343
Guaranteed Maximum Price	\$6,088,653	\$6,088,653
Owner's Construction Contingency	\$270,617	<b>\$260,000</b>
Furniture, Fixtures, and Equipment	\$250,000	\$250,000
Architect Fees	\$575,279	<b>\$595,993</b>
Owner Direct Costs	\$304,700	\$304,700
<b>TOTAL PROJECT BUDGET</b>	\$7,527,592	<b>\$7,808,306</b>

Central Distribution Facility Budget	July 6, 2021 Project Budget	Amended Project Budget
Pre-Construction	\$42,530	\$42,530
Guaranteed Maximum Price	\$5,003,163	\$5,003,163
Owner's Construction Contingency	\$217,313	\$217,313
Furniture, Fixtures, and Equipment	\$750,000	\$750,000
Architect Fees	\$736,160	<b>\$740,760</b>
Owner Direct Costs	\$187,900	<b>\$183,300</b>
<b>TOTAL PROJECT BUDGET</b>	\$6,937,066	\$6,937,066

**EXHIBIT "A"**

<b>Lorain Branch</b>	
<b>Pre-Construction</b>	<b>\$24,872</b>
<b>Guaranteed Maximum Price</b>	<b>\$2,861,071.80</b>
<b>Owner's Construction Contingency</b>	<b>\$128,302</b>
<b>Furniture, Fixtures, and Equipment</b>	<b>\$250,000</b>
<b>Architect Fees<sup>1</sup></b>	<b>\$346,847</b>
<b>Owner Direct Costs<sup>2</sup></b>	<b>\$188,500</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$3,799,592.80</b>

<sup>1</sup> Architectural fees were separately approved by this Board on September 17, 2020, and this Board also approved an amendment to architectural on January 21, 2021.

<sup>2</sup>Owner Direct Costs include, but are not limited to, such project-related costs as surveys, environmental assessments, legal fees, property acquisition, and permits.



# Cleveland Public Library

## Phase 1B, Lorain Branch

### GMP Documents

October 14, 2021



## Table of Contents

1. Exhibit A: Bid Tab/GMP Pricing (1 page)
2. Exhibit B: Assumptions and Clarifications (7 pages)
3. Exhibit C: Basis Documents (7 pages)
4. Exhibit D: Allowances (1 page)
5. Exhibit E: Schedule (3 pages)
6. Exhibit F: MBE/FBE/SBE Summary (1page)



Project: CPL Lorain Addition and Renovation  
 Architect: HBM  
 Date: October 14, 2015  
 Prepared By: Jessica Melnik  
 Project Duration: 11 months

Bid Tabulation - Exhibit A

DESCRIPTION	SUB/SUPPLIER	MBE Subcontracts	FBE Subcontracts	SBE Subcontracts	LOW SUB BID	BID#1	BID#2	BID#3	BID#4	BID#5	BID#6	DD Budget	Delta	
BP-1: Sitework	Precision Engineering	138,475.00		138,475.00	138,475.00	Precision Engineering	145,400	200,000	139,200			\$ 86,266.00	\$ 52,208.00	
BP-2: Abatement/Selection Demo	Precision Environmental		5,000.00	4,000.00	143,355.00	Precision Environmental	187,535					\$ 112,385.00	\$ 30,870.00	
BP-3: Concrete	North Coast	55,545.00	37,030.00	370,300.00	370,300.00	Platform	370,300					\$ 314,463.00	\$ 46,837.00	
BP-4: Masonry	Midslate Restoration			83,866.00	83,866.00	McMahon	92,200	292,130	83,866			\$ 72,285.00	\$ 11,581.00	
BP-5: Automatic Sliding Door	Trinity Door				11,785.00	Trinity Door	12,174					\$ 12,000.00	\$ (215.00)	
BP-6: Misc. Steel	Columbia Steel				161,200.00	Mull Iron / Martin	171,210	161,200				\$ 143,989.00	\$ 17,211.00	
BP-7: Carpentry	Next Generation	435,449.00	102,800.00	435,449.00	435,449.00	ReGENCY	436,300	435,449				\$ 304,520.00	\$ 130,929.00	
BP-8: Waterproofing	AKA	3,100.00	3,100.00	3,100.00	3,100.00	AKA	3,100					\$ 3,000.00	\$ 100.00	
BP-9: Roofing	Warren			86,020.00	86,020.00	Warren	66,020	7 & 206				\$ 71,683.00	\$ (14,337.00)	
BP-10: Glass and Glazing	Allied Glass		64,165.00	64,165.00	64,165.00	Allied Glass	64,165	74,249	74,229			\$ 79,910.00	\$ (15,745.00)	
BP-11: Interiors	TSG	253,800.00		253,800.00	253,800.00	Western Reserve	306,130	283,500	753,800	257,494		\$ 242,963.00	\$ 10,837.00	
BP-12: Flooring	Frank Novak & Sons	44,700.00		44,700.00	44,700.00	Frank Novak & Sons	44,700	76,800	51,500	62,600	77,000	\$ 62,861.00	\$ (8,161.00)	
BP-13: Tile	Frank Novak & Sons	17,800.00		17,800.00	17,800.00	Frank Novak & Sons	37,800	22,700		34,000		\$ 25,434.00	\$ (7,634.00)	
BP-14: Painting	Frank Novak	1,525.00	30,500.00	30,500.00	30,500.00	Mike McGuffey & Sons	52,600	46,950	30,500			\$ 49,027.00	\$ (18,527.00)	
BP-20: Asphalt	Coveringham				22,085.00	Coveringham	22,085					\$ 15,137.00	\$ 6,948.00	
BP-18: Landscaping	Royal Landscaping/Getdenky	25,245.00		25,245.00	25,245.00	Royal Landscaping/Gardening	25,245	38,658				\$ 21,590.00	\$ 3,655.00	
BP-17: Plumbing	Commerce	16,132.50	10,755.00	10,755.00	10,755.00	Neptune	123,380	138,700	162,100	107,550	122,400	\$ 118,696.00	\$ (11,140.00)	
BP-18: HVAC	MEPVEL		214,200.00	214,200.00	214,200.00	MEPVEL	214,200	243,950	263,775	297,650	287,950	\$ 245,850	\$ 37,000.00	
BP-19: Electrical/Telecom	Scheron	327,432.00		327,432.00	327,432.00	The K Company	350,365	377,432	369,257	351,481	370,500	\$ 247,220.00	\$ 80,203.00	
Various Water Repair Allowance					5,000.00								\$ 5,000.00	
Subcontractor Schedule Change (4 weeks)					11,520.00								\$ 11,520.00	
Two Bidders in Lieu of One Allowance					20,000.00								\$ 20,000.00	
Official's Plaque Allowance					600.00								\$ 600.00	
Heavy Floor Preparation					5,000.00								\$ 5,000.00	
Front Door Hardware Allowance					3,000.00								\$ 3,000.00	
					0.00								\$ 0.00	
													\$ 3,716.00	
													\$ 121,233.00	
													\$ 37,334.00	
<b>SUBTOTAL</b>		\$ 936,769.70	\$ 942,727.00	\$ 2,196,002.00	2,506,047.00								\$ 2,320,901.00	Total
CONSTRUCTION STAFF PERSONNEL			36.51%		148,823.00	Budget Comparison	\$ 2,598,797.80						\$ 148,823.00	\$ 24,514.00
OFFICIAL GENERAL CONTINGENCY					26,370.00	FFE Savings Applied to Budget at DD	\$ 38,000.00						\$ 26,370.00	
CONTINGENCY	2.00%				51,320.94	Updated Budget	\$ 2,636,797.00						\$ 45,418.02	
FEE	1.75%				45,803.54	Delta	\$ 224,274.80						\$ 41,428.05	
BOND AND INSURANCE	0.80%				22,706.92	Delta Separate Funding	\$ 34,718.25						\$ 20,671.52	
GRAND TOTAL					2,861,071.80	Total Delta	\$ 189,556.55						\$ 2,604,611.62	



Client: Cleveland Public Library

Job Name: Lorain Branch Addition and Renovation

What: Exhibit B - Assumptions & Clarifications

Date: *October 14, 2021*



The following are assumptions and clarifications regarding the scope of work included with the Guaranteed Maximum Price (GMP) proposal.

#### General Comments

1. This GMP is based on the project schedule dated September 28, 2021 included and will be executed by October 26, 2021. The schedule is based on normal 40-hour work weeks (Monday– Friday, 7:00am – 3:30pm). Premiums for off hour work, weekends, overtime, etc. are not included unless noted.
  - a. Owner furnished and installed shelving must be installed immediately after flooring installation and start no later than September 15, 2022.
  - b. Any Owner furnished, contractor installed technology and soap dispensers must be provided no later than June 30, 2022. All owner furnished and installed shelving must be completed by September 22, 2022.
2. The GMP is based on the documents listed in the Basis Document Exhibit C.
3. Bid Tab Exhibit A includes all bid package pricing and pricing summary and represents the known scope to be provided for the GMP scope of work.
4. General Conditions are included at a fixed amount to be billed equally each month.
5. Includes 4 weeks of additional onsite supervision due to shifting of project schedules from the original Request for Proposal timeline.
6. The following scope items are included:
  - a. Temp Toilets
  - b. Payment & performance bond
  - c. General Liability Insurance
  - d. Construction contingency –It is anticipated that the CMR contingency can be used to cover missed scope that was unclear on the CD documents, general conditions and staffing extension due to unforeseen material volatility or weather conditions, material price increases, and missed scope not purchased from the GMP documents.
  - e. Obtaining the Building Permit paid for by the Cleveland Public Library. Plumbing, mechanical, electrical, and fire alarm permits are included.
  - f. Warranty period of 1 year from date of substantial completion is included in the *GMP*.
  - g. Tax exempt
7. The following scope items are Excluded:
  - a. Onsite Trailer
  - b. Builders' Risk Insurance
  - c. LEED
  - d. Design contingency
  - e. Cost for the building permit – building permit will be paid for by the Cleveland Public Library and picked up/obtained by Regency Construction Services, Inc.

- f. Preconstruction fees – included previously in the initial agreement.
  - g. Construction/materials testing & inspections – all third party testing to be provided by the Cleveland Public Library
  - h. Security – 24 hour security or onsite security staff is not included.
  - i. Fire watch
  - j. Utilities usage/consumption (water, electric, gas during construction)
  - k. No temporary heat or dehumidification is included. It is anticipated that the existing boiler and heat system can be maintained through the winter and any additional temporary conditioning will not be required. It is assumed that any temporary condition that may be required due to abnormal weather conditions can be funded out of the CMR contingency.
  - l. Owner provided items including:
    - Book drop (Owner Furnished Contractor Installed, OFCI)
    - Shelving, all FFE items, kitchen equipment (Owner Furnished, Owner Installed, OFOI)
    - Security Cameras (OFCI)
    - AV/Security Licenses (OFOI)
    - Patch Cords/Network Switches (OFOI)
    - WAPs (OFCI)
    - TVs (OFOI), Brackets (OFCI)
    - GOBO Projector (OFCI)
    - Soap Dispensers (OFCI)
  - m. Final site or utility survey by a licensed surveyor.
  - n. Final pest control survey report.
8. Covid-19 / Pandemic has greatly affected material availability and pricing. Pricing for some materials including but not limited to roofing materials is not able to be locked in until production and/or shipment. Unforeseen changes in material pricing or lead times will be evaluated on a case by case basis with the project team. It is anticipated that the CMR contingency can be used as a first step to cover any impacts caused by these material impacts. Any additional overages will be funded out of the Cleveland Public Library's contingency.
9. No Covid 19 PPE or tracking requirements are anticipated as the project site will be closed and not impacted by any Cleveland Public Library Covid 19 policies.
10. GMP Exhibits Included
- a. Ex A – Project Cost and Bid Tab
  - b. Ex B – Assumptions and Clarifications
  - c. Ex C – Basis Documents
  - d. Ex D – Allowances
  - e. Ex E – Construction Schedule
  - f. Ex F – MBE/FBE/SBE Contracting Summary

**Divisions:**

Division 2 – Existing Conditions

- a. Mastic removal is included under all areas of existing flooring as indicated on the abatement drawings.

- b. No engineering design of an underpinning system is included at the west addition. Once the existing wall construction is known, the project structural engineer is anticipated to review the existing condition and provide direction on any underpinning required.
- c. At the new west addition opening per Section 1 on sheet S3.01, removing and reinstalling the existing windows and brick between/above the windows is not included. Removing and reinstalling the 2 courses of brick and cast stone sill piece below the existing windows after the new lintel is installed is included.
- d. No work is included to confirm existing conditions of the building or site.
- e. The Cleveland Public Library will be responsible for removing, storing, and reinstalling the existing mural above the restrooms prior to the start of construction on December 10, 2021.
- f. An allowance of \$4,426 is included for window caulk abatement at windows where glass panes are called out to be removed. Window caulk abatement will be \$412 per small window and \$587 per large window with a daily lift rate of \$672. It is anticipated that 3 small windows or two large windows could be abated a day as required.
- g. It is anticipated that existing ceiling wires can be reused for the new acoustical ceiling and grid. An allowance of 30 man days of spot abatement and hanger installation is included for to cover any miscellaneous openings, hanger installation, etc. in existing plaster walls and ceilings.

#### Division 3 – Concrete

- a. No shoring of retaining walls during construction is included nor anticipated.

#### Division 4 – Masonry

- a. Effort will be made to retain and clean salvaged brick from newly cut openings to use for patching existing building openings as indicated. No new brick is included. Any new brick that would be added to the project to infill existing openings would be color matched as closely as possible.
- b. The existing front concrete steps will be cleaned to remove any loose paint and 20% patched only. No rebuilding/replacement of the bottom riser is included as indicated on A3.00 per HBM.

#### Division 5 – Metals

- a. Exterior railing finish is assumed to be galvanized and have a polyurethane powder coated finish (standard color), applied as an electrostatic spray and baked on.
- b. A full size mock up of the metal railing system is not included.

#### Division 6 – Wood, Plastics & Composites

- a. SSM-1 is included as Corian Dove in lieu of what is indicated on the drawings per HBM email dated 9/20.
- b. SSM-2 is included as Avonite Sky Glass 8465 in lieu of what is indicated on the drawings per HBM email dated 9/20.
- c. Window sills are included as SSM-1.
- d. Thirty (30) each 4" x 30" AG20 Series grilles for fintube chases are included at North, East and South walls only.

- e. It is assumed that there is suitable blocking on walls with existing shelving for reinstallation of shelving at the end of the project. No new blocking or opening of walls is included in areas of existing shelving that will have new shelving installed at a similar location.

#### Division 7 – Thermal & Moisture Protection

- a. It is assumed that there is not an existing roofing warranty that needs to be maintained for the existing to remain roofing.
- b. True 60mil PVC roofing membrane is included. A 20 year material warranty is included with this material.
- c. Tapered polyisocyanurate insulation is included in lieu of XPS insulation.
- d. Waterproofing work is limited to waterproofing the infill of the existing basement door opening that is to be infilled. No waterproofing of the existing building is included. Dampproofing the new addition outside foundations is included.
- e. A standard 1-year installation warranty on joint sealants is included.

#### Division 8 – Openings

- a. Where spandrel glass is indicated, standard fritted spandrel is included.
- b. Final keying per Cleveland Public Library standards is included by Midland Hardware.
- c. No hardware sets #6 are included as clarified by HBM.
- d. An allowance of \$3,000 is included for new door hardware for the front two doors on Lorain. Design will be provided by HBM.
- e. The sliding door is included as clear anodized aluminum standard finish.

#### Division 9 – Finishes

- f. Per HBM email dated 9/20, all crash rails are included as type CR-1; there is no separate CR-2.
- g. New purple board is included at all restroom walls.
- h. Two 4' pieces of FRP are included behind the mop sink at the Janitor's Closet.
- i. Mock ups for flooring and tile are not included and not required per HBM on 9/5/21.
- j. Standard floor prep of one skim coat under resilient floors is included. Minor spot prep for carpeted areas is included. A \$5,000 allowance is included for heavy floor prep in select areas as needed.

#### Division 10 – Specialties

- a. Per the Cleveland Public Library, staff lockers are part of the FFE scope and are not included in this GMP.
- b. An allowance of \$25,000 is included for all interior and exterior building signage material.

#### Division 11 – Equipment

- a. No work is included in this division. All equipment is to be furnished and installed by the Cleveland Public Library.

#### Division 12 – Furnishings

- a. All shelving (freestanding and wall anchored) is assumed to be furnished and installed by the Cleveland Public Library. Furnishing and installation of end caps after shelving installation is included in the GMP.
- b. Bike repair station is included as Fixit Bike Repair - Air Kit Prime.
- c. Installation of one (1) building mounted Knox Box is included that will be furnished by the Cleveland Public Library.

Division 13 – Special Construction

- a. No work is included in this division.

Division 14 – Conveying Systems

- a. No work is included in this division.

Division 21 – Fire Suppression Systems

- a. No work is included in this division.

Division 22 – Plumbing

- a. Second floor insta-hots will be surface mounted to the existing to remain tile walls.
- b. Manual flush valves are included in lieu of sensor operated flush valves per the Cleveland Public Library's request.
- c. An allowance of \$15,000 is included to replace any Tru-spun piping that is included.
- d. One hose bib and 20' of piping is included on the new west addition roof.

Division 23 – HVAC

- a. An allowance of \$20,000 is included for mechanical and electrical work to furnish and install two boilers in lieu of one. Final design is to be provided by the engineer.
- b. A \$5,000 allowance is included for a split system HVAC unit in the new basement IT room. Final design to be provided by the engineer.
- c. HVAC controls work is included per Siemens quote dated September 27, 2021 REV 1. A standard 1 year warranty is included for construction; it is anticipated that work after that will fall within the library's ongoing maintenance agreement with Siemens.
- d. New control valves to replace existing control valves are not included per Siemens updated controls scope dated September 27, 2021.
- e. Single walled round duct is included in lieu of Cleveland Public Library requested single walled lined round duct as singled walled lined round duct is not a standard manufactured product.
- f. Delegated design for louvers is not included nor assumed required.
- g. A monthly maintenance agreement for glycol and chemical treatment is not included.

Division 26 – Electrical

- a. An allowance of \$2,000 is included for a spotlight on the exterior building signage is included.
- b. No arc fault study is included nor assumed required per engineer on 9/21/21 scope review call.
- c. Power is included for the Cleveland Public Library two GOBO projectors. Projectors will be furnished by the Cleveland Public Library and mounted by contractor.
- d. One (1) 630 volt outlet and three (3) 120 Volt duplex receptacles are included for the new IT room in the basement. All new outlets will be on separate circuits. A new busbar will be included for rounding. Plywood with fire rated paint will be installed on all walls of the new IT room.
- e. One 20 Amp, 208 Volt feed is included for the new split system to be installed in the IT room. Final design to be provided by the engineer.
- f. MC Cable is included at all concealed locations.
- g. Efforts will be made to conceal electrical conduits when possible. However, due to existing conditions, many electrical conduits will be exposed and painted.

- h. No new type B light fixtures are included nor required.
- i. No GPR is included for the floor slab as it is not anticipated there are conduits in the existing floor slab that would be affected by installation of core drilled floor boxes.
- j. No lightning protection is included nor required per the Cleveland Public Library.

#### Division 27 – Communications

- a. It is assumed that there are 3 existing wireless access points. These will be removed and reinstalled. An additional 2 new wireless access points will be provided by the Cleveland public library for installation by the electrical contractor – one interior and one exterior for a total of 5 wireless access points. GMP includes a wireless survey will be completed pre and post construction to confirm adequate coverage. Any additional wireless access points above the 5 included would be an additional cost to the project if deemed necessary. One exterior enclosure type TerraWave 12x10x6 Enclosure, Cisco Backplate - network device will be furnished and installed by the electrical contractor.
- b. Includes an assumption that 85% of the technology components in the following categories that will be funded through the Erate program:
  - i. Demolition of existing technology items
  - ii. Low voltage cabling, connectors, and components – should include floor boxes with technology components
  - iii. Conduit pathways – for all technology items whether installed by electrician or technology
  - iv. IT Room infrastructure
  - v. T Equipment
  - vi. Shop Drawings, Submittals, Closeouts
- c. No audio video equipment is included in this GMP. Any required AV equipment will be furnished and installed by the Cleveland Public Library.
- d. A new IT rack with limited cable tray is included for the new basement IT room. Any fiber rework for the rack will be provided by the service provider and paid for by the Cleveland Public Library. It is assumed that the existing rack patch panels can be used in the new rack and existing to remain cables can be reworked to the new rack and pass recertification.
- e. Two (2) additional 150' cable runs are included and ten (10) additional 50' cable runs are included for future controls work as directed by the Cleveland Public Library.

#### Division 28 – Electronic Safety & Security

- a. The existing access control system is assumed to be a Lenel S2 system. It is known the license for this system is out of date. All updated licenses as required will be provided by the Cleveland Public Library and updated prior to access control installation and programming. If a new network recorder is required, this will be furnished and installed by the Cleveland Public Library.
- b. Existing cameras will be removed and turned over to the Cleveland Public Library for reprogramming. Any new cameras will be furnished and programmed by the Cleveland Public Library. All programmed cameras will be turned over to the electrical contractor by the Cleveland Public Library for installation.
- c. 12 months of monitoring is included for the security system. Additional fees for the cellular dialer are not included and will be paid for by the Cleveland Public Library.

- d. No UPS or battery back up calculations are included.

Division 31 – Earthwork

- a. Backfill is included as 304 limestone at all undercut and backfilled site areas.
- b. Temporary Fencing is included as 6' high fencing without wind screen.
- c. Per the Geotech report and September 9, 2021 meeting with PSI, the Cleveland Public Library and HBM, cutting the building pads for the north and west additions 3' and filling with suitable fill of 304 limestone is included in the GMP. No cutting and filling is included at the plaza or other site areas. No deep well or other dewatering system is included except for casual dewatering if necessary.

Division 32 – Exterior Improvements

- a. Existing to remain shrubs will be trimmed and remulched except in locations where they must be demolished for the new basement stair.
- b. It is anticipated that there will be sufficient asphalt remaining after the top 3" is milled to allow for new asphalt without cracking the existing to remain portions.

Division 33 – Utilities

- a. A \$5,000 allowance is included to cover water and sanitary tapping fees and any fees associated with a street opening permit. These fees cannot be determined until permit drawings have been approved. Cost for the material and labor for tie in including asphalt repair work is included.
- b. Minor traffic control is included as required for utility tie in and material delivery coordination.

Cleveland Public Library  
 Project Name : Lorain Branch Addition and Renovation  
 Project Number: B21-15  
 Basis Documents  
 October 14, 2021



## LORAIN BRANCH

Drawing	Description	
A0	COVERSHEET	Addendum 2 - 9/7/21
A0.1	PROJECT INFORMATION	90% GMP Set - 8/16/21
A0.2	PARTITION TYPES & DETAILS	Addendum 2 - 9/7/21
A0.3	LEVEL 0 & 2 - CODE PLAN	90% GMP Set - 8/16/21
A0.4	LEVEL 1 CODE PLAN	Addendum 2 - 9/7/21
C0.00	GENERAL NOTES	Addendum 2 - 9/7/21
CS0.01	SITE TOPOGRAPHIC AND BOUNDARY SURVEY	Addendum 2 - 9/7/21
CD0.00	DEMOLITION PLAN	Addendum 2 - 9/7/21
C1.00	SITE PLAN	Addendum 2 - 9/7/21
C2.00	GRADING PLAN	Addendum 2 - 9/7/21
C3.00	UTILITY PLAN	Addendum 2 - 9/7/21
C4.00	ENLARGEMENT SITE PLAN	Addendum 2 - 9/7/21
CS.00	DETAILS	Addendum 2 - 9/7/21
CS.01	DETAILS	Addendum 2 - 9/7/21
L1.00	LANDSCAPE PLAN	Addendum 2 - 9/7/21
AD1.00	LEVEL 0 & 2 - DEMOLITION PLANS	Addendum 2 - 9/7/21
AD1.01	LEVEL 1 - DEMOLITION PLAN	Addendum 2 - 9/7/21
AD2.00	LEVEL 0 & 2 - REFLECTED CEILING DEMO PLAN	90% GMP Set - 8/16/21
AD2.01	LEVEL 1 - REFLECTED CEILING DEMO PLAN	Addendum 2 - 9/7/21
AD3.00	DEMOLITION EXTERIOR ELEVATIONS	90% GMP Set - 8/16/21
ASB1.01	LEVEL 1 ASBESTOS ABATEMENT ADDENDUM	Addendum 2 - 9/7/21
ASB2.01	LEVEL 1 REFLECTED CEILING & WALL ASBESTOS ABATEMENT ADDENDUM	Addendum 2 - 9/7/21
A1.00	LEVEL 0 & 2 - FLOOR PLAN	Addendum 2 - 9/7/21
A1.01	LEVEL 1 - FLOOR PLAN	Addendum 2 - 9/7/21
A1.02	LEVEL 1 - LAYOUT PLAN	Addendum 2 - 9/7/21
A1.03	ROOF PLAN	Addendum 2 - 9/7/21
A2.01	LEVEL 1 - REFLECTED CEILING PLAN	Addendum 2 - 9/7/21
A3.00	EXTERIOR ELEVATIONS	Addendum 2 - 9/7/21
A3.01	EXTERIOR ELEVATIONS	Addendum 2 - 9/7/21
A3.02	BUILDING SECTIONS	90% GMP Set - 8/16/21
A4.00	EXTERIOR ASSEMBLIES	Addendum 2 - 9/7/21
A4.01	EXTERIOR WALL SECTIONS	Addendum 2 - 9/7/21
A4.02	EXTERIOR WALL SECTIONS	Addendum 2 - 9/7/21
AS.00	DOOR SCHEDULE	Addendum 2 - 9/7/21
AS.01	DOOR & FRAME DETAILS	Addendum 2 - 9/7/21
AS.05	WINDOW/OPENING SCHEDULE	Addendum 2 - 9/7/21
A6.00	STAIR AND RAMP - ENLARGED PLAN & ELEVATIONS	Addendum 2 - 9/7/21
A6.01	ENLARGED SECTION - RAMP AND STAIRS	Addendum 2 - 9/7/21
A6.02	ENLARGED RAMP DETAILS	90% GMP Set - 8/16/21
A6.03	ENLARGED STAIR DETAILS	Addendum 2 - 9/7/21
A7.00	EXTERIOR SECTION DETAILS	Addendum 2 - 9/7/21
A7.01	EXTERIOR SECTION DETAILS	Addendum 2 - 9/7/21
A7.02	EXTERIOR SECTION DETAILS	Addendum 2 - 9/7/21
A7.05	EXTERIOR PLAN DETAILS	Addendum 2 - 9/7/21
A7.10	EXTERIOR SIGN DETAILS	90% GMP Set - 8/16/21
A7.15	ROOF DETAILS	Addendum 2 - 9/7/21
A7.16	ROOF DETAILS	Addendum 2 - 9/7/21
A8.00	FINISH SCHEDULE	Addendum 1 - 8/30/21
A8.01	LEVEL 1 & 2 - FINISH PLAN	Addendum 1 - 8/30/21
A8.02	INTERIOR ELEVATIONS	Addendum 1 - 8/30/21



A8.03	INTERIOR ELEVATIONS	Addendum 2 - 9/7/21
A8.04	INTERIOR ELEVATIONS	Addendum 2 - 9/7/21
A8.05	INTERIOR ELEVATIONS	Addendum 2 - 9/7/21
A8.06	INTERIOR ELEVATIONS	Addendum 2 - 9/7/21
A8.07	INTERIOR ELEVATIONS	Addendum 1 - 8/30/21
A8.08	INTERIOR PLAN DETAILS	90% GMP Set - 8/16/21
A8.09	TOILET ROOMS - ENLARGED PLANS & ELEVATIONS	Addendum 2 - 9/7/21
A8.10	INTERIOR DETAILS	Addendum 2 - 9/7/21
A8.11	CEILING DETAILS	90% GMP Set - 8/16/21
A9.01	LEVEL 1 & 2 - CABINETS PLANS	Addendum 1 - 8/30/21
A9.02	CABINETS TYPES	Addendum 1 - 8/30/21
A9.03	CABINETS TYPES	90% GMP Set - 8/16/21
A9.04	SERVICE POINT ELEVATIONS AND DETAILS	Addendum 1 - 8/30/21
A9.05	CUSTOM DISPLAYS	90% GMP Set - 8/16/21
A9.06	CABINETS DETAILS	Addendum 1 - 8/30/21
A9.07	CABINETS DETAILS	Addendum 1 - 8/30/21
A9.08	CABINETS DETAILS	90% GMP Set - 8/16/21
A9.09	END PANELS	Addendum 1 - 8/30/21
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A11.01	LEVEL 1 - SHELVING PLAN	90% GMP Set - 8/16/21
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S0.2	SPECIAL INSPECTIONS	Addendum 2 - 9/7/21
S0.3	TYPICAL STRUCTURAL DETAILS	Addendum 2 - 9/7/21
S1.01	FOUNDATION AND FIRST FLOOR FRAMING PLAN	Addendum 2 - 9/7/21
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ES0.02	GENERAL NOTES & SPECIFICATIONS	Addendum 2 - 9/7/21
ES1.01	PARTIAL FOUNDATION PLAN	Addendum 2 - 9/7/21
ES1.02	PARTIAL FOUNDATION STAIR PLAN	Addendum 2 - 9/7/21
ES2.00	TYPICAL FOUNDATION DETAILS	Addendum 2 - 9/7/21
ES2.01	FOUNDATION SECTIONS	Addendum 2 - 9/7/21
ES2.02	FOUNDATION SECTIONS	Addendum 2 - 9/7/21
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MD1.01	LEVEL 1 & 2 - HVAC DUCTWORK DEMOLITION	Addendum 2 - 9/7/21
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M1.03	LEVEL 1 - HVAC PIPING - NEW WORK	Addendum 2 - 9/7/21
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PD1.00	LEVEL 0 - PLUMBING DEMOLITION	Addendum 2 - 9/7/21
PD1.01	LEVEL 1 & 2 - PLUMBING DEMOLITION PLAN	Addendum 2 - 9/7/21
PD1.02	ROOF PLAN - PLUMBING DEMOLITION PLAN	Addendum 2 - 9/7/21
P1.00	LEVEL 0 - PLUMBING - NEW WORK	Addendum 2 - 9/7/21
P1.01	LEVEL 1 & 2 - PLUMBING NEW WORK	Addendum 2 - 9/7/21
P1.02	ROOF PLAN - PLUMBING NEW WORK	Addendum 2 - 9/7/21
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E1.02	LEVEL 1 & 2 - ELECTRICAL MECH. EQUIP	Addendum 2 - 9/7/21
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Section 23 74 13	Packaged Outdoor Central-Station Air-Handling Units (RTU-2)	Addendum 2 - 9/7/21
Section 23 82 39	Cabinet Unit Heaters	Addendum 2 - 9/7/21
Section 23 82 40	Finned Tube Radiation	Addendum 2 - 9/7/21
Section 25 00 01	Desigo	Addendum 2 - 9/7/21

**DIVISION 26 – ELECTRICAL**

Section 26 00 10	Basic Electrical Requirements	HBM - August 16, 2021
Section 26 00 53	General Wiring	HBM - August 16, 2021
Section 26 00 54	Cutting and Patching	HBM - August 16, 2021

Section 26 00 56	Firestopping	HBM - August 16, 2021
Section 26 00 60	Excavating, Trenching, Backfilling and Restoration	HBM - August 16, 2021
Section 26 01 20	Wire and Cable	HBM - August 16, 2021
Section 26 01 51	Mechanical Equipment	HBM - August 16, 2021
Section 26 01 70	Disconnect Switches	HBM - August 16, 2021
Section 26 05 19	Low-Voltage Electrical Power Conductors and Cables	Addendum 2 - 9/7/21
Section 26 05 26	Grounding and Bonding for Electrical Systems	Addendum 2 - 9/7/21
Section 26 05 29	Hangers and Supports for Electrical Systems	Addendum 2 - 9/7/21
Section 26 05 33.13	Conduit for Electrical Systems	Addendum 2 - 9/7/21
Section 26 05 33.16	Boxes for Electrical Systems	Addendum 2 - 9/7/21
Section 26 05 39	Underfloor Raceways for Electrical Systems	Addendum 2 - 9/7/21
Section 26 05 53	Identification for Electrical Systems	Addendum 2 - 9/7/21
Section 26 09 16	Electric Controls and Relays	Addendum 2 - 9/7/21
Section 26 09 18	Remote Control Switching Devices	Addendum 2 - 9/7/21
Section 26 09 23	Lighting Control Devices	Addendum 2 - 9/7/21
Section 26 21 00	Low-Voltage Electrical Service Entrance	Addendum 2 - 9/7/21
Section 26 22 00	Low-Voltage Transformers	Addendum 2 - 9/7/21
Section 26 24 13	Switchboards	Addendum 2 - 9/7/21
Section 26 24 16	Panelboards	Addendum 2 - 9/7/21
Section 26 27 13	Electricity Metering	Addendum 2 - 9/7/21
Section 26 27 26	Wiring Devices	Addendum 2 - 9/7/21
Section 26 28 13	Fuses	Addendum 2 - 9/7/21
Section 26 28 16.16	Enclosed Switches	Addendum 2 - 9/7/21
Section 26 29 13	Enclosed Controllers	Addendum 2 - 9/7/21
Section 26 29 23	Variable-Frequency Motor Controllers	Addendum 2 - 9/7/21
Section 26 36 00	Transfer Switches	Addendum 2 - 9/7/21
Section 26 41 13	Lightning Protection for Structures	Addendum 2 - 9/7/21
Section 26 51 00	Interior Lighting	Addendum 2 - 9/7/21
Section 26 56 00	Exterior Lighting	Addendum 2 - 9/7/21

**DIVISION 27 – COMMUNICATIONS**

Section 27 05 00	Common Work Results	Addendum 2 - 9/7/21
Section 27 10 00	Structured Cabling	Addendum 2 - 9/7/21
Section 27 41 43	Integrated A-V Systems and Equipment	Addendum 2 - 9/7/21
Section 27 70 00	Wireless Services	Addendum 2 - 9/7/21

**DIVISION 28 – ELECTRONIC SAFETY AND SECURITY**

Section 28 10 00	Access Control	Addendum 2 - 9/7/21
Section 28 20 00	Video Surveillance	Addendum 2 - 9/7/21
Section 28 31 11	Building Intrusion Detection	Addendum 2 - 9/7/21
Section 28 46 00	Fire Detection and Alarm	Addendum 2 - 9/7/21

**DIVISION 31 – EARTHWORK**

Section 31 00 00	Site Work	HBM - August 16, 2021
Section 31 30 00	Earthwork	HBM - August 16, 2021

**DIVISION 32 – EXTERIOR IMPROVEMENTS**

Section 32 01 16	Cold Milling Asphalt Paving	Addendum 2 - 9/7/21
Section 32 12 16	Asphalt Paving	Addendum 2 - 9/7/21
Section 32 13 13	Concrete Paving	HBM - August 16, 2021
Section 32 92 00	Turf and Grasses	Addendum 2 - 9/7/21
Section 32 93 00	Planting	Addendum 2 - 9/7/21

**DIVISION 33 – UTILITIES**

Section 33 11 13	Water Distribution	Addendum 2 - 9/7/21
Section 33 31 00	Sanitary Sewer	HBM - August 16, 2021
Section 33 41 00	Storm Sewer System	Addendum 2 - 9/7/21
Section 33 49 00	Storm Drainage Structures	Addendum 2 - 9/7/21

**Other**

TRC Bulk Analysis Asbestos Testing Report	6/30/2021
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AECOM Asbestos and Regulated Materials Survey	8/7/2015
PSI Geotechnical Report	8/24/2021
HBM Addendum #1 Narrative	8/30/2021
HBM Addendum #2 Narrative	9/7/2021
Regency Site Logistics Plan	9/3/2021
Siemens - Lorain Branch Renovation Quote	9/27/21 - REV 1

10/14/21

**CLEVELAND PUBLIC LIBRARY**  
**Lorain Addition and Renovation**



**EXHIBIT D: SCHEDULE OF ALLOWANCES**

The following allowances have been included in the GMP:

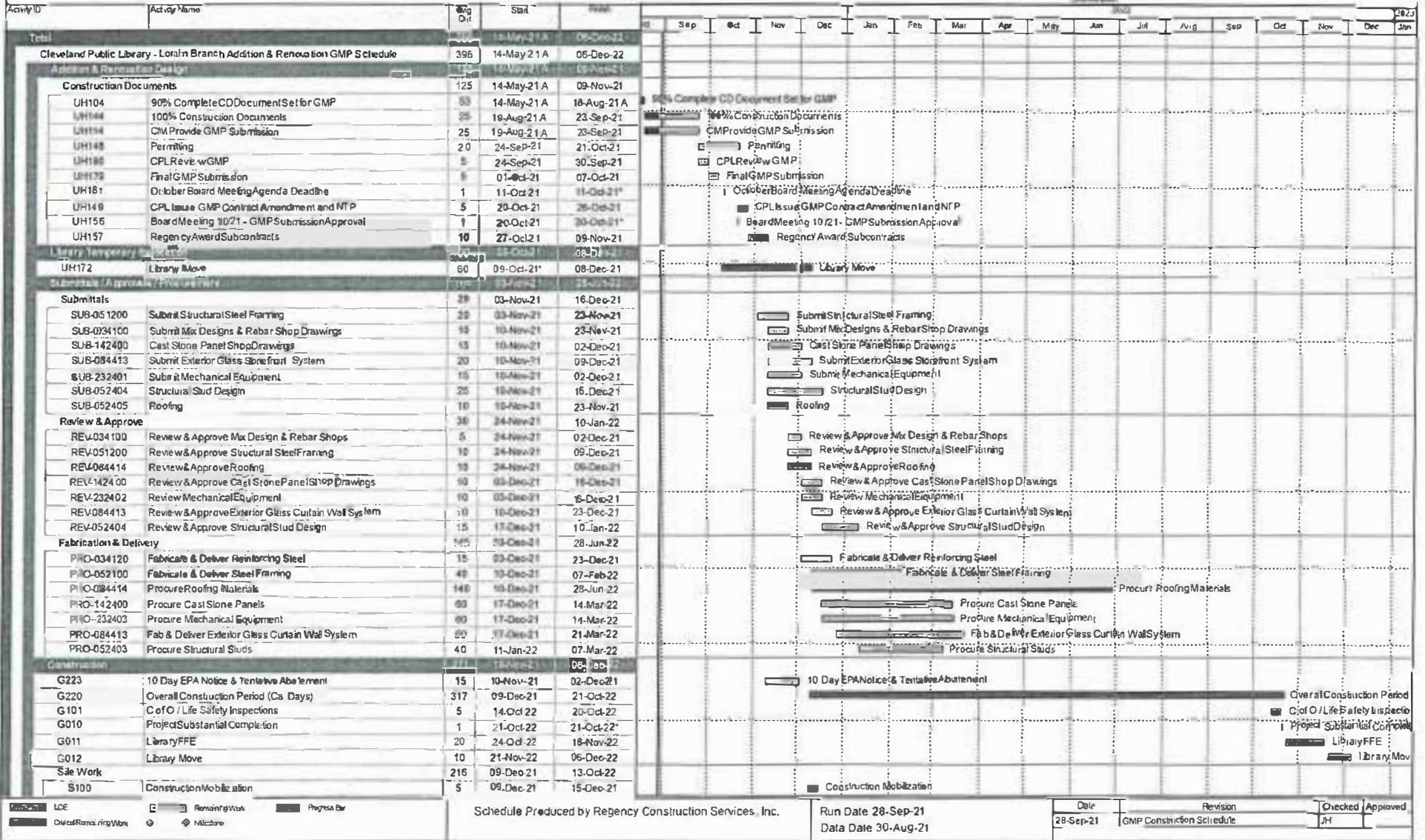
<u>Scope</u>	<u>Amount</u>	<u>Base Bid?</u>	<u>Description</u>
1 Masonry	\$ 5,000.00	no	Misc. Masonry Repairs
2 Masonry	\$ 3,750.00	yes	Tuckpoint 50% stone base
3 Carpentry	\$ 3,000.00	yes	Repair Fence around HVAC unit
4 Interiors	\$ 10,000.00	no	Patching
5 Plumbing	\$ 15,000.00	no	Truspun Piping Repair
6 Site	\$ 19,500.00	no	Undercutting building addition site 3'
7 Electrical	\$ 2,000.00	no	Exterior Buiding sign spotlight
8 Electrical	\$ 20,000.00	no	Mobile Generator Transfer Switch and Associated Components/Labor
9 Selective Demo	\$ 32,421.00	no	30 Man Days of Asbestos Abatement Misc. Work
10 Main GMP	\$ 20,000.00	no	Two Boilers in Lieu of One Boiler
11 HVAC	\$ 5,000.00	no	Split System or Fan for the new IT Room
12 Main GMP	\$ 5,000.00	no	Window Water Repair Allowance
13 Main GMP	\$ 500.00	no	Dedication Plaque
14 Selective Demo	\$ 4,426.00	no	Abate Hot Window Caulk (2 large windows, 3 small windows)
15 Site	\$ 5,000.00	yes	Water & Sanitary tap / Street Opening Fee
16 Main GMP	\$ 5,000.00	no	Heavy Floor Prep
17 Main GMP	\$ 3,000.00	no	Front Door Hardware
18 Carpentry	\$ 25,000.00	yes	Signage
	\$ 183,597.00		



# CLEVELAND PUBLIC LIBRARY

Cleveland Public Library - Lorain Branch  
Addition & Renovation - Bid and GMP Schedule

Exhibit E



1973

Schedule Produced by Regency Construction Services, Inc.

Run Date 28-Sep-21  
Data Date 30-Aug-21

Date	Revision	Checked	Approved
28-Sep-21	GMP Construction Schedule	JH	





# CLEVELAND PUBLIC LIBRARY

## Cleveland Public Library - Lorain Branch Addition & Renovation - Bid and GMP Schedule



Activity	Activity Name	Orig. Start	Start	Finish	2022	2023											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
S400	Site Subcontract: Mobilization SWPP & Site Containment	5	16-Dec-21	22-Dec-21													
S112	Relocate Site Utilities / Site Demolition	10	17-Jan-22	28-Jan-22													
S132	Storm Sewer / Site Drainage	5	24-Jan-22	31-Jan-22													
S220	Establish Subgrade	5	25-Feb-22	07-Feb-22													
S161	Exterior Concrete Plaza Retaining Walls	12	08-Jun-22	23-Jun-22													
S101	Exterior Concrete Plaza Backfill	10	24-Jun-22	08-Jul-22													
S102	Ramp and Stair Pour	15	11-Jul-22	29-Jul-22													
S103	Sidewalks and Curbs	10	01-Aug-22	12-Aug-22													
S104	Railings	10	01-Aug-22	12-Aug-22													
S160	Asphalt Patching & Striping	6	15-Aug-22	22-Aug-22													
S105	Topsoil	2	15-Aug-22	16-Aug-22													
S170	Site Lighting	4	23-Aug-22	26-Aug-22													
S180	Site Furnishings & Greenhouse	10	29-Aug-22	12-Sep-22													
S190	Exterior Signage	2	13-Sep-22	14-Sep-22													
S300	Landscaping / Exterior Clean-up	10	15-Sep-22	28-Sep-22													
S210	Exterior Punchlist & Corrections	10	30-Sep-22	13-Oct-22													
<b>New Building Additions</b>		167	08-Feb-22	03-Oct-22													
1480	Form & Place Foundations	10	28-Feb-22	21-Feb-22													
1510	Backfill	10	22-Feb-22	07-Mar-22													
1640	Install Under Slab MEP Rough	5	08-Mar-22	14-Mar-22													
1700	Prep & Place Slab on Grade	5	22-Mar-22	28-Mar-22													
1011	Slab Cure and Breaks	5	28-Mar-22	04-Apr-22													
1010	Erect Structural Steel	10	05-Apr-22	18-Apr-22													
300	Exterior / Interior Framing, Roof Framing & Deck	25	18-Apr-22	23-May-22													
1400	Exterior Fiberglass Wall Panels and System	15	17-May-22	07-Jun-22													
1289	Interior Blocking & Door Frames	5	24-May-22	31-May-22													
1291	MEP Rough-in Walls	12	01-Jun-22	16-Jun-22													
1801	Install Storefront Frames & Glazing	10	08-Jun-22	21-Jun-22													
1012	Storefront Doors	5	08-Jun-22	14-Jun-22													
1940	Install Roofing	7	29-Jun-22	08-Jul-22													
1293	Hang & Finish Drywall	12	11-Jul-22	26-Jul-22													
1332	Install Rooftop AHU	5	27-Jul-22	02-Aug-22													
1292	Overhead MEP Rough-in	10	03-Aug-22	15-Aug-22													
1295	Prime & 1st Coat Paint	10	16-Aug-22	29-Aug-22													
1296	Install Ceiling Grid	5	30-Aug-22	06-Sep-22													
1297	MEP Finishes & Fixtures	5	07-Sep-22	13-Sep-22													
1294	MEP Above Ceiling Inspections	1	07-Sep-22	07-Sep-22													
1338	Ceiling Install and Finishing	10	08-Sep-22	21-Sep-22													
1338	Case work & Millwork	3	14-Sep-22	15-Sep-22													
1340	Flooring Finish	0	22-Sep-22	28-Sep-22													
1341	Interior Doors / Glazing & Hardware	3	29-Sep-22	03-Oct-22													
<b>Level 10</b>		111	09-Dec-21	16-May-22													
B301	Mobilization	5	09-Dec-21	15-Dec-21													
B273	Abatement	3	16-Dec-21	17-Dec-21													
B267	Selective Demolition	5	20-Dec-21	27-Dec-21													
B258	MEP Demolition	8	30-Dec-21	30-Dec-21													
B236	Exterior Door Opening & Door Frame	4	28-Dec-21	03-Jan-22													
B238	CMU Door Infill	3	04-Jan-22	05-Jan-22													
B245	MEP Rough-in	10	04-Jan-22	25-Jan-22													
B305	Set & Connect Boilers & Pumps	10	15-Mar-22	26-Mar-22													
B270	HVAC Revisions to Existing AHU	14	29-Mar-22	15-Apr-22													
B306	HVAC Piping Rough-in	8	29-Mar-22	07-Apr-22													

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Activity Name	Orig Dur	Start	Finish	2022																	
				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
B246 MEP Fixtures & Finishes	12	08-Apr-22	25-Apr-22																		
B271 MEP Inspections	1	26-Apr-22	26-Apr-22																		
B303 Temperature Controls	15	26-Apr-22	10-May-22																		
B304 Doors & Hardware	2	26-Apr-22	27-Apr-22																		
<b>Level 1</b>	<b>216</b>	<b>16-Dec-21</b>	<b>20-Oct-22</b>																		
1206 Abatement / Selective Demolition	20	16-Dec-21	14-Jan-22																		
1202 Interior Metal Stud Walls & Door Frames	15	17-Jan-22	04-Feb-22																		
1225 MEPRough-in Walls	20	07-Feb-22	04-Mar-22																		
1201 Patch & Match Existing Walls	15	18-Feb-22	10-Mar-22																		
1203 Hang & Finish Drywall	15	07-Mar-22	25-Mar-22																		
1229 MEP Rough-in Overhead	25	07-Mar-22	08-Apr-22																		
1205 Prime & 1st Coat of Paint	15	11-Apr-22	26-Apr-22																		
1207 Ceiling Grid	10	02-May-22	13-May-22																		
1208 Ceramic Tile Walls & Floors at Restrooms	15	02-May-22	20-May-22																		
1344 Interior Storefront	16	16-May-22	27-May-22																		
1238 Casework & Millwork	15	31-May-22	20-Jun-22																		
1216 Electric, Fire Alarm, Teledata Fixtures & Finishes	30	21-Jun-22	02-Aug-22																		
1237 MEP Above Ceiling Inspections	1	03-Aug-22	03-Aug-22																		
1333 Ceiling Tile	10	04-Aug-22	17-Aug-22																		
1335 Flooring	20	18-Aug-22	15-Sep-22																		
1334 Interior Doors / Glazing & Hardware	10	16-Sep-22	29-Sep-22																		
1342 AV Equipment	6	16-Sep-22	23-Sep-22																		
1345 Final Paint / Wall Coverings & Acoustic Panels	10	16-Sep-22	29-Sep-22																		
1337 Testing & Balancing	10	30-Sep-22	13-Oct-22																		
1336 Division 10 / Marker Boards & Back Boards	5	30-Sep-22	06-Oct-22																		
1234 Final Cleaning & Punchlist Corrections	10	07-Oct-22	20-Oct-22																		

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10/14/2021

**Exhibit F: CPL Lorain Branch MBE/FBE/SBE Summary**

Bid Package	Total Value of Package	MBE	FBE	SBE
BP-1: Sitework	\$ 138,475.00	\$ 138,475	\$ -	\$ 138,475
BP-2: Abatement/Selective Demo	\$ 143,355.00	\$ -	\$ 5,000	\$ 4,000
BP-3: Concrete	\$ 370,300.00	\$ 55,545	\$ 37,030	\$ 370,300
BP-4: Masonry	\$ 83,866.00	\$ -	\$ -	\$ 83,866
BP-5: Automatic Sliding Door	\$ 11,785.00	\$ -	\$ -	\$ -
BP-6: Misc. Steel	\$ 161,200.00	\$ -	\$ -	\$ -
BP-7: Carpentry	\$ 435,449.00	\$ 435,449	\$ 162,800	\$ 435,449
BP-8: Waterproofing	\$ 3,100.00	\$ 3,100	\$ 3,100	\$ 3,100
BP-9: Roofing	\$ 66,020.00	\$ -	\$ -	\$ 66,020
BP-10: Glass and Glazing	\$ 64,165.00	\$ -	\$ 64,165	\$ 64,165
BP-11: Interiors	\$ 253,800.00	\$ 253,800	\$ -	\$ 253,800
BP-12: Flooring	\$ 44,700.00	\$ -	\$ 44,700	\$ 44,700
BP-13: Tile	\$ 17,800.00	\$ -	\$ 17,800	\$ 17,800
BP-14: Painting	\$ 30,500.00	\$ 1,525	\$ 30,500	\$ 30,500
BP-20: Asphalt	\$ 22,085.00	\$ -	\$ -	\$ -
BP-16: Landscaping	\$ 25,245.00	\$ -	\$ 25,245	\$ 25,245
BP-17: Plumbing	\$ 107,550.00	\$ 16,133	\$ 10,755	\$ 107,550
BP-18: HVAC	\$ 214,200.00	\$ -	\$ 214,200	\$ 214,200
BP-19: Electrical/Telecom	\$ 327,432.00	\$ 32,743	\$ 327,432	\$ 327,432
Regency Staffing/GC/Fee	\$ 255,223.86		\$ 255,224	
Allowances/Contingency	\$ 84,820.94			
<b>Total</b>	<b>\$ 2,861,071.80</b>	<b>\$ 936,770</b>	<b>\$ 1,197,951</b>	<b>\$ 2,186,602</b>
<b>Total Contract Amount</b>		<b>32.74%</b>	<b>41.87%</b>	<b>76.43%</b>
\$ 2,861,071.80				

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD SEPTEMBER 1 - SEPTEMBER 30, 2021

*Carrie Kennedy*

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FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending September 30, 2021**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	37,304,356.66	0.00	0.00	0.00	0.00	0.00	37,304,356.66
42 Intergovernmental	22,304,786.87	1,179,854.47	0.00	0.00	0.00	0.00	23,484,641.34
43 Fines & Fees	97,985.11	0.00	0.00	0.00	0.00	0.00	97,985.11
44 Investment Earnings	307,897.46	141,356.60	197.01	447,499.88	13,795.26	0.00	910,746.21
45 Charges for Services	0.00	4,017,104.68	0.00	0.00	0.00	0.00	4,017,104.68
46 Contributions & Donations	68.00	621,879.34	0.00	0.00	0.00	0.00	621,947.34
48 Miscellaneous Revenue	769,956.37	60,879.01	0.00	0.00	0.00	56,388.44	887,223.82
<b>Total Revenues</b>	<b>\$ 60,785,050.47</b>	<b>\$ 6,021,074.10</b>	<b>\$ 197.01</b>	<b>\$ 447,499.88</b>	<b>\$ 13,795.26</b>	<b>\$ 56,388.44</b>	<b>\$ 67,324,005.16</b>
51 Salaries/Benefits	27,186,938.39	2,209,542.32	0.00	0.00	0.00	0.00	29,396,480.71
52 Supplies	566,559.67	183,776.53	0.00	3,788.78	0.00	0.00	754,124.98
53 Purchased/Contracted Services	7,112,607.92	1,954,332.75	0.00	272,461.02	7,358.90	0.00	9,346,760.59
54 Library Materials	3,673,653.75	622,339.29	0.00	0.00	12,552.87	0.00	4,308,545.91
55 Capital Outlay	401,218.76	499,010.57	0.00	3,614,274.41	0.00	0.00	4,514,503.74
56 Debt Service	0.00	0.00	1,126,852.00	0.00	0.00	0.00	1,126,852.00
57 Miscellaneous Expenses	86,037.99	416,996.31	0.00	0.00	0.00	56,454.53	559,488.83
<b>Total Expenditures</b>	<b>\$ 39,027,016.48</b>	<b>\$ 5,885,997.77</b>	<b>\$ 1,126,852.00</b>	<b>\$ 3,890,524.21</b>	<b>\$ 19,911.77</b>	<b>\$ 56,454.53</b>	<b>\$ 50,006,756.76</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 21,758,033.99</b>	<b>\$ 135,076.33</b>	<b>\$(1,126,654.99)</b>	<b>\$(3,443,024.33)</b>	<b>\$(6,116.51)</b>	<b>\$(66.09)</b>	<b>\$ 17,317,248.40</b>
95 Notes Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	8.56	(8.56)	0.00	0.00	0.00	0.00	0.00
99 Transfers	(20,588,329.59)	0.00	2,588,329.59	18,000,000.00	0.00	0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$(20,588,321.03)</b>	<b>\$(8.56)</b>	<b>\$ 2,588,329.59</b>	<b>\$ 18,000,000.00</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>\$ 1,169,712.96</b>	<b>\$ 135,067.77</b>	<b>\$ 1,461,674.60</b>	<b>\$ 14,556,975.67</b>	<b>\$(6,116.51)</b>	<b>\$(66.09)</b>	<b>\$ 17,317,248.40</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 43,819,301.80</b>	<b>\$ 21,473,019.29</b>	<b>\$ 0.00</b>	<b>\$ 62,719,379.00</b>	<b>\$ 4,689,287.65</b>	<b>\$ 14,809.91</b>	<b>\$ 133,421,195.15</b>
<b>Current Cash Balance</b>	<b>\$ 44,988,988.23</b>	<b>\$ 21,608,087.06</b>	<b>\$ 2,167,072.10</b>	<b>\$ 77,276,354.67</b>	<b>\$ 4,683,171.14</b>	<b>\$ 14,743.82</b>	<b>\$ 150,738,417.02</b>

**Cleveland Public Library  
Certified Revenue, Appropriations and Balances  
General Fund  
For the Period Ending September 30, 2021**

	<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	25,177,337	19,705,278	5,472,058	78%	80%
General Property Tax	34,939,195	37,304,357	(2,365,162)	107%	113%
Rollback, Homestead, CAT	2,400,000	2,594,829	(194,829)	108%	53%
Federal Aid	4,680	4,680	-	100%	
Fines & Fees	132,000	97,985	34,015	74%	53%
Investment Earnings	343,721	307,897	35,824	90%	81%
Contributions	0	68	(68)	100%	116%
Miscellaneous	845,093	769,956	75,136	91%	93%
Return of Advances Out	0	85,009	(85,009)		
<b>Total</b>	<b>\$ 63,842,025</b>	<b>\$ 60,870,059</b>	<b>\$ 2,971,966</b>	<b>95%</b>	<b>97%</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	40,721,849	27,263,323	13,458,526	67%	70%
Supplies	1,112,346	672,211	440,136	60%	44%
Purchased Services	11,622,644	9,152,573	2,470,071	79%	83%
Library Materials	10,432,203	6,654,372	3,777,831	64%	64%
Capital Outlay	1,381,981	517,048	864,933	37%	28%
Other	150,623	118,260	32,363	79%	82%
<b>Subtotal</b>	<b>\$ 65,421,646</b>	<b>\$ 44,377,786</b>	<b>\$ 21,043,860</b>	<b>68%</b>	<b>70%</b>
Advances Out	0	85,000	(85,000)		
Transfers Out	20,588,330	20,588,330	0	100%	100%
<b>Total</b>	<b>\$ 86,009,976</b>	<b>\$ 65,051,116</b>	<b>\$ 20,958,860</b>	<b>76%</b>	<b>70%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated September 13, 2021.

Note (2): Total Amended Appropriation of \$78,655,871.92 plus carried forward encumbrance of \$7,354,103.65.

Note (3): Subtotal includes 60% expended and 8% encumbered.



**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending September 30, 2021**

		<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	11,731,474.81	12,108,952.22	8,474,814.99	0.00	3,634,137.23
51120	Clerical Salaries	10,511,536.81	10,838,871.05	6,966,074.77	0.00	3,872,796.28
51130	Non-Clerical Salaries	890,526.80	918,998.14	539,037.46	0.00	379,960.68
51140	Buildings Salaries	5,211,405.24	5,369,108.68	3,551,842.00	0.00	1,817,266.68
51150	Other Salaries	417,092.96	428,750.20	258,690.95	0.00	170,059.25
51180	Severance Pay	0.00	209,471.09	262,779.87	50,000.00	(103,308.78)
51190	Non-Base Pay	361,992.37	446,324.88	380,871.91	0.00	65,452.97
51400	OPERS	4,236,321.13	4,374,061.72	2,841,047.87	0.00	1,533,013.85
51610	Health Insurance	5,130,053.75	5,130,053.75	3,398,127.06	0.00	1,731,926.69
51611	Dental Insurance	222,620.71	222,620.71	150,117.99	0.00	72,502.72
51612	Vision Insurance	17,328.90	17,328.90	11,450.84	0.00	5,878.06
51620	Life Insurance	14,236.20	14,236.20	10,815.92	0.00	3,420.28
51625	Short Term Disability Insuranc	51,883.21	51,883.21	39,667.17	0.00	12,216.04
51630	Workers Compensation	65,481.18	65,481.18	(9,076.29)	0.00	74,557.47
51640	Unemployment Compensation	25,000.00	67,545.14	18,389.10	21,851.22	27,304.82
51650	Medicare - ER	408,439.77	426,096.42	275,741.30	994.70	149,360.42
51900	Other Benefits	22,119.84	32,065.47	16,545.48	3,538.47	11,981.52
	<b>Salaries/Benefits</b>	<b>\$39,317,513.68</b>	<b>\$40,721,848.96</b>	<b>\$ 27,186,938.39</b>	<b>\$ 76,384.39</b>	<b>\$ 13,458,526.18</b>
52110	Office Supplies	41,233.00	43,532.23	10,204.54	634.98	32,692.71
52120	Stationery	27,475.00	35,012.59	16,132.77	1,469.56	17,410.26
52130	Duplication Supplies	17,700.00	17,700.00	5,925.84	0.00	11,774.16
52140	Hand Tools	500.00	1,430.13	930.13	0.00	500.00
52150	Book Repair Supplies	56,000.00	64,011.47	40,604.75	341.02	23,065.70
52210	Janitorial Supplies	108,994.00	124,241.76	45,081.27	20,080.34	59,080.15

**Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending September 30, 2021**

		<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	42,988.00	46,004.21	34,641.50	3,096.13	8,266.58
52230	Maintenance Supplies	293,500.00	477,419.58	295,474.28	49,403.80	132,541.50
52240	Uniforms	40,000.00	50,429.22	22,001.62	4,697.10	23,730.50
52300	Motor Vehicle Supplies	56,585.00	61,066.01	36,482.81	5,586.58	18,996.62
52900	Other Supplies	163,715.17	191,499.29	59,080.16	20,341.32	112,077.81
	<b>Supplies</b>	<b>\$848,690.17</b>	<b>\$1,112,346.49</b>	<b>\$ 566,559.67</b>	<b>\$ 105,650.83</b>	<b>\$ 440,135.99</b>
53100	Travel/Meetings	25,000.00	25,557.00	3,118.00	1,645.00	20,794.00
53210	Telecommunications	273,000.00	299,650.81	214,946.27	80,070.18	4,634.36
53230	Postage/Freight	55,600.00	80,435.61	24,935.58	49,826.07	5,673.96
53240	PR/Other Communications	186,790.00	247,234.08	63,177.72	64,776.67	119,279.69
53310	Building Repairs	275,000.00	393,444.68	308,974.72	80,508.84	3,961.12
53320	Machine Repairs	11,000.00	35,167.51	27,354.10	6,047.91	1,765.50
53340	Building Maintenance	425,225.00	645,197.79	282,991.77	213,958.78	148,247.24
53350	Machine Maintenance	156,734.09	217,165.00	65,645.36	66,470.03	85,049.61
53360	Computer Maintenance	460,159.00	517,074.39	265,376.81	11,955.86	239,741.72
53370	Motor Vehicle Repairs/Maint	27,000.00	44,288.83	35,567.71	8,750.01	(28.89)
53380	Contract Security	815,000.00	868,620.50	466,200.56	80,259.94	322,160.00
53390	Landscaping	26,000.00	28,880.00	25,132.00	2,880.00	868.00
53400	Insurance	506,230.00	506,230.00	499,031.50	0.00	7,198.50
53510	Rent/Leases	83,837.00	225,071.20	96,609.62	56,911.20	71,550.38
53520	Equipment Rental	28,884.00	34,353.74	22,501.18	9,076.28	2,776.28
53610	Electricity	1,779,000.00	1,963,547.05	1,217,371.71	588,171.62	158,003.72
53620	Gas	148,000.00	175,901.32	118,034.85	37,527.09	20,339.38
53630	Chilled Water	667,118.00	719,565.70	463,198.47	217,276.21	39,091.02



**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending September 30, 2021**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53640	Water/Sewer	162,000.00	205,790.67	80,249.39	86,585.12	38,956.16
53710	Professional Services	1,113,132.91	1,648,908.02	494,632.29	375,439.36	778,836.37
53720	Auditors Fees	840,000.00	865,562.00	769,631.86	0.00	95,930.14
53730	Bank Service Charges	11,000.00	11,000.00	4,998.97	0.00	6,001.03
53800	Library Material Control	279,500.00	436,890.37	158,865.37	10.00	278,015.00
53900	Other Purchased Services	1,508,500.00	1,427,107.37	1,404,062.11	1,819.00	21,226.26
	<b>Purchased/Contracted Services</b>	<b>\$9,863,710.00</b>	<b>\$11,622,643.64</b>	<b>\$ 7,112,607.92</b>	<b>\$ 2,039,965.17</b>	<b>\$ 2,470,070.55</b>
54110	Books	1,811,541.00	2,482,878.21	1,031,662.30	692,192.37	759,023.54
54120	Continuations	337,750.00	592,395.05	215,694.33	184,313.18	192,387.54
54210	Periodicals	745,500.00	1,066,300.23	175,082.32	634,163.12	257,054.79
54220	Microforms	29,100.00	50,313.00	14,366.44	7,475.00	28,471.56
54310	Video Media	1,050,000.00	1,397,042.30	517,340.75	386,148.02	493,553.53
54320	Audio Media - Spoken	55,150.00	82,999.27	18,389.35	19,720.07	44,889.85
54325	Audio Media - Music	122,650.00	177,908.26	59,988.33	61,823.74	56,096.19
54500	Database Services	795,000.00	1,454,716.64	503,012.13	140,684.90	811,019.61
54530	eMedia	1,650,000.00	2,823,335.85	1,061,467.15	707,746.96	1,054,121.74
54600	Interlibrary Loan	3,000.00	3,705.10	1,924.75	1,303.75	476.60
54710	Bookbinding	20,000.00	25,279.28	17,932.28	7,347.00	0.00
54720	Preservation Services	20,000.00	19,906.00	2,777.45	1,057.00	16,071.55
54730	Preservation Boxing	5,000.00	7,728.98	2,603.69	2,991.05	2,134.24
54790	Preservation Reformatting	25,000.00	25,000.00	19.48	14,311.63	10,668.89
54905	Other LM-Hotspots	120,000.00	222,695.05	51,393.00	119,440.55	51,861.50
	<b>Library Materials</b>	<b>\$6,789,691.00</b>	<b>\$10,432,203.22</b>	<b>\$ 3,673,653.75</b>	<b>\$ 2,980,718.34</b>	<b>\$ 3,777,831.13</b>

**Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending September 30, 2021**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55300 Construction/Improvements	1,596.78	27,613.67	8,516.78	19,096.89	0.00
55510 Furniture	126,274.22	142,138.81	38,853.58	4,858.69	98,426.54
55520 Equipment	396,853.42	551,941.02	213,926.85	49,456.10	288,558.07
55530 Computer Hardware	240,000.00	287,784.72	108,257.64	20,125.19	159,401.89
55540 Software	254,000.00	279,652.53	9,049.47	22,292.50	248,310.56
55700 Motor Vehicles	87,000.00	92,850.00	22,614.44	0.00	70,235.56
<b>Capital Outlay</b>	<b>\$1,105,724.42</b>	<b>\$1,381,980.75</b>	<b>\$ 401,218.76</b>	<b>\$ 115,829.37</b>	<b>\$ 864,932.62</b>
57100 Memberships	99,533.26	107,729.26	80,968.02	10,737.80	16,023.44
57200 Taxes	15,000.00	24,258.69	2,601.53	20,167.16	1,490.00
57500 Refunds/Reimbursements	23,000.00	18,634.97	2,468.44	1,316.61	14,849.92
<b>Miscellaneous Expenses</b>	<b>\$137,533.26</b>	<b>\$150,622.92</b>	<b>\$ 86,037.99</b>	<b>\$ 32,221.57</b>	<b>\$ 32,363.36</b>
59810 Advances Out	0.00	0.00	85,000.00	0.00	(85,000.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ 85,000.00</b>	<b>\$ 0.00</b>	<b>\$(85,000.00)</b>
59900 Transfers Out	2,588,329.59	20,588,329.59	20,588,329.59	0.00	0.00
<b>Transfers</b>	<b>\$2,588,329.59</b>	<b>\$20,588,329.59</b>	<b>\$ 20,588,329.59</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$60,651,192.12</b>	<b>\$86,009,975.57</b>	<b>\$ 59,700,346.07</b>	<b>\$ 5,350,769.67</b>	<b>\$ 20,958,859.83</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending September 30, 2021**

	<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	43,819,301.80	60,870,059.03	59,700,346.07	5,350,769.67	39,638,245.09
<b>Total General Fund</b>	<b>\$ 43,819,301.80</b>	<b>\$ 60,870,059.03</b>	<b>\$ 59,700,346.07</b>	<b>\$ 5,350,769.67</b>	<b>\$ 39,638,245.09</b>
201 Anderson	394,469.40	(3,760.56)	116.75	0.00	390,592.09
202 Endowment for the Blind	3,021,022.46	(2,575.11)	0.00	0.00	3,018,447.35
203 Founders	6,190,967.47	409,410.18	491,872.56	236,634.85	5,871,870.24
204 Kaiser/Brunckhart	84,138.78	0.00	0.00	0.00	84,138.78
205 Kralej	224,615.95	268.63	1,265.25	120.78	223,498.55
206 Library	204,839.02	2,328.29	0.00	0.00	207,167.31
207 Pepke	179,786.70	0.00	0.00	0.00	179,786.70
208 Wickwire	1,848,989.50	(5,745.15)	0.00	1,024.09	1,842,220.26
209 Wittke	114,363.97	0.00	0.00	0.00	114,363.97
210 Young	5,797,311.25	23,106.17	0.00	0.00	5,820,417.42
226 Judd	224,246.90	189,584.50	132,641.79	24,964.69	256,224.92
228 Lockwood Thompson Memorial	271,737.53	98,907.50	157,532.14	44,680.50	168,432.39
230 Schweinfurth	206,337.52	0.00	53,140.00	0.00	153,197.52
231 CLEVNET	1,932,645.39	4,077,791.82	3,704,210.59	980,300.92	1,325,925.70
251 OLBPD-Library for the Blind	259,592.12	1,131,145.00	991,336.04	131,394.64	268,006.44
254 MyCom	26,107.22	123,901.34	122,301.66	8,613.21	19,093.69
256 Learning Centers	8,042.05	0.00	0.00	0.00	8,042.05
257 Tech Centers	75,643.97	60,850.00	19,124.22	3,262.87	114,106.88
259 Rice Solar Panel System	114,476.85	8.40	2,927.00	111,079.23	479.02
260 Coronavirus Relief Fund	293,685.24	853.09	294,538.33	0.00	0.00
<b>Total Special Revenue Funds</b>	<b>\$ 21,473,019.29</b>	<b>\$ 6,106,074.10</b>	<b>\$ 5,971,006.33</b>	<b>\$ 1,542,075.78</b>	<b>\$ 20,066,011.28</b>
301 Debt Service	705,397.50	2,588,526.60	1,126,852.00	0.00	2,167,072.10
<b>Total Debt Service Fund</b>	<b>\$ 705,397.50</b>	<b>\$ 2,588,526.60</b>	<b>\$ 1,126,852.00</b>	<b>\$ 0.00</b>	<b>\$ 2,167,072.10</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending September 30, 2021**

	<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	1,961,766.25	18,000,000.00	350,616.67	282,563.75	19,328,585.83
402 Construction - Tax-Exempt	51,618,170.56	359,356.48	3,537,100.97	24,193,610.90	24,246,815.17
403 Construction - Taxable	9,139,442.19	88,143.40	2,806.57	1,782.99	9,222,996.03
<b>Total Capital Project Funds</b>	<b>\$ 62,719,379.00</b>	<b>\$ 18,447,499.88</b>	<b>\$ 3,890,524.21</b>	<b>\$ 24,477,957.64</b>	<b>\$ 52,798,397.03</b>
501 Abel	310,086.97	(1,346.25)	0.00	0.00	308,740.72
502 Ambler	3,153.44	0.00	0.00	0.00	3,153.44
503 Beard	66,204.46	2,261.53	4,134.00	2,998.44	61,333.55
504 Klein	7,455.81	0.00	0.00	0.00	7,455.81
505 Malon/Schroeder	359,579.98	2,145.71	149.90	300.00	361,275.79
506 McDonald	249,530.46	1,132.30	2,790.00	1,240.00	246,632.76
507 Ratner	126,809.54	0.00	0.00	0.00	126,809.54
508 Root	54,663.37	0.00	0.00	0.00	54,663.37
509 Sugarman	241,027.57	0.00	250.00	0.00	240,777.57
510 Thompson	176,293.33	(2,499.42)	0.00	0.00	173,793.91
511 Weidenthal	9,232.20	0.00	0.00	0.00	9,232.20
512 White	2,828,335.38	12,101.39	12,587.87	52,457.27	2,775,391.63
513 Beard Anna Young	108,130.72	0.00	0.00	0.00	108,130.72
514 Paulson	148,784.42	0.00	0.00	0.00	148,784.42
<b>Total Permanent Funds</b>	<b>\$ 4,689,287.65</b>	<b>\$ 13,795.26</b>	<b>\$ 19,911.77</b>	<b>\$ 56,995.71</b>	<b>\$ 4,626,175.43</b>
901 Unclaimed Funds	9,005.09	1,322.85	170.00	0.00	10,157.94
905 CLEVNET Fines & Fees	5,804.82	55,065.59	56,284.53	0.00	4,585.88
<b>Total Agency Funds</b>	<b>\$ 14,809.91</b>	<b>\$ 56,388.44</b>	<b>\$ 56,454.53</b>	<b>\$ 0.00</b>	<b>\$ 14,743.82</b>
<b>Total All Funds</b>	<b>\$ 133,421,195.15</b>	<b>\$ 88,082,343.31</b>	<b>\$ 70,765,094.91</b>	<b>\$ 31,427,798.80</b>	<b>\$ 119,310,644.75</b>

Cleveland Public Library  
Year-To-Date Budget Report  
Construction - Tax-Exempt Fund 402  
For the Period Ending September 30, 2021

	Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400 Investment Earnings (Capital)	0.00	0.00	-359,356.48	0.00	359,356.48
<b>Investment Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>-359,356.48</b>	<b>0.00</b>	<b>359,356.48</b>
52900 Other Supplies	0.00	3,788.78	3,788.78	0.00	0.00
<b>Supplies</b>	<b>0.00</b>	<b>3,788.78</b>	<b>3,788.78</b>	<b>0.00</b>	<b>0.00</b>
53710 Professional Services	20,000.00	68,135.85	42,305.95	24,418.05	1,411.85
<b>Purchased/Contracted Services</b>	<b>20,000.00</b>	<b>68,135.85</b>	<b>42,305.95</b>	<b>24,418.05</b>	<b>1,411.85</b>
55100 Land	0.00	92,534.90	0.00	0.00	92,534.90
55300 Construction/Improvements	0.00	46,889,036.82	3,490,038.38	24,169,192.85	19,229,805.59
55510 Furniture	0.00	768.86	768.86	0.00	0.00
55520 Equipment	0.00	350,198.00	199.00	0.00	349,999.00
<b>Capital Outlay</b>	<b>0.00</b>	<b>47,332,538.58</b>	<b>3,491,006.24</b>	<b>24,169,192.85</b>	<b>19,672,339.49</b>
<b>TOTAL Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>-359,356.48</b>		<b>359,356.48</b>
<b>TOTAL Expenditures</b>	<b>20,000.00</b>	<b>47,404,463.21</b>	<b>3,537,100.97</b>	<b>24,193,610.90</b>	<b>19,673,751.34</b>
			Prior Fund Balance		51,618,170.56
			Change in Fund Balance		(3,177,744.49)
			Current Fund Balance		48,440,426.07

**Cleveland Public Library**  
**Year-To-Date Budget Report**  
**Construction - Taxable Fund 403**  
**For the Period Ending September 30, 2021**

	Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400 Investment Earnings (Capital)	0.00	0.00	-88,143.40	0.00	88,143.40
<b>Investment Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>-88,143.40</b>	<b>0.00</b>	<b>88,143.40</b>
53710 Professional Services	5,000.00	5,959.91	2,806.57	1,782.99	1,370.35
<b>Purchased/Contracted Services</b>	<b>5,000.00</b>	<b>5,959.91</b>	<b>2,806.57</b>	<b>1,782.99</b>	<b>1,370.35</b>
<b>TOTAL Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>-88,143.40</b>		<b>88,143.40</b>
<b>TOTAL Expenditures</b>	<b>5,000.00</b>	<b>5,959.91</b>	<b>2,806.57</b>	<b>1,782.99</b>	<b>1,370.35</b>
			Prior Fund Balance		9,139,442.19
			Change in Fund Balance		85,336.83
			Current Fund Balance		9,224,779.02

**Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending September 30, 2021**

<b>Balance of All Funds</b>	<b>\$ 150,738,417.02</b>
Huntington - Checking	23,973.55
KeyBank - Checking (ZBA)	1,094,230.81
KeyBank - FSA Account	5,206.19
Petty Cash	270.00
Change Fund	1,490.00
KeyBank-Payroll Account (ZBA)	82.19
<b>Cash in Library Treasury</b>	<b>\$ 1,125,252.74</b>
Huntington Escrow Account	111,558.25
U.S. Bank - 2019A-Money Market	9,137,985.80
U.S. Bank - 2019B-Money Market	49,597.80
U.S. Bank - Investments	45,385,139.93
U.S. Bank - Inv - Money Market	44,128.58
U.S. Bank - Series 2019A Notes	45,133,419.97
U.S. Bank - Series 2019B Notes	9,180,447.09
Huntington Trust -Money Market	1,668,703.58
STAR Ohio Investment	17,745,421.40
STAR Plus/GDIP Program	0.00
<b>Investments</b>	<b>\$ 128,456,402.40</b>
PNC- Endowment Account	21,156,761.88
<b>Endowment Account</b>	<b>\$ 21,156,761.88</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 150,738,417.02</b>

*Total portfolio value*

Total portfolio value on September 30	\$30,943,386.36
Total portfolio value on July 1	31,131,887.42
Total change in value	- \$188,501.06

[www.pnc.com](http://www.pnc.com)

*Investment policy and market outlook*

Investment objective: 65% Equity 25% Fixed 10% Alternative

**Your PNC Team**

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ENDOWMENT FUND CONS



*About your account*

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AL: 2 years from date sent	FL: 6 months from receipt	KY: 1 year from date sent	MO: 1 year from date sent	PA: 30 months from date sent	VA: 1 year from date sent
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DE: 2 years from date sent	or 3 years from date furnished**	MN: 3 years from date sent			

\*For a trust made irrevocable after 1/1/2020 and an accepted trustee appointment after 1/1/2020.

\*\* For a trust made irrevocable before 1/1/2020 or an accepted trustee appointment before 1/1/2020.

 Please visit [pnc.com/insights](https://pnc.com/insights) for PNC's latest investment perspectives.

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## Summary

### Portfolio value

Income		Principal		Total	
Income on September 30	\$224,887.13	Principal on September 30	\$30,718,499.23	Total portfolio value on September 30	\$30,943,386.36
Income on July 1	202,145.54	Principal on July 1	30,929,741.88	Total portfolio value on July 1	31,131,887.42
Change in value	\$22,741.59	Change in value	-\$211,242.65	Total change in value	-\$188,501.06

### Portfolio value by asset class

Income	Value Sep. 30	Value Jul. 1	Change in value	Tax cost*
Cash and cash equivalents	\$179,242.35	\$156,316.84	\$22,925.51	\$179,242.35
Fixed income	40,629.82	40,770.51	- 140.69	41,067.40
Alternative investments	5,014.96	5,058.19	- 43.23	4,736.96
<b>Principal</b>	<b>Value Sep. 30</b>	<b>Value Jul. 1</b>	<b>Change in value</b>	<b>Tax cost*</b>
Cash and cash equivalents	\$841,826.91	\$801,299.07	\$40,527.84	\$841,826.91
Fixed income	7,353,270.50	7,344,725.55	8,544.95	7,287,457.77
Equities	21,044,974.88	21,292,545.27	- 247,570.39	12,016,577.21
Alternative investments	1,478,426.94	1,491,171.99	- 12,745.05	1,379,682.06
<b>Total</b>	<b>\$30,943,386.36</b>	<b>\$31,131,887.42</b>	<b>-\$188,501.06</b>	<b>\$21,750,590.66</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 Ross Martin your Account Advisor.

*Summary*

*Change in account value*

	This period	From Jan. 1, 2021
Beginning account value	\$31,152,456.56	\$28,977,584.44
<b>Additions</b>		
Investment income	\$98,242.47	\$305,824.23
Other receipts	37.80	78.17
<b>Disbursements</b>		
Fees and charges	-\$42,849.09	-\$121,202.14
Other disbursements	- 25.00	- 637,925.00
Change in value of investments	- 243,907.22	2,441,293.36
Net accrued income	2,340.24	643.77
Value of non cash transactions	- 0.02	- 1.09
<b>Ending account value</b>	<b>\$30,966,295.74</b>	<b>\$30,966,295.74</b>

*Gain/loss summary*

	Net realized gain/loss		Net unrealized gain/loss*
	This period	From Jan. 1, 2021	Since acquisition
Fixed income	\$3,993.38	-\$128,584.73	\$65,375.15
Equities	70,610.03	692,029.72	9,028,397.67
Alternative inv	-	-	99,022.88
<b>Total</b>	<b>\$74,603.41</b>	<b>\$563,444.99</b>	<b>\$9,192,795.70</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 Ross Martin your Account Advisor.

*Accrued income summary*

Accrued income on September 30	\$22,909.38
Accrued income on July 01	20,569.14
<b>Net accrued income</b>	<b>\$2,340.24</b>

*Investment income summary*

	This period	From Jan. 1, 2021	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$62.69	\$160.18	\$255.28	\$22.02
Interest-fixed income	38,215.88	136,372.28	167,925.82	19,091.91
Dividends-equities	59,963.90	168,245.31	261,928.55	3,795.45
Income-alternative investments	-	1,046.46	1,420.92	-
<b>Total</b>	<b>\$98,242.47</b>	<b>\$305,824.23</b>	<b>\$431,530.57</b>	<b>\$22,909.38</b>

*Summary*

*Transaction summary - measured by cash balance*

	Income		Principal	
	This period	From Jan. 1, 2021	This period	From Jan. 1, 2021
Beginning cash balance	- \$23,505.92	- \$22,215.88	\$23,505.92	\$22,215.88
<b>Additions</b>				
Investment income	\$65,774.60	\$190,901.58	\$32,467.87	\$114,922.65
Sales and maturities	4,920.80	13,987.24	660,085.20	4,630,240.06
Other receipts	-	-	37.80	78.17
<b>Disbursements</b>				
Purchases	- \$26,382.32	- \$83,512.73	- \$694,029.86	- \$4,107,489.83
Fees and charges	- 42,849.09	- 121,202.14	-	-
Other disbursements	-	-	- 25.00	- 637,925.00
<b>Ending cash balance</b>	<b>- \$22,041.93</b>	<b>- \$22,041.93</b>	<b>\$22,041.93</b>	<b>\$22,041.93</b>
Change in cash	\$1,463.99	\$173.95	- \$1,463.99	- \$173.95

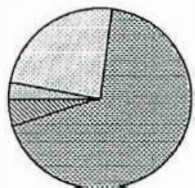
*Transaction summary - measured by tax cost*

	This period	From Jan. 1, 2021
Beginning tax cost	\$21,620,581.09	\$21,640,371.51
<b>Additions</b>		
Purchases	\$720,412.18	\$4,191,002.56
Securities received	2,793,450.29	2,801,212.14
<b>Disbursements</b>		
Sales	- \$590,402.59	- \$4,080,782.31
Securities delivered	- 2,793,450.31	- 2,801,213.24
Change in cash		
<b>Ending tax cost</b>	<b>\$21,750,590.66</b>	<b>\$21,750,590.66</b>

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## Analysis

### Asset allocation



	Sep 30, 2021
<b>Cash and cash equivalents</b>	<b>3.30 %</b>
Mutual funds	3.30 %
<b>Fixed income</b>	<b>23.90 %</b>
Corporate	2.52 %
US treasury	4.30 %
Agency	1.58 %
Mutual funds	15.37 %
Mortgages	0.10 %
Other	0.03 %
<b>Equities</b>	<b>68.01 %</b>
Stock	24.00 %
Etf's	30.54 %
Mutual funds	13.48 %
<b>Alternative investments</b>	<b>4.79 %</b>
Mutual funds	4.79 %

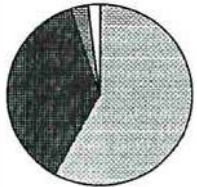
### Equity sectors

	Market value	% of equities	% of total portfolio
Industrials	\$514,702.80	6.93 %	1.66 %
Consumer discretionary	799,939.86	10.77 %	2.59 %
Consumer staples	351,518.30	4.73 %	1.14 %
Energy	124,578.93	1.68 %	0.40 %
Financial	926,629.81	12.48 %	3.00 %
Materials	322,153.41	4.34 %	1.04 %
Information technology	1,827,329.52	24.61 %	5.90 %
Real estate	447,421.12	6.03 %	1.45 %
Utilities	24,368.88	0.33 %	0.08 %
Health care	1,322,852.85	17.81 %	4.28 %
Telecommunication services	764,924.73	10.30 %	2.47 %
<b>Total</b>	<b>\$7,426,420.21</b>	<b>100.00 %</b>	<b>24.01 %</b>

Analysis

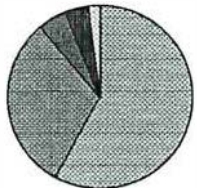
Bond analysis

Bond rating



	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$1,561,200.74	59.16 %	5.05 %
Moody's Aa1	15,445.05	0.59 %	0.05 %
Moody's Aa2	71,933.65	2.73 %	0.23 %
Moody's Aa3	25,021.75	0.95 %	0.08 %
Other	965,516.45	36.58 %	3.12 %

Maturity schedule



Market value (% of bonds maturing in)	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	1.73 %	\$25,274.10 [55.47 %]	\$20,290.65 [44.53 %]	- [-]	- [-]
1 - 5 years	57.98 %	401,358.14 [26.23 %]	1,088,257.25 [71.12 %]	- [-]	40,542.40 [2.65 %]
6 - 10 years	31.02 %	354,431.45 [43.29 %]	464,262.31 [56.71 %]	- [-]	- [-]
11 - 15 years	4.90 %	- [-]	129,249.31 [100.00 %]	- [-]	- [-]
16 or more years	4.38 %	- [-]	115,452.03 [100.00 %]	- [-]	- [-]



Detail

*Portfolio - income*

Cash and cash equivalents

**Uninvested cash**

Description	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						
UNINVESTED CASH	- 22,041.930	\$1.0000	- 0.08 %	- \$22,041.93 \$1.00				

**Mutual funds - money market**

Description	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						
FEDERATED HERMES GOVERNMENT OBLIGATIONS FUND #07 21-75-073-***3885	\$162,216.50 182,240.990	\$182,240.99 \$1.0000	0.59 %	\$182,240.99 \$1.00		0.03 %	\$45.56	\$3.20
FEDERATED HERMES GOVERNMENT OBLIGATIONS FUND #07 PNC CAPITAL ADVISORS	17,606.26 19,043.290	19,043.29 1.0000	0.07 %	19,043.29 1.00		0.03 %	4.76	0.77
FEDERATED HERMES GOVERNMENT OBLIGATIONS FUND #07 ARISTOTLE CAPITAL MANAGEMENT		1.0000	0.01 %					0.02
<b>Total mutual funds - money market</b>		<b>\$201,284.28</b>	<b>0.65 %</b>	<b>\$201,284.28</b>		<b>0.03 %</b>	<b>\$50.32</b>	<b>\$3.99</b>
<b>Total cash and cash equivalents</b>		<b>\$179,242.35</b>	<b>0.58 %</b>	<b>\$179,242.35</b>		<b>0.03 %</b>	<b>\$50.32</b>	<b>\$3.99</b>

Detail

Fixed income

Mutual funds - fixed income

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
DODGE & COX INCOME FUND (DODIX) FD #147 21-75-073-***3885	2,155.437	\$30,887.41	\$30,779.64	0.10 %	\$31,208.98 \$14.48	-\$429.34	2.01 %	\$616.45	
METROPOLITAN WEST UNCONSTRAINED (MWCIX) BOND FUND CLASS I FUND #0518 21-75-073-***3885	822.906	9,883.10	9,850.18	0.04 %	9,858.42 11.98	- 8.24	2.65 %	260.86	
<b>Total mutual funds - fixed income</b>			<b>\$40,629.82</b>	<b>0.13 %</b>	<b>\$41,067.40</b>	<b>-\$437.58</b>	<b>2.16 %</b>	<b>\$877.31</b>	
<b>Total fixed income</b>			<b>\$40,629.82</b>	<b>0.13 %</b>	<b>\$41,067.40</b>	<b>-\$437.58</b>	<b>2.16 %</b>	<b>\$877.31</b>	

Alternative investments

Mutual funds - alternative invest

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
GLDMN SCHS ABS RTRN TR FUND (GARUX) CLASS R6 21-75-073-***3885	480.360	\$5,014.96	\$10,440.00	0.02 %	\$4,736.96 \$9.86	\$278.00	0.10 %	\$4.80	

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Detail

*Portfolio - principal*

Cash and cash equivalents

**Uninvested cash**

Description	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						
	Quantity	price per unit						
UNINVESTED CASH	22,041.930	\$22,041.93 \$1.0000	0.08 %	\$22,041.93 \$1.00				

**Mutual funds - money market**

Description	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						
	Quantity	price per unit						
FEDERATED HERMES GOVERNMENT OBLIGATIONS FUND #07	\$660,815.45	\$660,828.25 \$1.0000	2.14 %	\$660,828.25 \$1.00		0.03 %	\$165.22	\$13.59
21-75-073-***3885	660,828.250							
FEDERATED HERMES GOVERNMENT OBLIGATIONS FUND #07		1.0000	0.01 %					0.25
PNC CAPITAL ADVISORS								
FEDERATED HERMES GOVERNMENT OBLIGATIONS FUND #07	55,526.55	74,770.81 1.0000	0.25 %	74,770.81 1.00		0.03 %	18.69	2.63
ARISTOTLE CAPITAL MANAGEMENT	74,770.810							
FEDERATED HERMES GOVERNMENT OBLIGATIONS FUND #07	50,747.60	49,754.94 1.0000	0.17 %	49,754.94 1.00		0.03 %	12.44	1.01
EDGEWOOD MGMT	49,754.940							
FEDERATED HERMES GOVERNMENT OBLIGATIONS FUND #07	10,703.55	34,430.98 1.0000	0.12 %	34,430.98 1.00		0.03 %	8.61	0.55
GW&K INVESTMENT MANAGEMENT	34,430.980							
<b>Total mutual funds - money market</b>		<b>\$819,784.98</b>	<b>2.65 %</b>	<b>\$819,784.98</b>		<b>0.03 %</b>	<b>\$204.96</b>	<b>\$18.03</b>
<b>Total cash and cash equivalents</b>		<b>\$841,826.91</b>	<b>2.72 %</b>	<b>\$841,826.91</b>		<b>0.02 %</b>	<b>\$204.96</b>	<b>\$18.03</b>

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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			
AIR PRODUCTS & CHEMICALS CALL 03/15/2027 UNSC 01.850% DUE 05/15/2027 RATING: A2 (009158AY2) PNC CAPITAL ADVISORS	\$10,277.30 10,000	\$10,302.40 \$103.0240	0.04 %	\$9,990.10 \$99.90	\$312.30	1.80 %	\$185.00	\$69.89
ALPHABET INC CALL 05/15/2030 UNSC 01.100% DUE 08/15/2030 RATING: AA2 (02079KAD9) PNC CAPITAL ADVISORS	4,750.95 5,000	4,723.50 94.4700	0.02 %	4,986.30 99.73	-262.80	1.17 %	55.00	7.03
AMAZON.COM INC CALL 02/12/2031 UNSC 02.100% DUE 05/12/2031 RATING: A1 (023135BZ8) PNC CAPITAL ADVISORS	15,267.15 15,000	15,194.40 101.2960	0.05 %	14,997.30 99.98	197.10	2.08 %	315.00	121.62
AMERICAN EXPRESS CREDIT SER MTN CALL 04/03/2027 03.300% DUE 05/03/2027 RATING: A2 (0258M0EL9) PNC CAPITAL ADVISORS	22,135.20 20,000	22,178.40 110.8920	0.08 %	19,754.80 98.77	2,423.60	2.98 %	660.00	271.33
AMERIPRISE FINANCIAL INC UNSC 03.000% DUE 03/22/2022 RATING: A3 (03076CAJ5) PNC CAPITAL ADVISORS	5,098.95 5,000	5,063.15 101.2630	0.02 %	5,015.85 100.32	47.30	2.97 %	150.00	3.75

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Detail

Fixed income  
Corporate bonds

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
APPLE INC CALL 06/11/2029 UNSC 02.200% DUE 09/11/2029 RATING: AA1 {037833DP2} PNC CAPITAL ADVISORS	15,629.85 15,000	15,445.05 102.9670	0.05 %	15,679.40 104.53	- 234.35	2.14 %	330.00	18.33
ATMOS ENERGY CORP CALL 03/15/2027 UNSC 03.000% DUE 06/15/2027 RATING: A1 {049560AN5} PNC CAPITAL ADVISORS	16,180.35 15,000	16,129.05 107.5270	0.06 %	15,614.55 104.10	514.50	2.79 %	450.00	132.50
AVALONBAY COMMUNITIES SER MTN CALL 02/15/2027 03.350% DUE 05/15/2027 RATING: A3 {05348EBA6} PNC CAPITAL ADVISORS	10,970.60 10,000	10,986.60 109.8660	0.04 %	11,197.10 111.97	- 210.50	3.05 %	335.00	126.56
BB&T CORPORATION SER MTN CALL 11/06/2023 03.750% DUE 12/06/2023 RATING: A3 {05531FBF9} PNC CAPITAL ADVISORS	10,756.30 10,000	10,681.70 106.8170	0.04 %	9,984.60 99.85	697.10	3.52 %	375.00	119.79
BANK OF AMERICA CORP SR UNSEC CALL 01/23/25 @ 100 VAR% DUE 01/23/2026 RATING: A2 {06051GGZ6} PNC CAPITAL ADVISORS	16,178.25 15,000	16,026.45 106.8430	0.06 %	15,000.00 100.00	1,026.45	3.18 %	509.07	96.16

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						
BANK OF AMERICA CORP SER MTN CALL 06/14/2028 @ 100 VAR% DUE 06/14/2029 RATING: A2 {06051GJZ3} PNC CAPITAL ADVISORS	10,082.00	10,000	9,984.00 99.8400	0.04 %	10,085.30 100.85	- 101.30	2.10 %	208.70	62.03
BANK OF MONTREAL SEDOL 2GSR702 ISIN US06367WJM64 02.900% DUE 03/26/2022 RATING: A2 {06367WJM6} PNC CAPITAL ADVISORS	10,197.10	10,000	10,132.00 101.3200	0.04 %	10,230.50 102.31	- 98.50	2.87 %	290.00	4.03
BANK OF NOVA SCOTIA SEDOL 2GZR8F7 ISIN US064159QD10 02.375% DUE 01/18/2023 RATING: A2 {064159QD1} PNC CAPITAL ADVISORS	10,310.10	10,000	10,269.10 102.6910	0.04 %	9,995.30 99.95	273.80	2.32 %	237.50	48.16
BERKSHIRE HATHAWAY FIN CALL 07/15/2030 COGT 01.450% DUE 10/15/2030 RATING: AA2 {084664CW9} PNC CAPITAL ADVISORS	9,773.60	10,000	9,640.30 96.4030	0.04 %	9,979.60 99.80	-339.30	1.51 %	145.00	66.86
BP CAP MARKETS AMERICA CALL 03/06/2025 COGT 03.194% DUE 04/06/2025 RATING: A2 {10373QBJ8} PNC CAPITAL ADVISORS	10,777.80	10,000	10,704.40 107.0440	0.04 %	10,847.40 108.47	- 143.00	2.99 %	319.40	155.26

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Detail

Fixed income  
 Corporate 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			
BP CAP MARKETS AMERICA CALL 01/06/2030 COGT 03.633% DUE 04/06/2030 RATING: A2 {10373GBL3} PNC CAPITAL ADVISORS	11,223.70 10,000	11,148.50 111.4850	0.04 %	10,000.00 100.00	1,148.50	3.26 %	363.30	176.60
CAMDEN PROPERTY TRUST CALL 06/15/2024 UNSC 03.500% DUE 09/15/2024 RATING:A3 {133131AV4} PNC CAPITAL ADVISORS	10,727.10 10,000	10,666.00 106.6600	0.04 %	10,920.60 109.21	- 254.60	3.29 %	350.00	15.56
CATERPILLAR INC CALL 06/19/2029 UNSC 02.600% DUE 09/19/2029 RATING: A2 {149123CG4} PNC CAPITAL ADVISORS	16,034.25 15,000	15,807.30 105.3820	0.06 %	15,044.45 100.30	762.85	2.47 %	390.00	13.00
CHEVRON CORP CALL 01/03/2024 UNSC 02.895% DUE 03/03/2024 RATING: AA2 {166764BT6} PNC CAPITAL ADVISORS	15,879.30 15,000	15,816.75 105.4450	0.06 %	14,460.90 96.41	1,355.85	2.75 %	434.25	33.77
COCA-COLA CO/THE UNSC 03.450% DUE 03/25/2030 RATING: A1 {191216CT5} PNC CAPITAL ADVISORS	11,272.30 10,000	11,187.80 111.8780	0.04 %	9,966.50 99.67	1,221.30	3.09 %	345.00	5.75

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			
CONNECTICUT LIGHT & PWR SER A CALL 12/15/2026 03.200% DUE 03/15/2027 RATING: A1 (207597EJ0) PNC CAPITAL ADVISORS	10,994.80	10,891.40	0.04 %	10,514.30	377.10	2.94 %	320.00	14.22
CONSOLIDATED EDISON CO O SER D CALL 09/01/2028 04.000% DUE 12/01/2028 RATING: BAA1 (209111FS7) PNC CAPITAL ADVISORS	17,184.00	17,014.80	0.06 %	14,988.90	2,025.90	3.53 %	600.00	200.00
JOHN DEERE CAPITAL CORP SER MTN UNSC 03.200% DUE 01/10/2022 RATING: A2 (24422EUQ0) PNC CAPITAL ADVISORS	5,080.95	5,042.60	0.02 %	4,995.20	47.40	3.18 %	160.00	36.00
JOHN DEERE CAPITAL CORP SER MTN UNSC 02.250% DUE 09/14/2026 RATING: A2 (24422EVB2) PNC CAPITAL ADVISORS	10,530.20	10,497.70	0.04 %	9,975.50	522.20	2.15 %	225.00	10.63
DUKE ENERGY PROGRESS LLC CALL 05/15/2031 MORT 02.000% DUE 08/15/2031 RATING: AA3 (26442UAL8) PNC CAPITAL ADVISORS	10,000	9,826.50	0.04 %	9,982.90	- 156.40	2.04 %	200.00	27.22

2005



*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						
ENTERGY LOUISIANA LLC CALL 11/17/2021 MORT 00.620% DUE 11/17/2023 RATING: A2 (29364WBF4) PNC CAPITAL ADVISORS	10,014.90	10,001.70	100.0170	0.04 %	9,998.20 99.98	3.50	0.62 %	62.00	23.08
FLORIDA POWER & LIGHT CO CALL 03/01/2025 MORT 02.850% DUE 04/01/2025 RATING: AA2 (341081FZ5) PNC CAPITAL ADVISORS	10,695.10	10,614.60	106.1460	0.04 %	9,989.80 99.90	624.80	2.69 %	285.00	142.50
HORMEL FOODS CORP CALL 03/11/2030 UNSC 01.800% DUE 06/11/2030 RATING: A1 (440452AF7) PNC CAPITAL ADVISORS	9,938.90	9,835.60	98.3560	0.04 %	9,972.70 99.73	- 137.10	1.84 %	180.00	55.00
INTEL CORP CALL 03/11/2024 UNSC 02.875% DUE 05/11/2024 RATING: A1 (458140BD1) PNC CAPITAL ADVISORS	15,952.80	15,859.50	105.7300	0.06 %	14,996.25 99.98	863.25	2.72 %	431.25	167.71
JPMORGAN CHASE & CO SR UNSEC VAR% DUE 12/05/2024 RATING: A2 (46647PAY2) PNC CAPITAL ADVISORS	16,187.70	16,066.20	107.1080	0.06 %	15,008.70 100.06	1,057.50	3.76 %	603.45	194.45

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		Avg. tax cost per unit	Unrealized gain/loss			
JP MORGAN CHASE & CO SR UNSEC CALL 04/22/30 @ 100 VAR% DUE 04/22/2031 RATING: A2 (46647PBL9) PNC CAPITAL ADVISORS	15,445.95 15,000	15,303.00 102.0200		0.05 %	15,268.70 101.79	34.30	2.48 %	379.34	167.54
JOHNSON & JOHNSON CALL 06/01/2030 UNSC 01.300% DUE 09/01/2030 RATING: AAA (478160CQ5) PNC CAPITAL ADVISORS	9,710.50 10,000	9,640.70 96.4070		0.04 %	9,997.20 99.97	- 356.50	1.35 %	130.00	10.83
KFW SEDOL 2H2WV86 ISIN US500769JM70 00.250% DUE 03/08/2024 RATING: AAA (500769JM7) PNC CAPITAL ADVISORS	14,923.20 15,000	14,928.90 99.5260		0.05 %	14,960.85 99.74	- 31.95	0.26 %	37.50	2.40
MUFG AMERICAS HLDGS CORP CALL 01/20/2025 @ 100.000 UNSC 03.000% DUE 02/10/2025 RATING: A3 (553794AC2) PNC CAPITAL ADVISORS	15,969.00 15,000	15,913.20 106.0880		0.06 %	15,304.80 102.03	608.40	2.83 %	450.00	63.75
MASTERCARD INC CALL 03/01/2029 UNSC 02.950% DUE 06/01/2029 RATING: A1 (57636QAM6) PNC CAPITAL ADVISORS	16,388.55 15,000	16,242.75 108.2850		0.06 %	14,979.30 99.86	1,263.45	2.73 %	442.50	147.50

2007

Detail

Fixed income  
Corporate bonds

Description (Cusip )	Market value last period Quantity	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit						
MERCK & CO INC CALL 12/07/2028 UNSC 03.400% DUE 03/07/2029 RATING: A1 (58933YAX3) PNC CAPITAL ADVISORS	11,216.80 10,000	11,069.70 110.6970	0.04 %	9,943.80 99.44	1,125.90	3.08 %	340.00	22.67
METLIFE INC SER D UNSC 04.368% DUE 09/15/2023 RATING: A3 (59156RBB3) PNC CAPITAL ADVISORS	10,820.70 10,000	10,756.70 107.5670	0.04 %	10,799.30 107.99	- 42.60	4.07 %	436.80	19.41
MICROSOFT CORP CALL 06/08/2023 @ 100.000 UNSC 02.000% DUE 08/08/2023 RATING: AAA (594918BQ6) PNC CAPITAL ADVISORS	5,161.80 5,000	5,147.75 102.9550	0.02 %	4,940.45 98.81	207.30	1.95 %	100.00	14.72
PACCAR FINANCIAL CORP SER MTN UNSC 01.800% DUE 02/06/2025 RATING: A1 (69371RQ66) PNC CAPITAL ADVISORS	15,392.10 15,000	15,441.15 102.9410	0.05 %	15,433.65 102.89	7.50	1.75 %	270.00	41.25
PROLOGIS LP CALL 02/15/2027 UNSC 02.125% DUE 04/15/2027 RATING: A3 (74340XBNO) PNC CAPITAL ADVISORS	15,642.30 15,000	15,525.30 103.5020	0.06 %	14,833.05 98.89	692.25	2.06 %	318.75	146.98

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 03/01/2028 UNSC 01.850% DUE 05/01/2028 RATING: A2 {74460WAD9} PNC CAPITAL ADVISORS	10,085.90		10,135.80	0.04%	9,992.80	143.00	1.83%	185.00	81.19
	10,000		101.3580		99.93				
ROYAL BANK OF CANADA SEDOL ISIN US78013XW204 03.700% DUE 10/05/2023 RATING: A2 {78013XW20} PNC CAPITAL ADVISORS	16,083.90		15,956.70	0.06%	14,839.95	1,116.75	3.48%	555.00	271.33
	15,000		106.3780		98.93				
SHELL INTERNATIONAL FIN SEDOL ISIN US822582BD31 03.250% DUE 05/11/2025 RATING: AA2 {822582BD3} PNC CAPITAL ADVISORS	16,281.00		16,203.15	0.06%	15,868.05	335.10	3.01%	487.50	189.58
	15,000		108.0210		105.79				
SIERRA PACIFIC POWER CO CALL 02/01/2026 MORT 02.600% DUE 05/01/2026 RATING: A2 {826418BM6} PNC CAPITAL ADVISORS	10,637.90		10,563.90	0.04%	9,330.70	1,233.20	2.47%	260.00	108.33
	10,000		105.6390		93.31				
SUMITOMO MITSUI FINL GRP SEDOL BZ1H048 ISIN US86562MAU45 02.778% DUE 10/18/2022 RATING: A1 {86562MAU4} PNC CAPITAL ADVISORS	10,310.50		10,261.50	0.04%	9,926.70	334.80	2.71%	277.80	125.78
	10,000		102.6150		99.27				

2009

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						
TORONTO-DOMINION BANK SER MTN UNSC VAR% DUE 12/01/2022 RATING: A1 [89 114QCE6] PNC CAPITAL ADVISORS	10,069.50	10,056.90	100.5690	0.04 %	10,000.00 100.00	56.90	0.67 %	67.38	22.65
TORONTO-DOMINION BANK SER MTN SEDOL 2HBR8L4 ISIN US89114QCF37 VAR% DUE 01/27/2023 RATING: A1 [89 114QCF3] PNC CAPITAL ADVISORS	10,051.70	10,050.80	100.5080	0.04 %	10,000.00 100.00	50.80	0.51 %	50.58	8.99
US BANCORP CALL 05/30/2029 SUB 03.000% DUE 07/30/2029 RATING: A2 [91 159HHW3] PNC CAPITAL ADVISORS	16,260.60	16,112.85	107.4190	0.06 %	14,998.65 99.99	1,114.20	2.80 %	450.00	76.25
UNITEDHEALTH GROUP INC UNSC 03.750% DUE 07/15/2025 RATING: A3 [91 324PCP5] PNC CAPITAL ADVISORS	11,099.80	11,014.80	110.1480	0.04 %	10,479.95 104.80	534.85	3.41 %	375.00	79.17
UNITEDHEALTH GROUP INC CALL 02/15/2030 UNSC 02.000% DUE 05/15/2030 RATING: A3 [91 324PDX7] PNC CAPITAL ADVISORS	10,080.70	10,027.90	100.2790	0.04 %	9,985.35 99.85	42.55	2.00 %	200.00	75.56

Detail

Fixed income  
Corporate bonds

Description (Cusip )	Market value last period	Current market value	% of total portfdio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
VISA INC CALL 01/15/2030 UNSC 02.050% DUE 04/15/2030 RATING: AA3 {92826CAM4} PNC CAPITAL ADVISORS	10,285.80 10,000	10,158.90 101.5890	0.04 %	10,020.65 100.21	138.25	2.02 %	205.00	94.53
WALMART INC CALL 07/22/2028 UNSC 01.500% DUE 09/22/2028 RATING: AA2 {931142ES8} PNC CAPITAL ADVISORS	15,000	14,935.35 99.5690	0.05 %	14,984.10 99.89	- 48.75	1.51 %	225.00	5.62
WELLS FARGO & COMPANY SER MTN CALL 06/02/2023 @ 100 VAR% DUE 06/02/2024 RATING: A1 {95000U2R3} PNC CAPITAL ADVISORS	10,212.70 10,000	10,195.50 101.9550	0.04 %	10,006.85 100.07	188.65	1.62 %	164.94	54.52
WESTPAC BANKING CORP SEDOL ISIN US961214DG53 02.800% DUE 01/11/2022 RATING: AA3 {961214DG5} PNC CAPITAL ADVISORS	5,069.15 5,000	5,036.35 100.7270	0.02 %	4,798.10 95.96	238.25	2.78 %	140.00	31.11
<b>Total corporate bonds</b>		<b>\$648,417.00</b>	<b>2.10 %</b>	<b>\$625,865.95</b>	<b>\$22,551.05</b>	<b>2.48 %</b>	<b>\$16,062.01</b>	<b>\$4,280.45</b>

2011

*Detail*

**Treasury 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				
USA TREASURY NOTES 01.125% DUE 02/15/2031 RATING: AAA (91282CBL4) PNC CAPITAL ADVISORS	\$38,868.80 75,000	\$72,644.25 \$96.8590	0.24 %	\$72.692.98 \$96.92	- \$48.73	1.17 %	\$843.75	\$107.76
USA TREASURY NOTES 02.375% DUE 08/15/2024 RATING:AAA (912828D56) PNC CAPITAL ADVISORS	190,589.40 180,000	189,667.80 105.3710	0.62%	180,308.55 100.17	9,359.25	2.26 %	4,275.00	545.99
USA TREASURY NOTES 02.250% DUE 11/15/2025 RATING: AAA (912828M56) PNC CAPITAL ADVISORS	287,339.40 260,000	275,002.00 105.7700	0.89 %	281,160.91 108.14	- 6,158.91	2.13%	5,850.00	2,209.65
USA TREASURY NOTES 01.625% DUE 05/15/2026 RATING: AAA (912828R36) PNC CAPITAL ADVISORS	202,197.45 290,000	299,085.70 103.1330	0.97 %	303,701.17 104.73	- 4,615.47	1.58%	4,712.50	1,779.99
USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9) PNC CAPITAL ADVISORS	86,447.55 15,000	15,201.60 101.3440	0.05%	14,363.67 95.76	837.93	1.61 %	243.75	31.13
USA TREASURY NOTES 02.500% DUE 08/15/2023 RATING: AAA (912828VS6) PNC CAPITAL ADVISORS	62,817.00 60,000	62,510.40 104.1840	0.21 %	63,113.07 105.19	- 602.67	2.40%	1,500.00	191.58
USA TREASURY NOTES 02.500% DUE 05/15/2024 RATING: AAA (912828WJ5) PNC CAPITAL ADVISORS	158,901.00 150,000	158,086.50 105.3910	0.52%	155,636.71 103.76	2,449.79	2.38 %	3,750.00	1,416.44

2012

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 02.375% DUE 05/15/2027 RATING: AAA (912828X88) PNC CAPITAL ADVISORS	75,394.90 135,000	144,386.55 106.9530	0.47 %	146,373.46 108.43	- 1,986.91	2.23 %	3,206.25	1,211.06	
USA TREASURY NOTES 01.750% DUE 11/15/2029 RATING: AAA (912828Y53) PNC CAPITAL ADVISORS	5,164.65 5,000	5,138.30 102.7660	0.02 %	5,377.15 107.54	- 238.85	1.71 %	87.50	33.05	
USA TREASURY NOTES 00.625% DUE 05/15/2030 RATING: AAA (912828ZQ6) PNC CAPITAL ADVISORS	102,906.10 110,000	102,669.60 93.3360	0.34 %	102,803.89 93.46	- 134.29	0.67 %	687.50	259.68	
USA TREASURY NOTES 01.875% DUE 09/30/2022 RATING: AAA (9128282W9) PNC CAPITAL ADVISORS	5,108.00 5,000	5,089.05 101.7810	0.02 %	5,136.13 102.72	- 47.08	1.85 %	93.75	0.26	
<b>Total treasury bonds</b>		<b>\$1,329,481.75</b>	<b>4.30 %</b>	<b>\$1,330,667.69</b>	<b>- \$1,185.94</b>	<b>1.90 %</b>	<b>\$25,250.00</b>	<b>\$7,786.59</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 HOME LOAN BANK BNDS 03.250% DUE 11/16/2028 RATING: AAA (3130AFFX0) PNC CAPITAL ADVISORS	\$11,367.80 10,000	\$11,277.70 \$112.7770	0.04 %	\$11,470.80 \$114.71	- \$193.10	2.89 %	\$325.00	\$121.87	

2013



Detail

Agency bonds

Description (Cusip )	Market value last period	Current	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		market value Current price per unit						
FEDERAL NATL MTG ASSN UNSC 01.875% DUE 09/24/2026 RATING: AAA (3135G0Q22) PNC CAPITAL ADVISORS	78,669.00 75,000	78,285.75 104.3810	0.26 %	70,862.85 94.48	7,422.90	1.80 %	1,406.25	27.34
FEDERAL NATL MTG ASSN BNDS 02.625% DUE 09/06/2024 RATING: AAA (3135G0ZR7) PNC CAPITAL ADVISORS	10,686.80 10,000	10,625.10 106.2510	0.04 %	10,804.30 108.04	- 179.20	2.48 %	262.50	18.23
FEDERAL HOME LOAN MTG CORP NTS 00.250% DUE 08/24/2023 RATING: AAA (3137EAEV7) PNC CAPITAL ADVISORS	14,996.40 15,000	14,994.00 99.9600	0.05 %	14,984.70 99.90	9.30	0.26 %	37.50	3.85
FEDERAL NATL MTG ASSN POOL #AH3765 04.000% DUE 01/01/2041 RATING: N/A (3138A5FF4) PNC CAPITAL ADVISORS	8,945.65 7,249.530	7,993.69 110.2650	0.03 %	7,764.90 107.11	228.79	3.63 %	289.98	24.97
FEDERAL NATL MTG ASSN POOL AS5327 03.000% DUE 07/01/2030 RATING: N/A (3138WE4M8) PNC CAPITAL ADVISORS	27,647.24 24,093.375	25,564.52 106.1060	0.09 %	24,892.42 103.32	672.10	2.83 %	722.80	62.24
FEDERAL NATL MTG ASSN POOL AS8018 03.000% DUE 09/01/2031 RATING: N/A (3138WH4C3) PNC CAPITAL ADVISORS	21,292.71 18,152.180	19,300.67 106.3270	0.07 %	18,753.47 103.31	547.20	2.83 %	544.57	46.89

Detail

Agency 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			
FEDERAL NATL MTG ASSN POOL BC4777 02.500% DUE 10/01/2031 RATING: N/A (3140FOJX3) PNC CAPITAL ADVISORS	24,600.04 21,471.138	22,472.34 104.6630	0.08 %	21,967.65 102.31	504.69	2.39 %	536.78	46.22	
FEDERAL NATL MTG ASSN POOL BM3954 02.500% DUE 12/01/2028 RATING: N/A (3140J8MC4) PNC CAPITAL ADVISORS	30,841.81 27,107.708	28,350.05 104.5830	0.10 %	26,548.62 97.94	1,801.43	2.40 %	677.69	58.36	
FEDERAL NATL MTG ASSN POOL BM4202 03.500% DUE 12/01/2029 RATING: N/A (3140J8U43) PNC CAPITAL ADVISORS	20,446.62 17,344.939	18,589.44 107.1750	0.07 %	18,076.69 104.22	512.75	3.27 %	607.07	52.28	
FEDERAL NATL MTG ASSN POOL BR2619 02.000% DUE 02/01/2051 RATING: N/A (3140L04D6) PNC CAPITAL ADVISORS	14,740.23 14,234.960	14,368.77 100.9400	0.05 %	14,750.97 103.63	- 382.20	1.99 %	284.70	24.52	
FEDERAL NATL MTG ASSN POOL CA5540 03.000% DUE 04/01/2050 RATING: N/A (3140QDEN0) PNC CAPITAL ADVISORS	13,105.51 11,467.344	12,236.11 106.7040	0.04 %	12,235.12 106.70	0.99	2.82 %	344.02	29.62	
FEDERAL NATL MTG ASSN POOL FM6733 02.500% DUE 02/01/2035 RATING: N/A (3140XAPT3) PNC CAPITAL ADVISORS	24,692.93 21,773.580	22,710.28 104.3020	0.08 %	22,869.07 105.03	- 158.79	2.40 %	544.34	46.87	

2015

Detail

Agency 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			
FEDERAL NATL MTG ASSN POOL FM8248 02.500% DUE 08/01/2051 RATING: N/A (3140XCEW4) PNC CAPITAL ADVISORS	19,931.710	20,654.83 103.6280	0.07 %	20,862.90 104.67	- 208.07	2.42 %	498.29	42.91
FEDERAL NATL MTG ASSN POOL FM1221 03.500% DUE 07/01/2049 RATING: N/A (3140X4LB0) PNC CAPITAL ADVISORS	6,854.06 5,883.696	6,322.03 107.4500	0.03 %	6,092.39 103.55	229.64	3.26 %	205.93	17.73
FEDERAL NATL MTG ASSN POOL FM3522 03.000% DUE 02/01/2035 RATING: N/A (3140X64G3) PNC CAPITAL ADVISORS	15,635.71 13,624.850	14,402.01 105.7040	0.05 %	14,495.57 106.39	- 93.56	2.84 %	408.75	35.20
FEDERAL NATL MTG ASSN POOL FM4138 02.500% DUE 09/01/2050 RATING: N/A (3140X7S42) PNC CAPITAL ADVISORS	23,181.54 20,142.984	20,918.69 103.8510	0.07 %	21,260.28 105.55	- 341.59	2.41 %	503.57	43.36
FEDERAL NATL MTG ASSN POOL FM5328 01.500% DUE 01/01/2031 RATING: N/A (3140X84N4) PNC CAPITAL ADVISORS	14,124.58 12,911.829	13,138.30 101.7540	0.05 %	13,247.73 102.60	- 109.43	1.48 %	193.68	16.68
FEDERAL NATL MTG ASSN POOL FM5792 01.500% DUE 12/01/2035 RATING: N/A (3140X9NJ0) PNC CAPITAL ADVISORS	24,133.73 21,788.811	22,024.13 101.0800	0.08 %	22,190.55 101.84	- 166.42	1.49 %	326.83	28.14

Detail

Agency 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			
FEDERAL NATL MTG ASSN POOL #AB2077 04.000% DUE 01/01/2041 RATING: N/A (31416XJX9) PNC CAPITAL ADVISORS	35,478.51 29,622.694	32,957.91 111.2590	0.11 %	29,245.48 98.73	3,712.43	3.60 %	1,184.91	102.03	
FEDERAL NATL MTG ASSN POOL MA2803 02.500% DUE 11/01/2031 RATING: N/A (31418CDH4) PNC CAPITAL ADVISORS	32,350.20 27,710.190	28,990.68 104.6210	0.10 %	27,862.82 100.55	1,127.86	2.39 %	692.75	59.65	
FEDERAL NATL MTG ASSN POOL MA4261 02.000% DUE 02/01/2036 RATING: N/A (31418DWX6) PNC CAPITAL ADVISORS	19,757.25 18,094.020	18,649.87 103.0720	0.07 %	18,930.86 104.63	- 280.99	1.95 %	361.88	31.16	
FEDERAL NATL MTG ASSN POOL MA4285 02.000% DUE 03/01/2031 RATING: N/A (31418DXP2) PNC CAPITAL ADVISORS	24,727.17 22,511.380	23,202.93 103.0720	0.08 %	23,397.76 103.94	- 194.83	1.95 %	450.23	38.77	
<b>Total agency bonds</b>		<b>\$488,029.80</b>	<b>1.58 %</b>	<b>\$473,567.90</b>	<b>\$14,461.90</b>	<b>2.34 %</b>	<b>\$11,410.02</b>	<b>\$978.89</b>	

2017

Detail

**Mutual funds - fixed income**

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						
DODGE & COX INCOME FUND (DODIX) FD #147 21-75-073-***3885	\$1,860,147.35 130,398.514	\$1,862,090.78 \$14.2800	6.02 %	\$1,822,078.24 \$13.97	\$40,012.54	2.01 %	\$37,293.98	
METROPOLITAN WEST UNCONSTRAINED (MWCIX) BOND FUND CLASS I FUND #0518 21-75-073-***3885	1,453,736.46 121,852.100	1,458,569.64 11.9700	4.72 %	1,454,518.06 11.94	4,051.58	2.65 %	38,627.12	3,149.95
T. ROWE PRICE SHORT-TERM BOND (TBSIX) FUND INC CLASS I FUND #442 21-75-073-***3885	165,067.068	797,273.94 4.8300	2.58 %	799,517.21 4.84	- 2,243.27	1.47 %	11,666.94	789.58
T ROWE PRICE INSTITUTIONAL (RPIFX) FLOATING RATE FUND 21-75-073-***3885	61,025.435	596,218.50 9.7700	1.93 %	610,994.14 10.01	- 14,775.64	4.05 %	24,105.05	1,987.91
<b>Total mutual funds - fixed income</b>		<b>\$4,714,152.86</b>	<b>15.24 %</b>	<b>\$4,687,107.65</b>	<b>\$27,045.21</b>	<b>2.37 %</b>	<b>\$111,693.09</b>	<b>\$5,927.44</b>

**Mortgages**

Description (Cusip)	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						
CAPITAL ONE MULTI-ASSET EXECUT SERIES 2017 A6 CLASS A6 02.290% DUE 07/15/2025 RATING: N/A (14041NFQ9) PNC CAPITAL ADVISORS	\$30,755.10 30,000	\$30,600.30 \$102.0010	0.10 %	\$28,425.00 \$94.75	\$2,175.30	2.25 %	\$687.00	\$30.53

*Detail*

**Asset backed**

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						
BMW VEHICLE OWNER TRUST SERIES 2019 A CLASS A3 01.920% DUE 01/25/2024 RATING: N/A (05588CAC6) PNC CAPITAL ADVISORS	\$7,645.43	5,682.570	\$5,728.60 \$100.8100	0.02 %	\$5,469.47 \$96.25	\$259.13	1.91 %	\$109.11	\$1.82
CNH EQUIPMENT TRUST SERIES 2018 B CLASS A3 03.190% DUE 11/15/2023 RATING: AAA (12596EAC8) PNC CAPITAL ADVISORS	6,032.04	3,771.410	3,821.46 101.3270	0.02 %	3,847.86 102.03	- 26.40	3.15 %	120.31	5.35
CNH EQUIPMENT TRUST SERIES 2019 C CLASS A3 02.010% DUE 12/16/2024 RATING: AAA (12597CAC1) PNC CAPITAL ADVISORS	35,546.70	29,979.190	30,424.38 101.4850	0.10 %	29,975.71 99.99	448.67	1.99 %	602.58	26.78
DISCOVER CARD EXECUTION NOTE T SERIES 2019 A1 CLASS A1 03.040% DUE 07/15/2024 RATING: AAA (254683CK9) PNC CAPITAL ADVISORS	15,233.55	15,000	15,124.05 100.8270	0.05 %	15,014.06 100.09	109.99	3.02 %	456.00	20.27
HONDA AUTO RECEIVABLES OWNER T SERIES 2020 3 CLASS A4 00.460% DUE 04/19/2027 RATING: N/A (43813KAD4) PNC CAPITAL ADVISORS	9,974.00	10,000	10,013.90 100.1390	0.04 %	9,997.34 99.97	16.56	0.46 %	46.00	1.66
HYUNDAI AUTO RECEIVABLES TRUST SERIES 2020 C CLASS A3 00.380% DUE 05/15/2025 RATING: N/A (44891RAC4) PNC CAPITAL ADVISORS	40,026.40	40,000	40,027.20 100.0680	0.13 %	39,990.79 99.98	36.41	0.38 %	152.00	6.76

2019

*Detail*

**Asset backed**

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			
JOHN DEERE OWNER TRUST SERIES 2019 B CLASS A3 02.210% DUE 12/15/2023 RATING: AAA (477870AC3) PNC CAPITAL ADVISORS	7,115.73 5,708.910		5,763.14 100.9500	0.02 %	5,707.70 99.98	55.44	2.19 %	126.17	5.61
VERIZON OWNER TRUST SERIES 2019 A CLASS A1 02.930% DUE 09/20/2023 RATING: AAA (92347YAA2) PNC CAPITAL ADVISORS	10,213.19 6,713.840		6,774.26 100.9000	0.03 %	6,856.25 102.12	- 81.99	2.91 %	196.72	6.01
VERIZON MASTER TRUST SERIES 2021 1 CLASS A 00.860% DUE 05/20/2027 RATING: AAA (92348KAA1) PNC CAPITAL ADVISORS	14,967.30 15,000		14,969.70 99.7980	0.05 %	14,998.90 99.99	- 29.20	0.51 %	75.00	2.29
<b>Total asset backed</b>			<b>\$132,646.69</b>	<b>0.43 %</b>	<b>\$131,858.08</b>	<b>\$788.61</b>	<b>1.42 %</b>	<b>\$1,883.89</b>	<b>\$76.55</b>

**Other fixed income assets**

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			
EUROPEAN INVESTMENT BANK SEDOL 2HHZN17 ISIN US298785JD98 00.625% DUE 07/25/2025 RATING: AAA (298785JD9) PNC CAPITAL ADVISORS	\$9,906.60 10,000		\$9,942.10 \$99.4210	0.04 %	\$9,965.50 \$99.66	- \$23.40	0.63 %	\$62.50	\$11.46
<b>Total fixed income</b>			<b>\$7,353,270.50</b>	<b>23.76 %</b>	<b>\$7,287,457.77</b>	<b>\$65,812.73</b>	<b>2.27 %</b>	<b>\$167,048.51</b>	<b>\$19,091.91</b>

Detail

Equities

Stocks

Consumer discretionary

Description (Symbol)	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	Current		Avg. tax cost per unit	Unrealized gain/loss			
HELEN OF TROY LIMITED (HELE)	\$9,581.04		\$9,436.56	0.04 %	\$6,592.54	\$2,844.02			
SEDOL 2419530	42		\$224.6800		\$156.97				
ISIN BMG4388N1065									
GW&K INVESTMENT MANAGEMENT									
AMAZON COM INC (AMZN)	127,285.92		121,546.48	0.40 %	56,477.62	65,068.86			
EDGEWOOD MGMT	37		3,285.0400		1,526.42				
BOOT BARN HOLDINGS INC (BOOT)	13,279.90		14,041.46	0.05 %	5,149.37	8,892.09			
GW&K INVESTMENT MANAGEMENT	158		88.8700		32.59				
CHIPOTLE MEXICAN GRIL CL A (CMG)	114,725.16		134,496.48	0.44 %	98,130.28	36,366.20			
EDGEWOOD MGMT	74		1,817.5200		1,326.09				
CHURCHILL DOWNS INC (CHDN)	14,274.72		17,285.76	0.06 %	10,275.61	7,010.15	0.26 %	44.78	
GW&K INVESTMENT MANAGEMENT	72		240.0800		142.72				
CHUY'S HOLDINGS INC (CHUY)	6,930.36		5,864.58	0.02 %	4,388.73	1,475.85			
GW&K INVESTMENT MANAGEMENT	186		31.5300		23.60				
FIVE BELOW (FIVE)	13,335.63		8,840.50	0.03 %	6,202.47	2,638.03			
GW&K INVESTMENT MANAGEMENT	50		176.8100		124.05				
GRAND CANYON EDUCATION INC (LOPE)	16,914.36		13,985.64	0.05 %	17,841.39	- 3,855.75			
GW&K INVESTMENT MANAGEMENT	159		87.9600		112.21				
LENNAR CORP (LEN)	85,838.40		80,939.52	0.27 %	52,387.74	28,551.78	1.07 %	864.00	
CLASS A	864		93.6800		60.63				
ARISTOTLE CAPITAL MANAGEMENT									
LITHIA MTRS INC (LAD)	22,680.24		13,949.76	0.05 %	5,798.31	8,151.45	0.45 %	61.60	
CL A	44		317.0400		131.78				
GW&K INVESTMENT MANAGEMENT									
MICHELIN (CGDE) (MGDDY)	68,200.51		65,513.80	0.22 %	64,056.26	1,457.54	2.43 %	1,585.56	
UNSPON ADR	2,134		30.7000		30.02				
ARISTOTLE CAPITAL MANAGEMENT									
NIKE INC (NKE)	134,251.81		126,204.87	0.41 %	80,200.12	46,004.75	0.76 %	955.90	238.98
CLASS B	869		145.2300		92.29				
EDGEWOOD MGMT									
OLLIE'S BARGAIN OUTLET HOLDI (OLLI)	11,609.94		8,318.64	0.03 %	9,683.11	- 1,364.47			
GW&K INVESTMENT MANAGEMENT	138		60.2800		70.17				

2021



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						
OXFORD INDUSTRIES INC (OXM)	9,488.64	8,656.32	0.03 %	6,749.75	1,906.57	1.87 %	161.28	
GW&K INVESTMENT MANAGEMENT	96	90.1700		70.31				
PATRICK INDUSTRIES INC (PATK)	16,206.00	18,492.60	0.06 %	10,394.20	8,098.40	1.35 %	248.64	
GW&K INVESTMENT MANAGEMENT	222	83.3000		46.82				
REVOLVE GROUP INC (RVLV)	7,992.40	7,165.32	0.03 %	5,275.23	1,890.09			
GW&K INVESTMENT MANAGEMENT	116	61.7700		45.48				
SKYLINE CHAMPION CORP (SKY)	25,690.60	27,027.00	0.09 %	13,155.69	13,871.31	0.60 %	162.00	
GW&K INVESTMENT MANAGEMENT	450	60.0600		29.24				
SONY GROUP CORPORATION ADR (SONY)	74,567.74	84,814.86	0.28 %	45,200.97	39,613.89	0.35 %	296.83	
ARISTOTLE CAPITAL MANAGEMENT	767	110.5800		58.93				
TEXAS ROADHOUSE INC (TXRH)	25,300.60	24,019.79	0.08 %	13,782.57	10,237.22	1.76 %	420.80	
GW&K INVESTMENT MANAGEMENT	263	91.3300		52.41				
WOLVERINE WORLD WIDE INC (WWW)	10,529.32	9,339.92	0.04 %	9,580.42	- 240.50	1.35 %	125.20	31.30
GW&K INVESTMENT MANAGEMENT	313	29.8400		30.61				
<b>Total consumer discretionary</b>		<b>\$799,939.86</b>	<b>2.59 %</b>	<b>\$521,322.38</b>	<b>\$278,617.48</b>	<b>0.62 %</b>	<b>\$4,926.59</b>	<b>\$270.28</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						
CENTRAL GARDEN AND PET CO (CENTA)	\$16,856.70	\$15,007.00	0.05 %	\$9,207.60	\$5,799.40			
CL A	349	\$43.0000		\$26.38				
GW&K INVESTMENT MANAGEMENT								
COCA COLA CO (KO)	60,819.64	58,976.28	0.20 %	60,314.86	- 1,338.58	3.21 %	1,888.32	472.08
ARISTOTLE CAPITAL MANAGEMENT	1,124	52.4700		53.66				
LAUDER ESTÉE COS INC (EL)	127,232.00	119,972.00	0.39 %	69,141.95	50,830.05	0.71 %	848.00	
CL A	400	299.9300		172.86				
EDGEWOOD MGMT								
PERFORMANCE FOOD GROUP CO (PFGC)	19,589.96	18,769.84	0.07 %	18,814.28	- 44.44			
GW&K INVESTMENT MANAGEMENT	404	46.4600		46.57				
PROCTER & GAMBLE CO (PG)	58,829.48	60,952.80	0.20 %	59,753.90	1,198.90	2.49 %	1,516.84	
ARISTOTLE CAPITAL MANAGEMENT	436	139.8000		137.05				

*Detail*

**Consumer staples**

Description (Symbol)	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			
TYSON FOODS INC (TSN)	44,772.32	47,916.58	0.16 %	52,172.40	- 4,255.82	2.26 %	1,080.46	
CLASSA ARISTOTLE CAPITAL MANAGEMENT	607	78.9400		85.95				
WALGREENS BOOTS ALLIANCE INC (WBA)	33,459.96	29,923.80	0.10 %	33,602.37	- 3,678.57	4.06 %	1,214.76	
ARISTOTLE CAPITAL MANAGEMENT	636	47.0500		52.83				
<b>Total consumer staples</b>		<b>\$351,518.30</b>	<b>1.14 %</b>	<b>\$303,007.36</b>	<b>\$48,510.94</b>	<b>1.86 %</b>	<b>\$6,548.38</b>	<b>\$472.08</b>

**Energy**

Description (Symbol)	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			
CABOT OIL & GAS CORP COM (COG)	\$46,984.86	\$58,556.16	0.19 %	\$47,434.19	\$11,121.97	2.03 %	\$1,184.04	
ARISTOTLE CAPITAL MANAGEMENT	2,691	\$21.7600		\$17.63				
MAGNOLIA OIL & GAS CORP (MGY)	16,098.90	17,380.83	0.06 %	12,485.65	4,895.18	0.90 %	156.32	
CLASS A GW&K INVESTMENT MANAGEMENT	977	17.7900		12.78				
MATADOR RESOURCES CO (MTDR)	9,866.74	14,607.36	0.05 %	13,052.54	1,554.82	0.27 %	38.40	
GW&K INVESTMENT MANAGEMENT	384	38.0400		33.99				
PHILLIPS 66 (PSX)	41,708.52	34,034.58	0.11 %	50,052.19	- 16,017.61	5.15 %	1,749.60	
ARISTOTLE CAPITAL MANAGEMENT	486	70.0300		102.99				
<b>Total energy</b>		<b>\$124,578.93</b>	<b>0.40 %</b>	<b>\$123,024.57</b>	<b>\$1,554.36</b>	<b>2.51 %</b>	<b>\$3,128.36</b>	

**Financial**

Description (Symbol)	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			
CHUBB LTD (CB)	\$44,344.26	\$48,400.92	0.16 %	\$44,232.50	\$4,168.42	1.85 %	\$892.80	\$223.20
SEDOL B3BQMF6 ISIN CH0044328745 ARISTOTLE CAPITAL MANAGEMENT	279	\$173.4800		\$158.54				
AMERISAFE INC (AMSF)	10,027.92	9,434.88	0.04 %	11,264.30	- 1,829.42	2.07 %	194.88	
GW&K INVESTMENT MANAGEMENT	168	56.1600		67.05				

2023

Detail

Description (Symbol)	Financial		% of total portfolio	Current market value		Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Quantity		Current price per unit	Current market value					
AMERIPRISE FINANCIAL INC (AMP)	69,188.64		0.24 %	73,425.36		40,182.38	33,242.98	1.72 %	1,256.56	
ARISTOTLE CAPITAL MANAGEMENT		278		264.1200		144.54				
AMERIS BANCORP (ABCB)	19,036.88		0.07 %	19,506.88		14,011.22	5,495.66	1.16 %	225.60	56.40
GW&K INVESTMENT MANAGEMENT		376		51.8800		37.26				
CME GROUP INC (CME)	118,888.12		0.35 %	108,099.42		117,106.91	-9,007.49	1.87 %	2,012.40	
A DERIVATIVES EXCHANGE EDGEWOOD MGMT		559		193.3800		209.49				
CAPITAL ONE FINANCIAL CORP (COF)	88,482.68		0.30 %	92,646.84		54,776.75	37,870.09	1.49 %	1,372.80	
ARISTOTLE CAPITAL MANAGEMENT		572		161.9700		95.76				
CATHAY GENERAL BANCORP (CATY)	14,641.92		0.05 %	15,397.08		13,171.48	2,225.60	3.00 %	461.28	
GW&K INVESTMENT MANAGEMENT		372		41.3900		35.41				
CINCINNATI FINANCIAL CORP (CINF)	60,875.64		0.20 %	59,622.84		43,935.37	15,687.47	2.21 %	1,315.44	328.86
ARISTOTLE CAPITAL MANAGEMENT		522		114.2200		84.17				
COHEN & STEERS INC (CNS)	14,940.38		0.05 %	15,246.14		10,164.94	5,081.20	2.15 %	327.60	
GW&K INVESTMENT MANAGEMENT		182		83.7700		55.85				
COMMERCE BANCSHARES INC (CBSH)	40,635.20		0.13 %	37,975.60		31,442.28	6,533.32	1.51 %	572.25	
ARISTOTLE CAPITAL MANAGEMENT		545		69.6800		57.69				
CULLEN FROST BANKERS INC (CFR)	40,208.00		0.14 %	42,584.58		33,722.94	8,861.64	2.53 %	1,077.00	
ARISTOTLE CAPITAL MANAGEMENT		359		118.6200		93.94				
EAST WEST BANCORP INC (EWBC)	49,752.86		0.11 %	31,016.00		17,872.89	13,143.11	1.71 %	528.00	
ARISTOTLE CAPITAL MANAGEMENT		400		77.5400		44.68				
GLACIER BANCORP INC (GBCI)	18,231.48		0.06 %	18,320.85		13,283.71	5,037.14	2.32 %	423.68	
GW&K INVESTMENT MANAGEMENT		331		55.3500		40.13				
HORACE MANN EDUCATORS CORP NEW (HMN)	11,974.40		0.05 %	12,732.80		13,699.88	-967.08	3.12 %	396.80	
GW&K INVESTMENT MANAGEMENT		320		39.7900		42.81				
HOULIHAN LOKEY INC (HLI)	14,885.78		0.06 %	16,762.20		8,364.27	8,397.93	1.87 %	313.04	
GW&K INVESTMENT MANAGEMENT		182		92.1000		45.96				
JPMORGAN CHASE & CO (JPM)	72,792.72		0.25 %	76,606.92		29,354.70	47,252.22	2.45 %	1,872.00	
ARISTOTLE CAPITAL MANAGEMENT		468		163.6900		62.72				
MERIDIAN BANCORP INC (EBSB)	7,488.36		0.03 %	7,598.16		6,315.23	1,282.93	1.93 %	146.40	36.60
GW&K INVESTMENT MANAGEMENT		366		20.7600		17.26				
MITSUBISHI UFJ FINL GRP ADR (MUFG)	31,175.84		0.12 %	34,109.36		29,541.40	4,567.96	3.23 %	1,098.63	
ARISTOTLE CAPITAL MANAGEMENT		5,752		5.9300		5.14				

Detail

<i>Financial</i>		Current market value	%	Total tax cost	Unrealized gain/loss	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				
OCEANFIRST FINANCIAL CORP (OCFC)	11,607.88	11,925.37	0.04%	10,075.55	1,849.82	3.18%	378.76	
GW&K INVESTMENT MANAGEMENT	557	21,4100		18.09				
OPEN LENDING CORP - (LPRO)	4,136.64	6,456.53	0.03%	6,758.99	-302.46			
GW&K INVESTMENT MANAGEMENT	179	360700		37.76				
PACIFIC PREMIER BANCORP INC (PPBI)	17,592.64	17,239.04	0.06%	13,005.46	4,233.58	3.19%	549.12	
GW&K INVESTMENT MANAGEMENT	416	41,4400		31.26				
S&P GLOBAL INC (SPGI)	132,164.90	136,814.58	0.45%	44,005.92	92,808.66	0.73%	991.76	
EDGEWOOD MGMT	322	424,8900		136.66				
SEACOAST BANKING CORP OF FLA (SBCF)	17,689.70	17,513.58	0.06%	13,395.93	4,117.65	1.54%	269.36	
GW&K INVESTMENT MANAGEMENT	518	33,8100		25.86				
STIFEL FINL CORP (SF)	16,409.58	17,193.88	0.06%	9,368.30	7,825.58	0.89%	151.80	
GW&K INVESTMENT MANAGEMENT	253	67,9600		37.03				
<b>Total financial</b>		<b>\$926,629.81</b>	<b>3.00%</b>	<b>\$629,053.30</b>	<b>\$297,576.51</b>	<b>1.82%</b>	<b>\$16,827.96</b>	<b>\$645.06</b>

<i>Health care</i>		Current market value	%	Total tax cost	Unrealized gain/loss	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				
MEDTRONIC PLC (MDT)	\$69,636.93	\$70,321.35	0.23%	\$62,249.18	\$8,072.17	2.02%	\$1,413.72	\$353.43
SEDOL BTN1Y11	561	\$125.3500		\$110.96				
ISIN IE00BTN1Y115								
ARISTOTLE CAPITAL MANAGEMENT								
ALCON INC (ALC)	58,596.84	67,111.98	0.22%	47,098.07	20,013.91	0.12%	75.81	
SEDOL BJXBP41	834	80,4700		56.47				
ISIN CH0432492467								
ARISTOTLE CAPITAL MANAGEMENT								
ALIGN TECHNOLOGY INC (ALGN)	161,915.00	176,338.95	0.57%	47,698.80	128,640.15			
EDGEWOOD MGMT	265	665,4300		180.00				
AMGEN INC (AMGN)	71,175.00	62,093.80	0.21%	44,103.25	17,990.55	3.32%	2,055.68	
ARISTOTLE CAPITAL MANAGEMENT	292	212,6500		151.04				
ATRICURE INC (ATRC)	18,245.90	15,996.50	0.06%	5,849.57	10,146.93			
GW&K INVESTMENT MANAGEMENT	230	69,5500		25.43				
CASTLE BIOSCIENCES INC (CSTL)	6,013.06	5,453.00	0.02%	5,693.25	-240.25			
GW&K INVESTMENT MANAGEMENT	82	66,5000		69.43				

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Detail

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						
<b>Health care</b>								
COVETRUS INC-WHEN ISSUED (CVET)	13,986.00	9,396.52	0.04 %	12,701.83	- 3,305.31			
GW&K INVESTMENT MANAGEMENT	518	18.1400		24.52				
CRYOLIFE INC (CRY)	11,899.60	9,339.51	0.04 %	10,100.02	- 760.51	0.54 %	50.28	
GW&K INVESTMENT MANAGEMENT	419	22.2900		24.11				
CRYOPORT INC (CYRX)	14,386.80	15,164.28	0.05 %	5,678.66	9,485.62			
GW&K INVESTMENT MANAGEMENT	228	66.5100		24.91				
DANAHER CORP (DHR)	114,858.08	130,300.32	0.43 %	55,935.61	74,364.71	0.28 %	359.52	89.88
ARISTOTLE CAPITAL MANAGEMENT	428	304.4400		130.69				
DANAHER CORP (DHR)	129,617.88	147,044.52	0.48 %	104,491.73	42,552.79	0.28 %	405.72	101.43
EDGEWOOD MGMT	483	304.4400		216.34				
ELANCO ANIMAL HEALTH INC (ELAN)	59,909.63	55,074.03	0.18 %	38,008.38	17,065.65			
ARISTOTLE CAPITAL MANAGEMENT	1,727	31.8900		22.01				
EMERGENT BIOSOLUTIONS INC (EBS)	8,818.60	7,009.80	0.03 %	10,546.83	- 3,537.03			
GW&K INVESTMENT MANAGEMENT	140	50.0700		75.34				
GLOBUS MEDICAL INC A (GMED)	20,700.51	20,457.54	0.07 %	13,981.54	6,476.00			
GW&K INVESTMENT MANAGEMENT	267	76.6200		52.37				
HALOZYME THERAPEUTICS INC (HALO)	14,167.92	15,987.24	0.06 %	14,233.43	1,753.81			
GW&K INVESTMENT MANAGEMENT	393	40.6800		36.22				
HEALTH EQUITY INC (HQY)	15,371.68	12,369.16	0.04 %	9,962.93	2,406.23			
GW&K INVESTMENT MANAGEMENT	191	64.7600		52.16				
ICU MED INC (ICUI)	6,791.40	7,701.54	0.03 %	5,265.15	2,436.39			
GW&K INVESTMENT MANAGEMENT	33	233.3800		159.55				
ILLUMINA INC (ILMN)	171,775.23	163,460.83	0.53 %	128,965.06	34,495.77			
EDGEWOOD MGMT	403	405.6100		320.01				
INTEGRA LIFESCIENCES HLDG CORP (IART)	14,466.88	14,517.76	0.05 %	13,008.67	1,509.09			
GW&K INVESTMENT MANAGEMENT	212	68.4800		61.36				
INTUITIVE SURGICAL INC (ISRG)	152,660.24	165,028.90	0.54 %	89,350.00	75,678.90			
EDGEWOOD MGMT	166	994.1500		538.25				
LHC GROUP INC (LHCG)	11,615.08	9,100.78	0.03 %	6,857.25	2,243.53			
GW&K INVESTMENT MANAGEMENT	58	156.9100		118.23				
MEDPACE HOLDINGS INC (MEDP)	21,018.97	22,524.32	0.08 %	15,394.24	7,130.08			
GW&K INVESTMENT MANAGEMENT	119	189.2800		129.36				

Detail

**Health care**

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 Quantity	Current price per unit						
NOVARTIS AG (NVS) SPONSORED ADR	48,448.44 531	43,425.18 81.7800	0.15 %	46,372.36 87.33	- 2,947.18	2.55 %	1,103.95	
ARISTOTLE CAPITAL MANAGEMENT								
PHREESIA INC (PHR) GW&K INVESTMENT MANAGEMENT	20,045.10 327	20,175.90 61.7000	0.07 %	11,384.82 34.82	8,791.08			
PROGYNY INC (PGNY) GW&K INVESTMENT MANAGEMENT	15,635.00 265	14,840.00 56.0000	0.05 %	6,961.32 26.27	7,878.68			
SUPERNUS PHARMACEUTICALS INC (SUPN) GW&K INVESTMENT MANAGEMENT	13,609.18 442	11,788.14 26.6700	0.04 %	11,169.91 25.27	618.23			
SYNEOS HEALTH INC (SYNH) GW&K INVESTMENT MANAGEMENT	22,909.44 225	19,683.00 87.4800	0.07 %	12,388.46 55.06	7,294.54			
VERACYTE INC (VCYT) GW&K INVESTMENT MANAGEMENT	9,595.20 240	11,148.00 46.4500	0.04 %	6,998.28 29.16	4,149.72			
<b>Total health care</b>		<b>\$1,322,852.85</b>	<b>4.28 %</b>	<b>\$842,448.60</b>	<b>\$480,404.25</b>	<b>0.41 %</b>	<b>\$5,464.68</b>	<b>\$544.74</b>

**Industrials**

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 Quantity	Current price per unit						
IHS MARKIT LTD (INFO) SEDOL BDOQ558 ISIN BMG475671050 EDGEWOOD MGMT	\$25,461.16 226	\$26,356.12 \$116.6200	0.09 %	\$14,925.04 \$66.04	\$11,431.08	0.69 %	\$180.80	
JOHNSON CTLS INTL PLC (JCI) SEDOL BY7QL61 ISIN IE00BY7QL619 ARISTOTLE CAPITAL MANAGEMENT	80,846.14 1,178	80,198.24 68.0800	0.26 %	51,693.73 43.88	28,504.51	1.59 %	1,272.24	318.06
ALAMO GROUP INC (ALG) GW&K INVESTMENT MANAGEMENT	16,184.08 106	14,790.18 139.5300	0.05 %	13,120.92 123.78	1,669.26	0.41 %	59.36	
ALLEGIAN T RAVEL CO (ALGT) GW&K INVESTMENT MANAGEMENT	12,610.00 65	12,706.20 195.4800	0.05 %	9,972.30 153.42	2,733.90	1.44 %	182.00	
GENERAL DYNAMICS CORP (GD) ARISTOTLE CAPITAL MANAGEMENT	50,830.20 270	52,928.10 196.0300	0.18 %	49,175.19 182.13	3,752.91	2.43 %	1,285.20	

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Detail

Description (Symbol)	Market value last period	Quantity	Current	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
			market value						
<b>Industrials</b>									
HEARTLAND EXPRESS INC (HTLD)		6,732.09	6,295.86	0.03%	8,363.08	-2,067.22	0.50%	31.44	204.36
GW&K INVESTMENT MANAGEMENT		393	16.0200		21.28				
HELIOS TECHNOLOGIES INC (HLIO)		19,200.30	20,199.06	0.07%	10,150.61	10,048.45	0.44%	88.56	
GW&K INVESTMENT MANAGEMENT		246	82.1100		41.26				
HONEYWELL INTL INC (HON)		58,127.75	56,254.20	0.19%	41,239.20	15,015.00	1.85%	1,038.80	
ARISTOTLE CAPITAL MANAGEMENT		265	212.2800		155.62				
ICF INTERNATIONAL INC (ICFI)		12,651.84	12,857.76	0.05%	10,834.93	2,022.83	0.63%	80.64	20.16
GW&K INVESTMENT MANAGEMENT		144	89.2900		75.24				
PARKER HANNIFIN CORP (PH)		74,013.51	67,388.42	0.22%	42,920.19	24,468.23	1.48%	992.92	
ARISTOTLE CAPITAL MANAGEMENT		241	279.6200		178.09				
PRIMORIS SERVICES CORP (PRIM)		13,155.21	10,947.03	0.04%	8,844.30	2,102.73	0.98%	107.28	26.82
GW&K INVESTMENT MANAGEMENT		447	24.4900		19.79				
RBC BEARINGS INC (ROLL)		17,150.12	20,159.00	0.07%	16,874.01	3,284.99			
GW&K INVESTMENT MANAGEMENT		95	212.2000		177.62				
RITCHIE BROS AUCTIONEERS INC (RBA)		15,116.40	15,723.30	0.06%	9,797.00	5,926.30	1.63%	255.00	
SEDOL 2202729		255	61.6600		38.42				
ISIN CA7677441056									
GW&K INVESTMENT MANAGEMENT									
SPX CORP (SPXC)			10,476.20	0.04%	12,692.14	-2,215.94	2.81%	294.00	
GW&K INVESTMENT MANAGEMENT		196	53.4500		64.76				
SHYFT GROUP INC/THE (SHYF)		9,838.83	9,996.63	0.04%	7,723.53	2,273.10	0.27%	26.30	
GW&K INVESTMENT MANAGEMENT		263	38.0100		29.37				
UFP INDUSTRIES INC (UFPI)		17,915.94	16,383.18	0.06%	9,582.16	6,801.02	0.89%	144.60	
GW&K INVESTMENT MANAGEMENT		241	67.9800		39.76				
US ECOLOGY INC (ECOL)		7,353.92	6,340.60	0.03%	12,208.38	-5,867.78	2.23%	141.12	
GW&K INVESTMENT MANAGEMENT		196	32.3500		62.29				
XYLEM INC (XYL)		72,455.84	74,702.72	0.25%	51,162.42	23,540.30	0.91%	676.48	
ARISTOTLE CAPITAL MANAGEMENT		604	123.6800		84.71				
<b>Total industrials</b>			<b>\$514,702.80</b>	<b>1.66%</b>	<b>\$381,279.13</b>	<b>\$133,423.67</b>	<b>1.33%</b>	<b>\$6,856.74</b>	<b>\$569.40</b>



Detail

Description (Symbol)	Market value last period	Current	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		market value						
	Quantity	Current price per unit		Avg. tax cost per unit				
<b>Information technology</b>								
ADOBE INC (ADBE)	\$121,813.12	\$119,749.76	0.39 %	\$58,441.76	\$61,308.00	0.01 %	\$10.40	
ARISTOTLE CAPITAL MANAGEMENT	208	\$575.7200		\$280.97				
ADOBE INC (ADBE)	166,907.40	164,080.20	0.54 %	83,660.02	80,420.18	0.01 %	14.25	
EDGEWOOD MGMT	285	575.7200		293.54				
ANSYS INC (ANSS)	100,994.46	99,070.95	0.33 %	68,134.55	30,936.40			
ARISTOTLE CAPITAL MANAGEMENT	291	340.4500		234.14				
BROOKS AUTOMATION INC (BRKS)	20,961.60	22,517.00	0.08 %	16,361.24	6,155.76	0.40 %	88.00	
GW&K INVESTMENT MANAGEMENT	220	102.3500		74.37				
CERENCE INC-WI (CRNC)	12,591.78	11,340.98	0.04 %	9,730.61	1,610.37			
GW&K INVESTMENT MANAGEMENT	118	96.1100		82.46				
DESCARTES SYS GROUP INC (DSGX)	13,901.16	16,333.26	0.06 %	8,792.79	7,540.47			
ISIN CA2499061083 SEDOL 2528834	201	81.2600		43.75				
GW&K INVESTMENT MANAGEMENT								
ENDAVA PLC- SPON ADR (DAVA)	26,984.44	13,177.45	0.05 %	5,806.30	7,371.15			
SEDOL BZ0WK66	97	135.8500		59.86				
ISIN US29260V1052								
GW&K INVESTMENT MANAGEMENT								
INTUIT SOFTWARE (INTU)	174,990.69	172,643.20	0.56 %	83,178.54	89,464.66	0.51 %	870.40	
EDGEWOOD MGMT	320	539.5100		259.93				
MACOM TECHNOLOGY SOLUTIONS (MTSI)	20,954.16	21,212.49	0.07 %	8,152.44	13,060.05			
HOLDINGS INC	327	64.8700		24.93				
GW&K INVESTMENT MANAGEMENT								
MICROSOFT CORP (MSFT)	124,072.20	129,119.36	0.42 %	65,320.56	63,798.80	0.88 %	1,135.84	
ARISTOTLE CAPITAL MANAGEMENT	458	281.9200		142.62				
MICROSOFT CORP (MSFT)	147,911.40	153,928.32	0.50 %	60,073.03	93,855.29	0.88 %	1,354.08	
EDGEWOOD MGMT	546	281.9200		110.02				
MICROCHIP TECHNOLOGY INC (MCHP)	83,554.92	85,647.42	0.28 %	50,612.05	35,035.37	1.14 %	975.38	
ARISTOTLE CAPITAL MANAGEMENT	558	153.4900		90.70				
NOVANTA INC (NOVT)	15,766.92	18,076.50	0.06 %	10,535.40	7,541.10			
SEDOL BD8S5H8	117	154.5000		90.05				
ISIN CA67000B1040								
GW&K INVESTMENT MANAGEMENT								
NVIDIA CORP (NVDA)	208,026.00	198,252.12	0.65 %	42,070.57	156,181.55	0.08 %	153.12	
EDGEWOOD MGMT	957	207.1600		43.96				



Detail

**Information technology**

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						
PAYCOR HCM INC (PYCR)		7,875.84	0.03 %	6,251.71	1,624.13			
GW&K INVESTMENT MANAGEMENT	224	35.1600		27.91				
PAYLOCITY HOLDING CORP (PCTY)	15,836.40	23,273.20	0.08 %	8,319.92	14,953.28			
GW&K INVESTMENT MANAGEMENT	83	280.4000		100.24				
PAYPAL HOLDINGS INC-W/I (PYPL)	72,578.52	64,792.29	0.21 %	25,570.03	39,222.26			
ARISTOTLE CAPITAL MANAGEMENT	249	260.2100		102.69				
PAYPAL HOLDINGS INC-W/I (PYPL)	202,870.08	181,106.16	0.59 %	72,283.69	108,822.47			
EDGEWOOD MGMT	696	260.2100		103.86				
QUALCOMM (QCOM)	77,610.99	70,036.14	0.23 %	45,127.27	24,908.87	2.11 %	1,476.96	
ARISTOTLE CAPITAL MANAGEMENT	543	128.9800		83.11				
RAPID7 INC (RPD)	17,695.81	21,134.74	0.07 %	10,372.58	10,762.16			
GW&K INVESTMENT MANAGEMENT	187	113.0200		55.47				
SILICON LABORATORIES INC (SLAB)	15,938.00	14,576.64	0.05 %	11,720.21	2,856.43			
GW&K INVESTMENT MANAGEMENT	104	140.1600		112.69				
VIAVI SOLUTIONS INC -W/I (VIAV)	17,218.50	15,346.50	0.05 %	12,469.67	2,876.83			
GW&K INVESTMENT MANAGEMENT	975	15.7400		12.79				
VISA INC (V)	214,179.12	204,039.00	0.66 %	118,031.55	86,007.45	0.58 %	1,172.48	
CLASS A SHARES	916	222.7500		128.86				
EDGEWOOD MGMT								
<b>Total information technology</b>		<b>\$1,827,329.52</b>	<b>5.91 %</b>	<b>\$881,016.49</b>	<b>\$946,313.03</b>	<b>0.40 %</b>	<b>\$7,250.91</b>	

**Materials**

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						
AVIENT CORPORATION (AVNT)	\$23,105.20	\$21,784.50	0.08 %	\$14,486.80	\$7,297.70	1.84 %	\$399.50	\$99.88
GW&K INVESTMENT MANAGEMENT	470	\$46.3500		\$30.82				
BALCHEM CORP CL B (BCPC)	13,651.04	15,087.28	0.05 %	10,119.03	4,968.25	0.40 %	60.32	
GW&K INVESTMENT MANAGEMENT	104	145.0700		97.30				
COMPASS MINERALS INTL INC (CMP)	6,755.64	7,341.60	0.03 %	6,595.99	745.61	4.48 %	328.32	
GW&K INVESTMENT MANAGEMENT	114	64.4000		57.86				
CORTEVA INC-W/I (CTVA)	77,080.30	73,135.04	0.24 %	49,021.35	24,113.69	1.34 %	973.28	
ARISTOTLE CAPITAL MANAGEMENT	1,738	42.0800		28.21				

Detail

**Materials**

Description (Symbol)	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						
ECOLAB INC (ECL)			65,923.92	0.22 %	69,097.51	- 3,173.59	0.93 %	606.72	
ARISTOTLE CAPITAL MANAGEMENT		316	208.6200		218.66				
MARTIN MARIETTA MATLS INC (MLM)	71,065.62		69,019.36	0.23 %	54,243.73	14,775.63	0.72 %	492.88	
ARISTOTLE CAPITAL MANAGEMENT		202	341.6800		268.53				
MINERALS TECHNOLOGIES INC (MTX)	12,744.54		11,314.08	0.04 %	8,679.54	2,634.54	0.29 %	32.40	
GW&K INVESTMENT MANAGEMENT		162	69.8400		53.58				
RPM INTERNATIONAL INC (RPM)	59,504.28		52,103.15	0.17 %	52,296.31	- 193.16	1.96 %	1,019.92	
ARISTOTLE CAPITAL MANAGEMENT		671	77.6500		77.94				
SILGAN HLDGS INC (SLGN)	6,972.00		6,444.48	0.03 %	5,008.95	1,435.53	1.46 %	94.08	
GW&K INVESTMENT MANAGEMENT		168	38.3600		29.82				
<b>Total materials</b>			<b>\$322,153.41</b>	<b>1.04 %</b>	<b>\$269,549.21</b>	<b>\$52,604.20</b>	<b>1.24 %</b>	<b>\$4,007.42</b>	<b>\$99.88</b>

**Real estate**

Description (Symbol)	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						
AGREE RLTY CORP (ADC)	\$10,925.95		\$10,265.65	0.04 %	\$10,146.77	\$118.88	3.94 %	\$403.62	\$33.64
REIT		155	\$66.2300		\$65.46				
GW&K INVESTMENT MANAGEMENT									
AMERICAN TOWER CORP (AMT)	146,686.02		144,117.63	0.47 %	122,104.19	22,013.44	1.90 %	2,731.29	711.33
EDGEWOOD MGMT		543	265.4100		224.87				
CROWN CASTLE INTL CORP (CCI)	75,113.50		66,728.20	0.22 %	62,272.96	4,455.24	3.07 %	2,048.20	
ARISTOTLE CAPITAL MANAGEMENT		385	173.3200		161.75				
EQUINIX INC (EQIX)	118,784.80		116,939.24	0.38 %	85,934.72	31,004.52	1.46 %	1,699.04	
EDGEWOOD MGMT		148	790.1300		580.64				
EQUITY LIFESTYLE PROPERTIES (ELS)	32,176.23		33,817.30	0.11 %	29,166.63	4,650.67	1.86 %	627.85	156.96
REIT		433	78.1000		67.36				
ARISTOTLE CAPITAL MANAGEMENT									
NATIONAL HEALTH INVS INC (NHI)	10,258.65		8,185.50	0.03 %	11,667.29	- 3,481.79	6.73 %	550.80	137.70
GW&K INVESTMENT MANAGEMENT		153	53.5000		76.26				
RYMAN HOSPITALITY PTYS INC (RHP)	11,449.20		12,136.50	0.04 %	12,099.98	36.52	4.55 %	551.00	
GW&K INVESTMENT MANAGEMENT		145	83.7000		83.45				

Detail

**Real estate**

Description (Symbol)	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			
STAG INDUSTRIES INC (STAG)	19,837.90	20,802.50	0.07 %	15,515.88	5,286.62	3.70 %	768.50	
GW&K INVESTMENT MANAGEMENT		39.2500		29.28				
SUN CMNTYS INC (SUI)	31,880.40	34,428.60	0.12 %	27,959.21	6,469.39	1.80 %	617.52	154.38
ARISTOTLE CAPITAL MANAGEMENT	186	185.1000		150.32				
<b>Total real estate</b>		<b>\$447,421.12</b>	<b>1.45 %</b>	<b>\$376,867.63</b>	<b>\$70,553.49</b>	<b>2.24 %</b>	<b>\$9,997.82</b>	<b>\$1,194.01</b>

**Telecommunication services**

Description (Symbol)	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			
FACEBOOK INC (FB)	\$170,377.90	\$166,301.10	0.54 %	\$67,866.38	\$98,434.72			
EDGEWOOD MGMT	490	\$339.3900		\$138.50				
MATCH GROUP INC (MTCH)	128,355.00	137,523.24	0.45 %	131,469.14	6,054.10			
EDGEWOOD MGMT	876	156.9900		150.08				
NETFLIX INC (NFLX)	134,693.55	155,636.70	0.51 %	96,935.51	58,701.19			
EDGEWOOD MGMT	255	610.3400		380.14				
SNAP INC - A (SNAP)	218,320.56	236,679.48	0.77 %	72,914.59	163,764.89			
EDGEWOOD MGMT	3,204	73.8700		22.76				
TWITTER INC (TWTR)	78,374.59	68,784.21	0.23 %	47,861.36	20,922.85			
ARISTOTLE CAPITAL MANAGEMENT	1,139	60.3900		42.02				
<b>Total telecommunication services</b>		<b>\$764,924.73</b>	<b>2.47 %</b>	<b>\$417,046.98</b>	<b>\$347,877.75</b>			

**Utilities**

Description (Symbol)	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			
IDACORP INC (IDA)	\$11,310.00	\$11,992.08	0.04 %	\$12,473.10	-\$481.02	2.75 %	\$329.44	
GW&K INVESTMENT MANAGEMENT	116	\$103.3800		\$107.53				
NORTHWESTERN CORPORATION (NWE)	13,007.52	12,376.80	0.04 %	15,449.32	- 3,072.52	4.33 %	535.68	
GW&K INVESTMENT MANAGEMENT	216	57.3000		71.53				

Detail

<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			
<b>Total utilities</b>		<b>\$24,368.88</b>	<b>0.08 %</b>	<b>\$27,922.42</b>	<b>- \$3,553.54</b>	<b>3.55 %</b>	<b>\$865.12</b>
<b>Total stocks</b>		<b>\$7,426,420.21</b>	<b>24.00 %</b>	<b>\$4,772,538.07</b>	<b>\$2,653,882.14</b>	<b>0.89 %</b>	<b>\$65,873.98</b>
<b>Total</b>							<b>\$3,795.45</b>
<b>Etf - equity</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			
ISHARES CORE S&P 500 (IVV) ETF	\$5,176,666.72	\$5,187,503.62	16.77 %	\$2,664,070.06	\$2,523,433.56	1.36 %	\$70,307.40
21-75-073-***3885	12,041	\$430.8200		\$221.25			
ISHARES RUSSELL MID-CAP (IWR) ETF	2,412,382.56	2,381,329.68	7.70 %	889,569.11	1,491,760.57	1.08 %	25,572.96
21-75-073-***3885	30,444	78.2200		29.22			
VANGUARD FTSE ALL WORLD EX-US (VEU) INDEX FUND	624,835.23	600,882.72	1.95 %	491,075.74	109,806.98	2.45 %	14,696.79
21-75-073-***3885	9,857	60.9600		49.82			
VANGUARD REAL ESTATE (VNQ) ETF	323,488.62	323,456.84	1.05 %	232,869.22	90,587.62	3.20 %	10,328.50
21-75-073-***3885	3,178	101.7800		73.28			
VANGUARD SMALL CAP (VB) ETF	984,248.32	955,369.23	3.09 %	588,590.36	366,778.87	1.19 %	11,350.66
21-75-073-***3885	4,369	218.6700		134.72			
<b>Total etf - equity</b>		<b>\$9,448,542.09</b>	<b>30.54 %</b>	<b>\$4,866,174.49</b>	<b>\$4,582,367.60</b>	<b>1.40 %</b>	<b>\$132,256.31</b>

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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	price per unit	Current						
FEDERATED HERMES INTERNATIONAL (PEIRX) EQUITY FUND 21-75-073-***3885	74,685.603	\$2,476,574.60	\$2,442,966.07 \$32.7100	7.90 %	\$843,844.50 \$11.30	\$1,599,121.57	1.08 %	\$26,214.65	
SEAFARER OVERSEAS GROWTH & (SIGIX) INCOME INSTL CLASS FD # 11602 21-75-073-***3885	88,386.979	1,385,023.96	1,274,540.24 14.4200	4.12 %	1,100,232.78 12.45	174,307.46	2.25 %	28,637.38	
LAZARD GLOBAL LISTED (GLIFX) INFRASTRUCTURE PORTFOLIO FUND# 1243 21-75-073-***3885	28,858.818	450,217.99	452,506.27 15.6800	1.47 %	433,787.37 15.03	18,718.90	1.98 %	8,946.23	
<b>Total mutual funds - equity</b>			<b>\$4,170,012.58</b>	<b>13.48 %</b>	<b>\$2,377,864.65</b>	<b>\$1,792,147.93</b>	<b>1.53 %</b>	<b>\$63,798.26</b>	
<b>Total equities</b>			<b>\$21,044,974.88</b>	<b>68.01 %</b>	<b>\$12,016,577.21</b>	<b>\$9,028,397.67</b>	<b>1.25 %</b>	<b>\$261,928.55</b>	<b>\$3,795.45</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	price per unit	Current						
GLDMN SCHS ABSRTRN TR FUND (GARUX) CLASS R6 21-75-073-***3885	141,611.776	\$1,478,426.94	\$1,478,426.94 \$10.4400	4.78 %	\$1,379,682.06 \$9.74	\$98,744.88	0.10 %	\$1,416.12	
<b>Total portfolio</b>			<b>\$30,943,386.36</b>	<b>100.00 %</b>	<b>\$21,750,590.66</b>	<b>\$9,192,795.70</b>	<b>1.40 %</b>	<b>\$431,530.57</b>	<b>\$22,909.38</b>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – September 2021

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, municipal bonds, commercial paper, and negotiable certificates of deposit as managed by Meeder Investment Management, STAR Ohio, Government Insured Deposit Program (replaced the STAR Plus program), and a federal money market fund.

Following is a description of interim deposit earnings for the period September 1, 2021 through September 30, 2021.

OPERATING FUND:

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
09/01/21 - 09/30/21	30	Various	STAR Ohio	Various	797.74	Investment Pool
09/01/21 - 09/30/21	30	Various	Government Insured Deposit Program	Various	282.75	Bank Deposit Program
09/01/21 - 09/30/21	30	Various	U.S. Bank	Various	8.94	Sweep Money Market
12/17/20 - 09/13/21	270	350,000	MUFG Bank LTD/NY	0.230%	603.75	Commercial Paper
03/01/21 - 09/01/21	185	100,000	Federal Farm Credit Bank	1.700%	4,158.00	Federal Agency
03/01/21 - 09/01/21	185	850,000	Federal Home Loan Mortgage Corp.	0.320%	1,572.50	Federal Agency
03/08/21 - 09/08/21	185	500,000	Federal Home Loan Mortgage Corp.	0.400%	1,100.00	Federal Agency
03/08/21 - 09/08/21	185	500,000	Federal Home Loan Bank	2.375%	5,937.50	Federal Agency
03/09/21 - 09/09/21	185	800,000	Federal Home Loan Bank	2.000%	8,000.00	Federal Agency
03/17/21 - 09/17/21	185	500,000	Federal Home Loan Bank	1.000%	2,500.00	Federal Agency
03/18/21 - 09/18/21	185	1,000,000	Federal Farm Credit Bank	0.625%	3,125.00	Federal Agency
03/23/21 - 09/23/21	185	810,000	Federal Home Loan Bank	0.390%	1,579.50	Federal Agency
03/24/21 - 09/24/21	185	1,000,000	Federal Farm Credit Bank	0.360%	1,800.00	Federal Agency
03/24/21 - 09/24/21	185	1,000,000	Federal Home Loan Mortgage Corp.	0.400%	2,000.00	Federal Agency
03/29/21 - 09/29/21	185	1,000,000	Federal Home Loan Mortgage Corp.	0.350%	1,750.00	Federal Agency
03/30/21 - 09/30/21	185	500,000	Federal Home Loan Bank	1.020%	2,550.00	Federal Agency
08/01/21 - 09/01/21	32	100,000	Live Oak Banking Co.	1.800%	152.88	Negotiable CD
08/11/21 - 09/11/21	32	249,000	UBS Bank USA	1.000%	211.48	Negotiable CD
08/11/21 - 09/11/21	32	249,000	First Internet Bank of Indiana	0.850%	179.76	Negotiable CD
08/13/21 - 09/13/21	32	249,000	Enerbank USA	1.800%	380.66	Negotiable CD
03/14/21 - 09/14/21	185	249,000	Bank Hapoalim BM NY	0.300%	376.57	Negotiable CD
08/17/21 - 09/17/21	32	249,000	Wells Fargo National Bank West	1.900%	401.81	Negotiable CD

**NOTE RETIREMENT FUND:**

<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>
09/01/21 - 09/30/21	30	Various	Huntington National Bank	Various	26.89	Sweep Money Market
				Earned Interest September 2021	\$ 26.89	
				Earned Interest Year To Date	\$ 197.01	

**ESCROW ACCOUNT:**

<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>
09/01/21 - 09/30/21	30	Various	Huntington National Bank	Various	0.92	Money Market
				Earned Interest September 2021	\$ 0.92	
				Earned Interest Year To Date	\$ 8.40	
				<b>Earned Interest September 2021--All Funds</b>	<b>\$ 130,702.19</b>	
				<b>Earned Interest Year To Date--All Funds</b>	<b>\$ 756,455.84</b>	

## CLEVELAND PUBLIC LIBRARY

## REPORT C

Board Meeting  
October 21, 2021

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR SEPTEMBER 2021

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
State Treasurer of Ohio Center for Public Investment Management Cleveland, Ohio	1/1/2021 - 12/31/2021	Laura Armstrong	100.00
Mental Health America of Northern Kentucky and Southwest Ohio Non-Escalation as De-Escalation: Improving Satisfaction, Safety, and Outcomes (Virtual) Cleveland, Ohio	7/27/2021 - 8/5/2021	Shayla Boyce	45.00
American Payroll Association Chapter Meeting (Virtual) Cleveland, Ohio	8/5/2021	Ronelle Miller-Hood	20.00
American Payroll Association Ohio Payroll Conference (Virtual) Cleveland, Ohio	8/26/2021	Ronelle Miller-Hood	100.00
American Library Association Discovering Family History in Library Collections (Virtual) Cleveland, Ohio	7/27/2021 - 8/10/2021	Terrence Metter	132.00
<b>TOTAL</b>			<b>\$397.00</b>

## SUMMARY

FUND	SEPTEMBER	YEAR TO DATE
General	\$397.00	\$3,118.00
Lockwood Thompson	0.00	24,310.00
CLEVNET	0.00	900.00
<b>TOTAL</b>	<b>\$397.00</b>	<b>\$28,328.00</b>



## Cleveland Public Library

## Board Meeting

October 21, 2021

## REPORT ON ALL VENDOR EXPENDITURES

In accordance with the Board Policy on Supplier Diversity adopted by resolution on April 15, 2021, the Fiscal Officer is hereby submitting a monthly report on all expenditures for the period:  
9/1/2021 through 9/30/2021

Cert	Vendor	City/Description	State	Check Date	Amount/Total
	A.J. GATES COMPANY	SOLON FORKLIFT PLANNED MAINTENANCE	OH	09/03/2021	220.10 <u>220.10</u>
	ACE RUBBER STAMP COMPANY	CLEVELAND RYLACME STAMPS FOR PUBLIC SER	OH	09/03/2021	635.72 <u>\$635.72</u>
	ACTION DOOR	BROOKLYN HTS. EMERGENCY DOOR REPAIRS	OH	09/10/2021	784.64 <u>\$784.64</u>
	ADMANAGE LTD	CINCINNATI PRE-EMPLOYMENT BACKGROUND CHEC	OH	09/10/2021	45.00 <u>\$45.00</u>
	ADVANCE OHIO MEDIA INC.	DETROIT DIGITAL ADVERTISING 2/19/21 -	MI	09/10/2021	1,200.00 <u>\$1,200.00</u>
	AIRGAS GREAT LAKES	CHICAGO OXYGEN ACELYLENE	IL	09/17/2021	98.41 <u>\$98.41</u>
	AMAZON	ATLANTA	GA	09/03/2021 09/10/2021 09/17/2021 09/24/2021	185.12 550.15 206.32 2,632.23 <u>\$3,573.82</u>
	AMERICAN LEGAL PUBLISHING CORPORATION	CINCINNATI	OH	09/17/2021	45.00 <u>\$45.00</u>
	APLPD HOLDCO, INC. & SUBSIDIARY	BALTIMORE FMP MOVE - STORAGE PODS WOODLA FMP MOVE - STORAGE PODS FMP MOVE - STORAGE PODS	MD	09/03/2021 09/10/2021 09/24/2021	114.99 114.99 114.99 <u>\$344.97</u>
	AT & T	CLEVELAND IP FLEX	OH	09/03/2021	3,259.35

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
		CPL MEASURED BUSINESS LINES		09/17/2021	522.55
		ASE ETHERNET SERVICE		09/17/2021	14,058.08
		CPL MEASURED BUSINESS LINES		09/24/2021	3,085.97
					<u>\$20,925.95</u>
	BAKER & TAYLOR BOOKS	ATLANTA	GA		
				09/03/2021	2,390.20
				09/10/2021	11,773.47
				09/17/2021	15,721.80
				09/24/2021	20,117.52
					<u>\$50,002.99</u>
	BARBERTON PUBLIC LIBRARY	BARBERTON	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	94.67
					<u>\$94.67</u>
	BARONS BUS LINES	INDEPENDENCE	OH		
		TRANSPORATION - CANTON OHIO		09/10/2021	7,000.00
					<u>\$7,000.00</u>
	BELLEVUE PUBLIC LIBRARY	BELLEVUE	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	39.89
					<u>\$39.89</u>
FBE	BEREA MOVING & STORAGE COMPANY, INC.	CLEVELAND	OH		
		MOVE MOBILE SERVICES DEPT. - F		09/17/2021	360.00
					<u>\$360.00</u>
	BEST BUY	DALLAS	TX		
		FLEET BRANCH REFRIGERATOR		09/03/2021	770.01
		ADDISON BRANCH MICROWAVE		09/24/2021	213.53
					<u>\$983.54</u>
	BIALOSKY AND PARTNERS	CLEVELAND	OH		
		SHARE OF PROFESSIONAL LIABILIT		09/17/2021	3,483.35
					<u>\$3,483.35</u>
	BIRCHARD PUBLIC LIBRARY	FREMONT	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	114.92
					<u>\$114.92</u>
	BLICKART MATERIALS	GALESBURG	IL		
		MAT BOARD FOR STANCHION SIGNS		09/24/2021	594.00
					<u>\$594.00</u>
	BOB GILLINGHAM FORD, INC	PARMA	OH		
		VEHICLE 16 REPAIRS		09/03/2021	1,463.75
					<u>\$1,463.75</u>
	BP	CHARLOTTE	NC		
		GAS FOR VEHICLES #NH318		09/17/2021	5,217.31
					<u>\$5,217.31</u>
	BRAKEFIRE, INC	CLEVELAND	OH		
		SOUTH BROOKLYN ADA OPERATORS		09/03/2021	3,375.00

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
					<u>\$3,375.00</u>
	BRICKER & ECKLER ATTORNEYS AT LAW	COLUMBUS	OH		
		SECURITIES & FEDERAL TAX LAW C		09/03/2021	2,000.00
		LEGAL SERVICES FOR FMP		09/24/2021	2,310.00
					<u>\$4,310.00</u>
	BRIDGEPORT PLACE LLC	CLEVELAND	OH		
		GARDEN VALLEY RENT		09/03/2021	5,769.82
					<u>\$5,769.82</u>
	BRILL	NEW MILFORD	CT		
				09/10/2021	341.00
				09/24/2021	305.50
					<u>\$646.50</u>
	BRISTOL PUBLIC LIBRARY	BRISTOLVILLE	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	9.80
					<u>\$9.80</u>
	BRODART COMPANY	WILLIAMSPORT	PA		
		YOUTH SERVICES FURNITURE		09/10/2021	757.50
					<u>\$757.50</u>
	BSL ONE LLC	CLEVELAND	OH		
		YR 3-OF-3 MFD & PRODUCTION PRI		09/03/2021	3,391.45
		YR 3-OF-3 STAND ALONE PRINTER		09/10/2021	72.45
		CPL FAXING		09/17/2021	1,180.70
		YR 3-OF-3 PAY STATION MAINTENA		09/24/2021	4,137.57
		CPL FAXING		09/24/2021	1,611.00
					<u>\$10,393.17</u>
	BURTON PUBLIC LIBRARY	BURTON	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	202.86
					<u>\$202.86</u>
	CAMPUS DISTRICT, INC	CLEVELAND	OH		
		FY 2022 MEMBERSHIP DUES		09/10/2021	3,500.00
					<u>\$3,500.00</u>
	CANON SOLUTIONS AMERICA, INC	CHICAGO	IL		
		COPIER MAINTENANCE, COPIES, CO		09/10/2021	77.78
					<u>\$77.78</u>
	CARLOS CRUZ	LAKESWOOD	OH		
		CPL PLAY - PRESENTER - CRUZ FI		09/24/2021	300.00
					<u>\$300.00</u>
	CAROL & JOHN'S COMIC SHOP	CLEVELAND	OH		
				09/24/2021	1,380.91
					<u>\$1,380.91</u>
	CBLH DESIGN, INC.	CLEVELAND	OH		
		FMP - ARCHITECTURAL/ENGINEERIN		09/03/2021	95,478.40

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
					<u>\$95,478.40</u>
	CDW GOVERNMENT, INC	VERNON HILLS	IL		
		CPL & CLEVNET HARDWARE		09/03/2021	1,991.70
		ADOBE CREATIVE CLOUD CO-TERMED		09/17/2021	19,856.12
		500GB SSD - EXTRA SUPPLY		09/24/2021	7,475.69
					<u>\$29,323.51</u>
	CHARLES DOXLEY	LAKWOOD	OH		
		STEM @ HOME AND BYOND - DOXLEY		09/03/2021	1,701.00
					<u>\$1,701.00</u>
	CHILCOTE LAW FIRM, LLP	CLEVELAND HEIGHTS	OH		
		LEGAL SERVICES - MLK BRANCH RE		09/24/2021	16,582.50
					<u>\$16,582.50</u>
	CITY OF CLEV DIV OF WATER	CLEVELAND	OH		
		WATER E 131 ST ACCT#6165600000		09/03/2021	332.52
		WATER ADDISON ACCT#7024610000		09/17/2021	3,328.58
		WATER EASTMAN ACCT#4968564613		09/24/2021	1,754.04
					<u>\$5,415.14</u>
	CITY OF CLEVELAND	CLEVELAND	OH		
		CPLFMP PHASE 1A BUILDING PERM		09/10/2021	40,797.43
					<u>\$40,797.43</u>
	CLEVELAND HEIGHTS - UNIVERSITY HEIGHTS	CLEVELAND HEIGHTS	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	190.75
					<u>\$190.75</u>
	CLEVELAND HERMETIC & SUPPLY, INC	AVON	OH		
		EMER-M.L.K HVAC REFRIGERANT		09/03/2021	5,906.05
		EMER-ADDITIONAL REFRIGERANT F		09/10/2021	2,475.00
					<u>\$8,381.05</u>
	CLEVELAND METROPARKS	CLEVELAND	OH		
		CLEVELAND BOOK WEEK - AUTHOR V		09/24/2021	1,500.00
					<u>\$1,500.00</u>
	CLEVELAND PUBLIC POWER	CLEVELAND	OH		
		ELECTRICITY ADDISON ACCT#68713		09/17/2021	36,089.66
		ELECTRICITY SOUTH ACCT#8314070		09/24/2021	5,723.16
					<u>\$41,812.82</u>
	CLEVELAND STATE UNIVERSITY,	CLEVELAND	OH		
		AMERICA READS TUTORING SERVICE		09/03/2021	12,697.83
					<u>\$12,697.83</u>
	CLEVELAND THERMAL, LLC	CLEVELAND	OH		
		YR 1-OF-10 YR AGMT FOR CHILLED		09/24/2021	121,204.18
					<u>\$121,204.18</u>
	CLEVELAND TIME CLOCK & SERVICE CO.	CLEVELAND	OH		
		RIBBON FOR TIME CLOCK/STAMP		09/10/2021	31.20

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
					\$31.20
	COACH SAMS INNER CIRCLE FOUNDATION	CLEVELAND COACH SAM - 9/2021	OH	09/03/2021	6,000.00
					\$6,000.00
	CONNEAUT PUBLIC LIBRARY	CONNEAUT ONLINE BILL PAYMENT DIST.	OH	09/10/2021	18.00
					\$18.00
MBE	CONTINENTAL CONTAINERS INC	CLEVELAND CORRUGATED BOXES	OH	09/17/2021	4,950.00
					\$4,950.00
	DAVID ORTIZ	NORTH ROYALTON HISPANIC HERITAGE MONTH CELEBR	OH	09/17/2021	500.00
					\$500.00
	DIRECT AIR SYSTEMS, INC	HUDSON DRIVE MODULE FOR LSW CHILLED W	OH	09/03/2021	10,757.00
					\$10,757.00
	DIRECT LINE II USA, INC	BROOKLYN	NY	09/03/2021	121.26
					\$121.26
	DOMINION EAST OHIO GAS COMPANY	RICHMOND	VA	09/03/2021	371.33
		GAS ML KING ACCT#5440600134497		09/10/2021	515.68
		GAS CARNEGIE WEST ACCT#1441200		09/17/2021	325.26
		GAS E131 ST ACCT#5441200134469		09/24/2021	1,636.13
		GAS BROOKLYN ACCT#544010013445			\$2,848.40
	DONNA V. WILLINGHAM	CLEVELAND BRANCH PROGRAM - MLK - STORYTE	OH	09/24/2021	450.00
					\$450.00
	DOWNTOWN CLEVELAND ALLIANCE	CLEVELAND JUNETEENTH - FREEDOM FEST SPON	OH	09/10/2021	5,000.00
					\$5,000.00
	EAST CLEVELAND PUBLIC LIBRARY	EAST CLEVELAND ONLINE BILL PAY DIST.	OH	09/10/2021	101.24
					\$101.24
	EBSCO SUBSCRIPTION SERVICES	DALLAS	TX	09/24/2021	159.38
					\$159.38
	EDGARDO MIRANDA-RODRIGUEZ	BROOKLYN CPL PLAY - HHM - GUEST PANELIS	NY	09/24/2021	2,500.00
					\$2,500.00
	EDUCATION PLUS, LLC.	CINCINNATI EMERGENCY CONNECTIVITY FUND (E	OH	09/03/2021	6,500.00

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					<u>\$6,500.00</u>
	ELYRIA PUBLIC LIBRARY	ELYRIA ONLINE BILL PAYMENT DIST.	OH	09/10/2021	358.22
					<u>\$358.22</u>
	EMPLOYERS RESOURCE COUNCIL	HIGHLAND HTS ERC GOLD TIER MEMBERSHIP 2021-	OH	09/17/2021	2,388.00
					<u>\$2,388.00</u>
	ENTERPRISE FLEET MANAGEMENT INC	STRONGSVILLE 5 YR VEHICLE LEASES- CONTINUAT	OH	09/17/2021	2,792.29
					<u>\$2,792.29</u>
	EUCLID PUBLIC LIBRARY	EUCLID ONLINE BILL PAYMENT DIST.	OH	09/10/2021	85.89
					<u>\$85.89</u>
	EXPERT OF CANTON INC.	BOARDMAN PEST MANAGEMENT SERVICES MEMNO PEST MANAGEMENT SERVICES SOUTH PEST MANAGEMENT SERVICES STER PEST MANAGEMENT SERVICES ADS	OH	09/03/2021 09/10/2021 09/17/2021 09/24/2021	470.00 160.00 380.00 1,240.00
					<u>\$2,250.00</u>
	FAIRPORT HARBOR PUBLIC LIBRARY	FAIRPORT HARBOR REISSUE: ONLINE BILL PAYMENT D VOID AFTER UPDATE 09/15/2021	OH	09/17/2021 09/10/2021	23.55 0.00
					<u>\$23.55</u>
	FAST SPECIALTIES, LLC	HENDERSONVILLE PARTITIONS FOR SOUTH BROOKLYN	TN	09/10/2021	1,015.00
					<u>\$1,015.00</u>
	FEDERAL EXPRESS CORP	PITTSBURGH FEDERAL EXPRESS CHARGES FEDERAL EXPRESS CHARGES FEDERAL EXPRESS CHARGES	PA	09/03/2021 09/10/2021 09/24/2021	38.28 47.81 55.64
					<u>\$141.73</u>
	GAMETRUCK OF NORTHEAST OHIO	BROOKLYN HISPANIC HERITAGE MONTH - OUTR HISPANIC HERITAGE MONTH - OUTR	OH	09/17/2021 09/24/2021	375.00 375.00
					<u>\$750.00</u>
	GANLEY CHEVROLET	CLEVELAND REPAIRS TO TRUCK/VEHICLE # 25	OH	09/10/2021	3,585.76
					<u>\$3,585.76</u>
	GAYLORD BROTHERS INC	SYRACUSE BOXES	NY	09/03/2021	197.88
					<u>\$197.88</u>
	GEAUGA COUNTY PUBLIC LIBRARY	CHARDON ONLINE BILL PAYMENT DIST.	OH	09/10/2021	475.61

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					\$475.61
	GILBANE BUILDING COMPANY	CLEVELAND	OH		
		FMP PHASE 1A GMP - WEST PARK		09/03/2021	90,369.00
		FMP PHASE 1A GMP - WOODLAND		09/17/2021	236,808.00
		FMP PHASE 1A - MOVE MANAGEMENT		09/24/2021	195,230.00
					\$522,407.00
	GIRARD FREE LIBRARY	GIRARD	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	15.60
					\$15.60
	GRAINGER	CLEVELAND	OH		
		STOCK & STOCKROOM SUPPLIES		09/10/2021	1,222.93
		PORTABLE POWER PACKS FOR VEHIC		09/24/2021	314.58
					\$1,537.51
	GRAYBAR	CLEVELAND	OH		
		LSW/MAIN LIGHTING		09/10/2021	2,671.34
					\$2,671.34
	GREAT RIVER REGIONAL LIBRARY	SAINT CLOUD	MN		
		PAYMENT- LOST ILL BOOK #203709		09/24/2021	21.00
					\$21.00
	GUARDIAN ALARM	CHICAGO	IL		
		MONITORING AND SERVICES		09/03/2021	946.53
					\$946.53
	HARBOR-TOPKY MEMORIAL LIBRARY	ASHTABULA	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	7.99
					\$7.99
	HENDERSON MEMORIAL PUBLIC LIBRARY	JEFFERSON	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	9.70
					\$9.70
	HOLLINGER METAL EDGE INC	COMMERCE	CA		
		PRESERVATION BOXES AND MATERIA		09/10/2021	181.35
					\$181.35
	HOLZHEIMER BOLEK + MEEHAN ARCHITECTS LLC	CLEVELAND	OH		
		FMP PHASE 1B - LORAIN BRANCH		09/17/2021	36,824.69
					\$36,824.69
	HUBBARD PUBLIC LIBRARY	HUBBARD	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	103.05
					\$103.05
	HUDSON LIBRARY & HISTORICAL SOCIETY	HUDSON	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	117.81
					\$117.81
	HUNTINGTON NATIONAL BANK	PITTSBURGH	PA		
		SEPTEMBER P-CARD STATEMENT PAY		09/17/2021	18,100.39

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					\$18,100.39
	HURON PUBLIC LIBRARY	HURON ONLINE BILL PAYMENT DIST.	OH	09/10/2021	57.84
					\$57.84
	INDEPENDENCE BUSINESS SUPPLY	CLEVELAND STOCK	OH	09/03/2021	131.38
		STOCK		09/24/2021	346.30
					\$477.68
	INGRAM LIBRARY SERVICES	ST. LOUIS	MO	09/03/2021	13,619.74
				09/10/2021	11,529.72
				09/17/2021	15,598.02
				09/24/2021	11,188.12
					\$51,935.60
	INTEGRATED PRECISION SYSTEMS INC (IPS)	TWINSBURG ACCESS CONTROL & CAMERA MAINTENANCE	OH	09/10/2021	1,067.85
					\$1,067.85
	JKURTZ ARCHITECTS, LTD	CLEVELAND MLK BRANCH DESIGN SERVICES	OH	09/17/2021	57,296.00
					\$57,296.00
	KASTNER WESTMAN & WILKINS, LLC	AKRON VOID AFTER UPDATE 09/28/2021	OH	09/24/2021	0.00
					\$0.00
	KEYSTONE SYSTEMS INC	RALEIGH KLAS MAINTENANCE AGREEMENT - T	NC	09/10/2021	6,831.99
					\$6,831.99
	KIMBLE COMPANY	DOVER YR 2 OF 3 - TRASH/RECYCLING WO	OH	09/17/2021	632.25
					\$632.25
	KINSMAN FREE PUBLIC LIBRARY	KINSMAN ONLINE BILL PAYMENT DIST.	OH	09/10/2021	32.80
					\$32.80
	KIRTLAND PUBLIC LIBRARY	KIRTLAND ONLINE BILL PAYMENT DIST.	OH	09/10/2021	48.98
					\$48.98
	KOL-AMI, INC	LONG ISLAND CITY	NY	09/10/2021	135.08
					\$135.08
	KRUEGER INTERNATIONAL, INC	DALLAS FMP- MOBILE FILES W/HANDLES	TX	09/24/2021	5,785.48
					\$5,785.48
	L'NIQUE RENTAL COMPANY, INC.	VALLEY VIEW	OH		



<u>Cert</u>	<u>Vendor</u>	City/Description	State	Check Date	Amount/Total
		LAUNDRY SERVICES- CPL TABLECLO		09/24/2021	321.00
					<u>\$321.00</u>
	LATIN AMERICAN PERIODICALS	NOGALES	AZ	09/10/2021	702.89
					<u>\$702.89</u>
	LEGAL AID SOCIETY OF CLEVELAND	CLEVELAND LEGAL AID - 2020	OH	09/03/2021	2,500.00
					<u>\$2,500.00</u>
	LIZBETH BROACHE	LOUISVILLE HISPANIC HERITAGE MONTH CELEBR	OH	09/17/2021	300.00
					<u>\$300.00</u>
	LORAIN PUBLIC LIBRARY	LORAIN ONLINE BILL PAYMENT DIST.	OH	09/10/2021	226.52
					<u>\$226.52</u>
	MADISON PUBLIC LIBRARY	MADISON ONLINE BILL PAYMENT DIST.	OH	09/10/2021	249.23
					<u>\$249.23</u>
	MARS ELECTRIC COMPANY	CLEVELAND MAINTENANCE DATA TOOLS	OH	09/10/2021	708.06
					<u>\$708.06</u>
	MATTHEW BENDER & COMPANY	CHICAGO	IL	09/24/2021	1,212.06
					<u>\$1,212.06</u>
	MCKINLEY MEMORIAL LIBRARY	MILES ONLINE BILL PAYMENT DIST.	OH	09/10/2021	44.34
					<u>\$44.34</u>
	MEDINA CNTY DISTRICT LIBRARY	MEDINA ONLINE BILL PAYMENT DIST.	OH	09/10/2021	745.06
					<u>\$745.06</u>
	MENTOR PUBLIC LIBRARY	MENTOR ONLINE BILL PAYMENT DIST.	OH	09/10/2021	400.30
					<u>\$400.30</u>
	MIDLAND HARDWARE COMPANY	CLEVELAND I.T DEPARTMENT DOOR HARDWARE	OH	09/17/2021	463.96
					<u>\$463.96</u>
	MIDWEST TAPE	HOLLAND	OH	09/03/2021	7,407.91
				09/10/2021	28,738.98
				09/17/2021	8,154.70
				09/24/2021	19,539.92
					<u>\$63,841.51</u>
	MILLCRAFT PAPER CO.	CLEVELAND	OH		

Cert	Vendor	City/Description	State	Check Date	Amount/Total
		MIMAKI SUPPLIES - INK		09/17/2021	750.00
					<u>\$750.00</u>
	MISCELLANEOUS VENDORS				
		PATRON REIMBURSEMENTS- LOVE &		09/24/2021	17.00
		PATRON REIMBURSEMENTS - GED P		09/24/2021	33.25
					<u>\$50.25</u>
MBE	MOODY NOLAN INC	CLEVELAND	OH		
		PHASE 1 DESIGN CONTRACT FOR HO		09/24/2021	39,374.97
					<u>\$39,374.97</u>
	MORLEY LIBRARY	PAINESVILLE	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	44.34
					<u>\$44.34</u>
	NAYAX	HUNT VALLEY	MD		
		SERVICE AGREEMENT FOR CASHLESS		09/17/2021	254.40
					<u>\$254.40</u>
MBE	NEW VISIONS GROUP, LLC	COLUMBUS	OH		
		GOVERNMENT RELATIONS & ADVOCAC		09/10/2021	1,007.50
					<u>\$1,007.50</u>
	NEWTON FALLS PUBLIC LIBRARY	NEWTON FALLS	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	11.80
					<u>\$11.80</u>
	NEXSTAR BROADCASTING INC	INDIANAPOLIS	IN		
		FOX 8 TV CAMPAIGN FOR FALL REO		09/24/2021	175.00
					<u>\$175.00</u>
	NORTH COAST ADMINISTRATORS, INC.	WESTLAKE	OH		
		COBRA ADMINISTRATION SERVICES		09/17/2021	1,221.00
					<u>\$1,221.00</u>
	NORTHEAST OHIO REG SEWER DISTRICT	CLEVELAND	OH		
		SEWER WEST PARK ACCT#761655000		09/03/2021	41.65
		SEWER E131 ACCT#1856650002		09/10/2021	467.65
		SEWER HARVARD LEE ACCT#7378690		09/17/2021	1,674.02
		SEWER FULTON ACCT#0819370001		09/24/2021	4,143.51
					<u>\$6,326.83</u>
	NORWALK PUBLIC LIBRARY	NORWALK	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	54.08
					<u>\$54.08</u>
	OGLETREE, DEAKINS, NASH, P.C.	COLUMBIA	SC		
		GENERAL AND MISC LEGAL SERVICE		09/24/2021	252.96
					<u>\$252.96</u>
	OHIO DEPT OF JOB & FAMILY SERVICES	COLUMBUS	OH		
		2021 UNEMPLOYMENT COMP		09/03/2021	2,243.12
					<u>\$2,243.12</u>

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	ORNAMENTAL PROD TOOL & SUPPLY INC	CLEVELAND	OH		
	NEW CARPENTER GARAGE- CARPENTR			09/10/2021	1,069.99
					<u>\$1,069.99</u>
	ORRVILLE PUBLIC LIBRARY	ORRVILLE	OH		
	ONLINE BILL PAYMENT DIST.			09/10/2021	5.00
					<u>\$5.00</u>
	OTTO HARRASSOWITZ	WIESBADEN			
				09/10/2021	115.91
				09/17/2021	135.49
				09/24/2021	320.60
					<u>\$572.00</u>
	OVERDRIVE INC	CLEVELAND	OH		
				09/03/2021	27,205.34
				09/10/2021	29,375.88
				09/17/2021	42,518.44
				09/24/2021	27,548.63
					<u>\$126,648.29</u>
	PACIFIC TELEMAGEMENT SERVICES	PASADENA	CA		
	COIN PHONES			09/10/2021	150.00
					<u>\$150.00</u>
	PAYROLL EMPLOYEE CHECK				
	REFUND FOR DIRECT DEPOSIT ACCT			09/23/2021	50.00
					<u>\$50.00</u>
	PENINSULA LIBRARY AND HISTORICAL SOCIETY	PENINSULA	OH		
	ONLINE BILL PAYMENT DIST.			09/10/2021	27.40
					<u>\$27.40</u>
	PERRY PUBLIC LIBRARY	PERRY	OH		
	ONLINE BILL PAYMENT DIST.			09/10/2021	47.90
					<u>\$47.90</u>
	PETER MAC EWAN	LYNDHURST	OH		
	CONSULTING SERVICES			09/17/2021	8,500.00
					<u>\$8,500.00</u>
	PITNEY BOWES INC	LOUISVILLE	KY		
	1ST YEAR OF 60 MO LEASE MAIL M			09/03/2021	2,103.93
					<u>\$2,103.93</u>
	PLANTSCAPING, INC.	CLEVELAND	OH		
	LSW INDOOR PLANT MAINTENANCE			09/17/2021	462.00
					<u>\$462.00</u>
	PROFESSIONAL SERVICE INDUSTRIES	CLEVELAND	OH		
	ENGINEERING SERVICES FOR FMP P			09/17/2021	8,970.00
					<u>\$8,970.00</u>
	R PLAPINGER BASEBALL BOOKS	ASHLAND	OR		
				09/10/2021	236.75

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					\$236.75
FBE	REGENCY CONSTRUCTION	BROOKPARK	OH		
		CONSULTING SERVICES FOR CAPITA		09/17/2021	1,260.00
		FMP PHASE 1B PRECONSTRUCTION S		09/17/2021	11,910.70
					\$13,170.70
	REGENTS OF THE UNIVERSITY OF MINNESOTA	MINNEAPOLIS	MN		
		STOCK		09/24/2021	6,650.00
					\$6,650.00
	RENTWEAR INC.	NORTH CANTON	OH		
		UNIFORM RENTAL SERVICES YR 2 O		09/03/2021	934.94
		UNIFORM RENTAL SERVICES YR 2 O		09/10/2021	443.53
		UNIFORM RENTAL SERVICES YR 2 O		09/17/2021	1,228.24
		UNIFORM RENTAL SERVICES YR 2 O		09/24/2021	276.82
					\$2,883.53
	REPUBLIC SERVICES #224	LOUISVILLE	KY		
		MAIN TRASH PICKUP - YR 2 OF 3		09/03/2021	716.78
					\$716.78
	RICH'S TOWING & SERVICE	MIDDLEBURG HEIGHTS	OH		
		TOWING SERVICES		09/17/2021	675.00
					\$675.00
	RITTER PUBLIC LIBRARY	VERMILION	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	155.08
					\$155.08
	ROCK CREEK PUBLIC LIBRARY	ROCK CREEK	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	1.80
					\$1.80
	ROCKY RIVER PUBLIC LIBRARY	ROCKY RIVER	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	90.84
					\$90.84
	ROMAN RUDNYTSKY	AUSTINTOWN	OH		
		MUISC AT MAIN - RUDNYTSKY		09/03/2021	300.00
					\$300.00
	ROYCE SECURITY, LLC	CLEVELAND	OH		
		BRANCH SECURITY GUARD SERVICES		09/03/2021	40,028.56
		1-YR RENEWAL NIGHT ALARM RESPO		09/17/2021	14,001.53
		BRANCH SECURITY GUARD SERVICES		09/24/2021	13,100.21
					\$67,130.30
	S A COMUNALE CO INC	BARBERTON	OH		
		EMER- REPAIR MAIN BUILDING FIR		09/17/2021	265.00
					\$265.00
	SANDUSKY LIBRARY ASSOCIATION	SANDUSKY	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	113.93

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					\$113.93
	SHAKER HEIGHTS PUBLIC LIBRARY	SHAKER HTS ONLINE BILL PAYMENT DIST.	OH	09/10/2021	528.78
					\$528.78
	SHIPPERS HIGHWAY EXPRESS INC	CLEVELAND RIGGING SERVICES FOR MT. PLEAS	OH	09/03/2021	7,700.00
					\$7,700.00
	SIEMENS INDUSTRY INC	GARFIELD HEIGHTS SWITCHBOARD ELECTRICAL PREVENT	OH	09/03/2021	12,189.10
					\$12,189.10
	SMARTSIGN	BROOKLYN SAFETY MATERIALS - FIRE EXTING	NY	09/24/2021	314.83
					\$314.83
	SPOT COOLERS	CHICAGO EMER- TEMPORARY COOLING FOR LA	IL	09/10/2021	4,150.00
					\$4,150.00
	SQUIRE PATTON BOGGS (US) LLP	CLEVELAND MONTHLY RETAINER FOR 2021	OH	09/10/2021	4,000.00
					\$4,000.00
	ST. VINCENT CHARITY MEDICAL CENTER-OCC MED	CLEVELAND 2021 PRE-EMPLOYMENT TESTING	OH	09/24/2021	112.00
					\$112.00
	STAPLES ADVANTAGE	DALLAS DRY ERASE SUPPLIES FOR OPS OFF	TX	09/03/2021	11.99
		STOCK		09/10/2021	266.98
		STOCK		09/17/2021	130.80
		STOCK		09/24/2021	270.60
					\$680.37
	STEVE MADEWELL	PAINESVILLE MUSIC AT MAIN - MADEWELL	OH	09/24/2021	350.00
					\$350.00
	STUDIO:11 YOGA, PILATES AND THAI MASSAGE	CLEVELAND BRANCH PROGRAM - ROCKPORT - YO	OH	09/10/2021	60.00
		BRANCH PROGRAM - ROCKPORT - YO		09/17/2021	60.00
		BRANCH PROGRAM - ROCKPORT - YO		09/24/2021	60.00
					\$180.00
	SUN CHARGE SYSTEMS, INC	CLEVELAND SOLAR CHARGING POLES & MOBILE	AL	09/17/2021	63,722.00
					\$63,722.00
	T H MARTIN INC	CLEVELAND LAKESHORE FACILITY COOLING TOW	OH	09/24/2021	7,475.00
					\$7,475.00

Cert	Vendor	City/Description	State	Check Date	Amount/Total
	TALAS	BROOKLYN BOOK CONSERVATION SUPPLIES	NY	09/10/2021	653.87 <u>653.87</u>
	TALEVATION, LLC	CARMEL ADDITIONAL SHL SKILLS & BEHAVI	IN	09/24/2021	1,935.00 <u>\$1,935.00</u>
	TECH LOGIC CORPORATION	WHITE BEAR LAKE SELF CHECKOUT SOFTWARE MAINTEN	MN	09/17/2021	1,332.00 <u>\$1,332.00</u>
	TECHSOUP GLOBAL	SAN FRANCISCO CLEVNET- TECHSOUP- MS OFFICE W	CA	09/24/2021	8,268.00 <u>\$8,268.00</u>
	THE FISH BUTLER AQUARIUM SERVICES	ELYRIA AQUARIUM MAINTENANCE SERVICES	OH	09/03/2021	310.00 <u>\$310.00</u>
	THE ILLUMINATING CO	AKRON ELECTRICITY BROOKLYN ACCT#1100 ELECTRICITY LAKESHORE ACCT#110 ELECTRICITY E131 ST ACCT#11002 ELECTRICITY RICE ACCT#11006410	OH	09/03/2021 09/10/2021 09/17/2021 09/24/2021	13,279.80 22,701.59 6,850.62 3,479.63 <u>\$46,311.64</u>
	THE LESBIAN GAY BISEXUAL TRANSGENDER COMMUNIT	CLEVELAND ERG PARTICIPATION FEE FOR 2021	OH	09/24/2021	200.00 <u>\$200.00</u>
	THE WALTER H DRANE CO	CINCINNATI	OH	09/03/2021	363.92 <u>\$363.92</u>
	TILLIE COLTER	SHAKER HEIGHTS VIOLIN FOR BOYS	OH	09/03/2021	625.00 <u>\$625.00</u>
	TODAYS BUSINESS SOLUTIONS	LEMONT CLEVNET CARDS FOR USING PUBLIC	IL	09/10/2021	3,810.17 <u>\$3,810.17</u>
	TRAINING SERVICES INTERNATIONAL	EASTLAKE ASBESTOS OPERATIONS & MAINTENA	OH	09/24/2021	745.00 <u>\$745.00</u>
	TRANE COMPANY	LA CROSSE EMER- M.L.K CHILLER REPAIR	WI	09/17/2021	786.11 <u>\$786.11</u>
	TREASURER OF STATE	COLUMBUS SALES TAX MARCS RADIO SERVICES RENEWAL	OH	09/23/2021 09/17/2021	515.56 1,200.00

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
					\$1,715.56
	TWIN CITIES RISE	MINNEAPOLIS	MN		
		TRAINING MATERIALS LICENSE		09/03/2021	11,750.00
					\$11,750.00
	TWINSBURG PUBLIC LIBRARY	TWINSBURG	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	499.89
					\$499.89
	UNIQUE MANAGEMENT SERVICES, INC.	JEFFERSONVILLE	IN		
		CLEVNET NOTICE PRINTING SERVIC		09/03/2021	5,823.36
		CLEVNET - Notice printing serv		09/17/2021	0.63
		CLEVNET NOTICE PRINTING SERVIC		09/17/2021	2,425.60
		CPL - HOLD PICKUP NOTICE PRINT		09/24/2021	608.77
					\$8,858.36
	UNITED COLLECTION BUREAU, INC.	MAUMEE	OH		
		BOILER INSPECTION UNPAID FROM		09/17/2021	104.06
					\$104.06
	UNITED PARCEL SERVICE	CHICAGO	IL		
		ACCT# 479584- BKS BY MAIL		09/03/2021	418.83
		ACCT 493-688 SHIPPING		09/03/2021	252.16
		ACCT# 479584- BKS BY MAIL		09/10/2021	432.45
		ACCT 493-688 SHIPPING		09/10/2021	150.35
		ACCT# 479584- BKS BY MAIL		09/17/2021	755.87
		ACCT 493-688 SHIPPING		09/17/2021	266.60
		ACCT 493-688 SHIPPING		09/24/2021	133.68
					\$2,409.94
	UNIVERSITY CIRCLE INCORPORATED	CLEVELAND	OH		
		MEMBERSHIP FEE		09/17/2021	1,526.60
					\$1,526.60
	VERIZON WIRELESS	NEWARK	NJ		
		NETWORK FLEET MANAGEMENT		09/17/2021	1,094.54
		CELL PHONES		09/24/2021	5,319.77
					\$6,414.31
ODB	VOCON PARTNERS, LLC	CLEVELAND	OH		
		FMP PROJECT - ARCHITECT FEES F		09/17/2021	1,438.29
		FMP PROJECT - ARCHITECT FEES F		09/24/2021	4,804.68
					\$6,242.97
	W B MASON CO INC	BOSTON	MA		
		TAMPER PROOF DEPOSIT BAGS		09/03/2021	940.24
		STOCK		09/10/2021	1,362.14
					\$2,302.38
	WAYNE COUNTY PUBLIC LIBRARY	WOOSTER	OH		
		ONLINE BILL PAYMENT DIST.		09/10/2021	244.24
					\$244.24

Cert	Vendor	City/Description	State	Check Date	Amount/Total
MBE	WEI WANG	SAN DIEGO	CA	09/10/2021	100.00
					<u>\$100.00</u>
	WEST PUBLISHING PAYMENT CENTER	CAROL STREAM	IL	09/24/2021	11,462.00
					<u>\$11,462.00</u>
	WICKLIFFE PUBLIC LIBRARY	WICKLIFFE	OH	09/10/2021	70.69
		ONLINE BILL PAYMENT DIST.			<u>\$70.69</u>
	WILLOUGHBY EASTLAKE PUBLIC LIBRARY	WILLOWICK	OH	09/10/2021	80.00
		ONLINE BILL PAYMENT DIST.			<u>\$80.00</u>
	WINZER CORPORATION	DALLAS	TX	09/10/2021	584.64
		COVID-19 PPE - STOCK		09/24/2021	4,100.00
					<u>\$4,684.64</u>
	WKYC-TV, LLC	CINCINNATI	OH	09/03/2021	9,817.50
		STUDENT AND CAREER SUCCESS AT			<u>\$9,817.50</u>
MBE	WORLD JOURNAL/WORLD JOURNAL BOOKSTORE	CLEVELAND	OH	09/10/2021	222.30
				09/24/2021	355.38
					<u>\$577.68</u>
	YBP LIBRARY SERVICES	ATLANTA	GA	09/10/2021	206.05
				09/17/2021	588.37
				09/24/2021	437.04
					<u>\$1,231.46</u>
	ZAREMBA'S HORTICULTURAL SERVICES	STREETSBORO	OH	09/17/2021	695.00
		2021 OLBDP SENSORY GARDEN CARE			<u>\$695.00</u>
<b>Grand Total for Checks Issued from 9/1/2021 through 9/30/2021:</b>					<b><u>\$1,866,289.37</u></b>

*If known, vendors were classed:*

*DOE = Disabled-Owned Enterprise*

*FBE = Female Business Enterprise*

*LGBT = LGBTQ Business Enterprise*

*MBE = Minority Business Enterprise*

*ODB = Other Diverse Business*

*VOE = Veteran-Owned Enterprise*



REPORT ECLEVELAND PUBLIC LIBRARY

**Board Meeting**  
October 21, 2021

REPORT ON SECURITY SERVICES EXPENDITURES

In accordance with the Board resolution adopted on March 18, 2021 authorizing the seventh amendment to the agreement with Royce Security, fees paid to **Royce Security Services, LLC** to provide supplemental security services at the Library's branches on an as-needed basis for the month of **September, 2021** are hereby submitted:

<u>INVOICE</u>	<u>INVOICE DATE</u>	<u>INVOICE AMOUNT</u>	<u>CHECK DATE</u>
401720	08/06/2021	13,713.08	09/03/2021
401658	07/23/2021	13,058.18	09/03/2021
401784	08/27/2021	13,257.30	09/03/2021
401829	09/03/2021	12,801.53	09/17/2021
401880	09/17/2021	13,100.21	09/24/2021
Total for September, 2021		<u>\$ 65,930.30</u>	

Total paid on PO# 200333 since Board authorized original agreement on January 21, 2020 through September 30, 2021:

\$ 948,530.06

REPORT FCLEVELAND PUBLIC LIBRARY

**Board Meeting**  
October 21, 2021

**FEES PAID FOR LEGAL SERVICES FOR THE PERIOD JULY 1 THROUGH  
SEPTEMBER 30, 2021**

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:

General Labor & Miscellaneous Matters	\$	948.60
EEOC/OCRC		
3rd Quarter Total	\$	<u>948.60</u>
Year to Date Total	\$	<u>2,571.10</u>

In accordance with the Board resolution adopted on August 6, 2020, quarterly fees paid for legal services in connection with the Facilities Master Plan from Bricker & Eckler LLP are hereby submitted:

<u>PO# 200939 - LEGAL SERVICES FOR FMP - \$103,000</u>		
Fund 402 Brooklyn (725)	\$	38.89
Fund 402 Eastman (738)		38.89
Fund 402 Hough (752)		38.89
Fund 402 Jefferson (754)		38.89
Fund 402 Lorain (764)		38.89
Fund 402 Rockport (779)		38.89
Fund 402 Sterling (790)		1,998.88
Fund 402 West Park (797)		38.89
Fund 402 Woodland (799)		38.89
3rd Quarter Total	\$	<u>2,310.00</u>
Year to Date Total	\$	<u>39,128.00</u>
PO# 200939 Total	\$	<u>81,261.00</u>

In accordance with the Board resolution adopted on December 17, 2020, quarterly fees paid for legal services in connection with the Martin Luther King, Jr. branch relocation project from Chilcote & Wright LLP are hereby submitted:

3rd Quarter Total	\$	<u>47,217.50</u>
Year to Date Total	\$	<u>151,250.00</u>

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
October 21, 2021

## Hough Branch

In accordance with the Board resolution adopted on July 6, 2021, 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 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 September 30, 2021

Date	Vendor	PO	Description	Owner's Contingency Fund \$200,252.00		GMP Increase
				Encumbered	Expended	
				\$	\$	\$
				Hough Branch Renovation Project Budget		\$ 5,754,048.00
				<u>Encumbered</u>	<u>Expended</u>	
	Moody Noian, Inc. - Architectural Design Services			\$ 151,353.31	\$ 306,136.69	
	Gilbane Building Company - Construction Manager at Risk			4,399,667.30	228,538.70	
	Furniture, Fixtures, Equipment and Technology					
	Owner Direct Costs			2,295.45	100,682.14	
	Direct Expenditures paid from Contingency Fund					
				\$ 4,553,316.06	\$ 635,357.53	
					Available Budget	\$ 565,374.41

CLEVELAND PUBLIC LIBRARY

Board Meeting  
October 21, 2021

Jefferson Branch

In accordance with the Board resolution adopted on June 17, 2021, 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 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 September 30, 2021

Date	Vendor	PO	Description	Owner's Contingency Fund		GMP Increase
				Encumbered	Expended	
					\$70,314.00	
				\$	\$	\$
				Jefferson Branch Renovation Project Budget		\$ 2,351,967.00
				Encumbered	Expended	
	Williams Associates Architects, LTD - Architectural Design Services			\$ 37,114.18	\$ 137,676.82	
	Gilbane Building Company - Construction Manager at Risk			1,746,449.30	58,746.70	
	Furniture, Fixtures, Equipment and Technology					
	Owner Direct Costs			545.45	49,139.17	
	Direct Expenditures paid from Contingency Fund					
				\$ 1,784,108.93	\$ 245,562.69	
					Available Budget	\$ 322,295.38

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
October 21, 2021

**West Park Branch**

In accordance with the Board resolution adopted on June 17, 2021, 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 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 September 30, 2021

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Owner's Contingency Fund</u> <u>Encumbered</u>	<u>\$175,025.00</u> <u>Expended</u>	<u>GMP Increase</u>
				\$ -	\$ -	\$ -
				<b>West Park Branch Renovation Project Budget</b>		<b>\$ 5,139,779.00</b>
				<u>Encumbered</u>	<u>Expended</u>	
	Vocon Partners, LLC - Architectural Design Services			\$ 97,013.13	\$ 305,381.87	
	Gilbane Building Company - Construction Manager at Risk			3,954,297.30	98,161.70	
	Furniture, Fixtures, Equipment and Technology					
	Owner Direct Costs			545.45	77,172.01	
	Direct Expenditures paid from Contingency Fund					
				\$ 4,051,855.88	\$ 480,715.58	
					<b>Available Budget</b>	<b>\$ 607,207.54</b>

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
October 21, 2021

**Woodland Branch**

In accordance with the Board resolution adopted on July 6, 2021, 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 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 September 30, 2021

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	Owner's Contingency Fund	\$ 270,617.00		
				<u>Encumbered</u>	<u>Expended</u>	<u>GMP Increase</u>	
				\$ -	\$ -	\$ -	
							<b>Woodland Branch Project Budget \$ 7,527,592.00</b>
				<b>Encumbered</b>	<b>Expended</b>		
	Bostwick Design Partnerhip - Architectural Design Services			\$ 197,869.50	\$ 377,409.50		
	Gilbane Building Company - Construction Manager at Risk			5,991,981.30	135,014.70		
	Furniture, Fixtures, Equipment and Technology						
	Owner Direct Costs			545.45	139,500.80		
	Direct Expenditures paid from Contingency Fund						
				\$ 6,190,396.25	\$ 651,925.00		
					Available Budget	\$ 685,270.75	

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
October 21, 2021

## Central Distribution Facility

In accordance with the Board resolution adopted on June 17, 2021, 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 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 September 30, 2021

Date	Vendor	PO	Description	Owner's Contingency Fund	\$217,313.00	GMP Increase
				Encumbered	Expended	
				\$	\$	\$
				Central Distribution Facility Project Budget		\$ 6,937,066.00
				Encumbered	Expended	
	Bostwick Design Partnership - Architectural Design Services			\$ 64,093.22	\$ 672,066.78	
	Gilbane Building Company - Construction Manager at Risk Furniture, Fixtures, Equipment and Technology			4,866,861.00	178,832.00	
	Owner Direct Costs			2,764.00	67,867.27	
	Direct Expenditures paid from Contingency Fund			\$ 4,933,718.22	\$ 918,766.05	
					Available Budget	\$ 1,084,581.73

CLEVELAND PUBLIC LIBRARY					
EMPLOYMENT REPORT					
Period: Sep 1 - Sep 30, 2021					
Name	Title	Department/Branch	Effective Date	Compensation Rate	Reason
<b>New Hires</b>					
Alldrige, Corrine	Coll & Acq Manager	Technical Services	9/29/2021	\$ 65,775.00	
Nguyen, Ngoc	Fellowship Intern	External Rel & Dev	9/1/2021	\$ 41,827.50	
<b>Resignations</b>					
Bryant, Whitney	Library Asst - Comp Emp	Rice Branch	9/3/2021		
<b>Terminations</b>					
Tabb, Alicia	Custodian	Property Management	9/9/2021		
<b>Retirements</b>					
Gray, Deborah	Page	Popular Dept	9/30/2021		
Prude, Donna	Custodial Supervisor	Property Management	9/18/2021		
Scott, Khalia	Subj Dept Clerk	Fine Arts & Spec Coll	9/1/2021		
<b>Compensation Changes</b>					
Smith, Jazmine	Asst Coord, Best Buy Teen	Rockport Branch	9/27/2021	\$ 45,000.00	Promotion
Sucre, Matthew	Tech Central Asst Mgr	Tech Central	9/27/2021	\$ 56,700.00	Promotion
Wheeler, Tristan	OPS Project Coord	OPS Dept	9/12/2021	\$ 47,970.00	Promotion



## EXHIBIT A

### FOURTH AMENDMENT TO THE CLEVELAND PUBLIC LIBRARY FLEXIBLE SPENDING ACCOUNT PLAN

This Fourth Amendment (“Amendment”) to the Cleveland Public Library’s Flexible Spending Account Plan (the “Plan”) is hereby adopted by the Cleveland Public Library (the “Employer”) and is effective as of October 22, 2021.

WHEREAS, the Employer adopted the restated Plan in January 2012 for the benefit of its employees; and

WHEREAS, on October 21, 2021, the Cleveland Public Library Board of Trustees adopted a resolution permitting the Employer to amend the Plan for a fourth time; and

WHEREAS, the Employer desires to amend the Plan to redefine the eligible employee requirements;

NOW, THEREFORE, this Amendment is adopted as follows:

1. Article I, Section 2 titled, “What Are the Eligibility Requirements of Our Plan?” shall be deleted in its entirety and replaced with the following text:

“All staff other than substitutes and pages who are regularly scheduled to work a minimum of 20 hours per week are eligible to join the plan.”

2. Article I, Section 4 titled, “Are There Any Employees Who are Not Eligible?” is hereby modified as follows:

“Yes, there are certain employees who are not eligible to join the Plan. They are employees who do not meet the eligibility requirements set forth above. Temporary agency staff hired to work on a "casual basis"; independent contractors; members of the Employer's Board of Trustees; contract vendors’ staff; substitutes; pages; and non-bargaining unit staff Employees who are regularly scheduled to work fewer than 20 hours per week are not eligible to participate in this Plan.”

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, this Amendment is hereby adopted to be effective as of the date set forth above.

CLEVELAND PUBLIC LIBRARY

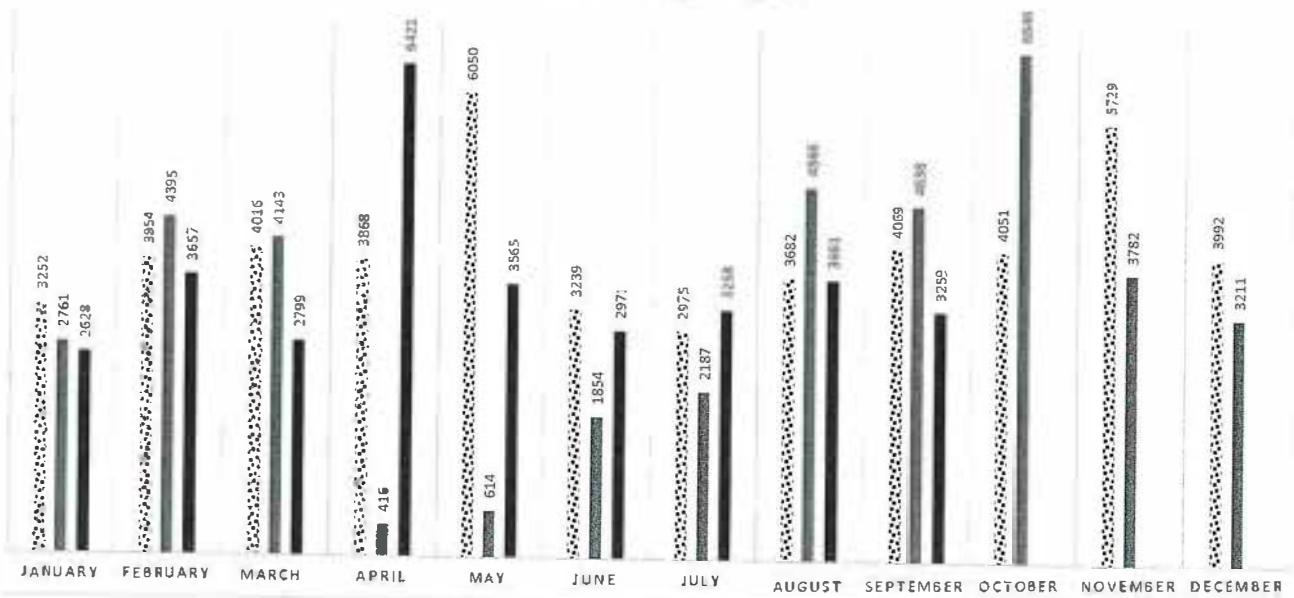
By: \_\_\_\_\_

Title: Executive Director, CEO

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

### CLEVELAND PUBLIC LIBRARY SICK LEAVE UTILIZATION

2019 2020 2021



	<u>2019</u>	<u>2020</u>	<u>2021</u>
January	3252	2761	2628
February	3854	4395	3657
March	4016	4143	2799 ^
April	3868	416	6421 ^
May	6050	614	3565 ^
June	3239	1854	2971
July	2975	2187	3258
August	3682	4866	3661
September	4069	4638	3259
October	4051	6646	3782
November	5729	3782	3992
December	3992	3211	3211

\*3 pay periods

**Notations:**

2020 April and May - Library closed due to COVID 19; June and July - Most employees worked 50% as part of SharedWork Ohio program. CARES Act provided for Emergency Paid Sick Leave and Expanded FMLA (EPSL and EFMLA).

2020 EPSL/EFMLA hours included in total hours: April - 64; May - 160; June - 463.50; July - 828; August - 1030.5; September - 1190.75; October - 2666.5; November - 2296.25; December - 1694.84

2021 EPSL/EFMLA hours included in total hours: January-1159.39; February-698.25; March-392; April 409.5; May 0

^ Includes Medical leave not previously reported in March – May 2021.



CLEVELAND PUBLIC LIBRARY  
STATE AND LOCAL GOVERNMENT INFORMATION  
2021 EEO-4 REPORT

CLEVELAND PUBLIC LIBRARY  
LYNN SARGI  
325 Superior Avenue  
Cleveland, OH 44114

CONTROL NUMBER 12345

FUNCTION JURISDICTION TOTALS: FULL/PART-TIME EMPLOYEES

JOB CATEGORY	HISPANIC / LATINO		*****MALE*****					*****FEMALE*****					TOTAL	
	M	F	WHITE	BLACK	ASIAN	HAWAII NATIVE	TWO+	WHITE	BLACK	ASIAN	HAWAII NATIVE	TWO+		
OFFICIALS/ADM	1	3	22	14		1		22	18				3	84
PROFESSIONALS		7	18	1				27	10	4			1	68
TECHNICIANS	1	1	13	2				3	1					21
PROTECT/SERV	3		7	20				1	8					39
PARA-PROFESS	3	7	21	23	1		1	35	19	1			2	113
ADMIN SUPPORT	2	8	24	26	3		1	33	61	3			2	163
SKILLED CRAFT	1		5	3				1	1					11
SERV/MAINT	1	2	7	30				2	5					47
GRAND TOTAL	12	28	117	119	4	1	2	124	123	8			8	546

# Insurance Report for the Month of September 2021

Human Resources Committee Report

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
MMO - National Network	47	19	66
MMO - CleCare Network	235	137	372
Cobra	1		1
Total MMO			439
Dental Insurance	281	171	452
Vision Employee			250
Vision Children			46
Vision Spouse			47
Vision Family			71
Total Vision			414
<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

## FINES AND FEES SCHEDULE: PART A

### OVERDUE FINES

#### ADULT MATERIALS

Circulating Items .....	\$0.00 per day/item
Reference Item .....	\$1.00 per day/item
Interlibrary Loan Material.....	\$3.00 per day/item

#### NO OVERDUE FINES are charged for:

Children's materials  
Young Adult materials  
Materials at University/College Libraries

#### NO OVERDUE FINES are charged to the following patrons:

CPL-GB (age 60 and over)  
CPL-DISABLD  
CPL-HOMBD

BILL THRESHOLD .....\$25.00

### MATERIAL RECOVERY REFERRAL

Fee for account referral to collection agency.....\$15.00

### REPLACEMENT PRICES

Borrower pays list price for material as shown online. If database shows no list price, patron is charged as follows:

Hardcover Book .....	\$26.00
Adult Paperback Book .....	\$16.00
Children's Paperback Book .....	\$5.00
Audiobook .....	\$50.00
Blu-Ray .....	\$25.00
Comic Book.....	\$3.50
Compact Disc.....	\$14.00
DVD .....	\$15.00
DVD Set .....	\$60.00
Interlibrary Loan Material.....	Value of item
Magazine .....	\$6.00
Pamphlet .....	\$2.00
Reference Material .....	Value of item
Mobile Hotspot Device.....	\$75.00
Mobile Hotspot Case .....	\$15.00
Mobile Hotspot Cable .....	\$6.50
Self-Playing Device .....	\$80.00

LOST OR STOLEN LIBRARY CARD .....\$1.00

### ELECTRONIC DEVICES AND OTHER UNCATALOGED EQUIPMENT

For Chromebooks, laptops, and other peripheral electronic devices loaned out for use within library buildings, Best Buy Teen Tech Center equipment, and any other devices or equipment not included in the Online Public Catalog that is loaned out as part of a program or other initiative – the responsible party will reimburse the Library for the cost of repair or replacement of the device or equipment plus any associated fees.

### DAMAGE FINES

Major ..... Replacement price

### PASSPORT APPLICATION FEES

Application Processing fee .....	\$35.00
Passport photo fee .....	\$10.00

### INTERLIBRARY LOAN

#### LOAN FEES CHARGED TO LIBRARIES

Ohio Libraries .....	No charge
Out-of-State Libraries .....	\$10.00 per item
Foreign Libraries .....	\$20.00 per item

#### DUPLICATION FEES

Scans (1-30 images) .....	minimum \$15.00/item
Paper (1-30 images).....	minimum \$30.00/item

*Additional fees may be charged. See Fines and Fees Schedule; Part B for list of fees for scans and printouts made by staff.*

#### FEES CHARGED TO INDIVIDUAL BORROWERS

Borrowing.....	No charge
LOST ITEMS	
Replacement price.....	Value of item

### SELF-SERVICE COPY/PRINTING

8½" x 11" and 8½" x 14" B&W.....	\$0.10 per page
11" x 17" B&W .....	\$0.20 per page
8½" x 11" and 8½" x 14" Color .....	\$0.25 per page
11" x 17" Color .....	\$0.50 per page

#### Copies from Microform Reader/Printer:

8½" x 11" and 11" x 17" B&W .....	\$0.10 per page
-----------------------------------	-----------------

Use of one's own paper ..... Charge based on paper size

Members of the Best Buy Teen Tech Center receive a \$0.50 credit for printing per day.

### FAXING

Self-service faxing from multifunction device .....No charge

### SCANNING

Self-service scanning on MFD sent to email address .....	No charge
Self-service scanning on KIC Scanner in CDPL .....	No charge
Self-service scanning to one's own device .....	No charge

### PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY

Wedding photography .....	\$100.00
Commercial filming .....	Charge quoted upon request

### MISCELLANEOUS

Tote Bags (non-complimentary).....	\$0.10 per bag
Earbuds.....	\$1.00/pair
Flash drive .....	\$7.00/each

### SALES TAX

Ohio sales tax is included in fees charged for self-service copying, printing, scanning, and faxing from library multifunction devices, and for miscellaneous items such as passport photos.

# CLEVELAND PUBLIC LIBRARY

## FINES AND FEES SCHEDULE: PART C

### Meeting Room/Auditorium/Facility Fees

	During Library Hours	Before Library Hours	After Library Hours
<b>MAIN LIBRARY</b>			
Auditorium	\$500/four hours + staff costs	\$500/hour + staff costs	\$2,500 + staff costs
Louis Stokes Wing Lower Level and 1st Floor Lobbies	Not available	Staff costs	\$2,500 + staff costs
Indoor Reading Garden	\$2500	\$250/hour + staff costs	\$2,500 + staff costs
Louis Stokes Wing Conference Rooms (A - E, Legacy Room)	No charge	Staff costs	Staff costs
Learning Commons Exclusive Access	\$2,500 + staff costs	\$500/hour + staff costs	\$2,500 + staff costs
Louis Stokes Wing 10th Floor Lobby	Not available	Staff costs	\$500/hour + staff costs
Cleveland Digital Public Library	No charge	\$100/hour + staff costs	\$2,500 + staff costs
Eastman Reading Garden	Not available	Not available	\$2,500 + staff costs
Multiple room booking fee	\$100	\$100	\$100
If food served	\$50	Included in room charges	Included in room charges
<b>LAKESHORE FACILITY</b>			
Auditorium	\$500/four hours + staff costs	\$500/hour + staff costs	\$2,500 + staff costs
<b>BRANCHES</b>			
Branch Meeting Rooms	No charge	Staff costs	Staff costs
If food served	Minimum \$100/two hours	Minimum \$100/two hours	Minimum \$100/two hours

# Policy on Internet & Computer Use

## Computer Use

"Computer use" shall include using library computers for any purpose, including without limitation, word processing purposes, or for Internet and electronic mail use. Use of Library computers is subject to the Library's Policy on Patron Guidelines.

1. Patrons must have an unexpired library card to use the public computers managed by the Library's reservation software.
2. Persons using the computers and accompanied by children six and under may not leave the children unattended.
3. The Library employs reservation software to maximize the number of patrons who are able to access the Library's public computers. The Library reserves the right to limit the amount of time an individual user can devote to a single computer session. The last computer session of the day ends 10 minutes before the Library closes. Patrons must not attempt to disable or circumvent the Library's reservation software.
4. Headphones are permitted, but volume must be kept low to not disturb others.
5. Only two persons may share a single workstation. Staff, in their discretion, may approve or disapprove requests for study group accommodations.
6. Workstations equipped with adaptive software and hardware such as ZoomText, JAWS and Braille printers may be used only by patrons in need of adaptive technology.
7. Patrons may not use library computers for any activity that is patently offensive, intrusive, disruptive, harassing, or creates an intimidating or hostile environment to staff and/or to other patrons.
8. There is a charge for printing from the Library's computers. Printing costs are listed in the Fines and Fees Schedule. Printing must be completed and collected before the Library closes.
9. Staff are unable to recover data once a computer session ends. To save a document, the patron must copy it to his/her personal media or online data storage during the computer session. The Library is not responsible for time or data lost due to computer failure or failure to save data during a computer session.
10. The Library is not responsible for any loss or liability that may occur as a result of the disclosure of financial or other personal information over the Library's public computer services, including Internet and electronic mail use. Users should be aware that use of public computers is not a private or secure medium, and that third parties may be able to obtain information regarding user's activities. Users should also be aware that Library staff may monitor use of the computers for the limited purpose of ensuring compliance with this Policy, and hereby consent to such monitoring.
11. Patrons may not utilize the Library's computers in violation of any local, state, or federal ordinances, regulations, or laws, including copyright laws. Users are prohibited from disclosing confidential information, harming CLEVNET networks



or other networks on the internet or other user accounts, invasions of privacy, engaging in spamming, unsolicited advertising, network reconnaissance, or denial of service attacks. Users engaged in illegal activities involving library computers may be subject to prosecution.

12. Users may be liable for alterations or damage they cause to library hardware or software, including knowingly uploading or installing worms, viruses, or Trojan horses, or transmitting viruses that affect other users' accounts or the Library's systems. Patrons should report any computer problems to Library staff and must not attempt maintenance on Library computers, including unplugging, disconnecting, powering on, powering off, and/or detaching and PC hardware or components.
13. Users must not make any attempt to access or modify passwords or data belonging to others, or seek unauthorized access to the Library's or any other computer system. Users are prohibited from using remote administration tools or root kits, for purposes other than to access a user's own personal computer.
14. Whether or not they are in use, the Library reserves the right to designate computers for the exclusive use of children aged 17 and under and their accompanying caregivers.
15. By using a library computer, the user agrees to conform to all regulations contained in this Policy. All users of library computers agree to indemnify and hold the Library harmless for any claims, losses, damages, obligations, or liabilities arising out of the use of the Library's computers. The Library reserves the right to terminate a computer session and/or suspend library privileges of anyone who violates the Library's computer use policies without notice.

## **Internet Safety and Acceptable Use**

1. In keeping with the Cleveland Public Library's objective to make accessible the broadest range of information in a variety of formats, the Library provides public access to the Internet. The Internet enables the Library to provide information beyond the confines of its own collection. However, the Library cannot control and is not responsible for the content of information obtained through the Internet, and does not warrant that information accessed through the Internet is accurate, reliable, legal or complete.
2. In accordance with Chapter 2907 of the Ohio Revised Code, patrons may not send, receive, print, disseminate, or display text or graphics which may be construed as obscene or "harmful to juveniles".
3. In accordance with the Children's Internet Protection Act (CIPA), the Library has adopted a policy of internet safety that includes the use of content filtering software on all public access computers. This software protects against access to visual depictions that are obscene, child pornography or harmful to minors.
4. Filtering software may fail to block some visual depictions that are obscene, child pornography or harmful to children. In addition, all technology protection measures will block some materials that are appropriate for use within the Library and beyond the scope of filtering intended by CIPA and this policy. In recognizing this deficiency, adult patrons 18 years of age and older may elect to bypass the

filter by entering their library card number. With the filter disabled, the adult patron may assess the appropriateness of the blocked material.

5. The Library cannot guarantee that sexually explicit material will not get past the filter or that there will not be other sites to which another patron or a parent might object. Parents, guardians, and caregivers are encouraged to work with their children to develop acceptable rules of internet use. It is their responsibility to set family standards and guidelines and to decide which library resources and internet websites are appropriate for their children.

*Approved by the Board of Library Trustees October 21, 2021  
Effective October 22, 2021*

CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR SEPTEMBER 2021

CIRCULATION ACTIVITY*	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2021	2020	2021	2020	2021	2020	
Main Library	92,953	94,307	465	472	785,373	597,011	32%
Branches	116,783	130,364	630	616	938,070	940,447	0%
Mobile Units	85	158			1,075	1,431	-25%
Library for the Blind	23,033	32,167			254,990	217,962	17%
OLBPD BARD	15,419	20,120			135,526	107,016	27%
eMedia	102,434	65,147			644,300	567,073	14%
<b>TOTAL CIRCULATION</b>	<b>350,707</b>	<b>342,263</b>			<b>2,759,334</b>	<b>2,430,940</b>	<b>14%</b>

ELECTRONIC MEDIA CIRCULATION*	Monthly Total		Year-to-Date		YTD Gain/Loss
	2021	2020	2021	2020	
eBook	40,375	34,397	311,564	291,922	7%
eAudiobook	38,373	20,790	226,241	180,856	25%
eMusic	7,025	4,815	37,626	43,466	-13%
eVideo	11,132	3,537	48,979	37,243	32%
eMagazines	5,529	1,608	19,890	13,586	46%
<b>TOTAL eCIRCULATION</b>	<b>102,434</b>	<b>65,147</b>	<b>644,300</b>	<b>567,073</b>	<b>14%</b> Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2021	2020	2021	2020	
Main Library	107	56 minutes	12,745	16,337	10,743	20,277	-47%
Branches	591	42 minutes	88,127	123,441	59,076	107,775	-45%
<b>TOTAL USAGE</b>	<b>698</b>		<b>100,872</b>	<b>139,778</b>	<b>69,819</b>	<b>128,052</b>	<b>-45%</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	
	2021	2020	2021	2020
	176	301	1,891	2,315

WALK-IN COUNT*	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2021	2020	2021	2020	2021	2020	
Main Library	15,445	10,993	77	55	108,253	101,697	6%
Branches	82,671	66,777	446	315	566,882	506,035	12%
<b>TOTAL VISITS</b>	<b>98,116</b>	<b>77,770</b>			<b>675,135</b>	<b>607,732</b>	<b>11%</b>

COVID Closures

- Open with no restrictions: 1/1/2020-3/13/2020
- No services offered: 3/14/2020-6/7/2020
- Curbside/walk-up services only: 6/8/2020-8/23/2020; 11/21/2020-2/21/2021
- Open with occupancy restrictions/time limits: 8/24/2020-11/20/2020; 2/22/2021-present

Facilities Master Plan Closures

Jefferson, West Park, and Woodland Branches closed for construction as of 4/5/2021

REPORT K

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**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR SEPTEMBER 2021**

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	1,751	852	555	626	3,784	264	4,048
Brooklyn	1,343	631	303	388	2,665	274	2,939
Carnegie West	2,801	815	1,348	1,261	6,225	1,120	7,345
Collinwood	976	367	215	619	2,177	311	2,488
East 131st	419	204	68	121	812	273	1,085
Eastman	4,284	1,446	1,232	1,363	8,325	1,792	10,117
Fleet	2,191	675	410	649	3,925	410	4,335
Fulton	1,096	859	339	450	2,744	522	3,266
Garden Valley	721	255	73	117	1,166	193	1,359
Glenville	1,421	704	296	579	3,000	354	3,354
Harvard-Lee	1,849	398	482	738	3,467	467	3,934
Hough	1,616	425	197	246	2,484	266	2,750
Jefferson	6	685	222	444	1,357	1	1,358
Langston Hughes	1,696	482	324	523	3,025	341	3,366
Lorain	1,407	479	254	285	2,425	391	2,816
Martin Luther King, Jr.	1,136	392	308	534	2,370	351	2,721
Memorial-Nottingham	2,312	538	800	1,589	5,239	950	6,189
Mt. Pleasant	788	529	248	451	2,016	321	2,337
Rice	2,067	579	442	830	3,918	806	4,724
Rockport	5,802	1,135	2,159	2,931	12,027	1,739	13,766
South	2,780	1,058	619	610	5,067	1,091	6,158
South Brooklyn	5,240	991	1,581	2,155	9,967	1,576	11,543
Sterling	1,187	219	275	323	2,004	283	2,287
Union	882	335	127	195	1,539	263	1,802
Walz	2,347	943	905	821	5,016	916	5,932
West Park	3	1,453	777	1,669	3,902	4	3,906
Woodland	0	479	274	104	857	1	858
<b>TOTAL</b>	<b>48,121</b>	<b>17,928</b>	<b>14,833</b>	<b>20,621</b>	<b>101,503</b>	<b>15,280</b>	<b>116,783</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR SEPTEMBER 2021**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2021	2020	2021	2020	Gain/Loss	%G/L
Addison	4,048	4,477	28,891	31,355	-2,464	-8%
Brooklyn	2,939	3,193	22,231	21,636	595	3%
Carnegie West	7,345	7,213	63,536	45,821	17,715	39%
Collinwood	2,488	3,187	21,955	27,315	-5,360	-20%
East 131st	1,085	1,396	14,208	13,499	709	5%
Eastman	10,117	9,557	73,894	63,694	10,200	16%
Fleet	4,335	4,138	35,464	36,955	-1,491	-4%
Fulton	3,266	4,053	28,158	34,538	-6,380	-18%
Garden Valley	1,359	1,309	9,821	11,077	-1,256	-11%
Glenville	3,354	2,466	23,687	27,247	-3,560	-13%
Harvard-Lee	3,934	3,190	29,391	24,283	5,108	21%
Hough	2,750	3,220	20,648	22,424	-1,776	-8%
Jefferson	1,358	4,209	17,576	27,704	-10,128	-37%
Langston Hughes	3,366	3,415	22,205	26,018	-3,813	-15%
Lorain	2,816	3,006	23,300	24,666	-1,366	-6%
Martin Luther King, Jr.	2,721	2,670	20,090	22,065	-1,975	-9%
Memorial-Nottingham	6,189	6,762	49,259	44,923	4,336	10%
Mt. Pleasant	2,337	2,112	18,899	15,736	3,163	20%
Rice	4,724	4,094	35,420	37,870	-2,450	-6%
Rockport	13,766	10,846	104,663	75,019	29,644	40%
South	6,158	7,322	53,891	46,414	7,477	16%
South Brooklyn	11,543	11,802	87,125	71,446	15,679	22%
Sterling	2,287	2,494	15,619	20,458	-4,839	-24%
Union	1,802	1,777	12,950	18,390	-5,440	-30%
Walz	5,932	6,485	46,812	45,062	1,750	4%
West Park	3,906	12,738	48,353	75,407	-27,054	-36%
Woodland	858	3,233	10,024	29,425	-19,401	-66%
<b>TOTAL</b>	<b>116,783</b>	<b>130,364</b>	<b>938,070</b>	<b>940,447</b>	<b>-2,377</b>	<b>0%</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE SEPTEMBER 2021**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2021	2020	2021	2020	Gain/Loss	%G/L
Addison	1,997	1,950	15,273	12,528	2,745	22%
Brooklyn	2,363	1,363	12,617	9,386	3,231	34%
Carnegie West	3,921	2,914	29,055	18,225	10,830	59%
Collinwood	2,840	2,460	25,164	17,237	7,927	46%
East 131st	3,951	2,145	20,791	21,187	-396	-2%
Eastman	6,345	3,622	43,909	27,832	16,077	58%
Fleet	3,721	2,823	30,203	19,929	10,274	52%
Fulton	4,252	2,557	26,476	17,563	8,913	51%
Garden Valley	1,660	1,868	14,217	13,038	1,179	9%
Glenville	2,646	3,013	19,260	16,408	2,852	17%
Harvard-Lee	3,017	2,558	22,423	21,821	602	3%
Hough	2,888	2,274	21,822	17,215	4,607	27%
Jefferson	0	652	1,668	15,218	-13,550	-89%
Langston Hughes	2,806	1,687	15,852	13,603	2,249	17%
Lorain	2,951	2,531	22,450	14,745	7,705	52%
Martin Luther King, Jr.	1,712	1,443	10,759	16,549	-5,790	-35%
Memorial-Nottingham	2,571	2,225	21,276	16,778	4,498	27%
Mt. Pleasant	1,982	1,822	15,232	9,821	5,411	55%
Rice	6,914	2,063	23,597	30,609	-7,012	-23%
Rockport	6,466	4,456	42,294	28,236	14,058	50%
South	3,366	2,097	21,344	17,931	3,413	19%
South Brooklyn	5,525	3,615	36,219	30,314	5,905	19%
Sterling	4,472	2,913	29,527	22,163	7,364	33%
Union	2,095	1,247	13,326	15,337	-2,011	-13%
Walz	2,210	3,239	19,388	17,014	2,374	14%
West Park	0	3,419	6,561	20,851	-14,290	-69%
Woodland	0	3,821	6,179	24,497	-18,318	-75%
<b>TOTAL</b>	<b>82,671</b>	<b>66,777</b>	<b>566,882</b>	<b>506,035</b>	<b>60,847</b>	<b>12%</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS SEPTEMBER 2021**

Branch	Total Circulation
1 Rockport	13,766
2 South Brooklyn	11,543
3 Eastman	10,117
4 Carnegie West	7,345
5 Memorial-Nottingham	6,189
6 South	6,158
7 Walz	5,932
8 Rice	4,724
9 Fleet	4,335
10 Addison	4,048
11 Harvard-Lee	3,934
12 West Park	3,906
13 Langston Hughes	3,366
14 Glenville	3,354
15 Fulton	3,266
16 Brooklyn	2,939
17 Lorain	2,816
18 Hough	2,750
19 Martin Luther King, Jr.	2,721
20 Collinwood	2,488
21 Mt. Pleasant	2,337
22 Sterling	2,287
23 Union	1,802
24 Garden Valley	1,359
25 Jefferson	1,358
26 East 131st	1,085
27 Woodland	858
	116,783

Branch	Attendance
Rice	6,914
Rockport	6,466
Eastman	6,345
South Brooklyn	5,525
Sterling	4,472
Fulton	4,252
East 131st	3,951
Carnegie West	3,921
Fleet	3,721
South	3,366
Harvard-Lee	3,017
Lorain	2,951
Hough	2,888
Collinwood	2,840
Langston Hughes	2,806
Glenville	2,646
Memorial-Nottingham	2,571
Brooklyn	2,363
Walz	2,210
Union	2,095
Addison	1,997
Mt. Pleasant	1,982
Martin Luther King, Jr.	1,712
Garden Valley	1,660
Woodland	28
Jefferson	15
West Park	0
	82,714

Branch	Population	
	2010	2000
1 South Brooklyn	32,043	34,217
2 West Park	27,814	29,398
3 Fleet	26,727	34,598
4 Eastman	23,674	25,873
5 Rockport	19,896	21,467
6 Fulton	19,647	22,575
7 Rice	19,462	25,893
8 Memorial-Nottingham	19,271	22,598
9 Harvard-Lee	17,655	21,246
10 Walz	16,063	18,497
11 Collinwood	14,769	19,377
12 Langston Hughes	14,439	21,224
13 Glenville	14,006	20,302
14 Addison	13,603	19,263
15 East 131st	13,025	18,001
16 Mt. Pleasant	12,792	17,155
17 Lorain	12,588	14,589
18 Martin Luther King, Jr.	12,392	15,483
19 Carnegie West	10,487	11,716
20 Union	8,416	12,603
21 Sterling	8,267	8,712
22 Woodland	7,946	7,213
23 South	6,325	7,729
24 Hough	5,667	7,845
25 Brooklyn	5,524	6,430
26 Jefferson	3,515	3,987
27 Garden Valley	2,310	3,220
28 Broadway*		1,966
	388,323	473,177

\*Broadway and Fleet service areas merged

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**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR SEPTEMBER 2021**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
CLEVNET	55,345	55,410	381,717	324,598	18%
Other Libraries	73	0	4,243	401	958%
	<b>55,418</b>	<b>55,410</b>	<b>385,960</b>	<b>324,999</b>	<b>19%</b>

\*Totals included in Main Library and Branch circulation counts

REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
Virtual Reference	4,199	82	33,146	1,255	2541%
Interlibrary Loan Requests	95	0	4,378	1,360	222%
	<b>4,294</b>	<b>82</b>	<b>37,524</b>	<b>2,615</b>	<b>1335%</b>

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
New Titles Added	3,462	3,808	33,346	53,090	-37%
Total Items Added	12,014	11,260	97,940	79,066	24%

HOURS OPEN	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
Main Library	200	200	1,448	888	63%
Branches	5,003	5,716	37,015	22,948	61%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
Downloads	15,419	20,120	135,526	107,017	27%
Users	711	733	6,463	6,000	8%

Included in circulation activity

STREAMING MEDIA	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
Songs	14,827	17,991	154,248	163,795	-6%
Users	255	300	2,457	2,616	-6%

WIRELESS SESSIONS TOTAL SESSIONS	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
	27,888	23,851	190,822	244,528	-22%

	Month	YTD
eCARDS ISSUED	432	3,878
eMEDIA NEW USERS	844	6,663
CURBSIDE SERVICES	7,749	135,320

	Month	YTD
COVID Tests Distributed	2,089	3,276